



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, May 18, 2017

CALL REGULAR MEETING TO ORDER AT 7:30 p.m. District Office Meeting Room,
504 Avenue Alhambra, 3rd Floor, El Granada

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

- | | <u>Page No.</u> |
|--|------------------------|
| 1. Consideration of Independent Contractors Agreement with AIMS for GIS System Service and Maintenance.
Recommendation: Approve the Agreement. | 5 |
| 2. Consideration of Ordinance Amending the District Ordinance Code Relating to Parks and Other District Property Regulations, and Related Enforcement Provisions - Second Reading.
Recommendation: 1. Read title and waive by motion the reading of the Ordinance.
2. Adopt the ordinance. | 16 |
| 3. Consideration of an Ordinance Amending the District Ordinance Code Relating to Sewer Permit Variances for Nonconforming Parcels - Second Reading.
Recommendation: 1. Read title and waive by motion the reading of the Ordinance.
2. Adopt the ordinance. | 39 |

Page No.

- | | |
|---|-----------|
| 4. Consideration of Ordinance Amending District Code Article VII Relating to Permit Fees – First Reading. | 43 |
| Recommendation: 1. Read title and waive by motion the reading of the Ordinance.
2. Adopt the ordinance subject to enactment after the second reading at a subsequent board meeting. | |
| 5. Consideration of Granada Community Services District Operations and Capital Budget for FY 2017/18. | 48 |
| Recommendation: To be made by the Board. | |
| 6. Consideration of Sewer Authority Mid-Coastside Operations, 5 Year Infrastructure Plan, and Contract Collection Services Budgets for FY 2017/18. | 56 |
| Recommendation: To be made by the Board. | |
| 7. Consideration of Report by District’s Sewer Authority Mid-Coastside Representatives. | 74 |
| Recommendation: To be made by the Board. | |

CONSENT AGENDA

- | | |
|---|------------|
| 8. Approval of March 16, 2017 Meeting Minutes. | 106 |
| 9. Approval of April Warrants for \$191,347.77. | 110 |
| 10. Approval of May Warrants for \$158,459.80. | 112 |
| 11. Approval of February 2017 Financial Statements. | 114 |
| 12. Approval of March 2017 Financial Statements. | 118 |
| 13. Approval of Assessment District Distribution #9-16/17. | 121 |
| 14. Approval of Certificate of Appreciation to Ric Lohman. | 125 |

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- | | |
|---|------------|
| 16. Attorney’s Report. (Wittwer) | |
| 17. General Manager’s Report. (Duffy) | |
| 18. Administrative Staff Report. (Comito) | 133 |
| 19. Engineer’s Report. (Kennedy Jenks) | 136 |
| • Update on Medio Creek Bridge Sewer Main Crossing | |

ADJOURN REGULAR MEETING

At the conclusion of the March 16, 2017 Meeting:

Last Ordinance adopted: No. 167

Last Resolution adopted: No. 2017-001

This meeting is accessible to people with disabilities. Individuals who require special assistance to participate may request an alternative format of the agenda and packet

materials. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. To request a disability-related modification or accommodation, please contact the District office at (650) 726-7093.

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

ITEM #1

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Independent Contractors Agreement with AIMS
Date: May 18, 2017

In October 2015, the Board approved an Agreement for the transfer, upgrade, and new host server for the District's Asset Information and Management System (AIMS) or GIS system. Administrative Staff uses this system on a daily basis for customer, parcel, and call-out information, and for facility mapping. The transfer and upgrade work were completed in September 2016, and database hosting is ongoing. The Agreement is effective through 12/31/20.

The attached Independent Contractors Agreement, Scope of Services, and Fee Schedule are related to customer service assistance for District Staff, which is not included in the existing Agreement. The District will be billed for services as provided, and based on the applicable hourly rates listed on the schedule. Staff does not anticipate the annual cost to be more than \$2,000 per year. The Agreement contains a clause to limit expenditures by requiring an estimate from AIMS if costs will exceed \$5,000 in any given year or for any single task prior to providing the services. Any costs related to this Agreement, if approved, will be coded to the Accounting Code of Professional Services.

Staff recommends Board approval of the attached Agreement and Fee Schedule with AIMS TEAM LLC.

INDEPENDENT CONTRACTOR AGREEMENT
FOR ASSET INFORMATION AND MANAGEMENT SYSTEM
SERVICES

THIS AGREEMENT is entered into effective the 18th day of May, 2017, by and between the GRANADA COMMUNITY SERVICES DISTRICT (hereinafter called "GCSD"), and AIMS TEAM LLC (hereinafter called "AIMS TEAM"). The parties agree as follows:

1. DUTIES. AIMS TEAM agrees to exercise special skill to accomplish the following result: perform the functions and duties of a(n) Asset Information and Management System Service Manager for the GCSD, including but not limited to those as identified under "Scope of Services" on Exhibit "A" attached hereto, and to accomplish such other results as the GCSD Board of Directors, General Manager, or Assistant General Manager shall from time to time assign. Except as otherwise expressly provided in this Agreement, or by written modification thereof, all duties in fulfillment of this Agreement shall be performed by AIMS TEAM.

2. COMPENSATION. In consideration for AIMS TEAM accomplishing said result, GCSD agrees to pay AIMS TEAM in accordance with the "Fee Proposal" set forth in Exhibit "B" attached hereto, so long as such Fee Proposal is not inconsistent with this Agreement. Payment of compensation under this Agreement shall not exceed a total of \$3,000 PER YEAR during the term of this Agreement unless such term is extended or GCSD authorizes additional work or subcontracting under this Agreement. Payment will be made to AIMS TEAM within 90 days of receipt of an invoice for services rendered submitted by AIMS TEAM. If GCSD fails to pay AIMS TEAM within 90 days after any invoice is rendered, GCSD agrees AIMS TEAM shall have the right to consider such failure in payment a material breach of this entire Agreement, and, upon written notice, the duties, obligations, and responsibilities of AIMS TEAM under this Agreement are suspended or terminated. In such event GCSD shall promptly pay AIMS TEAM for all fees, charges, and services provided by AIMS TEAM. GCSD agrees that the periodic billings from AIMS TEAM to GCSD are correct, conclusive, and binding on GCSD unless GCSD, within 90 days from the date of receipt of such billing, notifies AIMS TEAM in writing of alleged inaccuracies, discrepancies, or errors in billing. GCSD shall in any event pay the portion of the invoice not in dispute.

3. TERM. The term of this Agreement shall be from May 18, 2017, through and including December 31, 2020, with an option for GCSD to extend the Agreement up to and including December 31, 2025.

4. EARLY TERMINATION. Either party hereto may terminate this

Agreement at any time by giving 90 days written notice to the other party. GCSD may cease to assign functions or duties to AIMS TEAM at any time without the same constituting a breach of this Agreement.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. AIMS TEAM shall exonerate, indemnify, defend, and hold harmless GCSD (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all Federal, State and Local taxes, charges, fees, insurance, benefits, or contributions required to be paid with respect to AIMS TEAM and IT'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, health benefits, retirement benefits [including PERS], other benefits or insurance, and payroll tax withholding). The parties agree that because AIMS TEAM is an independent contractor, none of the foregoing taxes, charges, fees, benefits or contributions are required to be paid to or on behalf of AIMS TEAM.

B. AIMS TEAM agrees to indemnify, defend, and hold harmless GCSD, its officers, officials, employees, and agents from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent or other faulty act or omission of AIMS TEAM, OR IT'S agents, employees, subcontractors, and subconsultants pursuant to this Agreement, but excluding such claims or liabilities to the extent caused by the negligence or willful misconduct of GCSD, its officers, agents, and/or employees, or other third parties.

C. GCSD agrees to indemnify, defend, and hold harmless consultant, its officers, officials, employees, and agents from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent or other faulty act or omission of AIMS TEAM, its agents, employees, subcontractors and subconsultants pursuant to this Agreement, but excluding such claims or liabilities to the extent caused by the negligence or willful misconduct of AIMS TEAM, its officers, agents, and/or employees, or other third parties.

6. INSURANCE. AIMS TEAM, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain, at minimum, compliance with the following insurance coverage(s) and requirements. Such insurance coverage shall be "occurrence coverage" insurance and shall be primary

coverage as respects GCSD and any insurance or self-insurance maintained by GCSD shall be in excess of AIMS TEAM'S insurance coverage and shall not contribute to it.

A. Types of Required Insurance and Minimum Limits

- (1) Workers Compensation and Employer's Liability Insurance coverage in the minimum statutorily required coverage amounts.
- (2) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
- (3) Professional Liability Insurance in the minimum amount of \$1,000,000 combined single limit.

B. Other Insurance Provisions. The required insurance policies, and each of them, are to contain, or be endorsed to contain, the following provisions or meet the following standards:

- (1) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the GCSD, its officers, officials, employees or volunteers.
- (2) GRANADA COMMUNITY SERVICES DISTRICT is an additional insured and the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, AIMS TEAM agrees as follows. AIMS TEAM shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition(cancer related), marital status, sex, sexual orientation, age (over 40), veteran status, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. AIMS TEAM agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provision of this non-discrimination clause.

8. INDEPENDENT CONTRACTOR STATUS. AIMS TEAM and GCSD have

reviewed and considered the principal test and secondary factors for determination of whether AIMS TEAM is an independent contractor and not an employee and agree that AIMS TEAM is an independent contractor and not an employee of GCSD.

9. NONASSIGNMENT. Except for AIMS TEAM'S use of subcontractors or subconsultants as provided under "Scope of Work" in Exhibit "A", no party to this Agreement may assign any right or obligation pursuant to this Agreement. Any other attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

10. RETENTION AND AUDIT OF RECORDS. AIMS TEAM shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by GCSD, whichever occurs first. AIMS TEAM hereby agrees to be subject to the examination and audit by the GCSD Auditor, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. ENTIRE BINDING AGREEMENT; MODIFICATION. This Agreement shall be binding upon the successors of GCSD and AIMS TEAM. This Agreement contains the entire agreement between GCSD and AIMS TEAM relating to AIMS TEAM'S performance. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be required to be in writing and signed by both GCSD and AIMS TEAM.

12. WAIVER. No covenant or condition of this Agreement can be waived except by the written consent of both GCSD and AIMS TEAM. Forbearance or indulgence by GCSD and/or AIMS TEAM in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by party obligated. GCSD and/or AIMS TEAM shall be entitled to invoke any remedy available under this Agreement or by law or in equity despite said forbearance or indulgence. Nor shall GCSD's or AIMS TEAM'S waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, or breach of any other term, condition, or covenant constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant.

13. CONFIDENTIALITY.

A. AIMS TEAM, its employees, agents, subconsultants and subcontractors may be granted access to certain confidential information provided by (or contained in the records of) GCSD and/or its attorneys in the course of performing the work required under this Agreement. AIMS TEAM warrants that

it shall keep all such information strictly confidential and agrees to undertake any actions necessary to ensure that AIMS TEAM'S employees, agents, subconsultants and subcontractors shall keep all such information confidential.

B. AIMS TEAM'S obligation to maintain confidentiality concerning all confidential information received under this Agreement shall not terminate on completion of this Agreement, but rather shall survive the termination of this Agreement, regardless of the manner of termination.

14. SEVERABILITY. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on the parties, unless the term, condition or covenant held invalid is a material part of the consideration for this Agreement.

15. VENUE AND GOVERNING LAW. If any party herein initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that venue thereof shall be the County of Santa Mateo, State of California. This Agreement and the legal relations between the parties shall be governed by and construed in accordance with the laws of the State of California.

16. COPYRIGHTED MATERIALS. Any materials (Copyrighted or not, including but not limited to documents, and other associated documents created by AIMS TEAM and used for GCSD purposes, and all other materials created by AIMS Team (such as studies, drawings, map models, photographs, field data, computerized material and reports), and provided to GCSD as "deliverables" under this Agreement shall belong to GCSD for the purposes intended by this Agreement, upon the completion of the term of this Agreement. AIMS TEAM shall have no financial or professional liability resulting from any unauthorized changes to said deliverables made by GCSD or other third parties, nor for any reliance or use of said deliverables by GCSD or other third parties for purposes other than as intended by this Agreement. If AIMS TEAM'S deliverables exist in electronic or computerized format, or are transferred in electronic or computerized format, any stamp, seal and signature shall be original to be valid, and may not be a computer-generated copy, photocopy, or facsimile transmission of the original.

17. CAPTIONS. Section headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement.

18. TIME OF THE ESSENCE. Time is hereby expressly declared to be of the essence in this Agreement and of each and every

provision thereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

19. COMPLIANCE WITH LAW. In performing the work required under this Agreement, AIMS TEAM shall comply with all applicable federal, state, local and GCSD laws, regulations, and ordinances.

20. CONFLICT OF INTEREST. AIMS TEAM warrants that it presently does not have and will not acquire any direct or indirect financial interest which would conflict with its performance of this Agreement.

21. NOTICES. Any notice, tender, delivery, or other communication made in accordance with this Agreement shall be in writing and shall be addressed to the recipient party at the address indicated for that party below.

To GCSD:

Name	Granada Community Services District
Address	P.O. Box 335 El Granada, CA 94018
Phone	650-726-7093
FAX	650-726-7099

To AIMS TEAM:

Name	AIMS TEAM LLC
Address	38536 Knute Court Fremont, CA 95436
Phone	(510)427-0015
FAX	()

22. STANDARD OF PERFORMANCE. AIMS TEAM shall accomplish all results required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the general management profession in the GCSD geographical area. All instruments of service of whatsoever nature which AIMS TEAM delivers to GCSD pursuant to this Agreement shall be prepared in a substantial, first class and professional-like manner and conform to the standards of quality normally observed by a person practicing in AIMS TEAM'S profession.

23. ATTACHMENTS. This Agreement includes the following attachments (identify by name or write "NONE"):
Exhibit A: Scope of Services
Exhibit B: Fee Schedule

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written and hereby represent having the authority to do so.

AIMS TEAM LLC

GRANADA COMMUNITY SERVICES DISTRICT

By: _____
_____ (name)
_____ (title)

By: _____
JIM BLANCHARD, Board President

APPROVED AS TO FORM:

By: _____
Jonathan Wittwer,
GCSD General Counsel

EXHIBIT A

SCOPE OF WORK

As-needed support activities including:

- GIS-based editing
- Minor adjustments in AIMS functionality and reporting, and
- Other data management work that may be requested by GCSD
- Staff service and questions

Work is performed on a time and materials basis, based on the Fee Schedule provided.

2017
FEE SCHEDULE

<u>Staff:</u>	<u>Hourly Rate (\$)</u>
Jeroen Preiss – Project Manager, GIS and Database Administrator	150

Preferred Subcontractors:

Terry Markou – Software Engineer & Database Administrator	130
Randy Weaver, Radkin Services – Asset Management	150

Expenses

- Reimbursement for subcontractors used as agreed upon will be at cost plus ten percent.
 - Reimbursement for direct expenses incurred in connection with the work will be at cost:
 - Travel expenses including airfare, rented vehicles + gas, lodging accommodations and subsistence.
 - Reproduction, printing and plotting costs for draft and final deliverables.
 - Mailing cost for deliverables.
-

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of an Ordinance Amending the District Ordinance Code Relating to Parks and Other District Property Regulations, and Related Enforcement Provisions
Date: May 18, 2017

The attached ordinance covers the rules and regulations concerning district owned property, parks property, and related enforcement provisions. This ordinance was presented to your Board at our last board meeting, at which time the Board approved the first reading of the ordinance. A second reading is now required for final adoption and approval of the ordinance.

GRANADA COMMUNITY SERVICES DISTRICT

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE DISTRICT ORDINANCE CODE
RELATING TO PARKS AND OTHER DISTRICT PROPERTY REGULATIONS,
AND RELATED ENFORCEMENT PROVISIONS**

The Board of Directors of the Granada Community Services District ordains as follows:

Section 1. Subsection 301 (02) of the Granada Community Services District Code is hereby amended to read as follows:

301 (02) Dumping or Burying.

No person shall dump or place upon or bury in any property within the District any garbage, rubbish, waste matter, rocks, concrete, asphalt, dirt or any other substance under any circumstances whatsoever.

Section 2. The Granada Community Services District Code is hereby amended by adding Article 3.5 entitled Use and Access of District Parks and District Property, to read as follows:

**ARTICLE 3.5
USE AND ACCESS OF DISTRICT PARKS AND DISTRICT PROPERTY**

SECTION 351. Definitions.

For the purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them in this Section, unless the context or the provision clearly requires otherwise:

351 (01) “Amplified Sound” means speech, music or other sound projected or transmitted by Sound Amplifying Equipment including, but not limited to, amplifiers, loudspeakers, microphones, bull horns or similar devices or combinations of devices which are intended to increase the volume, range, distance or intensity of speech, music or other sound and are powered by electricity or other sources of energy.

351 (02) “Committee” shall mean the Granada Community Services District Parks and Recreation Advisory Committee.

351 (03) “District Park” means and includes all real property, including grounds, roadways, parks, playgrounds, open space reservations, recreation centers or any part or area thereof, located within the District and open to the public for either active or passive recreation, whether owned, leased, maintained, improved, or held by permit by the District. The term shall include all buildings, structures and other facilities located on such real property devoted to such use.

351 (04) “District Property” means any real property (other than a District Park or Recreation Area) owned, leased, rented, held as a licensee by the District or any real

property in which the District has an interest. “District Airspace” means the air space below the navigable airspace regulated by the Federal Aviation Administration and above District Property.

351 (05) “Director of Parks”, hereinafter in this Article referred to as “Director” means that person having authority over all parks or recreation areas within the District, and to whom is delegated the primary authority, responsibility and jurisdiction to administer and enforce the provisions of this Article. The General Manager, the Assistant General Manager, or such other person(s) as may be designated by the District Board shall serve as the Director of Parks.

351 (06) “Hiking and Riding Trail” shall mean any trail which has been dedicated by the District for hiking or horseback riding purposes, or both, and which contains District signage identifying such trail as open to the general public for either of such purposes.

351 (07) “Motor Vehicle” shall mean any automobile, truck, bus, van, motorcycle, off-road vehicle, four-wheel drive vehicle, dirt bike, motor-driven vehicle, or any vehicle which is self-propelled.

351 (08) “Recreation Area” as used in this Article shall be construed to mean and shall include all land, facilities and other property owned, leased, rented, held as a licensee by the District or any real property in which the District has an interest, and/or operated by the District on which the District has installed improvements and signage authorizing its use for public recreation, including but not limited to playgrounds, camping areas, swimming pools, golf courses, picnic grounds, athletic fields, public squares, hiking and bicycling paths, horse trails, roadside viewing areas, rest stops, historical monuments, all planting and areas for planting along roads, streets and highways, and all other Recreation Areas, including all buildings, structures, improvements, monuments, apparatus and equipment existing in or that may be erected in any of such areas.

351 (09) “Sound Amplifying Equipment” shall mean any machine or device for the amplification of the human voice, music, or any other sound, but shall not include standard automobile radios or automobile sound systems (including speakers, amplifiers and stereos) for CD players, tape decks or similar sources when used and heard only by the occupants of the vehicle in which the sound source is located, nor radio receiving sets, non-electrical musical instruments, or television sets. “Sound Amplifying Equipment” as used in this Article, shall not include warning devices or sound amplification equipment on District vehicles, or other authorized emergency vehicles, or horns, or other warning devices on any vehicle used only for traffic safety purposes.

351 (10) “Unmanned aerial system (UAS)” means a device that is used or intended to be used for flight in the air without the possibility of direct human intervention from within or on the device, and the associated operational elements and components that are required for the pilot or system operator in command to operate or control the device (such as cameras, sensors, communication links.) This definition includes all types of devices that meet this definition (e.g., model aircraft, quadcopters, drones) that are used for any purpose, including for recreation or commerce.

SECTION 352. Parks Advisory Committee.

The District Board shall establish a Parks Advisory Committee, which shall consist of seven (7) members, appointed by and serving at the pleasure of the District Board. The purpose of the Parks Advisory Committee is to ensure community involvement in all phases of park planning, design and development, and to serve to make recommendations to the District Board of Directors. The Committee is advisory only and does not have decision-making authority. The District Board of Directors shall direct the focus and goals of the Committee, and may assign specific tasks. The procedural rules for the Parks Advisory Committee shall be proscribed by Bylaw establishing the Granada Parks Advisory Committee General Rules of Procedure.

SECTION 353. Permits and Fees.

353 (01) No person shall enter, occupy or use a District Park or Recreation Area, or any area or facility therein, for which a user fee, deposit or permit is required without first obtaining any applicable permit and paying any applicable fees or deposits in the manner provided by this Article. Any person obtaining a permit to enter or use a District Park or Recreation Area shall display such permit in the manner provided by such permit.

353 (02) No person shall enter a self-registration fee payment area with a vehicle without first (1) depositing the applicable fees; and (2) completing and prominently displaying the permit, so that the permit number is clearly legible from the outside of the vehicle entering the Park or Recreation Area, according to all applicable guidelines either posted at the fee collection vault or printed on the permit.

353 (03) A violation of this section shall be an infraction punishable by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding two hundred dollars (\$200) for a second violation of this Article within one year; and (3) a fine not exceeding five hundred dollars (\$500) for each additional violation of this Article within one year.

SECTION 354. Method of Payment of Fees.

354 (01) Except as otherwise provided by this code, all fees and deposits established by the District for the entry or use of District Park and/or Recreation Areas or for designated privileges, services or materials, shall be paid to the Director or his or her designee in the manner determined by the Director. All fees collected shall be deposited in an appropriate account of the Treasury of the District.

354 (02) The Director may designate any Recreation Area or District Park a "self-registration fee payment area." Payment of applicable fees for entry or use of a self-registration fee payment area shall be by deposit into a fee collection vault located at the entrance to such park or Recreation Area. The Director may establish, subject to approval by the Board, policies and procedures for collection of such fees including the hours and dates of collection. Pursuant to guidelines approved by the Board, the Director may waive payment and suspend collection of applicable fees at any self-registration fee payment area.

354 (03) All fee deposit envelopes, permits and receipts shall remain the property of District and shall be subject to inspection by, and surrendered upon demand to, the

Director, or any District Park Ranger or other District-designated representative. Fees deposited in any fee collection vault, including any overpayment, are non-refundable. If the fee deposited is insufficient to pay in full the applicable fee, the remaining balance shall be due and payable to the Director or District Park Ranger upon demand.

SECTION 355. Fires.

355 (01) No person shall light, build, use or maintain a fire within any Recreation Area or any District Park or within any District Property, except in places specifically provided therefor, and said places shall not be used until user has removed all dead wood, moss, dry leaves or other combustible material which may have gathered around said place so that there is no possible danger of any fire spreading.

355 (02) No person responsible for an authorized fire in any Recreation area or in any District Park or on any District Property shall leave said fire unattended. When the user has finished with the fire, it shall be completely extinguished.

SECTION 356. General Protective Regulations.

356 (01) Vegetative. No person shall willfully or negligently pick, dig up, cut, mutilate, destroy, injure, disturb, move, molest, burn, carry away, collect or gather any tree or plant or portion thereof, including but not limited to, leaf mold, flowers, foliage, berries, fruit, grass, turf, humus, shrubs, cones, ferns, mushrooms and dead wood in any District Park or Recreation Area or on any District Property, or on any Hiking and Riding Trail. Nothing in this section shall prevent the taking of any tree or plant or portion thereof, including but not limited to leaf mold, flowers, foliage, berries, fruit, grass, turf, humus, shrubs, cones, ferns, mushrooms and dead wood in any District Park or Recreation Area, any Hiking and Riding Trail by public officials pursuant to their official duties or by scientific permit from the District or the San Mateo County Parks and Recreation Department, for the areas under their respective jurisdictions.

356 (02) Vandalism (Property). No person shall disturb, destroy, remove, deface or injure any property of the District which is located in any Recreation Area or in any District Park or Hiking and Riding Trail, or on any District Property. No person shall cut, carve, paint, mark, paste, or fasten on any tree, fence, wall, building, monument or other property in any District Park or Recreation Area, or Hiking and Riding Trail, or other property in any District Park or Recreation Area, or Hiking and Riding Trail, any advertisement, sign or inscription.

356 (03) Littering. No person shall place or throw bottles, broken glass, crockery, ashes, waste paper, cans or any decaying or putrid matter or other rubbish in any District Park or Recreation Area, except in a receptacle designated for that purpose, and no person shall import or deposit any rubbish into or in any District Park or Recreation Area, or Hiking and Riding Trail, or on any District Property. No person shall transport or dump any rock, rubble, dirt, sand, fill or other similar material into or in any District Park or Recreation Area without the permission of the Director, or the General Manager, or their representatives for the areas under their respective jurisdiction.

356 (04) Reserves and Preserves. All geological and archeological features, plants and animals (dead or alive) are protected and taking (including harassment, harm, hunting,

shooting, wounding, killing, trapping, capturing, or collecting) of plants and animals is prohibited, except the taking of such plants and animals as is permitted by regulations specific to the area.

356 (05) Watershed Protection. No person shall contaminate in any way whatsoever any watershed or water supply in any Recreation Area or in any District Park or in any District Property, or in the Watershed, or water supplies of any water purveyor holding a water purveyor's permit issued by the California Department of Health Services pursuant to Public Health Code, chapter 7, section 4011.

356 (06) Water Quality Protection. No person shall wash clothing or cooking utensils, bathe in, or in any other manner pollute the waters of any Recreation Area or any District Park or District Property, or in the Watershed, or water supplies of any water purveyor holding a water purveyor's permit issued by the California Department of Health Services pursuant to Public Health Code, chapter 7, section 4011.

356 (07) Geological Features Protection. No person shall destroy, disturb, mutilate or remove earth, sand, gravel, oil, minerals, rocks, or features of caves, or lay, or set off any explosive material or cause to be done or assist in doing any of said things in any District Park or Recreation Area or in any District Property, or Hiking and Riding Trail without the specific permission of the Director or the General Manager or Chief Engineer, or their representative, for the areas under their respective jurisdictions.

356 (08) Protection of Historical Features. No person shall remove, injure, disfigure, deface or destroy any object of paleontological, archeological, or historical interest or value in any District Park or Recreation Area or in any District Property, or Hiking and Riding Trail nor shall any person engage in any excavation for said objects without first receiving written permission from the Director, or the General Manager or Chief Engineer, or their representatives.

356 (09) Domestic Animals. No, cats, fowl or other domesticated animals shall be permitted to enter in any District Park or Recreation Area, either with or without a keeper. No dog shall be permitted to enter in a District Park or Recreation Area unless the dog is upon a secure leash not exceeding six feet in length held continuously in the hands of a person capable of controlling the dog, except in a designated non-leash area. Nothing in this section shall prohibit a service animal required because of a disability and under the control of the person with the disability or a "police dog" under the control of a Peace Officer from entering a District Park or Recreation Area. No person shall release any captured wild animal within any District Park or Recreation Area except for authorized public officials pursuant to their duties.

356 (10) Abandoned Animals. No person shall abandon a dog, cat, fowl or other animal within any District Park or Recreation Area or within any District Property.

