



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, March 19, 2015

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

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

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

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

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

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

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

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

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

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

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

RECONVENE TO OPEN SESSION

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

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

1. Consideration of Approval of District's Financial Statements & Audit Report for the period ending on June 30, 2014.

Recommendation: To be made by the Board.

2. Consideration of Amending District Mission Statement.

Recommendation: To be made by the Board.

3. Consideration of Agreement for Logo Design & Style Guidelines with PDS West.

Recommendation: To be made by the Board.

4. Consideration of Designating District Representative to Attend Midcoast Community Council Meeting.

Recommendation: To be made by the Board.

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

Recommendation: To be made by the Board.

CONSENT AGENDA

6. Approval of January 15, 2015 Special & Regular Meeting Minutes.

7. Approval of February 2015 Warrants (Check No. 5749-5784).

8. Approval of March 2015 Warrants (Check No. 5785-5810)

9. Approval of January 2015 Financial Statements.

10. Approval of February 2015 Financial Statements.

11. Approval of Assessment District Distribution #7-14/15.

12. Approval of Assessment District Distribution #8-14/15.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

14. Attorney's Report. (Wittwer)

15. General Manager's Report. (Duffy)

16. Administrator's Report. (Comito)

- **Parks Survey Update**

17. Engineer's Report. (Kennedy Jenks)

ADJOURN REGULAR MEETING

At the conclusion of the January, 2015 Meeting:

Last Ordinance adopted: No. 167

Last Resolution adopted: No. 2015-001

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

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

Agenda Item

1

GRANADA SANITARY DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Fiscal Year 2013/14 Audited Financial Statements
Date: March 19, 2015

Attached are the Fiscal Year 2013/14 Audited Financial Statements for your Board's review. The first part of the audit contains the Management's Discussion and Analysis of the District's financial statements, which highlights some of the significant changes in the District's year over year financial operations. The audit shows that the District is on sound financial footing, and I will discuss the details of the audit further at our meeting. Audit highlights include:

Operating Revenue	\$1,266,536
Non-operating Revenue	\$863,573
Operating Expense	\$2,046,976
Reserves	\$3,515,961

GRANADA SANITARY DISTRICT

**Basic Financial Statements
and Supplemental Information**

Years Ended June 30, 2014 and 2013

GRANADA SANITARY DISTRICT

Management Report
For the Year Ended June 30, 2014

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INDEPENDENT AUDITORS' REPORT

Governing Board
Granada Sanitary District
El Granada, California

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Granada Sanitary District as of June 30, 2014 and 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Controller's *Minimum Audit Requirements for California Special Districts*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Governing Board
Granada Sanitary District
El Granada, CA

Unmodified Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Granada Sanitary District as of June 30, 2014 and 2013, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other information

The information identified in the accompanying table of contents as Management's Discussion and Analysis is not a required part of the basic financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and do not express an opinion on it.

Fechter & Company, Certified Public Accountants


Sacramento, California
March 1, 2015

GRANADA SANITARY DISTRICT
Management's Discussion and Analysis
Year Ended June 30, 2014

This section of the Granada Sanitary District's (District) annual report presents management's discussion and analysis of the District's financial performance during the fiscal year ended June 30, 2014. Please read it in conjunction with the District's financial statements which follow this section.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report includes this management discussion and analysis report, the independent auditors' report, and the basic financial statements of the District. The basic financial statements also include notes that explain in more detail some of the information in the financial statements.

BASIC FINANCIAL STATEMENTS

The District's financial statements include the statements of net position, statements of revenues, expenses and changes in net position, statements of cash flows, and the statements of fiduciary net position. These statements are prepared in a manner similar to commercial enterprises. The purpose of the statement of net position is to report all assets and liabilities of the District as of the date of the statement. The difference between the assets and liabilities is net position, which represents the portion of total assets not encumbered by debt. Assets and liabilities are reported at historical purchase cost, except for investments, which are reported at fair market value in accordance with accounting pronouncements. Long-term infrastructure assets such as pump stations and sewer lines are reduced by depreciation based upon the expected remaining life of the underlying asset. The District records assets on its books when it takes ownership and liabilities when it incurs the obligation to pay, whether or not it has actually been billed.

Proprietary Funds

The District uses an Enterprise Fund to account for its sewer service. The proprietary fund financial statements include statements of net position, statements of revenues, expenses, and changes in net position, and statements of cash flows. These statements are accounted for on an economic resources measurement focus using the accrual basis of accounting similar to commercial enterprises.

Sewer service is provided through the service area of the District, except for the area designated as rural. The basic unit of charge used to calculate sewer service and connection fees is called an Equivalent Residential Unit (ERU), which equates to an estimated 221 gallons per day of wastewater flow. All single family homes are charged 1 ERU as their sewer service charge. Commercial properties are charged a sewer service fee based upon a formula which takes into account their water usage for the year, as well as a strength of wastewater component. The charge per ERU for FY 2013/14 was \$402, which is unchanged from the prior year. Sewer service charges are used to fund the ongoing operations of the District, including administration, operations, treatment, collections, and depreciation set aside costs.

Fiduciary Funds

The District uses an Agency Fund to account for resources held for the benefit of parties outside the government. Statements of fiduciary net position are included in the District's basic financial statements and are accounted for on an economic resources measurement focus using the accrual basis of accounting.

GRANADA SANITARY DISTRICT

Management's Discussion and Analysis

Year Ended June 30, 2014

The Assessment District was formed and funded in 1996 for the purpose of providing the District's share of funds for the expansion of the Sewer Authority Mid-Coastside (SAM) Wastewater Treatment Plant. It was created under the Municipal Improvement Act of 1913 and the Improvement Bond Act of 1915 in combination with the Integrated Financing District Act. A total of \$8.1 million in bonds were originally issued, backed by an assessment on 1,618 parcels. The bonds were refinanced in 2003 at a lower interest rate. Due to the pay-down of principal and pre-payments from some assessed parcels, \$6.1 million in bonds were issued backed by assessments on 1,355 parcels.

STATEMENT OF NET POSITION

The total assets of the District increased \$54,861 from June 30, 2013. Current assets increased from \$3,374,335 to \$3,657,672. The District uses its cash reserve as a set aside for short and long term replacement of capital assets. The item titled "Due from County of San Mateo" represents receivables due from the County. The District utilizes the County's property tax roll to collect its annual sewer service charges. The County collects these charges on the property tax bills sent to tax payers, and then sends monthly payments to the District based upon payments received.

OPERATING REVENUES AND EXPENSES

A summary of the District's statements of revenues, expenses and changes in net position is presented below, along with any changes management considers significant from the previous year.

<u>OPERATING REVENUES</u>	<u>2014</u>	<u>2013</u>	<u>Increase (Decrease)</u>
Sewer service charges	\$1,266,536	\$1,251,192	\$15,344
<ul style="list-style-type: none">Slight increase due to more EDU's connected.			

OPERATING EXPENSES

SAM Sewer collection and treatment	\$826,119	\$891,063	\$(64,944)
<ul style="list-style-type: none">These are the costs paid to the Sewer Authority Midcoastside Joint Powers Authority to manage and operate the treatment plant, as well as provide sewer cleaning, inspection, and maintenance services on a contract basis for the GSD sewer system. SAM's treatment costs decreased slightly compared to the prior year.			

Administrative and general expenses	\$809,523	\$830,093	\$(20,570)
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NON OPERATING REVENUES

Property taxes	\$772,282	\$742,789	\$29,493
<ul style="list-style-type: none">Slight increase from prior year due to increased assessments and the ERAF refund.			
Interest income	\$7,376	\$8,801	\$(1,425)
<ul style="list-style-type: none">Interest income decreased slightly due to decreased interest rates for the LAIF fund.			

BUDGETARY PROCESS

The District budget is presented to the Board of Directors for their comments each year at the regular May District Board Meeting, and is approved at the June meeting. The budget is basically comprised of two functions: administration, which comprises the general office work, permitting, management, legal, and financial aspects of the business; and sewer operations, which represents the District's

GRANADA SANITARY DISTRICT
Management's Discussion and Analysis
Year Ended June 30, 2014

share of the costs for the SAM wastewater treatment plant operations and maintenance, as well as the costs for maintaining the District's pipeline and pump station system. The SAM treatment, collection and administrative budget accounts for approximately \$1,251,000 of the District's \$1,865,000 annual operational expenditures, or 67% of the total budget. Capital projects are budgeted along with the operations budget.

CAPITAL ASSETS

The District's capital assets are comprised of its sewer lines, pump stations, force mains, and its share of the SAM Wastewater Treatment Plant (29.5%). The District currently operates and maintains 1 pump station and 34 miles of sewer pipeline. The annual depreciation calculation is based upon the estimated useful life of the assets. Actual repairs, upgrades, or replacements to capital assets are based upon review of the assets' physical conditions as well as the expected useful life of the asset.

LONG-TERM DEBT

The District's only long-term debt was issued as a Certificate of Participation (COP) for \$1,145,000 in 1996, and was refinanced as a bank loan in 2002 at a lower interest rate. The COP was used to pay for cost overruns associated with the SAM Wastewater Treatment Plant Expansion that year. More information on this item is included in Note 8 to the basic financial statements.

ECONOMIC FACTORS AFFECTING CURRENT FINANCIAL POSITION

The recent economic downturn could have some impact on the District's finances, due to decreased property tax revenues. There are no other known or expected economic factors which should affect the District's financial position in the near future.

CONTACTING THE DISTRICT'S FINANCIAL MANAGER

This financial report is designed to provide our customers and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact the Granada Sanitary District at 650-726-7093.

**GRANADA SANITARY DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2014**

ASSETS	<u>2014</u>	<u>2013</u>
Current Assets:		
Cash and investments	\$ 3,515,961	\$ 3,323,195
Due from County of San Mateo	53,854	44,630
Interest receivable	-	3,260
Prepaid expenses and other assets	<u>87,857</u>	<u>3,250</u>
Total current assets	<u>3,657,672</u>	<u>3,374,335</u>
Capital assets, net of accumulated depreciation	<u>6,025,819</u>	<u>6,277,322</u>
Non-current assets:		
Investment in Sewer Authority Mid-Coastside	5,009,222	5,009,222
Advance to assessment district to fund bond reserve account	494,890	494,890
Advance to assessment district for supplemental funding	1,057,542	1,057,542
Advance to assessment district to fund noncontingent assessment acquisition	1,263,893	1,240,866
Advance to Montara Sanitary District, net of allowance	<u>-</u>	<u>-</u>
Total non-current assets	<u>7,825,547</u>	<u>7,802,520</u>
TOTAL ASSETS	<u><u>\$ 17,509,038</u></u>	<u><u>\$ 17,454,177</u></u>
 LIABILITIES AND NET POSITION		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 44,982	\$ 51,788
Interest payable	4,472	5,775
Current portion of long-term debt	86,000	79,000
Deposits held for others	<u>8,445</u>	<u>14,598</u>
Total current liabilities	<u>143,899</u>	<u>151,161</u>
Note payable, net of current portion	<u>185,000</u>	<u>271,000</u>
Total liabilities	328,899	422,161
Net Position		
Invested in capital assets, net	6,025,819	6,277,322
Unrestricted	<u>11,154,320</u>	<u>10,754,694</u>
Total net position	<u>17,180,139</u>	<u>17,032,016</u>
TOTAL LIABILITIES AND NET POSITION	<u><u>\$ 17,509,038</u></u>	<u><u>\$ 17,454,177</u></u>

The accompanying notes are an integral part of these financial statements

GRANADA SANITARY DISTRICT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2014

	<u>2014</u>	<u>2013</u>
Operating revenues:		
Sewer service charges	\$ 1,266,536	\$ 1,251,192
Total operating revenues	<u>1,266,536</u>	<u>1,251,192</u>
Operating expenses:		
SAM Sewage collection and treatment	826,119	891,063
Depreciation	251,503	244,435
Administration and general	809,523	830,093
General collection and treatment operations	<u>159,831</u>	<u>137,933</u>
Total operating expenses	<u>2,046,976</u>	<u>2,103,524</u>
Operating income (loss)	<u>(780,440)</u>	<u>(852,332)</u>
Non-operating revenues and (expenses):		
Property tax revenue	772,282	742,789
Interest income	7,376	8,801
Equity income (loss)	-	(430,082)
Interest expense	(14,066)	(17,941)
Other revenues	62,731	105,745
Capital contributions (connection fees)	<u>35,250</u>	<u>23,500</u>
Total non-operating revenues and (expenses)	<u>863,573</u>	<u>432,812</u>
Change in net position	83,133	(419,520)
Beginning net position	<u>17,032,016</u>	<u>14,979,025</u>
Prior period adjustment	<u>64,990</u>	<u>2,472,511</u>
Ending net position	<u><u>\$ 17,180,139</u></u>	<u><u>\$ 17,032,016</u></u>

The accompanying notes are an integral part of these financial statements

**GRANADA SANITARY DISTRICT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2014**

	2014	2013
Cash flows from operating activities:		
Receipts from customers	\$ 1,264,171	\$ 1,253,557
Payments to suppliers and employees	(1,893,039)	(1,730,898)
Net cash provided by operating activities	(628,868)	(477,341)
Cash Flows from non-capital financing activities:		
Receipts from property taxes and other operating income	765,423	745,818
Net cash provided by non-capital financing activities	765,423	745,818
Cash flows from capital and related financing activities:		
Connection fees collected	35,250	23,500
Payments on long-term debt	(79,000)	(75,000)
Interest paid	(15,369)	(19,181)
Other revenues	62,731	105,745
Repayment of advance to assessment district bond reserve account	(23,027)	-
Acquisition and construction of capital assets	-	(194,481)
Prior period adjustment	64,990	-
Net cash provided by (used in) capital and related financing activities	45,575	(159,417)
Cash flows from investing activities:		
Interest income	10,636	10,140
Net cash provided by investing activities	10,636	10,140
Net increase (decrease) in cash and cash equivalents	192,766	119,200
Cash and cash equivalents, beginning of year	3,323,195	3,203,995
Cash and cash equivalents, end of year	\$ 3,515,961	\$ 3,323,195
Reconciliation of operating income (loss) to net cash provided by (used) by operating activities:	\$ (780,440)	\$ (852,332)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Depreciation	251,503	244,435
(Increase) decrease in accounts receivable	(9,224)	2,365
Increase (decrease) in accounts payable and accrued liabilities	(12,959)	24,555
Increase (decrease) in prepaid expenses	(84,607)	103,636
Decreases in other liabilities	6,859	-
Net cash provided (used) by operating activities	\$ (628,868)	\$ (477,341)

The accompanying notes are an integral part of these financial statements

**GRANADA SANITARY DISTRICT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2014**

	<u>2014</u>	<u>2013</u>
Operating revenues:		
Sewer service charges	\$ 1,266,536	\$ 1,251,192
Total operating revenues	<u>1,266,536</u>	<u>1,251,192</u>
Operating expenses:		
SAM Sewage collection and treatment	826,119	891,063
Depreciation	251,503	244,435
Administration and general	809,523	830,093
General collection and treatment operations	<u>159,831</u>	<u>137,933</u>
Total operating expenses	<u>2,046,976</u>	<u>2,103,524</u>
Operating income (loss)	<u>(780,440)</u>	<u>(852,332)</u>
Non-operating revenues and (expenses):		
Property tax revenue	772,282	742,789
Interest income	7,376	8,801
Equity income (loss)	(347,154)	(430,082)
Interest expense	(14,066)	(17,941)
Other revenues	62,731	105,745
Capital contributions (connection fees)	<u>35,250</u>	<u>23,500</u>
Total non-operating revenues and (expenses)	<u>516,419</u>	<u>432,812</u>
Change in net position	(264,021)	(419,520)
Beginning net position	<u>17,032,016</u>	<u>14,979,025</u>
Prior period adjustment	<u>41,963</u>	<u>2,472,511</u>
Ending net position	<u>\$ 16,809,958</u>	<u>\$ 17,032,016</u>

The accompanying notes are an integral part of these financial statements

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 1 – Organization and Summary of Significant Accounting Policies

Organization

Granada Sanitary District (District) was created in 1958 under the provisions of Section 6400 of the State of California Health and Safety Code. An elected board of directors governs the District and has the power to construct, maintain, and operate facilities for the collection, treatment, and disposal of wastewater and solid waste for the benefit of the lands and inhabitants within the San Mateo County communities of El Granada, Princeton-by-the-Sea, Miramar, and northern Half Moon Bay.

Reporting Entity

The accounts of the District are organized on the basis of funds or account groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which are comprised of each fund's assets, liabilities, fund balance, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The District's funds consist of the following:

Proprietary Fund Type - Enterprise Fund

The Enterprise Fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. All assets and liabilities associated with the Enterprise Fund's activities are included in the statement of net position.

Fiduciary Fund Type - Agency Fund

The Agency Fund (Assessment District) is used to account for assets held by the District in a trustee capacity or as an agent for individuals, private organizations, other funds and/or other governments. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. All assets and liabilities associated with the Assessment District's activities are included in the statement of fiduciary net position.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Both the Enterprise Fund and the Agency Fund are accounted for on an economic resources measurement focus using the accrual basis of accounting in accordance with generally accepted accounting principles. Under this basis of accounting, revenues are recognized when earned except property taxes which are recognized in the year they are levied and expenses are recognized when the related liability is incurred.

