



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, October 20, 2016

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

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| 1. Consideration of Access and Use of the Burnham Strip Property Ad Hoc Parking Lot.
Recommendation: To be made by the Board. | 5 |
| 2. Consideration of District Logo.
Recommendation: To be made by the Board. | 9 |
| 3. Consideration of Resolution Adopting a Bylaw for the District Purchasing Policy.
Recommendation: To be made by the Board. | 13 |
| 4. Consideration of Status of Park Related Projects, Including the El Granada Medians and Use of CUSD Surplus Property, and Possible Direction to the Granada Parks Advisory Committee.
Recommendation: To be made by the Board. | 21 |
| 5. Consideration of Report by District's Sewer Authority Mid-Coastside Representatives.
Recommendation: To be made by the Board. | 23 |

CONSENT AGENDA

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| 6. Approval of September 15, 2016 Meeting Minutes. | 25 |
| 7. Approval of October 2016 Warrants for \$168,104.12 (checks 6316 – 6346). | 29 |
| 8. Approval of August 2016 Financial Statements-Revised format. | 31 |
| 9. Approval of Assessment District Distribution #3-16/17. | 35 |

COMMITTEE REPORTS

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| 10. Report on seminars, conferences, or committee meetings. | 39 |
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INFORMATION CALENDAR

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| 11. Attorney's Report. (Wittwer) | 41 |
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ADJOURN REGULAR MEETING

At the conclusion of the August 25, 2016 Meeting:

Last Ordinance adopted: No. 167

Last Resolution adopted: No. 2016-004

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

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

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Access and Use for the Burnham Strip Property Ad Hoc Parking Lot
Date: October 20, 2016

This item has been placed on the agenda at the request of several directors. The existing ad-hoc parking lot on the Burnham Strip across from Surfers Beach has increasingly been used as a staging area for local construction projects. The lot was most recently used again as a staging area, with large construction vehicles parked in the lot with their resultant diesel leakage. Gravel and sand were also stockpiled as part of the project. Staff is therefore looking to your Board for direction on possible solutions to this issue.





ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of District Logo
Date: October 20, 2016

Back in April the Board approved an agreement with PDF Design for professional logo services, to redesign the existing logo and to accommodate the District's longer name. The logo was discussed most recently at our September meeting, where your Board directed staff to return with further revisions to Option 7B of the proposed logos. Attached are the requested revisions.



7B.2



7B.3



7B.4



7B.5

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of District Purchasing Policy Bylaw
Date: October 20, 2016

Community Services District law requires that the District approve and adopt a purchasing policy for the procurement of goods and services. The law requires that goods and projects over \$25,000 be publicly bid and awarded to the lowest responsible bidder. Professional services contracts such as engineering design services are awarded generally based upon a firm's qualifications, with a weighted review of each proposal as outlined in Section 6 of the attached bylaw. Staff recommends that your Board adopt the attached Resolution to add a purchasing policy bylaw to our existing bylaws.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2016-05

RESOLUTION ADOPTING A BYLAW REGARDING A PURCHASING POLICY FOR CONSTRUCTION, MATERIALS, SUPPLIES, AND SERVICES

WHEREAS, the Board of Directors of the Granada Community Services District finds and determines that it is in the public interest to adopt a Bylaw Regarding a Purchasing Policy for Construction, Materials, Supplies and Services pursuant to California Government Code Section 61063.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Granada Community Services District that Article VII is hereby added to the District Bylaws to read as follows:

ARTICLE VII. PURCHASING POLICY FOR CONSTRUCTION, MATERIALS, SUPPLIES, AND SERVICES

1. General Bidding Requirements. Except as otherwise expressly provided in this Policy:

- (a) Contracts up to and including \$25,000 may be let to contract by informal bidding procedures.
- (b) Contracts greater than \$25,000 shall be let to contract by formal competitive bidding procedure, with the following exceptions: emergency (Public Resources Code Section 22050), professional services including architectural, landscape architectural, environmental, engineering, land surveying, and construction project management services (Government Code Section 4529.10), and special services advice in financial, economic, accounting, engineering, legal, or administrative matters (Government Code Section 53060).

