



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, April 19, 2018

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

ROLL CALL

Directors:	President:	Leonard Woren
	Vice-President:	Barbara Dye
	Director:	Jim Blanchard
	Director:	Matthew Clark
	Director:	David Seaton
Staff:	General Manager:	Chuck Duffy
	Legal Counsel:	Jonathan Wittwer
	Assistant Manager:	Delia Comito

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

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

City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.

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 Sewer Authority Mid-Coastside Draft FY 2017/18 JPA General Budget and Contract Collections Budget.

Recommendation: To be made by the Board.

2. Consideration of Approving Parks and Recreation Webpage from the Park Advisory Committee.

Recommendation: To be made by the Board.

3. Consideration of District Communications Policy, Including Newsletter Publication and Website Improvements.

Recommendation: To be made by the Board.

4. Consideration of Park Advisory Committee Summer Special Events Program.

Recommendation: To be made by the Board.

5. Consideration of Letter to CUSD Regarding Short-term Lease Proposal of EG Property for a Bike Pump Track.

Recommendation: To be made by the Board.

6. Consideration of Draft Landscape Architect RFP for EG Medians 7, 8, and 11 Improvements from the Park Advisory Committee.

Recommendation: To be made by the Board.

7. Consideration of District's Sewer Authority Mid-Coastside Report.

Recommendation: To be made by the Board.

CONSENT AGENDA

8. Approval of March 15, 2018 Meeting Minutes.

9. Approval of April 2018 Warrants for \$203,348.35.

10. Approval of February 2018 Financial Statements.

11. Approval of Assessment District Distribution #9-17/18.

COMMITTEE REPORTS

12. Report on seminars, conferences, or committee meetings.

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

At the conclusion of the March 15, 2018 Meeting:

Last Ordinance adopted: No. 171

Last Resolution adopted: No. 2018-004

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.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss Proposed General Budget for Fiscal Year 2018/19 and Authorize General Manager to Submit it to the Member Agencies for Approval**

Executive Summary

The purpose of this report is to allow the Board to discuss the proposed General Budget for Fiscal Year 2018/19 and provide direction to staff.

Fiscal Impact

The expense total proposed for Fiscal Year 2018/19 is \$5.95 million. This is an overall increase of \$0.74 million from the FY 2017/18 original budget. The increase is primarily due to infrastructure spending, preventive maintenance, additional staff positions to meet service level needs, and COLA adjustments per the MOU and Unrepresented Employees Manual.

Division Budgets by Fiscal Year

	FY 2016/17	FY 2017/18	FY 2018/19	\$ Change	% Change
	<u>Actuals</u>	<u>Original</u>	<u>Proposed</u>	<u>Original</u>	<u>Original</u>
Administration	\$1,022,217	\$1,058,663	\$1,135,148	\$ 76,485	7%
Treatment	\$2,677,553	\$2,479,794	\$2,944,958	\$ 465,164	19%
Enviro Comp	\$ 151,386	\$ 165,088	\$ 149,667	\$ (15,421)	(9%)
Infrastructure	<u>\$ 300,221</u>	<u>\$1,505,000</u>	<u>\$1,717,500</u>	<u>\$ 212,500</u>	<u>14%</u>
Total	\$4,151,377	\$5,208,545	\$5,947,273	\$ 738,727	14%

BOARD MEMBERS: J. Blanchard S. Boyd D. Penrose
 D. Ruddock K. Slater-Carter L. Woren

ALTERNATE MEMBERS: M. Clark J. Harvey B. Huber
 R. Kowalczyk³³ H. Rarback⁹

Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 3: “Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”

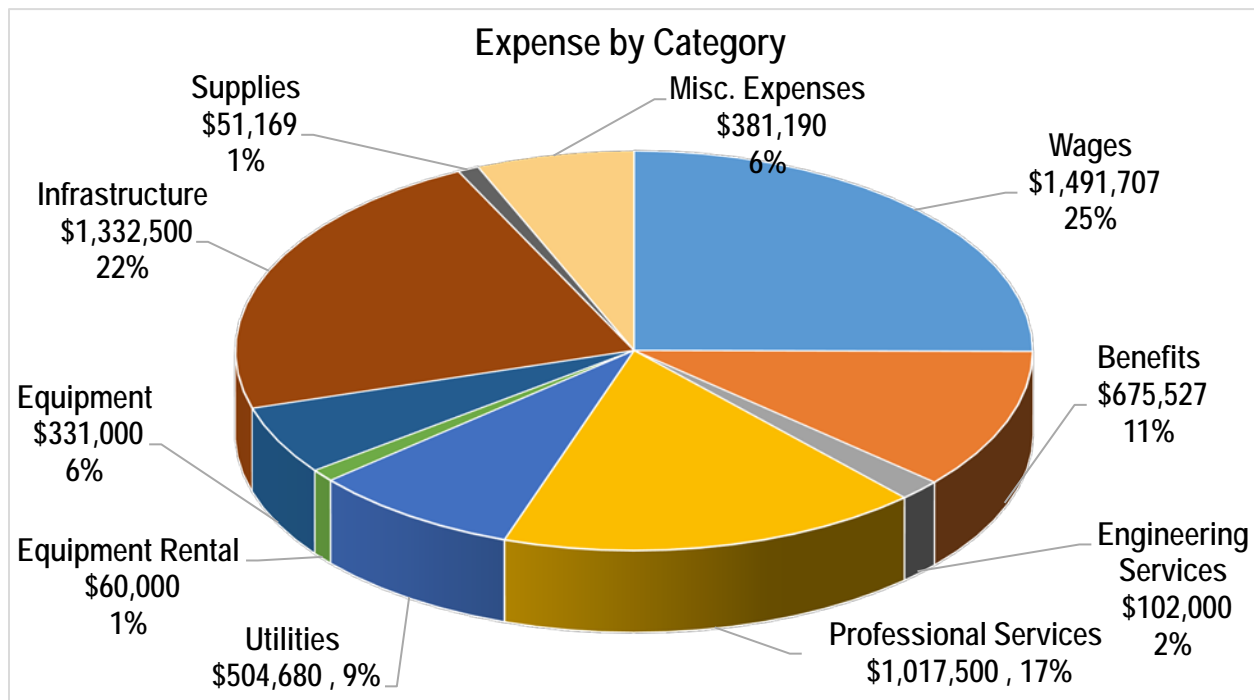
Background and Discussion/Report

This budget includes Administrative Services, Treatment, Environmental Compliance, and Infrastructure. The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Budget Overview

Section V of the Joint Exercise of Powers Agreement (Agreement) states: “prior to each March meeting of the Board, a general budget shall be prepared for the ensuing fiscal year.” The budget shall include: administrative expenses and the expenses of operating and maintaining any improvements operated or maintained by the Authority.

Staff started discussing the General Budget with the Finance Committee in November and has met with the Committee several times. After each Committee meeting, the draft budget, including the Committee’s input, was e-mailed to the member agency managers for feedback. The draft budget was presented to the Board on March 12 to the Board the opportunity to discuss and provide feedback prior to finalizing the proposed budget.



BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk³⁴	H. Rarback	10

Of the total General Budget expenses, 25% (\$1.49 million) is for wages and 11% (\$0.68 million) is for benefits. The cost of infrastructure improvements is 22% (\$1.33 million). Professional services make up a significant amount (16%, \$1.02 million) due to SAM's dependency on contractors and consultants for technical and specialized services.

Utilities and equipment are significant portions (9% and 6%) of the budget as well. Miscellaneous expenses (liability insurance, professional dues, uniform services, conferences, training, permits, licenses, etc.) make up about 6% (0.38 million).

The Administrative Services division increased \$76,485 (7%). The significant impacts are from changing the Accounting Technician from part-time to full-time and replacing the carpet in the administration building. The remaining changes are related to COLA and benefit changes per the Local 39 MOU and increases in utility, services, and supplies costs.

The Treatment division increased \$465,164 (19%), which is mostly due to two additional positions (Operator and Utility Worker), repair maintenance at the Princeton and Portola pump stations, and increased preventive maintenance at the plant.

The Environmental Compliance division budget *decreased* \$15,421. This is due to paying for two years of the First Flush program in FY 2017/18.

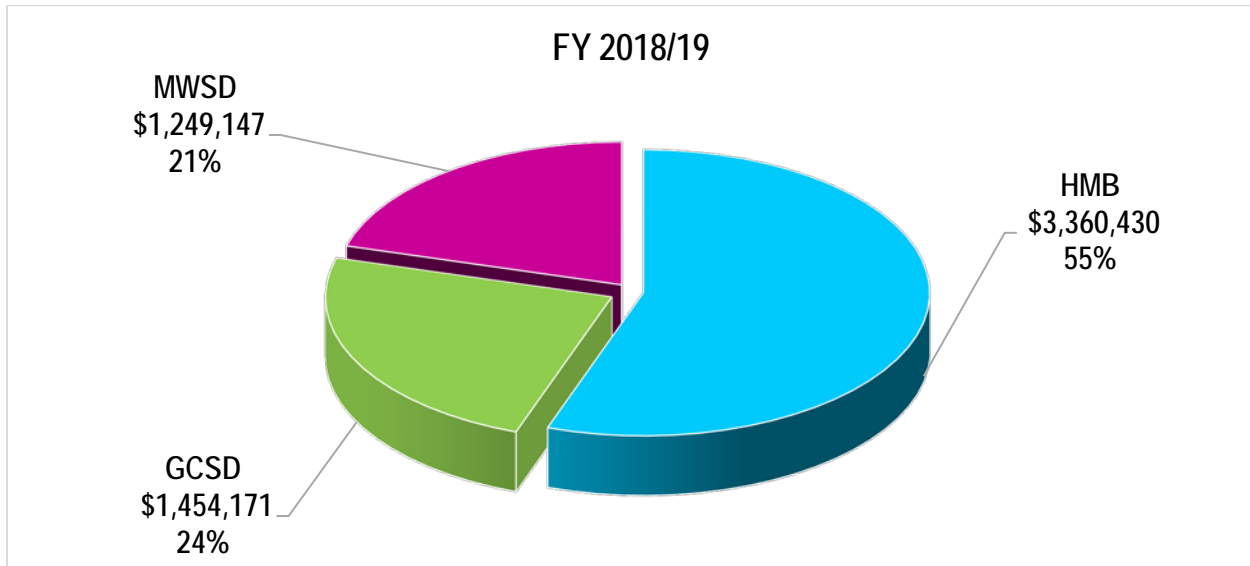
The Infrastructure division increased from \$1.51 million in Fiscal Year 2017/18 to \$1.72 million (14%) in FY 2018/19 to address Priority Level 1 projects identified in the 5-Year Infrastructure Plan.

Of the total proposed revenue, the majority (98%) is from assessments to the JPA member agencies. The remaining revenue is from NDWSCP fees (2%), and miscellaneous revenue (<1%). The most significant increase is \$250,000 to rebuild reserve funds. There is also a shift of funding between agencies due to the flow percentages for 2017. The impact to the member agencies is (rounded to nearest \$):

Total Assessments for Each Member Agency

	FY 2016/17	FY 2017/18	FY 2018/19	\$ Change	% Change
	<u>Actuals</u>	<u>Original</u>	<u>Proposed</u>	<u>Original</u>	<u>Original</u>
Half Moon Bay	\$2,103,982	\$2,688,598	\$3,360,430	\$ 671,832	25%
GCSD	\$1,164,955	\$1,349,449	\$1,454,171	\$ 104,722	8%
MWSD	<u>\$ 848,240</u>	<u>\$1,112,523</u>	<u>\$1,249,147</u>	<u>\$ 136,624</u>	<u>12%</u>
Total	\$4,117,177	\$5,150,570	\$6,063,748	\$ 913,178	18%

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk ³⁵	H. Rarback	11



Changes Within Budget Categories

The significant overall changes in the budget categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: increased \$246,949 to include 2.5 additional positions; negotiated COLA of 3%; and application of step increases, where appropriate.
2. Premium Pay: increased \$7,528 for negotiated changes in standby pay, certification pay, and overtime pay.
3. Health Benefits: increased \$52,974 to include 2.5 additional positions.
4. Retirement Contributions: *decreased* \$2,076 because half (54%) of the existing and proposed positions are Tier 2 CalPERS retirement plan. The increased contribution rates for Tier 1 members is blended with the nominal increase for Tier 2 members. As employees leave (retire or take jobs elsewhere) and the positions are filled by Tier 2 members, SAM will continue to see a decrease in the overall cost of its share of CalPERS contributions.
5. Retirement Medical: increased \$3,736 for contributions as defined in the MOU and the Unrepresented Employees Manual.
6. Misc. Benefits: increased \$20,894 for benefits defined in the MOU and the Unrepresented Employees Manual. These benefits include: Medicare, workers compensation, long-term and short-term disability, life insurance, safety PPE, and matching contributions to a 457 plan for unrepresented employees.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk ³⁶	H. Rarback	12

7. Personnel Subtotal: overall increase of \$330,006 (18%) in personnel-related costs.
8. Legal Services: increased \$10,000 based on anticipated expenses for FY 2018/19 (does not anticipate expenses related to the HMB lawsuit).
9. Engineering Services: *decreased* \$500 for design and project management services for identified projects from the 5-Year Infrastructure Plan.
10. Professional Services: increased \$164,670 to address the increased need for preventive maintenance work and an assumed CPI for existing services.
11. Professional Memberships: increased \$1,000 based on anticipated rate increases.
12. Insurance Premiums: increased \$1,504 to reflect anticipated adjustments in property, liability, and professional liability premiums.
13. Misc. Expenses: increased \$7,871 to reflect assumed CPI increases. This category includes incidental expenses (uniform services, radio and alarm services, offsite file storage, postage, claims, copier and phone system maintenance agreements, property taxes, etc.)
14. Utilities: increased \$11,000 based on anticipated rate increases for electricity, gas, and water.
15. Travel & Training: increased \$4,150 based on anticipated training needs of staff and participation in industry conferences for management team.
16. Equipment Rental: budget remained flat. This category includes short-term rental or lease of equipment for less than a fiscal year.
17. Building & Maintenance Services: increased \$100,548 for contractors to perform necessary maintenance tasks at the treatment plant and pump stations.
18. Chemicals: increased \$5,000 based on anticipated increases in the Bay Area Chemical Consortium rates for FY 2018/19.
19. Permits & Licenses: increased \$2,000 for anticipated changes in permit fees as well as permits for identified infrastructure projects.
20. Supplies: *decreased* \$2,722 based on anticipated expenses for FY 2018/19.
21. Equipment: increased \$88,200 to purchase equipment as part of infrastructure projects.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk ³⁷	H. Rarback	13

22. Infrastructure: increased \$21,000 to address the projects identified in the 5-Year Infrastructure Plan as well as the Wet Weather Storage Expansion project.
23. Claims/Penalties: *decreased* \$5,000 to reflect anticipated claims for FY 2018/19.
24. Non-Personnel Subtotal: overall increase of \$658,721 (20%) in non-personnel expenses.
25. Total: overall increase of \$738,727 (14%) from the FY 2017/18 original budget.

Challenges

The lawsuit between the City of Half Moon Bay and the other agencies has yet to be settled. While the lawsuit continues, there will be a debate about the member agencies' responsibilities to pay for infrastructure along the IPS.

SAM's reserve policies require a balance of two months of operating reserve (\$0.99 million) and \$1.25 million in emergency repair reserve, for a total reserve of \$2.24 million. As of February 28, 2018, SAM had \$1.40 million invested with LAIF, which is all SAM has in reserve funds. To be compliant with the reserve policies, \$0.84 million is needed to meet the reserve minimum in addition to the assessments needed to pay for FY 2018/19 expenses. This is a difficult goal to achieve on top of the increasing funds needed for infrastructure projects.

Comments from Member Agency Managers

I received some feedback on the draft budget from the managers, which is presented below (my paraphrasing of the comments).

- The Agreement deadline (March) should not drive the process. It is more important to have consensus among the member agency managers than meet a deadline. Need unanimous agreement by the member agency managers before the proposed budget is presented to the SAM Board for authorization or it will be a useless effort
- SAM operations and maintenance should not be dependent upon the availability of contract collection services staff for mutual aid. These two functions should be independent of each other.
- Projects in the 5-Year Infrastructure Plan need to be reprioritized to reflect current conditions. Focus on infrastructure and equipment at high risk for SSOs; other issues can be deferred to future years. End of useful life is an arbitrary designation.
- More narrative needed to explain the budget, changes, and provide better detail of the costs.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk³⁸	H. Rarback	14

- Concern over the increase in fixed costs like personnel – do not agree with need for additional positions.
- Reserves should be held by member agencies, not SAM. No need to increase reserve funds beyond \$1.40 million already in LAIF.
- Need to adopt a 5-Year Capital Improvement Plan that is approved and adopted by the member agencies. Need to form a working group to review and build consensus on the priorities and projects. Managers must accept and support the final results for it to be successful.
- SAM is not operating in a vacuum and needs to consider impacts on established member agencies' rates.
- HMB does not agree with 2017 flow percentages and should be resolved before the budget is finalized.

The JEPA requires that the SAM Board authorize the budget for submission it to the member agencies no later than the March meeting each year. Unless the Board schedules a special meeting prior to March 31, this is the last opportunity to meet the deadline.

Staff Recommendation

Staff recommends that the Board of Directors discuss the proposed General Budget for Fiscal Year 2018/19 and authorize the General Manager to submit it to the member agencies for approval.

Supporting Documents

Attachment A: Proposed General Budget for FY 2018/19

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk ³⁹	H. Rarback	15

SEWER AUTHORITY MID-COASTSIDE



PROPOSED GENERAL BUDGET FISCAL YEAR 2018/19 MARCH 26, 2018



**SEWER AUTHORITY MID-COASTSIDE
GENERAL BUDGET
FISCAL YEAR 2018/19**

TABLE OF CONTENTS

Table of Contents	i
Resolution Adopting Budget	TBD
Section I: Budget Worksheets	
Executive Summary	I-1
Total General Budget	I-5
Administrative Services	I-7
Treatment	I-9
Environmental Compliance	I-11
Infrastructure	I-13
Section I: Budget Narratives	
Operation & Maintenance	II-1
Administrative Services	II-5
Treatment	II-11
Environmental Compliance	I-17
Infrastructure	II-23
Section III: Contract Services	
Contract Collection Services	TBD
Section IV: General SAM Data	

EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated treatment plant.” The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Proposed Income & Expenses

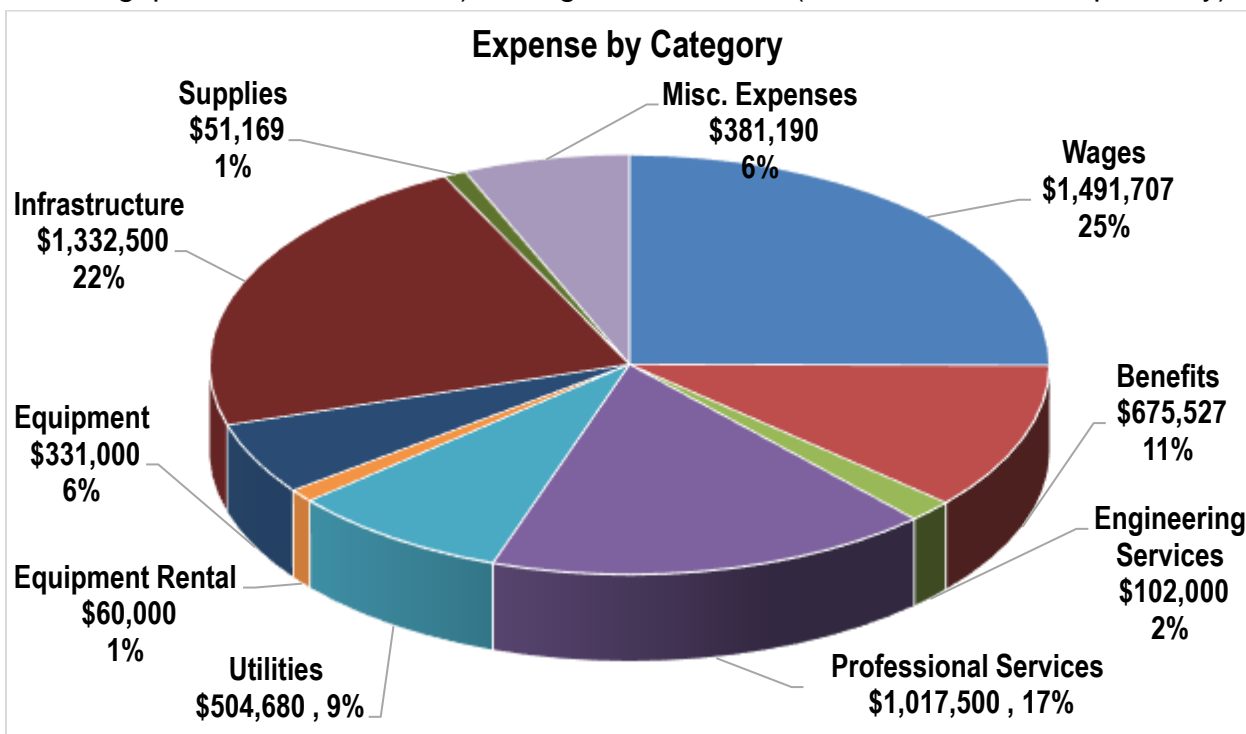
Operating Income	
Assessments - City of Half Moon Bay	3,360,430
Assessments - Granada Community Services District	1,454,171
Assessments - Montara Water & Sanitary District	1,249,147
NDWSCP Fees	118,025
Miscellaneous Revenue	9,000
Total Operating Income	\$ 6,190,773
Operating Expenses	
Wages	1,491,707
Benefits	675,527
Legal Services	56,500
Engineering Services	102,000
Professional & Technical Services	802,000
Professional Memberships	35,100
Insurance Premiums	51,000
Miscellaneous Expenses	79,640
Utilities	504,680
Travel & Training	42,450
Equipment Rental/Lease	60,000
Building & Maintenance Services	159,000
Chemicals	135,000
Permits & Licenses	33,000
Supplies	51,169
Equipment	331,000
Infrastructure Projects	1,332,500
Claims & Penalties	5,000
Total Operating Expenses	\$ 5,947,273
Net Operating Income	\$ 243,500
Non-Operating Income	
Interest Income	6,500
Total Non-Operating Income	\$ 6,500
Contribution to Reserve Funds	\$ 250,000

The overall change from the original Fiscal Year 2017/18 budget to Fiscal Year 2018/19 is an increase of \$.74 million (14%). This is primarily due to increasing staff to meet service level needs, infrastructure spending, and COLA adjustments.