The District applies all Governmental Accounting Standards Board (GASB) pronouncements as well as the Financial Accounting Standards Board pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements and the State Controller's

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 1 – Organization and Summary of Significant Accounting Policies, continued

Minimum Audit Requirements for California Special Districts. The District has elected not to apply FASB statements and interpretations issued subsequent to November 30, 1989.

Risk Management

The District is a member of the California Sanitation Risk Management Authority (CSRMA) which provides general liability coverage. Participation in the CSRMA risk sharing pool provides the District general liability coverage up to \$750,000 and excess coverage up to \$10 million.

Capital Assets

Capital assets for the Enterprise Fund are recorded at cost to the District for purchases or at an estimated cost when assets are contributed. Depreciation is charged to expense for all capital assets and is computed using the straight-line method over the estimated useful lives of five to 50 years.

Property Tax Revenues and Sewer Service Charges

Property taxes and sewer service charges are billed and collected by the County of San Mateo through the property tax billings. Real property taxes are levied against owners of record. The taxes are due in two installments on November 1 and February 1, and become delinquent after December 10 and April 10, respectively. Property taxes are based on assessed values of real property. A revaluation of all real property must be made upon sale or completion of construction. Amounts due from the County of San Mateo include both property taxes and sewer service charges.

Connection Fees

Connection fees consist of charges to homes and businesses for connecting to the District's sewer system.

Operating Revenues and Expenses

The District's operating revenues are those revenues generated from the primary operation of the District's sewer service. Operating expenses are those expenses that are essential to the primary operation of its sewer system. All other revenues and expenses are reported as non-operating revenues and expenses.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Investments

Investments in mutual funds and debt instruments are carried at fair value as determined in an active market. Investments in the State of California Local Agency Investment Fund are carried at cost which approximates fair value and are included in cash and cash equivalents in the statements of net position.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the District considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 2 – Cash and Cash Equivalents

The District's cash and cash equivalents are held in federally insured deposit accounts with financial institutions and an external investment pool.

External Investment Pool

The District invests in the California State Treasurer's Local Agency Investment Fund (LAIF). LAIF was established in 1977, is regulated by California Government Code Section 16429, and under the day-to-day administration of the State Treasurer. As of June 30, 2014, LAIF had approximately \$71 billion in investments.

LAIF determines fair value on its investment portfolio based on market quotations for those securities where market quotations are readily available, and on amortized cost of best estimate for those securities where market value is not readily available. The District's investments with LAIF at June 30, 2014 included a portion of the pooled funds invested in structured notes and asset-backed securities. These investments are described as follows.

Structured Notes are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and / or that have embedded forwards or options.

Asset-Backed Securities, the bulk of which are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as Collateralized Mortgage Obligations) or credit card receivables.

Investments are subject to certain types of risks, including interest rate risk, custodial credit risk, credit quality risk, and concentration of credit risk. The following describes those risks.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal policy regarding interest rate risk.

Custodial Credit Risk

Custodial credit risk is the risk that the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District does not have a formal policy regarding custodial credit risk. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. With respect to investments, custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or investment pools such as LAIF.

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 2 – Cash and Cash Equivalents, continued

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District does not have a formal policy regarding credit risk. LAIF does not receive a rating from a nationally recognized statistical rating organization.

Concentration of Credit Risk

The District has limitations on the amount that can be invested in any one issue beyond that stipulated by the California Government Code.

The FDIC insured the bank balances up to \$250,000 for each bank, except for non-interest bearing transaction accounts at institutions participating in the FDIC's Temporary Liquidity Guarantee Program, which are provided with unlimited deposit guarantee.

The District's cash and cash equivalents consist of the following at June 30, 2014:

	<u>Carrying Amount</u>	<u>Depository Balance</u>
Amounts insured by federal deposit insurance, or collateralized with securities held by the District in its name.	\$ 97,361	\$ 97,361
Amounts held on deposit with the State of California Local Agency Investment Fund, collateralized by investments registered in the State's name.	<u>3,418,600</u>	<u>3,418,600</u>
	<u>\$ 3,515,961</u>	<u>\$ 3,515,961</u>

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 2 – Cash and Cash Equivalents, continued

The District’s cash and cash equivalents are presented as \$3,515,961 in the statements of net position and \$3,153,422 in the statements of fiduciary net position. The difference between the carrying amount and the depositary balance represents outstanding checks and deposits in transit.

The District’s cash and cash equivalents consist of the following at June 30, 2013:

	<u>Carrying Amount</u>	<u>Depositary Balance</u>
Amounts insured by federal deposit insurance, or collateralized with securities held by the District in its name.	\$ 133,892	\$ 140,587
Amounts held on deposit with the State of California Local Agency Investment Fund, collateralized by investments registered in the State’s name.	<u>3,189,303</u>	<u>3,189,303</u>
	<u>\$ 3,323,195</u>	<u>\$ 3,329,890</u>

The District’s cash and cash equivalents are presented as \$3,323,195 in the statements of net position and \$3,153,422 in the statements of fiduciary net position. The difference between the carrying amount and the depositary balance represents outstanding checks and deposits in transit.

Note 3 – Agency Fund

In 1994, Granada Sanitary District established the Assessment District to finance the expansion of the sewage treatment facility owned and maintained by the Sewer Authority Mid-Coastside. Special Assessment Limited Obligation Improvement Bonds were issued through the Assessment District to generate the funds necessary to meet the District’s portion of the expansion costs. The Agency Fund is used to account for the debt service transactions of the Assessment District. The District acts as an agent with respect to the collection of special assessments from property owners and the payment of principal and interest to special assessment debt holders. The only investments reported by the District are held in the Agency Fund which consist of mutual funds and debt instruments held by a trustee.

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 4 – Capital Assets

Changes in capital assets consist of the following for the year ended June 30, 2014:

	<u>June 30, 2013</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2014</u>
Equipment	\$ 22,153	\$ -	\$ -	\$ 22,153
Collection and conveyance facilities	10,520,578	-	-	10,520,578
Less accumulated depreciation	<u>(5,141,943)</u>	<u>(251,503)</u>	-	<u>(5,393,446)</u>
	5,400,788	(251,503)	-	5,149,285
Land	<u>876,534</u>	-	-	<u>876,534</u>
	<u>\$ 6,277,322</u>	<u>\$ (251,503)</u>	<u>\$ -</u>	<u>\$ 6,025,819</u>

Depreciation expense for the year-end June 30, 2014 was \$251,503.

Changes in capital assets consist of the following for the year ended June 30, 2013:

	<u>June 30, 2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>Reclass/Adj.</u>	<u>June 30, 2013</u>
Equipment	\$ 22,153	\$ -	\$ -	\$ -	\$ 22,153
Collection and conveyance facilities	9,525,284	-	-	995,294	10,520,578
Less accumulated Depreciation	<u>(4,897,508)</u>	<u>(244,435)</u>	-	-	<u>(5,141,943)</u>
	4,649,929	(244,435)	-	995,294	5,400,788
Construction in progress	800,813	194,481	-	(995,294)	-
Land	<u>876,534</u>	-	-	-	<u>876,534</u>
	<u>\$ 6,327,276</u>	<u>\$ (49,954)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,277,322</u>

Depreciation expense for the year-end June 30, 2013 was \$244,435.

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 5 – Investment in Sewer Authority Mid-Coastside

Sewer Authority Mid-Coastside (Authority) was created by a Joint Exercise of Powers Agreement between the City of Half Moon Bay, the Granada Sanitary District, and the Montara Sanitary District. The Authority was established to construct, maintain, and operate facilities for the collection, treatment, and disposal of wastewater for the benefit of the lands and inhabitants within the member agencies' respective boundaries. Audited financial statements of the Authority are available at its office in Half Moon Bay, California.

The following is a summary of financial information of the Authority from its June 30, 2014 and 2013 audited financial statements:

	2014	2013
Total assets	\$ 17,411,504	\$ 17,411,504
Total liabilities	795,299	795,299
Net position	\$ 16,616,205	\$ 16,616,205
Operating revenues	\$ 4,054,058	\$ 4,054,058
Operating expenses	5,600,438	5,600,438
Operating loss	(1,546,380)	(1,546,380)
Total non-operating revenues, net	88,475	88,475
Net loss	\$ (1,457,905)	\$ (1,457,905)

Each member's ownership at June 30, 2014 consists of the City of Half Moon Bay 50.5%, Granada Sanitary District 29.5%, and Montara Sanitary District 20%.

The decreases in the District's equity in the Authority for the year ended June 30, 2014 and 2013 of \$318,257 and \$413,226, respectively, and are included in the statements of revenues, expenses, and changes in net position.

Total payments made to the Authority for operations, maintenance, collections and capital for the years ended June 30, 2014 and 2013 were \$1,228,884 and \$1,228,884, respectively.

Note 6 – Advances to Assessment District

1 - As part of the bond issuance financed through the Assessment District, the District was required to make two separate advances to the Agency Fund. In August 1996 the District transferred \$600,000 into the Bond Reserve Fund of the Assessment District to be used as a reserve for the payment of future bond interest and principal. During the years ended June 30, 2014 and 2013, repayments of \$- and \$135,000 were received from the Assessment District. This advance is entitled to interest earnings on the fund balance.

2 - The District was also required to advance \$700,000 in August of 1996 into the Noncontingent Assessment Fund of the Assessment District. The advance was used to purchase noncontingent assessments for undevelopable parcels within the District. No repayments have been made to date.

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 6 – Advances to Assessment District, continued

3 – Supplemental Funding - The District advanced \$1,100,726 to the Assessment District which were the proceeds of an installment obligation of the District in the amount of \$1,145,000 payable with interest over a term of 20 years. The aggregate amount reimbursable totals \$1,987,542 including interest paid on the note. The amounts due to the District listed above are documented in District ordinance 153 and bond resolutions 2003-008 and 2003-012.

Note 7 – Advance to Montara Sanitary District

Due to financial difficulties experienced by the Montara Sanitary District (MSD) in 1996, they were unable to continue funding their portion of the plant expansion of the Authority. The District advanced \$1,085,094 of the plant expansion costs on behalf of MSD. According to the Authority funding agreement, there is no repayment schedule, and reimbursement of the advance will occur only if MSD requires additional capacity in the sewage treatment facility. The future capacity needs of MSD are unknown at this time and thus, due to the lack of a firm repayment schedule and unknown future payment requirements of MSD, the District has recorded an allowance of the full amount of initial debt (\$1,085,094) to reflect the uncertainty of future repayment.

The District calculates interest on the advance at a rate of 7.278%. Management has determined that the likelihood of any interest payment is remote, therefore an allowance has been placed on the full accrued interest balance of approximately \$1,154,892 and \$1,075,919 at June 30, 2014 and 2013, respectively.

Note 8 – Note Payable

On August 1, 1996 the District financed a portion of the sewage treatment plant expansion with the issuance of a Certificate of Participation in the amount of \$1,145,000. The terms of the agreement include annual principal payments beginning September 1, 1997 and continuing until September 1, 2016. Interest is payable semi-annually on March 1 and September 1 of each year and the rate had varied between 4.75% and 6.75%. The District refinanced the Certificate of Participation with a note payable in August of 2002 at a fixed interest rate of 4.95%. The payment terms remained the same as the original agreement.

Principal maturities of the note payable at June 30, 2014 consist of the following:

Year Ending June 30,	Principal	Interest	Total
2015	\$ 86,000	\$ 11,286	\$ 97,286
2016	90,000	6,930	96,930
2017	95,000	2,351	97,351
	<u>\$ 271,000</u>	<u>\$ 20,567</u>	<u>\$ 291,567</u>

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 9 – Special Assessment Debt

During 1996, the District issued Special Assessment Limited Obligation Improvement Bonds in the amount of \$8,188,583 to finance the expansion of the sewage treatment plant owned and operated by the Authority. The Agency Fund is used to account for the debt service transactions. The District refinanced the bonds in September 2004 with an interest rate ranging from 2.25% to 6.125% payable semi-annually. The bond principal is paid annually with a final maturity date of September 2022. At June 30, 2014 and 2013 \$4,010,000 and \$4,010,000 are outstanding. The District is not obligated to repay this debt, but only acts as an agent for the property owners by collecting assessments, forwarding collections to special assessment debt holders, and initiating foreclosure proceedings.

Note 10 – Operating Lease Commitment

The District leases office space with monthly rent of \$2,496 plus additional maintenance costs. The lease originally expired November 2007, but was extended until November 2014 with monthly rent increased to \$3,000 plus additional maintenance costs. The District also leases a copier on a multi-year lease.

Future minimum lease payments at June 30, 2014 consist of the following:

<u>Year Ending June 30,</u>	
2015	\$ <u>19,827</u>
	\$ <u><u>19,827</u></u>

Note 11 – Contingent Liabilities

Contingent liabilities of an indeterminable amount include normal recurring pending claims and litigation related to the District's operations. According to outside legal counsel, none of the litigation is expected to have a material effect on the financial statements. Therefore, no provision for losses has been included in these financial statements.

Note 12 – Employees' Retirement Plan

Plan Description

The District's defined benefit pension plan, (the "Plan"), provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The Plan is part of the Public Agency portion of the California Public Employees Retirement System (PERS), a cost sharing multiple-employer plan administered by PERS, which acts as a common investment and administrative agent for participating public employers within the State of California. A menu of benefit provisions as well as other requirements is established by State statutes within the Public Employees' Retirement Law.

The District selects optional benefit provisions from the benefit menu by contract with PERS and adopts

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 12 – Employees’ Retirement Plan, continued

those benefits through Board Action. PERS issues a separate annual financial report. Copies of the PERS’ annual financial report may be obtained from the PERS Executive Office 400 P Street – Sacramento, California 95814.

Funding Policy

Active plan members in the Plan are required to contribute 7% of their annual covered salary. The District is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The District pays the employee and employer's portion for retirement. The actuarial methods and assumptions used are those adopted by the PERS Board of Administration.

The required employer contribution rates for fiscal years ended June 30, 2014 and 2013 were 25.431% and 24.428%, respectively. The contribution requirements of the plan members are established by State statute and the employer contribution rate is established and may be amended by PERS.

Annual Pension Cost

For fiscal years ended June 30, 2014 and 2013, the District's annual pension cost was \$31,211 and 30,879, respectively, which was equal to the District's required and actual contribution. The required contribution was determined as part of the June 30, 2011 and 2010 actuarial valuations using the entry age normal actuarial cost method. The actuarial assumptions included: (a) 7.5% investment rate of return (net of administrative expenses); (b) projected annual salary increases that vary by age, duration of service, and type of employment; (c) 3.0% inflation; (d) 3.25% payroll growth; and (e) individual salary growth based on a merit scale varying by duration of employment coupled with an assumed annual inflation of 3.0% and an annual production growth of 0.25%. The actuarial value of PERS assets was determined using techniques that smooth the effects of short-term volatility in the market value of investments over a 15-year period (smoothed market value) depending on the size of investment gains and/or losses.

Three Year Trend Information of PERS

<u>Year Ended June 30,</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>
2012	\$ 30,879	100%	-
2013	\$ 31,211	100%	-
2014	\$ 33,420	100%	-

Note 13 – Reclassifications

The financial statements may not be comparable with previous years as the District may have classified certain expense line items differently from the previous years.

GRANADA SANITARY DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2014 and 2013

Note 14 – Prior Period Adjustment

During the 2013 fiscal year the District did a comprehensive review of the Assessment District documents to summarize the amounts advanced to the Assessment District and the interest earned on those amounts. This resulted in a significant re-statement of the amount owed to the District by the Assessment District. The amounts owed are summarized in Note 6 to these financial statements.

Note 15 – Subsequent Events

The District has evaluated subsequent events through November 15, 2014, which is the date the basic financial statements were available to be issued.

Agenda Item

2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, District Administrator
Subject: Consideration of Amending District Mission Statement
Date: March 19, 2015

The Board will consider amending the mission statement adopted on 9/15/05 to include the additional powers of parks and recreation. Below is the current mission statement and a suggestion provided by President Woren. I have also attached a list of five agencies and their mission statements as samples.

District Mission Statement:

"To protect public health and safety, preserve our natural environment, and maintain fiscal soundness by providing high quality service for wastewater, solid waste collection and recycling through responsible operations and management."

Director Woren has contributed the following statement for parks and recreation:

"Serve the community's needs for Parks and Recreation while being respectful of our natural resources."

SAMPLE MISSION STATEMENTS

WILLOW CREEK CSD: Provides water, wastewater, park and rec, & street lighting services.

Mission Statement

The mission of the Willow Creek Community Services District is to deliver efficient, environmentally sound, economical, and compliant services to the residents of Willow Creek. We are committed to providing reliable, high quality water, street lighting, wastewater services and well maintained parks and recreation facilities.

MCKINLEYVILLE CSD: Provides water, wastewater, park and rec, street lighting, & library services.

Mission Statement

Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner.

PHELAN PINON HILLS CSD: Provides water, park and rec, street lighting, solid waste & recycling services.

Mission Statement

The Mission of the Phelan Piñon Hills Community Services District is to provide all authorized services reliably and economically for the promotion of community development and to utilize all available resources for maximum beneficial use.

