



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

Thursday, June 21, 2018

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

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

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

- 1. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)).**
San Francisco Regional Water Quality Control Board enforcement action against Granada Community Services District.
- 2. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.
- 3. Conference with Legal Counsel – Significant Exposure to Litigation (Gov. Code Section 54956.9(d)(2)). (One potential case).**

4. **Conference Involving A Joint Powers Agency – Sewer Authority Mid-Coastside (Government Code Section 54956.96):**
 - A. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:**
(San Francisco Bay Regional Water Quality Control Board v. Sewer Authority Mid-Coastside, Complaint R2-2017-1024)

 - B. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:**
(Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

 - C. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (Two potential cases – circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)**

Granada Community Services District representatives on SAM joint powers agency board: Jim Blanchard, Chair, and Leonard Woren, Director.

RECONVENE TO OPEN SESSION

Report final Board action, if any, from Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

1. **Consideration of Concept Design Proposal from Kikuchi + Kankel for Medians 7 and 8 in Avenue Balboa.**
Recommendation: To be made by the Board.

2. **Consideration of Sewer Authority Mid-Coastside Draft FY 2018/19 General Budget and Corresponding Resolution.**
Recommendation: To be made by the Board.

3. **Consideration of Sewer Authority Mid-Coastside Draft FY 2018/19 Contract Collection Services Budget and Corresponding Resolution.**
Recommendation: To be made by the Board.

4. Consideration of Installing Logs to Limit Vehicle Access to the District's Burnham Strip Property.

Recommendation: To be made by the Board.

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

Recommendation: To be made by the Board.

CONSENT AGENDA

6. Approval of May 17, 2018 Meeting Minutes.

7. Approval of June 2018 Warrants for \$290,624.27.

8. Approval of May 2018 Financial Statements.

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

10. Approval of Class 3 Mainline Permit, APN 048-121-100, 2782 Pullman Avenue, Half Moon Bay, Owner: Chirichillo.

COMMITTEE REPORTS

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

12. Report on Parks Advisory Committee.

INFORMATION CALENDAR

13. Attorney's Report. (Wittwer)

14. General Manager's Report. (Duffy)

15. Administrative Staff Report. (Comito)

16. Engineer's Report. (Kennedy Jenks)

17. Future Agenda Items.

ADJOURN REGULAR MEETING

At the conclusion of the May 15, 2018 Meeting:

Last Ordinance adopted: No. 171

Last Resolution adopted: No. 2018-004

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

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

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

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ITEM #1

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AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Concept Design Proposal for Medians 7 and 8 on Balboa Avenue
Date: June 21, 2018

Attached for your Boards consideration of approval is a proposal from the architect landscape firm of Kikuchi + Kankel Design Group in Half Moon Bay, for concept design plans for medians 7 and 8 on Balboa Avenue, which includes a presentation of the plans at a meeting, for an amount not to exceed \$11,800.

A medians map is attached for reference.

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Kikuchi+Kankel Design Group

Landscape Architecture
Environmental Design
Site Planning

May 31, 2018

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

RE. El Granada Balboa Ave Medians 7 & 8
Landscape Architectural Services - Conceptual Design Phase

Dear Chuck,

Thank you for the continued opportunity to provide design services for the GCSD. We appreciate the time that Leonard, Nancy and Pat took to walk the medians with us and to explain the design program and opportunities

Please find below an outline of our Conceptual Design services, broken down into tasks and deliverables:

CONCEPTUAL DESIGN PHASE

1. Tasks:

- A. Project Research: Collect base data, define scope of and solicit on behalf of GCSD for a topographic and boundary survey, conduct a site reconnaissance, photo documentation, and check applicable San Mateo County codes.
- B. Analysis: Synthesize existing data and evaluate prior to commencing design.
- C. Concept Development: Develop 2-3 site concepts along with plan graphics suitable for preliminary review. Scope of design as expressed during our walk through and the provided previous "2016 Concepts".

730 Mill Street • Half Moon Bay, CA 94019
(650) 726-7100
www.kkdesigngroup.com

Steven T. Kikuchi, ASLA Principal
Christopher Kankel, ASLA Principal
Warren Barnes, Associate
Thomas W. Conroy, Associate
Robert Dietz, ASLA, Associate

61 East Main Street, Suite C
Los Garos, CA 95030
(408) 356-5980

- D. Meeting Presentations: Preparation of plan graphics and presentation format for 2 meetings/hearings: Present to Parks Committee and GCSD Board Meetings.
- E. Miscellaneous: Administration, coordination, clerical services.

2. Deliverables

- A. Site Analysis and Constraints Map: indicating physical, environmental or legal constraints such as setbacks, easements, utilities, severe slopes, existing trees, neighborhood impacts, traffic, prevailing winds, solar orientation, etc. and their resultant design constraints. Consolidated photo images of existing site and adjacent conditions and constraints.
- B. Concept Plans and Graphics: 2-3 Concept Design Plans indicating options and approaches for the layout of use spaces, activities, pathways, plant material species and types.
- C. Design Images: Photos and images of options for paving materials, furniture, plant material, park equipment or other design related images
- D. Refined Concept Plan(s) and Graphics: In response to Parks Committee meeting
- E. Meetings Presentation Material: Provisions for presentation of Concept Plan graphics in the format of choice (Power Point style or graphic boards)

We offer these services on an hourly basis for only the actual time expended by our staff personnel, with a maximum amount of. . . \$11,800.00

3. Excluded Services: The following services are specifically excluded from this proposal's work scope. These services may be available in the future upon request.

- A. Boundary and Topographic Survey Maps costs (to be contracted directly with GCSD)
- B. Water Well hydrology studies or investigations
- C. Preliminary Design Plan: refinements beyond Concepts as outlined
- D. Graphics: 3-D models or sketches, supplemental architectural models, or photo simulations
- E. Cost Estimates: Estimates of construction costs
- F. Additional Meetings beyond the outlined scope (hourly, approximately \$300/one hour meeting)
- G. Community outreach and surveys

- H. Agency Processing: Submittals and approvals from the County of San Mateo, Coastal Commission,
- I. Additional Studies or Reports: Such as geotechnical investigations, biological reports, utility under grounding or environmental studies
- J. Construction and Bid Documents
- K. Construction Administration

We propose to invoice monthly for these services on a time and materials basis per our Fee Schedule, with the above total as a maximum fee. Please note that these services are limited to the above work scope and specifically do not include other phases of services not listed. Major revisions to the project scope or program or other revisions beyond the control of the Landscape Architect shall be Additional Services invoiced on an hourly basis.

Fee Schedule

Principal time	\$160.00 / hr.
Associate time	\$125.00 / hr.
Project Manager time	\$110.00 / hr.
Draftsman time	\$95.00 / hr.
Clerical time	\$65.00 / hr.
Reimbursable expenses:	
Reproductions, postage, delivery	at cost plus 10% handling

Printing and reproduction costs are reimbursable expenses as noted. Billings shall be submitted monthly for the time expended and are due within 25 days or subject to a 1-1/2% interest charge. Kikuchi + Kankel Design Group currently maintains insurance limits of \$1 million general liability and professional liability.

If you have any questions as to the scope of our services and fees, please do not hesitate to call. If you find our proposal acceptable please sign and return one copy as authorization to proceed.

Sincerely,

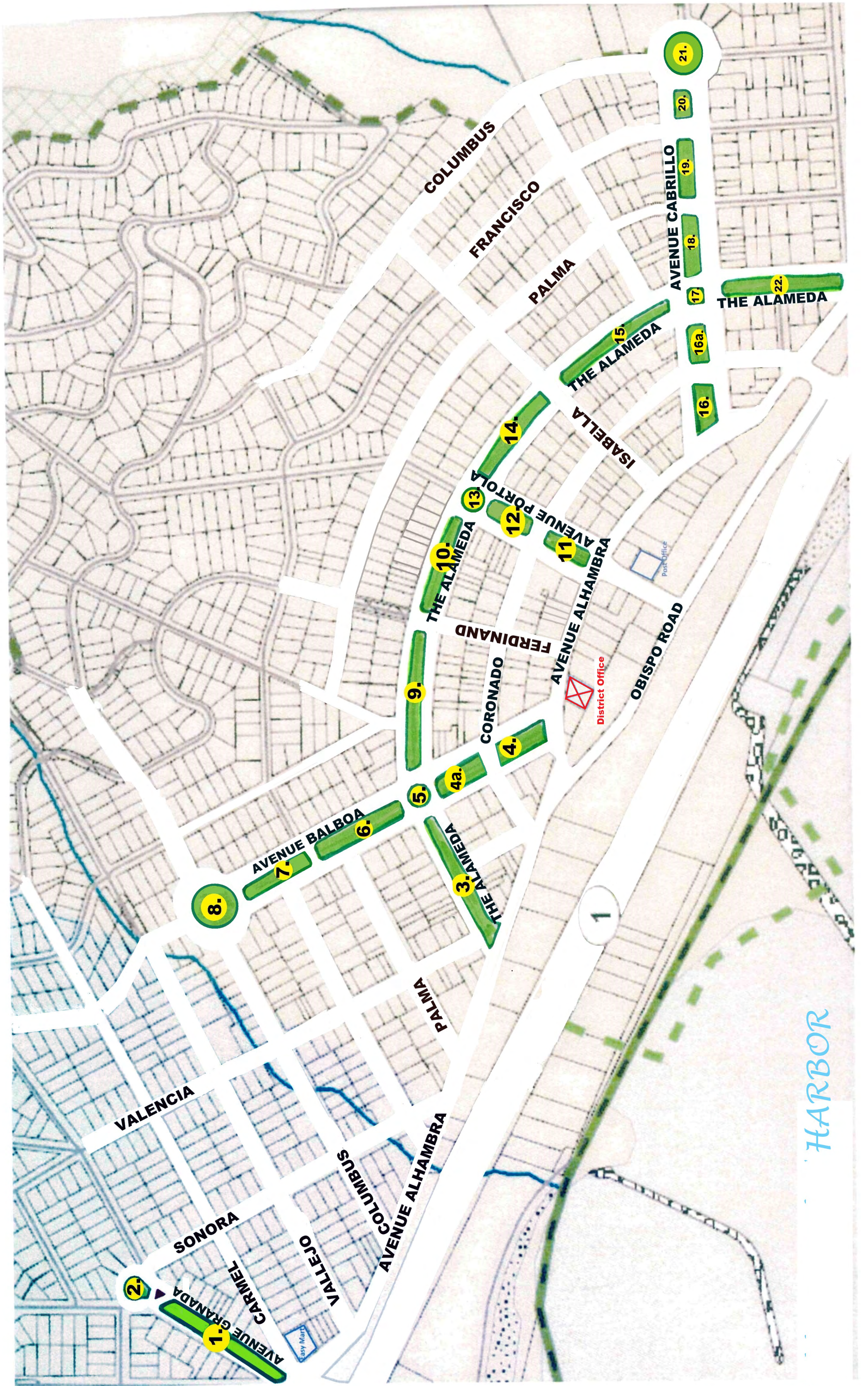
Agreed and Authorized to
Proceed:
Conceptual Design Phase only

A handwritten signature in black ink, appearing to read "S.T. Kikuchi". The signature is stylized with large, sweeping loops and is positioned above a horizontal line.

Steven T. Kikuchi, A.S.L.A.
California Registration no. 2005
President, Sr. Principal

Chuck Duffy, General Manager

Date: _____



HARBOR

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ITEM #2

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SEWER AUTHORITY MID-COASTSIDE



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



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

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EXECUTIVE SUMMARY

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

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

Proposed Income & Expenses

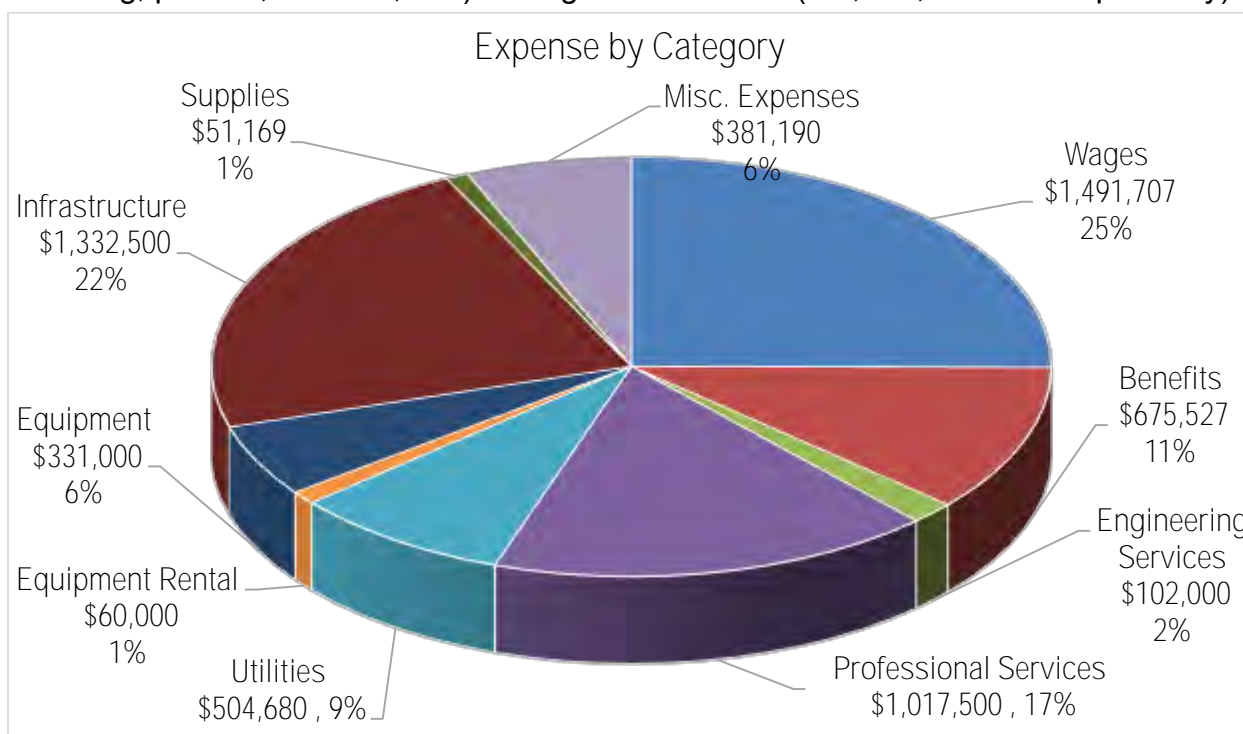
Operating Income	
Assessments - City of Half Moon Bay	3,360,430
Assessments - Granada Community Services District	1,454,171
Assessments - Montara Water & Sanitary District	1,249,147
NDWSCP Fees	118,025
Miscellaneous Revenue	9,000
Total Operating Income	\$ 6,190,773
Operating Expenses	
Wages	1,491,707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

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

Division Budgets by Fiscal Year

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

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



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

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

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

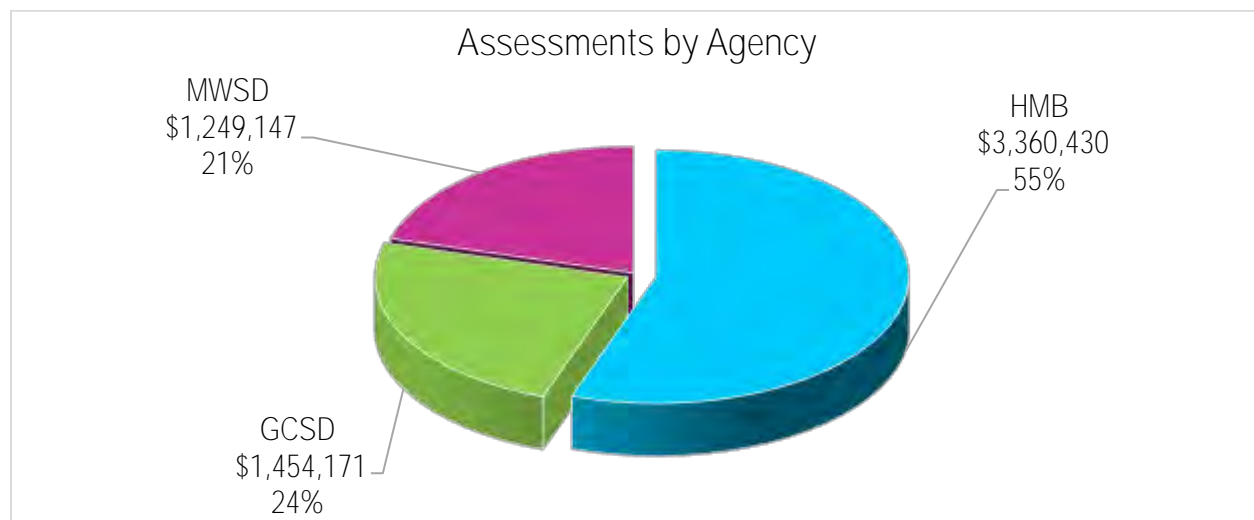
The Environmental Compliance division budget *decreased* \$15,421 (-9%). In FY 2017/18, SAM paid for two years of the First Flush program with the San Mateo County RCD. Therefore, there are no expenses budgeted in FY 2018/19 for this program.

