



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, June 30, 2016
(Regular Meeting adjourned on 6/16/16)

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

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

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

District's Negotiator: Chuck Duffy.

Negotiating parties: Jan Gray, Realtor for Property Owner Wayne Impink, and Granada Community Services District.

Property under negotiation: Vacant Land with no address located on Obispo Road, El Granada, California. APN 047-251-100

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

RECONVENE TO OPEN SESSION

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

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

1. **Consideration of November 8, 2016 Election, Length of Candidate Statements, and Payment for Candidate Statements.**
Recommendation: To be made by the Board.
2. **Consideration of a Resolution Directing Making of Amended Noncontingent Assessment Re Certain Such Reassessments under Resolution of Intention No. 2003-008.**
Recommendation: Approve resolution.
3. **Consideration of Ordinance Amending District Code Article VII, Fees, Rates & Charges.**
Recommendation: Introduction of Ordinance.
4. **Consideration of Report by District's Sewer Authority Mid-Coastside Representatives.**
Recommendation: To be made by the Board.

CONSENT AGENDA

5. **Approval of May 19, 2016 Meeting Minutes.**
6. **Approval of June 2016 Warrants for \$181,586.29 (checks 6205–6241).**
7. **Approval of May 2016 Financial Statements.**
8. **Approval of Assessment District Distribution #9-15/16.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

At the conclusion of the May 19, 2016 Meeting:
Last Ordinance adopted: No. 167
Last Resolution adopted: No. 2016-002

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

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

AGENDA NOTICE

There are no documents for Closed Session.

Agenda Item

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Delia Comito, Assistant General Manager

Subject: Consideration of November 8, 2016 Election Statements and Costs

Date: June 30, 2016

This Item is presented for the Board's consideration of setting two policies for the November 8, 2016 General Election, for the seats of Directors Clark and Blanchard, who's terms are expiring. The policies for consideration are:

- Determining whether the candidate's statement will be limited to 200 or 400 words, and
- Determining whether the candidate or the district will pay for the candidate's statement.

In the past, the Board has chosen to limit the candidate's statement to 200-words, and to have the candidate pay for the candidate's statement.

A motion must be made and approved to set District policy for the 2016 General Election.



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402-4035
phone 650.312.5222 fax 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

April 29, 2016

Leonard Woren, President
Granada Community Services District
504 Avenue Alhambra, 3rd Floor, PO Box 335
El Granada, CA 94018

RE: November 8, 2016 Presidential General Election

Dear President Woren:

The November 8, 2016 Presidential General Election is rapidly approaching and I would like to advise you of some district responsibilities related to this election. State law requires each Special District to provide the following information to the election officer by July 6, 2016 (125 days prior to the election). (*EC §§10522, 10509, 13307*)

- Map showing the District's boundaries effective for the election.
- Elective offices to be filled, specifying which offices, if any, are for the balance of an unexpired term.
- Statement indicating if any officer(s) is running for an at-large seat.
- Policy statement determining whether a candidate's statement will be limited to 200 or 400 words.
- Policy statement as to whether the candidate or the district will pay for the candidate's statement.

Enclosed are two forms, the Candidate Policy Form and Administrative Contact & Incumbent List Form, which upon completion and return will fulfill all of these obligations except the map. Please mail or deliver them no later than July 8, 2016 to:

Registration & Elections Division
Attn: Michael Lui, Candidate Filing Officer
40 Tower Road
San Mateo, CA 94402

The Candidate Filing period for the November 8, 2016 Presidential General Election will open on July 18 and close on August 12, 2016. We have developed a Candidate Guide and a Candidate Seminar to help candidates understand their responsibilities and the resources available to them. Candidates may attend one of the two candidate seminars, which will be held on Wednesday, July 13 at 2:00 p.m. and Thursday, July 21 at 10:00 a.m. at 40 Tower Road, San Mateo.

Thank you in advance for your prompt attention to this matter. If you have any questions, please do not hesitate to contact Michael at 650.312.5238 or mlui@smcare.org.

Sincerely,

A handwritten signature in blue ink that reads "Mark Church".

Mark Church

Enclosures: Candidate Policy Form, Administrative Contact and Incumbent List Form



**Candidate Policy Form for Special Districts
 November 8, 2016
 Presidential General Election**

Please complete and return this form by July 6, 2016 (EC §10509)

Our District Board adopts the following policies effective for the November 8, 2016 Presidential General Election:

1. The *number of members* to be elected to the Governing Board/Board of Directors for a **4 year term**: _____

Names of incumbents currently holding these seats:

2. The *number of members* to be elected to the Governing Board/ Board of Directors for a **2 year term** (if applicable to fill balance of an unexpired term): _____

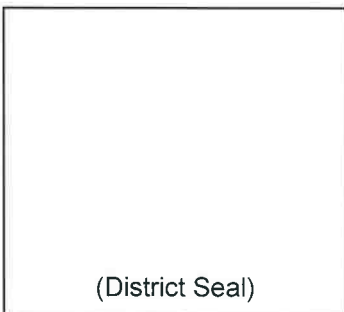
Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s):

3. The word limit for a candidate statement will be (EC §13307):

200 word statement 400 word statement

4. The cost of the candidate's statement sent to each voter will be paid by (EC §13307):

District Candidate



 Signature of the Superintendent and Date

 Print Name and Title

 Official District Name (*to be used as ballot heading*)



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402-4035
phone 650.312.5222 fax 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

Administrative Contact & Incumbent List Form for the November 8, 2016 Presidential General Election

Official District Name Granada Community Services District

Primary Administrative Contact

Name Delia Comito

Phone (650) 726-7093 Fax (650) 726-7099

E-Mail dcomito@granada.ca.gov

Secondary Administrative Contact

Name Chuck Duffy

Phone (760) 522-4419 Fax (760) 942-5206

E-Mail cduffy@dudek.com

Complete List of Incumbent Board of Directors/Officers

Name Matthew Clark Most Recent Date Appointed/Elected 2011

Name Jim Blanchard Most Recent Date Appointed/Elected 2013

Name Ric Lohman Most Recent Date Appointed/Elected 2013

Name David Seaton Most Recent Date Appointed/Elected 2013

Name Leonard Woren Most Recent Date Appointed/Elected 2013

Name _____ Most Recent Date Appointed/Elected _____

Name _____ Most Recent Date Appointed/Elected _____

Name _____ Most Recent Date Appointed/Elected _____

Name _____ Most Recent Date Appointed/Elected _____

Registration & Elections Division
Attn: Michael Lui, Candidate Filing Officer
40 Tower Road
San Mateo, CA 94402

Agenda Item

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GRANADA SANITARY DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, District Administrator
Subject: A Resolution Directing Making of Amended Noncontingent Assessments
Date: June 30, 2016

The attached resolution is presented for board approval to initiate apportionment proceedings for the Assessment District. This is the first of three resolutions required to reapportion the noncontingent assessments levied on parcels that have been changed by division, subdivision, mergers or lot line adjustments.

Approval of the attached resolution will direct the District's Assessment District Administrator, Taussig & Assoc., to prepare the apportionment report, which will be presented at the next meeting with a second resolution to notice the affected parcel owners and to set a public hearing date.

Administrative staff recommends approving the resolution.

GRANADA SANITARY DISTRICT

RESOLUTION NO. 2016-_____

**A RESOLUTION DIRECTING MAKING OF AMENDED NONCONTINGENT
ASSESSMENT RE CERTAIN SUCH REASSESSMENTS UNDER
RESOLUTION OF INTENTION NO. 2003-008
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT**

AMENDING NONCONTINGENT ASSESSMENT NOS:

047-233-320	047-022-060	048-013-650
048-031-180	047-123-210	048-072-060
048-133-010	047-182-630	048-072-070

RESOLVED, by the District Board of the Granada Community Services District, San Mateo County, California, that

WHEREAS, a reassessment and contingent assessment diagram was made and filed with the District Secretary of said District as provided by Resolution No. 2003-008, A Resolution of Intention to Refund Improvement Bonds and Levy Reassessments of the Noncontingent Assessment As Security Therefor, and Determining that the Public Interest or Necessity Requires the Refunding of Such Bonds, adopted by the District Board on July 17, 2003, under the Integrated Financing District Act, Title 5, Division 2, Part 1, Chapter 1.5 (commencing with Section 53175) of the California Government Code, and a noncontingent assessment has been confirmed by this Board on certain lots, pieces and parcels of land shown on a diagram, and the noncontingent assessment and diagram has been recorded in the office of the District Engineer of the District;

WHEREAS, certain lots, pieces and parcels of land, upon which noncontingent assessments have been levied have been divided, merged, or unmerged, or had their line adjusted or their final or parcel map amended or corrected, or been reverted to acreage, or had the ownership of a portion transferred, or split, combined or otherwise changed as reflected on the county assessment roll, so that they no longer conform to the parcel boundaries as shown on the recorded diagram as such may subsequently have been amended;

WHEREAS, the proceedings shall include a report prepared by the Engineer of Work apportioning the noncontingent assessment on lots, pieces and parcels that have been changed, and the fixing of a hearing and the giving of notice thereof by the District Manager on such changes and the noncontingent assessment on the amended lots, pieces and parcels;

NOW, THEREFORE, IT IS DETERMINED AND ORDERED, as follows

1. The Engineer of Work shall cause to be prepared and filed with the District Secretary a report and amended noncontingent assessment and diagram on the lots, pieces and parcels so changed, said lots, pieces and parcels the noncontingent assessments of which are to be amended being described by the recorded diagram and Assessor's Parcel Numbers as stated in the heading of this resolution.

