



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

Thursday, June 15, 2017

**CALL REGULAR MEETING TO ORDER AT 7:30 p.m.** District Office Meeting Room,  
504 Avenue Alhambra, 3<sup>rd</sup> Floor, El Granada

**ROLL CALL**

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

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

**GENERAL PUBLIC PARTICIPATION**

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

**ACTION AGENDA**

**1. Consideration of Ordinance Amending the District Ordinance Code Relating to Parks and Other District Property Regulations, and Related Enforcement Provisions - Second Reading.**

**Recommendation:** 1. Read title and waive by motion the reading of the Ordinance.  
2. Adopt the ordinance.

**2. Consideration of Ordinance Amending District Code Article VII Relating to Permit Fees – Second Reading.**

**Recommendation:** 1. Read title and waive by motion the reading of the Ordinance.  
2. Adopt the ordinance.

**3. Consideration of Revised Sewer Authority Mid-Coastside Operations, 5-Year Infrastructure Plan, and Contract Collection Services Budgets for FY 2017/18.**

**Recommendation:** To be made by the Board.

4. **Consideration of Granada Community Services District Operations and Capital Budget for FY 2017/18, and Potential Associated Sewer Service Charge Increase.**

**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 May 11, 2017 Meeting Minutes.**
7. **Approval of May 18, 2017 Meeting Minutes.**
8. **Approval of June 1, 2017 Meeting Minutes.**
9. **Approval of June Warrants for \$ 140,993.68.**
10. **Approval of April 2017 Financial Statements.**
11. **Approval of Assessment District Distribution #10-16/17.**

#### **COMMITTEE REPORTS**

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

#### **INFORMATION CALENDAR**

13. **Attorney's Report. (Wittwer)**
14. **General Manager's Report. (Duffy)**
15. **Administrative Staff Report. (Comito)**
16. **Engineer's Report. (Kennedy Jenks)**

#### **ADJOURN REGULAR MEETING**

At the conclusion of the June 1, 2017 Meeting:

Last Ordinance adopted: No. 167

Last Resolution adopted: No. 2017-003

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

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

**ITEM #1**



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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of an Ordinance Amending the District Ordinance Code  
Relating to Parks and Other District Property Regulations  
Date: June 15, 2017

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Please find attached the Pre-adoption Publication Summary and the Ordinance instituting rules, regulations, and enforcement provisions for district property. Due to a different set of State statutes governing Ordinance format, publication, and readings for a CSD, the District published the attached summary in the San Mateo Daily Journal on 06/10/17. Counsel will explain in further detail at the meeting if the Board has any questions.

The Ordinance was initially presented at the March board meeting, and was then reintroduced in May, after undergoing revisions requested in March. It is now presented for the second reading and final adoption.

Staff recommends Board approval of the attached Ordinance, which will be Ordinance No. 168.



Pre-Adoption Publication Summary

**SUMMARY OF PROPOSED ORDINANCE NO. 168**

**WILL BE CONSIDERED ON JUNE 15, 2017 BY THE BOARD OF DIRECTORS OF THE  
GRANADA COMMUNITY SERVICES DISTRICT.**

**TITLED: AN ORDINANCE AMENDING THE DISTRICT ORDINANCE CODE RELATING TO PARKS AND  
OTHER DISTRICT PROPERTY REGULATIONS, AND RELATED ENFORCEMENT PROVISIONS**

PLEASE TAKE NOTICE that on June 15, 2017, at 7:30 pm at the District Office Meeting Room, 504 Avenue Alhambra, Third Floor, El Granada, California, the Board of Directors of the Granada Community Services District (“District”) will consider the adoption of Ordinance No. 168 which will establish rules applicable to its parklands and other District property and establish methods of enforcement of those rules, including an Administrative Citation process.

The provisions are summarized below. The complete text is posted and can be reviewed at the District Office:

Granada Community Services District  
504 Avenue Alhambra, Third Floor, El Granada, California

The provisions are summarized below. Section 1 of the Ordinance is proposed to amend Section 301(02) of the District Code to prohibit the dumping or burying of waste matter, rocks, concrete, asphalt or dirt within the District. Section 2 of the Ordinance is proposed to add to the District Code Article 3.5 entitled Use and Access of District Parks and District Property which establishes rules and regulations for District Parks and District Property and also involves the creation of a Parks Advisory Committee, and addresses Permits and Fees, Method of Payment of Fees, Fires, General Protective Regulations, Motor Vehicles, Parking, Operation of Bicycles, Noise, Dangerous Activities, and Regulation of Unmanned Aerial Systems. Section 3 of the Ordinance is proposed to amend Article VIII related to Enforcement of the District Code, and added an Administrative Citation process for enforcement against a violation of the District Code.

Attest:

\_\_\_\_\_/s/\_\_\_\_\_  
Secretary to the Board of Directors

# GRANADA COMMUNITY SERVICES DISTRICT

## ORDINANCE NO. 168

### AN ORDINANCE AMENDING THE DISTRICT ORDINANCE CODE RELATING TO PARKS AND OTHER DISTRICT PROPERTY REGULATIONS, AND RELATED ENFORCEMENT PROVISIONS

The Board of Directors of the Granada Community Services District ordains as follows:

**Section 1.** Subsection 301 (02) of the Granada Community Services District Code is hereby amended to read as follows:

**301 (02) Dumping or Burying.**

No person shall dump or place upon or bury in any property within the District any garbage, rubbish, waste matter, rocks, concrete, asphalt, dirt or any other substance under any circumstances whatsoever.

**Section 2.** The Granada Community Services District Code is hereby amended by adding Article 3.5 entitled Use and Access of District Parks and District Property, to read as follows:

### ARTICLE 3.5 USE AND ACCESS OF DISTRICT PARKS AND DISTRICT PROPERTY

**SECTION 351. Definitions.**

For the purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them in this Section, unless the context or the provision clearly requires otherwise:

351 (01) “Amplified Sound” means speech, music or other sound projected or transmitted by Sound Amplifying Equipment including, but not limited to, amplifiers, loudspeakers, microphones, bull horns or similar devices or combinations of devices which are intended to increase the volume, range, distance or intensity of speech, music or other sound and are powered by electricity or other sources of energy.

351 (02) “Committee” shall mean the Granada Community Services District Parks and Recreation Advisory Committee.

351 (03) “District Park” means and includes all real property, including grounds, roadways, parks, playgrounds, open space reservations, recreation centers or any part or area thereof, located within the District and open to the public for either active or passive recreation, whether owned, leased, maintained, improved, or held by permit by the District. The term shall include all buildings, structures and other facilities located on such real property devoted to such use.

351 (04) “District Property” means any real property (other than a District Park or Recreation Area) owned, leased, rented, held as a licensee by the District or any real



property in which the District has an interest. “District Airspace” means the air space below the navigable airspace regulated by the Federal Aviation Administration and above District Property.

351 (05) “Director of Parks”, hereinafter in this Article referred to as “Director” means that person having authority over all parks or recreation areas within the District, and to whom is delegated the primary authority, responsibility and jurisdiction to administer and enforce the provisions of this Article. The General Manager, the Assistant General Manager, or such other person(s) as may be designated by the District Board shall serve as the Director of Parks.

351 (06) “Hiking and Riding Trail” shall mean any trail which has been dedicated by the District for hiking or horseback riding purposes, or both, and which contains District signage identifying such trail as open to the general public for either of such purposes.

351 (07) “Motor Vehicle” shall mean any automobile, truck, bus, van, motorcycle, off-road vehicle, four-wheel drive vehicle, dirt bike, motor-driven vehicle, or any vehicle which is self-propelled.

351 (08) “Recreation Area” as used in this Article shall be construed to mean and shall include all land, facilities and other property owned, leased, rented, held as a licensee by the District or any real property in which the District has an interest, and/or operated by the District on which the District has installed improvements and signage authorizing its use for public recreation, including but not limited to playgrounds, camping areas, swimming pools, golf courses, picnic grounds, athletic fields, public squares, hiking and bicycling paths, horse trails, roadside viewing areas, rest stops, historical monuments, all planting and areas for planting along roads, streets and highways, and all other Recreation Areas, including all buildings, structures, improvements, monuments, apparatus and equipment existing in or that may be erected in any of such areas.

351 (09) “Sound Amplifying Equipment” shall mean any machine or device for the amplification of the human voice, music, or any other sound, but shall not include standard automobile radios or automobile sound systems (including speakers, amplifiers and stereos) for CD players, tape decks or similar sources when used and heard only by the occupants of the vehicle in which the sound source is located, nor radio receiving sets, non-electrical musical instruments, or television sets. “Sound Amplifying Equipment” as used in this Article, shall not include warning devices or sound amplification equipment on District vehicles, or other authorized emergency vehicles, or horns, or other warning devices on any vehicle used only for traffic safety purposes.

351 (10) “Unmanned aerial system (UAS)” means a device that is used or intended to be used for flight in the air without the possibility of direct human intervention from within or on the device, and the associated operational elements and components that are required for the pilot or system operator in command to operate or control the device (such as cameras, sensors, communication links.) This definition includes all types of devices that meet this definition (e.g., model aircraft, quadcopters, drones) that are used for any purpose, including for recreation or commerce.

**SECTION 352. Parks Advisory Committee.**

The District Board shall establish a Parks Advisory Committee, which shall consist of seven (7) members, appointed by and serving at the pleasure of the District Board. The purpose of the Parks Advisory Committee is to ensure community involvement in all phases of park planning, design and development, and to serve to make recommendations to the District Board of Directors. The Committee is advisory only and does not have decision-making authority. The District Board of Directors shall direct the focus and goals of the Committee, and may assign specific tasks. The procedural rules for the Parks Advisory Committee shall be proscribed by Bylaw establishing the Granada Parks Advisory Committee General Rules of Procedure.

**SECTION 353. Permits and Fees.**

353 (01) No person shall enter, occupy or use a District Park or Recreation Area, or any area or facility therein, for which a user fee, deposit or permit is required without first obtaining any applicable permit and paying any applicable fees or deposits in the manner provided by this Article. Any person obtaining a permit to enter or use a District Park or Recreation Area shall display such permit in the manner provided by such permit.

353 (02) No person shall enter a self-registration fee payment area with a vehicle without first (1) depositing the applicable fees; and (2) completing and prominently displaying the permit, so that the permit number is clearly legible from the outside of the vehicle entering the Park or Recreation Area, according to all applicable guidelines either posted at the fee collection vault or printed on the permit.

353 (03) A violation of this section shall be an infraction punishable by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding two hundred dollars (\$200) for a second violation of this Article within one year; and (3) a fine not exceeding five hundred dollars (\$500) for each additional violation of this Article within one year.

**SECTION 354. Method of Payment of Fees.**

354 (01) Except as otherwise provided by this code, all fees and deposits established by the District for the entry or use of District Park and/or Recreation Areas or for designated privileges, services or materials, shall be paid to the Director or his or her designee in the manner determined by the Director. All fees collected shall be deposited in an appropriate account of the Treasury of the District.

354 (02) The Director may designate any Recreation Area or District Park a "self-registration fee payment area." Payment of applicable fees for entry or use of a self-registration fee payment area shall be by deposit into a fee collection vault located at the entrance to such park or Recreation Area. The Director may establish, subject to approval by the Board, policies and procedures for collection of such fees including the hours and dates of collection. Pursuant to guidelines approved by the Board, the Director may waive payment and suspend collection of applicable fees at any self-registration fee payment area.

354 (03) All fee deposit envelopes, permits and receipts shall remain the property of District and shall be subject to inspection by, and surrendered upon demand to, the Director, or any District Park Ranger or other District-designated representative. Fees deposited in any fee collection vault, including any overpayment, are non-refundable. If the fee deposited is insufficient to pay in full the applicable fee, the remaining balance shall be due and payable to the Director or District Park Ranger upon demand.

**SECTION 355. Fires.**

355 (01) No person shall light, build, use or maintain a fire within any Recreation Area or any District Park or within any District Property, except in places specifically provided therefor, and said places shall not be used until user has removed all dead wood, moss, dry leaves or other combustible material which may have gathered around said place so that there is no possible danger of any fire spreading.

355 (02) No person responsible for an authorized fire in any Recreation area or in any District Park or on any District Property shall leave said fire unattended. When the user has finished with the fire, it shall be completely extinguished.

**SECTION 356. General Protective Regulations.**

356 (01) Vegetative. No person shall willfully or negligently pick, dig up, cut, mutilate, destroy, injure, disturb, move, molest, burn, carry away, collect or gather any tree or plant or portion thereof, including but not limited to, leaf mold, flowers, foliage, berries, fruit, grass, turf, humus, shrubs, cones, ferns, mushrooms and dead wood in any District Park or Recreation Area or on any District Property, or on any Hiking and Riding Trail. Nothing in this section shall prevent the taking of any tree or plant or portion thereof, including but not limited to leaf mold, flowers, foliage, berries, fruit, grass, turf, humus, shrubs, cones, ferns, mushrooms and dead wood in any District Park or Recreation Area, any Hiking and Riding Trail by public officials pursuant to their official duties or by scientific permit from the District or the San Mateo County Parks and Recreation Department, for the areas under their respective jurisdictions.

356 (02) Vandalism (Property). No person shall disturb, destroy, remove, deface or injure any property of the District which is located in any Recreation Area or in any District Park or Hiking and Riding Trail, or on any District Property. No person shall cut, carve, paint, mark, paste, or fasten on any tree, fence, wall, building, monument or other property in any District Park or Recreation Area, or Hiking and Riding Trail, or other property in any District Park or Recreation Area, or Hiking and Riding Trail, any advertisement, sign or inscription.

356 (03) Littering. No person shall place or throw bottles, broken glass, crockery, ashes, waste paper, cans or any decaying or putrid matter or other rubbish in any District Park or Recreation Area, except in a receptacle designated for that purpose, and no person shall import or deposit any rubbish into or in any District Park or Recreation Area, or Hiking and Riding Trail, or on any District Property. No person shall transport or dump any rock, rubble, dirt, sand, fill or other similar material into or in any District Park or Recreation Area without the permission of the Director, or the General Manager, or their representatives for the areas under their respective jurisdiction.

356 (04) Reserves and Preserves. All geological and archeological features, plants and animals (dead or alive) are protected and taking (including harassment, harm, hunting, shooting, wounding, killing, trapping, capturing, or collecting) of plants and animals is prohibited, except the taking of such plants and animals as is permitted by regulations specific to the area.

356 (05) Watershed Protection. No person shall contaminate in any way whatsoever any watershed or water supply in any Recreation Area or in any District Park or in any District Property, or in the Watershed, or water supplies of any water purveyor holding a water purveyor's permit issued by the California Department of Health Services pursuant to Public Health Code, chapter 7, section 4011.

356 (06) Water Quality Protection. No person shall wash clothing or cooking utensils, bathe in, or in any other manner pollute the waters of any Recreation Area or any District Park or District Property, or in the Watershed, or water supplies of any water purveyor holding a water purveyor's permit issued by the California Department of Health Services pursuant to Public Health Code, chapter 7, section 4011.

356 (07) Geological Features Protection. No person shall destroy, disturb, mutilate or remove earth, sand, gravel, oil, minerals, rocks, or features of caves, or lay, or set off any explosive material or cause to be done or assist in doing any of said things in any District Park or Recreation Area or in any District Property, or Hiking and Riding Trail without the specific permission of the Director or the General Manager or Chief Engineer, or their representative, for the areas under their respective jurisdictions.

356 (08) Protection of Historical Features. No person shall remove, injure, disfigure, deface or destroy any object of paleontological, archeological, or historical interest or value in any District Park or Recreation Area or in any District Property, or Hiking and Riding Trail nor shall any person engage in any excavation for said objects without first receiving written permission from the Director, or the General Manager or Chief Engineer, or their representatives.

356 (09) Domestic Animals. No cats, fowl or other domesticated animals shall be permitted to enter in any District Park or Recreation Area, either with or without a keeper. No dog shall be permitted to enter in a District Park or Recreation Area unless the dog is upon a secure leash not exceeding six feet in length held continuously in the hands of a person capable of controlling the dog, except in a designated non-leash area. Nothing in this section shall prohibit a service animal required because of a disability and under the control of the person with the disability or a "police dog" under the control of a Peace Officer from entering a District Park or Recreation Area. No person shall release any captured wild animal within any District Park or Recreation Area except for authorized public officials pursuant to their duties.

356 (10) Abandoned Animals. No person shall abandon a dog, cat, fowl or other animal within any District Park or Recreation Area or within any District Property.

356 (11) Feeding Domesticated Animals. No person shall feed any abandoned domesticated animal in any District Park or Recreation Area.

356 (12) Horses Off Trails or Out of Designated Areas. No person shall ride, drive, lead, or keep a saddle horse, pony, mule or other such animal in any District Park or Recreation Area except on such roads, trails or areas so designated and posted by the District.

356 (13) Wildlife. All District Parks and Recreation Areas are sanctuaries for wildlife. No person shall feed, disturb, frighten, hunt, trap, capture, wound, kill, or disturb the natural habitat of, any wild bird, mammal, reptile, fish, amphibian or invertebrate within a District Park or Recreation Area. This prohibition shall not apply to the following:

- (A) Action taken by public officials or their employees or agents, within the scope of their authorized duties, to protect the public health and safety.
- (B) The taking of fish as permitted by State Fish and Game Regulations.
- (C) The capturing and/or taking of park wildlife for scientific research purposes when done with written permission from the District.

356 (14) Firearms and Dangerous Weapons. No person shall have in the person's possession within any District Park or Recreation Area or within any District Property, and no person shall fire or discharge, or cause to be fired or discharged, across, in, or into any portion of any District Park or Recreation area or any portion of any District Property, any gun or firearm, spear, bow and arrow, cross bow, slingshot, air or gas weapon or any other dangerous weapon. Unless otherwise provided by state law, possession of firearms are prohibited within any District Park or Recreation Areas and within any District Property.

356 (15) Loitering After Closing Time. It shall be unlawful for any person to remain in any District Park or Recreation Area, or in any facility within any District Park or Recreation Area, after the posted closing time, unless said person has lawful business therein.

356 (16) Gambling. Gambling in any form, or the operation of gambling devices for merchandise or otherwise in any District Park or Recreation Area or on any District Property is prohibited.

356 (17) Alcoholic Beverages. No person shall possess or consume alcoholic beverages, other than beer or wine, in any form within any District Park or Recreation Area or within any District Property. This section shall not prohibit the dispensing of all types of alcoholic beverages by a licensee under the laws of the State of California, under a food and bar concession from the District or the consumption of such beverages on the premises of such concessionaire, or the consumption of alcoholic beverages by persons holding a written occupancy permit issued by the Parks Director, or his or her representative, for areas under his or her jurisdiction.

356 (18) Private Operations. It shall be unlawful for any person to engage in the business of soliciting, selling or peddling of any liquids or edibles for human consumption, or to hawk, peddle or vend any goods, wares or merchandise of any kind, except upon specific concession or permit secured from the District, or the General Manager or his or her representative.

356 (19) Authorized Operations. All persons, firms, or corporations holding concessions shall keep the grounds used by them properly policed and shall maintain the premises in a sanitary condition to the satisfaction of the Director or General Manager for areas under their respective jurisdictions. No operator of any concession shall retain in his or her employment any person whose presence is deemed by the District or General Manager or Chief Engineer not to be conducive to good order and management.

356 (20) Commercial Filming. No person shall operate a still, motion picture, video or other camera for commercial purposes in any District Park or Recreation Area or on any District Property, except pursuant to a written permit from the Director or the General Manager, or their representative, for the areas under their respective jurisdictions authorizing such activity. This section shall not apply to the commercial operation of cameras as part of the bonafide reporting of news.

356 (21) Closed Areas. No person shall enter any road, trail or area that is posted as closed or restricted without permission from the District.

#### **SECTION 357. Motor Vehicles.**

No person shall operate any Motor Vehicle except upon established paved roads or other established paved areas specifically designated and maintained for normal ingress, egress, and parking. This section shall not apply to any emergency or District vehicle, physically handicapped persons operating wheelchairs or similar devices, or to any person acting in compliance with the directions of a District-designated representative, Park Ranger or Peace Officer.

#### **SECTION 358. Parking.**

No person shall park any Motor Vehicle as defined in this Article within a District Park or Recreation Area or on any or District Property, except upon areas designated for such use. No person shall park a Motor Vehicle, except an authorized emergency vehicle or when in compliance with the directions of a Peace Officer, Park Ranger or other District-designated representative in any of the following places:

In areas where prohibited by “NO PARKING” signs;

On any fire trail, road or access;

On any equestrian or hiking trail;

Blocking or obstructing any gate, entrance or exit;

On any lawn, grassy area or otherwise vegetative area;

In any picnic area;

In such a manner as to take up more than one "Marked" space in any authorized parking area;

In any area where such vehicle blocks or obstructs the free flow of traffic;

Within 15 feet of a fire hydrant;

Adjacent to any curb painted red;

In any District Park or Recreation Area; or

On any District Property after closing time except pursuant to a valid permit.

### **SECTION 359. Operation of Bicycles.**

No person shall operate a bicycle in any District Park or Recreation Area, or on any other District Property, other than on a path designated and signed for that purpose or on a paved vehicular road meant for Motor Vehicles. All bicyclists shall ride in single file, except to pass. No bicyclist shall exceed a safe speed.

### **SECTION 360. Noise Policy.**

360 (01) Declaration of Noise Policy. It is hereby declared to be the policy of the District to prohibit unnecessary, excessive, and annoying noises in all District Parks. At certain levels, noises are detrimental to the health and welfare of persons using District Parks or Recreation Areas, and it is in the public interest to proscribe such noises.

360 (02) Sound Amplifying Equipment. It shall be unlawful for any person to operate any Sound Amplifying Equipment. This section shall not apply to a person operating Sound Amplifying Equipment under a permit granted by the District.

SECTION 361 intentionally omitted.

### **SECTION 362. Dangerous Activities**

Except in areas specifically designated and set aside from time to time by the District for such activities, no person shall engage in dangerous activities within any District Park or Recreation Area or within any other District Property, and in no case shall any person engage in any activity or operate any device recklessly or negligently so as to endanger the life, limb or property of any person. Dangerous activities include, but are not limited to:

Use or possession of fireworks of any kind;

Driving, chipping, or in any other manner playing or practicing golf, or hitting golf balls;

Operating self-propelled model airplanes, boats, automobiles, or other model craft of any kind or description;

Throwing, releasing, or discharging missiles, rockets, or similar projectiles.

Hang-gliding or parachuting;

Operating any gas or hot air balloon (other than a toy balloon).

### **SECTION 363. Regulation of Model Aircraft, Drones, and Other Unmanned Aerial Systems**

This section is necessary to preserve District Parks and Property in their natural state, protect wildlife and natural resources, provide peace, tranquility, and enjoyment for visitors to District Land, reduce the risk of fire, prevent conflicts in uses of District Parks and Property, and foster public safety.

#### **363(01) Prohibited Conduct**

- (A) Launching, landing, or operating UAS from or on District Parks and Property is prohibited unless a Permit is granted by the District.
- (B) Operating UAS within District Airspace is prohibited unless a Permit is granted by the District.
- (C) Using UAS to intentionally or unintentionally touch, tease, frighten, disturb, harass, chase, harm, capture, kill, or maim birds and wildlife is strictly prohibited and is a violation of the District Code, as well as California and federal law. *See, for example,* Bald Eagle Protection Act (16 U.S.C. § 668); Migratory Bird Treaty Act (16 U.S.C. Act § 703); California Endangered Species Act (Fish and Game Code §2080); and 14 Cal. Code Regs. § 251.1.
- (D) A UAS shall not be used to harass, follow, or intimidate another member of the public.

#### **363(02) Exceptions**

UAS for search and rescue operations, fire protection, and law enforcement by any federal, state or local agency are not prohibited by this section or subject to Permit requirements. If any provision of this section is preempted by federal or California law, federal or California law will supersede the provision of this section that is preempted. Nothing in this section will be construed as modifying any requirement imposed by the FAA on the use or operation of UAS in the National Airspace System.

#### **363(03) Permits to Land, Launch, or Operate UAS**

Any person may apply to the District for a Permit to launch, land, or operate UAS on District Parks and Property, or to operate within District Airspace. The granting of the application will be at the discretion of the District. The application will be evaluated based on a number of factors including, but not limited to, whether the requested use and purpose of the application:

- (A) is compatible with the District's use of District Parks and Property;
- (B) is for scientific research or fosters knowledge about the resources on District Parks and Property;



- (C) will result in unacceptable impacts to resources and values, or cause injury or damage to resources;
- (D) is contrary to the purpose for which the preserve was established or unacceptably impact the atmosphere of peace and tranquility maintained for the public;
- (E) interferes with the District's interpretive, visitor services, management, or other program or administrative activities;
- (F) presents any danger to public health and safety; or
- (G) results in significant conflict with other uses.

All Permits shall include the following conditions:

- (A) operators shall report immediately all accidents involving injury (even if involving minor first aid) and any resource or property damage;
- (B) UAS shall be within visual sight of the operator at all times during flight of the UAS;
- (C) operators shall have sufficient liability insurance or proof of membership in an organization, such as the Academy of Model Aeronautics (AMA), which includes insurance coverage with membership.
- (D) inexperienced UAS operators must be accompanied and assisted by an experienced operator;
- (E) the duration of the permit, hours of operation, and the specific area of launch, landing and operation shall be specified;
- (F) UAS shall not disturb or harass wildlife;
- (G) UAS shall not interfere with search and rescue, law enforcement, or other emergency operations;
- (H) Operators shall not fly UAS in a reckless manner or outside of the designated area(s) for launch, landing, and operation;
- (I) UAS shall not be operated while the operator is under the influence of alcohol or drugs;
- (J) UAS shall not be flown directly over people, vessels, vehicles, or structures, or endanger the life, health, safety, or property of others;
- (K) UAS shall be registered or licensed if required by federal or California law.

The District may, in its discretion, impose additional conditions on any approved application.

**Section 3.** Article VIII of the Granada Community Services District Code is hereby amended to read as follows:

**ARTICLE VIII  
ENFORCEMENT**

**SECTION 800. Responsibility.**

800 (01) The primary responsibility for enforcement of the provisions of this Code shall be vested in the District; provided, however, that the District Board of Directors shall appoint District-designated representative(s), which representative(s) shall be, and are hereby, authorized and empowered, to act as enforcement agents of the District with power to inspect and issue a Notice of Violation of any provision of this Code. Except where otherwise authorized by law, District-designated representatives shall be employed by the District at all times they are conducting enforcement duties. Notwithstanding the foregoing, all actual prosecutions or other enforcement actions for violations of any of the provisions of this Code (including, without limitation, levying of fines, termination of service, revocation of permits, towing, and civil and criminal court actions, and issuing Administrative Citations, Correction Orders, and Cease and Desist Orders) shall be the exclusive responsibility of the District, except for the concurrent authority hereby given under Subsection (02) below.

800 (02) The Sewer Authority Mid-Coastside (the Authority) shall have the authority as representatives and agent(s) of the District to enforce industrial waste standards and regulations adopted by the Authority, with the power to inspect and to request the District to issue a Notice of Violation thereof and seek civil or criminal remedies, and issue Administrative Citations, against any discharger.

The District shall have the authority to investigate and enforce against violation of any and all rules and regulations for the administration, operation, use and maintenance of its property, facilities and/or services related to wastewater, solid waste, parks or recreation.

Notwithstanding any other provision of this Code, any Peace Officer is authorized to enforce any criminal violation of this Code.

**SECTION 801. Powers and Authority of Inspectors.**

The District's representatives shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling, and testing, to ascertain compliance or noncompliance with the provisions of this Code. The District-designated representatives are further empowered to ascertain the nature of such premises, the type of activities carried on thereon, and any other facts and information reasonably necessary to carry out the provisions of this Code.

**SECTION 802. Correction of Violation.**

802 (01) The District or District-designated representatives are hereby authorized to issue a written order to any party having violated any provision of this Code (whether related to wastewater, solid waste, parks or recreation or otherwise) to correct said

violation by a reasonable deadline for such correction set forth in such order. If the violator does not comply with the order to correct the violation by the deadline established, the District may correct such violation and the cost of such correction may be charged by the District to the violator. In the case of a wastewater-related violation, the cost of such correction may be added to any sewer service charge payable by the person violating the Code and/or the occupant. Tenant or owner of the property upon which the violation occurred, and the District shall have such remedies for the collection of such cost as it has for the collection of sewer service charges.

802 (02) Notification of Unauthorized Discharges. Every customer shall notify the District immediately upon discharging wastes or wastewater in violation of the provisions of this Code, or any permit issued pursuant to this Code. Every customer who discharges, causes to be discharged, or permits to be discharged such wastes or wastewater shall, within 15 days of the occurrence thereof, submit a written report to the District describing the cause or causes of such unauthorized discharge, and measures taken, or proposed to be taken, to clean up said discharge, restore the area to sanitary status, and prevent future similar occurrences. Such report shall not relieve any customer of liability for any expense, loss, or damage suffered or incurred by the District, the Authority or any other person, directly or indirectly, by reason of such unauthorized discharge. Such report shall not relieve or absolve any person from civil liabilities, or imposition of civil or criminal penalties in any manner whatsoever.

802 (03) Notices to Employees Regarding Unauthorized Discharges. Every non-domestic customer shall prominently post a notice on the customer's premises advising of the requirement to notify the District of any unauthorized discharge, including the telephone number of the District to be called in the event of such discharge. The District may require any customer to inform and advise the customer's officers, agents, and employees of the provisions of this Code, or the provisions of any permit issued pursuant to this Code, or of other requirements of law, or of any other information which may be of assistance in ensuring compliance with said Code, permit, or other requirements of law.

802 (04) Cease and Desist orders. Upon a determination by the District that a violation of any provision of this Code, or of any provision of any permit issued pursuant to this Code, the District may issue a written order to the violator to cease and desist such violation. This includes but is not limited to a determination that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur, in violation of any provision of this Code, or of any provision of any wastewater-related permit issued pursuant to this Code, in which case the District may issue an order to cease and desist such discharge, or any practice or operation likely to cause such discharge. Any such cease and desist order may, in the District's sole discretion further order the violator to:

- (A) Comply forthwith with the provisions of this Code, or the provisions of any permit issued pursuant to this Code;
- (B) Comply in accordance with a time schedule established by the District; and/or
- (C) Take appropriate remedial or preventative action.

802 (05) Time Schedules. Upon a determination by the District that a violation of any provision of this Code or any provision of a permit issued pursuant to this Code has occurred, is occurring, or is about to occur (including but not limited to a District determination that a discharge of waste or wastewater has occurred, or is occurring or is about to occur in violation of the provisions of this Code, or in violation of any provision of a permit issued pursuant to this Code), the District may require the person or customer having so committed such violation; to submit for approval, subject to such modifications, terms and conditions as the District reasonably deems necessary or appropriate, a detailed time schedule of specific actions which the person or customer shall take in order to eliminate or prevent such violation or violations.

802 (06) Remediation of Damage to District or Authority Facilities and/or Emergency Corrections. In the event repairs, construction, or other public work is performed on any premises pursuant to any provision of law authorizing such public work and/or the emergency performance of such public work and the expenditure of public funds therefor, or pursuant to any other provision of law authorizing public work on private property in order to correct, eliminate or abate a condition upon such premises which threatens to cause, causes, or has caused damage to District or Authority Facilities, or which otherwise threatens to cause, causes, or has caused a violation of any provision of this Code, or of any other requirement of law, the party or parties responsible for the occurrence or condition giving rise to such work shall be liable, jointly and severally, to the District and/or the Authority for such public expenditures. In the event of remediation of damage to District and/or Authority wastewater facilities and/or emergency performance thereof, the occupant, tenant and/or owner of the premises shall also be liable, jointly and severally, to the District and/or the Authority for such public expenditures.

In order to enforce the provisions of this Code relating to unlawful discharges or unauthorized use of or damage to sewer lines or wastewater facilities, the District may correct any violation. The cost of such correction may be added to any sewer service charge payable by the person violating these provisions of the Code or the owner or tenant of the property upon which the violation occurred, and the District shall have such remedies for the collection of such costs as it has for the collection of sewer service charges. The District may also petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate, restraining any person from the continued violation of this Code.

802 (07) Court Injunctions. Upon a determination by the District that a violation of any provision of this Code or any provision of a permit issued pursuant to this Code has occurred, is occurring, or is about to occur (including but not limited to a District determination that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur in violation of the provisions of the Code, or in violation of any provision of a permit issued pursuant to the Code), and/or that the violator or any customer, occupant or owner of the any premises involved has not complied with the provisions of a duly issued cease and desist order as prescribed in Subsection 802 (04) and/or has not complied with the terms and conditions of a time schedule as described in Subsection 802

(05), approved by the District, then the violation shall be reviewed by the District Board which may request a court injunction in order to compel the violator or any customer, occupant, or owner of said premises to do or to refrain from doing a specified act or acts in order to correct the violation. The District may also petition the court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate, restraining any person from the continued violation of this Code.