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

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

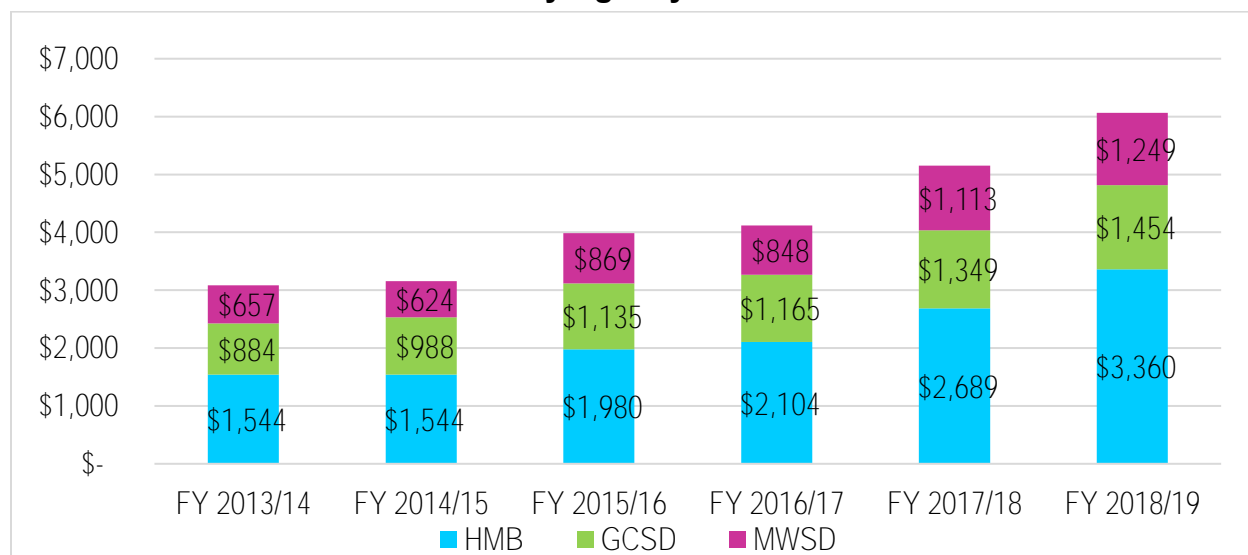
Total Assessments for Each Member Agency

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



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

Assessments by Agency – Past Five Years



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

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

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

GENERAL BUDGET

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

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ORIGINAL	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ORIGINAL	
EXPENDITURES							
<u>Personnel</u>							
1 Wages	919,245	1,130,610	1,174,648	1,177,489	1,421,597	246,949	21%
2 Premium Pay	31,398	79,860	62,582	78,654	70,110	7,528	12%
3 Health Benefits	35,882	226,314	246,493	237,427	299,467	52,974	21%
4 Retirement Cont.	156,415	237,634	260,102	138,009	258,026	(2,076)	-0.8%
5 Retirement Medical	28,974	35,639	27,062	23,616	30,798	3,736	14%
6 Misc. Benefits	257,854	46,972	66,340	58,840	87,235	20,894	31%
7 Subtotal	1,429,768	1,757,029	1,837,228	1,714,034	2,167,234	330,006	18%
<u>Non-Personnel</u>							
8 Legal Services	103,449	49,324	46,500	98,562	56,500	10,000	22%
9 Engineering Services	66,966	244,106	102,500	314,000	102,000	(500)	0%
10 Professional Services	361,792	694,397	637,330	568,232	802,000	164,670	26%
11 Prof. Memberships	20,133	30,800	34,100	30,000	35,100	1,000	3%
12 Insurance Premiums	57,858	26,251	49,496	50,000	51,000	1,504	3%
13 Misc. Expenses	91,371	108,869	71,769	297,301	79,640	7,871	11%
14 Utilities	459,316	507,015	493,680	495,439	504,680	11,000	2%
15 Travel & Training	11,223	12,615	38,300	18,619	42,450	4,150	11%
16 Equipment Rental	-	65,009	60,000	121,855	60,000	-	0%
17 Bldg & Maint Services	38,704	154,362	58,452	196,966	159,000	100,548	172%
18 Chemicals	195,468	128,595	130,000	149,420	135,000	5,000	4%
19 Permits & Licenses	36,983	31,103	31,000	31,000	33,000	2,000	6%
20 Supplies	55,639	61,278	53,891	68,339	51,169	(2,722)	-5%
21 Equipment	418,928	280,294	242,800	646,973	331,000	88,200	36%
22 Infrastructure Projects	1,353,921	-	1,311,500	1,964,500	1,332,500	21,000	2%
23 Claims/Penalties	-	330	10,000	300,000	5,000	(5,000)	-50%
24 Subtotal	3,271,751	2,394,348	3,371,318	5,351,205	3,780,039	408,721	12%
25 TOTAL	4,701,519	4,151,377	5,208,545	7,065,239	5,947,273	738,727	14%

Key Changes

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

GENERAL BUDGET

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

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

By Type:

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

By Agency:

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

Key Changes

Assessment allocations change each year based on flow percentages.

Start replenishing operating reserve funds

250,000

Funded Positions:

<i>Operating Fund FTE</i>	8.53	10.75	10.50	11.00	13.00	2.50	24%
<i>Other Funds FTE</i>	-	-	-	-	-	-	0%
	8.53	10.75	10.50	11.00	13.00	2.50	24%

ADMINISTRATIVE SERVICES

By Category

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

Personnel

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

Non-Personnel

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

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

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

ADMINISTRATIVE SERVICES

By Category

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

By Type:

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

By Agency:

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

Key Changes

Assessments allocated based on CY 2017 flow calculation

Eliminate assumptions of receiving miscellaneous revenue

\$ (20,750)

Funded Positions:

<i>Operating Fund FTE</i>	3.98	3.50	3.50	4.00	4.00	0.50	14%
<i>Other Funds FTE</i>	-	-	-	-	-	-	0%
	3.98	3.50	3.50	4.00	4.00	0.50	14%

TREATMENT
By Category

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

Personnel

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

Non-Personnel

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	-	42,223	500	162,000	15,000	14,500	2900%
10	Professional Services	37,529	471,602	429,500	375,512	432,500	3,000	1%
11	Prof. Memberships	1,158	11,185	10,000	6,000	10,000	-	0%
12	Insurance Premiums	1,817	-	-	-	-	-	0%
13	Misc. Expenses	60,989	32,243	41,150	25,066	41,200	50	0%
14	Utilities	434,638	480,972	473,500	472,471	484,500	11,000	2%
15	Travel & Training	10,963	4,111	19,500	8,837	22,500	3,000	15%
16	Equipment Rental	-	55,371	50,000	112,000	50,000	-	0%
17	Bldg & Maint Services	33,325	138,095	34,000	181,037	122,000	88,000	259%
18	Chemicals	195,468	120,953	125,000	147,775	130,000	5,000	4%
19	Permits & Licenses	36,983	31,103	31,000	31,000	33,000	2,000	6%
20	Supplies	38,965	47,604	35,125	57,185	31,200	(3,925)	-11%
21	Equipment	416,147	227,008	212,800	295,853	208,000	(4,800)	-2%
22	Infrastructure Projects	-	-	-	-	-	-	0%
23	Claims/Penalties	-	-	-	-	-	-	0%
24	Subtotal	1,267,982	1,662,470	1,462,075	1,874,736	1,579,900	117,825	8%
25	TOTAL	2,052,647	2,677,553	2,479,794	2,898,881	2,944,958	465,164	19%

Key Changes

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

TREATMENT
By Category

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

By Type:

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

By Agency:

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

Key Changes

Funded Positions:

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

ENVIRONMENTAL COMPLIANCE

By Category

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

Personnel

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

Non-Personnel

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

Key Changes

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

ENVIRONMENTAL COMPLIANCE

By Category

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

By Type:

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

By Agency:

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

Key Changes

Funded Positions:

<i>Operating Fund FTE</i>	0.28	0.50	0.25	0.25	0.25	-	0%
<i>Other Funds FTE</i>	-	-	-	-	-	-	0%
	0.28	0.50	0.25	0.25	0.25	-	0%

INFRASTRUCTURE

By Category

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

Personnel

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

Non-Personnel

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

Key Changes

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

INFRASTRUCTURE

By Category

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

By Type:

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

By Agency:

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

Key Changes

Assessments allocated based on CY 2017 flow calculation

Start replenishing operating reserve funds 250,000

Funded Positions:

<i>Operating Fund FTE</i>	-	0.50	0.50	0.25	-	(0.50)	-100%
<i>Other Funds FTE</i>	-	-	-	-	-	-	0%
	-	0.50	0.50	0.25	-	(0.50)	-100%

OPERATION & MAINTENANCE



PROGRAM DESCRIPTION

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

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

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

Operation & Maintenance Flow Calculations

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

FINANCIAL DETAILS

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

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

FISCAL YEAR 2018/19

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

FISCAL YEAR 2018/19

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

TREATMENT DIVISION

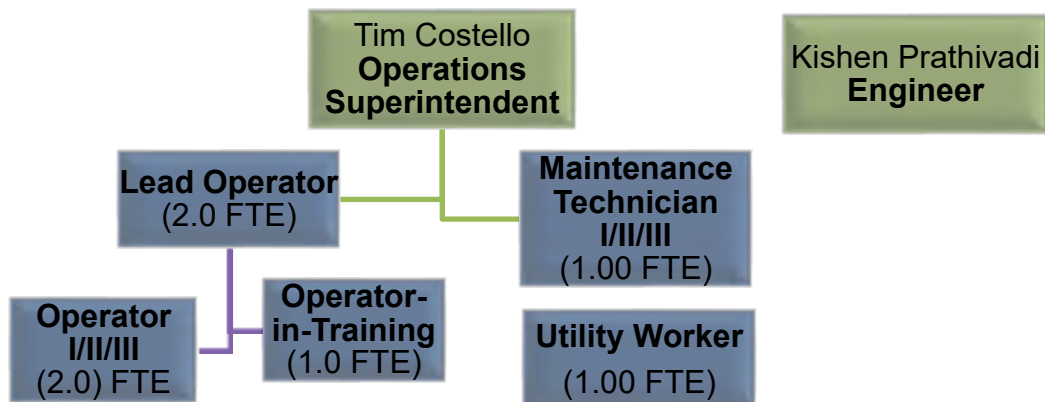


PROGRAM DESCRIPTION

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

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

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



FISCAL YEAR 2018/19

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

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

FINANCIAL HIGHLIGHTS

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

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

FISCAL YEAR 2018/19

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

FISCAL YEAR 2018/19

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

FISCAL YEAR 2018/19

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

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

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

GOALS

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

HIGHLIGHTS

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

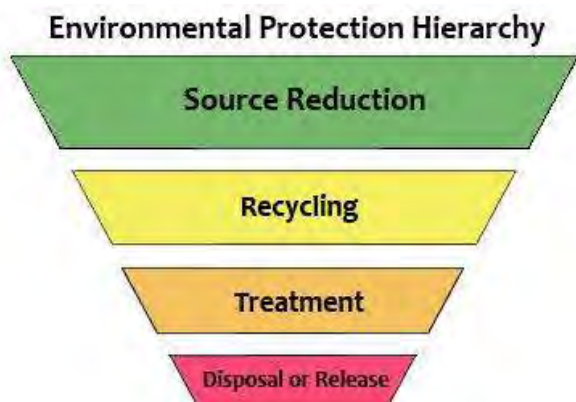
PROGRAM OBJECTIVES

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

PERFORMANCE MEASURES

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

ENVIRONMENTAL COMPLIANCE DIVISION

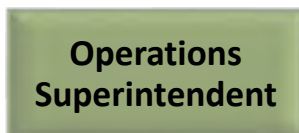


PROGRAM DESCRIPTION

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

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

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



FISCAL YEAR 2018/19

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

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

FINANCIAL HIGHLIGHTS

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

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

FISCAL YEAR 2018/19

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

FISCAL YEAR 2018/19

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

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

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

GOALS

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

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

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

ACHIEVEMENTS

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

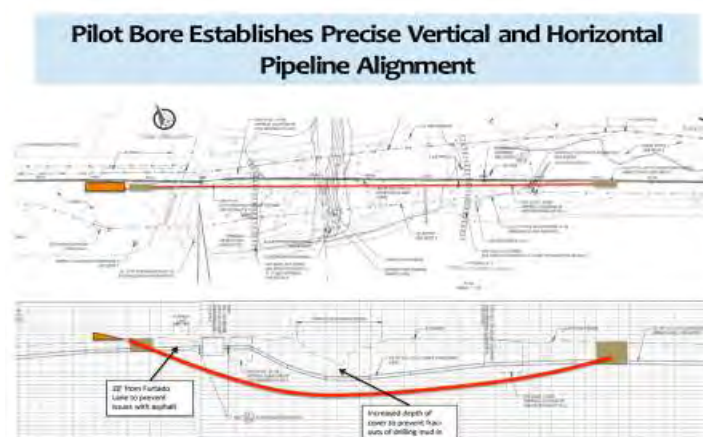
PROGRAM OBJECTIVES

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

PERFORMANCE MEASURES

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

INFRASTRUCTURE DIVISION



PROGRAM DESCRIPTION

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

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

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

FINANCIAL HIGHLIGHTS

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

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

FISCAL YEAR 2018/19

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

FISCAL YEAR 2018/19

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

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

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

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

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

GOALS

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

HIGHLIGHTS

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

PROGRAM OBJECTIVES

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

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2018- ____

**A RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE
GENERAL BUDGET FOR FISCAL YEAR 2018/19**

WHEREAS, the Sewer Authority Mid-Coastside, pursuant to Article III, Section (F) (3) of the Joint Powers Agreement, dated February 3, 1976, as amended, creating said Authority, has heretofore submitted its General Budget for fiscal year 2018/19 to its member agencies for review and approval; and

