



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, June 18, 2015

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

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

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

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

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

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

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

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

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

3. **Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**
Granada Sanitary District Appeal of Big Wave Project to California Coastal Commission – Coastal Commission Appeal No. A-2-SMC-11-021.
4. **Conference with Legal Counsel - Significant Exposure to Litigation (Gov. Code Section §54956.9(d)(2)) (one case)**

RECONVENE TO OPEN SESSION

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

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

1. **Public Hearing: Consideration of Final District Budget for Fiscal Year 2015-16.**
Recommendation: To be made by the Board.
2. **Consideration of Assessment District Reimbursement Schedule**
Recommendation: To be made by the Board.
3. **Consideration of Final Park Survey Results, List of Priority Projects, and Possible Future Action.**
Recommendation: To be made by the Board.
4. **Consideration of Liability Claim Regarding Easement Located at Valencia Street, Half Moon Bay, Claimant: Patricia Armstrong.**
Recommendation: To be made by the Board.
5. **Consideration of Sewer Authority Mid-Coastside General Operating, Collections, and Capitalized Maintenance Budgets for 2015-16 Fiscal Year and Approval of Corresponding Resolutions.**
Recommendation: To be made by the Board.
6. **Consideration of Report by District's Sewer Authority Mid-Coastside Representatives.**
Recommendation: To be made by the Board.

CONSENT AGENDA

7. **Approval of May 21, 2015 Regular Meeting Minutes.**

8. **Approval of June 2015 Warrants (Check No. 5882-5910).**
9. **Approval of April 2015 Financial Statements.**
10. **Approval of May 2015 Financial Statements.**
11. **Approval of Assessment District Distribution #11-14/15.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. **Attorney's Report. (Wittwer)**
14. **General Manager's Report. (Duffy)**
15. **Administrator's Report. (Comito)**
16. **Engineer's Report. (Kennedy Jenks)**

ADJOURN REGULAR MEETING

At the conclusion of the May 21, 2015 Meeting:

Last Ordinance adopted: No. 167

Last Resolution adopted: No. 2015-001

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

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

Agenda Item

1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Operations and Capital Budget for Fiscal Year 2015/16
Date: June 18, 2015

I have attached the proposed District Operations and Capital Budget for FY 2015/16. The budget is substantially similar to the version your Board reviewed at the May meeting; the SAM numbers have changed due to a re-allocation of costs from the SAM O&M Budget to the SAM Capital Maintenance Program Budget. I have listed below some pertinent items from this year's budget.

- The sewer service charge is set to remain at \$402 per ERU. The budget shows a projected operating gain of approximately \$67,000, which will be transferred to reserves to pay for future capital replacement projects.
- While SAM's proposed FY 2015/16 General O&M budget shows a 5.6% increase over the prior year, our share will dip 6.2% due to a decreased share of the flow to the plant, which is the basis of our assessment. SAM has prepared a Capital Management Plan budget of \$1,237,000 for the coming year, of which our share will be approximately \$210,045. SAM will also be drawing down their reserves to fund the projects.
- For the Collections contract, SAM is projecting costs of \$805,000 for FY 2014/15, and their proposed Collections budget for FY 2015/16 is \$982,000.
- Although I have included a revenue line item for the SAM Refund from Prior Year, and the ERAF Refund from Prior Year, the true amount of these items are unknowns, because they are dependent on factors outside of our control.
- There is one large capital project which should be completed this coming year, the replacement of aging (1920's) sewer mains, and additional CCTV'ing of sewer mains. We are also in the process of updating our Sewer System Management Plan.
- District reserves should start the year at approximately \$3.08 million, and decrease to \$3 million by the end of the fiscal year. This ending balance number is strongly dependent on variations in the Non-Operating Revenues line item.

On the parks and recreation side of things, I am showing revenue from property taxes of \$50,000, offset by proposed expenditures of \$40,000. Since we have not completely processed the results from our recent parks and recreation survey, it is difficult to plug in meaningful numbers until we gain a firmer idea of what kind of project we will be undertaking.

**GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2015/16 BUDGET**

<u>SEWER - OPERATING REVENUES</u>	FY 2015/16 Budget
1 . Property Tax Allocation	\$550,000
2 . Annual Sewer Service Charges	\$ 1,293,000
3 . Reim. from A.D. - Salary and Overhead	\$30,000
4 . Recology of the Coast Franchise Fee	\$23,500
5 . Miscellaneous	\$2,000
TOTAL REVENUES	\$1,898,500

Budget Revenue Assumptions:

- 1 . 3,215 ERU's of sewer service charge at \$402 per ERU

**GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2015/16 BUDGET**

SEWER - OPERATING EXPENDITURES

<u>OPERATING EXPENSES</u>	FY 2015/16 Budget
1 . SAM General (Treatment and Admin.)	\$925,455
2 . SAM Collections	\$268,083
3 . Lateral Repairs	\$60,000
4 . CCTV	\$30,000
5 . Pet Waste Stations	\$1,000
6 . Plant Shortfall Debt Service (COP)	\$94,400
Sub-Total Operations Expenditures	\$1,378,938

<u>ADMINISTRATIVE EXPENSES</u>	FY 2015/16 Budget
1 . Accounting	\$2,000
2 . Auditing	\$12,000
3 . Copier Lease	\$7,000
4 . Directors' Compensation	\$11,000
5 . Education & Travel Reimbursement	\$2,000
6 . Employee Salaries	\$110,000
7 . Employee Medical, Payroll Taxes, and Retirement	\$58,000
8 . Engineering Services (General)	\$20,000
9 . Insurance	\$6,000
10 . Legal Services	\$60,000
11 . Memberships	\$10,000
12 . Newsletter	\$2,500
13 . Office Lease	\$50,000
14 . Office Maintenance and Repairs	\$2,000
15 . Office Supplies	\$5,000
16 . Professional Services - Other	\$65,000
17 . Publications & Notices	\$10,000
18 . Utilities	\$9,000
19 . Video Taping of Board Meetings	\$2,000
20 . Computers	\$2,000
21 . Miscellaneous	\$7,000
Sub-Total Administration Expenditures	\$452,500

SEWER - TOTAL OPERATING EXPENDITURES **\$1,831,438**

SEWER - NET TO/(FROM) RESERVES **\$67,062**

**GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2015/16 BUDGET**

<u>SEWER - NON-OPERATING REVENUES</u>	FY 2015/16 Budget
1 . Interest on Reserves	\$6,200
2 . Connection Fees	\$14,100
3 . SAM Refund from Prior Year Allocation	\$5,000
4 . Repayment of Monies Advanced to the Assessment District	\$350,000
5 . ERAF Refund from Prior Year	\$250,000
TOTAL NON-OPERATING REVENUES	\$625,300

Budget Revenue Assumptions:

- 1 . 0.25% Interest on average yearly reserve
- 2 . 3 Connections at \$4700 per connection

SEWER - CAPITAL PROJECTS AND RESERVE FUND BALANCE

<u>SEWER - CAPITAL PROJECTS</u>	FY 2015/16 Budget
1 . Mainline System Repairs	\$10,000
2 . Sewer Main Replacement CIP	\$550,000
3 . Update of Sewer System Management Plan	\$12,000
4 . SAM - Projects	\$210,045
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$782,045

SEWER - CAPITAL RESERVE FUND

1 . Beginning Balance on July 1	\$3,081,000
2 . Capital Projects	(\$782,045)
3 . Transfer (to)/from Operating Budget	\$67,062
4 . Transfer (to)/from Non-Operating Revenues	\$625,300
TOTAL RESERVE AT END OF FISCAL YEAR	\$2,991,317

**GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2015/16 BUDGET**

	FY 2015/16
<u>PARKS AND RECREATION - OPERATING REVENUES</u>	<u>Budget</u>
1 . Property Tax Allocation	\$50,000
2 . Miscellaneous	\$0
TOTAL REVENUES	\$50,000
<u>PARKS AND RECREATION - OPERATING EXPENDITURES</u>	
1 . Projects	\$15,000
2 . County staff time	\$25,000
TOTAL EXPENDITURES	\$40,000
NET TO/(FROM) PARKS AND RECREATION RESERVE	\$10,000
<u>PARKS AND RECREATION - CAPITAL RESERVE FUND</u>	
1 . Beginning Balance on July 1	\$0
2 . Transfer (to)/from Operating Revenues	\$10,000
PARKS AND RECREATION RESERVE AT FYE	\$10,000

Agenda Item

2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, District Administrator
Subject: Consideration of Assessment District Reimbursement Schedule
Date: June 18, 2015

The General District is owed approximately \$2,790,000 for funds advanced to the Assessment District when it was formed in 1996. When the bonds were refinanced in 2003, provisions were included in the documents to allow for annual payments to the General District over the life of the bonds.

Attached is the original payment schedule provided by the District's Assessment District Administrator, Taussig & Assoc. This schedule however covers only a portion the advances made, and the payments have not been regular. The next attachment is a proposed schedule for all three fund advances, which includes a lump sum catch up payment in this fiscal year, and regular annual payments for the remaining seven years.

The General Manager will provide additional information at the board meeting.

TAUSSIG & ASSOC. REPAYMENT SCHEDULE

Amount of Reimbursement: \$1,987,541.95 (Represents amt owed from Asmt Rev Fund)

<u>July 1</u>	<u>Scheduled Amount</u>	<u>Modified Schedule</u>		
2005	\$135,000	\$400,000	Paid	
2006	\$130,000	\$0	Unpaid	
2007	\$135,000	\$0	Unpaid	
2008	\$130,000	\$0	Unpaid	
2009	\$135,000	\$265,000	Paid	
2010	\$130,000	\$130,000	Paid	
2011	\$135,000	\$135,000	Unpaid	Paid
2012	\$130,000	\$130,000	Unpaid	
2013	\$135,000	\$135,000	Unpaid	
2014	\$130,000	\$130,000	Unpaid	
2015	\$135,000	\$135,000	Unpaid	
2016	\$130,000	\$130,000	Unpaid	
2017	\$135,000	\$135,000	Unpaid	
2018	\$130,000	\$130,000	Unpaid	
2019	\$132,542	\$135,000	Unpaid	
		\$400,000		
		\$265,000		
		\$130,000		
		\$135,000		
	Total Repayments:	\$930,000		

TAUSSIG RECORD OF GSD REIM PMTS:

01/23/06	\$400,000.00	NCA FUND	
06/26/05	\$29,473.00	BOND RES	No record?
04/23/10	\$392,454.00	BOND RES	
09/08/10	\$130,000.00	BOND RES	
09/22/11	\$134,229.00	BOND RES	
		\$1,086,156.00	TAUSSIG Total

GSD SUMMARY OF REIMBURSEMENT PAYMENTS:

08/14/03	(\$246,803.79)	REFUND TO GSD	FROM BOND RESERVE FUND (BRA)
01/23/06	(\$400,000.00)	Transfer to Gen Acct	FROM ASSESSMENT REVENUE FUND
04/21/10	(\$265,000.00)	Paid to GSD	FROM ASSESSMENT REVENUE FUND
09/01/10	(\$130,000.00)	Paid to GSD	FROM ASSESSMENT REVENUE FUND
09/23/11	(\$135,000.00)	Paid to GSD	FROM ASSESSMENT REVENUE FUND
	(\$930,000.00)	TOTAL PMTS FROM ASSESSMENT REVENUE FUND	

\$1,176,803.79 GSD (Actual) Total

GRANADA COMMUNITY SERVICE DISTRICT
 Assessment District Reimbursement Schedule and Catch Up Payments to GCSD
 For June 18, 2015 Board Meeting

The Balance to GCSD is the original Advance, plus designated pre-2003 Fund Earnings & 2004 - 2013 earnings.

	BOND RESERVE FUND	ASSESSMENT REVENUE FUND	NCA FUND
Balance to GCSD: \$	741,694.21	\$ 1,987,541.95	\$ 1,240,866.08
Less repayments to GCSD: \$	(246,803.79)	\$ (930,000.00)	\$ -
Adjusted Balance Due: \$	494,890.42	\$ 1,057,541.95	\$ 1,240,866.08
		Balance Total: \$	<u>2,793,298.45</u>
Annual payment if balance is spread over 18 years:	27,493.91	\$ 58,752.33	\$ 68,937.00

(New) Schedule of Payments

# of yrs	Year			
1	2005	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
2	2006	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
3	2007	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
4	2008	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
5	2009	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
6	2010	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
7	2011	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
8	2012	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
9	2013	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
10	2014	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
11	2015	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
12	2016	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
13	2017	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
14	2018	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
15	2019	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
16	2020	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
17	2021	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
18	2022	\$ 27,493.91	\$ 58,752.33	\$ 68,937.00
		\$ 494,890.38	\$ 1,057,541.94	\$ 1,240,866.00

2005-2015: Catch up Calculation:

Scheduled Payment:	\$27,493.91	\$ 58,752.33	\$ 68,937.00
(X) 11 yrs (2005-2015)		11 yrs (2005-2015)	11 yrs (2005-2015)
(=) \$	302,433.01	\$ 646,275.63	\$ 758,307.00
2015 Lump Sum Catch Up Payment:	\$ 302,433.01	\$ 646,275.63	\$ 758,307.00

2015 TOTAL: \$ 1,707,015.64
Annual Payments Thereafter: \$ 155,183.24

Agenda Item

3

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, District Administrator
Subject: Consideration of Park Survey Results, Priority Projects List and Possible Future Actions
Date: June 18, 2015

This Item provides further review and consideration of the park survey results presented at the April 23 meeting by Prof. Pat Tierney. Unfortunately, Prof. Tierney is not available to attend this meeting, but he has provided the attached report for your review. This updated report includes several new tables and the revised results from the inclusion of 20 additional and previously omitted survey responses. There were no substantially significant changes caused by the additional surveys, but if requested by the Board, I will be happy to provide a review of the revisions and changes made to the report at the meeting.

Following the survey report is an independent analysis of all answers and comments made under two key, open-end, survey questions:

- 1). #16. *If only ONE park and recreation project could be accomplished this year, what project should it be? Explain, and*
- 2). #10. *Would you or members of your household participate in any of the listed activities more often, if local facilities were available or provided?*

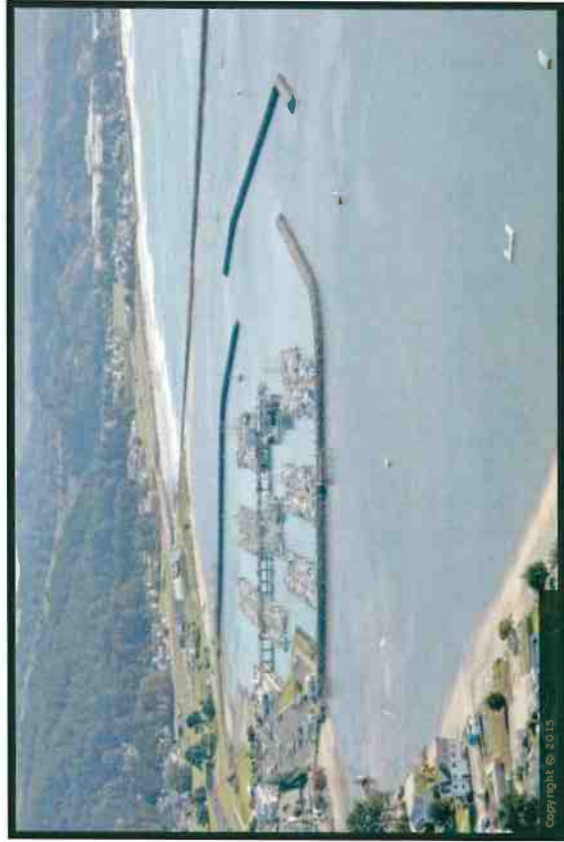
The results are provided to assist in developing a Priority Project List. To complete the analysis, the survey data was exported into a usable Excel File, sorted, and manually assigned a key word from either the use of the word in the comment or an interpretation of the intent of the comment. The columns were sorted again to provide a means of counting the number of answers with a particular key word, to calculate the percentage of respondents with the same key word.

The results for questions #16 show the majority of respondents want the one project this year to be: 1). Burnham Strip Improvements, 2). Median Strip Improvements, 3) Quarry Park Improvements and, 4) Clipper Ridge Park Improvements. Lists with the comments made for each project, except Clipper Ridge, are attached. According to Marlene Finley of San Mateo County Parks, the County has already ordered a new play structure for installment this year at Clipper Ridge Park. Ms. Finley has also indicated that she intends to be at the meeting to answer questions from the Board.

**Results; Community Interest and Opinion Survey
For Local Parks and Recreation Facility Priorities.
Granada Community Services District**

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

6/18/2015



Park Planning Process

The Standard Process for Park Planning Includes:

1. Inventory of Existing Park Facilities and Programs
 - In-House Assessment
 - MidCoast Community Council- Recreation documents/plans
2. Needs Assessment
 - Community Survey
 - Comparison with Standards/Local Communities
3. Recommendations – Facilities and Programs
 - Parks Advisory Committee
 - Public Hearings
4. Prioritization
5. Implementation

Community Survey Method

- Questionnaire developed by Granada Community Services District (GCSD)
 - Input from San Mateo County Parks Dept.
 - In English and Spanish
 - Mailed to 2,283 residences in district on 2/20/15
 - 2,235 were delivered
 - Slightly different survey version on County website
 - Data coded, entered by SFSU & local typist
 - Raw data available in Excel and SPSS formats
 - Data error checked and verified by Dr. Tierney
 - Data analysis by Dr. Tierney, using IBM SPSS

Results

- Combined paper & online surveys, removed unusable surveys
- Total of 629 completed and usable surveys in database
- Response rate $629/2335=27.0\%$
- 562 mail responses and 67 online surveys

Type Survey		Valid
	Frequency	Percent
Mail	562	89.3
Online	67	10.7
Total	629	100.0

Age of Respondent Household Residents

Age of Respondents In Households			
Age Range	Frequency	Total Percent	Adult Percent
0-1	23	2.4%	
2-5	51	5.3%	
6-11	64	6.7%	
12-14	36	3.8%	
15-18	46	4.8%	
19-34	55	5.8%	7.5%
25-39	118	12.3%	16.0%
40-55	244	25.5%	33.2%
56-74	266	27.8%	36.1%
75+	53	5.5%	7.2%
	956	100.0%	100.0%

2010 San Mateo County Population		
From U.S. Census		
Age	Population	Percent
20-24	40098	7.4
25-36	99334	18.2
35-49	164524	30.3
50-64	143432	26.4
66+	96262	17.7
Total	543650	100

Responding Households With Children Under 18 Years

	Frequency	Percent
Yes	186	29.6
Total Respondents	629	100.0

Where Do Respondents Live

What Neighborhood Do You Live In	Frequency	Percent
Clipper Ridge	69	11.4
El Granada	457	75.7
Miramar	69	11.4
Princeton	9	1.5
Total	604	100

Cell Location Of Household On Grid Overlay Of District

Map Location Cell	Frequency	Percent
1	57	14.8
2	4	1.0
3	39	10.1
4	41	10.6
5	35	9.1
6	78	20.3
7	5	1.3
8	23	6.0
9	50	13.0
10	41	10.6
11	12	3.1
Total	385	100.0

How Long Have They Lived Here

	Frequency	Valid Percent
Less than 1 year	26	4.3
1-5 years	114	18.8
6-10 years	81	13.3
11-15 years	100	16.4
16+ years	287	47.2
Total	608	100

Visited Local Parks In Last 12 Months

Park	Frequency	Percent
Coastal Trail	573	94.7
Mirada Surf West	453	83.3
Quarry Park	463	81.2
Clipper Ridge Park	185	41.7

Visited Clipper Ridge Park By Neighborhood

What Neighborhood Do You Live In By Visit Clipper Ridge Park Crosstabulation

Park		Visit Clipper Ridge Park		Total
		Yes	No	
Clipper Ridge	Count	61	0	61
	% within What N	100.00%	0.00%	100.00%
El Granada	Count	100	211	311
	% within What N	32.20%	67.80%	100.00%
Miramar (unincorporated)	Count	10	35	45
	% within What N	22.20%	77.80%	100.00%
Princeton	Count	3	3	6
	% within What N	50.00%	50.00%	100.00%
Total	Count	174	249	423
	% within What N	41.10%	58.90%	100.00%

Frequency of Visiting Local Parks

Frequency of Park Use, Reporting Frequently or Often

Park	Frequency	Percent
Coastal Trail	323	58.4
Mirada Surf West	263	51.9
Quarry Park	217	40.9
Clipper Ridge Park	168	35.5

Do Local Parks Need Improvement?



Do Local Parks Need Improvement

Do Local Parks Need Improvement		
	Frequency	Percent
Yes	310	52.3
No	116	19.6
Maybe	126	21.2
No Opinion	41	6.9
Total	593	100

Do Local Parks Need Improvement By Neighborhood

What Neighborhood Do You Live In By Do Local Parks Need Improvement Crosstabulation

Neighborhood		Do Local Parks Need Improvement			
		Yes	No	Maybe	No Opinion
Clipper Ridge	Count	43	7	8	4
	% within What	69.40%	11.30%	12.90%	6.50%
El Granada	Count	221	85	96	32
	% within What	50.90%	19.60%	22.10%	7.40%
Miramar (uninc)	Count	33	14	16	3
	% within What	50.00%	21.20%	24.20%	4.50%
Princeton	Count	6	1	1	1
	% within What	66.70%	11.10%	11.10%	11.10%
	Count	303	107	121	40
	% within What	53.10%	18.70%	21.20%	7.00%

There Are Sufficient Park Areas In Walking Distance

There Are Sufficient Park Areas In Walking Distance

	Frequency	Valid Percent
Yes	402	66.4
Somewhat	131	21.7
No	72	11.9
Total	605	100

Are There Sufficient Park Areas Within Walking Distance of Residence

Kids In Household By Sufficient Park Areas In Walking Distance Crosstabulation					
Kids In HH		There Are Sufficient Park Areas In Wall Total			
		Yes	Somewhat	No	
Yes	Count	103	47	26	176
	% within KidsInH	58.50%	26.70%	14.80%	100.00%

Sufficient Park Areas In Walking Distance By Where You Live

Neighborhood	You Live In	Sufficient Park Areas In Walking Distance		Crosstabulation	
		Yes	Somewhat No	Total	Total
Clipper Ridge	Count	53	10	3	66
	% within What	80.30%	15.20%	4.50%	100.00%
El Granada	Count	289	97	58	444
	% within What	65.10%	21.80%	13.10%	100.00%
Miramar (uninc)	Count	45	13	7	65
	% within What	69.20%	20.00%	10.80%	100.00%
Princeton	Count	3	4	2	9
	% within What	33.30%	44.40%	22.20%	100.00%
Total	Count	390	124	70	584
	% within What	66.80%	21.20%	12.00%	100.00%

Chi Square Probability = 0.075

Need For Small Neighborhood Parks In Your Area

Need For Small Neighborhood Parks In Your Area		
	Frequency	Percent
Substantial	163	26.6
Moderate	212	34.6
Little	114	18.6
None	86	14.1
Unsure	37	6
Total	612	100

Need For Small Neighborhood Parks By Children In Household

Kids In Household By Need For Small Neighborhood Parks In Your Area Crosstabulation		Need For Small Neighborhood Parks In Your Area				Total
Kids In Household	Count	Substantial	Moderate	Little	None	Unsure
Yes	69	72	24	12	2	179
% within Kids	38.50%	40.20%	13.40%	6.70%	1.10%	100.00%

Travel Outside of Local Area For Recreation Not Provided Locally

	Frequency	Percent
Frequently	72	11.5
Often	113	18.1
Occasionally	244	39
Seldom	149	23.8
Never	45	7.2
Other	2	0.3
Total	625	100

**Your Interest Level in Recreational Activities, By
HH Ages; Percent Responding High Interest Level**

Activity	Total Percent	Age 15-18 Percent	Age 25-39 Percent	Age 56-74 Percent
Hiking	68.8	67.4	76.2	63.6
Nature Walks	64.1	55.8	65.7	58.8
Dog Walking	54.2	61.9	60.7	48.2
Cycling	47.4	57.1	42.2	40.6
Swimming	37.9	46.3	44.4	27.3
Picnics/BBQ	34.8	35.1	45.5	24.4
Running	30.4	29.3	44.1	17.5
Playground Play	28.7	20.1	46.1	19.3
Tennis	17.9	23.1	21.2	12.1
Basketball	15.9	26.8	19.8	9.5
Soccer	15.2	23.7	18.6	8.9
Golf/Disc Golf	14.5	17.9	15.2	8.6
Skateboarding	14.2	23.7	19.4	10.4
Baseball	12.9	23.7	13.8	9.2
Volleyball	9.3	29.7	9.5	7.4
Booie Ball	9.1	10.3	7.4	4.7
Roller Skating	8.1	10.5	5.2	5.1
Football	6.7	10.8	8.2	4.8
Hockey	3.6	2.6	4.2	1.1
Handball	3.2	2.6	2.2	4.3
Horseshoes	5.1	0	5.2	3.1
Surfing (Other)	2.7	na	na	na
Fishing (Other)	1.6	na	na	na
Horseback Ride (Other)	1.2	na	na	na
Kayaking (Other)	1.2	na	na	na