**SECTION 803. Termination of Sewer Service.**

In order to effect its powers and subject to the provisions of this Section, the District may terminate sewer service to any premises from which wastes or wastewater have been discharged, are being discharged, or are threatened to be discharged in violation of any provision of this Code, or because of a delinquency in the payment of any charge or fee assessed by the District, or because of a violation of any other sewer service-related requirement of law or this Code.

803 (01) Notification/Hearing. Prior to termination of sewer service, the District Board shall notify, in writing, the owner and tenant, if any, of such property that sewer service is intended to be terminated, which notice shall state the date of proposed termination of service, the reason(s) therefor, and the date, time and place of a hearing to be held by the District Board upon the question of the termination. Such notice shall be mailed to the owner at the address shown on the records of the assessor of the County of San Mateo or as known to the District, and a copy shall be delivered to the tenant or posted conspicuously on the property. The hearing shall be held not less than ten (10) days after notice is given herein described.

Any owner, the customer, the tenant, the alleged violator, the District's General Manager, the Assistant General Manager or other duly established representatives and any other person the District Board deems appropriate shall be heard at the hearing on the question of termination of sewer service. The District Board shall make such order as it deems appropriate under the circumstances and in furtherance of the purposes and intent of this Code.

803 (02) Imminent Threat. Notwithstanding the foregoing, any unauthorized connection with or opening into the public wastewater facilities or discharge into the wastewater facilities may be abated by the District without notice if such unauthorized connection or opening or discharge poses an imminent threat of damage to the District's wastewater facilities or of injury to the public health, safety or welfare.

803 (03) Public Hazard or Nuisance. In the event a disconnection from the wastewater facilities would create a public hazard or nuisance, the District's General Manager, Assistant General Manager or other duly established representatives may enter upon the premises for the purpose of doing such things as may be reasonably necessary to alleviate or remove such hazard or menace. The owner of such premises shall have a duty to reimburse the District for all expenses incurred by the District in disconnecting any such premises, or in doing other things authorized by this Section; and no reconnection shall be made until all such charges are paid.

**SECTION 804. Revocation of Permits.**

804 (01) Subject to the procedure set forth in Subsection (02) below, the District Board may revoke any permit issued pursuant to the provisions of this Code upon a determination by the District Board that:

- (A) The permittee has failed to factually report the wastewater constituents, characteristics, or volume of the permitted wastewater discharge;
- (B) The permittee has failed to report significant or substantial changes in the operations conducted upon the premises to which the permit pertains, or significant or substantial changes in wastewater constituents, characteristics, or volumes pertaining to said premises;
- (C) The permittee has refused, or failed to permit, reasonable access to the premises to which the permit pertains; or
- (D) The permittee has violated, caused to be violated, or allowed to be violated, any term, condition, or provision of the permit.

804 (02) Prior to revocation of the permit, the District Board shall notify, in writing, the the permittee (and in the case of a permit affecting District services to the real property of another, the owner and tenant, the customer and alleged violator) that the permit is intended to be revoked, which notice shall state the date of the proposed revocation, the reason(s) therefor, and the date, time and place a hearing shall be held by the District Board upon the question of revocation of the permit. Such notice shall be mailed to the owner at the address shown on the records of the assessor of the County of San Mateo, or as known to the District, and a copy shall be delivered to the tenant or posted conspicuously on the property. Such hearing shall not be held less than ten (10) days subsequent to the giving of notice as herein described.

The permittee (and in the case of a permit affecting District services to the real property of another, the owner, tenant, customer and alleged violator), the District's General Manager or other duly established representatives and any other person the District Board deems appropriate shall be heard at the hearing on the question of revocation of the permit. The District Board shall make such order as it deems appropriate under the circumstances and in furtherance of the purpose and intent of the permit and other provisions of the Code.

**SECTION 805. Administrative Citations, Orders and Remedies**

805 (01) Authority. A District-designated representative may issue an Administrative Citation for any violation of this Code, as well as for a breach or violation of any condition of a permit, approval or license issued pursuant to this Code. Additionally, the District may tow, at the owner's expense, any vehicle not authorized to be on District Property (as defined in Article 3.5) or found by a District-dedsignated representative to be parked in violation of any provision of this Code. The administrative fines and costs prescribed herein may be sought in addition to any other legal remedies, including, but not limited to, civil and criminal penalties, injunctive relief, and specific performance. The issuance of Administrative Citations and administrative orders shall not be deemed a

waiver of any other enforcement remedies available at law to the District. The use of the remedies and procedures of this section shall be at the sole discretion of the District.

805 (02) Administrative Citation. Whenever a District-designated representative is authorized by Section 805(01) to issue a citation imposing an administrative fine or fines to the responsible person(s), each Administrative Citation shall contain the following information:

- (A) The name and mailing address of each responsible person, if this information is readily available;
- (B) The date of each violation, or the date of detection of each violation, if different;
- (C) The address or description of the location of each violation;
- (D) The section or sections of this Code that were violated;
- (E) A brief description of the acts or omissions constituting each violation;
- (F) If applicable, the date a Notice of Violation was issued and the date that Notice set for correction of the violation;
- (G) The amount of the fine(s) for the violation(s);
- (H) A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid; and
- (I) The title of the citing District-designated representative; and
- (J) The procedure and deadline to appeal the Administrative Citation.

805 (03) Service of Administrative Citation. Service of an Administrative Citation may be accomplished by delivering the Administrative Citation to the responsible person in the following ways:

- (A) Hand delivery;
- (B) Service by certified or first class mail; or
- (C) Affixing the citation on the personal property of the responsible person, if this personal property is located on District Property and is the source of the Code violation.

Service by certified or first class mail shall be made to the owner at the address shown on the latest available assessment roll, or as otherwise known to the City Manager. Service shall be effective on the date of the mailing. If the document(s) is sent by certified mail and the certification is returned unsigned, then service shall be deemed effective pursuant to first class mail, provided the document(s) sent by first class mail is not returned. Proof of service shall be certified at the time of service by a declaration executed by the person affecting service, declaring the time, date and manner in which service was made.

Whenever reasonably possible, the District shall collect and retain a receipt acknowledging receipt of service signed by the responsible party.

805 (04) Towing. A District-designated representative may order the towing, at the owners expense, of any vehicle not authorized to be on District Property or found to be parked in violation of any provision of this Code. If towing was based on a violation of the District Code, the District-designated representative shall issue and serve an Administrative Citation, according to Section 805(02). The District shall post signs in plain view at all entrances to the property prohibiting public parking, indicating that vehicles will be removed at the owner's expense, and containing the telephone number of the District office and the name and number of the towing company that is a party to a written general towing authorization agreement with the owner or person in lawful possession of the property.

805 (05) Administrative Citation fines. The amount of the administrative fine for each violation of a section of this Code shall be (1) a fine of not more than one hundred dollars (\$100); (2) a fine not exceeding two hundred dollars (\$200) for a second violation of the same section of this Code or Condition of Approval within one year; (3) a fine not exceeding five hundred dollars (\$500) for each additional violation of the same section of this Code or Condition of Approval within one year. Each person is liable for a separate offense for each and every day during any portion of which any violation of this Code or Condition of Approval is committed, continued, maintained, or permitted by such person. Separate fines shall apply to each separate violation. Unless the Administrative Citation is appealed, payment must be delivered to the District office and paid in full within sixty (60) calendar days after the Administrative Citation is issued and served.

805 (06) Failure to pay fines. Failure to pay fines and costs in full by the payment deadline shall constitute a separate violation of this Code punishable as a misdemeanor, infraction, or Administrative Citation. Monthly late payment charges of ten percent (10%) shall accrue for any fines and costs unpaid by the due date. Failure to pay the assessed administrative fines by the due date shall constitute a debt that may be collected in any manner allowed by law. Where authorized by law, the District shall be entitled to recover its attorneys' fees and costs arising from an action to collect an administrative fine and/or late charge if it is the prevailing party.

805 (07) Administrative Citation Review hearing.

805 (07) (A) Administrative Hearing Officer. All Administrative Citation Review hearings on Administrative Citations shall be heard and conducted by an Administrative Hearing Officer. The District Manager or Board of Directors shall designate an Administrative Hearing Officer for Administrative Citation Review hearings. The Administrative Hearing Officer shall not be the District-designated representative that issued the citation(s) that are the subject matter of the hearing. The employment, performance evaluation, compensation and/or benefits, if any, of the Administrative Hearing Officer shall not be directly or indirectly conditioned upon the number of Administrative Citations or amount of fines upheld, revised, or otherwise issued by the Administrative Hearing Officer.



805 (07) (B) Request for Administrative Citation Review hearing. Any recipient of an Administrative Citation pursuant to this Code may contest the Administrative Citation before an Administrative Hearing Officer. The request for an Administrative Citation Review hearing shall be submitted in writing within thirty (30) calendar days from the date the Administrative Citation is served, and shall provide the mailing address and other contact information of the recipient of the Administrative Citation and state the grounds for contesting the Administrative Citation. Failure to request an administrative hearing within the time allotted to do so shall render inapplicable all other hearing provisions contained in this Code and shall constitute a failure to exhaust administrative remedies.

805 (07) (C) Notice and time of hearing. Written notice of the Administrative Citation Review hearing shall be served by regular first class mail on each person to whom the Administrative Citation was addressed and shall contain the date, time and place at which the hearing shall be conducted. The hearing shall occur within thirty (30) calendar days from the date of the mailing of the notice of hearing. The Administrative Citation Review hearing shall be held within sixty (60) days of the request for the hearing by the recipient of the Administrative Citation. The Administrative Hearing Officer may issue a one-time continuance of the hearing date for up to forty-five (45) days, upon a showing of good cause. Any request for a continuance or any other notice that the recipient of the administrative citation cannot appear on the date of the hearing must be made prior to the hearing date. The Administrative Hearing Officer shall not consider a late request for a continuance or other notice of unavailability.

805 (07) (D) Hearing procedure. The recipient of an Administrative Citation may choose to conduct the Administrative Citation Review hearing in person or through a written declaration. The recipient of the Administrative Citation must notify the District in the request for a hearing if the recipient elects to conduct the hearing by written declaration. Absent such notification, the District shall schedule and conduct an in-person hearing on the matter:

805 (07) (E) In-person hearing. During an in-person hearing, the recipient of the Administrative Citation may submit evidence and offer testimony regarding the violation. All oral and written evidence presented at the hearing shall be presented under oath and under penalty of perjury, and only relevant evidence shall be submitted and considered. Each party, including the District, may present oral and written, audio, and visual evidence and call, examine, and cross-examine witnesses. In addition to any other evidence the District presents, the District shall be allowed to submit as evidence any Administrative Citations and any additional reports submitted by the District representative that issued the Administrative Citation. The in-person hearing may be conducted face-to-face or telephonically.

805 (07) (F) Hearing by written declaration. In lieu of an in-person hearing, the recipient of the Administrative Citation may elect to proceed with an Administrative Citation Review hearing by written declaration signed under penalty of perjury. The written declaraton may contain visual or audio evidence submitted as attachments to the written

declaration or by compact disc or other form of commonly used modern digital media. The Administrative Hearing Officer shall only consider evidence relevant to the Administrative Citation at issue.

805 (07) (G) Failure to appear. The unexcused failure of any recipient of an Administrative Citation to appear at a properly noticed hearing on the designated hearing date, or to submit a written declaration by a properly noticed submission deadline, shall cause the forfeiture of the hearing, and a Decision by default shall be entered in favor of the District. Failure to appear or to submit a written declaration shall constitute a failure to exhaust administrative remedies. Refusal to participate in the hearing process, either in-person or through written declaration, shall constitute a failure to appear and an admission of the violations alleged.

805 (07) (H) Withdrawal of hearing request. Any person who has requested a hearing on the issuance of an Administrative Citation may withdraw the hearing request upon written notice to the District. A withdrawal of the hearing request shall constitute a waiver of any right to challenge the underlying Administrative Citation. A withdrawal under this section shall also bar judicial review of the Administrative Citation for failure to exhaust administrative remedies. Administrative fines must be paid no later than thirty (30) days after the District receives the written notice of withdrawal of the hearing request.

805 (07) (I) Administrative Hearing Decision. After considering all relevant testimony and other evidence submitted at the hearing or contained in the written declaration, the Administrative Hearing Officer shall determine if the recipient of the Administrative Citation is liable for the underlying violation by a preponderance of the evidence. Within thirty (30) days following the conclusion of the hearing or the deadline by which to submit a written declaration, the Administrative Hearing Officer shall issue a written Administrative Hearing Decision, including findings regarding the existence of each violation, the deadline to pay any assessed fines and costs, and notice of the right to judicial review, where such a right exists. The recipient of the Administrative Citation shall be served with a copy of the Administrative Hearing Decision within ten (10) calendar days following its issuance. Service is complete upon depositing the Administrative Hearing Decision in the mail (regular first class prepaid) or hand delivery to the recipient of the Administrative Citation. The Administrative Hearing Decision shall be final upon service on the responsible person, subject only to judicial review as allowed by law.

805 (07) (J) Assessment of Fines. If, after reviewing the evidence presented in the hearing or written declaration, the Administrative Hearing Officer determines by a preponderance of the evidence that the recipient of the Administrative Citation committed the alleged violation, the Administrative Hearing Officer shall assess an administrative fine according to Section 805(05). In the interest of justice, the Administrative Hearing Officer, in the Officer's discretion, may reduce the amount of the administrative fine.

805 (07) (K) Assessment of administrative costs. If the Administrative Hearing Officer determines the recipient of the Administrative Citation is liable for the underlying violation, the Administrative Hearing Officer may assess administrative costs against each liable party. Administrative costs may include all costs incurred by the District in connection with the hearing, including investigation and staffing costs incurred in preparation for the hearing and for the hearing itself.

805 (07) (L) Payment of fines and costs. Any person who, after the hearing, is found liable for the underlying violation by the Administrative Hearing Officer shall remit the balance of the administrative fines and any assessed administrative hearing costs pursuant to the Administrative Hearing Decision. Absent a finding of good cause by the District-designated representative to extend the payment deadline, each liable party has thirty (30) days from the date of service of the Administrative Hearing Decision to pay any fines and costs in full.

**SECTION 806. Public Nuisance.**

Any discharge or threatened discharge, or any condition which is in any manner in violation of any provision of this Code, or of any permit issued pursuant to this Code, or of any order or directive of the District representative authorized by this Code, shall be, and the same is hereby declared to be, unlawful and a public nuisance. Such nuisance may be abated, removed, or enjoined, and damages assessed therefor, in any manner provided by law.

**SECTION 807. Criminal Penalties.**

807 (01) Any person found to be violating any rule, regulation, or ordinance adopted by the Board of Directors shall be guilty of a misdemeanor punishable by a fine of one thousand dollars (\$1,000.00), or by imprisonment in the County jail for a period not exceeding six months, or by both, for each violation committed.

807 (02) Each day in which any such violation shall continue shall be deemed a separate offense.

807 (03) The District General Manager or the District Board shall have the discretion to charge any violation constituting a misdemeanor as an infraction punishable by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding two hundred dollars (\$200) for a second violation within one year; and (3) a fine not exceeding five hundred dollars (\$500) for each additional violation within one year.

**SECTION 808. Remedies Cumulative.**

The remedies provided for in this Code shall be cumulative and not exclusive, and shall be in addition to any or all other remedies available to the District.

**SECTION 809. Enforcement of Collection Charges, Fines and Penalties**

Any charges, fines, or penalties (including for the collection and enforcement of rates or other charges) provided by Sections 303 (03) and 700(11)(E) of this Code, or any other sections of this Code, are cumulative and not exclusive and the District may pursue any

or all other remedies available to the District alternatively, concurrently, or consecutively.

**Section 4.** California Environmental Quality Act

Pursuant to the California Environmental Quality Act (“CEQA”), this action to amend the District Ordinance Code relating to enforcement against unlawful dumping and parking on district parks and other district property is exempt under California Code of Regulations, Title 14, Section 15061(b)(3) which provides that CEQA applies only to projects which have the potential of causing a significant effect on the environment, and that where, as here, it can be seen with certainty that there is no reasonable possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is also exempt under California Code of Regulations, Title 14, Section 15308, which exempts actions, such this one, which assure the maintenance, restoration, enhancement or protection of the environment.

**Section 2.** Upon adoption, this Ordinance shall be entered into the minutes of the District Board, a summary shall be published one time in the Half Moon Bay Review, and this Ordinance shall be effective at the end of the week of publication.

The above and foregoing Ordinance was regularly introduced at a meeting of the Board of Directors of the Granada Community Services District held on the 16<sup>th</sup> day of March 2017, and thereafter passed and adopted at a meeting of the Board of Directors of the Granada Community Services District on the 15<sup>th</sup> day of June 2017, by the following vote:

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

Approved:

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Jim Blanchard, President

Countersigned:

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Delia Comito, Assistant General Manager

**ITEM #2**



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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of an Ordinance Amending District Code Sections 104 and 701 (01) (A) Related to Sewer Connection Fees  
Date: June 15, 2017

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I have attached a copy of the agenda memo provided at the last meeting explaining the background and reason for the proposed ordinance amending District Code. This is the second reading of the ordinance, and staff recommends approval for adoption.





# GRANADA COMMUNITY SERVICES DISTRICT

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: Ordinance Amending District Ordinance Code Sections 104 and 701 (01) (A) Related to Sewer Connection Fees  
Date: May 18, 2017

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This item is for the Board's consideration based on the Board's prior direction that GCSD adopt an amendment to the District Ordinance Code Section 701 (01) (A) to provide a reduction in sewer connection charges for certain categories of structures, including projects that build less than the maximum number of dwelling units when those dwelling units are less than 750 square feet in square footage. In addition, Staff is recommending amendments to this section in response to recently enacted state legislation regarding Accessory Dwelling Units (ADUs).

The current Ordinance Code Section 701(01) (A) provides that the residential connection charge for connection to the public sewer system shall be \$4,700.00 for each dwelling unit. It provides a 50% reduction in fees for "auxiliary residential structures, or additions to such structures, which require a separate connection to the District's wastewater facilities." The amendment would create three categories of connections that would have reduced fees: auxiliary *non-habitable* residential structures, accessory dwelling units, and developments where less than the maximum number of dwelling units allowed is built and each dwelling unit is less than 750 square feet.

As a result of defining auxiliary structures as non-habitable, Staff concludes that no connection charge should be made.

There is likewise a reduction in the burden on the District sewer system where a project builds fewer than the maximum number of dwelling units allowed by zoning when those dwelling units are less than 750 square feet in square footage. Under those circumstances, Staff has concluded that the proportionate reduction in burden is fairly represented by the percentage of units built divided by units allowed.

In September 2016, the state legislature amended Government Code Section 65852.2 governing accessory dwelling units (ADUs) which are required to be 1200 square feet in size or smaller. Consistent with Section Government Code 66013, where connection of an ADU may be subject to a connection fee or capacity charge, such charge shall be "proportionate to the burden of the proposed dwelling unit, *based upon either its size or the number of its plumbing fixtures*, upon the ... sewer system." This fee or charge shall not exceed the reasonable cost of providing this service." Section 65852.2 only applies to "local agencies," a term that as currently defined to exclude special districts such as GCSD. Nevertheless, given the Legislature's determination that the foregoing standard is reasonable, Staff recommends use of that standard and, after analysis,

has concluded that a 50% reduction in the sewer connection fee is proportionate to the burden of ADUs on the District sewer system.

A second reading of the Ordinance is required for final adoption and approval of this amendment to the District Ordinance Code.

# GRANADA COMMUNITY SERVICES DISTRICT

## ORDINANCE NO. 169

### AN ORDINANCE AMENDING DISTRICT ORDINANCE CODE RELATING TO SEWER CONNECTION CHARGES

The Board of Directors of the Granada Community Services District ordains as follows:

**Section 1.** Section 104 of the Granada Community Services District Code is hereby amended to include the following definitions:

(43) Auxiliary Residential Structures. A detached building without a kitchen whose use is incidental to the use of the main building on the parcel.

(44) Accessory Dwelling Unit. An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

**Section 2.** Section 701 (01) (A) of the Granada Community Services District Ordinance Code is hereby amended in its entirety to read as follows:

(01) Charges by Type of Connection.

(A) Residential Connections

Effective July 1, 2001, the residential connection charge for connection to the sewer main system by a dwelling unit shall be \$4,700.00 for each dwelling unit. The connection charge shall be reduced for the following structures:

- (i) For auxiliary residential structures, which require a separate connection to the District's wastewater facilities, there shall be no residential connection charge.
- (ii) For detached accessory dwelling units the charge shall be fifty percent (50%) of the residential connection charge.
- (iii) When less than the maximum number of dwelling units allowed under the applicable land use regulations is built on a site in R-3/ S-3 zone and each dwelling unit is less than 750 square feet, the residential connection charge for each dwelling unit shall be reduced by the percentage of dwelling units built out of the maximum number of dwelling units allowed.

**Section 3.** Upon adoption, this Ordinance shall be entered into the minutes of the District Board, shall be published one time in a newspaper published in the County of San Mateo, and shall be effective at the end of the week of publication or 30 days after the date of final passage, whichever is later.

The above and foregoing Ordinance was regularly introduced at a meeting of the Board of Directors of the Granada Community Services District held on the 18<sup>th</sup> day of May 2017, and thereafter passed and adopted at a meeting of the Board of Directors of the Granada Community Services District on the 15<sup>th</sup> day of June 2017, by the following vote:

AYES: and in favor thereof:

NOES: Members:

ABSENT: Members:

ABSTAIN: Members:

Signed:

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Jim Blanchard, President

Attest:

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Delia Comito, Secretary

Approved as to form:

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Jonathan Wittwer, General Counsel

**ITEM #3**



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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Revised Sewer Authority Mid-Coastside Operations, 5-Year Infrastructure Plan, and Contract Collection Services Budgets for FY 2017/18  
Date: June 15, 2017

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Attached are the revised SAM JPA Draft General and Contract Collection Services Budgets, dated June 12, 2017. The General Budget has been revised down from \$8,750,227 to \$5,208,545 with the GCSD portion changing from \$2,277,383 to \$1,349,449, and the Collection Budget has been revised down from \$840,228 to \$813,561 with the GCSD portion changing from \$249,486 to \$239,954. These budgets have not yet been approved by the SAM Board, but will be considered at their meeting on Monday, June 12.

I anticipate the District General Manager will provide additional information at the board meeting.







**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors

**FROM:** Beverli A. Marshall, General Manager

**DATE:** June 12, 2017

**SUBJECT:** **Approve Revised JPA General Budget for Fiscal Year 2017/18 and Authorize the General Manager to Submit it to Member Agencies for Approval**

**Staff Recommendation**

Staff recommends that the Board of Directors approve the revised JPA General Budget for Fiscal Year 2017/18 and authorize the General Manager to submit it to the member agencies for their approval.

**Fiscal Impact**

The fiscal impact of the Revised JPA General Budget for Fiscal Year 2017/18 is \$5.21 million. This is an *overall increase* of \$1.00 million from the FY 2016/17 Budget. The increase is primarily due to the significant increase in proposed infrastructure projects. The impact to the member agency assessments is (rounded to nearest \$):

**JPA Assessments for Each Member Agency**

	<b><u>FY 2016/17</u></b>	<b><u>FY 2017/18</u></b>	<b><u>\$ Change</u></b>	<b><u>% Change</u></b>
Half Moon Bay	\$2,086,121	\$2,688,597	\$ 602,476	29%
GCSD	\$1,182,816	\$1,349,449	\$ 166,633	14%
MWSD	\$ 848,240	\$1,113,523	\$ 264,283	31%
<b>Total</b>	<b>\$4,117,177</b>	<b>\$5,150,570</b>	<b>\$1,033,393</b>	<b>25%</b>

Staff continues to investigate the possibility of grants and loans to alleviate the burden of the infrastructure projects on the member agency assessments.

<b>BOARD MEMBERS:</b>	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
<b>ALTERNATE MEMBERS:</b>	M. Clark	J. Harvey	B.
Huber	R. Kowalczyk	H. Rarback	

**Strategic Plan Compliance**

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

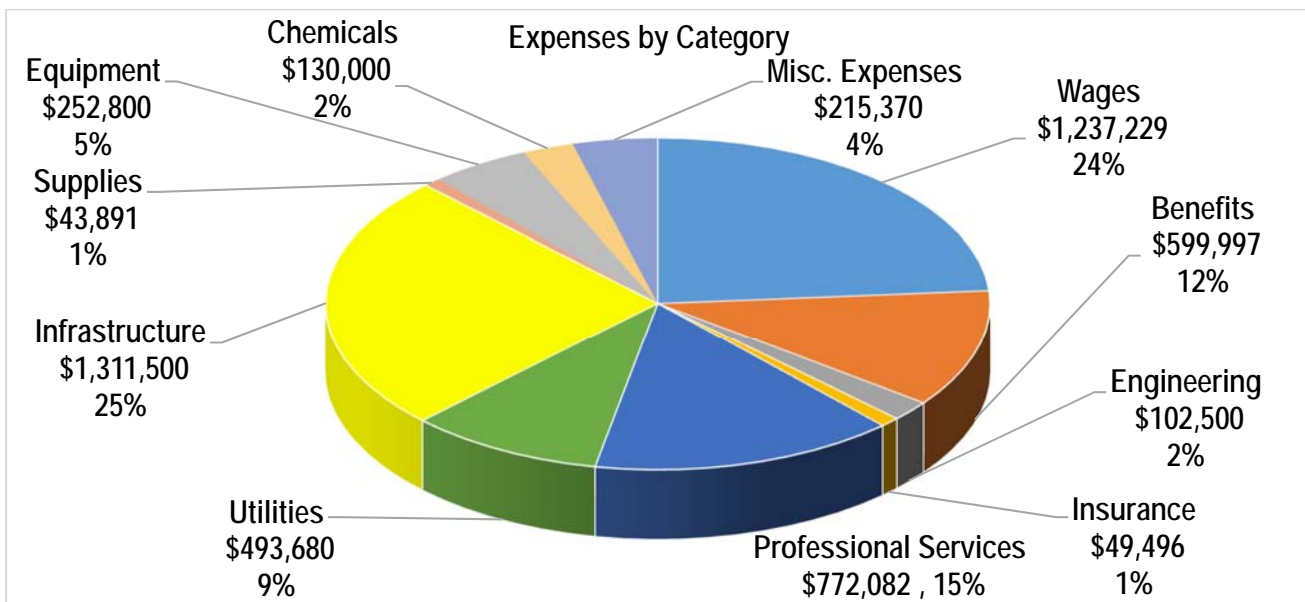
**Background and Discussion/Report**

The revised JPA General Budget for FY 2017/18 is presented to the Board of Directors for approval and authorizing the General Manager to submit it to the member agencies for their approval. The budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses. Staff made the following assumptions in determining changes from FY 2016/17.

- The maximum funding available for infrastructure projects is \$1.5 million.
- All three member agencies fully participate in all services.
- All budgeted positions will be filled if they become vacant.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- 1.5% of payroll will be set aside for OPEB costs.

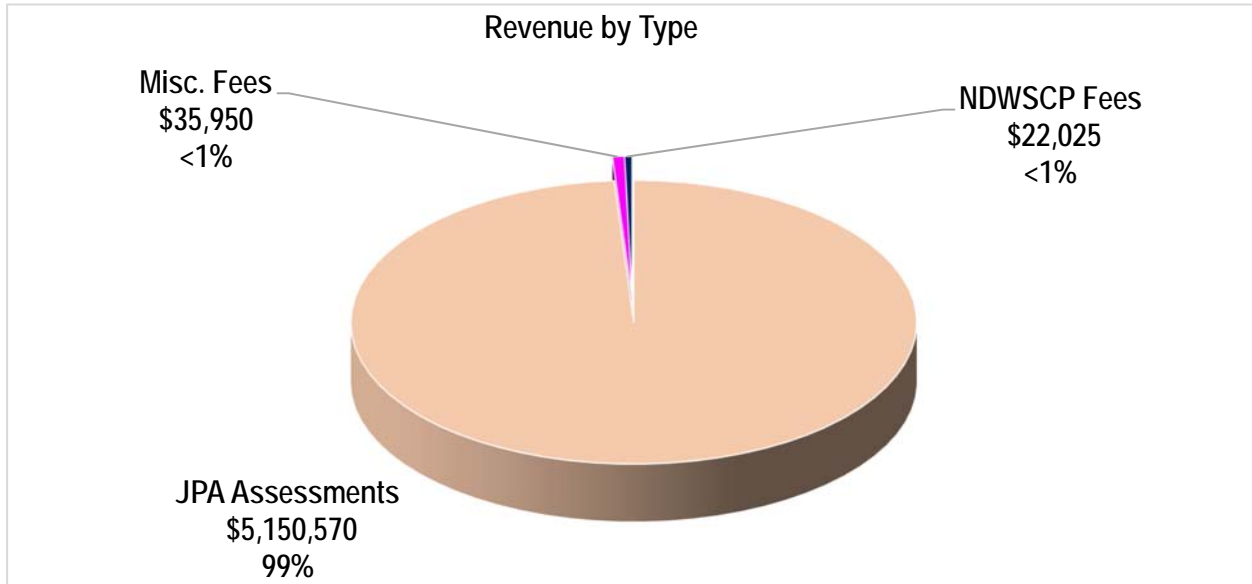
*Budget Overview*

Of the total JPA General Budget expenses, 24%) is for wages and 12% is for benefits. The cost of infrastructure projects and engineering is 27%. Professional services provided by outside vendors is also a significant amount (15% million) due to SAM’s small staff size and dependency on vendors for technical and specialized services.

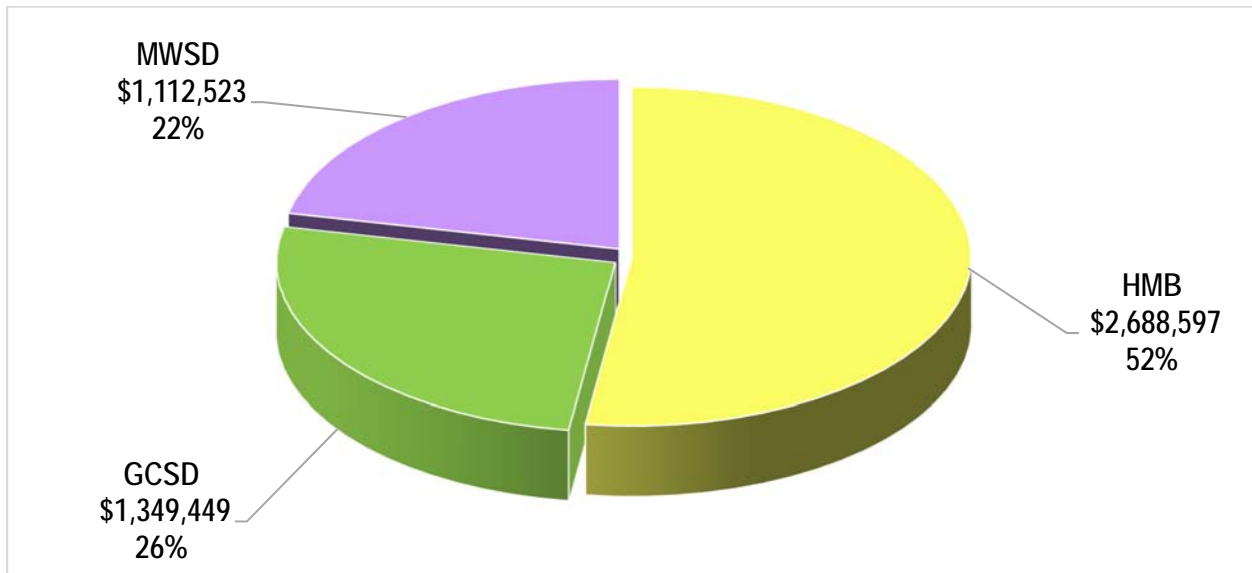


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Of the total JPA General Budget revenue, almost all of it (99%) is from the JPA assessments to the member agencies assessments, which is calculated based on the previous calendar year's flow percentages.



The allocation between the member agencies is reflected in the following chart.