Vision Statement

To develop a Community Services District that enhances the living experience for all people within the District.

MANILA CSD: Provides water, wastewater, & park and rec. services

MISSION STATEMENT

The District's mission is to serve the community of Manila by providing quality, cost effective and efficient services. Our services include water, sewer, recreation and parks with beach and bay access. The District has a community center and offers information and education to assist parent and families. It works to protect, restore and provide access to natural resources. The District provides a framework for planning to improve the quality of life of the community. It represents the community's interests to the larger community.

STALLION SPRINGS CSD: Provides Water, wastewater, road maintenance, weed abatement and mail services.

Mission Statement

The mission of the Stallion Springs CSD is to provide the highest quality of services, as designated by law, to the community. The service shall be provided in an efficient, economical, reliable manner. The District Board of Directors, management, and staff are committed to promoting a safe, courteous, and positive attitude in accomplishing our mission.

Agenda Item

3



AGREEMENT FOR CONSULTANT SERVICES

Date Prepared: March 5, 2015

Project Name: Granada Community Services District
Logo Design & Style Guidelines **Project No.:** GCS-01

Client: **Name:** *Granada Community Service District*
Address: Post Office Box 335
El Granada, CA 94018
Contact: Delia Comito – (650) 726-7093

Planner: **Name:** *PDS WEST*
Address: 31271 Paseo Sereno
San Juan Capistrano, CA 92675
Contact: Bob Lacoss

Type of Authorization: **New Contract** **Contract Extension**

Estimated Contract Amt.: \$ 3,400

1. SCOPE OF SERVICES

This document authorizes *PDS West (Planner)* to execute the following outlined services for the Client:

- A. *Logo Design*** – Prepare 2-3 alternative logo designs. One design will be a refinement of the existing Granada Community Service District logo, and the other(s) will be a new or derivative logo design.

Preliminary renderings of these alternatives will be sent to the District for review and selection of a preferred alternative. A refined rendering, with any revisions, will be prepared of the selected Logo.

- B. *Logo Style Guide*** - The purpose of this Logo Design Style Guide will be to direct the proper reproduction, production and use of the Granada Community Service District Logo by District and its employees, consultants, and others who may have reason to use the logo as part of their signage, or other elements of the streetscape or public area, or part of their publication or other communication documents.

Preparation of the style guide will include the following tasks:

- 1). Detailed Layouts – The various logo variations (color, black & white, cut metal, carved wood - as well as adjacent logotype, integrated logotype) will be shown with proportional dimensions, angles, radii, etc. Also,

included will be a CD with electronic layouts in PDF and other formats that can be used by printers, professional sign makers/painters, etc.

- 2). Color Palette – Each of the colors will be profiled with corresponding PMS, CMYK, RGB and HEX designations. Mono-chromatic reproduction requirements will also be shown using both white (light) or black (dark) backgrounds.
- 3). Typefaces – Required typefaces for the following will be designated:
 - Integrated name in logo
 - Logo-adjacent name
 - Slogan or descriptive text within logo-type area
- 4). Logo Use Applications – These applications include the following:
 - Stationary, including letterhead and envelopes
 - Data Sheets, Flyers, Etc.
 - Environmental Graphics (Signage)
- 5). Legal Notice – A Legal Notice will be drafted by Planner, establishing the logo ownership as the Water District, and provide requirements for consent to use. The Community Service District’s attorney should review the draft notice and make any appropriate revisions or additions.
- 6). Deliverables – PDS will provide the following:
 - An electronic copy of the Style Guide Booklet in pdf format
 - Two hard copies of the Style Guide Booklet, each including a CD in back with electronic files of the Logo in various formats to allow a variety of printing software and applications. (Additional hard copies of the Style Guide Booklet will be provided as requested at cost)

2. SUBSEQUENT PLANNING SERVICES

After the completion of the Scope of Work, if any additional work or studies are required to supplement the project, such as Letterhead or Stationary Design, Signage Design, amendments or illustrative drawings, these tasks will be performed on a Time-and-Materials basis or be handled by a separate contract or a contract addendum.

Hourly Rates for *Additional Services and Hourly Reimbursable forms of Compensation*: These services shall be paid for at an hourly rate of :

<i>Staff</i>	<i>Standard Hourly Rates</i>
Principal:	\$200
Principal Designer:	\$175
Sr. Project Manager	\$150
Sr. Planner/Designer:	\$150
Senior Graphics Artist:	\$ 125

Senior Landscape Designer: \$ 125
Planner: \$ 100
Landscape Designer: \$ 100
Graphics Artist: \$ 100
Support Staff: \$ 65

3. FEE BASIS AND AMOUNT

Fees shall be payable monthly, calculated on an hourly basis. Payment is due within two weeks of receipt of Invoice. Client understands that Planner will hold Client's retainer (if applicable) to be applied against the last billing on this matter and will refund to client any balance remaining after the same. Fees for work are estimated as follows:

Logo Design Alternatives \$ 1,000
Logo Style Guide \$ 2,400

Total Fees (Plus Expenses) \$ 3,400

4. REIMBURSABLES

Charges for out-of-pocket expenses for services, equipment and facilities not directly furnished by *Planner*, and any unusual items of expense not customarily incurred in our normal operations are computed on the basis of cost plus 12.5 percent. Such items are explained in more detail in Section 7.2 in the General Provisions

5. AUTHORIZATION

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed the day and year first above written.

CLIENT

By: _____ Date: _____

Signature: _____

PDS WEST

By: _____ Date: March 5, 2015

Robert A. Lacoss, Principal



Agenda Item

4

/Leonard

----- Forwarded Message -----

Subject:The MCC Midcoast Parks Forum will be on April 22, 2015 (GCSD)

Date:Mon, 2 Mar 2015 08:33:01 -0800

From:Dave Olson, MCC Chair

To:Leonard D Woren

This is the note I sent to GGNRA (Christine) and State Parks (Joanne).

It will be similar to the meeting we had last year (January 22, 2014).
(The minutes are:

<http://www.midcoastcommunitycouncil.org/storage/mtgs-com2014/2014-01-22-MCC-Minutes.pdf>)

San Mateo County Parks were the main focus at that meeting, but both GGNRA and State Parks were also represented.

Marlene Finley will be there, and probably some other County Parks staff.

We (the MCC) would like to invite both of you to attend. If you have other commitments, perhaps there are other representatives who could attend?

Perhaps the Midcoast Access and Parking study could be discussed, as well as the recent announcement of the GGNRA plans.
(I've not yet heard if the final version of the parking study is out; I know it had been expected in the last week or two.)

I am also inviting a representative from Granada Community Services District, since they are now working on park plans.

I don't have a detailed agenda yet, that will depend on who is coming, and what they want to discuss.

We'll be having the meeting as a dedicated MCC meeting, on April 22nd, 2015, 7PM, at the Cypress Meadows center.

Thanks,

Dave Olson
Chair, Midcoast Community Council

Agenda Item

5

AGENDA
SEWER AUTHORITY MID-COASTSIDE
Board of Directors Special Meeting
7:00 PM, Monday, March 16, 2015

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



-
- 1. CALL TO ORDER**
 - 2. ROLL CALL / PLEDGE OF ALLEGIANCE**
 - 3. PUBLIC COMMENT / ORAL COMMUNICATION**
 - 4. BUDGET WORKSHOP**
 - A. Budget FY 2015-16 Process and Schedule
 - General Manager's Budget Memoranda
 - B. SAM Comprehensive Budget Fiscal Year 2015-16
 1. General (Operating) Budget
 - 2015 Member Agency flows and allocation calculation
 - Administration
 - Treatment
 - NDWSCP
 - Capitalized Replacement Budget - IPS Reinforcement Phase 3 CER
 - SAM Reserves
 2. Collections Contract Budget
 - Collections O&M Budget
 - 2015 Collections Hours and cost allocation calculation
 - 5. NEW BUSINESS**
 - A. Discuss transition plan – General Manager
 - 6. CLOSED SESSION**
 - A. Public Employee Appointment – Government Code Section 54957(b)1 Title: Interim General Manager
 - 7. ADJOURNMENT**

NEXT: Regular Board Meeting: 7:00 p.m., March 23, 2015
SAM Admin Building

**SEWER AUTHORITY MID-COASTSIDE BOARD MEETING
NOTES & GUIDELINES**

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, the address of which is set forth above.

Board meetings are accessible to people with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or an accommodation in order to participate in the public meeting should be made to Susan Turbay at (650) 726-0124 2 (two) days in advance of the meeting.

MINUTES
SAM REGULAR BOARD MEETING
February 23, 2015

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

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

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

2. PUBLIC COMMENT/ ORAL COMMUNICATION - NONE

3. CONSENT AGENDA

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

- A. Approve Minutes of January 23, 2015 Board Meeting
- B. Receive and File Manager's Monthly Reports for January 2015, including:
 - a. Monthly Flow Report
 - b. Financial Statement
 - c. Monthly NPDES Report
 - d. Collection System Data
- C. Approve Disbursements for February 2015

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

4. OLD BUSINESS

- A. Update on Recycled Water Ad-Hoc Committee Meeting of February 12, 2015

Director Boyd reviewed the matters discussed at the ad-hoc Recycled Water Committee meeting held on February 12, 2015. He stated that the next step is for the Committee to draft wording that will be brought back to the Board and then to the Coastside County Water District (CCWD). Director Harvey stated that he would like to see the project move along and contract negotiations with CCWD start in a timely fashion.

5. NEW BUSINESS

- A. Discussion and Possible Action – Formation of an Ad-Hoc Committee to discuss issues concerning the SAM Parcel and the Kehoe Watercourse Easement

General Manager Hopkins recapped the issue of the Kehoe Watercourse erosion and the residents whose homes are backed against it. He requested the Board appoint an ad-hoc Committee to assist the General Manager in meeting with the City of Half Moon Bay regarding the future of the Kehoe Watercourse and the SAM parcel.

Jimmy Benjamin, resident at 400 Pilarcitos Avenue, addressed the Board regarding the presentation of plans for the watercourse from the City of Half Moon Bay and offered to work with the ad-hoc Committee on the erosion and other issues of concern to the community. Mike Ferreira, resident of the Kehoe neighborhood discussed plans for construction of a by-pass from 10 years ago and what prospective plans are now.

Following discussion, Director Boyd moved and Director Woren seconded the motion to direct the Manager to meet with the City staff regarding the necessary consultants, legal and otherwise, deemed necessary, and return to the Board with a set of next steps that would contemplate collaboration between SAM and the City; and to request that SAM be notified of any community meetings and discussions of technical issues having to do with the use of the property, legal and otherwise.

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

- B. Discussion and Possible Action – Authorize Manager to expend an amount not-to-exceed \$10,000 on legal and other services in order to draft documents and agreements related to the SAM Recycled Water Project

General Manager Hopkins discussed the priority of securing funds to cover the legal fees related to drafting operating agreements and developing the contractual obligations between the parties in order to have the funding source identified. He requested a transfer of \$10,000 from the Legal Services Budget into a separate Recycled Water Account that will provide money needed in order to move the project from a concept to a reality. A discussion ensued. Following discussion, Director Woren moved and Director Ruddock seconded the motion to authorize the General Manager to transfer from the Legal Services Budget into a separate Recycled Water Account the amount of not to exceed \$10,000 for legal and other services in order to draft documents and agreements related to the SAM Recycled Water Project.

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

6. GENERAL MANAGER'S REPORT

General Manager Hopkins updated the Board on recent activities during the month of January 2015 as set forth in his Written Report to the Board. A discussion ensued. Director Woren requested that a 5 year flow data table be included in the Board packet every month. Director Boyd requested that, if possible, updated flow data and rain gauge tables be added to the SAM website. Director Woren requested precise maps from CCWD and MWSD as to where their facilities are located. Director Woren also requested data on the replacement and rebuilding of the Portola Pump Station.

7. ATTORNEY'S REPORT

General Counsel Copeland reviewed the request from a Director at the last Board meeting to obtain information regarding the boundaries of the Landstra property as related to the Kehoe watercourse. He informed the Board that he had obtained and provided to the General Manager a recorded copy of the Grant Deed pursuant to which the Landstra property was conveyed to SAM, a copy of the conveyance by which the parcels referenced in the Grant Deed were excepted from that conveyance, and a recorded record of survey. He stated that this information should be useful to SAM and the City, and to any surveyor retained to physically locate the boundaries of the Landstra property.

- A. CASA Attorneys Committee Meeting Report, January 23, 2015

General Counsel Copeland reviewed his written report to the Board, including enacted legislation, proposed legislation, litigation and amended FPPC regulations.

8. DIRECTOR’S REPORT – NONE

9. PUBLIC COMMENT/ORAL COMMUNICATION

Director Woren requested that the Board return to Agenda Item 3A in order to allow for a correction to those minutes. He suggested that the sentence in the minutes of January 26, 2015, page four, item B, paragraph 2, “Following discussion, Director Woren moved and Director Ruddock seconded the motion that, following completion of the FY 2013-14 audit, any excess operating revenue for FY 2013-14 be returned to the Member Agencies in accordance with each agency’s percentage of the FY 2013-14 operating budget” did not reflect the precise motion that he made. He requested that the sentence be corrected to “Following discussion, Director Woren moved and Director Ruddock seconded the motion that, following completion of the FY 2013-14 audit, any excess operating revenue for FY 2013-14 be returned to the Member Agencies in accordance with each agency’s paid percentage of the FY 2013-14 operating budget.”

Director Woren moved and Director Ruddock seconded the motion to approve the minutes of the January 26, 2015 Board meeting as amended.
Woren/Ruddock/8Ayes/0 Noes. The motion passed.

10. CLOSED SESSION

- A. Public Employee Performance Evaluation – Title: General Manager – Government Code 54957

The Board went in to Closed Session at 8:23 P.M. The Board came out of Closed Session at 9:14 P.M. Chair Lohman announced that he had appointed an ad hoc Personnel Committee, consisting of Directors Boyd, Kowalczyk, and Woren, for the purpose of providing directions to the General Manager on any staffing issues that arise during the sooner to occur of the current period of recruitment for an engineering and construction manager position.

11. ADJOURNMENT

Chair Lohman adjourned the meeting at 9:15 P.M., to the SAM Budget Workshop meeting, scheduled for March 16, 2015, at the SAM Administration Building, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.
Respectfully submitted

Recording Secretary

APPROVED BY:

Susan Turbay
Recording Secretary

BOARD SECRETARY

Attachment A

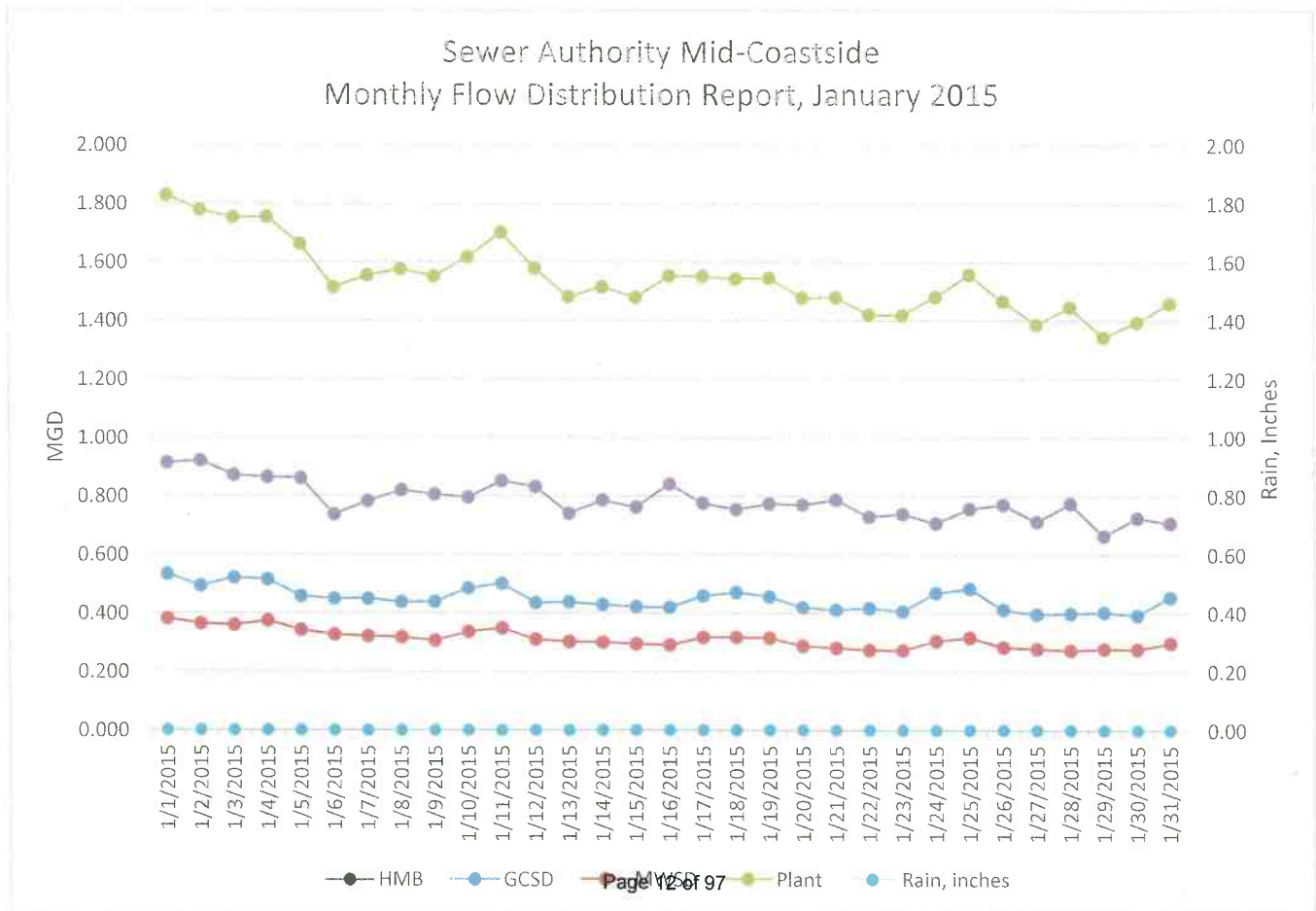
Flow Distribution Report Summary For January 2015

