



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

### **SPECIAL MEETING at 6:30 p.m.**

### **REGULAR MEETING at 7:30 p.m.**

Thursday, January 15, 2015

**CALL SPECIAL MEETING TO ORDER AT 6:30 p.m.** District Office, 504 Avenue Alhambra, 3<sup>rd</sup> Floor, El Granada

<b><u>ROLL CALL</u></b>	Directors:	President:	Leonard Woren
		Vice-President:	Matthew Clark
		Director:	Jim Blanchard
		Director:	David Seaton
		Director:	Ric Lohman
	Staff:	General Manager:	Chuck Duffy
		Legal Counsel:	William Parkin
		Administrator:	Delia Comito

The Board has the right to take action on any of the items listed on the Agenda. The Board reserves the right to change the order of the agenda items, to postpone agenda items to a later date or to table items indefinitely.

### **GENERAL PUBLIC PARTICIPATION**

Communications from the public and members of the District Board and District Staff concerning matters not on the agenda. Speakers are limited to 3 minutes each.

### **ADJOURN TO CLOSED SESSION**

**1. Conference with Real Property Negotiator, Chuck Duffy (Government Code Section 54956.8).**

Negotiating parties: Harbor District or Coastside Fire Protection District and Granada Community Services District.

Property under negotiation: Vacant Land with no address located on Obispo Road from Avenue Portola to Coronado (adjoining U.S. Post Office), El Granada, California, APN 047-261-030.

Under negotiation: Instructions to negotiator concerning price and terms of payment.

**2. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**

Granada Sanitary District v. County of San Mateo (RPI Big Wave et al.) - San Mateo Superior Court Case No. CIV505222.

**3. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**

Granada Sanitary District Appeal of Big Wave Project to California Coastal Commission – Coastal Commission Appeal No. A-2-SMC-11-021.

**RECONVENE TO OPEN SESSION**

Announce reportable Board action, if any, from Closed Session.

**ADJOURN SPECIAL MEETING**

**CALL REGULAR MEETING TO ORDER AT 7:30 p.m.**

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

Communications from the public and members of the District Board and District Staff concerning matters not on the agenda. Speakers are limited to 3 minutes each.

**ACTION AGENDA**

**1. Consideration of a Resolution Ordering Even-Numbered Year Elections For Board of Directors.**

**Recommendation:** To be made by the Board.

**2. Consideration of Improvements to the District's Burnham Strip Property.**

**Recommendation:** To be made by the Board.

**CONSENT AGENDA**

- 3. Approval of December 11, 2014 Special Meeting Minutes.**
- 4. Approval of January 2015 Warrants (Check No. 5719 - 5748).**
- 5. Approval of December 2014 Financial Statements.**
- 6. Approval of Assessment District Distribution #6-14/15.**

**COMMITTEE REPORTS**

- 7. Report on seminars, conferences, or committee meetings.**

**INFORMATION CALENDAR**

- 8. Attorney's Report. (Wittwer)**
- 9. General Manager's Report. (Duffy)**
- 10. Administrator's Report. (Comito)**
- 11. Engineer's Report. (Kennedy Jenks)**

**ADJOURN REGULAR MEETING**

At the conclusion of the December 11, 2014 Meeting:

Last Ordinance adopted: No. 167

Last Resolution adopted: No. 2014-013

This meeting is accessible to people with disabilities. Individuals who require special assistance to participate may request an alternative format of the agenda and packet materials. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. To request a disability-related modification or accommodation, please call Delia Comito, District Administrator at (650) 726-7093.

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the Granada Sanitary District Board of Directors by District staff in connection with this agenda are available at the District Office, located at 504 Avenue Alhambra, 3<sup>rd</sup> Floor, El Granada, California. All materials distributed by District staff after the posting of the agenda will be available to the public at the time the materials are distributed to the members of the Board of Directors.

# Agenda Item

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# GRANADA SANITARY DISTRICT

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## AGENDA MEMORANDUM

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To: Board of Directors

From: Delia Comito, District Administrator

Subject: Consideration of Ordering Even-Numbered Year Elections for Board of Directors of the Granada Sanitary District.

Date: January 15, 2015

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The Granada Community Services District currently conducts Board of Directors elections on odd-numbered years based on its history of being a Sanitary District subject to the Sanitary District Act of 1923 (Health & Safety Code Section 6580). The Granada Community Services District has now been reorganized into a Community Services District effective October 1, 2014 (while adding recreation and park powers). Both Community Services District Law (Government Code Section 61008) and Recreation and Park District Law (Public Resources Code Section 5787.1) provide that the Board of Directors may require that the election of members to the Board of Directors shall be held on the same day as the statewide general election in November of even-numbered years pursuant to Section 10404 of the Elections Code.

