



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, April 21, 2022

This meeting is being held in accordance with the Brown Act as currently in effect and in compliance with the provisions of AB361 (Rivas), that allows attendance by members of the Board of Directors and Committees to conduct and participate in meetings of the legislative bodies by teleconference or video conference.

Members of the Public may participate via ZOOM online or by telephone:

[Join Zoom Meeting](#)

Phone one-tap: [16699006833](tel:16699006833), [95034629208#](tel:95034629208) or [+19292056099](tel:19292056099), [95034629208#](tel:95034629208)

Meeting URL: <https://dudek.zoom.us/j/95034629208>

Join by Telephone

Dial:

US: +1 669 900 6833 or +1 929 205 6099

Meeting ID:

950 3462 9208

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

ROLL CALL

Directors:	President:	Barbara Dye
	Vice-President	Nancy Marsh
	Director:	Matthew Clark
	Director:	Eric Suchomel
	Director:	David Seaton
Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	Delia Comito
	Legal Counsel:	William Parkin

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

Public members may comment on matters under the jurisdiction of the District that are not on the agenda. Comments are limited to 3 minutes.

SPECIAL MEETING AGENDA

- 1. Approve a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency Issued on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Granada Community Services District for a Period of 30 Days Pursuant to the Brown Act.**

Recommendation: Approve the resolution.

ADJOURN TO CLOSED SESSION

- 2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.**
District's Negotiator: Chuck Duffy
Negotiating parties: Laura Silvestri Trust and Granada Community Services District
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- 3. Conference with Legal Counsel – Existing Litigation (Government 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) – Santa Clara County Superior Court Case No. 17CV316927.

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Public members may comment on matters under the jurisdiction of the District that are not on the agenda. Comments are limited to 3 minutes. See the instructions above to comment via ZOOM (online) or by telephone.

REGULAR MEETING AGENDA

- 1. Parks and Recreation Activities.**
 - a. Sonora Strip Disc Golf Course Proposal.**
 - b. Heart Drive Collective (Jessie Nelson) Burnham Property Use Proposal.**
 - c. Selection of Architectural Consultant for Design Services for the Proposed Community Center.**

Recommendation: To be made by the Board.

- 2. Consideration of Permit for Harbor Village RV Park, 100 Capistrano Road, Princeton, APN: 047-081-430, Owner: Point Pillar Project Developers.**

Recommendation: To be made by the Board.

- 3. Consideration of Permit for Pillar Point RV Park Improvements, 4000 Cabrillo Hwy, Half Moon Bay, APN: 047-263-010, Owner: San Mateo County Harbor District.**

Recommendation: To be made by the Board.

- 4. Approval of Audited District Financial Statements for the Year Ending June 30, 2021.**

Recommendation: Approve the audit financial statements as presented.

- 5. Consideration of Agreement with Wittwer Parkin for District Legal Counsel Services.**

Recommendation: Approve the agreement.

- 6. Consideration of Draft Sewer Authority Mid-Coastside General Budget and Contract Collection Services Budget for Fiscal Year 2022/23.**

Recommendation: To be made by the Board.

- 7. Report on Sewer Authority Mid-Coastside Meetings.**

Recommendation: For board information.

CONSENT AGENDA

- 8. March 17, 2022 and March 31, 2022 Special and Regular Meeting Minutes.**
- 9. April 2022 Warrants.**
- 10. February 2022 Financial Statements.**
- 11. Assessment District Distribution #9-21/22.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 13. Attorney's Report. (Parkin)**
- 14. General Manager's Report. (Duffy)**
- 15. Administrative Staff Report. (Comito)**
- 16. Engineer's Report. (Kennedy Jenks)**
- 17. Future Agenda Items.**

ADJOURN REGULAR MEETING

At the conclusion of the March 17, 2022 Meeting:

Last Ordinance adopted: No. 175

Last Resolution adopted: No. 2022-003

This meeting is accessible to people with disabilities. If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the District at least two working days in advance of the meeting at (650) 726-7093 or via email at dcomito@granada.ca.gov.

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.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2022-04

RESOLUTION PROCLAIMING A LOCAL EMERGENCY PERSISTS, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ISSUED ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE GRANADA COMMUNITY SERVICES DISTRICT FOR THE PERIOD OF 30 DAYS PURSUANT TO THE BROWN ACT

WHEREAS, the Granada Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Granada Community Services District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, on March 4, 2020, the Governor of the State of California issued a Proclamation of a State of Emergency due to the outbreak of respiratory illness caused by the novel coronavirus (a disease known as COVID-19) and its variants which have caused the number of persons requiring medical care to exceed locally available resources for treatment; and

WHEREAS, the ongoing COVID-19 pandemic presents a continued risk to the health and safety posed by large indoor in-person public gatherings due to the COVID-19 virus' airborne transmittal; and

WHEREAS, the Board of Directors does hereby find that the continued illnesses, hospitalizations, and fatalities the COVID-19 and the COVID-19 delta variant have caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Granada Community Services District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Granada Community Service District Board of Directors will continue to provide access to both special and regular meetings through Zoom or by teleconference. The Zoom phone number and meeting URL, and the meeting teleconference number shall be published on the agenda for every remote meeting.

NOW, THEREFORE BE IT RESOLVED:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and the ongoing COVID-19 pandemic presents a continued risk to the health and safety posed by indoor in-person public gatherings due to the COVID-19 virus' airborne transmittal.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The President and legislative bodies of the Granada Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) May 21, 2022, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Granada Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Section 6. Authorization of Remote Meetings. With this general resolution, the Board of Directors of the Granada Community Services District hereby authorizes remote meetings held and accessible through Zoom and a meeting teleconference number in accordance with Government Code section 54953 and other applicable provisions of the Brown Act.

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the special meeting of the Board of Directors of the Granada Community Services District held on April 21, 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Approved:

Barbara Dye, President

Countersigned:

Delia Comito, District Secretary

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Sonora Strip Disc Golf Proposal
Date: April 21, 2022

The attached proposal has been prepared by the Disc Golf Subcommittee of the Parks Advisory Committee (PAC), and this Item is presented for the Board's consideration to authorize PAC to develop a public outreach plan to gain community feedback regarding a potential disc golf course on the Sonora Strip property.



“Sonora Strip” Disc Golf Course Proposal

April 6, 2022



Prepared for: Granada Community Services District

Prepared by: Disc Golf Subcommittee, Parks Advisory Committee

Michelle Dragony, Leonard Muise, Marty Smith and Patrick Tierney



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EXECUTIVE SUMMARY

DISC GOLF IN GENERAL

- What is Disc Golf?
- What is a Disc Golf course?
- How do you play Disc Golf?
- Who plays Disc Golf?
- Why do people like Disc Golf?
- Is Disc Golf popular?
- Where is Disc Golf played?
- What does it cost to play Disc Golf?
- What does it cost to install a course?
- Is Disc Golf good for people?
- Is Disc Golf good for the environment?

DISC GOLF AT THE “SONORA STRIP”

- Is Sonora Strip a good place for disc golf?
- Preliminary course layout
- Estimated number of users
- Who would build the course?
- Preliminary estimate of construction costs
- Preliminary estimate of maintenance costs



Executive Summary

We are proposing the Granada Community Services District (GCSD) collaborate with the Cabrillo Unified School District (CUSD) on a project to expand healthy, outdoor recreation opportunities for our youth, and all residents on the Coastside. Locals have been asking the GCSD for years to establish a disc golf course. Disc golf is an internationally popular, low start-up cost, family-friendly sport for all ages and abilities. HMB High School has had a disc golf physical education class, but there is no public disc golf course in San Mateo County for students to play on. GCSD does not own land that would be suitable for a disc golf course.

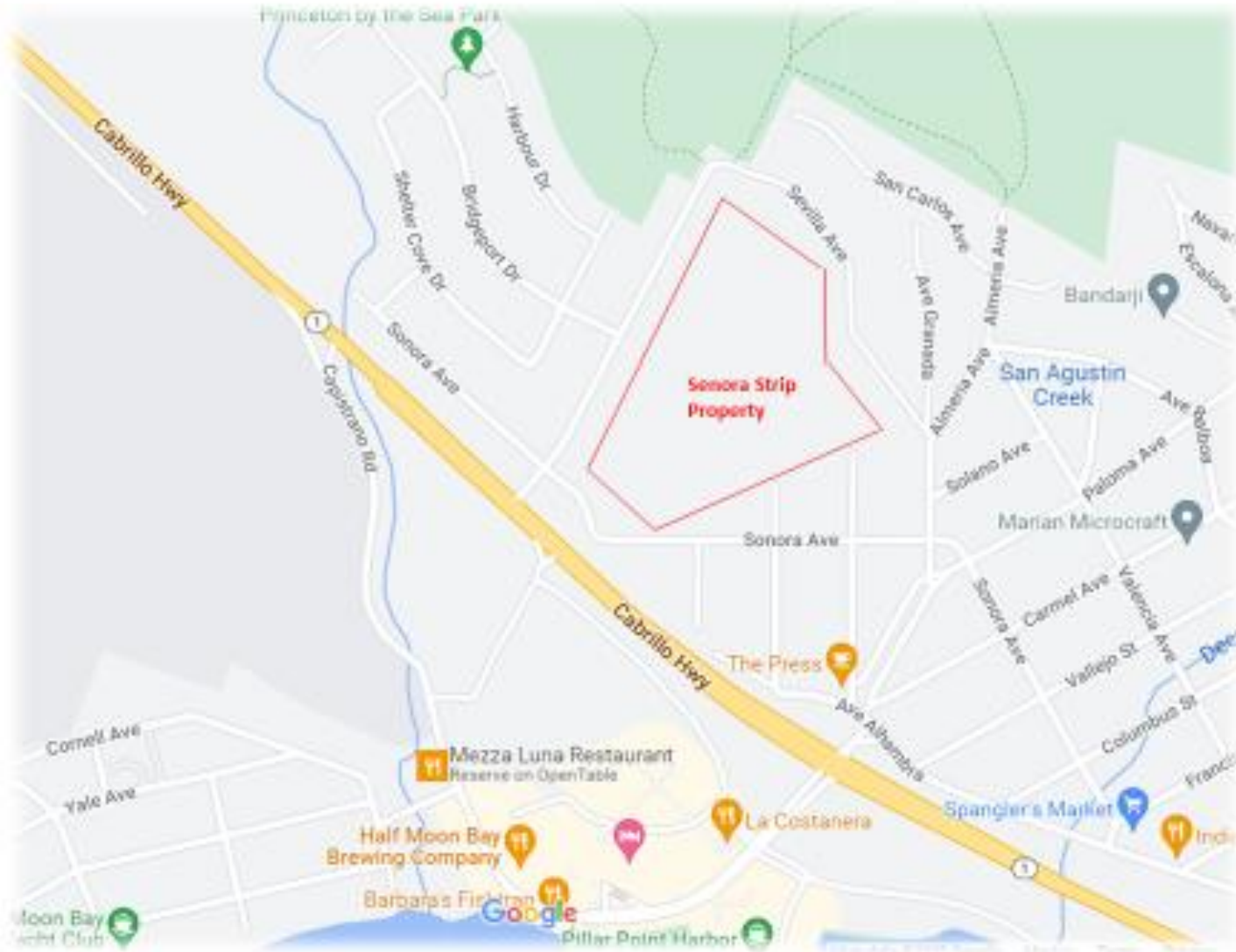
After a search of publicly owned lands in the area we have located an excellent site for a disc golf course. The so-called “Sonora Strip,” is vacant land, owned by the CUSD in El Granada between Sonora and Sevilla Avenues (see Figure 1), and classified as “Surplus Property.” It would provide outstanding opportunities for a disc golf course, as we will describe later. Currently, there is occasional unapproved, informal walking, dog walking and bicycling use of this property. The school district is considering options for use of this parcel, including the building of teacher housing. We recognize that the CUSD wishes to keep its options open for use of this property, so the district does not want any permanent structures placed on it by others.

The Disc Golf Subcommittee is proposing GCSD build and maintain, at no cost to the CUSD, a disc golf course

on the school district’s Sonora Strip property which would be free for public and student use. As described later, it would be a smaller “Community Course” designed to provide primarily for the needs of the Coastside, and not so large as to draw many persons from outside the area. The specific terms of use and responsibilities would be spelled out in a Memorandum of Understanding (MOU) between the CUSD and GCSD. Details would be worked out at a later time, but initially we propose the MOU cover a ten year period, during which the school district could require the GCSD to remove any recreation improvements at their cost if notified the CUSD wished to pursue other options with the land. The MOU should also give the GCSD the option to continue disc golf use of the property after 10 years, by agreement of both parties. We propose the GCSD would conduct limited tree, brush and grass maintenance only on those portions of the property to be used by disc golf players, while the CUSD would continue to be responsible for tree maintenance on other parts of the “Sonora Strip” property, like what they do now. A final proposal and MOU would need to be approved by GCSD and CUSD Boards prior to any commitments and construction.

The proposed disc golf course is compatible with and does not present safety issues for the existing informal recreation users (many disc golf courses are located in multi-use open space/parks). We do not believe neighbors of the parcel would be significantly negatively impacted by this new recreational amenity or its users, as described later in this document.

Figure 1. Sonora Strip Property



Exec Summary *(cont'd)*

The Park Advisory Committee and GCSD would conduct a public outreach effort to seek and include public comments about this proposal before it is finalized. They would also pursue permits needed from the State of California, San Mateo County and other local entities.

In keeping with the “Community Course” spirit of the project, it would be designed by a professional disc golf course designer donating his time and expertise and primarily built and maintained by community volunteers. We estimate between 2,000 to 5,100 rounds of disc golf will be played per year.

We believe the proposed course, like the 10 most recent new Bay Area disc golf courses, would be build 100% by volunteers. The cost of materials and supplies used during construction, when it was not donated, would be covered by the GCSD. As described later in the proposal, using a community model, we estimate the proposed 12 hole disc golf course would cost between \$13,000 and \$34,000 to build, depending on if volunteer labor and donations are used, or if a licensed contractor is utilized. It could be built over a month period (after MOU approval and permits are acquired). Annual maintenance costs would be about \$5,000, more if there are large tree falls on the course which must be removed. The cost of bi-weekly trash/recycle bin servicing is included.

The GCSD currently has a liability insurance policy which would be used to cover the proposed recreation facilities use. The CUSD would be an additional insured. The GCSD would pay the CUSD an annual property use fee.

The preliminary twelve-hole disc golf course would provide an excellent opportunity for local students to practice the skills they learn in the HMB High School disc golf PE class and encourage them to get outside and engage in a healthy recreation activity. This course would offer desired recreation opportunities to a wide span of the community, both young and old, low and upper income. We see this as a win-win situation for our students, the CUSD, GCSD, and the community.

We urge the GCSD to move this proposal forward, negotiate an MOU with the CUSD and provide funding to allow community volunteers to build and maintain the proposed disc golf course on the vacant Sonora Strip property. This would create a needed new healthy, free outdoor recreation opportunity for GCSD and Coast-side residents in these COVID times.



What is Disc Golf?

Disc golf (aka Frisbee golf) is a fun, inexpensive, healthy, and environmentally friendly game that can be enjoyed by people of all ages and abilities.

It is played much like traditional golf. Instead of hitting a ball into a hole, you throw a disc into an elevated metal basket.



Golden Gate Park

What is a Disc Golf Course?

A typical disc golf course consists of three basic components: baskets, tees, and signs – one set of components per hole.

- Galvanized disc golf baskets, about 5' tall, slide into below-ground collars anchored in concrete. Multiple collars on each hole help to create variety and disperse foot traffic.
- Tee pads are 4-6' wide and 8-12' long, made of concrete, pavers, turf, or rubber. Minor retaining/drainage may be needed.
- A small sign is placed near each tee to identify and illustrate the hole. Additional signs may include an information board, directional signs, and welcome signs.
- There is no major infrastructure involved in most course installations. The health of the natural environment is preserved.



How do you Play Disc Golf?

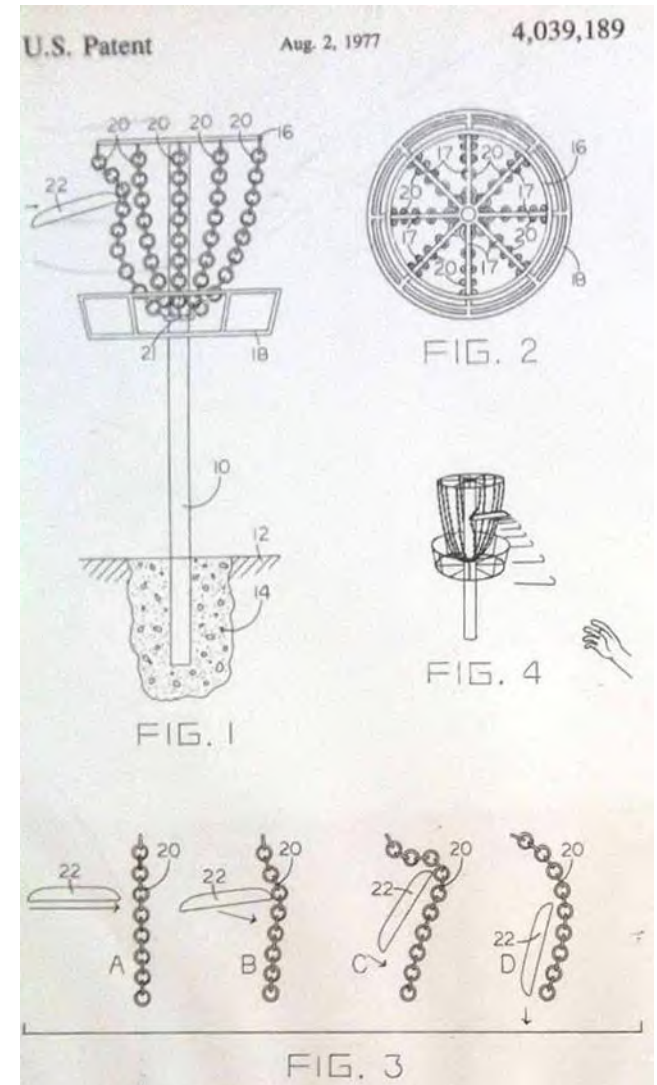
The goal of disc golf is the same as traditional golf: To finish the course in the fewest shots.

As players progress from the “tee” to the “hole,” the trees, wind, water, and elevation changes provide challenging obstacles along the “fairway.” Each throw is made from where the previous throw came to rest. Finally, a “putt” is tossed in the basket to finish the hole.

Courses typically have 9 or 18 holes, but other numbers are not uncommon.



Golden Gate Park



Who Plays Disc Golf?

EVERYONE!

Frisbee-throwing is universally familiar; throwing a golf disc is easy to grasp and enjoy.

Anyone – any age, gender, or athletic ability – can play and have fun.

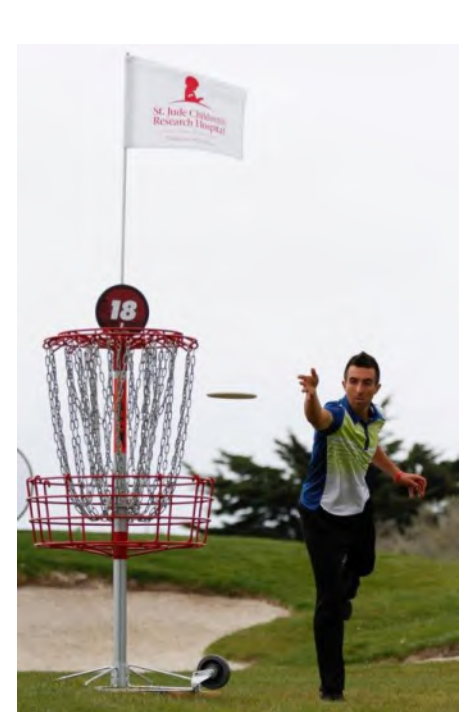


Who Plays Disc Golf? *(more!)*



Why Do People Like Disc Golf?

- Easy to learn
- All skill levels can play together
- Athletic & challenging
- Enjoying nature
- Good exercise
- Affordable
- Watching discs fly
- Informal and formal competition
- Being with friends & family
- Making new friends
- Giving back to the community



Is Disc Golf Popular?

The first official disc golf course – featuring the newly standardized “pole hole” baskets – was established in 1975 at Oak Grove Park in Pasadena. Since then, course and participation growth has been steady and strong.

Today, there are ~13,000 disc golf courses being played in 40+ countries, with ~75% in the U.S. Most U.S. courses opened in the last 10 years.

The Professional Disc Golf Association (www.PDGA.com) sets the rules and standards, sanctions big competitions, and promotes the sport for all skill levels. The PDGA is funded by its ~200K members, mostly “amateurs”.

An estimated 3 million people play disc golf at least once a month, including about 15,000 people in the greater Bay Area. There are a number of disc golf courses that serve the Bay Area, but none on the Coastsides.

Where is Disc Golf Played?

Most disc golf courses are in public parks and open space. A disc golf course can comfortably share space with other pass-through activities like walking, dog walking and biking.

Disc golf courses often utilize less developed areas with lower levels of activity, separate from park areas dedicated to active recreations such as playgrounds, softball, soccer, swimming, and sports courts.

Unlike traditional golf, disc golf is a low-impact activity which utilizes and sustains the existing landscape and environment as-is. The trees, shrubs, wind, water, and elevation changes are essential to a good experience, as they provide aesthetic and challenging obstacles along the way.

In public parks and open space across the Bay Area, disc golf has shared space amicably and sustainably for almost 40 years.



Benicia

Where are the Local Courses?

There are 45 disc golf courses in the greater Bay Area, but only 4 on the Peninsula. The closest, in Pacifica, is an unappealing 4-hole layout with trash cans for baskets.



Next closest are two expensive disc golf courses on traditional private golf properties: Emerald Hills in Redwood City (9 holes) and Gleneagles in San Francisco (18). These are not very close, ideal for beginners, nor affordable for families.

Golden Gate Park has a great 18-hole course – free to play, fun for all abilities. But it's 45+ minutes away.



How Much Does It Cost to Play?

Most disc golf courses are free to play. Most are located in community open space or parks where parking is also free, but some county and regional open space and parks charge for parking. A few disc golf courses are private, charging fees from \$5-25 for 9-18 holes. Emerald Hills in Redwood City charges \$15/person for 9 holes of disc golf.

The only essential equipment is a golf disc, starting new around \$10.

Only one disc is needed; three discs is plenty for beginners. Avid players may carry 15-25 discs with different shapes, weights, and plastics. Each disc flies uniquely.



Is Disc Golf Safe?

Golf discs are more compact and flatter than regular Frisbees. They are intended for controlled flights on a disc golf course, not for playing catch.

Serious injuries are extremely rare, particularly an injury to someone else using the open space/park. Each year, about 4 *trillion* disc golf throws are made in public parks (8000x365x30x50), but serious injuries occur roughly once every 2-3 years across the entire sport.

The main reason injuries are rare is because, historically, most courses are located in public open space/parks. Patience and courtesy have become an intrinsic to disc golf's culture. Players wait for the space to clear before throwing.

Experienced course designers know how to make the extremely low risk even lower. They are experts at predicting flight patterns and dispersion for all skill levels. They study current park usage. They account for various environmental factors.



Aquatic Park, Berkeley

Does Disc Golf Impact the Environment?

Unlike traditional golf, disc golf courses use the existing landscape as-is, without any grading or cutting. The trees, wind, water, and elevation provide attractive and challenging obstacles. We are committed to sustaining the environment because it makes the sport more fun.

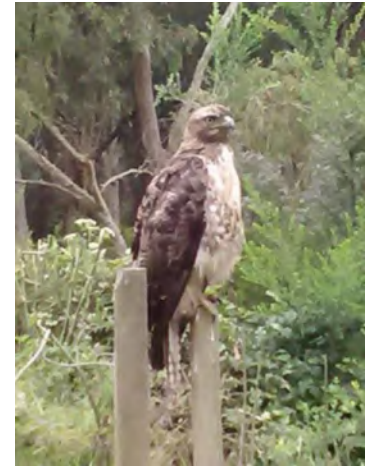
Nonetheless, disc golf does impact the environment in two ways. First, the basic challenge is to throw discs past obstacles – and sometimes you hit them. (Without trees, disc golf would be as boring as tennis without a net!) Designed well – e.g., tees are located only near sturdy or protected trees—the trees' viability is ensured. The only risk is minor aesthetic damage.

Second, disc golfers walk throughout the course, trampling ground cover and some brush, especially near tees and baskets. Depending on the terrain and usage, soil erosion may occur. Simple mitigations include multiple basket sleeves, planned pathways, and wood chips.

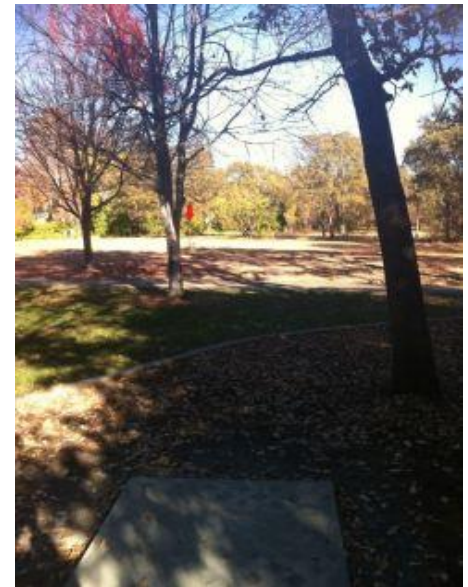
Overall, as demonstrated at other Bay Area courses, the ecosystem will perform as it did prior to disc golf's arrival – no major impact.

Whether the minor impacts are worth the recreational and health benefit may depend on the comparison. For example, baseball and soccer require removing all natural landscape and habitat. On the other hand, hiking on existing paths does not nick trees or create newly worn paths.

Disc golf's tradition of stewardship often results in improvements to the environment where it is played. Most disc golfers don't litter. Moreover, they often plant trees, help clean creeks, and inform staff of issues.



Golden Gate Park



Walnut Creek

How Does a Course Change Open Space?

For the vast majority of park and open space users, a course has little or no impact on their usual experience. They can still walk, ride, play, and relax as they did before. Dog walking is commonly done through disc golf courses. The main difference is that there are a few more friendly people to say “Hi!”

A typical disc golf course is usually quite peaceful. Typically, a community course has 3-4 people playing, maybe 10-12 in the late afternoon if the wind isn't too strong. On the rarest days when the course is full (2-5 people per hole), that means 2-10 people per acre depending whether the layout is compact or spread out. Most courses don't have big events.

Parking needs are roughly one vehicle for every two players – i.e., 2-4 cars most of the time, with 10 cars on rare days.



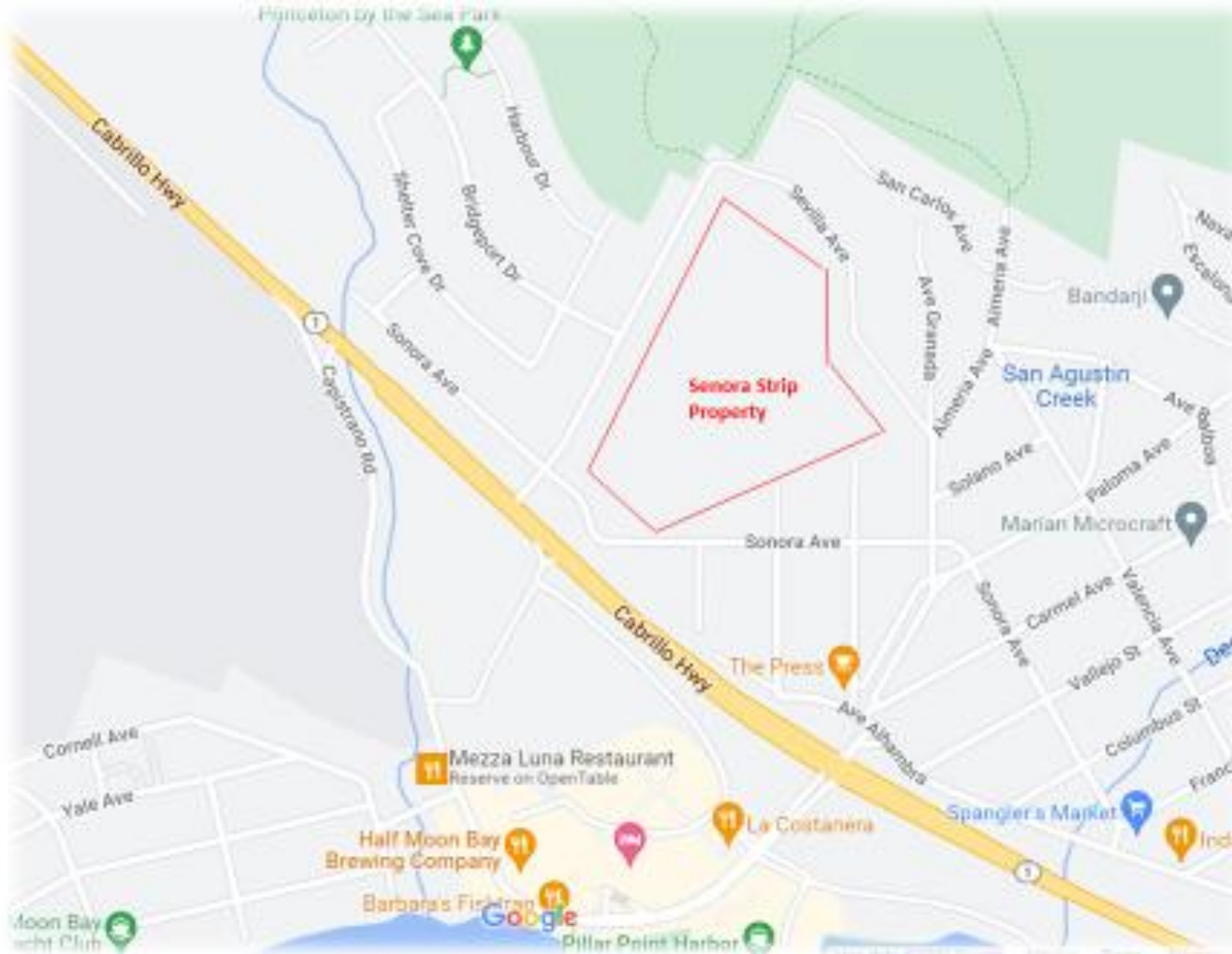
Periodically, most clubs perform minor maintenance -- spreading wood chips, improving paths, picking up trash, etc.

Disc golfers often adopt the open space/parks where they play. They get to know the other regulars. They keep an eye on things. Their regular presence tends to discourage troublemakers.

Disc Golf at the “Sonora Strip”



Figure 2. Sonora Strip Property, El Granada



The so-called “Sonora Strip,” is vacant land, owned by the Cabrillo Unified School District in El Granada, between Sonora and Sevilla Avenues, and classified by the school district as Surplus Property. Currently, there is occasional informal dog walking, bicycling and walking use on this property.

Sonora Strip: A Suitable Location

Good sites for disc golf have certain fundamental characteristics, many of which are common to any recreational feature in a park or open space:

- Enough space to play without significant detriment to other activities: typically, 1/2-acre per hole for community courses – shared space! – and 1-2 acres for advanced courses.
- Good variety of obstacle distribution (typically trees and water): areas with lots of obstacles (“technical” in disc golf parlance), moderate density, or “wide open”.
- A habitat which can thrive with a course, including mitigations for foot traffic, tree deflections, and soil erosion as needed.
- A lack of severe risks or nuisances – e.g., extreme slopes, rampant poison oak, busy streets, dangerous wildlife.
- Reasonable access and operation – e.g., parking, restrooms, drinking fountains, pathways.
- Natural beauty.
- A community that wants to play!

The Sonora Strip shown in Figure 2 has all of these characteristics.



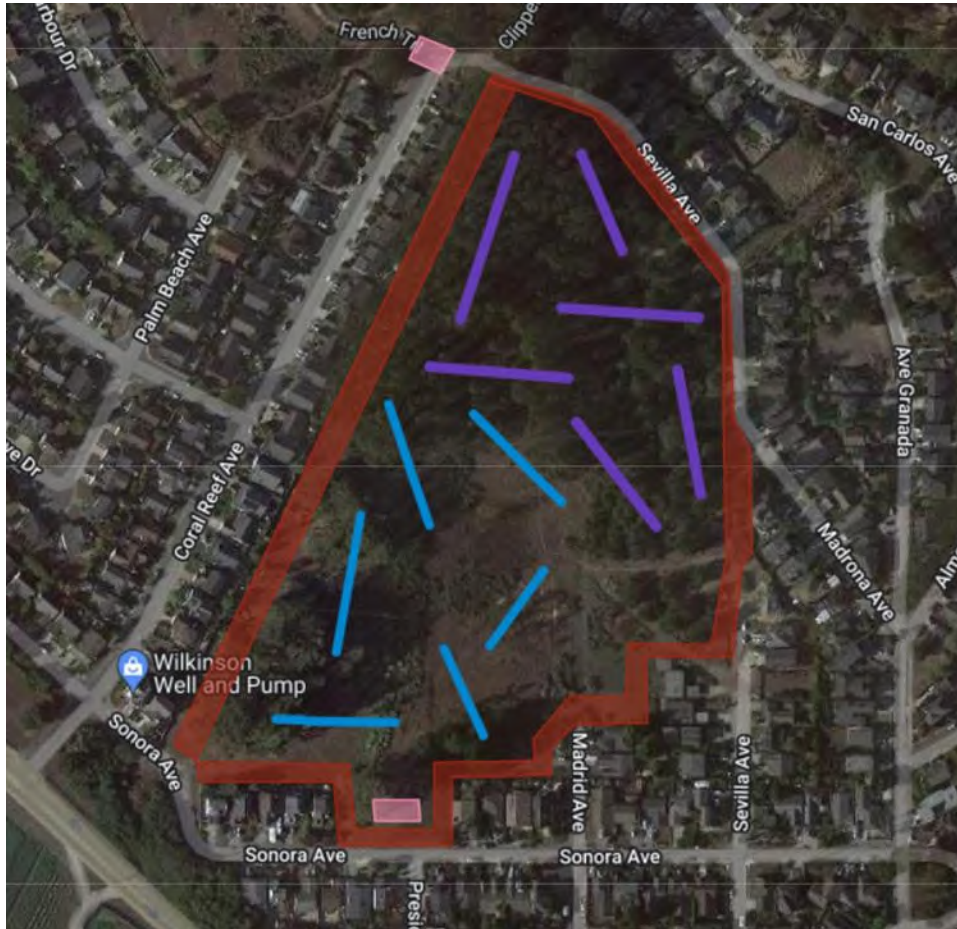
Preliminary Disc Golf Course Design

For demonstration purposes a preliminary disc golf course layout, shown next in Figure 3, has been developed for the Sonora Strip. This layout was created by Leonard Muise, a nationally known disc golf course designer. This design can be modified to accommodate agency and public input. Features include:





- A 6-hole beginners' course and a 6-hole advanced course, for a total of 12 holes/baskets.
- Use of on-site trees and shrubs as obstacles to provide different levels of “technical” difficulty
- Tee boxes and tee signs
- On-site vegetation is used to screen users from others. Minimal vegetation clearing needed.
- Buffer zone to maintain adequate distance from neighbor property
- Two locations for waste/recycling receptacles, if these are deemed necessary
- Two locations for off-street parking



Figure 3. Preliminary Disc Golf Course Layout



Legend

-  Beginner Course Hole & Fairway
-  Intermediate Course Hole & Fairway
-  Potential Off-Street Parking
-  Boundary of CUSD "Sonora Strip and Buffer Zone Near Houses"

Design and layout created by Leonard Muise,
whirlwinddiscgolf@gmail.com

Leonard Muise, Professional Course Designer

World renowned disc golf course designer. 40-year Bay Area resident.

Local courses include Golden Gate Park & Oyster Bay Regional Shoreline.

From the community's perspective, Leonard designs for multi-use compatibility and environmental sustainability.

From a player's perspective, Leonard designs for variety, challenge, visual interest, and easy navigation.

Whirlwind's goal is for the park to serve the community as well as possible, with disc golf providing just one part of a great overall outdoor experience.



Emerald Hills, Redwood City

Estimated Amount of Use

Disc golf is growing in popularity. There is an active group of disc enthusiasts on the Coastside. For a number of years HMB High School students have participated in a disc golf PE course. These Coastside persons we believe will initially be the primary users of the proposed disc golf course. Use will grow in the ensuing years as word spreads about the activity. The proposed preliminary, modest-sized disc golf course is designed as a “Community Course” and should not draw large numbers of persons from outside the Coastside.

We estimate between 15 - 35 persons will initially play at least one round of disc golf on the proposed course on a weekend day. Half that number are projected to use it during a weekday or during inclement weather. Based on these figures, we estimate the following number of disc golf users and rounds played.

	<u>Low</u>	<u>High</u>	
2023 Estimated Disc Golf Players Per Weekend Day	15	35	Players
<u>2023 Estimated Disc Golf Rounds Played</u>			
* Per Month Spring, Summer and Fall	180	420	Rounds Played
* Per Year	2,000	5,100	Rounds Played

The primary users of the proposed course will be local residents, and some will be walking or bicycling to it. We estimate the number of vehicles parking on a weekend day would be 3 - 8 cars. There are two existing areas on/near the Sonora Strip property which could easily accommodate that number of cars for off-street parking. That amount of cars should have minimal impact on local traffic.



Cost

On a typical disc golf course, just the equipment and materials cost \$500-\$1500 per hole, depending whether the installation is bare bones – only mid-quality baskets – or shoots for higher quality, including common features such as tee pads and tee signs. Multiplying by 12, the cost for a 12-hole course for equipment and supplies ranges from \$6,000 to \$18,000 – around \$12,000 for a mid-level installation.

Whirlwind Disc Golf provides a convenient [cost worksheet](#) which enables anyone to explore the costs of various features at different quality levels and quantities.



Beyond baskets, tee pads, and tee signs, additional common costs include:

- welcome sign with course layout, rules, and etiquette
- directional signs (“this way to the next hole”)
- small landscaping enhancements – trail boundaries, retaining and drainage for tee pads on slopes, small platforms for elevated baskets
- practice basket for putting before/after your round.
- trash cans, benches

Preliminary Construction Cost Estimates

The following provides a initial picture of the costs for constructing the preliminary 12-hole course shown in Figure 2. All of the ten most recently built disc golf courses in the Bay Area have been constructed solely by volunteers and residents/businesses have made substantial donations of money and materials. Construction generally does not require use of heavy equipment, except for trimming large trees. Discussions with disc golf clubs and local players indicates there would be strong volunteer support, and also donations We believe that, like all the others recent Bay Area courses, the Sonora Strip disc golf course could be 100% built by volunteers. Estimates below include costs of mid-level equipment and supplies. Two costing alternatives were developed to show the range of costs for construction.

A. Volunteer Built – It assumes volunteers will conduct all construction tasks from clearing necessary grass and brush, digging holes and placement of baskets, building tee boxes and placing tee signs. One day of a tree service company would be included to trim high tree branches. Cost of 3 trash dumpsters. GCSD would purchase equipment and supplies, when not covered by donations.
Alternative A Cost: \$13,000

B. Contractor Built – A licensed contractor would conduct all the construction activity. One day of a tree service company would be included to trim branches. Cost of 3 trash dumpsters for debris. GCSD would purchase equipment/supplies, when not donated.
Alternative B Cost: \$34,000

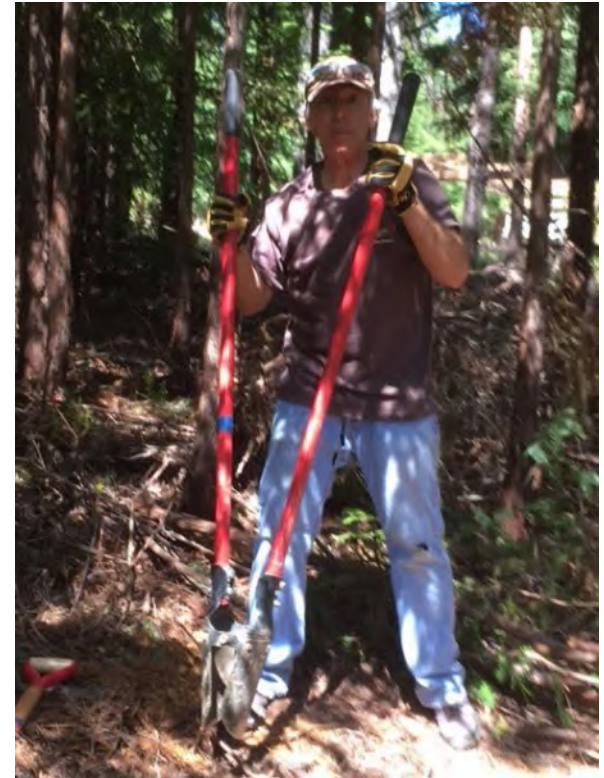


Installation & Maintenance

Most disc golf courses in the Bay Area were installed by volunteers working primarily with hand tools, sometimes including power tools such as a gas tamper or auger. Rarely, heavy equipment (read: bobcat) is required for leveling a couple tee areas or removing heavy overgrowth. Installation requires roughly 20-50 hours of volunteer effort per hole.

Once installed, maintenance is nominal. The baskets are sturdy, lasting 15-20 years without any maintenance. The tee pads, depending on the material, need only occasional sweeping of natural debris. The tee signs, again depending the type, usually last as long as the baskets.

Most maintenance effort consists of trail work and clearing fallen branches. At most courses, the local club holds “work parties” to keep the course in good shape. Ideally, club and park district establish a formal partnership which responsibilities and ensures consistent, long-term upkeep.



