



# MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **February 5, 2026**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager *CH*

**SUBJECT: Review and Action Concerning Ratification of Portola Tank Roof Emergency Repair**

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This past New Year's Eve storm resulted in structural damage to the Portola Tank Roof. A heavy tree branch fell on the roof damaging a portion of the wooden roof structure. A damaged roof can lead to water quality issues in the tank.

Staff prepared and implemented an action plan that was shared with the State Water Resources Control Board to ensure the public's health and safety. A temporary repair was immediately implemented, the tank water quality is actively monitored until a final repair is implemented, and the final repair is to be implemented as soon as possible.

Staff has reached out to qualified local firms for quotes to repair the damage. A portion of the required materials are purchased directly by the District to save cost. The general manager authorized the expenditure of \$35,000 for the emergency repair of the damaged Portola Tank roof to protect public health and safety.

## **RECOMMENDATION:**

Move adoption of Resolution No: \_\_\_\_, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT RATIFYING AN EMERGENCY EXPENDITURE AUTHORIZED BY THE GENERAL MANAGER

Attachments

**RESOLUTION NO. \_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTARA WATER AND SANITARY DISTRICT RATIFYING AN EMERGENCY EXPENDITURE AUTHORIZED BY THE GENERAL MANAGER**

**WHEREAS:**

1. The Montara Water and Sanitary District (“District”) is responsible for providing essential water and sanitary services necessary to protect public health and safety; and
2. On December 24, 2025, a sudden and unexpected emergency condition occurred involving storm damage to the Portola tank roof, posing an imminent risk to public health, safety, property, and/or the continued provision of essential public services; and
3. Immediate action was required to prevent or mitigate harm, and it was not practicable to convene the Board of Directors prior to authorizing emergency response work; and
4. Acting as an agent of the District, the General Manager authorized emergency work and expenditures in an amount not to exceed \$30,000, limited solely to addressing the emergency condition; and
5. The Board desires to ratify the General Manager’s actions and confirm that the expenditure was necessary and authorized under applicable statutory and emergency authority.

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

1. The Board of Directors finds and declares that an emergency condition existed requiring immediate action to protect public health, safety, and/or essential public services.
2. The Board of Directors ratifies and approves the General Manager’s authorization of emergency expenditures in an amount not to exceed \$35,000, as documented in the General Manager’s Emergency Determination Memorandum dated January 29, 2026 and incorporated herein by this reference.
3. The Board confirms that the emergency work was necessary, reasonable, and limited in scope to emergency response activities only.
4. This resolution is adopted to memorialize the District’s emergency response and does not expand the General Manager’s routine discretionary spending authority beyond emergency circumstances.

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

\* \* \* \*

I HEREBY CERTIFY that the foregoing Resolution No. \_\_\_\_\_ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a regular meeting thereof held on the 5<sup>th</sup> day of February 2026, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

# Greg Jones ROOFING, LLC



## ROOF PROPOSAL/AGREEMENT

January 27, 2026

Montara water & Sanitary  
Re: 8888 Cabrillo Hwy  
Montara, CA 94037

*\*Job Location: Water tower off of Alamo St, Montara*

Attn: Clinton - Ph: 650-420-8028 / EM: [clinton@mwsd.net](mailto:clinton@mwsd.net)

### **Perform the following:**

1. GJR LLC will not be responsible for obtaining the permit required for this re-roof project.
2. Fasten (1) layer fiberglass base sheet to the entire roof area.
3. Heat weld (1) layer of smooth modified bitumen to the entire roof area.
4. Heat weld (1) layer of granulated modified bitumen to the entire roof area.
5. Install roof edge metal to entire roof perimeter and seal to new membrane.
6. Clean and remove all roofing debris resulting from the above work performed.

**EXCLUDES ALL INTERIOR SPACES.**

We propose to perform the above work in accordance with the specifications submitted and to complete it in a workmanlike manner according to standard practices for the sum of **\$11,722.00**.

