



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, March 21, 2019

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

ROLL CALL

Directors:	President:	Matthew Clark
	Vice-President:	Barbara Dye
	Director:	Jim Blanchard
	Director:	David Seaton
	Director:	Eric Suchomel
Staff:	General Manager:	Chuck Duffy
	Legal Counsel:	Bill Parkin
	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 under the subject jurisdiction of the board which are not on the agenda. Speakers are limited to 3 minutes each.

ADJOURN TO CLOSED SESSION

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

District's Negotiator: Chuck Duffy.

Negotiating parties: Half Moon Bay Fire Protection District and Granada Community Services District.

Property under negotiation: Vacant Land with no address located at Obispo Road and Avenue Portola, El Granada, California. (Parcel "A", APN 047-261-030)

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

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

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

RECONVENE TO OPEN SESSION

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

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

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Recommendation: To be made by the Board.	
2. Consideration of Sewer Authority Mid-Coastside General Budget for Fiscal Year 2019/20.	23
Recommendation: To be made by the Board.	
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Recommendation: For information.	

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16. Future Agenda Items.	

ADJOURN REGULAR MEETING

At the conclusion of the February 21 2019 Meeting:
Last Ordinance adopted: No. 172
Last Resolution adopted: No. 2019-001

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.

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

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ITEM #1

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AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Request to Refund Fees (Matthews)
Date: March 21, 2019

This Item is for the Boards consideration of approving a fee refund to Jeffrey Matthews for permit #2615, issued on 02/21/96, for the construction of a five-unit bed and breakfast, APN 048-033-110, located at 325 Alameda Ave., Miramar.

BACKGROUND

Mr. Matthews initially applied for and received a sewer connection permit (#2563) on 11/09/94, for two ERU's of sewer capacity or 442 gallons per day (gpd).

In November of 1994, the District charged \$5,800 per connection (per ERU), and Mr. Matthews paid \$10,800 in fees for permit #2563.

Mr. Matthews was subsequently issued a second sewer connection permit (#2615) on 02/21/96, for two additional ERU's of sewer capacity, as required by the District Engineer based on standard usage calculations for the five-unit project.

In February of 1996, the District charged \$6,086 per connection (per ERU), plus an Assessment Reduction Fee (ARF) of \$8,371.36 per connection (per ERU), and Mr. Matthew paid \$28,914.72 in fees for permit #2615.

The combined total number of ERU's purchased by Mr. Matthews for the project is four (4) capacity units, equivalent to 884 gallons per day, or 322,660 gallons per year.

On 11/27/18, the District received an email correspondence from agent Judy Taylor, on behalf of Mr. Matthews, requesting that the District address the issue of excess sewer capacity purchased for the project.

Pursuant to District Code, non-residential/commercial customer sewer service charges are based on water usage or the minimum flat fee charged to residential users. Water usage information (in measurements of 100 cubic feet (ccf's), equal to 748 gallons) is obtained yearly by the District from the Coastside County Water District, for all non-residential/commercial customers to calculate sewer service charges. Using water data for the subject property from past years, I created a table showing water usage for a 15-year period, from 2004/05 FY to 2018/19 FY. The table also converts ERU - gallons per

day, to ccf - gallons per year, to compare annual usage against the allotted sewer capacity. The highest usage year for the property, 2009/10 FY, was at 139,876 gallons, which does not exceed a two ERU allotment of 161,330 gallons per year. (Mr. Matthews paid for four ERU's).

District Counsel received all documentation on the Matthews permit, and has rendered a legal opinion on the refunding permit fees, and provides refunding options.

For your review of this Item, the following documents are attached:

- 11/16/18 Email Request (for refund) from Judy Taylor
- A copy of the first permit issued, permit #2563
- Conditions attached to permit #2563
- A copy of the second permit issued and the subject of the refund, permit #2615
- The 15-year summary of water usage and permit fees
- Legal Memorandum from District Counsel
- Assessor's Parcel Map

From: Judy Taylor
Sent: Friday, November 16, 2018 5:44 PM
To: 'Delia Comito'
Cc: Jeff Matthews
Subject: excess sewer service to 325 Alameda Ave, Miramar

Delia,

Please consider this a formal request to address the issue of excess capacity allocated to the Pacific Victorian Bed and Breakfast at 325 Alameda Ave, Miramar. You and I have spoken about it. The owner and you have communicated. The owner has met with one of the Board members and he and I met with another. The project was required to obtain far more capacity than has ever been used. I believe that this will need to go to the Board for a final resolution.

There were 4 reallocations of priority capacity to provide service to the project, Resolutions 522, 552, 662 and 663. I am fairly certain that the contingent assessments were paid at the time of permitting. I am not sure about the non-contingent assessments.

Attached are 2 water bills that show the typical high and low water use range. A longer history can certainly be provided. There was one bill that was high due to a leaky fixture that was repaired.

Please put this on the agenda as soon as you can. If further information is needed, please let me know and I will get it to you ASAP. Thanks.

Judy Taylor
BRE 00603297
Alain Pinel Realtors

The economy is a wholly owned subsidiary of the environment, not the other way around.
Gaylord Nelson

This email communication contains CONFIDENTIAL INFORMATION WHICH ALSO MAY BE LEGALLY PRIVILEGED and is intended only for the use of the recipients identified above. The information may also be protected by the Electronic Communications Privacy Act 18 USC §§ 2510-2521. If you are not the intended recipient of this communication, you are hereby notified that any unauthorized review, use, dissemination, distribution, downloading, or copying of this communication is strictly prohibited. If you are not the intended recipient and have received this communication in error, please immediately notify us by reply email, delete the communication and destroy all copies. I have not and will not verify or investigate the information supplied by 3rd parties.

SEWER CONNECTION PERMIT

GRANADA SANITARY DISTRICT OF SAN MATEO COUNTY
P.O. BOX 335
EL GRANADA, CALIFORNIA 94018-0335
(415) 726-7093

PERMIT NUMBER 2563 DATE ISSUED Nov. 9, 1994 PERMIT TYPE 1B
PERMIT EXPIRATION DATE Nov. 9, 1996 USE 5 unit Bed & Breakfast
CAPACITY ENTITLEMENT: 442 GPD
PERMIT ISSUED TO: Jeff Matthews
1208 Sanchez
Burlingame CA 94010

IDENTIFICATION OF REAL PROPERTY

Assessor's Parcel No. 048-033-110 Lot 17 B 18 Block 4, 5 2 5
Street Address 325 Alameda Avenue Owner's Name

FEE AND COSTS

Application Fee \$ 100.00
Connection Charge \$ 10,800.00
Additional Cost \$ 500.00
Amount Paid \$ 10,900.00
+ \$500.00
Date PAID

FOR FINAL INSPECTION OF SEWER CONNECTION CONTACT:
SEWER AUTHORITY MID-COASTSIDE
726-0124
REQUEST FOR INSPECTION MUST BE MADE 48 HOURS IN ADVANCE

RESTRICTIONS AND CONDITIONS

This permit is subject to all of the provisions of the Granada Sanitary District Ordinance Code and any special conditions and restrictions required by the District.
This permit will expire 2 years from date of issue. In the event the Building Permit has not been obtained by the expiration date, this permit, shall, at that date become void. The District must be furnished a copy of the Building Permit when it is obtained.
This permit is not transferable to another parcel or to be used for a purpose other than is described in the application on file with the District.
The Sewer Authority Mid-Coastside must be notified when the building sewer is ready for inspection and connection to the sewer main, but before any portion of the work is covered.

SPECIAL CONDITIONS:

APPROVED BY: Barbara Rosse

Date

CERTIFICATION

Date Connection Made

Notes

Certification of Work Completed By

Date

Permit No. 2563 is issued subject to the Applicant's full and complete performance of all of the following conditions:

1. The Applicant shall provide District with a true copy of the executed "Agreement" between Applicant and the County of San Mateo having to do with issuance of a County Encroachment Permit. Applicant shall fully comply with all of the requirements of the agreement and the Encroachment Permit
2. Applicant promptly apply for and take all necessary actions required under the District's Transfer of Capacity Program to obtain additional capacity for his project equal to, at least, two (2) Equivalent Dwelling Units (ERUs). Applicant shall pay any transfer fees which may hereafter be imposed by the District as a condition of granting transfers of capacity. Applicant's project shall not be occupied until this condition has been fully satisfied.
3. Applicant shall observe and comply with all of the five numbered construction conditions on pages 2 - 3 as set forth in the letter dated October 17, 1994 from the District's Engineer to the District Board.
4. Applicant shall pay \$500 in additional permit application fees to the District

SEWER CONNECTION PERMIT

GRANADA SANITARY DISTRICT OF SAN MATEO COUNTY
P.O. BOX 335
EL GRANADA, CALIFORNIA 94018-0335
(415) 726-7093

PERMIT NUMBER 2615 DATE ISSUED Feb. 21, 1996 PERMIT TYPE 2A

PERMIT EXPIRATION DATE Feb. 21, 1998 USE Purchase of additional capacity

CAPACITY ENTITLEMENT: 442 GPD to service 5 unit Bed & Breakfast

PERMIT ISSUED TO: Jeff & Lori Matthews
P.O. Box 2560
El Granada, CA 94018

IDENTIFICATION OF REAL PROPERTY

Assessor's Parcel No. 048-033-110 Lot 17 & 18 Block 4

Street Address 325 Alameda Miramar Owner's Name

FEE AND COSTS

Application Fee \$ 100.00

Connection Charge \$ 12,172.00

Additional Cost \$ 46,742.72 Assess. red. Fee

Amount Paid \$ 29,014.72

Date PAID 1/22/96

FOR FINAL INSPECTION OF SEWER CONNECTION CONTACT: SEWER AUTHORITY MID-COASTSIDE 726-0124 REQUEST FOR INSPECTION MUST BE MADE 48 HOURS IN ADVANCE

RESTRICTIONS AND CONDITIONS

This permit is subject to all of the provisions of the Granada Sanitary District Ordinance Code and any special conditions and restrictions required by the District.

This permit will expire 2 years from date of issue. In the event the Building Permit has not been obtained by the expiration date, this permit, shall, at that date become void. The District must be furnished a copy of the Building Permit when it is obtained.

This permit is not transferable to another parcel or to be used for a purpose other than is described in the application on file with the District.

The Sewer Authority Mid-Coastside must be notified when the building sewer is ready for inspection and connection to the sewer main, but before any portion of the work is covered.

SPECIAL CONDITIONS:

APPROVED BY:

Date

CERTIFICATION

Date Connection Made

Notes

Certification of Work Completed By

Date

PERMIT #	# ERU'S	AMT PAID
2563	2 *	\$10,800.00
2615	2 *	\$28,914.72

\$12,172 Connection Fee &
\$16,742.72 ARF

90% of Connection Fee: \$ 10,954.80
 90% of ARF: \$ 15,068.44
 Combined Total: \$ 26,023.24

* 1 ERU = 221 gpd X 365 days = 80,665 gallons per year (gpy)
 2 ERU's = 442 gpd X 365 days = 161,330 gpy
 4 ERU's = 884 gpd X 365 days = 322,660 gpy

HISTORICAL WATER USAGE FOR APN 048-033-110

1 ccf 748 gallons

FY	ccf's		Total Gallons
04/05	132 X	748 =	98,736
05/06	136 X	748 =	101,728
06/07	127 X	748 =	94,996
07/08	170 X	748 =	127,160
08/09	182 X	748 =	136,136
09/10	187 X	748 =	139,876
10/11	173 X	748 =	129,404
11/12	137 X	748 =	102,476
12/13	140 X	748 =	104,720
13/14	134 X	748 =	100,232
14/15	128 X	748 =	95,744
15/16	127 X	748 =	94,996
16/17	108 X	748 =	80,784
17/18	89 X	748 =	66,572
18/19	85 X	748 =	63,580

LEGAL MEMORANDUM

TO: Delia Comito, Assistant General Manager, Granada Community Services District

FROM: Jonathan Wittwer, District General Counsel

DATE: February 27, 2019

RE: Matthews Request for Repurchase of 1996 Sewer Connection Fees and
“Assessment red. Fees”

CONCLUSION. Under District Code Section 701(08), the District Board has the discretion to agree to repurchase two ERUs of wastewater discharge entitlements from the Matthews by paying 90% of the current sewer service connection charges. Additionally, though there are no District Code sections or Resolutions directly addressing the point, the District Board also has the discretion to refund the two transfer fees paid in 1996 but should consider whether to condition such refund so as to avoid any special privilege to the Matthews.

BACKGROUND. On behalf of Jeff Matthews, Judy Taylor has requested that GCSD repurchase excess wastewater discharge capacity required by GCSD to the Five-Unit Pacific Victorian Bed and Breakfast (B&B) at 325 Alameda Ave, Miramar in 1996. In 1994 the Matthews paid GCSD Sewer Connection Charges of \$10,800 for two ERUs and were issued a Sewer Connection Permit for that use on November 9, 1994 on the condition that the B&B not be occupied until the Matthews had obtained a Transfer of Capacity enabling two additional ERUs because the GCSD Engineer determined that a total of four ERUs was required for the B&B use.

GCSD approved two additional transfers under the Transfer of Capacity Program for the Matthews B&B. On January 22, 1996 the Matthews paid GCSD Sewer Connection Charges of \$12,172 and “Assessment red. Fees” of \$16,742.72 and on February 21, 1996 the Matthews were issued Sewer Connection Permits for two additional ERUs (for a total of four ERUs).

The Matthews now seek to obtain a refund of their January 22, 1996 payments on the basis that historic wastewater generation does not show that there was a need for any wastewater discharge entitlement beyond the two ERUs permitted and paid for in 1994.

LEGAL ANALYSIS. The applicable legal parameters are as follows.

Law Applicable to Sewer Connection Charges

District Code Section 701(08) authorizes capacity repurchase of excess wastewater discharge entitlements by GCSD where there is mutual agreement¹ with the Matthews (as property owner), as follows:

(08) Repurchase of Capacity. Excess wastewater discharge entitlements for any premises may, upon the mutual consent of the District and the property owner, be repurchased by the District subject to the following conditions:

- (A) The remaining wastewater discharge entitlement for the premises after repurchase shall be at least 221 gallons per day, average daily flow.
- (B) The price to be paid by the District shall be 90% of the sewer connection charge rate in effect at the time the repurchase occurs.

As a result, given that the Matthews by their request apparently consent to repurchase of the two ERUs they paid for on January 22, 1996, the District Board could (in its discretion) give consent on behalf of GCSD since after repurchase the Matthews premises would still have a remaining wastewater discharge entitlement of two ERUs (442 gpd) average daily flow. Literal application of Subsection 701(08)(B) would result in a repurchase price of \$8,460 since the current sewer connection charge is \$4,700 per ERU ($\$4,700 \times 2 \text{ ERUs} \times 90\% = \8460).^{2, 3}

Law Applicable to “Assessment red. Fees”

Effective November 16, 1995 the GCSD Board adopted Resolution No. 668, a RESOLUTION ESTABLISHING FEES PAYABLE IN CONNECTION WITH DISTRICT PRIORITY-USE CAPACITY TRANSFER PROGRAM. Resolution No. 668 (copy attached) provides that every transfer of priority capacity must be conditioned to require “the applicant or applicants to pay the District a transfer fee” and that:

¹ The Matthews are far too late now (as of Judy Taylor’s November 2018 email request) to unilaterally obtain such refunds by challenging GCSD’s 1994 decision that they had to acquire a total of four ERUs for their B&B and pay “Assessment red. Fees.”

² The Board could consider a repurchase price of \$10,954.80 since the sewer connection charge on January 22, 1996 was \$6,086 per ERU ($\$6,086 \times 2 \text{ ERUs} \times 90\% = \$10,954.80$). This would be consistent with one way to read the approach taken in Resolution No. 668, *i.e.*, giving the property owner the most favorable result where there has been a change in rates in the future.

³ Resumption of use (not sought here) but a possible consideration in the future is governed by District Code Sections 701(06) and 607. The result is not clear since the resumption may or may not be required to follow “discontinued use” – *i.e.*, that the “the premises have been disconnected for more than one year”).

“(b) The amount of the transfer fee shall be \$8371.36 (the same dollar amount as the contingent assessment established in the [Integrated Financing District] Proceedings) for each equivalent dwelling unit [ERU] of capacity transferred determined in the same manner as "contingent assessment units" are determined under the Proceedings; provided, however that if the amount of the contingent assessment should be reduced in the future, the amount of any transfer fee imposed after that time shall likewise be reduced so as to be equal to the amount of the contingent assessment then in effect.”

On January 22, 1996 the Matthews were charged \$16,742.72 as an “Assessment red. Fee,” exactly the same amount as two transfer fees. The logical conclusion is that the “Assessment red. Fee” should be treated the same as a transfer fee.

A transfer fee, in turn, was apparently intended to place the property owner in the same position as other property owners would be under the Integrated Financing District which was in the process of being finalized. However, while the transfer fee was designed to parallel the contingent assessment, there was no discussion of the need for a property owner to have a noncontingent assessment underlying each contingent assessment.

There is no direct provision in the District Code or past District Ordinances or Resolutions addressing whether GCSD can or cannot refund a transfer fee where the evidence shows that it was based on connections which turned out to be in excess of actual wastewater discharge needs. Since the wastewater discharge entitlements related to the transfer fees can be repurchased by paying the Matthews 90% of the current sewer connection charges, the absence of a provision precluding refund of a transfer fee (“Assessment red. Fee”) should allow the District Board to exercise its discretion to do so. If the District Board wanted to parallel the wastewater discharge entitlement repurchase provision, it could decide to refund 90% of the transfer fee.

The risk the District Board may wish to consider when exercising its discretion is that a property owner might get a refund and avoid assessments beyond two ERUs for (hypothetically) 10 years and then purchase the assessments for the greater development apparently already allowed by the Land Use category (as defined by Integrated Financing District Ordinance). This would result in avoidance of the assessments and earring interest on the funds during the interim. This might be viewed as unfair to other assessees, particularly in the situation of the Matthews if the result would be that there were no noncontingent or contingent assessments whatsoever paid for the ERUs from 1996 to the present (or the hypothetical 10 years from now). GCSD’s Board could, in its discretion, endeavor to condition any refund to prevent any unfairness in that regard. For example GCSD could agree to acquire (or reacquire) the contingent assessment represented by the transfer fee by refunding it to the Matthews, but only if the Matthews provide a recorded irrevocable binding restriction precluding further development of the property beyond a use requiring more than two ERUs. (See *e.g.*, Ord. 153, Section 3(a)(i)(D)). An alternative might be to require any future development or expansion of

the B&B to obtain some or all of the previously unpaid assessments (contingent or noncontingent) with interest.