Preliminary Maintenance Cost Estimate

Experiences in the Bay Area have verified that disc golf courses require very little maintenance. No water is used and no regular mowing is required. The initial estimate of the costs for maintaining the preliminary 12 hole disc golf course are based on the following assumptions: Volunteers would conduct all maintenance, including collection of litter and small branches from the course and around the holes, mowing grass along holes in spring and fixing/replacement of broken or vandalized course features. The exceptions are three trash/recycle bins which would be placed on the property and would be served bi-weekly by a contracted company. A professional tree service company would be needed to trim any large trees/branches that fall on the course, and this would be on an as needed basis. GCSD or disc golfers would not be responsible for maintaining trees or other property features which are not used for disc golf. If there are large trees which fall on the course, then there would be a higher maintenance cost.

Estimated annual maintenance costs for the preliminary course layout is \$5,000



Final Thoughts

Disc golf can provide a great complement to the other recreational experiences on the Coastside, particularly activities which provide healthy, affordable fun for younger and older community members. No near-by courses exist, while there is substantial demand for disc golf by HMB High students and local enthusiasts.

The subcommittee believes the “Sonora Strip” property would be ideal for a 12-hole disc golf course, such as the one identified. We are confident the course will preserve the natural beauty of the current location and have no large adverse impacts on neighbors, and we’ll seek their input. We expect it may actually enhance the look and feel of the Sonora Strip by discouraging encampments, reducing overgrown non-native species and increasing community stewardship for this wonderful space. Construction and maintenance costs are reasonable, and will be reduced through the use of committed volunteers and donations.

We look forward to working with GCSD and CUSD staff, area users and neighbors for the successful planning, installation, and maintenance of a great new disc golf course!



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Heart Drive Collective Burnham Property Use Proposal
Date: April 21, 2022

This Item is presented for the Board's consideration to authorize use of the Burnham Park property parking area to hold a one-day fundraising event to be organized by Heart Drive Collective (HDC), as requested on 3/14/22 by founder Jesse Nelson.

The event would be held on a Saturday, a date yet to be determined, which will be coordinated with the availability of staff to oversee the event. If approved, staff will contact Recology to request additional trash receptacles and to coordinated pick up.

HDC is an experienced event organizer, with past events including the Stayin' Alive Tamale Drive in Oakland, the Haircuts for Heart Campaign in Lafayette Square Park, and the Holiday Heart Drive, which included the participation of two local businesses; Old Princeton Landing and Hop Dogma Brewery.

Attached is an excerpt from the request from Mr. Nelson providing details on the proposed event. Also attached is a rendering of the proposed use of space provided by Mr. Nelson.

EXCERPT FROM REQUEST FOR USE OF BURNHAM PROPERTY

Overview: We would like to set up a musical event at the El Granada halfpipe. This will include local artists playing amplified sound. The event would last 4 hrs. and benefit a local non-profit program (TBD). We will pretty much take care of everything on our end. We just need permission to use the space and help with trash management post-event if possible.

Date: Future Saturday TBD

Time: 2-6pm

Crowd: 50-100 people throughout the event

Food: We will hire a catering company or food truck to set up and provide food and beverage.

Power: We will have generators to power the event ourselves

Sound: We will provide our own sound

Entertainment: We will provide the entertainment

Stage: We will bring an 18-foot flatbed trailer which we will use as a stage.

Trash: We would ask that trash receptacles be provided. We will have a team to clean up after the event and make sure it is left as we found it.

Donations: Funds will be going towards the Next Generation program for an arts Summer camp on the Coastside.

We would set up the stage to the left on the halfpipe (if you are facing the ocean), and the food and booths to the left of that.

Booths: We will invite local artisans and shop owners to set up booths with a percentage of proceeds going to the cause.

- Musical acts performing throughout the entire event. We will invite some young talented artists from the high school to perform as well as some more established acts including myself
- A skate competition with donated prizes
- A raffle with giveaways from local businesses
- Booths with local artists and vendors
- Food and beverages provided by Event Savvy

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Directors Nancy Marsh & Barbara Dye
Subject: Recommendation – Architectural Design Firm for Community Center
Date: April 21, 2022

As the ad hoc Committee for developing the new Community Center, we have reviewed three proposals received in response to GCSD's Request for Qualifications for Granada Community Services District Community Center and District office, issued on February 21 with a deadline of March 4 for responses. As discussed at the last Board meeting, we narrowed the choices down to two firms – Noll & Tam and Group 4 – based on their significant prior work on community centers and other public building projects. Since the last Board meeting, we have personally spoken with five reference sources and visited three completed or in-progress project sites for these two firms.

We recommend selection of Group 4 Architecture, Research + Planning, Inc. for our Community Center and District Office project.

Group 4, based in South San Francisco, has designed many community and recreation centers, including work-in-progress for the Burlingame Community Center and San Bruno Recreation Center. We are confident that we can learn from their experience to design and build a practical, versatile and beautiful Community Center that will meet the needs of the whole community, across a wide range of interests and demographics. Group 4's Statement of Qualifications is included in the following pages.

The reference sources we spoke with were emphatically positive about their experience working with Group 4 and specifically about the leadership and management provided by Dawn Merkes, one of their principal architects. Group 4 has proposed Dawn as the Principle-in-Charge/Project Manager for our project. Group 4 was repeatedly cited as being particularly strong in communication and project management and delivering each stage, with significant independence, in time and on budget.

All four of the team members are architects; Dawn Merkes and Jon Hartman are the firm's principals. Dawn and Jill Eyers, who both did a walk-through of the Picasso building, are long term Montara residents, so they not only know the coastal climate, but they also know the local culture.



Granada Community Services District

ARCHITECTURAL DESIGN SERVICES FOR COMMUNITY CENTER AND DISTRICT OFFICE

March 4, 2022 | Statement of Qualifications





G R O U P 4

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JILL EYRES
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ARCHITECT

WILLIAM LIM
ARCHITECT

TERESA ROM
ARCHITECT

04 March 2022

Delia Comito, Assistant General Manager
GRANADA COMMUNITY SERVICES DISTRICT
504 Avenue Alhambra, PO Box 335
El Granada, CA 94018
Ph: (650) 726-7093

Re: Granada Community Center and District Offices Project

Dear Ms. Comito and Members of the Evaluation Committee,

Group 4 Architecture, Research + Planning, Inc. is pleased to submit our qualifications and proposal for the new Granada Community Center and District Office. This project represents an important opportunity to create a facility that supports 21st century community service and operations; incorporates best design practices for beautiful, flexible, and sustainable public space; and reflects and celebrates the unique spirit and culture of our Coastside community. The Group 4 team has the experience, skill, perspective, and passion to deliver excellent service and a high-quality project.

Extensive Relevant Experience

For more than four decades, Group 4 has worked with communities to develop beautiful, functional, and cherished facilities that reflect and celebrate local values. Our portfolio includes dozens of relevant community projects such as the multiple award-winning Palo Alto Mitchell Park Center, San Jose Roosevelt Community Center, and West Sacramento Community Center. We are excited about the positive impact that our new Burlingame Community Center and San Bruno Recreation Center, both under construction, will have for their communities. We value and embrace the opportunity to engage diverse communities in the design process for vibrant, innovative, and active community spaces.

Our team also has exceptional experience working with and transforming existing buildings into vibrant, sustainable, and high performance public architecture. Group 4 designed the transformation of a historic warehouse in San Jose into a LEED-NC Platinum showcase for energy efficiency and environmental sustainability. Other relevant projects include the adaptive reuse of a former grocery store into a national award-winning library in Kansas, and the transformation of a former retail drug store into a modern library for San Pablo. In this statement of qualifications package, we have included a selection of relevant projects representing the diversity of our portfolio. We will be happy to provide additional examples as well upon request.

We will leverage our experience to work with District staff to design a flexible, functional, and fabulous destination for the Granada community.

Positioning the Project for Success

Group 4 has a proven track record of successfully delivering community projects on time and within budget. We have developed our proposed approach to the Granada Community Center project to establish a strong foundation that aligns the District's budget and development timeline with program priorities and design vision. We will work with the District to efficiently navigate the permitting and approval process for CEQA, the Midcoast



Community Council, and San Mateo County. Our effective project management, quality control, and cost management procedures will ensure smooth progress through the design, permitting, and construction phases. We can also assist the District in pursuing supplemental funding through grants, special program opportunities, and partnerships.

Commitment to Community

Our proposed team includes Group 4 principals and senior staff committed to the project's success. Principal-in-Charge and Principal Project Manager Dawn Merkes has led the team for many of Group 4's most innovative, acclaimed, and successful community recreation projects. Our team brings years of experience working together to help communities create a shared vision, support, and momentum for design. Group 4 has also collaborated successfully on projects with Kikuchi and Kankel, and have an excellent working relationship with their team.

Closer to home, Group 4 Principal Dawn Merkes and Senior Associate Jill Eyres are both long-time Coastsides residents; Jill has lived in Montara for almost 18 years, and Dawn has lived in Montara for nearly 30 years. We understand the high interest that the new Granada Community Center project will generate, as well as the sensitivity and rigor required in designing on the coast. Dawn and Jill will be instrumental in navigating a design, development, and engagement process that will result in approval and advocacy for the project.

We envision a beautiful new landmark Granada Community Center that celebrates its site, the adjacent Burnham Community Park, and the El Granada community. Please feel free to contact Dawn Merkes or Jill Eyres at our contact information below with questions or for additional information. We look forward to the opportunity to share our ideas about this exciting project with you.

Sincerely,

GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

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TAB 1 — FIRM INTRO





1.

FIRM INTRO

Group 4 Architecture, Research + Planning, Inc., is a full-service architecture firm dedicated to creating vibrant public places that cultivate dynamic communities. For more than four decades, our inspired and talented staff has provided quality services to public clients and the cities, counties, and districts they serve. Our distinctly inclusive design process engages diverse user, staff, and stakeholder groups in shaping the future of their communities.

Exceeding our clients' expectations for facilities that create and communicate a vision for their communities is a key reason behind the success of our projects and the fact that more than half of our business is for repeat clients.

We are active in professional organizations such as the American Institute of Architects and the California Parks and Recreation Society. Most of our professional staff are LEED accredited and we are committed to the AIA's 2030 Challenge. Continuing education is part of our DNA and an integral part of our professional practice which includes weekly lunch and learns, continuing education courses, ADA trainings, management classes, conference attendance and presentations.

GROUP 4 HISTORY

Group 4 Architecture, Research + Planning, Inc. was founded in 1974 by a group of young architects who were equally committed to high quality design, positive community impact, and great client service. Our founders launched the firm into nearly five decades of service to public agencies and the communities they serve.

Based in South San Francisco, CA, Group 4 also has satellite offices in Lexington, KY, Philadelphia, PA, and Seattle, WA with a total of 30 employees. The Group 4 team includes architects, planners, interior designers, and technical and construction support specialists. Our services include planning, architectural design, interiors and FFE, signage and graphic design, and stakeholder engagement. We have strong relationships with engineers and specialty consultants that share our values and complement our team.

CONTACT

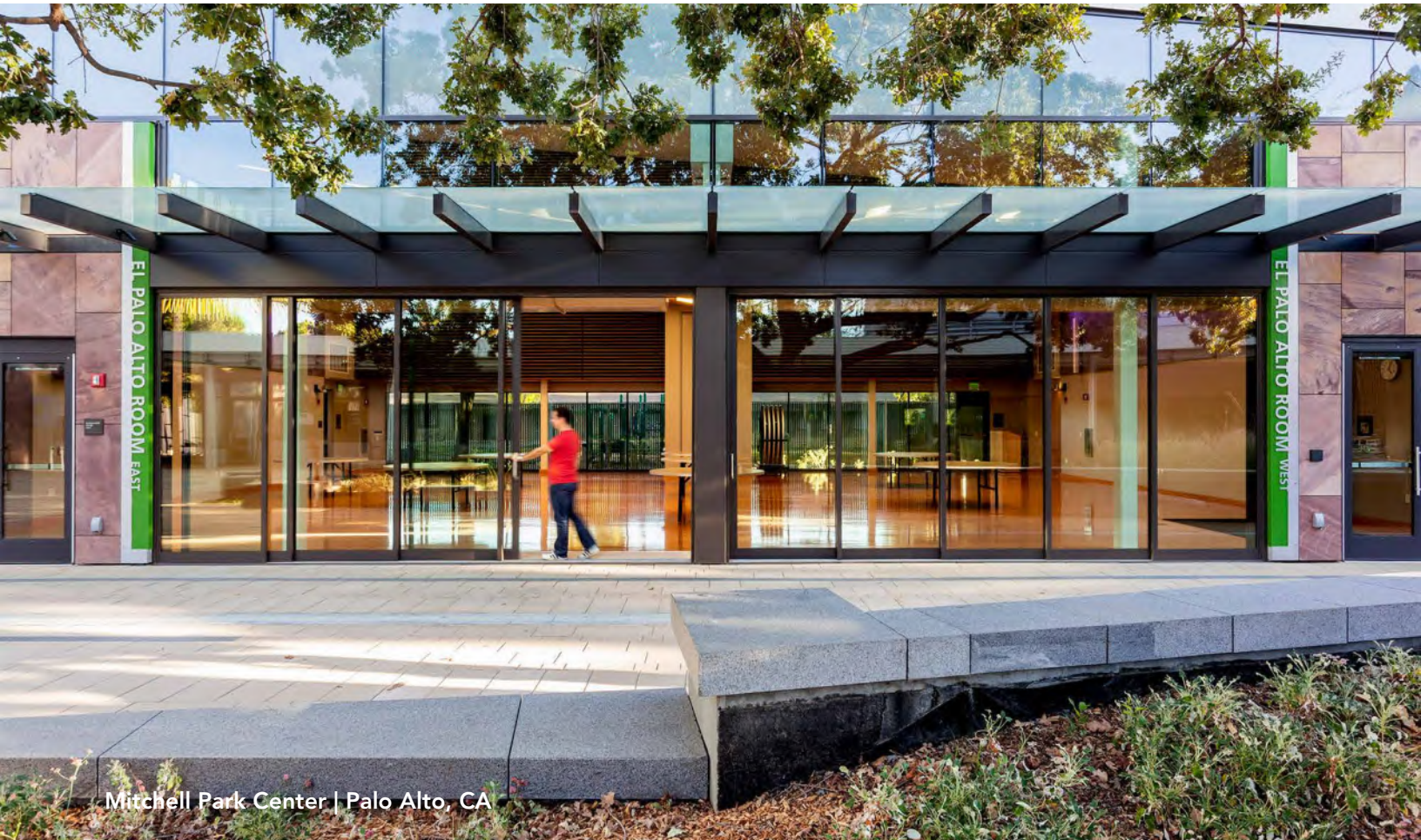
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Dawn Merkes, Principal

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EXCELLENCE IN DESIGN



Each of Group 4's projects is designed to celebrate and reflect the values of their community and the essence of its location. Our design philosophy is based on understanding that excellent architecture requires the melding of aesthetic, functionality, and sustainability. Our Yorba Linda Library and Cultural Arts Center and Boulevard Recreation Center are just two examples of award-winning Group 4 projects that deliver on all aspects of design.

Community center programming and design requires special considerations so that people of all ages and abilities can enjoy the benefits at their highest capacity. What Group 4 also understands – through our dozens of successful community center projects – is that intuitive and easy wayfinding, adequate and balanced lighting, thoughtful furnishings, excellent acoustical and audio design, and other inclusive design strategies make our centers welcoming and accessible for community members. We also know that multi-generational, multi-use centers – such as our Mitchell Park Center in Palo Alto – are most successful when they are planned and designed from the earliest project phases with operational flexibility and sustainability in mind.

We envision a vibrant, innovative, flexible, and sustainable new Granada Community Center that is seamlessly integrated into the existing preschool building. Relevant project in Group 4's portfolio include our new Burlingame Community Center, which enhances its city park setting and provides a wide range of flexible, well-equipped spaces for diverse programs and activities. The new Burlingame Community Center is also designed for a high degree of efficiency and sustainability including flexible operation modes and Net-Zero-Energy performance where the building's photovoltaic system produces enough renewable energy to meet its annual energy consumption.

ENGAGING PROCESS



Group 4 has developed our participatory design process over the course of more than four decades and hundreds of successful community projects. What sets our process apart is our proven record of building a shared vision, consensus, and momentum for public projects that reflect and celebrate community priorities and values. Our proposed process for the Community Center in El Granada builds on the strong foundation of the Master Plan that GCSD and Kikuchi + Kankel Design Group (KKDG) have completed. Our process is designed to bring additional diverse voices into the programming and design process, to build stakeholder and community awareness and support, and to give GCSD staff and the Board information to make informed decisions efficiently and confidently.





COMMUNITY CENTER



SUCCESSFUL PROJECT DELIVERY

Critical for the success of public projects is comprehensive and accountable budgeting. The Group 4 team understands the need to develop realistic budgets from the earliest project phase, and the importance of including all soft and hard costs, from construction to furniture to signage and development costs. Our proposed design team for the Community Center at El Granada has years of experience working together to develop accurate budgets and to deliver projects successfully within them. Many of our key consultant team members collaborated with Group 4 on our award-winning multigenerational Community Center at District 56 in Elk Grove, where we assisted in developing early project budgets and designed the project successfully within the estimated construction cost.

The Group 4 team is committed to principal participation from the beginning of the project through closeout. Our Principal/Project Manager, Dawn Merkes, brings nearly 40 years of experience in community center design, and an unparalleled record of strategically helping communities transform their vision into reality. Principal Jonathan Hartman and Senior Associate Jill Eyres will work closely with Dawn to design inspiring, sustainable, and award-winning architecture – as they did for the San Pablo Library, a repurposed Walgreens store. Associate Architect Teresa Rom is a technical specialist in high-performance public architecture and her leadership in design and construction administration will contribute to well-coordinated documents and a smooth delivery process.



San Pablo Library Adaptive Reuse | San Pablo, CA

ADAPTIVE REUSE EXPERIENCE

Our proposed team has experience working on adaptive reuse projects and is currently working on repurposing an old Dublin Police facility into a new Cultural Arts Center project that will include a black box theater, a music room, an arts and crafts room, a ceramics room, and a dance studio. We are also working on the historic preservation of Pacifica's City Hall and the major renovation of their Planning Building on their civic campus, and the repurposing of an old Rite Aid building in Elk Grove in a new library. Dawn Merkes has guided the community-responsive success of civic campus projects ranging from the West Sacramento Community Center to the Palo Alto Rinconada Library renovation. Jill Eyres has extensive experience on adaptive reuse projects that re-activate civic districts, and Jonathan Hartman manages the technical aspect of facility design including sustainability strategies that earned LEED Platinum certification for the Palo Alto Mitchell Park Center and the San Jose Environmental Innovation Center.



TAB 2 — PROJECT
UNDERSTANDING + APPROACH



2.

PROJECT UNDERSTANDING + APPROACH

BACKGROUND

Granada was established in 1906. It was designed by famous beaux arts architect and urban planner, Daniel H. Burnham. It is his only town plan that was built and is considered a masterpiece of urban design. The design included public plazas, a 640 acre park, and oceanfront promenades and boulevards radiating from town center. The wide tree lined boulevards, graceful vistas towards the hills and the ocean are current day reminders of Burnham's vision.

The Granada Community Services District (GCSD) serves the unincorporated areas of El Granada, Miramar and Princeton. The District provides parks and recreation services, sewer, solid waste and recycling services to over 2,500 residences and businesses as well as the northern portion of the City of Half Moon Bay.

“Park & Recreation's mission is to serve GCSD's community with thoughtful development of parks and provision of recreational activities for residents of all ages and abilities, with a dedicated focus on environmental stewardship. GCSD's goal is to provide parks and recreation services that benefit the GCSD community, with a commitment to robust neighborhood outreach on new projects.”

GCSD recently purchased a 2,800sf building on a 30,000sf parcel at 480 Avenue Alhambra in El Granada, with the intent of repurposing and expanding it to be a new community center and the District offices. The parcel is directly adjacent to the 6 acre parcel the District is in the process of developing into the Burnham Community Park. The site is centrally located, highly visible with breathtaking views, and will directly connected to the new park.

The building is currently being used for a pre-school whose lease expires in August 2023. The intent is to complete the design and construction documents prior to that date and start the renovation and expansion of the building once vacated. To this end the District is now looking for an architect to work with to design and plan the new building, support community outreach, and assist with obtaining entitlements and permits to complete the work.

The District has already begun engaging the community on potential activities that the new center could support and initial input indicates that the community is very interested in having spaces for events, crafts, fitness, meetings, childcare and multi-use. The District has completed preliminary programming for the offices and the community center which includes both indoor and outdoor activities. It is anticipated that the existing 2,800sf building will need to be expanded by ~2,000sf to accommodate both the community and the office spaces.



ACTIVATE

The Community Center will be uniquely positioned to enrich and activate Burnham Park, its surrounding neighborhoods, and the entire El Granada community. There is a strong framework for the renovated former pre-school to become a welcoming, equitable community space. The renovated building and associated site work has the opportunity to create a shaded entry and drop-off plaza with direct access to both community room and program spaces. Along the parkside of the building, the opportunity to blend the Community Center into the park, resulting in expanded event and program space for additional revenue options for the District. An optimally-oriented trellis can link the inside to the outside with shared, community-focused outdoor spaces.



Burnham Park Master Plan
- Prepared by KKDG Landscape Architects





LEARN

Creating inclusive and engaging learning spaces that support physiological, cognitive and cultural needs of all users is our goal. We will incorporate best practices for universal design – **creating an inclusive, safe, and accessible environment for diverse and differently abled participants**. The spaces will be welcoming and promote engagement and flexible learning hubs that facilitate multiple modalities of learning and recreational programming. The resulting learning environments will be aesthetically pleasing, stimulating, and culturally inclusive, responding to the diverse community that Granada Community Services District serves.





CREATE

The need and interest for spaces that support creation has grown in the last decade and continues to expand in all directions from fine arts, crafting, robotics, coding, digital arts, music, photography and videography. The physical spaces in the new Granada Community Center will respond to the community's interest in creation with spaces that inspire and support various arts programming. The spaces will need to adjust and change as interests and uses change. Flexible infrastructures such as power, water, lighting, acoustics, and seating configurations will be leveraged to provide the maximum adaptability of spaces.



Providing seamless indoor/outdoor connections allows for expansion of programmable space and multiple environments for activities. Promoting and supporting creative activities in our communities is an important service that the Granada Community Center will provide.

"We'll need to tap creative cognition, inspire creative collaboration, foster creative communities and leverage creative action. Designing and solving for creative work matters – a lot."

- Tracy Brower, PhD, MM, MCR, Principal, Applied Research + Consulting, Steelcase



MOVE

In light of the current global pandemic, the value of exercise on both physical and mental wellness cannot be overstated. One of the goals of recreation is to provide spaces that allow people of all ages, abilities, backgrounds, and cultures access to the benefits of healthy activity options. A programmatic consideration of delivering functional multi-use fitness spaces is the need for additional storage to accommodate the various types of equipment needed for multiple uses.



Leveraging the parameters of available indoor space with adjacent exterior spaces is what Group 4 refers to as **“designing for indoor/outdoor connections”**. We have used this strategy successfully in many different iterations including performance platforms, fitness/group exercise/dance rooms, event spaces, art and maker spaces and gathering spaces. Anticipating that summer camps will be a key program that the building will support, having an expandable fitness room will provide additional revenue generating opportunities.



GATHER

The new Granada Community Center is envisioned as the heart of the community and should support creative patterns of use by visitors. The new center will **contribute to the health, happiness, and well-being of the community** by providing a multitude of indoor and outdoor spaces that will support both formal and informal programming, social interactions, community gatherings, celebrations and "improptu interactions". The Project for Public Spaces surveyed people to find out what placemaking means to them and found that it is a crucial and deeply-valued process where people feel intimately connected to the places in their lives.



Transforming the old pre-school into a lively, inviting, and welcoming place with multiple gathering spaces and social nodes, will be key to the success of the new community center.



West Sacramento Community Center | West Sacramento, CA

APPROACH

COLLABORATING WITH THE DISTRICT

Group 4's collaborative process begins with communication and shared goals among the design and development team. We will leverage and build off the work already completed by the District and Kikuchi + Kankel Design Group (KKDG), work closely with District Staff, the Board and the community to ensure the Granada CSD Community Center and District Offices project an unrivaled success on multiple fronts – design and technical excellence, sustainable design, and full and unequivocal community support.

Our approach to working with staff and the Board begins with the establishment of a Project Management Team (PMT) that meets at regular intervals to make decisions and provide overall project direction. The PMT will also monitor the project participation plan closely, and review content and exhibits before presentations to stakeholders, the community, and District staff. For the Community Center project, we anticipate that the PMT will be composed of the GCSD Board and Staff, San Mateo RCD, KKDG, other key City staff, and key project personnel from the Group 4 design team. The District may also wish to include Park Advisory Committee or key community members in the PMT or at certain meetings, depending on agenda topics.

At key points in the project, we will conduct technical meetings focused on specific topics.

The design team's key personnel will be involved in all phases, from programming through construction, bringing continuity and depth of understanding to all phases of the project. Group 4's project manager will collaborate from the earliest goalsetting and programming phases through the completion of construction.

PARTICIPATORY DESIGN PROCESS

Every community process involves diverse and often opposing viewpoints. The entire Group 4 team is skilled in listening and transforming potential conflicts into understanding and a shared vision. Rather than focusing on individual preferences, we focus on the art of community and stakeholder engagement, listening, building trust, and finding the common denominator. Our focus on shared values consistently creates beautiful, high-quality facilities designed to serve their communities for generations to come.

Group 4 principal Dawn Merkes has an unrivaled reputation for guiding communities towards clear, understandable directions and generating deep support – even from those who didn't initially advocate for the final direction. Recent Group 4 projects that began the master planning stage unfunded, but continued smoothly into design with full community support, include the Burlingame Community Center, the South San Francisco Civic Campus, Newark Civic Center, Elk Grove's 56-acre Civic Center Park and Community Center, the San Bruno Recreation and Aquatics Center, the Millbrae Community Center, and the Belmont Community Center.

For the Granada CSD Community Center and District Offices project we will work closely with the PMT to develop an effective community participation and communications plan that will provide the most benefit to the project. The District has made extraordinary efforts to bring the Community Center and District Offices project to this launching point, and we will build upon this excellent foundation, bringing fresh energy, new perspectives, and strong design leadership to both the design and the process. We look forward to working closely with District staff to synthesize previous and new input into clear directions that can be effectively communicated.

Our distinctive proven participatory design process will:

- Engage, facilitate and provide informed decision making for staff and the Board
- Integrate community engagement and communication
- Utilize the design process of the Community Center to build a long-term sense of community ownership

This proposal is preliminary, and we look forward to the opportunity to confirm and refine the engagement strategy with the District.





WORKING WITH LEADERSHIP AND STAKEHOLDERS

We will work with District staff to develop the participation plan for the Board, the Park Advisory Committee (PAC) and the community. We anticipate study sessions and presentations to the GCSD Board and possibly the Park Advisory Committee (PAC). Working with staff we will develop a plan for engagement and approvals with the San Mateo County Planning and Building Department, and the Coastside Design Review Committee.

We will conduct interviews of key project and community stakeholders to ensure that we understand their needs and perspectives and that they are reflected in the program and design strategies.

WORKING WITH THE COMMUNITY

The Group 4 team has bilingual spanish-speaking professional staff that will be assigned to the project and can assist with translations for exhibits, online survey, presentations, stakeholder interviews, and social media posts. We will work closely with staff to ensure that our outreach and social media posts are reaching the Granada community and as appropriate can provide information and translations in multiple languages as selected by the District.

We are proposing one (1) round of community outreach and engagement during Phase I, using our proven, comprehensive process that maximizes opportunities to participate. We will facilitate a combination of strategies, including community charrette (workshop), pop-up kiosks, online survey, and study sessions and presentations to the Board and the potentially the PAC. We will reach out to project stakeholders to help promote the opportunities for engagement through their websites, mailers, newsletters, and posters. We have used this outreach process extremely successfully on other projects such as Group 4's Santa Clara County Fairgrounds project – for which we engaged more than 5,500 community members in three languages.

TECHNICAL MEETINGS

Our work plan includes technical meetings with District staff, County departments such as Planning, Building, regulatory agencies such as County Health throughout the project to ensure requirements are met.

INTEGRATED DESIGN WORKSHOPS

Our proposed work plan includes Integrated Design Workshops (IDWs) which brings together users, maintenance, design team and cost estimator to have a clear understanding of the building and its system, while ensuring project budget, scope, schedule, and expectations are aligned.

INTEGRATED PROJECT MANAGEMENT

Group 4 has an excellent record of successfully managing the entire project delivery process, including projects with multiple client/ stakeholder groups and accelerated time schedules. Group 4's project team provides effective planning, programming, and design services to ensure that facilities will meet users' functional needs. Group 4 uses several tools and procedures to guide projects to timely, budget compliant completion.

Cost Control. Cost estimating is an integral part of every phase of project planning at Group 4. Rather than look at costs only at the end of each phase, we continually monitor costs by updating the estimate — and communicating with the client — each time a major design decision is made. The cost impacts of revisions also tend to increase exponentially over time, meaning that decisions made late in the design process or during construction will be more costly than changes made during the programming and schematic design phases. Group 4 has repeatedly demonstrated its ability to accurately estimate the cost of a building project, and to work within those parameters.

Project Schedule. The project schedule is an important tool for controlling project design costs for all parties by maintaining efficient workflow. The use of the schedule as a communication aid is especially effective when working on a project with many participants. It keeps client representatives and sub-consultants informed about responsibilities and deadlines, allowing not only for effective management of responsibilities and deliverables, but also for appropriate and timely project staffing.

Quality Assurance. Our Quality Assurance approach focuses on the successful delivery of high-quality services — and a high-quality project — on time and within budget. A consistent, committed staff, identification of clear project goals and objectives with our clients, and strong communication with the project management team contribute to Group 4's exceptional project quality.

Quality Control. Group 4's design integration and quality control approach seeks to coordinate concept, cost, and constructability — something we call "C4." We initiate the process at the earliest project phase, identifying a schedule of C4 project milestones as well as senior Group 4 staff who will participate in milestone reviews. During planning and early design phases, the C4 process emphasizes alignment of project scope, budget, and schedule with our clients' program and design needs.





GAMING'S
Books
Good place to hang out
Hanging out
TECHNOLOGY



**TAB 3 — WORKPLAN +
DELIVERABLES**



3.

WORK PLAN + DELIVERABLES

We have developed a draft work plan based on our understanding of the project and our experience on similar projects. We look forward to working with you to refine them to meet your scope & budget needs.

Task 1: Program and Concept Plans

- Conduct project kick-off to confirm project goals and objectives; review the project work plan, schedule, and budget; and confirm project management and communications tools and protocols. We will also confirm the project participation plan, and potentially set target dates for community engagement
- Site Tours with the Project Management Team
- Existing Site and Building Assessment
- Program and Design Alternatives
- Prepare site analysis and feasibility studies, analysis shall include existing opportunities and constraints, park connections, environmental factors, relevant off-site conditions and improvements, traffic impacts, zoning requirements, etc
- Develop up to three preliminary design alternatives, design values, and preliminary cost models.
- Conduct community outreach to review alternatives and design values, and receive input that will inform the design direction. Community outreach will include an online survey, pop-up kiosks, and a community workshop
- Conduct Board and PAC project kick-off/study session meeting to review findings from community outreach, review and provide direction on preferred concept option, design values and cost models

Task 1 Meetings

- PMT meetings #1-4
- Community Outreach
- Parks Advisory Committee Study Session
- District Board Study Session

Task 1 Deliverables

- Project work plan and schedule
- Existing Conditions Report
- Summary of Building Tours
- Building and Site Program
- Concept Options
- Design Values
- Cost Models





Task 2: Schematic Design

- Schematic Design kick-off meeting will be conducted to review project controls and coordinate the schedule
- Investigate and document existing site conditions, review record drawings for adjacent building(s), complete utility investigations, and conduct geotechnical study of the selected site
- Prepare Basis of Design document including building and systems descriptions, code analysis, and preliminary Title 24 energy performance data
- Develop schematic design level drawings and outline specifications based on the approved conceptual design, budget, design standards, and applicable regulatory requirements and policy directives
- Conduct Integrated Design Workshop (IDW) #1 that will focus on selection of equipment and relevant building systems. The workshop will include the design team, key District staff and project stakeholders, that may include County Planning and Building Department
- Prepare SD estimate of probable construction cost
- Prepare the Schematic Design submittal



Task 2 Meetings

- PMT meetings #5-10
- Integrated Design Workshop #1
- Technical Meetings

Task 2 Deliverables

- Project work plan and schedule
- Meeting exhibits and minutes
- Schematic Design Drawings and Specifications
- Cost Model



Task 3 : CEQA

- Complete the Initial Study/Mitigated Negative Declaration (IS/MND) for the site
- Project initiation, evaluation of environmental effects, preparation of Initial Study/Mitigated Negative Declaration

Task 3 Meetings

- PMT meetings concurrent with Task 2 and 4

Task 3 Deliverables

- Draft Initial Study
- Draft MND
- MND

Task 4 – Construction Documents (60%, 95%, Plan Check/Permitting Documents, Bid Documents)

- Incorporate SD comments from District staff and other key stakeholder reviews.
- Develop 60%, 95%, Plan Check/Permitting Documents, and Bid Documents-drawings and specifications.
- Develop 60% and 95% Estimates of Probable Construction Cost
- Facilitate and conduct integrated design workshops (IDWs) at each phase of the project with the Design team and the District's project team.
- Submit 95%CD for plan check by County Building Department, and revise and respond to plan check comments.
- Submit bid documents for back check and approval.

Task 4 Meetings

- PMT meetings
- Integrated Design Workshops
- Technical Meetings
- Board Presentation

Task 4 Deliverables

- Project work plan and schedule
- Meeting exhibits and minutes
- 60%, 95%, Plan Check/Permitting Documents, and Bid Documents
- 60% and 95% Estimates of Probable Construction Cost



Community Center at District 56 | Elk Grove, CA



Task 5 – Bidding, Design Support and Project Closeout

- Prepare responses to bidders’ questions, issue project addenda, prepare and facilitate project preproposal meeting, review project bids during the bidding phase
- Respond to contractor’s request for information (RFI) and clarifications, review contractor’s submittals as required by the contract documents, attend construction and pre-installation meetings, prepare supplemental instructions, review Contractor’s change order requests, prepare punch list, inspect for compliance
- Participate in maintenance period site visits, provide record drawings

Task 5 Meetings

- PMT meetings
- Owner-Architect-Contractor Meetings

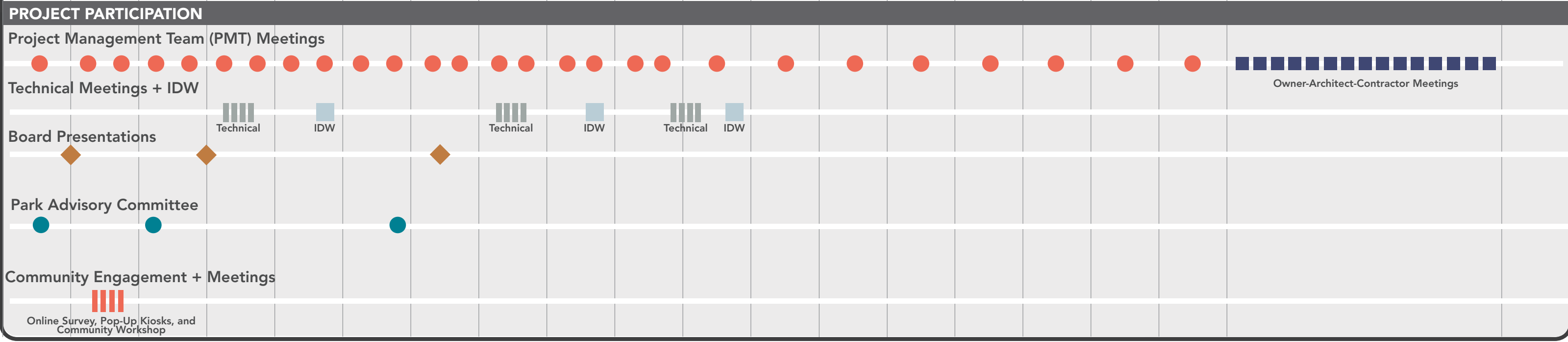
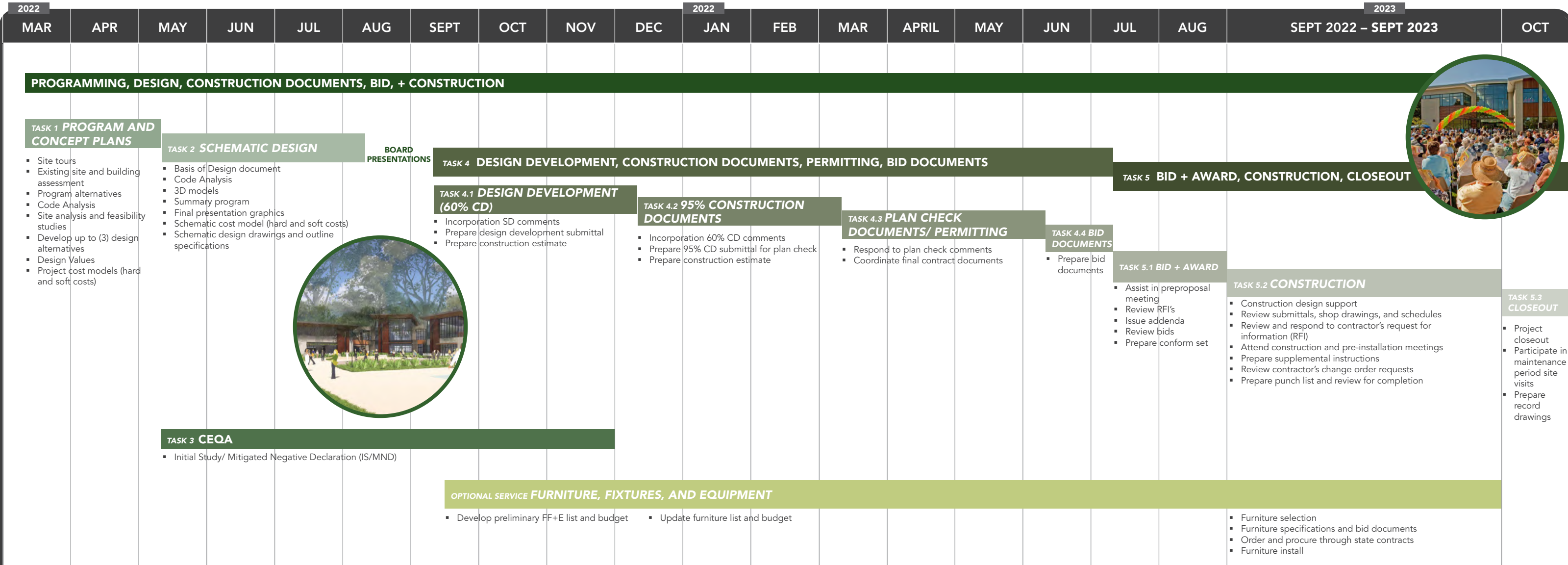
Task 4 Deliverables

- Addenda, RFI responses, supplemental instructions, Change Order Requests, punch list, conform set, record drawings
- Meeting exhibits and minutes



COMMUNITY CENTER AND DISTRICT OFFICE

DRAFT WORK PLAN



The image shows a bright, modern interior space, likely a school lobby. The ceiling is made of exposed wooden beams with a large glass skylight. The walls are primarily glass, offering a view of the outdoors. In the foreground, there are several large, patterned ottomans with white cushions. A person is walking through the glass entrance in the middle ground. The floor is a polished, speckled material. A yellow semi-transparent banner is overlaid across the center of the image, containing the text 'TAB 4 — QUALIFICATIONS'. On the right side, there is a large yellow graphic of a cross with arrows pointing in the four directions, and some text is visible through the glass wall, including 'SPOKANE PUBLIC SCHOOLS' and 'BARRY'.

TAB 4 — QUALIFICATIONS

4. QUALIFICATIONS

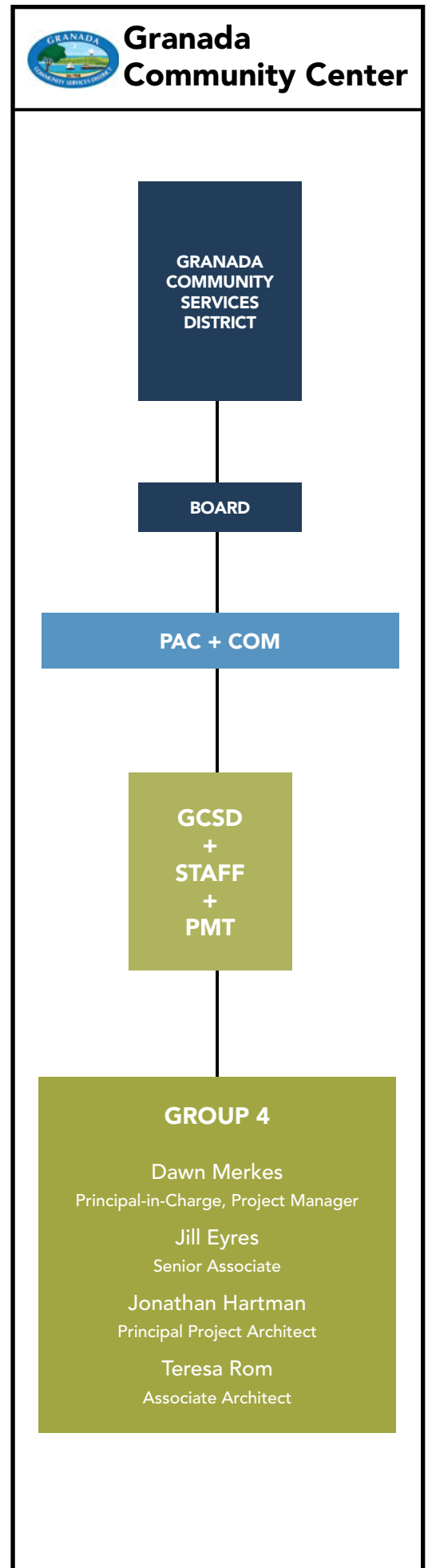
Our Group 4 team has an excellent track record of:

- creating vibrant community facilities that are transformational projects that reflect and celebrate their unique communities; and
- reaching for the most effective approach to sustainability by transforming existing buildings for reuse that results in buildings that are more affordable than new, as functional, and are much loved by their communities with their connections to the past and their services for the future.

