



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

P.O. Box 370131
8888 Cabrillo Hwy
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

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

OLD BUSINESS

1. [Review and Possible Action Concerning District Response to Grand Jury about Sanitary Districts in San Mateo County.](#)

NEW BUSINESS

1. [Review and Possible Action Concerning Alta Vista Road Improvements.](#)
2. [Review of 2014-15 Single Audit Report Certification from the State Controller's Office.](#)
3. [Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting September 15, 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

CONVENE IN CLOSED SESSION

PUBLIC EMPLOYEE EVALUATION (Gov't. Code §54957)

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 – 1452 Alamo St., Montara, CA 94037

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



MONTARA WATER & SANITARY
DISTRICT

BOARD OF DIRECTORS MEETING

July 7, 2016

MINUTES

REGULAR SESSION BEGAN AT 7:34 p.m.

CALL TO ORDER

ROLL CALL

Directors Present: Slater-Carter, Boyd, Wilson and Huber

Directors Absent: Director Harvey

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

Others Present: District Counsel, Dave Schricker
District Accountant, Peter Medina

PRESIDENT'S STATEMENT – None

ORAL COMMENTS -

John Petino, a Moss Beach resident and member of Resist Density reported his purpose being here tonight is to use this forum to ask the community to come to Farallone View Elementary on Monday July 11th between 3 and 8 p.m. to visit our booth and visit the Mid Pen's open house. You may have already noticed signage being placed around the area.

We have just begun fighting against the still to be made public proposal to build medium high density apartments on the site know as 1 Sierra, the 10.5 acre site in Moss Beach, boarding Montara at 16th & Carlos. For a myriad of reasons, which I will not go into tonight this project is not right for the site chosen. But suffice to say when you visit the MidPen open house be sure to have with you Resist Density's talking points, which you can pick up at our table. In making your comments to

MidPen do so as if the project were to succeed but know we are fighting them tooth and nail.

Lastly, I would like you to know that we have filed to incorporate under the name Resist Density ORG. We may have to challenge Mid Pen as well as the county and others. Resist Density ORG. has been formed to meet those challenges.

J.Q. Oeswein, a Moss Beach resident would like the following questions regarding new sewer/water service for Farallone Heights' agenized and discussed at a near future MWSD Board meeting:

1. How will the required water service for the new development effect water pressure, water quality and frequency of outages for existing downhill customers?
General Manager Heldmaier reported the water pressure would not be effected.
2. How will the required sewer service for the new development effect potential blockages and SSOs for existing downhill customers?
General Manager Heldmaier reported risks would need to be assessed by the District sewer engineer and the developer would be responsible for any improvements done to the system for the project.
3. How will these risks, if any, be mitigated?
4. Will sewer and water rates for current customers be effected by the new development?
General Manager Heldmaier reported this should not affect our rates.

General Manager Heldmaier noted he would answer these questions more in depth when this issue is agenized at a future meeting.

PUBLIC HEARING - None

CONSENT AGENDA

1. Approve Minutes for May5th, 2016.
2. Approve Financial Statements for May 2016.
3. Approve Warrants for July 1, 2016.
4. SAM flow Report for May, 2016.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for May 2016.
8. Rain Report.
9. Solar Energy Report.

Director Slater-Carter requested to pull consent agenda item 3 and 9.
Director Slater-Carter would like to see a warrant list of what the Board is approving to pay.

General Manager Heldmaier reported item 3, the warrant list is ready to distribute to the Board for review at this time and additionally he reported the Solar Energy Report was not ready at this time and will be ajenized at the next meeting.

Director Boyd moved to approve Consent Agenda excluding items 3 and 9.
Director Slater-Carter seconded the motion.

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

Due to the interest in the audience, Director Wilson suggested to move to New Business, Item number 1 at this time.

OLD BUSINESS

1. Review and Possible Action Concerning Changes in MWSD SAM Flows.

General Manager Heldmaier reported the January Flow report for the Sewer Authority Mid-Coastside (SAM) showed 26.7% of all flows contributed to the SAM plant coming from Montara. This is the single biggest contribution at least within the past decade. The January MWSD flow would be for the first time a higher than the larger Granada Community Services District. February flows were reported within a normal range for MWSD. March flows were also clearly elevated. SAM staff was alerted to the sudden changes in flow and was asked to provide an explanation.

The SAM Manager provided a report at the June 27th SAM meeting summarizing the finding of an investigation into the matter. The elevated Montara flows from January through March 16 were thought to be a combination of additional pumping of groundwater and rerouted sewage, and meter calibration deviations.

The report additionally highlighted further concerns about the SAM metering system. Instead of the SAM inflow meter the SAM mid-plant meter has been used for past calculations. Inconsistencies in the allocation of sewage from Rocket Farms and the Frenchman's Creek development are also of concern.

General Manager Heldmaier just learned that there were significant other errors that were detected in the way the SAM flows are metered. Mr. Heldmaier then asked Kishen Prathivadi, Engineering and Construction Contracts Manager for SAM to come forward and give a brief summary of his report.

Director Boyd noted the most important questions are:

- a. Can we account for any of the differences we are seeing in processing data?
- b. What are we using for the data?
- c. How we are doing the calculations?

Mr. Prathivadi reported we approached this in a logical manner. We first checked the flow meters to see if they were measuring accurately or not. Once we did that, we took the measurements from the flow meter to see how it gets reported to the board.

We found two magnetic flow meters in Montara and Vallemar that were not correct. We modified the adjustment factor in the flow meter to make sure the error is within 1 %. We started with Montara and went south to the various pump stations.

Director Boyd questioned, in short, are you going to make adjustments?
Mr. Prathivadi confirmed they would make the adjustments.

Mr. Prathivadi continued this investigation included the 3 flow meters at the plant. They were all within normal limits. The next step was to investigate the reporting system. We found out when SAM staff report the flows to the Board regarding the flow information from the 3 agencies, the mid plant flow meter was being used for calculation purposes. The mid plant flow meter does not give an accurate reading of all the flows coming into the plant because it estimates some of the flows. In short, there were errors in the reporting.

SAM recommendations are:

- As far as possible, metered flow must be considered for all locations.
- Install a meter for the Frenchman's Creek source, to account for the actual flow rates of this source rather than relying on estimates.
- If metered flow is not available then use influent flow for calculations rather than mid plant flow.

Revised method for calculating flow:

- a) MWSD- Flow from metered locations at Montara PS as well as Vallemar PS are added and is reported as flow from MWSD.
- b) GCSD- Flow from metered locations at San Pablo, Portola, along with flow data received from Rocket Farms for Domestic flows, flow data received from Rocket Farms on RO reject flow and a constant assumed discharge from Frenchman's creek are added and the metered flow from Montara PS and Vallemar PS is deducted to obtain the contributing flow from GCSD.
- c) HMB- Flow from metered location at the influent entry is considered and the flow from MWSD and GCSD is deducted to obtain the discharge from HMB. The revised method for calculating the flow has been considered and the variation in average flow as well as the distribution percentage is attached as Annexure B.

Director Boyd would like to go back and make the corrections as far back as they can go. We will need clarity on this adjustment that all agencies can agree on. Director Boyd suggested for any of the meters, anytime we read them, any time we adjust them, we need to log it with the date, beginning reading, ending reading, who read it and what change was made. Director Boyd further suggested a regular report given to the SAM Board.

Director Boyd thanked Mr. Prathivadi for his hard work on the report he presented to the MWSD Board this evening.

Director Huber noted MWSD had been consistent in reading at 22%. Why can't we just use that number instead of coming up with a fancy adjustment calculation? Also, you crossed checked the magnetic meter with an ultrasonic type meter, why would you not have both meters running at all times and if they are in agreement, you use the data, if not in agreement, you have to figure out why they are not in agreement. Director Huber suggests having dual meters at Frenchmen's Creek and HMB.

Mr. Prathivadi reported SAM was already looking into having dual meters at the Frenchman's Creek location but at the HMB location, you can always use the influent flow meter and direct it from the meter flow coming from Montara and meter flow coming from Granada. HMB already has a couple of flow meters which measure outside of the SAM Plant. We have found some inaccuracies with these flow meters and have started to sort this out. Once we can establish what those inaccuracies are, it may be best to use dual meters. Mr. Prathivadi further noted it was not common to use dual meters but would be looking further in to this along with the cost involved.

Director Wilson questioned when do you normally calibrate the meters?

Mr. Prathivadi answered the normal is every 6 months.

Director Wilson questioned the pressure on the plant seems to be mostly in January through April, can we calibrate them more during this time of the year? Mr. Prathivadi reported to start off with, perhaps we can do it every other month.

General Manager Heldmaier suggested renting the devise during the calibration phase. Mr. Prathivadi would look into how complicated this could be and report back on his findings.

Director Boyd asked how far back can they go back to make corrections?

Mr. Prathivadi suggested going back 2 years, but will work on this.

General Manager Heldmaier recommends to continue to watch how SAM handles this matter and bring this back to the MWSD Board at a later time.

Director Slater-Carter thanked Mr. Prathivadi for his attention to detail with his report. The kind of attention and detail with this report justifies having an

in house engineer who is thoroughly knowledgeable to all the parts of the system.

A copy of Mr. Prathivadi's revised average flow and distribution report is attached to the minutes.

2. Receipt of Monthly Public Agency Retirement Service Report.

General Manager Heldmaier reported the District received the March 2016 statement from PARS on May 11, 2016; which was submitted for Board review on June 5th. Questions concerning the Statement and the Plan as a whole were raised and staff was provided instruction to seek answers regarding a number of questions. District's PARS representative and District's accountant provided responses.

At the request of Board President, the District's General Manager had a meeting with both President, Jim Harvey and the Board's Treasurer, Bill Huber to discuss the PARS March and April statement as well as the plan as a whole. The meeting focused on strategies that can be put in place to ensure the transparency of the PARS process as it relates to the inception at July 1 through the time of the District's first contribution to the PARS plan.

Enclosed with the staff report is a re-submission of the March 2016 PARS statement with a detailed contribution analysis from the period of July 1, 2015 – February 29, 2016: the period covered by the March 2016 statement. The same analysis is also being provided for the April 2016 PARS Statement.

General Manager Heldmaier further reported there is a difference in the format for the statements. This will be the format going forward. The purpose of the submittal of the monthly report in the consent agenda is to allow the Board and public to monitor the plan contributions. The reports are not designed to assess overall plan performance. An Actuarial analysis will be submitted in 12 months that considers the long term nature of the investments, as well as the multitude of current and future unknown factors involving the workforce. Below are the definitions for the new format.

Definitions:

Contributions: Total dollars contributed by both the District and eligible employees.

Transfers in/out: Transfer in/out relate to the transfer of money into and out of our depository/investment account.

Earnings: Interest earned on the contributions within the fund.

Expenses: Expenses related to the administration of the fund by Highmark. These expenses are not related to the \$750 monthly PARS service fee.

Director Huber reported the meeting was to find a way to meet the objectives the Board was expecting on the report and to determine if we needed to make any

adjustments. The impression Director Huber has is that the General Manager is satisfied this has been done. Director Huber further noted the PARS Statement will be a permanent item on the consent agenda for both the Board and public to review.

Director Huber asked Peter Medina, District Accountant if he was happy with the new format of the report. Mr. Medina reported he felt that the new report provides a simpler format for all to review.

Director Slater-Carter noted the Board needs to watch this closely. We paid 750.00 for a PARS Service Fee and a fee of \$15.32. We earned \$849.00. That is not much money to be earning on hundreds of thousands of dollars. When you start out in the hole you end up going backwards.

Director Wilson noted the intent of today was that the reporting was seamless. We really will not know what our actual risk is until the actuarial report in a year. This issue was about transparency.

Director Slater-Carter noted this was a good start and further noted she would be passing this on to people who understand finances.

NEW BUSINESS

1. Review and Possible Action Concerning Grand Jury Report about Sanitary Districts.

General Manager Heldmaier reported on June 29th 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.

General Manager Heldmaier reported staff was in the process of issuing a response letter and noted comments from the Board would be appreciated and helpful.

Director Wilson asked for any public comments.

Regarding the Grand Jury (GJ) report:

Mr. Oeswein reported his general impression was the Grand Jury investigation and report obviously took a great deal of time and effort. The fact that a GJ specifically investigated independent sanitary districts seems odd compared to other more pressing problems in the county. The report itself gives the appearance of being slanted or biased and the overall tone suggests a hidden motive.

With regard to the recommendations, it seems that most of them are lacking a strong justification and some even appear petty or at the very least, designed to add weight to justifying the GJ's stated intent. The overall push to merge the independent districts ignores any advantages to keeping them independent. Mr. Oeswein, for one, likes the fact that MWSD is responsible only for Montara and Moss Beach. As a longtime Coastside resident, I feel they are meeting our needs at a reasonable cost. I also feel that if I did have an issue or problem, a locally focused agency would be more responsive than a larger collective. I therefore strongly favor MWSD remaining independent and local!

Mr. Oeswein noted the GJ report highlights a few items worth considering. Specifically, it may be beneficial to meet periodically with members of other sanitary districts to:

1. Discuss common concerns and issues and identify best practices and opportunities for improvement.
2. Identify and establish relevant and reliable performance metrics.
3. Determine what additional information may be beneficial to share with customers on the website (R5, R8).
4. Consider plans for coordinating resources in the event of a local or regional emergency (R13).

Barbara Mathewson, Moss Beach resident since 1973, supports Montara Water and Sanitary District to stay independent.

John Petino, Moss Beach resident of 40 years. Is happy with the way the District is being run and feels the Board is doing a great job.

Director Slater-Carter requested the General Manager to forward an email she had received from the General Manager of SAM to all the Board members and additionally requested copies be made to distribute to the public. The email is a response to a request Director Slater-Carter had made regarding several recommendations that related specifically to SAM than to the individual districts. Specifically R6, R12 and R13.

A copy of this email will be attached to the minutes.

Director Boyd reported he is very critical of the report. There are not only factual errors, but conclusions or built to order logic to try to somehow make a case and conveniently pointing out that there are 40 sewer agencies in San Mateo County but let's focus and criticize these 6 without any comparisons to any of the others one of which is our friend down in Half Moon Bay who happens to be our business partner in SAM. This does not make sense. We spend a lot of time with our

neighbors and talk about problems all the time. Our staff has had much interactions with our friends to the south and to the north. We spend a lot of time in a friendly way in each other's business. The collaboration questions are good ones but we have a lot of work to do to correct the records.

Mr. Oeswein questioned what motivated the grand jury to do this report? Director Boyd noted ever since the late 50's it had been the plan of the County for HMB to absorb all the rest of the Coastside.

Director Huber reported he had a different view on the report. It was obvious to Director Huber that they had spent a great deal of time on this. It seemed to him that this is an opportunity to take advantage of the work they did to basically study those recommendations in depth. I think it points out things we do fairly well and some things we do not do that well. For instance SSO's. If their information is correct, this is more of a problem for us than I had anticipated. But there are some things we can learn from this report and I would like to be involved in it and be a part of the response to the County.

Director Wilson noted he found some issues with the report but feels there is a great opportunity for us to put out a great report that shows we are responsive to the recommendations that make sense. To Scott and Kathryn's point, we need to highlight what we are about. I look forward to the report that corrects the mistakes the GJ report has and looks at the recommendations that can enhance capacity and a report that is solid footing on how we will go forward.

General Manager Heldmaier reported staff is currently working on gathering and putting information together. General Manager Heldmaier is happy to work with a committee to screen the work to bring back to the Board for approval.

Director Boyd suggested the entire Board send suggestions for the response to the General Manager. The committee would help to assemble the document and get back to the Board for approval.

Director Slater-Carter suggested to have SAM a part of this response.

Director Boyd noted the report leaves a very wrong impression.

Director Wilson suggests Director Boyd and Director Huber to help staff on the report and include Director Harvey when he becomes available.

Director Boyd suggested to take this opportunity to shine the light on the good things and take a look at some things that may be worth taking a look at. It's important to reframe this out of the conclusionary starting point that obviously all their work was designed to lead to and turn it into something where we can use it to share with people what really goes on and shine a positive light on this.

Mr. Oeswein suggested to outline the advantages of remaining independent in the response document to the GJ. It seems they skipped that whole part in their report.

2. Review and Possible Action Concerning Declaration of Certain District Assets as Surplus Property and Authorize Disposal.

General Manager Heldmaier reported from time to time the District accumulates assets that are either broken and cannot be repaired or so obsolete that they are of no use to the District. Now the District accumulated a number of electronic devices that need to be disposed of. A complete list of the items is attached to this staff report.

Director Slater-Carter moved to adopt the next resolution in line, a resolution of the Montara Water and Sanitary District Declaring Certain Property as Surplus and Authorizing its Sale. Director Boyd seconded the motion.

All Board Members were in favor and the motion passed 4 – 0.

Director Wilson suggested to take a moment to look over the warrant list handed out for approval.

Director Slater-Carter moved to approve Consent Agenda Item 3 (Warrant List for July). Director Boyd seconded the motion.

All Directors were in favor and the motion passed 4 – 0.

3. Review and Possible Action Concerning Cancellation of Next Regular Scheduled Meeting July 21, 2016.

General Manager Heldmaier reported at this time no urgent items require holding the second meeting in July. General Manager Heldmaier will have a discussion with the Board President before that date if anything changes.

REPORTS

1. Sewer Authority Mid-Coastside Meeting (Boyd) – reported

The SAM Budget was approved.

SAM will be outsourcing pipe cleaning not to exceed \$75,000.

The SAM Board is still discussing the Recycled Water Project with HMB.

2. MidCoast Community Council Meeting (Slater-Carter) – None

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) –

For our Montara residents, the Sewer improvement project is starting on 4th Street around the 500 block.

For our Moss Beach residents, we will be flushing the main lines July 25th west of Etheldore.

FUTURE AGENDAS-

Headline information on the work being done in the community on the Website.

REGULAR MEETING ENDED at 9:34 P.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 1st, September 2016

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

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

- **Overall Total Operating Income for the period ending July 31, 2016 was \$71 below budget. Total revenue received to date is \$5,596.**
- 5190 Bank Fees, \$2,345 above Budget – Annual fee for US Bank Global Trust services, in relationship to the I-Bank Loan.
- 5400 Legal, \$2,458 below Budget- No activity to-date. Budget is spread evenly between twelve months.
- 5610 Accounting, \$2,500 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 5630 Consulting, \$2,333 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 6200 Engineering, \$4,333 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 6400 Pumping, \$2,250 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 6940 & 6950 SAM Maintenance, Collection Sys, \$3,333 below Budget & 6950 SAM Maintenance, Pumping, \$4,167 below Budget (respectively) – No activity to-date. Budget is spread evenly between twelve months.
- **Overall Total Operating Expenses for the period ending July 31, 2016 were \$16,231 below Budget.**
- **Total overall Expenses for the period ending July 31, 2016 were \$25,960 below budget. For a net ordinary income of \$25,889, budgeted vs. actual. Actual net ordinary loss is (\$108,308).**
- 7100 Connection Fees, \$13,927 below Budget – One Remodel connection sold in July, No New Construction connections issued in July.
- 8000 CIP, \$145,479 below Budget – No activity to-date. Budget is spread evenly between twelve months.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

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

- **Overall Total Operating Income for the period ending July 31, 2016 was \$3,181 below budget. Total revenue received to date is \$151,314.**
- 5400 Legal, \$5,708 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 5610 Accounting, \$2,500 below Budget - No activity to-date. Budget is spread evenly between twelve months.
- 5630 Consulting, \$2,083 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 5800 Labor, \$5,867 below Budget – Decrease came from the area of Staff Wages based on less hours worked.
- 6200 Engineering, \$7,250 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 6400 Pumping, \$9,375 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 6500 Supply, \$4,166 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 6600 Collection/Transmission, \$7,875 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- 6700 Treatment, \$5,333 below Budget – No activity to-date. Budget is spread evenly between twelve months.
- **Overall Total Operating Expenses for the period ending July 31, 2016 were \$39,593 below budget.**
- **Total overall Expenses for the period ending July 31, 2016 were \$60,478 below budget. For a net ordinary income of \$57,296, budgeted vs. actual. Actual net ordinary income is \$92,257.**
- 7100 Connection Fees, \$16,333 below Budget – No new connections issued in July.
- 7600 Bond Revenues, G.O. \$95,870 below Budget – No revenue received to-date.
- 8000 CIP, \$51,583 below Budget – No activity to-date.
- 9100 Interest Expense G.O. Bonds, \$149,655 below Budget – No activity to-date.
- 9150 SRF Loan, \$18,992 below Budget – No activity to-date.