***Option A: Include Copper roof edge metal: \$1,022.00***

If any rotting or damaged wood is discovered on the roof it will be replaced by Greg Jones Roofing, LLC. at an additional rate of \$98.00 per hour per man plus materials. This cost will be added to the above price and payable upon completion.

# Greg Jones ROOFING, LLC



All the above work carries a 5 Year Workmanship Warranty in addition to shingle manufacturer' s material warranty.

\*Greg Jones Roofing, LLC. will not be held responsible for any automobiles, motorcycles, boats or any items of concern left in garage and/or driveway during duration of roofing project.

\*Greg Jones Roofing, LLC. will not be held responsible for satellite dishes. We will remove the dishes; however, a satellite provider will need to be contacted to reinstall the dishes and to obtain the correct satellite signal.

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***The above quotation is valid for 45 days from the proposal date.***

Total Re-Roof Cost: **\$ 11,722.00**

Approved \_\_\_\_\_

Total Gutter Cost: **\$ 1,022.00**

Approved \_\_\_\_\_

**Total Combined Price: \$12,744.00**

With payments to be as follows:

\$1,000.00 upon signing of agreement-Down payment may not exceed \$ 1,000.00 or 10% of agreement price, whichever is less.

50% progress payment due upon start of roof project.

50% due upon completion; no later than two (2) days from completion.

## COMPANY AND OWNER AGREEMENT

The above specifications, conditions and prices are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payments will be made as outlined above.

Contractor Signature:

*Erick Sanchez*

Date 1/27/26

Homeowner Signature: **8888 Cabrillo Hwy, Montara**

Date \_\_\_\_\_

*Thank you for your consideration. We are fully bonded and insured.*

*Bond #PA 12438200429 & #66989804*

*General Liability #PCHS00127495*

*Worker's Comp #9357228*



# Montara Water & Sanitary District

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

Tel: (650) 728-3545

8888 Cabrillo Highway

Fax: (650) 728-8556

Montara, CA 94037-0131

E-mail: [mwsd@coastside.net](mailto:mwsd@coastside.net)

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

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1/29/2025

Julian Martinez  
MWSD Superintendent of Operations

## INTEROFFICE MEMORANDUM

Julian,

Pursuant to the District's statutory authority to take immediate action to protect public health, safety, and essential water and sanitary services, I determined that an emergency condition exists requiring immediate expenditure in excess of my routine discretionary authority.

On December 24, the District experienced the following emergency condition:

*Storm damage to the Portola tank roof.*

*A tree branch fell during a major storm event resulting in structural damage to a portion of the Portola tank roof and an opening in the roof. The damaged area is temporarily secured and covered to prevent contamination. The tank has been immediately tested for bacteriological contamination and is retested regularly. Any potential contamination due to the damage poses an imminent risk to potable water delivery in the Portola pressure zone. The Portola pressure Zone is the highest pressure zone in the District and can only be pressurized by the Portola tank.*

This condition constituted a sudden, unexpected occurrence posing an imminent risk to public health and safety and/or essential public services, and requires immediate action to prevent further damage, service interruption, or regulatory noncompliance.

Immediate corrective action is required because:

- Delay would exacerbated risk to public health and safety,
- Delay would threatened continued water and/or sanitary service, and
- There is insufficient time to convene the Board of Directors prior to taking action.

Based on these circumstances, and acting as an agent of the District, I authorize emergency work and related expenditures in the amount of up to \$35,000.00 for the limited purpose of:

*Portola Tank Structural Roof Repair*

The scope of work is strictly limited to emergency response activities and does not include capital expansion or non-emergency improvements.

Sincerely,

Clemens Heldmaier  
General Manager

**Subject:** Portola Tank Repairs  
**Date:** Thursday, January 29, 2026 at 8:38:39 AM Pacific Standard Time  
**From:** Clinton Miles  
**To:** Julian Martinez  
**CC:** Clemens Heldmaier  
**Attachments:** Re-Roof Proposal- 8888 Cabrillo Hwy.pdf, image001.png

**Here is a price list of materials and expenses for Portola Tank repairs and their links to vendors and contractors.**

**Total expenses= \$31,750.19**

**Price total does NOT include shipping and sales tax.**

**Price includes Copper Flashing on roofing proposal.**

If everything was ordered today and the contractors are available, we are looking at least 4 weeks before repairs are completed and Portola Tank is online.