We have worked with key members of our proposed project team for more than 15 years on projects of similar size, scale and type. We are currently working with the team on two other renovation projects including the new Dublin Cultural Arts Center, and the renovation of the Pacifica Civic Campus City Hall and Planning Building. We believe that together our experience, technical skill, and participatory design process is what will help the new Community Center and District Offices adjacent to Burnham Park become the heartbeat of the community.

Key members of our Group 4 team are described below. Resumes of our team are included on the following pages.

- Principal-in-Charge/Project Manager **Dawn Merkes** has worked on most of Group 4's community and recreation center projects over the past 35+ years and brings extensive knowledge and perspective. Dawn will be the primary point of contact for the District throughout the project. She will oversee project management, participation, and development of the program, concept options, project cost model, and schematic design.
- Senior Associate, **Jill Eyres** will work hand in hand with Dawn on the concept/schematic design development and project participation. Jill brings extensive experience in programming and planning beautiful, flexible, and operationally sustainable buildings and will develop compelling and resonant concepts for the Community Center and District Office.
- Principal Project Architect **Jonathan Hartman** will work closely with Dawn and Jill to ensure that architectural and engineered systems are well integrated, effectively translated into the design documents, and consistent with the community's design vision. Jonathan will also oversee the development of sustainable design strategies for the project to ensure that the new center meets and exceeds the Districts' expectations for a building that is environmentally responsible and resilient.
- Associate Architect **Teresa Rom** will oversee the transition of the project from schematic design through construction documents and construction administration. She has an excellent record of partnering with contractors and clients to ensure that community projects are delivered on time and within budget.





Dawn Merkes | Principal-in-charge

Dawn Merkes is an active proponent of user-based planning for public projects. The interactive planning process she helped Group 4 develop results in partnerships and facilities that meet user needs for decades to come. Given her strong communication skills and excellent public meeting facilitation abilities, it is no surprise that Dawn excels in working with communities and stakeholders to create a vision that ultimately leads to facilities that have a significant impact on people’s daily lives.

Dawn has an excellent record in managing the design process, including for complex and high-profile projects. As project manager for the Walnut Creek Library, Dawn was able to align the project scope with both the City’s budget and the community’s expectations for design and services. For the West Sacramento Community Center, she was able to help the City balance its program and budget without sacrificing service levels to the community.

EDUCATION AND REGISTRATION

Bachelor of Architecture, Montana State University, Bozeman
 Registered Architect, State of California, C24206
 LEED Accredited Professional BD+C

REPRESENTATIVE PROJECTS

- *Burlingame Community Center*
- *The Center at District 56, Elk Grove*
- *San José Roosevelt Community/Teen Center*
- *Millbrae Recreation Center*
- *Boulevard Recreation Center*
- *San Bruno Recreation Center*
- *Pacifica Civic Center*
- *Palo Alto Mitchell Park Library + Community Center*
- *Palo Alto Rinconada Library*
- *Palo Alto Downtown Library*
- *Walnut Creek Library*
- *Yorba Linda Library + Community Arts Center*
- *Alameda (City) Parks & Recreation Facilities Master Plan*
- *Alameda (City) Krusi Park Community Center*
- *San Mateo Recreation Facilities Master Plan*
- *Marin City Community Center*
- *West Sacramento Community Center*
- *San Rafael Albert J. Boro Park Library + Community Center*
- *San Pablo Library*
- *Placentia Library Study*



Burlingame Community Center

JILL EYRES RA LEED
SENIOR ASSOCIATE

Jill Eyres has more than 20 years of experience with planning, programming, and community engagement for public projects. Her work on projects such as San Mateo’s Recreation Facilities Master Plan is characterized by clear and compelling concepts that are easily communicated. Jill currently working on public facility master planning projects in Sacramento, Sonoma County, and San Diego, and is the design team liaison for community engagement for a new library branch in Lexington, KY.

EDUCATION AND REGISTRATION

Master of Architecture, University of Illinois, Urbana-Champaign
Bachelor of Science, Architectural Studies, University of Illinois, Urbana-Champaign
Registered Architect, State of California, C30061
LEED Accredited Professional BD+C

REPRESENTATIVE PROJECTS

- *San Mateo Recreation Facilities Master Plan*
- *Pacifica Libraries Needs Assessment*
- *San Jose Environmental Innovation Center*
- *Sonoma County Library Facilities Master Plan*
- *St. Charles City-County Library District Master Plan*
- *Woodside Library Post Occupancy Evaluation*
- *Lexington Public Library New Village Library*
- *Spokane County Library New Spokane Valley Branch*
- *Spokane Public Library Facilities + Future Service Plan*

G R O U P 4



Jill Eyres | Senior Associate



Howard County Library System
Facilities Master Plan Update



Jonathan Hartman | Principal Architect

Jonathan Hartman leads Group 4's technical design and construction administration team, helping clients and designers evaluate and incorporate innovative and proven architectural strategies. Jonathan's projects are characterized by excellent budget and schedule performance, and he builds effective and collaborative partnerships with consultant and construction teams.

Jonathan's projects are characterized by excellent budget and schedule performance, and he builds effective and collaborative partnerships with consultant and construction teams. He has also managed projects with innovative and complex sustainable design elements, such as the multiple award-winning LEED-NC Gold Roosevelt Community Center in San Jose and the LEED-NC Platinum Mitchell Park Community Center in Palo Alto.

EDUCATION AND REGISTRATION

Master of Architecture, University of California, Berkeley
Bachelor of Architecture, Cal Poly Pomona
Registered Architect, State of California, C30361
LEED Accredited Professional BD+C

REPRESENTATIVE PROJECTS

- *Burlingame Community Center*
- *Millbrae Recreation Center*
- *The Center at District 56*
- *Palo Alto Mitchell Park Library + Community Center*
- *Palo Alto Downtown Library Renovation*
- *Palo Alto Rinconada Library Renovation/Expansion*
- *Yorba Linda Public Library and Cultural Arts Center*
- *San Jose Environmental Innovation Center*
- *San José Roosevelt Community/Teen Center*
- *Krusi Park Recreation Center*
- *San Rafael Albert J. Boro Park Library + Community Center*
- *Anaheim Euclid + Sunkist Library Renovations*
- *Carlsbad Cole + Dove Library Modernizations*
- *West Sacramento Community + Arts Center*
- *San Lorenzo Library*
- *Skyline College B19 Assessment + Adaptive Reuse*



San Jose Roosevelt Community Center
Project of the Year – American Public Works Association
Award of Excellence – California Park & Recreation Society
ED+C Excellence in Design Award
Green Project of the Year-Public – Silicon Valley Business Times
2010 Top Storm Water Project – Storm Water Solutions
Storm Water Pollution Prevention Award – SJPW
LEED-NC Gold

TERESA ROM RA LEED
ASSOCIATE ARCHITECT

Teresa Rom is a highly skilled architect, bringing great attention to detail and strong communication to each of her projects. Teresa completed a \$40 million new Palo Alto Mitchell Park Library and Community Center, with which she was involved in nearly every aspect, from needs assessment and feasibility study, through programming, design development, and construction documents, to construction administration and close-out. As a core team member of the project, Teresa coordinated subconsultants, as well as technical drawings, LEED, furniture, custom casework design, and signage.

Teresa is currently finishing construction administration services for the Burlingame Community Center.

EDUCATION AND REGISTRATION

Bachelor of Architecture, Cal Poly San Luis Obispo
Registered Architect, State of California, C36085
LEED Accredited Professional BD+C

REPRESENTATIVE PROJECTS

- *Burlingame Community Center*
- *Chula Vista Public Library Otay Ranch Community Hub*
- *The Center at District56, Elk Grove*
- *Manteca Civic Center Facilities Master Plan*
- *Palo Alto Cubberley Community Center Master Plan*
- *Palo Alto Downtown Library*
- *Palo Alto Mitchell Park Library + Community Center, Palo Alto*
- *Palo Alto Mitchell Park Temporary Library*
- *Palo Alto Library Facilities Master Plan*
- *Palo Alto Rinconada Library*
- *San Lorenzo Library*
- *San Pablo Davis Park Community Facilities Master Plan*
- *San Pablo Library*
- *South San Francisco Grand Avenue Library*
- *Millbrae Community Center*

G R O U P 4



Teresa Rom | Associate Architect



Palo Alto Mitchell Park Library + Community Center
CPRS Award of Excellence - Library Journal New
Landmark Library - ASCESF Community Improvement
Project of the Year - SCVURPPP Site Design Award
- ASHRAE Golden Gate Chapter - Second Place,
New Institutional Buildings - Educational Facilities -
LEED-NC Platinum



Yorba Linda Library + Cultural Arts Center | Yorba Linda CA



Mitchell Park Community Center | Palo Alto, CA

SELECTED RELEVANT PROJECTS

The Group 4 team has planned and designed dozens of innovative, beautiful, and sustainable community recreation facilities and libraries, many of which have received local and national honors for excellence. We use a distinctive participatory process to define the design and planning values that will create a destination for civic, recreational, and community activities. We work closely with client and staff throughout the process to ensure that the projects meet their budget, schedule, operations, and sustainability requirements while achieving distinctive aesthetics, flexible use, and exceptional quality. The result has been many efficient, celebrated projects built to serve their communities well into the future.

Excellent staff supervision, clear customer wayfinding, and comprehensive signage are all critical to the operational efficiency of a facility. Starting early in the process, we analyze each program space carefully to optimize revenue generation. Spaces are designed for flexibility to support a wide variety of activities and minimize the time they sit empty. Functional facility modules allow for independent operation based on program needs and available staffing.

We have selected relevant Group 4 projects to highlight our experience with similar successful projects.



BURLINGAME COMMUNITY CENTER

The Burlingame Community Center, located in the heart of Washington Park, is a vital and well-used community amenity, providing a broad offering of recreation services and programs for all ages. The existing building was nearing the end of its useful life – aging systems and finishes were subject to increasingly frequent repairs, while the size and layout limited the Center’s ability to offer modern programming.

To plan for a new community center, Group 4 worked closely with City staff, stakeholders and the community to assess community needs for recreation services, explore building program concepts, review potential site alternatives, and develop options for renovation, expansion, and new construction.

The community’s preferred development option was a new recreation center in its existing location within the park. Multi-generational spaces such as a large multipurpose program/performance space, dance and exercise/fitness spaces, and classrooms for flexible use were identified as high priorities in addition to spaces dedicated to kids, teen and senior programming and maker-space. Indoor-outdoor opportunities were identified to activate recreation programming with adjacent park amenities including outdoor terraces, playground, picnic areas and sports court.

The new two-story 36,000 sf recreation center, which is designed in a “Pavilions in the Park style” arose out of the widespread community outreach which identified the community’s desire to create a landmark that celebrates its beautiful and natural setting in Washington Park. This project, designed to achieve Zero Net Energy performance, is under construction.



Location:

Burlingame, CA

Size:

New 36,000 SF community center + 26,500 SF underground parking garage

Dates:

Opening 2022

Key personnel:

- Dawn Merkes, PIC/Project Manager
- Teresa Rom, Associate Architect

Service Provided:

programming, master planning, conceptual design, community engagement, schematic design, design development, construction documents, construction administration, FF+E

Client contact:

Margaret Glomstad, Parks and Recreation Director, City of Burlingame
(650) 558-7300
mglomstad@burlingame.org



SAN BRUNO RECREATION CENTER

The City of San Bruno commissioned the Group 4 team to develop concepts for a combined community recreation and aquatics center. Primary funding for the project came from restitution settlement funds after a PG&E gas explosion devastated a San Bruno neighborhood near City Park. Extensive outreach found that recreation and aquatics topped the community's priority list.

The project began with a feasibility study of renovating and expanding the existing recreation center, a handsome building with significant operating challenges. Community input into the site and building program led the City's decision to replace the existing building with a larger, more functional, and more sustainable new facility in City Park.

The 48,000 SF facility carefully blends aquatics and recreation programming while utilizing shared lobby and other spaces. The facility footprint is designed to minimize impact in City Park, and preserve connections while establishing an inviting new civic landmark.

To date, more than 2,000 City representatives and community members have participated in the process, providing input on the preferred programming, design strategies, and materials palette.

The project is currently under construction.



Location:

San Bruno, CA

Completion Date:

2023 (anticipated)

Key personnel:

- Dawn Merkes - PIC/Project Manager
- Jonathan Hartman - Principal Architect

Service Provided:

programming, master planning, conceptual design, community engagement, schematic, construction administration, FF+E

Client contact:

Jovan Grogan, City Manager
City of San Bruno
(650) 616-7056
jgrogan@sanbruno.ca.gov



**AIA
SAN MATEO
PEOPLE'S
CHOICE AWARD**

BOULEVARD RECREATION CENTER

Group 4 was commissioned to design a two story, 26,000 SF recreation center for a new community development in Dublin, CA. The Boulevard Recreation and Aquatics Center is a beautiful, engaging destination and community anchor.

The Center is segmented into a series of pavilions, inviting exploration and engagement. The primary pavilion connects and engage patrons through organized activities – like classes in the exercise rooms and birthday parties in the community room – and impromptu, casual meetups – in the lounge or café, on balconies or in the variety of indoor/outdoor seating areas. The Center communicates with the surrounding residences through its use of breezeways, patios, overhanging roofs, sliding doors, and overall blending of indoor and outdoor spaces.

The project design deeply integrates sustainable features. Overhanging roofs shade window openings, providing views and minimizing cooling requirements, while directing stormwater to on-site bioswales. The pavilion-based design permits isolated heating and cooling to in-use spaces.



Location:

Danville, CA

Size:

two story, 26,000 SF recreation center

Dates:

2016 - 2019

Key personnel:

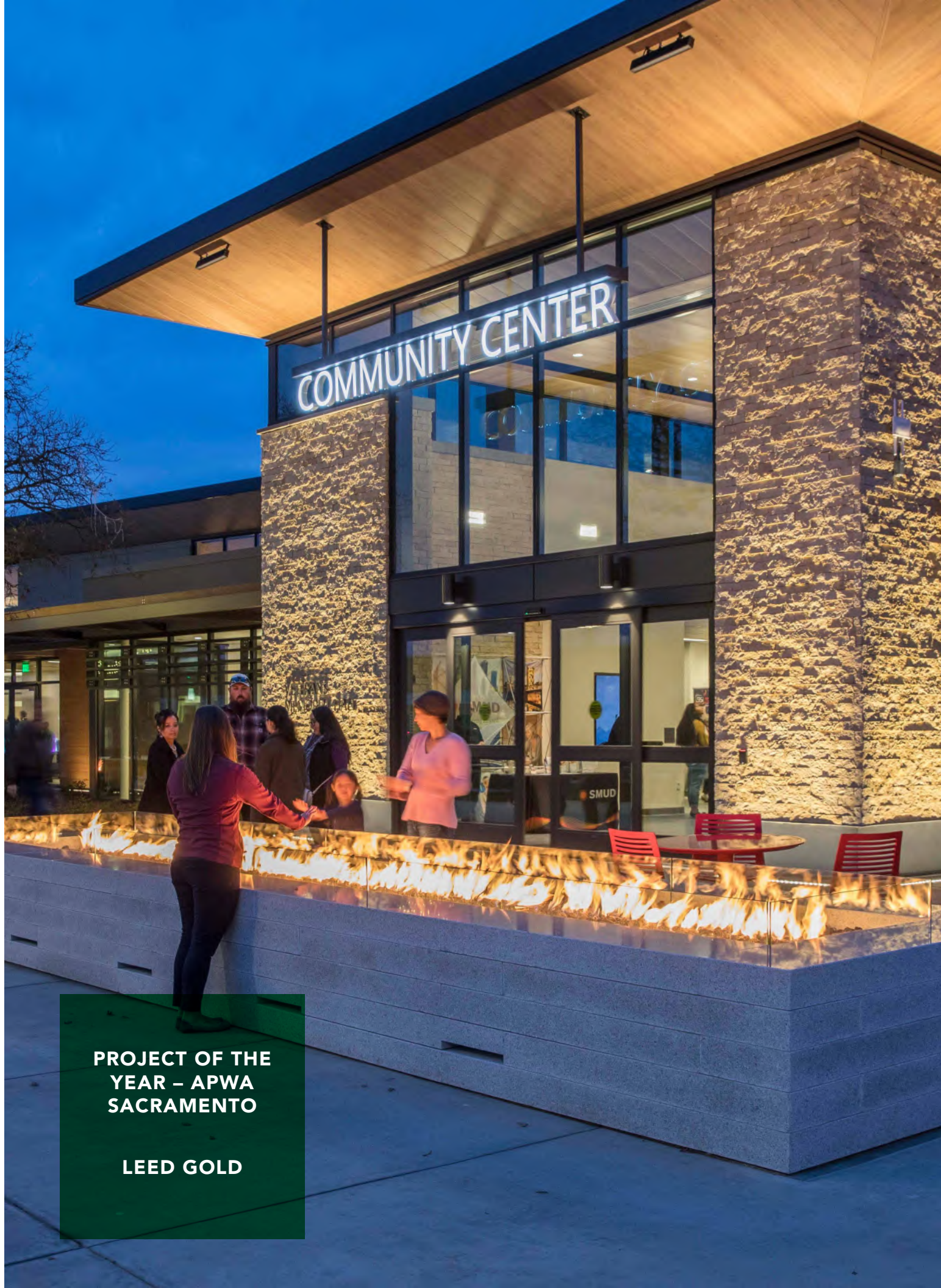
- Dawn Merkes - Principal-in-Charge; Project Architect

Service Provided:

design criteria doc preparation, programming, design, construction administration

Client contact:

Josh Roden, VP Land & Planning
Brookfield Residential
(925) 314-4022
josh.rodan@brookfieldrp.com



**PROJECT OF THE
YEAR – APWA
SACRAMENTO**

LEED GOLD

COMMUNITY CENTER AT DISTRICT 56

The new 35,000 SF Elk Grove Community Center project grew out of extensive community needs assessment conducted by Group 4 for a Civic Center Master Plan. Identified needs included dedicated programming for seniors, community activities, veterans, and large revenue generating events.

The design process included close collaboration with multiple stakeholder groups, including the Senior Center of Elk Grove, and a local group developing a Veterans Hall, as well as the City. Through an iterative design process with the community, stakeholders, and various City departments, Group 4 developed a program able to meet various user group needs within a single building, while simultaneously integrating the building within the larger Civic Center plan.

The Center has a prominent presence both along the active Civic Center Drive corridor and along a broad outdoor pedestrian promenade winding through the Civic Center. The center provides spaces with strong connections between interior and exterior. The design includes a 500 person ballroom with a glass wall opening to a patio and park space beyond; a café is adjoined by covered outdoor seating along the promenade.

The Community Center at District 56 is designed to achieve Zero Net Energy performance. It opened to the public in late 2019.



Location:

Elk Grove, CA

Size:

35,000 SF new construction

Dates:

2015 - 2019

Key personnel:

- Dawn Merkes, PIC/Project Manager
- Teresa Rom, Associate Architect

Service Provided:

master planning, programming, community engagement, conceptual design, schematic - construction administration, FF+E

Client contact:

Jason Behrmann, City Manager
City of Elk Grove
(916) 627-3423
jbehrmann@elkgrovecity.org



An aerial photograph of a modern architectural complex at dusk. The buildings feature large glass windows and flat roofs, with interior lights glowing. A paved plaza with people, trees, and an American flag is in the foreground. A green semi-transparent box in the lower-left corner contains white text.

2020
OUTSTANDING
COMMUNITY
IMPROVEMENT
PROJECT –
AMERICAN
SOCIETY OF
CIVIL ENGINEERS
(ASCE) ORANGE
COUNTY

YORBA LINDA LIBRARY + CULTURAL ARTS CENTER

Responding to the combination of a years-long effort to expand library services and recent Parks and Recreation findings of a need for an arts and community center, the City of Yorba Linda commissioned Group 4 to develop a joint use project creating a new “civic heartbeat” in the commercially developing downtown.

The 4.7 acre campus positions a 46,000 SF library and a 14,000 SF arts center to share a landscape paseo of outdoor living spaces. The two-story library provides a full range of community spaces and activities including meeting rooms, traditional collections for all ages, reading areas, and a range of collaborative spaces capable of supporting any size of program. The arts center includes gallery space, dance studios, a black box theater, and an outdoor amphitheater. The campus connects visitors to the various public amenities, gardens, art, and other features on site, and to Yorba Linda’s downtown commercial district across the street.

This new civic campus celebrates its place in the community through materials with a sense of permanence and strength while creating an inviting and nurturing place to explore and thrive through warm colors and textures, and holistic, sustainable, human-scaled design. The central bay of rear parking can be closed to increase the effective size of the paseo for special events such as farmer’s markets or civic functions.

The Yorba Linda Civic Campus opened in late 2020.



Location:

Yorba Linda, CA

Size:

New 46,00 SF library + 14,000 SF arts center

Dates:

2016 - 2020

Key personnel:

- Jonathan Hartman, Project Architect

Service Provided:

programming, master planning, conceptual design, community engagement, schematic, construction administration, FF+E

Client contact:

Mayor Peggy Huang
City of Yorba Linda
714-961-7110
phuang@yorbalindaca.gov



INDIAN CREEK LIBRARY ADAPTIVE REUSE

In 2016, the City hired Group 4 to assess needs and develop building programs for both of the library locations. The programming process was highly participatory, engaging thousands of community members in the development of the vision and priorities. The building programs divide the needed core program elements – seating, collections, and technology – between the two library locations. New program elements and innovations were added to the base program at each location to respond to unique, hyperlocal community characteristics and opportunities, such as a “creative learning suite” of spaces to support arts, crafts, and digital creation; large program space to support library and community events and performances; and business/conference spaces and services to support Olathe’s entrepreneurs and small business owners.

In March 2016, the Indian Creek Library suffered flooding from a broken water main, and the City acquired a vacant, 68,000 SF Hy-Vee grocery building for adaptation into the new Indian Creek Library. This created an opportunity to more evenly balance library services between OPL’s two locations, and establishes Indian Creek as the first project of the Library’s intended facility expansion and renovation program. Group 4 was then tapped to work with a local AOR to incorporate prior project phases into this new space, developing a rich program of spaces and architectural interventions to transform the former grocery store into a new community destination and nation-leading library location. The library opened in late 2019.



Location:

Olathe, KS

Size:

45,000 SF

Dates:

FMP 2012; 2017 - 2019

Key personnel:

- Jonathan Hartman, Technical Architect
- Jill Eyres, Programmer

Service Provided:

master planning, programming, co-designer w/ AOR, interior architecture, FFE, Signage

Client contact:

Ron Shaver
City Attorney
City of Olathe
(913) 971-8938
rshaver@olatheks.org



SAN PABLO LIBRARY ADAPTIVE REUSE

This adaptive reuse of a former Walgreens as a library responds to the location's high profile amid a civic center redevelopment and along the City of San Pablo's main commercial thoroughfare. The library includes outward-facing services such as community and conference meeting rooms, a café, and dedicated spaces for group study, technology, children, teens, and quiet reading. These spaces contribute to a new San Pablo Library that triples the size of its predecessor.

This project earned LEED Silver certification through water and energy conservation strategies, indoor air quality and low-emitting materials, community and urban connectivity, daylighting, and building reuse.



**APWA NORCAL
AWARD – SMALL
CITIES/RURAL
COMMUNITIES
STRUCTURE**

LEED-NC SILVER



Location:
San Pablo, CA

Size:
21,495 SF

Dates:
2015 - 2017

Key personnel:

- Dawn Merkes, PIC/Project Manager
- Teresa Rom, Associate Architect

Service Provided:

programming, schematic - construction
administration, FF+E/signage

Client contact:

Gail McPartland, Deputy County Librarian:
Public Services, Contra Costa County Library
(925) 608-7700
gmcpartl@ccclib.org



RINCONADA LIBRARY RENOVATION + MEETING ROOM EXPANSION

The renovation/expansion of Palo Alto's Rinconada (Main) Library preserves and restores the character, materials, and vision of the original building designed by renowned modernist architect Edward Durell Stone, while simultaneously updating spaces, systems, and furniture to support modern library service. The expansion includes a new entry, conference room, community program room, and group study rooms that respond to and remix the existing architectural vocabulary.

Group 4 performed services beginning with the citywide library system master plan. Work on the library included careful study, documentation, and renovation of existing structure, mechanical, electrical, and interior finishes, design and construction of the addition, address of deferred maintenance items, and site improvements.



**AIASF MERIT
AWARD**

**PROJECT OF THE
YEAR, APWA
SILICON VALLEY**

**INSTITUTIONAL
RESTORATION
& REMODEL
AWARD, PAST
HERITAGE**

**CPF
PRESERVATION
DESIGN AWARD
WINNER**

LEED-NC SILVER



Location:
Palo Alto, CA

Size:
30,000 SF

Dates:
2009 - 2015

Key personnel:

- Dawn Merkes, PIC/Project Manager
- Jonathan Hartman, Principal Architect
- Teresa Rom, Associate Architect

Service Provided:

master planning, programming, community engagement, conceptual design, schematic - construction administration, FF+E

Client contact:

Colette Chew,
Project Architect, City of Palo Alto
(650) 329-2482
colette.chew@cityofpaloalto.org



PACIFICA CIVIC CENTER FACILITIES

The Pacifica Civic Center project will renovate Pacifica's City Hall, a repurposed 1920s historic schoolhouse (5,900 SF), and adjacent staff building (5,700 sf) into a cohesive civic campus for the City, with co-located staff departments, meeting and collaboration spaces, and a one-stop shop for permitting. The site will be transformed with a new pocket park and gathering space for the community along with pedestrian-friendly walkways, upgraded parking, and native landscaping. The exterior of City Hall will be rehabilitated to its original historic schoolhouse look, preserving this treasured piece of local history for years to come. A new stair and elevator core will be added to City Hall to improve accessibility and functionality to both floors of the building. The exterior of the adjacent staff building will be modernized with a new façade that creates a civic presence and complements the adjacent City Hall. The interior of both buildings will be renovated, significantly improving functionality and use, and creating welcoming, comfortable spaces for visitors and City staff.

The current project, which is in the bidding phase, builds on Group 4's work with the City of the 2020 Pacifica Civic Facilities Study. The project is planned to begin construction in the upcoming months.



Location:

Pacifica, CA

Size:

5,900 SF City Hall, 5,700 SF Permitting Building

Dates:

2020 - present

Key personnel:

- Dawn Merkes, PIC/Project Manager
- Jonathan Hartman, Principal Project Architect

Service Provided:

feasibility study, programming, conceptual design, schematic design – construction administration, FF+E

Client contact:

Sam Bautista, P.E., OSD/P
 Deputy Director of Public Works/City Engineer
 City of Pacifica
 (650) 738-3771
 sbautista@pacifica.gov

CPRS AWARD OF
EXCELLENCE

APWA
SACRAMENTO
CHAPTER
PROJECT OF THE
YEAR

ed+c EXCELLENCE
IN DESIGN
AWARD –
HONORABLE
MENTION

LEED-NC GOLD



WEST SACRAMENTO COMMUNITY CENTER

Location:

West Sacramento, CA

Size:

New 22,000 SF community center

Dates:

2010 - 2014

Key personnel:

- Dawn Merkes, PIC/Project Manager
- Jonathan Hartman, Principal Architect

Service Provided:

programming, master planning, conceptual design, community engagement, schematic, construction administration, FF+E

Client contact:

Randy Goodwin, City Architect

City of West Sacramento

(916) 617-4660

randyg@cityofwestsacramento.org

Group 4 provided full planning and architectural services for a new 22,000 SF community center in West Sacramento's civic center. Originally scoped as a senior center, the project evolved into a cultural arts community center after a citywide recreation services needs assessment by Group 4 revealed a strong demand for multigenerational programs focused on the cultural arts.

The master plan for the community center site was developed in conjunction with the Los Rios Community College District as well as with Yolo County, which operates a public library on the adjacent site. The center's two entrances face the civic plaza and a commercial corridor, helping it achieve prominent visibility and accessibility within the West Sacramento community, and esteem as an event venue.

The program for the center includes a black box theater, multipurpose space, storefront gallery, crafts spaces, dance facilities, café, senior lounge, and early childhood recreation classrooms.



MITCHELL PARK COMMUNITY CENTER

**CPRS AWARD OF
EXCELLENCE**

**LIBRARY JOURNAL
NEW LANDMARK**

**ASCE-SF
COMMUNITY
IMPROVEMENT
PROJECT OF THE
YEAR 2015**

**SVBJ PUBLIC/
CIVIC PROJECT
STRUCTURES
AWARD FINALIST**

**SCVURPPP SITE
DESIGN AWARD**

LEED-NC PLATINUM

Established in partnership with Palo Alto city staff and community residents, the vision for the new Mitchell Park Center was a highly sustainable new community destination to replace undersized and aging existing facilities. Located in the heart of an active community and bordered by schools and playfields, the Mitchell Park Center is a vibrant destination for civic, cultural, social, educational, and recreational activities. Its highly expressive architecture incorporates bold forms, vibrant colors, rich textures, and seamless indoor-outdoor connections.

The Center was designed for maximum flexibility for operations, each of the program spaces in the community center allow for independent access by users so as to maximize availability for programming and rentals. The shared courtyard provides safe and secure exterior circulation and additional programming space to compliment the interior spaces or to be used independently. Maximizing the functionality was critical for this efficient building built within an existing park.

The Center received LEED Platinum certification for its broad range of ecologically-sensitive strategies.

Location:

Palo Alto, CA

Size:

New 16,000 SF community center +40,000 SF library

Dates:

2010 - 2014

Key personnel:

- Dawn Merkes, PIC/Project Manager
- Jonathan Hartman, Principal Architect
- Teresa Rom, Associate Architect

Service Provided:

programming, master planning, conceptual design, community engagement, schematic, construction administration, FF+E

Client contact:

RuthAnn Garcia, Library Services Manager
City of Palo Alto
(650) 329-2562
ruthann.garcia@cityofpaloalto.org



DUBLIN CULTURAL ARTS CENTER

In 2015, the Dublin Parks and Recreation Master Plan identified the need for a cultural arts facility. The City commissioned a Cultural Arts Needs Assessment to develop recommendations for innovative and successful arts programming informed by extensive community outreach and peer analysis. The study found a strong and broad interest in expanded arts and cultural programming, including a dedicated arts facility that offered performing and visual arts instruction spaces, a small performance space, and gallery space. The City approved a total of six cultural arts recommendations, including: transformation of the former Police Services Wing of the Dublin Civic Center into a cultural arts facility; providing multicultural programming reflective of Dublin's diverse community; and engaging community-at-large and arts organizations for activity planning and promotion.

This project includes renovation of the existing Dublin Police Department Civic Center facilities to accommodate a Cultural Arts Center for the City on the first floor with administrative offices for the Parks and Community Services Department on the second floor. Other uses programed for the building include the City's traffic operations center and a weight and exercise room for City staff. The overarching goal for the building is to create a Cultural Arts Center that is a memorable public destination point which will be a source of pride for the City. The project is currently under construction.



Location:
Dublin, CA

Size:
19,700 SF

Dates:
2020 - ongoing

Key personnel:

- Dawn Merkes, PIC/Project Manager
- Jonathan Hartman, Principal Architect

Service Provided:

programming, facility assessment, conceptual design-
construction documents, currently in for permits,
bidding Q1 2022

Client contact:

Shaun Chilkotowsky
Heritage & Cultural Arts Manager
City of Dublin
(925) 556-4565
shaun.chilkotowsky@dublin.ca.gov



**SCVURPPP SITE
DESIGN AWARD**

LEED PLATINUM

SAN JOSÉ ENVIRONMENTAL INNOVATION CENTER

Location:
San Jose, CA

Size:
44,600 SF

Dates:
2009 - 2015

Original Budget, Bid Amount, and Final:
\$13.1 million; \$11.3 million; \$12.3 million

Key personnel:

- Jonathan Hartman, Principal Architect
- Jill Eyres, Programmer/ Project Manager

Service Provided:
master plan, program, AOR, interior architecture, FFE, signage

Client contact:
Domenic Onorato
Department of Public Works
City of San Jose
(408) 535-8407
domenic.onorato@sanjose.gov

San Jose's Environmental Services Department commissioned Group 4 to design the adaptive reuse of a historic 46,000 square foot warehouse building and site for new uses supporting the City's Green Vision. The warehouse building features two major tenant spaces intended to house a salvage/recycled construction materials business, as well as a cooperative "Clean Technology Development Center" focused on research and development of alternative fuels for transportation. Also located in the warehouse are a large training/conference room, office/incubator space for environmental businesses, and support spaces.

In a new building on the site is a Household Hazardous Waste (HHW) dropoff facility for Santa Clara County residents. The HHW facility is designed for efficient site circulation of customer vehicles as well as efficient flow of HHW materials from the unloading area through sorting, bulking, and loading for off-site shipment.

The project was highly collaborative, with participation from multiple City departments including ESD, Public Works and the Office of Cultural Affairs. Early project planning featured a two-day intensive visioning workshop with business community representatives and other stakeholders in addition to City and County staff.



CONTRA COSTA WATER DISTRICT BUILDING RENOVATION

The Contra Costa Water District, serving central and eastern Contra Costa County, is one of the largest urban water districts in California. The District Center houses administration, HR, finance, customer service, public affairs, and information services for the District, as well as the District Board Chambers. The 40-year-old building had been well maintained, but was out of compliance with current building codes, used outdated systems, and was also not designed to support the range of computers and other technologies integral for providing 21st century levels of service.

In addition to retrofitting the building for seismic, life safety, and accessibility code compliance, Group 4 developed space plan options to improve department adjacencies, space allocations, and work flow as well as to enhance customer service. We also developed a phasing plan to preserve functionality during construction.

Location:

Concord, CA

Size:

25,800 SF

Dates:

2011-2016

Key personnel:

- Dawn Merkes, PIC/Project Manager
- Jonathan Hartman, Principal Architect

Service Provided:

existing facility assessment, programming, conceptual design, schematic design - construction administration

Client contact:

Rachel Murphy, Director of Engineering, Contra Costa County Water District
(925) 688-8070
rmurphy@ccwater.com



TAB 5 — REFERENCES

5. REFERENCES

The below references can attest to the performance of our proposed key personnel. Additional references can be provided upon request.

Burlingame Community Center | page #40
Margaret Glomstad, Parks and Recreation Director
City of Burlingame
(650) 558-7307
mglomstad@burlingame.org

San Bruno Recreation Center | page #42
Jovan Grogan, City Manager
City of San Bruno
(650) 616-7056
jgrogan@sanbruno.ca.gov

Community Center District 56 | page #46
Jason Behrmann, City Manager
City of Elk Grove
(916) 627-3423
jbehrmann@elkgrovecity.org

Pacifica Civic Center | page #56
Sam Bautista, P.E., OSD/P
Deputy Director of Public Works/City Engineer
City of Pacifica
(650) 738-3771
bautistsas@ci.pacifica.ca.us

Dublin Cultural Arts Center | page #60
Shaun Chilkotowsky
Heritage & Cultural Arts Manager
City of Dublin
(925) 556-4565
shaun.chilkotowsky@dublin.ca.gov



A photograph of a modern interior space, likely a library or community center. The room features a large, multi-paned skylight that allows natural light to stream in, creating a bright and airy atmosphere. The ceiling is white with a grid of grey metal frames supporting the skylight panels. The walls are also white, with a section of dark wood slat paneling on the right side. A woman in a blue top and grey pants is sitting on a large, circular, light-colored stone table, reading a book. To her right, there is a wooden bench with a blue and white patterned cushion. In the background, a man in a light blue shirt and brown pants is walking through a glass entrance. The floor is made of large, light-colored tiles with a grid pattern. The overall design is clean, minimalist, and functional.

TAB 6 — FORM OF AGREEMENT



6. **FORM OF AGREEMENT**

AIA DOCUMENT B201 – 2017

Standard form of Architect's Services: Design and Construction Contract Administration

We have developed our proposed scope of services and timeline for the Granada Community Center and District Office project consistent with the terms and conditions of the American Institute of Architects' Standard Form of Agreement (AIA B201-2017). AIA B201 is a fair and equitable document that is used by owners and architects on projects across the nation. We are including a copy here for the District's consideration as the basis for an agreement, should Group 4 be selected for this project. If the District has its own standard agreement, we would be happy to review that as well.



G R O U P 4

ARCHITECTURE
RESEARCH +
PLANNING, INC

211 LINDEN AVENUE
SO. SAN FRANCISCO
CA 94080 USA
T: 650.871.0709

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Harbor Village RV Park Project
Date: April 21, 2022

This Item is presented for the Board's consideration to approve the issuance of a Class 2D (Misc. Non-residential) sewer permit to Point Pillar Developers, LLC for APN 047-081-430, 100 Capistrano Road, Princeton for the "Harbor Village RV Park Project". A completed sewer permit application was received by the District on October 25, 2021. The project is a new 43-space RV park with eight (8) tent sights and a 999 sq. ft. bathroom and laundry building.

The project plans have been reviewed by District Engineer John Rayner, and were revised as requested by him per District specifications. Mr. Rayner has approved the final project plans, and his letter of recommendation for Board approval is attached.

Regarding sewer capacity for the project, John Rayner has calculated the number of equivalent residential units (ERU's) needed for the project as follows:

RV spaces: $47 \text{ spaces} \times 0.5 \text{ ERU's/space} = 23.5 \text{ ERU's}$
Tent Spaces: $8 \text{ spaces} \times 0.3 \text{ ERU/space} = 2.4 \text{ ERU's}$,
Laundry/Restroom/Showers: Estimated wastewater flow is included in the previous ERU calculations.
Total ERU's: 25.9.

The permit fees are calculated as follows:

Connection Fees: $\$4,700 \times 25.9 = \$121,730$
Contingent Assessment Fees: $\$8,371.36 \times 25.9 = \$216,818.23$
Non-contingent Assessment purchase: $\$9,310.68 \times 24.9 \text{ ERU's} = \$231,835.94$
Total Cost: $\$570,384.17$.

Attached for your review are the following documents:

Approval Letter from District Engineer
Sewer Permit Application Form
Approval Letter from SMC Planning Dept.
Grant Deed

Project Plans
Assessor's Parcel Map
Sewer Mainline Map

If approved, staff will require the County pick-up notice and payment of all fees to issue the permit.



April 11, 2022

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

Subject: Harbor Village RV Park
Approval of Plans
K/J 015011*02/G93.00

Dear Board Members:

We have reviewed the plans of onsite sewer improvements for the proposed Harbor Village RV Park, including the January 30, 2022 revision to the Plumbing Waste Site Plan, and find them acceptable for construction. Accordingly, we recommend that the Board approve the project's sewer permit application.

Please let me know if you have any questions or if you need further information.

Very truly yours,

Kennedy/Jenks Consultants, Inc.

A handwritten signature in blue ink, appearing to read 'John H. Rayner', written in a cursive style.

John H. Rayner, P.E.
District Engineer
Granada Community Services District

cc: Chuck Duffy, GCSD
Delia Comito, GCSD

SEWER PERMIT APPLICATION

Parcel Assessor's Parcel Number(s): 097-081-430 Lot(s): _____ Block: _____

Data: Address/Location: 100 CAPISTRANO ROAD HALF MOON BAY, CA.

Owner: Name(s) JOINT PILLAR PROJECT DEVELOPERS, LLC Phone: 650 726 4402 Fax #: 650 726 3615
 Address: P.O. BOX 158 HALF MOON BAY, CA 94019 Cell #: 650 796 4402 ^{KEET}

Agent: Name(s) RONALD STEFANICK ⁶⁵⁰⁻⁴³⁰⁻⁵¹⁴⁰ Phone: _____ Fax #: NONE
 Address: P.O. BOX 1925 EL GRANADA, CA 94018 Cell #: 650 430 5140

Contractor: Name(s) KN PROPERTIES ^{650 726 4402} Phone: _____ Fax #: 726 3615
 Address: P.O. BOX 158 HALF MOON BAY, CA 94019 ⁶⁵⁰ Cell #: 796 4402 (US)

Type of Work: (Check one)
 New Construction X Remodel/Addition _____ Demolition _____ Mainline Ext. _____

Project Description: (Check one)
 Single Family Dwelling _____ Multiple Unit Residential _____
 In-law Unit/Auxiliary Structure _____ Hotel/Condo/B&B _____
 Commercial Building/Warehouse _____ Mixed Use _____
 Other X Explain: 4350 SQ FT IN PARK WITH 8 TENT SITES WITH A 999# BATH LAUNDRY BLDG

General Information: (Complete applicable sections)
 Parcel Sq. Ft.: 41,350[#] Structure(s) Sq. Ft.: 999[#] Garage Sq. Ft.: NA
 No. of Bedrooms: NA No. of Baths: 2 No. of Offices: NA
 No. of Living Units: NA If Mixed Use, what is Living Unit Sq. Ft?: NA
 No. of Trees to be Removed: NONE Is tree removal for lateral placement? NA

Additional Comments: _____

- In consideration of granting this permit, the undersigned agrees:
1. To accept and abide by all provisions of the Granada Sanitary District Code.
 2. To notify the District when the sewer is ready for connection to the sewer main.
 3. In the event that all required planning approvals are not final, the application shall be deemed incomplete, and any permit issued may be revoked.
 4. To provide the District with the final Building Plans for this project if requested, prior to permit issuance.