356 (11) Feeding Domesticated Animals. No person shall feed any abandoned domesticated animal in any District Park or Recreation Area.

356 (12) Horses Off Trails or Out of Designated Areas. No person shall ride, drive, lead, or keep a saddle horse, pony, mule or other such animal in any District Park or Recreation Area except on such roads, trails or areas so designated and posted by the District.

356 (13) Wildlife. All District Parks and Recreation Areas are sanctuaries for wildlife. No person shall feed, disturb, frighten, hunt, trap, capture, wound, kill, or disturb the natural habitat of, any wild bird, mammal, reptile, fish, amphibian or invertebrate within a District Park or Recreation Area. This prohibition shall not apply to the following:

- (A) Action taken by public officials or their employees or agents, within the scope of their authorized duties, to protect the public health and safety.
- (B) The taking of fish as permitted by State Fish and Game Regulations.
- (C) The capturing and/or taking of park wildlife for scientific research purposes when done with written permission from the District.

356 (14) Firearms and Dangerous Weapons. No person shall have in the person's possession within any District Park or Recreation Area or within any District Property, and no person shall fire or discharge, or cause to be fired or discharged, across, in, or into any portion of any District Park or Recreation area or any portion of any District Property, any gun or firearm, spear, bow and arrow, cross bow, slingshot, air or gas weapon or any other dangerous weapon. Unless otherwise provided by state law, possession of firearms are prohibited within any District Park or Recreation Areas and within any District Property.

356 (15) Loitering After Closing Time. It shall be unlawful for any person to remain in any District Park or Recreation Area, or in any facility within any District Park or Recreation Area, after the posted closing time, unless said person has lawful business therein.

356 (16) Gambling. Gambling in any form, or the operation of gambling devices for merchandise or otherwise in any District Park or Recreation Area or on any District Property is prohibited.

356 (17) Alcoholic Beverages. No person shall possess or consume alcoholic beverages, other than beer or wine, in any form within any District Park or Recreation Area or within any District Property. This section shall not prohibit the dispensing of all types of alcoholic beverages by a licensee under the laws of the State of California, under a food and bar concession from the District or the consumption of such beverages on the premises of such concessionaire, or the consumption of alcoholic beverages by persons holding a written occupancy permit issued by the Parks Director, or his or her representative, for areas under his or her jurisdiction.

356 (18) Private Operations. It shall be unlawful for any person to engage in the business of soliciting, selling or peddling of any liquids or edibles for human consumption, or to hawk, peddle or vend any goods, wares or merchandise of any kind, except upon specific

concession or permit secured from the District, or the General Manager or his representative.

356 (19) Authorized Operations. All persons, firms, or corporations holding concessions shall keep the grounds used by them properly policed and shall maintain the premises in a sanitary condition to the satisfaction of the Director or General Manager for areas under their respective jurisdictions. No operator of any concession shall retain in his employment any person whose presence is deemed by the District or General Manager or Chief Engineer not to be conducive to good order and management.

356 (20) Commercial Filming. No person shall operate a still, motion picture, video or other camera for commercial purposes in any District Park or Recreation Area or on any District Property, except pursuant to a written permit from the Director or the General Manager, or their representative, for the areas under their respective jurisdictions authorizing such activity. This section shall not apply to the commercial operation of cameras as part of the bonafide reporting of news.

356 (21) Closed Areas. No person shall enter any road, trail or area that is posted as closed or restricted without permission from the District.

SECTION 357. Motor Vehicles.

No person shall operate any Motor Vehicle except upon established paved roads or other established paved areas specifically designated and maintained for normal ingress, egress, and parking. This section shall not apply to any emergency or District vehicle, physically handicapped persons operating wheelchairs or similar devices, or to any person acting in compliance with the directions of a District-designated representative, Park Ranger or Peace Officer.

SECTION 358. Parking.

No person shall park any Motor Vehicle as defined in this Article within a District Park or Recreation Area or on any or District Property, except upon areas designated for such use. No person shall park a Motor Vehicle, except an authorized emergency vehicle or when in compliance with the directions of a Peace Officer, Park Ranger or other District-designated representative in any of the following places:

In areas where prohibited by "NO PARKING" signs;

On any fire trail, road or access;

On any equestrian or hiking trail;

Blocking or obstructing any gate, entrance or exit;

On any lawn, grassy area or otherwise vegetative area;

In any picnic area;

In such a manner as to take up more than one "Marked" space in any authorized parking area;

In any area where such vehicle blocks or obstructs the free flow of traffic;

Within 15 feet of a fire hydrant;
Adjacent to any curb painted red;
In any District Park or Recreation Area; or
On any District Property after closing time except pursuant to a valid permit.

SECTION 359. Operation of Bicycles.

No person shall operate a bicycle in any District Park or Recreation Area, or on any other District Property, other than on a path designated and signed for that purpose or on a paved vehicular road meant for Motor Vehicles. All bicyclists shall ride in single file, except to pass. No bicyclist shall exceed a safe speed.

SECTION 360. Noise Policy.

360 (01) Declaration of Noise Policy. It is hereby declared to be the policy of the District to prohibit unnecessary, excessive, and annoying noises in all District Parks. At certain levels, noises are detrimental to the health and welfare of persons using District Parks or Recreation Areas, and it is in the public interest to proscribe such noises.

360 (02) Sound Amplifying Equipment. It shall be unlawful for any person to operate any Sound Amplifying Equipment. This section shall not apply to a person operating Sound Amplifying Equipment under a permit granted by the District.

SECTION 361 intentionally omitted.

SECTION 362. Dangerous Activities

Except in areas specifically designated and set aside from time to time by the District for such activities, no person shall engage in dangerous activities within any District Park or Recreation Area or within any other District Property, and in no case shall any person engage in any activity or operate any device recklessly or negligently so as to endanger the life, limb or property of any person. Dangerous activities include, but are not limited to:

- Use or possession of fireworks of any kind;
- Driving, chipping, or in any other manner playing or practicing golf, or hitting golf balls;
- Operating self-propelled model airplanes, boats, automobiles, or other model craft of any kind or description;
- Throwing, releasing, or discharging missiles, rockets, or similar projectiles.
- Hang-gliding or parachuting;
- Operating any gas or hot air balloon (other than a toy balloon).

SECTION 363. Regulation of Model Aircraft, Drones, and Other Unmanned Aerial Systems

This section is necessary to preserve District Parks and Property in their natural state, protect wildlife and natural resources, provide peace, tranquility, and enjoyment for visitors to District Land, reduce the risk of fire, prevent conflicts in uses of District Parks and Property, and foster public safety.

363(01) Prohibited Conduct

- (A) Launching, landing, or operating UAS from or on District Parks and Property is prohibited unless a Permit is granted by the District.
- (B) Operating UAS within District Airspace is prohibited unless a Permit is granted by the District.
- (C) Using UAS to intentionally or unintentionally touch, tease, frighten, disturb, harass, chase, harm, capture, kill, or maim birds and wildlife is strictly prohibited and is a violation of the District Code, as well as California and federal law. *See, for example,* Bald Eagle Protection Act (16 U.S.C. § 668); Migratory Bird Treaty Act (16 U.S.C. Act § 703); California Endangered Species Act (Fish and Game Code §2080); and 14 Cal. Code Regs. § 251.1.
- (D) A UAS shall not be used to harass, follow, or intimidate another member of the public.

363(02) Exceptions

UAS for search and rescue operations, fire protection, and law enforcement by any federal, state or local agency are not prohibited by this section or subject to Permit requirements. If any provision of this section is preempted by federal or California law, federal or California law will supersede the provision of this section that is preempted. Nothing in this section will be construed as modifying any requirement imposed by the FAA on the use or operation of UAS in the National Airspace System.

363(03) Permits to Land, Launch, or Operate UAS

Any person may apply to the District for a Permit to launch, land, or operate UAS on District Parks and Property, or to operate within District Airspace. The granting of the application will be at the discretion of the District. The application will be evaluated based on a number of factors including, but not limited to, whether the requested use and purpose of the application:

- (A) is compatible with the District's use of District Parks and Property;
- (B) is for scientific research or fosters knowledge about the resources on District Parks and Property;
- (C) will result in unacceptable impacts to resources and values, or cause injury or damage to resources;

- (D) is contrary to the purpose for which the preserve was established or unacceptably impact the atmosphere of peace and tranquility maintained for the public;
- (E) interferes with the District's interpretive, visitor services, management, or other program or administrative activities;
- (F) presents any danger to public health and safety; or
- (G) results in significant conflict with other uses.

All Permits shall include the following conditions:

- (A) operators shall report immediately all accidents involving injury (even if involving minor first aid) and any resource or property damage;
- (B) UAS shall be within visual sight of the operator at all times during flight of the UAS;
- (C) operators shall have sufficient liability insurance or proof of membership in an organization, such as the Academy of Model Aeronautics (AMA), which includes insurance coverage with membership.
- (D) inexperienced UAS operators must be accompanied and assisted by an experienced operator;
- (E) the duration of the permit, hours of operation, and the specific area of launch, landing and operation shall be specified;
- (F) UAS shall not disturb or harass wildlife;
- (G) UAS shall not interfere with search and rescue, law enforcement, or other emergency operations;
- (H) Operators shall not fly UAS in a reckless manner or outside of the designated area(s) for launch, landing, and operation;
- (I) UAS shall not be operated while the operator is under the influence of alcohol or drugs;
- (J) UAS shall not be flown directly over people, vessels, vehicles, or structures, or endanger the life, health, safety, or property of others;
- (K) UAS shall be registered or licensed if required by federal or California law.

The District may, in its discretion, impose additional conditions on any approved application.

Section 3. Article VIII of the Granada Community Services District Code is hereby amended to read as follows:

ARTICLE VIII ENFORCEMENT

SECTION 800. Responsibility.

800 (01) The primary responsibility for enforcement of the provisions of this Code shall be vested in the District; provided, however, that the District Board of Directors shall appoint District-designated representative(s), which representative(s) shall be, and are hereby, authorized and empowered, to act as enforcement agents of the District with power to inspect and issue a Notice of Violation of any provision of this Code. Except where otherwise authorized by law, District-designated representatives shall be employed by the District at all times they are conducting enforcement duties. Notwithstanding the foregoing, all actual prosecutions or other enforcement actions for violations of any of the provisions of this Code (including, without limitation, levying of fines, termination of service, revocation of permits, towing, and civil and criminal court actions, and issuing Administrative Citations, Correction Orders, and Cease and Desist Orders) shall be the exclusive responsibility of the District, except for the concurrent authority hereby given under Subsection (02) below.

800 (02) The Sewer Authority Mid-Coastside (the Authority) shall have the authority as representatives and agent(s) of the District to enforce industrial waste standards and regulations adopted by the Authority, with the power to inspect and to request the District to issue a Notice of Violation thereof and seek civil or criminal remedies, and issue Administrative Citations, against any discharger.

The District shall have the authority to investigate and enforce against violation of any and all rules and regulations for the administration, operation, use and maintenance of its property, facilities and/or services related to wastewater, solid waste, parks or recreation.

Notwithstanding any other provision of this Code, any Peace Officer is authorized to enforce any criminal violation of this Code.

SECTION 801. Powers and Authority of Inspectors.

The District's representatives shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling, and testing, to ascertain compliance or noncompliance with the provisions of this Code. The District-designated representatives are further empowered to ascertain the nature of such premises, the type of activities carried on thereon, and any other facts and information reasonably necessary to carry out the provisions of this Code.

SECTION 802. Correction of Violation.

802 (01) The District or District-designated representatives are hereby authorized to issue a written order to any party having violated any provision of this Code (whether related to wastewater, solid waste, parks or recreation or otherwise) to correct said violation by a reasonable deadline for such correction set forth in such order. If the violator does not comply with the order to correct the violation by the deadline established, the District may correct such violation and the cost of such correction may be charged by the District to the violator. In the case of a wastewater-related violation, the cost of such correction may be added to any sewer service charge payable by the person

violating the Code and/or the occupant. Tenant or owner of the property upon which the violation occurred, and the District shall have such remedies for the collection of such cost as it has for the collection of sewer service charges.

802 (02) Notification of Unauthorized Discharges. Every customer shall notify the District immediately upon discharging wastes or wastewater in violation of the provisions of this Code, or any permit issued pursuant to this Code. Every customer who discharges, causes to be discharged, or permits to be discharged such wastes or wastewater shall, within 15 days of the occurrence thereof, submit a written report to the District describing the cause or causes of such unauthorized discharge, and measures taken, or proposed to be taken, to clean up said discharge, restore the area to sanitary status, and prevent future similar occurrences. Such report shall not relieve any customer of liability for any expense, loss, or damage suffered or incurred by the District, the Authority or any other person, directly or indirectly, by reason of such unauthorized discharge. Such report shall not relieve or absolve any person from civil liabilities, or imposition of civil or criminal penalties in any manner whatsoever.

802 (03) Notices to Employees Regarding Unauthorized Discharges. Every non-domestic customer shall prominently post a notice on the customer's premises advising of the requirement to notify the District of any unauthorized discharge, including the telephone number of the District to be called in the event of such discharge. The District may require any customer to inform and advise the customer's officers, agents, and employees of the provisions of this Code, or the provisions of any permit issued pursuant to this Code, or of other requirements of law, or of any other information which may be of assistance in ensuring compliance with said Code, permit, or other requirements of law.

802 (04) Cease and Desist orders. Upon a determination by the District that a violation of any provision of this Code, or of any provision of any permit issued pursuant to this Code, the District may issue a written order to the violator to cease and desist such violation. This includes but is not limited to a determination that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur, in violation of any provision of this Code, or of any provision of any wastewater-related permit issued pursuant to this Code, in which case the District may issue an order to cease and desist such discharge, or any practice or operation likely to cause such discharge. Any such cease and desist order may, in the District's sole discretion further order the violator to:

- (A) Comply forthwith with the provisions of this Code, or the provisions of any permit issued pursuant to this Code;
- (B) Comply in accordance with a time schedule established by the District; and/or
- (C) Take appropriate remedial or preventative action.

802 (05) Time Schedules. Upon a determination by the District that a violation of any provision of this Code or any provision of a permit issued pursuant to this Code has occurred, is occurring, or is about to occur (including but not limited to a District determination that a discharge of waste or wastewater has occurred, or is occurring or is

about to occur in violation of the provisions of this Code, or in violation of any provision of a permit issued pursuant to this Code), the District may require the person or customer having so committed such violation, to submit for approval, subject to such modifications, terms and conditions as the District reasonably deems necessary or appropriate, a detailed time schedule of specific actions which the person or customer shall take in order to eliminate or prevent such violation or violations.

802 (06) Remediation of Damage to District or Authority Facilities and/or Emergency Corrections. In the event repairs, construction, or other public work is performed on any premises pursuant to any provision of law authorizing such public work and/or the emergency performance of such public work and the expenditure of public funds therefor, or pursuant to any other provision of law authorizing public work on private property in order to correct, eliminate or abate a condition upon such premises which threatens to cause, causes, or has caused damage to District or Authority Facilities, or which otherwise threatens to cause, causes, or has caused a violation of any provision of this Code, or of any other requirement of law, the party or parties responsible for the occurrence or condition giving rise to such work shall be liable, jointly and severally, to the District and/or the Authority for such public expenditures. In the event of remediation of damage to District and/or Authority wastewater facilities and/or emergency performance thereof, the occupant, tenant and/or owner of the premises shall also be liable, jointly and severally, to the District and/or the Authority for such public expenditures.

In order to enforce the provisions of this Code relating to unlawful discharges or unauthorized use of or damage to sewer lines or wastewater facilities, the District may correct any violation. The cost of such correction may be added to any sewer service charge payable by the person violating these provisions of the Code or the owner or tenant of the property upon which the violation occurred, and the District shall have such remedies for the collection of such costs as it has for the collection of sewer service charges. The District may also petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate, restraining any person from the continued violation of this Code.

802 (07) Court Injunctions. Upon a determination by the District that a violation of any provision of this Code or any provision of a permit issued pursuant to this Code has occurred, is occurring, or is about to occur (including but not limited to a District determination that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur in violation of the provisions of the Code, or in violation of any provision of a permit issued pursuant to the Code), and/or that the violator or any customer, occupant or owner of the any premises involved has not complied with the provisions of a duly issued cease and desist order as prescribed in Subsection 802 (04) and/or has not complied with the terms and conditions of a time schedule as described in Subsection 802 (05), approved by the District, then the violation shall be reviewed by the District Board which may request a court injunction in order to compel the violator or any customer, occupant, or owner of said premises to do or to refrain from doing a specified act or acts in order to correct the violation. The District may also petition the court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate, restraining any person from the continued violation of this Code.

SECTION 803. Termination of Sewer Service.

In order to effect its powers and subject to the provisions of this Section, the District may terminate sewer service to any premises from which wastes or wastewater have been discharged, are being discharged, or are threatened to be discharged in violation of any provision of this Code, or because of a delinquency in the payment of any charge or fee assessed by the District, or because of a violation of any other sewer service-related requirement of law or this Code.

803 (01) Notification/Hearing. Prior to termination of sewer service, the District Board shall notify, in writing, the owner and tenant, if any, of such property that sewer service is intended to be terminated, which notice shall state the date of proposed termination of service, the reason(s) therefor, and the date, time and place of a hearing to be held by the District Board upon the question of the termination. Such notice shall be mailed to the owner at the address shown on the records of the assessor of the County of San Mateo or as known to the District, and a copy shall be delivered to the tenant or posted conspicuously on the property. The hearing shall be held not less than ten (10) days after notice is given herein described.

Any owner, the customer, the tenant, the alleged violator, the District's General Manager, the Assistant General Manager or other duly established representatives and any other person the District Board deems appropriate shall be heard at the hearing on the question of termination of sewer service. The District Board shall make such order as it deems appropriate under the circumstances and in furtherance of the purposes and intent of this Code.

803 (02) Imminent Threat. Notwithstanding the foregoing, any unauthorized connection with or opening into the public wastewater facilities or discharge into the wastewater facilities may be abated by the District without notice if such unauthorized connection or opening or discharge poses an imminent threat of damage to the District's wastewater facilities or of injury to the public health, safety or welfare.

803 (03) Public Hazard or Nuisance. In the event a disconnection from the wastewater facilities would create a public hazard or nuisance, the District's General Manager, Assistant General Manager or other duly established representatives may enter upon the premises for the purpose of doing such things as may be reasonably necessary to alleviate or remove such hazard or menace. The owner of such premises shall have a duty to reimburse the District for all expenses incurred by the District in disconnecting any such premises, or in doing other things authorized by this Section; and no reconnection shall be made until all such charges are paid.

SECTION 804. Revocation of Permits.

804 (01) Subject to the procedure set forth in Subsection (02) below, the District Board may revoke any permit issued pursuant to the provisions of this Code upon a determination by the District Board that:

- (A) The permittee has failed to factually report the wastewater constituents, characteristics, or volume of the permitted wastewater discharge;

- (B) The permittee has failed to report significant or substantial changes in the operations conducted upon the premises to which the permit pertains, or significant or substantial changes in wastewater constituents, characteristics, or volumes pertaining to said premises;
- (C) The permittee has refused, or failed to permit, reasonable access to the premises to which the permit pertains; or
- (D) The permittee has violated, caused to be violated, or allowed to be violated, any term, condition, or provision of the permit.

804 (02) Prior to revocation of the permit, the District Board shall notify, in writing, the the permittee (and in the case of a permit affecting District services to the real property of another, the owner and tenant, the customer and alleged violator) that the permit is intended to be revoked, which notice shall state the date of the proposed revocation, the reason(s) therefor, and the date, time and place a hearing shall be held by the District Board upon the question of revocation of the permit. Such notice shall be mailed to the owner at the address shown on the records of the assessor of the County of San Mateo, or as known to the District, and a copy shall be delivered to the tenant or posted conspicuously on the property. Such hearing shall not be held less than ten (10) days subsequent to the giving of notice as herein described.

The permittee (and in the case of a permit affecting District services to the real property of another, the owner, tenant, customer and alleged violator), the District's General Manager or other duly established representatives and any other person the District Board deems appropriate shall be heard at the hearing on the question of revocation of the permit. The District Board shall make such order as it deems appropriate under the circumstances and in furtherance of the purpose and intent of the permit and other provisions of the Code.

SECTION 805. Administrative Citations, Orders and Remedies

805 (01) Authority. A District-designated representative may issue an Administrative Citation for any violation of this Code, as well as for a breach or violation of any condition of a permit, approval or license issued pursuant to this Code. Additionally, the District may tow, at the owner’s expense, any vehicle not authorized to be on District Property (as defined in Article 3.5) or found by a District-dedsignated representative to be parked in violation of any provision of this Code. The administrative fines and costs prescribed herein may be sought in addition to any other legal remedies, including, but not limited to, civil and criminal penalties, injunctive relief, and specific performance. The issuance of Administrative Citations and administrative orders shall not be deemed a waiver of any other enforcement remedies available at law to the District. The use of the remedies and procedures of this section shall be at the sole discretion of the District.

805 (02) Administrative Citation. Whenever a District-designated representative is authorized by Section 805(01) to issue a citation imposing an administrative fine or fines to the responsible person(s), each Administrative Citation shall contain the following information:

- (A) The name and mailing address of each responsible person, if this information is readily available;
- (B) The date of each violation, or the date of detection of each violation, if different;
- (C) The address or description of the location of each violation;
- (D) The section or sections of this Code that were violated;
- (E) A brief description of the acts or omissions constituting each violation;
- (F) If applicable, the date a Notice of Violation was issued and the date that Notice set for correction of the violation;
- (G) The amount of the fine(s) for the violation(s);
- (H) A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid; and
- (I) The title of the citing District-designated representative; and
- (J) The procedure and deadline to appeal the Administrative Citation.

805 (03) Service of Administrative Citation. Service of an Administrative Citation may be accomplished by delivering the Administrative Citation to the responsible person in the following ways:

- (A) Hand delivery;
- (B) Service by certified or first class mail; or
- (C) Affixing the citation on the personal property of the responsible person, if this personal property is located on District Property and is the source of the Code violation.

Service by certified or first class mail shall be made to the owner at the address shown on the latest available assessment roll, or as otherwise known to the City Manager. Service shall be effective on the date of the mailing. If the document(s) is sent by certified mail and the certification is returned unsigned, then service shall be deemed effective pursuant to first class mail, provided the document(s) sent by first class mail is not returned. Proof of service shall be certified at the time of service by a declaration executed by the person affecting service, declaring the time, date and manner in which service was made. Whenever reasonably possible, the District shall collect and retain a receipt acknowledging receipt of service signed by the responsible party.

805 (04) Towing. A District-designated representative may order the towing, at the owners expense, of any vehicle not authorized to be on District Property or found to be parked in violation of any provision of this Code. If towing was based on a violation of the District Code, the District-designated representative shall issue and serve an Administrative Citation, according to Section 805(02). The District shall post signs in plain view at all entrances to the property prohibiting public parking, indicating that vehicles will be removed at the owner's expense, and containing the telephone number of the District office and the name and number of the towing company that is a party to a

written general towing authorization agreement with the owner or person in lawful possession of the property.

805 (05) Administrative Citation fines. The amount of the administrative fine for each violation of a section of this Code shall be (1) a fine of not more than one hundred dollars (\$100); (2) a fine not exceeding two hundred dollars (\$200) for a second violation of the same section of this Code or Condition of Approval within one year; (3) a fine not exceeding five hundred dollars (\$500) for each additional violation of the same section of this Code or Condition of Approval within one year. Each person is liable for a separate offense for each and every day during any portion of which any violation of this Code or Condition of Approval is committed, continued, maintained, or permitted by such person. Separate fines shall apply to each separate violation. Unless the Administrative Citation is appealed, payment must be delivered to the District office and paid in full within sixty (60) calendar days after the Administrative Citation is issued and served.

805 (06) Failure to pay fines. Failure to pay fines and costs in full by the payment deadline shall constitute a separate violation of this Code punishable as a misdemeanor, infraction, or Administrative Citation. Monthly late payment charges of ten percent (10%) shall accrue for any fines and costs unpaid by the due date. Failure to pay the assessed administrative fines by the due date shall constitute a debt that may be collected in any manner allowed by law. Where authorized by law, the District shall be entitled to recover its attorneys' fees and costs arising from an action to collect an administrative fine and/or late charge if it is the prevailing party.

805 (07) Administrative Citation Review hearing.

805 (07) (A) Administrative Hearing Officer. All Administrative Citation Review hearings on Administrative Citations shall be heard and conducted by an Administrative Hearing Officer. The District Manager or Board of Directors shall designate an Administrative Hearing Officer for Administrative Citation Review hearings. The Administrative Hearing Officer shall not be the District-designated representative that issued the citation(s) that are the subject matter of the hearing. The employment, performance evaluation, compensation and/or benefits, if any, of the Administrative Hearing Officer shall not be directly or indirectly conditioned upon the number of Administrative Citations or amount of fines upheld, revised, or otherwise issued by the Administrative Hearing Officer.

805 (07) (B) Request for Administrative Citation Review hearing. Any recipient of an Administrative Citation pursuant to this Code may contest the Administrative Citation before an Administrative Hearing Officer. The request for an Administrative Citation Review hearing shall be submitted in writing within thirty (30) calendar days from the date the Administrative Citation is served, and shall provide the mailing address and other contact information of the recipient of the Administrative Citation and state the grounds for contesting the Administrative Citation. Failure to request an administrative hearing within the time allotted to do so shall render inapplicable all other hearing provisions contained in this Code and shall constitute a failure to exhaust administrative remedies.

805 (07) (C) Notice and time of hearing. Written notice of the Administrative Citation Review hearing shall be served by regular first class mail on each person to whom the Administrative Citation was addressed and shall contain the date, time and place at which the hearing shall be conducted. The hearing shall occur within thirty (30) calendar days from the date of the mailing of the notice of hearing. The Administrative Citation Review hearing shall be held within sixty (60) days of the request for the hearing by the recipient of the Administrative Citation. The Administrative Hearing Officer may issue a one-time continuance of the hearing date for up to forty-five (45) days, upon a showing of good cause. Any request for a continuance or any other notice that the recipient of the administrative citation cannot appear on the date of the hearing must be made prior to the hearing date. The Administrative Hearing Officer shall not consider a late request for a continuance or other notice of unavailability.

805 (07) (D) Hearing procedure. The recipient of an Administrative Citation may choose to conduct the Administrative Citation Review hearing in person or through a written declaration. The recipient of the Administrative Citation must notify the District in the request for a hearing if the recipient elects to conduct the hearing by written declaration. Absent such notification, the District shall schedule and conduct an in-person hearing on the matter:

805 (07) (E) In-person hearing. During an in-person hearing, the recipient of the Administrative Citation may submit evidence and offer testimony regarding the violation. All oral and written evidence presented at the hearing shall be presented under oath and under penalty of perjury, and only relevant evidence shall be submitted and considered. Each party, including the District, may present oral and written, audio, and visual evidence and call, examine, and cross-examine witnesses. In addition to any other evidence the District presents, the District shall be allowed to submit as evidence any Administrative Citations and any additional reports submitted by the District representative that issued the Administrative Citation. The in-person hearing may be conducted face-to-face or telephonically.

