



Program Budget

FISCAL YEAR 2018-2019

APRIL 2018



May 31, 2018

Canyon Lakes GHAD Board of Directors
c/o Supervisor Candace Andersen
309 Diablo Road
Danville, California 94526

**SUBJECT: Program Budget for Fiscal Year 2018-2019
 Canyon Lakes Geologic Hazard Abatement District**

Dear Board of Directors:

Attached please find the proposed program budget for the Canyon Lakes Geologic Hazard Abatement District (Canyon Lakes GHAD or GHAD) for fiscal year 2018/2019. The proposed fiscal year budget totals \$889,800, which exceeds projected revenues and anticipates a \$177,800 deficit and the need to draw a commensurate amount from the reserve fund. At the time of this publication, it is expected that the fund balance on June 30, 2018 will be approximately \$3,790,000. A fund balance of \$3,612,200 is projected for June 30, 2019.

There are four major budget categories, their respective budget expenses breakdown as follows:

Major Repair	52 percent
Preventive Maintenance and Operations	14 percent
Special Projects	8 percent
Administration	26 percent

As a percentage of the annual budget, the Major Projects Program will utilize a larger portion of the budget and require significant draws from the reserve fund. The heavy rains from the 2016/2017 fiscal-year produced several landslides with updated damage estimates totaling over \$800,000. The Canyon Lakes GHAD has applied to the Federal Emergency Response Agency (FEMA) for federal and state disaster area funds. Damage and repair estimates include emergency response, cleanup and protective measures; as well as engineering and construction and repair costs. Earlier this year the GHAD did receive a first-round denial from FEMA and we have subsequently appealed that denial. The GHAD appealed on the basis that we believe, in fact, that the GHAD is eligible. The California Office of Emergency Services (CalOES), the pass-through agency to FEMA applications, subsequently has also sided with the GHAD with respect to its eligibility as an agency. At the time of this correspondence, FEMA is evaluating our appeal and we await a determination. In addition, the GHAD intends to continue to address repair and restoration measures throughout the district, prioritized in accordance with the GHAD Plan of Control. This work will likely continue through this fiscal year.

The Preventive Maintenance Program will focus on continued efforts to secure damaged areas and complete asset site restorations. The program will continue to upgrade and analyze these sites and the associated data collection to insure all predictive features of these instrumentation and asset sites are fully realized. Specifically, we will continue to target the following program elements - Concrete Interceptor Ditch Systems (Repair and Replace Program); the Horizontal Drains (Site Maintenance Program, and a

district wide cleaning program); the Piezometers (Site Maintenance Program), and the Soil Debris Bench (Maintenance Program). The Operations Program will continue its existing monitoring profile through this period.

The Special Projects Program costs will be directed to finalizing Amendment 2 to the Plan of Control which clarifies the independent role of the GHAD and strengthens those areas of the plan that define the scope of the District's responsibilities. It is anticipated that the Amended Plan will be presented to the GHAD Board for approval and brought into service during fiscal year 2018/2019. It is anticipated that the GHAD will pursue additional studies in the areas of Fiscal Policy and geologic risk analyses. Approximately 8% of the annual budget has been established for the Special Projects Program. We continue to work to strengthen our communication with district constituents and stakeholders within the Canyon Lakes community.

This budget anticipates continued strengthening and building efficiencies within the Administration Program. General legal counsel will continue to be provided by the Canyon Lakes GHAD Board appointed attorney, Patricia Curtin of Wendel, Rosen, Black & Dean, LLP, and specific litigation counsel will be provided by Timothy J. Ryan of Bold, Polisner, Maddow, Nelson & Judson.

A summary of the expenses is shown on Table 1, pages 4 and 5, followed by brief descriptions of each of the budget items on pages 6 through 14.

