



# GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, January 18, 2018

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

**ROLL CALL**

Directors:	President:	Leonard Woren
	Vice-President:	Barbara Dye
	Director:	Jim Blanchard
	Director:	Matthew Clark
	Director:	David Seaton
Staff:	General Manager:	Chuck Duffy
	Legal Counsel:	Bill Parkin
	Assistant Manager:	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 Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)). Administrative Liability Complaint R2-2017-1024 issued by the San Francisco Regional Water Quality Control Board.**
- 2. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**  
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.
- 3. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).**  
Agency designated representative: Chuck Duffy  
Unrepresented employee: Assistant Administrator.

**4. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).**

Agency designated representative: Chuck Duffy

Unrepresented employee: Assistant General Manager.

**RECONVENE TO OPEN SESSION**

Report final 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 under the subject jurisdiction of the board which are not on the agenda. Speakers are limited to 3 minutes each.

**ACTION AGENDA**

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|--|-----------|
| <b>1. Consideration of Ordinance Amending Sections 104 and 701(01)(A) of the District Ordinance Code Regarding Accessory Dwelling Unit and Auxiliary Structure Sewer Connection Charges - First Reading.</b> | <b>5</b>  |
| <b>Recommendation:</b> 1. Read title and waive by motion the reading of the Ordinance.<br>2. Adopt the Ordinance subject to enactment after second reading.  |           |
| <b>2. Consideration of Appointment Process for Park Advisory Committee Members.</b>  | <b>11</b> |
| <b>Recommendation:</b> To be made by the Board.  |           |
| <b>3. Consideration of Amending District Personnel System Manual, and Approval of a Resolution to Adopt a Compensation Schedule for Unrepresented Employment Positions.</b>                                  | <b>15</b> |
| <b>Recommendation:</b> To be made by the Board.  |           |
| <b>4. Consideration of Resolution Authorizing Participation in the Special District Risk Management Authority (SDRMA) Health Benefits Program, and Approval of Related Memorandum of Understanding.</b>      | <b>43</b> |
| <b>Recommendation:</b> To be made by the Board.  |           |
| <b>5. Consideration of District's Sewer Authority Mid-Coastside Report.</b>  | <b>49</b> |
| <b>Recommendation:</b> To be made by the Board.  |           |

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<b>6. Approval of December 14, 2017 Meeting Minutes.</b>	<b>71</b>
<b>7. Approval of January 2018 Warrants for \$275,447.04.</b>	<b>77</b>
<b>8. Approval of November 2017 Financial Statements.</b>	<b>79</b>
<b>9. Approval of Assessment District Distribution #6-17/18.</b>	<b>83</b>

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<b>10. Report on seminars, conferences, or committee meetings.</b>	<b>87</b>
a. Burnham Strip Committee	

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**ADJOURN REGULAR MEETING**

At the conclusion of the December 14, 2017 Meeting:  
Last Ordinance adopted: No. 170  
Last Resolution adopted: No. 2017-010

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 contact the District office at (650) 726-7093.

Except for records exempt from disclosure under section 6254 of the Public Records Act, all materials distributed for the discussion or consideration of items on the Agenda are disclosable to the public upon request, and shall be made available without delay or at the time of distribution to the Board. Please contact Delia Comito at (650) 726-7093 to request copies of Agenda materials.



**ITEM #1**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA MEMORANDUM**

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To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Ordinance Amending District Ordinance Code Sections 104 and 701 (01) (A) Related to Sewer Connection Fees – First Reading

Date: January 18, 2018

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This item is for the Board’s consideration of amendments to Sections 104 and 701(01)(A) of the District Ordinance Code, in light of state legislative amendments to the Accessory Dwelling Unit law (Government Code § 65852.2). In 2017, the state legislature amended the statute in a manner that affects the types of accessory dwelling units from which the District may collect residential connection charges. The attached Ordinance addresses these changes. In addition, this Ordinance takes advantage of the opportunity to review these sections of the District Ordinance Code to clarify other categories of structures that may qualify for a reduced residential connection charge.

On January 4, 2018, SB 831 was introduced into the State Senate. If enacted, SB 831 would eliminate the District’s discretion to charge “impact fees, connection fees, capacity charges, or any other fees levied by a local agency” for any accessory dwelling unit permitted under SB 831. General Counsel will continue to track this bill and notify the Board if further changes to Section 701(01)(A) become necessary.

A second reading of the Ordinance is required for final adoption and approval of this amendment to the District Ordinance Code.

**GRANADA COMMUNITY SERVICES DISTRICT**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING DISTRICT ORDINANCE CODE  
RELATING TO SEWER CONNECTION CHARGES**

The Board of Directors of the Granada Community Services District ordains as follows:

**Section 1.** Section 104 of the Granada Community Services District Code is hereby amended to include the following definitions:

(43) Auxiliary ~~Residential~~ Structures. A detached non-habitable building without a kitchen ~~or a bathroom~~ whose use is incidental to the use of the main building on the parcel-, **such as a pool house, a cabana, a workshop, an art studio, etc.**

(44) Accessory Dwelling Unit. An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

**Section 2.** Section 701 (01) (A) of the Granada Community Services District Ordinance Code is hereby amended in its entirety to read as follows:

(01) Charges by Type of Connection.

(A) Residential Connections

Effective July 1, 2001, the residential connection charge for connection to the sewer main system by a dwelling unit shall be \$4,700.00 for each dwelling unit. The connection charge shall be reduced for the following structures:

(i) For auxiliary ~~residential~~ structures, as defined in Section 104(43), there shall be no residential connection charge.

(ii) ~~For detached accessory dwelling units the charge shall be fifty percent (50%) of the residential connection charge.~~ **There shall be no residential connection charge for an accessory dwelling unit that meets all of the following criteria:**

a. **The parcel for the accessory dwelling unit is zoned to allow single-family or multifamily use;**

b. **The parcel includes a proposed or existing single-family dwelling;**

- c. **The accessory dwelling unit is created entirely within the footprint of an existing structure (e.g., adding no new square footage to the total developed floor area on the parcel); and**
  - d. **The parcel contains no other accessory dwelling unit.**
- (iii) **The District shall charge fifty percent (50%) of the single-family residential connection charge for an accessory dwelling unit not described in subdivision (01)(A)(ii).**
  - (iv) When fewer than the maximum number of dwelling units allowed under the applicable land use regulations are built on a site in **a** R-3/ S-3 zone and each dwelling unit is less than 750 square feet, the residential connection charge for each dwelling unit shall be reduced by the percentage of dwelling units built out of the maximum number of dwelling units allowed.

**Section 3. CEQA COMPLIANCE**

This Ordinance is not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378, subdivision (b). In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in Section 15061, subdivision (b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that it may have a significant effect on the environment. This Ordinance is also subject to the CEQA exemption contained in Section 15307 of the CEQA Guidelines because it consists of actions taken by regulatory agencies as authorized by state law or local Ordinance to assure the maintenance, restoration, or enhancement of natural resources where the regulatory process involves procedures for protection of the environment.

**Section 4. SEVERANCE CLAUSE**

The Board declares that each section, sub-section, paragraph, sub-paragraph, sentence, clause and phrase of this Ordinance is severable and independent of every other section, sub-section, paragraph, sub-paragraph, sentence, clause and phrase of this Ordinance. If any section, sub-section, paragraph, sub-paragraph, sentence, clause or phrase of this Ordinance is held invalid, the Board declares that it would have adopted the remaining provisions of this Ordinance irrespective of the portion held invalid, and further declares its express intent that the remaining portions of this Ordinance should remain in effect after the invalid portion has been eliminated.

**Section 5.** Upon adoption, this Ordinance shall be entered into the minutes of the District Board, shall be published one time in a newspaper published in the County of San Mateo, and shall be effective at the end of the week of publication or 30 days after the date of final passage, whichever is later.



The above and foregoing Ordinance was regularly introduced at a meeting of the Board of Directors of the Granada Community Services District held on the 18<sup>th</sup> day of January 2018, and thereafter passed and adopted at a meeting of the Board of Directors of the Granada Community Services District on \_\_\_\_\_, by the following vote:

AYES: and in favor thereof:

NOES: Members:

ABSENT: Members:

ABSTAIN: Members:

Signed

Attest:

\_\_\_\_\_  
Jim Blanchard, President

\_\_\_\_\_  
Delia Comito, Assistant General Manager

Approved as to form:

\_\_\_\_\_  
WITTWER PARKIN LLP, General Counsel



**ITEM #2**

GRANADA COMMUNITY SERVICES DISTRICT

**AGENDA MEMORANDUM**

To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Consideration of Appointment Process for Park Advisory Committee

Date: January 18, 2018

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This item has been placed on the agenda to allow for a discussion on the appointment process for future PAC members. Attached to this memo are the General Rules of Procedure for the Parks Advisory Committee.

# GRANADA PARKS ADVISORY COMMITTEE

## GENERAL RULES OF PROCEDURE

### **Purpose**

The Granada Parks Advisory Committee (GPAC) is established by the Granada Community Services District (herein referred to as GCSD) to ensure community involvement in all phases of park planning, design and development, and will serve to make recommendations to the GCSD Board of Directors.

### **Authority**

The Committee is advisory only and does not have decision-making authority. The GCSD Board shall direct the focus and goals of the Committee, and may assign specific tasks.

### **Appointment, Terms & Vacancies**

The Board of Directors shall appoint seven (7) voting members to the Committee, and may appoint additional non-voting members. Appointments will be made at the beginning of even-numbered fiscal years. Members shall serve two-year terms and may stand for re-appointment. Service is voluntary and members receive no compensation.

Resignations shall be made in writing to the Board of Directors. The GCSD Board may remove an appointee by 4/5 vote. When a vacancy occurs prior to the end of term, the Secretary shall post notice of the vacancy, accept applications, and advertise appointment within 60 days.

### **Qualifications**

Member qualifications:

- Must reside in unincorporated Miramar, El Granada, Princeton, or Clipper Ridge.
- Must be a registered voter in San Mateo County.
- Must be at least 18 years of age.
- Must be available to attend a minimum of four committee meetings per year or more as deemed necessary.
- Must be willing to participate in group discussions and work assignments.
- Must have the ability to be fair, impartial, and respectful of others opinions.
- The Board reserves the right to grant exclusions to these qualifications.

### **Meetings**

The date and time for regular meetings shall be set by a majority of the Committee members for a two-year period. The Committee shall meet a minimum of four-times per year.

The Board or Committee Chair may call special meetings as needed by notifying the Staff Liaison.

### **General Rules of Procedure**

- Committee meetings are open to the public and subject to the Brown Act.
- Meetings shall be governed (as to procedure and order of business) by the Committee Chair, subject to State law and these Rules of Procedure or if not covered by the former subject to override by a majority of voting Committee members.
- The Committee shall elect a Chair and a Vice-Chair.

- The Chair will preside at all meetings.
- The Vice-Chair will preside in absence of the Chair.
- To the extent possible, the Chair will ensure that all members, and the public have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The Committee shall make timely reports to the GCSD Board as requested.
- A GCSD Staff liaison shall serve as the Secretary and will be responsible for minutes of meetings, attendance records and any required notices.
- Minutes shall be approved by the Committee's Chair.
- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions such as "minority" opinions should be recorded and acknowledged in the Committee's report to the GCSD Board.

### **Responsibilities of Members**

- To attend all Committee meetings.
- To communicate with Staff if issues or questions arise.
- To become familiar with applicable statutes such as the Brown Act.
- To maintain high ethical standards.
- To participate in Committee discussions and work assignments.
- To be fair, impartial and respectful of the public, staff, and other Committee Members.

### **Staff Liaison**

The Assistant General Manager shall serve as the District Liaison for the purpose of:

- Coordinating, scheduling, notifying all interested parties, and set-up of all Committee meetings.
- Posting all required notices/agendas, and recording minutes of the meeting.
- Serving as a communication link between the Committee, GCSD Board, and other involved staff and professionals as appropriate.
- Providing guidance and recommendations when appropriate.
- To assist with research, report preparation, and correspondence in keeping with the Committee's GCSD Board-approved work plan.
- Presenting Committee recommendations to the GCSD Board if requested to do so.

### **Responsibilities of the Board**

- To the extent possible, the GCSD Board shall appoint Committee Members who represent the diverse profile of the community, including age groups, family types, and neighborhoods.
- The GCSD Board shall consider recommendations of the Committee to be that of the community at large.
- The GCSD Board shall strive to approve recommendations of the Committee. However, the Board reserves the right to approve, in whole or in part, to amend, or to reject any and all recommendations.

**ITEM #3**

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: Consideration of Amendments to District Personnel System Manual, Employee Compensation, and SDRMA Health Program and Associated Resolutions  
Date: January 18, 2018

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Attached is the mark-up version of the District’s Personnel System Manual, which shows the changes discussed at the last meeting, along with a few other minor changes. The key revisions are summarized below:

**Section 5. Compensation**

Adds a compensation schedule to be approved by the Board. The schedule sets minimum and maximum pay for each employment position, and provides step increments at 3%. Also satisfies the CalPERS requirement that employees’ salaries must be part of a publicly available, posted salary schedule for calculating pension benefits.

**Section 7. Employee Relations**

**Performance Reviews** - Changes date of performance review from the employee’s anniversary date to a date on or before the beginning of the fiscal year, and provides a compensation step increase with a satisfactory annual performance review.