RECOMMENDATION:

This is for Board information only

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Sewer July 2016

	Jul 16	Sewer Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4220 · Cell Tower Lease	2,857.30	2,791.67	65.63
4400 · Fees			
4410 · Administrative Fee (New Constr)	0.00	250.00	-250.00
4420 · Administrative Fee (Remodel)	487.00	125.00	362.00
4430 · Inspection Fee (New Constr)	0.00	208.33	-208.33
4440 · Inspection Fee (Remodel)	566.00	291.67	274.33
4460 · Remodel Fees	341.00	583.33	-242.33
Total 4400 · Fees	1,394.00	1,458.33	-64.33
4720 · Sewer Service Refunds, Customer	0.00	-333.33	333.33
4760 · Waste Collection Revenues	1,344.31	1,750.00	-405.69
Total Income	5,595.61	5,666.67	-71.06
Gross Profit	5,595.61	5,666.67	-71.06
Expense			
5000 · Administrative			
5190 · Bank Fees	2,803.19	458.33	2,344.86
5200 · Board of Directors			
5210 · Board Meetings	0.00	250.00	-250.00
5220 · Director Fees	0.00	275.00	-275.00
5230 · Election Expenses	0.00	333.33	-333.33
Total 5200 · Board of Directors	0.00	858.33	-858.33
5250 · Conference Attendance	0.00	166.67	-166.67
5270 · Information Systems	0.00	500.00	-500.00
5300 · Insurance			
5310 · Fidelity Bond	0.00	41.67	-41.67
5320 · Property & Liability Insurance	1,918.47	141.67	1,776.80
Total 5300 · Insurance	1,918.47	183.34	1,735.13
5350 · LAFCO Assessment	0.00	166.67	-166.67
5400 · Legal			
5420 · Meeting Attendance, Legal	0.00	791.67	-791.67
5430 · General Legal	0.00	1,666.67	-1,666.67
Total 5400 · Legal	0.00	2,458.34	-2,458.34
5510 · Maintenance, Office	0.00	666.67	-666.67
5540 · Office Supplies	0.00	666.67	-666.67
5550 · Postage	0.00	208.33	-208.33
5560 · Printing & Publishing	0.00	250.00	-250.00
5600 · Professional Services			
5610 · Accounting	0.00	2,500.00	-2,500.00
5630 · Consulting	0.00	2,333.33	-2,333.33
5640 · Data Services	0.00	500.00	-500.00
5650 · Labor & HR Support	187.50	187.50	0.00
5660 · Payroll Services	73.94	66.67	7.27
Total 5600 · Professional Services	261.44	5,587.50	-5,326.06
5710 · San Mateo Co. Tax Roll Charges	0.00	208.33	-208.33
5720 · Telephone & Internet	29.98	916.67	-886.69
5730 · Mileage Reimbursement	0.00	125.00	-125.00
5740 · Reference Materials	0.00	16.67	-16.67

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2016

	Jul 16	Sewer Budget	\$ Over Budget
5800 - Labor			
5810 - CalPERS 457 Deferred Plan	1,134.69	1,259.75	-125.06
5820 - Employee Benefits	2,865.14	2,865.17	-0.03
5830 - Disability Insurance	0.00	123.25	-123.25
5840 - Payroll Taxes	1,327.53	1,376.75	-49.22
5850 - PARS	1,087.07	1,147.33	-60.26
5900 - Wages			
5910 - Management	7,391.78	7,781.08	-389.30
5920 - Staff	9,332.41	9,870.33	-537.92
5930 - Staff Certification	150.00	150.00	0.00
5940 - Staff Overtime	478.96	194.92	284.04
5950 - Staff Standby	0.00		
Total 5900 - Wages	17,353.15	17,996.33	-643.18
5960 - Worker's Comp Insurance	0.00	304.08	-304.08
Total 5800 - Labor	23,767.58	25,072.66	-1,305.08
Total 5000 - Administrative	28,780.66	38,510.18	-9,729.52
6000 - Operations			
6170 - Claims, Property Damage	0.00	833.33	-833.33
6195 - Education & Training	0.00	83.33	-83.33
6200 - Engineering			
6210 - Meeting Attendance, Engineering	0.00	166.67	-166.67
6220 - General Engineering	0.00	4,166.67	-4,166.67
Total 6200 - Engineering	0.00	4,333.34	-4,333.34
6320 - Equipment & Tools, Expensed	0.00	83.33	-83.33
6330 - Facilities			
6335 - Alarm Services	444.30	445.00	-0.70
6337 - Landscaping	0.00	200.00	-200.00
Total 6330 - Facilities	444.30	645.00	-200.70
6400 - Pumping			
6410 - Pumping Fuel & Electricity	0.00	2,250.00	-2,250.00
Total 6400 - Pumping	0.00	2,250.00	-2,250.00
6600 - Collection/Transmission			
6660 - Maintenance, Collection System	0.00	833.33	-833.33
Total 6600 - Collection/Transmission	0.00	833.33	-833.33
6800 - Vehicles			
6810 - Fuel	0.00	66.67	-66.67
6820 - Truck Equipment, Expensed	0.00	13.33	-13.33
6830 - Truck Repairs	0.00	33.33	-33.33
Total 6800 - Vehicles	0.00	113.33	-113.33

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2016

	Jul 16	Sewer Budget	\$ Over Budget
6900 - Sewer Authority Midcoastside			
6910 - SAM Collections	26,800.67	26,800.67	0.00
6920 - SAM Operations	57,877.58	57,877.58	0.00
6940 - SAM Maintenance, Collection Sys	0.00	3,333.33	-3,333.33
6950 - SAM Maintenance, Pumping	0.00	4,166.67	-4,166.67
Total 6900 - Sewer Authority Midcoastside	84,678.25	92,178.25	-7,500.00
Total 6000 - Operations	85,122.55	101,353.24	-16,230.69
Total Expense	113,903.21	139,863.42	-25,960.21
Net Ordinary Income	-108,307.60	-134,196.75	25,889.15
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	0.00	11,688.00	-11,688.00
7120 - Connection Fees (Remodel)	1,927.60	4,166.67	-2,239.07
Total 7100 - Connection Fees	1,927.60	15,854.67	-13,927.07
Total 7000 - Capital Account Revenues	1,927.60	15,854.67	-13,927.07
Total Other Income	1,927.60	15,854.67	-13,927.07
Other Expense			
8000 - Capital Improvement Program			
8075 - Sewer	0.00	145,479.17	-145,479.17
Total 8000 - Capital Improvement Program	0.00	145,479.17	-145,479.17
9000 - Capital Account Expenses			
9125 - PNC Equipment Lease Interest	0.00	1,680.75	-1,680.75
9175 - Capital Assessment - SAM	12,809.17	12,809.17	0.00
9200 - I-Bank Loan	12,808.84	12,808.84	0.00
Total 9000 - Capital Account Expenses	25,618.01	27,298.76	-1,680.75
Total Other Expense	25,618.01	172,777.93	-147,159.92
Net Other Income	-23,690.41	-156,923.26	133,232.85
Net Income	-131,998.01	-291,120.01	159,122.00

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water July 2016

	Jul 16	Water Budget		\$ Over Budget
Ordinary Income/Expense				
Income				
4220 · Cell Tower Lease	2,857.29		2,791.67	65.62
4400 · Fees				
4410 · Administrative Fee (New Constr)	0.00	375.00		-375.00
4420 · Administrative Fee (Remodel)	0.00	75.00		-75.00
4430 · Inspection Fee (New Constr)	0.00	354.17		-354.17
4440 · Inspection Fee (Remodel)	0.00	66.67		-66.67
Total 4400 · Fees	0.00		870.84	-870.84
4740 · Testing, Backflow	0.00		1,083.33	-1,083.33
4810 · Water Sales, Domestic	148,457.14		150,000.00	-1,542.86
4850 · Water Sales Refunds, Customer	0.00		-250.00	250.00
Total Income	151,314.43		154,495.84	-3,181.41
Gross Profit	151,314.43		154,495.84	-3,181.41
Expense				
5000 · Administrative				
5190 · Bank Fees	1,256.24		833.33	422.91
5200 · Board of Directors				
5210 · Board Meetings	0.00	250.00		-250.00
5220 · Director Fees	0.00	275.00		-275.00
5230 · Election Expenses	0.00	333.33		-333.33
Total 5200 · Board of Directors	0.00		858.33	-858.33
5240 · CDPH Fees	0.00		1,291.67	-1,291.67
5250 · Conference Attendance	0.00		333.33	-333.33
5270 · Information Systems	0.00		125.00	-125.00
5300 · Insurance				
5310 · Fidelity Bond	0.00	41.67		-41.67
5320 · Property & Liability Insurance	1,918.46	225.00		1,693.46
Total 5300 · Insurance	1,918.46		266.67	1,651.79
5350 · LAFCO Assessment	0.00		208.33	-208.33
5400 · Legal				
5420 · Meeting Attendance, Legal	0.00	708.33		-708.33
5430 · General Legal	0.00	5,000.00		-5,000.00
Total 5400 · Legal	0.00		5,708.33	-5,708.33
5510 · Maintenance, Office	0.00	666.67		-666.67
5530 · Memberships	0.00	1,500.00		-1,500.00
5540 · Office Supplies	0.00	666.67		-666.67
5550 · Postage	0.00	500.00		-500.00
5560 · Printing & Publishing	0.00	166.67		-166.67
5600 · Professional Services				
5610 · Accounting	0.00	2,500.00		-2,500.00
5630 · Consulting	0.00	2,083.33		-2,083.33
5650 · Labor & HR Support	187.50	166.67		20.83
5660 · Payroll Services	73.95	70.83		3.12
Total 5600 · Professional Services	261.45		4,820.83	-4,559.38
5720 · Telephone & Internet	29.97		1,416.67	-1,386.70
5730 · Mileage Reimbursement	0.00		166.67	-166.67
5740 · Reference Materials	0.00		66.67	-66.67
5790 · Other Administrative	1,112.00			

Montara Water & Sanitary District Revenue & Expenditures Budget vs. Actual - Water July 2016

	Water		
	Jul 16	Budget	\$ Over Budget
5800 - Labor			
5810 - CalPERS 457 Deferred Plan	2,529.45	2,830.83	-301.38
5820 - Employee Benefits	5,780.71	5,780.67	0.04
5830 - Disability Insurance	0.00	243.42	-243.42
5840 - Payroll Taxes	3,131.43	3,381.17	-249.74
5850 - PARS	2,052.14	2,250.42	-198.28
5900 - Wages			
5910 - Management	7,391.76	7,781.08	-389.32
5920 - Staff	26,704.42	29,232.58	-2,528.16
5930 - Staff Certification	750.00	750.00	0.00
5940 - Staff Overtime	4,082.98	4,362.75	-279.77
5950 - Staff Standby	2,003.78	2,071.42	-67.64
Total 5900 - Wages	40,932.94	44,197.83	-3,264.89
5960 - Worker's Comp Insurance	0.00	1,609.33	-1,609.33
Total 5800 - Labor	54,426.67	60,293.67	-5,867.00
Total 5000 - Administrative	59,004.79	79,889.51	-20,884.72
6000 - Operations			
6160 - Backflow Prevention	0.00	83.33	-83.33
6170 - Claims, Property Damage	0.00	833.33	-833.33
6180 - Communications			
6185 - SCADA Maintenance	0.00	1,250.00	-1,250.00
Total 6180 - Communications	0.00	1,250.00	-1,250.00
6195 - Education & Training	0.00	500.00	-500.00
6200 - Engineering			
6210 - Meeting Attendance, Engineering	0.00	166.67	-166.67
6220 - General Engineering	0.00	1,666.67	-1,666.67
6230 - Water Quality Engineering	0.00	5,416.67	-5,416.67
Total 6200 - Engineering	0.00	7,250.01	-7,250.01
6320 - Equipment & Tools, Expensed	0.00	416.67	-416.67
6330 - Facilities			
6335 - Alarm Services	52.50	62.50	-10.00
6337 - Landscaping	0.00	500.00	-500.00
Total 6330 - Facilities	52.50	562.50	-510.00
6370 - Lab Supplies & Equipment	0.00	83.33	-83.33
6400 - Pumping			
6410 - Pumping Fuel & Electricity	0.00	8,333.33	-8,333.33
6420 - Pumping Maintenance, Generators	0.00	666.67	-666.67
6430 - Pumping Maintenance, General	0.00	208.33	-208.33
6440 - Pumping Equipment, Expensed	0.00	166.67	-166.67
Total 6400 - Pumping	0.00	9,375.00	-9,375.00
6500 - Supply			
6520 - Maintenance, Wells	0.00	833.33	-833.33
6530 - Water Purchases	0.00	3,333.33	-3,333.33
Total 6500 - Supply	0.00	4,166.66	-4,166.66

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2016

	Jul 16	Water Budget	\$ Over Budget
6600 - Collection/Transmission			
6610 - Hydrants	0.00	83.33	-83.33
6620 - Maintenance, Water Mains	0.00	4,583.33	-4,583.33
6630 - Maintenance, Water Svc Lines	0.00	2,083.33	-2,083.33
6640 - Maintenance, Tanks	0.00	83.33	-83.33
6650 - Maint., Distribution General	0.00	833.33	-833.33
6670 - Meters	0.00	208.33	-208.33
Total 6600 - Collection/Transmission	0.00	7,874.98	-7,874.98
6700 - Treatment			
6710 - Chemicals & Filtering	0.00	2,500.00	-2,500.00
6720 - Maintenance, Treatment Equip.	0.00	333.33	-333.33
6730 - Treatment Analysis	0.00	2,500.00	-2,500.00
Total 6700 - Treatment	0.00	5,333.33	-5,333.33
6770 - Uniforms	0.00	750.00	-750.00
6800 - Vehicles			
6810 - Fuel	0.00	666.67	-666.67
6820 - Truck Equipment, Expensed	0.00	83.33	-83.33
6830 - Truck Repairs	0.00	416.67	-416.67
Total 6800 - Vehicles	0.00	1,166.67	-1,166.67
Total 6000 - Operations	52.50	39,645.81	-39,593.31
Total Expense	59,057.29	119,535.32	-60,478.03
Net Ordinary Income	92,257.14	34,960.52	57,296.62
Other Income/Expense			
Other Income			
7000 - Capital Account Revenues			
7100 - Connection Fees			
7110 - Connection Fees (New Constr)	0.00	10,666.67	-10,666.67
7120 - Connection Fees (Remodel)	0.00	250.00	-250.00
7130 - Conn. Fees, PFP (New Constr)	0.00	5,416.67	-5,416.67
Total 7100 - Connection Fees	0.00	16,333.34	-16,333.34
7600 - Bond Revenues, G.O.	0.00	95,869.67	-95,869.67
Total 7000 - Capital Account Revenues	0.00	112,203.01	-112,203.01
Total Other Income	0.00	112,203.01	-112,203.01
Other Expense			
8000 - Capital Improvement Program			
8100 - Water	0.00	51,583.33	-51,583.33
Total 8000 - Capital Improvement Program	0.00	51,583.33	-51,583.33

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
 July 2016

	Jul 16	Water Budget	\$ Over Budget
9000 - Capital Account Expenses			
9100 - Interest Expense - GO Bonds	0.00	149,655.02	-149,655.02
9125 - PNC Equipment Lease Interest	0.00	1,680.75	-1,680.75
9150 - SRF Loan	0.00	18,991.52	-18,991.52
Total 9000 - Capital Account Expenses	0.00	170,327.29	-170,327.29
Total Other Expense	0.00	221,910.62	-221,910.62
Net Other Income	0.00	-109,707.61	109,707.61
Net Income	92,257.14	-74,747.09	167,004.23

Montara Water & Sanitary District Funds Balance Sheet As of July 31, 2016

	Sewer	Water	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
Sewer - Bank Accounts			
Wells Fargo Operating - Sewer	3,336,939.65	0.00	3,336,939.65
LAIF Investment Fund			
Capital Reserve	3,853,967.15	0.00	3,853,967.15
Connection Fees Reserve	152,756.00	0.00	152,756.00
Operating Reserve	281,893.00	0.00	281,893.00
Total LAIF Investment Fund	<u>4,288,616.15</u>	<u>0.00</u>	<u>4,288,616.15</u>
Total Sewer - Bank Accounts	7,625,555.80	0.00	7,625,555.80
Water - Bank Accounts			
Wells Fargo Operating - Water	0.00	607,680.10	607,680.10
Capital Reserve	0.00	398,249.00	398,249.00
Operating Reserve	0.00	190,251.00	190,251.00
Restricted Cash			
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	1,332,844.72	1,332,844.72
Total Restricted Cash	<u>0.00</u>	<u>1,490,403.79</u>	<u>1,490,403.79</u>
Total Water - Bank Accounts	<u>0.00</u>	<u>2,686,583.89</u>	<u>2,686,583.89</u>
Total Checking/Savings	7,625,555.80	2,686,583.89	10,312,139.69
Accounts Receivable			
Sewer - Accounts Receivable			
Accounts Receivable	10,550.72	0.00	10,550.72
Total Sewer - Accounts Receivable	<u>10,550.72</u>	<u>0.00</u>	<u>10,550.72</u>
Water - Accounts Receivable			
Accounts Receivable	0.00	569.74	569.74
Accounts Rec. - Backflow	0.00	9,278.19	9,278.19
Accounts Rec. - Water Residents	0.00	88,709.21	88,709.21
Unbilled Water Receivables	0.00	222,714.27	222,714.27
Total Water - Accounts Receivable	<u>0.00</u>	<u>321,271.41</u>	<u>321,271.41</u>
Total Accounts Receivable	10,550.72	321,271.41	331,822.13
Other Current Assets			
Maint/Parts Inventory	0.00	42,656.32	42,656.32
Total Other Current Assets	<u>0.00</u>	<u>42,656.32</u>	<u>42,656.32</u>
Total Current Assets	7,636,106.52	3,050,511.62	10,686,618.14
Fixed Assets			
Sewer - Fixed Assets			
General Plant	2,335,210.98	0.00	2,335,210.98
Land	5,000.00	0.00	5,000.00
Other Capital Improv.			
Sewer-Original Cost	685,599.18	0.00	685,599.18
Other Cap. Improv.	2,564,810.39	0.00	2,564,810.39
Total Other Capital Improv.	<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
Sewage Collection Facility			
Collection Facility - Org. Cost	1,349,064.00	0.00	1,349,064.00
Collection Facility - Other	3,991,243.33	0.00	3,991,243.33
Total Sewage Collection Facility	<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 July 31, 2016

Treatment Facility	244,539.84	0.00	244,539.84
Accumulated Depreciation	-7,394,155.00	0.00	-7,394,155.00
Total Sewer - Fixed Assets	4,776,817.72	0.00	4,776,817.72
Water - Fixed Assets			
General Plant	0.00	25,889,935.10	25,889,935.10
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	-8,896,821.00	-8,896,821.00
Total Water - Fixed Assets	0.00	19,134,770.88	19,134,770.88
Total Fixed Assets	4,776,817.72	19,134,770.88	23,911,588.60
Other Assets			
Sewer - Other Assets			
Joint Power Authority			
SAM - Orig Collection Facility	981,592.00	0.00	981,592.00
SAM - Expansion	1,705,955.08	0.00	1,705,955.08
Total Joint Power Authority	2,687,547.08	0.00	2,687,547.08
Total Sewer - Other Assets	2,687,547.08	0.00	2,687,547.08
Water - Other Assets			
Due from Sewer	0.00	146,418.50	146,418.50
Bond Acquisition Cost OID	0.00	57,636.40	57,636.40
Bond Issue Cost	0.00	61,691.45	61,691.45
Total Water - Other Assets	0.00	265,746.35	265,746.35
Total Other Assets	2,687,547.08	265,746.35	2,953,293.43
TOTAL ASSETS	15,100,471.32	22,451,028.85	37,551,500.17
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable - Sewer	10,596.25	0.00	10,596.25
Total Accounts Payable	10,596.25	0.00	10,596.25
Other Current Liabilities			
Sewer - Current Liabilities			
Accrued Payables - Sewer	85,893.31	0.00	85,893.31
Accrued Vacations	6,911.83	0.00	6,911.83
Deposits Payable	10,323.50	0.00	10,323.50
Interest Payable	11,514.40	0.00	11,514.40
PNC Equip. Loan - S/T	37,767.16	0.00	37,767.16
Total Sewer - Current Liabilities	152,410.20	0.00	152,410.20
Water - Current Liabilities			
Accrued Payables - Water	-75.00	15,210.56	15,135.56
Accrued Vacations	0.00	10,719.62	10,719.62
Deposits Payable	0.00	10,597.85	10,597.85
GO Bonds - S/T	0.00	854,701.72	854,701.72
Interest Payable	0.00	125,552.90	125,552.90
PFP Water Deposits	0.00	4,302.50	4,302.50
PNC Equip. Loan - S/T	0.00	37,767.15	37,767.15
SRF Loan Payable X102 - Current	0.00	81,026.93	81,026.93
SRF Loan Payable X109 - Current	0.00	158,287.99	158,287.99
Total Water - Current Liabilities	-75.00	1,298,167.22	1,298,092.22

Montara Water & Sanitary District Funds Balance Sheet As of July 31, 2016

Payroll Liabilities			
Employee Benefits Payable	3,344.30	7,702.56	11,046.86
Total Payroll Liabilities	<u>3,344.30</u>	<u>7,702.56</u>	<u>11,046.86</u>
Total Other Current Liabilities	<u>155,679.50</u>	<u>1,305,869.78</u>	<u>1,461,549.28</u>
Total Current Liabilities	166,275.75	1,305,869.78	1,472,145.53
Long Term Liabilities			
Sewer - Long Term Liabilities			
Due to Water Fund	146,418.50	0.00	146,418.50
Accrued Vacations	9,853.51	0.00	9,853.51
I-Bank Loan	812,574.49	0.00	812,574.49
PNC Equip. Loan - L/T	640,930.10	0.00	640,930.10
Total Sewer - Long Term Liabilities	<u>1,609,776.60</u>	<u>0.00</u>	<u>1,609,776.60</u>
Water - Long Term Liabilities			
Accrued Vacations	0.00	9,969.14	9,969.14
Deferred on Refunding	0.00	-224,756.00	-224,756.00
GO Bonds - L/T	0.00	11,479,503.08	11,479,503.08
PNC Equip. Loan - L/T	0.00	640,930.13	640,930.13
SRF Loan Payable - X102	0.00	210,105.41	210,105.41
SRF Loan Payable - X109	0.00	3,541,174.66	3,541,174.66
Total Water - Long Term Liabilities	<u>0.00</u>	<u>15,656,926.42</u>	<u>15,656,926.42</u>
Total Long Term Liabilities	<u>1,609,776.60</u>	<u>15,656,926.42</u>	<u>17,266,703.02</u>
Total Liabilities	1,776,052.35	16,962,796.20	18,738,848.55
Equity			
Sewer - Equity Accounts			
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	62,115.63	0.00	62,115.63
Total Sewer - Equity Accounts	<u>12,116,660.70</u>	<u>0.00</u>	<u>12,116,660.70</u>
Water - Equity Accounts			
Capital Assets Net	0.00	2,868,858.70	2,868,858.70
Restricted Debt Service	0.00	1,384,997.90	1,384,997.90
Unrestricted	0.00	-1,562,801.59	-1,562,801.59
Retained Earnings	0.00	-62,115.63	-62,115.63
Total Water - Equity Accounts	<u>0.00</u>	<u>2,628,939.38</u>	<u>2,628,939.38</u>
Equity Adjustment Account	1,339,756.28	2,767,036.13	4,106,792.41
Net Income	<u>-131,998.01</u>	<u>92,257.14</u>	<u>-39,740.87</u>
Total Equity	<u>13,324,418.97</u>	<u>5,488,232.65</u>	<u>18,812,651.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,100,471.32</u></u>	<u><u>22,451,028.85</u></u>	<u><u>37,551,500.17</u></u>

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2016 through June 2017

												TOTAL				
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 - Cell Tower Lease	2,857.30												2,857.30	33,500.00	-30,642.70	8.53%
4400 - Fees																
4410 - Administrative Fee (New Constr)														3,000.00	-3,000.00	
4420 - Administrative Fee (Remodel)	487.00												487.00	1,500.00	-1,013.00	32.47%
4430 - Inspection Fee (New Constr)														2,500.00	-2,500.00	
4440 - Inspection Fee (Remodel)	566.00												566.00	3,500.00	-2,934.00	16.17%
4460 - Remodel Fees	341.00												341.00	7,000.00	-6,659.00	4.87%
Total 4400 - Fees	1,394.00												1,394.00	17,500.00	-16,106.00	7.97%
4610 - Property Tax Receipts														235,000.00	-235,000.00	
4710 - Sewer Service Charges														1,969,726.00	-1,969,726.00	
4720 - Sewer Service Refunds, Customer														-4,000.00	4,000.00	
4760 - Waste Collection Revenues	1,344.31												1,344.31	21,000.00	-19,655.69	6.4%
4990 - Other Revenue																
Total Income	5,595.61												5,595.61	2,272,726.00	-2,267,130.39	0.25%
Gross Profit	5,595.61												5,595.61	2,272,726.00	-2,267,130.39	0.25%
Expense																
5000 - Administrative																
5190 - Bank Fees	2,803.19												2,803.19	5,500.00	-2,696.81	50.97%
5200 - Board of Directors																
5210 - Board Meetings														3,000.00	-3,000.00	
5220 - Director Fees														3,300.00	-3,300.00	
5230 - Election Expenses														4,000.00	-4,000.00	
Total 5200 - Board of Directors														10,300.00	-10,300.00	
5250 - Conference Attendance														2,000.00	-2,000.00	
5270 - Information Systems														6,000.00	-6,000.00	
5300 - Insurance																
5310 - Fidelity Bond														500.00	-500.00	
5320 - Property & Liability Insurance	1,918.47												1,918.47	1,700.00	218.47	112.85%
Total 5300 - Insurance	1,918.47												1,918.47	2,200.00	-281.53	87.2%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL		
													Jul '16 - Jun 17	Budget	\$ Over Budget
5350 - LAFCO Assessment													2,000.00	-2,000.00	
5400 - Legal															
5420 - Meeting Attendance, Legal													9,500.00	-9,500.00	
5430 - General Legal													20,000.00	-20,000.00	
Total 5400 - Legal													29,500.00	-29,500.00	
5510 - Maintenance, Office													8,000.00	-8,000.00	
5540 - Office Supplies													8,000.00	-8,000.00	
5550 - Postage													2,500.00	-2,500.00	
5560 - Printing & Publishing													3,000.00	-3,000.00	
5600 - Professional Services															
5610 - Accounting													30,000.00	-30,000.00	
5620 - Audit													13,000.00	-13,000.00	
5630 - Consulting													28,000.00	-28,000.00	
5640 - Data Services													6,000.00	-6,000.00	
5650 - Labor & HR Support	187.50											187.50	2,250.00	-2,062.50	8.33%
5660 - Payroll Services	73.94											73.94	800.00	-726.06	9.24%
Total 5600 - Professional Services	261.44											261.44	80,050.00	-79,788.56	0.33%
5710 - San Mateo Co. Tax Roll Charges													2,500.00	-2,500.00	
5720 - Telephone & Internet	29.98											29.98	11,000.00	-10,970.02	0.27%
5730 - Mileage Reimbursement													1,500.00	-1,500.00	
5740 - Reference Materials													200.00	-200.00	
5800 - Labor															
5810 - CalPERS 457 Deferred Plan	1,134.69											1,134.69	15,117.00	-13,982.31	7.51%
5820 - Employee Benefits	2,865.14											2,865.14	34,382.00	-31,516.86	8.33%
5830 - Disability Insurance													1,479.00	-1,479.00	
5840 - Payroll Taxes	1,327.53											1,327.53	16,521.00	-15,193.47	8.04%
5850 - PARS	1,087.07											1,087.07	13,768.00	-12,680.93	7.9%
5900 - Wages															
5910 - Management	7,391.78											7,391.78	93,373.00	-85,981.22	7.92%
5920 - Staff	9,332.41											9,332.41	118,444.00	-109,111.59	7.88%
5930 - Staff Certification	150.00											150.00	1,800.00	-1,650.00	8.33%
5940 - Staff Overtime	478.96											478.96	2,339.00	-1,860.04	20.48%
5950 - Staff Standby															