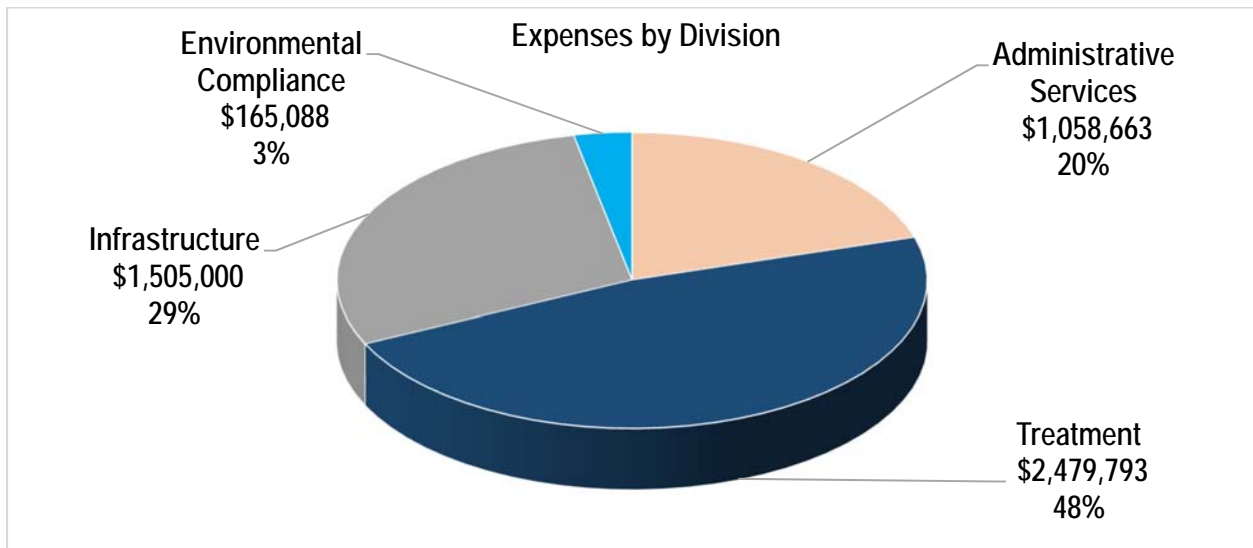


*JPA Divisions*

The JPA General Budget includes the Administrative Services, Treatment, Environmental Compliance, and Infrastructure divisions. Not surprisingly, the Treatment division has the largest share of the budget (48%) followed by Infrastructure (29%). The allocation of expenses between the divisions is reflected in the following chart.

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The overall change in the JPA budget is due to: increases in wages for cost of living adjustments; increases in CalPERS rates for classic members; increases in retirement medical contributions to meet GASB requirements for other post-employment benefits (OPEB); shifting staff time from the Infrastructure budget to Treatment for general support; shifting staff time to Contract Collection Services for inspections (F.O.G.) that was previously charged to the Environmental Compliance budget; increases in the membership dues and certification fees to various professional organizations; shifting training and travel to Treatment to support staff development that was previously charged to Contract Collection Services; increases in equipment to purchase a new server and related equipment in the Administrative Services division and a replacement truck (Operator) for the Treatment division. The reason that the assessments increased more than the budgeted expenses is that the F.O.G. inspection fees were shifted to the contract collection services divisions along with the related expenditures.

The Infrastructure division budget increased from \$746,074 in Fiscal Year 2016/17 to \$1.50 million (264%). This change is due to: increases in wages for cost of living adjustments; shifting staff time from the Infrastructure budget to Treatment for general support; and funding projects to replace segments of the Force Main that have failed due to age and stress.

*Changes in Budget Categories*

The significant overall changes in the budget categories are as follows.

1. Wages: increased for negotiated COLA of 3%; application of step increases, where appropriate; eliminated .50 FTE Accounting Technician position.

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2. Premium Pay: increased \$15,182 for negotiated changes in standby pay, certification pay, and overtime pay for work performed outside of normal working hours effective July 1, 2016, but not adopted until September 26, 2016. This also reflects a change in the Supervisor of Treatment/Field Services from non-exempt to exempt for the purposes of overtime.
3. Health Benefits: *decreased* \$28,132 based on elimination of .50 FTE Accounting Technician and negotiated changes in benefits effective July 1, 2016, but not adopted until September 26, 2016.
4. Retirement Contributions: increased \$52,277 due to changes in the CalPERS contribution rates for classic members.
5. Retirement Medical: increased \$16,788 (1.5% of wages) for contributions for OPEB as required by GASB.
6. Misc. Benefits: *decreased* \$12,038 for negotiated changes in benefits effective July 1, 2016, but not adopted until September 26, 2016.
7. Legal Services: *decreased* \$8,160 based on projected costs for FY 2016/17.
8. Engineering Services: *decreased* \$31,550 to reflect fewer projects requiring design and project management services. Design services for the Force Main Replacement Project were primarily completed as part of the FY 2016/17 budget.
9. Professional Services: increased \$3,818 and includes ongoing services that are specialized and need to be performed by consultants and the following one-time needs.
  - \$10,000 for communications plan as identified in the Strategic Plan.
  - \$32,500 to fund two years (FY 2017/18 and FY 2018/19) of the First Flush program provided by SMCRCG.
10. Professional Memberships: increased \$11,055 and reflects rate increases as well as new memberships in local organizations (Rotary, Chamber of Commerce, San Mateo County Employee Relations Consortium) and an increase in certification fees for negotiated changes in minimum requirements, effective July 1, 2016, but not adopted until September 26, 2016.
11. Printing/Advertising: *decreased* \$1,301 based on projected FY 2016/17 expenses.

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12. Insurance Premiums: *decreased* \$3,879 to reflect retroactive premiums and anticipated adjustments in property, liability, and professional liability premiums related to JPA activities.
13. Utilities: increased \$14,080 for electricity, gas, and water based on projected FY 2016/17 expenses and anticipated rate increases.
14. Misc. Expenses: increased \$46,749 reflects a reallocation of expenses from the various categories to correct GL account lines in the accounting software.
15. Travel & Training: increased \$11,000 reflects shifting expenses to Treatment for staff development that was previously charged to Contract Collection Services. This line item will need to be increased if directors plan to attend conferences in FY 2017/18.
16. Building & Maintenance Services: increased \$60,049 for contractors to perform deferred maintenance tasks at the treatment plant and pump stations.
17. Chemicals: *decreased* \$20,500 based on reduced rates through participation in the Bay Area Chemical Consortium. Total savings of approximately \$60,000 from rates prior to joining the consortium.
18. Permits & Licenses: increased \$7,500 for anticipated changes in permit fees as well as more permits for proposed infrastructure projects.
19. Supplies: *decreased* \$40,168 based on projected FY 2016/17 expenses.
20. Equipment: *decreased* \$17,203 to reflect the shift of projects from replacement of equipment to replacement of Force Main segments.
21. Tools: increased \$5,000 for replacement of tools that have worn out and to make sure spares are available in an emergency.
22. Infrastructure: increased \$1.31 million to replace segments of the Force Main that have failed due to age and stress.

*Challenges*

SAM's Reserve Policy requires a balance of two months of operating reserve (\$868,091) and \$1.25 million in emergency repair reserve for a total reserve of \$2,118,091. As of April 30, 2017, SAM had \$1,388,630 invested with LAIF, which is the total of SAM's reserve funds. To be compliant with the reserve policy, \$729,461 needs to be provided by the member agencies to meet the reserve minimum in addition to the assessments needed to pay for FY 2017/18 expenses. Staff did not incorporate this

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additional funding in the revised budget due to the impact it would have on the member agency assessments.

Cash flow will be an issue in FY 2017/18 due to the timing of infrastructure projects. Assessments are billed in equal installments each month, which generally matches the expenditure outlays related to operating costs such as wages, benefits, and recurring services (janitorial, utility, etc.). Infrastructure costs are incurred based on the timing of the planned or emergency work, which is often driven by weather or project timing, and could result in a significant cash outlay at the beginning of the fiscal year during the Summer and Fall, when much of the activity occurs, and prior to assessments being received to cover the cash outlay. This could result in a need to bill infrastructure up front rather than in twelve equal installments. ***If the budget is approved, staff requests that the portion of the assessments related to Infrastructure be split into 6 equal payments and billed the first 6 months of the fiscal year.***

CalPERS has notified participating agencies of its change in discount rate and how the current smoothing process will increase contribution rates. This will continue to be significant cost until the workforce transitions to all classic employees being retired.

The JPA General Budget was discussed by the Board of Directors at the regular meetings on March 27, April 10, May 8, and May 22, 2017. The Board requested that staff meet with the member agency managers and sewer engineers to identify ways to reduce the budget and reprioritize infrastructure projects to lessen the impact on agency assessments. Staff met and discussed the budget and the Infrastructure projects on May 11 and 12. The following is a summary of recommendations made by one or more of the managers/engineers during those discussions.

- Revise approved 5-Year Infrastructure Plan to reprioritize projects based on current circumstances and stretch the projects over a longer period (i.e., 10 to 20 years).
- The updated Infrastructure Plan needs to be discussed and accepted by the member agency managers/engineers first and then the member agencies before it is presented to the SAM Board for approval and implementation.
- SAM needs to be conservative in what it says it can accomplish (don't overpromise).
- Cap Infrastructure spending at what the member agencies can comfortably afford (approx. \$1.5 million in FY 2017/18) and focus on the IPS segments that are leaking.
- Write bid documents to contain mobilization costs.
- Need to think of SAM budget like personal finances vs. government spending.
- Be more conscientious of rate payer impact.
- Underbudget for non-fixed costs and ask for more mid-year, only if needed.

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- SAM staff need to do more of the work and depend less on contractors (cut by 50%).
- Key budget lines to reduce: Professional Services and Building & Maintenance Services.
- Key budget lines to eliminate: Vehicle Replacement funding, Equipment.
- Need to evaluate number of staff in each position – may be overstaffed.
- SAM is facing a dire situation and needs to strip the budget bare.
- Provide more information of SAM’s funding options: loans, bonds, etc., to lessen the impact on member agency assessments and rates.

Staff did not include all of the member agency/engineer recommendations in the revised budget. It does include reprioritization of the projects and capping the Infrastructure division budget at \$1.5 million.

Staff asks that the Board discuss the revised budget and authorize the General Manager to submit it to the member agencies for their approval.

**Supporting Documents**

Attachment A: List of Strategic Plan Goals and Infrastructure Projects for FY 2017/18

Attachment B: Revised JPA General Budget for FY 2017/18

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<b>Strategic Plan Goal</b>	<b>Cost</b>	<b>Priority</b>	<b>Included in Revised Budget</b>
Develop Communications Plan	\$ 10,000		Yes
	\$ 10,000		
Set Reserve Standards & Fund	\$ 726,040		No
Resolve IPS Funding Issue (Who Pays for What)	\$ 25,000		No
Develop Succession/Staffing Plan	\$ 25,000		No
Ensure Adequate Staff Training and Development	\$ 25,000		No
Clarify Roles of Manager and Member Managers	\$ 5,000		No
Extrapolate 20-year Asset Management Plan	\$ 100,000		No
Ensure SAM in Compliance with Regulatory Req	\$ 50,000		No
New CCS Agreement	\$ 5,000		No
Emergency Plan	\$ 10,000		No
	\$ 971,040		

<b>Infrastructure Project</b>	<b>Cost</b>	<b>Priority</b>	<b>Included in Revised Budget</b>
Force Main: Replace Segments 1, 2, 3, and 4	\$ 1,430,000	1	Yes
Portola Pump Station: Replace Surge Tank	\$ 75,000	1	Yes
	\$ 1,505,000		
Force Main: Replace Segments 1, 2, 3, and 4	\$ 1,470,000	1	No
WWTP: Replace Chemical Metering Pumps	\$ 75,000	2	No
WWTP: Replace Burner System for Boilers	\$ 55,000	3	No
WWTP: Replace Stainless Steel Heat Exchanger/Shell	\$ 100,000	3	No
Princeton Pump Station: Replace Station	\$ 700,000	4	No
Portola Pump Station: Replace Pump 1	\$ 200,000	4	No
Princeton Pump Station: ATS	\$ 75,000	4	No
Princeton Pump Station: Assess & Repair Rainwater Issues	\$ 50,000	5	No
WWTP: Install WAS Gravity Thickener	\$ 300,000	5	No
	\$ 3,025,000		

# **SEWER AUTHORITY MID-COASTSIDE**



**PROPOSED JPA GENERAL BUDGET  
FISCAL YEAR 2017/18  
JUNE 12, 2017**



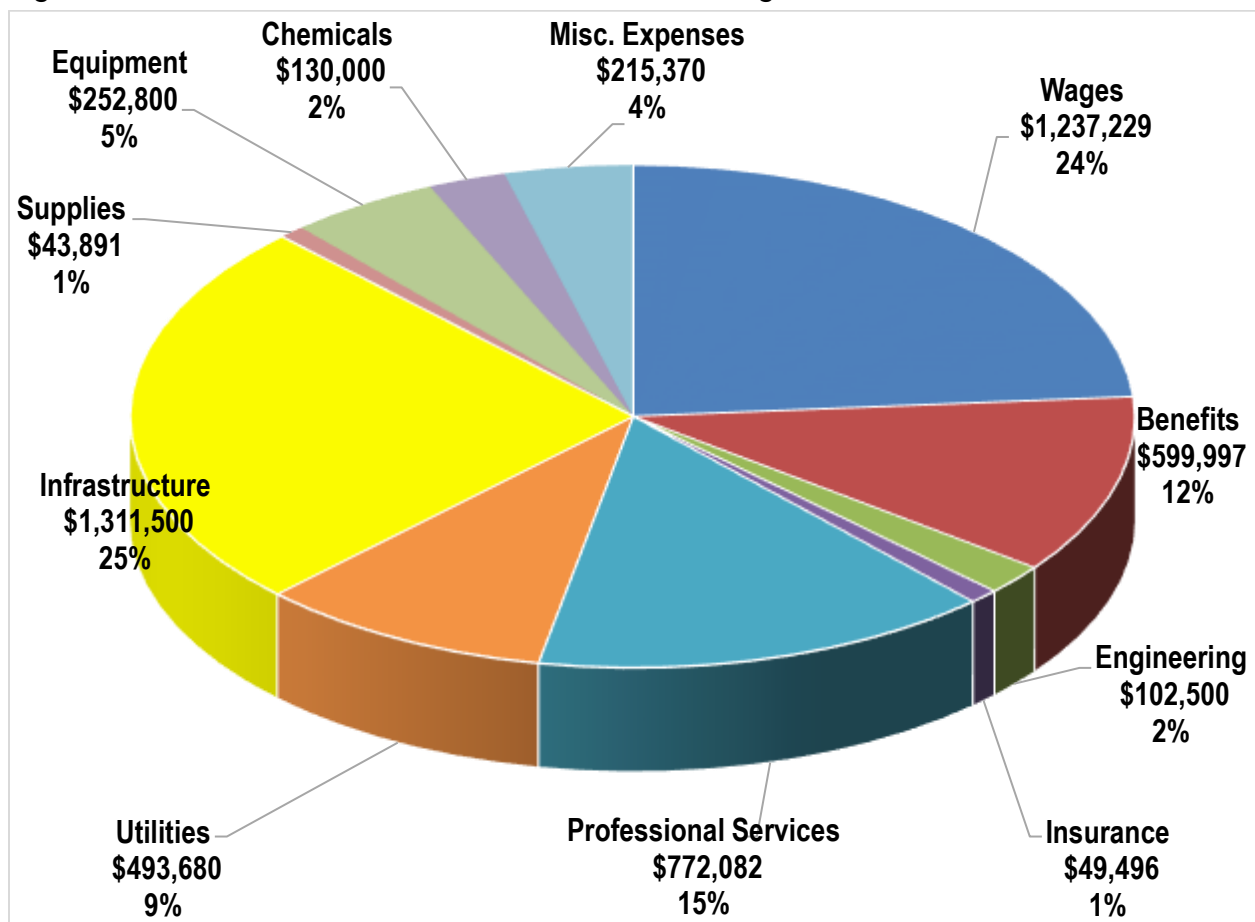
## JPA GENERAL BUDGET

### SUMMARY

Each year SAM makes assumptions regarding revenue and expenses. While much of the operating expenses are outside of SAM's control (utilities, chemical use, treatment flow levels), it is still possible to estimate the cost from year to year. The Board and the member agencies expect staff to justify all expenditures and to continue to identify areas that can be made more efficient and cost effective.

The budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, chemical supplies, and other non-discretionary expenses. Discretionary costs were recommended by staff based on identified needs and industry practices.

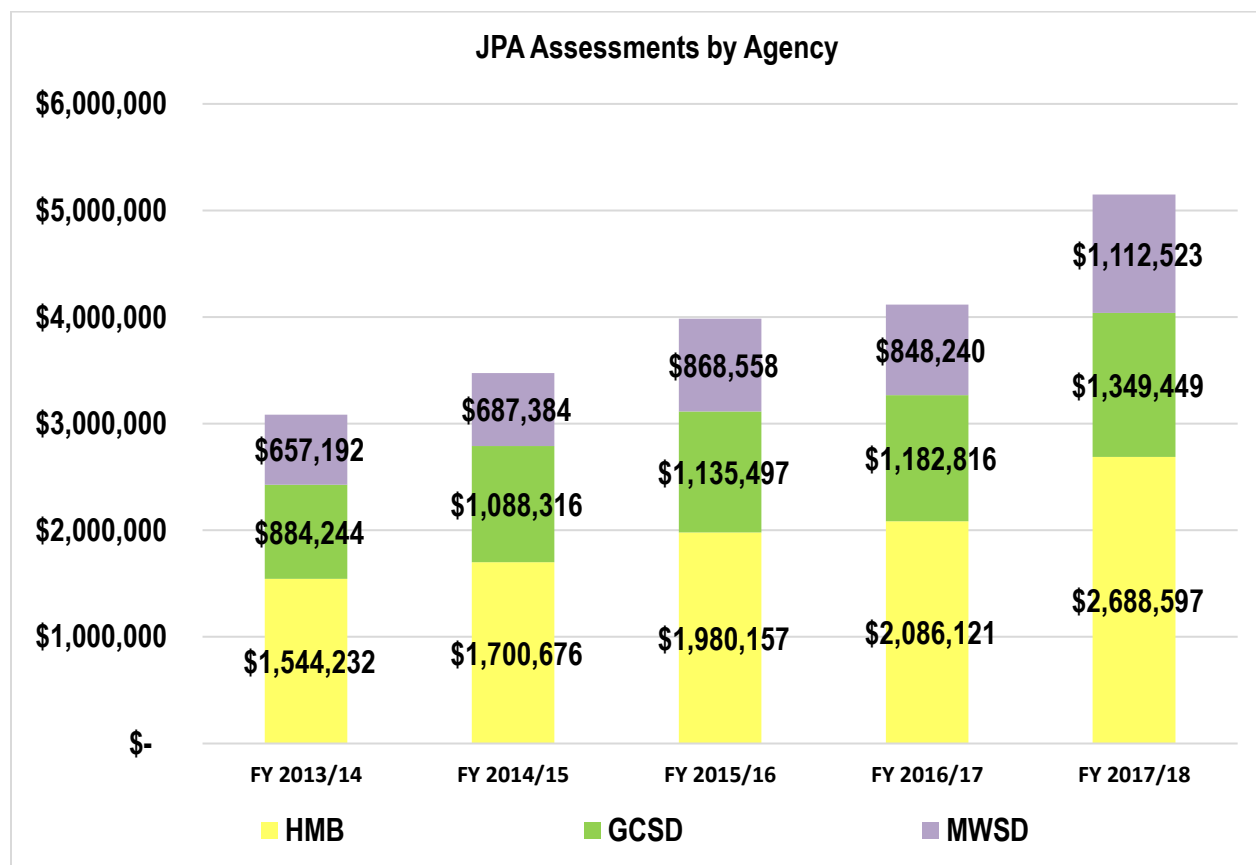
The overall change from the Adopted JPA General Budget for Fiscal Year 2016/17 to Fiscal Year 2017/18 is an increase of \$1,004,368 (24%), which is due mostly to the significant increase in the Infrastructure division budget.



All expenditures and revenues are included in the General Fund, SAM's primary funding source. The impact on the member agency assessments is:

**FISCAL YEAR 2017/18**

	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>	<b>\$</b>	<b>%</b>
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$1,700,676	\$1,980,157	\$2,086,121	\$2,688,597	\$ 602,476	29%
GCSD	\$1,088,316	\$1,135,497	\$1,182,816	\$1,349,449	\$ 166,633	14%
MWSD	\$ 687,384	\$ 868,558	\$ 848,240	\$1,112,523	\$ 264,283	31%
<b>Total</b>	<b>\$3,476,376</b>	<b>\$3,984,212</b>	<b>\$4,117,177</b>	<b>\$5,150,570</b>	<b>\$1,033,393</b>	<b>25%</b>



The primary changes in the JPA General Budget are: increase in wages for cost of living adjustments; increase in CalPERS rates for classic members; increase in retirement medical contributions to meet GASB requirements for other post-employment benefits (OPEB); shift of staff time to Contract Collection Services for pre-treatment inspections (F.O.G.) that was previously charged to the Environmental Compliance budget; increase in the membership dues and certification fees to various professional organizations; shift of training and travel to Treatment to support staff development that was previously charged to Contract Collection Services; increase in equipment to purchase a new server and related equipment; the purchase of a replacement truck (Operator) for the Treatment division; and funding segments of the Force Main in response to the leaks that occurred during FY 2016/17.



**PROGRAM DESCRIPTION**

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

**Operation & Maintenance Flow Calculations**

	<b>HMB</b>	<b>GCSD</b>	<b>MWSD</b>	
<b>FY 2017/18</b>	50.2%	26.2%	21.5%	(Based on Calendar Year 2016)
<b>FY 2016/17</b>	<u>50.7%</u>	<u>28.7%</u>	<u>20.6%</u>	(Based on Calendar Year 2015)
<b>Variance</b>	1.6%	-2.5%	0.9%	

The O & M divisions (Administrative Services, Treatment, Environmental Compliance, and Infrastructure divisions) and staffing have remained relatively static. The following staffing summary reflects the historical cost allocation for O & M staff. In FY 2016/17, the O & M staff that provide assistance to the Contract Collection Services was reallocated to O & M. Staff continues to assist the contract services but the staff allocation and related costs are not charged to that separate budget.

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Regular Positions	8.85	8.85	8.85	8.525	11.25	10.50

The following pages provide the budget details for the entire JPA budget as well as the separate budgets for each of the O & M divisions.

## JPA GENERAL BUDGET

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
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### EXPENDITURES

#### By Type:

1 Wages	705,711	770,720	919,245	1,202,145	1,127,298	1,174,647	(27,497)	-2.3%
2 Premium Pay	20,981	24,354	31,398	47,400	63,619	62,582	15,182	32%
3 Health Benefits	-	-	35,882	274,625	226,504	246,493	(28,132)	-10.2%
4 Retirement Cont.	119,802	131,159	156,415	207,825	189,746	260,102	52,277	25%
5 Retirement Medical	18,779	2,348	28,974	10,274	26,360	27,062	16,788	163%
6 Misc. Benefits	176,239	246,661	257,854	78,378	67,238	66,340	(12,038)	-15%
7 Legal Services	103,157	76,296	103,449	54,660	41,608	46,500	(8,160)	-15%
8 Engineering Services	147,071	108,194	66,966	134,050	278,420	102,500	(31,550)	-24%
9 Professional Services	253,404	162,934	361,792	616,312	615,432	620,130	3,818	0.6%
10 Prof. Memberships	15,135	16,858	20,133	23,045	33,839	34,100	11,055	48%
11 Printing/Advertising	3,563	2,137	7,495	7,501	1,034	6,200	(1,301)	-17%
12 Insurance Premiums	59,065	53,716	57,858	53,375	48,867	49,496	(3,879)	-7.3%
13 Utilities	482,718	477,856	459,323	479,600	517,379	493,680	14,080	2.9%
14 Misc. Expenses	226,786	225,120	83,869	64,971	123,603	111,720	46,749	72%
15 Travel & Training	14,791	14,936	11,223	21,350	21,880	32,350	11,000	52%
16 Bldg & Maint Services	12,104	13,520	38,704	45,403	240,245	105,452	60,049	132%
17 Chemicals	179,222	186,854	195,468	150,500	128,330	130,000	(20,500)	-14%
18 Permits & Licenses	32,134	48,423	36,983	23,500	27,656	31,000	7,500	32%
19 Supplies	49,722	41,468	51,355	84,059	45,551	43,891	(40,168)	-48%
20 Equipment	517,808	482,643	418,928	260,003	240,655	242,800	(17,203)	-6.6%
21 Tools	1,843	2,380	4,284	5,000	5,000	10,000	5,000	100%
22 Infrastructure	-	512,157	1,353,921	360,200	300,200	1,311,500	951,300	264%
23	3,140,035	3,600,734	4,701,519	4,204,177	4,370,464	5,208,545	1,004,368	24%

#### 24 **Funded Positions:**

25 <i>Operating Fund FTE</i>	8.85	8.85	8.53	11.25	10.75	10.50	(0.75)	-6.7%
26 <i>Other Funds FTE</i>	-	-	-	-	-	-	-	0%
27	8.85	8.85	8.53	11.25	10.75	10.50	(0.75)	-6.7%

### 28 REVENUE

#### By Type:

30 JPA Assessments	3,085,668	3,476,376	3,984,212	4,117,178	4,298,070	5,150,570	1,033,392	25%
31 Contract Services	-	-	-	-	-	-	-	0%
32 NDWSCP Fees	40,702	-	74,593	48,249	38,667	22,025	(26,224)	-54%
33 Misc. Fees	5,865	7,635	7,225	7,000	8,136	8,200	1,200	17%
34 Interest Earnings	6,859	7,032	8,365	6,500	4,342	6,500	-	0%
35 Misc. Revenue	30,984	187,734	36,350	25,250	21,250	21,250	(4,000)	-16%
36 From/(To) Reserves	-	-	500,000	-	-	-	-	0%
37	3,170,078	3,678,777	4,610,745	4,204,177	4,370,464	5,208,545	1,004,368	24%

#### By Agency:

39 Half Moon Bay	1,544,232	1,700,676	1,980,157	2,086,121	2,179,121	2,688,597	602,476	29%
40 Granada CSD	884,244	1,088,316	1,135,497	1,182,816	1,233,546	1,349,449	166,633	14%
41 Montara WSD	657,192	687,384	868,558	848,240	885,402	1,112,523	264,283	31%
42	3,085,668	3,476,376	3,984,212	4,117,177	4,298,070	5,150,570	1,033,393	25%

**ADMINISTRATIVE SERVICES DIVISION**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED	
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**EXPENDITURES**

**By Type:**

1 Wages	345,863	389,614	431,898	471,624	459,463	459,157	(12,467)	-2.6%
2 Premium Pay	2,275	2,484	2,021	100	-	200	100	100%
3 Health Benefits	-	-	25,494	93,840	64,820	83,703	(10,137)	-11%
4 Retirement Cont.	60,872	68,572	76,014	83,006	64,365	110,237	27,231	33%
5 Retirement Medical	10,513	1,205	18,216	6,864	16,342	16,301	9,437	137%
6 Misc. Benefits	63,634	121,708	89,174	31,400	19,705	17,613	(13,787)	-44%
7 Legal Services	103,157	76,296	103,449	54,560	41,508	46,000	(8,560)	-16%
8 Engineering Services	142,871	108,194	66,966	-	3,420	2,000	2,000	100%
9 Professional Services	253,404	162,934	316,814	74,500	121,828	100,580	26,080	35%
10 Prof. Memberships	14,987	16,404	18,975	21,925	23,739	24,000	2,075	9.5%
11 Printing/Advertising	2,768	2,137	7,495	6,000	697	5,500	(500)	-8.3%
12 Insurance Premiums	59,065	53,716	56,041	53,375	48,867	49,496	(3,879)	-7.3%
13 Utilities	16,822	19,940	24,678	15,000	29,715	20,180	5,180	35%
14 Misc. Expenses	51,395	51,825	22,880	35,420	73,305	47,995	12,575	36%
15 Travel & Training	2,272	2,507	260	9,000	12,330	15,500	6,500	72%
16 Bldg & Maint Services	12,104	13,520	5,379	14,500	18,617	24,452	9,952	69%
17 Chemicals	-	-	-	-	-	-	-	0%
18 Permits & Licenses	2,772	-	-	-	-	-	-	0%
19 Supplies	11,610	19,044	16,674	47,500	8,056	8,750	(38,750)	-82%
20 Equipment	3,327	2,483	2,781	5,000	7,705	27,000	22,000	440%
21 Tools	-	-	-	-	-	-	-	0%
22 Infrastructure	-	-	-	-	-	-	-	0%
23	1,159,711	1,112,583	1,285,209	1,023,614	1,014,480	1,058,663	35,049	3.4%

**24 Funded Positions:**

25 Operating Fund FTE	4.000	3.925	3.975	4.000	3.500	3.500	(0.50)	-13%
26 Other Funds FTE	-	-	-	-	-	-	-	0%
27	4.000	3.925	3.975	4.000	3.500	3.500	(0.50)	-13%

**28 REVENUE**

**By Type:**

30 JPA Assessments	1,080,360	1,094,412	1,122,456	991,864	988,888	1,030,913	39,049	3.9%
31 Contract Services	-	-	-	-	-	-	-	0%
32 NDWSCP Fees	-	-	-	-	-	-	-	0%
33 Misc. Fees	-	-	-	-	-	-	-	0%
34 Interest Earnings	6,859	7,032	8,365	6,500	4,342	6,500	-	0%
35 Misc. Revenue	30,789	13,177	36,350	25,250	21,250	21,250	(4,000)	-16%
36 From/(To) Reserves	-	-	-	-	-	-	-	0%
37	1,118,008	1,114,621	1,167,171	1,023,614	1,014,480	1,058,663	35,049	3.4%

**By Agency:**

39 Half Moon Bay	540,672	535,416	557,868	502,565	501,366	538,137	35,572	7.1%
40 Granada CSD	309,588	342,624	319,896	284,951	283,811	270,099	(14,852)	-5.2%
41 Montara WSD	230,100	216,372	244,692	204,348	203,711	222,677	18,329	9%
42	1,080,360	1,094,412	1,122,456	991,864	988,888	1,030,913	39,049	3.9%



## ADMINISTRATIVE SERVICES DIVISION



### PROGRAM DESCRIPTION

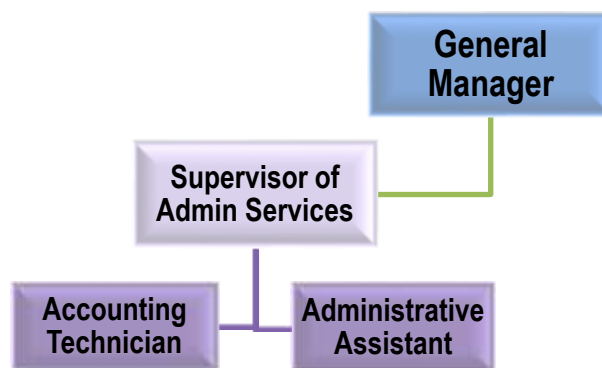
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The Administrative Services division provides administrative support to the Board of Directors, the General Manager and all SAM divisions. Its functions include overall planning and coordination of SAM activities, including human resources and risk management, management of SAM's information systems, the web site, and Board services. While there is little public contact by office staff, contact with member agencies and vendors is often coordinated via Administrative Services and information management is a significant role.

This division is responsible for wage, salary and benefits administration, recruitment, employee relations, training, as well as administration of the District's self-insurance and loss prevention programs.

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

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



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

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Regular Positions	4.00	4.00	3.925	3.975	4.00	3.50

**FINANCIAL DETAILS**

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2015/16 and 2016/17 budgets.

<b>Budget Line #</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>
1. Wages Increased for COLA adjustments of 3% per MOU. Includes wages for 3.50 staff allocated to this division, which reflects the reduction of the Accounting Technician from full- to part-time, and the fees paid to SAM Directors for Board, Committee and special meetings based on days of service.	\$471,624	\$459,157
2. Premium Pay Increased to account for the possibility of more meetings and events that would require staff assistance outside of regular hours. Overtime paid for staff to perform tasks outside of normal work times.	\$100	\$200
3. Health Benefits Decreased to reflect the reduction of the Accounting Technician from full- to part-time with pro-rated benefits. The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual.	\$93,840	\$83,703

**FISCAL YEAR 2017/18**

<u>Budget Line #</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
4. Retirement Contributions Increased to reflect changes in the CalPERS contribution rates for classic members. SAM pays the employer contribution as well as a portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRAs.	\$83,006	\$ 110,237
5. Retirement Medical Increased to make contributions to an OPEB trust in compliance with GASB as well as current retiree medical premiums.	\$6,864	\$16,301
6. Misc. Benefits Increased for negotiated changes in benefits effective July 1, 2016, but not adopted until September 26, 2016, and the reduction of the Accounting Technician from full- to part-time.	\$31,400	\$17,613
7. Legal Services Decreased based on projected costs for FY 2016/17.	\$54,560	\$46,000
8. Engineering Services Increased to provide general support unrelated to infrastructure or maintenance projects.	\$0	\$2,000
9. Professional Services Increased for developing a communications plan per the adopted Strategic Plan. It also includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$74,500	\$88,080
10. Professional Membership Increased to reflect rate increases for memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$21,925	\$24,000
11. Printing/Advertising The cost of printing envelopes, letterhead, checks, and other business forms, mandatory employment posters, as well as advertising public notices.	\$6,000	\$5,500

**FISCAL YEAR 2017/18**

<u>Budget Line #</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
12. Insurance Premiums Workers' compensation, property, and liability premiums based on utilization rates.	\$53,375	\$49,496
13. Utilities Electricity, water, telephone, cable, internet connections, etc. based on FY 2016/17 projections and anticipated rate increases.	\$15,000	\$20,180
14. Misc. Expenses Includes incidental expenses (offsite file storage, postage, claims, copier lease, phone system lease) not captured in other categories.	\$35,420	\$60,495
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices. Increased for anticipated conference attendance for directors.	\$9,000	\$15,500
16. Building & Maintenance Services Includes janitorial and other regular building maintenance services.	\$14,500	\$24,452
17. Chemicals There are no chemical costs charged to Administrative Services.	\$0	\$0
18. Permits & Licenses There are no permit and license costs charged to Administrative Services.	\$0	\$0
19. Supplies Office, computer, and general supplies, including food for Board and SAM member managers' meetings.	\$47,500	\$8,750
20. Equipment Purchase of a server, replacement computers, small office equipment, and ergonomic equipment.	\$5,000	\$27,000

## FISCAL YEAR 2017/18

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Budget Line #	FY 2016/17	FY 2017/18
21. Tools There are no tool costs in this division.	\$0	\$0
22. Construction There are no construction costs in this division.	\$0	\$0

The significant changes in the Administrative Services division from the Adopted Budget for FY 2016/17 included in the FY 2017/18 budget are as follows.