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

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.785	50.9%
Granada Community Services District	0.448	29.0%
Montara Water and Sanitary District	<u>0.311</u>	<u>20.1%</u>
Total	1.544	100.0%



Sewer Authority Mid-Coastside

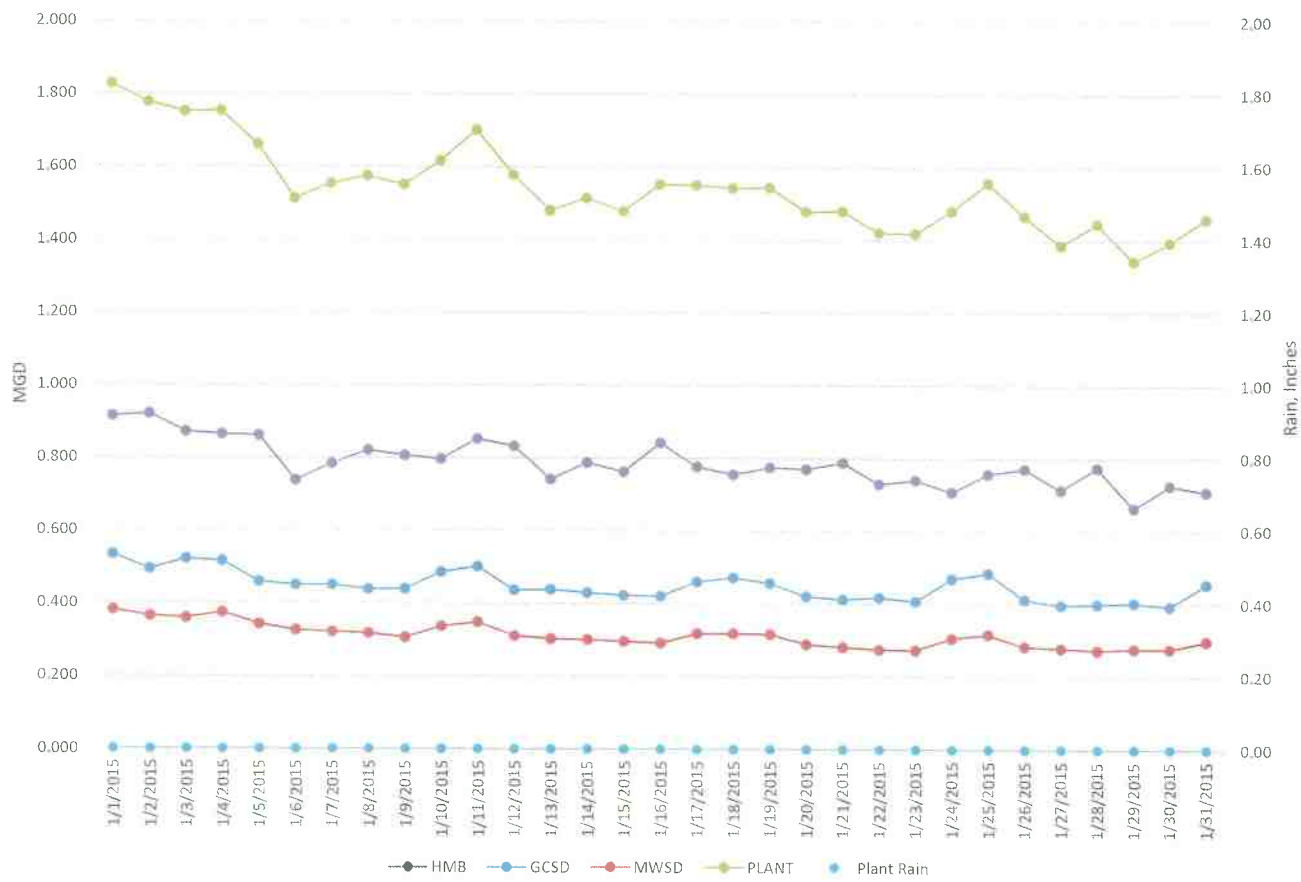
Monthly Flow Distribution Report

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
1/1/2015	0.914	0.533	0.381	1.828	0.00	0.00	0.00
1/2/2015	0.921	0.493	0.364	1.778	0.00	0.00	0.00
1/3/2015	0.872	0.521	0.359	1.752	0.00	0.00	0.00
1/4/2015	0.865	0.515	0.374	1.754	0.00	0.00	0.00
1/5/2015	0.861	0.458	0.342	1.661	0.00	0.00	0.00
1/6/2015	0.737	0.450	0.326	1.513	0.00	0.00	0.00
1/7/2015	0.784	0.450	0.321	1.555	0.00	0.00	0.00
1/8/2015	0.820	0.438	0.317	1.575	0.00	0.00	0.00
1/9/2015	0.806	0.439	0.306	1.551	0.00	0.00	0.00
1/10/2015	0.796	0.485	0.336	1.617	0.00	0.00	0.00
1/11/2015	0.852	0.501	0.348	1.701	0.00	0.00	0.00
1/12/2015	0.832	0.436	0.310	1.578	0.00	0.00	0.00
1/13/2015	0.741	0.438	0.302	1.481	0.00	0.00	0.00
1/14/2015	0.786	0.429	0.300	1.515	0.00	0.00	0.00
1/15/2015	0.762	0.422	0.295	1.479	0.00	0.00	0.00
1/16/2015	0.841	0.420	0.291	1.552	0.00	0.00	0.00
1/17/2015	0.775	0.459	0.317	1.551	0.00	0.00	0.00
1/18/2015	0.754	0.471	0.317	1.542	0.00	0.00	0.00
1/19/2015	0.774	0.456	0.315	1.545	0.00	0.00	0.00
1/20/2015	0.770	0.420	0.288	1.478	0.00	0.00	0.00
1/21/2015	0.787	0.411	0.281	1.479	0.00	0.00	0.00
1/22/2015	0.729	0.417	0.274	1.420	0.00	0.00	0.00
1/23/2015	0.739	0.406	0.273	1.418	0.00	0.00	0.00
1/24/2015	0.707	0.469	0.305	1.481	0.00	0.00	0.00
1/25/2015	0.757	0.484	0.316	1.557	0.00	0.00	0.00
1/26/2015	0.771	0.412	0.283	1.466	0.00	0.00	0.00
1/27/2015	0.713	0.396	0.278	1.387	0.00	0.00	0.00
1/28/2015	0.774	0.399	0.273	1.446	0.00	0.00	0.00
1/29/2015	0.664	0.403	0.277	1.344	0.00	0.00	0.00
1/30/2015	0.725	0.393	0.276	1.394	0.00	0.00	0.00
1/31/2015	0.708	0.454	0.297	1.459	0.00	0.00	0.00
Totals	24.340	13.876	9.642	47.858	0.00	0.00	0.00

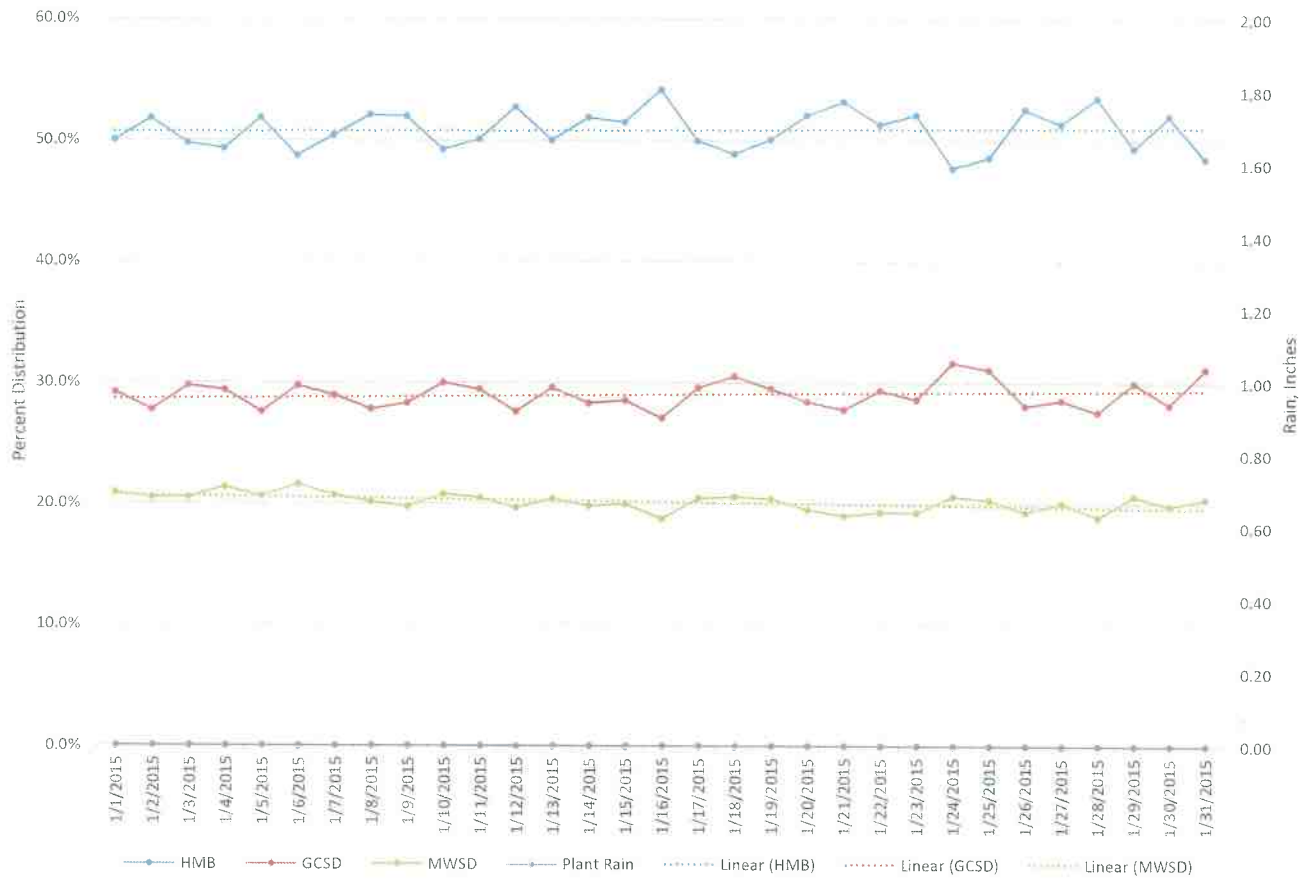
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.664	0.393	0.273	1.344
Average	0.785	0.448	0.311	1.544
Maximum	0.921	0.533	0.381	1.828
Distribution	50.9%	29.0%	20.1%	100.0%

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



Percent Distribution January 2015



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, January 2015

January 2015

	Total	HMB	Number		
			GCSD	MWSD	SAM
Roots	1	0	0	1	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	1	0	0	1	0
		0%	0%	100%	0%

12 Month Moving Total

	Total	HMB	Number		
			GCSD	MWSD	SAM
Roots	5	0	2	3	0
Grease	3	3	0	0	0
Mechanical	5	2	0	1	2
Wet Weather	1	1	0	0	0
Other	4	3	0	1	0
Total	18	9	2	5	2
		50%	11%	28%	11%

Reportable SSOs

	Total	HMB	Number		
			GCSD	MWSD	SAM
January 2015	1	0	0	1	0
12 Month Moving Total	18	9	2	5	2

SSOs / Year / 100 Miles

	Total	HMB	Number		
			GCSD	MWSD	SAM
January 2015	1.0	0.0	0.0	3.7	0.0
12 Month Moving Total	17.2	24.3	6.0	18.5	27.4
Category 1	5.7	8.1	0.0	3.7	27.4
Category 2	3.8	8.1	0.0	3.7	0.0
Category 3	7.7	8.1	6.0	11.1	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

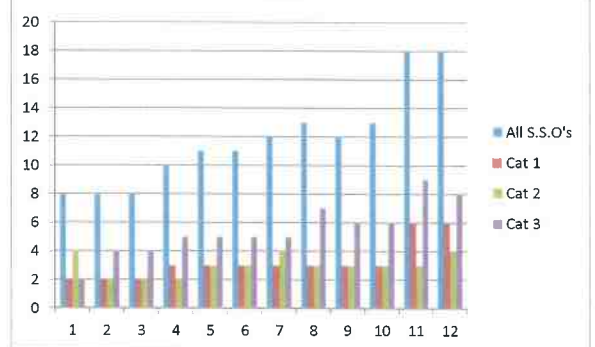
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Feb-14	2,893	11,781	22,467	37,141	7.0
Mar-14	7,559	20,183	15,861	43,603	8.3
Apr-14	4,369	16,414	22,703	43,486	8.2
May-14	5,278	26,336	36,299	67,913	12.9
Jun-14	24,683	11,422	0	36,105	6.8
Jul-14	24,195	23,571	898	48,664	9.2
Aug-14	29,987	18,644	0	48,631	9.2
Sep-14	18,330	24,438	1,545	44,313	8.4
Oct-14	36,513	2,217	379	39,109	7.4
Nov-14	24,566	1,319	3,334	29,219	5.5
Dec-14	35,635	2,604	0	38,239	7.2
Jan-15	7,981	18,083	22,222	48,286	9.1

Annual ft	221,989	177,012	125,708	524,709	
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Annual Mi.	42.0	33.5	23.8		99.4
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Attachment D

12 Month Moving SSO Totals Through January 2015



MINUTES
SAM REGULAR BOARD MEETING
January 26, 2015

1. CALL TO ORDER: Chair Harvey 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, Kowalczyk, Harvey, Boyd, Woren, Lohman
Absent: None

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

2. PUBLIC COMMENT/ ORAL COMMUNICATION

Chair Harvey welcomed Deborah Ruddock to the Board. Chair Harvey suggested moving Item 5D – Informational Update on Activities Related to the Kehoe Watercourse/SAM Parcel after Item 3 – Consent Agenda.

A. SPECIAL ORDER OF THE DAY: Election of SAM Officers

Chair Harvey called for nominations for SAM Chair. Director Boyd nominated Secretary/Treasurer Lohman. Hearing no further nominations, Chair Harvey closed the nomination for chair.

Chair Harvey called for nominations for Vice-Chair. Director Woren nominated Director Ruddock. Hearing no further nominations, Chair Harvey closed the nominations for Vice-Chair.

Chair Harvey called for nominations for Secretary/Treasurer. Director Kowalczyk nominated Director Boyd. Hearing no further nominations, Chair Harvey closed the nominations for Secretary/Treasurer.

Director Woren moved and Director Kowalczyk seconded the motion to approve the nominations of Director Lohman for Chair, Director Ruddock for Vice-Chair, and Director Boyd for Secretary/Treasurer.

Woren/Kowalczyk. By roll call vote; Ruddock Aye/Kowalczyk Aye/Harvey Aye/Boyd Aye/Woren Aye/Lohman Aye. The motion passed.

Director Lohman assumed the position of Chair. Chair Lohman thanked Director Harvey for a wonderful year and commented on the improvement of relations and he would like to see it continue on.

B. SPECIAL ORDER OF THE DAY: Resolution Commending Allan Alifano for three years of service as a SAM Director

Chair Lohman commended Allan Alifano on his service as a SAM Director. Members of the Board also extended their appreciation.

Following a brief discussion, Director Woren moved and Director Harvey seconded the motion to adopt Resolution 1-2015, “Resolution Commending Allan Alifano for three years of service as a SAM Board Director.”

Woren/Harvey/8 Ayes/0 Noes. The motion passed, the resolution was adopted.

- C. SPECIAL ORDER OF THE DAY: Presentation by San Mateo County Resource Conservation District (SMCRCD) staff regarding the results of “First Flush” water quality sampling program.

Kellyx Nelson and Brittani Bohlke of the San Mateo County Resource Conservation District (SMCRCD) presented an overview of the First Flush Program, its partners, field tests and volunteers. Brittani Bohlke reviewed the results for First Flush 2014 and discussed the next steps for the program in San Mateo County. A discussion ensued. Director Boyd suggested the General Manager look into the copper finding at the West Point site.

Following discussion Chair Lohman thanked Ms. Nelson and Ms. Bohlke for their presentation.

