



## GRANADA COMMUNITY SERVICES DISTRICT

# AGENDA

## BOARD OF DIRECTORS

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

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

Thursday, September 15, 2016

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

**ROLL CALL**

Directors:	President:	Matthew Clark
	Vice-President:	Jim Blanchard
	Director:	Ric Lohman
	Director:	David Seaton
	Director:	Leonard Woren
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 Real Property Negotiator (Government Code Section 54956.8).**  
District's Negotiator: Chuck Duffy.  
Negotiating parties: Jan Gray, Realtor for Property Owner Wayne Impink, and Granada Community Services District.  
Property under negotiation: Vacant Land with no address located on Obispo Road, El Granada, California. APN 047-251-100  
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- 2. Conference with Legal Counsel – Possible initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one potential case).**

### **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 not on the agenda. Speakers are limited to 3 minutes each.

**ACTION AGENDA**

1. **Consideration of District Logo**  
**Recommendation:** To be made by the Board.
2. **Consideration of Response to Grand Jury Report.**  
**Recommendation:** To be made by the Board.
3. **Consideration of Report by District's Sewer Authority Mid-Coastside Representatives.**  
**Recommendation:** To be made by the Board.

**CONSENT AGENDA**

4. **Approval of August 18, 2016 Meeting Minutes.**
5. **Approval of August 25, 2016 Meeting Minutes.**
6. **Approval of September 2016 Warrants for \$270,649.28 (checks 6288 – 6315).**
7. **Approval of August 2016 Financial Statements.**
8. **Approval of Assessment District Distribution #2-16/17.**
9. **Approval of Amendments to Update Sick Leave Policy in Personnel System Manual.**
10. **Approval of Resolution Directing Making of Amended Noncontingent Assessments Re Certain Such Reassessments Under Resolution of Intention No. 2003-008, Sewage Treatment Facility Improvements Integrated Financing District.**

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

12. **Attorney's Report. (Wittwer)**
13. **General Manager's Report. (Duffy)**
14. **Administrative Staff Report. (Comito)**
15. **Engineer's Report. (Kennedy Jenks)**

**ADJOURN REGULAR MEETING**

At the conclusion of the August 25, 2016 Meeting:  
Last Ordinance adopted: No. 167  
Last Resolution adopted: No. 2016-004

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.

# Agenda Item

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GRANADA COMMUNITY SERVICES DISTRICT

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AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of District Logo  
Date: September 15, 2016

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Back in April the Board approved an agreement with PDF Design for professional logo services, to redesign the existing logo and to accommodate the District's longer name.

Attached is the proposal from PDF Designs offering eleven alternate logo designs; six, which were initially presented, plus four with modifications requested by staff, and one extra alternate.

Please note that I have added the last page, which shows the existing logo, and the existing logo with modifications.

# GRANADA COMMUNITY SERVICE DISTRICT LOGO ALTERNATIVES



## **Alternative 1**

This alternative is a cleaned-up version of your existing logo with text revised as requested.

**Alternative 2** This is the same graphic with a variation of the shape and text banner.

## **Alternatives 3-6**

These are variations of a new logo design.

It is a stylized aerial oblique view of the northern portion of Half Moon Bay showing Pillar Point, the Radar Tower, and Old Johnson Pier.

This new design alternative emphasizes El Granada's ocean and bay environment and verdant setting with blue and soft green colors. This limited palette of light, bright and soft colors creates cheerful and contemporary representation of the Community Service District and its setting.

## **Alternatives 7A and 7B**

These requested alternatives are both variations of Alternative 1, with different colored text and text background.

## **Alternatives 8A and 8B**

These requested alternatives use the same text as Alternative 1, with different colored text and text background – but use the same central background graphic as Alternatives 3-6.

**Alternative 9** - This Alternative is described on the graphic page.



Alt. 1



Alt. 2



**Alt 3**



**Alt 4**

# GRANADA



Alt 5

# GRANADA



Alt 6





**7A**



**7B**





8A



8B



9A

**THIS LOGO** in its three variations symbolize the Community Service District’s coastal environment – the atmosphere of the ocean, bay, shoreline and the near inland.

- The logo is composed of the sky, with hills in back-ground and water in the foreground, creating a bay.
- A California Gull, the logo focus, is a good symbol for this environment, as explained below.
- The simple, clean color palette of blues and greys evokes a coastal image.

## SEAGULLS

Certainly the most prevalent bird along the California coastline, the seagull’s habitat includes all parts of the District’s boundaries. While often a pest, they have remarkable qualities, are a beautiful bird and graceful in flight. Some seagull facts:

- In Native American symbolism, the seagull represents a carefree attitude, versatility and freedom
- Seagulls are intelligent, using tools and techniques for obtaining food that are advanced for a bird
- They are attentive and caring parents. They pair for life and take turns incubating the eggs and feeding and protecting chicks.
- They are a communal bird. Young gulls form nursery flocks where they play and learn vital skills for adulthood, watched over by a few adult males, remaining together until they are old enough to breed.
- They drink both freshwater, and saltwater having a filter at the base in the beak that filters out salt.

It was noticed in our research for this logo, that a remarkable percentage of the photos taken in the El Granada/Half Moon Bay area and posted on Google Earth, included seagulls.



9B



9C



**9A**



**9B**



**9C**



# Alternative Logo Designs

For the Granada  
Community Services District



1



2



3



4



5



6



7A



7B



8A



8B



9A



9B



9C



Current Logo



Without sailboat



Agenda Item

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2

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Response to Grand Jury Report  
Date: September 15, 2016

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This Item was continued from the last meeting for additional consideration. The attached draft letter has been reviewed and edited by staff and Directors Lohman and Woren, who were appointed to the Grand Jury Response Ad Hoc Committee. Also attached is one page with proposed responses from Director Seaton for the first five findings.

Please note that the District's response is to be approved by the Board and submitted to the Grand Jury by no later than September 27, 2016.



## GRANADA COMMUNITY SERVICES DISTRICT

*Board of Directors*

*Matthew Clark, President*

*Jim Blanchard, Vice-President*

*Leonard Woren, Director*

*Ric Lohman, Director*

*David Seaton, Director*

Honorable Joseph C. Scott, Judge of the Superior Court  
c/o Charlene Kresevich  
San Mateo County Hall of Justice  
400 County Center, 2<sup>nd</sup> Floor  
Redwood City, CA 94063-1655

### **Re: Grand Jury Report - San Mateo County's Cottage Industry of Sanitary Districts**

To the Honorable Judge Scott:

The following letter of response to the Grand Jury Report referenced above was approved by the Granada Community Services District ("GCSD" or "the District") Board of Directors at their September 15, 2016 board meeting. Copied from the report and listed below are the Grand Jury's findings and recommendations (as applicable to the GCSD), followed by GCSD's responses, hereby submitted as requested. GCSD's responses are necessarily limited to those matters as to which it has knowledge and which pertain to GCSD, which does not include matters the report asserts as to other Districts which provide sewer service. Please note that as of October 1, 2014, GCSD became a community services district authorized by LAFCO to provide park and recreation services in addition to the previously authorized sewer and solid waste disposal services.

As requested, GCSD has attempted to begin each of its responses with "partially disagree," or "disagree." Where GCSD deemed it more appropriate the responses begin with "agree" or "partially agree."

### FINDINGS

- F1. From 2013-2015, San Mateo County sewer agencies had more than twice as many sanitary sewer overflows as San Jose and three times as many as Central Contra Costa Sanitary District.**
- F1. Response: Disagree. GCSD's Sanitary Sewer Overflow ("SSO") rate is the same as San Jose's. The report confuses the issue by listing San Jose's rate in the standard unit of SSOs/100 miles of sewer lines and GCSD's in SSOs/mile of sewer lines. The report also ignores the size and impact of the spills (SSOs). Five spills of 200 gallons that don't reach waters of the State are vastly different than one spill of 30,000 gallons into the ocean or bay. GCSD's limited number of spills are all small and did not reach the waters of the State, not to mention the ocean or bay.
- F2. Independent district websites have gaps in information regarding historical rates, sewer system management plans, and sanitary sewer overflows. Meeting minutes and financial audits are frequently out of date.**

- F2. Response: Agree. GCSD is in the process of reducing those gaps and updating its website information.
- F3. The use of the annual property tax statement for billing purposes makes the cost of sewer services less visible to residents.**
- F3. Response: Partially Agree. However, GCSD's position is that the District is more efficient and saves significant money by not directly billing customers and not having to deal with trying to collect unpaid bills. The practice of agencies placing charges on the property tax roll is common throughout the State, and is not limited to the sanitation districts studied here. The County also provides a phone number next to each charge for those who have questions.
- F4. Elections for sanitary district board membership are rarely contested, and when they are, voter turnout is low. The average tenure of board members is over 10 years.**
- F4. Response: Partially Disagree. It is true that voter turnout has historically been low, which is why GCSD recently changed its elections to even numbered years (November) to increase turnout. As far as contested elections are concerned, 7 of the last 10 District elections were contested, which is certainly not "rarely". There is nothing inherently wrong with long tenure as it enables Board members to develop expertise regarding provision of sewer services and efforts to enable recycled water. An unbiased observer could conclude that voters are happy with the way that the District is run.
- F5. Five of the six districts receive countywide property taxes, which means that residents' fees are not paying the full cost of sewer services.**
- F5. Response: Agree, with the qualifier that these are NOT "countywide property taxes", these are taxes paid only by property owners within the District. So whether funds are collected via sewer charges or the District's share of property taxes, it is all used to fund District operations. Also, as previously noted, the District added parks and recreation powers when we became a community services district in 2014. Some portion or all of these property tax receipts will be used to fund parks and recreation in the future.
- F6. Sewer rates from 2010-2011 to 2015-2016 increased faster than the consumer price index. The six districts acknowledged that this trend is likely to continue given the age of pipelines in the County and the cost of maintenance to and replacement of those pipelines.**
- F6. Response: Disagree. GCSD's sewer rates have increased much less than the consumer price index ("CPI"). In 1997 GCSD's sewer service charge was \$365/year and in 2016 it is only \$402/year, an average increase of 0.5%/year which is a small fraction of the CPI in the same time period. The costs of operating and maintaining a sewer system also have no correlation to the standard CPI, but is rather driven by aging infrastructure and regulatory requirements.
- F7. Funds for treatment plants pass from ratepayers through the independent sanitary districts to the treatment plants; the sanitary districts add little value.**

- F7. Response: Disagree. The treatment plant, disposal system and the intertie pipeline system are operated by the Sewer Authority Mid-coastside Joint Powers Agency (“SAM”) composed of three member agencies (GCSD, Montara Water and Sanitary District, and the City of Half Moon Bay). GCSD is responsible for the installation, replacement, maintenance, and operations of the rest of its collection and transmission system. The District is also responsible for permitting, customer service, coordination of consultants, financial reporting, assessment district administration, etc. Without the member agencies and their legal authority to levy taxes, fees and assessments, SAM would not have the ability to obtain needed funding. Furthermore, all three member agencies provide other community services in addition to sewer service. GCSD has long provided solid waste and recycling service. In GCSD’s case, GCSD responded to a major universally recognized community need by obtaining LAFCO approval and voter approval to reorganize into a Community Services District in order to shift property taxes to local neighborhood and community Parks and Recreation services. This was only possible because GCSD was an independent special district. Many people see significant value in local control.
- F8. The total budget for operating the boards of the six districts studied is over \$225,000. East Palo Alto’s average annual compensation for directors is \$18,000, 66% higher than the next highest (and much larger) district, West Bay. Bayshore and East Palo Alto offer employee-type benefits to directors including dental insurance.**
- F8. Response: Not pertinent to GCSD. GCSD Directors are paid \$145 per board meeting, and average annual compensation is under \$2000 per year. The District provides no other compensation nor benefits to directors such as retirement benefits or health care insurance. GCSD’s Board costs are far lower than the other Districts mentioned and a small fraction of a percent of the total District budget. The fact that some other districts may inappropriately offer high benefits to their directors has nothing to do with Districts such as GCSD which don’t.
- F9. The pipelines of the six districts are aging, with almost half having been laid over 50 years ago. These pipes are approaching end of life.**
- F9. Response: Partially agree. As with most agencies throughout the State, a portion of the District’s pipelines are indeed over 50 years old. However, it is far too broad of a statement to say that the collective pipes are approaching the end of their useful life. Age of pipeline, construction material, and location are all factors in determining useful life, coupled with a CCTV examination of potential problem areas. In addition, the District has had a Capital Improvement Plan and Program in place for many years, prioritizing replacement of older pipelines, some of which were inherited by the District when it was formed..
- F10. There are many wholly or partially redundant activities across the six independent districts, including board costs, financial audits, legal services, and engineering.**
- F10. Response: Disagree in part. While there are certainly some redundancies in these services, these items do not comprise a financially significant portion of the District budget. Through collaboration with our neighboring agencies, the big ticket costs such as sewer treatment and collection system cleaning and maintenance are all shared in a



cost-efficient manner. This statement also ignores the fact that many of these “redundant services” such as legal services and engineering are unique to each District, and these costs would therefore be incurred even within a consolidated agency.

