GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, August 17, 2017

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

ROLL CALL
Directors:
President: 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.

ADJOURN TO CLOSED SESSION
1. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092

RECONVENE TO OPEN SESSION
Report final Board action, if any, from Closed Session.

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

ROLL CALL

ACTION AGENDA
   Recommendation: To be made by the Board.

   Recommendation: To be made by the Board.

   Recommendation: Approve the SSMP as presented.

4. Consideration of Report by District’s Sewer Authority Mid-Coastside Representatives. Page 105
   Recommendation: To be made by the Board.

CONSENT AGENDA
5. Approval of July 20, 2017 Meeting Minutes. Page 139
6. Approval of August Warrants for $64,387.71. Page 145
8. Approval of Assessment District Distribution #2-17/18. Page 153

COMMITTEE REPORTS
9. Report on seminars, conferences, or committee meetings.

INFORMATION CALENDAR
10. Attorney’s Report. (Wittwer)
11. General Manager’s Report. (Duffy)
12. Administrative Staff Report. (Comito) Page 162
13. Engineer’s Report. (Kennedy Jenks) Page 167

ADJOURN REGULAR MEETING
At the conclusion of the July 20, 2017 Meeting:
Last Ordinance adopted: No. 170
Last Resolution adopted: No. 2017-006

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.
Please bring the Closed Session document provided in last month’s packet to this meeting.
ITEM #1
To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Response to Grand Jury Report  
Date: August 17, 2017  

The District received the attached letter from the Grand Jury regarding their report titled: “Can We See You Now? San Mateo County’s Independent Special Districts Website Transparency Update.” They are requesting a response by no later than September 18, 2017, which must be Board approved. Attached is a draft response letter for your review.
August 18, 2017

Hon. Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

Re: Grand Jury Report: “Can We See You Now? San Mateo County’s Independent Special Districts Website Transparency Update”

Dear Hon. Davis:

This is in response to your letter dated June 19, 2017, requesting our Agency’s comments regarding the above referenced Grand Jury Report. The responses listed below were approved by the Granada Community Services District Board of Directors at the August 17, 2017 board meeting.

Please find our Agency’s responses below.

FINDINGS:

F1. Six independent special districts have completed the requirements and been awarded the District Transparency Certificate of Excellence designation from the Special District Leadership Foundation of the past three years.

   GCSD Response: We agree with the finding.

F2. Eight additional independent special districts have completed the requirements and been awarded the District Transparency Certificate of Excellence.

   GCSD Response: We partially agree with the finding. As explained in the body of the Grand Jury report, GCSD has completed the requirements for the DTCE, but we have not applied for the certificate.

F3. Three independent special districts have achieved the District of Distinction Designation from the Special District Leadership Foundation over the past three years.

   GCSD Response: We agree with the finding.
F4. Fifteen independent special districts have websites meeting the first tier of required components.

   GCSD Response: We agree with the finding.

F5. Eight independent special districts websites have not met the Special District Leadership Foundation minimum requirements.

   GCSD Response: We agree with the finding.

RECOMMENDATIONS:

R1. The eight independent special districts' websites that do not conform to the current standards set by the Special District Leadership Foundation's transparency checklist shall conform to the accepted criteria on or before December 31, 2017.

   GCSD Response: The recommendation is not applicable to our Agency.

R2. All independent special districts shall take the necessary steps to maintain their websites using the current standards set by the Special District Leadership Foundation so as to provide pertinent information to their constituents and to continue to qualify for the District Transparency Certificate of Excellence.

   GCSD Response: The recommendation has been implemented. The District previously met the Tier 1 requirements, and our contact information has been updated. Four items listed in Tier 2 have been added to our website.

R3. The eight independent special districts that qualify for the District Transparency Certificate of Excellence are strongly encouraged to apply for it to be recognized for their efforts.

   GCSD Response: The recommendation has not been implemented, but will be implemented by December 2017.

We appreciate the opportunity to respond to the Grand Jury Report and to provide our input in this process.

Sincerely,
GRANADA COMMUNITY SERVICES DISTRICT

________________________________
Jim Blanchard, Board President
June 19, 2017

Board of Directors
Granada Community Services District
P. O. Box 335
El Granada, CA 94018

Re: Grand Jury Report: “Can We See You Now? San Mateo County’s Independent Special Districts Website Transparency Update”

Dear Board of Directors:

The 2016-2017 Grand Jury filed a report on June 19, 2017 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Leland Davis, III. Your agency’s response is due no later than September 18, 2017. Please note that the response should indicate that it was approved by your governing body at a public meeting.

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.

2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.

2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.

3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.

4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.
Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.
   - Prepare original on your agency’s letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Davis.

   Hon. Leland Davis, III
   Judge of the Superior Court
   c/o Charlene Kresevich
   Hall of Justice
   400 County Center; 2nd Floor
   Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.
   - Copy response and send by e-mail to: grandjury@sanmateocourts.org. (Insert agency name if it is not indicated at the top of your response.)

3. Responses to be placed with the clerk of your agency.
   - File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson’s designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 261-5066.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,

Rodina M. Catalano
Court Executive Officer

RMC:ck
Enclosure

cc: Hon. Leland Davis, III
    Paul Okada

Information Copy: General Manager
District Administrator
ISSUE

In 2014, the San Mateo County Civil Grand Jury issued a report concerning the lack of transparency in the websites of the 23 independent special districts operating within San Mateo County (County). The jury at that time offered seven recommendations designed to improve transparency and achieve adherence to standards set forth by the California Special Districts Association (CSDA) and the Special District Leadership Foundation (SDLF). This report will discuss the progress made since 2014 by the County’s independent special districts and serve as an update to the initial report.

SUMMARY

In FY 2014-15, the 22 independent special districts that currently serve San Mateo County provided various services for approximately 747,000 residents and received over $107,000,000 in tax dollars. Special districts provide many essential services but, according to Howard Jarvis Taxpayers Association, residents often do not know who manages their districts, how funds are provided and allocated, or the full extent of the services provided by a district.

Each of the 22 independent special districts in San Mateo County operates a website designed to provide pertinent information to its constituents. Californians value the importance of transparency in government at all levels. Transparency in a governance context demands honesty, openness, and accountability for all functions and responsibilities. Designing and maintaining transparency on websites serves to inform the public as well as document effective use of their tax dollars.

The 2016-17 San Mateo County Civil Grand Jury (Grand Jury) reinvestigated the transparency of the County’s 22 independent special district websites and determined that many districts have made overall, substantial improvement. About one-third of the County’s independent special districts, however, still do not meet the minimum standards for transparency.

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2 Los Trancos Water District was dissolved in 2015, reducing the number of independent special districts from 23 to 22
6 Appendix A
BACKGROUND

Special districts have been a part of California’s landscape for over 130 years. They are a form of local government created by a community to meet a specific local need. A special district is a local governmental agency authorized by state law to provide governmental services such as sewer, water, fire protection, recreation, healthcare, police protection, mosquito and vector control, and other services. There are three main types of special districts: (1) county-governed special districts which are governed by a Board of Supervisors and operated by counties; (2) city-governed special districts that are governed by their respective city councils and operated by such cities; and (3) “independent special districts” that have their own governing boards which are either elected by the district’s voters or appointed by the various city councils. Special districts are defined as “any agency of the state for the local performance of governmental or proprietary functions within limited boundaries.” Legislation has provided special districts with some of the basic powers afforded to counties and cities, including the power to impose certain taxes, issue revenue bonds, and levy fees and assessments.

Currently, there are approximately 2,109 independent special districts in California. San Mateo County has 22 independent special districts, which provide a variety of services to the residents of the county.

The Special District Leadership Foundation (SDLF) is a nonprofit 501(3)(c) organization and an affiliate of the California Special Districts Association (CSDA). The SDLF’s mission is “to promote and recognize excellence in the governance and management of special districts.”

The SDLF Board is made up of nine members: three directors appointed by the CSDA, three directors appointed by the Special District Risk Management Authority (SDRMA) and three public members selected by majority vote of the designated directors. CSDA and SDRMA appoint their designated representatives to the SDLF Board every four years.

The CSDA is also a nonprofit 501(3)(6) organization which brands itself “the voice for all special districts, providing members with the resources necessary to best serve their communities.”

Both SDLF and CSDA provide advocacy, personal development, and training programs in special district governance, transparency, and excellence to the staffs of special districts throughout the state.

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9 Ibid.
10 Appendix A
11 info@sdlf.org Accessed 3/20/17
The SDLF awards the District Transparency Certificate of Excellence to those independent special districts whose websites comply with a specific set of criteria. The Certificate is awarded for a two-year period after which a district must apply for recertification.

**METHODOLOGY**

To maintain continuity, the Grand Jury reapplied the website transparency checklist created by the SDLF which was utilized by the 2013-14 Grand Jury in their evaluation. That checklist is divided into two tiers. To achieve the SDLF District Transparency Certificate of Excellence all of the following twelve items in Tier 1 must be easily accessible on the website as well as at least four of the items in Tier 2:

**Tier 1**

- Names of board members and their terms of office
- Name of general manager and key staff along with contact information
- Election procedure and deadlines
- Board meeting schedule
- District’s mission statement
- Description of district’s services/functions and service area
- Authorizing statute
- Current district budget
- Most recent financial audit
- Archive of board meeting minutes for at least the past six months
- List of compensation of board members and staff and/or link to California state controller’s webpage with the data

**Tier 2:**

- Post board members’ ethics training certificates
- Picture, biography and email address of board members
- Last three years’ audits
- Reimbursement and compensation policy
- Financial reserves policy
- On line/downloadable Public Records Act Request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review and Sphere of Influence studies

Upon completion of the review of the websites in March 2017, the Grand Jury sent follow-up letters to those special districts whose sites lacked required Tier 1 components or whose websites lacked at least four components of Tier 2. All of these districts responded.
DISCUSSION

The Grand Jury believes the transparency of a district’s website influences the perception of the work performed by board members and employees of the County’s independent special districts. Taxpayers are best served when they know who administers their independent special districts, from where the districts derive their funding, how the money is spent, how the actual work of the districts is conducted, and ultimately, how the districts impact them as citizens.

The 2013-14 Grand Jury found that no independent special district in the County had received the District Transparency Certificate of Excellence (DTCE).

The review by the 2016-17 Grand Jury of the County’s independent special districts’ websites reveals that the majority of independent special districts in the County have markedly improved their websites. As a result, the following six independent special districts have applied for and been awarded the DTCE since 2014:

- Highlands Recreation District 2014-2016
- North Coast County Water District 2014-2016
- Peninsula Healthcare District 2015-2017
- Coastside Fire Protection District 2016-2018
- San Mateo County Mosquito and Vector Control District 2016-2018
- Westborough Water District 2016-2018

Additionally, the Grand Jury’s review of independent special district websites revealed that eight additional special districts have websites that would qualify for the DTCE but appear not to have applied for the certificate. Those districts are:

- Coastside County Water District
- Granada Community Services District
- Menlo Park Fire District
- Mid-Peninsula Regional Open Space
- Montara Water and Sanitary District
- Sequoia Healthcare District
- SMC Resource Conservation District
- West Bay Sanitary District

15 www.sdlf.org, 4/19/17
In addition to the 14 special districts listed above, one other special district’s website, Woodside Fire Protection District, fulfilled all of the first tier required components, bringing to 15 the number of independent special districts in the County that have fulfilled all of the first-tier required components.

The SDLF also awards independent special districts the District of Distinction Accreditation for those districts that demonstrate prudent fiscal practices along with other areas important to effectively operate and govern a special district. The 2013-14 Grand Jury found that no district had achieved, applied for or been awarded the District of Distinction Certificate. However, during the past three years three independent special districts in San Mateo County applied for and received this distinction: Coastside Fire Protection District, North Coast County Water District, and San Mateo County Mosquito and Vector Control District.\(^{16}\)

All of these districts deserve positive recognition for their hard work achieving much needed transparency for their constituents through district websites.

Seven independent special districts, however, currently have not met an acceptable level of transparency.

The San Mateo County Harbor District’s website lacks only one component to complete Tier 1, a description of their election process. The district’s website currently provides a link to the San Mateo County Elections website, but the District’s website lacks any detail regarding the District’s internal procedure for elections.\(^{17}\)

The following independent special districts require components in both tier 1 and/or tier 2 to achieve the SDLF’s District Transparency Certificate of Excellence:\(^{18}\)

- Bayshore Sanitary District
- Broadmoor Police Protection District
- Colma Fire Protection District
- East Palo Alto Sanitary District
- Ladera Recreation District
- Mid-Peninsula Water District
- San Mateo County Harbor District
- Woodside Fire Protection District

\(^{16}\) www.sdlf.org, 4/19/17
\(^{17}\) www.smharbor.com, 5/16/17
\(^{18}\) See Appendix C
FINDINGS

F1. Six independent special districts have completed the requirements and been awarded the District Transparency Certificate of Excellence designation from the Special District Leadership Foundation over the past three years.
   . Coastside Fire Protection District
   . Highlands Recreation District
   . North Coast County Water District
   . Peninsula Healthcare District
   . San Mateo County Mosquito and Vector Control District
   . Westborough Water District

F2. Eight additional independent special districts have completed the requirements and been awarded the District Transparency Certificate of Excellence.
   . Coastside County Water District
   . Granada Community Services District
   . Menlo Park Fire District
   . Mid-Peninsula Regional Open Space District
   . Montara Water and Sanitary District
   . San Mateo Resource Conservation District
   . Sequoia Healthcare District
   . West Bay Sanitary District

F3. Three independent special districts have achieved the District of Distinction Designation from the Special District Leadership Foundation over the past three years.
   . Coastside Fire Protection District
   . North Coast County Water District
   . San Mateo County Mosquito and Vector Control District

F4. Fifteen independent special districts have websites meeting the first tier of required components.
   . Coastside County Water District
   . Coastside Fire Protection District
   . Granada Community Services District
   . Highlands Recreation District
   . Menlo Park Fire District
   . Mid-Peninsula Regional Open Space District
. Montara Water and Sanitary District
. Northcoast County Water District
. Peninsula Healthcare District
. San Mateo County Mosquito and Vector Control District
. San Mateo County Resource Conservation District
. Sequoia Healthcare District
. West Bay Sanitary District
. Westborough Water District
. Woodside Fire Protection District

F5. Eight independent special districts websites have not met the Special District Leadership Foundation’s minimum requirements.
  . Bayshore Sanitary District
  . Broadmoor Police Protection District
  . Colma Fire Protection District
  . East Palo Alto Sanitary District
  . Ladera Recreation District
  . Mid-Peninsula Water District
  . San Mateo County Harbor District
  . Woodside Fire Protection District

RECOMMENDATIONS

R1. The eight independent special districts’ websites that do not conform to the current standards set by the Special District Leadership Foundation’s transparency checklist shall conform to the accepted criteria on or before December 31, 2017.

R2. All independent special districts shall take the necessary steps to maintain their websites using the current standards set by the Special District Leadership Foundation so as to provide pertinent information to their constituents and to continue to qualify for the District Transparency Certificate of Excellence.

R3. The eight independent special districts that qualify for the District Transparency Certificate of Excellence are strongly encouraged to apply for it to be recognized for their efforts.
REQUEST FOR RESPONSES

From the following governing bodies:
Recommendation 1
   Bayshore Sanitary District
   Broadmoor Police Protection District
   Colma Fire Protection District
   East Palo Alto Sanitary District
   Ladera Recreation District
   Mid-Peninsula Water District
   San Mateo County Harbor District
   Woodside Fire Protection District

Recommendation 2
   All independent special districts in San Mateo County

Recommendation 3
   Coastside County Water District
   Granada Community Services District
   Menlo Park Fire District
   Mid-Peninsula Regional Open Space
   Montara Water and Sanitary District
   Sequoia Healthcare District
   SMC Resource Conservation District
   West Bay Sanitary District

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.
## APPENDIX A INDEPENDENT SPECIAL DISTRICT WEBSITES

<table>
<thead>
<tr>
<th>Independent Special District</th>
<th>Website</th>
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<tbody>
<tr>
<td>Bayshore Sanitary District</td>
<td><a href="http://www.bayshoresanitary.org/">http://www.bayshoresanitary.org/</a></td>
</tr>
<tr>
<td>Broadmoor Police Protection District</td>
<td><a href="http://www.broadmoorpolic.com/">http://www.broadmoorpolic.com/</a></td>
</tr>
<tr>
<td>Coastside County Water District</td>
<td><a href="http://coastsidewater.org/">http://coastsidewater.org/</a></td>
</tr>
<tr>
<td>Coastside Fire Protection District</td>
<td><a href="http://www.coastsidefire.org/">http://www.coastsidefire.org/</a></td>
</tr>
<tr>
<td>Colma Fire Protection District</td>
<td><a href="http://www.colmafd.org/home.html">http://www.colmafd.org/home.html</a></td>
</tr>
<tr>
<td>East Palo Alto Sanitary District</td>
<td><a href="http://www.epasd.com/">http://www.epasd.com/</a></td>
</tr>
<tr>
<td>Granada Community Services District</td>
<td><a href="http://www.granada.ca.gov/">http://www.granada.ca.gov/</a></td>
</tr>
<tr>
<td>Highlands Recreation District</td>
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<td>Ladera Recreation District</td>
<td><a href="http://www.lrdrec.com/">http://www.lrdrec.com/</a></td>
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<tr>
<td>Menlo Park Fire Protection District</td>
<td><a href="http://www.menlofire.org">http://www.menlofire.org</a></td>
</tr>
<tr>
<td>Mid-Peninsula Water District</td>
<td><a href="https://www.midpeninsulawater.org/index.php">https://www.midpeninsulawater.org/index.php</a></td>
</tr>
<tr>
<td>Mid-peninsula Regional Open Space District</td>
<td><a href="http://openspace.org/">http://openspace.org/</a></td>
</tr>
<tr>
<td>Montara Water and Sanitary District</td>
<td><a href="http://mwsd.montara.org/">http://mwsd.montara.org/</a></td>
</tr>
<tr>
<td>North Coast County Water District</td>
<td><a href="http://www.nccwd.com/">http://www.nccwd.com/</a></td>
</tr>
<tr>
<td>Peninsula Health Care District</td>
<td><a href="http://www.peninsulahhealthcaredistrict.org">http://www.peninsulahhealthcaredistrict.org</a></td>
</tr>
<tr>
<td>San Mateo County Harbor District</td>
<td><a href="http://www.smharbor.com/harbordistrict/">http://www.smharbor.com/harbordistrict/</a></td>
</tr>
<tr>
<td>SMC Mosquito and Vector Control District</td>
<td><a href="http://www.smcmvcd.org/">http://www.smcmvcd.org/</a></td>
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<tr>
<td>San Mateo Resource Conservation District</td>
<td><a href="http://www.sanmateorcd.org/">http://www.sanmateorcd.org/</a></td>
</tr>
<tr>
<td>Sequoia Healthcare District</td>
<td><a href="http://www.sequoiahealthcaredistrict.com/">http://www.sequoiahealthcaredistrict.com/</a></td>
</tr>
<tr>
<td>West Bay Sanitary District</td>
<td><a href="http://westbaysanitary.org/">http://westbaysanitary.org/</a></td>
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<tr>
<td>Westborough Water District</td>
<td><a href="http://www.westboroughwater.com/">http://www.westboroughwater.com/</a></td>
</tr>
<tr>
<td>Woodside Fire Protection District</td>
<td><a href="http://www.woodsidefire.org/">http://www.woodsidefire.org/</a></td>
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</tbody>
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2016-2017 San Mateo County Civil Grand Jury
APPENDIX B

District Transparency Certificate of Excellence checklist

Showcase your district’s commitment to transparency

**BASIC REQUIREMENTS**

- Current Ethics Training for all Board Members
  (Government Code Section 53233)
  - Provide copies of training certificates along with date
    completed.

- Compliance with the Ralph M. Brown Act
  (Government Code Section 54954 et. al.)
  - Provide copy of current policy related to Brown Act
    compliance.
  - Provide copy of a current meeting agenda (including
    opportunity for public comment).

- Adoption of policy related to handling Public
  Records Act requests
  - Provide copy of current policy.

- Adoption of Reimbursement Policy, if district
  provides any reimbursement of actual and necessary
  expenses
  (Government Code Section 53231.2(b))
  - Provide copy of current policy.

- Annual disclosure of board member or employee
  reimbursements for individual charges over $100 for
  services or products. This information is to be made
  available for public inspection. *Individual charge*
  includes, but is not limited to one meal, lodging for one
  day, or transportation. (Government Code Section 53095.3)
  - Provide copy of most recent document and how it is
    accessible.