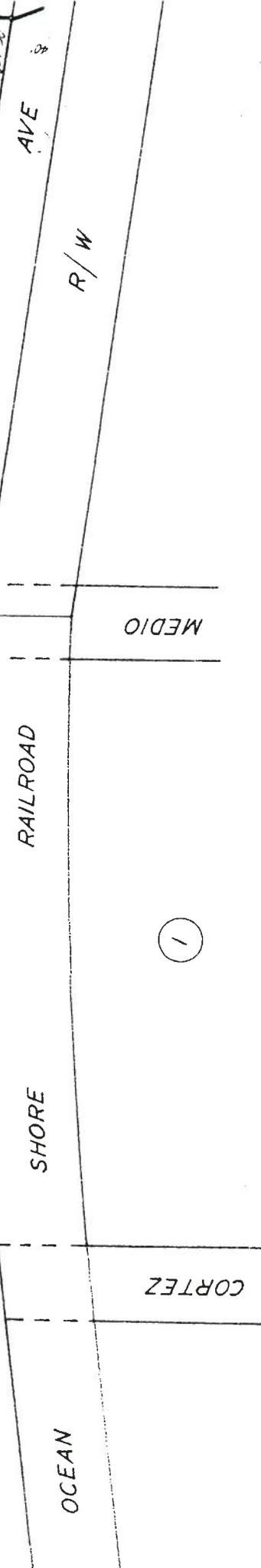
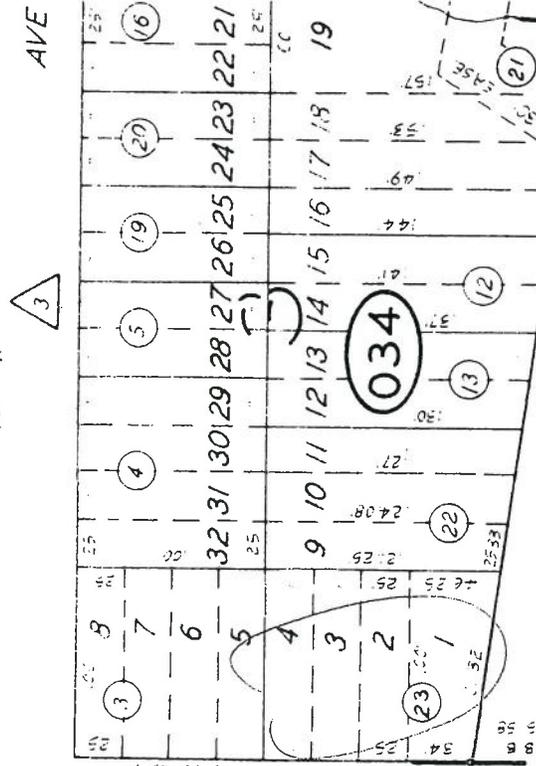
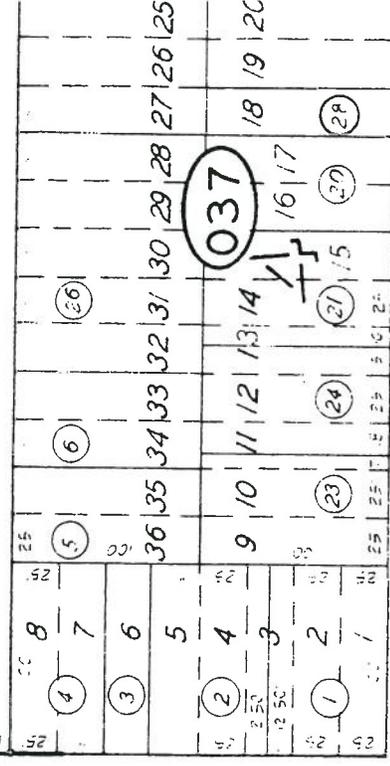
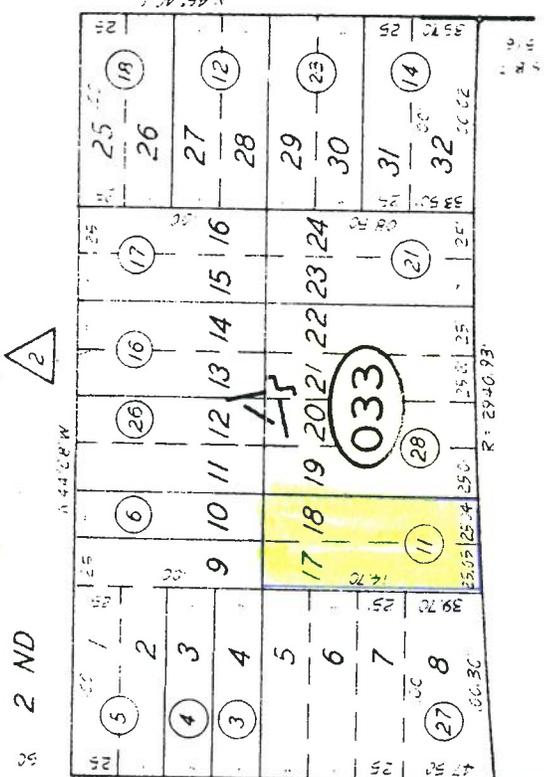
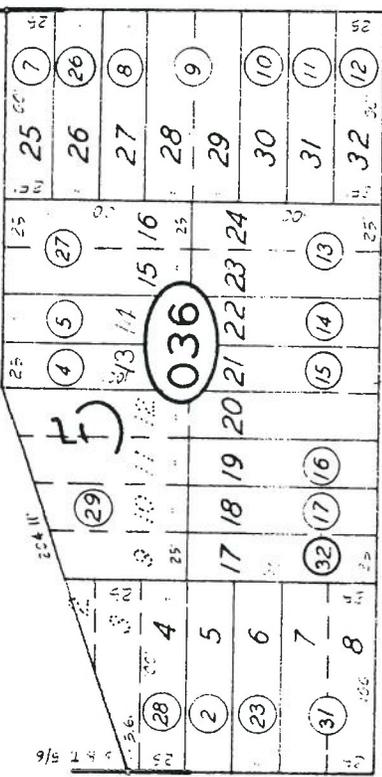
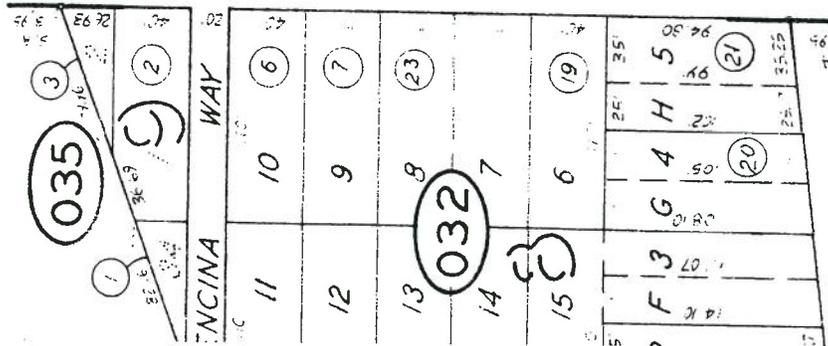
EVIDENCE. The Matthews have provided a Spreadsheet which purports to show that their actual use from July 1, 2003 through June 30, 2019 (sic) has never exceeded two ERUs per “Tax Roll Yr.” It will be up to the District Board as fact finder to determine whether this evidence is sufficiently credible.

Very truly yours,
WITTWER PARKIN LLP

Jonathan Wittwer

Cc: GCSO General Manager Chuck Duffy
GCSO General Counsel William Parkin

1
HMM



048-033-110 MATTHEWS

1 SHORE ACRES RSM 3/95
2 SOUTH BALBOA TRACT RS

ITEM #2

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SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss Proposed General Budget for Fiscal Year 2019/20 and Authorize the General Manager to Submit it to the Member Agencies for Approval**

Executive Summary

The purpose of this report is to allow the Board to discuss the proposed General Budget for Fiscal Year 2019/20.

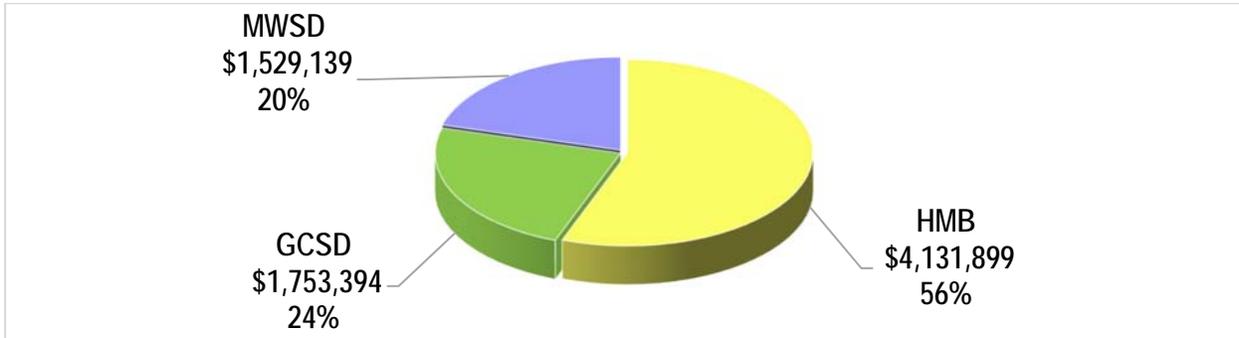
Fiscal Impact

The operation and maintenance expenditure budget for Fiscal Year 2019/20 is \$7.64 million. This is an *overall increase* of \$1.69 million from the FY 2018/19 adopted budget, which is primarily due to increasing infrastructure spending and increasing staff to meet workload needs, including succession planning. The impact to the member agency assessments is:

Assessments for Each Member Agency						
	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$2,103,982	\$3,461,445	\$3,366,042	\$4,131,899	\$ 765,857	23%
GCSD	\$1,164,955	\$1,527,134	\$1,445,332	\$1,753,394	\$ 308,062	21%
MWSD	<u>\$ 848,240</u>	<u>\$1,324,462</u>	<u>\$1,252,372</u>	<u>\$1,529,139</u>	<u>\$ 276,767</u>	<u>22%</u>
Total	\$4,117,177	\$6,313,041	\$6,063,747	\$7,414,433	\$1,350,686	22%

BOARD MEMBERS: J. Blanchard B. Dye R. Lohman
 D. Penrose D. Ruddock K. Slater-Carter

ALTERNATE MEMBERS: S. Boyd M. Clark A. Eisen
 J. Harvey H. Rarback 23



Strategic Plan Compliance

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

Background and Discussion/Report

The General Budget includes all operation and maintenance (O&M) costs for SAM and are allocated to four divisions (Administrative Services, Treatment, Environmental Compliance, and Infrastructure). The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Not all factors were known at the time that this budget was prepared. Therefore, staff made the following assumptions in determining changes from the FY 2018/19 adopted budget.

- Projects identified in the 5-Year Infrastructure Plan will be funded.
- Adding one position to the 14 positions included in the adopted FY 2018/19 budget. All applicable merit step increases will be earned per the MOU with Local No. 39.
- All budgeted positions will be filled if vacant. There are currently no vacant positions in the JPA functions.
- All services, supplies, and utilities will be increased by a 4% CPI.

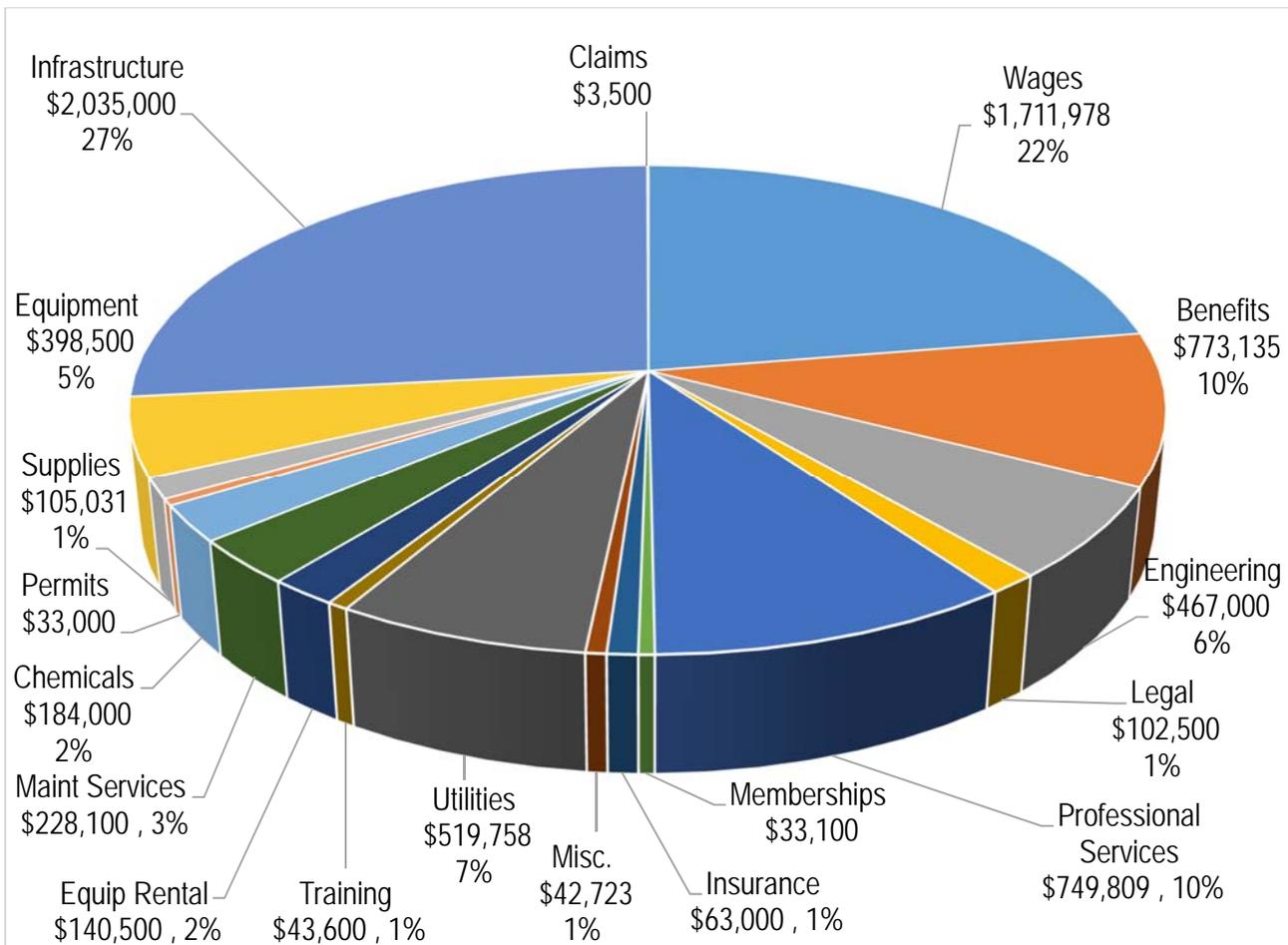
Budget Overview

The proposed Budget, including the proposed infrastructure projects, has been discussed by the member agency managers. The presentation today is for discussion and to finalize the proposed budget.

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	24

Of the total General Budget, \$2.49 million (32%) is for wages and benefits. The cost of infrastructure improvements is \$2.04 million (27%). Professional services (10%) and Engineering services (6%) account for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Utilities and equipment purchases are significant portions (7% and 5%) of the budget as well.

All other expenses (liability insurance, professional memberships, uniform services, conferences, training, permits, licenses, etc.) make up approximately 13% of the total budget.



The most significant changes in the Administrative Services division budget are increasing the legal services (\$46,000) to respond to the recent litigation and professional services (\$60,000) to outsource key accounting functions.

The most significant changes in the Treatment division budget are increasing staff by an additional Maintenance Technician (\$112,181), cost of living adjustment (COLA) and

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	25

other wage and benefit increases (\$164,424), increases in services and supplies based on a 4% COLA (\$152,617), and additional maintenance services for small projects (\$95,600).

Professional services is the largest portion of the Environmental Compliance division because SAM is dependent upon outsourced laboratory services. Staff anticipates that the new TNI standards for laboratories will result in a significant increase in the fees charged by the outside laboratories. In addition to the outsourced lab costs, the division budget includes the annual cost of the First Flush program.

The Infrastructure division increased from \$1.72 million in Fiscal Year 2018/19 to \$2.49 million (45%) in FY 2019/20 to address critical projects identified in the 5-Year Capital Improvement Plan.

Changes in Expenses

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

1. Wages: increased \$204,680 to include one additional position (Maintenance Technician), negotiated COLA, and application of step increases, where appropriate.
2. Premium Pay: increased \$15,590 for negotiated changes in standby pay, certification pay, and overtime pay.
3. Health Benefits: increased \$44,515 for the additional position and negotiated COLA on health premiums.
4. Retirement Contributions: increased \$38,657 due to changes in the CalPERS contribution rates for classic members and the additional position.
5. Retirement Medical: increased \$4,855 for contributions as negotiated in the successor MOU and the Unrepresented Employees Manual.
6. Misc. Benefits: increased \$9,631 for benefits as negotiated in the successor MOU and the Unrepresented Employees Manual.
7. Personnel Subtotal: total increase in personnel costs is \$317,929 (15%).
8. Legal Services: increased \$46,000 based on anticipated expenses for FY 2019/20 (does not include any expenses related to the HMB lawsuit).

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	26

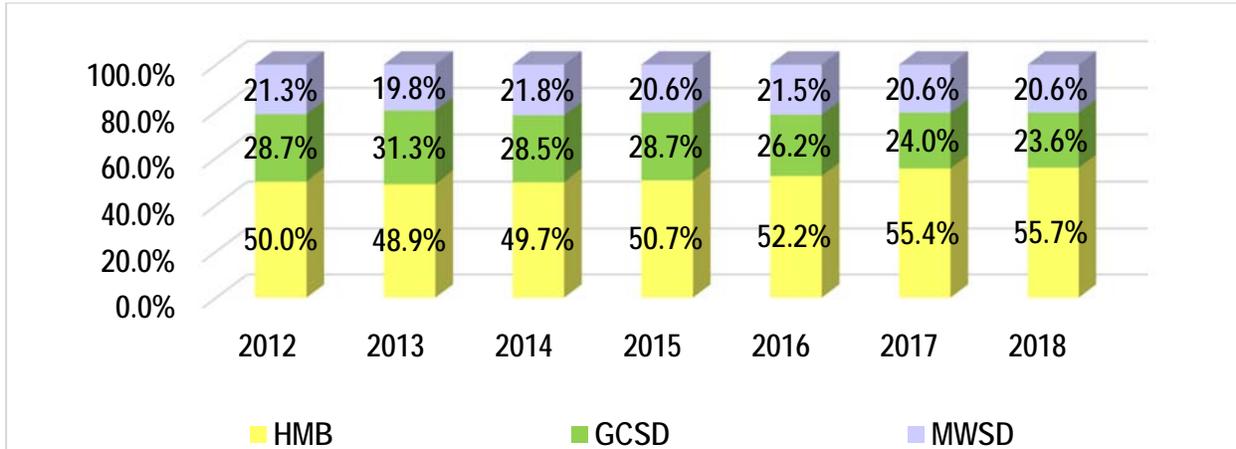
9. Engineering Services: increased \$365,000 for design and project management services for projects identified in the 5-Year CIP.
10. Professional Services: *decreased \$52,191* to reflect one-time expenses in FY 2018/19.
11. Professional Memberships: *decreased \$2,000* based on anticipated reductions.
12. Insurance Premiums: increased \$12,000 to reflect anticipated increases in property, liability, pollution, and professional liability premiums.
13. Misc. Expenses: *decreased \$36,917* to reflect one-time expenses in FY 2018/19.
14. Utilities: increased \$15,028 for electricity, gas, and water based on anticipated rate increases.
15. Travel & Training: increased \$1,150 based on anticipated training needs of staff and participation in industry conferences for management team.
16. Equipment Rental: increased \$80,500 to reflect anticipated expenses related to infrastructure projects.
17. Building & Maintenance Services: increased \$69,100 for contractors to perform necessary maintenance tasks at the treatment plant and pump stations.
18. Chemicals: increased \$50,000 based on anticipated increases in the Bay Area Chemical Consortium rates for FY 2019/20.
19. Permits & Licenses: no anticipated changes in permit fees.
20. Supplies: increased \$53,351 to reflect anticipated rate increases and needs.
21. Equipment: increased \$67,500 to reflect vehicle replacement and small project needs.
22. Infrastructure: increased \$702,500 to address the projects identified in the 5-Year CIP.
23. Claims/Penalties: decreased to reflect anticipated claims for FY 2019/20.
24. Non-Personnel Subtotal: total increase in non-personnel costs is \$1,369,520 (36%).

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
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	J. Harvey	H. Rarback	27

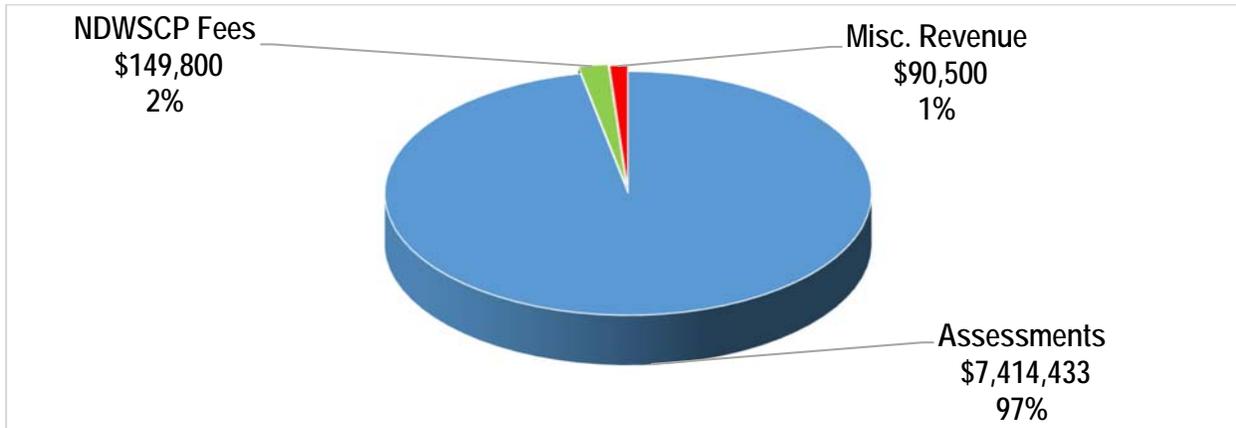
Changes in Revenue

Of the total O & M revenue, the majority (97%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.

Historical Flow Allocations



The remaining revenue comes from the Non-Domestic Waste Source Control Program fees (2%), and miscellaneous revenue (1%).



Challenges

SAM's Reserve Policy requires a balance of two months of operating reserve (\$1.27 million) and \$1.25 million in emergency repair reserve for a total reserve of \$2.43 million. As of January 31, 2019, SAM had \$1.28 million invested with LAIF, which is the total of the Emergency Repair Reserve. The Money Market account at Tri-Counties Bank has \$500,000, which is dedicated to the Operating Reserve. To be compliant with the reserve policy, \$750,000 is needed to meet the reserve minimum in addition to the assessments needed to pay for FY 2019/20 expenses. Staff did not incorporate any

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	J. Harvey	H. Rarback	28

additional funding in the proposed budget to address this issue due to the significant increase from the infrastructure projects.

Unanticipated cost increases and emergency maintenance projects continue to be an issue due to the lack of reserves and access to rate stabilization funds. Staff shifts projects and costs to accommodate these unplanned expenses and reduce the need for mid-year budget increases. Unfortunately, not all projects or maintenance costs can be adjusted to meet these unanticipated costs.

CalPERS continues to increase contribution rates, which will be a significant cost until the workforce transitions and the majority of classic employees retire.

Staff Recommendation

Staff recommends that the Board of Directors discuss the proposed budget and authorize the General Manager to submit it to the member agencies for approval.