3. CONSENT AGENDA

Director Kowalczyk requested that Agenda Item 3Ba – Monthly Flow Report, and Agenda Item 3C- Disbursements for December 2014, be pulled for discussion. Director Woren requested a meeting with staff regarding big ticket items on the check detail report. General Manager Hopkins suggested that, with respect to Agenda Item 3E - Review and Approve Schedule of SAM Board Meetings for 2015, the Monday, May 25, 2015 Board meeting be changed to Tuesday, May 26, 2015.

- A. Approve Minutes of November 17, 2014 Board Meeting
- B. Receive and File Manager’s Monthly Reports for November 2014, and December 2014, including for each month:
 - b. Financial Statement
 - c. Monthly NPDES Report
 - d. Collection System Data
- D. Approve Disbursements for January 2015
- E. Review and Approve Schedule of SAM Board Meetings for 2015

Director Harvey moved and Director Boyd seconded the motion to approve Consent Agenda Items 3A, 3Bb, 3Bc, 3Bd, and 3D as presented, and Agenda Item 3E as amended with respect to the May meeting. Harvey/Boyd/8 Ayes/0 Noes. The motion passed.

3Ba. Monthly Flow Report

Director Kowalczyk reviewed the Half Moon Bay flow data and suggested that staff check to see if the flow is being read correctly.

3C. Approve Disbursements for December 2014

Director Kowalczyk reviewed the payment to Peninsula Pump. A discussion ensued. Director Woren requested a report showing the cost for the past 5 years of repairs for the Portola Pump Station. Following discussion, Director Boyd moved and Director Kowalczyk seconded the motion to approve Agenda Item 3Ba and Agenda Item 3C.

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

5. NEW BUSINESS

D. Informational Update on Activities Related to the Kehoe Watercourse/SAM Parcel

Dante Hall, Community Development Director for the City of Half Moon Bay, addressed the Board to discuss methods that might be taken to mitigate erosion of the drainage embankment located behind the properties fronting on Kehoe Avenue and adjacent to SAM's property. He informed the Board that a design team had met with the residents on December 2, 2014, with a second meeting to be held on February 5, 2015. A discussion ensued. Director Boyd requested returning to the Board with something to help them visualize what the City is considering. He also asked that the Board receive invitations to future meetings with the residents. Chair Lohman requested a presentation and full update of all options at the next SAM Board meeting. Director Boyd requested General Manager Hopkins research information on the Landstra property boundaries.

Chair Lohman thanked Dante Hall for the update.

4. OLD BUSINESS

A. Discussion and Possible Action Regarding Adoption of the Guiding Principles for Recycled Water by the Member Agencies and by the Coastside County Water District

General Manager Hopkins informed the Board that all interested parties have reviewed and approved the Guiding Principles for Recycled Water. Director Kowalczyk volunteered to be on the Recycled Water Committee as replacement for Director Alifano. Chair Lohman asked General Manager Hopkins what can be done with all the information that has been gathered to update all interested parties. General Manager Hopkins suggested an initial meeting of the committee members in order to formulate a plan for moving forward, and then a secondary meeting with all interested parties. A discussion ensued. The committee members concurred to meet Thursday, February 12, 2015, 8:00 a.m. at Pete's Coffee in Half Moon Bay.

B. Ratify Adoption of Salary Schedule for Unrepresented Employees as Required by CalPERS

Following review of the staff report to adopt the salary schedule for unrepresented employees as required by CalPERS, Director Boyd moved and Director Harvey seconded the motion to ratify the adoption of the salary schedule for unrepresented employees as required by CalPERS. Boyd/Harvey/8 Ayes/0 Noes. The motion passed.

5. NEW BUSINESS

A. Adopt Resolution 2-2015 "A Resolution of Intent to Amend CalPERS Contract"

General Manager Hopkins discussed the current MOU, and new stipulations for SAM paying the Employer's rate of 14.424% instead of the current rate of 15.189% with the Employees share of Employers Rate being 0.765% for FY 2014-15 forward, and an Amendment to Contract with CalPERS that is mandated. A discussion ensued. Following discussion, Director Boyd moved and Director Woren seconded the motion to Adopt

Resolution 2-2015 “A Resolution of Intention to Approve an Amendment to Contract between the Board of Administration California Public Employees’ Retirement system and the Board of Directors Sewer Authority Mid-Coastside.”

Boyd/Ruddock/8 Ayes/0 Noes. The motion passed; the resolution was adopted.

B. Discussion and Possible Action – Refund of excess operating revenue to SAM Member Agencies

General Manager Hopkins outlined three possible options for the Board to consider as to the disposition of excess FY2013-14 operating revenue following completion of the audit for that year.

Following discussion, Director Woren moved and Director Ruddock seconded the motion that, following completion of the FY 2013-14 audit, any excess operating revenue for FY 2013-14 be returned to the Member Agencies in accordance with each agency’s percentage of the FY 2013-14 operating budget.

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

C. Authorize Manager to Purchase Waste-Heat Exchanger

Following a brief discussion, Director Woren moved and Director Boyd seconded the motion to authorize General Manager to purchase a replacement waste-heat exchanger, utilizing R.F. MacDonald as the sole-source for the exchanger and the related labor installation costs, in the amount not-to-exceed \$37,415.00.

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

E. Informational Update Related to the Record Rain Event of December 11-12, 2014

General Manager Hopkins briefed the Board on the performance of the SAM Plant, the SAM IPS, the Portola Wet Weather Flow Management System and staff during the period of December 11th and 12th, 2014 rain event. He informed the Board that the performance at SAM was very good due to staff taking advance action a week prior to the storm.

Director Woren requested the status of the by-pass installation north of El Granada. General Manager Hopkins discussed creating a more robust staffing model that would include a person with electrical motor knowledge and a person with welding and field fabrication skills. He also discussed future action plans and potential for long-term system improvements.

F. Discussion and Possible Action – Emergency Replacement of Vallemar IPS and Re-installation of the #3 Pump at Montara Pump Station

General Manager Hopkins discussed the emergency replacement of the IPS between Montara and Vallemar Pump Stations and re-installation of a third pump at Montara Pump Station, including the retention of SRT Consultants as Consulting Engineer to provide needed engineering services in an amount not-to-exceed \$99,520.00 under its existing contract for engineering services.

A discussion ensued. Director Kowalczyk suggested getting a second bid for the engineering services.

Following discussion, Director Boyd moved and Director Lohman seconded the motion to authorize the Manager to negotiate an engineering services agreement for engineering work, in support of emergency replacement of the IPS between Montara and Vallemar Pump Stations and re-installation of a third pump at Montara Pump Station, with SRT Consultants in an amount not-to-exceed \$99,520.00.

Boyd/Lohman/6 Ayes/2 noes. The motion passed.

6. GENERAL MANAGER'S REPORT

General Manager Hopkins updated the Board on recent activities during the months of November and December 2014 as set forth in his Written Report to the Board. Director Boyd requested a flow report with a five year history, three separate graphs and a five line overlay.

7. ATTORNEY'S REPORT

A. Claim by Patricia Armstrong against the City of Half Moon Bay and SAM

After reviewing the claim letter received from Weintraub Tobin, attorneys representing *Patricia Armstrong*, reviewing correspondence to and from SAM's insurer, and discussing the matter with SAM staff, it was General Counsel Copeland's recommendation to reject the claim.

Director Ruddock moved and Director Woren seconded the motion to reject the claim and transmit the Notice of Rejection of the claim as recommended by Counsel.

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

8. DIRECTOR'S REPORT

Chair Lohman informed the Board that he attended the last LAFCO meeting and that LAFCO has decided to move forward with the MSR for the Harbor District.

9. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

10. ADJOURNMENT

Chair Lohman adjourned the meeting at 10:02 P.M., to the next regular SAM Board meeting, scheduled for February 23, 2015, at the SAM Administration Building, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019.

Respectfully submitted

Susan Turbay
Recording Secretary

APPROVED BY:

BOARD SECRETARY

Attachment A

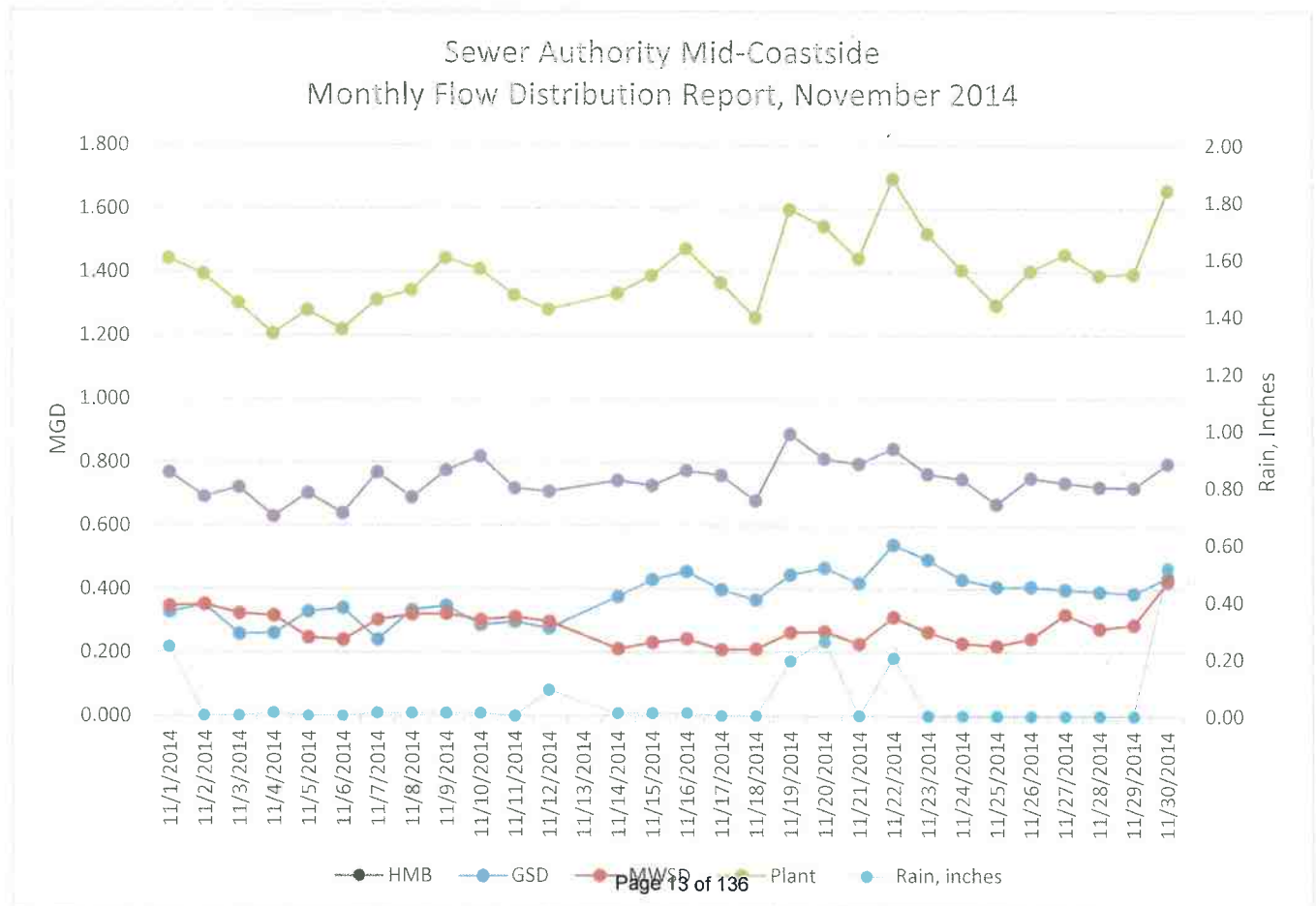
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Sewer Authority Mid-Coastside

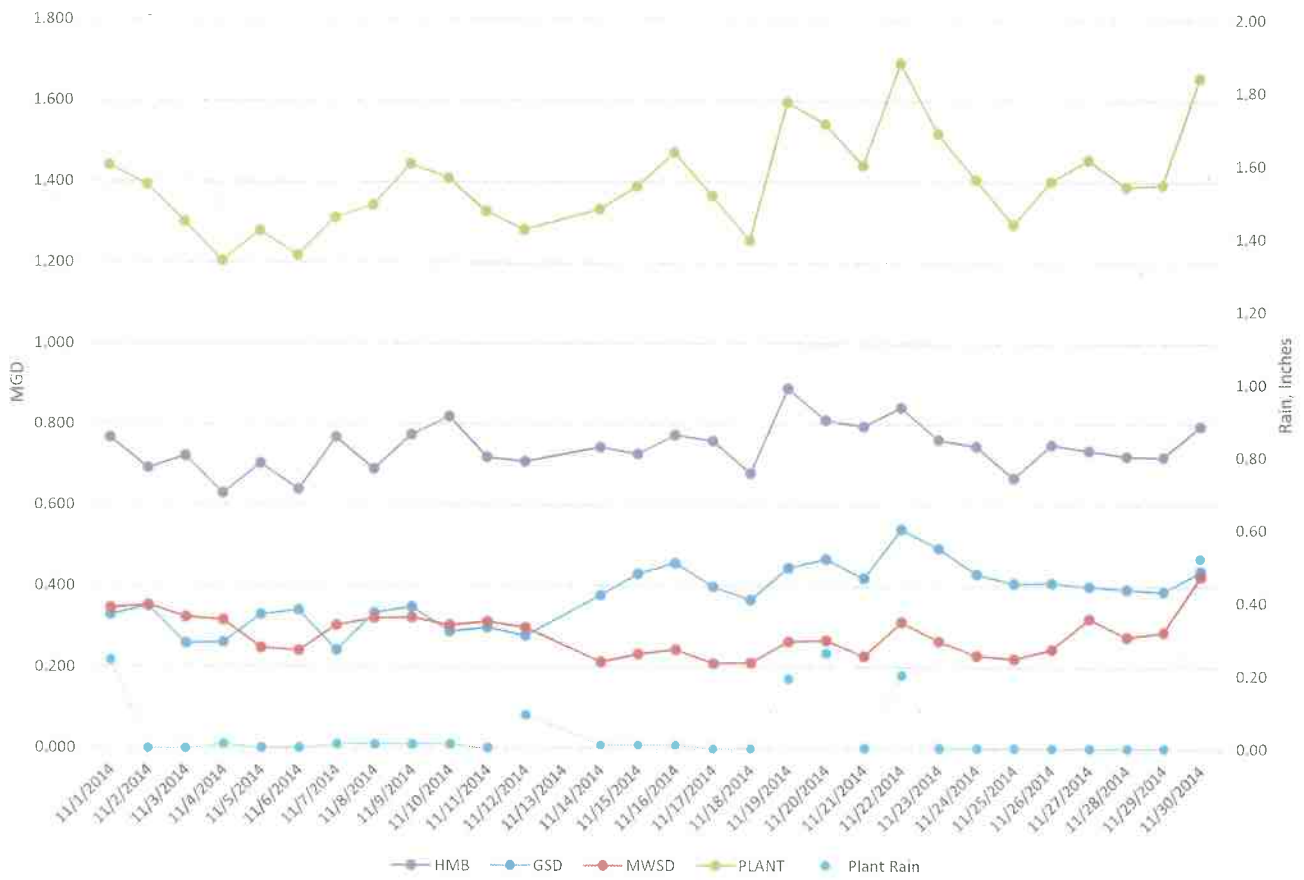
Monthly Flow Distribution Report

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11/3/2014	0.721	0.258	0.323	1.302	0.00	0.00	0.00
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11/18/2014	0.679	0.366	0.211	1.256	0.00	0.00	0.03
11/19/2014	0.889	0.445	0.263	1.597	0.19	0.44	0.76
11/20/2014	0.811	0.467	0.266	1.544	0.26	0.29	0.30
11/21/2014	0.795	0.419	0.227	1.441	0.00	0.00	0.00
11/22/2014	0.842	0.540	0.311	1.693	0.20	0.05	0.42
11/23/2014	0.763	0.493	0.264	1.520	0.00	0.00	0.00
11/24/2014	0.747	0.430	0.229	1.406	0.00	0.00	0.00
11/25/2014	0.667	0.407	0.221	1.295	0.00	0.00	0.00
11/26/2014	0.750	0.408	0.244	1.403	0.00	0.00	0.00
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11/29/2014	0.720	0.387	0.287	1.394	0.00	0.00	0.00
11/30/2014	0.796	0.437	0.424	1.657	0.52	0.77	0.93
Totals	21.550	10.899	8.119	40.568	1.58	1.80	2.75

