



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

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

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

**Thursday, October 17, 2019**

**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:	Matthew Clark
	Vice-President:	Barbara Dye
	Director:	Jim Blanchard
	Director:	David Seaton
	Director:	Eric Suchomel
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 under the subject jurisdiction of the board which are not on the agenda. Speakers are limited to 3 minutes each.

### **ACTION AGENDA**

- 1. Appointment of General Manager as Labor Negotiator Pursuant to Government Code Section 54957.6—Unrepresented Employee—Parks & Recreation Coordinator.**

### **ADJOURN TO CLOSED SESSION**

- 2. Conference with Labor Negotiator—Government Code Section 54957.6.**  
Agency designated representative: Chuck Duffy  
Unrepresented employee: Parks & Recreation Coordinator.
- 3. Conference with Labor Negotiator—Government Code Section 54957.6.**  
Agency designated representative: Chuck Duffy  
Unrepresented employee: Assistant General Manager.

- 4. Conference with Labor Negotiator—Government Code Section 54957.6.**  
Agency designated representative: Chuck Duffy  
Unrepresented employee: Assistant Administrator.
- 5. Conference with Legal Counsel – Existing Litigation (Government 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) – Santa Clara County Superior Court Case No. 17CV316927.
- 6. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 531 Obispo Road, El Granada, California.  
District's Negotiator: Chuck Duffy  
Negotiating parties: Coastside Fire Protection District and Granada Community Services District  
Under negotiation: Instruction to negotiator will concern price and terms of payment.

#### **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**

- 1. Consideration of 2020 Recology Rates and Services.**  
**Recommendation:** To be made by the Board.
- 2. Consideration of 2019 Parks & Recreation Community Interest Survey Results.**  
**Recommendation:** To be made by the Board.
- 3. Consideration of Report from Ad Hoc Committee Regarding Partnering with the San Mateo County Harbor District to Share Office Space.**  
**Recommendation:** To be made by the Board.
- 4. Consideration of Audited Financial Statements for Fiscal Year Ending June 30, 2018.**  
**Recommendation:** Approve the Audited Financial Report as presented.

**5. Consideration of Personnel System Manual and Salary Schedule Amendments.**

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

**6. Consideration of Sewer Authority Mid-Coastside Report.**

**Recommendation:** For Board Information.

**CONSENT AGENDA**

- 7. Approve September 19, 2019 Meeting Minutes.**
- 8. Approve October 2019 Warrants.**
- 9. Approve September 2019 Financial Statements.**
- 10. Approve Assessment District Distribution #3-19/20.**
- 11. Approve Resolution to Change By-laws Regarding District SAM Representatives.**

**COMMITTEE REPORTS**

- 12. Report on seminars, conferences, or committee meetings.**
- 13. Report on Parks Advisory Committee.**

**INFORMATION CALENDAR**

- 14. Attorney's Report. (Parkin)**
- 15. General Manager's Report. (Duffy)**
- 16. Administrative Staff Report. (Comito)**
- 17. Engineer's Report. (Kennedy Jenks)**
- 18. Future Agenda Items.**

**ADJOURN REGULAR MEETING**

At the conclusion of the September 19, 2019 Meeting:

Last Ordinance adopted: No. 173

Last Resolution adopted: No. 2019-011

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: Delia Comito, Assistant General Manager  
Subject: Recology of the Coast Rates and Services  
Date: October 17, 2019

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Attached is the Index-Based Rate Adjustment Calculation provided by Chris Porter, General Manager for Recology of the Coast, for fiscal year 2019-20. GCSD customers receiving garbage and recycling services from Recology of the Coast will not see rate increases in 2020. The rates will remain at the 2019 level for the reasons explained by Ms. Porter below.

Excerpt from an email to GCSD's General Manager:

*We will not be requesting an increase this year with the main reason being we have found a cost savings method on the transportation of the recycling materials to our secondary market as well as tightening our belts in other areas of our operations to offset the loss of recycling revenues.*

*As you know, the Chinese National Sword situation has caused the bottom to drop out of the recycling revenue market. What we were being paid \$35 a ton for as late as September 30, 2018 is now costing us \$20 a ton or more to process. Many companies County, State and Countrywide are landfilling their recycling materials to keep costs down but Recology is keeping to our dedication to our environmentally conscious customers to keep these materials out of the landfill.*

*Since the rate application shows only a few cents cost reduction per customer we are proposing to keep rates stable through 2020 and take this amount into consideration if an increase is needed next year.*

Also attached for this discussion is the letter dated 9/11/19, from the Midcoast Community Council, asking the District to reconsider the community need for weekly green waste and composting services.

Ms. Porter has indicated that she will be present at the meeting to discuss these issues.





**Granada Community Services District  
Index-Based Rate Adjustment Calculation  
Calculated Rate Year 2020**

	Rate Year 2019 Expenses	CPI Increase %				Rate Year 2020 Calculated
<b>CBA Labor Costs</b>						
Salaries and Wages	405,058	3.22%				418,080
Pension Expense	37,700	5.34%				39,714
Health Insurance	97,325	2.14%				99,406
RSP	31,786	6.47%				33,844
<b>Subtotal - CBA Labor Costs</b>	<b>571,869</b>					<b>591,044</b>
<b>Non CBA Labor Costs</b>						
Salaries and Wages	64,378	4.01%				66,959
Pension Expense	2,388	4.01%				2,484
Health Insurance	10,678	4.01%				11,106
<b>Subtotal - Non CBA Labor Costs</b>	<b>77,444</b>					<b>80,548</b>
<b>Workers Compensation</b>						
CBA labor	45,375	4.09%				47,232
Non-CBA labor	1,929	4.09%				2,008
<b>Subtotal - Workers Compensation</b>	<b>47,303</b>					<b>49,240</b>
<b>Payroll Taxes</b>						
CBA labor	30,061	----				31,069
Non-CBA labor	5,779	----				6,010
<b>Subtotal - Payroll Taxes</b>	<b>35,840</b>					<b>37,080</b>
<b>Vehicle-Related Costs</b>						
Tires & Tubes	9,137	2.57%				9,372
Parts	26,907	2.57%				27,598
Supplies	6,352	2.57%				6,516
Taxes & Licenses	13,978	2.57%				14,337
Fines & Penalties	-	2.57%				-
Other	14,243	2.57%				14,609
<b>Subtotal - Vehicle Related Costs</b>	<b>70,619</b>					<b>72,433</b>
<b>Fuel Costs</b>	<b>62,485</b>	<b>17.80%</b>				<b>73,609</b>
<b>Organics Processing</b>						
Transfer Costs - San Bruno	-	4.09%				-
Transport Costs - San Bruno	-	4.09%				-
Processing	19,232	4.09%	610.24	Rate Yr 2019 Fee \$43.61	Rate Yr 2020 Fee \$ 44.84	27,361
<b>Subtotal - Organics Processing</b>	<b>19,232</b>					<b>27,361</b>
<b>Lease Costs</b>						
I/C Equipment Lease	48,307	0.00%				44,037
I/C Property Lease	16,323	0.00%				16,323
<b>Subtotal - Lease Costs</b>	<b>64,630</b>					<b>60,360</b>
<b>Other Costs</b>						
I/C Insurance	9,185	4.09%				9,561
Insurance Dept Fee	10,468	4.09%				10,897
O/S Equipment/Rent	3,453	4.09%				3,595
O/S Facility Rent	45,409	4.09%				47,269
Building and Facility	1,747	4.09%				1,818
Utilities	1,169	4.09%				1,217
Travel & Meals	430	4.09%				448
Telephone	3,849	4.09%				4,006
Advertising	1,343	4.09%				1,398
Promo & Special Events	1,224	4.09%				1,274
Donations	-	4.09%				-
Dues & Subscriptions	77	4.09%				81
Uniforms	2,561	4.09%				2,666
Employee Recognition	46	4.09%				48
Employee Training & Development	375	4.09%				390
Billing Service	7,175	4.09%				7,468
Office expenses	1,050	4.09%				1,093
Postage	818	4.09%				851
Initial Bid/Award Fee	-	4.09%				-
Taxes - Secured Proptry	2,116	4.09%				2,203
Taxes - Unsecured Property	2,382	4.09%				2,480
Annual Clean-ups	-	4.09%				-

	Rate Year 2019 Expenses	CPI Increase %	Rate Year 2020 Calculated		
Subcontractors/Professional Services	13,029	4.09%	13,562		
Settlement Fees	-	4.09%	-		
Safety Meetings	-	4.09%	-		
Medical expenses	596	4.09%	621		
Bad Debt	20,599	4.09%	21,443		
Bank Service Charges	3,379	4.09%	3,517		
Community Outreach	2,328	4.09%	2,424		
Regional Accounting Fees*	9,918	4.09%	10,324		
Regional Management Fees*	14,793	4.09%	15,399		
Corporate accounting*	10,626	4.09%	11,061		
IT fee*	11,304	4.09%	11,767		
Environmental compliance*	4,404	4.09%	4,584		
Human resources fee*	6,196	4.09%	6,450		
Corporate management*	6,088	4.09%	6,337		
Public relations*	2,550	4.09%	2,655		
CPI Adjustment (to CPI remaining Other Costs @ 2.75%)	-	4.09%	-		
<b>Subtotal - Other Costs</b>	<b>200,690</b>		<b>208,906</b>		
<b>Total Annual Cost of Operations</b>	<b>1,150,113</b>		<b>1,200,581</b>		
<b>Profit (% Operating Ratio; i.e. 90%):</b>	<b>127,790</b>		<b>133,398</b>		
<b>Pass-Through City Fees</b>					
Franchise Fees	31,037		31,145		
<b>Subtotal - City Fees</b>	<b>31,037</b>		<b>31,145</b>		
<b>Other Pass-throughs</b>					
<b>Other Pass-throughs - Recyclable Material Processing</b>			Rate Yr 201	Rate Yr 2020	
			Tons	Fee	Fee
Transfer Costs	7,631	4.09%	0.00	\$7.64	\$7.96
Transport Costs	26,034	4.09%	0.00	\$26.07	\$27.14
Recyclables Processing Cost	44,935				
<b>Subtotal - Recyclable Material Processing</b>	<b>78,600</b>				<b>22,882</b>
<b>Other Pass-throughs - Disposal</b>					
Ox Mountain MSW Disposal	164,332				<b>149,439</b>
Ox Mountain C&D/Dirt	-				<b>1,538</b>
	-				-
<b>Subtotal - Disposal</b>	<b>164,332</b>				<b>150,978</b>
<b>Total Costs</b>	<b>1,551,873</b> A				<b>1,538,982</b> B
			Change in Costs (B - A)		
			(12,890) C		
			Deferred Rate Increase from Prior Year (amount above 6%)		
			-		
			Total Calculated Increase (C + D)		
			(12,890) E		
			Total Contractor Compensation (B + E)		
			<b>1,526,092</b>		
			Annual percentage change in Compensation (E / A)		
			<b>-0.83%</b>		

# Midcoast Community Council

*representing Montara, Moss Beach, El Granada, Princeton, and Miramar*  
P.O. Box 248, Moss Beach, CA 94038-0248 - [www.MidcoastCommunityCouncil.org](http://www.MidcoastCommunityCouncil.org)

Claire Toutant . Len Erickson . Dave Olson . Barbra Mathewson . Dan Haggerty . Tamar Powell . Michelle Weil  
Chair            Vice Chair        Secretary        Treasurer

Date:        September 11, 2019

To:            General Manager, Montara Water & Sanitary District  
                General Manager, Granada Community Services District

From:        Midcoast Community Council/ Claire Toutant, Chair

**Subject: Green waste, Composting**

The Midcoast Community Council has always taken an interest in the ever-changing needs of our Community. In recent months we've had several inquiries as to why we do not participate in the disposal of compostable food waste and materials.

It appears there is a shift in the community opinion since the "vote" or "survey" taken years ago, on green waste collection. Polls and comments on Nextdoor as well as inquiries to MCC seem to show new interest in this service that our neighbors in Pacifica and Half Moon Bay currently have.

The Midcoast is one of the very few communities in this county that do not get weekly green waste pickup, which is required to participate in the disposal of food waste.

Projections show Ox Mountain Landfill will be at capacity in 19 years if we keep up at the pace we are now. Coastsiders do a stellar job recycling, so we are confident we can do the same with our green waste, reducing our garbage. We are asking the MWSD and GCSD to reconsider the discussion with the community on the subject of green waste pickups.



**ITEM #2**



GRANADA COMMUNITY SERVICES DISTRICT

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AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: GCSD Parks & Recreation Community Interest Survey  
Date: October 17, 2019

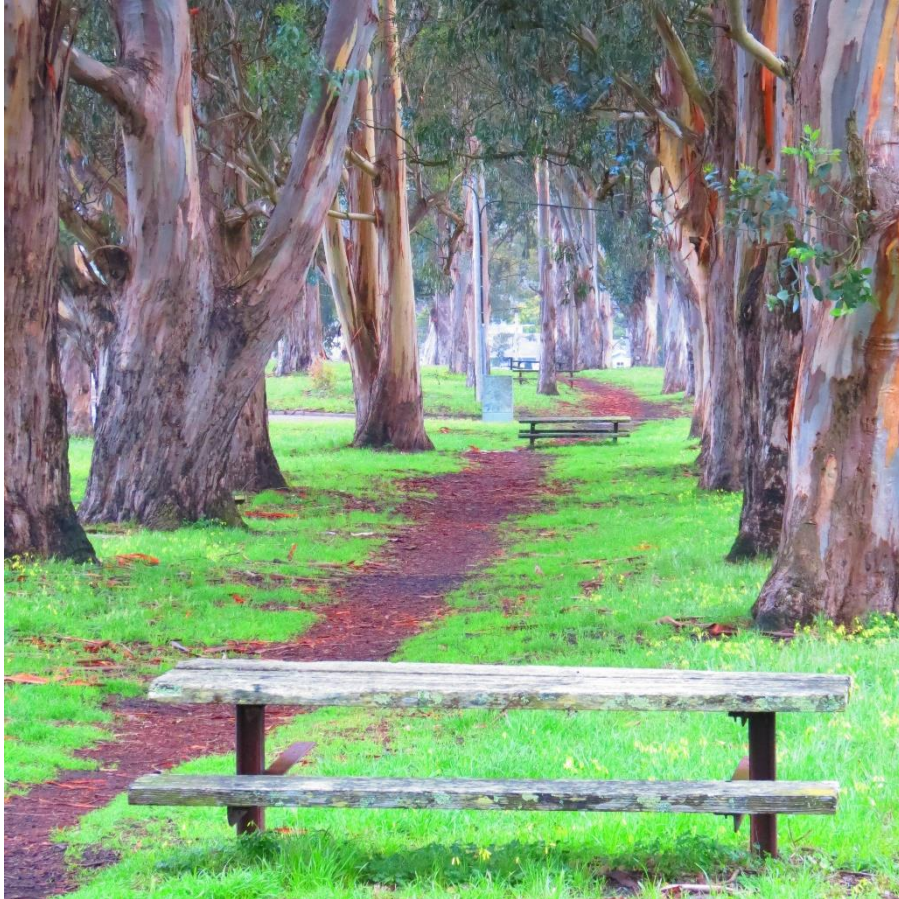
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Parks Advisory Committee Vice Chair, Pat Tierney, has prepared a comprehensive report on the community survey conducted by the District last month to gauge community interest in developing Burnham Park and/or a community center, and various recreation classes/events. Mr. Tierney will review the report and present the survey results on a slide projector during the meeting. The report is attached for your review.





# Results of 2019 GCSD Community Parks and Recreation Interest Survey



Prepared For: Granada Community Services District

Prepared By: Patrick Tierney Ph.D.  
Professor of Recreation, Parks and Tourism  
San Francisco State University

Date: October 9, 2019

## Introduction

The Granada Community Services District (GCSD) has been charged by voters in the district to provide parks and recreation services since October 2014, when district residents approved expansion of its mission to include parks and recreation services. The district established a Parks Advisory Committee (PAC) to assist the district identify community parks and recreation needs and opportunities. The PAC suggested that a community parks and recreation interest survey is needed to get a more precise measurement of what district resident recreation and parks wants are and if they have changed since an initial community recreation needs survey was completed in 2015. The PAC along with the GCSD Board of Directors (Board) worked together to identify the types of information a new survey should gather. Together with input from Dr. Patrick Tierney, a professor of recreation, parks and tourism at San Francisco State, they developed the survey contained in Appendix D.

The 2019 parks and recreation interest survey (survey) contained some questions from the 2015 survey, to allow for comparisons. However, most questions were related to recently established services and potential new park and recreation facilities that have been identified by the Board and PAC. The district now lacks specialized recreational facilities. So, it has started to explore the idea of a community park along the “Burnham Strip.”

Figure 1-1. Map showing the location of GCSD owned property on the Burnham Strip, along Highway One in El Granada.



The Burnham Strip is seven acres of vacant land located in lower El Granada, between Obispo Road and Cabrillo Highway (Hwy 1). A portion of the parcel is currently used as a parking lot, mostly by visitors to Surfer's Beach. The GCSD is planning to develop a community park on 5 acres of this land. The 2019 survey asked for input on the need and desired characteristics of a future Burnham Park.

In addition to questions on a potential future Burnham Park the survey sought information about recreation classes and events the district could possibly offer. Since 2018 the district has offered a limited number of recreation classes and events during the summer months. The survey sought to determine the interest levels of current and future classes and events.

Another part of the 2019 community parks and recreation interest survey asked respondents about their interests and ideas for a potential small community recreation center. The district is small (about 2,500 households) and has limited financial resources, so it was important to identify that any future community recreation center would, out of necessity, be relatively modest in size, to match the scale of the community.

The final part of the survey asked respondents about potential development of either a Burnham Park or a small community recreation center. It asked if they had to choose one of these two projects to develop in the next five years, which one would they select.

## **Methods**

The interest survey was created in English and Spanish in both written and online formats. The survey was pre-tested to ensure its validity and moderate length to complete (an average of 8 minutes). A cover letter with an invitation to respond, link and QR code to the online survey, hard copy of the survey and a self-addressed postage-paid envelope were mailed to all residential addresses in the district on September 6 along with a district newsletter. The cover letter and survey described the opportunity to be entered into a drawing to win a \$25 gift card from Spangler's Market, as an incentive to complete the survey. Instructions stated only one response per household. The first online survey response was received the night of September 9 and the first mailed back survey on September 11. In order to generate additional awareness and response to the survey, the district posted flyers about it at the El Granada Post Office and stationed one person there on the day the newsletter/surveys arrived at P.O. boxes and again on the second Saturday of the survey window, to encourage persons to complete it. Supplemental postings were placed on El Granada, Clipper Ridge, Princeton and Miramar *Next Door* websites. A reminder post card with a QR code and link to the online survey was mailed to all residences

in the district on September 20. Surveys dropped off at the district office, mailed to and received by the district or posted online were accepted through October 4, 2019. Data from hard copies of completed surveys were entered directly into the online survey database.

Dr. Tierney analyzed the survey responses using Survey Gizmo and SPSS software. Comparisons we made between respondents with self-reported households having children ages 18 and under living at home; and for households with persons aged 56 or older residing in the residence. This was done because the parks and recreation literature has shown that these two age groups often have very different parks and recreation preferences and needs. Significant differences in responses between these two groups were identified and shown in yellow (higher interest levels from households with children at home compared to households with seniors). A blue highlight indicated a significant difference where senior households had higher interest levels than did families with children for a specific variable.

**Results**

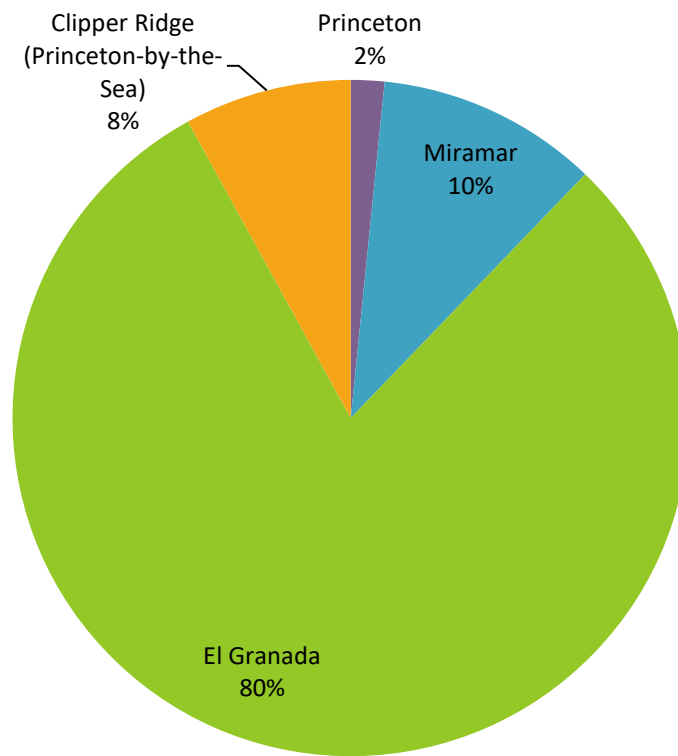
A total of 508 usable responses were received. This is a 26.1% response rate (508 out of 1,950 surveys mailed to residences and not returned undelivered). This response rate is considered good and provides a 95% confidence level with a margin of error of +/- 5%.

**Response Statistics**

	Count	Percent
Fully complete	483	95.1
Partially complete	25	4.9
Disqualified	0	0
Totals	508	

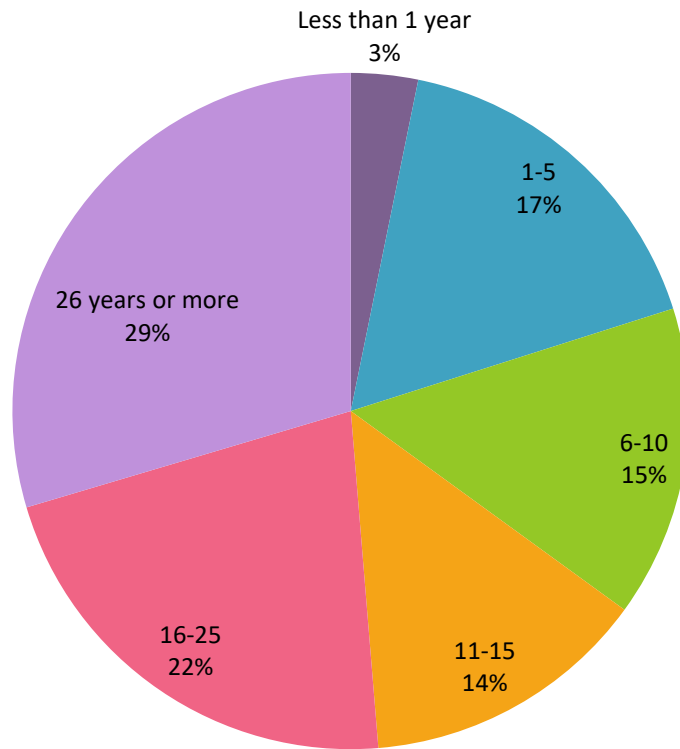
The following charts and tables present the results for each survey question. Appendix A presents the verbatim responses for the open-ended question: Do you have any additional ideas or comments about Burnham Park. Appendix B contains verbatim responses for the open-ended question: Do you have any additional ideas or comments about summer recreation programs. Appendix C contains verbatim responses for the open-ended question: Do you have any additional ideas or comments about a small community center.