WHEREAS, the Sewer Authority Mid-Coastside General Budget consists of the Administrative Services division, the Treatment division, the Environmental Compliance division, and the Infrastructure division for Fiscal Year 2018/19;

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed and considered said General Budget and desires to signify its approval thereof;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Granada Community Services District, as follows:

1. The Board of Directors of the Granada Community Services District hereby approves the Sewer Authority Mid-Coastside General Budget for Fiscal Year 2018/19, attached as Exhibit A to this resolution, and consents to the final approval of said General Budget by the Sewer Authority Mid-Coastside.
2. The Secretary shall transmit a copy of this Resolution to the Sewer Authority Mid-Coastside.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 21st day of June, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Signed:

Leonard Woren, Board President

Attest:

Delia Comito, Board Secretary

ITEM #3

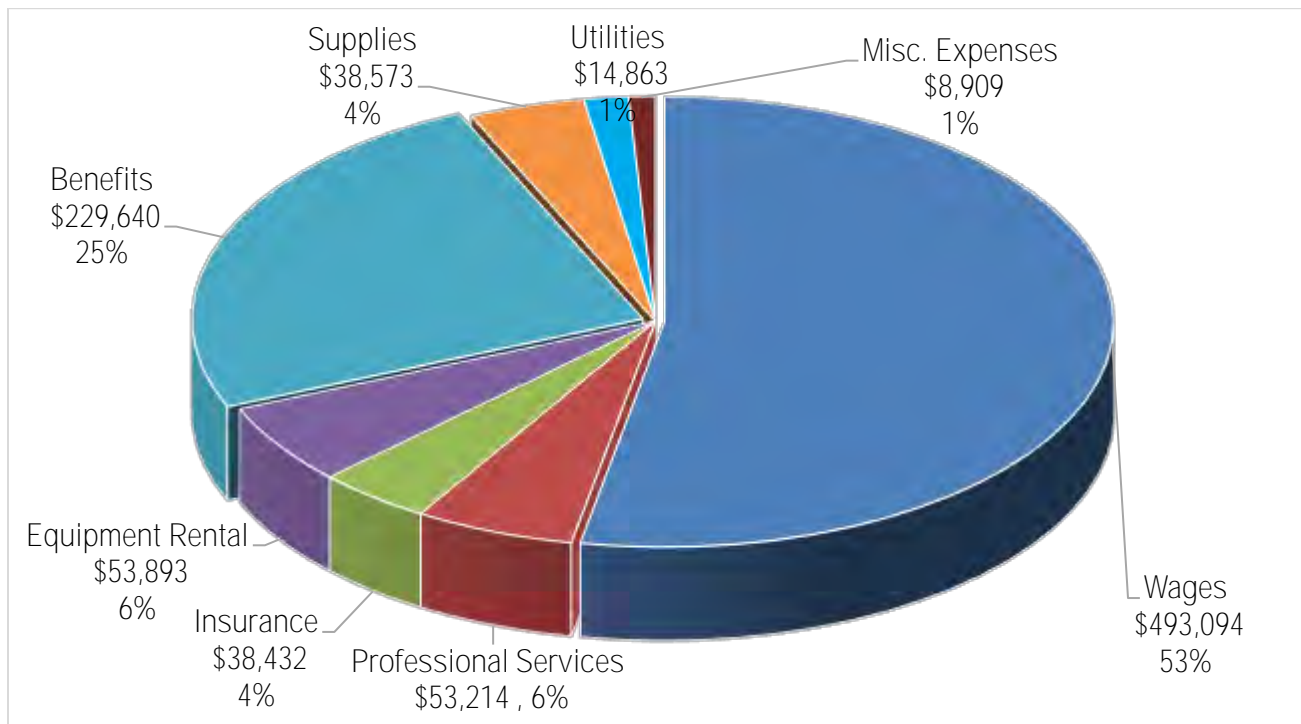
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CONTRACT COLLECTION SERVICES BUDGET

Each year SAM makes assumptions regarding revenue and expenses. While some of the expenses are outside of SAM's control (utilities, collection flow levels, emergency repairs), it is still possible to estimate the cost from year to year. The Board and the contracting agencies expect staff to continue to identify areas that can be made more efficient and cost effective.

The budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, fuel, and other non-discretionary expenses. Costs were recommended by staff based on identified needs and industry best practices.

As for most service agencies, the most significant costs are for employee wages (53%) and benefits (25%). Providing necessary equipment (6%) and professional support services (6%) required to meet the scope of services are the next largest portions of the budget.



The overall change from the Contract Collection Services Budget for Fiscal Year 2017/18 to Fiscal Year 2018/19 is an increase of \$117,059 (14%). Each agency is invoiced monthly for one-twelfth of the annual cost as well as any requests for reimbursement for contract services performed by vendors in response to requests by the contracting agency.

The change in assessments to each member agency is shown in the following table.

	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	\$ Change	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Adopted</u>	<u>Change</u>
Half Moon Bay	\$ 319,741	\$ 351,881	\$ 274,596	\$ 310,908	\$ 36,312	13%
GCSD	\$ 242,391	\$ 242,350	\$ 239,954	\$ 284,500	\$ 44,546	19%
MWSD	\$ 325,958	\$ 321,608	\$ 279,411	\$ 328,036	\$ 48,625	17%
Total	\$ 888,090	\$ 915,839	\$ 793,961	\$ 923,444	\$ 129,483	16%

The primary change in the assessments is that the cost of services methodology for HMB is based on SAM's proposal in response to the Request for Proposals, which reflects the requested change in service levels. The changes for GCSD and MWSD are based on the cost of services methodology used for HMB but reflecting no change in service levels (status quo). The amount assessed for each agency FY 2018/19 assumes that SAM continues to collect the FOG inspection fees on behalf of GCSD and MWSD only.

CONTRACT COLLECTION SERVICES
Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ADOPTED	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ADOPTED	
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EXPENDITURES

Personnel

1	Wages	430,134	317,229	390,503	342,945	446,177	55,674	14%
2	Premium Pay	15,545	60,217	48,096	36,868	46,917	(1,179)	-2%
3	Health Benefits	129,030	93,486	117,300	90,651	128,663	11,363	10%
4	Retirement Cont.	71,986	46,635	45,043	28,624	53,499	8,456	19%
5	Retirement Medical	11,942	14,461	5,856	5,342	6,693	837	14%
6	Misc. Benefits	12,233	(8,804)	37,016	27,437	40,785	3,769	10%
7	Subtotal	670,870	523,224	643,813	531,867	722,734	78,920	12%

Non-Personnel

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	-	-	-	-	-	-	0%
10	Professional Services	37,454	153,956	36,400	51,619	53,214	16,814	46%
11	Prof. Memberships	245	1,056	259	183	802	543	210%
12	Insurance Premiums	51,718	71,996	77,761	77,761	38,432	(39,329)	-51%
13	Misc. Expenses	47,103	5,374	5,446	4,359	6,232	786	14%
14	Utilities	942	10,667	12,500	9,328	14,863	2,363	19%
15	Travel & Training	10,666	1,533	2,880	2,387	1,875	(1,005)	-35%
16	Equipment Rental	-	-	100	-	53,893	53,793	53793%
17	Bldg & Maint Services	22	97,568	-	117,994	-	-	0%
18	Chemicals	-	4,153	941	3,877	3,238	2,297	244%
19	Permits & Licenses	-	3,338	6,400	-	-	(6,400)	-100%
20	Supplies	16,229	26,960	18,118	27,628	35,335	17,217	95%
21	Equipment	57,425	2,033	8,942	-	-	(8,942)	-100%
22	Infrastructure	-	-	-	-	-	-	0%
23	Claims/Penalties	-	-	-	-	-	-	0%
24	Subtotal	221,804	378,634	169,747	295,135	207,885	38,138	22%
25	TOTAL	892,674	901,858	813,560	827,002	930,619	117,059	14%

Key Changes

COLA and applicable step increases for field staff.	\$ 25,976
QA/QC and support services previously subsidized by JPA.	\$ 37,184
No longer providing FOG inspections and related services for HMB per RFP.	\$ (10,240)
Services to cover for employee leave, training, and technical support.	\$ 11,000
Rent/lease equipment from JPA instead of purchasing as part of CCS.	\$ 53,793
Pooled liability insurance through CSRMA for GCSD and MWSD only.	\$ (39,329)
All vehicles and equipment belong to JPA along with maintenance costs.	\$ (8,942)
Safety supplies, general supplies, and services previously allocated by % share.	\$ 32,617
Services supporting 3 SSOs per year for HMB only.	\$ 15,000
	\$ 117,059

CONTRACT COLLECTION SERVICES
Consolidated (Half Moon Bay, GCSD, MWSD)

FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18 ADOPTED	FY 2017/18 ESTIMATE	FY 2018/19 PROPOSED	CHANGE FROM FY 2017/18 ADOPTED	
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REVENUE

By Type:

26 JPA Assessments	-	-	-	-	-	-	0%
27 Contract Services	888,090	915,839	793,961	807,402	923,444	129,483	16%
28 NDWSCP Fees	-	-	19,600	19,600	7,175	(12,425)	-63%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 From/(To) Reserves	-	-	-	-	-	-	0%
33	888,090	915,839	813,561	827,002	930,619	117,058	14%

By Agency:

34 Half Moon Bay	319,741	351,881	274,596	281,645	310,908	36,312	13%
35 Granada CSD	242,391	242,350	239,954	226,623	284,500	44,546	19%
36 Montara WSD	325,958	321,608	279,411	299,133	328,036	48,625	17%
37	888,090	915,839	793,961	807,402	923,444	129,483	16%

Key Changes

SAM continues to perform and invoice for FOG inspections for GCSD and MWSD.
Cost of services based on methodology used for proposal to HMB.

<u>Funded Positions:</u>	6.47	4.75	5.00	5.00	5.00	-	0%
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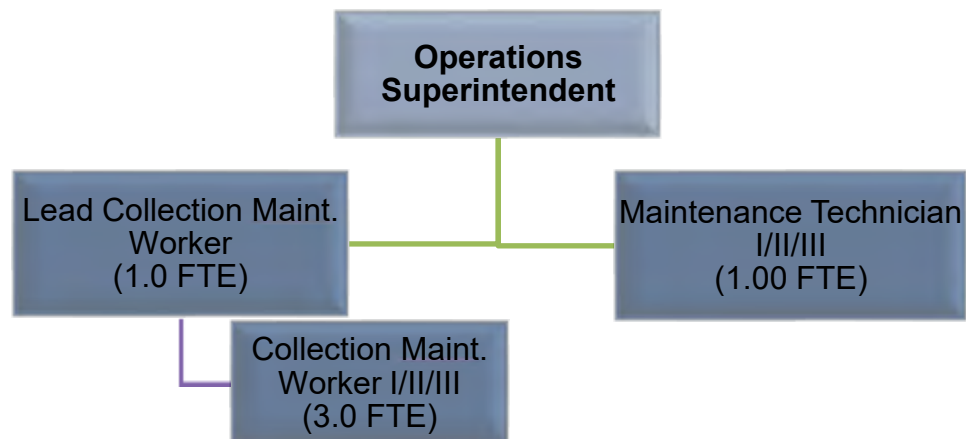


CONTRACT COLLECTION SERVICES

The Contract Collection Services (CCS) division budget is a discrete function at SAM and not included in the JEPA. This division provides preventive and corrective maintenance of the wastewater main lines and lift stations and responds to customer requests for service for the City of Half Moon Bay, Granada Community Services District, and the Montara Water & Sanitary District. The service levels are identified in the service agreements between SAM and each contracting agency.

Starting with FY 2017/18, the allocation of costs between the contracting agencies was based on the percentage of total lines cleaned and percentage of lift stations maintained rather than on a percentage of total CCS man hours.

This program is managed by the Operations Superintendent. The following chart reflects the organizational structure.



FISCAL YEAR 2018/19

The following staffing summary reflects the historical cost allocation for this function.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Positions	6.15	6.15	6.15	6.47	4.75	5.00	5.00

The following pages provide the Contract Collection Services budget line items as well as the cost allocation for each contracting agency.

FINANCIAL HIGHLIGHTS

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

Budget Line #	FY 2017/18	FY 2018/19
1. Wages Increased for COLA adjustments of 3% per MOU and merit step increases, where applicable.	\$390,503	\$446,177
2. Premium Pay Includes overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	\$48,096	\$46,917
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU.	\$117,300	\$128,663
4. Retirement Contributions SAM pays the employer contribution but no portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$45,043	\$53,499
5. Retirement Medical Reflects contributions to an OPEB fund in compliance with GASB.	\$5,856	\$6,693
6. Misc. Benefits Includes Medicare, long-term and short-term disability, and workers compensation premiums.	\$37,016	\$40,785
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits.	\$643,813	\$722,734

FISCAL YEAR 2018/19

<u>Budget Line #</u>	<u>FY 2017/18</u>	<u>FY 2018/19</u>
8. Legal Services There are no legal services budgeted to CCS.	\$0	\$0
9. Engineering Services There are no engineering costs budgeted to CCS.	\$0	\$0
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$36,400	\$53,214
11. Professional Membership Includes memberships in professional organizations (CWEA) for SAM to keep current on industry practices and service delivery improvements.	\$259	\$802
12. Insurance Premiums The liability insurance premiums for coverage of the member agencies' collection systems are charged to this budget. Assumes that HMB is no longer covered under this pooled plan.	\$77,761	\$38,432
13. Misc. Expenses Includes incidental expenses (employee physicals, uniform laundry services, radio and alarm systems, etc.) not captured in other categories.	\$5,446	\$6,232
14. Utilities Water for cleaning the sewer lines and cell phone reimbursement for CCS staff.	\$12,500	\$14,863
15. Travel & Training Training and travel related costs for required safety and industry training.	\$2,880	\$1,875
16. Equipment Rental/Lease Rental or lease of equipment necessary to perform the identified scope of services.	\$100	\$53,893
17. Building & Maintenance Services This line reflects the maintenance work performed through 3 rd party vendors. There is no budget and expenses are billed only if approved by the agency.	\$0	\$0

FISCAL YEAR 2018/19

18. Chemicals	\$941	\$3,238
Chemicals are purchased to address issues at the contracting agency lift stations as needed.		
19. Permits	\$6,400	\$0
There are no permit fees budgeted to CCS.		
20. Supplies	\$18,118	\$35,335
Safety, general, and miscellaneous supplies necessary to perform the contract services.		
21. Equipment	\$8,942	\$0
There are no equipment costs budgeted to CCS. All equipment used for the CCS program owned by SAM.		
22. Infrastructure	\$0	\$0
SAM does not perform infrastructure work as part of CCS.		
23. Claims/Penalties	\$0	\$0
There are no claims/penalties budgeted to CCS. Claim recovery costs are reimbursed by the contracting agency when they occur.		
24. Non-Personnel Subtotal	\$169,747	\$207,885
Subtotal of all costs not associated with wages and benefits.		
25. Total	\$813,560	\$930,619
Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).		