Division Budgets by Fiscal Year

	FY 2016/17	FY 2017/18	FY 2018/19	\$ Change	% Change
	<u>Actuals</u>	<u>Original</u>	<u>Proposed</u>	<u>Original</u>	<u>Original</u>
Administration	\$1,022,217	\$1,058,663	\$1,135,148	\$ 76,485	9%
Treatment	\$2,677,553	\$2,479,794	\$3,194,958	\$ 465,164	29%
Environ Comp	\$ 151,386	\$ 165,088	\$ 149,667	(\$ 15,421)	(9%)
Infrastructure	<u>\$ 300,221</u>	<u>\$1,505,000</u>	<u>\$1,717,500</u>	<u>\$ 212,500</u>	<u>14%</u>
Total	\$4,151,377	\$7,095,463	\$6,197,273	\$ 738,727	14%

Of the total budget expenses, 25% (\$1.49 million) is for wages and 11% (\$0.68 million) is for benefits. Infrastructure is 22% (\$1.33 million). Professional services make up a significant amount (17%, \$1.02 million) due to SAM's dependency on contractors and consultants for technical and specialized services. Utilities, equipment purchases, and miscellaneous expenses (liability insurance, professional dues, uniform services, training, permits, licenses, etc.) are significant as well (9%, 6%, and 6% respectively).



The Administrative Services division increased \$76,485 (9%). The significant impacts are from changing the Accounting Technician from part-time to full-time and replacing the carpet in the administration building. The remaining changes are related to COLA and benefit changes per the Local 39 MOU, increases in utility, services, and supplies

costs, and replacement of the carpet in the Administration Building.

The Treatment division increased \$465,164 (19%), primarily due to adding two positions (Operator and Utility Worker) and small (<\$50k) repair projects at SAM facilities.

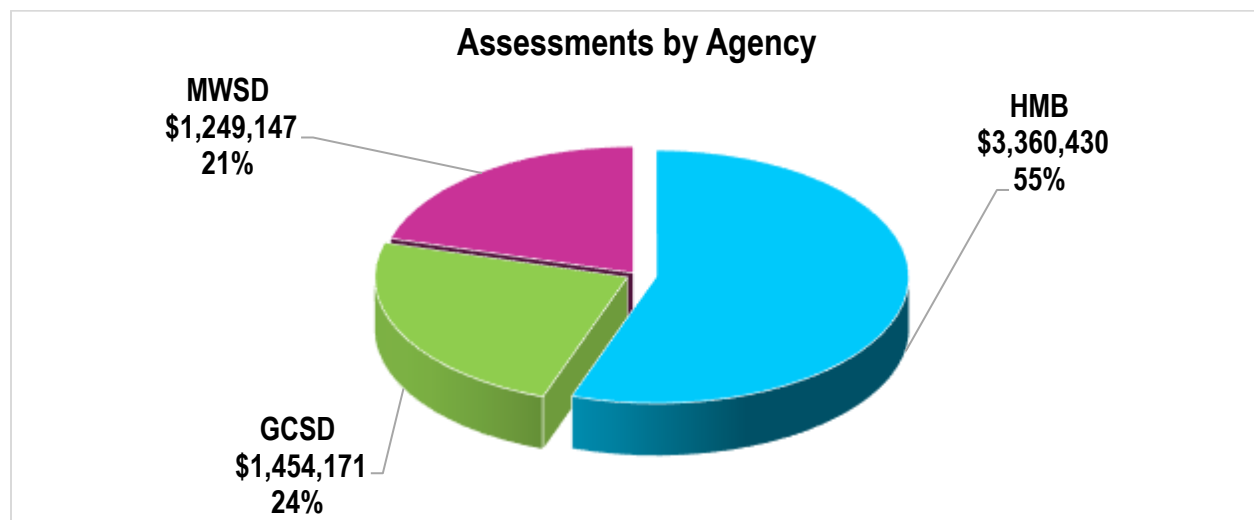
The Environmental Compliance division budget *decreased* \$15,421 (-9%). In FY 2017/18, SAM paid for two years of the First Flush program with the San Mateo County RCD. Therefore, there are no expenses budgeted in FY 2018/19 for this program.

The Infrastructure division increased from \$1.51 million in Fiscal Year 2017/18 to \$1.72 million (14%) in FY 2018/19 to address the most urgent of the Priority 1 projects identified in the adopted 5-Year Infrastructure Plan.

Of the total proposed revenue, the majority (98%) is from assessments paid by the JPA member agencies. The most significant increase is \$250,000 to rebuild reserve funds. The remaining revenue is from NDWSCP fees (2%), and miscellaneous revenue (<1%). The impact to the JPA member agency assessments is (rounded to nearest \$):

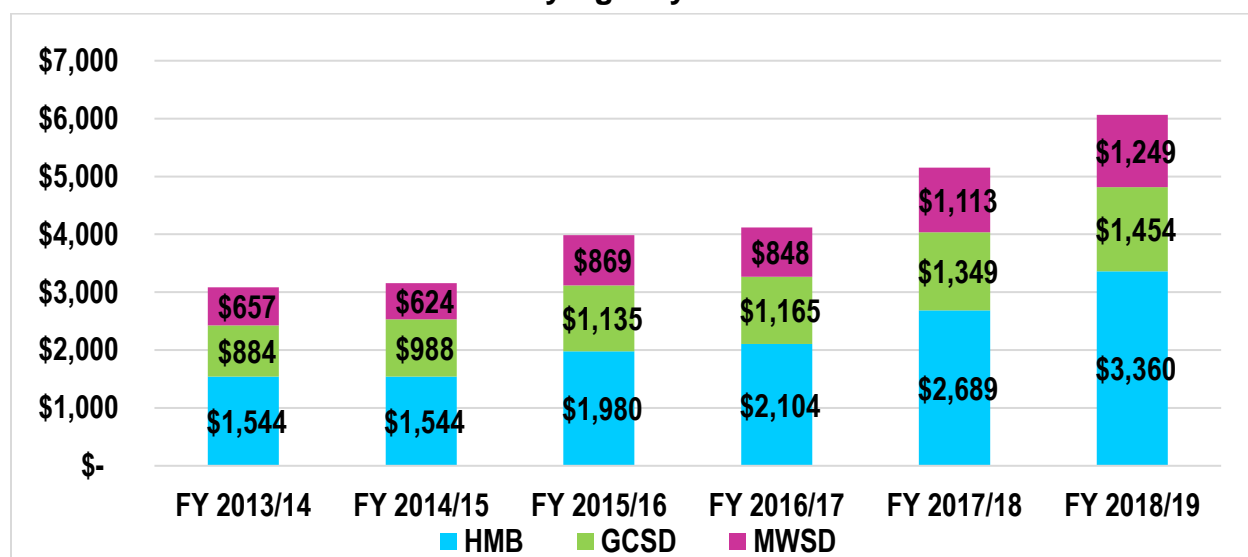
Total Assessments for Each Member Agency

	FY 2016/17	FY 2017/18	FY 2018/19	\$ Change	% Change
	<u>Actuals</u>	<u>Original</u>	<u>Proposed</u>	<u>Original</u>	<u>Original</u>
Half Moon Bay	\$2,417,806	\$2,688,598	\$3,360,430	\$ 671,832	25%
GCSD	\$1,425,166	\$1,349,449	\$1,454,171	\$ 104,722	8%
MWSD	<u>\$1,169,848</u>	<u>\$1,112,523</u>	<u>\$1,249,147</u>	<u>\$ 136,624</u>	<u>12%</u>
Total	\$5,012,820	\$5,150,570	\$6,063,748	\$ 913,178	18%



The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

Assessments by Agency – Past Five Years



Staffing at SAM was kept low for many years to reduce the impact on member agency assessments. Recognizing that a significant number of employees are reaching retirement age, staffing has increased as part of a succession plan. The following table reflects the staffing for SAM functions over the past five years.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
JPA functions	8.85	8.85	8.525	10.75	11.00	13.00

Section I of the budget document provides budget worksheets for each division. Section II provides a brief narrative of each division’s goals and performance metrics. Section III includes the contract collection services budget. Section IV provides charts, glossary, and other relevant data related to SAM.

GENERAL BUDGET

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL
--	----------------------	----------------------	------------------------	------------------------	------------------------	---------------------------------------

EXPENDITURES

Personnel

1	Wages	919,245	1,130,610	1,174,648	1,177,489	1,421,597	246,949	21%
2	Premium Pay	31,398	79,860	62,582	78,654	70,110	7,528	12%
3	Health Benefits	35,882	226,314	246,493	237,427	299,467	52,974	21%
4	Retirement Cont.	156,415	237,634	260,102	138,009	258,026	(2,076)	-0.8%
5	Retirement Medical	28,974	35,639	27,062	23,616	30,798	3,736	14%
6	Misc. Benefits	257,854	46,972	66,340	58,840	87,235	20,894	31%
7	Subtotal	1,429,768	1,757,029	1,837,228	1,714,034	2,167,234	330,006	18%

Non-Personnel

8	Legal Services	103,449	49,324	46,500	98,562	56,500	10,000	22%
9	Engineering Services	66,966	244,106	102,500	314,000	102,000	(500)	0%
10	Professional Services	361,792	694,397	637,330	568,232	802,000	164,670	26%
11	Prof. Memberships	20,133	30,800	34,100	30,000	35,100	1,000	3%
12	Insurance Premiums	57,858	26,251	49,496	50,000	51,000	1,504	3%
13	Misc. Expenses	91,371	108,869	71,769	297,301	79,640	7,871	11%
14	Utilities	459,316	507,015	493,680	495,439	504,680	11,000	2%
15	Travel & Training	11,223	12,615	38,300	18,619	42,450	4,150	11%
16	Equipment Rental	-	65,009	60,000	121,855	60,000	-	0%
17	Bldg & Maint Services	38,704	154,362	58,452	196,966	159,000	100,548	172%
18	Chemicals	195,468	128,595	130,000	149,420	135,000	5,000	4%
19	Permits & Licenses	36,983	31,103	31,000	31,000	33,000	2,000	6%
20	Supplies	55,639	61,278	53,891	68,339	51,169	(2,722)	-5%
21	Equipment	418,928	280,294	242,800	646,973	331,000	88,200	36%
22	Infrastructure Projects	1,353,921	-	1,311,500	1,964,500	1,332,500	21,000	2%
23	Claims/Penalties	-	330	10,000	300,000	5,000	(5,000)	-50%
24	Subtotal	3,271,751	2,394,348	3,371,318	5,351,205	3,780,039	408,721	12%

25 TOTAL		4,701,519	4,151,377	5,208,545	7,065,239	5,947,273	738,727	14%
-----------------	--	------------------	------------------	------------------	------------------	------------------	----------------	------------

Key Changes

Personnel: COLA of 3%, applicable step increases, CalPERS rate increase	\$ 69,006
Personnel: additional 2.5 positions (Utility Worker, Operator II, Accounting Tech)	\$ 261,000
3% CPI increase for utilities, services, and supplies	\$ 24,303
Legal Services: increase based on anticipated expenses	\$ 10,000
Professional Services: increase preventive maintenance and repair/replace projects	\$ 164,670
Bldg & Maint: small projects at pump stations and Administration Bldg.	\$ 100,548
Equipment: increase in repair/replace projects	\$ 88,200
Infrastructure: increase in repair/replace projects	\$ 21,000
Total	738,727

GENERAL BUDGET

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL
--	----------------------	----------------------	------------------------	------------------------	------------------------	---------------------------------------

REVENUE

By Type:

26 JPA Assessments	4,484,212	4,117,177	5,150,570	7,065,277	6,063,748	913,178	18%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	74,593	81,228	22,025	24,925	118,025	96,000	436%
29 Misc. Fees	7,225	5,415	8,200	8,532	8,500	300	4%
30 Interest Earnings	8,365	5,741	6,500	6,500	6,500	-	0%
31 Misc. Revenue	36,350	26,550	21,250	250	500	(20,750)	-98%
32 (From) Reserves	(500,000)	-	-	-	-	-	0%
33	4,110,745	4,236,111	5,208,545	7,105,484	6,197,273	988,728	19%

By Agency:

34 Half Moon Bay	1,980,157	2,103,982	2,688,598	3,682,090	3,360,430	671,832	25%
35 Granada CSD	1,135,497	1,164,955	1,349,449	1,860,182	1,454,171	104,722	8%
36 Montara WSD	868,558	848,240	1,112,523	1,523,005	1,249,147	136,624	12%
37	3,984,212	4,117,177	5,150,570	7,065,277	6,063,748	913,178	18%

Key Changes

Assessment allocations change each year based on flow percentages.

Start replenishing operating reserve funds

250,000

Funded Positions:

Operating Fund FTE	8.53	10.75	10.50	11.00	13.00	2.50	24%
Other Funds FTE	-	-	-	-	-	-	0%
	8.53	10.75	10.50	11.00	13.00	2.50	24%

ADMINISTRATIVE SERVICES

By Category

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL	
--	----------------------	----------------------	------------------------	------------------------	------------------------	---------------------------------------	--

EXPENDITURES

Personnel

1	Wages	431,898	447,732	459,157	450,061	506,020	46,863	10%
2	Premium Pay	2,021	-	200	73	200	-	0%
3	Health Benefits	25,494	64,135	83,703	77,352	93,840	10,137	12%
4	Retirement Cont.	76,014	93,205	110,237	62,831	106,996	(3,241)	-3%
5	Retirement Medical	18,216	24,229	16,301	16,360	17,040	739	5%
6	Misc. Benefits	89,174	21,294	17,613	19,272	22,364	4,751	27%
7	Subtotal	642,817	650,595	687,211	625,950	746,460	59,249	9%

Non-Personnel

8	Legal Services	103,449	49,324	46,000	93,114	56,500	10,500	23%
9	Engineering Services	66,966	7,244	2,000	-	2,000	-	0%
10	Professional Services	316,814	165,728	105,280	98,082	108,950	3,670	3%
11	Prof. Memberships	18,975	19,615	24,000	24,000	25,000	1,000	4%
12	Insurance Premiums	56,041	26,251	49,496	50,000	51,000	1,504	3%
13	Misc. Expenses	30,375	28,476	28,794	11,575	27,840	(954)	-3%
14	Utilities	24,678	26,043	20,180	22,968	20,180	-	0%
15	Travel & Training	260	8,504	15,500	9,642	16,500	1,000	6%
16	Equipment Rental	-	9,638	10,000	9,855	10,000	-	0%
17	Bldg & Maint Services	5,379	16,267	24,452	15,929	37,000	12,548	51%
18	Chemicals	-	-	-	-	-	-	0%
19	Permits & Licenses	-	-	-	-	-	-	0%
20	Supplies	16,674	8,406	8,750	4,310	8,718	(32)	0%
21	Equipment	2,781	5,796	27,000	12,000	20,000	(7,000)	-26%
22	Infrastructure Projects	-	-	-	-	-	-	0%
23	Claims/Penalties	-	330	10,000	300,000	5,000	(5,000)	-50%
24	Subtotal	642,392	371,622	371,452	651,474	388,688	17,236	5%

25 TOTAL		1,285,209	1,022,217	1,058,663	1,277,424	1,135,148	76,485	7%
-----------------	--	------------------	------------------	------------------	------------------	------------------	---------------	-----------

Key Changes

COLA of 3%, applicable step increases, CalPERS rate changes	12,000
Increase Accounting Technician from part-time to full-time	46,000
Legal Services: increase based on anticipated expenses	10,500
3% increase for utilities, services, and supplies	5,985
Bldg. & Maint: Replace carpet in Administration building	25,000
Bldg. & Maint: reduce janitorial due to addition of Utility Worker	(11,000)
Equipment: increased FY 17/18 to replace server	(7,000)
Reduce budget for claims/penalties	(5,000)
	76,485

ADMINISTRATIVE SERVICES

By Category

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL
--	----------------------	----------------------	------------------------	------------------------	------------------------	---------------------------------------

REVENUE

By Type:

26 JPA Assessments	1,122,456	991,864	1,030,913	1,370,913	1,128,148	97,235	9%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	-	-	-	-	-	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	8,365	5,741	6,500	6,500	6,500	-	0%
31 Misc. Revenue	36,350	26,550	21,250	250	500	(20,750)	-98%
32 (From) Reserves	-	-	-	-	-	-	0%
33	1,167,171	1,024,155	1,058,663	1,377,663	1,135,148	76,485	7%

By Agency:

34 Half Moon Bay	557,868	502,565	538,137	715,617	625,201	87,064	16%
35 Granada CSD	319,896	284,951	270,099	359,179	270,545	446	0%
36 Montara WSD	244,692	204,348	222,677	296,117	232,401	9,724	4%
37	1,122,456	991,864	1,030,913	1,370,913	1,128,148	97,235	9%

Key Changes

Assessments allocated based on CY 2017 flow calculation

Eliminate assumptions of receiving miscellaneous revenue

\$ (20,750)

Funded Positions:

Operating Fund FTE	3.98	3.50	3.50	4.00	4.00	0.50	14%
Other Funds FTE	-	-	-	-	-	-	0%
	3.98	3.50	3.50	4.00	4.00	0.50	14%

TREATMENT

By Category

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL
--	----------------------	----------------------	------------------------	------------------------	------------------------	---------------------------------------