2. Construction Work: Building, Structure, or Improvement.

- (a) The District may construct or complete any building, structure, or improvement with its own work forces or by contract without competitive bidding when the cost does not exceed \$25,000.
- (b) All contracts for the construction or completion of any building, structure, or improvement (“construction contracts”), when the cost exceeds \$25,000, shall be contracted for and let to the lowest responsible bidder after notice and competitive bidding. If two or more bids are the same and the lowest, the district board may accept the one it chooses.

3. Materials and Supplies for Construction or Completion of Building, Structure or Improvement.

- (a) The District may purchase materials and supplies for the construction or completion of any building, structure, or improvement without competitive bidding when the cost does not exceed \$25,000.
- (b) Contracts for materials and supplies for the construction or completion of any building, structure, or improvement, when the cost exceeds \$25,000, shall be contracted for and let to the lowest responsible bidder after completion of bidding and duly noticed. If two or more bids are the same and the lowest, the district board may accept the one it chooses.

4. Contracts for Materials and Supplies not related to New Construction, Alteration, Maintenance or Repairs

- (a) The District may purchase materials and supplies not related to new construction, alterations, maintenance, or repairs by contract without competitive bidding when the cost does not exceed \$25,000.
- (b) All contracts for materials and supplies not related to new construction, alterations, maintenance, or repairs reasonably estimated to cost in excess of \$25,000 shall be let to the lowest responsible bidder after competitive bidding. If two or more bids are the same and the lowest, the district board may accept the one it chooses.

5. Contracts for Services.

Contracts for professional services, not listed as exceptions in section 1(b) of this policy, that are reasonably estimated to cost in excess of \$25,000, shall be let to the applicant timely responding to a notice inviting bids that best meets the following selection criteria. The selection shall be based upon an evaluation five factors, each which is given the respective weights set forth below:

<u>Selection Criteria</u>	<u>Weight Given</u>
<u>Experience:</u> Character, integrity, reputation, judgment, experience and efficiency of the firm	30%
<u>Ability to Accomplish Scope of Services:</u> Demonstrated understanding of the scope of the service, including schedule and plan to accomplish the service	30%

<u>Previous Performance:</u> Quality of previous service to the District or similar public entities	20%
<u>Cost:</u> The ability to provide the services requested at the least cost	10%
<u>Other Factors</u> Other factors set forth in the RFP that are determined to be important by the District staff	10%

6. Procedures for Competitive Bidding.

(a) Notice Inviting Bids.

The District shall publish notice inviting bids for any contract for which competitive bidding is required at least one time in a newspaper of general circulation in the District at least ten days before the time specified for receiving bids. The notice inviting bids shall set a date for opening the bids and distinctly state the work to be performed and/or the materials and supplies to be purchased.

(b) Plans and Specification.

If plans and specifications are prepared describing the work, all bidders shall be afforded an opportunity to examine the plans and specifications, and the plans and specifications shall be attached to and become part of the contract, if one is awarded.

(c) Rejection of Bids.

At its discretion, the District Board of Directors may reject any bids presented and re-notice. If no bids are received the District may proceed without bidding and contract for the construction, materials, and/ or supplies.

(d) Records

The District shall keep cost records of the work in the manner provided in Chapter 1 (commencing with Section 4000) of Division 5 of Title 1 of the Government Code which states:

- i. The engineer directing, supervising or superintending the construction, or in charge of the engineering work for or in connection with public work shall keep an accurate account of the cost of the public work.
- ii. Prior to the commencement of the public work, the engineer shall prepare and file in his office either full, complete and accurate plans and specifications or a work authorization approved by the engineer describing the work to be performed, and an estimate of the cost thereof, except where other and adequate provision is made by law requiring the

preparation and filing of such plans, specifications and estimates of cost by some other officer or in some other office.