- Timely filing of State Controller’s Special
  Districts Financial Transactions Report — includes
  compensation disclosures. (Government Code Section
  53193)
  - Provide copy of most recent filing
  - SDRF staff will verify that district is not listed on the
    State Controller’s ‘non-compliance list’

- Conduct Annual Audits
  (Government Code Section 2000 and 12412.8)
  - Provide copy of most recent audit and management letter
    and a description of how/where documents were made
    available to the public.

- Other Policies — have current policies addressing the
  following areas (provide copies of all):
  - Conflict of Interest
  - Code of Ethics/Values/Values or Board Conduct
  - Financial Records Policy

**WEBSITE REQUIREMENTS**

- Maintain a district website with the following items
  (provide website link, all are required):
  - Name of Board Members and their terms of office.
  - Name of general manager and key staff along with contact
    information.
  - Election procedures and deadlines.
  - Board meeting schedule (Regular meeting agenda must be posted
    71 hours in advance pursuant to Government Code Section 54954.2 (d)
  - (i) and Government Code Section 54954 (d))
  - District’s mission statement.
  - Description of district’s services/function and service area.
  - Authorizing entity enabling act (Principle Act or Special Act).
  - Current district budget.
  - Most recent financial data.
  - Archive of Board meeting minutes for at least the last 6 months.
  - List of transcription of Board Members and staff and/or link to
    State Controller’s webpage with the data.

- Website also must include at least 6 of the following items:
  - Past Board Members when naming certificates.
  - Photos, biography and email address of board members.
  - Last 3 years of audits.
  - Retail/nontax and Compulsory Policy.
  - Financial Review Policy.
  - Online downloadable Public Records Act request form.
  - Audio or video recording of board meetings.
  - Map of district boundaries/service area.
  - Link to California Special Districts Association mapping program.
  - Maintain Municipal Service Review (MSR) and Sphere of Influence
    (SOI) studies (full document or link to document in content)!

Continued on next page

Questions about SDRF or the transparency program? Call us for more information at 916.233.2939
## APPENDIX C TRANSPARENCY CHECKLIST

| Agency                                      | 1 | 1A | 1B | 1C | 1D | 1E | 1F | 1G | 1H | 1I | 1J | 1K | Total | 2 | 2A | 2B | 2C | 2D | 2E | 2F | 2G | 2H | 2I | 2J |
|---------------------------------------------|---|----|----|----|----|----|----|----|----|----|----|----|-------|---|----|----|----|----|----|----|----|----|----|----|----|
| Highlands Recreation District               | 1 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Mid-PeninsulaRegional Open Space Dist       | 1 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Peninsula Health Care District              | 1 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Westborough Water District                 | 1 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Coastside County Water District            | 2 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| SMC Mosquito and Vector Control Dist        | 2 | Y  | Y  | n/a| Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Granada Community Services District        | 2 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| North Coast County Water District          | 2 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Coastside Fire Protection District         | 2 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| West Bay Sanitary District                 | 2 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Menlo Park Fire Protection District         | 3 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Montara Water and Sanitary District        | 3 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Mid-Peninsula Water District               | 4 | N  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 9     | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| SMC Resource Conservation District         | 4 | Y  | Y  | n/a| Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | n/a   | 11 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| SMC Harbor District                        | 4 | N  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 10    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Sequoia Healthcare District                | 5 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Bayshore Sanitary District                 | 5 | N  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 10    | N | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Broadmoor Police Protection District        | 6 | N  | Y  | n/a| Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 10    | N | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Ladera Recreation district                 | 6 | N  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 9     | N | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Woodside Fire Protection District          | 6 | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 11    | N | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| East Palo Alto Sanitary District           | 7 | N  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 6     | Y | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |
| Colma Fire Protection District             | 6 | N  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | 2     | N | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  | Y  |

Issued: June 19, 2017
On May 16, 2017, I was contacted by Bradley Damitz, who is the Project Consultant for the San Mateo County Harbor District’s Dredging/Beach Nourishment Project.

The San Mateo County Harbor District (Harbor District) is requesting to use a portion of the parking area on the District’s Burnham Strip property as a temporary stockpile site to store approximately 1,000 cubic yards of sand during their project. Copied below is the Project information provided by Mr. Damitz, and a site map is attached.

Please note that I have spoken with Kellyx Nelson in relation to the Burnham Strip Management Plan, who has indicated that the Harbor District Project will not interfere with the District’s Management Plan. Further, Mr. Damitz states that he will ensure all work is done according to District specifications and that the site will be respected and left in excellent condition after the project is completed.

Mr. Damitz will be available for questions at the meeting.

Overview of emergency dredging project:
Pillar Point Harbor’s popular boat launch ramps are the only boat launching facility between Santa Cruz and San Francisco, experiencing over 10,000 launches per year. The severe winter storms in January and February caused a rapid deposition of sediment from the Deer Creek outfall on to the boat launch ramps, which resulted in the need for the Harbor District to unexpectedly shut down three of the six launch points (launch ramp lanes). The District needs to remove enough of the sand from the concrete ramps to make all of the lanes safe and usable again. The proposed emergency dredging is necessary and appropriate to protect and provide for recreational boating and commercial and recreational fishing activities, it will ensure the safety of boaters launching their vessels and it will protect and enhance public access and recreation to the maximum extent feasible.

The work will involve removing the sand that has accumulated directly on the concrete
launch ramps to allow for the six launch points to be opened at most tide levels. The sand will be removed and transported to an inland “stockpile” site where it would be stored until permits can be obtained to relocate it to an opportunistic nourishment site, either inside the Harbor or on Surfer’s Beach, adjacent to the Harbor. In order to get permits for the emergency dredging project, the Harbor District needs to identify and obtain permission to use an appropriate and convenient stockpile site. Without the availability of a stockpile site, due to the urgency and need to clear the sediment from the launch ramps, the Harbor District would need to most likely need to dispose of this sand at an inland disposal facility.

**Specifics of stockpiling needs:**

**Description/makeup of Sediment to be stockpiled:**

The Harbor District had sediment samples of the material that needs to be dredged taken on May 2nd, and we recently received the results of the grain size analysis from the laboratory. The official results are in an attached PDF document. To sum it up, based on guidance from EPA staff four samples were taken, which were then combined into two composite samples. The first composite sample was from a large sand deposit that is visible during low tide on the ramps (which is the vast majority by volume of the overall material that needs to be dredged) the second composite was from farther out at the end of the finger docks/ramps (where a much smaller volume of material needs to be removed). The 1st composite sample was 97.9% sand, 1.2% silt and 0.9% clay and the 2nd composite was 65% sand, 18% silt and 16% clay. It is unknown at this point what the exact makeup of the total dredged sediment will be, but since the 1st composite is representative of the majority of the material that will be dredged, we can assume a very high proportion of sand with very small proportions of mud and silt. To give some context, the EPA generally considers that dredged material that is less than 20% silt and finer material (i.e., “composed predominantly of sand”) is deemed environmentally acceptable for ocean dumping or beach replenishment without further chemical or toxicity testing.

The overall volume of sediment that will be removed and will need to be stockpiled is approximately 1,000 cubic yards. The Harbor District hired an engineering firm to create some draft permitting/dredging plans. I have attached a set of figures showing an example of what the proposed stockpile footprint may look like (revised sand berm.pdf). The stockpile footprint on the first page is an example of how the berm could be located, though it should be noted that if permission is granted to use the lot as a stockpile site there is a lot of flexible in how the stockpile berms could be configured. The berm should not exceed much greater than 4’ in height, but the length and width could vary upon request, or it could be spaced out into multiple berms instead of 1 large one. If GCSD grants permission for the Harbor District to use the lot as a stockpile site we would have our engineers draw up plans according to your specific requests on where the material is placed within the lot.
Particulars of transport/unloading/placement of material:
Although the exact details of the project are not yet known, there are a number of assumptions that we can make about the project:

- Dredging would occur using a long-reach excavator, with a clamshell that takes out 2-4 cubic yards per scoop. The material would be either placed in a pile (‘transfer station’) with the excavator next to the launch ramps then placed into dump truck(s) using a front-end loader or loaded directly into truck(s) with the excavator. It could be done with 2 dump trucks or 1 truck with 2 removable bins.

- Assuming an average load of about 20 cy in a highway dump truck, it would take about 50 dump truck roundtrips (about a mile each way) to deliver the sand to the lot. It would likely take about 10 minutes each way to transport, plus 20 minutes to load the dump truck and 10 minutes to unload. The work would probably take no more than 5 (8 hour) days to complete. If it were done over 5 days then we’re talking about ten round trips per day between the launch ramps and the lot.

Duration of storage:
The length of time that the material is stored in the lot would depend on a few factors. In our discussions with permitting agencies we have identified three potential sites for beach nourishment: inside the Harbor 1) along the Princeton Shoreline, and 2) along the West Trail and outside of the Harbor 3) at Surfer’s Beach. To obtain permits for the beach nourishment will require CEQA documents, additional soil testing, engineering work to determine feasibility and methods for moving the sand, and bidding process to hire a contractor to do the work. This process could take as long as 9-12 months, which would mean that the sediment may need to be stored for up to 1 year. Hopefully it would occur quicker than that, but since all of the particulars still need to be worked out and permitting agencies may place restrictions on when the actual work takes place, I don’t want to provide a more optimistic estimate at this point. The Harbor District is planning for a pilot beach nourishment project next Summer where we are proposing to place as much as 75,000 cubic yards of sand (from inside the harbor’s outer breakwater) on Surfer’s Beach and the stockpiled sand could potentially be used for that project as well. We applied for an $800,000 grant from Division of Boating and Waterways for that project and will find out in the next month or so whether or not we will receive the funding.
STOCKPILE SITE ALTERNATIVE A

GENERAL NOTES:

1. DIMENSIONS OF THE BERM ARE APPROXIMATE AND SUBJECT TO REVISIONS. DIMENSIONS SHOWN FOR INFORMATION ONLY.
2. FINAL LAYOUT OF THE BERM MAY VARY DEPENDING ON SITE CONDITIONS AND ACTUAL DREDGED VOLUME

STOCKPILE SITE ALTERNATIVE A

PURPOSE: MAINTENANCE DREDGING

DATUM: MLLW

PROPOSED MAINTENANCE DREDGING AT PILLAR POINT HARBOR

DATE: 06/08/17

STATE OF CALIFORNIA

APPLICATION BY: SAN MATEO HARBOR DISTRICT

COUNTY OF SAN MATEO

SHEET 5 OF 7

FOR PERMIT USE ONLY

NOT FOR CONSTRUCTION

SCALE 1" = 100'-0"
GENERAL NOTES:

1. DIMENSIONS OF THE BERM ARE APPROXIMATE AND SUBJECT TO REVISIONS. DIMENSIONS SHOWN FOR INFORMATION ONLY. DIMENSIONS BASED ON ANTICIPATED DREDGE VOLUME OF 1,000 CY.
2. FINAL LAYOUT OF THE BERM MAY VARY DEPENDING ON SITE CONDITIONS AND ACTUAL DREDGED VOLUME.
To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Update to Sewer System Management Plan (SSMP)
Date: August 17, 2017

The State Water Resources Control Board adopted Water Quality Order 2006-0003 on May 2, 2006, requiring all public agencies that own sanitary sewer collection systems to prepare a Sewer System Management Plan (SSMP). This Water Quality Order was an effort to reduce the occurrences of sanitary sewer overflows within California. The SSMP is a document that describes the activities an agency uses to manage its wastewater collection system effectively.

On July 30, 2013, revisions to the Monitoring and Reporting Program for the Water Quality Order were adopted. The adoption included revisions of spill category definitions; revisions to notifications, reporting, and record keeping requirements; and enhancement of water quality monitoring requirements.

Our original SSMP was produced in conjunction with SAM, MWSD, and the City of Half Moon Bay, since SAM provides the staffing and as such develops the procedures to manage our collection systems. However, in the time since the original SSMP was completed, the Regional Board has requested that each individual agency produce its own SSMP. To that end, GCSD contracted with Vivian Housen of Housen & Associates to update our SSMP. I have attached the completed SSMP document for your review and approval (without the appendices). The entire 358 page document with appendices can be accessed on the GCSD website through the following link: [http://granada.ca.gov/wp-content/uploads/2017/07/July-2017-GCSD-SSMP.pdf](http://granada.ca.gov/wp-content/uploads/2017/07/July-2017-GCSD-SSMP.pdf)

Your board is required to approve and certify the SSMP as part of this process.

Please be aware that the SSMP is a leaving, breathing document, and will be amended as needed. We will be conducting an “audit” of the document every two years as required by the Regional Board, and will generally make any updates at that time. Listed below are the 11 main elements included in a Sewer System Management Plan:

1. Development Plan and Schedule
2. Goals and Organizational Structure
3. Overflow Emergency Response Program
4. Legal Authority
5. Operation and Maintenance Program
6. Fats, Oils, and Grease Control Program (FOG)
7. Design and Performance
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement and Program Modification
10. SSMP Audits
11. Communication Program
SEWER SYSTEM MANAGEMENT PLAN

Granada Community Services District
Updated March 2017

Prepared by

V.W. HOUSEN & ASSOCIATES
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Bay Area Clean Water Agencies (BACWA) – Association comprised of Bay Area wastewater treatment and collection system agencies. BACWA represents the interests of public wastewater agencies in regulatory matters and to support the exchange of information. Website: http://www.bacwa.org

Blockage – An object that partially or fully hinders flow through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. Also known as a stoppage.

California Association of Sanitation Agencies (CASA) - A non-profit, statewide association representing public agencies that provide wastewater collection, treatment, disposal, and/or water reclamation services to California agencies. Website: http://www.casaweb.org

California Integrated Water Quality System (CIWQS) – A computer system used by the State and Regional Water Quality Control Boards to track information about SSOs, among other information. CIWQS is the tool used for online submittal of SSO details, which are then made available to the public. Website: http://www.swrcb.ca.gov/ciwqs/

Enrollee – The legal public entity that owns a sanitary sewer system, as defined by the Statewide WDR. Also known as a sewer system agency or wastewater collection system agency.

FOG Control Program – Program implemented at the discretion of the agency, based on the identified causes of sewer overflows, to reduce the discharge of fats, oils and grease into the sewer system.

Geographical Information System (GIS) – A database linked with mapping that records sewer system information. The GIS database could include sewer features such as pipe location, diameter, material, condition, or last date cleaned or repaired. GIS maps also typically contain base information such as streets and parcels.

Governing Board – Board of Directors for Granada Community Services District

Infiltration – The seepage of groundwater into a sewer system, including service connections. Seepage frequently occurs through defective or cracked pipes, pipe joints, connections or manhole walls and joints.

Inflow – Water discharged into a sewer system from such sources as roof leaders, cellars, yard and area drains, foundation drains, through holes in manhole covers, cross connections from the storm system or street wash waters. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak through defects in the sewer.
Lateral or Private Lateral – The privately-owned sewer pipeline that conveys wastewater from the premises of a user to the District’s sewer system. The upper lateral extends from the building to property line (or easement line). The lower lateral extends from the property or easement line to the connection to the pipe.

Monitoring and Reporting Program - The program used by the District to monitor, maintain records, report issues and complete needed public notifications.

Overflow Emergency Response Plan – This document identifies measures that are needed to respond to sanitary sewer overflows in a way that maximizes the protection of public health and the environment.

Preventive Maintenance (PM) – Regularly scheduled servicing of machinery, infrastructure or other equipment using appropriate tools, tests, and lubricants.

Rehabilitation and Replacement Plan (also referred to as a Capital Improvement Plan) – Identifies and prioritizes system deficiencies and implements short-term and long-term rehabilitation actions to address each deficiency.

San Francisco Bay Regional Water Quality Control Board – Also known as Region 2 or RWQCB. This regulatory agency preserves, enhances and restores the quality of California's water resources, and ensures their proper allocation and efficient use for the benefit of present and future generations. Website: http://www.waterboards.ca.gov/sanfranciscobay

Sanitary Sewer Overflow (SSO) – Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including overflows or releases that reach waters of the United States, overflows or releases that do not reach water of the United States, and backups into buildings and/or private property caused by conditions within the publicly owned portion of the sewer system.

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the wastewater treatment plant.

Satellite Collection System – The portion, if any, of a sanitary sewer system that is owned or operated by a different public agency or user.

Sewer System Management Plan – A series of written programs that address how a collection system owner/operator conducts daily business. Each SSMP is unique for an individual discharger. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit.
State Water Resources Control Board – Also called the State Board. This agency developed and passed the Statewide Waste Discharge Requirements for collection systems and maintains the SSO reporting web site.

System Evaluation and Capacity Assurance Plan – A required component of an agency’s SSMP that provides hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.

Statewide Waste Discharge Requirements – The Statewide General Waste Discharge Requirements for Sanitary Sewer Systems was adopted by the SWRCB in 2006 to provide a structure and guidance for SSMP development. Also known as Order No. 2006-0003-DWQ.

Wastewater Collection System – See Sanitary Sewer System.
EXECUTIVE SUMMARY

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ, and Amended Monitoring and Reporting Program (MRP), Order No. WQ 2013-0058-EXEC.

ES-1  Background

On July 7, 2005, the RWQCB issued a letter to the San Francisco Bay Region (Region 2) sewer collection system agencies, including the Granada Community Services District (District) that required the District to prepare a SSMP. At the same time, the RWQCB released the SSMP Development Guide that was prepared in cooperation with the Bay Area Clean Water Agencies (BACWA). The 2005 directive stated that the District must also comply with RWQCB sanitary sewer overflow (SSO) electronic reporting requirements issued in November 2004.

Similarly, on May 2, 2006, the State Water Resources Control Board (SWRCB) issued a directive through Order No. 2006-0003-DWQ to require all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under the Statewide General Waste Discharge Requirements (WDR). The SWRCB action also mandates the development of an SSMP and the reporting of SSOs using an electronic reporting system.

The SWRCB amended the Statewide WDR Monitoring and Reporting Requirements through Order No. 2013-0058-EXEC, which became effective on September 9, 2013. Around this time, the State also confirmed that agencies should follow the WDR format for the SSMP, in lieu of the previously accepted RWQCB format. The intent of this SSMP is to meet the requirements of the Statewide WDR.

The District’s Waste Discharge ID Number (WDID) for the California Integrated Water Quality System (CIWQS) is 2SSO10138.

ES-2  District Service Area

The Granada Sanitary District was formed in 1958 under the California Sanitary District Act of 1923. In October of 2014, the District was reorganized as the Granada Community Services District under California Government Code 61000 et seq. The District is responsible for parks, recreation, garbage and recycling services in the unincorporated areas of El Granada, Princeton, Princeton-by-the-Sea, Clipper Ridge, and Miramar, California. The District is responsible for the sewage collection system and wastewater disposal for approximately 2,500 residences and businesses in these same unincorporated areas as well as the northern portion of the District of Half Moon Bay as shown in Figure ES-1. Sewage is conveyed to the Sewer Authority Mid-Coastside (SAM) wastewater treatment plant (WWTP), located near Kehoe Avenue in Half Moon Bay.
The District’s wastewater collection system includes approximately 31 miles of gravity sewer pipe, 12 miles of lower lateral pipelines, 1 mile of force main pipeline, and 1 pump station. The District’s system conveys approximately 360,000 gallons per day of average dry weather flow to the SAM WWTP.