2. The noncontingent assessments of said lots, pieces and parcels shall be segregated and apportioned in accordance with the benefits to the several parts or the whole of the lots, pieces and parcels as so changed and the total amount of the fixed-lien assessments and of the administration assessments, separately, of the several portions or the whole of the lots, pieces and parcels as so changed shall be equal to the fixed-lien assessments and the administration assessments, respectively, upon said lots, pieces and parcels as described by the recorded diagram and fixed-lien assessments and administration assessments.

* * * * *

The above and foregoing Resolution was duly and regularly passed and adopted at the meeting of the Board of Directors of the Granada Community Services District held on the 30th day of June, 2016, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Approved:

Matthew Clark, President

Countersigned:

Delia Comito, Secretary

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Ordinance Amending District Code Article VII
Date: June 30, 2016

Staff requests that this Item be tabled to the next meeting, as additional time is needed to draft the proposed Ordinance relating to fees, rates and charges.

Agenda Item

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MINUTES
SAM REGULAR BOARD MEETING
May 23, 2016

- 1. CALL TO ORDER:** Chair Ruddock called the meeting to order at 7:05 p.m. at the SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA.

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

STAFF PRESENT: General Manager Marshall, General Counsel Nelson, Engineering and Construction Contract Manager Prathivadi, Supervisor of Administrative Services Matthews, and Supervisor of Operations Costello.

2. SPECIAL ORDER OF THE DAY

- A. Presentation by Brittani Bohlke, San Mateo County Resource Conservation District, on Results of First Flush Program 2015

General Manager Marshall informed the Board that Ms. Bolhke was not able to attend the Board because she was not feeling well and she will reschedule her presentation to a future Board meeting.

3. PUBLIC COMMENT - NONE

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

- A. Conference with District's Labor Negotiators Pursuant to Government Code Section 54957.6. District's Designated Representatives: Fran Buchanan, IEDA, and Beverli A. Marshall, General Manager. Employee Organization: IUOE, Stationary Engineers, Local No. 39.

- B. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 – Title: General Manger

The Board went in to Closed Session at 7:07 p.m. The Board came out of closed session at 8:09 p.m. Chair Ruddock reported that there was no reportable action.

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

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

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

- A. Approve Minutes of the April 18, 2016 SAM Budget Workshop
B. Approve Minutes of the April 25, 2016 SAM Board Meeting
C. Approve Disbursements for May 2016

- D. Receive Monthly Financial Report for April 30, 2016
- E. Receive Quarterly Investments Report for March 31, 2016

Following a brief discussion, Director Lohman moved and Director Boyd seconded the motion to approve consent agenda items as presented.

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

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

- A. Joint CCWD and SAM Recycled Water Committee Update

Engineering and Construction Contract Manager Prathivadi reviewed the meeting of May 16, 2016 and informed the Board that the committee discussed the letter from the City of Half Moon Bay regarding their request for a business plan, SAM staff presentation of their meeting with State Water Resources Control Board on financing and a meeting with Member Agency Managers. A discussion ensued. Following discussion, no Board action was taken.

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

- A. Adopt SAM Travel Policy and Rescind Administrative Policies: Training, Education and Conferences and Remuneration and Expenditure Reimbursement

General Manager Marshall reviewed the proposed travel policy and recommended the Board approve the policy and rescind administrative policies: Training, Education and Conferences and Remuneration and Expenditure Reimbursement. Following a brief discussion, Director Slater-Carter stated that she would like to see the proposed policy re-worded. General Manager Marshall agreed to re-word the policy and bring back to a future Board meeting.

- B. Adopt SAM Employee Recognition and Expressions of Sympathy Policy

Following a brief discussion, Director Lohman moved and Director Slater-Carter seconded the motion to adopt a SAM Employee Recognition and Expressions of Sympathy Policy.

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

9. GENERAL MANAGER'S REPORT

- A. Receive Manager's Monthly Report – April 2016

General Manager Marshall updated the Board on recent activities during the month of April 2016 as set forth in her Written Report to the Board. Chair Ruddock requested a narrative explanation to go with the financials report.

B. Implementation Plan for Contract Collection Services in Response to Consultant's Report

General Manager Marshall reviewed the implementation plan as reported by Humphrey Consulting. She recommended the Board receive the implantation plan and provide direction on whether or not to implement the discretionary recommendations. A discussion ensued. Director Boyd thanked the SAM staff and the staffs at each perspective agencies for working closely and communicating enough so the reporting of SSO's is not an issue.

10. ATTORNEY'S REPORT

General Counsel Nelson informed the Board that he had attended a series of CASA meetings and stated the State Legislative Committee continues to work on SB 181. He also discussed the Ross Valley Sanitary District case. Chair Ruddock requested that he send a copy of the case to Board members.

11. DIRECTOR'S REPORT - NONE

12. FUTURE MEETING AGENDA ITEMS

General Manager Marshall stated that the adoption of the SAM General Budget for Fiscal Year 2016/17 should be on the agenda for the June 27, 2016 Board meeting.

13. ADJOURNMENT

Chair Ruddock adjourned the meeting at 9:30 P.M.

Respectfully submitted,

APPROVED BY:

Kathy Matthews
Supervisor of Administrative Services

BOARD SECRETARY



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
DATE: May 23, 2016
SUBJECT: **Monthly Manager's Report – April 2016**

Staff Recommendation

Staff recommends that the Board receive the Manager's Monthly Report for April 2016.

Fiscal Impact

There is no fiscal impact from this report.

Background and Discussion/Report

This report includes the Manager's Monthly Report for April 2016, which includes the Monthly Flow Report, Monthly NPDES Data, and Collection System Data.

Supporting Documents

Attachment A: Monthly Flow Report April 2016
Attachment B: Monthly NPDES Report April 2016
Attachment C: Collection System Data April 2016

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

SEWER AUTHORITY MID-COASTSIDE MANAGER'S REPORT

A Monthly Report to the Board

April 2016

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	0.695	47.5%
Granada CSD	0.460	31.5%
Montara W&SD	<u>0.308</u>	<u>21.0%</u>
Total	1.463	100%

Administration

There was one SAM Budget Workshop Meeting on April 11, 2016, and one SAM Board Meeting on April 25, 2016. There were no public records requests during the month of April.

Media Coverage

During the month of April 2016, there was one media article in the Half Moon Bay Review referencing the Sewer Authority Mid-Coastside, *The Crumbling Coastside*, April 6, 2016.

Personnel

There was one SAM employee anniversary in the month of April. George Long, 28 years of service.

SAM continued in April with retaining a temporary assistant from a temporary staffing agency for assistance to Administrative Services for various tasks.

OPERATIONS & MAINTENANCE, COLLECTIONS

Operation & Maintenance

During the month of April 2016 all systems ran well. We began working on some smaller projects in the plant. Addition safety rails were installed at various locations within the plant. The third pump was installed at the Montara station. The Micro 200 and Deox 2000 were rebuilt to ensure they continue to work properly. We had some tree work done to ensure adequate clearance is maintained around plant equipment and processes. We are also continuing to work with our outside lab consultant to update and revise our lab procedures. NPDES Data for the month of March 2016 is included (Attachment C). There were no NPDES permit non-compliances during the month of April 2016.

Collections

In April 2016, the Collections Maintenance crew cleaned approximately 31,989 feet of sewer line. Collections staff responded to 11 callouts, Eight (9) callouts were private, Two (2) were not sewer related, there were Zero (0) for lift stations and Zero (0) S.A.M. related. There were Zero (0) SSO's to be reported for the month of April. The latest collection system data report is attached (Attachment D). There were Zero (0) category 1, Zero (0) category 2 and Zero (0) category 3 SSOs during the month of April 2016.

**Sewer Authority Mid-Coastside
Manager's Monthly Report April 2016
Page 2**

Trucked Waste

In April 2016, Seven (7) deliveries (approximately 4,350 gallons) of trucked waste were discharged at the SAM plant. In April 2016, there were no Leachate deliveries. The trucked waste deliveries represent a total of \$435.00 in gross revenue.

Safety

There were no work related accidents, injuries, or illnesses resulting in lost time since March 10, 2011. Through April 2016, the SAM Plant has worked 1878 days without a lost time accident.

Attachments: A - Monthly Flow Report
 B - Monthly NPDES Data
 C - Collection System Data