**Frequency of Recreational Activities,
Percent Responding Very or Frequently**

Activity	Total Percent
Hiking	83.2
Nature Walks	76.9
Dog Walking	60.5
Cycling	64.7
Swimming	39.1
Picnics/BBQ	44.6
Running	46.6
Playground Play	36.7
Tennis	18.8
Basketball	10.7
Soccer	19.8
Golf/Disc Golf	16.1
Skateboarding	20.2
Baseball	10.5
Volleyball	10.9
Roller Skating	8.2
Football	5.7
Hockey	3.1
Handball	5.2
Horseshoes	2.4

**Importance of Park and Recreation Facilities to You and Your Household;
By HH Ages, Percent Responding High Level**

Activity	Total Percent	Age 15-18 Percent	Age 25-39 Percent	Age 56-74 Percent
Bike Trails	64.2	73.8	66.1	56.2
Unpaved Paths/Trails	62.6	60.1	61.1	59.6
Unimproved Open Space	62.2	49.9	58.4	61.8
Public Restrooms	56.2	46.2	57.2	56.1
Paved Paths/Trails	55.1	51.3	56.7	50.7
Pet Waste Stations	52.5	44.7	61.8	46.4
Benches/Seating	45.3	33.3	44.2	47.4
Passive Parks (Unstructured Use)	44.7	37.1	44.1	40.2
Dog Parks	44.2	42.9	44.1	38.5
Swimming Pool	42.6	56.8	50.1	31.7
Public Parking	41.3	37.8	33.3	43.5
Sm Neighborhood Parks	40.2	30.8	45.6	37.2

Importance of Park and Recreation Facilities to You and Your Household;

By HH h Ages, Percent Responding High Level, Continued

Children's Playground	33.8	23.3	46.7	25.6
Community Gardens	26.1	22.2	30.4	19.8
Ball Fields	24.1	46.2	27.5	19.3
Recreation Programs	23.2	33.3	23.8	17.2
Boys and Girls Club	21.1	27.9	20.8	14.7
Skating Parks	17.4	16.7	19.1	11.1
Tennis Courts	16.8	16.2	22.4	11.2
Historic Centers	14.3	5.1	12.2	13.3
Golf Par Course	14.3	23.8	9.9	11.9
Bocce Ball Area	11.6	23.3	11.1	7.6
Volleyball Courts	10.1	19.4	11.3	6.1
Horseshoe Pits	5.2	2.4	6.1	3.9
Hand Ball Courts	4.1	7.3	3.2	2.1

Would Participate In More Activities Listed If Available Locally

Would Participate More In Activities Listed If Available Locally

Would Participate	Frequency	Percent
Yes	379	65.0
No	86	14.8
Maybe	118	20.2
Total	583	100

Would Participate In More Activities If Available Locally By Children In HH

Kids In Household By Would Participate More In Activities If Available Locally Crosstabulation

Kids In Household	Would Participate More In Activities			Total
	Yes	No	Maybe	
Count	147	8	20	175
% within Kids In	84.00%	4.60%	11.40%	100.00%
Count	147	8	20	175

Important To Have Community Center

What Neighborhood Do You Live In * Important To Have Community Center Crosstabulation

Neighborhood		Important To Have Community Center			Total
		Very	Moderate	Not Very	
Clipper Ridge	Count	18	24	16	11
	% within What N	26.10%	34.80%	23.20%	15.90%
El Granada	Count	115	185	96	50
	% within What N	25.80%	41.50%	21.50%	11.20%
Miramar	Count	20	27	13	7
	% within What N	29.90%	40.30%	19.40%	10.40%
Princeton	Count	2	3	1	2
	% within What N	25.00%	37.50%	12.50%	25.00%
Total	Count	155	239	126	70
	% within What N	26.30%	40.50%	21.40%	11.90%

- No Significant differences by Where They Lived or by Age
- Substantially, but not significantly, more Important by Children in HH

Should Median Strips In El Granada Be Improved

Should Median Strips in El Granada Be Improved

	Frequency	Percent
Yes	336	57.0
No	112	19.0
Maybe	141	23.9
Total	589	100

Should Median Strips Be Improved By Where You Live

Neighborhood You Live In By Should Median Strips in El Granada Be Improved Crosstabulation

Neighborhood	Should Improve Median Strips			Total	
	Yes	No	Maybe		
Clipper Ridge	Count	27	10	29	66
	% within What N	40.90%	15.20%	43.90%	100.00%
El Granada	Count	278	81	83	442
	% within What N	62.90%	18.30%	18.80%	100.00%
Miramar	Count	25	17	24	66
	% within What N	37.90%	25.80%	36.40%	100.00%
Princeton	Count	4	1	4	9
	% within What N	44.40%	11.10%	44.40%	100.00%
	Count	334	109	140	583
	% within What N	57.30%	18.70%	24.00%	100.00%

Chi Square Probability = 0.000

Improve Median Strips By The Following Actions

Improve Median Strips By Following Actions	Percent
Benches and Seating	31.3
Landscaping	48.2
Paths/Walkways	49.9
Picnic Areas/BBQs	32.0
Play Equipment or Swings	24.4
Pet Waste Stations	46.6
Other (see open ended responses)	
Bathrooms	
Trim Trees	
Community Gardens/Flower Gardens	
Clean Up Debris	
Leave Them Alone	
Remove Giant Trees	

Median Strips Most Likely To Use

Median Strip Area Most Likely To Use: Percent Responding Yes

Median Area	Frequency	Percent
Balboa	172	27.3
Cabrillo	98	15.6
Granada	125	19.9
Portola	141	22.4
The Alameda	197	31.3
All	134	21.3

Importance of Improving Area Or Park, Reporting High Level

Area/Park	Percent
Burnham Strip	40.8
Clipper Ridge Park	18.7
El Granada Strip	41.5
Quarry Park	31.7

Results From 630 Total Surveys

16. *If only ONE park and recreation project could be accomplished this year, what project should it be? Explain*

457 Answers

159 Did not answer

14 unusable

Results:

	# of Answers	Percentage of all answers	Answer
1.	105	23%	Burnham Strip Improvements
2.	88	19%	Median Strip Improvements
3.	63	14%	Quarry Park Improvements
4.	46	10%	Clipper Ridge Park Improvements
5.	28	6%	Non GCSD Projects (Surfer's Bch & Bridge)
6.	19	4%	Nothing or Unsure
7.	17	4%	Skate Park
8.	16	3.5%	Dog Parks and/or Pet Stations
9.	12	3%	More Trails/Paths
10.	11	2.5%	Swimming pool
11.	10	2%	Benches, Picnic Area and/or BBQ
12.	9	2%	Bathrooms
13.	8	2%	Playgrounds
14.	7	1.5%	Disc Golf
15.	6	1.5%	Community Center
16.	6	1.5%	New Parks
17.	6	1.5%	Misc.
	457	101%	1% differential is from rounding

10. *Would you or members of your household participate in any of the listed activities more often, if local facilities were available or provided?*

238 Answers

Results:

1.	Swimming:	88	37%
2.	Hiking:	27	11.4
3.	Bocce Ball:	20	8.4%
4.	Ball Fields	20	8.4%
5.	Cycling:	17	7.2%
6.	Tennis:	16	6.8%
7.	Skateboarding:	11	4.7%
8.	Playground Play:	11	4.7%
9.	Dog Parks:	9	3.8%
10.	Picnics/BBQ:	8	3.4%

SURVEY QUESTION # 16:

If only one person and recreation project could be accomplished this year, what project should it be? Explain:

457
159
14
630

457 Answers

159 - Did not answer question.

14 - Unusable

- 105 - Want Burnham Strip improvements
- 88 - Want Median Strip Improvements
- 63 - Want Quarry Park Improvements
- 46 - Want Clipper Ridge Improvements
- 44 - Want more or improved trails (and paths)
- 14 - Surfers Beach Improvements
- 11 - Want more playgrounds or new parks
- 8 - Want dog parks
- 6 - Want Community Center
- 4 - Want a parking lot

"Burnham Strip" Answers

	<u>Summary</u>
1	Restrooms at beach/Mirada/Burnham Strip
2	Burnham Strip - benches for view of ocean, bathroom facilities with outdoor showers (surfers), seating - upgrade of skateboard facility, parking surface upgrade - natural - no blacktop.
3	Burnham strip improvements - parking, restroom, benches, skate park
4	Burnham Strip-beach parking, bathrooms, crosswalk, skate park
5	Burnham strip, restrooms, skateboard park, horseshoes, workout area. Cater to the youth and don't give it a concrete jungle look
6	Better parking for those weekend idiots! Burnham Strip is perfect! Also toilets!
7	Burnham Strip, make a parking lot, bathroom, showers, etc.
8	Burnham strip - make it useful and available. Would like to have benches, tables, a place for families to park, picnic and watch the ocean. Also need to have a safe crossing from El Granada to Surfer's beach.
9	Surfer's Beach parking lot improvement, make space that is welcoming and where people can hang out.
10	Burnham strip addition of picnic or sitting areas
11	Burnham strip - save views - get ownership of more strip land
12	Burnham strip access safety
13	Burnham Strip coastal beautification, safe walkway to newly nourished beaches.
14	Burnham strip passive recreation/ picnic/ trails, safe highway crossing to beach
15	Burnham strip paving, ped crossing to hwy 1.
16	Burnham strip is large enough to offer more spacious activities
17	Burnham Strip - grass, perimeter trail for walking and bicycling - take parking off of strip - use fire district property (post office lot) for public parking.

18	Burnham Strip! Many worked for years to acquire for parkland. GCSD has it lets do it. Fill in low levels with fill and greens to run and play on at least a high as the highway or higher. Then add benches, picnic and bbq areas, a swing set for kids, a	grass/picnic/playground
19	Landscape the Burnham Strip - so that it's no longer a parking lot.	landscape
20	Burnham Strip landscaping	landscape
21	I have always thought the Burnham strip could be wonderfully developed in a community-supporting way, while be integrated with the coastal landscape, yet in a natural way that still recalls the history of the area	natural
22	Burnham strip-right now it's a bit abandoned & has trash	needs cleaning
23	Clean up Burnham strip property	needs cleaning
24	Burnham Strip - it's a mess!	needs cleaning
25	Burnham Strip - it's an eyesore.	needs cleaning
26	Improvement of the Burnham Strip. It is currently wasted space and an eyesore.	needs cleaning
27	make Burnham strip much more user friendly, get rid of the prickly weeds and trash	needs cleaning
28	Burnham Strip - its deteriorating	needs cleaning
29	Burnham Strip improvement, the area is in terrible shape	needs cleaning
30	Burnham it is an eye sore!!	needs cleaning
31	Burnham--it is an eye sore & has become a parking lot	needs cleaning
32	Burnham strip facelifts	needs cleaning
33	Protect Burnham Strip from housing development.	no house dev
34	Walking (non-paved) Burnham strip	nonpaved trails
35	Burnham strip as open space	open space
36	Burnham Strip is the most promising land for open space / park land due to location and clean views	open space/park land
37	Burnham Strip park with walking/cycling paths, ball courts, community garden, restrooms, some parking, & a fantastically designed skate park.	park land
38	Dredge the harbor, more sand fix Burnham strip as park and add swings etc. to median strips	park land
39	Burnham Strip, because currently there is nothing there other than excess parking and a skateboard ramp. It would be great to see this become a park the whole community could use.	park land
40	Burnham Strip - it has been left alone but is a very valuable piece of land that could be developed into a park.	park land
41	Keep Burnham strip for public use like a park. With ocean view it'd be a beautiful area for public park	park land
42	Burnham strip property improvement -- specifically the parking for surfers beach	parking
43	Burnham Strip parking and beach access	parking
44	Picnic, BBQ, play ground and seating in Burnham Strip (swimming pool would be great!)	picnic/playground/swimming pool
45	Burnham strip improvements provided there is a plan for a children's play area	playground
46	Burnham strip-seems like a waste of prime recreational land as it is currently used. Beautiful location	rec land
47	Burnham strip for recreational use and some parking to relieve hwy 1 congestion	rec land/parking
48	Burnham strip-seems that is currently skateboard there. It would be nice to expand what is already started	skate park
49	Skate park on Burnham strip	skate park
50	Put in community pool in Burnham Strip.	swimming pool
51	Swimming pool @ Burnham strip	swimming pool
52	Burnham strip	
53	Burnham strip	
54	Burnham strip	
55	Burnham strip improvements-take advantage of amazing ocean view	
56	Burnham - so much potential here!	
57	Burnham has the most area and potential for development	
58	Burnham is the most visible, would get most use	
59	Burnham most exposed to public	
60	Burnham Strip - affects the most people and is most visible and available to the public.	
61	Burnham Strip - being exactly across from surfers beach, visitors to the coast would benefit from development as well as coastsideers	
62	Burnham strip central - most visible	

63	Burnham Strip ... gets high visibility and high use	
64	Burnham Strip ... is bigger feat?? Area - more potential uses	
65	Burnham strip, high use	
66	Burnham strip area	
67	Burnham strip because it is the presentable face for the community	
68	Burnham Strip central location, most frequently traversed view corridor.	
69	Burnham strip due to visibility, tourists, and opportunity	
70	Burnham Strip has highest visibility "Name Recognition" for town designer	
71	Burnham strip improvement. More than one Coastside community can use it	
72	Burnham strip improvements	
73	Burnham Strip improvements	
74	Burnham Strip/Mirada Surf along the coast	
75	Burnham strip--un get from hwy	
76	Burnham, due to accessibility	
77	Burnham--more likely to use	
78	Coastside trail / Burnham Strip	
79	I think Burnham Strip would benefit the community the most. Bring money to the area, but am concerned about traffic.	
80	I'm not sure what is planned for Burnham strip, but it seems like a great area to development. Median strips good too	
81	Improvement of Burnham Strip	
82	More central to everyone and believe Burnham strip	
83	Possibly Burnham Strip--highly visible, usable by both tourists residents	
84	Slow traffic down around park first. Its very dangerous/ Burnham strip is like a race track and aver Granada	
85	Burnham strip	
86	Burnham strip	
87	Burnham strip	
88	Burnham strip	
89	Burnham strip	
90	Burnham strip	
91	Burnham strip	
92	Burnham strip	
93	Burnham Strip	
94	Burnham Strip	
95	Burnham Strip	
96	Burnham Strip	
97	Burnham Strip	
98	Burnham Strip	
99	Burnham Strip	
100	Burnham Strip	
101	Burnham Strip	
102	Burnham strip	
103	Burnham strip	
104	Burnham strip	
105	Burnham Strip	

"Median Strip" Answers

ANSWERS

1	Adding play area/park on Ave Balboa median
2	Alameda it encompasses the most area where the majority of houses can enjoy
3	Although I think our Avenues and parks need improvement - I think it's more important to shift funds to saving surfers beach (damage from jetty) and repairing the Coastal Trail near Surfers and in Miramar. The damage impacts more people (local & tourists) and improvements must be done soon.
4	Ave. Portola median - high traffic use area
5	Balboa median strip improvements! You can tell from all the makeshift and unsafe play equipment that people have put up that play equipment is cheap safety needed here also this median is the farthest away from any park play area
6	Balboa Strip
7	clean up the medians
8	Clean up the medians, remove dead trees (they are hazards for residents and visitors), mow weeds and prepare a plan for the future.
9	Clean up the medians. Seems to be a low cost/high value given the amount of use they get.
10	Cut down eucalyptus, gum trees. They drip pods, block views, limit sunshine!
11	EG median strip
12	EG Median Strip improvements
13	EG median strip improvements, trees unsafe need trimming
14	EG median strips
15	El Granada median
16	El Granada median
17	El Granada Median
18	El Granada median and pave Sevilla Ave
19	El Granada median strip
20	El Granada median strip
21	El Granada median strip
22	El Granada median strip
23	El Granada median strip improvement.
24	El Granada Median Strip Improvements
25	El Granada median strip improvements
26	El Granada median strip improvements. This is the heart of el granada, it is a unique resource that has been neglected
27	El Granada median strip-dead trees are a danger-replace w/ native plants and swings/benches
28	El Granada median strips
29	El Granada Median Strips
30	El Granada median strips. TREE MAINTENANCE. Picnic areas on the median strips.
31	El Granada median strips-trees are old, need maintenance and are dangerous w/ large limbs often falling into streets, walkways, sidewalks
32	El Granada strip / Quarry next
33	Establish and carry out safety protocols e.g. check playground equipment and tree expert examine old trees in median strips.
34	Fenced (Off-Leash) pet area in El Granada medians
35	I would like to see the Median Strips improved to making walking safer. Lots of branches across paths and weeds grow waist high at times. Would love for them to be mowed more frequently.
36	Improve all the medians - including paved trails and picnic benches and pet waste stations.
37	improve the alameda median. It is poorly maintained frequent area for dumping
38	Improve The Alameda Median
39	Improve the median strips - they are the defining trait of this community.
40	Improvements to El Granada Median Strips
41	Improving Balboa strip: swings destroyed, picnic tables rotted out, etc....
42	improving median strips
43	Landscape the Alameda
44	landscaping
45	Landscaping El Granada median strip
46	landscaping el granada median strips
47	Let us have the median strips to beautify
48	Make an improvement on one of the more central median since the parks (clipper ridge and quarry) are on the edges of town
49	Make use of Balboa strip and cicle for activities mentioned Balboa is an amazing scenic corridor to pacific except for the trees which are too large for the area
50	Median Improvements
51	Median strip
52	Median strip - most wide spread benefit to all residents
53	Median Strip - they are hard to walk or play on because of all the debris.
54	Median strip - we use all the time.
55	Median strip cleanup / improvement.
56	Median strip improvement
57	Median strip improvement
58	Median strip improvements
59	Median Strip Improvements

60	Median strip improvements
61	Median strip improvements
62	Median strip improvements - general landscaping and thinning/removal of eucalyptus trees, plant native trees.
63	Median strip improvements - residents of El Granada would get the most use and benefit out of improvements to these areas - provides a place for families and children to play close to home.
64	median strip improvements will likely increase the property values in the neighborhood
65	median strip improvements would improve the look of EG to have beautifully landscaped pathways with some benches to enjoy the peaceful atmosphere.
66	Median strip improvements, because those areas are convenient and right outside my door
67	Median strips
68	Median Strips
69	Median strips
70	Median strips - Balboa, Alameda
71	Median Strips - tree management/maintenance and walkable pathways, benches
72	median strips are in bad shape. They should be improved and over-grown trees cut down for safety.
73	Median strips improvement or Burnham Strip because these have the most room for improvement
74	Medians
75	Medians
76	medians
77	Portola
78	Portola median cleanup & improvement. Take out dead tree(s). Remove; tall Cotoneaster shrubs along walking path. Remove invasive iceplant. Mow and clean up grounds monthly. Create ocean-viewing area w benches & pedestal game tables - - on the low
79	Portola median-create a view corridor with benches. High visibility to public (150-200 ft from post office) ocean view and view over Burnham strip too
80	Prune and get rid of the dangerous "eucs".. Plant indigenous trees. The community would be willing to help.
81	Replant median strip on The Alameda where all the vegetation (trees) were removed.
82	Start thinning out the dangerous eucalyptus trees and plant replacements. Make the foot/pathways more welcoming and keep people from dumping their yard waste - add benches/swings.
83	The Alameda median - most used by us.
84	The Alameda Median Tree Trimming and Removal
85	The Alameda. Also coastal trail at other end coul have benches and tables
86	The median strip should facilitate better interaction with neighbors and community. The 100 plus Eucalyptus could be pruned to let more light into the surrounding environs and potentially reduce impacting roads, improve views and lights the medians.
87	The medians around El Granada are plagued by eucalyptus "litter" and a lack of overall maintenance. They create an eyesore throughout the community, but could be better used for safe walking paths and play areas if properly maintained and equipped.
88	Tree maintenance !!! On the Portola midstrip there is a 12 foot limb that came off a dead pine. There are several trees that look scary or have branches that look like they could break off any time. Lots of eucalyptus look overgrown. Take down and replant

Quarry Park Improvements

1	Add features to Quarry Park
2	Area in Quarry Park for dogs to run free
3	BMX course in Quarry Park
4	Build an 18 hole disc golf course within Quarry Park
5	Build an 18 hole disc golf course within Quarry Park
6	Build an 18 hole Disc Golf Course within Quarry park.
7	Build an 18 hole disc golf course within Quarry Park.
9	Continue to improve Quarry Park
10	Creation of an 18 hole disc golf course within Quarry Park
11	Disc golf course at Quarry Park
12	Don't know the money available. Do improvements to existing facilities/parks to get most benefit for least money. Probably Quarry Park and median strip trails/paths benches.
13	Expand Quarry Park - add a climbing wall (a real one) or a skatepark or something for older kids
14	Horseshoe pits at Quarry Park
15	Improvements to Quarry Park. Leave median strips natural; more trails (unpaved) or Quarry Park would be great.
16	Master plan for Quarry Park to include children, hikers, and dog walkers.
17	Nothing involving community center or buying more land - improve Quarry park first
18	Playing fields in Quarry Park
19	Quarry
20	Quarry Park
21	Quarry Park
22	Quarry Park
23	Quarry Park
24	Quarry Park
25	Quarry Park
26	Quarry Park
27	Quarry Park
28	Quarry Park
29	Quarry Park
30	Quarry Park
31	Quarry Park
32	Quarry Park
33	Quarry Park
34	Quarry Park
35	Quarry Park
36	Quarry Park
37	Quarry Park
38	Quarry Park
39	Quarry Park
40	Quarry Park - bathrooms, picnic area with covered shelter, more child equipment.
41	Quarry Park - bocce ball and horseshoes, a community pool would be great
42	Quarry park - great location for entire family
43	Quarry Park - multiple trails. Plenty of old roads throughout that can be developed.
44	Quarry Park (remove rock structure) and clean up bathroom
45	Quarry Park because it already has a base to start with
46	Quarry Park dog park
47	quarry park improvement - most general use and for the youth
48	Quarry park improvement. Pretty remarkable place.
49	Quarry Park Improvements
50	Quarry Park Improvements
51	Quarry Park improvements. There should be picnic tables on Quarry floor. There should be a fenced in area for dogs.
52	quarry park is accesible, offers potential for a large variety of activities for all ages,
53	Quarry Park picnic areas, pet waste stations and trail improvements.
54	Quarry Park playground equipment expansion and adjoining fields
55	Quarry Park pool and community center
56	Quarry Park reason- well used
57	Quarry Park the upper level sucks
58	Quarry Park. Most family friendly.
59	Quarry park-good for families
60	Quarry Park-High use. For young children.
61	Quarry Park-more barbque, benches-the few are always taken
62	Quarry-basketball hoops full size for adult and mini hoop for kids with lower basket
63	Turn Quarry Park into a full use park with range and improvements

Agenda Item

4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: District Staff
Subject: Armstrong Claim
Date: June 18, 2015

Counsel for Patricia Armstrong submitted a Claim on her behalf against Granada Community Services District, as well as the City of Half Moon Bay and Sewer Authority Mid-Coastside for discontinuance of maintenance of a Cypress Tree in an alleyway near her property at 60 Valencia Drive, Miramar area, Half Moon Bay. The Claim against GCSD was dated May 15, 2015 and asserts that GCSD has a sewer pipeline under the alleyway and historically may have been the public entity which hired J&B Tree Service to maintain the Cypress Tree and that GCSD wrongfully discontinued such maintenance.

More than a year prior to filing the claim, Ms. Armstrong wrote to the City of Half Moon Bay asserting that the Cypress Tree in question was on a City-owned and maintained easement. Hence the Claim is too late, being presented more than one year after the accrual of the cause of action. A letter denying the claim on the basis that it is untimely has been prepared for consideration by your Board.

The other option is to use GCSD's standard language for rejection of a claim on the basis that GCSD has no liability. GCSD staff has found evidence that GCSD has a sewer line under the alleyway in question. Ms. Armstrong's claim is that GCSD has duly accepted an implied dedication of the alleyway and the Cypress Tree through its continued maintenance of the Cypress Tree and the sewer improvements. However, during her more than 15 year tenure with GCSD, the District Administrator has never hired J&B Tree Service for any purpose, not to mention maintenance of the Cypress Tree. GCSD has no obligation to maintain trees in an easement for sewer improvements. Hence there does not appear to be any basis for GCSD to have liability. A letter rejecting the claim on the basis that GCSD has not liability has also been prepared for consideration by your Board.

District General Counsel will be prepared to discuss this matter further and recommend which of the two alternative letters to send.



GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors

Matthew Clark, President

Leonard Woren, Vice President

Jim Blanchard, Secretary

David Seaton, Treasurer

Ric Lohman, Board Member

June 19, 2015

Josh H. Escovedo, Esq.
weintraub tobin
400 Capitol Mall, 11th Floor
Sacramento, CA 95814

RE: Notice of Rejection of Claim for Damages
Claimant: Patricia Armstrong

Dear Mr. Escovedo:

On or about May 16, 2015, the Granada Community Services District ("GCSD") received your "GOVERNMENT CLAIM" on behalf of your client Patricia Armstrong.

NOTICE IS HEREBY GIVEN that the above-referenced claim was rejected by the GSD Board of Directors June 18, 2015.