Supporting Documents

Attachment A: Proposed General Budget for FY 2019/20

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	29



General Budget
Fiscal Year 2019/20

EXECUTIVE SUMMARY

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

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

JPA Income & Expenses

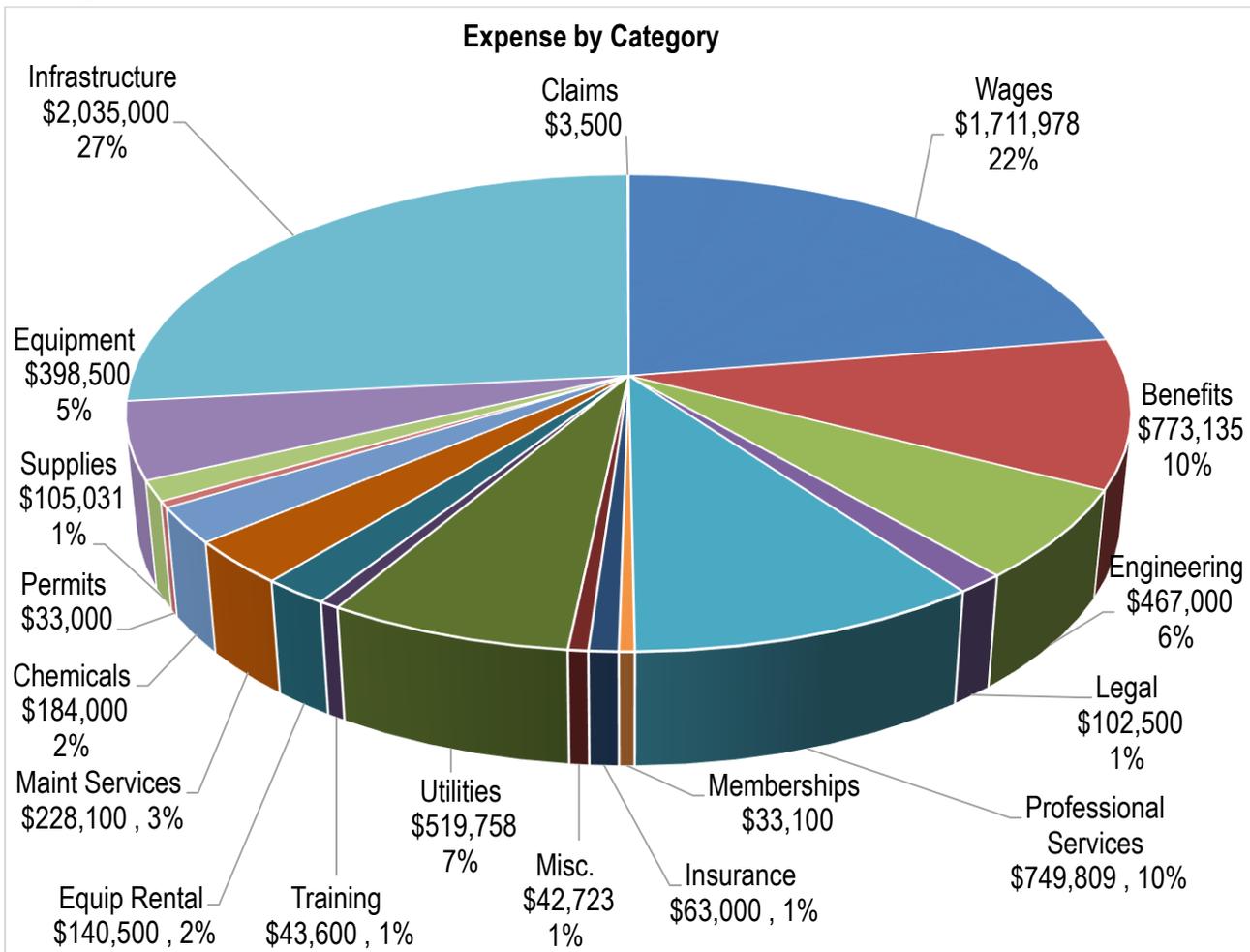
Operating Income		
Assessments - City of Half Moon Bay	4,131,899	
Assessments - Granada Community Services District	1,753,394	
Assessments - Montara Water & Sanitary District	1,529,139	
NDWSCP Fees	149,800	
Miscellaneous Revenue	70,500	
Total Operating Income		\$ 7,634,733
Operating Expenses		
Wages	1,711,978	
Benefits	773,135	
Legal Services	102,500	
Engineering Services	467,000	
Professional & Technical Services	749,809	
Professional Memberships	33,100	
Insurance Premiums	63,000	
Miscellaneous Expenses	42,723	
Utilities	519,758	
Travel & Training	43,600	
Equipment Rental/Lease	140,500	
Building & Maintenance Services	228,100	
Chemicals	184,000	
Permits & Licenses	33,000	
Supplies	105,031	
Equipment	398,500	
Infrastructure Projects	2,035,000	
Claims & Penalties	3,500	
Total Operating Expenses		\$ 7,634,233
Net Operating Income		\$ 500
Non-Operating Income		
Interest Income	20,000	
Total Non-Operating Income		\$ 20,000
Contribution to Reserve Funds		\$ 20,500

GENERAL BUDGET FISCAL YEAR 2019/20

The overall increase from the adopted budget for Fiscal Year 2018/19 to the proposed budget for Fiscal Year 2019/20 is \$1.69 million (28%). This is primarily due to increased staffing to meet service level needs, infrastructure spending, and wage and benefit adjustments.

Of the total General Budget, \$2.49 million (32%) is for wages and benefits. The cost of infrastructure improvements is \$2.04 million (27%). Professional services (10%) and Engineering services (6%) account for a significant percentage of the budget due to SAM’s dependency on contractors and consultants for technical and specialized services. Utilities and equipment purchases are significant portions (7% and 5%) of the budget as well.

All other expenses (liability insurance, professional memberships, uniform services, conferences, training, permits, licenses, etc.) make up approximately 13% of the total budget.



Division Budgets by Fiscal Year

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Administration	\$1,299,471	\$1,155,846	\$1,134,659	\$1,249,451	\$ 114,792	10%
Treatment	\$2,550,331	\$2,944,735	\$2,944,958	\$3,678,880	\$ 733,922	25%
Environmental	\$ 155,551	\$ 151,643	\$ 149,667	\$ 220,902	\$ 71,235	48%
Infrastructure	<u>\$ 348,721</u>	<u>\$3,047,274</u>	<u>\$1,717,500</u>	<u>\$2,485,000</u>	<u>\$ 767,500</u>	<u>45%</u>
Total	\$4,354,074	\$7,299,498	\$5,946,784	\$7,634,233	\$1,687,449	28%

The Administrative Services division increased \$114,792 (10%). The significant impacts are from COLA and benefit changes per the Local 39 MOU and increases in legal services.

The Treatment division increased \$733,922 (25%), which is mostly due to the additional Maintenance Technician position, COLA and benefit changes per the Local 39 MOU, and increased preventive maintenance at the plant.

The Environmental Compliance division budget increased \$71,235 (48%) primarily based on anticipated increases in outsourced laboratory service fees due to the implementation of new TNI standards. In FY 2017/18, SAM paid for two years of the First Flush program with the San Mateo County RCD. There were no costs budgeted in FY 2018/19 for this program, but there will be in FY 2019/20.

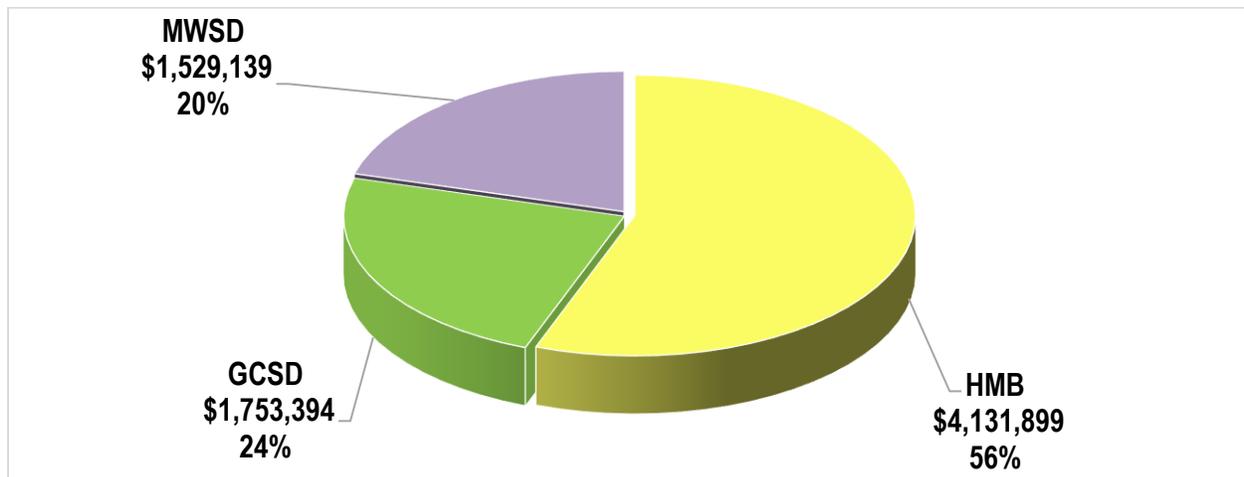
The Infrastructure division increased \$767,500 to address the projects in the 5-Year Capital Improvement Plan, including assessment of the Princeton segment of the Intertie Pipeline System (IPS) and design of the replacement for the Montara to Portola segment of the IPS.

Of the total revenue, the majority (97%) is from assessments paid by the JPA member agencies. The increase of \$1.35 million is to begin design and replacement of the remaining segments of the IPS, starting with the segments from the Montara Pump Station down to the Portola Pump Station. The assessments to the member agencies are (rounded to nearest \$):

Total Assessments for Each Member Agency

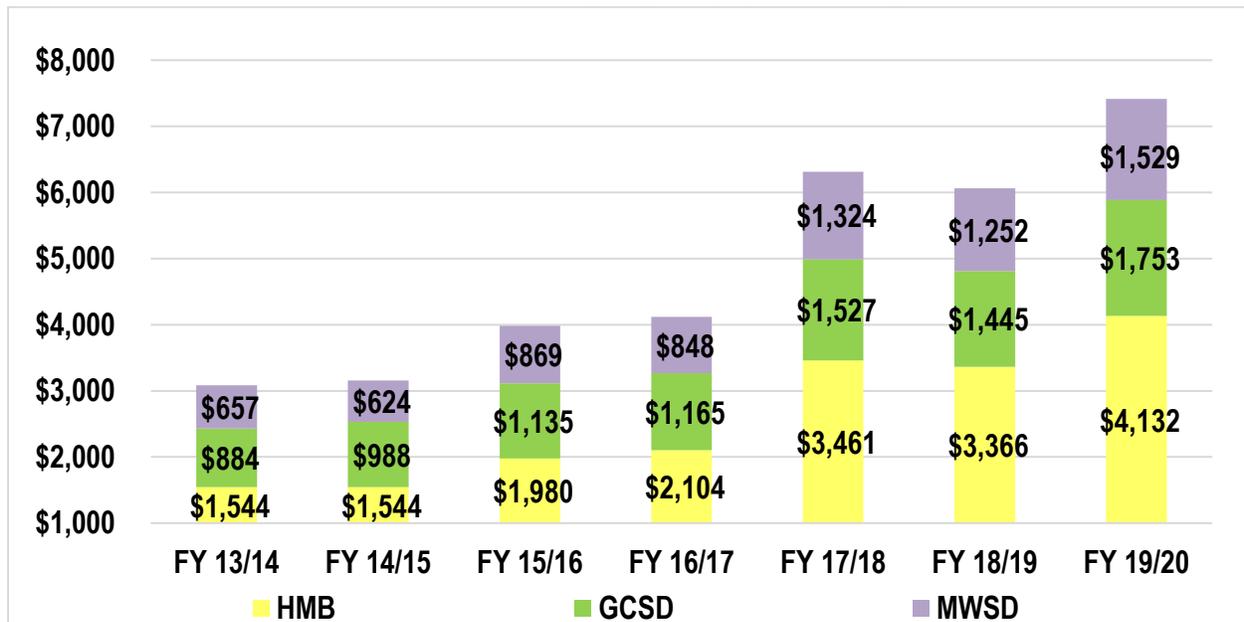
	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$2,103,982	\$3,461,445	\$3,366,042	\$4,131,899	\$ 765,857	23%
GCSD	\$1,164,955	\$1,527,134	\$1,445,332	\$1,753,394	\$ 308,062	21%
MWSD	<u>\$ 848,240</u>	<u>\$1,324,462</u>	<u>\$1,252,372</u>	<u>\$1,529,139</u>	<u>\$ 276,767</u>	<u>22%</u>
Total	\$4,117,177	\$6,313,041	\$6,063,746	\$7,414,433	\$1,350,686	22%

GENERAL BUDGET FISCAL YEAR 2019/20



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

Assessments by Agency (in 1,000's)



Staffing at SAM was kept low for many years to reduce the impact on member agency assessments. Recognizing that a significant number of employees have reached or exceeded the CalPERS plan retirement age (55), staffing has been increased as part of succession planning. In addition, the high cost of living makes it difficult for SAM to recruit and retain staff that can meet the requirement to be on standby and respond within 60 minutes. The following table reflects the staffing for SAM functions over the past six years.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	8.85	8.85	8.525	10.75	11.00	13.00	14.00

OPERATION & MAINTENANCE TOTAL

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

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ESTIMATE	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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EXPENDITURES

Personnel

1	Wages	1,138,705	1,225,723	1,421,598	1,351,358	1,626,278	204,680	14%
2	Premium Pay	79,043	73,243	70,110	59,348	85,700	15,590	22%
3	Health Benefits	231,008	255,994	299,467	284,802	343,982	44,515	15%
4	Retirement Cont.	164,725	145,698	258,001	268,208	296,658	38,657	15%
5	Retirement Medical	16,598	22,331	30,773	30,490	35,628	4,855	16%
6	Misc. Benefits	56,719	58,682	87,235	71,355	96,866	9,631	11%
7	Subtotal	1,686,798	1,781,671	2,167,184	2,065,562	2,485,113	317,929	15%

Non-Personnel

8	Legal Services	52,254	98,537	56,500	200,407	102,500	46,000	81%
9	Engineering Services	244,106	292,396	102,000	172,794	467,000	365,000	358%
10	Professional Services	717,325	680,764	802,000	1,037,756	749,809	(52,191)	-7%
11	Prof. Memberships	37,697	38,670	35,100	31,374	33,100	(2,000)	-6%
12	Insurance Premiums	26,251	205,646	51,000	63,071	63,000	12,000	24%
13	Misc. Expenses	107,160	44,656	79,640	37,102	42,723	(36,917)	-46%
14	Utilities	537,117	425,533	504,730	515,299	519,758	15,028	3%
15	Travel & Training	13,217	16,054	42,450	33,689	43,600	1,150	3%
16	Equipment Rental	77,655	169,149	60,000	85,464	140,500	80,500	134%
17	Bldg & Maint Services	155,141	281,465	159,000	239,775	228,100	69,100	43%
18	Chemicals	132,592	131,994	134,000	179,932	184,000	50,000	37%
19	Permits & Licenses	30,923	51,194	33,000	29,643	33,000	-	0%
20	Supplies	68,974	61,412	51,680	95,195	105,031	53,351	103%
21	Equipment	118,034	1,067,664	331,000	505,063	398,500	67,500	20%
22	Infrastructure Projects	48,500	1,952,693	1,332,500	1,192,500	2,035,000	702,500	53%
23	Claims/Penalties	300,330	-	5,000	3,256	3,500	(1,500)	-30%
24	Subtotal	2,667,276	5,517,827	3,779,600	4,422,318	5,149,120	1,369,520	36%

25	TOTAL	4,354,074	7,299,498	5,946,784	6,487,880	7,634,233	1,687,449	28%
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Key Changes

Additional Maintenance position effective 7/1/19 for succession purposes	\$ 112,181
COLA 5% effective 7/1/19 and applicable step increases	\$ 152,269
PERS unfunded liability increase effective 7/1/19	\$ 35,559
Increase contributions to medical, dental, vision premiums	\$ 17,920
Additional legal costs for on-going litigation	\$ 46,000
Increase supplies and services 4% for CPI	\$ 171,020
Engineering costs for CIP projects	\$ 450,000
CIP projects as described in 5-Year Plan (less engineering costs)	\$ 702,500
	\$ 1,687,449

OPERATION & MAINTENANCE TOTAL

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

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ESTIMATE	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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REVENUE

By Type:

26 JPA Assessments	4,117,177	6,313,041	6,063,747	6,391,746	7,414,433	1,350,686	22%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	86,642	109,238	126,525	149,347	149,800	23,275	18%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	8,950	20,184	6,500	19,680	20,000	13,500	208%
31 Misc. Revenue	34,375	66,827	500	140,516	70,500	70,000	14000%
32 To/(From) Reserves	-	-	-	-	-	-	0%
33	4,247,144	6,509,290	6,197,272	6,701,289	7,654,733	1,457,461	24%

By Agency:

34 Half Moon Bay	2,103,982	3,461,445	3,366,042	3,547,754	4,131,899	765,857	23%
35 Granada CSD	1,164,955	1,527,134	1,445,332	1,524,052	1,753,394	308,062	21%
36 Montara WSD	848,240	1,324,462	1,252,372	1,319,940	1,529,139	276,767	22%
37	4,117,177	6,313,041	6,063,747	6,391,746	7,414,433	1,350,686	22%

Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff	1,350,686
Increased leachate deliveries per contract	23,275
Increase in interest earnings	13,500
Overhead revenue from Contract Services	70,000
Set aside funds for IPS projects	-
	1,457,461

Authorized Positions:

Operating Fund FTE	10.75	11.00	13.00	13.00	14.00	1.00	8%
Other Funds FTE	-	-	-	-	-	-	-
	10.75	11.00	13.00	13.00	14.00	1.00	8%

OPERATION & MAINTENANCE



PROGRAM DESCRIPTION

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

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	8.85	8.85	8.85	8.525	10.75	10.50	13.00	14.00

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

Operation & Maintenance Flow Calculations

	HMB	GCSD	MWSD	
FY 2019/20	55.7%	23.6%	20.6%	(Based on Calendar Year 2018)
FY 2018/19	<u>55.4%</u>	<u>24.0%</u>	<u>20.6%</u>	(Based on Calendar Year 2017)
Variance	0.3%	-0.4%	0.0%	

FINANCIAL DETAILS

The following is a list of budget categories, what is included in each category, and the changes between the FY 2018/19 and 2019/20 budgets.

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
1. Wages Increased for COLA adjustments and step increases per MOU and Unrepresented Employee Manual. Includes the addition of one Maintenance Technician.	\$1,421,597	\$1,626,278
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$70,110	\$85,700
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees Manual. Includes the addition of one Maintenance Technician.	\$299,467	\$343,982
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$258,026	\$296,658
5. Retirement Medical Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$30,773	\$35,628
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan. Includes the addition of one Maintenance Technician.	\$87,235	\$96,866
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$2,167,234	\$2,485,113
8. Legal Services Increased based on anticipated number of meetings and special projects. Does not include funds for defense of SAM in the lawsuit by HMB.	\$46,500	\$56,500
9. Engineering Services Increased to provide technical design and project management related to infrastructure projects.	\$102,000	\$467,000

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$802,000	\$749,809
11. Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$35,100	\$33,100
12. Insurance Premiums Property, liability, and pollution premiums based on utilization rates.	\$51,000	\$63,000
13. Misc. Expenses Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, property taxes, etc.) not reflected in other categories.	\$79,640	\$42,723
14. Utilities Electricity, water, telephone, solid waste, etc. Increased to reflect anticipated rate changes.	\$504,730	\$519,758
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$42,450	\$43,600
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$60,000	\$140,500
17. Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	\$159,000	\$228,100
18. Chemicals Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$134,000	\$184,000

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
19. Permits & Licenses Annual costs for permits with local, regional and state agencies. Increase reflects anticipated changes in fees.	\$33,000	\$33,000
20. Supplies Office, computer, breakroom, and safety supplies.	\$51,680	\$105,031
21. Equipment Purchase Purchase of equipment for repair and rehabilitation of SAM facilities not included in infrastructure projects.	\$331,000	\$398,500
22. Infrastructure Projects Contract construction costs are included in this category. Includes costs associated with projects that exceed \$50,000 each.	\$1,332,500	\$2,035,000
23. Claims/Penalties Decreased to reflect claim experience.	\$5,000	\$3,500
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$3,779,600	\$5,149,120
25. Total Total of all costs (sum of Personnel and Non-Personnel subtotals).	\$5,947,273	\$7,634,233

ADMINISTRATIVE SERVICES

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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EXPENDITURES

Personnel

1	Wages	459,592	481,408	506,020	395,594	522,759	16,739	3%
2	Premium Pay	-	1,896	200	9,888	7,600	7,400	3700%
3	Health Benefits	68,829	87,037	93,840	72,485	98,532	4,692	5%
4	Retirement Cont.	44,599	62,917	106,996	98,266	112,318	5,322	5%
5	Retirement Medical	13,441	13,184	17,040	15,661	19,172	2,132	13%
6	Misc. Benefits	21,295	18,812	22,364	19,295	25,207	2,843	13%
7	Subtotal	607,756	665,254	746,460	611,189	785,588	39,128	5%

Non-Personnel

8	Legal Services	52,254	93,089	56,500	195,207	102,500	46,000	81%
9	Engineering Services	7,244	-	2,000	-	2,000	-	0%
10	Professional Services	177,172	94,563	108,950	305,371	165,631	56,681	52%
11	Prof. Memberships	26,512	27,586	25,000	25,000	25,000	-	0%
12	Insurance Premiums	26,251	205,646	51,000	63,071	63,000	12,000	24%
13	Misc. Expenses	25,407	13,034	27,840	14,870	16,751	(11,089)	-40%
14	Utilities	26,043	19,382	20,180	27,466	25,200	5,020	25%
15	Travel & Training	9,081	7,444	16,500	16,689	17,500	1,000	6%
16	Equipment Rental	9,638	13,567	10,000	10,089	10,500	500	5%
17	Bldg & Maint Services	15,517	11,511	37,000	22,871	10,500	(26,500)	-72%
18	Chemicals	-	-	-	-	-	-	0%
19	Permits & Licenses	-	-	-	-	-	-	0%
20	Supplies	10,468	4,770	8,229	6,069	9,280	1,051	13%
21	Equipment	5,798	-	20,000	27,808	12,500	(7,500)	-38%
22	Infrastructure Projects	-	-	-	-	-	-	0%
23	Claims/Penalties	300,330	-	5,000	3,256	3,500	(1,500)	-30%
24	Subtotal	691,715	490,592	388,199	717,768	463,863	75,664	19%

25	TOTAL	1,299,471	1,155,846	1,134,659	1,328,957	1,249,451	114,792	10%
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Key Changes

COLA 5% effective 7/1/19 and applicable step increases	16,739
Increase contributions to medical, dental, vision premiums and misc. benefits	14,935
PERS unfunded liability increase effective 7/1/19	5,322
Additional legal costs for on-going litigation	46,000
Increase professional services for outside accounting services	56,681
Increase utilities, supplies, misc. expenses by 4% CPI	21,703
Eliminate one-time expenses in FY 2018/19	(46,589)
Total	114,792

ADMINISTRATIVE SERVICES

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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REVENUE

By Type:

26 JPA Assessments	991,864	816,375	1,128,147	1,388,147	1,249,451	121,304	11%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	-	-	-	-	-	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	8,950	20,184	6,500	19,680	20,000	13,500	208%
31 Misc. Revenue	34,375	66,827	500	500	500	-	0%
32 (From) Reserves	-	-	-	-	-	-	0%
33	1,035,189	903,386	1,135,147	1,408,327	1,269,951	134,804	12%

By Agency:

34 Half Moon Bay	502,565	538,137	624,994	769,034	696,291	71,297	11%
35 Granada CSD	284,951	55,561	270,755	333,155	295,475	24,720	9%
36 Montara WSD	204,348	222,677	232,398	285,958	257,684	25,286	11%
37	991,864	816,375	1,128,147	1,388,147	1,249,451	121,304	11%

Key Changes

Assessments reflect increased funding for wages, benefits, and legal services
 Increase in interest earnings

\$	121,304
\$	13,500
	134,804

Authorized Positions:

Operating Fund FTE	3.50	4.00	4.00	4.00	4.00	-	0%
Other Funds FTE	-	-	-	-	-	-	0%
	3.50	4.00	4.00	4.00	4.00	-	0%

ADMINISTRATIVE SERVICES DIVISION



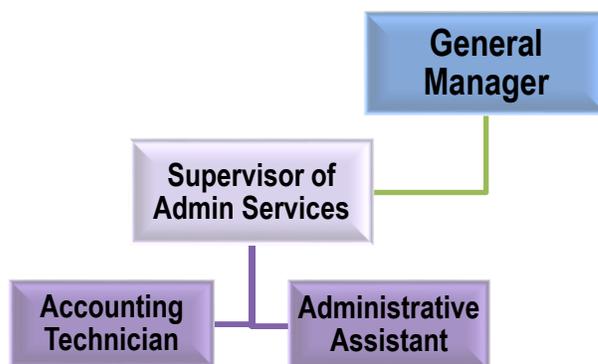
PROGRAM DESCRIPTION

The Administrative Services division provides administrative and financial support to the Board of Directors, the General Manager and all SAM divisions. Its function includes: overall planning and coordination of SAM activities, including finance, human resources, and risk management; management of SAM's information systems and web site; and Board services. There is little public contact by office staff. Contact with member agency staff and vendors is often coordinated via Administrative Services and information management is a significant role.