1. Reduced the Accounting Technician from full-time to part-time.
2. Increased the retirement contributions budget to CalPERS for classic employees based on projected rate changes.
3. Increased the retirement medical budget to contribute 1.5% of payroll into a trust for future OPEB costs in compliance with GASB.
4. Increased the budget for professional services to develop a communications plan per the adopted Strategic Plan.
5. Increase the budget for Misc. Expenses to reflect the lease payment for the new phone system.
6. Increased the travel and training budget to ensure sufficient funding for directors to attend conferences and seminars relevant to SAM.

## GOALS

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

## ACHIEVEMENTS

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- Completed negotiations with IUOE, Local No. 39, for a successor MOU.
- Completed recruitments for Operator-in-Training, Collection Maintenance Worker, and Accounting Technician.

- Designed and implemented new SAM website to replace one being discontinued by the existing provider.
- Reviewed and updated existing Anti-Harassment and Discrimination Policy and recommended new policies (Board Communications Policy; Employee Recognition and Expressions of Sympathy Policy) for Board approval.
- Completed the SAM Strategic Plan process.
- Replaced the outdated telephone system and reduced monthly service rates.

**PROGRAM OBJECTIVES**

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- Manage the processing and review of SAM contracts.
- Maintain records of benefits, including employee leave balances, retirement contributions, and employer-provided insurance policies.
- Coordinate updates to terms and conditions for Unrepresented Employees.
- Recruit and retain highly qualified candidates for vacant positions.
- Maintain up-to-date personnel files.
- Provide assistance with employee relations.
- Provide on-going clarifications of definitions and conditions of employment.
- Evaluate personnel policies and procedures and make appropriate revisions.
- Process employee payroll per employee contracts. Process accounts payable on a weekly basis. Issue, track and collect accounts receivable.
- Maintain accounting files on Capital Improvement projects and Fixed Assets.
- Provide monthly budget reports to divisions each month.
- Conform with GAAP (Generally Accepted Accounting Principles).
- Manage and prioritize division activities on an ongoing basis.
- Work with other divisions to implement procedures that result in cost savings, increased efficiencies and improved customer service.
- Provide general administrative support to all divisions for centralized services.
- Efficiently and effectively manage information technology and systems, including the SAM website and social media sites.

**PERFORMANCE MEASURES**

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- Submit the Annual Financial and Salary & Compensation reports to the State Controller's Office by the deadline.
- Implement objectives identified in the SAM Strategic Plan.
- Review and update, as necessary, 25% of administrative, financial and personnel policies.
- Complete the annual audit and present it to the Board by the December meeting.
- Present budget to Board and member agencies in a timely manner.

## TREATMENT DIVISION

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
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### EXPENDITURES

#### By Type:

1 Wages	327,637	359,700	486,492	577,667	589,322	621,376	43,709	7.6%
2 Premium Pay	18,706	21,870	29,377	47,200	62,224	61,591	14,391	30%
3 Health Benefits	-	-	10,297	154,898	152,944	144,843	(10,055)	-6.5%
4 Retirement Cont.	54,060	59,351	80,271	102,669	117,116	137,082	34,413	34%
5 Retirement Medical	7,819	1,143	10,314	1,509	8,840	9,322	7,812	518%
6 Misc. Benefits	100,628	115,619	167,914	37,259	37,937	43,504	6,246	17%
7 Legal Services	-	-	-	-	-	-	-	0%
8 Engineering Services	4,200	-	-	500	25,000	500	-	0%
9 Professional Services	-	-	37,529	422,292	412,932	429,500	7,208	1.7%
10 Prof. Memberships	148	454	1,158	1,120	10,000	10,000	8,880	793%
11 Printing/Advertising	645	-	-	1	69	100	99	9900%
12 Insurance Premiums	-	-	1,817	-	-	-	-	0%
13 Utilities	465,896	457,916	434,638	464,600	487,664	473,500	8,900	1.9%
14 Misc. Expenses	175,391	172,167	60,989	27,304	49,540	50,550	23,246	85%
15 Travel & Training	12,519	12,429	10,963	9,000	9,000	13,000	4,000	44%
16 Bldg & Maint Services	-	-	33,325	30,903	221,628	81,000	50,097	162%
17 Chemicals	179,222	186,854	195,468	145,500	122,384	125,000	(20,500)	-14%
18 Permits & Licenses	29,362	48,423	36,983	23,500	27,656	31,000	7,500	32%
19 Supplies	38,112	22,424	34,681	23,860	34,681	25,125	1,265	5.3%
20 Equipment	514,481	480,160	416,147	180,003	181,450	212,800	32,797	18%
21 Tools	1,843	2,380	4,284	5,000	5,000	10,000	5,000	100%
22 Infrastructure	-	-	-	-	-	-	-	0%
23	1,930,669	1,940,889	2,052,647	2,254,785	2,555,386	2,479,793	225,008	10%

#### 24 Funded Positions:

25 <i>Operating Fund FTE</i>	4.600	4.700	4.275	5.950	6.250	6.250	0.30	5.0%
26 <i>Other Funds FTE</i>	-	-	-	-	-	-	-	0%
27	4.600	4.700	4.275	5.950	6.250	6.250	0.30	5.0%

### 28 REVENUE

#### By Type:

30 JPA Assessments	2,005,308	2,061,960	2,124,756	2,247,786	2,528,583	2,452,593	204,807	9.1%
31 Contract Services	-	-	-	-	-	-	-	0%
32 NDWSCP Fees	-	-	-	-	18,667	19,000	19,000	189990%
33 Misc. Fees	5,865	7,635	7,225	7,000	8,136	8,200	1,200	17%
34 Interest Earnings	-	-	-	-	-	-	-	0%
35 Misc. Revenue	195	174,557	-	-	-	-	-	0%
36 From/(To) Reserves	-	-	-	-	-	-	-	0%
37	2,011,368	2,244,152	2,131,981	2,254,786	2,555,386	2,479,793	225,007	10%

#### By Agency:

39 Half Moon Bay	1,003,560	1,008,780	1,056,000	1,138,924	1,281,992	1,280,254	141,330	12%
40 Granada CSD	574,656	645,528	605,556	645,762	725,703	642,579	(3,183)	-0.5%
41 Montara WSD	427,092	407,652	463,200	463,099	520,888	529,760	66,661	14%
42	2,005,308	2,061,960	2,124,756	2,247,785	2,528,583	2,452,593	204,808	9.1%

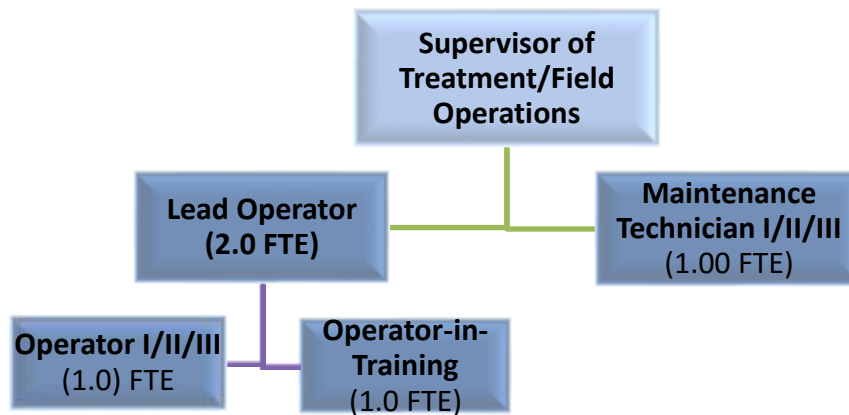
## TREATMENT DIVISION



### PROGRAM DESCRIPTION

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

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



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

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Regular Positions	4.60	4.60	4.70	4.275	5.95	6.25



**FINANCIAL HIGHLIGHTS**

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2015/16 and 2016/17 budgets.

Budget Line #	FY 2016/17	FY2017/18
1. Wages Increased for COLA adjustments of 3% per MOU, a shift of 0.30 Engineering & Construction Contracts Manager, which reflects the additional engineering and project management related to the Treatment function, and merit step increases, where applicable.	\$582,667	\$621,376
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times as well as standby pay. The change reflects negotiated changes effective July 1, 2016, but not adopted until September 26, 2016. This also reflects the change in the Supervisor from non-exempt to exempt for the purposes of overtime.	\$47,200	\$61,591
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual. The change reflects negotiated changes effective July 1, 2016, but not adopted until September 26, 2016.	\$154,898	\$144,843
4. Retirement Contributions Increased to reflect changes in CALPERS contribution rates for classic members. SAM pays the employer contribution as well as a portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance PEPRA.	\$102,669	\$137,082
5. Retirement Medical Increased to make contributions to an OPEB trust in compliance with GASB as well as current retiree medical premiums.	\$8,740	\$9,322

**FISCAL YEAR 2017/18**

<u>Budget Line #</u>	<u>FY 2016/17</u>	<u>FY2017/18</u>
6. Misc. Benefits The increase reflects negotiated changes effective July 1, 2016, but not adopted until September 26, 2016.	\$37,259	\$43,504
7. Legal Services There are no legal services charged to Treatment.	\$0	\$0
8. Engineering Services General support unrelated to infrastructure projects.	\$500	\$500
9. Professional Services This category reflects specialized services that cannot be provided by SAM staff. Increased to reflect increases in ongoing services.	\$422,292	\$429,500
10. Professional Membership Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community. Costs were previously charged to Administrative Services and the CCS budget.	\$1,120	\$10,000
11. Printing/Advertising Includes the cost of printing business cards and advertising related to small repair and maintenance projects.	\$0	\$100
12. Insurance Premiums There are no insurance premiums charged to Treatment.	\$0	\$0
13. Utilities Electricity, water, telephone, cable, etc. Increased to reflect anticipated rate increases.	\$462,100	\$473,500
14. Misc. Expenses Includes incidental expenses (uniforms, radio and alarm systems, etc.) not captured in other categories. Increase is based on projected expenses for FY 2016/17 and anticipated needs.	\$27,304	\$50,550

**FISCAL YEAR 2017/18**

<u>Budget Line #</u>	<u>FY 2016/17</u>	<u>FY2017/18</u>
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and safety training. Increased to reflect the costs previously charged to the CCS budget for the employees in that budget as well as negotiated changes effective July 1, 2016, but not adopted until September 26, 2016	\$9,000	\$13,000
16. Building & Maintenance Services Includes janitorial and other regular building and facility maintenance services. Increased to reflect planned maintenance at the Treatment Plant as well as the pump stations that are not significant to be separate infrastructure projects.	\$30,903	\$81,000
17. Chemicals Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards. Decreased to reflect reduced rates through participation in the Bay Area Chemical Consortium.	\$145,500	\$125,000
18. Permits & Licenses Annual costs for permits with local, regional and state agencies. Increase reflects anticipated changes in fees.	\$23,500	\$31,000
19. Supplies Office, computer, and general supplies.	\$23,860	\$25,125
20. Equipment Purchase of equipment for repair and rehabilitation of SAM facilities. Repair projects and equipment purchases in this category typically cost less than \$30,000 each. Increased to reflect planned maintenance at the Treatment Plant as well as the pump stations that are not large enough to be separate infrastructure projects.	\$180,003	\$212,800

Budget Line #	FY 2016/17	FY2017/18
21. Tools Purchase of tools for repair of facilities, vehicles, and equipment.	\$5,000	\$10,000
22. Construction There are no construction costs in this division. These costs are generally reflected in the Infrastructure division and exceed \$30,000 per project.	\$0	\$0

The significant changes in the Treatment division from the Adopted Budget for FY 2016/17 included in the FY 2017/18 budget are:

1. Reallocated 0.25 FTE Engineering & Construction Contracts Manager from Infrastructure to Treatment, for a total of .50 FTE, to reflect the support provided for Treatment-related functions.
2. Increased retirement contributions to CalPERS for classic employees based on projected rate changes.
3. Increased retirement medical to contribute 1.5% of payroll into a trust for future OPEB costs in compliance with GASB.
4. Increased Building & Maintenance Services to reflect more work contracted to third-party vendors to perform regular and emergency maintenance tasks.
5. Reallocated budget between line items to more accurately reflect the expenditures after implementing new accounting software.

## **GOALS**

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

- Maintain equipment and facilities to improve reliability and reduce operating and maintenance costs.

**HIGHLIGHTS**

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- Performed process related laboratory analysis for the Environmental Compliance division on weekends.
- Conducted all required annual safety training programs.
- Administered the Trucked Waste Acceptance Program.
- Worked to optimize processes and expand nitrifying facilities to improve reliability.

**PROGRAM OBJECTIVES**

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- Perform required preventive and predictive maintenance to eliminate spills, overflows, bypasses or discharge permit violations, and to minimize the possibility of equipment breakdowns
- Promote comprehensive training of division personnel.
- Continue to promote and provide a safe and healthy environment for all staff, contractors, and community.
- Develop and implement standard operating procedures (SOPs) for operations and maintenance functions.
- Develop and implement maintenance plan for routine maintenance on all equipment.
- Purchase and implement new computer maintenance management system to replace outdated system.

**PERFORMANCE MEASURES**

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

**ENVIRONMENTAL COMPLIANCE DIVISION**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
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**EXPENDITURES**

**By Type:**

Wages	32,211	21,406	855	53,054	53,170	33,284	(19,770)	-37%
Premium Pay	-	-	-	100	1,395	791	691	691%
Health Benefits	-	-	91	11,730	5,684	6,217	(5,513)	-47%
Retirement Cont.	4,870	3,237	129	10,234	7,089	8,577	(1,657)	-16%
Retirement Medical	447	-	444	796	798	524	(272)	-34%
Misc. Benefits	11,977	9,334	767	4,090	7,961	1,080	(3,010)	-74%
Legal Services	-	-	-	-	-	-	-	0%
Engineering Services	-	-	-	-	-	-	-	0%
Professional Services	-	-	7,449	79,500	80,671	92,550	13,050	16%
Prof. Memberships	-	-	-	-	100	100	100	10000%
Printing/Advertising	150	-	-	500	69	100	(400)	-80%
Insurance Premiums	-	-	-	-	-	-	-	0%
Utilities	-	-	7	-	-	-	-	0%
Misc. Expenses	-	1,128	-	750	759	550	(200)	-27%
Travel & Training	-	-	-	1,250	550	3,300	2,050	164%
Bldg & Maint Services	-	-	-	-	-	-	-	0%
Chemicals	-	-	-	5,000	5,946	5,000	-	0%
Permits & Licenses	-	-	-	-	-	-	-	0%
Supplies	-	-	-	12,699	2,815	10,016	(2,683)	-21%
Equipment	-	-	-	-	1,500	3,000	3,000	30000%
Tools	-	-	-	-	-	-	-	0%
Infrastructure	-	-	-	-	-	-	-	0%
	49,655	35,105	9,742	179,704	168,506	165,088	(14,615)	-8.1%

**Funded Positions:**

Operating Fund FTE	0.250	0.225	0.275	0.500	0.500	0.250	(0.25)	-50%
Other Funds FTE	-	-	-	-	-	-	-	0%
	0.250	0.225	0.275	0.500	0.500	0.250	(0.25)	-50%

**REVENUE**

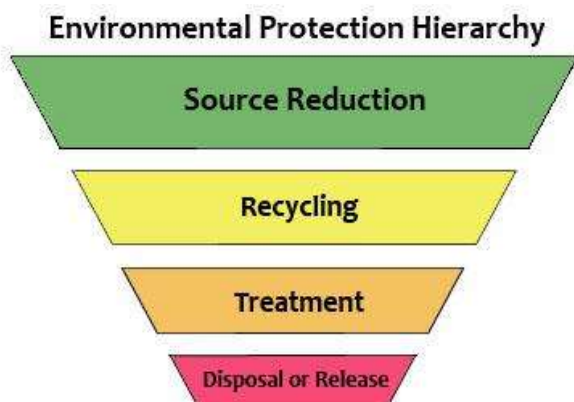
**By Type:**

JPA Assessments	-	-	-	131,454	148,506	162,063	30,609	23%
Contract Services	-	-	-	-	-	-	-	0%
NDWSCP Fees	40,702	-	74,593	48,249	20,000	3,025	(45,224)	-94%
Misc. Fees	-	-	-	-	-	-	-	0%
Interest Earnings	-	-	-	-	-	-	-	0%
Misc. Revenue	-	-	-	-	-	-	-	0%
From/(To) Reserves	-	-	-	-	-	-	-	0%
	40,702	-	74,593	179,703	168,506	165,088	(14,615)	-8.1%

**By Agency:**

Half Moon Bay	-	-	-	66,606	75,293	84,597	17,991	27%
Granada CSD	-	-	-	37,765	42,621	42,461	4,695	12%
Montara WSD	-	-	-	27,083	30,592	35,006	7,923	29%
	-	-	-	131,454	148,506	162,063	30,609	23%

## ENVIRONMENTAL COMPLIANCE DIVISION



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### PROGRAM DESCRIPTION

The Environmental Compliance division provides services and oversight in four areas: National Pollutant Discharge Elimination System (NPDES) permit compliance, Laboratory Operations, Non-Domestic Waste Source Control (NDWSCP) Program, and Pollution Prevention (P2) Program. NPDES permit compliance involves maintaining compliance with permit parameters, implementing investigations and additional sampling programs to address specific pollutants, developing action plans to reduce these pollutants and reporting levels of progress to the Regional Board. The laboratory conducts analyses of various plant samples for process control, NPDES permit parameters, and special projects as needed.

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

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

**Supervisor of  
Treatment/Field  
Operations**

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

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Regular Positions	0.25	0.25	0.225	0.275	0.50	0.25

**FINANCIAL HIGHLIGHTS**

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2015/16 and 2016/17 budgets.

Budget Line #		FY 2016/17	FY2017/18
1.	Wages Decreased to reflect that F.O.G. inspections performed by the 0.25 Lead Collection Maintenance Worker on behalf of the member agencies have been reallocated to the CCS budget along with the associated revenue.	\$53,054	\$33,284
2.	Premium Pay Certification pay, standby pay, and overtime paid for staff to perform tasks outside of normal work times. Increased to reflect negotiated changes effective July 1, 2016, but not adopted until September 26, 2016.	\$100	\$791
3.	Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees Manual. Decreased to reflect the shift of 0.25 Lead Collection Maintenance Worker to CCS. Reflects negotiated changes effective July 1, 2016, but not adopted until September 26, 2016.	\$11,730	\$6,217
4.	Retirement Contributions Reflects changes in CALPERS contribution rates for classic members. SAM pays the employer contribution as well as a portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance PEPRA. Decreased to reflect the shift of 0.25 Lead Collection Maintenance Worker to CCS.	\$10,234	\$8,577
5.	Retirement Medical Increased to reflect contributions to an OPEB trust in compliance with GASB as well as current retiree medical premiums, and decreased to reflect the shift of 0.25 Lead Collection Maintenance Worker to CCS.	\$796	\$524



**FISCAL YEAR 2017/18**

Budget Line #	FY 2016/17	FY2017/18
6. Misc. Benefits Decreased to reflect the shift of 0.25 Lead Collection Maintenance Worker to CCS.	\$4,090	\$1,080
7. Legal Services There are no legal services budgeted to EC.	\$0	\$0
8. Engineering Services There are no engineering costs budgeted to EC.	\$0	\$0
9. Professional Services This category is for specialized services that cannot be provided by SAM staff. Increased to reflect anticipated increases in third-party laboratory rates. It also includes funding for two years of the First Flush program.	\$79,500	\$92,550
10. Professional Membership The cost of the laboratory certification, which was previously charged to Treatment.	\$0	\$100
11. Printing/Advertising Printing and mailing outreach and inspection information as part of the pre-treatment and pollution prevention programs.	\$500	\$100
12. Insurance Premiums There are no insurance premiums budgeted to EC.	\$0	\$0
13. Utilities There are no utility costs budgeted to EC.	\$0	\$0
14. Misc. Expenses Includes incidental expenses (postage, copier) not captured in other categories.	\$750	\$550
15. Travel & Training Training and travel related costs for attendance at industry conferences, seminars, and other related events to keep current on technical skills and industry practices and required safety training. Significant changes are anticipated related to laboratory requirements. Additional training will be needed.	\$1,250	\$3,300

**FISCAL YEAR 2017/18**

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<u>Budget Line #</u>	<u>FY 2016/17</u>	<u>FY2017/18</u>
16. Building & Maintenance Services There are no building maintenance services budgeted to EC.	\$0	\$0
17. Chemicals Includes chemicals used in the laboratory to meet regulatory standards.	\$5,000	\$5,000
18. Permits & Licenses There are no permits or licenses budgeted to EC.	\$0	\$0
19. Supplies Office, computer, and general supplies. The laboratory costs were previously reported in the Treatment budget.	\$250	\$10,016
20. Equipment Purchase of equipment and tools for use in the laboratory to replace outdated or unrepairable equipment.	\$0	\$3,000
21. Tools There are no tool costs budgeted to EC.	\$0	\$0
22. Construction There are no construction costs budgeted to EC.	\$0	\$0

The significant changes in the Environmental Compliance division from the Adopted Budget for FY 2015/16 included in the FY 2016/17 budget are:

1. Reallocated 0.25 FTE Lead Collection Maintenance Worker related to the F.O.G. inspections performed on behalf of member agencies.
2. Increased retirement contributions to CalPERS for classic employees based on projected rate changes.
3. Increased retirement medical to contribute 1.5% of payroll into a trust for future OPEB costs in compliance with GASB.
4. Increased Professional Services to fund two-years of the First Flush program.

**GOALS**

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- Achieve and maintain 100 % compliance with the District's NPDES permit requirements, including the NDWSC and Pollution Prevention (P2) programs.

- Promote and maintain a positive, safe and productive work environment while cultivating a sense of environmental stewardship.
- Promote and maintain representative sampling, perform exceptional analyses and accurately report data collected to evaluate industrial and commercial discharges, the operational status of the treatment plant and the quality of the bio-solids generated.
- Effectively regulate dischargers of industrial, commercial and other types of wastewater to protect the sanitary sewer system, the treatment plant, staff, the public and the environment.
- Effectively implement the Pollution Prevention (P2) Program and provide public outreach to reduce and or prevent the discharge of pollutants to the collection system, treatment plant and the environment; this includes implementing tools to measure the progress of these efforts.
- Effectively build and maintain partnerships with other agencies that have similar requirements and goals (Green Business Program, Household Hazardous Waste/Pharmaceutical Collection, Bay Area Pollution Prevention Group, etc.)
- Maintain Environmental Laboratory Accreditation Program (ELAP) certification for conventional pollutants and coliform bacteria.

## **ACHIEVEMENTS**

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

## **PROGRAM OBJECTIVES**

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- Perform all required sampling, inspections, studies and outreach to comply with the District's NPDES permit, NDWSC and Pollution Prevention Programs, F.O.G. program, and process control.
- Maintain compliance with all programs and requirements listed above.
- Maintain ELAP certification for laboratory functions.
- Continue to educate and increase the level of awareness on pollution prevention and water quality issues with the goals of changing behavior and decreasing the volume of pollutants entering the treatment plant and the bay.

## **FISCAL YEAR 2017/18**

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- Participate in public outreach activities such as the Half Moon Bay Art & Pumpkin Festival, Pacific Coast Dream Machines, and the Coastal Wildflower Day/Earth Day.
- Distributed informational materials, brochures, and notices regarding proper discharge of wastes to residents, commercial businesses, and during public events.
- Coordinate Plant Tour program for Half Moon Bay High School biology students.
- Develop and implement an education outreach program to create interest in wastewater and recycled water resource issues at middle and elementary school levels.

## **PERFORMANCE MEASURES**

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- Complete 100% NDWSC and F.O.G. inspections as required by SAM permits.
- Meet and maintain ELAP compliance requirements.
- Complete all of the necessary annual continued learning units to maintain required Environmental Compliance Inspector and Laboratory Analyst certifications from the California Water Environment Association.

## INFRASTRUCTURE DIVISION

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
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### EXPENDITURES

#### By Type:

1 Wages	-	-	-	99,800	25,343	60,831	(38,969)	-39%
2 Premium Pay	-	-	-	-	-	-	-	0%
3 Health Benefits	-	-	-	14,157	3,056	11,730	(2,427)	-17%
4 Retirement Cont.	-	-	-	11,915	1,177	4,206	(7,709)	-65%
5 Retirement Medical	-	-	-	1,105	381	915	(190)	-17%
6 Misc. Benefits	-	-	-	5,629	1,635	4,143	(1,487)	-26%
7 Legal Services	-	-	-	100	100	500	400	400%
8 Engineering Services	-	-	-	133,550	250,000	100,000	(33,550)	-25%
9 Professional Services	-	-	-	40,020	-	10,000	(30,020)	-75%
10 Prof. Memberships	-	-	-	-	-	-	-	0%
11 Printing/Advertising	-	-	-	1,000	200	500	(500)	-50%
12 Insurance Premiums	-	-	-	-	-	-	-	0%
13 Utilities	-	-	-	-	-	-	-	0%
14 Misc. Expenses	-	-	-	1,497	-	125	(1,372)	-92%
15 Travel & Training	-	-	-	2,100	-	550	(1,550)	-74%
16 Bldg & Maint Services	-	-	-	-	-	-	-	0%
17 Chemicals	-	-	-	-	-	-	-	0%
18 Permits & Licenses	-	-	-	-	-	-	-	0%
19 Supplies	-	-	-	-	-	-	-	0%
20 Equipment	-	-	-	75,000	50,000	-	(75,000)	-100%
21 Tools	-	-	-	-	-	-	-	0%
22 Infrastructure	-	512,157	1,353,921	360,200	300,200	1,311,500	951,300	264%
23	-	512,157	1,353,921	746,074	632,092	1,505,000	758,927	102%

#### 24 Funded Positions:

25 <i>Operating Fund FTE</i>	-	-	-	0.80	0.50	0.50	(0.30)	-38%
26 <i>Other Funds FTE</i>	-	-	-	-	-	-	-	0%
27	-	-	-	0.80	0.50	0.50	(0.30)	-38%

### 28 REVENUE

#### By Type:

30 JPA Assessments	-	320,004	737,000	746,074	632,092	1,505,000	758,927	102%
31 Contract Services	-	-	-	-	-	-	-	0%
32 NDWSCP Fees	-	-	-	-	-	-	-	0%
33 Misc. Fees	-	-	-	-	-	-	-	0%
34 Interest Earnings	-	-	-	-	-	-	-	0%
35 Misc. Revenue	-	-	-	-	-	-	-	0%
36 From/(To) Reserves	-	-	500,000	-	-	-	-	0%
37	-	320,004	1,237,000	746,074	632,092	1,505,000	758,927	102%

#### By Agency:

39 Half Moon Bay	-	156,480	366,289	378,026	320,471	785,610	407,584	108%
40 Granada CSD	-	100,164	210,045	214,338	181,410	394,310	179,972	84%
41 Montara WSD	-	63,360	160,666	153,710	130,211	325,080	171,370	111%
42	-	320,004	737,000	746,074	632,092	1,505,000	758,926	102%

## INFRASTRUCTURE DIVISION



### PROGRAM DESCRIPTION

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

Division services are managed by the Engineering & Construction Contracts Manager.

**Engineering &  
Construction  
Contracts  
Manager**

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

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Regular Positions	0.00	0.00	0.00	0.00	0.80	0.50

### GOALS

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

**HIGHLIGHTS**

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- Directed design approval, implementation and construction inspection for all facility projects. Pipeline, pump station, engineering and treatment plant projects completed in FY 2015/16.
- Infrastructure Projects completed in FY 2016/17:  
 5-Year Infrastructure Plan  
 SCADA Upgrades  
 Plant Safety Improvements  
 Recycled Water Project 25% Design

**PROGRAM OBJECTIVES**

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- Provide research, design, bidding and construction inspection services for infrastructure projects.
- Prioritize infrastructure projects to meet SAM needs, compliance with new regulatory requirements, and develop a 20-year improvement program plan.

**FINANCIAL HIGHLIGHTS**

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The following is a list of key budget categories, what is included in each category, and the changes between the FY 2016/17 and 2017/18 budgets.

Budget Line #	FY 2016/17	FY2017/18
1. Wages Increased for COLA adjustments of 3% per the Unrepresented Employee Manual, merit step increases, where applicable, and a shift of 0.30 Engineering & Construction Contracts Manager to Treatment to reflect the additional project management support.	\$99,800	\$60,831
2. Premium Pay There is no premium pay budgeted to this division.	\$0	\$0
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based.	\$14,157	\$11,730
4. Retirement Contributions SAM pays only the employer contribution to CalPERS for retirement benefits in compliance with PEPRA. Decreased to reflect the shift of 0.30 Engineering & Construction Contracts Manager to Treatment.	\$11,915	\$4,206

**FISCAL YEAR 2017/18**

Budget Line #	FY 2016/17	FY2017/18
5. Retirement Medical Decreased to reflect the shift of 0.30 Engineering & Construction Contracts Manager to Treatment. Reflects make contributions to an OPEB trust in compliance with GASB as well as current retiree medical premiums.	\$1,105	\$915
6. Misc. Benefits Decreased to reflect the shift of 0.30 Engineering & Construction Contracts Manager to Treatment.	\$5,629	\$4,143
7. Legal Services Increased to reflect general contract review needed for budgeted projects.	\$100	\$500
8. Engineering Services Engineering services requiring specialized certification or skills will be performed by contract engineers. Increased to reflect projects identified in the first year of the 5-Year Infrastructure Plan.	\$133,550	\$100,000
9. Professional Services Specialized services that cannot be provided by staff.	\$40,020	\$10,000
10. Professional Membership There are no professional memberships budgeted to Infrastructure.	\$0	\$0
11. Printing/Advertising The cost of printing plans for bid postings as well as advertising public notices.	\$1,000	\$500
12. Insurance Premiums There are no insurance premiums budgeted to Infrastructure.	\$0	\$0
13. Utilities There are no utilities budgeted to Infrastructure.	\$0	\$0
14. Misc. Expenses Includes incidental expenses not captured in other categories. Decreased based on projected expenses for FY 2016/17 and anticipated needs.	\$1,497	\$125



**FISCAL YEAR 2017/18**

<u>Budget Line #</u>	<u>FY 2016/17</u>	<u>FY2017/18</u>
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry practices.	\$2,100	\$550
16. Building & Maintenance Services There are no building maintenance services budgeted to Infrastructure.	\$0	\$0
17. Chemicals There are no chemical costs budgeted to Infrastructure.	\$0	\$0
18. Permits & Licenses There are no permit and license costs budgeted to Infrastructure.	\$0	\$0
19. Supplies There are no supply costs budgeted to Infrastructure.	\$0	\$0
20. Equipment Increased to reflect projects identified in the first year of the 5-Year Infrastructure Plan.	\$75,000	\$0
21. Tools There are no tool costs budgeted to Infrastructure.	\$0	\$0
22. Construction Contract construction costs are included in this category. Increased to address issues on the IPS.	\$360,200	\$1,311,500

The Infrastructure division budget increased from \$0.75 million to \$1.50 million from Fiscal Year 2016/17. The significant changes in the Infrastructure division from the Adopted Budget for FY 2016/17 included in the FY 2017/18 budget are:

1. Reallocated 0.30 FTE of the Engineering & Construction Contracts Manager to Treatment to more accurately reflect the support provided to those functions.
2. Increased the Infrastructure division budget by \$951,300. Based on direction provided by the Board, staff has minimized the list of infrastructure projects for FY 2017/18 and has budgeted for only the highest priority projects that can be funded by available revenue. The projects planned for this fiscal year are:

**FISCAL YEAR 2017/18**

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- IPS: Replace Segments from Station 51+50 to 73+50 \$1,430,000
- Portola Pump Station: Replace Surge Tank \$75,000



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors

**FROM:** Beverli A. Marshall, General Manager

**DATE:** June 12, 2017

**SUBJECT: Approve Revised Contract Collection Services Budget for Fiscal Year 2017/18 for and Authorize General Manager to Submit it to Participating Agencies for Approval**

**Staff Recommendation**

Staff recommends that the Board of Directors approve the revised Contract Collection Services (CCS) Budget for Fiscal Year 2017/18 and authorize the General Manager to submit it to the participating agencies for their approval.