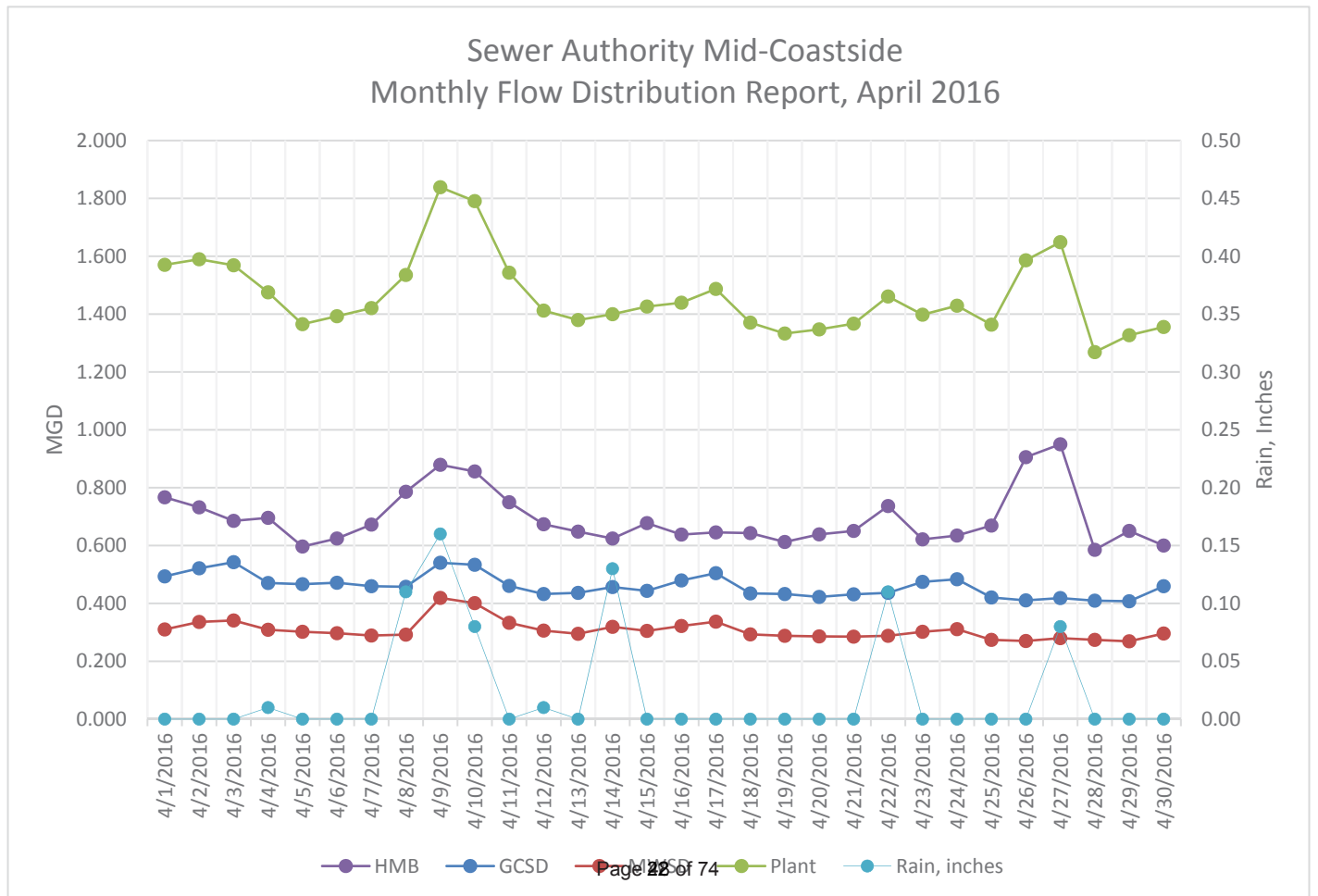
Flow Distribution Report Summary For April 2016

The daily flow report figures for the month of April 2016 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	0.695	47.5%
Granada Community Services District	0.460	31.5%
Montara Water and Sanitary District	<u>0.308</u>	<u>21.0%</u>
Total	1.463	100.0%



Sewer Authority Mid-Coastside

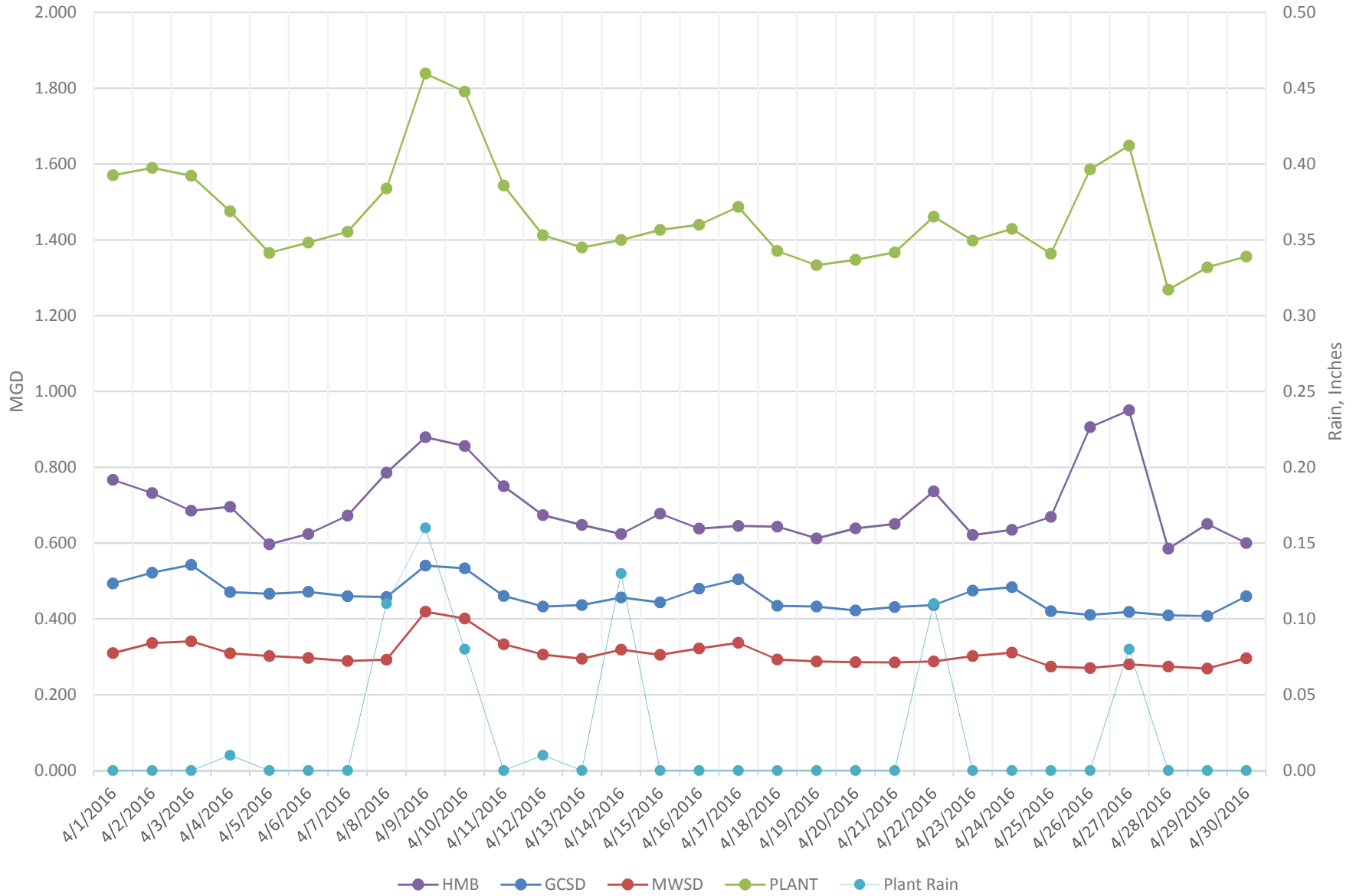
Monthly Flow Distribution Report for April 2016

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
4/1/2016	0.767	0.493	0.310	1.570	0.00	0.00	0.00
4/2/2016	0.732	0.521	0.336	1.590	0.00	0.00	0.00
4/3/2016	0.685	0.542	0.341	1.569	0.00	0.00	0.00
4/4/2016	0.696	0.470	0.309	1.475	0.01	0.00	0.01
4/5/2016	0.597	0.466	0.302	1.365	0.00	0.00	0.00
4/6/2016	0.624	0.471	0.297	1.393	0.00	0.00	0.00
4/7/2016	0.672	0.459	0.289	1.421	0.00	0.00	0.00
4/8/2016	0.786	0.457	0.292	1.535	0.11	0.26	0.33
4/9/2016	0.879	0.540	0.419	1.839	0.16	0.40	0.53
4/10/2016	0.856	0.533	0.401	1.791	0.08	0.10	0.17
4/11/2016	0.750	0.460	0.333	1.543	0.00	0.00	0.00
4/12/2016	0.674	0.432	0.306	1.412	0.01	0.00	0.00
4/13/2016	0.648	0.436	0.295	1.380	0.00	0.00	0.00
4/14/2016	0.624	0.456	0.319	1.400	0.13	0.21	0.21
4/15/2016	0.678	0.443	0.305	1.426	0.00	0.00	0.00
4/16/2016	0.638	0.479	0.322	1.440	0.00	0.00	0.00
4/17/2016	0.646	0.504	0.337	1.487	0.00	0.00	0.00
4/18/2016	0.643	0.434	0.293	1.371	0.00	0.00	0.00
4/19/2016	0.612	0.432	0.288	1.333	0.00	0.00	0.00
4/20/2016	0.639	0.422	0.286	1.347	0.00	0.00	0.00
4/21/2016	0.651	0.431	0.285	1.367	0.00	0.01	0.00
4/22/2016	0.737	0.436	0.288	1.461	0.11	0.14	0.08
4/23/2016	0.621	0.474	0.302	1.398	0.00	0.00	0.00
4/24/2016	0.635	0.483	0.311	1.429	0.00	0.00	0.00
4/25/2016	0.669	0.420	0.274	1.364	0.00	0.00	0.00
4/26/2016	0.906	0.410	0.270	1.586	0.00	0.00	0.00
4/27/2016	0.950	0.418	0.280	1.649	0.08	0.10	0.11
4/28/2016	0.585	0.409	0.274	1.269	0.00	0.00	0.00
4/29/2016	0.651	0.407	0.269	1.327	0.00	0.00	0.00
4/30/2016	0.600	0.459	0.296	1.356	0.00	0.00	0.00
Totals	20.849	13.811	9.229	43.889	0.69	1.22	1.44