Voter participation could be greater, election costs lower, and election administration easier if Board elections were held in conjunction with state general elections in November of even-numbered years. A draft Resolution requiring District Board member elections to be held in even-numbered years is provided for consideration by the District Board of Directors. This would change the currently scheduled Board election from November 3, 2015 to November 8, 2016. Under Section 10404, current Board members whose terms expire prior to November 8, 2016 shall, instead, continue in their offices until their successors are elected and qualified. Before this Resolution may become operative, it must be submitted to the County of San Mateo Board of Supervisors which, under Elections Code Section 10404, "shall approve the resolution unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled."

Elections Code Section 10404 provides as follows:

(a) This section applies only to special districts electing members of the governing body in November of odd-numbered years. As used in this section, "special district" means an agency of the state formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries, except a city, county, city and county, school or community college district, or special assessment district.

(b) Notwithstanding any other provision of law, a governing body of a special district may, by resolution, require that its elections of governing body members be held on the same day as the statewide general election.

(1) The resolution setting the election shall also include dates that are consistent with the primary or general election with respect to nominations, notices, canvass of votes, certification of election, and all

other procedural requirements of the Elections Code pertaining to the primary or general election.

(2) The resolution shall be submitted to the board of supervisors no later than 240 days prior to the date of the currently scheduled district election.

(c) The board of supervisors shall notify all districts located in the county of the receipt of the resolution to consolidate and shall request input from each district on the effect of consolidation.

(d) The elections official shall prepare and transmit to the board of supervisors an impact analysis of the proposed consolidation.

(e) The board of supervisors, within 60 days from the date of submission, shall approve the resolution unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled. Prior to the adoption of a resolution to either approve or deny a consolidation request, the board or boards of supervisors shall each obtain from the elections official a report on the cost-effectiveness of the proposed action.

(f) Within 30 days after the approval of the resolution, the elections official shall notify all registered voters of the districts affected by the consolidation of the approval of the resolution by the board of supervisors. The notice shall be delivered by mail and at the expense of the district.

(g) Public notices of the proceedings in which the resolution is to be considered for adoption shall be made pursuant to Section 25151 of the Government Code.

(h) [NOT APPLICABLE] If a special district is located in more than one county, the special district may not consolidate an election if any county in which the special district is located denies the request for consolidation.

(i) If, pursuant to subdivision (b), a special district election is held on the same day as the statewide general election, those governing body members whose terms of office would have, prior to the adoption of the resolution, expired prior to that election shall, instead, continue in their offices until their successors are elected and qualified, but in no event shall the term be extended beyond December 31 of the year following the year in which the request for consolidation is approved by the board of supervisors.

(j) If a board of supervisors approves the resolution pursuant to subdivision (e), the special district election shall be conducted on the date specified by the board of supervisors, in accordance with subdivision (a), unless the approval is later rescinded by the board of supervisors.

(k) If the date of a special district election is changed pursuant to this section, at least one election shall be held before the resolution, as approved by the board of supervisors, may be subsequently repealed or amended.

**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2015-001**

**RESOLUTION ORDERING EVEN-NUMBERED YEAR ELECTIONS  
FOR BOARD OF DIRECTORS**

The Board of Directors of the Granada Community Services District ("District") finds and determines as follows:

**WHEREAS**, the Granada Community Services District ("District") currently conducts Board of Directors elections on odd-numbered years based on its history of being a Sanitary District subject to the Sanitary District Act of 1923 (Health & Safety Code Section 6580); and

**WHEREAS**, the Granada Community Services District ("District") was reorganized into a Community Services District effective October 1, 2014 (while adding recreation and park powers) and both Community Services District Law (Government Code Section 61008) and Recreation and Park District Law (Public Resources Code Section 5787.1) provide that the Board of Directors may require that the election of members to the Board of Directors shall be held on the same day as the statewide general election in November of even-numbered years pursuant to Section 10404 of the Elections Code; and

**WHEREAS**, voter participation could be greater, election costs lower, and election administration easier if Board elections were held in conjunction with state general elections in November of even-numbered years; and

**WHEREAS**, Under State law, District elections are conducted pursuant to the Uniform District Election Law, including Section 10404, which enables a change from odd to even-numbered years for election of members to the Board of Directors; and

**WHEREAS**, the Board of Directors of the District has determined that consolidation with the statewide general election held on the first Tuesday after the first Monday in November of each even-numbered year would usually result in a significant cost savings to the District; and

**WHEREAS**, the Board of Directors may, by the adoption of a resolution, require election of members to the Board of Directors to regularly occur on the same date as the statewide general election in even-numbered years; and

**WHEREAS**, the District is located in San Mateo County; and

**WHEREAS**, the Board may submit such resolution to the County of San Mateo Board of Supervisors not later than 240 days prior to the date of the currently scheduled election for Board members; and