**Section 8. Employee Benefits**

**Vacation** – Increases the accrual cap from 20 to 50 days, which is in line with SAM’s cap.

**Health and Other Insurance Benefits** – Provides up to \$1,400 per month paid by the District towards an eligible employee’s chosen Special District Risk Management Authority (SDRMA) Health Program.

Staff recommends that the Board take the following actions:

- 1). Approve the amendments to the Personnel System Manual;
- 2). Approve the Resolution for Employee Compensation;
- 3). Approve the Resolution for Implementation of the SDRMA Health Program, and
- 4). Approve the SDRMA Memorandum of Understanding.





# GRANADA COMMUNITY SERVICES DISTRICT

## PERSONNEL SYSTEM MANUAL

Adopted July 17, 2008  
As Amended through November 19, 2015

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## **SECTION 1. PERSONNEL SYSTEM**

### **Establishment of System**

The Board of Directors of the Granada Community Service District has duly established this Personnel System for the District composed of the creation of positions of employment, job descriptions, and a compensation schedule for those positions, and written personnel policies.

### **Changes in Policy**

This System supersedes all previous employment policies covered in the System. The Granada Community Services District Board of Directors reserves the right to modify or change the content, provisions, policies, and benefits contained in the Personnel System at any time. Affected employees shall be notified of changes or modifications made to the System.

## **SECTION 2. DEFINITIONS**

### **Definition of Terms**

**1. Disciplinary Action:** Disciplinary action consists of termination, involuntary demotion, suspension, reduction in salary, written reprimand and/or placement on special evaluation.

**2. Discrimination:** “Discrimination” as used in this Policy is defined as violation of the District Equal Employment Opportunity Policy or conduct that is unlawfully discriminatory against, harassment of, or disrespectful action toward, a Board member, the General Manager, another employee, contractor, applicant, or member of the public based on race, color, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, veteran status or any other characteristic protected by law.

**3. District:** The “District” herein refers to the Granada Community Services District.

**4. Sexual Harassment:** “Harassment” as used in this Policy is defined to include, but is not limited to sexual advances that include threat of job detriment or promises of job benefits, or unwelcome physical, verbal, or visual behavior of a sexual nature that creates an offensive, intimidating, hostile or abusive work environment. Examples include (but are not limited to):

- a. Speech, such as epithets, derogatory comments or slurs, and lewd propositioning. Prohibited speech may include inappropriate sex-

- oriented comments on appearance (including dress or physical features) or stories and/or jokes.
- b. Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. Prohibited physical acts include, pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
  - c. Visual insults, such as derogatory posters, cartoons, or drawings related to sex.
  - d. Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

### **Employment Categories**

**Full-Time Employee.** A Full Time Employee works an average of at least thirty-five (35) hours per week on an ongoing basis.

**Part-Time Employee.** A Part Time Employee regularly works less than 32 hours per week but no less than 17 ½ hours per week.

**Regular Employee.** Regular employees are those who have completed the probationary period (1) and work on a regular schedule averaging 20 hours per week or more. Regular employees may be classified as exempt, full-time or part-time. A regular employee may only be terminated (or suspended without pay for more than five working days) on the basis of just cause for discipline. Any employee may be the subject of layoff if the position in which he/she serves is eliminated by the District Board.

**Probationary Employee.** An employee within first 180-days of full time employment equivalent.

**Non-Exempt Employee.** A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”) and must maintain an accurate record of hours worked or verified on a per pay period basis by either the General Manager or Assistant General Manager.

**Exempt Employee.** An Exempt Employee is an employee who is paid on a salary basis, engages in management or administration, whose responsibilities require the regular exercise of discretion and independent judgment and sufficient dedication of time to accomplish all of the results required by the Board of Directors or General Manager, and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”).

**Temporary Employee.** Temporary employees are those who are employed to work on a specific limited term project or to fill in for a regular employee or otherwise do not have an established work schedule and do not work for more than 1080 hours in any calendar year.

### **SECTION 3. GENERAL PROVISIONS**

#### **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Granada Community Services District will be based on merit, qualifications, and abilities. Except where required by law, employment practices will not be influenced or affected by an applicant’s or employee’s race, color, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, veteran status or any other characteristic protected by law. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Sexual Harassment or Discrimination against others on the basis of race, color, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, veteran status or any other characteristic protected by law are strictly prohibited and will not be tolerated by Granada Community Services District.

#### **Discrimination/Harassment Complaint Procedure**

Granada Community Services District will investigate all reports or complaints of sexual harassment or discrimination that occur in the District’s work environment.

Such investigation will be conducted concerning any person governing or working for the District, including Board members, the General Manager, the District Counsel, the District Engineer, the Assistant General Manager, the Administrative Assistant, temporary employees, volunteers or any other employee or agent of the District. Complaints concerning contractors, third-party vendors, permit applicants, or members of the public should also be reported in accordance with District procedures so that the District can determine the existence of such sexual harassment or discrimination and the District can take appropriate action against such person(s), including termination of the District's relationship with that person. Any employee who experiences sexual harassment or discrimination should immediately report such conduct to the General Manager. In the event that the General Manager is the subject of the complaint, the complaint should be made to the District Counsel. Also, because the Granada Community Services District wishes to retain a secure and healthy work environment, any employee that knows or learns of unwelcome harassing or discriminatory behavior should report it to the General Manager, whether or not there is a specific complaining party. Once a report or complaint is received, the General Manager, or the District Counsel in the case of the complaint being against the General Manager, will conduct an immediate, neutral fact finding investigation. The District Board may instead decide to appoint an outside investigator to conduct such investigation. All individuals who participate in the investigation process, including the complaining party, the alleged harasser or harassers, and all independent witnesses who may have relevant information, will be protected from retaliation, and any threats of retaliation will be separately investigated. The Granada Community Services District will take prompt and proper corrective action following its investigation of all substantiated claims of workplace harassment or discrimination.

### **Additional Remedies for Discrimination or Sexual Harassment**

Complainants may file complaints of discrimination or harassment with the State of California Department of Fair Employment and Housing and the Federal Equal Employment Opportunity Commission, whether or not the complainants choose to use the District's complaint procedure. Time limits for filing complaints with the State and Federal agencies may vary and those agencies should be contacted directly by the complainant for specific information.

### **Probationary Period**

All newly hired employees work on a probationary basis. The probationary period for all employees is the first 180 days of full time equivalent employment after hire.

The probationary period is intended to give a new employee the opportunity to demonstrate his/her ability to achieve a satisfactory level of performance and to determine whether the new position also meets the new employee's expectations. This period is used to evaluate the new employee's capabilities, work habits, and overall performance. While an employee is serving in his/her probationary period, he/she may be terminated without cause.

### **Safety**

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the General Manager. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the General Manager.

## **SECTION 4. EMPLOYMENT POSITIONS**

### **Positions**

The positions of employment for the Granada Community Services District are as follows:

- Assistant General Manager - The Assistant General Manager position is a salaried, "exempt" position.
- Administrative Assistant - The Administrative Assistant position is an hourly pay, "non-exempt" position.

### **Appointment to Positions**

Appointments to a vacancy in an exempt position shall be made by the Board of Directors. Appointments to all other positions shall be made by the General Manager. In filling vacancies in exempt positions, the General Manager may recommend the candidates he or she believes to be most qualified for the job to be interviewed by the Board of Directors.

### **Job Descriptions**

#### **Duties of the Assistant General Manager**

Working to accomplish the results directed by the District General Manager or the District Board of Directors, the Assistant General Manager shall:



1. Assist in the development of policies, programs and budgets necessary for the operation of the District
2. Assist in the development of long-range plans covering the essential elements of operations, facilities, finances and personnel
3. Assist in administering provisions for effective and efficient operation and control of facilities, finances, personnel and equipment
4. Oversee District operations ~~along with in~~ the General Manager's unavailability
5. Assist the General Manager in developing, implementing, and monitoring short and long-term plans, goals, and objectives focused on achieving the District's mission and priorities
6. Within assigned areas of accountability, serve as the District's representative to professional, industry, community groups, customers, and to other agencies, organizations and individuals
7. Coordinate, prepare, and post agendas
8. Serve as the Secretary to and Clerk of the Board of Directors
9. Attend all regular District meetings
10. Generate meeting minutes; Maintain records of all proceedings
11. Write staff reports and prepare recommendations to go before the Board as appropriate and necessary
12. Publish, post, and mail public and legal notices
13. Maintain communication and working relationships among/between Administrative Staff, Contract Staff, and Board Members
14. Work with Board members to establish District policy
15. Ensure implementation of District Ordinances, Resolutions, Bylaws, and policies and procedures
16. Develop and prepare annual District budget
17. Compile data for annual audit; Review and correct final audit reports
18. Conduct research and prepare data for special projects
19. Prepare Requests for Proposals as directed
20. Establish and maintain effective relationships with the County, other public agencies, the general public, parcel owners, developers, contractors, architects, and real estate agents
21. Answer incoming phone calls, assist walk-in customers, and as necessary respond to email
22. Process all incoming mail, distribute and review as necessary
23. Respond to written correspondence when necessary
24. Organize and maintain all District records
25. Prepare and generate warrants for accounts payable as appropriate

26. Generate pro-rated sewer service charge invoices and process payments received
27. Prepare bank account deposit slips and monthly reports
28. Analyze monthly bank account statements to maintain adequate balances
29. Periodic review of investment earnings
30. Periodic review of general ledger for accuracy
31. Initiate District office purchasing and compliance with Bidding and Procurement Policy
32. Initiate and review lease agreements
33. Train new District employees
34. Analyze and perform Assessment District related administrative procedures
35. Periodically review Assessment District investment statements to verify transactions
36. Prepare invoices and initiate transfers for Assessment District accounts payable/receivable as necessary
37. Prepare data and reports for annual county tax roll submission
38. Record legal documents with the County
39. Review, process, and issue sewer permits per District policy
40. Coordinate and follow-up on District engineering related issues and projects
41. Schedule parcel site and hook up inspections
42. Develop and revise written procedures and public information handouts
43. Record and handle incoming sewer related emergencies
44. Provide information and respond to public concerns regarding capital improvement projects
45. Coordinate, prepare, and post Park Committee agendas
46. Attend all Park Committee meetings
47. Generate Park Committee meeting minutes; Maintain records of all proceedings
48. Write Park Committee staff reports and prepare recommendations to go before the Board as needed
49. Maintain communication and working relationships among/between County Parks Staff, other professionals, and Committee Members
50. Carry District cell phone and be on-call at all times

and all such other duties as may be assigned by the Board or the General Manager as being within the scope of the Assistant General Manager position.

#### **Duties of the Administrative Assistant**

Working under the direction of the District General Manager and the Assistant General Manager, the Administrative Assistant shall be responsible for:

1. Retrieving messages from answering machine
2. Answering phone
3. Answering general questions when possible
4. Taking messages
5. Returning calls when appropriate
6. Greeting and assisting walk-in customers
7. Picking up, opening, date stamping and logging of mail
8. Mail distribution and tracking
9. Posting of other agency and County agendas, public notices, etc.
10. Upkeep of non-agenda correspondence log distributed to Board Members
11. Maintenance of invoice file
12. Prepare and generate warrants for accounts payable as directed
13. Generating and upkeep of monthly Transaction Detail Sheet
14. Maintenance of "Checks Received" Log
15. Writing money receipts
16. Copying and distribution of original check and check copies
17. Filing of original Agenda Packets, Minutes, Ordinances and Resolutions in proper binders
18. Inventory and reordering
19. Logging incoming permit applications after acceptance
20. Setting up file for new applications
21. Scheduling and coordination of site and hook-up inspections
22. Generating pro-rated sewer service charge bills and related follow up
23. Sending hook-up verifications to County
24. Entering hook-up data into permit log
25. Preparing agenda packets
26. Meeting room set up
27. General organization of District Office and Pump Station
28. Organization and labeling of general filing system
29. Logging and filing incoming call-out/overflow reports
30. Follow-up on estimates and scheduling for authorized repairs
31. Generation of solid waste related letters and providing information to franchised waste hauler
32. Special projects delegated by the Assistant General Manager

and all such other duties as may be assigned by the General Manager and Assistant General Manager as being within the scope of the Administrative Assistant position.

## **SECTION 5. COMPENSATION AND WORK HOURS**

### **Compensation**

~~The Assistant General Manager position is a salaried, “exempt” position. The annual salary shall be determined by the Board of Directors and the General Manager and established by resolution. The Board shall by resolution adopt a compensation schedule to establish the pay range and subsequent step levels for each employment position (Exhibit A). Step level increases shall be considered in accordance with Section 7. Performance Reviews below. For purposes of the schedule, hourly pay shall be converted to an equivalent monthly rate based on 1820 hours per year. The step level for each employee shall be determined by the Board of Directors and the General Manager.~~

~~The Administrative Assistant position is an hourly pay, “non-exempt” position. The hourly rate shall be determined by the Board of Directors and the General Manager and established by resolution.~~

### **Business/Travel Expenses**

The Granada Community Services District reimburses employees for reasonable travel/mileage expenses incurred while on work assignment. The District shall reimburse for all reasonable and necessary expenses incurred by an employee in carrying out the District’s business, provided, that to the extent reasonably practicable, the employee shall not incur any such expenses without the General Manager’s or the Board’s prior approval. Reimbursable expenses hereunder shall include, but not be limited to, District-related travel expenses within and outside of the San Francisco Bay Area, enrollment fees for conferences and professional education, and similar expenses incurred in the performance of District’s business. “Travel expenses,” as used herein, shall include, but not be limited to, costs of transportation to and from any destination outside of the San Francisco Bay Area, lodging, meals, local transportation (at destination), and incidentals. Costs of transportation to and from destination shall be based upon economy (or equivalent) airfare unless otherwise approved by the Board. Any and all use by an employee of his/her vehicle for travel for District business purposes listed in an employee’s job description or pre-authorized by the District General Manager or Board of Directors shall be reimbursed at the rate for IRS business expense deductions in effect at the time of such use.