- iii. Within 60 days from the completion of any public work, the engineer shall prepare and file in the office of the clerk of the board of supervisors of the county in which the public work is performed, or if the engineer maintains an office in the county where the work is performed, then in that office, or if any reclamation, irrigation or other district maintains an office, then in the office of his or her own district instead of the office of the clerk of the board of supervisors, the following information in addition to that required by Section 4004:
 1. Names of bidders with prices bid, if bids there be.
 2. Changes in adopted or approved plans and specifications or a work authorization describing the work to be performed.
 3. That the work performed has or has not been done in accordance with these plans and specifications or work authorization.
 4. The total cost of the work, segregated so as to show the actual cost of all labor, materials, equipment, engineering or architectural services, including the services of public employees in connection with that work, and other expense. The cost shown for equipment shall include rentals paid or, if the equipment is publicly owned, a reasonable amount for depreciation and the cost of repairs thereon while so used.
- iv. Plans, specifications, work authorizations describing work to be performed, and all other information referred to in this chapter are open to inspection and examination as a public record.

(e) Bidder's Security.

- i. All bids for construction work shall be presented to the District at the location and in the manner specified in the Notice Inviting Bids under sealed cover and shall be accompanied by one of the following forms of bidder's security:
 1. Cash.
 2. A cashier's check made payable to the District.
 3. A certified check made payable to the District.
 4. A bidder's bond executed by an admitted surety insurer, made payable to the District.
- ii. Upon an award to the lowest responsible bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the District beyond 60 days from the time the award is made.

(f) Contract Award.

Where competitive bidding is required, the contract shall be awarded to the lowest responsible bidder.

7. Authority to Enter Into and Execute Contracts. All contracts let by competitive bidding shall be first approved and entered into by the District Board of Directors and executed by the Board President. All other contacts may be entered into by the District General Manager or Assistant General Manager in accordance with District Bylaw VI (A).
8. Use of District Work Forces. Unless otherwise prohibited by State law, nothing herein prohibits the District from performing work utilizing its own work forces.

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted and passed at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 20th day of October, 2016.

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

President Matthew Clark

Countersigned:

Secretary Delia Comito

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of District Parks and CUSD Property
Date: October 20, 2016

I had a conference call with Granada Parks Advisory Committee (GPAC) Chair Pat Tierney and Cabrillo Unified School District Superintendent Jane Yuster to discuss the possibility of the District leasing the land the school district owns bordered by Sonora Avenue and Coral Reef Avenue in the northern part of the District. Jane reported that the school board did not have an interest in leasing that particular site at this time due to possible future uses. She did report that the school district owned a 10.35 acre parcel of land due north of the Princeton by the Sea Park (map below), and that they were willing to discuss a possible lease of that property to our District for parks use. The GPAC will be discussing this issue at their Monday meeting after our meeting.



ITEM #5

NO CONTENT FOR THIS ITEM.

ITEM #6



GRANADA COMMUNITY SERVICES DISTRICT

Minutes BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, September 15, 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

Vice President Jim Blanchard, Director David Seaton, Director Ric Lohman and Director Leonard Woren. President Matthew Clark was 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 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 – Possible initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one potential case).

RECONVENE TO OPEN SESSION

No reportable action was taken in the Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular Meeting of the Granada Community Services District Board of Directors was called to order at 7:30 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

1. Consideration of District Logo.

The Board held a general discussion concerning the various new logo options presented in the agenda packet. Staff was given direction to have the graphic designer provide further options based upon design option 7B.

2. Consideration of Response to Grand Jury Report.

The General Manager presented an overview of the proposed response letter to the Grand Jury report on selected sanitation districts in the County of San Mateo. Mr. Duffy stated that the response letter presented in the packet was a result of a collaborative effort between the District's Ad-Hoc Grand Jury Response Committee, the General Manager, and Legal Counsel. Director Seaton provided the Board with a suggested letter of response he had drafted. The Board then held a discussion on the final response letter.

ACTION: Director Woren moved to cease discussion on the item.
(Woren/Lohman). Approved 4-0.