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2016 through June 2017

													TOTAL			
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Total 5900 - Wages	17,353.15												17,353.15	215,956.00	-198,602.85	8.04%
5960 - Worker's Comp Insurance														3,649.00	-3,649.00	
Total 5800 - Labor	23,767.58												23,767.58	300,872.00	-277,104.42	7.9%
Total 5000 - Administrative	28,780.66												28,780.66	475,122.00	-446,341.34	6.06%
6000 - Operations																
6170 - Claims, Property Damage														10,000.00	-10,000.00	
6195 - Education & Training														1,000.00	-1,000.00	
6200 - Engineering																
6210 - Meeting Attendance, Engineering														2,000.00	-2,000.00	
6220 - General Engineering														50,000.00	-50,000.00	
Total 6200 - Engineering														52,000.00	-52,000.00	
6320 - Equipment & Tools, Expensed														1,000.00	-1,000.00	
6330 - Facilities																
6335 - Alarm Services	444.30												444.30	5,340.00	-4,895.70	8.32%
6337 - Landscaping														2,400.00	-2,400.00	
Total 6330 - Facilities	444.30												444.30	7,740.00	-7,295.70	5.74%
6400 - Pumping																
6410 - Pumping Fuel & Electricity														27,000.00	-27,000.00	
Total 6400 - Pumping														27,000.00	-27,000.00	
6600 - Collection/Transmission																
6660 - Maintenance, Collection System														10,000.00	-10,000.00	
Total 6600 - Collection/Transmission														10,000.00	-10,000.00	
6800 - Vehicles																
6810 - Fuel														800.00	-800.00	
6820 - Truck Equipment, Expensed														160.00	-160.00	
6830 - Truck Repairs														400.00	-400.00	
Total 6800 - Vehicles														1,360.00	-1,360.00	
6900 - Sewer Authority Midcoastside																

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL			
													Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
6910 - SAM Collections	26,800.67												26,800.67	321,608.00	-294,807.33	8.33%
6920 - SAM Operations	57,877.58												57,877.58	694,531.00	-636,653.42	8.33%
6940 - SAM Maintenance, Collection Sys														40,000.00	-40,000.00	
6950 - SAM Maintenance, Pumping														50,000.00	-50,000.00	
Total 6900 - Sewer Authority Midcoastside	84,678.25												84,678.25	1,106,139.00	-1,021,460.75	7.66%
Total 6000 - Operations	85,122.55												85,122.55	1,216,239.00	-1,131,116.45	7.0%
Total Expense	113,903.21												113,903.21	1,691,361.00	-1,577,457.79	6.73%
Net Ordinary Income	-108,307.60												-108,307.60	581,365.00	-689,672.60	-18.63%
Other Income/Expense																
Other Income																
7000 - Capital Account Revenues																
7100 - Connection Fees																
7110 - Connection Fees (New Constr)														140,256.00	-140,256.00	
7120 - Connection Fees (Remodel)	1,927.60												1,927.60	50,000.00	-48,072.40	3.86%
Total 7100 - Connection Fees	1,927.60												1,927.60	190,256.00	-188,328.40	1.01%
7200 - Interest Income - LAIF														10,000.00	-10,000.00	
7700 - Interest, Employee Loans																
Total 7000 - Capital Account Revenues	1,927.60												1,927.60	200,256.00	-198,328.40	0.96%
Total Other Income	1,927.60												1,927.60	200,256.00	-198,328.40	0.96%
Other Expense																
8000 - Capital Improvement Program																
8075 - Sewer														1,745,750.00	-1,745,750.00	
Total 8000 - Capital Improvement Program														1,745,750.00	-1,745,750.00	
9000 - Capital Account Expenses																
9125 - PNC Equipment Lease Interest														19,598.00	-19,598.00	
9175 - Capital Assessment - SAM	12,809.17												12,809.17	153,710.00	-140,900.83	8.33%
9200 - I-Bank Loan	12,808.84												12,808.84	25,201.00	-12,392.16	50.83%
Total 9000 - Capital Account Expenses	25,618.01												25,618.01	198,509.00	-172,890.99	12.91%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Sewer
 July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL			
													Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Total Other Expense	25,618.01												25,618.01	1,944,259.00	-1,918,640.99	1.32%
Net Other Income	-23,690.41												-23,690.41	-1,744,003.00	1,720,312.59	1.36%
Net Income	-131,998.01												-131,998.01	-1,162,638.00	1,030,639.99	11.35%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2016 through June 2017

													TOTAL			
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4220 · Cell Tower Lease	2,857.29												2,857.29	33,500.00	-30,642.71	8.53%
4400 · Fees																
4410 · Administrative Fee (New Constr)														4,500.00	-4,500.00	
4420 · Administrative Fee (Remodel)														900.00	-900.00	
4430 · Inspection Fee (New Constr)														4,250.00	-4,250.00	
4440 · Inspection Fee (Remodel)														800.00	-800.00	
Total 4400 · Fees														10,450.00	-10,450.00	
4610 · Property Tax Receipts														235,000.00	-235,000.00	
4740 · Testing, Backflow														13,000.00	-13,000.00	
4760 · Waste Collection Revenues																
4810 · Water Sales, Domestic	148,457.14												148,457.14	1,800,000.00	-1,651,542.86	8.25%
4850 · Water Sales Refunds, Customer														-3,000.00	3,000.00	
4990 · Other Revenue																
Total Income	151,314.43												151,314.43	2,088,950.00	-1,937,635.57	7.24%
Gross Profit	151,314.43												151,314.43	2,088,950.00	-1,937,635.57	7.24%
Expense																
5000 · Administrative																
5190 · Bank Fees	1,256.24												1,256.24	10,000.00	-8,743.76	12.56%
5200 · Board of Directors																
5210 · Board Meetings														3,000.00	-3,000.00	
5220 · Director Fees														3,300.00	-3,300.00	
5230 · Election Expenses														4,000.00	-4,000.00	
Total 5200 · Board of Directors														10,300.00	-10,300.00	
5240 · CDPH Fees														15,500.00	-15,500.00	
5250 · Conference Attendance														4,000.00	-4,000.00	
5270 · Information Systems														1,500.00	-1,500.00	
5300 · Insurance																
5310 · Fidelity Bond														500.00	-500.00	
5320 · Property & Liability Insurance	1,918.46												1,918.46	2,700.00	-781.54	71.05%
Total 5300 · Insurance	1,918.46												1,918.46	3,200.00	-1,281.54	59.95%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL			
													Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
5350 - LAFCO Assessment														2,500.00	-2,500.00	
5400 - Legal																
5420 - Meeting Attendance, Legal															8,500.00	-8,500.00
5430 - General Legal															60,000.00	-60,000.00
Total 5400 - Legal															68,500.00	-68,500.00
5510 - Maintenance, Office															8,000.00	-8,000.00
5530 - Memberships															18,000.00	-18,000.00
5540 - Office Supplies															8,000.00	-8,000.00
5550 - Postage															6,000.00	-6,000.00
5560 - Printing & Publishing															2,000.00	-2,000.00
5600 - Professional Services																
5610 - Accounting															30,000.00	-30,000.00
5620 - Audit															20,500.00	-20,500.00
5630 - Consulting															25,000.00	-25,000.00
5650 - Labor & HR Support	187.50												187.50	2,000.00	-1,812.50	9.38%
5660 - Payroll Services	73.95												73.95	850.00	-776.05	8.7%
Total 5600 - Professional Services	261.45												261.45	78,350.00	-78,088.55	0.33%
5720 - Telephone & Internet	29.97												29.97	17,000.00	-16,970.03	0.18%
5730 - Mileage Reimbursement														2,000.00	-2,000.00	
5740 - Reference Materials														800.00	-800.00	
5790 - Other Administrative	1,112.00												1,112.00			
5800 - Labor																
5810 - CalPERS 457 Deferred Plan	2,529.45												2,529.45	33,970.00	-31,440.55	7.45%
5820 - Employee Benefits	5,780.71												5,780.71	69,368.00	-63,587.29	8.33%
5830 - Disability Insurance														2,921.00	-2,921.00	
5840 - Payroll Taxes	3,131.43												3,131.43	40,574.00	-37,442.57	7.72%
5850 - PARS	2,052.14												2,052.14	27,005.00	-24,952.86	7.6%
5900 - Wages																
5910 - Management	7,391.76												7,391.76	93,373.00	-85,981.24	7.92%
5920 - Staff	26,704.42												26,704.42	350,791.00	-324,086.58	7.61%
5930 - Staff Certification	750.00												750.00	9,000.00	-8,250.00	8.33%
5940 - Staff Overtime	4,082.98												4,082.98	52,353.00	-48,270.02	7.8%
5950 - Staff Standby	2,003.78												2,003.78	24,857.00	-22,853.22	8.06%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2016 through June 2017

													TOTAL			
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Total 5900 - Wages	40,932.94												40,932.94	530,374.00	-489,441.06	7.72%
5960 - Worker's Comp Insurance														19,312.00	-19,312.00	
Total 5800 - Labor	54,426.67												54,426.67	723,524.00	-669,097.33	7.52%
Total 5000 - Administrative	59,004.79												59,004.79	979,174.00	-920,169.21	6.03%
6000 - Operations																
6160 - Backflow Prevention														1,000.00	-1,000.00	
6170 - Claims, Property Damage														10,000.00	-10,000.00	
6180 - Communications														15,000.00	-15,000.00	
6185 - SCADA Maintenance																
6180 - Communications - Other																
Total 6180 - Communications														15,000.00	-15,000.00	
6195 - Education & Training														6,000.00	-6,000.00	
6200 - Engineering																
6210 - Meeting Attendance, Engineering														2,000.00	-2,000.00	
6220 - General Engineering														20,000.00	-20,000.00	
6230 - Water Quality Engineering														65,000.00	-65,000.00	
Total 6200 - Engineering														87,000.00	-87,000.00	
6320 - Equipment & Tools, Expensed														5,000.00	-5,000.00	
6330 - Facilities																
6335 - Alarm Services	52.50												52.50	750.00	-697.50	7.0%
6337 - Landscaping														6,000.00	-6,000.00	
Total 6330 - Facilities	52.50												52.50	6,750.00	-6,697.50	0.78%
6370 - Lab Supplies & Equipment														1,000.00	-1,000.00	
6400 - Pumping																
6410 - Pumping Fuel & Electricity														100,000.00	-100,000.00	
6420 - Pumping Maintenance, Generators														8,000.00	-8,000.00	
6430 - Pumping Maintenance, General														2,500.00	-2,500.00	
6440 - Pumping Equipment, Expensed														2,000.00	-2,000.00	
Total 6400 - Pumping														112,500.00	-112,500.00	

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL			
													Budget	\$ Over Budget	% of Budget	
6500 - Supply																
6510 - Maintenance, Raw Water Mains																
6520 - Maintenance, Wells													10,000.00	-10,000.00		
6530 - Water Purchases													40,000.00	-40,000.00		
Total 6500 - Supply													50,000.00	-50,000.00		
6600 - Collection/Transmission																
6610 - Hydrants													1,000.00	-1,000.00		
6620 - Maintenance, Water Mains													55,000.00	-55,000.00		
6630 - Maintenance, Water Svc Lines													25,000.00	-25,000.00		
6640 - Maintenance, Tanks													1,000.00	-1,000.00		
6650 - Maint., Distribution General													10,000.00	-10,000.00		
6670 - Meters													2,500.00	-2,500.00		
Total 6600 - Collection/Transmission													94,500.00	-94,500.00		
6700 - Treatment																
6710 - Chemicals & Filtering													30,000.00	-30,000.00		
6720 - Maintenance, Treatment Equip.													4,000.00	-4,000.00		
6730 - Treatment Analysis													30,000.00	-30,000.00		
Total 6700 - Treatment													64,000.00	-64,000.00		
6770 - Uniforms													9,000.00	-9,000.00		
6800 - Vehicles																
6810 - Fuel													8,000.00	-8,000.00		
6820 - Truck Equipment, Expensed													1,000.00	-1,000.00		
6830 - Truck Repairs													5,000.00	-5,000.00		
Total 6800 - Vehicles													14,000.00	-14,000.00		
6890 - Other Operations																
Total 6000 - Operations	52.50												52.50	475,750.00	-475,697.50	0.01%
Total Expense	59,057.29												59,057.29	1,454,924.00	-1,395,866.71	4.06%
Net Ordinary Income	92,257.14												92,257.14	634,026.00	-541,768.86	14.55%

Montara Water & Sanitary District
Revenue & Expenditures Budget vs. Actual - Water
July 2016 through June 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	TOTAL						
													Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget			
Other Income/Expense																			
Other Income																			
7000 - Capital Account Revenues																			
7100 - Connection Fees																			
7110 - Connection Fees (New Constr)																	128,000.00	-128,000.00	
7120 - Connection Fees (Remodel)																	3,000.00	-3,000.00	
7130 - Conn. Fees, PFP (New Constr)																	65,000.00	-65,000.00	
7150 - Connection Fees, Well Conv.																			
Total 7100 - Connection Fees																	196,000.00	-196,000.00	
7600 - Bond Revenues, G.O.																	1,150,436.00	-1,150,436.00	
Total 7000 - Capital Account Revenues																	1,346,436.00	-1,346,436.00	
Total Other Income																	1,346,436.00	-1,346,436.00	
Other Expense																			
8000 - Capital Improvement Program																			
8100 - Water																	619,000.00	-619,000.00	
Total 8000 - Capital Improvement Program																	619,000.00	-619,000.00	
9000 - Capital Account Expenses																			
9100 - Interest Expense - GO Bonds																	295,734.00	-295,734.00	
9125 - PNC Equipment Lease Interest																	19,598.00	-19,598.00	
9150 - SRF Loan																	37,247.00	-37,247.00	
Total 9000 - Capital Account Expenses																	352,579.00	-352,579.00	
Total Other Expense																	971,579.00	-971,579.00	
Net Other Income																	374,857.00	-374,857.00	
Net Income																	92,257.14	-916,625.86	9.14%



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for July 2016

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

The Average Daily Flow for Montara was 0.222 MGD in July 2016. There was no reportable overflows in July in the Montara System. SAM indicates there were 0.20 inches of rain in July 2016.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2016

July 2016

	Number of S.S.O.'s				
	Total	HMB	GCSO	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	0	1	0	0
Total	1	0	1	0	0
			100%		

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSO	MWSD	SAM
Roots	12	1	6	5	0
Grease	2	1	0	1	0
Mechanical	1	0	0	0	1
Wet Weather	0	0	0	0	0
Other	5	2	2	1	0
Total	20	4	8	7	1
		20%	40%	35%	5%

Reportable SSOs

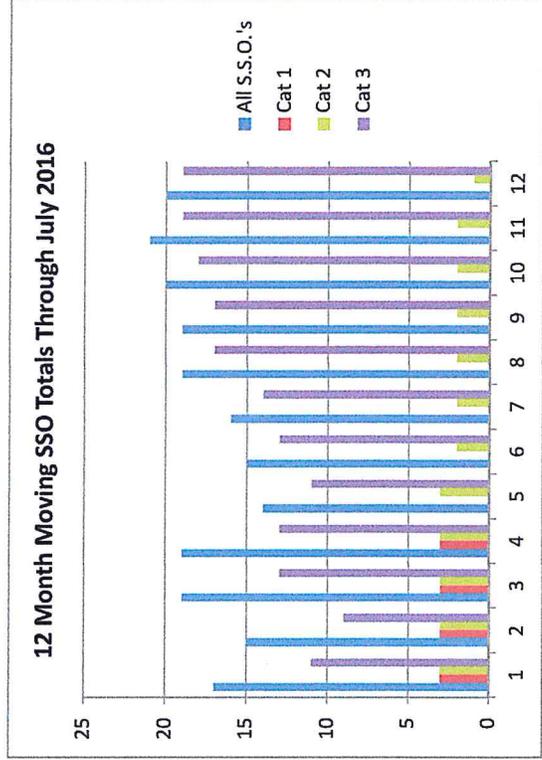
	Reportable Number of S.S.O.'s				
	Total	HMB	GCSO	MWSD	SAM
July 2016	1	0	1	0	0
12 Month Moving Total	20	4	8	7	1

SSOs / Year / 100 Miles

	Number of S.S.O.'s / Year/100 Miles				
	Total	HMB	GCSO	MWSD	SAM
July 2016	1.0	0.0	3.0	0.0	0.0
12 Month Moving Total	19.1	10.8	24.1	25.9	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	2.7	0.0	0.0	0.0
Category 3	18.2	8.1	24.1	25.9	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSO	MWSD	Total Feet	Total Miles
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
July-16	34,037	28,984	4,692	67,713	12.8
Annual ft	214,894	163,436	77,263	455,593	
Annual Mi.	40.7	31.0	14.6		86.3



Attachment A

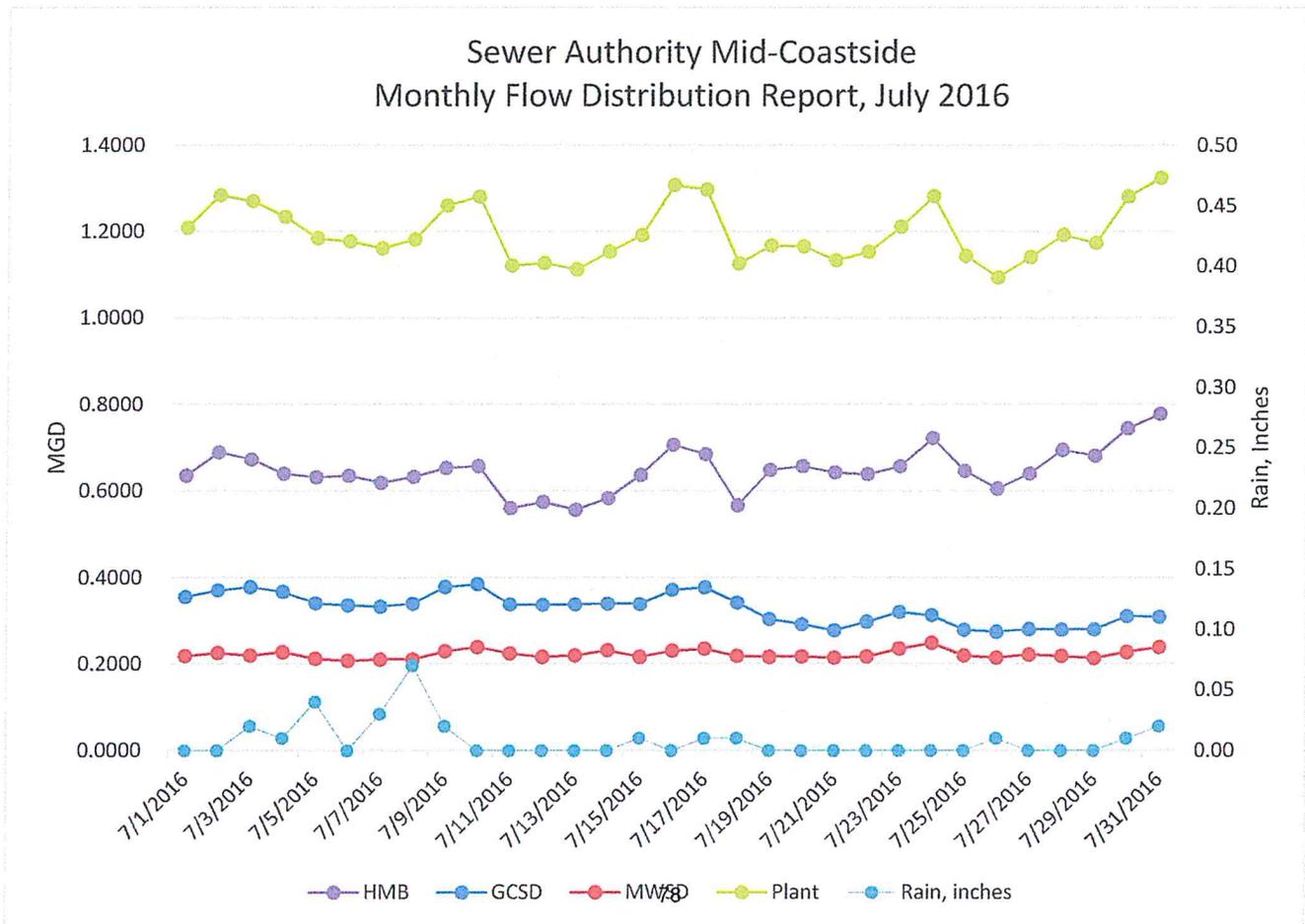
Flow Distribution Report Summary For July 2016

The daily flow report figures for the month of July 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	0.648	54.1%
Granada Community Services District	0.328	27.4%
Montara Water and Sanitary District	<u>0.222</u>	<u>18.5%</u>
Total	1.198	100.0%