### **Office/Work Hours and Breaks**

The District Office shall be open for business to the public from the hours of 9:00 a.m. to 5:00 p.m., excluding holidays. The District Office may be closed for a one hour lunch break sometime between noon and 1:30 p.m. During periods when the office is staffed by one employee, the District Office may be closed in the event of an emergency or to occasionally perform District business however, the District's goal and preference is to keep the District Office open during normal business hours.

One fifteen-minute rest period during each four-hour period, or major fraction thereof, is provided. Rest periods are not provided if the total daily work schedule is less than 3½ hours. These rest periods may not be combined or added to meal periods. To the extent possible, rest periods will be provided and should be taken in the middle of work periods. Since this rest period time is counted and paid as time worked, an employee must not be absent from his/her workstation beyond the allotted rest period time. If an employee is scheduled for shifts in excess of five hours (unless six hours completes the schedule) he/she will be provided with one unpaid meal period of up to 60 minutes in length.

### **Overtime**

The District will pay overtime pay at the rate of one and one-half times the employee's regular rate of pay to non-exempt employees for all hours worked in excess of thirty-five hours in a work week or work performed on a weekend or holiday. Authorization from the General Manager or the Assistant General Manager must be received prior to the worked overtime. An overtime assignment which results in more than eight hours of work per day will be compensated at the rate of one and one-half (1½) times his/her normal hourly rate for the period of time exceeding eight hours.

### **Paydays**

Compensation is paid semi-monthly, with paydays being the 15th for work performed from the 1st to the 15th, and the last day of each month for work performed from the 16th to the last day of the month. When a payday falls on a weekend or holiday, the last prior business day becomes the pay date.

## **SECTION 6. EMPLOYEE CONDUCT**

### **Attendance and Punctuality**

To maintain a safe and productive work environment, the District expects each employee to be reliable and to be punctual in reporting for scheduled work.

Absenteeism and tardiness place a burden on other employees and on working operations. In the event that an employee becomes aware of an anticipated tardiness or absence the employee should notify the District office as soon as possible. Except where otherwise protected by law, excessive absenteeism (*excused or not*) may result in discipline up to and including termination of employment. Excessive absenteeism or tardiness shall be evaluated on a case-by-case basis. If an employee fails to report for work without prior notification for a period of three consecutive days, the Granada Community Services District will consider that employee to have abandoned his/her employment and have voluntarily terminated employment.

### **Timekeeping and Prior Overtime Authorization**

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and State law requires the District to keep an accurate record of time worked in order to calculate an employee's pay and/or benefits. Employees paid at an hourly rate must ~~use a time clock if provided, or other means to~~ accurately record the time he/she begins and ends his/her work, as well as the beginning and ending of each meal period. Overtime work must always have prior approval from the General Manager or the Assistant General Manager. All time records must be presented for approval to the General Manager or Assistant General Manager. Altering, falsifying, or tampering with time records, may result in disciplinary action, up to and including termination of employment.

### **Rules of Conduct and Work Performance**

- To assure orderly operations and provide the best possible service to the public and work environment, the District expects and requires all employees to follow these rules of conduct and work performance. Accordingly, conduct or work that is unacceptable as determined by the General Manager, whether listed below or not, may result in discipline up to and including termination.
- Embezzlement, theft, conversion or misappropriation of District money or other assets;
- Theft or inappropriate removal or possession of office property, including but not limited to personal use of District premises, vehicles or equipment without prior written approval;
- Violation of District Ordinance Code;
- Violation of District Bylaws, including but not limited to those related to reimbursement;
- Violation of the requirements of this Personnel System;
- Violation of safety or health rules;

- Alteration or falsification of, or tampering with, District records, including but not limited to applications, timecards;
- Negligence or improper conduct leading to damage of District-owned property or ratepayer property or rights;
- Insubordination;
- Unauthorized disclosure of confidential information;
- Unsatisfactory work performance;
- Discrimination against, harassment of, or disrespectful action toward, a Board member, the General Manager, another employee, contractor, applicant, or member of the public based on race, color, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, veteran status or any other characteristic protected by law;
- Sexual Harassment;
- Excessive absenteeism or tardiness, whether excused or not;
- Falsifying employment records or information or abuse of sick leave;
- Unauthorized use or destruction of equipment, time, materials, facilities or other property of the District, a District customer or member of the public;
- Provoking a fight or fighting during work or on District property;
- Carrying dangerous weapons on District property at any time;
- Use of drugs (except prescribed drugs) or alcohol while on duty for the District; or on District premises;
- Use of tobacco on District premises is prohibited;
- Engaging in criminal conduct whether or not on duty where such conduct is related to ability to continue to perform the duties of the employees position;
- Using abusive language at any time at the workplace;
- Failing to notify a Supervisor when unable to report to work or having to leave work early;
- Disorderly conduct;
- Unsatisfactory performance or incompetence; and
- Conduct detrimental to the mission of the District or its implementation of such mission, including performance of work by other employees, the General Manager or Board members.

### **Computer Use**

The Granada Community Services District's computer system is an important asset and has been installed to facilitate conduct of the public's business. This system is intended for business use only. Personal use is prohibited. Downloading personal

data, pictures or software, loading software, changing configurations or otherwise altering the system server or workstations without prior consent may result in disciplinary action up to and including termination. All employees are prohibited from sending on District computers inflammatory messages, jokes, inappropriate or offensive digital pictures, and other offensive material. All data, pictures, files, folders, graphics or other material stored on the server or individual computer workstations is the property of the District, and any deletion of such property will result in discipline, including possible termination.

### **Personal Appearance**

Work attire, grooming and personal hygiene standards should complement an environment that reflects an efficient, professional public service governmental organization. It is important that employees dress according to generally accepted business standards.

### **Gifts and Gratuities**

**No Solicitation of Gratuities.** It is the policy of the District to prohibit employees from soliciting gifts or gratuities from customers, vendors or others who do or propose to do business with the District.

**Limitation on Gratuities Accepted.** Gifts and gratuities accepted by employees shall not exceed twenty-five Dollars (\$25) in retail value for any single gift, nor shall any employee accept gifts or gratuities with a total value of Fifty Dollars (\$50) or more from any one person or entity in a fiscal year.

## **SECTION 7. EMPLOYEE RELATIONS**

### **Management**

The General Manager has overall responsibility for management of District employees, agents, volunteers, consultants and contractors. Whenever an employee has questions regarding employee conduct or work rules, the employee should communicate with the General Manager about it.

### **Information Changes**

It is each employee's responsibility to promptly notify the District of any changes in important information such as: name, address, telephone number and person(s) to be notified in case of an emergency. Other information such as changes in marital status or dependents may require an employee to change the number of exemptions claimed for income tax withholding purposes.



## **Performance Reviews**

Evaluations provide a basis for compensation adjustments, to determine potential for promotion, to notify the employee of performance deficiencies and to help the employee plan and obtain career growth.

The General Manager ~~is authorized to~~shall conduct, or have conducted by appropriate assistants, ~~at minimum~~annual performance evaluations of all District employees. The evaluation shall take place on or ~~close to the employee's anniversary date of hire.~~before the beginning of the District fiscal year. Upon a satisfactory performance review, employees shall receive a compensation step level increase in accordance with the compensation schedule effective with the pay period ending on July 15 of that year. The employee shall have an opportunity to discuss the results of the evaluation, and to discuss his or her own performance with the General Manager. Special performance evaluations may also be conducted at any time as the General Manager deems necessary.

## **Resignation**

If an employee elects to terminate his/her employment, a written notice of resignation must be given to the General Manager, two weeks in advance of the last planned date of employment. Since the purpose of the notice is to facilitate a smooth transition, this advance notice should not include vacation or any non-compensated working time without the consent of the General Manager. Circumstances may occur where the General Manager may exercise the right to accept a resignation immediately or to accelerate the final date of employment.

## **Disciplinary Action and Appeal**

The General Manager is empowered to impose disciplinary action upon any employee, including but not limited to termination, suspension, demotion, reprimand and/or placement on special evaluation. Cause for discipline shall be a violation of the Rules of Conduct and Work Performance set forth above. An employee terminated or suspended may appeal such discipline to the Board of Directors by filing with the Board Secretary a written appeal within 20 days of the disciplinary action stating the general reason(s) for such appeal. The appeal shall be duly heard by the Board of Directors and may be conducted in closed session if authorized by the Brown Act or in public if requested in writing by the employee. The decision of the Board of Directors on such appeal shall be final.

## **SECTION 8. EMPLOYEE BENEFITS**

### **Vacation**

Each full-time regular employee is entitled to paid vacation accruing at the following rate:

0 - 10 years = .83 per month = 10 days per year  
 11 - 15 years = 1.25 per month = 15 days per year  
 15 years thereafter = 1.67 per month = 20 days per year

Each full-time regular employee employed by the District as of the establishment date of this personnel system shall be entitled to all previously accrued vacation time as of that date, subject to the following caps. Vacation time shall be capped at ~~twenty~~ fifty days, and will cease accruing until the total has been brought below ~~twenty~~ fifty days again. At the time of separation from the District, compensation will be paid for unused vacation time accrued up to a maximum of ~~twenty~~ fifty days.

### **Holidays**

The following are the official District holidays and the date of their observance during which regular full-time employees shall be entitled to receive time off with pay:

<i><b>Holiday</b></i>	<i><b>Date of Observance</b></i>
New Years Day	January 1
Martin Luther King Day	3 <sup>RD</sup> Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	1 / 2 day before Christmas
Christmas Day	December 25

Holidays are paid pro rata to employees working less than full-time and no paid holidays are given to temporary employees. If a holiday falls on a Saturday, time off with pay will be given on the preceding Friday. If a holiday day falls on a Sunday, time off with pay will be given on the following Monday.

### Health and Other Insurance Benefits

~~For All full-time employees, the District shall pay up to \$1,400 per month towards the employees chosen a health and insurance benefits plan chosen by the employee from among those plans offered through the District's Health Benefits Program with SDRMA. All health and insurance costs above \$1,400 per month shall be paid by the employee. shall be provided \$700, the cost for the employee selected ACA silver level package for individuals, monthly in health insurance benefits~~

### Post-Retirement Health

~~For retired employees, the District shall pay the monthly minimum required by SDRMA towards health benefits.~~

### Sick Leave

Each full-time regular employee is entitled to paid sick leave accruing monthly at 5/6ths of a day per month (a total of ten days per year). When sick leave benefits have been exhausted, time off due to illness will be unpaid. Each full-time regular employee employed by the District as of the establishment date of this personnel system shall be entitled to all previously accrued sick leave as of that date, subject to the following caps.

"Sick leave" means an absence from duty of an employee as a result of an illness, an injury or an exposure to contagious disease. The sick leave benefit is offered to and may be utilized by regular full-time employees for these reasons. An employee may utilize the sick leave benefit for time off from work for the illness of a child, spouse or parent.

Sick leave shall be accrued monthly as stated above, and shall be capped at twenty days. Sick leave will cease accruing after a total of twenty days has been accrued, until the total has been brought below twenty days again. Should a full-time regular employee leave the District's employment of his/her own will or upon termination for cause, no compensation will be paid for any sick leave accrued. If terminated or leaving employment due to disability, a full-time regular employee shall be paid for sick leave time accrued up to a maximum of twenty days. The above sick leave benefits also apply to the holder of a position requiring an average of 20 or more hours of work per week, but on a pro rata basis.

In cases where an employee has either exhausted available sick leave or has been unable to come to work for 20 consecutive working days, whichever comes first, the

Board of Directors may grant a medical leave of absence, in response to a written request, for a period not to exceed six months at a time. The specific duration depends upon the reason for the leave, the amount of seniority the employee has, and the operational needs of the District. Failure to apply for medical leave of absence in such circumstances may lead to forfeiture of District employment. Employees on medical leave shall be considered to be on inactive status. An employee initially granted a leave of absence who wishes to extend his/her leave must apply to extend the leave and present medical evidence in support of that application before the time his/her original leave of absence expires.

An employee who wishes a medical leave of absence must first submit to the General Manager a written statement from his/her physician detailing the diagnosis of the employee and the doctor's best estimate of when the employee will be able to return to work. The employee's doctor must agree that he/she will cooperate with District inquiries concerning the status of the employee. An employee who wishes to return to active status from medical leave shall furnish to the General Manager a written report from his/her physician confirming that the employee is able to resume performance of the duties of the job in a satisfactory and safe manner. The District may require an employee who has requested a leave or who requests return to work from a leave to submit to examination by a physician appointed by the District or to provide other appropriate medical evidence to support the request.