**F11. Most of the independent sanitary districts rely almost entirely on contractors to fulfill their responsibilities.**

F11. Response: Partially disagree. GCSD uses contractors and consultants when there is no need for a full-time position, thereby generating efficiencies in District operations. In fact, the District benefits greatly from having a General Manager and a General Counsel who manage and represent multiple similar districts. The District does have full time employees, and utilizes SAM staff for its treatment and collections services.

**F12. In many cases, district leadership is unfamiliar with the existing and emerging technologies for improving sewer system performance while reducing costs.**

F12. Response: Disagree. GCSD can’t speak for other districts, but utilizing the services of Kennedy Jenks Consultants for engineering services and Dudek for management services insures that staff has the most up to date knowledge on existing and emerging technologies. Since firms like these are the leaders in innovative sewer system performance techniques, district leadership benefits from utilizing these firms to ensure familiarity with existing and emerging technologies.

**F13. The proliferation of sanitary districts within San Mateo County makes it challenging to coordinate an emergency response. The districts themselves have not reviewed or discussed emergency/disaster planning within their boards in the past year.**

F13. Response: Disagree. SAM is responsible for maintaining its own sewer system as well as those of its member agencies, and is involved in coordinating emergency planning on GCSD’s behalf. GCSD staff regularly discuss emergency/disaster planning with SAM staff.

*The Grand Jury recommends that the Boards of Granada Community Services District and Montara Water and Sanitary District and the City Council of Half Moon Bay do the following:*

**R3. Form a committee of Board members (Granada Community Services District, Montara Water and Sanitary District), Council members (Half Moon Bay), and staff from each to plan the consolidation or assumption of services provided by these two districts. Evaluate alternatives and determine the benefits to ratepayers. Issue a report with recommendations and a plan by September 30, 2017.**

GCSD Response: GCSD has formed a such a committee and requested a meeting with Montara Water and Sanitary District as required by LAFCO. MWSD’s board declined to discuss this with GCSD. There are understandable reasons why consolidation or assumption of services would not be prudent at this time. Virtually none of the constituents of the above-named agencies have any interest in such consolidation, and in GCSD’s case, since GCSD has by far the lowest rates of the three agencies, it would result in an increase in rates to GCSD’s ratepayers

while providing no benefit to them and at the same time losing local control. Additionally, GCSD has its own voter-approved bond funding and repayment assessment district. Most of these districts have multiple different functions, different assessment areas, different reserves, and different fees. All consolidation plans ignore the high costs to implement a consolidation. When and if this changes in the future GCSD will be willing to discuss consolidation or other approaches.

*The Grand Jury recommends that the Boards of Bayshore Sanitary District, East Palo Alto Sanitary District, Granada Community Services District, Montara Water & Sanitary District, West Bay Sanitary District, and Westborough Water District do the following:*

**R5. Improve information visibility on their website, including key system characteristics, rates and rate history, sewer system management plans, sanitary sewer overflows, and board member compensation. Key system characteristics would include population served, number of connections, number of miles of pipe (gravity, forced main), number of pump stations and number of pumps, average dry weather flow, and average wet weather flow. Ensure all information is up to date. Refresh website by September 30, 2016.**

GCSD Response: GCSD will be carrying out this recommendation, although September 30, 2016 is too short a time frame to accomplish all of this, particularly in light of launching its parks and recreation function. The District has already updated its website for items mentioned in the Report such as minutes, financial reports, and audits.

**R6. Implement and publish performance management metrics including but not limited to the Effective Utility Management framework, beginning with Fiscal Year 2016-2017.**

GCSD Response: Internal performance management metrics are in place. Moving forward, the District will look to preparing a more formal set of performance metrics, possibly in conjunction with its Sewer System Management Plan.

**R7. Adjust rates over the next five years so that all costs are recovered from ratepayers, and the reliance on property tax is eliminated. Transition property tax revenues to neighboring cities to be used for community benefit.**

GCSD Response: GCSD is already in the process of transitioning a portion or all property tax revenue to park and recreation services on an as-needed basis. Additionally, the thought that GCSD ratepayers would agree to transfer property taxes paid by them to a neighboring city to fund city operations is impractical, legally unauthorized, unrealistic, and unreasonable. Furthermore, since these property taxes are paid exclusively by GCSD residents, it is difficult to understand why those taxpayers would want their property taxes be transferred to neighboring cities for the city's operations? Note that as part of the LAFCO approval, a portion of the property taxes utilized for parks and recreation which are collected in that portion of GCSD

which overlaps City territory is paid annually to the City of Half Moon Bay for their park and recreation purposes.

**R8. Mail notices to ratepayers at least annually with an explanation of the dollar amount of sewer service charges being billed and the rationale. Provide information on the prior five years' rates for comparison purposes. Display the portion of the rate that is related to collection activities, and the portion allocated to treatment. Mail notices approximately 30 days before the mailing of the property tax bills. Initiate mailings by November 2016.**

GCSD Response: GCSD will consider this. Placing the information on the GCSD Website may be preferable because it costs thousands of dollars to mail a newsletter and few of our ratepayers read the newsletters. Also, we're unsure exactly what ratepayers would utilize this information for. Constituents have previously complained that GCSD is wasting their money by mailing information to them.

**R9. Notify ratepayers annually of elected nature of Board, role and compensation of Board members, and process for becoming a candidate. Encourage active participation by ratepayers. This notification may be included in the mailing that explains the rationale for rates. Initiate notification by November 2016.**

GCSD Response. *See response to Recommendation 8.* GCSD will place this information on the District's web site.

**R10. Establish term limits for the members of their boards of directors by June 30, 2017.**

GCSD Response: GCSD is concerned that this is likely to result in difficulties filling vacancies with qualified people. There is a benefit to having directors with some experience on the board because the learning curve is relatively steep given the fact that there are only 12 meetings per year. The election system is currently open to all District residents who would like to run for a spot on the board, and since there have been 7 contested elections in the past 10 elections, it appears the democratic process is working in GCSD.

**R11. Establish a procurement process for professional services to include formal evaluation of existing service providers, issuance of Request for Proposals, regular reviews of existing providers, and a structured negotiation process by March 31, 2017.**

GCSD Response: The procurement process for all services, including professional services has been drafted and is planned for adoption prior to year-end. Evaluation and review of existing service providers has generally been ongoing, but will be formalized by March 31, 2017 as part of this process.

**R12. Demonstrate active participation in professional organizations focused on the work of sanitary districts, such as California Water Environment Association, by June 30, 2017. Require CWEA certification of district operators, including contractors, by June 30, 2017.**

GCSD Response: GCSD is a member of CASA and the CSDA. GCSD does not employ or contract for operators, therefore certification is not applicable. The District General Manager is also active in the Southern California Alliance of Publicly Owned Treatment Works, and his firm is heavily involved with the AWWA, the CWEA, and the APWA.

**R13. Develop plans for coordinating resources in the event of a local or regional emergency by June 30, 2017.**

GCSD Response: GCSD is a participating member of Coastside Emergency Coordinator's group headed by Nick Gottuso of the Coastside San Mateo County Sheriff's Homeland Security Division and Office of Emergency Services. In addition, SAM coordinates emergency planning among all its member agencies, including GCSD.

We appreciate the opportunity to respond to the Grand Jury Report and to provide our input in this process.

Sincerely,  
GRANADA COMMUNITY SERVICES DISTRICT

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Suggested changes from Director Seaton: (Responses in BLACK)

For 9/15/16 Board Meeting

FINDINGS

**F1. From 2013-2015, San Mateo County sewer agencies had more than twice as many sanitary sewer overflows as San Jose and three times as many as Central Contra Costa Sanitary District.**

**F1. Response: Agreed.** GCSD has no control over other agencies sanitary sewer overflows and further believes that listing SJ's in standard unit of SSO's/100 miles and ours in SSO's/mile, may further obfuscate the overall discrepancy highlighted. Nevertheless, we support all efforts made by any agencies or governing bodies aimed at ultimately reducing sanitary sewer overflows and continually strive to raise the bar for all San Mateo County sewer agencies. The Grand Jury report Executive Summary concludes that: "The Grand Jury would have liked to recommend actions to address the County's bigger problem of lack of comprehensive oversight for its sewer collection and treatment systems. However, the very lack of oversight makes it impossible to make any such recommendations." Thus, despite our districts best efforts, it appears additional oversight may eventually be required before San Mateo County sewer agencies as a whole can be considered a California benchmark standard.

F1. Response: Disagree. GCSD's Sanitary Sewer Service ("SSO") rate is the same as San Jose's. The report **confuses the issue** by listing San Jose's rate in the standard unit of SSOs/100 miles of sewer lines and GCSD's in SSOs/mile of sewer lines. The report also ignores the size and impact of the spills (SSOs). Five spills of 200 gallons that don't reach waters of the State are vastly different than one spill of 30,000 gallons into the ocean or bay. GCSD's limited number of spills are all small and did not reach the waters of the State, not to mention the ocean or bay.

**F2. Independent district websites have gaps in information regarding historical rates, sewer system management plans, and sanitary sewer overflows. Meeting minutes and financial audits are frequently out of date.**

**F2. Response: AGREED.** The public increasingly demands that websites, and to an extent social media, get updated timely and thoroughly. The recent Grand Jury investigation into Sewer Districts found that none of the 6 agencies studied are fully transparent and timely in sharing documents in all of the following categories: Meeting Minutes, Minute History, Rates, Rate History, Financial Audit, Sewer System Management Plan, Performance Metrics, and Sewer System Overflows. Only budgets are provided appropriately and regularly by all agencies. As the public demands exponentially growing technology standards for timely retrieval and searchability of documents, small districts must be willing to continually adapt overtime. GCSD has taken immediate action to increase the dissemination and transparency of documents to the public since release of the Grand Jury report and is open to meeting any reasonable minimum standards of compliance or best practices set-forth for all San Mateo county sewer districts. While the hiring of dedicated full-time IT staff is unrealistic for many small districts, we will

seek out any potential shared service arrangement opportunities that could allow us to fully leverage the IT burden seamlessly across multiple agencies.

F2. Response: Agree. GCSD is in the process of reducing those gaps and updating its website information.

**F3. The use of the annual property tax statement for billing purposes makes the cost of sewer services less visible to residents.**

**F3. Response: Agree.** Public transparency is our top priority, and we'll strongly consider any recommendations to improving billing clarity. While there are economic efficiencies with avoiding direct billing and the collection of unpaid bills, we'll work with the County to provide our residents with the proper disclosures and clarifications throughout the year as the mailing of newsletters or notices can be combined with other communications. While, the County provides a phone number next to each charge for those who have questions, we'll always go above and beyond to be fully transparent about what the total cost of sewer services are to our residents.

F3. Response: Partially Agree. However, GCSD's position is that the District is more efficient and saves significant money by not directly billing customers and not having to deal with trying to collect unpaid bills. The practice of agencies placing charges on the property tax roll is common throughout the State, and is not limited to the sanitation districts studied here. The County also provides a phone number next to each charge for those who have questions.