**Fiscal Impact**

The fiscal impact of the revised CCS Budget for Fiscal Year 2017/18 is \$813,561. This is an *overall decrease* of \$82,081 from the FY 2016/17 budget, which is primarily due to the eliminating funding for vehicle replacements. The impact to the participating agency assessments is (rounded to nearest \$):

	<b>Total CCS Assessments for Each Agency</b>			
	<u>FY 2016/17</u>	<u>FY 2017/18</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$331,685	\$274,596	(\$ 57,089)	(17%)
GCSD	\$242,350	\$239,954	(\$ 2,396)	(1.0%)
MWSD	\$321,608	\$279,411	(\$ 42,197)	(13%)
<b>Total</b>	<b>\$895,642</b>	<b>\$793,961</b>	<b>(\$101,682)</b>	<b>(11%)</b>

**Strategic Plan Compliance**

The revised CCS Budget complies with the SAM Strategic Plan Vision: “*Act as one organization service the Coastside community: member agencies, residents, visitors, and the environment.*” It also complies with Strategic Plan Goal 5.6: “*SAM is committed*”

<b>BOARD MEMBERS:</b>	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
<b>ALTERNATE MEMBERS:</b>	M. Clark	J. Harvey	B.
Huber	R. Kowalczyk	H. Rarback	

to providing quality collection system maintenance service for the Coastsides. It will seek to offer the type of agile and responsive service and cost that wins that business.”

**Background and Discussion/Report**

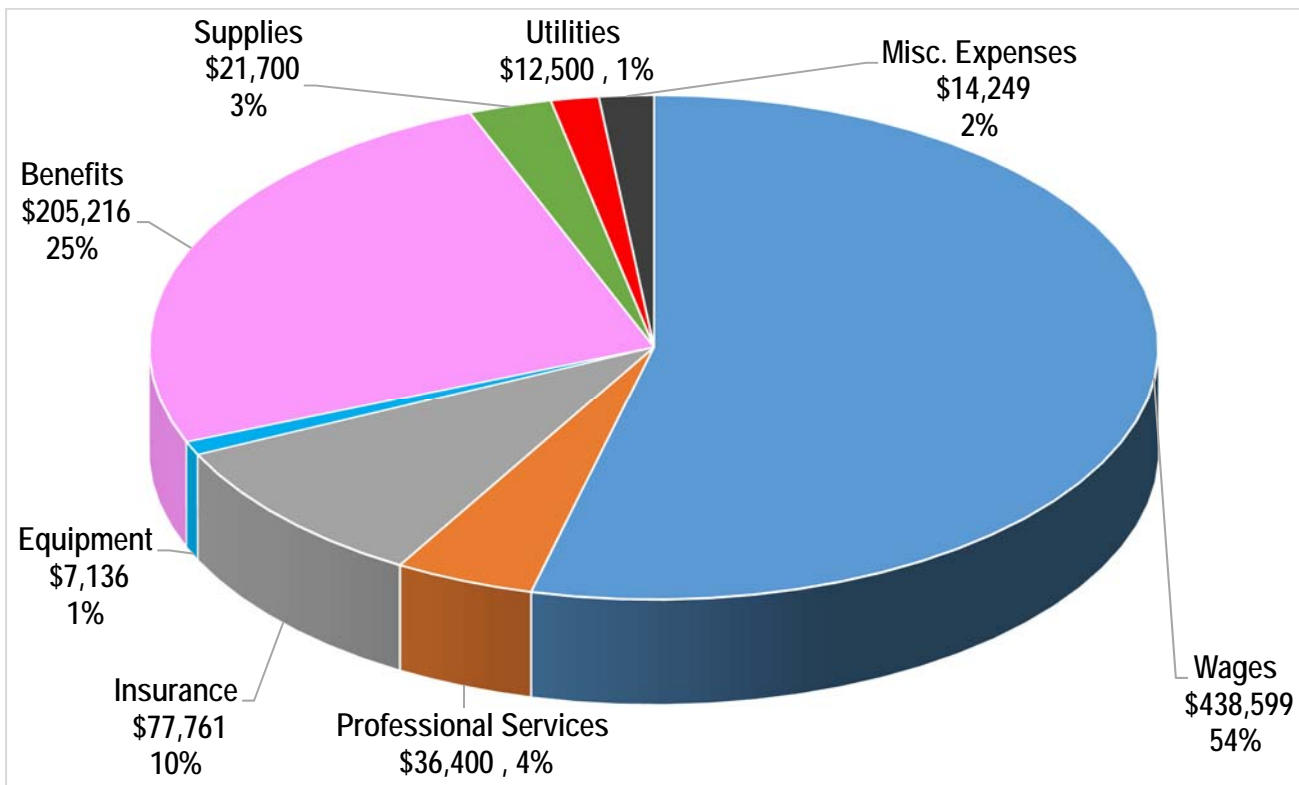
The revised CCS Budget for FY 2017/18 is presented to the Board of Directors for approval for authorizing the General Manager to submit it to the participating agencies for their approval. The budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff made the following assumptions in determining changes from FY 2016/17.

- All three agencies will fully participate in all services.
- All budgeted positions will be filled if they become vacant.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- 1.5% of payroll will be set aside for OPEB costs.

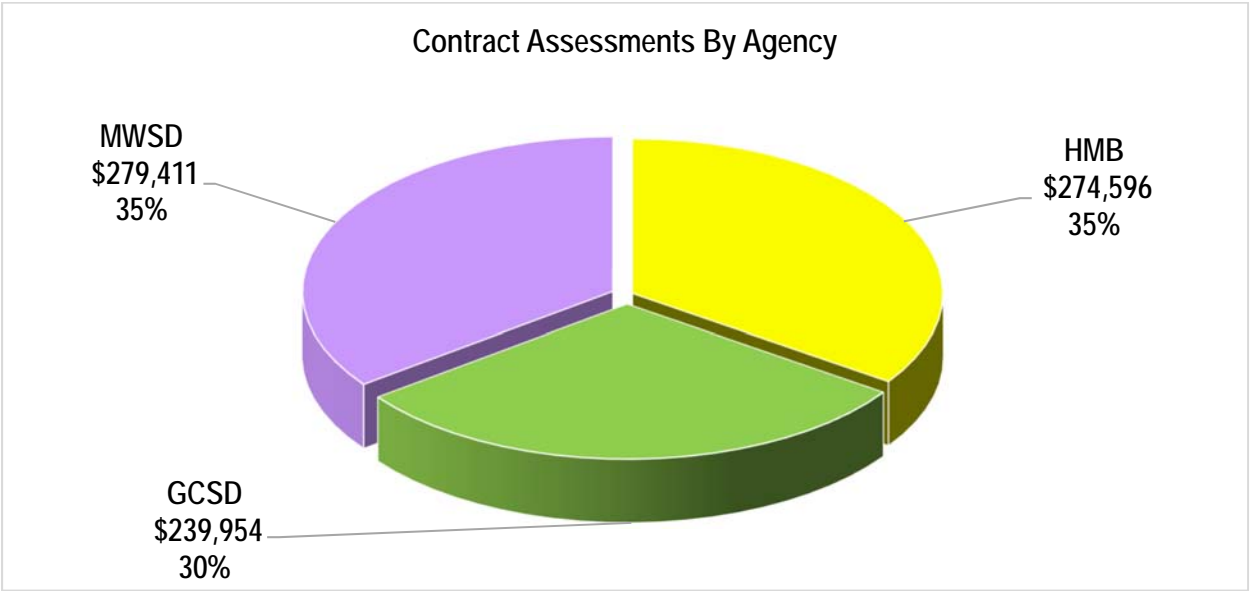
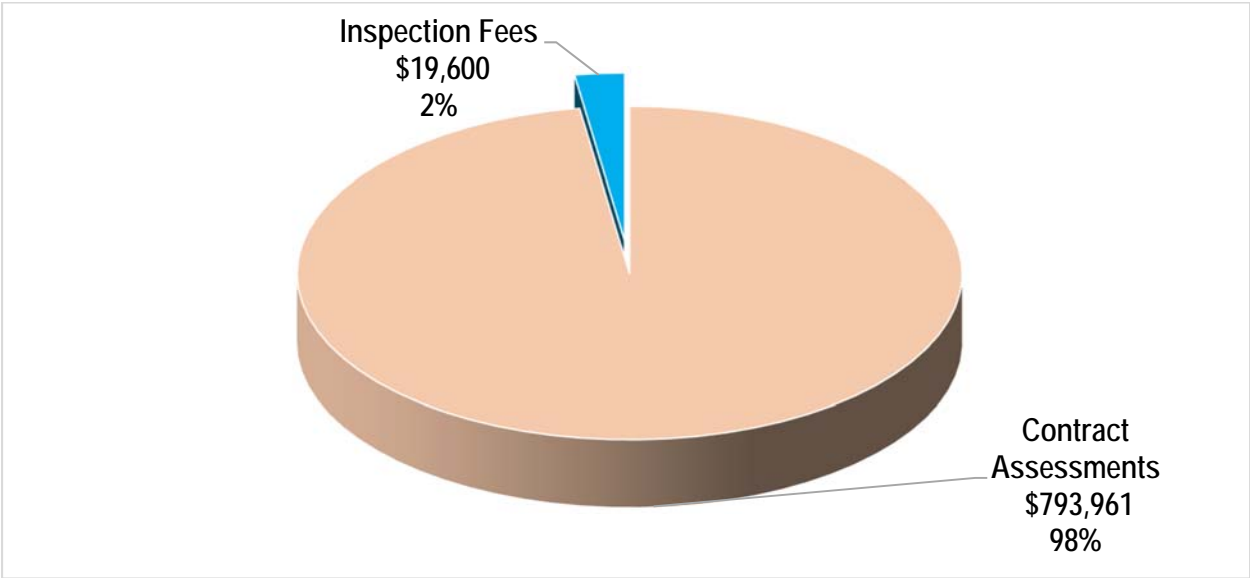
**Budget Overview**

Of the total CCS Budget expenses, 54% is for wages and 25% is for benefits. Insurance premiums represents the third largest category in the budget (10%).



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Of the CCS Budget revenue, the majority (99%) is from the contract assessments to the participating agencies. The remaining revenue is from the F.O.G. inspection fees.



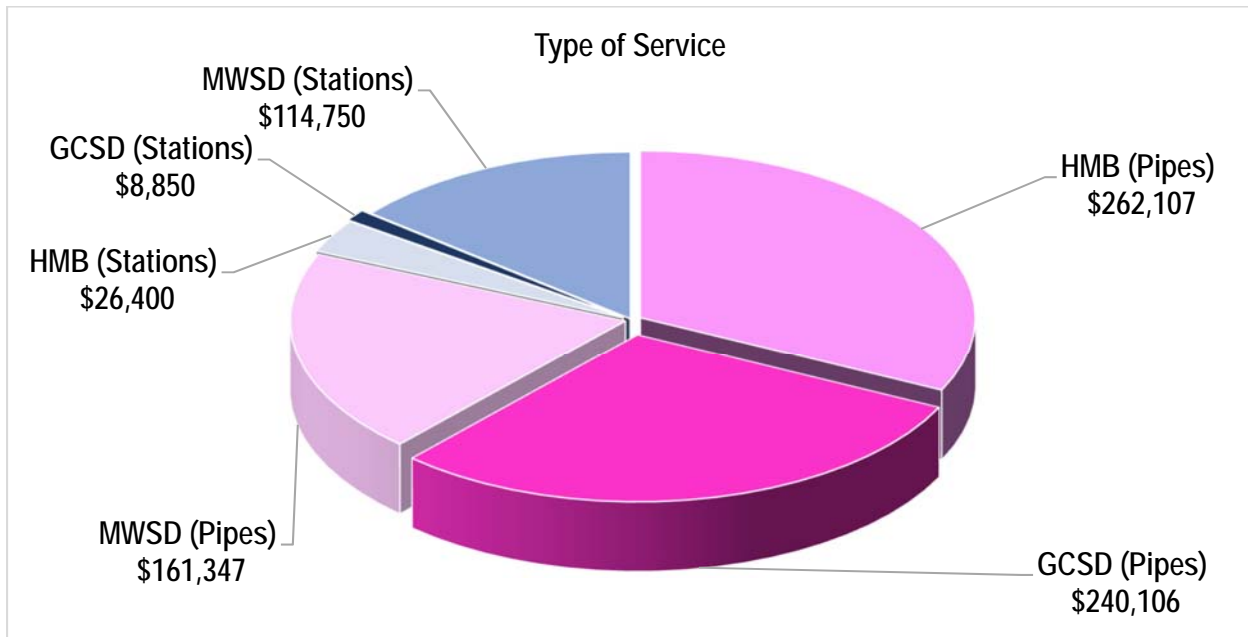
The change in the CCS budget is due to: increases in wages for cost of living adjustments; increases in CalPERS rates for classic members; increases in retirement medical contributions to meet GASB requirements for other post-employment benefits (OPEB); shifting staff time to Contract Collection Services for inspections (F.O.G.) that was previously charged to the Environmental Compliance budget; increases in insurance premiums due to retroactive adjustments based on claims experience; shifting training and travel to the JPA General Budget to support staff development that was previously charged to Contract Collection Services; reallocation of water costs that

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were incorrectly charged to the JPA General Budget; decreases in equipment costs due to the elimination of funding for vehicle replacements.

Starting with FY 2017/18, the allocation of costs between the participating agencies is based on the percentage of total lines cleaned and percentage of lift stations maintained rather than on a percentage of total CCS man hours.



*Changes Within Budget Categories*

The significant overall changes in the budget categories are as follows.

1. Wages: increased \$34,987 for negotiated COLA of 3%; application of step increases, where appropriate. Also includes shifting .25 FTE Lead Collection Maintenance Worker for F.O.G. inspections.
2. Premium Pay: increased \$23,396 for negotiated changes in standby pay, certification pay, and overtime pay for work performed outside of normal working hours effective July 1, 2016, but not adopted until September 26, 2016. Also includes shifting .25 FTE Lead Collection Maintenance Worker for F.O.G. inspections.
3. Health Benefits: increased \$5,865 based on negotiated changes in benefits effective July 1, 2016, but not adopted until September 26, 2016. Also includes shifting .25 FTE Lead Collection Maintenance Worker for F.O.G. inspections.

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4. Retirement Contributions: *decreased* \$28,721 due to changes in the CalPERS contribution rates for PEPRA members. Also includes shifting .25 FTE Lead Collection Maintenance Worker for F.O.G. inspections.
5. Retirement Medical: increased \$5,856 (1.5% of wages) for contributions for OPEB as required by GASB. Also includes shifting .25 FTE Lead Collection Maintenance Worker for F.O.G. inspections.
6. Misc. Benefits: increased \$16,711 for negotiated changes in benefits effective July 1, 2016, but not adopted until September 26, 2016. Also includes shifting .25 FTE Lead Collection Maintenance Worker for F.O.G. inspections.
7. Legal Services: no legal service costs budgeted in CCS.
8. Engineering Services: no legal service costs budgeted in CCS.
9. Professional Services: increased \$6,086 and includes ongoing services that are specialized and need to be performed by consultants.
10. Professional Memberships: *decreased* \$491 to reflect shift to JPA General Budget for certification fees for negotiated changes in minimum requirements, effective July 1, 2016, but not adopted until September 26, 2016.
11. Printing/Advertising: increased \$103 based on projected FY 2016/17 expenses.
12. Insurance Premiums: increased \$18,425 to reflect retroactive premiums and anticipated adjustments in liability premiums for participating members.
13. Utilities: increased \$7,499 for water that was previously charged to the JPA General Budget in error.
14. Misc. Expenses: increased \$5,921 reflects a reallocation of expenses from the various categories to correct GL account lines in the accounting software.
15. Travel & Training: *decreased* \$13,120 to reflect shift to JPA General Budget.
16. Building & Maintenance Services: no building and maintenance service costs budgeted in CCS.
17. Chemicals: no chemical costs are budgeted in CCS.
18. Permits & Licenses: no permit and license costs are budgeted in CCS.
19. Supplies: increased \$7,322 based on projected FY 2016/17 expenses.

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20. Equipment: *decreased* \$173,864 to reflect the elimination of funding for replacement of collection system vehicles.
21. Tools: increased \$2,200 for replacement of tools that have worn out and to make sure spares are available in an emergency.
22. Infrastructure: no construction related costs are budgeted in CCS.

*Challenges*

SAM's Reserve Policy requires a balance of two months of operating reserve (\$135,594). As of April 30, 2017, SAM had no reserve funds for CCS. To be compliant with the reserve policy, funds need to be provided by the participating agencies to meet the reserve minimum in addition to the assessments needed to pay for FY 2017/18 expenses. Staff did not incorporate this additional funding in the revised budget.

Cash flow likely will be an issue in FY 2017/18. Assessments are billed in equal installments each month, which generally matches the expenditure outlays related to ongoing costs such as wages, benefits, and recurring services (janitorial, utility, etc.). Emergency repair work costs are incurred as needed and billed separately to the appropriate agency for reimbursement. There is often a 60-day delay between paying the vendor invoices and receiving the reimbursement from the agencies. This could result in a cash shortage while waiting for the reimbursements.

CalPERS has notified participating agencies of its change in discount rate and how the current smoothing process will increase contribution rates. This will continue to be significant cost until the workforce transitions to all classic employees being retired.

This budget was discussed by the Board of Directors at the regular meetings on March 27, April 10, May 8, and May 22, 2017. The Board requested that staff meet with the participating agency managers and sewer engineers to identify ways to reduce the budget and reprioritize infrastructure projects to lessen the impact on agency assessments. Staff met and discussed the budget on May 11 and 12. The following is a summary of recommendations made by one or more of the managers/engineers during those discussions.

- Need to think of SAM budget like personal finances vs. government spending.
- Be more conscientious of rate payer impact.
- Underbudget for non-fixed costs and ask for more mid-year, only if needed.
- SAM staff need to do more of the work and depend less on contractors (cut by 50%).

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- Key budget lines to reduce: Professional Services.
- Key budget lines to eliminate: Equipment for vehicle replacement funding.
- Need to evaluate number of staff in each position – may be overstaffed.
- SAM is facing a dire situation and needs to strip the budget bare.

Staff did not include all of the participating agency/engineer recommendations in the revised budget. It does include the elimination of vehicle replacement funding in the Equipment category.

Staff asks that the Board discuss the revised budget and authorize the General Manager to submit it to the participating agencies for their approval.

**Supporting Documents**

Attachment A: Revised CCS Budget for FY 2017/18

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BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B.
Huber	R. Kowalczyk	H. Rarback	

# **SEWER AUTHORITY MID-COASTSIDE**



## **PROPOSED CONTRACT COLLECTION SERVICES BUDGET FISCAL YEAR 2017/18 JUNE 12, 2017**



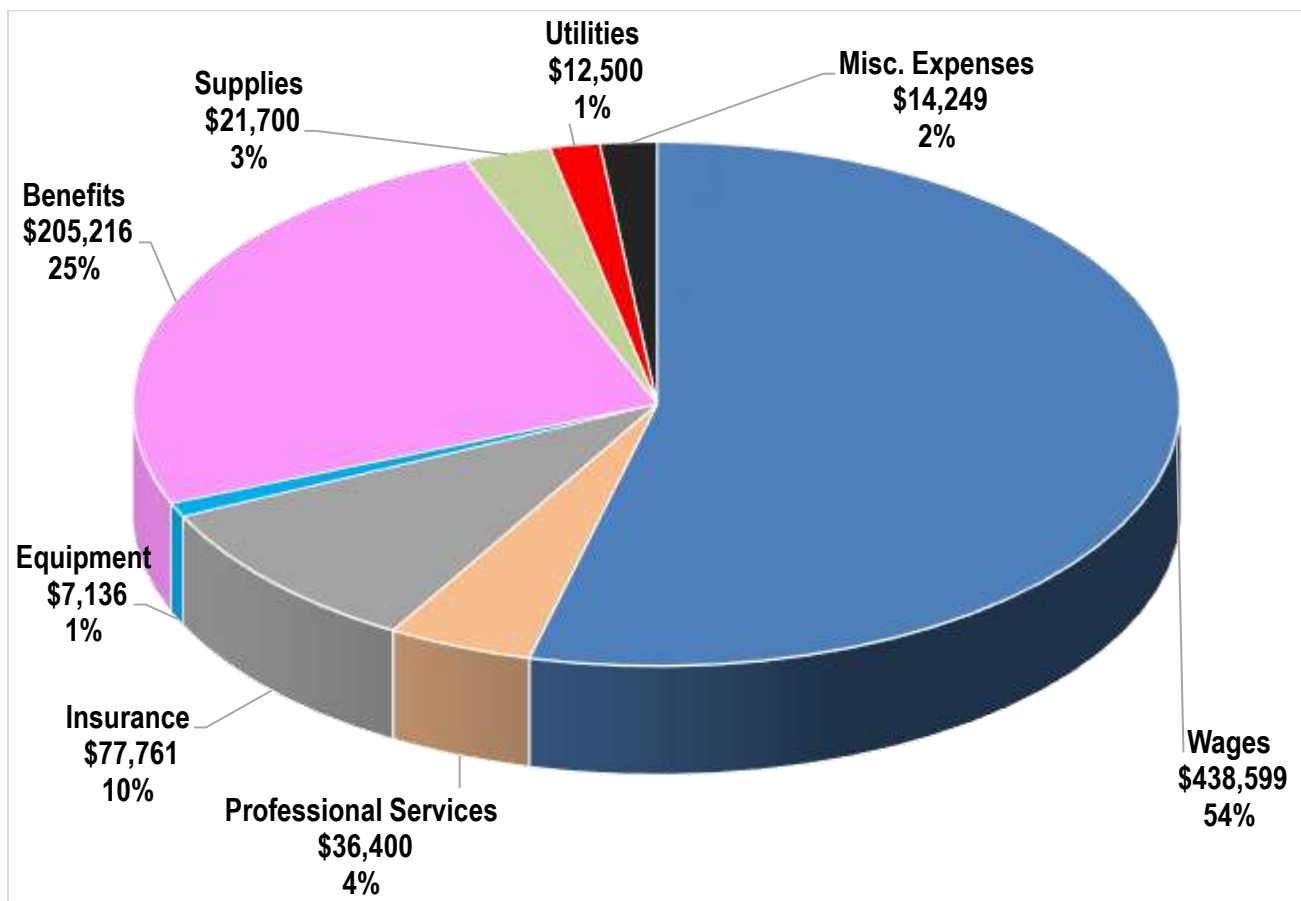
## CONTRACT COLLECTION SERVICES BUDGET

### SUMMARY

Each year SAM makes assumptions regarding revenue and expenses. While some of the expenses are outside of SAM’s control (utilities, collection flow levels, emergency repairs), it is still possible to estimate the cost from year to year. The Board and the contracting agencies expect staff to justify all expenditures and to continue to identify areas that can be made more efficient and cost effective.

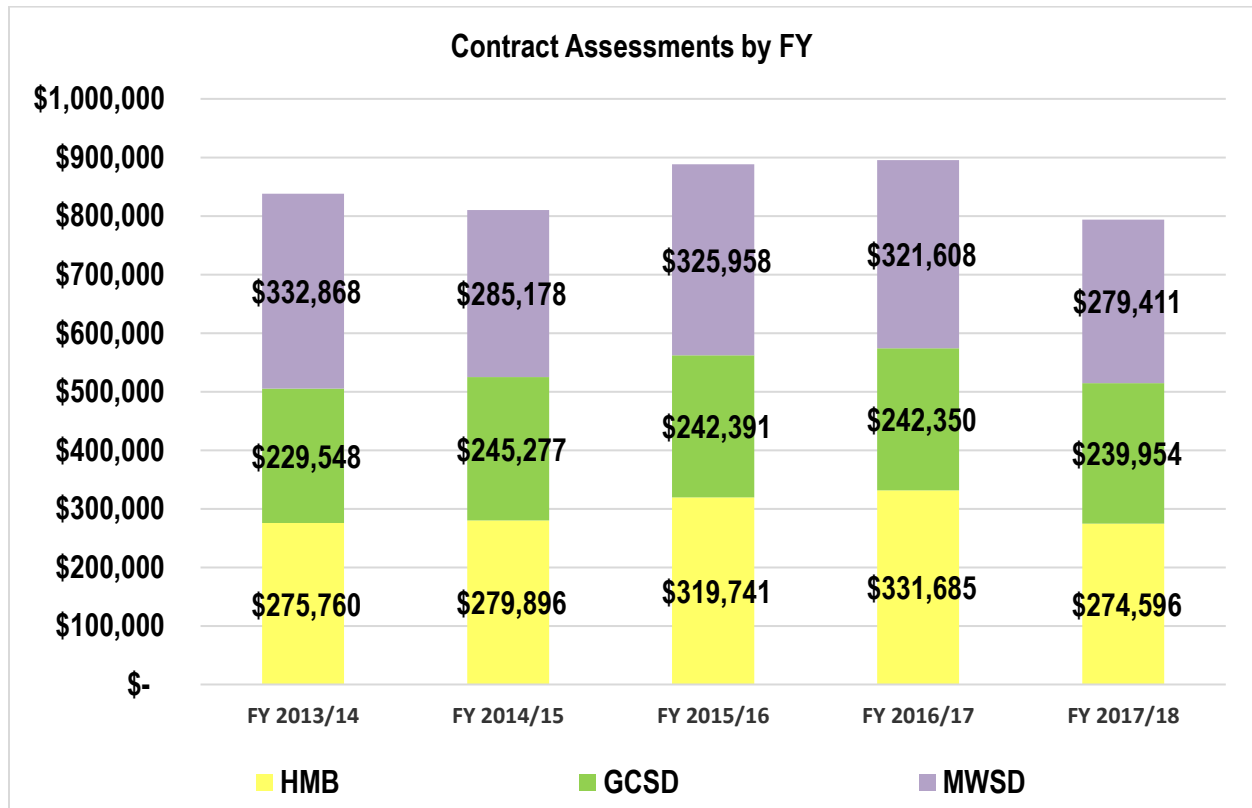
The budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, fuel, and other non-discretionary expenses. Discretionary costs were recommended by staff based on identified needs and industry practices.

The overall change from the Contract Collection Services (CCS) Budget for Fiscal Year 2016/17 to Fiscal Year 2017/18 is a **decrease** of \$82,081 (-9.2%), which is due mostly to the elimination of funding for vehicle replacement.



All expenditures and revenues are included in the General Fund, SAM’s primary funding source. The impact to the participating agency assessments is:

	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$ 279,896	\$ 319,741	\$ 331,685	\$ 274,596	(\$ 57,089)	(17%)
GCSD	\$ 245,277	\$ 242,391	\$ 242,350	\$ 239,954	(\$ 2,396)	(1.0%)
MWSD	\$ 285,178	\$ 325,958	\$ 321,608	\$ 279,961	(\$ 42,197)	(13%)
Total	\$ 810,351	\$ 888,090	\$ 895,643	\$ 793,961	(\$101,682)	(11%)



The primary changes in the CCS Budget are: increased in wages for cost of living adjustments; increase in CalPERS rates for classic members; increase in retirement medical contributions to meet GASB requirements for other post-employment benefits (OPEB); shift of staff time to Contract Collection Services for pre-treatment inspections (F.O.G.) that was previously charged to the Environmental Compliance budget; increase in insurance premiums due to retroactive adjustments based on claims experience; shift in training costs to the O & M budget; reallocation of water costs that were incorrectly budgeted in the O & M budget; decreased equipment costs due to financing the vehicle replacement costs over the life of the vehicles (12 years).

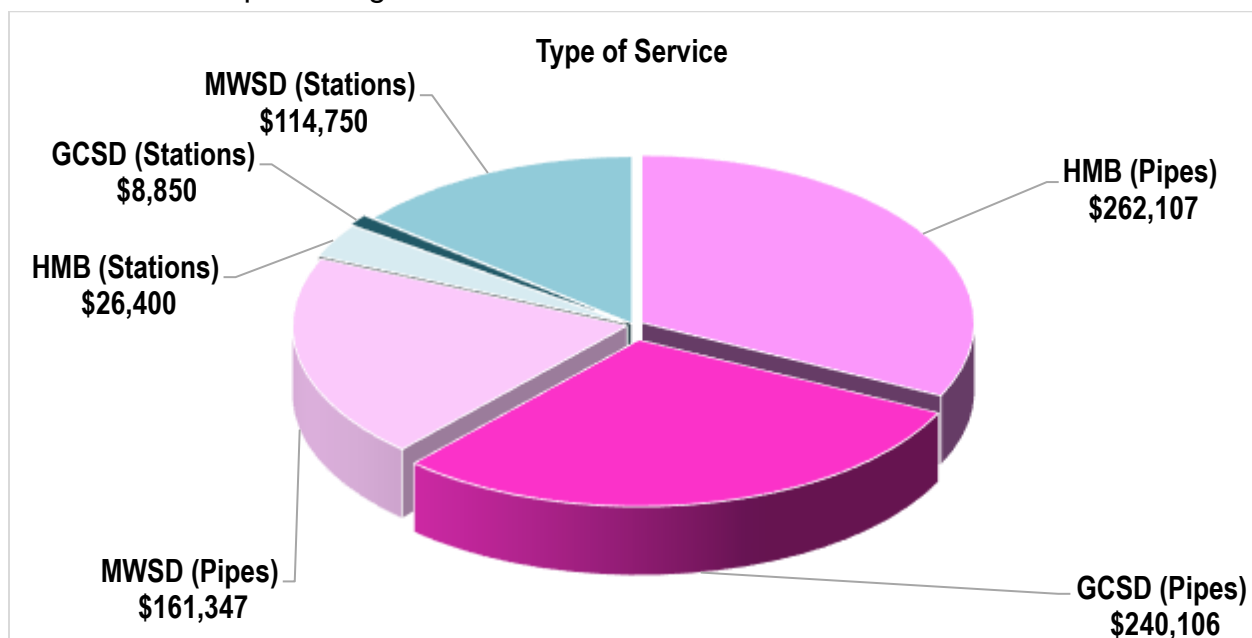


**PROGRAM DESCRIPTION**

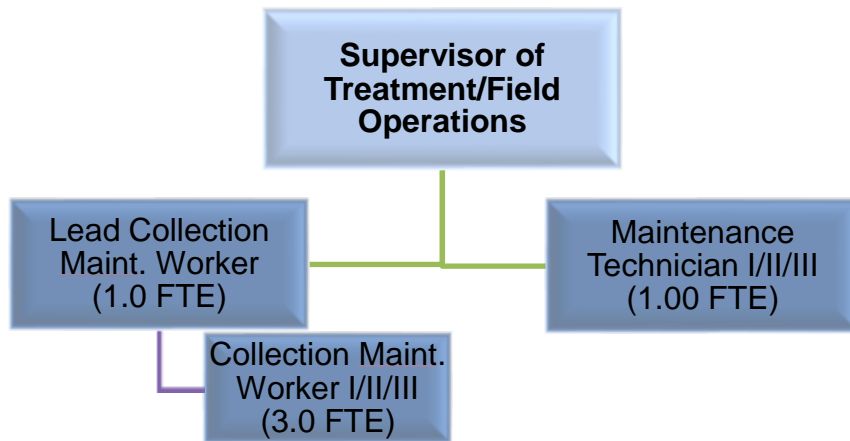
The Contract Collection Services (CCS) division budget is a discrete function at SAM and not included in the JEPA. This division provides preventive and corrective maintenance of the wastewater main lines and lift stations and responds to customer requests for service for the City of Half Moon Bay, Granada Community Services District, and the Montara Water & Sanitary District. The service levels are identified in the service agreements between SAM and each participating agency.

In the past, assessments for the contract collection services were calculated based on the previous calendar year’s man-hours spent in each contracting agency’s system.

Starting with FY 2017/18, the allocation of costs between the participating agencies is based on the percentage of total lines cleaned and percentage of lift stations maintained rather than on a percentage of total CCS man hours.



Services are supervised by the Supervisor of Treatment/Field Operations. None of the cost of the Supervisor is charged to the CCS Budget as is included in the JPA General Budget. The following organizational chart reflects the reporting structure of the division.



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

<b>Staffing Summary</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Regular Positions	6.15	6.15	6.15	6.475	4.75	5.00

The following pages provide the CCS Budget details as well as the separate budgets for each participating agency.

