



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, May 21, 2015

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

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

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

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

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

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

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

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

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

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

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

RECONVENE TO OPEN SESSION

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

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

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

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

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

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

Recommendation: To be made by the Board.

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

Recommendation: To be made by the Board.

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

Recommendation: To approve Engineer's recommendation.

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

Recommendation: To be made by the Board.

CONSENT AGENDA

- 6. Approval of April 23, 2015 Special Meeting Minutes.**
- 7. Approval of May 2015 Warrants (Check No. 5850-5880).**
- 8. Approval of April 2015 Financial Statements.**
- 9. Approval of Assessment District Distribution #10-14/15.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

At the conclusion of the April 2015 Meeting:

Last Ordinance adopted: No. 167

Last Resolution adopted: No. 2015-001

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

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

Agenda Item

1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, District Administrator
Subject: Consideration of two variance applications submitted for parcels less than 4,750 sq. ft. in the S-17 and S-3 zoning districts or less than 8,800 sq. ft. in the S-94 zoning district
Date: May 21, 2015

In February 2001, the District Board approved Ordinance 139, which clarified the authority of the District to approve or deny a sewer permit for residential development on a nonconforming or antiquated parcel, or for a non-buildout dwelling unit, which could adversely affect the District’s ability to address wet weather overflows and to provide sewer service to conforming sized parcels. Subsequently, also approved were Ordinances 145, 147 and 154, which established the procedures, fees, and requirements for applications to be considered for sewer permit variances, which may be granted by the Board.

This item is presented for Board consideration of two variance applications for parcels that are less than 4,750 sq. ft. in the S-17 and S-3 zoning districts or less than 8,800 sq. ft. in the S-94 zoning district. District Counsel will review the Findings Report provided for each application. The Board must determine if the required findings have been met to grant a variance.

Below is a summary of the applications presented for consideration:

A. GARRISON VARIANCE APPLICATION

Date of Submittal:	February 6, 2015		
APN:	048-054-130		
Address or Location:	Miramar Drive, Miramar		
Parcel Size:	4,600	Structure Size:	2,134
Zoning:	R-1/S-17	Zoning Min.:	5,000 sq. ft.
Parcel Owner:	Michi Garrison		
Agent/Applicant:	Owner		

The following documents for this application are attached:

- Findings Report
- Variance Application
- Property Owner Statement form
- Grant Deed
- Certificate of Compliance (Type “A”)
- Property Profiles & Response Letters to Fair Market Value Offers
- Parcel and sewer line maps
- Project plans

B. PHILOMENA, LLC VARIANCE APPLICATION

Date of Submittal:	May 23, 2014		
APN:	048-013-090		
Address or Location:	Magellan Ave., Miramar		
Parcel Size:	4,400 sq. ft.	Structure Size:	2,041 sq. ft.
Zoning:	R-1/S-94	Zoning Min.:	10,000 sq. ft.
Parcel Owner:	Philomena, LLC		
Agent/Applicant:	Tom Carey		

The following documents for this application are attached:

- Findings Report
- Variance Application
- Designation of Agent form
- Property Owner Statement form
- Letter of relevant fact from Thomas Carey
- Parcel size and setback information
- Parcel map correlating to parcel size and setback information
- Vacant Land Purchase Agreement
- Certificate of Compliance
- Project plans
- Order Granting and Conveying Certain Properties to Philomena, LLC
- Parcel maps identifying the properties in the above Order

FINDINGS FOR SEWER PERMIT VARIANCE

Michi Garrison

APN: 048-054-130

Miramar Drive, Miramar

- (1) **REQUIRED FINDING:** Where the property is shown on a map first recorded prior to August 14, 1929 and has not been approved after March 4, 1972 by a recorded final subdivision map, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S3 Zoning Districts, or 8,800 square feet or greater in the S-9 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Chain of Title from a Title Insurance Company for all transactions claimed to constitute sale, lease or financing of the parcel which is the subject of the variance application and each vacant parcel sharing a boundary line with the subject parcel, from the date applicant contends the subject parcel was first legally created to the date of the application.

FINDING:

The Chain of Title from North American Title Company dated November 20, 2014 shows that the property was shown on a Map first recorded on February 19, 1906. Although said Map did not create the parcel, the Chain of Title shows that it was the subject of a conveyance from Half Moon Development Company, *et al.* to Mary B. Deasy recorded on April 3, 1906. Such conveyance was as to Lot 9 of Block One of the Map entitled "Map of Miramar Terrace at Half Moon Bay" into ownership separate and apart from any and all surrounding lots. According to the Chain of Title such separate ownership was maintained until recordation of deed on April 14, 2005 conveying as "PARCEL ONE" "LOTS 9 and 10, BLOCK 1, as delineated upon that certain Map entitled "MAP OF MIRAMAR TERRACE."

- (2) **REQUIRED FINDING:** Where the property is not shown on any recorded map, but is shown on a deed into separate ownership recorded prior to July 20, 1945, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-9 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Same as for (1) above.

FINDING: The property was shown on a recorded Map and in any event, the property was deeded into separate ownership prior to July 20, 1945 and the same finding as for (1) above can be made.

- (3) **REQUIRED FINDING:** Where the property is in the Coastal Zone, it has not been conveyed into ownership separate from all contiguous parcels for the first time after the February 1, 1973 effective date of vested rights under the California Coastal Act without a Coastal Development Permit approving a land division for the creation of such parcel.

INFORMATION REQUIRED: Same as for (1) above.

FINDING: The Chain of Title shows that the property was conveyed into separate ownership well prior to February 1, 1973, but it is necessary to determine whether it was voluntarily merged into joint ownership with Lot 10 by deed recorded April 14, 2005 as shown in finding (1) above because if merged, it was then conveyed into ownership separate from all contiguous parcels by the Deed to Michi Garrison recorded November 7, 2014 (which would be after the February 1, 1973 effective date of vested rights under the California Coastal Act) without a Coastal Development Permit approving a land division for the creation of such parcel. The 2005 Deed described the property as "PARCEL ONE" "LOTS 9 and 10, BLOCK 1, as delineated upon that certain Map entitled "MAP OF MIRAMAR TERRACE." In light of the specific facts of this Variance Application (including that Lot 9 was originally lawfully created), the District Board finds that there was no voluntary merger as a result of that 2005 Deed.

- (4) **REQUIRED FINDING:** Unless a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-9 Zoning District, a Certificate of Compliance or Conditional Certificate of Compliance has been issued for the property, and if the property is in the Coastal Zone, a Coastal Development Permit process was conducted for the issuance of such Certificate, if required by law or regulation.

INFORMATION REQUIRED: A Certificate of Compliance (conditional or unconditional) and a Coastal Development Permit if the subject parcel is in the Coastal Zone (or equivalent proof of parcel legality satisfactory to the District Board of Directors).

FINDING: The November 24, 2014 Coastsides Design Review Recommendation for Approval states on page 8 that the project "requires a Certificate of Compliance (Type B)." The Letter of Decision dated March 17, 2015 does not mention any Certificate of Compliance being approved. However, the County did sign and record a Certificate of Compliance (Type A) for Lot 9 on March 2, 2015 after concluding that no Coastal Development Permit process was required by law or regulation.

- (5) **REQUIRED FINDING:** There are no features of the property or the development proposed thereon which have the potential to have a greater than usual contribution to wet weather sewage overflow.

INFORMATION REQUIRED: Site Plan, Topographic Map and Building Permit plans for the subject parcel including calculations by the drafter of the plans showing the percentage of the subject parcel covered with impervious surfaces.

FINDING: : Pursuant to County of San Mateo Zoning Regulations section 6300.2.4.b and section 6300.2.7, the parcel in this Application could have a parcel coverage of 35% in the form of buildings and an additional 10% in the form of other impervious surfaces. The project plans indicate a site coverage area of 1,209 square feet (26.93%), which includes a 368 square foot garage, a first floor plan of 794 square feet, and a front porch of 47 square feet. The other impervious surfaces (driveway, etc.) are comprised of 437 square feet (9.5%), with an allowable impervious surface area of 10%. Thus, this project complies with County impervious surface requirements. Hence, this property or proposed development should not result in greater than usual contribution to wet weather overflow.

- (6) **REQUIRED FINDING:** Provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.

INFORMATION REQUIRED: The District already has or can obtain this information in the form of documentation showing the number of parcels in the District which have merged or which had their development rights transferred or otherwise eliminated since the completion of the Parcel Inventory and Development Potential Assessment for the Granada Sanitary District (prepared by J. Laurence Mintier & Associates in association with Kennedy/Jenks Consultants (District Engineer)). The District will apply the information to the application before it.

FINDING: The parcel is 4,600 square feet in size (short of the 5,000 square foot minimum zoning requirement used for buildout calculations by 400 square feet). Neighboring parcels are from 19,520, 17,000 and 5,000 square feet in size. Hence, provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.

- (7) **REQUIRED FINDING:** Granting of the variance would not constitute a special privilege not available to other property owners similarly situated.

INFORMATION REQUIRED: Written statement of relevant facts from Applicant comparing contiguous or nearby properties.

FINDING: Although the Applicant has not provided a written statement of relevant facts in this regard, all of the adjacent parcels are either developed with sewer connections or been approved for a variance (the adjoining 5,000 sf parcel). Hence granting this variance would not constitute a grant of special privilege.

- (8) **REQUIRED FINDING:** The property owner has demonstrated by a preponderance of the evidence presented to the District Board that the parcel cannot be rendered conforming (without rendering any contiguous parcel nonconforming) by acquisition of

one or more contiguous parcels by payment of fair market value for such contiguous parcel(s).

INFORMATION REQUIRED: Parcel size and setback for each contiguous parcel sharing a boundary line with the subject parcel and name and address of owner(s) of each such contiguous parcel together with documentation showing that each such owner has been offered fair market value for a portion of such contiguous property such that the subject parcel would be rendered conforming. The fair market value offer is not required if contiguous property is not vacant or, if developed, does not exceed minimum parcel size under the zoning ordinance.

FINDING: Adjoining properties include parcels 19,520 and 17,000 square feet in size. The owner of the former has refused to sell any portion of such property to Applicant. The Applicant has sought acquisition of a 400 square foot portion of adjoining parcels 048-037-250 and 048-054-240 and been rejected. The third adjoining parcel, owned by Philomena, LLC, is only 5,000 square feet in size and hence acquisition of 400 square feet by Applicant would render such contiguous parcel nonconforming. Thus, Applicant is not required to offer to acquire 400 square feet of the Philomena, LLC parcel.

- (9) **REQUIRED FINDING:** The component lots comprising the property do not qualify for merger or will be merged or rendered undevelopable as a condition of the issuance of the variance.

INFORMATION REQUIRED: The District already has the needed information in the form of documentation showing the standards for merger in effect in the County of San Mateo at the time the variance application is considered by the District Board.

FINDING: The Subject Parcel does not qualify for involuntary merger under Government Code Section 66451.11, even though less than 5,000 square feet in size because it was created in compliance with applicable laws and ordinances in effect at the time of its creation (see subsection (b)(2) of Section 66451.11). The Chain of Title does raise the question whether the Subject Property may have been voluntarily merged into joint ownership with Lot 10 by deed recorded April 14, 2005 as shown in finding (1) above. The 2005 Deed described the property as "PARCEL ONE" "LOTS 9 and 10, BLOCK 1, as delineated upon that certain Map entitled "MAP OF MIRAMAR TERRACE." In light of the specific facts of this Variance Application (including that Lot 9 was originally lawfully created), the District Board finds that there was no voluntary merger as a result of that 2005 Deed.

- (10) **REQUIRED FINDING:** The current property owner will not voluntarily accept a refund of fees, charges and/or assessments paid in exchange for agreement that the parcel will not ever be used to generate wastewater or garbage and there is no adopted District policy to unilaterally implement such a refund.

INFORMATION REQUIRED: Written statement of the Applicant of intent to develop. There is currently no District policy for unilateral implementation of such a refund.

FINDING: Written statement provided November 25, 2014.

- (11) **REQUIRED FINDING:** For parcels which are less than 4,750 square feet in the S-17 or S-3 Zoning Districts, and for parcels which are less than 8,800 square feet in size in the S-9 Zoning District, the variance application was considered at a semi-annual meeting of the District Board held to consider and grant a total of no more than one semi-annual variance from among such variance applications submitted during the preceding six months based on the comparative merits of such application.

INFORMATION REQUIRED: Confirmation to be provided by District Administrator.

FINDING: This parcel is 4,600 square feet in an S-17 Zoning District requiring a parcel size measuring 5,000 square feet. This application for Variance qualifies for semi-annual meeting consideration, because it is less than 4,750 square feet.

- There has been no variance application submitted in the past six months other than this one and the issuance of this Variance will, therefore, not result in the issuance of more than one semi-annual variance.
- There has been one or more variance applications submitted in the past six months other than this one and based on the comparative merits of each variance application submitted in the past six months this variance application is superior and such variance application is, therefore, issued.
- There has been one or more variance applications submitted in the past six months other than this one and based on the comparative merits of each variance application this variance application was not selected as the superior variance application and such variance application is, therefore, denied without prejudice.

Michi contact info: []
Michigarrison@yahoo.com
cell: 415-613-8801

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

504 Avenue Alhambra, Third Floor • P.O. Box 335 • El Granada, CA 94018
Telephone: (650) 726-7093 • Facsimile: (650) 726-7099

VARIANCE APPLICATION

Parcel Information: Assessor's Parcel Number: 048 / 054 / 130 Lot(s): 9 Block: 1
Parcel Address or Location: Miramar Drive, Half Moon Bay

Owner: Name(s) Michi Garrison Phone: 650-726-3848
Address: 212 Roosevelt Blvd. Fax #: _____
Half Moon Bay, CA 94019 Cell #: 415-613-8801

Owner's Agent: Name(s) _____ Phone: _____
Address: _____ Fax #: _____
Cell #: _____

Contractor: Name(s) Storybook Builders Phone: 650-245-5613
Address: P.O. Box 779 Fax #: _____
Half Moon Bay CA 94019 Cell #: _____

Parcel Sq. Footage.: 4,600 Zoning District: S-17 Structure(s) Sq. Footage: 2134
(Total)

Type of development (Check one): Single Family Dwelling: Multiple Unit/Apartments: _____
Mixed Use (Commercial Use Structure with a Living Unit): _____

Are there any trees on the parcel (Yes/No)?: NO If yes, how many?: _____ # to be Removed: _____

Additional Comments: _____

For Single Family Dwellings Only:

Dwelling Sq. Ft.: 1766 Garage: 368 No. of Bedrooms: 3 No. of Baths: 2

For Mixed Use Only:

Check or Enter No.: Warehouse(s): _____ No. of Offices: _____ Square footage of Living Unit: _____

Applicants Signature: Michi Garrison Date: 11-25-14

Printed Name: Michi Garrison Address: 212 Roosevelt Blvd, Half Moon Bay
94019

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

Attachments Provided:			DATE RECEIVED: <u>11/25/14</u>
<input checked="" type="checkbox"/> Grant Deed	<input checked="" type="checkbox"/> Sq. Ft. Verified	<input checked="" type="checkbox"/> Contig Owner Info	<input checked="" type="checkbox"/> Agent Form
<input checked="" type="checkbox"/> Chain of Title	<input checked="" type="checkbox"/> Contig Vac Parcel Setbk	<input checked="" type="checkbox"/> No Acptc Stmt	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Building Plans	<input checked="" type="checkbox"/> Contig Fair Mkt Doc	<input type="checkbox"/> Merger Docs	Complete?: <input checked="" type="radio"/> YES <input type="radio"/> NO
No. of NCA's: <u>1</u>	No. Needed: <u>0</u>	NCA Pur App Needed?: YES <input type="radio"/> NO <input checked="" type="radio"/>	Application Fee: \$ <u>750 -12</u>

2014-102208

NORTH AMERICAN TITLE COMPANY

8:00 am 11/07/14 DE Fee: 21.00

Count of Pages 3 UN

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



* R 0 0 0 1 9 3 2 5 4 3 *

Recording Requested By

North American Title Company, Inc.
e No. 55903-1319111-14

AND WHEN RECORDED MAIL TO:

Name: Michi Garrison
Street Address 212 Roosevelt Boulevard
City & State Half Moon Bay, CA 94019

SPACE ABOVE THIS LINE FOR RECORDER'S USE

3

A.P. No. 048-054-130

GRANT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$352.00; CITY TRANSFER TAX \$NONE;

- computed on the consideration or full value of property conveyed, OR
- computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
- unincorporated area; City of **Half Moon Bay**, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **Randy Ralston and Linda Mendiola, husband and wife**

hereby GRANTS to **Michi Garrison, an unmarried woman**

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

LOT 9, BLOCK 1, AS DELINEATED UPON THAT CERTAIN MAP ENTITLED "MAP OF MIRAMAR TERRACE", FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON FEBRUARY 19TH, 1906 IN BOOK "B" OF MAPS, AT PAGE 42 AND A COPY ENTERED IN BOOK 4 OF MAPS AT PAGE 12.

JPN: 048-005-054-13A


Dated: **11/04/2014**



Randy Ralston



Linda Mendiola

<p>Recorded at the Request of, and When Recorded Return to: Dennis P. Aguirre, Project Planner Planning and Building Department 455 County Center, 2nd Floor Mail Drop PLN122 Redwood City, CA 94063</p>	<p>For Clerk Use Only</p> <p>2015-018632</p> <p>4:38 pm 03/02/15 CC Fee: 24.00 Count of Pages 4 Recorded in Official Records County of San Mateo Mark Church Assessor-County Clerk-Recorder</p>  <p>* R 0 0 0 1 9 8 3 6 5 9 *</p>
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4p

County of San Mateo
Planning and Building Department

CERTIFICATE OF COMPLIANCE
Pursuant to Government Code Section 66499.35(a)

Planning File No. PLN 2014-00222

The County of San Mateo has received a request from Randy Ralston, whose mailing address is 385 Miramar Drive, Half Moon Bay, CA 94019, to determine if the real property, owned by Michi Garrison, identified as Assessor's Parcel Number 048-054-130 and further described below, complies with the provisions of the California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

Property Description

Lot 9 of Block 1 on the Map of Miramar Terrace, recorded in the Office of the County Recorder of San Mateo County, State of California on February 19, 1906, in Volume B of Maps at Page 42.

Lot 9 of Block 1 (of the subdivision cited above) was first conveyed separately from adjacent lots (outside the subject parcel) by an Indenture, recorded in the Office of the County Recorder of San Mateo County, State of California, on April 3, 1906, in Book 122 of Deeds at Page 315 of Official Records.

This is to certify that the real property described above now constitutes one legal parcel, and complies with the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

NOTICE: This document certifies compliance with the State of California Subdivision Map Act and the San Mateo County Subdivision Regulations only. Any development on, or use

Property Profile 385 MIRAMAR DR , HALF MOON BAY, CA 94019-1337
County SAN MATEO, CA

Parcel Number 048-054-240
Owner Name RANDY RALSTON & LINDA MENDIOLA
Site Address 385 MIRAMAR DR
City/State/Zip HALF MOON BAY, CA 94019-1337
Mail Address PO BOX 779
City/State/Zip HALF MOON BAY, CA 94019-0779
Legal Descr LOT 10 BLK 1 & PARCEL OF LAND BOUND NLY BY COAST HIWAY ESLY BY MIRAMAR D

Census 060816135.022C
Zone
Block 1
Tract
Lot 10
Map Ref

Property Characteristics

Use Descr Single Family Residential
Year Built 2013
Rooms 8
Bed/Bath 4/3.00
Units 0
Stories 2
View

Square Feet 3,025
LotSize 19,520SF/0.45AC
Basement
Type Construction
Roof Cover

Fireplaces
Pool
Heat C
Cool
Garage Type G
Gar # of Car 3
Sewer

Sale Information

Document # 2010004250
Buyer ,
Seller ,
Title Company

Sale Date 01/15/2010
Sale Amount \$ 30,000

Prev Date 04/14/2005
Prev Amount \$ 230,000
Cost per SqFt \$ 10

Assessment/Tax Information

Assessed Value \$ 806,330
Land Value \$ 46,330
Improvement \$ 760,000
% Improvement 94

Tax Amount \$ 1,896.10
Tax Delinquent N
Tax Exempt Yes (H)
Tax Rate Area 87-011
Tax Year 2013

Michi Garrison
212 Roosevelt Blvd
Half Moon Bay, CA 94019
650.726.3848

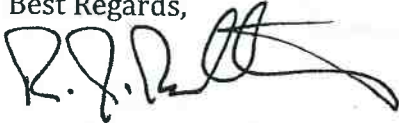
February 19, 2015

Ms. Garrison:

Thank you for the call yesterday concerning your inquiry as to whether my wife and I would consider selling a portion of our developed homesite property to you. As I'm sure you are aware, in addition to a legal financial agreement between the two parties, a lot line adjustment submittal would be required to be approved by the County of San Mateo before proceeding. Additionally, a licensed surveyor would need to be employed by you, to perform the survey work.

After discussions with County staff this week, we've learned that this process is extremely time consuming and therefore would not be something we would like to consider at this time.

Best Regards,



Randy Ralston - (Parcel owner of APN 048-054-240)
385 Miramar Drive
Half Moon Bay, CA 94019
650.245.5613

RC

Subject: Re: Miramar Lot
Date: Wednesday, January 21, 2015 at 7:13:11 AM Pacific Standard Time
From: Tom Carey <tc@tcareyrealty.com>
To: Randy Ralston <ralsmend@comcast.net>

Randy:

Thanks for the e-mail.

My late Dads estate tax return is due February 15 in full and all our material, appraisals and etc are due to the accountants and attorneys. I am running around and leaving this afternoon thru early Monday to go to different counties to review material and matter and then next week going out again to finish up.

Let me revisit this when I get back up for air at or around February 17 for consideration.

Thanks for the e-mail and looking forward to future conversation.

Tom
Thomas J. Carey
BRE# 00796994
Carey Realty

1580 Laurel Street, Suite C
San Carlos, CA 94070

C: 650.208.8349
P: 650.394.8615
F: 650.394.8614

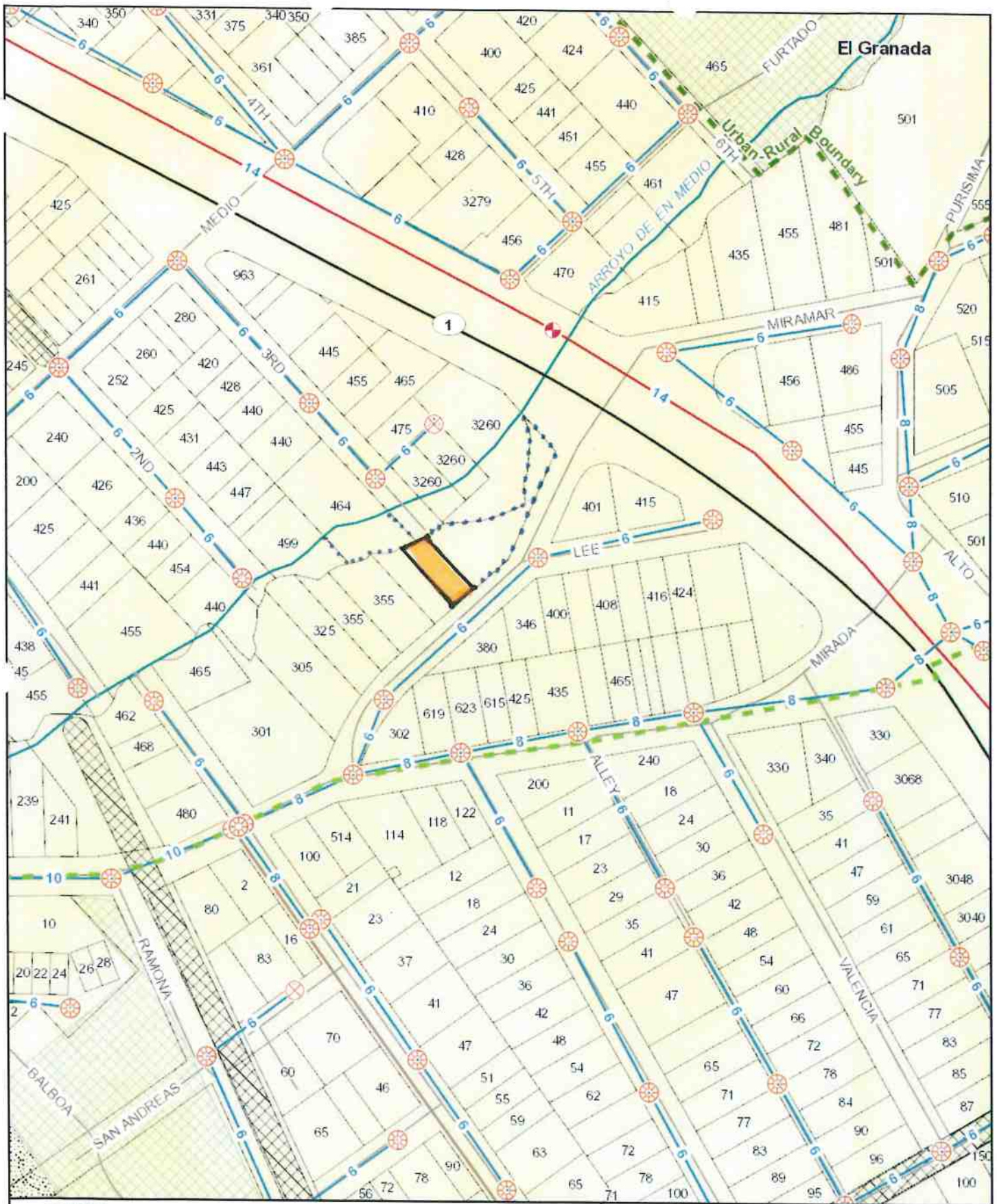
www.tcareyrealty.com

From: Randy Ralston <ralsmend@comcast.net>
Date: Tuesday, January 20, 2015 6:30 PM
To: Tom <tc@tcareyrealty.com>
Subject: Miramar Lot

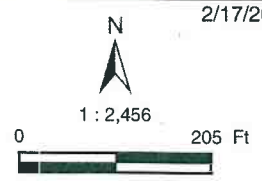
Mr. Carey,
I'm helping a family friend, Michi Garrison who owns the lot APN 048-054-130 next to your lot on Miramar Drive, APN 048-054-120. The lots share a common boundary line. Michi is applying for a GSD "substandard" sewer hookup to obtain a San Mateo County Building Permit. In order to be considered for a substandard GSD hookup, she needs to ask if you would consider selling a portion of your adjacent lot to make her parcel a "conforming lot" per the GSD ordinance. If you would sell, this would negate the need to apply for the GSD variance.

If you could, please let me know if you would consider her request.

Many thanks,
Randy Ralston
Storybook Builders
650.245.5613



504 Avenue Alhambra, 3rd Floor
 P.O. Box 335
 El Granada, CA 94018
 Phone: (650) 726 7093

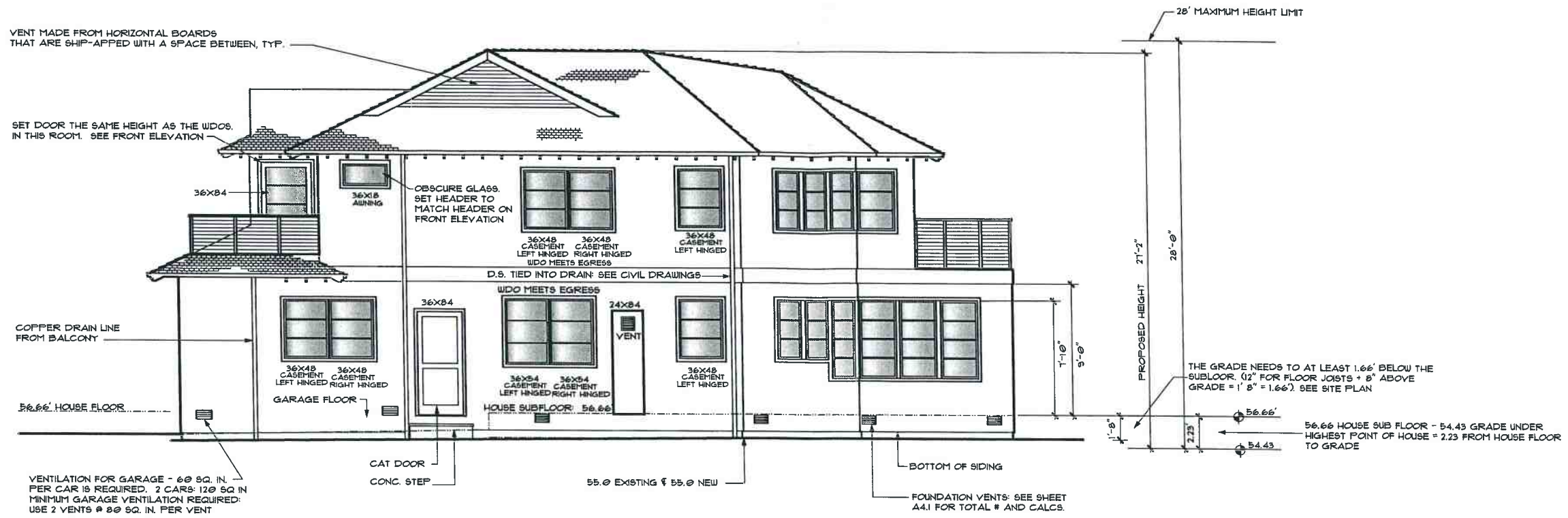


2/17/2015

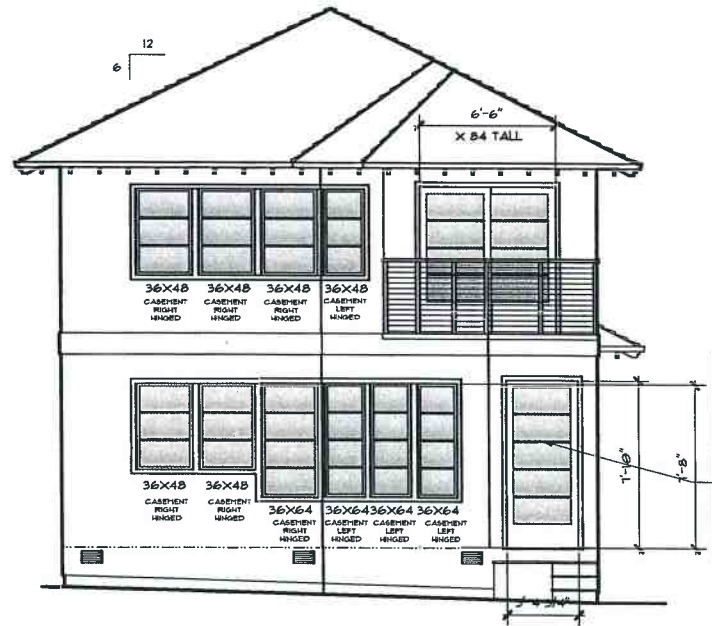
Granada Sanitary District
 Granada, CA

048-054-130
GARRISON

VARIANCE



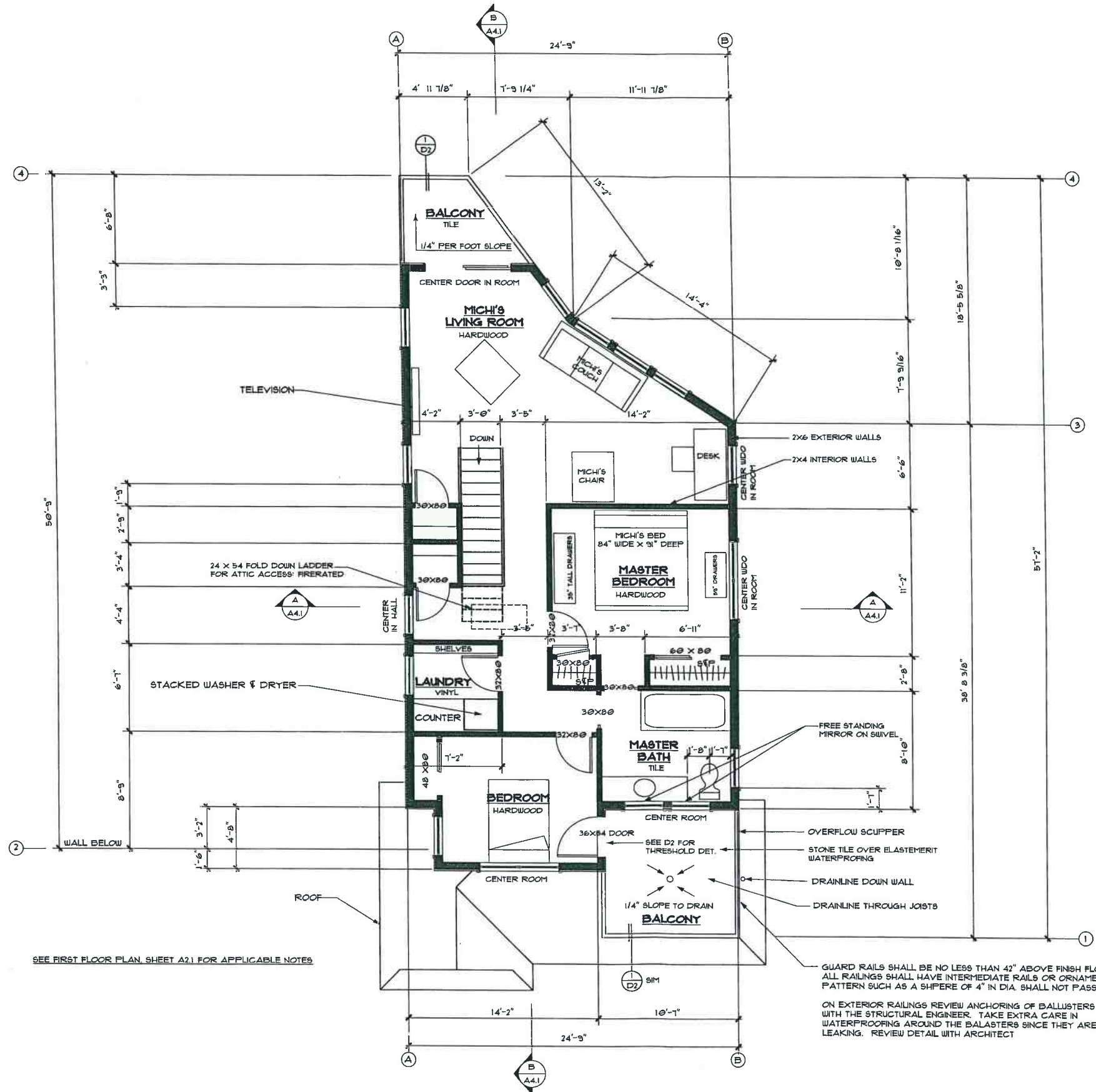
RIGHT SIDE - EAST ELEVATION SCALE 1/4" = 1'-0"



REAR - NORTH ELEVATION SCALE 1/4" = 1'-0"

THE MUTTON BARS & LIGHTS OF THE DOORS AND WINDOWS LINE UP. SINCE THE SASH OF THE DOOR AND WINDOW ARE DIFFERENT WIDTHS, THIS MEANS THE TOP OF THE DOOR SASH IS TALLER THAN THE WINDOW. THE WINDOW & DOOR MANUFACTURER SHALL PRODUCE SHOP DRAWINGS THAT DEMONSTRATE THIS BEFORE THE WINDOWS AND DOORS ARE MANUFACTURED. THE DOOR HEADER WILL NEED TO BE SET HIGHER THAN THE WINDOW TOO.

ADDITIONALLY THE WIDTH OF THE DOOR AND WINDOW LIGHTS ARE THE SAME. THE DOOR WIDTH ON THE PLANS IS APPROXIMATE, AND WILL NEED TO BE ADJUSTED TO MAKE THE LIGHTS IDENTICAL TO THE WINDOW.



SEE FIRST FLOOR PLAN, SHEET A21 FOR APPLICABLE NOTES

GUARD RAILS SHALL BE NO LESS THAN 42" ABOVE FINISH FLOOR
 ALL RAILINGS SHALL HAVE INTERMEDIATE RAILS OR ORNAMENTAL
 PATTERN SUCH AS A SPHERE OF 4" IN DIA. SHALL NOT PASS THROUGH
 ON EXTERIOR RAILINGS REVIEW ANCHORING OF BALLUSTERS IN FIELD
 WITH THE STRUCTURAL ENGINEER. TAKE EXTRA CARE IN
 WATERPROOFING AROUND THE BALUSTERS SINCE THEY ARE PRONE TO
 LEAKING. REVIEW DETAIL WITH ARCHITECT

NEW 2ND FLOOR PLAN SCALE: 1/4" = 1'-0"



CHRIS RIDGWAY ARCHITECT, INC.
 670 POPLAR STREET, HALF MOON BAY, CA 94019
 PH: 650.622.6591 WEB SITE: CRARCHITECT.NET
 EMAIL: CRARCHITECT@CDA516IDE.NET

NEW HOME IN MIRAMAR FOR:
MICHI GARRISON
 APN # 048-054-130

JOB # 1307
 SCALE AS NOTED
 DATE 05/01/15

SHEET
A2.2

GRANADA COMMUNITY SERVICES DISTRICT BOARD MEETING – MAY 21, 2015

FINDINGS FOR SEWER PERMIT VARIANCE

Owner/Applicant: Philomena, LLC/Tom Carey

APN: 048-013-090

Magellan Avenue, Miramar, California

- (1) **REQUIRED FINDING:** Where the property is shown on a map first recorded prior to August 14, 1929 and has not been approved after March 4, 1972 by a recorded final subdivision map, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels prior to August 14, 1929. Where a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Because the parcel is 4,400 sq. ft. in R-1/S-94/DR Zoning (hence less than 8,800 square feet or greater in the S-94 Zoning District) Chain of Title from a Title Insurance Company for all transactions claimed to constitute sale, lease or financing of the parcel which is the subject of the variance application and each vacant parcel sharing a boundary line with the subject parcel, from the date applicant contends the subject parcel was first legally created to the date of the application.