EXPENDITURES

Personnel

1	Wages	486,492	612,185	621,377	676,667	878,692	257,315	41%
2	Premium Pay	29,377	78,604	61,591	77,716	69,095	7,504	12%
3	Health Benefits	10,297	152,910	144,843	154,636	199,410	54,567	38%
4	Retirement Cont.	80,271	133,867	137,082	70,346	142,110	5,028	4%
5	Retirement Medical	10,314	11,167	9,322	6,774	13,180	3,858	41%
6	Misc. Benefits	167,914	26,350	43,504	38,006	62,571	19,067	44%
7	Subtotal	784,665	1,015,083	1,017,719	1,024,145	1,365,058	347,339	34%

Non-Personnel

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	-	42,223	500	162,000	15,000	14,500	2900%
10	Professional Services	37,529	471,602	429,500	375,512	432,500	3,000	1%
11	Prof. Memberships	1,158	11,185	10,000	6,000	10,000	-	0%
12	Insurance Premiums	1,817	-	-	-	-	-	0%
13	Misc. Expenses	60,989	32,243	41,150	25,066	41,200	50	0%
14	Utilities	434,638	480,972	473,500	472,471	484,500	11,000	2%
15	Travel & Training	10,963	4,111	19,500	8,837	22,500	3,000	15%
16	Equipment Rental	-	55,371	50,000	112,000	50,000	-	0%
17	Bldg & Maint Services	33,325	138,095	34,000	181,037	122,000	88,000	259%
18	Chemicals	195,468	120,953	125,000	147,775	130,000	5,000	4%
19	Permits & Licenses	36,983	31,103	31,000	31,000	33,000	2,000	6%
20	Supplies	38,965	47,604	35,125	57,185	31,200	(3,925)	-11%
21	Equipment	416,147	227,008	212,800	295,853	208,000	(4,800)	-2%
22	Infrastructure Projects	-	-	-	-	-	-	0%
23	Claims/Penalties	-	-	-	-	-	-	0%
24	Subtotal	1,267,982	1,662,470	1,462,075	1,874,736	1,579,900	117,825	8%

25 TOTAL **2,052,647** **2,677,553** **2,479,794** **2,898,881** **2,944,958** **465,164** **19%**

Key Changes

COLA of 3%, applicable step increases, CalPERS rate changes	\$ 48,339
Add 2 new positions (Utility Worker, Operator II)	\$ 216,000
Shift .50 Engineering & Construction Contracts Manager from Infrastructure	\$ 83,000
Engineering: technical support for small repair projects	\$ 14,500
Professional Services: preventive maintenance on electrical bus duct/panel	\$ 25,000
Bldg & Maint: Replace hatches at Portola PS wet well	\$ 40,000
Bldg & Maint: Repair rainwater intrusion at Princeton PS MCC room	\$ 38,000
Total	\$ 464,839

TREATMENT

By Category

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL	
--	----------------------	----------------------	------------------------	------------------------	------------------------	---------------------------------------	--

REVENUE

By Type:

26 JPA Assessments	2,124,756	2,209,193	2,452,593	3,023,835	2,821,458	368,865	15%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	-	81,228	19,000	21,900	115,000	96,000	505%
29 Misc. Fees	7,225	5,415	8,200	8,532	8,500	300	4%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 (From) Reserves	-	-	-	-	-	-	0%
33	2,131,981	2,295,836	2,479,793	3,054,267	2,944,958	465,165	19%

By Agency:

34 Half Moon Bay	1,056,000	1,138,924	1,280,254	1,572,457	1,563,606	283,352	22%
35 Granada CSD	605,556	645,762	642,579	801,324	676,625	34,046	5%
36 Montara WSD	463,200	424,507	529,760	650,054	581,227	51,467	10%
37	2,124,756	2,209,193	2,452,593	3,023,835	2,821,458	368,865	15%

Key Changes

Funded Positions:

<i>Operating Fund FTE</i>	4.275	6.25	6.25	6.50	8.75	2.50	40%
<i>Other Funds FTE</i>	-	-	-	-	-	-	0%
	4.275	6.25	6.25	6.50	8.75	2.50	40%

ENVIRONMENTAL COMPLIANCE

By Category

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL
--	----------------------	----------------------	------------------------	------------------------	------------------------	---------------------------------------

EXPENDITURES

Personnel

1	Wages	855	55,899	33,283	30,761	36,886	3,603	11%
2	Premium Pay	-	1,256	791	864	815	24	3%
3	Health Benefits	91	7,281	6,217	5,439	6,217	(0)	0%
4	Retirement Cont.	129	9,812	8,577	4,831	8,920	343	4%
5	Retirement Medical	444	227	524	482	578	54	10%
6	Misc. Benefits	767	(1,035)	1,080	1,562	2,300	1,220	113%
7	Subtotal	2,286	73,440	50,472	43,939	55,716	5,244	10%

Non-Personnel

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	-	-	-	-	-	-	0%
10	Professional Services	7,449	57,067	92,550	84,638	60,550	(32,000)	-35%
11	Prof. Memberships	-	-	100	-	100	-	0%
12	Insurance Premiums	-	-	-	-	-	-	0%
13	Misc. Expenses	7	479	650	6,679	10,600	9,950	1531%
14	Utilities	-	-	-	-	-	-	0%
15	Travel & Training	-	-	3,300	140	3,450	150	5%
16	Equipment Rental	-	-	-	-	-	-	0%
17	Bldg & Maint Services	-	-	-	-	-	-	0%
18	Chemicals	-	7,642	5,000	1,646	5,000	-	0%
19	Permits & Licenses	-	-	-	-	-	-	0%
20	Supplies	-	5,268	10,016	6,844	11,251	1,235	12%
21	Equipment	-	7,490	3,000	2,120	3,000	-	0%
22	Infrastructure Projects	-	-	-	-	-	-	0%
23	Claims/Penalties	-	-	-	-	-	-	0%
24	Subtotal	7,456	77,946	114,616	102,066	93,951	(20,665)	-18%
25	TOTAL	9,742	151,386	165,088	146,004	149,667	(15,421)	-9%

Key Changes

COLA of 3%, applicable step increases, CalPERS rate changes	\$ 5,244
3% CPI increase for utilities, services, and supplies	\$ 1,385
Professional Services: new requirement for pollution prevention program	\$ 9,950
Professional Services: First Flush paid for 2 fiscal years in 2017/18	\$ (32,000)
Total	\$ (15,421)

ENVIRONMENTAL COMPLIANCE

By Category

FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL
----------------------	----------------------	------------------------	------------------------	------------------------	---------------------------------------

REVENUE

By Type:

26 JPA Assessments	-	170,045	162,064	142,979	146,642	(15,422)	-10%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	74,593	-	3,025	3,025	3,025	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 (From) Reserves	-	-	-	-	-	-	0%
33	74,593	170,045	165,089	146,004	149,667	(15,422)	-9%

By Agency:

34 Half Moon Bay	-	66,605	84,597	74,635	81,267	(3,330)	-4%
35 Granada CSD	-	37,765	42,461	37,461	35,167	(7,294)	-17%
36 Montara WSD	-	65,675	35,006	30,884	30,209	(4,797)	-14%
37	-	170,045	162,064	142,979	146,642	(15,422)	-10%

Key Changes

Funded Positions:

Operating Fund FTE	0.28	0.50	0.25	0.25	0.25	-	0%
Other Funds FTE	-	-	-	-	-	-	0%
	0.28	0.50	0.25	0.25	0.25	-	0%

INFRASTRUCTURE

By Category

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL
--	----------------------	----------------------	------------------------	------------------------	------------------------	---------------------------------------

EXPENDITURES

Personnel

1	Wages	-	14,794	60,831	20,000	-	(60,831)	-100%
2	Premium Pay	-	-	-	-	-	-	0%
3	Health Benefits	-	1,988	11,730	-	-	(11,730)	-100%
4	Retirement Cont.	-	750	4,206	-	-	(4,206)	-100%
5	Retirement Medical	-	16	915	-	-	(915)	-100%
6	Misc. Benefits	-	363	4,143	-	-	(4,143)	-100%
7	Subtotal	-	17,911	81,825	20,000	-	(81,825)	-100%

Non-Personnel

8	Legal Services	-	-	500	5,448	-	(500)	-100%
9	Engineering Services	-	194,639	100,000	152,000	85,000	(15,000)	-15%
10	Professional Services	-	-	10,000	10,000	200,000	190,000	1900%
11	Prof. Memberships	-	-	-	-	-	-	0%
12	Insurance Premiums	-	-	-	-	-	-	0%
13	Misc. Expenses	-	47,671	1,175	253,982	-	(1,175)	0%
14	Utilities	-	-	-	-	-	-	0%
15	Travel & Training	-	-	-	-	-	-	0%
16	Equipment Rental	-	-	-	-	-	-	0%
17	Bldg & Maint Services	-	-	-	-	-	-	0%
18	Chemicals	-	-	-	-	-	-	0%
19	Permits & Licenses	-	-	-	-	-	-	0%
20	Supplies	-	-	-	-	-	-	0%
21	Equipment	-	40,000	-	337,000	100,000	100,000	0%
22	Infrastructure Projects	1,353,921	-	1,311,500	1,964,500	1,332,500	21,000	2%
23	Claims/Penalties	-	-	-	-	-	-	0%
24	Subtotal	1,353,921	282,310	1,423,175	2,722,930	1,717,500	294,325	21%
25	TOTAL	1,353,921	300,221	1,505,000	2,742,930	1,717,500	212,500	14%

Key Changes

Shift all personnel costs to Treatment division	\$ (81,825)
Wet Weather Storage Expansion Project	\$ 400,000
Shift small (<\$50k) repair projects to Treatment division	\$ (105,675)
Total	\$ 212,500

INFRASTRUCTURE

By Category

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL
--	----------------------	----------------------	------------------------	------------------------	------------------------	---------------------------------------

REVENUE

By Type:

26 JPA Assessments	1,237,000	746,075	1,505,000	2,527,550	1,967,500	462,500	31%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	-	-	-	-	-	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 (From) Reserves	(500,000)	-	-	-	-	-	0%
33	737,000	746,075	1,505,000	2,527,550	1,967,500	462,500	31%

By Agency:

34 Half Moon Bay	366,289	395,888	785,610	1,319,381	1,090,356	304,746	39%
35 Granada CSD	210,045	196,477	394,310	662,218	471,834	77,524	20%
36 Montara WSD	160,666	153,710	325,080	545,951	405,310	80,230	25%
37	737,000	746,075	1,505,000	2,527,550	1,967,500	462,500	31%

Key Changes

Assessments allocated based on CY 2017 flow calculation

Start replenishing operating reserve funds 250,000

Funded Positions:

Operating Fund FTE	-	0.50	0.50	0.25	-	(0.50)	-100%
Other Funds FTE	-	-	-	-	-	-	0%
	-	0.50	0.50	0.25	-	(0.50)	-100%

OPERATION & MAINTENANCE



PROGRAM DESCRIPTION

This section of the budget provides the service descriptions and performance metrics for the different Operation & Maintenance (O & M) functions by division. O & M (Administrative Services, Treatment, Environmental Compliance, and Infrastructure) staffing remained static until 2016/17. In FY 2016/17, the cost for staff that supervise and provide support for the contract collection services was reallocated to keep the JPA staff independent of the contract staff. This was to clearly identify which staff might be affected if the contract services were terminated. The following staffing summary reflects the historical cost allocation of staff in O & M.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Regular Positions	8.85	8.85	8.85	8.525	10.75	10.50	13.00

The Joint Exercise of Powers Agreement (JEPA) stipulates that the total expenses of operation and maintenance of all of the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

Operation & Maintenance Flow Calculations

	HMB	GCSD	MWSD	
FY 2017/18	55.4%	24.0%	20.6%	(Based on Calendar Year 2017)
FY 2017/18	<u>52.3%</u>	<u>26.2%</u>	<u>21.5%</u>	(Based on Calendar Year 2016)
Variance	3.1%	-2.2%	-0.9%	

FINANCIAL DETAILS

The following is a list of budget categories, what is included in each category, and the changes between the FY 2017/18 and 2018/19 budgets.

Budget Line #	FY 2017/18	FY 2018/19
1. Wages Increased for COLA adjustments of 3% and step increases per MOU. Includes wages for all staff allocated to O & M, which reflects the addition of 2.50 positions.	\$1,174,648	\$1,421,597
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$62,582	\$70,110
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual. Increased to reflect the addition of 2.50 positions.	\$246,493	\$299,467
4. Retirement Contributions SAM pays the employer contribution but no portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$260,102	\$258,026
5. Retirement Medical Increased to make contributions for future retirement medical costs in compliance with GASB as well as current retiree medical premiums.	\$27,062	\$30,798
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan. Increased to reflect the addition of 2.50 positions.	\$66,340	\$87,235
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits.	\$1,837,228	\$2,167,634
8. Legal Services Increased based on anticipated meetings and projects.	\$46,500	\$56,500

FISCAL YEAR 2018/19

<u>Budget Line #</u>	<u>FY 2017/18</u>	<u>FY 2018/19</u>
9. Engineering Services Increased to provide technical design and project management related to infrastructure and maintenance projects.	\$102,500	\$102,000
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff. Assumes a 3% CPI increase to these services.	\$632,630	\$802,000
11. Professional Membership Increased to reflect rate increases for memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$34,100	\$35,100
12. Insurance Premiums Property and liability premiums based on utilization rates.	\$49,496	\$51,000
13. Misc. Expenses Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite file storage, postage, claims, copier, phone system, property taxes, etc.) not reflected in other categories.	\$75,819	\$79,640
14. Utilities Electricity, water, telephone, solid waste, etc. Increased to reflect anticipated rate changes.	\$494,330	\$504,680
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$38,300	\$42,450
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.) for less than a fiscal year.	\$60,000	\$60,000

FISCAL YEAR 2018/19

<u>Budget Line #</u>	<u>FY 2017/18</u>	<u>FY 2018/19</u>
17. Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	\$58,452	\$159,000
18. Chemicals Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards.	\$130,000	\$135,000
19. Permits & Licenses Annual costs for permits with local, regional and state agencies. Increase reflects anticipated changes in fees.	\$31,000	\$33,000
20. Supplies Office, computer, breakroom, and general supplies.	\$53,891	\$51,169
21. Equipment Purchase Purchase of equipment for repair and rehabilitation of SAM facilities not captured in infrastructure projects.	\$242,800	\$331,000
22. Infrastructure Projects Contract construction costs are included in this category. Includes costs associated with projects that exceed \$50,000 each.	\$1,311,500	\$1,332,500
23. Claims/Penalties Decreased to reflect claim experience.	\$10,000	\$5,000
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$3,371,318	\$3,780,039
25. Total Total of all costs for O & M (sum of Personnel and Non-Personnel subtotals).	\$5,208,545	\$5,947,273

TREATMENT DIVISION

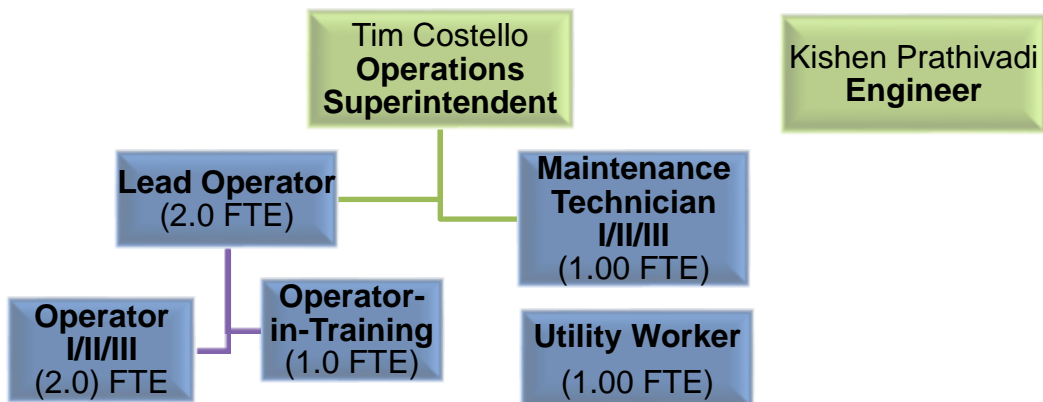


PROGRAM DESCRIPTION

The Treatment division is responsible for the safe, economical, and environmentally acceptable treatment and reclamation of all sanitary wastewater flows from the City of Half Moon Bay, Granada Community Services District, and the Montara Water & Sanitary District. The division is responsible for the reliability and integrity of systems and equipment at the Plant and the operation and maintenance of three SAM pump stations and the transmission pipeline. Staff performs predictive and preventive maintenance programs, corrective and rehabilitative maintenance, and in-house equipment and process improvements.

Over recent years we have lost some of the key personal and with that institutional knowledge and ability. While staff is trying to keep up with the current needs of an aging system we have had to bring in people that specialize in certain pieces of equipment as necessary. We are also finding that a growing portion of our equipment no longer has parts available on the primary market which can be problematic at best.

Division services are supervised by the Operations Superintendent. The following organizational chart reflects the reporting structure of the division.



FISCAL YEAR 2018/19

The following staffing summary reflects the historical cost allocation for the division.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Regular Positions	4.60	4.60	4.70	4.275	5.95	6.25	8.75

FINANCIAL HIGHLIGHTS

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2017/18 and 2018/19 budgets.

Budget Line #		FY2017/18	FY 2018/19
1.	Wages Increased for COLA adjustments of 3% per MOU, addition of two new positions (Operator-in-Training and Utility Worker), a shift of 0.50 Engineer (was Engineering & Construction Contracts Manager), and merit step increases, where applicable.	\$621,377	\$878,692
2.	Premium Pay Overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	\$61,591	\$69,095
3.	Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual. Reflects the increase of two new positions.	\$144,843	\$199,410
4.	Retirement Contributions Increased to reflect two new positions. SAM pays the employer contribution but no portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance PEPRA.	\$137,082	\$142,110
5.	Retirement Medical Increased to reflect two new positions.	\$9,322	\$13,180
6.	Misc. Benefits Increased to reflect two new positions. Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$43,504	\$62,571

FISCAL YEAR 2018/19

<u>Budget Line #</u>	<u>FY2017/18</u>	<u>FY 2018/19</u>
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits.	\$1,017,719	\$1,365,058
8. Legal Services There are no legal services budgeted to Treatment.	\$0	\$0
9. Engineering Services Specialized services related to small maintenance projects.	\$500	\$15,000
10. Professional Services Services that are specialized and need to be performed by contractors rather than staff (GIS software hosting, electrical maintenance, safety training, permit compliance assistance, SSMP audit and updates, outfall inspection, inspections, SCADA support, etc.). Increased for additional electrical equipment preventive maintenance.	\$429,500	\$432,500
11. Professional Membership Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$10,000	\$10,000
12. Insurance Premiums There are no insurance premiums charged to Treatment.	\$0	\$0
13. Misc. Expenses Includes incidental expenses (uniform laundry services, radio and alarm systems, etc.) not captured in other categories. Increase based on anticipated needs.	\$41,150	\$41,200
14. Utilities Electricity, water, telephone, solid waste, etc. Increased to reflect anticipated rate changes.	\$473,500	\$484,500

FISCAL YEAR 2018/19

<u>Budget Line #</u>	<u>FY2017/18</u>	<u>FY 2018/19</u>
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and safety training.	\$19,500	\$22,500
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.) for less than a fiscal year.	\$50,000	\$50,000
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset. Includes small projects costing less than \$50,000.	\$34,000	\$122,000
18. Chemicals Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards.	\$125,000	\$130,000
19. Permits & Licenses Annual costs for permits with local, regional and state agencies. Increase reflects anticipated changes in fees.	\$31,000	\$33,000
20. Supplies Office, computer, and general supplies.	\$35,125	\$31,200
21. Equipment Purchase of equipment for repair and rehabilitation of SAM facilities not captured in infrastructure projects.	\$212,800	\$208,000
22. Infrastructure There are no project costs budgeted to Treatment. These costs are generally reflected in the Infrastructure division and exceed \$50,000 per project.	\$0	\$0
23. Claims/Penalties There are no claims/penalties budgeted to Treatment.	\$0	\$0

FISCAL YEAR 2018/19

Budget Line #	FY2017/18	FY 2018/19
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$1,462,075	\$1,579,900
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$2,479,794	\$2,944,958

The significant changes in the Treatment division from FY 2017/18 included in the FY 2018/19 budget are:

1. Reallocated 0.50 FTE of Engineer (was Engineering & Construction Contracts Manager) from Infrastructure to Treatment to reflect the support provided for Treatment-related functions.
2. Add two new positions (Operator-in-Training and Utility Worker) to address manhour needs as well as succession planning.
3. Increased the retirement contributions budget to CalPERS for classic employees based on projected rate changes and blended with PEPRA rates.
4. Small (<\$50k) repair/replace projects at plant and pump stations.
5. Increased funds for preventive maintenance on electrical, pumps, and other key equipment.