An employee who fails to return in a timely fashion from medical leave of absence shall be deemed to have resigned his District employment.

The District will use its best efforts to hold open an employee's position during the employee's approved medical leave of absence. However, when operational needs require, the District may take steps to fill the position of an employee on leave. In this case the employee shall receive the first available position which the employee is capable of performing, on expiration of leave and certification from the physician that the employee is fit to return to work.

### **Bereavement Leave**

Full-time regular employees will be granted up to three days paid leave in the event of the death of an immediate family member. This leave may be extended with sick leave, accrued vacation, or leave without pay in case of great distance or severe emotional hardship.

### **Jury Duty**

Full-time regular employees summoned to court to serve as required by law on a jury panel or as a witness in court shall be given time off from work. Prior to taking time off to serve in such capacity, employees must give reasonable notice to the General Manager of the date(s) such jury or witness services is to begin and, if possible, the estimated duration of the amount of time off which will be necessary. Time off for jury or witness duty shall be with pay. An employee who receives witness or jury duty pay and his District compensation must remit witness or jury duty pay to the District. The employee is expected to report to work whenever the court schedule permits.

### **Other Leave**

Other leaves may be required by law (including but not limited to Family Care and Medical Leave, Pregnancy Disability Leave, Workers Compensation Leave, and Military Leave) and the District will comply with any law applicable at the time such leave is requested to the extent that such other leave is required. The District will also consider a request for unpaid Personal Leave but is under no obligation to approve such leave.

### **Retirement Benefits**

The District contracts with and participates in the California Public Employees' Retirement System (CalPERS). Permanent employees who work at least an average of 20 hours per week are eligible to enter CalPERS membership immediately upon employment. The CalPERS plan formula for "classic" employees, those hired before January 1, 2013, is 2% at 55 and the District pays the employee's contribution. The CalPERS plan formula for "new member" employees, those hired on or after January 1, 2013, is 2% at 62 and the District does not pay the employee's contribution.

## **AMENDMENTS**

Amendment #1 (February 19, 2009) Sections 5 and 6.

Amendment #2 (March 19, 2009) Corrections

Amendment #3 (June 16, 2011) Section 8 – Employee Benefits.

Amendment #4 (May 31, 2012) Health Benefits (stipend increase)

Amendment #5 (?) Not Approved

Amendment #6 (Sept. 3, 2015) District Administrator Duties.

Amendment #7 (Sept. 3, 2015) CalPERS PEPRRA GUIDELINES

Amendment #8 (November 19, 2015) Creation of District Assistant General Manager  
Position

[Amendment #9 \(January 18, 2018\) Section 4 Employment Positions, Section 5 Compensation, Section 6 Timekeeping and Prior Overtime Authorization, Section 7 Performance Review, Section 8 Vacation & Health Insurance Benefits](#)

**EMPLOYEE CONFIRMATION OF HAVING READ THIS PERSONNEL SYSTEM MANUAL**

I have read and understand the July 17, 2008 Granada Community Services District Personnel System Manual (as amended ~~November 19, 2015~~[January 18, 2018](#)) and agree to comply with the rules therein.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

DELIA M. OLIVAS-COMITO

**EMPLOYEE CONFIRMATION OF HAVING READ THIS PERSONNEL SYSTEM MANUAL**

I have read and understand the Granada Community Services District Personnel System Manual and agree to comply with the rules therein.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

GENEVIEVE SAXTON



**A RESOLUTION OF THE  
GRANADA COMMUNITY SERVICES DISTRICT  
ESTABLISHING A COMPENSATION SCHEDULE  
FOR UNREPRESENTED EMPLOYEES**

**RESOLUTION No. 2018 - \_\_\_\_\_**

The Board of Directors of the Granada Community Service District finds as follows:

WHEREAS, The District adopted a Personnel System Manual on July 17, 2008, as most recently amended on January 18, 2018, to identify positions of employment, outline job descriptions, and to allow for the adoption of a compensation schedule for those positions;

WHEREAS, The Personnel System Manual authorizes the Board of Directors and the General Manager to establish employee compensation by resolution;

WHEREAS, The Public Employees' Retirement Law (PERL) Government Code Section 20636 defines compensation earnable for State, School, and Public Agency members and in doing so requires that pay be outlined in *publicly available pay schedules*.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLLOWS:

The Granada Community Services District hereby approves and adopts the attached *Exhibit A Unrepresented Employees Compensation Schedule*, effective as of January 1, 2018.

The above and foregoing Resolution was passed and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on the 18<sup>th</sup> day of January 2018, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Approved:

\_\_\_\_\_  
Leonard Woren, President

Countersigned:

\_\_\_\_\_  
Delia Comito, Secretary

**Exhibit A**

**Granada Community Services District**

**Unrepresented Employees Compensation Schedule**

Compensation						
		STEPS*				
		1	2	3	4	5
<b>Employee Classification</b>	1-Jan-2018	1-Jul-2018	1-Jul-2019	1-Jul-2020	1-Jul-2021	1-Jul-2022
Assistant Administrator (hourly compensation)	\$ 26.25	\$ 26.64	\$ 27.44	\$ 28.27	\$ 29.11	\$ 29.99
Assistant General Manager (monthly compensation)	\$ 9,765	\$ 9,911	\$ 10,209	\$ 10,515	\$ 10,831	\$ 11,155

\* Step increase(s) subject to approval in accordance with the District Personnel System Manual

**ITEM #4**

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## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

**WHEREAS**, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities typically having 250 or less employees into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

**WHEREAS**, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

**WHEREAS**, ENTITY desires to enroll and participate in the PROGRAM.

**NOW THEREFORE**, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates set by the COMMITTEE for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

- a. SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties. Premiums are based on a full month and there are no partial months or prorated premiums.
  - b. ENTITY must send notification of termination of benefits for a covered employee to the PROGRAM and SDRMA prior to the effective date of termination. If termination is requested after the effective date of termination, the enrollment will terminate at the end of the month the termination request was provided. No rescission of coverage will be allowed without proper approvals.
5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as

- applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, CSAC-EIA Health documents outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM.
  7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
  8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
    - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
    - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.
    - c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
    - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
  9. **WITHDRAWAL.** ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
  10. **LIAISON WITH SDRMA.** Each ENTITY shall maintain staff to act as liaison with the SDRMA and between the ENTITY and the SDRMA's designated PROGRAM representative.
  11. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
  12. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.
  13. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
  14. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
  15. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
  16. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's signatory to this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

- 17. EFFECTIVE DATE. This MEMORANDUM shall become effective upon the signing of this MEMORANDUM by the ENTITY and Chief Executive Officer or Board President of SDRMA.
- 18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Special District Risk  
Management Authority

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Granada Community Services District

**RESOLUTION NO. 2017-\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
GRANADA COMMUNITY SERVICES DISTRICT  
APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION  
OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING  
PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY'S HEALTH BENEFITS PROGRAM**

**WHEREAS**, Granada Community Services District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in Health Benefits offered by the Special District Risk Management Authority (the "Authority"); and

**WHEREAS**, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

**WHEREAS**, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for Health Benefits; and

**WHEREAS**, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:**

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. The above and foregoing Resolution was regularly introduced and thereafter passed and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on the 18th day of January 2018, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Approved:

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Leonard Woren, President

Countersigned:

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Delia Comito, Secretary



**ITEM #5**



## **SEWER AUTHORITY MID-COASTSIDE**

### **Board of Directors Meeting Agenda**

***Regular Board Meeting 7:00 PM, Monday, January 8, 2017***

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

#### **1. CALL TO ORDER**

A. Roll Call                      Chair:            Kathryn Slater-Carter (MWSD)  
   Vice-Chair:    Leonard Woren (GCSD)  
   Secretary:     Dr. Deborah Penrose (HMB)  
   Treasurer:     Scott Boyd (MWSD)  
   Director:      Jim Blanchard (GCSD)  
   Director:      Deborah Ruddock (HMB)

B. Special Order of the Day – Election of SAM Board Officers

#### **2. PUBLIC COMMENT / ORAL COMMUNICATION**

#### **3. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*)

##### **A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:  
(San Francisco Bay Regional Water Quality Control Board v. Sewer Authority Mid-Coastside, Complaint R2-2017-1024)

##### **B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:  
(Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

#### **4. CONVENE IN OPEN SESSION** (*Report Out on Closed Session Items*)

#### **5. PUBLIC COMMENT / ORAL COMMUNICATION**

#### **6. CONSENT AGENDA** (*Consent items are considered routine and will be approved / adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.*)

A. Approve Minutes of December 7, 2017, Special Board Meeting, and October 23, 2017, and December 11, 2017, Regular Board Meetings (**Attachment**)

B. Approve Disbursements for January 8, 2018 (**Attachment**)

- C. Receive Monthly Budget Report for Period Ending November 30, 2017 (**Attachment**)
- D. Approve the Schedule of Board of Directors Meetings for 2018 (**Attachment**)

**7. REGULAR BUSINESS** *(The Board will discuss, seek public input, and possibly take action on the following items.)*

- A. Authorize the General Manager to Submit a Budget Amendment for Fiscal Year 2017/18 to Member Agencies for Approval (**Attachment**)

**8. GENERAL MANAGER’S REPORT**

- A. Receive Manager’s Report for November 2017 (**Attachment**)
- B. Update on Planned and Emergency Infrastructure Projects (**Attachment**)

**9. ATTORNEY’S REPORT** (**Attachment**)

**10. DIRECTORS’ REPORT** (**Attachment**)

**11. TOPICS FOR FUTURE BOARD CONSIDERATION** (**Attachment**)

**12. ADJOURNMENT**

- Upcoming Regular Board Meetings: January 22 and February 13, 2018

*The meeting will end by 9:00 p.m. unless extended by board vote.*

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**INFORMATION FOR THE PUBLIC**

This agenda contains a brief description of each item to be considered. Those wishing to address the Board on any matter not listed on the Agenda, but within the jurisdiction of the Board, may do so during the Public Comment section of the Agenda and will have a maximum of three minutes to discuss their item. Those wishing to speak on a matter listed on the Agenda will be called forward at the appropriate time.

Any writing that is a public record and relates to an agenda item for an open session of a regular meeting, that is distributed to the Board less than 72 hours prior to the meeting, is available for public inspection, during normal business hours, at the Authority’s office.

Board meetings are accessible to people with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can be obtained by contacting Kathy Matthews at (650) 726-0124. Request for a disability-related modification or an accommodation in order to participate in the public meeting must be made at least two working days in advance of the meeting.

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**December 11, 2017**

**1. CALL TO ORDER**

Chair Slater-Carter called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

A. Roll Call

Directors Ruddock, Blanchard, Woren, Slater-Carter, Rarback (for Penrose), and Boyd were present. Also present were General Manager Marshall, General Counsel Nelson, Engineering & Construction Contract Manager Prathivadi, Supervisor of Treatment/Field Operations Costello, and Supervisor of Administrative Services Matthews.

**2. PUBLIC COMMENT/ORAL COMMUNICATION**

Director Woren informed the Board that the next GCSB Board meeting has been moved to December 14, 2017 in lieu of December 21, 2017.

**3. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) 7:01 to 7:14

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9: (One Case)

B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9: (Nine Cases)

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9: (Four Cases)

D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (San Francisco Bay Regional Water Quality Control Board v. Sewer Authority Mid-Coastside, Complaint R2-2017-1024)

E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD, & Sewer Authority Mid-Coastside)

F. CONFERENCE WITH DISTRICTS LABOR NEGOTIATORS

G. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

The Board went in to closed session at 7:01 p.m.

**4. CONVENE IN OPEN SESSION** (*Report Out on Closed Session Items*)

The Board reconvened into open session at 7:14 p.m. Chair Slater-Carter reported that no Board action was taken.

**5. PUBLIC COMMENT / ORAL COMMUNICATION - NONE**

**6. CONSENT AGENDA** (*single motion and vote approving all items*)  
(*Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board*)

Director Woren requested the minutes of October 23, 2017, be pulled for corrections to his public comment regarding the Burnham Strip, and brought back to the next Board meeting in January 2018.

B. Approve Disbursements for December 11, 2017

C. Receive Monthly Budget Report for Period Ending October 31, 2017

D. Authorize General Manager to Approve Expenditures for Routine Pump Repair Services from peninsula Pump & Equipment, Inc. Up to a Maximum of \$75,000 for Fiscal Year 2017/18

E. Authorize General Manager to Approve Purchases of Treatment Related Chemicals from Univar USA, Inc. Through Bay Area Consortium in an Amount Not to Exceed \$85,000 for Fiscal Year 2017/18

F. Authorize General Manager to Attend, and Reimburse Expenses Related to the California Association of Sanitation Agencies (CASA) Winter Conference January 24 – 26, 2018, in Palm Springs, CA

Following a brief discussion, Director Boyd moved and Director Ruddock seconded the motion to approve the consent agenda items as presented, with the exception of the minutes for October 23, 2017.

Boyd/Ruddock/8 Ayes/0 Noes. The motion passed.