FINDING:

The current zoning for the parcel as R-1/S-94/DR/CD (Single-Family Residential District/S-94 Combining District with 10,000 sq. ft. minimum parcel size/Design Review/Coastal Development) and the parcel is 4,400 sq. ft. as confirmed by a stamped survey included in the building plans provided by the Applicant. Hence, a Chain of Title was provided as required to establish a basis for this Finding. There is one vacant parcel sharing a boundary line with the subject parcel and the required Chain of Title for that parcel was provided as well.

Additionally, Applicant submitted an Unconditional Certificate of Compliance (Type "A") issued by the County and recorded on May 1, 2014 (Document #: 2014-036563) which states that the subject property APN 048-013-090 is "one single, legally created parcel" which complies with the provision of the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

The Chain of Title Guarantee provided shows that the subject property was conveyed by document recorded April 18, 1907 (Book 137, Page 468 of Deeds) from James Brown to C. H. Flier. The description of the property conveyed shows the subject property (Lot 19 in Block 6 of a certain map entitled "SHORE ACRES, HALF MOON BAY, CALIFORNIA, FIRST ADDITION TO THE CITY OF BALBOA") being conveyed into separate ownership from all contiguous parcels. Hence the required finding can be made that the subject property was lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels

prior to August 14, 1929 and prior to the County's July 20, 1945 initial minor land division ordinance. This was the basis shown on the face of the County's Unconditional Certificate of Compliance as well.

Applicant also submitted an ORDER GRANTING AND CONVEYING CERTAIN PROPERTIES TO PLAINTIFF PHILOMENA, LLC (SETTLEMENT AND DISTRIBUTION PLAN #1) pursuant to Stipulations in a Court Action involving a Complaint for Partition of Real Properties. The effect of the Stipulations and Court Order for Partition will be addressed in Finding (3) below.

- (2) **REQUIRED FINDING:** Where the property is not shown on any recorded map, but is shown on a deed into separate ownership recorded prior to July 20, 1945, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Same as for (1) above.

FINDING: This Finding is not applicable because the subject property was shown on a recorded map; furthermore if it were applicable, the Finding can be made on the basis of the same facts set forth in Finding (1) above.

- (3) **REQUIRED FINDING:** Where the property is in the Coastal Zone, it has not been conveyed into ownership separate from all contiguous parcels for the first time after the February 1, 1973, effective date of vested rights under the California Coastal Act without a Coastal Development Permit approving a land division for the creation of such parcel.

INFORMATION REQUIRED: Same as for (1) above.

FINDING: The subject property is in the Coastal Zone and was partitioned pursuant to a Settlement – Distribution Plan #1 dated December 6, 2010 which provided for a method of partition of 113 specific San Mateo County properties that were joined in the Court Action for Partition (hereinafter “the San Mateo Exchange Properties” or “Properties”). The Properties had generally been held by three “family groups” (referred to as Philomena, LLC, the Bishop Family, and the Helen Carey Family) as tenants in common, each family group generally owning an undivided one-third (1/3) interest. The Settlement Agreement – Distribution Plan #1 provided for a partition in kind of the San Mateo Exchange Properties, whereby each family group would relinquish their fractional interest in certain San Mateo Exchange Properties in exchange for one hundred percent (100%) ownership interest in certain other San Mateo Exchange Properties. Following an Interlocutory Judgment by Stipulation, the family groups prepared and obtained a Court Order on 15 separate Conveyance Orders providing for the simultaneous exchange of their respective ownership interests in the San Mateo Exchange Properties effective December 31, 2010 at 11:59 p.m. Conveyance Order #12 ordered the granting and

conveying as Property #10 of the subject property (APN 048-013-090). Although it appears that no parcel configurations were changed and that only parcel ownership changed, the question is whether these conveyances pursuant to a partition action may constitute conveyance after the February 1, 1973, effective date for pre-existing vested rights under the California Coastal Act without a Coastal Development Permit (“CDP”) approving a land division for the creation of such parcel. The Coastal Act requires a Coastal Development Permit (CDP) for any division of land. The Subdivision Map Act does not treat a partition as a subdivision unless there is a division of land. Here the land is not being divided; indeed there is no change in the configuration of the parcel boundaries. However, it is possible that the partition law under the Subdivision Map Act regulations may not apply to a CDP which is governed instead by the Coastal Act regulations. The County of San Mateo has a certified Local Coastal Program Land Use Plan (“LCP”); hence District General Counsel has obtained further information from the Office of County Counsel. County Counsel would not advise that the Court-approved partition of Property #10, which did not alter its configuration, would constitute a division of land for the first time after the February 1, 1973 effective date for vested rights under the Coastal Act. Hence the Board of Directors of the Granada Community Services District can, and hereby does, make this Required Finding (3).

- (4) **REQUIRED FINDING:** Unless a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a Certificate of Compliance or Conditional Certificate of Compliance has been issued for the property, and if the property is in the Coastal Zone, a Coastal Development Permit process was conducted for the issuance of such Certificate, if required by law or regulation.

INFORMATION REQUIRED: A Certificate of Compliance (conditional or unconditional) and a Coastal Development Permit if the subject parcel is in the Coastal Zone (or equivalent proof of parcel legality satisfactory to the District Board of Directors).

FINDING: Applicant submitted an Unconditional Certificate of Compliance (Type “A”) issued by the County and recorded on May 1, 2014 (Document #: 2014-036563) which states that the subject property APN 048-013-090 is “one single, legally created parcel” which complies with the provision of the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance. No Coastal Development Permit process was conducted for the issuance of such Certificate, and the question is whether such a process was required by law or regulation. . The County of San Mateo has a certified Local Coastal Program Land Use Plan (“LCP”); hence District General Counsel has obtained further information from the Office of County Counsel. County Counsel would not advise that the Court-approved partition of Property #10 which did not alter its configuration would require a Coastal Development Permit process. County Counsel would advise that the Unconditional Certificate of Compliance (Type “A”) under LCP Section 1.27 is adequate. The Board of Directors of the Granada Community Services District can, and hereby does, make this Required Finding (4).

- (5) **REQUIRED FINDING:** There are no features of the property or the development proposed thereon which have the potential to have a greater than usual contribution to wet weather sewage overflow.

INFORMATION REQUIRED: Site Plan, Topographic Map and Building Permit plans for the subject parcel including calculations by the drafter of the plans showing the percentage of the subject parcel covered with impervious surfaces.

FINDING: Pursuant to County of San Mateo Zoning Regulations for Site Coverage, maximum parcel coverage is 30% for structures in the SR-94 District, plus an additional 10% of site coverage for impervious surface area less than 18" above ground level. (County Zoning Regs §6300.9.11.50 and 6300.9.11.70.). The plans show the total site area as 4396.8sf and state that site coverage for structures allowed is 35% (1538.8sf for this site). The plans then state that that the actual site coverage is 1281sf. If the actual maximum site coverage for structures is 30%, then the total structural site coverage allowed would be 1319.04sf. Hence the actual site coverage of 1281sf would comply with the County standards and this Finding can be made if the Granada Community Services District sewer permit and/or the County planning permit includes the following Condition of Approval for the project:

At the time of application for a building permit, the applicant shall submit a permanent stormwater management plan in compliance with the County's Drainage Policy to the Department of Public Works. A site drainage plan will be required that will demonstrate how roof drainage and site runoff will be directed to an approved location. This plan must demonstrate that post-development flows and velocities to adjoining private property and the public right-of-way shall not exceed those that existed in the pre-developed state.

The Granada Community Services District hereby requires that when and if it issues a sewer permit for the subject property, the above condition of approval be contained therein. Applicant is requested to provide documented confirmation that such a Condition of Approval is contained in any future County Planning Permit as well.

- (6) **REQUIRED FINDING:** Provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.

INFORMATION REQUIRED: The District already has or can obtain this information in the form of documentation showing the number of parcels in the District which have merged or which had their development rights transferred or otherwise eliminated since the completion of the Parcel Inventory and Development Potential Assessment for the Granada Sanitary District (prepared by J. Laurence Mintier & Associates in association

with Kennedy/Jenks Consultants (District Engineer)). The District will apply the information to the application before it.

FINDING: This is a Finding requiring the District Board's factual determination. The parcel is 4,400 square feet (short of the 10,000 square foot minimum zoning requirement used for buildout calculations by 5,600 square feet, *i.e.*, less than 50% of the minimum parcel size). If other parcels are treated in a similar manner (indeed if the Partition Action facilitates such treatment), there could be a significant adverse effect on the ability of the District to serve a conforming parcel in the future). Applicant was requested to provide a list of Assessor's Parcels located within the Granada Community Services District and part of this Partition Action. Applicant stated in an email that there are approximately 54 such parcels that were part of the Partition Action in the year 2010, and provided a list, from which Staff prepared maps. Both the list and the maps have been provided to the Board of Directors.

The Board of Directors of the Granada Community Services District finds that provision of sewer service to the parcel which is the subject of this application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.

- (7) **REQUIRED FINDING:** Granting of the variance would not constitute a special privilege not available to other property owners similarly situated.

INFORMATION REQUIRED: Written statement of relevant facts from Applicant comparing contiguous or nearby properties or other applications for variance.

FINDING: This is another Finding requiring the District Board's factual determination. The parcel is 4,400 square feet (short of the 10,000 square foot minimum zoning requirement used for buildout calculations by 5,600 square feet, *i.e.*, less than 50% of the minimum parcel size). This could be considered a special privilege. However previous variances have been granted for a 4,800 square foot parcel and a 6,452 square foot parcel in 10,000 square foot minimum zoning.

It is the applicant's burden to provide the Board with the evidence regarding these cases and how this application compares. The Board of Directors of the Granada Community Services District finds that the Applicant ___has/___has not not met this burden sufficiently to make Finding (7).

- (8) **REQUIRED FINDING:** The property owner has demonstrated by a preponderance of the evidence presented to the District Board that the parcel cannot be rendered conforming (without rendering any contiguous parcel nonconforming) by acquisition of one or more contiguous parcels by payment of fair market value for such contiguous parcel(s).

INFORMATION REQUIRED: Parcel size and setback for each contiguous parcel sharing a boundary line with the subject parcel and name and address of owner(s) of each such contiguous parcel together with documentation showing that each such owner has been offered fair market value for a portion of such contiguous property such that the subject parcel would be rendered conforming. The fair market value offer is not required if contiguous property is not vacant or, if developed, does not exceed minimum parcel size under the zoning ordinance.

FINDING:

Applicant has provided a copy of an offer to purchase the adjoining vacant parcel which was rejected. It is a factual determination for the Board to make whether that was a “fair market” offer and whether an offer to purchase a portion of the adjoining vacant parcel should be made.

The Board of Directors of the Granada Community Services District finds that the Applicant has met its burden sufficiently to make Finding (8).

- (9) **REQUIRED FINDING:** The component lots comprising the property do not qualify for merger or will be merged or rendered undevelopable as a condition of the issuance of the variance.

INFORMATION REQUIRED: The District already has the needed information in the form of documentation showing the standards for merger in effect in the County of San Mateo at the time the variance application is considered by the District Board.

FINDING: The Subject Parcel does not qualify for involuntary merger under Government Code Section 66451.11, even though less than 5,000 square feet in size because it was created in compliance with applicable laws and ordinances in effect at the time of its creation (see subsection (b)(2) of Section 66451.11).

- (10) **REQUIRED FINDING:** The current property owner will not voluntarily accept a refund of fees, charges and/or assessments paid in exchange for agreement that the parcel will not ever be used to generate wastewater or garbage and there is no adopted District policy to unilaterally implement such a refund.

INFORMATION REQUIRED: Written statement of the Applicant of intent to develop. There is currently no District policy for unilateral implementation of such a refund.

FINDING: Written statement provided May 23, 2014.

- (11) **REQUIRED FINDING:** For parcels which are less than 4,750 square feet in the S-17 or S-3 Zoning Districts, and for parcels which are less than 8,800 square feet in size in the S-94 Zoning District, the variance application was considered at a semi-annual meeting of the District Board held to consider and grant a total of no more than one semi-annual

variance from among such variance applications submitted during the preceding six months based on the comparative merits of such application.

INFORMATION REQUIRED: Confirmation to be provided by District Administrator.

FINDING: This parcel is 4,600 square feet in an S-17 Zoning District requiring a parcel size measuring 5,000 square feet. This application for Variance qualifies for semi-annual meeting consideration, because it is less than 4,750 square feet.

- There has been no variance application submitted in the past six months other than this one and the issuance of this Variance will, therefore, not result in the issuance of more than one semi-annual variance.
- There has been one or more variance applications submitted in the past six months other than this one and based on the comparative merits of each variance application submitted in the past six months this variance application is superior and such variance application is, therefore, issued.
- There has been one or more variance application submitted in the past six months other than this one and based on the comparative merits of each variance application this variance application was not selected as the superior variance application and such variance application is, therefore, denied without prejudice.

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY
504 Avenue Alhambra, Third Floor • P.O. Box 335 • El Granada, CA 94018
Telephone: (650) 726-7093 • Facsimile: (650) 726-7099

VARIANCE APPLICATION

Parcel Information: Assessor's Parcel Number: 048 / 013 / 090 Lot(s): 19 Block: 6
Parcel Address or Location: Shore Acres RSM 319 - Magellan Ave

Owner: Name(s) Philomina LLC Phone: 650.394.8615
Address: 1580 Laurel Street, Suite C Fax #: 650.394.8614
San Carlos, CA 94070 Cell #: _____

Owner's Agent: Name(s) Thomas J. Carey TC@TCareyrealty.com Phone: _____
Address: same as above Fax #: _____
Cell #: 650.208.8349

Contractor: Name(s) self Phone: _____
Address: _____ Fax #: _____
Cell #: _____

Parcel Sq. Footage: 4,400 Zoning District: R3 Structure(s) Sq. Footage: 2,041
RI/SS/DR (Total)

Type of development (Check one): Single Family Dwelling: Multiple Unit/Apartments: _____
Mixed Use (Commercial Use Structure with a Living Unit): _____

Are there any trees on the parcel (Yes/No)?: NO If yes, how many?: — # to be Removed: —

Additional Comments: vacant lot

For Single Family Dwellings Only:

Dwelling Sq. Ft.: 1,507 Garage: 534 No. of Bedrooms: 2 No. of Baths: 2

For Mixed Use Only:

Check or Enter No.: Warehouse(s): _____ No. of Offices: _____ Square footage of Living Unit: _____

Applicants Signature: _____ Date: 5/8/14
Printed Name: Thomas J. Carey Address: 1580 Laurel St, Ste. C, San Carlos, CA 94070

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

Attachments Provided:			DATE RECEIVED:	
<input checked="" type="checkbox"/> Grant Deed	<input checked="" type="checkbox"/> Sq. Ft. Verified	<input checked="" type="checkbox"/> Contig Owner Info	<input checked="" type="checkbox"/> Agent Form	
<input checked="" type="checkbox"/> Chain of Title	<input checked="" type="checkbox"/> Contig Vac Parcel Setbk	<input checked="" type="checkbox"/> No Acpte Stmt	<input type="checkbox"/> Other: _____	
<input checked="" type="checkbox"/> Building Plans	<input checked="" type="checkbox"/> Contig Fair Mkt Doc	<u>N/A</u> Merger Docs	Complete?: YES NO	
No. of NCA's: <u>1</u>	No. Needed: <u>1</u>	NCA Pur App Needed?: YES <u>NO</u>	Application Fee: \$ <u>750</u>	

GRANADA SANITARY DISTRICT
OF SAN MATEO COUNTY

504 Avenue Alhambra, Third Floor ~ P. O. Box 335 ~ El Granada, California 94018
Telephone: (650) 726-7093 ~ Facsimile: (650) 726-7099 ~ E-mail: gdsanitary@comcast.net

DESIGNATION OF AGENT (OPTIONAL)

The property owner may designate an agent to act on his or her behalf by completing and signing this form, and submitting it with a permit application. When a Designation of Agent form is submitted, the property owner authorizes the designated the agent to do the following:

1. Complete and file a permit application for the owners property,
2. To represent the Owner in all transactions with the District regarding the permit application,
3. To take receipt of the permit issued in the property owners name.

To designate an agent, please complete the following:

Agent's Name: Thomas T. Carey
Street Address: 1580 Laurel St #C
City & Zip: San Carlos, CA 94070
Mailing Address: 1580 Laurel St #C
City & Zip: San Carlos CA 94070
Telephone/Cell: (650) 394.8615 (650) 208.8349 (PREFER)
Fax: ()

Is the agent an attorney in good standing and licensed to practice law in the State of California? Y or N (circle one)

Is the agent a real estate broker or salesperson in good standing and licensed as such by the State of California? Y or N (circle one)

Owner(s) signature(s) designating the person identified above as the Owner(s) agent:
(All property owners must sign if more than one)

Signature: X [Signature] Date: 5/23/14

PRINTED NAME: of Philam LLC

Signature: X Thomas T. Carey Date: 5/23/14

PRINTED NAME: Member Philam LLC

Agent's Signature accepting Owner(s)' designation as the Owner(s) agent:

Agent's signature: X [Signature] Date: 5/23/14

PRINTED NAME: Thomas T. Carey

Granada Sanitary District

PROPERTY OWNER STATEMENT
"NO ACCEPTANCE OF FEES"

I / we Thomas J. Leary have submitted a sewer permit Variance Application to the District regarding the Property described as Vacant lot - Mayella Ave, (Enter address or, if vacant, enter "Vacant" with the street name, parcel lot number and block number), Assessor's Parcel No(s). 048 - 913 - 090, and hereby voluntarily make the following declaration in order to comply with District Ordinance Code section 603c.2(k):

I / we will not agree to the removal of any Granada Sewer Bond assessment levy and the refund of fees, charges and prior paid assessments in exchange for an agreement not to ever develop the property and not to ever generate wastewater or garbage from the property.

Current Property Owner(s):

Signature: X Thomas J. Leary

Date: 5/23/14

(NAME PRINTED)

Signature: X

Date: _____

(NAME PRINTED)

Statement of Relevant Facts

May 23, 2014

Granada Sanitary District
33 San Pablo Avenue
Half Moon Bay, CA 94019

RE: 048-013-090 Magellan Avenue

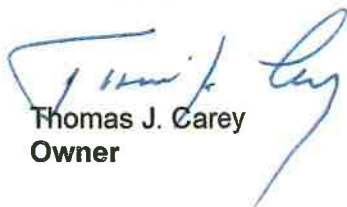
To Whom It May Concern:

The subject lot (048-013-090) is to be used as a residence for myself and family. The subject lot of this application is neighbored to by the following lots:

- **048-013-080:** Lot 18, Block 6 is owned by the Bishop family. An offer to purchase the property was made on December 30, 2013; and was subsequently rejected by the owners of the lot on February 12, 2014. (Please see the attached "Vacant Land Purchase Agreement", and more specifically page 9.)
- **048-013-770:** Lot 20, Block 6 is owned by Miramar Beach Inn and is used as a parking lot.
- **048-013-160:** Lots 10 & 11, Block 6 is owned by Miramar Beach Inn and is used as a parking lot.
- **048-013-150:** Lot 9, Block 6 is owned by Miramar Beach Inn and is used as a parking lot.

Please let me know if you have questions.

Thank you,



Thomas J. Carey
Owner

PARCEL SIZE AND SETBACK

Yellow- Subject property [048-013-090 (Lot 19)]

Size: 40' x 110'

Setback:

Back- 20 feet

Front- 20 feet

Sides- 5 feet

Owner: Philomena LLC

Address: 1580 Laurel Street, Suite C
San Carlos, CA 94070

Orange- 048-013-080 (Lot 18)

Size: 40' x 110'

Setback:

Back- 20 feet

Front- 20 feet

Sides- 5 feet

Owner: Thomas E. Bishop

Address: PO Box 23832
Tigard, OR 97281

Pink- 048-013-770 (Lot 20)

Size: 40' x 110'

Setback:

Back- 20 feet

Front- 20 feet

Sides- 5 feet

Owner: Miramar Beach Inn Ltd

Address: PO Box 278
Half Moon Bay, CA 94019

Green- 048-013-160 (Lots 10 & 11)

Size: 80' x 110'

Setback:

Back- 20 feet

Front- 20 feet

Sides- 5 feet

Owner: Miramar Beach Inn Ltd

Address: PO Box 278
Half Moon Bay, CA 94019

Blue- 048-013-150 (Lot 9)

Size: 40' x 110'

Setback:

Back- 20 feet

Front- 20 feet

Sides- 5 feet

Owner: Miramar Beach Inn Ltd

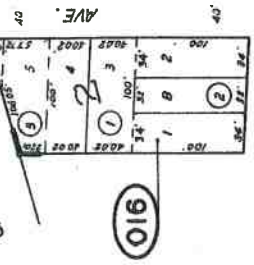
Address: PO Box 278
Half Moon Bay, CA 94019

AUG. 2, 2000

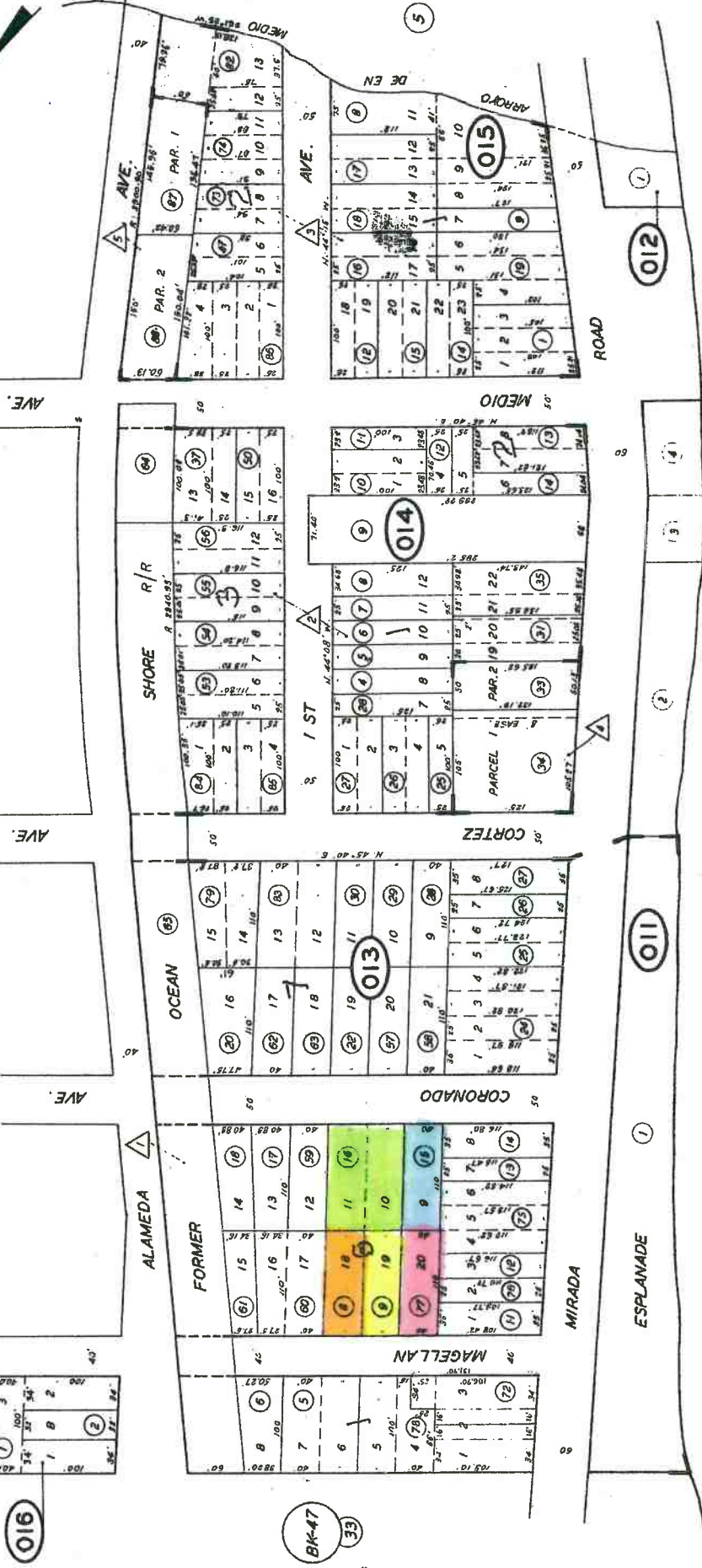
48-1

TAX CODE AREA

CABRILLO HWY.



3



- 1 SHORE ACRES RSM 3/95
- 2 SOUTH BALBOA TRACT RSM 5/6
- 3 BROOKLYN BEACH RSM 5/56
- 4 PARCEL MAP VOL 13/18

OCEAN

PACIFIC

5 PARCEL MAP VOL 72/92

ASSESSOR'S MAP COUNTY OF SAN MATEO, CALIF.

ML

MIRAMAR BEACH

BK-47 33



VACANT LAND PURCHASE AGREEMENT
AND JOINT ESCROW INSTRUCTIONS
(C.A.R. Form VLPA, Revised 4/10)

offer to purchase
neighboring lot
→ REJECTED!

Date December 30, 2013

OFFER:

A. THIS IS AN OFFER FROM Philomena LLC ("Buyer").
B. THE REAL PROPERTY TO BE ACQUIRED is described as APN# 048-013-080 Magellan Avenue
INC SMC (HMB), CA 94019

situated in INC SMC (HMB), Assessor's Parcel No(s) 048-013-080, County of Inc. San Mateo, California, ("Property").

C. THE PURCHASE PRICE offered is One Hundred Twenty-Five Thousand

D. CLOSE OF ESCROW shall occur on March 30, 2013 (Dollars \$ 125,000.00) (date) (or Days After Acceptance).

2. AGENCY:

A. POTENTIALLY COMPETING BUYERS AND SELLERS: Buyer and Seller each acknowledge receipt of a disclosure of the possibility of multiple representation by the Broker representing that principal. This disclosure may be part of a listing agreement, buyer representation agreement or separate document (C.A.R. Form DA). Buyer understands that Broker representing Buyer may also represent other potential buyers, who may consider, make offers on or ultimately acquire the Property. Seller understands that Broker representing Seller may also represent other sellers with competing properties of interest to this Buyer.

B. CONFIRMATION: The following agency relationships are hereby confirmed for this transaction:
Listing Agent N/A (Print Firm Name) is the agent of (check one): the Seller exclusively; or both the Buyer and Seller.
Selling Agent N/A (Print Firm Name) (if not the same as the Listing Agent) is the agent of (check one): the Buyer exclusively; or the Seller exclusively; or both the Buyer and Seller. Real Estate Brokers are not parties to the Agreement between Buyer and Seller.

3. FINANCE TERMS: Buyer represents that funds will be good when deposited with Escrow Holder.

A. INITIAL DEPOSIT: Deposit shall be in the amount of \$ 1,000.00

(1) Buyer shall deliver deposit directly to Escrow Holder by personal check, electronic funds transfer, Other within 3 business days after acceptance (or Other);

OR (2) (If checked) Buyer has given the deposit by personal check (or) to the agent submitting the offer (or to First American Title), made payable to . The deposit shall be held uncashed until Acceptance and then deposited with Escrow Holder (or into Broker's trust account) within 3 business days after Acceptance (or Other).

B. INCREASED DEPOSIT: Buyer shall deposit with Escrow Holder an increased deposit in the amount of \$ within Days After Acceptance, or

C. LOAN(S)

(1) FIRST LOAN in the amount of \$
This loan will be conventional financing or, if checked, FHA, VA, Seller (C.A.R. Form SFA), assumed financing (C.A.R. Form PAA), Other . This loan shall be at a fixed rate not to exceed % or, an adjustable rate loan with initial rate not to exceed % of the loan amount. Regardless of the type of loan, Buyer shall pay points not to exceed %

(2) SECOND LOAN in the amount of \$
This loan will be conventional financing or, if checked, Seller (C.A.R. Form SFA), assumed financing (C.A.R. Form PAA), Other . This loan shall be at a fixed rate not to exceed % or, an adjustable rate loan with initial rate not to exceed % of the loan amount. Regardless of the type of loan, Buyer shall pay points not to exceed % of the loan amount.

D. ADDITIONAL FINANCING TERMS: All cash at close of escrow. \$

E. BALANCE OF PURCHASE PRICE OR DOWN PAYMENT in the amount of \$ 124,000.00 to be deposited with Escrow Holder within sufficient time to close escrow.

F. PURCHASE PRICE (TOTAL): \$ 125,000.00

Buyer's Initials (ME) ()

Seller's Initials () ()

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Reviewed by Date



Recorded at the Request of,
and When Recorded Return to:
Pete Bentley, Project Planner
Planning and Building Department
455 County Center, 2nd Floor
Mail Drop PLN122
Redwood City, CA 94063

For Clerk Use Only

2014-036563 CONF

11:17 am 05/01/14 CC Fee: 27.00

Count of pages 5

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



County of San Mateo
Planning and Building Department

CERTIFICATE OF COMPLIANCE

Pursuant to Government Code Section 66499.35(a)

Planning File No. PLN 2014-00056

The County of San Mateo has received a request from Thomas Carey, 1580 Laurel Street, #C, San Carlos, CA 94070, to determine if the real property owned by Philomena, LLC, 1580 Laurel Street, #C, San Carlos, CA 94070, Assessor's Parcel Number 048-013-090, and further described below, complies with the provisions of the California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

Property Description

APN 048-013-090

All that certain real property located in the unincorporated area of San Mateo County, State of California, and being more particularly described as follows:

LOT 19 IN BLOCK 6, AS SHOWN ON THAT CERTAIN MAP ENTITLED, "SHORE ACRES, HALF MOON BAY, CALIFORNIA, FIRST ADDITION TO THE CITY OF BALBOA," FILED FOR RECORD IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON DECEMBER 18, 1905, IN BOOK "B" OF MAPS AT PAGE 12 AND COPIED INTO BOOK 3 OF MAPS AT PAGE 95.

BEING THE SAME PROPERTY ACQUIRED BY C. H. FLIER FROM JAMES BROWN, BY DEED RECORDED APRIL 18, 1907, IN BOOK 137, PAGE 468.

A plat showing the above-described parcel is attached hereto and made a part of.

The cited conveyance of this parcel occurred prior to the County initially adopting Subdivision Ordinance No. 595 on July 20, 1945; thus qualifying for the Type "A"

Certificate of Compliance

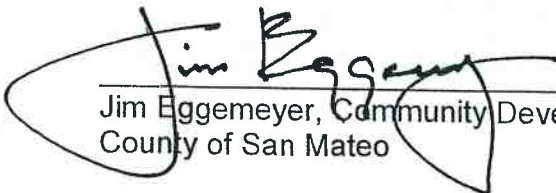
APN 048-013-090

Page 2

Certificate of Compliance. The subject Certificate of Compliance (Type A) shall represent 048-013-090 as one single, legally created parcel.

This is to certify that the real property described above complies with the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

NOTICE: This document certifies compliance with the State of California Subdivision Map Act and the San Mateo County Subdivision Regulations only. Any development on, or use of, the property described herein is subject to the San Mateo County General Plan, Zoning Regulations, building regulations, and other County regulations affecting use and development of the property. Further, this Certificate of Compliance shall in no way affect the requirements of any other federal, State or local agency that regulates development or use of real property.



Jim Eggemeyer, Community Development Director
County of San Mateo

4/30/14

Date

JKE:PSB:fc – PSBY0336_WFN.DOCX
FRM00101.DOCX (7/9/13)

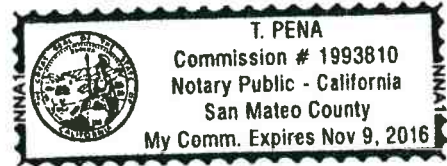
State of California)

County of San Mateo)

On 04/30/2014, before me, T. Peña,
a Notary Public, personally appeared JIM EGGEMEYER, who proved to me on the basis of
satisfactory evidence to be the person whose name is subscribed to the within instrument
and acknowledged to me that he executed the same in his authorized capacity, and that by
his signature on the instrument the person, or the entity upon behalf of which the person
acted, executed the instrument.

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

WITNESS my hand and official seal.

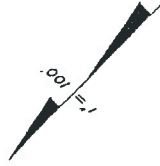


Signature T. Peña

AUG 2, 2000

48-1

TAX CODE AREA



- 1 SHORE ACRES RSM 9/95
- 2 SOUTH BALBOA TRACT RSM 5/6
- 3 BROPHY'S BEACH RSM 5/58
- 4 PARCEL MAP VOL 13/12

PARCEL MAP VOL 72/92

ASSESSOR'S MAP COUNTY OF SAN MATEO, CALIF.

ML

SITE PLAN



1/8"=1'-0"



PROJECT DATA

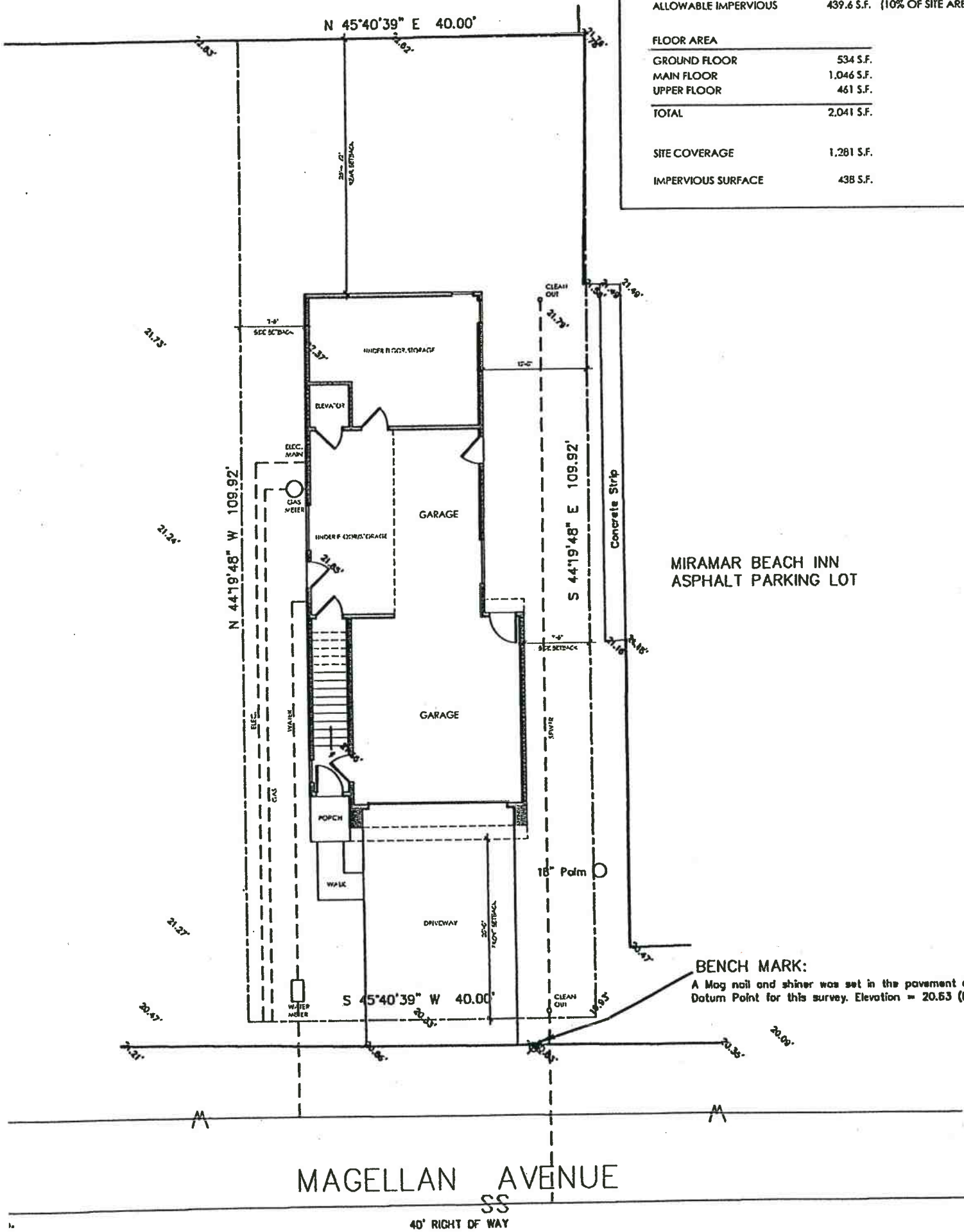
SITE AREA	4,396.8 S.F.
ALLOWABLE FLOOR AREA	2,110.5 S.F. (.48 x SITE AREA)
ALLOWABLE COVERAGE	1,538.8 S.F. (35% OF SITE AREA)
ALLOWABLE IMPERVIOUS	439.6 S.F. (10% OF SITE AREA)

FLOOR AREA

GROUND FLOOR	534 S.F.
MAIN FLOOR	1,046 S.F.
UPPER FLOOR	461 S.F.
TOTAL	2,041 S.F.

SITE COVERAGE 1,281 S.F.

IMPERVIOUS SURFACE 438 S.F.



MIRAMAR BEACH INN
ASPHALT PARKING LOT

BENCH MARK:
A Mag nail and shiner was set in the pavement and used as a Datum Point for this survey. Elevation = 20.53 (NAVD 83)

MAGELLAN AVENUE

40' RIGHT OF WAY

Kellond Architects

14510 Big Basin Way, #405
Saratoga, California 95070

408.741.0600 ph.
408.741.0610 fax

www.kellondarchitects.com

ALL DIMENSIONS AND WRITTEN MATERIAL HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF THE ARCHITECT, WHICH MAY NOT BE DUPLICATED, USED, OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.