Sewer Authority Mid-Coastside

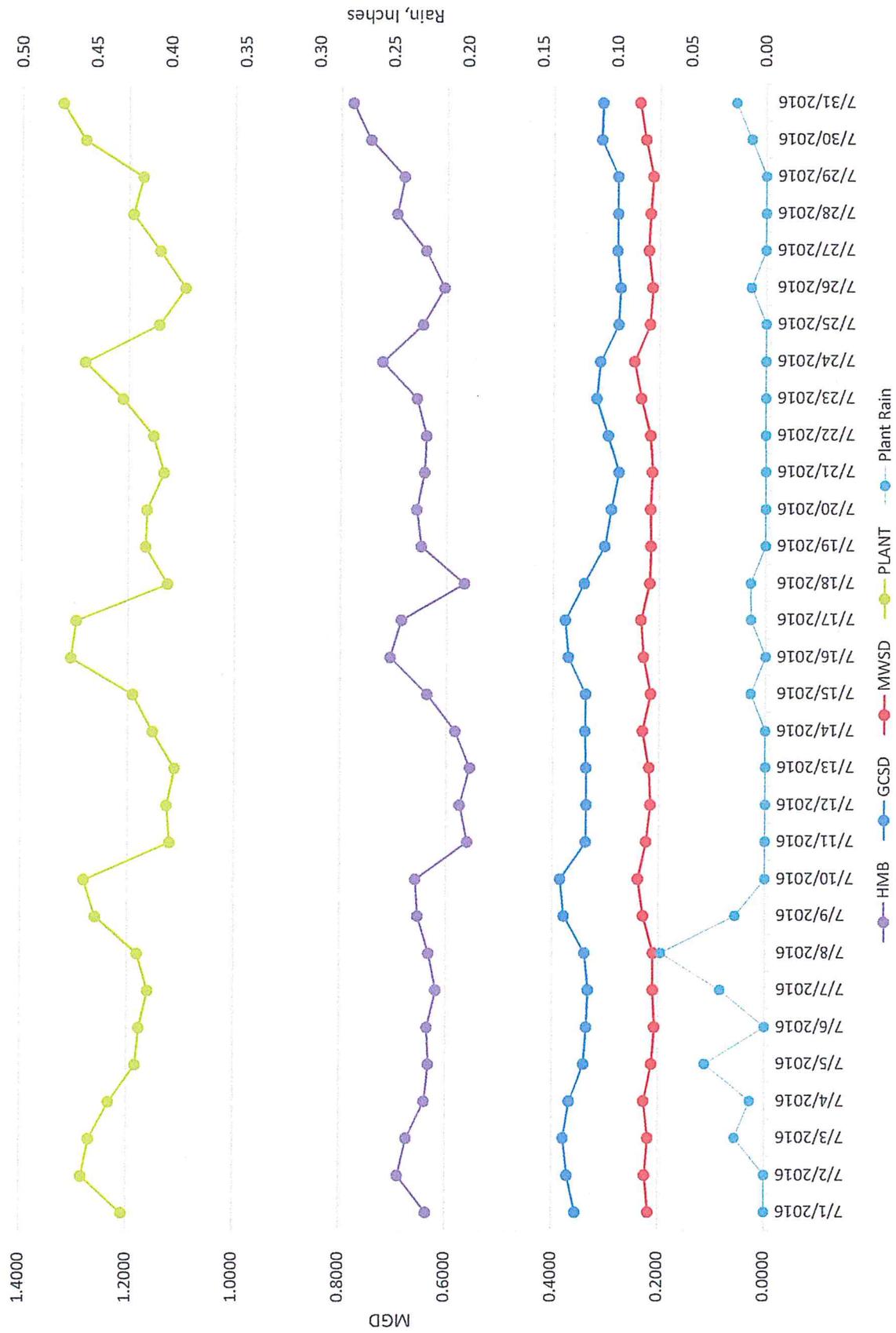
Monthly Flow Distribution Report for July 2016

<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>
7/1/2016	0.6358	0.3551348	0.218	1.209	0.00	0.00	0.00
7/2/2016	0.6892	0.3701348	0.225	1.284	0.00	0.00	0.00
7/3/2016	0.6732	0.3781348	0.219	1.270	0.02	0.00	0.00
7/4/2016	0.6396	0.3671348	0.227	1.234	0.01	0.00	0.02
7/5/2016	0.6320	0.3401348	0.212	1.184	0.04	0.00	0.04
7/6/2016	0.6349	0.3351348	0.207	1.177	0.00	0.00	0.00
7/7/2016	0.6189	0.3321348	0.210	1.161	0.03	0.05	0.03
7/8/2016	0.6324	0.3391348	0.210	1.182	0.07	0.03	0.07
7/9/2016	0.6530	0.3781348	0.229	1.260	0.02	0.00	0.01
7/10/2016	0.6575	0.3851348	0.239	1.282	0.00	0.00	0.00
7/11/2016	0.5601	0.3371348	0.224	1.121	0.00	0.00	0.00
7/12/2016	0.5750	0.3361348	0.216	1.127	0.00	0.00	0.00
7/13/2016	0.5562	0.3371348	0.219	1.112	0.00	0.00	0.00
7/14/2016	0.5835	0.3391348	0.231	1.154	0.00	0.00	0.00
7/15/2016	0.6371	0.3381348	0.216	1.191	0.01	0.00	0.00
7/16/2016	0.7065	0.3711348	0.230	1.308	0.00	0.00	0.00
7/17/2016	0.6853	0.3771348	0.235	1.297	0.01	0.00	0.00
7/18/2016	0.5668	0.3411348	0.218	1.126	0.01	0.03	0.02
7/19/2016	0.6485	0.3031348	0.216	1.168	0.00	0.00	0.01
7/20/2016	0.6574	0.2911348	0.217	1.166	0.00	0.00	0.00
7/21/2016	0.6425	0.2771348	0.214	1.134	0.00	0.00	0.00
7/22/2016	0.6389	0.2971348	0.217	1.153	0.00	0.00	0.00
7/23/2016	0.6567	0.3191348	0.235	1.211	0.00	0.00	0.00
7/24/2016	0.7219	0.3121348	0.248	1.282	0.00	0.00	0.00
7/25/2016	0.6461	0.2781348	0.219	1.143	0.00	0.00	0.00
7/26/2016	0.6055	0.2741348	0.214	1.094	0.01	0.00	0.00
7/27/2016	0.6401	0.2801348	0.221	1.141	0.00	0.00	0.00
7/28/2016	0.6951	0.2791348	0.218	1.192	0.00	0.00	0.00
7/29/2016	0.6816	0.2791348	0.213	1.174	0.00	0.00	0.00
7/30/2016	0.7447	0.3101348	0.227	1.282	0.01	0.00	0.00
7/31/2016	0.7784	0.3081348	0.238	1.325	0.02	0.00	0.00
Totals	20.093	10.166	6.882	37.142	0.26	0.11	0.20

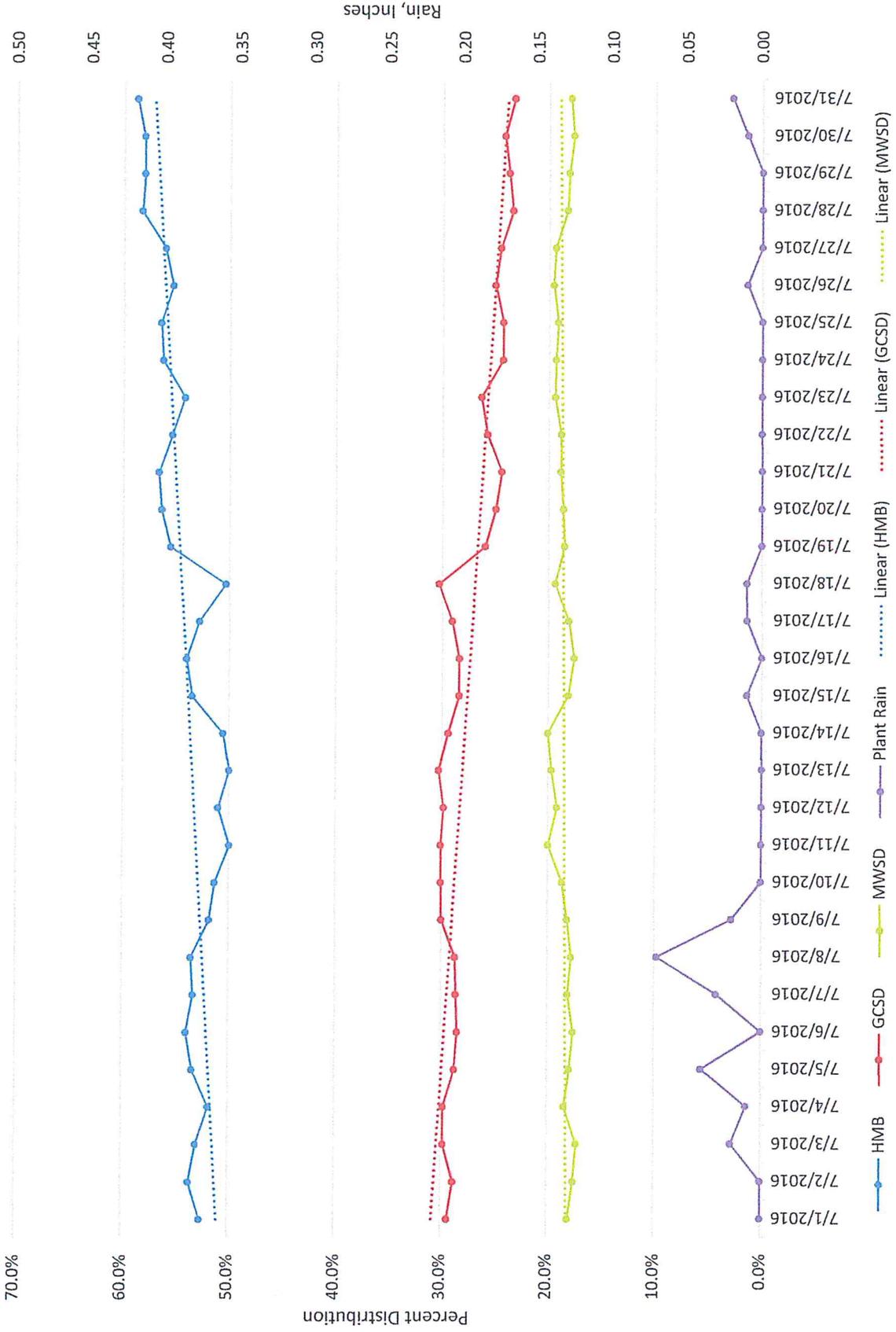
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.556	0.274	0.207	1.094
Average	0.648	0.328	0.222	1.198
Maximum	0.778	0.385	0.248	1.325
Distribution	54.1%	27.4%	18.5%	100.0%

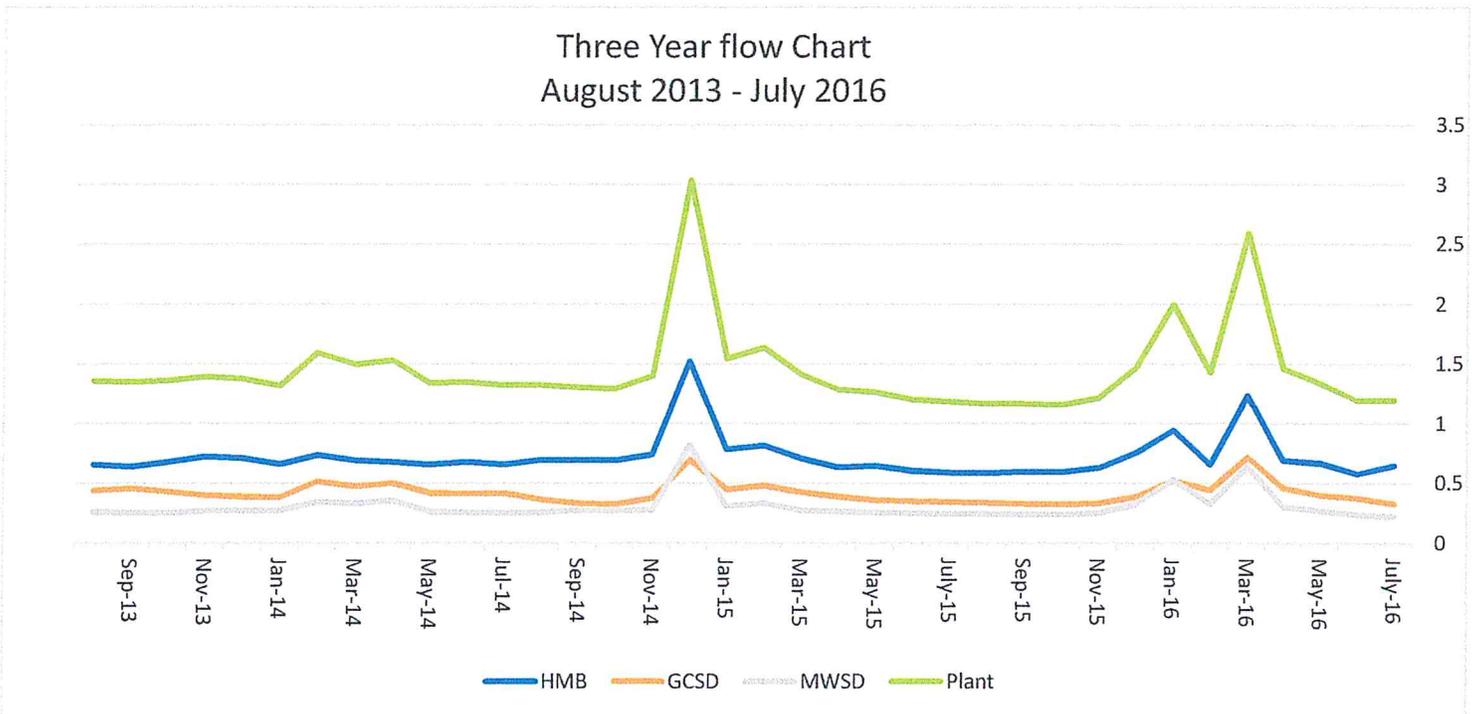
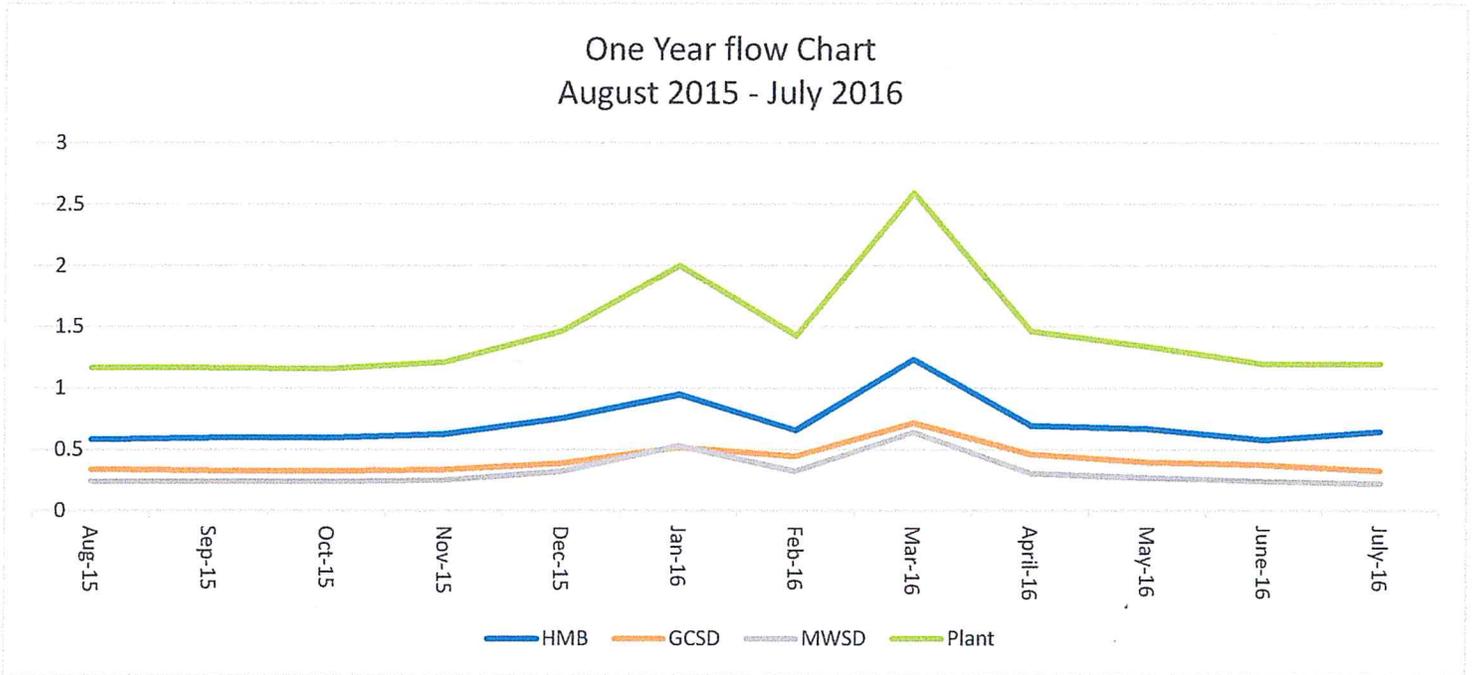
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2016



Percent Distribution July 2016



Most recent flow calibration June 2016





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 1, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review of Current Investment Portfolio

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

- The District has 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 0.588 for July 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: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Connection Permit Applications Received

As of Sept. 1, 2016 the following new Sewer Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size
08/25/2016	Stoloski	625 Sierra Street	SFD

As of Sept. 1, 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
08/25/2016	Stoloski	625 Sierra Street	SFD

As of Sept. 1, 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
08/25/2016	Stoloski	625 Sierra Street	SFD	Domestic

RECOMMENDATION:

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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 1st, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Monthly Water Production Report

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

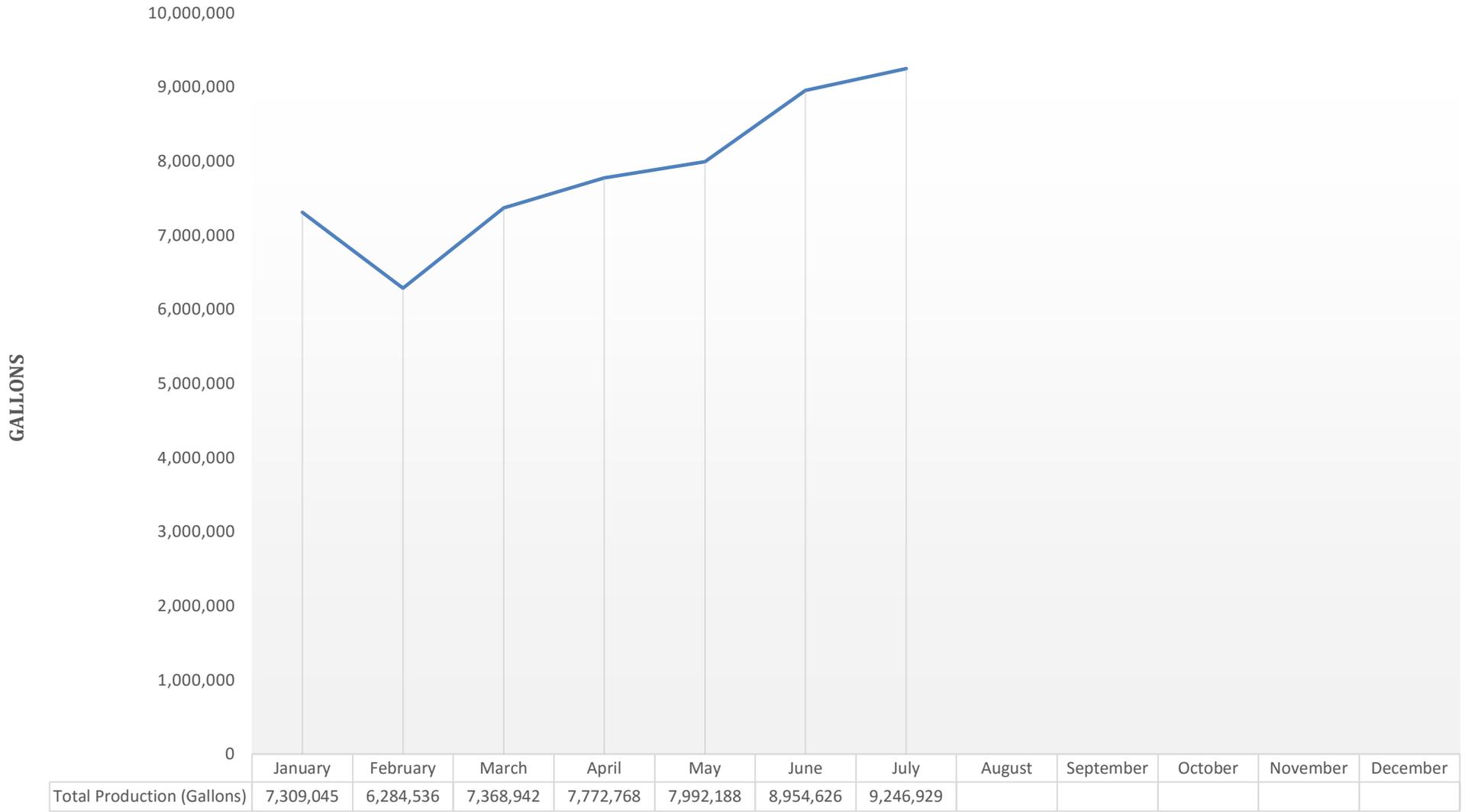
The first shows a consolidated from all sources by month. The second shows each water source the District uses, both wells and surface water. The production is shown in gallons of water produced.