**WHEREAS**, the next election for Board members is currently scheduled for Tuesday, November 3, 2015, which requires the District to submit this resolution to the County of San Mateo Board of Supervisors by Friday, March 6, 2015, and

**WHEREAS**, under this resolution, the District Board requires that future Board elections shall regularly occur on the same day as the statewide general election in November of even-numbered years; and

**WHEREAS**, consolidating District Board elections to occur on the same day as the statewide general election, with the next Board election therefore occurring on November 8, 2016, satisfies the requirements for the timing of the new election date specified in Elections Code section 10404; and

**WHEREAS**, pursuant to Elections Code section 10404, subdivision (i), those members of the Board of Directors whose terms of office would have, prior to the adoption of this Resolution, expired prior to that election November 8, 2016 election shall, instead, continue in their offices until their successors are elected and qualified, but in no event shall the term be extended beyond December 31 of the year following the year in which this District's request for consolidation is approved by the County Board of Supervisors.

**WHEREAS**, California Elections Code section 10404, subdivision (j), provides that if the San Mateo County Board of Supervisors approves this Resolution, the District's election shall be conducted on the date specified by the San Mateo County Board of Supervisors.

**NOW THEREFORE BE IT RESOLVED** by the Board of Directors of the Granada Community Services District as follows:

1. That the above recitals are true and correct.
2. That the District Board hereby requires it's currently occurring odd-numbered year elections for members of its governing Board of Directors to occur regularly on the same date as statewide general elections occurring in even-numbered years and to be consolidated with those even-numbered year elections.
3. That the Board hereby requests the County of San Mateo Board of Supervisors to process this Resolution in accordance with Elections Code Section 10404 and to approve this Resolution (unless in accordance with it Elections Code Subsection 10404€it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled) so as to change and consolidate the Granada Community Services District Board of Directors elections to the dates of the statewide general elections in even-numbered years, with the first such election to occur on November 8, 2016.
4. That the even-numbered year general elections for election of members to the Board of Directors members shall also include dates that are consistent with the primary or general election with respect to nominations, notices, canvass of votes, certification of election,



and all other procedural requirements of the Elections Code pertaining to the primary or general election.

5. This resolution shall be submitted for approval to the County of San Mateo Board of Supervisors as soon as reasonably possible and no later than 240 days prior to the date for the next currently scheduled District election on November 3, 2015.

The above and foregoing Resolution was duly and regularly passed and adopted at a regular meeting of the Board of Directors of the Granada Community Services District held on the 15th day of January 2015, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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Leonard Woren, President

COUNTERSIGNED:

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Delia Comito, Board Secretary

## Agenda Item

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GRANADA SANITARY DISTRICT  
 EL GRANADA, CA  
 19/2015  
**PROPOSAL FOR DISCUSSION**  
 BENCHES  
 TABLES  
 BOLLARDS



504 Avenue Alhambra, 3rd Floor  
 P.O. Box 335  
 El Granada, CA 94018  
 Phone: (650) 736 7093  


## Agenda Item

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# GRANADA COMMUNITY SERVICES DISTRICT

## **MINUTES** **BOARD OF DIRECTORS** **SPECIAL MEETING at 6:30 p.m.** **SPECIAL MEETING at 7:30 p.m.**

Thursday, December 11, 2014

### **CALL 6:30 p.m. SPECIAL MEETING TO ORDER**

The Special Meeting of the Granada Sanitary District Board of Directors was called to order at 6:32 p.m.

### **ROLL CALL**

President Matthew Clark, Vice President Leonard Woren, Secretary Jim Blanchard, Treasurer David Seaton, and Director Ric Lohman.

Staff: General Manager Chuck Duffy, Jonathan Wittwer (via telephone conference), and District Administrator Delia Comito (7:30 pm meeting only).

### **GENERAL PUBLIC PARTICIPATION**

NONE.

### **ADJOURN TO CLOSED SESSION**

**1. Conference with Real Property Negotiator, Chuck Duffy (Government Code Section 54956.8).**

Negotiating parties: Harbor District or Coastside Fire Protection District and Granada Community Services District.

Property under negotiation: Vacant Land with no address located on Obispo Road from Avenue Portola to Coronado (adjoining U.S. Post Office), El Granada, California, APN 047-261-030.

Under negotiation: Instruction to negotiator concerning price and terms of payment.

**2. Conference with Legal Counsel – Possible initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one potential case).**

**3. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**

Granada Sanitary District v. County of San Mateo (RPI Big Wave et al.) - San Mateo Superior Court Case No. CIV505222.

**4. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**

Granada Sanitary District Appeal of Big Wave Project to California Coastal Commission – Coastal Commission Appeal No. A-2-SMC-11-021.