ES-3 SSMP Objectives

The objectives of the SSMP are to accomplish the following:

1. Establish goals that align the District’s sewer collection system operation, management and capacity assurance activities in a manner that achieves the intended purpose of this SSMP

2. Comply with the Statewide WDR through provision of the following:
Elements I through XI, following the outline of the Statewide WDR, including a description of the regulatory requirements and a summary of existing and planned documents and plans related to each element

Appendices that are amended over time to reflect changes in contact personnel, job descriptions, policies, procedures and programs

3. Minimize the frequency and duration of SSOs, including implementing regular, proactive maintenance of the system to remove issues that may cause sewer backups or SSOs

4. Mitigate the impact of SSOs on public health and the environment

5. Be available and responsive to the needs of the public and work cooperatively with local, state, and federal agencies to reduce, mitigate impacts of, and properly report SSOs

6. Provide District staff and contractors with proper training needed to perform their work effectively to achieve the District’s goals

Table ES-1, shown on the following page, identifies the objectives that must be addressed to comply with each SSMP element.
### Table ES-1. SSMP Objectives

<table>
<thead>
<tr>
<th>Element</th>
<th>Objective</th>
</tr>
</thead>
</table>
| I. Goals | - Properly manage, operate and maintain the collection system  
- Provide capacity to convey base and peak flows  
- Minimize the frequency and severity of SSOs  
- Mitigate the impact of SSOs |
| II. Organization | - Identify agency staff responsible for the SSMP  
- Identify chain of communication for responding to and reporting SSOs |
| III. Legal Authority | - Control I/I from the collection system and laterals  
- Require proper design and construction of sewers and connections  
- Require proper sewer installation, testing and inspection  
- Limit discharge of FOG and other debris that may cause blockages  
- Ability to impose source control requirements |
| IV. Operation and Maintenance Program | - Maintain up-to-date maps  
- Allocate adequate resources for system operation and maintenance  
- Prioritize preventative maintenance activities  
- Identify critical equipment and spare parts to minimize equipment and/or facility downtime  
- Provide staff training on a regular basis |
| V. Design & Construction Standards | - Identify minimum design and construction standards and specifications  
- Identify procedures and standards for inspecting and testing |
| VI. Overflow Emergency Response Plan (OERP) | - Provide SSO notification procedures  
- Develop and implement a plan to respond to SSOs  
- Develop procedures to report and notify SSOs  
- Develop procedures to train staff and contractor of OERP  
- Develop procedures to address emergency operations  
- Develop procedures to prevent overflows from reaching surface waters, and to minimize or correct any adverse impact from SSOs |
| VII. FOG Control Program | - Develop a Fats, Oil and Grease (FOG) control plan, if needed |
| VIII. System Evaluation and Capacity Assurance | - Establish a process to assess the current and future capacity requirements  
- Implement a capital improvement plan to provide hydraulic capacity |
| IX. Monitoring, Measurement and Program Modifications | - Maintain relevant information to be used to prioritize SSMP activities  
- Measure the effectiveness of each SSMP element  
- Assess the success of preventative maintenance program  
- Monitor each SSMP element and make updates as necessary |
| X. SSMP Audits | - Conduct a bi-annual audit that includes deficiencies and steps to correct them |
| XI. Communication Program | - Communicate with public (Customers) on SSMP development, implementation and performance and create a plan for communication with tributary/satellite sewer systems |
ELEMENT 1 - GOALS

The purpose of this section is to identify the goals that the District has established for its SSMP. These goals are intended to define a program that promotes continuous improvement in the District’s existing wastewater collection system management and maintenance processes.

1.1. SWRCB SSMP Requirements

Requirements for the Goals element of the SSMP are described in the SWRCB Statewide WDR as follows:

*The District must provide a plan and schedule to properly manage, operate, and maintain all parts of its wastewater collection system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.*

1.2. Granada Community Services District SSMP Goals

The goals of the District’s SSMP are to accomplish the following:

- To properly manage, operate, and maintain all parts of the wastewater collection system, so as to preserve and protect the public’s investment in that system
- To provide adequate capacity to convey peak flows to the SAM WWTP without SSOs
- To minimize the frequency and duration of SSOs, including implementing regular, proactive maintenance of the system to remove issues that may cause sewer backups or SSOs
- To mitigate the impact of SSOs on public health and the environment
- To respond quickly and respectfully to public notifications of SSOs or other collection system problems
- To collect complete and accurate information regarding SSOs for reporting to the appropriate regulatory agencies
- To uphold the District’s standards and specifications on newly constructed public and private sewers
- To provide a safe working environment for District staff
- To provide District staff with the tools and training needed to perform their work effectively and achieve the District’s goals
ELEMENT 2 - ORGANIZATION

The purpose of this section is to identify District staff responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) or Authorized Representative to Statewide WDR requirements for completing and certifying spill reports.

2.1. SWRCB SSMP Requirements

The SSMP is required to identify the following:

- The name of the responsible or authorized representative
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES))

2.2 Organization Chart and SSMP Responsibilities

The organization chart for Granada Community Services District, as related to SSMP implementation, is shown in Figure 2-1. Roles and responsibilities of key personnel involved in the wastewater collection system are as noted below.

Board of Directors: Governing Board that adopts SSMP plan and policy. Approves budget to implement SSMP.

General Manager: Overall responsibility for preparing and implementing the SSMP, monitors SSMP budget and performance, manages capital improvement projects, and serves as the Legally Responsible Official.

District Administrator: The District Administrator directs contractor activities in cleaning and television inspection of the collection system; manages wastewater collection system staff and oversees sewer overflow response; prepares and submits reports; and develops the annual work plan for maintaining, inspecting and improving the sewer system.

District Engineer (contract): Provides support to the District Administrator in support of the SSMP.
**Maintenance Workers:** Assist with sewer system activities in conjunction with Sewer Authority Mid-Coastside staff, which provides sewer system cleaning, some maintenance, and SSO response by contract. The SAM Supervisor is the CIWQS Data Submitter.

![SSMP Organization Chart](image)

*Figure 2-1. SSMP Organization Chart*

Most of the District’s collection system maintenance activities are contracted out to Sewer Authority Mid-Coastside (SAM). Figure 2-2 shows the organizational chart for SAM, as related to sewer maintenance functions.
Table 2-1 on the following page summarizes the individuals who are responsible for each section of the SSMP.

Table 2-1. SSMP Responsibilities

<table>
<thead>
<tr>
<th>SSMP Element</th>
<th>Responsible Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Goals</td>
<td>The General Manager leads staff in the implementation of the SSMP goals</td>
</tr>
<tr>
<td>II. Organization</td>
<td>The Governing Board updates the organization structure. The General Manager manages SSMP implementation assignments, and amends SSO response and reporting chains of communication, as needed.</td>
</tr>
<tr>
<td>III. Legal Authority</td>
<td>The General Manager and Legal Counsel uphold the Municipal Code and draft new ordinances as needed.</td>
</tr>
<tr>
<td>IV. Operations &amp; Maintenance</td>
<td>The General Manager manages resources and budget, and with support from the contract District Engineer, oversees cleaning (via SAM by contract), preventive maintenance, training of District staff, maintaining a current system map, and overseeing the schedule for inspections and condition assessment.</td>
</tr>
<tr>
<td>V. Design and Construction Standards</td>
<td>The contract District Engineer reviews design and construction documents to ensure that all construction projects meet the adopted standards. Construction inspection is managed by the General Manager, unless otherwise contracted to SAM.</td>
</tr>
<tr>
<td>VI. Overflow Emergency Response Plan</td>
<td>The District contracts with SAM for overflow emergency response. The General Manager manages the contract between the District and SAM.</td>
</tr>
<tr>
<td>VII. FOG Control Program</td>
<td>The District contracts with SAM for sewer cleaning and non-domestic waste source control. The General Manager manages the contract between the District and SAM.</td>
</tr>
<tr>
<td>VIII. System Evaluation and Capacity Assurance</td>
<td>The contract District Engineer, under supervision by the General Manager, establishes and assesses capacity requirements, and develops the associated Capital Improvement Plan including updating budgets and schedules.</td>
</tr>
<tr>
<td>IX. Monitoring, Measurement and Program Modifications</td>
<td>The General Manager monitors implementation and assesses success of the overall SSMP program elements with the assistance of staff. This effort includes the identification of trends in SSO occurrences.</td>
</tr>
<tr>
<td>X. SSMP Audits</td>
<td>The General Manager oversees biannual SSMP audits.</td>
</tr>
<tr>
<td>XI. Communication Plan</td>
<td>The Governing Board, General Manager, and District Administrator communicate with the public and nearby agencies of the SSMP.</td>
</tr>
</tbody>
</table>

2.3 Chain of Communication for Reporting

Figure 2-2 shows a simplified Chain of Communication for reporting overflows.
Figure 2.2. Chain of Communication

SSO identifier contacts SAM or 9-1-1. SAM provides SSO response by contract

During Business Hours and Non-Business Hours
- SAM Supervisor of Operations (SO) receives call
- SO dispatches crew to confirm appropriate ownership of system where SSO occurred, and to provide response

Public SSO?

Outside District Jurisdiction?

Category 1, 2, or 3?

SAM notifies the GCSD General Manager. The District and SAM work with the private property owner, as a courtesy and as appropriate, to help them to obtain needed assistance.

SAM staff provide SSO response following SAM and other member agency SSMP Element 6 and OERP.

SAM SO works with the GCSD General Manager to coordinate data entry into CWIQS and subsequent certification.

SAM staff provide SSO response following GCSD SSMP Element 6 and OERP.

SAM SO inputs SSO information into CWIQS for subsequent certification.  
Cat 2: 15 days after SSO end date  
Cat 3: 30 days after calendar month in which SSO occurred

SAM makes 2-hour notification and SAM SO inputs information into CWIQS for subsequent certification.  SAM makes all follow-up reports (3 Day, 15 Day).
Appendix A – Element 2 Documents

Appendix A includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix A may have been superseded. Please contact the District Administrator for the most recent updates to the Appendix A documents.

- First Responder Contact List
ELEMENT 3 - LEGAL AUTHORITY

This element of the SSMP discusses the District’s Legal Authority and establishes wastewater discharge requirements for the District’s customers.

3.1 SWRCB SSMP Requirements

The District must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.)
- Require that sewers and connections be properly designed and constructed
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages
- Enforce any violation of its sewer ordinances

3.2 Legal Authority to Enforce SSMP Requirements

The District has legal authority to enforce SSMP requirements through the Granada Community Services District Ordinance Code. Specific sections related to the SSMP are described below.

3.2.1 Prevention of Illicit Discharges

The District’s Ordinance Section 503, Prohibitions, prohibits the discharge of certain materials into sewers which cause, threaten to cause, or are capable of causing, either alone or by interaction with other substances:

A. A fire or explosion;
B. Obstruction of flow, or injury to, the wastewater facilities, or any portion thereof;
C. Danger to life or safety of persons;
D. Conditions inhibiting or preventing the effective maintenance or operation of the wastewater facilities;
E. Strong or offensive odors, air pollution, or any noxious, toxic, or malodorous gas or substance, or gas-producing substances;
F. Interference with the wastewater treatment process, or overloading of the wastewater facilities, or excessive collection or treatment costs, or use of capacity in the wastewater facilities to which the person is not entitled.
G. Interference with any wastewater reclamation process that may operate in conjunction with the wastewater facilities, or overloading, or a breakdown of such reclamation
process, or excessive reclamation costs, or any product of the treatment process which renders such reclamation process impracticable or not feasible under normal operating conditions;

H. A detrimental environmental impact, or a nuisance wherever located, or a condition unacceptable to any public agency having regulatory jurisdiction over operation of the wastewater facilities;

I. Discoloration, or any other adverse condition in the quality of the effluent from the wastewater facilities such that receiving water quality requirements established by any statute, rule, regulation, ordinance, or permit condition cannot be met by the District or Authority;

J. Conditions at or near the wastewater facilities, or any portion thereof, which cause, or may cause, the District or Authority to be in violation of the requirements of law.

Further, Section 502 requires grease, oil and sand interceptors to be provided when necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients.

3.2.2 Proper Design and Construction of Sewers and Connections

Article IV - Specification Controlling Manner of Construction, establishes the District’s authority for design and construction of sewers. Article IV is further delineated as follows:

- Section 400, Standard Specifications, establishes the District’s Standard Specifications as the document that governs the manner of construction, repair, maintenance, and operation of all wastewater facilities for the District.
- Section 401, Building Sewers and Connections, establishes requirements for private laterals.
- Section 403, Inspection of Construction, establish authority for inspection
- Section 404, Dedication of Sewers – Easements, defines required easements for pipelines and other District facilities.
- Section 405, Protection from Backflow, establishes the requirements for protecting buildings from backflow of sewage
- Section 406, Grinder and Ejector Pumps, establishes requirements for the installation and maintenance of private pumping systems

3.2.3 Access for Maintenance, Inspection & Repairs

Article VIII, Enforcement, Section 801, Powers and Authority of Inspectors of the District’s Ordinance, establishes the District’s authority to access property for the purposes of inspection, observation, measurement, sampling, and testing.
Further, Section 803 (3) authorizes District staff to enter upon private property in order to alleviate or remove a public hazard or nuisance associated with wastewater facilities.

3.2.4 Limit Discharge of Fats, Oils & Grease and Debris

Article V, Use of Public Sewers, Section 502, Grease, Oil and Sand Interceptors, discusses requirements for grease traps and interceptors, as follows:

(01) Grease, oil and sand interceptors shall be provided whenever the District deems them to be necessary for the proper handling of wastewaters containing grease, flammable waste, sand and other harmful ingredients. All interceptors shall be of a type and capacity approved by the District’s engineering representative, and shall be located so as to be readily and easily accessible for cleaning and inspection.

(02) All interceptors shall be of a type and capacity approved by the District's engineering representative, and shall be located so as to be readily and easily accessible for cleaning and inspection.

(03) Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, water tight, and equipped with easily removable covers which when bolted in place shall be gas tight and water tight.

(04) All grease, oil and sand interceptors, where required, shall be properly operated and maintained by the owner, at the owner’s expense, at all times.

3.2.5 Enforcement Measures

Article VIII, Enforcement, defines the powers and authority of inspectors (Section 801), customer responsibilities for correcting violations (Section 802), termination of service (Section 803), revocation of permits (Section 804), public nuisance (Section 805), criminal penalties (Section 806), and cumulative remedies (Section 807)

3.3 Interagency Agreements and Satellite Systems

The District does not receive wastewater from any satellite agencies. However, the District is a participant in SAM, which is a Joint Powers Agency (JPA) comprised of the District, City of Half Moon Bay, and Montara Water and Sanitary District. The JPA was formed in 1976 through the execution of an Exercise of Joint Powers Agreement, which is included in Appendix B. The District is a member of the JPA representing 25% of the voting interest. The District represents approximately 25% of the treated effluent of the JPA members.

The District contracts separately with SAM for collection system cleaning services.
Appendix B – Element 3 Documents

Appendix B includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix B may have been superseded. Please contact the District Administrator for the most recent updates to the Appendix B documents.

- Granada Community Services District Ordinance Code
- SAM Exercise of Joint Powers Agreement
ELEMENT 4 - OPERATION AND MAINTENANCE PROGRAM

This section of the SSMP discusses the District’s mapping, operations, preventive maintenance, inspection, training and outreach activities.

The requirements and the District’s plan for Element 4 are summarized in each category below. Since requirements for this SSMP element contain many categories, this summary is organized by category.

The categories that are addressed in Element 4 include:

- Collection System Mapping
- Resources and Budget
- Prioritized Preventive Maintenance
- Scheduled Inspections, Condition Assessments and Replacement Planning
- Critical Equipment and Spare Parts
- Training

4.1 Collection System Mapping

The District is required to maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves and applicable stormwater facilities.

The District’s system is currently stored in map format in the ICOMM computerized maintenance management system (CMMS) that is shared among the SAM member agencies. The system maps include pipes and manholes, including pipe lengths and diameters. Maps are updated by the ICOMM provider, which is now owned and managed by RedZone® Robotics.

The sewer maps do not include storm drain facilities. County of San Mateo is responsible for maintaining the storm drain system including mapping.

4.2 Resources and Budget

The Statewide WDR includes no requirement for resources and budget.

The District is required to prepare an annual budget, and funds improvements to the collection system as well as to its share of the SAM facilities. In FY 16/17, the District allocated funding of $1,535,000 for annual operations and maintenance and $824,338 for capital projects including the update of the District’s SSMP. Funding is provided through property tax, sewer service
charges, reimbursement from the Assessment District (salaries and overhead), and Recology of the Coast franchise fee. The portion of the budget that relates to sewer service is included in Appendix C.

4.3 Prioritized Preventative Maintenance

The District is required to describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.

The District contracts with SAM to clean the gravity collection system and to operate and maintain the pump stations. Pipes up to 18 inches in diameter are cleaned on an annual basis by SAM, under the terms of an operating and maintenance contract.

The contract requires SAM to be responsible for the means and methods used for cleaning, and for providing a sufficient quality of cleaning to avoid maintenance-related SSOs. In addition to providing annual sewer system cleaning, SAM develops and maintains a hot spot cleaning list for the District, and provides this list to the District for review on an annual basis. The hot spot cleaning list includes all areas with known maintenance issues. This list is augmented to include new sites that had the potential to lead to SSOs in the prior year.

4.4 Scheduled Inspections, Condition Assessment and Rehabilitation Plan

The District is required to develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.

The District completes Closed-Circuit Television (CCTV) inspection and repairs through contract, but also requests, from time to time, that SAM conduct the work and to pass these costs cost back to the District.
The District’s CCTV inspection program is funded through the CIP and includes CCTV of pipe segments approximately every five years. CCTV inspection results are available from the District Manager.

4.5 Training

The District is required to provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

The District contracts with SAM to provide maintenance services and the appurtenant training including equipment training and safety training. SAM training includes overflow emergency response, vacator operations, injury and illness prevention, hazardous communications, and various safety trainings. SAM maintains training records including date, time, place, and content, name of trainer and names of attendees.

4.6 Contingency Equipment and Replacement Inventories

The District must demonstrate that contingency equipment is provided to handle emergencies, and that spare parts are available to minimize equipment/facility downtime during emergencies. The District must also provide equipment and replacement part inventories, including identification of critical replacement parts.

SAM, as the District’s contract responder, and should maintain contingency equipment and replacement parts inventories as described in the SAM SSMP. The District does not keep additional equipment or spare parts on hand.

Appendix C – Operation and Maintenance Program Documents

Appendix C includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix C may have been superseded. Please contact the District Administrator for the most recent updates to the Appendix C documents.

- Granada Community Services District FY 2016-2017 Sewer District Budget
- SAM Maintenance and Operation Agreement
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ELEMENT 5 - DESIGN AND PERFORMANCE PROVISIONS

This section of the SSMP discusses the District’s design and construction standards.

5.1 SWRCB SSMP Requirement

The District must have design and construction standards and specifications for the installation of new sewer systems, pump stations and other appurtenances, and for the rehabilitation and repair of existing sewer systems.

5.2 Standards for Installation, Rehabilitation, Repair, and Testing

The District utilizes the expertise of professional consultants in establishing design criteria for the pump station, force main, and gravity interceptor rehabilitation projects. The District uses the County of San Mateo’s sanitary sewer design standards with minor modifications as its design standard for collection system pipelines. Information regarding current standards utilized by professional engineers working on the District’s infrastructure is attached in Appendix D of this document.

Appendix D – Design and Performance Provisions Documents

Appendix D includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix D may have been superseded. Please contact the District Administrator for the most recent updates to the Appendix D documents.

- Granada Community Services District Design Standards
ELEMEN T 6 – OVERFLOW EMERGENCY RESPONSE PLAN

This section of the SSMP provides a summary of the District’s emergency response documents and procedures for sanitary sewer overflows. SAM provides overflow emergency response by contract, and follows the District’s OERP, which closely resembles the SAM OERP.

6.1 SWRCB SSMP Requirements

The summarized requirements for the Overflow Emergency Response Plan element of the SSMP are as follows.

The District shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Statewide Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the emergency response plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The purpose of the OERP is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for the District or its contract responder, SAM, to follow in responding to, cleaning up, and reporting SSOs that may occur within the District’s service area.
6.1 SSO Categories

The responsibilities of the SSO Response Team depend on the volume and location of an incident. Three categories of SSOs are defined by the SWRCB:

- **Category 1 SSO:** Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee’s sanitary sewer system failure or flow condition that:
  - Reach surface water and/or reach a drainage channel tributary to a surface water; or
  - Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

- **Category 2 SSO:** Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee’s sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

- **Category 3 SSO:** All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.

6.2 Notification Procedures

The District is most often notified by the public of an SSO. The public is directed to contact SAM for issues related to the sewer system. SAM’s main telephone number is **(650) 726-0124 day or night.** SSOs are also sometimes reported in person at the District’s or SAM’s office. The main SAM telephone number is included on the SAM website, and is accessed through the url: http://www.samcleanswater.org/phone_numbers.htm.

Figure 6-1 presents a flowchart showing the SSO response notification process during business hours and non-business hours. This flowchart is also included in Element 2, Organization.
6.2.1 Response During and After Normal Working Hours

**During normal office hours**, which are from Monday through Friday from 8:00 a.m. to 4:30 p.m. excluding holidays, calls are received at the SAM or GCSD front desk and forwarded to the SAM office. SAM conveys the information to the SAM Supervisor of Technical and Field Operations (SO). Following the communication process outlined in the SAM SSMP, SAM collection systems staff (usually the lead collection system worker) investigates whether the SSO is from a District facility. If the SSO is from the SAM or a member agency’s sewer collection system, SAM deploys the SAM collection system maintenance crew to provide SSO response. If the SSO is from a private facility, SAM works with District staff to provide assistance as appropriate in guiding the property owner toward a solution to the issue.

For public SSOs within the District’s service area that are less than 500 gallons in volume, the Supervisor of Operations provides information to the District by the morning of the first subsequent business day. For SSOs greater than 500 gallons in volume, the information must be relayed to the District’s General Manager within 4 hours of learning of the SSO.

The SAM Supervisor of Operations makes the initial (2-hour) notifications, enters the information in CIWQS and makes all follow-up (maximum 3-day) reports. The District General Manager certifies all reports as the LRO.
After normal working hours, the caller is directed to call SAM. The SAM 24-hour phone number instructs the user to press, “1.” The caller is directed to leave a message and told that SAM will call them back. The caller is directed to leave their name, address, telephone number, and a description of the problem. The telephone system then calls the First Responder with a message that there is a message in voice mail box “911”.