Respectfully yours,

Canyon Lakes Geologic Hazard Abatement District



Michael D. Sands
Sands Construction Company, Inc.
General Manager

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2010 Crow Canyon Place, Suite 210
San Ramon, CA 94583

Upon Execution: The following entities will be noticed that management will post approved Budget at www.canyonlakesghad.com

Canyon Crest Homeowners Association
c/o Association Management Company, Inc.
P.O. Box 503
Pleasanton, CA 94566
(925) 462-2138 ext. 102
Attention: Ms. Tani Cligny

Golden View Elementary School
Nancy White, Principal
5025 Canyon Crest Drive
San Ramon, CA 94583
(925) 735-0555

Canyon Green Homeowners Association
Fleur DuMont Homeowners Association
Canyon View Homeowners Association
c/o Homeowner Association Services
2266 Camino Ramon
San Ramon, CA 94583
(925) 830-4848
Attention: Tom Bantz and Brian Ritter

San Ramon Regional Center
Gary Sloan, CEO
6001 Norris Canyon Road
San Ramon, CA 94583
(925) 275-9200

Canyon Owners' Association
c/o Howe Association Management, Inc.
485 Hartz Avenue, Suite 100
Danville, CA 94526
(925) 837-2805 ext. 1#
Attention: Jackie Howe

Vista Pointe Canyon Lakes Owners Assoc
c/o M & C Association Management
4305 Hacienda Drive, Suite 180
Pleasanton, CA 94588
Pleasanton, CA 94588
Attention: Adrian Breato

Canyon Woods Homeowners Association
c/o Christison Company
3090 Independence Drive
Livermore, CA 94551-9469
(925) 371-5710
Attention: Elizabeth Ramirez

Echo Ridge Homeowners Association
The Lake at Canyon Lakes Homeowners Association
c/o Common Interest Management Services
315 Diablo Road, Suite 221
Danville, CA 94526
(925) 743-3080 ext. 235
Attention: Janice Schock and Melanie Malik

Canyon Lakes Geologic Hazard Abatement District

Program Budget

Fiscal Year 2018/2019

The following proposed line item program budget (Table 1) summarizes the anticipated expenditures for fiscal year 2018/2019 for the Canyon Lakes Geologic Hazard Abatement District (Canyon Lakes GHAD, GHAD or District). Through an ongoing risk management assessment, the GHAD manager evaluates and addresses risk through the implementation of an annual program budget consisting of four major categories. Preceding Table 1, and directly below, please see a general overview description of the four major program elements within the budget.

Major Projects Program

The annual Major Projects Program includes; landslide repair projects, drainage improvement projects and capital improvement projects necessary to either control, mitigate, or prevent landslide activity. Other large program responses necessary to implement the Plan of Control, including specific purpose studies and investigations, may also be included in the Major Projects Program.

Generally, for consideration of inclusion into the Major Projects Program, a project or study would represent a level of complexity requiring plans, specifications, and comprehensive engineering analysis including modeling and research, or a project with a protracted scope such as those requiring multiple regulatory agency approvals. Most Major Projects have a projected cost that exceeds \$20,000.

Historically, the Major Projects Program has been comprised of significant landslide repair projects and other responsive large projects; at other times, it has included programmatic studies and investigations useful in generating proactive responses. This diversity of projects demonstrates the importance of a flexible Major Projects Program structure that adapts between responsive and proactive needs and capabilities to manage the dynamic nature of larger scale geologic events.

Preventive Maintenance and Operations

The annual Preventive Maintenance and Operations Program includes all minor repairs, cleanup, maintenance, monitoring and replacement of drainage structures and other assets that degrade over a serviceable life. The goal of preventive maintenance is to keep the assets in operational condition and identify potential slope stability risks before they manifest, allowing measures to be taken to either prevent, or mitigate the impact of these hazards as defined in the Canyon Lakes GHAD Plan of Control.

Canyon Lakes GHAD assets include, concrete lined ditches, subdrainage systems, groundwater measuring instrumentation, slope inclinometers and moisture gauges, and slope debris catchment features.

The Preventive maintenance program also includes preparations for emergency response, winterization measures including erosion protection, slope stabilization supplies, and instrument maintenance.

The Operations Program is primarily populated with scheduled instrument monitoring events. Data from these instruments are evaluated to establish risk and trends in an effort to avert landslide activity. In addition to the instrumentation monitoring program, the Operations Program contains the Incident Response and Community Relations Program, which incorporates comprehensive first response capabilities, and fosters community incident interaction.