### **RECONVENE TO OPEN SESSION**

The General Manager reported that the Board voted to enter into a backup offer for \$845,000 with the Harbor District (Item 1 in closed session) in case the sale to the Coastside Fire Protection District fell through. (Woren/Clark) Approved 4-1, Seaton opposed.

### **ADJOURN SPECIAL MEETING**

### **CALL 7:30 p.m. SPECIAL MEETING TO ORDER**

The Special Meeting of the Granada Sanitary District Board of Directors was called to order at 7:38 p.m.

### **ROLL CALL**

### **GENERAL PUBLIC PARTICIPATION**

El Granada resident Dan Haggerty suggested that the District immediately consider general elections in even years. Director Woren suggested it be placed on the January 15, 2015 Agenda. El Granada resident Dale Ross requested the Board start the planning process for parks. The General Manager reported that County Parks was in the process of drafting a parks and recreation newsletter/survey for distribution in late January.

### **ACTION AGENDA**

#### **1. Election of 2015 District Board Officers.**

General Manager Chuck Duffy reviewed the legal changes to appointing of officers necessitated by the District's reorganization into a community services district. The Board decided to have staff fill the positions of Secretary and Treasurer. President Clark opened the nominations.

Director Clark nominated Director Woren for Board President.

**ACTION:** The motion was approved by unanimous consent. Approved 5-0.

Director Woren nominated Director Clark for Board Vice-President. Director Lohman nominated Director Blanchard, who deferred.

**ACTION:** The motion was approved. Approved (4-1) Lohman opposed.

#### **2. Consideration of Allowing Use of District's Burnham Strip Property for Erosion Project Staging.**

Supervisor Horsley's aide Nicholas Calderon spoke regarding the Supervisors interest in a project to prevent erosion and preserve the coastline area south of the harbor. The Supervisor is requesting that the District allow the use of the District's property on the Burnham Strip as a staging area for the project's contractor.

Director Woren had concerns about the view corridor, and stated that the staging site should be moved to the Obispo side of the property as opposed to the ocean side. Director Woren also stated that no dirt should be tracked onto the road for dust control purposes. Caltrans will be the agency responsible for the project.

**ACTION:** Director Clark moved to approve the use of a designated portion of the District's Burnham Strip property as a construction staging area for the Surfer's

Beach Erosion Reduction Project, which the exact location to be determined in coordination with District staff. (Clark/Blanchard) Approved 5-0.

**3. PUBLIC HEARING: Consideration of New Franchise Agreement with Recology of the Coast for Solid Waste and Recycling Services and Resolution Amending and Approving a New Rate Schedule for Fees and Charges for Solid Waste and Recycling Services in Accordance with Articles XIII C and D of the California Constitution (Proposition 218).**

The General Manager reviewed the proposed rate changes and the new agreement. Chris Porter from Recology explained the costs and indexed based increases. She also explained that commercial businesses in the GCSD are costly due to service, as Recology is charged by weight at the dump. Recology will be delivering new cans in January as part of the new agreement. Ms. Porter handed out the literature that customers will receive as part of the new service. Chris also reported that due to comments received from Director Woren, the rates had been reduced substantially from those originally proposed to be in line with Recology's service in the Montara Water and Sanitary District.

President Woren opened the Public Hearing. There was no public comment nor verbal protests. Staff reported that 5 letters of opposition to the rate increase were received. President Woren closed the public hearing.

**ACTION:** Director Clark moved to approve and adopt the new agreement with Recology and the associated fee resolution approving a new rate schedule for solid waste and recycling services. The motion was approved by unanimous consent. (Res 2014-012) (Clark/Blanchard) Approved 5-0.

District Counsel Jonathan Wittwer signed off at 8:45 p.m.

**4. Consideration of a Resolution Designating Wells Fargo Bank as an Alternative Depository and Appointing a District Treasurer/Finance Officer.**

**ACTION:** Director Clark moved to adopt the resolution designating Wells Fargo Bank as an alternative depository and appointing the General Manager as the District Treasurer/Finance Officer. (Res 2014-011) (Clark/Blanchard) Approved 5-0.

**5. Consideration of Resolution Appointing Representatives and Alternate to the Sewer Authority Mid-Coastside Board of Directors.**

**ACTION:** Director Blanchard moved to adopt the resolution appointing Director Woren and Director Lohman as SAM Representatives, and Director Clark as the alternate. (Res 2014-013) (Blanchard/Lohman) Approved 5-0.

**6. Consideration of Appointing Representative to the Local Chapter California Special Districts Association.**

**ACTION:** Director Clark moved to appoint Director Lohman as the District Representative to the Local Chapter of the CSDA. (Clark/Blanchard) Approved 5-0.