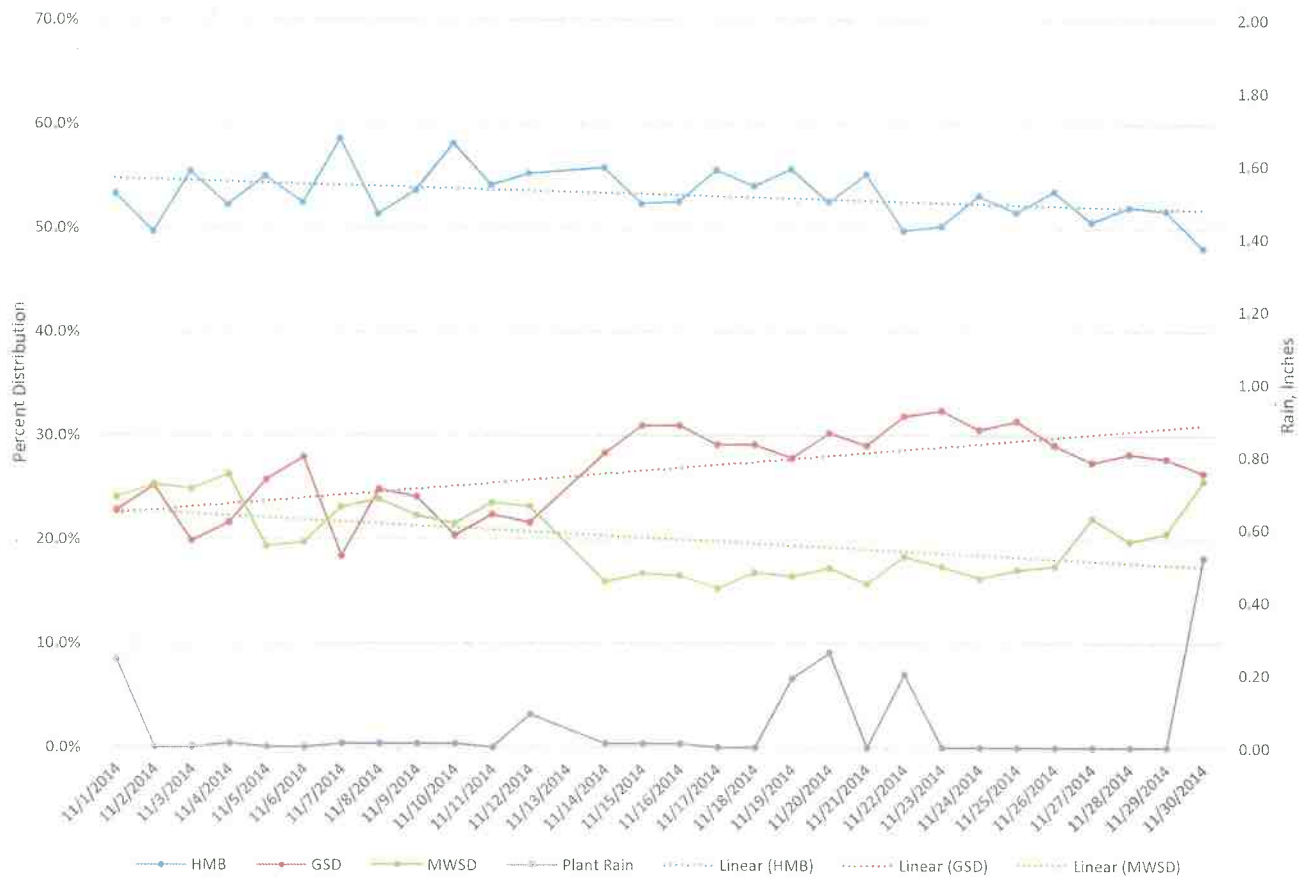
Summary

	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.629	0.241	0.209	1.205
Average	0.743	0.376	0.280	1.399
Maximum	0.889	0.540	0.424	1.693
Distribution	53.1%	26.9%	20.0%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, November 2014



Percent Distribution November 2014



Attachment A

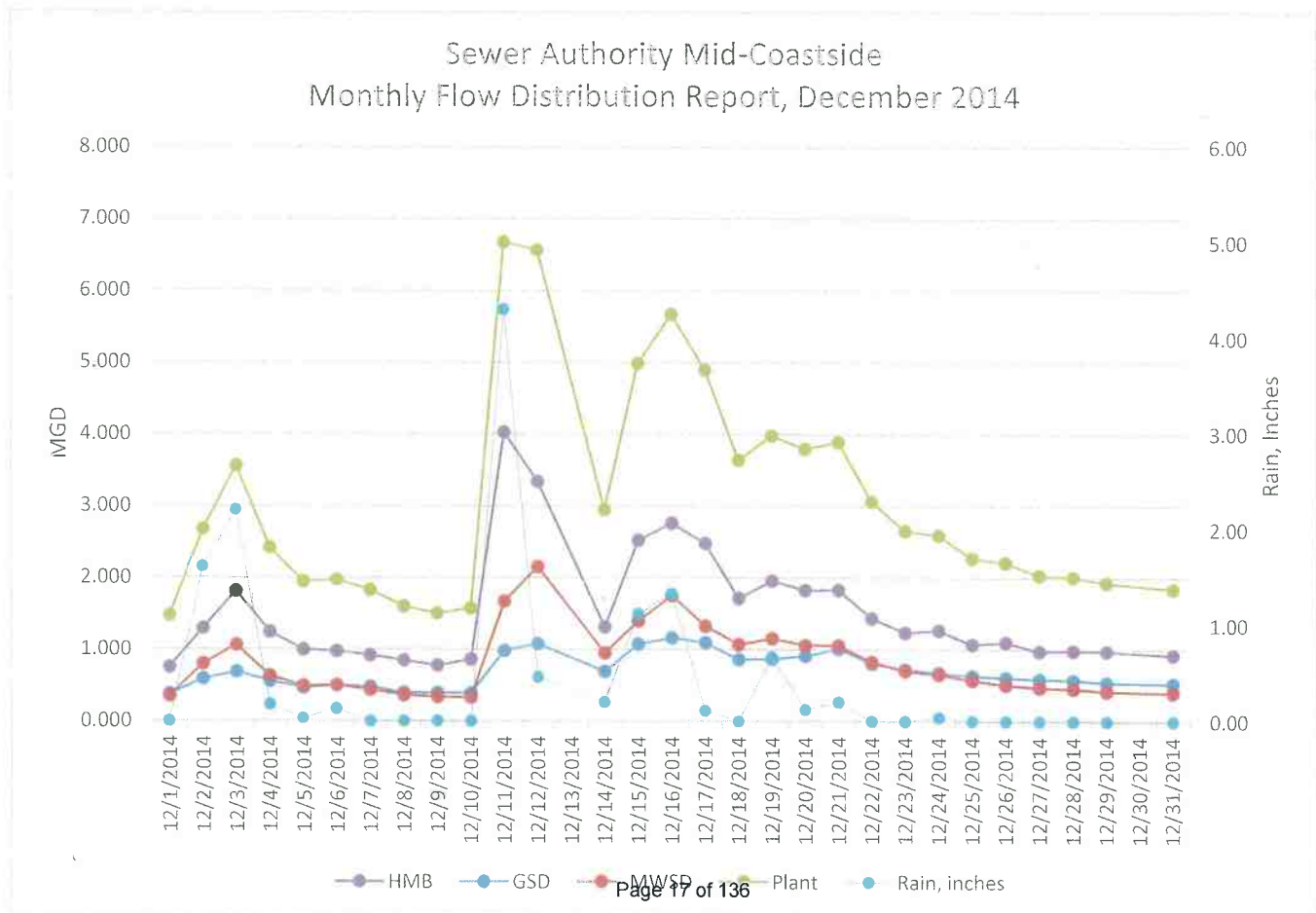
Flow Distribution Report Summary For December 2014

The daily flow report figures for the month of December 2014 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

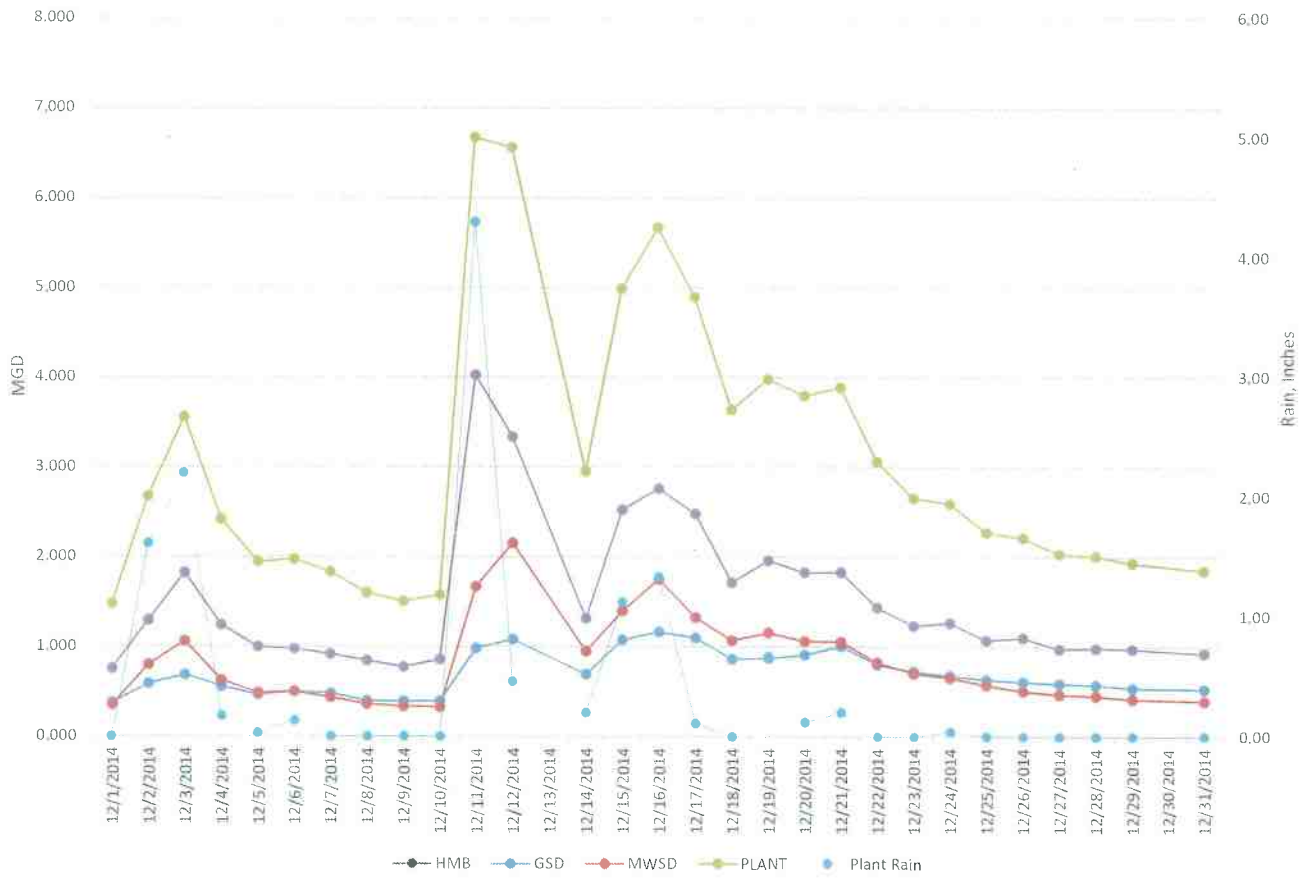
*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

The summary of the ADF information is as follows:

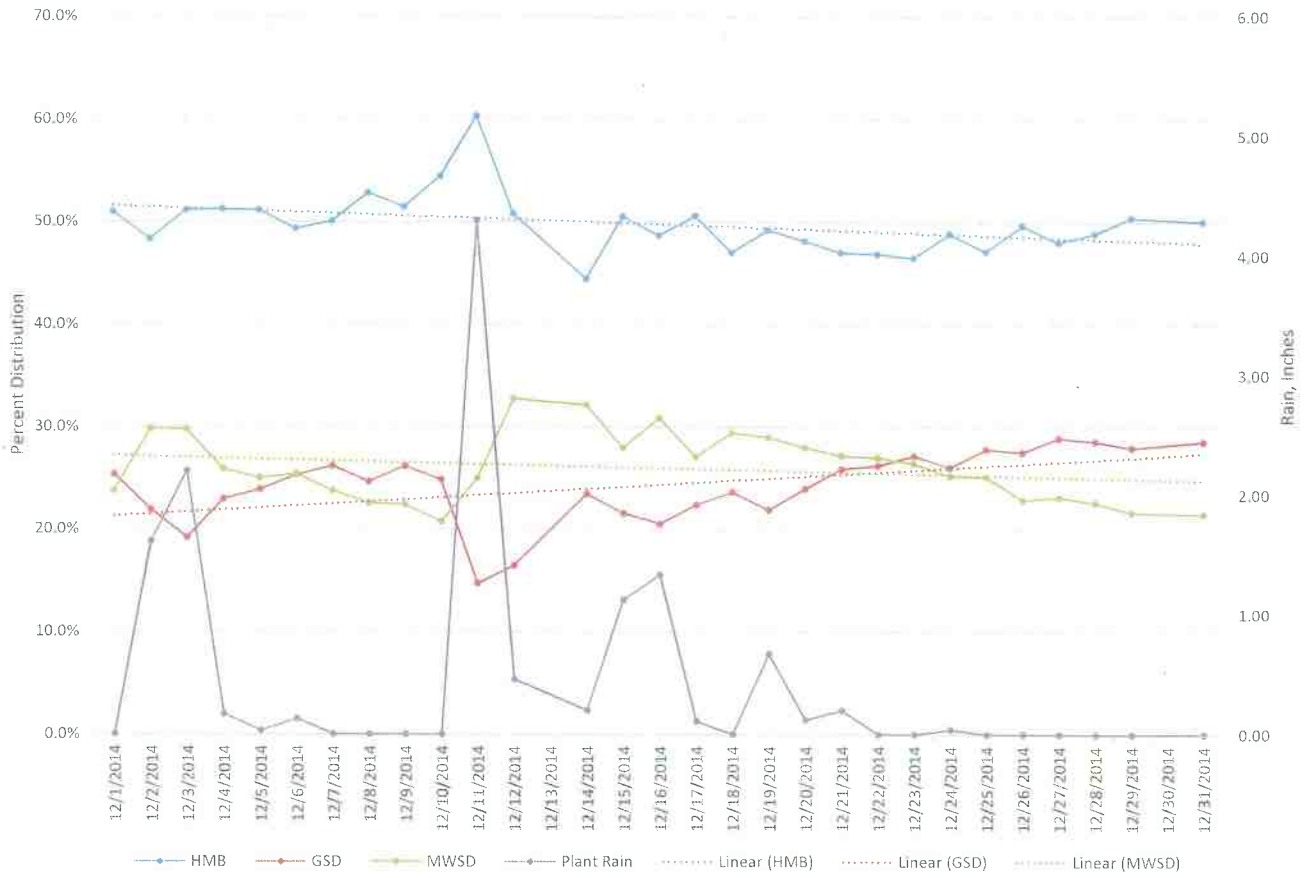
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.522	50.1%
Granada Sanitary District	0.696	22.9%
Montara Water and Sanitary District	<u>0.821</u>	<u>27.0%</u>
Total	3.040	100.0%



Sewer Authority Mid-Coastside Monthly Flow Distribution Report, December 2014



Percent Distribution December 2014



Sewer Authority Mid-Coastside

Monthly Flow Distribution Report

<u>Date</u>	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
12/1/2014	0.749	0.372	0.349	1.471	0.00	0.00	0.00
12/2/2014	1.290	0.584	0.796	2.671	1.61	1.52	1.69
12/3/2014	1.819	0.681	1.057	3.557	2.20	1.00	1.63
12/4/2014	1.237	0.553	0.624	2.414	0.17	0.12	0.17
12/5/2014	0.993	0.463	0.485	1.941	0.03	0.01	0.03
12/6/2014	0.972	0.498	0.500	1.971	0.13	0.09	0.28
12/7/2014	0.915	0.478	0.434	1.827	0.00	0.00	0.00
12/8/2014	0.844	0.393	0.360	1.597	0.00	0.00	0.00
12/9/2014	0.772	0.392	0.336	1.501	0.00	0.02	0.05
12/10/2014	0.857	0.390	0.326	1.573	0.00	0.00	0.00
12/11/2014	4.026	0.980	1.666	6.673	4.30	3.10	5.25
12/12/2014	3.336	1.078	2.149	6.563	0.46	0.29	0.33
12/14/2014	1.311	0.690	0.947	2.948	0.20	0.13	0.23
12/15/2014	2.520	1.074	1.393	4.987	1.12	1.02	1.65
12/16/2014	2.759	1.161	1.748	5.668	1.33	0.71	1.65
12/17/2014	2.476	1.093	1.324	4.894	0.11	0.15	0.47
12/18/2014	1.711	0.858	1.069	3.638	0.00	0.00	0.04
12/19/2014	1.957	0.869	1.152	3.979	0.67	0.48	1.06
12/20/2014	1.826	0.907	1.060	3.793	0.12	0.20	0.36
12/21/2014	1.827	1.005	1.056	3.889	0.20	0.03	0.21
12/22/2014	1.433	0.801	0.825	3.060	0.00	0.00	0.01
12/23/2014	1.233	0.720	0.700	2.653	0.00	0.00	0.00
12/24/2014	1.264	0.674	0.652	2.591	0.04	0.04	0.08
12/25/2014	1.070	0.631	0.570	2.271	0.00	0.00	0.00
12/26/2014	1.097	0.608	0.505	2.211	0.00	0.00	0.00
12/27/2014	0.975	0.586	0.469	2.030	0.00	0.00	0.00
12/28/2014	0.980	0.573	0.453	2.007	0.00	0.00	0.00
12/29/2014	0.973	0.539	0.417	1.929	0.00	0.00	0.00
12/31/2014	0.921	0.525	0.395	1.842	0.00	0.00	0.00
Totals	44.144	20.188	23.817	88.149	12.69	8.91	15.19