ACTION: Director Woren moved to approve sending the Grand Jury response letter as presented in the agenda packet. (Woren/Lohman). Approved 4-0.

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

The General Manager reported on his meeting with the other coastside managers, with the main topic of discussion being the sewer collection system maintenance agreement with SAM. Director Lohman reported that he believed that the City of Half Moon Bay would be approving their share of the preliminary design package for the proposed SAM recycled water project, which had previously been approved by MWSD and GCSD.

CONSENT AGENDA

- 4. Approval of August 18, 2016 Meeting Minutes.**
- 5. Approval of August 25, 2016 Meeting Minutes.**
- 6. Approval of September 2016 Warrants for \$270,649.28 (checks 6288 – 6315).**
- 7. Approval of August 2016 Financial Statements.**
- 8. Approval of Assessment District Distribution #2-16/17.**
- 9. Approval of Amendments to Update Sick Leave Policy in Personnel System Manual.**

(Consent Agenda continued)

10. Approval of Resolution Directing Making of Amended Noncontingent Assessments Re Certain Such Reassessments Under Resolution of Intention No. 2003-008, Sewage Treatment Facility Improvements Integrated Financing District.

ACTION: Director Lohman moved to approve the Consent Agenda.
(Lohman/Woren). Approved 4-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 12. Attorney's Report** – Mr. Wittwer provided a summary of his offices' discussions with the County regarding potential use of the roadway medians for park purposes.
- 13. General Manager's Report** – Mr. Duffy reported that District Engineer John Rayner will be updating his technical memorandum on the Districts options for replacing the the Medio Creek bridge sewer main.
- 14. Administrative Staff Report. (Comito)**
- 15. Engineer's Report. (Kennedy Jenks)**

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:27 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: October 20, 2016

ITEM #7

Granada Community Services District
October 2016 Warrants
For the October 20, 2016 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
9/19/16	6316	Data Quick	July & August 2016	6100 · Memberships	326.42
9/19/16	6317	PDS West	Logo Design	6220 · Miscellaneous	2,720.00
9/30/16	6318	Eric Iverson	Temp Office Help 9/16 - 9/30/16	6220 · Miscellaneous	950.00
10/4/16	6319	Bell Plumbing	Lateral Replacement- 263 Palo	5060 · Lateral Repairs	8,118.00
10/4/16	6320	Bell Plumbing	Lateral Replacement - 147 Vall	5060 · Lateral Repairs	10,208.00
10/14/16	6321	AIMS Team LLC	AIMS Upgrade Svc Period 7/12	6210 · System Investigation	4,088.00
10/14/16	6322	Alhambra & Sierra Sp	Inv dtd 9/8/16	6140 · Office Supplies	13.09
10/14/16	6323	Andreini Brothers	Repair Sewer Lamp Hole - Col	1213-3 · Collect System Repa	500.00
10/14/16	6324	AT&T	Services 9/23/16 - 10/22/16	6170 · Utilities	113.93
10/14/16	6325	Bell Plumbing	Lateral Replacement - 263 Pak	5060 · Lateral Repairs	850.00
10/14/16	6326	Comcast	Services 10/13/16 -11/12/16	6170 · Utilities	194.08
10/14/16	6327	Data Quick	September 2016	6100 · Memberships	163.21
10/14/16	6328	David Seaton	9/15/16 Board Mtg	6040 · Directors' Compensati	145.00
10/14/16	6329	Half Moon Bay Review	Subscription Renewal - 52 wee	6160 · Publications & Notices	41.60
10/14/16	6330	Hue & Cry Inc.	Oct 2016 Pmp Sta Alarm, Oct-Dec	6170 · Utilities	121.90
10/14/16	6331	Jim Blanchard	9/15/16 Board Mtg	6040 · Directors' Compensati	145.00
10/14/16	6332	KBA Docusys Inc	Copier Lease Inv dtd 9/16/16	6020 · Copier lease	991.89
10/14/16	6333	Leonard Woren	9/15/16 Board Mtg, 9/26/16 SA	6040 · Directors' Compensati	190.00
10/14/16	6334	Office Depot	Invoice dtd 9/13/16	6140 · Office Supplies	53.51
10/14/16	6335	PG&E	Invs dtd 9/12/16, 9/19/16	6170 · Utilities	397.55
10/14/16	6336	Pitney Bowes	Inv dtd 9/30/16	6140 · Office Supplies	286.95
10/14/16	6337	PSOMAS	Prof Svc 7/1/16 - 8/31/16	6150 · Professional Services	2,700.00
10/14/16	6338	Ric Lohman	9/15/16 Board Mtg, 9/26/16 SA	6040 · Directors' Compensati	190.00
10/14/16	6339	Rodolfo Romero	Cleanings October 2016 2x	6130 · Office Maint & Repairs	140.00
10/14/16	6340	SAM	October 2016	5011 · SAM- Admin, Treat, Cr	118,763.91
10/14/16	6341	The Hartford	Annual Insurance Policy Renew	6080 · Insurance	500.00
10/14/16	6342	Verizon Wireless	September 2016	6170 · Utilities	110.10
10/14/16	6343	Wells Fargo Busi Carc	August 2016 Credit Card Charç	6140 · Office Supplies, Insura	1,270.08
10/14/16	6344	White Nelson Diehl Ev	August & September 2016 Acc	6152 · Accounting	4,300.00
10/14/16	6345	Wittwer & Parkin	Legal September 2016	6091 · Legal- Gen, Other	5,411.90
10/14/16	6346	Working Dirt Manager	November 2016	6120 · Office Lease	4,100.00
TOTAL					168,104.12