The significant changes in the Contract Collection Services department from FY 2017/18 included in FY 2018/19 budget are:

1. The budget for HMB is based on the services described in the Request for Proposals issued by the City. For GCSD and MWSD, each agency's budget is based on the services currently provided by SAM (status quo) based on the same cost for service methodology used for the HMB proposal.
2. QA/QC and support services previously subsidized by JPA now charged to each agency based on cost for service methodology.
3. Rent or lease equipment from JPA rather than CCS purchasing it.

4. Pooled liability insurance through CSRMA for GCSD and MWSD only.
5. Safety supplies, general supplies, and services previously allocated by percentage share of total service hours.

GOALS

- Perform all scheduled and emergency maintenance at the service levels defined in the scope of service for each agency.
- Reduce sanitary sewer overflows (SSOs) through use of industry best practices.
- Provide customers with quick, knowledgeable, and complete response to calls.
- Promote the development and education of staff to assure the ongoing ability to maintain, troubleshoot and repair all systems and equipment.

HIGHLIGHTS

- Cleaned participating agency sewer lines as required in the service agreements.
- Responded to service requests as required in the service agreements.
- Responded to all emergency service requests within 60 minutes or less.
- Performed preventive maintenance at all contract lift stations to maintain station reliability.
- Conducted all required annual safety training programs.
- Responded to requests for USA markings.
- Performed connection inspections for GCSD as requested.
- Performed project oversight as requested by contracting agencies.

PROGRAM OBJECTIVES

- Perform required preventive and predictive maintenance to eliminate spills, overflows, and to minimize the possibility of equipment breakdowns
- Continue to promote and provide a safe environment for all staff.
- Develop and implement standard operating procedures (SOPs) for contract collection and maintenance functions.
- Develop and implement maintenance plan for routine equipment maintenance.
- Perform annual F.O.G. program inspections on behalf of contracting agencies.

PERFORMANCE MEASURES

- Clean all segments of contracting agency sewer lines each year for regular cleaning and more frequently for “hot spots” or problem areas.
- Reduce sanitary sewer overflows (SSOs) to achieve the goal of no spills.
- No lost time due to injuries or accidents.

FISCAL YEAR 2018/19

- Completion of 100% of required annual safety trainings.
- Respond to 100% of emergency service requests within 60 minutes.
- Achieve 100% customer satisfaction for all service calls.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2018- ____

A RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE CONTRACT COLLECTION SERVICES BUDGET FOR FISCAL YEAR 2018/19

WHEREAS, the Sewer Authority Mid-Coastside (SAM) and the Granada Community Services District (District) entered into an agreement dated April 25, 1988 titled *Agreement for Maintenance and Operations Services between the Granada Sanitary District and Sewer Authority Mid-Coastside* (Agreement);

WHEREAS, the Agreement provides for the District to contract with SAM whereby SAM operates and maintains the District’s sewerage collection system on behalf of the District;

WHEREAS, the Agreement provides that SAM shall prepare a collection services budget for each fiscal year the Agreement is in force, and that the District shall review and subsequently approve said budget for each fiscal year;

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed the Contract Collection Services Budget for Fiscal Year 2018/19 as submitted by SAM, and desires to signify its approval thereof;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Granada Community Services District, as follows:

1. The Board of Directors of the Granada Community Services District hereby approves the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2018/19, attached as Exhibit A to this resolution.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 21st day of June, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Signed:

Leonard Woren, Board President

Attest:

Delia Comito, Board Secretary

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ITEM #4

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AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Installing Logs to Limit Vehicle Access to the District's Burnham Strip Property
Date: June 21, 2018

This Item is provided for your Board's consideration of parking issues and possible restrictions in the unofficial parking area on the Burnham Strip property. The Board has indicated that its primary focus is to prevent construction staging, the parking of large vehicles, and dumping from occurring in the lot.

With the County's assistance in 2015, the District was able to block vehicle access to the fire station-side of the lot using several large logs approximately 24" in diameter. If logs are not available from the County, the cost is approximately \$24 per foot, plus delivery. I have attached an estimate for 40, 10' eucalyptus logs from FireWood Farms for \$10,400, along with a suggestion for configuration.

I also investigated the viability of using the trees to be cut down on the CFPD property. The arborist report available on the CFPD website, indicates that only three Monterey Pines are of sufficient diameter for the District's use. Two of the trees are between 24.4"-30" at breast height, with the condition noted as, "Poor vigor, Poor form, Bark Beetle." The third tree is 30.6" at breast height, with the condition noted as, "Dead." I do not recommend using the trees on the CFPD property for the following reasons: 1). The diameter will not be uniform in 10' lengths, 2). There are more unusable parts of the trees than there are usable parts, 3). Disposal of the unusable parts may be difficult and costly, 4). They don't look as nice as the logs used in the open field-side of the property. (See photo of tree attached).

It should be considered also, the larger the vehicle to be restricted, the stronger the barrier needs to be, making other types of barriers more appropriate, such as: small boulders, large diameter posts, fencing with posts set in concrete. The fencing or posts set in concrete may require a CDP from the County.



FireWood Farms
 551 San Mateo Road
 (HWY 92)
 Half Moon Bay, CA 94019
 (650)726-3266
 firewoodfarms@gmail.com
 www.firewoodfarms.com

1616

ADDRESS	SHIP TO	DATE	TOTAL
Delia Comito G.C.S.D 650-726-7093 PO Box 335 El granada, CA 94018	Delia Comito G.C.S.D Burnham Strip Property	03/28/2018	\$10,400.00

ACTIVITY	QTY	RATE	AMOUNT
Log Salvage Eucalyptus full logs 24"-30" D by 10 foot lengths *possible alternative wood option* Priced per linear foot	400	24.00	9,600.00
DELIVERY MATERIAL LOCAL Drop Location: lot in El Granada	2	400.00	800.00

TOTAL	\$10,400.00
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THANK YOU.

Accepted By

Accepted Date

Proposed
No parking areas

200'

263'

75





ITEM #5

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SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, June 11, 2018

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

1. CALL TO ORDER

A. Roll Call

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

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

5. PUBLIC COMMENT / ORAL COMMUNICATION

6. CONSENT AGENDA (*Consent items are considered routine and will be approved / adopted by a single motion and vote unless a request for removal for discussion or*

explanation is received from the public or Board.)

- A. Approve Minutes of May 7 and May 21, 2018, Special Board Meetings (**Attachment**)
- B. Approve Disbursements for June 11, 2018 (**Attachment**)
- C. Receive Monthly Budget Report for Period Ending April 30, 2018 (**Attachment**)
- D. Declare a Light Duty Truck (SAM 7) as Surplus Equipment and Authorize the General Manager to Dispose of it as Salvage (**Attachment**)

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

- A. Discuss the Completion Report in Response to Regional Water Quality Control Board Collection System Inspection Report and Authorize General Manager to Submit the Report by the June 29, 2018, Deadline (**Attachment**)
- B. Authorize the General Manager to Execute a Contract with the City of Half Moon Bay to Provide Collection System Maintenance Services for July 1, 2018, through June 30, 2021 (**Attachment**)

8. GENERAL MANAGER'S REPORT

- A. Receive Manager's Report for April 2018 (**Attachment**)
- B. Update on FY 2018/19 General Budget
- C. Update on Contract Collection Services

9. ATTORNEY'S REPORT

10. DIRECTORS' REPORT

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

12. ADJOURNMENT

- Upcoming Regular Board Meetings: June 25 and July 9, 2018

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

INFORMATION FOR THE PUBLIC

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

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

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

MINUTES
SAM BOARD OF DIRECTORS
SPECIAL BOARD MEETING
May 21, 2018

1. CALL TO ORDER

Chair Blanchard called the meeting to order at 7:04 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

- A. Pledge of Allegiance
- B. Roll Call

Directors Ruddock, Blanchard, Woren, Slater-Carter, Penrose, and Boyd were present. Also present were General Manager Marshall, and General Counsel Nelson.

2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

3. CONVENE IN CLOSED SESSION (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) 7:05 p.m. to 7:51 p.m.

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

The Board went in to closed session at 7:05 p.m.

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

The Board reconvened into open session at 7:51 p.m. Chair Blanchard reported that there was no reportable action.

5. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

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

A. Receive Disbursements for May 21, 2018

Following a brief discussion, Director Slater-Carter moved, and Director Ruddock seconded the motion to approve disbursements for May 21, 2018.

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

At 8:15 p.m., Director Ruddock suggested taking a 5-minute break. Director Penrose left the meeting shortly after.

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

A. Adopt a Resolution Authorizing the General Manager to Expend Funds from the Sewer Authority Mid-Coastside Emergency Repair Reserve to Continue Operating SAM until the Member Agency Outstanding Payments are Received

Following a brief discussion, Director Boyd moved, and Director Slater-Carter seconded the motion to adopt a resolution authorizing the General Manager to expend funds from the Sewer Authority Mid-Coastside emergency repair reserve to continue operating SAM until the member agency outstanding payments are received.

Boyd/Slater-Carter/6 Ayes/0 Noes. The motion passed.

8. ADJOURNMENT

Chair Blanchard adjourned the meeting at 8:43 p.m.

Respectfully Submitted,

Approved By:

Kathy Matthews
Recording Secretary

Board Secretary

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ITEM #6

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Minutes

BOARD OF DIRECTORS

SPECIAL AND REGULAR MEETINGS

May 17, 2018

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

Pat Tierney, Parks Advisory Committee Chair, thanked the board for their support of the Summer Events Program, and expressed the need to resolve the insurance issue. He also asked the board to consider renewing the agreement with the County for park services.

ADJOURN TO CLOSED SESSION

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

RECONVENE TO OPEN SESSION

There was no reportable action from the Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular meeting was called to order at 7:40 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

1. Consideration of Burnham Strip Park Concept Designs and Community Outreach Plan.

Steven Kikuchi and Tom Conroy from the architect landscape firm of Kikuchi + Kankel Design Group in Half Moon Bay, presented their ideas in a series of three Concept Design Plans and a Constraints Page, a comprehensive map, which identified roads, potential pedestrian crossings, riparian and noise impact areas, and view-points, among other things.

Concept 1 was the lowest intensity plan, which included walkways, picnic areas, a lawn volleyball area, and an amphitheater.

Concept 2 included walkways, picnic areas, a sundial, a basketball half court, a bocce ball or horseshoe area, a playground, and an elevated plaza.

Concept 3 included some of the other elements, plus a restroom, and a small skating area.

Each Director provided their feedback, and likes and dislikes. The following members of the public commented: Tim Pond, Pat Tierney, Dave Olsen, Lisa Ketcham, Chris Johnson, Paul Koelsch, Leni Schultz, Suzi Haligon, Fran Pollard, and Jane McAllister.

The Board held a discussion and reached a consensus to plan a future public outreach event on the Burnham property. President Woren tasked the Communications AD Hoc Committee to coordinate planning the event. The Board thanked Mr. Kikuchi and Mr. Conroy for their presentation.

2. Consideration of Sewer Authority Mid-Coastside Draft Fiscal Year 2018/19 JPA General and Contract Collections Budgets.

The Board discussed some of the troubling issues with the budgets presented. SAM General Manager, Beverli Marshall, was present and addressed the issues raised by the Board. There was additional discussion regarding the Contract Collections Services and the changes relating to the Agreement with the City of Half Moon Bay. The Board agreed to table the item to the next meeting.

3. Consideration of Granada Community Services District Draft Fiscal Year 2018/19 Budget, and Potential Associated Sewer Service Charge Increase.

The General Manager reviewed the draft budget, and provided a table projecting revenues and expenses over a 5-year period. He recommended a sewer service

charge increase of 15% per year for five years. The last rate increase was six years ago.

The Board directed staff to initiate the Prop. 218 process to increase the sewer service charge as recommended.

4. Consideration of Appointing Ad-Hoc Litigation Mediation Committee.

This item was tabled to a future meeting.

5. Consideration of Approving Director Seaton's Request to Attend Special Districts Legislative Days.

ACTION: Director Clark moved to approve Director Seaton's request. (Clark/Dye). Approved 5-0.

6. Consideration of Sewer Authority Mid-Coastside Report.

Director Woren reported on the SAM meeting held on 5/07/18.

CONSENT AGENDA

7. Approval of April 19, 2018 Meeting Minutes.

8. Approval of May 10, 2018 Special Meeting Minutes.

9. Approval of May 2018 Warrants for \$207,722.26.

10. Approval of April 2018 Financial Statements.

11. Approval of Assessment District Distribution #10-17/18.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. Attorney's Report. (Wittwer)

14. General Manager's Report. (Duffy)

15. Administrative Staff Report. (Comito)

16. Engineer's Report. (Kennedy Jenks)

17. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 11:20 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: June 21, 2018

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ITEM #7

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Date	Num	Name	Memo	Account	Amount
05/17/18	6898	Kikuchi & Kankel Design	Burnham Park Concept Designs	6310 · Park Related Misc Expenses	13,641.06
05/17/18	6899	VOID	VOID	VOID	-
05/17/18	6900	Water Qual Control Board	Order R2-2018-1005	6220 · Miscellaneous	33,100.00
06/14/18	6901	Bacchus Press	Printing:18/19 SSC Rate Increase Prop. 218 Ltr	6160 · Publications & Notices	3,152.00
06/14/18	6902	Bacchus Press	Printing: Parks Newsletter	6310 · Park Related Misc Expenses	1,812.18
06/21/18	6903	AIMS Team	AIMS Upgrade Svc Period 01/01/18 - 05/21/18	6072 · Engineering Misc (AIMS)	4,050.00
06/21/18	6904	Alhambra & Sierra Springs	May 2018 Drinking Water	6140 · Office Supplies	3.97
06/21/18	6905	AT&T	May & June 2018 - Pump Stn Alarm Svc	6170 · Utilities	160.10
06/21/18	6906	Barbara Dye	05/17/18 GCSD Mtg	6040 · Directors' Compensation	145.00
06/21/18	6907	CA CAD Solutions	CCWD Water Consumption Extract	6150 · Professional Services	600.00
06/21/18	6908	Comcast	06/13/18 - 07/12/18 Svcs	6170 · Utilities	205.97
06/21/18	6909	CoreLogic Solutions, LLC	June 2018	6100 · Memberships	160.50
06/21/18	6910	David Seaton	05/10/18, 05/17/18 GCSD Mtg	6040 · Directors' Compensation	290.00
06/21/18	6911	Delia Comito	For Deposit to Petty Cash	1020 · Petty Cash	300.00
06/21/18	6912	Dudek	04/28/18 - 05/25/18 Prof. Svcs	6151 · General Manager	10,150.00
06/21/18	6913	Express Plumbing	June 2018 - Medio Creek Maint & Monitoring	1617-1 · Medio Creek Sewer	1,950.00
06/21/18	6914	Hue & Cry	Jun 2018 Pump Stn Alarm	6170 · Utilities	147.65
06/21/18	6915	Jim Blanchard	05/10 & 05/17/18 GCSD & 05/07, 05/21, 06/11/18 SA	6040 · Directors' Compensation	425.00
06/21/18	6916	KBA Docusys	01/24/18-04/23/18 Svcs	6020 · Copier Lease	115.09
06/21/18	6917	Kennedy Jenks	Sept 2017 & Feb 2018 Svcs	6071 · Engineering	11,985.42
06/21/18	6918	Kikuchi & Kankel Design	Inv dtd 06/06/18	6310 · Park Related Misc Expenses	3,423.23
06/21/18	6919	Leonard Woren	05/10 & 05/17/18 GCSD & 05/07, 05/21, 06/11/18 SA	6040 · Directors' Compensation	425.00
06/21/18	6920	Matthew Clark	05/10/18, 05/17/18 GCSD Mtgs	6040 · Directors' Compensation	290.00
06/21/18	6921	Pacifica Community TV	05/10/18, 05/17/18 GCSD Board Mtg	6040 · Directors' Compensation	500.00
06/21/18	6922	PG&E	Pump Station Inv dtd 05/16/18	6180 · Video Taping	305.20
06/21/18	6923	PG&E-2	Mirada Rd Inv dtd 06/5/18	6170 · Utilities	17.05
06/21/18	6924	PGE	Office Inv dtd 05/23/18	6170 · Utilities	146.86
06/21/18	6925	Pitney Bowes	Inv dtd 05/29/18	6140 · Office Supplies	78.30
06/21/18	6926	Rodolfo Romero	June 2018 Cleaning 2x	6130 · Office Maint & Repairs	140.00
06/21/18	6927	Sewer Authority	Mid-Coastsi June 2018 Assessments	5020 · SAM- Admin, Collect	170,049.45
06/21/18	6928	State Fund Comp Insurance	Workers Comp Prem for 05/19/18 - 08/19/18	6080 · Insurance	210.75
06/21/18	6929	Strawflower Electronics	Inv dtd 06/5/18 - Email Problem Investigation	6190 · Computers	225.00
06/21/18	6930	US Bank Equipment Finance	05/24/18 - 06/24/18	6020 · Copier Lease	447.58
06/21/18	6931	Verizon Wireless	May 2018	6170 · Utilities	103.14
06/21/18	6932	Wells Fargo Credit Card	Apr 2018 Credit Card Charges	6140 · Office Supplies	388.77
06/21/18	6933	White Nelson Diehl Evans	May 2018	6152 · Accounting	2,500.00
06/21/18	6934	Wittwer & Parkin	May 2018 Svcs	6090 · Legal- Gen, IPS, Parks	24,530.00
06/21/18	6935	Working Dirt Management	July 2018	6120 · Office Lease	4,450.00
			TOTAL		290,624.27