RECOMMENDATION:

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

Attachments: 2

TOTAL PRODUCTION 2016 (Gallons)



MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting of: September 1st, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

SUBJECT: Rain Report

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

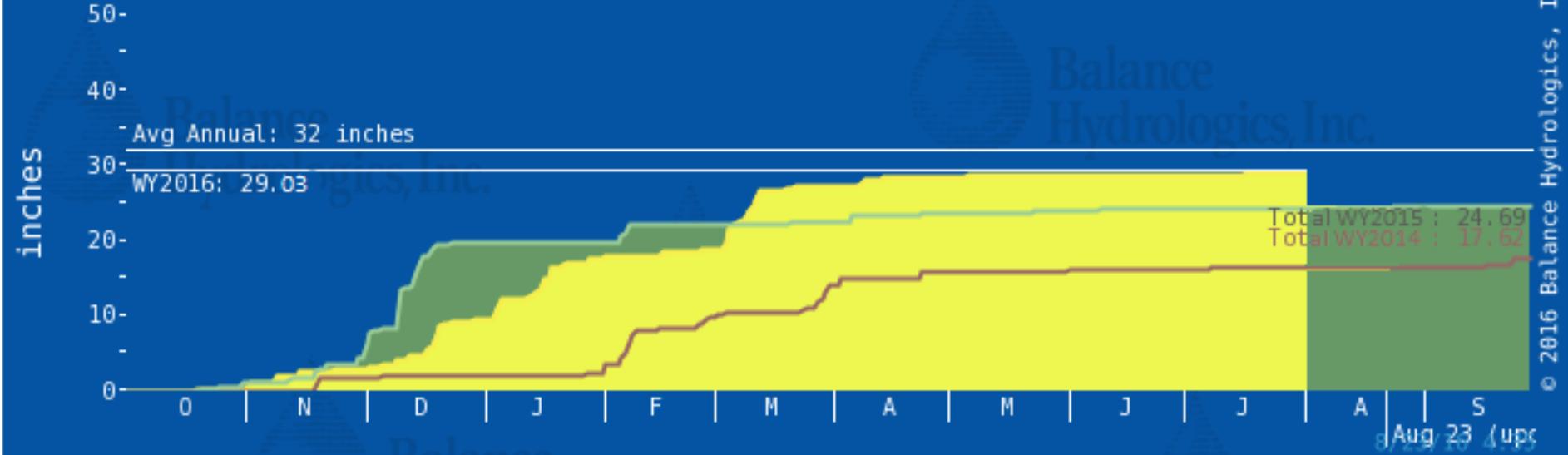
RECOMMENDATION:

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

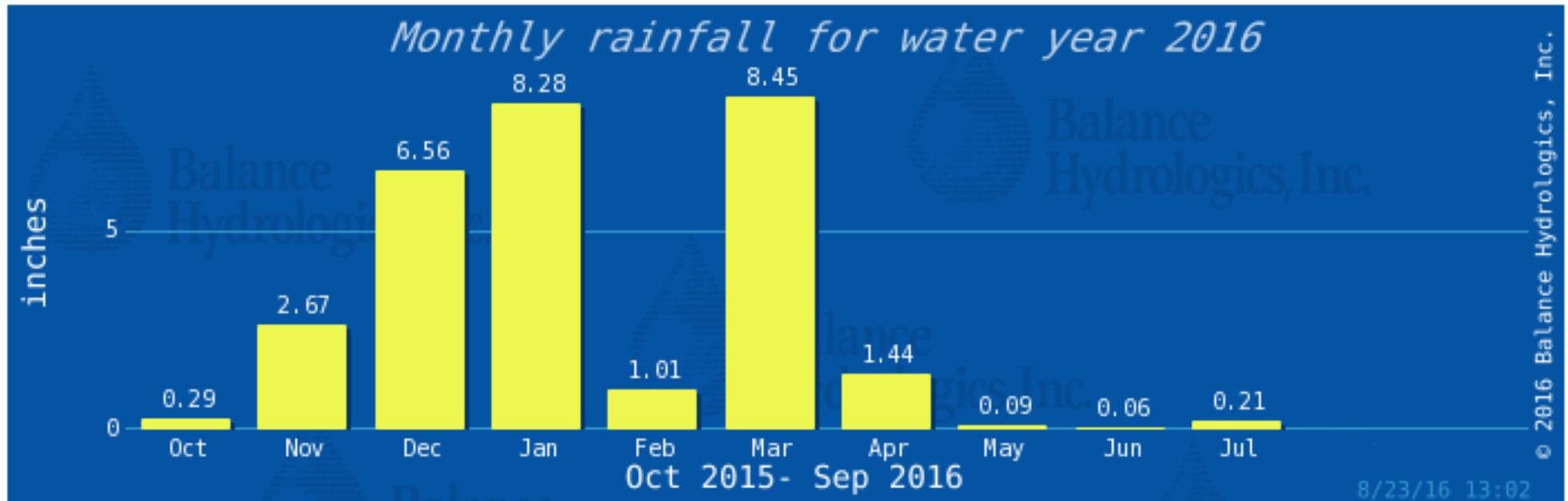
Attachments: 2

Annual Cumulative Rainfall

Annual cumulative rainfall by water year



Monthly Rainfall Report Oct 2015 – Sept 2016





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: September 1st, 2016

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Solar Energy Report

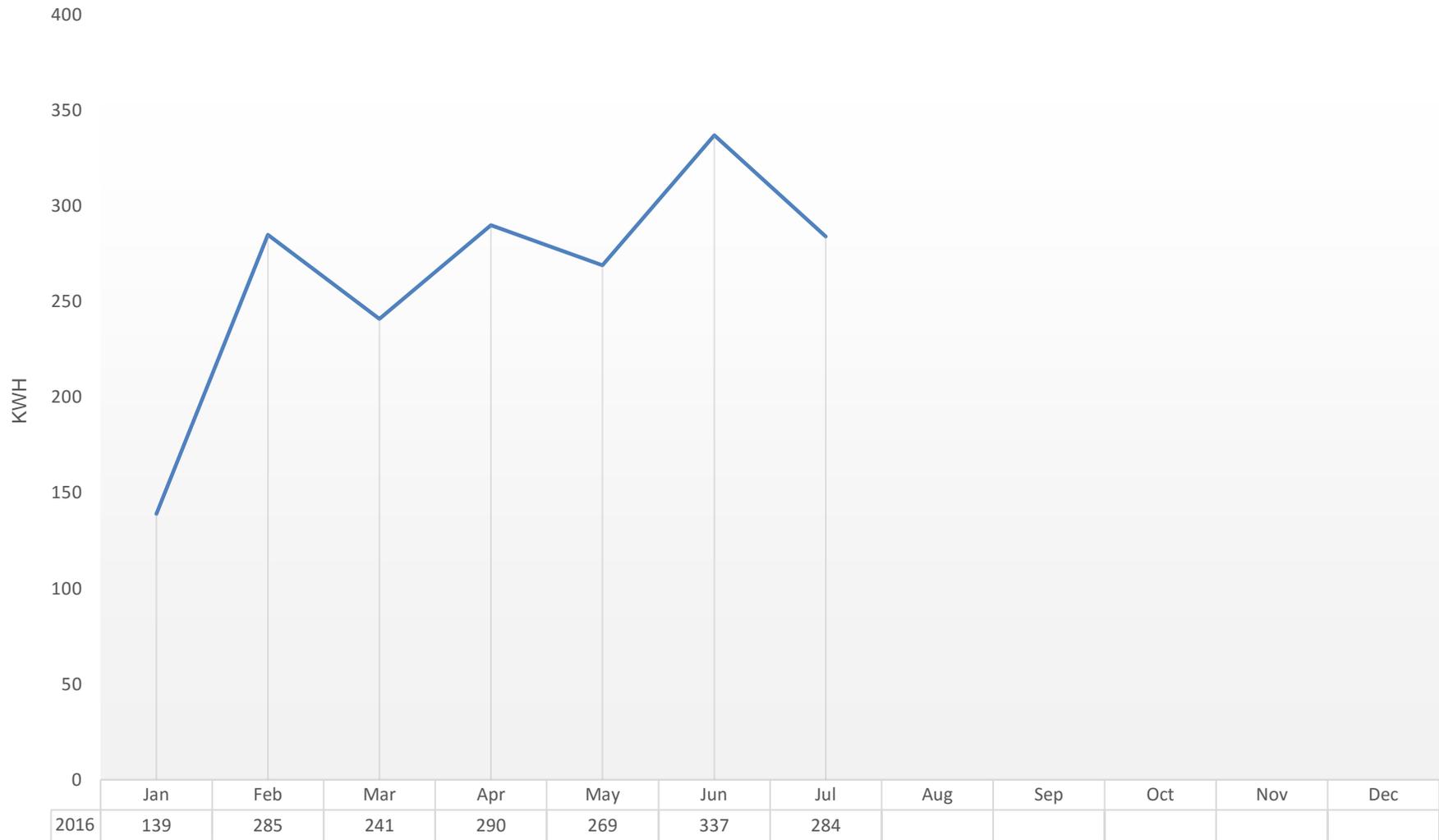
The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 38032 kWh and saved 64656 lbs of CO₂.

RECOMMENDATION:

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

Attachments: 1

SOLAR ENERGY PRODUCED IN 2016 (kWh)





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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

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

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

RECOMMENDATION:

This is for Board information only.

Attachment

MONTARA WATER & SANITARY DISTRICT
PARS REP Program

Monthly Account Report for the Period
6/1/2016 to 6/30/2016

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

Account Summary

Source	Beginning Balance as of 6/1/2016	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 6/30/2016
Employer Contribution	\$378,555.86	\$7,422.41	\$1,804.11	\$110.16	\$0.00	\$0.00	\$387,672.22
Totals	\$378,555.86	\$7,422.41	\$1,804.11	\$110.16	\$0.00	\$0.00	\$387,672.22

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	
0.47%	1.57%	-	-	-	-	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



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

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

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

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

Directors were asked at the two most recent meetings to submit comments in writing. Additionally, an ad hoc committee was tasked with the preparation of a draft response. The committee, directors Boyd and Huber, reviewed the suggested response and recommend approval of the letter.

RECOMMENDATION:

Review and discuss the attached draft response. Approve the response by motion, authorizing the Board President to sign and send the letter.



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

P.O. Box 370131
8888 Cabrillo Hwy
Montara, CA 94037-0131
t: 650.728.3545 • f: 650.728.8556
email: mwsd@coastside.net
web: mwsd.montara.org

September X, 2016

DRAFT

Hon. Joseph C. Scott
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Ctr.; 2nd Floor
Redwood City, CA 94063-1655

Re: Response of Montara Water and Sanitary District (“MWSD”) to 2015-2016 Civil Grand Jury Report Regarding Sanitary Districts

This letter is MWSD’s response to the Civil Grand Jury Report entitled, “San Mateo County’s Cottage Industry of Sanitary Districts” distributed by the Court Executive Officer under letter dated June 29, 2016 (“GJR”). MWSD appreciates the extensive time and effort the Grand Jury devoted to its review of the six independent special districts in the County that provide sanitary sewage service. The wastewater industry is highly regulated, operationally complex and replete with technical requirements that are not readily understood outside the industry. Unfamiliarity with those aspects are understandably revealed in the GJR.

Although responses only to findings and recommendations are required (Pen. C. §933(c)), we discuss additional portions of the GJR pertaining to MWSD that are inaccurate or otherwise render corresponding findings or recommendations unsupported. For example, the Grand Jury noted that 45 agencies in the County are “... involved in sewage collection and treatment...” (GJR p. 1), yet limited its review to six special districts. We are concerned that this small sample and narrow focus on a few agencies limits the accuracy of the generalized conclusions found in the Grand Jury Report.

Nonetheless, we concur with many comments and conclusions found in the Grand Jury report and appreciate that they provide useful third party insight into our District and industry. We will take action on those as noted below in our responses to the Findings and Recommendations. However, we believe others are not accurate and we respectfully offer additional information for accuracy, especially regarding public accountability, fiscal responsibility, and operational competence as they relate to our District as discussed below.

PUBLIC ACCOUNTABILITY. Contrary to the GJR’s assertion that sanitary districts have minimal interaction with the public compared to water districts (GJR p. 27), MWSD has a consistent and robust record of public interaction. For example: MWSD provides outreach through newsletters; invites the public and local officials to attend grand openings of new facilities, such as its Alta Vista water reservoirs; maintains an up-to-date website, distributes press releases, sends bi-monthly bill stuffers; and places signs in public areas for special notices. Development of MWSD’s Strategic Plan included two Board public planning workshops that were attended by members of the public as well as a community meeting convened specifically to obtain public input, which drew some 70 citizens.

What's more, members of the public regularly participate in Board meetings and the District's Board meetings are televised and available online. Being a small town, citizens call or talk in person with Directors and staff on a regular basis about their questions and concerns. Several District Directors also participate in the Next Door online forums in their neighborhoods.

Even though the services we provide are limited to sanitary, water and solid waste, many in our community perceive MWSD as the only form of local government that represents them and their interests. We believe this representation is valuable, even when we cannot act on it. The Grand Jury Report, itself, acknowledges that having elected board members gives the public an important link to their community (GJR p. 25; see, also fn. 31). An example of this occurred in 2001, when Montara and Moss Beach residents wanted local control of their water supply, and voted 81 percent in favor of taxing themselves nearly \$1,000 per year so that the District could take over water service from an out-of-area, for-profit operator. (see: <http://smartvoter.org/2001/11/06/ca/sm/meas/V/>)

FISCAL ACCOUNTABILITY. MWSD takes numerous actions to ensure fiscal accountability: 1) incorporates financial and rate planning in the annual strategic planning process; 2) maintains long-term capital improvement and financial plans; 3) worked to ensure its sanitary rates are rising below the rate of inflation; 4) has never received anything but an unqualified opinion over the presentation of its annual audited financial statements; and 5) notes that there is no evidence of financial impropriety in the GJR or elsewhere. Nonetheless, in response to the GJR, the District will increase its communication to the public about finances and rates as indicated in our response to the Grand Jury Recommendations numbers eight and nine.

OPERATIONAL COMPETENCE. The GJR challenges the operational competence of MWSD and other Districts. This is puzzling given the facts. The GJR claims District operators are not certified, but in fact every one of them is certified. The GJR claims the District is not familiar with a number of current technologies and planning methods, yet the District is familiar with every one listed in the Report and utilizes all that are cost-effective and beneficial to the MWSD system. The GJR claims that the District staff and Board do not participate in professional organizations, yet both Directors and staff are engaged in leadership positions in professional organizations.

What's more, the GJR does not appear to recognize the collection system maintenance program used by MWSD. City of Half Moon Bay, Granada Community Services District and MWSD collaborate to receive contracted sewer collection services through our ownership relationship in Sewer Authority Mid-Coastside (SAM) – obtaining an economy of scale, levels of expertise and access to more advanced equipment than each District could obtain on its own. This is laudable and is in line with best practices that promote collaboration and regional partnerships.

As noted at the beginning of this letter, MWSD appreciates the time and effort of the Grand Jury in undertaking the task of reviewing independent sewerage districts in San Mateo County. Our responses contained in this letter underscore our commitment to serving our customers well.

Very truly yours,

Jim Harvey, President, MWSD Board

cc: General Managers of: Sewer Authority Mid-Coastside, Granada Community Services District, City of Half Moon Bay, as well as the District Sanitary Engineer and Legal Counsel

Findings

MWSD's comments regarding the Grand Jury's Findings follow each of the quoted Findings.

Grand Jury Finding F1. *From 2013-2015, San Mateo County sewer agencies had more than twice as many sanitary sewer overflows as San Jose and three times as many as Central Contra Costa Sanitary District.*

MWSD Comment: MWSD agrees partially; the simple facts in the statement appear to be correct, and MWSD shares a concern with any spills. What we disagree with is the implication that our District is not taking effective action. We note that our maintenance crews have been rigorously trained to report absolutely every spill no matter how small. We also consider any spill to be among our highest priorities to prevent because we are located in such an environmentally sensitive area.

Our District's goal is, therefore, zero SSOs, and we maintain a prioritized capital improvement program to resolve troublesome pipelines and problem areas to lower the rate. In addition, MWSD and its partners in SAM are working together to significantly increase sewer pipeline and maintenance capabilities through increased training, purchase of more advanced equipment, such as a new flusher truck, hiring of additional cleaning staff, and enhancements to operations and maintenance planning.

We maintain active oversight and monitoring of progress and work closely with SAM to refine practices, training and planning. MWSD also supported SAM to contract for additional sewer line cleaning to speed up the cycle time and hit critical areas more often.

We also note that there are significant operational, infrastructure and environmental differences between the San Mateo agencies and the San Jose and Central Contra Costa Sanitary District systems. The number of SSOs can be heavily influenced by mountainous terrain, heavy rainfall, number of pump stations needed, pipeline age and other factors. Because of environmental factors such as high rainfall and steep hills, with less paved area and more vegetative area which promote high ground saturation and increase inflow and infiltration pressures compared to urban paved areas, MWSD's performance is more accurately compared to areas such as southern Marin.

Additionally, the finding does not distinguish between the San Mateo County-controlled districts, which account for 91% of the SSO's County-wide. According to the GJR, the independent districts account for only 9% (GJR, p. 40, Table 13).. Similarly, the GJR fails to identify SSOs by category/degree of severity or response time, thus ignoring their degrees of significance regarding impacts, if any, on the environment or public health. We know, for example, that many of our spills are very small and contained, are recovered or cleaned up very quickly, and therefore have very limited impact. There is no information about the severity of the spills reported by others. All these factors raise questions about the usefulness of the finding.

Grand Jury Finding F2. *Independent district websites have gaps in information regarding historical rates, sewer system management plans, and sanitary sewer overflows. Meeting minutes and financial audits are frequently out of date.*

MWSD Comment: MWSD agrees partially; we maintain an up-to-date website and most of the findings are incorrect. However, we agree that some of the material is difficult to find or not available and we are taking action to correct that.

The District maintains all its rates and fees online (<http://mwsd.montara.org/rates-and-budget/rates-and-fees>) and will add a table showing historical rates as suggested by this document.

The SSSMP is located on the website at <http://mwsd.montara.org/documents/links/legal-and-regulatory>. It is divided into Elements, Attachments and Appendices that are labeled for convenience of the reader.

The District publishes monthly SSO updates including rolling 12-month history. They have been and will continue to be reported monthly in each Board packet, and for convenience and ease of referencing, they will also be moved into a separate page on the website available.:

Meeting Minutes are up-to-date and posted in the consent agenda, in the board packet, which is a standard practice based on the Brown Act requirements. The minutes are available on the website as far back as 2013. However, we agree they are more difficult to find than is ideal. Therefore, MWSD will add a message to the top of the agenda packet area noting that minutes are found within agenda packets in the month following each meet. We also note that MWSD's website homepage under "Board Meetings" clearly states "Click here to view agendas and minutes," which link directly connects to those documents listed by Board meeting dates. <http://mwsd.montara.org/board-agendas/agendas-and-minutes?year=2016>

Audits are published annually and are up-to-date going back to 2010. <http://mwsd.montara.org/rates-and-budget/audits>

MWSD's website not only exceeds legal requirements (see, e.g., Gov. C. §54954.2), but provides broad information and access to significant documents and information going far beyond what is described or requested in this grand jury report.

Grand Jury Finding F3. *The use of the annual property tax statement for billing purposes makes the cost of sewer services less visible to residents.*

MWSD Comment: MWSD agrees that the narrow statement may be correct. However, because we proactively communicate about rates in other ways as detailed below, we don't rely on the tax bill to inform customers about the details of their bill or costs of service. Instead, we use the tax bill primarily for the cost efficiency of not having to send individual bills. Collection on the tax roll eliminates District staff time and associated costs that otherwise would be encountered in enforcing delinquent payments. The economy and efficiency of this billing method should be applauded.

For the reasons given above, property tax billing for sanitary district rates is a common practice statewide – not just in the six special Districts that are the focus on this Grand Jury report.

Regarding visibility, we do believe that our customers understand our cost of service as described below. To start, the District sends out mailed bills for water service so it is in a position to experience the difference or similarities between mailed bills and property tax billing. We find that we receive a similar number of calls about both types of bills and the same level of interest and questions.

What's more, procedures for establishing rates and charges ensure opportunity for the public's and property owners' participation, including a noticed public hearing; and proposed fees subject to majority owner protest. MWSD takes the additional step of ensuring that notices for its various services are in plain English. Once adopted, the fees are set out in MWSD's Master Fee Schedule adopted by ordinance (MWSD Code §4-2.100) which becomes effective after posting in three (3) public places in the District. Additionally, District sewer service charges have been discussed in the District newsletter, are posted on the website, and discussed during the budget process.

Those procedures provide accountability well in advance of the itemized collection of sewer service charges on the tax roll to which the Grand Jury takes exception (GJR p. 24). Likewise, they counter the Jury's conclusion that itemization on the tax bill "...means that many people are unaware of the cost of their sewer service ..." (id.). Finally, the charges are itemized on the tax bill using clear terminology. We

would note that customers who receive a bill, see much clearer terminology than the Grand Jury would have if they were just looking at an online bill on the County website. Nevertheless, we will take the opportunity to confer with the County about making the language even more clear for the next 2017 billing cycle.

We will also take the additional step, described in Responses eight and nine below, of detailing all District rates and fees by service to provide another avenue for customers to understand what they are paying for our services. And we will advertise the availability of this information.

Grand Jury Finding F4. *Elections for sanitary District board membership are rarely contested, and when they are, voter turnout is low. The average tenure of Board members is over 10 years.*

MWSD Comment: MWSD partially agrees. We agree that the average tenure of our Board members is just over ten years, and agree that turnout is low compared to the ideal. However, we disagree that our elections are rarely contested and also disagree that our voter turnout is low compared to local, County and statewide averages.

Reference to uncontested elections and low voter turnout do not apply to MWSD. For example, MWSD's last election was contested as is the upcoming election this November. Furthermore, MWSD has an above-average record of having 50% of its elections contested. Notably, the average number of contested elections averaged over the six Districts focused on in the Grand Jury Report is 34.5%, which is better than most general state judicial and other local county-wide elections.

MWSD's November 5, 2013 turnout of 25.9% (GJR Table 8, p. 26) exceeded the countywide turnout of 25.4% ("Registration and Turnout," Nov. 5, 2013 Election, San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder website). In the hopes of increasing turnout even further in the future, MWSD initiated a change in early 2015 to be included in the consolidated elections that have historically higher turnout than the local elections.

In acknowledging that having elected board members gives them an important link to their community (GJR p. 25; see, also fn. 31), the Grand Jury erroneously concludes that uncontested elections means that community interest in the districts is low. This is not the case for MWSD.

Grand Jury Finding F5. *Five of the six districts receive countywide property taxes, which means that residents' fees are not paying the full cost of sewer services.*

MWSD Comment: MWSD agrees partially. While this Grand Jury finding is factually correct, MWSD views this from the perspective that when District residents pay property taxes, and it lowers the rate they would otherwise charge, it results in benefit to the tax payers, by helping fund an essential public service that protects health and safety. In other words, District tax revenue, a constitutional right, is put to district purposes, which serves the very people who pay it. Reallocation of tax revenue would go to non-district use, which is not guaranteed to be a higher and better use. We also note that property tax revenue makes up 10% of the District's \$2.3 million dollar operations budget, a small fraction of the total.

Grand Jury Finding F6. *Sewer rates from 2010-2011 to 2015-2016 increased faster than the consumer price index. The six districts acknowledge that this trend is likely to continue, given the age of pipelines in the County and the cost of maintenance to and replacement of those pipelines.*

MWSD Comment: MWSD disagrees that this is applicable to its own rates. MWSD's sewer rates from 2010-2011 to 2015-2016 increased 11% across this period, well below the CPI as reported by the Grand Jury Report at 14%. Moreover, the general consumer price index is not relevant for measuring service charges. Appropriate construction price and employment cost indexes, among others, are more relevant to sewer service charge trends and these are usually higher than the general CPI.

The Grand Jury's rate comparison does not recognize important differences among agencies. For example, it seeks to compare San Mateo County sewage agencies with agencies in "comparable urban areas in the [San Francisco] Bay Area" (GJR, p. 30). Such population-oriented comparisons are not useful because service charges are a function of the operational costs which reflect numerous factors unique to each agency. For example:

Flat versus mountainous. MWSD's charges must cover significant pumping costs due to mountainous terrain. These cost include substantial electrical power costs as well as installation and maintenance of additional pump stations which are significantly more expensive to build and maintain than gravity flow systems in less mountainous areas.

Rainfall differences impacts costs. High rainfall in the MWSD area increases inflow and infiltration, which makes controlling SSOs more costly. This would hold true regardless of the size of the entity managing the system.

Significant regulatory differences. There are significant regulatory differences that were not considered. For example, MWSD faces significant regulatory burdens not faced by inland agencies, including: Coastal Commission, urban ASBS definitions, green streets, Water Board 300 foot to water way rules and Marine Reserve requirements. Additionally, the Coastal Commission has placed significant regulatory constraints on coastal Cities and Agencies which are preventing best practices in construction techniques in our area. For example, it would be best to develop a parallel (redundant sewer pipeline) along some coastal cliffs to the treatment plant. Coastal regulations would make difficult – or impossible – and extremely costly, even though it is commonplace in inland communities. Such a pipe would not only provide redundancy, but would hold a large volume of sewer flow, reducing the chance of SSO's. Instead of being able to take the most cost-effective action (building a redundant pipeline) the District and its partners in SAM must build costly sewage storage tanks, face increased liability and greater maintenance challenges and costs.

For a final example, the District routinely faces significant environmental and monitoring restrictions not faced by inland agencies such as monitoring wildlife before, during and, in some cases, for many years after construction.

Cost impacts associated with these constraints would exist regardless of the size of the organization or governance structure in control or size of the sanitary system.

No explanation of specific benefits nor inefficiencies encountered in any of the larger agencies or districts is provided. The unfortunate comparison of fundamentally different areas like urban settings with rural settings of this report do not yield meaningful results.

As mentioned above, despite all these factors, MWSD has consistently kept rate increases below the Consumer Price Index (CPI), and therefore, does not acknowledge a continuation of an above-inflation-rate trend in regards to long-term rates.

Grand Jury Finding F7. *Funds for treatment plants pass from ratepayers through the independent sanitary districts to the treatment plants; the sanitary districts add little value.*

MWSD Comment: MWSD disagrees in its own case. The practice of having regional treatment plants serving multiple local collection agencies is common throughout the state, including San Mateo County and all neighboring counties. The Sewer Authority Mid-Coastside (SAM) treatment plant serves three local sanitary service providers. The value each local agency provides is extensive: representation of their local areas and oversight through the Board members that serve on the SAM Board, expertise through their managers that also participate in a variety of Board and planning functions, and funding through the Districts and their ratepayers. The District has detailed knowledge of the topography and infrastructure which is incorporated into SAM's planning through the mechanisms above. Furthermore, the collection system to treatment plant relationships form the basis for a very cost-effective system in which the three agencies share collection system maintenance through the regional treatment plant organization (Sewer Authority Mid-Coastside). This relationship should be praised.