## CONTRACT COLLECTION SERVICES BUDGET

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
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### EXPENDITURES

#### By Type:

1 Wages	347,920	437,355	430,134	355,606	292,600	390,503	34,897	10%
2 Premium Pay	35,363	40,049	15,545	24,701	71,518	48,097	23,396	95%
3 Health Benefits	-	-	129,030	111,435	88,285	117,300	5,865	5.3%
4 Retirement Cont.	57,407	72,164	71,986	68,596	42,454	45,044	(23,552)	-34%
5 Retirement Medical	9,058	1,389	11,943	5,334	1,491	5,856	522	10%
6 Misc. Benefits	117,740	125,816	12,232	20,305	31,009	37,016	16,711	82%
7 Legal Services	-	-	-	-	-	-	-	0%
8 Engineering Services	-	-	-	-	-	-	-	0%
9 Professional Services	19,500	17,875	37,454	30,314	173,208	36,400	6,086	20%
10 Prof. Memberships	148	-	245	750	1,079	259	(491)	-65%
11 Printing/Advertising	-	-	154	3	101	106	103	3440%
12 Insurance Premiums	51,996	48,091	51,718	59,336	71,995	77,761	18,425	31%
13 Utilities	3,347	257	943	5,001	11,019	12,500	7,499	150%
14 Misc. Expenses	4,091	10,163	46,948	5,083	7,362	11,004	5,921	116%
15 Travel & Training	5,519	8,949	10,666	16,000	9,876	2,880	(13,120)	-82%
16 Bldg & Maint Services	-	-	22	-	-	-	-	0%
17 Chemicals	-	-	-	-	-	-	-	0%
18 Permits & Licenses	-	-	-	-	-	-	-	0%
19 Supplies	9,390	8,875	12,256	11,378	27,218	18,700	7,322	64%
20 Equipment	15,872	20,233	57,425	181,000	2,117	7,136	(173,864)	-96%
21 Tools	353	222	3,974	800	268	3,000	2,200	275%
22 Infrastructure	-	-	-	-	-	-	-	0%
23	677,704	791,438	892,675	895,642	831,599	813,561	(82,081)	-9.2%

#### 24 Funded Positions:

25 <i>Operating Fund FTE</i>	6.150	6.150	6.475	4.750	4.750	5.000	0.25	5.3%
26 <i>Other Funds FTE</i>	-	-	-	-	-	-	-	0%
27	6.150	6.150	6.475	4.750	4.750	5.000	0.25	5.3%

### 28 REVENUE

#### By Type:

30 JPA Assessments	-	-	-	-	-	-	-	0%
31 Contract Services	838,176	810,351	888,090	895,643	895,643	793,961	(101,682)	-11%
32 NDWSCP Fees	-	-	-	-	-	19,600	19,600	196000%
33 Misc. Fees	-	-	-	-	-	-	-	0%
34 Interest Earnings	-	-	-	-	-	-	-	0%
35 Misc. Revenue	-	-	-	-	-	-	-	0%
36 From/(To) Reserves	-	-	-	-	-	-	-	0%
37	838,176	810,351	888,090	895,643	895,643	813,561	(82,082)	-9.2%

#### By Agency:

39 Half Moon Bay	275,760	279,896	319,741	331,685	331,685	274,596	(57,089)	-17%
40 Granada CSD	229,548	245,277	242,391	242,350	242,350	239,954	(2,396)	-1.0%
41 Montara WSD	332,868	285,178	325,958	321,608	321,608	279,411	(42,197)	-13%
42	838,176	810,351	888,090	895,643	895,643	793,961	(101,682)	-11%



**CONTRACT COLLECTION SERVICES: HMB DIVISION**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
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**EXPENDITURES**

**By Type:**

1 Wages	115,440	152,681	154,848	133,612	109,643	137,983	4,370	3.3%
2 Premium Pay	11,733	13,981	8,837	8,840	26,891	16,434	7,594	86%
3 Health Benefits	-	-	46,451	41,767	33,195	41,483	(284)	-0.7%
4 Retirement Cont.	19,048	25,192	25,915	25,813	15,962	16,701	(9,112)	-35%
5 Retirement Medical	3,005	485	4,299	2,005	619	2,069	64	3.2%
6 Misc. Benefits	39,066	43,922	4,403.52	7,570	11,466	13,068	5,498	73%
7 Legal Services	-	-	-	-	-	-	-	0%
8 Engineering Services	-	-	-	-	-	-	-	0%
9 Professional Services	6,470	6,240	13,483	10,926	65,094	14,485	3,559	33%
10 Prof. Memberships	49	-	88	282	406	40	(242)	-86%
11 Printing/Advertising	-	-	55	1	38	40	39	3893%
12 Insurance Premiums	17,252	16,789	18,618	17,140	22,253	25,272	8,132	47%
13 Utilities	1,111	90	339	1,881	4,143	4,974	3,094	165%
14 Misc. Expenses	1,357	3,548	13,431	1,910	2,604	1,260	(650)	-34%
15 Travel & Training	1,831	3,124	3,840	6,016	3,713	1,234	(4,782)	-79%
16 Bldg & Maint Services	-	-	8	-	-	-	-	0%
17 Chemicals	-	-	-	-	-	-	-	0%
18 Permits & Licenses	-	-	-	-	-	-	-	0%
19 Supplies	3,116	3,098	4,412	3,903	10,223	7,442	3,539	91%
20 Equipment	5,266	7,063	20,673	68,056	859	3,343	(64,713)	-95%
21 Tools	117	78	1,431	301	101	1,194	893	297%
22 Infrastructure	-	-	-	-	-	-	-	0%
23	224,862	276,291	321,133	330,024	307,210	287,021	(43,003)	-13.0%

**24 Funded Positions:**

25 Operating Fund FTE	2.041	2.148	2.350	1.786	1.786	1.768	(0.018)	-1.0%
26 Other Funds FTE	-	-	-	-	-	-	-	0%
27	2.041	2.148	2.350	1.786	1.786	1.768	(0.018)	-1.0%

**28 REVENUE**

**By Type:**

30 JPA Assessments	-	-	-	-	-	-	-	0%
31 Contract Services	275,760	279,896	319,741	331,685	331,685	274,596	(57,089)	-17%
32 NDWSCP Fees	-	-	-	-	-	12,425	12,425	124250%
33 Misc. Fees	-	-	-	-	-	-	-	0%
34 Interest Earnings	-	-	-	-	-	-	-	0%
35 Misc. Revenue	-	-	-	-	-	-	-	0%
36 From/(To) Reserves	-	-	-	-	-	-	-	0%
37	275,760	279,896	319,741	331,685	331,685	287,021	(44,664)	-13%

**By Agency:**

39 Half Moon Bay	275,760	279,896	319,741	331,685	331,685	274,596	(57,089)	-17%
40 Granada CSD	-	-	-	-	-	-	-	0%
41 Montara WSD	-	-	-	-	-	-	-	0%
42	275,760	279,896	319,741	331,685	331,685	274,596	(57,089)	-17%

**CONTRACT COLLECTION SERVICES: GCSD DIVISION**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
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**EXPENDITURES**

**By Type:**

1 Wages	95,922	134,049	117,427	97,335	80,366	116,125	18,790	19%
2 Premium Pay	9,750	12,275	6,701	7,377	19,525	12,887	5,511	75%
3 Health Benefits	-	-	35,225	30,594	24,102	34,923	4,329	14%
4 Retirement Cont.	15,827	22,118	19,652	18,761	11,590	14,451	(4,311)	-23%
5 Retirement Medical	2,497	426	3,260	1,456	330	1,741	285	20%
6 Misc. Benefits	32,461	38,563	3,339.34	5,638	8,716	10,991	5,353	95%
7 Legal Services	-	-	-	-	-	-	-	0%
8 Engineering Services	-	-	-	-	-	-	-	0%
9 Professional Services	5,376	5,479	10,225	8,943	47,332	13,011	4,068	45%
10 Prof. Memberships	41	-	67	205	294	36	(169)	-83%
11 Printing/Advertising	-	-	42	1	28	29	28	2799%
12 Insurance Premiums	14,335	14,740	14,119	14,332	16,901	17,834	3,502	24%
13 Utilities	923	79	257	1,365	3,008	4,468	3,103	227%
14 Misc. Expenses	1,128	3,115	6,569	1,389	2,180	8,116	6,727	484%
15 Travel & Training	1,522	2,743	2,912	4,368	2,696	1,108	(3,260)	-75%
16 Bldg & Maint Services	-	-	6	-	-	-	-	0%
17 Chemicals	-	-	-	-	-	-	-	0%
18 Permits & Licenses	-	-	-	-	-	-	-	0%
19 Supplies	2,589	2,720	3,346	2,833	7,446	6,684	3,851	136%
20 Equipment	4,376	6,201	15,677	49,413	550	2,252	(47,161)	-95%
21 Tools	97	68	1,085	218	73	1,072	854	391%
22 Infrastructure	-	-	-	-	-	-	-	0%
23	186,843	242,576	239,910	244,230	225,138	245,729	1,500	0.6%

**24 Funded Positions:**

25 Operating Fund FTE	1.696	1.885	1.774	1.297	1.297	1.489	0.192	15%
26 Other Funds FTE	-	-	-	-	-	-	-	0%
27	1.696	1.885	1.774	1.297	1.297	1.489	0.192	15%

**28 REVENUE**

**By Type:**

30 JPA Assessments	-	-	-	-	-	-	-	0.0%
31 Contract Services	229,548	245,277	242,391	242,350	242,350	239,954	(2,396)	-1.0%
32 NDWSCP Fees	-	-	-	-	-	5,775	5,775	577500%
33 Misc. Fees	-	-	-	-	-	-	-	0%
34 Interest Earnings	-	-	-	-	-	-	-	0%
35 Misc. Revenue	-	-	-	-	-	-	-	0%
36 From/(To) Reserves	-	-	-	-	-	-	-	0%
37	229,548	245,277	242,391	242,350	242,350	245,729	3,379	1.4%

**By Agency:**

39 Half Moon Bay	-	-	-	-	-	-	-	0%
40 Granada CSD	229,548	245,277	242,391	242,350	242,350	239,954	(2,396)	-1.0%
41 Montara WSD	-	-	-	-	-	-	-	0%
42	229,548	245,277	242,391	242,350	242,350	239,954	(2,396)	-1.0%

**CONTRACT COLLECTION SERVICES: MWSD DIVISION**

FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ADOPTED	FY 2016/17 ESTIMATE	FY 2017/18 PROPOSED	CHANGE FROM FY 2016/17 ADOPTED
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**EXPENDITURES**

**By Type:**

1	Wages	136,559	150,625	157,859	124,658	102,591	136,395	11,737	9.4%
2	Premium Pay	13,880	13,793	7	8,484	25,103	18,775	10,291	121%
3	Health Benefits	-	-	47,354	39,074	30,988	40,894	1,820	4.7%
4	Retirement Cont.	22,532	24,853	26,419	24,021	14,901	13,891	(10,130)	-42%
5	Retirement Medical	3,555	478	4,383	1,872	541	2,045	173	9.3%
6	Misc. Benefits	46,213	43,331	4,489.14	7,097	10,826	12,957	5,860	83%
7	Legal Services	-	-	-	-	-	-	-	0%
8	Engineering Services	-	-	-	-	-	-	-	0%
9	Professional Services	7,654	6,156	13,746	10,445	60,783	8,904	(1,541)	-15%
10	Prof. Memberships	58	-	90	263	379	183	(80)	-30%
11	Printing/Advertising	-	-	57	1	36	37	36	3628%
12	Insurance Premiums	20,408	16,563	18,981	27,864	32,842	34,655	6,791	24%
13	Utilities	1,314	89	346	1,755	3,868	3,058	1,303	74%
14	Misc. Expenses	1,606	3,500	26,949	1,784	2,578	1,628	(156)	-8.7%
15	Travel & Training	2,166	3,082	3,914	5,616	3,466	538	(5,078)	-90%
16	Bldg & Maint Services	-	-	8	-	-	-	-	0%
17	Chemicals	-	-	-	-	-	-	-	0%
18	Permits & Licenses	-	-	-	-	-	-	-	0%
19	Supplies	3,686	3,057	4,498	4,642	9,549	4,574	(68)	-1.5%
20	Equipment	6,230	6,968	21,075	63,531	708	1,541	(61,990)	-98%
21	Tools	139	76	1,458	281	94	734	453	161%
22	Infrastructure	-	-	-	-	-	-	-	0%
23		265,999	272,571	331,632	321,388	299,251	280,811	(40,577)	-13%

**24 Funded Positions:**

25	Operating Fund FTE	2.414	2.117	2.350	1.667	1.667	1.743	0.076	4.6%
26	Other Funds FTE	-	-	-	-	-	-	-	0%
27		2.414	2.117	2.350	1.667	1.667	1.743	0.076	4.6%

**28 REVENUE**

**By Type:**

30	JPA Assessments	-	-	-	-	-	-	-	0%
31	Contract Services	332,868	285,178	325,958	321,608	321,608	279,411	(42,197)	-13%
32	NDWSCP Fees	-	-	-	-	-	1,400	1,400	140000%
33	Misc. Fees	-	-	-	-	-	-	-	0%
34	Interest Earnings	-	-	-	-	-	-	-	0%
35	Misc. Revenue	-	-	-	-	-	-	-	0%
36	From/(To) Reserves	-	-	-	-	-	-	-	0%
37		332,868	285,178	325,958	321,608	321,608	280,811	(40,797)	-13%

**By Agency:**

39	Half Moon Bay	-	-	-	-	-	-	-	0%
40	Granada CSD	-	-	-	-	-	-	-	0%
41	Montara WSD	332,868	285,178	325,958	321,608	321,608	279,411	(42,197)	-13%
42		332,868	285,178	325,958	321,608	321,608	279,411	(42,197)	-13%

**FINANCIAL HIGHLIGHTS**

The following is a list of key budget categories, what is included in each category, and the changes between the FY 2016/17 and 2017/18 budgets.

Category	FY 2016/17	FY 2017/18
<p>Wages</p> <p>Increased for COLA adjustments of 3% per MOU, a shift of 0.25 Lead Collection Maintenance Worker from the JPA budget, which reflects the F.O.G. inspections performed on behalf of the participating agencies, and merit step increases, where applicable.</p>	\$355,606	\$390,503
<p>Premium Pay</p> <p>Includes overtime paid for staff to perform tasks outside of normal work times as well as standby pay. The change includes negotiated changes effective July 1, 2016, but not adopted until September 26, 2016. The increase also includes the shift of 0.25 Lead Collection Maintenance Worker from the JPA budget.</p>	\$24,701	\$48,097
<p>Health Benefits</p> <p>The cost of medical, dental, and vision benefits provided to employees based on the MOU. The increase includes negotiated changes effective July 1, 2016, but not adopted until September 26, 2016. The increase also includes the shift of 0.25 Lead Collection Maintenance Worker from the JPA budget.</p>	\$111,435	\$117,300
<p>Retirement Contributions</p> <p>Decreased to reflect changes in CALPERS contribution rates for PEPRA members. SAM pays a portion of the employee contribution to CalPERS for retirement benefits only for classic members. SAM is in compliance PEPRA.</p>	\$68,596	\$45,044
<p>Retirement Medical</p> <p>Increased to make contributions to an OPEB trust in compliance with GASB. The increase also includes the shift of 0.25 Lead Collection Maintenance Worker from the JPA budget.</p>	\$5,334	\$5,856

**FISCAL YEAR 2017/18**

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Misc. Benefits	\$20,305	\$37,016
Increased to include negotiated changes effective July 1, 2016, but not adopted until September 26, 2016.		
Legal Services	\$0	\$0
There are no legal services budgeted to CCS.		
Engineering Services	\$0	\$0
There are no engineering costs charged to CCS.		
Professional Services	\$30,314	\$36,400
This category reflects specialized services that cannot be provided by SAM staff. This includes vehicle maintenance, medical services to maintain Class B licenses, and contracting with vendor to perform cleaning services on Hwy 1.		
Professional Membership	\$750	\$259
Includes memberships in professional organizations (CWEA) for SAM to keep current on industry practices and service delivery improvements.		
Printing/Advertising	\$3	\$106
Includes the cost of business cards, door hangtags, and F.O.G outreach materials.		
Insurance Premiums	\$59,336	\$77,761
The liability insurance premiums for coverage of the participating agencies' collection systems are charged to this budget. Increases are based on FY 2016/17 premiums, retroactive premiums, and anticipated premium changes by the pooling authority (CSRMA).		
Utilities	\$5,001	\$12,500
Water and cellular telephones for CCS staff. Water was previously charged to the JPA budget in error.		
Misc. Expenses	\$5,086	\$11,004
Includes incidental expenses (uniform laundry services, postage, delivery services, etc.) not captured in other categories.		

**FISCAL YEAR 2017/18**

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Travel & Training	\$16,000	\$2,880
Training and travel related costs for required safety training.		
Building & Maintenance Services	\$0	\$0
There are no building and maintenance services budgeted to CCS.		
Chemicals	\$0	\$0
There are no chemical costs budgeted to CCS.		
Permits	\$0	\$0
There are no permit fees budgeted to CCS. If permits are needed for emergency repairs of participating agency pipes, the costs are charged to the appropriate agency for reimbursement.		
Supplies	\$11,378	\$18,700
Office, computer, printer, safety, and general supplies.		
Equipment	\$181,000	\$7,136
Decreased to eliminate funding for replacement of CCS vehicles due to the uncertainty of continued contract services with one or more of the participating agencies.		
Tools	\$800	\$3,000
Purchase of tools and small equipment for use in the collection system.		
Construction	\$0	\$0
There are no construction costs budgeted to CCS.		

The significant changes in the Contract Collection Services division from the Adopted Budget for FY 2016/17 included in the FY 2017/18 budget are:

1. Changed the allocation methodology to more accurately reflect the types of services delivered to each participating agency rather than allocating the percentage of total man hours used.
2. Reallocated 0.25 FTE Lead Collection Maintenance Worker related to the F.O.G. inspections performed on behalf of participating agencies.

3. Reallocated budget between line items to more accurately reflect the expenditures after implementing new accounting software.
4. Eliminated funding for equipment replacement or establishment of a replacement fund for the purchase of future CCS vehicles.

## **GOALS**

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- Perform all scheduled and emergency maintenance at the service levels defined in the service agreements.
- Work with the member agencies to reduce sanitary sewer overflows (SSOs) through use of industry best practices.
- Provide customers with quick, knowledgeable, and complete response by service crews.
- In a timely manner, process all liability claims paperwork as required by CSRMA on behalf of the participating agencies.
- Promote the development and education of staff to assure the ongoing ability to maintain, troubleshoot and repair all systems and equipment.

## **HIGHLIGHTS**

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- Cleaned participating agency sewer lines as required in the service agreements.
- Responded to service requests as required in the service agreements.
- Responded to most emergency service requests within 60 minutes.
- Performed preventive maintenance at all contract lift stations. This work improves station reliability and reduces odor generation.
- Conducted all required annual safety training programs.
- Responded to requests for USA markings.
- Performed connection inspections for member agencies as requested.
- Performed project management services for sewer line repair work as requested by participating agencies.

## **PROGRAM OBJECTIVES**

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- Perform required preventive and predictive maintenance to eliminate spills, overflows in the participating agencies' systems, and to minimize the possibility of equipment breakdowns
- Continue to promote and provide a safe and healthy environment for all staff.
- Develop and implement standard operating procedures (SOPs) for contract collection and maintenance functions.
- Develop and implement maintenance plan for routine maintenance on all equipment.

- Perform the annual F.O.G. program inspections on behalf of the participating agencies.

**PERFORMANCE MEASURES**

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- Clean all segments of participating agency sewer lines each year for regular cleaning and more frequently for “hot spots” or problem areas.
- Reduce sanitary sewer overflows (SSOs) to no more than the annual Region 2 average of six spills per 100 miles of pipe.
- No lost time due to injuries or accidents.
- Completion of 100% of required annual safety trainings.
- Respond to 100% of emergency service requests within 60 minutes with 100% customer satisfaction.



**ITEM #4**



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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: GCSD Operations and Capital Budget for FY 2017/18 and Potential  
Associated SSC Increase  
Date: June 15, 2017

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I have revised the budget presented at the May 18, 2017 meeting to reflect the changes in the SAM budgets. The District General Manager, who prepares the budget, has not reviewed the budget attached, and may have some further changes to make.

**GRANADA COMMUNITY SERVICES DISTRICT**

**FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET**

	FY 2016/17		FY 2016/17		Over/ (Under)	FY 2017/18	
	Budget	Estimated	Budget	Estimated		Budget	Budget
<b>SEWER - OPERATING REVENUES</b>							
1 . Property Tax Allocation-Sewer split between sewer and parks)	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 0	\$ 200,000	
2 . Annual Sewer Service Charges	\$ 1,296,000	\$ 1,280,000	\$ 1,296,000	\$ 1,280,000	(\$ 16,000)	\$ 1,282,000	
3 . Reim. from A.D. - Salary and Overhead	\$ 34,000	\$ 28,000	\$ 34,000	\$ 28,000	(\$ 6,000)	\$ 30,000	
4 . Recology of the Coast Franchise Fee	\$ 28,000	\$ 30,000	\$ 28,000	\$ 30,000	\$ 2,000	\$ 32,000	
5 . Miscellaneous	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 0	\$ 2,000	
<b>TOTAL REVENUES</b>	<b>\$ 1,535,000</b>	<b>\$ 1,515,000</b>	<b>\$ 1,535,000</b>	<b>\$ 1,515,000</b>	<b>(\$ 20,000)</b>	<b>\$ 1,546,000</b>	

**Budget Revenue Assumptions:**

- 1 . 3,200 ERU's of sewer service charge at \$402 per ERU
- 2 . Property Tax Revenue now allocated between Sewer and Parks and Recreation departments

**GRANADA COMMUNITY SERVICES DISTRICT**

**FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET**

	FY 2016/17		FY 2016/17		Over/
	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Estimated</u>	<b>(Under)</b> <u>Budget</u>
<b><u>SEWER - OPERATING EXPENSES</u></b>					<b>FY 2017/18</b> <u>Budget</u>
1 . SAM General (Treatment and Admin.)	\$968,479	\$968,479	\$0	\$0	\$955,139
2 . SAM Collections	\$242,350	\$242,350	\$0	\$0	\$239,954
3 . Lateral Repairs	\$60,000	\$30,000	<b>(\$30,000)</b>	<b>(\$30,000)</b>	\$40,000
4 . CCTV	\$30,000	\$10,000	<b>(\$20,000)</b>	<b>(\$20,000)</b>	\$20,000
5 . Pet Waste Stations	\$1,000	\$1,500	\$500	\$500	\$1,000
6 . Plant Shortfall Debt Service (COP)	\$94,400	\$97,000	\$2,600	\$2,600	\$0
Sub-Total Operations Expenditures	\$1,396,229	\$1,349,329	<b>(\$46,900)</b>	<b>(\$46,900)</b>	\$1,256,093

**GRANADA COMMUNITY SERVICES DISTRICT**

**FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET**

	FY 2016/17	FY 2016/17	Over/ (Under)	FY 2017/18
<u>SEWER - ADMINISTRATIVE OPERATING EXPENSES</u>	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>
1 . Accounting	\$30,000	\$26,000	(\$4,000)	\$30,000
2 . Auditing	\$10,000	\$12,000	\$2,000	\$15,000
3 . Copier Lease	\$7,000	\$7,500	\$500	\$7,500
4 . Directors' Compensation	\$11,000	\$11,300	\$300	\$11,000
5 . Education & Travel Reimbursement	\$2,000	\$1,500	(\$500)	\$2,000
6 . Employee Salaries	\$135,000	\$135,000	\$0	\$150,000
7 . Employee Medical, Payroll Taxes, and Retirement	\$58,000	\$55,000	(\$3,000)	\$60,000
8 . Engineering Services (General)	\$20,000	\$18,000	(\$2,000)	\$20,000
9 . Insurance	\$6,000	\$5,000	(\$1,000)	\$6,000
10 . Legal Services	\$65,000	\$95,000	\$30,000	\$65,000
11 . Memberships	\$10,000	\$8,800	(\$1,200)	\$9,000
12 . Newsletter	\$2,500	\$0	(\$2,500)	\$2,500
13 . Office Lease	\$50,000	\$51,000	\$1,000	\$52,000
14 . Office Maintenance and Repairs	\$2,500	\$2,000	(\$500)	\$2,500
15 . Office Supplies	\$6,000	\$5,500	(\$500)	\$6,000
16 . Professional Services - Other	\$65,000	\$70,000	\$5,000	\$65,000
17 . Publications & Notices	\$10,000	\$7,000	(\$3,000)	\$10,000
18 . Utilities	\$9,000	\$9,500	\$500	\$10,000
19 . Video Taping of Board Meetings	\$3,000	\$3,500	\$500	\$3,500
20 . Computers	\$2,000	\$1,500	(\$500)	\$2,000
21 . Miscellaneous	\$7,000	\$10,000	\$3,000	\$7,000
Sub-Total Administration Expenditures	\$511,000	\$535,100	\$24,100	\$536,000
<b>SEWER - TOTAL OPERATING EXPENDITURES</b>	<b>\$1,907,229</b>	<b>\$1,884,429</b>	<b>(\$22,800)</b>	<b>\$1,792,093</b>
<b>SEWER - OPERATING NET TO/(FROM) RESERVES</b>	<b>(\$372,229)</b>	<b>(\$369,429)</b>	<b>(\$246,093)</b>	

**GRANADA COMMUNITY SERVICES DISTRICT**

**FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET**

	FY 2016/17	FY 2016/17	Over/ (Under)	FY 2017/18
	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>
<b><u>SEWER - NON-OPERATING REVENUES</u></b>				
1 . Interest on Reserves	\$17,500	\$26,000	\$8,500	\$28,400
2 . Connection Fees	\$30,000	\$104,000	\$74,000	\$47,000
3 . SAM Refund from Prior Year Allocation	\$5,000	\$28,500	\$23,500	\$5,000
4 . Repayment from Assessment District-Current FY	\$127,000	\$127,000	\$0	\$127,000
5 . ERAF Refund from Prior Year	\$260,000	\$243,000	(\$17,000)	\$250,000
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$439,500</b>	<b>\$528,500</b>	<b>\$89,000</b>	<b>\$457,400</b>

**Budget Revenue Assumptions:**

- 1 . 0.00% Interest on average yearly reserve
- 2 . 0 Connections at \$4700 per connection

**SEWER - CAPITAL PROJECTS AND RESERVE FUND BALANCE**

	FY 2016/17	FY 2016/17	Over/ (Under)	FY 2017/18
	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>
<b><u>SEWER - CAPITAL PROJECTS</u></b>				
1 . Mainline System Repairs	\$10,000	\$2,000	(\$8,000)	\$10,000
2 . Medio Creek Crossing Sewer Re-alignment	\$350,000	\$50,000	(\$300,000)	\$350,000
3 . Sewer Service Charge Rate and Reserve Study				\$35,000
4 . SAM - Recycled Water Project		\$53,000	\$53,000	\$15,000
5 . SAM - Capital Maintenance/Infrastructure Budget	\$214,338	\$214,338	\$0	\$394,310
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS</b>	<b>\$824,338</b>	<b>\$319,338</b>	<b>(\$255,000)</b>	<b>\$804,310</b>

**GRANADA COMMUNITY SERVICES DISTRICT**

**FISCAL YEAR 2017/18 SEWER DISTRICT BUDGET**

<b><u>SEWER - CAPITAL RESERVE FUND</u></b>	
1 . Beginning Balance on July 1	\$4,326,000
2 . Capital Projects	(\$804,310)
3 . Transfer (to)/from Operating Budget	(\$246,093)
4 . Transfer (to)/from Non-Operating Revenues	\$457,400
<b>TOTAL RESERVE AT END OF FISCAL YEAR</b>	<b>\$3,732,997</b>



**GRANADA COMMUNITY SERVICES DISTRICT**

**FISCAL YEAR 2017/18 PARKS AND RECREATION DISTRICT BUDGET**

	FY 2016/17 <u>Budget</u>	FY 2016/17 <u>Estimated</u>	Over/ <b>(Under)</b> <u>Budget</u>	FY 2017/18 <u>Budget</u>
<b><u>PARKS AND RECREATION - OPERATING REVENUES</u></b>				
1 . Property Tax Allocation-Parks (split between sewer and parks)	\$400,000	\$400,000	\$0	\$400,000
2 . Miscellaneous	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$400,000</b>	<b>\$400,000</b>		<b>\$400,000</b>
<b><u>PARKS AND RECREATION - OPERATING EXPENDITURES</u></b>				
1 . Projects (Purchase of Impink Burnham Strip Property in 16/17)	\$75,000	\$188,000	\$113,000	\$100,000
2 . County staff time	\$15,000	\$3,000	(\$12,000)	\$5,000
3 . RCD	\$5,000	\$15,000	\$10,000	\$5,000
4 . Reimbursement to Half Moon Bay per Property Tax Agreement	\$50,000	\$41,200	(\$8,800)	\$20,000
<b>TOTAL EXPENDITURES</b>	<b>\$145,000</b>	<b>\$247,200</b>	\$102,200	<b>\$130,000</b>
<b>NET TO/(FROM) PARKS AND RECREATION RESERVE</b>	<b>\$255,000</b>	<b>\$152,800</b>		<b>\$270,000</b>
<b><u>PARKS AND RECREATION - CAPITAL RESERVE FUND</u></b>				
1 . Beginning Balance on July 1				\$193,800
2 . Purchase of Property				(\$130,000)
3 . Transfer (to)/from Operating Revenues				\$270,000
<b>PARKS AND RECREATION RESERVE AT FYE</b>				<b>\$333,800</b>



**ITEM #5**



**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**May 8, 2017**

**1. CALL TO ORDER**

Chair Slater-Carter called the meeting to order at 7:01 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

- A. Pledge of Allegiance
- B. Roll Call

Directors Clark (Woren), Blanchard, Ruddock, Slater-Carter, Penrose, and Boyd, were present. Also present were General Manager Marshall, General Counsel Nelson, and Supervisor of Treatment/Field Operations Costello.

**2. SPECIAL ORDER OF THE DAY**

- A. Adjourn in Recognition of May 7 – 13, 2017, as Public Service Recognition Week

Director Slater-Carter stated that Public Service Recognition Week is to show how we rely and are thankful for our public service workers who help us be a safe, sane, healthy, and educated community.

**3. PUBLIC COMMENT - NONE**

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

Chair Slater-Carter announced that the Board would not convene in closed session under Item B, Conference with Real Property Negotiator – Pursuant to Government Code Section 54956.8, Property: Non-Potable Water Supply Contracts.

At 7:03 p.m., the Board went in to Closed Session under Item A, Conference with District's Labor Negotiators Pursuant to Government Code Section 54957.6.

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

The Board convened in to open session at 7:33 p.m. General Counsel Nelson reported that there was no reportable action.

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

- A. Approve Minutes of April 24, 2017 Board of Directors Meeting

B. Approve Disbursements for May 8, 2017

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

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

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

A. Discuss Draft Terms for Recycled Water from Coastside County Water District and Give Direction to Staff

General Manager Marshall reviewed the staff report and recommended that the Board of Directors review the proposed draft terms for recycled water from the Coastside County Water District (CCWD) and provide direction to staff. A discussion ensued. Director Boyd suggested that SAM staff take the next steps to extract, from the various recycled water agreements assembled for the Recycled Water Committee, the key points that are relevant to the SAM project, and then send those points back to CCWD and to the SAM recycled water sub-committee. Director Ruddock expressed her issues with some of the terms proposed by CCWD. Chair Slater-Carter reminded the Board that GCSD needs a replacement for Director Lohman on the recycled water committee.

B. Update on JPA General Budget and Contract Collection Services Budget for Fiscal Year 2017/18

General Manager Marshall informed the Board that all three member agencies have received the draft budget. She stated that she has given a general presentation to the City of Half Moon Bay, and to Montara Water & Sanitary District, which focused on the Infrastructure. She also informed the Board that she had not heard back from GCSD but believes it will be on their May 18th agenda. Chair Slater-Carter discussed concern about rate shock to the rate payers, and commented that the budget format is un-trackable against other past budgets. She also stated that she would like to see the notes numbered to coincide with the numbered budgeted items, and that there are things in the draft budget that could be postponed for a few years. Both Chair Slater-Carter and Director Boyd suggested that the SAM Engineer and General Manager meet with agency engineers to smooth out some of the items in the proposed budget.

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

A. Adopt a Resolution Expressing Appreciation for Jim Harvey for His Years of Service on the SAM Board of Directors

Following a brief discussion, Director Boyd moved and Director Penrose seconded the motion to adopt resolution 4-2017 expressing appreciation for Jim Harvey for his years of service on the SAM Board of Directors.

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

B. Adopt a Resolution Expressing Appreciation for Ric Lohman for His Years of Service on the SAM Board of Directors

Following a brief discussion, Director Ruddock moved and Director Boyd seconded the motion to adopt resolution 5-2017 expressing appreciation for Ric Lohman for his years of service on the SAM Board of Directors.

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

C. Discuss and Recommend Changes to Board Training, Education, and Conferences Policy

Following a brief discussion, the Board concurred that no changes were needed to the Board Training, Education, and Conferences policy.

D. Discuss and Recommend Changes to Board Remuneration and Expenditure Reimbursement Policy

Following a brief discussion, the Board concurred that no changes were needed to the Board Remuneration and Expenditure Reimbursement policy.

E. Discuss Options to Finance Infrastructure Projects to Reduce Impacts on Member Agency Assessments

General Manager Marshall reviewed the staff report and recommended that the Board discuss the 3 viable options to finance infrastructure projects that would help reduce the impact on the member agency assessments. A discussion ensued. Following discussion, Director Penrose suggested and, by consensus, the Board directed staff to look into grants and funding possibilities for the SAM infrastructure. The Board concurred.