**F4. Elections for sanitary district board membership are rarely contested, and when they are, voter turnout is low. The average tenure of board members is over 10 years.**

**F4. Response: Agreed.** While seven of the last ten District elections have been contested, it is disappointing to see incumbents seats completely unchallenged, as is the case with our upcoming elections, along with witnessing the overall low voter turnout rates our district has experienced in past election cycles. However, this may be a greater reflection of our Country's overall decreasing levels of civic responsibility and engagement in local politics, than the average length of elected Board Member tenure. For increasing levels of civic involvement in local politics should share sufficient causality with overall length of terms, however as is the case with our upcoming election, the alternative to hard limits on elected term lengths may result in vacant board seats.

F4. Response: Partially Disagree. It is true that voter turnout has historically been low, which is why GCSD recently changed its elections to even numbered years (November) to increase turnout. As far as contested elections are concerned, 7 of the last 10 District elections were contested, which is certainly not "rarely". There is nothing inherently wrong with long tenure as it enables Board members to develop expertise regarding provision of sewer services and efforts to enable recycled water. An unbiased observer could conclude that voters are happy with the way that the District is run.

**F5. Five of the six districts receive countywide property taxes, which means that residents' fees are not paying the full cost of sewer services.**

**F5. Response: AGREED.** In past years the contribution of local property taxes has been an essential source of funding required to help off-set the remaining shortfall after the collection of



all user generated fees and charges. As opposed to “Countywide Property Taxes” these are taxes paid ONLY by property owners within the District. So whether funds are collected via sewer charges or the District’s share of property taxes, everything is used to fund District operations. Essential MidCoast services have been frequently underfunded and treated as a low priority by San Mateo county agencies in comparison to other areas within the County. Thus, adding parks and recreation powers by becoming a community services district in 2014 is an example of how a portion, or even all of these property tax receipts, can be used to fund essential local services that the public demands. The report correctly points out that an identical rate comparison between districts is extremely difficult given differences in services offered, stages of capital improvements projects or past failures to raise fees, all of which can give the impression of lower rates, while simply passing the burden on to future generations. While further discrepancies in revenue allocations due to differing treatment arraignments introduces additional layers of complexity, the founding JPA document stipulates mutual cooperation in “The development of a joint wastewater management plan for the entire Half Moon Bay Basin.” Thus, while most parties can agree that the public could benefit greatly from a complete overhaul of the current outdated JPA, the original intent of the agreement was to create a mechanism for joint cooperation and cost sharing oppurtnitites among member agencies.

- F5. Response: Agree, with the qualifier that these are NOT “countywide property taxes”, these are taxes paid only by property owners within the District. So whether funds are collected via sewer charges or the District’s share of property taxes, it is all used to fund District operations. Also, as previously noted, the District added parks and recreation powers when we became a community services district in 2014. Some portion or all of these property tax receipts will be used to fund parks and recreation in the future.

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**SEWER AUTHORITY MID-COASTSIDE**

**Board of Directors Meeting Agenda**

*Regular Board Meeting 7:00 PM, Monday, August 22, 2016*

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

1. **CALL TO ORDER**
  - A. Pledge of Allegiance
  - B. Roll Call
2. **SPECIAL ORDER OF THE DAY**

None
3. **PUBLIC COMMENT**
4. **CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*)
  - A. Conference with District's Labor Negotiators Pursuant to Government Code Section 54957.6. District's Designated Representatives: Fran Buchanan, IEDA, and Beverli A. Marshall, General Manager. Employee Organization: IUOE, Stationary Local No. 39
  - B. Conference with Authority's Real Property Negotiators Pursuant to Government Code Section 54956.8. Property: Princeton Pump Station. Authority's Negotiator(s) Beverli A. Marshall, General Manager. Negotiating Party: Surfrider Foundation. Under Negotiation: Price & Terms
  - C. Conference with Authority's Legal Counsel Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 Anticipated Litigation (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
5. **CONVENE IN OPEN SESSION** (*Report Out on Closed Session Items*)

6. **CONSENT AGENDA** *(single motion and vote approving all items)*  
*(Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board.)*
  - A. Approve Minutes for July 18, 2016 Special Board Meeting and July 25, 2016 Regular Board Meeting
  - B. Approve Disbursements for August 2016
  - C. Receive Monthly Financial Report for July 31, 2016 (new format)
7. **OLD BUSINESS** *(The Board will discuss, seek public input, and possibly take action to approve the following items.)*
  - A. Authorize the General Manager to Execute a Contract with EOA Inc. to Perform National Pollution Discharge Elimination System and Non-Domestic Waste Source Control Program Analysis and Assistance to Update the Related Permits and Ordinances in an Amount Not to Exceed \$60,000
  - B. Receive Update on Recycled Water Project and Provide Direction to Staff
  - C. Provide Direction to Staff Regarding Options for Public Access to Historical Agendas, Minutes, and Resolutions on SAM Website
  - D. Receive Update on Flow Measurement and Provide Direction to Staff
  - E. Receive Update on Strategic Planning Process
8. **NEW BUSINESS** *(The Board will discuss, seek public input, and possibly take action to approve the following items.)*
  - A. Approve Change Order of \$2,936.96 to KJ Woods Construction for the Intertie Pipeline System Reinforcement Project and Accept Project as Complete
9. **GENERAL MANAGER'S REPORT**
  - A. Receive Manager's Monthly Report – July 2016
10. **ATTORNEY'S REPORT**
11. **DIRECTORS' REPORTS**
12. **FUTURE AGENDA ITEMS**
  - Board Policy - Communications
  - Frequency of Board of Directors' Meetings
  - Creation of New Accounting Technician Position and Recruitment

- Conflict of Interest Code Review and Update

### 13. ADJOURNMENT

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#### INFORMATION FOR THE PUBLIC

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

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

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.



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Beverli A. Marshall, General Manager  
**DATE:** August 22, 2016  
**SUBJECT:** **Monthly Manager’s Report – July 2016**

**Staff Recommendation**

Staff recommends that the Board receive the Manager’s Monthly Report for June 2016.

**Fiscal Impact**

There is no fiscal impact from this report.

**Background and Discussion/Report**

The following data is presented for the month of July 2016.

**Key Indicators of Performance**

NPDES Permit Violations: 0  
 Accidents, Injuries, etc.: None  
 Reportable Spills Cat 1: 0  
 Reportable Spills Cat 2: 0  
 Reportable Spills Cat 3: 1

**Flow Report (See Attachment A)**

Half Moon Bay	0.648	54.1%
Granada CSD	0.328	27.4%
Montara W&SD	<u>0.222</u>	<u>18.5%</u>
Total	1.198	100%

**Administration**

There were two SAM Board Meetings: July 18 and 25, 2016. There was one public records requests during the month of July.

**Media Coverage**

During the month of July 2016, there were three media articles referencing the Sewer Authority Mid-Coastside: “City Study to Determine if Land is Sensitive”, July 20, 2016, Half Moon Bay Review; “City Council Hires Website Designer”, July 26, 2016, Half

<b>BOARD MEMBERS:</b>	<b>S. Boyd</b>	<b>R. Kowalczyk</b>	<b>R. Lohman</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>B. Huber</b>	<b>J. Muller</b>

Moon Bay Review; "Grand Jury Suggests Consolidation", July 5, 2016, Half Moon Bay Review.

**Personnel**

There was one SAM employee anniversary in the month of July – Kishen Prathivadi, Engineering & Construction Contracts Manager, 1 year of service. SAM continued in July with retaining a temporary employee from an agency to perform accounting tasks.

**OPERATIONS & MAINTENANCE, COLLECTIONS**

*Operation & Maintenance*

During the month of July 2016 all systems ran well. On July 8<sup>th</sup> David Partida was issued his Operator II certificate by the state, I would point out that this has been two years in the making to be able to stand shifts by himself. The following are some of the things that occurred in the operations this past month, we had a rotary drum thickener on site and did some pilot testing, the drum thickener would allow us greater detention time in the digesters thus creating a direct decrease in solids disposal cost. On July 13<sup>th</sup> ocean sampling at the outfall discharge line was conducted. July 21<sup>st</sup> we took down a primary clarifier for service and inspection and returned another one to service. We did have to call in RF McDonald a couple of times for boiler ignition issues, there seems to be an issue with some piping that we need to look at replacing. The NPDES Data for July 2016 is attached. There were no incidents of NPDES permit non-compliance during July 2016.

*Contract Collection Services*

In July 2016, the Contract Collection Services (CCS) staff cleaned approximately 31,489 feet of sewer line, PSI cleaned approximately 36,314 feet of sewer line. CCS staff responded to 13 callouts, six (6) callouts were private, two (2) were not sewer related, there were zero (0) for lift stations and two (2) S.A.M. related for pump station odor. There were also two (2) other calls one related to cleaning being done and another for a sinkhole. One (1) SSO's was reported in the month of July that had approximately 10 gallons of unrecoverable sewage. The latest collection system data report is attached (Attachment C). There were zero (0) category 1, zero (0) category 2 and one (1) category 3 SSOs during the month of June 2016. The one (1) category 3 S.S.O. occurred in the GCSD service area.

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<b>BOARD MEMBERS:</b>	<b>S. Boyd</b>	<b>R. Kowalczyk</b>	<b>R. Lohman</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>B. Huber</b>	<b>J. Muller</b>



*Trucked Waste*

In July 2016, eleven deliveries (approximately 8,100 gallons) of trucked waste were discharged at the SAM plant. In July 2016, there were no Leachate deliveries. The trucked waste deliveries represent a total of \$810.00 in gross revenue.

*Safety*

There were no work related accidents, injuries, or illnesses resulting in lost time since March 10, 2011. Through July 2016, the SAM Plant has worked 1970 days without a lost time accident.

*Conference Attendance*

I attended the California Association of Sanitation Agencies Annual Conference in Monterey. The opportunity to meet with other wastewater agencies and hear what issues they are facing is critical to staying current in the industry. I was most impressed by the presentation by the Monterey Regional Water Pollution Control Agency on their *Pure Water Monterey* recycled water project in collaboration with neighboring agencies. They were able to move past historical enmity and come to a mutual agreement to successfully complete the project. I also appreciated hearing the presentation by Dr. Frank Benest on how other agencies are addressing their aging workforce and planning for future recruitment issues. All public agencies will have to address the career expectations of the Millennial and Z generations as they are recruited to replace retiring Baby Boomer and Generation X employees.