Grand Jury Finding F8. *The total budget for operating the boards of the six districts studied is over \$225,000. East Palo Alto's average annual compensation for directors is \$18,000, 66% higher than the next highest (and much larger) district, West Bay. Bayshore and East Palo Alto offer employee-type benefits to directors including dental insurance.*

MWSD Comment: MWSD partially agrees. We agree that the facts may be correct overall. However, we firmly disagree in relation to the District's own Board costs which are the lowest. This broad-brush finding leaves the mistaken impression that MWSD Board costs are high. In fact, MWSD's Board costs are the lowest of all the Districts and MWSD does not offer benefits to its directors. MWSD also has the lowest Board meeting compensation (\$75 per Board meeting), and the lowest annual compensation per director of those identified in the report, (Figures 13, 14, page 35-36). The work done by MWSD directors on behalf of the ratepayers is a tremendous value. Based on their published MWSD board of director compensation, it is estimated that MWSD directors are compensated an average sub-minimum wage of \$2 to \$3 per hour based on observed work and effort members put into preparing for and participating in the governance process, including committee meetings, attendance at District-related governmental meetings such as the Board of Supervisors, Planning Commission, Local Agency Formation Commission, Coastal Commission, and others. Finally, apart from cost, having a local Board is seen by many as making possible better representation of local issues and increasing the ability of local citizens to attend meetings nearby that relate to their needs and issues.

Grand Jury Finding F9. *The pipelines of the six districts are aging, with almost half having been laid over 50 years ago. These pipes are approaching end of life.*

MWSD Comment: MWSD partially agrees. The age fact appears to be correct, but while some pipes are nearing the end of their life, others could last far longer. Age alone provides insufficient guidance. Best engineering practice requires that pipe segments be evaluated individually for performance and longevity. MWSD concurs that there are problems associated with aging pipelines and we have longstanding practice of evaluating, prioritizing, maintaining and replacing pipelines according to engineering criteria. (GJR p. 39). Over the past decade or so MWSD doubled investment in sewer system capital improvements, and there are steady improvements underway. In addition, evolving technologies are bringing cost efficiencies in infrastructure replacements further speeding system improvements. MWSD addresses replacement of old infrastructure through its Capital Improvement Program, which it prioritizes based on careful engineering inspection and monitoring, and updated annually on a five (5) year rolling basis. We are very diligent in this regard, something that is not recognized in the Grand Jury

Report. The implication of this Finding is that another form of government could do a better job when what matters is best management and engineering practices; therefore, we disagree.

Grand Jury Finding F10. *There are many wholly or partially redundant activities across the six independent districts, including board costs, financial audits, legal services, and engineering.*

MWSD Comment: MWSD partially agrees. There are a number of redundancies. However, many of the most financially significant are already eliminated through collaboration. For example: treatment, collection system maintenance, emergency preparedness, and safety training are carried out collaboratively among several agencies in our region. No party has provided evidence that there would be cost savings or not. Furthermore, the Grand Jury's argument that consolidation would eliminate "redundant" activities does not consider that many costs, such as engineering and legal, correspond to situations unique to each district that would not disappear upon consolidation.

The Grand Jury also does not quantify what the redundant costs specifically are. Any serious approach to consolidation must be based on extensive and in-depth cost studies not reflected in the Grand Jury's assumptions. What's more, cost is not the only, or even most important issue.

Perhaps the most significant benefit of having local districts is local representation. A challenge locally is that each of the local agencies that provide sanitary service have different powers and governance structures, which would make it challenging from a purely practical level to ensure continued representation and to implement it. In the end, representation has value in its own right. It would be easy to say that two neighboring cities have redundant activities and should, therefore be consolidated, but many local citizens would not view it that way and nor do many residents in local Districts.

Grand Jury Finding F11. *Most of the independent sanitary districts rely almost entirely on contractors to fulfill their responsibilities.*

MWSD Comment: We partially agree. We agree with the fact that some District rely almost entirely on contractors to fulfill their responsibilities. We want to note that MWSD does not. We have full time staff providing sewer collection maintenance through our cooperative, consolidated collection system maintenance program that we share ownership in. Furthermore, in many cases, contractors provide the most economical and efficient means for obtaining services. This is true for both large and small agencies. Private/public partnerships are an effective means of carrying out local government services, increasingly popular, and considered a best practice in industry literature and seminars. In addition, City of Half Moon Bay, Granada Community Services District and MWSD collaborate to receive contracted sewer collection services through their ownership relationship in Sewer Authority Mid-Coastside – obtaining an economy of scale and expertise that they could not obtain each on their own.

Grand Jury Finding F12. *In many cases, district leadership is unfamiliar with the existing and emerging technologies for improving sewer system performance while reducing costs.*

MWSD Comment: We disagree. The GJR incorrectly implies that MWSD is unfamiliar with and does not employ modern technologies in managing our collection system (GJR, pp. 44-45; Table 15, p. 45). To the contrary, MWSD is familiar with every one of them. And it utilizes every technology listed that is cost-effective and appropriate to its system. Below are comments and corrections to Table 15 as examples of the Districts use of technology.

IN USE	Montara GJ Rpt. States	Comments and Corrections
Operational Performance		
Camera	Yes	MWSD utilizes this technology
Sonar Technology	No	Not applicable to MWSD system
Root Foaming	No	Not used because it is District policy not to employ toxic materials near area of biological significance.
Trenchless/ Slip Line Technology	Yes	MWSD utilizes this technology
Operator Certifications	No	Incorrect, all operators are certified by the State
Planning & Control Technologies		
Linear Asset Management Plan (LAMP)	Yes	MWSD utilizes this technology
Effective Utility Management	Yes	MWSD utilizes this technology
SCADA Systems	Yes	MWSD utilizes this technology
PLANNED		
Operational Performance		
Camera	Yes	MWSD already utilizes this technology
Sonar Technology	No	Not applicable to MWSD system
Root Foaming	No	Not used because it is District policy not to employ toxic materials near area of biological significance
Trenchless/ Slip Line Technology	Yes	MWSD utilizes this technology
Operator Certifications	No	Incorrect, all operators are certified by the State
Planning & Control Technologies		
Linear Asset Management Plan (LAMP)	No	Incorrect. MWSD utilizes this technology
Effective Utility Management	No	Incorrect. MWSD utilizes this technology
SCADA Systems	Yes	MWSD utilizes this technology

The Report does not accurately reflect MWSD's use of a variety of other technologies: asset (and utility) management techniques, GIS mapping, hydraulic modeling, and surge storage.

Grand Jury Finding F13. *The proliferation of sanitary districts within San Mateo County makes it challenging to coordinate an emergency response. The districts themselves have not reviewed or discussed emergency/disaster planning within their boards in the past year.*

MWSD Comment: MWSD disagrees. Emergency preparedness is an ongoing, active and regularly updated priority of the District. MWSD's Emergency Response Plan is contained in its Sewer System Management Plan (pp. 22-35; and Attachment 3), which the GJR fails to acknowledge (GJR, p. 46). The Board of Directors also takes up emergency planning in its strategic plan (last updated in 2016) in Objective 6.3.0: Specific emergency work plan items to fulfill the strategic plan objective in this area are shown below in R13. Furthermore, MWSD works closely with its neighboring sanitary agencies on a daily basis, making coordination very easy. Furthermore, all the local districts participate in the County Sheriff's emergency preparedness planning and drills.

Additionally, the choice of words implies a negative conclusion without offering facts. For example, the Report describes a "proliferation" of sanitary districts, as if they are sprouting up regularly. In fact, the existing district structures have been in-place for several generations; MWSD sanitary services were formed nearly 60 years ago in 1958.

REQUEST FOR RESPONSES:

Grand Jury Recommendation R1. Not applicable to MWSD (“N.A.”)

Grand Jury Recommendation R2. N.A.

The grand jury recommends that the Boards of Granada Community Services District and Montara Water and Sanitary District and the City Council of Half Moon Bay do the following:

Grand Jury Recommendation R3. *Form a committee of board members (Granada Community Services District, Montara Water and Sanitary District), councilmembers (Half Moon Bay), and staff from each to plan the consolidation or assumption of services provided by these two districts. Evaluate alternatives and determine the benefits to ratepayers. Issue a report with recommendations and a plan by September 30, 2017.*

MWSD Response: The recommendation requires further analysis. However, MWSD concurs that local agencies should take up the issue of evaluating the costs and benefits of a potential consolidation and will take action on this.

R4. N.A.

The Grand Jury recommends that the Boards of Bayshore Sanitary District, East Palo Alto Sanitary District, Granada Community Services District, Montara Water and Sanitary District, West Bay Sanitary District, and Westborough Water District do the following:

Grand Jury Recommendation R5. *Improve information visibility on their website [sic], including key system characteristics, rates and rate history, sewer system management plans, sanitary sewer overflows, and board member compensation. Key system characteristics would include population served, number of connections, number of miles of pipe (gravity, forced Maine), number of pump stations and number of pumps, average dry weather flow, and average wet weather flow. Ensure all information is up-to-date. Refresh website by September 30, 2016.*

MWSD Response: The recommendation has not yet been implemented, but has already begun this work. The District notes that much of this information is already on its website, but it will ensure that all of it is and is easy to find.

Grand Jury Recommendation R6. *Implement and publish performance management metrics including but not limited to the Effective Utility Management framework, beginning with fiscal Year 2016-2017.*

MWSD Response: MWSD agrees. The District already includes metrics within its strategic planning, operational and capital improvement plans. However, the District concurs that a consolidated set of

metrics would be beneficial and will develop a custom set of metrics that serve its needs. The District will reference the Effective Utility Management framework in developing its metrics.

Grand Jury Recommendation R7. *Adjust rates over the next five years, so that all costs are recovered from ratepayers, and the reliance on property tax is eliminated. Transition property tax revenues to neighboring cities to be used for community benefit.*

MWSD Response: This recommendation will not be implemented. In characterizing district property tax allocations under Proposition 13 (Cal. Const. Art. 13 A §1) as a “subsidy,” (GJR, p28), the Grand Jury loses sight of the fact that the tax revenue is put to district purposes benefitting taxpayers, including those within the districts. While eliminating the districts’ property tax allocations would result in their share being “allocated elsewhere” (GJR, p. 29), the Grand Jury provides no suggestion as to what would be a better use than wastewater collection, treatment and disposal – functions that are essential to the public health, welfare and safety. Notably, no misuse of the revenue is claimed.

Grand Jury Recommendation R8. *Mail notices to ratepayers at least annually with an explanation of the dollar amount of sewer service charges being billed, and the rationale. Provide information on the prior five years’ rates for comparison purposes. Display the portion of the rate that is related to collection activities, and the portion allocated to treatment. Mail notices approximately 30 days before the mailing of the property tax bills. Initiate mailings by November 2016.*

MWSD Response: This recommendation will be implemented in an upcoming newsletter. MWSD will consolidate the requested information in R8 and R9 into a single annual report with other useful information, publish it on its website and notify customers of its availability through its regular mailings.

Grand Jury Recommendation R9. *Notify ratepayers annually of the elected nature of board, role and compensation of Board members, and process for becoming a candidate. Encourage active participation by ratepayers. This notification may be included in the mailing that explains the rationale for rates. Initiate notification by November 2016*

MWSD Response: This recommendation will be implemented in an upcoming newsletter. MWSD will consolidate the requested information in R8 and R9 into a single annual report with other useful information, publish it on its website and notify customers of its availability through its regular mailings.

Grand Jury Recommendation R10. *Establish term limits for the members of their boards of directors by June 30, 2017.*

MWSD Response: This recommendation will not be implemented. As described under F10 above, MWSD has an above average record of contested elections and an average tenure of just over 10 years for Board members. It is noteworthy that many directors comment that it can take a couple of years to become educated in the complexities of the organization and to be working at full capacity. The District has enjoyed the benefits of Directors with high dedication and enough tenure to be very effective at their work. The last election was contested and two new directors were elected. The upcoming election is contested too. MWSD does not see the need for or benefit to term limits. To the contrary, term limits would artificially eliminate very dedicated and effective directors from serving the community.

Grand Jury Recommendation R11. *Establish a procurement process for professional services to include formal evaluation of existing service providers, issuance of Request for Proposals, regular reviews of existing providers, and a structured negotiation process by March 31, 2017*

MWSD Response: This recommendation will be implemented. MWSD concurs that clear, fair and cost-effective procurement processes are important, and maintains a number of procurement policies and procedures. MWSD will review and update its procurement policies with assistance of legal counsel, as appropriate in light of the recommendations.

Grand Jury Recommendation R12. *Demonstrate active participation in professional organizations focused on the work of sanitary districts, such as California Water Environment Association, by June 30, 2017. Require CWEA certification of district operators, including contractors, by June 30, 2017.*

MWSD Response: This recommendation is already in effect. MWSD already participates in numerous professional organizations, including: Association of California Water Agencies (ACWA), California Association of Sanitary Agencies (CASA), Underground Service Alert (USA), California Special Districts Association (CSDA), California Groundwater Association (CGA), and other relevant professional associations. These facts are not recognized in Appendix J of the Report

All District operators are certified by the state of California. Note that CWEA does not certify, although they do provide training.

The report preparers appear to be confusing District or City Staff responsibilities with Directors' responsibilities. Directors are independent from the agencies/special districts and are not individually obligated to participate in profession organizations. This is true in all California local and state government. Nonetheless, MWSD Directors have long been and are currently active in professional organizations: Director Slater-Carter is active in CSDA and has completed her certificate from the Special District Leadership Foundation; Director Wilson is active as a Board member on the ACWA-JPIA Board; Director Boyd serves on the ACWA Management Committee; and the General Manager serves on the ACWA groundwater committee.

Grand Jury Recommendation R13. *Develop plans for coordinating resources in the event of a local or regional emergency by June 30, 2017.*

MWSD Response: This recommendation is already in effect. The District has concrete emergency planning activities that are well established and updated. However, during the next strategic planning process (winter and spring 2017) the District will reevaluate its activities and consider if additional actions are warranted. MWSD's Emergency Response Plan is contained in its Sewer System Management Plan (pp. 22-35; and Attachment 3). This is not noted in the GJR fails to acknowledge (GJR, p. 46). The Board of Directors also took up emergency planning in the District's strategic plan in Objective 6.3.0: A summary of objective (bold 6.3.0) and work plan items are shown below. These emergency planning and preparedness actions are underway and ongoing.

No.	P.	Action	Lead	Timing	Status	Feb. 16 Assessment
6.3.0		Emergency planning should be appropriately updated with documented procedures and methods in place for coordinating with others.				

6.3.1	2	Update the existing Emergency Response and Recovery Plan (ERRP) to maintain a relevant emergency planning document.	Clemens	Aug-15	Every five years	Completed.
6.3.2	3	Become a leader and a hub for local utility emergency planning.	Clemens	Nov-15	Annual update	Ongoing NT Nov 16
6.3.3	2	Update drought contingency plan.	Clemens	May-16	Every five Years	Not completed NT Dec 16

R14. N.A.

R15. N.A.

The grand jury recommends that the boards of the Bayshore Sanitary District, Montara Water and Sanitary District, and Westborough Water District do the following:

Grand Jury Recommendation R16. *Explore the feasibility of establishing a flat rate for capital improvements separate from the water usage rate. Report back at a public meeting by December 31, 2016.*

MWSD Response: This will not be implemented. The Grand Jury does not provide a reason for this recommendation. Flat rate billing is common but increasingly outmoded because it can be judged as being unfair under the State’s Proposition 13 requirements that customers be charged the actual cost of serving them – rather than a flat fee which may not represent their cost of service. MWSD’s service charges are based on units of water consumed during winter months. This methodology is a well-established industry practice that has been accepted by the courts (Boynton v. City of Lakeport Municipal Sewer District No. 1, et al. (1972), 28 Cal. App. 3rd 91). In fact, over time, more agencies are utilizing this method because it provides a far more accurate and fair measure of a user’s burden on the wastewater system than, e.g., a flat rate. In addition, customers who conserve water not only benefit the water supply, but receive lower sewer rates – thereby enhancing the incentive to conserve water. MWSD’s sewer service charge is also based on categories of users (e.g., residential, industrial, etc.) and wastewater strength characteristics (Montara Water and Sanitary District Code {“MWSD Code”} §4-2.100). Reverting to a flat rate for capital improvements separate from the water usage rate does not make sense because is it less accurate and less fair. Separating out the portion of the charge utilized for capital improvements is not necessary because it is already incorporated. Making a capital improvement charge a flat rate would be unfair, and in our judgment potentially illegal under Proposition 13.

R17. N.A.

R18. N.A.

Errors in Tables

Page 43, Table 14: "Use of Contractors by Function in Independent Sanitary Districts" shows no District Clerk for MWSD. MWSD has a full time employed District Clerk who is exclusive to the sewer function.

Page 45, Table 15 "Use of Operational and Planning & Control Technologies by District" shows a "No" under Operator Certification. All operators working in the Montara System are State certified. Effective Utility Management is shown as not utilized, which is incorrect.

Page 87, Appendix K: Director Tenure by District incorrectly shows Jim Harvey, Kathryn Slater-Carter, and Scott Boyd as Board members since 2003. Jim Harvey has served since 2002, Scott Boyd since 1998, and Kathryn Slater-Carter since 1995.

DRAFT



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Alta Vista Road Improvements.

The District operates two water tanks, a water production well and a surface water treatment plant at the Alta Vista (AV) site. Additionally, MWSD is required to maintain public access to the Golden Gate National Recreation Area Rancho Coral De La Tierra open space through the AV site.

Access to the AV site is via Alta Vista Road, a steep narrow dirt road that perennially experiences drainage and erosion problems that make passage difficult and dangerous, particularly during the wet weather season. In the past, the road was maintained to varying degrees by nearby residents, but the road remained in substandard condition. The District's predecessor, California American Water Co., built a paved drainage swale along the road in 2002 that likewise has failed. District staff participated in the neighbors' efforts to maintain the road and did its best to keep the runoff swale clean of debris to avoid blockage and further erosion.

Under Jim Sayre's leadership, the bordering property owners propose to improve the road to acceptable standards. The owners' contractor has received a Coastal Development Permit (CDP) for the work. A condition of the CDP is that the owners establish a homeowners association to maintain the road in the future. Mr. Sayre is spearheading formation of the homeowners association.

The AV Road improvement project will be a private project funded by the bordering owners. In that regard, the CDP acknowledges that the road is a private road. (Historically, the County has never maintained the road.) The proposed improvements include widening and paving the surface, adding turnouts to increase emergency access, and installing drainage features. MWSD is an incidental beneficiary of the improvements because they will substantially improve access to the AV site and vicinity.

District staff and Director Huber have been in contact with Mr. Sayre throughout the planning process. The estimated total project cost is over \$180,000. At this time the AV neighborhood is asking the District to indicate that it would participate financially with one-time contribution of \$40,000 payable after completion of the project. The payment would equate to the value received by



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

the District in the form of the improved access to the AV site and elimination of the periodic and uncertain costs of maintenance historically undertaken by the District. Provision for the payment would be included in an agreement with the yet-to-be-formed homeowners association that would be presented to the Board for approval at a future meeting.

RECOMMENDATION: Approve as a statement of present intention a contribution of \$40,000 to the cost of Alta Vista Road improvements subject to the terms and conditions of an agreement with the proposed Alta Vista Road Homeowners' Association to be presented to the Board at a future date.

Request for MWSD
Contribution:
Alta Vista Road Paving and
Installation of Turnouts and
Drainage Features

September 1, 2016

Alta Vista Neighbors

Request:

MWSD provide a one-time contribution of \$40,000 for the paving, installation of turnouts and drainage features on Alta Vista Road.

Background

- Alta Vista Road is a private road with public access and includes 7 residential properties
- Sole access point for MWSD Alta Vista facilities
- Access point for GGNRA trail-head to Montara Mountain
- Currently a dirt road, narrow in spaces with dilapidated drainage system and inadequate access for emergency vehicles
- In 2013, Alta Vista Neighbors initiated project to obtain approvals and permitting for asphalt paving, installation of emergency vehicle turnouts and implementation of best management practice drainage
- In August, SMC Planning and Building/Public Works granted permit to proceed
- Targeted construction date in October prior to rainy season

Public Merits of Project—Improved Access

- Current Situation: Dirt road is narrow (less than 14 feet width) in spots and develops gullies during rainy season making access difficult and unsafe. Road circulation has significantly increased in recent years as a result of increased number of visitors to GGNRA Montara Mountain trail-head.
- Improvement: Project will widen road to at least 14 feet and provide consistent surface throughout the year. Paved surface will limit erosion from increased vehicular usage of road by visitors to GGNRA. Paved surface will significantly improve access for residents and MWSD employees who service that AV tank facilities.

Public Merits of Project—Emergency Access

- Current Situation: Road does not have or fire truck and emergency vehicle turnouts. Dirt surface and low vertical clearance could impede timely arrival of ambulances or fire apparatus. Fire Marshall supports paving and access enhancements.
- Improvements: Fire lanes shall be added in accordance with the Coastside Fire Protection District specification. Lanes shall be clearly marked. Vertical clearance of at least 15.5 feet shall be maintained. Asphalt base shall accommodate weight load of fire trucks and other emergency vehicles.

Public Merits of Project: Minimize soil erosion and sedimentation

- Current Situation: Dirt road induces erosion due to absence of stabilizing ground cover. Storm water runoff creates water pollution and impacts drainage on streets in lower elevation areas of Montara. Historically, several tons of road base are added annually to repair the road, only to wash away in the subsequent rainy season.
- Improvements: The project will implement Best Management Practices (BMPs) as approved by SMC to properly grade the road, repair the existing swale and install hydrological engineered features to minimize erosion and protect coastal water quality. Additionally, Alta Vista neighbors shall enter into an ongoing storm water maintenance agreement to maintain ongoing operation.

Public Merits of the Project: Environmentally Sound Project Review, Practices and LCP alignment

- Current Situation: Alta Vista Road is in a very low density residential development area and is a sensitive habitat.
- Improvements/Actions: Professional biological reviews (plant and wildlife) have been conducted and it has been determined that the asphaltting will not impact the area's sensitive habitat. Construction shall adhere to recommendations regarding nesting and no removal of heritage trees shall occur. Furthermore, the road improvement shall serve the planned density of the area and will not cause pressure to develop the area beyond the LCP plan.

Neighborhood Engagement

- All Alta Vista Road residents are participating in the project. 6 neighbors are participating on a financial basis. One neighbor, in lieu of financial participation, is granting an easement to his property to allow for the establishment of a fire lane. In addition, the single resident on an adjacent road (Vallecitos) is financially participating in the project.
- Residents will enter into an ongoing financial and operational obligation to maintain the storm water drainage system.

Request for MWSD contribution

- The Alta Vista Road residents request a one-time contribution of \$40,000 from MWSD to assist in the project.
- The request is based on the use of Alta Vista by MWSD and the previously noted public merits of the project that enhance access, safety and environmental stewardship.
- Although MWSD assistance on storm water maintenance is always welcome, the residents are NOT requesting MWSD involvement/obligation in the storm water maintenance agreement.
- The total cost of the project is approximately \$144,000. The cost the ongoing maintenance requirement is unknown but is expected to range from \$2,000 to \$10,000 per year.