After hours, SAM’s First Responder is the on-duty treatment plant/lift station operator. The plant is staffed every day, including weekends and holidays. SAM also designates and pays on-call staff after hours, weekends, and holidays.

The First Responder retrieves the message remotely, and may call the caller for additional information. The voice mail notification system rolls over to a back-up cell phone number after 15 minutes of trying to contact the First Responder. After the call is received, SSO response and reporting proceed in the same manner as during normal working hours. SAM’s general voice mail box is checked at the beginning of the next working day to ensure that all calls have received a response.

6.2.2 Notification from Pump Station SCADA Alarms

The District’s lift station has an auto-dialer incorporated into its alarm system. An alarm event is transmitted to the alarm monitoring company via telephone. The alarm monitoring company, in turn, notifies the SAM Mechanic during working hours, or the designated SAM First Responder after hours. Alarm conditions include power failure and high wet well level.

6.3 Staff and Contractor Training

All personnel and contractor employees who may have a role in responding to, reporting and/or mitigating a sewer system overflow receive training on the contents of the OERP. All new employees receive training before they are placed in a position where they may have to respond. Current employees receive annual refresher training on this plan and the procedures to be followed.

Records are kept by SAM of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event include date, time, place, content, name of trainer(s) and names of attendees.

6.4 Response Program

Currently, the following positions are responsible for responding to SSOs:

- First Responder to SSOs: SAM Collection System Maintenance Workers
- First Responder to Pump Station Failures: SAM Supervisor of Operations and/or Maintenance Staff
• Claims Processing: District Administrator

The contact information for those currently holding the positions named above are included in the OERP.

6.4.1 First Responder Priorities

The first responder’s priorities are as follows:

• To follow safe work practices, including those related to traffic control, confined space, and employee and public safety
• To respond promptly with the appropriate equipment
• To evaluate the cause of spill and determine responsibility
• To restore the flow as soon as possible
• To contain the spill whenever feasible
• To minimize public access to and/or contact with the spilled sewage

6.4.2 Initial Response

Figure 6-2 provides a flowchart that shows the steps involved in initial SSO response. The First Responder reports to the location within 60 minutes of the initial SSO report with the objective of minimizing and/or eliminating an overflow. The appropriate response measure varies based on the circumstances and nature of the SSO and the information provided by the caller. Actions related to external and internal SSOs are summarized below.

The District, via SAM, uses a standard form to document the contact and response for each SSO that occurs. SAM’s SSO response field forms can be found in Appendix E of this document.

Available Equipment

Available equipment for response utilized by SAM for SSO related response can be found in Appendix E of this document.

External SSO

Upon arrival at the site, the First Responder should complete the following:

• Note arrival time at spill site, and include the time in the SAM SSO Reporting Form. Record basic incident information on site, and complete the form after finishing the response.
• Verify the existence of the SSO

• Field verify the address and nearest cross street, and confirm that the SSO is part of SAM’s or a member agency’s sewer/conveyance system

• Conduct visual monitoring to determine immediate actions, starting with documentation of SSO volume using the methods included in the OERP

• Begin activities to contain, mitigate, and minimize impacts from the SSO, and restore flow.

• If the blockage cannot be cleared within a reasonable time, or sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping.

• Identify and clearly assess the affected area and extent of spill, including possible impacts on surface water. Where it is safe and practical, visually inspect surface water in the vicinity of the SSO & record observations on the SSO Report Form. Signs of receiving water impacts include clear signs of sewage (solids, grease, paper), abnormal color, fish kills, etc.

The California Department of Fish and Wildlife (CDFW) should be notified in the event a SSO impacts any creeks, gullies, or natural waterways. CDFW will provide guidance associated with cleanup. Cleanup should proceed quickly, and any water used in the process should be dechlorinated prior to use.

• Notify the District Administrator if the spill appears to be large (over 1000 gallons), in a sensitive area, may imminently and substantially endanger human health, results in fish kills, if there is doubt regarding the extent, impact, or how to proceed, or if additional help is needed for line cleaning or repair, containment, recovery, lab analysis, and/or site cleanup.

• Where safe and feasible, take necessary water quality samples at the point of discharge and at upstream and downstream locations. Use best judgment and consult with the District Administrator if uncertain. Water quality monitoring is not given precedence over stopping the SSO or protecting public health. However, if sufficient personnel are available, monitoring is conducted in parallel with these activities or with the cleanup effort.

• Comply with all safety precautions (traffic, confined space, etc.)

• Contact caller, if time permits. Identify SSO cause, including conducting CCTV inspection as appropriate.

• Document all activities through photos and written documentation
Figure 6.2. SSO Response Activities

- Arrive at site
- Note arrival time & basic incident information on Field Report
- Public SSO in Service Area?
  - Yes
    - Start visual monitoring incl. starting SSO estimation (See Appendix OERP-B)
    - Control public safety and access and attempt containment
  - No
    - See Reporting Flowcharts Figures 3.1 or 3.2
- Internal SSO?
  - Yes
    - Category 1 or 2?
      - Yes
        - Make notifications. See Figures 3.1 or 3.2
      - No
        - Eliminate SSO cause
          - Conduct site cleanup
          - Document final spill volume
          - File & Certify Online Reports
          - Prepare Technical Report if Volume > 50,000 gallons
          - Conduct WQ sampling if waterway is impacted
          - Initiate bypass if needed
          - Eliminate SSO cause
          - Post SSO warning signs
- In addition to other steps, follow Internal SSO steps in 4.3.2
- Complete Sewer Backup Summary Report (See Appendix OERP-B)
- Contact and wait for restoration company
- Take multiple photos
- Take multiple photos to assist with spill estimation
The First Responder should provide the completed SSO Reporting Form to the GCSD District Administrator and the SAM Supervisor of Operations for input into the computerized maintenance management system. Contact information is included in the OERP.

**Internal SSO**

Upon arrival at the location of a spill into a house or a building, the First Responder should evaluate and determine if the spill was caused by a blockage in a private pipeline or in a publicly owned sewer pipelines. If a blockage is found in a private line, it should be clearly communicated that response and repair of private pipelines are not the District’s responsibility. The property owner is responsible for clearing any blockage in the private plumbing system and for any resulting flood damage to private property. The property owner is also responsible for damage that happens because a private line was not properly installed. All service laterals are private and not owned by GCSD.

If a backup in the public sewer system is found to have caused the SSO in a house or building, the First Responder should take steps to address the issue as described above. The First Responder should attempt to instruct the property owner to follow the following guidelines:

- Keep all family members and pets away from the affected area
- Place towels, rags, blankets, etc. between areas that have been affected and areas that have not been affected, and move any uncontaminated property away from the overflow area
- Move any uncontaminated property away from the overflow area. Do not remove any contaminated items.
- Turn off the HVAC system

The First Responder should follow the following steps to assist the homeowner:

- Gather information
- Call a restoration company (contact numbers are included in the OERP), and wait for the restoration firm to arrive
- Forward incident reports and related documents to the District Administrator
Pump Station SSO

The First Responder to a potential pump station or forcemain failure should determine whether flow can be restored within a reasonable time. If it appears that flow cannot be restored within a reasonable time or if the conveyance system facility requires construction and/or repairs, then the First Responder should employ a pump station contingency plan covering containment, bypass pumping, contractual assistance. SAM currently does not have a formalized emergency contingency plan for the District’s pump station, and SAM or GCSD will develop this plan in the future.

In addition, response activities discussed above should be implemented where applicable.

6.5.3 Recovery and Cleanup

The recovery and cleanup phase begins immediately after the flow has been restored and the SSO has been contained to the extent possible. The SSO recovery and cleanup procedures include volume estimation, sewage recovery, and cleanup and disinfection.

Estimate and Recover the Volume of Spilled Sewage

Use the methods outlined in the OERP in Appendix E to estimate the volume of the spilled sewage. The District utilizes 3 methods in estimating SSO volume, as appropriate:

1. Eyeball Estimate
2. Measured Volume
3. Duration and Flowrate

Wherever possible, document the estimate using photos of the SSO site before and during the recovery operation.

Spilled sewage shall be vacuumed and/or pumped and, to the extent possible, discharged back into the sanitary sewer system.

Clean Up and Disinfection

Clean up and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and should be modified as required for wet weather conditions. Clean up should proceed quickly in order to minimize negative impact. Any water that is used in the cleanup process should be de-chlorinated prior to use.
Where cleanup is beyond the capabilities of response staff, SAM’s Supervisors of Operations will request authorization from the GCSD District Administrator to contact a cleanup contractor to complete the work.

Spills inside houses or buildings should be cleaned by a professional cleaning company. Contact information for professional cleaning companies can be found in the “Water Damage Restoration” section of the Yellow Pages. Claims by homeowners should be forwarded to the GCSD District Administrator.

**Guidelines for Cleanup**

On **hard surface areas**, collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms. Take reasonable steps to contain and vacuum up the wastewater. Disinfect all areas that were contaminated from the SSO as appropriate. Apply minimal amounts of the disinfectant solution using a hand sprayer. Document the volume and application method of disinfectant that is employed. Allow area to dry. Repeat the process if additional cleaning is required.

On **landscaped or unpaved areas**, collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms. Allow the area to dry. Repeat the process if additional cleaning is required.

If the SSO has reached the **storm drain system**, a combination sewer cleaning truck should be used to vacuum/pump out the catch basin and any other portion of the storm drain that may contain sewage. In the event that an overflow occurs at night, the location should be re-inspected as soon as possible the following day. The operator should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

After SSO response has been completed, SAM provides a “call-out” form to the District to determine whether additional follow-up activities, including point repairs, are required.

**6.5 Impact to Waters of United States**

If an SSO is confirmed to have entered waters of the United States\(^1\), the GCSD District Administrator must be notified immediately. The response team would then proceed with the following additional activities:

- Determine the extent of the SSO by investigating downstream until there is no evidence of sewage or debris along the creek or water body

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\(^1\) **40 Code of Federal Regulations (CFR) 230.3(s)** defines the term “waters of the United States.” This term includes all lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, or natural ponds, or waters that could be used for recreational or other purposes.
6.5.1 Water Quality Sampling

Water quality sampling and testing is required whenever the spilled sewage enters a water body. The purpose of testing is to determine the extent and impact of the SSO. The following guidelines must be followed:

- The First Responder should arrange for collection of samples. Samples should be collected as soon as possible after the discovery of the SSO event.
- For spills less than 1,000 gallons, at a minimum, water quality samples should be collected at the discharge point, 100 feet upstream, and 100 feet downstream.
- If a spill is more than 1,000 gallons, additional sites may require sampling, following the requirements of the County Environmental Health Services (EHS) department.
- The water quality sampling procedures should follow EHS procedures as follows:
  - Keep the sterile collection bottle closed until it is to be filled. Do not contaminate inner surface of the lid or bottle rim.
  - Collect water sample just below the surface in knee deep water, approximately 3 feet deep (full arm’s length), without rinsing. If needed, extend the sampling pole to the fullest length to reach deeper water depth. Minimize contact with bank or beach bed as water fouling may occur.
o Remove cap and hold the bottle near its base and plunge it, neck downward, below the surface

o Turn bottle until neck points slightly upward and mouth is directed toward the current. Fill bottle leaving about 1 inch of air to allow lab to mix by shaking. Collect a minimum of 100 mL. (If applicable, insert sterile collection bottle into the holder on the sample pole. Extend the sample pole and plunge bottle end into the water, bottle opening downward.)

o Immediately place cap securely on bottle to avoid leaks and contamination

o Dry the bottle

o Label container with distinctive sample site name, date, and time collected

o Complete the laboratory requisition slip with requested information (site, bottle number, collector, date and time of collection, type of sample, test requested, name and phone number of responsible person for reporting purposes, and deliverer name). Note any field observations that may have occurred during the sampling.

- Samples should be tested for fecal coliform, total coliform and enterococcus.

  o Samples should be stored and shipped by placing the water sample bottle in a cooler with frozen blue ice. Water sample must be kept cool. Ice may be used but care must be taken so water samples are not contaminated or diluted by the ice.

Water samples may be taken to the **County of San Mateo Public Health Laboratory at 225 W. 37th Avenue, Room No. 113, San Mateo, CA 94403, (650) 573-2500.** The water samples must be brought to the laboratory within 8 hours of collection, before 3:00 pm, for processing.

If the County laboratory is closed, then the County’s designated laboratory shall be used.

Records of monitoring information shall include the date, exact place, and time of sampling or measurements, the individual(s) who performed the sampling or measurements, the date(s) analyses were performed, the individual(s) who performed the analyses, the analytical technique or method used, and the results of such analyses.

### 6.5.2 Water Quality Monitoring Plan

A Water Quality Monitoring Plan must be implemented immediately upon discovery of any Category 1 SSO of 50,000 gallons or more in order to assess impacts from SSOs to surface waters. Water quality testing must be completed within 48 hours of the District becoming aware of the SSO.
The District’s SSO Water Quality Monitoring Program is included in Appendix E, and includes the following:

- Protocols for water quality monitoring
- Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.)
- Requirement for water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory
- Requirement for monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy

6.5.3 SSO Technical Report

If 50,000 gallons or greater from an SSO reaches surface waters, an SSO Technical Report must be prepared and submitted to the CIWQS online SSO database within 45 calendar days of the SSO end date. The SSO Technical Report must include, at a minimum, the following:

1. Causes and Circumstances of the SSOs
2. Complete and detailed explanation of how and when the SSO was discovered
3. Diagram showing the SSO failure point, appearance point(s), and final destination(s)
4. Detailed description of the causes(s) of the SSO
5. Copies of the original field crew records used to document the SSO
6. Historical maintenance records for the failure location
7. Response to SSO:
8. Chronological narrative description of all actions taken to terminate the SSO
9. Explanation of how the OERP was implemented to respond to and mitigate the SSO
10. Final corrective action(s) completed and/or planned to be completed, including a schedule or actions not yet completed
11. Water Quality Monitoring:
12. Description of all water quality sampling activities conducted including analytical results and evaluation of the results
13. Detailed location map illustrating all water quality sampling points

The SAM Supervisor of Operations is responsible for the development of the report. The General Manager is responsible for certification and submittal of the SSO Technical Report.
6.6 Containment or Bypass

The First Responder should attempt to contain as much of the spilled sewage as possible using the following steps:

- Determine the immediate destination of the overflowing sewage
- Plug storm drains using available equipment and materials to contain the spill, where feasible. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Contain/direct the spilled sewage using dike/dam or sandbags
- Pump around the blockage/pipe failure/pump station or vacuum flow from upstream of the blockage and dispose of downstream of the blockage to prevent further overflow
- If an SSO reaches a water body, follow the requirements below for posting and SSO notification signage. Also conduct water quality sampling as discussed above.

6.7 SSO Notification Signage

Barriers shall be installed to prevent the public from having contact with the sewage. Signs should be posted to keep vehicles and pedestrians away from contact with spilled sewage. Signs should remain in place until removal of the signs is directed by the District Administrator, as advised by EHS. A sample warning sign is included in Appendix E.

If a creek, stream and/or beach have been contaminated as a result of an SSO, notifications should be posted at visible access locations until the risk of contamination has subsided to acceptable background levels. The warning signs, once posted, should be checked every day to ensure that they are still in place. “Closed” signs should be posted at the outfall and a minimum of 100 feet upstream and 100 feet downstream of the discharge. If there is a large volume of sewage, more signs must be posted downstream.

Signs must remain posted until at least two consecutive days of sampling to meet the Public Beach Sanitation and Ocean Water-Contact Sports standards that are described above. The removal of signs must be approved by EHS and the County Public Health Officer.

6.8 Failure Analysis

For each SSO event greater than 1000 gallons, all participants involved in the response – from the person who received the call to the last person to leave the site – should meet, as soon as feasible, after the event to review and evaluate the incident and SAM’s response procedures. The objective of the Post-SSO Debrief is to determine actions necessary, if any, to reduce the recurrence and better mitigate the effects of SSOs.
6.9 SSO Documentation and Reporting

6.9.1 Documentation

In accordance with the WDR, SAM maintains, on behalf of the District, records for each sanitary sewer overflow. Records include:

- Documentation of response steps and/or remedial actions
- Photographic evidence as available to document the extent of the SSO, field crew response operations
- Site conditions after field crew SSO response operations have been completed
- The date, time, location, and direction of photographs taken will be documented
- Documentation of how any estimations of the volume of discharged and/or recovered overflow were calculated

The records are maintained at the SAM office and are also entered into joint SAM and member agency CMMS system (ICOMMM).

6.9.2 Regulatory Reporting

Table 6-1 summarizes the regulatory reporting requirements that are also described in the paragraphs following the table.

**Multiple Appearance Points – Single SSO**

For reporting purposes, if one SSO event of whatever category results in multiple appearance points in a sewer system, a single SSO report is required in CIWQS which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and descriptions of the locations of all other discharge points associated with the single SSO event.

**2-Hour Notification to Regulatory Agencies of SSOs**

Cal OES is only to be notified of a Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water. In addition, both the County Health Officer and EHS are to be contacted. During regular business hours, the Health Officer can be reached at (650) 372-6200. During evenings/weekends, call the County Sheriff’s Office at (650) 216-SMSO (7676).

The First Responder is responsible for reviewing field data for reporting to regulatory agencies by the SAM Supervisor of Operations. If it is determined that the criteria for OES notification was met, the First Responder must notify OES of the event no later than two (2) hours after:
1. The District has knowledge of the SSO;
2. Notification is possible; and
3. Notification can be provided without substantially impeding cleanup or other emergency measures.

The OES phone number is (800) 852-7550. The First Responder is responsible for obtaining an OES Control number. Following the initial notification to OES and until the SSO report is certified in the SWRCB online SSO Database, the LRO will provide updates (or provide direction for updates to be provided) to OES regarding substantial changes to estimated volume of untreated or partially treated sewage discharged and any substantial changes to known impact(s).

**Detailed Reporting Requirements**

Table 6-1 provides detail on the District’s regulatory reporting process, which is also described below.

**SSO Reporting for Category 1 SSOs**

Cal OES and EHS shall receive notification of Category 1 SSOs greater than or equal to 1,000 gallons, as stated earlier in this Section.

The Data Submitter must then submit the initial draft report to the SWRCB’s CIWQS Online SSO database @ [http://ciwqs.waterboards.ca.gov/ciwqs](http://ciwqs.waterboards.ca.gov/ciwqs) within 3 business days of becoming aware of the SSO.

Within 15 calendar days of the SSO end date, the LRO must review and certify the report in the CIWQS Online SSO database @ [http://ciwqs.waterboards.ca.gov/ciwqs](http://ciwqs.waterboards.ca.gov/ciwqs).

**SSO Reporting for Category 2 SSOs**

Within 3 business days of becoming aware if the SSO, the Data Submitter must submit the initial report to the SWRCB’s CIWQS Online SSO database @ [http://ciwqs.waterboards.ca.gov/ciwqs](http://ciwqs.waterboards.ca.gov/ciwqs).

Within 15 calendar days of the SSO end date, the LRO must review and certify the report in the CIWQS Online SSO database @ [http://ciwqs.waterboards.ca.gov/ciwqs](http://ciwqs.waterboards.ca.gov/ciwqs).

**SSO Reporting for Category 3 SSOs**

Within 30 calendar days of the end of the calendar month in which the SSO occurred, the LRO must submit and certify a report to the SWRCB’s CIWQS Online SSO database @ [http://ciwqs.waterboards.ca.gov/ciwqs](http://ciwqs.waterboards.ca.gov/ciwqs).
**No Spill Certification (Monthly)**

Within 30 calendar days of the end of a calendar month that there are no SSO’s, the LRO must submit and certify a “No Spill” certification to the CIWQS online SSO database.

**CIWQS Not Available**

In the event that the CIWQS online SSO database is not available, the LRO should fax or e-mail all required information to the RWQCB office at (510) 622-2460 in accordance with the time schedules identified above. In such an event, the District will submit the appropriate reports using the CIWQS online SSO database when the database becomes available. A copy of all documents that certify the submittal in fulfillment of this section shall be retained in the SSO document file.