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ITEM #8

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ASSETS

Current Assets

1000 · Wells Fargo Checking - Gen Op	\$	515,922
1010 · Wells Fargo Checking - Deposit		5,298
1020 · Petty Cash		190
1030 · Cash - LAIF		4,003,417
1100 · Accounts Receivable		-
1550 · Prepaid Expenses		416

Total Current Assets		<u>4,525,243</u>
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Fixed Assets

1600 · Land		1,063,640
1610 · Construction in Progress		800,813
1615 · Equipment		22,153
1620 · Collections System		10,350,890
1630 · Accumulated Depreciation		<u>(6,168,876)</u>

Total Fixed Assets		<u>6,068,620</u>
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Other Assets

1700 · Advance to MWSD		1,085,094
1710 · Allowance - for Advance to MWSD		(1,085,094)
1720 · Advance to AD- Bond Reserve		494,890
1730 · Advance to AD- NCA Fund		585,866
1735 · Advance to AD- Assesmnt Revenue		353,542
1740 · Security Deposit Office Lease		3,000
1750 · Investment in SAM		3,769,159
1760 · Deferred Outflows of Resources		101,671

Total Other Assets		<u>5,308,128</u>
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Total Assets		<u>15,901,991</u>
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LIABILITIES

Current Liabilities

2000 · Accounts Payable		15,130
2001 · Accrued Vacation		5,571
2020 · Class 3 Deposits		9,196
2100 · Payroll Liabilities		426
2225 · Recology-Del Garbage		20,047
2300 · Due to AD		-
2310 · Relief Refund Advance		350

Total Current Liabilities		<u>50,720</u>
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Long Term Liabilities

2401 · Net Pension Liability		170,410
2402 · Deferred Inflows of Resources		20,515

Total Long Term Liabilities		<u>190,925</u>
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Total Liabilities		<u>241,645</u>
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NET POSITION

3000 · Net Assets		6,131,128
3005 · Contributed Capital		9,595,349
Net Income		(66,131)

Total Net Position	\$	<u>15,660,346</u>
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	July 1 - Apr 30, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	569,547	166,667	402,880	200,000
4015 · Park Tax Allocation	-	333,333	(333,333)	400,000
4020 · Sewer Service Charges-SMC	1,144,741	1,068,333	76,408	1,282,000
4021 · Sewer Svc Charges Pro-rated	4,157	-	4,157	-
4030 · AD OH Reimbursement	24,252	25,000	(748)	30,000
4040 · Recology Franchise Fee	23,820	26,667	(2,847)	32,000
Total Operating Revenue	1,766,517	1,620,000	146,517	1,944,000
Non Operating Revenue				
4120 · Interest on Reserves	39,075	23,667	15,408	28,400
4130 · Connection Fees	23,500	39,167	(15,667)	47,000
4150 · Repayment of Adv to AD-NCA	117,173	66,004	51,169	79,204
4155 · Repayment of Adv to AD-ARF	70,708	39,830	30,878	47,796
4160 · SAM Refund from Prior Yr	-	4,167	(4,167)	5,000
4170 · ERAF Refund	273,905	208,333	65,572	250,000
4180 · Misc Income	3,437	1,667	1,770	2,000
Total Non Operating Revenue	527,798	382,835	144,963	459,400
Total Revenues	2,294,315	2,002,835	291,480	2,403,400
Expenses				
Operations				
5010 · SAM - General	795,950	795,949	(1.00)	955,141
5020 · SAM - Collections	199,960	199,962	2.00	239,954
5050 · Mainline System Repairs	-	8,333	8,333	10,000
5060 · Lateral Repairs	9,516	33,333	23,817	40,000
5065 · CCTV	-	16,667	16,667	20,000
5070 · Pet Waste Station	1,269	833	(436)	1,000
5100 · County Staff Time - Parks	-	4,167	4,167	5,000
5110 · RCD - Parks	5,600	4,167	(1,433)	5,000
5120 · Half Moon Bay Reimb - Parks	43,373	16,667	(26,706)	20,000
Total Operations	1,055,668	1,080,078	24,410	1,296,095

	July 1 - Apr 30, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	7,721	12,500	4,779	15,000
6020 · Copier lease	4,515	6,250	1,735	7,500
6040 · Directors' Compensation	9,285	917	(8,368)	11,000
6050 · Education & Travel Reimb	249	1,667	1,418	2,000
6060 · Employee Compensation	177,216	175,000	(2,216)	210,000
6070 · Engineering Services	12,700	16,667	3,967	20,000
6080 · Insurance	1,487	5,000	3,513	6,000
6090 · Legal Services	169,925	54,167	(115,758)	65,000
6100 · Memberships	8,020	7,500	(520)	9,000
6110 · Newsletter	-	2,083	2,083	2,500
6120 · Office Lease	47,450	43,333	(4,117)	52,000
6130 · Office Maintenance & Repairs	1,445	2,083	638	2,500
6140 · Office Supplies	5,137	5,000	(137)	6,000
6150 · Professional Services - Other	2,700	-	(2,700)	-
6151 · General Manager	75,351	54,167	(21,184)	65,000
6152 · Accounting	25,231	25,000	(231)	30,000
6153 · Temp Labor	2,763	-	(2,763)	-
6160 · Publications & Notices	4,829	8,333	3,504	10,000
6170 · Utilities	8,557	8,333	(224)	10,000
6180 · Video Taping	2,375	2,917	542	3,500
6190 · Computers	720	1,667	947	2,000
6220 · Miscellaneous	4,806	5,833	1,027	7,000
6230 · Bank Service Charges	2,572	-	(2,572)	-
6310 · Park Related Misc Expenses	7,196	-	(7,196)	-
Total Administration	<u>582,250</u>	<u>438,417</u>	<u>(143,833)</u>	<u>536,000</u>
Capital Projects				
1415-2 · Update SSMP	359	-	(359)	-
1617-1 · Medio Creek Xing Crossing	27,093	291,667	264,574	350,000
1617-2 · SAM-Lift Station	4,391	-	(4,391)	350,000
1718-1 · EP Mirada Rd Half Moon Bay	37,975	-	(37,975)	350,000
1718-2 · SAM - Recycled Water Proj	-	12,500	12,500	15,000
1718-3 · SSC Rate & Reserve Study	-	29,167	29,167	35,000
7100 · SAM - Infrastructure	652,710	478,270	(174,440)	573,924
7500 · Projects - Parks	-	83,333	83,333	100,000
Total Capital Projects	<u>722,528</u>	<u>894,937</u>	<u>172,409</u>	<u>1,773,924</u>
Total Expenses	<u>2,360,446</u>	<u>2,413,432</u>	<u>52,986</u>	<u>3,606,019</u>
Net Income	<u>(66,131)</u>	<u>(410,597)</u>	<u>344,466</u>	<u>(1,202,619)</u>

Blank

ITEM #9

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DISTRIBUTION REQUEST NO.: #11-17/18
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,393.39

\$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 21, 2018

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #10-17/18

DATE: June 21, 2018
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,393.39

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	17/18 Admin Svcs April	\$ 205.39
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: June 2018	\$ 2,188.00
TOTAL:			\$ 2,393.39

ITEM #10

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AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Approval of Class 3 Mainline Permit – Owner: Chirichillo
Date: June 21, 2018

A Class 3 Sewer Permit is required to construct a mainline extension when there is no sewer line adjacent to the property being developed. The sewer main on Pullman Avenue extends only up to the property line of the neighboring parcel. A 50 foot (approximate) extension of the 6” sewer main is required to serve the subject parcel, APN 048-121-100, 2782 Pullman Avenue, Half Moon Bay.

A Class 3 application, application fee, construction plans, and other required documents were submitted by the parcel owner, Dominick Chirichillo, on April 30, 2018, which staff forwarded to District Engineer, John Rayner. By email on 6/10/18, John Rayner notified the District that subsequent to his review and verification of requested corrections, he is recommending Board approval to issue the permit. A copy of the application, required documents, plans, and maps are attached for your review.

With approval from Board, the applicant must pay a \$4,000 deposit towards engineering fees, before a permit is issued by staff. Construction may begin after issuance of the permit, and the Engineer will perform inspections throughout the construction. The fees incurred for the District Engineer’s time, are paid from the deposit, and the funds are reconciled by staff after completion and dedication.

Dedication of the line as a District facility will also be brought to the Board for approval, after Mr. Rayner performs the final inspection, approving the construction. After that time, the applicant may submit an application for the Class 1A (house) Sewer Permit, subject to other District requirements, which is administratively issued.

EXCERPT FROM DISTRICT CODE PERTAINING TO CLASS 3 APPLICATIONS

SECTION 402. Examination of Plans - Class 3 Sewer Permit.

The District's engineering representative shall examine the plans submitted under a Class 3 sewer permit (See Section 604 of Article VI) to verify that they are in accordance with good engineering practices and in compliance with the Standard Specifications and policies of the District. Plans which have been so examined and approved will be submitted to the District Board for approval, alteration, or rejection.

SECTION 403. Inspection of Construction.

After approval of the plans by the District Board or its representative, actual construction may be started and all work shall be performed under the inspection of, and in accordance with the Standard Specifications and policies of the District.

All work shall be inspected by the District or its representative when construction is completed but before use is made of the facilities constructed. Inspection shall be made at such other times as the District or its representative may require. The applicant shall give 24 hours advance notice to the District that construction performed under a Class 1 or a Class 2 sewer permit is ready for inspection and connection to the public sewer. The applicant shall give 48 hours advance notice to the District's engineering representative with respect to such construction performed under a Class 3 sewer permit.

dcomito@granada.ca.gov

From: John Rayner <JohnRayner@kennedyjenks.com>
Sent: Sunday, June 10, 2018 6:10 PM
To: dcomito@granada.ca.gov
Cc: Chuck Duffy
Subject: RE: Electronic version of Sewer Mainline Extension plan 2782 Pullman Ave HMB

Delia,

I reviewed the Sewer Mainline Extension Plan, Sheet C-3, revised 6/7/18 that was attached to your email below. The revised plan reflects the corrections needed, as described in my 5/8/18 email. Accordingly its recommended that the District approve the permit application for this Class 3 mainline extension.

Please let me know if you have any questions. Thanks.

John

From: dcomito@granada.ca.gov <dcomito@granada.ca.gov>
Sent: Friday, June 8, 2018 9:56 AM
To: John Rayner <JohnRayner@kennedyjenks.com>
Cc: Chuck Duffy <cduffy@dudek.com>
Subject: FW: Electronic version of Sewer Mainline Extension plan 2782 Pullman Ave HMB

Hi John:

Please find attached the revised plans for the Chirichillo Class 3 mainline extension. If all corrections have been made, and we receive your recommendation by early next week, we may be able to put it on our June agenda.

Thanks,

Delia Comito
Granada Community Services District
(650) 726-7093

From: Dominick Chirichillo [<mailto:dominick@domicowinery.com>]
Sent: Thursday, June 07, 2018 2:53 PM
To: dcomito@granada.ca.gov
Cc: gsaxton@granada.ca.gov
Subject: Fwd: Electronic version of Sewer Mainline Extension plan 2782 Pullman Ave HMB

Hi Delia

Attached please find revised electronic plans for resubmitted for final approval.

Please advise if you require additional paper plans?

Sincerely,

Dominick Chirichillo
Domenico Winery
1697 Industrial Road
San Carlos, CA 94070

650.593.9463 Direct Line
650.593.2310 fax

SEWER PERMIT APPLICATION *class 3*

Parcel Assessor's Parcel Number(s): 048-121-100 Lot(s): 13+14 Block: 19

Data: Address/Location: 2782 Pullman Ave HMB

Owner: Name(s) Dominick Chirichillo ⁶⁵⁰ Phone: 483-5284 Fax #: _____

Address: 260 Medina Ave HMB Cell #: _____

Agent: Name(s) _____ Phone: _____ Fax #: _____

Address: _____ Cell #: _____

Contractor: Name(s) Dominick Chirichillo Phone: _____ Fax #: _____

Address: _____ Cell #: _____

Type of Work: (Check one)

New Construction _____ Remodel/Addition _____ Demolition _____ Mainline Ext.

Project Description: (Check one)

Single Family Dwelling _____ Multiple Unit Residential _____
In-law Unit/Auxiliary Structure _____ Hotel/Condo/B&B _____
Commercial Building/Warehouse _____ Mixed Use _____
Other Explain: class 3 mainline extension

General Information: (Complete applicable sections)

Parcel Sq. Ft.: 5000 Structure(s) Sq. Ft.: _____ Garage Sq. Ft.: _____
No. of Bedrooms: _____ No. of Baths: _____ No. of Offices: _____
No. of Living Units: _____ If Mixed Use, what is Living Unit Sq. Ft?: _____
No. of Trees to be Removed: _____ Is tree removal for lateral placement? _____
Additional Comments: _____

In consideration of granting this permit, the undersigned agrees:

1. To accept and abide by all provisions of the Granada Sanitary District Code.
2. To notify the District when the sewer is ready for connection to the sewer main.
3. In the event that all required planning approvals are not final, the application shall be deemed incomplete, and any permit issued may be revoked.
4. To provide the District with the final Building Plans for this project if requested, prior to permit issuance.