**Supporting Documents**

- Attachment A: Monthly Flow Report July 2016
- Attachment B: Monthly NPDES Report July 2016
- Attachment C: Collection System Data July 2016

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<b>BOARD MEMBERS:</b>	<b>S. Boyd</b>	<b>R. Kowalczyk</b>	<b>R. Lohman</b>
	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>	<b>L. Woren</b>
<b>ALTERNATE MEMBERS:</b>	<b>M. Clark</b>	<b>B. Huber</b>	<b>J. Muller</b>



Attachment A

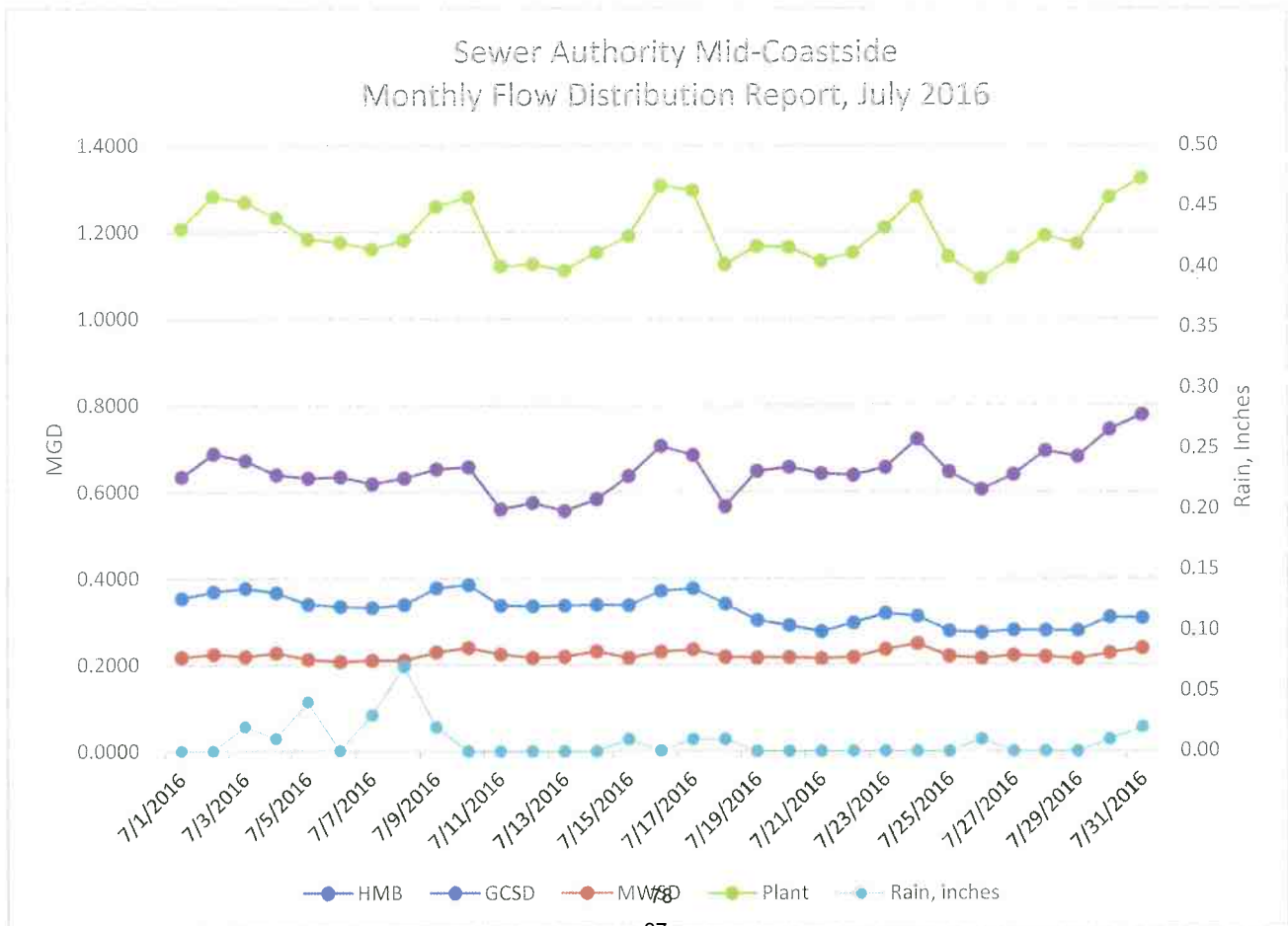
Flow Distribution Report Summary For July 2016

The daily flow report figures for the month of July 2016 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

\*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.648	54.1%
Granada Community Services District	0.328	27.4%
Montara Water and Sanitary District	<u>0.222</u>	<u>18.5%</u>
Total	1.198	100.0%



# Sewer Authority Mid-Coastside

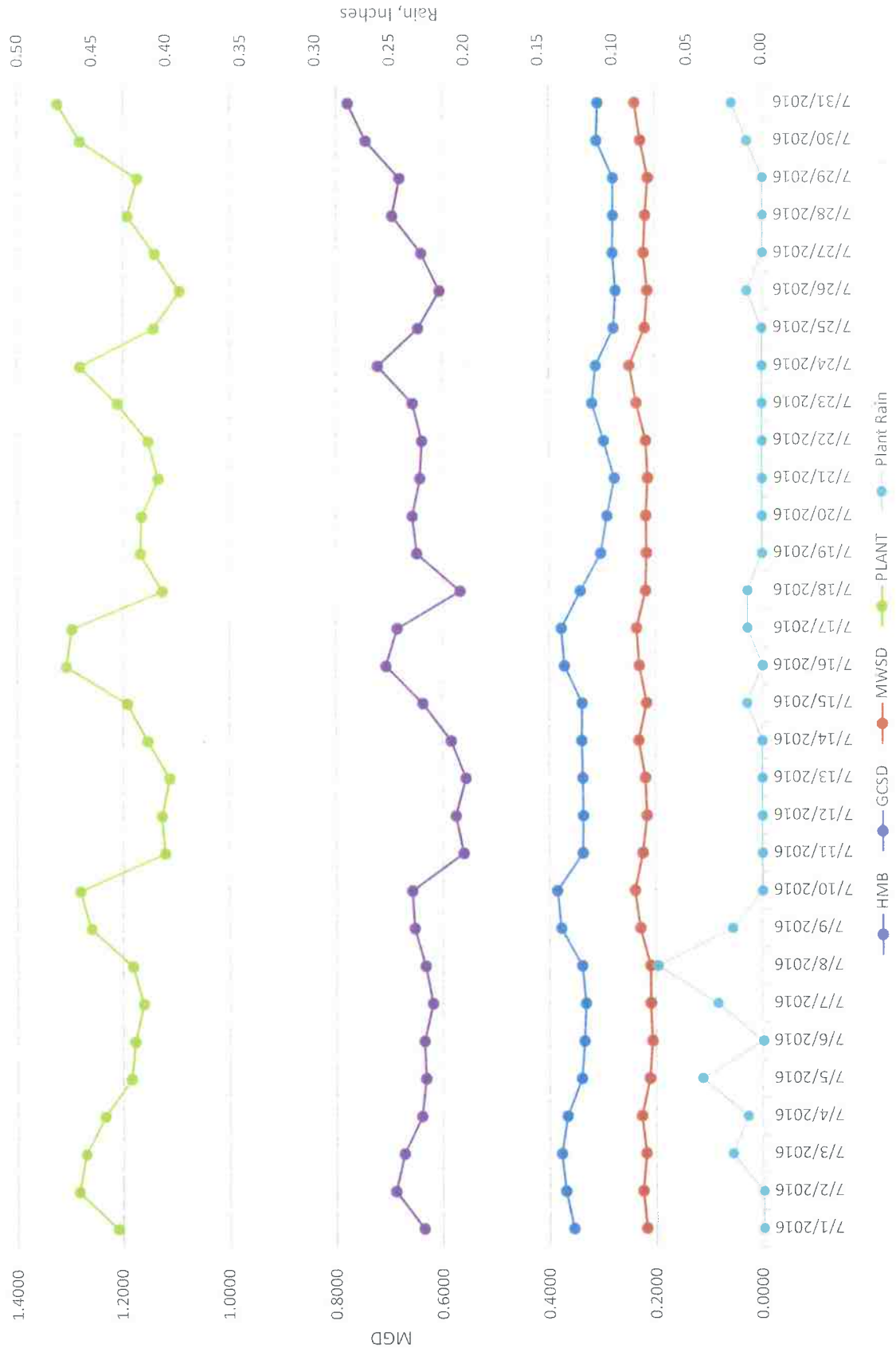
## Monthly Flow Distribution Report for July 2016

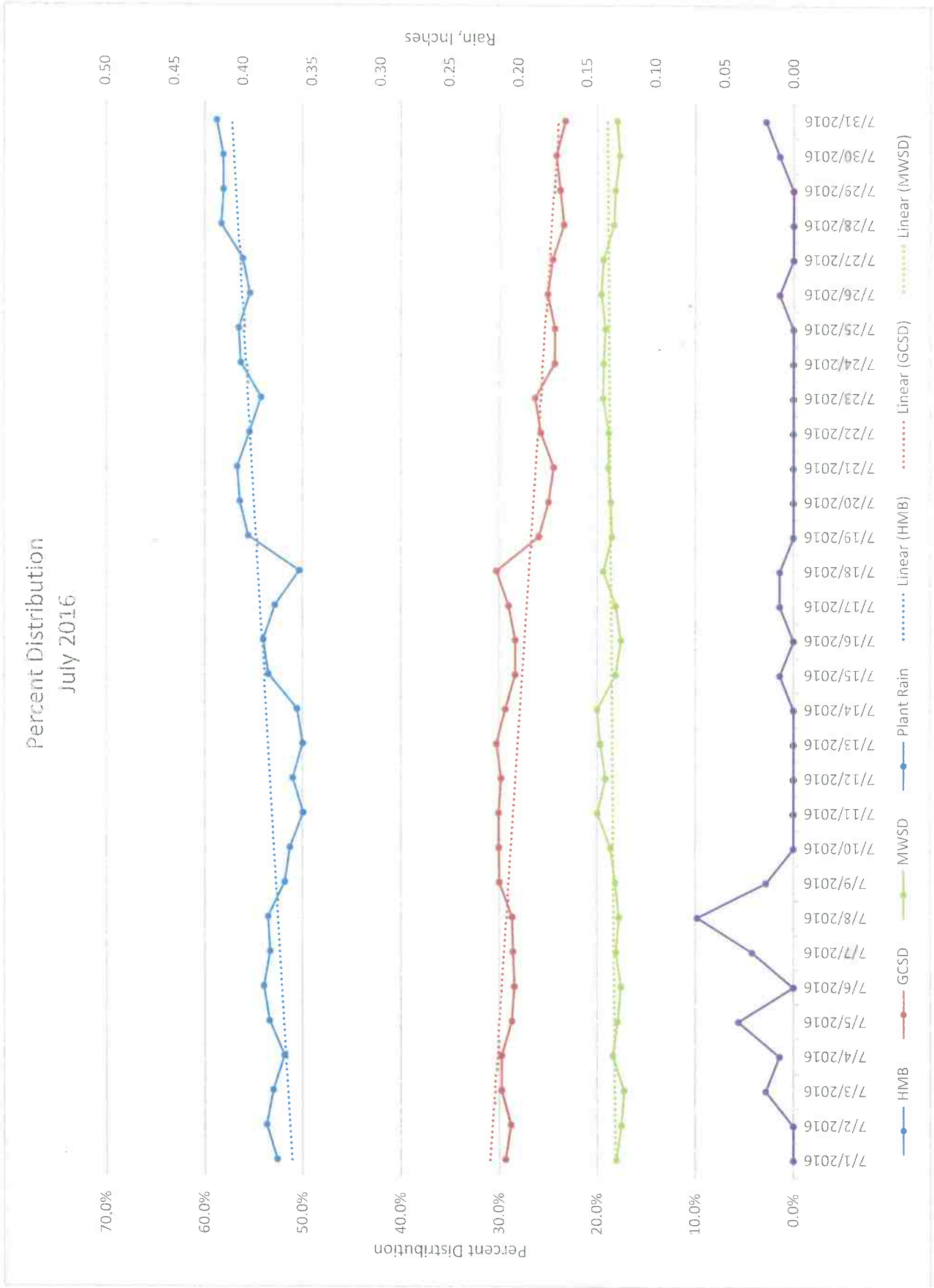
<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
7/1/2016	0.6358	0.3551348	0.218	1.209	0.00	0.00	0.00
7/2/2016	0.6892	0.3701348	0.225	1.284	0.00	0.00	0.00
7/3/2016	0.6732	0.3781348	0.219	1.270	0.02	0.00	0.00
7/4/2016	0.6396	0.3671348	0.227	1.234	0.01	0.00	0.02
7/5/2016	0.6320	0.3401348	0.212	1.184	0.04	0.00	0.04
7/6/2016	0.6349	0.3351348	0.207	1.177	0.00	0.00	0.00
7/7/2016	0.6189	0.3321348	0.210	1.161	0.03	0.05	0.03
7/8/2016	0.6324	0.3391348	0.210	1.182	0.07	0.03	0.07
7/9/2016	0.6530	0.3781348	0.229	1.260	0.02	0.00	0.01
7/10/2016	0.6575	0.3851348	0.239	1.282	0.00	0.00	0.00
7/11/2016	0.5601	0.3371348	0.224	1.121	0.00	0.00	0.00
7/12/2016	0.5750	0.3361348	0.216	1.127	0.00	0.00	0.00
7/13/2016	0.5562	0.3371348	0.219	1.112	0.00	0.00	0.00
7/14/2016	0.5835	0.3391348	0.231	1.154	0.00	0.00	0.00
7/15/2016	0.6371	0.3381348	0.216	1.191	0.01	0.00	0.00
7/16/2016	0.7065	0.3711348	0.230	1.308	0.00	0.00	0.00
7/17/2016	0.6853	0.3771348	0.235	1.297	0.01	0.00	0.00
7/18/2016	0.5668	0.3411348	0.218	1.126	0.01	0.03	0.02
7/19/2016	0.6485	0.3031348	0.216	1.168	0.00	0.00	0.01
7/20/2016	0.6574	0.2911348	0.217	1.166	0.00	0.00	0.00
7/21/2016	0.6425	0.2771348	0.214	1.134	0.00	0.00	0.00
7/22/2016	0.6389	0.2971348	0.217	1.153	0.00	0.00	0.00
7/23/2016	0.6567	0.3191348	0.235	1.211	0.00	0.00	0.00
7/24/2016	0.7219	0.3121348	0.248	1.282	0.00	0.00	0.00
7/25/2016	0.6461	0.2781348	0.219	1.143	0.00	0.00	0.00
7/26/2016	0.6055	0.2741348	0.214	1.094	0.01	0.00	0.00
7/27/2016	0.6401	0.2801348	0.221	1.141	0.00	0.00	0.00
7/28/2016	0.6951	0.2791348	0.218	1.192	0.00	0.00	0.00
7/29/2016	0.6816	0.2791348	0.213	1.174	0.00	0.00	0.00
7/30/2016	0.7447	0.3101348	0.227	1.282	0.01	0.00	0.00
7/31/2016	0.7784	0.3081348	0.238	1.325	0.02	0.00	0.00
<b>Totals</b>	<b>20.093</b>	<b>10.166</b>	<b>6.882</b>	<b>37.142</b>	<b>0.26</b>	<b>0.11</b>	<b>0.20</b>