ITEM #8

Granada Community Services District
Statement of Net Position (Unaudited)

As of August 31, 2016

	<u>As Of</u> <u>August 31, 2016</u>
ASSETS	
Current Assets	
1000 · Wells Fargo Checking - Gen Op	\$ 167,719
1020 · Petty Cash	375
1030 · Cash - LAIF	4,234,349
1100 · Accounts Receivable	3,791
1550 · Prepaid Expenses	13,186
Total Current Assets	<u>4,419,419</u>
Fixed Assets	
1600 · Land	876,534
1610 · Construction in Progress	800,813
1615 · Equipment	22,153
1620 · Collections System	9,719,765
1630 · Accumulated Depreciation	(5,393,446)
Total Fixed Assets	<u>6,025,819</u>
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	494,890
1730 · Advance to AD- NCA Fund	1,240,866
1735 · Advance to AD- Assesmnt Revenue	1,057,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	4,662,068
Total Other Assets	<u>7,458,366</u>
Total Assets	<u>17,903,604</u>
LIABILITIES	
Current Liabilities	
2000 · Accounts Payable	43,046
2020 · Class 3 Deposits	5,196
2100 · Payroll Liabilities	923
2225 · Recology-Del Garbage	(1,140)
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>48,376</u>
Long Term Liabilities	
2400 · 1996 Plant Exp Note Payable	95,000
Total Liabilities	<u>143,376</u>
NET POSITION	
3000 · Net Assets	8,592,085
3005 · Contributed Capital	9,595,349
3200 · Retained Earnings	(205,568)
Net Income	(221,638)
Total Net Position	<u>17,760,228</u>

Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2016 through August 31, 2016