Signature: [Signature] Print Name: RONALD STEFANICK Date: 10/25/2021

FOR DISTRICT USE ONLY (Please do not write below this line)

<input checked="" type="checkbox"/> Planning Approval Letter <input checked="" type="checkbox"/> Grant Deed/Legal Description <input checked="" type="checkbox"/> Application Fee \$ <u>250-</u> <input type="checkbox"/> Other: _____ <input type="checkbox"/> No. of Connections	<input type="checkbox"/> Pick up Notice <input type="checkbox"/> Topographical Map <input checked="" type="checkbox"/> Is there a ML to serve? <input checked="" type="checkbox"/> Is App. Complete? <input type="checkbox"/> No. of NCA's on parcel	<input checked="" type="checkbox"/> Plans/Elevations <input type="checkbox"/> Agent Form <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> RECEIVED BY: <u>[Signature]</u> DATE: <u>10/25/21</u> </div>
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COUNTY OF SAN MATEO
PLANNING AND BUILDING

County Government Center
455 County Center, 2nd Floor
Redwood City, CA 94063
650-363-4161 T
planning.smcgov.org

January 26, 2021

Point Pillar Project Developers
Ron Stefanick
P.O. Box 158
Half Moon Bay, CA 94019

Subject: **DECISION LETTER**
File Number: PLN2017-00320
Location: Capistrano Road, Princeton
APN: 047-081-430

On December 9, 2020 the Planning Commission considered Consideration of 1) the Certification of an Initial Study and Mitigated Negative Declaration, and 2) a Coastal Development Permit, Use Permit, Design Review Permit, Mobilehome Park Permit, and Grading Permit for the construction of a new 47-space Recreational Vehicle (RV) park, 8 tent camping spaces, plus an 1,065 sq. ft. shower and laundry building located on a legal 3.3-acre parcel. The project involves 4,500 cubic yards of cut and 4,575 cubic yards of fill. No trees are proposed for removal. The project was continued from the Planning Commission meeting of November 3, 2020. The project is appealable to the California Coastal Commission.

Based on information provided by the Planning Commission adopted the Initial Study/Mitigated Negative Declaration and approved the Coastal Development Permit, Use Permit, Design Review Permit, Mobilehome Park Permit, and Grading Permit by making the required findings and adopting the conditions of approval with modifications identified in Attachment A.

Any interested party aggrieved by the determination of the Planning Commission has the right of appeal to the Board of Supervisors within ten (10) business days from such date of determination. The appeal period for this matter will end at **5:00 p.m. on December 23, 2020.**

The approval of this project is appealable to the California Coastal Commission. Any aggrieved person may appeal this decision to the California Coastal Commission within 10 working days following the Coastal Commission's receipt of the notice of Final Local Decision. Please contact the Coastal Commission's North Central Coast District Office at (415) 904-5260 for further information concerning the Commission's appeal process.

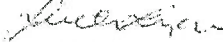
The County and Coastal Commission appeal periods are sequential, not concurrent, and together total approximately one month. A project is considered approved when these appeal periods have expired and no appeals have been filed.



Page 2

Please direct any questions to Project Planner Ruemel Panglao at rpanglao@smcgov.org. To provide feedback, please visit the Department's Customer Survey at the following link: <http://planning.smcgov.org/survey>.

Sincerely,




Janneth Lujan
Planning Commission Secretary

Cc:

Lennie Roberts
California Coastal Commission
County of San Mateo Building Department
County of San Mateo Department of Public Works
County of San Mateo Environmental Health Department
County of San Mateo Geologist
City of Half Moon Bay Planning Director
Midpeninsula Regional Open Space District
Coastside Fire Protection District
Granada Community Services District
Midcoast Community Council

RECORDING REQUESTED BY
Old Republic Title Company
ORDER # 252275-ML
AFN 047-081-430,370,380,260,390 /0
WHEN RECORDED MAIL TO

Name POINT PILLAR PROJECT
Street Address DEVELOPERS, LLC
P.O. BOX 158
City HALF MOON BAY, CA 94019
State
Zip


OFFICIAL RECORDS OF SAN MATEO COUNTY
ASSESSOR-COUNTY CLERK-RECORDER
WARREN SLOCUM
Recorded at Request of
OLD REPUBLIC TITLE INSURANCE COMPAN
99-028808 02/19/99 08:00
Recording Fee: 19- MNAND

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Corporation Grant Deed

57

The undersigned grantor(s) declare(s):
Documentary transfer tax is \$ 2,805.00
(X) computed on full value of property conveyed, or
() computed on full value less value of liens and encumbrances remaining at time of sale.
(X) Unincorporated area: () City of _____
() Realty not sold.

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,
BAY COLONY-GATEWAY, INC., a Delaware Corporation, successor in interest to WCI
Communities, Inc. a Delaware Corporation.

hereby GRANT(S) to POINT PILLAR PROJECT DEVELOPERS, LLC

that property in SAN MATEO County, State of California, described as:

Mail Tax Statements to Grantee at address above

Date January 28, 1999

In Witness Whereof, said corporation has caused its corporate name and seal to be affixed hereto and this instrument to be executed by its duly authorized officers.

BAY COLONY-GATEWAY, INC.

STATE OF CALIFORNIA ~~Pennsylvania~~
COUNTY OF Indiana

By: Ronald Dillon
RONALD DILLON, SR. VICE PRESIDENT

On February 1, 1999 before me, the undersigned, a Notary Public in and for said State, personally appeared Ronald Dillon

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature Kristin E. McCrea
Name Kristin E. McCrea
(typed or printed)

Notarial Seal
Kristin E. McCrea, Notary Public
White Twp., Indiana County
My Commission Expires March 04, 2002

(This area for official notarial seal)

MAIL TAX STATEMENTS AS DIRECTED ABOVE

J.P.N. 47-8-081-4.03

Order No. : 252275

EXHIBIT "A"

The land referred to is situated in the State of California, County of San Mateo, in the unincorporated area, and is described as follows:

PROPERTY ONE

Parcel 2, as delineated upon that certain map entitled "'PARCEL MAP' BEING A RESUBDIVISION OF PARCEL 'D' OF PARCEL MAP FILED IN BOOK 67 OF PARCEL MAPS AT PAGES 90 AND 91, AND PARCEL ONE DESCRIBED IN O.R. 88030637 RECORDS OF SAN MATEO COUNTY, STATE OF CALIFORNIA, SAN MATEO COUNTY, CALIFORNIA", filed for record in the Office of the Recorder of the County of San Mateo, State of California, on December 22nd, 1994 in Book 68 of Parcel Maps, at Pages 7 and 8.

RESERVING THEREFROM, that certain ingress and egress easement, storm drainage easement and utility easement in favor of Parcels A, B and C as shown on Book 67 of Parcel Maps at Pages 90 and 91.

A.P.N. 047-081-430

*HARBOR VILLAGE
N.V. PARK*

J.P.N. 47-8-081-4.03

PROPERTY TWO

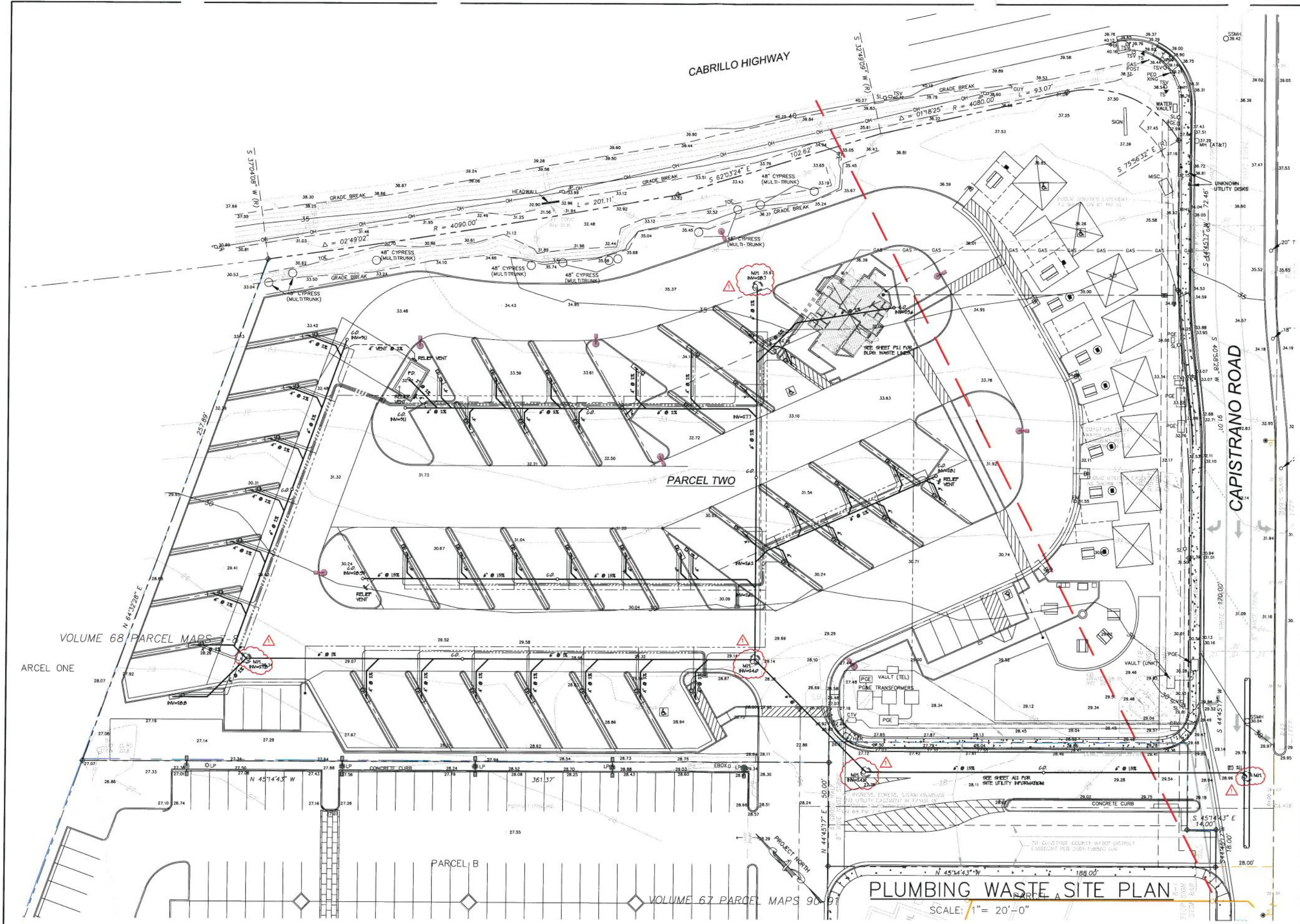
PARCEL ONE:

PARCEL "A", as delineated upon that certain Map entitled "PARCEL MAP, BEING A RESUBDIVISION OF PARCEL 'B' OF PARCEL MAP FILED IN BOOK 55 OF PARCEL MAPS AT PAGES 88 AND 89; AND PARCEL 'A' OF PARCEL MAP FILED IN BOOK 54 OF PARCEL MAPS AT PAGE 22 RECORDS OF SAN MATEO COUNTY, STATE OF CALIFORNIA", filed for record in the Office of the Recorder of the County of San Mateo, State of California, on November 2, 1994 in Book 67 of Parcel Maps at Pages 90 and 91, Records of San Mateo County, California.

PARCEL TWO:

A non-exclusive easement for ingress, egress, access, utility, drainage, landscaping, parking and related purposes on, over, under, across and through the following described property:

BEGINNING at the Northwesterly corner of Parcel One (of the lands described in the Deed from Half Moon Bay Properties, Inc., recorded May 28, 1981, under Recorder's Serial No. 49069AS), thence along the Westerly line of said parcel South 25° 20' East 12.00 feet; thence at right angles North 64° 40' East 132.35 feet to the Easterly line of said parcel; thence along the Easterly line North 25° 20' West 26.65 feet to the Northeast corner of said parcel; thence along the Northerly line of said parcel South 58° 21' West 133.16 feet to the point of beginning, as reserved in the Deed recorded May 28, 1981, under Recorder's Serial No. 49069AS, Official Records.



Jacobsen & Associates
 ARCHITECTS
 3334 Lake Terrence Drive, Elk Grove, California 95758
 Telephone: 650-772-5151 e-mail: aj@jacobsen.com



HARBOR VILLAGE RV PARK
 100 CAPISTRANO RD.
 HALF MOON BAY, CA
 POINT PILLAR PROJECT DEVELOPERS, LLC
 HALF MOON BAY, CA

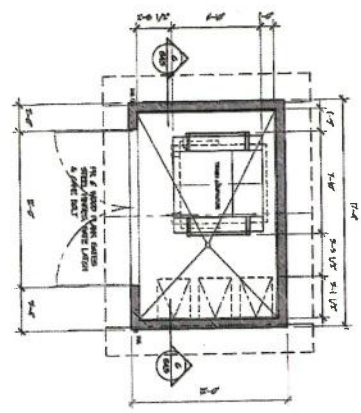
PLUMBING WASTE SITE PLAN

NO.	REVISIONS	DATE:
1	MAN HOLES ADDED PER GSDO	1/30/22
2	FIRE HYDRANTS ADDED PER IMBFD	
3		
4		

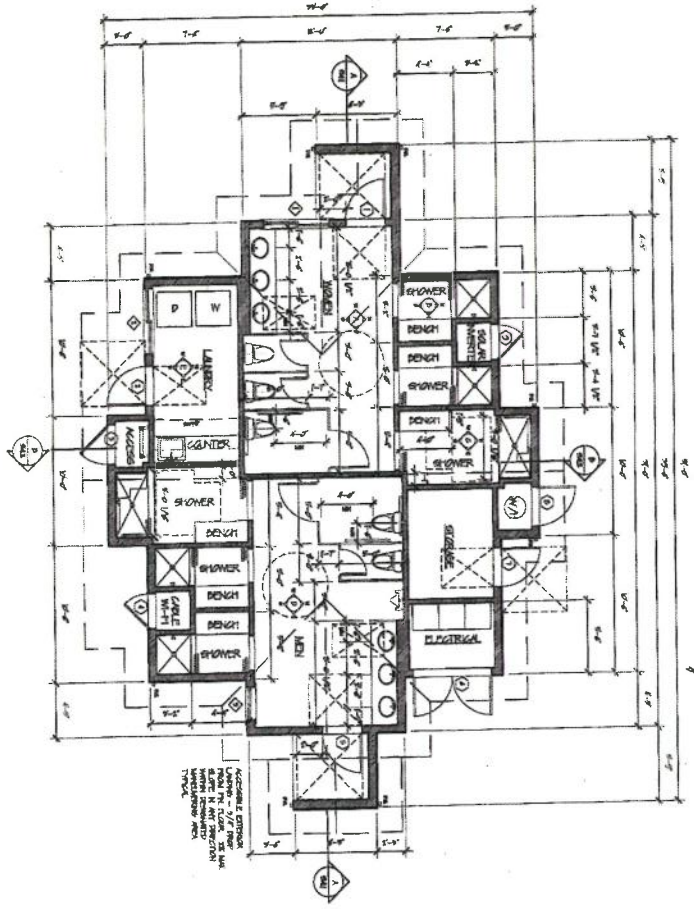
PROJECT NO: 17489
 DRAWN: EHU
 FILE NAME:
 CHECKED:
 DATE: 10-3-21

SHEET TITLE: PLUMBING WASTE SITE PLAN
 SCALE: 1" = 20'-0"
 SHEET NO: **P1.1**
 BUILDING

TRASH ENCLOSURE
SCALE: 1/4" = 1'-0"



BATH BUILDING
SCALE: 1/4" = 1'-0"

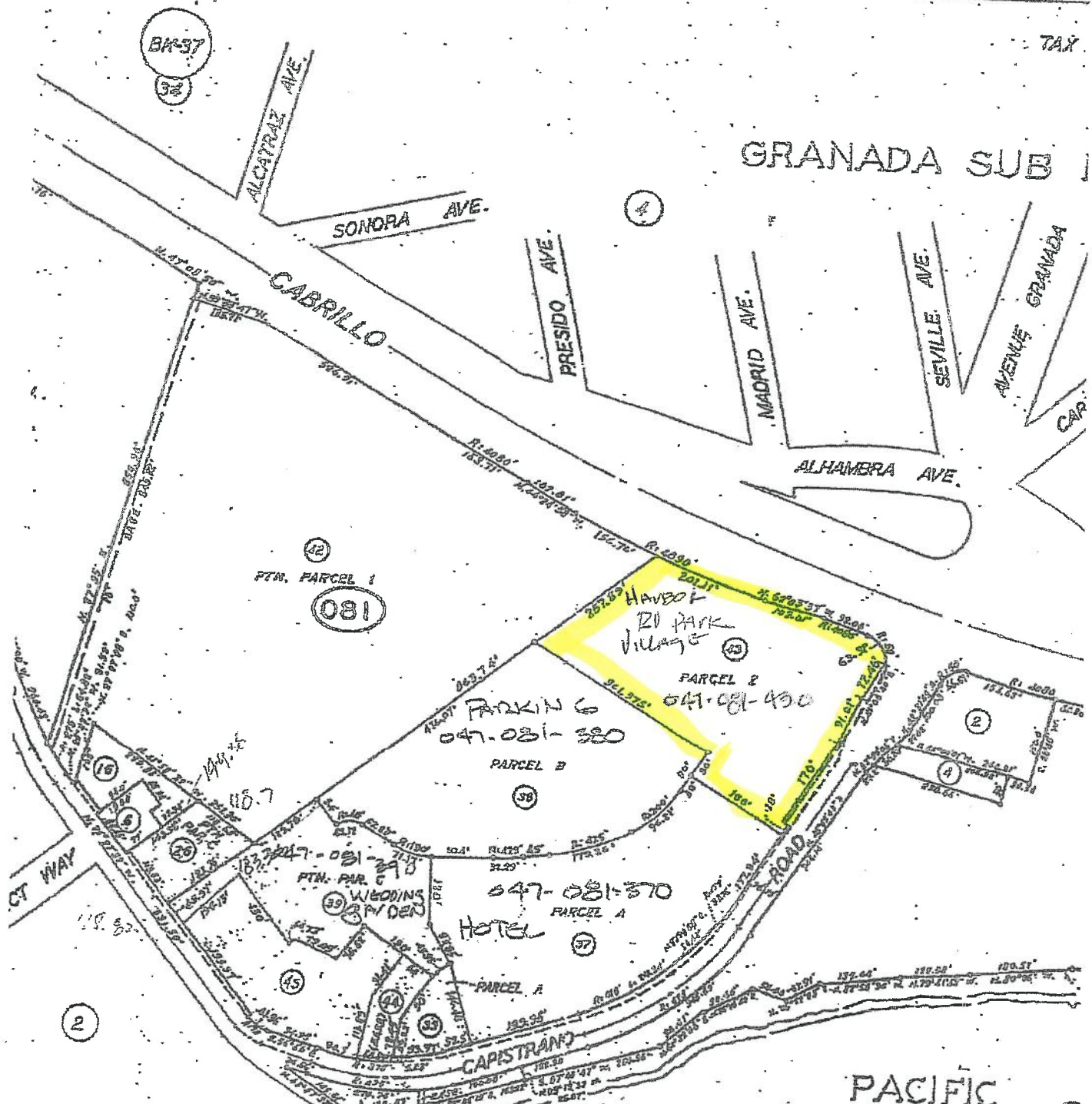


<p>A2.1</p> <p>DATE: 9-28-21</p>	<p>SHEET TITLE: GRAND FLOOR PLANS</p>		<p>HARBOR VILLAGE RV PARK 100 CAPISTRANO RD. HALF MOON BAY, CA</p>		<p>STAMP</p>	<p>Jacobsen & Associates ARCHITECTS 2334 Lee Street, Suite 200, San Diego, California 92161 Telephone: 619 / 728 - 8131 e-mail: jacobson@jandac.com</p>
	PROJECT NO:	DATE:				
	DESIGNER:	NO. REVISIONS:				
	SCALE:	DATE:				

047

TAX

GRANADA SUB



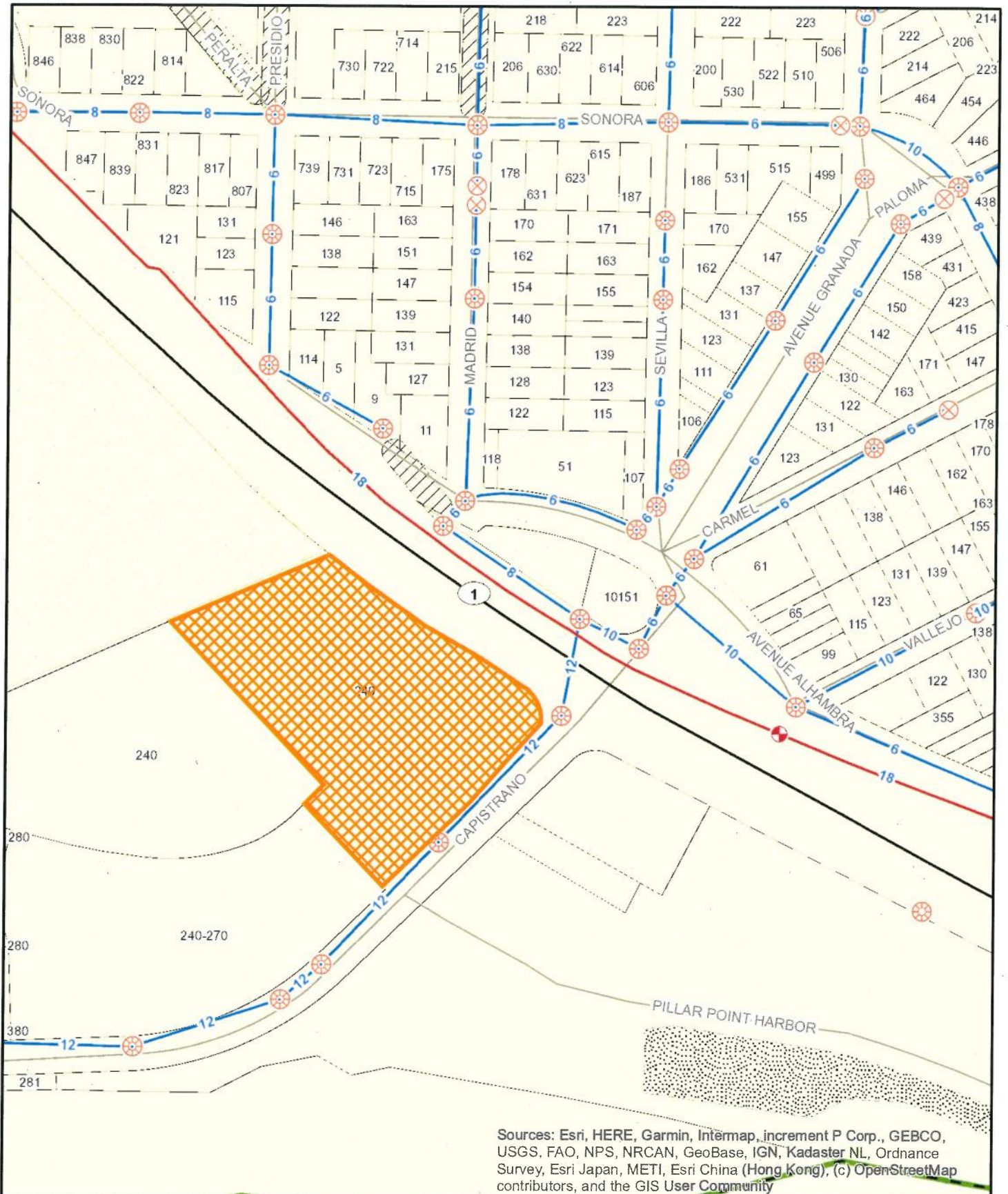
THIS MAP SHOULD BE USED FOR REFERENCE PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN. PARCELS MAY NOT COMPLY WITH LOCAL SUBDIVISION OR BUILDING ORDINANCES.

ASSESSOR'S MAP COUNTY OF SAN MATEO, CALIF.

PACIFIC

38

PARCEL



10/26/2021

1:2,525
1 in = 210 ft



047-081-430

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: San Mateo County Harbor District RV Park Project
Date: April 21, 2022

This Item is presented for the Board's consideration to approve the issuance of a Class 2D (Misc. Non-residential) sewer permit to the San Mateo County Harbor District for APN 047-263-010, 4000 Cabrillo Hwy, Half Moon Bay for the "Pillar Point Harbor RV Park Public Restroom Project". A completed sewer permit application was received by the District on July 2, 2021. The project includes adding a new 4-stall/4-sink restroom building and two outdoor showers in the existing 48-space RV park. Eight RV spaces will be removed to accommodate some of the improvements.

The project plans have been reviewed by District Engineer John Rayner, and were revised as requested by him per District specifications by the Harbor District. Mr. Rayner has approved the final project plans, and his letter of recommendation for Board approval is attached.

Regarding sewer capacity for the improvement project, John Rayner has determined that no additional capacity is needed, due to the removal of eight existing RV spaces. There were 25.5 ERU's of sewer capacity purchased when the original sewer permit was issued for the RV park development in February 1999. Prior to the issuance of the permit, staff will request an Engineering Fee Deposit of \$5,000 to cover the costs of engineering services, with excess funds refunded or additional costs collected prior to the sewer connection sign-off.

Attached for your review are the following documents:

- Engineer's Approval Letter
- City of Half Moon Bay Approval Letter
- Sewer Permit Application Form
- Original Project "As-built" Plan
- New Restroom Building Plan
- Assessor's Parcel Map
- Mainline Map



April 11, 2022

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

Subject: Pillar Point Harbor RV Park
Public Restroom Project
Approval of Plans
K/J 015011*02/G94.00

Dear Board Members:

We have reviewed the plans of onsite sewer improvements for the Public Restroom Project, which were emailed to us on May 8, 2022, and find them acceptable for construction. Accordingly, we recommend that the Board approve the project's sewer permit application.

Please let me know if you have any questions or if you need further information.

Very truly yours,

Kennedy/Jenks Consultants, Inc.

A handwritten signature in blue ink, appearing to read 'John H. Rayner', written in a cursive style.

John H. Rayner, P.E.
District Engineer
Granada Community Services District

cc: Chuck Duffy, GCSD
Delia Comito, GCSD

CITY OF HALF MOON BAY	Submittal / Plan Review:	REVIEW TYPE:
501 Main Street Half Moon Bay, CA 94019 Phone: (650)726-8284	<input type="checkbox"/> RECOMMEND FOR APPROVAL (RESUBMITTAL NOT REQUIRED) <input checked="" type="checkbox"/> RECOMMEND FOR APPROVAL: MAKE CORRECTIONS NOTED (RESUBMITTAL NOT REQUIRED) <input type="checkbox"/> REVISE AND RESUBMIT	<input type="checkbox"/> Planning <input type="checkbox"/> Building Dept. <input checked="" type="checkbox"/> P.W. / Engineering <input type="checkbox"/> Other _____
<u>PUBLIC WORKS / ENGINEERING PLAN CHECK</u>		

PROPERTY ADDRESS: 4000 Cabrillo HWY N – 4th Bldg Permit Application Review
 PROJECT DESCRIPTION: This project involves building a new restroom, adding new planting areas, creating an outdoor classroom, improving the existing trail, adding new seating features, and adding more accessible parking spaces and electric vehicle charging stations. (PDP-18-006)
 PROJECT PLANNER: Brittney Cozzolino
 PERMIT NUMBER: B2021-00289
 SUBMITTAL DATE: November 5, 2021
 REVIEW DATE: November 15, 2021

This building permit application is conditioned upon the following. (Resubmittal Not Required)

1. STORMWATER POLLUTION PREVENTION:
 - a. STORMWATER O&M AGREEMENT:
 - i. The City of Half Moon Bay will record the Stormwater Agreement after the approval of the agreement.
2. GRADING PERMIT:
 - a. The grading permit response is acknowledged. The building permit cannot be issued until receipt of the information of the contractor for the project.

Construction is subject to the following conditions and comments:

1. ENCROACHMENT PERMIT. No construction activity shall occur, and no pedestrian and vehicular traffic control shall be installed within the City right-of-way or affecting the City’s improvements prior to obtaining an encroachment permit from the City. All improvements constructed within the City right-of-way shall conform to City standards to the satisfaction of the City Engineer. Traffic control shall conform to Caltrans/MUTCD Standard Plans for Traffic Control in Construction and Maintenance Zones.
2. CONSTRUCTION HOURS. Construction work shall be limited to the hours of 7:00 a.m. to 6:00 p.m. Monday through Friday; 8:00 a.m. to 6:00 p.m. Saturdays; and 10:00 a.m. to 6:00 p.m. Sundays and holidays, except as expressly authorized by the City Engineer in conformance with Section 14.40.020 of the Half Moon Bay Municipal Code.

3. NOTICE OF DISRUPTION. The permittee shall provide written notice to affected property and business owners and a copy of such notice to the City Engineer a minimum of two business days prior to any planned disruption of pedestrian or vehicular traffic, parking, or public service facilities.
4. CONSTRUCTION MATERIAL STORAGE. Construction material shall not be stored in the street right-of-way without prior approval from the City Engineer.
5. SIDEWALK MAINTENANCE AND LIABILITY. It shall be the duty of the Property Owner(s) whose property is adjacent to any portion of a public street or place to maintain any sidewalks along the project frontage in a safe and non-dangerous condition. Sidewalk maintenance shall include removal and replacement of concrete to eliminate tripping hazards; and pruning and trimming of trees, shrubs, ground cover and other landscaping within the public right-of-way. The Property Owner has the primary and exclusive duty to fund and perform such maintenance and repair, whether the City has notified the property owner of the need for such maintenance or repairs or has performed similar maintenance or repairs in the past, pursuant to §12.18.020 and §12.18.030 of the Half Moon Bay Municipal Code.
6. STREET/PUBLIC RIGHT-OF-WAY CUTS FOR UTILITY CONNECTIONS. Street cuts for utility connections that are less than twenty (20) feet apart shall be repaired with a single patch. Asphalt repair and overlay shall be in accordance with the City Standard Details. Two or more street cuts in the frontage road for utility connections will require a single 2-inch thick asphalt concrete overlay patch on existing pavement across the property frontage.
7. UNDERGROUND UTILITIES/SERVICES. Electric, telecommunication, and cable and utility service to the property shall be through underground service connections only. No overhead utilities are allowed. Show locations of all utility service connections: sanitary sewer, storm drain (if applicable), water (domestic and fire), cable television, telephone, electrical, and gas.

Reviewed by Jonathan Woo, Engineering Division/Public Works

SEWER PERMIT APPLICATION

Parcel Assessor's Parcel Number(s): 047-263-010 Lot(s): 0 Block: NA

Data: Address/Location: 4000 Cabrillo Hwy, Half Moon Bay, CA 94019

Owner: Name(s) John Moren Phone: (650) 741-9163 Fax #: (650) 741-9162
Address: 504 Ave Alhambra, 2nd Floor, El Granada, CA 94018 Cell #: (650) 228-8163
Email Address: jmoren@smharbor.com

Agent: Name(s) Jeff Peters Phone: 5102366114 x.206 Fax #: 0
Address: 2220 Brickyard Cove Rd, Suite 206, Richmond, CA 94801 Cell #: (707) 484-6826
Email Address: jpeters@questaec.com

Contractor: Name(s) TBD Phone: TBD Fax #: TBD
Address: TBD Cell #: TBD

Type of Work: (Check one)

New Construction Remodel/Addition _____ Demolition _____ Mainline Ext. _____

Project Description: (Check one)

Single Family Dwelling _____ Multiple Unit Residential _____
In-law Unit/Auxiliary Structure _____ Hotel/Condo/B&B _____
Commercial Building/Warehouse _____ Mixed Use _____
Other Explain: Public Park

General Information: (Complete applicable sections)

Parcel Sq. Ft.: 180,524 Structure(s) Sq. Ft.: 1,400 Garage Sq. Ft.: 0
No. of Bedrooms: 0 No. of Baths: 4 No. of Offices: 0
No. of Living Units: 0 If Mixed Use, what is Living Unit Sq. Ft?: 0
No. of Trees to be Removed: 6 TBD Is tree removal for lateral placement? 0

Additional Comments: The structure is a public restroom that will have a 1,177 square foot roof


In consideration of granting this permit, the undersigned agrees:

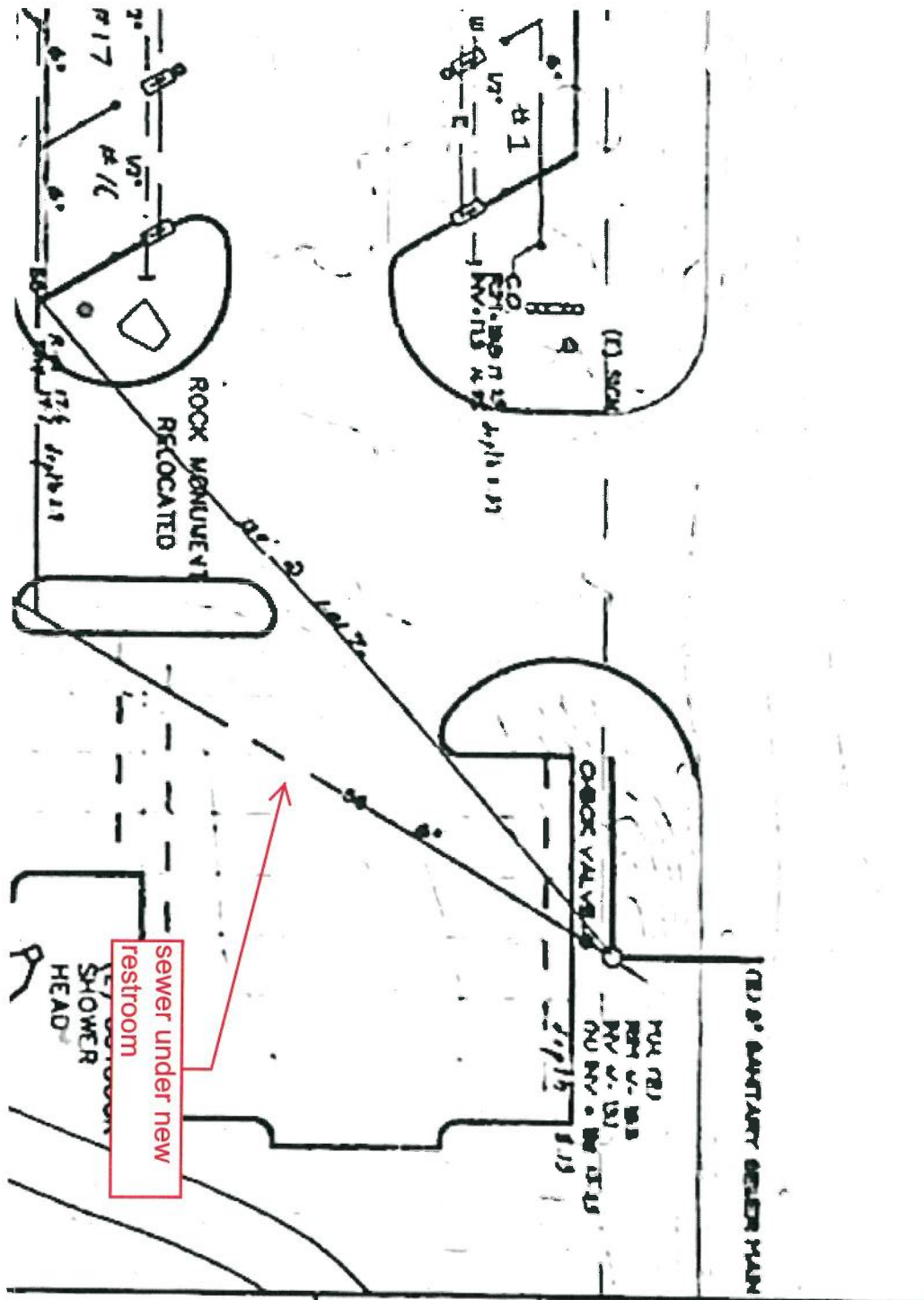
- To accept and abide by all provisions of the District Code.
- To notify the District when the sewer is ready for connection to the sewer main.
- In the event that all required planning approvals are not final, the application shall be deemed incomplete, and any permit issued may be revoked.
- To provide the District with the final Building Plans for this project if requested, prior to permit issuance.