WARNING

Subject to certain exceptions, you have only six (6) months from the date that this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6. You may seek advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

DELIA COMITO
Granada Community Services District

cc: Jonathan Wittwer, District Counsel
Chuck Duffy, District General Manager

PROOF OF SERVICE BY MAIL

I certify and declare as follows:

I am over the age of 18, and not a party to this action. My business address is 504 Avenue Alhambra, Third Floor, El Granada, California 94018, which is located in San Mateo County where the mailing described below took place.

I am familiar with the business practice at my place of business for the collection and processing of correspondence for mailing with the United States Postal Service. Correspondence so collected and processed is deposited with the United States Postal Service that same day in the ordinary course of business.

On June 19, 2015 the following document(s):

1. **NOTICE OF REJECTION OF CLAIM OF PATRICIA ARMSTRONG**

was placed for deposit in the United States Postal Service in a sealed envelope, with postage fully paid to:

Josh H. Escovedo, Esq.
weintraub tobin
400 Capitol Mall, 11th Floor
Sacramento, CA 95814

I certify and declare under penalty of perjury that the forgoing is true and correct.

Dated: June 19, 2015

Erin Brazil, Assistant Administrator



GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors

Matthew Clark, President

Leonard Woren, Vice President

Jim Blanchard, Secretary

David Seaton, Treasurer

Ric Lohman, Board Member

June 19, 2015

Josh H. Escovedo, Esq.
weintraub tobin
400 Capitol Mall, 11th Floor
Sacramento, CA 95814

RE: Notice of Denial of Claim for Damages
Claimant: Patricia Armstrong

Dear Mr. Escovedo:

On or about May 16, 2015, the Granada Community Services District ("GCSD") received your "GOVERNMENT CLAIM" on behalf of your client Patricia Armstrong.

The claim you presented to GCSD is being returned because it was not presented within one year after the after the accrual of your cause of action, or the event or the occurrence giving rise thereto as required by law. See Sections 901 and 911.2 of the Government Code. Because the claim was not presented within the time allowed by law, no action was taken on the claim.

Your only recourse at this time is to apply without delay to GCSD for leave to present a late claim. See Sections 911.4 to 912.2, inclusive, and Section 946.6 of the Government Code. Under some circumstances, leave to present a late claim will be granted. See Section 911.6 of the Government Code.

Your client has already sought your advice of an attorney in connection with this matter. Please advise her that if she desires further consultation with an attorney, she should do so immediately.

Sincerely,

DELIA COMITO
Granada Community Services District

cc: Jonathan Wittwer, District Counsel
Chuck Duffy, District General Manager

PROOF OF SERVICE BY MAIL

I certify and declare as follows:

I am over the age of 18, and not a party to this action. My business address is 504 Avenue Alhambra, Third Floor, El Granada, California 94018, which is located in San Mateo County where the mailing described below took place.

I am familiar with the business practice at my place of business for the collection and processing of correspondence for mailing with the United States Postal Service. Correspondence so collected and processed is deposited with the United States Postal Service that same day in the ordinary course of business.

On June 19, 2015 the following document(s):

1. **NOTICE OF DENIAL OF CLAIM OF PATRICIA ARMSTRONG**

was placed for deposit in the United States Postal Service in a sealed envelope, with postage fully paid to:

Josh H. Escovedo, Esq.
weintraub tobin
400 Capitol Mall, 11th Floor
Sacramento, CA 95814

I certify and declare under penalty of perjury that the forgoing is true and correct.

Dated: June 19, 2015

Erin Brazil, Assistant Administrator

weintraub | tobin

Josh H. Escovedo
916-558-6181 DIRECT
jescovedo@weintraub.com

May 15, 2015

Via Facsimile – 650.726.7099; and Golden State Overnight

Ms. Delia Comito
Administrator
Granada Community Services District
504 Avenue Alhambra, Third Floor
El Granada, California 94018

Via Facsimile – 650.726.7099; and Golden State Overnight

Mr. Chuck Duffy
General Manager
Granada Community Services District
504 Avenue Alhambra, Third Floor
El Granada, California 94018

Via Email – office@wittwer parkin.com; Facsimile – 831.429.4057; and
Golden State Overnight

Mr. Jonathan Wittwer
Legal Counsel, Granada Community Services District
Wittwer & Parkin LLP
147 South River Street, Suite 221
Santa Cruz, California 95060

Re: Patricia Armstrong adv. City of Half Moon Bay, et al.
Government Claim

Dear Ms. Comito and Messrs. Duffy and Wittwer:

We represent Patricia Armstrong (“Ms. Armstrong” or “Claimant”) with respect to the Government Claim made pursuant to Government Code section 910 et seq. to the City of Half Moon Bay (the “City”), the Sewer Authority Mid-Coastside (the “Authority”), and the Granada Community Services District (“GCSD”) (collectively, the “Entities”). We file this

weintraub tobin chediak coleman grodin law corporation

400 Capitol Mall, 11th Floor, Sacramento, California 95814 | (916) 558.6000 | F (916) 446.1611 | www.weintraub.com

{1901434.DOCX}

Ms. Delia Comito, Mr. Chuck Duffy, and Mr. Jonathan Wittwer
May 15, 2015
Page 2 of 7

claim to assert Ms. Armstrong's rights. There may be remedies available to her outside the ambit of Government Code section 910, but if this filing serves to initiate the agencies' acceptance of their responsibilities and a productive negotiation, we need not explore legal action. Ms. Armstrong, therefore, elects to exert her claims-based rights and remedies at this time, without prejudice to her right to elect other available remedies prior to a final determination.

A. Claimant's Name and Post Office Address

Claimant's name is Patricia Armstrong and her post office address is 60 Valencia St., Half Moon Bay, California 94019. However, all correspondence should be directed to Ms. Armstrong's counsel, Josh H. Escovedo, of Weintraub Tobin Chediak Coleman Grodin Law Corporation, 400 Capitol mall, 11th Floor, Sacramento, California 95814.

B. Post Office Address to which Claimant Desires Notices Be Sent

Claimant desires all correspondence to be sent to the undersigned as her counsel, at Weintraub Tobin Chediak Coleman Grodin Law Corporation, 400 Capitol Mall, 11th Floor, Sacramento, California 95814.

C. Date, Place, and Other Circumstances Giving Rise to the Asserted Claim

The claim arises out of the Entities' pattern and practice of conduct, namely, the regular and material maintenance of trees, constituting either (1) evidence of the Entities' ownership of the alleyway in which the trees are located, or (2) if the Entities deny actual ownership, the acceptance of Claimant's and previous owners' implied offer of dedication of the alleyway. The Entities' pattern and practice of maintenance was ongoing for many years until, in 2014, when they abruptly withdrew from their previous established practice (see included exhibits). We are informed and believe that GCSD owns and maintains a sewer line within and under the alleyway, which alternatively supports Claimant's position that GCSD's maintenance of those improvements constitutes an acceptance of the implied dedication of the alleyway in favor of GCSD. GCSD's maintenance of the sewer improvements is consistent and ongoing.

D. General Description of the Merits of the Claim

1. Introduction

Claimant currently resides at 60 Valencia Street, Half Moon Bay, California 94019. There is an alleyway directly behind Claimant's property. Enclosed is a copy of Claimant's deed. (Exh. A.) The alleyway was not conveyed as part of Claimant's real property. Claimant has no easement upon it. The alleyway is fenced off by Claimant and other neighbors, as has been the case since the block was developed. There are no "adverse uses." The alleyway has never been abandoned to the property owners along Valencia and Ventura—the streets behind the alleyway. By process of exclusion, it appears the alleyway belongs to the City, the District, or GCSD, the only three entities that have used it. A large Cypress tree grows in the middle of the alleyway (the "Cypress Tree"). The Cypress Tree (and other similar trees, now cut to stumps) has always (until now) been maintained by the Entities. Claimant has never performed any physical maintenance or financially contributed to the upkeep of the Cypress Tree. To the contrary, the Entities have retained an independent contractor, J & B Tree Service of Montara, California, to maintain the original row of trees, with the consent and non-interference of Claimant. Thus, Claimant dedicated any interest she may arguably have had in the alleyway and the Cypress Tree, and the Entities have duly accepted that dedication through their continued maintenance of the Cypress Tree and the sewer improvements. An exchange of correspondence between Claimant and the City evidencing the City's attempted abnegation of responsibility for the Cypress Tree is attached hereto as Exhibit B.

2. Authority regarding Dedications

A dedication is the application of real property to a public use by the acts of its owner which clearly manifest the intent that it be used for a public purpose. (*California Water & Tel. Co. v. Public Utilities Commission* (1959) 51 Cal.2d 478, 494.) The property interest dedicated may be either an easement or the fee title interest. Such property can be dedicated under California statutory authority or under the common law.

A common law dedication is accomplished without satisfying the formalities of any statute. In most cases, the court finds that the property has been dedicated by implication as a result of the conduct or acquiescence of the landowner, but dedication can also occur by an express grant or conveyance. Such dedications are not within the Statute of Frauds and no writing is required to effect a dedication.

Dedications require a clear and unequivocal intent by the property owner to dedicate his or her property to a public use. (*California Water & Tel. Co.*, *supra*, 51 Cal.2d at 494.) The intent may be implied. (*Yucaipa Water Co. No. 1 v. Public Utilities Commission* (1960) 54 Cal.2d 823, 828.) Thus, a dedication may come from conduct or acquiescence by the owner that provides a clear manifestation of the intent to dedicate the property. A dedication can also be presumed from the owner's knowing acquiescence in the open use of the property by the public. (*County of Los Angeles v. Berk* (1980) 26 Cal.3d 201, 213-14.) Although such dedications can be implied-in-fact or implied-in-law, it is likely that the dedication here was implied-in-law because it occurred without affirmative acts by Claimant. (*County of Los Angeles*, *supra*, 26 Cal.3d at 213-14.) Such an offer of dedication only requires a period of use by the public without effectual efforts by the owner to prevent such use and without an express grant of permission for a public license to use the property. (*Miller & Starr, California Real Estate*, Ch. 26, Dedication, 26-13.)

When use by the public has been continuous and uninterrupted for many years, there is sufficient evidence of an implied-in-law dedication without regard to the intentions of the owner and without proof of individual adversity or continuity of use on the part of any individual members of the public. (*County of Los Angeles*, *supra*, 26 Cal.3d at 216; *Gion v. City of Santa Cruz* (1970) 2 Cal.3d 29.) An implied dedication may be found from a period of public use that is less than the prescriptive period of five years. (*Union Trans. Co. v. Sacramento County* (1954) 42 Cal.2d 235, 241.) Furthermore, since it is an implied dedication rather than a prescriptive easement, it need not be proved that the public made continuous use of the property for a five-year period. It is sufficient that the public generally uses the property, and it must only be shown that the land was used as if it were public land. (*Gion*, *supra*, 2 Cal.3d at 39; *County of Los Angeles*, *supra*, 26 Cal.3d at 216.)

Ms. Delia Comito, Mr. Chuck Duffy, and Mr. Jonathan Wittwer

May 15, 2015

Page 5 of 7

Claimant's implied intent to dedicate the property is clear and unequivocal. At all times relevant herein, Claimant allowed the Entities to utilize the alleyway and the Cypress Tree without interruption and without attempting to impose conditions or requirements. She was always cognizant that the Entities were expending their public funds to retain a third-party contractor to maintain and care for the Cypress Tree and the surrounding alleyway. In spite of this knowledge, Claimant never objected to the Entities' use and maintenance of the property as their own, because she was making an implied offer of dedication to the Entities which was accepted, as discussed below.

An acceptance of a common-law dedication can be accomplished either by a formal resolution by the governing body that has jurisdiction over the property or by some informal method. Informal acceptances can be accomplished by the public use of the property. (*Union Transp. Co.*, *supra*, 42 Cal.2d at 240.) As a general rule, when the public authorities expend public funds for the improvement or maintenance of the area offered for dedication, there is sufficient evidence of the public's acceptance of the offer to dedicate the property. (*Wolfskill v. Los Angeles County* (1890) 86 Cal.405, 410 (acts of the public authority in maintaining a road found sufficient for a public dedication); *San Francisco Sulphur Co. v. Contra Costa County* (1929) 207 Cal.1, 5, 6 (county improvement of streets deemed sufficient to constitute acceptance of public dedication); see, also, *Ullery v. County of Contra Costa* (1988) 202 Cal.App.3d 562, 568 (public acceptance of dedication where public agency performs maintenance and repair work on the system).)

As stated above, the Entities used public funds to retain an independent contractor to maintain the Cypress Tree and surrounding area. This situation fits squarely within the long-standing precedent that a public authority accepts an offer of dedication when it expends public funds for said dedication's improvement or maintenance. Any other conclusion is illogical and contrary to the manner in which municipalities reasonably operate. If the City was not assuming responsibility for the Cypress Tree, it would not expend its finite resources to maintain the Cypress Tree. These circumstances give rise to a clear case of offer and acceptance of an implied dedication.

Even if the City had not spent public funds on the maintenance of the Cypress Tree, mere public use constitutes acceptance of the dedication. (*Diamond Match Co. v. Savercool* (1933) 218 Cal. 665, 670.) In fact, the type of use necessary to prove acceptance can be less than the use necessary to show an implied offer by the property owner to dedicate the property. (*Union Transp. Co., supra*, 42 Cal.2d at 240-41.) Even if the Entities had not retained the contractor to maintain the Cypress Tree with public funds, public use of the space, and the Cypress Tree, would be sufficient to constitute a public acceptance of the dedication.

3. Alternative Theories of Relief

If the Entities continue to deny responsibility for the Cypress Tree, Claimant is evaluating the merits of an action for inverse condemnation, in that the attendant risks of the Entities' failure to maintain the Cypress Tree devalues Claimant's property due to the risk to persons and property of falling branches and cleanup costs, thereby increasing the cost of Claimant's property and casualty insurance. Other neighbors are similarly affected by the Entities' failure and refusal to continue to maintain the Cypress Tree.

E. Amount of Claim Insofar as It Is Currently Known

We are open to the following resolutions to the issues:

1. reimbursement of the fees Claimant will incur if she is obligated to maintain the Cypress Tree to protect herself from liability or risk of suit; or
2. removal of the Cypress Tree at the expense of the City, the Sewer District, or GCSD (unless the Entities agree to reinstitute maintenance of, and take responsibility for, the Cypress Tree).

Claimant is unable to provide an exact monetary figure for such a remedy, but anticipates it would exceed \$10,000.

Ms. Delia Comito, Mr. Chuck Duffy, and Mr. Jonathan Wittwer
May 15, 2015
Page 7 of 7

F. Proposed Plan for Resolution

The discussion above is exclusively addresses Claimant's claim. It is imperative, however, to acknowledge that there are two city blocks affected in the same manner. It may be more effective to discuss a resolution with regard to all persons affected. If the Entities are amenable to such a resolution, we will reach out to any neighbors whom we have yet to contact to get them to the negotiation table as well. Currently, the neighbors are not involved, although at least one of them has written a letter of similar tenor to the City and the matter is one of common concern to residents of the two affected blocks. We submit this claim first and foremost to engage the Entities in a negotiation to resolve this matter in a manner that is mutually satisfactory to everyone. To further that goal, we suggest engaging in mediation to address these issues, either exclusively as to Ms. Armstrong, or as applied to the two affected city blocks.

I look forward to hearing forward to hearing from you. Thank you for your attention to this matter.

Very truly yours,

weintraub|tobin



Josh H. Escovedo

JHE/ens

enclosures

cc: (w/o enclosures)

Client

Steve Wilson

EXHIBIT "A"

RECORDING REQUESTED BY
FOUNDERS TITLE

89101949

ORDER # / Esc #149446-LM

RECORDED AT REQUEST OF

APN 048-092-380

FOUNDERS TITLE COMPANY

WHEN RECORDED MAIL TO

RF	3
CO	
LN	
MF	1
AF	1
EB	5

1989 AUG -4 A 11: 23

Name

KENNETH J. SHARIGIAN & PATRICIA M
ARMSTRONG

Street
Address

60 VALENCIA STREET

City &

HALF MOON BAY, CA. 94019

State

WARREN SLOCUM RECORDER
SAN MATEO COUNTY
OFFICIAL RECORDS

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Grant Deed

ALL
PTN.
48-009-092-2901

The undersigned grantor(s) declare(s):

Documentary transfer tax is \$....451.00....

() computed on full value of property conveyed, or

() computed on full value less value of liens and encumbrances remaining at time of sale.

() Unincorporated area: () City of HALF MOON BAY

() Realty not sold.

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

HUGH DOHERTY and ANNE DOHERTY, husband and wife, as Joint Tenants

hereby GRANT(S) to KENNETH J. SHARIGIAN, an unmarried man and PATRICIA M. ARMSTRONG,
an unmarried woman, as Joint Tenants

that property in the City of HALF MOON BAY, SAN MATEO County, State of California, described
as: Lot 9, Block 2, as delineated upon that certain Map entitled, "MAP OF MIRAMAR TRACT
NO.1, HALF MOON BAY, SAN MATEO CO., CALIF.", filed for record on December 4, 1905 in Book
"E" of Maps at Page 20 and copied into Book 3 of Maps at Page 91 in the Office of the
Recorder of the County of San Mateo, California.

A.P.N. 048-092=380

J.P.N. 48-009-092-29.01

Documentary Transfer Tax
* * * PAID * * * *
San Mateo County
Paid By EB
Deputy Recorder

89101949

EXHIBIT "B"

Kenneth J. Sharigian & Patricia M. Armstrong
60 Valencia Street
Half Moon Bay, CA 94019
(650) 726-0263 or (415) 297-8053 (mobile for Armstrong)

February 17, 2014

Laura Snideman
Half Moon Bay City Manager
501 Main Street
Half Moon Bay, CA 94019

Dear Ms. Snideman:

We are 25-year residents of the Miramar area of Half Moon Bay and the homeowners of the residential property at 60 Valencia Street. We write this letter to document our concerns regarding the existence of a clear and imminent danger posed by the large cypress tree located on the city-owned and maintained easement directly behind our home. It is our understanding that this concern was recently brought to your attention by one of our neighbors, Johanna Mayer of 54 Valencia Street. Ms. Mayer informed us of her concerns. This risk has also been brought to our attention by our long-time landscaper (California licensed) who recently indicated to us that there are signs that the tree is starting to fail, e.g. it has begun to throw off saplings.

Your records will also show that a companion tree in this easement was removed by the City, after bringing the risk to your attention, approximately 15 years ago. To the best of our knowledge, no one has checked on the condition of the remaining tree which currently has quite a bit of dead wood. Therefore we urge you to address this matter as soon as possible.

As you know, the Cypress trees in the Bay Area are shallow rooted and susceptible to falling over. Should that happen to this tree there are 4-5 houses in the immediate vicinity that could be severely damaged or even destroyed, depending on how the tree falls. And of course anyone in these homes, or walking nearby would be at risk of severe injury or death. The Bay Area news is filled with reports of occurrences such as these. Therefore, we bring this to your attention so that preventive measures can be taken before any such tragedy occurs.

We believe that the first step is to have a Certified Arborist conduct a simple evaluation of the tree to assess the condition and determine whether it can be safely maintained with appropriate care, or if, in the interest of public safety, complete removal is indicated. Please advise us as soon as possible regarding your proposed course of action to address this concern.

In the meantime, I plan to engage a Certified Arborist with Arborwell Professional Tree Care (www.arborwell.com) to provide a professional assessment of the tree in order to give our neighbors and us some greater peace of mind that we have appropriately addressed this potentially serious threat to persons and property. I will share these findings with the City as follow up to this correspondence.

Thank you for your timely attention to this matter.

Patricia Armstrong

Copies To:

Mayor John Muller

Tony Condotti, City Attorney

Johanna Mayer, 54 Valencia Street

Kenneth J. Sharigian & Patricia M. Armstrong
60 Valencia Street
Half Moon Bay, CA 94019
(650) 726-0263 or (415) 297-8053 (mobile for Armstrong)

March 14, 2014

Laura Snideman
Half Moon Bay City Manager
501 Main Street
Half Moon Bay, CA 94019

Dear Ms. Snideman:

I write as follow-up to recent correspondence with you regarding a Cypress tree in the city-owned and maintained easement directly behind our home at 60 Valencia Street in the Miramar neighborhood. In my letter of February 17, 2014 I brought to your attention our concern and the concerns of surrounding neighbors that this tree poses a clear and imminent danger that needs to be evaluated (see enclosed copy of the 2.17.14 letter). In that correspondence I requested a response regarding a proposed course of action by the City, and I also informed you of my intent to ask a Certified Arborist with Arborwell Professional Tree Care (www.arborwell.com) to consult on the tree and recommend a course of action.

You will find enclosed a summary of a visual site inspection by a Certified Arborist with Arborwell that provides an Estimate of incremental steps recommended, contingent on additional findings. You will note that visual inspection confirms a further risk assessment is required, and at minimum there is deadwood and dense end weight that should be reduced. I have enclosed a set of 5 photos that illustrate some of the points made regarding deadwood and density.

I will call the offices of the City to schedule an appointment to discuss your planned course of action.

Thank you for your timely attention to this matter.

Sincerely,

✓ Patricia Armstrong

Copies To:
Mayor John Muller
Tony Condotti, City Attorney
Johanna Mayer, 54 Valencia Street
Nona Thompson-Nagalama, 47 Ventura Street



2337 American Ave.
Hayward CA 94545
(888) 969-8733
www.arborwell.com
(510) 881-5208 Fax

Estimate

Date 2/20/2014
Estimate # E61676
Sales Rep Jonathan Cardenas
PO #
Contact Pat Armstrong

Bill To

Pat Armstrong
60 Valencia Street
Half Moon Bay CA 94019

Property
Pat Armstrong
60 Valencia Street

Half Moon Bay California 94019

Please note: Site inspection was conducted on 2/13/14. No root crown excavation or resistograph testing was performed. This Monterey cypress is very mature and the canopy is very dense with long heavy limbs. Arborwell recommends that a risk assessment be done on the tree and a report (including a resistograph test & Root Crown Excavation) on its findings be produced.

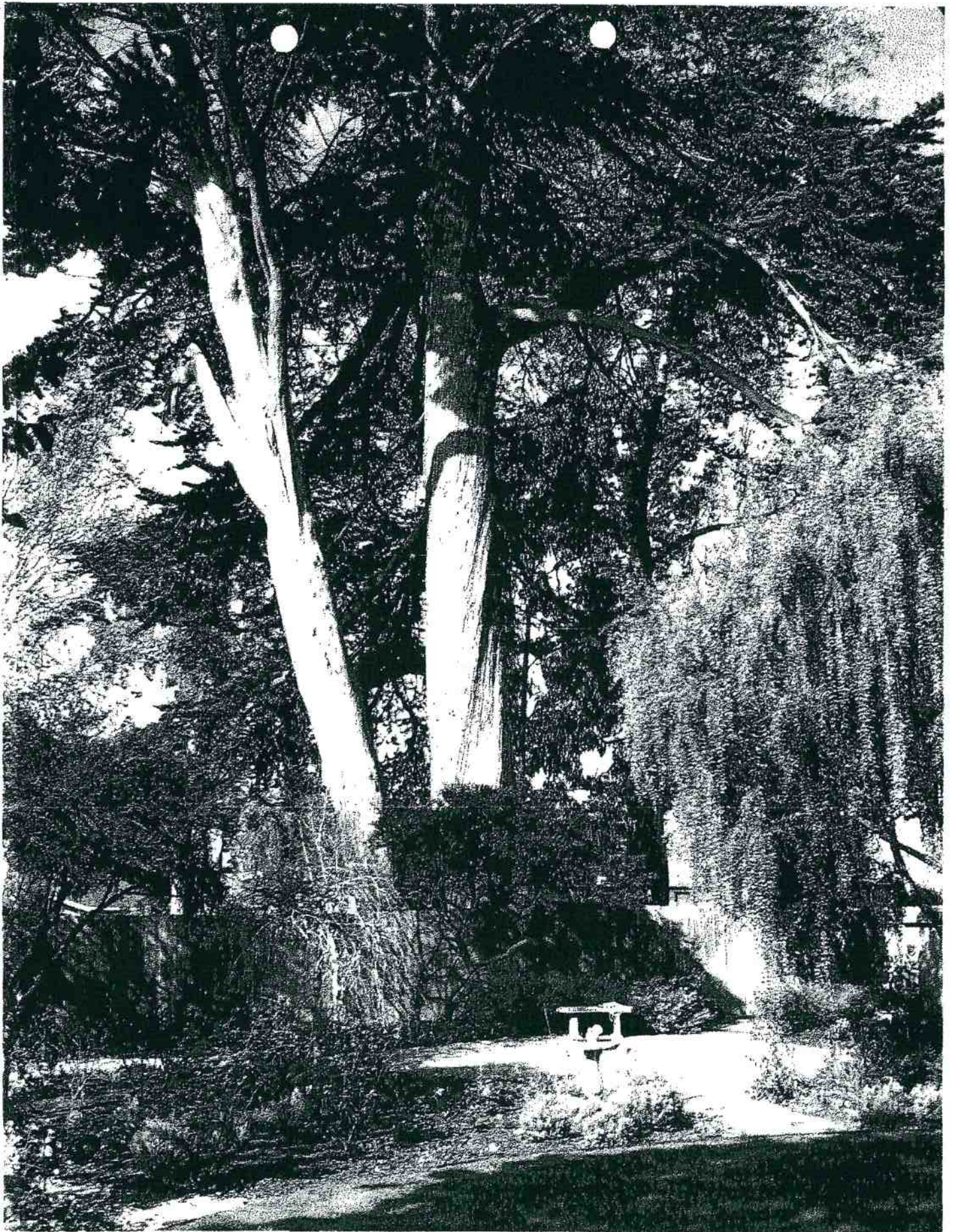
Species	Qty	Description	Location	Est. Amount
Cypress, Monterey	1	After the report is complete, if the tree is to remain, it is recommended that at a minimum the deadwood be removed, the canopy be thinned and the long heavy limbs be end weight reduced. Depending on the findings of the report, it may be necessary to remove one large side branch as it appears to be heavy and lack good structure. If however, an approved risk assessment confirms the tree too dangerous to remain and a determination of complete removal is indicated, then a new quote for the revised scope of work shall be provided. Additionally, there are approximately 3 old decomposing stumps in the area of the tree that should be removed because of the possibility of their harboring pests.		
Cypress, Monterey	1	ISA Certified Arborist Report (Resistograph testing)		900.00
Cypress, Monterey	1	Airspade Root Crown Excavation - Expose root crown by removing excess soil from base of trunk using an air spade.		400.00
Cypress, Monterey	1	Crown Clean & Thin - The removal of dead, dying, or diseased branches, weak branches, or water sprouts, and clear branches to increase light penetration, air movement, and reduce weight.		2,958.00
Cypress, Monterey	1	Remove Branch- remove large side branch (pricing assumes approval of the pruning work being proposed)		1,190.00
Cypress, Monterey	3	Remove Stump - removal of a tree's stump to an approximate depth of six inches with chip backfill. Arborwell is not liable for any damage to surrounding utilities.		1,800.00

Please proceed.