This division is responsible for all payroll related items including wage and benefits administration, CalPERS reporting, recruitment, employee relations, training, as well as administration of the District's self-insurance and loss prevention programs.

The financial staff in Administrative Services is responsible for maintaining detailed financial records; accounts payable processing; issuing, tracking and collection of accounts receivables; payroll processing; employee benefits accounting; fixed asset management; financial planning; budget development; debt administration; centralized procurement; coordination of the District's audits.

Administrative Services operations are managed by the Supervisor Administrative Services. The following organizational chart reflects the reporting structure for this division.



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

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	4.00	4.00	3.93	3.98	4.00	3.50	4.00	4.00

FINANCIAL DETAILS

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

Budget Line #		FY 2018/19	FY 2019/20
1.	Wages Increased for COLA adjustments and step increases per MOU and Unrepresented Employees Manual. Includes wages for staff allocated to this division and the fees paid to SAM Directors for days of service.	\$506,020	\$522,759
2.	Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$200	\$7,600
3.	Health Benefits Increased to reflect the cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees Manual.	\$93,840	\$98,532
4.	Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$106,996	\$112,318

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
5. Retirement Medical Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$17,040	\$19,172
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$22,364	\$25,207
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits	\$746,460	\$785,588
8. Legal Services Increased based on anticipated number of meetings and special projects. Does not include funds for defense of SAM in the lawsuit by HMB.	\$56,500	\$102,500
9. Engineering Services Increased to provide general support unrelated to infrastructure or maintenance projects.	\$2,000	\$2,000
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff. Assumes a 4% CPI increase to these services.	\$108,950	\$165,631
11. Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$25,000	\$25,000
12. Insurance Premiums Property, liability, and pollution premiums based on utilization rates.	\$51,000	\$63,000
13. Misc. Expenses Incidental expenses (offsite storage, postage, claims, phone system, etc.) not reflected in other categories.	\$27,840	16,751

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
14. Utilities Electricity, water, telephone, internet connections, etc. based on FY 2017/18 projections and anticipated rate changes.	\$20,180	\$25,200
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$16,500	\$17,500
16. Equipment Rental Short-term rental of equipment for less than a fiscal year and annual cost of multi-year leased equipment (copier, phones, etc.).	\$10,000	\$10,500
17. Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	\$37,000	\$10,500
18. Chemicals There are no chemical costs charged to Administrative Services.	\$0	\$0
19. Permits & Licenses There are no permit and license costs charged to Administrative Services.	\$0	\$0
20. Supplies Office, computer, breakroom, and general supplies.	\$8,229	\$9,280
21. Equipment Purchase of replacement computers, small office and ergonomic equipment.	\$20,000	\$12,500
22. Infrastructure Projects Contract construction costs for projects that exceed \$50,000 each.	\$0	\$0
23. Claims/Penalties Decreased to reflect claim experience.	\$5,000	\$3,500

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY 2017/18	FY 2018/19
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$388,688	\$463,863
25. Total Total of all costs for Administrative Services (sum of Personnel and Non-Personnel subtotals).	\$1,134,659	\$1,249,451

The significant changes in the Administrative Services division from the Adopted Budget for FY 2018/19 included in the FY 2019/20 budget are as follows.

1. Increased the retirement contributions budget to CalPERS for classic employees based on projected rate changes and blended with PEPRA rates.
2. Increased legal services to account for litigation and special projects.

GOALS

- Provide effective and efficient administrative support to the Board and other divisions.
- Maintain responsive and efficient customer service.
- Ensure that SAM is protected against loss through risk and claim management.
- Manage information systems, web site, and social media pages.
- Review administrative, financial, and personnel policies each year for compliance and relevance.

ACHIEVEMENTS

- Submitted the Annual Financial and Salary & Compensation reports to the State Controller's Office by the deadline.
- Implemented objectives identified in the SAM Strategic Plan.
- Reviewed and updated administrative, financial, and personnel policies.
- Presented budget to Board and member agencies by deadlines.

PROGRAM OBJECTIVES

- Manage the processing and review of SAM contracts.
- Maintain records of benefits, including employee leave balances, retirement contributions, and employer-provided insurance policies.
- Recruit and retain highly qualified candidates for vacant positions.
- Maintain up-to-date personnel files.
- Provide on-going clarifications of definitions and conditions of employment.

GENERAL BUDGET FISCAL YEAR 2019/20

- Evaluate personnel policies and procedures and make appropriate revisions.
- Process employee payroll per employee contracts. Process accounts payable on a weekly basis. Issue, track and collect accounts receivable.
- Maintain accounting files on Capital Improvement projects and Fixed Assets.
- Provide monthly budget reports each month.
- Conform with GAAP (Generally Accepted Accounting Principles).
- Manage and prioritize division activities on an ongoing basis.
- Work with other divisions to implement procedures that result in cost savings, increased efficiencies, and improved customer service.
- Provide general administrative support to all divisions for centralized services.
- Efficiently and effectively manage information technology and systems, including the SAM website and social media sites.

PERFORMANCE MEASURES

- Submit the Annual Financial and Salary & Compensation reports to the State Controller's Office by the deadline.
- Implement objectives identified in the SAM Strategic Plan.
- Review and update, as necessary, administrative, financial, and personnel policies.
- Complete annual audit and present it to the Board no later than December 31.
- Present budget to Board and member agencies in a timely manner.

TREATMENT
By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL	
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EXPENDITURES

Personnel

1	Wages	608,420	711,375	878,692	924,075	1,063,771	185,079	21%
2	Premium Pay	77,787	70,432	69,095	49,169	77,500	8,405	12%
3	Health Benefits	152,910	163,163	199,410	206,989	240,000	40,590	20%
4	Retirement Cont.	109,564	78,267	142,110	161,988	175,000	32,890	23%
5	Retirement Medical	2,914	8,645	13,180	14,367	15,957	2,777	21%
6	Misc. Benefits	32,627	38,234	62,571	50,513	69,435	6,864	11%
7	Subtotal	984,222	1,070,116	1,365,058	1,407,101	1,641,663	276,605	20%

Non-Personnel

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	42,223	129,141	15,000	86,597	15,000	-	0%
10	Professional Services	483,086	446,662	432,500	471,511	466,600	34,100	8%
11	Prof. Memberships	11,185	11,084	10,000	6,374	8,000	(2,000)	-20%
12	Insurance Premiums	-	-	-	-	-	-	0%
13	Misc. Expenses	33,532	18,860	41,200	15,260	18,367	(22,833)	-55%
14	Utilities	511,074	406,151	484,500	487,832	494,500	10,000	2%
15	Travel & Training	4,111	8,385	22,500	16,500	22,500	-	0%
16	Equipment Rental	68,017	155,582	50,000	75,375	130,000	80,000	160%
17	Bldg & Maint Services	139,624	269,954	122,000	216,903	217,600	95,600	78%
18	Chemicals	124,950	129,656	130,000	171,074	175,000	45,000	0%
19	Permits & Licenses	30,923	51,194	33,000	25,377	33,000	-	0%
20	Supplies	52,638	47,677	31,200	68,741	73,650	42,450	136%
21	Equipment	64,746	200,273	208,000	179,711	383,000	175,000	84%
22	Infrastructure Projects	-	-	-	-	-	-	0%
23	Claims/Penalties	-	-	-	-	-	-	0%
24	Subtotal	1,566,109	1,874,619	1,579,900	1,821,255	2,037,217	457,317	29%

25 TOTAL **2,550,331** **2,944,735** **2,944,958** **3,228,356** **3,678,880** **733,922** **25%**

Key Changes

Additional Maintenance Technician	\$ 112,181
COLA, applicable step increases, CalPERS rate changes	\$ 164,424
Engineering: technical support for small repair projects	\$ -
Professional Services: preventive maintenance	\$ 34,100
Building maintenance services for small (<\$50k) projects	\$ 95,600
Replace equipment and vehicles that are beyond useful life	\$ 175,000
Increase services, supplies, chemicals, etc. by 4% CPI	\$ 152,617
Total	\$ 733,922

TREATMENT

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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REVENUE

By Type:

26 JPA Assessments	2,209,193	2,562,043	2,821,458	2,821,458	3,461,880	640,422	23%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	86,643	91,535	123,500	146,775	147,000	23,500	19%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	140,016	70,000	70,000	0%
32 (From) Reserves	-	-	-	-	-	-	0%
33	2,295,836	2,653,578	2,944,958	3,108,249	3,678,880	733,922	25%

By Agency:

34 Half Moon Bay	1,138,924	1,364,809	1,566,767	1,566,767	1,929,229	362,462	23%
35 Granada CSD	645,762	671,255	671,582	671,582	818,679	147,097	22%
36 Montara WSD	424,507	525,979	583,109	583,109	713,972	130,863	22%
37	2,209,193	2,562,043	2,821,458	2,821,458	3,461,880	640,422	23%

Key Changes

Assessments reflect increased funding for wages, benefits, and small repair projects	640,422
Increased leachate deliveries per contract	23,500
Overhead revenue from Contract Services	70,000
	733,922

Authorized Positions:

Operating Fund FTE	6.25	6.50	8.75	8.75	9.75	1.00	11%
Other Funds FTE	-	-	-	-	-	-	0%
	6.25	6.50	8.75	8.75	9.75	1.00	11%

TREATMENT DIVISION

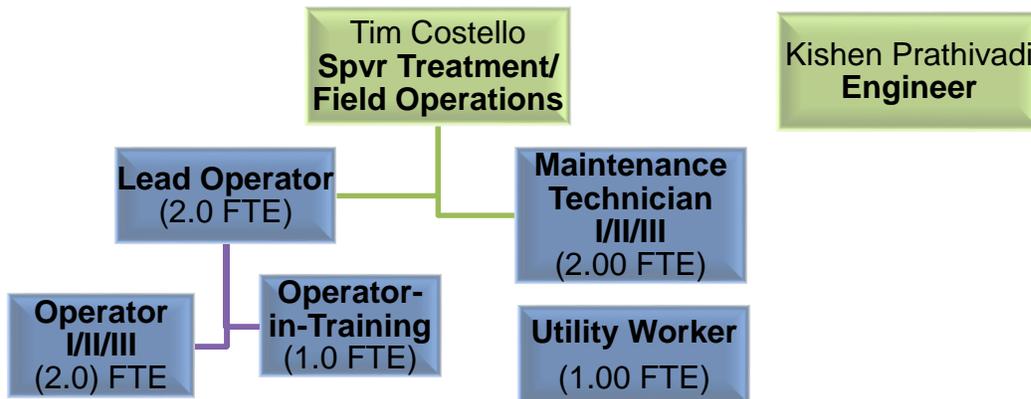


PROGRAM DESCRIPTION

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

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

Division services are supervised by the Supervisor of Treatment/Field Operations. The following organizational chart reflects the reporting structure of the division.



GENERAL BUDGET FISCAL YEAR 2019/20

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

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	4.60	4.60	4.70	4.275	5.95	6.25	8.75	9.75

FINANCIAL HIGHLIGHTS

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2018/19 and 2019/20 budgets.

Budget Line #	FY 2018/19	FY 2019/20
1. Wages Increased for COLA adjustments and merit step increases, where applicable, per MOU; addition of a new Maintenance Technician.	\$878,692	\$1,063,771
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	\$69,095	\$77,500
3. Health Benefits Increased to reflect new position. The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual.	\$199,410	\$240,000
4. Retirement Contributions Increased to reflect new position. SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$142,110	\$175,000
5. Retirement Medical Increased to reflect new position.	\$13,180	\$15,957
6. Misc. Benefits Increased to reflect new position. Includes Medicare, long-term and short-term disability, and workers compensation.	\$62,571	\$69,435
7. Personnel Subtotal Subtotal of all costs associated with wages and benefits.	\$1,365,058	\$1,641,663
8. Legal Services There are no legal services budgeted to Treatment.	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
9. Engineering Services Specialized services related to small (<\$50,000) projects.	\$15,000	\$15,000
10. Professional Services Services that are specialized and need to be performed by contractors rather than staff (GIS software hosting, electrical maintenance, safety training, permit compliance assistance, SSMP audit and updates, outfall inspection, inspections, SCADA support, etc.).	\$432,500	\$466,600
11. Professional Membership Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$10,000	\$8,000
12. Insurance Premiums There are no insurance premiums charged to Treatment.	\$0	\$0
13. Misc. Expenses Includes incidental expenses (uniform services, radio and alarm systems, etc.) not captured in other categories. Significant decrease due to new uniform services contract.	\$41,200	\$18,367
14. Utilities Electricity, water, telephone, solid waste, etc. Increased to reflect anticipated rate changes.	\$484,500	\$494,500
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and safety training.	\$22,500	\$22,500
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$50,000	\$130,000

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY 2018/19	FY 2019/20
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset. Includes small (<\$50,000) repair projects.	\$122,000	\$217,600
18. Chemicals Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards.	\$130,000	\$175,000
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$33,000	\$33,000
20. Supplies Office, computer, safety, and general supplies.	\$31,200	\$73,650
21. Equipment Purchase of equipment for repair and rehabilitation of SAM facilities not captured in infrastructure projects.	\$208,000	\$383,000
22. Infrastructure There are no project costs budgeted to Treatment. These costs are generally reflected in the Infrastructure division and exceed \$50,000 per project.	\$0	\$0
23. Claims/Penalties There are no claims/penalties budgeted to Treatment.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$1,579,900	\$2,037,217
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$2,944,958	\$3,678,880

The significant changes in the Treatment division from FY 2018/19 included in the FY 2019/20 budget are:

GENERAL BUDGET FISCAL YEAR 2019/20

1. Add one new Maintenance Technician to address workload and standby needs as well as succession planning.
2. Increased the retirement contributions budget to CalPERS for classic employees based on projected rate changes and blended with PEPRA rates.
3. Small (<\$50k) repair/replace projects at plant and pump stations.
4. Increased funds for preventive maintenance on electrical, pumps, and other key equipment.

GOALS

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

HIGHLIGHTS

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

PROGRAM OBJECTIVES

- Perform required preventive and predictive maintenance to eliminate spills, overflows, bypasses, or discharge permit violations, and to minimize the possibility of equipment breakdowns
- Promote comprehensive training of division personnel.

GENERAL BUDGET FISCAL YEAR 2019/20

- Continue to promote and provide a safe and healthy environment for all staff, contractors, and community.
- Develop and implement maintenance plan for routine maintenance on all equipment.

PERFORMANCE MEASURES

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

ENVIRONMENTAL COMPLIANCE

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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EXPENDITURES

Personnel

1	Wages	55,899	32,940	36,886	31,689	39,748	2,862	8%
2	Premium Pay	1,256	915	815	291	600	(215)	-26%
3	Health Benefits	7,281	5,794	6,217	5,328	5,450	(767)	-12%
4	Retirement Cont.	9,812	4,514	8,895	7,954	9,340	445	5%
5	Retirement Medical	227	502	553	461	500	(53)	-10%
6	Misc. Benefits	2,434	1,636	2,300	1,548	2,223	(76)	-3%
7	Subtotal	76,909	46,301	55,666	47,271	57,861	2,195	4%

Non-Personnel

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	-	-	-	-	-	-	0%
10	Professional Services	57,067	79,753	60,550	60,874	117,578	57,028	94%
11	Prof. Memberships	-	-	100	-	100	-	0%
12	Insurance Premiums	-	-	-	-	-	-	0%
13	Misc. Expenses	550	12,474	10,600	6,972	7,605	(2,995)	-28%
14	Utilities	-	-	50	0	57	7	15%
15	Travel & Training	25	225	3,450	500	3,600	150	4%
16	Equipment Rental	-	-	-	-	-	-	0%
17	Bldg & Maint Services	-	-	-	-	-	-	0%
18	Chemicals	7,642	2,338	4,000	8,858	9,000	5,000	125%
19	Permits & Licenses	-	-	-	-	-	-	0%
20	Supplies	5,868	8,965	12,251	20,384	22,101	9,850	80%
21	Equipment	7,490	1,587	3,000	-	3,000	-	0%
22	Infrastructure Projects	-	-	-	-	-	-	0%
23	Claims/Penalties	-	-	-	-	-	-	0%
24	Subtotal	78,642	105,342	94,001	97,588	163,041	69,040	73%

25	TOTAL	155,551	151,643	149,667	144,859	220,902	71,235	48%
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Key Changes

COLA, applicable step increases, CalPERS rate changes	\$ 2,195
4% CPI increase for utilities, services, and supplies	\$ 12,040
Professional Services: First Flush Annual Program and Outreach support	\$ 45,000
Pilarcitos Creek Meter Support	\$ 12,000
Total	\$ 71,235

ENVIRONMENTAL COMPLIANCE

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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REVENUE

By Type:

26 JPA Assessments	170,045	162,064	146,642	146,641	218,102	71,460	49%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	(1)	17,703	3,025	2,572	2,800	(225)	-7%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 (From) Reserves	-	-	-	-	-	-	0%
33	170,044	179,767	149,667	149,213	220,902	71,235	48%

By Agency:

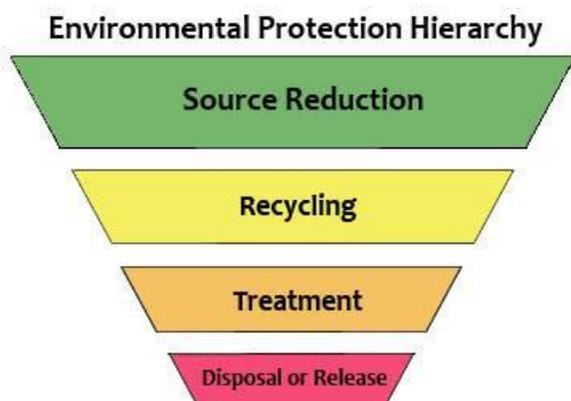
34 Half Moon Bay	66,605	84,597	81,720	81,720	121,544	39,823	49%
35 Granada CSD	37,765	42,461	34,678	34,678	51,578	16,899	49%
36 Montara WSD	65,675	35,006	30,243	30,243	44,981	14,738	49%
37	170,045	162,064	146,642	146,641	218,102	142,696	97%

Key Changes

Authorized Positions:

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

ENVIRONMENTAL COMPLIANCE DIVISION



PROGRAM DESCRIPTION

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

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

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

**Supervisor of
Treatment/Field
Operations**

GENERAL BUDGET FISCAL YEAR 2019/20

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

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	0.25	0.25	0.225	0.275	0.50	0.25	0.25	0.25

FINANCIAL HIGHLIGHTS

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

Budget Line #		FY2018/19	FY 2019/20
1.	Wages Increased for COLA adjustments.	\$36,886	\$39,748
2.	Premium Pay Special compensation for certification above that required by the position.	\$815	\$600
3.	Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual.	\$6,217	\$5,450
4.	Retirement Contributions SAM pays the employer contribution but no portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$8,895	\$9,340
5.	Retirement Medical Increased to reflect contributions in compliance with GASB.	\$553	\$500
6.	Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation.	\$2,300	\$2,223
7.	Personnel Sub-total Subtotal of all wage and benefit costs.	\$55,666	\$57,861
8.	Legal Services There are no legal services budgeted to EC.	\$0	\$0
9.	Engineering Services There are no engineering costs budgeted to EC.	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY2018/19</u>	<u>FY 2019/20</u>
10. Professional Services Services that are specialized and must be performed by outside laboratories and consultants (SVCW, laboratories, SMCRCD, event registration, etc.). Change reflects anticipated fee increases based on new TNI standards.	\$60,550	\$117,578
11. Professional Membership The cost of maintaining membership in CWEA.	\$100	\$100
12. Insurance Premiums There are no insurance premiums budgeted to EC.	\$0	\$0
13. Misc. Expenses Includes incidental expenses (outreach materials, postage, etc.) not reflected in other categories.	\$10,600	\$7,605
14. Utilities There are no utility costs budgeted to EC.	\$0	\$0
15. Travel & Training Training and travel related costs for attendance at industry conferences, seminars, and other related events to keep current on technical skills and industry practices and required safety training.	\$3,450	\$3,600
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.) for less than a fiscal year.	\$0	\$0
17. Building & Maintenance Services There are no building maintenance services budgeted to EC.	\$0	\$0
18. Chemicals Includes chemicals used in the laboratory.	\$4,000	\$9,000
19. Permits & Licenses There are no permits or licenses budgeted to EC.	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY2018/19	FY 2019/20
20. Supplies Lab and general supplies including materials for biology student field trips to the plant.	\$12,251	\$22,101
21. Equipment Purchase of equipment and tools for the laboratory to replace noncompliant or inoperable equipment.	\$3,000	\$3,000
22. Infrastructure Projects There are no project costs budgeted to EC.	\$0	\$0
23. Claims/Penalties There are no claims or penalties budgeted to EC.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$94,001	\$163,041
25. Total Total of all costs for EC (sum of Personnel and Non-Personnel subtotals).	\$149,667	\$220,902

The significant changes in the Environmental Compliance division from the Adopted Budget for FY 2018/19 included in the FY 2019/20 budget are:

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

GOALS

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

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

ACHIEVEMENTS

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

PROGRAM OBJECTIVES

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

PERFORMANCE MEASURES

- Complete 100% NDWSCP inspections as required by SAM permits.