# 1. In which neighborhood do you live?



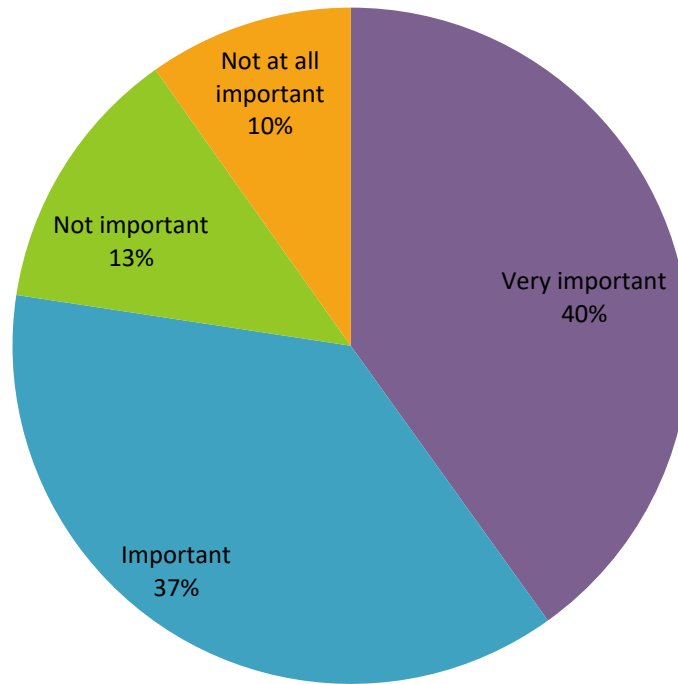
Value	Percent	Count
Princeton	1.6%	8
Miramar	10.6%	53
El Granada	79.9%	401
Clipper Ridge (Princeton-by-the-Sea)	8.0%	40
	Totals	502

**2. How many years have you lived in this neighborhood?**



Value	Percent	Count
Less than 1 year	3.2%	16
1-5	16.9%	85
6-10	14.9%	75
11-15	13.7%	69
16-25	21.7%	109
26 years or more	29.6%	149
	Totals	503

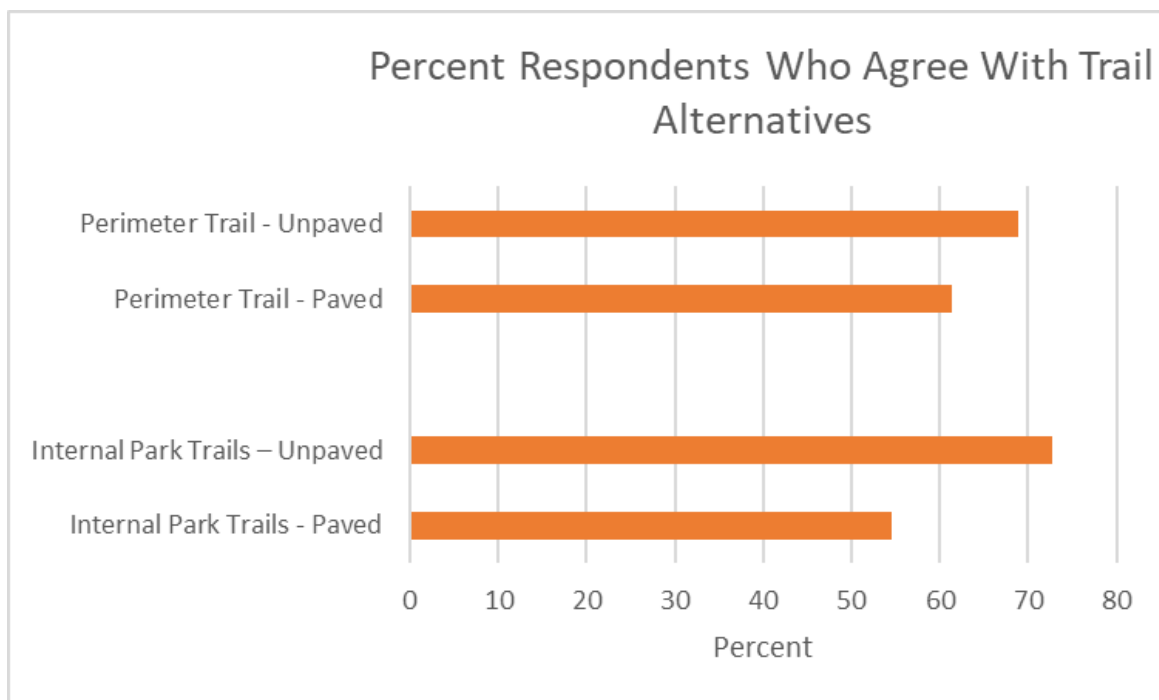
**3. How important is a community park along the Burnham Strip to you and your family?**



Value	Percent	Count
Very important	40.1%	197
Important	37.3%	183
Not important	12.8%	63
Not at all important	9.8%	48
	Totals	491

**4. Indicate your household's level of interest in including each of the following trail options:**

	Very Interested		Interested		Not Interested		Not At All Interested		Responses
	Count	Row %	Count	Row %	Count	Row %	Count	Row %	Count
Internal Park Trails - Paved	35	24.8%	42	29.8%	19	13.5%	45	31.9%	141
Internal Park Trails – Unpaved	52	34.7%	57	38.0%	16	10.7%	25	16.7%	150
Perimeter Trail - Paved	49	32.0%	45	29.4%	15	9.8%	44	28.8%	153
Perimeter Trail - Unpaved	47	34.8%	46	34.1%	17	12.6%	25	18.5%	135

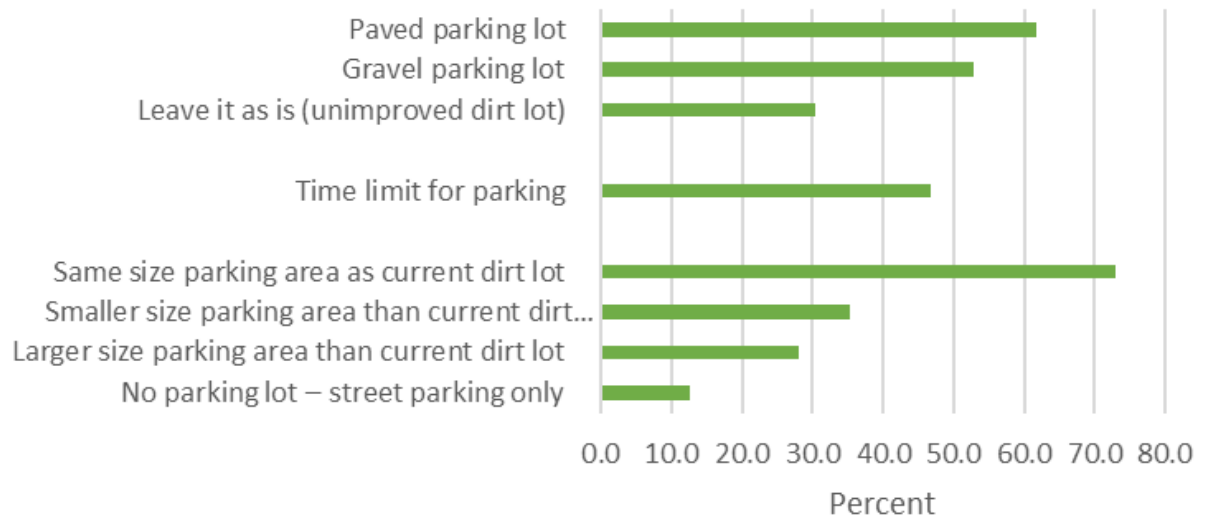




**5. Indicate your household's level of interest in including each of the following parking lot options.**

	Very Interested		Interested		Not Interested		Not At All Interested		Responses
	Count	Row %	Count	Row %	Count	Row %	Count	Row %	Count
Same size parking area as current dirt lot	136	30.3%	192	42.8%	61	13.6%	60	13.4%	449
Smaller size parking area than current dirt lot	48	11.5%	100	23.9%	112	26.8%	158	37.8%	418
Larger size parking area than current dirt lot	61	14.5%	57	13.6%	112	26.7%	190	45.2%	420
No parking lot – street parking only	27	6.5%	25	6.0%	77	18.5%	288	69.1%	417
Time limit for parking	84	19.4%	119	27.4%	72	16.6%	159	36.6%	434
Gravel parking lot	76	17.5%	153	35.3%	88	20.3%	117	27.0%	434
Paved parking lot	132	29.7%	143	32.1%	64	14.4%	106	23.8%	445
Leave it as is (unimproved dirt lot)	63	14.7%	67	15.7%	97	22.7%	201	47.0%	428

## Percent Respondents Who Agree Or Strongly Agree With Parking Alternatives



**6. Indicate your household's level of interest in including each of the following elements/features in the Burnham Park.**

	Very Interested		Interested		Not Interested		Not At All Interested		Responses
	Count	Row %	Count	Row %	Count	Row %	Count	Row %	Count
Art, such as sculpture or sundial	96	20.6%	151	32.3%	89	19.1%	131	28.1%	467
Barbecues	62	13.2%	136	28.9%	112	23.8%	161	34.2%	471
Benches	198	41.1%	216	44.8%	22	4.6%	46	9.5%	482
Bicycle pump track	91	19.5%	123	26.4%	85	18.2%	167	35.8%	466
Bocce court	78	16.7%	127	27.1%	106	22.6%	157	33.5%	468
Children's playground (requires low fence)	109	23.0%	152	32.1%	84	17.8%	128	27.1%	473
Climbing boulders	90	19.3%	134	28.7%	88	18.8%	155	33.2%	467
Dog park (low fence off-leash area)	107	22.5%	117	24.6%	80	16.8%	171	36.0%	475
Fitness and running circuit (Parkours)	92	19.7%	132	28.2%	89	19.0%	155	33.1%	468
Half-court basketball (may require partial fence)	55	11.8%	116	24.9%	109	23.4%	185	39.8%	465
Horseshoes area	48	10.1%	123	26.0%	127	26.8%	175	37.0%	473
Interpretive signs, such as about nature, history	90	19.1%	195	41.3%	85	18.0%	102	21.6%	472
Lawn area (irrigated/planted/mowed grass)	85	18.3%	150	32.3%	88	19.0%	141	30.4%	464
Multi-use court (basketball, pickle ball, tennis, volleyball, etc.-requires high fence)	85	18.0%	99	21.0%	97	20.6%	190	40.3%	471
Native vegetation area	188	39.5%	189	39.7%	40	8.4%	59	12.4%	476
Ocean views	314	64.9%	119	24.6%	16	3.3%	35	7.2%	484

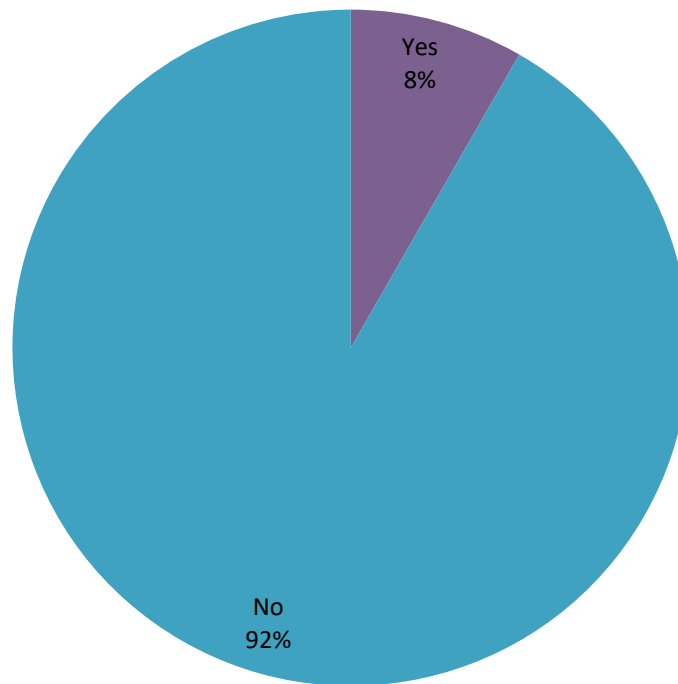
Outdoor showers	96	20.1%	131	27.4%	93	19.5%	158	33.1%	478
Picnic area- family	159	33.0%	186	38.6%	46	9.5%	91	18.9%	482
Picnic area - group	77	16.2%	144	30.3%	107	22.5%	147	30.9%	475
Plaza	37	8.0%	95	20.7%	143	31.1%	185	40.2%	460
Quiet area	84	17.8%	118	25.0%	119	25.2%	151	32.0%	472
Restrooms	241	49.0%	148	30.1%	36	7.3%	67	13.6%	492
Small amphitheater/stage	47	10.1%	131	28.2%	108	23.3%	178	38.4%	464
Skate park (small, below ground level)	126	26.9%	135	28.8%	72	15.4%	135	28.8%	468
Skate ramp (half pipe)	147	30.9%	130	27.4%	65	13.7%	133	28.0%	475

**6b. Percent respondents who are interested or very interested in park features, by households with youth under 18 and seniors 56 and older\***

<b>Park Feature</b>	<b>Total Survey</b>	<b>Households Kids 18&lt;</b>	<b>Seniors 56+</b>
Ocean views	89.5	90.8	90.2
Benches	85.9	87.1	85.6
Native vegetation area	79.2	76.5	80.7
Restrooms	79.1	81.9	79.6
Picnic area- family	71.6	77.2	69.4
Interpretive signs, such as about nature, history	60.4	60.3	60.9
Skate ramp (half pipe)	58.3	72.6	48.1
Skate park (small, below ground level)	55.7	70.1	46.7
Children's playground (requires low fence)	55.1	66.9	51.2
Art, such as sculpture or sundial	52.9	54.4	53.4
Lawn area (irrigated/planted/mowed grass)	50.6	56.2	50.4
Fitness and running circuit (Parkours)	47.9	53.8	46.7
Climbing boulders	48.0	70.2	38.7
Outdoor showers	47.5	60.7	37.2
Dog park (low fence off-leash area)	47.1	49.4	44.9
Picnic area - group	46.5	47.9	44.8
Bicycle pump track	45.9	64.2	33.1
Bocce court	43.8	47.2	41.1
Quiet area	42.8	28.6	79.6
Barbecues	42.1	44.6	40.7
Multi-use court (basketball, etc - requires high fence)	39.1	50.6	31.5
Small amphitheater/stage	38.3	45.6	34.3
Half-court basketball (may require partial fence)	36.7	47.8	30.1
Horseshoes area	36.1	35.6	34.9
Plaza	28.7	28.5	30.1

\* Yellow and blue colors indicate significant differences between households with youth 18< and with seniors 56+

**7. Would any above ground improvements in a Burnham Park impact your view of the ocean from your home?**

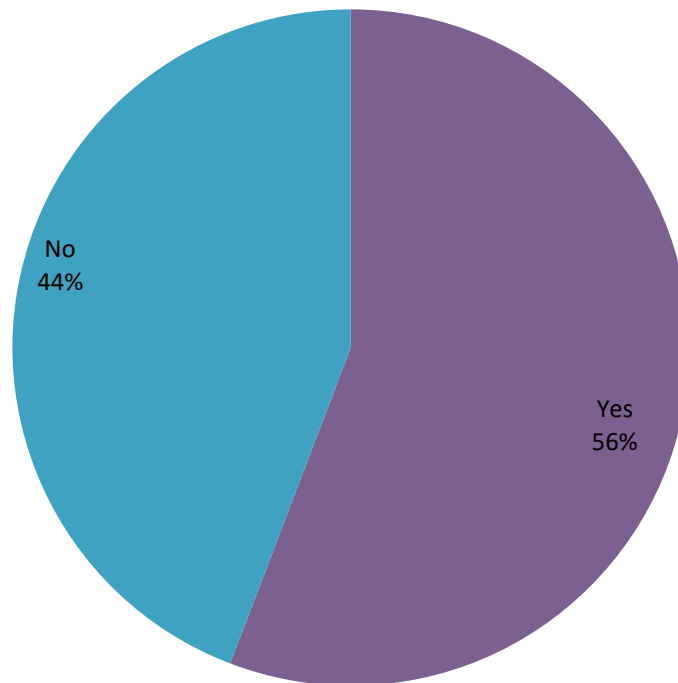


Value	Percent	Count
Yes	8.3%	41
No	91.7%	453
	Totals	494

**8. Additional ideas and comments about Burnham Park?**

See Appendix A for verbatim comments about Burnham Park

**9. GCSD provides summer recreation activities in the district. Have you ever seen information or heard about the summer recreation programs offered by the GCSD?**



Value	Percent	Count
Yes	55.8%	268
No	44.2%	212
	Totals	480

**10. How did you learn about the GCSD summer programs? Summary of written responses. \***

Source	Percent	Count
Newsletter/Mailer	52.4	11
Newspaper, HMB Review	19.0	4
Flyers	9.5	2
Neighbor	4.8	1
Post Office	4.8	1
Saw them occurring	4.8	1
Library	4.8	1
	Totals	21

\* Only respondents who had seen or heard about summer recreation programs



**11. Indicate your household’s level of interest in participating in the following possible recreation activities, if GCSD offered them locally.**

	Very Interested		Interested		Not Interested		Not At All Interested		Responses
	Count	Row %	Count	Row %	Count	Row %	Count	Row %	Count
Art Classes	88	19.4%	170	37.4%	96	21.1%	100	22.0%	454
Ballroom Dancing	35	7.7%	100	22.0%	127	28.0%	192	42.3%	454
Bridge Club	19	4.3%	45	10.1%	146	32.7%	237	53.0%	447
CPR, AED and/or First Aid Class	93	20.4%	212	46.6%	68	14.9%	82	18.0%	455
Coastal Clean-Ups	131	28.3%	232	50.1%	50	10.8%	50	10.8%	463
Concert (non-amplified)	112	24.0%	198	42.5%	62	13.3%	94	20.2%	466
Dog Training Classes	55	12.2%	114	25.3%	128	28.4%	153	34.0%	450
Guided Nature Walk/Hike	91	19.6%	194	41.7%	93	20.0%	87	18.7%	465
Guided Family Nature Walk In Spanish	24	5.4%	76	17.0%	144	32.1%	204	45.5%	448
Interpretive History Walks About Local Area	87	18.8%	204	44.1%	92	19.9%	80	17.3%	463
Learning Sport Fishing or Crabbing	57	12.7%	120	26.7%	114	25.3%	159	35.3%	450
Mah-Jong Club	19	4.3%	45	10.1%	144	32.3%	238	53.4%	446
Mountain Biking	69	15.4%	99	22.1%	123	27.5%	157	35.0%	448

Rosen Movement Class (increases flexibility and energy)	59	13.0%	158	34.7%	95	20.9%	143	31.4%	455
Sailing Camp for Youth	67	14.9%	130	28.9%	96	21.3%	157	34.9%	450
Skateboarding Camp	73	16.3%	113	25.3%	97	21.7%	164	36.7%	447
Surfing Lessons	100	22.1%	156	34.5%	76	16.8%	120	26.5%	452
Swimming	128	27.9%	149	32.5%	68	14.8%	113	24.7%	458
Tot Lot Jumpers (inflatable bounce houses for young Youth)	33	7.3%	77	17.1%	118	26.2%	223	49.4%	451
Zumba Gold	43	9.5%	93	20.4%	127	27.9%	192	42.2%	455
Yoga	113	24.4%	183	39.5%	77	16.6%	90	19.4%	463

**11b. Percent respondents who are interested or very interested in the following recreation activities, if GCSD offered them locally; by households with youth under 18 and households with seniors 56 and older\***

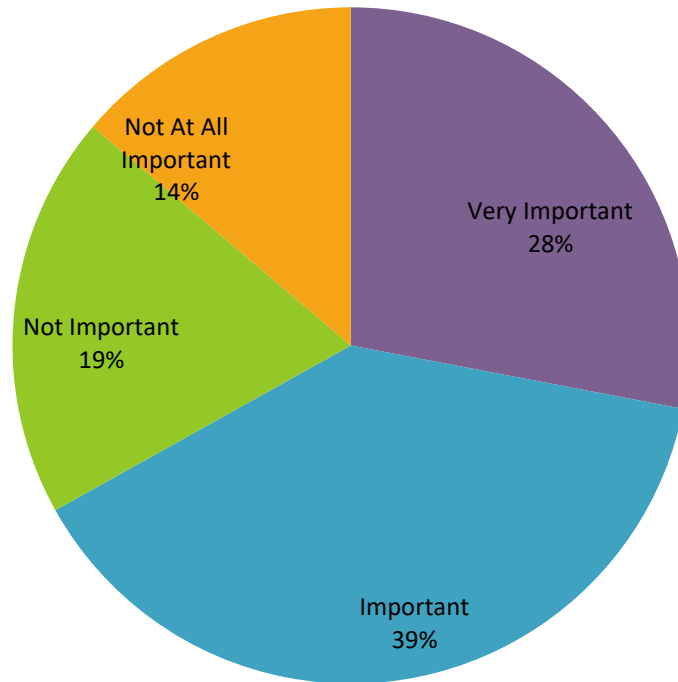
Recreation Activities	Households		
	Total	Kids 18<	Seniors 56+
Coastal Clean-Ups	78.4	85.9	72.8
CPR, AED and/or First Aid Class	67.1	75.7	63.1
Concert (non-amplified)	66.5	73.1	64.1
Yoga	63.9	68.8	58.4
Interpretive History Walks About Local Area	62.9	53.9	67.7
Guided Nature Walk/Hike	61.3	56.6	64.5
Swimming	60.4	79.4	50.2
Art Classes	56.8	61.3	51.2
Surfing Lessons	56.6	76.1	45.2
Rosen Movement Class (increases flexibility a	47.4	29.5	53.2
Sailing Camp for Youth	43.8	60.1	32.6
Skateboarding Camp	41.6	61.4	28.7
Learning Sport Fishing or Crabbing	39.4	51.1	31.4
Dog Training Classes	37.5	37.8	36.9
Mountain Biking	37.5	55.4	25.8
Ballroom Dancing	29.7	25.1	29.2
Guided Family Nature Walk In Spanish	22.4	22.5	21.3
Mah-Jong Club	24.4	9.5	13.9
Bridge Club	14.4	9.5	17.6

\* Yellow and blue indicates significant differences

**12. Additional ideas and comments about summer recreation**

See Appendix B for verbatim comments about summer recreation

**13. GCSD is interested in having a small local Community Recreation Center. How important to you and your family is a small Community Recreation Center near central El Granada?**



Value	Percent	Count
Very Important	28.0%	132
Important	38.9%	183
Not Important	19.3%	91
Not At All Important	13.8%	65
	Totals	471

**14. How important would each of the following elements / features be for a small Community Recreation Center in El Granada?**