### Summary

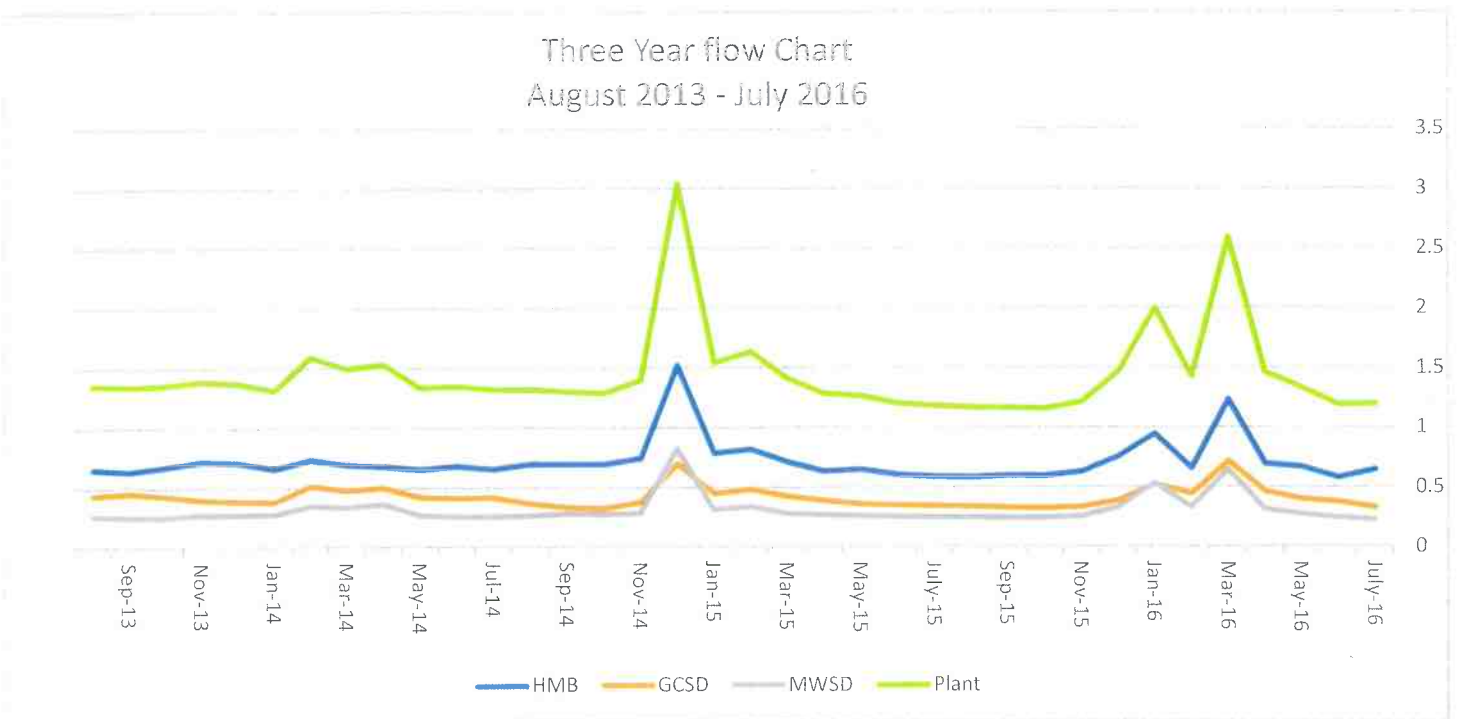
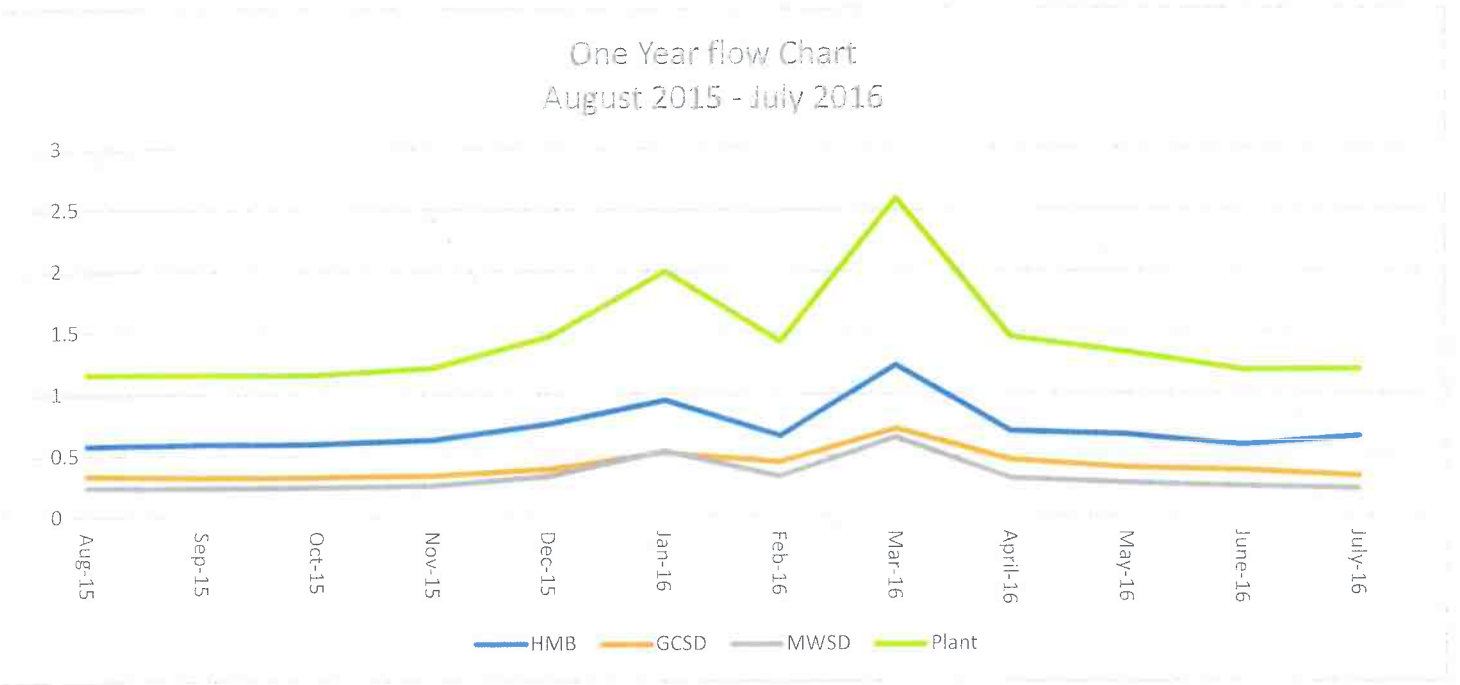
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.556	0.274	0.207	1.094
<b>Average</b>	<b>0.648</b>	<b>0.328</b>	<b>0.222</b>	<b>1.198</b>
Maximum	0.778	0.385	0.248	1.325
<b>Distribution</b>	<b>54.1%</b>	<b>27.4%</b>	<b>18.5%</b>	<b>100.0%</b>

### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2016





### Most recent flow calibration June 2016



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2016

July 2016

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

### 12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	12	1	6	5	0
Grease	2	1	0	1	0
Mechanical	1	0	0	0	1
Wet Weather	0	0	0	0	0
Other	5	2	2	1	0
<b>Total</b>	<b>20</b>	<b>4</b>	<b>8</b>	<b>7</b>	<b>1</b>
		<b>20%</b>	<b>40%</b>	<b>35%</b>	<b>5%</b>

### Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
July 2016	1	0	1	0	0
12 Month Moving Total	20	4	8	7	1

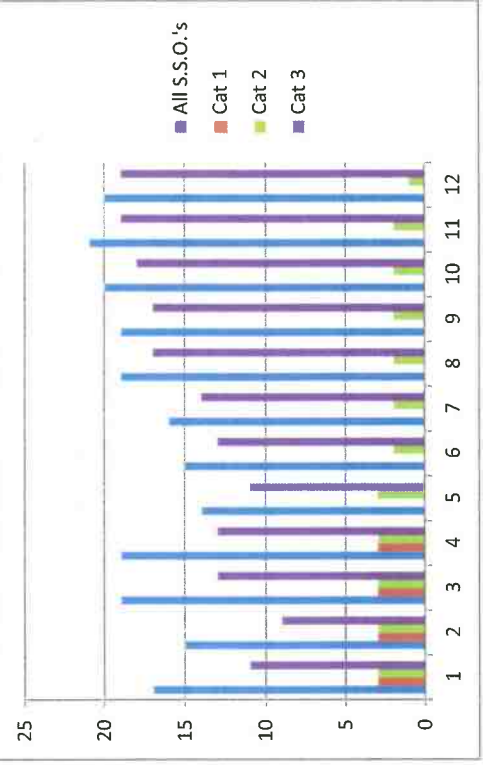
### SSOs / Year / 100 Miles

	Number of S.S.O.'s / Year / 100 Miles				
	Total	HMB	GCSD	MWSD	SAM
July 2016	1.0	0.0	3.0	0.0	0.0
12 Month Moving Total	19.1	10.8	24.1	25.9	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	2.7	0.0	0.0	0.0
Category 3	18.2	8.1	24.1	25.9	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		<b>35.4%</b>	<b>31.8%</b>	<b>25.8%</b>	<b>7.0%</b>

### 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Aug-15	22,512	17,746	0	40,258	7.6
Sep-15	17,470	31,071	1,955	50,496	9.6
Oct-15	33,863	11,254	1,679	46,796	8.9
Nov-15	24,921	1,834	2,031	28,786	5.5
Dec-15	24,177	2,740	2,029	28,946	5.5
Jan-16	6,806	16,774	10,598	34,178	6.5
Feb-16	8,952	7,014	10,830	26,796	5.1
Mar-16	12,396	17,919	11,725	42,040	8.0
Apr-16	8,468	10,816	12,705	31,989	6.1
May-16	11,530	15,123	11,652	38,305	7.3
June-16	9,762	2,161	7,367	19,290	3.7
July-16	34,037	28,984	4,692	67,713	12.8
<b>Annual ft</b>	<b>214,894</b>	<b>163,436</b>	<b>77,263</b>	<b>455,593</b>	
<b>Annual Mi.</b>	<b>40.7</b>	<b>31.0</b>	<b>14.6</b>		<b>86.3</b>

12 Month Moving SSO Totals Through July 2016



Agenda Item

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## GRANADA COMMUNITY SERVICES DISTRICT

# Minutes BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, August 18, 2016

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

The Special Meeting of the Granada Community Services District Board of Directors was called to order at 6:52 p.m.