805 (07) (F) Hearing by written declaration. In lieu of an in-person hearing, the recipient of the Administrative Citation may elect to proceed with an Administrative Citation Review hearing by written declaration signed under penalty of perjury. The written declaration may contain visual or audio evidence submitted as attachments to the written declaration or by compact disc or other form of commonly used modern digital media. The Administrative Hearing Officer shall only consider evidence relevant to the Administrative Citation at issue.

805 (07) (G) Failure to appear. The unexcused failure of any recipient of an Administrative Citation to appear at a properly noticed hearing on the designated hearing date, or to submit a written declaration by a properly noticed submission deadline, shall cause the forfeiture of the hearing, and a Decision by default shall be entered in favor of the District. Failure to appear or to submit a written declaration shall constitute a failure to exhaust administrative remedies. Refusal to participate in the hearing process, either in-person or through written declaration, shall constitute a failure to appear and an admission of the violations alleged.

805 (07) (H) Withdrawal of hearing request. Any person who has requested a hearing on the issuance of an Administrative Citation may withdraw the hearing request upon written notice to the District. A withdrawal of the hearing request shall constitute a waiver of any right to challenge the underlying Administrative Citation. A withdrawal under this section shall also bar judicial review of the Administrative Citation for failure to exhaust administrative remedies. Administrative fines must be paid no later than thirty (30) days after the District receives the written notice of withdrawal of the hearing request.

805 (07) (I) Administrative Hearing Decision. After considering all relevant testimony and other evidence submitted at the hearing or contained in the written declaration, the Administrative Hearing Officer shall determine if the recipient of the Administrative Citation is liable for the underlying violation by a preponderance of the evidence. Within thirty (30) days following the conclusion of the hearing or the deadline by which to submit a written declaration, the Administrative Hearing Officer shall issue a written Administrative Hearing Decision, including findings regarding the existence of each violation, the deadline to pay any assessed fines and costs, and notice of the right to judicial review, where such a right exists. The recipient of the Administrative Citation shall be served with a copy of the Administrative Hearing Decision within ten (10) calendar days following its issuance. Service is complete upon depositing the Administrative Hearing Decision in the mail (regular first class prepaid) or hand delivery to the recipient of the Administrative Citation. The Administrative Hearing Decision shall be final upon service on the responsible person, subject only to judicial review as allowed by law.

805 (07) (J) Assessment of Fines. If, after reviewing the evidence presented in the hearing or written declaration, the Administrative Hearing Officer determines by a preponderance of the evidence that the recipient of the Administrative Citation committed the alleged violation, the Administrative Hearing Officer shall assess an administrative fine according to Section 805(05). In the interest of justice, the Administrative Hearing Officer, in the Officer's discretion, may reduce the amount of the administrative fine.

805 (07) (K) Assessment of administrative costs. If the Administrative Hearing Officer determines the recipient of the Administrative Citation is liable for the underlying violation, the Administrative Hearing Officer may assess administrative costs against each liable party. Administrative costs may include all costs incurred by the District in connection with the hearing, including investigation and staffing costs incurred in preparation for the hearing and for the hearing itself.

805 (07) (L) Payment of fines and costs. Any person who, after the hearing, is found liable for the underlying violation by the Administrative Hearing Officer shall remit the balance of the administrative fines and any assessed administrative hearing costs pursuant to the Administrative Hearing Decision. Absent a finding of good cause by the District-designated representative to extend the payment deadline, each liable party has thirty (30) days from the date of service of the Administrative Hearing Decision to pay any fines and costs in full.

SECTION 806. Public Nuisance.

Any discharge or threatened discharge, or any condition which is in any manner in violation of any provision of this Code, or of any permit issued pursuant to this Code, or of any order or directive of the District representative authorized by this Code, shall be, and the same is hereby declared to be, unlawful and a public nuisance. Such nuisance may be abated, removed, or enjoined, and damages assessed therefor, in any manner provided by law.

SECTION 807. Criminal Penalties.

807 (01) Any person found to be violating any rule, regulation, or ordinance adopted by the Board of Directors shall be guilty of a misdemeanor punishable by a fine of one thousand dollars (\$1,000.00), or by imprisonment in the County jail for a period not exceeding six months, or by both, for each violation committed.

807 (02) Each day in which any such violation shall continue shall be deemed a separate offense.

807 (03) The District General Manager or the District Board shall have the discretion to charge any violation constituting a misdemeanor as an infraction punishable by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding two hundred dollars (\$200) for a second violation within one year; and (3) a fine not exceeding five hundred dollars (\$500) for each additional violation within one year.

SECTION 808. Remedies Cumulative.

The remedies provided for in this Code shall be cumulative and not exclusive, and shall be in addition to any or all other remedies available to the District.

SECTION 809. Enforcement of Collection Charges, Fines and Penalties

Any charges, fines, or penalties (including for the collection and enforcement of rates or other charges) provided by Sections 303 (03) and 700(11)(E) of this Code, or any other sections of this Code, are cumulative and not exclusive and the District may pursue any or all other remedies available to the District alternatively, concurrently, or consecutively.

Section 4. California Environmental Quality Act

Pursuant to the California Environmental Quality Act (“CEQA”), this action to amend the District Ordinance Code relating to enforcement against unlawful dumping and parking on district parks and other district property is exempt under California Code of Regulations, Title 14, Section 15061(b)(3) which provides that CEQA applies only to projects which have the potential of causing a significant effect on the environment, and that where, as here, it can be seen with certainty that there is no reasonable possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is also exempt under California Code of Regulations, Title 14, Section 15308, which exempts actions, such this one, which assure the maintenance, restoration, enhancement or protection of the environment.

The above and foregoing Ordinance was regularly introduced at a meeting of the Board of Directors of the Granada Community Services District held on the 16th day of March 2017, and thereafter passed and adopted at a meeting of the Board of Directors of the Granada Community Services District on the 18th day of May 2017, by the following vote:

AYES: and in favor thereof:

NOES: Members:

ABSENT: Members:

ABSTAIN: Members:

Approved:

Jim Blanchard, President

Countersigned:

Delia Comito, Assistant General Manager

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Adoption of Amendment to District Ordinance Code Section 603
Date: May 18, 2017

This ordinance was presented to your Board at our last board meeting, at which time the Board approved the first reading of the ordinance. A second reading is now required for final adoption and approval of the ordinance.

Per your Board's request, the District General Counsel drafted an Opinion Letter on Options Regarding Conditions of Approval for Sewer Permits on Substandard (Nonconforming) Parcels and presented this Opinion during the August 18, 2016 meeting of the Board of Directors. Following this presentation, your Board voted to direct Staff and Counsel to prepare a proposal on variance conditions for nonconforming parcels. The attached amendment to the Ordinance provides that the District may condition approval of a Sewer Permit for a nonconforming parcel on a restriction of the number of bedrooms that the Sewer Permit may serve.

As discussed in the August 18, 2016 Opinion letter, as a result of a voter-adopted Measure A in 1986 the San Mateo County Local Coastal Program (LCP) limits the expansion of sewer service by the Granada Sanitary District to the capacity necessary to serve the LCP's estimated buildout of land within the District's Boundaries.

Policy 2.6 Capacity Limits: Limit development or expansion of public works facilities to a capacity which does not exceed that needed to serve buildout of the Local Coastal Program.

The District's Variance Ordinance codified in Section 603 of the District Ordinance Code enables the District to comply with Policy 2.6 by requiring a variance process for nonconforming parcels because they were under-accounted for in the buildout calculations. As a result, GCSD will need to limit the amount of wastewater produced overall from development of these nonconforming parcels, because GCSD is precluded by Measure A from simply building more infrastructure to serve these nonconforming parcels.

The District has legal authority to exercise its sanitary sewer powers under state law pursuant to the police power under the California Constitution (Art. 11, Sec. 7). This authority is superior to even a county's or city's police power authority as to its sanitary sewer function. *Home Gardens Sanitary District v. City of Corona* (2002) 96 Cal.App.4th 87; *Rodeo Sanitary District v. Board of*

Supervisors of Contra Costa County and Mt. View Sanitary District (1999) 71 Cal.App. 4th 1443; and *West Bay Sanitary District v. City of East Palo Alto* (1987) 191 Cal.App.3d 1507. In *Getz v. Pebble Beach Community Services District* (1990) 219 Cal.App.3d 229, the Court of Appeal stated that community services district (CSD) authority to allocate sewer service was established by a grant of “the power generally to perform all acts necessary to carry out fully the provisions of [the Community Services District Law].”

The District Code has long authorized the District Board, in its discretion, to “[i]mpose additional requirements upon an applicant which must be satisfied before the permit will be issued.” Studies have shown a clear relationship between the number of bedrooms in a residential dwelling and the amount of wastewater generated. Indeed utilization of this relationship is advised by the Environmental Protection Agency in its Manual on Determining Wastewater User Service Charge Rates.

Many government agencies have utilized this relationship between the number of bedrooms in a residential structure and the wastewater produced to tailor the sewer connection charge or the calculation of ERUs to the number of bedrooms. Another EPA Manual on Onsite Treatment Systems described how the number of bedrooms of a home can be used to estimate its wastewater generation:

[D]aily flows and pollutant contributions are usually expressed on a per person basis for residential dwellings. Applying these data to characterize residential wastewater therefore requires that a second parameter, the number of persons living in the residence, be considered. Residential occupancy is typically 1.0 to 1.5 persons per bedroom; recent census data indicate that the average household size is 2.7 people (U.S. Census Bureau, 1998). Local census data can be used to improve the accuracy of design assumptions. The current onsite code practice is to assume that maximum occupancy is 2 persons per bedroom, which provides an estimate that might be too conservative if additional factors of safety are incorporated into the design.

Therefore, GCSD may use this well-established relationship to enact a limitation on the number of bedrooms in a residential dwelling on a nonconforming parcel for the purpose of reducing overall wastewater generation. Because GCSD has more than 1,000 parcels whose size are more than 40% nonconforming as to minimum parcel size, it is recommended that for such parcels there be a limit of two bedrooms.

In order to encourage merger of adjoining parcels to avoid or reduce nonconformity, GCSD will utilize its existing relief from assessment provisions.

GRANADA COMMUNITY SERVICES DISTRICT

ORDINANCE NO. ____

**AN ORDINANCE AMENDING DISTRICT ORDINANCE CODE
RELATING TO SEWER PERMIT VARIANCES FOR NONCONFORMING PARCELS**

The Board of Directors of the Granada Community Services District ordains as follows:

Section 1. Granada Community Services District Code is hereby amended by adding Section 603 (03)(B) to read as follows:

(2) Where the size of the subject parcel is less than 60% of minimum parcel size, the District can only make the finding:

that provision of sewer service would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program

by placing a condition upon a recorded Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms.

Section 2. Upon adoption, this Ordinance shall be entered into the minutes of the District Board, a summary shall be published one time in the Half Moon Bay Review, and this Ordinance shall be effective at the end of the week of publication.

The above and foregoing Ordinance was introduced at the regular meeting of Board of Directors of the Granada Community Services District held on the 16th day of March 2017, and was adopted on May 18, 2017, by the following vote:

AYES: and in favor thereof:

NOES: Members:

ABSENT: Members:

ABSTAIN: Members:

Approved:

Jim Blanchard, President

Countersigned:

Delia Comito, Secretary

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Ordinance Amending District Ordinance Code Sections 104 and 701 (01) (A) Related to Sewer Connection Fees
Date: May 18, 2017

This item is for the Board's consideration based on the Board's prior direction that GCSD adopt an amendment to the District Ordinance Code Section 701 (01) (A) to provide a reduction in sewer connection charges for certain categories of structures, including projects that build less than the maximum number of dwelling units when those dwelling units are less than 750 square feet in square footage. In addition, Staff is recommending amendments to this section in response to recently enacted state legislation regarding Accessory Dwelling Units (ADUs).

The current Ordinance Code Section 701(01) (A) provides that the residential connection charge for connection to the public sewer system shall be \$4,700.00 for each dwelling unit. It provides a 50% reduction in fees for "auxiliary residential structures, or additions to such structures, which require a separate connection to the District's wastewater facilities." The amendment would create three categories of connections that would have reduced fees: auxiliary *non-habitable* residential structures, accessory dwelling units, and developments where less than the maximum number of dwelling units allowed is built and each dwelling unit is less than 750 square feet.

As a result of defining auxiliary structures as non-habitable, Staff concludes that no connection charge should be made.

There is likewise a reduction in the burden on the District sewer system where a project builds fewer than the maximum number of dwelling units allowed by zoning when those dwelling units are less than 750 square feet in square footage. Under those circumstances, Staff has concluded that the proportionate reduction in burden is fairly represented by the percentage of units built divided by units allowed.

In September 2016, the state legislature amended Government Code Section 65852.2 governing accessory dwelling units (ADUs) which are required to be 1200 square feet in size or smaller. Consistent with Section Government Code 66013, where connection of an ADU may be subject to a connection fee or capacity charge, such charge shall be "proportionate to the burden of the proposed dwelling unit, *based upon either its size or the number of its plumbing fixtures*, upon the ... sewer system." This fee or charge shall not exceed the reasonable cost of providing this service." Section 65852.2 only applies to "local agencies," a term that as currently defined to exclude special districts such as GCSD. Nevertheless, given the Legislature's determination that the foregoing standard is reasonable, Staff recommends use of that standard and, after analysis,

has concluded that a 50% reduction in the sewer connection fee is proportionate to the burden of ADUs on the District sewer system.

A second reading of the Ordinance is required for final adoption and approval of this amendment to the District Ordinance Code.

GRANADA COMMUNITY SERVICES DISTRICT

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE DISTRICT ORDINANCE CODE RELATING TO RESIDENTIAL SEWER CONNECTION CHARGES

The Board of Directors of the Granada Community Services District ordains as follows:

Section 1. Section 104 of the Granada Community Services District Code is hereby amended to include the following definitions:

(43) Auxiliary Residential Structures. A detached non-habitable building without a kitchen whose use is incidental to the use of the main building on the parcel.

(44) Accessory Dwelling Unit. An attached or a detached accessory residential dwelling unit (ADU) which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation and be located on the same parcel as a single-family dwelling and shall comply with all requirements of state law and the regulations of the land use planning agency having jurisdiction over ADU's. An ADU also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

Section 2. Section 701 (01) (A) of the Granada Community Services District Ordinance Code is hereby amended in its entirety to read as follows:

(01) Charges by Type of Connection.

(A) Residential Connections

Effective July 1, 2001, the residential connection charge for connection to the sewer main system by a dwelling unit shall be \$4,700 for each dwelling unit. The connection charge shall be reduced for the following structures:

- (i) For auxiliary non-habitable residential structures, there shall be no residential connection charge.
- (ii) For accessory dwelling units, the charge shall be fifty percent (50%) of the residential connection charge.
- (iii) When less than the maximum number of dwelling units allowed under the applicable land use regulations is built on a site in the R-3/ S-3 zone and each dwelling unit is less than 750 square feet, the residential connection charge for each dwelling unit shall be reduced by the percentage of dwelling units

constructed as compared to the maximum number of dwelling units allowed under the applicable land use regulations.

Section 3. Upon adoption, this Ordinance shall be entered into the minutes of the District Board, shall be published one time in the Half Moon Bay Review, and shall be effective at the end of the week of publication.

The above and foregoing Ordinance was regularly introduced at a meeting of the Board of Directors of the Granada Community Services District held on the 18th day of May 2017, and thereafter passed and adopted at a meeting of the Board of Directors of the Granada Community Services District on the 15th day of June 2017, by the following vote:

AYES: and in favor thereof:

NOES: Members:

ABSENT: Members:

ABSTAIN: Members:

Approved:

Jim Blanchard, President

Countersigned:

Delia Comito, Assistant General Manager

ITEM #5

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: GCSD and SAM Operations and Capital Budget for Fiscal Year 2017/18
Date: May 18, 2017

I have attached the proposed GCSD and SAM Operations and Capital Budget for FY 2017/18. Although we will be reviewing the budget in detail at the board meeting, I have listed below some pertinent items from this year's budget.

- The sewer service charge is set to remain at \$402 per ERU.
- Property tax revenues have been allocated to both the Sewer budget and the Parks and Recreation budget. I have allocated \$200,000 to the sewer side, and \$400,000 to the parks side, but the final allocations will be at the discretion of your board.
- Sewer operations shows a loss of \$276,000, primarily due to the allocation of property tax to the parks and recreation budget. However, this loss is somewhat backstopped by \$457,000 in non-operating revenues.
- The District made our final payment in September of 2016 on the loan the District procured to finance some of the costs for the 1996 SAM Treatment Plant Expansion. The cessation of these loan payments will save the District approximately \$95,000 per year.
- Staff is continuing work on the near term and long term solution for the Medio Creek Bridge gravity sewer crossing. I have allocated \$350,000 in this year's budget for this project. The bridge has been undergoing severe erosion from winter storms.
- We are projecting that District expenses for FY 2016/17 will finish about \$18,000 under budget.
- Although I have included a revenue line item for the SAM Refund from Prior Year, and the ERAF Refund from Prior Year, the true amount of these items are unknowns, because they are dependent on factors outside of our control.
- District sewer reserves are projected to start the year at approximately \$4.37 million, and decrease to \$3.5 million by the end of the fiscal year. This ending balance number is strongly dependent on variations in the Non-Operating Revenues line item, as well as the amount of capital projects the District undertakes.
- On the parks and recreation side of things, I am showing revenue from property taxes of \$400,000, offset by proposed expenditures of \$130,000. This budget includes the potential purchase of property for parks and recreation use. It does not include any work the Board may authorize in conjunction with the proposed vegetation plan for the District's Burnham Strip parcel.
- The SAM Operations Budget and the SAM Collections Contract Budget remain relatively unchanged from last year.
- The big unknown in this year's budget is the SAM Infrastructure Budget. SAM staff recently proposed a 5 year Capital Infrastructure Budget, but discussion on the exact details and priorities contained within the budget have yet to be discussed by SAM and the agency managers. A meeting is planned the day after our GCSD meeting to discuss.

GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET

	FY 2016/17	FY 2016/17	Over/ (Under)	FY 2017/18
<u>SEWER - OPERATING REVENUES</u>	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>
1 . Property Tax Allocation-Sewer split between sewer and parks)	\$175,000	\$175,000	\$0	\$200,000
2 . Annual Sewer Service Charges	\$ 1,296,000	\$1,280,000	(\$16,000)	\$ 1,282,000
3 . Reim. from A.D. - Salary and Overhead	\$34,000	\$28,000	(\$6,000)	\$30,000
4 . Recology of the Coast Franchise Fee	\$28,000	\$30,000	\$2,000	\$32,000
5 . Miscellaneous	\$2,000	\$2,000	\$0	\$2,000
TOTAL REVENUES	\$1,535,000	\$1,515,000	(\$20,000)	\$1,546,000

Budget Revenue Assumptions:

- 1 . 3,200 ERU's of sewer service charge at \$402 per ERU
- 2 . Property Tax Revenue now allocated between Sewer and Parks and Recreation departments

GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET

	FY 2016/17		FY 2016/17	Over/	
	<u>Budget</u>	<u>Estimated</u>	(Under)	<u>Budget</u>	FY 2017/18
<u>SEWER - OPERATING EXPENSES</u>					
1 . SAM General (Treatment and Admin.)	\$968,479	\$968,479	\$0	\$966,160	
2 . SAM Collections	\$242,350	\$242,350	\$0	\$249,486	
3 . Lateral Repairs	\$60,000	\$40,000	(\$20,000)	\$50,000	
4 . CCTV	\$30,000	\$10,000	(\$20,000)	\$20,000	
5 . Pet Waste Stations	\$1,000	\$1,500	\$500	\$1,000	
6 . Plant Shortfall Debt Service (COP)	\$94,400	\$97,000	\$2,600	\$0	
Sub-Total Operations Expenditures	\$1,396,229	\$1,359,329	(\$36,900)	\$1,286,646	

GRANADA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET

	FY 2016/17		FY 2016/17		Over/
	Budget	Estimated	Budget	Estimated	(Under) Budget FY 2017/18
<u>SEWER - ADMINISTRATIVE OPERATING EXPENSES</u>					
1 . Accounting	\$30,000	\$26,000	(\$4,000)		\$30,000
2 . Auditing	\$10,000	\$12,000	\$2,000		\$15,000
3 . Copier Lease	\$7,000	\$7,500	\$500		\$7,500
4 . Directors' Compensation	\$11,000	\$11,300	\$300		\$11,000
5 . Education & Travel Reimbursement	\$2,000	\$1,500	(\$500)		\$2,000
6 . Employee Salaries	\$135,000	\$135,000	\$0		\$150,000
7 . Employee Medical, Payroll Taxes, and Retirement	\$58,000	\$55,000	(\$3,000)		\$60,000
8 . Engineering Services (General)	\$20,000	\$18,000	(\$2,000)		\$20,000
9 . Insurance	\$6,000	\$5,000	(\$1,000)		\$6,000
10 . Legal Services	\$65,000	\$95,000	\$30,000		\$65,000
11 . Memberships	\$10,000	\$8,800	(\$1,200)		\$9,000
12 . Newsletter	\$2,500	\$0	(\$2,500)		\$2,500
13 . Office Lease	\$50,000	\$51,000	\$1,000		\$52,000
14 . Office Maintenance and Repairs	\$2,500	\$2,000	(\$500)		\$2,500
15 . Office Supplies	\$6,000	\$5,500	(\$500)		\$6,000
16 . Professional Services - Other	\$65,000	\$70,000	\$5,000		\$65,000
17 . Publications & Notices	\$10,000	\$7,000	(\$3,000)		\$10,000
18 . Utilities	\$9,000	\$9,500	\$500		\$10,000
19 . Video Taping of Board Meetings	\$3,000	\$3,500	\$500		\$3,500
20 . Computers	\$2,000	\$1,500	(\$500)		\$2,000
21 . Miscellaneous	\$7,000	\$10,000	\$3,000		\$7,000
Sub-Total Administration Expenditures	\$511,000	\$535,100	\$24,100		\$536,000
SEWER - TOTAL OPERATING EXPENDITURES	\$1,907,229	\$1,894,429	(\$12,800)		\$1,822,646
SEWER - OPERATING NET TO/(FROM) RESERVES	(\$372,229)	(\$379,429)	(\$7,200)		(\$276,646)

GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET

	FY 2016/17		FY 2016/17		Over/
	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Estimated</u>	(Under)
<u>SEWER - NON-OPERATING REVENUES</u>					
1 . Interest on Reserves	\$17,500	\$26,000			Budget \$8,500
2 . Connection Fees	\$30,000	\$104,000			\$74,000
3 . SAM Refund from Prior Year Allocation	\$5,000	\$28,500			\$23,500
4 . Repayment from Assessment District-Current FY	\$127,000	\$127,000			\$0
5 . ERAF Refund from Prior Year	\$260,000	\$243,000			(\$17,000)
TOTAL NON-OPERATING REVENUES	\$439,500	\$528,500			\$89,000

Budget Revenue Assumptions:

- 1 . 0.82% Interest on average yearly reserve
- 2 . 10 Connections at \$4700 per connection

SEWER - CAPITAL PROJECTS AND RESERVE FUND BALANCE

	FY 2016/17		FY 2016/17		Over/
	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Estimated</u>	(Under)
<u>SEWER - CAPITAL PROJECTS</u>					
1 . Mainline System Repairs	\$10,000	\$2,000			(\$8,000)
2 . Medio Creek Crossing Sewer Re-alignment	\$350,000	\$50,000			(\$300,000)
3 . Sewer Service Charge Rate and Reserve Study					\$35,000
4 . SAM - Recycled Water Project		\$53,000			\$53,000
5 . SAM - Capital Maintenance/Infrastructure Budget	\$214,338	\$214,338			\$0
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$824,338	\$319,338			(\$255,000)
					\$1,010,000

GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET

<u>SEWER - CAPITAL RESERVE FUND</u>	
1 . Beginning Balance on July 1	\$4,326,000
2 . Capital Projects	(\$1,010,000)
3 . Transfer (to)/from Operating Budget	(\$276,646)
4 . Transfer (to)/from Non-Operating Revenues	\$457,400
TOTAL RESERVE AT END OF FISCAL YEAR	\$3,496,754

GRANADA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2017/18 PARKS AND RECREATION DISTRICT BUDGET

	FY 2016/17	FY 2016/17	Over/ (Under)	FY 2017/18
<u>PARKS AND RECREATION - OPERATING REVENUES</u>	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>
1 . Property Tax Allocation-Parks (split between sewer and parks)	\$400,000	\$400,000	\$0	\$400,000
2 . Miscellaneous	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$400,000	\$400,000		\$400,000
 <u>PARKS AND RECREATION - OPERATING EXPENDITURES</u>				
1 . Projects (Purchase of Impink Burnham Strip Property in 16/17)	\$75,000	\$188,000	\$113,000	\$100,000
2 . County staff time	\$15,000	\$3,000	(\$12,000)	\$5,000
3 . RCD	\$5,000	\$15,000	\$10,000	\$5,000
4 . Reimbursement to Half Moon Bay per Property Tax Agreement	\$50,000	\$41,200	(\$8,800)	\$20,000
TOTAL EXPENDITURES	\$145,000	\$247,200	\$102,200	\$130,000
 NET TO/(FROM) PARKS AND RECREATION RESERVE	 \$255,000	 \$152,800		 \$270,000
 <u>PARKS AND RECREATION - CAPITAL RESERVE FUND</u>				
1 . Beginning Balance on July 1				\$193,800
2 . Purchase of Property				(\$130,000)
3 . Transfer (to)/from Operating Revenues				\$270,000
PARKS AND RECREATION RESERVE AT FYE				\$333,800

ITEM #6



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
DATE: March 27, 2017
SUBJECT: Discuss Draft SAM General Budget for Fiscal Year 2017/18

Staff Recommendation

Staff recommends that the Board of Directors review the Draft General Budget for Fiscal Year 2017/18 and provide direction to staff.

Fiscal Impact

The fiscal impact of the draft General Budget for Fiscal Year 2017/18 is \$7.78 million. This is an *overall increase* of \$2.68 million from the FY 2016/17 Budget, which is primarily due to the significant increase in proposed infrastructure projects. The impact to the member agency assessments is:

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$2,417,806	\$3,879,988	\$1,462,182	60%
GCSD	\$1,425,166	\$2,053,763	\$628,597	44%
MWSD	<u>\$1,169,848</u>	<u>\$1,773,429</u>	<u>\$603,581</u>	<u>52%</u>
Total	\$5,012,820	\$7,707,180	\$2,694,360	54%

Staff continues to investigate the possibility of grants and loans to alleviate the burden of the infrastructure projects on the member agency assessments.