Special Projects

The Canyon Lakes GHAD pursues ongoing and new activities identified as Special Projects. Special Projects include activities requested by the Board such as the Communications Program, or projects and studies designed to improve the District's operational effectiveness and insure financial solvency. Special Projects also include utilizing new technologies to increase the efficiencies of the day-to-day operations of the GHAD. Establishment, testing and placing into service a new Geographic Information System (GIS) has been one of many successful fruitions of the Special Projects Program.

Administration

Administrative expenses are required to operate the Canyon Lakes GHAD and implement the projects. Administrative expenses include the various roles, personnel and consultants to manage the operations including; the General Manager, Administrative Manager, Construction Services Manager, certain clerical and accounting staff, consultants, and legal support.

With respect to the General Management of the Canyon Lakes GHAD - the Canyon Lakes GHAD Board of Directors through Resolution 2017/01, among other business, established a Consulting Services Agreement with Sands Construction Company, Inc. to act as General Manager. The payment limit established for a term through June 30, 2018 was \$100,155; the proposed payment limit through June 30, 2019 is \$122,700. The scope of services for the General Manager include, managing the day-to-day operations through implementation of the necessary financial recordkeeping and reporting; updating and maintaining governing documents, such as the Plan of Control; and managing and updating administrative tools such as the Reserve Study, Communications Plan, Work Program and Monthly Incident Log. The General Manager Consulting Services Agreement provides for certain administrative positions including, but not limited to; a General Manager, an Administrative Manager, a Construction Services Manager and a Network Administrator as well as overhead costs, such as office space rent, office supplies and postage. The General Manager will retain the necessary professionals, including without limitation, engineers, accounting professionals, and vendors to facilitate the operations of the GHAD. The General Manager Consulting Services Agreement and associated budget allows for the conditional use of subcontractors such as administrative sub-consultants and

engineering or construction sub-consultants, within the payment limits of the Consulting Services Agreement.

With respect to the operations management of the Canyon Lakes GHAD, the Operations Manager payment limit is set at \$126,780 for a term through June 30, 2018; the proposed payment limit through June 30, 2019 is \$134,000. The scope of services for the Operations Manager include implementing the Major Projects and Preventive Maintenance Programs through forecasting work schedules and priorities; preparing Requests for Proposals and managing maintenance and repair operations within the Major Projects and Preventive Maintenance Programs. These services include project management and construction management; and preparing for and responding to emergency incidents. The Operations Manager Consulting Services Agreement provides for certain operational positions including, but not limited to, an Operations Manager, Construction Services Manager and Construction Services Technician, as well as certain overhead costs, such as, office supplies, and electronic monitoring devices testing apparatus rental. The Operations Manager Consulting Services Agreement and associated budget allows for the conditional use of subcontractors such as contractors, engineers, and special inspectors, within the payment limits of the Consulting Services Agreement.

A summary of the proposed Fiscal Year 2018/2019 Budget is presented in Table 1 on the following pages.

Table 1 – Summary of Proposal Fiscal Year 2018/2019 Budget

Budget Item	Budget Amount	% of Total Budget
Major Repairs		
1252 Canyon Side Landslide Repair (Phase 2)	120,500	
Canyon Side – Open Space Landslide Repair	110,500	
Fairway #14 Open Space Landslide Repair	160,000	
Unanticipated Sites	20,000	
Landscape Replacement (associated with repairs)	50,000	
Total Major Projects	\$461,000	52%

Preventive Maintenance/Operations		
Preventive Maintenance		
Drainage		
Storm Drain Facilities	0.00	
B-58 Concrete Lined Ditches		
Maintenance/Clean/Map	20,000	
Repair and Replace	5,000	
Subdrain Systems	5,000	
Horizontal Drains	15,000	
Subdrain Outlets/Pumps	10,000	
Piezometers	5,000	
Settlement Monitors	1,000	
Retention Basins	5,000	
Minor Repairs	10,000	
Winterization	10,000	
Emergency Response	10,000	
Debris Benches	3,000	
Subtotal	\$99,000	
Operations		
Piezometer Monitoring	5,000	
Horizontal Drain Monitoring	5,000	
Subdrain Monitoring	5,000	
Settlement Monitoring	1,000	
Incident Response/Homeowner Relations	10,000	
Subtotal	\$26,000	
Total Preventive Maintenance/Operations	\$125,000	14%