### **ROLL CALL**

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

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

### **GENERAL PUBLIC PARTICIPATION**

None.

### **ADJOURN TO CLOSED SESSION**

#### **1. Conference with Real Property Negotiator (Government Code Section 54956.8).**

District's Negotiator: Chuck Duffy.

Negotiating parties: Jan Gray, Realtor for Property Owner Wayne Impink, and Granada Community Services District.

Property under negotiation: Vacant Land with no address located on Obispo Road, El Granada, California. APN 047-251-100

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

### **RECONVENE TO OPEN SESSION**

No reportable action was taken in the Closed Session.

### **ADJOURN SPECIAL MEETING**

### **CALL REGULAR MEETING TO ORDER**

The Regular Meeting of the Granada Community Services District Board of Directors was called to order at 7:37 p.m.

### **ROLL CALL**



## **GENERAL PUBLIC PARTICIPATION**

President Clark announced that a Special Board Meeting will be held specifically for parks issues on August 25, 2016.

### **ACTION AGENDA**

**1. Consideration of Variance Application for APN: 048-013-220, Coronado Ave, Half Moon Bay, 4,400 sq. ft. in 10,000 sq. ft. zoning district, Owner: Paul McGregor.**

This Item was tabled from the last meeting to allow Counsel to research the District's authority to place conditions on sewer permits that are granted to substandard parcels, which was addressed in a letter provided by Counsel. The Board held a discussion. Mr. McGregor and Mr. Tom Carey addressed the Board.

**ACTION:** Director Woren moved that the findings necessary for the Board to grant a variance had been met, and moved to grant the variance with a recorded condition placed upon the property that limits the single-family dwelling to two bedrooms, but with an option to revise the restriction if there is a revision to the District Ordinance affecting sewer permit variances in the future. (Woren/Blanchard). Approved 4-0.

**ACTION:** Director Woren moved to direct staff to prepare a proposal on variance conditions for substandard parcels, to be presented at a future meeting. (Woren/Seaton). Approved 4-0

**2. Consideration of Approval of Audited Financial Statements for Fiscal Year Ending June 30, 2015.**

**ACTION:** Director Woren moved to approve the Audited Financial Statements for fiscal year ending June 30, 2016 as presented. (Woren/Blanchard). Approved 4-0.

**3. Consideration of Response to Grand Jury Report.**

The Board reviewed the draft Grand Jury response letter, and discussed each finding and response. Administrative staff will revise the responses as discussed and Director Seaton will provide his responses separately. The revised responses will be reviewed at the next Board meeting.

**4. Consideration of proposal to request that Sewer Authority Mid-Coastside allow and facilitate conversion by GCSB of unused room at the Portola Pump Station into a public restroom.**

This Item was requested by Director Woren, who feels there is unused and underutilized space in SAM's Portola Pump Station suitable for conversion into a public restroom. He is seeking approval from the Board to request staff to write a letter to SAM to express the District's interest in converting the unused room into a public restroom and authorizing the SAM Representatives to represent the District's interest to do so.

**ACTION:** Director Woren moved to approve direction to staff to write a letter to SAM as requested and providing authorization to SAM Representatives. (Woren/Blanchard). Approved 4-0.

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

Director Woren reported on the last SAM meeting.

**CONSENT AGENDA**

Director Woren requested that Item 6 to be held for discussion.

**7. Approval of August 2016 Warrants for \$142,011.29 (checks 6264 – 6287).**

**8. Approval of July 2016 Financial Statements.**

**9. Approval of Assessment District Distribution #1-16/17.**

**10. Approval of Amendment to Conflict of Interest Code.**

**11. Approval of Acceptance of Class 3 Mainline Extension on Cortez Avenue, Miramar, Permittee: Vikas Bakshi.**

**ACTION:** Director Woren moved to approve Consent Agenda Items 7, 8, 9, 10 and 11. (Woren/Blanchard). Approved 4-0.

**6. Approval of July 21, 2016 Meeting Minutes.**

Director Woren requested that two changes be made to the meeting minutes.

**ACTION:** Director Woren moved to approve Consent Agenda Item 6. (Woren/Blanchard). Approved 4-0.

**COMMITTEE REPORTS**

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

Director Woren indicated that Director Lohman had attended the recent LAFCo meeting. District Counsel Jonathan Wittwer reported on his attendance at a CASA conference.

**INFORMATION CALENDAR**

**13. Attorney's Report - None.**

**14. General Manager's Report – None.**

**15. Administrative Staff Report – Nothing further to report.**

**16. Engineer's Report – Nothing further to report.**

**ADJOURN REGULAR MEETING**

The meeting was adjourned at 10:35 p.m.

SUBMITTED BY:

APPROVED BY:

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

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

Date Approved by Board: September 15, 2016

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## GRANADA COMMUNITY SERVICES DISTRICT

# Minutes BOARD OF DIRECTORS SPECIAL MEETING

Thursday, August 25, 2016

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

The Special Meeting of the Granada Community Services District Board of Directors was called to order at 7:03 p.m.

### **ROLL CALL**

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

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

### **GENERAL PUBLIC PARTICIPATION**

None.

Director Woren recused himself at this time due to his residence being located within 100 feet of the property to be discussed on Sonora Avenue.

### **ACTION AGENDA**

#### **1. Consideration of Appointing General Manager and Assistant General Manager as Real Property Negotiators.**

District's Negotiator: Chuck Duffy and Delia Comito

Negotiating parties: Cabrillo Unified School District and Granada Community Services District.

Property under negotiation: Vacant Land, North of Sonora Avenue, El Granada, California. APN 047-041-170, 047-047-170, 047-048-150, 047-049-170, 047-051-040, 047-052-110, 047-053-130 and 047-054-100.

**ACTION:** Director Lohman moved to appoint Chuck Duffy and Delia Comito as District negotiators with the Cabrillo Unified School District.  
(Lohman/Blanchard). Approved 4-0.

### **ADJOURN TO CLOSED SESSION**

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

Negotiating parties: Cabrillo Unified School District and Granada Community Services District.

Property under negotiation: Vacant Land, El Granada, California, APN 047-041-170, 047-047-170, 047-048-150, 047-049-170, 047-051-040, 047-052-110, 047-053-130 and 047-054-100.

Under negotiation: Instruction to negotiator concerning price and terms of payment for lease or acquisition.

Director Woren returned to the meeting after discussion on Item 1 was closed.

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

**RECONVENE TO OPEN SESSION**

The meeting reconvened to open session at 7:35 p.m. District Counsel announced that there was no reportable action taken in Closed Session.

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

Director Woren announced that the Resource Conservation District was asking for volunteers for the First Flush program.

**ACTION AGENDA**

**1. Consideration of Resource Conservation District Proposal for Burnham Strip Property Resource Management Plan.**

Delia Comito, the Assistant General Manager, explained that this item came about in response to a Board request to eradicate pampas grass on the Burnham Strip parcel and other District property. She introduced RCD Executive Director Kellyx Nelson, who would explain the proposal, and Joe Issel, RCD Natural Resource Specialist.

Ms. Nelson reviewed the proposal indicating that it was prepared with the District goals in mind, which are to eradicate invasive non-native plants, to restore native plant growth, repair the riparian area(s), and to improve wildlife habitat, water quality and storm water drainage on the property. She explained that as part of the Local Agency Formation Commission (LAFCo) reorganization process, the District entered into a Memorandum of Understanding with the RCD, to provide resource management services on lands acquired or operated by the District for park and recreation purposes.

The Board held a discussion. Ms. Nelson confirmed that the proposal includes the RCD securing all required permits for the project. The following members of the public supported the proposal: Barbara Dye and Fran Pollard.

Director Lohman suggested that the process include check points for the Board to assess the progress and to approve the ongoing work.

**ACTION:** Director Lohman moved to approve the proposal including the board check points. (Lohman/Seaton). Approved 5-0.

**2. Consideration of Approving List of Proposed Park Improvements on El Granada Medians as Recommended by the Park Advisory Committee (PAC) for Submission to San Mateo County.**

Ms. Comito explained the item is for Board approval of a list requested by Nicholas Calderon of San Mateo County Real Property Services at a meeting held on 8/4/16 regarding the District's proposed improvements to the EG medians. The list is comprised of both passive and active recreational improvements based on the conceptual plan for median #8 (Balboa circle) approved by the Park Advisory Committee (PAC). The County intends to indicate which improvements they will allow on the medians. She reported that the County's position is that property owners adjacent to the medians have an underlying fee to the middle of the roadway, and that Public Works has a road easement, and improvements beyond benches and pathways are not within their authority.

The following public members addressed the Board:

Pat Tierney, PAC Chair – He recommended that the District not improve the medians if some active recreational improvements are not allowed by the County.  
Chris Johnson, EG Resident – Expressed dismay at the County's refusal to accept ownership of the medians.  
Dorothy (add last name) – Against having a pump tract on the medians.

After holding a discussion, the Board agreed to add specific recreational improvements to the list.

**ACTION:** Director Lohman moved to approve the list with the discussed amendments. (Lohman/Seaton). Approved 5-0.

**At this time, the District's Action Plan including passive and active recreation on the medians, is on hold. Once the Board approves a list, staff will prepare a cover letter to**

**3. Consideration of Draft Concept Design by PAC for a Proposed Park Located on the Cabrillo Unified School District El Granada Surplus Property North of Sonora Avenue.**

Ms. Comito indicated a focus toward the CUSD surplus property in light of the County's intent to limit active recreation on the EG medians. A meeting with the CUSD Superintendent on 07-22-16 was positive. At the previous meeting, PAC approved a park concept design, which is before the Board for submittal to the school district. Counsel Wittwer stated that the proposal was preliminary as additional information is needed to move it forward. A discussion was held.

The following public members supported the proposal and offered their comments:  
Pat Tierney, Chris Johnson and Fran Pollard.

The Board discussed several options on how to present the concept to the school district, and opted to provide the concept design to the Superintendent, and to send



a separate letter to the school district board advising them of the District's interest in the surplus property.

**ACTION:** Director Lohman moved to approve the actions stated above.  
(Lohman/Blanchard). Approved 4-0.

**ADJOURN REGULAR MEETING**

The meeting was adjourned at 10:35 p.m.