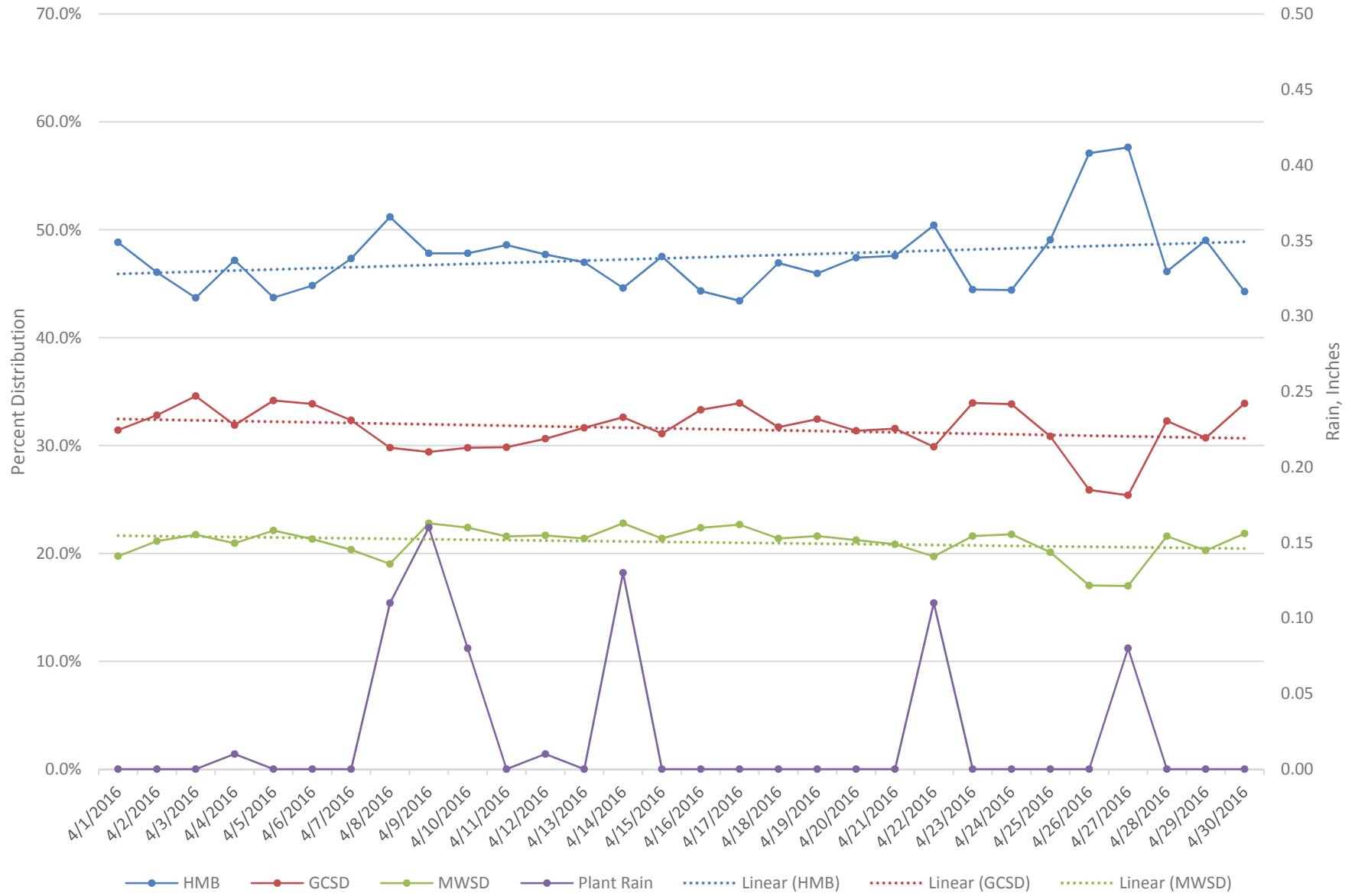
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.585	0.407	0.269	1.269
Average	0.695	0.460	0.308	1.463
Maximum	0.950	0.542	0.419	1.839
Distribution	47.5%	31.5%	21.0%	100.0%

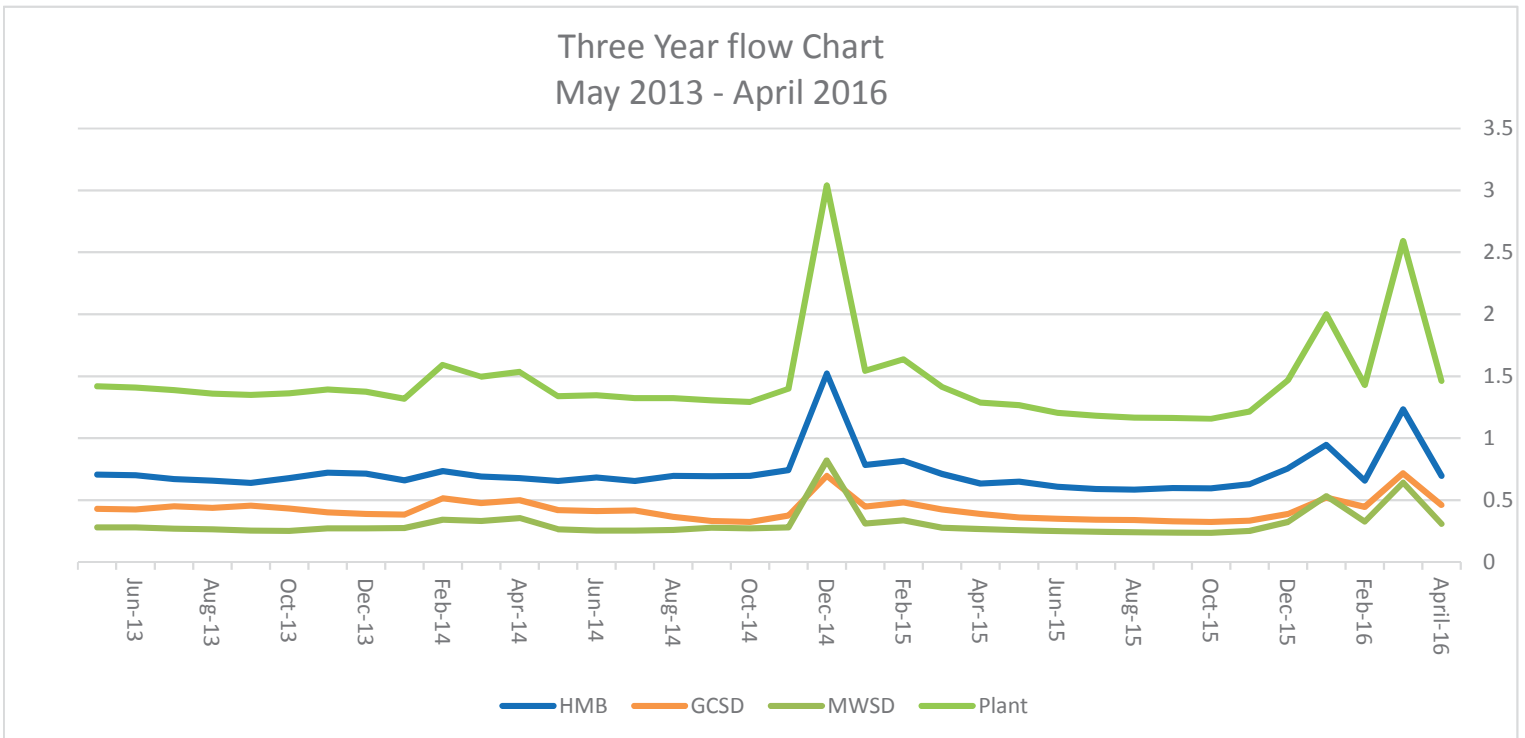
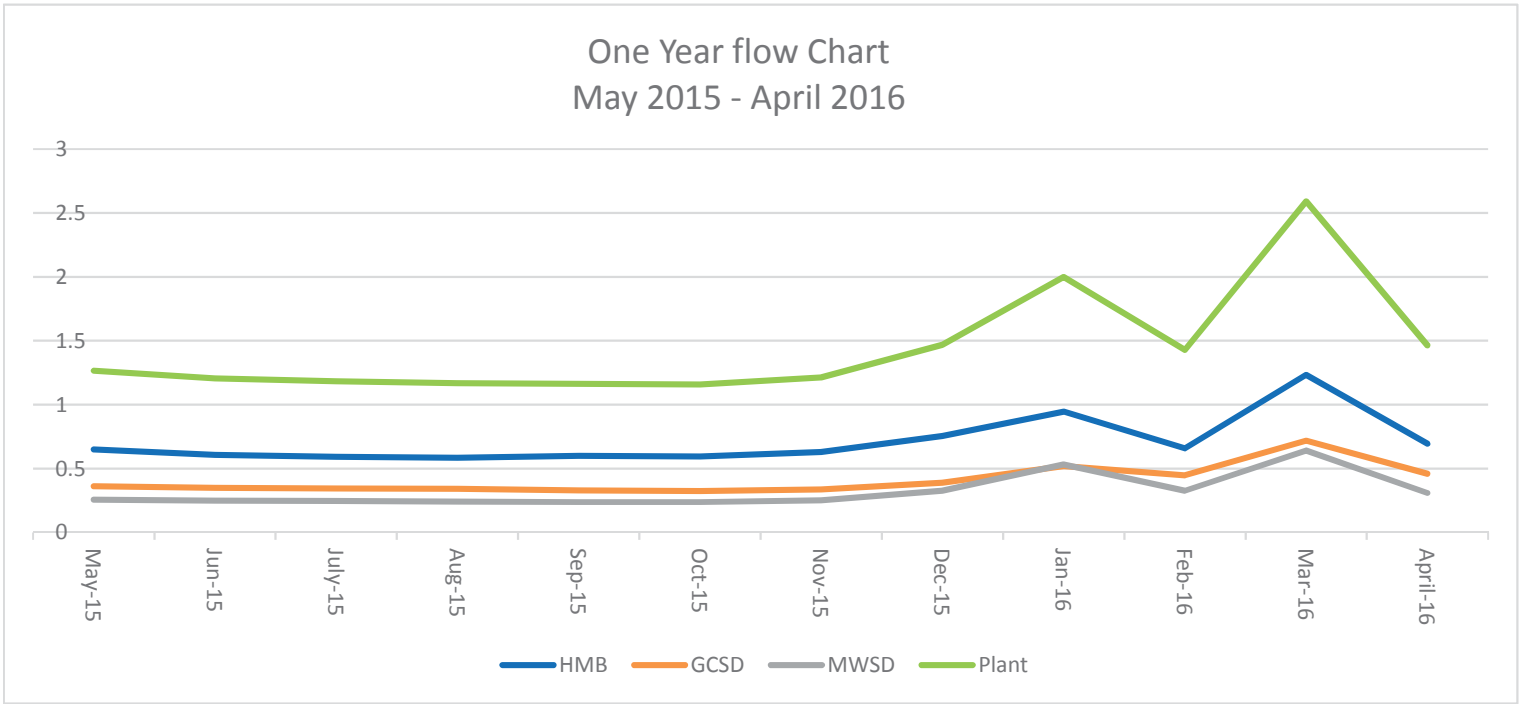
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, April 2016