Signature:  Print Name: JOHN MOREN Date: 7/2/21

FOR DISTRICT USE ONLY (Please do not write below this line)

<input type="checkbox"/> Planning Approval Letter	<input type="checkbox"/> Pick up Notice	<input checked="" type="checkbox"/> Plans/Elevations
<input type="checkbox"/> Grant Deed/Legal Description	<input type="checkbox"/> Topographical Map	<input type="checkbox"/> Agent Form
<input checked="" type="checkbox"/> Application Fee \$ <u>250.00</u>	<input checked="" type="checkbox"/> Is there a ML to serve?	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Is App. Complete?	
<input type="checkbox"/> No. of Connections	<input type="checkbox"/> No. of NCA's on parcel	

RECEIVED BY: 
DATE: 7/2/21



Jacobsen & Associates
ARCHITECTS

213 San Mateo Road, Suite 100 Half Moon Bay, California
 Telephone: 650 / 726 - 9131 Fax: 650 / 726-1758

AS BUILT

CF 101-1-A-21

UTILITIES PLAN INSET 2

) 2" ELEC CONDUIT, HDPE SDR-11 PIPE ELECTROFUSED OR ROLLED, IN JOINT TRENCH

ELECTRIC

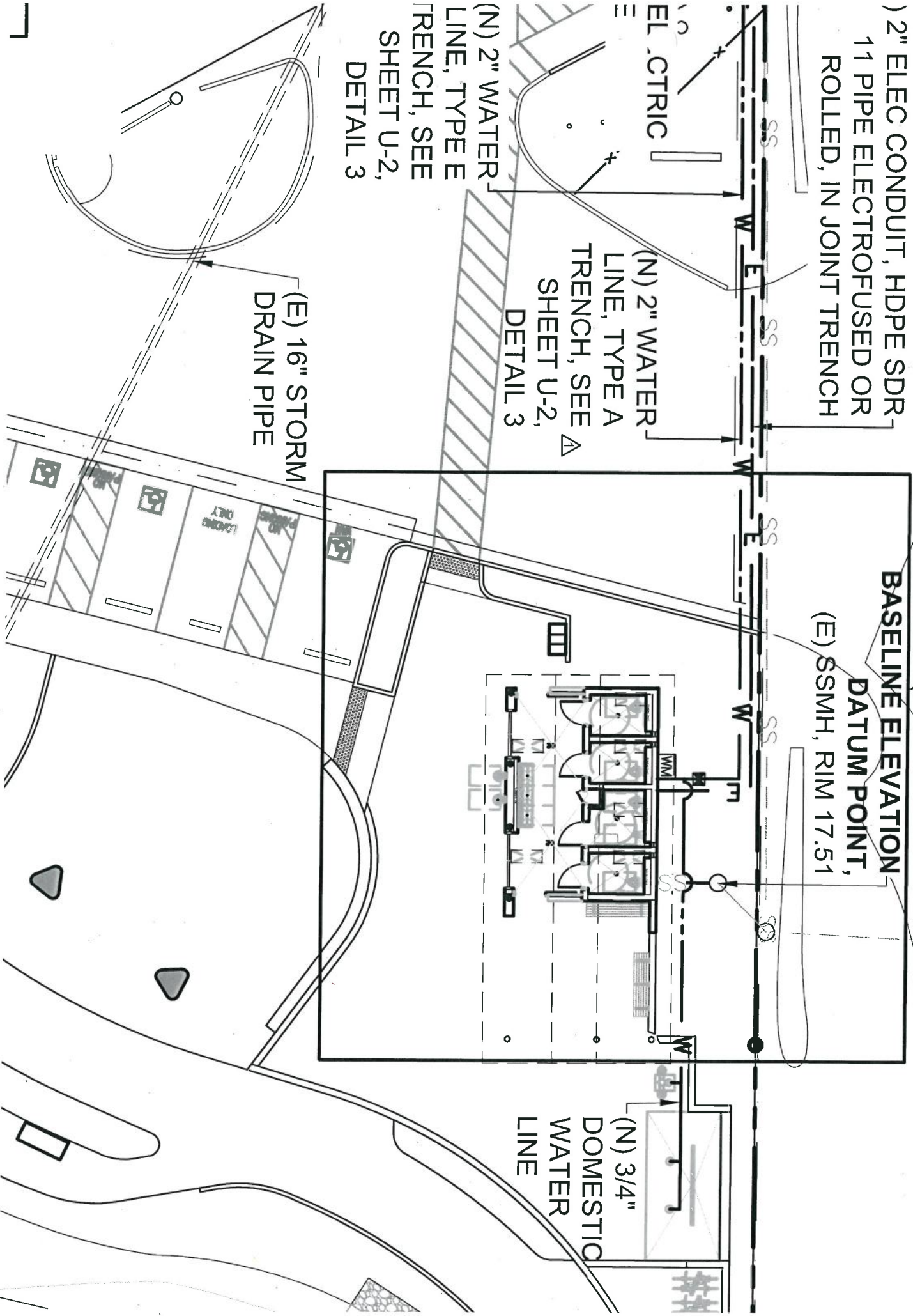
(N) 2" WATER LINE, TYPE A TRENCH, SEE SHEET U-2, DETAIL 3

(N) 2" WATER LINE, TYPE E TRENCH, SEE SHEET U-2, DETAIL 3

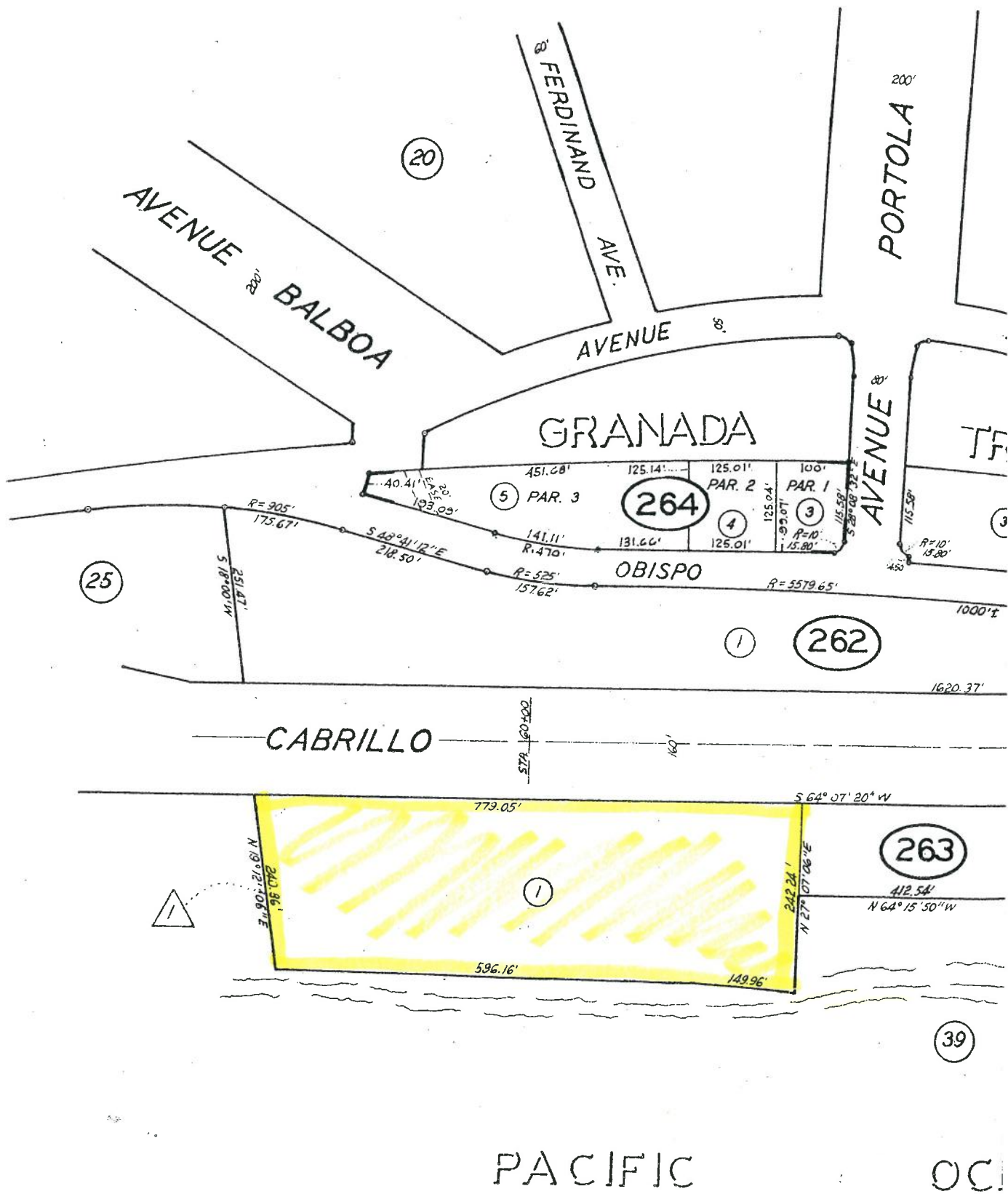
BASELINE ELEVATION DATUM POINT, (E) SSMH, RIM 17.51

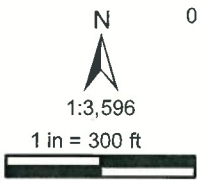
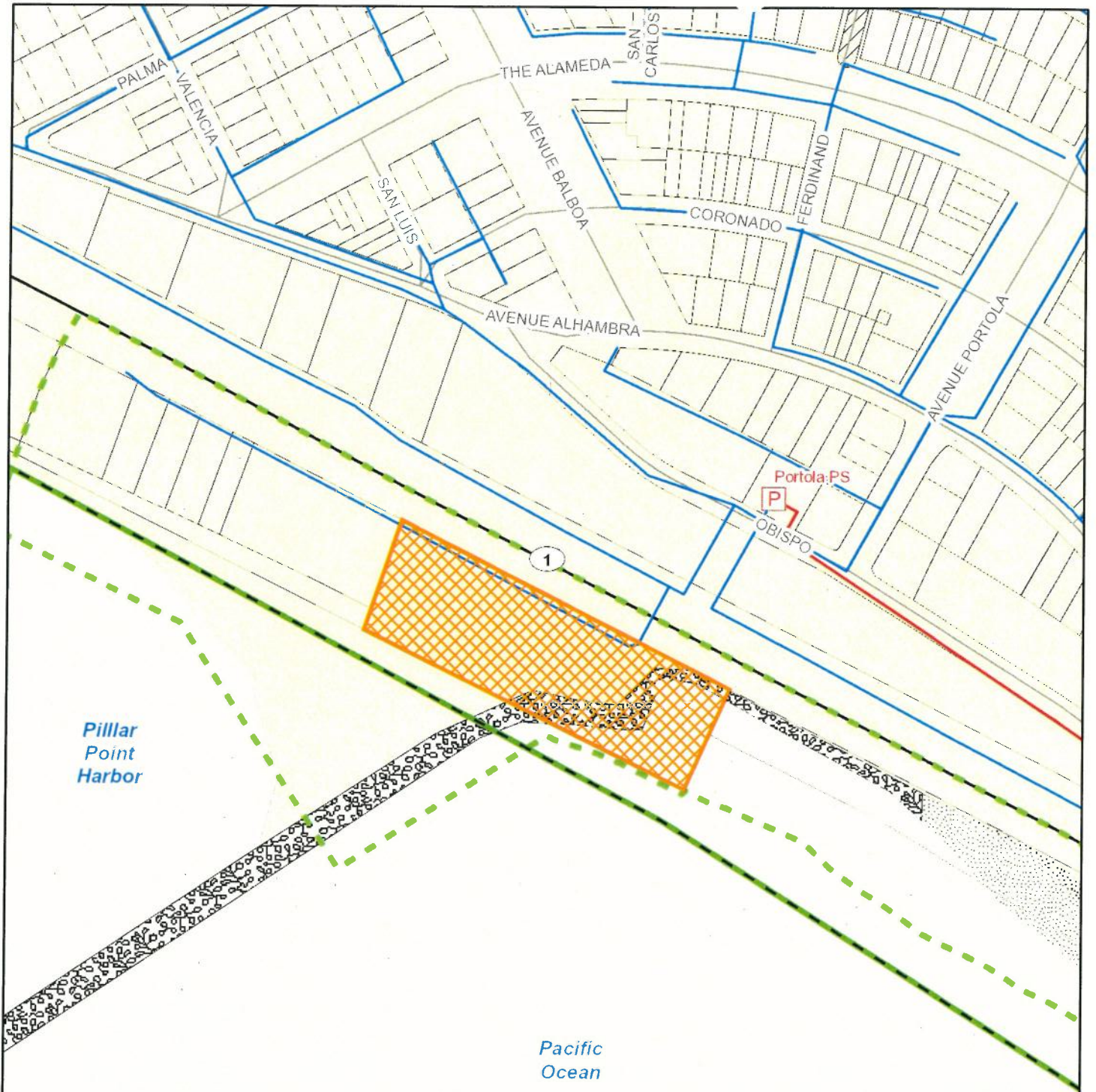
(N) 3/4" DOMESTIC WATER LINE

(E) 16" STORM DRAIN PIPE



047.263.01J
SMC HARBOR DIST.





07/2/2021

Harbor District - RV Park

047-263-010

Figure 1

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Audited District Financial Statements for the Year Ending June 30, 2021
Date: April 21, 2022

Attached are the Fiscal Year 2020/21 Audited Financial Statements for your Board's review. The first part of the audit contains the Management's Discussion and Analysis of the District's financial statements, which highlights some of the significant changes in the District's year over year financial operations. The audit shows that the District is on sound financial footing, and I will discuss the details of the audit further at our meeting.

**GRANADA COMMUNITY
SERVICES DISTRICT**

MANAGEMENT REPORT

FOR THE YEAR ENDED JUNE 30, 2021

GRANADA COMMUNITY SERVICES DISTRICT

Management Report
For the Year Ended June 30, 2021

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Craig R. Fechter, CPA, MST

Board of Directors of the
Granada Community Services District
Granada, California

In planning and performing our audit of the financial statements of the Granada Community Services District for the year ended June 30, 2021, we considered the District's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

Our consideration of the internal control would not necessarily disclose all matters in the internal control that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce, to a relatively low level, the risk that errors or irregularities in amounts that would be material in relation to the basic financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

We will review the status of these comments during our next audit engagement. We will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing any changes you may make. We thank the District's staff for its cooperation on this audit.

Fechter & Company,
Certified Public Accountants

A handwritten signature in black ink that reads 'Fechter & Company, CPAs'.

March 17, 2022
Sacramento, California

GRANADA COMMUNITY SERVICES DISTRICT

Required Communication
For the Year Ended June 30, 2021

The Auditor's Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated October 25, 2021, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the District financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Internal Control Related Matters

In any smaller entity, whether private enterprise or a governmental agency, the lack of segregation of duties can present potential issues in regard to the perpetuation and concealment of fraud. Even with a perfect segregation of duties, frauds can be perpetuated and concealed. The District can perform some specific control procedures to help reduce the risk of fraud, however. Some of the controls would include:

- Having someone independent of the bank reconciliation function review the bank statements on a monthly basis. At this District, it would mean someone independent of the accounting function reviewing the county reports and multitude of bank accounts and bank reconciliations.
- Examining a budget to actual report on a frequent basis.
- Comparing the financial statements on a detailed level to the prior year on a frequent basis.

GRANADA COMMUNITY SERVICES DISTRICT

Required Communication For the Year Ended June 30, 2021

- Requiring someone independent of the payroll process review payroll on a bi-weekly basis, checking for accuracy of pay rates, paid time off recorded, etc.
- Verifying that a second person is approving all disbursement activity and that an individual independent of the accounting function is signing checks and asking questions about invoices presented for payment.
- Frequently displaying “professional skepticism” when considering staff responses on District finances.

California Government Code Section 12422.5 requires the State Controller’s office to develop internal control guidelines applicable to each local agency by January 1, 2015. The intent of the legislation is to assist local agencies in establishing a system of internal control to safeguard assets and prevent and detect financial errors and fraud. To this end, the State Controller’s Office has produced a draft of control guidelines for local Agencies. As the District contemplates changes to its system of internal control, we advise in utilizing these guidelines when developing internal procedures to assist with your internal control processes.

The State Controller’s office has defined internal controls into five components that work together in an integrated framework. Their guidelines were adopted from the definitions and descriptions contained in *Internal Control – Integrated Framework*, published by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). The components are:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring Activities

The objective of *control environment* is the set of standards, processes, and structures that provided the basis for carrying out internal control across the entity. The governing board and management establish the “tone at the top” regarding the importance of internal control, including expected standards of conduct which then cascade down through the various levels of the organization and have a strong effect on the overall system of internal control.

A District’s *Risk Assessment* process includes how management identifies risks (including fraud risk) relevant to the preparation and fair presentation of the financial statements in accordance with the District’s applicable financial reporting framework. In addition, this would also involve areas of business and operational risk which could potentially affect the District’s finances on a go-forward basis.

The District’s risk assessment process is an extremely important activity the board and management should undertake. Every organization, public or private, faces business risks on a day to day basis. Identifying those risks and then acting on them in a timely manner may prevent future problems from becoming completely unmanageable.

GRANADA COMMUNITY SERVICES DISTRICT

Required Communication For the Year Ended June 30, 2021

Management should consistently attempt to identify risks that exist and then present those risks to the board for action. It is impossible for us to identify every potential risk that exists but either way, management and the board should proactively attempt to identify risks that could adversely affect the District's operations.

Control Activities are in reference to establishing policies and procedures that achieve management directives and respond to identified risks in the internal control system. These are specific procedures designed to perform a secondary review of internal processes that will allow for segregation of duties and a management level review of processed transactions.

Information and Communication are the District's methods of identifying what information is relevant to present to management and the board to assist the District in making the correct decisions. It also is in reference to the District's internal processes of gathering and summarizing that information.

Monitoring involves evaluating the effectiveness of controls on an on-going basis and taking remedial actions when necessary when identified by the other control procedures in place. On-going monitoring activities often are built into the normal recurring activities of a local government and include regular management and supervisory activities.

There is no catch-all for finding all instances of fraud within any entity, whether public or private. One of the key factors in helping prevent fraud is to encourage ethical behavior at all levels of the organization, i.e., "tone at the top". Another key would be to note instances of abnormal behavior of finance or accounting staff when questioned about District financial matters.

The District should remember that they have outside resources available in the case of fraud – they are able to contact District auditor, their attorney, or county auditor-controller should anyone feel there is a chance of fraud or abuse.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements were:

- Capital asset lives and depreciation expense
- Actuarial study to determine the District's annual required pension contribution
- Actuarial study to determine the District's net pension liability

GRANADA COMMUNITY SERVICES DISTRICT

Required Communication
For the Year Ended June 30, 2021

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of financial statements. An audit adjustment may or may not indicate matters that could have a significant effect on the District's financial reporting process. The following audit adjustments, made by us on an annual basis, indicates matters that could have a significant effect on the District's financial reporting process:

- Recorded current year depreciation expense.
- Recorded current year changes to GASB 68 pension accounts.
- Recorded current year changes in Investment in Sewer Authority Mid-Coastside (SAM) balances.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Consultations with Other Independent Auditors

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing our audit.

**GRANADA COMMUNITY
SERVICES DISTRICT**

**Annual Financial Report
and Supplementary Information
With Independent Auditor's Report Thereon**

**Years Ended
June 30, 2021 and 2020**

GRANADA COMMUNITY SERVICES DISTRICT
Annual Financial Report and Supplementary Information

Years Ended June 30, 2021 and 2020

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INDEPENDENT AUDITOR'S REPORT

Governing Board
Granada Community Services District
El Granada, California

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Granada Community Services District (the District) as of June 30, 2021 and 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

We believe that the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Governing Board
Granada Community Services District
El Granada, California

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Granada Community Services District as of June 30, 2021 and 2020, and the changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3-6, and the Schedule of the District's Proportionate Share of the Net Pension Liability and the Schedule of Pension Contributions on page 23, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Fechter & Company
Certified Public Accountants

A handwritten signature in cursive script that reads "Fechter & Company, CPAs". The signature is written in black ink and is positioned above the printed name of the firm.

Sacramento, California
March 17, 2022

GRANADA COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis
Years Ended June 30, 2021 and 2020

This section of the Granada Community Services District's (District) annual financial report presents management's discussion and analysis of the District's financial performance during the fiscal years ended June 30, 2021 and 2020. Please read it in conjunction with the District's financial statements which follow this section.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

BASIC FINANCIAL STATEMENTS

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

Proprietary Funds

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

Sewer service is provided through the sewer service area of the District, except for the area designated as rural. The basic unit of charge used to calculate sewer service and connection fees is called an Equivalent Residential Unit (ERU), which equates to an estimated 221 gallons per day of wastewater flow. Single family homes are charged 1 ERU as their sewer service charge. Commercial properties are charged a sewer service fee based upon a formula which takes into account their water usage for the year, as well as a strength of wastewater component. The charge per ERU for fiscal year ending June 30, 2021 was \$580, which was an increase from \$520 in the prior year. Sewer service charges are used to fund the ongoing operations of the District, including administration, operations, treatment, collections, and capital replacement costs.

Fiduciary Funds

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

GRANADA COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis
Years Ended June 30, 2021 and 2020

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

STATEMENTS OF NET POSITION

The following are condensed Statements of Net Position:

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Assets:			
Current assets	\$ 5,083,487	\$ 4,710,359	\$ 4,520,972
Capital assets - net of depreciation	5,203,079	5,305,553	5,569,709
Non-current assets excluding capital assets	<u>5,264,408</u>	<u>5,453,524</u>	<u>5,391,897</u>
Total Assets	<u>15,550,974</u>	<u>15,469,436</u>	<u>15,482,578</u>
Deferred Outflows of Resources:	<u>151,661</u>	<u>102,010</u>	<u>109,305</u>
Liabilities:			
Current liabilities	200,325	137,587	109,914
Non-current liabilities	<u>180,448</u>	<u>177,495</u>	<u>174,065</u>
Total Liabilities	<u>380,773</u>	<u>315,082</u>	<u>283,979</u>
Deferred Inflows of Resources:	<u>12,651</u>	<u>21,144</u>	<u>24,830</u>
Net Position:			
Net investment in capital assets	5,203,079	5,305,553	5,569,709
Unrestricted	<u>10,106,132</u>	<u>9,929,667</u>	<u>9,713,365</u>
Total Net Position	<u>\$ 15,309,211</u>	<u>\$ 15,235,220</u>	<u>\$ 15,283,074</u>

The total assets of the District increased \$81,538 from June 30, 2020. Current assets increased from \$4,710,359 to \$5,083,487. The District uses its cash reserve as a set aside for short and long-term replacement of capital assets. Current assets include amounts of \$74,959 and \$132,263, as of June 30, 2021 and 2020, respectively, which represent receivables due from the County for the annual sewer service charge. The District utilizes the County's property tax roll to collect its annual sewer service charges. The County collects these charges on the property tax bills sent to tax payers, and then sends monthly payments to the District based upon payments received.

GRANADA COMMUNITY SERVICES DISTRICT
Management's Discussion and Analysis
Years Ended June 30, 2021 and 2020

STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

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

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Revenues:			
Operating revenues	\$ 1,877,181	\$ 1,668,408	\$ 1,486,812
Non-operating revenues	1,250,719	1,510,950	1,959,055
Total Revenues	<u>3,127,900</u>	<u>3,179,358</u>	<u>3,445,867</u>
Expenses:			
Operating expenses	<u>3,053,909</u>	<u>3,227,212</u>	<u>3,108,869</u>
Change in Net Position	73,991	(47,854)	336,998
Net Position, Beginning of Year, restated	<u>15,235,220</u>	<u>15,283,074</u>	<u>14,946,076</u>
Net Position, End of Year	<u>\$ 15,309,211</u>	<u>\$ 15,235,220</u>	<u>\$ 15,283,074</u>

	<u>2021</u>	<u>2020</u>	Increase (Decrease)
<u>OPERATING REVENUES</u>			
Sewer service charge	\$ 1,877,181	\$ 1,668,408	\$ 208,773

- The increase is due primarily to an increase in sewer service rates.

NON-OPERATING REVENUES

Property taxes	\$ 1,116,926	\$ 1,066,241	\$ 50,685
Interest income	\$ 24,313	\$ 82,847	\$ (58,534)

- Slight increase from prior year due to increased property values and a larger ERAF refund.
- Interest income decreased slightly due to a decrease in interest rates for the LAIF fund.

OPERATING EXPENSES

	<u>2021</u>	<u>2020</u>	Increase (Decrease)
SAM Expenses:			
Sewage administration	\$ 290,458	\$ 295,475	\$ (5,017)
Sewage treatment	831,237	818,679	12,558
Sewage environmental compliance	34,172	51,578	(17,406)
Sewage collection	186,574	296,201	(109,627)
Total SAM expenses	<u>\$ 1,342,441</u>	<u>\$ 1,461,933</u>	<u>\$ (119,492)</u>

- SAM costs are amounts paid to the Sewer Authority Mid-Coastside Joint Powers Authority (SAM) to manage and operate the SAM treatment plant and Intertie Pipeline System (IPS), as well as provide sewer cleaning, inspection, and maintenance services on a contract basis for the GCSD sewer system. These costs decreased slightly from 2020.

GRANADA COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>	Increase/ (Decrease)
GCSD Administrative and general expenses	\$876,809	\$771,155	\$105,654
• GCSD's administration costs increased by 14% over the prior year due primarily to an increase in legal expenses.			

	<u>2021</u>	<u>2020</u>	Increase/ (Decrease)
Infrastructure repair costs	\$514,541	\$651,159	\$(136,618)
• General infrastructure repair costs decreased by 21% due to less SAM Capital project costs incurred in fiscal year 2021 compared with fiscal year 2020.			

BUDGETARY PROCESS

The District budget is presented to the Board of Directors for their comments each year at the regular May District Board Meeting, and is approved at the June meeting. The budget is basically comprised of two functions: administration, which comprises the general office work, permitting, management, legal, and financial aspects of the business; and sewer operations, which represents the District's share of the costs for the SAM wastewater treatment plant operations and maintenance, as well as the costs for maintaining the District's pipeline and pump station system. The SAM treatment, collection and administrative budget accounts for approximately \$1,342,441 of the District's \$2,111,141 annual operational expenditures for fiscal year 20-21, or 64% of the total budget. Capital projects are budgeted along with the operations budget.

CAPITAL ASSETS

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

ECONOMIC FACTORS AFFECTING CURRENT FINANCIAL POSITION

The current economic factors which could affect the District are somewhat unknown given the current Covid-19 pandemic and its effect on property values and real estate sales. The unknown impact of these effects could have some impact on the District's finances, due to changes in property tax revenues. There are no other known or expected economic factors which should affect the District's financial position in the near future.

CONTACTING THE DISTRICT'S FINANCIAL MANAGER

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

BASIC FINANCIAL STATEMENTS

GRANADA COMMUNITY SERVICES DISTRICT
STATEMENTS OF NET POSITION
JUNE 30, 2021 and 2020

ASSETS	<u>2021</u>	<u>2020</u>
Current Assets:		
Cash and investments	\$ 4,980,581	\$ 4,546,859
Due from County of San Mateo	74,959	132,263
Due from assessment district	19,317	15,068
Interest receivable	4,130	16,169
Other receivable	-	-
Prepaid expenses and other assets	4,500	-
Total current assets	<u>5,083,487</u>	<u>4,710,359</u>
Capital assets, net of accumulated depreciation	<u>5,203,079</u>	<u>5,305,553</u>
Non-current assets:		
Investment in Sewer Authority Mid-Coastside	4,648,209	4,709,323
Advance to assessment district to fund bond reserve account	364,890	364,890
Advance to assessment district for supplemental funding	84,834	142,834
Advance to assessment district to fund noncontingent assessment acquisition	166,475	236,477
Total non-current assets	<u>5,264,408</u>	<u>5,453,524</u>
TOTAL ASSETS	<u>15,550,974</u>	<u>15,469,436</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>151,661</u>	<u>102,010</u>
LIABILITIES		
Current liabilities:		
Accounts payable and accrued liabilities	110,458	67,045
Due to assessment district	24,750	15,309
Compensated absences liability	1,748	6,248
Deposits held for others	63,369	48,985
Total current liabilities	<u>200,325</u>	<u>137,587</u>
Non-current liabilities:		
Net pension liability	<u>180,448</u>	<u>177,495</u>
TOTAL LIABILITIES	<u>380,773</u>	<u>315,082</u>
DEFERRED INFLOWS OF RESOURCES	<u>12,651</u>	<u>21,144</u>
NET POSITION		
Net investment in capital assets	5,203,079	5,305,553
Unrestricted	<u>10,106,132</u>	<u>9,929,667</u>
TOTAL NET POSITION	<u>\$ 15,309,211</u>	<u>\$ 15,235,220</u>

The accompanying notes are an integral part of these financial statements.

GRANADA COMMUNITY SERVICES DISTRICT
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEARS ENDED
June 30, 2021 and 2020

	2021	2020
Operating revenues:		
Sewer service charges	\$ 1,877,181	\$ 1,668,408
Total operating revenues	1,877,181	1,668,408
Operating expenses:		
SAM expenses:		
Sewage administration	290,458	295,475
Sewage treatment	831,237	818,679
Sewage environmental compliance	34,172	51,578
Sewage collection	186,574	296,201
Depreciation	271,951	274,241
Administration and general	872,309	771,155
Parks and recreation	52,667	68,724
Infrastructure repair costs	514,541	651,159
Total operating expenses	3,053,909	3,227,212
Operating loss	(1,176,728)	(1,558,804)
Non-operating revenues:		
Property tax revenue - sewer	451,927	579,534
Property tax revenue - parks	664,999	486,707
Interest income	24,313	82,847
Equity gain	(61,114)	253,843
Other revenues	62,284	68,219
Capital contributions (connection fees)	108,310	39,800
Total non-operating revenues	1,250,719	1,510,950
Change in net position	73,991	(47,854)
Beginning net position	15,235,220	15,283,074
Ending net position	\$ 15,309,211	\$ 15,235,220

The accompanying notes are an integral part of these financial statements.

GRANADA COMMUNITY SERVICES DISTRICT
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED
JUNE 30, 2021 and 2020

	2021	2020
Cash flows from operating activities:		
Receipts from customers	\$ 1,948,869	\$ 1,602,124
Payments to suppliers	(2,630,854)	(2,734,696)
Payments to employees	(171,882)	(167,101)
Net cash used by operating activities	(853,867)	(1,299,673)
Cash flows from non-capital financing activities:		
Receipts from property taxes and other operating income	1,116,926	1,066,241
Net cash provided by non-capital financing activities	1,116,926	1,066,241
Cash flows from capital and related financing activities:		
Connection fees collected	108,310	39,800
Other revenues	62,284	68,219
Acquisition and construction of capital assets	(169,477)	(10,085)
Assessment district repayments on advances	128,002	192,216
Loan from assessment district	5,192	(371)
Net cash provided by capital and related financing activities	134,311	289,779
Cash flows from investing activities:		
Interest income	36,352	93,055
Net cash provided by investing activities	36,352	93,055
Net increase in cash and cash equivalents	433,722	149,402
Cash and cash equivalents, beginning of year	4,546,859	4,397,457
Cash and cash equivalents, end of year	\$ 4,980,581	\$ 4,546,859
Reconciliation of operating loss to net cash used by operating activities:		
Operating loss	\$ (1,176,728)	\$ (1,558,804)
Adjustments to reconcile operating loss to net cash used by operating activities:		
Depreciation	271,951	274,241
Decrease (increase) in accounts receivable	57,304	(53,193)
(Decrease) increase in accounts payable and accrued liabilities	57,797	27,367
Increase in compensated absences liabilities	(4,500)	677
(Decrease) in prepaid expenses	(4,500)	3,000
(Decrease) in net pension liability	(55,191)	7,039
Net cash used by operating activities	\$ (853,867)	\$ (1,299,673)

The accompanying notes are an integral part of these financial statements.

**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENTS OF FIDUCIARY NET POSITION
JUNE 30, 2021 and 2020**

ASSETS	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 202,198	\$ 311,547
Due from District	5,433	241
Investments	<u>2,060,550</u>	<u>2,348,256</u>
 Total Assets	 2,268,181	 2,660,044
 LIABILITIES		
Deposits held for others	1,651,981	1,915,843
Advance from District to fund bond reserve account	364,890	364,890
Advance from District to fund supplemental funding	84,834	142,834
Advance from District to fund noncontingent assessment acquisition	<u>166,476</u>	<u>236,477</u>
 Total Liabilities	 2,268,181	 2,660,044
 NET POSITION		
 Net position	 <u><u>\$ -</u></u>	 <u><u>\$ -</u></u>

The accompanying notes are an integral part of these financial statements.

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 1 – Organization and Summary of Significant Accounting Policies

Organization

Granada Sanitary District was created in 1958 under the provisions of Section 6400 of the State of California Health and Safety Code. In October of 2014, the District was reorganized as the Granada Community Services District (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. The District is also responsible for the sewage collection system and disposal in these same unincorporated areas as well as the northern portion of the City of Half Moon Bay.

Reporting Entity

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

Proprietary Fund Type – Enterprise Fund

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

Fiduciary Fund Type – Agency Fund

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

Basis of Accounting

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

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

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

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

The District applies all Governmental Accounting Standards Board (GASB) pronouncements as well as the Financial Accounting Standards Board pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements and the State Controller’s Minimum Audit Requirements for California Special Districts. The District has elected not to apply GASB statements and interpretations issued subsequent to November 30, 1989.

Risk Management

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

Capital Assets

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

Property Tax Revenues and Sewer Service Charges

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

Connection Fees

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

Operating Revenues and Expenses

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

Use of Estimates

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

Investments

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

Cash and Cash Equivalents

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

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 2 – Cash and Cash Equivalents

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

External Investment Pool

The District invests in the California State Treasurer's Local Agency Investment Fund (LAIF). LAIF was established in 1977, is regulated by California Government Code Section 16429, and under the day-to-day administration of the State Treasurer. As of June 30, 2021, LAIF had approximately \$193 billion in investments.

LAIF determines fair value on its investment portfolio based on market quotations for those securities where market quotations are readily available, and on amortized cost of best estimate for those securities where market value is not readily available. The District's investments with LAIF at June 30, 2020 included a portion of the pooled funds invested in structured notes and asset-backed securities. These investments are described as follows.

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

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

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

Interest Rate Risk

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

Custodial Credit Risk

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

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 2 – Cash and Cash Equivalents, continued

Credit Risk

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

Concentration of Credit Risk

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

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

The District’s cash and cash equivalents consist of the following at June 30, 2021:

	Carrying Amount	Depository Balance
Amounts insured by federal deposit insurance, or collateralized with securities held by the District in its name	\$ 143,243	\$ 152,192
Petty cash	43	-
Amounts held on deposit with the State of California Local Agency Investment Fund, collateralized by investments registered in the State's name	4,837,295	4,837,295
	\$ 4,980,581	\$ 4,989,487

The District’s cash and cash equivalents are presented as \$4,980,581 in the statements of net position and \$202,198 in the statements of fiduciary net position. The difference between the carrying amount and the depository balance represents outstanding checks and deposits in transit.

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 2 – Cash and Cash Equivalents, continued

The District's cash and cash equivalents consist of the following at June 30, 2020:

	Amount	Balance
Amounts insured by federal deposit insurance, or collateralized with securities held by the District in its name	\$ 165,127	\$ 208,268
Petty cash	790	-
Amounts held on deposit with the State of California Local Agency Investment Fund, collateralized by investments registered in the State's name	4,380,942	4,380,942
	\$ 4,546,859	\$ 4,589,210

The District's cash and cash equivalents are presented as \$4,546,859 in the statements of net position and \$311,547 in the statements of fiduciary net position. The difference between the carrying amount and the depositary balance represents outstanding checks and deposits in transit.

Note 3 – Agency Fund

In 1996, Granada Community Services District established the Assessment District to finance the expansion of the sewage treatment facility owned and maintained by the Sewer Authority Mid-Coastside. Special Assessment Limited Obligation Improvement Bonds were issued through the Assessment District to generate the funds necessary to meet the District's portion of the expansion costs. The Agency Fund is used to account for the debt service transactions of the Assessment District. The District acts as an agent with respect to the collection of special assessments from property owners and the payment of principal and interest to special assessment debt holders. The only investments reported by the District are held in the Agency Fund which consist of mutual funds and debt instruments held by a trustee.

Note 4 – Capital Assets

Changes in capital assets consist of the following for the year ended June 30, 2021:

	July 1, 2020	Additions	Deletions	June 30, 2021
Equipment	\$ 22,153	\$ -	\$ -	\$ 22,153
Collection and conveyance facilities	11,227,956	-	-	11,227,956
Total capital assets, depreciable, cost	11,250,109	-	-	11,250,109
Less accumulated depreciation	(7,008,196)	(271,951)	-	(7,280,147)
Total capital assets, depreciable, net	4,241,913	(271,951)	-	3,969,962
Land	1,063,640	-	-	1,063,640
Construction in progress	-	169,477	-	169,477
Total capital assets, net	\$ 5,305,553	\$ (102,474)	\$ -	\$ 5,203,079

Depreciation expense for the year-end June 30, 2021 was \$271,951.

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 4 – Capital Assets, continued

Changes in capital assets consist of the following for the year ended June 30, 2020:

	<u>July 1, 2019</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2020</u>
Equipment	\$ 22,153	\$ -	\$ -	\$ 22,153
Collection and conveyance facilities	11,217,871	10,085	-	11,227,956
Total capital assets, depreciable, cost	11,240,024	10,085	-	11,250,109
Less accumulated depreciation	(6,733,955)	(274,241)	-	(7,008,196)
Total capital assets, depreciable, net	4,506,069	(264,156)	-	4,241,913
Land	1,063,640	-	-	1,063,640
Total capital assets, net	<u>\$5,569,709</u>	<u>\$ (264,156)</u>	<u>\$ -</u>	<u>\$ 5,305,553</u>

Depreciation expense for the year-end June 30, 2020 was \$274,241.

Note 5 – Investment in Sewer Authority Mid-Coastside

Sewer Authority Mid-Coastside (Authority) was created by a Joint Exercise of Powers Agreement between the City of Half Moon Bay, the Granada Community Services District, and the Montara Sanitary District. The Authority was established to construct, maintain, and operate facilities for the collection, treatment, and disposal of wastewater for the benefit of the lands and inhabitants within the member agencies' respective boundaries. Audited financial statements of the Authority for the year ended June 30, 2021 and 2020 are available at its office in Half Moon Bay, California.

The following is a summary of financial information of the Authority from its June 30, 2021 and June 30, 2020 audited financial statements:

	<u>2021</u>	<u>2020</u>
Total assets	\$ 21,076,597	\$ 20,613,507
Total deferred outflows of resources	740,300	760,928
Total liabilities	4,582,610	4,397,770
Total deferred inflows of resources	172,067	230,796
Net position	<u>\$ 17,062,220</u>	<u>\$ 16,745,869</u>
Operating revenues	\$ 6,130,749	\$ 6,168,850
Operating expenses	7,817,206	7,393,535
Operating loss	(1,686,457)	(1,224,685)
Total non-operating revenues and capital contributions, net	2,002,809	2,537,410
Change in net position	316,352	1,312,725
Total net position, beginning	16,745,868	15,522,516
Prior period adjustment	-	(89,372)
Total net position, beginning, restated	16,745,868	15,433,144
Total net position, ending	<u>\$ 17,062,220</u>	<u>\$ 16,745,869</u>

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 5 – Investment in Sewer Authority Mid-Coastside, continued

Each member's ownership at June 30, 2021 consists of the City of Half Moon Bay 50.5%, Granada Community Services District 29.5%, and Montara Sanitary District 20%.

The decrease in the District's equity in the Authority for the year ended June 30, 2021 of \$61,114, is included in the statement of revenues, expenses, and changes in net position.

Total payments made to the Authority for operations, maintenance, collections, and capital for the years ended June 30, 2021 and 2020 were \$1,775,879 and \$2,049,596, respectively.

Note 6 – Advances to Assessment District

- 1 As part of the bond issuance financed through the Assessment District, the District was required to make two separate advances to the Agency Fund. In August 1996, the District transferred \$600,000 into the Bond Reserve Fund of the Assessment District to be used as a reserve for the payment of future bond interest and principal. This advance is entitled to interest earnings on the fund balance. Including interest earnings, the balance of the note receivable was \$369,890 at June 30, 2019. During the year ended June 30, 2020, \$5,000 in repayments were made, resulting in an ending balance of \$364,890 at June 30, 2021.
- 2 Supplemental Funding – The District advanced \$1,100,726 to the Assessment District which were the proceeds of an installment obligation of the District in the amount of \$1,145,000 payable with interest over a term of 20 years. The aggregate amount reimbursable totals \$1,987,542 including interest paid on the note. The balance of the note receivable was \$212,834 at June 30, 2019. The amounts due to the District listed above are documented in District ordinance 153 and bond resolutions 2003-008 and 2003-012. Repayments were \$70,000 during the year ended June 30, 2020, and \$58,000 during the year ended June 30, 2021, resulting in an ending balance of \$84,834 at June 30, 2021.
- 3 The District was also required to advance \$700,000 in August of 1996 into the Noncontingent Assessment Fund of the Assessment District. The advance was used to purchase noncontingent assessments for undevelopable parcels within the District. Including interest earnings, the balance of the note receivable was \$353,693 at June 30, 2019. Repayments were \$117,216 during the year ended June 30, 2020, and \$70,000 during the year ended June 30, 2021, resulting in an ending balance of \$166,477 at June 30, 2021.

Note 7 – Advance to Montara Sanitary District

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

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 7 – Advance to Montara Sanitary District, continued

The District calculates interest on the advance at a rate of 7.278%. Management has determined that the likelihood of any interest payment is remote; therefore, an allowance has been placed on the full accrued interest balance of approximately \$1,707,704 and \$1,628,731 at June 30, 2021 and 2020, respectively.

Note 8 – Special Assessment Debt

During 1996, the District issued Special Assessment Limited Obligation Improvement Bonds in the amount of \$8,188,583 to finance the expansion of the sewage treatment plant owned and operated by the Authority. The Agency Fund is used to account for the debt service transactions. The District refinanced the bonds in September 2003 with an interest rate ranging from 2.25% to 6.125% payable semi-annually. The bond principal is paid annually with a final maturity date of September 2022. At June 30, 2021 and 2020, \$990,000 and \$1,445,000 were outstanding. The District is not obligated to repay this debt, but only acts as an agent for the property owners by collecting assessments, forwarding collections to special assessment debt holders, and initiating foreclosure proceedings, if applicable.

Note 9 – Operating Lease Commitment

The District leases office space and a copier with monthly rents of \$4,500 and \$326, respectively, plus additional maintenance costs. The office lease expires on November 30, 2022, and the copier lease expires on August 21, 2023. Rental expense for the year ended June 30, 2021 and 2020 were \$47,656 and \$58,282, respectively.

Future minimum lease payments at June 30, 2021 consist of the following:

Year Ended June 30,	Minimum Payments
2022	\$ 57,906
2023	26,406
2024	651
Total	\$ 84,963

Note 10 – Contingent Liabilities

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

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 11 – Employees’ Retirement Plan

Plan Description

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

The District selects optional benefit provisions from the benefit menu by contract with PERS and adopts those benefits through Board Action. PERS issues a separate annual financial report. Copies of the PERS’ annual financial report may be obtained from the PERS Executive Office, 400 P Street, Sacramento, California 95814.

Funding Policy

Active plan members in the Plan are required to contribute 7% of their annual covered salary. The District is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The District pays the employee and employer’s portion for retirement on “classic” employees. The District does not pay employee contributions for employees covered by PEPPRA. The actuarial methods and assumptions used are those adopted by the PERS Board of Administration.

The required employer contribution rates for fiscal years ended June 30, 2020 and 2019 were 10.484% and 9.680%, respectively. The contribution requirements of the plan members are established by State statute and the employer contribution rate is established and may be amended by PERS.

Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

At June 30, 2021, the District reported a liability of \$180,448 in the Statement of Net Position for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plan relative to the projected contributions of all Pension Plan participants, which was actuarially determined. As of June 30, 2021, the District’s proportionate share of the net pension liability for the Plan as of June 30, 2020 and 2021, was as follows:

	<u>Miscellaneous</u>
Proportion - June 30, 2020	0.00443%
Proportion - June 30, 2021	0.00462%
Change	0.00019%

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 11 – Employees’ Retirement Plan, continued

Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions, continued

For the fiscal year ended June 30, 2021, the District recognized a pension expense of \$50,444 in its financial statements. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits.

At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflow of Resources
Changes in assumptions	\$ -	\$ 1,287
Differences between expected and actual experience	9,299	-
Difference between projected and actual earnings on pension plan investments	5,361	-
Differences between employer's contributions and proportionate share of contributions	31,365	-
Change in employer's proportion	-	11,363
Pension contributions made subsequent to measurement date	51,635	-
Total	\$ 97,660	\$ 12,650

The \$51,635 of the deferred outflows of resources represents the District’s contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year-end June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30,	Amount
2022	\$ 26,448
2023	3,532
2024	5,060
2025	628
Total	\$ 35,668

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 11 – Employees’ Retirement Plan, continued

Actuarial Assumptions

The total pension liability in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions. Total pension liability represents the portion of the actuarial present value of projected benefit payments attributable to past periods of service for current and inactive employees.

- Discount Rate/Rate of Return – 7.15%, net of investment expense
- Inflation Rate – 2.50%
- Salary increases – Varies by Entry Age and Service
- COLA Increases – up to 2.75%
- Post-Retirement Mortality – Derived using CalPERS’ Membership Data for all Funds

The actuarial assumptions used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period July 1, 2016 through June 30, 2019.

The long-term expected rate of return on pension plan investments (7.15%) was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global Equity	50.0%	5.98%
Fixed Income	28.0%	2.62%
Inflation Assets	0.0%	1.81%
Private Equity	8.0%	7.23%
Real Assets	13.0%	4.93%
Liquidity	1.0%	(0.92)%

The discount rate used to measure the total pension liability was 7.15 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from the District will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension fund’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. In theory, the discount rate may differ from the long-term expected rate of return discussed previously. However, based on the projected availability of the pension fund’s fiduciary net position, the discount rate is equal to the long-term expected rate of return on pension plan investments, and was applied to all periods of projected benefit payments to determine the total pension liability.