### **Roofing Replacement**

\$11,722.00 (Galvanized Flashing)

\$1,022 (Copper Flashing)

**\$12,744.00**

### **Tank Level indicator.**

<https://nikeson.com/en-us/products/copy-of-mechanical-metric-tank-level-indicator-cm-and-metre-gauge-board-liquilevel-fbs?variant=32615856701514>

**\$734.00**

### **Roof Access Hatch**

<https://www.bestaccessdoors.com/36-x-36-roof-hatch/>

**\$1505.81**

IN STOCK

### **Redwood Roof Decking and Framing Repairs.**

**\$16,766.38**

2 WEEK LEAD TIME FOR MATERIALS

#1041953

Bid to remove and replace 500sq' of 1x6 t&g.

Replace 20-2x6 roof rafters.

One week of labor.

I couldn't see all damage done to the roof at the time of inspection. Protection tarps were not all removed.

After 500sq' is replaced and more material is needed, I will continue the project time and materials.

Big Creek quote #1222278  
 \$10,966.38 materials  
 \$5,000.00 labor  
 800.00 trailer and fees  
 Mike Zerbe 650 440 3261

7:39 📶 📶 88

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If you don't have a Suppli account yet, please contact our Customer Service Department at (831)761-7912, or email us at [billing@big-creek.com](mailto:billing@big-creek.com).



**Half Moon Bay**  
 111 MAIN ST  
 HALF MOON BAY, CA 94019-1705  
 Phone (850)660-9749

**Invoice Address**  
 CASH SALE- HALF MOON BA  
 111 MAIN ST  
 HALF MOON BAY, CA, 94019-1705

**Delivery Address**  
 CASH SALE- HALF MOON BA  
 111 MAIN ST  
 HALF MOON BAY, CA, 94019-1705

**Quotation**

**Quote No** 1222278  
**Quote Date** 11/15/2026 07:23 AM

**Customer** #.000  
**Customer PO**  
**Delivery** By: 01/15/2026  
**Take By** AS  
**Sales Rep** Home Account  
**Expiry Date** January 17, 2026

📄 \*0A-1222278-1\*  
Page 1 of 1

Line	Product Code	Description	Quantity	Price	Per	Total
1	zz_SO_RWD_340 44	1X6-4L REDWOOD CLEAR HEART T&G BU/TT JOINT 633 515 <small>This item is a special order and is not returnable. Damages, defects or shortages must be reported within 48 hours. X _____ (initial)</small>	600	8,900.00	mbl	5,358.00
2	zz_SO_RWD_340 45	2x6-20 Redwood Clear Heart 545 <small>This item is a special order and is not returnable. Damages, defects or shortages must be reported within 48 hours. X _____ (initial)</small>	400	9,820.00	mbl	3,848.00
3	66049646	3 31655 Screens Star T17 25#Bucket HGuard	1	345.99	ea	345.99
4	66049641	2" 31655 Screens Star T17 5# HGuard	5	69.00	ea	345.00
<b>Totals:</b>		Lumber: 1,000 BF Weight: 3,080 LB				

Total Amount	9,896.99
Sales Tax	977.33
1% Lumber Fee	92.06
<b>Quote Total</b>	<b>10,966.38</b>

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Since our agreement is to supply merchandise only as set forth in this estimate, you should check the estimate carefully. This estimate must be accepted within 2 days, shipment must begin within 30 days, and all material must be delivered within 60 days after date of estimate, or prices are subject to change without notice. This estimate includes \_\_\_\_\_ deliveries. Additional deliveries are \$ \_\_\_\_\_ each. We assume no liability for delays or losses beyond our reasonable control.  
 Your privacy is important to us; learn more by visiting our website: <https://bigcreeklumber.com/ccpa/>

Clinton Miles  
 Montara Water and Sanitary District.  
 California State Certified T2-D2,  
 AWWA Backflow Tester.