	Very Important		Important		Not Important		Not At All Important		Responses
	Count	Row %	Count	Row %	Count	Row %	Count	Row %	Count
Basketball court	67	15.4%	136	31.3%	91	20.9%	141	32.4%	435
Childcare room	54	12.4%	125	28.7%	106	24.3%	151	34.6%	436
Crafts room (such as pottery, painting)	99	22.1%	197	44.0%	63	14.1%	89	19.9%	448
Event space	106	23.8%	195	43.7%	59	13.2%	86	19.3%	446
Fitness room	113	25.3%	155	34.8%	92	20.6%	86	19.3%	446
Large multi-purpose room	90	20.1%	181	40.5%	84	18.8%	92	20.6%	447
Multi-sport court (basketball, volleyball, tennis, pickle ball)	100	22.6%	157	35.5%	75	17.0%	110	24.9%	442
Small meeting room	57	12.8%	195	43.8%	96	21.6%	97	21.8%	445
Small swimming pool	165	36.7%	101	22.4%	70	15.6%	114	25.3%	450

**14b. Percent respondents who are interested or very interested in the following community center features; by households with youth under 18 and households with seniors 56 and older\***

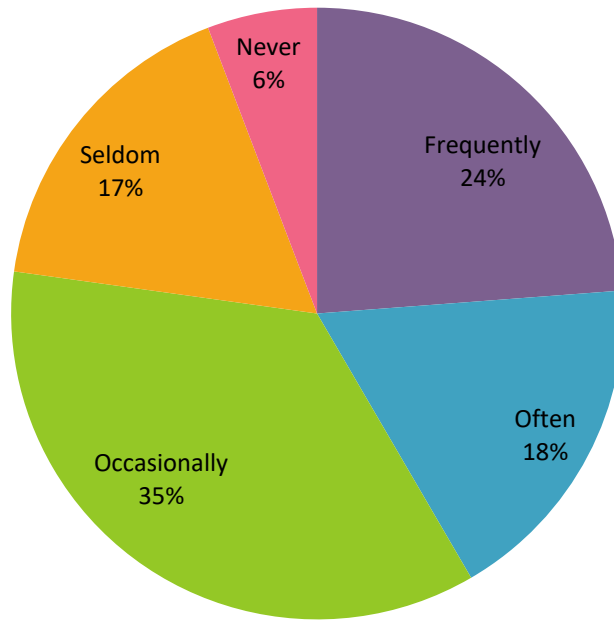
Feature	Households		Seniors
	Total	Kids 18<	56+
Event space	67.5	67.3	65.8
Crafts room (such as pottery, painting)	66.1	70.5	60.8
Large multi-purpose room	60.6	62.6	57.4
Fitness room	60.1	59.1	58.2
Small swimming pool	59.1	73.5	53.4
Multi-sport court (basketball, pickleball, etc)	58.1	71.7	48.1
Small meeting room	56.6	50.7	60.3
Basketball court	46.7	59.7	40.4
Childcare room	41.1	46.2	36.3

\* Yellow and blue indicates significant differences

**15. Additional ideas and comments on a small community recreation center**

See Appendix C for verbatim comments about a community recreation center

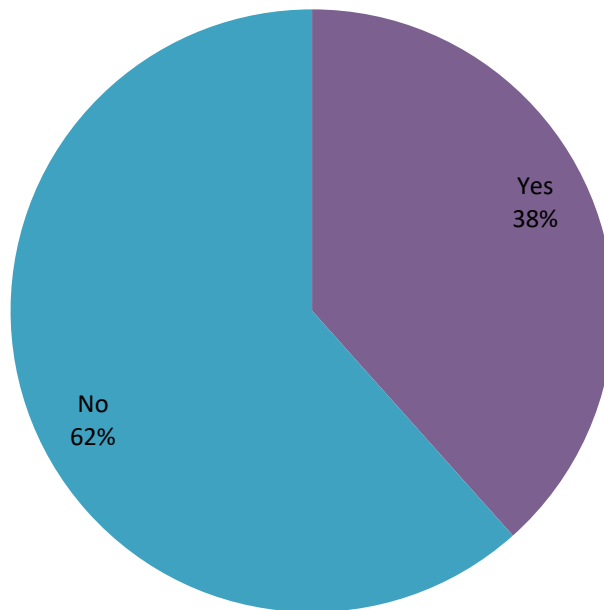
**16. How often do you and members of your household travel to parks outside of the local area for recreational facilities or activities not provided locally?  
2019 Survey.**



**16b. Comparison of 2015 survey results and 2019 results.**

Value	2015 Percent	2019 Percent
Frequently	11.5%	23.8%
Often	18.1%	17.8%
Occasionally	38.9%	35.6%
Seldom	23.8%	17.0%
Never	7.2%	5.8%
Totals		

**17. Do you feel there are sufficient public park and playground areas within our community?**



**17b. Comparison between 2015 survey and 2019 results**

Value	Percent 2015 Survey	Percent 2019 Survey
Yes	11.9%	38.4%
(Somewhat -2015 survey only)	21.7%	(Not an option in 2019)
No	66.4%	61.6%

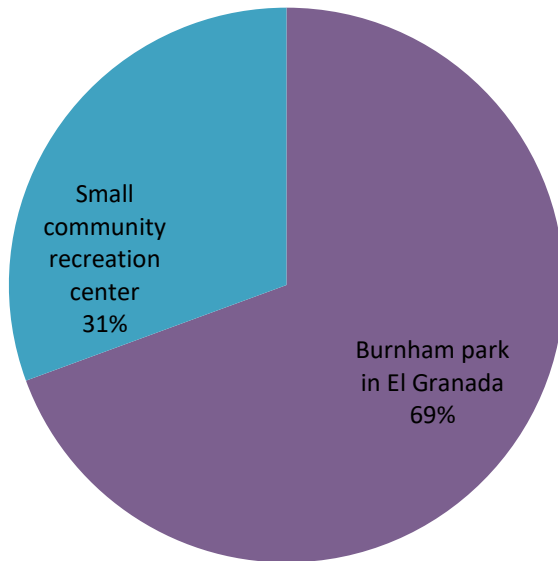
\* 2015 responses presented in this table were reversed to make them comparable with 2019 survey

**17c. Percent respondents who feel there are sufficient public park and playground areas within our community; by households with Youth 18< and households with seniors 56 or older. 2019.**

Value	All Respondents	Households With Youth 18<	Households With Seniors 56+
Yes	38.4	30.8	39.6
No	61.6	68.1	60.4



**18. If only ONE park and recreation project could be accomplished by the District in the next five (5) years, which of the following projects should be undertaken? (Check only one)**

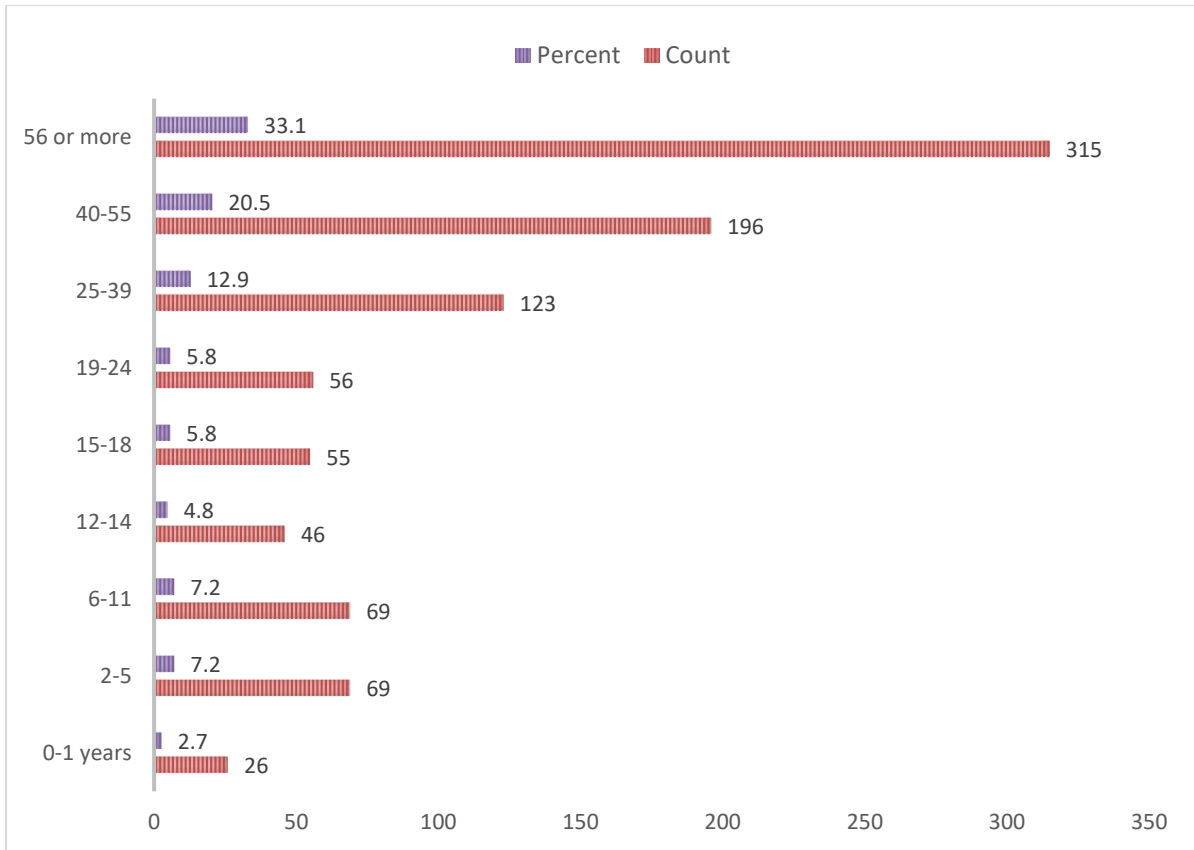


Value	Percent	Count
Burnham park in El Granada	69.4%	320
Small community recreation center	30.6%	141
	Totals	461

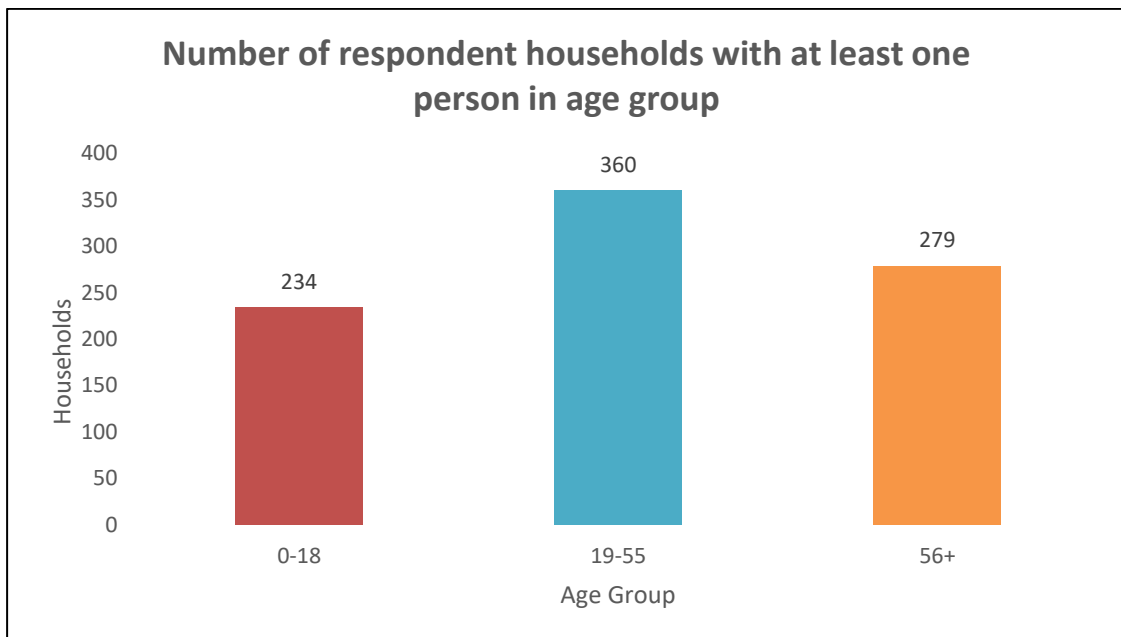
**18b. If only ONE park and recreation project could be accomplished by the District in the next five (5) years, which of the following projects should be undertaken; by households with Youth 18< and households with seniors 56+**

Project	All Respondents	Households With Youth 18<	Households With Seniors 56+
Burnham park in El Granada	69.4%	69.2%	68.1%
Small community recreation center in central El Granada	30.8%	30.8%	31.9%

**19. Including yourself, list number of persons in your household by age group**

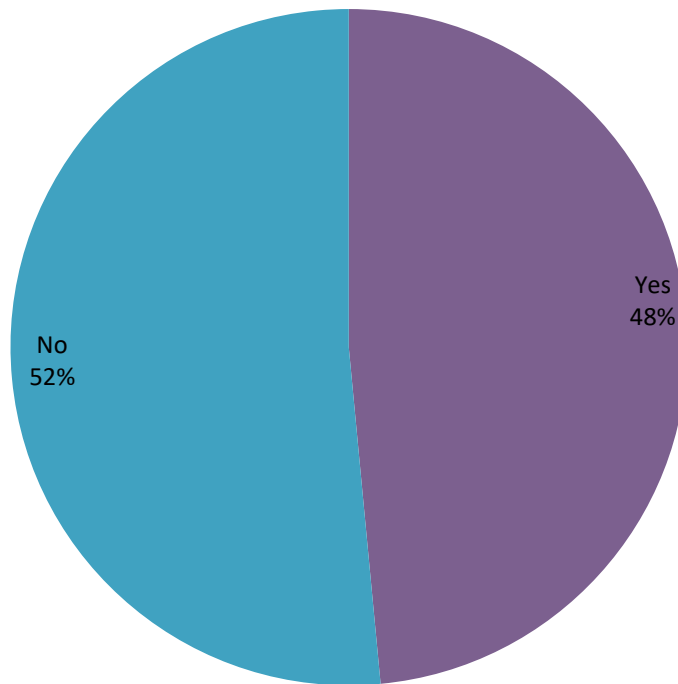


\* Table shows total number of persons in each age group. The total count adds up to more than the 508 total survey responses because some households have more than one age group living there.



\* Table shows the total number of households in each age group. The total count adds up to more than 508 total responses because some households have more than one age group living there.

**20. As a token of our appreciation for completing the survey, would you like to be entered into a drawing for one of four \$25 gift cards to Spangler’s Market in El Granada for completing this survey? Only one person per household may enter.**



Value	Percent	Count
Yes	48.5%	220
No	51.5%	234
	Totals	454

## **Appendix A. Verbatim comments for Q8. Additional ideas and comments about Burnham Park**

Needs fences for people to feel safe near high traffic areas

Ensure no homeless encampments.

Swimming Pool

Trails - any as long as it's maintained!!! and pretty. El Granada's all about the views! Keep it simple, clean looking. Don't block views from existing homes

If parking in the area is maintained, please install fences and signs compelling pedestrians to cross Highway 1 at the intersection and crosswalk on Coronado Street. The existing practice of parking on Highway 1 and in the dirt lot creates unreasonable levels of traffic on Highway one, and unsafe conditions for pedestrians.

Ocean views should be the focus. Green areas with blooming native vegetation a must.

Some type of fencing between park and Hwy 1

Local Parking Only!!!!!!!!!! Save the jetty ramp! Everyone in this town has a dog, do not make it leash only/no dogs; only people wanting this are not locals

only worried that homeless may use for living in vehicles

Should not raise rates for this!

Plant trees, maybe an earthen berm to block noise from highway

Whale watching station

Must be dog friendly! Visitors will definitely park there - look at parking now. Keep it local friendly. Also need adult activities - Youth have schools to play in. Make it an activity area, not a homeless hangout. I would love a mini-golf course (18 holes) w/very artistic, local holes - not a kiddie course - adults mostly to enjoy. Make it for over 18 people. Your liability is going up with kid stuff. If you do a dog park please do a nice one, not like HMB - put up a fence and throw wood chips

I am very interested in a skate park below ground level, but not sure what "small" means. I would prefer larger, but there is no indication of size. Also, the parking I prefer would be dependent on what

else is in the strip. I would prefer a larger space for nature/activities than parking, but I cannot really judge based on the available information.

Very concerned about safety for our community. Parking time limits are necessary to keep public access open and the homeless vans/rvs to a minimum. You'll have to put in a toilet dump if you allow them to continue parking along your property. The entire street and lot are filled with refuse and waste. Super unhealthy. No showers for the same reason. The unintended consequences of all these big ideas could be disastrous for our community and painfully expensive for GCSD. Strongly suggest you think everything through from the perspective of the very worst case scenario (kidnappers, thieves, drug activities coupled with quick and close highway access, etc.) Have mitigation plans thought through and in writing before finalizing construction plans to avoid as many potential problems as possible.

Children's playground with a nautical theme like at Shoreline in Mountain View or at the small park near Ferry Building in SF.

Great architecture representing natural elements would be incredible for a kids playground

It's a busy traffic area with noise from cars, which makes it unsuitable for anything 'contemplative' like ocean viewing, picnicking... Works as a transit area, path, or sports. Nice plants would help.

Please don't plant grass that needs watered and maintained!!! Such a waste of water, when there are other options available. Plus you will always battle gophers - not worth it at all. Native drought tolerant plantings would be amazing! Also expanding parking - which is already an issue along this stretch of highway. And please please make sure to add a garbage solution!!! Surfers beach is already overwhelmed with garbage every weekend... this area would need to have a well-planned garbage/recycling solution!

I think a community park is needed in EG with proper amenities that is lacking in that area. Not too big and that would fit into the natural beauty of the coast. Having a place for kids and families to come together and something to do so we don't have to clog up our congested highways to seek out those activities elsewhere. Thank you!

## **Appendix B. Q12. Additional ideas and comments about summer recreation.**

### Response

Sailing, Surfing, Zumba Gold - already exists. Tot Lot - go to 92. Yoga - lots of classes already to choose from. I love to swim. Joined CSM 3 days/week. Water aerobics - great fun class!

Lecture Series

Again, none of this should raise rates

Surfing lessons for seniors

We need adult activities. There are many things for kids, nothing for adults.

Tai chi, yoga - anything for those of us over 50!

Jumping houses for tots are extremely unsanitary and a huge cause of illness. Tested samples revealed fecal material in all of them. Ewwwww...

Tai Chi please

We could really use an 18 hole disc golf course. Easy to install baskets, inexpensive to maintain, and fun for all ages.

Community meeting room would be welcome

Trail building

Frisbee golf

Tai chi

Tai Chi, paddle boarding, kayaking, hiking/walking

Would love a disc golf course

Sanitation districts should not be spending public money on recreation programs.

Bocce league

More community based activities in a central plaza like concerts or flea markets or farmer's markets, etc.

Why only summer?

## **Appendix C. Verbatim comments Q15. Additional ideas and comments about a small community recreation center**

A real pool not a small pool

Ensure controlled and safe space.

As long as it's beautiful and not painted bright or orange or yellow. Blends with nature, wood.

Large multi-purpose room could serve most needs. Cupboards/storage areas for separate activities, i.e. crafts

A racketball court. There isn't one anywhere on the coast.

Kitchen facility

Should not have to raise rates to do this!

Plenty of bike racks or lockers

Tennis, ping pong. Movies!!. Lap pool for ADULTS - kids can go to high school. This area lacks an adult rec area. kids and seniors are covered. A pool is loved by many for health yet we do not have 1 lap pool for adult exercise.

Again, it is hard to answer these questions with the available information. Presumably, this means a building as opposed to a previous question about having a multi-use court that needs a high fence. What does "small" mean? These questions are being asked in a vacuum.

We would love love love additional swimming pool options around here!!! We drive to Pacific for their parks & Rec swimming. A local option would be amazing!!!! So many families would love it!  
We need a large community pool and a large community center with attendant basketball, raquetball/handball courts, and ballfields where kids can kick or throw a ball around.

Cooking classes please! With fish from harbor boats!

Pool pool pool pool pool pool pool in a town with no pool

Where?

Would like 25 yard pool for lap swimming.

Ping pong tables, pool tables

This would be a better place for a multi-sport court, I think. Can the pool be larger? Olympic?

Sanitation districts should not be spending public money on community centers

**Appendix D. 2019 GCSD Parks and Recreation Community Interest Survey**

1) *In which neighborhood do you live?*

- Princeton
- Miramar
- El Granada
- Clipper Ridge (Princeton-by-the-Sea)

2) *How many years have you lived in this neighborhood?*

- Less than 1 year
- 1-5
- 6-10
- 11-15
- 16-25
- 26 years or more

3) *How important is a community park along the Burnham Strip to you and your family?*

- Very important
- Important
- Not important
- Not at all important

4) *Indicate your household's level of interest in including each of the following trail options:*

	<b>Very Interested</b>	<b>Interested</b>	<b>Not Interested</b>	<b>Not At All Interested</b>
Internal Park Trails - Paved	()	()	()	()
Internal Park Trails – Unpaved	()	()	()	()



Perimeter Trail - Paved	( )	( )	( )	( )
Perimeter Trail - Unpaved	( )	( )	( )	( )

5) Indicate your household's level of interest in including each of the following parking lot options.

	<b>Very Interested</b>	<b>Interested</b>	<b>Not Interested</b>	<b>Not At All Interested</b>
Same size parking area as current dirt lot	( )	( )	( )	( )
Smaller size parking area than current dirt lot	( )	( )	( )	( )
Larger size parking area than current dirt lot	( )	( )	( )	( )
No parking lot – street parking only	( )	( )	( )	( )
Time limit for parking	( )	( )	( )	( )
Gravel parking lot	( )	( )	( )	( )
Paved parking lot	( )	( )	( )	( )
Leave it as is (unimproved dirt lot)	( )	( )	( )	( )

6) Indicate your household's level of interest in including each of the following elements/features in the Burnham Park.

	<b>Very Interested</b>	<b>Interested</b>	<b>Not Interested</b>	<b>Not At All Interested</b>
Art, such as sculpture or sundial	( )	( )	( )	( )
Barbecues	( )	( )	( )	( )
Benches	( )	( )	( )	( )
Bicycle pump track	( )	( )	( )	( )
Bocce court	( )	( )	( )	( )
Children's playground (requires low fence)	( )	( )	( )	( )
Climbing boulders	( )	( )	( )	( )
Dog park (low fence off-leash area)	( )	( )	( )	( )
Fitness and running circuit (Parkours)	( )	( )	( )	( )
Half-court basketball (may require partial fence)	( )	( )	( )	( )
Horseshoes area	( )	( )	( )	( )
Interpretive signs, such as about nature, history	( )	( )	( )	( )
Lawn area (irrigated/planted/mowed grass)	( )	( )	( )	( )
Multi-use court (basketball, pickle ball, tennis, volleyball, etc.-requires high fence)	( )	( )	( )	( )

Native vegetation area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ocean views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picnic area- family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picnic area - group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plaza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quiet area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small amphitheater/stage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skate park (small, below ground level)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skate ramp (half pipe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) *Would any above ground improvements in a Burnham Park impact your view of the ocean from your home?*

- Yes
- No

8) *Additional ideas and comments about Burnham Park*

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9) *GCS D provides summer recreation activities in the district. Have you ever seen information or heard about the summer recreation programs offered by the GCS D?*

- Yes (Continue)
- No (Go to Q11)

10) *How did you learn about the GCS D summer programs?*

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11) Indicate your household's level of interest in participating in the following possible recreation activities, if GCSD offered them locally.