GRANADA COMMUNITY SERVICES DISTRICT
Notes to Basic Financial Statements
Years Ended June 30, 2021 and 2020

Note 11 – Employees’ Retirement Plan, continued

Sensitivity of the District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.15%) or 1 percentage point higher (8.15%) than the current rate:

	1% Decrease 6.15%	Discount Rate 7.15%	1% Increase 8.15%
District's proportionate share of the net pension plan liability	\$ 275,875	\$ 180,448	\$ 101,601

Detailed information about the pension fund’s fiduciary net position is available in the separately issued CalPERS comprehensive annual financial report, which may be obtained by contacting CalPERS.

Note 12 – COVID-19 Considerations

In January 2020, the virus SARS -CoV-2 was transmitted to the United States from overseas sources. During the years ended June 30, 2021 and 2020, the District experienced a slow down of activity including less permits being issued and less connection fees collected. The economic impact to the District, the State of California and the County of San Mateo, as yet has not been determined and therefore any potential impact on the District is not yet known.

Note 13 – Subsequent Events

In July 2021, the District purchased a piece of property for \$1,800,000 to be renovated for use as a Community Center and to house the district office. There is an existing tenant leasing the building on a month-to-month basis, and the lease is effective for 24 months.

The District has evaluated subsequent events through March 17, 2022, which is the date the basic financial statements were available to be issued. Based upon this evaluation, except for the following, it was determined that no other subsequent events occurred that require recognition or additional disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

GRANADA COMMUNITY SERVICES DISTRICT

Required Supplementary Information - Pensions Years Ended June 30, 2021 and 2020

Granada Community Services District – Schedule of the District’s proportionate share of the Net Pension Liability:

Last 10 Fiscal years*

Measurement Date	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
District’s proportionate share of the net pension liability	\$180,448	\$177,495	\$174,065	\$185,779	\$170,410	\$152,020	\$166,360
District’s covered employee payroll	166,793	164,496	153,756	137,082	111,600	110,200	107,294
District’s proportionate share of the net pension liability as a percentage of its covered-employee payroll	108.19%	107.90%	113.21%	135.52%	152.70%	137.95%	155.05%
Plan Fiduciary net position as a percentage of the total pension liability	74.84%	71.14%	69.69%	62.82%	54.65%	54.52%	48.16%

CALPERS - Schedule of District contributions:

Last 10 Fiscal Years*

Measurement Date	June 30,	June 30,	June 30,	June 30,	June 30,	June 30,	June 30,
Actuarially determined contribution	\$ 51,635	\$ 45,198	\$ 41,490	\$ 37,399	\$ 34,626	\$ 36,192	\$ 26,207
Total actual contributions	(51,635)	(45,198)	(41,490)	(37,399)	(34,626)	(36,192)	(26,207)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District’s covered-employee payroll	\$ 166,793	\$ 164,496	\$ 153,756	\$ 137,082	\$ 111,600	\$ 110,200	\$ 107,294
Contributions as a percentage of covered employee payroll	30.96%	27.48%	26.98%	27.28%	31.03%	32.84%	24.43%

* Fiscal year ended June 30, 2015 was the first year of implementation.
Additional years will be presented as they become available.

OTHER REPORT

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Governing Board
Granada Community Services District
El Granada, California

We have audited, in accordance with the auditing standard generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Granada Community Services District (District) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated March 17, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we considered to be material weaknesses. However, material weaknesses may exist that we have not identified.

Governing Board
Granada Community Services District
El Granada, California

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Fechter & Company,
Certified Public Accountants

A handwritten signature in black ink that reads "Fechter & Company, CPAs". The signature is written in a cursive, flowing style.

Sacramento, California
March 17, 2022

ITEM #5

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Agreement with Wittwer Parkin for District Legal Counsel Services
Date: March 17, 2022

Attached is the agreement with Wittwer Parkin for district legal counsel services. The agreement is based on the district's standard consultant services agreement. The only significant changes from the prior Wittwer Parkin agreement are the hourly billing rates, which have changed as follows:

	<u>Partner</u>	<u>Associate</u>	<u>Paralegal</u>	<u>Assistant</u>
Current billing rate/hr	\$280	\$185	\$125	\$85
2022 Billing rate/hr	\$305	\$205	\$140	\$100
2023 Billing rate/hr	\$310	\$210	\$145	\$100
2024 Billing Rate/hr	\$315	\$215	\$150	\$105

**INDEPENDENT CONTRACTOR AGREEMENT
FOR WITTWER PARKIN AS DISTRICT GENERAL COUNSEL**

THIS AGREEMENT is entered into effective the 1st day of May 2022, by and between the GRANADA COMMUNITY SERVICES DISTRICT (hereinafter called "GCSD"), and Wittwer Parkin (hereinafter called "COUNSEL"). The parties agree as follows:

1. APPOINTMENT AND DUTIES. GCSD hereby appoints WITTWER PARKIN, as its General Counsel to exercise special skill to accomplish the following result: the performance of General Legal Counsel services for GCSD, and such other results as GCSD shall from time to time assign. COUNSEL agrees to faithfully represent the legal interests of GCSD during the term of this AGREEMENT. WILLIAM P. PARKIN shall serve as the primary General Counsel for GCSD. Any alteration in this primary assignment shall be made only after consulting with, and securing the approval of, the GCSD General Manager after consultation with the Board President; provided, however, that nothing in this paragraph shall preclude COUNSEL from utilizing all employees of Wittwer Parkin to provide services. COUNSEL'S specific duties shall be as set forth in Exhibit A attached hereto.

2. COMPENSATION. In consideration for COUNSEL accomplishing the duties described in Section 1, GCSD agrees to pay COUNSEL in accordance with the attached "Exhibit B - Compensation," so long as such compensation is not inconsistent with this Agreement. Payment will be made to COUNSEL within 30 days of receipt of each monthly invoice submitted at the beginning of each month following the month in which the compensation was earned. GCSD will notify COUNSEL of any disputed invoice within 20 days of receipt of said invoice. Expenses will be itemized and included in the next regular invoice after being incurred. Fees for all other services will be invoiced upon completion of the task. If payment is not received within 90 days after invoicing, simple interest will begin to accrue at the rate of 1.5% per month.

3. TERM. The term of this Agreement shall be from May 1, 2022 through and including April 30, 2025, except as provided for in Section 4.

4. EARLY TERMINATION. GCSD may terminate this Agreement by providing 90 days written notice to COUNSEL. COUNSEL may terminate this agreement by providing 180 days written notice to GCSD. GCSD may cease to assign functions or duties to COUNSEL at any time without the same constituting a breach of this Agreement.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. COUNSEL shall exonerate, indemnify, defend, and hold harmless GCSD (which for the purpose of Sections 5 and 6 shall include, without limitation, its officers, agents, employees, and volunteers) from and against:

A. Any and all Federal, State and Local taxes, charges, fees, insurance, benefits, or contributions required to be paid with respect to COUNSEL and its officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, health benefits, retirement benefits [including PERS], other benefits or insurance,

and payroll tax withholding). The parties agree that because COUNSEL is an independent contractor, none of the foregoing taxes, charges, fees, benefits, or contributions are required to be paid by GCSD to or on behalf of COUNSEL.

B. COUNSEL agrees to indemnify, defend, and hold harmless GCSD from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent or other faulty act or omission of COUNSEL, its agents, employees, subcontractors, and subconsultants pursuant to this Agreement, but excluding such claims or liabilities to the extent caused by the negligence or willful misconduct of GCSD or third parties.

6. INSURANCE. COUNSEL, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain, at minimum, compliance with the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects GCSD and any insurance or self-insurance maintained by GCSD shall be in excess of GCSD's insurance coverage and shall not contribute to it.

A. Types of Required Insurance and Minimum Limits

(1) Workers Compensation and Employer's Liability Insurance coverage in the minimum statutorily required coverage amounts.

(2) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(3) Professional Liability Insurance in the minimum amount of not less than One Million dollars (\$1,000,000) per claim and One Million dollars (\$1,000,000) in aggregate.

(4) Automobile Liability Insurance in the minimum amount of \$1,000,000 combined single limit covering COUNSEL or any COUNSEL employee utilizing a vehicle for performance within the Scope of Work attached as Exhibit A.

B. Other Insurance Provisions. The required insurance policies, and each of them, are to contain, or be endorsed to contain, the following provisions or meet the following standards:

(1) Unless the basis of the claim is known to the District General Manager, any failure to comply with reporting provisions of the policies shall not affect coverage provided to the GCSD, its officers, officials, employees, or volunteers.

(2) Except for the Workers Compensation and Employer's Liability Insurance coverage described in Section 6.A.(1) above, GCSD is an additional insured and the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(3) Acceptability of Insurers. Insurance is to be placed with insurers with a Bests' rating of no less than B.

(4) Verification of Coverage. Contractor shall furnish GCSD with certificates of insurance with a copy of the original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the GCSD General Manager no later than June 30, 2022. GCSD reserves the right to require complete, certified copies of all required insurance policies, at any time.

(5) The insurer will give notice to GCSD at least 30 days prior to the effective date of any cancellation, lapse or material change in the policy.

The GCSD Board of Directors may approve a variation in those insurance requirements upon a determination that the coverages, scope, limits and/or forms of such insurance are either not commercially available or that GCSD's interests are otherwise fully protected.

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, COUNSEL agrees as follows: COUNSEL shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status or any other ground so as to violate California Government Code Section 12940. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. COUNSEL agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provision of this non-discrimination clause.

8. INDEPENDENT CONTRACTOR STATUS. COUNSEL and GCSD have reviewed and considered the principal test and secondary factors for determination of whether COUNSEL is an independent contractor and not an employee and agree that COUNSEL is an independent contractor and not an employee of GCSD. COUNSEL is responsible for all taxes, charges fees, insurance, benefits, or contributions required to be paid or withheld on behalf of COUNSEL and any employee or agent of COUNSEL. Neither COUNSEL, nor its employees, agents, subconsultants or subcontractors are entitled to any employee benefits from GCSD. GCSD agrees that COUNSEL shall have the right to control the manner and means of accomplishing the result contracted for herein.

9. NONASSIGNMENT. Any attempted or purported assignment of any right or obligation pursuant to this Agreement without the written consent of the other party shall be void and of no effect.

10. RETENTION AND AUDIT OF RECORDS. COUNSEL shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this

Agreement or until three years after a final audit report is accepted by GCSD, whichever occurs first. COUNSEL hereby agrees to be subject to the examination and audit by the GCSD Auditor, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. ENTIRE BINDING AGREEMENT; MODIFICATION. This Agreement shall be binding upon the successors of GCSD and COUNSEL. This Agreement contains the entire agreement between GCSD and COUNSEL relating to COUNSEL's performance of the functions and duties of General Legal Counsel of GCSD. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be required to be in writing and signed by both GCSD and COUNSEL.

12. WAIVER. No covenant or condition of this Agreement can be waived except by the written consent of both GCSD and COUNSEL. Forbearance or indulgence by GCSD and/or COUNSEL in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by party obligated. GCSD and/or COUNSEL shall be entitled to invoke any remedy available under this Agreement or by law or in equity despite said forbearance or indulgence. Nor shall GCSD's or COUNSEL's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, or breach of any other term, condition, or covenant constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant.

13. CONFIDENTIALITY.

A. COUNSEL, its employees, agents, subconsultants and subcontractors may be granted access to certain confidential information provided by (or contained in the records of) GCSD and/or its attorneys in the course of performing the work required under this Agreement. COUNSEL warrants that it shall keep all such information strictly confidential and agrees to undertake any actions necessary to ensure that COUNSEL's employees, agents, subconsultants and subcontractors shall keep all such information confidential.

B. COUNSEL's obligation to maintain confidentiality concerning all confidential information received under this Agreement shall not terminate on completion of this Agreement, but rather shall survive the termination of this Agreement, regardless of the manner of termination.

14. SEVERABILITY. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this agreement shall be valid and binding on the parties, unless the term, condition or covenant held invalid is a material part of the consideration for this Agreement.

15. VENUE AND GOVERNING LAW. If any party herein initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that venue thereof shall be the County of San Mateo, State of California. This Agreement and the legal relations between the parties shall be governed by and construed in accordance with the laws of the State of California.

16. COPYRIGHTED MATERIALS, DOCUMENTS, AND OTHER MATERIALS. All final materials created by COUNSEL at the request of GCSD (including but not limited to documents, studies, drawings, map models, photographs, field data, computerized material, and reports) shall immediately be provided to GCSD as “deliverables” under this Agreement and GCSD shall immediately become entitled to possession and ownership thereof for the purposes intended by this Agreement. However, COUNSEL maintains the copyright and intellectual property rights to such “deliverables” and hereby gives GCSD the right to use such “deliverables” for the project or purpose intended by GCSD. COUNSEL shall have no financial or professional liability resulting from any unauthorized changes to said deliverables made by GCSD or other third parties, nor for any reliance or use of said deliverables by GCSD or other third parties for purposes other than as intended by this Agreement.

17. CAPTIONS. Section headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement.

18. TIME OF THE ESSENCE. Time is hereby expressly declared to be of the essence in this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

19. COMPLIANCE WITH LAW. In performing the work required under this Agreement, COUNSEL shall comply with all applicable federal, state, local and GCSD laws, regulations, and ordinances.

20. CONFLICT OF INTEREST. COUNSEL warrants that it presently does not have and will not acquire any direct or indirect financial interest which would conflict with its performance of this Agreement.

21. NOTICES. Any notice, tender, delivery, or other communication made in accordance with this Agreement shall be in writing and shall be addressed to the recipient party at the address indicated for that party below.

To GCSD:
Granada Community Services District
P.O. Box 335
El Granada, CA 94018

To COUNSEL
Wittwer Parkin
335 Spreckels Drive, Suite H
Aptos, CA 95003

22. STANDARD OF PERFORMANCE. COUNSEL shall accomplish all results required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the legal profession in San Mateo County and the State of California. All instruments of service of whatsoever nature which COUNSEL delivers to GCSD pursuant to this Agreement shall be prepared in a substantial, first class and professional manner and shall conform to the standards of quality normally observed by a person practicing in COUNSEL’s profession. COUNSEL and GCSD may, at the request of either, meet to review the performance of COUNSEL, in furnishing the services provided hereunder, and to review the compensation provisions hereof. The parties may agree to changes or amendments hereto, including, but not necessarily limited to changes in compensation provisions, which changes or amendments shall

be evidenced by written amendment hereto.

23. **ATTACHMENTS**. This Agreement includes the following attachments:

- Exhibit A – Services and Scope of Work
- Exhibit B – Compensation

IN WITNESS WHEREOF, the parties hereto have set their hands effective the day and year first above written and hereby represent having the authority to do so.

WITTWER PARKIN

GRANADA COMMUNITY SERVICES DISTRICT

By: _____
William P. Parkin

By: _____
Matthew Clark,
GCSD Board President

Exhibit A

COUNSEL'S Services and Scope of Work:

COUNSEL shall be primarily responsible for providing the services set forth below and, in the absence of extenuating circumstances, shall personally attend one GCSD meeting per month.

WILLIAM P. PARKIN will attend GCSD meetings as requested by the GCSD Board, General Manager or Assistant General Manager, except if WILLIAM P. PARKIN is unavailable to attend the meeting then the General Manager can agree to allow an associate to attend such meetings.

COUNSEL shall provide all legal services usually and normally provided by District General Counsel. Such services shall include, but not be limited to:

Attendance at GCSD Board meetings;

Preparation of ordinances, resolutions, leases, contracts, or other legal documents;

Preparation of all findings, decisions or other documents pertaining to legislative or quasi-judicial actions or decisions made by the GCSD, its Board, or its officers;

Rendering legal advice (both oral and written) to the GCSD Board, its officers, and employees with respect to GCSD matters;

Negotiating and/or rendering advice with respect to negotiations pertaining to GCSD's contracts, leases, and memoranda of understanding;
and

Representing GCSD in litigation and/or arbitration or other judicial, administrative, or quasi-judicial proceedings.

Exhibit B

Compensation to COUNSEL shall be as follows:

From May 1, 2022 through April 30, 2023, \$305 per hour for all legal services rendered by a partner, \$205 per hour for all legal services rendered by an associate, \$140 per hour for all services rendered by a paralegal, and \$100 per hour for services rendered by a legal assistant.

From and after May 1, 2023 through April 30, 2024, \$310 per hour for all legal services rendered by a partner, \$210 per hour for all legal services rendered by an associate, \$145 per hour for all services rendered by a paralegal, and \$100 per hour for all services rendered by a legal assistant.

From and after May 1, 2024 through April 30, 2025, \$315 per hour for all legal services rendered by a partner, \$215 per hour for all legal services rendered by an associate, \$150 per hour for all services rendered by a paralegal, and \$105 per hour for all services rendered by a legal assistant.

The aforesaid hourly rates shall apply to travel time (except for travel time for one meeting of the GCSD Board per month). The minimum billing increment is six minutes which will appear as ".1" on GCSD's monthly invoice.

Mileage traveled by automobile shall be reimbursed at the standard IRS rate. Reimbursement for travel by other means of conveyance shall be at cost. Other reimbursement for expenses shall be governed by the GCSD Bylaw on Reimbursable Expenses.

The rates set forth above include all telephone service provider charges, including those for long distance calls, but not for conference calls billed separately by a provider.

COUNSEL shall provide GCSD with detailed monthly invoices, which GCSD shall pay within 30 days of invoicing. The rates set forth herein shall be guaranteed for the term of this Agreement.

GCSD shall not be obligated to pay for more than one member of COUNSEL'S law firm to appear at any meeting unless otherwise approved in advance by GCSD.

ITEM #6

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2022-_____

**A RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE
GENERAL BUDGET FOR FISCAL YEAR 2022/23**

WHEREAS, the Sewer Authority Mid-Coastside, pursuant to Article III, Section (F) (3) of the Joint Powers Agreement, dated February 3, 1976, as amended, creating said Authority, has submitted its General Budget for fiscal year 2022/23 to its member agencies for review and approval; and

WHEREAS, the Sewer Authority Mid-Coastside General Budget consists of the Administrative Services division, the Treatment division, the Environmental Compliance division, and the Infrastructure division for Fiscal Year 2022/23;

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed and considered said General Budget and desires to signify its approval thereof;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Granada Community Services District, as follows:

1. The Board of Directors of the Granada Community Services District hereby approves the Sewer Authority Mid-Coastside General Budget for Fiscal Year 2022/23, attached to this resolution, and consents to the final approval of said General Budget by the Sewer Authority Mid-Coastside.
2. The Secretary shall transmit a copy of this Resolution to the Sewer Authority Mid-Coastside.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 21st day of April 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Approved:

Barbara Dye, Board President

Attest:

Delia Comito, Board Secretary

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2022-___

A RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE CONTRACT COLLECTION SERVICES BUDGET FOR FISCAL YEAR 2022/23

WHEREAS, the Sewer Authority Mid-Coastside (SAM) and the Granada Community Services District (District) entered into an agreement dated April 25, 1988 titled *Agreement for Maintenance and Operations Services between the Granada Sanitary District and Sewer Authority Mid-Coastside* (Agreement);

WHEREAS, the Agreement provides for the District to contract with SAM whereby SAM provides cleaning and minor operations and maintenance of the District's sewerage collection system on behalf of the District;

WHEREAS, the Agreement provides that SAM shall prepare a collection services budget for each fiscal year the Agreement is in force, and that the District shall review and subsequently approve said budget for each fiscal year;

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed the Contract Collection Services Budget for Fiscal Year 2022/23 as submitted by SAM, and desires to signify its approval thereof;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Granada Community Services District, as follows:

1. The Board of Directors of the Granada Community Services District hereby approves the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2022/23 as attached to this resolution.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 21st day of April, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Approved:

Barbara Dye, Board President

Attest:

Delia Comito, Board Secretary



SEWER AUTHORITY MID-COASTSIDE
Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
SUBJECT: Discuss Proposed General Budget for FY 2022/23 and Authorize the General Manager to Submit it to Member Agencies for Approval.

Executive Summary

The purpose of this report is to discuss the proposed General Budget for FY 2022/23 and authorize the General Manager to submit it to Member Agencies for approval.

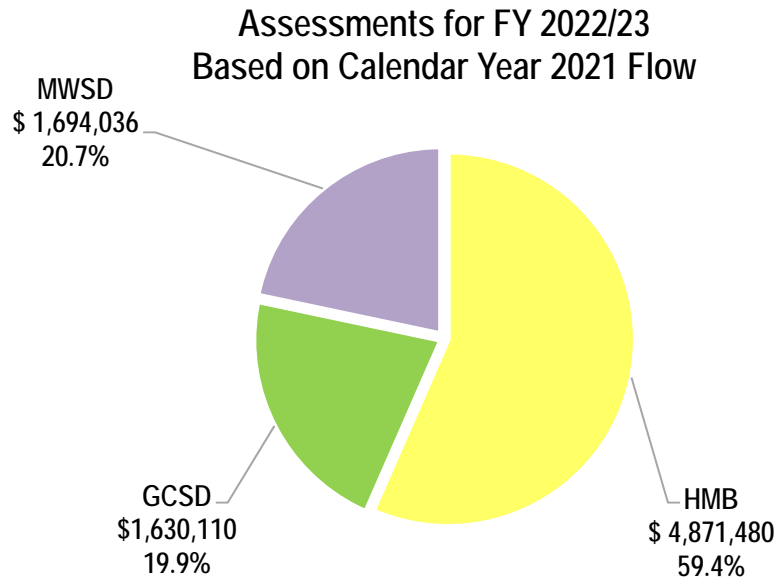
Fiscal Impact

The operation and maintenance expenditure budget for FY 2022/23 is \$8.3 million, including infrastructure project expenses. This is an *overall increase* of \$932,080 from the FY 2021/22 adopted budget. The impact to the member agency assessments is:

Assessments for Each Member Agency

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22 ADOPTED	FY 2022/23 PROPOSED	CHANGE FROM FY 21/22 ADOPTED
Half Moon Bay	\$4,131,899	\$4,133,125	\$4,241,911	\$4,871,480	\$629,569 15%
Granada CSD	\$1,753,394	\$1,589,305	\$1,489,027	\$1,630,110	\$141,083 9%
Montara WSD	\$1,529,139	\$1,584,637	\$1,532,608	\$1,694,036	\$161,428 11%
	\$7,414,433	\$7,307,067	\$7,263,546	\$8,195,626	\$932,080 13%

BOARD MEMBERS: M. Clark B. Dye R. Lohman
 D. Penrose D. Ruddock K. Slater-Carter
ALTERNATE MEMBERS: S. Boyd E. Suchomel P. Dekker
 J. Harvey H. Rarback N. Marsh



Strategic Plan Compliance

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

Background and Discussion/Report

The General Budget includes all operation and maintenance (O&M) costs for SAM and are allocated to four divisions: Administrative Services, Treatment, Environmental Compliance, and Infrastructure. The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff made the following assumptions in determining changes from the FY 2021/22 adopted budget.

- Projects in the SAM Board of Directors approved FY 2022/23 Infrastructure Plan will be implemented. The Infrastructure Plan was approved in the Board Meeting on March 14, 2022.
- The position of Engineering & Construction Contracts Manager continues to be defunded and the Accounting Technician position will be activated.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up. Salaries for currently vacant positions are estimated at mid-step. There are a total of 13 positions:

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

- The vacant position for a Utility Worker has been defunded in favor of adding an additional Operator position which is expected to be filled during FY 2022/23, budgeted at mid-step.
- 3 employees are scheduled for a step increase.
- 5 employees are currently at the top step.
- One is the General Manager who is on a contract.
- All services, supplies, and utilities will be increased by a 3% CPI unless specific adjustment was deemed necessary based on actual experience or known factors.

Budget Overview

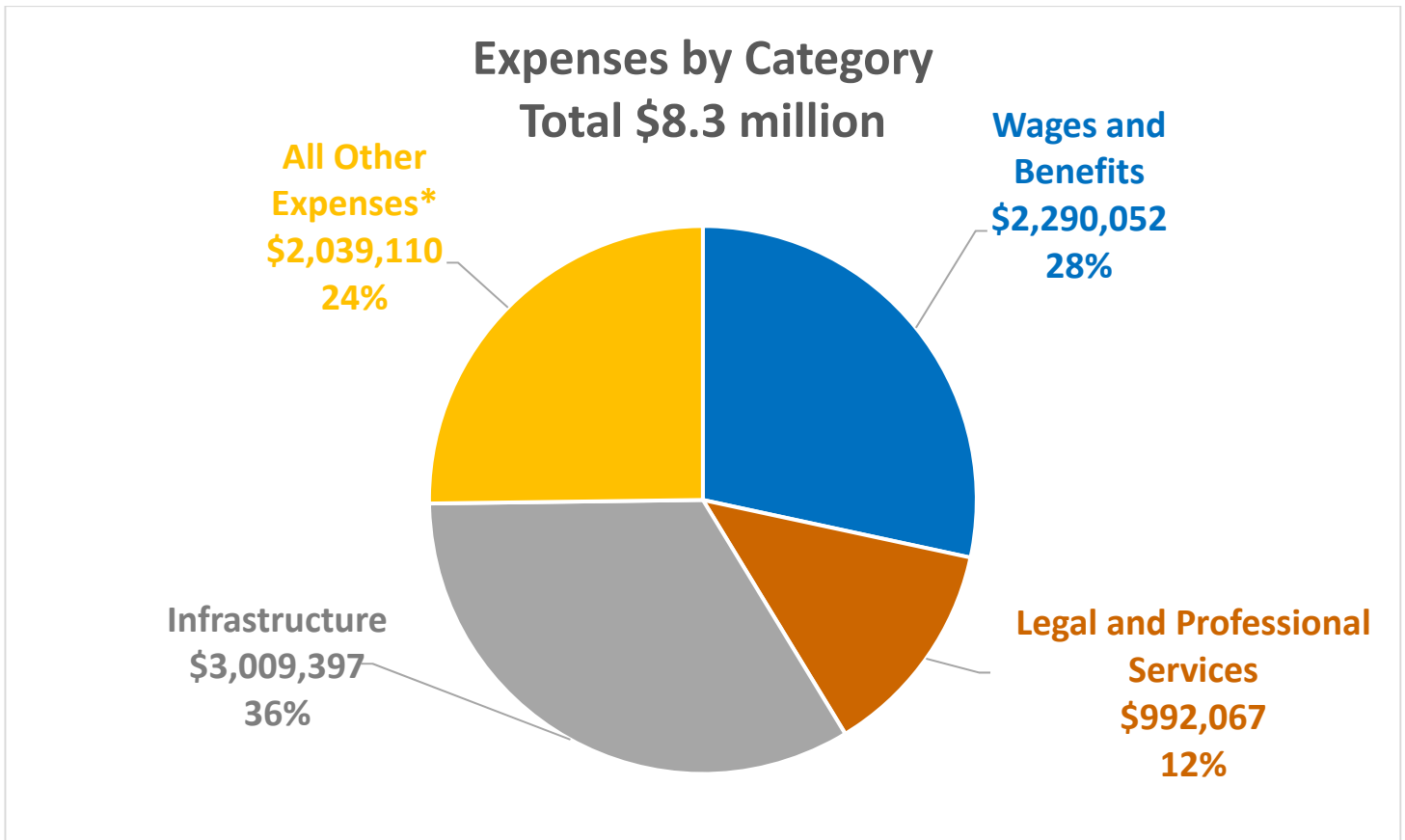
The General Budget, including the proposed infrastructure projects, has been discussed by the Member Agency Managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Boards for comment. Final approval of the proposed budget will take place later in the process.

The overall increase from the adopted budget for Fiscal Year 2021/22 to the proposed budget for Fiscal Year 2022/23 is \$932,080 (13%). This is primarily due to an increase in the infrastructure budget and wages.

Of the total General Budget, \$2.29 million (28%) is for wages and benefits. The cost of infrastructure improvements is \$3.009 million (36%). Legal, Engineering and Professional Services is \$.992 million (12%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services.

All other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent the remaining \$2.039 million (24%) of the budget.

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ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh



*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

Significant Budget Changes

The Administrative Services division increased \$59,295 (5%). The net increase is a result from the COLA adjustment of 3% and the funding of the Accounting Technician position.

The Treatment division increased \$275,346 (8%), which is due to the COLA increase of 3% and an increase in engineering services and chemicals.

The Environmental Compliance division budget increased \$66,363 (36%) primarily due to increase in professional services based on year-to-date actuals.

The Infrastructure division increased \$531,077 (21%) to address the projects in the approved FY2022-2023 Capital Improvement Plan.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
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ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

Detail Changes in Expenses

The significant overall changes in the expense categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: Increase of \$163,990 due to staffing changes.
2. Premium Pay: Increase of \$20,108 due to standby pay, certification pay, and overtime pay associated with changes in staffing resulting.
3. Health Benefits: Increase of \$563.
4. Retirement Contributions: Increase of \$2,592 primarily due to the estimation of retirement costs related to the unfunded liability portion in the prior year's budget. (Every year this amount is estimated but the actual amount is not in our control and is not known until we are officially notified by CalPERS after the year is over)
5. Retirement Medical: Increase of \$2,706 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: Increase of \$611 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: Increase of \$190,570 in personnel costs primarily due to anticipated increase in staffing.
8. Legal Services: No Change of anticipated expenditures for FY 2021/22
9. Engineering Services: Increase of \$55,565 for design and project management services for projects not identified in the Infrastructure/Capital Improvement Plan.
10. Professional Services: Increase of \$36,501.

The major contracting firms and the status of their contracts, if applicable, are as follows:

- Calcon Systems, electrical services: Existing contract not to exceed \$350,000.
 - Rutan & Tucker, legal services: Contract exists, amount including amendment: \$325,000 for three years starting 2020. Board selected General Counsel based on interviews.
 - Maze Accountants, financial & accounting services: As Needed.
 - Alpha Analytical Laboratories, essential lab services: As Needed.
 - Peninsula Pump: handles pump repair, generally an emergency repair: As Needed.
11. Precision IT, computer equipment maintenance: IT support as and when needed.
 12. Professional Memberships: Increase of \$13,746 based on current year spending.

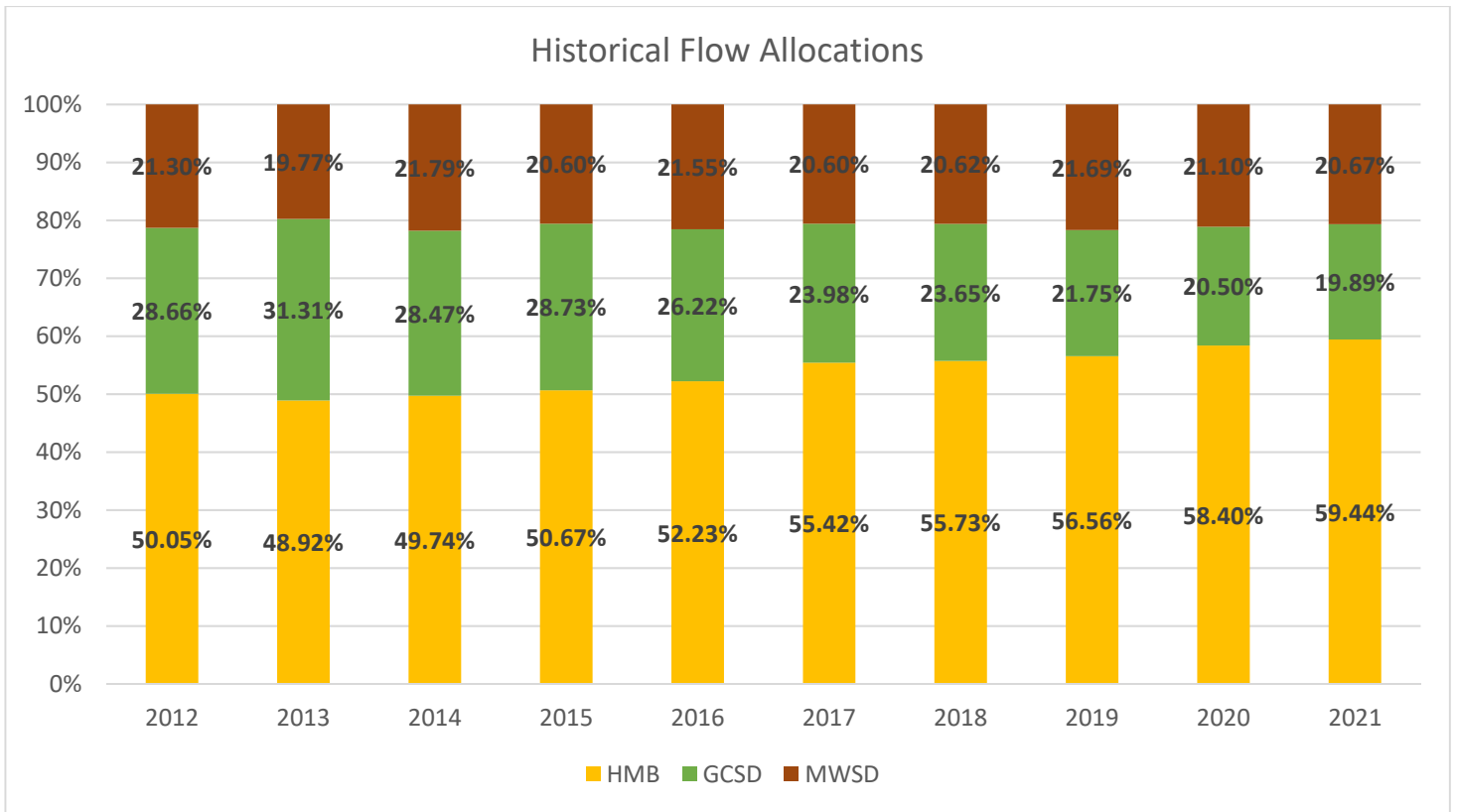
BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
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13. Insurance Premiums: Decrease of \$60,364 due to the lack of prior year adjustments that occurred last year.
14. Misc. Expenses: Decrease of \$4,364 anticipated based on detailed review of current year expenditures.
15. Utilities: Increase of \$62,941 for electricity, gas, and water consistent with current costs.
16. Travel & Training: Increase of \$15,489 based on expectation to return to attending conferences that were not attended during the pandemic.
17. Equipment Rental: Increase of \$516 consistent with actual rent experiences in the current year.
18. Building & Maintenance Services: Increase of \$22,959 based on current year expenditures.
19. Chemicals: Increase of \$70,103 based on anticipated expenses consistent with recent experience and expected industry increases.
20. Permits & Licenses: Increase of \$52 based on current year expenditures.
21. Supplies: Increase of \$28,206 based on current year expenditures.
22. Equipment: Increase of \$12,039 based on current year expenditures.
23. Infrastructure: Increase of \$531,077 to address the projects identified in the approved FY 2022/23 Capital Improvement Plan budget.
24. Claims/Penalties: No Change of anticipated expenditures during FY 2021/22.
25. Repairs & Maintenance: Decrease of \$42,957 based on current year expenditures.
26. Non-Personnel Subtotal: Total Increase of \$741,510 (10%).

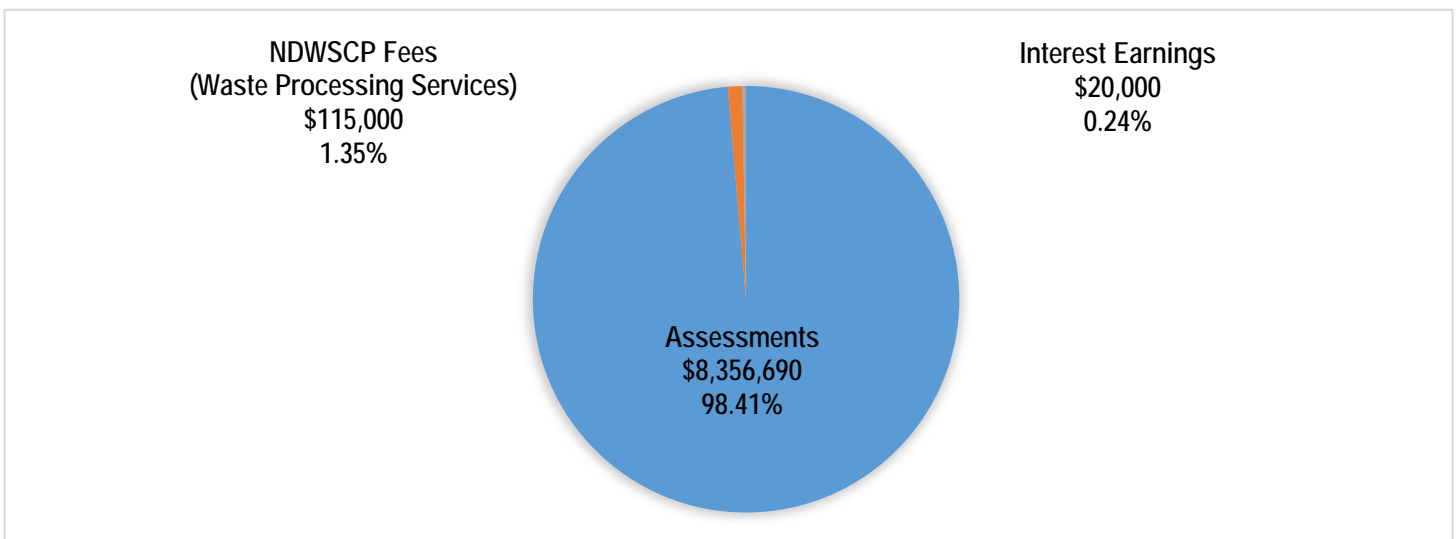
Revenue Allocation

Of the total O&M revenue, the majority (98.41%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.

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	J. Harvey	H. Rarback	N. Marsh



The remaining revenue comes from Waste Processing Services that are currently classified in the Non-Domestic Waste Source Control Program Fees category of our AR System (1.35%), and interest earnings (0.24%).



BOARD MEMBERS:

M. Clark
 D. Penrose

B. Dye
 D. Ruddock

R. Lohman
 K. Slater-Carter

ALTERNATE MEMBERS:

S. Boyd
 J. Harvey

E. Suchomel
 H. Rarback

P. Dekker
 N. Marsh

Fiscal Reserve

The Authority has two types of reserves identified in its reserve policy: (a) Emergency Repair Reserve and (b) Operating Reserve. The specific requirements for those reserves are as follows:

Emergency Repair Reserve

1. *Objective: To ensure that adequate cash is available to stabilize and avoid sudden budget impacts in a particular year from material, unplanned repairs or replacements that require immediate attention to continue operations.*

Target: An emergency reserve of \$1,250,000. If and to the extent the reserve is used, a plan for replenishment will be presented by the SAM Manager to the Board within 60 days.

Uses:

- a. A repair or replacement resulting from an event causing sudden, significant failure of facilities that threatens continuation of operations.*
- b. Any repair or replacement which was scheduled to commence in a future fiscal year, but is critical to complete earlier than planned in order to insure continuation of operations, with Board approval.*

Operating Reserve

1. *Objective: To ensure that adequate cash is available when needed to pay SAM's normal and recurring operating costs.*

Target: An operating and cash flow reserve equal to two months of the fiscal year budgeted operating expenses.

Uses: Payment of budgeted operating expenditures.

SAM maintains their reserve in cash accounts (LAIF, Money Market and Checking) and reports to the Board monthly regarding these balances.

Staff Recommendation

Staff recommends that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before May 16, 2022, for evaluation and approve a final budget before June 1, 2022.