Percent Distribution April 2016



Most recent flow calibration March 2016



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, April 2016

April 2016

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

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	10	1	6	3	0
Grease	2	1	0	1	0
Mechanical	2	0	0	1	1
Wet Weather	0	0	0	0	0
Other	5	3	1	1	0
Total	19	5	7	6	1
		26%	37%	32%	5%

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
April 2016	0	0	0	0	0
12 Month Moving Total	19	5	7	6	1

SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
April 2016	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	18.2	13.5	21.1	22.2	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.9	5.4	0.0	0.0	0.0
Category 3	16.3	8.1	21.1	22.2	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

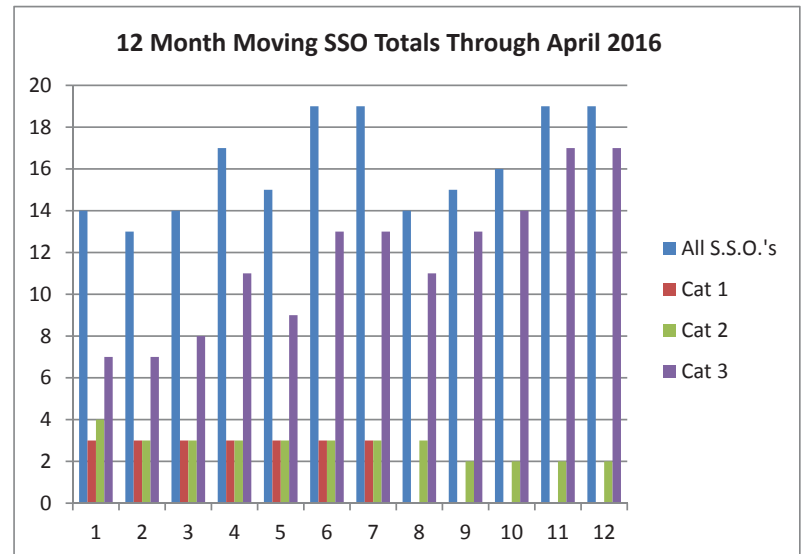
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
May-15	5,273	22,269	29,550	57,092	10.8
June-15	21,965	16,335	2,161	40,461	7.7
July-15	21,643	18,222	2,166	42,031	8.0
Aug-15	22,512	17,746	0	40,258	7.6
Sep-15	17,470	31,071	1,955	50,496	9.6
Oct-15	33,863	11,254	1,679	46,796	8.9
Nov-15	24,921	1,834	2,031	28,786	5.5
Dec-15	24,177	2,740	2,029	28,946	5.5
Jan-16	6,806	16,774	10,598	34,178	6.5
Feb-16	8,952	7,014	10,830	26,796	5.1
Mar-16	12,396	17,919	11,725	42,040	8.0
Apr-16	8,468	10,816	12,705	31,989	6.1

Annual ft	208,446	173,994	87,429	469,869	
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Annual Mi.	39.5	33.0	16.6		89.0
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Attachment C





SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, June 27, 2016

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

- 1. CALL TO ORDER**
 - A. Pledge of Allegiance
 - B. Roll Call
- 2. SPECIAL ORDER OF THE DAY**

None
- 3. PUBLIC COMMENT**
- 4. CONVENE IN CLOSED SESSION** *(Items discussed in Closed Session comply with the Ralph M. Brown Act.)*
 - A. Conference with District's Labor Negotiators Pursuant to Government Code Section 54957.6. District's Designated Representatives: Fran Buchanan, IEDA, Beverli A. Marshall, General Manager, and Carl Nelson, Polisner, Maddow, Nelson & Judson. Employee Organization: IUOE, Stationary Local No. 39
 - B. Public Employee Performance Evaluation Pursuant to Government Code 54957 – Title: General Manager
- 5. CONVENE IN OPEN SESSION** *(Report Out on Closed Session Items)*
- 6. CONSENT AGENDA** *(single motion and vote approving all items)*
(Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board.)
 - A. [Approve Minutes of the May 23, 2016 Board Meeting](#)
 - B. [Approve Disbursements for June 2016](#)
 - C. [Receive Monthly Financial Report for May 31, 2016](#)
- 7. OLD BUSINESS** *(The Board will discuss, seek public input, and possibly take action to approve the following items.)*
 - A. [Adopt a Resolution \(next number in sequence\) Approving and Adopting the SAM General Budget for Fiscal Year 2016/17](#)

8. **NEW BUSINESS** *(The Board will discuss, seek public input, and possibly take action to approve the following items.)*
 - A. [Authorize the General Manager to Execute a Contract with Presidio Systems, Inc. for Sanitary Sewer Pipeline Cleaning in an Amount Not to Exceed \\$75,000](#)
 - B. [Authorize the General Manager to Recruit for an Operator-in-Training to Fill the Budgeted Vacant Operator Position](#)
 - C. [Authorize the General Manager to Attend the Annual California Public Employers Labor Relations Association \(CalPELRA\) Conference in Monterey, CA November 1 – 4, 2016](#)
 - D. [Authorize the General Manager to Attend the Annual California Association of Sanitation Agencies \(CASA\) Conference in Monterey, CA August 10 – 12, 2016](#)
 - E. [Receive First Flush Report for FY 2015/16 from San Mateo County Resource Conservation District and Authorize Participation in the First Flush Program for FY 2016/17 at a Cost Not to Exceed \\$15,555](#)
 - F. Discuss and Provide Direction Regarding the Emergency Communication System
9. **GENERAL MANAGER’S REPORT**
 - A. [Receive Manager’s Monthly Report – May 2016](#)
 - B. [Flow Measurement Update](#)
10. **ATTORNEY’S REPORT**
11. **DIRECTORS’ REPORTS**
12. **FUTURE AGENDA ITEMS**
13. **ADJOURNMENT**

INFORMATION FOR THE PUBLIC

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

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

Agenda Item

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GRANADA COMMUNITY SERVICES DISTRICT

Minutes BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, May 19, 2016

CALL SPECIAL MEETING TO ORDER

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

ROLL CALL

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

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, and Assistant General Manager Delia Comito (Regular meeting only).

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

- 1. Conference with Real Property Negotiator (Government Code Section 54956.8).**
District's Negotiator: Chuck Duffy.
Negotiating parties: Jan Gray, Realtor for Property Owner Wayne Impink, and Granada Community Services District.
Property under negotiation: Vacant Land with no address located on the Burnham Strip near the intersection of Avenue Alhambra and Obispo Road, El Granada, California. APN 047-251-100
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- 2. Conference with Legal Counsel – Anticipated Litigation (Gov. Code §54956.9(d)(2))**
Significant Exposure to litigation pursuant to §54956.9(b): One potential case
- 3. Conference with Legal Counsel – Existing Litigation (Gov. Code §54956.9(d)(1))**
Armstrong v. City of Half Moon Bay and Granada Community Services District
San Mateo Superior Court Case No CV 535660

RECONVENE TO OPEN SESSION

No reportable action was taken in the Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

El Granada resident Barbara Dye encouraged the Board to consider acquiring the Cabrillo Unified School District "El Granada" surplus property for park purposes.

ACTION AGENDA

1. Public Hearing: Notice for Consideration of Acquisition of Real Property from a Willing Seller (Impink) for Parks and Recreation; APN 047-251-010, Vacant land located on Ave. Alhambra/Obispo Road, El Granada.

President Clark opened the public hearing. El Granada residents Fran Pollard and Barbara Dye urged the Board to acquire the Impink property in the Burnham Strip. There were no further comments. President Clark closed the public hearing.

ACTION: Director Woren moved to approve the Resolution (with minor amendments) determining the necessity to purchase the subject property; approve the exemption from CEQA; and direct the General Manager to negotiate a Vacant Land Purchase Agreement with the seller along with pursuing all necessary regulatory action. (Woren/Lohman). Approved 3-0.

2. Consideration of Class 1B Sewer Permit for 3-Unit Complex, Owner: Boyle (Agent: Conran), APN 047-233-350, 120 Ave. Portola, El Granada.

The applicant's agent provided the Board with an overview of the proposed project. He stated that while the parcel was zoned to allow for 5 units, he was only applying to build 3 units.