**7. REGULAR BUSINESS** (*The Board will discuss, seek public input, and possibly take action to approve the following items.*)

- A. Amend the Unrepresented Employee Manual Effective January 1, 2018 and Amend the SAM Wage schedule as of January 1, 2018

General Manager Marshall reviewed the corrections made to the Bi-Weekly Wage Schedule as pointed out by Director Ruddock. Director Ruddock noted another error and requested page 149, 4<sup>th</sup> line down, be changed to a cap of 200 hours from 160 hours. Director Woren stated that to show his objection to the amount of sick leave carry over, he would be voting no on this agenda item and asked that his concerns be reflected in the minutes. Following discussion, Director Ruddock moved and Director Boyd seconded the motion to amend the unrepresented employee manual effective January 1, 2018 and amend the SAM wage schedule as of January 1, 2018 with corrections as discussed.

Ruddock/Boyd/7 Ayes/1 Noe (Woren). The motion passed.

- B. Authorize the General Manager to Execute a Non-Domestic Wastewater Discharge Agreement with Browning-Ferris Industries of California, Inc., for the Discharge of Leachate Water from Ox Mountain Landfill into the SAM Sanitary Sewer System at a Designated Location

After reviewing the staff report, General Manager Marshall recommended that the Board of Directors authorize her to execute a non-domestic wastewater discharge agreement with Browning-Ferris Industries of California, Inc., for the discharge of leachate water from Ox Mountain Landfill into the SAM Sanitary Sewer System at a designated location. A discussion ensued. Director Boyd stated that he would like to get an engineering estimation of the most recent detailed assay sample. Following discussion, General Manager Marshall stated that staff would look in to the Boards concerns and go back and re-negotiate before finalizing the agreement, bring it back to the Board for review.

- C. Discuss Contract Collection Services for FY 2018/19 and Give Direction

General Manager Marshall discussed the purpose of the staff report, and provided an opportunity for the Board to discuss the contract collection services for FY 2018/19 in order to give direction to staff. A discussion ensued. Chair Slater-Carter stated that the Montara Water & Sanitary District is planning to go through with the collection service contract. Director Ruddock suggested the General Manager meet with the Half Moon Bay City Manager in early January. Director Woren suggested contacting the GCSD General Manager to set up a time to meet.

## **8. GENERAL MANAGER'S REPORT**

- A. Receive Manager's Report for October 2017
- B. Receive Manager's Response to Questions from December 7, 2017, Special Meeting

General Manager Marshall reviewed the staff report and discussed the recent power supply issue at the treatment plant. A discussion ensued. Director Boyd requested staff find out what happened to the contract with Calcon, if it was executed, and if the work was completed.

## **9. ATTORNEY'S REPORT**

General Counsel Nelson reported on his recent attendance at the CASA State Legislative Committee Meeting on December 8, 2017. He discussed the fact sheets regarding commercial bio-cremation, SB229 – accessory swelling units, and the Hoover Commissions proposal to have a state conductive study to access the effect of requiring real estate transactions to trigger inspections of sewer laterals, CalPERS trying to sponsor a program that would take JPA pension liability and have all member agencies book it as their own and be jointly and separately liable, and the Ocean Protection Council is looking at plastic waste and microfibers.

## **10. DIRECTOR'S REPORT**

Chair Slater-Carter informed the Board that MWSD voted 4-0 at their last Board meeting that anytime they do a major pipeline replacement, they will also do a lateral replacement from the house to the major pipes. She also informed the Board that AT&T had a hearing to replace the electrical powered copper phone wires with fiber optics.

## **11. TOPICS FOR FUTURE BOARD CONSIDERATION**

Chair Slater-Carter stated that it is important for SAM to have committees that can assist the General Manager in setting direction for this agency and would like to see if the Board would consider having alternates for the committees. She would like to see this in Topics for Future Board Consideration.

## **12. ADJOURNMENT**

Chair Slater-Carter adjourned the meeting at 8:32 p.m.



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors

**FROM:** Beverli A. Marshall, General Manager

**SUBJECT:** **Authorize the General Manager to Submit a Budget Amendment for Fiscal Year 2017/18 to Member Agencies for Approval**

**Executive Summary**

The purpose of this report is for the Board of Directors to discuss the proposed budget amendment for Fiscal Year 2017/18.

**Fiscal Impact**

The fiscal impact of the budget amendment for FY 2017/18 is \$1.58 million. The impact to the member agency assessments is (rounded to nearest \$):

<b>JPA Assessments for Each Member Agency</b>				
	<b><u>FY 2017/18</u></b>	<b><u>Amended</u></b>	<b><u>\$ Change</u></b>	<b><u>% Change</u></b>
Half Moon Bay	\$2,688,598	\$3,513,645	\$ 825,047	31%
GCSD	\$1,349,449	\$1,763,553	\$ 414,104	31%
MWSD	\$1,112,523	\$1,453,922	\$ 341,399	31%
<b>Total</b>	<b>\$5,150,570</b>	<b>\$6,731,120</b>	<b>\$1,580,550</b>	<b>31%</b>

**Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan's Goal 3: *"Consider long-term costs, and ensure that finances are stable and understandable by the board, member agencies, and the public."*

**Background and Discussion/Report**

The JPA General Budget for FY 2017/18 was presented based on the issues known as of June 2017. Since that time, several events have occurred that required the SAM

<b>BOARD MEMBERS:</b>	<b>J. Blanchard</b>	<b>S. Boyd</b>	<b>D. Penrose</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	



Board to authorize funding above the amount approved as part of the stipulation and order.

8/21/17	Administrative Civil Liability Complaint R2-2017-1024	\$522,700
9/25/17	Additional legal counsel costs	\$100,000
10/9/17	Intertie Pipeline System repairs, funding all 3 segments	\$685,550
11/13/17	Demolition and replacement of Plant burner unit	\$52,000
8/28/17	Additional staffing to comply with NPDES permit renewal	\$45,000
12/7/17	Plant main bus duct power supply failure and replacement	<u>\$450,000</u>
		\$1,905,250

At this time, staff anticipates that only \$300,000 of the ACL complaint will be paid in FY 2017/18 and the remainder will be included in the General Budget for FY 2018/19. Staff also believes that some of the additional expenses can be shifted from other less urgent tasks. *The total budget amendment request is \$1,580,550 (Attachment A).*

Cash flow is an issue since the IPS project is under way, the temporary power supply expenses have been invoiced by the vendors, and the bus duct repair parts have been ordered and received. SAM assessed the additional funds for the IPS repair project as directed by the Board in October. The additional assessments (*less the \$685,550 in supplemental assessments invoiced for IPS repair project*) will be billed in a single invoice to each agency once the budget amendment is approved by the member agencies and the SAM Board.

Staff anticipates that the member agencies will approve the amendment no later than January 18, 2018, and that the SAM Board will approve the amendment at the February 5, 2018, regular Board meeting. If so, the invoices will be sent out on February 6, 2018, in the following amounts.

Half Moon Bay	\$480,901
GCSD	\$234,490
MWSD	<u>\$179,609</u>
	\$895,000

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<b>BOARD MEMBERS:</b>	J. Blanchard D. Ruddock	S. Boyd K. Slater-Carter	D. Penrose L. Woren
<b>ALTERNATE MEMBERS:</b>	M. Clark R. Kowalczyk	J. Harvey H. Rarback	B. Huber

**Staff Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to submit the budget amendment for FY 2017/18 to the member agencies and to request that this item be placed on the next regular meeting for each agency to consider and approve.

**Supporting Documents**

Attachment A: FY 2017/18 Mid-Year Budget Amendment Request

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	D. Ruddock	K. Slater-Carter	L. Woren
<b>ALTERNATE MEMBERS:</b>	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk	H. Rarback	

## Attachment A: FY 2017/18 Mid-Year Budget Amendment Request

Item #	Amount	Description	Justification	SAM Board Date	JPA Allocations		
					HMB	GCS D	MWSD
1	\$ 685,550	Intertie Pipeline System Repairs Project	Additional funding over budgeted amount to repair all 3 failing segments.	10/9/17	\$ 357,857	\$ 179,614	\$ 148,079
2	\$ 300,000	Administrative Civil Liability Complaint R2-2017-1024	ECA project costs to be included in FY 2018/19 budget request	8/21/17	\$ 156,600	\$ 78,600	\$ 64,800
3	\$ 450,000	Plant Main Bus Duct Power Supply Project	Emergency power supply and replacement costs	12/7/17	\$ 234,900	\$ 117,900	\$ 97,200
4	\$ 100,000	General Counsel legal fees	Unanticipated legal expenses above general counsel budget.	9/25/17	\$ 52,200	\$ 26,200	\$ 21,600
5	\$ 45,000	New Operator-in-Training position to start 1/22/18	Increase to meet minimum staffing levels established for NPDES permit renewal.	8/28/17	\$ 23,490	\$ 11,790	\$ 9,720
<b>\$ 1,580,550</b>					<b>825,047</b>	<b>414,104</b>	<b>341,399</b>
Previously invoiced supplemental assessments for IPS project.					<b>(344,146)</b>	<b>(179,614)</b>	<b>(161,790)</b>

**Additional assessments to be invoiced once budget amendment approved. \$ 480,901 \$ 234,490 \$ 179,609**



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

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**TO:** Honorable Board of Directors  
**FROM:** Beverli A. Marshall, General Manager  
**SUBJECT:** Monthly Manager’s Report – November 2017

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**Executive Summary**

The purpose of this report is to keep the Board and public informed of SAM’s day-to-day operations.

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 5.5: “Operations and maintenance should be proactively planned, and the Board shall be kept up to date on progress on operations and maintenance issues.”

**Background and Discussion/Report**

The following data is presented for the month of November 2017.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.782	57.8%
Accidents, Injuries, etc.:	0	Granada CSD	0.307	22.7%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.263</u>	<u>19.4%</u>
Reportable Spills Cat 2:	0	Total	1.352	100%
Reportable Spills Cat 3:	1			

*Administration*

There were two Board meetings in the month of November (11<sup>th</sup> and 13<sup>th</sup>) 2017. There were no requests for public records during the month of November.

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<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	

There were three media articles during the month of November referencing the Sewer Authority Mid-Coastside or sewer-related issues: “County Still Waiting on Mirada Road Repairs”, November 1, 2017, Half Moon Bay Review; “City Prepares for Winter”, November 15, 2017, Half Moon Bay Review.

There were no work-related accidents, injuries, or illnesses resulting in lost time in November. Staff has worked since March 10, 2011, without a lost time incident (2,457 days).

There were two employee anniversaries in the month of November: Kevin Antonelli, Maintenance Technician II, 28 years of service; Anthony Young, Collection Maintenance Worker I, 1 year of service.

#### *Operations & Maintenance*

During the month of November systems functioned well at the plant with one exception: main bus duct electrical supply. There were a few mechanical issues, but staff was able to resolve them. Below is a summary of things that occurred during the month of November 2017.

Staff continued preparing for this year’s potential storm events. The following actions have been completed or are in progress. Please note, some of these tasks carry over from the previous month.

Montara Pump Station – Inspected two pumps with one more to be completed.

Princeton Pump Station – Rebuilt one of the pumps with the remainder of the pumps are scheduled for inspection.

Treatment Plant – The biggest issue at was the loss of the electrical bus ducting from the PG & E transformer to the main power supply on November 29<sup>th</sup>, which necessitated renting a backup generator to comply with the NPDES permit. This required that an operator be at the treatment plant twenty-four hours each day as long as the PG&E power supply connection was nonoperational. The plant was temporarily reconnected to the PG&E power supply using temporary cabling.

Below is a chronological summary of things that occurred during the month of November.

11/1/17 – Flare failed, able to reset

11/2/17 – Completed installation of for Baker tanks at the Montara station

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- 11/4/17 – Influent level control locked up, able to reset
- 11/5/17 – flare failed, able to reset
- 11/6/17 – Peterson power here with temporary generator to do load test on plant generator and annual PM Service. Hooked up temporary generator and tested, all good. Ran plant generator for testing, meggar testing, and pulled fuel sample, and all good. Fire alarm went off during generator testing, able to reset. Also did fuel polishing for generator.
- 11/8/17 – The Regional Water Quality Control Board adopted the new NPDES permit. The new order is effective January 1, 2018. The General Manager attended the meeting and thanked William Burrell and the Board staff for making this reissuance process seamless. Staff also thanked Kristin Kerr and EOA Inc. for their assistance and continued support through this process.
- 11/9/17 – Quarterly and Annual samples went out to Alpha labs. Cal-con was in to replace a failed VFD for WAS pump # 1.
- 11/13/17 – New panel arrived for chemical system project
- 11/14/17 – Flare failed, able to reset
- 11/15/17 – Flare failed again, able to reset
- 11/16/17 – Flare failed again at midnight, put on second boiler for the night to use any excess gas until morning when staff can better see to repair.
- 11/17/17 – Cleaned contact basin #1. Recirculation line on digester got plugged, flushed it out to get it flowing again.
- 11/20/17 – 1" ball valve on Digester mixing pump came off, it appears it failed at the threads. We were able to remove broken section of pipe nipple and replaced it with a stainless one. Made a bit of a mess when it sprayed digester sludge in room, room in need of a good cleaning still.
- 11/21/17 – Flare failed at 11pm able to reset
- 11/22/17 – Flare failed on pilot cycle, able to reset
- 11/26/17 – Flare failed twice, able to reset

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<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
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- 11/27/17 – Started Bio-Assay, Cal-con was in to do annual motor inspections, Johnson controls was in to work on exhaust fan for boiler room, boiler #1 failed able to reset
- 11/27/17 – The construction of the replacement project for the failing sections of the IPS line began today and the replacement piping has started to show up at the construction site.
- 11/28/17 – John from Dall-Beck electric in to check on blower vibration and take readings. Recirculation line on digester had to be flushed out again. Flare fail, able to reset
- 11/29/17 – Main electrical bus failed from PG&E transformer at 10:20 am. On plant generator until able to evaluate further. Peterson had a backup rental generator on site at 17:00. Peterson wired up rental generator so that we have a backup power supply. 24-hour shift coverage while on emergency generator started today.
- 11/30/17 – Still operating on generator, Eaton and Calcon on site to investigate bus ducting incident. PG&E required to approve both temporary and permanent solutions.