Background and Discussion/Report

The draft General Budget is presented to the Board of Directors for review, discussion, feedback, and direction to staff. The budget includes obligations for wages and benefits, as stipulated in employment and bargaining contracts, increases in

BOARD MEMBERS:	S. Boyd	R. Lohman	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Huber	R. Kowalczyk

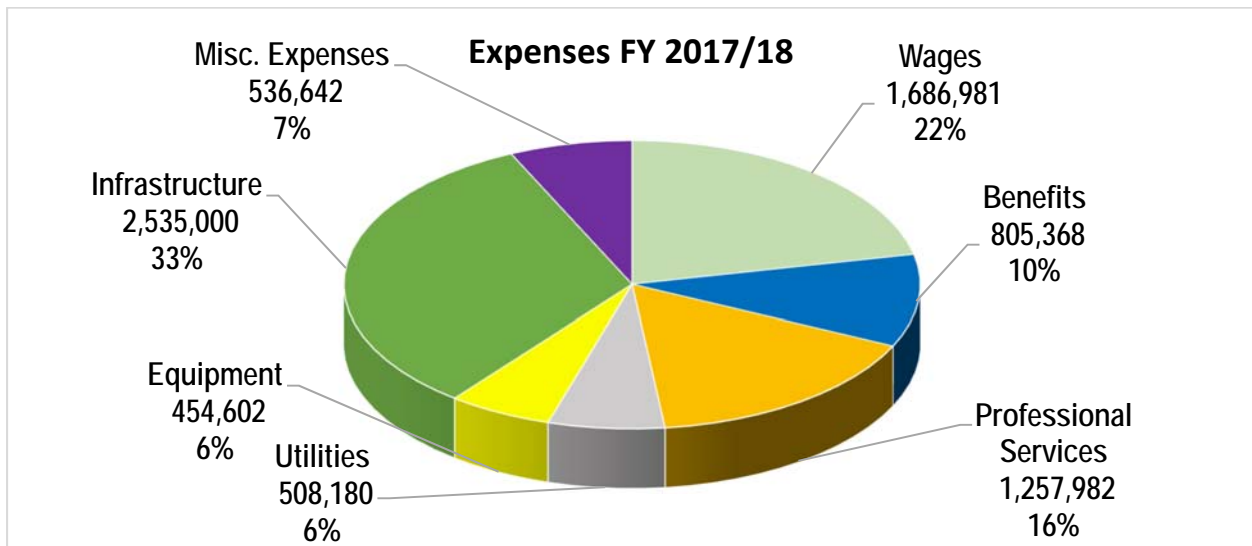
retirement contributions, and other non-discretionary expenses and assumes that all three member agencies fully participate in all services.

Not all factors were known at the time that this draft budget was developed. Therefore, staff made the following assumptions.

- The proposed 5-Year Infrastructure Plan will be approved as presented and the projects identified for FY 2017/18 will be funded.
- All budgeted positions will be filled if vacant.
- All applicable merit step increases will be earned per the MOU with IUOE, Local No. 39.
- Funds will be set aside for OPEB costs, as recommended by the auditor.

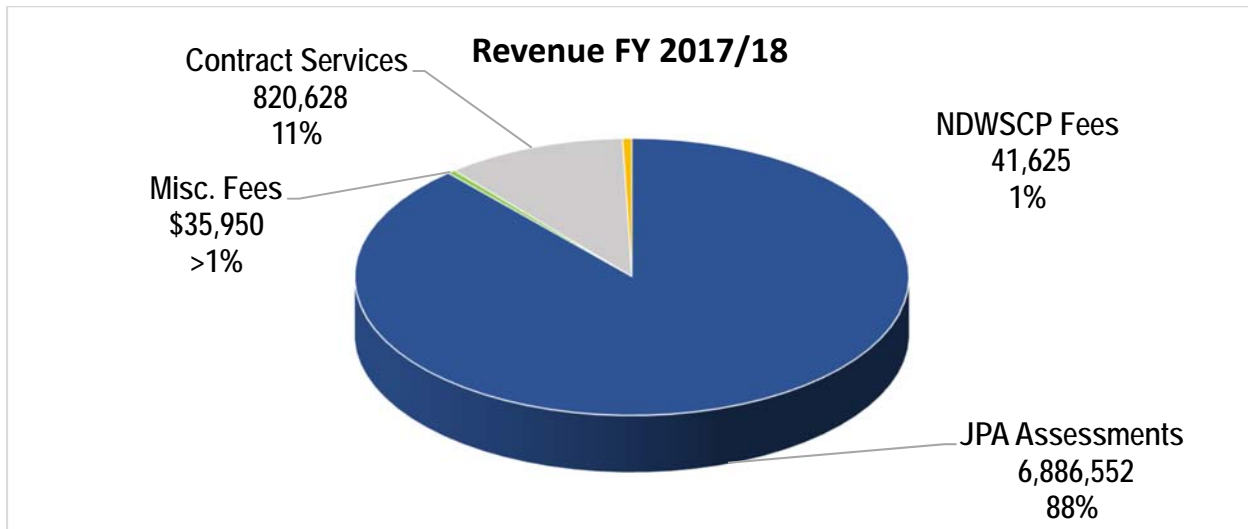
Budget Overview

Of the total General Budget expenses, approximately one-third is for wages (\$1.69 million) and benefits (\$0.81 million). Infrastructure improvements are one-third of the total budget (\$2.54 million). Contract and professional services provided by outside vendors is also a significant amount (\$1.26 million) due to SAM's small staff size, dependency on contracts for technical and specialized services, and the increased number of infrastructure projects.



Of the total General Budget revenue, the majority (88%) is from the JPA assessments to the member agencies for O&M and Infrastructure assessments. The remaining revenue is from the CCS assessments (11%), pre-treatment inspections (1%), and miscellaneous revenue (>1%).

BOARD MEMBERS:	S. Boyd	R. Lohman	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Huber	R. Kowalczyk



Operation & Maintenance

The Operation & Maintenance (O & M) budget includes the Administrative Services, Treatment, and Environmental Compliance divisions. The O & M budget increased from \$3.46 to \$3.74 million (8.1%), which has the following impact on the member agency assessments (rounded to nearest \$).

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$1,708,095	\$1,921,943	\$213,848	13%
GCSD	\$968,478	\$964,653	(\$3,825)	(0.4%)
MWSD	\$694,530	\$795,287	\$100,756	15%
Total	\$3,371,103	\$3,681,883	\$310,780	9.2%

The change in the O & M budget is due to: increase in wages for cost of living adjustments; increase in CalPERS rates for classic members; increase in retirement medical contributions to meet GASB requirements for other post-employment benefits (OPEB); shift of staff time to Treatment for general support that was previously charged to the Infrastructure budget; shift of staff time to Contract Collection Services for pre-treatment inspections (F.O.G.) that was previously charged to the Environmental Compliance budget; increase in the membership dues to various professional organizations; increase in training and travel that was previously charged to Contract Collection Services; increase in equipment to purchase a new server and related equipment; and the purchase of a replacement truck for the Treatment division.

Contract Collection Services

The Contract Collection Services (CCS) division budget **decreased** by \$55,414 (-6.2%), which has the following impact on member agency assessments (rounded to nearest \$).

BOARD MEMBERS:	S. Boyd	R. Lohman	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Huber	R. Kowalczyk

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$331,685	\$285,208	(\$46,477)	(14%)
GCSD	\$242,350	\$249,486	\$7,136	2.9%
MWSD	\$321,608	\$285,934	(\$35,674)	(11%)
Total	\$895,642	\$820,628	(\$75,015)	(8.4%)

The change in the CCS budget is due to: reallocation of costs between the member agencies based on the percentage of total lines cleaned and percentage of lift stations rather than on a percentage of total man hours; increase in wages for cost of living adjustments; increase in CalPERS rates for classic members; increase in retirement medical contributions to meet GASB requirements for other post-employment benefits (OPEB); shift of staff time to Contract Collection Services for pre-treatment inspections (F.O.G.) that was previously charged to the Environmental Compliance budget; increase in insurance premiums due to retroactive adjustments based on claims experience; shift in training costs to the O & M budget; reallocation of water costs that were incorrectly budgeted in the O & M budget; decrease in equipment costs due to financing the vehicle replacement costs over the life of the vehicles.

Infrastructure

The Infrastructure division budget increased \$2.46 million (330%) from Fiscal Year 2016/17, which has the following impact on the member agency assessments (rounded to the nearest dollar).

	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$348,385	\$1,672,837	\$1,294,811	343%
GCSD	\$197,532	\$839,623	\$625,285	292%
MWSD	\$141,657	\$692,209	\$538,499	350%
Total	\$687,574	\$3,204,669	\$2,458,595	330%

The change in the Infrastructure budget is due to: increase in wages for cost of living adjustments; shift of staff time to Treatment for general support that was previously charged to the Infrastructure budget; funding of the first year of projects identified in the proposed 5-Year Infrastructure Plan (IP) to address critical safety and process infrastructure rehabilitation.

Changes Within Budget Categories

The significant overall changes in the budget categories are as follows.

BOARD MEMBERS:	S. Boyd	R. Lohman	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Huber	R. Kowalczyk

1. Wages: increased \$7,400 for negotiated COLA of 3%; step increases where appropriate; and decrease of .50 FTE Accounting Technician.
2. Premium Pay: increased \$49,729 for negotiated changes in standby pay, certification pay, and overtime pay for work performed outside of normal working hours effective July 1, 2016, but not adopted until September 26, 2016. This also reflects a change in the Supervisor of Treatment/Field Services from non-exempt to exempt for the purposes of overtime.
3. Health Benefits: decrease \$22,268 due to reduction of .50 FTE Accounting Technician and negotiated changes in benefits effective July 1, 2016, but not adopted until September 26, 2016.
4. Retirement Contributions: increase \$28,721 due to changes in the CalPERS contribution rates for classic members.
5. Retirement Medical: increased \$17,308 to set aside 1.5% of wages for contributions for OPEB as required by GASB.
6. Misc. Benefits: increased \$4,834 for negotiated changes in benefits effective July 1, 2016, but not adopted until September 26, 2016.
7. Legal Services: decreased \$7,660 based on projected costs for FY 2016/17.
8. Engineering Services: increased \$318,450 to assist with projects identified in the first year of the 5-Year Infrastructure Plan.
9. Professional Services: increased \$6,404 and includes ongoing services that are specialized and need to be performed by consultants and the following one-time needs.
 - \$5,000 to perform the actuarial valuation required by GASB for retirement benefits, which is required every year. This was previously performed by CalPERS and now must be completed by an outside actuary.
 - \$10,000 for communications plan as identified in the Strategic Plan.
 - \$32,500 for First Flush program for FY 2017/18 and FY 2018/19.
10. Professional Memberships: increased \$10,564 reflects rate increases.
11. Printing/Advertising: decreased \$1,601 based on projected FY 2016/17 expenses.

BOARD MEMBERS:	S. Boyd	R. Lohman	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Huber	R. Kowalczyk

12. Insurance Premiums: increased \$14,546 to reflect retroactive premiums and anticipated adjustments in property, liability, and professional liability premiums.
13. Utilities: increased \$23,579 for electricity, gas, and water based on projected FY 2016/17 expenses and anticipated rate increases.
14. Misc. Expenses: increased \$40,298 reflects a reallocation of expenses from the Supplies category to correct GL account lines in the accounting software.
15. Travel & Training: decreased \$2,170 based on projected FY 2016/17 expenses.
16. Building & Maintenance Services: increased \$60,049 for contractors to perform deferred maintenance tasks at the treatment plant.
17. Chemicals: decreased \$20,500 based on reduced rates through participation in the Bay Area Chemical Consortium. Total savings of approximately \$60,000 from rates prior to joining the consortium.
18. Permits & Licenses: increased \$7,500 for anticipated changes in permit fees as well as more permits for proposed infrastructure projects.
19. Supplies: increased \$32,846 based on projected FY 2016/17 expenses.
20. Equipment: slight increase of \$599.
21. Tools: increased \$7,200 for replacement of tools that have worn out and to make sure spares are available in an emergency.
22. Infrastructure: increased \$2.17 million to address the projects identified in the first year of the 5-Year Infrastructure Plan.

Challenges

SAM's Reserve Policy requires a balance of two months of operating reserve (\$763,350) and \$1.25 million in emergency repair reserve for a total reserve of \$2,013,350. As of February 28, 2017, SAM had \$1,388,630 invested with LAIF, which is the total of SAM's reserve funds. To be compliant with the reserve policy, \$624,720 needs to be provided by the member agencies to meet the reserve minimum in addition to the assessments needed to pay for FY 2017/18 expenses.

Cash flow likely will be an issue in FY 2017/18 due to the significant commitment to infrastructure projects. Assessments are billed in equal installments each month, which generally matches the expenditure outlays related to ongoing costs such as wages,

BOARD MEMBERS:	S. Boyd	R. Lohman	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Huber	R. Kowalczyk

benefits, and recurring services (janitorial, utility, etc.). Infrastructure costs are incurred based on the timing of the planned or emergency work, which is often driven by weather or project timing, and could result in a significant cash outlay at the beginning of the fiscal year during the Summer and Fall, when much of the activity occurs, and prior to assessments being received to cover the cash outlay. This could result in a need to bill infrastructure up front rather than in twelve equal installments.

CalPERS has notified participating agencies of its change in discount rate and how the current smoothing process will increase contribution rates. This will continue to be significant cost until the workforce transitions to all classic employees being retired.

Staff asks that the Board discuss the draft budget and provide direction. The proposed budget, which will include the Board's feedback, will be discussed at a future meeting for approval to submit to the member agencies for their approval.

Supporting Documents

Attachment A: Proposed SAM General Budget for FY 2017/18

BOARD MEMBERS:	S. Boyd	R. Lohman	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Huber	R. Kowalczyk

GENERAL BUDGET - ALL DIVISIONS

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
----------------------	----------------------	----------------------	-----------------------	------------------------	------------------------	-----------------------------------

EXPENDITURES

By Type:

1	Wages	1,053,631	1,208,075	1,349,379	1,557,750	1,419,898	1,565,150	7,400	0.5%
2	Premium Pay	56,344	64,403	46,943	72,101	129,635	121,830	49,729	69%
3	Health Benefits	-	-	164,912	386,061	314,789	363,793	(22,268)	-5.8%
4	Retirement Cont.	177,209	203,323	228,401	276,420	232,200	305,142	28,721	10%
5	Retirement Medical	27,837	3,737	40,917	15,608	27,851	32,916	17,308	111%
6	Misc. Benefits	293,979	372,477	270,086	98,683	98,167	103,518	4,834	4.9%
7	Legal Services	103,157	76,296	103,449	54,660	41,608	47,000	(7,660)	-14%
8	Engineering Services	147,071	108,194	66,966	134,050	131,415	452,500	318,450	238%
9	Professional Services	272,904	180,809	399,246	646,626	757,872	653,030	6,404	1.0%
10	Prof. Memberships	15,283	16,858	20,378	23,795	34,918	34,359	10,564	44%
11	Printing/Advertising	3,563	2,137	7,649	7,501	1,034	5,900	(1,601)	-21%
12	Insurance Premiums	111,061	101,807	109,576	112,711	120,862	127,257	14,546	13%
13	Utilities	486,065	478,113	460,266	484,601	529,337	508,180	23,579	4.9%
14	Misc. Expenses	230,877	235,283	130,817	70,057	131,067	110,355	40,298	58%
15	Travel & Training	20,310	23,885	21,889	37,350	31,756	35,180	(2,170)	-5.8%
16	Bldg & Maint Services	12,104	13,520	38,726	45,403	115,245	105,452	60,049	132%
17	Chemicals	179,222	186,854	195,468	150,500	128,330	130,000	(20,500)	-14%
18	Permits & Licenses	32,134	48,423	36,983	23,500	27,656	31,000	7,500	32%
19	Supplies	59,112	50,343	63,611	95,437	72,768	62,591	(32,846)	-34%
20	Equipment	533,680	502,876	476,353	441,003	317,772	441,602	599	0.1%
21	Tools	2,196	2,602	8,258	5,800	5,268	13,000	7,200	124%
22	Infrastructure	-	512,157	1,353,921	360,200	360,200	2,535,000	2,174,800	604%
23		3,817,739	4,392,172	5,594,194	5,099,818	5,029,647	7,784,755	2,684,937	53%

24 **Funded Positions:**

25	<i>Operating Fund FTE</i>	15.00	15.00	15.00	16.00	15.50	15.50	(0.50)	-3.1%
26	<i>Other Funds FTE</i>	-	-	-	-	-	-	-	0%
27		15.00	15.00	15.00	16.00	15.50	15.50	(0.50)	-3.1%

28 REVENUE

By Type:

30	JPA Assessments	3,085,668	3,476,376	3,984,212	4,117,178	4,117,178	6,886,552	2,769,375	67%
31	Contract Services	838,176	869,112	982,212	895,643	895,643	820,628	(75,015)	-8.4%
32	NDWSCP Fees	40,702	-	74,593	48,249	38,667	41,625	(6,624)	-14%
33	Misc. Fees	5,865	7,635	7,225	7,000	8,136	8,200	1,200	17%
34	Interest Earnings	6,859	7,032	8,365	6,500	4,342	6,500	-	0%
35	Misc. Revenue	30,984	187,734	36,350	25,250	21,250	21,250	(4,000)	-16%
36	From/(To) Reserves	-	-	500,000	-	-	-	-	0%
37		4,008,254	4,547,889	5,592,957	5,099,820	5,085,215	7,784,755	2,684,936	53%

By Agency:

39	Half Moon Bay	1,819,992	2,000,868	2,349,577	2,417,806	2,417,806	3,879,988	1,462,182	60%
40	Granada CSD	1,113,792	1,351,380	1,403,294	1,425,166	1,425,166	2,053,763	628,597	44%
41	Montara WSD	990,060	993,240	1,213,548	1,169,848	1,169,848	1,773,429	603,581	52%
42		3,923,844	4,345,488	4,966,419	5,012,820	5,012,820	7,707,180	2,694,360	54%

OPERATION & MAINTENANCE: ALL DIVISIONS

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
----------------------	----------------------	----------------------	-----------------------	------------------------	------------------------	-----------------------------------

EXPENDITURES

By Type:

1 Wages	705,711	770,720	919,245	1,102,345	1,101,955	1,113,816	11,472	1.0%
2 Premium Pay	20,981	24,354	31,398	47,400	58,117	73,734	26,334	56%
3 Health Benefits	-	-	35,882	260,468	223,448	234,763	(25,705)	-10%
4 Retirement Cont.	119,802	131,159	156,415	195,909	188,569	255,896	59,986	31%
5 Retirement Medical	18,779	2,348	28,974	9,169	25,979	26,147	16,977	185%
6 Misc. Benefits	176,239	246,661	257,854	72,749	65,524	62,359	(10,390)	-14%
7 Legal Services	103,157	76,296	103,449	54,560	41,508	46,000	(8,560)	-16%
8 Engineering Services	147,071	108,194	66,966	500	9,627	2,500	2,000	400%
9 Professional Services	253,404	162,934	361,792	576,292	555,432	625,630	49,338	8.6%
10 Prof. Memberships	15,135	16,858	20,133	23,045	33,839	34,100	11,055	48%
11 Printing/Advertising	3,563	2,137	7,495	6,501	834	5,700	(801)	-12%
12 Insurance Premiums	59,065	53,716	57,858	53,375	48,867	49,496	(3,879)	-7.3%
13 Utilities	482,718	477,856	459,323	479,600	518,318	495,680	16,080	3.4%
14 Misc. Expenses	226,786	225,120	83,869	63,474	123,603	99,095	35,621	56%
15 Travel & Training	14,791	14,936	11,223	19,250	21,880	31,800	12,550	65%
16 Bldg & Maint Services	12,104	13,520	38,704	45,403	115,245	105,452	60,049	132%
17 Chemicals	179,222	186,854	195,468	150,500	128,330	130,000	(20,500)	-14%
18 Permits & Licenses	32,134	48,423	36,983	23,500	27,656	31,000	7,500	32%
19 Supplies	49,722	41,468	51,355	84,059	45,551	43,891	(40,168)	-48%
20 Equipment	517,808	482,643	418,928	185,003	190,655	262,800	77,797	42%
21 Tools	1,843	2,380	4,284	5,000	5,000	10,000	5,000	100%
22 Infrastructure Projects	-	-	-	-	-	-	-	0%
23	3,140,035	3,088,577	3,347,598	3,458,103	3,529,936	3,739,858	281,755	8.1%

24 Funded Positions:

25 Operating Fund FTE	8.850	8.850	8.525	10.450	10.250	10.000	(0.45)	-4.3%
26 Other Funds FTE	-	-	-	-	-	-	-	0%
27	8.850	8.850	8.525	10.450	10.250	10.000	(0.45)	-4.3%

28 REVENUE

By Type:

30 Member Assessments	3,085,668	3,156,372	3,247,212	3,371,104	3,371,104	3,681,883	310,779	9.2%
31 Contract Services	-	-	-	-	-	-	-	0%
32 NDWSCP Fees	40,702	-	74,593	48,249	38,667	22,025	(26,224)	-54%
33 Misc. Fees	5,865	7,635	7,225	7,000	8,136	8,200	1,200	17%
34 Interest Earnings	6,859	7,032	8,365	6,500	4,342	6,500	-	0%
35 Misc. Revenue	30,984	187,734	36,350	25,250	21,250	21,250	(4,000)	-16%
36 From/(To) Reserves	-	-	-	-	-	-	-	-500000%
37	3,170,078	3,358,773	3,373,745	3,458,103	3,443,499	3,739,858	281,755	8.1%

By Agency:

39 Half Moon Bay	1,544,232	1,544,196	1,613,868	1,708,095	1,708,095	1,921,943	213,848	13%
40 Granada CSD	884,244	988,152	925,452	968,478	968,478	964,653	(3,825)	-0.4%
41 Montara WSD	657,192	624,024	707,892	694,530	694,530	795,287	100,756	15%
42	3,085,668	3,156,372	3,247,212	3,371,103	3,371,103	3,681,883	310,780	9.2%

ADMINISTRATIVE SERVICES DIVISION

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
----------------------	----------------------	----------------------	-----------------------	------------------------	------------------------	-----------------------------------

EXPENDITURES

By Type:

1	Wages	345,863	389,614	431,898	471,624	459,463	459,157	(12,467)	-2.6%
2	Premium Pay	2,275	2,484	2,021	100	-	200	100	100%
3	Health Benefits	-	-	25,494	93,840	64,820	83,703	(10,137)	-11%
4	Retirement Cont.	60,872	68,572	76,014	83,006	64,365	110,237	27,231	33%
5	Retirement Medical	10,513	1,205	18,216	6,864	16,342	16,301	9,437	137%
6	Misc. Benefits	63,634	121,708	89,174	31,400	19,705	17,613	(13,787)	-44%
7	Legal Services	103,157	76,296	103,449	54,560	41,508	46,000	(8,560)	-16%
8	Engineering Services	142,871	108,194	66,966	-	3,420	2,000	2,000	100%
9	Professional Services	253,404	162,934	316,814	74,500	121,828	115,580	41,080	55%
10	Prof. Memberships	14,987	16,404	18,975	21,925	23,739	24,000	2,075	9.5%
11	Printing/Advertising	2,768	2,137	7,495	6,000	697	5,500	(500)	-8.3%
12	Insurance Premiums	59,065	53,716	56,041	53,375	48,867	49,496	(3,879)	-7.3%
13	Utilities	16,822	19,940	24,678	15,000	29,715	20,180	5,180	35%
14	Misc. Expenses	51,395	51,825	22,880	35,420	73,305	47,995	12,575	36%
15	Travel & Training	2,272	2,507	260	9,000	12,330	15,500	6,500	72%
16	Bldg & Maint Services	12,104	13,520	5,379	14,500	18,617	24,452	9,952	69%
17	Chemicals	-	-	-	-	-	-	-	0%
18	Permits & Licenses	2,772	-	-	-	-	-	-	0%
19	Supplies	11,610	19,044	16,674	47,500	8,056	8,750	(38,750)	-82%
20	Equipment	3,327	2,483	2,781	5,000	7,705	27,000	22,000	440%
21	Tools	-	-	-	-	-	-	-	0%
22	Infrastructure	-	-	-	-	-	-	-	0.0%
23		1,159,711	1,112,583	1,285,209	1,023,614	1,014,480	1,073,663	50,049	4.9%

24 Funded Positions:

25	Operating Fund FTE	4.000	3.925	3.975	4.000	3.500	3.500	(0.50)	-13%
26	Other Funds FTE	-	-	-	-	-	-	-	0%
27		4.000	3.925	3.975	4.000	3.500	3.500	(0.50)	-13%

28 REVENUE

29 By Type:

30	JPA Assessments	1,080,360	1,094,412	1,122,456	991,864	991,864	1,045,913	54,049	5.4%
31	Contract Services	-	-	-	-	-	-	-	0%
32	NDWSCP Fees	-	-	-	-	-	-	-	0%
33	Misc. Fees	-	-	-	-	-	-	-	0%
34	Interest Earnings	6,859	7,032	8,365	6,500	4,342	6,500	-	0%
35	Misc. Revenue	30,789	13,177	36,350	25,250	21,250	21,250	(4,000)	-16%
36	From/(To) Reserves	-	-	-	-	-	-	-	0%
37		1,118,008	1,114,621	1,167,171	1,023,614	1,017,456	1,073,663	50,049	4.9%

38 By Agency:

39	Half Moon Bay	540,672	535,416	557,868	502,565	502,565	545,967	43,402	8.6%
40	Granada CSD	309,588	342,624	319,896	284,951	284,951	274,029	(10,922)	-3.8%
41	Montara WSD	230,100	216,372	244,692	204,348	204,348	225,917	21,569	11%
42		1,080,360	1,094,412	1,122,456	991,864	991,864	1,045,913	54,049	5.4%

TREATMENT DIVISION

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
----------------------	----------------------	----------------------	-----------------------	------------------------	------------------------	-----------------------------------

EXPENDITURES

By Type:

1	Wages	327,637	359,700	486,492	577,667	589,322	621,376	43,709	7.6%
2	Premium Pay	18,706	21,870	29,377	47,200	56,722	72,743	25,543	54%
3	Health Benefits	-	-	10,297	154,898	152,944	144,843	(10,055)	-6.5%
4	Retirement Cont.	54,060	59,351	80,271	102,669	117,116	137,082	34,413	34%
5	Retirement Medical	7,819	1,143	10,314	1,509	8,840	9,322	7,812	518%
6	Misc. Benefits	100,628	115,619	167,914	37,259	37,857	43,666	6,407	17%
7	Legal Services	-	-	-	-	-	-	-	0%
8	Engineering Services	4,200	-	-	500	6,207	500	-	0%
9	Professional Services	-	-	37,529	422,292	352,932	429,500	7,208	1.7%
10	Prof. Memberships	148	454	1,158	1,120	10,000	10,000	8,880	793%
11	Printing/Advertising	645	-	-	1	69	100	99	9900%
12	Insurance Premiums	-	-	1,817	-	-	-	-	0%
13	Utilities	465,896	457,916	434,638	464,600	488,603	475,500	10,900	2.3%
14	Misc. Expenses	175,391	172,167	60,989	27,304	49,540	50,550	23,246	85%
15	Travel & Training	12,519	12,429	10,963	9,000	9,000	13,000	4,000	44%
16	Bldg & Maint Services	-	-	33,325	30,903	96,628	81,000	50,097	162%
17	Chemicals	179,222	186,854	195,468	145,500	122,384	125,000	(20,500)	-14%
18	Permits & Licenses	29,362	48,423	36,983	23,500	27,656	31,000	7,500	32%
19	Supplies	38,112	22,424	34,681	23,860	34,681	25,125	1,265	5.3%
20	Equipment	514,481	480,160	416,147	180,003	181,450	232,800	52,797	29%
21	Tools	1,843	2,380	4,284	5,000	5,000	10,000	5,000	100%
22	Infrastructure	-	-	-	-	-	-	-	0%
23		1,930,669	1,940,889	2,052,647	2,254,785	2,346,949	2,513,107	258,321	11%