**Amending SSO Reports**

The LRO is responsible for amending SSO reports. Certified SSO reports may be updated by amending the report or adding an attachment to the SSO report within 120 calendar days after the SSO end date. After 120 days, the District must contact the State SSO Program Manager to request to amend an SSO report along with a justification for why the additional information was not available prior to the end of the 120 days. The SWRCB SSO Program Manager contact information is as follows:

Gil Vazquez  
State Water Resources Control Board  
Division of Water Quality  
1001 I Street 15th Floor  
Sacramento, CA 95814  
E-mail: Gil.vazquez@waterboards.ca.gov  
Phone: (916) 322-1400
Table 6-1 Regulatory Reporting Requirements

<table>
<thead>
<tr>
<th>Element</th>
<th>Requirement</th>
<th>Method</th>
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<tbody>
<tr>
<td><strong>NOTIFICATION</strong></td>
<td>Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, the District's contract SSO responder will notify the California Office of Emergency Services (OES) and obtain a notification control number.</td>
<td>Call Cal OES at: (800) 852-7550. County Health Officer (650) 372-6200 must also be contacted. During evenings/weekends, call the Sheriff Communication Center at (650) 216-5M50 (7676).</td>
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</tbody>
</table>
| **REPORTING**      | • Category 1 SSO: The District will submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.  
• Category 2 SSO: The District will submit draft report within 3 business days of becoming aware of the SSO and certify within 35 calendar days of the SSO end date.  
• Category 3 SSO: The District will submit certified report within 30 calendar days of the end of month in which SSO the occurred.  
• SSO Technical Report: The District will submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.  
• "No Spill" Certification: The District will certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.  
• Collection System Questionnaire: The District will update and certify every 12 months.                                                                                                                                                                                                  | • Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by the Legally Responsible Official(s).  
• All information required by CIWQS will be captured in the Sanitary Sewer Overflow Report.  
• Certified SSO reports may be updated by amending the report or adding an attachment to the SSO report within 120 calendar days after the SSO end date. After 120 days, the State SSO Program Manager must be contacted to request to amend an SSO report along with a justification for why the additional information was not available prior to the end of the 120 days. |
| **WATER QUALITY**  | • The District's contract SSO responder will conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. EHS requires daily water quality sampling until compliance is achieved, if there is a Category I discharge of 1,000 gallons or greater and spills into surface water.                                                                                       | Water quality results will be uploaded into CIWQS for Category I SSOs in which 50,000 gallons or greater are spilled to surface waters.                                                                                                                                                                         |
| **MONITORING**     |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                     |
| **RECORD KEEPING** | The District's contract maintenance provider will maintain the following records:  
• SSO event records.  
• Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.  
• Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.                                                                                                                                                                                                                     | Self-maintained records must be retained for five years, and shall be available during inspections or upon request.                                                                                                                                                                                                                     |
6.10 Contractors Working On District Sewer Facilities

All contractors working on the District’s sewer facilities should be trained in the OERP and will be required to follow the OERP in the event that they cause or observe an SSO. If the contractors are hired by SAM on behalf of the District, then SAM will provide this training.

6.11 Training

SSO Response Training

This section provides information on the training that is required to support this Overflow Emergency Response Plan.

Initial and Annual Refresher Training

All personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training on the contents of this OERP. All new employees will receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training on this plan and the procedures to be followed. Affected employees will receive annual training on the following topics, at a minimum, by knowledgeable trainers:

- Overflow Emergency Response Plan
- SSO Volume Estimation Techniques
- Impacted Surface Waters: Response Procedures

The District will verify that annual safety training requirements are current for each employee, and that employees are competent in the performance of all core competencies. The District will address, through additional training/instruction, any identified gaps in required core competencies.

SSO Response Drills

Periodic training drills will be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, pump station failure, and lateral blockage). The results and the observations during the drills will be recorded and action items tracked to ensure completion.
**SSO Training Record Keeping**

Records will be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event will include date, time, place, content, name of trainer(s), and names of attendees.

SAM provided Overflow Emergency Response training in 2016 in support of this program element.

**Appendix E – Overflow Emergency Response Plan**

Appendix E includes a full copy of the District’s Overflow Emergency Response Plan. The information in this document will change from time to time, and the OERP may have been superseded. Please contact the District Administrator for the most recent updates to the OERP.

- SAM SSO Field Forms
- Spill Calculation and Estimation
- SAM SSO Warning Sign
- Water Quality Monitoring Program
- SSO Technical Report
ELEMENT 7 - FOG CONTROL PROGRAM

The intent of this section of the SSMP is to evaluate the extent and nature of SSOs related to Fats, Oils and Grease (FOG), to determine the need for a FOG Control Program, and to outline the elements of the District’s FOG control program.

The District does not have a history of FOG-related issues within the system. The District receives source control services from SAM, under SAM’s non-domestic waste source control program (NDWSCP).

7.1 SWRCB SSMP Requirements

The District shall evaluate its service area to determine whether a FOG control program is needed. If the District determines that a FOG program is not needed, justification must be provided for why it is not needed. If FOG is found to be a problem, the District must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG
- A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area.
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, best management practice (BMP) requirements, record keeping and reporting requirements
- Authority to inspect grease producing facilities, enforce requirements, and determine whether the District has sufficient staff to inspect and enforce the FOG ordinance
- An identification of sewer system sections subject to FOG blockages and the establishment of a cleaning maintenance schedule for each section
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified as subject to blockages
7.2. Goals for the FOG Program

The goal for the District’s FOG program is to avoid FOG related SSOs. The District has had no reported FOG-related SSOs since 2011. SSO records in CWIQS prior to 2011 only show general SSO information (total volume SSO, volume recover, etc.) and do not indicate the cause of spill.

SAM provides mainline cleaning to the District through an O&M agreement, and FOG control services to the District by contract, following its NDWSCP. Additional FOG Program goals have not been established for the District because there have been no FOG related issues.

FOG materials utilized by SAM can be found in Appendix F of this document.

7.3 Legal Authority to Prohibit SSOs and Blockages Caused by FOG Discharge

The District’s authority to regulate the discharge of FOG is provided by Section 502 of the District’s Ordinance, which is discussed in Element 3.

7.4 Sewer Sections Subject to FOG Blockages

Since 2011, the District has had no FOG-related SSOs.

Appendix F – FOG Control Program Documents

Appendix F includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix F may have been superseded. Please contact the District Administrator for the most recent updates to Appendix F.

- SAM FOG Control Handout
ELEMENT 8 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section of the SSMP discusses the District’s activities related to capacity management.

8.1 SWRCB SSMP Requirements

The District must prepare and implement a CIP that will provide hydraulic capacity of key sanitary sewer system elements from dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associates with overflow events;

- Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and

- Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

- Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the Sewer System Management Plan (SSMP) review and update requirements as described in Section D. 14.

8.2 System Evaluation and Capacity Assurance Plan

The District does not have a formal System Evaluation and Capacity Assurance Plan. However, special studies have been completed for problem areas and areas with older sewer pipelines. The District completed planned work from their 2015 CIP, and have included $250,000 in funding for the 2016/17 Main Replacement Program.

Appendix G – System Evaluation and Capacity Assurance Plan Documents

There are no documents related to Appendix G. As documents are developed they will be incorporated into the 2017 update. Please contact the District Administrator for the most recent updates to Appendix G.
ELEMENT 9 - MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

This section of the SSMP discusses the District’s Monitoring, Measurement, and Program Modifications.

9.1 SWRCB SSMP Requirements

The requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below.

The District shall:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP
- Assess the success of the preventative maintenance program
- Update program elements, as appropriate, based on monitoring or performance evaluations
- Identify and illustrate SSO trends, including SSO frequency, location, and volume

9.2 Utility Metrics to Measure Progress and Prioritize Activities

The District has established the preventive maintenance sewer metrics that are shown in Table 9-1 for use in monitoring, measuring and adjusting sewer maintenance activities. After these metrics are included in the updated CMMS system, they will be monitored on a regular basis. Until this time, the District will compile and monitor the most relevant indicators, which include the number and causes of SSOs, length of pipes cleaned, length of pipes televised and length of pipes repaired.
Table 9-1. Success Factors and Metrics

<table>
<thead>
<tr>
<th>Sewer Maintenance Success Factor</th>
<th>Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer Maintenance Field Staff</td>
<td>Full Time Equivalents (FTE)</td>
</tr>
<tr>
<td>Pipes Cleaned</td>
<td>Miles/Year</td>
</tr>
<tr>
<td>Pipe Inspected (CCTV)</td>
<td>Miles/Year</td>
</tr>
<tr>
<td>Hot Spots Cleaned</td>
<td>Number by Underlying Cause (Roots, Debris, FOG, Structural)</td>
</tr>
<tr>
<td>SSOs</td>
<td>Number by Underlying Cause per 100 Miles</td>
</tr>
<tr>
<td>Response Time</td>
<td>Minutes per SSO</td>
</tr>
<tr>
<td>Pump Station Overflows</td>
<td>Number by Cause</td>
</tr>
<tr>
<td>Pipe Replaced</td>
<td>Miles/Year</td>
</tr>
<tr>
<td>Claims</td>
<td>#/Year and $/Year</td>
</tr>
</tbody>
</table>

9.3 SSO Trends – Frequency, Location and Volume

In the past five years (2012 through 2016), the District has had 17 SSOs, as follows. There have been no reported SSOs in 2017.

<table>
<thead>
<tr>
<th>DATE</th>
<th>VOLUME (gallons)</th>
<th>CAUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/27/2012</td>
<td>5</td>
<td>Undetermined</td>
</tr>
<tr>
<td>11/19/2012</td>
<td>1</td>
<td>Root Intrusion</td>
</tr>
<tr>
<td>12/23/2012</td>
<td>1,125</td>
<td>Structural Failure</td>
</tr>
<tr>
<td>02/14/2013</td>
<td>25</td>
<td>Root Intrusion</td>
</tr>
<tr>
<td>02/16/2013</td>
<td>150</td>
<td>Root Intrusion</td>
</tr>
<tr>
<td>03/01/2013</td>
<td>25</td>
<td>Debris</td>
</tr>
<tr>
<td>07/16/2013</td>
<td>50</td>
<td>Structural Failure</td>
</tr>
<tr>
<td>10/19/2013</td>
<td>400</td>
<td>Root Intrusion</td>
</tr>
<tr>
<td>01/22/2014</td>
<td>577</td>
<td>Debris</td>
</tr>
<tr>
<td>05/27/2014</td>
<td>165</td>
<td>Debris</td>
</tr>
<tr>
<td>08/30/2015</td>
<td>5</td>
<td>Root Intrusion</td>
</tr>
<tr>
<td>10/19/2015</td>
<td>20</td>
<td>Root Intrusion</td>
</tr>
<tr>
<td>02/16/2016</td>
<td>1</td>
<td>Root Intrusion</td>
</tr>
<tr>
<td>03/06/2016</td>
<td>350</td>
<td>Debris</td>
</tr>
<tr>
<td>03/12/2016</td>
<td>100</td>
<td>Root Intrusion</td>
</tr>
<tr>
<td>03/15/2016</td>
<td>1</td>
<td>Root Intrusion</td>
</tr>
<tr>
<td>07/29/2016</td>
<td>10</td>
<td>Debris</td>
</tr>
</tbody>
</table>
Appendix H – Monitoring, Measurement and Program Modification Documents

There are no Appendix documents to accompany Section 9. However, this Appendix H is included as a placeholder for future documents.
ELEMENT 10 - SSMP PROGRAM AUDITS

This section of the SSMP discusses the SSMP auditing program.

10.1 RWQCB and SWRCB SSMP Requirements

The requirements for the SSMP Audits element of the SSMP are as follows:

The District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District’s compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 Audit Procedures, Roles and Responsibilities

The District will prepare a biannual SSMP audit, and will retain the audit on file in accordance with the Statewide WDR requirements, beginning in March 2019. A template of the SSMP audit form is included in Appendix I.

10.3 SSMP Program Modification/Update Process

If the biannual audit identifies significant changes to be made to the SSMP, then the SSMP will be updated by June 30 of the same year in which the audit was submitted. However, it is anticipated that the main SSMP document will remain generally unchanged, and that a comprehensive SSMP update will be completed every five years, as required by the WDR.

Changes made to the SSMP will be documented in the Change Log located in Appendix I. SSMP Audit results will also be included in Appendix I, beginning in 2017.

Appendix I – SSMP Program Audit Documents

Appendix I includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix I may have been superseded. Please contact the District Administrator for the most recent updates to the Appendix I documents.

- SSMP Audit Form Template
- SSMP Change Log
- SSMP Audits (beginning in 2019)
ELEMENT 11 - COMMUNICATION PLAN

This section of the SSMP discusses the District’s Communication plan.

11.1 RWQCB and SWRCB SSMP Requirements

The requirements for the Communication Plan element of the SSMP are as follows:

The District shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the District as the program is developed and implemented. The District shall also create a plan of communication with systems that are tributary and/or satellite to the sanitary sewer system.

The District shall post the SSMP on its website or otherwise provide the SSMP in electronic form to the SWRCB.

11.2 Communication Plan

The District does not currently have a formal communication plan in place for the communication of SSMP elements, performance or updates. However, the District distributes permit information, fat-trap bags, and brochures developed by San Mateo County titled, “Understanding your Sewer and be Sewer Savvy” when appropriate. The San Mateo County brochure is included in Appendix J for reference.

The SSMP will be added to the District’s website after adoption by the Board.

Appendix J – Communication Plan Documents

- San Mateo County Sewer Savvy Brochure
1. CALL TO ORDER
   A. Roll Call

2. PUBLIC COMMENT / ORAL COMMUNICATION

3. 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)
   B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
      Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:
      (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

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

5. PUBLIC COMMENT / ORAL COMMUNICATION

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 June 26, 2017, Board of Directors Meeting (Attachment)
   B. Approve Disbursements for July 24, 2017 (Attachment)
   D. Adopt a Resolution for Paying and Reporting the Value of Employer Paid Member Contributions to CalPERS (Attachment)
   E. Adopt the SAM Bi-Weekly Wage Schedule Effective July 1, 2017 (Attachment)
   F. Review and Approve Amended Schedule of Board of Directors Meetings for 2017
G. Authorize the General Manager to Pay CalPERS the Unfunded Annual Liability Payment (UAL) for Fiscal Year 2017/18 in a Single Lump Sum Payment in the Amount of $137,267 (Attachment)

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

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

A. Adopt a Resolution (next number in sequence) Approving and Adopting the JPA General Budget for FY 2017/18 and Adopting the Position Control List (Attachment)

B. Adopt a Resolution (next number in sequence) Approving and Adopting the CCS Budget for FY 2017/18 (Attachment)

C. Authorize the General Manager to Enter into a Contract with Calcon Systems to Replace the Chemical Control Panel at the Treatment Plant (Attachment)

D. Authorize the General Manager to Enter into a Contract with Calcon Systems to Replace the Chemical Pumps at the Treatment Plant (Attachment)

E. Discuss status of IPS design project and provide direction to staff.

9. GENERAL MANAGER’S REPORTS
   A. Receive Manager’s Report for June 2017

10. ATTORNEY’S REPORTS

11. DIRECTORS’ REPORTS

12. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

13. ADJOURNMENT
   - Upcoming Board Meetings: August 8 and August 22, 2017

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

   ---------------------------------------------

   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 be obtained by contacting Kathy Matthews at (650) 726-0124. Request for a disability-related modification or an accommodation in order to participate in the public meeting must be made at least two working days in advance of the meeting.
Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
DATE: July 24, 2017
REPORT BY: Kathy Matthews, Supervisor of Administrative Services
SUBJECT: Approve Minutes of the June 26, 2017 Regular Board Meeting

Staff Recommendation
Staff recommends that the Board of Directors approve the minutes for the June 26, 2017 Regular Board Meeting.

Fiscal Impact
There is no fiscal impact from this report.

Background and Discussion/Report
Attached are the minutes for the June 26, 2017 Regular Board Meeting for review and approval.

Supporting Documents
Attachment A: Minutes of the June 26, 2017 Regular Board Meeting
MINUTES
SAM BOARD OF DIRECTORS MEETING
June 26, 2017

1. CALL TO ORDER
Vice-Chair Woren 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. Roll Call
Directors Boyd, Penrose, Woren, Harvey (for Slater-Carter), Clark (for Blanchard), and Ruddock, were present. Also present were General Manager Marshall, General Counsel Nelson, Engineering & Construction Contracts Manager Prathivadi, Supervisor of Administrative Services Matthews, and Supervisor of Treatment/Field Operations Costello.

2. PUBLIC COMMENT / ORAL COMMUNICATION - NONE

3. CONVENE IN CLOSED SESSION (Items discussed in Closed Session comply with the Ralph M. Brown Act.) - NONE

4. CONVENE IN OPEN SESSION (Report Out on Closed Session Items) - NONE

5. PUBLIC COMMENT / ORAL COMMUNICATION - NONE

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.)

Vice-Chair Woren requested that the minutes of June 12, 2017 be held for discussion

B. Approve Disbursements for June 26, 2017

Director Boyd moved and Director Ruddock seconded the motion to approve agenda items 6B and 6C as presented. Boyd/Ruddock/8 Ayes/0 Noes. The motion passed.

A. Approve Minutes of June 12, 2017 Board of Directors Meeting
Vice-Chair Woren requested that agenda item 7A, paragraph 11 be changed from “Director Ruddock moved and Director Woren seconded the motion authorizing the General Manager to submit the revised JPA Budget FY17/18 to the member agencies for their approval,” to “After clarification of approval of sending the budget to the member agencies, Director Ruddock moved and Director Woren seconded the motion
authorizing the General Manager to submit the revised JPA Budget for FY 17-18 to the member agencies for their approval.” Director Penrose moved and Director Boyd seconded the motion to approve the minutes of June 12, 2017 Board of Directors meeting as amended. Director Ruddock asked for clarification of what was being amended.
Penrose/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 and Adopt a Resolution Defining SAM General Manager’s Reporting Responsibilities

After reviewing the Boards request to put together a resolution to clarify the General Managers reporting responsibilities, General Manager Marshall recommended that the Board of Directors discuss and adopt the proposed resolution defining the General Managers reporting responsibilities. A discussion ensued. Director Penrose stated that she would like to be assured that the General Manager continues to have regular meetings with the member agencies managers. Director Boyd stated that he would like to see a stakeholder relationship and one on one meetings between the General Manager and the member agencies managers more frequently and that be driven as part of the stakeholder outreach. He also suggested that if an agency manager insists that the General Manager do something, that it should be put on the agenda to be brought to the SAM Board for discussion and approval of the request. Director Boyd requested that the minutes reflect his comment “that item one is duplicative of what is spelled out in the JPA.” Vice-Chair Woren requested that the minutes reflect that “the SAM Board reaffirmed that the agency Manager reports to the agency Board as set forth in the JPA.” No motion was taken.

B. Discuss Day and Time of Regular Board Meetings as Required by Resolution 10-2016 and Adopt Appropriate Resolution

Director Penrose moved and Director Ruddock seconded the motion for the SAM Board of Directors to continue to have two Board meetings a month with a 9:00 p.m. hard stop. A discussion ensued. Director Boyd stated that he would like to see a calendar that projects what the Board might expect to see in the upcoming 18 months in order to determine if both meetings are needed each month.
Penrose/Ruddock/8 Ayes/0 Noes. The motion passed.

C. Discuss Impacts of AB 1250 and Provide Direction

Following a brief discussion, no direction was given to staff.

D. Discuss and Consider Adopting the Proposed Media Relations Policy
General Manager Marshall reviewed the staff report and recommended that the Board discuss and consider adopting the proposed media relations policy. A discussion ensued. Director Ruddock suggested word changes in IV. Personal Points of View, third paragraph, “the PIO will simultaneously provide communications to the Board and alternates that have been disseminated in the media. Director Boyd suggested adding a comma and a separate list saying “address a public meeting, participates in a radio talk show, is interviewed for radio/television or otherwise participates in a public forum.” Director Woren suggested that language in a media release states that media or public communications are to be provided to the Board as far in advance as practical. Director Ruddock suggested adding “that the PIO notify the agencies General Managers of Public Records Acts requests.

Following the discussion, Director Penrose moved and Director Ruddock seconded the motion to adopt the proposed media relations policy with the caveat that the Chair of the Board of Directors be consulted prior to any release of written communication to the press, and that all communications are sent to the full Board as soon as feasible. Penrose/Ruddock/8 Ayes/0 Noes. The motion passed.

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

A. Adopt a Resolution Authorizing the General Manager to Expend Funds from the SAM Operating Reserve to Continue Operating SAM Until the JPA General Budget for FY 2017/18 is Approved by the SAM Board of Directors

General Manager Marshall reviewed the staff report and recommended that the Board of Directors authorize her to expend funds from the SAM Operating Reserve to continue operating SAM until the JPA general budget for FY 2017/18 is approved by the SAM Board of Directors. A discussion ensued. Director Boyd requested that the operating reserve be replenished as soon as the budget is passed. Following discussion, Director Ruddock moved and Director Boyd seconded the motion to adopt Resolution 8-2017 authorizing the General Manager to expend funds from the SAM operating reserve to continue operating SAM until the JPA General Budget for FY 2017/18 is approved by the SAM Board of Directors. Ruddock/Boyd/8 Ayes/0 Noes. The motion passed.