**7. Consideration of Appointing Representative and Alternates to the California Association of Sanitation Agencies (CASA).**

**ACTION:** Director Lohman moved to appoint Director Seaton as the District Representative to CASA, and to appoint Director Blanchard and Delia Comito as alternates. (Lohman/Clark) Approved 5-0.

**8. Consideration of Appointing Alternate(s) to the LAFCo Independent Selection Committee.**

**ACTION:** Director Lohman moved to appoint Director Clark as an alternate to the LAFCo Independent Selection Committee. (Lohman/Seaton) Approved 5-0.

**9. Consideration of Report and Ongoing Issues by District's Sewer Authority Mid-Coastside Representatives.**

Directors Lohman and Woren provided an update on recent SAM meetings.

**CONSENT AGENDA**

**10. Approval of November 13, 2014 Special Meeting Minutes.**

**11. Approval of November 20, 2014 Regular Meeting Minutes.**

**12. Approval of December 2014 Warrants (Check No. 5689 - 5718).**

**13. Approval of November 2014 Financial Statements.**

**14. Approval of Assessment District Distribution #5-14/15.**

**ACTION:** Director Lohman moved to approve the Consent Agenda. (Lohman/Clark) Approved 5-0.

**COMMITTEE REPORTS**

**15. Report on seminars, conferences, or committee meetings.**

**16. Attorney's Report.**

**17. General Manager's Report.** The General Manager gave an update on the status of Parks Department drafting of the newsletter.

**18. Administrator's Report.** A written report for the period 11/15 to 12/05 was provided in the agenda packet.

**19. Engineer's Report.**

**ADJOURN SPECIAL MEETING**

The special meeting was adjourned at 9:20 p.m.

SUBMITTED BY:

APPROVED BY:

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Chuck Duffy, General Manager

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District Secretary

Date Approved: January 15, 2015



## Agenda Item

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**Granada Sanitary District  
JANUARY WARRANTS**

**FOR THE JANUARY 15, 2015 BOARD OF DIRECTORS MEETING**

<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Original Amount</b>
5719	12/08/14	Leonard Woren	Dir Comp: SAM Mtg 11/17/14	6040 · Directors' Compensation	-45.00
5720	12/12/14	David Seaton	Dir Comp: Board Sp Mtg 12/11/14	6040 · Directors' Compensation	-145.00
5721	12/12/14	Jim Blanchard	Dir Comp: Board Sp Mtg 12/11/14	6040 · Directors' Compensation	-145.00
5722	12/12/14	Leonard Woren	Dir Comp: Board Sp Mtg 12/11/14	6040 · Directors' Compensation	-145.00
5723	12/12/14	Matthew Clark	Dir Comp: Board Sp Mtg 12/11/14	6040 · Directors' Compensation	-145.00
5724	12/12/14	Ric Lohman	Dir Comp: Board Sp Mtg 12/11/14	6040 · Directors' Compensation	-145.00
5725	12/19/14	Bell Plumbing	CCTV: 523 Valencia	5065 · CCTV	-250.00
5726	12/19/14	PG&E	Utilities: Naples Pump Stn 11/12/14-12/10/14	6170 · Utilities	-140.57
5727	12/19/14	Purchase Power	Ofc Supplies: Postage	6140 · Office Supplies	-18.98
5728	12/19/14	Wells Fargo Busi Card - 8790	Ofc Supplies: Misc Expenses	6140 · Office Supplies	-353.19
5729	12/22/14	Advanced Professional Svcs	Pet Wate Stns: Rplcmt Dispenser	5070 · Pet Waste Station	-154.90
5730	12/22/14	Leonard Woren	VOID: Computers: Reimb - New Hard Drive	VOID	0.00
5731	12/22/14	Leonard Woren	Computers: Reimb - New Hard Drive	6190 · Computers	-154.24
5732	01/02/15	PG&E	Utilities: Dist Ofc 11/19/14-12/17/14	6170 · Utilities	-105.61
5733	01/06/15	Office Depot	Ofc Supplies: Inv Closing Date 12/14/14	6140 · Office Supplies	-336.74
5734	01/06/15	Staples	Ofc Supplies: Inv Closing Date 12/15/14	6140 · Office Supplies	-93.05
5735	01/12/15	Alhambra & Sierra Springs	Ofc Supplies: Water Inv Dtd 01/01/15	6140 · Office Supplies	-31.27
5736	01/12/15	AT&T	Utilities: Naples Pump Stn 12/23/14-01/22/15	6170 · Utilities	-71.40
5737	01/12/15	Comcast	Utilities: Internet & Phone Svcs Jan 2015	6170 · Utilities	-186.73
5738	01/12/15	DataQuick	Memberships: Jan 2015	6100 · Memberships	-163.20
5739	01/12/15	Dudek	Prof Svcs: Gen Mgr 11/29/14-12/26/14	6151 · General Manager	-7,064.34
5740	01/12/15	Hue & Cry, Inc	Utilities: Naples Bch Alarm Jan 2015	6170 · Utilities	-29.95
5741	01/12/15	KBA Docusys Inc	Copier Lease: Dec 2014 & Copy Chrgs	6020 · Copier lease	-423.56
5742	01/12/15	Kennedy Jenks	Eng Svcs: 11/01/14-11/28/14 (Sum #109)	6070 · Eng Services (Gen)	-6,799.23
5743	01/12/15	Personnel Concepts	Ofc Supplies: State/Federal labor law poster	6140 · Office Supplies	-27.80
5744	01/12/15	Rodolfo Romero	Ofc Maint & Repairs: Dec 2014	6130 · Office Maint & Rprs	-140.00
5745	01/12/15	Sewer Authority Mid-Coastside	Adm/Trmt/Coll Asmts: Feb 2014	SPLIT	-112,615.00
5746	01/12/15	Verizon Wireless	Utilities: Cell Phone Jan 2015	6170 · Utilities	-88.74
5747	01/12/15	Wittwer & Parkin	Legal Svcs: Dec 2014	6090 · Legal Services	-5,071.50
5748	01/12/15	Working Dirt Management, Inc	Ofc Lease: Feb 2015	6120 · Office Lease	-4,000.00
<b>TOTAL:</b>					<b>-139,090.00</b>