24 Funded Positions:

25	Operating Fund FTE	4.600	4.700	4.275	5.950	6.250	6.250	0.30	5.0%
26	Other Funds FTE	-	-	-	-	-	-	-	0%
27		4.600	4.700	4.275	5.950	6.250	6.250	0.30	5.0%

28 REVENUE

29 By Type:

30	JPA Assessments	2,005,308	2,061,960	2,124,756	2,247,786	2,247,786	2,485,907	238,121	11%
31	Contract Services	-	-	-	-	-	-	-	0%
32	NDWSCP Fees	-	-	-	-	18,667	19,000	19,000	189990%
33	Misc. Fees	5,865	7,635	7,225	7,000	8,136	8,200	1,200	17%
34	Interest Earnings	-	-	-	-	-	-	-	0%
35	Misc. Revenue	195	174,557	-	-	-	-	-	0%
36	From/(To) Reserves	-	-	-	-	-	-	-	0%
37		2,011,368	2,244,152	2,131,981	2,254,786	2,274,589	2,513,107	258,321	11.5%

38 By Agency:

39	Half Moon Bay	1,003,560	1,008,780	1,056,000	1,138,924	1,138,924	1,297,643	158,719	14%
40	Granada CSD	574,656	645,528	605,556	645,762	645,762	651,308	5,546	1%
41	Montara WSD	427,092	407,652	463,200	463,099	463,099	536,956	73,857	16%
42		2,005,308	2,061,960	2,124,756	2,247,785	2,247,785	2,485,907	238,122	11%

ENVIRONMENTAL COMPLIANCE DIVISION

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED	
----------------------	----------------------	----------------------	-----------------------	------------------------	------------------------	-----------------------------------	--

EXPENDITURES

By Type:

Wages	32,211	21,406	855	53,054	53,170	33,284	(19,770)	-37%
Premium Pay	-	-	-	100	1,395	791	691	691%
Health Benefits	-	-	91	11,730	5,684	6,217	(5,513)	-47%
Retirement Cont.	4,870	3,237	129	10,234	7,089	8,577	(1,657)	-16%
Retirement Medical	447	-	444	796	798	524	(272)	-34%
Misc. Benefits	11,977	9,334	767	4,090	7,961	1,080	(3,010)	-74%
Legal Services	-	-	-	-	-	-	-	0%
Engineering Services	-	-	-	-	-	-	-	0%
Professional Services	-	-	7,449	79,500	80,671	80,550	1,050	1.3%
Prof. Memberships	-	-	-	-	100	100	100	10000%
Printing/Advertising	150	-	-	500	69	100	(400)	-80%
Insurance Premiums	-	-	-	-	-	-	-	0%
Utilities	-	-	7	-	-	-	-	0%
Misc. Expenses	-	1,128	-	750	759	550	(200)	-27%
Travel & Training	-	-	-	1,250	550	3,300	2,050	164%
Bldg & Maint Services	-	-	-	-	-	-	-	0%
Chemicals	-	-	-	5,000	5,946	5,000	-	0%
Permits & Licenses	-	-	-	-	-	-	-	0%
Supplies	-	-	-	12,699	2,815	10,016	(2,683)	-21.1%
Equipment	-	-	-	-	1,500	3,000	3,000	30000%
Tools	-	-	-	-	-	-	-	0%
Infrastructure	-	-	-	-	-	-	-	0%
	49,655	35,105	9,742	179,704	168,506	153,088	(26,615)	-15%

Funded Positions:

Operating Fund FTE	0.250	0.225	0.275	0.500	0.500	0.250	(0.25)	-50%
Other Funds FTE	-	-	-	-	-	-	-	0%
	0.250	0.225	0.275	0.500	0.500	0.250	(0.25)	-50%

REVENUE

By Type:

JPA Assessments	-	-	-	131,454	131,454	150,063	18,609	14%
Contract Services	-	-	-	-	-	-	-	0%
NDWSCP Fees	40,702	-	74,593	48,249	20,000	3,025	(45,224)	-94%
Misc. Fees	-	-	-	-	-	-	-	0%
Interest Earnings	-	-	-	-	-	-	-	0%
Misc. Revenue	-	-	-	-	-	-	-	0%
From/(To) Reserves	-	-	-	-	-	-	-	0%
	40,702	-	74,593	179,703	151,454	153,088	(26,615)	-15%

By Agency:

Half Moon Bay	-	-	-	66,606	66,606	78,333	11,727	18%
Granada CSD	-	-	-	37,765	37,765	39,317	1,551	4.1%
Montara WSD	-	-	-	27,083	27,083	32,414	5,331	20%
	-	-	-	131,454	131,454	150,063	18,609	14%

CONTRACT COLLECTION SERVICES: ALL DIVISIONS

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
----------------------	----------------------	----------------------	-----------------------	------------------------	------------------------	-----------------------------------

EXPENDITURES

By Type:

1	Wages	347,920	437,355	430,134	355,606	292,600	390,503	34,897	10%
2	Premium Pay	35,363	40,049	15,545	24,701	71,518	48,097	23,396	95%
3	Health Benefits	-	-	129,030	111,435	88,285	117,300	5,865	5.3%
4	Retirement Cont.	57,407	72,164	71,986	68,596	42,454	45,044	(23,552)	-34%
5	Retirement Medical	9,058	1,389	11,943	5,334	1,491	5,856	522	10%
6	Misc. Benefits	117,740	125,816	12,232	20,305	31,009	37,016	16,711	82%
7	Legal Services	-	-	-	-	-	-	-	0%
8	Engineering Services	-	-	-	-	-	-	-	0%
9	Professional Services	19,500	17,875	37,454	30,314	162,440	21,400	(8,914)	-29%
10	Prof. Memberships	148	-	245	750	1,079	259	(491)	-65%
11	Printing/Advertising	-	-	154	-	-	-	-	0%
12	Insurance Premiums	51,996	48,091	51,718	59,336	71,995	77,761	18,425	31%
13	Utilities	3,347	257	943	5,001	11,019	12,500	7,499	150%
14	Misc. Expenses	4,091	10,163	46,948	5,086	7,463	11,110	6,024	118%
15	Travel & Training	5,519	8,949	10,666	16,000	9,876	2,880	(13,120)	-82%
16	Bldg & Maint Services	-	-	22	-	-	-	-	0%
17	Chemicals	-	-	-	-	-	-	-	0%
18	Permits & Licenses	-	-	-	-	-	-	-	0%
19	Supplies	9,390	8,875	12,256	11,378	27,218	18,700	7,322	64%
20	Equipment	15,872	20,233	57,425	181,000	52,117	48,802	(132,198)	-73%
21	Tools	353	222	3,974	800	268	3,000	2,200	275%
22	Infrastructure	-	-	-	-	-	-	-	0%
23		677,704	791,438	892,675	895,642	870,831	840,228	(55,414)	-6.2%

24 Funded Positions:

25	Operating Fund FTE	6.150	6.150	6.475	4.750	4.750	5.000	0.25	5.3%
26	Other Funds FTE	-	-	-	-	-	-	-	0%
27		6.150	6.150	6.475	4.750	4.750	5.000	0.25	5.3%

28 REVENUE

By Type:

30	JPA Assessments	-	-	-	-	-	-	-	0%
31	Contract Services	838,176	869,112	982,212	895,643	895,643	820,628	(75,015)	-8.4%
32	NDWSCP Fees	-	-	-	-	-	19,600	19,600	196000%
33	Misc. Fees	-	-	-	-	-	-	-	0%
34	Interest Earnings	-	-	-	-	-	-	-	0%
35	Misc. Revenue	-	-	-	-	-	-	-	0%
36	From/(To) Reserves	-	-	-	-	-	-	-	0%
37		838,176	869,112	982,212	895,643	895,643	840,228	(55,415)	-6.2%

By Agency:

39	Half Moon Bay	275,760	300,192	369,420	331,685	331,685	285,208	(46,477)	-14%
40	Granada CSD	229,548	263,064	267,797	242,350	242,350	249,486	7,136	2.9%
41	Montara WSD	332,868	305,856	344,990	321,608	321,608	285,934	(35,674)	-11%
42		838,176	869,112	982,207	895,643	895,643	820,628	(75,015)	-8.4%

CONTRACT COLLECTION SERVICES: HMB DIVISION

	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED	
--	------------------------------	------------------------------	------------------------------	-------------------------------	--------------------------------	--------------------------------	---	--

EXPENDITURES

By Type:

1	Wages	115,440	152,681	154,848	133,612	109,643	137,983	4,370	3.3%
2	Premium Pay	11,733	13,981	8,837	8,840	26,891	16,434	7,594	86%
3	Health Benefits	-	-	46,451	41,767	33,195	41,483	(284)	-0.7%
4	Retirement Cont.	19,048	25,192	25,915	25,813	15,962	16,701	(9,112)	-35%
5	Retirement Medical	3,005	485	4,299	2,005	619	2,069	64	3.2%
6	Misc. Benefits	39,066	43,922	4,403.52	7,570	11,466	13,068	5,498	73%
7	Legal Services	-	-	-	-	-	-	-	0%
8	Engineering Services	-	-	-	-	-	-	-	0%
9	Professional Services	6,470	6,240	13,483	10,926	61,045	8,516	(2,410)	-22%
10	Prof. Memberships	49	-	88	282	406	40	(242)	-86%
11	Printing/Advertising	-	-	55	-	-	-	-	0%
12	Insurance Premiums	17,252	16,789	18,618	17,140	22,253	25,272	8,132	47%
13	Utilities	1,111	90	339	1,881	4,143	4,974	3,094	165%
14	Misc. Expenses	1,357	3,548	13,431	1,911	2,642	1,300	(611)	-32%
15	Travel & Training	1,831	3,124	3,840	6,016	3,713	1,234	(4,782)	-79%
16	Bldg & Maint Services	-	-	8	-	-	-	-	0%
17	Chemicals	-	-	-	-	-	-	-	0%
18	Permits & Licenses	-	-	-	-	-	-	-	0%
19	Supplies	3,116	3,098	4,412	3,903	10,223	7,442	3,539	91%
20	Equipment	5,266	7,063	20,673	68,056	19,659	19,924	(48,132)	-71%
21	Tools	117	78	1,431	301	101	1,194	893	297%
22	Infrastructure	-	-	-	-	-	-	-	0%
23		224,862	276,291	321,133	330,024	321,962	297,633	(32,391)	-9.8%

24 Funded Positions:

25	Operating Fund FTE	2.041	2.148	2.350	1.786	1.786	1.768	(0.018)	-1.0%
26	Other Funds FTE	-	-	-	-	-	-	-	0%
27		2.041	2.148	2.350	1.786	1.786	1.768	(0.018)	-1.0%

28 REVENUE

By Type:

30	JPA Assessments	-	-	-	-	-	-	-	0%
31	Contract Services	275,760	300,192	353,628	331,685	331,685	285,208	(46,477)	-14%
32	NDWSCP Fees	-	-	-	-	-	12,425	12,425	124250%
33	Misc. Fees	-	-	-	-	-	-	-	0%
34	Interest Earnings	-	-	-	-	-	-	-	0%
35	Misc. Revenue	-	-	-	-	-	-	-	0%
36	From/(To) Reserves	-	-	-	-	-	-	-	0%
37		275,760	300,192	353,628	331,685	331,685	297,633	(34,052)	-10%

38 By Agency:

39	Half Moon Bay	275,760	300,192	369,420	331,685	331,685	285,208	(46,477)	-14%
40	Granada CSD	-	-	-	-	-	-	-	0%
41	Montara WSD	-	-	-	-	-	-	-	0%
42		275,760	300,192	369,420	331,685	331,685	285,208	(46,477)	-14%

CONTRACT COLLECTION SERVICES: GCSD DIVISION

	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED	
--	------------------------------	------------------------------	------------------------------	-------------------------------	--------------------------------	--------------------------------	---	--

EXPENDITURES

By Type:

1	Wages	95,922	134,049	117,427	97,335	80,366	116,125	18,790	19%
2	Premium Pay	9,750	12,275	6,701	7,377	19,525	12,887	5,511	75%
3	Health Benefits	-	-	35,225	30,594	24,102	34,923	4,329	14%
4	Retirement Cont.	15,827	22,118	19,652	18,761	11,590	14,451	(4,311)	-23%
5	Retirement Medical	2,497	426	3,260	1,456	330	1,741	285	20%
6	Misc. Benefits	32,461	38,563	3,339.34	5,638	8,716	10,991	5,353	95%
7	Legal Services	-	-	-	-	-	-	-	0%
8	Engineering Services	-	-	-	-	-	-	-	0%
9	Professional Services	5,376	5,479	10,225	8,943	44,392	7,649	(1,294)	-14%
10	Prof. Memberships	41	-	67	205	294	36	(169)	-83%
11	Printing/Advertising	-	-	42	-	-	-	-	0%
12	Insurance Premiums	14,335	14,740	14,119	14,332	16,901	17,834	3,502	24%
13	Utilities	923	79	257	1,365	3,008	4,468	3,103	227%
14	Misc. Expenses	1,128	3,115	6,569	1,390	2,208	8,145	6,755	486%
15	Travel & Training	1,522	2,743	2,912	4,368	2,696	1,108	(3,260)	-75%
16	Bldg & Maint Services	-	-	6	-	-	-	-	0%
17	Chemicals	-	-	-	-	-	-	-	0%
18	Permits & Licenses	-	-	-	-	-	-	-	0%
19	Supplies	2,589	2,720	3,346	2,833	7,446	6,684	3,851	136%
20	Equipment	4,376	6,201	15,677	49,413	14,200	17,146	(32,267)	-65%
21	Tools	97	68	1,085	218	73	1,072	854	391%
22	Infrastructure	-	-	-	-	-	-	-	0%
23		186,843	242,576	239,910	244,230	235,848	255,261	11,031	4.5%

24 Funded Positions:

25	<i>Operating Fund FTE</i>	1.696	1.885	1.774	1.297	1.297	1.489	0.192	15%
26	<i>Other Funds FTE</i>	-	-	-	-	-	-	-	0%
27		1.696	1.885	1.774	1.297	1.297	1.489	0.192	15%

28 REVENUE

By Type:

30	JPA Assessments	-	-	-	-	-	-	-	0.0%
31	Contract Services	229,548	263,064	268,080	242,350	242,350	249,486	7,136	2.9%
32	NDWSCP Fees	-	-	-	-	-	5,775	5,775	577500%
33	Misc. Fees	-	-	-	-	-	-	-	0%
34	Interest Earnings	-	-	-	-	-	-	-	0%
35	Misc. Revenue	-	-	-	-	-	-	-	0%
36	From/(To) Reserves	-	-	-	-	-	-	-	0%
37		229,548	263,064	268,080	242,350	242,350	255,261	12,911	5.3%

38 By Agency:

39	Half Moon Bay	-	-	-	-	-	-	-	0%
40	Granada CSD	229,548	263,064	267,797	242,350	242,350	249,486	7,136	2.9%
41	Montara WSD	-	-	-	-	-	-	-	0%
42		229,548	263,064	267,797	242,350	242,350	249,486	7,136	2.9%

CONTRACT COLLECTION SERVICES: MWSD DIVISION

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
----------------------	----------------------	----------------------	-----------------------	------------------------	------------------------	-----------------------------------

EXPENDITURES

By Type:

1 Wages	136,559	150,625	157,859	124,658	102,591	136,395	11,737	9.4%
2 Premium Pay	13,880	13,793	7	8,484	25,103	18,775	10,291	121%
3 Health Benefits	-	-	47,354	39,074	30,988	40,894	1,820	4.7%
4 Retirement Cont.	22,532	24,853	26,419	24,021	14,901	13,891	(10,130)	-42%
5 Retirement Medical	3,555	478	4,383	1,872	541	2,045	173	9.3%
6 Misc. Benefits	46,213	43,331	4,489.14	7,097	10,826	12,957	5,860	83%
7 Legal Services	-	-	-	-	-	-	-	0%
8 Engineering Services	-	-	-	-	-	-	-	0%
9 Professional Services	7,654	6,156	13,746	10,445	57,003	5,235	(5,210)	-50%
10 Prof. Memberships	58	-	90	263	379	183	(80)	-30%
11 Printing/Advertising	-	-	57	-	-	-	-	0%
12 Insurance Premiums	20,408	16,563	18,981	27,864	32,842	34,655	6,791	24%
13 Utilities	1,314	89	346	1,755	3,868	3,058	1,303	74%
14 Misc. Expenses	1,606	3,500	26,949	1,785	2,613	1,665	(120)	-6.7%
15 Travel & Training	2,166	3,082	3,914	5,616	3,466	538	(5,078)	-90%
16 Bldg & Maint Services	-	-	8	-	-	-	-	0%
17 Chemicals	-	-	-	-	-	-	-	0%
18 Permits & Licenses	-	-	-	-	-	-	-	0%
19 Supplies	3,686	3,057	4,498	4,642	9,549	4,574	(68)	-1.5%
20 Equipment	6,230	6,968	21,075	63,531	18,258	11,733	(51,798)	-82%
21 Tools	139	76	1,458	281	94	734	453	161%
22 Infrastructure	-	-	-	-	-	-	-	0%
23	265,999	272,571	331,632	321,388	313,021	287,334	(34,054)	-11%

24 Funded Positions:

25 Operating Fund FTE	2.414	2.117	2.350	1.667	1.667	1.743	0.076	4.6%
26 Other Funds FTE	-	-	-	-	-	-	-	0%
27	2.414	2.117	2.350	1.667	1.667	1.743	0.076	4.6%

28 REVENUE

By Type:

30 JPA Assessments	-	-	-	-	-	-	-	0%
31 Contract Services	332,868	305,856	360,504	321,608	321,608	285,934	(35,674)	-11%
32 NDWSCP Fees	-	-	-	-	-	1,400	1,400	140000%
33 Misc. Fees	-	-	-	-	-	-	-	0%
34 Interest Earnings	-	-	-	-	-	-	-	0%
35 Misc. Revenue	-	-	-	-	-	-	-	0%
36 From/(To) Reserves	-	-	-	-	-	-	-	0%
37	332,868	305,856	360,504	321,608	321,608	287,334	(34,274)	-11%

By Agency:

39 Half Moon Bay	-	-	-	-	-	-	-	0%
40 Granada CSD	-	-	-	-	-	-	-	0%
41 Montara WSD	332,868	305,856	344,990	321,608	321,608	285,934	(35,674)	-11%
42	332,868	305,856	344,990	321,608	321,608	285,934	(35,674)	-11%

INFRASTRUCTURE DIVISION

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
----------------------	----------------------	----------------------	-----------------------	------------------------	------------------------	-----------------------------------

EXPENDITURES

By Type:

1 Wages	-	-	-	99,800	25,343	60,831	(38,969)	-39%
2 Premium Pay	-	-	-	-	-	-	-	0%
3 Health Benefits	-	-	-	14,157	3,056	11,730	(2,427)	-17%
4 Retirement Cont.	-	-	-	11,915	1,177	4,202	(7,713)	-65%
5 Retirement Medical	-	-	-	1,105	381	913	(192)	-17%
6 Misc. Benefits	-	-	-	5,629	1,635	4,143	(1,487)	-26%
7 Legal Services	-	-	-	100	100	1,000	900	900%
8 Engineering Services	-	-	-	133,550	121,788	450,000	316,450	237%
9 Professional Services	-	-	-	40,020	40,000	6,000	(34,020)	-85%
10 Prof. Memberships	-	-	-	-	-	-	-	0%
11 Printing/Advertising	-	-	-	1,000	200	200	(800)	-80%
12 Insurance Premiums	-	-	-	-	-	-	-	0%
13 Utilities	-	-	-	-	-	-	-	0%
14 Misc. Expenses	-	-	-	1,497	-	150	(1,347)	-90%
15 Travel & Training	-	-	-	2,100	-	500	(1,600)	-76%
16 Bldg & Maint Services	-	-	-	-	-	-	-	0%
17 Chemicals	-	-	-	-	-	-	-	0%
18 Permits & Licenses	-	-	-	-	-	-	-	0%
19 Supplies	-	-	-	-	-	-	-	0%
20 Equipment	-	-	-	75,000	75,000	130,000	55,000	73%
21 Tools	-	-	-	-	-	-	-	0%
22 Infrastructure	-	512,157	1,353,921	360,200	360,200	2,535,000	2,174,800	604%
23	-	512,157	1,353,921	746,074	628,880	3,204,669	2,458,596	330%

24 Funded Positions:

25 <i>Operating Fund FTE</i>	-	-	-	0.80	0.50	0.50	(0.30)	-38%
26 <i>Other Funds FTE</i>	-	-	-	-	-	-	-	0%
27	-	-	-	0.80	0.50	0.50	(0.30)	-38%

28 REVENUE

By Type:

30 JPA Assessments	-	320,004	737,000	746,074	746,074	3,204,669	2,458,596	330%
31 Contract Services	-	-	-	-	-	-	-	0%
32 NDWSCP Fees	-	-	-	-	-	-	-	0%
33 Misc. Fees	-	-	-	-	-	-	-	0%
34 Interest Earnings	-	-	-	-	-	-	-	0%
35 Misc. Revenue	-	-	-	-	-	-	-	0%
36 From/(To) Reserves	-	-	500,000	-	-	-	-	0%
37	-	320,004	1,237,000	746,074	746,074	3,204,669	2,458,596	330%

By Agency:

39 Half Moon Bay	-	156,480	366,289	378,026	378,026	1,672,837	1,294,811	343%
40 Granada CSD	-	100,164	210,045	214,338	214,338	839,623	625,285	292%
41 Montara WSD	-	63,360	160,666	153,710	153,710	692,209	538,499	350%
42	-	320,004	737,000	746,074	746,074	3,204,669	2,458,595	330%

ITEM #7



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, April 24, 2017

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

1. **CALL TO ORDER**
 - A. Pledge of Allegiance
 - B. Roll Call
2. **SPECIAL ORDER OF THE DAY**
3. **PUBLIC COMMENT**
4. **CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*)

None
5. **CONVENE IN OPEN SESSION** (*Report Out on Closed Session Items*)
6. **CONSENT AGENDA** (*single motion and vote approving all items*)
(*Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board.*)
 - A. Approve Minutes of April 4, 2017 Special Board of Directors Meeting and, April 10, 2017 Board of Directors Meeting (**Attachment**)
 - B. Approve Disbursements for April 24, 2017 (**Attachment**)
 - C. Receive Monthly Financial Report for Period Ending March 31, 2017 (**Attachment**)
7. **OLD BUSINESS** (*The Board will discuss, seek public input, and possibly take action on the following items.*)

None
8. **NEW BUSINESS** (*The Board will discuss, seek public input, and possibly take action on the following items.*)
 - A. Authorize the General Manager to Execute a Contract with SRT Consultants for Design Services for the Granada Force Main Replacement Project Arroyo de en

Medio Section ([Attachment](#))

- B. Authorize General Manager to Sign Pilarcitos Creek Watershed Funding Agreement to Fund RCD Administration of the Integrated Watershed Management Plan (IWMP) Activities and Support for Stream Gauge Monitoring ([Attachment](#))
- C. Review Draft Terms for Recycled Water from Coastside County Water District and Give Direction to Staff ([Attachment](#))
- D. Authorize the General Manager to Attend the CSDA Legislative Days in Sacramento, CA ([Attachment](#))

9. GENERAL MANAGER’S REPORTS

- A. Manager’s Report for March 2017 ([Attachment](#))
- B. Verbal Report on Presentation to City Council on April 18, 2017
- C. Verbal Report on Joint Recycled Water Committee Meeting on April 17, 2017

10. ATTORNEY’S REPORTS

11. DIRECTORS’ REPORTS

- A. Accept Report from Director Slater-Carter After Attending CASA WaterReuse CA Public Policy Forum in Sacramento on April 19, 2017

12. FUTURE AGENDA ITEMS AND UPCOMING MEETINGS

- Upcoming Board Meetings: May 8 and May 22
- Hydraulic Modeling Project
- Montara Pump Station Wet Well Rehabilitation Project
- Plant Effluent Pump Station Rehabilitation Project
- Plant Headworks & Influent Pump Rehabilitation Project
- Plant Safety Improvements Project
- SCADA Upgrades Project
- Board Training, Education, and Conference and Reimbursement Policies
- Granada Force Main Sections 1 & 2 Replacement Project
- Granada Force Main Section 3 Replacement Project
- JPA General Budget FY 2017/18
- Contract Collection Services Budget FY 2017/18
- New Contract Collection Services Agreements

13. ADJOURNMENT

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 District address, listed above.

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

DATE: April 24, 2017

REPORT BY: Kathy Matthews, Supervisor of Administrative Services

SUBJECT: **Approve Minutes of the April 4, 2017, Special Board Meeting
And April 10, 2017 Regular Board Meeting**

Staff Recommendation

Staff recommends that the Board of Directors approve the minutes for the April 4, 2017 Special Board Meeting and April 10, 2017 Regular Board Meeting.

Fiscal Impact

There is no fiscal impact from this report.

Background and Discussion/Report

Attached are the minutes for the April 4, 2017 Special Board Meeting and April 10, 2017 Regular Board Meeting for review and approval.

Supporting Documents

Attachment A: Minutes of the April 4, 2017 Special Board Meeting
Attachment B: Minutes of the April 10, 2017 Regular Board Meeting

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

MINUTES
SAM SPECIAL BOARD MEETING
April 4, 2017

1. **CALL TO ORDER** – Chair Ruddock called the meeting to order at 4:30 P.M. at the SAM Administration Building, located at 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

ROLL CALL: Present: Slater-Carter, Woren, Penrose, Huber, Blanchard, and Ruddock

2. **PUBLIC COMMENT**

Donald Sheardown, resident of the Miramar area, addressed the Board and expressed his concern over the force main leak at Furtado Lane and that it a serious situation which needs to be taken very seriously. Chair Slater-Carter announced that she would like to adjourn the meeting by 5:15 p.m. or earlier as the City of Half Moon Bay Council members have a meeting at 5:45 p.m.

3. **NEW BUSINESS**

- A. In Compliance with public Contract Code Section 22050, Declare the Force Main Break at Furtado Lane an Emergency and Find that the Emergency Will Not Permit a Delay Resulting from a Competitive Solicitation for Bids for Repair Work in Response to the Emergency.