FLOOR PLANS

**Magellan Ave.
Residence**

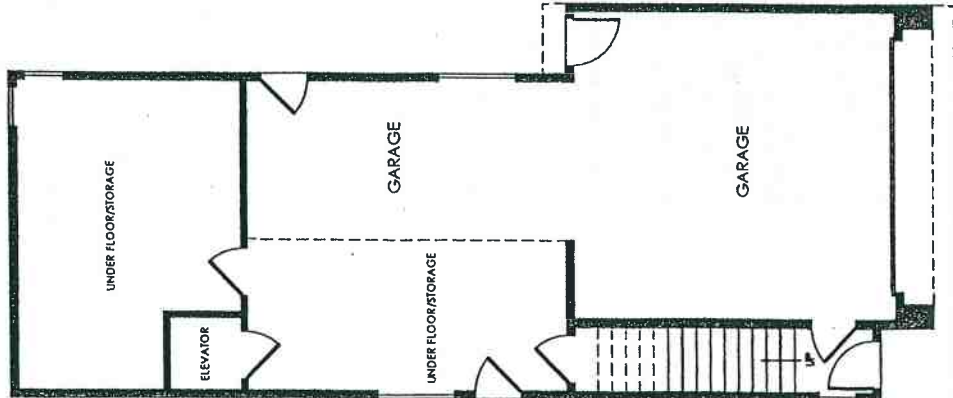
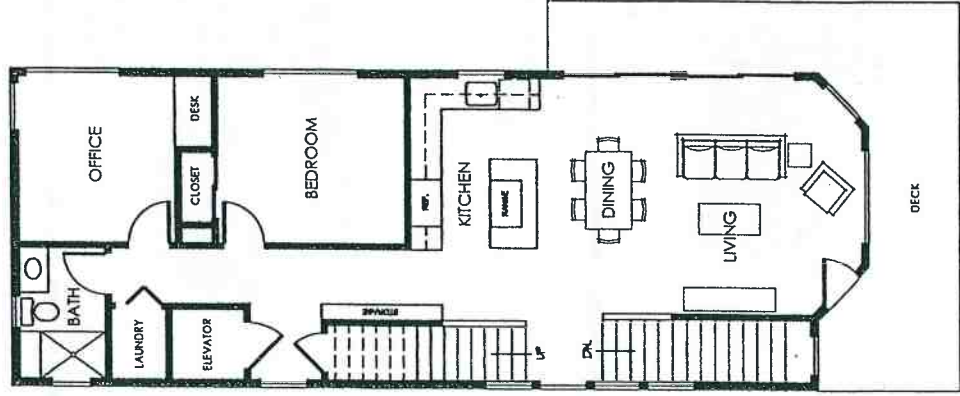
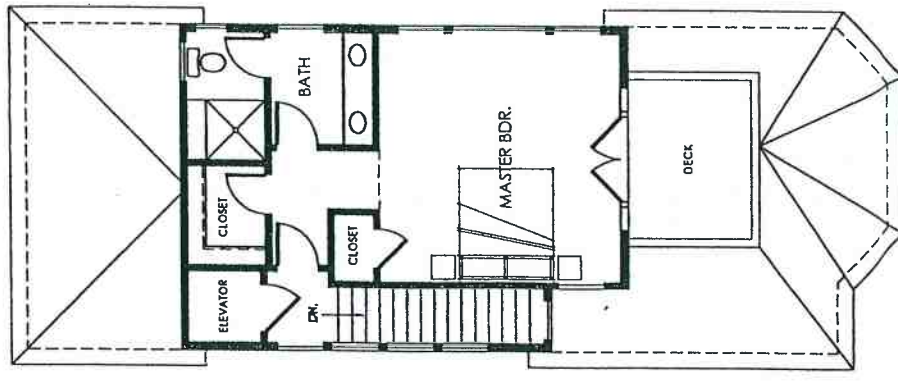
APN: 048-013-090
Half Moon Bay, CA 94019

SHEET TITLE

PROJECT #: 2014.04

DATE: 22 MAY 2014

SHEET #: A-2.1



Recording Requested By:
Thomas J. Carey

When Recorded Mail To:

Thomas J. Carey
2920 Woodside Road
Woodside, CA 94062

Mail Tax Statements To:

Same As Above

2010-162085

1:13 pm 12/28/10 CO Fee: 231.00

Count of Pages 73 UN

Recorded in Official Records

County of San Mateo

Warren Slocum

Assessor-County Clerk-Recorder



* R 0 0 0 1 1 1 0 7 8 1 *

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Documentary Transfer Tax Due: \$616.55
*(Multiple undivided ownership of real properties
being partitioned into sole ownership of real
properties in Carey v. Bishop, San Mateo County
Case No. CIV476600)*
Computed on Full Value of Property Conveyed

73p

**ORDER GRANTING AND CONVEYING CERTAIN PROPERTIES
TO PHILOMENA, LLC**

(Conveyance Order #12 of 15)

1 James H. Hartnett, Esq. (SBN 84587)
2 HARTNETT, SMITH & ASSOCIATES
3 777 Marshall Street
4 Redwood City, CA 94063
5 (650) 568-2820 (Phone)
6 (650) 568-2823 (Fax)

7 Walter A Macdonald, Jr., Esq. (SBN 102460)
8 LAW OFFICES OF WALTER A. MACDONALD, JR.
9 Attorney At Law
10 Post Office Box 7492
11 San Jose, Ca 95150-7492
12 (408) 269-0286 (Phone)
13 (408) 269-0386 (Fax)

14 Attorneys for Plaintiff Thomas J. Carey, Trustee of the Mary Colter McDonald 1991 Trust dated
15 March 28, 1991, as Amended and Restated, and Philomena LLC

16 SUPERIOR COURT OF THE STATE OF CALIFORNIA
17 IN AND FOR THE COUNTY OF SAN MATEO

18 THOMAS J. CAREY, TRUSTEE
19 OF THE MARY COLTER McDONALD
20 1991 TRUST DATED MARCH 28, 1991,
21 AS AMENDED AND RESTATED AND
22 PHILOMENA, LLC

23 Plaintiff,

24 vs.

25 MARTHA E. BISHOP; THOMAS
26 E. BISHOP, TRUSTEE OF THE
27 MARTHA E. BISHOP REVOCABLE
28 TRUST U/A/D MAY 6, 2009; , et al.

Defendants.

FILED
SAN MATEO COUNTY

DEC 15 2010

Clerk of the Superior Court

By

DEPUTY CLERK

CASE NO. CIV 476600

SLD
[PROPOSED] ORDER GRANTING
AND CONVEYING CERTAIN
PROPERTIES TO PLAINTIFF
PHILOMENA, LLC (SETTLEMENT
AGREEMENT-DISTRIBUTION PLAN
#1)

[CONVEYANCE ORDER # 12 of 15]

Judge: Hon. Steven L. Dylina

Dept.: 7

WHEREAS, this is an action ("Action") for the partition of real property,
identified in the Second Amended Verified Complaint for Partition of Real Properties ("the
Properties");

1 WHEREAS, ownership of the Properties has generally been held by three "family
2 groups" (referred to herein as the Philomena LLC, the Bishop Family and the Helen Carey
3 Family, and collectively referred to herein as "the Parties") as tenants in common, each family
4 group generally owning an undivided one third (1/3) interest;

5 WHEREAS, in November, 2010 the Parties entered into fourteen (14) separate
6 Ownership Stipulations (collectively referred to herein as "the Stipulations Regarding Title to
7 Real Property- San Mateo") reflecting the title, ownership percentages and legal descriptions of
8 one hundred twenty-one (121) properties included in this partition action, all located in San
9 Mateo County. The Stipulations Regarding Title to Real Property-San Mateo were filed with the
10 Superior Court of San Mateo County on or about December 9, 2010;

11 WHEREAS, the Parties reached an agreement for the partition of certain of the
12 Properties, which agreement was confirmed in writing by the Settlement Agreement Re Certain
13 San Mateo County Properties ("Settlement Agreement- Distribution Plan #1"), dated
14 December 6, 2010. Among other things, the Settlement Agreement- Distribution Plan #1
15 provides for a method of partition of one hundred thirteen (113) specific San Mateo County
16 properties that are joined in this partition Action ("the San Mateo Exchange Properties"). It
17 provides for a partition in kind of the San Mateo Exchange Properties, whereby each family
18 group would relinquish their fractional interest in certain of the San Mateo Exchange Properties
19 in exchange for a one hundred percent (100%) ownership interest in certain other San Mateo
20 Exchange Properties, except for the properties identified in the Second Amended Verified
21 Complaint for Partition of Real Properties ("Second Amended Complaint") as Exhibit 13 and as
22 Exhibit 64. As to the property identified in the Second Amended Complaint as Exhibit 13, each
23 of the Parties has only an undivided one-sixth (1/6th) beneficial interest and the Parties will
24 relinquish and/or receive only such ownership interest in Exhibit 13 as is actually currently held
25 by the Parties.. It was and is the Parties' intent and belief that the value of the ownership interest
26 to be relinquished by each family group in this exchange is equal to the value of the ownership
27 interest to be received by that family group. As to the property identified in the Second
28 Amended Complaint as Exhibit 64, the Bishop Family and Philomena LLC each have an

1 undivided thirty-three and one-third percent (33 1/3%) interest; the Isabella Trust has an
2 undivided twenty-two point two three-repeating percent (22.233333%) interest; and Ann
3 Elizabeth Carey, Robert E. Carey, Jr., and Thomas J. Carey each has, respectively, an undivided
4 three and seven-tenths percent (3.7%) interest;

5 WHEREAS, the Parties agreed that the San Mateo Exchange Properties to be received (in
6 exchange for the undivided interests to be relinquished in certain of the other San Mateo
7 Exchange Properties) by each family group would be determined by virtue of a "blind draw" of
8 groupings of effectively equal aggregate value of the San Mateo Exchange Properties;

9 WHEREAS, the "groupings" were prepared at the request of the Parties and were then
10 approved by the parties;

11 WHEREAS the "blind draws" were conducted by the Parties and were then approved by
12 the Parties;

13 WHEREAS, the Parties desire and intend that the actual exchange of all ownership
14 interest in the San Mateo Exchange Properties occur simultaneously, and in conformity with the
15 requirements of Section 1031 under the Internal Revenue Code of 1986, as amended, and the
16 treasury regulations promulgated there under;

17 WHEREAS, in or about **November 2010** the Parties entered into a Stipulation for Entry
18 of Interlocutory Judgment (1) Confirming Ownership and Ownership Interests in 121 San Mateo
19 County Properties and (2) Ordering Partition of 113 of Those Properties ("Stipulation for Entry
20 of Interlocutory Judgment"), which was filed with the Superior Court of San Mateo County in
21 this action on or about **December 9, 2010**;

22 WHEREAS, on or about **December 9, 2010** the Court entered an Interlocutory Judgment
23 Regarding Certain San Mateo Properties in this Action. Among other things, the Interlocutory
24 Judgment Regarding Certain San Mateo Properties ordered that (1) the ownership interest and
25 percentage of ownership interest in the San Mateo properties included in this Action is as stated
26 in the fourteen (14) Stipulations Regarding Title to Real Property- San Mateo; (2) incorporated
27 by reference the terms of the Parties' Settlement Agreement-Distribution Plan #1; (3) adopted the
28 terms and conditions of the Settlement Agreement-Distribution Plan #1 and ordered the partition

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9. Property identified in this action by the parties as Ex. 31
- (a) Located in San Mateo County
 - (b) Assessor Parcel Number: **047-206-110**
 - (c) Legal Description: as stated in Exhibit I hereto
 - (d) Pursuant to the parties' Stipulation Regarding Title to Real Property (**San Mateo #3**) and this Court's Interlocutory Judgment dated **December 9, 2010** immediately prior to entry of this order, ownership was as follows:

THOMAS E BISHOP, AS TRUSTEE OF THE MARTHA E BISHOP REVOCABLE TRUST UAD MAY 6, 2009, AS TO AN UNDIVIDED 33 1/3% INTEREST;

ROBERT E. CAREY AND HELEN J. CAREY, TRUSTEES OF THE ISABELLA TRUST DATED NOVEMBER 6, 2001, AS TO AN UNDIVIDED 33 1/3% INTEREST;

PHILOMENA, LLC, AS TO AN UNDIVIDED 33 1/3% INTEREST

- (e) Effective **December 31, 2010 at 11:59 p.m.** each of the persons identified in paragraph 9(d) above other than **PHILOMENA, LLC**, disclaims and relinquishes any ongoing ownership interest in said property.

10. Property identified in this action by the parties as Ex. 32
- (a) Located in San Mateo County
 - (b) Assessor Parcel Number: **048-013-090**
 - (c) Legal Description: as stated in Exhibit J hereto
 - (d) Pursuant to the parties' Stipulation Regarding Title to Real Property (**San Mateo #5**) and this Court's Interlocutory Judgment dated **December 9, 2010** immediately prior to entry of this order, ownership was as follows:

THOMAS E. BISHOP, AS TRUSTEE OF THE MARTHA E. BISHOP REVOCABLE TRUST UAD MAY 6, 2009, AS TO AN UNDIVIDED 1/7 OF A 33 1/3% INTEREST;

THOMAS E. BISHOP, AN UNDIVIDED 1/7 OF A 33 1/3% INTEREST;

1 THOMAS E. BISHOP, AS TRUSTEE OF THE BISHOP
2 CHILDREN'S TRUST UAD DECEMBER 30,1981, FOR THE
3 BENEFIT OF: (1) ELIZABETH PARDO, AS TO AN
4 UNDIVIDED 1/7 OF A 33 1/3% INTEREST; (2) HELEN
5 PEOPLES, AS TO AN UNDIVIDED 1/7 OF A 33 1/3%
6 INTEREST; (3) DONALD C. BISHOP, AS TO AN UNDIVIDED
7 1/7 OF A 33 1/3% INTEREST; (4) BRENT F. BISHOP, AS TO
8 AN UNDIVIDED 1/7 OF A 33 1/3% INTEREST; AND (5)
9 BRIAN C. BISHOP, AS TO AN UNDIVIDED 1/7 OF A 33 1/3%
10 INTEREST;

11 ROBERT E. CAREY AND HELEN J. CAREY, TRUSTEES OF
12 THE ISABELLA TRUST DATED NOVEMBER 6, 2001, AS TO
13 AN UNDIVIDED 33 1/3% INTEREST;

14 PHILOMENA, LLC, AS TO AN UNDIVIDED 33 1/3%
15 INTEREST.

- 16 (e) Effective **December 31, 2010 at 11:59 p.m.** each of the persons
17 identified in paragraph 10(d) above other than **PHILOMENA,**
18 **LLC**, disclaims and relinquishes any ongoing ownership interest in
19 said property.

- 20 11. Property identified in this action by the parties as **Ex. 36**
21 (a) Located in San Mateo County
22 (b) Assessor Parcel Number: **048-014-060**
23 (c) Legal Description: as stated in **Exhibit K** hereto
24 (d) Pursuant to the parties' Stipulation Regarding Title to Real
25 Property (**San Mateo #5**) and this Court's Interlocutory Judgment
26 dated **December 9, 2010** immediately prior to entry of this order,
27 ownership was as follows:

28 THOMAS E. BISHOP, AS TRUSTEE OF THE MARTHA E.
BISHOP REVOCABLE TRUST UAD MAY 6, 2009, AS TO AN
UNDIVIDED 1/7 OF A 33 1/3% INTEREST;

THOMAS E. BISHOP, AN UNDIVIDED 1/7 OF A 33 1/3%
INTEREST;

THOMAS E. BISHOP, AS TRUSTEE OF THE BISHOP
CHILDREN'S TRUST UAD DECEMBER 30,1981, FOR THE
BENEFIT OF: (1) ELIZABETH PARDO, AS TO AN

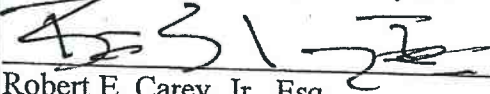
1 B. A certified copy of this Order shall be recorded in the County Recorder's Office
2 of San Mateo County on or before December 31, 2010.

3 C. The Parties to this Action shall execute all such instruments and documents and
4 take all actions reasonably necessary, to confirm and finalize the conveyances set forth in this
5 Order.

6 D. The Court retains the authority and power to itself, or by its designee in place of
7 any party, execute any such instruments and documents and take all actions reasonably
8 necessary, to confirm and finalize the conveyances set forth in this order.

9 **APPROVED AS TO FORM**

10
11 _____
12 Ann E. Johnston, Esq.
13 Attorney for the Bishop Family Defendants

14 
15 _____
16 Robert E. Carey, Jr., Esq.
17 Attorney for Robert E. Carey and Helen J. Carey,
18 Trustees of the Isabella Trust Dated November 6, 2001

19 _____
20 James H. Hartnett, Esq.
21 Attorney for Philomena, LLC

22 **IT IS SO ORDERED.**

23 DATED: _____

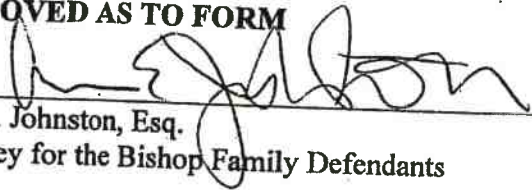
24 _____
25 The Honorable Steven L. Dylina

1 B. A certified copy of this Order shall be recorded in the County Recorder's Office
2 of San Mateo County on or before December 31, 2010.

3 C. The Parties to this Action shall execute all such instruments and documents and
4 take all actions reasonably necessary, to confirm and finalize the conveyances set forth in this
5 Order.

6 D. The Court retains the authority and power to itself, or by its designee in place of
7 any party, execute any such instruments and documents and take all actions reasonably
8 necessary, to confirm and finalize the conveyances set forth in this order.

9 **APPROVED AS TO FORM**

10 

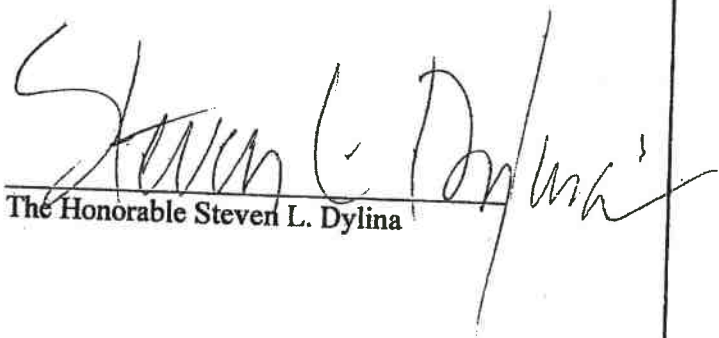
11 _____
12 Ann E. Johnston, Esq.
13 Attorney for the Bishop Family Defendants

14 _____
15 Robert E. Carey, Jr., Esq.
16 Attorney for Robert E. Carey and Helen J. Carey,
17 Trustees of the Isabella Trust Dated November 6, 2001

18 _____
19 James H. Hartnett, Esq.
20 Attorney for Philomena, LLC

21 **IT IS SO ORDERED.**

22 DATED: 12/15/10

23 
24 _____
25 The Honorable Steven L. Dylina

Order Number: 4108-3131320
Page Number: 5

LEGAL DESCRIPTION

Real property in an unincorporated area, County of SAN MATEO, State of CALIFORNIA,
described as follows:

LOT 19 IN BLOCK 6, AS SHOWN ON THAT CERTAIN MAP ENTITLED "SHORE ACRES, HALF
MOON BAY, CALIFORNIA, FIRST ADDITION TO THE CITY OF BALBOA" FILED FOR RECORD IN
THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON DECEMBER 18, 1905 IN
BOOK "B" OF MAPS AT PAGE 12 AND COPIED INTO BOOK 3 OF MAPS AT PAGE 95.

APN: 048-013-090

First American Title

EXHIBIT J



STATE OF CALIFORNIA } SS.
COUNTY OF SAN MATEO }

I, John C. Fitton, the Clerk of the Superior Court of the above entitled County, do hereby certify that the foregoing is a full, true and correct copy of the original on file in my office, and that I have carefully compared same with the original.
Witness my hand and seal of said Superior Court

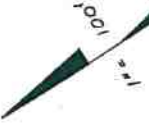
This 15th day of December 2010
Clerk of the Superior Court of California, County of San Mateo

By [Signature]
Deputy Clerk

GRANADA PARCELS

037-154-060 - Not in GSD 048-135-120 - MAP Provided
047-045-170 - MAP Provided 048-136-050 " "
047-313-010 " " 048-136-120 " "
048-013-080 " " 048-136-150 " "
SUBJECT - 048-013-090 " " 048-136-190 " "
PARCEL 048-013-640 - Nothing 048-136-200 " "
048-013-650 Nothing 048-153-090 " "
048-014-040 - MAP Provided 048-153-110 " "
048-014-060 " " 048-155-140 " "
048-014-080 " " 048-155-220 " "
048-016-050 " " 048-156-230 " "
048-021-130 " "
048-022-020 " "
048-022-030 " "
048-022-210 " "
048-024-100 " "
048-031-050 " "
048-031-070 " "
048-031-160 - Nothing
048-031-170 - MAP Provided
048-032-040
048-033-060
048-036-170
048-043-050
048-046-070
048-046-250
048-054-120
048-056-040
048-056-060
048-056-110
048-063-150
048-063-220
048-072-080
048-085-250
048-085-360
048-091-110
048-112-050
048-112-060
048-112-130
048-121-060
048-124-270
048-124-280
048-125-170





GRANADA AVENUE

047-045-170

AVENUE GRANADA

TAX CODE AREA

SEVILLA

MADRID

PRESIDIO

ESCONDITO

PERALTA

ALCATRAZ

SONORA

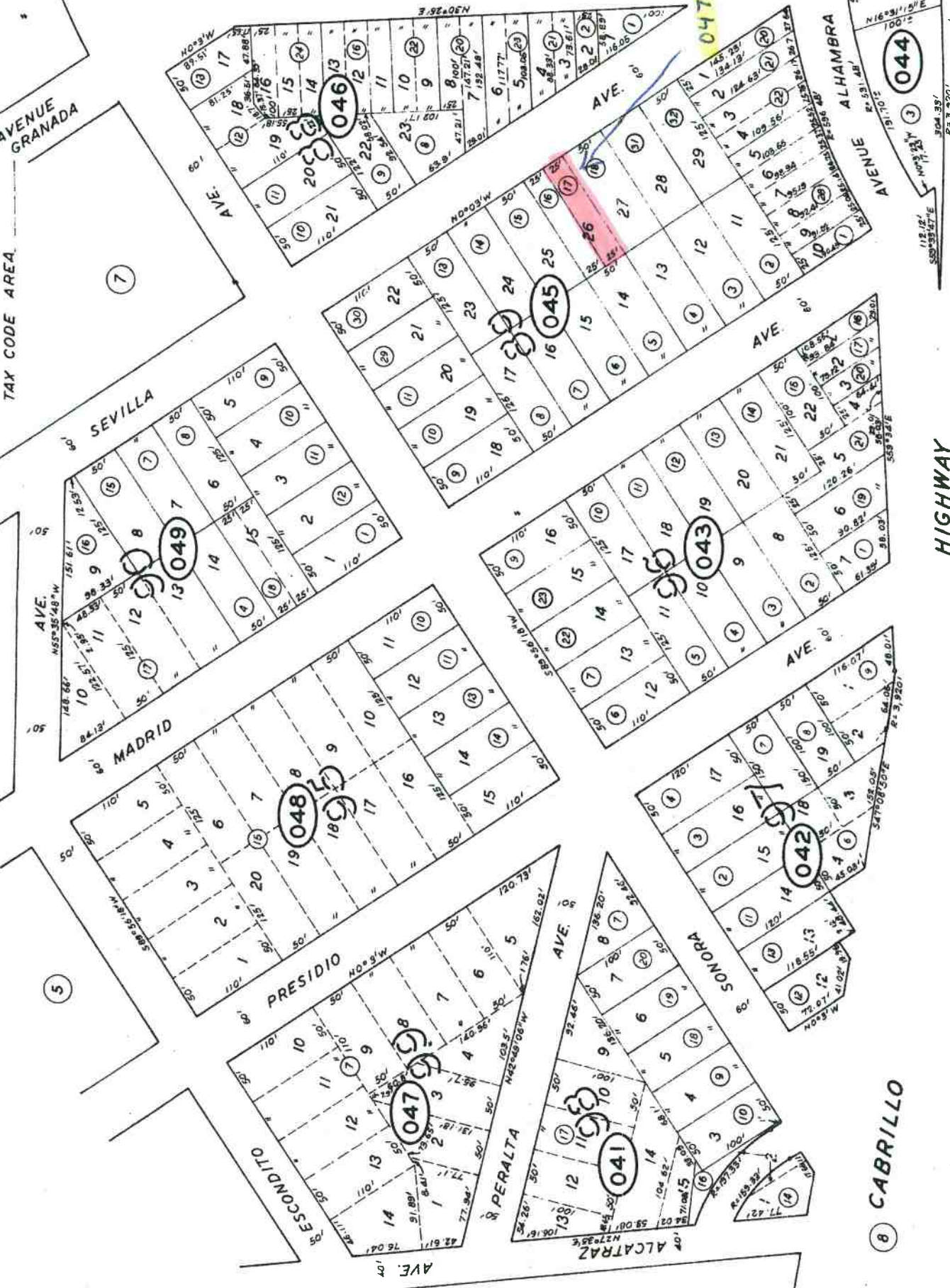
CABRILLO

ALHAMBRA

HIGHWAY

GRANADA SUB. NO. 8 RSM 6/65

ASSESSOR'S MAP COUNTY OF SAN MATEO, CALIF



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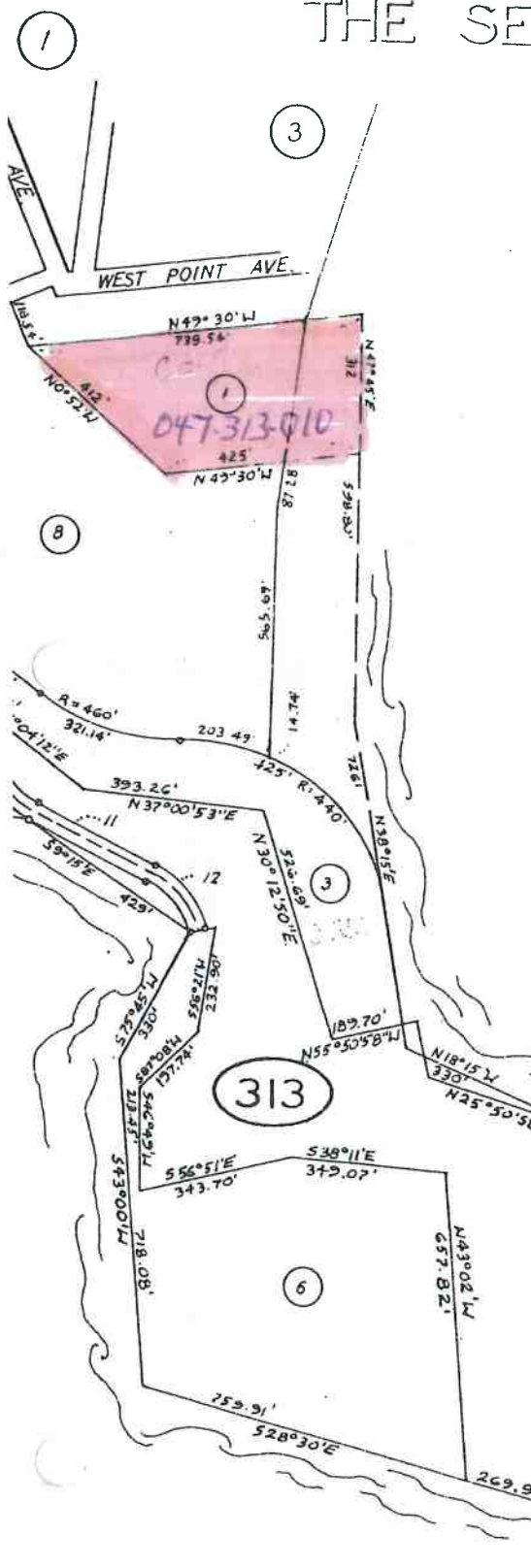
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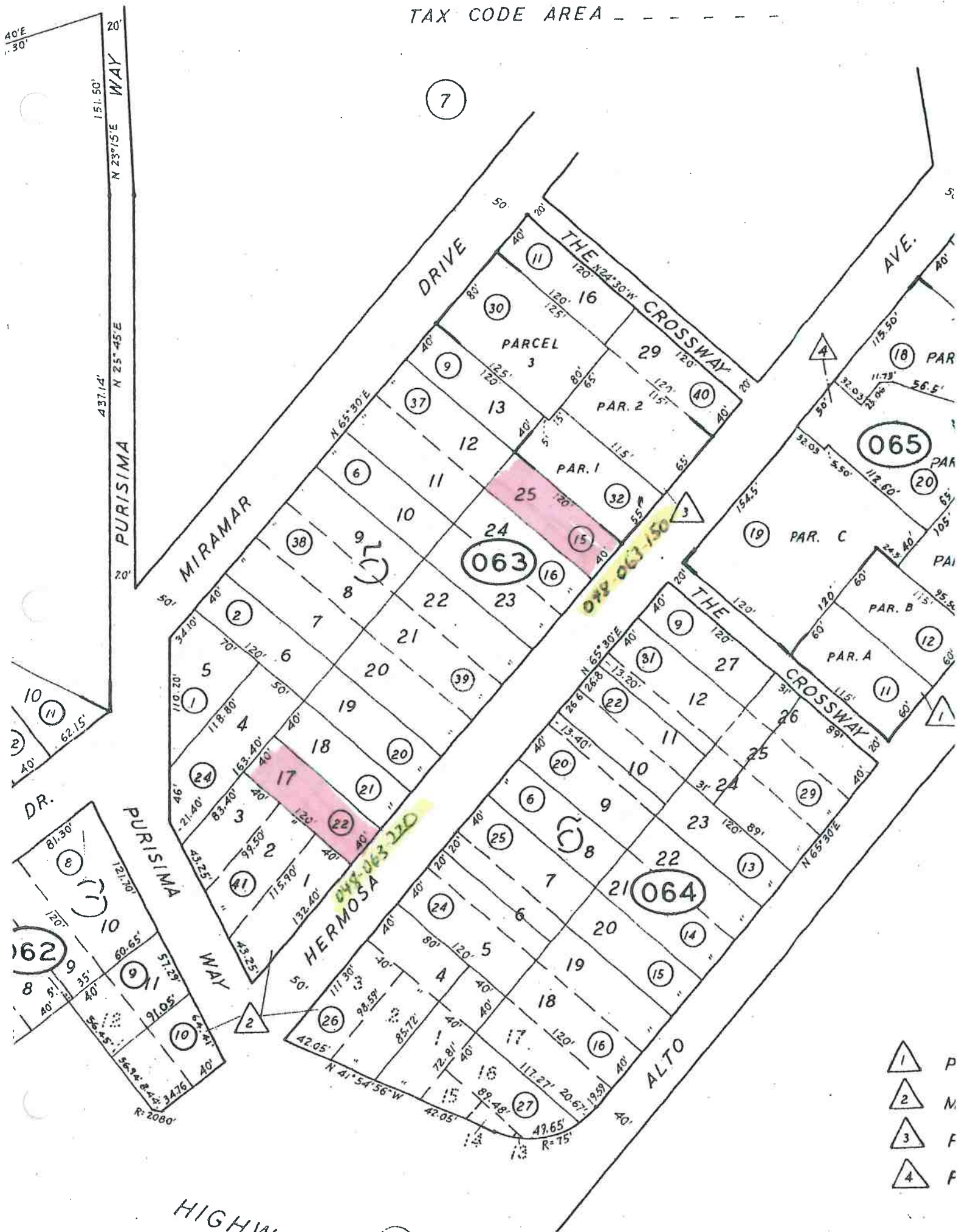
BEARINGS & DISTANCES FOR 40' ROAD

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3	N23°37'W	31.12'
4	R=200'	266.98'
5	S79°54'W	122.64'
6	R=200'	282.74'
7	S1°06'E	256.28'
8	R=200'	320.09'
9	S25°06'W	192.61'
10	R=200'	142.59'
11	S15°45'W	288.79'
12	R=200'	237.13'