Signature: [Signature] Print Name: Dominick Chirichillo Date: 9/30/18

FOR DISTRICT USE ONLY (Please do not write below this line)

<input type="checkbox"/> Planning Approval Letter	<input type="checkbox"/> Pick up Notice	<input checked="" type="checkbox"/> Plans/Elevations
<input checked="" type="checkbox"/> Grant Deed/Legal Description	<input type="checkbox"/> Topographical Map	<input type="checkbox"/> Agent Form
<input checked="" type="checkbox"/> Application Fee \$ <u>150.00</u>	<input type="checkbox"/> Is there a ML to serve?	<input type="checkbox"/>
<input type="checkbox"/> Other: <u>Notice of Determination</u>	<input type="checkbox"/> Is App. Complete?	
<input type="checkbox"/> No. of Connections	<input type="checkbox"/> No. of NCA's on parcel	RECEIVED BY: _____ DATE: <u>9/30/18</u>

2017-071032

12:55 pm 08/15/17 DE Fee: 21.00
Count of Pages 3 HM
Recorded in Official Records
County of San Mateo
Mark Church
Assessor-County Clerk-Recorder



Recording Requested By
North American Title Company, Inc.
File No. 55903-1507045-17

AND WHEN RECORDED MAIL TO:
Name: The Chirichillo Family Trust
Street Address Vacant Land
City & State Half Moon Bay, CA

SPACE ABOVE THIS LINE FOR RECORDING USE

Mendiola

A.P. No. 048-121-100

GRANT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$383.90; CITY TRANSFER TAX \$NONE;
[x] computed on the consideration or full value of property conveyed, OR
[] computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
[] unincorporated area; [x] City of Half Moon Bay, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **Randy Ralston and Linda Mendiola, husband and wife as community property with right of survivorship**

hereby GRANTS TO **Dominick Chirichillo and Gloria J. Chirichillo, Trustees of The Chirichillo Family Trust Dated April 24, 2002**

the following described property in the City of Half Moon Bay, County of San Mateo, State of California:

LEGAL DESCRIPTION ATTACHED HERETO AS EXHIBIT "A" AND MADE A PART HEREOF

Dated: June 27, 2017

Randy Ralston

Linda Mendiola

Mail Tax Statements To: **SAME AS ABOVE**

EXHIBIT A

LOTS 13 AND 14, BLOCK 19; AS DESIGNATED ON THE MAP ENTITLED "MAP OF 'CITY OF NAPLES' HALF MOON BAY, SAN MATEO CO. CAL.", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA ON SEPTEMBER 16, 1907 IN LIBER 5 OF MAPS AT PAGE 30.



NOTICE OF DETERMINATION

FILED ENCLOSURE
CITY OF HALF MOON BAY
MAY 17 2018

MAR 30 2018

TO:

Office of Planning & Research

U.S. Mail
P.O. Box 3044
Sacramento, CA 95812-3044

County Clerk

San Mateo County
555 County Center, 1st Floor
Redwood City, CA 94063

From:

City of Half Moon Bay
Planning Division
501 Main Street
Half Moon Bay, CA 94019
Contact: Scott Phillips
Phone: (650) 726-8299

MARK Orunich, County Clerk
By: **BESZ DE LA VEGA**
Deputy Clerk

SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resource Code

STATE CLEARINGHOUSE NUMBER (if submitted to State Clearinghouse): none

PROJECT TITLE: New Single Family Residence at 2782 Pullman Avenue

PROJECT APPLICANT: Dominick Chirichillo

PROJECT LOCATION (City & County): 2782 Pullman Avenue (APN: 048-121-100), Half Moon Bay, San Mateo County

PROJECT DESCRIPTION: The project consists of construction of a new two-story, 1,818 sq. ft. single-family residence, roadway improvements and sewer line extension, on a 5,000 sq. ft. lot.

This is to advise that the City of Half Moon Bay Planning Commission has approved the above described (Lead Agency or Responsible Agency) project on 03/27/18 and has made the following determinations regarding the above described project.

1. The Project (will will not) have significant effect on the environment.
2. An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.
 A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures (were were not) conditions of the approval for this project.
4. A mitigation reporting or monitoring plan (was was not) adopted for this project.
5. A statement of Overriding Considerations (was was not) adopted for this project.
6. Findings (were were not) made pursuant to the provisions of CEQA.

This is to certify that the final Mitigated Negative Declaration with comments and response and record of project approval, or the negative Declaration, is available to the General Public at: **City of Half Moon Bay City Hall, 501 Main Street, Half Moon Bay**

Signature (Public Agency): Scott Phillips Title: Associate Planner

Date: 3/28/18

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CA)SS

COUNTY OF San Mateo)

On 7/14/17 before me, Kimberly A Gilmore, Notary Public, personally appeared Randy Rolston and Linda Mendida

, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Kimberly A Gilmore



This area for official notarial seal



State of California - Department of Fish and Wildlife

2018 ENVIRONMENTAL FILING FEE CASH RECEIPT

DFW 753.5a (Rev. 01/03/18) Previously DFG 753.5a

Print

StartOver

Finalize&Email

RECEIPT NUMBER:

41 — 03302018 —

STATE CLEARINGHOUSE NUMBER (If applicable)

SEE INSTRUCTIONS ON REVERSE. TYPE OR PRINT CLEARLY.

LEAD AGENCY City of Half Moon Bay	LEAD AGENCY EMAIL	DATE 03302018
--------------------------------------	-------------------	------------------

COUNTY/STATE AGENCY OF FILING San Mateo	DOCUMENT NUMBER
--	-----------------

PROJECT TITLE
New Single Family Residence at 2782 Pullman Avenue

PROJECT APPLICANT NAME S Phillips	PROJECT APPLICANT EMAIL	PHONE NUMBER ()
--------------------------------------	-------------------------	---------------------

PROJECT APPLICANT ADDRESS	CITY	STATE	ZIP CODE
---------------------------	------	-------	----------

PROJECT APPLICANT (Check appropriate box)

- Local Public Agency
 School District
 Other Special District
 State Agency
 Private Entity

CHECK APPLICABLE FEES:

- | | | | |
|--|------------|----|----------|
| <input type="checkbox"/> Environmental Impact Report (EIR) | \$3,168.00 | \$ | 0.00 |
| <input checked="" type="checkbox"/> Mitigated/Negative Declaration (MND)(ND) | \$2,280.75 | \$ | 2,280.75 |
| <input type="checkbox"/> Certified Regulatory Program document (CRP) | \$1,077.00 | \$ | 0.00 |

- Exempt from fee
 Notice of Exemption (attach)
 CDFW No Effect Determination (attach)
 Fee previously paid (attach previously issued cash receipt copy)

- | | | | |
|---|----------|----|-------|
| <input type="checkbox"/> Water Right Application or Petition Fee (State Water Resources Control Board only) | \$850.00 | \$ | 0.00 |
| <input checked="" type="checkbox"/> County documentary handling fee | | \$ | 50.00 |
| <input type="checkbox"/> Other | | \$ | |

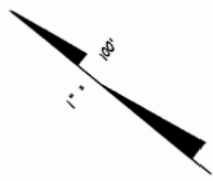
PAYMENT METHOD:

- Cash
 Credit
 Check
 Other

TOTAL RECEIVED \$ 2,330.75

SIGNATURE X	AGENCY OF FILING PRINTED NAME AND TITLE Besz de la Vega - Deputy Clerk
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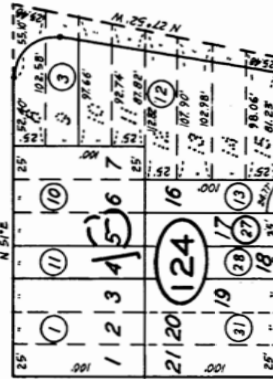
TAX CODE AREA - - - - -



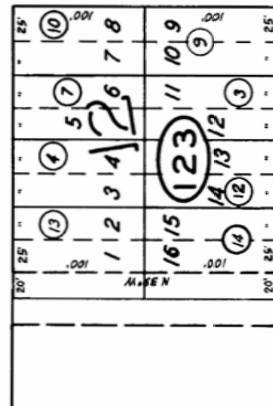
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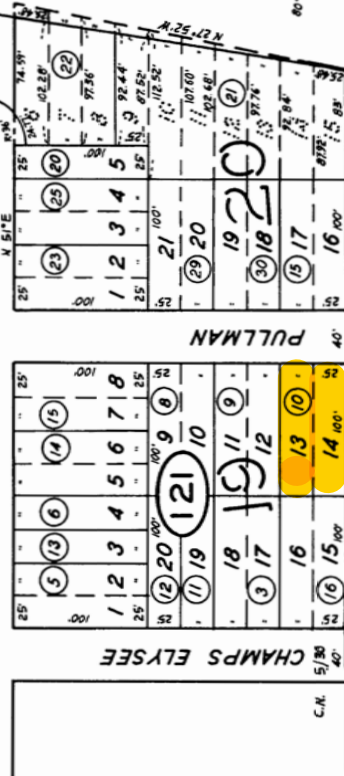
30



11



WASHINGTON



CABRILLO

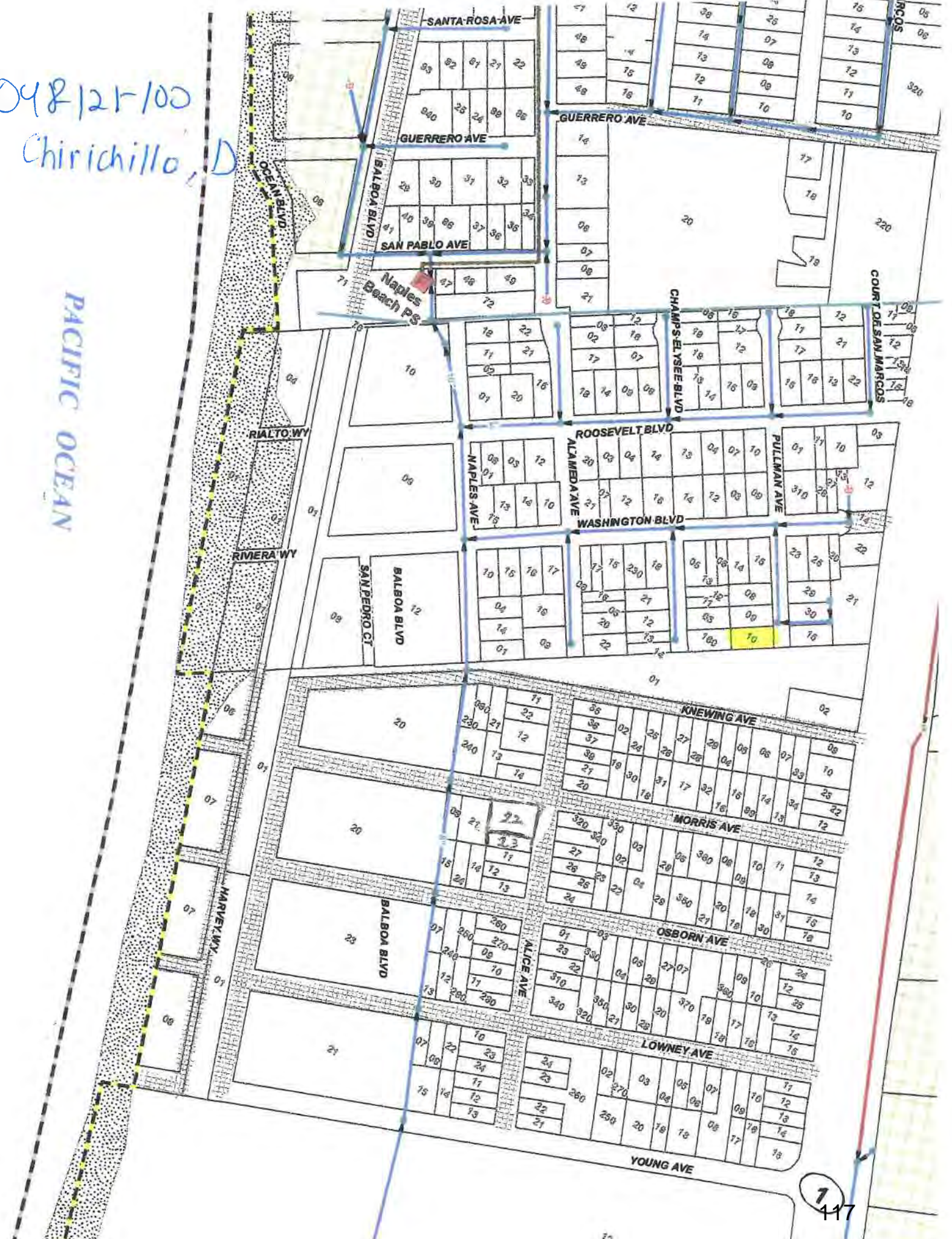
SURF BEACH TRACT

13

048121-100

Chirichillo, D

PACIFIC OCEAN



1
417

LEGEND

- E EXISTING
- N NEW, OR PROPOSED
- 26.5 PROPOSED SPOT ELEVATION
- 32.5 EXISTING SPOT ELEVATION
- F.F. FINISH FLOOR ELEV.
- EXISTING CONTOURS
- DIRECTION OF SURFACE DRAINAGE FLOW
- SANITARY SEWER MANHOLE
- SSMH

GENERAL NOTES

1. PLAN PREPARED FOR: DOMINICK CHIRICILLO, OWNER
2. ELEVATION DATUM: ASSUMED
3. SITE SURVEYED BY OTHERS.
4. THIS IS NOT A BOUNDARY SURVEY.
5. ALL WORK IN THE PUBLIC RIGHT OF WAY WILL REQUIRE AN ENCROACHMENT PERMIT FROM SAN MATEO COUNTY.
6. THESE RECORD DRAWINGS ARE BASED ON LIMITED FIELD REVIEW AND FIELD SURVEYS AS NECESSARY BY SIGMA PRIME GEOSCIENCES, INC. AND WE AND THE GRANADA COMMUNITY SERVICES DISTRICT ASSUME NO LIABILITY FOR THE ACCURACY OF THE INFORMATION.