GOALS

- Operate the wastewater system for current and future customers with safe, efficient, and cost-effective treatment services.
- Achieve 100% compliance with all NPDES limits for conventional pollutants.
- Maintain appropriate capacities and effective operations and assure no spills or overflows at SAM facilities.
- Maintain SAM facilities at a level that assures uninterrupted quality service and no process interruptions due to equipment failures.
- Promote the development and education of staff to assure the ongoing ability to operate, maintain, troubleshoot and repair all systems and equipment.
- Maintain equipment and facilities to improve reliability and reduce operating and maintenance costs.

HIGHLIGHTS

- Performed process related laboratory analysis for the Environmental Compliance division on weekends.
- Conducted all required annual safety training programs.
- Administered the Trucked Waste Acceptance Program.
- Worked to optimize processes to improve reliability.
- Developed and implemented standard operating procedures (SOPs) for operations and maintenance functions.
- Purchased and implemented new computer maintenance management system to replace outdated system.

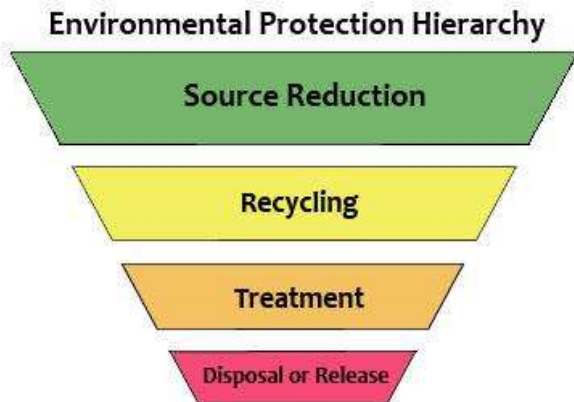
PROGRAM OBJECTIVES

- Perform required preventive and predictive maintenance to eliminate spills, overflows, bypasses, or discharge permit violations, and to minimize the possibility of equipment breakdowns
- Promote comprehensive training of division personnel.
- Continue to promote and provide a safe and healthy environment for all staff, contractors, and community.
- Develop and implement maintenance plan for routine maintenance on all equipment.

PERFORMANCE MEASURES

- Meet all effluent quality targets described in the NPDES permit.
- Perform all routine maintenance tasks in a timely manner.

ENVIRONMENTAL COMPLIANCE DIVISION



PROGRAM DESCRIPTION

The Environmental Compliance division provides services and oversight in four areas: National Pollutant Discharge Elimination System (NPDES) permit compliance, Laboratory Operations, Non-Domestic Waste Source Control (NDWSCP) Program, and Pollution Prevention (P2) Program. NPDES permit compliance involves maintaining compliance with permit parameters, implementing investigations and additional sampling programs to address specific pollutants, developing action plans to reduce these pollutants and reporting levels of progress to the Regional Board. The in-house laboratory conducts analyses of various plant samples for process control, some NPDES permit parameters, and special projects as needed. We do contract with outside lab analysis for NPDES requirements that our in-house lab is not certified to do to be in compliance with ELPA, (Environmental Lab Accreditation Program).

The NDWSC Program includes evaluating facilities and dischargers within SAM's service area that could adversely affect the SAM collection system and/or treatment plant, evaluating discharge permit applications and issuing permits, performing inspections, sampling and monitoring and conducting enforcement when needed. The P2 Program focuses on educating commercial businesses and residents on pollutants that are harmful to the collection system, treatment plant and the environment, including fats, oils, and grease (F.O.G.), and how to reduce or eliminate them. Public information, plant tours, and participation in outreach activities are significant elements.

Division functions are supervised by the Operations Superintendent. The following organizational chart reflects the reporting structure of the division.



FISCAL YEAR 2018/19

The following staffing summary reflects the historical cost allocation for the division.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Regular Positions	0.25	0.25	0.225	0.275	0.50	0.25	0.25

FINANCIAL HIGHLIGHTS

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2017/18 and 2018/19 budgets.

<u>Budget Line #</u>	<u>FY2017/18</u>	<u>FY 2018/19</u>
1. Wages Increased for COLA adjustments of 3%.	\$33,284	\$36,886
2. Premium Pay Special compensation for certification above that required by the position.	\$791	\$815
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual.	\$6,217	\$6,217
4. Retirement Contributions SAM pays the employer contribution but no portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$8,577	\$8,920
5. Retirement Medical Increased to reflect contributions to an OPEB trust in compliance with GASB as well as current retiree medical premiums.	\$524	\$578
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$1,080	\$2,300
7. Personnel Sub-total Subtotal of all costs associated with SAM staff wages and benefits.	\$50,472	\$55,716

FISCAL YEAR 2018/19

<u>Budget Line #</u>	<u>FY2017/18</u>	<u>FY 2018/19</u>
8. Legal Services There are no legal services budgeted to EC.	\$0	\$0
9. Engineering Services There are no engineering costs budgeted to EC.	\$0	\$0
10. Professional Services Services that are specialized and must be performed by outside laboratories and consultants (SVCW, laboratories, SMCRCD, event registration, etc.). Change reflects required outreach program expenses.	\$92,550	\$60,550
11. Professional Membership The cost of the laboratory certification.	\$100	\$100
12. Insurance Premiums There are no insurance premiums budgeted to EC.	\$0	\$0
13. Misc. Expenses Includes incidental expenses (outreach materials, postage, etc.) not reflected in other categories.	\$650	\$10,600
14. Utilities There are no utility costs budgeted to EC.	\$0	\$0
15. Travel & Training Training and travel related costs for attendance at industry conferences, seminars, and other related events to keep current on technical skills and industry practices and required safety training.	\$3,300	\$3,450
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.) for less than a fiscal year.	\$0	\$0
17. Building & Maintenance Services There are no building maintenance services budgeted to EC.	\$0	\$0
18. Chemicals Includes chemicals used in the laboratory.	\$5,000	\$5,000

FISCAL YEAR 2018/19

Budget Line #	FY2017/18	FY 2018/19
19. Permits & Licenses There are no permits or licenses budgeted to EC.	\$0	\$0
20. Supplies Lab and general supplies including materials for biology student field trips to the plant.	\$10,016	\$11,251
21. Equipment Purchase of equipment and tools for the laboratory to replace noncompliant or inoperable equipment.	\$3,000	\$3,000
22. Infrastructure Projects There are no project costs budgeted to EC.	\$0	\$0
23. Claims/Penalties There are no claims or penalties budgeted to EC.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$114,616	\$93,951
25. Total Total of all costs for EC (sum of Personnel and Non-Personnel subtotals).	\$165,088	\$149,667

The significant changes in the Environmental Compliance division from the Adopted Budget for FY 2015/16 included in the FY 2016/17 budget are:

1. Increased retirement contributions to CalPERS for classic employees based on projected rate changes.
2. Increased professional services to reflect costs associated with pollution prevention and outreach requirements in new NPDES permit.

GOALS

- Achieve and maintain 100 % compliance with the District's NPDES permit requirements, including the NDWSC and Pollution Prevention (P2) programs.
- Promote and maintain a positive, safe and productive work environment while cultivating a sense of environmental stewardship.
- Promote and maintain representative sampling, perform exceptional analyses and accurately report data collected to evaluate industrial and commercial

discharges, the operational status of the treatment plant and the quality of the bio-solids generated.

- Effectively regulate dischargers of industrial, commercial and other types of wastewater to protect the sanitary sewer system, the treatment plant, staff, the public and the environment.
- Effectively implement the Pollution Prevention (P2) Program and provide public outreach to reduce and or prevent the discharge of pollutants to the collection system, treatment plant and the environment; this includes implementing tools to measure the progress of these efforts.
- Effectively build and maintain partnerships with other agencies that have similar requirements and goals (Green Business Program, Household Hazardous Waste/Pharmaceutical Collection, Bay Area Pollution Prevention Group, etc.)
- Maintain Environmental Laboratory Accreditation Program (ELAP) certification for conventional pollutants and coliform bacteria.

ACHIEVEMENTS

- Identified deficiencies in the necessary ELAP certification requirements and implemented necessary changes.
- Performed the annual NDWSC program inspections and sampling at commercial facilities and inspections at food service establishments (FSEs) and dentists in the SAM's service area.
- Conducted classroom tours of the treatment plant for over 280 students.

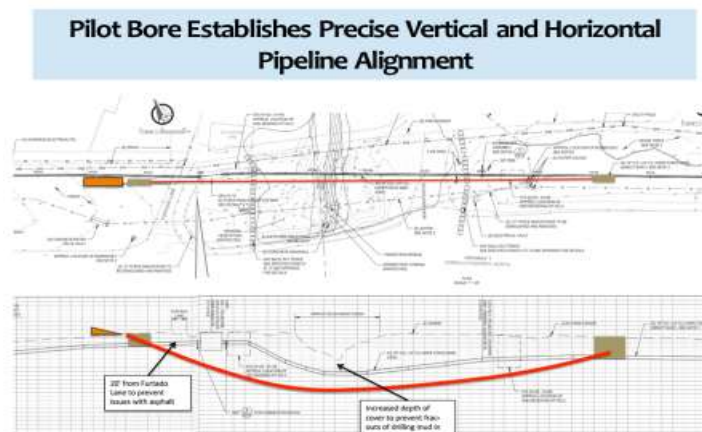
PROGRAM OBJECTIVES

- Perform all required sampling, inspections, studies and outreach to comply with the District's NPDES permit, NDWSCP and Pollution Prevention programs, F.O.G. program, and process control.
- Maintain compliance with all programs and requirements listed above.
- Maintain ELAP certification for laboratory functions.
- Continue to educate and increase the level of awareness on pollution prevention and water quality issues with the goals of changing behavior and decreasing the volume of pollutants entering the treatment plant and the bay.
- Participate in public outreach activities such as the Half Moon Bay Art & Pumpkin Festival and Pacific Coast Dream Machines.
- Distributed informational materials, brochures, and notices regarding proper discharge of wastes to residents, commercial businesses, and public events.
- Coordinate Plant Tour program for Half Moon Bay High School biology students.

PERFORMANCE MEASURES

- Complete 100% NDWSCP inspections as required by SAM permits.
- Meet and maintain ELAP compliance requirements.
- Complete all of the necessary annual continued learning units to maintain required Environmental Compliance Inspector and Laboratory Analyst certifications from the California Water Environment Association.

INFRASTRUCTURE DIVISION



PROGRAM DESCRIPTION

The Infrastructure Division is responsible for the management and technical support necessary to develop and manage an infrastructure program and provide project management and construction inspection services of SAM facilities.

Division services are managed by the Engineer; however, none of the related personnel costs are allocated to this division. The following staffing summary reflects the historical cost allocation to this division.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Regular Positions	0.00	0.00	0.00	0.00	0.80	0.50	0.0

FINANCIAL HIGHLIGHTS

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2017/18 and 2018/19 budgets.

Budget Line #	FY2017/18	FY 2018/19
1. Wages All personnel costs have been reallocated to Treatment.	\$60,831	\$0
2. Premium Pay All personnel costs have been reallocated to Treatment.	\$0	\$0
3. Health Benefits All personnel costs have been reallocated to Treatment.	\$11,730	\$0
4. Retirement Contributions All personnel costs have been reallocated to Treatment.	\$4,206	\$0

FISCAL YEAR 2018/19

<u>Budget Line #</u>	<u>FY2017/18</u>	<u>FY 2018/19</u>
5. Retirement Medical All personnel costs have been reallocated to Treatment.	\$915	\$0
6. Misc. Benefits All personnel costs have been reallocated to Treatment.	\$4,143	\$0
7. Personnel Subtotal Subtotal of all costs associated with staff wages and benefits.	\$81,825	\$0
8. Legal Services Costs associated with general contract review reallocated to Administration.	\$500	\$0
9. Engineering Services Engineering services requiring specialized certification or skills will be performed by consulting engineers.	\$100,000	\$85,000
10. Professional Services Specialized services that cannot be provided by staff.	\$10,000	\$200,000
11. Professional Memberships There are no professional memberships budgeted to Infrastructure.	\$0	\$0
12. Insurance Premiums There are no insurance premiums budgeted to Infrastructure.	\$0	\$0
13. Misc. Expenses There are no utilities budgeted to Infrastructure.	\$1,175	\$0
14. Utilities There are no utilities budgeted to Infrastructure.	\$0	\$0
15. Travel & Training There are no costs budgeted to Infrastructure.	\$550	\$0
16. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset.	\$0	\$0

FISCAL YEAR 2018/19

Budget Line #	FY2017/18	FY 2018/19
17. Chemicals There are no chemical costs budgeted to Infrastructure.	\$0	\$0
18. Permits & Licenses There are no permit and license costs budgeted to Infrastructure.	\$0	\$0
19. Supplies There are no supply costs budgeted to Infrastructure.	\$0	\$0
20. Equipment Equipment costs associated with projects that exceed \$50,000 each.	\$0	\$100,000
21. Tools There are no tool costs budgeted to Infrastructure.	\$0	\$0
22. Infrastructure Contract construction costs are included in this category. Includes costs associated with projects that exceed \$50,000 each.	\$1,311,500	\$1,332,500
23. Claims/Penalties There are no costs budgeted to Infrastructure.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$1,423,175	\$1,717,500
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$1,505,000	\$1,717,500

The Infrastructure division budget increased from \$1.51 million in Fiscal Year 2017/18 to \$1.72 million. The significant changes in the Infrastructure division included in the FY 2018/19 budget are:

1. Reallocated wage and benefit costs of 0.50 Engineer (was Engineering & Construction Contracts Manager) to Treatment division.

2. Increased the Infrastructure budget by \$212,500 to fund Priority Level 1 projects. The projects planned for this fiscal year are:

➤ Portola Pump Station Replacement Pump	\$202,500
➤ Replace ATS at all three pump stations	\$225,000
➤ Replace Electrical Switch Gear at Plant	\$500,000
➤ Replace Force Air Ventilation System at Plant	\$100,000
➤ Wet Weather Storage Expansion	\$690,000

GOALS

- To provide engineering analysis and project development for cost effective implementation of all SAM facility infrastructure projects.
- To effectively plan and implement future rehabilitation and replacement of the facilities to maintain an efficient, reliable system and to provide timely response with plan review for new development.
- To maintain accurate reproducible records of facility improvements and records.
- To keep informed of all construction that may affect SAM facilities.

HIGHLIGHTS

- Directed design approval, implementation and construction inspection for all facility projects.
- Infrastructure Projects completed in FY 2017/18:
20-Year Capital Improvement Plan
IPS Repair Project Segments 1 – 3

PROGRAM OBJECTIVES

- Provide research, design, bidding and construction inspection services for infrastructure projects.
- Prioritize infrastructure projects to meet SAM needs, compliance with new regulatory requirements, and update 5-Year CIP.

ITEM #2

DRAFT – Granada Parks & Recreation Web Page Static Content

Granada Community Services District (GCS D), previously the Granada Sanitary District, gained park and recreational jurisdiction in the unincorporated areas of El Granada, Miramar and Princeton (i.e. the “GCS D Community”) by reorganization effective October 1, 2014. This reorganization allows the district to provide park and recreation services in addition to the sewer and garbage services it currently provides to ratepayers. Approximately 60% of the voters cast their vote in favor of the proposal. The parks and recreation function is funded by utilizing a portion of GCS D’s share of property tax revenues, not from sewer charges. GCS D’s goal is to provide parks and recreation services to Miramar, El Granada and Princeton, with a commitment to leveraging robust community outreach to develop and implement projects benefitting GCS D residents.

There has been a well-documented and demonstrated need for additional community parks and recreation opportunities in the unincorporated Midcoast.

- The San Mateo County (SMC) Board of Supervisors approved the Midcoast Recreational Needs Assessment in 2002, which documented the lack of such facilities and opportunities.
- This study was followed by a Summary of Midcoast Recreational Needs Reports (based on input from several stakeholder groups as well as community meetings) issued in January 2007.

Following the reorganization of GCS D, a Granada Parks Advisory Committee (GPAC) was established to provide the GCS D Board guidance on future park improvements. The GPAC was established to ensure community involvement in all phases of park planning, design and development, and serves to make recommendations to the GCS D Board of Directors. It is advisory only and does not have decision-making authority. Seven voting members are appointed by the Board to serve two-year terms. Members receive no compensation – they are neighbors volunteering to support and benefit our community. The GPAC meets at least once each quarter.

GCS D owns the undeveloped “Burnham Strip” property along Obispo Street between Coronado Street and Avenue Alhambra in El Granada, and a small parcel on Capistrano Road in Princeton. The medians in El Granada, which are owned by the County, also have the potential to provide recreation options to the community. In February 2018, GCS D completed a Permit Agreement with SMC which allows the District to make certain improvements to the El Granada Medians. With advice from the GPAC and approval of the Board, GCS D may effect landscaping, seating, tree management and active and passive recreational improvements on these properties, following an open and transparent community outreach process.

In 2015, GCS D completed a “Community Interest and Opinion Survey for Local Parks and Recreation Facility Priorities.” This survey was mailed to residences in the district and made available online. A total of 609 responses were received. Key findings include:

- 73% of the GCSD Community said *Yes* or *Maybe* that local parks need improvement
- 76% of the GCSD Community and 81% of respondents from El Granada indicated *Yes* or *Maybe*, the median strips in El Granada should be improved
- 61% of the GCSD Community indicated a moderate to substantial need for Small Neighborhood Parks, including 78% of households with children
- 65% of the GCSD Community said *Yes* they would participate in more recreational activities if they were available locally
- 66% of the GCSD Community indicated it is moderately or very important to have a Community Center.

2018 – 2019 GPAC Members	2018 – 2019 Parks & Recreation Priorities Approved by the GCSD Board (tbc)
Patrick Tierney – Chair Nancy Marsh – Vice-Chair Susannah Cantrell Paul Koelsch Owen Moore Fran Pollard Dale Ross	<ul style="list-style-type: none"> • Improve Communication: Newsletter and granada.ca.gov website • Commitment to community engagement in plan development • Small Neighborhood Activity Parks Proposal for Medians 7, 8 and 11 <ul style="list-style-type: none"> ○ [link to numbered Medians Map] • “Connection to Recreation” – Free Summer Activities sponsored by GCSD <ul style="list-style-type: none"> ○ [link to Recreation web page, including registration links] • Burnham Strip Park Concepts Review • Bicycle Pump Track location options • Median Trails Master Plan proposal • Liaise with SMC Parks/Quarry Park Plan, HMB Parks & Recreation, CUSD

ITEM #3

Report to the GCSD Board of Directors from the Communications Committee

The Communications Committee (Barbara Dye and David Seaton) met with the PAC Communications subcommittee (Pat Tierney and Nancy Marsh) twice and attended the PAC meeting on 4/10/18.

At the meeting on April 11, after the PAC meeting, the Committee discussed issues related to GCSD communications and agreed to make the following recommendations to the Board.

- The Committee suggests that the goal should be to have a quarterly newsletter. It would include information on parks and recreation activities as well as information about GCSD matters of interest to the community such as sewer rates and trash pickup options/changes.

At least the first one should be paper and mailed to the community. In the future, it is hoped that an electronic newsletter can be developed, with an option for community members to sign up. There still may be a need for a paper newsletter, possibly once per year, but that does not need to be decided at this time. We need to set up a process for creating copy, reviewing the content, doing layout, and printing the newsletter before sending it to the community. Staff has some time to assist with this.