B. Adopt a Resolution Authorizing the General Manager to Continue to Provide Contract Collection Services (CCS) to all Three member Agencies at the 2016/17 Service Levels and Bill Said Agencies Based on the Adopted 2016/17 CCS Budget Fee Schedule Until the Proposed Revised CCS Budget for FY 2017/18 is Approved by the SAM Board of Directors
Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
DATE: July 24, 2017
SUBJECT: Monthly Manager’s Report – June 2017

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

Fiscal Impact
There is no fiscal impact from this report.

Strategic Plan Compliance
The recommendation complies with the SAM Strategic Plan’s Goal 5.5: “Operations and maintenance should be proactively planned, and the Board shall be kept up to date on progress on operations and maintenance issues.”

Background and Discussion/Report
The following data is presented for the month of June 2017.

Key Indicators of Performance

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Value</th>
<th>Location</th>
<th>Flow Rate</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPDES Permit Violations</td>
<td>0</td>
<td>Half Moon Bay</td>
<td>0.686</td>
<td>54.6%</td>
</tr>
<tr>
<td>Accidents, Injuries, etc.</td>
<td>None</td>
<td>Granada CSD</td>
<td>0.325</td>
<td>25.8%</td>
</tr>
<tr>
<td>Reportable Spills Cat 1</td>
<td>0</td>
<td>Montara W&amp;SD</td>
<td>0.264</td>
<td>19.5%</td>
</tr>
<tr>
<td>Reportable Spills Cat 2</td>
<td>0</td>
<td>Total</td>
<td>1.257</td>
<td>100%</td>
</tr>
<tr>
<td>Reportable Spills Cat 3</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Administration
There were two Board Meetings in the month of June (12th and 26th) 2017. There was one request for public records during the month of June from the Law Offices of Brian Gaffney, on behalf of Resist Density. The request was for records from 2011 to current...
related to sewer spills, NPDES permits and compliance, storm water permits and compliance, and discharges to waters of the U.S.

**Media Coverage**

**Personnel**
There was 1 employee anniversary in the month of June – David Partida, Operator II, 10 years of service.

**OPERATIONS & MAINTENANCE, COLLECTIONS**

**Operation & Maintenance**
During the month of June systems functioned well at the plant. Below is a summary of things that occurred during the month of June.

June 1st we had an inspection with the SF Bay RWQCB, William Burrell was the inspector along with Patrick Karinja. This was the first time I was able to meet with William who is now our new RWQCB inspector and the first time he has been to this facility. Currently we are awaiting the results of the inspection.

June 5-8th we conducted bio-assay testing on our effluent water. On this test we had complete mortality in the pH7 adjusted sample due to high ammonia levels in the water. We ran side by side testing with zeolite treatment and had 100% survival. Due to the previously-observed test interference caused by the ammonia in the effluent, side by side testing of pH7-adjusted effluent and zeolite-treated effluent is performed.

June 6th a VFD for a bower was removed and replaced with more reliable one that should give us continued reliability moving forward.

June 15th the frame work for the new conveyor was installed replacing the failed unit that was rusted out and no longer functional.
June 18th Lab refrigerator was replaced, these are necessary to keep samples at a constant temperature for compliance with our lab QA.

June 21-24th Repeat of the Bio-assay, same side by side testing technique, this time both tests had 100% survival

June 28th work was done on DO control for aeration blower #3, this control will pay for itself in a short amount of time due to the energy cost saving we expect to see as we did with our other variable speed blower.

June 28th one of our older sodium bisulfite tanks was removed and replaced with a newer one. The tank it replaced was about 20 years old and was showing its age. We thought it prudent to replace the tank before something failed.

We recently received the new torque control for secondary clarifier that went out and the part will soon be installed. This is a specialty piece of equipment and staff is uncertain if they have the expertise to set up the new torque overload controller once it is installed.

Rainfall totals were 0.17 inches at the plant, 0.47 inches at the Montara station and 0.42 inches were recorded for the El Granada area.

Operations at the Portola station is modified at this time in that staff is using the wet weather flow storage basin as a modified EQ basin to reduce stress on sections of the IPS that are south of Portola.

The NPDES Data for June 2017 is attached (Attachment B).

**Collection Services**

SAM cleaned approximately 44,295 feet of sewer line and responded to eleven callouts. One in the GCSD service area for a private matter. Two in HMB, One private and one not sewer related. Eight in the MWSD service area, of which five were for private, 1 was for a lateral that appeared to be broken near the main, and two were not sewer related.

The latest collection system data report is attached (Attachment C) for the Board’s information. There were zero Category 1, zero Category 2, and zero Category 3 SSOs during the month of June. A collection services report for each member agency has been included for the Board’s information (Attachment D).
Trucked Waste
There were thirteen deliveries (approximately 10,500 gallons) of trucked waste discharged at the SAM plant for a total revenue of $1050.00. There were no Leachate deliveries.

Safety
There were no work-related accidents, injuries, or illnesses resulting in lost time in this month. Staff has worked since March 10, 2011, without a lost time incident (2,304 days).

Supporting Documents
Attachment A: Monthly Flow Report June 2017
Attachment B: Monthly NPDES Report June 2017
Attachment C: Collection System Data June 2017
Attachment D: Monthly Collection System Agency Reports June 2017
The daily flow report figures for the month of June 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:

<table>
<thead>
<tr>
<th></th>
<th>MGD</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>The City of Half Moon Bay</td>
<td>0.686</td>
<td>54.6%</td>
</tr>
<tr>
<td>Granada Community Services District</td>
<td>0.325</td>
<td>25.8%</td>
</tr>
<tr>
<td>Montara Water and Sanitary District</td>
<td>0.246</td>
<td>19.5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1.257</td>
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attachment to the report: "Flow Distribution Report Summary For June 2017"
### Monthly Flow Distribution Report for June 2017

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| Totals  | 20.594 | 9.737    | 7.367    | 41.528  | 0.17      | 0.42       | 0.47       |

### Summary

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Sewer Authority Mid-Coastside
Monthly Flow Distribution Report, June 2017
Most recent flow calibration December 2016 PS, November 2016 Plant

One Year flow Chart
July 2016 - June 2017

Three Year flow Chart
July 2014 - June 2017
### June 2017

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### 12 Month Moving Total

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#### Reportable SSOs

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#### SSOs / Year / 100 Miles

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### 12 Month Rolling Total Sewer Cleaning Summary

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#### Reportable Number of S.S.O.'s

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#### Miles of Sewers

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COLLECTION SYSTEM SERVICES  
MONTHLY ACTIVITY REPORT: JUNE 2017

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Half Moon Bay, the following information is provided for the month of JUNE 2017

### Basic Services

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<td>Sewer Line/Manhole Failures</td>
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### Extended Services

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### Administrative Services

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### 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
COLLECTION SYSTEM SERVICES
MONTHLY ACTIVITY REPORT: JUNE 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 JUNE 2017

Basic Services
Feet of Sewer Line Cleaned: 14,499 ft
Feet of Hot Spot Sections Cleaned: 2,817 ft
Sanitary Sewer Overflows: 0
Sewer Line/Manhole Failures: 0
Emergency Repairs Completed: 0
Manholes Inspected: 86
Areas Unable to be Cleaned: 0
Customer Service Call Responses: 1
Non-Emergency Repairs: 0
Amount Spent on Repairs Completed: 0

Extended Services
Mechanic Hours: 11.27
Work Orders Incomplete: 0
Work Orders Completed: 20
Work Orders Total: 20
Annual Mechanic Hours to Date*: 93.46
Annual Lift Station Hours to Date*: 93.46

Administrative Services
Claims Reported to Insurance: 0
USA Markings Completed: 32
F.O.G. Inspections Completed: 0
F.O.G. Inspections Passed: 0
F.O.G. Inspections Failed: 0
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
COLLECTION SYSTEM SERVICES
MONTHLY ACTIVITY REPORT: JUNE 2017

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Montara Water and Sanitary District, the following information is provided for the month of JUNE 2017

Basic Services
Feet of Sewer Line Cleaned: 5,207 ft  Manholes Inspected: 41
Feet of Hot Spot Sections Cleaned: 3,360 ft  Areas Unable to be Cleaned: 0
Sanitary Sewer Overflows: 0  Customer Service Call Responses: 8
Sewer Line/Manhole Failures: 0  Non-Emergency Repairs: 0
Emergency Repairs Completed: 0  Amount Spent on Repairs Completed: 0

Extended Services
Mechanic Hours: 64.2  Work Orders Completed: 262
Work Orders Incomplete: 0  Work Orders Total: 262
Annual Mechanic Hours to Date*: 588.59  Annual Lift Station Hours to Date*: 588.59

Administrative Services
Claims Reported to Insurance: 0  USA Markings Completed: 29
F.O.G. Inspections Completed: 1  F.O.G. Inspections Passed: 1
F.O.G. Inspections Failed: 0  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
Special Board Meeting 7:00 PM, Thursday, August 7, 2017
SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

1. CALL TO ORDER
   A. Roll Call
      Chair: Kathryn Slater-Carter (MWSD)
      Vice-Chair: Leonard Woren (GCSD)
      Secretary: Dr. Deborah Penrose (HMB)
      Treasurer: Scott Boyd (MWSD)
      Director: Jim Blanchard (GCSD)
      Director: Deborah Ruddock (HMB)

2. PUBLIC COMMENT / ORAL COMMUNICATION

3. CONVENE IN CLOSED SESSION (Items discussed in Closed Session comply with the Ralph M. Brown Act.)
   A. CONFERENCE WITH DISTRICT’S LABOR NEGOTIATORS
   B. 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)
   C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
      Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD, and Sewer Authority Mid-Coastside)

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

5. PUBLIC COMMENT / ORAL COMMUNICATION

6. OLD BUSINESS (The Board will discuss, seek public input, and possibly take action on the following items.)
A. Adopt a Resolution (next number in sequence) Approving and Adopting the JPA General Budget for FY 2017/18 and Adopting the Position Control List (Attachment)

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

A. Amend the Contract with Bold, Polisner, Maddow, Nelson & Judson for Legal Services to Increase the Authorized Amount by $100,000 for a Total Contract Amount Not to Exceed $190,000 (Attachment)

B. Discuss and Establish Minimum Staffing Levels as Required by the NPDES Compliance Evaluation Inspection Report (Attachment)

8. ADJOURNMENT

- Upcoming Regular Board Meetings: August 14 and August 28, 2017

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

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 be obtained by contacting Kathy Matthews at (650) 726-0124. Request for a disability-related modification or an accommodation in order to participate in the public meeting must be made at least two working days in advance of the meeting.
1. CALL TO ORDER
   A. Roll Call

   Chair: Kathryn Slater-Carter (MWSD)
   Vice-Chair: Leonard Woren (GCSD)
   Secretary: Dr. Deborah Penrose (HMB)
   Treasurer: Scott Boyd (MWSD)
   Director: Jim Blanchard (GCSD)
   Director: Deborah Ruddock (HMB)

2. PUBLIC COMMENT / ORAL COMMUNICATION

3. CONVENE IN CLOSED SESSION (Items discussed in Closed Session comply with the Ralph M. Brown Act.)
   A. CONFERENCE WITH DISTRICT’S LABOR NEGOTIATORS

   B. 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)

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      Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

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

5. PUBLIC COMMENT / ORAL COMMUNICATION

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.)
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.

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A. Approve Minutes of July 24, 2017, Board of Directors Meeting (Attachment)

B. Approve Disbursements for August 14, 2017 (Attachment)

C. Authorize the General Manager to Attend the California Special Districts Association (CSDA) Annual Conference in Monterey, CA September 26 – 28, 2017 (Attachment)

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

A. Adopt a Resolution (next number in sequence) Approving and Adopting the JPA General Budget for FY 2017/18 and Adopting the Position Control List (Attachment)

B. Amend the Contract with Bold, Polisner, Maddow, Nelson & Judson for Legal Services to Increase the Authorized Amount by $100,000 for a Total Contract Amount Not to Exceed $190,000 (Attachment)

C. Discuss and Establish Minimum Staffing Levels as Required by the NPDES Compliance Evaluation Inspection Report (Attachment)

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

A. Discuss Invoicing of Member Agency Assessments for FY 2017/18 and Provide Direction to Staff

B. Discuss Retention of Special Counsel to Advise SAM Regarding Proposed General Counsel Contract Amendment and Provide Direction to Staff (Attachment)

9. GENERAL MANAGER’S REPORTS

10. ATTORNEY’S REPORTS

11. DIRECTORS’ REPORTS

12. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

13. ADJOURNMENT

- Upcoming Board Meetings: August 28 and September 11, 2017

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
TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

REPORT BY: Kathy Matthews, Supervisor of Administrative Services

SUBJECT: Approve Minutes of the July 24, 2017 Regular Board Meeting

Staff Recommendation
Staff recommends that the Board of Directors approve the minutes for the July 24, 2017 Regular Board Meeting.

Fiscal Impact
There is no fiscal impact from this report.

Background and Discussion/Report
Attached are the minutes for the July 24, 2017 Regular Board Meeting for review and approval.

Supporting Documents
Attachment A: Minutes of the July 24, 2017 Regular Board Meeting
MINUTES
SAM BOARD OF DIRECTORS MEETING
July 24, 2017

1. CALL TO ORDER
Vice-Chair Woren called the meeting to order at 7:02 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 Boyd, Penrose, Slater-Carter, Woren, Clark (for Blanchard), and Ruddock, 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. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

3. CONVENE IN CLOSED SESSION (Items discussed in Closed Session comply with the Ralph M. Brown Act.) 7:04 to 7:56

   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)
   
   B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
      Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

The Board went in to closed session at 7:04 p.m.

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

The Board reconvened into open session at 7:56 p.m. Chair Slater-Carter reported that direction was given to staff.

5. PUBLIC COMMENT/ORAL COMMUNICATION

David Seaton, resident of El Granada, addressed the Board and expressed his concern with the pending legal action potentially costing millions of dollars with all 4 agencies paying their own legal costs of discovery, consulting, and overtime fees. He stated that he fears the amount of money, time and focus required to sustain the potential lawsuit will go towards attorneys’ fees, defenses, claims, and get in the way of any attempts to successfully modernize the JPA, noting that the lawsuit involves only one area of the JPA. He added that complex issues have been “pushed under the rug,” and they won’t
be solved with attorneys leading the charge. Chair Slater-Carter thanked Mr. Seaton for his comments.

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.)

General Counsel Nelson commented on agenda item 6E - Adopt the SAM Bi-Weekly Wage Schedule Effective July 1, 2017. He informed the Board that Legislature has added a provision to Government Code section 54953 that requires that, prior to taking final action on a salary schedule that includes a local agency executive, which is defined to include a General Manager, "The legislative body shall orally report a summary of a recommendation for the final action on salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive as defined in the Government Code (the Meyers-Milias-Brown Act)."

He informed the Board that the salary schedule that is before the Board includes an increase in the General Manager’s salary because her contract calls for adjustment as of the beginning of the fiscal year. Chair Slater-Carter mentioned to Board that in adopting the amended schedule of the Board of Directors meetings, there may need to be some changes in the schedule.

   A. Approve Minutes of June 26, 2017, Board of Directors Meeting
   B. Approve Disbursements for July 24, 2017
   D. Adopt a Resolution for Paying and Reporting the Value of Employer Paid Member Contributions to CalPERS
   E. Adopt SAM Bi-Weekly Wage Schedule Effective July 1, 2017
   F. Review and Approve Amended Schedule of Board of Directors Meetings for 2017
   G. Authorize General Manager to Pay CalPERS the Unfunded Annual Liability Payment (UAL) for Fiscal Year 2017/18 in a Single Lump Sum Payment in the Amount of $137,267

Following 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.) - NONE

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

A. Adopt a Resolution (next number in sequence) Approving and Adopting the JPA General Budget for FY 2017/18 and Adopting the Poison Control List

General Manager Marshall reviewed the staff report and recommended that the Board of Directors adopt a resolution approving and adopting the JPA General Budget for FY 2017/18 and adopt the Position Control list. Chair Slater-Carter requested that this agenda item be moved to the end of New Business for further discussion.

B.  Adopt a Resolution (next number in sequence) Approving and Adopting the CCS Budget for FY 2017/18

General Manager Marshall reviewed the staff report and recommended that the Board of Directors adopt resolution 9-2017 approving the Contract Collections Services Budget for FY 2017-18. Following a brief discussion, Director Woren moved and Director Penrose seconded the motion to adopt resolution 9-2017 approving the Contract Collections Services budget for FY 2017-18. Director Ruddock requested that the wording “six spills per 100 miles of pipe” under the heading, PERFORMANCE MEASURES, be amended to specify 0 spills as the target. The Board concurred to adopt the Contract Collection Services budget with the changes as requested by Director Ruddock.

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

C. Authorize the General Manager to Enter into a Contract with Calcon Systems to Replace the Chemical Control Panel at the Treatment Plant

General Manager Marshall reviewed the staff report and recommended that the Board of Directors authorize the General Manager to enter into a contract with Calcon Systems to replace the chemical control panel at the treatment plant. Following a brief discussion, Director Penrose moved and Director Boyd seconded the motion to authorize the General Manager to enter into a contract with Calcon Systems to replace the chemical control panel at the treatment plant. Director Boyd requested that the minutes reflect that this is “urgent” and moved to the top of the list of repair projects based on engineering assessments.

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

D. Authorize the General Manager to Enter into a Contract with Calcon Systems to Replace the Chemical Pumps at the Treatment Plant

Following a brief discussion, Director Penrose moved and Director Ruddock seconded the motion to authorize the General Manager to enter into a contract with Calcon Systems to replace the chemical pumps at the treatment plant. Chair Slater-Carter requested that the minutes reflect that this is “urgent” and moved to the top of the list of
repair projects based on the engineering assessment that the pumps can’t “talk” to the controls.
Penrose/Ruddock/8 Ayes/0 Noes. The motion passed.

E. Discuss Status of IPS Design Project and Provide Direction to Staff

Engineering & Construction Contract Manager Prathivadi updated the Board by informing them that the design component is 75% done, and has been forwarded to the member agencies’ engineers for review and feedback. He stated that the design should be finished by mid-August and bid documents should be ready to go out then, depending on what decision is made. A discussion about the schedule ensued. Mr. Prathivadi explained to the Board that it is contemplated that the project would go out to bid in mid-August, quotations would be received by the end of September, and construction would start in October with phase 1, consisting of sections 2 and 3.

Director Woren asked how we know the whole reach of the IPS proposed to be repaired needs to be replaced. Mr. Prathivadi referred the question to Tim Monahan of SRT Consultants, who explained that, given the condition of the pipe that was removed and the inability to run a closed-circuit camera through the sections to be repaired, every expectation is that other portions of the IPS are equally degraded. Following a discussion about possible causative factors, Chair Slater-Carter asked whether electrolysis would be a problem with the replacement pipe. Mr. Monahan replied that electrolysis should not be a factor because of the composition of the replacement pipe.

Director Boyd stated that he would be going back to MWSD asking if they can “dig a little deeper” to come up with more money for the project. At 8:34 p.m. Director Ruddock requested a 5-minute break. Chair Slater-Carter called the meeting back to order at 8:43 p.m.

8A Adopt a Resolution (next number in sequence) Approving and Adopting the JPA General Budget for FY 2017/18 and Adopting the Poison Control List (Continued)

General Manager Marshall gave a brief summary. A discussion ensued. Director Boyd stated that he could not discuss this agenda item without first speaking to his Board in light of the pending litigation and asked that this item be continued to the nearest possible date. Chair Slater-Carter suggested having a special meeting of the SAM Board of Directors at the Granada Community Services District on Thursday, July 29, 2017 at 7:00 p.m. Director Penrose stated that she would not be available until Tuesday, August 1, 2017. Director Ruddock suggested approving a continuing resolution to spend funds based on the existing FY 16-17 budget. Director Boyd suggested meeting this week with the understanding that some Board members might not be able to attend and that is why there are alternates.
Director Ruddock stated that Half Moon Bay would not be attending a meeting anywhere other than SAM.

9. **GENERAL MANAGER’S REPORT**
   
   A. Receive Manager's Report for June 2017

This agenda item was not discussed.

10. **ATTORNEY’S REPORT**

This agenda item was not discussed.

11. **DIRECTORS’ REPORTS**

This agenda item was not discussed.

12. **FUTURE AGENDA ITEMS**

This agenda item was not discussed.

13. **ADJOURNMENT**

At 9:09 p.m., Chair Slater-Carter adjourned the meeting to Thursday, July 27, 2017 at 7:00 p.m. at the Granada Community Services District in El Granada.