SUBMITTED BY:

APPROVED BY:

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

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

Date Approved by Board: September 15, 2016

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**Granada Community Services District**  
**September 2016 Warrants**  
For the September 15, 2016 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
8/25/16	6288	Rodolfo Romero	Cleanings August 2016	6130 · Office Maint & Repairs	140.00
9/9/16	6289	Alhambra & Sierra Springs	Inv dtd 8/11/2016	6140 · Office Supplies	22.02
9/9/16	6290	AT&T	Services 8/23/16 - 9/22/16	6170 · Utilities	122.19
9/9/16	6291	City National Bank	Debt Svc Pmt Inv dtd 9/7/16	5030 · Plant Shortfall Debt Svc	97,351.25
9/9/16	6292	Comcast	Services 9/13/16 - 10/12/16	6170 · Utilities	194.13
9/9/16	6293	David Seaton	8/18/16 Board Mtg, 8/25/16 Special Mtg	6040 · Directors' Compensation	290.00
9/9/16	6294	David Taussig & Associates	General Tax Roll Svcs (2010)	6150 · Professional Services	2,591.68
9/9/16	6295	Dudek	Services 6/25/16 to 7/29/16	6151 · General Manager	7,923.23
9/9/16	6296	Fechter & Company, CPAs	Inv dtd 8/26/16 Audit for 6/30/15	6010 · Auditing	2,164.50
9/9/16	6297	Half Moon Bay Review	Parks Public Notice Inv dtd 8/31/16	6160 · Publications & Notices	104.00
9/9/16	6298	Hue & Cry Inc.	September 2016 Pump Sta Alarm	6170 · Utilities	32.65
9/9/16	6299	Jim Blanchard	8/18/16 Board Mtg, 8/25/16 Special Mtg	6040 · Directors' Compensation	290.00
9/9/16	6300	KBA Docusys Inc	Copier Lease Inv dtd 8/19/16	6020 · Copier lease	617.17
9/9/16	6301	Kennedy Jenks	July/Aug 2016: Sum #123 & #124	6071 · Engineering	8,031.13
9/9/16	6302	Leonard Woren	8/18/16 Board Mtg, 8/22/16 SAM, 8/25/16 Special	6040 · Directors' Compensation	335.00
9/9/16	6303	Matthew Clark	8/18/16 Board Mtg, 8/25/16 Special Mtg	6040 · Directors' Compensation	290.00
9/9/16	6304	Office Depot	Invoice dtd 8/14/16	6140 · Office Supplies	535.48
9/9/16	6305	Pacifica Community TV	Board Mtgs 8/18/16 & 8/25/16	6180 · Video Taping	250.00
9/9/16	6306	PG&E	Invs dtd 8/11/16, 8/18/16	6170 · Utilities	406.59
9/9/16	6307	Ric Lohman	8/25/16 Special Mtg, 8/22/16 SAM Mtg	6040 · Directors' Compensation	190.00
9/9/16	6308	Rodolfo Romero	Cleanings September 2016	6130 · Office Maint & Repairs	140.00
9/9/16	6309	Sewer Authority Mid-Coastside	September 2016	5011 · SAM- Admin, Treat, Collect	118,763.91
9/9/16	6310	Strawflower Electronics	Inv dtd 8/10/16	6190 · Computers	75.00
9/9/16	6311	Verizon Wireless	August 2016	6170 · Utilities	95.14
9/9/16	6312	Wells Fargo Busi Card - 8790	July 2016 Credit Card Charges	6140 · Office Supplies, Insurance	660.71
9/9/16	6313	White Nelson Diehl Evans LLP	July 2016 Accounting	6152 · Accounting	4,550.00
9/9/16	6314	Wittwer & Parkin	Legal August 2016	6091 · Legal- Gen, Parks, Other	20,383.50
9/9/16	6315	Working Dirt Management, Inc	October 2016	6120 · Office Lease	4,100.00
				<b>TOTAL</b>	<b>270,649.28</b>



**Granada Community Services District**  
**Balance Sheet (Unaudited)**  
As of August 31, 2016

	August 31, 2016
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Wells Fargo Checking - Gen Op	167,718.52
1020 · Petty Cash	375.00
1030 · Cash - LAIF	4,234,348.85
Total Checking/Savings	4,402,442.37
Accounts Receivable	
1100 · Accounts Receivable	3,790.86
Total Accounts Receivable	3,790.86
Other Current Assets	
1550 · Prepaid Expenses	13,185.84
Total Other Current Assets	13,185.84
Total Current Assets	4,419,419.07
Fixed Assets	
1600 · Land	876,534.00
1610 · Construction in Progress	800,813.00
1615 · Equipment	22,153.00
1620 · Collections System	9,719,765.00
1630 · Accumulated Depreciation	(5,393,446.00)
Total Fixed Assets	6,025,819.00
Other Assets	
1700 · Advance to MWSD	1,085,094.00
1710 · Allowance - for Advance to MWSD	(1,085,094.00)
1720 · Advance to AD- Bond Reserve	494,889.99
1730 · Advance to AD- NCA Fund	1,240,866.05
1735 · Advance to AD- Assesmnt Revenue	1,057,542.00
1740 · Security Deposit Office Lease	3,000.00
1750 · Investment in SAM	4,662,068.00
Total Other Assets	7,458,366.04
<b>TOTAL ASSETS</b>	<b>17,903,604.11</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	43,046.47
Total Accounts Payable	43,046.47

**Granada Community Services District**  
**Balance Sheet (Unaudited)**  
As of August 31, 2016

	<u>August 31, 2016</u>
Other Current Liabilities	
2010 · Deposits	
2020 · Class 3 Deposits	5,196.44
Total 2010 · Deposits	<u>5,196.44</u>
2100 · Payroll Liabilities	923.40
2225 · Recology-Del Garbage	(1,140.11)
2310 · Relief Refund Advance	350.00
Total Other Current Liabilities	<u>5,329.73</u>
Total Current Liabilities	48,376.20
Long Term Liabilities	
2400 · 1996 Plant Exp Note Payable	95,000.00
Total Long Term Liabilities	<u>95,000.00</u>
Total Liabilities	143,376.20
Equity	
3000 · Net Assets	6,589,671.99
3005 · Contributed Capital	9,595,349.00
3010 · Prior Period Adjustment	2,002,412.67
3200 · Retained Earnings	(205,568.01)
Net Income	(221,637.74)
Total Equity	<u>17,760,227.91</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>17,903,604.11</u></u>



Granada Community Services District  
 Profit & Loss Budget Performance (Unaudited)  
 August 2016

	August 2016		YTD - FY 2016/2017		
	August 2016	Budget	Jul - Aug 2016	YTD Budget	\$ Over Budget
Ordinary Income/Expense					
Income					
4000 · Operating Revenue					
4010 · Property Tax Allocation	-	14,583.33	(14,583.33)	29,166.66	(29,166.66)
4015 · Park Tax Allocation	-	33,333.33	(33,333.33)	66,666.66	(66,666.66)
4020 · Sewer Service Charges-SMC	-	108,000.00	(108,000.00)	216,000.00	(216,000.00)
4030 · AD OH Reimbursement	-	2,833.33	(2,833.33)	5,666.66	(2,950.66)
4040 · Recology Franchise Fee	1,691.81	2,333.33	(641.52)	4,666.66	431.65
Total 4000 · Operating Revenue	1,691.81	161,083.32	(159,391.51)	322,166.64	(314,352.33)
4100 · Non Operating Revenue					
4120 · Interest on Reserves	-	1,458.33	(1,458.33)	2,916.66	(2,916.66)
4130 · Connection Fees	-	2,500.00	(2,500.00)	5,000.00	27,900.00
4140 · Repayment of Adv to AD-BRA	-	10,583.33	(10,583.33)	21,166.66	(21,166.66)
4150 · Repayment of Adv to AD-NCA	15,000.00	0.00	15,000.00	0.00	15,000.00
4155 · Repayment of Adv to AD-ARF	59,000.00	0.00	59,000.00	0.00	59,000.00
4160 · SAM Refund from Prior Yr	-	416.67	(416.67)	833.34	(833.34)
4170 · ERAF Refund	-	21,666.67	(21,666.67)	43,333.34	(43,333.34)
4180 · Misc Income	250.00	166.67	83.33	333.34	166.66
Total 4100 · Non Operating Revenue	74,250.00	36,791.67	37,458.33	73,583.34	33,816.66
Total Income	75,941.81	197,874.99	(121,933.18)	395,749.98	(280,535.67)
Gross Profit	75,941.81	197,874.99	(121,933.18)	395,749.98	(280,535.67)
Expense					
5000 · Operations					
5010 · SAM - General					
5011 · SAM - Administration	23,745.92	23,745.92	-	47,491.84	-
5012 · SAM - Treatment	53,813.50	53,813.50	-	107,627.00	-
5013 · SAM - Environmental Comp	3,147.16	3,147.16	-	6,294.32	-
Total 5010 · SAM - General	80,706.58	80,706.58	-	161,413.16	-
5020 · SAM - Collections	20,195.83	20,195.83	-	40,391.66	-
5030 · Plant Shortfall Debt Service	-	0.00	-	0.00	(1,546.20)
5031 · Plant Shortfall Princ Reductio	-	7,866.67	(7,866.67)	15,733.34	(1,546.20)
5050 · Mainline System Repairs	337.84			337.84	(15,733.34)

Granada Community Services District  
 Profit & Loss Budget Performance (Unaudited)  
 August 2016

	August 2016		YTD - FY 2016/2017			
	August 2016	Budget	\$ Over Budget	Jul - Aug 2016	YTD Budget	\$ Over Budget
5060 · Lateral Repairs	-	5,000.00	(5,000.00)	850.00	10,000.00	(9,150.00)
5065 · CCTV	-	2,500.00	(2,500.00)	-	5,000.00	(5,000.00)
5070 · Pet Waste Station	135.35	83.33	52.02	501.04	166.66	334.38
5100 · County Staff Time - Parks	-	1,250.00	(1,250.00)	-	2,500.00	(2,500.00)
5110 · RCD - Parks	-	416.67	(416.67)	-	833.34	(833.34)
5120 · Half Moon Bay Reimb - Parks	-	4,166.67	(4,166.67)	-	8,333.34	(8,333.34)
<b>Total 5000 · Operations</b>	<b>101,375.60</b>	<b>122,185.75</b>	<b>(20,810.15)</b>	<b>201,947.50</b>	<b>244,371.50</b>	<b>(42,424.00)</b>
6000 · Administration						
6010 · Auditing	-	833.33	(833.33)	1,650.00	1,666.66	(16.66)
6020 · Copier lease	617.17	583.33	33.84	1,137.59	1,166.66	(29.07)
6040 · Directors' Compensation	2,210.00	916.67	1,293.33	2,210.00	1,833.34	376.66
6050 · Education & Travel Reimb	-	166.67	(166.67)	223.23	333.34	(110.11)
6060 · Employee Compensation						
6061 · Employee Salaries	12,515.63	11,250.00	1,265.63	24,834.38	22,500.00	2,334.38
6062 · Medical Stipends	-	1,000.00	(1,000.00)	-	2,000.00	(2,000.00)
6063 · Employer Payroll Taxes	980.71	1,200.00	(219.29)	1,923.09	2,400.00	(476.91)
6064 · CALPERS Contribution	2,960.85	2,625.00	335.85	5,902.85	5,250.00	652.85
<b>Total 6060 · Employee Compensation</b>	<b>16,457.19</b>	<b>16,075.00</b>	<b>382.19</b>	<b>32,660.32</b>	<b>32,150.00</b>	<b>510.32</b>
6070 · Engineering Services						
6071 · Engineering- General	450.00	1,666.67	(1,216.67)	450.00	3,333.34	(2,883.34)
6073 · Engineering- Reimbursable	2,891.25	-	2,891.25	2,891.25	-	2,891.25
6070 · Engineering Services - Other	-	-	-	-	-	-
<b>Total 6070 · Engineering Services</b>	<b>3,341.25</b>	<b>1,666.67</b>	<b>1,674.58</b>	<b>3,341.25</b>	<b>3,333.34</b>	<b>7.91</b>
6080 · Insurance	100.00	500.00	(400.00)	100.00	1,000.00	(900.00)
6090 · Legal Services						
6091 · Legal- General	15,085.50	5,416.67	9,668.83	19,161.50	10,833.34	8,328.16
6092 · Legal- Big Wave	26.00	-	26.00	26.00	-	26.00
6093 · Legal- Parks	5,272.00	-	5,272.00	7,051.49	-	7,051.49
6090 · Legal Services - Other	-	-	-	-	-	-
<b>Total 6090 · Legal Services</b>	<b>20,383.50</b>	<b>5,416.67</b>	<b>14,966.83</b>	<b>26,238.99</b>	<b>10,833.34</b>	<b>15,405.65</b>
6100 · Memberships	-	833.33	(833.33)	-	1,666.66	(1,666.66)
6110 · Newsletter	-	208.33	(208.33)	-	416.66	(416.66)

Granada Community Services District  
 Profit & Loss Budget Performance (Unaudited)  
 August 2016