Summary

	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.749	0.372	0.326	1.471
Average	1.522	0.696	0.821	3.040
Maximum	4.026	1.161	2.149	6.673
Distribution	50.1%	22.9%	27.0%	100.0%

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, November 2014

November 2014

	Total	HMB	Number		
			GSD	MWSD	SAM
Roots	1	0	1	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	1	0	1	0	0
		0%	100%	0%	0%

12 Month Moving Total

	Total	HMB	Number		
			GSD	MWSD	SAM
Roots	3	0	2	1	0
Grease	3	3	0	0	0
Mechanical	3	2	0	0	1
Wet Weather	0	0	0	0	0
Other	4	3	1	0	0
Total	13	8	3	1	1
		62%	23%	8%	8%

Reportable SSOs

	Total	HMB	Number		
			GSD	MWSD	SAM
November 2014	1	0	1	0	0
12 Month Moving Total	13	8	3	1	1

SSOs / Year / 100 Miles

	Total	HMB	Number		
			GSD	MWSD	SAM
November 2014	1.0	0.0	3.0	0.0	0.0
12 Month Moving Total	12.4	21.6	9.0	3.7	13.7
Category 1	2.9	5.4	0.0	0.0	13.7
Category 2	2.9	8.1	0.0	0.0	0.0
Category 3	5.7	8.1	6.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

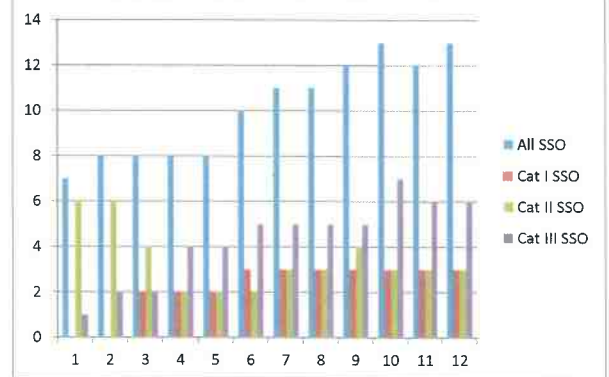
Month	HMB	GSD	MWSD	Total Feet	Total Miles
Dec-13	36,715	282	0	36,997	7.0
Jan-14	5,153	16,084	22,555	43,792	8.3
Feb-14	2,893	11,781	22,467	37,141	7.0
Mar-14	7,559	20,183	15,861	43,603	8.3
Apr-14	4,369	16,414	22,703	43,486	8.2
May-14	5,278	26,336	36,299	67,913	12.9
Jun-14	24,683	11,422	0	36,105	6.8
Jul-14	24,195	23,571	898	48,664	9.2
Aug-14	29,987	18,644	0	48,631	9.2
Sep-14	18,330	24,438	1,545	44,313	8.4
Oct-14	36,513	2,217	379	39,109	7.4
Nov-14	24,566	1,319	3,334	29,219	5.5

Annual ft	220,241	172,691	126,041	518,973	
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Annual Mi.	41.7	32.7	23.9		98.3
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Attachment D

12 Month Moving SSO Totals Through November 2014



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2014

December 2014

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	1	0	1	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	1	0	1	0	0
		0%	100%	0%	0%

12 Month Moving Total

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	4	0	2	2	0
Grease	3	3	0	0	0
Mechanical	5	2	0	1	2
Wet Weather	1	1	0	0	0
Other	5	3	1	1	0
Total	18	9	3	4	2
		50%	17%	22%	11%

Reportable SSOs

	Total	HMB	GSD	MWSD	SAM
December 2014	1	0	1	0	0
12 Month Moving Total	18	9	3	4	2

SSOs / Year / 100 Miles

	Total	HMB	GSD	MWSD	SAM
December 2014	1.0	0.0	3.0	0.0	0.0
12 Month Moving Total	17.2	24.3	9.0	14.8	27.4
Category 1	5.7	8.1	0.0	3.7	27.4
Category 2	2.9	8.1	0.0	0.0	0.0
Category 3	8.6	8.1	9.0	11.1	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

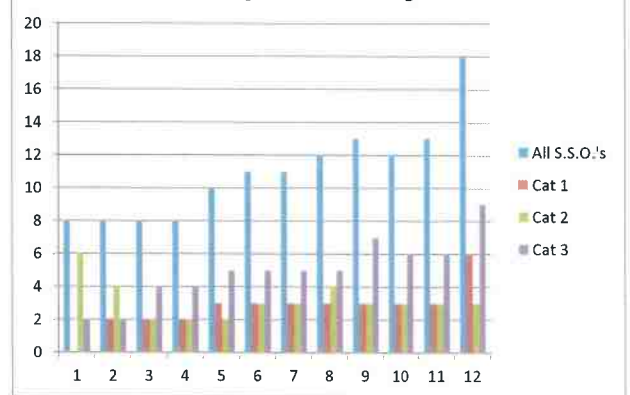
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Jan-14	5,153	16,084	22,555	43,792	8.3
Feb-14	2,893	11,781	22,467	37,141	7.0
Mar-14	7,559	20,183	15,861	43,603	8.3
Apr-14	4,369	16,414	22,703	43,486	8.2
May-14	5,278	26,336	36,299	67,913	12.9
Jun-14	24,683	11,422	0	36,105	6.8
Jul-14	24,195	23,571	898	48,664	9.2
Aug-14	29,987	18,644	0	48,631	9.2
Sep-14	18,330	24,438	1,545	44,313	8.4
Oct-14	36,513	2,217	379	39,109	7.4
Nov-14	24,566	1,319	3,334	29,219	5.5
Dec-14	35,635	2,604	0	38,239	7.2

Annual ft.	219,161	175,013	126,041	520,215	
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Annual Mi.	41.5	33.1	23.9		98.5
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12 Month Moving SSO Totals Through December 2014



Agenda Item

6



GRANADA COMMUNITY SERVICES DISTRICT

Minutes

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, January 15, 2015

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

The Special Meeting of the Granada Community Services District Board of Directors was called to order at 6:38 p.m.

ROLL CALL

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

Staff: General Manager Chuck Duffy, Attorney William Parkin, and District Administrator Delia Comito (7:30 pm meeting only).

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

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

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

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

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

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

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

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

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

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

The Regular Meeting of the Granada Sanitary District Board of Directors was called to order at 7:33 p.m.

ROLL CALL

All present.

GENERAL PUBLIC PARTICIPATION

Chris Johnson suggested that an ad-hoc committee be created on “mini-parks”. Marlene Finley from San Mateo County Parks stated that they are working on a survey and looking forward to working with the District to determine parks and recreation priorities.

Director Lohman was appointed to an ad-hoc committee to work with the fire district to see if a mutually beneficial use of the vacant lot next to the post office can be achieved.

ACTION AGENDA

1. Consideration of a Resolution Ordering Even-Numbered Year Elections For Board of Directors.

General Manager Duffy explained that the purpose of this item was to encourage greater voter participation in District elections.

ACTION: Director Lohman moved to approve the Resolution as presented.
(Lohman/Clark) Approved 5-0.

2. Consideration of Improvements to the District’s Burnham Strip Property.

The Board held a discussion on several issues pertaining to the District’s Burnham Strip Property.

CONSENT AGENDA

4. Approval of January 2015 Warrants (Check No. 5719 - 5748).

5. Approval of December 2014 Financial Statements.

6. Approval of Assessment District Distribution #6-14/15.

Director Woren requested that Item 3 on the Consent Agenda be pulled for discussion.

ACTION: Director Lohman moved to approve Consent Agenda Items 4,5 & 6.
(Lohman/Clark) Approved 5-0.

3. Approval of December 11, 2014 Special Meeting Minutes.

Director Woren requested that the language contained in Item 2 of the December 11 meeting minutes be changed by removing the word “preserve” and replacing it with “protect”.

ACTION: Director Lohman moved to approve the Consent Agenda Item 3 as amended above. (Lohman/Clark) Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

8. Attorney's Report.

9. General Manager's Report.

General Manager Duffy gave a brief report stating that the CIP was complete.

10. Administrator's Report.

11. Engineer's Report.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:45 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: March 19, 2015

Agenda Item

7

Granada Sanitary District
FEBRUARY WARRANTS
FOR THE MARCH 19, 2015 BOARD OF DIRECTORS MEETING

Num	Date	Name	Memo	Account	Original Amount
5749	01/12/15	Delia Olivas-Comito	Deposit to Petty Cash	1020 · Petty Cash	-227.10
5750	01/12/15	Purchase Power	Ofc Supplies: Postage	6140 · Office Supplies	-211.16
5751	01/20/15	David Seaton	Dir Comp: Board Mtg 01/15/15	6040 · Directors' Compensation	-145.00
5752	01/20/15	Jim Blanchard	Dir Comp: Board Mtg 01/15/15	6040 · Directors' Compensation	-145.00
5753	01/20/15	Leonard Woren	Dir Comp: Board Mtg 01/15/15	6040 · Directors' Compensation	-145.00
5754	01/20/15	Matthew Clark	Dir Comp: Board Mtg 01/15/15	6040 · Directors' Compensation	-145.00
5755	01/20/15	Ric Lohman	Dir Comp: Board Mtg 01/15/15	6040 · Directors' Compensation	-145.00
5756	01/20/15	Delia Olivas-Comito	Educ & Travel Reim: Nov-Dec 2014	6050 · Education & Travel Reimb	-98.00
5757	01/20/15	Erin Brazil	Educ & Travel Reim: Jul-Dec 2014	6050 · Education & Travel Reimb	-62.16
5758	01/27/15	PG&E	Utilities: Naples Pump Stn 12/11/14-01/11/15	6170 · Utilities	-304.06
5759	01/27/15	PG&E	Utilities: Dist Ofc 12/18/14-01/19/15	6170 · Utilities	-103.17
5760	01/27/15	Staples	Ofc Supplies: Inv Closing Date 01/15/15	6140 · Office Supplies	-116.65
5761	01/27/15	Wells Fargo Busi Card - 8790	Ofc Supplies: Misc Expenses	6140 · Office Supplies	-764.44
5762	02/17/15	Leonard Woren	Dir Comp: SAM Mtg 01/26/15	6040 · Directors' Compensation	-45.00
5763	02/17/15	Ric Lohman	Dir Comp: SAM Mtg 01/26/15	6040 · Directors' Compensation	-45.00
5764	02/17/15	Ric Lohman	Dir Comp: CSDA Mtg 02/03/15	6040 · Directors' Compensation	-101.65
5765	02/17/15	Adam Rosenberg	Accounting: 1096 & 1099 Prep	6152 · Accounting	-179.32
5766	02/17/15	Alhambra & Sierra Springs	Ofc Supplies: Water Inv Dtd 01/29/15	6140 · Office Supplies	-20.89
5767	02/17/15	AT&T	Utilities: Naples Pump Stn 01/23/15-02/22/15	6170 · Utilities	-62.21
5768	02/17/15	City National Bank	Deb Svc (COP): Mar 2015	5030 · Plant Shortfall Debt Service	-4,578.75
5769	02/17/15	Comcast	Utilities: Internet & Phone Svcs Feb 2015	6170 · Utilities	-186.88
5770	02/17/15	DataQuick	Memberships: Feb 2015	6100 · Memberships	-163.20
5771	02/17/15	Dudek	Prof Svcs: Gen Mgr 12/27/14-01/30/15	6151 · General Manager	-7,398.70
5772	02/17/15	Half Moon Bay Review	Pub & Notices: 01/24/15 Recycle Day	6160 · Publications & Notices	-517.50
5773	02/17/15	Hue & Cry, Inc	Utilities: Naples Bch Alarm Feb 2015	6170 · Utilities	-29.95
5774	02/17/15	KBA Docusys Inc	Copier Lease: Jan 2015 & Copy Chrgs	6020 · Copier lease	-435.63
5775	02/17/15	Kennedy Jenks	Eng Svcs: 11/29/14-12/26/14 (Sum #110)	6070 · Engineering Services	-12,248.15
5776	02/17/15	Pacifica Community TV	Video Taping: 01/15/15 Mtg	6180 · Video Taping	-250.00

Granada Sanitary District
FEBRUARY WARRANTS
 FOR THE MARCH 19, 2015 BOARD OF DIRECTORS MEETING

Num	Date	Name	Memo	Account	Original Amount
5777	02/17/15	Rodolfo Romero	Ofc Maint & Repairs: Jan 2015	6130 · Office Maint & Rprs	-140.00
5778	02/17/15	Sewer Authority Mid-Coastside	Adm/Trmt/Coll Asmts: Mar 2015	5012 · SAM - Administration	-112,615.00
5779	02/17/15	Sewer Authority Mid-Coastside	ML Sys Rprs: Lift Stn Maint	5050 · Mainline System Repairs	-2,265.63
5780	02/17/15	Verizon Wireless	Utilities: Cell Phone Feb 2015	6170 · Utilities	-86.79
5781	02/17/15	Wells Fargo Busi Card - 8790	Office Supplies: Pizza for 01/15/15 Mtg	6140 · Office Supplies	-66.60
5782	02/17/15	White Nelson Diehl Evans, LLP	Accounting: Consulting on QB File	6152 · Accounting	-1,675.00
5783	02/17/15	Wittwer & Parkin	Legal Svcs: Jan 2015	6090 · Legal Services	-2,388.50
5784	02/17/15	Working Dirt Management, Inc	Ofc Lease: Mar 2015	6120 · Office Lease	-4,000.00
TOTAL:					-152,112.09

Agenda Item

8

Granada Sanitary District
MARCH WARRANTS
FOR THE MARCH 19, 2015 BOARD OF DIRECTORS MEETING

Num	Date	Name	Memo	Account	Original Amount
5785	02/26/15	Leonard Woren	Dir Comp: SAM Mtg 02/23/15	6040 · Directors' Compensation	-45.00
5786	02/26/15	Ric Lohman	Dir Comp: SAM Mtg 02/23/15	6040 · Directors' Compensation	-45.00
5787	02/26/15	PG&E	Utilities: Naples Pump Stn 01/12/15-02/10/15	6170 · Utilities	-190.60
5788	02/26/15	PG&E	Utilities: Dist Ofc 01/20/15-02/18/15	6170 · Utilities	-85.69
5789	02/26/15	Pitney Bowes	Ofc Supplies: Meter Rental 01/16/15-03/15/15	6140 · Office Supplies	-76.56
5790	02/26/15	Bell Plumbing	Lat Repair: 523 Valencia	5060 · Lateral Repairs	-10,109.00
5791	02/26/15	Bell Plumbing	Lat Repair: 522 Coronado	5060 · Lateral Repairs	-4,509.00
5792	03/05/15	Leonard Woren	Ofc Supplies: Reim for UPS back-ups (2)	6140 · Office Supplies	-217.98
5793	03/05/15	State Fund Comp Insurance	Ins: Premium 03/01/15-06/01/15	6080 · Insurance	-235.50
5794	03/16/15	Alhambra & Sierra Springs	Ofc Supplies: Water Inv Dtd 02/26/15	6140 · Office Supplies	-11.76
5795	03/16/15	AT&T	Utilities: Naples Pump Stn 02/23/15-03/22/15	6170 · Utilities	-86.06
5796	03/16/15	Comcast	Utilities: Internet & Phone Svcs Mar 2015	6170 · Utilities	-286.83
5797	03/16/15	DataQuick	Memberships: Mar 2015	6100 · Memberships	-163.20
5798	03/16/15	Dog Waste Depot	Pet Waste Stn: Dogipot bags	5070 · Pet Waste Station	-362.97
5799	03/16/15	Dudek	Prof Svcs: Gen Mgr 01/31/15-02/27/15	6151 · General Manager	-3,150.00
5800	03/16/15	HMB Alarm	Utilities: Dist Ofc Alarm 2nd Qtr 2015	6170 · Utilities	-89.25
5801	03/16/15	HMB Alarm	Utilities: Dist Ofc Alarm Service Call	6170 · Utilities	-125.00
5802	03/16/15	Hue & Cry, Inc	Utilities: Naples Bch Alarm Mar 2015	6170 · Utilities	-29.95
5803	03/16/15	KBA Docusys Inc	Copier Lease: Feb 2015 & Copy Chrsg	6020 · Copier lease	-391.11
5804	03/16/15	Muscio Electric	Ofc Maint & Rprs: Wall jack & fax line rprs	6130 · Office Maint & Rprs	-625.00
5805	03/16/15	Rodolfo Romero	Ofc Maint & Repairs: Feb 2015	6130 · Office Maint & Rprs	-140.00
5806	03/16/15	Sewer Authority Mid-Coastside	Adm/Trmt/Coll Asmts: Apr 2015	5012 · SAM - Administration	-112,615.00
5807	03/16/15	Verizon Wireless	Utilities: Cell Phone Mar 2015	6170 · Utilities	-88.96
5808	03/16/15	Wells Fargo Busi Card - 8790	Of Supplies: Postage for survey	6140 · Office Supplies	-2,231.72
5809	03/16/15	Wittwer & Parkin	Legal Svcs: Feb 2015	6090 · Legal Services	-1,300.50
5810	03/16/15	Working Dirt Management, Inc	Ofc Lease: Apr 2015	6120 · Office Lease	-4,000.00
TOTAL:					-141,211.64