Special Projects		
Plan of Control	40,000	
Reserve Study	3,000	
Special Studies	5,000	
Information Technology/GIS	16,500	
Accounting Systems Upgrade	2,000	
Procedures Manual	1,000	
Communications Program	3,000	
CA Association of GHAD – Membership/Insurance	5,800	
Total Special Projects	\$76,300	8%

Administration		
Legal fees		
General Counsel	25,000	
Special Counsel		
Litigation/Legal Concerns	10,000	
HOA/CCCFCFCD	30,000	
Assessment Roll Update	5,000	
Staffing/Administrative Support	75,000	
Accounting/Financial Services	65,000	
Training/Education	1,000	
Office – Rent/Supplies/Equipment/Lease	16,500	
Total Administration	\$227,500	26%

TOTAL PROPOSED BUDGET FY2018/2019	\$889,800	100%
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Available Funds	
Estimated Beginning Fund Balance – July 1, 2018*	3,790,000
Estimated Property Owner Assessments	589,000
Estimated Interest on Investments	123,000
Other Income	00
Total Available Funds	\$4,502,000
Uses of Funds	
Major Projects	461,000
Preventive Maintenance	125,000
Special Projects	76,300
Administrative	227,500
Total Use of Funds	\$889,800
Estimated Reserve Available/Ending Fund Balance June 30, 2019	\$3,612,200

* Includes estimated true-up revenue payment (June 2019) of \$28,616; Projected Fund Balance date of publication

DESCRIPTION OF BUDGET ITEMS

Major Repairs

1252 Canyon Side Landslide Repair

During the heavy rains in the early months of 2017 a series of landslides occurred on the slopes around Canyon Side. This slide was initially reported by the San Ramon Public Works Department and immediate response included covering and securing the area. The site has been maintained throughout the winter and engineering analysis is currently underway. Phase 1 of the project was completed during FY17/18. Phase 2 of the project is scheduled for FY18/19.



Estimated Cost \$120,500

Canyon Side – Open Space Landslide Repair

While on a site reconnaissance, GHAD staff observed an additional rotational slide threatening to enter the downslope watercourse. Barriers were set in place and drainage established. The site has been covered and maintained throughout the winter. Engineering designs and plans are currently being completed. Repairs are scheduled for FY18/19.



Estimated Cost \$110,500

Fairway #14 Open Space Landslide Repair

The fairway 14 landslide and debris flows occurred during heavy rains. The site is quite expansive and incorporates an area of several hundred feet of hillside. The resulting debris flows encroached onto the golf course - some siltation making its way to the watercourse below. Although this golf course site presents a lower priority for GHAD repair¹, it does produce the potential for significant mobilized slide debris to encounter the adjacent seasonal stream. The GHAD is currently working on possible mitigation schemes that will likely utilize a debris wall at the base of slope to prevent further incidents of land movement.



Estimated Cost \$160,000

Unanticipated Sites:

During heavy rain years unexpected repairs are necessary to avert or control landslides that may threaten property within the District. It is vital for the manager to retain the availability of funds within the Major Repair Program to address such an event.

It is also common to experience a change in the planned construction schedule to include additional sites. Known sites can rise in priority throughout the year and additional sites may emerge.

Estimated Cost \$20,000

Landscape Replacement:

Typically, remedial landscaping is either included in the scope of work for major projects or eliminated completely from the repair scheme: however, on occasion the associated License Agreements executed in preparation of the work will address a reimbursement or allowance to the property owner for remedial landscaping installation. With as many sites and events that the Canyon Lakes GHAD has to attend to over the next fiscal year, we have allowed for certain, unknown at this time, landscape/structure reimbursements.