- The PAC Subcommittee has done an outstanding job of drafting a newsletter for immediate distribution. Staff is investigating some options (including following up on some leads from committee members) for local professionals to assist with layout. We suggest that the Board approve the draft newsletter subject to Committee and staff review. The expenses for printing and mailing do not need to be approved by the Board because they are below the threshold.
- The Committee suggests that it would be more effective to have the website hosted locally, so that updates and new information could be posted directly by staff or authorized volunteers. We propose that the Committee members investigate options and bring a recommendation to the June Board meeting.
- The Pac Subcommittee has also drafted an excellent update for the website about the parks and recreation functions of GCSD. This can be posted immediately. We suggest that the Board approve the language of the website page subject to Committee and staff review.
- All meetings, workshops, activities and important notices should be posted on social media such as Facebook, Nextdoor, etc.

Respectfully submitted,

Barbara Dye and David Seaton

ITEM #4

Connection To Recreation

Summer 2018 Activity Guide



Granada Community Services District



Dear Granada Community Services District Resident,

We are excited to present the first **Connection to Recreation**, our new guide to GCSD recreation activities offered during the summer of 2018. Since the District was expanded in 2014 to include parks and recreation in its mission we have been diligently working towards this day where we are able to offer our first recreation programs. We are starting out small this summer but plan to expand next year. Visit our website, www.granada.ca.gov, for the latest information about all of our events, facilities and programs. Enjoy these fun and educational special events!

Warmly,

Delia Comito
Assistant General Manager

Leonard Worren
Chair, GCSD Board

Summer 2018 Free Special Events

Coastside Kids Art Show and Workshops. June __ 10am-2pm

Kids- Display your creative expressions and win a prize or be introduced on how to make visual, textile or video art at a free workshop offered by local artists. Every child can provide one piece of their original art. We provide the display space and label, you must provide your name and a title of your artwork. A limited number of computers will be available for showing videos (10 minutes maximum length). Check-in at the on-site registration table.

-Limited to Coastside kids ages 6-16.

-Location: El Granada Elementary Sch. Community Room

-Cost: Free. No pre-registration necessary



Edible and Medicinal Plants Walk along the EG Medians. June __. 9am-11pm



Join herbalist Susanne Elliot for a leisurely walk in the EG medians featuring medicinal and edible plants native to California. Participants will learn about the medicinal and nutritive benefits of common weeds, native plants, and trees. Please bring a hat, drinking water, walking shoes, and snack.

-Suitability: Ages 12 and over.

-Meet: 649 The Alameda, El Granada, sidewalk outside

-Cost: Free. Maximum 20 participants (first come first served)

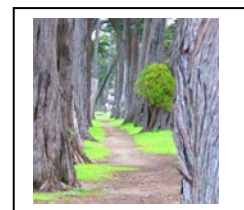
Medians Clean-Up, El Granada

Help beautify our hometown by collecting debris and trash. You'll also learn about animals and history of the medians. Prizes for the most trash collected. Bring gloves and canteen.

-Suitability: All ages welcome.

-Meet: On median at Avenue Alhambra and Avenue Balboa

-Cost: Free. No pre-registration needed. Drop-ins welcome.



Outdoor and Wildlife Photography on the Bluffs Workshop.

Our dynamic ocean along the blufftops near Surfers Beach provides a great place for outdoor photography. Join local photographer Clive Beavis as they provide an introduction to coastal photography. You must provide your own camera. Clive will provide hints and tips for catching the birds at their best and framing a great shots,.



-Suitability: Ages 12 and older. Children must be accompanied and supervised by an adult.

-Meet: Top of the stairs leading down to Surfers Beach off Hwy 1, El Granada

-Cost: Free. Maximum 20 participants (first come first served)

Explorer Walk Along Deer Creek in EG; Nature and History. June __, 10AM-12PM



Within our community, several creeks and springs flow throughout the year, even in drought years. Their clear water, lively and bubbly current, small cascades - will delight you. Yet, few in our community are aware of them because they are largely hidden. Join walk leader, Dale Ross for a leisurely 1.5 mile walk along Deer Creek. Come find open spots along the Creek where its waters glisten in sunlight. At a few of these open spots, we may have close-up views of water creatures and water plants. Who knew? Bubbly creeks in our Granada community?

-Suitability: All ages. Children 6 or older must be accompanied and supervised by an adult.

-Meet: GCSD office bldg., 504 Ave Alhambra, El Granada, sidewalk outside

-Cost: Free. No registration needed.

Introduction to Yoga. August __ 9-11am

Are you curious about yoga and its benefits but wanted a no cost, low key way to try it? El Granada yoga instructor ____ will get you started with easy first stretches. Learn how yoga might improve your health. If you have a foam pad bring it.



-Limited to: Ages 16 and higher. No previous yoga experience required.

-Meet: El Granada Elementary School Community Room

-Cost: Free. No registration necessary

Explorer Walk: The Trees of EG, Legacy and Modern-Day Trees. July __ 10am-Noon



Join walk leader, Dale Ross, for a moderate 1.5 mile walk along the medians and streets of central El Granada. We will be viewing, and comparing, legacy tree varieties (planted 1907-1916) versus modern-day street tree varieties.

Comparisons will be on the basis of general tree characteristics, site conditions and constraints. A binder of *Tree Details* from the *Urban Forest/CalPoly SelecTree* online database will be carried by walk leader. A retired Certified Arborist who lives in our community, will be our guest docent.

-Suitability: Ages 14 and higher. Paved streets and dirt paths

-Meet: GCSD office bldg, 504 Ave Alhambra, El Granada, sidewalk outside

-Cost: Free. No registration necessary

Introduction to Mountain Biking for Kids. August __. 9-11am

Is your child interested in learning how to mountain bike or do they already enjoy it? Here is a great way to learn the basics on an easy trail, how to do it safely, and respect other trail users. Local mountain bikers will lead the group and cater to various experience and ability levels. A very limited number of kid's size mountain bikes and helmets will be available to share. Helmets must be worn by all bikers. If you have it, bring a mountain bike and helmet. Parental liability release required.



-Limited to: Ages 8-12. No previous mountain biking experience required.

-Meet: The parking lot for Quarry Park, off of __ street in EG.

-Cost: Free. No registration necessary

Mountain Biking Trails of Quarry Park for Adults. August __. 9-11am

Come join local mountain bikers for an intermediate ride on the amazing trails in Quarry Park. They will introduce you to smooth roads and a few narrower single-track trails. Meeting other local mountain bikers and find a riding buddy. You must provide your own mountain bike.

- Limited to: Ages 13 and older. Previous mountain biking experience required.
- Meet: The parking lot for Quarry Park, off of __ street in EG.
- Cost: Free. No registration necessary



Walk Through History; Ocean Shore Railroad and El Granada Medians. July __



Stroll and learn the history of the wide streets, spacious plazas and unique medians with Monterey pines and eucalyptus trees designed by famed landscape architect Daniel H. Burnham. Local historians will take you on a leisurely guided walk in the medians and quiet neighborhoods of El Granada.

- Suitability: All ages welcome. Paved streets and dirt paths
- Meet: GCSD office bldg, 504 Ave Alhambra, El Granada, sidewalk outside
- Cost: Free. No registration necessary

Surfer Beach Clean-Up, El Granada

Join local families and friends as we help out Mother Nature and our hometown beach by collecting marine debris and trash. You'll also learn about animals that live on or near the sand from representatives of Save Our Shores. Prizes for the most trash collected.

- Suitability: All ages welcome.
- Meet: Top of the stairs leading down to Surfers Beach, El Granada
- Cost: Free. No registration necessary, drop-ins welcome



How to Register for these Events and Policies

All events are free. No pre-registration is required. Some events have limited space, and availability is first come- first served. You may only register members of your own family. Some events require you to bring basic items, such as canteen and snacks, wearing sun protection is strongly encouraged.

All events require participants to sign a liability waiver and photo release and bring it the day of the event. A parent or guardian must sign a release for their child under 18 years to participate in any event. Click [here for the release form](#). We strongly encourage parents to attend any event your child is participating in. All outdoor recreation activities and events have risks. You and your family participate in these activities at your own risk.

All of the events are led by unpaid volunteers.



Activity: _____

Date: _____

DROP-IN SIGN-UP INFORMATION

PLEASE CAREFULLY READ THE FOLLOWING PARAGRAPH. AMONG OTHER THINGS, IT LIMITS YOUR RIGHT TO SUE SHOULD YOU OR YOUR CHILD BE INJURED WHILE PARTICIPATING IN A DISTRICT PROGRAM.

Waiver and Release: I specifically acknowledge that Granada Community Service District recreation programs may include physical activity that can result in injury to participants, and I agree that should I engage in such activity that I do so voluntarily and at my own risk. THE UNDERSIGNED, in consideration of participation in this recreation program and the use of the District facilities, premises, equipment and transportation services, hereby agrees to RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE THE GRANADA COMMUNITY SERVICES DISTRICT, its officers, employees, and agents (collectively, "the District") for any loss or damage, and any claim or demands therefore on account of injury to the person or resulting in the death of the undersigned, whether caused by the negligence of the District or otherwise, while the undersigned is in, upon, or about the premises or any facilities or equipment therein or, arising out of, or in the course of any transportation provided by the District. In addition, the undersigned hereby agrees to indemnify and save and hold harmless, and defend at its own expense, the District from any loss, liability, damage or cost, including reasonable attorney's fee, the District may incur due to the presence of the undersigned, in, upon, or about the District premises or in any using any facilities or equipment of the District whether caused by the negligence of the District or otherwise. If this agreement is signed on behalf of a minor by a parent or guardian, the phrases "I" and "the undersigned" in the previous paragraph refer to the child and not to the parent or guardian signing on the child's behalf. In the case of an injury to my minor child, I authorize the District staff to administer minor first aid. In the event that I cannot be contacted and it is necessary to administer further medical treatment, I will take full responsibility for any medical expenses. I HAVE READ AND VOLUNTARILY SIGN THIS RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT. I HAVE READ THIS RELEASE.

PARTICIPANT NAME	PARENT/PARTICIPANT SIGNATURE	MAILING ADDRESS	TELEPHONE

ITEM #5

The Proposal for a Bicycle Pump Track
on the North El Granada CUSD Parcel

One of the most popular recreational ideas with the support of many local volunteers is a bicycle pump track. This is a flowing course of bumps, berms and jumps made of dirt. The idea is to generate momentum by pushing with your arms and legs with little peddling. This is a technique of BMX that has evolved into a sport of its own. Pump tracks have become popular in parks not only because they're fun but also on par safety wise with sports such as basketball, soccer, and skateboarding. They don't have gap jumps or downhill runs that could create a "runaway" situation. Children from the ages of 3 to 65 can have fun on a pump track while getting a good workout.

There's been a movement for this project for quite a few years and the need is growing. Children and teens will greatly benefit from the experience of building, maintaining, and riding the pump track in a community based project. We have a large volunteer group ready to build and maintain a track. Local businesses have expressed interest in donating material and equipment. The GCSD can provide funding and liability coverage. This track would serve to primarily benefit the students of CUSD.

The GCSD, would like to lease a portion of the EG parcel to build the pump track. This could even be for a short term basis. Since the only construction material is dirt, the removal of this track would be straight forward when necessary.

The details of our proposal are as follows:

Area size: Approximately 1 acre, including access and parking

Lease term: Up to 5 years or until it is needed by the School District. We hope to start construction asap, so that it might be available for the children during summer vacation.

Construction and maintenance: An effort of volunteers, donations and funds from the GCSD. We have many resources of track design and building expertise locally. Also, we have recently spoken to a local contractor with heavy equipment that would love to help.

Liability: GCSD

Lighting: none

Hours: Daylight

Fencing: This can be pretty basic such as split rail fencing and a couple of signs stating the rules, etc. Fencing may not be necessary, but will be built if required.

Security: At least one or two parents will be present to supervise the children.

Cost: Most everything will be donated and maintained by parents and local volunteers. GCSD will pick up any necessary costs.

A Bonus: GCSD is willing to assist CUSD by repairing and maintaining the soccer fields on the EG school grounds in order to provide the sports facilities the children need. Due to our cost, our labor and bonus, we hope the lease charge will be reasonable.

Other items: Gravel for the entry point, if necessary, and a few parking spots for parents. The children will be riding their bikes to the area. An outhouse would be necessary and will be well screened. In fact, because of all the trees and bushes in the area, the entire project should be well screened from view of the adjacent neighborhood.

We have chosen a location at the lower end of the parcel which we think is the most practical and easily accessible with adjoining off road parking. It is also, a good distance from the neighbors and well screened from them, which should minimize the impact on the neighbors.

We hope you will vote to approve this request before the end of this school year so we can build this project for the children who are looking forward to enjoying it during their summer vacation.

Thank You for your cooperation,

The GCSD Board and CUSD Parents



GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors

Jim Blanchard, President

Leonard Woren, Vice President

Matthew Clark, Director

Barbara Dye, Director

David Seaton, Director

Board of Directors
Cabrillo Unified School District
498 Kelly Avenue
Half Moon Bay, CA 94019

Re: El Granada Property

To the Honorable Board of Directors:

The District is interested in negotiating a possible short-term lease to use a portion of the CUSD El Granada property for the purpose of developing a bicycle pump track recreational facility.

A pump track is a circuit of small bumps, banked turns, and other features made from dirt and designed for a bicycle to be ridden completely by "pumping" instead of peddling. Pump tracks are popular among school-age children, but are accessible to all ages and abilities. There is a large group of local supporters for the project, and a huge need for this type of recreational facility in El Granada.

The District understands the CUSD's need to retain the property for future housing or school site needs. Granting a lease to the GCSD on a short-term basis will provide the community with a needed recreational facility until a future time when the property is needed for school district purposes.

The District has some general ideas regarding the project as follows:

- The size of the pump track will be approximately between ____ and ____ sq. Ft. in size.
- Track placement will be carefully considered based upon the existing contours of the land and in consideration of tree location.
- Fencing and adult supervision of the track is negotiable.
- The track will be open for use during daylight hours only. Lighting will not be needed.
- The District will consider monetary payment for the lease and/or will provide services for CUSD in exchange.

The District has some general ideas regarding the lease terms as follows:

- To pay for all costs associated with the project, including but not limited to, surveys, studies, permitting, legal costs, etc.

- To provide all maintenance and staff necessary for the project.
- To maintain all trees within ____ feet of the project.
- To maintain a minimum of \$_, ___, ___ of liability insurance and will hold harmless CUSD.
- To handle all public service requests, inquires, claims, etc.
- To return the land to it's original condition upon request of CUSD.

We will be happy to answer any questions or to discuss this proposal further at your convenience.

Sincerely,

GRANADA COMMUNITY SERVICES DISTRICT

ITEM #6

El Granada Medians Small Playgrounds Pilot Projects Request for Proposals

Background

El Granada's unique concentric-circle street layout was designed by the influential architect and city planner Daniel Burnham. Burnham's plan for El Granada was commissioned by the Ocean Shore Railroad which developed El Granada as a seaside "resort" for visitors from San Francisco after the 1906 earthquake. The street layout includes several broad avenues featuring wide medians, originally intended as a trail system throughout the resort (see attached Medians Map).

Granada Community Services District (GCS D), previously the Granada Sanitary District, gained park and recreational jurisdiction in the unincorporated areas of El Granada, Miramar and Princeton by voter approval effective October 1, 2014. This reorganization allows the district to provide park and recreation services in addition to the sewer and garbage services it currently provides to ratepayers. The parks and recreation function is funded by utilizing a portion of GCS D's share of property tax revenues.

Following the reorganization of GCS D, a Granada Park Advisory Committee (GPAC) was established to provide the GCS D Board guidance on future park improvements. GCS D's goal is to provide parks and recreation services to Miramar, El Granada and Princeton, with a commitment to leveraging robust community outreach to develop and implement projects benefitting GCS D residents.

In 2015, GCS D completed a "Community Interest and Opinion Survey for Local Parks and Recreation Facility Priorities." Summary of Key Findings relevant to this RFP:

- 76% of the entire GCS D Community¹ and 81% of respondents from El Granada indicated *Yes* or *Maybe*, the median strips in El Granada should be improved
- 61% of the GCS D Community indicated a moderate to substantial need for Small Neighborhood Parks, including 78% of households with children
- More than 1000 children under the age of 16 live in El Granada

The only playgrounds/parks (besides the beaches) in the entire GCS D Community are at SMC Quarry Park, El Granada Elementary School, and Clipper Ridge. Much of El Granada has no playground within a child's walking distance. In late 2015, the Granada Parks Advisory Committee (GPAC) identified medians 8 and 11 as potential sites, as pilot projects, for small neighborhood playgrounds, and in 2016 the GPAC and GCS D Board agreed to seek proposals for improving all of the El Granada medians including these two small playgrounds.

In early 2016, a Request for Proposal (RFP) for "El Granada Median Projects" was put out to bid in partnership with San Mateo County (SMC) Parks Department. The RFP was put on hold while GCS D rights to improve the El Granada medians, which are owned by SMC, were negotiated with SMC. SMC and GCS D have now agreed on a Use Permit for the El Granada Medians

¹ The entire GCS D Community includes Clipper Ridge, El Granada, East and West Miramar and Princeton

(attached) which stipulates approved uses and accountability/liability for maintaining recreational improvements made by GCSD. The agreement also specifies that GCSD is responsible for tree maintenance in areas where GCSD has made improvements, but SMC retains responsibility for hazardous tree removal and ongoing tree maintenance on other medians which have no GCSD improvements. The Parks and Recreation consulting contract between GCSD and SMC Parks ended in June, 2017. At their April 10, 2018 meeting, the GPAC recommended to the GCSD Board that they revise the original RFP and now develop Small Neighborhood Activity Playground (SNAP) Project Plans for Medians 7, 8 and 11. The GPAC's recommendation was approved by the GCSD Board at the _____ meeting. [tbc]. A separate RFP was proposed for a master trail plan for all medians (not included in this RFP).

Scope of Work

The GCSD is seeking a Landscape Architecture firm (Consultant) to assist with site, facility and landscape design at medians 7, 8 and 11. We need the help of a professional design firm to provide site plan alternatives for Small Neighborhood Active Parks (SNAPs), including robust community outreach, as well as tree management planning. Some of these medians have a tire swing, old picnic tables and unimproved paths through them which are used by neighbors for walks and dog walking. The GPAC has developed basic playground concepts at medians 7 and 8, which will be provided to the Consultant. Initial public input on the median 7 and 8 concepts showed support for playgrounds at these sites, as well as concerns about the small area, child safety and impacts on neighborhood noise, traffic and parking.

Median 11, which includes an historic marker, is a smaller area with more traffic and is often considered a "gateway" to El Granada. As a result of its location this median has the possibility to enhance the gateway and visibility in the center of the community, and possibly to provide limited active or passive recreation benefits for many multi-unit residences in the immediate vicinity. No concepts have been prepared for median 11.

The GPAC anticipates only small to moderate scale improvements for medians 7, 8, and 11. The Consultant would have primary responsibility for planning and conducting community outreach to scope the project and identify preferred alternatives, with assistance from the PAC. The Consultant must produce all presentation and outreach materials, which may include posters, power-point slides, email blasts, etc. The final Project Plan alternatives and costs must be presented to the GCSD Board and PAC within 60 days of granting the contract.

Tasks

The contractor will provide:

- 1) Robust community outreach regarding alternatives for playground/park improvements on medians 7, 8 and 11, which may include formal community meeting(s) as well as informal and visible outreach event(s).
- 2) Detailed plan alternatives for playground, landscape, facilities, seating and safety improvements for SNAPs on medians 7 and 8. Alternatives could include playgrounds at 7 and 8 or at just one of these sites.

- 3) Detailed plan alternatives for playground, landscape (including enhanced focus on the historical marker), facilities, seating and safety improvements for a SNAP on median 11. An alternative could include only trail and landscape improvements and no playground elements if there is not suitable space and/or community interest for developed facilities.
- 4) Discrete cost estimates for SNAP alternatives at: a) medians 7 and 8; and b) median 11.
- 5) Certified arborist report for medians 7, 8 and 11 that evaluates the health of the trees, any hazard abatement need for public safety including tree removal and limb removal, and recommended ongoing tree management and maintenance practices, including recommended selection of future native drought tolerant trees, tree spacing standards and strategies for financially efficient operation of the medians' overall forest.
- 6) A plan and timeframe to secure any needed Coastal Development Permits and Grading, Tree Removal and Tree Maintenance Permits from SMC Planning Department.
- 7) Final presentation of SNAP Project Plan alternatives, arborist report, tree management proposal and plan to secure needed permits.