## **8. GENERAL MANAGER'S REPORT**

The General Manager will give a report at the next Board meeting when her full staff has returned.

## **10. ATTORNEY'S REPORT**

General Counsel Nelson had nothing to report.

## **11. DIRECTORS' REPORTS**

Director Boyd suggested that the Ad Hoc Recycled Water committee needs to get

together to go through the various recycled water agreements assembled for the Recycled Water Committee and discuss SAM's response to the CCWD draft terms for recycled water.

**12. FUTURE AGENDA ITEMS**

- Upcoming Board Meetings: May 22 and June 12

General Manager Marshall asked that the Board to take a look at the list of things on the future agenda item spreadsheet, and at a future meeting give priority to the list.

Chair Slater-Carter stated that she would like to see a presentation from the City of Half Moon Bay on their sewer projects, and an analysis from SAM engineering staff on how these potential changes in the HMB sewer system are going to affect the functioning of the SAM system.

Director Boyd would like to have an engineering analysis of the increased flow expected to result from projects each of the other member agencies are doing in the coming year.

**13. ADJOURNMENT**

Chair Slater-Carter adjourned the meeting at 8:35 p.m.

Respectfully Submitted,

Approved By:

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Kathy Matthews  
Recording Secretary

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Board Secretary



**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**May 22, 2017**

**1. CALL TO ORDER**

Chair Slater-Carter called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

- A. Pledge of Allegiance
- B. Roll Call

Directors Rarback (Ruddock), Blanchard, Woren, Slater-Carter, Penrose, and Boyd, were present. Also present were General Manager Marshall, General Counsel Nelson, Engineering & Construction Contract Manager Prathivadi, Supervisor of Administrative Services Matthews, and Supervisor of Treatment/Field Operations Costello.

**2. SPECIAL ORDER OF THE DAY**

- A. Presentation of Resolution to Jim Harvey for His Years of Service as a SAM Director

Chair Slater-Carter read the resolution honoring former Director Harvey and presented it to him. Former Director Harvey thanked the Board.

- B. Presentation of Resolution to Ric Lohman for His Years of Service as a SAM Director

Chair Slater-Carter read the resolution honoring former Director Lohman and presented it to him. Former Director Lohman thanked the Board, reminded them that this is a coastside group and that they should focus on doing the best thing for the community here, and challenged them to avoid partisanship.

**3. PUBLIC COMMENT**

Director Woren Informed the Board that Granada Community Services District is having a special meeting on June 1, 2017 to interview applicants to fill former Director Lohman's seat on their Board.

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

The Board went in to Closed Session at 7:09 p.m.

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

The Board came out of closed session at 8:04 p.m. General Counsel Nelson reported that no reportable action was taken in closed session.

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

- A. Approve Minutes of May 8, 2017 Board of Directors Meeting
- B. Approve Disbursements for May 22, 2017
- C. Receive Monthly Financial Report for Period Ending April 30, 2017
- D. Receive Quarterly Investments Report for March 31, 2017

Director Woren stated that he would like to make a change to the minutes of May 8, 2017 but would like to check with the recycled water committee first.

Director Boyd moved and Director Woren seconded the motion to approve consent agenda items 7B, 7C, and 7D as presented.

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

Director Woren suggested a correction in the minutes. He stated that in agenda item 7A he would like the word "sub-committee" changed to "committee". Director Boyd stated that the sentence is correct as written. Director Woren moved and Director Boyd seconded the motion to approve the minutes of May 8, 2017 as presented.

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

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

- A. Update on Force Main Leak at Furtado Lane on October 20, 2016

General Manager Marshall informed the Board that on October 20, 2016 a homeowner had spotted a wet area in the easement next to 470 Furtado Lane. Staff responded and concluded that there was likely a break in the force main. Andreini Brothers was called to assist with the repair. The larger pumps at Portola Pump Station were turned off to prevent additional discharge of sewage during the repair process. After locating the leak, a circle clamp was installed to seal the force main pipe. Staff estimated and reported that the total volume of the spill was 2,400 gallons, and that not all of the spill was recoverable, but that none of it reached surface waters. The repair was completed by 10:30 p.m. and the pumps at Portola Pump Station were returned to their normal cycles. No new leaks were observed. This was identified as a Category 2 spill and the cost of this emergency repair was approximately \$11,000.

- B. Update on Force Main Leak at Magellan Ave on March 2, 2017

General Manager Marshall updated the Board on the force main leak at Magellan Avenue on March 3, 2017. She informed them that the leak was not readily noticeable due to the trees and shrubbery in the area. She stated that staff identified it as sewer

water run-off and initially concluded that it was probably over 500,000 gallons because of the estimated duration and because of the size of the hole, and that it was a Category 1 spill, for it did reach surface water. She informed the Board that staff was able to put a clamp on the pipe to seal it, and posted signs at the beach. She stated that samples were taken and beach signs remained posted until San Mateo County advised that samples were clear. She also informed the Board that staff had prepared a mandatory technical report that is required for any spill larger than 500,000 gallons. Staff was able to identify a drop off in flow downstream of the leak that was not attributable to the rain having ceased, and made a conservative calculation, based on the duration of the reduced flow measurements, that the quantity of the leak was probably closer to 746,000 gallons, which was significantly more than the original estimate. The cost of the emergency repair was approximately \$24,000.

C. Update on Force Main Leak at Arroyo de en Medio on April 2, 2017

General Manager Marshall informed the Board that on April 2, 2017 a member of the public reported sewage draining into the creek near Furtado Lane. She stated that staff responded and concluded that there was likely another break in the force main and that the wastewater was flowing into the Arroyo de en Medio Creek and flowing out to Miramar Beach. Andreini Brothers was called to assist with the repairs. Staff estimated and reported the total volume of the spill was 15,000 gallons. The repair was completed by 3:00 p.m. on April 5, 2017 and no new leaks were observed. This was identified as a Category 1 spill and the cost of the repair was \$184,000.

D. Update on Force Main Leak at Alto Ave on April 20, 2017

General Manager Marshall updated the Board on the Alto Avenue leak on April 20, 2017. Staff was notified that a contractor had spotted a large wet area in the field near Alto Avenue and Cabrillo Highway. Staff responded and concluded that there was likely a break in the force main. Andreini Brothers was called to assist with the repair but due to a delay in getting USA markings completed by the various utilities, the excavation could not begin until the next morning. The larger pumps at the Portola Pump Station were turned off to prevent additional discharge of sewage during the repair process. Staff estimated and reported that the total volume of the spill was 5,625 gallons, and that not all of the spill was recoverable, but that none of it reached surface waters. Repairs were completed by 11:20 a.m. on April 21 and the pumps at the Portola Pump Station were returned to their normal cycles. No new leaks were observed. This was identified as a Category 2 spill and the cost of this repair was then not known, for invoices had not been received from the contractors.

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

A. Discuss and Consider Adopting Proposed Media Relations Policy and Provide Direction to Staff

General Manager Marshall addressed the Board and recommended that they discuss and consider adopting the media relations policy that she proposed and give direction to staff. A discussion ensued. Director Woren suggested having a page on the website. Chair Slater-Carter stated that doing what is mandated by the state in a regulatory agency is meeting the responsibility and she is concerned about the unanticipated consequences of this kind of well-intentioned outreach. Chair Slater-Carter suggested referring the proposed policy to the Public Outreach Committee.

B. Declare District Equipment as Surplus and Authorize General Manager to Dispose as Appropriate

Following a brief discussion, Director Penrose moved and Director Rarback seconded the motion to declare the identified equipment as surplus and authorize the General Manager to dispose of them as appropriate.

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

C. Discuss Force Main Break at 3029 Cabrillo Hwy on May 16, 2017

General Manager Marshall updated the Board on the force main break at 3029 Cabrillo Highway on May 16, 2017. She stated that a contractor had noticed a large, wet area in the field near 3029 Cabrillo Highway and reported it to staff. Staff responded and concluded that it was likely a break in the force main. Andreini Brothers was called to assist with the repair, but were unable to begin excavation until the next day due to staffing constraints. The larger pumps at the Portola Pump Station were turned off to prevent additional discharge of sewage during the repair process. Staff identified 5 breaks in the force main and based on the size and number of breaks, flow estimates, and estimated duration of the leak, staff estimated that the total volume of the spill was 200 gallons; not all of the spill was recoverable, but none of it reached surface waters. Repairs were completed by 5:45 p.m. on May 17, 2017, and the pumps at the Portola Pump Station were returned to their normal cycles and no new leaks were observed. This was identified as a Category 3 spill and the cost of the repair was not yet known.

D. Discuss JPA General Budget FY 2017/18 Recommendations from Member Agency Managers/Engineers and Provide Direction to Staff

Chair Slater-Carter requested that the General Manager send the staff report electronically to her. General Manager Marshall discussed her staff report and recommended that the Board of Directors discuss the recommendations from the member agency managers/engineers described in the report and provide direction to staff. A discussion ensued. Chair Slater-Carter noted that the discussion will take the meeting past the 9 p.m. cutoff. Director Penrose stated that she was not able to stay

much past 9 pm. General Manager Marshall suggested having a special meeting. Director Penrose recommended not making huge changes to the budget and to go very conservatively until the Board has a more complete discussion. Director Boyd recommended that staff and the engineering firm prioritize the CIP projects in a way that reduces infrastructure spending to the normal \$1.5 million budget that SAM has historically spent on O&M each fiscal year and bring the budget thus revised back in 2 weeks. Following further discussion, no Board action was taken.

## **9. GENERAL MANAGER'S REPORT**

### **A. Manager's Report for April 2017**

The Board accepted the managers' report as set forth in the General Manager's written report.

### **B. Verbal Report on Presentation to Midcoast Community Council on May 10, 2017**

This agenda item was not discussed.

## **10. ATTORNEY'S REPORT**

General Counsel Nelson stated that in light of the hour, he had nothing to report.

## **11. DIRECTORS' REPORTS**

SAM Directors had nothing to report,

## **12. FUTURE AGENDA ITEMS**

No future agenda items were suggested or discussed.

## **13. ADJOURNMENT**

Chair Slater-Carter adjourned the meeting at 9:10 p.m.

Respectfully Submitted,

Approved By:

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Kathy Matthews  
Recording Secretary

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Board Secretary





**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Beverli A. Marshall, General Manager  
**DATE:** May 22, 2017  
**SUBJECT:** **Monthly Manager’s Report – April 2017**

**Staff Recommendation**

Staff recommends that the Board receive the Monthly Manager’s Report for April 2017.

**Fiscal Impact**

There is no fiscal impact from this report.

**Background and Discussion/Report**

The following data is presented for the month of April 2017.

*Key Indicators of Performance*

*Flow Report (See Attachment A)*

NPDES Permit Violations:	0	Half Moon Bay	1.160	55.4%
Accidents, Injuries, etc.:	None	Granada CSD	0.501	23.9%
Reportable Spills Cat 1:	1	Montara W&SD	<u>0.431</u>	<u>20.6%</u>
Reportable Spills Cat 2:	1	Total	2.232	100%
Reportable Spills Cat 3:	0			

*Administration*

There were three Board Meetings in the month of April (4<sup>th</sup>, 10<sup>th</sup>, and 24<sup>th</sup>) 2017. There were no requests for public records during the month of April.

*Media Coverage*

There were four media articles during the month of April referencing the Sewer Authority Mid-Coastside: “City, SAM Work to Fix Sewer Leaks”, April 6, 2017, Half Moon Bay Review; “City Should Fix Sewer Problem”, April 11, 2017, Half Moon Bay Review; “City,

<b>BOARD MEMBERS:</b>	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
<b>ALTERNATE MEMBERS:</b>	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk	H. Rarback	

*SAM Work to Fix Sewer Leaks*, April 13, 2017, Half Moon Bay Review; *“City Moves Forward with Hotel Study”*, April 26, 2017, Half Moon Bay Review.

*Personnel*

There was one employee anniversary in the month of April – George Long, Lead Operator, 29 years of service.

**OPERATIONS & MAINTENANCE, COLLECTIONS**

*Operation & Maintenance*

During the month of April all other systems at the plant ran well as we seem to be moving away from the wet months. Rainfall totals were 3.65 inches at the plant, 3.34 inches at the Montara station and 3.31 inches were recorded for the El Granada area. This has been a trying year for our system and age of the IPS has come into play once again this month as we had two leaks. One leak was into Arroyo De En Medio Creek and the other was at Alto Ave. The Alto leak we were able to mend with two full circle clamps. The Arroyo leak we had to install a bypass around the creek.

The ability to retain flow at the northern parts of the system proved itself to be invaluable once again as the overflow would have likely been much worse. When we ran out of available storage we had to have a pumping company on site until the bypass was complete to prevent any more sewage for entering the creek, due to the volume that was involved and the fact that it entered the ocean this spill was entered into CWIQS as a category 1. We estimate 15,000 gallons of raw sewage did enter the waterway and make its way to the ocean down Arroyo De En Medio Creek. The second leak was smaller and soaked into the ground, required reporting was a category 2. We estimate 5,625 gallons of raw sewage spilled from the leak but none entered a waterway.

Other things that occurred during the month of April, on the 4<sup>th</sup> our bisulfite sample pump failed. When the sample pump fails it over feeds SBS so there was no goal variance and we had a replacement pump on the shelf ready to go. On the 14<sup>th</sup> the grit washer had to be taken apart as there was a chunk of concrete clogging the cyclone, it was working properly after the obstruction was removed and put back together. On the 14<sup>th</sup> RF McDonald finished the replacement of the natural gas line feeding the boilers that was in very bad condition. On the 28<sup>th</sup> RF McDonald was out to work on the waste gas flare, there was a thermocouple that had burnt out and needed to be replaced.

The NPDES Data for April 2017 is attached (Attachment B). There were no incidents of NPDES permit non-compliance during April 2017.

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<b>BOARD MEMBERS:</b>	J. Blanchard D. Ruddock	S. Boyd K. Slater-Carter	D. Penrose L. Woren
<b>ALTERNATE MEMBERS:</b>	M. Clark R. Kowalczyk	J. Harvey H. Harback	B. Huber



*Collection Services*

In April, SAM cleaned approximately 36,149 feet of sewer line, responded to six callouts, of which two were for privately owned laterals, two were for grinder pump issues in MWSD, and two were for the S.A.M. IPS line. The IPS lines resulted in two separate spills: a category 1 and a category 2 spill. The category 1 spill was on April 2<sup>nd</sup> near Furtado lane, 15,000 gallons of raw sewage entered Arroyo De En Medio Creek and was unrecoverable. This is the location that we are currently bypassing as there appears there is a leak under the creek bed area. The category 2 spill was in the field just south of Alto Ave. This spill resulted in 5,625 gallons of raw sewage escaping the system. There was no indication that any of the sewage entered a waterway and that it had soaked into ground around the area of the leak. Both the category 1 and category 2 leaks appear to be due to the deteriorating condition of the IPS line.

The latest collection system data report is attached (Attachment C). There was one (1) Category 1, one (1) Category 2, and zero (0) Category 3 S.S.O.'s during the month of April. A collection services report for each member agency has been included for your information (Attachment D).

*Trucked Waste*

There were seven deliveries (approximately 4,750 gallons) of trucked waste discharged at the SAM plant and no Leachate deliveries. For a total revenue of \$475.00.

*Safety*

There were no work-related accidents, injuries, or illnesses resulting in lost time in April 2017. Staff has worked since March 10, 2011, 2243 days, without a lost time incident.

**Supporting Documents**

- Attachment A: Monthly Flow Report April 2017
- Attachment B: Monthly NPDES Report April 2017
- Attachment C: Collection System Data April 2017
- Attachment D: Monthly Collection System Agency Reports April 2017

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<b>BOARD MEMBERS:</b>	J. Blanchard D. Ruddock	S. Boyd K. Slater-Carter	D. Penrose L. Woren
<b>ALTERNATE MEMBERS:</b>	M. Clark R. Kowalczyk	J. Harvey H. Rarback	B. Huber

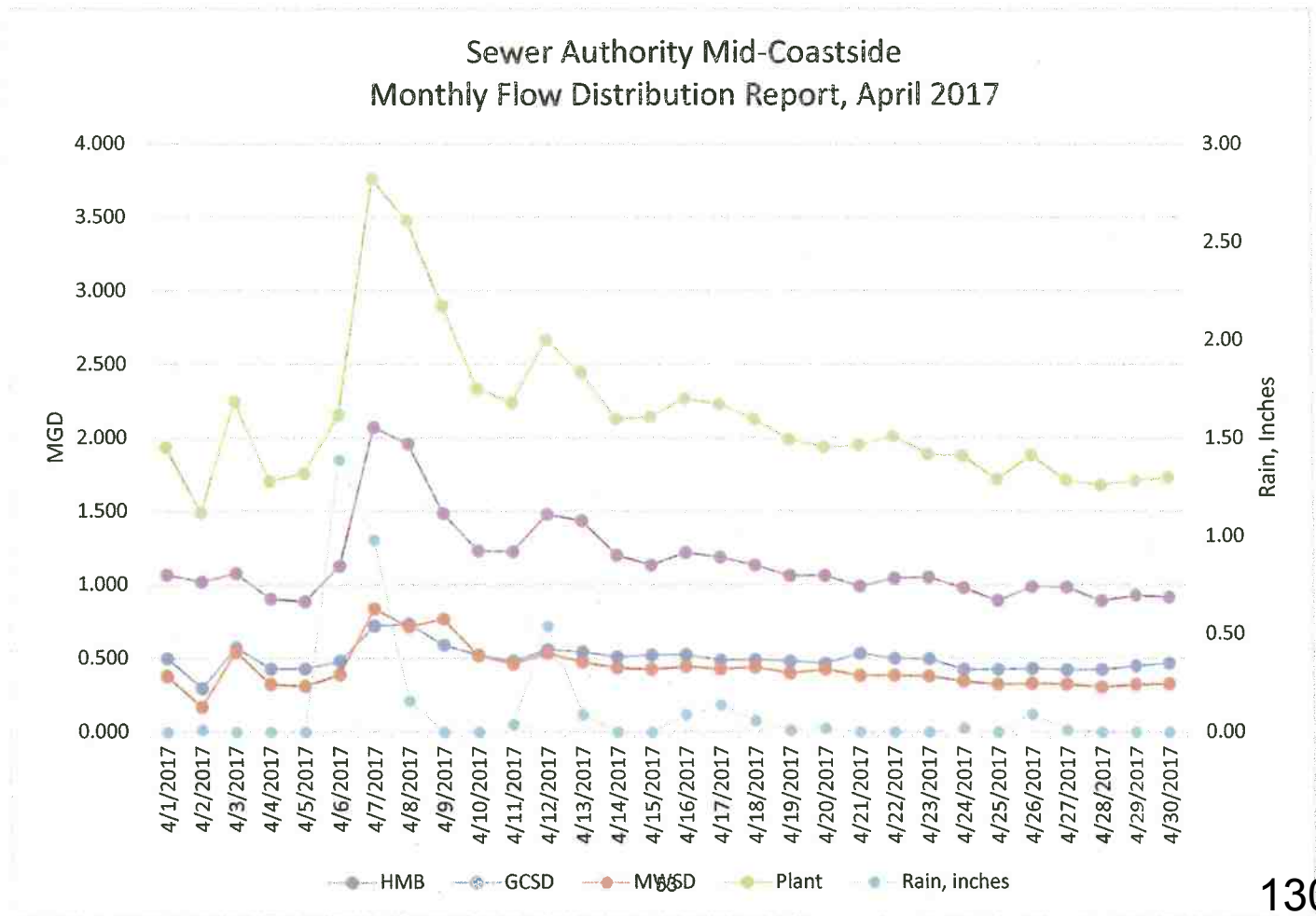
Flow Distribution Report Summary For April 2017

The daily flow report figures for the month of April 2017 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

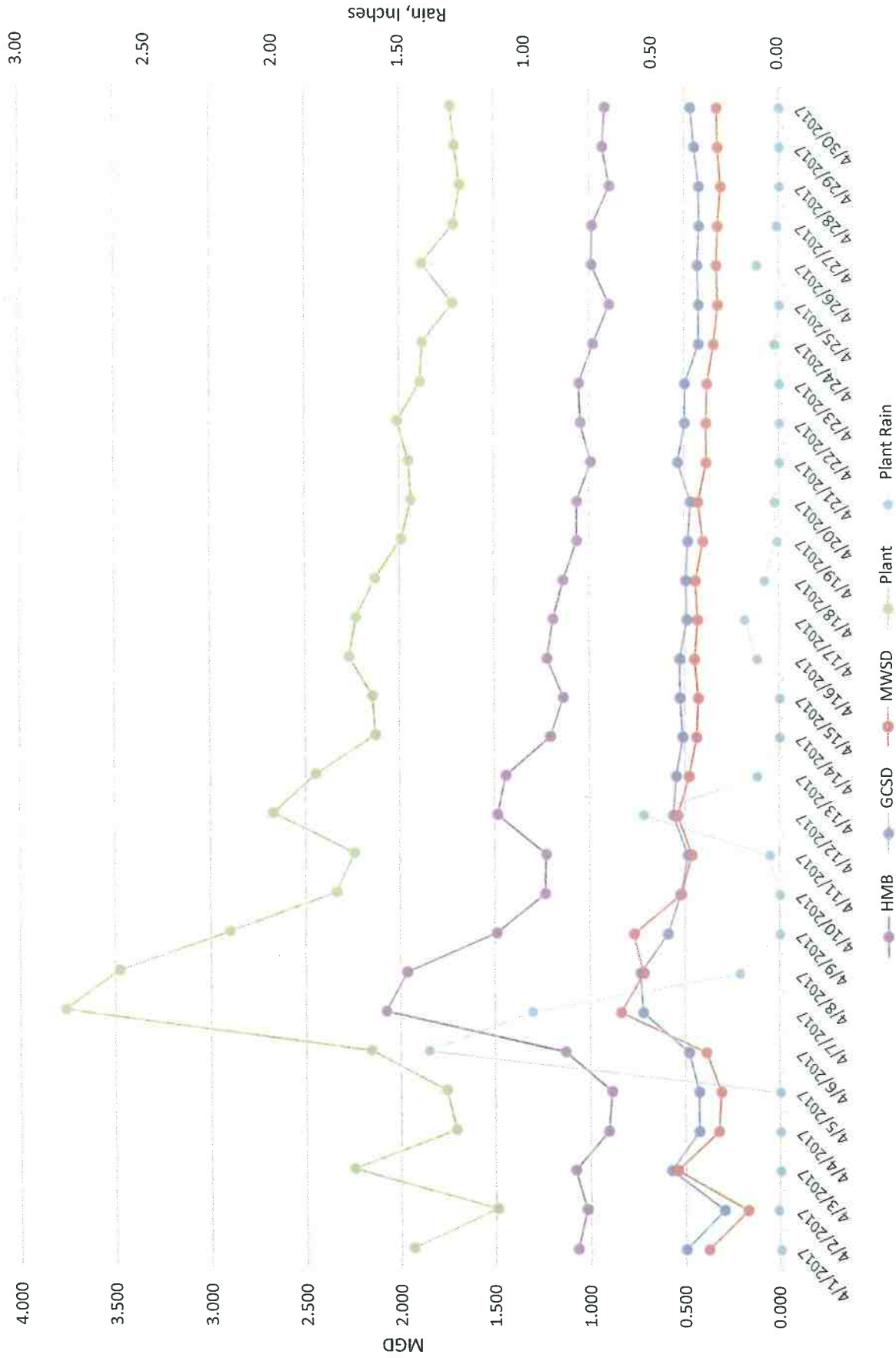
\*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

The summary of the ADF information is as follows:

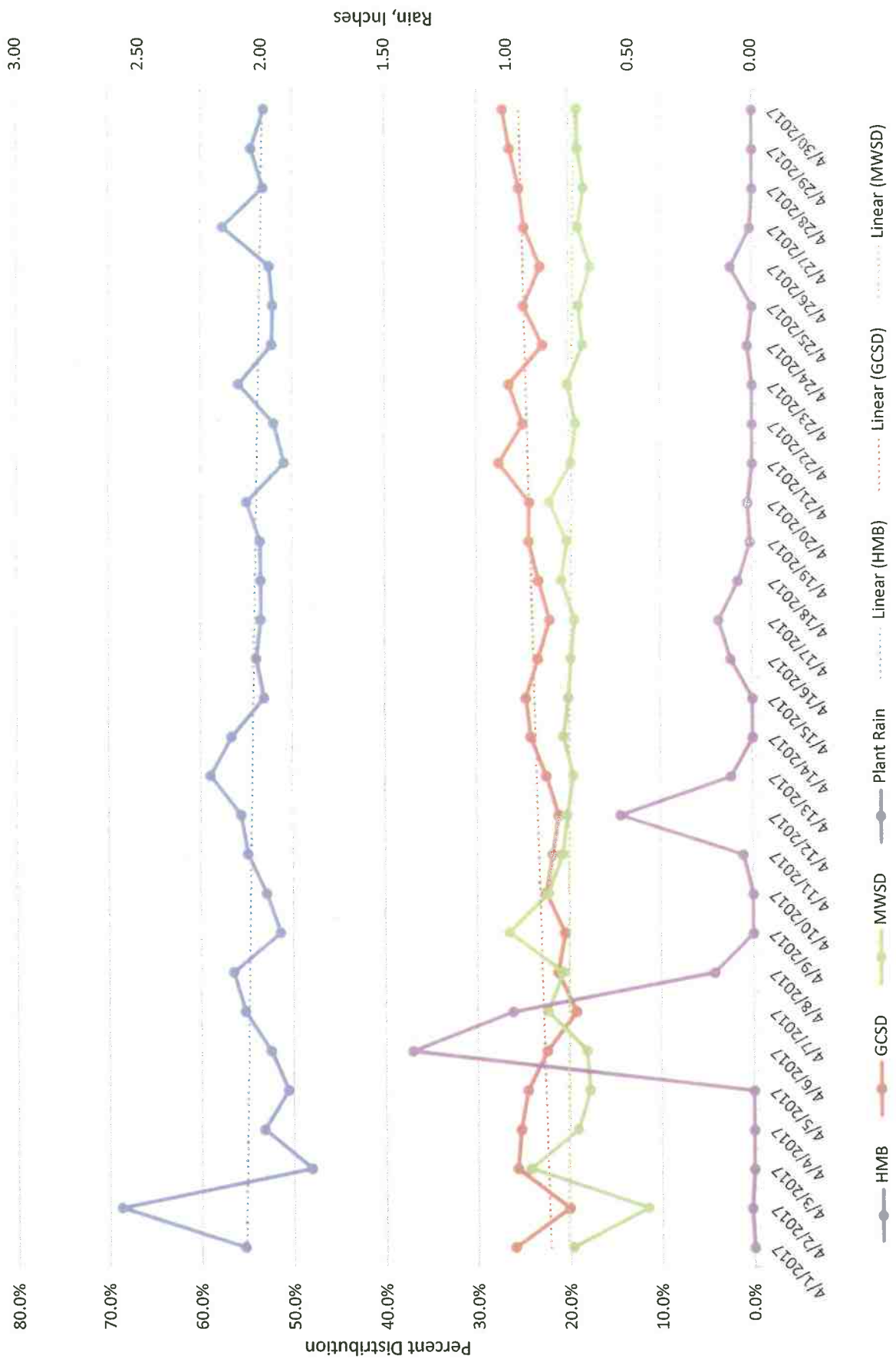
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.160	55.4%
Granada Community Services District	0.501	23.9%
Montara Water and Sanitary District	<u>0.431</u>	<u>20.6%</u>
Total	2.092	100.0%



# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, April 2017

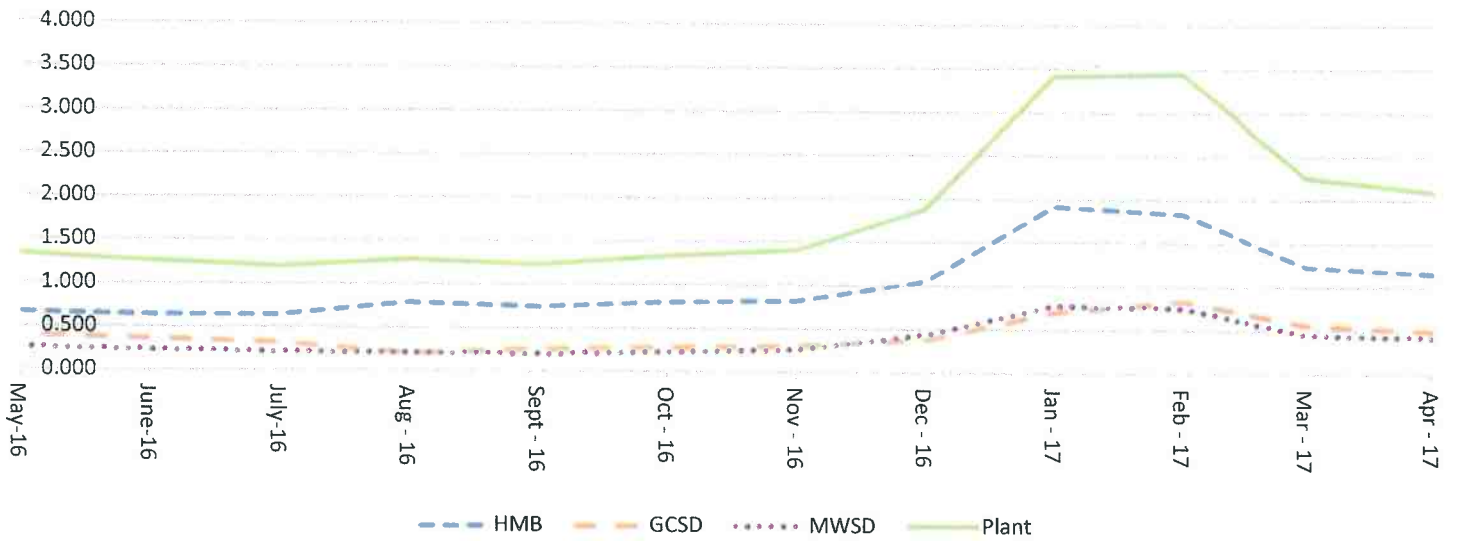


# Percent Distribution April 2017

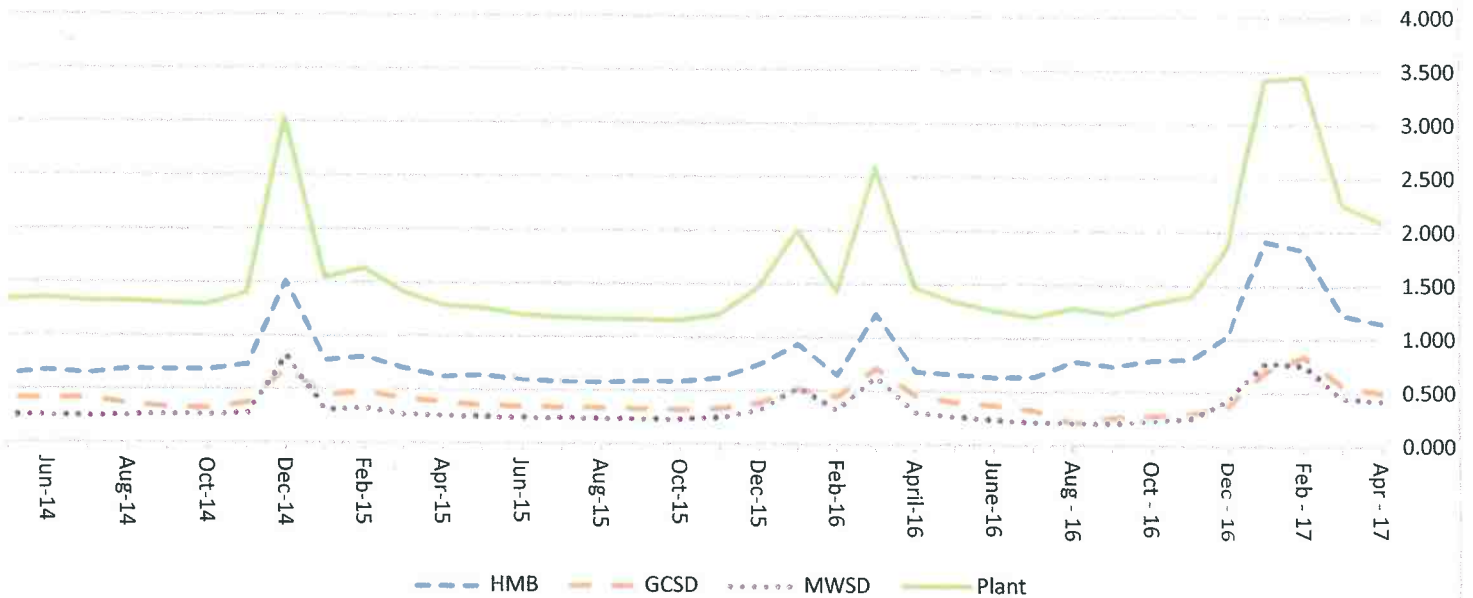


Most recent flow calibration December 2016 PS, November 2016 Plant

One Year flow Chart  
May 2016 - April 2017



Three Year flow Chart  
May 2014 - April 2017



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, April 2017

Attachment C

## April 2017

	Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	2	0	0	0	2
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
					<b>100%</b>