## Agenda Item

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**Granada Community Services District**

**Financial Statements  
For December 31, 2014**

**Granada Sanitary District**

**Balance Sheet**

As of December 31, 2014

	<u>Dec 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 - Wells Fargo Checking - Gen Op	53,069.03
1010 - Wells Fargo Checking - Special	4,898.01
1020 - Petty Cash	72.90
1030 - Cash - LAIF	<u>3,330,566.02</u>
<b>Total Checking/Savings</b>	<u>3,388,605.96</u>

Granada Community Services District  
Profit & Loss - Budget vs. Actual  
December 2014

	Current Month			Year to Date		
	Dec 14	Budget	\$ Over Budget	Jul - Dec 14	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>4000 - Operating Revenue</b>						
4010 - Property Tax Allocation	228,702.27	45,833.33	182,868.94	256,722.52	275,000.02	-18,277.50
4020 - Sewer Service Charges	645,015.23	106,083.33	538,931.90	645,682.66	636,500.02	9,182.64
4030 - AD OH Reimbursement	0.00	2,950.00	-2,950.00	10,300.00	17,700.00	-7,400.00
4040 - Recology Franchise Fee	0.00	1,958.33	-1,958.33	8,211.41	11,750.02	-3,538.61
<b>Total 4000 - Operating Revenue</b>	<b>873,717.50</b>	<b>156,824.99</b>	<b>716,892.51</b>	<b>920,916.59</b>	<b>940,950.06</b>	<b>-20,033.47</b>
<b>4100 - Non Operating Revenue</b>						
4120 - Interest on Reserves	0.00	583.33	-583.33	1,966.18	3,500.02	-1,533.84
4130 - Connection Fees	0.00	1,175.00	-1,175.00	14,100.00	7,050.00	7,050.00
4150 - Repayment of Adv to AD-NCA	0.00	11,250.00	-11,250.00	0.00	67,500.00	-67,500.00
4180 - Misc Income	0.00	166.67	-166.67	600.70	1,000.02	-399.32
<b>Total 4100 - Non Operating Revenue</b>	<b>0.00</b>	<b>13,175.00</b>	<b>-13,175.00</b>	<b>16,666.88</b>	<b>79,050.04</b>	<b>-62,383.16</b>
<b>Total Income</b>	<b>873,717.50</b>	<b>169,999.99</b>	<b>703,717.51</b>	<b>937,583.47</b>	<b>1,020,000.10</b>	<b>-82,416.63</b>
<b>Expense</b>						
<b>5000 - Operations</b>						
5010 - SAM - General	82,346.00	82,346.00	0.00	494,076.00	494,076.00	0.00
5020 - SAM - Collections	21,922.00	21,921.75	0.25	131,532.00	131,530.50	1.50
5030 - Plant Shortfall Debt Service	0.00	0.00	0.00	92,707.25	47,200.00	45,507.25
5050 - Mainline System Repairs	0.00	833.33	-833.33	257.80	5,000.02	-4,742.22
5060 - Lateral Repairs	0.00	3,333.33	-3,333.33	35,618.00	20,000.02	15,617.98
5065 - CCTV	250.00	2,500.00	-2,250.00	1,099.00	15,000.00	-13,901.00
5070 - Pet Waste Station	255.06	125.00	130.06	409.96	750.00	-340.04
<b>Total 5000 - Operations</b>	<b>104,773.06</b>	<b>111,059.41</b>	<b>-6,286.35</b>	<b>755,700.01</b>	<b>713,556.54</b>	<b>42,143.47</b>
<b>6000 - Administration</b>						
6010 - Auditing	0.00	666.67	-666.67	6,336.00	4,000.02	2,335.98
6020 - Copier lease	848.36	583.33	265.03	3,651.07	3,500.02	151.05
6030 - County Tax Roll Charges	3,848.97	3,800.00	48.97	3,848.97	3,800.00	48.97
6040 - Directors' Compensation	725.00	916.67	-191.67	4,611.02	5,500.02	-889.00
6050 - Education & Travel Reimb	0.00	166.67	-166.67	156.24	1,000.02	-843.78
6060 - Employee Compensation	14,356.04	13,375.00	981.04	83,880.29	80,250.00	3,630.29