Estimated Cost \$50,000

Preventive Maintenance and Operations

Preventive Maintenance

Preventive maintenance generally consists of those measures taken to prevent an incident or landslide event including; asset maintenance, drainage structures, instrument sites and

¹ GHAD Plan of Control and past practices to protect structures on a priority basis given the availability of funds

winterization measures. Operations include ongoing monitoring programs and responses to community requests. Details of the proposed budget for each of these categories are listed below.

Given the unique nature of the damage and response efforts necessary within the Major Projects Program this year, the Preventive Maintenance Program will continue through this fiscal year with those tasks that are essential to maintaining slope instrumentation sites and information; and data collection and other measures to insure slope stability. We will defer discretionary efforts within the Preventive Maintenance program until we complete efforts to address the damages sustained during last year's rain events.

B-58 Drain Systems

Maintenance – Allows for one major annual cleaning and mapping. District staff periodically walks the B-58 systems to get a first-hand account of their current conditions and project their serviceable life. This information, along with other empirical data, is utilized in our Reserve Study updates. With the extreme weather conditions last year and the related soil and vegetation load impacting the network of B-58 systems, we have anticipated and allowed for a greater effort to maintain proper drainage for these facilities over the fiscal year.

Estimated Cost \$20,000

Repair and Replacement – The GHAD has repaired or replaced all of the listed 250 lineal feet of damaged B-58 throughout the district. In the future, a priority will be established based on the degree of damage and risk to improved properties, and a percentage of future replacement projects will be budgeted throughout the upcoming years. In recent years minor repairs were accomplished involving approximately 1500 lineal feet of B-58 drainage systems. This year an additional 100 lineal feet of minor repair (cracks and small spalls) has been budgeted for repair. The remaining budget will be utilized on repairs to existing B-58s on a site-by-site basis.

Estimated Cost \$5,000

Subdrain Systems

Outlet sites for subdrain systems must be monitored and maintenance provided to insure outlets have not been damaged or impeded. This budget will allow for an inspection and minor maintenance of these sites.

Estimated Cost \$5,000

Horizontal Drains

The District Manager has placed a high priority on verifying the condition of and restoring as many existing horizontal drains throughout the development as possible. A definitive list of sites requiring repairs had been determined and work continued through fiscal year 2017/2018 on restoring the sites and installing identification markers. The work last year was expanded to

include commencement of a multi-year cleaning program. That program was successfully completed in FY17/18. This year maintenance will resume a typical protocol.

Estimated Cost \$15,000

Subdrain Outlets/Pumps

The Canyon Lakes GHAD conducts ongoing efforts to identify, locate, and make determinations about the effectiveness of the network of subdrains throughout the Development. The District anticipates that on-site restoration work may be necessary at some sites. This additional work as well as the introduction of the subdrain systems into the District GIS system has been incorporated into this budget item.

The District maintains three substation subdrain pumping facility sites located around the lake at Canyon Lakes. Periodic site checks for operation are required. In recent years the equipment, instrumentation and electronics have been updated. A budget has been established to provide ongoing site maintenance and pump replacement.

Estimated Cost \$10,000

Piezometers

The District reads and maintains in excess of 72 piezometers measuring ground water elevations. A definitive list of sites requiring repairs has been determined and restoration work has been completed on many of the sites as well as the installation of identification markers and protective monuments at virtually all sites. The work this year has been expanded to include a greater number of sites and inclusion of the sites into the GIS system.

Estimated Cost \$5,000

Settlement Monitors

Over time, a number of settlement monitors have been placed throughout the development. These monitors were, in large part, installed as part of a specific study and therefore are not continually monitored. A modest budget has been established for site preservation and maintenance.

Estimated Cost \$1,000

Retention Basins

Previously protracted drought conditions in northern California have resulted in significant reduction in water levels in many dual-purpose storm water retention facilities in the area, including within the Canyon Lakes development. The GHAD manager is actively working with local Homeowners Associations and jurisdictional agencies to further explore the potential risk ramifications in an effort to collectively plan for impact.

Estimated Cost \$5,000

Minor Repairs

A budget is established annually for anticipated, as well as unanticipated minor repair projects. There is not currently any anticipated minor projects within the Preventive Maintenance Program.