ACTION: Director Lohman moved to approve the Class 1B Sewer Permit for the 3-Unit complex, subject to any subsequent changes to the District Code concerning ERU assessment within the next 60 days, along with an irrevocable deed restriction on the size of the project. (Lohman/Woren) Approved 3-0.

3. Consideration of Class 1B Sewer Permit for 3-Unit Complex, Owner: Boyle (Agent: Conran), APN 047-233-360, 425 Coronado St., El Granada.

ACTION: Director Lohman moved to approve the Class 1B Sewer Permit for the 3-Unit complex, subject to any subsequent changes to the District Code concerning ERU assessment within the next 60 days, along with an irrevocable deed restriction on the size of the project. (Lohman/Woren) Approved 3-0.

4. Consideration of Sewer Authority Mid-Coastside General Operations, Capitalized Maintenance, and Collections Budgets for Fiscal Year 2016/17.

The General Manager provided a review of the SAM budget, and highlighted increased costs in wages, collections, and equipment repair, and increased staffing. Director Lohman stated that those issues were slated to be addressed in the future by the SAM Board. SAM's Administrative Supervisor Kathy Matthews was in attendance and answered questions from the Board.

ACTION: Director Lohman moved to approve the FY 2016/17 SAM Budget as presented, and directed staff to prepare the appropriate resolutions to send to SAM. (Lohman/Woren) Approved 3-0.

5. Consideration of GCSD Budget for the 2016/17 Fiscal Year.

Mr. Duffy reviewed the draft Sewer and Parks and Recreation district budgets, and indicated that \$300,000 of property tax revenue was directed to the Park and Recreation budget. Director Woren requested that the Board consider sending all property tax revenue to parks. The General Manager stated that he was still investigating the method of allocating property tax funds to the various departments. The budget will be brought back at the next meeting for final board approval.

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

Director Lohman reported on the 4/25/16 SAM meeting.

CONSENT AGENDA

Director Woren requested that Item 11 be held for discussion.

7. Approval of April 21, 2016 Meeting Minutes.

8. Approval of May 2016 Warrants for \$163,704.64 (checks 6182 – 6204).

9. Approval of April 2016 Financial Statements.

10. Approval of Assessment District Distribution #8-15/16.

ACTION: Director Woren moved to approved Items 7, 8, 9, and 10 of the Consent Agenda. (Woren/Lohman). Approved 3-0.

11. Approval of Direction to Staff to Issue Letter of Support for eradication of invasive jubata/pampas grass in the Midcoast.

ACTION: Director Woren moved to approved Item 11 of the Consent Agenda to send a letter of support for eradication of the pampas grass. (Woren/Lohman). Approved 3-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. Attorney's Report. (Wittwer)

Counsel Wittwer reported that the Assistant General Manager was successful in obtaining the 1908 Plat Map for the El Granada Medians, which provides the dedication language the District was looking for.

14. General Manager's Report. (Duffy)

No report.

15. Administrative Report. (Comito)

a) Monthly Administrative Staff Report - Nothing further to report.

b) Update on status of Parks Action Plan - Nothing further to report.

16. Engineer's Report. (Kennedy Jenks)

a) Monthly Engineer's Report - Nothing further to report.

ADJOURN REGULAR MEETING

The meeting was adjourned at 9:32 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: June 30, 2016

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**Granada Community Services District
June 2016 Warrants**
For the June 30, 2016 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
6/10/16	6205	Alhambra & Sierra Springs	Inv dtd 5/19/2016	6140 · Office Supplies	27.63
6/10/16	6206	AT&T	Services 5/23/16 - 6/22/16	6170 · Utilities	103.34
6/10/16	6207	California Cad Solutions	FY 15/16 Water Consumption Data	6150 · Professional Services	1,200.00
6/10/16	6208	Comcast	Internet & Phone June 2016	6170 · Utilities	194.10
6/10/16	6209	DataQuick	May 2016	6100 · Memberships	163.21
6/10/16	6210	Dudek	Services 3/26/16 - 4/29/16	6151 · General Manager, Acctg	8,150.92
6/10/16	6211	Fechter & Company CPAs	Progress Bill for 2015 Audit	6010 · Auditing	4,324.38
6/10/16	6212	Half Moon Bay Review	Parks Public Notice 5/11/16	6310 · Park Related Misc Expenses	80.00
6/10/16	6213	Hue & Cry, Inc	Pump Stn Alarm June 2016	6170 · Utilities	32.65
6/10/16	6214	JC Hutchins Construction	Mowing Lot 6/6/16	6220 · Miscellaneous	700.00
6/10/16	6215	KBA DOCUSYS	Copier Supplies Inv dtd 4/27/2016	6020 · Copier lease	12.95
6/10/16	6216	KBA Docusys Inc	Copier Lease Inv dtd 5/19/16	6020 · Copier lease	666.76
6/10/16	6217	Kennedy Jenks	3/26/16 thru 4/29/16	6071 · Gen Engineering, Other	6,092.50
6/10/16	6218	Leonard Woren	5/19 Board Mtg, 5/23 SAM Mtg	6040 · Directors' Compensation	190.00
6/10/16	6219	Matthew Clark	5/19/16 Board Mtg	6040 · Directors' Compensation	145.00
6/10/16	6220	Pacifica Community TV	4/5/16 & 4/21/16 Board Mtgs	6180 · Video Taping	500.00
6/10/16	6221	PG&E	Invs dtd 5/11/16, 5/18/16	6170 · Utilities	361.56
6/10/16	6222	Pitney Bowes	Qtrly Meter Lease June - Aug 2016	6140 · Office Supplies	78.48
6/10/16	6223	Ric Lohman	5/19 Board Mtg, 5/23 SAM Mtg	6040 · Directors' Compensation	190.00
6/10/16	6224	Rodolfo Romero	June 2016	6130 · Office Maint & Repairs	140.00
6/10/16	6225	Sewer Authority Mid-Coastside	June 2016	5011 · SAM- Admin, Treat, Collect	116,965.00
6/10/16	6226	ShareFile	Cloud Team Plan 7/1/16 - 6/30/17	6190 · Computers	720.00
6/10/16	6227	Verizon Wireless	May 2016	6170 · Utilities	101.77
6/10/16	6228	Wells Fargo Busi Card - 8790	March & April 2016 CC Charges	6140 · Office Supplies, Parks Misc	312.36
6/10/16	6229	White Nelson Diehl Evans, LLP	Services thru 4/30/2016	6152 · Accounting	4,500.00
6/10/16	6230	Wittwer & Parkin	Legal May 2016	6091 · Legal- Gen, Parks, Big Wave	8,979.50
6/10/16	6231	Working Dirt Management, Inc	July 2016	6120 · Office Lease	4,100.00
TOTAL					159,032.11

Granada Community Services District
June 2016 Warrants - Supplemental
For the June 30, 2016 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
6/24/16	6232	Alhambra & Sierra Springs	Inv dtd 6/16/16	6140 · Office Supplies	21.85
6/24/16	6233	Bell Plumbing	New Sewer Lateral Inv dtd 6/15/16	7010 · Sewer Main Replacement	9,018.00
6/24/16	6234	Dudek	Services 4/29/16 - 5/27/16	6151 · General Manager	5,655.18
6/24/16	6235	Hue & Cry, Inc	Dist Ofc QE 9/30/16, July Pmp Sta Alarm	6170 · Utilities	121.90
6/24/16	6236	PG&E	Invs dtd 6/10/16, 6/17/16	6170 · Utilities	400.15
6/24/16	6237	Presidio Systems Inc.	CCTV Mirada Rd ML Inv dtd 6/20/16	5065 · CCTV	1,578.40
6/24/16	6238	San Mateo County	15/16 County Staff Time - Parks & Rec	6310 · Park Related Misc Expenses	1,867.71
6/24/16	6239	Staples	Stmt dtd 6/15/16	6140 · Office Supplies	85.33
6/24/16	6240	Wells Fargo Busi Card - 8790	May 2016 CC Charges	6140 · Office Supplies	305.66
6/24/16	6241	White Nelson Diehl Evans, LLP	Services thru 5/31/2016	6152 · Accounting, Auditing	3,500.00
TOTAL					22,554.18

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Granada Community Services District
Balance Sheet
As of May 31, 2016

	May 31, 2016
ASSETS	
Current Assets	
Checking/Savings	
1000 · Wells Fargo Checking - Gen Op	195,709.75
1020 · Petty Cash	375.00
1030 · Cash - LAIF	4,468,235.50
Total Checking/Savings	4,664,320.25
Accounts Receivable	
1100 · Accounts Receivable	155,481.40
Total Accounts Receivable	155,481.40
Total Current Assets	4,819,801.65
Fixed Assets	
1600 · Land	876,534.00
1610 · Construction in Progress	800,813.00
1615 · Equipment	22,153.00
1620 · Collections System	9,719,765.00
1630 · Accumulated Depreciation	(5,393,446.00)
Total Fixed Assets	6,025,819.00
Other Assets	
1700 · Advance to MWSD	1,085,094.00
1710 · Allowance - for Advance to MWSD	(1,085,094.00)
1720 · Advance to AD- Bond Reserve	494,889.99
1730 · Advance to AD- NCA Fund	1,240,866.05
1735 · Advance to AD- Assesmnt Revenue	1,057,542.00
1740 · Security Deposit Office Lease	3,000.00
1750 · Investment in SAM	4,662,068.00
Total Other Assets	7,458,366.04
TOTAL ASSETS	18,303,986.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	143,133.10
Total Accounts Payable	143,133.10
Other Current Liabilities	
2010 · Deposits	
2020 · Class 3 Deposits	5,196.44
	5,196.44