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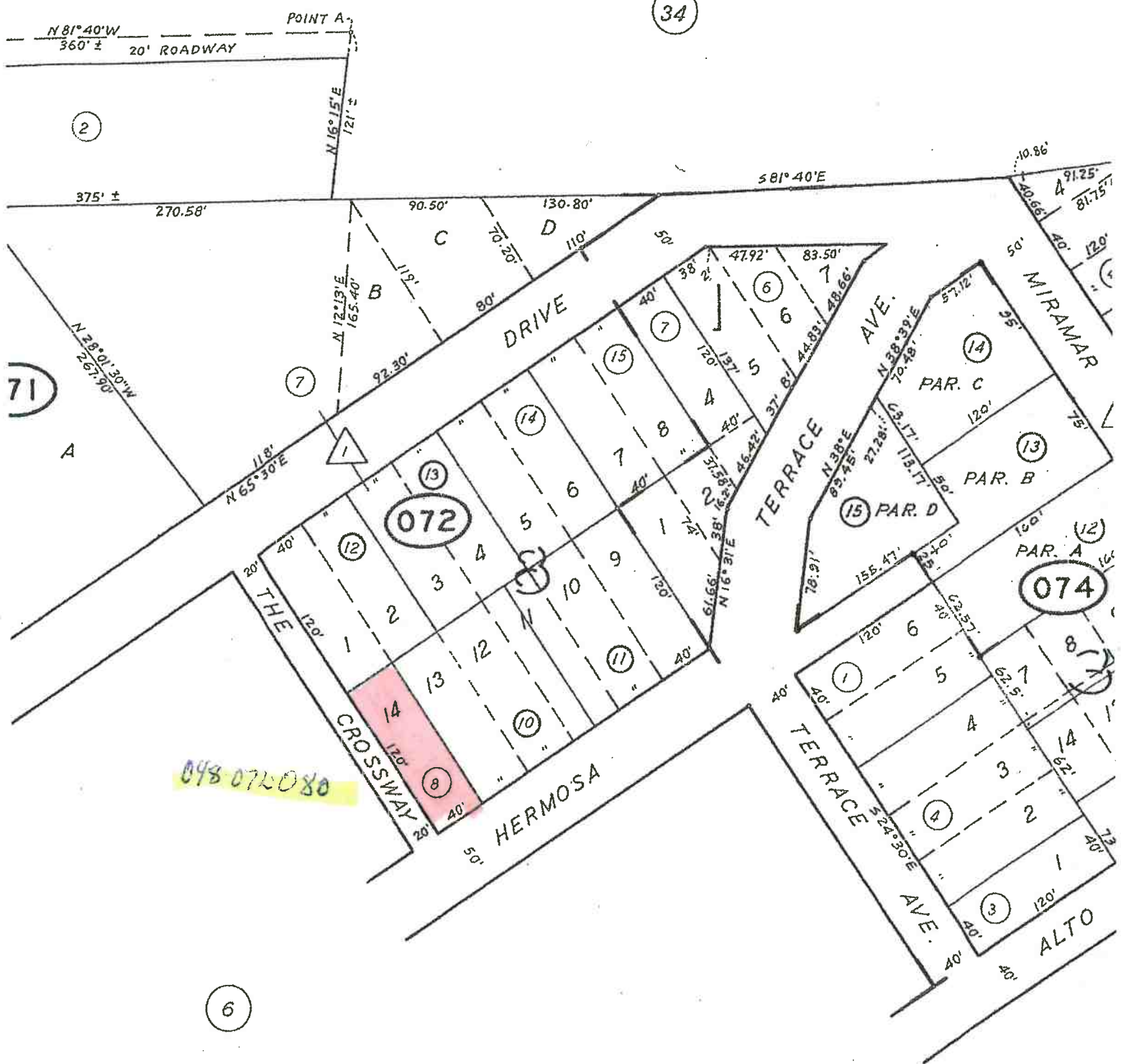
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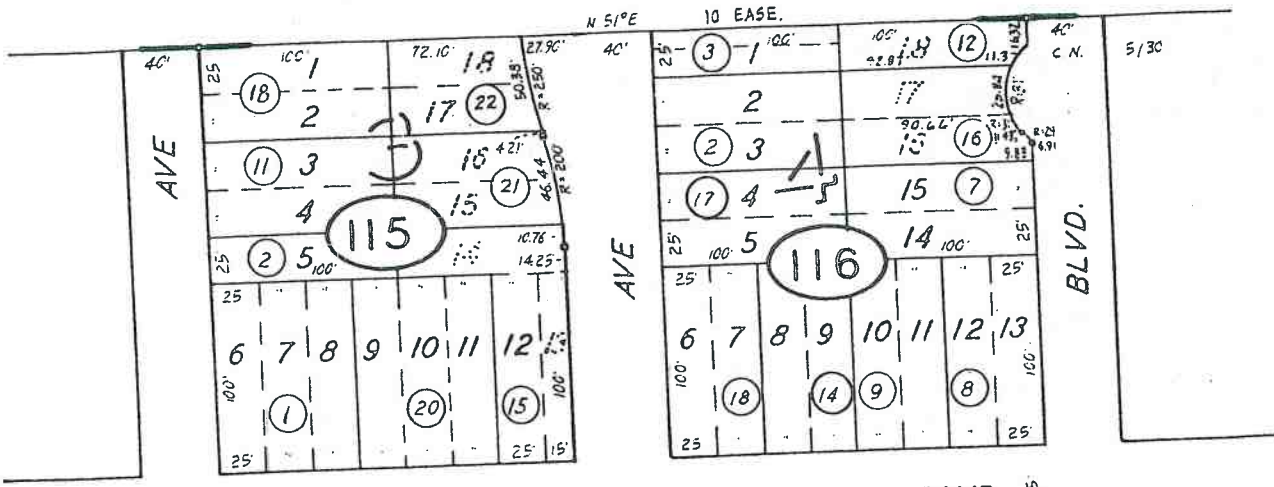
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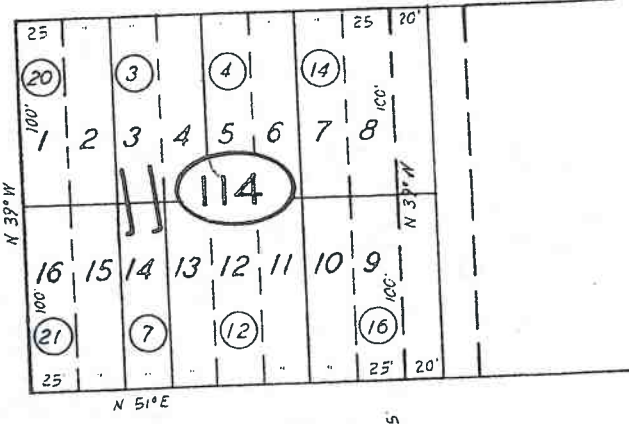
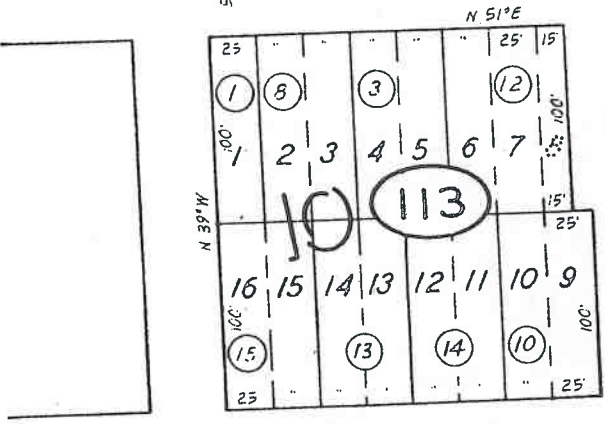
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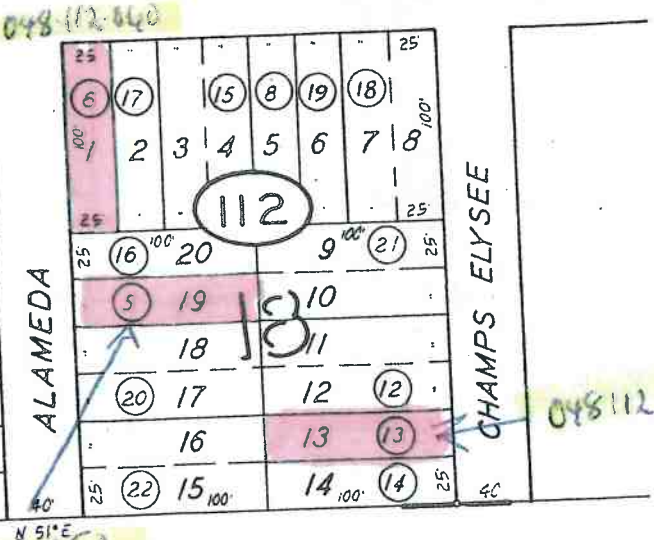
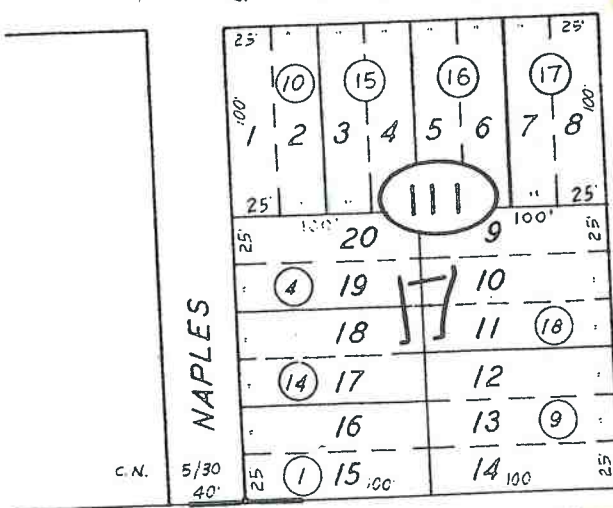
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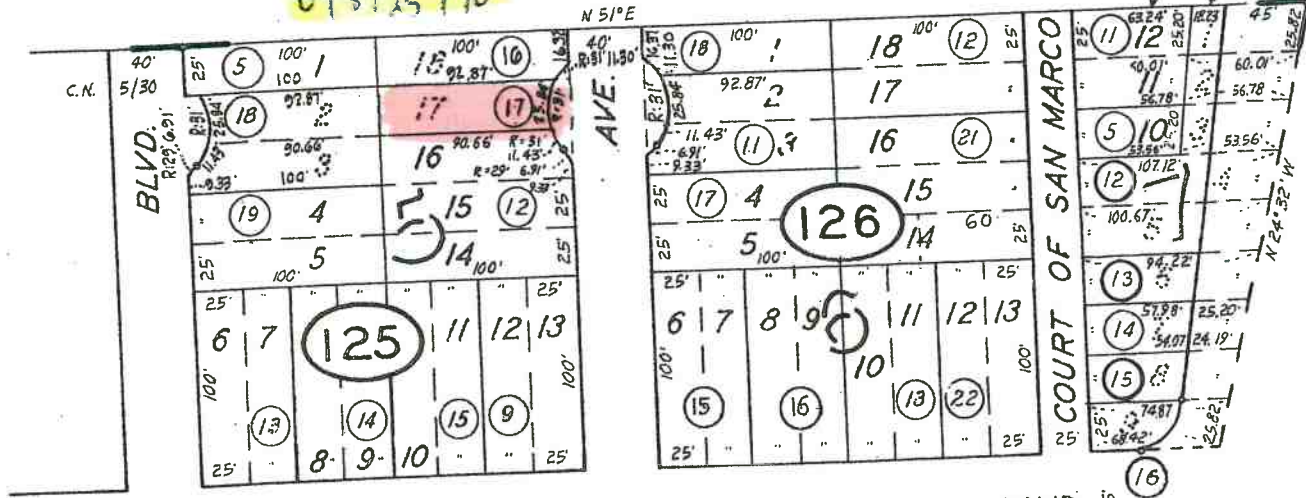
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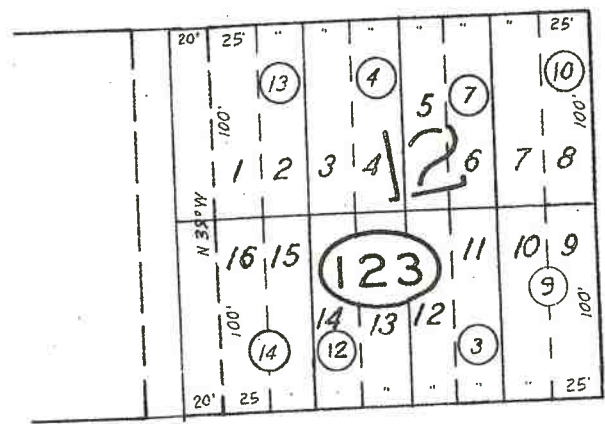
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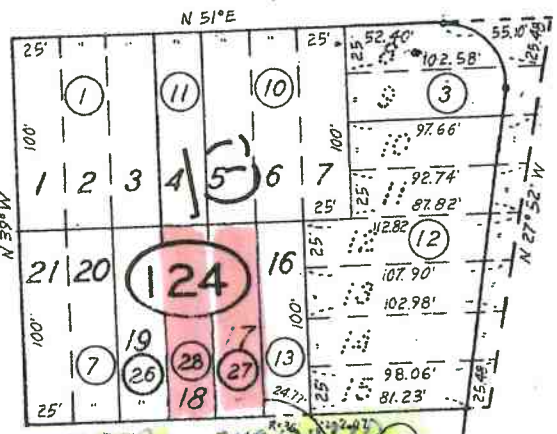
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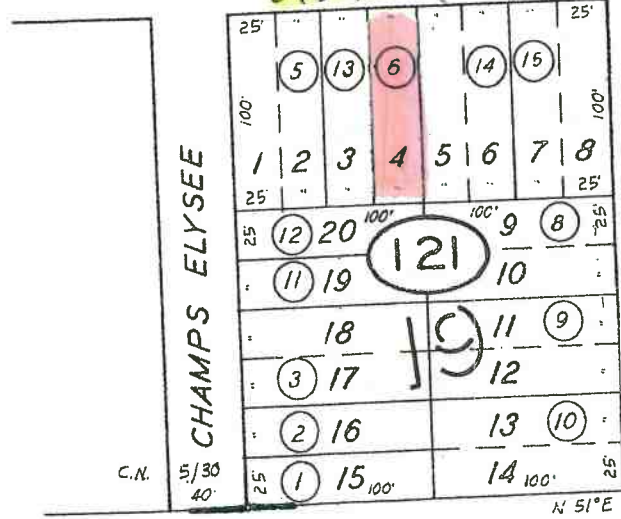
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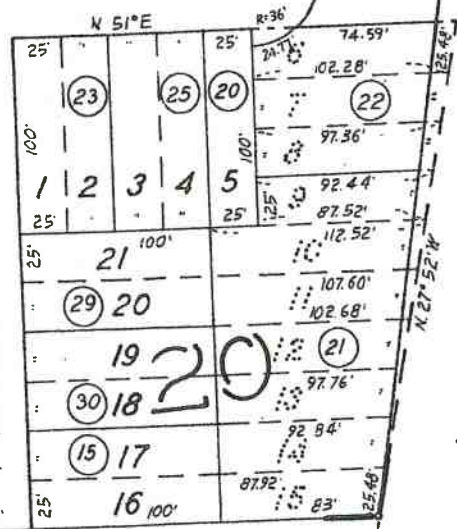
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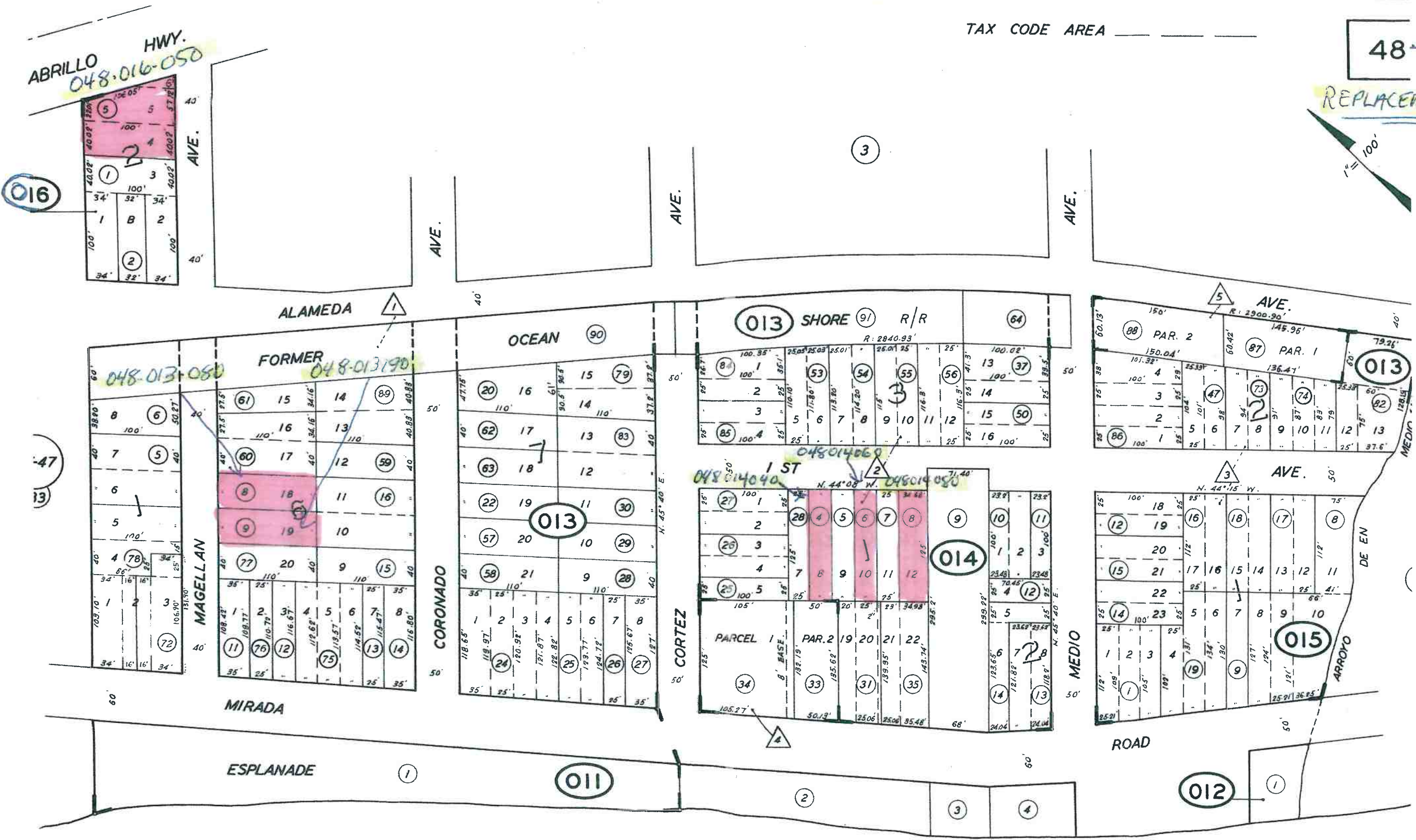
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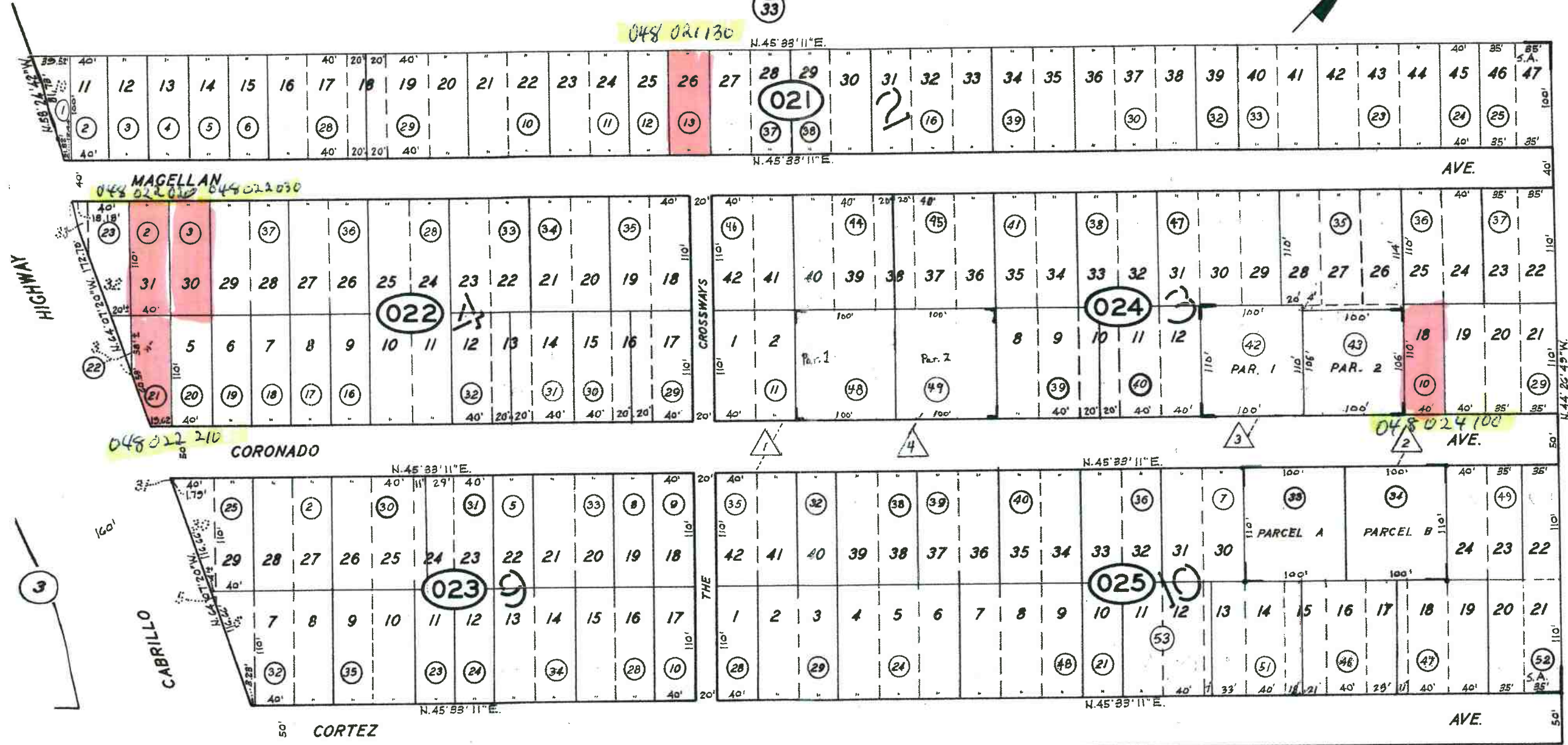
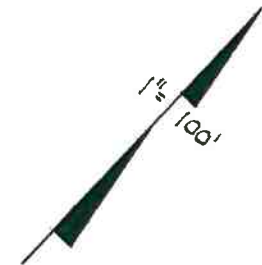
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- 2 SOUTH BALBOA TRACT RSM 5/6
- 3 BROPHYS BEACH RSM 5/58
- 4 PARCEL MAP VOL 13/12
- 5 PARCEL MAP VOL 72/92

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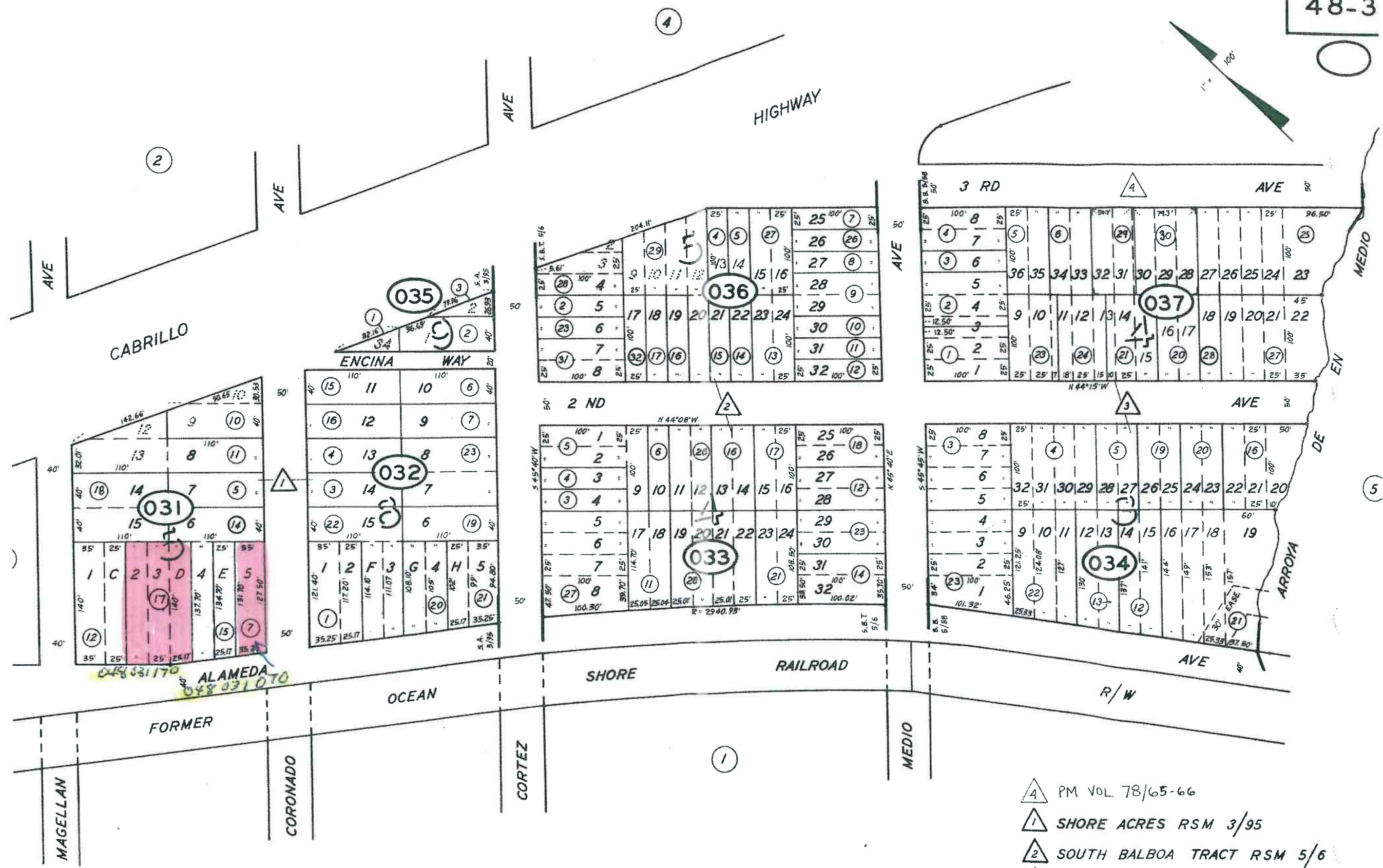
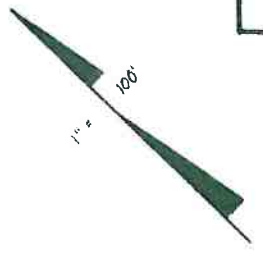
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PM 78/54-55

PARCEL MAP VOL 72/43

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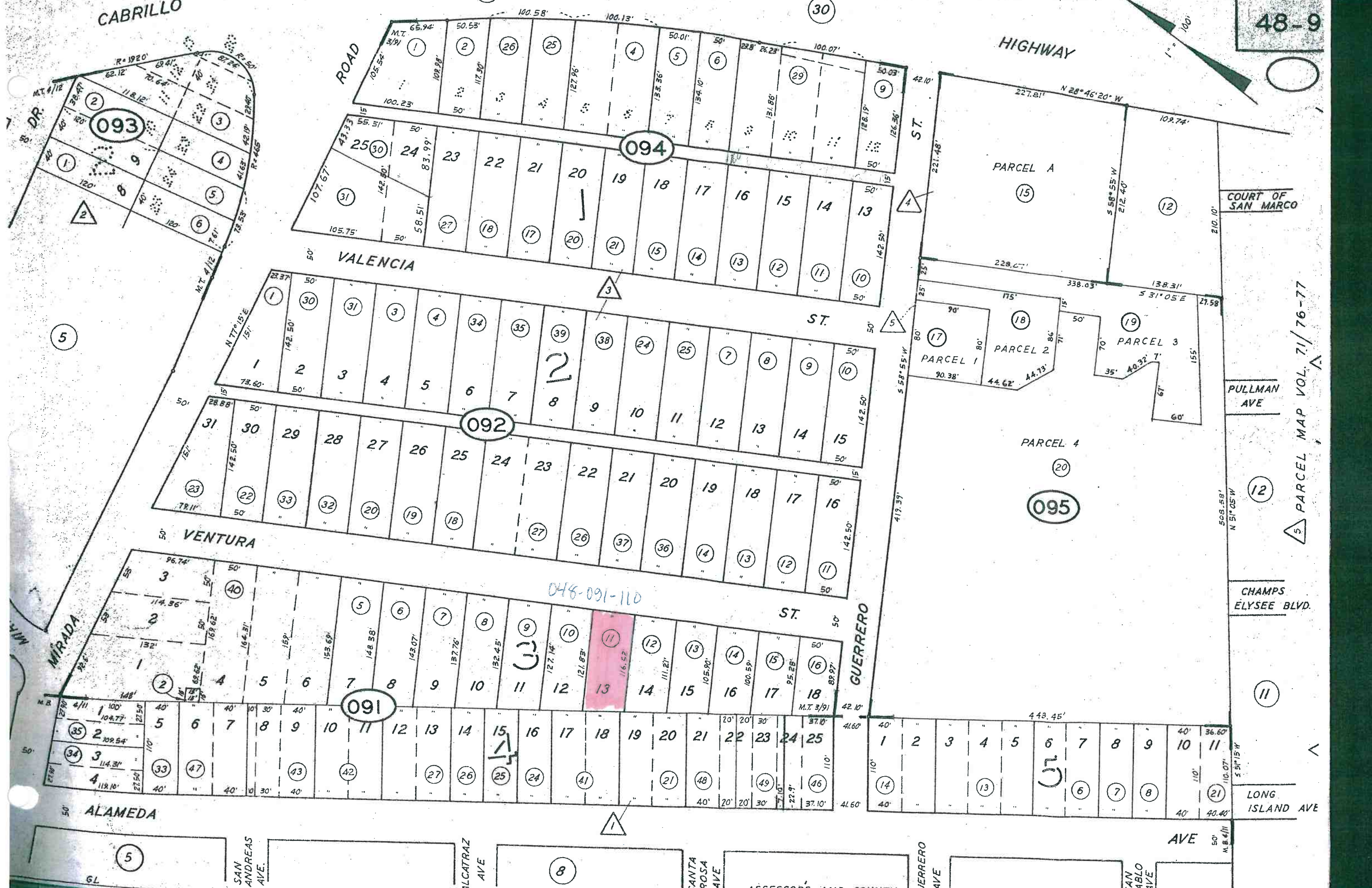


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- 4 PM VOL 78/65-66
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- 2 SOUTH BALBOA TRACT RSM 5/6
- 3 BROPHY'S BEACH RSM 5/58

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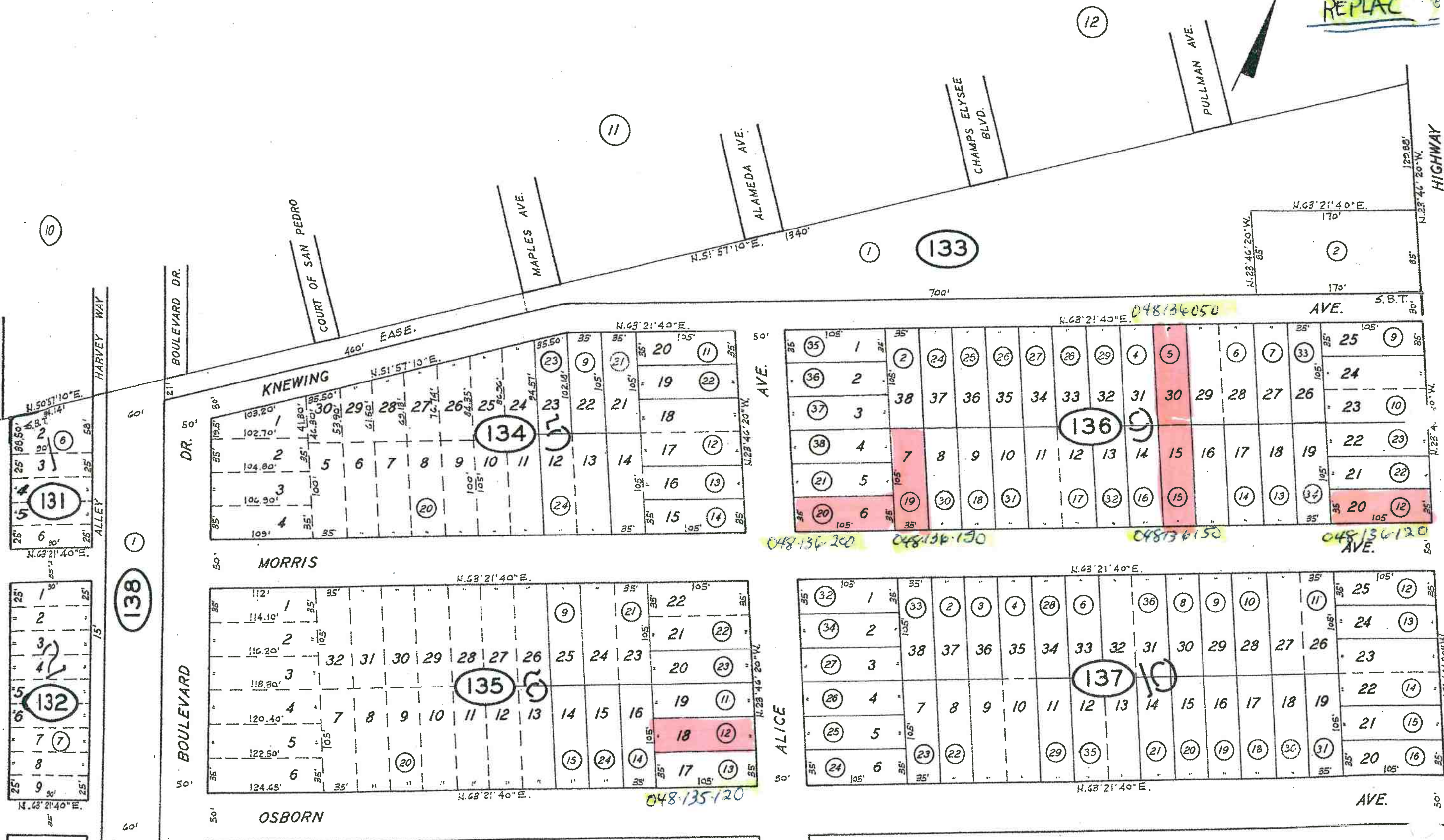
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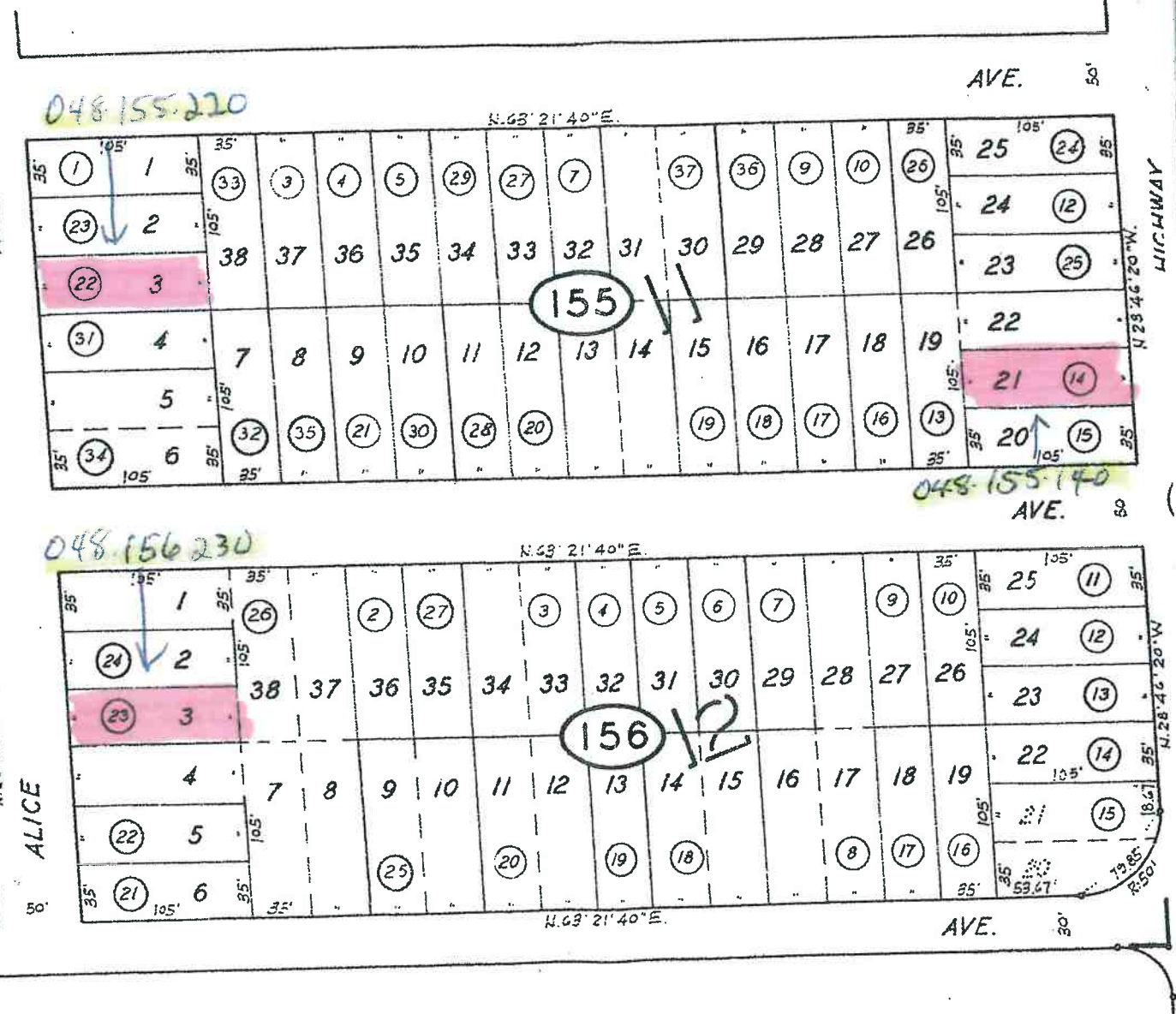
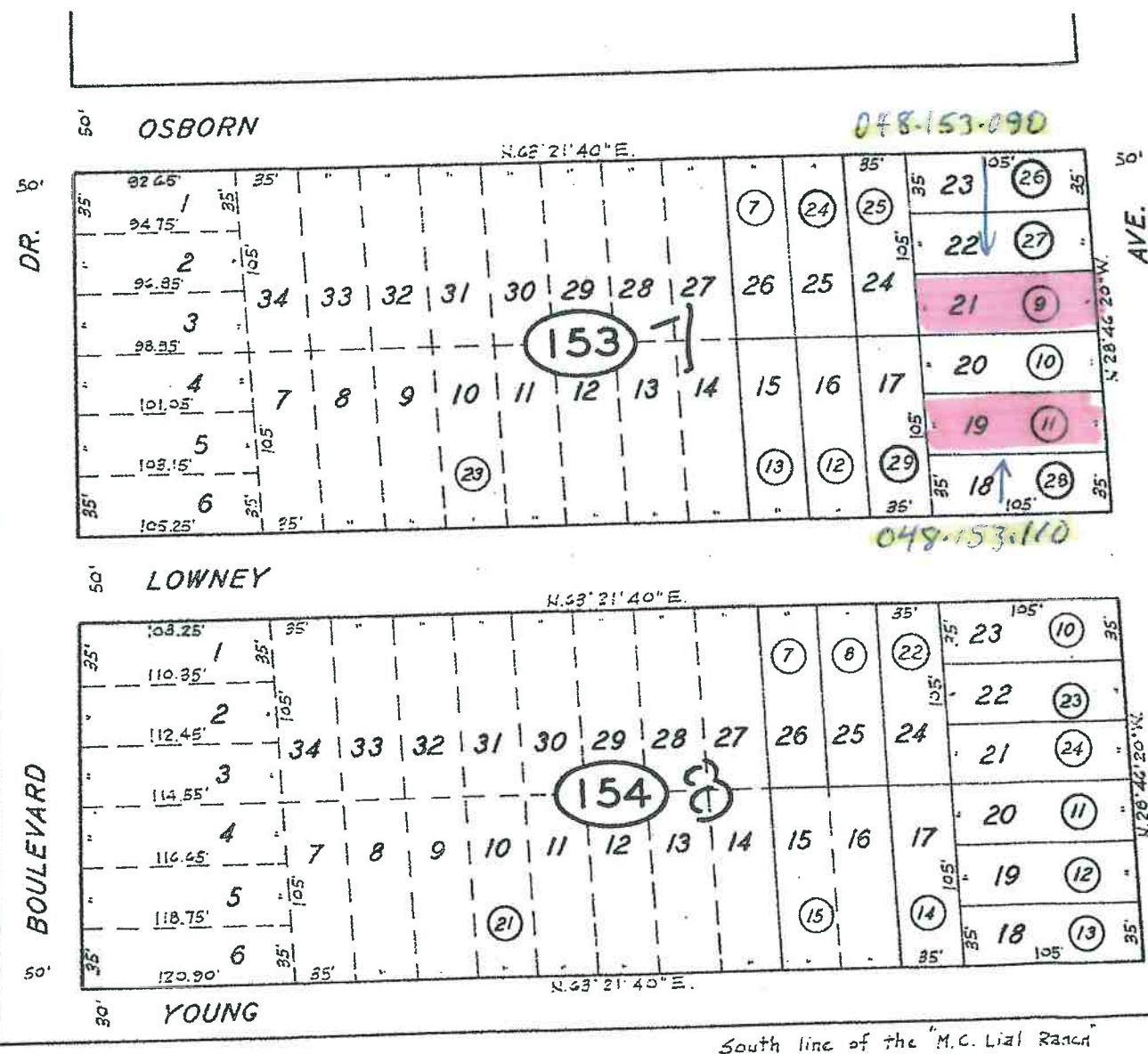
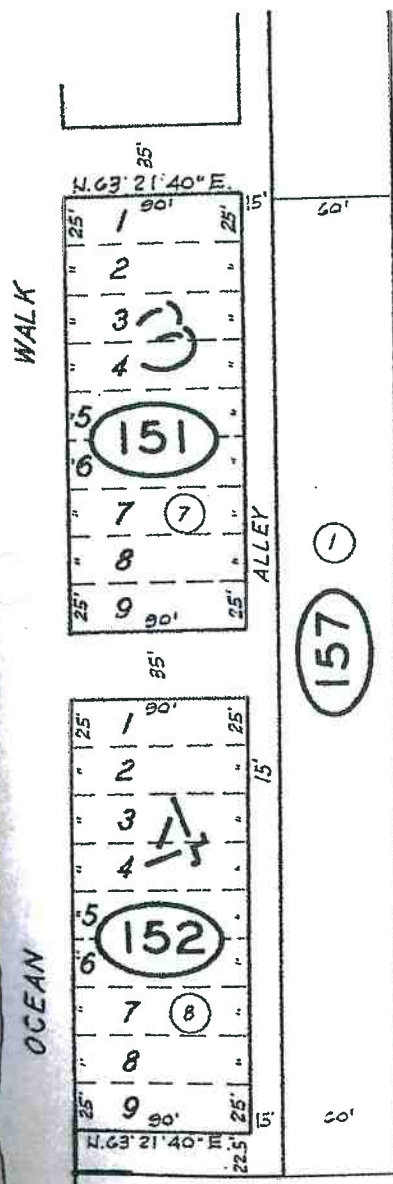
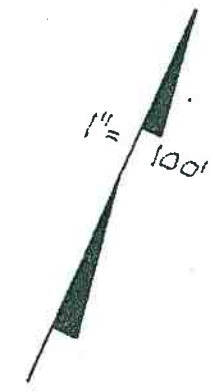
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Agenda Item

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

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

I have attached the proposed SAM budgets as circulated to the member agencies for FY 2015/16, along with the SAM General Manager's budget memo. Listed below is a summary of the SAM budgets. The budget was amended since your Board last reviewed it in April; approximately \$200,000 was added to the budget in accordance with the attached email from SAM.