Project Costs

- Contractor: Andreini Brothers, competitively bid for project
- Project cost includes expenses associated with creating plan and obtaining permit (approximately \$22,000) and all construction costs including grading, storm water drainage repair and improvements, creating turnouts, road widening, erosion control measurements, and asphaltting 25,260 sq. feet (\$122, 484,690)

Thank You For Your Consideration

ALTA VISTA ROAD ROADWAY IMPROVEMENTS

Montara, California

SHEET INDEX

C-0	COVER PAGE, GENERAL NOTES
C-1	ROADWAY IMPROVEMENTS 1+00 to 5+80
C-2	ROADWAY IMPROVEMENTS 5+80 to 16+00
C-3	SWPPP CHECK LIST



Plans prepared by:

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Contractor:

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151 Main Street
Half Moon Bay, CA 94018
650-726-2065
Contact: Mario Andreini

GENERAL NOTES:

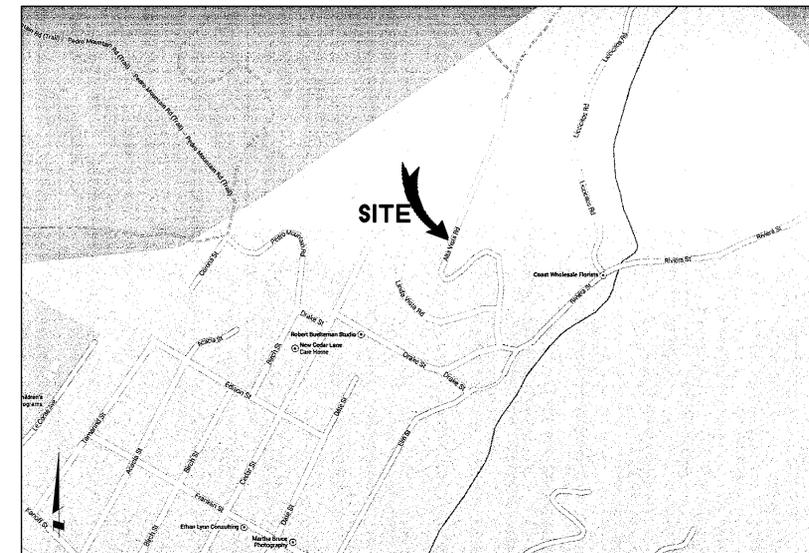
- CONTRACTOR TO VERIFY ALL CONTROLLING DIMENSIONS WITH SITE CONDITIONS.
- TOPOGRAPHIC INFORMATION PROVIDED BY B&H SURVEYING, INC., DATED MAY, 2014.
- ALL GRADING AND TRENCH BACKFILL TO BE PERFORMED PER COUNTY STANDARDS.
- CONTRACTOR SHALL VISIT THE SITE AND FAMILIARIZE THEMSELVES WITH ALL EXISTING CONDITIONS. THEY SHALL BRING ANY DISCREPANCIES TO THE ATTENTION OF THE ENGINEER PRIOR TO PROCEEDING. VERIFY THE LOCATIONS OF ALL UNDERGROUND UTILITIES BEFORE STARTING CONSTRUCTION.
- ANY SITE WORK THAT DEVIATES FROM WHAT IS SHOWN ON THE PLANS SHALL HAVE THE ENGINEER'S APPROVAL PRIOR TO PROCEEDING WITH THE DEVIATING WORK ITEM.
- CONTRACTOR SHALL CALL "UNDERGROUND SERVICE ALERT" (800) 642-2444, 48 HOURS PRIOR TO EXCAVATION.
- CONTRACTOR SHALL ADHERE TO "BEST MANAGEMENT PRACTICES" (BMP'S) GUIDELINES DURING CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR STORING, USING, AND DISPOSING OF ALL HAZARDOUS MATERIALS, IN ACCORDANCE WITH ALL STATE AND LOCAL LAWS.
- CONTRACTOR SHALL DRY SWEEP REBECCA LANE, ON A DAILY BASIS OR AS NEEDED TO KEEP ROADWAY CLEAR OF ALL DEBRIS AND DIRT.
- CONTRACTOR SHALL MAINTAIN A SUBGRADE OF 3% MINIMUM FOR DRIVEWAY. ASPHALT DRIVEWAY SHALL BE 3" ASPHALT OVER 8" AGGREGATE BASE.
- ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY WILL REQUIRE AN ENCROACHMENT PERMIT FROM THE COUNTY.
- ALL WORK SHALL BE IN ACCORDANCE WITH THE CURRENT COUNTY MUNICIPAL CODE AND CONSTRUCTION REGULATIONS, AS WELL AS WITH THE REGULATIONS OF ALL OTHER GOVERNMENT AGENCIES WITH JURISDICTION.
- NO WORK SHALL BE STARTED WITHOUT FIRST NOTIFYING THE COUNTY DEPARTMENT, AND THE FIRE DEPARTMENT, AT LEAST 48 HOURS PRIOR TO COMMENCING.
- WORK, INCLUDING DELIVERIES AND MOVEMENT OF MACHINERY, IS ONLY ALLOWED BETWEEN 8 AM AND 5 PM, MONDAY THROUGH FRIDAY. NO WORK IS ALLOWED ON WEEKENDS OR LEGAL HOLIDAYS.
- THE CONTRACTOR SHALL KEEP ADJACENT ROADS AND STREETS OPEN FOR TRAVEL BY THE PUBLIC, ADJACENT PROPERTY OWNERS, THEIR VISITORS AND GUESTS AT ALL REASONABLE TIMES. BLOCKAGE OF A STREET OR ROAD EXCEEDING FIVE (5) MINUTES IS A VIOLATION OF THE COUNTY MUNICIPAL CODE.

EROSION AND SEDIMENT CONTROL NOTES:

- STORM DRAIN POLLUTION PREVENTION: PROTECT DOWN SLOPE DRAINAGE COURSES, STREAMS AND STORM DRAINS WITH ROCK BAGS, HAY BALES, TEMPORARY DRAINAGE SWALES, FIBER ROLLS, SILT FENCES, BERMS OR STORM DRAIN INLET FILTERS.
- A STABILIZED CONSTRUCTION ENTRANCE SHALL BE INSTALLED PRIOR TO THE INCEPTION OF ANY WORK ON-SITE, AND SHALL REMAIN IN PLACE UNTIL THE COMPLETION OF ALL LANDSCAPING.
- SILT FENCE OR FIBER ROLL(S) SHALL BE INSTALLED PRIOR TO THE INCEPTION OF ANY WORK ON-SITE, AND SHALL REMAIN IN PLACE UNTIL THE LANDSCAPING GROUND COVER IS INSTALLED.
- DRY SWEEPING METHODS SHALL BE USED TO REMOVE ANY DEBRIS AND/OR SOIL TRACKED ON TO ALTA VISTA RD. OR DRY SWEEPING SHALL BE DONE AT THE END OF EACH WORK DAY.
- THE CONTRACTOR SHALL FOLLOW AND USE BEST MANAGEMENT PRACTICES (BMP) FOR DISCHARGE INTO THE TOWN'S STORM WATER SYSTEM DURING SITE STRIPPING, HAULING, EARTH MOVING ACTIVITIES, HEAVY EQUIPMENT OPERATIONS, GENERAL CONSTRUCTION AND SITE SUPERVISION, PAINTING, APPLICATIONS AND USE OF SOLVENTS AND ADHESIVES, LANDSCAPING AND GARDENING.
- STOCKPILED MATERIAL SHALL BE COVERED WITH VISQUEEN OR A TARPULIN UNTIL THE MATERIAL IS REMOVED FROM THE SITE. ANY REMAINING BARE SOIL THAT EXISTS AFTER THE STOCKPILE HAS BEEN REMOVED SHALL BE COVERED UNTIL A NATURAL GROUND COVER IS ESTABLISHED OR IT MAY BE SEED OR PLANTED TO PROVIDE GROUND COVER PRIOR TO THE FALL RAINY SEASON.
- ONCE THE PROPOSED ON-SITE DRAINAGE INLETS HAVE BEEN INSTALLED, THE CONTRACTOR SHALL PROTECT ANY BARE SOIL FROM ENTERING THE INLETS BY INSTALLING FILTER FABRIC UNDER THE INLET GRATES. THE FILTER FABRIC SHALL REMAIN UNTIL NATURAL GROUND COVER IS ESTABLISHED.
- CONTRACTOR SHALL CONTROL DUST AS OFTEN AS REQUIRED BY THE COUNTY INSPECTOR.
- IF EROSION DEVELOPS IN A TEMPORARY EROSION PROTECTED AREA OR ANY ESTABLISHED VEGETATED AREA, THE CONTRACTOR SHALL IMMEDIATELY ALLEVIATE AND REMEDY THE PROBLEM AND TAKE PREVENTATIVE MEASURES TO MINIMIZE THE POSSIBILITY OF ITS REOCCURRENCE AND ALSO TO PREVENT THE RESULTING FLOW OF SOILS OR WATER WITH SUSPENDED SOILS FROM GETTING INTO THE TOWN'S DRAINAGE SYSTEM OR ANY NATURAL DRAINAGE CHANNEL OR DITCH.
- ALL EROSION AND SEDIMENT CONTROL MEASURES MUST BE IN PLACE AND MAINTAINED THROUGHOUT CONSTRUCTION. CONTRACTOR IS RESPONSIBLE TO UNDERSTAND AND IMPLEMENT "BEST MANAGEMENT PRACTICES" FOR THE ENTIRE CONSTRUCTION PROJECT.

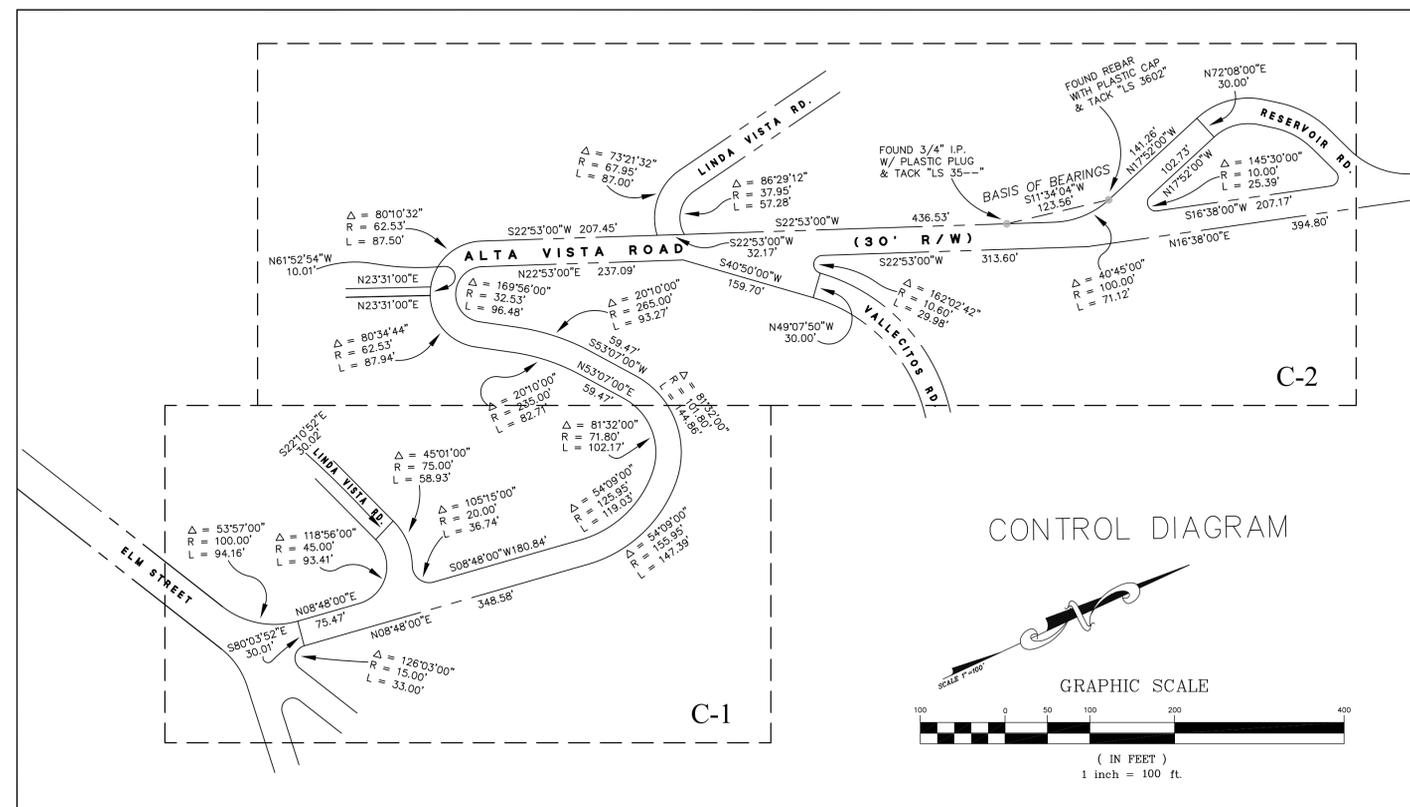
LEGEND / ABBREVIATIONS

+101.8	SPOT SHOT (PROPOSED GRADE)
AD	AREA DRAIN
CB	CATCH BASIN
FM	FORCE MAIN
FL	FLOW LINE
FDCO	FOUNDATION CLEAN OUT
RWL	RAIN WATER LEADER
PD	PATIO DRAIN
MIN.	MINIMUM
INV	INVERT
SD	STORM DRAIN PIPE SEE UTILITY NOTE 4
SDCO	SUB-DRAIN CLEANOUT
TW	TOP OF WALL
BW	BOTTOM OF WALL
(E)	EXISTING
→	GENERAL DRAINAGE FLOW DIRECTION

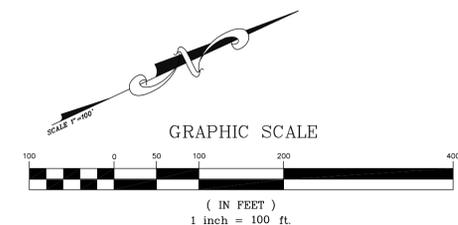


VICINITY MAP

N.T.S.



CONTROL DIAGRAM



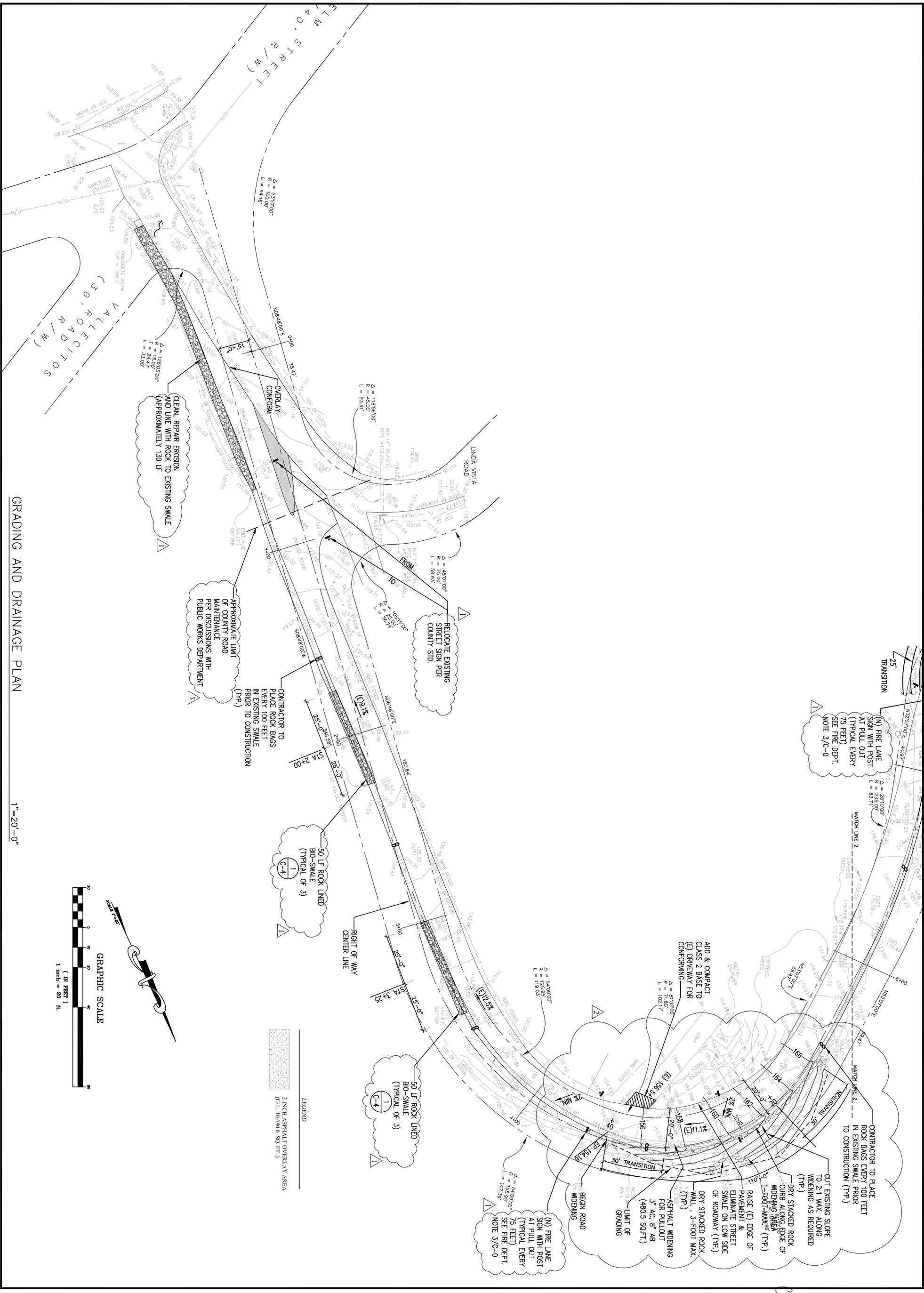
ROADWAY IMPROVEMENT
ALTA VISTA ROAD
SAN MATEO COUNTY
Montara
California

CONTENTS:
GENERAL NOTES

DATE 08/22/14
SCALE AS NOTED

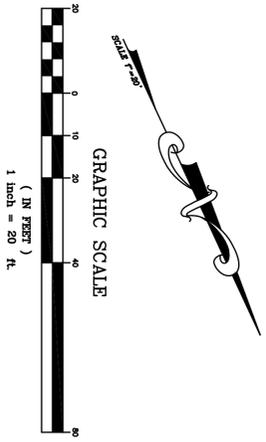
REVISIONS:

DRAWN J.G.
CHECKED C.B.
JOB No. 2014461
SHEET NO.
C-0
OF 4 SHEETS



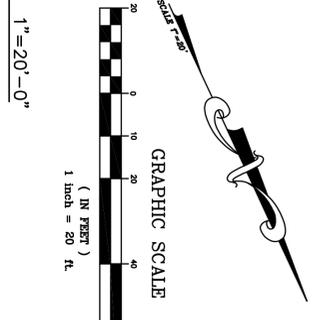
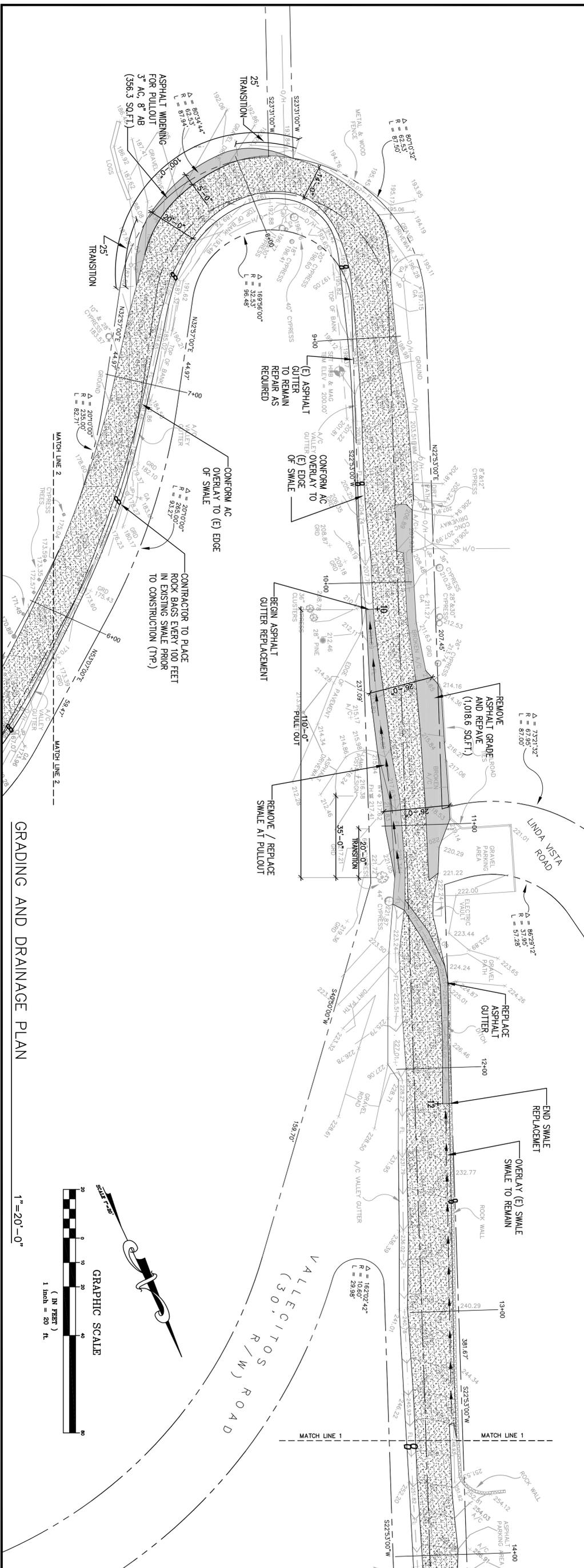
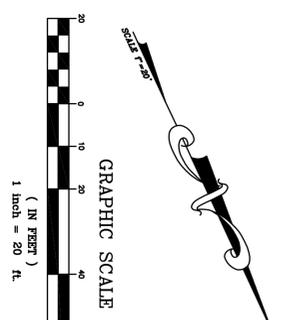
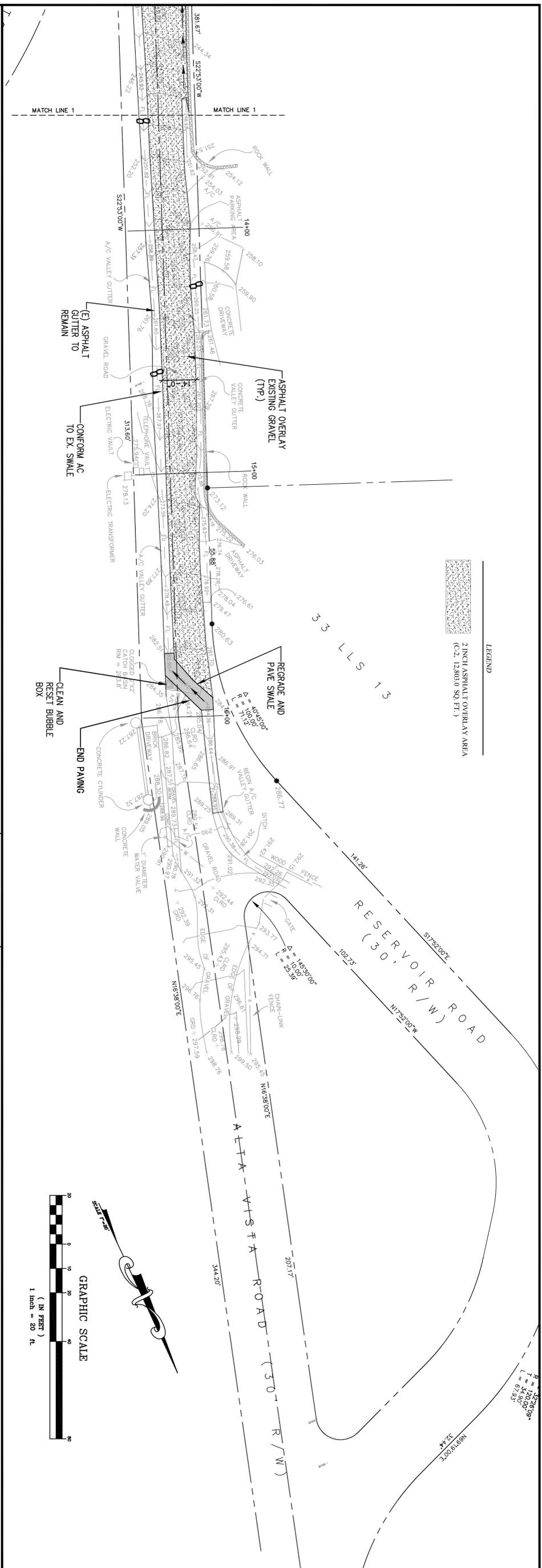
GRADING AND DRAINAGE PLAN

1" = 20'-0"



 CLIFFORD BEITTEL AND ASSOCIATES CLIFFORD BEITTEL, PE 800 W. BOWLING GREEN SUITE 200 SAN MATEO, CA 94402 650-531-0103 650-531-0299 (FAX)	California	ROADWAY IMPROVEMENT ALTA VISTA ROAD SAN MATEO COUNTY	Montara	GRADING AND DRAINAGE PLAN
CONTENTS:				
DATE: 09/18/15				
SCALE: AS NOTED				
REVISIONS:				
Δ REV. 11/23/15				
Δ REV. 02/09/16				
DRAWN: J.G.				
CHECKED: C.B.				
JOB NO.: 2014461				
SHEET NO.:				
C-1				
OF 6 SHEETS				

LEGEND
 2 INCH ASPHALT OVERLAY AREA
 (C-2, 12,800.0 SQ. FT.)