Estimated Cost \$10,000

Winterization

An annual budget for the cost of winterization materials and installation has been established.

Estimated Cost \$10,000

Emergency Response

During the winter rainy season, the Canyon Lakes GHAD responds to a range of urgent active and threatening landslides and drainage issues where property damage is threatened. These incidents typically involve mud or debris flows, plugged storm drains at the base of slopes or flooded properties due to the overflow of runoff from plugged or damaged facilities. In severe cases these responses can be the initiation of slope stabilization measures in preparation for a major repair.

Estimated Cost \$10,000

Debris Benches

Numerous earthen debris benches exist throughout the district. It is essential that these facilities are inspected to insure capacities and drainage have not been compromised. Annual inspections are made, and periodic debris removal plans are initiated. This year's budget allows for geotechnical evaluations and the periodic removal of accumulated debris from several of those benches identified during the study and routine monitoring events.

Estimated Cost \$3,000

Operations

An inventory of on-site instrumentation including hundreds of piezometers, inclinometers, horizontal drains, subdrains and settlement monuments are monitored periodically throughout the year as a preventative measure. Collected data from these sites is analyzed and aggregated into the GIS system for further analysis to establish trends.

Monitoring sites can be established for a variety of uses. Often completed repair sites require monitoring to confirm that the slope has been stabilized. Other sites have been utilized to indicate signs of unstable conditions developing and have been instrumental in determining slope conditions prior to the activation of a landslide.

Through the use of collected data such as water depth, magnitude of slope movement, depth of movement and ground surface movement, the District has been able to arrest slope movement in advance of an incipient failure. Archiving of historical data is currently being integrated into the GHAD GIS system.

Throughout the year the District receives incident response or assistance calls from property owners regarding slope stability or drainage issues. Community relations, including incident responses through the annual Operations Program has been institutionalized as a role of GHAD management. All incidents are recorded within the GIS and move through the district response mechanisms as is appropriate and consistent with the GHAD Plan of Control.

The GHAD manager receives updates in long-range weather and oceanic temperature changes through the National Oceanic and Atmospheric Administration (NOAA) and other scientific and atmospheric agencies that track data and produce probabilistic assessments on the likelihood of a recurrence of heavy rain conditions.

Estimated Cost \$26,000

Special Projects

During fiscal year 2018/2019 the District will continue several special projects. Brief descriptions of the special projects are presented in Table 1 and further described below:

Plan of Control Update

At the time of this publication, Amendment 2 to the Plan of Control has been drafted and will be presented to the Board which will contain additional clarifications with respect to the GHADs responsibilities and authorities and make certain minor clarifications in the language.

Estimated Cost \$40,000

Reserve Study

The Canyon Lakes GHAD reserve fund study has been completed. The Reserve Study functions as a pro-forma analysis of the financial needs of the GHAD. It serves as a tool to calculate the annual contribution requirements by the District to build and maintain sufficient funds for emergencies based on past weather patterns and slide repair costs. The Reserve Study projects annual contribution to the funds required over a forty-year period and is periodically updated to represent new conditions and impacts.

Estimated Cost \$3,000

Special Studies

The Canyon Lakes GHAD intends to conduct targeted studies in the areas of fiscal policy and geologic risk. The recent research and study into the Plan of Control update and the Reserve analysis will be utilized to provide initial data to conduct these research projects. The Canyon Lakes GHAD, now in its 32nd year, has the unique opportunity to address many of the issues surrounding long-term viability and sustainability, within changing environmental and financial conditions. Using empirical data, we can assess potentially increasing financial loads and

geologic risks that may accompany the maturation process of this district. We are confident that these studies have produced and will continue to produce beneficial results.

Estimated Cost \$5,000

Information Systems and Technology

GHAD has completed an upgrade to its GIS system to include all of the GHAD's data collection and monitoring operations. The system is now fully operational and is run from internal servers, combined with secure and private "cloud" storage. The record and tool that this system offers facilitates the General Manager's ability to locate past repairs and assist in a variety of risk assessments within the District. Upgrades have now provided additional state-of-the-art security and redundancy features not historically available.