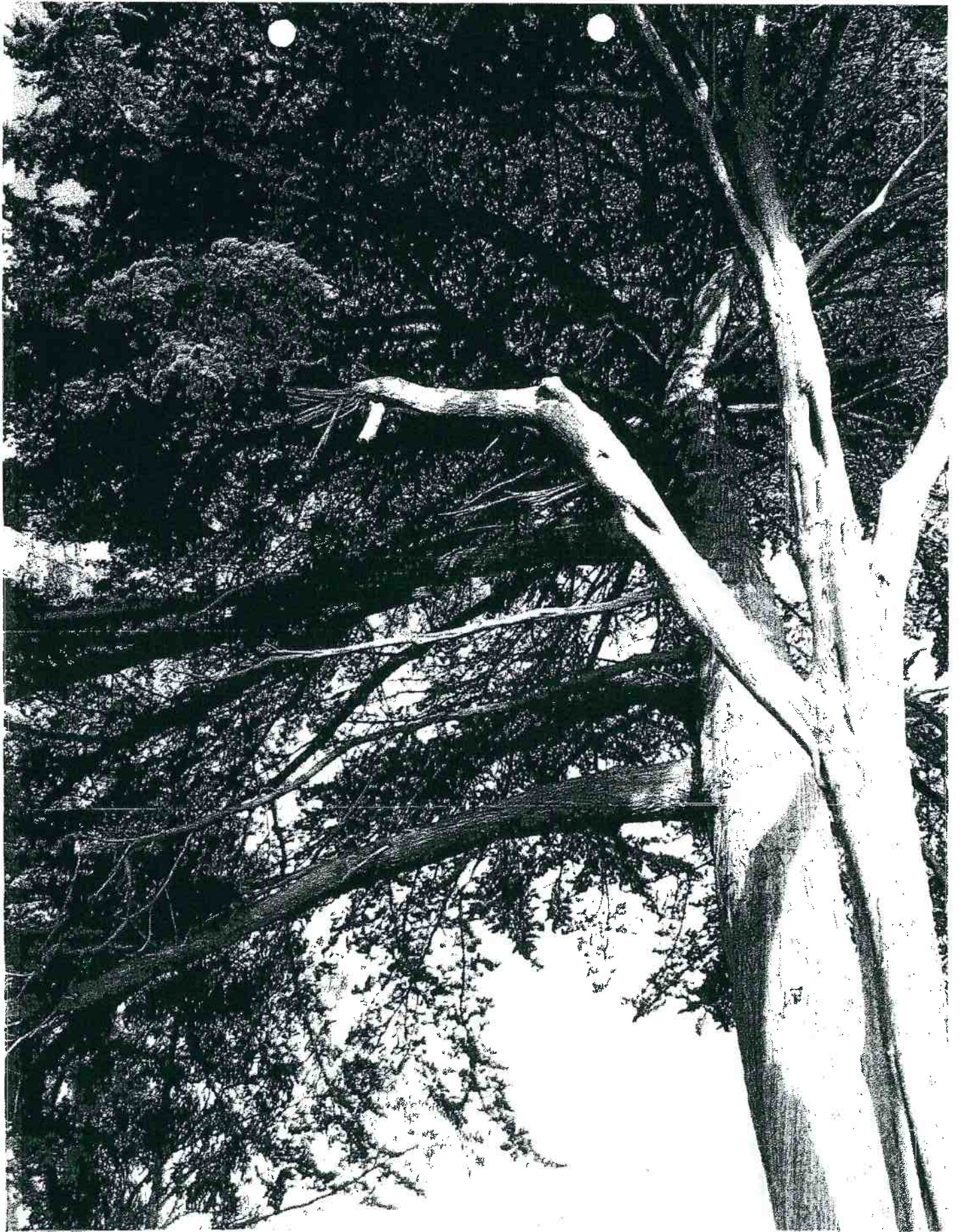
Waiting for completion of report

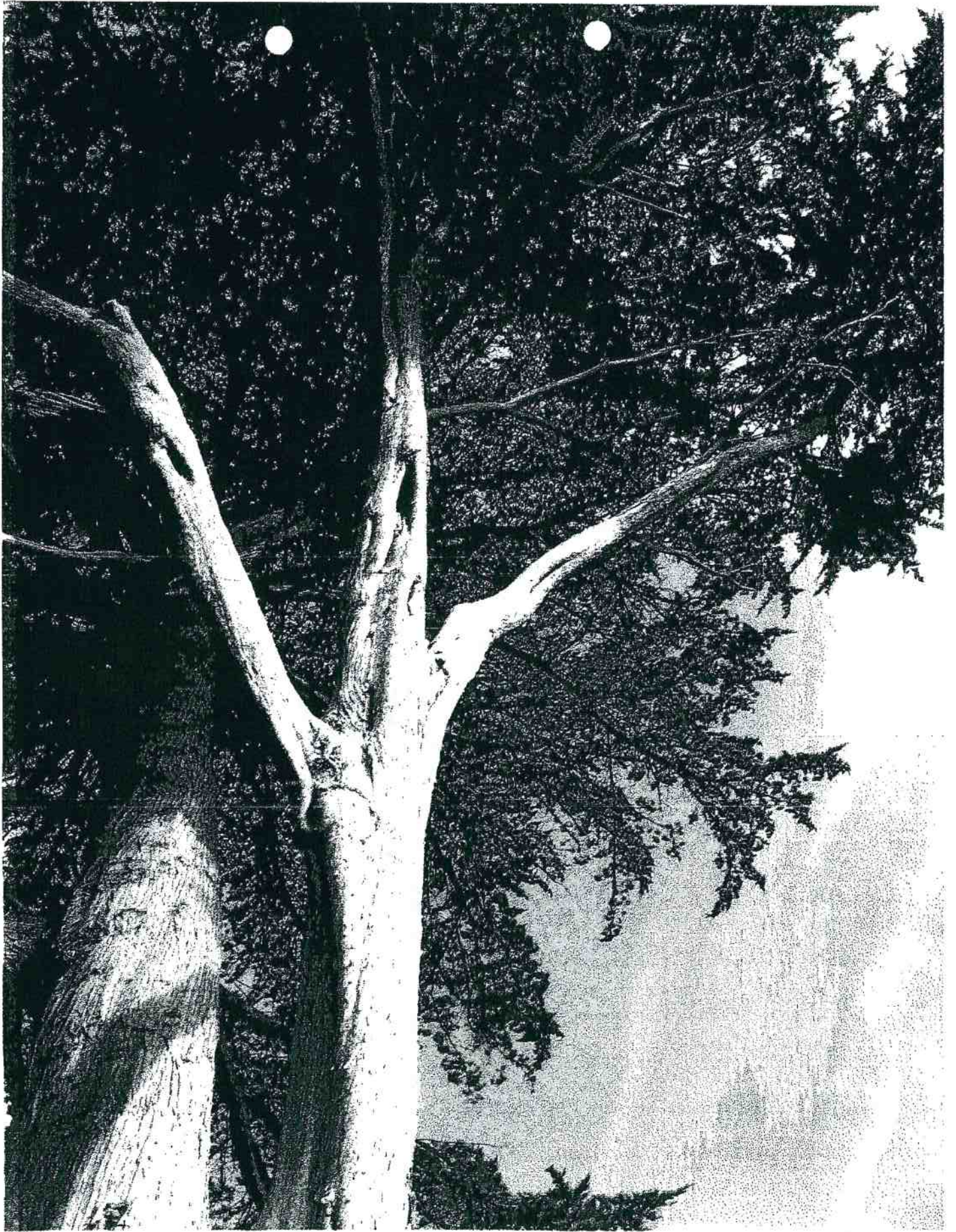
*Approved as modified.
Patricia M. Armstrong
5.2.14*

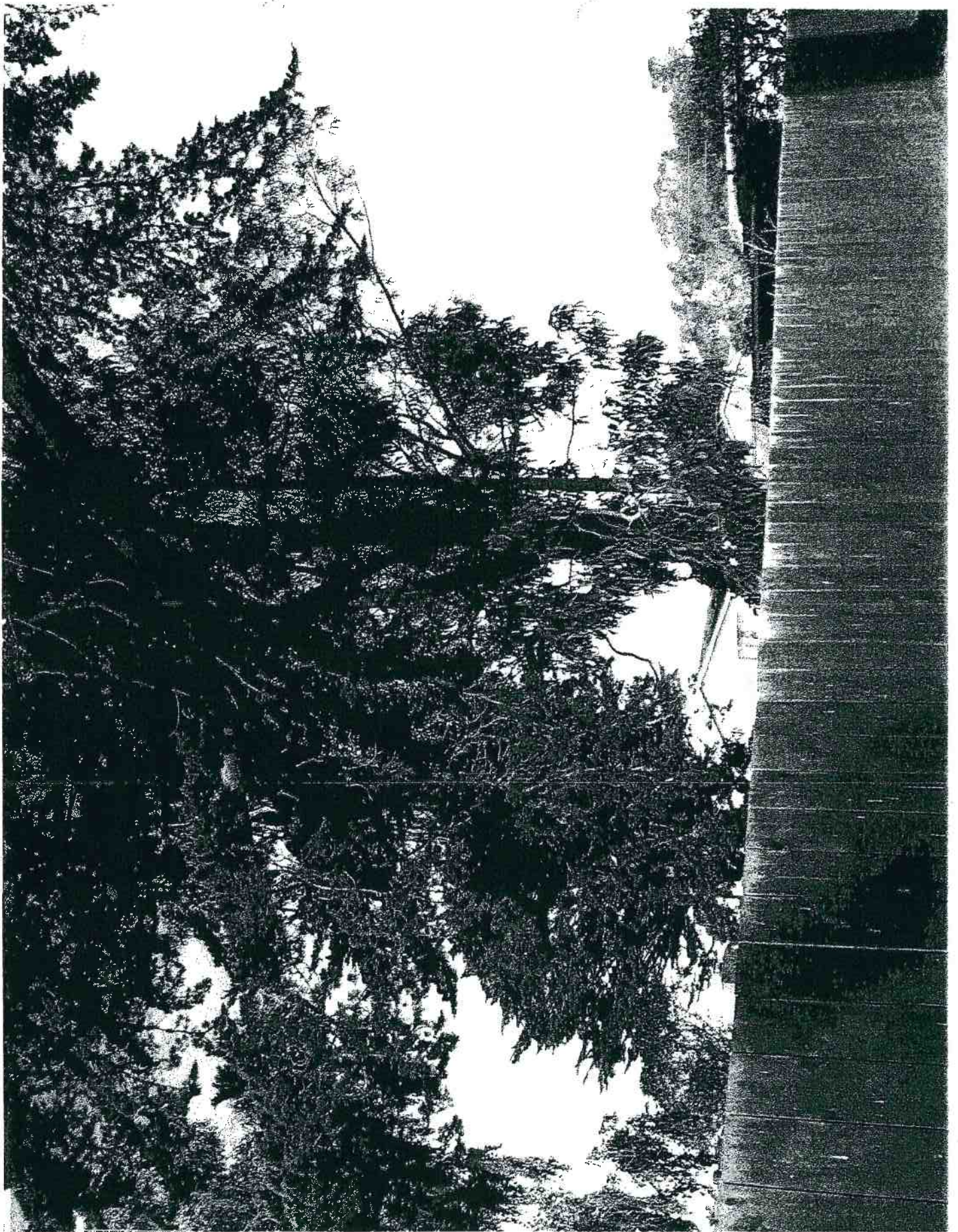
Total \$7,248.00
\$1,300.00











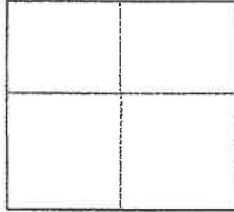
CORNER RECORD

Document Number _____

City of Half Moon Bay

County of SAN MATEO, California

Brief Legal Description: Lot 9, Block 2, as shown on the "Map of Miramar Tract" filed in Volume 3 of Maps at Page 91, in the Office of the Recorder for the County of San Mateo, State of California.



CORNER TYPE

Government Corner Control
Meander Property
Rancho Other
Date of Survey 09/12/14

COORDINATES (Optional)

N. _____
E. _____
Zone _____ NAD27 NAD83
NAD83 Epoch _____
Elev. _____
Vert. Datum: NGVD29 NAVD88
Meas. Units: Metric Imperial

Corner - Left as found Found and tagged Established Reestablished Rebuilt

Identification and type of corner found: Evidence used to identify or procedure used to establish or reestablish the corner: AS FOUND AND SET AS DESCRIBED/SHOWN ON PAGE 2 OF THIS CORNER RECORD.

A description of the physical condition of the monument as found and as set or reset: AS FOUND AND SET AS DESCRIBED/SHOWN ON PAGE 2 OF THIS CORNER RECORD.

SURVEYOR'S STATEMENT

This Corner Record was prepared by me or under my direction in conformance with the Land Surveyor's Act on September 18, 2014.

Signed _____ P.L.S. No. 7616
License Expires 12/31/2014



COUNTY SURVEYOR'S STATEMENT

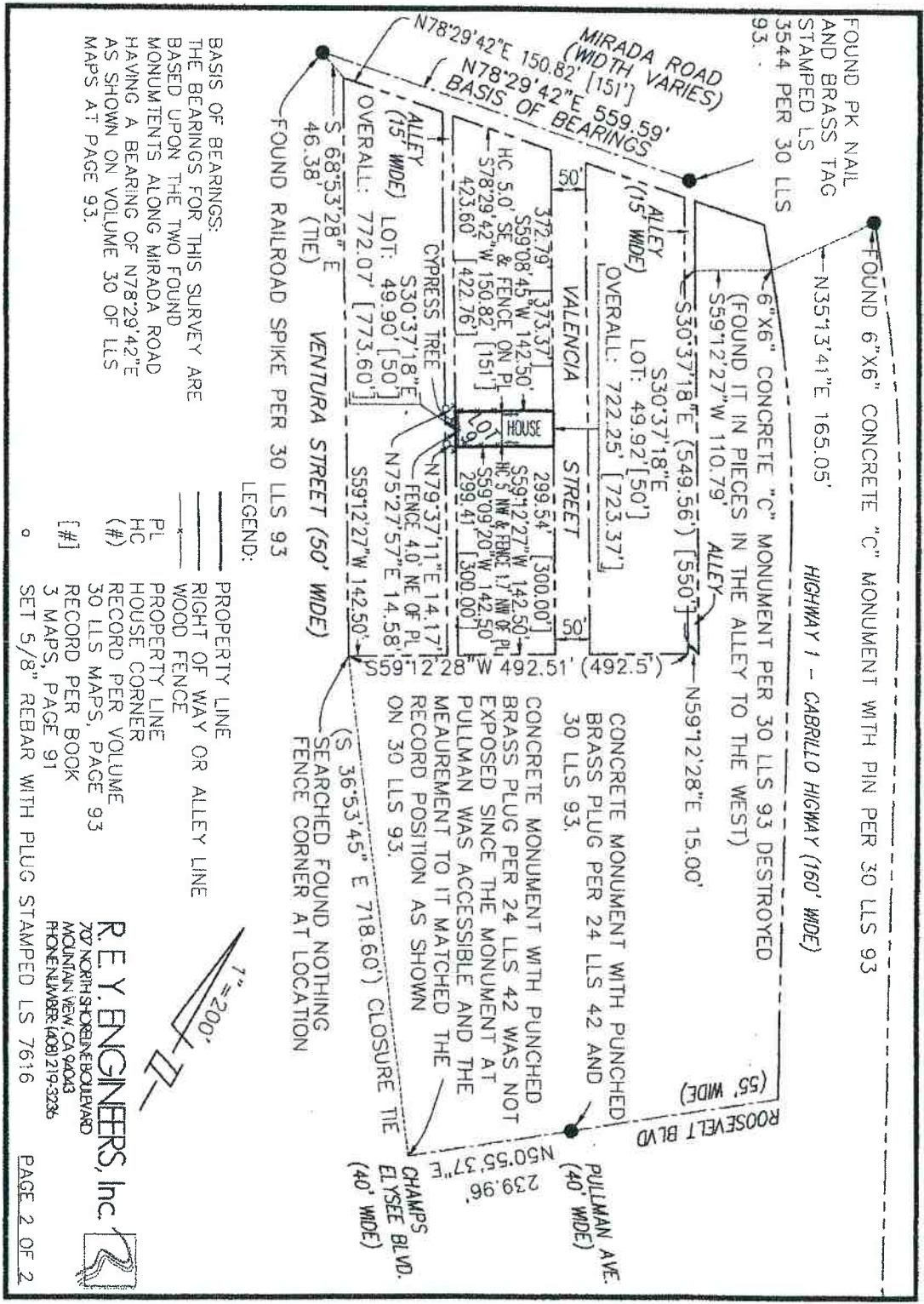
The Corner Record was received _____

And examined and filed _____

Signed _____ P.L.S or R.C.E. No. _____

Title _____

County Surveyor's Comment _____



BASIS OF BEARINGS:
THE BEARINGS FOR THIS SURVEY ARE BASED UPON THE TWO FOUND MONUMENTS ALONG MIRADA ROAD HAVING A BEARING OF N78°29'42"E AS SHOWN ON VOLUME 30 OF LLS MAPS AT PAGE 93.

LEGEND:

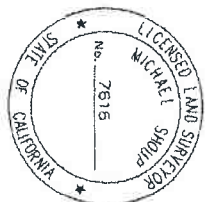
- PROPERTY LINE
- RIGHT OF WAY OR ALLEY LINE
- WOOD FENCE
- PROPERTY LINE
- HOUSE CORNER
- RECORD PER VOLUME (#)
- RECORD PER MAPS, PAGE 93 (#)
- RECORD PER BOOK (#)
- SET 5/8" REBAR WITH PLUG STAMPED LS 76:6

R.E.Y. ENGINEERS, Inc.
707 NORTH SHORELINE BOULEVARD
MOUNTAIN VIEW, CA 94043
PHONE NUMBER: (408) 219-3236

RE.Y. ENGINEERS, Inc
 707 NORTH STOKELINE BOULEVARD
 MOUNTAIN VIEW, CA 94048
 PHONE NUMBER (408) 219-3236



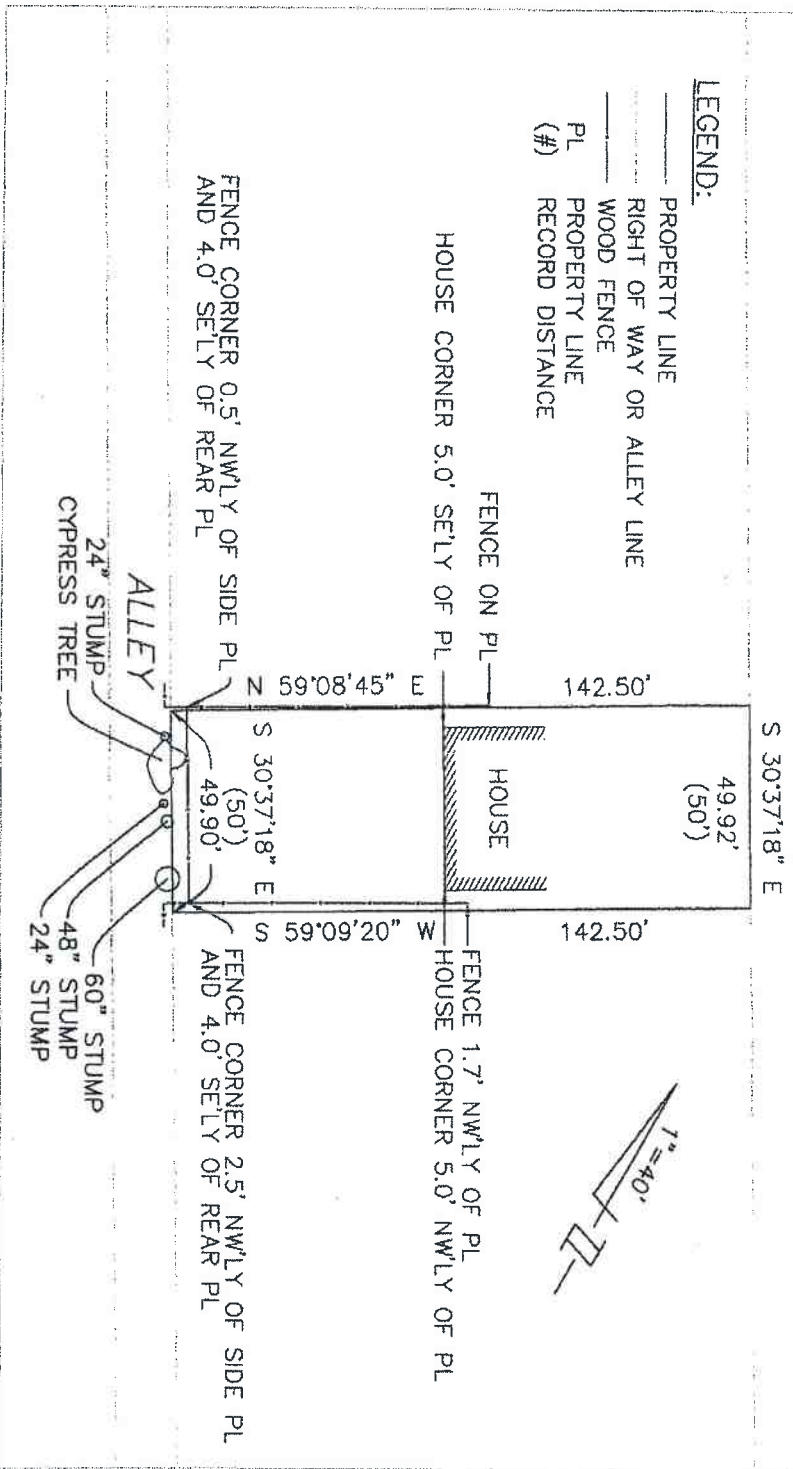
LAND SURVEY
 60 VALENCIA, HALF MOON BAY, CA
 SEPTEMBER 2014



Michael Shoups

LEGEND:

- PROPERTY LINE
- RIGHT OF WAY OR ALLEY LINE
- WOOD FENCE
- PL PROPERTY LINE
- (#) RECORD DISTANCE





CITY OF HALF MOON BAY
City Hall • 501 Main Street • Half Moon Bay • CA • 94019

April 16, 2014

Patricia M. Armstrong
Kenneth J. Sharigian
60 Valencia Street
Half Moon Bay, CA 94019

RE: Tree Maintenance behind the Property at 60 Valencia Street

Dear Ms. Armstrong,

We received your letter dated March 14, 2014 regarding maintenance of a cypress tree behind the property located at 60 Valencia Street. In your letter you stated that the tree is located in the City owned and maintained easement. We researched the recorded maps from the San Mateo County Recorder's Office; specifically the recorded map of Miramar Tract No.1 (copy attached), and it appears that the location of the tree is not a City Easement or Right-of-Way. The Map clearly designates only Valencia Street, Ventura Street and Guerrero Street for public use. The map does not designate the 15' path behind your parcel as City owned easement or right-of-way.