	Current Month			Year to Date		
	Dec 14	Budget	\$ Over Budget	Jul - Dec 14	Budget	\$ Over Budget
<b>6070 - Engineering Services (Gen)</b>	512.50	1,666.67	-1,154.17	2,790.73	10,000.02	-7,209.29
<b>6080 - Insurance</b>	235.50	1,000.00	-764.50	850.71	6,000.00	-5,149.29
<b>6090 - Legal Services</b>	7,564.50	5,000.00	2,564.50	50,275.55	30,000.00	20,275.55
<b>6100 - Memberships</b>	1,782.20	833.33	948.87	7,296.64	5,000.02	2,296.62
<b>6110 - Newsletter</b>	0.00	208.33	-208.33	0.00	1,250.02	-1,250.02
<b>6120 - Office Lease</b>	4,000.00	4,166.67	-166.67	23,861.24	25,000.02	-1,138.78
<b>6130 - Office Maint &amp; Rprs</b>	140.00	166.67	-26.67	1,134.07	1,000.02	134.05
<b>6140 - Office Supplies</b>	830.21	416.67	413.54	2,669.41	2,500.02	169.39
<b>6150 - Professional Services</b>	7,209.00	5,583.34	1,625.66	44,984.13	33,500.04	11,484.09
<b>6160 - Publications &amp; Notices</b>	0.00	291.67	-291.67	4,944.82	1,750.02	3,194.80
<b>6170 - Utilities</b>	553.78	733.33	-179.55	4,184.38	4,400.02	-215.64
<b>6180 - Video Taping</b>	0.00	250.00	-250.00	750.00	1,500.00	-750.00
<b>6190 - Computers</b>	152.24	83.33	68.91	152.24	500.02	-347.78
<b>6220 - Miscellaneous</b>	0.00	583.33	-583.33	17,083.59	3,500.02	13,583.57
<b>6230 - Bank Service Charges</b>	244.38	0.00	244.38	1,552.60	0.00	1,552.60
<b>Total 6000 - Administration</b>	<u>43,002.68</u>	<u>40,491.68</u>	<u>2,511.00</u>	<u>265,013.70</u>	<u>223,950.32</u>	<u>41,063.38</u>
<b>Total Expense</b>	<u>147,775.74</u>	<u>151,551.09</u>	<u>-3,775.35</u>	<u>1,107,437.44</u>	<u>1,186,756.92</u>	<u>-79,319.48</u>
<b>Net Income</b>	<u><u>725,941.76</u></u>	<u><u>18,448.90</u></u>	<u><u>707,492.86</u></u>	<u><u>-169,853.97</u></u>	<u><u>-166,756.82</u></u>	<u><u>-3,097.15</u></u>
<b>7000 - Capital Projects</b>						
<b>1314-2 - Sewer Main Replacement</b>	6,286.73	28,333.33	-22,046.60	36,641.73	170,000.02	-133,358.29
<b>1415-1 - SAM - Projects</b>	8,347.00	13,041.67	-4,694.67	50,082.00	78,250.02	-28,168.02
<b>1415-2 - Update SSMP</b>	0.00	166.67	-166.67	0.00	1,000.02	-1,000.02
<b>Total 7000 - Capital Projects</b>	<u>14,633.73</u>	<u>41,541.67</u>	<u>-26,907.94</u>	<u>86,723.73</u>	<u>249,250.06</u>	<u>-162,526.33</u>

## Agenda Item

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**DISTRIBUTION REQUEST NO.:** #6-14/15  
**BOND ADMINISTRATION FUND**  
(Account Number: 94673305)

**DISTRIBUTION TOTAL:** \$2,727.20

\$6,100,000.00  
GRANADA SANITARY DISTRICT  
LIMITED OBLIGATION REFUNDING IMPROVEMENT BONDS 2003  
Reassessment & Refunding Project

DISTRIBUTION REQUEST  
For Payment of Bond Administration Costs

The undersigned Treasurer of the Granada Sanitary District (the "District") hereby requests of the Fiscal Agent for the District the payment of Bond Administration Costs for the items and in the manner and amount stated in the attached Schedule A, and in connection herewith hereby certifies that the payment requested is for the Administrative Costs, and that funds are available in the Bond Administration Fund (Account #94673305) to make such payment, and further states that all requirements for the payment of the amount to be disbursed pursuant hereto have been met.