SAM Expenses Summary

	FY 2014/15 <u>Budget</u>	FY 2014/15 <u>Projected</u>	FY 2015/16 <u>Budget</u>
O&M	\$ 3,246,916	\$ 3,161,023	\$ 3,535,736
Collections	\$ 869,109	\$ 805,750	\$ 982,206
CMP	na	na	\$ 547,000

Of note in the budget: total (O&M and Collections) Productive Payroll is budgeted at \$1,396,862, a 24% increase over the past three years average Productive Payroll expenditure; and Benefits is budgeted at \$618,533, a 15% increase over the past three years Benefits expenditures.



Board of Directors
Sewer Authority Mid-Coastside

Fiscal Year 2015-16 General Manager's Budget Memorandum

Honorable Chair and Members of the Board of Directors:

SAM management staff is pleased to submit the attached proposed Fiscal Year 2015-16 Budget for the SAM Board of Directors consideration and possible approval. The SAM Management Team has developed a budget crafted to meet the following criteria:

1. Meet the continuing service needs of SAM customers and the community.
2. Fully fund a major overhaul of the Intertie Pipeline System, utilizing a combination of SAM Emergency Reserves and new funding requests from the Member Agencies.
3. Reduce the Sewer Authority's reliance on outside contractors and vendors when it is possible to do so responsibly.

Fiscal 2014-2015 Year in Review:

The past 12 months has seen major changes at SAM, with the retirement a of long-serving SAM Technical Services Supervisor leading to several existing SAM staff positions being updated, and the creation of the new SAM Management position of Engineering and Construction Contracts Manager. One primary management goal with staff this year was to restructure the internal organization with an eye toward distributing workloads while facilitating a culture of cross training. Good progress has been made to date, however challenges remain as SAM seeks to "right-size" its staff in order to meet current and future operational needs.

The purchase of a new, much more capable flusher truck represents SAM's largest investment in Collections Equipment in many years. This investment shall pay off in greater crew productivity in line-miles of sewer cleaned, will scour and root-cut more effectively, and shall allow SAM staff to clean accumulated grit and debris from pump station wet wells in-house, slowing wear on pumps and force mains and reducing the risk of plugged pumps leading to station overflows.

Finally, SAM faced its first real-world test of the Wet Weather Flow Management Project, which allowed our system to successfully absorb what appears to have been between a 10 and 25 year, 24 hour rainfall event. Without question, SAM would have suffered major sewer system overflows without these facilities in place. The rain event did expose vulnerabilities in the IPS, vulnerabilities which the budget presented before you shall begin to programmatically address.

Fiscal 2015-16 Select Budget Highlights:

Recognizing the financial challenges that SAM faces, staff has worked to make thoughtful reductions in discretionary spending in order to offset some of the estimated 1.35 million dollar cost of the expedited SAM Intertie Pipeline System Reinforcement Phase 3 Capitalized Maintenance project. This project will cross Fiscal 2014-15 and Fiscal 2015-16, and shall rehabilitate 2700 feet of SAM IPS Force Main between the Montara and Vallemar pump stations, re-install the #3 pump at Montara pump station, install 6 combination air-vacuum valves, and rehabilitate the combination air-vacuum valve and valve box located on the SAM WWTP outfall. A DRAFT Conceptual Engineering Report, noting estimated construction costs, is attached for your review.

Itemized below are some of the notable proposed budget changes, with background:

1. Overall, the General Operating Budget (Administration, Treatment, and the NDWSCP program) is increased by 2.3% from Fiscal 2014-15. Some changes of note:
 - a. A 35.3% reduction in the Engineering line item. Hiring of the new SAM Engineering and Construction Contract Manager is anticipated to facilitate this proposed reduction.
 - b. A 54.1% reduction in the Legal line item. An anticipated reduction in routine, discretionary legal work, such as legal review of SAM minutes among other items, is anticipated to facilitate this. The proposed FY 2015-16 budget includes 10 hours per month of legal services related to SAM business, which includes attending the monthly SAM Board meetings.
 - c. A 77.3% reduction in the Equipment Rental line item. This is a \$51,000 savings which reflects that SAM shall no longer need to rent backup "Baker" tanks for emergency wet-weather storage capacity, now that the Wet Weather Flow Management Facility has proven its capability to deal with "real-world" high flow conditions as experienced in December, 2014.
 - d. Of note is a 50% increase in the Temporary (Labor) line item. This \$21,830 increase is set aside to cover approximately 370 hours of time to bring in technical subject matter experts in SAM Treatment and Operations functions. This temporary labor position is primarily intended to assist the Interim General Manager and the Engineering and Construction Contract Manager in streamlining any technical issues in the near term, due to the recent management staff turnover.
 - e. \$20,000 has been requested for the services of a Special Counsel, who will be tasked with re-opening the Joint Powers Agreement for SAM. This is a separate account: #5041007.
 - f. Staff has requested adding one Grade 2 Treatment Plant Operator to the SAM payroll. This will result in an increase of \$67,760 to Productive Payroll for Fiscal 2015-16 if approved.

Finally, District management wishes to salute the personnel who operate and maintain SAM on a day-to-day basis. Without their dedication and drive, running a reliable and successful public utility operation would be next to impossible. Thank you all.

Robert A. Hopkins
General Manager

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

March 23, 2015

***With 4/30/15 addendum**

SEWER AUTHORITY MID-COASTSIDE

FY2015-16 JPA/O&M Budgeted Assessments

	<u>HMB</u>	<u>GCS D</u>	<u>MWSD</u>	<u>Total</u>
JPA/O&M Distribution	49.7%	28.5%	21.8%	100.0%
<u>Annual Assessments</u>				
Admin General	\$ 652,291	\$ 374,050	\$ 286,115	\$ 1,312,456
Treatment General	\$ 1,058,489	\$ 606,980	\$ 464,287	\$ 2,129,756
NDWSCP General	\$ -	\$ -	\$ -	\$ -
Annual JPA/O&M Total	\$ 1,710,779	\$ 981,030	\$ 750,402	\$ 3,442,212
Monthly JPA/O&M Total	\$ 142,565	\$ 81,753	\$ 62,534	

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

SEWER AUTHORITY MID-COASTSIDE

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

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

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

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

SEWER AUTHORITY MID-COASTSIDE

JPA/O&M Revenue Comparison

	Actual FY2013-14	FY2014-15 Budgeted Revenue	FY2015-16 Proposed Revenue	Change from FY 2014-15	
				\$	%
Member Assessments					
Admin	\$ 1,080,360	\$ 1,094,405	\$ 1,312,456	\$ 218,051	19.9%
Treatment	\$ 2,005,308	\$ 2,061,969	\$ 2,129,756	\$ 67,787	3.3%
Total	\$ 3,085,668	\$ 3,156,374	\$ 3,442,212	\$ 285,838	9.1%
Other Revenues (not from Member Assessments)					
NDWSCP	\$ 40,702	\$ 45,773	\$ 52,277	\$ 6,504	14.2%
Admin - Other	\$ 70,627	\$ 32,769	\$ 35,277	\$ 2,508	7.7%
Treatment -Other	\$ 6,335	\$ 12,000	\$ 6,000	\$ (6,000)	-50.0%
Total Other Revenue	\$ 117,663	\$ 90,542	\$ 93,554	\$ 9,012	10.0%
Total Revenues	\$ 3,203,331	\$ 3,246,916	\$ 3,535,766	\$ 294,850	9.1%

JPA/O&M Expenditure Comparison

	Actual FY2013-14	FY2014-15 Budgeted Expenditures	FY2015-16 Proposed Expenditures	Change from FY 2014-15	
				\$	%
Admin	\$ 1,159,711	\$ 1,127,174	\$ 1,347,733	\$ 220,559	19.6%
Treatment	\$ 1,930,669	\$ 2,073,969	\$ 2,135,756	\$ 61,787	3.0%
NDWSCP	\$ 49,655	\$ 45,773	\$ 52,277	\$ 6,504	14.2%
Total	\$ 3,140,035	\$ 3,246,916	\$ 3,535,766	\$ 288,850	8.9%

SEWER AUTHORITY MID-COASTSIDE

FY 2015-16

Member Agency JPA/O&M Assessment Comparison

City of Half Moon Bay					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Admin	\$ 540,672	\$ 535,417	\$ 652,291	\$ 116,873	21.8%
Treatment	\$ 1,003,560	\$ 1,008,780	\$ 1,058,489	\$ 49,708	4.9%
NDWSCP	\$ -	\$ -	\$ -	\$ -	
Total	\$ 1,544,232	\$ 1,544,198	\$ 1,710,779	\$ 166,582	10.8%
Monthly Total	\$ 128,686	\$ 128,683	\$ 142,565	\$ 13,882	10.8%

Granada Community Services District					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Admin	\$ 309,588	\$ 342,622	\$ 374,050	\$ 31,428	9.2%
Treatment	\$ 574,656	\$ 645,534	\$ 606,980	\$ (38,553)	-6.0%
NDWSCP	\$ -	\$ -	\$ -	\$ -	
Total	\$ 884,244	\$ 988,155	\$ 981,030	\$ (7,125)	-0.7%
Monthly Total	\$ 73,687	\$ 82,346	\$ 81,753	\$ (594)	-0.7%

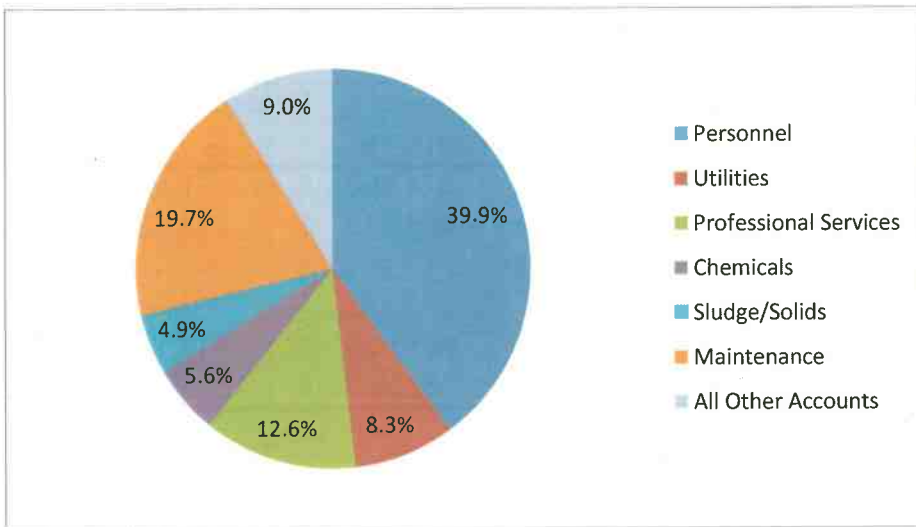
Montara Water and Sanitary District					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Admin	\$ 230,100	\$ 216,366	\$ 286,115	\$ 69,749	32.2%
Treatment	\$ 427,092	\$ 407,655	\$ 464,287	\$ 56,631	13.9%
NDWSCP	\$ -	\$ -	\$ -	\$ -	
Total	\$ 657,192	\$ 624,021	\$ 750,402	\$ 126,381	20.3%
Monthly Total	\$ 54,766	\$ 52,002	\$ 62,534	\$ 10,532	20.3%

Total	\$ 3,085,668	\$ 3,156,374	\$ 3,442,212	\$ 285,838	9.1%
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* Non-Domestic Waste Source Control Program (NDWSCP) costs are not included in assessment allocations because, except for some administrative costs, this program is funded entirely by commercial users and not the member agencies.

SEWER AUTHORITY MID-COASTSIDE
 General Operating Budget - Cost Center Roll-Up

Grouped Categories	Actual FY2013-14	FY2014-15 Budgeted Expenditures	FY2015-16 Proposed Expenditures	Change from FY 2014-15	
				\$	%
Personnel	1,087,674	1,261,447	1,410,754	\$ 149,307	11.8%
Utilities	301,613	290,180	291,748	\$ 1,569	0.5%
Professional Services	513,940	317,086	447,032	\$ 129,946	41.0%
Chemicals	180,006	192,995	198,923	\$ 5,928	3.1%
Sludge/Solids	164,283	173,372	173,372	\$ -	0.0%
Maintenance	624,510	694,715	695,715	\$ 1,000	0.1%
All Other Accounts	268,009	317,122	318,222	\$ 1,100	0.3%
Passthrough Accounts	-	-	-	\$ -	0.0%
Total	3,140,035	3,246,916	3,535,766	288,850	8.9%



General Operating
Admin, Treatment and NDWSCP

Sewer Authority Mid-Coastside

General Operating Budget

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
Income Accounts											
4011001	Operating Fund Admin Operating HMB	1,433,016	1,544,232	1,544,198	772,098	50.0%	1,544,196	100.0%	1,710,779	166,582	10.8%
4011002	Operating Fund Admin Operating GCSD	996,348	884,244	988,155	494,076	50.0%	988,152	100.0%	981,030	-7,125	-0.7%
4011003	Operating Fund Admin Operating MWSD	645,780	657,192	624,021	312,012	50.0%	624,024	100.0%	750,402	126,381	20.3%
	Total Assessments	3,075,144	3,085,668	3,156,374	1,578,186	50.0%	3,156,372	100.0%	3,442,212	285,838	9.1%
4043001	NDWSCP Revenue-Operating	32,706	39,857	45,523	0	0.0%	45,523	100.0%	52,027	6,504	0
4043003	NDWSCP Revenue - Late Fee	238	844	250	0	0.0%	250	0	250	0	0
4081001	Treatment Trucked Waste	8,990	5,865	12,000	2,820	23.5%	5,640	47.0%	6,000	-6,000	-50.0%
40810	Misc. Revenue	3,168	30,985	500	2,278	455.7%	4,557	911.4%	1,500	1,000	200.0%
40850	Grant Revenue	0	0	0	0	0.0%	0	0	0	0	0
41110	Leachate Revenue	0	275	0	0	0.0%	0	0	0	0	0
40610	Insurance Dividend	29,521	32,979	25,000	0	0.0%	0	0.0%	26,922	1,922	7.7%
40910	Interest Revenue Operating	8,962	6,858	7,269	3,185	43.8%	6,370	87.6%	6,855	-414	-5.7%
	Total	83,585	117,663	90,542	8,283	9.1%	62,339	68.9%	93,554	3,012	3.3%
	Total Income	3,158,729	3,203,331	3,246,916	1,586,469	48.9%	3,218,711	99.1%	3,535,766	288,850	8.9%
Expense Accounts											
50110	Directors Fees	12,300	10,300	10,200	4,100	40.2%	8,200	80.4%	10,200	0	0.0%
5021001	Productive Payroll	715,814	695,413	792,273	398,569	50.3%	787,138	100.6%	855,765	63,492	8.0%
5021002	Overtime	23,604	20,981	27,118	11,049	40.7%	22,098	81.5%	22,981	-4,135	-15.2%
5021003	Restricted Standby Pay	0	0	0	0	0.0%	0	0	0	0	0
5021004	Benefits	302,465	296,041	352,813	214,935	60.9%	429,870	121.8%	390,593	37,780	10.7%
5021005	Healthcare Benefits MOU Reserve	0	0	0	0	0.0%	0	0.0%	35,373	35,373	0
5021006	Overtime Meals	0	0	200	0	0.0%	0	0.0%	200	0	0.0%
5021007	Temporary	35,617	36,367	41,940	9,146	21.8%	18,291	43.6%	63,770	21,830	52.1%
5021008	Retire Benefits	12,916	18,779	18,432	9,331	50.6%	18,662	101.2%	18,432	0	0.0%
5031002	Fingerprinting	0	0	0	0	0.0%	0	0	0	0	0
5031003	Employee Physicals	180	0	2,973	0	0.0%	0	0.0%	2,640	-333	-11.2%
5041001	Personnel Assistance	10,500	10,500	10,812	5,250	48.6%	10,500	97.1%	10,812	0	0.0%
5041002	Audit Fees	11,950	27,175	29,682	25,625	86.3%	51,250	172.7%	29,682	0	0.0%
5041003	Engineering Fees	281,079	147,071	85,000	70,512	83.0%	141,024	165.9%	265,000	180,000	211.8%
5041004	Legal Fees	74,771	103,157	78,550	31,437	40.0%	62,874	80.0%	36,050	-42,500	-54.1%
5041005	Payroll Costs	5,712	5,309	5,850	2,180	37.3%	4,360	74.5%	4,680	-1,170	-20.0%
5041006	Other Professional Services	61,554	205,655	68,692	29,271	42.6%	58,542	85.2%	57,308	-11,384	-16.6%
5041007	Special Consultant Services	0	0	0	0	0.0%	0	0	20,000	20,000	0
5051001	Janitorial	12,794	12,104	13,780	5,010	36.4%	10,019	72.7%	14,564	784	5.7%
5052002	Laundry Service	19,111	22,192	14,437	10,617	73.5%	12,233	147.1%	14,456	19	0.1%
5052003	Outside Lab Analysis	45,142	36,625	45,627	21,209	46.5%	42,419	93.0%	57,102	11,475	25.1%
5052004	Inspections	51,598	54,195	70,515	20,966	29.7%	41,932	59.5%	70,515	0	0.0%

General Operating
Admin, Treatment and NDWS SCP

Sewer Authority Mid-Coastside

General Operating Budget

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5052005	Calibration	19,061	17,030	13,000	4,862	37.4%	9,724	74.8%	13,000	0	0.0%
5052009	Solid Waste	160,095	164,283	173,372	64,611	37.3%	129,223	74.5%	173,372	0	0.0%
5052013	Maintenance Project Management	19,500	405	500	429	85.8%	858	171.5%	500	0	0.0%
5054004	Technical/Consulting Services	17,259	8,074	10,200	6,471	63.4%	12,941	126.9%	5,200	-5,000	-49.0%
5054005	Video Services	0	2,000	3,300	1,000		2,000		3,300	0	0.0%
50610	Memberships and Dues	14,258	15,135	16,530	10,806	65.4%	21,612	130.7%	16,530	0	0.0%
50710	Printing and Publications	2,875	3,562	3,425	709	20.7%	1,419	41.4%	2,675	-750	-21.9%
50810	Skills Improvements	6,981	4,467	6,300	1,404	22.3%	2,808	44.6%	3,300	-3,000	-47.6%
50910	Meetings and Travel	3,903	1,667	4,100	146	3.6%	292	7.1%	3,100	-1,000	-24.4%
5101004	Safety Physicals	0	0	0	0		0		0	0	
5102001	Safety Training	7,007	3,660	5,100	2,247	44.1%	4,494	88.1%	4,400	-700	-13.7%
5102002	Safety Shoes	918	1,064	1,320	0	0.0%	0	0.0%	1,320	0	0.0%
5102003	Personal Safety Equipment	8,726	2,448	1,500	742	49.4%	1,483	98.9%	1,500	0	0.0%
5102005	Safety Equipment	6,211	5,680	4,750	5,509	116.0%	11,018	231.9%	1,750	-3,000	-63.2%
5102006	Safety Program Administration	0	4,999	25,000	0	0.0%	0	0.0%	15,000	-10,000	-40.0%
5111001	Postage	1,500	2,361	3,081	1,063	34.5%	2,126	69.0%	3,000	-81	-2.6%
5111002	Equipment Rental	99,500	33,414	66,000	13,233	20.0%	26,465	40.1%	15,000	-51,000	-77.3%
5111003	Office Supplies	4,156	3,289	5,032	1,511	30.0%	3,021	60.0%	5,032	0	0.0%
5111004	Computer/Supplies	6,576	6,366	8,670	6,510	75.1%	13,020	150.2%	8,670	0	0.0%
5111005	General Supplies	4,267	3,208	5,380	3,332	61.9%	6,563	123.9%	5,380	0	0.0%
5111006	Bad Debt Expense	1,139	0	0	1,128		2,256		0	0	
5121002	Liability Insurance	26,260	34,664	36,588	17,848	48.8%	35,696	97.6%	29,849	-6,739	-18.4%
5121003	Property Insurance	22,583	24,043	23,716	10,849	44.9%	21,297	89.8%	22,362	-1,354	-5.7%
5121006	Claims	35,000	0	25,000	0	0.0%	0	0.0%	25,000	0	0.0%
5121007	Dishonesty Bond Insurance	328	358	358	179	50.0%	358	99.9%	376	18	5.0%
5132001	Telephone	15,763	16,822	12,566	6,844	54.5%	13,689	108.9%	12,566	0	0.0%
5132002	Electric	258,288	270,660	260,397	117,050	45.0%	234,101	89.9%	261,702	1,305	0.5%
5132003	Natural Gas	1,573	1,454	1,893	113	6.0%	227	12.0%	1,989	96	5.1%
5132004	Water	27,077	29,499	27,890	9,759	35.0%	19,519	70.0%	28,057	167	0.6%
5141002	Mailing Machine	0	0	0	0		0		0	0	
5141003	Copy Machine	6,817	7,284	6,625	3,041	45.9%	6,082	91.8%	6,625	0	0.0%
5142005	Pagers	0	0	0	0		0		0	0	
5142006	Alarm System	3,700	1,978	2,100	989	47.1%	1,978	94.2%	2,100	0	0.0%
5142007	Radio System	0	360	2,900	0	0.0%	0	0.0%	2,900	0	0.0%
5142008	Permits, Licenses and Fees	31,049	32,134	44,484	25,207	56.7%	50,414	113.3%	44,484	0	0.0%
5152001	Diesel	12,323	8,898	11,888	1,602	13.5%	3,204	27.0%	8,400	-3,488	-29.2%
5152002	Gasoline	4,203	3,435	8,065	1,506	18.7%	3,011	37.3%	4,800	-3,265	-40.5%
5152003	Lubricants	1,455	3,704	2,450	0	0.0%	0	0.0%	2,450	0	0.0%
5162001	Chemical-General	2,091	1,761	2,450	770	31.4%	1,540	62.9%	2,523	73	3.0%
5162002	Maintenance	0	13	2,250	35	1.6%	71	3.1%	2,250	0	0.0%
5162003	General	0	0	0	0		0		0	0	
5162004	Chemicals-Hypoclorite-Plant	59,208	48,775	56,700	26,450	46.6%	52,901	93.3%	58,450	1,750	3.1%

General Operating
Admin, Treatment and NDWSCP

Sewer Authority Mid-Coastside

General Operating Budget

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5182005	Chemicals-Bisulfite	51,074	46,334	41,275	20,124	48.8%	40,248	97.5%	42,575	1,300	3.1%
5182006	Chemicals-NAOCL-Pump Station	38,680	37,014	38,270	16,539	43.2%	33,079	86.4%	39,451	1,181	3.1%
5182007	Chemicals-Polymer	29,406	26,692	29,500	8,915	30.2%	17,831	60.4%	30,380	880	3.0%
5182008	Chemicals-FeCl3	17,235	19,430	24,800	6,852	27.6%	13,703	55.3%	25,544	744	3.0%
5182010	Chemicals-NAOH-Plant	0	0	0	0	0%	0	0%	0	0	0%
5172001	Lab Chemicals	1,619	977	1,500	571	38.1%	1,143	76.2%	1,500	0	0.0%
5172002	Lab Maintenance Supplies	189	33	1,000	1,060	106.0%	2,120	212.0%	1,000	0	0.0%
5172003	Lab General	7,649	10,891	7,750	1,497	19.3%	2,994	38.6%	7,750	0	0.0%
5172004	Public Outreach Gen Supplies	5,220	8,194	5,100	-379	-7.4%	-758	-14.9%	2,550	-2,550	-50.0%
5181001	Office Equipment	1,202	2,092	2,781	27	1.0%	55	2.0%	2,781	0	0.0%
5182002	Vehicles	5,615	2,034	6,000	2,240	37.3%	4,481	74.7%	6,000	0	0.0%
5182003	Building and Grounds	53,415	11,249	10,000	11,059	110.6%	22,119	221.2%	15,000	5,000	50.0%
5182004	Pump Station	159,102	94,943	195,000	68,758	35.3%	137,516	70.5%	178,000	-17,000	-8.7%
5182005	Plant Equipment	346,346	407,490	298,000	224,913	75.5%	449,827	150.9%	362,000	64,000	21.5%
5182013	Facility Roofing	12,450	0	30,000	0	0.0%	0	0.0%	30,000	0	0.0%
5182014	Instrumentation	1,340	0	0	0	0%	0	0%	0	0	0%
5184020	Leahate Delivery Expenses	0	0	0	0	0%	0	0%	0	0	0%
5184006	Sewer Line - HMB	0	0	0	0	0%	0	0%	0	0	0%
5184007	Sewer Line-GCSD	0	0	0	0	0%	0	0%	0	0	0%
5184008	Sewer Line - MWSD	0	0	0	0	0%	0	0%	0	0	0%
5184009	Lift Station - HMB	0	0	0	0	0%	0	0%	0	0	0%
5184010	Lift Station - GCSD	0	0	0	0	0%	0	0%	0	0	0%
5184011	Lift Station-MWSD	0	0	0	0	0%	0	0%	0	0	0%
5184012	SAM Collection Equipment	10	5	0	61	122%	122	0%	0	0	0%
52310	Service/Bank Charges	0	0	0	0	0%	0	0%	0	0	0%
52410	Interest Expense	0	0	0	0	0%	0	0%	0	0	0%
52510	Depreciation Expense	0	0	0	0	0%	0	0%	0	0	0%
5202001	Mechanical Tools	1,294	960	1,200	898	74.9%	1,797	149.7%	11,200	10,000	833.3%
5202002	General Tools	490	882	1,000	412	41.2%	824	82.4%	1,000	0	0.0%
53210	Fines and Penalties	0	0	0	0	0%	0	0%	0	0	0%
	Total Expenses	3,301,103	3,140,035	3,246,916	1,580,512	48.68%	3,161,023	97.35%	3,535,766	288,850	8.9%

SEWER AUTHORITY MID-COASTSIDE

Administration Budget

Grouped Categories	Actual	FY2014-15	FY2015-16	Change from	
	FY2013-14	Budgeted Expenditures	Proposed Expenditures	FY 2014-15	
				\$	%
Personnel	\$ 521,798	\$ 688,944	\$ 776,929	\$ 87,985	12.8%
Utilities	\$ -	\$ -	\$ -	\$ -	0.0%
Professional Services	\$ 504,741	\$ 282,086	\$ 422,032	\$ 139,946	49.6%
Chemicals	\$ -	\$ -	\$ -	\$ -	0.0%
Sludge/Solids	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance	\$ 1,235	\$ -	\$ -	\$ -	0.0%
All Other Accounts	\$ 131,938	\$ 156,144	\$ 148,772	\$ (7,372)	-4.7%
Passthrough Accounts	\$ -	\$ -	\$ -	\$ -	0.0%
Total	1,159,711	1,127,174	1,347,733	220,559	19.6%

Administration

Sewer Authority Mid-Coastside

General Budget - Administration

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5162007	Chemicals-Polymer										
5162008	Chemicals-FeCl3										
5162010	Chemicals-NaOH-Plant										
5172001	Lab Chemicals										
5172002	Lab Maintenance Supplies										
5172003	Lab General										
5172004	Public Outreach Gen Supplies	2,958									
5181001	Office Equipment	1,202	2,092	2,781	27	1.0%	55	2.0%	2,781	0	0.0%
5182002	Vehicles		1,235				0				
5182003	Building and Grounds										
5182004	Pump Station										
5182005	Plant Equipment										
5182013	Facility Roofing						0				
5182014	Instrumentation										
5184020	Leahate Delivery Expenses										
5184006	Sewer Line - HMB										
5184007	Sewer Line-GCSD										
5184008	Sewer Line - MWSD										
5184009	Lift Station - HMB										
5184010	Lift Station - GCSD										
5184011	Lift Station-MWSD										
5184012	SAM Collection Equipment										
52310	Service/Bank Charges	2	5		61		122				
52410	Interest Expense										
52510	Depreciation Expense										
5202001	Mechanical Tools										
5202002	General Tools										
53210	Fines and Penalties										
Total Expenses		1,263,789	1,159,711	1,127,174	595,590	52.8%	1,191,181	105.7%	1,347,733	220,559	19.6%

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

REVENUE

		Current Yr	Last Yr
40610	Insurance Dividend	\$ 26,922	\$ 25,000

SAM is a member of the California Sanitation Risk Management Authority, an insurance pool. Each year, depending on the pool's performance, CSRMA might issue dividends to pool members. Proposed anticipated dividend is approximately the 5 yr average.

40810	Misc. Revenue	\$ 1,500	\$ 500
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This is a generic revenue account for unanticipated revenue such as credits, refunds, public records fees. Proposed anticipated misc revenue is approximately the 5 yr average.

40910	Interest Revenue	\$ 6,855	\$ 7,269
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This is anticipated average 0.26% interest earned on SAM's Investment Fund, Local Agency Investment Fund (LAIF), and reduced current rate of 0.25% interest earned on SAM's FNB Money Market account. Decrease in budget is also due to reduced LAIF and Money Market balance.

Item	Approx Balance	Revenue
LAIF Jan 2015	\$2,375,234	\$6,176
Money Market Jan 2015	\$271,668	\$679

TOTAL ADMINISTRATION OTHER INCOME	\$ 35,277
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EXPENSES

50110	Directors Fees	\$ 10,200	\$ 10,200
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Fees paid to SAM Directors for Board, Committee and Special meeting attendance.

Item	No	Rate	Cost
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Regular Meetings	12	\$600	\$7,200
Committee Meetings	6	\$300	\$1,800
Special Meetings	2	\$600	\$1,200

5021001 Productive Payroll **\$ 451,934 \$ 439,701**

This salary is for one represented and three Mgmt staff in Admin. This total reflects a 3.75% merit increase for Mgmt staff and a 3.75% MOU increase for the represented employee. No step increase because represented employee in Admin is at top step.

<u>Item</u>	<u>Cost</u>
Salary	\$ 439,973
3.75% merit increase and MOU-related	\$11,961

5021002 Overtime **\$ 2,000 \$ 2,000**

This is for OT pay to represented employees. SAM has an MOU with Stationary Engineers Local 39, which specifies the conditions and amounts for overtime pay. For this account class, \$1500-1600 in overtime is historically typical, and utilized by represented employee attendance at SAM Board, Workshop and Committee meetings, special projects, and other urgent needs.

5021004 Benefits **\$ 209,357 \$ 178,296**

This account is used for management benefits and for MOU-required benefits for represented staff. SAM provides CalPERS retirement (2%@55) for four (4) "classic" employees. SAM provides insurance for one represented and three Mgmt staff in Admin, and 457K matching contributions. Medical/Dental/Life/Vision is actual cost, with 2.8% increase. LTD insurance cost increase of 5% and workers comp insurance increase of 5%, as projected by CSRMA.

<u>Item</u>	<u>Cost</u>
CalPERS retirement	\$118,407
Medical/Dental/Life/Vision	\$67,759
Life & LTD	\$3,559
Workers Comp/Medicare	\$9,632
457K Contrib	\$10,000

5021005 Healthcare Benefits MOU Reserve **\$ 25,494 \$ -**

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

5021006	Overtime Meals	\$	100	\$	100
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This account is used for MOU-required overtime meal allowance for one represented employee in Admin (estimate of 5 overtime meals at \$20.00 ea).

5021007	Temporary Assistance	\$	63,770	\$	41,940
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SAM has a contract for the services of temporary employees. Typically this is for administrative support. This is a "no benefit" position.

This account is also for on-call expert assistance with management and OPS tasks. This is a no benefit position.

<u>Temp</u>	<u>Hrly Rate</u>	<u>Appx Hrs</u>	<u>Cost</u>
(1) Admin Assistant	\$30	1398	\$41,940
(1) Treatment/Ops Assistant	\$59	370	\$21,830

5021008	Retiree Benefits	\$	10,284	\$	10,284
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This account is for CalPERS and GASB 45 mandatory contribution towards current and future retiree medical benefits. SAM provides the minimum required CalPERS medical cost contribution for its three (3) Admin retired employees at \$115 per month.

5031003	Employee Physicals	\$	390	\$	723
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Costs associated w/various medical/pre-employment exams.

<u>Descrip</u>	<u>Freq</u>	<u>Rate</u>	<u>Cost</u>
Pre-Employment	1	\$220	\$220
Fit for Duty/Return to Work	1	\$113	\$113
Alcohol /Substance	1	\$57	\$57

5041001	Personnel Assistance	\$	10,812	\$	10,812
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For the services of day-to-day management consulting, labor relations, MOU negotiations, and grievances.

Item	Mos.	Monthly	
		Fee	Cost
Consultant	12	\$901	\$10,812

5041002 Audit Fees **\$ 29,682 \$ 29,682**

Fees for SAM's FY 2014-15 Financial audit, CA State Controllers Annual Report, Statistical Reports, and application of new Statements on Auditing Standards (SASs).

Descrip	Cost
Audit	\$21,682
Audit Support from SAM Accountant	\$8,000

5041003 Engineering Fees **\$ 265,000 \$ 85,000**

Costs associated with general SAM Engineering services, as well as unplanned engineering services associated with urgent or emergency response. Additional funding to perform Engineering work to generate a comprehensive hydraulic model of the SAM IPS system and related wet-weather storage facilities. This category does not cover engineering services needed for the design or construction management of facility rehabilitation or replacements. Replacement planning is budgeted across a longer timeframe and includes associated engineering costs.

Item	Cost
SAM Engineering Services	\$27,500
Emergency or Urgent Engineering Support	\$27,500
Update the Recycled Water Study from 2008	\$15,000
CEQA Permitting Costs	\$150,000
SAM IPS Comprehensive Hydraulic Modeling	\$45,000

5041004 Legal Fees **\$ 36,050 \$ 78,550**

These are costs associated primarily with the SAM Board's general counsel attendance at meetings and general advice to the Board, GM and Mgmt staff throughout the year. It also includes costs for a labor attorney and special counsel.

Item	Approx		Cost
	Hrly Rate	Hrs	
General Counsel	\$250	120	\$30,000
Labor Attorney	\$265	20	\$5,300
Special Counsel	\$300	2.5	\$750

5041005 Payroll Costs \$ 4,680 \$ 5,850

These are costs associated with computer payroll process service at approx \$180 per pay-period, (26). Payroll process includes printed paychecks, tax services, quarterly payroll reports, annual W-2's, and other audited reports. Decrease based on actual FY 2014-15 costs plus 3% inflation.

Item	Periods	Period	Cost
		Fee	
Payroll Service	26	\$180	\$4,680

5041006 Other Professional Services \$ 47,308 \$ 58,692

These expenses are for accounting services, website maintenance, and other services (other than legal, engineering, and technical services). Includes monthly and period accounting svcs for SAM, including monthly financial reports to the Board, budget support, NDWSCP and Member Agency billing, and other services as requested by GM and Mgmt staff. It also includes fee for Integrated Watershed Mgmt Plan participation consultant for easement recordings, records retrieval/storage, and web design support.

Item			Cost
Accounting	12	\$2,709	\$32,508
Misc. Financial Support	1	\$2,500	\$2,500
Records Retention	12	\$400	\$4,800
Web design support			\$2,500
IWMP			\$5,000

5041007 Special Consultant Services \$ 20,000 \$ -

This is an anticipated one-time cost for FY 2015-16 set aside for consultant services related to the SAM Joint Powers Agreement.

Item	Cost
Special Consultant Services	\$20,000

5051001 Janitorial \$ 14,564 \$ 13,780

These are costs associated with Janitorial service to SAM Plant Admin and Portola Pump Station buildings and for specialty cleanings.

Item	No	Rate	Cost
Janitorial Monthly fee	12	\$721	\$8,652
Qrtly Janitorial Portola P.S	4	\$257	\$1,028
Steam Clean Restroom Tile	12	\$201	\$2,412

Admin Carpet Cleaning	6	\$412	\$2,472
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5054004	Technical/Consulting Services		\$ 5,200	\$ 10,200
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These expenses are for computer services, website maintenance, and other services (other than legal, engineering, and technical services). This includes monthly and period service to SAM's server, backup systems, email/spam, and repairs.

<u>Item</u>	<u>Cost</u>
Computer/website services	\$5,200

5054005	Video Services		\$ 3,300	\$ 3,300
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This expense is for video recordings of board meetings. This year, video recording services are included for 12 meetings.

<u>Item</u>	<u>Mtgs</u>	<u>\$/mtg</u>	<u>Cost</u>
Video Recording services	12	275	\$3,300

50610	Memberships and Dues		\$ 16,530	\$ 16,530
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These are costs associated with SAM and employee membership in professional organizations. They include CASA, BACWA, WateReuse, CWEA, CSDA, USAA Alerts, GFOA, COSTCO, AWWA and WEF.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
California Association of Sanitation Agencies			\$8,200
Bay Area Clean Water Agencies			\$2,500
WateReuse Foundation and Association			\$2,200
Ca Water Env. Assoc	13	\$140	\$1,820
CA Special District Association (CSDA)			\$950
Underground Services Alert			\$300
Government Finance Officers Association (GFOA)			\$200
Costco			\$55
AWWA			\$85
WEF			\$220

50710	Printing and Publications		\$ 2,575	\$ 2,575
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These are costs associated with printing. Includes SAM checks, envelopes, letterhead, public notices, Fed and State Mandatory posters, business forms, and other publications.