Granada Community Services District
Balance Sheet
As of May 31, 2016

	May 31, 2016
Total 2010 · Deposits	5,196.44
2100 · Payroll Liabilities	900.11
2225 · Recology-Del Garbage	1,635.94
2310 · Relief Refund Advance	350.00
Total Other Current Liabilities	<u>8,082.49</u>
Total Current Liabilities	<u>151,215.59</u>
Long Term Liabilities	
2400 · 1996 Plant Exp Note Payable	95,000.00
Total Long Term Liabilities	<u>95,000.00</u>
Total Liabilities	<u>246,215.59</u>
Equity	
3000 · Net Assets	6,589,671.99
3005 · Contributed Capital	9,595,349.00
3010 · Prior Period Adjustment	2,002,412.67
3200 · Retained Earnings	(1,074,619.44)
Net Income	944,956.88
Total Equity	<u>18,057,771.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>18,303,986.69</u></u>

Granada Community Services District
Profit & Loss Budget Performance
 July 2015 through May 2016

	May 2016			YTD		
	May 2016	Budget	\$ Over Budget	Jul 15 - May 16	YTD Budget	\$ Over Budget
Ordinary Income/Expense						
Income						
4000 · Operating Revenue						
4010 · Property Tax Allocation	51,120.19	45,833.00	5,287.19	602,075.47	504,163.00	97,912.47
4015 · Park Tax Allocation	0.00	4,167.00	(4,167.00)	0.00	45,837.00	(45,837.00)
4020 · Sewer Service Charges-SMC	94,019.53	107,750.00	(13,730.47)	1,201,241.42	1,185,250.00	15,991.42
4021 · SSC-Pro-rated	0.00	0.00	0.00	(1,284.75)	0.00	(1,284.75)
4030 · AD OH Reimbursement	5,432.00	2,500.00	2,932.00	24,444.00	27,500.00	(3,056.00)
4040 · Recology Franchise Fee	3,406.85	1,958.00	1,448.85	23,114.99	21,538.00	1,576.99
4060 · Engineering Fee Revenue	0.00	0.00	0.00	400.00	0.00	400.00
Total 4000 · Operating Revenue	153,978.57	162,208.00	(8,229.43)	1,849,991.13	1,784,288.00	65,703.13
4100 · Non Operating Revenue						
4120 · Interest on Reserves	0.00	517.00	(517.00)	13,139.52	5,687.00	7,452.52
4130 · Connection Fees	0.00	1,175.00	(1,175.00)	51,700.00	12,925.00	38,775.00
4140 · Repayment of Adv to AD-BRA	0.00	51,528.00	(51,528.00)	0.00	566,808.00	(566,808.00)
4150 · Repayment of Adv to AD-NCA	0.00	51,528.00	(51,528.00)	640,000.00	566,808.00	73,192.00
4155 · Repayment of Adv to AD-ARF	0.00	51,528.00	(51,528.00)	645,000.00	566,808.00	78,192.00
4160 · SAM Refund from Prior Yr	0.00	417.00	(417.00)	0.00	4,587.00	(4,587.00)
4170 · ERAF Refund	0.00	20,833.00	(20,833.00)	249,414.12	229,163.00	20,251.12
4180 · Misc Income	450.00	167.00	283.00	3,957.95	1,837.00	2,120.95
Total 4100 · Non Operating Revenue	450.00	177,693.00	(177,243.00)	1,603,211.59	1,954,623.00	(351,411.41)
Total Income	154,428.57	339,901.00	(185,472.43)	3,453,202.72	3,738,911.00	(285,708.28)
Gross Profit	154,428.57	339,901.00	(185,472.43)	3,453,202.72	3,738,911.00	(285,708.28)
Expense						
5000 · Operations						
5010 · SAM - General						
5011 · SAM - Administration	26,658.00	26,658.00	0.00	319,896.00	293,238.00	26,658.00
5012 · SAM - Treatment	50,463.00	50,463.00	0.00	605,555.00	555,093.00	50,462.00
Total 5010 · SAM - General	77,121.00	77,121.00	0.00	925,451.00	848,331.00	77,120.00
5020 · SAM - Collections	22,340.00	22,340.00	0.00	268,080.00	245,740.00	22,340.00

No assurance is provided on these financial statements.

Granada Community Services District
Profit & Loss Budget Performance
 July 2015 through May 2016

	May 2016			YTD		
	May 2016	Budget	\$ Over Budget	Jul 15 - May 16	YTD Budget	\$ Over Budget
5030 · Plant Shortfall Debt Service	0.00	7,867.00	(7,867.00)	3,918.97	86,537.00	(82,618.03)
5050 · Mainline System Repairs	0.00	0.00	0.00	6,108.13	0.00	6,108.13
5060 · Lateral Repairs	10,208.00	5,000.00	5,208.00	66,566.00	55,000.00	11,566.00
5065 · CCTV	0.00	2,500.00	(2,500.00)	350.00	27,500.00	(27,150.00)
5070 · Pet Waste Station	0.00	83.00	(83.00)	1,462.04	913.00	549.04
Total 5000 · Operations	109,669.00	114,911.00	(5,242.00)	1,271,936.14	1,264,021.00	7,915.14
6000 · Administration						
6010 · Auditing	5,087.50	1,000.00	4,087.50	7,723.75	11,000.00	(3,276.25)
6020 · Copier lease	666.76	583.00	83.76	5,110.61	6,413.00	(1,302.39)
6030 · County Tax Roll Charges	0.00	0.00	0.00	0.00	0.00	0.00
6040 · Directors' Compensation	995.00	917.00	78.00	8,340.00	10,087.00	(1,747.00)
6050 · Education & Travel Reimb	380.92	167.00	213.92	1,406.23	1,837.00	(430.77)
6060 · Employee Compensation						
6061 · Employee Salaries	12,272.75	9,167.00	3,105.75	127,125.59	100,837.00	26,288.59
6062 · Medical Stipends	0.00	1,000.00	(1,000.00)	4,500.00	11,000.00	(6,500.00)
6063 · Employer Payroll Taxes	938.86	1,000.00	(61.14)	10,166.16	11,000.00	(833.84)
6064 · CALPERS Contribution	3,528.69	2,833.00	695.69	33,954.38	31,163.00	2,791.38
Total 6060 · Employee Compensation	16,740.30	14,000.00	2,740.30	175,746.13	154,000.00	21,746.13
6070 · Engineering Services						
6071 · Engineering- General	2,853.75	1,667.00	1,186.75	19,307.89	18,337.00	970.89
6072 · Engineering- Misc (AIMS)	0.00	0.00	0.00	6,000.00	0.00	6,000.00
6073 · Engineering- Reimbursable	2,718.75	0.00	2,718.75	3,991.25	0.00	3,991.25
Total 6070 · Engineering Services	5,572.50	1,667.00	3,905.50	29,299.14	18,337.00	10,962.14
6080 · Insurance	0.00	500.00	(500.00)	469.00	5,500.00	(5,031.00)
6090 · Legal Services						
6091 · Legal- General	12,266.50	5,000.00	7,266.50	66,012.65	55,000.00	11,012.65
6092 · Legal- Big Wave	0.00	0.00	0.00	5,261.50	0.00	5,261.50
6093 · Legal- Parks	1,078.00	0.00	1,078.00	3,767.50	0.00	3,767.50
Total 6090 · Legal Services	13,344.50	5,000.00	8,344.50	75,041.65	55,000.00	20,041.65
6100 · Memberships	163.21	833.00	(669.79)	8,149.03	9,163.00	(1,013.97)

Granada Community Services District
Profit & Loss Budget Performance
 July 2015 through May 2016

	May 2016			YTD		
	May 2016	Budget	\$ Over Budget	Jul 15 - May 16	YTD Budget	\$ Over Budget
6110 · Newsletter	0.00	208.00	(208.00)	0.00	2,288.00	(2,288.00)
6120 · Office Lease	4,100.00	4,167.00	(67.00)	44,700.00	45,837.00	(1,137.00)
6130 · Office Maintenance & Repairs	210.00	167.00	43.00	1,655.00	1,837.00	(182.00)
6140 · Office Supplies	308.02	417.00	(108.98)	2,979.63	4,587.00	(1,607.37)
6150 · Professional Services						
6151 · General Manager	7,350.00	5,417.00	1,933.00	53,814.65	59,587.00	(5,772.35)
6152 · Accounting	4,920.00	167.00	4,753.00	19,073.16	1,837.00	17,236.16
6150 · Professional Svcs - Other	0.00	0.00	0.00	2,945.00	0.00	2,945.00
Total 6150 · Professional Services	12,270.00	5,584.00	6,686.00	75,832.81	61,424.00	14,408.81
6160 · Publications & Notices	0.00	833.00	(833.00)	5,577.70	9,163.00	(3,585.30)
6170 · Utilities	788.99	750.00	38.99	9,338.88	8,250.00	1,088.88
6180 · Video Taping	500.00	167.00	333.00	2,750.00	1,837.00	913.00
6190 · Computers	0.00	167.00	(167.00)	3,357.49	1,837.00	1,520.49
6220 · Miscellaneous	0.00	583.00	(583.00)	6,655.16	6,413.00	242.16
6230 · Bank Service Charges	234.43	0.00	234.43	3,106.18	0.00	3,106.18
6310 · Park Related Misc Expenses	80.00	2,083.00	(2,003.00)	871.26	22,913.00	(22,041.74)
Total 6000 · Administration	61,442.13	39,793.00	21,649.13	468,109.65	437,723.00	30,386.65
7000 · Capital Projects						
1112-2 · MH Raising	0.00	0.00	0.00	2,640.00	0.00	2,640.00
1415-1 · SAM - Projects	0.00	17,504.00	(17,504.00)	0.00	192,544.00	(192,544.00)
1415-2 · Update SSMP	0.00	1,000.00	(1,000.00)	3,638.00	11,000.00	(7,362.00)
7010 · Sewer Main Replacement (CIP)	520.00	45,833.00	(45,313.00)	569,372.05	504,163.00	65,209.05
7015 · Mainline System Repairs	0.00	833.00	(833.00)	0.00	9,163.00	(9,163.00)
7020 · Class 3 Ext	0.00	0.00	0.00	0.00	0.00	0.00
7100 · SAM-Projects	17,504.00	0.00	17,504.00	192,550.00	0.00	192,550.00
7500 · Park Projects	0.00	1,250.00	(1,250.00)	0.00	13,750.00	(13,750.00)
Total 7000 · Capital Projects	18,024.00	66,420.00	(48,396.00)	768,200.05	730,620.00	37,580.05
Total Expense	189,135.13	221,124.00	(31,988.87)	2,508,245.84	2,432,364.00	75,881.84
Net Ordinary Income	(34,706.56)	118,777.00	(153,483.56)	944,956.88	1,306,547.00	(361,590.12)
Net Income	(34,706.56)	118,777.00	(153,483.56)	944,956.88	1,306,547.00	(361,590.12)

No assurance is provided on these financial statements.