Supporting Documents

Attachment A: SAM General Budget for FY 2022/23

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh



General Budget
Fiscal Year 2022/23

OPERATIONS BUDGET



EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated plant. The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The General Budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

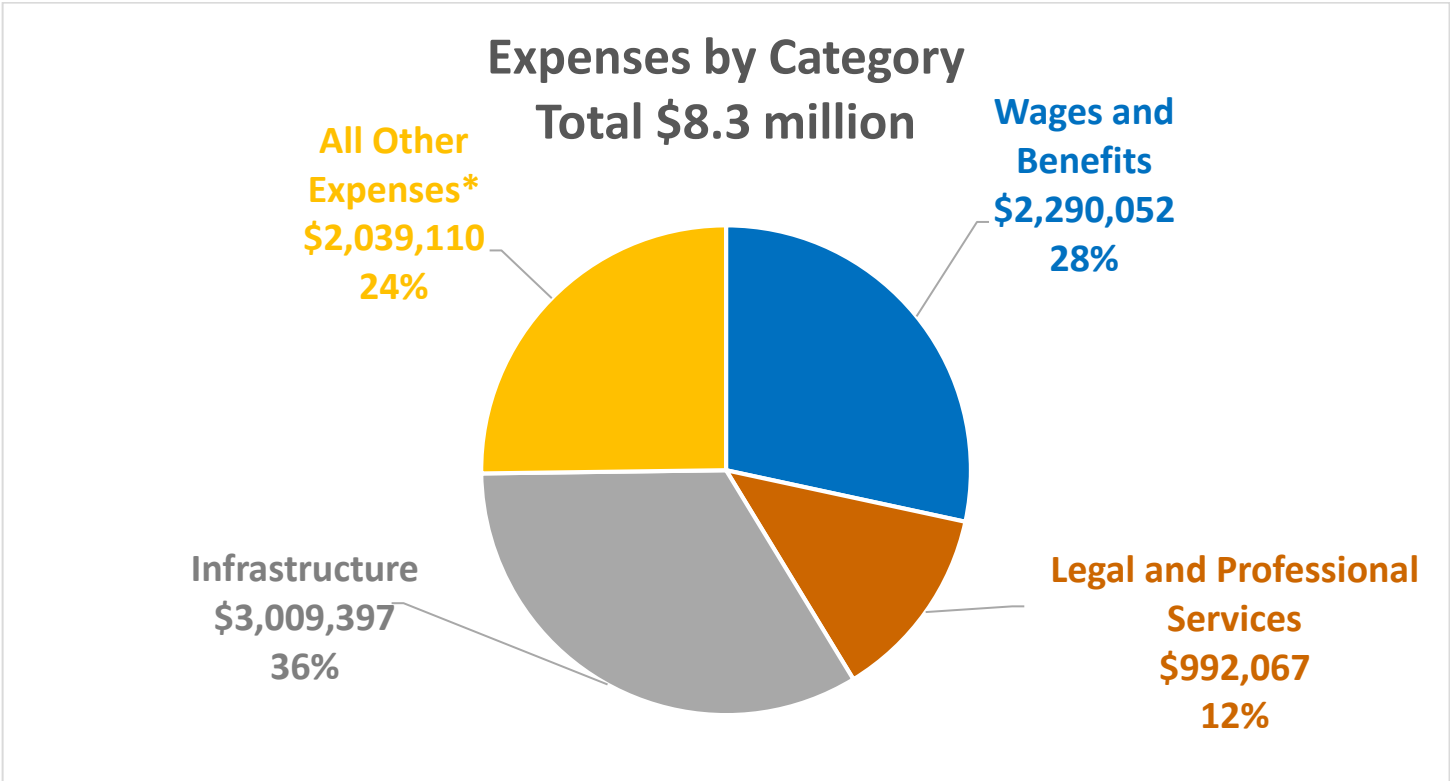
JPA Income & Expenses – General Budget

Operating Income		
Assessments - City of Half Moon Bay	4,871,480	
Assessments - Granada Community Services District	1,630,110	
Assessments - Montara Water & Sanitary District	1,694,036	
Interest Income	20,000	
NDWSCP Fees	115,000	
Total Operating Income		\$ 8,330,626
Operating Expenses		
Wages	1,537,386	
Benefits	752,666	
Legal Services	175,000	
Engineering Services	128,750	
Professional & Technical Services	817,067	
Professional Memberships	54,752	
Insurance Premiums	127,386	
Miscellaneous Expenses	68,457	
Utilities	663,814	
Travel & Training	41,382	
Equipment Rental/Lease	98,101	
Building & Maintenance Services	205,971	
Chemicals	287,048	

Permits & Licenses	45,372	
Supplies	128,681	
Equipment	24,216	
Infrastructure Projects	3,009,397	
Claims & Penalties	15,000	
Repairs & Maintenance	150,179	
Total Expenses		\$ 8,330,626
Total Operating Expenses (less Infrastructure)		\$ 5,321,229
Contribution to Reserve Funds (Revenues less Expenses)		\$ 0

The overall increase from the adopted budget for Fiscal Year 2021/22 to the proposed budget for Fiscal Year 2022/23 is \$932,080 (13%). This is primarily due to an increase in the infrastructure budget and wages.

Of the total General Budget, \$2.29 million (28%) is for wages and benefits. The cost of infrastructure improvements is \$3.009 million (36%). Legal, Engineering and Professional Services is \$.992 million (12%) and accounts for a significant percentage of the budget due to SAM’s dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent 24% of the budget.



*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

Division Budgets by Fiscal Year

	<u>FY 2019/20 Actual</u>	<u>FY 2020/21 Actual</u>	<u>FY 2021/22 Adopted</u>	<u>FY 2022/23 Proposed</u>	<u>\$ Change</u>	<u>% Change</u>
Administration	\$1,594,923	\$1,720,904	\$1,279,899	\$1,339,194	\$59,295	5%
Treatment	\$3,699,940	\$3,714,449	\$3,457,059	\$3,732,405	\$275,346	8%
Environmental Compliance	<u>\$149,792</u>	<u>\$271,905</u>	<u>\$183,267</u>	<u>\$249,630</u>	<u>\$66,363</u>	<u>36%</u>
Total Operating Budget	\$5,444,655	\$5,707,258	\$4,920,225	\$5,321,229	401,004	8%
Infrastructure	<u>\$132,550</u>	<u>\$149,562</u>	<u>\$2,478,320</u>	<u>\$3,009,397</u>	<u>\$531,077</u>	<u>21%</u>
Total General Budget	\$5,577,205	\$5,856,820	\$7,398,545	\$8,330,626	\$1,093,145	13%

The Administrative Services division increased \$59,295 (5%). The net increase is a result from the COLA adjustment of 3% and the funding of the Accounting Technician position.

The Treatment division increased \$275,346 (8%), which is due to the COLA increase of 3% and an increase in engineering services and chemicals.

The Environmental Compliance division budget increased \$66,363 (36%) primarily due to increase in professional services based on year-to-date actuals.

The Infrastructure division increased \$531,077 to address the projects in the approved FY2022-2023 Capital Improvement Plan.

BUDGET ALLOCATION AND ASSESSMENTS

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

Flow Results for Budget Allocations*

	HMB	GCSD	MWSD	
FY 2022/23	59.4%	19.9%	20.7%	(Based on Calendar Year 2021)
FY 2021/22	<u>58.4%</u>	<u>20.5%</u>	<u>21.1%</u>	(Based on Calendar Year 2020)
Variance	1%	-0.6%	-0.4%	

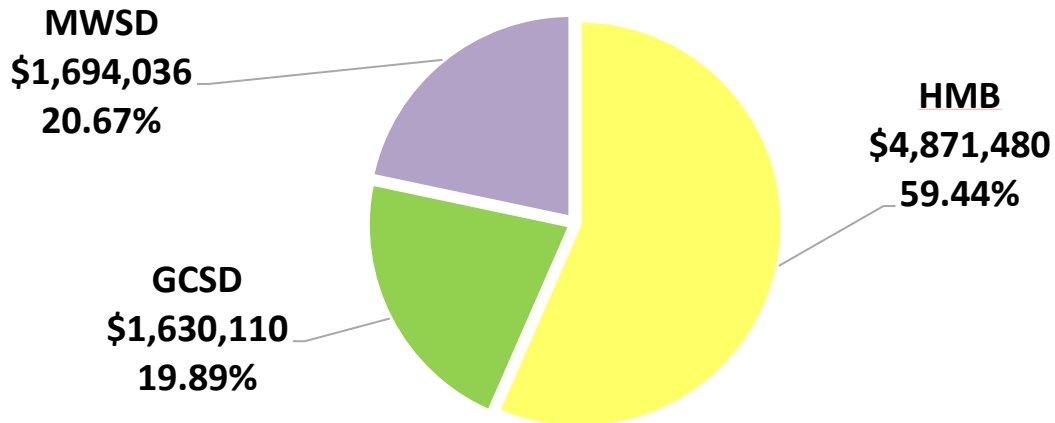
* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

Total Assessments for Each Member Agency*

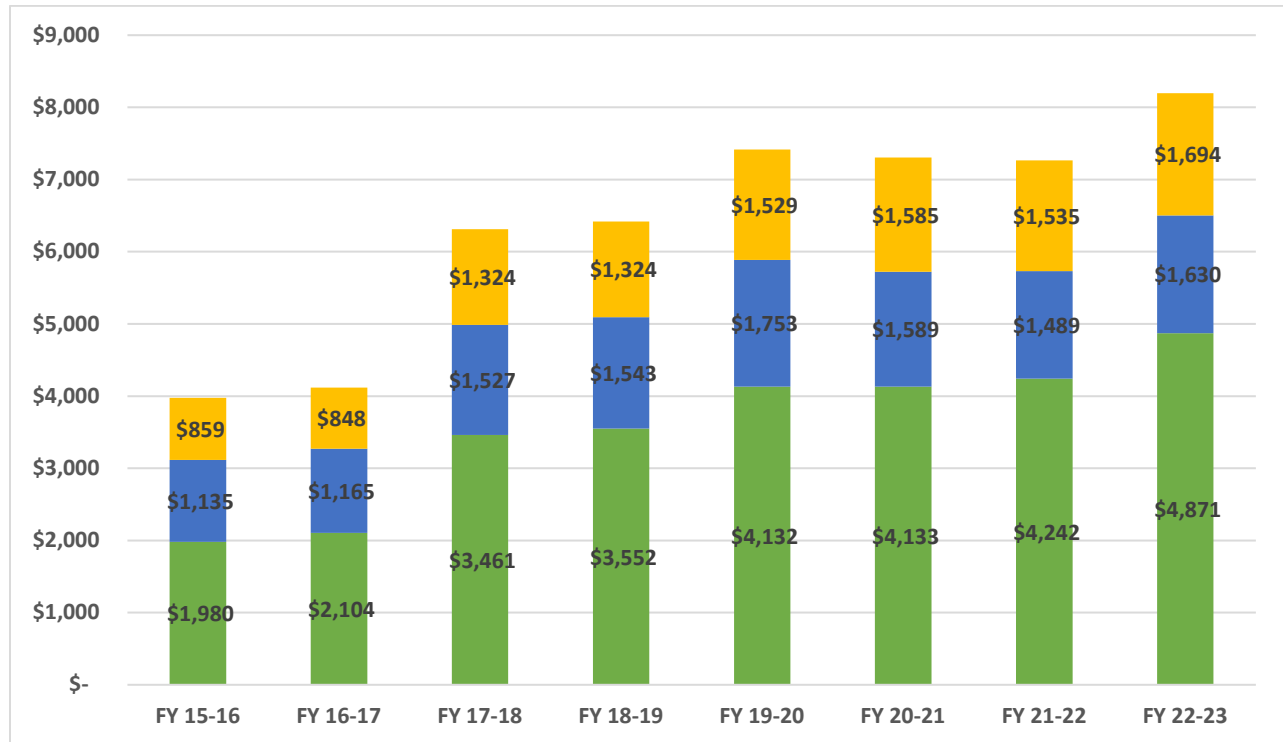
	FY 2019/20 <u>Actual</u>	FY 2020/21 <u>Actual</u>	FY 2021/22 <u>Adopted</u>	FY 2022/23 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
Half Moon Bay	\$4,131,900	\$4,133,125	\$4,241,911	\$4,871,480	\$629,569	15%
Granada CSD	\$1,753,395	\$1,589,305	\$1,489,027	\$1,630,110	\$141,083	9%
Montara WSD	\$1,529,139	\$1,584,637	\$1,532,608	\$1,694,036	\$161,428	11%
Total	\$7,414,434	\$7,307,067	\$7,263,546	\$8,195,626	\$932,080	13%

* The assessments to the Member Agencies are rounded to nearest dollar.

**Assessments for FY 2022-23
Based on Calendar Year 2021 Flow**



Assessments History by Agency (in 1,000's)



STAFFING

SAM continues to keep staffing levels as low as possible in order to hold costs down. This results in less impact on Member Agency assessments and lower rates to the end users. SAM struggles with filling vacant positions with qualified persons due to the requirement for Operations, Maintenance and Collections staff to live within 60 minutes of the service area in order to respond to emergency callouts. The high cost of living in the bay area and on the mid-coast makes it difficult to replace retiring staff and other vacancies as new employees are often unable to find suitable housing in an area that allows them to comply with the 60 minute response requirement. SAM will continue to develop programs to retain employees that are able to start in lower level positions and grow within SAM as positions that require higher skill levels open and provides opportunity for staff to make higher wages. The development of a succession plan and staff training programs are underway and over time will help with this challenge.

The following table reflects the operating staff level for SAM over the past six years.

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	8.525	10.75	11.00	13.00	14.00	12.0	12.0	13.0

¹FY 2022-23 staffing reflects continuing defunded positions of Utility Worker and Engineering & Construction Contracts Manager.

OVERALL OPERATIONS BUDGET SUMMARY

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
EXPENDITURES								
<u>Personnel</u>								
1	Wages	1,463,101	1,445,504	1,373,395	1,359,340	1,537,386	163,990	12%
2	Premium Pay	115,840	113,103	93,518	130,960	113,626	20,108	22%
3	Health Benefits	267,720	247,065	264,999	252,147	265,562	563	0%
4	Retirement Cont.	535,695	477,328	250,989	233,023	253,580	2,592	1%
5	Retiree Med/OPEB	53,502	26,217	30,683	31,248	33,389	2,706	9%
6	Misc. Benefits	95,097	85,867	85,899	85,965	86,509	611	1%
7	Subtotal	2,530,955	2,395,084	2,099,482	2,092,681	2,290,052	190,570	9%
<u>Non-Personnel</u>								
8	Legal Services	226,081	185,129	175,000	158,134	175,000	-	0%
9	Engineering Services	104,038	150,095	73,185	125,000	128,750	55,565	76%
10	Professional Services	1,176,309	1,589,800	780,566	1,032,108	817,067	36,501	5%
11	Prof. Memberships	68,675	52,717	41,006	53,157	54,752	13,746	34%
12	Insurance Premiums	110,010	156,339	187,750	123,676	127,386	(60,364)	-32%
13	Misc. Expenses	137,461	123,020	72,822	66,414	68,457	(4,364)	-6%
14	Utilities	573,863	617,390	600,873	644,965	663,814	62,941	10%
15	Travel & Training	31,289	13,760	25,893	26,892	41,382	15,489	60%
16	Equipment Rental	88,869	49,637	97,585	67,887	98,101	516	1%
17	Bldg & Maint Services	248,338	158,663	183,012	186,019	205,971	22,959	13%
18	Chemicals	209,105	217,060	216,945	284,246	287,048	70,103	32%
19	Permits & Licenses	936	50	45,320	40,128	45,372	52	0%
20	Supplies	64,046	97,910	100,475	124,021	128,681	28,206	28%
21	Equipment	7,230	22,101	12,176	23,510	24,216	12,039	99%
22	Infrastructure	-	-	2,478,320	113,067	3,009,397	531,077	21%
23	Claims/Penalties	-	28,065	15,000	18,589	15,000	-	0%
24	Repairs & Maintenance	-	-	193,135	145,805	150,179	(42,957)	-22%
25	Subtotal	3,046,250	3,461,736	5,299,064	3,233,618	6,040,574	741,510	14%
26	TOTAL	5,577,205	5,856,820	7,398,546	5,326,299	8,330,626	932,080	13%

Key Changes

Personnel costs: net increase due COLA and merit increases	\$ 190,570
Engineering services: Based on Year-to-Date Actuals	\$ 55,565
Professional services: Increase due to estimates based on Year-to-Date Actuals	\$ 36,501
Insurance premiums: Based on Year-to-Date Actuals	\$ (60,364)
Chemicals: Based on Year-to-Date Actuals	\$ 70,103
Repairs & Maintenance: Reclassified Plant Equipment from Prof. Services	\$ (42,957)
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	\$ 151,585
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ 401,003
Infrastructure: net increase result of CIP (includes engineering costs, reclassified)	\$ 531,077
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ 932,080

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE							
	By Type:							
27	JPA Assessments	7,414,433	7,307,067	7,263,546	7,263,546	8,195,626	932,079	13%
28	Contract Services	-	-	-	-	-	-	-
29	NDWSCP Fees	118,804	54,077	115,000	20,152	115,000	-	0%
30	Misc. Fees	-	-	-	-	-	-	-
31	Interest Earnings	52,410	10,010	20,000	11,751	20,000	-	0%
32	Misc. Revenue	176,300	-	-	-	-	-	-
33	From/(To) Reserves	-	-	-	-	-	-	-
34	TOTAL	7,761,947	7,371,154	7,398,546	7,295,450	8,330,626	932,079	13%
	By Agency:							
34	Half Moon Bay	4,131,900	4,133,125	4,241,911	4,473,337	4,871,480	629,568	15%
35	Granada CSD	1,753,395	1,589,305	1,489,027	1,666,202	1,630,110	141,083	9%
36	Montara WSD	1,529,139	1,584,637	1,532,608	1,679,207	1,694,036	161,428	11%
37	TOTAL	7,414,434	7,307,067	7,263,546	7,818,746	8,195,626	932,079	13%

Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff

\$ 932,079

TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE

\$ 932,079

FINANCIAL DETAILS

The following is a list of key budget lines for FY2021/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
1. <u>Wages</u> Increase as results of COLA increase and staffing changes.	\$1,373,395	\$1,537,386
2. <u>Premium Pay</u> Overtime paid for staff to perform tasks outside of normal work times.	\$93,518	\$113,626
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$264,999	\$265,562
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$250,989	\$253,580
5. Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$30,683	\$33,389
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$85,899	\$86,509
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$2,099,482	\$2,290,052
8. Legal Services Includes general counsel and employment legal fees	\$175,000	\$175,000
9. <u>Engineering Services</u> Increased to provide design and project management related to treatment division.	\$73,185	\$128,750

<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
10. <u>Professional Services</u> Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$780,566	\$817,067
11. <u>Professional Membership</u> Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$41,006	\$54,752
12. <u>Insurance Premiums</u> Property, liability, and pollution premiums based on utilization rates.	\$187,750	\$127,386
13. <u>Misc. Expenses</u> Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$72,822	\$68,457
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$600,873	\$663,814
15. <u>Travel & Training</u> Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$25,893	\$41,382
16. <u>Equipment Rental/Lease</u> Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$97,585	\$98,101
17. <u>Building & Maintenance Services</u> Includes janitorial, landscaping, and other regular building maintenance services.	\$183,012	\$205,971
18. <u>Chemicals</u> Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$216,945	\$287,048
<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>

19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$45,320	\$45,372
20. <u>Supplies</u> Office, computer, breakroom, and safety supplies.	\$100,475	\$128,681
21. <u>Equipment Purchase</u> Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$12,176	\$24,216
22. <u>Infrastructure Projects</u> Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed \$50,000 each.	\$2,478,320	\$3,009,397
23. Claims/Penalties Reflects claims expenses not covered by insurance.	\$15,000	\$15,000
24. <u>Repairs & Maintenance</u> Maintenance for plant equipment	\$193,135	\$150,179
25. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$5,299,064	\$6,040,574
26. Total Total of all costs (sum of Personnel and Non-Personnel subtotals).	\$7,398,546	\$8,330,626

ADMINISTRATIVE SERVICES

By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	EXPENDITURES							
	<u>Personnel</u>							
1	Wages	431,203	496,538	429,571	480,483	515,459	85,888	20%
2	Premium Pay	21,142	1,000	1,150	2,000	4,290	3,140	273%
3	Health Benefits	53,692	58,287	54,579	56,356	58,408	3,829	7%
4	Retirement Cont.	280,396	267,933	48,141	36,584	49,483	1,342	3%
5	Retiree Med/OPEB	38,539	12,015	15,029	15,495	16,348	1,319	9%
6	Misc. Benefits	22,086	20,655	18,163	22,831	20,705	2,542	14%
7	Subtotal	847,058	856,428	566,632	613,749	664,693	98,061	17%
	<u>Non-Personnel</u>							
8	Legal Services	226,081	185,129	175,000	158,134	175,000	-	-
9	Engineering Services	-	-	-	-	-	-	-
10	Professional Services	231,195	342,476	200,828	178,796	200,411	(417)	0%
11	Prof. Memberships	64,327	45,180	35,860	38,359	39,509	3,649	0
12	Insurance Premiums	110,010	156,339	187,750	123,676	127,386	(60,364)	-32%
13	Misc. Expenses	46,628	36,486	35,037	31,226	32,163	(2,874)	-8%
14	Utilities	32,317	34,005	32,618	35,504	36,569	3,952	12%
15	Travel & Training	14,053	1,341	587	8,633	8,892	8,305	1415%
16	Equipment Rental	5,329	5,436	5,910	6,239	6,426	516	9%
17	Bldg & Maint Services	11,124	23,141	17,826	41,322	22,561	4,736	27%
18	Chemicals	-	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-	-
20	Supplies	6,801	6,878	6,850	9,363	10,583	3,733	54%
21	Equipment	-	-	-	-	-	-	-
22	Infrastructure	-	-	-	-	-	-	-
23	Claims/Penalties	-	28,065	15,000	18,589	15,000	-	0%
24	Repairs & Maintenance	-	-	-	-	-	-	-
25	Subtotal	747,865	864,476	713,267	649,841	674,502	(38,765)	-5%
26	TOTAL	1,594,923	1,720,904	1,279,899	1,263,590	1,339,194	59,296	5%

Key Changes

Wages: Result of COLA and merit increases and the funding of the Accounting Technician position \$ 85,888

Medical, dental, vision premiums and misc. benefits: Result of COLA and merit increases and the funding of the Accounting Technician position \$ 9,511

Retirement: Result of COLA and merit increases \$ 2,661

Insurance Premiums: Decreased based on year-to-date actuals \$ (60,364)

Professional services: decreased based on actual year-to-date experience \$ (417)

Utilities, supplies, misc. expenses: increased by 3% CPI \$ 22,017

TOTAL ADMINISTRATION EXPENDITURES BUDGET INCREASE \$ 59,296

ADMINISTRATIVE SERVICES

By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE							
	By Type:							
27	JPA Assessments	1,249,451	1,335,424	1,259,899	1,259,899	1,319,194	59,296	5%
28	Contract Services	-	-	-	-	-	-	-
29	NDWSCP Fees	-	-	-	-	-	-	-
30	Misc. Fees	-	-	-	-	-	-	-
31	Interest Earnings	52,410	10,010	20,000	11,751	20,000	-	-
32	Misc. Revenue	-	-	-	-	-	-	-
33	From/(To) Reserves	-	-	-	-	-	-	-
34	TOTAL	1,301,861	1,345,434	1,279,899	1,271,650	1,339,194	59,296	5%
	By Agency:							
34	Half Moon Bay	696,291	755,361	735,781	755,361	784,129	48,348	7%
35	Granada CSD	295,475	290,458	258,279	290,458	262,388	4,109	2%
36	Montara WSD	257,684	289,605	265,839	289,605	272,677	6,839	3%
37	TOTAL	1,249,450	1,335,424	1,259,899	1,335,424	1,319,194	59,296	5%

Key Changes

Assessments reflect net increase in budget for wages, benefits, and other expenses

\$ 59,296

TOTAL ADMINISTRATION REVENUE BUDGET INCREASE

\$ 59,296

ADMINISTRATIVE SERVICES DIVISION

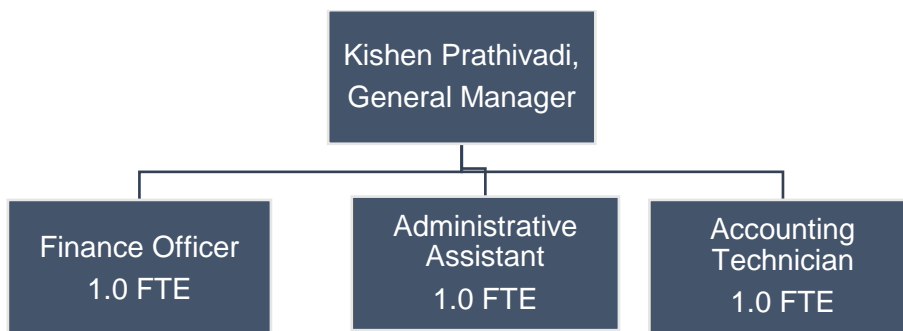


PROGRAM DESCRIPTION

The Administrative Services division provides administrative and financial support to the Board of Directors, the General Manager and all SAM divisions. Its function includes: planning and coordination of SAM activities related to the following: finance, human resources, risk management; management of SAM's information systems and web site; and Board services. Public contact by Administrative Services staff is generally the first interaction citizens have with the agency and are often related to complaints or reports of perceived problems. The ability to communicate clearly and understand the concerns of the caller is a skill demonstrated by those in the office. Contact with Member Agency staff and vendors is often first addressed via Administrative Services staff and communications and routing of information is a critical role of those in Administrative Services.

The financial staff in Administrative Services is responsible for maintaining detailed financial records; accounts payable processing; issuing, tracking and collection of accounts receivables; payroll processing including CalPERS reporting and benefits accounting; fixed asset management; financial planning; budget development; debt administration; centralized procurement; coordination of the District's audits and administration of SAM's self-insurance and loss prevention programs.

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



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

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	4.00	3.93	3.98	4.00	3.50	4.00	4.00	3.00	3.00	4.00

FINANCIAL DETAILS

The following is a list of key budget lines for FY21/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
1. <u>Wages</u> Increased due to COLA and merit increases and the funding of the Accounting Technician position	\$429,571	\$515,459
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$1,150	\$4,290
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$54,579	\$58,408
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPR.A.	\$48,141	\$49,483
5. Retiree Medical/OPEB Includes contributions to Health Retirement Account for current retiree medical premiums and OPEB trust for future retirees.	\$15,029	\$16,348
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$18,163	\$20,705
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits	566,632	664,693

8.	Legal Services Includes general counsel and employment legal fees.	\$175,000	\$175,000
9.	Engineering Services There are no engineering services charged to Administrative Services.	\$0	\$0
10.	Professional Services Includes technical/specialized services that need to be performed by consultants.	\$200,828	\$200,411
11.	Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$35,860	\$39,509
12.	<u>Insurance Premiums</u> Insurance premiums for property and liability.	\$187,750	\$127,386
13.	Misc. Expenses Incidental expenses (offsite storage, postage, claims, phone system, etc.) not reflected in other categories.	\$35,037	\$32,163
14.	Utilities Telephone, cellular service, internet connections, etc.	\$32,618	\$36,569
15.	Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$587	\$8,892
16.	Equipment Rental Short-term rental of equipment for less than a fiscal year and annual cost of multi-year leased equipment (copier, phones, etc.).	\$5,910	\$6,426
17.	Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	\$17,826	\$22,561

18. Chemicals	\$0	\$0
There are no chemical costs charged to Administrative Services.		
19. Permits & Licenses	\$0	\$0
There are no permit and license costs charged to Administrative Services.		
20. Supplies	\$6,850	\$10,583
Office, computer, breakroom, and general supplies.		
21. Equipment	\$0	\$0
Purchase of replacement computers, small office and ergonomic equipment.		
22. Infrastructure Projects	\$0	\$0
Project costs that exceed \$50,000 each. There are no infrastructure projects charged to Administrative Services		
23. Claims/Penalties	\$15,000	\$15,000
Costs not covered by insurance.		
24. Non-Personnel Subtotal	\$713,267	\$674,502
Subtotal of all costs not associated with Wages and benefits		
25. Total	\$1,279,899	\$1,339,194
Total of all costs for Administrative Services (sum of Personnel and Non-Personnel subtotals).		

GOALS

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

ACHIEVEMENTS

- Worked hand in hand with financial consultants to resolve past due audits and continue to do so.
- Developed, posted to SAM website and distributed Board Meeting agendas twice per

month.

- Worked hand in hand with Board Finance and Operations Committees to overcome significant changes in management of SAM.
- Developed and delivered FY2022/23 budget to Board and Member Agencies.

PROGRAM OBJECTIVES

- Manage the processing and review of SAM contracts.
- Maintain records of benefits, including employee leave balances, retirement contributions, and employer-provided insurance policies.
- Recruit and retain highly qualified candidates for vacant positions.
- Maintain up-to-date personnel files.
- Work with consultants to update policies and procedures and make appropriate revisions.
- Process employee payroll per employee contracts. Process accounts payable on a biweekly basis, issue, track and collect accounts receivable.
- Provide monthly budget reports each month.
- Conform with GAAP (Generally Accepted Accounting Principles).
- Work with other divisions to implement procedures that result in cost savings, increased efficiencies, and improved customer service.
- Provide general administrative support to all divisions for centralized services.
- Efficiently and effectively manage information technology and systems, including the SAM website and social media sites.

PERFORMANCE MEASURES

- Submit the Annual Financial and Salary & Compensation reports to the State Controller's Office by the deadline.
- Review and update, as necessary, administrative, financial, and personnel policies.
- Complete annual audit and present it to the Board no later than December 31.
- Present budget to Board and Member Agencies in a timely manner.

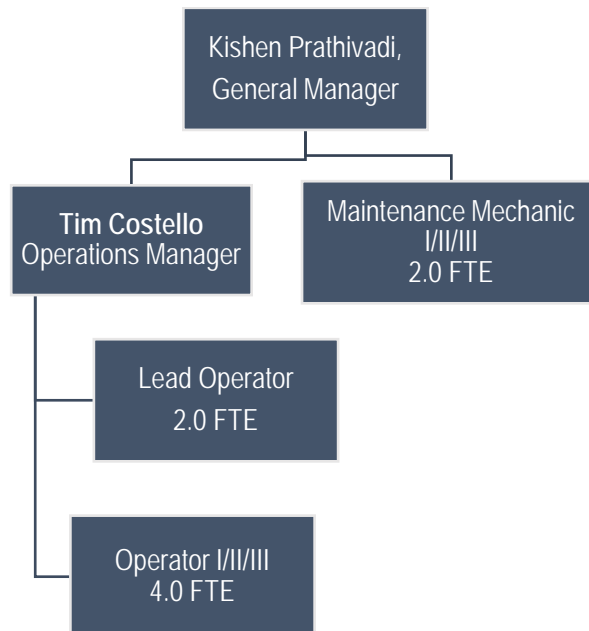
TREATMENT DIVISION



PROGRAM DESCRIPTION

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

While staff is trying to keep up with the current needs of an aging system, we have had to bring in people that specialize in certain pieces of equipment as necessary. Staff finds that key pieces of equipment no longer have parts available on the primary market which can be problematic. Division services are currently supervised by the Supervisor of Treatment/Field Operations and Engineering & Construction Contracts Manager. The organizational chart on the following page reflects the reporting structure of the division.



The following staffing summary reflects the historical staffing level for the division.

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	4.70	4.275	5.95	6.25	8.75	9.75	8.75	8.75	8.75

TREATMENT By Category

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
EXPENDITURES							
Personnel							
1 Wages	996,542	910,976	905,295	844,100	983,383	78,088	9%
2 Premium Pay	94,698	110,559	92,368	127,170	107,492	15,124	16%
3 Health Benefits	207,127	183,757	204,978	191,486	201,593	(3,385)	-2%
4 Retirement Cont.	242,026	196,583	190,900	184,875	191,792	893	0%
5 Retiree Med/OPEB	14,442	13,613	15,076	15,192	16,459	1,383	9%
6 Misc. Benefits	70,993	63,163	65,633	61,176	63,744	(1,890)	-3%
7 Subtotal	1,625,828	1,478,651	1,474,249	1,423,998	1,564,462	90,213	6%
Non-Personnel							
8 Legal Services	-	-	-	-	-	-	-
9 Engineering Services	67,798	97,322	73,185	125,000	128,750	55,565	76%
10 Professional Services	776,333	967,472	479,372	523,603	466,656	(12,716)	-3%
11 Prof. Memberships	4,348	7,538	5,146	14,799	15,243	10,097	196%
12 Insurance Premiums	-	-	-	-	-	-	-
13 Misc. Expenses	86,040	86,360	37,785	35,188	36,294	(1,490)	-4%
14 Utilities	541,546	583,385	568,255	609,461	627,245	58,990	10%
15 Travel & Training	16,969	12,020	24,859	18,077	32,303	7,444	30%
16 Equipment Rental	83,540	44,202	91,675	61,648	91,675	(0)	0%
17 Bldg & Maint Services	237,214	135,522	165,186	144,697	183,410	18,224	11%
18 Chemicals	206,868	215,238	214,787	280,063	282,740	67,953	32%
19 Permits & Licenses	936	50	45,320	40,128	45,372	52	0%
20 Supplies	45,290	74,187	78,955	90,647	93,366	14,411	18%
21 Equipment	7,230	12,503	5,150	14,282	14,710	9,560	186%
22 Infrastructure	-	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-	-
24 Repairs & Maintenance			193,135	145,805	150,179	(42,956)	-22%
25 Subtotal	2,074,112	2,235,798	1,982,810	2,103,396	2,167,942	185,132	9%
26 TOTAL	3,699,940	3,714,449	3,457,059	3,527,394	3,732,405	275,345	8%

Key Changes

Personnel: net increase due to COLA and merit increases	\$ 90,213
Engineering Services: increase based on year-to-date actuals	\$ 55,565
Building & Maintenance: increase based on year-to-date actuals	\$ 18,224
Repairs & Maintenance: decrease based on year-to-date actuals	\$ (42,956)
Increase services, supplies, chemicals, etc. by 3% CPI	\$ 154,299
TOTAL TREATMENT EXPENDITURES BUDGET INCREASE	\$ 275,345

**TREATMENT
By Category**

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
REVENUE							
By Type:							
27 JPA Assessments	3,461,880	3,821,735	3,342,059	3,342,060	3,617,405	275,345	8%
28 Contract Services	-	-	-	-	-	-	-
29 NDWSCP Fees	118,804	50,220	115,000	20,152	115,000	-	0%
30 Misc. Fees	-	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-	-
32 Misc. Revenue	176,300	-	-	-	-	-	-
33 From/(To) Reserves	-	-	-	-	-	-	-
34 TOTAL	3,756,984	3,871,955	3,457,059	3,362,212	3,732,405	275,345	8%
By Agency:							
34 Half Moon Bay	1,929,229	2,161,703	1,951,763	2,161,703	2,150,185	198,423	10%
35 Granada CSD	818,679	831,237	685,122	831,237	719,502	34,380	5%
36 Montara WSD	713,972	828,795	705,175	828,795	747,718	42,543	6%
37 TOTAL	3,461,880	3,821,735	3,342,059	3,821,735	3,617,405	275,345	8%

Key Changes

Assessments reflect net increased funding for wages, benefits, and other expenses

\$ 275,345

TOTAL TREATMENT REVENUE BUDGET INCREASE

\$ 275,345

FINANCIAL DETAILS

The following is a list of key budget lines for FY21/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
1. <u>Wages</u> Increase due to COLA and merit increase	\$905,295	\$983,383
2. <u>Premium Pay</u> Overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	\$92,368	\$107,492
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees.	\$204,978	\$201,593
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$190,900	\$191,792
5. Retiree Medical/OPEB Includes contributions to Health Retirement Account for current retiree medical premiums and OPEB trust for future retirees.	\$15,076	\$16,459
6. Misc. Benefits Includes Medicare, long-term and short-term disability, and workers compensation.	\$65,633	\$63,744
7. Personnel Subtotal Subtotal of all costs associated with wages and benefits.	\$1,474,249	\$1,564,462
8. Legal Services There are no legal services budgeted to Treatment.	\$0	\$0

Budget Line #	FY 2021/22	FY 2022/23
9. <u>Engineering Services</u> Specialized services related to small (<\$50,000) projects.	\$73,185	\$128,750
10. <u>Professional Services</u> Services that are specialized and need to be performed by contractors rather than staff (GIS software hosting, electrical maintenance, safety training, permit compliance assistance, SSMP audit and updates, outfall inspection, inspections, SCADA support, etc.).	\$479,372	\$466,656
11. <u>Professional Membership</u> Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$5,146	\$15,243
12. Insurance Premiums There are no insurance premiums charged to Treatment.	\$0	\$0
13. Misc. Expenses Includes incidental expenses (uniform services, radio and alarm systems, etc.) not captured in other categories.	\$37,785	\$36,294
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$568,255	\$627,245
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and safety training.	\$24,859	\$32,303
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$91,675	\$91,675

Budget Line #	FY 2021/22	FY 2022/23
17. <u>Building & Maintenance Services</u> Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset. Includes small (<\$50,000) repair projects.	\$165,186	\$183,410
18. <u>Chemicals</u> Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards.	\$214,787	\$282,740
19. <u>Permits & Licenses</u> Annual costs for permits with local, regional and state agencies.	\$45,320	\$45,372
20. <u>Supplies</u> Office, computer, safety, and general supplies.	\$78,955	\$93,366
21. <u>Equipment</u> Purchase of equipment for repair and rehabilitation of SAM facilities not captured in infrastructure projects.	\$5,150	\$14,710
22. <u>Infrastructure</u> There are no project costs budgeted to Treatment. These costs are generally reflected in the Infrastructure division and exceed \$50,000 per project.	\$0	\$0
23. <u>Claims/Penalties</u> There are no claims/penalties budgeted to Treatment.	\$0	\$0
24. <u>Repairs & Maintenance</u> Maintenance expenses for plan equipment	\$193,135	\$150,179
25. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$1,982,810	\$2,167,942
26. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$3,457,059	\$3,732,405

GOALS

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

HIGHLIGHTS

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

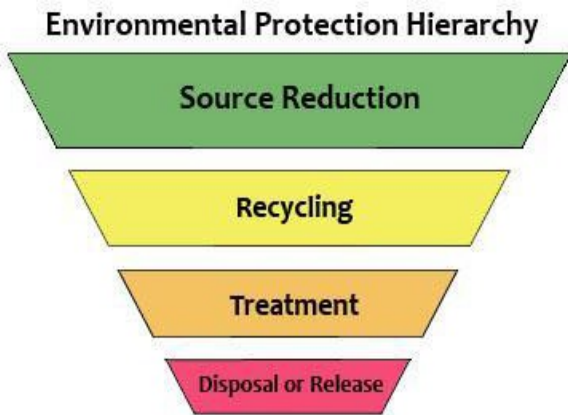
PROGRAM OBJECTIVES

- Perform required preventive and predictive maintenance to eliminate spills, overflows, bypasses, or discharge permit violations, and to minimize the possibility of equipment breakdowns
- Promote comprehensive training of division personnel.
- Continue to promote and provide a safe and healthy environment for all staff, contractors, and community.
- Develop and implement maintenance plan for routine maintenance on all equipment.

PERFORMANCE MEASURES

- Meet all effluent quality targets described in the NPDES permit.
- Perform all duties in a safe manner to avoid OSHA recordable and lost time accidents.
- Perform all routine maintenance tasks in a timely manner.

ENVIRONMENTAL COMPLIANCE DIVISION



PROGRAM DESCRIPTION

The Environmental Compliance division provides services and oversight in four areas: National Pollutant Discharge Elimination System (NPDES) permit compliance, Laboratory Operations, Non-Domestic Waste Source Control (NDWSCP) Program, and Pollution Prevention (P2) Program. NPDES permit compliance involves maintaining compliance with permit parameters, implementing investigations and additional sampling programs to address specific pollutants, developing action plans to reduce these pollutants and reporting levels of progress to the Regional Board. The in-house laboratory conducts analyses of various plant samples for process control, some NPDES permit parameters, and special projects as needed. SAM contracts with outside laboratories for NPDES requirements that the in-house lab is not certified to complete.

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

Division functions are supervised by the Operations Superintendent. The following organizational chart reflects the reporting structure of the division.

Supervisor of Treatment & Field Operations

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

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	0.225	0.275	0.50	0.25	0.25	0.25	0.25	0.25	0.25

**ENVIRONMENTAL COMPLIANCE
By Category**

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
EXPENDITURES							
<u>Personnel</u>							
1 Wages	35,356	37,991	38,530	34,756	38,543	14	0%
2 Premium Pay	-	1,544	-	1,790	1,844	1,844	-
3 Health Benefits	6,901	5,021	5,442	4,306	5,561	119	2%
4 Retirement Cont.	13,273	12,811	11,948	11,564	12,305	357	3%
5 Retiree Med/OPEB	521	589	578	561	582	4	1%
6 Misc. Benefits	2,018	2,049	2,103	1,958	2,061	(42)	-2%
7 Subtotal	58,069	60,005	58,601	54,934	60,897	2,296	4%
<u>Non-Personnel</u>							
8 Legal Services	-	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-	-
10 Professional Services	72,471	183,063	100,365	329,709	150,000	49,635	49%
11 Prof. Memberships	-	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-	-
13 Misc. Expenses	4,793	173	-	-	-	-	-
14 Utilities	-	-	-	-	-	-	-
15 Travel & Training	267	399	447	182	187	(260)	-58%
16 Equipment Rental	-	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-	-
18 Chemicals	2,237	1,823	2,158	4,183	4,308	2,151	100%
19 Permits & Licenses	-	-	-	-	-	-	-
20 Supplies	11,955	16,845	14,670	24,011	24,732	10,062	69%
21 Equipment	-	9,598	7,026	9,228	9,505	2,479	35%
22 Infrastructure	-	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-	-
24 Repairs & Maintenance	-	-	-	-	-	-	-
25 Subtotal	91,723	211,901	124,667	367,314	188,733	64,066	51%
26 TOTAL	149,792	271,905	183,267	422,248	249,630	66,362	36%

Key Changes

Professional services: increase based on year-to-date actual

\$ 49,635

Net increase in utilities, services, and supplies

\$ 16,727

TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET

\$ 66,362

**ENVIRONMENTAL COMPLIANCE
By Category**

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE							
	By Type:							
27	JPA Assessments	218,102	157,109	183,267	183,267	249,630	66,362	36%
28	Contract Services	-	-	-	-	-	-	-
29	NDWSCP Fees	-	3,857	-	-	-	-	-
30	Misc. Fees	-	-	-	-	-	-	-
31	Interest Earnings	-	-	-	-	-	-	-
32	Misc. Revenue	-	-	-	-	-	-	-
33	From/(To) Reserves	-	-	-	-	-	-	-
34	TOTAL	218,102	160,966	183,267	183,267	249,630	66,362	36%
	By Agency:							
34	Half Moon Bay	121,544	88,866	107,028	108,934	148,380	41,352	39%
35	Granada CSD	51,578	34,172	37,570	36,452	49,651	12,082	32%
36	Montara WSD	44,981	34,071	38,669	37,881	51,598	12,929	33%
37	TOTAL	218,103	157,109	183,267	183,267	249,630	66,362	36%

Key Changes

Assessments reflect net decreased funding for wages, benefits, and other expenses

	\$ 66,362
TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE	\$ 66,362

FINANCIAL HIGHLIGHTS

The following is a list of key budget lines for FY2021/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #	FY2021/22	FY 2022/23
1. Wages Cost of 0.25 FTE allocated to division.	\$38,530	\$38,543
2. Premium Pay Special compensation for certification above that required by the position.	\$0	\$1,844
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees.	\$5,442	\$5,561
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$11,948	\$12,305
5. Retiree Medical/OPEB Includes contributions to Health Retirement account for current retiree medical premiums and OPEB trust for future retirees.	\$578	\$582
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation.	\$2,103	\$2,061
7. Personnel Sub-total Subtotal of all wage and benefit costs.	\$58,601	\$60,897
8. Legal Services There are no legal services budgeted to EC.	\$0	\$0
9. Engineering Services There are no engineering costs budgeted to EC.	\$0	\$0

10. Professional Services	\$100,365	\$150,000
Services that are specialized and must be performed by outside laboratories and consultants (SVCW, laboratories, SMCRCD, event registration, etc.).		
11. Professional Membership	\$0	\$0
The cost of maintaining membership in CWEA.		
12. Insurance Premiums	\$0	\$0
There are no insurance premiums budgeted to EC.		
13. Misc. Expenses	\$0	\$0
Includes incidental expenses (outreach materials, postage, etc.) not reflected in other categories.		
14. Utilities	\$0	\$0
There are no utility costs budgeted to EC.		
15. Travel & Training	\$447	\$187
Training and travel related costs for attendance at industry conferences, seminars, and other related events to keep current on technical skills and industry practices and required safety training.		
16. Equipment Rental/Lease	\$0	\$0
Short-term rental or lease of equipment (generators, storage tanks, etc.) for less than a fiscal year.		
17. Building & Maintenance Services	\$0	\$0
There are no building maintenance services budgeted to EC.		
18. Chemicals	\$2,158	\$4,308
Includes chemicals used in the laboratory.		
19. Permits & Licenses	\$0	\$0
There are no permits or licenses budgeted to EC.		
20. <u>Supplies</u>	\$14,670	\$24,732
Lab and general supplies including materials for biology student field trips to the plant.		
21. Equipment	\$7,026	\$9,505
Purchase of equipment and tools for the laboratory to replace noncompliant or inoperable equipment.		