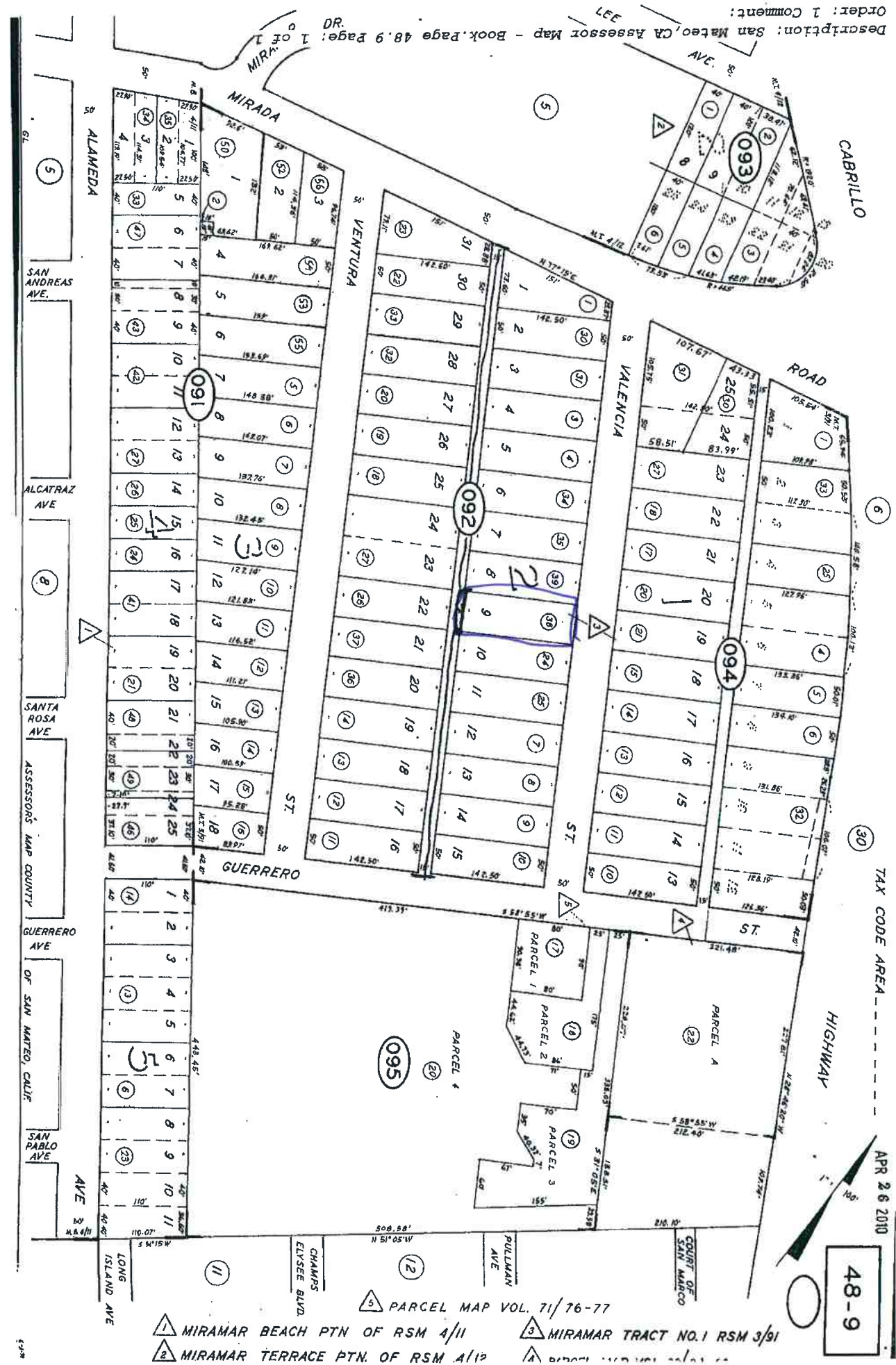
Furthermore, the City does not have any records of planting that tree nor doing any tree maintenance in that portion of the Miramar Tract. Your requested tree maintenance should be done by the responsible property owner. If you have documents designating the responsibility of this portion of land to the City, please provide us a copy for our review.

Please notify us of your proposed course of action and note that City permits are required for maintenance or removal of this tree. If you need additional information regarding this matter, please contact me or Mo Sharma, City Engineer at (650)726-8260.

Sincerely,

Dante Hall
Community Development Director

Cc: Interim City Manager
City Attorney
City Engineer
Public Works Superintendent



TAX CODE AREA - - - - -

APR 26 2010

48-9

5 PARCEL MAP VOL. 71/76-77

- 1 MIRAMAR BEACH PTN OF RSM 4/11
- 2 MIRAMAR TERRACE PTN. OF RSM 4/12
- 3 MIRAMAR TRACT NO.1 RSM 3/91
- 4

Agenda Item

5

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: SAM General O&M, Capitalized Maintenance, and Collections Budget for Fiscal Year 2015/16
Date: June 18, 2015

I have attached the proposed SAM budgets as circulated to the member agencies for FY 2015/16. Listed below is a summary of the SAM budgets.

	FY 2014/15 <u>Projected</u>	FY 2015/16 <u>Budget</u>
O&M	\$ 3,161,023	\$ 3,340,766
Collections	\$ 805,750	\$ 982,206
CMP	\$ 500,000	\$ 1,237,000

GSD's share of the SAM General O&M budget decreased by 6.2% over last year's budget, due mainly to our decreased percentage of total flow to the plant. The District's share of the SAM Collections budget increased 20% over last year's collections budget, due mainly to increased costs for the collections crew, and re-allocation of other staff's time to collections. The maintenance projects included in the SAM Capitalized Maintenance Budget are budgeted at \$1,237,000, \$500,000 of which will be funded out of current SAM reserves.

**SAM GENERAL OPS & CAPITALIZED
MAINTENANCE BUDGET
FISCAL YEAR 2015-16**

May 26, 2015

SEWER AUTHORITY MID-COASTSIDE

FY2015-16 JPA/O&M Budgeted Assessments

	<u>HMB</u>	<u>GCS</u>	<u>WSD</u>	<u>Total</u>
JPA/O&M Distribution	49.7%	28.5%	21.8%	100.0%
 <u>Annual Assessments</u>				
Admin General	\$ 557,861	\$ 319,900	\$ 244,695	\$ 1,122,456
Treatment General	\$ 1,056,004	\$ 605,555	\$ 463,197	\$ 2,124,756
NDWSCP General	\$ -	\$ -	\$ -	\$ -
 Annual JPA/O&M Total	 \$ 1,613,864	 \$ 925,455	 \$ 707,892	 \$ 3,247,212
 Monthly JPA/O&M Total	 \$ 134,489	 \$ 77,121	 \$ 58,991	

* Non-Domestic Waste Source Control Program (NDWSCP) costs are not included in assessment allocations because, except for some administrative costs, this program is funded entirely by commercial users and not the member agencies.

SEWER AUTHORITY MID-COASTSIDE

JPA/O&M Flow Calculation (using 1 year average)

Admin/Treatment	<u>HMB</u>	<u>GCS</u> D	<u>MW</u> SD	
FY 2015-16	49.7%	28.5%	21.8%	(based off Calendar Year 2014 Hours)
FY 2014-15	48.9%	31.3%	19.8%	(based off Calendar Year 2013 Hours)
Difference	1.6%	-9.0%	10.3%	

Flow Distribution - Calendar Year 2014

	Plant	HMB	GCSD	MWSD	Other	% HMB	% GCSD	% MWSD
January 14	1.318	0.660	0.383	0.275	0.000	50.1%	29.1%	20.9%
February 14	1.592	0.735	0.514	0.343	0.000	46.2%	32.3%	21.5%
March 14	1.497	0.691	0.476	0.331	0.000	46.2%	31.8%	22.1%
April 14	1.534	0.678	0.499	0.356	0.000	44.2%	32.5%	23.2%
May 14	1.339	0.655	0.419	0.265	0.000	48.9%	31.3%	19.8%
June 14	1.348	0.682	0.411	0.255	0.000	50.6%	30.5%	18.9%
July 14	1.323	0.654	0.416	0.253	0.000	49.4%	31.4%	19.1%
August 14	1.323	0.697	0.366	0.260	0.000	52.7%	27.7%	19.7%
September 14	1.305	0.694	0.333	0.277	0.000	53.2%	25.5%	21.2%
October 14	1.293	0.695	0.324	0.273	0.000	53.8%	25.1%	21.1%
November 14	1.399	0.743	0.376	0.280	0.000	53.1%	26.9%	20.0%
December 14	3.040	1.522	0.696	0.821	0.000	50.1%	22.9%	27.0%
Jan 2014 thru Dec 2014	18.311	9.106	5.213	3.989	0.000	49.7%	28.5%	21.8%

Flow Distribution - Calendar Year 2013

	Plant	HMB	GCSD	MWSD	Other	% HMB	% GCSD	% MWSD
January 13	1.772	0.858	0.563	0.351	0.000	48.4%	31.8%	19.8%
February 13	1.505	0.714	0.492	0.299	0.000	47.4%	32.7%	19.9%
March 13	1.506	0.715	0.479	0.312	0.000	47.5%	31.8%	20.7%
April 13	1.481	0.700	0.465	0.316	0.000	47.3%	31.4%	21.3%
May 13	1.418	0.707	0.430	0.281	0.000	49.9%	30.3%	19.8%
June 13	1.408	0.701	0.426	0.281	0.000	49.8%	30.3%	20.0%
July 13	1.389	0.669	0.450	0.270	0.000	48.2%	32.4%	19.4%
August 13	1.359	0.657	0.438	0.264	0.000	48.3%	32.2%	19.4%
September 13	1.351	0.640	0.457	0.254	0.000	47.4%	33.8%	18.8%
October 13	1.361	0.678	0.432	0.251	0.000	49.8%	31.7%	18.4%
November 13	1.394	0.721	0.401	0.272	0.000	51.7%	28.8%	19.5%
December 13	1.375	0.713	0.389	0.273	0.000	51.9%	28.3%	19.9%
Jan 2013 thru Dec 2013	17.319	8.473	5.422	3.424	0.000	48.9%	31.3%	19.8%

SEWER AUTHORITY MID-COASTSIDE

JPA/O&M Revenue Comparison

	Actual FY2013-14	FY2014-15 Budgeted Revenue	FY2015-16 Proposed Revenue	Change from FY 2014-15	
				\$	%
Member Assessments					
Admin	\$ 1,080,360	\$ 1,094,405	\$ 1,122,456	\$ 28,051	2.6%
Treatment	\$ 2,005,308	\$ 2,061,969	\$ 2,124,756	\$ 62,787	3.0%
Total	\$ 3,085,668	\$ 3,156,374	\$ 3,247,212	\$ 90,838	2.9%
Other Revenues (not from Member Assessments)					
NDWSCP	\$ 40,702	\$ 45,773	\$ 52,277	\$ 6,504	14.2%
Admin - Other	\$ 70,627	\$ 32,769	\$ 35,277	\$ 2,508	7.7%
Treatment -Other	\$ 6,335	\$ 12,000	\$ 6,000	\$ (6,000)	-50.0%
Total Other Revenue	\$ 117,663	\$ 90,542	\$ 93,554	\$ 9,012	10.0%
Total Revenues	\$ 3,203,331	\$ 3,246,916	\$ 3,340,766	\$ 99,850	3.1%

JPA/O&M Expenditure Comparison

	Actual FY2013-14	FY2014-15 Budgeted Expenditures	FY2015-16 Proposed Expenditures	Change from FY 2014-15	
				\$	%
Admin	\$ 1,159,711	\$ 1,127,174	\$ 1,157,733	\$ 30,559	2.7%
Treatment	\$ 1,930,669	\$ 2,073,969	\$ 2,130,756	\$ 56,787	2.7%
NDWSCP	\$ 49,655	\$ 45,773	\$ 52,277	\$ 6,504	14.2%
Total	\$ 3,140,035	\$ 3,246,916	\$ 3,340,766	\$ 93,850	2.9%

SEWER AUTHORITY MID-COASTSIDE

FY 2015-16

Member Agency **JPA/O&M** Assessment Comparison

City of Half Moon Bay					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Admin	\$ 540,672	\$ 535,417	\$ 557,861	\$ 22,443	4.2%
Treatment	\$ 1,003,560	\$ 1,008,780	\$ 1,056,004	\$ 47,223	4.7%
NDWSCP	\$ -	\$ -	\$ -	\$ -	
Total	\$ 1,544,232	\$ 1,544,198	\$ 1,613,864	\$ 69,667	4.5%
Monthly Total	\$ 128,686	\$ 128,683	\$ 134,489	\$ 5,806	4.5%

Granada Community Services District					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Admin	\$ 309,588	\$ 342,622	\$ 319,900	\$ (22,722)	-6.6%
Treatment	\$ 574,656	\$ 645,534	\$ 605,555	\$ (39,978)	-6.2%
NDWSCP	\$ -	\$ -	\$ -	\$ -	
Total	\$ 884,244	\$ 988,155	\$ 925,455	\$ (62,700)	-6.3%
Monthly Total	\$ 73,687	\$ 82,346	\$ 77,121	\$ (5,225)	-6.3%

Montara Water and Sanitary District					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Admin	\$ 230,100	\$ 216,366	\$ 244,695	\$ 28,329	13.1%
Treatment	\$ 427,092	\$ 407,655	\$ 463,197	\$ 55,541	13.6%
NDWSCP	\$ -	\$ -	\$ -	\$ -	
Total	\$ 657,192	\$ 624,021	\$ 707,892	\$ 83,871	13.4%
Monthly Total	\$ 54,766	\$ 52,002	\$ 58,991	\$ 6,989	13.4%

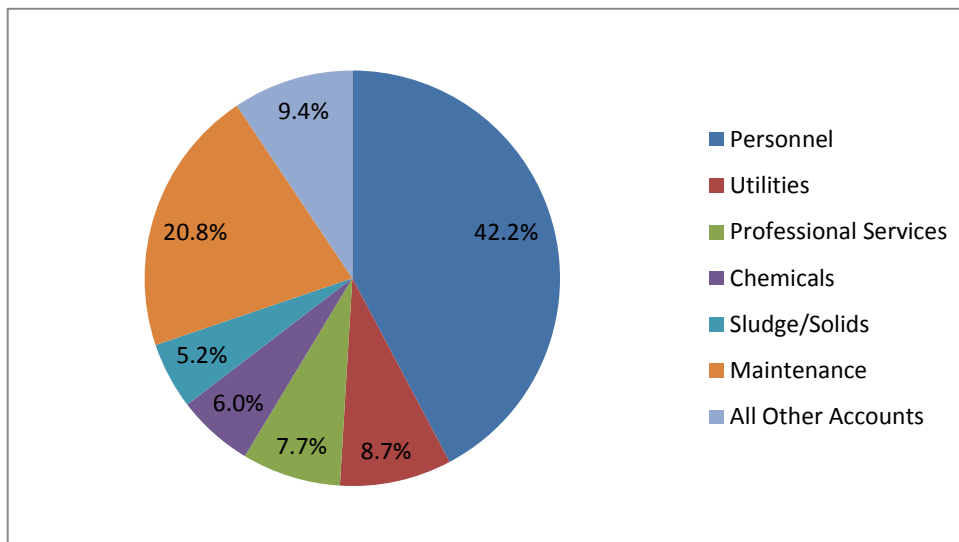
Total	\$ 3,085,668	\$ 3,156,374	\$ 3,247,212	\$ 90,838	2.9%
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* Non-Domestic Waste Source Control Program (NDWSCP) costs are not included in assessment allocations because, except for some administrative costs, this program is funded entirely by commercial users and not the member agencies.

SEWER AUTHORITY MID-COASTSIDE

General Operating Budget - Cost Center Roll-Up

Grouped Categories	Actual FY2013-14	FY2014-15 Budgeted Expenditures	FY2015-16 Proposed Expenditures	Change from FY 2014-15	
				\$	%
Personnel	1,087,674	1,261,447	1,410,754	\$ 149,307	11.8%
Utilities	301,613	290,180	291,748	\$ 1,569	0.5%
Professional Services	513,940	317,086	257,032	\$ (60,054)	-18.9%
Chemicals	180,006	192,995	198,923	\$ 5,928	3.1%
Sludge/Solids	164,283	173,372	173,372	\$ -	0.0%
Maintenance	624,510	694,715	695,715	\$ 1,000	0.1%
All Other Accounts	268,009	317,122	313,222	\$ (3,900)	-1.2%
Passthrough Accounts	-	-	-	\$ -	0.0%
Total	3,140,035	3,246,916	3,340,766	93,850	2.9%



General Operating Budget

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
Income Accounts											
4011001	Operating Fund Admin Operating HMB	1,433,016	1,544,232	1,544,198	772,098	50.0%	1,544,196	100.0%	1,613,864	69,667	4.5%
4011002	Operating Fund Admin Operating GCSD	996,348	884,244	988,155	494,076	50.0%	988,152	100.0%	925,455	-62,700	-6.3%
4011003	Operating Fund Admin Operating MWSD	645,780	657,192	624,021	312,012	50.0%	624,024	100.0%	707,892	83,871	13.4%
Total	Assessments	3,075,144	3,085,668	3,156,374	1,578,186	50.0%	3,156,372	100.0%	3,247,212	90,838	2.9%
		0	0	0	0		0		0	0	
4043001	NDWSCP Revenue-Operating	32,706	39,857	45,523	0	0.0%	45,523	100.0%	52,027	6,504	
4043003	NDWSCP Revenue - Late Fee	238	844	250	0		250		250	0	
4081001	Treatment Trucked Waste	8,990	5,865	12,000	2,820	23.5%	5,640	47.0%	6,000	-6,000	-50.0%
40810	Misc. Revenue	3,168	30,985	500	2,278	455.7%	4,557	911.4%	1,500	1,000	200.0%
40850	Grant Revenue	0	0	0	0		0		0	0	
41110	Leachate Revenue	0	275	0	0		0		0	0	
40610	Insurance Dividend	29,521	32,979	25,000	0	0.0%	0	0.0%	26,922	1,922	7.7%
40910	Interest Revenue Operating	8,962	6,858	7,269	3,185	43.8%	6,370	87.6%	6,855	-414	-5.7%
Total	Other Income	83,585	117,663	90,542	8,283	9.1%	62,339	68.9%	93,554	3,012	3.3%
Total Income		3,158,729	3,203,331	3,246,916	1,586,469	48.9%	3,218,711	99.1%	3,340,766	93,850	2.9%

Expense Accounts											
50110	Directors Fees	12,300	10,300	10,200	4,100	40.2%	8,200	80.4%	10,200	0	0.0%
5021001	Productive Payroll	715,814	695,413	792,273	398,569	50.3%	797,138	100.6%	855,765	63,492	8.0%
5021002	Overtime	23,604	20,981	27,116	11,049	40.7%	22,098	81.5%	22,981	-4,135	-15.2%
5021003	Restricted Standby Pay	0	0	0	0		0		0	0	
5021004	Benefits	302,465	296,041	352,813	214,935	60.9%	429,870	121.8%	390,593	37,780	10.7%
5021005	Healthcare Benefits MOU Reserve	0	0	0	0		0		35,373	35,373	
5021006	Overtime Meals	0	0	200	0	0.0%	0	0.0%	200	0	0.0%
5021007	Temporary	35,617	36,367	41,940	9,146	21.8%	18,291	43.6%	63,770	21,830	52.1%
5021008	Retire Benefits	12,916	18,779	18,432	9,331	50.6%	18,662	101.2%	18,432	0	0.0%
5031002	Fingerprinting	0	0	0	0		0		0	0	
5031003	Employee Physicals	180	0	2,973	0	0.0%	0	0.0%	2,640	-333	-11.2%
5041001	Personnel Assistance	10,500	10,500	10,812	5,250	48.6%	10,500	97.1%	10,812	0	0.0%
5041002	Audit Fees	11,950	27,175	29,682	25,625	86.3%	51,250	172.7%	29,682	0	0.0%
5041003	Engineering Fees	281,079	147,071	85,000	70,512	83.0%	141,024	165.9%	75,000	-10,000	-11.8%
5041004	Legal Fees	74,771	103,157	78,550	31,437	40.0%	62,874	80.0%	36,050	-42,500	-54.1%
5041005	Payroll Costs	5,712	5,309	5,850	2,180	37.3%	4,360	74.5%	4,680	-1,170	-20.0%
5041006	Other Professional Services	61,554	205,655	68,692	29,271	42.6%	58,542	85.2%	57,308	-11,384	-16.6%
5041007	Special Consultant Services	0	0	0	0		0		20,000	20,000	
5051001	Janitorial	12,794	12,104	13,780	5,010	36.4%	10,019	72.7%	14,564	784	5.7%
5052002	Laundry Service	19,111	22,192	14,437	10,617	73.5%	21,233	147.1%	14,456	19	0.1%
5052003	Outside Lab Analysis	45,142	36,625	45,627	21,209	46.5%	42,419	93.0%	52,102	6,475	14.2%
5052004	Inspections	51,598	54,195	70,515	20,966	29.7%	41,932	59.5%	70,515	0	0.0%

General Operating Budget

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5052005	Calibration	19,061	17,030	13,000	4,862	37.4%	9,724	74.8%	13,000	0	0.0%
5052009	Solid Waste	160,095	164,283	173,372	64,611	37.3%	129,223	74.5%	173,372	0	0.0%
5052013	Maintenance Project Management	19,500	405	500	429	85.8%	858	171.5%	500	0	0.0%
5054004	Technical/Consulting Services	17,259	8,074	10,200	6,471	63.4%	12,941	126.9%	5,200	-5,000	-49.0%
5054005	Video Services	0	2,000	3,300	1,000		2,000		3,300	0	0.0%
50610	Memberships and Dues	14,258	15,135	16,530	10,806	65.4%	21,612	130.7%	16,530	0	0.0%
50710	Printing and Publications	2,875	3,562	3,425	709	20.7%	1,419	41.4%	2,675	-750	-21.9%
50810	Skills Improvements	6,981	4,467	6,300	1,404	22.3%	2,808	44.6%	3,300	-3,000	-47.6%
50910	Meetings and Travel	3,903	1,667	4,100	146	3.6%	292	7.1%	3,100	-1,000	-24.4%
5101004	Safety Physicals	0	0	0	0		0		0	0	
5102001	Safety Training	7,007	3,660	5,100	2,247	44.1%	4,494	88.1%	4,400	-700	-13.7%
5102002	Safety Shoes	918	1,064	1,320	0	0.0%	0	0.0%	1,320	0	0.0%
5102003	Personal Safety Equipment	8,726	2,448	1,500	742	49.4%	1,483	98.9%	1,500	0	0.0%
5102005	Safety Equipment	6,211	5,680	4,750	5,509	116.0%	11,018	231.9%	1,750	-3,000	-63.2%
5102006	Safety Program Administration	0	4,999	25,000	0	0.0%	0	0.0%	15,000	-10,000	-40.0%
5111001	Postage	1,500	2,361	3,081	1,063	34.5%	2,126	69.0%	3,000	-81	-2.6%
5111002	Equipment Rental	99,500	33,414	66,000	13,233	20.0%	26,465	40.1%	15,000	-51,000	-77.3%
5111003	Office Supplies	4,156	3,289	5,032	1,511	30.0%	3,021	60.0%	5,032	0	0.0%
5111004	Computer/Supplies	6,576	6,366	8,670	6,510	75.1%	13,020	150.2%	8,670	0	0.0%
5111005	General Supplies	4,267	3,208	5,380	3,332	61.9%	6,663	123.9%	5,380	0	0.0%
5111006	Bad Debt Expense	1,139	0	0	1,128		2,256		0	0	
5121002	Liability Insurance	26,260	34,664	36,588	17,848	48.8%	35,696	97.6%	29,849	-6,739	-18.4%
5121003	Property Insurance	22,583	24,043	23,716	10,649	44.9%	21,297	89.8%	22,362	-1,354	-5.7%
5121006	Claims	35,000	0	25,000	0	0.0%	0	0.0%	25,000	0	0.0%
5121007	Dishonesty Bond Insurance	328	358	358	179	50.0%	358	99.9%	376	18	5.0%
5132001	Telephone	15,763	16,822	12,566	6,844	54.5%	13,689	108.9%	12,566	0	0.0%
5132002	Electric	258,288	270,660	260,397	117,050	45.0%	234,101	89.9%	261,702	1,305	0.5%
5132003	Natural Gas	1,573	1,454	1,893	113	6.0%	227	12.0%	1,989	96	5.1%
5132004	Water	27,077	29,499	27,890	9,759	35.0%	19,519	70.0%	28,057	167	0.6%
5141002	Mailing Machine	0	0	0	0		0		0	0	
5141003	Copy Machine	6,817	7,284	6,625	3,041	45.9%	6,082	91.8%	6,625	0	0.0%
5142005	Pagers	0	0	0	0		0				
5142006	Alarm System	3,700	1,978	2,100	989	47.1%	1,978	94.2%	2,100	0	0.0%
5142007	Radio System	0	360	2,900	0	0.0%	0	0.0%	2,900	0	0.0%
5142008	Permits, Licenses and Fees	31,049	32,134	44,484	25,207	56.7%	50,414	113.3%	44,484	0	0.0%
5152001	Diesel	12,323	8,898	11,858	1,602	13.5%	3,204	27.0%	8,400	-3,458	-29.2%
5152002	Gasoline	4,203	3,435	8,065	1,506	18.7%	3,011	37.3%	4,800	-3,265	-40.5%
5152003	Lubricants	1,455	3,704	2,450	0	0.0%	0	0.0%	2,450	0	0.0%
5162001	Chemical-General	2,091	1,761	2,450	770	31.4%	1,540	62.9%	2,523	73	3.0%
5162002	Maintenance	10	13	2,250	35	1.6%	71	3.1%	2,250	0	0.0%
5162003	General	0	0	0	0		0		0	0	
5162004	Chemicals-Hypoclorite-Plant	59,208	48,775	56,700	26,450	46.6%	52,901	93.3%	58,450	1,750	3.1%