General Manager Marshall reviewed the status of the leaking force main at Furtado Lane and recommended that the Board of Directors declare the force main break an emergency and find that the emergency will not permit a delay resulting from a competitive solicitation for bids for repair work in response to the emergency. A discussion ensued. Following discussion, Director Ruddock moved and Director Penrose seconded the motion to declare the force main break at Furtado Lane an emergency and find that the emergency will not permit a delay resulting from a competitive solicitation for bids for repair in response to the emergency.

Ruddock/Penrose. Roll Call Vote: Slater-Carter Aye/Woren Aye/Penrose Aye/Huber Aye/Ruddock Aye/Blanchard Aye/8 Ayes/0 Noes. The motion passed.

- B. In Compliance with Public Contract Code Section 20806, Adopt a Resolution Authorizing the General Manager to Contract with Andreini Brothers, Inc. for Emergency Repairs of the Force Main at Furtado Lane in an Amount Not to Exceed \$100,000

General Manager Marshall recommended that the Board of Directors adopt a resolution authorizing the General Manager to contract with Andreini Brothers, Inc. for emergency repairs of the force main at Furtado Lane in an amount not to exceed \$100,000.00. A discussion ensued. Following discussion, Director Woren moved and Director Penrose seconded the motion to adopt a resolution and authorize the General Manager to

contract with Andreini Brothers, Inc. for emergency repairs of the force main at Furtado Lane in an amount not to exceed \$100,000.

Woren/Penrose. Roll Call Vote: Slater-Carter Aye/Woren Aye/Penrose Aye/Huber Aye/Ruddock Aye/Blanchard Aye/8 Ayes/0 Noes. The motion passed.

- C. In Compliance with Public Contract Code Section 20806, Adopt a Resolution Authorizing the General Manager to Contract with A-1 Septic Tank Services, Inc. for Sewage Removal Related to the Force Main Break at Furtado Lane in an Amount Not to Exceed \$60,000

Following a brief discussion, Director Woren moved and Director Penrose seconded the motion to adopt a resolution authorizing the General Manager to contract with A-1 Septic Tank Services, Inc. for sewage removal related to the force main break at Furtado Lane in an amount not to exceed \$60,000.

Woren/Penrose. Roll Call Vote: Slater-Carter Aye/Woren Aye/Penrose Aye/Huber Aye/Ruddock Aye/Blanchard Aye/8 Ayes/0 Noes. The motion passed.

4. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 5:06 P.M.

Respectfully Submitted,

Approved By:

Kathy Matthews
Recording Secretary

Board Secretary

MINUTES
SAM BOARD OF DIRECTORS MEETING
April 10, 2017

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:05 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 Woren, Slater-Carter, Kowalczyk (for Penrose), Harvey (for Boyd), Ruddock, and Lohman were present. Also present were General Manager Marshall, Assistant General Counsel Coty, Supervisor of Administrative Services Matthews, Engineering & Construction Contract Manager Prathivadi, and Supervisor of Treatment/Field Operations Costello.

2. SPECIAL ORDER OF THE DAY - NONE

3. PUBLIC COMMENT - NONE

4. CONVENE IN CLOSED SESSION (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) - **NONE**

5. CONVENE IN OPEN SESSION (*Report Out on Closed Session Items*) - **NONE**

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

- A. Approve Minutes of March 27, 2017, 2017 Board of Directors Meeting
- B. Approve Disbursements for April 10, 2017

Director Woren asked for clarification in the minutes on agenda item 10 – Attorneys Report regarding personal e-mails being subject to disclosure and search. General Counsel Coty clarified the new Supreme Court ruling and suggested that the wording in agenda item 10 – Attorneys Report be changed from “Chair Slater-Carter reminded everyone that personal e-mails are now subject to disclosure and search” to “Chair Slater-Carter reminded everyone that personal e-mails, used for public business, are now subject to disclosure and search.” Following discussion, Director Woren moved and Director Kowalczyk seconded the motion to approve the consent agenda with corrections as discussed to the March 27, 2017 minutes.

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

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

A. Approve 5-Year Infrastructure Plan

SAM General Manager Marshall reviewed the staff report and recommended that the Board of Directors review the proposed infrastructure plan and approve it for implementation. A discussion ensued. Director Woren stated that he would like to see a less aggressive plan but still get the critical things taken care of. Director Kowalczyk suggested looking at the potential to address things more aggressively and also less aggressively, he requested that in the future, a full map that includes the HMB city limits be used in presentations as opposed to the one that is cut off and he also suggested a peer review of the 5-year infrastructure plan. Chair Slater-Carter expressed her concern that if it doesn't look like problems are being fixed, then SAM and each of the member agencies are being put at a high amount of risk for a lawsuit. Director Woren clarified that the 5-year plan is only a blueprint and that individual projects will still come before the SAM Board for approval. Following discussion, Director Harvey moved and Director Woren seconded the motion to approve the 5-Year Infrastructure Plan.

Harvey/Woren. Roll Call Vote: Slater-Carter Aye/Ruddock Aye/Woren Aye/Lohman Aye/Kowalczyk Aye/Harvey Aye. The motion passed.

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

A. Receive Draft Basis of Design Report for Recycled Water Project Submitted by SRT Consultants

Engineering & Construction Contracts Manager Prathivadi updated the Board on the basis of design report for the recycled water project submitted by SRT Consultants. Following a brief discussion, the Board concurred to receive the draft basis of design report for the recycled water project submitted by SRT Consultants.

B. Approve Proposed SAM General Budget for Fiscal Year 2017/18 for Submission to Member Agencies for Review and Approval

General Manager Marshall reviewed the proposed SAM general budget for fiscal year 2017/18 and recommended that the Board of Directors review the proposed general budget and approve it to be submitted to the member agencies for their review and approval. Following General Manager Marshall's review, Director Lohman moved and Director Harvey seconded the motion to approve the proposed SAM general budget for fiscal year 2017/18 for submission to member agencies for review and approval.

A discussion ensued. Director Kowalczyk suggested that the Infrastructure be broken out and made in to a separate budget. Director Ruddock concurred and stated that she would like to see three separate budgets. Chair Slater-Carter suggested approving the budget and having it reformatted into 3 separate budgets for submission to the member agencies. Director Kowalczyk moved and Director Ruddock seconded the motion to send 3 separate budgets, (O&M, Collections Service, and Infrastructure) to the member agencies for their review and approval. Director Lohman rescinded his motion to approve the proposed SAM general budget for fiscal year 2017/18 for submission to member agencies for review and approval.

Kowalczyk/Ruddock. Roll Call Vote: Slater-Carter No/Woren No/Ruddock Aye/
Kowalczyk Aye/Lohman No/ Harvey No. 4 Ayes/4 Noes. The motion did not pass.

Director Lohman moved and Director Woren seconded the motion to separate the current budget into the Collections Budget and O&M Budget and send it to their member agencies for their review and approval.

Lohman/Woren. Roll Call Vote: Slater-Carter Aye/Woren Aye/Ruddock Aye/Kowalczyk No/Lohman Aye/Harvey Aye/6 Ayes/2 Noes (Kowalczyk). The motion passed.

- C. Authorize Chair Slater-Carter to Attend, and be Reimbursed for the Associated Expenses for the CASA WaterReuse CA Public Policy Forum In Sacramento on April 19, 2017

Following a brief discussion, Director Lohman moved and Director Woren seconded the motion to authorize Chair Slater-Carter to attend and be reimbursed for the associated expenses for the CASA WaterReuse CA Public Policy Forum in Sacramento on April 19, 2017.

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

9. GENERAL MANAGER'S REPORT - NONE

10. ATTORNEY'S REPORT - NONE

11. DIRECTORS' REPORTS

- A. Accept Report from Director Slater-Carter After Attending WaterReuse Conference

Chair Slater-Carter informed the Board that she will bring in the report of her attendance at the WaterReuse Conference. She also informed the Board that there is a new trend in water-reuse, it is no longer called toilet to tap, it is now called pure water. She also stated that this is being sold to local breweries and local home brewers to make beer out of this specially formulated water. She informed the Board that the water is treated to such a level of nothingness that minerals and things have to be added back in so that

it doesn't strip the metal and other components out of the brew masters systems.

12. FUTURE AGENDA ITEMS

- Upcoming Board Meetings: April 24 and May 8
- Hydraulic Modeling Project
- Montara Pump Station Wet Well Rehabilitation Project
- Plant Effluent Pump Station Rehabilitation Project
- Plant Headworks & Influent Pump Rehabilitation Project
- Plant Safety Improvements Project
- SCADA Upgrades Project
- Board Training, Education, and Conference and Reimbursement Policies
- New Contract Collection Services Agreement
- Status of Intertie Pipeline System Bypass Stations
- Report from SRT for Task 2 of 25% Design for Recycled Water

13. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:40 p.m.

Respectfully Submitted,

Approved By:

Kathy Matthews
Recording Secretary

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
DATE: April 24, 2017
SUBJECT: **Monthly Manager’s Report – March 2017**

Staff Recommendation

Staff recommends that the Board receive the Monthly Manager’s Report for March 2017.

Fiscal Impact

There is no fiscal impact from this report.

Background and Discussion/Report

The following data is presented for the month of March 2017.

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	1.211	54.3%
Granada CSD	0.567	25.4%
Montara W&SD	<u>0.453</u>	<u>20.3%</u>
Total	2.232	100%

Administration

There were two Board Meetings: March 13 and March 27, 2017. There were no requests for public records during the month of March.

Media Coverage

There were three media articles during the month of March referencing the Sewer Authority Mid-Coastside: “City Pulls Back Sewer Maintenance Request”, March 22, 2017, Half Moon Bay Review; “First Flush’ Shows High Bacteria”, March 22, 2017, Half

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

Moon Bay Review; “City Moves Forward with Recycled Water”, March 1, 2017, Half Moon Bay Review.

Personnel

There was one employee anniversary in the month of March – Tim Costello, Supervisor of Treatment/Field Operations, 29 years of service.

OPERATIONS & MAINTENANCE, COLLECTIONS

Operation & Maintenance

During the month of March all other systems at the plant ran well as we seem to be moving away from the wet months. Rainfall totals were 3.95 inches at the plant, 3.90 inches at the Montara station and 3.84 inches were recorded for the El Granada area. This has been a trying year for our system and age of the IPS has come into play once again as we had a leak near Magellan Ave and Hwy 1. Once identified we were able to have a circle clamp installed to stop the leak, but a substantial amount of raw sewage did enter a water way and make its way to the ocean. The ability to retain flow at the northern parts of the system proved itself to be invaluable once again the overflow would have likely been much worse. Due to the volume that was involved and the fact that it entered the ocean this spill was entered into CWIQS as a category one and also required a technical report be submitted within forty five calendar days which has been completed and uploaded. During the month of March we conducted our quarterly Bio-assay testing, we passed the Bio-Assay with 100% survival in both pH7 adjusted S.A.M. effluent and with the Zeolite treated S.A.M. effluent on the Menidia Beryllina test species that is use. We also had our online residual analyzers rebuilt to ensure continued reliability.

The NPDES Data for March 2017 is attached (Attachment B). There were no incidents of NPDES permit non-compliance during March 2017.

Contract Collection Services

In March, SAM cleaned approximately 37,147 feet of sewer line, responded to 15 callouts, of which four (4) were for privately owned laterals, one (1) was for a district lateral in GCSD, seven (7) were not sewer related, one (1) was at the Francis State Beach, one (1) for a slow main / stoppage in HMB and one (1) Category 1 located in HMB, city staff believes this to be related to system hydraulic issue. The latest collection system data report is attached (Attachment C). There was one (1) Category 1, zero (0) Category 2, and zero (0) Category 3 S.S.O.’s during the month of March. The category one was due to storm related flow and pipe line capacity in the HMB service area. A

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

collection services report for each member agency has been included for your information (Attachment D).

Trucked Waste

There were nine deliveries (approximately 6,900 gallons) of trucked waste discharged at the SAM plant and no Leachate deliveries. For a total revenue of \$690.00.

Safety

There were no work-related accidents, injuries, or illnesses resulting in lost time in March 2017. Staff has worked since March 10, 2011, 2213 days, without a lost time incident.

Supporting Documents

- Attachment A: Monthly Flow Report March 2017
- Attachment B: Monthly NPDES Report March 2017
- Attachment C: Collection System Data March 2017
- Attachment D: Monthly Collection System Agency Reports March 2017

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

Attachment A

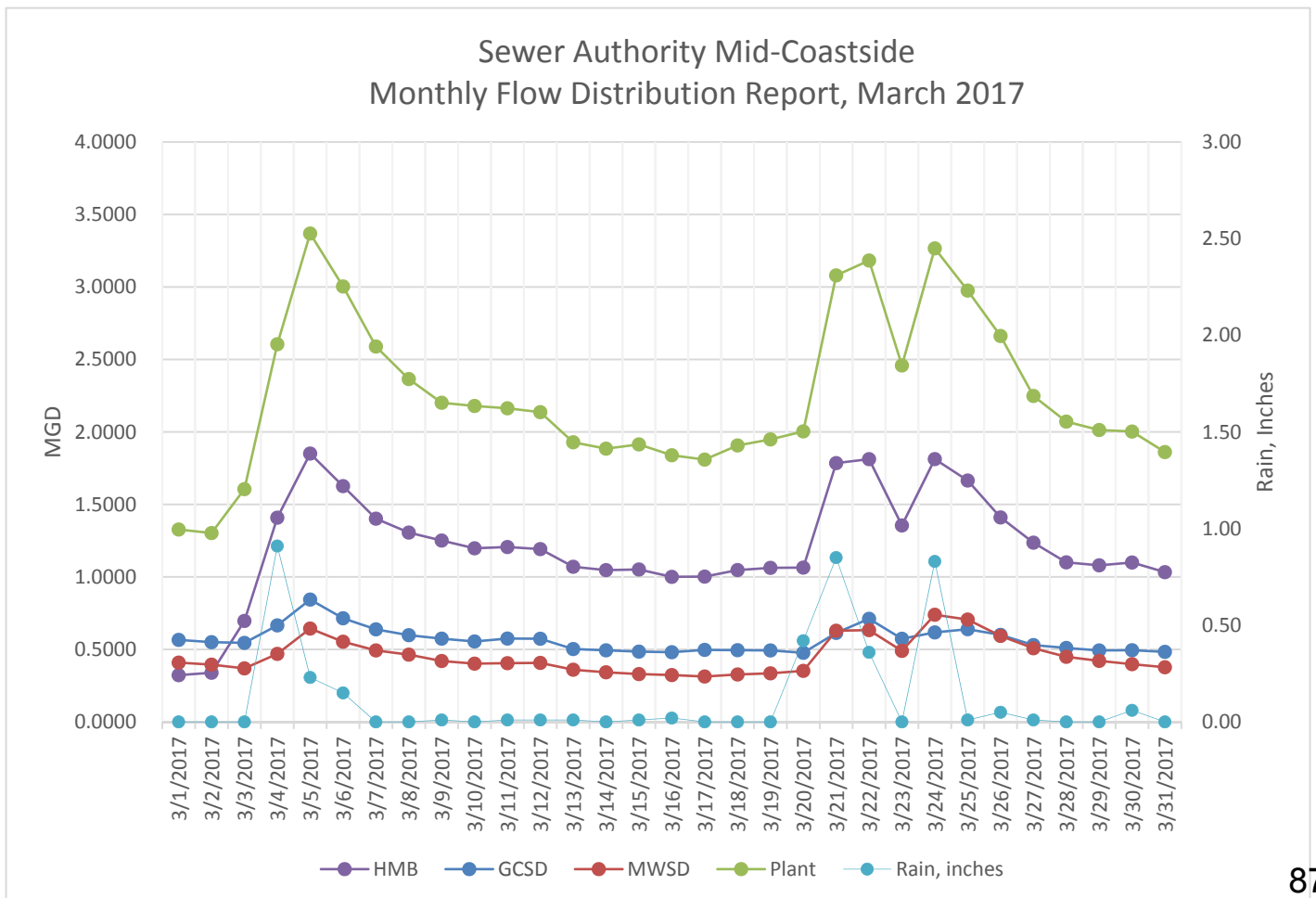
Flow Distribution Report Summary For March 2017

The daily flow report figures for the month of March 2017 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.211	54.3%
Granada Community Services District	0.567	25.4%
Montara Water and Sanitary District	<u>0.453</u>	<u>20.3%</u>
Total	2.232	100.0%



Sewer Authority Mid-Coastside

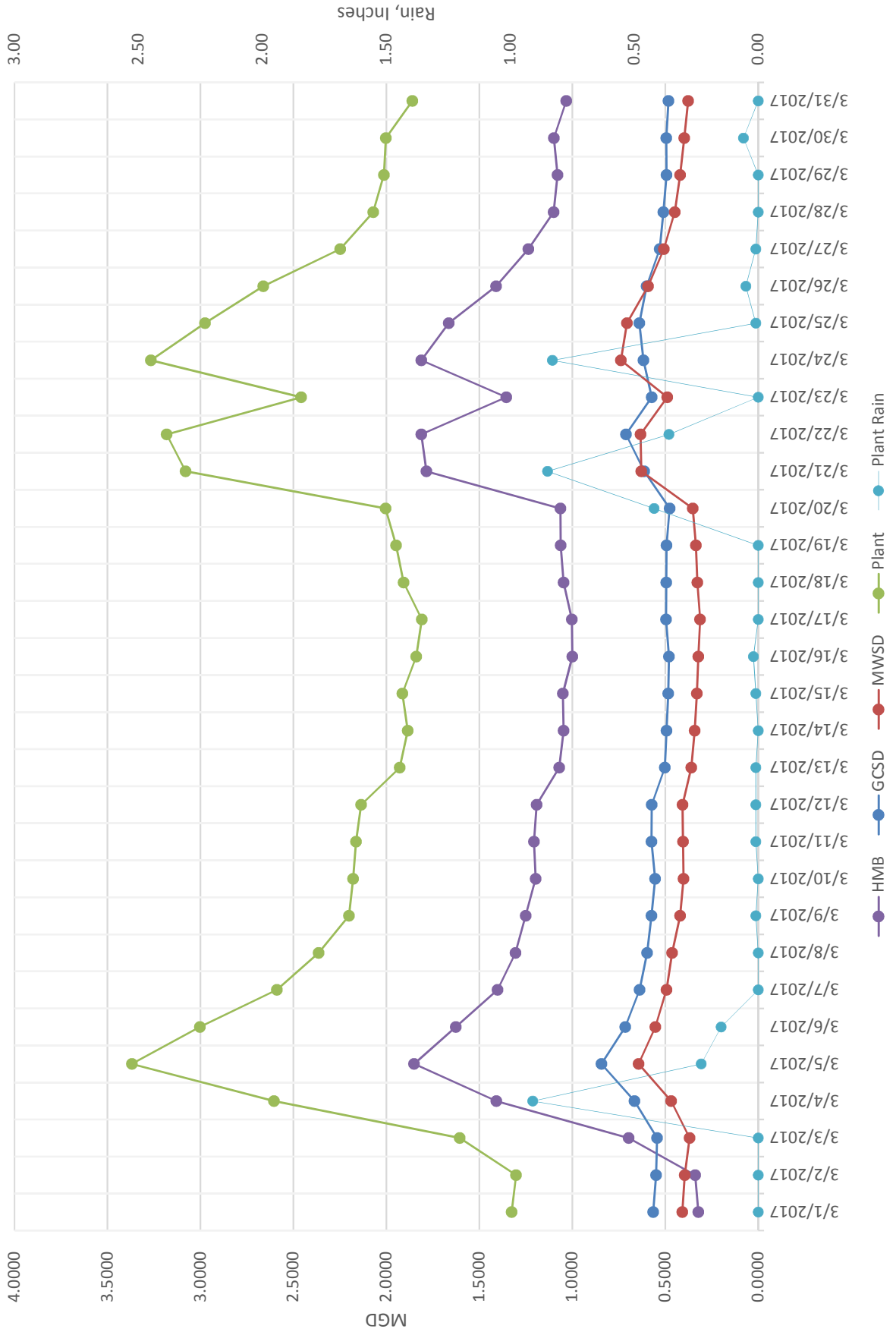
Monthly Flow Distribution Report for March 2017

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
3/1/2017	0.3225	0.565537258	0.409	1.327	0.00	0.00	0.00
3/2/2017	0.3391	0.549834258	0.395	1.303	0.00	0.00	0.00
3/3/2017	0.6966	0.544935258	0.369	1.606	0.00	0.00	0.00
3/4/2017	1.4085	0.665667258	0.469	2.605	0.91	0.97	0.85
3/5/2017	1.8509	0.843880258	0.644	3.369	0.23	0.27	0.14
3/6/2017	1.6266	0.714837258	0.553	3.003	0.15	0.22	0.21
3/7/2017	1.4020	0.638300258	0.493	2.589	0.00	0.00	0.00
3/8/2017	1.3058	0.598181258	0.464	2.365	0.00	0.00	0.00
3/9/2017	1.2509	0.574204258	0.420	2.202	0.01	0.00	0.00
3/10/2017	1.1974	0.554846258	0.402	2.179	0.00	0.00	0.00
3/11/2017	1.2063	0.574953258	0.405	2.163	0.01	0.00	0.00
3/12/2017	1.1920	0.573607258	0.407	2.137	0.01	0.00	0.00
3/13/2017	1.0702	0.502704258	0.360	1.929	0.01	0.00	0.00
3/14/2017	1.0470	0.493825258	0.342	1.885	0.00	0.00	0.00
3/15/2017	1.0512	0.484854258	0.330	1.914	0.01	0.00	0.00
3/16/2017	1.0006	0.480713258	0.323	1.839	0.02	0.02	0.01
3/17/2017	1.0023	0.496733258	0.313	1.809	0.00	0.00	0.00
3/18/2017	1.0473	0.494653258	0.327	1.907	0.00	0.00	0.00
3/19/2017	1.0625	0.493032258	0.335	1.949	0.00	0.00	0.00
3/20/2017	1.0642	0.476790258	0.352	2.004	0.42	0.69	0.83
3/21/2017	1.7851	0.613728258	0.629	3.080	0.85	0.38	0.34
3/22/2017	1.8124	0.711156258	0.633	3.183	0.36	0.61	0.39
3/23/2017	1.3550	0.573660258	0.490	2.459	0.00	0.00	0.00
3/24/2017	1.8128	0.617354258	0.739	3.266	0.83	0.57	0.95
3/25/2017	1.6649	0.639289258	0.706	2.975	0.01	0.01	0.01
3/26/2017	1.4104	0.600304258	0.593	2.662	0.05	0.04	0.10
3/27/2017	1.2363	0.529895258	0.508	2.248	0.01	0.00	0.00
3/28/2017	1.1003	0.509964258	0.449	2.071	0.00	0.00	0.00
3/29/2017	1.0801	0.492939258	0.421	2.013	0.00	0.00	0.00
3/30/2017	1.0995	0.494257258	0.398	2.003	0.06	0.06	0.07
3/31/2017	1.0330	0.483169258	0.377	1.861	0.00	0.00	0.00
Totals	37.534	17.588	14.055	69.905	3.95	3.84	3.90

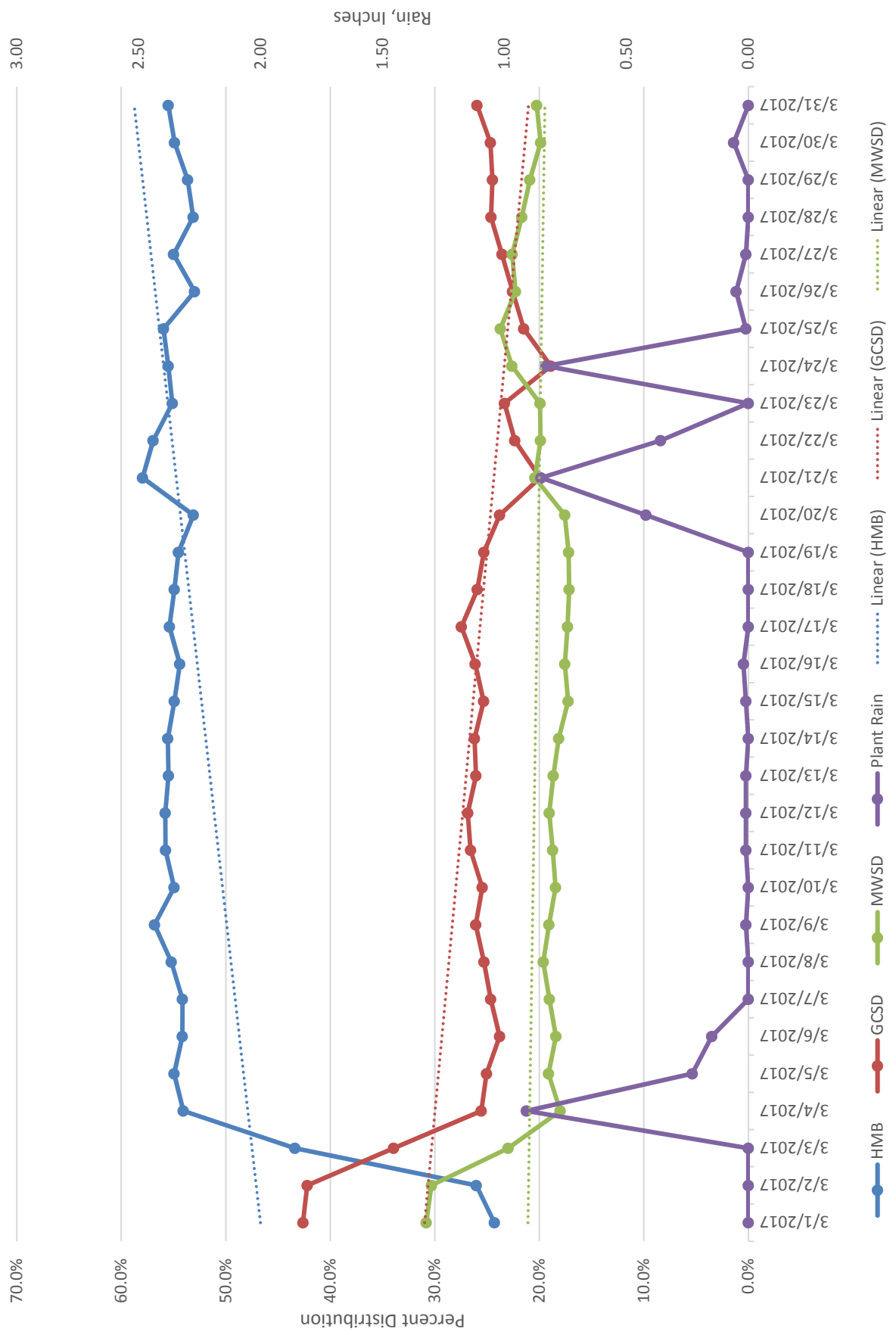
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.322	0.477	0.313	1.303
Average	1.211	0.567	0.453	2.232
Maximum	1.851	0.844	0.739	3.369
Distribution	54.3%	25.4%	20.3%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, March 2017