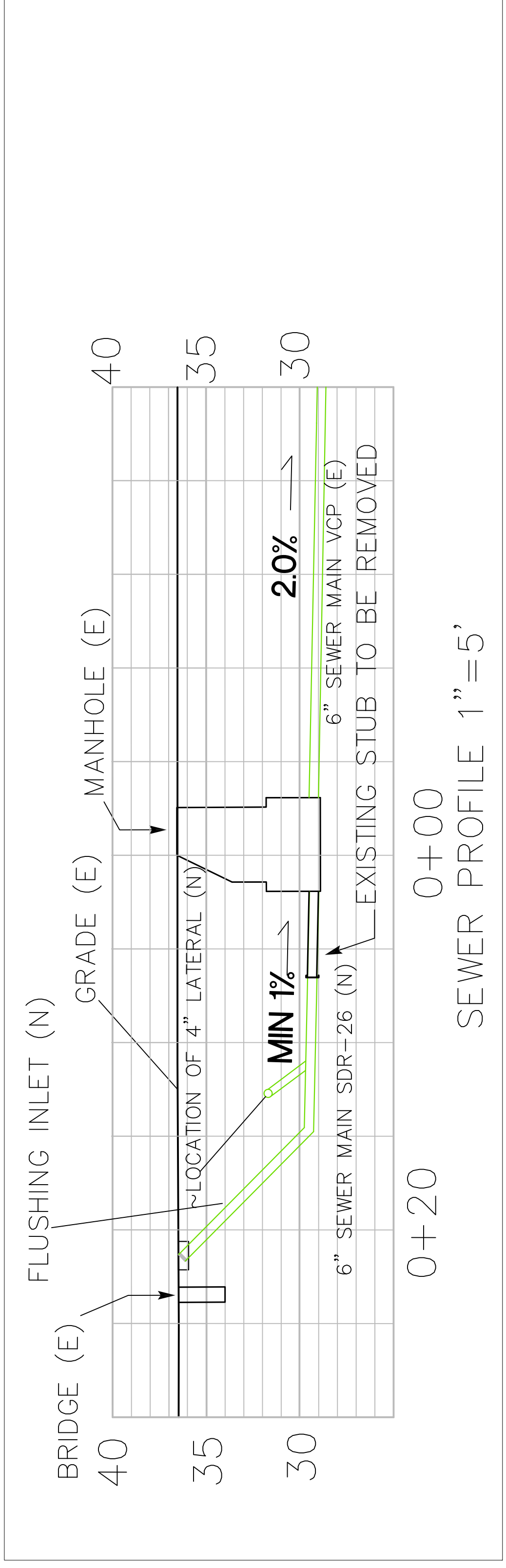
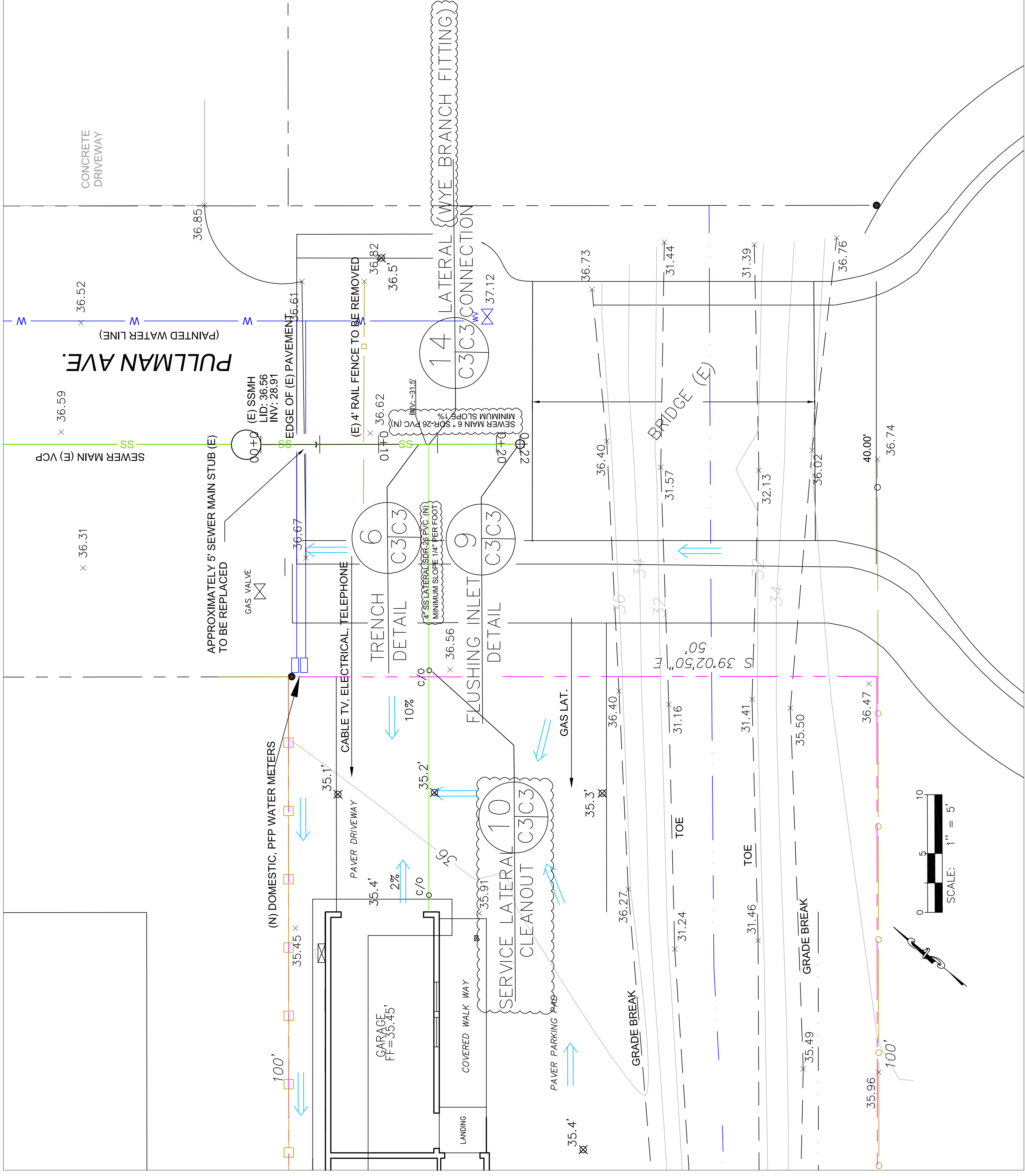
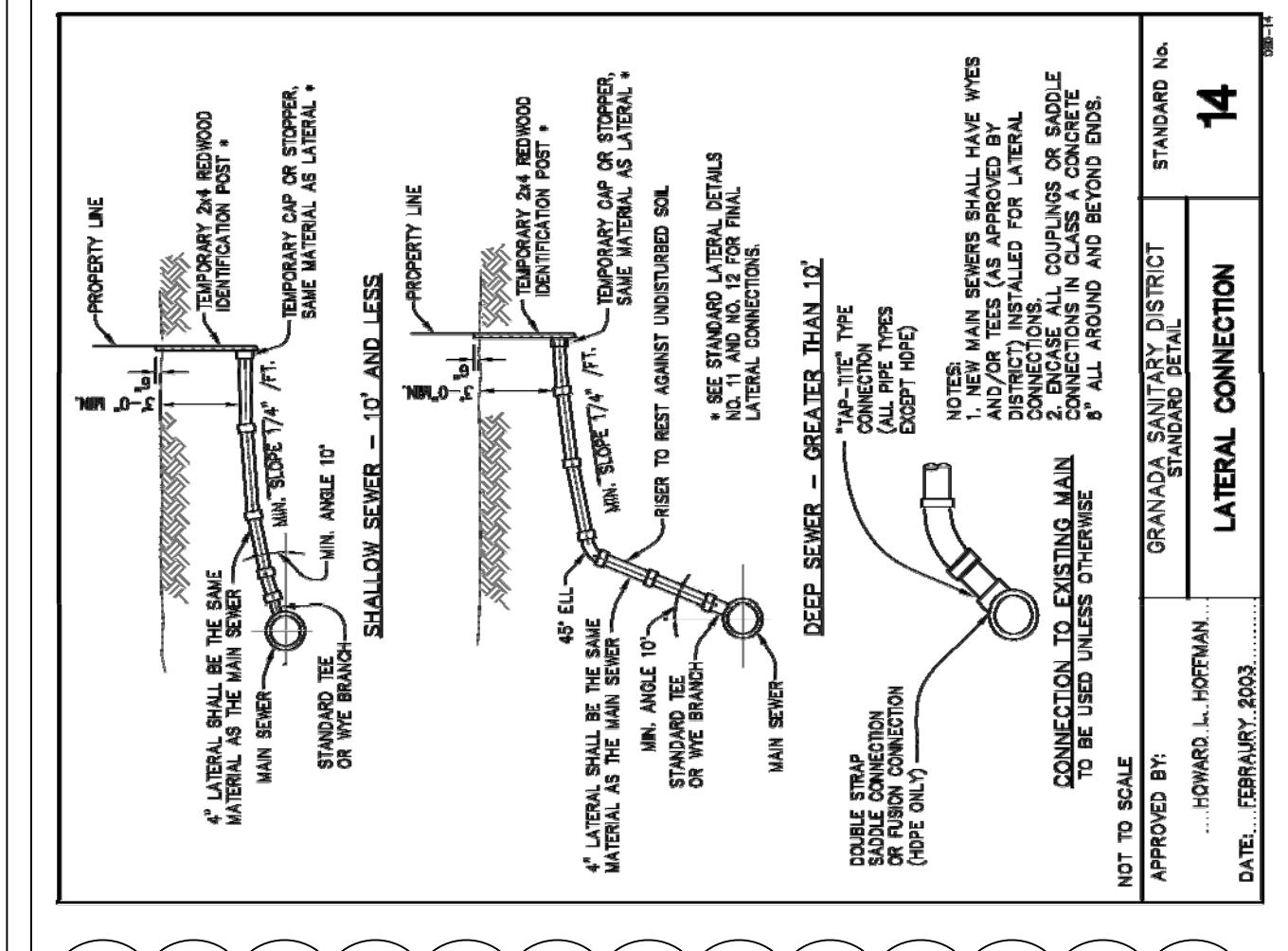
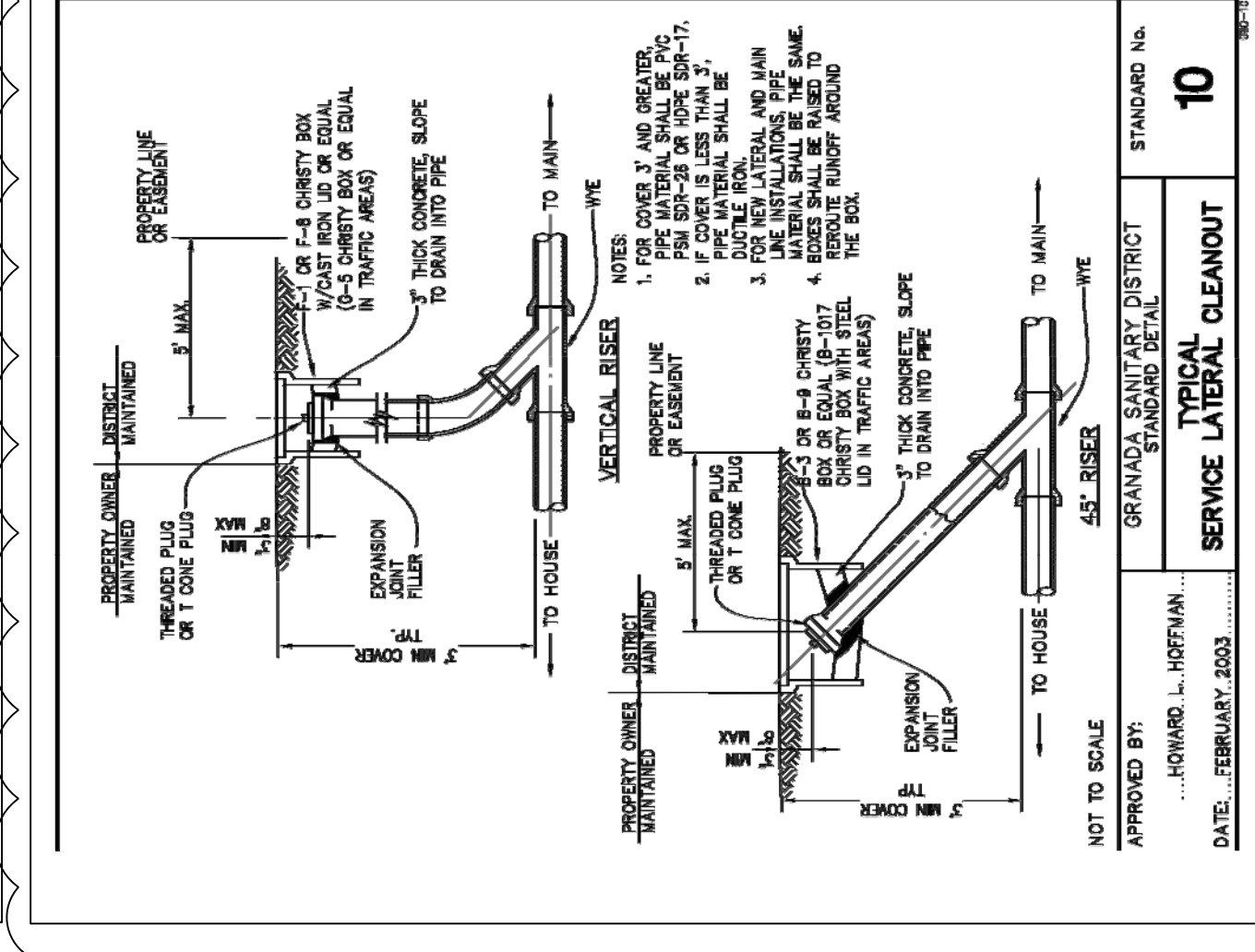
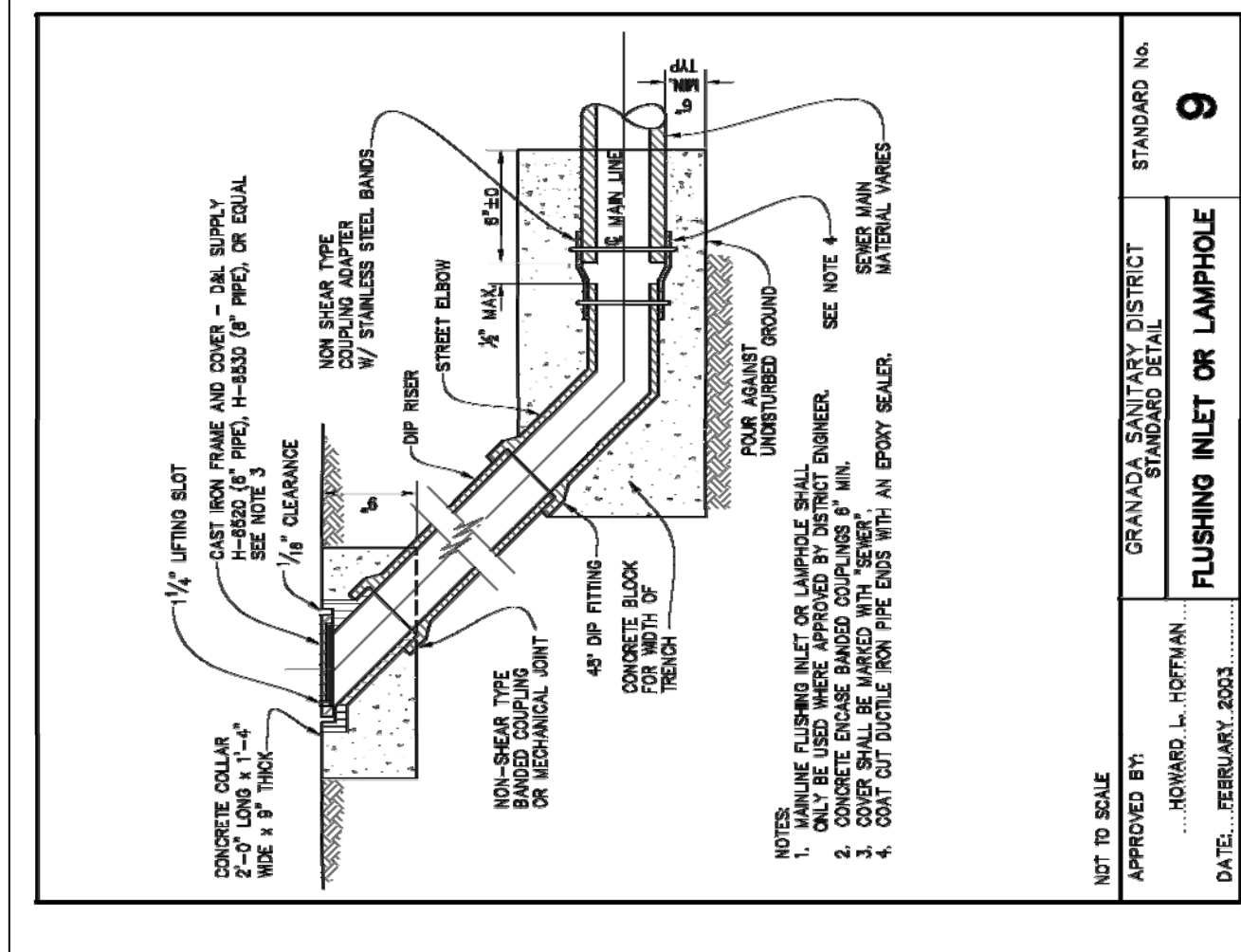
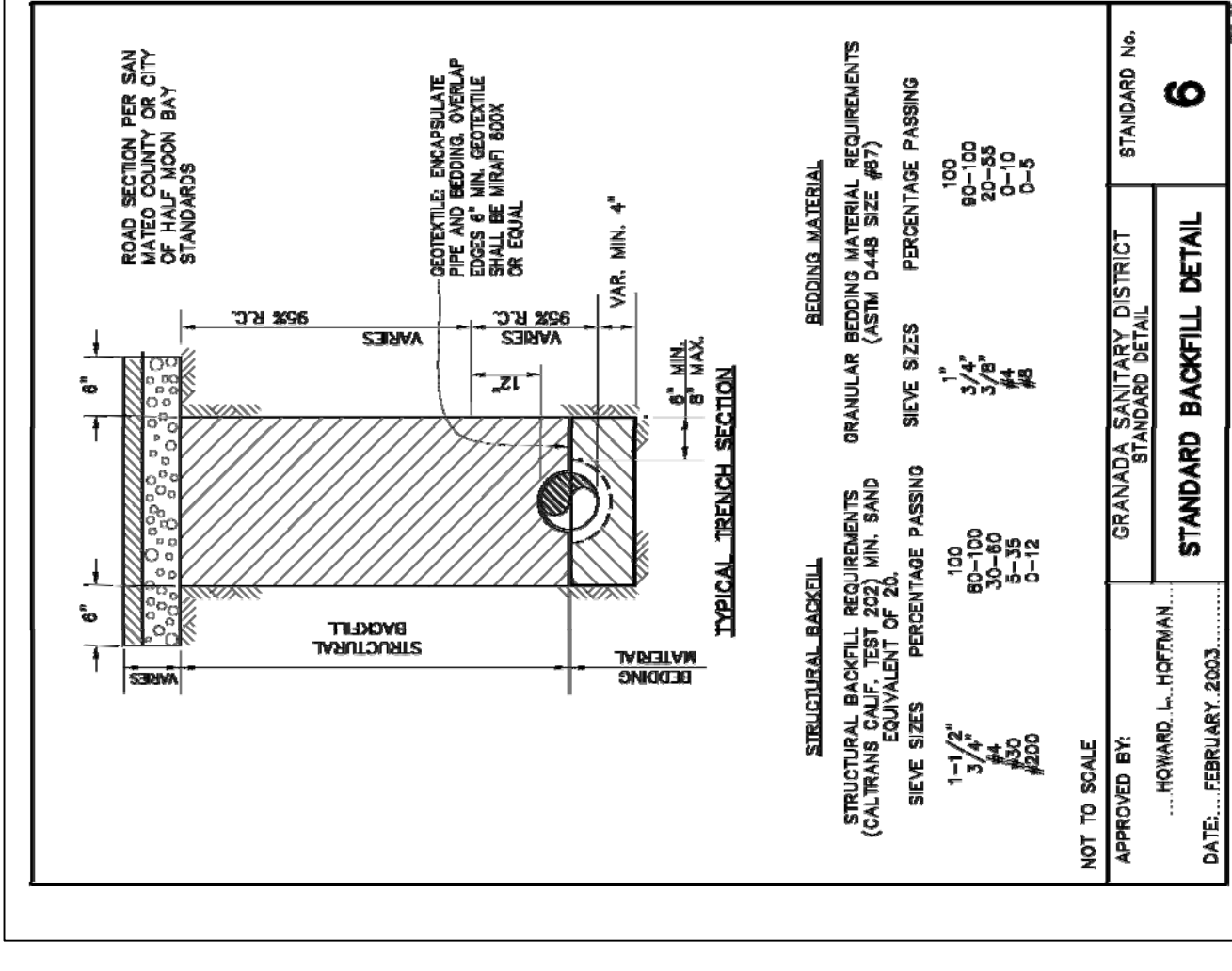
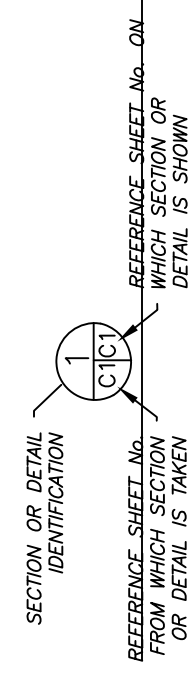
UTILITY NOTES