	August 2016		YTD - FY 2016/2017			
	August 2016	Budget	\$ Over Budget	Jul - Aug 2016	YTD Budget	\$ Over Budget
6120 · Office Lease	4,100.00	4,166.67	(66.67)	8,200.00	8,333.34	(133.34)
6130 · Office Maintenance & Repairs	280.00	208.33	71.67	420.00	416.66	3.34
6140 · Office Supplies	1,006.08	500.00	506.08	1,306.39	1,000.00	306.39
6150 · Professional Services	-	-	-	7,700.00	-	7,700.00
6151 · General Manager	-	-	-	2,900.00	5,000.00	(2,100.00)
6152 · Accounting	-	2,500.00	(2,500.00)	2,591.68	-	2,591.68
6150 · Professional Services - Other	2,591.68	-	2,591.68	13,191.68	5,000.00	8,191.68
Total 6150 · Professional Services	2,591.68	2,500.00	91.68	13,191.68	5,000.00	8,191.68
6160 · Publications & Notices	-	833.33	(833.33)	475.00	1,666.66	(1,191.66)
6170 · Utilities	818.05	750.00	68.05	1,797.86	1,500.00	297.86
6180 · Video Taping	250.00	250.00	0.00	250.00	500.00	(250.00)
6190 · Computers	75.00	166.67	(91.67)	995.00	333.34	661.66
6220 · Miscellaneous	-	583.33	(583.33)	-	1,166.66	(1,166.66)
6230 · Bank Service Charges	316.63	-	316.63	565.45	-	565.45
6310 · Park Related Misc Expenses	-	-	0.00	-	-	0.00
Total 6000 · Administration	52,546.55	37,158.33	15,388.22	94,762.76	74,316.66	20,446.10
7000 · Capital Projects	-	-	-	1,500.00	-	-
1213-3 · Collection System Repairs 1213	-	-	-	-	-	-
1415-1 · SAM - Projects	-	0.00	0.00	-	-	-
1415-2 · Update SSMP	-	0.00	0.00	-	-	-
1617-2 · SAM - Lift Station	-	-	-	2,918.79	-	2,918.79
7010 · Sewer Main Replacement (CIP)	-	20,833.33	(20,833.33)	-	41,666.66	(41,666.66)
7015 · Mainline System Repairs	-	833.33	(833.33)	-	1,666.66	(1,666.66)
7100 · SAM - Infrastructure	17,861.50	17,861.50	0.00	35,723.00	35,723.00	0.00
7500 · Projects - Parks	-	6,250.00	(6,250.00)	-	12,500.00	(12,500.00)
Total 7000 · Capital Projects	17,861.50	45,778.16	(27,916.66)	40,141.79	91,556.32	(51,414.53)
Total Expense	171,783.65	205,122.24	(33,338.59)	336,852.05	410,244.48	(73,392.43)
Net Ordinary Income	(95,841.84)	(7,247.25)	(88,594.59)	(221,637.74)	(14,494.50)	(207,143.24)
Net Income	(95,841.84)	(7,247.25)	(88,594.59)	(221,637.74)	(14,494.50)	(207,143.24)

Agenda Item

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**DISTRIBUTION REQUEST NO.: #2-16/17**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$8,811.60**

\$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.

September 15, 2016

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Chuck Duffy, Finance Officer/Treasurer

## SCHEDULE "A"

DISTRIBUTION REQUEST NO: #2-16/17

DATE: September 15, 2016

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$8,811.60

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

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
Fechter & Co., CPA	1870 Avondale Ave #4, Sacramento, CA 95825	Audit Svcs 6/30/15	\$ 610.50
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs - July 2016	\$ 3,215.75
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs bal 15/16 FY	\$ 207.35
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Cont Discl 15/16 FY	\$ 1,500.00
White Nelson Diehl Evans	2875 Michelle Dr #300 Irvine, CA 92606	Accounting Set-up	\$ 1,000.00
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - Sept 2016	\$ 2,278.00
<b>TOTAL:</b>			<b>\$ 8,811.60</b>

Agenda Item

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GRANADA COMMUNITY SERVICES DISTRICT

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AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Approval of Amendments to Update Sick Leave Policy in Personnel System Manual  
Date: September 15, 2016

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Attached is the District's Sick Leave policy, which has been updated by Counsel to include the law changes that took effect in July 2015.

California's new Paid Sick Leave law, the *Healthy Workplaces, Healthy Families Act of 2014*, (AB 1522, operative January 1, 2015, and as amended in AB 304 effective July 13, 2015) generally requires employers to provide paid sick leave to almost all California employees

To show the changes being made to the District's Sick Leave Policy, I have attached the excerpt from the District's Personnel System, with the mark-up. The new or added language is highlighted, and the language being deleted is in strikethrough.

This Item must be pulled from the Consent Agenda to be discussed, otherwise, staff recommends Board approval updating the policy.

## Sick Leave

All employees who have worked for the District for more than 30 days within a year from the start of their employment will be entitled to paid sick leave. Employees are eligible to use paid sick leave beginning on the 90th day of employment. Each full-time regular employee is entitled to paid sick leave accruing ~~MONTHLY AT .0385 hours of sick leave per hour of work~~ ~~5/6 THS OF A DAY PER MONTH~~ (a total of ten days per year). An exempt employee is deemed to work 40 hours per workweek for the purposes of this section, unless the employee's normal workweek is less than 40 hours, in which case the employee shall accrue paid sick days based upon that normal workweek. A part-time employee shall accrue sick leave at a rate proportionate to hours in paid status divided by 40. For example, a part-time employee who is in paid status for 25 hours a week would accrue sick leave at a rate of  $25/40 \times .0385$  hours of sick leave/ hour of work. All employees accrue a minimum total of 24 hours of sick leave per year. When sick leave benefits have been exhausted, time off due to illness will be unpaid. Each full-time regular employee employed by the District as of the establishment date of this personnel system shall be entitled to all previously accrued sick leave as of that date, subject to the following caps.

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

Sick leave shall be accrued monthly as stated above, and shall be capped at twenty days. Sick leave will cease accruing after a total of twenty days has been accrued, until the total has been brought below twenty days again. Should a full-time regular employee leave the District's employment of his/her own will or upon termination for cause, no compensation will be paid for any sick leave accrued. If terminated or leaving employment due to disability, a full-time regular employee shall be paid for sick leave time accrued up to a maximum of twenty days. ~~THE ABOVE SICK LEAVE BENEFITS ALSO APPLY TO THE HOLDER OF A POSITION REQUIRING AN AVERAGE OF 20 OR MORE HOURS OF WORK PER WEEK, BUT ON A PRO RATA BASIS.~~

In cases where an employee has either exhausted available sick leave or has been unable to come to work for 20 consecutive working days, whichever comes first, the Board of Directors may grant a medical leave of absence, in response to a written request, for a period not to exceed six months at a time. The specific duration depends upon the reason for the leave, the amount of seniority the employee has, and the operational needs of the District. Failure to apply for medical leave of absence in such circumstances may lead to forfeiture of District employment. Employees on medical

leave shall be considered to be on inactive status. An employee initially granted a leave of absence who wishes to extend his/her leave must apply to extend the leave and present medical evidence in support of that application before the time his/her original leave of absence expires.

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

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

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

Agenda Item

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Approval of Resolution Directing Making of Amended Noncontingent Assessments  
Date: September 15, 2016

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The attached Resolution is presented for Board approval to revise the initial resolution (Res. No. 2016-003) approved on 6/30/16, which initiates the annual Assessment District proceedings required to recognize parcel changes, including divisions, mergers, subdivisions, and lot line adjustments, and to reapportion the noncontingent assessments levied on the parcels affected by those changes.

The District's Assessment District Administrator has five additional parcels requiring assessment apportionment, which have been added to the resolution attached. Approval of this resolution will essentially rescind Resolution 2016-003. At the next meeting, staff will present the preliminary report and another resolution for approval to set the public hearing, which will give owners of the affected parcels an opportunity to comment on the apportionment.

**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2016-005**

**A RESOLUTION DIRECTING MAKING OF AMENDED NONCONTINGENT ASSESSMENT RE CERTAIN SUCH REASSESSMENTS UNDER RESOLUTION OF INTENTION NO. 2003-008 SEWAGE TREATMENT FACILITY IMPROVEMENTS INTEGRATED FINANCING DISTRICT**

AMENDING NONCONTINGENT ASSESSMENT NOS:

047-233-320	047-022-060	048-013-650
048-031-180	047-123-210	048-072-060
048-133-010	047-182-630	048-072-070
047-031-380	047-045-210	047-045-220
048-021-050	048-021-060	

**RESOLVED**, by the District Board of the Granada Community Services District, San Mateo County, California, that

**WHEREAS**, a reassessment and contingent assessment diagram was made and filed with the District Secretary of said District as provided by Resolution No. 2003-008, A Resolution of Intention to Refund Improvement Bonds and Levy Reassessments of the Noncontingent Assessment As Security Therefor, and Determining that the Public Interest or Necessity Requires the Refunding of Such Bonds, adopted by the District Board on July 17, 2003, under the Integrated Financing District Act, Title 5, Division 2, Part 1, Chapter 1.5 (commencing with Section 53175) of the California Government Code, and a noncontingent assessment has been confirmed by this Board on certain lots, pieces and parcels of land shown on a diagram, and the noncontingent assessment and diagram has been recorded in the office of the District Engineer of the District;

**WHEREAS**, certain lots, pieces and parcels of land, upon which noncontingent assessments have been levied have been divided, merged, or unmerged, or had their line adjusted or their final or parcel map amended or corrected, or been reverted to acreage, or had the ownership of a portion transferred, or split, combined or otherwise changed as reflected on the county assessment roll, so that they no longer conform to the parcel boundaries as shown on the recorded diagram as such may subsequently have been amended;

**WHEREAS**, the proceedings shall include a report prepared by the Engineer of Work apportioning the noncontingent assessment on lots, pieces and parcels that have been changed, and the fixing of a hearing and the giving of notice thereof by the District Manager on such changes and the noncontingent assessment on the amended lots, pieces and parcels;

*NOW, THEREFORE, IT IS DETERMINED AND ORDERED, as follows*

1. The Engineer of Work shall cause to be prepared and filed with the District Secretary a report and amended noncontingent assessment and diagram on the lots, pieces and parcels so changed, said lots, pieces and parcels the noncontingent assessments of which are to be amended being described by the recorded diagram and Assessor's Parcel Numbers as stated in the heading of this resolution.

2. The noncontingent assessments of said lots, pieces and parcels shall be segregated and apportioned in accordance with the benefits to the several parts or the whole of the lots, pieces and parcels as so changed and the total amount of the fixed-lien assessments and of the administration assessments, separately, of the several portions or the whole of the lots, pieces and parcels as so changed shall be equal to the fixed-lien assessments and the administration assessments, respectively, upon said lots, pieces and parcels as described by the recorded diagram and fixed-lien assessments and administration assessments.

\* \* \* \* \*

The above and foregoing Resolution was duly and regularly passed and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on the 15th day of September, 2016, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Approved:

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Matthew Clark, President

Countersigned:

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Delia Comito, Secretary



Agenda Item

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## AGENDA NOTICE

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No documents for this item.



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## AGENDA NOTICE

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No documents for this item.



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## AGENDA NOTICE

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No documents for this item.

# Agenda Item

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**GRANADA COMMUNITY SERVICES DISTRICT**

**Administrative Staff Report**

Report Period: August 15, 2016 to September 9, 2016

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: September 15, 2016

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

**APPLICATIONS RECEIVED** – There was one application received this period:

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/05/16	1A	Machado Doug	047-287-260	917 Palma, EG	6,000	R-1/S-17
08/23/16	1A	Kessler	047-105-090	Paloma/ Balboa, EG	7,818	R-1/S-17

Note: Shaded areas were previously reported.

**PERMITS ISSUED** – There were no permits issued this period.

Permit No.	Type	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3158	1B	07/07/16	Boyle James	047-233-350	120 Avenue Portola, EG	6,287	R-3/S-3
3159	1B	07/07/16	Boyle James	047-233-360	425 Coronado , EG	5,954	R-3/S-3
3160	1A	07/12/16	Engdahl/Steadman	047-218-150	640 Ferdinand, EG	5,000	R-1/S-17

Note: Shaded areas were previously reported.

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

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



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## AGENDA NOTICE

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No documents for this item.