Operations at the Portola pump station are still modified at this time in that staff is using the wet weather flow storage basin as a modified EQ basin to reduce stress on sections of the IPS south of Portola Pump Station. Construction of sections of the IPS line that failed have begun, we are hopeful that if the weather is favorable the project will be completed on the early side. Staff will update the RWQCB on the project.

Rainfall totals were 4.19 inches at the plant, 4.40 inches at the Montara station and 3.89 inches were recorded for the El Granada area.

There were seven deliveries (approximately 4,450 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$445.00. There was 330,669 gallons of leachate delivered to SAM (via the manhole near Rocket Farms) and staff continues to evaluate data to determine if there is any adverse effect on the process from the leachate.

The NPDES data report for November 2017 is attached reference (Attachment B).

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	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	

*Contract Collection Services*

SAM cleaned approximately 50,873 feet of sewer line and responded to eleven calls for sewer related issues: ten were private lateral related calls (one in GCSD, three in MWSD, and six in HMB) and one reportable SSO Category 3 in the HMB service area.

The one Category 3 in HMB appeared to be the result of what looked like a 4" pulley used to guide cables when televising sewer systems. The pulley caused the blockage where approximately 180 gallons of sewage escaped the system out of a neighboring cleanout. Of the 180 gallons the crew was able to capture and return 100 gallons back into the system. The end result was still a reportable Category 3 overflow, the crew was able to remove the 4" pulley from the surface which is always preferable over a confined space entry. The volume of the overflow was calculated using the adopted SAM OERP volume estimation methods.

The latest collection system data report is attached (Attachment C) for the Board's information. There were no Category 1, no Category 2, and one Category 3 SSO during the month of November. A collection services report for each member agency has been included for the Board's information (Attachment D).

**Staff Recommendation**

Staff recommends that the Board receive the monthly Manager's Report for November 2017.

**Supporting Documents**

- Attachment A: Monthly Flow Report November 2017
- Attachment B: Monthly NPDES Report November 2017
- Attachment C: Collection System Data November 2017
- Attachment D: Monthly Contract Collection Services Reports November 2017

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<b>BOARD MEMBERS:</b>	<b>J. Blanchard</b>	<b>S. Boyd</b>	<b>D. Penrose</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>J. Harvey</b>	<b>B. Huber</b>
	<b>R. Kowalczyk</b>	<b>H. Rarback</b>	



Attachment A

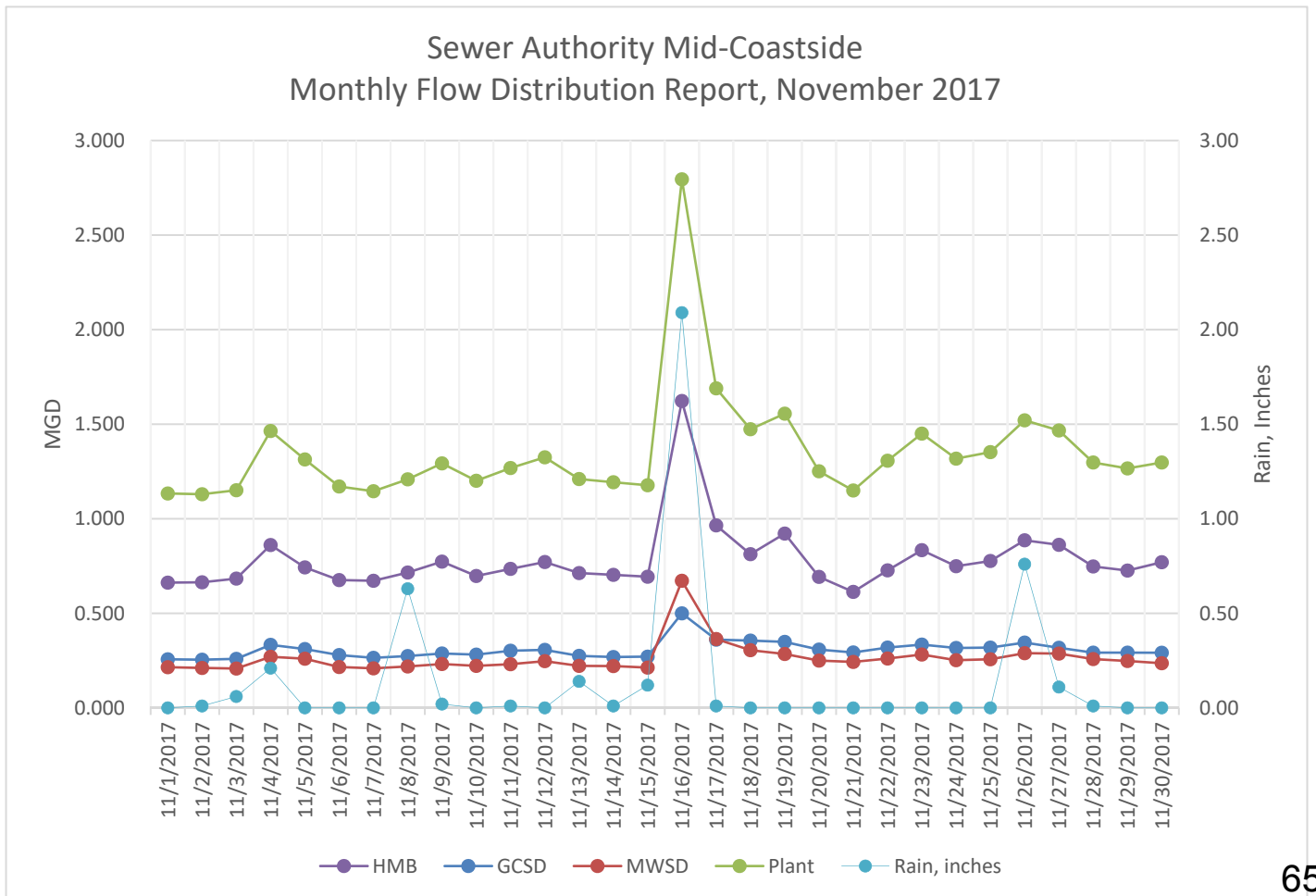
Flow Distribution Report Summary For November 2017

The daily flow report figures for the month of November 2017 have been converted to an Average

Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.782	57.8%
Granada Community Services District	0.307	22.7%
Montara Water and Sanitary District	<u>0.263</u>	<u>19.4%</u>
Total	1.352	100.0%



# Sewer Authority Mid-Coastside

## Monthly Flow Distribution Report for November 2017

<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>
11/1/2017	0.662	0.257	0.215	1.134	0.00	0.00	0.00
11/2/2017	0.664	0.255	0.211	1.130	0.01	0.00	0.00
11/3/2017	0.684	0.259	0.208	1.151	0.06	0.04	0.00
11/4/2017	0.861	0.333	0.270	1.464	0.21	0.52	0.77
11/5/2017	0.743	0.311	0.260	1.314	0.00	0.00	0.00
11/6/2017	0.676	0.279	0.216	1.171	0.00	0.00	0.00
11/7/2017	0.672	0.265	0.209	1.146	0.00	0.00	0.00
11/8/2017	0.716	0.274	0.219	1.209	0.63	0.35	0.32
11/9/2017	0.773	0.288	0.232	1.293	0.02	0.02	0.00
11/10/2017	0.697	0.282	0.222	1.201	0.00	0.00	0.01
11/11/2017	0.735	0.302	0.231	1.268	0.01	0.00	0.00
11/12/2017	0.771	0.307	0.247	1.325	0.00	0.00	0.00
11/13/2017	0.713	0.275	0.222	1.210	0.14	0.22	0.17
11/14/2017	0.704	0.269	0.221	1.193	0.01	0.02	0.00
11/15/2017	0.693	0.271	0.213	1.177	0.12	0.08	0.18
11/16/2017	1.623	0.500	0.672	2.795	2.09	2.08	2.45
11/17/2017	0.965	0.361	0.364	1.690	0.01	0.00	0.00
11/18/2017	0.813	0.356	0.305	1.473	0.00	0.00	0.00
11/19/2017	0.922	0.349	0.285	1.556	0.00	0.00	0.00
11/20/2017	0.693	0.308	0.250	1.251	0.00	0.00	0.00
11/21/2017	0.613	0.293	0.243	1.150	0.00	0.00	0.00
11/22/2017	0.727	0.319	0.261	1.307	0.00	0.00	0.00
11/23/2017	0.834	0.334	0.282	1.450	0.00	0.00	0.00
11/24/2017	0.749	0.317	0.252	1.318	0.00	0.00	0.00
11/25/2017	0.777	0.319	0.257	1.352	0.00	0.00	0.00
11/26/2017	0.886	0.345	0.289	1.520	0.76	0.43	0.34
11/27/2017	0.862	0.318	0.287	1.467	0.11	0.13	0.16
11/28/2017	0.748	0.292	0.258	1.298	0.01	0.00	0.00
11/29/2017	0.726	0.292	0.248	1.266	0.00	0.00	0.00
11/30/2017	0.770	0.292	0.236	1.298	0.00	0.00	0.00
<b>Totals</b>	<b>23.471</b>	<b>9.218</b>	<b>7.885</b>	<b>40.574</b>	<b>4.19</b>	<b>3.89</b>	<b>4.40</b>

### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.613	0.255	0.208	1.130
<b>Average</b>	<b>0.782</b>	<b>0.307</b>	<b>0.263</b>	<b>1.352</b>
Maximum	1.623	0.500	0.672	2.795
<b>Distribution</b>	<b>57.8%</b>	<b>22.7%</b>	<b>19.4%</b>	<b>100.0%</b>

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, November 2017

## November 2017

	Total	Number of S.S.O's			
		HMB	GCS D	MWSD	SAM
Roots	0	0	0	0	0
Grease	1	1	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>100%</b>			

## 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCS D	MWSD	SAM
Roots	0	0	0	0	0
Grease	1	1	0	0	0
Mechanical	5	0	0	1	4
Wet Weather	2	2	0	0	0
Other	4	1	1	2	0
<b>Total</b>	<b>12</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>4</b>
		<b>33%</b>	<b>8%</b>	<b>25%</b>	<b>33%</b>

## Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCS D	MWSD	SAM
November 2017	1	1	0	0	0
12 Month Moving Total	12	4	1	3	4

## SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCS D	MWSD	SAM
November 2017	1.0	2.7	0.0	0.0	0.0
12 Month Moving Total	11.5	10.8	3.0	11.1	54.8
Category 1	4.8	5.4	0.0	3.7	27.4
Category 2	1.9	2.7	0.0	0.0	13.7
Category 3	4.8	2.7	3.0	7.4	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

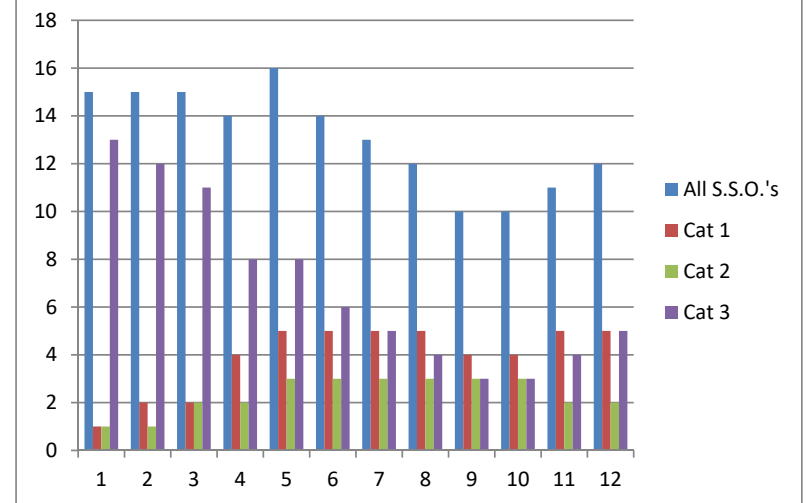
## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Dec - 16	33,928	19,306	10,127	63,361	12.0
Jan - 17	16,650	16,144	11,837	44,631	8.5
Feb - 17	12,216	4,866	11,531	28,613	5.4
Mar - 17	15,347	11,667	10,133	37,147	7.0
Apr - 17	13,101	11,588	11,460	36,149	6.8
May - 17	12,044	12,483	9,547	34,074	6.5
June - 17	18,411	17,317	8,567	44,295	8.4
July - 17	28,276	20,290	6,368	54,934	10.4
Aug - 17	21,769	22,465	20,044	64,278	12.2
Sep - 17	18,710	17,419	11,347	47,476	9.0
Oct - 17	19,336	11,871	14,696	45,903	8.7
Nov - 17	17,854	23,041	9,978	50,873	9.6