Duration

Work is to be completed within **60 days** of awarding a contract.

Attachments:

- El Granada Medians Map
- SMC Medians Use Permit
- Medians 7 and 8 Concepts with Nearby Community Outreach Information

ITEM #7



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, April 9, 2018

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

1. CALL TO ORDER

A. Roll Call

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54656.9)

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

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

5. PUBLIC COMMENT / ORAL COMMUNICATION

6. **CONSENT AGENDA** (*Consent items are considered routine and will be approved / adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.*)
 - A. Approve Minutes of March 12 and March 26, 2018, Regular Board Meetings **(Attachment)**
 - B. Approve Disbursements for April 9, 2018 **(Attachment)**
7. **REGULAR BUSINESS** (*The Board will discuss, seek public input, and possibly take action on the following items.*)
 - A. Review and Approve Job Description for General Manager **(Attachment)**
 - B. Discuss Draft 20-Year Capital Improvement Plan and Provide Direction **(Attachment)**
8. **GENERAL MANAGER’S REPORT**
9. **ATTORNEY’S REPORT**
10. **DIRECTORS’ REPORT**
11. **TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)**
12. **ADJOURNMENT**
 - Upcoming Regular Board Meetings: April 23 and May 14, 2018

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

INFORMATION FOR THE PUBLIC

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

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

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

MINUTES
SAM BOARD OF DIRECTORS MEETING
March 26, 2018

1. CALL TO ORDER

Chair Blanchard called the meeting to order at 7:03 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

A. Roll Call

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

2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

The Board went into closed session at 7:04 p.m.

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

The Board reconvened into open session at 8:00 p.m. Chair Blanchard reported that there was no reportable action.

5. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

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

A. Approve Disbursements for March 26, 2018

B. Receive Monthly Budget Report for Period Ending February 28, 2018

C. Receive Quarterly Investment Report for Period Ending December 31, 2018

Director Woren moved and Director Slater-Carter Seconded the motion to approve the consent agenda as presented.

Woren/Slater-Carter/8 Ayes/0 Noes. The motion passed.

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

A. Discuss Proposed General Budget for Fiscal Year 2018/19 and Authorize General Manager to Submit it to the Member Agencies for Approval

General Manager Marshall discussed a typo that was found and corrected on PDF page 44 of the budget and handed out a sheet with the correction to each Board member. She also handed out a copy of an email that she received before the meeting from the City of Half Moon Bay regarding feedback on the proposed budget. John Doughty, Public Works Director for Half Moon Bay, addressed the Board discussed the feedback from Half Moon Bay. He stated that he wanted to reflect Half Moon Bays interest in continuing to work as a city to identify issues and help in any way they can. A discussion ensued. Following discussion, Director Woren moved, and Director Boyd seconded the motion to authorize the General Manager to submit the proposed general budget for FY 18/19 to the member agencies for approval.

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

B. Discuss Proposed Contract Collection Services Budget for Fiscal Year 2018/19 and Authorize the General Manager to Submit it to the Member Agencies for approval

General Manager Marshall reviewed the staff report for the proposed contract collection services budget for FY 18/19 and recommended that the Board of Directors discuss the proposed contract and authorize her to submit it to the member agencies for approval. A discussion ensued. Following discussion, Director Boyd moved, and Director Ruddock seconded the motion to authorize the General Manager to submit the proposed contract collections service budget for FY 18/19 to the member agencies for approval.

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

C. Discuss SAM's Role in the Lawsuit (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside) and the Nature and Extent of SAM's

Minutes

SAM Regular Board Meeting

March 26, 2018

Page 3

Participation in the Case Management Process and Possible Settlement
Discussions

This agenda item was not discussed due to a shortage of time.

8. GENERAL MANAGER'S REPORT

- A. Receive Manager's Report for February 2018
- B. Receive Update on IPS Repair Project
- C. Receive Update on Bus Duct Repair Project
- D. Receive Update on Lucity Software

These agenda items were not discussed due to a shortage of time.

9. ATTORNEY'S REPORT - NONE

10. DIRECTOR'S REPORT - NONE

11. TOPICS FOR FUTURE BOARD CONSIDERATION

12. ADJOURNMENT

Chair Blanchard adjourned the meeting at 8:56 p.m.

Respectfully Submitted,

Approved By:

Kathy Matthews
Recording Secretary

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: **Monthly Manager’s Report – February 2018**

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 February 2018.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.714	55.2%
Accidents, Injuries, etc.:	0	Granada CSD	0.328	25.3%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.252</u>	<u>19.5%</u>
Reportable Spills Cat 2:	0	Total	1.293	100%
Reportable Spills Cat 3:	0			

Administration

There were two Board meetings in the month of February (12 and 26) 2018. There were two requests for public records during the month of February. John Ullom requested

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk⁹¹	H. Rarback	88

copies of all communications between any member of the HMB City Council, as well as communications between the directors of the other two boards, and me. Specifically, the communications related to SAM's performance. The second request was from Barbara Keller. She requested copies of contracts between SAM and individuals operating as Interim General Manager as well as and invoices submitted for payment for those services for the past five years.

There were five media articles during the month of February referencing the Sewer Authority Mid-Coastside or sewer-related issues: "*City Seeks Proposals for Sewer Lines*", February 7, 2018, Half Moon Bay Review; "*SAM Manager Deserves Better From City Council*", February 14, 2018, Half Moon Bay Review; "*Dr. Seuss Explains SAM, HMB*", February 14, 2018, Half Moon Bay Review; "*Half Moon Bay Staff, Council Are Frustrated With SAM*", February 14, 2018, Half Moon Bay Review; and, "*Regulatory Drought is Barrier to Affordable Housing*", February 28, 2018, Half Moon Bay Review.

There were no work-related accidents, injuries, or illnesses resulting in lost time in February. Staff has worked since March 10, 2011, without a lost time incident (2,546 days through the end of February 2018).

There was one employee anniversary in the month of February: Kathy Matthews, Supervisor of Administrative Services, 2 years of service.

Operations & Maintenance

While it appears we are going to continue to have a light year the preparations for this year's potential storm events are still in place. We are looking at removal of the baker tanks probably in the early May time frame. The following preparations have been completed to prepare for wet weather.

Montara Pump Station – The Baker tanks are in place to allow for an additional storage volume of 120,000 gallons at that station on top of the existing Walker Tank, which has a capacity of 434,000 gallons.

The Portola Station – Two additional Baker Tanks were put in to allow for an additional 40,000 gallons of storage on top of the 200,000 gallons of underground storage capacity.

Most of the pump station and lift stations have been gone through and generators tested. Staff is working with the vendors to complete remaining tasks. Parts are the

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk ⁹²	H. Rarback	89

hold up on some repairs as they need to be located due to age of equipment, the other part being we started 2 months later then we wanted to.

During the month of February 2018 weather was favorable for a winter month and allowed construction on the IPS to continue at a good rate. The rain overall for the month of February was well below what is considered normal and is listed below, normal being about 5 inches for this region, (US climate data HMB). Operations were good compared to previous months with the exception of the flare that is off line now. The original manufacturer of the flare has gone out of business but we have been in contact with a person that works for the company that absorbed the original company. With that in mind parts are still difficult to locate and she is doing what she can to assist us with a flare that is for the most part obsolete, we are also looking at other options as we can see this could become a reoccurring issue.

Below is a chronological summary of things that occurred during the month of February 2018.

- 2/1/2018 – W.A.S. pump was air bound, staff was able to bleed out air and restore flow.
- 2/2/2018 – R.F. Mc Donald in to look at flare, flare is now out of service until we can get parts from manufacturer that has not been very responsive and the repair can be made.
- 2/3/2018 – Pump # 2 at Portola pump station tripped out on over current, placed pump #3 in lead position until someone can come in for further evaluation the motor.
- 2/4/2018 – Issue came up with boiler #2, failing on pilot ignition, RF McDonald called to have them come in and investigate.
- 2/5/2018 – Pump air bound alarm just after midnight. Also today PG & E power to plant shut down completely for removal of last portion of buss ducting. Flow was retained at Montara and Portola while the work was being performed. The remainder of the flow was pumped into empty basins at the plant until power was restored and could be processed properly. Power shut down at the treatment plant was only about 2 hours in total.
- 2/9/2018 – Flow was switched to the two new sections of the IPS, (section 2 and 3 of the replacement project).

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk ⁹³	H. Rarback	90

2/14/2018 – Power shut down at the treatment facility again for electrical inspection, all went well. We did lose a VFD on the number 2 water system when power was restored.

2/18/2018 – Issue with bisulfite sample pump, staff was able to resolve without issue.

2/21/2018 – Cal-con in to work on buss duct.

2/22/2018 – Buss duct work continues and contact basin cleaned.

2/26/2018 – Cal-con working on buss duct and #2 water VFD.

2/27/2018 – Buss duct work continues.

2/28/2018 – Buss duct work continuing.

Operations at the Portola pump station are still modified at this time in that staff is using the wet weather flow storage basin as a modified EQ basin to reduce stress on sections of the IPS south of Portola Pump Station.

Construction of sections of the IPS line that failed are progressing well, sections 2 and 3 have been replaced and section one is under way. We are hopeful that if the weather remains favorable the new pipe will be in the ground and in use by late March or early April. I will keep the RWQCB updated on the progress of this project as it progresses forward as I am fairly certain they would want that.

Rainfall totals for the month of February 2018 were 0.63 inches at the plant, 0.84 inches in the El Granada area and 1.01 inches were recorded at the Montara station.

There were five deliveries (approximately 1,750 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$175.00. There was a total of 97 leachate deliveries to the SAM IPS line in the month of February. The leachate volume was 535,494 gallons.

The NPDES data report for February 2018 is attached reference (Attachment B).

Contract Collection Services

SAM cleaned approximately 28,922 feet of sewer line and responded to six sewer related calls: one in MWSD service area, zero were in the HMB service area and five were in the GCSD service area. Of the five in GCSD one was an odor complaint, when the crew arrived there was no odor detected and the crew was unable to locate the source. Three were private and the last one was in the lateral but the side the district

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk⁹⁴	H. Rarback	91

assists with, (still considered private). The one in MWSD service area was a private lateral, the home owner was advised to contact a plumbing company to resolve the issue as is the case with any private lateral after we confirm the main line is clear.

The latest collection system data report is attached (Attachment C) for the Board's information. There was no Category 1, no Category 2, and no Category 3 SSOs during the month of February 2018. A collection services report for each member agency has been included for the Board's information (Attachment D).

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for February 2018.

Supporting Documents

- Attachment A: Monthly Flow Report February 2018
- Attachment B: Monthly NPDES Report February 2018
- Attachment C: Collection System Data February 2018
- Attachment D: Monthly Collection System Agency Reports February 2018

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk⁹⁵	H. Rarback	92

Attachment A

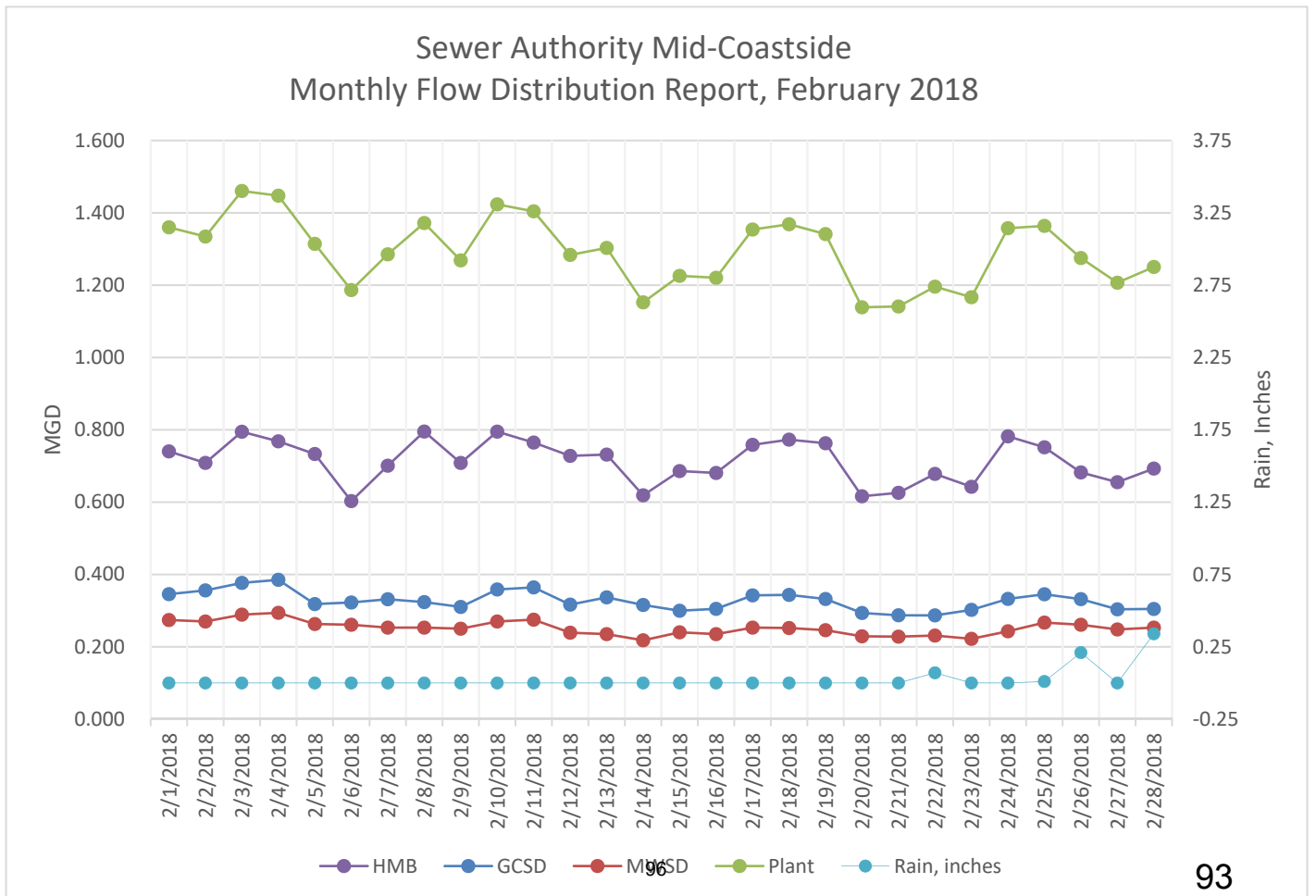
Flow Distribution Report Summary For February 2018

The daily flow report figures for the month of February 2018 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	0.714	55.2%
Granada Community Services District	0.328	25.3%
Montara Water and Sanitary District	<u>0.252</u>	<u>19.5%</u>
Total	1.293	100.0%



Sewer Authority Mid-Coastside

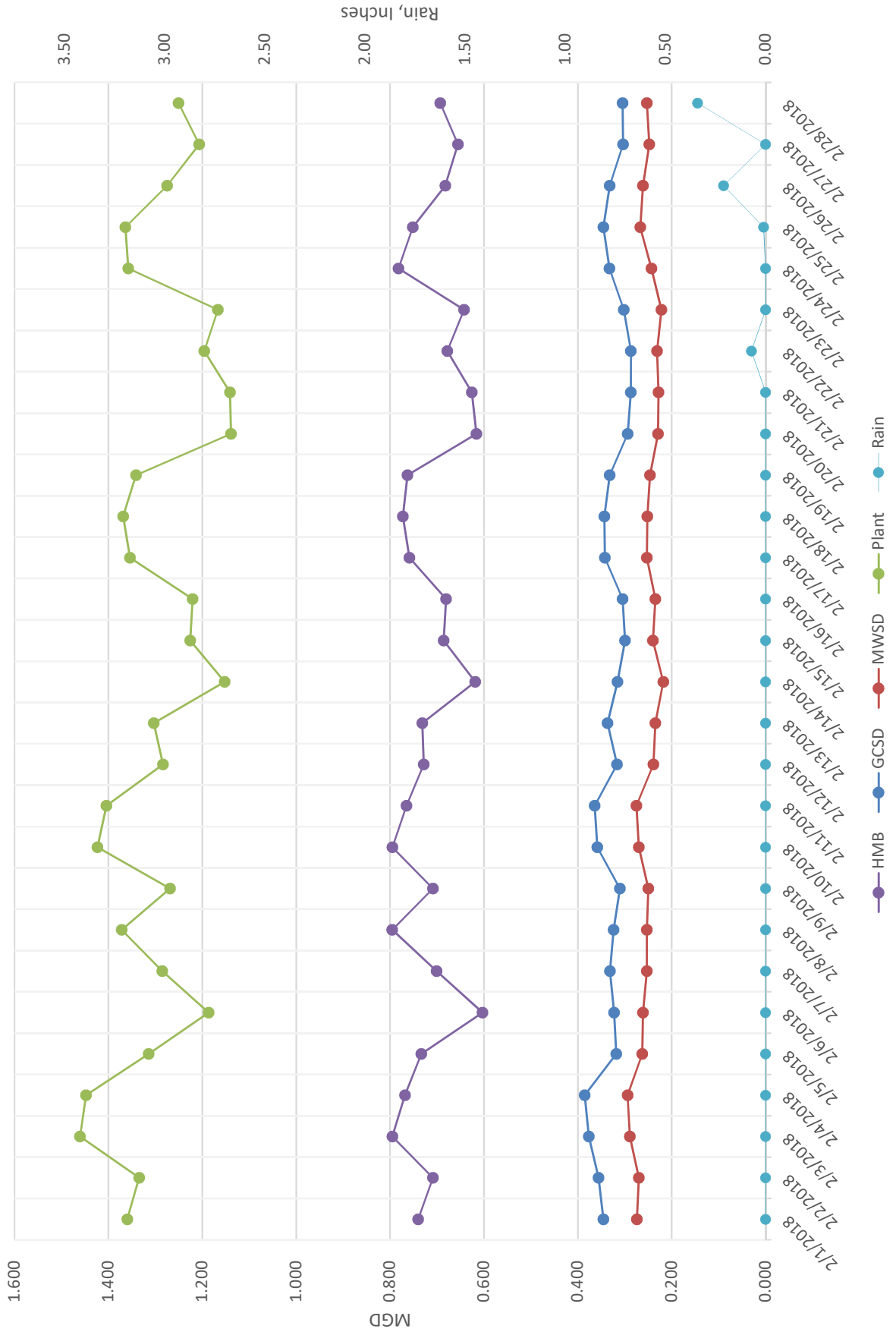
Monthly Flow Distribution Report for February 2018