	<b>Very Interested</b>	<b>Interested</b>	<b>Not Interested</b>	<b>Not At All Interested</b>
Art Classes	( )	( )	( )	( )
Ballroom Dancing	( )	( )	( )	( )
Bridge Club	( )	( )	( )	( )
CPR, AED and/or First Aid Class	( )	( )	( )	( )
Coastal Clean-Ups	( )	( )	( )	( )
Concert (non-amplified)	( )	( )	( )	( )
Dog Training Classes	( )	( )	( )	( )
Guided Nature Walk/Hike	( )	( )	( )	( )
Guided Family Nature Walk In Spanish	( )	( )	( )	( )
Interpretive History Walks About Local Area	( )	( )	( )	( )
Learning Sport Fishing or Crabbing	( )	( )	( )	( )
Mah-Jong Club	( )	( )	( )	( )

Mountain Biking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosen Movement Class (increases flexibility and energy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sailing Camp for Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skateboarding Camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfing Lessons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tot Lot Jumpers (inflatable bounce houses for young kids)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zumba Gold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yoga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12) *Additional ideas and comments about summer recreation*

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13) *GCSD is interested in having a small local Community Recreation Center. How important to you and your family is a small Community Recreation Center near central El Granada?*

- Very Important
- Important
- Not Important
- Not At All Important

14) How important would each of the following elements / features be for a small Community Recreation Center in El Granada?

	<b>Very Important</b>	<b>Important</b>	<b>Not Important</b>	<b>Not At All Important</b>
Basketball court	( )	( )	( )	( )
Childcare room	( )	( )	( )	( )
Crafts room (such as pottery, painting)	( )	( )	( )	( )
Event space	( )	( )	( )	( )
Fitness room	( )	( )	( )	( )
Large multi-purpose room	( )	( )	( )	( )
Multi-sport court (basketball, volleyball, tennis, pickle ball)	( )	( )	( )	( )
Small meeting room	( )	( )	( )	( )
Small swimming pool	( )	( )	( )	( )

15) Additional ideas and comments on a small community recreation center

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16) How often do you and members of your household travel to parks outside of the local area for recreational facilities or activities not provided locally?

- Frequently
- Often
- Occasionally
- Seldom
- Never

17) Do you feel there are sufficient public park and playground areas within our community?

- Yes
- No

18) If only ONE park and recreation project could be accomplished by the District in the next five (5) years, which of the following projects should be undertaken? (Check only one)

- Burnham park in El Granada
- Small community recreation center

19) Including yourself, list the number of persons in your household by age group. Do not write your age in years.

	0-1 years	2-5	6-11	12-14	15-18	19-24	25-39	40-55	56-65	66-74	75 or more
Number of persons	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

20) As a token of our appreciation for completing the survey, would you like to be entered into a drawing for one of four \$25 gift cards to Spangler's Market in El Granada for completing this survey? Only one person per household may enter.

- Yes (Continue)
- No (Go to Thank You)

21) What is your name?

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22) What is your email address?

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Thank you for taking our survey. Your response is very important to us.

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**ITEM #3**

GRANADA COMMUNITY SERVICES DISTRICT

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**AGENDA MEMORANDUM**

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Report from Ad Hoc Committee Regarding Partnering with the San Mateo County Harbor District to share Office Space  
Date: October 17, 2019

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The Ad Hoc Committee of Directors Clark and Suchomel have met twice with the Harbor District Committee to discuss the District's level of interest in partnering with them in the development of a proposed office building on the Post Office lot, by including potential office space for the GCSD. President Clark requested this Item for Board discussion.

**ITEM #4**



# GRANADA COMMUNITY SERVICES DISTRICT

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## AGENDA MEMORANDUM

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To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Consideration of Fiscal Year End June 30, 2018 Audited Financial Report

Date: October 17, 2019

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Attached are the Fiscal Year 2017/18 Audited Financial Statements for your Board's review. The first part of the audit contains the Management's Discussion and Analysis of the District's financial statements, which highlights some of the significant changes in the District's year over year financial operations. The audit shows that the District is on sound financial footing, and I will discuss the details of the audit further at our meeting.



**GRANADA COMMUNITY  
SERVICES DISTRICT**

**MANAGEMENT REPORT**

**FOR THE YEAR ENDED JUNE 30, 2018**

**GRANADA COMMUNITY SERVICES DISTRICT**

Management Report  
For the Year Ended June 30, 2018

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Board of Directors of the  
Granada Community Services District  
Granada, California

In planning and performing our audit of the financial statements of the Granada Community Services District for the year ended June 30, 2018, we considered the District's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

Our consideration of the internal control would not necessarily disclose all matters in the internal control that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce, to a relatively low level, the risk that errors or irregularities in amounts that would be material in relation to the basic financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

We will review the status of these comments during our next audit engagement. We will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing any changes you may make. We thank the District's staff for its cooperation on this audit.

Fechter & Company,  
Certified Public Accountants



October 1, 2019  
Sacramento, California

# GRANADA COMMUNITY SERVICES DISTRICT

Required Communication  
For the Year Ended June 30, 2018

## **The Auditor's Responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated December 17, 2018, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the District financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

## **Significant Accounting Policies**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

## **Internal Control Related Matters**

In any smaller entity, whether private enterprise or a governmental agency, the lack of segregation of duties can present potential issues in regard to the perpetuation and concealment of fraud. Even with a perfect segregation of duties, frauds can be perpetuated and concealed. The District can perform some specific control procedures to help reduce the risk of fraud, however. Some of the controls would include:

- Having someone independent of the bank reconciliation function review the bank statements on a monthly basis. At this District, it would mean someone independent of the accounting function reviewing the county reports and multitude of bank accounts and bank reconciliations.
- Examining a budget to actual report on a frequent basis.
- Comparing the financial statements on a detailed level to the prior year on a frequent basis.
- Requiring someone independent of the payroll process review payroll on a bi-weekly basis, checking for accuracy of pay rates, paid time off recorded, etc.

## GRANADA COMMUNITY SERVICES DISTRICT

### Required Communication For the Year Ended June 30, 2018

- Verifying that a second person is approving all disbursement activity and that an individual independent of the accounting function is signing checks and asking questions about invoices presented for payment.
- Frequently displaying “professional skepticism” when considering staff responses on District finances.

California Government Code Section 12422.5 requires the State Controller’s office to develop internal control guidelines applicable to each local agency by January 1, 2015. The intent of the legislation is to assist local agencies in establishing a system of internal control to safeguard assets and prevent and detect financial errors and fraud. To this end, the State Controller’s Office has produced a draft of control guidelines for local Agencies. As the District contemplates changes to its system of internal control, we advise in utilizing these guidelines when developing internal procedures to assist with your internal control processes.

The State Controller’s office has defined internal controls into five components that work together in an integrated framework. Their guidelines were adopted from the definitions and descriptions contained in *Internal Control – Integrated Framework*, published by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). The components are:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring Activities

The objective of *control environment* is the set of standards, processes, and structures that provided the basis for carrying out internal control across the entity. The governing board and management establish the “tone at the top” regarding the importance of internal control, including expected standards of conduct which then cascade down through the various levels of the organization and have a strong effect on the overall system of internal control.

A District’s *Risk Assessment* process includes how management identifies risks (including fraud risk) relevant to the preparation and fair presentation of the financial statements in accordance with the District’s applicable financial reporting framework. In addition, this would also involve areas of business and operational risk which could potentially affect the District’s finances on a go-forward basis.

The District’s risk assessment process is an extremely important activity the board and management should undertake. Every organization, public or private, faces business risks on a day to day basis. Identifying those risks and then acting on them in a timely manner may prevent future problems from becoming completely unmanageable.

Management should consistently attempt to identify risks that exist and then present those risks to the board for action. It is impossible for us to identify every potential risk that exists but either way,

## GRANADA COMMUNITY SERVICES DISTRICT

Required Communication  
For the Year Ended June 30, 2018

management and the board should proactively attempt to identify risks that could adversely affect the District's operations.

*Control Activities* are in reference to establishing policies and procedures that achieve management directives and respond to identified risks in the internal control system. These are specific procedures designed to perform a secondary review of internal processes that will allow for segregation of duties and a management level review of processed transactions.

*Information and Communication* are the District's methods of identifying what information is relevant to present to management and the board to assist the District in making the correct decisions. It also is in reference to the District's internal processes of gathering and summarizing that information.

*Monitoring* involves evaluating the effectiveness of controls on an on-going basis and taking remedial actions when necessary when identified by the other control procedures in place. On-going monitoring activities often are built into the normal recurring activities of a local government and include regular management and supervisory activities.

There is no catch-all for finding all instances of fraud within any entity, whether public or private. One of the key factors in helping prevent fraud is to encourage ethical behavior at all levels of the organization, i.e., "tone at the top". Another key would be to note instances of abnormal behavior of finance or accounting staff when questioned about District financial matters.

The District should remember that they have outside resources available in the case of fraud – they are able to contact District auditor, their attorney, or county auditor-controller should anyone feel there is a chance of fraud or abuse.

# GRANADA COMMUNITY SERVICES DISTRICT

Required Communication  
For the Year Ended June 30, 2018

## Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements were:

- Capital asset lives and depreciation expense
- Actuarial study to determine the District's annual required pension contribution
- Actuarial study to determine the District's net pension liability

## Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of financial statements. An audit adjustment may or may not indicate matters that could have a significant effect on the District's financial reporting process. The following audit adjustments, made by us on an annual basis, indicates matters that could have a significant effect on the District's financial reporting process:

- Posting current year depreciation expense and capitalizing fixed asset purchases.
- Recording adjustments to year-end accounts payable.
- Recording adjustments to agree the financial statements to prior year balances.
- Recording current year changes to GASB 68 pension accounts.
- Reclassification of miscellaneous income to a credit to advances receivable.

## Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

## Consultations with Other Independent Auditors

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

# **GRANADA COMMUNITY SERVICES DISTRICT**

Required Communication  
For the Year Ended June 30, 2018

## **Other Audit Findings or Issues**

During our audit, we examined 4 months of credit card payments and their attached receipts. The test resulted in 6 missing receipts. In contrast with prior years, it appears that the District is doing a better job of maintaining supporting receipts for their District purchases. The number of missing receipts dropped from 19 in fiscal year 15/16 to only 6 in fiscal year 16/17 and 6 in fiscal year 17/18. Although the total of these 6 transactions was immaterial, we recommend that the District does a better job of tracking receipts.

## **Issues Discussed Prior to Retention of Independent Auditors**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

## **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing our audit.

**GRANADA COMMUNITY  
SERVICES DISTRICT  
Annual Financial Report  
and Supplemental Information  
With Independent Auditor's Report Thereon**

**Years Ended  
June 30, 2018 and 2017**

**GRANADA COMMUNITY SERVICES DISTRICT**

**Basic Financial Statements and Supplemental Information**

Years Ended June 30, 2018 and 2017

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**INDEPENDENT AUDITOR'S REPORT**

Governing Board  
Granada Community Services District  
El Granada, California

***Report on the Financial Statements***

We have audited the accompanying financial statements of the business-type activities of the Granada Community Services District (the District) as of June 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Controller's *Minimum Audit Requirements for California Special Districts*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Governing Board  
Granada Community Services District  
El Granada, California

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Granada Community Services District as of June 30, 2018 and 2017, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3-5, and the Schedule of the District's Proportionate Share of the Net Pension Liability and the Schedule of Pension Contributions on page 22, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Fechter & Company  
Certified Public Accountants



Sacramento, California  
October 1, 2019

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Management's Discussion and Analysis**  
Years Ended June 30, 2018 and 2017

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This section of the Granada Community Services District's (District) annual financial report presents management's discussion and analysis of the District's financial performance during the fiscal year ended June 30, 2018. Please read it in conjunction with the District's financial statements which follow this section.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report includes this management discussion and analysis report, the independent auditor's report, and the basic financial statements of the District. The basic financial statements also include notes that explain in more detail some of the information in the financial statements.

**BASIC FINANCIAL STATEMENTS**

The District's financial statements include the statements of net position, statements of revenues, expenses and changes in net position, statements of cash flows, and the statements of fiduciary net position. These statements are prepared in a manner similar to commercial enterprises. The purpose of the statement of net position is to report all assets and liabilities of the District as of the date of the statement. The difference between the assets and liabilities is net position, which represents the portion of total assets not encumbered by debt. Assets and liabilities are reported at historical cost, except for investments, which are reported at fair market value in accordance with accounting pronouncements. Long-term infrastructure assets such as pump stations and sewer lines are reduced by depreciation based upon the expected remaining life of the underlying asset. The District records assets on its books when it takes ownership and liabilities when it incurs the obligation to pay, whether or not it has actually been billed.

**Proprietary Funds**

The District uses an Enterprise Fund to account for its sewer service. The proprietary fund financial statements include statements of net position, statements of revenues, expenses, and changes in net position, and statements of cash flows. These statements are accounted for on an economic resources measurement focus using the accrual basis of accounting similar to commercial enterprises.

Sewer service is provided through the service area of the District, except for the area designated as rural. The basic unit of charge used to calculate sewer service and connection fees is called an Equivalent Residential Unit (ERU), which equates to an estimated 221 gallons per day of wastewater flow. All single family homes are charged 1 ERU as their sewer service charge. Commercial properties are charged a sewer service fee based upon a formula which takes into account their water usage for the year, as well as a strength of wastewater component. The charge per ERU for fiscal year ending June 30, 2018 was \$460, which was an increase from \$402 in the prior year. Sewer service charges are used to fund the ongoing operations of the District, including administration, operations, treatment, collections, and depreciation set aside costs.

**Fiduciary Funds**

The District uses an Agency Fund to account for resources held for the benefit of parties outside the government. Statements of fiduciary net position are included in the District's basic financial statements and are accounted for on an economic resources measurement focus using the accrual basis of accounting.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Management's Discussion and Analysis**  
Years Ended June 30, 2018 and 2017

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The Assessment District was formed and funded in 1996 for the purpose of providing the District's share of funds for the expansion of the Sewer Authority Mid-Coastside (SAM) Wastewater Treatment Plant. It was created under the Municipal Improvement Act of 1913 and the Improvement Bond Act of 1915 in combination with the Integrated Financing District Act. A total of \$8.1 million in bonds were originally issued, backed by an assessment on 1,618 parcels. The bonds were refinanced in 2003 at a lower interest rate. Due to the pay-down of principal and pre-payments from some assessed parcels, \$6.1 million in bonds were issued backed by assessments on 1,355 parcels.

**STATEMENT OF NET POSITION**

The total assets of the District decreased \$758,279 from June 30, 2017. Current assets decreased from \$4,663,100 to \$4,311,110. The District uses its cash reserve as a set aside for short and long term replacement of capital assets. The item titled "Due from County of San Mateo" represents receivables due from the County for the annual sewer service charge. The District utilizes the County's property tax roll to collect its annual sewer service charges. The County collects these charges on the property tax bills sent to tax payers, and then sends monthly payments to the District based upon payments received.

**OPERATING REVENUES AND EXPENSES**

A summary of the District's statements of revenues, expenses and changes in net position is presented below, along with any changes management considers significant from the previous year.

<u>OPERATING REVENUES</u>	<u>2018</u>	<u>2017</u>	<u>Increase (Decrease)</u>
Sewer service charges	\$1,273,413	\$1,271,091	\$2,322

- The increase is relatively consistent with the prior year figures.

**OPERATING EXPENSES**

	<u>2018</u>	<u>2017</u>	<u>Increase (Decrease)</u>
SAM Expenses:			
Sewage administration	\$ 270,099	\$ 284,951	\$ (14,852)
Sewage treatment	743,509	645,762	97,747
Sewage environmental compliance	42,461	37,766	4,695
Sewage collection	239,952	242,350	(2,398)
Total SAM expenses	<u>\$ 1,296,021</u>	<u>\$ 1,210,829</u>	<u>\$ 85,192</u>

- SAM costs are amounts paid to the Sewer Authority Mid-Coastside Joint Powers Authority (SAM) to manage and operate the treatment plant and Intertie Pipeline System (IPS), as well as provide sewer cleaning, inspection, and maintenance services on a contract basis for the GCSD sewer system. These costs increased slightly from 2017.

GCSD Administrative and general expenses	\$795,237	\$629,614	\$165,623
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- GCSD's administration costs increased by 26% over the prior year due primarily to increases in legal and professional fees.

Infrastructure repair costs	\$712,812	\$311,621	\$401,191
-----------------------------	-----------	-----------	-----------

- General infrastructure repair costs increased by 129% due primarily to the SAM IPS pipeline project.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Management's Discussion and Analysis**  
Years Ended June 30, 2018 and 2017

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<u>NON OPERATING REVENUES</u>			<u>Increase</u>
Property taxes	\$912,788	\$824,921	\$87,867
• Slight increase from prior year due to increased assessments and a larger ERAF refund.			
Interest income	\$58,866	\$31,993	\$26,873
• Interest income increased due to an increase in interest rates for the LAIF fund.			

**BUDGETARY PROCESS**

The District budget is presented to the Board of Directors for their comments each year at the regular May District Board Meeting, and is approved at the June meeting. The budget is basically comprised of two functions: administration, which comprises the general office work, permitting, management, legal, and financial aspects of the business; and sewer operations, which represents the District's share of the costs for the SAM wastewater treatment plant operations and maintenance, as well as the costs for maintaining the District's pipeline and pump station system. The SAM treatment, collection and administrative budget accounts for approximately \$1,195,093 of the District's \$1,792,093 annual operational expenditures, or 66.7% of the total budget. Capital projects are budgeted along with the operations budget.

**CAPITAL ASSETS**

The District's capital assets are comprised of its sewer lines, pump stations, force mains, and its share of the SAM Wastewater Treatment Plant (29.5%). The District currently operates and maintains 1 pump station and 34 miles of sewer pipeline. The annual depreciation calculation is based upon the estimated useful life of the assets. Actual repairs, upgrades, or replacements to capital assets are based upon review of the assets' physical conditions as well as the expected useful life of the asset.

**LONG-TERM DEBT**

The District's only long-term debt was issued as a Certificate of Participation (COP) for \$1,145,000 in 1996, and was refinanced as a bank loan in 2002 at a lower interest rate. The COP was used to pay for the shortfall in funding associated with the SAM Wastewater Treatment Plant Expansion that year. The final principal payment on this note was paid in fiscal year 2016-17.

**ECONOMIC FACTORS AFFECTING CURRENT FINANCIAL POSITION**

The economic conditions continue to improve from the economic downturn from 2008 and the assessed value of properties has been slowly increasing. The improving conditions could have some impact on the District's finances, due to increased property tax revenues. There are no other known or expected economic factors which should affect the District's financial position in the near future.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGER**

This financial report is designed to provide our customers and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact the Granada Community Services District at (650) 726-7093.

## **BASIC FINANCIAL STATEMENTS**

**GRANADA COMMUNITY SERVICES DISTRICT**  
**STATEMENTS OF NET POSITION**  
**JUNE 30, 2018 and 2017**

<b>ASSETS</b>	<u>2018</u>	<u>2017</u>
Current Assets:		
Cash and investments (Note 2)	\$ 4,229,859	\$ 4,577,664
Due from County of San Mateo	51,013	67,454
Interest receivable	19,791	10,365
Other receivable	2,580	-
Prepaid expenses and other assets	<u>7,867</u>	<u>7,617</u>
Total current assets	<u>4,311,110</u>	<u>4,663,100</u>
Capital assets, net of accumulated depreciation (Note 4)	<u>5,850,212</u>	<u>6,068,620</u>
Non-current assets:		
Investment in Sewer Authority Mid-Coastside (Note 5)	3,767,869	3,767,869
Advance to assessment district to fund bond reserve account	494,890	494,890
Advance to assessment district for supplemental funding	282,834	353,542
Advance to assessment district to fund noncontingent assessment acquisition	<u>468,693</u>	<u>585,866</u>
Total non-current assets	<u>5,014,286</u>	<u>5,202,167</u>
<b>TOTAL ASSETS</b>	<u>15,175,608</u>	<u>15,933,887</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<u>155,963</u>	<u>101,671</u>
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable and accrued liabilities	96,217	118,040
Due to assessment district	58,371	-
Compensated absences liability	5,571	5,571
Deposits held for others	<u>30,013</u>	<u>39,207</u>
Total current liabilities	<u>190,172</u>	<u>162,818</u>
Non-current liabilities:		
Net pension liability	<u>185,779</u>	<u>170,410</u>
<b>TOTAL LIABILITIES</b>	<u>375,951</u>	<u>333,228</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<u>9,544</u>	<u>20,515</u>
<b>NET POSITION</b>		
Invested in capital assets, net	5,850,212	6,068,620
Unrestricted	<u>9,095,864</u>	<u>9,613,195</u>
<b>TOTAL NET POSITION</b>	<u>\$ 14,946,076</u>	<u>\$ 15,681,815</u>

The accompanying notes are an integral part of these financial statements.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**FOR THE YEARS ENDED**  
**June 30, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<b>Operating revenues:</b>		
Sewer service charges	\$ 1,273,413	\$ 1,271,091
Total operating revenues	<u>1,273,413</u>	<u>1,271,091</u>
<b>Operating expenses:</b>		
SAM Expenses:		
Sewage administration	270,099	284,951
Sewage treatment	743,509	645,762
Sewage environmental compliance	42,461	37,766
Sewage collection	239,952	242,350
Depreciation	284,576	270,994
Administration and general	795,237	629,614
Infrastructure repair costs	<u>712,812</u>	<u>311,621</u>
Total operating expenses	<u>3,088,646</u>	<u>2,423,058</u>
Operating loss	<u>(1,815,233)</u>	<u>(1,151,967)</u>
<b>Non-operating revenues and (expenses):</b>		
Property tax revenue - sewer	478,260	824,921
Property tax revenue - parks	434,528	-
Interest income	58,866	31,993
Equity (loss)	-	(1,290)
Interest expense	-	(805)
Other revenues	70,240	91,310
Capital contributions (connection fees)	<u>37,600</u>	<u>97,243</u>
Total non-operating revenues and (expenses)	<u>1,079,494</u>	<u>1,043,372</u>
Change in net position	(735,739)	(108,595)
Beginning net position	<u>15,681,815</u>	<u>15,790,410</u>
Ending net position	<u><u>\$ 14,946,076</u></u>	<u><u>\$ 15,681,815</u></u>

The accompanying notes are an integral part of these financial statements.



**GRANADA COMMUNITY SERVICES DISTRICT**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED**  
**JUNE 30, 2018 and 2017**

	2018	2017
<b>Cash flows from operating activities:</b>		
Receipts from customers	\$ 1,278,080	\$ 1,283,892
Payments to suppliers	(2,715,457)	(2,028,653)
Payments to employees	(160,580)	(142,673)
Net cash used by operating activities	(1,597,957)	(887,434)
<b>Cash flows from non-capital financing activities:</b>		
Receipts from property taxes and other operating income	912,788	824,921
Net cash provided by non-capital financing activities	912,788	824,921
<b>Cash flows from capital and related financing activities:</b>		
Connection fees collected	37,600	97,243
Payments on long-term debt	-	(95,000)
Interest paid	-	(2,351)
Other revenues	70,240	91,310
Acquisition and construction of capital assets	(66,168)	(198,599)
Assessment district repayments on advances	187,881	74,000
Loan from assessment district	58,371	(8,371)
Net cash provided by (used in) capital and related financing activities	287,924	(41,768)
<b>Cash flows from investing activities:</b>		
Interest income	49,440	27,741
Net cash provided by investing activities	49,440	27,741
Net decrease in cash and cash equivalents	(347,805)	(76,540)
Cash and cash equivalents, beginning of year	4,577,664	4,654,204
Cash and cash equivalents, end of year	\$ 4,229,859	\$ 4,577,664
<b>Reconciliation of operating loss to net cash used by operating activities:</b>		
Operating loss	\$ (1,815,233)	\$ (1,151,967)
Adjustments to reconcile operating loss to net cash used by operating activities:		
Depreciation	284,576	270,994
Decrease (increase) in accounts receivable	13,861	(8,287)
(Decrease) increase in accounts payable and accrued liabilities	(31,017)	46,656
Increase in compensated absences liabilities	-	5,571
(Decrease) in prepaid expenses	(250)	(517)
(Decrease) in net pension liability	(49,894)	(49,884)
<b>Net cash used by operating activities</b>	<b>\$ (1,597,957)</b>	<b>\$ (887,434)</b>

The accompanying notes are an integral part of these financial statements.