50810	Skills Improvements		\$ 600	\$ 1,200
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These are costs associated with employee skill improvements - sending employees to 1 or 2 day seminars or workshops.

<u>Item</u>		<u>Rate</u>	<u>Cost</u>
Various Courses	2	\$300	\$600

50910 Meetings and Travel \$ 2,000 \$ 3,000

These are costs associated with Admin employee meeting, conference, seminar costs and associated travel costs. In FY2015-16, budgeting for 4 meetings amongst CASA, WateReuse, CSDA, and CWEA.

<u>Item</u>		<u>Rate</u>	<u>Cost</u>
Meetings	4	\$500	\$2,000

5102001 Safety Training \$ 800 \$ 1,500

These are costs associated with safety training.

<u>Item</u>	<u>No of staff</u>	<u>Rate</u>	<u>Cost</u>
Cintas Safety Training	4	\$200	\$800

5111001 Postage \$ 2,750 \$ 2,831

These are costs associated with Admin, Treatment, and Collections departments postage, annual meter rental, reset fees, parts, shipping fees, postal rate changes, software and overnight mailings.

<u>Item</u>	<u>Cost</u>
Postage	\$1,141
Overnight	\$740
Meter Rental	\$449
Shipping	\$105
Meter Reset fees	\$80
Rate Change Software	\$235

5111003 Office Supplies \$ 4,774 \$ 4,774

These are costs associated with office supplies - paper pens, clips etc.

5111004 Computer Supplies \$ 3,670 \$ 3,670

These are costs associated with computer and computer printer supplies and software upgrades.

5111005 General Supplies \$ 4,350 \$ 4,350

For shared supplies other than those specified elsewhere (sponges, plates, restroom, batteries, garbage liners, frames, hand sanitizer, coffee, and cleaning and other various supplies).

5121002	Liability Insurance	\$ 29,849	\$ 36,588
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Liability insurance for SAM operations reduced based on 2015 actual expenditures plus avg anticipated 5% increase projected by insurance carrier, CSRMA for 2016.

5121003	Prop Ins	\$ 22,362	\$ 23,716
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Property ins for SAM operations and mobile equipment insurance based on FY 2014-15 actuals plus avg anticipated 5% increase for property and for mobile equip insurance, as projected by CSRMA.

5121006	Claims	\$ 25,000	\$ 25,000
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These are usually insurance deductibles associated with insurance claims.

5121007	Dishonesty Bond Insurance	\$ 376	\$ 358
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This insurance is for protection against forgery, alteration of docs, inside /outside premises theft of monies, robbery, or safe burglary, or other property, computer fraud, funds transfer fraud. Increase of 5% due to projected increase by CSRMA.

5132001	Telephone	\$ 12,566	\$ 12,566
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These are costs associated with SAM's telephone lines and equipment. These costs include alarm system lines, DSL line, Centrex Coastside emergency response system, incoming telephone lines and associated troubleshooting services.

5141003	Copy Machine	\$ 6,625	\$ 6,625
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These are costs associated with SAM's newly leased photocopier, including costs for B&W and color copies, toner, and annual maintenance fees.

5181001	Office Equipment	\$ 2,781	\$ 2,781
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These are costs for the purchase and maintenance of small office equipment including chairs, tables, file cabinets, floor signs, recorders, microphones, water units and other misc items.

TOTAL ADMINISTRATION EXPENDITURES:

\$ 1,347,733 \$ 1,127,174

SEWER AUTHORITY MID-COASTSIDE

Treatment Budget

Grouped Categories	Actual	FY2014-15	FY2015-16	Change from	
	FY2013-14	Budgeted Expenditures	Proposed Expenditures	FY 2014-15	
				\$	%
Personnel	\$ 516,371	\$ 537,330	\$ 592,148	\$ 54,818	10.2%
Utilities	\$ 301,613	\$ 290,180	\$ 291,748	\$ 1,569	0.5%
Professional Services	\$ 9,199	\$ 25,000	\$ 15,000	\$ (10,000)	-40.0%
Chemicals	\$ 180,006	\$ 192,995	\$ 198,923	\$ 5,928	3.1%
Sludge/Solids	\$ 164,283	\$ 173,372	\$ 173,372	\$ -	0.0%
Maintenance	\$ 623,276	\$ 694,715	\$ 695,715	\$ 1,000	0.1%
All Other Accounts	\$ 135,921	\$ 160,378	\$ 168,850	\$ 8,472	5.3%
Passthrough Accounts	\$ -	\$ -	\$ -	\$ -	0.0%
Total	1,930,669	2,073,969	2,135,756	61,787	3.0%

Sewer Authority Mid-Coastside

General Budget - Treatment

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
Income Accounts											
4011001	Operating Fund Admin Operating HMB	925,920	1,003,560	1,006,780	504,390	50.0%	1,008,780	100.0%	1,058,489	49,708	4.9%
4011002	Operating Fund Admin Operating GCSD	643,776	574,656	645,534	322,764	50.0%	645,528	100.0%	606,980	-38,553	-6.0%
4011003	Operating Fund Admin Operating MWSD	417,284	427,092	407,655	203,826	50.0%	407,652	100.0%	464,287	56,631	13.9%
	Total Assessments	1,986,960	2,005,308	2,061,969	1,030,980	50.0%	2,061,960	100.0%	2,129,756	67,787	3.3%
4043001	NDWSCP Revenue-Operating										
4043003	NDWSCP Revenue - Late Fee										
4081001	Treatment Trucked Waste	8,990	5,865	12,000	2,820	23.5%	5,640	47.0%	6,000	-6,000	-50.0%
40810	Misc. Revenue	2,631	195								
40850	Grant Revenue										
41110	Leachate Revenue		275								
40610	Insurance Dividend										
40910	Interest Revenue Operating										
	Total Other Income	11,622	6,335	12,000	2,820	23.5%	5,640	47.0%	6,000	-6,000	-50.0%
	Total Income	1,998,582	2,011,643	2,073,969	1,033,800	49.8%	2,067,600	99.7%	2,135,756	61,787	3.0%
Expense Accounts											
50110	Directors Fees										
5021001	Productive Payroll	273,994	327,637	330,131	169,549	51.4%	339,098	102.7%	376,437	46,306	14.0%
5021002	Overtime	21,535	18,706	25,116	10,136	40.4%	20,272	80.7%	20,981	-4,135	-16.5%
5021003	Restricted Standby Pay										
5021004	Benefits	123,276	154,688	162,629	90,135	55.4%	180,269	110.8%	168,334	5,705	3.5%
5021005	Healthcare Benefits MOU Reserve	0	0	0	0	0.0%	0	0.0%	9,342	9,342	0.0%
5021006	Overtime Meals	0	0	100	0	0.0%	0	0.0%	100	0	0.0%
5021007	Temporary										
5021008	Retire Benefits	4,944	7,819	7,704	3,852	50.0%	7,704	100.0%	7,704	0	0.0%
5031002	Fingerprinting	180		2,250		0.0%	0	0.0%	2,250	0	0.0%
5031003	Employee Physicals										
5041001	Personnel Assistance										
5041002	Audit Fees										
5041003	Engineering Fees		4,200								
5041004	Legal Fees										
5041005	Payroll Costs										
5041006	Other Professional Services										
5041007	Special Consultant Services										
5051001	Janitorial										
5052002	Laundry Service	19,111	22,192	14,437	10,617	73.5%	21,233	147.1%	14,456	19	0.1%
5052003	Outside Lab Analysis	45,142	36,625	45,627	21,209	46.5%	42,419	93.0%	57,102	11,475	25.1%
5052004	Inspections	51,598	54,195	70,515	20,966	29.7%	41,932	59.5%	70,515	0	0.0%
5052005	Calibration	19,061	17,030	13,000	4,862	37.4%	9,724	74.8%	13,000	0	0.0%

Sewer Authority Mid-Coastside

General Budget - Treatment

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5052009	Solid Waste	160,095	164,283	173,372	64,611	37.3%	129,223	74.5%	173,372	0	0.0%
5052013	Maintenance Project Management	19,500	405	500	429	85.8%	858	171.5%	500	0	0.0%
5054004	Technical/Consulting Services										
5054005	Video Services										
50610	Memberships and Dues	280	148		312		624				
50710	Printing and Publications	202	645	750	0	0.0%	0	0.0%	0	-750	-100.0%
50810	Skills Improvements	6,118	3,438	4,800	992	20.7%	1,984	41.3%	2,400	-2,400	-50.0%
50910	Meetings and Travel	1,856	422	1,000	0	0.0%	0	0.0%	1,000	0	0.0%
5101004	Safety Physicals										
5102001	Safety Training	7,007	3,660	3,600	2,247	62.4%	4,494	124.8%	3,600	0	0.0%
5102002	Safety Shoes	918	1,064	1,320	0	0.0%	0	0.0%	1,320	0	0.0%
5102003	Personal Safety Equipment	8,726	2,448	1,500	742	49.4%	1,483	98.9%	1,500	0	0.0%
5102005	Safety Equipment	6,211	5,680	4,750	5,509	116.0%	11,018	231.9%	1,750	-3,000	-63.2%
5102006	Safety Program Administration		4,999	25,000	0	0.0%	0	0.0%	15,000	-10,000	-40.0%
5111001	Postage										
5111002	Equipment Rental	99,500	33,414	66,000	13,233	20.0%	26,465	40.1%	15,000	-51,000	-77.3%
5111003	Office Supplies	145	304	258	4	0.0%	9	3.4%	258	0	0.0%
5111004	Computer/Supplies		71	5,000	0	0.0%	0	0.0%	5,000	0	0.0%
5111005	General Supplies	621	877	1,030	87	8.5%	175	17.0%	1,030	0	0.0%
5111006	Bad Debt Expense										
5121002	Liability Insurance										
5121003	Property Insurance										
5121006	Claims										
5121007	Dishonesty Bond Insurance										
5132001	Telephone	11									
5132002	Electric	258,288	270,660	260,397	117,050	45.0%	234,101	89.9%	261,702	1,305	0.5%
5132003	Natural Gas	1,573	1,454	1,893	113	6.0%	227	12.0%	1,989	96	5.1%
5132004	Water	27,077	29,499	27,890	9,759	35.0%	19,519	70.0%	28,057	167	0.6%
5141002	Mailing Machine										
5141003	Copy Machine										
5142005	Pagers										
5142006	Alarm System	3,700	1,978	2,100	989	47.1%	1,978	94.2%	2,100	0	0.0%
5142007	Radio System		360	2,900	0	0.0%	0	0.0%	2,900	0	0.0%
5142008	Permits, Licenses and Fees	31,049	29,362	44,484	25,012	56.2%	50,024	112.5%	44,484	0	0.0%
5152001	Diesel	12,323	8,898	11,858	1,602	13.5%	3,204	27.0%	8,400	-3,458	-29.2%
5152002	Gasoline	4,203	3,366	8,065	1,445	17.9%	2,890	35.8%	4,800	-3,265	-40.5%
5152003	Lubricants	1,455	3,704	2,450	0	0.0%	0	0.0%	2,450	0	0.0%
5162001	Chemical-General	2,091	1,761	2,450	770	31.4%	1,540	62.9%	2,523	73	3.0%
5162002	Maintenance	10	13	2,250	35	1.6%	71	3.1%	2,250	0	0.0%
5162003	General										
5162004	Chemicals-Hypochlorite-Plant	59,208	48,775	56,700	26,450	46.6%	52,901	93.3%	58,450	1,750	3.1%
5162005	Chemicals-Bisulfite	51,074	46,334	41,275	20,124	48.8%	40,248	97.5%	42,575	1,300	3.1%
5162006	Chemicals-NaOCl-Pump Station	38,680	37,014	38,270	16,539	43.2%	33,079	86.4%	39,451	1,181	3.1%

Sewer Authority Mid-Coastside

General Budget - Treatment

Acct #	Account Name	Actual '12- 13	Actual '13- 14	Budgeted Amount '14- 15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15- 16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5162007	Chemicals-Polymer	29,406	26,692	29,500	8,915	30.2%	17,831	60.4%	30,380	880	3.0%
5162008	Chemicals-FeCl3	17,235	19,430	24,800	6,852	27.6%	13,703	55.3%	25,544	744	3.0%
5162010	Chemicals-NaOH-Plant										
5172001	Lab Chemicals	1,619	977	1,500	571	38.1%	1,143	76.2%	1,500	0	0.0%
5172002	Lab Maintenance Supplies	189	33	1,000	1,060	106.0%	2,120	212.0%	1,000	0	0.0%
5172003	Lab General	7,649	10,891	7,500	1,497	20.0%	2,994	39.9%	7,500	0	0.0%
5172004	Public Outreach Gen Supplies	2,262	8,194	5,100	-379	-7.4%	-758	-14.9%	2,550	-2,550	-50.0%
5181001	Office Equipment										
5182002	Vehicles	5,615	799	6,000	2,240	37.3%	4,481	74.7%	6,000	0	0.0%
5182003	Building and Grounds	53,415	11,249	10,000	11,059	110.6%	22,119	221.2%	15,000	5,000	50.0%
5182004	Pump Station	159,102	94,943	195,000	68,758	35.3%	137,516	70.5%	178,000	-17,000	-8.7%
5182005	Plant Equipment	346,346	407,490	298,000	224,913	75.5%	449,827	150.9%	362,000	64,000	21.5%
5182013	Facility Roofing	12,450	0	30,000		0.0%	0	0.0%	30,000	0	0.0%
5182014	Instrumentation	1,340	0								
5184020	Leahate Delivery Expenses	0					0				
5184006	Sewer Line - HMB	0									
5184007	Sewer Line-GCSD	0									
5184008	Sewer Line - MWSD	0									
5184009	Lift Station - HMB	0									
5184010	Lift Station - GCSD	0									
5184011	Lift Station-MWSD	0									
5184012	SAM Collection Equipment	10									
52310	Service/Bank Charges										
52410	Interest Expense										
52510	Depreciation Expense										
5202001	Mechanical Tools	1,294	960	1,200	898	74.9%	1,797	149.7%	11,200	10,000	833.3%
5202002	General Tools	490	882	1,000	412	41.2%	824	82.4%	1,000	0	0.0%
53210	Fines and Penalties										
Total Expenses		1,999,184	1,930,669	2,073,969	966,179	46.6%	1,932,358	93.2%	2,135,756	61,787	3.0%

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

REVENUE

		Current Yr	Last Yr
4081001	Treatment Trucked Waste	\$ 6,000	\$ 12,000
<p>SAM has a program to accept trucked waste and excess irrigation water. This program generates revenue based on the volume of product discharged into the treatment plant. Reduction due to revised estimate based on FY 14-15 actual revenues.</p>			
	<u>Item</u>	<u>Revenue</u>	
	Excess Irrigation Water	\$3,000	
	Trucked wastes	\$3,000	
TOTAL TREATMENT OTHER INCOME		\$ 6,000	\$ 12,000

EXPENSES

5021001	Productive Payroll	\$ 376,437	\$ 330,131
<p>This is salary for employees in this account class. This total reflects 3.75% MOU-related increase for the fiscal year and one (1) step increase at 5.0%. The budget includes an additional new hire of a Certified Operator II. Additionally there is reallocation of a portion of 2 employees time out of Treatment, and into Collections.</p>			
	<u>Item</u>	<u>Revenue</u>	
	Salary	\$302,182	
	Step increase	\$870	
	New Hire	\$62,760	
	MOU Increase	\$10,625	
5021002	Overtime	\$ 20,981	\$ 25,116
<p>This is for overtime pay to represented employees. SAM has an MOU with Stationary Engineers Local 39. That MOU specifies the conditions and amounts for overtime pay. For this account class, we projected the FY 2015-16 total based upon the actuals thru December 2014. Overtime is used for SAM pump and lift station callouts, emergency response to alarm conditions and storm related staffing. There is a decrease in FY 2015-16 due to a lower projection of actual expenses in FY 2014-15.</p>			
5021004	Benefits	\$ 168,334	\$ 162,629

This account is used for MOU-required benefits. SAM provides CalPERS retirement at 2%@55 for "classic" employees and 2%@62 for new hires. CalPERS retirement cost is reduced due to 1% increase in "classic" employees contribution. Medical/Dental/Life/Vision represents actual cost plus 2.8% estimated increase. LTD insurance cost increase of 5% and workers comp insurance increase of 5%. The costs include the benefits for the new hire in the Treatment department.

Item	Cost
CalPERS retirement	\$52,406
Medical/Dental/Life/Vision	\$90,949
Retiree Health Security Plan	\$522
LTD	\$1,036
Workers Comp/Medicare	\$23,421

5021005 Healthcare Benefits MOU Reserve \$ 9,342 \$ -

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

5021006 Overtime Meals \$ 100 \$ 100

This account is used for MOU-required overtime meals.

Item	No	Rate	Cost
Instances per year	5	\$20	\$100

5021008 Retiree Benefits \$ 7,704 \$ 7,704

This account is for CalPERS and GASB 45 mandatory contribution towards current and future retiree medical benefits. SAM provides the minimum required contribution for its two (2) Treatment retired employee at \$115 per month.

5031003 Employee Physicals \$ 2,250 \$ 2,250

Costs associated with various medical examinations and required inoculations.

Descrip	No	Rate	Cost
Hep B Series (3)	6	\$255	\$1,530
Respirator	6	\$120	\$720

5052002 Laundry Service \$ 14,456 \$ 14,437

These are costs associated with the laundering of MOU-required uniforms, safety mats, and shop rags.

Item	Units/Year	Rate	Cost
Uniform Service (per Ee)	52	\$278	\$14,456

5052003 Outside Lab Analysis \$ 57,102 \$ 45,627

These are costs associated with NPDES permit required lab analysis. This account increases due to increased First Flush cost, and Snapshot Day

Item	No	Rate	Cost
San Mateo County Labs	10	\$275	\$2,750
SBSA	12	\$2,200	\$26,400
Alpha Labs, Annual	1	\$3,473	\$3,473
First Flush	1	\$13,000	\$13,000
Pacific EcoRisk	5	\$1,930	\$9,650
Alpha Labs, Quarterly	4	\$251	\$1,004
Snapshot Day	1	\$475	\$475
Oil Wear Analysis	1	\$350	\$350

5052004 Inspections \$ 70,515 \$ 70,515

These are costs associated with required periodic inspections by third party experts of SAM facilities and equipment.

Item	Cost
Generators	\$22,915
Power Distribution	\$12,000
Boilers/Flare	\$8,000
Outfall	\$12,000
Pumps	\$5,000
Motor Control Centers	\$9,550
Cranes	\$525
Backflow Prevention	\$525

5052005 Calibration \$ 13,000 \$ 13,000

These are costs associated with regular/quarterly third party flow meter calibrations. This years budgeted amount is left at the same as it reflects current spending.

Item	No	Rate	Cost
Plant Influent Meter	4	\$250	\$1,000
Mid-Plant Meter	4	\$250	\$1,000
No 3 Water Meter	4	\$250	\$1,000
Portola	4	\$250	\$1,000
Montara	4	\$250	\$1,000
Princeton	4	\$250	\$1,000
HMB Meters	2	\$3,500	\$7,000

5052009 Solid Waste \$ 173,372 \$ 173,372

These are costs associated with disposal of Plant biosolids and solid waste.

Item	No	Rate	Cost
Biosolids	12	\$13,500	\$162,000
Solid waste	12	\$948	\$11,372

5052013 Maintenance Management \$ 500 \$ 500

These costs are for annual support for the plant and pump station maintenance management software.

50710 Printing and Publications \$ - \$ 750

There are no projected costs in FY 2015-16 associated with printing documents for Public Outreach.

50810 Skills Improvements \$ 2,400 \$ 4,800

These are costs associated with employee skill improvements for six employees.

Item	No	Rate	Cost
Various Courses	6	\$400	\$2,400

50910 Meetings and Travel \$ 1,000 \$ 1,000

These are costs associated with employee meeting, conference, seminar costs and associated travel costs.

Item	No	Rate	Cost
Various	2	\$500	\$1,000

5102001 Safety Training \$ 3,600 \$ 3,600

These are costs associated with mandated safety training.

Item	Staff	Rate	Cost
Cintas Safety Training	6	\$600	\$3,600

5102002 Safety Shoes \$ 1,320 \$ 1,320

These are costs associated with MOU-required safety shoe reimbursement. Current annual reimbursement is \$220/ employee.

Item	No	Rate	Cost
Safety shoes	6	\$220	\$1,320

5102003 Personal Safety Equipment \$ 1,500 \$ 1,500

These are costs associated with personal safety equipment such as gloves, raingear, boots, safety vests, goggles. Amount increased for more protective outerwear, to a more visible type for on-road work. SAM has an excellent safety record and these funds will help keep it that way.

Item	No	Rate	Cost
Personal Safety items	6	\$250	\$1,500

5102005 Safety Equipment \$ 1,750 \$ 4,750

These are costs associated with safety equipment other than personal equipment. These include SCBAs, etc. This account has been decreased as there are no projected costs for foul air detectors in FY 2015-16.

Item	No	Rate	Cost
SCBA Units	3	\$232	\$695
Equipment Repair & Maint	1	\$906	\$906
SCBA Tanks	3	\$50	\$150

5102006 Safety Program Documentation \$ 15,000 \$ 25,000

These monies are for safety program documentation review and updating to keep current with changing regulations. This work is highly specialized and requires professional assistance.

5111002 Equipment Rental \$ 15,000 \$ 66,000

These are costs associated with rental cost for equipment such as portable backup generators. FY 2015-16 anticipates the operation of WWFMP which eliminates the need for wet weather tanks at Portola Pump Station.

Item	No	Rate	Cost
Generators/various	2	\$7,500	\$15,000

5111003 Office Supplies \$ 258 \$ 258

These are costs associated with office supplies - paper, pens, clips etc.

5111004 Computer/ Supplies \$ 5,000 \$ 5,000

These are costs associated with computers; two computers with software will be replaced.

Item	No	Rate	Cost
Computer replacements	2	\$2,500	\$5,000

5111005 General Supplies \$ 1,030 \$ 1,030

These costs are for various supplies used in the daily operation of the SAM Plant facilities. This includes nuts, bolts and other hardware, paints, brooms and cleaning supplies, etc.

5132002 Electric **\$ 261,702 \$ 260,397**

These are electricity service costs for the plant and the three pump stations. Unknown expected increase for FY2015-16. Electricity usage varies based on wet weather flows.

Item	kWh	Rate	Cost
Plant	1,581,000	\$0.1228	\$194,147
Portola	262,000	\$0.1567	\$41,055
Princeton	71,000	\$0.1633	\$11,594
Montara	91,000	\$0.1638	\$14,906

5132003 Natural Gas **\$ 1,989 \$ 1,893**

These costs are for PG&E gas service. SAM uses natural gas for heating, hot water, and as back up to digester gas for heating the digesters at the SAM plant.

Item	BTU	Rate	Cost
Natural Gas	1300	\$1.53	\$1,989

5132004 Water **\$ 28,057 \$ 27,890**

These are potable water service costs. Potable water is used at the SAM plant and pump stations for domestic purposes, pump seal water, odor control street wash down and fire protection.

Item	No Units	Rate	Cost
Plant	990	11.53	\$11,415
Plant (Standby Fire Protection)			\$832
Portola	1890	\$7.78	\$14,704
Princeton	2	\$90.79	\$182
Montara	35	\$26.42	\$925

5142006 Alarm Service **\$ 2,100 \$ 2,100**

Fees for emergency alarm service.

Item	No	Rate	Cost
Fire Alarm Monitoring	4	\$135	\$540
Monthly Alarm Monitoring	12	\$130	\$1,560

5142007 Radio System **\$ 2,900 \$ 2,900**

These are costs associated with the use and maintenance of SAM's radio systems.

Item	No	Rate	Cost
Radio System Maintenance	1	\$2,400	\$2,400
Various repairs	1	\$500	\$500

5142008 Permits, Licenses and Fees \$ 44,484 \$ 44,484

These are costs associated with SAM's permits and licenses such as BAAQMD fees, NPDES fees, San Mateo County fees and other permits.

Item	Cost
Bay Area Air Quality Management District	\$16,000
CA State Water Resources Control Board	\$20,000
CA Department of Health Services	\$1,500
San Mateo County	\$800
Property Tax	\$50
BACWA Annual Permit Renewal	\$6,084
US Environmental Protection Agency	\$50

5152001 Diesel \$ 8,400 \$ 11,858

Diesel fuel costs. Diesel is used in emergency generators, pumps, and vehicles. Decrease reflects drop in fuel prices. Increase in gallons reflects new Vacuum Truck.

Item	Gallons	Rate	Cost
Diesel Fuel	2400	\$3.50	\$8,400

5152002 Gasoline \$ 4,800 \$ 8,065

Gasoline fuel costs for most of SAM's vehicles. Vehicles include one pickup for maintenance, two pickups for operations and one hybrid for administration. Decrease reflects drop in fuel prices.

Item	Gallons	Rate	Cost
Gasoline	1,600.00	\$ 3.00	\$4,800

5152003 Lubricants \$ 2,450 \$ 2,450

Cost of equipment lubricants including oils and greases for gear cases and bearings.

Item	Units	Rate	Cost
Oils (barrel)	2	\$725	\$1,450
Oils (bucket)	1	\$700	\$700
Greases	1	\$300	\$300

5162001 Chemical-General \$ 2,523 \$ 2,450

Costs for general chemicals other than those specified elsewhere. Included are potassium iodide, phenylarsine oxide, and buffer solutions for chlorine residual and other analyses.

5162002 Maintenance \$ 2,250 \$ 2,250

These are costs related to the equipment maintenance and enhancements. This includes small parts, cleaners, rags, etc.

5162004 Chemicals- Hypochlorite-Plant \$ 58,450 \$ 56,700

These are costs for the chemical used for plant effluent disinfection, sodium hypochlorite (industrial strength chlorine bleach).

Item	kgal/year	\$/kgal	Cost
NaOCl	70.00	\$835	\$58,450

5162005 Chemicals-Bisulfite \$ 42,575 \$ 41,275

These are costs for the chemical used for plant effluent dechlorination, sodium metabisulfite.

Item	lb/year	\$/lb	Cost
NaHSO ₃	32,500.00	\$1.31	\$42,575

5162006 Chemicals-NaOCl-Pump Stations \$ 39,451 \$ 38,270

These are costs for Sodium hypochlorite (industrial strength chlorine bleach).

Item	kgal/year	\$/kgal	Cost
NaOCl	47.2	\$835	\$39,451

5162007 Chemicals-Polymer \$ 30,380 \$ 29,500

These are costs for solids dewatering chemicals used to thicken biosolids for disposal.

Item	No	Rate	Cost
Polymer	10	\$3,038	\$30,380

5162008 Chemicals- FeCl₃ \$ 25,544 \$ 24,800

These are costs for ferric chloride, used for hydrogen sulfide control and for prevention of ammonium magnesium phosphate (struvite) scaling.

Item	No	Rate	Cost
FeCl ₃	4	\$6,386	\$25,544

5172001 Lab Chemicals \$ 1,500 \$ 1,500

These are SAM plant laboratory costs, other than chemical and maintenance supplies, such as glassware, filter papers, sample bottles and equipment, gloves, soaps, and other supplies used in day to day lab operation.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$125	\$1,500

5172002 Lab Maintenance Supplies \$ 1,000 \$ 1,000

These are costs associated with supplies used in the SAM plant laboratory.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$83	\$1,000

5172003 Lab General \$ 7,500 \$ 7,500

These are SAM plant laboratory costs, other than chemicals and maintenance supplies. They include filter paper, test kits, containers, sampler repairs.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$625	\$7,500

5172004 Public Outreach Gen. Supplies \$ 2,550 \$ 5,100

These are costs associated with supplies used in support of SAM's public outreach efforts. These are primarily related to the Sewer Science program. Budget reduction reflects cutting back on newsletter and flyer materials

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Supplies	3	\$850	\$2,550

5182002 Vehicles \$ 6,000 \$ 6,000

These are costs for accessories and repairs to vehicles.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
As needed	12	\$500	\$6,000

5182003 Building and Grounds \$ 15,000 \$ 10,000

These are costs associated with the maintenance of SAM building and grounds based on past years' monthly expenditure trends and expectations for FY 2015-16. Primary tasks are clean up and tree trimming.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$1,250	\$15,000

5182004 Pump Station/Collection System \$ 178,000 \$ 195,000

These are costs associated with the major repair or minor replacement of SAM Pump Station equipment. Major repairs (planned / unplanned) include pump overhauls, generator repairs, electrical system repairs, structure and appurtenance repairs, all station equipment repairs. Also included is ongoing maintenance costs for all station equipment, tools and vendors used to perform the maintenance, changes to pumping systems including PLC programming, updates to make pumping process more reliable, etc. This budget has broken out some of the planned repairs/purchases for clarity.

Item	No	Rate	Cost
Various	6	\$10,000	\$60,000
IPS Repairs (as needed)	1	\$50,000	\$50,000
Seal/Rehab Wet Well Montara	1	\$60,000	\$60,000
Replace wetwell hatches, Portola	1	\$8,000	\$8,000

5182005 Plant Equipment **\$ 362,000 \$ 298,000**

These are costs associated with the major repair or minor replacement of SAM Plant equipment. Major repairs (planned and/or unplanned) include pump overhauls, generator repairs, electrical system repairs, tank and appurtenance repairs, all plant equipment repairs. Also included is ongoing maintenance costs for all plant equipment, tools and vendors used to perform the maintenance, changes to treatment systems including PLC programming, updates to make treatment process easier and/or more cost effective to operate, etc. This budget has broken out some of the planned repairs/purchases for clarity.

Item	No	Rate	Cost
Various repairs/improvmts.	4	\$8,000	\$32,000
Davit System	1	\$10,000	\$10,000
Replacement motors	1	\$15,000	\$15,000
Pump Parts	1	\$15,000	\$15,000
Rplc Grit Chamber Gate Valve	1	\$25,000	\$25,000
EQ Tank Set up/Gate Valve	1	\$25,000	\$25,000
SCADA Control Air to SS Basin	1	\$32,000	\$32,000
SS Gas Blower	1	\$33,000	\$33,000
Clean / Recoat Digester	1	\$175,000	\$175,000

5182013 Facility Roofing **\$ 30,000 \$ 30,000**

Roof leaks within Administration and Mechanical Buildings put key electronic equipment at risk. This line item has been traditionally been held for facility paint work, which still needs to be done, however the roof is a higher priority at this time.

5202001 Mechanical Tools **\$ 11,200 \$ 1,200**

Costs for mechanic's tool - both acquisition and replacements. Major addition of a crane is to facilitate pump removal at small sewer stations and to reduce injury risk.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$100	\$1,200
Auto-Crane for Mechanic's Truck	\$1	\$10,000	\$10,000

5202002 General Tools **\$ 1,000 \$ 1,000**

Costs for tools other than mechanic's tools, such as tools used by operators, hand tool replacements, flashlights, cutting tools, greasing tools, and other small tools used in the day to day operation.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various	12	\$83	\$1,000

TOTAL TREATMENT EXPENDITURES: **\$ 2,135,756 \$ 2,073,969**

SEWER AUTHORITY MID-COASTSIDE
NDWSCP Budget

Grouped Categories	Actual	FY2014-15	FY2015-16	Change from	
	FY2013-14	Budgeted Expenditures	Proposed Expenditures	FY 2014-15	
				\$	%
Personnel	\$ 49,505	\$ 35,173	\$ 41,677	\$ 6,504	18.5%
Utilities	\$ -	\$ -	\$ -	\$ -	0.0%
Professional Services	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%
Chemicals	\$ -	\$ -	\$ -	\$ -	0.0%
Sludge/Solids	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance	\$ -	\$ -	\$ -	\$ -	0.0%
All Other Accounts	\$ 150	\$ 600	\$ 600	\$ -	0.0%
Passthrough Accounts	\$ -	\$ -	\$ -	\$ -	0.0%
Total	49,655	45,773	52,277	6,504	14.2%

Sewer Authority Mid-Coastside

General Budget - NDWSCP

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5182003	General										
5162004	Chemicals-Hypochlorite-Plant										
5162005	Chemicals-Bisulfite										
5162006	Chemicals-NaOCL-Pump Station										
5162007	Chemicals-Polymer										
5162008	Chemicals-FeCl3										
5162010	Chemicals-NaOH-Plant										
5172001	Lab Chemicals										
5172002	Lab Maintenance Supplies										
5172003	Lab General	0		250		0.0%	0	0.0%	250	0	0.0%
5172004	Public Outreach Gen Supplies										
5181001	Office Equipment										
5182002	Vehicles										
5182003	Building and Grounds										
5182004	Pump Station										
5182005	Plant Equipment										
5182013	Facility Roofing										
5182014	Instrumentation										
5184020	Leahate Delivery Expenses										
5184006	Sewer Line - HMB										
5184007	Sewer Line-GCSD										
5184008	Sewer Line - MWSD										
5184009	Lift Station - HMB										
5184010	Lift Station - GCSD										
5184011	Lift Station-MWSD										
5184012	SAM Collection Equipment										
52310	Service/Bank Charges										
52410	Interest Expense										
52510	Depreciation Expense										
5202001	Mechanical Tools										
5202002	General Tools										
53210	Fines and Penalties										
Total Expenses		38,120	49,655	45,773	18,742	40.9%	37,485	81.9%	52,277	6,504	14.2%

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

REVENUE		Current	
		Yr	Last Yr
4043001	NDWSCP Operating Fee	\$ 52,027	\$ 45,523
<p>This is revenue for the Non-Domestic Waste Source Control Program (NDWSCP). This is a self-funding program. The revenue is adjusted to offset the expenses. FY 2015-16 increase due to more payroll expense allocation to NDWSCP.</p>			
4043003	NDWSCP Late Fee	\$ 250	\$ 250
<p>This is revenue from anticipated late-fees of the NDWSCP.</p>			
TOTAL NDWSCP OTHER INCOME		\$ 52,277	\$ 45,773

EXPENSES													
5021001	Productive Payroll	\$ 27,394	\$ 22,441										
<p>This is salary for employees in this account class. This total reflects 3.75% MOU-related salary increase for the fiscal year. The increase in FY 2015-16 is due to an increased allocation of employee time to NDWSCP.</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="border-bottom: 1px solid black;">Item</th> <th style="border-bottom: 1px solid black;">Cost</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td>\$26,403</td> </tr> <tr> <td>MOU increase</td> <td>\$991</td> </tr> </tbody> </table>				Item	Cost	Salary	\$26,403	MOU increase	\$991				
Item	Cost												
Salary	\$26,403												
MOU increase	\$991												
5021004	Benefits	\$ 12,902	\$ 11,888										
<p>This account is used for MOU-required benefits. SAM provides CalPERS retirement at 2%@55 for "classic" employees and 2%@62 for new hires. CalPERS retirement cost is reduced due to 1% increase in "classic" employees contribution. Medical/Dental/Life/Vision represents actual cost plus 2.8% estimated increase. LTD insurance cost increase of 5% and workers comp insurance increase of 5%.</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="border-bottom: 1px solid black;">Item</th> <th style="border-bottom: 1px solid black;">Cost</th> </tr> </thead> <tbody> <tr> <td>CalPERS retirement</td> <td>\$4,860</td> </tr> <tr> <td>Medical/Dental/Life/Vision</td> <td>\$5,915</td> </tr> <tr> <td>LTD</td> <td>\$70</td> </tr> <tr> <td>Workers Comp/Medicare</td> <td>\$2,057</td> </tr> </tbody> </table>				Item	Cost	CalPERS retirement	\$4,860	Medical/Dental/Life/Vision	\$5,915	LTD	\$70	Workers Comp/Medicare	\$2,057
Item	Cost												
CalPERS retirement	\$4,860												
Medical/Dental/Life/Vision	\$5,915												
LTD	\$70												
Workers Comp/Medicare	\$2,057												

5021005	Healthcare Benefits MOU Reserve	\$ 537	\$ -
	<p>This account budgets for the difference of actual healthcare cost versus the stipulated \$1955/month per employee cost per the MOU. In prior fiscal years, SAM accounted for all of the healthcare cost (both actual and accrued) in account #5021004. Starting this year, to increase visibility of the cost of the healthcare benefit accrual, SAM is breaking out the actual cost of the accrual in this account.</p>		
5021008	Retiree Benefits	\$ 444	\$ 444
	<p>This account is for CalPERS and GASB 45 mandatory contribution towards current and future retiree medical benefits.</p>		
5041006	Other Professional Services	\$ 10,000	\$ 10,000
	<p>In FY2015/16, \$10,000 is set aside for consultant and other fees in pursuit of outsourcing some of the Inspection functions to other Agencies.</p>		
50710	Printing and Publications	\$ 100	\$ 100
	<p>These are costs associated with printing items such as best business practices posters for permitted dischargers.</p>		
50810	Skills Improvements	\$ 300	\$ 300
	<p>These are costs associated with one employee skill improvements.</p>		
50910	Meetings and Travel	\$ 100	\$ 100
	<p>These are costs associated with employee meeting, conference, seminar costs and associated travel costs.</p>		
5111001	Postage	\$ 250	\$ 250
	<p>These are costs associated with postage for NDWSCP publications.</p>		
5172003	Lab General	\$ 250	\$ 250
	<p>These are SAM plant laboratory costs, associated with the NDWSCP, other than lab chemicals and maintenance supplies.</p>		
TOTAL NDWSCP EXPENDITURES:		\$ 52,277	\$ 45,773

SEWER AUTHORITY MID-COASTSIDE

FY2015-16 Capitalized Maintenance Budgeted Assessments

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Total</u>
Capitalized Maintenance Allocation	49.7%	28.5%	21.8%	100.0%
<u>Annual Assessments</u>				
Capitalized Maintenance	\$ 271,859	\$ 155,895	\$ 119,246	\$ 547,000
Annual Capitalized Maintenance Total	\$ 271,859	\$ 155,895	\$ 119,246	\$ 547,000
Monthly Capitalized Maintenance Total	\$ 22,655	\$ 12,991	\$ 9,937	