GENERAL BUDGET FISCAL YEAR 2019/20

- Meet and maintain ELAP compliance requirements.
- Complete all of the necessary annual continued learning units to maintain required Environmental Compliance Inspector and Laboratory Analyst certifications from the California Water Environment Association.

INFRASTRUCTURE

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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EXPENDITURES

Personnel

1	Wages	14,794	-	-	-	-	0%
2	Premium Pay	-	-	-	-	-	0%
3	Health Benefits	1,988	-	-	-	-	0%
4	Retirement Cont.	750	-	-	-	-	0%
5	Retirement Medical	16	-	-	-	-	0%
6	Misc. Benefits	363	-	-	-	-	0%
7	Subtotal	17,911	-	-	-	-	0%

Non-Personnel

8	Legal Services	-	5,448	-	5,200	-	0%
9	Engineering Services	194,639	163,255	85,000	86,197	450,000	429%
10	Professional Services	-	59,786	200,000	200,000	(200,000)	-100%
11	Prof. Memberships	-	-	-	-	-	0%
12	Insurance Premiums	-	-	-	-	-	0%
13	Misc. Expenses	47,671	288	-	-	-	0%
14	Utilities	-	-	-	-	-	0%
15	Travel & Training	-	-	-	-	-	0%
16	Equipment Rental	-	-	-	-	-	0%
17	Bldg & Maint Services	-	-	-	-	-	0%
18	Chemicals	-	-	-	-	-	0%
19	Permits & Licenses	-	-	-	4,266	-	0%
20	Supplies	-	-	-	-	-	0%
21	Equipment	40,000	865,804	100,000	297,544	(100,000)	-100%
22	Infrastructure Projects	48,500	1,952,693	1,332,500	1,192,500	2,035,000	53%
23	Claims/Penalties	-	-	-	-	-	0%
24	Subtotal	330,810	3,047,274	1,717,500	1,785,707	2,485,000	45%
25	TOTAL	348,721	3,047,274	1,717,500	1,785,707	2,485,000	45%

Key Changes

Assess and plan for replacement of remaining IPS sections

\$ 767,500

INFRASTRUCTURE

By Category

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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REVENUE

By Type:

26 JPA Assessments	746,075	2,772,559	1,967,500	2,035,500	2,485,000	517,500	26%
27 Contract Services	-	-	-	-	-	-	0%
28 NDWSCP Fees	-	-	-	-	-	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 To/(From) Reserves	-	-	-	-	-	-	0%
33	746,075	2,772,559	1,967,500	2,035,500	2,485,000	517,500	26%

By Agency:

34 Half Moon Bay	395,888	1,473,902	1,092,561	1,130,233	1,384,836	292,275	0%
35 Granada CSD	196,477	757,857	468,317	484,637	587,663	119,346	0%
36 Montara WSD	153,710	540,800	406,622	420,630	512,502	105,880	0%
37	746,075	2,772,559	1,967,500	2,035,500	2,485,000	517,500	26%

Key Changes

Assessments allocated based on CY 2018 flow calculation

Authorized Positions:

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

INFRASTRUCTURE DIVISION



PROGRAM DESCRIPTION

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

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

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
JPA	0.00	0.00	0.00	0.00	0.80	0.50	0.0	0.0

FINANCIAL HIGHLIGHTS

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2018/19 and 2019/20 budgets.

Budget Line #	FY2018/19	FY 2019/20
1. Wages All personnel costs have been reallocated to Treatment.	\$0	\$0
2. Premium Pay All personnel costs have been reallocated to Treatment.	\$0	\$0
3. Health Benefits All personnel costs have been reallocated to Treatment.	\$0	\$0
4. Retirement Contributions All personnel costs have been reallocated to Treatment.	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

<u>Budget Line #</u>	<u>FY2018/19</u>	<u>FY 2019/20</u>
5. Retirement Medical All personnel costs have been reallocated to Treatment.	\$0	\$0
6. Misc. Benefits All personnel costs have been reallocated to Treatment.	\$0	\$0
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$0	\$0
8. Legal Services Costs associated with general contract review reallocated to Administration.	\$0	\$0
9. Engineering Services Engineering services requiring specialized certification or skills will be performed by consulting engineers.	\$85,000	\$450,000
10. Professional Services Specialized services that cannot be provided by staff.	\$200,000	\$0
11. Professional Memberships There are no professional memberships budgeted to Infrastructure.	\$0	\$0
12. Insurance Premiums There are no insurance premiums budgeted to Infrastructure.	\$0	\$0
13. Misc. Expenses There are no utilities budgeted to Infrastructure.	\$0	\$0
14. Utilities There are no utilities budgeted to Infrastructure.	\$0	\$0
15. Travel & Training There are no costs budgeted to Infrastructure.	\$0	\$0
16. Equipment Rental Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY2018/19	FY 2019/20
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset.	\$0	\$0
18. Chemicals There are no chemical costs budgeted to Infrastructure.	\$0	\$0
19. Permits & Licenses Permits related to projects.	\$0	\$0
20. Supplies There are no supply costs budgeted to Infrastructure.	\$0	\$0
21. Equipment Equipment costs associated with projects that exceed \$50,000.	\$100,000	\$
22. Infrastructure Contract construction costs are included in this category. Includes costs associated with projects that exceed \$50,000 each.	\$1,332,500	\$2,035,000
23. Claims/Penalties There are no costs budgeted to Infrastructure.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$1,717,500	\$2,485,000
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$1,717,500	\$2,485,000

The Infrastructure division budget increased from \$1.72 million to \$2.49 million in FY 2019/20. The significant changes in the Infrastructure division are:

1. Increased to fund projects identified in the 5-Year CIP. The projects planned for this fiscal year are:
 - Intertie Pipeline System – Princeton Segment \$100,000
 - Intertie Pipeline System – Montara to Portola Segment \$1,300,000
 - Montara Pump Station – Repair Electrical Conduits \$120,000

GENERAL BUDGET FISCAL YEAR 2019/20

➤ Princeton Pump Station – Pump Station Bypass	\$100,000
➤ WWTP – Influent Pump Electrical Conduit	\$110,000
➤ WWTP – Shade Canopy for Chemical Storage & Pump	\$55,000
➤ WWTP – Anaerobic Digester Heat Exchanger & Shell	\$100,000
➤ WWTP – Install WAS Gravity Thickener & Storage	\$300,000
➤ WWTP – Replace Digester Gas Flare System	\$300,000

GOALS

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

HIGHLIGHTS

- Directed design approval, implementation and construction inspection for all facility projects.
- Infrastructure Projects completed in FY 2018/19:
 - ✓ Portola Pump Station – Replace Pump #1
 - ✓ Portola Pump Station – Replace ATS
 - ✓ WWTP – Replace Chemical Pump System

PROGRAM OBJECTIVES

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

FORCE MAIN: PRINCETON SECTION REPAIR/REPLACE

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	350,000	-	-	100,000	250,000	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	350,000	-	-	100,000	250,000	-

By Agency:

34 Half Moon Bay	195,047	-	-	55,728	139,319.47	-
35 Granada CSD	82,769	-	-	23,648	59,120.98	-
36 Montara WSD	72,183	-	-	20,624	51,559.55	-
37	350,000	-	-	100,000	250,000	-

FORCE MAIN: MONTARA TO PORTOLA SECTION REPAIR/REPLACE

PROJECT REASONING:

The Intertie Pipeline System has demonstrated a vulnerability to breaks, resulting in regulatory violations and human health risks as well as environmental damage. This section needs to be repaired to prevent sanitary sewer overflows.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	350,000	-	-	350,000	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	1,625,000	-	-	950,000	675,000
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	1,975,000	-	-	1,300,000	675,000
25	TOTAL	1,975,000	-	-	1,300,000	675,000

PROJECT DESCRIPTION:

This section of the Intertie Pipeline System is original and has never been assessed for its condition. It is similar in age and material to the section repaired between the Portola Pump Station and the gravity section of the IPS. The design documents, drawings, specifications, and cost estimates will be completed in FY 2019/20 and construction will begin at the end of that year and continue into FY 2020/21.

FORCE MAIN: MONTARA TO PORTOLA SECTION REPAIR/REPLACE

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	1,975,000	-	-	1,300,000	675,000	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	1,975,000	-	-	1,300,000	675,000	-

By Agency:

34 Half Moon Bay	1,100,624	-	-	724,461	376,162.57	-
35 Granada CSD	467,056	-	-	307,429	159,626.65	-
36 Montara WSD	407,320	-	-	268,110	139,210.78	-
37	1,975,000	-	-	1,300,000	675,000	-

MONTARA PUMP STATION: EXTERIOR ELECTRICAL CONDUITS

PROJECT REASONING:

Ranked Priority Level 1 based on a risk for loss of total radio communication and complete power outage as well as a safety risk.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	120,000	-	-	120,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	120,000	-	-	120,000	-
25	TOTAL	120,000	-	-	120,000	-

PROJECT DESCRIPTION:

The project involves replacing degraded conduits and exposed wiring and installing new stainless steel junction boxes.

MONTARA PUMP STATION: EXTERIOR ELECTRICAL CONDUITS

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	120,000	-	-	120,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	120,000	-	-	120,000	-	-

By Agency:

34 Half Moon Bay	66,873	-	-	66,873	-	-
35 Granada CSD	28,378	-	-	28,378	-	-
36 Montara WSD	24,749	-	-	24,749	-	-
37	120,000	-	-	120,000	-	-

PRINCETON PUMP STATION: REHABILITATE BYPASS SYSTEM

PROJECT REASONING:

Ranked Priority Level 1 based on a risk for complete power outage as well as a safety risk.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	100,000	-	-	100,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	100,000	-	-	100,000	-
25	TOTAL	100,000	-	-	100,000	-

PROJECT DESCRIPTION:

In the case of a pump station system failure, there is no method for bypassing the pumps. This functionality is critical to emergency operation and routine maintenance.

PRINCETON PUMP STATION: REHABILITATE BYPASS SYSTEM

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	100,000	-	-	100,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	100,000	-	-	100,000	-	-

By Agency:

34 Half Moon Bay	55,728	-	-	55,728	-	-
35 Granada CSD	23,648	-	-	23,648	-	-
36 Montara WSD	20,624	-	-	20,624	-	-
37	100,000	-	-	100,000	-	-

WWTP: INFLUENT PUMP ELECTRICAL CONDUITS

PROJECT REASONING:

Replace all damaged electrical wires and conduits leading to the influent pumps. These are exposed and are a safety hazard.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	110,000	-	-	110,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	110,000	-	-	110,000	-
25	TOTAL	110,000	-	-	110,000	-

PROJECT DESCRIPTION:

Replaces critical electrical wires and conduits to all influent pumps. These are damaged and vulnerable to further degradation. If the electrical wires should fail, there would not be a method for continuing to pump into the plant as well as a safety hazard.

WWTP: INFLUENT PUMP ELECTRICAL CONDUITS

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	110,000	-	-	110,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	110,000	-	-	110,000	-	-

By Agency:

34 Half Moon Bay	61,301	-	-	61,301	-	-
35 Granada CSD	26,013	-	-	26,013	-	-
36 Montara WSD	22,686	-	-	22,686	-	-
37	110,000	-	-	110,000	-	-

WWTP: CHEMICAL STORAGE SHADE CANOPY

PROJECT REASONING:

The previous chemical storage tank and pumps were exposed to the elements. This created a hostile environment for this equipment, which required replacement sooner than expected useful life.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	55,000	-	-	55,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	55,000	-	-	55,000	-
25	TOTAL	55,000	-	-	55,000	-

PROJECT DESCRIPTION:

Creates a canopy over the new equipment to extend its useful life by minimizing exposure to sun and the elements.

WWTP: CHEMICAL STORAGE SHADE CANOPY

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	55,000	-	-	55,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	55,000	-	-	55,000	-	-

By Agency:

34 Half Moon Bay	30,650	-	-	30,650	-	-
35 Granada CSD	13,007	-	-	13,007	-	-
36 Montara WSD	11,343	-	-	11,343	-	-
37	55,000	-	-	55,000	-	-

WWTP: ANAEROBIC DIGESTER HEAT EXCHANGER

PROJECT REASONING:

The existing equipment is past its useful life, outdated, and is a known vulnerability. The shell and tube bundle have been degraded by corrosive liquid.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1 Wages	-	-	-	-	-	-
2 Premium Pay	-	-	-	-	-	-
3 Health Benefits	-	-	-	-	-	-
4 Retirement Cont.	-	-	-	-	-	-
5 Retirement Medical	-	-	-	-	-	-
6 Misc. Benefits	-	-	-	-	-	-
7 Subtotal	-	-	-	-	-	-

Non-Personnel

8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	-	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-
13 Misc. Expenses	-	-	-	-	-	-
14 Utilities	-	-	-	-	-	-
15 Travel & Training	-	-	-	-	-	-
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
18 Chemicals	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	-	-	-	-	-	-
21 Equipment	-	-	-	-	-	-
22 Infrastructure Projects	100,000	-	-	100,000	-	-
23 Claims/Penalties	-	-	-	-	-	-
24 Subtotal	100,000	-	-	100,000	-	-
25 TOTAL	100,000	-	-	100,000	-	-

PROJECT DESCRIPTION:

Install a stainless steel heat exchanger and shell to replace the outdated equipment and avoid corrosion.

WWTP: ANAEROBIC DIGESTER HEAT EXCHANGER

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	100,000	-	-	100,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	100,000	-	-	100,000	-	-

By Agency:

34 Half Moon Bay	55,728	-	-	55,728	-	-
35 Granada CSD	23,648	-	-	23,648	-	-
36 Montara WSD	20,624	-	-	20,624	-	-
37	100,000	-	-	100,000	-	-

WWTP: WASTE ACTIVATED SLUDGE GRAVITY THICKENER

PROJECT REASONING:

Existing equipment allows for effective thickening of the sludge, thereby improving primary clarifier performance, less belt press time, and lower sludge hauling costs.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	300,000	-	-	300,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	300,000	-	-	300,000	-

25	TOTAL	300,000	-	-	300,000	-
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PROJECT DESCRIPTION:

Install waste activated sludge gravity thickener to reduce sludge hauling costs, address storage shortage, and prolong the useful life of other sludge dewatering assets.

WWTP: WASTE ACTIVATED SLUDGE GRAVITY THICKENER

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	300,000	-	-	300,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	300,000	-	-	300,000	-	-

By Agency:

34 Half Moon Bay	167,183	-	-	167,183	-	-
35 Granada CSD	70,945	-	-	70,945	-	-
36 Montara WSD	61,871	-	-	61,871	-	-
37	300,000	-	-	300,000	-	-

WWTP: DIGESTER GAS FLARE SYSTEM REPLACEMENT

PROJECT REASONING:

Asset is past its useful life and is a known vulnerability if system failed. The proposed combined heat and power system will provide both a reduction in greenhouse gas emissions and a reduction in PG&E purchased power costs for the plant. It will also result in an improvement on existing flare system, for which parts are no longer available.



PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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EXPENDITURES

Personnel

1	Wages	-	-	-	-	-
2	Premium Pay	-	-	-	-	-
3	Health Benefits	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-
5	Retirement Medical	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-
7	Subtotal	-	-	-	-	-

Non-Personnel

8	Legal Services	-	-	-	-	-
9	Engineering Services	-	-	-	-	-
10	Professional Services	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-
14	Utilities	-	-	-	-	-
15	Travel & Training	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-
18	Chemicals	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-
20	Supplies	-	-	-	-	-
21	Equipment	-	-	-	-	-
22	Infrastructure Projects	300,000	-	-	300,000	-
23	Claims/Penalties	-	-	-	-	-
24	Subtotal	300,000	-	-	300,000	-
25	TOTAL	300,000	-	-	300,000	-

PROJECT DESCRIPTION:

Replace digester gas flare and accessories and install combined heat and power system.

WWTP: DIGESTER GAS FLARE SYSTEM REPLACEMENT

PROJECT TOTAL	EXPENSED PRIOR YEARS	ACTUAL FY 2018/19	PROPOSED FY 2019/20	PROPOSED FY 2020/21	PROPOSED FY 2021/22
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REVENUE

By Type:

26 JPA Assessments	300,000	-	-	300,000	-	-
27 Contract Services	-	-	-	-	-	-
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 (From) Reserves	-	-	-	-	-	-
33	300,000	-	-	300,000	-	-

By Agency:

34 Half Moon Bay	167,183	-	-	167,183	-	-
35 Granada CSD	70,945	-	-	70,945	-	-
36 Montara WSD	61,871	-	-	61,871	-	-
37	300,000	-	-	300,000	-	-

ITEM #3

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SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, March 11, 2019

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

1. CALL TO ORDER

A. Roll Call	Chair:	Dr. Deborah Penrose (HMB)
	Vice-Chair:	Kathryn Slater-Carter (MWSD)
	Secretary/Treasurer:	Barbara Dye (GCSD)
	Director:	Jim Blanchard (GCSD)
	Director:	Ric Lohman (MWSD)
	Director:	Deborah Ruddock (HMB)

2. PUBLIC COMMENT / ORAL COMMUNICATION

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

- A. Approve Minutes of February 25, 2019, Regular Board Meeting ([Attachment](#))
- B. Approve Disbursements for March 11, 2019 ([Attachment](#))
- C. Adopt Electronic Communications Resources Policy and Rescind Internet, Voicemail, E-mail, and Electronic Communications Usage and Security Policy and Procedures and Cellular Phone Reimbursement Policy ([Attachment](#))

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

- A. Authorize the General Manager to Issue a Purchase Order with Calcon Systems, Inc. to Rewire the Electrical for the Fire Control Panel in an Amount not to Exceed \$88,220 ([Attachment](#))
- B. Authorize Change Order #1 for Portola Pump Station Replacement Pump Project in an Amount Not to Exceed \$16,000 ([Attachment](#))
- C. Discuss Proposed General Budget for FY 2019/20 and Authority General Manager to Submit it to the Member Agencies for Approval ([Attachment](#))

5. GENERAL MANAGER'S REPORT

- 6. **ATTORNEY’S REPORT**
- 7. **DIRECTORS’ REPORT**
- 8. **TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)**
- 9. **PUBLIC COMMENT / ORAL COMMUNICATION**
- 10. **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. Authority’s Designated Representatives: Beverli A. Marshall, General Manager, and Carl Nelson, Polisner, Maddow, Nelson & Judson. Employee Organization: Unrepresented Employees
 - B. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
 Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
 - C. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
 Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)
 - D. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
 Pursuant to Government Code 54957 – Title: General Manager
- 11. **CONVENE IN OPEN SESSION** (*Report Out on Closed Session Items*)
- 12. **ADJOURNMENT**
 - Upcoming Regular Board Meetings: March 25 and April 8, 2019

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. The Board Chair will call forward those wishing to speak on a matter listed on the Agenda at the appropriate time.

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

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
BY: Stacey Thompson, Supervisor of Administrative Services
SUBJECT: **Approve Minutes of February 25, 2019 Regular Board Meeting**

Executive Summary

The purpose of this report is for the Board of Directors to review the minutes for the February 25, 2019, Regular Board meeting.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

Background and Discussion/Report

Attached are the minutes for the February 25, 2019, Regular Board for review and approval.

Staff Recommendation

Staff recommends that the Board of Directors approve the minutes for the referenced Board meeting as presented.

Supporting Documents

Attachment A: Minutes February 25, 2019, Regular Board Meeting

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	94

MINUTES
SAM BOARD OF DIRECTORS MEETING
February 25, 2019

1. CALL TO ORDER

Chair Penrose called the meeting to order at 7:02 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

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

2. PUBLIC COMMENT/ORAL COMMUNICATION

John Szabo, resident of Half Moon Bay and SAM employee, addressed the Board. He stated that he and his crew were tired of the Mark Thomas Company telling them when they can and cannot go on a call out in Half Moon Bay. He stated that if the Mark Thomas Company does not show up for a service call the SAM crew is not allowed to go to Half Moon Bay to do what is required to address backups, and over flows. Chair Penrose stated that she would be looking in to it and asked him to let her know the dates and incidents that he had just discussed. The Board thanked John for the information he provided.