**GRANADA COMMUNITY SERVICES DISTRICT  
STATEMENTS OF FIDUCIARY NET POSITION  
JUNE 30, 2018**

<b>ASSETS</b>	<u>2018</u>	<u>2017</u>
Cash and cash equivalents	\$ 306,419	\$ 121,419
Due from County of San Mateo	-	19,387
Due from District	58,371	-
Investments	<u>2,442,494</u>	<u>2,605,277</u>
 Total Assets	 2,807,284	 2,746,083
 <b>LIABILITIES</b>		
Deposits held for others	1,560,867	1,311,785
Advance from District to fund bond reserve account	494,890	494,890
Advance from District to fund supplemental funding	282,834	353,542
Advance from District to fund noncontingent assessment acquisition	<u>468,693</u>	<u>585,866</u>
 Total Liabilities	 2,807,284	 2,746,083
 <b>NET POSITION</b>		
 Net position	 <u><u>\$ -</u></u>	 <u><u>\$ -</u></u>

The accompanying notes are an integral part of these financial statements.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 1 – Organization and Summary of Significant Accounting Policies**

Organization

Granada Sanitary District was created in 1958 under the provisions of Section 6400 of the State of California Health and Safety Code. In October of 2014, the District was reorganized as the Granada Community Services District (District) under California Government Code 61000 et seq. The District is responsible for parks, recreation, garbage and recycling services in the unincorporated areas of El Granada, Princeton, Princeton-by-the-Sea, Clipper Ridge, and Miramar. The District is also responsible for the sewage collection system and disposal in these same unincorporated areas as well as the northern portion of the City of Half Moon Bay.

Reporting Entity

The accounts of the District are organized on the basis of funds or account groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which are comprised of each fund's assets, liabilities, fund balance, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The District's funds consist of the following:

Proprietary Fund Type – Enterprise Fund

The Enterprise Fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. All assets and liabilities associated with the Enterprise Fund's activities are included in the statement of net position.

Fiduciary Fund Type – Agency Fund

The Agency Fund (Assessment District) is used to account for assets held by the District in a trustee capacity or as an agent for individuals, private organizations, other funds, and/or other governments. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. All assets and liabilities associated with the Assessment District's activities are included in the statement of fiduciary net position.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Both the Enterprise Fund and the Agency Fund are accounted for on an economic resources measurement focus using the accrual basis of accounting in accordance with generally accepted accounting principles. Under this basis of accounting, revenues are recognized when earned except property taxes which are recognized in the year they are levied and expenses are recognized when the related liability is incurred.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 1 – Organization and Summary of Significant Accounting Policies, continued**

The District applies all Governmental Accounting Standards Board (GASB) pronouncements as well as the Financial Accounting Standards Board pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements and the State Controller's Minimum Audit Requirements for California Special Districts. The District has elected not to apply GASB statements and interpretations issued subsequent to November 30, 1989.

Risk Management

The District is a member of the California Sanitation Risk Management Authority (CSRMA) which provides general liability coverage. Participation in the CSRMA risk sharing pool provides the District general liability coverage up to \$750,000 and excess coverage up to \$10 million.

Capital Assets

Capital assets for the Enterprise Fund are recorded at cost to the District for purchases or at an estimated cost when assets are contributed. Depreciation is charged to expense for all capital assets and is computed using the straight-line method over the estimated useful lives of five to 50 years.

Property Tax Revenues and Sewer Service Charges

Property taxes and sewer service charges are billed and collected by the County of San Mateo through the property tax billings. Real property taxes are levied against owners of record. The taxes are due in two installments on November 1 and February 1, and become delinquent after December 10 and April 10, respectively. Property taxes are based on assessed values of real property. A revaluation of all real property must be made upon sale or completion of construction. Amounts due from the County of San Mateo include both property taxes and sewer service charges.

Connection Fees

Connection fees consist of charges to homes and businesses for connecting to the District's sewer system.

Operating Revenues and Expenses

The District's operating revenues are those revenues generated from the primary operation of the District's sewer service. Operating expenses are those expenses that are essential to the primary operation of its sewer system. All other revenues and expenses are reported as non-operating revenues and expenses.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Investments

Investments in mutual funds and debt instruments are carried at fair value as determined in an active market. Investments in the State of California Local Agency Investment Fund are carried at cost which approximates fair value and are included in cash and cash equivalents in the statements of net position.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the District considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 2 – Cash and Cash Equivalents**

The District's cash and cash equivalents are held in federally insured deposit accounts with financial institutions and an external investment pool.

External Investment Pool

The District invests in the California State Treasurer's Local Agency Investment Fund (LAIF). LAIF was established in 1977, is regulated by California Government Code Section 16429, and under the day-to-day administration of the State Treasurer. As of June 30, 2018, LAIF had approximately \$88.8 billion in investments.

LAIF determines fair value on its investment portfolio based on market quotations for those securities where market quotations are readily available, and on amortized cost of best estimate for those securities where market value is not readily available. The District's investments with LAIF at June 30, 2018 included a portion of the pooled funds invested in structured notes and asset-backed securities. These investments are described as follows.

Structured Notes are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and / or that have embedded forwards or options.

Asset-Backed Securities, the bulk of which are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as Collateralized Mortgage Obligations) or credit card receivables.

Investments are subject to certain types of risks, including interest rate risk, custodial credit risk, credit quality risk, and concentration of credit risk. The following describes those risks.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal policy regarding interest rate risk.

Custodial Credit Risk

Custodial credit risk is the risk that the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District does not have a formal policy regarding custodial credit risk. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. With respect to investments, custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or investment pools such as LAIF.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 2 – Cash and Cash Equivalents, continued**

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District does not have a formal policy regarding credit risk. LAIF does not receive a rating from a nationally recognized statistical rating organization.

Concentration of Credit Risk

The District has limitations on the amount that can be invested in any one issue beyond that stipulated by the California Government Code.

The FDIC insured the bank balances up to \$250,000 for each bank, except for non-interest bearing transaction accounts at institutions participating in the FDIC's Temporary Liquidity Guarantee Program, which are provided with unlimited deposit guarantee.

The District's cash and cash equivalents consist of the following at June 30, 2018:

	Carrying Amount	Depositary Balance
Amounts insured by federal deposit insurance, or collateralized with securities held by the District in its name.	\$ 175,952	\$ 179,564
Petty cash	490	-
Amounts held on deposit with the State of California Local Agency Investment Fund, collateralized by investments registered in the State's name.	4,053,417	4,053,417
	\$ 4,229,859	\$ 4,232,981

The District's cash and cash equivalents are presented as \$4,229,859 in the statements of net position and \$2,748,913 in the statements of fiduciary net position. The difference between the carrying amount and the depositary balance represents outstanding checks and deposits in transit.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

**Note 2 – Cash and Cash Equivalents, continued**

The District's cash and cash equivalents consist of the following at June 30, 2017:

	Carrying Amount	Depository Balance
Amounts insured by federal deposit insurance, or collateralized with securities held by the District in its name.	\$ 76,497	\$ 77,707
Petty cash	190	-
Amounts held on deposit with the State of California Local Agency Investment Fund, collateralized by investments registered in the State's name.	4,500,977	4,500,977
	\$ 4,577,664	\$ 4,578,684

The District's cash and cash equivalents are presented as \$4,577,474 in the statements of net position and \$2,726,696 in the statements of fiduciary net position. The difference between the carrying amount and the depository balance represents outstanding checks and deposits in transit.

**Note 3 – Agency Fund**

In 1996, Granada Community Services District established the Assessment District to finance the expansion of the sewage treatment facility owned and maintained by the Sewer Authority Mid-Coastside. Special Assessment Limited Obligation Improvement Bonds were issued through the Assessment District to generate the funds necessary to meet the District's portion of the expansion costs. The Agency Fund is used to account for the debt service transactions of the Assessment District. The District acts as an agent with respect to the collection of special assessments from property owners and the payment of principal and interest to special assessment debt holders. The only investments reported by the District are held in the Agency Fund which consist of mutual funds and debt instruments held by a trustee.

**Note 4 – Capital Assets**

Changes in capital assets consist of the following for the year ended June 30, 2018:

	July 1, 2017	Additions	Deletions	June 30, 2018
Equipment	\$ 22,153	\$ -	\$ -	\$ 22,153
Collection and conveyance facilities	11,151,703	66,168	-	11,217,871
Less accumulated depreciation	(6,168,876)	(284,576)	-	(6,453,452)
	5,004,980	(218,408)	-	4,786,572
Land	1,063,640	-	-	1,063,640
	\$ 6,068,620	\$ (218,408)	\$ -	\$ 5,850,212

Depreciation expense for the year-end June 30, 2018 was \$284,576.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 4 – Capital Assets, continued**

Changes in capital assets consist of the following for the year ended June 30, 2017:

	<u>July 1, 2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2017</u>
Equipment	\$ 22,153	\$ -	\$ -	\$ 22,153
Collection and conveyance facilities	11,140,210	11,493	-	11,151,703
Less accumulated depreciation	<u>(5,897,882)</u>	<u>(270,994)</u>	<u>-</u>	<u>(6,168,876)</u>
Total depreciable	5,264,481	(259,501)	-	5,004,980
Land	<u>876,534</u>	<u>187,106</u>	<u>-</u>	<u>1,063,640</u>
	<u>\$ 6,141,015</u>	<u>\$ (72,395)</u>	<u>\$ -</u>	<u>\$ 6,068,620</u>

Depreciation expense for the year-end June 30, 2017 was \$270,994.

**Note 5 – Investment in Sewer Authority Mid-Coastside**

Sewer Authority Mid-Coastside (Authority) was created by a Joint Exercise of Powers Agreement between the City of Half Moon Bay, the Granada Community Services District, and the Montara Sanitary District. The Authority was established to construct, maintain, and operate facilities for the collection, treatment, and disposal of wastewater for the benefit of the lands and inhabitants within the member agencies' respective boundaries. Audited financial statements of the Authority for the year ended June 30, 2017 are available at its office in Half Moon Bay, California. As of the date of this report, audited financial statements for the year ended June 30, 2018, were not yet available so the District has included the June 30, 2017 amount and recognized no increase or decrease in value.

The following is a summary of financial information of the Authority from its June 30, 2017 audited financial statements:

	<u>2017</u>
Total assets	\$ 14,984,857
Total deferred outflows of resources	808,862
Total liabilities	3,840,628
Total deferred inflows of resources	<u>178,377</u>
Net position	<u>\$ 11,774,714</u>
Operating revenues	\$ 4,357,799
Operating expenses	<u>5,670,607</u>
Operating loss	(1,312,808)
Total non-operating revenues, net	<u>581,866</u>
Net loss	<u>\$ (730,942)</u>



**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 5 – Investment in Sewer Authority Mid-Coastside, continued**

Each member's ownership at June 30, 2017 consists of the City of Half Moon Bay 50.5%, Granada Community Services District 29.5%, and Montara Sanitary District 20%.

The decrease in the District's equity in the Authority for the year ended June 30, 2017 of \$1,290, is included in the statement of revenues, expenses, and changes in net position.

Total payments made to the Authority for operations, maintenance, collections, and capital for the years ended June 30, 2018 and 2017 were \$1,993,109 and \$1,425,167, respectively.

**Note 6 – Advances to Assessment District**

- 1 As part of the bond issuance financed through the Assessment District, the District was required to make two separate advances to the Agency Fund. In August 1996, the District transferred \$600,000 into the Bond Reserve Fund of the Assessment District to be used as a reserve for the payment of future bond interest and principal. During the years ended June 30, 2018 and 2017, no payments were received from the Assessment District. This advance is entitled to interest earnings on the fund balance. The balance due from the Assessment District at June 30, 2018 was \$494,890.
- 2 Supplemental Funding – The District advanced \$1,100,726 to the Assessment District which were the proceeds of an installment obligation of the District in the amount of \$1,145,000 payable with interest over a term of 20 years. The aggregate amount reimbursable totals \$1,987,542 including interest paid on the note. The balance of the note receivable was \$412,542 at June 30, 2016. The amounts due to the District listed above are documented in District ordinance 153 and bond resolutions 2003-008 and 2003-012. Repayments were \$59,000 during the year ended June 30, 2017, and \$70,708 during the year ended June 30, 2018, resulting in an ending balance of \$282,834 at June 30, 2018.
- 3 The District was also required to advance \$700,000 in August of 1996 into the Noncontingent Assessment Fund of the Assessment District. The advance was used to purchase noncontingent assessments for undevelopable parcels within the District. Including interest earnings, the balance of the note receivable was \$600,866 at June 30, 2016. Repayments were \$15,000 during the year ended June 30, 2017, and \$117,713 during the year ended June 30, 2018, resulting in an ending balance of \$468,693 at June 30, 2018.

**Note 7 – Advance to Montara Sanitary District**

Due to financial difficulties experienced by the Montara Sanitary District (MSD) in 1996, they were unable to continue funding their portion of the plant expansion of the Authority. The District advanced \$1,085,094 of the plant expansion costs on behalf of MSD. According to the Authority funding agreement, there is no repayment schedule, and reimbursement of the advance will occur only if MSD requires additional capacity in the sewage treatment facility. The future capacity needs of MSD are unknown at this time and thus, due to the lack of a firm repayment schedule and unknown future payment requirements of MSD, the District has recorded an allowance of the full amount of initial debt (\$1,085,094) to reflect the uncertainty of future repayment.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 7 – Advance to Montara Sanitary District, continued**

The District calculates interest on the advance at a rate of 7.278%. Management has determined that the likelihood of any interest payment is remote; therefore, an allowance has been placed on the full accrued interest balance of approximately \$1,470,785 and \$1,312,839 at June 30, 2018 and 2017, respectively.

**Note 8 – Special Assessment Debt**

During 1996, the District issued Special Assessment Limited Obligation Improvement Bonds in the amount of \$8,188,583 to finance the expansion of the sewage treatment plant owned and operated by the Authority. The Agency Fund is used to account for the debt service transactions. The District refinanced the bonds in September 2003 with an interest rate ranging from 2.25% to 6.125% payable semi-annually. The bond principal is paid annually with a final maturity date of September 2022. At June 30, 2018 and 2017, \$2,280,000 and \$2,665,000 were outstanding. The District is not obligated to repay this debt, but only acts as an agent for the property owners by collecting assessments, forwarding collections to special assessment debt holders, and initiating foreclosure proceedings, if applicable.

**Note 9 – Operating Lease Commitment**

The District leases office space and a copier with monthly rents of \$4,450 and \$412, respectively, plus additional maintenance costs. Rental expense for the year ended June 30, 2018 and 2017 were \$57,411 and \$56,742, respectively.

Future minimum lease payments at June 30, 2018 consist of the following:

Year Ended June 30,	Minimum Payments
2019	\$ 58,339
2020	58,339
2021	22,662
Total	\$ 139,340

**Note 10 – Contingent Liabilities**

Contingent liabilities of an indeterminable amount include normal recurring pending claims and litigation related to the District's operations. According to outside legal counsel, none of the litigation is expected to have a material effect on the financial statements. Therefore, no provision for losses has been included in these financial statements.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 11 – Employees’ Retirement Plan**

Plan Description

The District’s defined benefit pension plan, (Plan), provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The Plan is part of the Public Agency portion of the California Public Employees Retirement System (PERS), a cost sharing multiple-employer plan administered by PERS, which acts as a common investment and administrative agent for participating public employers within the State of California. A menu of benefit provisions as well as other requirements is established by State statutes within the Public Employees’ Retirement Law.

The District selects optional benefit provisions from the benefit menu by contract with PERS and adopts those benefits through Board Action. PERS issues a separate annual financial report. Copies of the PERS’ annual financial report may be obtained from the PERS Executive Office 400 P Street – Sacramento, California 95814.

Funding Policy

Active plan members in the Plan are required to contribute 7% of their annual covered salary. The District is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The District pays the employee and employer’s portion for retirement on “classic” employees. The District does not pay employee contributions for employees covered by PEPPRA. The actuarial methods and assumptions used are those adopted by the PERS Board of Administration.

The required employer contribution rates for fiscal years ended June 30, 2018 and 2017 were 8.418% and 8.377%, respectively. The contribution requirements of the plan members are established by State statute and the employer contribution rate is established and may be amended by PERS.

At June 30, 2018, the District reported a liability of \$185,779 in the Statement of Net Position for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plan relative to the projected contributions of all Pension Plan participants, which was actuarially determined.

For the fiscal year ended June 30, 2018, the District recognized a negative pension expense of \$12,495 in its financial statements. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 11 – Employees’ Retirement Plan, continued**

Actuarial Assumptions

The total pension liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions. Total pension liability represents the portion of the actuarial present value of projected benefit payments attributable to past periods of service for current and inactive employees.

- Discount Rate/Rate of Return – 7.15%, net of investment expense
- Inflation Rate – 2.75%
- Salary increases – Varies by Entry Age and Service
- COLA Increases – up to 2.75%
- Post-Retirement Mortality – Derived using CalPERS’ Membership Data for all Funds

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2011 through June 30, 2014.

The long-term expected rate of return on pension plan investments (7.15%) was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global Equity	47.0%	5.38%
Global Fixed Income	19.0%	2.27%
Inflation Sensitive	6.0%	1.39%
Private Equity	12.0%	6.63%
Real Estate	11.0%	5.21%
Infrastructure and Forestland	3.0%	5.36%
Liquidity	2.0%	(0.90)%

The discount rate used to measure the total pension liability was 7.15 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from the District will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension fund’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. In theory, the discount rate may differ from the long-term expected rate of return discussed previously. However, based on the projected availability of the pension fund’s fiduciary net position, the discount rate is equal to the long-term expected rate of return on pension plan investments, and was applied to all periods of projected benefit payments to determine the total pension liability.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 11 – Employees’ Retirement Plan, continued**

Sensitivity of the District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.15%) or 1 percentage point higher (8.15%) than the current rate:

	1% Decrease 6.15%	Discount Rate 7.15%	1% Increase 8.15%
District’s proportionate share of the net pension plan liability	\$ 254,514	\$ 185,779	\$ 128,852

Detailed information about the pension fund’s fiduciary net position is available in the separately issued CalPERS comprehensive annual financial report which may be obtained by contacting CalPERS.

Pursuant to GASB Statement No. 63, the District recognized deferred outflows of resources in the financial statements. These items are a consumption of net position by the District that is applicable to a future reporting period.

The District has one item that is reportable on the Statement of Net Position as Deferred Outflows of Resources which is related to pensions. The total is \$155,963.

The District also recognized deferral inflows of resources in the financial statements. This is an acquisition of net position by the District that is applicable to a future reporting period. The District has one item related to pensions that is captured as a deferred inflow of resources. The total at year-end was \$9,544.

Deferred outflows of resources and deferred inflows of resources above represent the unamortized portion of changes to net pension liability to be recognized in future periods in a systematic and rational manner.

The \$155,963 was reported as deferred outflows of resources related to pension resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year-end June 30, 2019.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30,	Amount
2019	\$ 71,238
2020	24,959
2021	15,623
2022	(2,800)
Total	\$ 109,020

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2018 and 2017**

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**Note 12 – Reclassifications**

The financial statements may not be comparable with previous years as the District may have classified certain expense line items differently from the previous years.

**Note 13 – Subsequent Events**

The District has evaluated subsequent events through October 1, 2019, which is the date the basic financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY INFORMATION**

**GRANADA COMMUNITY SERVICES DISTRICT**

Required Supplementary Information - Pensions  
Years Ended June 30, 2018 and 2017

**Granada Community Services District – Schedule of the District’s proportionate share of the Net Pension Liability:**

Last 10 Fiscal years\*

Measurement Date	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>	<u>June 30, 2014</u>
District’s proportion of the net pension liability				
District’s proportionate share of the net pension liability	\$185,779	\$170,410	\$152,020	\$166,360
District’s covered employee payroll	137,082	111,600	110,200	107,294
District’s proportionate share of the net pension liability as a percentage of its covered-employee payroll	135.52%	152.70%	137.95%	155.05%
Plan Fiduciary net position as a percentage of the total pension liability	62.82%	54.65%	54.52%	48.16%

CALPERS - Schedule of District contributions:

Last 10 Fiscal Years\*

Measurement Date	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Actuarially determined contribution	\$ 37,399	\$ 34,626	\$ 36,192	\$ 26,207
Total actual contributions	<u>(37,399)</u>	<u>(34,626)</u>	<u>(36,192)</u>	<u>(26,207)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District’s covered-employee payroll	\$ 137,082	\$ 111,600	\$ 110,200	\$ 107,294
Contributions as a percentage of covered employee payroll	27.28%	31.03%	32.84%	24.43%

\* Fiscal year ended June 30, 2015 was the first year of implementation.  
Additional years will be presented as they become available.



## **OTHER REPORT**

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Governing Board  
Granada Community Services District  
El Granada, California

We have audited, in accordance with the auditing standard generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Granada Community Services District (District) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 1, 2019.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we considered to be material weaknesses. However, material weaknesses may exist that we have not identified.

Governing Board  
Granada Community Services District  
El Granada, California

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Fechter & Company,  
Certified Public Accountants

A handwritten signature in black ink that reads "Fechter & Company, CPAs". The signature is written in a cursive, flowing style.

Sacramento, California  
October 1, 2019



**ITEM #5**



GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of GCSD Personnel System Manual Amendments  
Date: October 17, 2019

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This Item is presented for the Boards consideration to approve amendments to the District's Personnel System Manual ("Manual"), adopted on July 17, 2008, and last amended in January 2018. The Manual establishes employment positions, job descriptions, personnel policies, benefits, and compensation for District employees. In January 2018, the Board approved an amendment to change the timing of employee evaluations to July 1st, and to provide a compensation schedule for compliance with CalPERS revisions to reportable compensation requirements. The 5-step compensation schedule established a salary range for each employment position, with District employees starting at Step 1 on July 1, 2018. Each step provides a 3% compensation increase thru June 30, 2023. Performance evaluations are conducted yearly, and District employees with a satisfactory performance review will advance one step within their position at the beginning of the fiscal year.