<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>
2/1/2018	0.740	0.346	0.274	1.360	0.00	0.00	0.00
2/2/2018	0.709	0.356	0.270	1.335	0.00	0.00	0.00
2/3/2018	0.795	0.377	0.289	1.461	0.00	0.00	0.00
2/4/2018	0.768	0.385	0.294	1.448	0.00	0.00	0.00
2/5/2018	0.733	0.318	0.263	1.314	0.00	0.00	0.00
2/6/2018	0.603	0.323	0.261	1.187	0.00	0.00	0.00
2/7/2018	0.701	0.332	0.253	1.285	0.00	0.00	0.00
2/8/2018	0.795	0.324	0.253	1.372	0.00	0.00	0.00
2/9/2018	0.708	0.310	0.250	1.269	0.00	0.00	0.00
2/10/2018	0.795	0.359	0.270	1.424	0.00	0.00	0.00
2/11/2018	0.765	0.364	0.275	1.404	0.00	0.00	0.00
2/12/2018	0.728	0.317	0.239	1.284	0.00	0.00	0.00
2/13/2018	0.731	0.337	0.235	1.303	0.00	0.00	0.00
2/14/2018	0.619	0.316	0.218	1.153	0.00	0.00	0.00
2/15/2018	0.686	0.300	0.240	1.226	0.00	0.00	0.00
2/16/2018	0.681	0.305	0.235	1.221	0.00	0.00	0.00
2/17/2018	0.759	0.342	0.253	1.354	0.00	0.00	0.00
2/18/2018	0.773	0.344	0.252	1.368	0.00	0.00	0.08
2/19/2018	0.763	0.332	0.246	1.341	0.00	0.00	0.00
2/20/2018	0.616	0.294	0.229	1.139	0.00	0.00	0.00
2/21/2018	0.626	0.287	0.228	1.141	0.00	0.00	0.00
2/22/2018	0.678	0.287	0.231	1.196	0.07	0.02	0.07
2/23/2018	0.642	0.302	0.222	1.167	0.00	0.00	0.00
2/24/2018	0.782	0.333	0.243	1.358	0.00	0.00	0.00
2/25/2018	0.752	0.345	0.267	1.364	0.01	0.00	0.00
2/26/2018	0.682	0.332	0.261	1.275	0.21	0.51	0.41
2/27/2018	0.655	0.304	0.248	1.207	0.00	0.00	0.00
2/28/2018	0.693	0.305	0.253	1.250	0.34	0.31	0.45
Totals	19.979	9.172	7.052	36.202	0.63	0.84	1.01

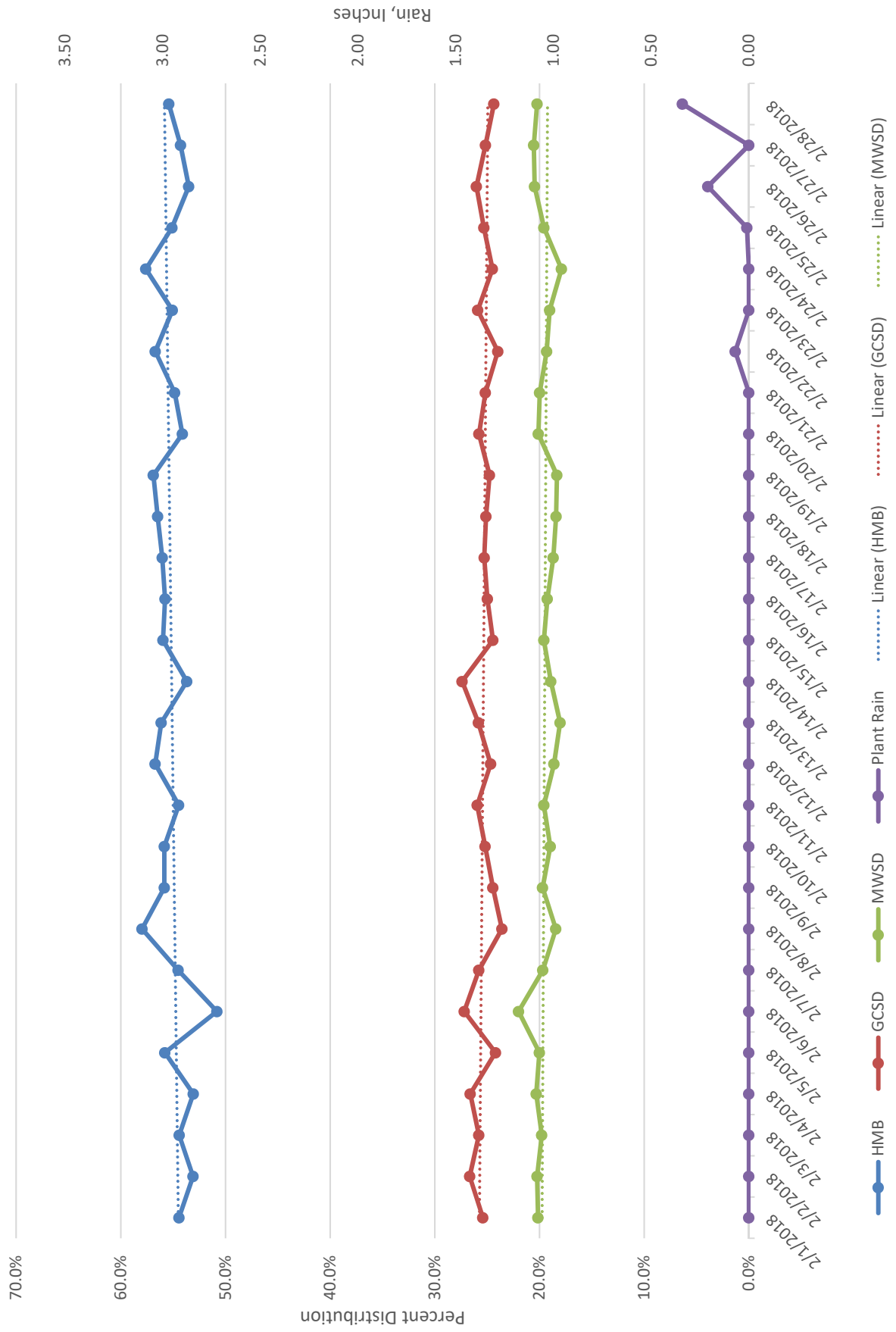
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.603	0.287	0.218	1.139
Average	0.714	0.328	0.252	1.293
Maximum	0.795	0.385	0.294	1.461
Distribution	55.2%	25.3%	19.5%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2018

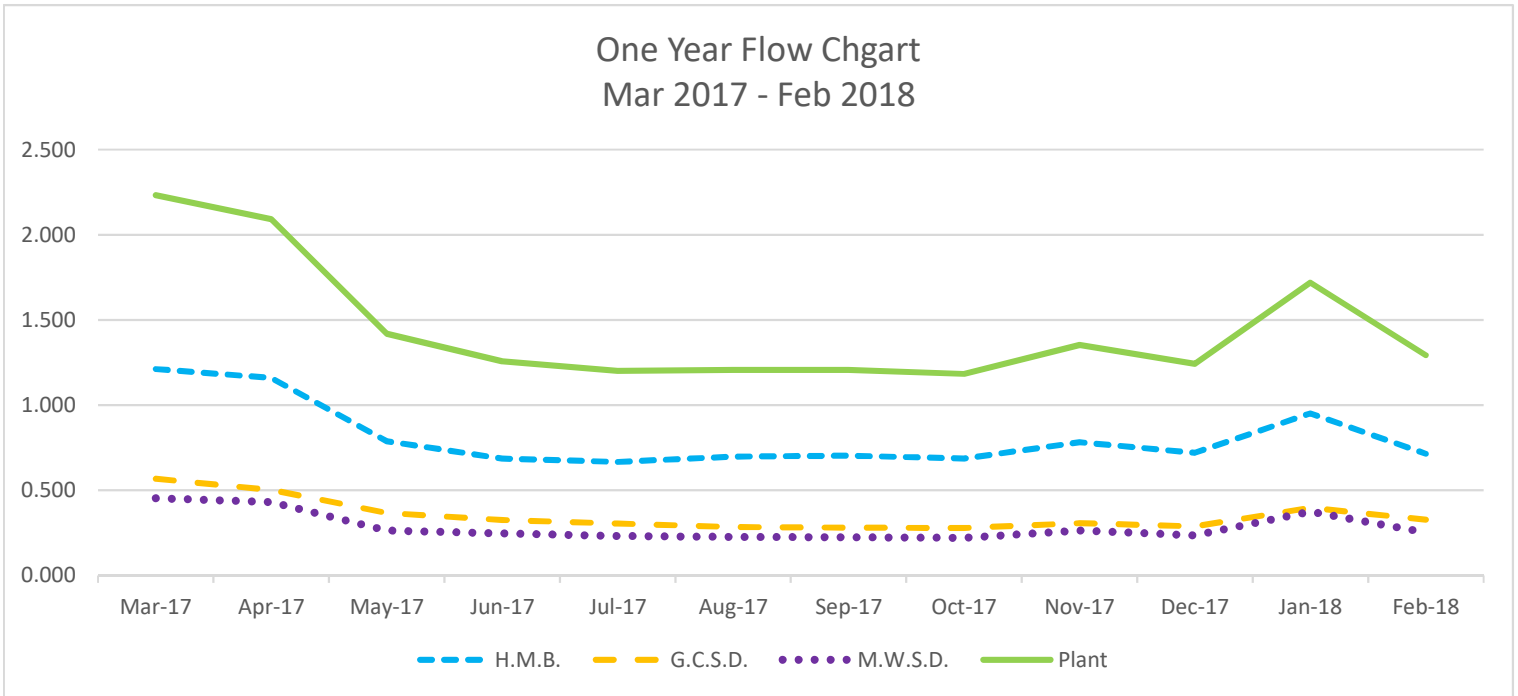


Percent Distribution February 2018

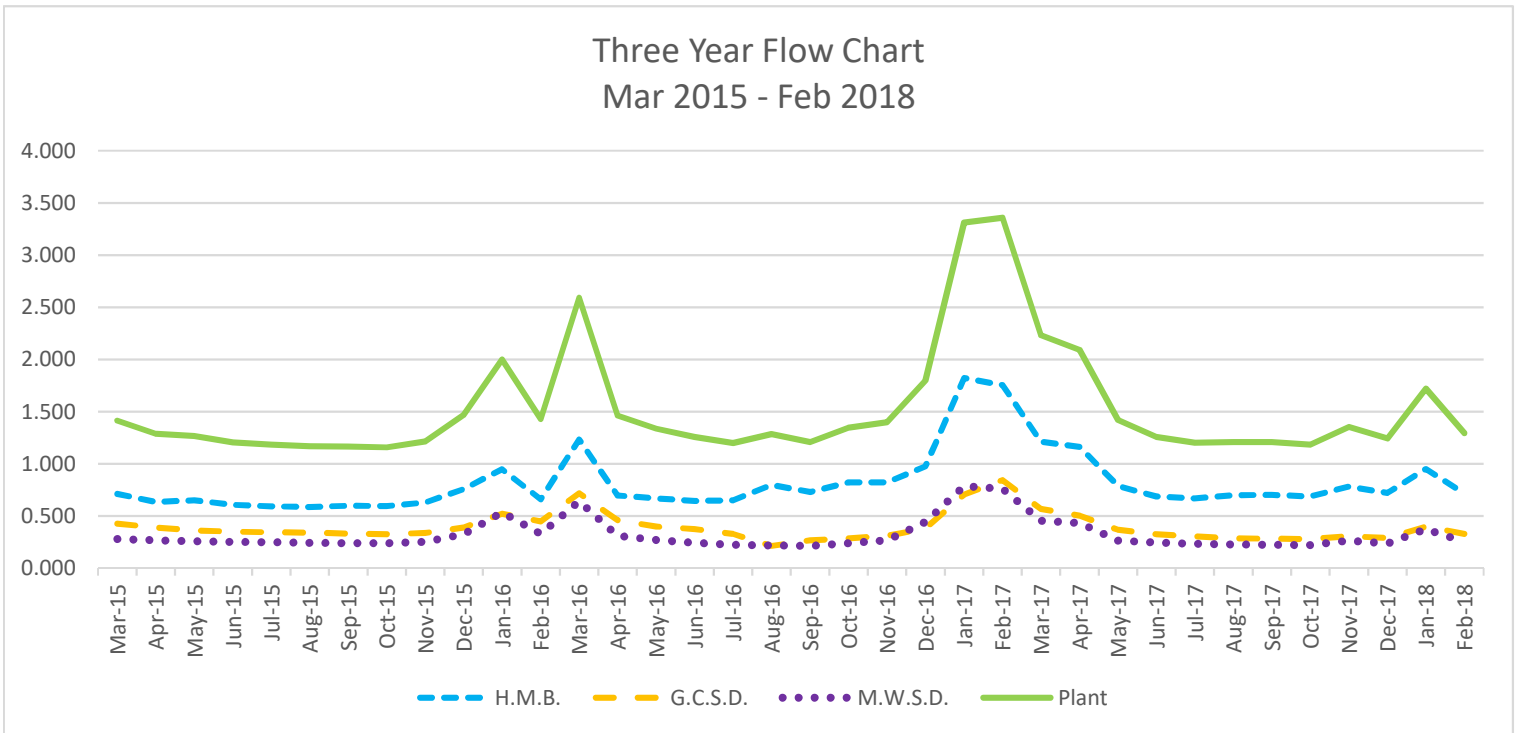


Most recent flow calibration December 2016 PS, November 2016 Plant

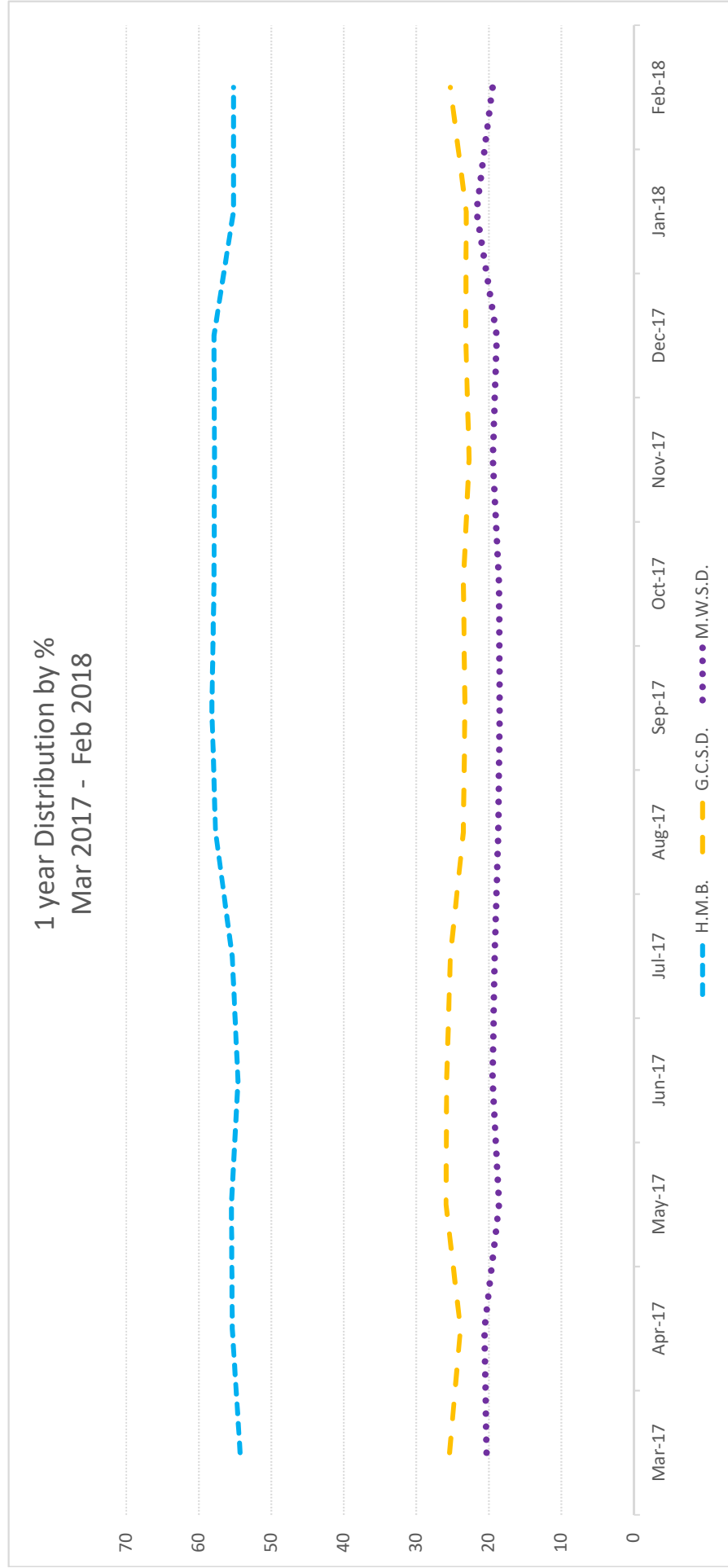
One Year Flow Chgart
Mar 2017 - Feb 2018



Three Year Flow Chart
Mar 2015 - Feb 2018



Flow based percent distribution based for past year



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2018

Attachment C

February 2018

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

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Mar - 17	15,347	11,667	10,133	37,147	7.0
Apr - 17	13,101	11,588	11,460	36,149	6.8
May - 17	12,044	12,483	9,547	34,074	6.5
June - 17	18,411	17,317	8,567	44,295	8.4
July - 17	28,276	20,290	6,368	54,934	10.4
Aug - 17	21,769	22,465	20,044	64,278	12.2
Sep - 17	18,710	17,419	11,347	47,476	9.0
Oct - 17	19,336	11,871	14,696	45,903	8.7
Nov - 17	17,854	23,041	9,978	50,873	9.6
Dec - 17	31,661	14,103	9,810	55,574	10.5
Jan - 18	26,653	13,069	11,444	51,166	9.7
Feb - 18	10,011	6,913	11,998	28,922	5.5

Annual ft	233,173	182,226	135,392	550,791	
-----------	---------	---------	---------	---------	--

Annual Mi.	44.2	34.5	25.6	104.3	
------------	------	------	------	-------	--

12 Month Moving Total

Total	12 month rolling Number			
	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0
Grease	1	0	0	0
Mechanical	5	0	0	4
Wet Weather	1	0	0	0
Other	3	1	1	0
Total	10	1	1	4
	40%	10%	10%	40%

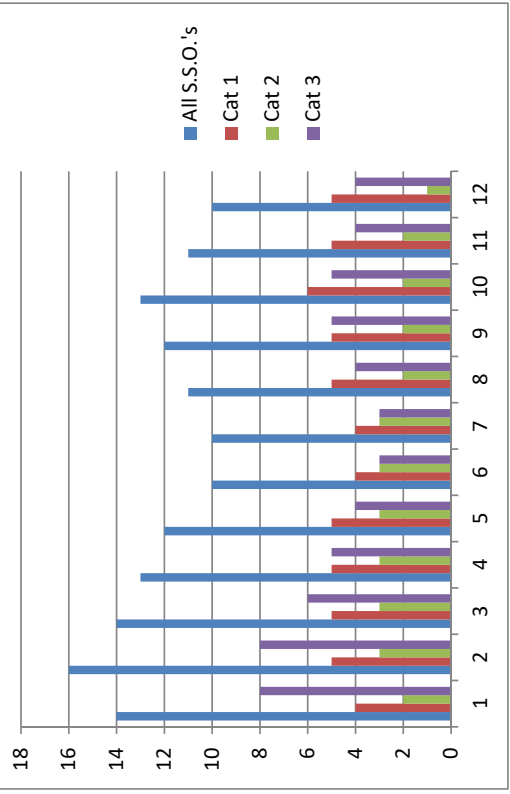
Reportable SSOs

Total	Reportable Number of S.S.O.'s			
	HMB	GCSD	MWSD	SAM
February 2018	0	0	0	0
12 Month Moving Total	4	1	1	4

SSOs / Year / 100 Miles

Total	Number of S.S.O.'s /Year/100 Miles			
	HMB	GCSD	MWSD	SAM
February 2018	0.0	0.0	0.0	0.0
12 Month Moving Total	10.8	3.0	3.7	54.8
Category 1	8.1	0.0	0.0	27.4
Category 2	0.0	0.0	0.0	13.7
Category 3	2.7	3.0	3.7	13.7
Miles of Sewers	37.0	33.2	27.0	7.3
	35.4%	31.8%	25.8%	7.0%

12 Month Moving SSO Totals Through February 2018





**COLLECTION SYSTEM SERVICES
 MONTHLY ACTIVITY REPORT: FEBRUARY 2018**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Granada Community Services District, the following information is provided for the month of FEBRUARY 2018

Basic Services

Feet of Sewer Line Cleaned:	<u>6,382 ft</u>	Manholes Inspected:	<u>49</u>
Feet of Hot Spot Sections Cleaned:	<u>531 ft</u>	Areas Unable to be Cleaned:	<u>0</u>
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>5</u>
Sewer Line/Manhole Failures:	<u>0</u>	Non-Emergency Repairs:	<u>0</u>
Emergency Repairs Completed:	<u>0</u>	Amount Spent on Repairs Completed:	<u>0</u>

Extended Services

Mechanic Hours:	<u>4.01</u>	Work Orders Completed:	<u>15</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>15</u>
Annual Mechanic Hours to Date*:	<u>162.74</u>	Annual Lift Station Hours to Date*:	<u>162.74</u>

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	<u>66</u>
F.O.G. Inspections Completed:	<u>0</u>	F.O.G. Inspections Passed:	<u>0</u>
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	<u>0</u>

Attachments

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

*- Data being collected from Sept 2016

ITEM #8



GRANADA COMMUNITY SERVICES DISTRICT

Minutes BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

March 15, 2018

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:30 p.m.