General Operating Budget

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5162005	Chemicals-Bisulfite	51,074	46,334	41,275	20,124	48.8%	40,248	97.5%	42,575	1,300	3.1%
5162006	Chemicals-NaOCL-Pump Station	38,680	37,014	38,270	16,539	43.2%	33,079	86.4%	39,451	1,181	3.1%
5162007	Chemicals-Polymer	29,406	26,692	29,500	8,915	30.2%	17,831	60.4%	30,380	880	3.0%
5162008	Chemicals-FeCl3	17,235	19,430	24,800	6,852	27.6%	13,703	55.3%	25,544	744	3.0%
5162010	Chemicals-NaOH-Plant	0	0	0	0		0		0	0	
5172001	Lab Chemicals	1,619	977	1,500	571	38.1%	1,143	76.2%	1,500	0	0.0%
5172002	Lab Maintenance Supplies	189	33	1,000	1,060	106.0%	2,120	212.0%	1,000	0	0.0%
5172003	Lab General	7,649	10,891	7,750	1,497	19.3%	2,994	38.6%	7,750	0	0.0%
5172004	Public Outreach Gen Supplies	5,220	8,194	5,100	-379	-7.4%	-758	-14.9%	2,550	-2,550	-50.0%
5181001	Office Equipment	1,202	2,092	2,781	27	1.0%	55	2.0%	2,781	0	0.0%
5182002	Vehicles	5,615	2,034	6,000	2,240	37.3%	4,481	74.7%	6,000	0	0.0%
5182003	Building and Grounds	53,415	11,249	10,000	11,059	110.6%	22,119	221.2%	15,000	5,000	50.0%
5182004	Pump Station	159,102	94,943	195,000	68,758	35.3%	137,516	70.5%	178,000	-17,000	-8.7%
5182005	Plant Equipment	346,346	407,490	298,000	224,913	75.5%	449,827	150.9%	362,000	64,000	21.5%
5182013	Facility Roofing	12,450	0	30,000	0	0.0%	0	0.0%	30,000	0	0.0%
5182014	Instrumentation	1,340	0	0	0		0		0	0	
5184020	Leahate Delivery Expenses	0	0	0	0		0		0	0	
5184006	Sewer Line - HMB	0	0	0	0		0		0	0	
5184007	Sewer Line-GCSD	0	0	0	0		0		0	0	
5184008	Sewer Line - MWSD	0	0	0	0		0		0	0	
5184009	Lift Station - HMB	0	0	0	0		0		0	0	
5184010	Lift Station - GCSD	0	0	0	0		0		0	0	
5184011	Lift Station-MWSD	0	0	0	0		0		0	0	
5184012	SAM Collection Equipment	10	0	0	0		0		0	0	
52310	Service/Bank Charges	2	5	0	61		122		0	0	
52410	Interest Expense	0	0	0	0		0		0	0	
52510	Depreciation Expense	0	0	0	0		0		0	0	
5202001	Mechanical Tools	1,294	960	1,200	898	74.9%	1,797	149.7%	11,200	10,000	833.3%
5202002	General Tools	490	882	1,000	412	41.2%	824	82.4%	1,000	0	0.0%
53210	Fines and Penalties	0	0	0	0		0		0	0	
Total Expenses		3,301,103	3,140,035	3,246,916	1,580,512	48.68%	3,161,023	97.35%	3,340,766	93,850	2.9%

SEWER AUTHORITY MID-COASTSIDE

Administration Budget

Grouped Categories	Actual	FY2014-15	FY2015-16	Change from	
	FY2013-14	Budgeted Expenditures	Proposed Expenditures	FY 2014-15	
				\$	%
Personnel	\$ 521,798	\$ 688,944	\$ 776,929	\$ 87,985	12.8%
Utilities	\$ -	\$ -	\$ -	\$ -	0.0%
Professional Services	\$ 504,741	\$ 282,086	\$ 232,032	\$ (50,054)	-17.7%
Chemicals	\$ -	\$ -	\$ -	\$ -	0.0%
Sludge/Solids	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance	\$ 1,235	\$ -	\$ -	\$ -	0.0%
All Other Accounts	\$ 131,938	\$ 156,144	\$ 148,772	\$ (7,372)	-4.7%
Passthrough Accounts	\$ -	\$ -	\$ -	\$ -	0.0%
Total	1,159,711	1,127,174	1,157,733	30,559	2.7%

SEWER AUTHORITY MID-COASTSIDE

FY2015-16 Capitalized Maintenance Budgeted Assessments

	<u>HMB</u>	<u>GCS</u> D	<u>MWSD</u>	<u>Total</u>
Capitalized Maintenance Allocation	49.7%	28.5%	21.8%	100.0%
<u>Annual Assessments</u>				
Capitalized Maintenance	\$ 366,289	\$ 210,045	\$ 160,666	\$ 737,000
Annual Capitalized Maintenance Total	\$ 366,289	\$ 210,045	\$ 160,666	\$ 737,000
Monthly Capitalized Maintenance Total	\$ 30,524	\$ 17,504	\$ 13,389	

SEWER AUTHORITY MID-COASTSIDE

Capitalized Maintenance Assessment Comparison

	Actual	FY2014-15	FY2015-16	Change from	
	FY2013-14	Budgeted	Proposed	FY 2014-15	
		Revenue	Revenue	\$	%
Member Assessments					
Capitalized Maintenance	\$ -	\$ 320,000	\$ 737,000	\$ 417,000	130.3%
Total	\$ -	\$ 320,000	\$ 737,000	\$ 417,000	130.3%

Capitalized Maintenance from Reserves

From SAM Reserves	\$ -	\$ (180,000)	\$ (500,000)	\$ (320,000)	177.8%
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SEWER AUTHORITY MID-COASTSIDE

FY 2015-16

Member Agency **Capitalized Maintenance** Assessment Comparison

City of Half Moon Bay					
	Actual FY2013-14	Current FY2014-15	Proposed FY2015-16	Change from FY 2014-15	
				\$	%
Capitalized Maintenance	\$ -	\$ 156,480	\$ 366,289	\$ 209,809	134.1%
Monthly Total	\$ -	\$ 13,040	\$ 30,524	\$ 17,484	134.1%

Granada Community Services District					
	Actual FY2013-14	Current FY2014-15	Proposed FY2015-16	Change from FY 2014-15	
				\$	%
Capitalized Maintenance	\$ -	\$ 100,160	\$ 210,045	\$ 109,885	109.7%
Monthly Total	\$ -	\$ 8,347	\$ 17,504	\$ 9,157	109.7%

Montara Water and Sanitary District					
	Actual FY2013-14	Current FY2014-15	Proposed FY2015-16	Change from FY 2014-15	
				\$	%
Capitalized Maintenance	\$ -	\$ 63,360	\$ 160,666	\$ 97,306	153.6%
Monthly Total	\$ -	\$ 5,280	\$ 13,389	\$ 8,109	153.6%

Sewer Authority Mid-Coastside
Capitalized Maintenance SPINE

Capitalized Maintenance

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Budgeted Amount '15-16
Income Accounts					
4011004	Project Assessments - HMB	25,250	0	156,480	366,289
4011005	Project Assessments - GCSD	14,750	0	100,160	210,045
4011006	Project Assessments - MWSD	10,000	0	63,360	160,666
Total Capitalized Maintenance Revenue		50,000	-	320,000	737,000
Capitalized Maintenance Expenditures					
	Planning for Biosolids Disposal	50,000	-	-	-
	Various Treatment Plant Work	-	-	100,000	-
	IPS Reinforcement Project - Engineering Work	-	-	100,000	-
	IPS Reinforcement Project Phase 3	-	-	300,000	1,047,000
	Update the Recycled Water Study from 2008	-	-	-	15,000
	CEQA Permitting Costs (reimbursable to SAM by OCP & CCWD)				150,000
	Comprehensive Hydraulic Modeling Services				25,000
Total Capitalized Maintenance Expenditures		50,000	-	500,000	1,237,000
Total to (from) Reserve		-	-	(180,000)	(500,000)

Repair / Replacement	Sewer Authority Mid-Coastside Intertie Pipeline System Reinforcement Project – Phase 3
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Improvement Description:

Rehabilitation of 2,350 feet of 12 inch diameter Force Main between Montara and Vallemar Pump Stations, Re-establishing Firm Capacity at Montara Pump Station by re-installation of a third pump, replacement of existing air valves along the Montara and Princeton Force Main, and other miscellaneous repairs.

Improvement Justification:

Replacement is required to address structural defects within the Montara to Vallemar reach of SAM Force Main. Similar defects have failed and caused this reach of FM to leak under elevated pressure. Repairs have been conducted on an emergency basis at a high cost to SAM. In addition, each leak has the potential to lead to fines or other regulatory actions, which would add additional, unplanned costs and liabilities. The Montara-Vallemar FM has failed three times over several years as a result of the same type of defect. Re-establishing firm capacity at Montara Pump Station and rehabilitation of the Montara-Vallemar reach of Force Main is required to prevent further deterioration and reduce the potential for future sanitary sewer overflows.

Funding

Fiscal 2015-16 Budget Request	\$547,000
Fiscal 2014-15 Carryover	\$300,000
SAM Emergency Reserves	<u>\$500,000</u>
Project Total	\$1,347,000

Risk

If unrepaired, it is likely that the Montara FM between Montara PS and Vallemar PS will leak in a high flow condition in the future. If a third pump is not installed at Montara Pump Station, the failure of one of the two existing pumps during a wet weather event could result in a significant SSO.

Schedule	
Board Approval - Improvement	Jan-15
Board Approval - Bids	May-15
Start Installation	Jul-15
Complete Installation	Nov-15
Board Acceptance	Dec-15

Improvement Cost Development	Total	FY14-15	FY15-16	FY16-17	FY17-18	FY19-20
Design / Consulting			\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,347,000	\$ 300,000	\$ 1,047,000	\$ -	\$ -	\$ -
In-house labor		\$ -	\$ -	\$ -	\$ -	\$ -
Inspection		\$ -	\$ -	\$ -	\$ -	\$ -
Contingency (10%)		\$ -		\$ -	\$ -	\$ -
Total	\$ 1,347,000	\$ 300,000	\$ 1,047,000	\$ -	\$ -	\$ -

Financial requirements	Total	FY14-15	FY15-16	FY16-17	FY17-18	FY19-20
Total	\$ 1,347,000	\$ 300,000	\$ 1,047,000	\$ -	\$ -	\$ -

**SAM COLLECTIONS BUDGET
FISCAL YEAR 2015-16**

May 26, 2015

SEWER AUTHORITY MID-COASTSIDE

FY2015-16 Collections System Budget Assessment

	HMB	GCSD	MWSD	Total
Collection Hour Distribution	36.32%	27.42%	36.26%	100.00%
Fixed Insurance Costs	\$ 13,117	\$ 11,032	\$ 20,621	\$ 44,770
Collection General Subtotal	\$ 340,506	\$ 257,051	\$ 339,879	\$ 937,436
Annual Collections Assessments	\$ 353,623	\$ 268,083	\$ 360,500	\$ 982,206
General Monthly Assessment	\$ 29,469	\$ 22,340	\$ 30,042	\$ 81,851

The Collection General Budget is distributed based on average employee hours.

Insurance costs are costs for individual liability insurance for all three member agencies to cover sewage overflows, especially into homes. Insurance costs also include liability insurance for MWSD's water system. Because these costs are not subject to assessment based on average employee hours, they are fixed costs.

The fixed insurance cost is subtracted from the total Collection General Budget. The difference is distributed amongst the member agencies based on average employee hours.

SEWER AUTHORITY MID-COASTSIDE

Collections Assessment Comparison

	Actual FY2013-14	FY2014-15 Budgeted Revenue	FY2015-16 Proposed Revenue	Change from FY 2014-15	
				\$	%
Collections	\$ 838,176	\$ 869,109	\$ 982,206	\$ 113,097	13.0%
Total	\$ 838,176	\$ 869,109	\$ 982,206	\$ 113,097	13.0%

Collections Expenditure Comparison

	Actual FY2013-14	FY2014-15 Budgeted Expenditures	FY2015-16 Proposed Expenditures	Change from FY 2014-15	
				\$	%
Collections	\$ 677,704	\$ 869,109	\$ 982,206	\$ 113,098	13.0%
Total	\$ 677,704	\$ 869,109	\$ 982,206	\$ 113,098	13.0%

SEWER AUTHORITY MID-COASTSIDE

FY 2015-16

Member Agency **Collections** Assessment Comparison

City of Half Moon Bay					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Collections	\$ 275,760	\$ 300,195	\$ 353,623	\$ 53,428	17.8%
Total	\$ 275,760	\$ 300,195	\$ 353,623	\$ 53,428	17.8%
Monthly Total	\$ 22,980	\$ 25,016	\$ 29,469	\$ 4,452	17.8%

Granada Community Services District					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Collections	\$ 229,548	\$ 263,061	\$ 268,083	\$ 5,022	1.9%
Total	\$ 229,548	\$ 263,061	\$ 268,083	\$ 5,022	1.9%
Monthly Total	\$ 19,129	\$ 21,922	\$ 22,340	\$ 418	1.9%

Montara Water and Sanitary District					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Collections	\$ 332,868	\$ 305,853	\$ 360,500	\$ 54,647	17.9%
Total	\$ 332,868	\$ 305,853	\$ 360,500	\$ 54,647	17.9%
Monthly Total	\$ 27,739	\$ 25,488	\$ 30,042	\$ 4,554	17.9%

Total	\$ 838,176	\$ 869,109	\$ 982,206	\$ 113,097	13.0%
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SEWER AUTHORITY MID-COASTSIDE

Collections Budget

Grouped Categories	Actual	FY2014-15	FY2015-16	Change from		Distribution
	FY2013-14	Budgeted Expenditures	Proposed Expenditures	FY 2014-15		
				\$	%	
Personnel	\$ 573,006	\$ 743,551	\$ 869,724	\$ 126,173	17.0%	88.5%
Utilities	\$ 3,347	\$ 3,442	\$ 4,043	\$ 601	17.4%	0.4%
Professional Services	\$ 19,500	\$ 30,000	\$ 30,000	\$ -	0.0%	3.1%
Chemicals	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Sludge/Solids	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Maintenance	\$ 4,129	\$ 8,250	\$ 5,750	\$ (2,500)	-30.3%	0.6%
All Other Accounts	\$ 77,721	\$ 83,866	\$ 72,690	\$ (11,176)	-13.3%	7.4%
Passthrough Accounts	\$ -	\$ -	\$ -	\$ -	0.0%	
Total	677,704	869,109	982,206	113,098	13.0%	100.0%

Sewer Authority Mid-Coastside

Collections Contract Budget

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5162006	Chemicals-NaOCL-Pump Station										
5162007	Chemicals-Polymer										
5162008	Chemicals-FeCl3										
5162010	Chemicals-NaOH-Plant										
5172001	Lab Chemicals										
5172002	Lab Maintenance Supplies										
5172003	Lab General										
5172004	Public Outreach Gen Supplies										
5181001	Office Equipment		252								
5182002	Vehicles	9,343	4,129	7,500	10,774	143.7%	21,548	287.3%	5,000	-2,500	-33.3%
5182003	Building and Grounds										
5182004	Pump Station										
5182005	Plant Equipment										
5182013	Facility Roofing										
5182014	Instrumentation										
5184020	Leahate Delivery Expenses										
5184006	Sewer Line - HMB										
5184007	Sewer Line-GCSD										
5184008	Sewer Line - MWSD										
5184009	Lift Station - HMB										
5184010	Lift Station - GCSD										
5184011	Lift Station-MWSD										
5184012	SAM Collection Equipment	6,114	11,491	12,000	24,528	204.4%	49,056	408.8%	14,000	2,000	16.7%
52310	Service/Bank Charges										
52410	Interest Expense										
52510	Depreciation Expense										
5202001	Mechanical Tools										
5202002	General Tools	264	353	756	65	8.5%	129	17.1%	756	0	0.0%
53210	Fines and Penalties										
Total Expenses		764,767	677,704	869,109	402,875	46.4%	805,750	92.7%	982,206	113,098	13.0%

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2015-2016 BUDGET
Class: COLLECTIONS**

REVENUE		
	Current Yr	Last Yr

EXPENSES		
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5021001	Productive Payroll	\$ 541,067	\$ 448,668
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This is salary for employees in this account class. This total reflects 3.75% MOU related increase for the fiscal year. The total also includes 2 step (5.0%) increases and 2 increases (5.0%) for obtaining Class B licenses. The budgeted amount includes 4 full-time Collection employees as well as an allocation 2.475 employees from other departments, an increase in allocation from FY 2014-15.

Item	Cost
Salary	\$516,931
Step Increases	\$3,988
Estimated Certifications	\$10,675
MOU Increase	\$9,473

5021002	Overtime	\$ 45,098	\$ 40,983
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This is for overtime pay to represented employees. SAM has an MOU with Stationary Engineers Local 39. That MOU specifies the conditions and amounts for overtime pay. For this account class, we projected the FY2015-16 total based upon the actuals thru December 2014. Overtime is used for sewer system callouts, emergency response to alarm conditions and storm related staffing. There is an increase in FY 2015-16 due to a higher projection of actual expenses in FY 2014-15

5021004	Benefits	\$ 227,940	\$ 238,740
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This account is used for MOU-required benefits. SAM provides CalPERS retirement at 2%@55 for "classic" employees and 2%@62 for new hires. CalPERS retirement cost is reduced due to MOU-related 1% increase for "classic" CALPERS employee's contribution. Medical/Dental/Life/Vision represents actual cost plus 2.8% estimated increase. LTD insurance cost increase of 5% and workers comp insurance increase of 5%, as projected by CSRMA.

Item	Cost
CalPERS retirement	\$76,412
Medical/Dental/Life/Vision	\$119,244

Retiree Health Security Plan	\$2,173
LTD	\$1,855
Workers Comp/Medicare	\$28,256

5021005	Healthcare Benefits MOU Reserve	\$ 32,659	\$ -
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This account budgets for the difference of actual healthcare cost versus the stipulated \$1955/month per employee cost per the MOU. In prior fiscal years, SAM accounted for all of the healthcare cost (both actual and accrued) in account #5021004. Starting this year, to increase visibility of the cost of the healthcare benefit accrual, SAM is breaking out the actual cost of the accrual in this account.

5021006	Overtime Meals	\$ 100	\$ 100
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This account is used for MOU-required overtime meals.

5021008	Retiree Benefits	\$ 9,060	\$ 9,060
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This account is for CalPERS and GASB 45 mandatory contribution towards current and future retiree medical benefits. SAM provides the minimum required contribution for its one (1) Collection retired employee at \$115 per month.

5031003	Employee Physicals	\$ 2,400	\$ 1,500
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Costs associated with various medical examinations and required inoculations.

Descrip	Freq	Rate	Cost
Hep B Series (3)	4	\$255	\$1,020
Respirator	4	\$120	\$480
Class B CDL Drug Screens	12	\$75	\$900

5041006	Other Professional Services	\$ 30,000	\$ 30,000
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This expense is for moving to a more modernized and robust Maintenance Management System. In addition to a higher degree of usability, it will cost much less over time. This year will cover the initial cost of purchase and setup of \$30,000 for a SAM seat. Member agencies will be able to utilize the SAM seat through protected network access. The annual support cost will drop by approximately \$12,000. Therefore, the District will recover the cost of software and setup by the second or third year of implementation, and will save at least \$12,000 in cost every year thereafter. This is a carry-over from FY 2014-15

Item	Cost
New Collection System Maintenance Management System	\$30,000

Agenda Item

6

MINUTES
SAM REGULAR BOARD MEETING
May 26, 2015

1. CALL TO ORDER: Chair Lohman called the meeting to order at 7:10 p.m. at the SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA.

ROLL CALL: Present: Directors Ruddock, Kowalczyk, Harvey, Lohman, Boyd, Woren, Harvey

STAFF PRESENT: Acting Manager Heldmaier, General Counsel Copeland, Supervisor of Operations Costello, Supv. of Admin. Svcs. Tracy, and Recording Secretary Turbay.

2. PUBLIC COMMENT/ ORAL COMMUNICATION

Chair Lohman proposed that Agenda Item 9C be moved before Agenda Item 3, Consent Agenda. Chair Lohman also proposed that Agenda Item 5A be moved after Agenda Item 9C.

9. CLOSED SESSION

C. Hiring of Engineering & Construction Contract Manager – Government Code Section 54957(b)1

The Board went into closed session at 7:11 p.m. The Board came out of closed session at 8:42 p.m. General Counsel Copeland reported there was no reportable action.

5. NEW BUSINESS

A. Presentation by RMC Water and Environment on Recycled Water

Mark Takemoto and Christy Kennedy of RMC Water and Environment presented the Board with an overview of their company's expertise in recycled water system planning and design. They discussed RMC's successful projects in the Bay Area, a future recycled water program for SAM and the importance of submitting applications for grant funding with CEQA. Following discussion, Director Woren requested an electronic copy of their presentation for the Board. Chair Lohman thanked Mr. Takemoto and Ms. Kennedy for their presentation.

3. CONSENT AGENDA

General Counsel Copeland requested agenda item 3A – Approve Minutes of the May 11, 2015 Special Board meeting be pulled for review by the Acting Manager and Chair and be brought back to the June 29th Board meeting.

Director Woren moved and Director Ruddock seconded the motion to approve consent agenda items as presented:

- 3A. Minutes of April 27 and May 4, 2015
- 3B. Manager's Monthly Reports for April consisting of:
 - a. Monthly Flow Report
 - b. Financial Statement
 - c. Monthly NPDES Report
 - d. Collection Systems Data

3C. Disbursements for May 2015

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

4. OLD BUSINESS

A. Discuss and Possible Action – FY 2015-16 SAM Budget – Board Requested Additions

Acting Manager Heldmaier reviewed the Board's requested additions to the draft SAM Budget FY 15-16 and recommended the budget go out to the Member Agencies for approval and adoption by the Board. A discussion ensued. Director Woren suggested a separate budget for recycled water. Following discussion, Director Harvey moved and Director Kowalczyk seconded the motion for approval to distribute the SAM FY2015-16 Budget to SAM Member Agencies for approval by Member Agency resolutions. Harvey/Kowalczyk/8 Ayes/0 Noes. The motion passed.

B. Approval of Acting Manager Contract

General Counsel Copeland announced that in closed session a contract was reviewed and revisions from the Board will be implemented into the contract and sent out electronically to Board members for signature.

C. Update on Recycled Water Committee Activities

Chair Lohman reported that SRT Consultants will be presenting an updated report (authorized at the April 27, 2015 Board meeting) on the recycled water project at a special Board meeting on June 8, 2015. Director Boyd directed staff to account for every dollar spent on recycled water.

5. NEW BUSINESS (cont.)

B. Update on Hiring New General Manager

Chair Lohman informed the Board that the process with Bill Murray and Associates is on course. Acting Manager Heldmaier suggested including the Member Agencies Managers in the process of selecting a new General Manager. Chair Lohman will send out Bob Murray and Associates timeline to the Board.

C. Consideration of Changing June 22, 2015 Board meeting to June 29, 2015

Due to a scheduling conflict with Acting Manager Heldmaier's schedule, he asked the Board to consider moving the June 22, 2015 Board meeting to June 29, 2015. Following a brief discussion, Director Harvey moved and Director Woren seconded the motion to change the June 22, 2015 Board meeting to June 29, 2015. Harvey/Woren/8 Ayes/0 Noes. The motion passed.

6. ACTING MANAGER'S REPORT

Acting Manager Heldmaier updated the Board on recent activities during the month of May 2015 as set forth in his Written Report to the Board. He also informed the Board that the new flusher truck would be arriving at SAM on May 27, 2015.

7. ATTORNEY'S REPORT

A. CASA Attorney's Committee Meeting Report, May 8, 2015

General Counsel Copeland discussed tiered rates and informed the Board of a phone call he received from SRT Consultants on Friday May 22, 2015, in regards to proceeding with the Vallemar pipe replacement project. He suggested a special meeting with SRT to get the project moving.

8. DIRECTOR'S REPORT

Chair Lohman reported that he attended the LAFCO meeting on May 20, 2015.

9. CLOSED SESSION (cont.)

- A. Significant Exposure to Litigation – Government Code 54956.9(b) Number of Cases: 1
- B. Public Employee Appointment – Government Code 54957(b)1 Title: Interim General Manager

The Board went in to Closed Session at 10:16 P.M. The Board came out of Closed Session at 11:20 P.M. Acting Manager Heldmaier reported that direction was given to staff.