Staff is requesting Board approval to amend the Manual effective July 1, 2019 to do the following:

- 1). Update the Duties of the Assistant General Manager - Required due to the hiring of the Parks and Recreation Coordinator.
- 2). Revise the Compensation Schedule steps from 3% to 5% - To attain partial parity with the Sewer Authority Mid-Coastside salary increases for this fiscal year.
- 3). Change the number of holidays observed from 11.5 to 12 – To make Christmas Eve a full-day off.
- 4). Add a 457 Deferred Comp Plan through CalPERS – No administrative fees charged to the employer; maximum annual cost to the District is potentially \$2,000 per year per participant. Information on the 457 Plan through CalPERS is attached. If the Board approves this amendment, staff will prepare and submit the required paperwork to CalPERS to set up the plan.

A draft resolution and the relevant sections of the Manual with a mark-up of the proposed changes are attached.





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

**RESOLUTION No. 2019 - \_\_\_\_\_**

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 July 1, 2019.

This Resolution was duly adopted at a regular meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 17<sup>th</sup> day of October 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Approved:

\_\_\_\_\_  
Matthew Clark, President

Countersigned:

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



**Exhibit A**

**Granada Community Services District**

**Unrepresented Employees Compensation Schedule**

**PROPOSED**

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
			\$27.97	\$29.37	\$30.84	\$32.38
Assistant Administrator (hourly compensation)	\$ 26.25	\$ 26.64	<del>\$ 27.44</del>	<del>\$ 28.27</del>	<del>\$ 29.11</del>	<del>\$ 29.99</del>
Assistant General Manager (monthly compensation)	\$ 9,765	\$ 9,911	<del>\$ 10,209</del>	<del>\$ 10,515</del>	<del>\$ 10,831</del>	<del>\$ 11,155</del>
			\$10,407	\$10,927	\$11,493	\$12,068

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





# GRANADA COMMUNITY SERVICES DISTRICT

## PERSONNEL SYSTEM MANUAL

Adopted July 17, 2008

As Amended through ~~January 18, 2018~~ July 1, 2019

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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: oversee/manage/perform District office administration and financial duties/functions/activities on a day-to-day basis, including but not limited to the following:)

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 the General Manager
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. Serve as a Legally Responsible Office for CIWQS and submit required reports
- ~~109.~~ Attend all ~~regular~~ District meetings
- ~~110.~~ Generate meeting minutes; Maintain records of all proceedings
- ~~121.~~ Write staff reports and prepare recommendations to go before the Board as appropriate and necessary
- ~~132.~~ Publish, post, and mail public and legal notices
- ~~143.~~ Maintain communication and working relationships among/between Administrative Staff, Contract Staff, and Board Members
- ~~154.~~ Work with Board members ~~to establish District policy as needed~~
- ~~165.~~ Ensure implementation of District Ordinances, Resolutions, Bylaws, and policies and procedures
- ~~176.~~ ~~Develop and prepare annual District budget~~
- ~~187.~~ Oversee/perform Compile data for annual audit processes and functions; Review ~~and correct final~~ audit reports for accuracy and Board presentation
- ~~198.~~ Conduct research and prepare data for special projects
20. Initiate, review and provide data reports for District insurance coverage
21. Report and process insurance related claims as needed
22. Oversee/manage issues relating to District property and/or facilities as needed or directed
- ~~23.19.~~ Prepare Requests for Proposals as directed
- ~~240.~~ Establish and maintain effective relationships with the County, other public agencies, the general public, parcel owners, developers, contractors, architects, and real estate agents

- 251. Answer incoming phone calls, assist walk-in customers, and as necessary respond to email
- 262. Process all incoming mail, distribute and review as necessary
- 273. Respond to written correspondence when necessary
- 284. Organize and maintain all District records
- 295. Prepare and generate warrants for accounts payable as appropriate
- 30.26. Generate pro-rated sewer service charge invoices and process payments received
- 31.27. —Prepare bank account deposit slips, facilitate deposits and fund transfers as needed, and monthly prepare deposit and transfer reports
- 32.28. —Analyze monthly bank account statements to maintain adequate balances and to identify transactions
- 33.29. —Periodic review of investment earnings
- 34.30. —Periodic review of general ledger for accuracy
- 351. Initiate District office purchasing and compliance with Bidding and Procurement Policy
- 362. Initiate and review lease agreements
- 373. Train new District employees
- 384. ~~Analyze and p~~Perform all Assessment District related administrative and accounting procedures/duties as necessary
- 395. ~~Periodically r~~Review monthly Assessment District investment statements, input data, and to verify identify all transactions
- 40. Annual reconciliation of Assessment District Assets in accordance with bond documents
- 41.36. —~~Prepare invoices and initiate transfers for Assessment District accounts payable/receivable as necessary~~
- 42.37. —~~Prepare~~ Obtain data and prepare reports for annual county tax roll submission
- 43.38. —Record legal documents with the County
- 44.39. —Review, process, and issue sewer permits per District policy
- 450. Coordinate and follow-up on District engineering related issues and projects
- 461. Schedule parcel site and hook up inspections
- 472. Develop and revise written procedures, forms and public information handouts
- 483. Record and handle incoming sewer related emergencies
  
- 494. Provide information and respond to public concerns regarding capital improvement projects
- 50. Carry District cell phone and be on-call at all times

Will be deleting parks related duties below

- ~~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 phones
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 Board shall by resolution adopt a compensation schedule to establish the pay range and subsequent step levels for each employment position. 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.

### **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 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 shall conduct, or have conducted by appropriate assistants, annual performance evaluations of all District employees. The evaluation shall take place on or 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 fifty days, and will cease accruing until the total has been brought below 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 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	<del>1/2 day before Christmas</del> Dec 24

Christmas Day	December 25
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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 proceeding Friday. If a holiday day falls on a Sunday, time off with pay will be given on the following Monday.

### **Health Insurance Benefits**

For full-time employees, the District shall pay up to \$1,400 per month towards a health 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.

### **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) Changes to Sections 5 and 6.

Amendment #2 (March 19, 2009) Corrections.

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

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

Amendment #5 (?) Not Approved.

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

Amendment #7 (Sept. 3, 2015) Adding CalPERS PEPRA Guidelines.

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

Amendment #9 (January 18, 2018) Changes to Section 4–Employment Positions, Section 5–Compensation, Section 6–Timekeeping and Prior Overtime Authorization, Section 7–Performance Review, and 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 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



The CalPERS Supplemental Income 457 Plan is a deferred compensation plan administered by CalPERS, a California state agency. Since 1995, CalPERS has provided public agency and school employers and their employees a low-cost, convenient way to save for retirement through payroll deduction. The 457 Plan offers diversified investment options and state-of-the-art services, delivered at low cost to participants and at no cost to employers.



## Success Factors

- No cost to employers.
- Low costs for employees.
- Dedicated support for employers.
- Excellent customer service and participant education.
- Uncomplicated administrative processes.
- A simple, fair fee structure covers plan administration, recordkeeping and investments.
- Over 20 years of experience serving California public agency and school employers and their employees.
- CalPERS does not engage in revenue sharing or administrative expense reimbursement.

## Advantages For You

- You can provide another valuable benefit to your employees at no cost to your agency.
- To help you manage your fiduciary responsibility, CalPERS:
  - acts as the trustee of your employees' deferred compensation assets.
  - selects the investment options.
  - monitors contribution limits.
  - leverages existing payroll deduction feeds into my|CalPERS to receive your employees' 457 Plan deferrals and loan repayments.
  - provides guidance on compliance with IRS regulations.

## Benefits To Your Employees

Click here for more information



## Questions? Contact CalPERS

For more information on adding the CalPERS Supplemental Income 457 Plan, please contact our Business Development Manager, [Michael Kleczek](#).

- The local CalPERS Supplemental Income 457 Representatives are also available to help. Reps are organized by region — you can call or email your local representative today! [Meet the team today.](#)





## Thank you for your interest in adopting the CalPERS Supplemental Income 457 Plan

For more two decades, we have been offering a Deferred Compensation Plan to public agency and school employers and their employees. Our commitment always remains the same — to provide financial security, value, low cost and quality customer service to employers and Plan participants.

[Read current \*Employer Cents\*](#)

We leverage our financial strength, experience and world class investment management to keep costs low and provide Plan participants unique investment options found nowhere else. We continually seek to discover enhancement opportunities that will not only benefit employees who are currently enrolled, but those who will participate in the future.

[Making Cents Newsletter](#)

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## Follow these simple steps!

Six simple steps to adopt the CalPERS Supplemental Income 457 Plan today!



- STEP 1 Log in to [myCalPERS](#) under your agency log-in, and submit your request to add the CalPERS 457 Plan as a new Agreement through your Profile-Agreements page by selecting the Add New. You may also identify if you are interested in our optional Loan and Self-Managed Account Provisions.
- STEP 2 A CalPERS 457 Plan Representative will reach out to your agency to ensure you have the most up to date **Employer Adoption Agreement**, **Model Resolution**, and **Optional Provisions** forms for the **Loan Provision** and **Roth Plan Provision**.
- STEP 3 Execute a copy of the [Employer Adoption Agreement](#)
- STEP 4 Have your governing board/entity execute a CalPERS 457 Plan [Model Resolution](#).
- STEP 5 **Optional Provisions:**  
Complete the [Employer Loan Provision Form](#) if you would like to offer participants the ability to borrow from their plan accounts

Complete the [Roth Adoption Form](#) if you would like to offer participants the CalPERS 457 Roth Plan for Roth elective deferrals and in-plan Roth conversions

STEP

6

Complete and mail the [Employer Adoption Checklist Coversheet](#) and attach to the appropriate documentation with original signatures.

**Standard Delivery:**

**CalPERS Supplemental Income 457 Plan  
P.O. Box 942713  
Sacramento, CA 94229-2713**

**Overnight Delivery:**

**CalPERS Supplemental Income 457 Plan  
400 Q Street  
Sacramento, CA 95811**

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## Plan Adoption Materials

[Employer Overview](#)

[CalPERS 457 Plan Adoption Kit](#)

[Employer Adoption Kit Checklist](#)

[CalPERS 457 Deferred Compensation Plan Document \(2019\)](#)

[Model Resolution](#)

[Employer Adoption Agreement](#)

[New Employer Information Sheet](#)

[Loan Feature Overview](#)

[Optional Employer Loan Provision Form](#)

[SMA Overview](#)



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## Investment Option Information

[Fund Fact Sheets](#)

(as of June 30, 2019)

[457 Performance Report](#)

(as of July 31, 2019)





**ITEM #6**





## **SEWER AUTHORITY MID-COASTSIDE**

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

***Regular Board Meeting 7:00 PM, Monday, September 23, 2019***

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

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

A. Roll Call	Chair:	Dr. Deborah Penrose (HMB)
	Vice-Chair:	Kathryn Slater-Carter (MWSD)
	Secretary/Treasurer:	Barbara Dye (GCSD)
	Director:	Jim Blanchard (GCSD)
	Director:	Ric Lohman (MWSD)
	Director:	Deborah Ruddock (HMB)

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

#### **3. 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 September 9, 2019, Regular Board Meetings ([Attachment](#))
- B. Approve Disbursements for September 23, 2019 ([Attachment](#))
- C. Revenue and Expense Report for August 2019 ([Attachment](#))

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

- A. Authorize the Acting General Manager to discontinue the Medical, Vision and Dental Plan for Represented and Unrepresented Employees obtained from OE3 effective January 1, 2020, and to obtain vision and dental benefits for Represented and Unrepresented Employees from Keenan. effective January 1, 2020 ([Attachment](#))

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

- A. Monthly Manager's Report for the Period Ending August 30, 2019 ([Attachment](#))

#### **6. ATTORNEY'S REPORT**

#### **7. DIRECTORS' REPORT**

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

**9. PUBLIC COMMENT / ORAL COMMUNICATION**

**10. 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 (2) of Subdivision (d) of Section 54956.9 (FEHA Claim filed by Beverli Marshall)

**B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION**

Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (One potential case — circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)

**C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

**D. 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)

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

**12. ADJOURNMENT**

- Upcoming Regular Board Meetings: October 28 and November 25, 2019

*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. The Board Chair will call forward those wishing to speak on a matter listed on the Agenda 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, the Authority will make this agenda available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, the Authority will provide special assistance for participation in this meeting. Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the Authority at (650) 726-0124.



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

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**TO:** Honorable Board of Directors

**THROUGH:** Kishen Prathivadi, Acting General Manager

**FROM:** Stacey Thompson, Supervisor of Administrative Services  
 Tim Costello, Supervisor of Technical / Field Services

**SUBJECT: Monthly Manager’s Report – August 2019**

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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 August 2019.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.708	58.1%
Accidents, Injuries, etc.:	0	Granada CSD	0.263	21.6%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.248</u>	<u>20.3%</u>
Reportable Spills Cat 2:	0	Total	1.219	100%
Reportable Spills Cat 3:	1			

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<b>BOARD MEMBERS:</b>	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	

*Administration*

There were two board meetings during the month of August. There were no requests for public records. The Half Moon Bay Review had two articles “MWSD isn’t NIMTOO problem on the coast”, August 7, 2019 and “Researchers harness HMB seawater”

There was a lost time work-related accidents resulting in lost time in the month of August.

There was one employee promotion and there were two employee anniversaries during the month of August, Susan Turbay, twelve years of service and Keith Harvey, five years of service.

*Operations & Maintenance*

The following permanent flow storage installations are in place and functioning properly.

Montara Pump Station – Walker Tank, which has a capacity of 434,000 gallons.

The Portola Station – Wet Weather Facility, which has a capacity of 200,000 gallons.

The Portola pump station has the ability to use the Wet Weather Facility as a modified equalization basin or as wet weather flow storage as originally designed.

Operations were good overall in August, we had various projects through the month that kept us on our toes. Work on the ignition system continued as we find little bugs here and there that need to be worked out as you would expect with any new system. We did get the wet well at Portola pump station cleaned this month, I have been wanting to take care of that project for a while now but there always seemed to be an obstacle or not enough staff on hand. The crew did a tremendous job and completed the task without any issues.

We are still waiting on the formal report from the state that occurred in June.

The report from the biologist as to the before and after as we adhere to our land use permit if not in this MMR will be distributed to the board.

We have begun Initial steps of Lucity system and will be running concurrently with our existing system during this transition. There will be a learning curve associated with it so I expect it to take a little while before it is fully implemented.

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BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	

During the month of August 2019, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 0.24 inches of rain in August. This year 0.17 inches were recorded ((US climate data HMB) \*the monthly data was not complete). Rainfall totals were as follows: 0.24 inches at the treatment plant, 0.21 inches in the GCSD service are, and 0.26 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of August 2019.

- 8/1/2019 – Cal-Con working on ignition system, conducted second round interviews for the collection position.
- 8/2/2019 – Increased the feed line size on the RDT from 2 inch to 4 inch.
- 8/5/2019 – Cal-Con in working on calibration of pressure switches for the digester gas system.
- 8/8/2019 – Alpha labs in for Quarterly and Annual sample pickup, Cal-con working on ignition issues.
- 8/9/2019 – Harry Kwong from the Millbrae WWTP here to look at the RDT, they have the same one for the most part and are having trouble getting a good consistency. We help out where we can with neighboring facilities as do other facilities. Networking can save a lot of time on some issues.
- 8/10/2019 – The crew responded to an odor complaint at the Portola Pump Station. We increased our hypo feed at the Princeton pump station in an effort to curb odors at the Portola station. We could be looking at another option for odor control in the future.
- 8/12/2019 – Working on ferric line, filters are plugging with increased frequency.
- 8/13/2019 – The crew had to clean out pump # 1 at Portola Pump Station.
- 8/15/2019 – Cleaned out ½ of the chlorine contact basin.
- 8/16/2019 – Worked on Deox 2000 residual analyzer.
- 8/19/2019 – Cal-Con in working on electrical for new turbo blowers.
- 8/20/2019 – Mallory safety was in for annual inspections on fall protection / confined space equipment.

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BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	



8/21/2019 – Safety training, the crew also responded to an odor complaint at the Portola Pump Station.

8/22/2019 – Received hypochlorite delivery for pump station odor control.

8/26/2019 – Cal-con in working on electrical annuals.

8/28/2019 – the moisture drain trap at the flare was repaired and re-installed.

8/29/2019 – Cal-Con in working on Annual PM's. The crew did a confined space entry today to clean out the wet well at the Portola Pump Station.

8/31/2019 – Boiler loop system developed a vapor lock, flushed system to clear.

There were 13 deliveries (approximately 6,600 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 660.00. There were 237 leachate deliveries to the SAM IPS line in the month of August, for a total leachate volume of 1,414,515 gallons.

The NPDES data report for August 2019 is attached reference (Attachment B).

#### *Contract Collection Services*

The SAM crew cleaned 46,167 feet of sewer line and responded to 8 service calls in contract service areas. Six were during regular business hours, two were after hours. Three were in the HMB service area, two were in the GCSD service area, and three were in the MWSD service area.

HMB – The three service calls in HMB was as follows: (8/2) – This call was for a level alarm related to the Bell Building smart cover at 3:30 am, the on call person logged in and checked the level remotely , it appeared to just be an odd spike and after refreshing the page the level went back a normal state. (8/13) – This call was from the head grounds keeper at the Golf Course. This was an ARV that failed internally and was the cause of a cat 3 overflow. The total volume was determined to be 6 gallons, although the volume was low it still needed to be reported. The ARV has since been replace. (8/21) – This was for an odor complaint down on Miramontes point rd at the pelican point lift station. We sent a one man crew on this one, when he arrived there was no foul odor that he could detect. He checked the station and the wet well and could not find anything out of the ordinary.

There were no maintenance service calls in HMB area this month.

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BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	

GCSD – There were two calls in the GCSD service area, they were as follows; (8/1) – This call was made by a repeat caller in the service area, the call was for slow running drains. There was nothing found property lines cleanouts were all clear and no action taken. (8/26) – PG & E was installing a new pole and drilled right through a service lateral. They crew had to find a plumbing contractor that could come out on short notice to make the emergency repair. They crew was onsite until the repair was made to clean up any spill that might occur while the line was in disrepair.

There were no maintenance service calls in GCSD area this month.

MWSD – There were three sewer related call in the MWSD area.

(8/21) - Resident called about seeing some “stuff” in their cleanout, the crew flushed the main finding nothing, they ran some water down the cleanout and the “stuff” went away. (8/21 #2) – This was a call from MWSD, the district crew noticed a wet spot and was concerned that it might be sewage. We did some ammonia testing and it was determined that it was probably not sewage but rather a water leak. (8/29) – This was on 5<sup>th</sup> street in Montara, we ran the main line finding it to be clear. The house sits very low and has a very flat service line. We did help the home owner locate and expose the property line clean out. The owner said there was some sort of letter from the district that we would assist if he had an issue. As we did not want to cause any sort of scene we helped to partially clear their issue until we got more clarification. After speaking with the District Office and the District Engineer it was determined that the homeowner was perhaps mis understanding something. We contacted the home owner and let him know that he would need to contact the District to clarify any confusion on the service line responsibility.

There were no maintenance service calls in MWSD area this month.

The August collection system data report is provided for the Board’s information. There were no Category 1’s, no Category 2’s, and one Category 3 SSO during the month of August 2019.

**Staff Recommendation**

Staff recommends that the Board receive the Manager’s Report for August 2019.

**Supporting Documents**

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BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	

- Attachment A: Monthly Flow Report August 2019
- Attachment B: Monthly NPDES Report August 2019
- Attachment C: Collection System Data August 2019
- Attachment D: Contract Collection Services Report August 2019

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BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	

# Attachment A

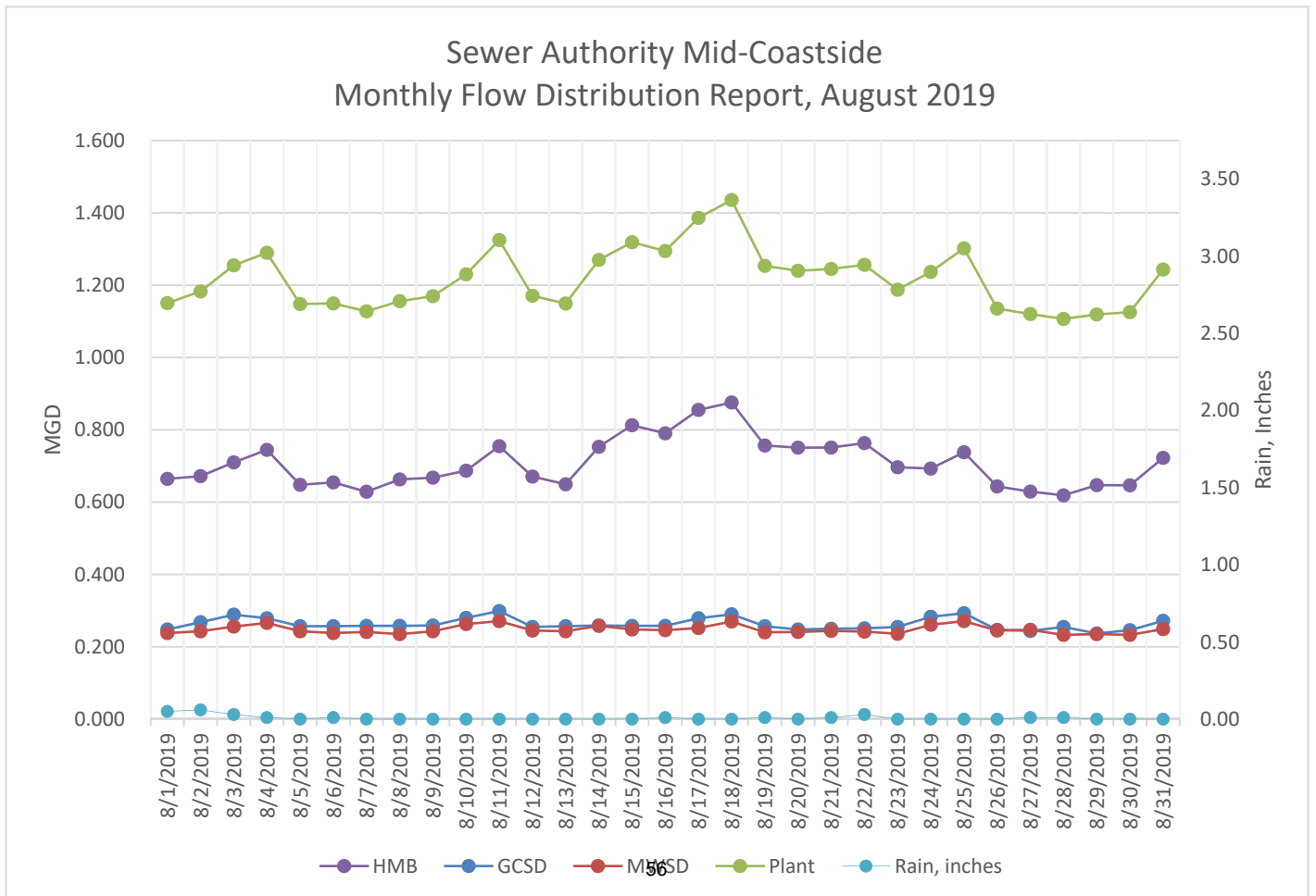
## Flow Distribution Report Summary for August 2019

The daily flow report figures for the month of August 2019 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	0.708	58.1%
Granada Community Services District	0.263	21.6%
Montara Water and Sanitary District	<u>0.248</u>	<u>20.3%</u>
Total	1.219	100.0%