As a result of an independent evaluation of the GHAD's information systems conducted in 2012 and again in 2015, the GHAD has modernized its IT systems and security. Additionally, a new GHAD website was launched www.canyonlakesghad.com to assist property owners and disseminate information to our constituents.

It is anticipated that work will continue on enhancements to the GHAD GIS during this term. Work will include, incorporating access features to data and graphic representations, and improving performance and usability of the site.

Estimated Cost \$16,500

Accounting System Upgrade

Periodic upgrades are necessary to enhance accounting system capabilities. The GHAD utilizes expense accounting software to assist in reporting and the day to day operation of the District. Continued accounting systems enhancements will be implemented allowing more data entry streamlining, enhanced reporting, and quality control assurance procedures, augmenting the current systems.

Estimated Cost \$2,000

Procedures Manual

GHAD continually upgrades procedures and modifies plans to incorporate new technologies that assist the GHAD in delivering the highest level of services. Procedures require certain modifications and enhancements as new methodologies are introduced and incorporated into the GHAD Standard Operation Procedures. Certain financial and operations procedures have been institutionalized within the program. Additional procedures will be incorporated to further define and standardize the following areas:

- Preventive Maintenance/Operations
- Communications
- Administrative Procedures

Estimated Cost \$1,000

Communications Plan

The Canyon Lakes GHAD maintains a communications plan designed to keep constituents current on GHAD operations and developments. The plan addresses several venues and mediums in which to disseminate information within this district, and to other concerned parties, and to establish clear and accessible channels for community interaction. The GHAD has now implemented a web page for public information and a multi-page informational brochure has been completed and distributed to interested Homeowner Associations (HOA) that describes the GHAD and its responsibilities and limitations.

Estimated Cost \$3,000

Outreach/Legislative Review

California Association of GHADs (CAGHADs) Membership/Insurance

The proliferation of new GHADs within California has resulted in new legislation and adopted procedures. The Canyon Lakes GHAD Manager, in association with others, shares information and knowledge through a consortium of GHAD managers known as the California Association of GHADs (CAGHADs). The CAGHAD has recently obtained General Liability policies for its member GHADs. Policy premium costs for the Canyon Lakes GHAD are approximately \$1,400². Additionally, the GHAD manager participates in the CAGHADs as the organization pursues other financial assets that may provide the GHADs additional options for extraordinary event financial planning. In 2016 the CAGHAD Board adopted a new fee schedule reducing the annual GHAD fees for membership by 50%.

Estimated Cost \$5,800

Administration

The administration of the Canyon Lakes GHAD includes all costs associated with legal support, office expenses, staffing, and accounting. Brief descriptions are presented below.

Legal

General Counsel – GHAD management must interact regularly with GHAD Counsel. The day-to-day operations of the GHAD present myriad of opportunities and issues to work directly with GHAD counsel, in the areas of contracts, agreements, issues or new business to present to the Board, legislation, property owner issues, etc.

Estimated Cost \$25,000

² A more comprehensive policy was obtained in 2017 with a premium increase

Special Counsel – GHAD management requires the services of special counsel from time to time in the areas of litigation and other legal concerns.

Estimated Cost \$40,000

Assessment Roll Update

Annually, the district funds an effort to recalculate the final assessment roll for the district. This budget allows for a periodic analysis of the comprehensiveness of the roll in addition to calculating the properties status and rate modifications.

Estimated Cost \$5,000

Staffing/Administrative Support

The GHAD staff includes the General Manager, a Construction Services Manager, an Administration Manager and frequently other support staff. The General Manager administers all GHAD day-to-day operations, including financial budgeting and communications regarding its activities. The Construction Services Manager, among other tasks, administers the Major Projects and Preventive Maintenance Programs and associated work schedules, consulting and construction contracts, and documents. The administrative staff is responsible for accounting/bookkeeping, contract administration, clerical, and construction management support. Additional management staff costs are also applied to specific projects as appropriate. Authorized business expenses such as rent, office supplies and leases are included in Staffing.

Estimated Cost \$157,500