Respectfully Submitted,  

Approved By:

____________________________________  

Kathy Matthews  

Recording Secretary

____________________________________  

Board Secretary
ITEM #5
CALL SPECIAL MEETING TO ORDER
The special meeting was called to order at 6:30 p.m.

ROLL CALL
President Jim Blanchard, Vice President Leonard Woren, Director Matthew Clark, Director David Seaton. Absent: Barbara Dye.

Staff: General Manager Chuck Duffy, Acting District Counsel Bill Parkin and Nicholas Whipps.

GENERAL PUBLIC PARTICIPATION
Erica Adams stated that she is the owner of a substandard parcel in El Granada that is 59.68% of the minimum lot size for the applicable zoning in that area. Ms. Adams submitted a Variance Application in December of 2016. She believes that the noticing concerning the recent board approved change in the Ordinance Code relating to substandard lots was not sufficient, and that up to 130 parcels are affected by the change.

ADJOURN TO CLOSED SESSION
1. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).
   City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092

RECONVENE TO OPEN SESSION
Counsel reported that there was no reportable action in the Closed Session.

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

ROLL CALL

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

AGENDA
   Board President Blanchard opened the hearing for public comment. There were no comments from the public, and staff reported that they had not received any written comments from the public. President Blanchard closed the public hearing.
   **ACTION:** Director Clark moved to approve the reports and related resolution as presented. (Resolution 2016-006) (Clark/Woren). Approved 4-0.

2. Public Hearing: Consideration of GCSD Budget for 2017/18 Fiscal Year.
   General Manager Chuck Duffy provided an overview of the budget, which was unchanged from the previous budget presented to the board at the June meeting. Board President Blanchard opened the hearing for public comment. There were no comments from the public, and staff reported that they had not received any written comments from the public. Director Seaton stated that he thought the District should have a budget line item for any fines that might come out of the recent SAM spill. President Blanchard closed the public hearing.
   **ACTION:** Director Woren moved to approve the budget as presented. (Woren/Clark). Approved 3-1, Director Seaton opposed.

   **ACTION:** Director Woren moved to approve the Assessment District Levy as presented. (Woren/Clark). Approved 4-0.

   **ACTION:** Director Woren moved to waive by motion the second reading of the Ordinance, and to adopt Ordinance 170 and direct staff to publish the Ordinance in accordance with the government code. (Woren/Clark). Approved 4-0.

   Director Woren stated that the words “cost overruns” on page 5 of the audit should be changed to read “the shortfall in funding”.
   **ACTION:** Director Clark moved to approve the Audited Annual Financial Report as amended above. (Clark/Woren). Approved 4-0.
6. Consideration of Temporary Emergency Bypass for Medio Creek Bridge Sewer Main Crossing.
The board posed several questions concerning the terms of the bypass lease, which the General Manager will forward to the District Engineer for responses. **ACTION:** Director Clark moved to approve the proposal from EPS Inc. for the temporary bypass system at a not-to-exceed amount of $39,000, and the first year’s monitoring for a not-to-exceed amount of $10,000. (Clark/Woren). Approved 4-0.

7. Consideration of Report by District’s Sewer Authority Mid-Coastside Representatives.
Directors Woren and Blanchard provided a review of the June 12 SAM meeting. The major topic of discussion during the meeting was the SAM board’s consideration of approving the SAM General Budget for circulation to the member agencies for their approval. The motion to approve circulating the SAM budget was eventually approved 8-0.

**CONSENT AGENDA**
Item No 8 was held for discussion.

8. Approval of May 11, 2017 Meeting Minutes.
The board approved amending the wording of item No. 1 of the minutes by removing the phrase “without concern for the cost” and replacing it with “depending on the cost”.

10. Approval of July Warrants for $.
12. Approval of Assessment District Distribution #1-17/18.
   **ACTION:** Director Clark moved to approve the Consent Agenda as amended above. (Clark/Seaton). Approved 4-0.

**COMMITTEE REPORTS**
13. Report on seminars, conferences, or committee meetings.

**INFORMATION CALENDAR**
15. General Manager’s Report. (Duffy)
16. Administrative Staff Report. (Comito)
17. Engineer’s Report. (Kennedy Jenks)

**ADJOURN REGULAR MEETING**
The regular meeting was adjourned at 9:36 p.m.

SUBMITTED BY: APPOVED BY:

__________________________ ____________________________
Delia Comito, Secretary Chuck Duffy, General Manager

Date Approved by Board: August 17, 2017
## Granada Community Services District
### August 2017 Warrants
#### For the August 17, 2017 Board of Director's Meeting

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<td>08/17/2017</td>
<td>6622</td>
<td>Working Dirt Management</td>
<td>September 2017</td>
<td>6120</td>
<td>4,200.00</td>
</tr>
</tbody>
</table>

**TOTAL** 64,387.71
Granada Community Services District  
Statement of Net Position (Unaudited)  
As of June 30, 2017

### ASSETS

#### Current Assets
- 1000 · Wells Fargo Checking - Gen Op $71,599
- 1010 · Wells Fargo Checking - Deposit 4,898
- 1020 · Petty Cash 190
- 1030 · Cash - LAIF 4,500,977
- 1100 · Accounts Receivable 50,614
- 1200 · Interest Receivable 10,365
- 1550 · Prepaid Expenses 4,617

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>4,643,260</td>
</tr>
</tbody>
</table>

#### 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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>6,141,015</td>
</tr>
</tbody>
</table>

#### 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Other Assets</strong></td>
<td>5,442,539</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>16,226,814</td>
</tr>
</tbody>
</table>

### LIABILITIES

#### Current Liabilities
- 2000 · Accounts Payable 58,819
- 2020 · Class 3 Deposits 5,196
- 2100 · Payroll Liabilities 1,411
- 2225 · Recology-Del Garbage 32,639
- 2310 · Relief Refund Advance 350

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>98,415</td>
</tr>
</tbody>
</table>

#### Long Term Liabilities
- 2401 · Net Pension Liability 152,020
- 2402 · Deferred Inflows of Resources 23,310

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Long Term Liabilities</strong></td>
<td>175,330</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>273,745</td>
</tr>
</tbody>
</table>

### NET POSITION

- 3000 · Net Assets 6,319,554
- 3005 · Contributed Capital 9,595,349
- Net Income 38,166

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Net Position</strong></td>
<td>$15,953,069</td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements.
## Granada Community Services District

**Revenue & Expenses (Unaudited)**

**July 1, 2016 through June 30, 2017**

---

*No assurance is provided on these financial statements.*

<table>
<thead>
<tr>
<th>FY 2016/2017 Budget</th>
<th>Jul ‘16 - June ‘17</th>
<th>Variance Favorable/ (Unfavorable)</th>
<th>Expected To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Revenues

#### Operating Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Jul ‘16 - June ‘17</th>
<th>Variance Favorable/ (Unfavorable)</th>
<th>Expected To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010 · Property Tax Allocation</td>
<td>581,864</td>
<td>406,864</td>
<td>175,000</td>
</tr>
<tr>
<td>4015 · Park Tax Allocation</td>
<td>-</td>
<td>400,000</td>
<td>(400,000)</td>
</tr>
<tr>
<td>4020 · Sewer Service Charges-SMC</td>
<td>1,271,091</td>
<td>(24,909)</td>
<td>1,296,000</td>
</tr>
<tr>
<td>4021 · Sewer Svc Charges Pro-rated</td>
<td>1,731</td>
<td>1,731</td>
<td>-</td>
</tr>
<tr>
<td>4030 · AD OH Reimbursement</td>
<td>16,384</td>
<td>34,000</td>
<td>(17,616)</td>
</tr>
<tr>
<td>4040 · Recology Franchise Fee</td>
<td>29,907</td>
<td>1,907</td>
<td>28,000</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>1,900,977</td>
<td>(32,023)</td>
<td>1,933,000</td>
</tr>
</tbody>
</table>

#### Non Operating Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Jul ‘16 - June ‘17</th>
<th>Variance Favorable/ (Unfavorable)</th>
<th>Expected To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4120 · Interest on Reserves</td>
<td>31,993</td>
<td>14,493</td>
<td>17,500</td>
</tr>
<tr>
<td>4130 · Connection Fees</td>
<td>108,100</td>
<td>78,100</td>
<td>30,000</td>
</tr>
<tr>
<td>4140 · Repayment of Adv to AD-BRA</td>
<td>-</td>
<td>(127,000)</td>
<td>127,000</td>
</tr>
<tr>
<td>4150 · Repayment of Adv to AD-NCA</td>
<td>15,000</td>
<td>15,000</td>
<td>-</td>
</tr>
<tr>
<td>4155 · Repayment of Adv to AD-ARF</td>
<td>59,000</td>
<td>59,000</td>
<td>-</td>
</tr>
<tr>
<td>4160 · SAM Refund from Prior Yr</td>
<td>30,805</td>
<td>25,805</td>
<td>5,000</td>
</tr>
<tr>
<td>4170 · ERAF Refund</td>
<td>243,057</td>
<td>(16,943)</td>
<td>260,000</td>
</tr>
<tr>
<td>4180 · Misc Income</td>
<td>1,878</td>
<td>-</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Total Non Operating Revenue</strong></td>
<td>489,833</td>
<td>(48,333)</td>
<td>441,500</td>
</tr>
</tbody>
</table>

**Total Revenues**

<table>
<thead>
<tr>
<th>Description</th>
<th>Jul ‘16 - June ‘17</th>
<th>Variance Favorable/ (Unfavorable)</th>
<th>Expected To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Revenues</strong></td>
<td>2,390,810</td>
<td>16,310</td>
<td>2,374,500</td>
</tr>
</tbody>
</table>

### Expenses

#### Operations

<table>
<thead>
<tr>
<th>Description</th>
<th>Jul ‘16 - June ‘17</th>
<th>Variance Favorable/ (Unfavorable)</th>
<th>Expected To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5010 · SAM - General</td>
<td>968,479</td>
<td>-</td>
<td>968,479</td>
</tr>
<tr>
<td>5020 · SAM - Collections</td>
<td>242,350</td>
<td>-</td>
<td>242,350</td>
</tr>
<tr>
<td>5030 · Plant Shortfall Debt Int Exp</td>
<td>805</td>
<td>-</td>
<td>(805)</td>
</tr>
<tr>
<td>5050 · Mainline System Repairs</td>
<td>1,027</td>
<td>-</td>
<td>(1,027)</td>
</tr>
<tr>
<td>5060 · Lateral Repairs</td>
<td>32,313</td>
<td>27,687</td>
<td>60,000</td>
</tr>
<tr>
<td>5065 · CCTV</td>
<td>-</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>5070 · Pet Waste Station</td>
<td>1,664</td>
<td>(664)</td>
<td>1,000</td>
</tr>
<tr>
<td>5100 · County Staff Time - Parks</td>
<td>-</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>5110 · RCD - Parks</td>
<td>165</td>
<td>4,835</td>
<td>5,000</td>
</tr>
<tr>
<td>5120 · Half Moon Bay Reimb - Parks</td>
<td>-</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>Total Operations</strong></td>
<td>1,246,803</td>
<td>219,426</td>
<td>1,466,229</td>
</tr>
</tbody>
</table>
### Granada Community Services District

**Revenue & Expenses (Unaudited)**

**July 1, 2016 through June 30, 2017**

No assurance is provided on these financial statements.

#### Expenses (Continued)

<table>
<thead>
<tr>
<th>Category</th>
<th>Jul ’16 - June ’17</th>
<th>Expected To Date</th>
<th>Variance Favorable/ (Unfavorable)</th>
<th>FY Budget 2016/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010 · Auditing</td>
<td>12,523</td>
<td>10,000</td>
<td>(2,523)</td>
<td>10,000</td>
</tr>
<tr>
<td>6020 · Copier lease</td>
<td>6,842</td>
<td>7,000</td>
<td>158</td>
<td>7,000</td>
</tr>
<tr>
<td>6030 · County Tax Roll Charges</td>
<td>8,549</td>
<td>-</td>
<td>(8,549)</td>
<td>-</td>
</tr>
<tr>
<td>6040 · Directors' Compensation</td>
<td>11,405</td>
<td>11,000</td>
<td>(405)</td>
<td>11,000</td>
</tr>
<tr>
<td>6050 · Education &amp; Travel Reimb</td>
<td>3,026</td>
<td>2,000</td>
<td>(1,026)</td>
<td>2,000</td>
</tr>
<tr>
<td>6060 · Employee Compensation</td>
<td>183,547</td>
<td>193,000</td>
<td>9,453</td>
<td>193,000</td>
</tr>
<tr>
<td>6070 · Engineering Services</td>
<td>53,237</td>
<td>20,000</td>
<td>(33,237)</td>
<td>20,000</td>
</tr>
<tr>
<td>6080 · Insurance</td>
<td>3,031</td>
<td>6,000</td>
<td>2,969</td>
<td>6,000</td>
</tr>
<tr>
<td>6090 · Legal Services</td>
<td>130,954</td>
<td>65,000</td>
<td>(65,954)</td>
<td>65,000</td>
</tr>
<tr>
<td>6100 · Memberships</td>
<td>7,666</td>
<td>10,000</td>
<td>2,334</td>
<td>10,000</td>
</tr>
<tr>
<td>6110 · Newsletter</td>
<td>-</td>
<td>2,500</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>6120 · Office Lease</td>
<td>49,900</td>
<td>50,000</td>
<td>100</td>
<td>50,000</td>
</tr>
<tr>
<td>6130 · Office Maintenance &amp; Repairs</td>
<td>2,041</td>
<td>2,500</td>
<td>459</td>
<td>2,500</td>
</tr>
<tr>
<td>6140 · Office Supplies</td>
<td>6,228</td>
<td>6,000</td>
<td>(228)</td>
<td>6,000</td>
</tr>
<tr>
<td>6150 · Professional Services</td>
<td>108,028</td>
<td>30,000</td>
<td>(78,028)</td>
<td>30,000</td>
</tr>
<tr>
<td>6160 · Publications &amp; Notices</td>
<td>8,328</td>
<td>10,000</td>
<td>1,672</td>
<td>10,000</td>
</tr>
<tr>
<td>6170 · Utilities</td>
<td>11,731</td>
<td>9,000</td>
<td>(2,731)</td>
<td>9,000</td>
</tr>
<tr>
<td>6180 · Video Taping</td>
<td>3,200</td>
<td>3,000</td>
<td>(200)</td>
<td>3,000</td>
</tr>
<tr>
<td>6190 · Computers</td>
<td>1,773</td>
<td>2,000</td>
<td>227</td>
<td>2,000</td>
</tr>
<tr>
<td>6210 · System Investigation</td>
<td>4,988</td>
<td>-</td>
<td>(4,988)</td>
<td>-</td>
</tr>
<tr>
<td>6220 · Miscellaneous</td>
<td>13,954</td>
<td>7,000</td>
<td>(6,954)</td>
<td>7,000</td>
</tr>
<tr>
<td>6230 · Bank Service Charges</td>
<td>3,351</td>
<td>-</td>
<td>(3,351)</td>
<td>-</td>
</tr>
<tr>
<td>6310 · Park Related Misc Expenses</td>
<td>5,053</td>
<td>-</td>
<td>(5,053)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Administration</strong></td>
<td>639,355</td>
<td>446,000</td>
<td>(193,355)</td>
<td>446,000</td>
</tr>
</tbody>
</table>

**Capital Projects**

<table>
<thead>
<tr>
<th>Category</th>
<th>Jul ’16 - June ’17</th>
<th>Expected To Date</th>
<th>Variance Favorable/ (Unfavorable)</th>
<th>FY Budget 2016/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1213-3 · Collection System Repairs</td>
<td>2,000</td>
<td>-</td>
<td>(2,000)</td>
<td>-</td>
</tr>
<tr>
<td>1415-1 · SAM - Projects</td>
<td>52,631</td>
<td>-</td>
<td>(52,631)</td>
<td>-</td>
</tr>
<tr>
<td>1415-2 · Update SSMP</td>
<td>4,680</td>
<td>-</td>
<td>(4,680)</td>
<td>-</td>
</tr>
<tr>
<td>1617-2 · SAM - Lift Station</td>
<td>3,471</td>
<td>-</td>
<td>(3,471)</td>
<td>-</td>
</tr>
<tr>
<td>7010 · Sewer Main Replacement (CIP)</td>
<td>2,260</td>
<td>250,000</td>
<td>247,740</td>
<td>250,000</td>
</tr>
<tr>
<td>7015 · Mainline System Repairs</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>7100 · SAM - Infrastructure</td>
<td>214,338</td>
<td>214,338</td>
<td>-</td>
<td>214,338</td>
</tr>
<tr>
<td>7500 · Projects - Parks</td>
<td>-</td>
<td>75,000</td>
<td>75,000</td>
<td>75,000</td>
</tr>
<tr>
<td>7510 · Projects - Land Acquisition</td>
<td>187,106</td>
<td>-</td>
<td>(187,106)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Capital Projects</strong></td>
<td>466,486</td>
<td>549,338</td>
<td>82,852</td>
<td>549,338</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>2,352,644</td>
<td>2,461,567</td>
<td>108,923</td>
<td>2,461,567</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>38,166</td>
<td>(87,067)</td>
<td>125,233</td>
<td>(87,067)</td>
</tr>
</tbody>
</table>
DISTRIBUTION REQUEST NO.: #2-17/18
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: $4,090.50

$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.

August 17, 2017

Chuck Duffy, Finance Officer/Treasurer
SCHEDULE "A"

DISTRIBUTION REQUEST NO:  #2-17/18

DATE: August 17, 2017
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: $4,090.50

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

<table>
<thead>
<tr>
<th>Payee</th>
<th>Mailing Address</th>
<th>Services Provided</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSD</td>
<td>P.O. Box 335, El Granada, CA 94018</td>
<td>GCSD OH Reim - August 2017</td>
<td>$2,188.00</td>
</tr>
<tr>
<td>Taussig &amp; Assoc</td>
<td>5000 Birch St, #6000, Newport Bch, CA 92660</td>
<td>Admin Svcs May 2017</td>
<td>$1,902.50</td>
</tr>
</tbody>
</table>

TOTAL: $4,090.50
There are no documents for this Agenda Item.
There are no documents for this Agenda Item.
There are no documents for this Agenda Item.
To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: August 17, 2017

PUBLIC RECORDS REQUESTS – One public records request was received this period:

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Requestor</th>
<th>Information Requested</th>
<th>Information Provided</th>
<th>Date Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/21/17</td>
<td>Michael Mahoney</td>
<td>Recology Franchise Agreement</td>
<td>Franchise Agreement</td>
<td>07/21/17</td>
</tr>
</tbody>
</table>

APPLICATIONS RECEIVED – One application was received this period:

<table>
<thead>
<tr>
<th>Rec’d Date</th>
<th>Type</th>
<th>Owner or Agent</th>
<th>APN</th>
<th>Address</th>
<th>Sq. Ft.</th>
<th>Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/29/17</td>
<td>1A</td>
<td>365 Miramar Drive LP</td>
<td>048-054-120</td>
<td>365 Miramar Dr, HMB</td>
<td>5,320</td>
<td>R-1/S-17</td>
</tr>
<tr>
<td>08/10/17</td>
<td>1A</td>
<td>Rogers Clay</td>
<td>047-141-240</td>
<td>243 Del Monte, EG</td>
<td>8,310</td>
<td>R-1/S-17</td>
</tr>
</tbody>
</table>

Note: Shaded information was previously reported.

PERMITS ISSUED – One new sewer permit was issued this period:

<table>
<thead>
<tr>
<th>Permit No.</th>
<th>Type</th>
<th>Issue Date</th>
<th>Owner or Agent</th>
<th>APN</th>
<th>Address</th>
<th>Sq. Ft.</th>
<th>Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>3165</td>
<td>1A</td>
<td>06/21/17</td>
<td>Coronado Upper Lot</td>
<td>048-024-430</td>
<td>467 Coronado Ave, Miramar</td>
<td>10,600</td>
<td>R-1/S-94</td>
</tr>
<tr>
<td>3166</td>
<td>1A</td>
<td>07/13/17</td>
<td>Lang Justin</td>
<td>047-105-240</td>
<td>755 San Carlos, EG</td>
<td>6,209</td>
<td>R-1/S-17</td>
</tr>
<tr>
<td>3167</td>
<td>1A</td>
<td>07/27/17</td>
<td>365 Miramar Drive</td>
<td>048-054-120</td>
<td>365 Miramar Dr, Miramar</td>
<td>5,320</td>
<td>R-1/S-17</td>
</tr>
</tbody>
</table>

Note: Shaded information was previously reported.