3. 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)

Director Ruddock requested that agenda item 3D – Adopt Communications Resources Policy and Rescind Internet, Voicemail, E-Mail, and Electronic Communications Usage and Security Policy and Procedures and Cellular Phone Reimbursement Policy, be pulled for further discussion.

A. Approve Minutes of February 11, 2019 Regular Board Meeting

B. Approve Disbursements for February 25, 2019

C. Receive FY 2018/19 Expense and Revenue Report for Period Ending January 31, 2019.

Director Lohman moved and Director Dye seconded the motion to approve consent agenda items 3A through 3C as presented.

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

- D. Adopt Electronic Communications Resources Policy and Rescind Internet, Voicemail, E-Mail, and Electronic Communications Usage and Security Policy And Procedures and Cellular Phone Reimbursement Policy

Director Ruddock discussed clarification of the word “employees” and Director Slater-Carter requested that General Counsel Nelson review and make any clarifications necessary to the documents. This agenda item will be brought back to a future Board meeting.

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

- A. First Flush Presentation for FY 2019/19 by San Mateo Resource Conservation District

Julian Carroll and Kellyx Nelson of the Resource Conservation District (RCD) gave a presentation to the Board on the First Flush program results for FY 2018-19. They discussed the program, the sample sites, physical tests, and the 2018 physical results summary, as well as the next steps to raise awareness, distribute data, and inform management and target practices. Following discussion, the Board thanked Julian and Kellyx for their report.

- B. Authorize General Manager to Enter into an Agreement with San Mateo Resource Conservation District for the First Flush Program in an Amount Not to Exceed \$60,000 for FY 2019/20 through FY 2021/22

General Manager Marshall reviewed the staff report and recommended that the Board of Directors authorize participation in the three year program and authorize payment for FY 2019/20 program in the amount of \$20,000.

Director Ruddock moved and Director Slater-Carter seconded the motion for the General Manager to enter in to an agreement with San Mateo Resource Conservation District for the First Flush program in an amount not to exceed \$20,000 for FY 2019/20.

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

- C. Discuss Draft Operation & Maintenance Budget for FY 2019/20

General Manager Marshall reviewed the staff report and recommended that Board of Directors discuss the draft budget and the 5 year CIP.

A discussion ensued. Director Ruddock stated that Half Moon Bay needs a more detailed discussion with their staff regarding the Collections department before giving any direction to SAM staff.

Chair Penrose requested extending the meeting for 10 minutes. The Board Concurred.

Director Slater-Carter suggested that SAM needs to be indemnified and protected if the information she heard in Public Comment regarding the Mark Thomas Company possibly deviating from NPDES permit standards is correct. She requested that the General Manager do a specific report on what was discussed in Public Comment by John Szabo.

D. Discuss Treasurer Position and Provide Direction

Director Ruddock moved and Director Penrose seconded the motion to pursue the direction given by the SAM General Manager to have the Supervisor of Administrative Services, Stacey Thompson, serve as Treasurer.

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

5. GENERAL MANAGER'S REPORT

A. Receive Manager's Report for January 2019

Supervisor of Treatment/Field Operations Costello discussed the PG&E power outage of February 16, 2019, the brown out of February 26, 2019, and other happenings during the month of January.

Chair Penrose requested that the Board extend the meeting for 10 more minutes. Director Slater-Carter then stated that she would like to extend the meeting to 9:30 p.m. The Board concurred to extend the meeting to 9:30 p.m.

6. ATTORNEY'S REPORT

General Counsel Nelson reported on CASA bill AB1672 – Flushable Wipes.

7. DIRECTOR'S REPORT

Director Lohman informed the Board that he is the new LAFCo representative for San Mateo County.

8. TOPICS FOR FUTURE BOARD CONSIDERATION

None

9. PUBLIC COMMENT/ORAL COMMUNICATION

None

10. CONVENE IN CLOSED SESSION *(Items discussed in Closed Session comply with the Ralph M. Brown Act.) 9:12 p.m. to 9:25 p.m.*

A. CONFERENCE WITH DISTRICT'S LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6. Authority's Designated Representatives: Fran Buchanan, IEDA, Beverli A. Marshall, General Manager, and Carl Nelson, Polisner, Maddow, Nelson & Judson. Employee Organization: IUOE, Stationary Local No. 39

B. CONFERENCE WITH DISTRICTS LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6. Authority's Designated Representatives: Beverli A. Marshall. General Manager, and Carl Nelson, Polisner, Maddow, Nelson & Judson. Employee Organization: Unrepresented Employees

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

The Board went in to closed session at 9:12 p.m.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Kishen Prathivadi, Engineering & Construction Contracts Manager
 Stacey Thompson, Supervisor of Administrative Services
 Tim Costello, Supervisor of Technical / Field Services

SUBJECT: Monthly Manager’s Report – January 2019

Executive Summary

The purpose of this report is to keep the Board and public informed of SAM’s day-to-day operations.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 5.5: *“Operations and maintenance should be proactively planned, and the Board shall be kept up to date on progress on operations and maintenance issues.”*

Background and Discussion/Report

The following data is presented for the month of January 2019.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.878	55.4%
Accidents, Injuries, etc.:	0	Granada CSD	0.335	21.1%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.373</u>	<u>23.5%</u>
Reportable Spills Cat 2:	0	Total	1.585	100%
Reportable Spills Cat 3:	0			

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	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	99

Administration

There were two Board meetings in the month of December (1 and 10) 2018. There were no requests for public records during the month of December. There were five media articles during the month of January referencing the Sewer Authority Mid-Coastside or sewer-related issues: “Five Years on Board Reveals Need for New Sewer Answers”, January 9, 2019, Half Moon Bay Review; “Problems at SAM Come from HMB”, January 16, 2019, Half Moon Bay Review; “County Considers Mirada”, January 16, 2019, Half Moon Bay Review; “Taking Stock of the City”, January 29, 2019, Half Moon Bay Review; and “Granada District Officials Set Their Sights on Parks”, January 30, 2019, Half Moon Bay Review.

There were no work-related accidents, injuries, or illnesses resulting in lost time in the month of January. Staff has worked since March 10, 2011, without a lost time incident (2,904 days).

There was one employee anniversary in the month of January: Carlos Mendez, Mechanic, 6 years of services.

Operations & Maintenance

Two baker tanks have been placed back at the Montara pump station, this will give us an additional 40,000 gallons of wet weather storage in addition to the walker tank. Staff will determine if there is a need for additional storage based on the coming wet weather patterns.

The following permanent installations are still in place.

Montara Pump Station – Walker Tank, which has a capacity of 434,000 gallons.

The Portola Station – Wet Weather Facility, which has a capacity of 200,000 gallons.

The Portola pump has the ability to use the Wet Weather Facility as a modified equalization basin or as wet weather flow storage as originally designed.

Operations were good overall in January, while we did get some rain it came with breaks so that was good. We have been in the process of getting things ready for the rotary drum testing and we are still in the process of finishing up some of the temporary pipe work for this test run. We finished up some work in primary #2 so it’s ready to go. We have a few power glitches but that is always expected this time of year. One of the gas blowers has been failing periodically, intermittent issues can be very problematic to narrow down but we will find the cause, we have been running it during the day at it seems to run fine for the most part with no distinctive pattern when it trips out. The bisulfite heat trace line could have been worse for obvious reasons but I believe that issue should not return with the current alarms in place. The flare is intermittent in it’s failures also, sometimes it works fine other times it is problematic.

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During the month of January 2019, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 5.51 inches of rain in January. This year only 4.02 inches were recorded (US climate data HMB). Rainfall totals were as follows, 5.15 inches at the treatment plant, 4.83 inches in the GCSD service are, and 4.79 inches at the MWSD weather station. There are micro climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of January 2019.

- 1/1/2019 - 3 flare fails during work hours, (lockout 28) able to get it going
- 1/2//2019 - Heat trace line on bisulfite tripped its circuit, this caused the line to freeze up due to the cold temps – the crew was able to set up a manual feed system while they facilitated a repair. Effluent quality was not affected.
- 1/3/2019 - The team cleaned ½ of the chlorine contact basin (routine cleaning), swing samplers were sent in for repair, Cal-con was in to set up a low temp alarm on heat trace so that we will know sooner if there is an issue, Flare tripped on lockout 28 (main flame) able to reset/ this was an o.t. call
- 1/4/2019 - Confined space work in primary #2, flare tripped – able to reset
- 1/5/2019 - Flare tripped - lockout 28 – able to reset - o.t. call
- 1/6/2019 - Flare had tripped, there was a power glitch, equipment all reset, there was a low a low chlorine alarm due to a blockage in the sample line, blockage was cleared all ok.
- 1/8/2019 - Received hypochlorite for the plant
- 1/9/2019 - New vacuum pump was installed in the lab
- 1/10/2019 - Work on was line to get ready for rotary drum test
- 1/11/2019 - Work on feed line in preparation of rotary drum
- 1/13/2019 - Flare failed – reset – not getting a pilot flame
- 1/14/2019 - 3 water system alarm, system was out of balance with air water ratio
- 1/15/2019 - RF MacDonald was in to work on Flare, also did some more work on the 3 water system
- 1/16/2019 - Replaced the belts on the filter belt press, this is routine work in general we get good longevity out of our belts. There was also a coast side wide power glitch requiring equipment checks at all the stations and plant, routine whenever there is a glitch.
- 1/17/2019 - Hypochlorite delivery for the pump stations
- 1/18/2019 - Gas blower fail, low suction pressure – able to restart
- 1/19/2019 - Boiler trip due to gas blower trip, able to reset

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- 1/21/2019 - Gas blower in alarm again, we have a call in for technical assistance
- 1/23/2019 - Received fuel delivery of 1440 gallons for the generator
- 1/24/2019 - Work on the digester heat exchanger - partial blockage

- 1/25/2019 - Cal-con was in to do some work on a ferric chloride pump and to do some electrical work at the Montara pump station, Boiler tripped due to gas blower again having still trying to identify cause. Intermittent issues can be a problem this way.
- 1/27/2019 - Flare tripped on lockout 28, (main flame), o.t. call
- 1/29/2019 - Heat exchanger blockage again
- 1/30/2019 - Work on heat exchanger again, flushed line, worked on water supply line for rotary drum
- 1/31/2019 - Power glitch in the a.m., reset equipment, Cal-con was in for electrical work at Montara pump station, continued work on supply lines for rotary drum.

There were four deliveries (approximately 1,650 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 165.00. There were 242 leachate deliveries to the SAM IPS line in the month of January, for a total leachate volume of 1,297,651 gallons.

The NPDES data report for January 2019 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 40,426 feet of sewer line and responded to seven service calls in contract service area. Three in HMB, one in GCSD, and three in MWSD. On the maintenance side of the contract services the mechanics responded to fourteen response calls, six in HMB, zero in GCSD and eight in MWSD.

HMB – The service calls in the HMB service were as follows: The first was a private lateral issue. On 1/16/19 smart cover response due to rain. The third was a private lateral issue.

On the maintenance side of things the first was for a power issue at Bell moon on 1/8, the next three were at bell moon, pelican point and ocean colony due to weather related loss of power. On 1/31 there were two more callouts related to power loss at the pelican point station and the ocean colony station, one was in the early morning the other was in the afternoon.

GCSD – There was one sewer-related call in the GCSD service area. It was for a backup that had been re-occurring, the crew check the main line which was

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clear and there was no property line cleanout that could be found. The homeowner was advised that this was a private issue and would need to contact a plumber.

There were no maintenance service calls in GCSD this month.

MWSD – The three sewer related calls in MWSD were as follows; the first was for a concerned citizen that heard her toilet making noise when the crew was in the area cleaning, there was no other issue. The second was smart cover response on 1/16 due to weather, the third was for standing water in the service line, the crew flushed the main line finding no issue he homeowner was advised to contact a plumber.

On the maintenance side there were eight callouts, the first was a power related issue at Kanoff lift station. The second was power related effecting 7th, Niagara, Vallemar and 3 seal cove stations. The third and fourth were for the Distillery for a grinder pump issue we believe could have been caused by a contractor doing some work after discussing with the contractor the issue did not repeat. The fifth was for an alarm at the Vallemar station, unsure of cause. The sixth was for a power interruption at the Airport station. The seventh was for a red light at Distillery, possibly caused by a power glitch. The eighth was for the Vallemar station, pump 2 had failed to start but it was able to be reset.

The latest collection system data report is provided (Attachment D) for the Board's information. There were no Category 1, no Category 2, and no Category 3 SSOs during the month of January 2019. I would like to draw the board's attention to the chart in the report as the continued hard work and effort of the crew is clearly visible.

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for January 2019.

Supporting Documents

- Attachment A: Monthly Flow Report January 2019
- Attachment B: Monthly NPDES Report January 2019
- Attachment C: Outfall Inspection Report January 2019
- Attachment D: Collection System Data January 2019

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Attachment A

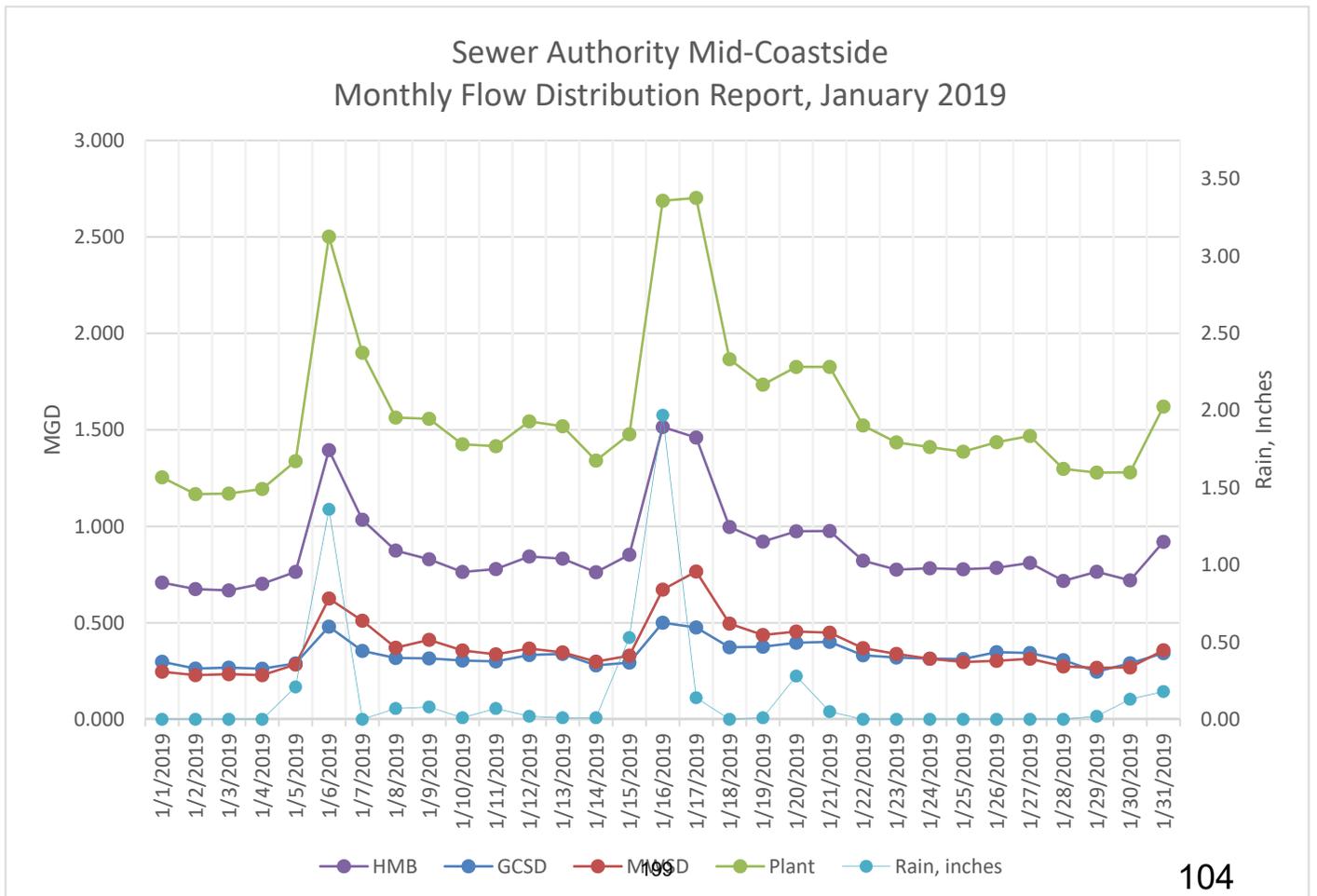
Flow Distribution Report Summary for January 2019

The daily flow report figures for the month of January 2019 have been converted to an Average

Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.878	55.4%
Granada Community Services District	0.335	21.1%
Montara Water and Sanitary District	<u>0.373</u>	<u>23.5%</u>
Total	1.585	100.0%



Sewer Authority Mid-Coastside

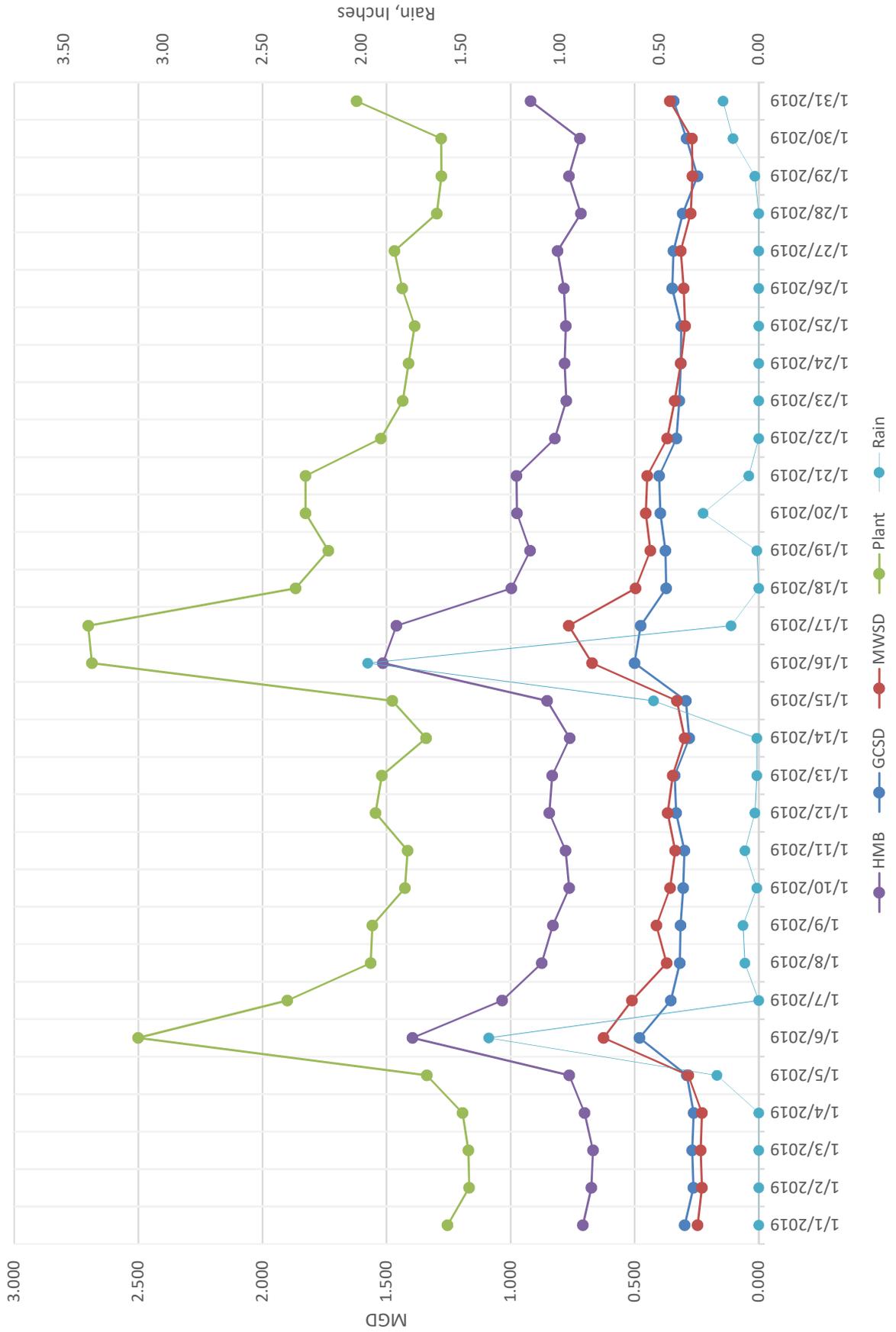
Monthly Flow Distribution Report for January 2019