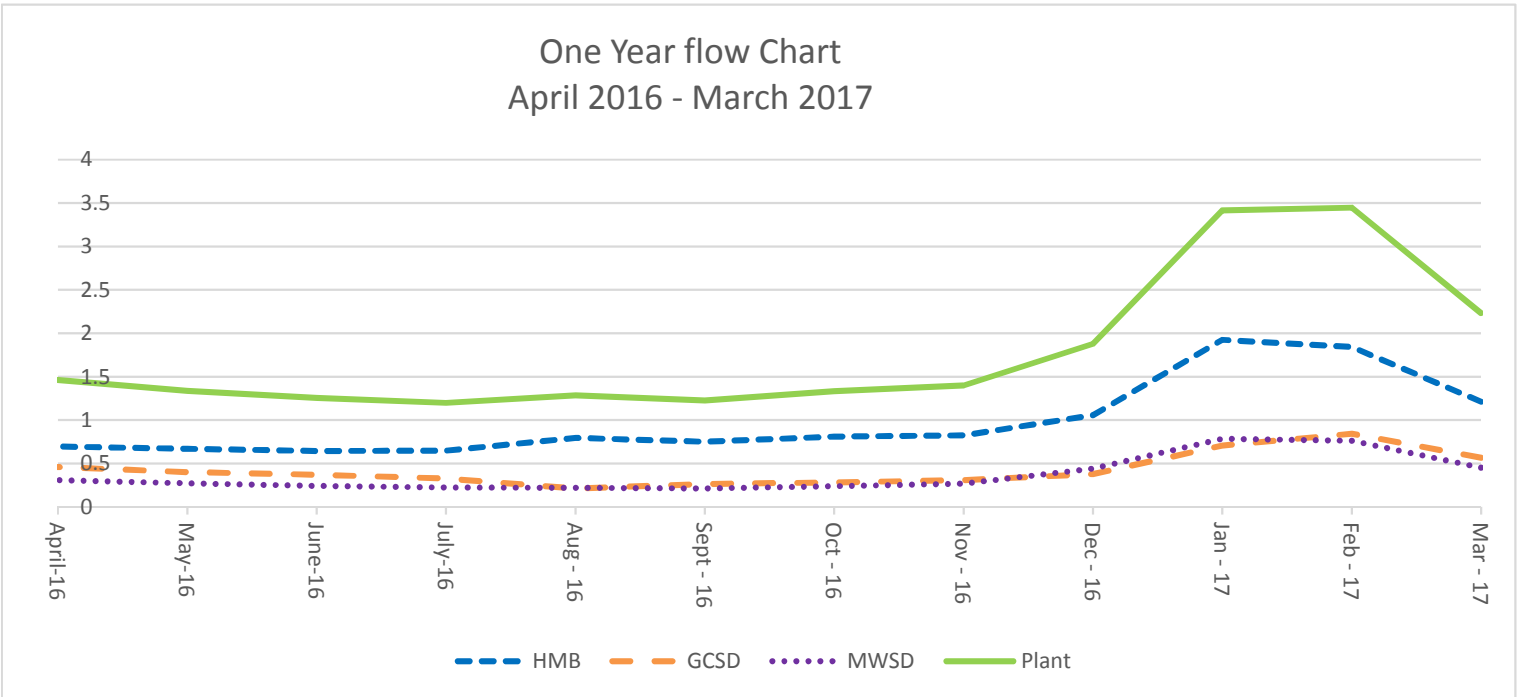


Percent Distribution March 2017

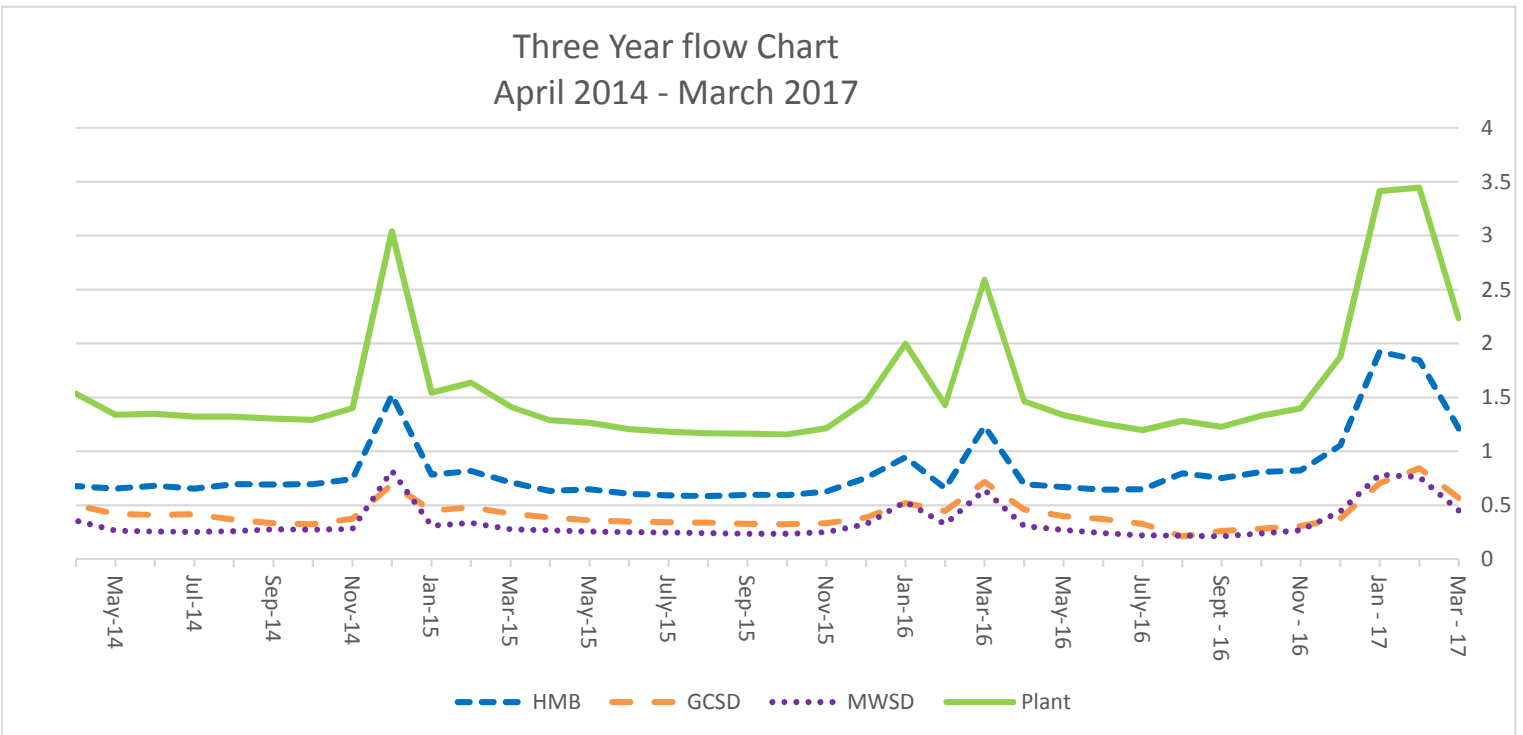


Most recent flow calibration December 2016 PS, November 2016 Plant

One Year flow Chart
April 2016 - March 2017



Three Year flow Chart
April 2014 - March 2017



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2017

March 2017

	Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	0	0	0	1
Wet Weather	1	1	0	0	0
Other	0	0	0	0	0
Total	2	1	0	0	1
		50%			50%

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	6	2	0	4	0
Grease	0	0	0	0	0
Mechanical	3	0	0	1	2
Wet Weather	2	2	0	0	0
Other	3	0	1	2	0
Total	14	4	1	7	2
		29%	7%	50%	14%

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
March 2017	2	1	0	0	1
12 Month Moving Total	14	4	1	7	2

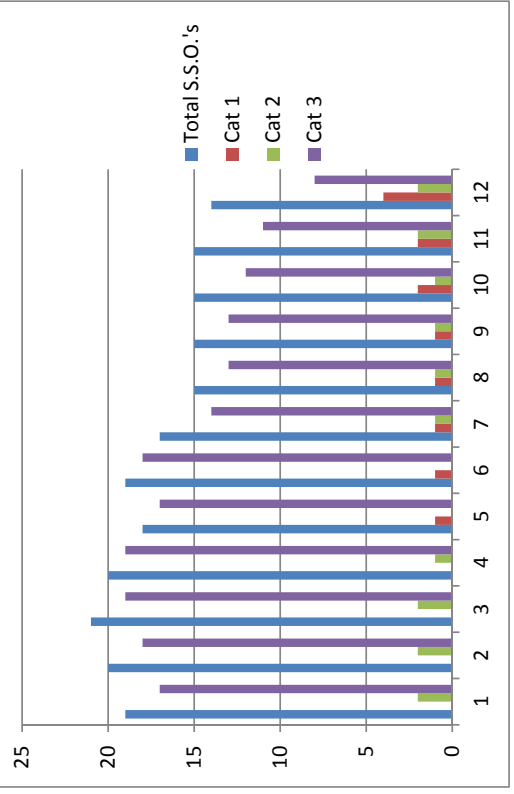
SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
March 2017	1.9	2.7	0.0	0.0	13.7
12 Month Moving Total	13.4	10.8	3.0	25.9	27.4
Category 1	3.8	2.7	0.0	7.4	13.7
Category 2	1.9	2.7	0.0	0.0	13.7
Category 3	7.7	5.4	3.0	18.5	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Apr-16	8,468	10,816	12,705	31,989	6.1
May-16	11,530	15,123	11,652	38,305	7.3
June-16	9,762	2,161	7,367	19,290	3.7
July-16	34,037	28,984	8,192	71,213	13.5
Aug -16	31,070	5,694	16,714	53,478	10.1
Sep - 16	13,228	35,432	11,406	60,066	11.4
Oct - 16	27,226	7,389	15,283	49,898	9.5
Nov - 16	25,535	33,638	10,436	69,609	13.2
Dec - 16	33,928	19,306	10,127	63,361	12.0
Jan - 17	16,650	16,144	11,837	44,631	8.5
Feb - 17	12,216	4,866	11,531	28,613	5.4
Mar - 17	15,347	11,667	10,133	37,147	7.0
Annual ft	238,997	191,220	137,383	567,600	
Annual Mi.	45.3	36.2	26.0		107.5

12 Month Moving SSO Totals Through March 2017



Sewer Authority Mid-Coastside
 1000 Cabrillo Hwy N.
 Half Moon Bay, CA 94019
 (650) 726-0124
 www.samcleanswater.org



A Joint Powers Authority
 Serving:
 City of Half Moon Bay
 Granada Community Services District
 Montara Water and Sanitary District

**COLLECTION SYSTEM SERVICES
 MONTHLY ACTIVITY REPORT: MARCH 2017**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Granada Community Services District, the following information is provided for the month of MARCH 2017

Basic Services

Feet of Sewer Line Cleaned:	<u>9,196 ft</u>	Manholes Inspected:	72
Feet of Hot Spot Sections Cleaned:	<u>2,471 ft</u>	Areas Unable to be Cleaned:	0
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>5</u>
Sewer Line/Manhole Failures:	<u>0</u>	Non-Emergency Repairs:	<u>0</u>
Emergency Repairs Completed:	<u>0</u>	Amount Spent on Repairs Completed:	<u>0</u>

Extended Services

Mechanic Hours:	<u>8.9</u>	Work Orders Completed:	<u>19</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>19</u>
Annual Mechanic Hours to Date*:	<u>59.9</u>	Annual Lift Station Hours to Date*:	59.9

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	17
F.O.G. Inspections Completed:	<u>1</u>	F.O.G. Inspections Passed:	1
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	0

Attachments

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

*- Data being collected from Sept 2016

Sewer Authority Mid-Coastside
 1000 Cabrillo Hwy N.
 Half Moon Bay, CA 94019
 (650) 726-0124
 www.samcleanswater.org



A Joint Powers Authority
 Serving:
 City of Half Moon Bay
 Granada Community Services District
 Montara Water and Sanitary District

**COLLECTION SYSTEM SERVICES
 MONTHLY ACTIVITY REPORT: MARCH 2017**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Half Moon Bay, the following information is provided for the month of MARCH 2017

Basic Services

Feet of Sewer Line Cleaned:	<u>9,274 ft</u>	Manholes Inspected:	<u>89</u>
Feet of Hot Spot Sections Cleaned:	<u>6,073 ft</u>	Areas Unable to be Cleaned:	<u>0</u>
Sanitary Sewer Overflows:	<u>1</u>	Customer Service Call Responses:	<u>8</u>
Sewer Line/Manhole Failures:	<u>0</u>	Non-Emergency Repairs:	<u>0</u>
Emergency Repairs Completed:	<u>0</u>	Amount Spent on Repairs Completed:	<u>0</u>

Extended Services

Mechanic Hours:	<u>23.16</u>	Work Orders Completed:	<u>61</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>61</u>
Annual Mechanic Hours to Date*:	<u>128.38</u>	Annual Lift Station Hours to Date*:	<u>128.38</u>

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	<u>108</u>
F.O.G. Inspections Completed:	<u>4</u>	F.O.G. Inspections Passed:	<u>4</u>
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	<u>0</u>

Attachments

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

*- Data being collected from Sept 2016

Sewer Authority Mid-Coastside
 1000 Cabrillo Hwy N.
 Half Moon Bay, CA 94019
 (650) 726-0124
 www.samcleanswater.org



A Joint Powers Authority
 Serving:
 City of Half Moon Bay
 Granada Community Services District
 Montara Water and Sanitary District

**COLLECTION SYSTEM SERVICES
 MONTHLY ACTIVITY REPORT: MARCH 2017**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Montara Water and Sanitary District, the following information is provided for the month of MARCH 2017

Basic Services

Feet of Sewer Line Cleaned:	<u>9,224 ft</u>	Manholes Inspected:	48
Feet of Hot Spot Sections Cleaned:	<u>909 ft</u>	Areas Unable to be Cleaned:	0
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>2</u>
Sewer Line/Manhole Failures:	<u>0</u>	Non-Emergency Repairs:	<u>0</u>
Emergency Repairs Completed:	<u>0</u>	Amount Spent on Repairs Completed:	<u>0</u>

Extended Services

Mechanic Hours:	<u>72</u>	Work Orders Completed:	<u>267</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>267</u>
Annual Mechanic Hours to Date*:	<u>412.12</u>	Annual Lift Station Hours to Date*:	412.12

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	32
F.O.G. Inspections Completed:	<u>1</u>	F.O.G. Inspections Passed:	1
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	0

Attachments

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

*- Data being collected from Sept 2016



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, May 8, 2017

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

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. SPECIAL ORDER OF THE DAY

- A. Adjourn in Recognition of May 7 – 13, 2017, as Public Service Recognition Week*

3. PUBLIC COMMENT

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

- A. Conference with District's Labor Negotiators Pursuant to Government Code Section 54957.6

District's Designated Representatives: Fran Buchanan, IEDA; Beverli A. Marshall, General Manager; Carl Nelson, Board Attorney
Employee Organization: IUOE, Stationary Local No. 39

- B. Conference with Real Property Negotiator – Pursuant to Government Code Section 54956.8

Property: Non-Potable Water Supply Contract(s)

Agency Negotiators: Beverli A. Marshall, General Manager; Carl Nelson, Board Attorney

Negotiating Parties: Coastside County Water District; Ocean Colony Partners, LLC
Under Negotiation: Price & Terms

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

6. CONSENT AGENDA (*single motion and vote approving all items*)

(Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board.)

- A. Approve Minutes of April 24, 2017, Board of Directors Meeting ([Attachment](#))

B. Approve Disbursements for May 8, 2017 (**Attachment**)

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

A. Discuss Draft Terms for Recycled Water from Coastside County Water District and Give Direction to Staff (**Attachment**)

B. Update on JPA General Budget and Contract Collection Services Budget for Fiscal Year 2017/18

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

A. Adopt a Resolution Expressing Appreciation for Jim Harvey for His Years of Service on the SAM Board of Directors (**Attachment**)

B. Adopt a Resolution Expressing Appreciation for Ric Lohman for His Years of Service on the SAM Board of Directors (**Attachment**)

C. Discuss and Recommend Changes to Board Training, Education, and Conferences Policy (**Attachment**)

D. Discuss and Recommend Changes to Board Remuneration and Expenditure Reimbursement Policy (**Attachment**)

E. Discuss Options to Finance Infrastructure Projects to Reduce Impacts on Member Agency Assessments (**Attachment**)

9. GENERAL MANAGER'S REPORTS

10. ATTORNEY'S REPORTS

11. DIRECTORS' REPORTS

12. FUTURE AGENDA ITEMS AND UPCOMING MEETINGS (**Attachment**)

- Upcoming Board Meetings: May 22 and June 12

13. ADJOURNMENT

Adjourn in Recognition of May 7 – 13, 2017, as Public Service Recognition Week*

** Starting in 1985, Public Service Recognition Week is celebrated the first week of May by the Public Employees Roundtable to honor the men and women who serve our nation as federal, state, county, and local government employees.*

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 District address, listed above.

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

DATE: May 8, 2017

REPORT BY: Kathy Matthews, Supervisor of Administrative Services

SUBJECT: **Approve Minutes of the April 24, 2017 Regular Board Meeting**

Staff Recommendation

Staff recommends that the Board of Directors approve the minutes for the April 24, 2017 Regular Board Meeting.

Fiscal Impact

There is no fiscal impact from this report.

Background and Discussion/Report

Attached are the minutes for the April 24, 2017 Regular Board Meeting for review and approval.

Supporting Documents

Attachment A: Minutes of the April 24, 2017 Regular Board Meeting

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

MINUTES
SAM BOARD OF DIRECTORS MEETING
April 24, 2017

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:01 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 Matthew Clark (alternate for Woren), Jim Blanchard (replacing Lohman), Ruddock, Slater-Carter, Penrose, and Boyd, were present. Also present were General Manager Marshall, General Counsel Nelson, and Supervisor of Treatment/Field Operations Costello.

2. SPECIAL ORDER OF THE DAY - NONE

3. PUBLIC COMMENT - NONE

4. CONVENE IN CLOSED SESSION (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) - **NONE**

5. CONVENE IN OPEN SESSION (*Report Out on Closed Session Items*) - **NONE**

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

- A. Approve Minutes of April 4, 2017, 2017 Special Board of Directors Meeting, and April 10, 2017 Board of Directors Meeting
- B. Approve Disbursements for April 24, 2017
- C. Receive Monthly Financial Report for Period Ending March 31, 2017

Director Ruddock informed the Board that on the minutes of April 4, 2017, under new business, Item 3A, Chair Slater-Carter had seconded the motion and Director Penrose did not. Following discussion, Director Penrose moved and Director Boyd seconded the motion to approve the consent agenda with corrections as discussed to the April 4, 2017 minutes.

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

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

NONE

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

- A. Authorize the General Manager to Execute a Contract with SRT Consultants for Design Services for the Granada Force Main Replacement Project Arroyo de en Medio Section

General Manager Marshall reviewed the staff report and recommended that the Board of Directors authorize her to execute a contract with SRT Consultants for design services and permitting assistance of the Granada Force Main from Station 51+50 to 73+50 (Arroyo de en Medio section). A discussion ensued. Following discussion, Director Boyd moved and Director Penrose seconded the motion to authorize the General Manager to execute a contract with SRT Consultants for design services for the Granada Force Main Replacement Project Arroyo de en Medio section in an amount not to exceed \$34,200.

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

- B. Authorize General Manager to Sign Pilarcitos Creek Watershed Funding Agreement to Fund RCD Administration of the Integrated Watershed Management Plan (IWMP) Activities and Support for Stream Gauge Monitoring

General Manager Marshall discussed the new draft agreement to fund the Pilarcitos monitoring gauge program and informed the Board of the importance of the steam gauge and how this particular gauge provides the only continuous long-term record of a coastal stream between the Russian River and Santa Cruz County and plays an essential role in sustainable resource planning. Following a brief discussion, Director Ruddock moved and Director Boyd seconded the motion to authorize the General Manager to enter in to a 3-year agreement to fund the RCD Administration of the Integrated Watershed Management Plan (IWMP) Activities on the Pilarcitos Watershed and support stream gauge monitoring in an amount not to exceed \$12,360.

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

- C. Review Draft Terms for Recycled Water from Coastside County Water District and Give Direction to Staff

Chair Slater-Carter requested that this agenda item be discussed in closed session at the May 8, 2017 Board meeting and then reopen the discussion in open session for the public. Director Boyd suggested that the recycled water sub-committee meet before the next meeting. Following discussion, the Board concurred to move this agenda item to a closed session discussion at the May 8, 2017 Board meeting.

- D. Authorize the General Manager to Attend the CSDA Legislative Days in Sacramento, CA

Following a brief discussion, Director Penrose moved and Director Slater-Carter seconded the motion to authorize the General Manager to attend the CASA Legislative Days in Sacramento, CA.

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

9. GENERAL MANAGER'S REPORT

- A. Manager's Report for March 2017

General Manager Marshall updated the Board on recent activities during the month of March 2017 as set forth in her written report to the Board. A discussion ensued.

- B. Verbal Report on Presentation to City Council on April 18, 2017

General Manager Marshall reviewed the verbal report she gave to the Half Moon Bay City Council on April 18, 2017 on what SAM is and what SAM does and informed the Board that it went very well. Director Ruddock stated that she would try to get it up on the City of Half Moon Bay's website. Chair Slater-Carter reminded the Board that SAM gives tours of the Plant.

- C. Verbal Report on Joint Recycled Water Committee Meeting on April 7, 2017

Director Boyd informed the Board that the recycled water committee had discussed the work already completed by SRT Consultants, the realm of economic feasibility and the creek crossing.

10. ATTORNEY'S REPORT

General Counsel Nelson informed the Board of his attendance at the CASA Legislative meeting and briefly discussed SB 496, SB 229 (previously SB 1069), and AB 574. Director Ruddock requested that Counsel Nelson send out an e-mail to the Board identifying the Bills.

11. DIRECTORS' REPORTS

Chair Slater-Carter discussed the Bills that were being lobbied by WaterReuse, SB 740 – On-site Water Treatment Systems, SB5 & AB18 – Provide Funding for recycled water, AB 574 – Develop a statutory deadline for the division of drinking water to develop a policy in sequential regulations for potable reuse that are consistent with the report that was issued last year.

Director Boyd reported that while he was in Japan he noticed that the sewer manhole

covers were all pieces of art and very beautiful.

12. FUTURE AGENDA ITEMS

- Upcoming Board Meetings: May 8 and May 22
- Hydraulic Modeling Project
- Montara Pump Station Wet Well Rehabilitation Project
- Plant Effluent Pump Station Rehabilitation Project
- Plant Headworks & Influent Pump Rehabilitation Project
- Plant Safety Improvements Project
- SCADA Upgrades Project
- Board Training, Education, and Conference and Reimbursement Policies
- Granada Force Main Sections 1 & 2 Replacement Project
- Granada Force Main Section 3 Replacement Project
- JPA General Budget FY 2017/18
- Contract Collection Services Budget FY 2017/18
- New Contract Collection Services Agreement

13. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:16 p.m.

Respectfully Submitted,

Approved By:

Kathy Matthews
Recording Secretary

Board Secretary

**SEWER AUTHORITY MID-COASTSIDE
Future Agenda Items**

	Items	Requested By	Priority	Scheduled for	Status	Completion Date
1	Hydraulic Modeling Project	Kowalczyk			Review by MAM	
2	Montara Pump Station Wet Well Rehab Project	Staff				
3	Plant Effluent Pump Station Rehab Project	Staff				
4	Plant Headworks & Influent Pump Rehab	Staff				
5	Plant Safety Improvement Project	Staff				
6	SCADA Upgrades Project	Staff				
7	Board Training, Education & Conf Policies	Slater-Carter				
8	Granada Force Main Replacement Sections 1 & 2	Staff			Design	
9	Granada Force Main Replacement Section 3	Staff			Design	
10	JPA General Budget FY 2017/18	Staff			Waiting for MA approval	
11	Contract Collection Services Budget FY 2017/18	Staff				
12	New Contract Collection Services Agreement	Staff			Review by MAM	
13	Recycled Water Agreement Terms Discussion	Slater-Carter		5/8/2017		
14	Financing Options for GFM Replacement Projects	Slater-Carter	1		Discuss w/FC	
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

FC = Ad hoc Finance Committee
MA = Member Agency
MAM = Member Agency Managers
OC = Ad hoc Operations Committee

ITEM #8

Minutes
BOARD OF DIRECTORS
SPECIAL AND REGULAR MEETINGS
Thursday, March 16, 2017

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:34 p.m.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

ADJOURN TO CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (One potential case)**

RECONVENE TO OPEN SESSION

Counsel reported that there was no reportable action in the Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular meeting was called to order at 7:30 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Mr. Stockman introduced himself to the Board, stating that he is a new Fire District Board Member and that he is in support of the new fire station project and looks forward to working with the CSD.

ACTION AGENDA

1. Consideration of Ordinance Amending the District Ordinance Code Relating to Parks and Other District Property Regulations, and Related Enforcement Provisions - First Reading.

The Ordinance was revised with the changes requested at the last meeting and is presented again as a “first reading.” Counsel Wittwer reviewed the changes and additions with the Board.

ACTION: Director Lohman moved to waive the first reading of the Ordinance. (Lohman/Woren). Approved 5-0.

ACTION: Director Woren moved to approve the first reading of the Ordinance. (Woren/Clark). Approved 5-0.

2. Consideration of an Ordinance Amending the District Ordinance Code Relating to Sewer Permit Variances for Nonconforming Parcels - Second Reading.

District Counsel recommended that the revised ordinance be treated as a first reading, and that Section 1.(2) be amended to read as follows:

Where the size of the subject parcel is less than 60% of the minimum parcel size, the District can only make the finding

“that provision of sewer service would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program”

by placing a condition upon a recorded Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms.

ACTION: Director Clark moved to waive the first reading of the Ordinance. (Clark/Woren). Approved 4-1 (Seaton opposed).

ACTION: Director Woren moved to approve the first reading of the Ordinance. (Woren/Clark). Approved 4-1 (Seaton opposed).

3. Consideration of Draft Permit Agreement with the County of San Mateo for GCSD Use of Plazas and Medians in El Granada.

The draft County agreement, which will grant the District permission to construct park improvements in the medians under the easement rights vested to the County, was presented to the Board. An exhibit itemizes the specific type of parks allowable under the Agreement and specifies various requirements and restrictions under the 20-year term agreement.

The General Manager said that the agreement generally favors the County, but that suggested Staff changes favoring the District are shown on the draft presented.

The Agreement was vetted and approved by the Park Advisory Committee on 02/27/17.

The Board held a discussion. Public member Fran Pollard provided comment. The revised agreement will be forwarded to the County for their review, and will be brought back at a future meeting for Board approval.

4. Consideration of Sewer Main Relocation Plan Over the Medio Creek Bridge Crossing.

General Manager Chuck Duffy provided an overview of the condition of the sewer main strapped to the old County Medio Creek Bridge. Winter storms have eroded the south side supports of the bridge significantly, and the crumbling concrete has bent the cast iron sewer main. Our District Engineer is in the process of exploring temporary fixes to the issue, and also continues to pursue the long term solution to removing the pipe from the bridge by re-directing the flow to the south to the Naples Beach Pump station.