1. INSTALLATION SHALL BE IN ACCORDANCE WITH GRANADA COMMUNITY SERVICES DISTRICT CODES AND STANDARD SPECIFICATIONS AND THE COUNTY OF SAN MATEO BUILDING DEPARTMENT.
2. NOTIFY USA AT 811 AT LEAST 48 HOURS PRIOR TO SITE WORK TO IDENTIFY LOCATION OF UNDERGROUND UTILITIES. CALL THE DISTRICT SEWER CONTRACTOR (SAM) AT 650-728-0124 AT LEAST 72 HOURS PRIOR TO SITE WORK TO SCHEDULE INSPECTIONS.



SITE LOCATION MAP - not to scale

SECTION: AND DETAIL CONVENTION



0+00
0+20
SEWER PROFILE 1"=5'

DATE: 4-26-18
DRAWN BY: CMK
CHECKED BY: AZG
REY DATE: 6-7-18
REY DATE: 7-28-18
REY DATE: 8-12-18
SISMA PRIME GEOSCIENCES, INC.
332 PRINCETON AVENUE
HALF MOON BAY, CA 94019
FAX 728-3593
APN 048-121-100

SEWER MAINLINE EXTENSION PLAN

CHIRICILLO PROPERTY
PULLMAN AVENUE
MIRAMAR

SHEET C-3

ITEM #11

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AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #12

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Minutes

PARK ADVISORY COMMITTEE

SPECIAL MEETING

April 10, 2018

Call to Order

The Special meeting of the Park Advisory Committee was called to order at 7:05 pm.

Roll Call

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

Staff: Delia Comito (GCSD).

Public Participation

None.

ACTION ITEMS

1. Approve March 19, 2018 Meeting Minutes.

ACTION: Pollard moved to approve the meeting minutes of 3/19/18.
(Pollard/Marsh). Approved 7-0.

2. Consider Draft Parks Newsletter.

Chair Tierney provided background on this Item, and the Committee reviewed the draft newsletter presented by the Newsletter and Webpage Sub-committee of Tierney and Marsh.

In attendance, Board Director Barbara Dye, stated there should be a process for creating and approving the newsletter, which will be discussed by the Board Communications Ad Hoc Committee. She suggested a joint meeting of the Board and PAC committees. A discussion followed.

ACTION: Koelsch moved to approve the newsletter for presentation with the changes discussed. (Koelsch/Ross). Approved 7-0.

3. Consider Draft Parks Webpage.

The Committee reviewed the draft webpage presented by the sub-committee. Director Dye suggested redesigning and local hosting of the website, which is currently managed by Dudek and Assoc. in San Diego at no cost to the District.

ACTION: Tierney moved to approve the content as presented but with the addition of the events schedule and pictures, and upon final review by the Sub-committee. (Tierney/Moore). Approved 7-0.

ACTION: Marsh moved to approve recommending a local resource and platform update of the District's website. (Marsh/Pollard). Approved 7-0.

4. Consider Draft List of 2018 Summer Special Events.

The Committee Members discussed what they were willing to offer for summer programs, and a list was compiled.

ACTION: Marsh moved to approve the 12 programs for presentation to the Board. (Marsh/Koelsch). Approved 7-0.

5. Consider Draft Median Request For Proposal.

Tierney clarified that one part of the discussion would be regarding medians 7, 8 and 11, and the second part of the discussion would be regarding the median trail plan.

The Committee reviewed the draft RFP for median 7, 8 & 11 provided by the Median RFP Sub-committee of Tierney, Marsh and Ross. Some revisions were made. The Committee agreed to delay the Trail Plan RFP for a future meeting.

Resident Chris Johnson commented regarding public outreach and timelines.

ACTION: Cantrell moved to approve presenting the RFP for small parks on medians 7, 8 & 11 to the Board.
(Tierney/Cantrell). Approved 7-0.

6. Consider Draft CUSD EG Surplus Property Short-Term Lease Proposal.

Member Koelsch provided the background on his interaction with the school district and reviewed the draft letter provided. Staff suggested working with Koelsch to include details and to finalize the language in the letter for presentation to the Board.

ACTION: Marsh moved to approve the proposal after finalizing it with staff. (Marsh/Pollard). Approved 7-0.

7. Discuss Possible Use of the Current Fire Station as a Future Community Center.

The fire station might be offered for sale in approximately two years after the new station is built, so this item was tabled indefinitely.

8. Discuss Park and Recreation Priorities.

The Committee reviewed the existing priorities list. Due to time constraints, it was decided that Members would email their top five priorities to the PAC Chair.

9. Confirm PAC Meeting Schedule.

May 8, 2018 was confirmed as the next PAC meeting.

ADJOURN

The meeting was adjourned at 9:48 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, District Secretary

Pat Tierney, Committee Chair

Date Approved by the Committee: May 8, 2018

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ITEM #13

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AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #14

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #15

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GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Report Period: May 10, 2018 to June 13, 2018

To: Board of Directors
 From: Delia Comito, Assistant General Manager
 Date: June 21, 2018

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

APPLICATIONS RECEIVED – One new application was received this period:

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
08/10/17	1A	Rogers Clay	047-141-240	243 Del Monte, EG	8,310	R-1/S-17
09/22/17	CI 3	Big Wave, LLC/Peck Jeff	047-311-060	207 Airport Rd, Princeton	17,600	W/DR/AO
09/28/17	2A	Coastside Fire Protection Dist	047-261-030	Obispo Rd, EG	103,518	COSC DR
10/19/17	1A	Bettencourt Joe	047-234-220	619 The Alameda	6,273	R-3/S-17
12/26/17	VAR	Coastside Fire Protection Dist	047-261-030	Obispo Road, EG	103,518	EG Gateway
01/18/18	VAR	Wilkinson Phillip	048-093-040	495 Mirada Rd., HMB	3,697	R-1/S-17
04/25/18	1A	Petersen Steve	048-072-290	15 Terrace Ave., HMB	22,327	R-1/S-17
04/27/18	1A	Silveira Manny	047-043-240	0 Avenue Alhambra, EG	6,486	R-1/S-17
04/30/18	1A	Beveridge Maria	047-271-170	110 Isabella, EG	5,276	R-1/S-17
04/30/18	CI3	Churichillo Dominick	048-121-100	2782 Pullman, HMB	5,000	R-1/S-94
05/07/18	1A	Carkeek-Harris Susan	047-243-010	912 Columbus	6,170	R-1/S-17
05/08/18	CI 3	Kostiuk, Kayleen	047-144-370	620 Avenue Portola	7,338	R-1/S-17

Note: Shaded information was previously reported.

PERMITS ISSUED – One new permit was issued this period:

Permit No.	Type	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3166	1A	07/13/17	Lang Justin	047-105-240	755 San Carlos, EG	6,209	R-1/S-17
3167	1A	07/27/17	365 Miramar Drive	048-054-120	365 Miramar Dr., Miramar	5,320	R-1/S-17
3168	1A	08/15/17	Rogers Clay	047-141-240	243 Del Monte Rd, EG	8,310	R-1/S-17
3169	1A	08/18/17	Cuvelier Jacqueline	047-175-250	265 El Granada Blvd, EG	9,732	R-1/S-17
3170	1A	11/29/17	Bettencourt Joe	047-234-220	619 The Alameda	6,273	R-1/S-17
3171	1A	05/09/18	Beveridge Maria	047-271-170	110 Isabella, EG	5,276	R-1/S-17
3172	1A	05/17/18	Silveira, Manny	047-043-240	111 Madrid, EG	6,486	R-1/S-17

Note: Shaded information was previously reported.

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

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

Note: Shaded information was previously reported.

REPAIRS – There has been one lateral repair this fiscal year to date:

Repair Date	Type	Problem	Location or Address	Cause	Cost
03/09/18	Lateral	Back-up Roots	731 Valencia	Roots/broken pipe	\$9,226

Note: Shaded information was previously reported.

ITEM #16

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12 June 2018

Memorandum

To: Granada Community Services District

From: John H. Rayner, District Engineer

Subject: Engineer's Report for June 2018

Medio Creek Crossing at Mirada Road

The leased temporary pumping system has been operating since January 2018. The pumps discharge into a 2" HDPE pipe, that is located below electrical conduits on the pedestrian bridge and terminate in a manhole on the north side of Medio Creek. In the event of a pump outage, flow will automatically be directed to the existing sewer on the old road bridge until the pumps are back online. The temporary system will remain in operation until a permanent solution, either a creek crossing or a sewer to direct flows to the Naples Beach Pump Station is implemented.

Replacement of Pedestrian Bridge over Medio Creek

The County is planning to replace the existing pedestrian bridge over Medio Creek, which may offer GCSD an opportunity to suspend a replacement sewer under the new bridge. The County gave us an opportunity to review the report which recommended its replacement with an aluminum structure for greater corrosion resistance. The County has prepared a request for design proposals for the new bridge and requires the selected engineer to coordinate with all affected utilities, which will include GCSD. We will be following this very closely.

Naples Beach Project - Phase 2

This project will eliminate the need for a sewer crossing of Medio Creek. Based on a discussion with a representative of State Parks, there may be an opportunity to obtain the easement. Before entering into further discussions, State Parks requested that GCSD obtain an appraisal of the value of the needed permanent and temporary construction easements. Compensation for the easements would likely be a commensurate reduction in the District's annual sewer service charges for the 6 State Parks homes connected to District sewers. The District contracted with Valbridge Property Advisors, formerly Hulberg & Associates, to perform the appraisal. The Valbridge report, dated May 16, 2018, estimated the value of the permanent and temporary construction easements at \$6,000 and \$3,000 respectively. We will soon be meeting with State Parks to continue discussing the easements.

Before finalizing the easements, the District would also need to have a survey and legal description of the easements prepared before the easements could be finalized and recorded.

Memorandum

Granada Community Services District

12 June 2018

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Updating permits for the project could begin as soon as State Parks confirms it will grant the easement. The project would likely be combined with other needed CIP improvements. Once this project is completed the temporary bypass pumping system over Medio Creek would no longer be needed.

Big Wave (Class 3 Permit)

We have not had any activity on Big Wave since last November when the developer agreed in to locate the sewer main in Airport Street, rather than in an off-road easement along the west side of Airport Street, and that the onsite sewers would not be dedicated to GCSD. The developer was told that the District will need to review the design of both offsite and onsite sewers and that they must be designed and constructed in accordance with GCSD specifications.

Updated 5-Year CIP

We are in the process of updating the process of updating the 5-Year CIP and expect to have a recommended plan to present within the next couple of months.

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ITEM #17

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AGENDA NOTICE

There are no documents for this Agenda Item.

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