<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>
1/1/2019	0.709	0.298	0.247	1.254	0.00	0.00	0.00
1/2/2019	0.675	0.263	0.229	1.167	0.00	0.00	0.00
1/3/2019	0.668	0.268	0.234	1.170	0.00	0.00	0.00
1/4/2019	0.702	0.262	0.229	1.194	0.00	0.00	0.00
1/5/2019	0.764	0.290	0.284	1.338	0.21	0.54	0.36
1/6/2019	1.395	0.480	0.626	2.501	1.36	1.32	1.36
1/7/2019	1.034	0.355	0.511	1.900	0.00	0.00	0.00
1/8/2019	0.875	0.318	0.371	1.563	0.07	0.00	0.02
1/9/2019	0.830	0.316	0.412	1.557	0.08	0.28	0.29
1/10/2019	0.764	0.305	0.357	1.425	0.01	0.00	0.00
1/11/2019	0.778	0.300	0.337	1.415	0.07	0.12	0.11
1/12/2019	0.844	0.333	0.367	1.544	0.02	0.04	0.05
1/13/2019	0.833	0.339	0.347	1.519	0.01	0.00	0.00
1/14/2019	0.762	0.280	0.299	1.341	0.01	0.00	0.00
1/15/2019	0.853	0.294	0.330	1.477	0.53	0.25	0.37
1/16/2019	1.515	0.501	0.672	2.687	1.97	1.47	1.29
1/17/2019	1.460	0.476	0.766	2.702	0.14	0.01	0.02
1/18/2019	0.997	0.373	0.496	1.866	0.00	0.00	0.00
1/19/2019	0.921	0.376	0.437	1.734	0.01	0.00	0.00
1/20/2019	0.974	0.397	0.455	1.826	0.28	0.30	0.33
1/21/2019	0.976	0.402	0.449	1.827	0.05	0.02	0.03
1/22/2019	0.822	0.332	0.369	1.523	0.00	0.00	0.00
1/23/2019	0.776	0.320	0.339	1.435	0.00	0.00	0.00
1/24/2019	0.783	0.314	0.314	1.411	0.00	0.00	0.00
1/25/2019	0.777	0.312	0.297	1.387	0.00	0.00	0.00
1/26/2019	0.785	0.348	0.303	1.436	0.00	0.00	0.00
1/27/2019	0.811	0.344	0.314	1.468	0.00	0.00	0.00
1/28/2019	0.717	0.307	0.274	1.298	0.00	0.00	0.00
1/29/2019	0.765	0.247	0.267	1.279	0.02	0.05	0.05
1/30/2019	0.720	0.290	0.269	1.280	0.13	0.15	0.27
1/31/2019	0.920	0.343	0.358	1.621	0.18	0.28	0.24
Totals	27.204	10.383	11.559	49.145	5.15	4.83	4.79

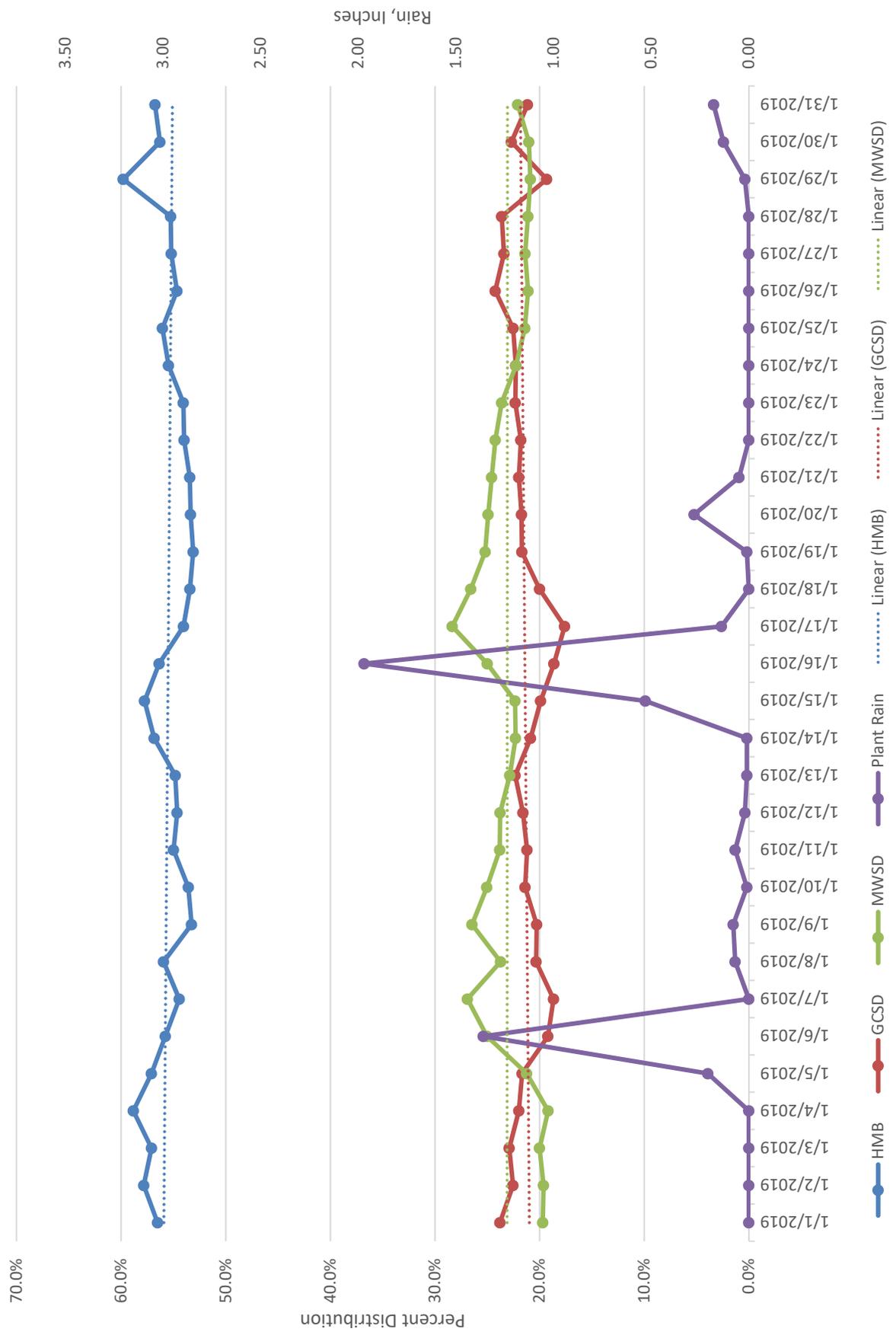
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.668	0.247	0.229	1.167
Average	0.878	0.335	0.373	1.585
Maximum	1.515	0.501	0.766	2.702
Distribution	55.4%	21.1%	23.5%	100.0%

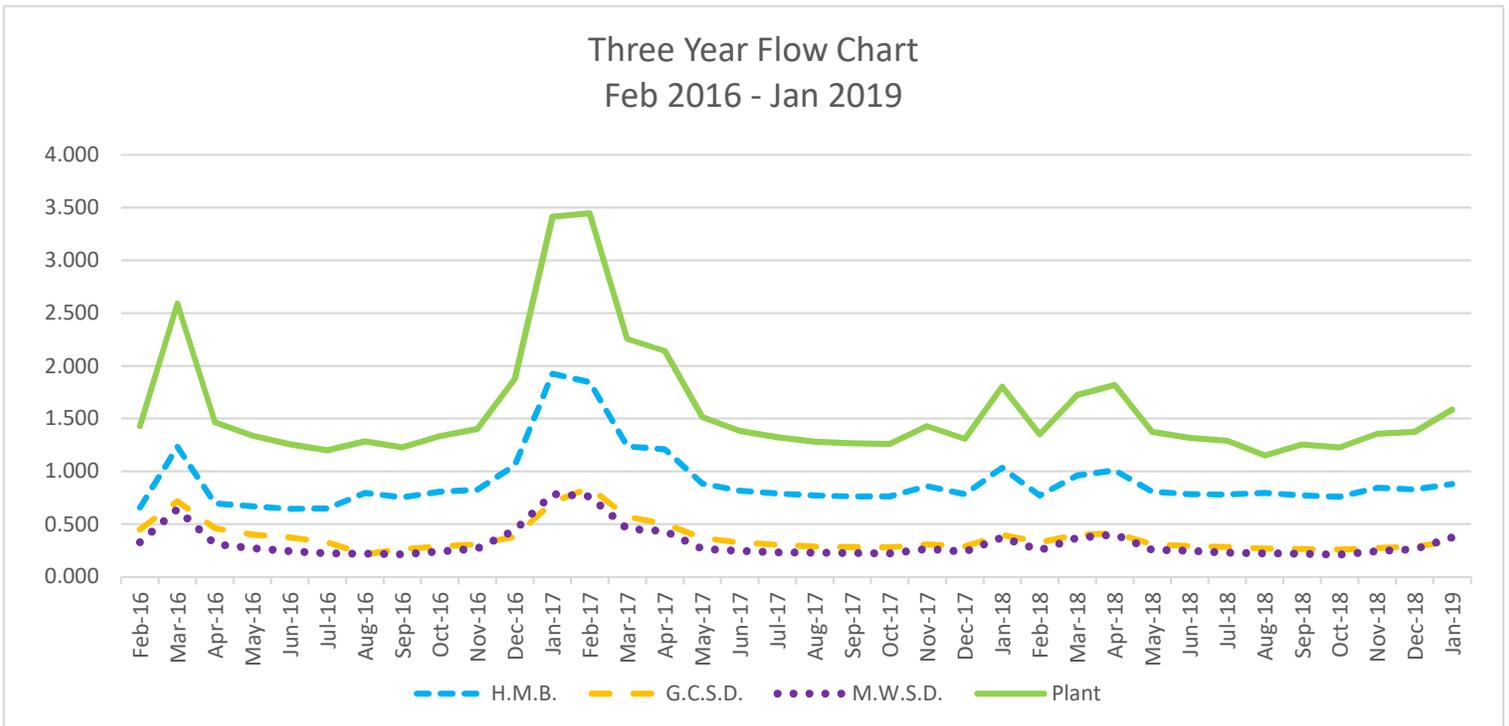
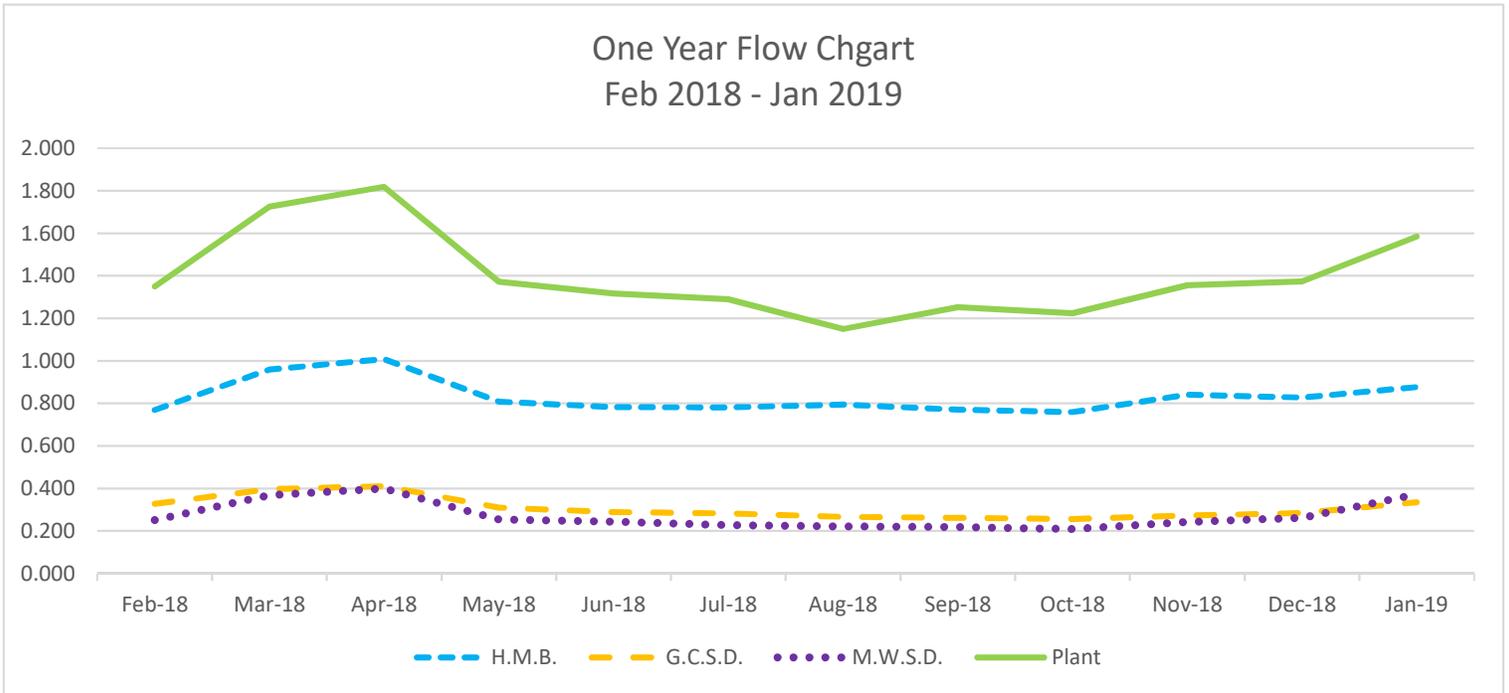
Sewer Authority Mid-Coastside
 Monthly Flow Distribution Report, January 2019



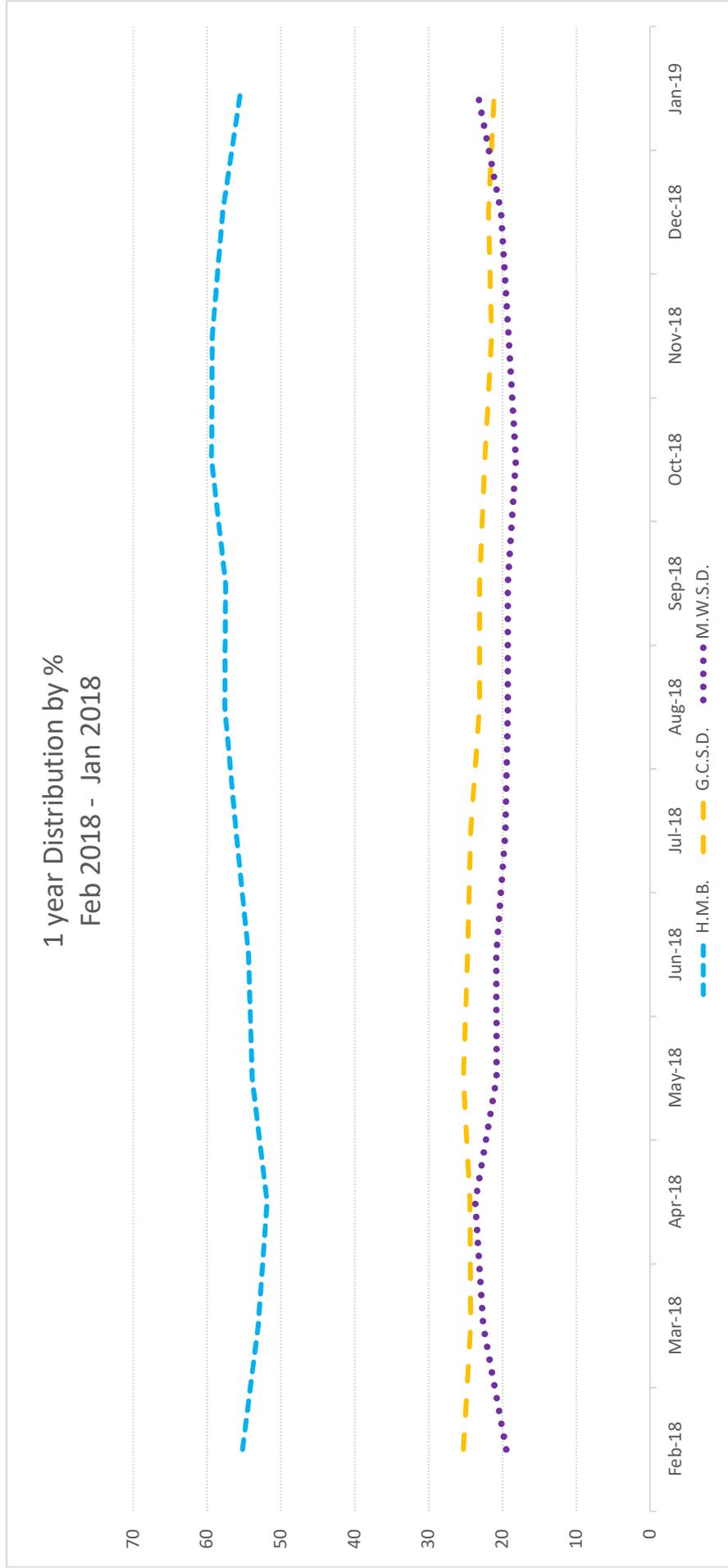
Percent Distribution January 2019



Most recent flow calibration April 2018 PS, April 2018 Plant



Flow based percent distribution based for past year



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, January 2019

Attachment C

January 2019

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

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
January 2019	0	0	0	0	0
12 Month Moving Total	0	0	0	0	0

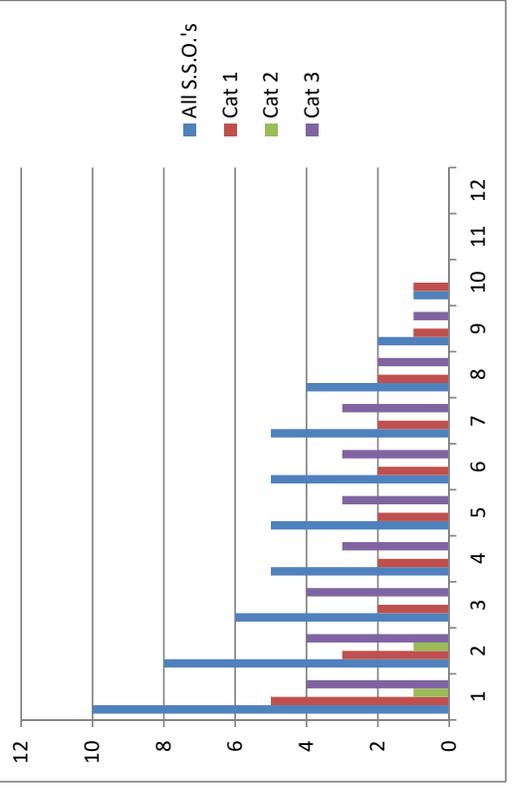
SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
January 2019	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	0.0	0.0	0.0	0.0	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	0.0	0.0	0.0	0.0	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
Feb - 18	10,011	6,913	11,998	28,922	5.5
Mar - 18	15,529	10,672	9,585	35,786	6.8
Apr - 18	13,294	11,588	11,614	36,496	6.9
May - 18	12,081	12,563	10,730	35,374	6.7
June - 18	17,720	17,272	9,086	44,078	8.3
July - 18	29,678	19,093	9,715	58,486	11.1
Aug - 18	22,610	22,232	16,155	60,997	11.6
Sep - 18	15,448	16,407	11,416	43,271	8.2
Oct - 18	21,189	10,969	14,786	46,944	8.9
Nov - 18	19,571	27,546	10,338	57,455	10.9
Dec - 18	27,756	17,357	9,422	54,535	10.3
Jan - 19	17,682	11,504	11,240	40,426	7.7
Annual ft	222,569	184,116	136,085	542,770	
Annual Mi.	42.2	34.9	25.8		102.8

12 Month Moving SSO Totals Through January 2019



TASK SUMMARY- GCSD

Task	Target Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	174,000	16,423	20,160	15,665	10,844	24,631	15,924	10,071						113,718	65%
Hot Spot Cleaning	5,400	2,670	2,072	742	125	2,915	1,433	1,433						11,390	211%
Lift Station Inspection - Daily	260	21	23	19	22	19	19	21						144	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-						-	0%
Maint. Work Orders - Completed	-	19	23	21	23	18	14	20						138	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-						-	-
Manhole Inspection	879	94	120	90	54	138	90	64						650	74%
USA Markings	372	53	52	33	32	19	46	86						321	86%
F.O.G. Inspections Completed	10	2	-	-	-	-	-	-						2	20%
F.O.G. Inspections Passed	10	2	-	-	-	-	-	-						2	20%
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-						-	-
Lateral Inspections	-	-	-	-	-	-	-	-						-	-
Customer Service Call - Reg	-	3	1	2	3	2	3	1						15	-
Customer Service Call - OT	-	-	-	-	-	-	-	1						1	-
SSO Response - Category 1	-	-	-	-	-	-	-	-						-	-
SSO Response - Category 2	-	-	-	-	-	-	-	-						-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-						-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0						-	-

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ITEM #4

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GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

February 21, 2019

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

ROLL CALL

President Matthew Clark, Vice President Barbara Dye, Director Jim Blanchard, Director David Seaton, and Director Eric Suchomel.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito (the Regular Meeting only), and District Counsel Bill Parkin.

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

- 1. Conference with Real Property Negotiator (Government Code Section 54956.8).**
District's Negotiator: Chuck Duffy.
Negotiating parties: Half Moon Bay Fire Protection District and Granada Community Services District.
Property under negotiation: Vacant Land with no address located at Obispo Road and Avenue Portola, El Granada, California. (Parcel "A", APN 047-261-030)
Under negotiation: Instruction to negotiator will concern price and terms.
- 2. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo County Superior Court Case No. 17CIV03092.
- 3. Conference Involving A Joint Powers Agency – Sewer Authority Mid-Coastside (Government Code Section 54956.96):**
 - A. CONFERENCE WITH AUTHORITY'S (SAM) LABOR NEGOTIATORS**
Pursuant to Government Code Section 54957.6. Authority's Designated Representatives: Fran Buchanan, IEDA, Beverli A. Marshall, General Manager, and Carl Nelson, Polisner, Maddow, Nelson & Judson. Employee Organization: IUOE, Stationary Local No. 39
 - B. CONFERENCE WITH AUTHORITY'S (SAM) LABOR NEGOTIATORS**
Pursuant to Government Code Section 54957.6. Authority's Designated Representatives: Beverli A. Marshall, General Manager, and Carl Nelson,

Polisner, Maddow, Nelson & Judson. Employee Organization: Unrepresented Employees

D. CONFERENCE WITH AUTHORITY'S (SAM) LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

Granada Community Services District representatives on SAM joint powers agency board: Jim Blanchard and Barbara Dye.

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Resident Jane Pray Silver commented on the 2/04/19 PAC meeting, and made a suggestion for the District website.