10. ADJOURNMENT

Chair Lohman adjourned the meeting in memory of Janice McClintock at 11:20 P.M., to a special meeting, scheduled for June 8, 2015, at the SAM Administration Building, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

Respectfully submitted

APPROVED BY:

Susan Turbay
Recording Secretary

BOARD SECRETARY

Attachment A

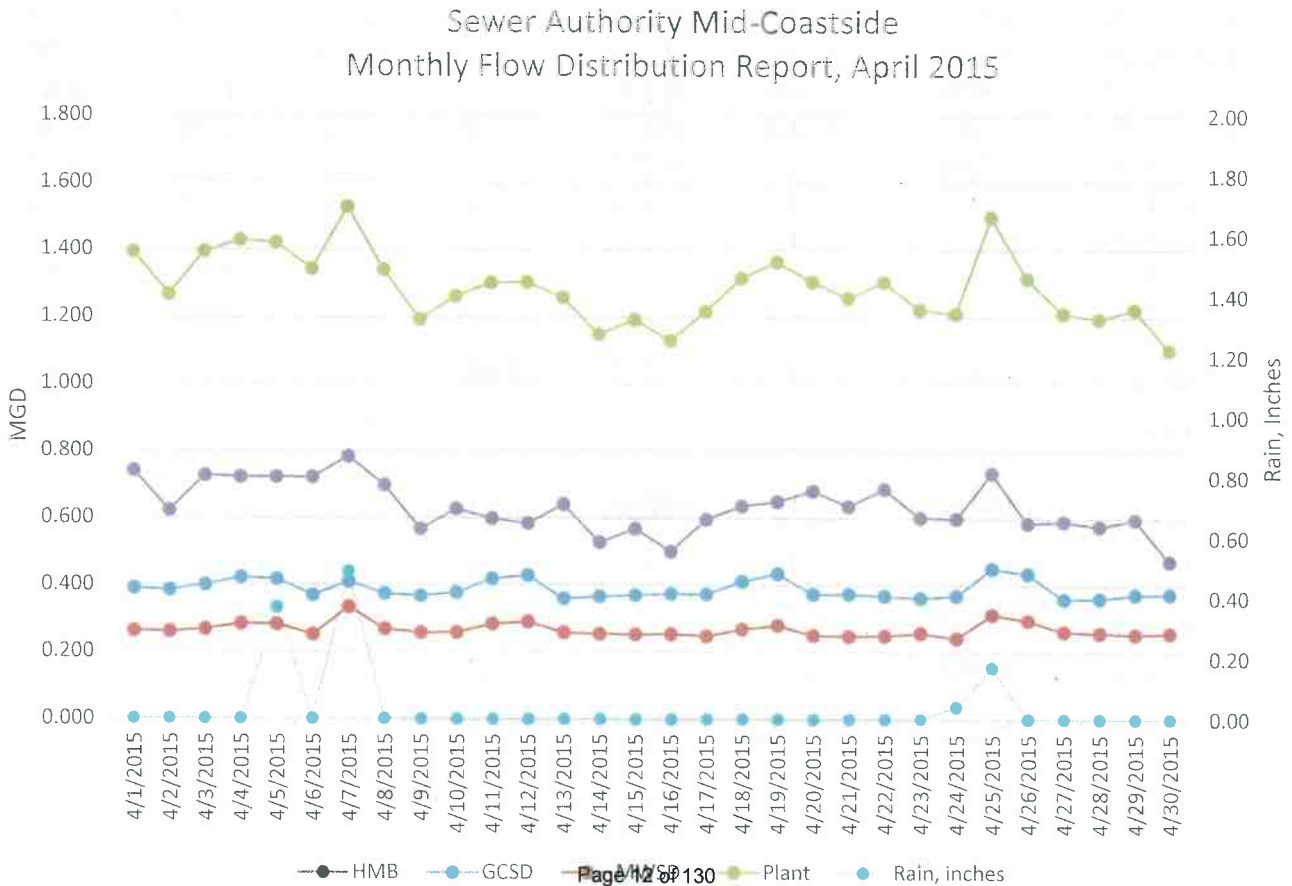
Flow Distribution Report Summary For April 2015

The daily flow report figures for the month of April 2015 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	0.633	49.2%
Granada Community Services District	0.388	30.1%
Montara Water and Sanitary District	<u>0.267</u>	<u>20.7%</u>
Total	1.288	100.0%



Sewer Authority Mid-Coastside

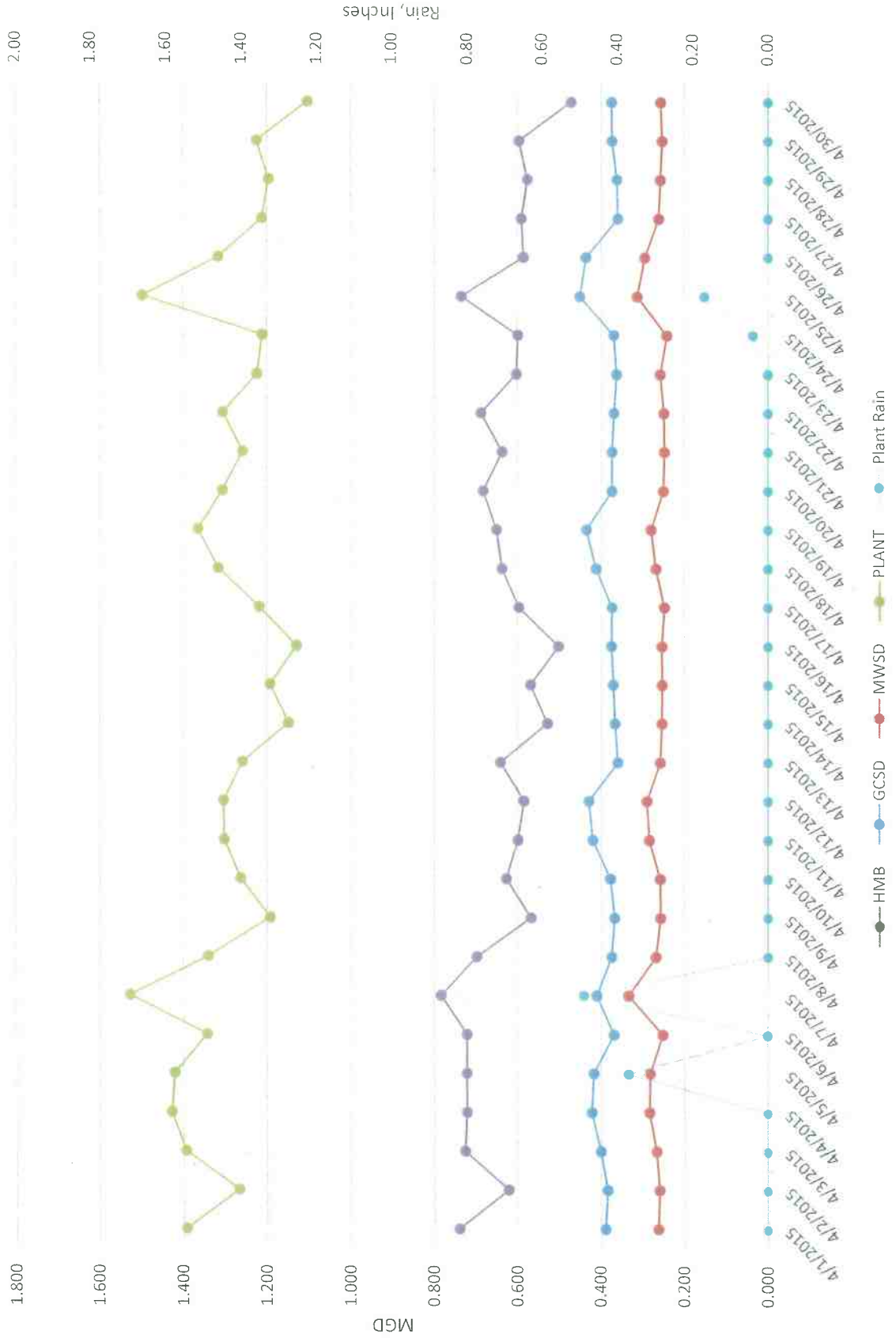
Monthly Flow Distribution Report

<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>
4/1/2015	0.740	0.389	0.263	1.392	0.00	0.00	0.00
4/2/2015	0.622	0.384	0.260	1.266	0.00	0.00	0.00
4/3/2015	0.726	0.400	0.267	1.393	0.00	0.00	0.00
4/4/2015	0.722	0.422	0.284	1.428	0.00	0.00	0.00
4/5/2015	0.722	0.417	0.282	1.421	0.37	0.13	0.07
4/6/2015	0.721	0.369	0.252	1.343	0.00	0.00	0.00
4/7/2015	0.784	0.410	0.334	1.528	0.49	0.50	0.70
4/8/2015	0.698	0.374	0.268	1.340	0.00	0.00	0.01
4/9/2015	0.567	0.367	0.257	1.192	0.00	0.00	0.00
4/10/2015	0.627	0.377	0.258	1.262	0.00	0.00	0.00
4/11/2015	0.599	0.419	0.284	1.302	0.00	0.00	0.00
4/12/2015	0.584	0.429	0.290	1.304	0.00	0.00	0.00
4/13/2015	0.641	0.359	0.258	1.258	0.00	0.00	0.00
4/14/2015	0.528	0.366	0.254	1.148	0.00	0.00	0.00
4/15/2015	0.569	0.370	0.253	1.192	0.00	0.00	0.00
4/16/2015	0.501	0.374	0.254	1.129	0.00	0.00	0.00
4/17/2015	0.596	0.373	0.248	1.217	0.00	0.00	0.00
4/18/2015	0.636	0.411	0.268	1.316	0.00	0.00	0.00
4/19/2015	0.650	0.434	0.280	1.364	0.00	0.00	0.00
4/20/2015	0.682	0.373	0.250	1.305	0.00	0.00	0.00
4/21/2015	0.636	0.373	0.248	1.257	0.00	0.00	0.00
4/22/2015	0.687	0.368	0.249	1.304	0.00	0.00	0.01
4/23/2015	0.603	0.362	0.258	1.223	0.00	0.00	0.00
4/24/2015	0.599	0.369	0.242	1.210	0.04	0.05	0.01
4/25/2015	0.735	0.450	0.313	1.498	0.17	0.30	0.40
4/26/2015	0.586	0.435	0.295	1.316	0.00	0.00	0.00
4/27/2015	0.590	0.359	0.262	1.212	0.00	0.00	0.00
4/28/2015	0.576	0.361	0.258	1.195	0.00	0.00	0.02
4/29/2015	0.597	0.373	0.254	1.224	0.00	0.00	0.00
4/30/2015	0.471	0.374	0.257	1.103	0.00	0.00	0.00
Totals	18.994	11.646	8.000	38.640	1.07	0.98	1.22

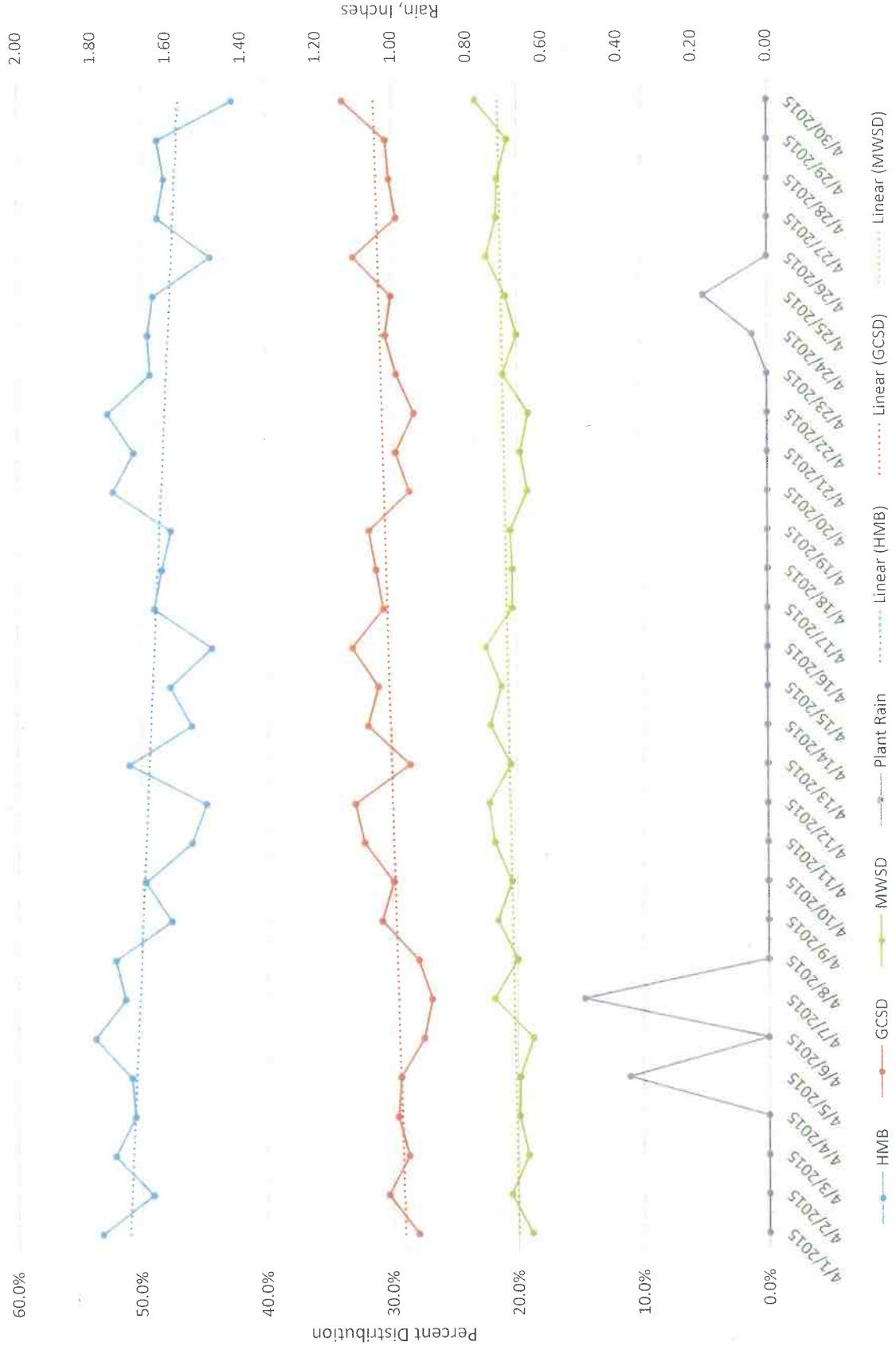
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.471	0.359	0.242	1.103
Average	0.633	0.388	0.267	1.288
Maximum	0.784	0.450	0.334	1.528
Distribution	49.2%	30.1%	20.7%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, April 2015



Percent Distribution April 2015



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, April 2015

Attachment D

April 2015

	Total	Number			SAM
		HMB	GCSD	MWSD	
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	0	0	0	0	0
Total	0	0	0%	0	0%

12 Month Moving Total

	Total	Number			SAM
		HMB	GCSD	MWSD	
Roots	5	0	2	3	0
Grease	3	3	0	0	0
Mechanical	2	0	0	1	1
Wet Weather	1	1	0	0	0
Other	3	2	0	1	0
Total	14	6	2	5	1
		43%	14%	36%	7%

Reportable SSOs

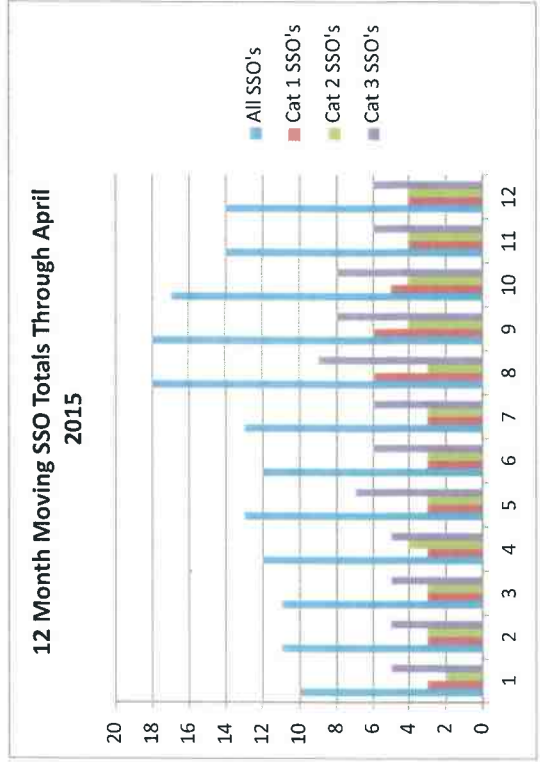
	Total	Number			SAM
		HMB	GCSD	MWSD	
April 2015	0	0	0	0	0
12 Month Moving Total	14	6	2	5	1

SSOs / Year / 100 Miles

	Total	Number			SAM
		HMB	GCSD	MWSD	
April 2015	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	13.4	16.2	6.0	18.5	13.7
Category 1	3.8	5.4	0.0	3.7	13.7
Category 2	3.8	8.1	0.0	3.7	0.0
Category 3	5.7	2.7	6.0	11.1	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
May-14	5,278	26,336	36,299	67,913	12.9
Jun-14	24,683	11,422	0	36,105	6.8
Jul-14	24,195	23,571	898	48,664	9.2
Aug-14	29,987	18,644	0	48,631	9.2
Sep-14	18,330	24,438	1,545	44,313	8.4
Oct-14	36,513	2,217	379	39,109	7.4
Nov-14	24,566	1,319	3,334	29,219	5.5
Dec-14	35,635	2,604	0	38,239	7.2
Jan-15	7,981	18,083	22,222	48,286	9.1
Feb-15	4,134	14,324	21,170	39,628	7.5
Mar-15	5,127	10,476	18,072	33,675	6.4
Apr-15	4,069	24,727	25,006	53,802	10.2
Annual ft.	220,498	178,161	128,925	527,584	
Annual Mi.	41.8	33.7	24.4		99.9



Agenda Item

7



GRANADA COMMUNITY SERVICES DISTRICT

Minutes BOARD OF DIRECTORS SPECIAL & REGULAR MEETINGS

Thursday, May 21, 2015

CALL SPECIAL MEETING TO ORDER AT 6:30 p.m.

The Special Meeting of the Granada Community Services District Board of Directors was called to order at 6:30 p.m.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

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

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

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

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

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

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

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

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

RECONVENE TO OPEN SESSION

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

ROLL CALL

All present.

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Consideration of Variance applications submitted for parcels less than 4,750 sq. ft. in the S-17 or S-3 zoning districts and less than 8,800 sq. ft. in the S-94 zoning district.

Owner(s): Michi Garrison
Applicant: Same
APN: 048-054-130
Location: Miramar Drive
Parcel Size/Zone: 4,600 sq. ft. in R-1/S-17 Zoning District
(5,000 sq. ft. min.)

Owner(s): Philomena, LLC
Applicant: Tom Carey
APN: 048-013-090
Location: Magellan Ave., Miramar
Parcel Size/Zone: 4,400 sq. ft. in R-1/S-94/DR Zoning District
(10,000 sq. ft. min.)

The District Administrator reviewed the two applications presented, and pointed out that the Philomena application was considered previously in October 2014, and was not granted a variance because a variance was granted to another applicant at that time. Counsel then reviewed the findings on the Garrison application. He also discussed the intent of the variance process and open interpretation of semi-annual consideration to grant no more than one variance submitted in the preceding six months, which did not apply to the Philomena application and that the two applications were not necessarily competing for approval.

ACTION: Director Lohman moved to consider the Garrison and Philomena variance applications independently. (Lohman/Clark) Approved 5-0.

The Board continued a discussion on the Garrison application and determined that the required findings could be made.

ACTION: Director Lohman move to approve granting a variance to the parcel owned by Michi Garrison. (Lohman/Seaton) Approved 5-0.

Counsel reviewed the detailed findings on the Philomena application. After a brief discussion, the Board determined that the required findings could be made. Director Lohman abstained due to his past objections regarding Coastal Commission approvals of substandard parcels.

ACTION: Director Clark moved to grant a variance to the parcel owned by Philomena. (Clark/Seaton), Approved 4-0-1, Lohman abstained.

2. Consideration of Sewer Authority Mid-Coastside General Operating, Collections, and Capitalized Maintenance Budgets for 2015-16 Fiscal Year.

The General Manager provided a report on his budget meeting with the SAM member agency managers, and outlined the revisions made since that meeting. This revised version was not available to be included in the board packet, so the item was tabled to the next board meeting.

3. Consideration of District Budget for Fiscal Year 2015-16.

The General Manager reviewed his memorandum provided in the packet and reviewed the highlights of the budget. After holding a general discussion, the item will be brought back at the next board meeting for a public hearing and final approval.

4. Consideration of Awarding Construction Contract for the 2015 Capital Improvement Project.

District staff advertised the project to solicit construction bids from contractors for the replacement of several sections of sewer main, and the bids were opened on May 5th at the District offices. J. Howard Engineering, Inc. was the low bidder at \$625,126.

ACTION: Director Lohman moved to approve awarding the construction contract to J. Howard Engineering, Inc. (Lohman/Clark) Approved 5-0.

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

Directors Lohman and Woren provided an update on the last SAM meeting.

The District Administrator requested that Item 8 Financial Statements be tabled to the next board meeting.

CONSENT AGENDA

6. Approval of April 23, 2015 Special Meeting Minutes.

7. Approval of May 2015 Warrants (Check No. 5850-5880).

8. Approval of April 2015 Financial Statements.

9. Approval of Assessment District Distribution #10-14/15.

ACTION: Director Clark moved to approve Items 6, 7 and 9 of the Consent Agenda. (Clark/Blanchard) Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

11. Attorney's Report. (Wittwer)

12. General Manager's Report. (Duffy)

13. Administrator's Report. (Comito)

14. Engineer's Report. (Kennedy Jenks)

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:15 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: June 18, 2015

Agenda Item

8

Granada Community Services District
JUNE 2015 WARRANTS
FOR THE JUNE 18, 2015 BOARD OF DIRECTORS MEETING

Num	Date	Name	Memo	Account	Amount
5882	06/15/15	David Seaton	Dir Comp: Board Mtg 05/21/15	6040 · Directors' Compensation	-145.00
5883	06/15/15	Jim Blanchard	Dir Comp: Board Mtg 05/21/15	6040 · Directors' Compensation	-145.00
5884	06/15/15	Leonard Woren	Dir Comp: Board Mtg 05/21/15	6040 · Directors' Compensation	-145.00
5885	06/15/15	Matthew Clark	Dir Comp: Board Mtg 05/21/15	6040 · Directors' Compensation	-145.00
5886	06/15/15	Ric Lohman	Dir Comp: Board Mtg 05/21/15	6040 · Directors' Compensation	-145.00
5887	06/15/15	Leonard Woren	Dir Comp: SAM Mtgs 05/26/15 & 06/08/15	6040 · Directors' Compensation	-90.00
5888	06/15/15	Ric Lohman	Dir Comp: SAM Mtgs 05/26/15 & 06/08/15	6040 · Directors' Compensation	-90.00
5889	06/15/15	Alhambra & Sierra Springs	Ofc Supplies: Water Inv Dtd 05/21/15	6140 · Office Supplies	-30.18
5890	06/15/15	AT&T	Utilities: Naples Pump Stn 05/23/15-06/22/15	6170 · Utilities	-76.54
5891	06/15/15	Bell Plumbing	Misc Exp: 830 Ave Balboa Plumbing Rpr	6220 · Miscellaneous	-1,000.00
5892	06/15/15	California CAD Solutions	Prof Svcs: 14/15 Water Consumption Rpt	6150 · Professional Services	-600.00
5893	06/15/15	Comcast	Utilities: Internet & Phone Svcs Jun 2015	6170 · Utilities	-187.02
5894	06/15/15	DataQuick	Memberships: Jun 2015	6100 · Memberships	-163.20
5895	06/15/15	Dudek	Prof Svcs: Gen Mgr 03/28/15-04/24/15	6151 · General Manager	-8,326.74
5896	06/15/15	HMB Alarm	Utilities: Dist Ofc Alarm 3rd Qtr 2015	6170 · Utilities	-89.25
5897	06/15/15	Hue & Cry, Inc	Utilities: Naples Bch Alarm Jun 2015	6170 · Utilities	-32.65
5898	06/15/15	KBA Docusys Inc	Copier Lease: May 2015 & Copy Chrgs	6020 · Copier lease	-680.16
5899	06/15/15	Pacifica Community TV	Video Taping: 05/21/15 Mtg	6180 · Video Taping	-250.00
5900	06/15/15	PG&E	Utilities: Naples Pump Stn 04/13/15-05/12/15	6170 · Utilities	-175.68
5901	06/15/15	PG&E	Utilities: Dist Ofc 04/21/15-05/19/15	6170 · Utilities	-109.83
5902	06/15/15	Pitney Bowes	Ofc Supplies: Meter Rental 10/16/14-01/15/15	6140 · Office Supplies	-86.99
5903	06/15/15	Quiet River Land Svcs, Inc	Misc Exp: Burnham Strip Prop Boundary Markers	6220 · Miscellaneous	-3,350.00
5904	06/15/15	Rodolfo Romero	Ofc Maint & Repairs: May 2015	6130 · Office Maint & Rprs	-140.00
5905	06/15/15	Sewer Authority Mid-Coastside	Adm/Trmt/Coll Asmts: Jul 2015	5011 · SAM - Administration	-116,963.00
5906	06/15/15	Staples	Ofc Supplies: Inv Closing Date 05/15/15	6140 · Office Supplies	-202.59
5907	06/15/15	V.W. Housen & Associates	CIP-SSMP Udate	1415-2 · Update SSMP	-1,406.00
5908	06/15/15	Verizon Wireless	Utilities: Cell Phone Jun 2015	6170 · Utilities	-93.39
5909	06/15/15	Wells Fargo Busi Card - 8790	Ofc Supplies: Misc Items	6140 · Office Supplies	-243.99
5910	06/15/15	Wittwer & Parkin	Legal Svcs: May 2015	6090 · Legal Services	-6,388.50
TOTAL:					-141,500.71