# Sewer Authority Mid-Coastside

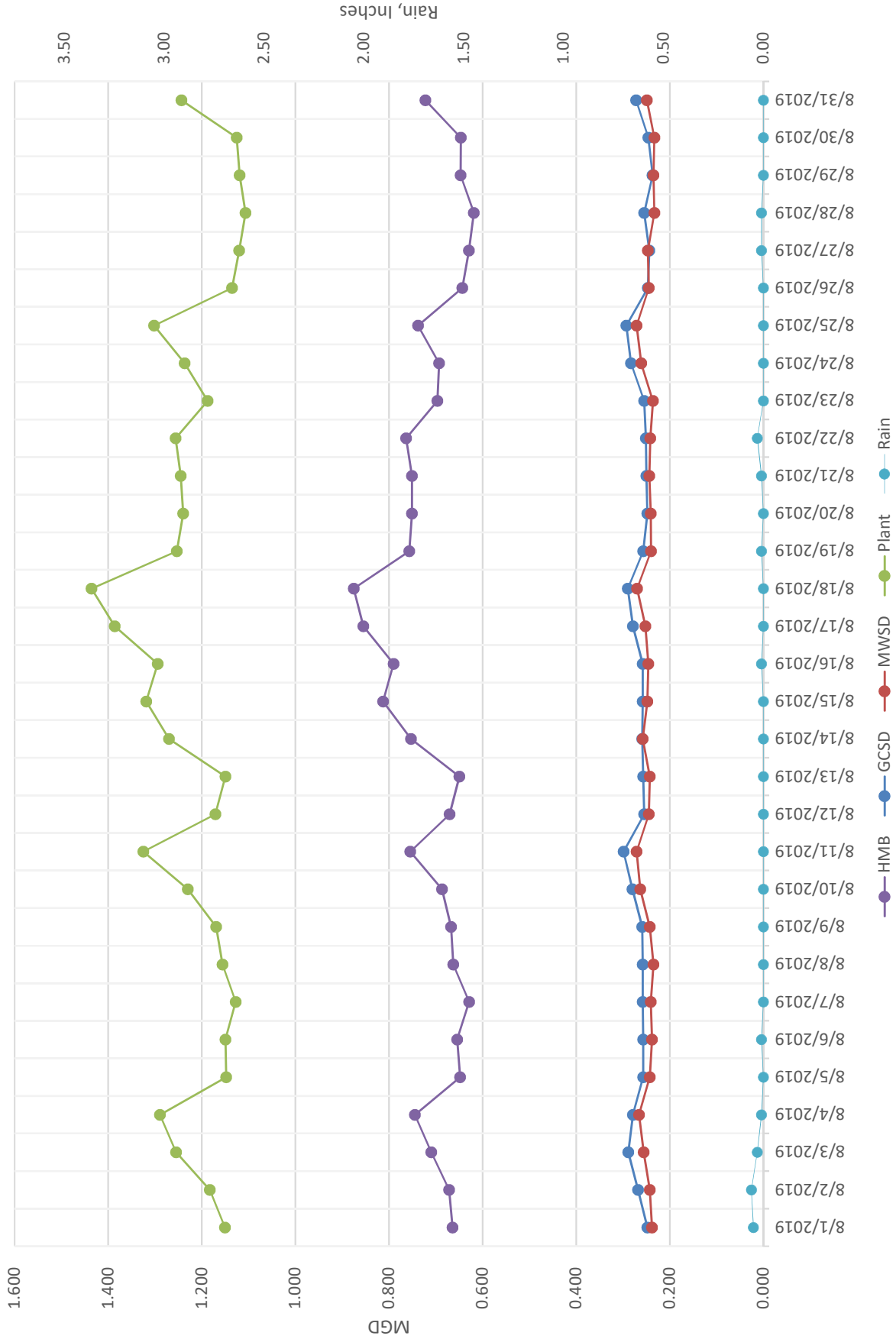
## Monthly Flow Distribution Report for August 2019

<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>
8/1/2019	0.664	0.248	0.238	1.150	0.05	0.07	0.07
8/2/2019	0.672	0.268	0.243	1.183	0.06	0.09	0.13
8/3/2019	0.710	0.289	0.256	1.255	0.03	0.02	0.02
8/4/2019	0.745	0.279	0.266	1.290	0.01	0.01	0.02
8/5/2019	0.648	0.257	0.243	1.148	0.00	0.00	0.00
8/6/2019	0.655	0.257	0.238	1.150	0.01	0.00	0.00
8/7/2019	0.629	0.258	0.241	1.128	0.00	0.00	0.00
8/8/2019	0.663	0.258	0.235	1.156	0.00	0.00	0.00
8/9/2019	0.668	0.259	0.243	1.170	0.00	0.00	0.00
8/10/2019	0.687	0.280	0.263	1.230	0.00	0.00	0.00
8/11/2019	0.755	0.299	0.271	1.325	0.00	0.00	0.00
8/12/2019	0.671	0.255	0.245	1.171	0.00	0.00	0.00
8/13/2019	0.649	0.257	0.243	1.149	0.00	0.00	0.00
8/14/2019	0.753	0.259	0.258	1.270	0.00	0.00	0.00
8/15/2019	0.813	0.258	0.248	1.319	0.00	0.00	0.00
8/16/2019	0.790	0.258	0.246	1.294	0.01	0.00	0.00
8/17/2019	0.855	0.279	0.252	1.386	0.00	0.00	0.00
8/18/2019	0.876	0.290	0.270	1.436	0.00	0.00	0.00
8/19/2019	0.757	0.257	0.240	1.254	0.01	0.00	0.00
8/20/2019	0.751	0.248	0.241	1.240	0.00	0.00	0.00
8/21/2019	0.751	0.250	0.244	1.245	0.01	0.00	0.00
8/22/2019	0.763	0.251	0.242	1.256	0.03	0.02	0.02
8/23/2019	0.697	0.255	0.236	1.187	0.00	0.00	0.00
8/24/2019	0.693	0.283	0.261	1.237	0.00	0.00	0.00
8/25/2019	0.738	0.293	0.271	1.302	0.00	0.00	0.00
8/26/2019	0.643	0.247	0.245	1.135	0.00	0.00	0.00
8/27/2019	0.629	0.244	0.247	1.120	0.01	0.00	0.00
8/28/2019	0.619	0.255	0.233	1.107	0.01	0.00	0.00
8/29/2019	0.647	0.237	0.235	1.119	0.00	0.00	0.00
8/30/2019	0.646	0.246	0.233	1.125	0.00	0.00	0.00
8/31/2019	0.722	0.272	0.249	1.243	0.00	0.00	0.00
<b>Totals</b>	<b>21.958</b>	<b>8.144</b>	<b>7.676</b>	<b>37.778</b>	<b>0.24</b>	<b>0.21</b>	<b>0.26</b>

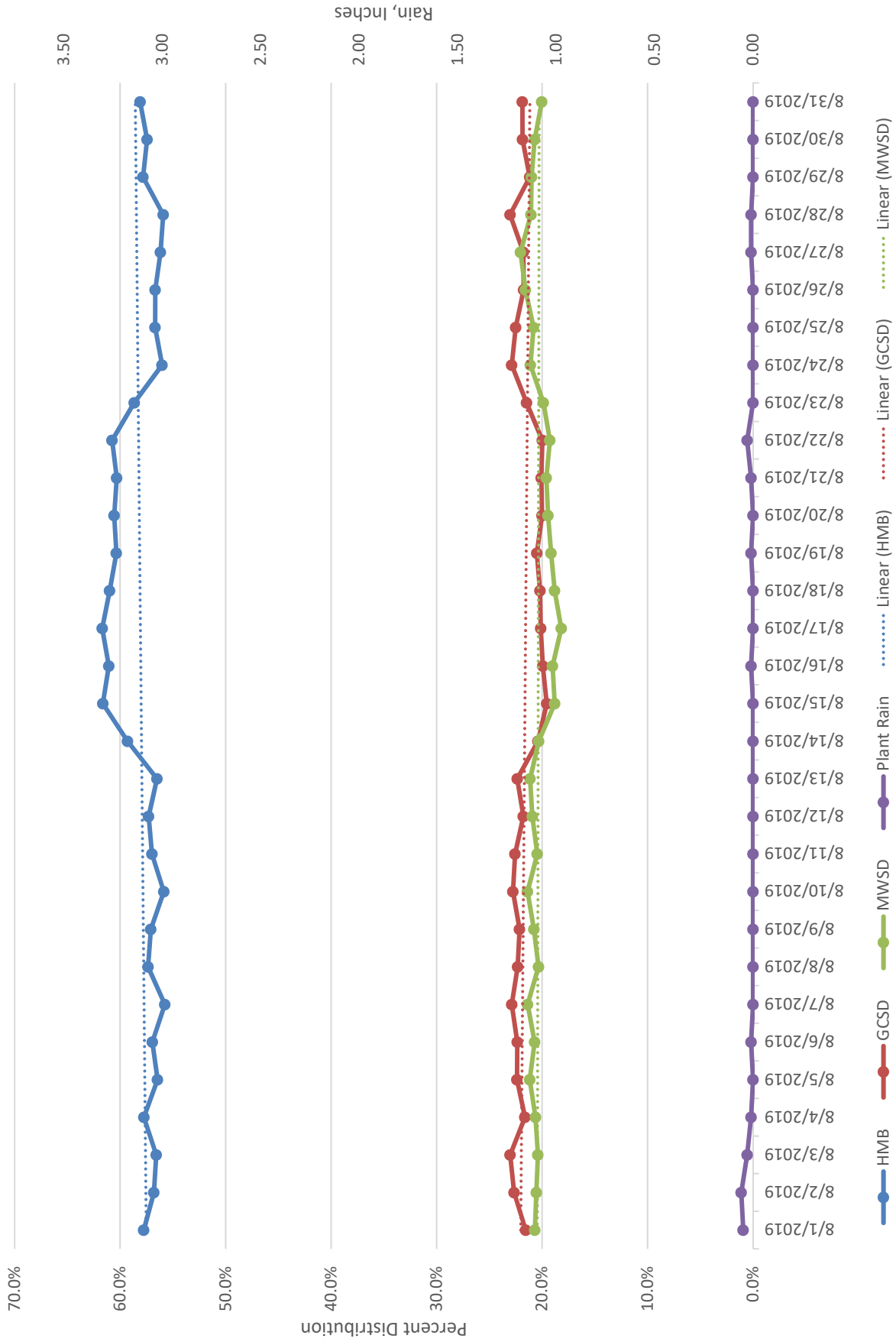
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.619	0.237	0.233	1.107
<b>Average</b>	<b>0.708</b>	<b>0.263</b>	<b>0.248</b>	<b>1.219</b>
Maximum	0.876	0.299	0.271	1.436
<b>Distribution</b>	<b>58.1%</b>	<b>21.6%</b>	<b>20.3%</b>	<b>100.0%</b>

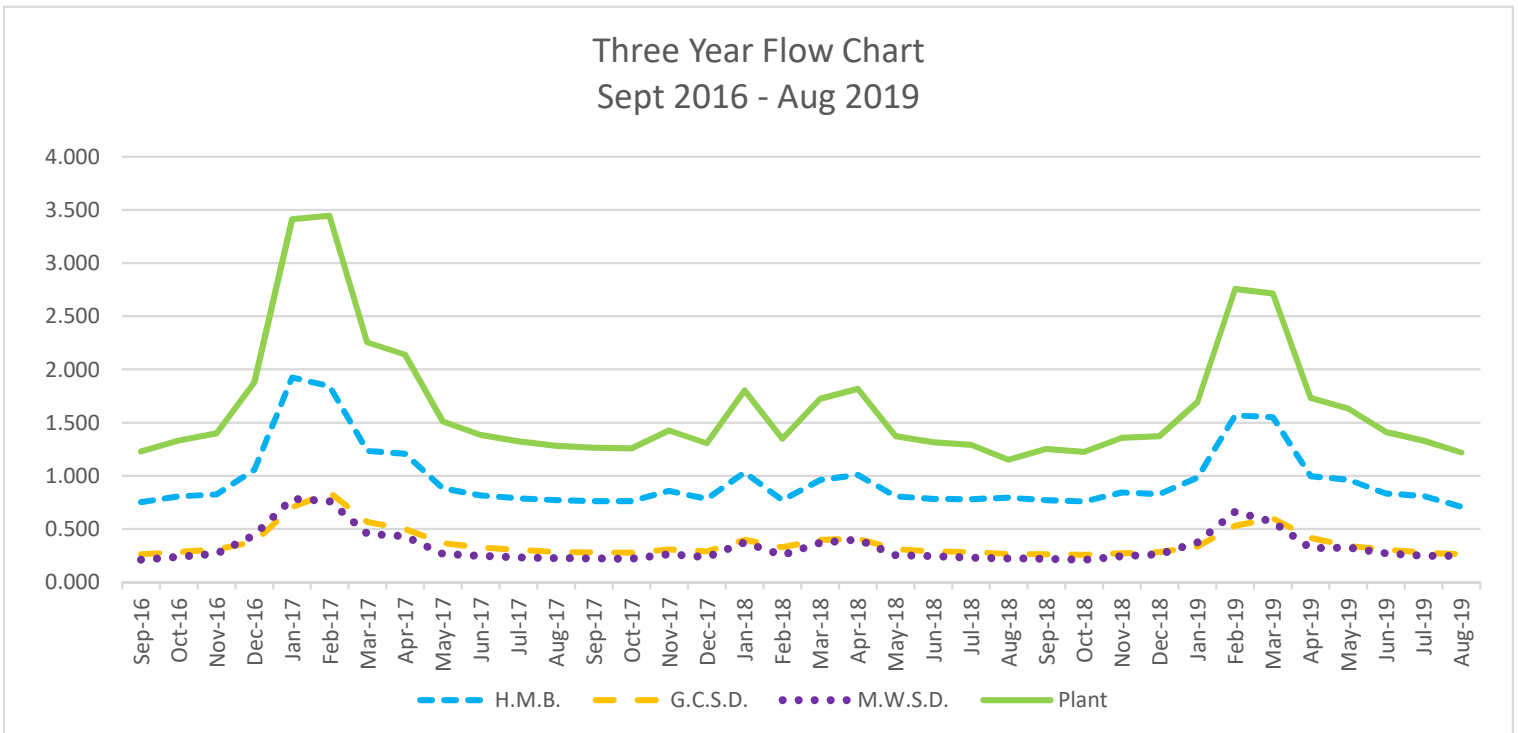
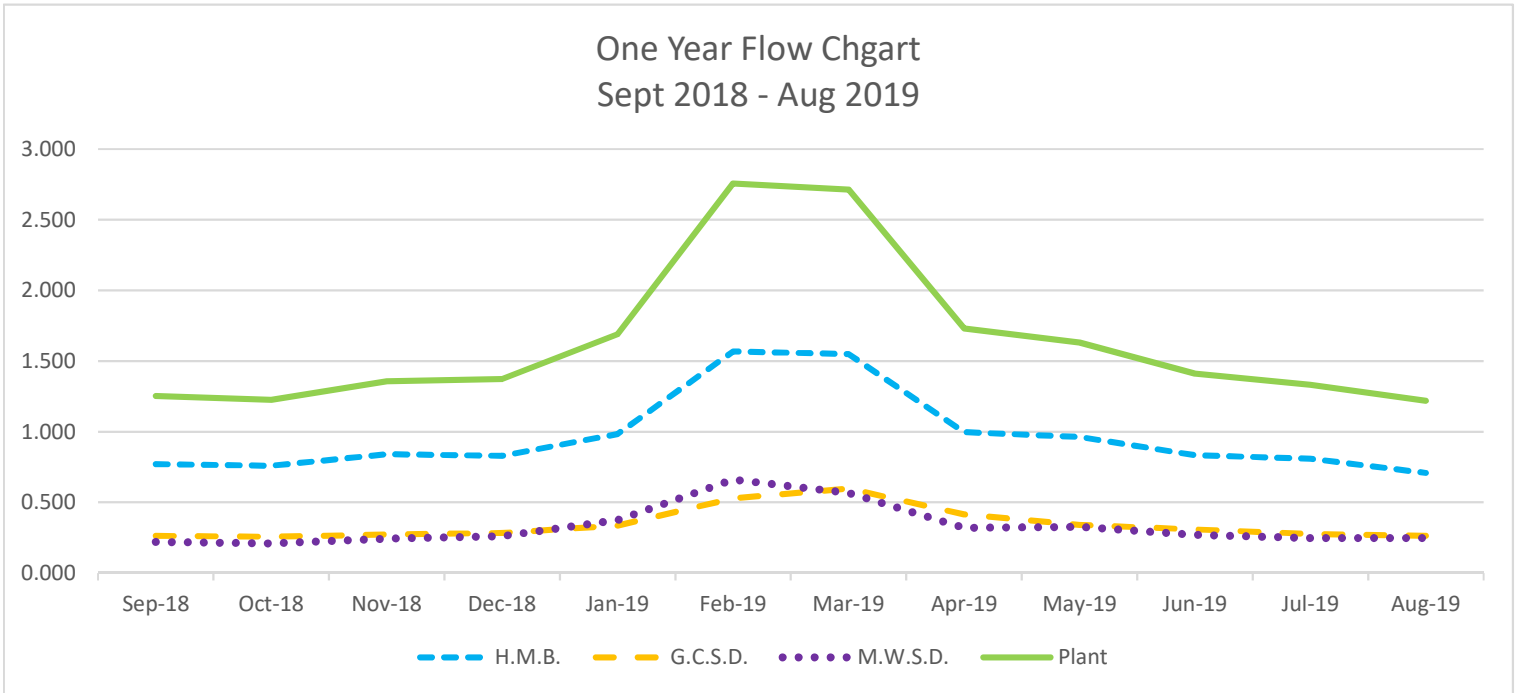
# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, August 2019



## Percent Distribution August 2019

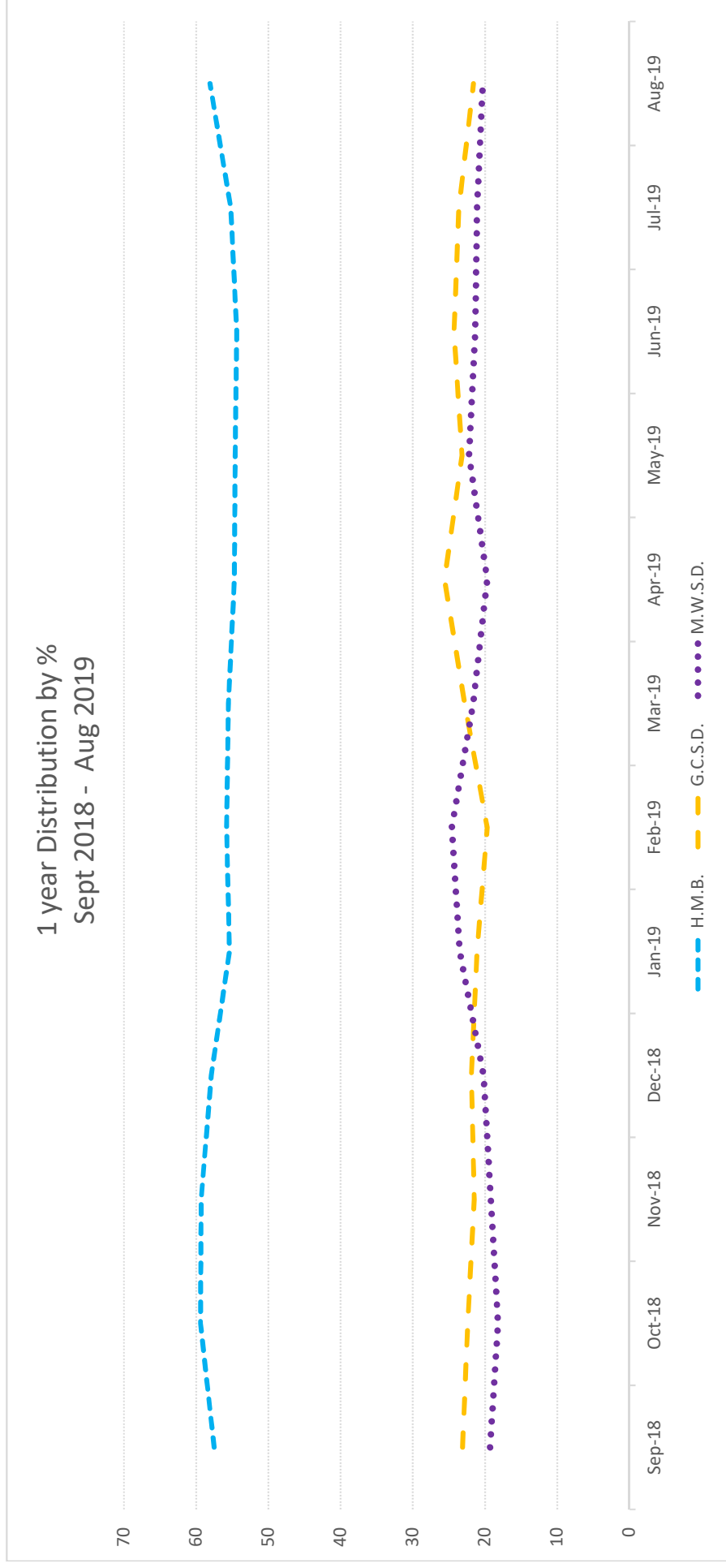


### Most recent flow calibration April 2018 PS, April 2018 Plant





# Flow based percent distribution based for past year



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, August 2019

Attachment C

## August 2019

	Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	1	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

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	2	1	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
		<b>50%</b>	<b>0%</b>	<b>0%</b>	<b>50%</b>

## Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
August 2019	1	1	0	0	0
12 Month Moving Total	2	1	0	0	1

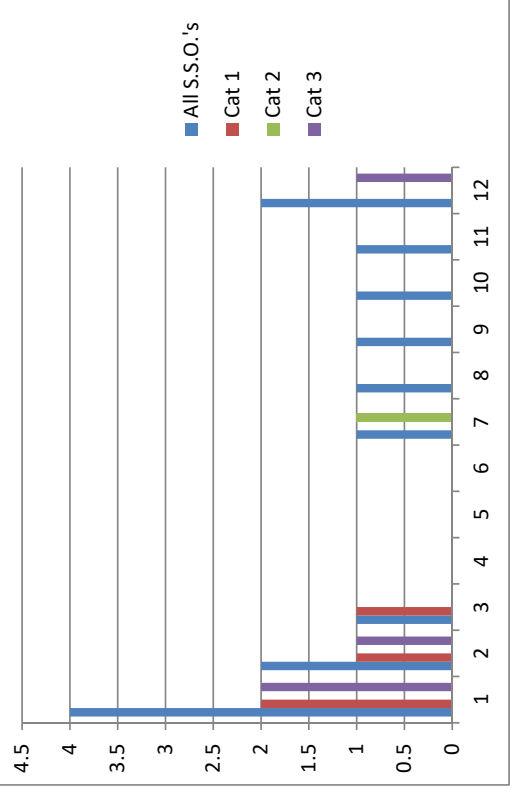
## SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
August 2019	1.0	2.7	0.0	0.0	0.0
12 Month Moving Total	1.9	2.7	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	0.0	13.7
Category 3	1.0	2.7	0.0	0.0	0.0
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	GCSD	MWSD	Total Feet	Total Miles
Sep - 18	15,448	16,407	11,416	43,271	8.2
Oct - 18	21,189	10,969	14,786	46,944	8.9
Nov - 18	19,571	27,546	10,338	57,455	10.9
Dec - 18	27,756	17,357	9,422	54,535	10.3
Jan - 19	17,682	11,504	11,240	40,426	7.7
Feb - 19	10,374	9,126	11,371	30,871	5.8
Mar - 19	11,777	10,890	10,020	32,687	6.2
Apr - 19	12,934	10,801	11,247	34,982	6.6
May - 19	11,193	12,786	10,094	34,073	6.5
June - 19	14,529	18,431	10,419	43,379	8.2
July - 19	8,754	18,560	9,511	36,825	7.0
Aug - 19	8,042	22,405	15,720	46,167	8.7
<b>Annual ft</b>	<b>179,249</b>	<b>186,782</b>	<b>135,584</b>	<b>501,615</b>	
<b>Annual Mi.</b>	<b>33.9</b>	<b>35.4</b>	<b>25.7</b>		<b>95.0</b>

12 Month Moving SSO Totals Through August 2019



# TASK SUMMARY - GCSD 2019-2020

Task	Target Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	174,000	16,438	20,458											36,896	21%
Hot Spot Cleaning	5,400	2,122	1,947											4,069	75%
Lift Station Inspection - Daily	260	22	23											45	0%
Lift Station Inspection - Annually	3	-	-											-	0%
Maint. Work Orders - Completed	-	22	16											38	-
Maint. Work Orders - Incomplete	-	-	-											-	-
Manhole Inspection	879	89	118											207	24%
USA Markings	372	52	52											104	28%
F.O.G. Inspections Completed	10	-	-											-	0%
F.O.G. Inspections Passed	10	-	-											-	0%
F.O.G. Inspection Failed	-	-	-											-	-
Lateral Inspections	-	-	-											-	-
Customer Service Call - Reg	-	2	1											3	-
Customer Service Call - OT	-	2	1											3	-
SSO Response - Category 1	-	-	-											-	-
SSO Response - Category 2	-	-	-											-	-
SSO Response - Category 3	-	-	-											-	-
Insurance Claims Filed	-	0	0											-	-



**ITEM #7**





## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

September 19, 2019

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

The Special Meeting was called to order at 7:34 p.m.