Annual ft	227,642	188,457	135,635	551,734	
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Annual Mi.	43.1	35.7	25.7		104.5
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## 12 Month Moving SSO Totals Through November 2017



Attachment C

**Sewer Authority Mid-Coastside**  
 1000 Cabrillo Hwy N.  
 Half Moon Bay, CA 94019  
 (650) 726-0124  
 www.samcleanswater.org



A Joint Powers Authority  
 Serving:  
 City of Half Moon Bay  
 Granada Community Services District  
 Montara Water and Sanitary District

**COLLECTION SYSTEM SERVICES  
 MONTHLY ACTIVITY REPORT: NOVEMBER 2017**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Granada Community Services District, the following information is provided for the month of NOVEMBER 2017

Basic Services

Feet of Sewer Line Cleaned:	<u>22,323 ft</u>	Manholes Inspected:	106
Feet of Hot Spot Sections Cleaned:	<u>718 ft</u>	Areas Unable to be Cleaned:	0
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>1</u>
Sewer Line/Manhole Failures:	<u>0</u>	Non-Emergency Repairs:	<u>0</u>
Emergency Repairs Completed:	<u>0</u>	Amount Spent on Repairs Completed:	<u>0</u>

Extended Services

Mechanic Hours:	<u>7.13</u>	Work Orders Completed:	<u>17</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>17</u>
Annual Mechanic Hours to Date*:	<u>149.37</u>	Annual Lift Station Hours to Date*:	149.37

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	45
F.O.G. Inspections Completed:	<u>0</u>	F.O.G. Inspections Passed:	0
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	0

Attachments

- Annual Feet of Sewer Line Cleaning by Month-Enclosed
- Annual Feet of Hot Spot Cleaning by Month-Enclosed
- List of Sewer Line Repairs Requested and Status-None
- Sanitary Sewer Overflow Reports-None
- Customer Service Call Responses and Resolution-Enclosed
- Year-to-Date Budget vs. Actual Expenditures-Enclosed
- Hours by Lift Station-Enclosed
- List of Lift Station Repairs Requested and Status-None
- Quarterly Inventory Report-None

\*- Data being collected from Sept 2016

**Force Main Repair Project**  
**Status update**  
**January 8, 2018**

**Scope of Project:**

- Install temporary by pass pipeline
- Replace approximately 5,700 linear feet of 14 inch inside diameter ductile iron force main with a 14 inch inside diameter High Density Polyethylene (HDPE) pipeline by conventional cut and cover construction and horizontal directional drilling
- Test new pipeline and commission it for service
- Decommission old ductile iron force main and remove most of it.
- Restore landscape

**Work Completed to Date:**

- Installation of bypass pipeline between Bypass station 39+00 ( Coronado Ave.) and 74+00 ( Rocket Farms )
- Fused 50 foot long sections of HDPE pipe and installed approximately
  - 700 linear feet by horizontal directional drilling
  - 600 linear feet by conventional cut and cover

**Work Expected to be Completed in Next Month:**

- Test and bring by-pass pipe into service
- Install 900 foot long section of force main from approximately Alto Avenue to the north side of Furtado Lane by horizontal directional drilling
- Complete cut and cover pipe installation
- Pressure test new pipeline between Bypass station 39+00 ( Coronado Ave.) and 74+00 ( Rocket Farms)

**Project Schedule:**

Construction began : early December 2017

Expected completion date: April 2018

**Replacement of Main Bus Bar/ Duct Power Supply**  
**Status Update**  
**January 8, 2018**

**Background:**

A portion of the bus duct between the PG&E transformer and the main switchgear failed on November 29, 2017 and the plant was operating on emergency generator power until Dec 18<sup>th</sup>. A temporary cable connection has been given.

**Status:**

New bus ducts have been ordered and some of the parts have been received. It is expected to complete the permanent installation by mid-February 2018. PG&E will also be replacing the entrance termination box at the same time.

**ITEM #6**



## GRANADA COMMUNITY SERVICES DISTRICT

# Minutes BOARD OF DIRECTORS SPECIAL MEETING

Thursday, December 14, 2017

### **CALL SPECIAL MEETING TO ORDER**

The special meeting was called to order at 6:37 p.m.

### **ROLL CALL**

President Jim Blanchard, Vice President Leonard Woren, Director Matthew Clark, Director David Seaton, and Director Barbara Dye.

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, and Assistant General Manager Delia Comito.

### **GENERAL PUBLIC PARTICIPATION**

None.

### **ADJOURN TO CLOSED SESSION**

- 1. Conference with Real Property Negotiator (Government Code Section 54956.8).**  
District's Negotiator: Chuck Duffy.  
Negotiating parties: Half Moon Bay Fire Protection District and Granada Community Services District.  
Property under negotiation: Vacant Land with no address located at Obispo Road and Avenue Portola, El Granada, California. (APN 047-261-030)  
Under negotiation: Instruction to negotiator will concern price and terms.
- 2. Conference with Legal Counsel – Significant Exposure to Litigation (Gov. Code Section 54956.9(d)(2)). (One potential case).**
- 3. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).** City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.
- 4. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)).** Administrative Liability Complaint R2-2017-1024 issued by the San Francisco Regional Water Quality Control Board.
- 5. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).**  
Agency designated representative: Chuck Duffy  
Unrepresented employee: Assistant Administrator.



**6. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).**

Agency designated representative: Chuck Duffy

Unrepresented employee: Assistant General Manager.

**RECONVENE TO OPEN SESSION**

There was no reportable action from Closed Session. The Closed Session will be reconvened at the end of the Meeting.

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

None.

**ACTION AGENDA**

**1. Election of 2018 District Board Officers.**

President Woren opened the floor for nominations.

**ACTION:** Director Clark nominated Director Woren for Board President. The motion was approved by unanimous consent. (Clark/Dye). Approved 5-0.

**ACTION:** Director Woren nominated Director Dye as Board Vice-President. The motion was approved by unanimous consent. (Woren/Clark). Approved 5-0.

The newly appointed officers took their positions.

**2. Consideration of Variance Application for APN: 047-275-060, Columbus Street, El Granada, 2,984 sq. ft. in 5,000 sq. ft. zoning district, Owner: Erica Adams.**

Director Dye recused herself from the meeting for the duration of this item due to the fact that her residence is within 500' of the proposed project. District Counsel Wittwer reviewed the required findings for the variance. He indicated that in May of 2017, the District adopted Ordinance 169, which allows the Board to limit a project to two bedrooms if the is parcel is less than 60% of minimum parcel size. The applicant had expressed concern over this issue as the subject project proposes three bedrooms. The Board held a discussion. Mr. Wittwer suggested that because the project had been approved by the County prior to the District's adoption of the Ordinance, the Board could grandfather her project.

**ACTION:** Director Clark moved to approve the variance on the basis that the project application was deemed complete by the San Mateo County Planning Department prior to the adoption of District Ordinance 169. (Clark/Blanchard). Approved 4-0.

Director Dye returned to the meeting.

**3. PUBLIC HEARING: Consideration of an Amendment to the Franchise Agreement with Recology of the Coast for Solid Waste and Recycling Services and a 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).**

Mr. Duffy reviewed the proposed First Amendment to the Franchise Agreement with Recology of the Coast, which provides for a rate increase of 5.76% effective on 1/01/18, revises green-waste service, caps yearly rate increases at 6%, changes residential pick up time from 7:00 am to 6:00 am, and extends the agreement through 2027. He reported that staff had mailed the required public hearing rate increase notices to the District ratepayers as required by Prop. 218.

President Woren opened the public hearing. Staff reported that four written protests to the proposed rate increase were received. Resident David Olsen suggested that he would like composting services to be added to the agreement. President Woren closed the public hearing.

**ACTION:** Director Clark moved to find that no majority protest to the rate increase was received by the District. (Clark/Blanchard). Approved 5-0.

**ACTION:** Director Blanchard moved to approve the amendment to the Recology Franchise Agreement as presented, and to approve the Resolution to adopt the new rate schedule effective January 1, 2018. (Blanchard/Clark). Approved 4-1, Director Seaton opposed.

**4. Consideration of Approving Resource Conservation District Scope of Work Proposal for Vegetation Management at Burnham Strip and Related Amendment 1 to Independent Contractor Agreement.**

After some discussion, the Board decided to table this item until a staff member of the RCD was available to attend the meeting to clarify some questions regarding the proposal.

**5. Consideration to Approve Proposal to Create a Preliminary Park Conceptual Design for the Burnham Strip Parcel.**

The Board was presented with three proposals from landscape architects to produce a draft conceptual park design. The Board held a lengthy discussion regarding the best way to move forward and about what park related improvements would be appropriate for the Burnham Strip. Residents Dave Olson, Nancy March, and Fran Pollard provided their input to the Board.

**ACTION:** Director Dye moved to approve the conceptual design proposal from Kikuchi + Kankel Design Group, to be attached to the District's standard consultant agreement, for a not-to-exceed amount of \$18,000. (Dye/Clark). Approved 4-1, Director Seaton opposed.

**6. Consideration of Office Lease Renewal with Working Dirt, LLC.**

Staff reported that the new lease would keep the base rent at the current amount of \$4,200 per month for a three-year period. The only change requested by the landlord is an additional \$250.00 per month to be paid by the District toward common area maintenance costs.

**ACTION:** Director Dye moved to approve the lease agreement as presented. (Dye/Blanchard). Approved 5-0.

**7. Consideration of Resolutions to Establish Compensation for District Staff and Adopt SDRMA Insurance Plans.**

This item was tabled until the next board meeting.

**8. Consideration of District Banking Institution.**

This item was requested by Director Clark. He feels the District should discontinue banking with Wells Fargo in light of the "Sham Account" scandal last year. He read a statement from the State Treasurer who said the State will not be doing business with Wells Fargo due to their unfair business practices. After some discussion, the Board directed staff to investigate alternative banking institutions, and to report the findings at a future meeting.

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

Both existing representatives expressed their interest in continuing on the SAM Board of Directors. Director Seaton also expressed his desire to be appointed as the District's representative to SAM. The Board held a discussion.

**ACTION:** Director Dye moved to adopt the resolution appointing Directors Woren and Blanchard as the SAM Representatives, with Director Clark serving as the alternate. (Dye/Blanchard). Approved 4-0-1, Director Seaton abstaining.

**10. Consideration of an Amendment to the GCSD FY 2017/18 Budget for the Emergency Repair of the SAM Wastewater Treatment Plant Electrical System.**

General Manager Chuck Duffy reported that he had been informed that the SAM Treatment plant has lost its main power feed due to a rusted ducting system, and the plant has been running on emergency generator power since that time. SAM is requesting additional funds above and beyond those included in the budget to fund the expected \$490,000 repair.

**ACTION:** Director Clark moved to approve the GCSD budget amendment and associated resolution as presented. (Clark/Blanchard). Approved 5-0.

**11. Consideration of District's Sewer Authority Mid-Coastside Representatives Report.**

The District's SAM representatives reported on the latest SAM meeting and the Strategic Plan workshop held.

**CONSENT AGENDA**

**12. Approval of October 19, 2017 Meeting Minutes.**

**13. Approval of November Warrants for \$192,445.45.**

**14. Approval of December Warrants for \$265,193.94.**

**15. Approval of September 2017 Financial Statements.**

**16. Approval of October 2017 Financial Statements.**

**17. Approval of Assessment District Distribution #5-17/18.**

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

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

- 19. Attorney's Report. (Wittwer)
- 20. General Manager's Report. (Duffy)
- 21. Administrative Staff Report. (Comito)
- 22. Engineer's Report. (Kennedy Jenks)
- 23. Future Agenda Items

**RECONVENE TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

There was no reportable action from Closed Session.

**ADJOURN SPECIAL MEETING**

The Special Meeting was adjourned at 11:15 p.m.

SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
Delia Comito, Secretary

\_\_\_\_\_  
Chuck Duffy, General Manager

Date Approved by Board: January 18, 2018

**ITEM #7**

**Granada Community Services District**  
**January 2018 Warrants**  
**For the January 18, 2018 Board of Director's Meeting**

Date	Num	Name	Memo	Account	Amount
01/18/18	6744	Alhambra & Sierra Springs	Dec 2017	6140 · Office Supplies	21.82
01/18/18	6745	AT&T	12/5/17 - 01/04/18 Pump Stn Alarm Svc	6170 · Utilities	69.54
01/18/18	6746	Barbara Dye	12/14/17 Board Mtg	6040 · Directors' Compensation	145.00
01/18/18	6745	CoreLogic Solutions, LLC	Jan 2018	6100 · Memberships	160.50
01/18/18	6747	David Seaton	12/14/17 Board Mtg	6040 · Directors' Compensation	145.00
01/18/18	6748	Delia Comito	Mileage Reimb Jul - Dec 2016, Jan-June 2017	6050 · Education & Travel Reimb	248.99
01/18/18	6746	Dudek	11/25/17 - 12/29/17 Prof. Svcs	6151 · General Manager	8,400.00
01/18/18	6749	Ecological Concerns Inc	Inv dtd 12/5/17	6310 · Park Related Misc Expenses	300.00
01/18/18	6750	Express Plumbing	Mirada Road #2 Box Installation	1718-1 · EP Mirada Rd Half Moon Bay	5,175.00
01/18/18	6747	Half Moon Bay Review	12/20/17 Ad in Newspaper-Parks	6310 · Park Related Misc Expenses	442.00
01/18/18	6751	Hue & Cry	Jan 2018 Pmp Sta Alarm, Qrtly Jan-Mar 2018 Ofc Alarm	6170 · Utilities	121.90
01/18/18	6752	Jim Blanchard	12/14/17 Board Mtg, 12/7, 12/11, 1/8 SAM Mtgs	6040 · Directors' Compensation	280.00
01/18/18	6748	Kennedy Jenks	Nov 2017 Svcs	6071 · Engineering	5,435.00
01/18/18	6753	Leonard Woren	12/14/17 Board Mtg, 12/7, 12/11, 1/8 SAM Mtgs	6040 · Directors' Compensation	280.00
01/18/18	6754	Matthew Clark	12/14/17 Board Mtg	6040 · Directors' Compensation	145.00
01/18/18	6749	PG&E	Pump Station Inv dtd 12/15/17	6170 · Utilities	213.01
01/18/18	6755	PG&E	Mirada Rd Inv dtd 12/27/17	6170 · Utilities	51.38
01/18/18	6756	PGE	Office Inv dtd 12/22/17	6170 · Utilities	192.05
01/18/18	6750	Rodolfo Romero	Jan 2018 Cleaning	6130 · Office Maint & Repairs	140.00
01/18/18	6757	Sewer Authority Mid-Coastside	Jan 2018 Asmts, Add'l Cap Asmts, Lift Stn Repair	5020 · SAM- Admin, Trtmnt, Envir, Collect	226,697.22
01/18/18	6758	SWRCB	Annual Permit Fee FY17/18	6220 · Miscellaneous	2,088.00
01/18/18	6751	US Bank Equipment Finance	12/24/17 - 1/24/18	6020 · Copier Lease	447.58
01/18/18	6759	Verizon Wireless	Dec 2017	6170 · Utilities	101.13
01/18/18	6760	Wells Fargo Credit Card	Dec 2017 Credit Card Charges	6140 · Office Supplies	31.85
01/18/18	6752	White Nelson Diehl Evans	Dec 2017	6152 · Accounting	2,500.00
01/18/18	6761	Wittwer & Parkin	Dec 2017 Svcs	6090 · Legal- Gen, IPS, Parks	17,256.43
01/18/18	6762	Working Dirt Management	Feb 2018	6120 · Office Lease	4,450.00
<b>TOTAL</b>					<b>275,447.04</b>

**ITEM #8**

**Granada Community Services District**  
**Statement of Net Position (Unaudited)**

As of November 30, 2017

**ASSETS**

Current Assets

1000 · Wells Fargo Checking - Gen Op	\$	83,155
1010 · Wells Fargo Checking - Deposit		4,898
1020 · Petty Cash		191
1030 · Cash - LAIF		3,818,268
1100 · Accounts Receivable		-
1550 · Prepaid Expenses		417

Total Current Assets		3,906,929
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Fixed Assets

1600 · Land		876,534
1610 · Construction in Progress		800,813
1615 · Equipment		22,153
1620 · Collections System		10,339,397
1630 · Accumulated Depreciation		(5,897,882)

Total Fixed Assets		6,141,015
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Other Assets

1700 · Advance to MWSD		1,085,094
1710 · Allowance - for Advance to MWSD		(1,085,094)
1720 · Advance to AD- Bond Reserve		494,890
1730 · Advance to AD- NCA Fund		585,866
1735 · Advance to AD- Assesmnt Revenue		353,542
1740 · Security Deposit Office Lease		3,000
1750 · Investment in SAM		3,895,049
1760 · Deferred Outflows of Resources		36,192

Total Other Assets		5,368,539
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Total Assets		15,416,483
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**LIABILITIES**

Current Liabilities

2000 · Accounts Payable		22,216
2020 · Class 3 Deposits		9,196
2100 · Payroll Liabilities		1,385
2225 · Recology-Del Garbage		1,636
2310 · Relief Refund Advance		350

Total Current Liabilities		34,783
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Long Term Liabilities

2401 · Net Pension Liability		152,020
2402 · Deferred Inflows of Resources		23,310

Total Long Term Liabilities		175,330
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Total Liabilities		210,113
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**NET POSITION**

3000 · Net Assets		6,275,961
3005 · Contributed Capital		9,595,349
Net Income		(664,940)

Total Net Position	\$	15,206,370
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**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2017 through November 30, 2017**

	July 1 - Nov 30, 2017	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
<b>Revenues</b>				
<b>Operating Revenue</b>				
4010 · Property Tax Allocation	60,671	83,333	(22,662)	200,000
4015 · Park Tax Allocation	-	166,667	(166,667)	400,000
4020 · Sewer Service Charges-SMC	-	534,167	(534,167)	1,282,000
4021 · Sewer Svc Charges Pro-rated	2,919	-	2,919	-
4030 · AD OH Reimbursement	15,148	12,500	2,648	30,000
4040 · Recology Franchise Fee	11,765	13,333	(1,568)	32,000
<b>Total Operating Revenue</b>	<b>90,503</b>	<b>810,000</b>	<b>(719,497)</b>	<b>1,944,000</b>
<b>Non Operating Revenue</b>				
4120 · Interest on Reserves	11,927	11,833	94	28,400
4130 · Connection Fees	7,943	19,583	(11,640)	47,000
4150 · Repayment of Adv to AD-NCA	117,173	33,002	84,171	79,204
4155 · Repayment of Adv to AD-ARF	70,708	19,915	50,793	47,796
4160 · SAM Refund from Prior Yr	-	2,083	(2,083)	5,000
4170 · ERAF Refund	-	104,167	(104,167)	250,000
4180 · Misc Income	1,937	834	1,103	2,000
<b>Total Non Operating Revenue</b>	<b>209,688</b>	<b>191,417</b>	<b>18,271</b>	<b>459,400</b>
<b>Total Revenues</b>	<b>300,191</b>	<b>1,001,417</b>	<b>(701,226)</b>	<b>2,403,400</b>
<b>Expenses</b>				
<b>Operations</b>				
5010 · SAM - General	397,975	397,975	-	955,141
5020 · SAM - Collections	79,984	99,981	19,997.00	239,954
5050 · Mainline System Repairs	-	4,167	4,167	10,000
5060 · Lateral Repairs	290	16,667	16,377	40,000
5065 · CCTV	-	8,333	8,333	20,000
5070 · Pet Waste Station	635	417	(218)	1,000
5100 · County Staff Time - Parks	-	2,083	2,083	5,000
5110 · RCD - Parks	-	2,083	2,083	5,000
5120 · Half Moon Bay Reimb - Parks	-	8,333	8,333	20,000
<b>Total Operations</b>	<b>478,884</b>	<b>540,039</b>	<b>61,155</b>	<b>1,296,095</b>

No assurance is provided on these financial statements.

**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2017 through November 30, 2017**

	July 1 - Nov 30, 2017	Expected To Date	Variance Favorable/ <b>(Unfavorable)</b>	FY 2017/2018 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	700	6,250	5,550	15,000
6020 · Copier lease	2,022	3,125	1,103	7,500
6040 · Directors' Compensation	4,035	917	<b>(3,118)</b>	11,000
6050 · Education & Travel Reimb	-	833	833	2,000
6060 · Employee Compensation	97,450	87,500	<b>(9,950)</b>	210,000
6070 · Engineering Services	5,290	8,333	3,043	20,000
6080 · Insurance	936	2,500	1,564	6,000
6090 · Legal Services	90,142	27,083	<b>(63,059)</b>	65,000
6100 · Memberships	6,460	3,750	<b>(2,710)</b>	9,000
6110 · Newsletter	-	1,042	1,042	2,500
6120 · Office Lease	25,200	21,667	<b>(3,533)</b>	52,000
6130 · Office Maintenance & Repairs	815	1,042	227	2,500
6140 · Office Supplies	2,769	2,500	<b>(269)</b>	6,000
6150 · Professional Services - Other	2,700	-	<b>(2,700)</b>	-
6151 · General Manager	36,165	27,083	<b>(9,082)</b>	65,000
6152 · Accounting	12,500	12,500	-	30,000
6160 · Publications & Notices	4,498	4,167	<b>(331)</b>	10,000
6170 · Utilities	4,477	4,167	<b>(310)</b>	10,000
6180 · Video Taping	1,125	1,458	333	3,500
6190 · Computers	720	833	113	2,000
6220 · Miscellaneous	1,436	2,917	1,481	7,000
6230 · Bank Service Charges	1,486	-	<b>(1,486)</b>	-
6310 · Park Related Misc Expenses	54	-	<b>(54)</b>	-
<b>Total Administration</b>	<b>300,980</b>	<b>219,667</b>	<b>(81,313)</b>	<b>441,000</b>
Capital Projects				
1415-2 · Update SSMP	359	-	<b>(359)</b>	-
1617-1 · Medio Creek Xing Crossing	19,793	145,833	126,040	350,000
1718-2 · SAM - Recycled Water Proj	-	6,250	6,250	15,000
1718-3 · SSC Rate & Reserve Study	-	14,583	14,583	35,000
7100 · SAM - Infrastructure	165,115	239,135	74,020	573,924
7500 · Projects - Parks	-	41,667	41,667	100,000
<b>Total Capital Projects</b>	<b>185,267</b>	<b>447,468</b>	<b>262,201</b>	<b>1,073,924</b>
<b>Total Expenses</b>	<b>965,131</b>	<b>1,207,174</b>	<b>242,043</b>	<b>2,811,019</b>
<b>Net Income</b>	<b>(664,940)</b>	<b>(205,757)</b>	<b>(459,183)</b>	<b>(407,619)</b>

No assurance is provided on these financial statements.

**ITEM #9**

**DISTRIBUTION REQUEST NO.: #6-17/18**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$6,206.85**

\$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 18, 2018

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Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO.:** #6-17/18

**DATE:** January 18, 2018  
**DISTRIBUTE FROM ACCOUNT #:** 94673305  
**ACCOUNT NAME:** Bond Administration Fund  
**DISTRIBUTION AMOUNT:** \$ 6,206.85

**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	17/18 Out of Scope	\$ 5,854.85
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - Jan 2018	\$ 352.00 *
<b>TOTAL:</b>			<b>\$ 6,206.85</b>

\* Reflects adjustment of \$1,836 for overpayment of 2016/17 FY OH.



**ITEM #10**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #11**

GRANADA COMMUNITY SERVICES DISTRICT

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AGENDA NOTICE

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There are no documents for this Agenda Item.

**ITEM #12**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #13**

# GRANADA COMMUNITY SERVICES DISTRICT

## Administrative Staff Report

Report Period: December 8, 2017 to January 12, 2018

To: Board of Directors  
 From: Delia Comito, Assistant General Manager  
 Date: January 18, 2018

**PUBLIC RECORDS REQUESTS** – No public records requests were received this period.

Request Date	Requestor	Information Requested	Information Provided	Date Provided
07/21/17	Michael Mahoney	Recology Franchise Agreement	Franchise Agreement	07/21/17
08/31/17	Transparent California	Copy of 2016 Employee Comp Report with Employee Names	State Controller's Report with Names Added	09/08/17
10/11/17	Craig Brewer	Sewer Service Rate Table	Code Sec 700(04)-(06)(c)	10/13/17

Note: Shaded information was previously reported.

**APPLICATIONS RECEIVED** – One application was received this period:

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
08/10/17	1A	Rogers Clay	047-141-240	243 Del Monte, EG	8,310	R-1/S-17
09/22/17	CI 3	Big Wave, LLC/Peck Jeff	047-311-060	207 Airport Rd, Princeton	17,600	W/DR/AO
09/28/17	2A	Coastside Fire Protection Dist	047-261-030	Obispo Rd, EG	103,518	COSC DR
10/19/17	1A	Bettencourt Joe	047-234-220	619 The Alameda	6,273	R-3/S-17
12/26/17	VAR	Coastside Fire Protection Dist	047-261-030	Obispo Road, EG	103,518	EG Gateway

Note: Shaded information was previously reported.

**PERMITS ISSUED** – No permits were issued this period.

Permit No.	Type	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3166	1A	07/13/17	Lang Justin	047-105-240	755 San Carlos, EG	6,209	R-1/S-17
3167	1A	07/27/17	365 Miramar Drive	048-054-120	365 Miramar Dr, Miramar	5,320	R-1/S-17
3168	1A	08/15/17	Rogers Clay	047-141-240	243 Del Monte Rd, EG	8,310	R-1/S-17
3169	1A	08/18/17	Cuvelier Jacqueline	047-175-250	265 El Granada Blvd, EG	9,732	R-1/S-17
3170	1A	11/29/17	Bettencourt Joe	047-234-220	619 The Alameda	6,273	R-1/S-17

Note: Shaded information was previously reported.

**SEWER HOOK-UPS** – There were no new sewer hook-ups this period.

Hook-up Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
08/09/17	1A	3159	07/07/16	Boyle Jim	047-233-360	425 Coronado St, EG
09/13/17	1A	3165	06/21/17	Coronado Upper Lot	048-024-430	467 Coronado Ave, Miramar

Note: Shaded information was previously reported.

**REPAIRS** – There have been no lateral repairs this fiscal year to date.

**ITEM #14**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #15**

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AGENDA NOTICE

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There are no documents for this Agenda Item.