SEWER AUTHORITY MID-COASTSIDE

Capitalized Maintenance Assessment Comparison

	Actual	FY2014-15	FY2015-16	Change from	
Member Assessments	FY2013-14	Budgeted	Proposed	FY 2014-15	
		Revenue	Revenue	\$	%
Capitalized Maintenance	\$ -	\$ 320,000	\$ 547,000	\$ 227,000	70.9%
Total	\$ -	\$ 320,000	\$ 547,000	\$ 227,000	70.9%

Capitalized Maintenance from Reserves

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

FY 2015-16

Member Agency Capitalized Maintenance Assessment Comparison

City of Half Moon Bay					
	Actual FY2013-14	Current FY2014-15	Proposed FY2015-16	Change from FY 2014-15	
				\$	%
Capitalized Maintenance	\$ -	\$ 156,480	\$ 271,859	\$ 115,379	73.7%
Monthly Total	\$ -	\$ 13,040	\$ 22,655	\$ 9,615	73.7%

Granada Community Services District					
	Actual FY2013-14	Current FY2014-15	Proposed FY2015-16	Change from FY 2014-15	
				\$	%
Capitalized Maintenance	\$ -	\$ 100,160	\$ 155,895	\$ 55,735	55.6%
Monthly Total	\$ -	\$ 8,347	\$ 12,991	\$ 4,645	55.6%

Montara Water and Sanitary District					
	Actual FY2013-14	Current FY2014-15	Proposed FY2015-16	Change from FY 2014-15	
				\$	%
Capitalized Maintenance	\$ -	\$ 63,360	\$ 119,246	\$ 55,886	88.2%
Monthly Total	\$ -	\$ 5,280	\$ 9,937	\$ 4,657	88.2%

Sewer Authority Mid-Coastside
Capitalized Maintenance SPINE

Capitalized Maintenance

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Budgeted Amount '15-16
Income Accounts					
4011004	Project Assessments - HMB	25,250	0	156,480	271,859
4011005	Project Assessments - GCSD	14,750	0	100,160	155,895
4011006	Project Assessments - MWSD	10,000	0	63,360	119,246
	Total Capitalized Maintenance Revenue	50,000	-	320,000	547,000
Capitalized Maintenance Expenditures					
	Planning for Biosolids Disposal	50,000	-	-	-
	Various Treatment Plant Work	-	-	100,000	-
	IPS Reinforcement Project - Engineering Work	-	-	100,000	-
	IPS Reinforcement Project Phase 3	-	-	300,000	1,047,000
	Total Capitalized Maintenance Expenditures	50,000	-	500,000	1,047,000
	Total to (from) Reserve	-	-	(180,000)	(500,000)

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

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

Improvement Justification:

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

Funding

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

Risk

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

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

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

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

Admin, Treatment, NDWSCP, and Collections
Budget Summary

Sewer Authority Mid-Coastside

Budget Summary - Admin, Treatment, NDWSCP, and Collections

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
Income Accounts											
4011001	Operating Fund Admin Operating HMB	1,733,508	1,819,992	1,844,393	922,194	50.0%	1,844,388	100.0%	2,064,403	220,010	11.9%
4011002	Operating Fund Admin Operating GCSD	1,228,884	1,113,792	1,251,216	625,608	50.0%	1,251,216	100.0%	1,249,113	-2,103	-0.2%
4011003	Operating Fund Admin Operating MWSD	927,120	990,060	929,874	464,940	50.0%	929,880	100.0%	1,110,902	181,028	19.5%
	Total	3,889,512	3,923,844	4,025,483	2,012,742	50.0%	4,025,484	100.0%	4,424,418	398,935	9.9%
4043001	NDWSCP Revenue-Operating	32,706	39,857	45,523	0	0.0%	45,523	100.0%	52,027	6,504	14.3%
4043003	NDWSCP Revenue - Late Fee	238	844	250	0	0.0%	250	100.0%	250	0	0.0%
4081001	Treatment Trucked Waste	8,990	5,865	12,000	2,820	23.5%	5,640	47.0%	6,000	-6,000	-50.0%
40810	Misc. Revenue	3,168	30,985	500	2,303	460.6%	4,557	911.4%	1,500	1,000	200.0%
40850	Grant Revenue	0	0	0	0	0.0%	0	0.0%	0	0	0.0%
41110	Leachate Revenue	0	275	0	0	0.0%	0	0.0%	0	0	0.0%
40610	Insurance Dividend	29,521	32,979	25,000	0	0.0%	0	0.0%	26,922	1,922	7.7%
40910	Interest Revenue Operating	8,962	6,858	7,269	3,185	43.8%	6,370	87.6%	6,855	-414	-5.7%
	Total	83,585	117,663	90,542	8,308	9.2%	62,339	68.9%	93,554	3,012	3.3%
	Total Income	3,973,097	4,041,507	4,116,025	2,021,050	49.1%	4,087,823	99.3%	4,517,972	401,947	9.8%

Expense Accounts	Actual '12-13	Actual '13-14	Budgeted Amount '14-	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %	
50110	Directors Fees	12,300	10,300	10,200	4,100	40.2%	8,200	80.4%	10,200	0	0.0%
5021001	Productive Payroll	1,141,227	1,043,332	1,240,941	593,333	47.8%	1,186,666	95.6%	1,396,832	155,891	12.6%
5021002	Overtime	64,960	56,344	68,099	32,783	48.1%	65,566	96.3%	68,079	-20	0.0%
5021003	Restricted Standby Pay	0	0	0	0	0.0%	0	0.0%	0	0	0.0%
5021004	Benefits	513,441	471,188	591,553	313,945	53.1%	627,890	106.1%	618,533	26,980	4.6%
5021005	Healthcare Benefits MOU Reserve	0	0	0	0	0.0%	0	0.0%	68,032	68,032	0.0%
5021006	Overtime Meals	0	0	300	0	0.0%	0	0.0%	300	0	0.0%
5021007	Temporary	35,617	36,367	41,940	9,146	21.8%	18,291	43.6%	63,770	21,830	52.1%
5021008	Retire Benefits	20,591	27,837	27,492	13,861	50.4%	27,722	100.8%	27,492	0	0.0%
5031002	Fingerprinting	0	0	0	0	0.0%	0	0.0%	0	0	0.0%
5031003	Employee Physicals	180	0	4,473	438	9.8%	876	19.6%	5,040	567	12.7%
5041001	Personnel Assistance	10,500	10,500	10,812	5,250	48.6%	10,500	97.1%	10,812	0	0.0%
5041002	Audit Fees	11,950	27,175	29,682	25,625	86.3%	51,250	29.682	29,682	0	0.0%
5041003	Engineering Fees	281,079	147,071	85,000	70,512	83.0%	141,024	165.9%	265,000	180,000	211.8%
5041004	Legal Fees	74,771	103,157	78,550	31,437	40.0%	62,874	80.0%	36,050	-42,500	-54.1%
5041005	Payroll Costs	5,712	5,309	5,850	2,180	37.3%	4,360	74.5%	4,680	-1,170	-20.0%
5041006	Other Professional Services	61,564	225,155	98,692	39,021	39.5%	78,042	79.1%	87,308	-11,384	-11.5%
5041007	Special Consultant Services	0	0	0	0	0.0%	0	0.0%	20,000	20,000	0.0%
5051001	Janitorial	12,794	12,104	13,780	5,010	36.4%	10,019	72.7%	14,564	784	5.7%
5052002	Laundry Service	22,055	24,515	16,849	12,349	73.3%	24,698	146.6%	16,868	19	0.1%
5052003	Outside Lab Analysis	45,142	36,625	45,627	21,209	46.5%	42,419	93.0%	57,102	11,475	25.1%
5052004	Inspections	51,598	54,195	70,515	20,966	29.7%	41,932	59.5%	70,515	0	0.0%

Budget Summary
Admin, Treatment, NDWSCP, and Collections

Sewer Authority Mid-Coastside

Budget Summary - Admin, Treatment, NDWSCP, and Collections

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5052005	Calibration	19,061	17,030	13,000	4,862	37.4%	9,724	74.8%	13,000	0	0.0%
5052009	Solid Waste	160,095	164,283	173,372	64,611	37.3%	129,223	74.5%	173,372	0	0.0%
5052013	Maintenance Project Management	19,500	405	500	429	85.8%	858	171.5%	500	0	0.0%
5054004	Technical/Consulting Services	17,259	8,074	10,200	6,471	63.4%	12,941	126.9%	5,200	-5,000	-49.0%
5054005	Video Services	0	2,000	3,300	1,000	30.3%	2,000	60.6%	3,300	0	0.0%
50610	Memberships and Dues	14,258	15,283	16,530	11,268	68.2%	22,536	136.3%	16,530	0	0.0%
50710	Printing and Publications	2,875	3,562	3,425	709	20.7%	1,419	41.4%	2,675	-750	-21.9%
50810	Skills Improvements	7,771	6,765	7,900	2,330	29.5%	4,660	59.0%	11,800	3,900	49.4%
50910	Meetings and Travel	4,473	1,867	4,600	146	3.2%	292	6.4%	3,600	-1,000	-21.7%
5101004	Safety Physicals	0	0	0	0		0		0	0	
5102001	Safety Training	10,787	6,680	7,500	4,647	62.0%	9,294	123.9%	6,800	-700	-9.3%
5102002	Safety Shoes	1,547	1,676	2,200	464	21.1%	929	42.2%	2,200	0	0.0%
5102003	Personal Safety Equipment	10,037	3,472	2,500	1,168	46.7%	2,337	93.5%	2,500	0	0.0%
5102005	Safety Equipment	6,340	5,811	5,974	5,743	103.0%	11,485	206.0%	2,449	-3,125	-56.1%
5102006	Safety Program Administration	0	4,999	25,000	0	0.0%	0	0.0%	15,000	-10,000	-40.0%
5111001	Postage	1,500	2,361	3,081	1,063	34.5%	2,126	69.0%	3,000	-81	-2.6%
5111002	Equipment Rental	99,500	33,414	66,000	13,233	20.0%	26,465	40.1%	15,000	-51,000	-77.3%
5111003	Office Supplies	4,286	3,593	5,289	1,511	28.6%	3,021	57.1%	5,289	0	0.0%
5111004	Computer/Supplies	6,576	6,366	8,670	6,510	75.1%	13,020	150.2%	8,670	0	0.0%
5111005	General Supplies	4,314	4,085	5,896	3,332	56.5%	6,663	113.0%	5,896	0	0.0%
5111006	Bad Debt Expense	1,139	0	0	1,128		2,256		0	0	
5121002	Liability Insurance	65,651	86,660	92,809	44,620	48.1%	89,240	96.2%	74,619	-18,190	-19.6%
5121003	Property Insurance	22,583	24,043	23,716	10,649	44.9%	21,297	89.8%	22,362	-1,354	-5.7%
5121006	Claims	35,000	0	25,000	0	0.0%	0	0.0%	25,000	0	0.0%
5121007	Dishonesty Bond Insurance	328	358	358	179	50.0%	358	99.9%	376	18	5.0%
5132001	Telephone	15,763	16,822	12,566	6,844	54.5%	13,689	108.9%	12,566	0	0.0%
5132002	Electric	258,288	270,660	260,397	117,050	45.0%	234,101	89.9%	261,702	1,305	0.5%
5132003	Natural Gas	1,573	1,454	1,893	113	6.0%	227	12.0%	1,989	96	5.1%
5132004	Water	29,311	32,846	31,332	10,016	32.0%	20,033	63.9%	32,099	767	2.4%
5141002	Mailing Machine	0	0	0	0		0		0	0	
5141003	Copy Machine	6,817	7,284	6,625	3,041	45.9%	6,082	91.8%	6,625	0	0.0%
5142005	Papers	0	0	0	0		0		0	0	
5142006	Alarm System	3,700	1,978	2,100	989	47.1%	1,978	94.2%	2,100	0	0.0%
5142007	Radio System	0	0	360	0	0.0%	0	0.0%	2,900	0	0.0%
5142008	Permits, Licenses and Fees	31,049	32,134	44,484	25,207	56.7%	50,414	113.3%	44,484	0	0.0%
5152001	Diesel	19,092	15,014	17,858	4,092	22.9%	8,183	45.8%	14,000	-3,858	-21.6%
5152002	Gasoline	6,367	5,528	11,065	2,624	23.7%	5,249	47.4%	6,600	-4,465	-40.3%
5152003	Lubricants	1,500	3,704	2,700	0	0.0%	0	0.0%	2,700	0	0.0%
5162001	Chemical-General	2,091	1,761	2,450	770	31.4%	1,540	62.9%	2,523	73	3.0%
5162002	Maintenance	2,668	13	2,750	35	1.3%	71	2.6%	2,750	0	0.0%
5162003	General	0	0	0	0		0		0	0	
5162004	Chemicals-Hypoclorite-Plant	59,208	48,775	56,700	26,450	46.6%	52,901	93.3%	58,450	1,750	3.1%

Budget Summary
Admin, Treatment, NDWSCP, and Collections

Sewer Authority Mid-Coastside

Budget Summary - Admin, Treatment, NDWSCP, and Collections

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5162005	Chemicals-Bisulfite	51,074	46,334	41,275	20,124	48.8%	40,248	97.5%	42,575	1,300	3.1%
5162006	Chemicals-NaOCl-Pump Station	38,680	37,014	38,270	16,539	43.2%	33,079	86.4%	39,451	1,181	3.1%
5162007	Chemicals-Polymer	29,406	26,692	29,500	8,915	30.2%	17,831	60.4%	30,380	880	3.0%
5162008	Chemicals-FeCl3	17,235	19,430	24,800	6,852	27.6%	13,703	55.3%	25,544	744	3.0%
5162010	Chemicals-NaOH-Plant	0	0	0	0	0	0	0	0	0	0.0%
5172001	Lab Chemicals	1,619	977	1,500	571	38.1%	1,143	76.2%	1,500	0	0.0%
5172002	Lab Maintenance Supplies	189	33	1,000	1,060	106.0%	2,120	212.0%	1,000	0	0.0%
5172003	Lab General	7,649	10,891	7,750	1,497	19.3%	2,994	38.6%	7,750	0	0.0%
5172004	Public Outreach Gen Supplies	5,220	8,194	5,100	-379	-7.4%	-758	-14.9%	2,550	-2,550	-50.0%
5181001	Office Equipment	1,202	2,344	2,781	27	1.0%	55	2.0%	2,781	0	0.0%
5182002	Vehicles	14,959	6,163	13,500	13,014	96.4%	26,029	192.8%	11,000	-2,500	-18.5%
5182003	Building and Grounds	53,415	11,249	10,000	11,059	110.6%	22,119	221.2%	15,000	5,000	50.0%
5182004	Pump Station	159,102	94,943	195,000	68,758	35.3%	137,516	70.5%	178,000	-17,000	-8.7%
5182005	Plant Equipment	346,346	407,490	288,000	224,913	75.5%	449,827	150.9%	362,000	64,000	21.5%
5182013	Facility Roofing	12,450	0	30,000	0	0.0%	0	0.0%	30,000	0	0.0%
5182014	Instrumentation	1,340	0	0	0	0	0	0	0	0	0.0%
5184020	Leahate Delivery Expenses	0	0	0	0	0	0	0	0	0	0.0%
5184006	Sewer Line - HMB	0	0	0	0	0	0	0	0	0	0.0%
5184007	Sewer Line-GCSD	0	0	0	0	0	0	0	0	0	0.0%
5184008	Sewer Line - MWSD	0	0	0	0	0	0	0	0	0	0.0%
5184009	Lift Station - HMB	0	0	0	0	0	0	0	0	0	0.0%
5184010	Lift Station - GCSD	0	0	0	0	0	0	0	0	0	0.0%
5184011	Lift Station-MWSD	0	0	0	0	0	0	0	0	0	0.0%
5184012	SAM Collection Equipment	6,124	11,491	12,000	24,528	204.4%	49,056	408.8%	14,000	2,000	16.7%
52310	Service/Bank Charges	2	5	0	61	122	0	0	0	0	0.0%
52410	Interest Expense	0	0	0	0	0	0	0	0	0	0.0%
52510	Depreciation Expense	0	0	0	0	0	0	0	0	0	0.0%
5202001	Mechanical Tools	1,294	960	1,200	898	74.9%	1,797	149.7%	11,200	10,000	833.3%
5202002	General Tools	754	1,235	1,756	476	27.1%	953	54.3%	1,756	0	0.0%
53210	Fines and Penalties	0	0	0	0	0	0	0	0	0	0.0%
Total Expenses		4,065,870	3,817,738	4,116,025	1,983,387	48.19%	3,966,773	96.37%	4,517,972	401,947	9.8%

From: Jeannette Tracy [mailto:jeannette@samcleanswater.org]
Sent: Tuesday, May 05, 2015 3:28 PM
To: akhojikian@hmbcity.com; 'cheldmaier@coastside.net'; Chuck Duffy
Cc: "Ric Lohman" (ricster@sbcglobal.net); Tim Costello; Gabriel Aguilar
Subject: FW: Budget Addendum

Hello All,

This was the addenda to the SAM Budget FY2015-16, that was discussed at the last SAM Board meeting on April 27, 2015:

- 1) \$5000 to be added to the First Flush line item, I believe that is rolled up in the Laboratory testing cost center...
- 2) \$15,000 to be added to the Engineering Services Budget, called out to "Update the Recycled Water Study from 2008" - this will be done by SRT as Sole Source
- 3) \$150,000 be added to the Engineering Services Budget, called out as "CEQA Permitting Costs (reimbursable to SAM by OCP and CCWD)"
- 4) \$25,000 be added to the Engineering Services Budget, called out as "Comprehensive Hydraulic Modeling Services"

Attached please find that draft addendum to the SAM Ops Budget for FY2015-16.

Jeannette L. Tracy
Supervisor of Admin Services
SEWER AUTHORITY MID-COASTSIDE (SAM)

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Agenda Item

3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Operations and Capital Budget for Fiscal Year 2015/16
Date: May 21, 2015

I have attached the proposed District Operations and Capital Budget for FY 2015/16. Although we will be reviewing the budget in detail at the board meeting, I have listed below some pertinent items from this year's budget.

- The sewer service charge is set to remain at \$402 per ERU. The budget shows a projected operating gain of approximately \$18,000, which will be transferred to reserves to pay for future capital replacement projects.
- While SAM's proposed FY 2015/16 General O&M budget shows a 9% increase over the prior year, our share remains relatively flat due to a decreased share of the flow to the plant, which is the basis of our assessment. SAM has prepared a Capital Management Plan budget of \$1,047,000 for the coming year, of which our share will be approximately \$156,000. SAM will also be drawing down their reserves to fund the projects.
- For the Collections contract, SAM is projecting costs of \$805,000 for FY 2014/15, and their proposed Collections budget for FY 2015/16 is \$982,000.
- We are projecting that the District will finish out the fiscal year \$5,000 under our FY 2014/15 budget numbers.
- Although I have included a revenue line item for the SAM Refund from Prior Year, and the ERAF Refund from Prior Year, the true amount of these items are unknowns, because they are dependent on factors outside of our control.
- There is one large capital project which should be completed this coming year, the replacement of aging (1920's) sewer mains, and additional CCTV'ing of sewer mains. We are also in the process of updating our Sewer System Management Plan.
- District reserves should start the year at approximately \$3.08 million, and decrease to \$3.01 million by the end of the fiscal year. This ending balance number is strongly dependent on variations in the Non-Operating Revenues line item.

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

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

	FY 2014/15		FY 2014/15		Over/ (Under)		FY 2015/16
	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>	
<u>OPERATING REVENUES</u>							
1 . Property Tax Allocation	\$550,000	\$550,000	\$0	\$0	\$0	\$550,000	
2 . Annual Sewer Service Charges	\$ 1,273,000	\$1,292,000	\$19,000	\$ 1,293,000	\$ 19,000	\$ 1,293,000	
3 . Reim. from A.D. - Salary and Overhead	\$35,400	\$30,000	(\$5,400)	\$30,000	(\$5,400)	\$30,000	
4 . Recology of the Coast Franchise Fee	\$23,500	\$23,000	(\$500)	\$23,500	(\$500)	\$23,500	
5 . Miscellaneous	\$2,000	\$2,100	\$100	\$2,000	\$100	\$2,000	
TOTAL REVENUES	\$1,883,900	\$1,897,100	\$13,200	\$1,898,500	\$13,200	\$1,898,500	

Budget Revenue Assumptions:

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

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

OPERATING EXPENDITURES

	FY 2014/15	FY 2014/15	Over/ (Under)	FY 2015/16
	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>
OPERATING EXPENSES				
1 . SAM General (Treatment and Admin.)	\$988,155	\$988,155	\$0	\$981,030
2 . SAM Collections	\$263,061	\$263,061	\$0	\$268,083
3 . Lateral Repairs	\$40,000	\$68,000	\$28,000	\$60,000
4 . CCTV	\$30,000	\$10,000	(\$20,000)	\$30,000
5 . Pet Waste Stations	\$1,500	\$1,000	(\$500)	\$1,000
6 . Plant Shortfall Debt Service (COP)	\$94,400	\$94,400	\$0	\$94,400
Sub-Total Operations Expenditures	\$1,417,116	\$1,424,616	\$7,500	\$1,434,513

ADMINISTRATIVE EXPENSES

	FY 2014/15	FY 2014/15	Over/ (Under)	FY 2015/16
	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>
1 . Accounting	\$2,000	\$1,500	(\$500)	\$2,000
2 . Auditing	\$8,000	\$7,000	(\$1,000)	\$8,000
3 . Copier Lease	\$7,000	\$6,000	(\$1,000)	\$7,000
4 . County Tax Roll Charges	\$7,600	\$0	(\$7,600)	\$0
5 . Directors' Compensation	\$11,000	\$10,000	(\$1,000)	\$11,000
6 . Education & Travel Reimbursement	\$2,000	\$1,500	(\$500)	\$2,000
7 . Employee Salaries	\$105,000	\$105,000	\$0	\$110,000
8 . Employee Medical, Payroll Taxes, and Retirement	\$55,500	\$55,000	(\$500)	\$58,000
9 . Engineering Services (General)	\$20,000	\$19,000	(\$1,000)	\$20,000
10 . Insurance	\$12,000	\$5,000	(\$7,000)	\$6,000
11 . Legal Services	\$60,000	\$57,000	(\$3,000)	\$60,000
12 . Memberships	\$10,000	\$8,800	(\$1,200)	\$10,000
13 . Newsletter	\$2,500	\$0	(\$2,500)	\$0
14 . Office Lease	\$50,000	\$48,000	(\$2,000)	\$50,000
15 . Office Maintenance and Repairs	\$2,000	\$2,500	\$500	\$2,000

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

	FY 2014/15		FY 2014/15		Over/ (Under)		FY 2015/16	
	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<u>ADMINISTRATIVE EXPENSES (cont.)</u>								
16 . Office Supplies	\$5,000	\$7,500	\$2,500	\$5,000	\$2,500	\$5,000	\$5,000	
17 . Professional Services - Other	\$65,000	\$70,000	\$5,000	\$65,000	\$5,000	\$65,000	\$65,000	
18 . Publications & Notices	\$3,500	\$12,800	\$9,300	\$9,300	\$9,300	\$10,000	\$10,000	
19 . Utilities	\$8,800	\$8,800	\$0	\$8,800	\$0	\$9,000	\$9,000	
20 . Video Taping of Board Meetings	\$3,000	\$1,500	(\$1,500)	\$2,000	(\$1,500)	\$2,000	\$2,000	
21 . Computers	\$1,000	\$1,000	\$0	\$1,000	\$0	\$2,000	\$2,000	
22 . Miscellaneous	\$7,000	\$7,000	\$0	\$7,000	\$0	\$7,000	\$7,000	
Sub-Total Administration Expenditures	\$447,900	\$434,900	(\$13,000)	\$446,000	(\$13,000)	\$446,000	\$446,000	
TOTAL OPERATING EXPENDITURES	\$1,865,016	\$1,859,516	(\$5,500)	\$1,880,513	(\$5,500)	\$1,880,513	\$1,880,513	
NET TO/(FROM) RESERVES	\$18,884	\$37,584		\$17,987		\$17,987	\$17,987	

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

	<u>FY 2014/15</u>	<u>FY 2014/15</u>	<u>(Under)</u>	<u>FY 2015/16</u>
	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>
<u>NON-OPERATING REVENUES</u>				
1 . Interest on Reserves	\$7,000	\$7,300	\$300	\$6,200
2 . Connection Fees	\$14,100	\$40,000	\$25,900	\$14,100
3 . SAM Refund from Prior Year Allocation	\$0	\$5,000	\$5,000	\$5,000
4 . Repayment of Monies Advanced to the Assessment District	\$135,000	\$250,000	\$115,000	\$350,000
5 . ERAF Refund from Prior Year	\$200,000	\$267,000	\$67,000	\$250,000
TOTAL NON-OPERATING REVENUES	\$356,100	\$569,300	\$213,200	\$625,300

Budget Revenue Assumptions:

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

CAPITAL PROJECTS AND RESERVE FUND BALANCE

	<u>FY 2014/15</u>	<u>FY 2014/15</u>	<u>Over/</u>	<u>FY 2015/16</u>
	<u>Budget</u>	<u>Estimated</u>	<u>(Under)</u>	<u>Budget</u>
<u>CAPITAL PROJECTS</u>				
1 . Mainline System Repairs	\$10,000	\$0	(\$10,000)	\$10,000
2 . Sewer Main Replacement CIP	\$340,000	\$60,000	(\$280,000)	\$550,000
3 . Update of Sewer System Management Plan	\$20,000	\$10,000	\$0	\$0
4 . SAM - Projects	\$156,500	\$100,000	(\$56,500)	\$155,895
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$526,500	\$170,000	(\$346,500)	\$715,895

CAPITAL RESERVE FUND

1 . Beginning Balance on July 1	\$3,081,000
2 . Capital Projects	(\$715,895)
3 . Transfer (to)/from Operating Budget	\$17,987
4 . Transfer (to)/from Non-Operating Revenues	\$625,300
TOTAL RESERVE AT END OF FISCAL YEAR	\$3,008,392

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

FY 2014/15

PARKS AND RECREATION OPERATING REVENUES

	<u>Budget</u>
1 . Property Tax Allocation	\$50,000
2 . Miscellaneous	\$0
TOTAL REVENUES	\$50,000

PARKS AND RECREATION OPERATING EXPENDITURES

1 . Projects	\$15,000
2 . County staff time	\$25,000
TOTAL EXPENDITURES	\$40,000

NET TO/(FROM) PARKS AND RECREATION RESERVE

\$10,000

PARKS AND RECREATION CAPITAL RESERVE FUND

1 . Beginning Balance on July 1	\$0
2 . Transfer (to)/from Operating Revenues	\$10,000
PARKS AND RECREATION RESERVE AT FYE	\$10,000

Agenda Item

4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: 2014/15 Sewer Main Replacement Project
Date: May 21, 2015

Attached is a letter from our District Engineer recommending that the Board award the 2014/15 CIP sewer main replacement project to J. Howard Engineering, Inc. District staff advertised the project to solicit bids from contractors, and the bids were opened on May 5th at the District offices. J. Howard Engineering, Inc. was the low bidder at \$625,126. The project cost is higher than our past projects due to the fact that we combined two years of our five year CIP sewer main replacement budget to achieve cost savings from economies of scale. If your Board approves the project, District staff will notify the contractor of the award and gather the documentation that needs to be provided before notice-to-proceed can be issued. I have also attached a site map illustrating exactly where the work will be located. This map will also be posted on our website if your Board approves the project.

Kennedy/Jenks Consultants

Engineers & Scientists

303 Second Street, Suite 300 South
San Francisco, California 94107

415-243-2150

FAX: 415-896-0999

11 May 2015

Mr. Chuck Duffy
General Manager
Granada Community Services District
504 Avenue Alhambra, Third Floor
PO BOX 335
El Granada, CA 94018

Subject: Recommendation for Award of Construction Contract
2015 Capital Improvement Project, Sewer Replacements
K/J 1468011*00

Dear Chuck:

The District received bids for the construction of the *2015 Capital Improvement Project, Sewer Replacements* on 5 May 2015. At that time, five (5) bids were received and publicly opened. The bids ranged from a low bid of \$625,126 from J. Howard Engineering, Inc. to a high bid of \$1,289,600 and the Engineer's Estimate was \$900,000.

Subsequent to the bid opening, Kennedy/Jenks Consultants initiated a review of the proposal from J. Howard, Inc. and its qualifications as part of the bid evaluation process.

Based on our review, we have determined that J. Howard Engineering, Inc. is the lowest responsible and responsive bidder, and that they possess the experience and technical qualifications to perform the work required by the contract. We therefore recommend that the District award the *2015 Capital Improvement Project, Sewer Replacements* construction contract to J. Howard Engineering, Inc. for \$625,126.

Please let me know if you have any questions regarding our recommendation

Very truly yours,

KENNEDY/JENKS CONSULTANTS



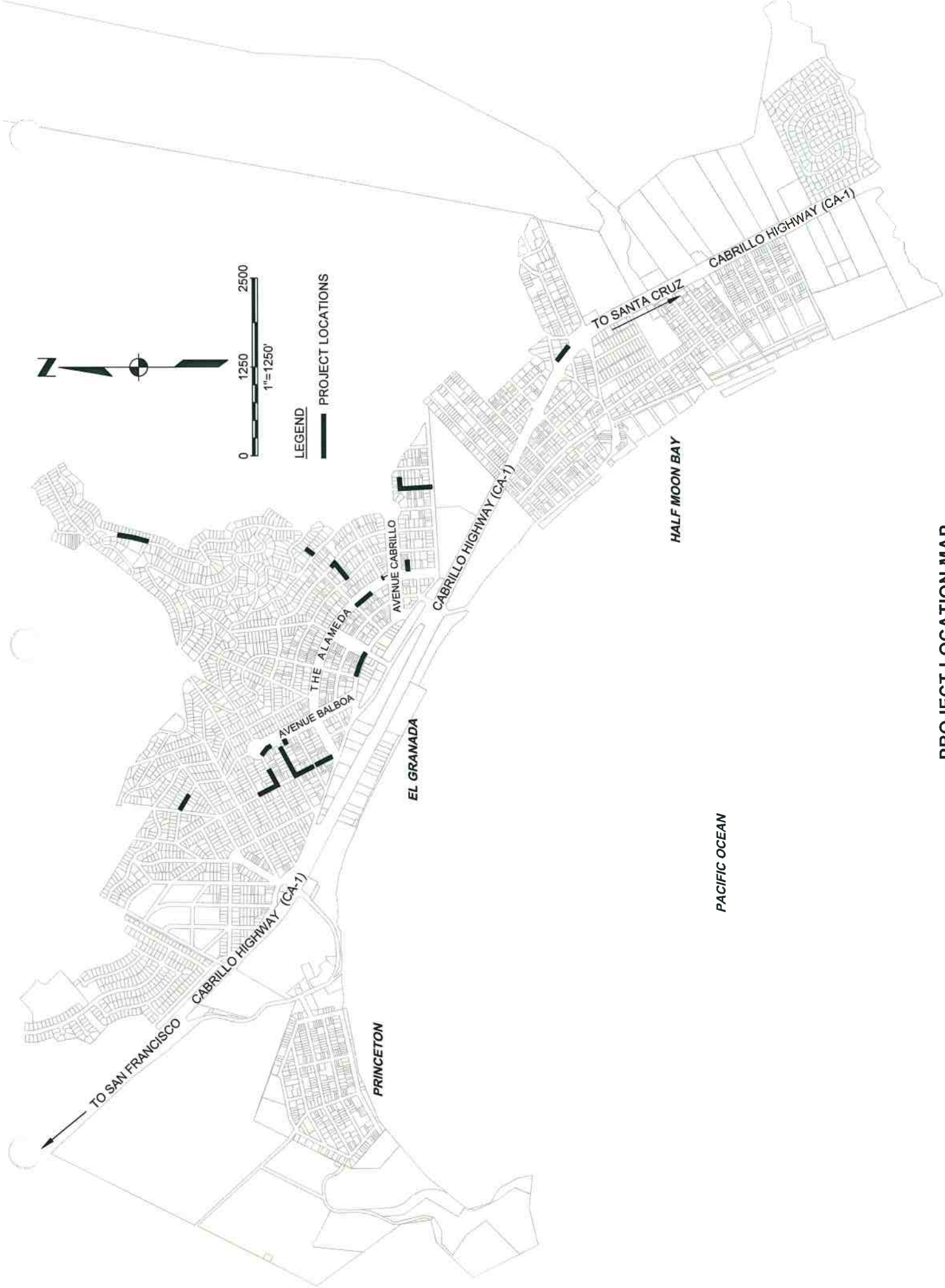
John H. Rayner, P.E.
District Engineer
Granada Community Services District

Granada Community Services District

BID OPENING - May 5, 2015
2015 Capital Improvement Sewer Replacements Project

Contractor	Proposal		Noncollusion	Site Inspection	Experience	Subs	Proposal Guarantee Bond
	Bid (\$)	Addendum No. 1					
* J Howard Engineering	\$ 625,126	✓	✓	✓	✓	✓	✓
Bay Pacific Pipelines	\$ 687,226	✓					
D'Arcy & Harty	\$ 714,325	✓					
EPS, Inc	\$ 995,820	✓					
Cratus	\$ 1,289,600	✓					

* Lowest bidder



PROJECT LOCATION MAP

Agenda Item

5

MINUTES
SAM SPECIAL BOARD MEETING
May 11, 2015

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

ROLL CALL: Present: Directors Harvey, Woren, Lohman, Boyd, Kowalczyk
Absent: Vice-Chair Ruddock

STAFF PRESENT: Acting Manager Clemens Heldmaier

2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

3. CLOSED SESSION

- A. Public Employee Appointment – Government Code 54957(b)1
Title: Interim General Manager
- B. Engineering & Construction Contract Manager Interview – Government Code
Section 54957(b)1
- C. Public Employee Appointment – Government Code Section 54957(b)1 Title: Acting
Interim Manager

The Board went into closed session at 7:10 p.m. The Board came out of closed session at 9:55 p.m. Acting Manager Heldmaier reported there was no reportable action for items A and B. Acting Manager Heldmaier reported direction was given to staff on item C.

4. NEW BUSINESS

- A. Approval of Contract with Bob Murray & Associates to Hire General Manager

Following a brief discussion, Director Harvey moved and Director Boyd seconded the motion to approve the contract with Bob Murray & Associates to hire a General Manager. Harvey/Boyd/8 Ayes/0 Noes. The motion passed.

- B. Approval of Acting Manager Contract

Direction was given to staff in closed session.

5. ADJOURNMENT

Chair Lohman ordered the adjournment of the meeting at 9:57 p.m. to the next regular meeting, to be held on Tuesday, May 26, 2015, at 7:00 p.m., at the SAM Administration Building, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

Respectfully submitted,

Susan Turbay
Recording Secretary

APPROVED BY:

BOARD SECRETARY

MINUTES
BOARD OF DIRECTORS SPECIAL MEETING
May 4, 2015

1. **CALL TO ORDER** – Chair Lohman called the meeting to order at 7:30 P.M. at the SAM Administration Building, located at 1000 N Cabrillo Highway, Half Moon Bay, CA.

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

2. **PUBLIC COMMENT / ORAL COMMUNICATION - NONE**

3. **CLOSED SESSION**

A. Public Employee Appointment – Government Code Section 54957(b)1 Title: Interim General Manager

The Board went into Closed Session at 7:31 p.m. The Board came out of Closed Session at 9:00 p.m. Chair Lohman reported that there was no reportable action.

4. **ADJOURNMENT**

The meeting was adjourned at 9:00 P.M., to the next regular Board meeting, scheduled for Tuesday, May 26, 2015, 7:00 P.M., at the SAM Administration Building, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

Respectfully Submitted,

Recording Secretary
Susan Turbay

Approved By:

Secretary

MINUTES
SAM REGULAR BOARD MEETING
April 27, 2015

1. CALL TO ORDER: Chair Lohman called the meeting to order at 7:08 p.m. at the SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA.

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

STAFF PRESENT: General Manager Hopkins (via conference call from Carson City, Nevada), General Counsel Copeland, Supervisor of Operations Costello, Supv. of Admin. Svcs. Tracy, and Recording Secretary Turbay.

Chair Lohman requested moving Agenda Item 3 - Consent Agenda, to the end of the meeting.

2. CLOSED SESSION

A. Public Employee Appointment – Government Code 54957(b)1
Title: Interim General Manager

The Board went into closed session at 7:10 p.m. The Board came out of closed session at 8:24 p.m. Chair Lohman reported there was no reportable action.

4. OLD BUSINESS - NONE

5. NEW BUSINESS

A. Discussion and Possible Action – Addition of First Flush Program Sample Sites in Half Moon Bay

Kellyx Nelson of the San Mateo County Resource Conservation District (RCD) discussed financial scenarios for the First Flush Program. A discussion ensued. Following discussion, Director Kowalczyk moved and Director Woren seconded the motion to send an updated budget item to the Member Agencies' for an increase of \$5,000.00 for the First Flush line item so that sites in Half Moon Bay will be included in the program, and with the intention of it being a two year commitment.

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

B. Discussion and Possible Action on Updating RW Report from SRT Consultants and Applying For Grant Funding

Tanya Yurovsky of SRT Consultants reviewed Recycled Water Project funding and it's next steps. A discussion ensued. Following discussion, Director Ruddock moved and Director Boyd seconded the motion to direct the General Manager to submit and include in the budget addendum \$15,000.00 for SRT Consultants to update the recycled water project information and a budget addendum of \$150,000.00 for anticipated CEQA costs, including permitting, legal costs and design, and identify as a footnote that the \$150,000.00 is anticipated to be an advance.