Agenda Item

9

Granada Community Services District

**Financial Statements
For April 30, 2015**

Granada Sanitary District

Balance Sheet

As of April 30, 2015

Apr 30, 15

ASSETS

Current Assets

Checking/Savings

1000 · Wells Fargo General Account	449,210.26
1010 · Wells Fargo Deposit Account	15,162.41
1020 · Petty Cash	300.00
1030 · Cash - LAIF	3,339,524.01

Total Checking/Savings	3,804,196.68
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Accounts Receivable

1100 · Accounts Receivable	-453,776.43
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Total Accounts Receivable	-453,776.43
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Other Current Assets

1200 · Interest Receivable	-1,893.57
12000 · *Undeposited Funds	155,934.52
1210 · Taxes Receivable	30,148.00
1500 · Due from AD	0.49

Total Other Current Assets	184,189.44
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Total Current Assets	3,534,609.69
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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
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Other Assets

1700 · Advance to MWSD	1,085,094.00
1710 · Allowance - for Advance to MWSD	-1,085,094.00
1720 · Advance to AD - BRA	494,889.99
1730 · Advance to AD-NCA	1,240,866.05
1735 · Advance to AD - ARF	1,057,542.00
1740 · Security Deposit Office Lease	3,000.00
1750 · Investment in SAM	4,662,068.00
1755 · Deposit Mid-Coast Television	250.00

Total Other Assets	7,458,616.04
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TOTAL ASSETS**17,019,044.73**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	-211,998.42
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Total Accounts Payable	-211,998.42
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Other Current Liabilities

Funds Due to Asmnt Dist Acct	-30,771.22
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Funds Due to General Account	31,426.82
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Granada Sanitary District

Balance Sheet

As of April 30, 2015

Apr 30, 15

2010 · Deposits Held for Others	
Class 3 Engineering Deposits	4,000.00
2225 · Recology-Del Garbage	11,856.02
2010 · Deposits Held for Others - Other	<u>-16,225.81</u>
Total 2010 · Deposits Held for Others	-369.79
2100 · Payroll Liabilities	0.01
2310 · Relief Refund Advance	<u>350.00</u>
Total Other Current Liabilities	635.82
Total Current Liabilities	-211,362.60
Long Term Liabilities	
2400 · 1996 Plant Exp Note Payable	<u>185,000.00</u>
Total Long Term Liabilities	185,000.00
Total Liabilities	-26,362.60
Equity	
3000 · Net Assets	6,594,570.00
3005 · Contributed Capital	9,595,349.00
3010 · Prior Period Adjustment	2,032,226.01
3200 · Retained Earnings	-1,382,371.40
Net Income	205,633.72
Total Equity	17,045,407.33
TOTAL LIABILITIES & EQUITY	<u>17,019,044.73</u>

Granada Community Services District
 Profit & Loss - Budget vs. Actual
 April 2015

	Current Month		Year To Date	
	Apr 15	Budget	Jul '14 - Apr 15	Budget
		\$ Over Budget		\$ Over Budget
Ordinary Income/Expense				
Income				
4000 - Operating Revenue				
4010 - Property Tax Allocation	242,181.09	275,000.00	523,799.04	550,000.00
		-32,818.91		-26,200.96
4020 - Sewer Service Charges	319,478.56	636,500.00	965,583.04	1,273,000.00
		-317,021.44		-307,416.96
4030 - AD OH Reimbursement	4,900.00	2,950.00	22,550.00	29,500.00
		1,950.00		-6,950.00
4040 - Recology Franchise Fee	1,478.45	1,958.33	13,806.87	19,583.34
		-479.88		-5,776.47
Total 4000 - Operating Revenue	568,038.10	916,408.33	1,525,738.95	1,872,083.34
		-348,370.23		-346,344.39
4100 - Non Operating Revenue				
4120 - Interest on Reserves	0.00	0.00	5,924.00	5,250.00
		0.00		674.00
4130 - Connection Fees	0.00	1,175.00	21,150.00	11,750.00
		-1,175.00		9,400.00
4150 - Repayment of Adv to AD-NCA	0.00	11,250.00	0.00	112,500.00
		-11,250.00		-112,500.00
4170 - ERAF Refund	0.00	0.00	0.00	200,000.00
		0.00		-200,000.00
4180 - Misc Income	0.00	166.66	750.70	1,666.68
		-166.66		-915.98
Total 4100 - Non Operating Revenue	0.00	12,591.66	27,824.70	331,166.68
		-12,591.66		-303,341.98
Total Income	568,038.10	928,999.99	1,553,563.65	2,203,250.02
		-360,961.89		-649,686.37
Expense				
5000 - Operations				
5010 - SAM - General	82,346.00	82,346.00	741,114.00	823,460.00
		0.00		-82,346.00
5020 - SAM - Collections	21,922.00	21,921.75	197,298.00	219,217.50
		0.25		-21,919.50
5030 - Plant Shortfall Debt Service	0.00	0.00	0.00	94,400.00
		0.00		-94,400.00
5050 - Mainline System Repairs	0.00	833.33	3,427.69	8,333.34
		-833.33		-4,905.65
5060 - Lateral Repairs	0.00	3,333.33	50,735.00	33,333.34
		-3,333.33		17,401.66
5065 - CCTV	0.00	2,500.00	925.00	25,000.00
		-2,500.00		-24,075.00
5070 - Pet Waste Station	0.00	125.00	772.93	1,250.00
		-125.00		-477.07
Total 5000 - Operations	104,268.00	111,059.41	994,272.62	1,204,994.18
		-6,791.41		-210,721.56
6000 - Administration				
6010 - Auditing	0.00	666.66	6,336.00	6,666.68
		-666.66		-330.68
6020 - Copier lease	872.75	583.33	5,350.56	5,833.34
		289.42		-482.78
6030 - County Tax Roll Charges	7,291.47	0.00	7,291.47	3,800.00
		7,291.47		3,491.47
6040 - Directors' Compensation	815.00	916.66	7,685.74	9,166.68
		-101.66		-1,480.94

	Curr		Month		Year To Date		
	Apr 15	Budget	Budget	\$ Over Budget			
6050 · Education & Travel Reimb	0.00	166.66		-166.66	340.55	1,666.68	-1,326.13
6060 · Employee Compensation	14,634.13	13,375.00		1,259.13	139,935.93	133,750.00	6,185.93
6070 · Engineering Services (General)	461.25	1,666.66		-1,205.41	14,483.88	16,666.68	-2,182.80
6080 · Insurance	0.00	1,000.00		-1,000.00	1,086.21	10,000.00	-8,913.79
6090 · Legal Services	2,534.95	5,000.00		-2,465.05	55,813.50	50,000.00	5,813.50
6100 · Memberships	163.20	833.33		-670.13	7,949.44	8,333.34	-383.90
6110 · Newsletter	0.00	208.33		-208.33	0.00	2,083.34	-2,083.34
6120 · Office Lease	4,000.00	4,166.66		-166.66	39,826.55	41,666.68	-1,840.13
6130 · Office Maintenance & Repairs	415.00	166.66		248.34	2,724.47	1,666.68	1,057.79
6140 · Office Supplies	1,358.65	416.66		941.99	7,901.73	4,166.68	3,735.05
6150 · Professional Services	8,046.91	5,583.32		2,463.59	65,740.47	55,833.36	9,907.11
6160 · Publications & Notices	1,537.50	291.66		1,245.84	14,352.30	2,916.68	11,435.62
6170 · Utilities	616.39	733.33		-116.94	7,171.47	7,333.34	-161.87
6180 · Video Taping	250.00	250.00		0.00	1,250.00	2,500.00	-1,250.00
6190 · Computers	0.00	83.33		-83.33	0.00	833.34	-833.34
6220 · Miscellaneous	1,652.50	583.33		1,069.17	7,317.09	5,833.34	1,483.75
6230 · Bank Service Charges	137.80	0.00		137.80	1,558.81	0.00	1,558.81
Total 6000 · Administration	44,787.50	36,691.58		8,095.92	394,116.17	370,716.84	23,399.33
Total Expense	149,055.50	147,750.99		1,304.51	1,388,388.79	1,575,711.02	-187,322.23
Net Income	418,982.60	781,249.00		-362,266.40	165,174.86	627,539.00	-462,364.14
7000 · Capital Projects							
1314-2 · Sewer Main Replacement	4,882.50	28,333.33		-23,450.83	33,537.98	283,333.34	-249,795.36
1415-1 · SAM - Projects	8,347.00	13,041.66		-4,694.66	75,123.00	130,416.68	-55,293.68
1415-2 · Update SSMP	0.00	166.66		-166.66	0.00	1,666.68	-1,666.68
Total 7000 · Capital Projects	13,229.50	41,541.65		-28,312.15	108,660.98	415,416.70	-306,755.72

Agenda Item

10

Granada Sanitary District
Balance Sheet
As of May 31, 2015

	May 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1000 · Wells Fargo General Account	103,229.56
1010 · Wells Fargo Deposit Account	20,265.38
1020 · Petty Cash	300.00
1030 · Cash - LAIF	3,339,524.01
Total Checking/Savings	3,463,318.95
Accounts Receivable	
1100 · Accounts Receivable	-22,404.66
Total Accounts Receivable	-22,404.66
Other Current Assets	
1200 · Interest Receivable	-1,893.57
12000 · *Undeposited Funds	111,808.29
1210 · Taxes Receivable	30,148.00
1500 · Due from AD	0.49
Total Other Current Assets	140,063.21
Total Current Assets	3,580,977.50
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 - BRA	494,889.99
1730 · Advance to AD-NCA	1,240,866.05
1735 · Advance to AD - ARF	1,057,542.00
1740 · Security Deposit Office Lease	3,000.00
1750 · Investment in SAM	4,662,068.00
1755 · Deposit Mid-Coast Television	250.00
Total Other Assets	7,458,616.04
TOTAL ASSETS	17,065,412.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-89,545.11
Total Accounts Payable	-89,545.11
Other Current Liabilities	
Funds Due to Asmnt Dist Acct	-46,467.87
2010 · Deposits Held for Others	
Class 3 Engineering Deposits	4,000.00
2225 · Recology-Del Garbage	9,898.45
2010 · Deposits Held for Others - Other	-16,225.81
Total 2010 · Deposits Held for Others	-2,327.36
2100 · Payroll Liabilities	0.01
2310 · Relief Refund Advance	350.00
Total Other Current Liabilities	-48,445.22
Total Current Liabilities	-137,990.33

Granada Sanitary District
Balance Sheet
As of May 31, 2015

	<u>May 31, 15</u>
Long Term Liabilities	
2400 · 1996 Plant Exp Note Payable	185,000.00
Total Long Term Liabilities	<u>185,000.00</u>
Total Liabilities	47,009.67
Equity	
3000 · Net Assets	6,594,570.00
3005 · Contributed Capital	9,595,349.00
3010 · Prior Period Adjustment	2,032,226.01
3200 · Retained Earnings	-1,382,371.40
Net Income	<u>178,629.26</u>
Total Equity	<u>17,018,402.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>17,065,412.54</u></u>

Granada Sanitary District Profit & Loss Budget vs. Actual

May 2015

Ordinary Income/Expense

	May 15	Budget	\$ Over Budget	Jul '14 - May 15	Budget	\$ Over Budget
Income						
4000 · Operating Revenue						
4010 · Property Tax Allocation	44,329.49	0.00	44,329.49	554,326.89	550,000.00	4,326.89
4020 · Sewer Service Charges	91,014.01	0.00	91,014.01	1,253,474.29	1,273,000.00	-19,525.71
4030 · AD OH Reimbursement	2,450.00	2,950.00	-500.00	34,800.00	32,450.00	2,350.00
4040 · Recology Franchise Fee	0.00	1,958.33	-1,958.33	13,806.87	21,541.67	-7,734.80
4000 · Operating Revenue - Other	0.00			0.00		
Total 4000 · Operating Revenue	137,793.50	4,908.33	132,885.17	1,856,408.05	1,876,991.67	-20,583.62
4100 · Non Operating Revenue						
4120 · Interest on Reserves	0.00	0.00	0.00	5,924.00	5,250.00	674.00
4130 · Connection Fees	0.00	1,175.00	-1,175.00	63,450.00	12,925.00	50,525.00
4140 · Repayment of Adv to AD-BRA	0.00			0.00		
4150 · Repayment of Adv to AD-NCA	0.00	11,250.00	-11,250.00	0.00	123,750.00	-123,750.00
4160 · SAM Refund from Prior Yr	0.00			4,930.00		
4170 · ERAF Refund	0.00			266,815.73	200,000.00	66,815.73
4180 · Misc Income	0.00	166.66	-166.66	750.70	1,833.34	-1,082.64
4100 · Non Operating Revenue - Other	0.00			0.00		
Total 4100 · Non Operating Revenue	0.00	12,591.66	-12,591.66	341,870.43	343,758.34	-1,887.91
Total Income	137,793.50	17,499.99	120,293.51	2,198,278.48	2,220,750.01	-22,471.53
Expense						
5000 · Operations						
5010 · SAM - General						
5011 · SAM - Administration	57,104.00	28,552.00	28,552.00	314,072.00	314,072.00	0.00
5012 · SAM - Treatment	107,588.00	53,794.00	53,794.00	591,734.00	591,734.00	0.00
5010 · SAM - General - Other	0.00			0.00		
Total 5010 · SAM - General	164,692.00	82,346.00	82,346.00	905,806.00	905,806.00	0.00
5020 · SAM - Collections	43,844.00	21,921.75	21,922.25	241,142.00	241,139.25	2.75
5030 · Plant Shortfall Debt Service	0.00			0.00	94,400.00	-94,400.00
5050 · Mainline System Repairs	0.00			3,427.69		
5060 · Lateral Repairs	0.00	3,333.33	-3,333.33	50,735.00	36,666.67	14,068.33
5065 · CCTV	0.00	2,500.00	-2,500.00	925.00	27,500.00	-26,575.00
5070 · Pet Waste Station	0.00	125.00	-125.00	772.93	1,375.00	-602.07
5000 · Operations - Other	0.00			0.00		
Total 5000 · Operations	208,536.00	110,226.08	98,309.92	1,202,808.62	1,306,886.92	-104,078.30
6000 · Administration						
6010 · Auditing	0.00	666.66	-666.66	6,336.00	7,333.34	-997.34
6020 · Copier lease	0.00	583.33	-583.33	5,350.56	6,416.67	-1,066.11
6030 · County Tax Roll Charges	0.00	0.00	0.00	7,291.47	3,800.00	3,491.47
6040 · Directors' Compensation	1,072.50	916.66	155.84	8,758.24	10,083.34	-1,325.10
6050 · Education & Travel Reimb	1,605.44	166.66	1,438.78	1,945.99	1,833.34	112.65
6060 · Employee Compensation						
6061 · Employee Salaries	9,117.02	8,750.00	367.02	100,724.10	96,250.00	4,474.10
6062 · Medical Stipends	1,000.00	1,000.00	0.00	11,000.00	11,000.00	0.00
6063 · Employer Payroll Taxes	773.95	1,000.00	-226.05	8,587.83	11,000.00	-2,412.17
6064 · CALPERS Contribution	1,444.11	2,625.00	-1,180.89	30,753.03	28,875.00	1,878.03
6065 · Payroll Expense	0.00			1,206.05		

Granada Sanitary District Profit & Loss Budget vs. Actual

May 2015

	May 2015			Jul '14 - May 15		
	May 15	Budget	\$ Over Budget	Jul '14 - May 15	Budget	\$ Over Budget
Total 6060 · Employee Compensation	12,335.08	13,375.00	-1,039.92	152,271.01	147,125.00	5,146.01
6070 · Engineering Services (General)	0.00	1,666.66	-1,666.66	14,483.88	18,333.34	-3,849.46
6080 · Insurance	0.00	1,000.00	-1,000.00	1,086.21	11,000.00	-9,913.79
6090 · Legal Services						
6091 · Legal-Big Wave	50.00			17,043.20		
6090 · Legal Services - Other	3,375.00	5,000.00	-1,625.00	42,195.30	55,000.00	-12,804.70
Total 6090 · Legal Services	3,425.00	5,000.00	-1,575.00	59,238.50	55,000.00	4,238.50
6100 · Memberships	163.20	833.33	-670.13	8,112.64	9,166.67	-1,054.03
6110 · Newsletter	0.00	208.33	-208.33	0.00	2,291.67	-2,291.67
6120 · Office Lease	8,000.00	4,166.66	3,833.34	47,826.55	45,833.34	1,993.21
6130 · Office Maintenance & Repairs	210.00	166.66	43.34	2,934.47	1,833.34	1,101.13
6140 · Office Supplies	524.33	416.66	107.67	8,426.06	4,583.34	3,842.72
6150 · Professional Services						
6151 · General Manager	8,326.74	5,416.66	2,910.08	68,597.89	59,583.34	9,014.55
6152 · Accounting	0.00	166.66	-166.66	4,139.32	1,833.34	2,305.98
6150 · Professional Services - Other	0.00			1,330.00		
Total 6150 · Professional Services	8,326.74	5,583.32	2,743.42	74,067.21	61,416.68	12,650.53
6160 · Publications & Notices	0.00	291.66	-291.66	14,352.30	3,208.34	11,143.96
6170 · Utilities	699.10	733.33	-34.23	7,870.57	8,066.67	-196.10
6180 · Video Taping	250.00	250.00	0.00	1,500.00	2,750.00	-1,250.00
6190 · Computers	0.00	83.33	-83.33	0.00	916.67	-916.67
6220 · Miscellaneous	3,350.00	583.33	2,766.67	10,667.09	6,416.67	4,250.42
6230 · Bank Service Charges	581.69			2,140.50		
Total 6000 · Administration	40,543.08	36,691.58	3,851.50	434,659.25	407,408.42	27,250.83
7000 · Capital Projects						
1314-2 · Sewer Main Replacement	0.00	28,333.33	-28,333.33	33,237.98	311,666.67	-278,428.69
1415-1 · SAM - Projects	16,694.00	13,041.66	3,652.34	91,817.00	143,458.34	-51,641.34
1415-2 · Update SSMP	0.00	166.66	-166.66	0.00	1,833.34	-1,833.34
Total 7000 · Capital Projects	16,694.00	41,541.65	-24,847.65	125,054.98	456,958.35	-331,903.37
Total Expense	516,084.77	188,459.31	327,625.46	2,012,834.72	2,171,253.69	-158,418.97
Net Income	<u>-378,291.27</u>	<u>-170,959.32</u>	<u>-207,331.95</u>	<u>185,443.76</u>	<u>49,496.32</u>	<u>135,947.44</u>

DISTRIBUTION REQUEST NO.: #11-14/15
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$3,301.45

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
June 18, 2015

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #11-14/15

DATE: June 18, 2015
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 3,301.45

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs - Apr 2015	\$ 190.20
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Cont Disclosure Svcs-Apr 2015	\$ 212.10
Wittwer & Parkin	147 S River St, #221, Santa Cruz, CA 95060	Legal Svcs - May 2015	\$ 449.15
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - May 2015	\$ 2,450.00
TOTAL:			\$ 3,301.45

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

GRANADA COMMUNITY SERVICES DISTRICT

Administrator's Report

Report Period: May 18, 2015 to June 12, 2015

To: Board of Directors

From: Delia Comito, District Administrator

Date: June 18, 2015

- **PUBLIC RECORDS REQUESTS** (General information requests are not included)
There were no information requests this period.

- **APPLICATIONS RECEIVED** (Fiscal year-to-date)
There were two (2) permit applications received this period:

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
08/14/14	1A	Coursen, Richard	047-122-110	147 Francisco St., EG	6,000	R-1/S-17
08/29/14	1A	Mann, Michael	048-121-050	400 Washington, HMB	5,000	R-1
10/16/14	1A	Coffield, Lyle	047-113-210	925 Ferdinand, EG	5,825	R-1/S-17
11/03/14	3	Stoloski & Gonzalez	048-133-010	Cabrillo Hwy.	2 AC	PD
01/20/15	1B	Irizarry, Jim	047-271-200	195 Ave Cabrillo, EG	10,625	R-3/S-3
02/06/15	Variance	Garrison, Michi	048-054-130	Miramar Dr, Miramar	4,600	R-1/S-17
02/23/15	1A	Narey, William	047-071-050	127 Madrona Ave, EG	5,000	R-1/S-17
03/23/15	1B	Cypress Dev. Group	047-206-230	Ave Portola @ Coronado	17,000	R-1/S-3
06/05/15	1A	McGregor, Paul	048-065-060	Alto Ave, Miramar	4,800	R-1/S-94
06/09/15	1A	Garrison, Michi	048-054-130	Miramar Dr, Miramar	4,600	R-1/S-17

Note: Shaded rows were previously reported.

- **PERMITS ISSUED** (Fiscal year-to-date)
There were no sewer permits issued this period.

Permit No.	Type	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3136	1A	07/03/14	Power, Patrick	047-074-220	393 Ave Granada, EG	5,359	R-1/S-17
3137	1A	08/11/14	Kopiej, Krzystof	047-181-890	345 San Pedro Rd, EG	6,198	R-1/S-17
3138	1A	09/02/14	Mann, Michael	048-121-050	400 Washington, HMB	5,000	R-1
3139	1A	01/09/15	Coursen, Richard	047-122-110	147 Francisco St, EG	6,000	R-1/S-17
3140	1A	01/16/15	Coffield, Lyle	047-113-210	925 Ferdinand, EG	5,825	R-1/S-17
3141	CL 3	01/23/15	Bakshi, Vikas	048-023-350	Cortez Ave, Miramar	N/A	R-1/S-94
3142	1A	01/23/15	Bakshi, Vikas	048-023-350	321 Cortez Ave, Miramar	8,800	R-1/S-94
3143	1A	03/04/15	Narey, William	047-071-050	127 Madrona Ave, EG	5,000	R-1/S-17
3144	1B	04/29/19	Irizarry, Jim	047-271-200	195 Ave Cabrillo, EG	10,625	R-3/S-3

Note: Shaded rows were previously reported.

- **SEWER HOOK-UPS** (Fiscal year-to-date)
There were no sewer hook-ups this period.

Hook-up Date	Type	Permit No.	Issue Date	Owner	APN	Address
08/25/14	1A	3134	03/21/14	Boyle, James	048-024-480	415 Coronado Ave., Miramar
09/08/14	1A	3135	06/16/14	Stebbins, Bruce	047-222-410	822 Columbus, EG
09/24/14	2A	3131	02/21/14	Freeman, Craig	047-022-060/190	105 California, Princeton
11/06/14	2A	3130	01/30/14	Goldberg, Stan	047-021-100	102 California, Princeton
11/21/14	1A	3137	08/11/14	Kopiej, Krzystof	047-181-890	345 San Pedro Rd, EG
01/20/15	1A	3136	07/03/14	Power, Patrick	047-074-220	393 Ave Granada, EG
01/26/15	1A	3139	01/09/15	Coursen, Richard	047-122-110	147 Francisco St, EG
01/30/15	1A	3133	03/21/14	Campobello, Carlo	048-121-090	2786 Pullman Ave, HMB
05/11/15	1A	3138	09/03/14	Mann, Michael	048-121-050	400 Washington Blvd, HMB

Note: Shaded rows were previously reported.

- **REPAIRS** (Fiscal year-to-date)
There have been no repairs this period.

Repair Date	Type	Problem	Location or Address	Cause	Amount
07/03/14	Lateral	Clean-out overflowed	241 The Alameda, EG	Roots/offset	\$5,100
09/09/14	Lateral	Clean-out overflowed	137 Ave Granada, EG	Roots/offset	\$5,100
09/25/14	Lateral	Back up	509 Alto, Miramar	Roots/offset	\$6,700
09/26/14	Lateral	Clean-out overflowed	659 Isabella, EG	Bad offsets	\$7,209
10/07/14	Lateral	Clean-out overflowed	750 Palma, EG	Offsets	\$6,700
10/30/14	Lateral	Back up in house	545 Palma, EG	Failed Connection	\$3,800
03/06/15	Lateral	Back up	523 Valencia, EG	Flat Line	\$10,109
03/09/15	Lateral	Back up in clean-out	520 Coronado, EG	Failed Connection	\$4,509

Note: Shaded rows were previously reported.

12 June 2015

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for June 2015

Capital Improvement Project (2015 CIP)

J. Howard Engineering, Inc. has been notified that the construction contract was awarded to them. Contract documents were subsequently mailed to them for their consideration. We expect to receive the signed contract during the week of June 14th.

321 Cortez Avenue

The sewer pipe has been installed in the street and connected to the existing manhole. The developer is now constructing the new manhole. The new sewer line will be pressure tested prior to final acceptance.