SEWER HOOK-UPS – There was one new sewer hook-up this period:

<table>
<thead>
<tr>
<th>Hook-up Date</th>
<th>Type</th>
<th>Permit No.</th>
<th>Issue Date</th>
<th>Owner</th>
<th>APN</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/09/17</td>
<td>1A</td>
<td>3159</td>
<td>07/07/16</td>
<td>Boyle Jim</td>
<td>047-233-360</td>
<td>425 Coronado St, EG</td>
</tr>
</tbody>
</table>

REPAIRS - There were no repairs this period.
Memorandum

To: Granada Community Services District  
From: John H. Rayner, District Engineer  
Subject: Engineer's Report for August 2017

Medio Creek Crossing at Mirada Road

We have drafted an agreement with EPS, Inc. to provide a leased pumping system and its maintenance and monitoring for 18 months. EPS will sign the agreement on Tuesday, August 15 when we have an onsite meeting with PG&E representatives re obtaining power for the pumps. The District will then sign the agreement after EPS. We are continuing to work on permits needed for construction. It’s been determined that the project will be exempt from CEQA and we expect it will also be exempt from a Coastal Development permit. EPS will take the lead in obtaining a county encroachment permit for the pumping system and a County building permit for its electrical service. The temporary pumped bypass will remain in operation until Phase 2 of the Naples Beach project is completed at which time the last remaining sewage flows over Medio creek will have been diverted to the Naples Beach Pump Station.

Stoloski Property (Class 3 Permit)

Construction of the lower portion of mainline was constructed and tested last October. Construction of the upper portion of the mainline is awaiting construction of the two street extensions, to provide access to future homes. The upper portion, between Champs Elysee Boulevard and Pullman Avenue, is planned to be constructed later this year. Once completed, it will be tested and if passes, we will recommend the entire main extension for acceptance by the District. One of the four parcels has apparently been sold and plans for a house on that parcel are currently being developed. Construction of the house will likely not begin until mid to late 2017 which should be after the main line extension has been completed and dedicated to the District.

Big Wave (Class 3 Permit)

Discussions were held amongst staff re the best way to proceed with review of sewer main extension needed to serve this project. It was decided that a separate development agreement between the District and the developer would provide the District with more control over the needed sewer improvements. This decision was conveyed to both the County and the developer.

Naples Beach Project - Phase 2

This project will eliminate the sewer crossing Medio Creek. We are pursuing a sewer easement from State Parks to confirm that the preferred gravity sewer alternative is feasible. We have been in contact with State Parks representatives are hopeful of meeting with them later this
month. Updating permits for the project will begin as soon as State Parks confirms it will grant the easement. The project will likely be combined with other needed CIP improvements. Once this project is completed the temporary bypass pumping system over Medio Creek will no longer be needed.

**Class 1 Permits**

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

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

**321 Cortez:** The lateral connection is complete and has passed inspection. Based on Thursday, May 11th site visit there are two remaining issues: 1) the property line cleanout has been constructed but does not meet District standards and should be re-built; and 2) an existing manhole near the top of the street is still covered by imported base rock which needs to be removed.

**114 Magellan:** Inspected this connection by photographs. Performed a field inspection but the line had been backfilled prior to arrival.
12 July 2017

Mr. Chuck Duffy
General Manager
Granada Community Services District
PO BOX 335
El Granada, CA 94018

Subject: Recommendation for Approval to Develop Lease Agreement
          Emergency Pumping System for Medio Creek Crossing
          K/J 015011*00

Dear Chuck:

We have received two proposals from contractors for implementing an emergency pumping system to divert flow from the 10" sewer damaged during storms last winter. The first proposal was from EPS, Inc. for a leased pumping system that EPS would construct, maintain and monitor. EPS had a price for constructing the system ($32,800) and a monthly price for maintaining and monitoring the system ($800/month). The second proposal was from Pump Repair Service for construction of a pumping system ($44,881) but maintenance and monitoring were not included.

After reviewing both proposals we recommend that the District enter into a contract with EPS for the leased system described on the first page of its July 6, 2017 revised proposal. Although we agree with the scope of services describer and consider the costs reasonable, we have not had time to fully develop an agreement for EPS. Because this system needs to be in operation as soon as possible, we recommend that the Board at its July meeting authorize District staff to negotiate, and if acceptable, execute a contract with EPS for the Temporary System and the Maintenance and Monitoring Lease System described in its proposal for an amount not exceed $39,000 for construction and an allowance for permitting and $9,600 ($800/month) for the first year of the Maintenance and Monitoring Lease, with an option for additional months at $800/month

Please let me know if you have any questions regarding our recommendation

Very truly yours,

KENNEDY/JENKS CONSULTANTS

John H. Rayner, P.E.
District Engineer
Granada Community Services District
We are pleased to submit this Proposal and Contract for:

**Job Description**

EPS will obtain the necessary permits to perform the following work:

**Temporary System** (Alternate 1 manhole in Miranda Alternate 2 manhole in walkway/pathway)

- Re-use the existing manhole with its current condition; modify it to accommodate two grinder pump systems using 220 single stage 2 HP pump with the necessary float system
- Install 1.5” or a 2” HDPE force line from the manhole pump area use and trenchless under the walkway through the side and along the bridge. Suspend the pipe on top of the electrical una-strut support
- Trench and excavate on the other end of the bridge
- Bury the force line and terminate it inside the existing manhole on the north side of the bridge
- Locate the inlet and outlet of the old 10” line, inflate a rubber plug to ensure 100% seal and pack the hole with hydraulic grout and patch the manhole to avoid any infiltration or water going through that 10” line in the future
- Provide a 3” HDPE overflow pipe in the existing 10” SS as an emergency overflow in case of pump failure. Modify the discharge manhole (north side of creek) to prevent pumped discharge from entering the 10” sewer creek crossing
- Provide an 1.5” or 2” electrical conduit from the pump manhole to where the PG&E power pole/splice box is located
- Install meter and electrical panel to have inspected by Building Department to accommodate PG&E temporary power
- EPS will coordinate with PG&E and install a splice box
- Panel will be supported and mounted on two redwood posts and the panel will be suspended the height of approximately 8’ to avoid vandalism and kid access
- Please keep in mind that this is a temporary install system until a permanent re-route and permanent approach is completed on the main line

**Cost:** $32,800.00 includes labor and material for temporary system only (excludes pumps and panel)

**Maintenance and Monitoring Lease System**

- EPS to install the system as a lease system with a maintenance program set up on a yearly basis to be maintained twice a month and to respond to any alarm overflow
- EPS will set up a monitoring system with a cell phone self-recharging system in the manhole that will dispatch a crew for service as needed. Lease system includes twice a month maintenance on the system and lease of pumps and panel

**Monthly cost $800.00**

All costs are based on prevailing wages

**Any questions regarding this proposal please contact Nick Bechwati at: (650) 444-2002.**

---

**Payments:** Owner shall pay Contractor the sums listed above, subject to additions and deductions provided herein, in installments as follows:

10% down payment upon acceptance of proposal. Progress invoices relative to the percentage of completed work will be generated and are due upon receipt. Final payment is due upon completion. Payments due and unpaid under the contract shall bear interest of 18% per annum.

To be paid by: Check _____; Credit Card __________ No. ____________________________ (Exp Date _______________);
Delay: EPS Inc. (Contractor) shall be excused of any delay in completion of the contract caused by acts of God, the acts of the owner or their agent, employee or independent contractor, contractors hired directly by the owner, adverse weather conditions, labor troubles, acts of Public utilities, Public bodies or inspectors, extra work, failure of the owner to make payments promptly, fire, delay in transportation, unavoidable casualties or other contingencies unforeseeable or beyond the reasonable control of the contractor.

NOTICE
Contractor, subcontractors, suppliers and other persons who help to improve your property have the right to enforce a lien against your property for unpaid balances (Mechanics’ Lien Law – California Code of Civil Procedure, Section 1181 et seq.)

- Due to the emergency nature of this Job, EPS Inc. will immediately begin processing necessary Permits after Client Acceptance and schedule the work for ____________________________ . Therefore, Client hereby waives the right to cancel this Job within three (3) days: ____________________________ (Client Initials)

- This Proposal may be withdrawn by EPS Inc. within _________ day(s) if not accepted by Client from date of the Proposal.

- A monthly 1 ½% penalty will be charged on past due accounts.

No contractual rights arise until both parties in writing accept this proposal.

The following terms & conditions are hereby declared an integral part of this proposal

Standard Exclusion List: All permits, fees, and bonds. Concrete removal and replacement. Cost of compaction testing. All onsite spoils removal and hazardous material removal. All responsibility for damage to unmarked utilities. Trenching in ground or rock where we can’t dig at least 50’ if’ hr at 4’ of depth with a 580 backhoe or 100’ ip per hr. with 5200 lbs excavator will go to time and material. All dewatering. There will be extra cost occurred if we have to deviate from the plans due to unforeseen problems, or if directed by the city inspector, the engineers of the project, and any other of the owners representative. There will be an extra charge for all asphalt cutting and removal after 10” thickness. Not responsible for connections to existing piping. EPS is not responsible for the condition of the existing piping and conection to existing piping. No testing of backflow devices. No engineering. No landscape replacement. No asphalt grinding. Not responsible for tie in at building and at the main for sewer lines and water lines due to ground movement beyond our control. There will be added cost if trenching through area filled with concrete, asphalt, and such debris that slow down trenching and backfill procedure. No fence removal/replacement. No addendums are included unless noted on the proposal. No AC removal/replacement unless noted on proposal. This quotation is based on drilling in sand, silt, and clay and does not include rock, cobble, sandstone or fill material. Additional compensation will be required for drilling in rocky soil conditions. Drilling in rock soil conditions may be indicative by the following, increase hydraulic pressures on the drill rig, decreased penetration rates during pilot hole and pre-reaming operations (greater than 1 minute per 15 foot drill rod), bits and reamers for drilling in rock are required for penetration. All quotes are good for 30 days due to the weekly cost increase of materials.

Insurance: Owner shall procure at his own expense and before the commencement of any work hereunder, fire insurance with course of construction, vandalism and malicious mischief clauses attached, such insurance to be in a sum at least equal to the contract price, with loss, if any, payable to any beneficiary under any deed of trust covering the project. Owner shall obtain and pay for insurance against injury to his employees and persons under Owner’s direction, persons on the job site at Owner’s invitation, and Owner’s guests. Contractor shall carry Workmen’s compensation insurance as required by law.

Warranty: Contractor warrants to the owner that all materials and equipment furnished under this Agreement will be new unless otherwise specified, and all work will be of good quality, free from faults and defects and in conformance with the Contract documents. If within one year after the date of substantial completion of Contractor’s Work or designated portion thereof, or one year after acceptance of the Owner of designated equipment or work, or within such longer period of time as prescribed by the terms of any applicable special warranty required by the contract documents, any of the work is found to be defective or not in accordance with the contract documents, the Contractor shall correct it within a reasonable time after receipt of a written notice from the Owner to do so, unless the Owner has previously accepted such condition. The Owner shall give such notice promptly after discovery of the condition.

Right to Stop Work: Contractor shall have the right to stop work if any payment shall not be made timely to contractor under this agreement. Contractor may keep the job idle until all payments are received. Furthermore, the Contractor may at his option terminate the contract and the owner shall be liable to the contractor for breach of contract, and all damages resulting therefrom.

Protection of Work: Owner shall effectively secure and protect the work done by contractor hereunder and assume full responsibility for the condition thereof. Owner shall be liable for any loss or damage to any work in place or to any equipment and materials on the job site caused by Owner or his agents, employees or guests.

Control of the Work: For the proper execution of the work, Contractor must have sole control over the work and coordination of subcontractors and employees. The owner may make changes in the work as provided by this agreement, but such changes must be coordinated solely through contractor. Owner shall not request any changes in the work directly from any Contractor’s subcontractors, employees or suppliers.

Concealed and Changed Conditions: Contractor shall notify Owner of any conditions at the site or which were concealed from Contractor’s reasonable inspection of the site, including but not limited to: hard rocky ground, and concealed gas telephone, cable, and/ or utility lines. Owner as extra work shall pay for any expense incurred due to such concealed or changed conditions.

Damage to Property: Owner understands that in the performance of the work, Contractor or his employees may cause damage to existing real and personal property at the exterior of the site including, but not limited to, landscaping, fences, driveway, sidewalks, and irrigation and to the existing interior of the residence and/or garage, and to Owner’s personal Property at the site but shall not be responsible for any such damage, in the absence of malice or gross negligence. Owner assumes the risk of any damage for personal injury or property damage to owner or any third parties if owner continues to occupy the building/ residence during the course of the work.

Disclaimers: Contractor shall not be responsible for any labor or materials supplied by others on this project, or for any damages arising out of any labor or materials provided by others on this project. Contractor cannot guarantee his work to the extent that it is dependent upon work performed by other
Restoration of Work: If the project is destroyed or damaged by an accident, disaster or calamity, such as fire, storm, flood, landslide, subsidence, or earthquake, or by theft or vandalism, any work done by Contractor in rebuilding or restoring the project shall be paid for by Owner.

Bankruptcy: If either party becomes bankrupt, the other party has the right to cancel this contract.

Mediation: If at any time any controversy shall arise between Contractor and Owner regarding anything pertaining to this agreement or the contract documents, and which the parties hereto do not promptly adjust and determine, the controversy shall first be submitted to mediation. The cost of said mediation shall be borne equally by the parties. If mediation is unsuccessful and the parties do not resolve the dispute in mediation and proceed to litigation, then the cost of mediation, including attorney’s fees shall be recoverable as an accost to the prevailing party in said litigation.

Attorney’s Fees: In the event the parties hereto become involved in litigation or arbitration arising out of this contract, or the performance or breach thereof, the trier of fact shall award reasonable costs expenses and attorney’s fees to the prevailing party. The trier of fact shall not be bound by any court fee schedule, and may in the interest of justice, award the full amount of costs, expenses, and attorney’s fees incurred in good faith.

Governing Law: the laws of the State of California shall govern this agreement.

Termination of Contract: If the work is stopped for a period of 30 days under an order of any court or other public authority having jurisdiction, or as a result of any act of government, such as a declaration of a national emergencies making materials unavailable, through no act or fault of the Contractor, its employees or agents, or if the work should be stopped for a period of 30 days by the Contractor because the owner has not made timely payments to Contractor as provided herein, or because of Owner’s failure to perform or have performed any portion of the work which Owner was obligated to perform, then Contractor may terminate this Agreement and recover from the Owner payment for all work executed and for any loss sustained upon any materials, equipment, tools, construction equipment and machinery, including reasonable profit and overhead and damages. If the Owner terminates the contract, Owner shall reimburse Contractor for any unpaid cost of the work due Contractor under the contract. Owner shall also pay Contractor for any loss sustained upon any materials, tools, equipment and machinery, including reasonable profit and overhead and damages. In case of such a termination of the contract, the owner shall further assume and become liable for any and all obligations commitments and unsettled claims that the Contractor has previously undertaken or incurred in good faith in connection with said work.

Proof of Payment: Owner shall furnish reasonable evidence satisfactory to the Contractor, prior to commencing work and at such future times as may be required, that sufficient funds are available and committed to the entire cost of the project. Unless such reasonable evidence is furnished, Contractor is not required to commence or continue any work, or may, if such evidence is not presented within a reasonable time, stop work upon 10 days notice to Owner. The failure of Contractor to insist upon the providing of this evidence at any time shall not be a waiver of Owner’s obligation to make payments pursuant to this Agreement nor shall it be a waiver of Contractor’s right to request or insist that such evidence be provided at a later date.

Restoration of Work: If the project is destroyed or damaged by an accident, disaster or calamity, such as fire, storm, flood, landslide, subsidence, or earthquake, or by theft or vandalism, any work done by Contractor in rebuilding or restoring the project shall be paid for by Owner.

Entirety of Agreement: This agreement as executed by Owner and Contractor, together with the documents referred to in this Agreement, constitutes the entire agreement between the parties with respect to the work hereunder, and there are no oral or written understandings, representations or commitments of any kind, express or implied not expressly set forth or referred to herein.

Asbestos, Lead, Mold & Hazardous Waste: Unless the contract specifically calls for the removal of disturbance, or transportation of asbestos, lead or other hazardous substances, the parties acknowledge that such work requires special procedures, precautions, and licenses. Therefore, unless the contract specifically calls for same, if Contractor encounters such substances, Contractor shall immediately stop work and allow Owner to a duly qualified asbestos, lead, mold, and/or hazardous material contractor to perform the work or do the work himself at Contractor’s option. Said work shall be treated as an extra under this contract. Contractor is not responsible for pre-existing mold, or for mold caused by a long-term leak or a flood, which were not caused by Contractor.

Arbitration: Any controversy, claim or dispute arising out of or relating to this contract, or any breach, including without limitation any dispute concerning the scope of this arbitration clause, shall be settled by binding arbitration.

Complaint: In case of complaint, the owner may contact Contractors State License Board at (916)255-4183 or P O Box 269116 Sacramento, CA 95826-9116

Owner(s):

Contractor

EPS, Inc. dba Express Plumbing

By:________________________

Signature

Contractor’s License
No. 778428

Date

Serving the entire Bay Area since 1989

Copy to Client

Client Initials__________
Part B: Revisions to EPS, Inc. Proposal (Part A)

1. Page 1, Payment Paragraph: Delete and Replace with “Payments for Temporary System shall be monthly and based on percent complete. Payments for Maintenance and Monitoring shall be monthly when system is in operation.”
2. Page 2, Insurance Paragraph: Delete first sentence that begins “Owner shall procure …”
3. Page 2, Damage to Property Paragraph: End first sentence of paragraph at “and to Owner’s personal property at the site.” Replace “but shall not be responsible for any such damage, in the absence of malice or gross negligence” with “Contractor shall not be responsible to Owner for any damages to Owner or Owner’s property as a result of this Agreement, in the absence of malice or gross negligence. Contractor shall indemnify and hold Owner, its officers and officials harmless from any and all claims, injuries, damages, losses, or suits, including attorneys’ fees, claimed by third parties arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the County.”
4. Page 3, add new “CEQA Compliance” section at end of Agreement, stating “Owner has determined the Lease, installation and operation of the pumping system is exempt from CEQA under Pub. Res. Code §§ 21080 (b)(2) (emergency repairs to public service facilities necessary to maintain service) and (b)(4) (specific actions necessary to prevent an emergency), 14 Cal. Code Regs. §§ 15269(b) and (c) (emergency), 14 Cal. Code Regs. § 15304(e) (minor alteration to land), 14 Cal. Code Regs. § 15311(c) (placement of temporary use items), 14 Cal. Code Regs. §
15061(b)(3) (common sense exemption), and 14 Cal. Code Regs. §§ 15307 and 15308 (action designed to protect natural resources or the environment).
GRANADA COMMUNITY SERVICES DISTRICT
EL GRANADA, CALIFORNIA

MIRADA ROAD EMERGENCY PUMP STATION
AND SEWER BY-PASS OVER MEDIO CREEK

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Kennedy/Jenks Consultants
Granada Community Services District
Emergency Pump Station and Sewer By-Pass
Mirada Road, El Granada, California
Title, Regional Map, and Vicinity Map

015011**00
2 August 2017
Figure 1
Notes:
1. Remove existing vegetation to edge of existing asphalt. Maintain access for pedestrian and bicycle traffic.
2. County inspection of electrical panel must occur prior to connection with PG&E temporary service.
**DETAIL 1: LIBERTY PUMP LSG202**

NO SCALE

**Notes:**
1. Liberty Pumps (Model LSG202) will be configured in parallel and installed per manufacturer’s 30x48 Duplex LSG202M Grinder System detail.

---

**DETAIL 2: LIBERTY PUMP CONTROLS**

NO SCALE
LEASE AGREEMENT

THIS LEASE AGREEMENT, made this _______________ day of August, 2017, by and between the Granada Community Services District, San Mateo County, State of California, hereinafter called the "Owner" and EPS, Inc. hereinafter called the "Contractor."

WITNESSETH:

WHEREAS the Owner has caused specifications, drawings and other contract documents to be prepared for certain leased facilities as described therein entitled: EMERGENCY PUMPING SYSTEM OVER MEDIO CREEK.

WHEREAS the Contractor has offered to perform the proposed work in accordance with the terms of the contract and Owner has agreed to lease facilities for a minimum term of 18 months.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the Contractor hereby agrees to complete construction of the Temporary System as described in the Contractor’s proposal, within 30 days of permit approvals, at the price and on the terms and conditions herein contained, and the Owner agrees to pay the Contractor the contract price provided herein for the fulfillment of the work described in the proposal and the performance of the covenants set forth herein.

The further terms, conditions and covenants of the contract are set forth in the following exhibit parts each of which is attached hereto and by this reference made a part hereof:

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IN WITNESS WHEREOF, this agreement has been executed in quadruplicate this _______ ______day of August, 2017.

GRANADA COMMUNITY SERVICES DISTRICT:

__________________________________________

Attest _____________________________________

Contractor: EPS, Inc. dba Express Plumbing

__________________________________________

__________________________________________