GRADING AND DRAINAGE PLAN



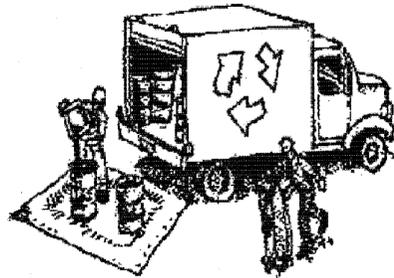
SAN MATEO COUNTYWIDE
**Water Pollution
Prevention Program**

Clean Water. Healthy Community.

Construction Best Management Practices (BMPs)

Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

Materials & Waste Management



Non-Hazardous Materials

- Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- Use (but don't overuse) reclaimed water for dust control.

Hazardous Materials

- Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
- Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
- Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- Arrange for appropriate disposal of all hazardous wastes.

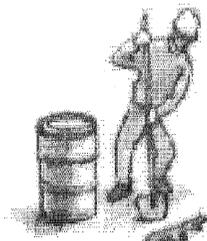
Waste Management

- Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
- Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
- Clean or replace portable toilets, and inspect them frequently for leaks and spills.
- Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gyp board, pipe, etc.)
- Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.

Construction Entrances and Perimeter

- Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

Equipment Management & Spill Control



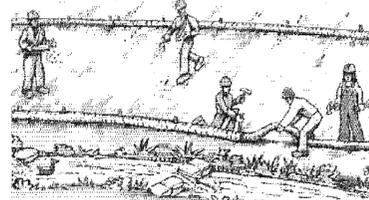
Maintenance and Parking

- Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
- Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
- If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
- Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, steam cleaning equipment, etc.

Spill Prevention and Control

- Keep spill cleanup materials (rags, absorbents, etc.) available at the construction site at all times.
- Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- Clean up spills or leaks immediately and dispose of cleanup materials properly.
- Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

Earthwork & Contaminated Soils



Erosion Control

- Schedule grading and excavation work for dry weather only.
- Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- Seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.

Sediment Control

- Protect storm drain inlets, gutters, ditches, and drainage courses with appropriate BMPs, such as gravel bags, fiber rolls, berms, etc.
- Prevent sediment from migrating offsite by installing and maintaining sediment controls, such as fiber rolls, silt fences, or sediment basins.
- Keep excavated soil on the site where it will not collect into the street.
- Transfer excavated materials to dump trucks on the site, not in the street.
- Contaminated Soils
 - If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
 - Unusual soil conditions, discoloration, or odor.
 - Abandoned underground tanks.
 - Abandoned wells
 - Buried barrels, debris, or trash.

Paving/Asphalt Work



- Avoid paving and seal coating in wet weather, or when rain is forecast before fresh pavement will have time to cure.
- Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- Do not use water to wash down fresh asphalt concrete pavement.

Sawcutting & Asphalt/Concrete Removal

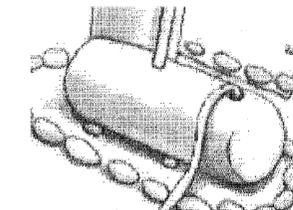
- Completely cover or barricade storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- If sawcut slurry enters a catch basin, clean it up immediately.

Concrete, Grout & Mortar Application



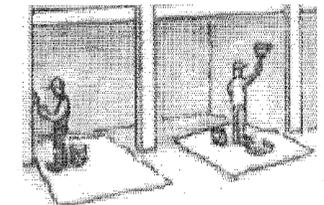
- Store concrete, grout and mortar under cover, on pallets and away from drainage areas. These materials must never reach a storm drain.
- Wash out concrete equipment/trucks offsite or in a contained area, so there is no discharge into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- Collect the wash water from washing exposed aggregate concrete and remove it for appropriate disposal offsite.

Dewatering



- Effectively manage all run-on, all runoff within the site, and all runoff that discharges from the site. Divert run-on water from offsite away from all disturbed areas or otherwise ensure compliance.
- When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- In areas of known contamination, testing is required prior to reuse or discharge of groundwater. Consult with the Engineer to determine whether testing is required and how to interpret results. Contaminated groundwater must be treated or hauled off-site for proper disposal.

Painting & Paint Removal



Painting cleanup

- Never clean brushes or rinse paint containers into a street, gutter, storm drain, or surface waters.
- For water-based paints, paint out brushes to the extent possible. Rinse to the sanitary sewer once you have gained permission from the local wastewater treatment authority. Never pour paint down a drain.
- For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of residue and unusable thinner/solvents as hazardous waste.

Paint removal

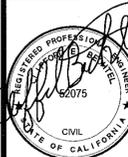
- Chemical paint stripping residue and chips and dust from marine paints or paints containing lead or tributyltin must be disposed of as hazardous waste.
- Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.

Landscape Materials



- Contain stockpiled landscaping materials by storing them under tarps when they are not actively being used.
- Stack erodible landscape material on pallets. Cover or store these materials when they are not actively being used or applied.
- Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

Storm drain polluters may be liable for fines of up to \$10,000 per day!



July 27, 2016

Mr. Mario Andreini
151 Main Street
Half Moon Bay, CA 94019

Dear Mr. Andreini:

SUBJECT: Coastal Development Permit for the asphalt paving of Alta Vista Road and installation turnouts and drainage features as necessary.
Alta Vista Road, Montara
County File No. PLN 2014-00316

The Planning and Building Department has completed its review of your application for a Coastal Development Permit to pave Alta Vista Road, a private road, and install turnouts and drainage features necessary to comply with the conditions of approval imposed by the Department of Public Works and the Coastside Fire Protection District. The length of the portion of the road to be paved is 1,150 feet. A total of 25,260 sq. ft. of impervious surface will be created as a result of new paving. No trees will be removed.

The project conforms to the following General Plan policies:

Policy 1.24 – Protect Vegetative Resources. This policy directs the County to ensure that development will minimize the removal of vegetative resources. To this end, a professional biologist surveyed the project site, found no special status plant species, and determined that no special status plants are expected to occur in the area.

Policy 1.26 – Protect Fish and Wildlife Resources. This policy requires development to minimize the disruption of fish and wildlife and their habitats. A professional biologist identified several protected species of animals that might be found on the site and recommended several measures to be taken to avoid impacts to these species. You have included these impact avoidance measures in your project description.

Policy 2.17 – Regulate Development to Minimize Soil Erosion and Sedimentation. This policy directs the County to regulate development to minimize erosion. The dirt road currently exhibits erosion due to vehicle travel because the vehicles prevent the growth of stabilizing ground cover. This project will pave the road, stabilizing it. Conditions of approval require the implementation of construction erosion and sediment control measures that will stabilize soil during the construction phase of the project.



Policy 12.15 – *Local Circulation Policies*. This policy directs the County to plan for providing improved streets, sidewalks, and bikeways in developed areas and for access for emergency vehicles. This project will improve access within an area of Montara that is already developed. The existing dirt road restricts access for bicycles, pedestrians, and some automobiles, particularly during winter. The existing dirt road could impede emergency access, preventing the timely arrival of ambulances or fire apparatus. Improving the road would improve emergency access.

The project conforms to the following Local Coastal Program (LCP) policies:

Policy 1.35 – *All New Land Use Development and Activities Shall Protect Coastal Water Quality Among Other Ways By...* This policy directs the County to require new development in the Coastal Zone to cause no increase in water pollution due to stormwater runoff and no increase in volume or velocity of stormwater runoff. This is accomplished through design and the implementation of best management practices (BMPs). Conditions of approval require the implementation of BMPs adequate to control construction stormwater pollution. The project includes hydrologically engineered features, approved by the County Department of Public Works, to control water quality in the operational phases of this project.

Policy 2.6 – *Capacity Limits*. This policy directs the County to limit development or expansion of public works facilities to a capacity which does not exceed that needed to serve build-out of the Local Coastal Program. This project will serve areas designated for Very Low Density Residential Development and Agricultural Development on the General Plan Land Use Map. The proposed road profiles are no more than what is necessary to serve the planned density of the area and will not cause pressure to develop the area to higher densities than planned for in the General Plan and the Local Coastal Program.

Policy 7.3 – *Protection of Sensitive Habitats*. This policy requires that development in areas adjacent to sensitive habitats be sited and designed to prevent impacts that could significantly degrade these resources.

The Sensitive Habitats Map, prepared for the San Mateo County General Plan, depicts all special habitats mapped by the County. The project site is not within any identified special habitats. The project is within the Fitzgerald Marine Reserve Area of Special Biological Significance (ASBS), the watershed in which all water flows directly into the marine reserve.

Conditions of Approval Nos. 8 through 11 imposed by the Planning Department regarding construction and permanent erosion and sediment control protect the ASBS from runoff pollution during and after construction. Construction measures require weekly inspection, and the permanent runoff pollution controls are part of the Department of Public Works' project design.

All construction will take place outside the California Coastal Commission's appeals area. Public notification was mailed on July 6, 2016. No opposition to the project presented itself. The Planning and Building Department received one comment in support of the project and

another requesting that it ensure it is built properly. A public hearing was not required, pursuant to Section 6328.10(a) of the Zoning Ordinance.

Staff approved the project, subject to the following findings:

FINDINGS

After reviewing this application and accompanying materials, it is found that:

For the Environmental Review

1. This project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA), Section 15301, Class 1, relating to maintenance and minor alteration of existing facilities including streets. A Notice of Exemption will be filed and posted for review forthwith.

For the Coastal Development Permit

2. That the project, as described in the application and accompanying materials required by Section 6328.7 and as conditioned in accordance with Section 6328.14, conforms to the plans, policies, requirements, and standards of the San Mateo County Local Coastal Program.

CONDITIONS OF APPROVAL

Current Planning Section

1. This approval applies only to the proposal, documents and plans described in this letter and submitted to the Planning Department on June 1, 2016. Minor revisions or modifications to the project may be made subject to the review and approval of the Community Development Director, if they are consistent with the intent of and in substantial conformance with this approval.
2. This final approval shall be valid for five (5) years from the date of approval by which time a valid building permit shall have been issued and a completed inspection shall have occurred within 180 days of its issuance. Any extension of this permit shall require written request and payment of applicable permit extension fees sixty (60) days prior to expiration.
3. This permit does not allow for the removal of any significant or heritage sized trees. Removal of any such tree with a diameter equal to or greater than 12 inches as measured 4.5 feet above the ground shall require a separate tree removal permit.
4. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Department of Public Works and the respective Fire Authority.

5. No site disturbance shall occur, including any grading until the encroachment permit has been issued.
6. To reduce the impact of construction activities on neighboring properties, comply with the following:
 - a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on-site during construction to prevent debris from blowing onto adjacent properties. The applicant shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.
 - b. The applicant shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.
 - c. The applicant shall ensure that no construction-related vehicles shall impede through traffic in the public right-of-way. All construction vehicles shall be parked out of the public right-of-way or in locations which do not impede safe access along the public right-of-way. There shall be no storage of construction vehicles in the public right-of-way.
7. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours from 7:00 a.m. to 6:00 p.m. weekdays and 9:00 a.m. to 5:00 p.m. Saturdays. Said activities are prohibited on Sundays, Thanksgiving and Christmas (San Mateo Ordinance Code Section 4.88.360).
8. During construction, the project, where applicable, shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines," including:
 - a. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30. Stabilizing shall include both proactive measures, such as the placement of hay bales or coir netting, and passive measures, such as revegetating disturbed areas with plants propagated from seed collected in the immediate area.
 - b. Storing, handling, and disposing of construction materials and wastes properly, so as to prevent their contact with stormwater.
 - c. Controlling and preventing the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges to storm drains and watercourses.
 - d. Using sediment controls or filtration to remove sediment when dewatering the site and obtaining all necessary permits.

- e. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
 - f. Delineating with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
 - g. Protecting adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
 - h. Performing clearing and earth-moving activities only during dry weather.
 - i. Limiting and timing application of pesticides and fertilizers to prevent polluted runoff.
 - j. Limiting construction access routes and stabilizing designated access points.
 - k. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
 - l. The contractor shall train and provide instructions to all employees and subcontractors regarding the construction best management practices.
 - m. The approved erosion and sediment control plan shall be implemented prior to the beginning of construction.
9. The applicant is responsible for ensuring that all contractors are aware of all stormwater quality measures and implement such measures. Failure to comply with the construction BMPs will result in the issuance of correction notices, citations or a project stop order.
10. The project site is located within the Fitzgerald Area of Special Biological Significance (ASBS) Watershed and is considered a Construction Stormwater Regulated Site. Weekly construction inspections are required throughout the duration of land disturbance during the rainy season (October 1 to through April 30) for sites within the ASBS Watershed, as required by the State Water Resources Control Board General Exceptions to the California Ocean Plan with Special Protections adopted on March 20, 2012.
11. The project site is located within the Fitzgerald Area of Special Biological Significance (ASBS) watershed. Runoff and other polluted discharges from the site are prohibited. Development shall minimize erosion, treat stormwater from new/replaced impervious surfaces, and prevent polluted discharges into the ASBS or a County storm drain (e.g., car washing in a driveway or street, pesticide application on lawn).

Applicant-Proposed Impact Avoidance Measures

11. If work is done during the local nesting season, March 1 through September 1, a nesting bird survey must be performed along a 50-foot-wide swath on both sides of the road. If an active nesting site is located, that area should be indicated with appropriate marking along the road edge and to a 50-foot radius within the work zone, and project work in that area must be bypassed until nesting season is completed.
12. If significant rain fall does occur immediately before and/or during construction, all ditch areas and all other standing water in the construction zone must be inspected before the start of each day's work by a qualified biologist or zoologist. If any California red-legged frog is found, all work in the area must cease until the frog vacates the site.

Coastside Fire Protection District

13. Approved signs and painted curbs or lines shall be provided and maintained to identify fire apparatus access roads and state the prohibition of their obstruction. Fire lanes shall be in accordance with Coastside Fire Protection District specification. Contact the Coastside Fire Protection District's Fire Prevention Bureau for those specifications.
14. Fire Department access shall be to shall be 20 feet wide, asphalt surface, and able to support a fire apparatus weighing 75,000 lbs. Where a fire hydrant is located in the access, a minimum of 26 feet is required for a minimum of 20 feet on each side of the hydrant. Fire access roads 20 to 26 feet in width shall require fire lane signs posted on both side of the roadway with the correct CVC every 75 feet of travel. Fire access roads shall have a minimum vertical clearance of 15 1/2 feet. This access shall be provided from a publicly maintained road. Grades over 15% shall be paved and no grade shall be over 20%. Road base shall be class 2 or equivalent compacted to 95%. Asphalt road access shall be certified by an engineer as to the material thickness, compaction, all weather capability, and weight it will support. For roads approved less than 20 feet in width, turnouts will be required approximately every 400 feet.
15. Fire Department access shall be to within 150 feet of all exterior portions of the facility and all portions of the exterior walls of the first story of the buildings as measured by an approved access route around the exterior of the building or facility. Access shall be a minimum of 20 feet wide, all weather capability, and able to support a fire apparatus weighing 75,000 lbs. Where a fire hydrant is located in the access, a minimum of 26 feet is required for a minimum of 20 feet on each side of the hydrant. This access shall be provided from a publicly maintained road to the property. Grades over 15% shall be paved and no grade shall be over 20%. When gravel roads are used, it shall be class 2 base or equivalent compacted to 95%. Gravel road access shall be certified by an engineer as to the material thickness, compaction, all weather capability, and weight it will support.

16. Contact the Fire Marshal's Office to schedule a final Inspection prior to occupancy and final inspection by a building inspector. Allow for a minimum 72-hour notice to the Coastside Fire Protection District at 650/726-5213.
17. All dead end roadways shall be terminated by a turnaround that meets the 2013 CFC and Coastside Fire Protection District Ordinance No. 2013-01.

Public Works

18. The project shall comply with the San Mateo County Drainage Policy and the San Mateo Countywide National Pollution Discharge Elimination System (NPDES) permit. Prior to the issuance of the building permit or planning permit (for Provision C3 Regulated Projects), the applicant shall submit a plan with construction details conforming with County standards, and a drainage analysis including narrative and calculations showing pre-development and post-development runoff onto and off of the parcel(s) demonstrating compliance with the Policy for review and approval by the Department of Public Works.
19. No proposed construction work within the County right-of-way shall begin until County requirements for the issuance of an encroachment permit, including review of the plans, have been met and an encroachment permit issued. The applicant shall contact a Department of Public Works Inspector 48 hours prior to commencing work in the right-of-way.
20. Prior to start of construction, applicant shall submit a fully signed O&M agreement by all members of the HOA.

This approval may be appealed by the applicant or any aggrieved party on or before **5:00 p.m. on August 11, 2016**, the tenth working day following this action by the Community Development Director. An appeal is made by completing and filing a Notice of Appeal, including a statement of grounds for the appeal, and paying the required applicable appeal fee with the Planning and Building Department. This project is not appealable to the California Coastal Commission.

Further information may be obtained by calling Steven Rosen, Project Planner, at 650/363-1814 or by email at srosen@smcgov.org.

FOR STEVE MONOWITZ
COMMUNITY DEVELOPMENT DIRECTOR, By:



Dave Holbrook, Senior Planner



Planning & Building Department

455 County Center, 2nd Floor
Redwood City, California 94063
650/363-4161 Fax: 650/363-4849

Mail Drop PLN122
plngbldg@smcgov.org
www.co.sanmateo.ca.us/planning

August 11, 2016

NOTICE OF FINAL LOCAL DECISION

Pursuant to Section 6328.11.1(f) of the San Mateo County Zoning Regulations

CERTIFIED MAIL

California Coastal Commission
North Central Coast District Office
Attn: Renée Ananda
45 Fremont Street, Suite 2000
San Francisco, CA 94105

COUNTY FILE NO.: *PLN2014-00316*
OWNER: *San Mateo Co. (CDP)*
APPLICANT: *Andreini Brothers, Inc.*

The above listed Coastal Development Permit was conditionally approved by the County of San Mateo on *Aug. 11, 2016*. The County appeal period ended on *July 27, 2016*. Local review is now complete.

The permit **IS NOT** appealable to the California Coastal Commission.

If you have any questions about this project, please contact *David Hollbrook* at *(650) 363-1837*.


David Hollbrook
Project Planner



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review of 2014-15 Single Audit Report
Certification from the State Controller's Office**

A Single Audit (OMB A-133 audit) is required for an organization which expends \$500,000 or more of Federal Funds. In fiscal year 2014-15 the District received \$1,187,291 in Federal Assistance from the US Department of Environmental protection, passed through to the CA Water Resources Control Board. The purpose of the funding is to assist in financing construction of a project which will enable the supplier to meet safe drinking water standards.

The objective of the Single Audit's is to provide assurance to the granting entity that the management and use of such funds fell within the parameters of the award agreement. The audit is typically performed by an independent certified public accountant and encompasses both financial and compliance components.

The results of the Single Audit are reported to the Federal Audit Clearing House as well as the State Controller's Office (SCO). Attached, you will find the SCO's completed review and acceptance of the Single Audit with no questioned costs or other findings.

RECOMMENDATION:

This is for Board information only.

Attachment



BETTY T. YEE

California State Controller



August 2, 2016

Montara Water and Sanitary District
8888 Cabrillo Hwy
Montara, CA 94037

Re: 2014-15 Fiscal Year Single Audit Report Certification and Audit Finding Resolution

We completed a desk review of your single audit report for the year ended June 30, 2015. We determined that the report meets the requirements of the United States Office of Management and Budget (OMB) Circular A-133. OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, prescribes the audit and reporting standards for state and local governments that expend federal awards.

OMB Circular A-133 requires federal and state funding agencies to resolve any audit findings cited in the report that may affect federal award programs. The attachment to this letter identifies those findings that require resolution. The findings are referenced by enclosure and page number.

OMB Circular A-133 also requires pass-through state agencies to follow up on the resolution of findings that affect federal programs administered by these agencies. The state agency referenced in the attachment will be in contact to follow up on the resolution of the applicable findings.

The State Controller's Office is responsible for resolving most cross-cutting findings or audit leads. A cross-cutting finding is one that affects the programs of more than one agency. If cross-cutting findings are identified in your report, our office will contact you. An audit lead is a specific issue identified in your report that may require additional investigation by federal or state agencies. Federal or state agencies may ask you to provide additional information related to the audit lead.

Your audit report may also contain general internal control findings not referenced in the attachment to this letter. These findings do not appear to affect the federal award programs. Therefore, we have not identified them for resolution action; however, you should ensure that your audit report for the 2015-16 fiscal year addresses the resolution of these findings.

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250-5874
SACRAMENTO 3301 C Street, Suite 700, Sacramento, CA 95816 (916) 324-8907
LOS ANGELES 901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754 (323) 981-6802

Montara Water and Sanitary District
August 2, 2016
Page 2

Your audit satisfies all financial and compliance audit requirements under individual federal award programs. This does not preclude state and federal agencies from making any additional audits that are necessary to carry out their responsibilities under federal laws and regulations. State and federal agencies may contact you to arrange for additional audits.

If you have any questions regarding this letter or any other single audit issue, please contact a member of my Single Audits staff by telephone at (916) 324-6442 or by email at singleaudits@sco.ca.gov.

Sincerely,

A handwritten signature in black ink that reads "Jim L. Spano". The signature is written in a cursive style with a large initial "J" and "S".

Jim L. Spano, Interim Chief
Financial Audits Bureau
Division of Audits
Attachment

cc: State Funding Agencies

ATTACHMENT
AUDIT REPORT FINDING(S)--STATE AGENCIES

Montara Water and Sanitary District
2014-15 Fiscal Year

<i>Program Name</i>	<i>CFDA #</i>	<i>Finding #</i>	<i>Page #</i>	<i>Enc. #</i>
No Findings Noted				



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **September 1, 2016**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Cancellation of Next Regular Scheduled
Meeting, September 15, 2016.**

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

RECOMMENDATION:

Cancel the regular scheduled meeting, September 15, 2016.