## 12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	6	2	0	4	0
Grease	0	0	0	0	0
Mechanical	5	0	0	1	4
Wet Weather	2	2	0	0	0
Other	3	0	1	2	0
<b>Total</b>	<b>16</b>	<b>4</b>	<b>1</b>	<b>7</b>	<b>4</b>
		<b>25%</b>	<b>6%</b>	<b>44%</b>	<b>25%</b>

## Reportable SSOs

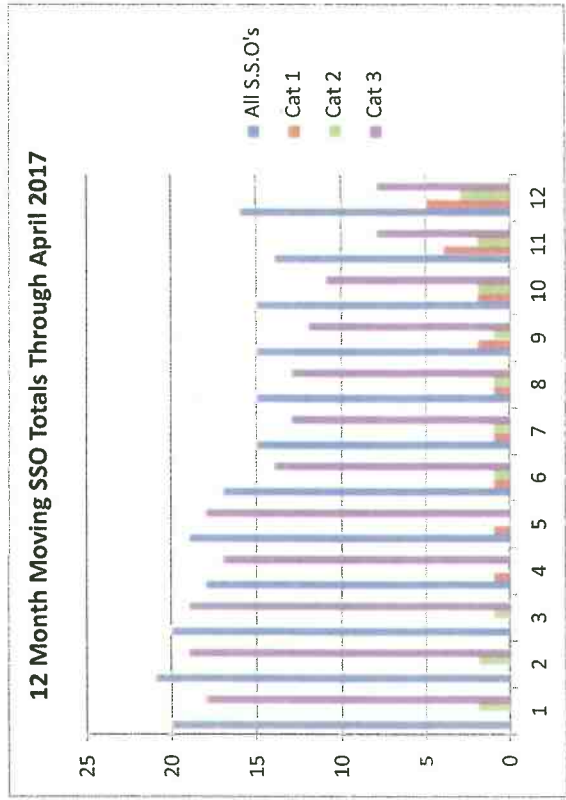
	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
April 2017	2	0	0	0	2
12 Month Moving Total	16	4	1	7	4

## SSOs / Year / 100 Miles

	Number of S.S.O.'s / Year / 100 Miles				
	Total	HMB	GCSD	MWSD	SAM
April 2017	1.9	0.0	0.0	0.0	27.4
12 Month Moving Total	15.3	10.8	3.0	25.9	54.8
Category 1	4.8	2.7	0.0	7.4	27.4
Category 2	2.9	2.7	0.0	0.0	27.4
Category 3	7.7	5.4	3.0	18.5	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		<b>35.4%</b>	<b>31.8%</b>	<b>25.8%</b>	<b>7.0%</b>

## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
May-16	11,530	15,123	11,652	38,305	7.3
June-16	9,762	2,161	7,367	19,290	3.7
July-16	34,037	28,984	8,192	71,213	13.5
Aug -16	31,070	5,694	16,714	53,478	10.1
Sep - 16	13,228	35,432	11,406	60,066	11.4
Oct - 16	27,226	7,389	15,283	49,898	9.5
Nov - 16	25,535	33,638	10,436	69,609	13.2
Dec - 16	33,928	19,306	10,127	63,361	12.0
Jan - 17	16,650	16,144	11,837	44,631	8.5
Feb - 17	12,216	4,866	11,531	28,613	5.4
Mar - 17	15,347	11,667	10,133	37,147	7.0
Apr - 17	13,101	11,588	11,460	36,149	6.8
<b>Annual ft</b>	<b>243,630</b>	<b>191,992</b>	<b>136,138</b>	<b>571,760</b>	
<b>Annual Mi.</b>	<b>46.1</b>	<b>36.4</b>	<b>25.8</b>		<b>108.3</b>





**COLLECTION SYSTEM SERVICES  
 MONTHLY ACTIVITY REPORT: APRIL 2017**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Granada Community Services District, the following information is provided for the month of APRIL 2017

Basic Services

Feet of Sewer Line Cleaned:	<u>8,629 ft</u>	Manholes Inspected:	75
Feet of Hot Spot Sections Cleaned:	<u>2,959 ft</u>	Areas Unable to be Cleaned:	0
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>1</u>
Sewer Line/Manhole Failures:	<u>0</u>	Non-Emergency Repairs:	<u>0</u>
Emergency Repairs Completed:	<u>0</u>	Amount Spent on Repairs Completed:	<u>0</u>

Extended Services

Mechanic Hours:	<u>14.51</u>	Work Orders Completed:	<u>17</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>17</u>
Annual Mechanic Hours to Date*:	<u>74.41</u>	Annual Lift Station Hours to Date*:	74.41

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	12
F.O.G. Inspections Completed:	<u>1</u>	F.O.G. Inspections Passed:	1
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	0

Attachments

- Annual Feet of Sewer Line Cleaning by Month-Enclosed
- Annual Feet of Hot Spot Cleaning by Month-Enclosed
- List of Sewer Line Repairs Requested and Status-None
- Sanitary Sewer Overflow Reports-None
- Customer Service Call Responses and Resolution-Enclosed
- Year-to-Date Budget vs. Actual Expenditures-Enclosed
- Hours by Lift Station-Enclosed
- List of Lift Station Repairs Requested and Status-None
- Quarterly Inventory Report-None

\*- Data being collected from Sept 2016







## SEWER AUTHORITY MID-COASTSIDE

### Board of Directors Meeting Agenda

**Regular Board Meeting 7:00 PM, Monday, June 12, 2017**

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

1. **CALL TO ORDER**
  - A. Pledge of Allegiance
  - B. Roll Call
2. **SPECIAL ORDER OF THE DAY**
  - A. Recognize June as World Oceans Month
3. **PUBLIC COMMENT**
4. **CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*)
  - A. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION  
Significant Exposure to Litigation Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (Five Cases)
5. **CONVENE IN OPEN SESSION** (*Report Out on Closed Session Items*)
6. **CONSENT AGENDA** (*single motion and vote approving all items*)  
(*Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board.*)
  - A. Approve Minutes of May 22, 2017, Board of Directors Meeting ([Attachment](#))
  - B. Approve Disbursements for June 12, 2017 ([Attachment](#))
7. **OLD BUSINESS** (*The Board will discuss, seek public input, and possibly take action on the following items.*)
  - A. Discuss Revised JPA General Budget FY 2017/18 and Authorize the General Manager to Submit it to Member Agencies for Approval ([Attachment](#))
  - B. Discuss Revised Contract Collection Services Budget FY 2017/18 and Authorize the General Manager to Submit it to Participating Agencies for Approval ([Attachment](#))

C. Discuss and Consider Adopting the Proposed Media Relations Policy ([Attachment](#))

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

A. Discuss and Accept Draft Financial Plan for Recycled Water and Provide Direction to Staff ([Attachment](#))

B. Discuss and Adopt a Resolution Defining SAM General Manager's Reporting Responsibilities ([Attachment](#))

C. Discuss Day and Time of Regular Board Meetings as Required by Resolution 10-2016 and Adopt Appropriate Resolution ([Attachment](#))

D. Discuss Impacts of AB 1250 and Provide Direction ([Attachment](#))

**9. GENERAL MANAGER'S REPORTS**

**10. ATTORNEY'S REPORTS**

**11. DIRECTORS' REPORTS**

**12. FUTURE AGENDA ITEMS AND UPCOMING MEETINGS** ([Attachment](#))

- Upcoming Board Meetings: June 26 and July 24, 2017

**13. ADJOURNMENT**

Recognize June as World Oceans Month

*The meeting will end by 9:00 p.m. unless extended by board vote.*

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**INFORMATION FOR THE PUBLIC**

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

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

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. In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can

**ITEM #6**



**Minutes**  
**BOARD OF DIRECTORS**  
**SPECIAL MEETING**  
**May 11, 2017**

**CALL SPECIAL MEETING TO ORDER AT 7:00 p.m.** District Office, 504 Avenue Alhambra, 3<sup>rd</sup> Floor, El Granada

**ROLL CALL:** President Jim Blanchard, Director David Seaton, and Director Leonard Woren. Director Matthew Clark arrived at 7:30 p.m.

Staff: Assistant General Manager Delia Comito.

**GENERAL PUBLIC PARTICIPATION**

None.

**ACTION AGENDA**

**1. Consideration of Filling Board of Director Vacancy by Either Appointment or Calling an Election.**

The Assistant General Manager explained that the County had been duly notified of the vacancy resulting from Director Lohman's move outside the District, and that the special meeting is for the Board to select the method for filling the vacancy as governed under California Government Code Section 1780. Based on past practice and to avoid election costs, staff recommended filling the vacancy by appointment.

**ACTION:** Director Woren moved to fill the vacancy by appointment. Blanchard seconded the motion. Vote of 2-1 (Seaton), resulted in no action taken because there were not three votes for the motion, and Community Services District Law (at Government Code Section 61045) provides that "a majority vote of the total membership of the board of directors is required for the board of directors to take action."

A discussion ensued whereby Director Seaton stated his preference for the democratic process of election, without concern for the cost, as opposed to appointment.

Director Clark arrived at the meeting at 7:30 p.m.

**ACTION:** Director Woren moved to fill the vacancy by appointment. (Woren/Clark). Approved 3-1 (Seaton).

The Board directed staff to post a Notice of Vacancy as required under Government Code Section 1780, and to schedule a special meeting to interview candidates and to make the appointment on June 1, 2017.

**ADJOURN SPECIAL MEETING**

The Special Meeting was adjourned at 7:50 p.m.

SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
Delia Comito, Secretary

\_\_\_\_\_  
Chuck Duffy, General Manager

Date Approved by Board: June 15, 2017

**ITEM #7**





**Minutes**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**May 18, 2017**

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

The regular meeting was called to order at 7:31 p.m.

**ROLL CALL**

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

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, and Assistant General Manager Delia Comito.

**GENERAL PUBLIC PARTICIPATION**

None.

President Blanchard moved Item 14 up, to present the Certificate of Appreciation to Ric Lohman.

**14. Approval of Certificate of Appreciation to Ric Lohman.**

President Blanchard presented a certificate to Director Lohman in appreciation of his 14 years of service on the District Board. Director Lohman thanked all Directors, past and present, for working with him, and for the accomplishments of the District, including the completion of the Wet Weather Wastewater Storage Project, becoming a CSD, and their support of the SAM Recycled Water Project.

**ACTION AGENDA**

**1. Consideration of Independent Contractors Agreement with AIMS for GIS System Service and Maintenance.**

The Assistant General Manager explained the Agreement will add a service component for the GIS System, which wasn't included in the Agreement for implementation and monthly hosting of the sever. She noted a correction to the threshold amount, changing it to \$5,000.

**ACTION:** Director Woren moved to approve the AIMS Contractor Agreement with the noted correction. (Woren/Clark). Approved 4-0.

**2. Consideration of Ordinance Amending the District Ordinance Code Relating to Parks and Other District Property Regulations, and Related Enforcement Provisions - Second Reading.**

Additional amendments previously approved as part of the first reading were included in the version presented to the Board for final adoption.

**ACTION:** President Blanchard read the title of the Ordinance, and Director Woren moved final adoption of the Ordinance, and to waive its second reading in entirety. (Woren/Clark). Approved 4-0.

**3. Consideration of an Ordinance Amending the District Ordinance Code Relating to Sewer Permit Variances for Nonconforming Parcels - Second Reading.**

The Ordinance was presented for the second reading. Director Seaton stated his opposition to the Ordinance.

**ACTION:** Director Woren read the title and moved to adopt the Ordinance, and to waive its reading in entirety. (Woren/Clark). Approved 3-1 (Seaton)

**4. Consideration of Ordinance Amending District Code Article VII Relating to Permit Fees.**

General Manager Duffy explained the first reading of the ordinance, which occurred at the March meeting. The ordinance presented was amended to add the word “detached” with regard to Accessory Dwelling Units to address anticipated changes by the State Legislature.

**ACTION:** Director Clark read the title and moved to approve the first reading of the ordinance as amended, and to waive its first reading in entirety. (Clark/Woren). Approved 4-0.

**5. Consideration of GCSD Budget for Fiscal Year 2017/18.**

The General Manager reviewed the highlights in the budget. Due to the uncertainty of SAM costs, this Item will be brought back at the next meeting.

**6. Consideration of Sewer Authority Mid-Coastside General and Contract Collection Services Budgets for FY 2017/18.**

The General Manager explained that the SAM budget will likely be revised to reduce costs and to spread the costs for infrastructure improvements over a longer period of time. The SAM General Manager was present and answered questions from the Board. No action was taken and the Item will be brought back at the next meeting.

**7. Consideration of Report by District’s Sewer Authority Mid-Coastside Representatives.**

The Board heard and considered the reports from it SAM representatives.

**CONSENT AGENDA**

- 8. Approval of March 16, 2017 Meeting Minutes.**
- 9. Approval of April Warrants for \$191,347.77.**
- 10. Approval of May Warrants for \$158,459.80.**
- 11. Approval of February 2017 Financial Statements.**
- 12. Approval of March 2017 Financial Statements.**
- 13. Approval of Assessment District Distribution #9-16/17.**

**ACTION:** Director Clark moved to approve Items, 8, 9, 10, 11, 12 & 13 of the Consent Agenda. (Clark/Woren). Approved 4-0.

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

**16. Attorney's Report. (Wittwer)**

**17. General Manager's Report. (Duffy)**

- **Update on Medio Creek Crossing**

**18. Administrative Staff Report. (Comito)**

**19. Engineer's Report. (Kennedy Jenks)**

**ADJOURN REGULAR MEETING**

The Regular Meeting adjourned at 10:20 p.m.

SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
Delia Comito, Secretary

\_\_\_\_\_  
Chuck Duffy, General Manager

Date Approved by Board: June 15, 2017



**ITEM #8**



**Minutes**  
**BOARD OF DIRECTORS**  
**SPECIAL MEETING**  
**Thursday, June 1, 2017**

**CALL SPECIAL MEETING TO ORDER AT 7:00 p.m.**

The special meeting was called to order at 7:02 p.m.

**ROLL CALL**

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

Staff: District Counsel Natalie Kirkish, and Assistant General Manager Delia Comito.

**GENERAL PUBLIC PARTICIPATION**

None.

**ACTION AGENDA**

**1. Consideration of Candidates to fill District Board vacancy.**

The Assistant General Manager explained that a special meeting was held on 5/11/17, where the Board elected appointment as the method to fill the vacancy created by Ric Lohman. Further, pursuant to California Government Code Section 1780, and, as acting Board Secretary, she posted the Notices of Vacancy the following day, which gave notice of the meeting held this date and time, when interviews and appoint would be made. Two candidates, Barbara Dye and Steve Conran, each submitted a Letter of Interest, to be considered for appointment to the Board of Directors. Both were present at the meeting.

Ms. Dye and Mr. Conran respectively, spoke on their qualifications and experience, and were questioned by Board Members regarding their views on District related business.

President Blanchard thanked the candidates for their interest and participation.

**ACTION:** Director Seaton nominated Steve Conran for appointment.

**ACTION:** Director Clark nominated Barbara Dye for appointment.

**2. Consideration of Resolution Appointing Board Member and Administer Oath of Office.**

**ACTION:** Director Woren moved to approve a resolution to appoint Barbara Dye as Board Member. (Woren/Clark). Approved 3-1 (Seaton opposed).

Acting Counsel Ms. Kirkish, administered the Oath to Ms. Dye, who then took her seat on the Board.

3. **Consideration of Electing Board Vice President.**  
**ACTION:** Director Clark nominated and moved to elect Director Woren as Vice President. (Clark/Woren). Approved 5-0.
4. **Consideration of Resolution Appointing Sewer Authority Mid-Coastside Representatives and Alternate.**  
**ACTION:** Director Woren moved to appoint himself and Director Blanchard as the District Representatives to SAM, and Director Clark as the alternate. (Woren/Dye). 4-0-1 (Seaton abstained).
5. **Consideration of Appointing Representative to the San Mateo County Chapter of the California Special Districts Association.**  
Director Seaton was appointed as District Representative to the local chapter CSDA.

**ADJOURN SPECIAL MEETING**

The Special Meeting adjourned at 8:25 p.m.

SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
Delia Comito, Secretary

\_\_\_\_\_  
Chuck Duffy, General Manager

Date Approved by Board: June 15, 2017



**ITEM #9**



**Granada Community Services District**  
**June 2017 Warrants**  
**For the June 15, 2017 Board of Director's Meeting**

Date	Num	Name	Memo	Account	Amount
05/22/17	6542	AT&T	San Pablo Pump Station 5/10/17 - 6/9/17	6170 · Utilities	152.80
06/14/17	6543	Alhambra & Sierra Springs	May 2017	6140 · Office Supplies	3.20
06/14/17	6544	Barbara Dye	6/01/17 Board Mtg	6040 · Directors' Compensation	145.00
06/14/17	6545	Comcast	Services 6/13/17 - 7/12/17	6170 · Utilities	195.66
06/14/17	6546	CoreLogic Solutions, LLC	May 2017	6100 · Memberships	160.50
06/14/17	6547	David Seaton	5/11, 5/18 & 6/01/17 Board Mtgs	6040 · Directors' Compensation	435.00
06/14/17	6548	Dudek	Prof. Svcs 4/1/17 - 4/28/17	6151 · General Manager	2,625.00
06/14/17	6549	Hue & Cry, Inc.	May & June 2017 Pump Station Alarm	6170 · Utilities	65.30
06/14/17	6550	Jim Blanchard	5/11, 5/18 & 6/01 Board Mtgs, 5/08, 5/22 SAM Mtgs	6040 · Directors' Compensation	525.00
06/14/17	6551	KBA Docusys Inc	Copier Lease Inv dtd 5/19/2017	6020 · Copier Lease	516.57
06/14/17	6552	Leonard Woren	5/11, 5/18 & 6/01 Board Mtgs, 5/22 SAM Mtg	6040 · Directors' Compensation	480.00
06/14/17	6553	Matthew Clark	5/11, 5/18 & 6/01 Board Mtgs, 5/08 SAM Mtg	6040 · Directors' Compensation	480.00
06/14/17	6554	Mossa Excavation	Pipe Repair-763 Francisco St.	5050 · Mainline System Repairs	689.25
06/14/17	6555	Office Depot	Invoice dtd 5/29/17	6140 · Office Supplies	126.79
06/14/17	6556	Pacifica Community TV	Video Taping of 5/18/17 Board Meeting	6180 · Video Taping	250.00
06/14/17	6557	PG&E	Pump Station Inv dtd 5/17/2017	6170 · Utilities	423.47
06/14/17	6558	PGE	Office Inv dtd 5/17/2017	6170 · Utilities	143.36
06/14/17	6559	Rodolfo Romero	Cleanings June 2017 (2x)	6130 · Office Maint & Repairs	140.00
06/14/17	6560	Sewer Authority Mid-Coastside	June 2017	5011 · SAM- Admin, Treat, Collect	118,763.91
06/14/17	6561	State Fund Comp Insurance	Workers Comp Premium for 5/19/17 - 6/19/17	6080 · Insurance	210.33
06/14/17	6562	Verizon Wireless	May 2017	6170 · Utilities	94.90
06/14/17	6563	Wells Fargo	April & May 2017 Credit Card Charges #7243	6050 · Computer, Education & Travel	923.14
06/14/17	6564	White Nelson Diehl Evans	May 2017 Accounting	6152 · Accounting	1,800.00
06/14/17	6565	Wittwer & Parkin	Gen, Parks, Big Wave Legal Svcs 5/1/17-5/31/17	6091 · Legal-Gen, Parks, Big Wave	7,444.50
06/14/17	6566	Working Dirt Management	July 2017	6120 · Office Lease	4,200.00
				<b>TOTAL</b>	<b>140,993.68</b>



**ITEM #10**



**ASSETS**

Current Assets	
1000 · Wells Fargo Checking - Gen Op	\$ 424,771
1020 · Petty Cash	190
1030 · Cash - LAIF	4,350,977
1100 · Accounts Receivable	6,060
1550 · Prepaid Expenses	3,054
Total Current Assets	<u>4,785,052</u>
Fixed Assets	
1600 · Land	876,534
1610 · Construction in Progress	800,813
1615 · Equipment	22,153
1620 · Collections System	10,339,397
1630 · Accumulated Depreciation	(5,897,882)
Total Fixed Assets	<u>6,141,015</u>
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	494,890
1730 · Advance to AD- NCA Fund	600,866
1735 · Advance to AD- Assesmnt Revenue	412,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,895,049
1760 · Deferred Outflows of Resources	36,192
Total Other Assets	<u>5,442,539</u>
Total Assets	<u>16,368,606</u>

**LIABILITIES**

Current Liabilities	
2000 · Accounts Payable	19,763
2020 · Class 3 Deposits	5,196
2100 · Payroll Liabilities	1,320
2225 · Recology-Del Garbage	29,363
2300 · Due to AD	4,252
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>60,244</u>
Long Term Liabilities	
2400 · 1996 Plant Exp Note Payable	95,000
2401 · Net Pension Liability	152,020
2402 · Deferred Inflows of Resources	23,310
Total Long Term Liabilities	<u>270,330</u>
Total Liabilities	<u>330,574</u>

**NET POSITION**

3000 · Net Assets	6,314,656
3005 · Contributed Capital	9,595,349
Net Income	128,027
Total Net Position	<u>\$ 16,038,032</u>

	<u>Jul '16 - Apr 17</u>	<u>Expected To Date</u>	<u>Variance Favorable/ (Unfavorable)</u>	<u>FY 2016/2017 Budget</u>
<b>Revenues</b>				
Operating Revenue				
4010 · Property Tax Allocation	549,874	145,833	404,041	175,000
4015 · Park Tax Allocation	-	333,333	(333,333)	400,000
4020 · Sewer Service Charges-SMC	1,143,803	1,080,000	63,803	1,296,000
4021 · Sewer Svc Charges Pro-rated	1,682	-	1,682	-
4030 · AD OH Reimbursement	14,106	28,333	(14,227)	34,000
4040 · Recology Franchise Fee	24,737	23,333	1,404	28,000
<b>Total Operating Revenue</b>	<u>1,734,202</u>	<u>1,610,832</u>	<u>123,370</u>	<u>1,933,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	21,628	14,583	7,045	17,500
4130 · Connection Fees	103,400	25,000	78,400	30,000
4140 · Repayment of Adv to AD-BRA	-	105,833	(105,833)	127,000
4150 · Repayment of Adv to AD-NCA	15,000	-	15,000	-
4155 · Repayment of Adv to AD-ARF	59,000	-	59,000	-
4160 · SAM Refund from Prior Yr	28,542	4,167	24,375	5,000
4170 · ERAF Refund	243,057	216,667	26,390	260,000
4180 · Misc Income	1,428	1,667	(239)	2,000
<b>Total Non Operating Revenue</b>	<u>472,055</u>	<u>367,917</u>	<u>104,138</u>	<u>441,500</u>
<b>Total Revenues</b>	<u>2,206,257</u>	<u>1,978,749</u>	<u>227,508</u>	<u>2,374,500</u>
<b>Expenses</b>				
Operations				
5010 · SAM - General	807,066	807,066	-	968,479
5020 · SAM - Collections	201,958	201,958	-	242,350
5030 · Plant Shortfall Debt Int Exp	95,805	78,667	(17,138)	-
5050 · Mainline System Repairs	338	-	(338)	-
5060 · Lateral Repairs	32,313	50,000	17,687	60,000
5065 · CCTV	-	25,000	25,000	30,000
5070 · Pet Waste Station	1,664	833	(831)	1,000
5100 · County Staff Time - Parks	-	12,500	12,500	15,000
5110 · RCD - Parks	165	4,167	4,002	5,000
5120 · Half Moon Bay Reimb - Parks	-	41,667	41,667	50,000
<b>Total Operations</b>	<u>1,139,309</u>	<u>1,221,858</u>	<u>82,549</u>	<u>1,466,229</u>



	<u>Jul '16 - Apr 17</u>	<u>Expected To Date</u>	<u>Variance Favorable/ (Unfavorable)</u>	<u>FY 2016/2017 Budget</u>
Expenses (Continued)				
Administration				
6010 · Auditing	10,103	8,333	(1,770)	10,000
6020 · Copier lease	5,745	5,833	88	7,000
6030 · County Tax Roll Charges	8,549	-	(8,549)	-
6040 · Directors' Compensation	8,435	9,167	732	11,000
6050 · Education & Travel Reimb	1,242	1,667	425	2,000
6060 · Employee Compensation	149,383	160,750	11,367	193,000
6070 · Engineering Services	22,121	16,667	(5,454)	20,000
6080 · Insurance	2,383	5,000	2,617	6,000
6090 · Legal Services	109,197	54,167	(55,030)	65,000
6100 · Memberships	7,345	8,333	988	10,000
6110 · Newsletter	-	2,083	2,083	2,500
6120 · Office Lease	45,700	41,667	(4,033)	50,000
6130 · Office Maintenance & Repairs	1,691	2,083	392	2,500
6140 · Office Supplies	5,902	5,000	(902)	6,000
6150 · Professional Services	88,943	25,000	(63,943)	30,000
6160 · Publications & Notices	4,635	8,333	3,698	10,000
6170 · Utilities	9,600	7,500	(2,100)	9,000
6180 · Video Taping	2,700	2,500	(200)	3,000
6190 · Computers	1,483	1,667	184	2,000
6210 · System Investigation	4,988	-	(4,988)	-
6220 · Miscellaneous	12,954	5,833	(7,121)	7,000
6230 · Bank Service Charges	2,925	-	(2,925)	-
6310 · Park Related Misc Expenses	4,136	-	(4,136)	-
<b>Total Administration</b>	<b>510,160</b>	<b>371,583</b>	<b>(138,577)</b>	<b>446,000</b>
Capital Projects				
1213-3 · Collection System Repairs	2,000	-	(2,000)	-
1415-1 · SAM - Projects	52,631	-	(52,631)	-
1415-2 · Update SSMP	4,680	-	(4,680)	-
1617-2 · SAM - Lift Station	2,919	-	(2,919)	-
7010 · Sewer Main Replacement (CIP)	810	208,333	207,523	250,000
7015 · Mainline System Repairs	-	8,333	8,333	10,000
7100 · SAM - Infrastructure	178,615	178,615	-	214,338
7500 · Projects - Parks	-	62,500	62,500	75,000
7510 · Projects - Land Acquisition	187,106	-	(187,106)	-
<b>Total Capital Projects</b>	<b>428,761</b>	<b>457,781</b>	<b>29,020</b>	<b>549,338</b>
<b>Total Expenses</b>	<b>2,078,230</b>	<b>2,051,222</b>	<b>(27,008)</b>	<b>2,461,567</b>

Net Income

	<u>Jul '16 - Apr 17</u>	<u>Expected To Date</u>	<u>Variance Favorable/ (Unfavorable)</u>	<u>FY 2016/2017 Budget</u>
	<u>128,027</u>	<u>(72,473)</u>	<u>200,500</u>	<u>(87,067)</u>

**ITEM #11**



**DISTRIBUTION REQUEST NO.: #10-16/17**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$4,623.50**

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

DISTRIBUTION REQUEST  
For Payment of Bond Administration Costs

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

June 15, 2017

\_\_\_\_\_  
Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO: #10-16/17**

**DATE: June 15, 2017**

**DISTRIBUTE FROM ACCOUNT #: 94673305**

**ACCOUNT NAME: Bond Administration Fund**

**DISTRIBUTION AMOUNT: \$ 4,623.50**

**PAYMENT INSTRUCTIONS:** Issue checks and mail as listed below.

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - May 2017	\$ 2,278.00
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - June 2017	\$ 2,278.00
Taussig & Assoc.	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs - April 2017	\$ 67.50
<b>TOTAL:</b>			<b>\$ 4,623.50</b>

**ITEM #12**





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AGENDA NOTICE

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There are no documents for this Agenda Item.



**ITEM #13**



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AGENDA NOTICE

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There are no documents for this Agenda Item.



**ITEM #14**





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AGENDA NOTICE

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There are no documents for this Agenda Item.



**ITEM #15**



## GRANADA COMMUNITY SERVICES DISTRICT

# Administrative Staff Report

Report Period: May 12, 2017 – June 9, 2017

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: June 15, 2017

**PUBLIC RECORDS REQUESTS** – No public record requests have been received this period.

### **APPLICATIONS RECEIVED**

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/05/16	1A	Machado Doug	047-287-260	917 Palma, EG	6,000	R-1/S-17
08/23/16	1A	Kessler	047-105-090	Paloma/ Balboa, EG	7,818	R-1/S-17
11/28/16	1A	Adams	047-275-060	Columbus St, EG	2,984	R-1/S-17
02/21/17	1A	Cuvelier	047-175-250	265 El Granada Blvd, EG	9,732	R-1/S-17
03/28/17	1A	Coronado Upr Lot	048-024-430	467 Coronado, Miramar	10,600	R-1/S-94
04/21/17	1A	Lang Justin	047-105-240	755 San Carlos, EG	6,209	R-1/S-17
05/03/17	3	McIver/Stern	048-076-130	655 Miramar Drive	31,665	R-1/S-17

There were no applications received this period. The District has received a total of seven (7) applications year-to-date; Six (6) for single-family dwellings, and one (1) for a sewer mainline extension.

### **PERMITS ISSUED**

Permit No.	Type	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3158	1B	07/07/16	Boyle James	047-233-350	120 Ave Portola, EG	6,287	R-3/S-3
3159	1B	07/07/16	Boyle James	047-233-360	425 Coronado St, EG	5,954	R-3/S-3
3160	1A	07/12/16	Engdhal/Steadman	047-218-150	640 Ferdinand, EG	5,000	R-1/S-17
3161	1B	09/22/16	Cypress Grp Dev	047-206-230	101 Ave Portola, EG	16,909	R-3/S-3
3162	1A	10/03/16	Machado Douglas	047-287-260	917 Palma St, EG	6,000	R-1/S-17
3163	1A	11/14/16	Ralston	048-121-160	2805 Champs Elysee, HMB	5,000	R-1/B-1
3164	1A	11/16/16	Michetti/Kessler	047-105-090	401 Paloma Ave, EG	7,818	R-1/S-17

No permits were issued this period. Only seven (7) sewer permits were issued this fiscal year to date; Four (4) were for single-family dwellings and three (3) were for multiple-residential dwellings.

**SEWER HOOK-UPS**

Hook-up Date	Type	Permit No.	Issue Date	Owner	APN	Address
08/08/16	1A	3129	03/04/16	Henry John	047-126-360	226 Francisco, EG
08/19/16	1A	3142	01/23/15	Bakshi Vikas	048-023-350	321 Cortez, Miramar
09/07/16	1A	3154	02/18/16	Philomena LLC	048-013-090	114 Magellan, Miramar
09/16/16	1A	3148	10/09/15	Wenzel Lutz	047-222-100	477 Ave Portola, EG
09/29/16	1A	3149	01/28/16	TDR Properties	047-221-070	435 Ave Del Oro, EG
10/06/16	1A	3153	11/03/15	Contreras Cesar	047-062-170	431 Sonora, EG
10/11/16	1A	3160	07/12/16	Engdahl/Steadman	047-218-150	640 Ferdinand, EG
11/14/16	1A	3163	11/14/16	Ralston Randy	048-121-160	2805 Champs Elysee, HMB
11/18/16	1B	3159	07/07/16	Boyle James	047-233-350	120 Ave Portola, EG
01/31/17	1A	3155	03/21/16	Power Patrick	047-143-190	224 Del Monte, EG
05/17/17	1A	3162	10/03/16	Machado Dave	047-287-260	917 Palma, EG
05/19/17	1B	3161	09/22/16	Cypress Group	047-206-230	101 Avenue Portola, EG

There were two (2) sewer hook-ups this period, and a total of 12 hook-ups this fiscal year. Ten (10) hook-ups were single-family dwellings, and two (2) were multiple-residential dwellings. The total capacity allocation for the 12 hook-ups is 25 ERU's.

**LATERAL REPAIRS:**

Repair Date	Type	Problem	Location or Address	Cause	Cost
09/28/16	Lateral	Back-up	263 Paloma, EG	Roots/offset	\$8,118
10/02/16	Lateral	Back-up/Roots	147 Vallejo, EG	Roots	\$10,208
01/12/17	Lateral	Back-up/Offset	371 Princeton, EG	Offset	\$2,978
01/27/17	Lateral	Back-up/Roots	418 San Carlos Ave, EG	Roots	\$6,978
<b>TOTAL:</b>					<b>\$28,282</b>

There were no lateral repairs this period. Only four repairs have been done this fiscal year, totaling \$28,282. This is significantly lower compared to the prior year, when 9 lateral repairs were done, totaling \$82,716.

**ITEM #16**





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AGENDA NOTICE

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There are no documents for this Agenda Item.