	As of August 31, 2016	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2016/2017 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 0	\$ 0	\$ 0	\$ 175,000
4015 · Park Tax Allocation	\$ 0	\$ 0	\$ 0	\$ 400,000
4020 · Sewer Service Charges-SMC	\$ 0	\$ 0	\$ 0	\$ 1,296,000
4030 · AD OH Reimbursement	\$ 2,716	\$ 5,667	\$ (2,951)	\$ 34,000
4040 · Recology Franchise Fee	\$ 5,098	\$ 4,667	\$ 431	\$ 28,000
Total Operating Revenue	\$ 7,815	\$ 10,335	\$ (2,520)	\$ 1,933,000
Non Operating Revenue				
4120 · Interest on Reserves	\$ 0	\$ 0	\$ 0	\$ 17,500
4130 · Connection Fees	\$ 32,900	\$ 5,000	\$ 27,900	\$ 30,000
4140 · Repayment of Adv to AD-BRA	\$ 0	\$ 0	\$ 0	\$ 127,000
4160 · SAM Refund from Prior Yr	\$ 0	\$ 833	\$ (833)	\$ 5,000
4170 · ERAF Refund	\$ -	\$ 43,333	\$ (43,333)	\$ 260,000
4180 · Misc Income	\$ 500	\$ 333	\$ 167	\$ 2,000
Total Non Operating Revenue	\$ 33,401	\$ 49,500	\$ (16,099)	\$ 441,500
Total Revenues	\$ 41,216	\$ 59,835	\$ (18,619)	\$ 2,374,500
Expenses				
Operations				
5010 · SAM - General	\$ 161,413	\$ 161,413	\$ 0	\$ 968,479
5020 · SAM - Collections	\$ 40,392	\$ 40,392	\$ 0	\$ 242,350
5031 · Plant Shortfall Princ Reduction	\$ 0	\$ 15,733	\$ (15,733)	\$ 94,400
5050 · Mainline System Repairs	\$ 338	\$ 0	\$ 338	\$ 10,000
5060 · Lateral Repairs	\$ 850	\$ 10,000	\$ (9,150)	\$ 60,000
5065 · CCTV	\$ 0	\$ 5,000	\$ (5,000)	\$ 30,000
5070 · Pet Waste Station	\$ 501	\$ 167	\$ 334	\$ 1,000
5100 · County Staff Time - Parks	\$ 0	\$ 2,500	\$ (2,500)	\$ 15,000
5110 · RCD - Parks	\$ 0	\$ 833	\$ (833)	\$ 5,000
5120 · Half Moon Bay Reimb - Parks	\$ 0	\$ 8,333	\$ (8,333)	\$ 50,000
Total Operations	\$ 201,950	\$ 244,372	\$ (42,422)	\$ 1,476,229

Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2016 through August 31, 2016

	As of August 31, 2016	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2016/2017 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 1,650	\$ 1,667	\$ (17)	\$ 10,000
6020 · Copier lease	\$ 1,138	\$ 1,167	\$ (29)	\$ 7,000
6040 · Directors' Compensation	\$ 2,210	\$ 1,833	\$ 377	\$ 11,000
6050 · Education & Travel Reimb	\$ 223	\$ 333	\$ (110)	\$ 2,000
6060 · Employee Compensation	\$ 32,660	\$ 32,150	\$ 510	\$ 193,000
6070 · Engineering Services	\$ 3,341	\$ 3,333	\$ 8	\$ 20,000
6080 · Insurance	\$ 100	\$ 1,000	\$ (900)	\$ 6,000
6090 · Legal Services	\$ 26,239	\$ 10,833	\$ 15,406	\$ 65,000
6100 · Memberships	\$ 0	\$ 1,667	\$ (1,667)	\$ 10,000
6110 · Newsletter	\$ 0	\$ 417	\$ (417)	\$ 2,500
6120 · Office Lease	\$ 8,200	\$ 8,333	\$ (133)	\$ 50,000
6130 · Office Maintenance & Repairs	\$ 420	\$ 417	\$ 3	\$ 2,500
6140 · Office Supplies	\$ 1,306	\$ 1,000	\$ 306	\$ 6,000
6150 · Professional Services	\$ 13,192	\$ 5,000	\$ 8,192	\$ 60,000
6160 · Publications & Notices	\$ 475	\$ 1,667	\$ (1,192)	\$ 10,000
6170 · Utilities	\$ 1,798	\$ 1,500	\$ 298	\$ 9,000
6180 · Video Taping	\$ 250	\$ 500	\$ (250)	\$ 3,000
6190 · Computers	\$ 995	\$ 333	\$ 662	\$ 2,000
6220 · Miscellaneous	\$ 0	\$ 1,167	\$ (1,167)	\$ 7,000
6230 · Bank Service Charges	\$ 565	\$ 0	\$ 0	\$ 0
6310 · Park Related Misc Expenses	\$ 0	\$ 0	\$ 0	\$ 0
Total Administration	\$ 94,763	\$ 74,318	\$ 20,446	\$ 476,001
Capital Projects				
1213-3 · Collection System Repairs	\$ 1,500	\$ 0	\$ 1,500	\$ 0
1415-1 · SAM - Projects	\$ 0	\$ 0	\$ 0	\$ 0
1415-2 · Update SSMP	\$ 0	\$ 0	\$ 0	\$ 0
1617-2 · SAM - Lift Station	\$ 2,919	\$ 0	\$ 2,919	\$ 0
7010 · Sewer Main Replacement (CIP)	\$ 0	\$ 41,667	\$ (41,667)	\$ 250,000
7015 · Mainline System Repairs	\$ 0	\$ 1,667	\$ (1,667)	\$ 10,000
7020 · Medio Creek crossing project	\$ 0	\$ 0	\$ 0	\$ 350,000
7100 · SAM - Infrastructure	\$ 35,723	\$ 35,723	\$ 0	\$ 214,338
7500 · Projects - Parks	\$ 0	\$ 12,500	\$ (12,500)	\$ 75,000
Capital Projects	\$ 40,144	\$ 91,559	\$ (51,415)	\$ 899,339
Total Expenses	\$ 336,857	\$ 410,248	\$ (73,391)	\$ 2,851,569
Net Income	\$ (295,641)	\$ (350,413)	\$ 54,773	\$ (477,069)