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

Director Kowalczyk directed staff to contact the General Manager at Coastside County Water District (CCWD) to start moving the recycled water process forward.

Director Kowalczyk moved and Director Boyd seconded the motion to direct the recycled water committee and grant them the authority to make a decision not to exceed \$2,000.00 to move forward to validate the recycled water study.

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

C. Discussion and Possible Action – Schedule Recycled Water Committee Meeting

Chair Lohman cancelled Agenda item 5C.

3. CONSENT AGENDA

Directors Woren and Ruddock requested agenda item 3A – Approve Minutes of the March 23, 2015 Board meeting be pulled for further discussion.

Director Boyd moved and Director Woren seconded the motion to approve the following Consent Agenda items as presented.

B. Receive and File Manager's Monthly Reports for March 2015, including:

- a. Monthly Flow Report
- b. Financial Statement
- c. Monthly NPDES Report
- d. Collection System Data

C. Approve Disbursements for April 2015

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

A. Approve Minutes of March 23, 2015 Board Meeting

Director Woren requested that paragraph 2 of Item 4 – Old Business, reflect that he, not Chair Lohman, reported that Director Boyd had asked to be removed from the Ad-Hoc Personnel Committee. Director Woren requested that paragraph 2 of item C – Approve Disbursements for March 2015 did not reflect his suggestion to remove San Pablo Lift Station from the description of the work. He requested that San Pablo Lift Station be removed and Naples Beach Lift Station remain in the description since they are the same facility. Director Woren requested Item 5D – 2nd paragraph, 1st sentence “Director Woren expressed his concern regarding the proposed percentage in base salary.” be changed to “Director Woren expressed his concern regarding the proposed percentage in total compensation.”

Director Ruddock requested item 5D – 1st paragraph, 2nd sentence “He discussed adding a line item for a Comprehensive Hydraulic Model Analysis in the amount of \$20,000.00 and the line item of \$20,000.00 for legal services in connection with the drafting of possible revisions to the SAM Joint Powers Agreement.” be changed to “He discussed adding a line item for a System Wide Hydraulic Model Analysis in an amount to be determined and the line item of \$20,000.00 for legal services in connection with the drafting of possible revisions to the SAM Joint powers Agreement.” Director Ruddock requested item 5D – 1st paragraph, last sentence “Director Harvey suggested keeping it the budget for now.” Be changed to “The City of Half Moon Bay and Director Harvey suggested keeping it the budget for now.”

Director Woren moved and Director Ruddock seconded the motion to amend the March 23, 2015 minutes as discussed.

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

6. GENERAL MANAGER’S REPORT - NONE

7. ATTORNEY’S REPORT - NONE

8. DIRECTOR’S REPORT

Director Woren reminded the Board that Snapshot Day is Saturday May 2, 2015 and to contact him or the San Mateo County Resource Conservation District (RCD) if anyone is interested in participating.

9. PUBLIC COMMENT/ORAL COMMUNICATION

Director Kowalczyk requested inviting RMC Water and Environment to the next regular Board meeting to introduce their firm to the Board and discuss the current trends and opportunities for recycled water.

10. ADJOURNMENT

Chair Lohman ordered the adjournment of the meeting at 10:03 p.m. to an adjourned regular meeting, to be held on Monday, May 4, 2015, at 7:30 p.m., at the SAM Administration Building, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

Respectfully submitted,

Susan Turbay
Recording Secretary

APPROVED BY:

BOARD SECRETARY

MINUTES
SAM REGULAR BOARD MEETING
March 23, 2015

1. CALL TO ORDER: Chair Lohman called the meeting to order at 7:04 p.m. at the SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA.

ROLL CALL: Present: Directors Ruddock, Harvey, Woren, Lohman
Absent: Kowalczyk, Boyd
Alternate: Muller (for Kowalczyk), Slater-Carter (for Boyd)

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

2. PUBLIC COMMENT/ ORAL COMMUNICATION

Director Woren informed the Board that the Granada Community Services District (GCS D) Board packets are now available on the GCS D website.

Alternate Director Slater-Carter announced there will be a meeting of the Mid-Coast Community Council on March 25, 2015, at 7:00 p.m. at the GCS D Board meeting room. Topic of discussion will be the plan for Princeton Harbor.

Chair Lohman suggested that Board Members communicate with their elected representatives with the suggestion that those officials consider a brief building moratorium during the current water shortage.

3. CONSENT AGENDA

Director Woren requested agenda item 3A – Approve Minutes of the February 23, 2015 Board meeting, and agenda item 3C – Disbursements for March 2015, be pulled for further discussion.

Director Harvey moved and Director Muller seconded the motion to approve consent agenda item 3B – Receive and File Manager’s Monthly Reports as presented, consisting of:

- a. Monthly Flow Report
- b. Financial Statement
- c. Monthly NPDES Report
- d. Collection Systems Data

Harvey/Muller/8 Ayes/0 Noes. The motion passed.

A. Approve Minutes of February 23, 2015 Board Meeting

Director Woren requested that the January 26, 2015 minutes be further corrected by revising the last sentence of the first paragraph of agenda item 3A to read as follows: “Following discussion, Director Woren moved and Director Ruddock seconded the motion that, following completion of the FY 2013-14 audit, any excess operating revenue for FY 2013-14 be returned to the Member Agencies in accordance with each Agency’s paid percentage of the operating budget for FY 2013-14”; and that the February 23, 2015 minutes be corrected by adding the word “pumps” at the end of the last sentence of agenda item 6, “General Manager’s Report”, so that the sentence would read, as corrected: “Director Woren also requested data on the replacement and rebuilding of the Portola Pump Station Pumps”.

Director Woren moved and Director Slater-Carter seconded the motion to amend the January 26, 2015 and February 23, 2015 minutes as discussed.

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

C. Approve Disbursements for March 2015

Director Woren noted the three refund checks to the member agencies, check numbers 76824 (City of HMB), 76823 (GCSD) and 76822 (MWSD) are incorrect in that they are calculated based on ownership rather than flows, and requested the checks be removed from those to be approved. Director Woren also noted that, under Agenda Item 3C – Disbursements for March 2015, the disbursement for Calcon Systems, Inc. (check 76817) describes work having been done at both the Naples Beach PS and the San Pablo LS; since they are the same facility, he suggested that the reference to “San Pablo LS” be removed from the description of the work.

Director Woren moved and Director Harvey seconded the motion to approve agenda item 3C – Disbursements for March 2015 with the exception of the 3 refund checks to member agencies, checks 76824 (City Of HMB), 76823 (GCSD), 76822 (MWSD) and the removal of the wording “San Pablo Lift Station” from the Calcon Systems, Inc. description and that SAM staff refer to it as the Naples Beach Lift Station from now on. Woren/Harvey/8 Ayes/0 Noes. The motion passed.

4. OLD BUSINESS

A. Update regarding SAM Staffing: SAM Engineering and Construction Contracts Manager / SAM Collection Maintenance Worker Recruitments

General Manager Hopkins discussed the candidates for the Engineering and Construction Contracts Manager position and upcoming interviews for the SAM Collections Maintenance Worker. Director Woren suggested the Ad-Hoc personnel committee review all of the applications before sending out a letter of engagement for the Engineering and Construction Contracts Manager position.

Director Woren reported that Director Boyd asked to be removed from the Ad-Hoc Personnel Committee due to his busy schedule, and that Director Harvey be appointed in his place. Hearing no objection, Chair Lohman appointed Director Harvey to the Committee, replacing Director Boyd. The Committee will consist of Directors Harvey, Woren and Kowalczyk.

5. NEW BUSINESS

A. Authorize Manager to Engage Raider Paint Company to Perform Headworks Painting

Following discussion, Director Woren moved and Director Ruddock seconded the motion to authorize the Manager to engage Raider Paint Company to perform Headworks painting at the SAM plant.

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

B. Ratify Engagement of C.G. Uhlenberg LLP Certified Public Accountants and Consultants For Auditing Services for Fiscal Year ending June 30, 2015

Following discussion, Director Muller moved and Director Ruddock seconded the motion to ratify engagement of C.G. Uhlenberg LLP Certified Public Accountants and Consultants for auditing services for FY ending June 30, 2015, in an amount not to exceed \$22,145.00.

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

C. Discussion and Possible Action – Memoranda stating SAM interests and concerns regarding the SAM Parcel and Disposition of the Kehoe Watercourse

Following discussion, Director Woren suggested putting the maps of the Landstra property on the SAM website. Director Slater-Carter suggested putting the proposed improvements on the maps.

D. Approve FY 2015/16 Budget Documents for submission for Member Agency Review

The Board considered the following:

- a. General Managers Budget Memoranda
- b. General Operating Budget
- c. General Collections Contract Budget
- d. Capitalized Maintenance Budget – SAM IPS Reinforcement Phase 3

General Manager Hopkins reviewed changes to the draft budget made after the March 16, 2015 Budget Workshop meeting. He discussed adding a line item for a System Wide Hydraulic Model Analysis in an amount to be determined and the line item of \$20,000.00 for legal services in connection with the drafting of possible revisions to the SAM Joint Powers Agreement. Director Slater-Carter suggested having the members of each member agency identify what changes they would suggest before allocating \$20,000.00 for the legal services. The City of Half Moon Bay and Director Harvey suggested keeping it in the budget for now.

Director Woren expressed his concern regarding the proposed percentage increases in total compensation. He requested seeing, per each line, all of the components that make up that percent increase. He also requested speaking with the auditors before the audit starts, and with Austris Rungis of IEDA, labor consultant for SAM.

General Manager Hopkins reviewed the proposed Capital Maintenance.

A discussion ensued. Following discussion Director Harvey moved and Director Ruddock seconded the motion to approve the FY 2015-16 budget documents as presented for submission for Member Agency review.

Harvey/Ruddock/7 Ayes/0 Noes/1 Abstain (Woren). The motion passed.

6. GENERAL MANAGER'S REPORT

General Manager Hopkins updated the Board on recent activities during the month of February 2015 as set forth in his Written Report to the Board. He informed the Board of his meeting with MWSD regarding expansion of the MWSD staff in order to help with collection system maintenance.

Chair Lohman requested recycled water be put back on the agenda as a discussion item.

7. ATTORNEY'S REPORT - NONE

8. DIRECTOR'S REPORT – NONE

9. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

10. CLOSED SESSION

- A. Public Employee Appointment – Government Code 54957(b)1
Title: Interim General Manager

The Board went in to Closed Session at 8:51 P.M. The Board came out of Closed Session at 9:25 P.M. Chair Lohman reported he had given direction to staff to coordinate a Special Meeting of the SAM Board of Directors on or before April 27, 2015 in order to interview candidates for the position of SAM Interim General Manager.

11. ADJOURNMENT

Chair Lohman adjourned the meeting at 9:25 P.M., to the next regular meeting, scheduled for April 27, 2015, at the SAM Administration Building, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

Respectfully submitted

Susan Turbay
Recording Secretary

APPROVED BY:

BOARD SECRETARY

Attachment A

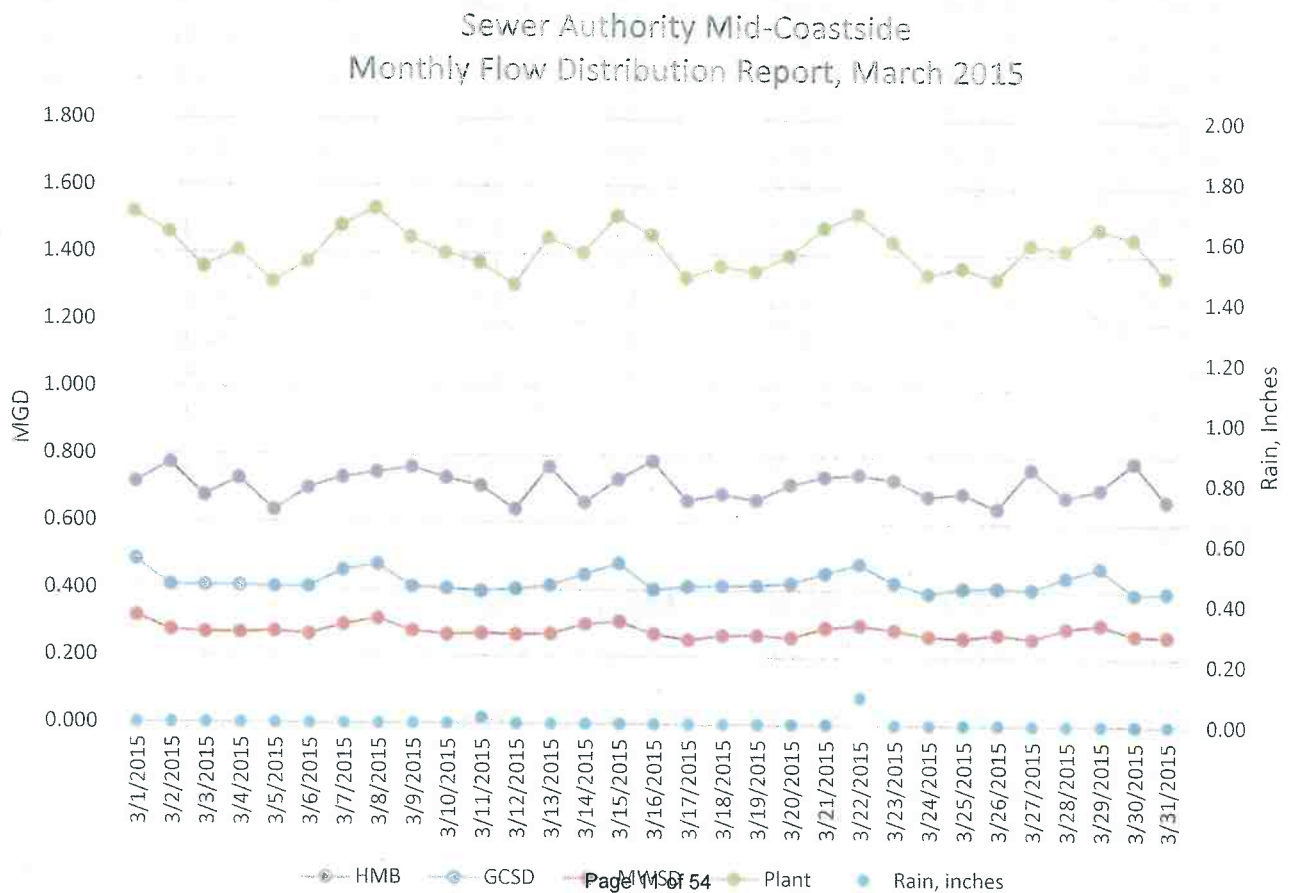
Flow Distribution Report Summary For March 2015

The daily flow report figures for the month of March 2015 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.712	50.4%
Granada Community Services District	0.424	30.0%
Montara Water and Sanitary District	<u>0.277</u>	<u>19.6%</u>
Total	1.413	100.0%



Sewer Authority Mid-Coastside

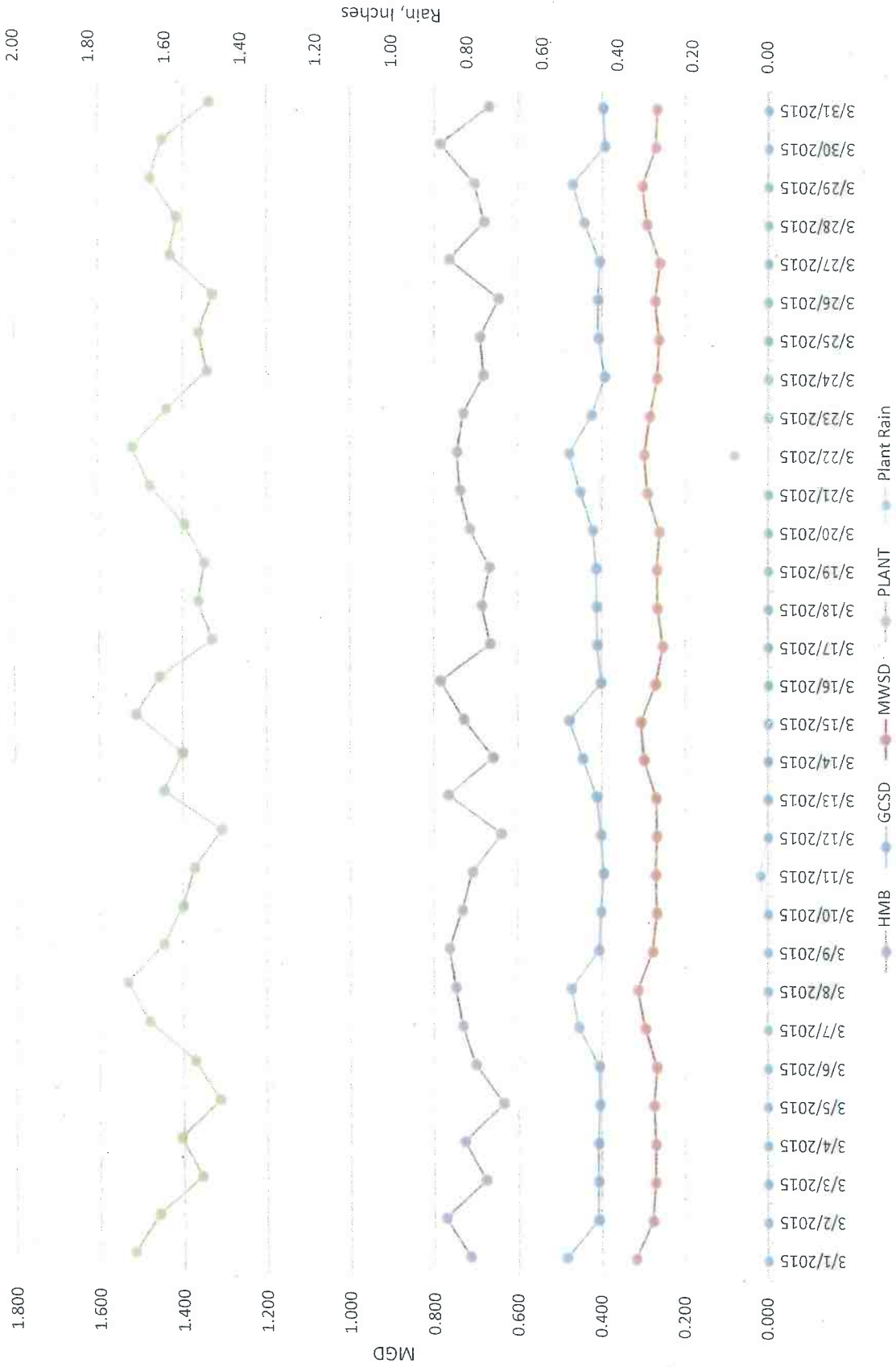
Monthly Flow Distribution Report

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
3/1/2015	0.716	0.485	0.318	1.519	0.00	0.00	0.00
3/2/2015	0.774	0.409	0.276	1.459	0.00	0.00	0.00
3/3/2015	0.677	0.409	0.270	1.356	0.00	0.00	0.00
3/4/2015	0.728	0.409	0.269	1.407	0.00	0.00	0.00
3/5/2015	0.634	0.405	0.273	1.313	0.00	0.00	0.00
3/6/2015	0.701	0.406	0.266	1.373	0.00	0.00	0.00
3/7/2015	0.732	0.455	0.294	1.481	0.00	0.00	0.00
3/8/2015	0.748	0.473	0.312	1.533	0.00	0.00	0.00
3/9/2015	0.764	0.407	0.276	1.447	0.00	0.00	0.00
3/10/2015	0.733	0.402	0.266	1.401	0.00	0.00	0.00
3/11/2015	0.709	0.395	0.269	1.373	0.02	0.03	0.01
3/12/2015	0.639	0.402	0.266	1.307	0.00	0.01	0.00
3/13/2015	0.766	0.412	0.268	1.446	0.00	0.00	0.00
3/14/2015	0.659	0.445	0.297	1.402	0.00	0.00	0.00
3/15/2015	0.729	0.478	0.305	1.512	0.00	0.00	0.00
3/16/2015	0.784	0.402	0.269	1.456	0.00	0.00	0.00
3/17/2015	0.666	0.411	0.252	1.330	0.00	0.00	0.00
3/18/2015	0.687	0.412	0.265	1.364	0.00	0.00	0.00
3/19/2015	0.668	0.414	0.266	1.348	0.00	0.00	0.00
3/20/2015	0.715	0.421	0.260	1.396	0.00	0.00	0.00
3/21/2015	0.738	0.451	0.289	1.479	0.00	0.00	0.00
3/22/2015	0.746	0.478	0.297	1.521	0.09	0.09	0.23
3/23/2015	0.731	0.424	0.284	1.439	0.00	0.00	0.00
3/24/2015	0.683	0.393	0.266	1.342	0.00	0.00	0.00
3/25/2015	0.691	0.409	0.262	1.363	0.00	0.01	0.00
3/26/2015	0.647	0.410	0.272	1.329	0.00	0.00	0.00
3/27/2015	0.765	0.406	0.260	1.431	0.00	0.00	0.00
3/28/2015	0.682	0.442	0.292	1.416	0.00	0.00	0.00
3/29/2015	0.705	0.471	0.303	1.480	0.00	0.00	0.00
3/30/2015	0.786	0.393	0.271	1.450	0.00	0.00	0.00
3/31/2015	0.671	0.398	0.268	1.337	0.00	0.00	0.00
Totals	22.075	13.132	8.601	43.807	0.11	0.14	0.24

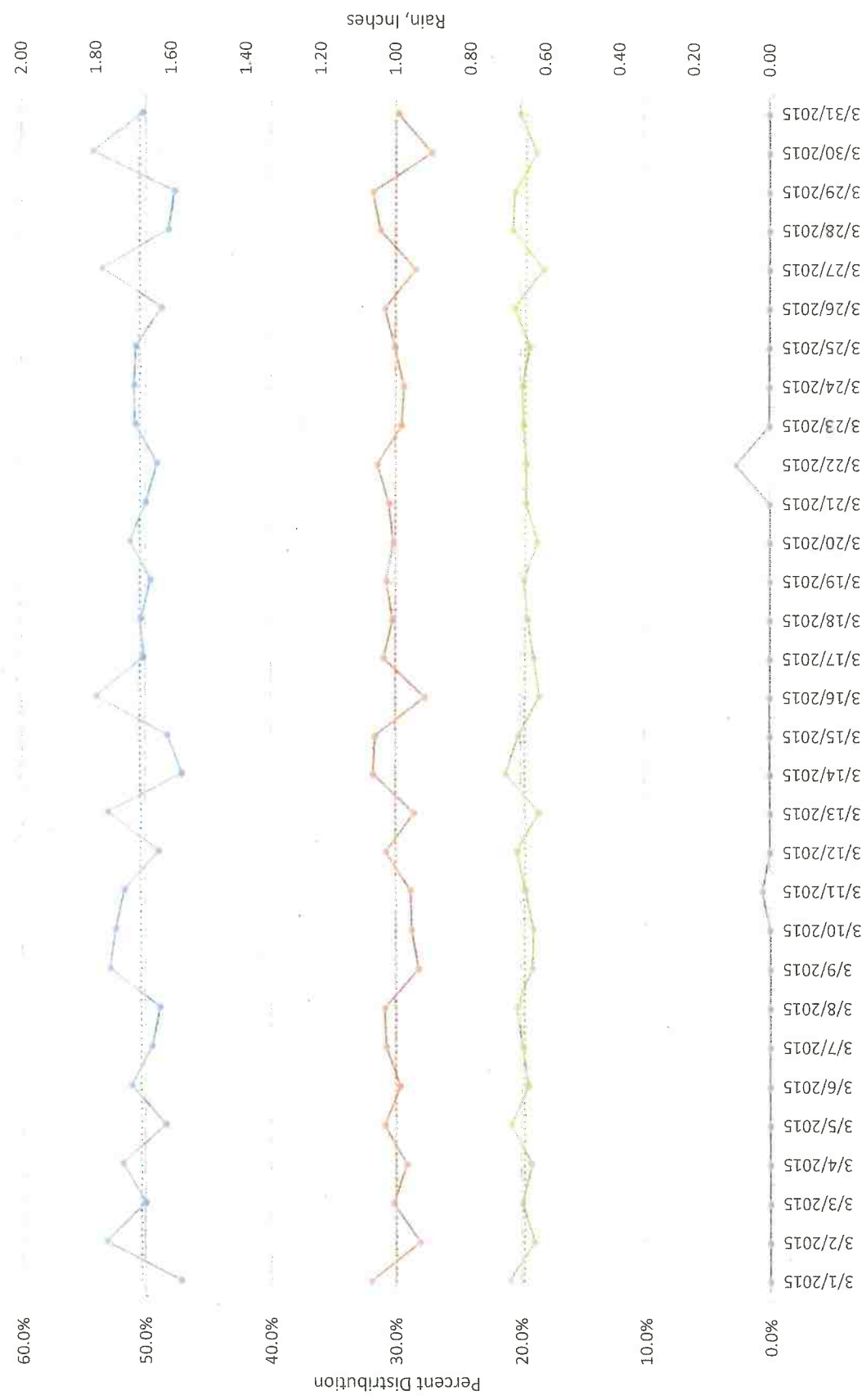
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.634	0.393	0.252	1.307
Average	0.712	0.424	0.277	1.413
Maximum	0.786	0.485	0.318	1.533
Distribution	50.4%	30.0%	19.6%	100.0%

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



Percent Distribution March 2015



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2015

Attachment D

March 2015

	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

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

Reportable SSOs

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

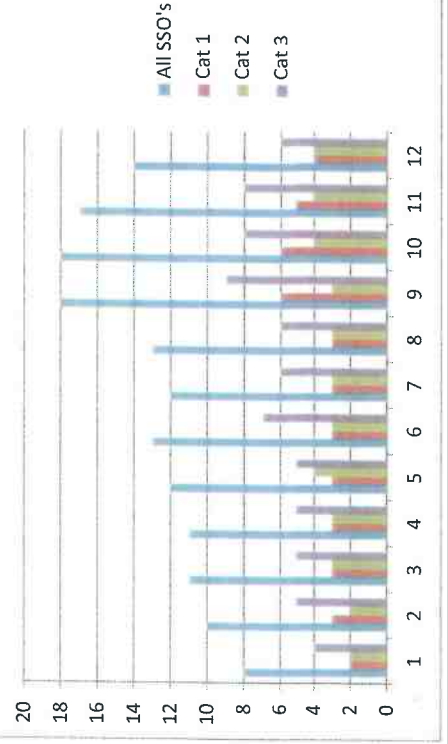
SSOs / Year / 100 Miles

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

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Apr-14	4,369	16,414	22,703	43,486	8.2
May-14	5,278	26,336	36,299	67,913	12.9
Jun-14	24,683	11,422	0	36,105	6.8
Jul-14	24,195	23,571	898	48,664	9.2
Aug-14	29,987	18,644	0	48,631	9.2
Sep-14	18,330	24,438	1,545	44,313	8.4
Oct-14	36,513	2,217	379	39,109	7.4
Nov-14	24,566	1,319	3,334	29,219	5.5
Dec-14	35,635	2,604	0	38,239	7.2
Jan-15	7,981	18,083	22,222	48,286	9.1
Feb-15	4,134	14,324	21,170	39,628	7.5
Mar-15	5,127	10,476	18,072	33,675	6.4
Annual ft	220,798	169,848	126,622	517,268	
Annual Mi.	41.8	32.2	24.0		98.0

12 Month Moving SSO Totals Through March 2015



Agenda Item

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GRANADA COMMUNITY SERVICES DISTRICT

Minutes **BOARD OF DIRECTORS** **SPECIAL MEETING**

Thursday, April 23, 2015

CALL SPECIAL MEETING TO ORDER

The Special Meeting of the Granada Community Services District Board of Directors was called to order at 7:00 p.m.

ROLL CALL

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

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, and District Administrator Delia Comito (Open Session only).

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

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

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

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

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

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ROLL CALL

All present.

GENERAL PUBLIC PARTICIPATION

Director Woren announced the upcoming Local Drop-off Recycling Day and Snap Shot Day. Director Lohman announced the upcoming Fire District meeting.

ACTION AGENDA

1. Consideration of Sewer Permit for 9-Unit Ocean View Place Condominium Project at Ave. Cabrillo & Coronado St., APN: 047-271-200, Owner: Irizarry.

The Board held a brief discussion.

ACTION: Director Lohman moved to approve the sewer permit.
(Lohman/Clark) Approved 5-0.

2. Consideration of Sewer Permit for 12-Unit Mavericks Apartment Project at Ave. Portola & Coronado St., APN: 047-206-230, Owner: Cypress Group Dev.

The Board held a brief discussion and heard from Kurt Anderson, representing the owner, who indicated that the original project had 16 living units, which were reduced to 12 as part of the general County permitting process.

ACTION: Director Lohman moved to approve the sewer permit.
(Lohman/Seaton) Approved 5-0.

3. Consideration of Local Parks & Recreation Facility Priorities Survey Results.

A memorandum was provided outlining the survey process including the sources used to create the mailing list, how the survey was developed and distributed, the number of surveys undelivered and returned, and how the responses were tabulated. It also explained the involvement of District resident Pat Tierney, Ph.D., Professor of Recreation, Parks, and Tourism at San Francisco State University, who volunteered to assist the District in analyzing the survey data.

Professor Pat Tierney gave a PowerPoint presentation which included an outline of the standard park planning process, the method by which the District's survey data was obtained and processed, the preliminary response rate, respondent demographics, and survey question results. He indicated that the survey response rate was sufficient, and that the demographic results were consistent with the results generally seen with this type of survey.

After answering questions from the Board and audience members, Professor Tierney said that he intended to follow up with a final report, and pointed out that the open-ended survey questions were yet to be analyzed.

The Board held a discussion regarding future items the Board would need to address to prepare the priority list of park projects. The Board and the General Manager thanked both Prof. Tierney and District Administrator Delia Comito for their efforts in processing the survey.

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

The District Manager reviewed the highlights within the SAM budget, including the increase in payroll costs and benefits, the increase in the Collections budget, and the cost of the CIP projects.

Director Woren recommended that the Board not approve the budget as presented primarily due to an unapproved addition of an operator position and the increases in payroll costs. The General Manager indicated that approval was not recommended at this meeting, and the budget will be presented at the next meeting for further consideration.

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

Directors Woren and Lohman provided a review of the most recent SAM meeting.

Director Woren requested that Item 6 be held for discussion.

CONSENT AGENDA

7. Approval of April 2015 Warrants (Check No. 5811-5849).

8. Approval of March 2015 Financial Statements.

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

ACTION: Director Lohman moved to approve Items 7, 8 and 9 of the Consent Agenda. (Lohman/Clark) Approved 5-0.

6. Approval of March 19, 2015 Special & Regular Meeting Minutes.

Director Woren suggested several minor corrections to the minutes.

ACTION: Director Woren moved to approve Item 6 as amended. (Woren/Blanchard) Approved 5-0.

COMMITTEE REPORTS

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

The Board approved Director Lohman's attendance at the upcoming CSDA Special Legislative Days in Sacramento.

INFORMATION CALENDAR

11. Attorney's Report. (Wittwer)

12. General Manager's Report. (Duffy)

13. Administrator's Report. (Comito)

14. Engineer's Report. (Kennedy Jenks)

ADJOURN REGULAR MEETING

The special meeting was adjourned at 9:54 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: May 21, 2015

Agenda Item

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Granada Community Services District
MAY WARRANTS
FOR THE MAY 21, 2015 BOARD OF DIRECTORS MEETING

Num	Date	Name	Memo	Account	Amount
5850	04/27/15	David Seaton	Dir Comp: Board Sp Mtg 04/23/15	6040 · Directors' Compensation	-145.00
5851	04/27/15	Jim Blanchard	Dir Comp: Board Sp Mtg 04/23/15	6040 · Directors' Compensation	-145.00
5852	04/27/15	Leonard Woren	Dir Comp: Board Sp Mtg 04/23/15	6040 · Directors' Compensation	-145.00
5853	04/27/15	Matthew Clark	Dir Comp: Board Sp Mtg 04/23/15	6040 · Directors' Compensation	-145.00
5854	04/27/15	Ric Lohman	Dir Comp: Board Sp Mtg 04/23/15	6040 · Directors' Compensation	-145.00
5855	04/27/15	PG&E	Utilities: Naples Pump Stn 03/13/15-04/12/15	6170 · Utilities	-169.67
5856	04/27/15	PG&E	Utilities: Dist Ofc 03/20/15-04/20/15	6170 · Utilities	-93.55
5857	04/27/15	North American Title Co	Misc Exp: Easement 047-217-190	6220 · Miscellaneous	-500.00
5858	05/11/15	Tawnee Vallar	Misc: Park Survey Data Entry (Replacement ck)	6220 · Miscellaneous	-202.50
5859	05/15/15	Leonard Woren	Dir Comp: SAM Mtg 04/27/15	6040 · Directors' Compensation	-45.00
5860	05/15/15	Ric Lohman	Dir Comp: SAM Mtg 04/27/15	6040 · Directors' Compensation	-45.00
5861	05/15/15	Leonard Woren	Dir Comp: SAM Sp Mtgs 05/04 & 05/11/15	6040 · Directors' Compensation	-90.00
5862	05/15/15	Ric Lohman	Dir Comp: SAM Sp Mtgs 05/04 & 05/11/15	6040 · Directors' Compensation	-90.00
5863	05/15/15	Ric Lohman	Dir Comp: CSDA Mtg 05/05/15	6040 · Directors' Compensation	-101.65
5864	05/15/15	Alhambra & Sierra Springs	Ofc Supplies: Water Inv Dtd 04/23/15	6140 · Office Supplies	-25.25
5865	05/15/15	AT&T	Utility: Naples Pump Stn 04/23/15-05/22/15	6170 · Utilities	-86.12
5866	05/15/15	Comcast	Utilities: Internet & Phone Svcs May 2015	6170 · Utilities	-186.95
5867	05/15/15	DataQuick	Memberships: May 2015	6100 · Memberships	-163.20
5868	05/15/15	Half Moon Bay Review	Pub & Notices: 04/25/15 Recycle Day	6160 · Publications & Notices	-517.50
5869	05/15/15	Hue & Cry, Inc	Utilities: Naples Bch Alarm May 2015	6170 · Utilities	-29.95
5870	05/15/15	Innes Business Solutions	Misc Exp: Park Survey Data Entry	6220 · Miscellaneous	-35.00
5871	05/15/15	KBA Docusys Inc	Copier Lease: Apr 2015 & Copy Chrgs	6020 · Copier lease	-449.46
5872	05/15/15	Pacifica Community TV	Video Taping: 04/23/15 Mtg	6180 · Video Taping	-250.00
5873	05/15/15	Rodolfo Romero	Ofc Maint & Repairs: Apr 2015	6130 · Office Maint & Rprs	-210.00
5874	05/15/15	Sewer Authority Mid-Coastside	ML Sys Rprs: Lift Stn Maint	5050 · Mainline System Repairs	-904.26
5875	05/15/15	Sewer Authority Mid-Coastside	Adm/Trmt/Coll Asmts: Jun 2015	5011 · SAM - Administration	-112,615.00
5876	05/15/15	Verizon Wireless	Utility: Cell Phone May 2015	6170 · Utilities	-140.73
5877	05/15/15	Wells Fargo Busi Card - 8790	Ofc Supplies/Educ & Travel Reim	6140 · Office Supplies	-1,785.86
5878	05/15/15	White Nelson Diehl Evans, LLP	Accounting: QuickBooks Consulting	6152 · Accounting	-2,285.00

Granada Community Services District
MAY WARRANTS
FOR THE MAY 21, 2015 BOARD OF DIRECTORS MEETING

Num	Date	Name	Memo	Account	Amount
5879	05/15/15	Wittwer & Parkin	Legal Svcs: Apr 2015	6090 · Legal Services	-3,425.00
5880	05/15/15	Working Dirt Management, Inc	Ofc Lease: Jun 2015	6120 · Office Lease	-4,000.00
TOTAL:					-129,171.65

Agenda Item

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

To: Board of Directors
From: Administrative Staff
Subject: Monthly Financial Statements

The Financial Statements will be provided to you before the meeting.

Agenda Item

9

DISTRIBUTION REQUEST NO.: #10-14/15
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$4,371.70

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated: May 21, 2015

Chuck Duffy
Finance Officer/District Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #10-14/15

DATE: May 21, 2015

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 4,371.70

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 - Mar 2015	\$ 122.40
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Cont Disclosure Svcs-Mar 2015	\$ 1,089.30
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Prepmt Svcs-Mar 2015	\$ 360.00
Wittwer & Parkin	147 S River St, #221, Santa Cruz, CA 95060	Legal Svcs - Apr 2015	\$ 350.00
Granada CSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - Apr 2015	\$ 2,450.00
TOTAL:			\$ 4,371.70

Agenda Item

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

GRANADA COMMUNITY SERVICES DISTRICT

Administrator's Report

Report Period: April 18, 2015 to May 17, 2015

To: Board of Directors

From: Delia Comito, District Administrator

Date: May 21, 2015

- **PUBLIC RECORDS REQUESTS** (General information requests are not included)

There was one (1) information request this period:

Request Date	Requestor	Requested/Provided Information	Date Provided
05/08/15	Robert Fellner, Transparent Calif.	2014 Employee Compensation	05/11/15

- **APPLICATIONS RECEIVED** (Fiscal year-to-date)

There were no permit applications received this period.

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

Note: Shaded rows were previously reported.

- **PERMITS ISSUED** (Fiscal year-to-date)

There was one (1) sewer permit issued this period:

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

Note: Shaded rows were previously reported.

- **SEWER HOOK-UPS** (Fiscal year-to-date)

There was one (1) sewer hook-up this period:

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

Note: Shaded rows were previously reported.

- **REPAIRS** (Fiscal year-to-date)

There have been no repairs this period.

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

Note: Shaded rows were previously reported.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.