Resident Rosemary Trujillo commented on the PAC trail plan for the medians and on median ownership.

ACTION AGENDA

1. Consideration of Variance for APN 047-111-270, 736 San Carlos, EG, 4,800 sq. ft. Parcel, R-1/S-17 Zoning District, Owner: Xue.

The Assistant General Manager reviewed the application information and noted that the applicant's agent was present for questions. Counsel reviewed the findings and explained that the information confirming that finding #5 had been met was provided after preparation of the agenda.

ACTION: Director Seaton moved to approve the variance and related required findings, with an amendment to finding #5. (Seaton/Blanchard). Approved 5-0.

2. Consideration of Semi-annual Variances: APN 048-032-070, Cortez Ave., Miramar, 4,400 sq. ft. Parcel, R-1/S-94 Zoning District, Owner: Irfan.

The Assistant General Manager reviewed the application information and noted that the applicant was present for questions. It was confirmed that the parcel was legally created.

ACTION: Director Dye moved to approve the variance and related required findings, with amendments. (Dye/Blanchard). Approved 5-0.

3. Consideration to Appoint Member to the Parks Advisory Committee and Two Alternates.

President Clark explained that he and Director Suchomel, as members of the PAC Selection Committee, interviewed the applicants interested in filling the vacancy on the Parks Advisory Committee.

ACTION: Director Suchomel moved to appoint Ric Barker to fill the vacancy, with Lyle Cofield as the first alternate, and Gael Erickson as the second alternate. (Suchomel/Blanchard). 5-0 approved.

4. Consideration of Parks Advisory Committee Work Plan Pursuant to the Priority List.

The Assistant General Manager presented the work plan approved by the PAC on February 4 based on the park priorities established by the GCSD Board, which will dictate the committee's focus for the coming year.

The Board held a discussion on the six item work plan. The Board agreed that PAC should organize a public outreach plan for Item #1, supporting efforts to plan for Burnham Park, while project planning is on hold. They also agreed with the work plan for Item #2, Item #3, Item #5, and Item #6. On Item #4, develop a trails and amenities plan for all El Granada medians, the PAC Median Trails Plan tasks list, created in April 2018 and provided in the packet, the Board approved tasks #1-#8 of the twelve total tasks.

ACTION: Director Dye moved to approve the work plan as stated above. (Dye/Blanchard). Approved 5-0.

5. Consideration of Roadway Medians Ownership.

The General Manager indicated that Director Dye requested this item for discussion, and referred to a July 1, 2016 letter from Counsel provided in the packet, which concluded after extensive research and analysis, that the County owns the medians in fee. The Board held a discussion, and received a comment from resident Jane Pray Silver.

6. Consideration of Sewer Authority Mid-Coastside Mid-Year Budget Amendments.

ACTION: Director Dye moved to approved the SAM mid-year budget amendments. (Dye/Blanchard). Approved 5-0.

7. Consideration of Grant of Easements to SAM and Easement Agreement for Wet Weather Storage Project (Phase 2) on GCSD's Burnham Strip Property, and Associated Environmental Documents.

ACTION: Director Dye moved to approve the grant of easements to SAM as presented, with the associated environmental documents, subject to minor revisions by staff as necessary. (Dye/Suchomel). Approved 4-0-1, Director Seaton abstaining.

8. Consideration of Independent Contractors Agreement for Legal Services with Wittwer Parkin LLP.

ACTION: Director Suchomel moved to approve the Agreement for legal services. (Suchomel/Blanchard). Approved 5-0.

9. Consideration of Sewer Authority Mid-Coastside Report.

The District's SAM Representatives reported on the latest SAM meetings.

CONSENT AGENDA

10. Approval of January 17, 2019 Meeting Minutes.

11. Approval of February 2019 Warrants.

12. Approval of January 2019 Financial Statements.

13. Approval of Assessment District Distribution #8-18/19.

14. Approval of Resolution Designating Tri Counties Bank as an Alternative Depository for District Funds.

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

COMMITTEE REPORTS

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

Director Seaton provided a report on the local chapter CSDA meeting.

16. Report on Parks Advisory Committee.

Nancy Marsh, the newly elected PAC Chair, reported on the February 4 PAC meeting and reviewed the summer programs catalog.

INFORMATION CALENDAR

17. Attorney's Report. (Parkin)

18. General Manager's Report. (Duffy)

19. Administrative Staff Report. (Comito)

20. Engineer's Report. (Kennedy Jenks)

21. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 10:06 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: March 21, 2019

ITEM #5

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Granada Community Services District
March 2019 Warrants
For the March 21, 2019 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
VOID	8060	VOID	VOID	VOID	-
VOID	8061	VOID	VOID	VOID	-
03/21/19	8062	Alhambra & Sierra Springs	Jan 2019	6140 · Office Supplies	19.70
03/21/19	8063	AT&T	Mar 2019 Pump Stn Alarm Svc.	6170 · Utilities	71.84
03/21/19	8064	Barbara Dye	02/21/19 GCSD & 02/25/19, 03/11/19 SAM	6040 · Directors' Compensation	235.00
03/21/19	8065	Comcast	03/13/19-04/12/19 Svcs	6170 · Utilities	231.03
03/21/19	8066	David Seaton	02/21/19 GCSD	6040 · Directors' Compensation	145.00
03/21/19	8067	Dudek	01/26/19-02/22/19 Prof. Svcs	6151 · General Manager	5,805.00
03/21/19	8068	Eric Suhomel	02/21/19 GCSD	6040 · Directors' Compensation	145.00
03/21/19	8069	Express Plumbing	Medio Creek Maint & Mon-March	1617-1 · Medio Creek/Mirada Sewer	975.00
03/21/19	8070	Gaetani Real Estate	Office Lease-Apr 2019	6120 · Office Lease	4,450.00
03/21/19	8071	Hue & Cry, Inc.	Apr 2019 Pump Stn/2nd Qtr Office Alarm Svcs	6170 · Utilities	121.90
03/21/19	8072	Jim Blanchard	02/21/19 GCSD & 02/25/19, 03/11/19 SAM	6040 · Directors' Compensation	235.00
03/21/19	8073	Kennedy Jenks	Feb 2019 Svcs	6071 · Engineering - General	3,599.70
03/21/19	8074	Matthew Clark	02/21/19 GCSD	6040 · Directors' Compensation	145.00
03/21/19	8075	Pacifica Community TV	02/22/19 GCSD	6180 · Video Taping	250.00
03/21/19	8076	PG&E	Pump Stn Invoice dtd 02/15/19	6170 · Utilities	252.24
03/21/19	8077	PG&E-2	Mirada Rd Inv dtd 03/07/19	6170 · Utilities	19.52
03/21/19	8078	PGE	Office Inv dtd 02/25/19	6170 · Utilities	140.78
03/21/19	8079	Riordan Consulting	Jan 2019 IT Svcs	6190 · Computers	177.50
03/21/19	8080	Rodolfo Romero	Mar 2019 Cleaning 2x	6130 · Office Maint & Repairs	140.00
03/21/19	8081	San Mateo County LAFCo	18/19 FY Budget Contribution	6100 · Memberships	1,534.00
03/21/19	8082	Sewer Authority Mid-Coastside	Mar 2019 Assessments, Inv dtd 03/1/19	5020 · SAM-Admin/Treat/Env/Inf/Coll	145,181.09
03/21/19	8083	US Bank Equipment Finance	02/24/19 - 03/24/19	6020 · Copier Lease	457.68
03/21/19	8084	Verizon Wireless	Feb 2019	6170 · Utilities	108.17
03/21/19	8085	White Nelson Diehl Evans	Feb 2019	6152 · Accounting	2,500.00
				TOTAL	166,940.15

wells fargo
wittwer

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ITEM #6

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Granada Community Services District
Statement of Net Position (Unaudited)

As of January 31, 2019

ASSETS

Current Assets	
1000 · Wells Fargo Checking - Gen Op	\$ 48,569
1010 · Wells Fargo Checking - Deposit	5,298
1020 · Petty Cash	490
1030 · Cash - LAIF	4,101,917
1040 · Tri Counties Bank - Gen Op	384,788
1050 · Tri Counties Bank - Deposit	500
1100 · Accounts Receivable	585,606
Total Current Assets	<u>5,127,168</u>
Fixed Assets	
1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,151,703
1630 · Accumulated Depreciation	(6,168,876)
Total Fixed Assets	<u>6,068,620</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	369,890
1730 · Advance to AD- NCA Fund	470,866
1735 · Advance to AD- Assesmnt Revenue	283,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	101,671
Total Other Assets	<u>4,996,838</u>
Total Assets	<u>16,192,625</u>

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	63,642
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	17,196
2100 · Payroll Liabilities	426
2225 · Recology-Del Garbage	21,735
2300 · Due to AD	375,016
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>483,936</u>
Long Term Liabilities	
2401 · Net Pension Liability	170,410
2402 · Deferred Inflows of Resources	20,515
Total Long Term Liabilities	<u>190,925</u>
Total Liabilities	<u>674,861</u>

NET POSITION

3000 · Net Assets	5,715,863
3005 · Contributed Capital	9,595,349
Net Income	206,552
Total Net Position	<u>\$ 15,517,764</u>

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2018 through January 31, 2019**

	July 1, 2018 - Jan. 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 128,881	\$ 116,667	\$ 12,214	\$ 200,000
4015 · Park Tax Allocation	261,668	233,333	28,335	400,000
4020 · Sewer Service Charges-SMC	908,514	858,083	50,431	1,471,000
4021 · Sewer Svc Charges Pro-rated	2,263	-	2,263	-
4030 · AD OH Reimbursement	18,102	17,500	602	30,000
4040 · Recology Franchise Fee	19,975	18,667	1,308	32,000
Total Operating Revenue	1,339,403	1,244,250	95,153	2,133,000
Non Operating Revenue				
4120 · Interest on Reserves	43,709	27,067	16,642	46,400
4130 · Connection Fees	51,700	27,417	24,283	47,000
4150 · Repayment of Adv to AD-NCA	-	46,202	(46,202)	79,204
4155 · Repayment of Adv to AD-ARF	-	27,881	(27,881)	47,796
4160 · SAM Refund from Prior Yr	-	2,917	(2,917)	5,000
4170 · ERAF Refund	356,224	145,832	210,392	250,000
4180 · Misc Income	4,950	1,167	3,783	2,000
Total Non Operating Revenue	456,583	278,483	178,100	477,400
Total Revenues	1,795,986	1,522,733	273,253	2,610,400
Expenses				
Operations				
5010 · SAM - General	573,030	573,030	-	982,337
5020 · SAM - Collections	166,921	165,959	(962)	270,545
5050 · Mainline System Repairs	-	5,833	5,833	10,000
5060 · Lateral Repairs	30,251	11,667	(18,584)	20,000
5065 · CCTV	650	5,833	5,183	10,000
5070 · Pet Waste Station	577	583	6	1,000
5110 · RCD - Parks	11,699	2,917	(8,782)	5,000
5120 · Half Moon Bay Reimb - Parks	-	14,583	14,583	25,000
5130 · Parks & Rec Professional Services	18,723	11,667	(7,056)	20,000
Total Operations	801,851	792,072	(9,779)	1,323,882

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2018 through January 31, 2019**

	July 1, 2018 - Jan. 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 9,187	\$ 8,750	\$ (437)	\$ 15,000
6020 · Copier lease	3,627	4,375	748	7,500
6040 · Directors' Compensation	6,998	6,417	(581)	11,000
6050 · Education & Travel Reimb	2,280	1,167	(1,113)	2,000
6060 · Employee Compensation	147,366	128,333	(19,033)	220,000
6070 · Engineering Services	12,163	11,667	(496)	20,000
6080 · Insurance	1,231	5,833	4,602	10,000
6090 · Legal Services	101,277	43,750	(57,527)	75,000
6095 · Legal Services for Case Related Legal	53,495	58,333	4,838	100,000
6100 · Memberships	6,057	5,250	(807)	9,000
6110 · Newsletter	-	3,500	3,500	6,000
6120 · Office Lease	31,150	31,500	350	54,000
6130 · Office Maintenance & Repairs	1,095	1,458	363	2,500
6140 · Office Supplies	1,998	3,500	1,502	6,000
6150 · Professional Services	77,009	55,417	(21,592)	95,000
6160 · Publications & Notices	1,491	5,833	4,342	10,000
6170 · Utilities	6,261	5,833	(428)	10,000
6180 · Video Taping	2,500	2,042	(458)	3,500
6190 · Computers	7,804	1,167	(6,637)	2,000
6220 · Miscellaneous	6,839	4,083	(2,756)	7,000
6230 · Bank Service Charges	1,480	-	(1,480)	-
Total Administration	481,308	388,208	(93,100)	665,500
Capital Projects				
1617-1 · Medio Creek Xing Crossing	8,108	204,167	196,059	350,000
7100 · SAM - Infrastructure	275,442	275,236	(206)	471,834
7500 · Projects - Parks	22,725	58,333	35,608	100,000
Total Capital Projects	306,275	537,736	231,461	921,834
Total Expenses	1,589,434	1,718,016	128,582	2,911,216
Net Income/(Loss)	\$ 206,552	\$ (195,283)	\$ 401,835	\$ (300,816)

No assurance is provided on these financial statements.

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ITEM #7

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DISTRIBUTION REQUEST NO.: #9-18/19
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$6,948.50

\$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.

March 21, 2019

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO: #9-18/19

DATE: March 21, 2019
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 6,948.50

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs: Jan 2019	\$ 362.50
White, Nelson, et al	2875 Michelle Drive #300, Irvine, CA 92606	Acctg Svcs. 2017/18	\$ 4,000.00
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: March 2019	\$ 2,586.00
TOTAL:			\$ 6,948.50

ITEM #8

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AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Resolution to Approve Credit Card Account with Tri Counties Bank
Date: March 21, 2019

Unless your Board has any questions, I have placed this Item on the Consent Agenda for authorization to open a District credit card account with Tri Counties Bank. The new account will replace the current account with Wells Fargo Bank, which has a \$5,000 maximum limit. If the new account is authorized, use of the Wells Fargo credit card will be discontinued, and the card will be destroyed.

Staff recommends approval of the attached Resolution.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2019-__

**RESOLUTION TO AUTHORIZE CREDIT CARD ACCOUNT
WITH TRI COUNTIES BANK, AND USE OF CREDIT CARD
BY THE ASSISTANT GENERAL MANAGER**

WHEREAS, on February 21, 2019, the District established an alternative depository and designated Tri Counties Bank to be the depository for the District’s Funds.

WHEREAS, the District shall be terminating the banking relationship with its previous designated depository, Wells Fargo Bank.

WHEREAS, the District may have purchasing needs requiring the use of a Credit Card Account, currently held by Wells Fargo Bank, which necessitates the establishment of a new Credit Card Account with Tri Counties Bank.

THEREFORE BE IT RESOLVED, by the Board of Directors of the Granada Community Services District, that the Assistant General Manager is hereby authorized on behalf of the District to; (1) enter into a Credit Card Agreement with Tri-Counties Bank, (2) request issuance of a single Credit Card in the name of the Assistant General Manager and the District, and (3) use the Credit Card for District-related business purposes only.

BE IT FURTHER RESOLVED, the District Credit Card shall have a maximum credit limit of \$5,000.

BE IT FURTHER RESOLVED, the monthly Credit Card Account statement shall be open and available for review by the Board of Directors and other interested parties.

BE IT FURTHER RESOLVED, this Resolution will remain in effect until written notice of its revocation and said notice is provided to Tri-Counties Bank.

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed at the regular meeting of the Board of Directors of the Granada Community Services District held on March 21, 2019, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Approved:

Matthew Clark, President

Attest:

Delia Comito, Secretary

ITEM #9

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AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Resolution to Designate Custodian of Records
Date: March 21, 2019

The attached resolution has been prepared by District Counsel in accordance with the regulations specified under Penal Code Section 11105(b)(11) and the Department of Justice (DOJ). The resolution is a necessary step in the process for the District to Request for Live Scan Service, the system for the electronic submission of applicant fingerprints and the subsequent automated background check and response. Fingerprinting and background checks are required for persons working with minors, which pertains to the District's proposed 2019 Summer Recreation Program.

The designated Custodian of Records must be cleared by the DOJ to receive confidential information on behalf of the District. A separate application will be completed and sent to the DOJ by the Assistant General Manager.

Staff recommends approval of the attached Resolution.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2019-___

**RESOLUTION DESIGNATING THE
ASSISTANT GENERAL MANAGER AS THE
CUSTODIAN OF RECORDS**

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE, BE IT RESOLVED, that the Granada Community Services District is hereby authorized to access state and federal level summary criminal history information for employment (including volunteers and contract employees) purposes and may not disseminate the information to a private entity.

BE IT FURTHER RESOLVED, that the Assistant General Manager is hereby designated as the Custodian of Records related to the security, storage, dissemination, and destruction of the criminal records furnished to the agency, and who serves as the primary contact for the Department of Justice for any related issues.

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed at the regular meeting of the Board of Directors of the Granada Community Services District held on March 21, 2019, by the following vote:

- AYES, and in favor thereof, Members:
- NOES, Members:
- ABSTAIN, Members:
- ABSENT, Members:

Approved:

Matthew Clark, President

Attest:

Delia Comito, Secretary

ITEM #10

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #11

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AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #12

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AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #13

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #14

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GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: February 15, 2018 to March 15, 2019
 To: Board of Directors
 From: Delia Comito, Assistant General Manager
 Date: March 21, 2019

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

APPLICATIONS RECEIVED – No applications were received this period.

Rec'd	CI	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/30/18	1A	Wilkinson Philip	048-093-040	495 Mirada Rd, Miramar	3,697	R-1/S-17
07/30/18	1A	Stenger Sean	047-071-270	312 Sevilla Ave, EG	5,585	R-1/S-94
08/24/18	1A	Abolmoluki B	047-275-050	1120 Columbus, EG	6,026	R-1/S-17
09/04/18	1A	Reavill John	047-055-120	438 Sevilla, EG	5,000	R-1/S-17
09/12/18	1A	Wang Junhua	047-281-160	638 Coronado, EG	6,705	R-1/S-17
09/25/18	VAR	Xue/Li/Xu	047-111-270	736 San Carlos, EG	4,800	R-1/S-17
10/16/18	VAR	Irfan & Moin	048-032-070	Cortez, Miramar	4,400	R-1/S-94
10/22/18	1A	Stebbins Bruce	047-218-010	620 Columbus, EG	5,936	R-1/S-17
11/12/18	VAR	Mithal Raj	048-031-020	Magellan, Miramar	4,400	R-1/S-94
11/19/18	MIX	O'Keeffe David	047-024-080	354 Princeton Ave, Princeton	3,500	CCR
11/19/18	MIX	O'Keeffe David	047-024-070	358 Princeton Ave, Princeton	3,500	CCR
12/03/18	2A	Dragony Michelle	047-034-070	123 Vassar, Princeton	2,285	W/DR
01/17/19	1A	Perez Luis	047-222-240	422 Ferdinand, EG	8,516	R-1/S-17

Note: Shaded areas were previously report

PERMITS ISSUED – One permit was issued this period:

Permit No.	CI	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3174	1A	07/13/18	Kybych Serhiy	048-013-600	124 Magellan Miramar	7,792	R-1/S-94
3175	3	07/31/18	Kostiuk	047-144-370	620 Portola Ave EG	7,338	R-1/S-17
3176	1A	07/31/18	Kostiuk	047-144-370	620 Portola Ave EG	7,338	R-1/S-17
3177	1A	07/31/18	Wilkinson	048-093-040	495 Mirada Rd Miramar	3,697	R-1/S-17
3178	1A	08/01/18	Stenger Sean	047-071-270	312 Sevilla Ave EG	5,585	R-1/S-17
3179	3	08/13/18	Chirichillo	048-121-100	260 Medio Ave HMB	5,000	R-1/S-94
3180	1A	08/14/18	Reavill John	047-055-120	438 Sevilla Ave EG	5,000	R-1/S-17
3181	1A	09/25/18	Wang Junhua	047-281-160	638 Coronado St EG	6,705	R-1/S-17
3183	1A	09/27/18	Abolmoluki B	047-275-050	112 Columbus EG	6,026	R-1/S-17
3184	2M	10/11/18	Coastside Fire	047-261-030	555 Obispo Rd EG	2.38 ac	EG Gate
3185	1A	10/31/18	Stebbins Bruce	047-218-010	620 Columbus EG	5,936	R-1/S-17
3186	MIX	11/20/18	O'Keeffe	047-024-070	358 Princeton Princeton	3,500	W/DR
3187	MIX	11/20/18	O'Keeffe	047-024-080	354 Princeton Princeton	3,500	W/DR
3188	1A	03/08/19	Carkeek Harris	047-243-010	912 Columbus EG	6,170	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.	Permit Issue Date	Owner	APN	Address
08/28/18	1A	3164	11/16/16	Michetti & Kessler	047-105-090	401 Paloma, EG
09/10/18	1A	3166	07/13/17	Lang Justin	047-105-240	755 San Carlos, EG
09/18/18	1A	3169	08/17/18	Cuvelier Jacqueline	047-175-250	265 El Granada Blvd, EG
10/10/18	1A	3168	08/14/17	Rogers Clay	047-141-240	243 Del Monte Rd, EG

Note: Shaded areas were previously reported.

REPAIRS – There were no repairs this period.

Repair Date	Type	Problem	Location or Address	Cause	Cost
08/18/18	Clean-out	Back-up	164 Ave Balboa, EG	Roots	\$3,800
12/17/18	Lateral	Clay	730 Ave Balboa, EG	Broken pipe	\$8,250
01/31/19	Lateral (streetside)	Back-up	291 Coral Reef, EG	Broken pipe	\$8,300
02/01/19	Mainline	MH OF	195 Ave. Cabrillo, EG	New MH not connected	\$1,400

Note: Shaded areas were previously reported

ITEM #15

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #16

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.