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

Director Lohman provided an update on the effects of the recent winter storms on the SAM system, as well as an update on the potential recycled water project.

CONSENT AGENDA

- 6. Approval of February 16, 2017 Meeting Minutes.**
- 7. Approval of March Warrants for \$136,917.35 (Checks 6472-6498)**
- 8. Approval of January 2017 Financial Statements.**
- 9. Approval of Assessment District Distribution #8-16/17.**

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

COMMITTEE REPORTS

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

Director Lohman reported on the LAFCo meeting that he attended.

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

The Regular Meeting adjourned at 9:37 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: May 18, 2017, 2017

ITEM #9

Granada Community Services District
April 2017 Warrants
For the May 18, 2017 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
03/15/17	6499	Presidio Systems	CCTV for Mirada Rd	6210 · Systems Investigations	900.00
03/15/17	6500	Wells Fargo	Feb 2017 Credit Card Charges # 9606	6140 · Office Supplies	182.20
03/15/17	6501	Wittwer & Parkin	Legal February 2017	6091 · Legal-Gen, Parks, Big Wave	12,591.00
04/28/17	6502	Alhambra & Sierra Springs	March 2017	6140 · Office Supplies	42.80
04/28/17	6503	AT&T	Services 3/10/17-4/9/17 & 4/10/17-5/9/17	6170 · Utilities	225.56
04/28/17	6504	Comcast	Services 4/13/17- 5/12/17	6170 · Utilities	195.65
04/28/17	6505	CoreLogic Solutions, LLC	April 2017	6100 · Memberships	160.50
04/28/17	6506	David Seaton	3/16/17 Board Mtg	6040 · Directors' Compensation	145.00
04/28/17	6507	Dudek	Prf Svcs: Aug/Sept 2016 & Mar 2017	6151 · General Manager	17,965.20
04/28/17	6508	Environmental Clearinghouse	CA Environmental Insider- Ann Renewal	6100 · Memberships	497.00
04/28/17	6509	Hue & Cry, Inc.	April 2017 Pump Stn & Qtrly Office Alarm	6170 · Utilities	121.90
04/28/17	6510	Jim Blanchard	3/16/17 Board Mtg	6040 · Directors' Compensation	145.00
04/28/17	6511	KBA Docusys Inc	Copier Lease Invs dtd 3/17/17 & 4/18/17	6020 · Copier lease	1,664.01
04/28/17	6512	Leonard Woren	3/16/17 Board Mtg, 3/13, 3/27, 4/04, 4/10 SAM	6040 · Directors' Compensation	325.00
04/28/17	6513	Matthew Clark	3/16/17 Board Mtg	6040 · Directors' Compensation	145.00
04/28/17	6514	Office Depot	Invoice dtd 3/14/17	6230 · Bank Service Charges	34.75
04/28/17	6515	Pacifica Community TV	Video Taping of PAC Mtg 2/27/17	6310 · Park Related Misc	250.00
04/28/17	6516	PG&E	Pump Station Invoices dtd 3/17/17, 4/17/17	6170 · Utilities	1,162.71
04/28/17	6517	PGE	Office Invoices dtd 3/24/17, 4/25/17	6170 · Utilities	315.57
04/28/17	6518	Pitney Bowes- Reserve Acct	Postage Deposit	6140 · Office Supplies	300.00
04/28/17	6519	Ric Lohman	3/16/17 Board Mtg, 3/13, 3/27, 4/04, 4/10 SAM	6040 · Directors' Compensation	325.00
04/28/17	6520	Rodolfo Romero	Cleanings April (2X)	6130 · Office Maint & Repairs	140.00
04/28/17	6521	Sewer Authority Mid-Coastside	April 2017	5011 · SAM- Admin, Treat, Collect	118,763.91
04/28/17	6522	Verizon Wireless	March 2017	6170 · Utilities	94.90
04/28/17	6523	Wells Fargo	March 2017 Credit Card Charges # 7243	6140 · Ofc Supp, Insurance, Memberships	1,199.36
04/28/17	6524	White Nelson Diehl Evans	March 2017 Accounting	6152 · Accounting	1,800.00
04/28/17	6525	Wittwer & Parkin	Legal Svcs Mar17, Feb/Apr/Sep16, Oct15	6091 · Legal-Gen, Parks, Big Wave	27,455.75
04/28/17	6526	Working Dirt Management	May 2017	6120 · Office Lease	4,200.00
				TOTAL	191,347.77

ITEM #10

Date	Num	Name	Memo	Account	Amount
05/17/17	6527	Alhambra & Sierra Springs	April 2017	6140 · Office Supplies	21.18
05/17/17	6528	Comcast	Services 5/13/17 - 6/12/17	6170 · Utilities	205.15
05/17/17	6529	Jim Blanchard	4/24/17 SAM Mtg	6040 · Directors' Compensation	45.00
05/17/17	6530	Kennedy Jenks	Engineering Svcs 4/1/17 - 4/28/17	6071 · Engineering Gen, Reimb, CIP	7,182.09
05/17/17	6531	Matthew Clark	4/24/17 SAM Mtg	6040 · Directors' Compensation	45.00
05/17/17	6532	Office Depot	Invoice dtd 4/28/17	6140 · Office Supplies	337.90
05/17/17	6533	Rodolfo Romero	Cleanings May 2017 (2X)	6130 · Office Maint & Repairs	140.00
05/17/17	6534	Sewer Authority Mid-Coastside	May 2017	5011 · SAM- Admin, Treat, Collect	118,763.91
05/17/17	6535	SMC Resource Conservation District	Burnham Strip Mgmt Plan, Svcs 7/1/16 - 3/31/17	6310 · Park Misc Exp, 6220 Misc	7,484.25
05/17/17	6536	State Fund Comp Insurance	Workers Comp Premium for 8/19/16 - 5/19/17	6080 · Insurance	654.72
05/17/17	6537	V.W. Housen & Associates	SSMP December 2016	7000 · Capital Proj:1415-2 Update SSMP	4,679.50
05/17/17	6538	Verizon Wireless	April 2017	6170 · Utilities	102.10
05/17/17	6539	White Nelson Diehl Evans	April 2017 Accounting, Prep for FY 6/30/16 Audit	6152 · Accounting	7,150.00
05/17/17	6540	Wittwer & Parkin	General/Parks Legal Svcs 4/1/17-4/28/17	6091 · Legal- General	6,968.00
05/17/17	6541	Working Dirt Management	June 2017	6120 · Office Lease	4,200.00
			TOTAL		158,459.80

ITEM #11

ASSETS

Current Assets	
1000 · Wells Fargo Checking - Gen Op	\$ 92,226
1020 · Petty Cash	190
1030 · Cash - LAIF	4,467,529
1100 · Accounts Receivable	3,265
1550 · Prepaid Expenses	5,691
Total Current Assets	<u>4,568,901</u>
Fixed Assets	
1600 · Land	876,534
1610 · Construction in Progress	800,813
1615 · Equipment	22,153
1620 · Collections System	9,719,765
1630 · Accumulated Depreciation	(5,645,664)
Total Fixed Assets	<u>5,773,601</u>
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	600,866
1735 · Advance to AD- Assesmnt Revenue	412,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,895,049
1760 · Deferred Outflows of Resources	33,695
Total Other Assets	<u>5,440,042</u>
Total Assets	<u>15,782,544</u>

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	6,997
2020 · Class 3 Deposits	5,196
2100 · Payroll Liabilities	2,225
2225 · Recology-Del Garbage	18,518
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>33,286</u>
Long Term Liabilities	
2400 · 1996 Plant Exp Note Payable	95,000
2401 · Net Pension Liability	166,360
2402 · Deferred Inflows of Resources	16,803
Total Long Term Liabilities	<u>278,163</u>
Total Liabilities	<u>311,449</u>

NET POSITION

3000 · Net Assets	5,936,912
3005 · Contributed Capital	9,595,349
Net Income	(61,166)
Total Net Position	<u>\$ 15,471,095</u>

	As of Feb 28, 2017	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2016/2017 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	359,520	116,667	242,853	175,000
4015 · Park Tax Allocation	-	266,667	(266,667)	400,000
4020 · Sewer Service Charges-SMC	788,388	864,000	(75,612)	1,296,000
4021 · Sewer Svc Charges Pro-rated	900	-	900	-
4030 · AD OH Reimbursement	9,550	22,667	(13,117)	34,000
4040 · Recology Franchise Fee	17,802	18,666	(864)	28,000
Total Operating Revenue	1,176,160	1,288,667	(112,507)	1,933,000
Non Operating Revenue				
4120 · Interest on Reserves	13,180	11,667	1,513	17,500
4130 · Connection Fees	103,400	20,000	83,400	30,000
4140 · Repayment of Adv to AD-BRA	-	84,667	(84,667)	127,000
4150 · Repayment of Adv to AD-NCA	15,000	-	15,000	-
4155 · Repayment of Adv to AD-ARF	59,000	-	59,000	-
4160 · SAM Refund from Prior Yr	28,542	3,333	25,209	5,000
4170 · ERAF Refund	243,057	173,333	69,724	260,000
4180 · Misc Income	1,128	1,333	(205)	2,000
Total Non Operating Revenue	463,307	294,333	168,974	441,500
Total Revenues	1,639,467	1,583,000	56,467	2,374,500
Expenses				
Operations				
5010 · SAM - General	645,653	645,653	-	968,479
5020 · SAM - Collections	161,567	161,567	-	242,350
5030 · Plant Shortfall Debt Int Exp	95,805	-	(95,805)	-
5031 · Plant Shortfall Princ Reduction	-	62,933	62,933	94,400
5050 · Mainline System Repairs	338	-	(338)	-
5060 · Lateral Repairs	32,313	40,000	7,687	60,000
5065 · CCTV	-	20,000	20,000	30,000
5070 · Pet Waste Station	627	667	40	1,000
5100 · County Staff Time - Parks	-	10,000	10,000	15,000
5110 · RCD - Parks	165	3,333	3,168	5,000
5120 · Half Moon Bay Reimb - Parks	-	33,333	33,333	50,000
Total Operations	936,468	977,486	41,018	1,466,229

	As of Feb 28, 2017	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2016/2017 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	10,106	6,667	(3,439)	10,000
6020 · Copier lease	4,081	4,667	586	7,000
6030 · County Tax Roll Charges	4,275	-	(4,275)	-
6040 · Directors' Compensation	7,260	7,333	73	11,000
6050 · Education & Travel Reimb	879	1,333	454	2,000
6060 · Employee Compensation	117,903	128,600	10,697	193,000
6070 · Engineering Services	22,121	13,333	(8,788)	20,000
6080 · Insurance	1,971	4,000	2,029	6,000
6090 · Legal Services	69,150	43,333	(25,817)	65,000
6100 · Memberships	5,877	6,667	790	10,000
6110 · Newsletter	-	1,667	1,667	2,500
6120 · Office Lease	37,300	33,333	(3,967)	50,000
6130 · Office Maintenance & Repairs	1,165	1,667	502	2,500
6140 · Office Supplies	2,212	4,000	1,788	6,000
6150 · Professional Services	59,605	20,000	(39,605)	30,000
6160 · Publications & Notices	4,635	6,667	2,032	10,000
6170 · Utilities	7,356	6,000	(1,356)	9,000
6180 · Video Taping	2,700	2,000	(700)	3,000
6190 · Computers	1,483	1,333	(150)	2,000
6210 · System Investigation	4,088	-	(4,088)	-
6220 · Miscellaneous	9,212	4,667	(4,545)	7,000
6230 · Bank Service Charges	2,325	-	(2,325)	-
6310 · Park Related Misc Expenses	104	-	(104)	-
Total Administration	<u>375,808</u>	<u>297,267</u>	<u>(78,541)</u>	<u>446,000</u>
Capital Projects				
1213-3 · Collection System Repairs	2,000	-	(2,000)	-
1314-2 · Sewer Main Replacement	809	-	(809)	-
1415-1 · SAM - Projects	52,631	-	(52,631)	-
1617-2 · SAM - Lift Station	2,919	-	(2,919)	-
7010 · Sewer Main Replacement (CIP)	-	166,666	166,666	250,000
7015 · Mainline System Repairs	-	6,667	6,667	10,000
7100 · SAM - Infrastructure	142,892	142,892	-	214,338
7500 · Projects - Parks	-	50,000	50,000	75,000
7510 · Projects - Land Acquisition	187,106	-	(187,106)	-
Total Capital Projects	<u>388,357</u>	<u>366,225</u>	<u>(22,132)</u>	<u>549,338</u>
Total Expenses	<u>1,700,633</u>	<u>1,640,978</u>	<u>(59,655)</u>	<u>2,461,567</u>
Net Income	<u>(61,166)</u>	<u>(57,978)</u>	<u>(3,188)</u>	<u>(87,067)</u>

ITEM #12

ASSETS

Current Assets	
1000 · Wells Fargo Checking - Gen Op	\$ 61,860
1020 · Petty Cash	190
1030 · Cash - LAIF	4,342,529
1100 · Accounts Receivable	3,265
1550 · Prepaid Expenses	4,373
Total Current Assets	<u>4,412,217</u>
Fixed Assets	
1600 · Land	876,534
1610 · Construction in Progress	800,813
1615 · Equipment	22,153
1620 · Collections System	9,719,765
1630 · Accumulated Depreciation	(5,645,664)
Total Fixed Assets	<u>5,773,601</u>
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	600,866
1735 · Advance to AD- Assesmnt Revenue	412,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,895,049
1760 · Deferred Outflows of Resources	33,695
Total Other Assets	<u>5,440,042</u>
Total Assets	<u>15,625,860</u>

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	4,220
2020 · Class 3 Deposits	5,196
2100 · Payroll Liabilities	1,356
2225 · Recology-Del Garbage	18,518
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>29,640</u>
Long Term Liabilities	
2400 · 1996 Plant Exp Note Payable	95,000
2401 · Net Pension Liability	166,360
2402 · Deferred Inflows of Resources	16,803
Total Long Term Liabilities	<u>278,163</u>
Total Liabilities	<u>307,803</u>

NET POSITION

3000 · Net Assets	5,936,912
3005 · Contributed Capital	9,595,349
Net Income	(214,204)
Total Net Position	<u>\$ 15,318,057</u>

	As of March 31, 2017	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2016/2017 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	360,493	131,250	229,243	175,000
4015 · Park Tax Allocation	-	300,000	(300,000)	400,000
4020 · Sewer Service Charges-SMC	788,388	972,000	(183,612)	1,296,000
4021 · Sewer Svc Charges Pro-rated	1,188	-	1,188	-
4030 · AD OH Reimbursement	14,106	25,500	(11,394)	34,000
4040 · Recology Franchise Fee	22,773	21,000	1,773	28,000
Total Operating Revenue	1,186,948	1,449,750	(262,802)	1,933,000
Non Operating Revenue				
4120 · Interest on Reserves	13,180	13,125	55	17,500
4130 · Connection Fees	103,400	22,500	80,900	30,000
4140 · Repayment of Adv to AD-BRA	-	95,250	(95,250)	127,000
4150 · Repayment of Adv to AD-NCA	15,000	-	15,000	-
4155 · Repayment of Adv to AD-ARF	59,000	-	59,000	-
4160 · SAM Refund from Prior Yr	28,542	3,750	24,792	5,000
4170 · ERAF Refund	243,057	195,000	48,057	260,000
4180 · Misc Income	1,428	1,500	(72)	2,000
Total Non Operating Revenue	463,607	331,125	132,482	441,500
Total Revenues	1,650,555	1,780,875	(130,320)	2,374,500
Expenses				
Operations				
5010 · SAM - General	726,359	726,359	-	968,479
5020 · SAM - Collections	181,762	181,762	-	242,350
5030 · Plant Shortfall Debt Int Exp	95,805	70,800	(25,005)	-
5031 · Plant Shortfall Princ Reduction	-	-	-	94,400
5050 · Mainline System Repairs	338	-	(338)	-
5060 · Lateral Repairs	32,313	45,000	12,687	60,000
5065 · CCTV	-	22,500	22,500	30,000
5070 · Pet Waste Station	1,664	750	(914)	1,000
5100 · County Staff Time - Parks	-	11,250	11,250	15,000
5110 · RCD - Parks	165	3,750	3,585	5,000
5120 · Half Moon Bay Reimb - Parks	-	37,500	37,500	50,000
Total Operations	1,038,406	1,099,671	61,265	1,466,229

	As of March 31, 2017	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2016/2017 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	10,106	7,500	(2,606)	10,000
6020 · Copier lease	4,081	5,250	1,169	7,000
6030 · County Tax Roll Charges	4,275	-	(4,275)	-
6040 · Directors' Compensation	8,345	8,250	(95)	11,000
6050 · Education & Travel Reimb	1,039	1,500	461	2,000
6060 · Employee Compensation	133,661	144,675	11,014	193,000
6070 · Engineering Services	22,121	15,000	(7,121)	20,000
6080 · Insurance	1,971	4,500	2,529	6,000
6090 · Legal Services	81,741	48,750	(32,991)	65,000
6100 · Memberships	6,038	7,500	1,462	10,000
6110 · Newsletter	-	1,875	1,875	2,500
6120 · Office Lease	41,500	37,500	(4,000)	50,000
6130 · Office Maintenance & Repairs	1,551	1,875	324	2,500
6140 · Office Supplies	5,146	4,500	(646)	6,000
6150 · Professional Services	64,030	22,500	(41,530)	30,000
6160 · Publications & Notices	4,635	7,500	2,865	10,000
6170 · Utilities	8,491	6,750	(1,741)	9,000
6180 · Video Taping	2,700	2,250	(450)	3,000
6190 · Computers	1,483	1,500	17	2,000
6210 · System Investigation	4,988	-	(4,988)	-
6220 · Miscellaneous	9,212	5,250	(3,962)	7,000
6230 · Bank Service Charges	2,667	-	(2,667)	-
6310 · Park Related Misc Expenses	354	-	(354)	-
Total Administration	<u>420,135</u>	<u>334,425</u>	<u>(85,710)</u>	<u>446,000</u>
Capital Projects				
1213-3 · Collection System Repairs	2,000	-	(2,000)	-
1415-1 · SAM - Projects	52,631	-	(52,631)	-
1617-2 · SAM - Lift Station	2,918	-	(2,918)	-
7010 · Sewer Main Replacement (CIP)	809	187,500	186,691	250,000
7015 · Mainline System Repairs	-	7,500	7,500	10,000
7100 · SAM - Infrastructure	160,754	160,754	-	214,338
7500 · Projects - Parks	-	56,250	56,250	75,000
7510 · Projects - Land Acquisition	187,106	-	(187,106)	-
Total Capital Projects	<u>406,218</u>	<u>412,004</u>	<u>5,786</u>	<u>549,338</u>
Total Expenses	<u>1,864,759</u>	<u>1,846,100</u>	<u>(18,659)</u>	<u>2,461,567</u>
Net Income	<u>(214,204)</u>	<u>(65,225)</u>	<u>(148,979)</u>	<u>(87,067)</u>

ITEM #13

DISTRIBUTION REQUEST NO.: #9-16/17
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$8,555.50

\$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.

May 18, 2017

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO: #9-16/17

DATE: May 18, 2017

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 8,555.50

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - March 2017	\$ 2,278.00
Taussig & Assoc.	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs - Feb 2017	\$ 443.45
Taussig & Assoc.	5000 Birch St, #6000, Newport Bch, CA 92660	Prepayment Svcs - Feb 2017	\$ 337.65
Taussig & Assoc.	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs - March 2017	\$ 1,668.90
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Cont Disclosure Svcs - March 2017	\$ 1,500.00
White Nelson et al	2875 Michelle Dr #300, Irvine, CA 92606	Acctg Svcs 7/15 - 2/16*	\$ 2,000.00
Wittwer & Parkin	147 S River St, #221, Santa Cruz, CA 95060	Legal Svcs - March 2017	\$ 265.00
Wittwer & Parkin	147 S River St, #221, Santa Cruz, CA 95060	Legal Svcs - April 2017	\$ 62.50
TOTAL:			\$ 8,555.50

* Partial pmt made on Dist. #8

ITEM #14

Certificate of Appreciation

Presented to

RIC LOHMAN

For your contributions to the community and dedicated service as a member of the Board of Directors of the

Granada Community Services District

From

June 17, 2004 to April 17, 2017

Granada Community Services District Board:

President, Jim Blanchard

Board Member, David Seaton

Granada Community Services District Staff:

District General Manager, Chuck Duffy

Dated: May 18, 2017

Board Member, Matthew Clark

Board Member, Leonard Woren

Dated: May 18, 2017

Assistant General Manager, Delia Comito

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #16

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #17

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #18

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Report Period: March 11, 2017 – May 12, 2017

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: May 18, 2017

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

APPLICATIONS RECEIVED – Two applications were received this period:

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/05/16	1A	Machado Doug	047-287-260	917 Palma, EG	6,000	R-1/S-17
08/23/16	1A	Kessler	047-105-090	Paloma/ Balboa, EG	7,818	R-1/S-17
11/28/16	1A	Adams	047-275-060	Columbus St, EG	2,984	R-1/S-17
02/21/17	1A	Cuvelier	047-175-250	265 El Granada Blvd, EG	9,732	R-1/S-17
03/28/17	1A	Coronado Upr Lot	048-024-430	467 Coronado, Miramar	10,600	R-1/S-94
04/21/17	1A	Lang Justin	047-105-240	755 San Carlos, EG	6,209	R-1/S-17
05/03/17	3	McIver/Stern	048-076-130	655 Miramar Drive	31,665	R-1/S-17

Note: shaded areas were previously reported.

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

Permit No.	Type	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3158	1B	07/07/16	Boyle James	047-233-350	120 Ave Portola, EG	6,287	R-3/S-3
3159	1B	07/07/16	Boyle James	047-233-360	425 Coronado St, EG	5,954	R-3/S-3
3160	1A	07/12/16	Engdhal/Steadman	047-218-150	640 Ferdinand, EG	5,000	R-1/S-17
3161	1B	09/22/16	Cypress Grp Dev	047-206-230	101 Ave Portola, EG	16,909	R-3/S-3
3162	1A	10/03/16	Machado Douglas	047-287-260	917 Palma St, EG	6,000	R-1/S-17
3163	1A	11/14/16	Ralston	048-121-160	2805 Champs Elysee, HMB	5,000	R-1/B-1
3164	1A	11/16/16	Michetti/Kessler	047-105-090	401 Paloma Ave, EG	7,818	R-1/S-17

Note: shaded areas were previously reported.

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

Hook-up Date	Type	Permit No.	Issue Date	Owner	APN	Address
08/08/16	1A	3129	03/04/16	Henry John	047-126-360	226 Francisco, EG
08/19/16	1A	3142	01/23/15	Bakshi Vikas	048-023-350	321 Cortez, Miramar
09/07/16	1A	3154	02/18/16	Philomena LLC	048-013-090	114 Magellan, Miramar
09/16/16	1A	3148	10/09/15	Wenzel Lutz	047-222-100	477 Ave Portola, EG

SEWER HOOK-UPS – (Cont'd)

Hook-up Date	Type	Permit No.	Issue Date	Owner	APN	Address
09/29/16	1A	3149	01/28/16	TDR Properties	047-221-070	435 Ave Del Oro, EG
10/06/16	1A	3153	11/03/15	Contreras Cesar	047-062-170	431 Sonora, EG
10/11/16	1A	3160	07/12/16	Engdahl/Steadman	047-218-150	640 Ferdinand, EG
11/14/16	1A	3163	11/14/16	Ralston Randy	048-121-160	2805 Champs Elysee, HMB
11/18/16	1B	3159	07/07/16	Boyle James	047-233-350	120 Ave Portola, EG
01/31/17	1A	3155	03/21/16	Power Patrick	047-143-190	224 Del Monte, EG

Note: Shaded rows were previously reported.

REPAIRS - No repairs were completed this period.

Repair Date	Type	Problem	Location or Address	Cause	Cost
09/28/16	Lateral	Back-up	263 Paloma, EG	Roots/offset	\$8,118
10/02/16	Lateral	Back-up Roots	147 Vallejo, EG	Roots	\$10,208
01/12/17	Lateral	Back-up Offset	371 Princeton, EG	Offset	\$2,978
01/27/17	Lateral	Back-up Roots	418 San Carlos Ave, EG	Roots	\$6,978

Note: Shaded rows were previously reported.

NOTES AND OTHER EVENTS:

ITEM #19

12 May 2017

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for May 2017

Medio Creek Crossing at Mirada Road

Received a \$50k proposal from Andreini Bros for remedial work at the crossing to try and remove a cracked section of concrete from the bridge and straighten the sewer pipeline. Based on the proposal's high cost and the uncertainty of its outcome, it was decided to have our structural engineer make a comprehensive evaluation of the crossing. The analysis revealed several other potential points of failures that could damage the sewer, all due to the damage to the County's bridge structure caused by high creek flows during this winter's storms. Consequently it's been decided that the best course of action is to construct a pumped bypass around the existing creek crossing and once completed the existing sewer crossing creek can be abandoned. We have contacted PG&E re obtaining power for the pumps and design work for a pumped bypass has begun. The pumped bypass will be in operation until Phase 2 of the Naples Beach project is completed at which time the last remaining sewage flows over the creek will have been diverted to the Naples Beach Pump Station

Stoloski Property (Class 3 Permit)

Construction of the lower portion of mainline was constructed and tested last October. Construction of the upper portion of the mainline is awaiting construction of the two street extensions, to provide access to future homes. The upper portion, between Champs Elysee Boulevard and Pullman Avenue, is planned to be constructed in the spring of 2017. Once completed, it will be tested and if acceptable, we will recommend the entire main extension for acceptance by the District. One of the four parcels has apparently been sold and plans for a house on that parcel are currently being developed. Construction of the house will likely not begin until mid to late 2017 which should be after the main line extension has been completed and dedicated to the District.

Big Wave (Class 3 Permit)

No recent work on this.

Naples Beach Project - Phase 2

This project will eliminate the sewer crossing Medio Creek. We are pursuing a sewer easement from State Parks to confirm that the preferred gravity sewer alternative is feasible. We are in contact with State Parks representatives. Updating permits for the project will begin as soon as the easement is obtained.

Memorandum

Granada Community Services District

12 May 2017

Page 2

Class 1 Permits

263 Paloma: This repair is complete. The line was not leak tested but did meet the District standards for connection type and depth of cover.

147 Vallejo: This repair is not complete. The field inspection revealed that depth of cover could not be achieved. The sewer lateral is just over 2-feet deep at the curb. Contractor was directed to provide concrete encasement on the portion of pipe with less than 3-feet of cover. Final photographs have not been provided by the Contractor.

321 Cortez: The lateral connection is complete and has passed inspection. The lateral connection is complete and has passed inspection. Based on Thursday, May 11th site visit there are two remaining issues: 1) the property line cleanout has been constructed but does not meet District standards and should be re-built; and 2) an existing manhole near the top of the street is still covered by imported base rock which needs to be removed.

114 Magellan: Inspected this connection by photographs. Performed a field inspection but the line had been backfilled prior to arrival.