### **ROLL CALL**

President Matthew Clark, Vice President Barbara Dye, Director Jim Blanchard, and Director David Seaton. Director Eric Suchomel was absent.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito, and District Counsel Bill Parkin.

### **GENERAL PUBLIC PARTICIPATION**

### **ACTION AGENDA**

- 1. Appointment of General Manager as Labor Negotiator Pursuant to Government Code Section 54957.6—Unrepresented Employee—Assistant General Manager**

**ACTION:**

- 2. Appointment of General Manager as Labor Negotiator Pursuant to Government Code Section 54957.6—Unrepresented Employee—Assistant Administrator**

**ACTION:**

### **ADJOURN TO CLOSED SESSION**

- 3. Conference with Labor Negotiator—Government Code Section 54957.6.**

Agency designated representative: Chuck Duffy

Unrepresented employee: Assistant General Manager.

- 4. Conference with Labor Negotiator—Government Code Section 54957.6.**

Agency designated representative: Chuck Duffy

Unrepresented employee: Assistant Administrator.

- 5. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).**

Casa Mira Homeowners Association v. California Coastal Commission – San Mateo County Superior Court Case No. 19-CIV-04677.

**6. Conference with Legal Counsel – Existing Litigation (Government 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) – Santa Clara County Superior Court Case No. 17CV316927.

**7. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 531 Obispo Road, El Granada, California.

District's Negotiator: Chuck Duffy

Negotiating parties: Coastside Fire Protection District and Granada Community Services District

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

**RECONVENE TO OPEN SESSION**

District Counsel stated that there was no reportable action taken in Closed Session.

**ADJOURN SPECIAL MEETING**

The Special Meeting was adjourned at 7:25.

**CALL REGULAR MEETING TO ORDER**

The Regular Meeting was called to order at 7:33 p.m.

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

Resident Dan Haggerty requested the public to contact the County Supervisor and Planning Department to voice concerns regarding errors made in the Negative Declaration for the Gray Whale Cove Pedestrian Light Crossing project.

PAC Member Paul Koelsch reported on his meeting with Sam Herzberg, San Mateo County Parks, regarding the Quarry Park Pump Track. He said Mr. Herzberg indicated that a meeting with a Board or Staff Member is needed to move forward. As a Task Force Member, Mr. Koelsch said he is working as the liaison between the District and the County to keep communications ongoing.

**ACTION AGENDA**

President Clark moved Item No. 10 Committee Reports to the top of the Agenda.

**1. Consideration of Draft 6-Year Capital Improvement Program (CIP) for FY 2019/20 to 2024/25.**

District Engineer John Rayner discussed how the priorities in the CIP were determined and the costs estimated. The Board held a discussion, and Director Dye posed several questions concerning the older mainlines throughout the district. Mr. Rayner indicated that information is compiled on the mainlines based upon call-outs, information from the collections crew at SAM, and the results of the District's CCTV program.

**ACTION:** Director Dye moved to approve the 6-year CIP. (Dye/Blanchard).  
Approved 4-0.



**2. Consideration of Sewer Authority Mid-Coastside Wastewater Management Specialists Proposal.**

The Board discussed the initial findings and recommendations outlined in the management evaluation of SAM operations done by Dan Childs of Wastewater Management Specialists. It was reported that the SAM Board approved moving forward with the first segment of the program for \$52,000, which will include the search for a General Manager, but it was the sense of the Board that the cost for the total 28-month project to correct any issues at SAM at \$1,417,500 was too costly.

**3. Consideration of Sewer Authority Mid-Coastside Report.**

The SAM Representatives reported on the meetings held on August 26 and September 9, and the Finance Committee meeting held on August 13.

**CONSENT AGENDA**

**4. Approve August 18, 2019 Meeting Minutes.**

**5. Approve September 2019 Warrants.**

**6. Approve August 2019 Financial Statements.**

**7. Approve Assessment District Distribution #3-19/20.**

**8. Approve SDRMA MOU and Corresponding Resolution.**

**ACTION:** Director Dye moved to approve the Consent Agenda. (Dye/Blanchard).  
Approved 4-0.

**COMMITTEE REPORTS**

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

**10. Report on Parks Advisory Committee.**

The Board held a discussion regarding the best way to move forward with the County to develop a pump track in Quarry Park. Director Seaton volunteered to participate and work with the PAC Task Force and the District's Parks & Rec. Coordinator, Claudia Marshall, and to meet with the County. They will schedule the meeting. PAC Chair Nancy Marsh provided an update on the survey and continued public notification. She said a report regarding the results will be ready for the next Board Meeting in October. Ms. Marshall reported on her meeting with the new Superintendent of Cabrillo Unified School District, and said he was open to discussing their surplus property.

**INFORMATION CALENDAR**

**11. Attorney's Report. (Parkin)**

**12. General Manager's Report. (Duffy)**

**13. Administrative Staff Report. (Comito)**

**14. Engineer's Report. (Kennedy Jenks)**

**15. Future Agenda Items.**

**ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 9:28 p.m.

ATTEST:

SUBMITTED BY:

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

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

Date Approved by Board: October 17, 2019

**ITEM #8**



**Granada Community Services District**  
**October 2019 Warrants**  
For the October 17, 2019 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
09/23/19	8280	Cabrillo Unified School District	10/24/19 EG School Rental-Parks	6220 · Miscellaneous	660.00
09/23/19	8281	Claudia A. Marshall	Parks & Rec Coordinator- 9/30/19	6153 · Temp Labor	1,233.75
10/01/19	8282	Mary Carhart & Steven Fitz	SSC Refund 08/09-19/20 FY's	4020 · Sewer Service Charges	4,768.00
10/01/19	8283	City of Half Moon Bay	18/19 FY Parks Pass-thru per Funding Agrmt	5120 · Half Moon Bay Reimb-Parks	8,831.73
10/17/19	8284	Barbara Dye	09/19/19 GCSD & 09/23/19 SAM	6040 · Directors' Compensation	190.00
10/17/19	8285	Comcast	10/13/19-11/12/19 Svcs	6170 · Utilities	221.80
10/17/19	8286	David Seaton	09/19/19 GCSD	6040 · Directors' Compensation	145.00
10/17/19	8287	Express Plumbing	Medio Creek Maint & Mon-Oct	1617-1 · Medio Creek/Mirada Sewer	975.00
10/17/19	8288	Fechter & Company	06/30/18 Audit	6010 · Auditing	1,402.50
10/17/19	8289	Gaetani Real Estate	Office Lease-Nov 2019	6120 · Office Lease	4,450.00
10/17/19	8290	Half Moon Bay Review	Annual Subscription Renewal	6160 · Publications & Notices	46.80
10/17/19	8291	Hue & Cry, Inc.	Nov 2019 Pump Stn Alarm	6170 · Utilities	32.65
10/17/19	8292	Jim Blanchard	09/19/19 GCSD & 09/23/19 SAM	6040 · Directors' Compensation	190.00
10/17/19	8293	KBA	07/24/19-08/28/19	6020 · Copier Lease	169.19
10/17/19	8294	Matthew Clark	09/19/19 GCSD	6040 · Directors' Compensation	145.00
10/17/19	8295	Office Depot	Inv dtd 09/27/19	6140 · Office Supplies	167.13
10/17/19	8296	Pacifica Community TV	09/06/19 & 09/19/19 GCSD	6180 · Video Taping	550.00
10/17/19	8297	PG&E	Pump Stn Inv dtd 09/18/19	6170 · Utilities	266.22
10/17/19	8298	PG&E-2	Mirada Rd Inv dtd 09/10/19	6170 · Utilities	20.98
10/17/19	8299	PGE	Office Inv dtd 09/25/19	6170 · Utilities	168.39
10/17/19	8300	Riordan Consulting	10/02/19 Svcs	6190 · Computers	1,605.00
10/17/19	8301	Rodolfo Romero	Oct 2019 Cleaning 2x	6130 · Office Maint & Repairs	140.00
10/17/19	8302	Sewer Authority Mid-Coastside	Oct 2019 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	171,649.61
10/17/19	8303	Somach Simmons & Dunn	Aug 2019 Legal Fees-Enforcement Action	6091 · Legal	12.50
10/17/19	8304	State Fund Comp Insurance	Workers Comp Prem 08/19/18-08/19/19	6080 · Insurance	952.40
10/17/19	8305	Verizon Wireless	Aug 2019	6170 · Utilities	105.88
10/17/19	8306	White Nelson Diehl Evans	Sep 2019	6152 · Accounting	2,500.00
10/17/19	8307	Wittwer & Parkin	Sep 2019 Svcs	6090 · Legal-Gen/IPS/Parks/Big Wave	2,570.00
				<b>TOTAL</b>	<b>188,676.05</b>



**ITEM #9**

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

As of August 31, 2019

**ASSETS**

Current Assets

1000 · Wells Fargo Checking - Gen Op	\$ (1,405)
1010 · Wells Fargo Checking - Deposit	-
1020 · Petty Cash	790
1030 · Cash - LAIF	3,954,265
1040 · Tri Counties Bank - Gen Op	123,925
1050 · Tri Counties Bank - Deposit	37,739
1100 · Accounts Receivable	171,849
1500 · Due from AD	15,068

Total Current Assets	<u>4,302,231</u>
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Fixed Assets

1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,217,871
1630 · Accumulated Depreciation	(6,453,452)

Total Fixed Assets	<u>5,850,212</u>
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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	244,890
1730 · Advance to AD- NCA Fund	353,693
1735 · Advance to AD- Assesmnt Revenue	212,834
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	155,963

Total Other Assets	<u>4,738,249</u>
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Total Assets	<u>14,890,691</u>
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**LIABILITIES**

Current Liabilities

2000 · Accounts Payable	28,678
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	21,346
2100 · Payroll Liabilities	426
2225 · Recology-Del Garbage	5,389
2300 · Due to AD	-
2310 · Relief Refund Advance	350

Total Current Liabilities	<u>61,760</u>
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Long Term Liabilities

2401 · Net Pension Liability	185,779
2402 · Deferred Inflows of Resources	9,544

Total Long Term Liabilities	<u>195,323</u>
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Total Liabilities	<u>257,083</u>
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**NET POSITION**

3000 · Net Assets	5,330,938
3005 · Contributed Capital	9,595,349
Net Income	(292,679)

Total Net Position	<u>\$ 14,633,608</u>
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No assurance is provided on these financial statements.



**Granada Community Services District  
Revenue & Expenses (Unaudited)  
August 1, 2019 through August 31, 2019**

	Aug. 1, 2019 - Aug. 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
<b>Revenues</b>				
Operating Revenue				
4010 · Property Tax Allocation	\$ 704	\$ 33,333	\$ (32,629)	\$ 200,000
4015 · Park Tax Allocation	1,429	75,000	(73,571)	450,000
4020 · Sewer Service Charges-SMC	-	281,000	(281,000)	1,686,000
4021 · Sewer Svc Charges Pro-rated	50	-	50	-
4030 · AD OH Reimbursement	-	5,167	(5,167)	31,000
4040 · Recology Franchise Fee	5,527	5,500	27	33,000
<b>Total Operating Revenue</b>	<u>7,710</u>	<u>400,000</u>	<u>(392,290)</u>	<u>2,400,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	-	15,000	(15,000)	90,000
4130 · Connection Fees	4,700	9,167	(4,467)	55,000
4150 · Repayment of Adv to AD-NCA	-	32,550	(32,550)	195,300
4155 · Repayment of Adv to AD-ARF	-	19,117	(19,117)	114,700
4160 · SAM Refund from Prior Yr	-	167	(167)	1,000
4170 · ERAF Refund	166,748	50,000	116,748	300,000
4180 · Misc Income	1,050	667	383	4,000
<b>Total Non Operating Revenue</b>	<u>172,498</u>	<u>126,668</u>	<u>45,830</u>	<u>760,000</u>
<b>Total Revenues</b>	<u>180,208</u>	<u>526,668</u>	<u>(346,460)</u>	<u>3,160,000</u>
<b>Expenses</b>				
Operations				
5010 · SAM - General	194,289	194,289	-	1,165,732
5020 · SAM - Collections	49,367	49,367	-	296,201
5021 · Lift Station Maint.	-	-	-	-
5050 · Mainline System Repairs	-	1,667	1,667	10,000
5060 · Lateral Repairs	-	5,833	5,833	35,000
5065 · CCTV	-	4,167	4,167	25,000
5070 · Pet Waste Station	152	200	48	1,200
5110 · RCD - Parks	-	833	833	5,000
5120 · Half Moon Bay Reimb - Parks	-	4,167	4,167	25,000
5130 · Parks & Rec Professional Services	-	6,667	6,667	40,000
<b>Total Operations</b>	<u>243,808</u>	<u>267,190</u>	<u>23,382</u>	<u>1,603,133</u>

*No assurance is provided on these financial statements.*

**Granada Community Services District  
Revenue & Expenses (Unaudited)  
August 1, 2019 through August 31, 2019**

	Aug. 1, 2019 - Aug. 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
<b>Expenses (Continued)</b>				
<b>Administration</b>				
6010 · Auditing	\$ 700	\$ 2,500	\$ 1,800	\$ 15,000
6020 · Copier lease	1,075	1,167	92	7,000
6030 · County Tax Roll Charges	-	-	-	-
6040 · Directors' Compensation	2,245	1,833	(412)	11,000
6050 · Education & Travel Reimb	-	333	333	2,000
<b>6060 · Employee Compensation</b>				
6061 · Employee Salaries	28,626	28,333	(293)	170,000
6062 · Medical Ins.	4,759	2,730	(2,029)	16,380
6063 · Employer Payroll Taxes	2,210	3,250	1,040	19,500
6064 · CALPERS Contribution	26,611	7,020	(19,591)	42,120
6060 · Employee Compensation - Other	301	-	(301)	-
6070 · Engineering Services	13,377	3,333	(10,044)	20,000
6080 · Insurance	306	833	527	5,000
6090 · Legal Services	9,595	10,000	405	60,000
6095 · Legal Services for Case Related Legal	-	8,333	8,333	50,000
6100 · Memberships	-	1,500	1,500	9,000
6110 · Newsletter	1,635	1,667	32	10,000
6120 · Office Lease	8,900	9,500	600	57,000
6130 · Office Maintenance & Repairs	280	333	53	2,000
6140 · Office Supplies	566	833	267	5,000
6150 · Professional Services	22,200	15,833	(6,367)	95,000
6160 · Publications & Notices	614	333	(281)	2,000
6170 · Utilities	1,421	1,667	246	10,000
6180 · Video Taping	750	667	(83)	4,000
6190 · Computers	129	417	288	2,500
6220 · Miscellaneous	2,526	2,502	(24)	15,000
6230 · Bank Service Charges	359	-	(359)	-
<b>Total Administration</b>	<u>129,185</u>	<u>104,917</u>	<u>(24,268)</u>	<u>629,500</u>
<b>Capital Projects</b>				
1617-1 · Medio Creek Xing Crossing	1,950	8,333	6,383	50,000
7010 · Sewer Main Replacement (CIP)	-	33,333	33,333	200,000
7100 · SAM - Infrastructure	97,944	97,944	-	587,663
7500 · Projects - Parks	-	16,667	16,667	100,000
<b>Total Capital Projects</b>	<u>99,894</u>	<u>156,277</u>	<u>56,383</u>	<u>937,663</u>
<b>Total Expenses</b>	<u>472,887</u>	<u>528,384</u>	<u>55,497</u>	<u>3,170,296</u>
<b>Net Income/(Loss)</b>	<u>\$ (292,679)</u>	<u>\$ (1,716)</u>	<u>\$ (290,963)</u>	<u>\$ (10,296)</u>

*No assurance is provided on these financial statements.*

**ITEM #10**



**DISTRIBUTION REQUEST NO.: #4-19/20**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$3,327.30**

**\$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.

October 17, 2019

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Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO: #4 -19/20**

**DATE: October 17, 2019**

**TRIBUTE FROM ACCOUNT #: 94673305**

**ACCOUNT NAME: Bond Administration Fund**

**DISTRIBUTION AMOUNT: \$3,327.30**

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

Payee	Mailing Address	Services Provided	Amount
Fechter & Co.	3445 American River Dr #A Sacramento CA 95864	Audit Svcs: FYE 06/30/19	\$247.15
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs: AUG 2019	\$789.15
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: Aug 2019	\$2,291.00
<b>TOTAL:</b>			<b>\$3,327.30</b>

**ITEM #11**





GRANADA COMMUNITY SERVICES DISTRICT

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AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Resolution to Amend Bylaws Regarding SAM Representatives  
Date: October 17, 2019

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This Item is presented to amend District Bylaws to add the appointment of a second alternate SAM Representative, and to ratify the appointment of Eric Suchomel as the second alternate. A draft resolution and the relevant section of the bylaws with a markup showing the proposed changes are attached. Upon approval, staff will forward a copy of the Resolution to SAM's Interim Manager.



**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2019-\_\_**

**RESOLUTION TO REVISE BYLAW  
CONCERNING DISTRICT REPRESENTATIVES TO  
SEWER AUTHORITY MID-COASTSIDE**

**WHEREAS**, the Board of Directors of the Granada Community Services District finds and determines that it is in the public interest to revise a Bylaw concerning the selection of District representatives to the Sewer Authority Mid-Coastside and the selection of alternates.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Granada Community Services District to hereby amend the Bylaw adopted for the selection of District representatives to the Sewer Authority Mid-Coastside and the selection of alternates, as follows:

ARTICLE IV – Committees and Representatives

B. Representatives

1. Representatives to SAM

Representatives of the District to serve as members of the Board of Directors of the Sewer Authority Mid-Coastside (SAM) may be appointed by the District Board of Directors only. The District Board shall appoint two of its members to be the District’s representatives to SAM and shall appoint two of its members to be the District’s alternate representatives, who may assume all rights and duties of an absent District representative to SAM. The order of service by alternates shall be determined at the time of appointment. The District representatives and alternates shall serve at the pleasure of the District Board and may be removed at any time without cause at the sole discretion of the District Board. The appointment of a District representative to be a SAM Board member or alternate shall be by resolution, which resolution shall be filed with SAM.

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted and passed at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 17<sup>th</sup> day of October, 2017.

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Approved:

\_\_\_\_\_  
Matthew Clark, Board President

Countersigned:

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

## A. Representatives

### 1. Representatives to SAM

Representatives of the District to serve as members of the Board of Directors of the Sewer Authority Mid-Coastside (SAM) may be appointed by the District Board of Directors only. The District Board shall appoint two of its members to be the District's representatives to SAM and shall appoint ~~one~~ two of its members to be the District's alternate representatives, who may assume all rights and duties of an absent District representative to SAM. The order of service by alternates shall be determined at the time of appointment. The District representatives and alternates shall serve at the pleasure of the District Board and may be removed at anytime without cause at the sole discretion of the District Board. The appointment of a District representative to be a SAM Board member or alternate shall be by resolution, which resolution shall be filed with SAM. ~~If necessary to assure full District voting power at a SAM Meeting due to inability of the two appointed representatives (or one representative and one alternate) to attend a SAM Meeting, and in the event that the District Board cannot meet to appoint another alternate, an appointee or alternate (or failing that, the Board President) may deputize another member of the District Board as a representative *pro tem* to attend a scheduled SAM Meeting.~~

**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**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**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**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #16**



GRANADA COMMUNITY SERVICES DISTRICT

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# Administrative Staff Report

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Period: September 14 to October 11, 2019  
To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Date: October 17, 2019

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

**APPLICATIONS RECEIVED** – There were no applications received this period.

Rec'd	CI	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/08/19	1A	Menendez, D	047-071-260	320 Sevilla, EG	6,079	R-1/S-94
07/10/19	VAR	Moules, D	047-208-100	Avenue Portola, EG	3,056	R-3/S-3
08/06/19	1A	Welch, D	047-222-290	Francisco, EG	8,530	R-1/S-17
09/01/19	DEMO	Ucilli, T	047-122-180	130 Sonora, EG	N/A	R-1/S-17

Note: shaded areas were previously reported.

**PERMITS ISSUED** – There was one permit issued this period:

Permit No.	CI	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3192	1A	07/13/18	Perez, Luis &	047-222-240	420 Ferdinand Ave, EG	8,516	R-1/S-94
3193	3	07/31/18	Big Wave LLC	047-311-060	Airport Rd, EG	17,500	W-DR
3194	1A	07/31/18	Menendez, Diane	047-071-260	320 Sevilla Ave, EG	6,079	R-1/S-17
3195	1A	10/03/19	Welch, David	047-222-290	Francisco, EG	8,530	R-1/S-17

Note: shaded areas were previously reported.

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

Hookup Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
07/16/19	2M	3184	10/11/18	C.F.P.D.	047-261-030	555 Obispo Rd, EG
08/28/19	1A	3185	10/31/18	Stebbins, B	047-218-010	620 Columbus, EG
09/10/19	1A	3170	11/29/17	Bettencourt, J	047-234-220	619 The Alameda, EG

Note: shaded areas were previously reported.

**REPAIRS** - There were no repairs this period.





**ITEM #17**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #18**