Dated:  
January 15, 2015

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Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO.: #6-14/15**

**DATE: January 15, 2015**  
**DISTRIBUTE FROM ACCOUNT #: 94673305**  
**ACCOUNT NAME: Bond Administration Fund**  
**DISTRIBUTION AMOUNT: \$ 2,727.20**

**PAYMENT INSTRUCTIONS:** Issue checks and mail as listed below.

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs-Nov 2014	\$ 277.20
GSD	P.O. Box 335, El Granada, CA 94018	GSD OH Reim - Dec 2014	\$ 2,450.00
<b>TOTAL:</b>			<b>\$ 2,727.20</b>

## Agenda Item

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**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

## Agenda Item

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**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

## Agenda Item

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**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



## Agenda Item

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# GRANADA COMMUNITY SERVICES DISTRICT

## Administrator's Report

Report Period: December 6, 2014 to January 9, 2015

To: Board of Directors

From: Delia Comito, District Administrator

Date: January 15, 2015

- **PUBLIC RECORDS REQUESTS** (General information requests are not included)

There was one request for information this period:

Request Date	Requestor	Information Requested	Information Provided	Date Provided
01/06/15	Bay Area News Grp	Employee/Board Compensation	Pending as of 01/09/15	

- **APPLICATIONS RECEIVED** (Fiscal year-to-date)

There were no permit applications received this period.

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
08/14/14	1A	Coursen, Richard	047-122-110	147 Francisco St., EG	6,000	R-1/S-17
08/29/14	1A	Mann, Michael	048-121-050	400 Washington, HMB	5,000	R-1
10/16/14	1A	Coffield, Lyle	047-113-210	925 Ferdinand, EG	5,825	R-1/S-17
11/03/14	3	Stoloski, Mark	048-133-010	Knewing/Cabrillo Hwy.	2 AC	PD

Note: Shaded rows were previously reported.

- **PERMITS ISSUED** (Fiscal year-to-date)

There was one sewer permit issued this period:

Permit No.	Type	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3136	1A	07/03/14	Power, Patrick	047-074-220	393 Ave Granada, EG	5,359	R-1/S-17
3137	1A	08/11/14	Kopiej, Krzystof	047-181-890	345 San Pedro Rd, EG	6,198	R-1/S-17
3138	1A	09/02/14	Mann, Michael	048-121-050	400 Washington, HMB	5,000	R-1
3139	1A	01/09/15	Coursen, Richard	047-122-110	147 Francisco St, EG	6,000	R-1/S-17

Note: Shaded rows were previously reported.

- **SEWER HOOK-UPS** (Fiscal year-to-date)

There were no sewer hook-ups this period.

Hook-up Date	Type	Permit No.	Issue Date	Owner	APN	Address
08/25/14	1A	3134	03/21/14	Boyle, James	048-024-480	415 Coronado Ave., Miramar
09/08/14	1A	3135	06/16/14	Stebbins, Bruce	047-222-410	822 Columbus, EG
09/24/14	2A	3131	02/21/14	Freeman, Craig	047-022-060/190	105 California, Princeton
11/06/14	2A	3130	01/30/14	Goldberg, Stan	047-021-100	102 California, Princeton
11/21/14	1A	3137	08/11/14	Kopiej, Krzystof	047-181-890	345 San Pedro Rd, EG

Note: Shaded rows were previously reported.

- **REPAIRS** (Fiscal year-to-date)

There were no repairs this period.

Repair Date	Type	Problem	Location or Address	Cause	Amount
07/03/14	Lateral	Clean-out overflowed	241 The Alameda, EG	Roots/offset	\$5,100
09/09/14	Lateral	Clean-out overflowed	137 Ave Granada, EG	Roots/offset	\$5,100
09/25/14	Lateral	Back up	509 Alto, Miramar	Roots/offset	\$6,700
09/26/14	Lateral	Clean-out overflowed	659 Isabella, EG	Bad offsets	\$7,209
10/07/14	Lateral	Clean-out overflowed	750 Palma, EG	Offsets	\$6,700
10/30/14	Lateral	Back up in house	545 Palma, EG	Failed Connection	\$3,800

Note: Shaded rows were previously reported.



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.