Agenda Item

9

Granada Community Services District

**Financial Statements
For January 31, 2015**

Granada Community Services District

Balance Sheet

As of January 31, 2015

	<u>Jan 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - Wells Fargo Checking - Gen Op	326,595.68
1010 - Wells Fargo Checking - Special	8,898.01
1020 - Petty Cash	302.80
1030 - Cash - LAIF	3,197,371.51
Total Checking/Savings	<u>3,533,168.00</u>

Granada Community Services District
 Profit & Loss - Budget vs. Actual
 January 2015

	Current Month			Year to Date		
	Jan 15	Budget	\$ Over Budget	Jul '14 - Jan 15	Budget	\$ Over Budget
Ordinary Income/Expense						
INCOME						
4000 - Operating Revenue						
4010 - Property Tax Allocation	4,013.19	45,833.33	-41,820.14	263,289.80	320,833.35	-57,543.55
4020 - Sewer Service Charges	177.32	106,083.33	-105,906.01	646,104.48	742,583.35	-96,478.87
4030 - AD OH Reimbursement	4,900.00	2,950.00	1,950.00	15,200.00	20,650.00	-5,450.00
4040 - Recology Franchise Fee	2,941.31	1,958.33	982.98	11,152.72	13,708.35	-2,555.63
Total 4000 - Operating Revenue	12,031.82	156,824.99	-144,793.17	935,747.00	1,097,775.05	-162,028.05
4100 - Non Operating Revenue						
4120 - Interest on Reserves	1,805.49	583.33	1,222.16	1,966.18	4,083.35	-2,117.17
4130 - Connection Fees	11,740.00	1,175.00	10,565.00	25,840.00	8,225.00	17,615.00
4150 - Repayment of Adv to AD-NCA	0.00	11,250.00	-11,250.00	0.00	78,750.00	-78,750.00
4170 - ERAF Refund from Prior Yr	266,815.73	200,000.00	66,815.73	266,815.73	200,000.00	66,815.73
4180 - Misc Income	0.00	166.67	-166.67	750.70	1,166.69	-415.99
Total 4100 - Non Operating Revenue	280,361.22	213,175.00	67,186.22	295,372.61	292,225.04	3,147.57
Total Income	292,393.04	369,999.99	-77,606.95	1,231,119.61	1,390,000.09	-158,880.48
EXPENSE						
5000 - Operations						
5010 - SAM - General	82,346.00	82,346.00	0.00	576,422.00	576,422.00	0.00
5020 - SAM - Collections	21,922.00	21,921.75	0.25	153,454.00	153,452.25	1.75
5030 - Plant Shortfall Debt Service	4,578.75	0.00	4,578.75	97,286.00	47,200.00	50,086.00
5050 - Mainline System Repairs	0.00	833.33	-833.33	2,523.43	5,833.35	-3,309.92
5060 - Lateral Repairs	0.00	3,333.33	-3,333.33	35,618.00	23,333.35	12,284.65
5065 - CCTV	0.00	2,500.00	-2,500.00	1,099.00	17,500.00	-16,401.00
5070 - Pet Waste Station	0.00	125.00	-125.00	409.96	875.00	-465.04
Total 5000 - Operations	108,846.75	111,059.41	-2,212.66	866,812.39	824,615.95	42,196.44
6000 - Administration						
6010 - Auditing	0.00	666.67	-666.67	6,336.00	4,666.69	1,669.31
6020 - Copier lease	435.63	583.33	-147.70	4,086.70	4,083.35	3.35
6030 - County Tax Roll Charges	0.00	0.00	0.00	3,848.97	3,800.00	48.97
6040 - Directors' Compensation	725.00	916.67	-191.67	5,312.50	6,416.69	-1,104.19
6050 - Education & Travel Reimb	160.16	166.67	-6.51	339.92	1,166.69	-826.77

January 2015

	Current Month			Year to Date		
	Jan 15	Budget	\$ Over Budget	Jul '14 - Jan 15	Budget	\$ Over Budget
6060 - Employee Compensation	14,309.03	13,375.00	934.03	98,189.32	93,625.00	4,564.32
6070 - Engineering Services (General)	10,625.65	1,666.67	8,958.98	13,416.38	11,666.69	1,749.69
6080 - Insurance	0.00	1,000.00	-1,000.00	850.71	7,000.00	-6,149.29
6090 - Legal Services	5,071.50	5,000.00	71.50	55,347.05	35,000.00	20,347.05
6100 - Memberships	163.20	833.33	-670.13	7,459.84	5,833.35	1,626.49
6110 - Newsletter	0.00	208.33	-208.33	0.00	1,458.35	-1,458.35
6120 - Office Lease	4,000.00	4,166.67	-166.67	27,861.24	29,166.69	-1,305.45
6130 - Office Maintenance & Repairs	140.00	166.67	-26.67	1,274.07	1,166.69	107.38
6140 - Office Supplies	1,117.25	416.67	700.58	3,805.93	2,916.69	889.24
6150 - Professional Services	7,064.34	5,583.34	1,481.00	53,723.47	39,083.38	14,640.09
6160 - Publications & Notices	0.00	291.67	-291.67	4,944.82	2,041.69	2,903.13
6170 - Utilities	750.04	733.33	16.71	4,955.08	5,133.35	-178.27
6180 - Video Taping	0.00	250.00	-250.00	750.00	1,750.00	-1,000.00
6190 - Computers	0.00	83.33	-83.33	152.24	583.35	-431.11
6220 - Miscellaneous	0.00	583.33	-583.33	17,083.59	4,083.35	13,000.24
6230 - Bank Service Charges	348.55	0.00	348.55	1,901.15	0.00	1,901.15
Total 6000 - Administration	<u>44,910.35</u>	<u>36,691.68</u>	<u>8,218.67</u>	<u>311,638.98</u>	<u>260,642.00</u>	<u>50,996.98</u>
Total Expense	<u>153,757.10</u>	<u>147,751.09</u>	<u>6,006.01</u>	<u>1,178,451.37</u>	<u>1,085,257.95</u>	<u>93,193.42</u>
Net Income	<u>138,635.94</u>	<u>222,248.90</u>	<u>-83,612.96</u>	<u>52,668.24</u>	<u>304,742.14</u>	<u>-252,073.90</u>
7000 - Capital Projects						
1314-2 - Sewer Main Replacement	1,622.50	28,333.33	-26,710.83	38,264.23	198,333.35	-160,069.12
1415-1 - SAM - Projects	8,347.00	13,041.67	-4,694.67	58,429.00	91,291.69	-32,862.69
1415-2 - Update SSMP	0.00	166.67	-166.67	0.00	1,166.69	-1,166.69
Total 7000 - Capital Projects	<u>9,969.50</u>	<u>41,541.67</u>	<u>-31,572.17</u>	<u>96,693.23</u>	<u>290,791.73</u>	<u>-194,098.50</u>

Agenda Item

10

Granada Community Services District

**Financial Statements
For February 28, 2015**

Granada Sanitary District
Balance Sheet
As of February 28, 2015

	<u>Feb 28, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - Wells Fargo Checking - Gen Op	85,363.65
1010 - Wells Fargo Checking - Special	8,898.01
1020 - Petty Cash	303.78
1030 - Cash - LAIF	<u>3,437,371.51</u>
Total Checking/Savings	<u>3,531,936.95</u>

Granada Community Services District
 Profit & Loss - Budget vs. Actual
 February 2015

	Current Month			Year to Date		
	Feb 15	Budget	\$ Over Budget	Jul '14 - Feb 15	Budget	\$ Over Budget
Ordinary Income/Expense						
INCOME						
4000 - Operating Revenue						
4010 - Property Tax Allocation	27,294.45	45,833.33	-18,538.88	290,637.73	366,666.68	-76,028.95
4020 - Sewer Service Charges	132,375.72	106,083.33	26,292.39	778,480.20	848,666.68	-70,186.48
4030 - AD OH Reimbursement	0.00	2,950.00	-2,950.00	17,650.00	23,600.00	-5,950.00
4040 - Recology Franchise Fee	1,713.81	1,958.33	-244.52	12,866.53	15,666.68	-2,800.15
Total 4000 - Operating Revenue	161,383.98	156,824.99	4,558.99	1,099,634.46	1,254,600.04	-154,965.58
4100 - Non Operating Revenue						
4120 - Interest on Reserves	0.00	583.33	-583.33	3,771.67	4,666.68	-895.01
4130 - Connection Fees	0.00	1,175.00	-1,175.00	25,840.00	9,400.00	16,440.00
4150 - Repayment of Adv to AD-NCA	0.00	11,250.00	-11,250.00	0.00	90,000.00	-90,000.00
4170 - ERAF Refund from Prior Yr	0.00	0.00	0.00	266,815.73	200,000.00	66,815.73
4180 - Misc Income	900.00	166.67	733.33	1,650.70	1,333.36	317.34
Total 4100 - Non Operating Revenue	900.00	13,175.00	-12,275.00	298,078.10	305,400.04	-7,321.94
Total Income	162,283.98	169,999.99	-7,716.01	1,397,712.56	1,560,000.08	-162,287.52
Expense						
5000 - Operations						
5010 - SAM - General	82,346.00	82,346.00	0.00	658,768.00	658,768.00	0.00
5020 - SAM - Collections	21,922.00	21,921.75	0.25	175,376.00	175,374.00	2.00
5030 - Plant Shortfall Debt Service	0.00	0.00	0.00	97,286.00	47,200.00	50,086.00
5050 - Mainline System Repairs	0.00	833.33	-833.33	2,523.43	6,666.68	-4,143.25
5060 - Lateral Repairs	14,618.00	3,333.33	11,284.67	38,336.00	26,666.68	11,669.32
5065 - CCTV	0.00	2,500.00	-2,500.00	1,099.00	20,000.00	-18,901.00
5070 - Pet Waste Station	0.00	125.00	-125.00	409.96	1,000.00	-590.04
Total 5000 - Operations	118,886.00	111,059.41	7,826.59	973,798.39	935,675.36	38,123.03
6000 - Administration						
6010 - Auditing	0.00	666.67	-666.67	6,336.00	5,333.36	1,002.64
6020 - Copier lease	391.11	583.33	-192.22	4,477.81	4,666.68	-188.87
6030 - County Tax Roll Charges	0.00	0.00	0.00	3,848.97	3,800.00	48.97
6040 - Directors' Compensation	167.50	916.67	-749.17	5,570.00	7,333.36	-1,763.36
6050 - Education & Travel Reimb	24.15	166.67	-142.52	364.07	1,333.36	-969.29

	Current Month			Year to Date		
	Feb 15	Budget	\$ Over Budget	Jul '14 - Feb 15	Budget	\$ Over Budget
6060 · Employee Compensation	12,230.32	13,375.00	-1,144.68	110,419.64	107,000.00	3,419.64
6070 · Engineering Services (General)	0.00	1,666.67	-1,666.67	13,416.38	13,333.36	83.02
6080 · Insurance	0.00	1,000.00	-1,000.00	850.71	8,000.00	-7,149.29
6090 · Legal Services	2,388.50	5,000.00	-2,611.50	57,735.55	40,000.00	17,735.55
6100 · Memberships	163.20	833.33	-670.13	7,623.04	6,666.68	956.36
6110 · Newsletter	0.00	208.33	-208.33	0.00	1,666.68	-1,666.68
6120 · Office Lease	4,000.00	4,166.67	-166.67	31,861.24	33,333.36	-1,472.12
6130 · Office Maintenance & Repairs	140.00	166.67	-26.67	1,414.07	1,333.36	80.71
6140 · Office Supplies	178.94	416.67	-237.73	4,005.76	3,333.36	672.40
6150 · Professional Services	7,578.02	5,583.34	1,994.68	61,301.49	44,666.72	16,634.77
6160 · Publications & Notices	0.00	291.67	-291.67	5,462.32	2,333.36	3,128.96
6170 · Utilities	855.98	733.33	122.65	5,811.06	5,866.68	-55.62
6180 · Video Taping	250.00	250.00	0.00	1,000.00	2,000.00	-1,000.00
6190 · Computers	0.00	83.33	-83.33	152.24	666.68	-514.44
6220 · Miscellaneous	0.00	583.33	-583.33	17,083.59	4,666.68	12,416.91
6230 · Bank Service Charges	259.14	0.00	259.14	2,160.29	0.00	2,160.29
Total 6000 · Administration	28,626.86	36,691.68	-8,064.82	340,894.23	297,333.68	43,560.55
Total Expense	147,512.86	147,751.09	-238.23	1,314,692.62	1,233,009.04	81,683.58
Net Income	14,771.12	22,248.90	-7,477.78	83,019.94	326,991.04	-243,971.10
7000 · Capital Projects						
1314-2 · Sewer Main Replacement	0.00	28,333.33	-28,333.33	38,264.23	226,666.68	-188,402.45
1415-1 · SAM - Projects	8,347.00	13,041.67	-4,694.67	66,776.00	104,333.36	-37,557.36
1415-2 · Update SSMP	0.00	166.67	-166.67	0.00	1,333.36	-1,333.36
Total 7000 · Capital Projects	8,347.00	41,541.67	-33,194.67	105,040.23	332,333.40	-227,293.17

DISTRIBUTION REQUEST NO.: #7-14/15
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,775.35

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
March 19, 2015

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #7-14/15

DATE: February 19, 2015
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,775.35

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs-Dec 2014	\$ 325.35
GSD	P.O. Box 335, El Granada, CA 94018	GSD OH Reim - Jan 2015	\$ 2,450.00
TOTAL:			\$ 2,775.35

DISTRIBUTION REQUEST NO.: #8-14/15
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,970.00

\$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.

Dated:
March 19, 2015

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #8-14/15

DATE: March 19, 2015

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 2,970.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs-Jan 2015	\$ 316.60
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Prepmt Svcs-Jan 2015	\$ 203.40
GSD	P.O. Box 335, El Granada, CA 94018	GSD OH Reim - Feb 2015	\$ 2,450.00
TOTAL:			\$ 2,970.00

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

GRANADA COMMUNITY SERVICES DISTRICT

Administrator's Report

Report Period: January 10, 2015 to March 13, 2015

To: Board of Directors

From: Delia Comito, District Administrator

Date: March 19, 2015

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

There were no requests for information this period.

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

There were three (3) permit applications received this period:

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

Note: Shaded rows were previously reported.

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

There were four (4) sewer permits issued this period:

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

Note: Shaded rows were previously reported.

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

There were two (2) sewer hook-ups this period:

Hook-up Date	Type	Permit No.	Issue Date	Owner	APN	Address
08/25/14	1A	3134	03/21/14	Boyle, James	048-024-480	415 Coronado Ave., Miramar
09/08/14	1A	3135	06/16/14	Stebbins, Bruce	047-222-410	822 Columbus, EG
09/24/14	2A	3131	02/21/14	Freeman, Craig	047-022-060/190	105 California, Princeton
11/06/14	2A	3130	01/30/14	Goldberg, Stan	047-021-100	102 California, Princeton
11/21/14	1A	3137	08/11/14	Kopiej, Krzystof	047-181-890	345 San Pedro Rd, EG

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

Hook-up Date	Type	Permit No.	Issue Date	Owner	APN	Address
01/20/15	1A	3136	07/03/14	Power, Patrick	047-074-220	393 Ave Granada. EG
01/26/15	1A	3139	01/09/15	Coursen, Richard	047-122-110	147 Francisco St, EG

Note: Shaded rows were previously reported.

• **REPAIRS** (Fiscal year-to-date)

There were two (2) repairs this period:

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

Note: Shaded rows were previously reported.

Additional information for 523 Valencia repair: A sewer back up into the house was reported by the homeowner on 12/7/14, resulting in a service call by SAM, who cleared a plug on the District-side of the lateral. The line was later TV'd and determined to be flat. A visual check on 2/25/15 showed the clean-out backing up again. The repair work included concrete, asphalt, and soil excavation and trenching to install 35' of newly graded lateral line.

• **PARKS & RECREATION SURVEY UPDATE**

Survey numbers:

- Number of Households mailed: 2,283
- Number of Returns (Undeliverable): 34
- Total (assumed) Received: 2,249

- Number of Paper Surveys Returned: 534
- Number of Online Surveys: 67
- Total Returned: 601 (or 26.8%)

The surveys are currently being tallied, and the results will be presented at a future board meeting.

12 February 2015

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for February 2015

Capital Improvement Project (2014/2015 CIP)

Construction documents have been finalized for the 2014/2015 CIP project. The tentative schedule for construction is: to advertise for bids on February 25, have bids opened on April 7 and have a recommendation for award at the April Board meeting. Construction is expected to last up to 6 months.

Plan Princeton

Now that the Technical Advisory Committee is considering Draft Preferred Plan we will no longer be attending TAC meeting.

Big Wave NPA

No current activity.

Stoloski Property (Class 3 Permit)

Application information and drawings have been received and reviewed. Before providing review comments a decision needs to be made as to whether the proposed sewer, serving a 4 house subdivision, will be a private or GCSD sewer.