ROLL CALL

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

Staff: General Manager Chuck Duffy, District Counsel William Parkin, and Assistant General Manager Delia Comito (in open session only).

GENERAL PUBLIC PARTICIPATION

None.

GENERAL PUBLIC PARTICIPATION

ADJOURN TO CLOSED SESSION

- 1. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)). Administrative Liability Complaint R2-2017-1024 issued by the San Francisco Regional Water Quality Control Board against Sewer Authority Mid-Coastside.**
- 2. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)). San Francisco Regional Water Quality Control Board enforcement action against Granada Community Services District.**
- 3. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.

RECONVENE TO OPEN SESSION

There was no reportable action from the Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular meeting was called to order at 7:39 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

1. Consideration of Class 2A Sewer Permit Application for APN 047-261-030, Obispo Road, Owner: Coastside Fire Protection District, and Associated CEQA Notice of Determination.

Mr. Duffy reported that the new fire station will require approximately the same amount of wastewater capacity as the current station, as the staffing will be identical. The past three years of water use was provided.

ACTION: Director Dye moved to approve the Class 2A sewer permit and the associated CEQA Notice of Determination for the new fire station. (Dye/Clark).
Approved 4-0-1, Director Woren abstaining.

2. Consideration of Sewer Authority Mid-Coastside Report.

Directors Blanchard and Woren reported on the 3/12/18 and 2/26/18 SAM meetings, which focused mainly on the 2018/19 draft SAM budgets. Concerning the SAM budget, General Manager Chuck Duffy reported that he was focused on the infrastructure projects.

CONSENT AGENDA

- 3. Approval of February 15, 2018 Meeting Minutes.**
- 4. Approval of March 1, 2018 Meeting Minutes.**
- 5. Approval of March 2018 Warrants for \$260,672.14.**
- 6. Approval of January 2018 Financial Statements.**
- 7. Approval of Assessment District Distribution #8-17/18.**

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 9. Attorney's Report. (Wittwer)**
- 10. General Manager's Report. (Duffy)**
- 11. Administrative Staff Report. (Comito)**
- 12. Engineer's Report. (Kennedy Jenks)**
- 13. Future Agenda Items.**

President Woren appointed Directors Dye and Seaton to a Communications/Public Outreach Ad Hoc Committee.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:30 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: April 19, 2018

ITEM #9

Granada Community Services District
April 2018 Warrants
For the April 19, 2018 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
04/19/18	6834	Alhambra & Sierra Springs	Mar 2018	6140 · Office Supplies	4.01
04/19/18	6835	AT&T	03/05/18 - 04/04/18 Pump Stn Alarm Svc	6170 · Utilities	79.97
04/19/18	6836	Barbara Dye	03/15/18 GCSD, 03/12/18 SAM	6040 · Directors' Compensation	190.00
04/19/18	6837	Comcast	04/13/18 - 05/12/18 Svc	6170 · Utilities	246.78
04/19/18	6838	CoreLogic Solutions, LLC	Apr 2018	6100 · Memberships	160.50
04/19/18	6839	David Seaton	03/15/18 GCSD	6040 · Directors' Compensation	145.00
04/19/18	6840	Dudek	02/24/18 - 03/30/18 Prof. Svcs	6151 · General Manager	10,850.00
04/19/18	6841	Half Moon Bay Review	Ord 171 Publication	6160 · Publications & Notices	331.25
04/19/18	6842	Hue & Cry	Alarm: Ofc Apr-June 2018, Pump Stn Apr 2018	6170 · Utilities	121.90
04/19/18	6843	Jim Blanchard	03/15/18 GCSD, 03/12/18 & 03/26/18 SAM	6040 · Directors' Compensation	235.00
04/19/18	6844	Leonard Woren	03/15/18 GCSD, 03/26/18 SAM	6040 · Directors' Compensation	190.00
04/19/18	6845	Matthew Clark	03/15/18 GCSD	6040 · Directors' Compensation	145.00
04/19/18	6846	Office Depot	Invoice dtd 3/29/18	6140 · Office Supplies	289.17
04/19/18	6847	Pacifica Community TV	03/01/18 & 3/15/18 GCSD, 03/19/18 PAC Mtg	6180 · Video Taping	750.00
04/19/18	6848	PG&E	Pump Station Inv dtd 03/16/18	6170 · Utilities	244.23
04/19/18	6849	PG&E-2	Mirada Rd Inv dtd 03/29/18	6170 · Utilities	2.93
04/19/18	6850	PGE	Office Inv dtd 03/26/18	6170 · Utilities	166.09
04/19/18	6851	Quality Pet Waste Stations	Inv dtd 04/03/18	5070 · Pet Waste Station	422.92
04/19/18	6852	Quiet River Land Services, Inc.	Inv dtd 03/28/18	6220 · Misc.	6,400.00
04/19/18	6853	Rodolfo Romero	April 2018 Cleaning 2x	6130 · Office Maint & Repairs	140.00
04/19/18	6854	Sewer Authority Mid-Coastside	April 2018 Assessments	5020 · SAM- Admin, Collect	164,775.00
04/19/18	6855	Somach Simmons & Dunn	Feb 2018 Enforcement Action Legal Fees	6091 · Legal	1,023.00
04/19/18	6856	US Bank Equipment Finance	03/24/18 - 04/24/18	6020 · Copier Lease	447.58
04/19/18	6857	Verizon Wireless	Mar 2018	6170 · Utilities	103.14
04/19/18	6858	Wells Fargo Credit Card	Feb 2018 Credit Card Charges	6140 · Office Supplies	178.13
04/19/18	6859	White Nelson Diehl Evans	Mar 2018	6152 · Accounting	2,500.00
04/19/18	6860	Wittwer & Parkin	Mar 2018 Svcs	6090 · Legal- Gen, IPS, Parks	8,447.00
04/19/18	6861	Working Dirt Management	May 2018	6120 · Office Lease	4,450.00
04/19/18	6862	Sewer Authority Mid-Coastside	Carl Warren Claim Svcs	6080 · Insurance	339.75
				TOTAL	203,378.35

ITEM #10

Granada Community Services District
Statement of Net Position (Unaudited)

As of February 28, 2018

ASSETS

Current Assets	
1000 · Wells Fargo Checking - Gen Op	79,055
1010 · Wells Fargo Checking - Deposit	5,304
1020 · Petty Cash	190
1030 · Cash - LAIF	4,358,160
1100 · Accounts Receivable	0
1550 · Prepaid Expenses	416
Total Current Assets	4,443,125
Fixed Assets	
1600 · Land	876,534
1610 · Construction in Progress	800,813
1615 · Equipment	22,153
1620 · Collections System	10,339,397
1630 · Accumulated Depreciation	(5,897,882)
Total Fixed Assets	6,141,015
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	494,890
1730 · Advance to AD- NCA Fund	585,866
1735 · Advance to AD- Assesmnt Revenue	353,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,895,049
1760 · Deferred Outflows of Resources	36,192
Total Other Assets	5,368,539
Total Assets	15,952,679

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	7,174
2020 · Class 3 Deposits	9,196
2100 · Payroll Liabilities	426
2225 · Recology-Del Garbage	10,064
2300 · Due to AD	6
2310 · Relief Refund Advance	350
Total Current Liabilities	27,216
Long Term Liabilities	
2401 · Net Pension Liability	152,020
2402 · Deferred Inflows of Resources	23,310
Total Long Term Liabilities	175,330
Total Liabilities	202,546

NET POSITION

3000 · Net Assets	6,275,961
3005 · Contributed Capital	9,595,349
Net Income	(121,177)
Total Net Position	15,750,133

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2017 through February 28, 2018**

	July 1 - Feb 28, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	379,906	133,333	246,573	200,000
4015 · Park Tax Allocation	0	266,667	(266,667)	400,000
4020 · Sewer Service Charges-SMC	786,359	854,667	(68,308)	1,282,000
4021 · Sewer Svc Charges Pro-rated	3,996	0	3,996	0
4030 · AD OH Reimbursement	19,876	20,000	(124)	30,000
4040 · Recology Franchise Fee	16,700	21,333	(4,633)	32,000
Total Operating Revenue	1,206,837	1,296,000	(89,163)	1,944,000
Non Operating Revenue				
4120 · Interest on Reserves	23,819	18,933	4,886	28,400
4130 · Connection Fees	12,643	31,333	(18,690)	47,000
4150 · Repayment of Adv to AD-NCA	117,173	52,803	64,370	79,204
4155 · Repayment of Adv to AD-ARF	70,708	31,864	38,844	47,796
4160 · SAM Refund from Prior Yr	0	3,333	(3,333)	5,000
4170 · ERAF Refund	273,905	166,667	107,238	250,000
4180 · Misc Income	3,437	1,333	2,104	2,000
Total Non Operating Revenue	501,685	306,266	195,419	459,400
Total Revenues	1,708,522	1,602,266	106,256	2,403,400
Expenses				
Operations				
5010 · SAM - General	636,760	636,759	(1)	955,141
5020 · SAM - Collections	139,971	159,969	19,998	239,954
5050 · Mainline System Repairs	0	6,667	6,667	10,000
5060 · Lateral Repairs	290	26,667	26,377	40,000
5065 · CCTV	0	13,333	13,333	20,000
5070 · Pet Waste Station	846	667	(179)	1,000
5100 · County Staff Time - Parks	0	3,333	3,333	5,000
5110 · RCD - Parks	0	3,333	3,333	5,000
5120 · Half Moon Bay Reimb - Parks	43,373	13,333	(30,040)	20,000
Total Operations	821,240	864,061	42,821	1,296,095

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2017 through February 28, 2018**

	July 1 - Feb 28, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	7,721	10,000	2,279	15,000
6020 · Copier lease	3,505	5,000	1,495	7,500
6040 · Directors' Compensation	7,620	917	(6,703)	11,000
6050 · Education & Travel Reimb	249	1,333	1,084	2,000
6060 · Employee Compensation	145,591	140,000	(5,591)	210,000
6070 · Engineering Services	6,489	13,333	6,844	20,000
6080 · Insurance	1,147	4,000	2,853	6,000
6090 · Legal Services	146,002	43,333	(102,669)	65,000
6100 · Memberships	7,102	6,000	(1,102)	9,000
6110 · Newsletter	0	1,667	1,667	2,500
6120 · Office Lease	38,550	34,667	(3,883)	52,000
6130 · Office Maintenance & Repairs	1,165	1,667	502	2,500
6140 · Office Supplies	4,235	4,000	(235)	6,000
6150 · Professional Services - Other	2,700	0	(2,700)	0
6151 · General Manager	55,519	43,333	(12,186)	65,000
6152 · Accounting	20,231	20,000	(231)	30,000
6153 · Temp Labor	2,763	0	(2,763)	0
6160 · Publications & Notices	4,829	6,667	1,838	10,000
6170 · Utilities	6,718	6,667	(51)	10,000
6180 · Video Taping	1,375	2,333	958	3,500
6190 · Computers	720	1,333	613	2,000
6220 · Miscellaneous	4,806	4,667	(139)	7,000
6230 · Bank Service Charges	2,108	0	(2,108)	0
6310 · Park Related Misc Expenses	1,346	0	(1,346)	0
Total Administration	472,491	350,917	(121,574)	536,000
Capital Projects				
1415-2 · Update SSMP	359	0	(359)	0
1617-1 · Medio Creek Xing Crossing	24,168	233,333	209,165	350,000
1617-2 · SAM-Lift Station	4,391	0	(4,391)	350,000
1718-1 · EP Mirada Rd Half Moon Bay	37,975	0	(37,975)	350,000
1718-2 · SAM - Recycled Water Proj	0	10,000	10,000	15,000
1718-3 · SSC Rate & Reserve Study	0	23,333	23,333	35,000
7100 · SAM - Infrastructure	469,075	382,616	(86,459)	573,924
7500 · Projects - Parks	0	66,667	66,667	100,000
Total Capital Projects	535,968	715,949	179,981	1,773,924
Total Expenses	1,829,699	1,930,927	101,228	3,606,019
Net Income	(121,177)	(328,661)	207,484	(1,202,619)

No assurance is provided on these financial statements.

ITEM #11

DISTRIBUTION REQUEST NO.: #9-17/18
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,896.78

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
April 19, 2018

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #9-17/18

DATE: April 19, 2018
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,896.78

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	17/18 Admin Svcs Feb	\$ 511.25
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	17/18 Admin Svcs Jan	\$ 197.53
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: March 2018	\$ 2,188.00
TOTAL:			\$ 2,896.78

ITEM #12



GRANADA COMMUNITY SERVICES DISTRICT

Minutes PARK ADVISORY COMMITTEE SPECIAL MEETING

March 19, 2018

Call to Order

The Special meeting of the Park Advisory Committee was called to order at 7:06 pm.

Roll Call

Committee Members: Susannah Cantrell, Paul Koelsch, Nancy Marsh, Owen Moore, Fran Pollard, Dale Ross, and Pat Tierney.

Staff: Delia Comito (GCSD).

Public Participation

None.

ACTION ITEMS

1. Introduction of PAC members.

Each member of the committee introduced themselves.

2. Appoint Committee Officers to Two-year Terms.

Chair Tierney opened the floor for nominations.

ACTION: Member Koelsch nominated member Tierney for Chair. The motion was approved by unanimous consent. (Koelsch/Ross). Approved 7-0.

ACTION: Member Ross nominated member Koelsch for Vice-Chair. The motion was seconded by Member Tierney. The motion did not pass. 1-6 (Tierney supported).

ACTION: Member Koelsch nominated member Marsh for Vice-Chair. Member Ross seconded the motion. The motion was approved 6-1. (Tierney opposed).

Chair Tierney moved Item 7 to be next on the Agenda.

7. Discuss PAC Priorities and Associated Tasks.

Chair Tierney briefly reviewed the list of items. The Item was subsequently tabled to the next meeting.

3. Discuss Next Steps for EG Medians Project.

Chair Tierney gave some background on this Item, and reviewed the list of projects that may be allowed under the terms of the Agreement between the County of San Mateo and the GCSD. Member Ross explained that the Balboa Circle Concept Plan was developed to show some of the possible projects that could be done. It was also explained that the Committee had previously approved a landscape architect for the median improvements while the District was under contract with the County for Park Services, but that it was never presented to the Board due to the lack of an Agreement at that time.

The Committee held a discussion, and received public comments from Suzanne Elliott, Cecelia Baloian, and Dave Olsen. The comments expressed an interest in keeping the rural feel of the medians, and that some should not be improved at all.

The final sense of the Committee was to scale down the original RFP done by the County, and to draft a new RFP that includes medians 7, 8, and 11.

ACTION: Member Pollard moved to amend the RFP to include Medians 7, 8, and 11, and a trail plan for all medians. (Pollard/Cantrell).
Approved 7-0.

4. Discuss Pump Track and Short-Term Lease Proposal for CUSD EG Surplus Property.

Member Koelsch provided some background on this Item, and said that he has since had contact with the CUSD Superintendent and one CUSD Board Member, who said they would consider a proposal from the District to use the EG Surplus Property. The Committee received public comment from Gretel Merrill, who was very supportive of a bike pump track, and also interested in seeing a skate park, as local kids are desperate for athletic outdoor play areas.

ACTION: Member Cantrell moved to have the pump track sub-committee draft a letter to CUSD to be presented to the Board for approval. (Cantrell/Pollard). Approved 7-0.

5. Discuss Development of Parks Newsletter and Webpage.

The Committee held a discussion regarding the Board's request to have PAC develop a "Parks" page for the District website, and to draft a newsletter with park and recreation information for future publication.

ACTION: Member Cantrell moved to support developing a park related webpage, and writing a newsletter with park and recreation information for the District. (Cantrell/Pollard). Approved 7-0.

6. Discuss Development of Summer Recreation Program.

Chair Tierney reviewed his ideas about the District offering a summer recreation program, suggesting that PAC members could be acting "staff" since District staff time is limited. The Committee held a discussion regarding how the program could be put together, and reviewed a draft program presented by Member Tierney.

The Committee took public comment from David Seaton, who offered to assist PAC with some program ideas.

Given the short amount of time to develop a full summer program and limited staff time, the sense of the Committee was to instead support a program consisting of six short-term special events, which the district could sponsor this summer. PAC members decided they would submit ideas for one or two events they would organize, to chair Tierney before the next meeting.

8. Discuss Need to Create Quarry Park, City of Half Moon Bay, and Cabrillo Unified School District Liaison Sub-Committees.

The Committee appointed the following Members to the sub-committees created:

Bike Pump Track Sub-committee: Cantrell, Koelsch, and Pollard.

Median RFP Sub-committee: Marsh, Ross, and Tierney.

Newsletter and Webpage Development Sub-committee: Marsh and Tierney.

Summer Events Sub-committee: Tierney (with everyone contributing).

9. Discuss Status of Burnham Strip Improvements.

Chair Tierney provided a brief update, stating that PAC may be involved once the concept design has been completed and reviewed by the Board.

10. Discuss PAC Meeting Schedule.

The Committee scheduled a special meeting to be held on 04/10/18, and tentatively scheduled future meetings to be held on 05/08/18, 06/05/18 and 9/10/18.

COMMITTEE/STAFF REPORTS

ADJOURN

The meeting was adjourned at 9:25 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, District Secretary

Pat Tierney, Committee Chair

Date Approved by the Committee: April 10, 2018

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Report Period: March 10, 2018 to April 13, 2018

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: April 19, 2018

PUBLIC RECORDS REQUESTS – One public records request was received this period:

Request Date	Requestor	Information Requested	Information Provided	Date Provided
04/05/18	SFBRWQCB	Lateral Questionnaire	Due 05/01/18	N/A

Note: Shaded information was previously reported.

APPLICATIONS RECEIVED – No new applications were received this period.

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
08/10/17	1A	Rogers Clay	047-141-240	243 Del Monte, EG	8,310	R-1/S-17
09/22/17	Cl 3	Big Wave, LLC/Peck Jeff	047-311-060	207 Airport Rd, Princeton	17,600	W/DR/AO
09/28/17	2A	Coastside Fire Protection Dist	047-261-030	Obispo Rd, EG	103,518	COSC DR
10/19/17	1A	Bettencourt Joe	047-234-220	619 The Alameda	6,273	R-3/S-17
12/26/17	VAR	Coastside Fire Protection Dist	047-261-030	Obispo Road, EG	103,518	EG Gateway
01/18/18	VAR	Wilkinson, Phillip	048-093-040	495 Mirada Rd., HMB	3,697	R-1/S-17

Note: Shaded information was previously reported.

PERMITS ISSUED – No permits were issued this period.

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

Note: Shaded information was previously reported.

SEWER HOOK-UPS – There was one new sewer hook-up this period:

Hook-up Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
08/09/17	1A	3159	07/07/16	Boyle Jim	047-233-360	425 Coronado St, EG
09/13/17	1A	3165	06/21/17	Coronado Upper Lot	048-024-430	467 Coronado Ave, Miramar
02/05/18	1A	3167	07/27/17	365 Miramar Dr., LP	048-054-120	365 Miramar Dr., Miramar
04/10/18	1B	3144	04/29/15	Irizarry Jim	047-271-200	195 Avenue Cabrillo, EG

Note: Shaded information was previously reported.

REPAIRS – There was one lateral repair this period:

Repair Date	Type	Problem	Location or Address	Cause	Cost
03/16/18	Lat	Back-up in clean out	731 Valencia St, EG	Roots in broken c/o	\$9,226

ITEM #16

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #17

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.