ITEM #9

DISTRIBUTION REQUEST NO.: #3-16/17
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,278.00

\$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.

October 20, 2016

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO: #3-16/17

DATE: October 20, 2016
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,278.00

PAYMENT INSTRUCTIONS: Issue check and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - Oct 2016	\$ 2,278.00
TOTAL:			\$ 2,278.00

ITEM #10

NO CONTENT FOR THIS ITEM.

ITEM #11

NO CONTENT FOR THIS ITEM.

ITEM #12

NO CONTENT FOR THIS ITEM.

ITEM #13

NO CONTENT FOR THIS ITEM.

ITEM #14

13 October 2016

Memorandum

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

Capital Improvement Project (2015 CIP)

Construction is complete. Record drawings showing as-built conditions are now being prepared.

Mirada Road near Creek Crossing

Presidio Systems performed a CCTV inspection of the sewers in the immediate area of the creek crossing. The inspection conformed that several sewers need to be replaced in the next CIP project. Also it's recommended that permitting begin for 2nd phase of the Naples Beach project to finalize the diversion of all remaining sewage from the creek crossing to the Naples Beach Pump Station.

Stoloski Property (Class 3 Permit)

Construction is completed on lower portion of mainline. Construction of the upper portion of the mainline is awaiting construction of the two street extensions for the new homes.

Big Wave (Class 3 Permit)

No recent work on this.

Naples Beach Technical Memorandum Update for Phase 2

Because of the potential for damage to or loss of the District's sewer crossing Medio Creek from ongoing beach and cliff erosion, the objective of the Naples Beach project was to eliminate the need for the Medio Creek sewer crossing. The Phase 1 project completed in 2012 eliminated sewage from all homes and businesses south of Medio Creek from crossing Medio Creek except for about 15 homes and condos located at the west end of Mirada Road. This update to Phase 2 of the Technical Memorandum (TM) will evaluate two alternatives for redirecting the sewage from these remaining residences. The TM update is scheduled to be completed in December.

Class 1 Permits

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

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

Memorandum

Granada Community Services District

9 December 2013

Page 2

321 Cortez: The lateral connection is complete and has passed inspection. The Owner will need to construct the property line cleanout box for final inspection.

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