Agenda Item

8

DISTRIBUTION REQUEST NO.: #9 - 15/16
ADMINISTRATIVE COSTS FUND
(Account Number: 94673301)

DISTRIBUTION TOTAL: \$3,479.12

\$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 Administrative Costs Payment Fund (Account #94673301) to make such payment, and further states that all requirements for the payment of the amount to be disbursed pursuant hereto have been met.

Dated:
June 30, 2016

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #9 - 15/16

DATE: June 30, 2016

DISTRIBUTE FROM ACCOUNT #: 94673301

ACCOUNT NAME: Administrative Costs Payment Fund

DISTRIBUTION AMOUNT: \$ 3,479.12

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Fechter & Co.	1870 Avondale Ave. #4, Sacramento, CA 95825	15/16 Audit Svcs.	\$ 763.12
GCSD	PO Box 335, El Granada, CA 94018	OH Reim - June 2016	\$ 2,716.00
TOTAL:			\$ 3,479.12

Agenda Item

9

AGENDA NOTICE

No documents for this item.

Agenda Item

10

AGENDA NOTICE

No documents for this item.

Agenda Item

11

AGENDA NOTICE

No documents for this item.

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Report Period: May 14, 2016 to June 24, 2016

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: June 30, 2016

PUBLIC RECORDS REQUESTS – There were no public records requests received this period. The request below was reported but pending on last month’s report.

Request Date	Requestor	Information Requested	Information Provided	Date Provided
05/10/16	Peninsula Press	Recology Rates for 2006 & 2016	Provided 2016 rates & methodology for 2006	05/16/16

APPLICATIONS RECEIVED – There were no applications received this period.

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/01/15	1A	TDR Properties	047-062-170	431 Sonora, EG	3,385	R-1/S-17
07/23/15	1A	Wenzel Lutz	047-222-100	477 Ave Portola, EG	8,000	R-1/S-17
09/02/15	1A	Contreres Cesar	047-222-070	435 Del Oro, EG	5,836	R-1/S-17
09/08/15	1A	Philomena	048-056-060	412 Lee Ave, Miramar	4,800	R-1/S-17
09/10/15	1A	Power Patrick	047-143-190	224 Del Monte, EG	6,132	R-1/S-17
10/15/15	VAR	Kybych Serhiy	048-013-600	Magellan, Miramar	7,792	R-1/S-17
12/23/15	VAR	McGregor Paul	048-013-220	Coronado Ave, Miramar	4,400	R-1/S-94
02/18/16	1A	Philomena	048-013-090	Magellan, Miramar	4,400	R-1/S-94
04/08/16	1A	Hodge David	048-016-010	97 Alameda, Miramar	10,800	R-1/S-94
04/20/16	1A	Ralston Randy	048-121-160	2805 Champs Elysee, HMB	5,000	R-1
05/03/16	1A	Engdahl Maxine	048-218-150	640 Ferdinand, EG	5,000	R-1/S-17
05/10/16	1B	Boyle James	047-233-360	425 Coronado St, EG	5,954	R-3/S-3
05/10/16	1B	Boyle James	047-233-350	120 Avenue Portola, EG	6,287	R-3/S-3

Note: Shaded rows were previously reported.

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

Permit No.	Type	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3145	1A	07/13/15	Garrison Michi	048-054-130	375 Miramar Dr, Miramar	4,600	R-1/S-17
3146	2D	08/26/15	Pillar Point Prop	047-081-390	280 Capistrano Rd, Princeton	29,166	CCR/DR
3147	1A	09/08/15	Philomena	048-056-060	412 Lee Ave, Miramar	4,800	R-1/S-17
3148	1A	10/09/15	Wenzel Lutz	047-222-100	477 Avenue Portola, EG	8,000	R-1/S-17
3149	1A	11/03/15	Contreras Cesar	047-221-070	435 Avenue Del Oro, EG	5,864	R-1/S-17
3151	1A	01/14/16	Ralston Randy	048-021-400	311 Magellan Ave, Miramar	8,000	R-1/S-94
3153	1A	01/28/16	TDR Properties	047-062-170	431 Sonora St, EG	3,385	R-1/S-94

PERMITS ISSUED Cont'd

Permit No.	Type	Issue Date	Owner or Agent	APN		Sq. Ft.	Zone
3154	1A	02/18/16	Philomena LLC	048-013-090	114 Magellan Ave, Miramar	4,400	R-1/S-94
3155	1A	03/21/16	Power Patrick	047-143-190	224 Del Monte Rd, EG	6,132	R-1/S-17
3156	3	04/19/16	Stoloski Mark	048-133-010	Knewing Ave, HMB	8,700	PUD
3157	1A	04/22/16	Hodge David	048-016-010	97 Alameda Ave, Miramar	10,800	R-1/S-94

Note: Shaded rows were previously reported.

SEWER HOOK-UPS - There were two new sewer hook-ups this period:

Hook-up Date	Type	Permit No.	Issue Date	Owner	APN	Address
09/24/15	1A	3140	01/16/15	Coffield Lyle	047-113-210	925 Ferdinand, EG
10/02/15	1A	3145	07/13/15	Garrison Michi	048-054-230	375 Miramar Dr. Miramar
12/17/15	1A	3143	03/04/15	Narey William	047-071-050	127 Madrona, EG
02/23/16	1A	3147	09/18/15	Philomena	048-056-060	412 Lee Ave, Miramar
04/13/16	2D	3146	08/26/15	Point Pillar Proj Dev	047-081-390	280 Capistrano Road
05/31/16	1A	3157	04/22/16	Hodge David	048-016-010	97 Alameda Ave, Miramar
06/10/16	1A	3151	01/14/16	Ralston Randy	048-021-400	311 Magellan, Miramar

Note: Shaded rows were previously reported.

REPAIRS: There was one repair this period:

Repair Date	Type	Problem	Location or Address	Cause	Cost
09/18/15	Lateral	Clean-out overflowed	147 Ave Granada, EG	Roots/offset	\$ 7,200
09/21/14	Lateral	Back-up	303 Ave Cabrillo, EG	Roots/ offset	\$ 7,200
01/18/16	Lateral	Back-up	545 The Alameda, EG	Roots/offset	\$ 8,518
01/21/16	Lateral	Back-up Roots	631 Columbus St, EG	Roots	\$ 10,918
01/25/16	WYE	Back-up	643 Isabella Rd, EG	Roots	\$ 4,750
03/03/16	Lateral	Back-up	223 Palma, EG	Roots	\$ 8,118
03/09/16	Lateral	Back-up	839 San Carlos, EG	Roots	\$ 7,768
05/04/16	Lateral	Back-up	930 Palma St, EG	Broken pipe	\$10,208
06/15/16	Lateral	Back-up in house	146 Navarra, EG	Roots/offsets	\$ 9,018

Note: Shaded rows were previously reported.

22 June 2016

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for June 2016

Capital Improvement Project (2015 CIP)

Kennedy/Jenks has reviewed and recommend the Board approve J. Howard Engineering's Final Payment request, dated 5 May 2016 for \$43,952.18. We also recommend that the Board accept the project as complete at its June Board meeting.

A Notice-of-Completion was recorded at the County on 5 May 2016. We received confirmation that the County encroachment permit had been finalized and recorded on the County's website. Record drawings showing modifications made during construction will be developed from the Contractor's as-built mark-ups on the plans that we have received. Since the 30 day lien period, from filing the notice of completion, for subcontractors and material suppliers has passed, final payment to JHE can be made at this time.

321 Cortez Avenue

The contractor finally responded to our electronic and voice mails. Received an email on 5 May 2016 indicating that they were "getting close" to scheduling the acceptance tests before connecting to the sewer.

Mirada Road near Creek Crossing

A CCTV video recording provided by SAM shows that at least two segments of pipeline near the creek crossing are in very poor condition. This appears to be a separate issue from the erosion of the bluff. The pipes in the worst condition are on either end (north and south) of the pedestrian bridge at the end of Mirada Road. The District recently had Presidio Systems perform a more complete CCTV survey of the pipelines in the immediate area. We are currently using that CCTV information to develop a plan to replace the sewers in the worst condition.

Stoloski Property (Class 3 Permit)

Waiting for word re start of sewer construction.

Big Wave (Class 3 permit)

No recent work on this.