22.	Infrastructure Projects There are no project costs budgeted to EC.	\$0	\$0
23.	Claims/Penalties There are no claims or penalties budgeted to EC.	\$0	\$0
24.	Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$124,667	\$188,733
25.	Total Total of all costs for EC (sum of Personnel and Non-Personnel subtotals).	\$183,267	\$249,630

GOALS

- Achieve and maintain 100% compliance with the District's NPDES permit requirements, including the NDWSC and Pollution Prevention (P2) programs.
- Promote and maintain a positive, safe and productive work environment while cultivating a sense of environmental stewardship.
- Promote and maintain representative sampling, perform exceptional analyses and accurately report data collected to evaluate industrial and commercial discharges, the operational status of the treatment plant and the quality of the bio-solids generated.
- Effectively regulate dischargers of industrial, commercial and other types of wastewater to protect the sanitary sewer system, the treatment plant, staff, the public and the environment.
- Effectively implement the Pollution Prevention (P2) Program and provide public outreach to reduce and or prevent the discharge of pollutants, with emphasis on educating the public regarding "flushable wipes" and the fact they are harmful to their collection system, treatment plant and the environment
- Effectively build and maintain partnerships with other agencies that have similar requirements and goals (Green Business Program, Household Hazardous Waste/Pharmaceutical Collection, Bay Area Pollution Prevention Group, etc.)
- Maintain Environmental Laboratory Accreditation Program (ELAP) certification for conventional pollutants and coliform bacteria.

ACHIEVEMENTS

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

PROGRAM OBJECTIVES

- Perform all required sampling, inspections, studies and outreach to comply with the District's NPDES permit, NDWSCP and Pollution Prevention programs, F.O.G. program, and process control.
- Maintain compliance with all programs and requirements listed above.
- Maintain ELAP certification for laboratory functions.
- Continue to educate and increase the level of awareness on pollution prevention and water quality issues with the goals of changing behavior and decreasing the volume of pollutants entering the treatment plant and the bay.
- Participate in public outreach activities such as the Half Moon Bay Art & Pumpkin Festival and Pacific Coast Dream Machines with focus on the negative impacts of flushable wipes
- Distributed informational materials, brochures, and notices regarding proper discharge of wastes to residents, commercial businesses, and public events.
- Coordinate Plant Tour program for Half Moon Bay High School biology students and the mid-coast population.

PERFORMANCE MEASURES

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

INFRASTRUCTURE DIVISION



PROGRAM DESCRIPTION

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

Division services are managed by the Engineer; however, none of the related personnel costs are allocated to this division. The following staffing summary reflects the historical cost allocation to this division.

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	0.00	0.00	0.00	0.80	0.50	0.0	0.0	0.0	0.0

**INFRASTRUCTURE
By Category**

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
EXPENDITURES							
<u>Personnel</u>							
1 Wages	-	-	-	-	-	-	-
2 Premium Pay	-	-	-	-	-	-	-
3 Health Benefits	-	-	-	-	-	-	-
4 Retirement Cont.	-	-	-	-	-	-	-
5 Retiree Med/OPEB	-	-	-	-	-	-	-
6 Misc. Benefits	-	-	-	-	-	-	-
7 Subtotal	-	-	-	-	-	-	-
<u>Non-Personnel</u>							
8 Legal Services	-	-	-	-	-	-	-
9 Engineering Services	36,240	52,773	-	-	-	-	-
10 Professional Services	96,310	96,788	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-	-
13 Misc. Expenses	-	-	-	-	-	-	-
14 Utilities	-	-	-	-	-	-	-
15 Travel & Training	-	-	-	-	-	-	-
16 Equipment Rental	-	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-	-
18 Chemicals	-	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-	-
20 Supplies	-	-	-	-	-	-	-
21 Equipment	-	-	-	-	-	-	-
22 Infrastructure	-	-	2,478,320	113,067	3,009,397	531,077	21%
23 Claims/Penalties	-	-	-	-	-	-	-
24 Repairs & Maintenance	-	-	-	-	-	-	-
25 Subtotal	132,550	149,562	2,478,320	113,067	3,009,397	531,077	21%
26 TOTAL	132,550	149,562	2,478,320	113,067	3,009,397	531,077	21%

Key Changes

Increased to address the projects identified in the approved
FY2022-23 capital improvement plan budget, including engineering costs

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE \$ 531,077

**INFRASTRUCTURE
By Category**

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
REVENUE							
By Type:							
27 JPA Assessments	2,485,000	1,992,799	2,478,320	2,478,320	3,009,397	531,077	21%
28 Contract Services	-	-	-	-	-	-	-
29 NDWSCP Fees	-	-	-	-	-	-	-
30 Misc. Fees	-	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-	-
33 From/(To) Reserves	-	-	-	-	-	-	-
34 TOTAL	2,485,000	1,992,799	2,478,320	2,478,320	3,009,397	531,077	21%
By Agency:							
34 Half Moon Bay	1,384,836	1,127,195	1,447,339	1,447,339	1,788,786	341,447	24%
35 Granada CSD	587,663	433,438	508,056	508,056	598,569	90,513	18%
36 Montara WSD	512,502	432,166	522,926	522,926	622,042	99,117	19%
37 TOTAL	2,485,001	1,992,799	2,478,320	2,478,320	3,009,397	531,077	21%

Key Changes

Increased to address the projects identified in the approved
FY2022-23 capital improvement plan budget, including engineering costs

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE \$ 531,077

FINANCIAL HIGHLIGHTS

The following is a list of key budget lines for FY 2021/22 and 2022/23 budgets.

Budget Line #	FY2021/22	FY 2022/23
1. Wages No personnel costs are allocated to Infrastructure.	\$0	\$0
2. Premium Pay No personnel costs are allocated to Infrastructure.	\$0	\$0
3. Health Benefits No personnel costs are allocated to Infrastructure.	\$0	\$0
4. Retirement Contributions No personnel costs are allocated to Infrastructure.	\$0	\$0

Budget Line #	FY2021/22	FY 2022/23
5. Retiree Medical/OPEB No personnel costs are allocated to Infrastructure.	\$0	\$0
6. Misc. Benefits No personnel costs are allocated to Infrastructure.	\$0	\$0
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$0	\$0
8. Legal Services No legal services costs are allocated to Infrastructure.	\$0	\$0
9. Engineering Services Engineering services requiring specialized certification or skills will be performed by consulting engineers.	\$0	\$0
10. Professional Services Specialized services that cannot be provided by staff.	\$0	\$0
11. Professional Memberships There are no professional memberships budgeted to Infrastructure.	\$0	\$0
12. Insurance Premiums There are no insurance premiums budgeted to Infrastructure.	\$0	\$0
13. Misc. Expenses There are no utilities budgeted to Infrastructure.	\$0	\$0
14. Utilities There are no utilities budgeted to Infrastructure.	\$0	\$0
15. Travel & Training There are no costs budgeted to Infrastructure.	\$0	\$0
16. Equipment Rental Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$0	\$0

Budget Line #	FY2021/22	FY 2022/23
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset.	\$0	\$0
18. Chemicals There are no chemical costs budgeted to Infrastructure.	\$0	\$0
19. Permits & Licenses Permits related to projects.	\$0	\$0
20. Supplies There are no supply costs budgeted to Infrastructure.	\$0	\$0
21. Equipment Equipment costs associated with projects that exceed \$50,000.	\$0	\$0
22. Infrastructure Contract construction costs are included in this category. Includes costs associated with projects that exceed \$50,000 each.	\$2,478,320	\$3,009,397
23. Claims/Penalties There are no costs budgeted to Infrastructure.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$2,478,320	\$3,009,397
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$2,478,320	\$3,009,397

GOALS

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

HIGHLIGHTS

- Directed design approval, implementation and construction inspection for all facility projects.
- Infrastructure Projects in progress in FY 2021/22:
 - ✓ Montara PS- Replace Pump 1
 - ✓ Montara PS- Install Grit Removal
 - ✓ Montara PS- Install Hatches
 - ✓ Portola PS- Replace Door, Grating, and Hatch
 - ✓ Replace Bar Screen Drives and Screens
 - ✓ Replace Influent Pump and Motors 1-5
 - ✓ Electrical Improvements for Influent Pumps 1-8
 - ✓ Rehabilitate Aeration Basin No.3 and install Diffusers
 - ✓ Relocate WAS Pump for RDT to Basement of MB2
 - ✓ Install Shade Canopy at Chemical Feed Pumps
 - ✓ Replace Effluent Pumps 1 and 2
 - ✓ Install VFD's on Sludge Transfer Pumps 1 and 2 and add Mag Meter
 - ✓ Install SST Heat Exchanger and Shell
 - ✓ Replace Sludge Mixing Pumps 1 and 2 with Chopper Pumps

These projects are in various stages- order placed, awaiting deliveries, or awaiting order placement. There has been a delay in deliveries and cost increases too due to the pandemic situation.

PROGRAM OBJECTIVES

- Manage research, design, bidding and construction inspection services for infrastructure projects.
- Prioritize infrastructure projects to meet SAM needs, compliance with new regulatory requirements, and update 5-Year CIP.

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 4.01 Princeton Pump Station – Replace with Package Pump Station and Rehabilitate Bypass System

This project provides for the replacement of the Princeton Pump Station with a buried package pump station. The existing pump station and sewage pumps have exceeded their expected useful lives and require replacement. The reliability of the pumps is diminishing as they continue to age and replacement parts are more difficult to obtain. The existing configuration of the pump station requires that confined space entry procedures be followed to access the dry-pit pumps, isolation valves, and check valves.

The proposed package pump station would include a pre-fabricated wet well with submersible duplex grinder pumps mounted on rails for ease of routine removal, maintenance, and inspection. The existing wet well and dry pit pump room would be converted to a holding tank for wet weather storage similar to those at the Montara and Portola Pump Stations. The existing MCC and generator system at the Princeton Pump Station will be used to serve the new pump station which would be located in the open parking area outside of the MCC room.



Existing Princeton Pump Station pump room

CIP Total Cost: \$1,263,181

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: This is prioritized because it poses a safety risk for SAM staff when maintenance is needed on the pumps. The dry-pit is a permit-required confined space. The existing equipment has also exceeded its useful life, is heavily worn, and replacement parts are difficult to obtain.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
1,263,181		1,263,181			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 -
FY2025 FISCAL YEAR 2022

Project: 6.01 Plant and Cyber Security Measures Implementation

This project involves implementing plant security measures to protect SAM’s physical assets from vandals, saboteurs or natural hazards. This program will also enhance the cyber security system to protect SAM’s data and operational functionality of the plant and pumping stations. Recommendations for security improvements were developed and presented in the August 2021 Sewer Authority Mid-Coastside Security Assessment Technical Memorandum prepared by staff.



Both Physical and Cyber Security are Essential for SAM to Meet its Service Goals

CIP Total Cost: \$325,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: It is important to have protections in place that will maintain security of both physical and electronic Sam assets.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
325,000		325,000			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 -
FY2025 FISCAL YEAR 2022

Project: 7.06 Backup Electric Power Generator

This project involves furnishing a new backup electric power generator that can be used at a number of locations around the plant and the pumps station. The generator will be trailer-mounted for ease of moving. The generator will be driven by a diesel engine and the trailer will have an onboard fuel storage tank. The engine-driven generator will be similar to the one shown below.



Trailer-Mounted Diesel Engine Driven Electric Power Generator

CIP Total Cost: \$110,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Reason: It is important to have portable power systems that can run critical equipment and pumps in the event of a PG&E power outage.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
110,000		110,000			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 9.01 Influent Pumping – Replace Influent Pumps and Motors 1 – 5

This project is a continuation of a project that began in 2021 and involves replacing the existing influent pumps 1 through 5 over a two-year period. The influent pumps are located downstream of the plants mechanical bar racks. They lift the raw wastewater from the influent wet well into the plant. The pumps have exceeded their expected useful life and need to be replaced with modern equipment. The pumps at the influent wet well tend to deteriorate faster than other outdoor equipment due to the salt air and sewage environment.



Influent pumping station

CIP Total Cost: \$260,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: This project is a priority since the entire treatment process depends on these pumps lifting the wastewater into the plant. These pumps are old and are beginning to need more frequent maintenance and repair.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
260,000	260,000				

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 10.01 Replace Chain & Flights, Collectors Gear Reducer, and Weirs in Primary Clarifier

This project involves replacing the sludge chains, flights, and collector gear reducer in primary clarifiers 1, 2, and 3. The existing chain and flights have been in service since the mid to late 1990s. This continuously moving equipment operates in a harsh environment and its useful life is generally only 10 years. Therefore, these chains and flights are significantly over due for replacement. The flight drive assemblies including the gear reducer are close to or have exceeded their useful life also.



Primary clarified bottom sludge collector chain and flights

CIP Total Cost: \$225,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: This is a priority because it is essential to maintain reliable operation of the three primary clarifiers at all times. A chain or gear reducer failure would cause catastrophic problems for the plant’s biological process since the primary clarifiers not only process incoming wastewater, but also serve to settle and remove waste activated sludge (WAS) from the system.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
225,000		225,000			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 10.02 Replace Primary Scum Pump and Motor

This project involves replacement of the primary scum pump and motor in the pump gallery of the primary clarifiers. This pump is old and showing signs of deterioration; spare parts are difficult to obtain. It needs to be replaced before it fails. Failure of this progressive cavity pump would be disruptive to the primary clarification process.



Primary scum pump and motor

CIP Total Cost: \$70,304

Project Funding: This project will be funded by SAM's Infrastructure Program

Reason: This project is prioritized since it is important to the primary clarification process. The pump is old and spare parts are difficult to obtain. A new pump would assure reliability of the system into the future.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
70,304		70,304			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 10.03 Replace Grit Pumps 1 and 2 and Appurtenances

This project involves replacement of grit pumps 1 and 2 in the primary treatment area of the plant. These pumps are old and spare parts are difficult to obtain. New more efficient pumps would assure reliability of the system into the future. Failure of these pumps would be disruptive to the primary clarification process.



Grit Pump 1



Grit Pump 2

CIP Total Cost: \$246,064

Project Funding: This project will be funded by SAM's Infrastructure Program

Reason: This project is prioritized since it is important to the primary clarification process. These pumps are old and spare parts are difficult to obtain. New pumps would assure reliability of the system in to the future.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
246,064		246,064			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 10.04 Replace Primary Sludge Pumps and Motors 1-3

This project involves replacement of the primary sludge pumps and motors. These pumps are old and have reached the end of their useful life and need to be replaced so that the primary sludge removal process is not disrupted. Failure of these pumps would eliminate the mean of removing the heavy waste sludge from the primary clarification process.



Primary Sludge Pumps 1, 2, and 3

CIP Total Cost: \$250,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Reason: This project is prioritized since it is important to the primary clarification process. These pumps are old and spare parts are difficult to obtain. New pumps would assure reliability of the system into the future.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
250,000		250,000			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 11.02 Secondary Treatment –Replace/Rehabilitate Secondary Clarifier Drive Mechanism

This project involves replacing the secondary clarifier drives 1 and 2. The existing drives have been in service since the late 1990s. This continuously moving equipment operates in a harsh environment and they are nearing the end of their useful life. Spare parts are difficult to obtain and may require a long lead time.



Secondary clarifier drive motor and gear reducer

CIP Total Cost: \$220,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: This equipment is nearing the end of its useful life. Obtaining replacement parts (if still being manufactured) would require significant lead time that will render the plant without a secondary clarifier in the event of a failure.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
220,000		220,000			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 3.01 Replace Effluent Pumps 1, 2, and 3

Continuation from 2021

This project involves replacing effluent pumps/motors 1, 2, and 3 over a two-year period starting in 2021 and completed in 2022. These pumps are old and exceeded their useful lives. These pumps are no longer manufactured and replacement parts must be custom fabricated when necessary.



Effluent pumps 1, 2, and 3

CIP Total Cost: \$210,912

Project Funding: This project will be funded by SAM's Infrastructure Program

Reason: This project is a priority because these pumps are responsible for conveying all flow out of the WWTP during storm events and high tide when ocean outfall can no longer flow by gravity. Since the WWTP could potentially flood in an event such as this, the pumps must be maintained in peak reliable condition at all times.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
210,912	104,000	210,912			

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM FY2021 - FY2025
FISCAL YEAR 2022

Project: 17.01 Water Supply and Piping – Replace No. 3 Water Pumps

This project involves replacing the No. 3 water pumps 1, 2, and 3 in the effluent pump station. Pump number 4 is not required and will not be replaced. Pumps 1, 2, and 3 have exceeded their useful lives and need to be replaced. These are important assets since many of the processes within the plant depend on a reliable source of No. 3 water for chemical dilution and feed, wash water, and scum and foam control. These pumps are from the original plant and replacement part are difficult to acquire since the pumps are no longer manufactured. The hydro-pneumatic tank associated with the No. 3 water system should be inspected as part of this project also.



No. 3 water pumps 1, 2, and 3 (pump 4 not shown)

CIP Total Cost: \$250,000

Project Funding: This project will be funded by SAM’s Infrastructure Program

Reason: This is a priority project since the No. 3 water system is critical to proper operation of the entire plant and these pumps are beyond their useful lives and difficult to maintain.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
250,000		250,000			

Position Control List

<u>Classifications</u>	<u>Authorized Positions</u>
<u>Administrative Services:</u>	
General Manager	1.0
Finance Officer	1.0
Accounting Technician	1.0
Administrative Assistant	<u>1.0</u>
	4.0
<u>Operations & Maintenance:</u>	
<i>Engineering & Construction Contracts Manager (Defunded)</i>	0.0
Supervisor of Treatment / Field Operations	0.75
Maintenance Mechanic I/II/III	2.0
Operator I/II/III	4.0
Lead Operator	2.0
<i>Utility Worker (Defunded)</i>	<u>0.0</u>
	8.75
<u>Environmental Compliance:</u>	
Supervisor of Treatment / Field Operations	.25
Total Authorized – General Budget	13.0
<u>Collection Services:</u>	
Collection Maintenance Worker I/II/III	3.0
Maintenance Mechanic I/II/III	<u>1.0</u>
Total Authorized – Collections Services	4.0
Grand Total Authorized Authority	17.0



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: **Discuss Proposed Contract Collection Services Budget for FY 2022/23 and Authorize the General Manager to Submit it to the Participating Agencies for Approval**

Executive Summary

The purpose of the report is to discuss the contract collection services budget for FY 2022/23 and authorize the General Manager to submit it to the Participating Agencies for approval.

Fiscal Impact

This contract is separate from the SAM operating budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2022/23 is \$747,858. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall decrease in fees of \$125,755 for the collection systems work. The following table shows the history of fees for each agency for the past two years, the current year, and the upcoming year.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

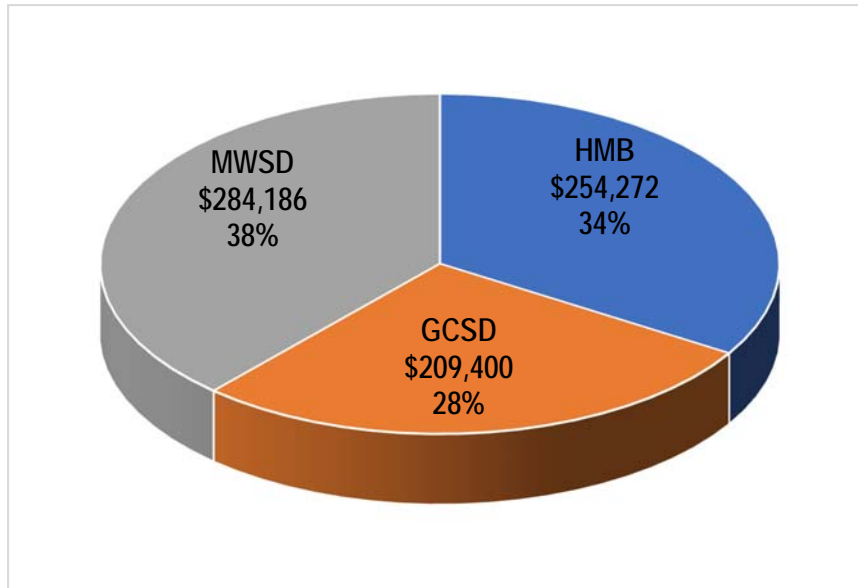
Contract Fees for Each Contracting Agency

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adopted	FY 2022/23 Proposed	\$ Change	% Change
Half Moon Bay	\$271,906	\$233,329	\$297,028	\$254,272	(\$42,756)	-14%
Granada CSD	\$290,128	\$191,979	\$244,612	\$209,400	(\$35,212)	-14%
Montara WSD	\$415,376	\$344,808	\$331,972	\$284,186	(\$47,787)	-14%
	\$977,410	\$770,116	\$873,612	\$747,858	(\$125,755)	-14%

The pie-chart below details the allocation of the proposed budget for each Member Agency

Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: *“SAM is committed to providing quality collection system maintenance service for the Coastsides. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”*



BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

Background and Discussion/Report

The Proposed Contract Collections Services Budget has been discussed by the member agency managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Board for comment. Approval of the proposed budget will take place later.

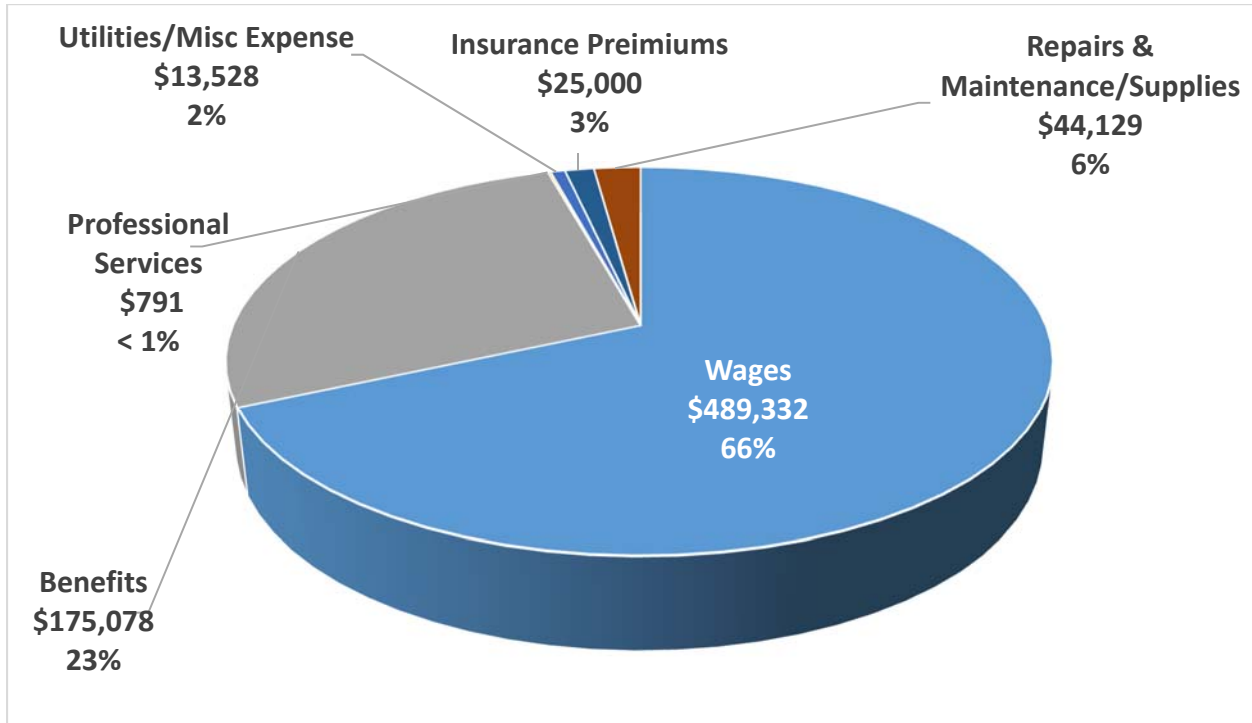
SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Beginning last year, the Member Agency Managers, the SAM Manager, and consultants have worked in concert to develop a method of allocation based on the needed services of each agency. We are confident that the cost allocation presented reflects more accurately that method and those needs.

Beginning July 1, 2020 the minimum service level provided by SAM entailed cleaning at least fifty percent (50%) of the collection system's pipelines, cleaning of designated Hot Spots per an agreed upon schedule, providing lift station services as defined, providing emergency response throughout the year, and planning, managing and reporting as needed to ensure all needs of each Member Agency's service area collection system are met.

The proposed budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts. It also includes utilities, fuel, and other expenses needed to perform all the contracted services.

The pie chart below details budget expenditures.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (89%) as shown above are wages and benefits for personnel to perform the work. Other significant costs are Repairs & Maintenance / Supplies estimated at \$44,129 and Insurance Premiums estimated at \$25,000. All other costs combined are around 5% of the total overall budget.

Significant Changes to the Budget:

1. Increase of Personnel expenses by \$41,414 based on last year’s budget.
2. Decrease of Equipment by \$175,000 purchase of vehicle last year.

Staff Recommendation

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2022/23 to the participating agencies for approval.

Supporting Documents

Attachment A: Contract Collection Services Budget for FY 2022/23

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	N. Marsh

CONTRACT COLLECTION SERVICES BUDGET Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
EXPENDITURES							
Personnel							
1 Wages	173,534	186,592	359,008	333,831	375,451	16,443	5%
2 Premium Pay	55,314	63,229	58,635	66,092	68,075	9,440	16%
3 Health Benefits	55,271	84,786	101,422	82,994	109,277	7,855	8%
4 Retirement Cont.	29,710	22,976	28,596	26,195	29,265	669	2%
5 Retiree Med/OPEB	3,371	3,583	6,320	4,473	6,667	347	5%
6 Misc. Benefits	13,354	21,362	30,710	26,412	29,869	(841)	-3%
7 Admin Allocation - 5%	-	-	38,305	39,837	45,806	7,501	20%
8 Subtotal	330,554	382,527	622,996	579,834	664,410	41,414	7%
Non-Personnel							
9 Legal Services	-	-	-	-	-	-	-
10 Engineering Services	-	-	-	-	-	-	-
11 Professional Services	48,269	-	-	768	791	791	-
12 Prof. Memberships	-	-	-	-	-	-	-
13 Insurance Premiums	43,960	-	25,000	25,000	25,000	-	-
14 Misc. Expenses	186,865	17,371	4,102	4,156	4,281	179	-
15 Utilities	9,642	8,015	8,256	8,978	9,247	991	12%
16 Travel & Training	921	1,058	-	-	-	-	-
17 Equipment Rental	150,373	-	-	-	-	-	-
18 Bldg & Maint Services	97,042	101,853	-	-	-	-	-
19 Chemicals	1,855	-	-	-	-	-	-
20 Permits & Licenses	-	-	-	-	-	-	-
21 Supplies	21,178	-	13,258	18,572	19,129	5,871	44%
22 Equipment	-	-	175,000	-	-	(175,000)	100%
23 Infrastructure	-	-	-	-	-	-	-
24 Claims/Penalties	1,419	-	-	-	-	-	-
25 Repairs & Maintenance	-	-	25,000	-	25,000	-	100%
26 Subtotal	561,524	128,296	250,616	57,474	83,448	(167,168)	-67%
25 TOTAL	892,078	510,824	873,612	637,307	747,858	(125,754)	-14%

	FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	FY 2022/23 % BY AGENCY
REVENUE							
By Type:							
26 JPA Assessments	-	-	-	-	-	-	-
27 Contract Services	977,409	770,116	873,612	672,373	747,858	(125,754)	-14%
28 NDWSCP Fees	11,571	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-	-
32 From/(To) Reserves	-	-	-	-	-	-	-
33 TOTAL	988,980	770,116	873,612	672,373	747,858	(125,754)	-14%
By Agency:							
34 Half Moon Bay	271,906	233,329	297,028	227,439	254,272	(42,756)	-14%
35 Granada CSD	290,128	191,979	244,611	186,574	209,400	(35,211)	-14%
36 Montara WSD	415,376	344,808	331,973	258,360	284,186	(47,787)	-14%
37 TOTAL	977,410	770,116	873,612	672,373	747,858	(125,754)	-14%

ITEM #7



SEWER AUTHORITY MID-COASTSIDE
Finance Committee *Special Meeting* Agenda
3 pm to 4 pm on Monday March 21, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/81974956694?pwd=M0lmaWNvQWZUTGVkdTNVUVg1RlF1QT09>

Meeting ID: 819 7495 6694

Passcode: 099006

Dial by your location

+1 669 900 6833 US (San Jose)

1. ROLL CALL

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of Minutes February 25, 2022

B. Collections Budget for FY 22-23

C. General Budget FY22-23

D. Any other issues

3. NEXT REGULAR MEETING

April 21, 2022

MINUTES
SAM BOARD OF DIRECTORS REGULAR MEETING
March 28, 2022

1. CALL TO ORDER

Chair Ruddock called the meeting to order at 7:01 p.m. from her residence in Half Moon Bay, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the March 28, 2022 regular meeting.

A. Roll Call

Directors Dye, Clark, Penrose, Slater-Carter, Boyd (for Lohman), and Ruddock, were present. Also present via teleconferencing were General Manager Kishen Prathivadi, Finance Officer George Evans, Supervisor of Treatment/Field Operations Tim Costello, and General Counsel Jeremey Jungreis.

2. PUBLIC COMMENT/ORAL COMMUNICATION/ITEMS NOT ON THE AGENDA

Cid Young, resident of Moss Beach, addressed the Board and discussed delinquent property taxes.

3. 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 March 14, 2022 Regular Board Meeting
- B. Approve Disbursements for March 28, 2022
- C. Monthly Revenue and Expense Report for Period Ending February 28, 2022

Director Dye requested the Minutes of March 14, 2022 be pulled for further discussion.

Director Penrose moved, and Director Clark seconded the motion to approve Consent Agenda Items 3B Approve Disbursements for March 28, 2022, and Item 3C Monthly Revenue and Expense Report for Period Ending February 28, 2022 as presented.

Penrose/Clark/Roll Call Vote: Dye Aye/Boyd Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

Director Dye stated that the presentation given at the March 14, 2022 Regular Board meeting for the Financial Report for Q2 Fiscal Year 21-22 (Budget vs Actual) did not discuss all funds as stated in the minutes. General Counsel Jungreis suggested revising

the minutes to reflect the three funds that were discussed. Following discussion, Director Dye moved, and Director Penrose seconded the motion to approve the minutes of March 14, 2022 as amended.

Dye/Penrose/Roll Call Vote: Dye Aye/Boyd Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/ 8 Ayes/0 Noes. The motion passed.

4. REGULAR BUSINESS

A. Update on Electrical Reliability Improvements Study Conducted by TJC Associates

General Manager Prathivadi reviewed the staff report. Following a brief discussion, General Manager Prathivadi introduced Jacqui Arama, Project Manager and Brian Yazolino, Project Engineer of TJC Associates who presented the Board with a PowerPoint presentation on the update of the Electrical Reliability Improvements Study. Ms. Arama discussed the project understanding and approach, electrical reliability, improvement alternatives 1 thru 4, and the recommended alternatives 3 and 4. Chair Ruddock thanked Ms. Aramas for her understandable and concise report. Following discussion and a question answer period, Chair Ruddock suggested the Improvement Study go to the member agencies with direction on what to look at and have them come back to the SAM Board with recommendations. Director Boyd suggested having the Planning Committee and Engineers look at it again. Director Dye suggested the Planning Committee, the Member Agencies, and the Engineers look at it and get a different perspective from each group. Director Slater-Carter stated that she would like to see the comments in a summary form sent along with the referrals because it is the Board giving direction. General Manager Prathivadi thanked Jacqui and Brian for a wonderful presentation.

This presentation can be seen on the SAM website at www.samcleanswater.org

B. Discuss Proposed Contract Collection Services Budget for FY 2022/23 and Authorize the General Manager to Submit it to the Member Agencies for Approval

General Manager Prathivadi thanked everyone involved for getting the Collections Budget as well as the General Budget in place. He then introduced Katherine Yuen Krisch of Maze and Associates to the Board. Katherine introduced herself and stated that she has been with Maze and Associates for 25 years, all with municipal accounting and auditing experience. General Manager Prathivadi then presented the Board with a PowerPoint presentation where he discussed service notes, budget points, changes to the CCS budget for FY 22-23, staffing information, Collections Contract Services Budget and changes from FY 21-22, agency fees, and an agency fees comparison. Director Slater-Carter recommended that the Board adopt the proposed Collection

Services Budget for FY 2022-23 and authorize the General Manager to submit it to the Member Agencies for approval. A discussion ensued. Following discussion, Director Penrose moved, and Director Slater-Carter seconded the motion to approve the proposed Collection Services Budget for FY 2022-23 and authorize the General Manager to submit it to the Member Agencies for approval.

Penrose/Slater-Carter/Roll Call Vote: Dye Aye/Boyd Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

This presentation can be seen on the SAM website at www.samcleanswater.org

C. Discuss Proposed General Budget for FY 2022/23 and Authorize the General Manager to Submit it to the Member Agencies for Approval

General Manager Prathivadi reviewed the staff report, and then presented the Board with a PowerPoint presentation on the proposed General Budget for FY 2022/23. He discussed the budget points, general budget change from FY 2021/22, expenses by category, operating budget (not including Infrastructure), staffing information, key changes in the operating budget, legal and professional services detail, CalPERS rates, assessments for each member agency, historical flow allocations, and division budgets by fiscal year. Following discussion and question answer period, Director Slater-Carter moved, and Director Penrose moved to authorize the General Manager to submit the proposed General Budget for FY 2022/23 to the member agencies of approval.

Slater-Carter/Penrose/Roll Call Vote: Dye Aye/Boyd Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

This presentation can be seen on the SAM website at www.samcleanswater.org

5. GENERAL MANAGERS REPORT

A. Monthly Managers Report – February 2022

General Manager Prathivadi gave a short presentation on the various CIP projects in progress. Director Slater-Carter congratulated and thanked the SAM crew who are able to keep the plant running, and she can hardly wait to get it back in the condition it was in when it was built. She also stated that she is very proud of the current SAM Board of Directors and member agencies because they are looking at, and fixing these problems.

6. ATTORNEY'S REPORT

General Counsel Jungreis stated that the Governor's office position is until the state of emergency is revoked, local agencies such as SAM have the ability and can continue to use AB361 at virtual meetings. He also informed the Board that the Governor issued an executive order on the drought that could have significant impacts particularly for ground water management.

7. DIRECTOR'S REPORT - NONE

8. TOPICS FOR FUTURE BOARD CONSIDERATION

Director Dye requested a report on the status of the NDWSCP program.

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

There was no Closed Session.

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

11. ADJOURNMENT

Chair Ruddock adjourned the meeting at 8:57 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay, Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
THROUGH: Kishen Prathivadi, General Manager
FROM: Tim Costello, Supervisor of Technical / Field Services
SUBJECT: **Monthly Manager’s Report – February 2022**

Executive Summary

The purpose of this report is to keep the Board and public informed of SAM’s day-to-day operations.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan 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 *February 2022*.

Key Indicators of Performance

NPDES Permit Violations: 0
 Accidents, Injuries, etc.: 0
 Reportable Spills Cat 1: 0
 Reportable Spills Cat 2: 0
 Reportable Spills Cat 3: 0

Flow Report (See Attachment A)

Half Moon Bay	0.832	60.13%
Granada CSD	0.302	21.84%
Montara W&SD	0.249	18.03%
Total	1.383	100%

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	N. Marsh
	P. Dekker	J. Harvey	H. Rarback

Administration

There were two Regular Board Meetings in the month of February, and one public records request. There were 2 articles in the Half Moon Bay Review mentioning SAM, “Judge: HMB Must Pay for Pipeline Maintenance”, and “Court Decision Doesn’t End Troubles with Sewer Authority”, and one post on Coastside Buzz, “Overflowing Sewers”. There has been no lost time work accidents since September 10, 2019. There were no new hires, and no anniversaries in the month of February.

Operations & Maintenance

The following permanent flow storage installations are in place and functioning properly.

Montara Pump Station – Walker Tank, which has a capacity of 434,000 gallons.

The Portola Station – Wet Weather Facility, which has a capacity of 400,000 gallons.

The Portola Pump Station has the ability to use the Wet Weather Facility as a modified equalization basin if needed, (without mixing it is not ideal for this use). It is better suited as a wet weather flow storage as originally designed.

The plant is doing better, chemical addition for settling is still than it has been which is good.

Addition of sodium hydroxide to the aeration basin has been on going in an effort to keep the pH up. Likely due to alkalinity reduction in the biological process.

We are adding poly and cl2 for foam control on an as needed basis.

We have been working with EOA to gather necessary materials for submission of our NPDES renewal application to the SWRCB. We are on target for our submittal date which is early April.

I have been openly communicating with Mr. Burrell at the state to be sure he is kept in the loop of what we have going on and our process.

In regards to exceedances this month I have none to report.

During the month of February 2022 rainfall was below normal for Half Moon Bay. The 10-year average for the area is 2.516 inches of rain in February, (5.2 inches used to be considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/> . Rainfall totals were as follows: 0.12 inches, (from the NOAA gauge at the plant). Our roof top had 0.12 at the plant, 0.10 inches in the GCSD service are, and 0.30 inches at the MWSD weather station. There were micro-climate

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variations verified by the data. I believe this was the third driest February on record since 1939 for the Half Moon Bay area.

Below is a chronological summary of some of the occurrences during the month of February 2022.

- 2/1/2022 – Had some alarms in the wee hours of the morning Core 2 fault but found no issues, also had a fault at Portola pump station likely an electric glitch. Calcon in working on conduit replacement for side gates that had rusted out. Calcon also installed a power monitor at the Princeton pump station to see if can identify electrical issue from that station. Started adding poly and Alum in the afternoon.
- 2/2/2022 – Adding Poly and Alum again. Received fuel delivery for treatment plant. Calcon doing more conduit work. Shut off chemical addition to mlss, was seeing rising solids possibly related to the chemicals.
- 2/3/2022 – Bias check on bisulfite analyzer done today, working on leaking hypo line in the plant. Threaded fittings are just problematic with hypo. Steve Anderson from NOAA here to work on new digital weather station, found a small electrical issue hopefully better now. Dragged Pump at Portola with Mechanic, Unplugged poly pump for C.E.P.T.
- 2/4/2022 – Seeing some floating bits in the secondary system, added poly to MLSS to see if it will help. Added some Biostar additive to the MLSS since the concentration is slipping.
- 2/5/2022 – Saturday – Added sodium hydroxide P.H. adjustment, added poly to MLSS basin, painter on site repainting some of the exterior doors, carpet cleaner people here, (wicked chemical odor), added additional biostar product today.
- 2/6/2022 – Sunday – Replace influent sampler, mix totes of poly for use in the MLSS basin.
- 2/7/2022 – Close one of the gates to secondary #2 (slowly isolating), Shipped out MLSS sample to EBS for micro evaluation.
- 2/8/2022 – Biobot samples shipped out today (covid study), Calcon onsite doing electrical safety repairs. Pump #1 at the Princeton station had a VFD fail, able to reset the VFD, unable to identify cause.
- 2/9/2022 – Calcon back doing electrical safety repairs, Also electrical contractors onsite looking at possible flood zone of our plant electrical to evaluate and update the electrical reliability study.
- 2/10/2022 – Biobot (covid study) sent out today, Calcon in doing electrical work, cleaned primary pumps #3&5, did some testing of the solids in the old AB #1 & 2.

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- 2/11/2022 – Calcon in doing electrical, adding hydroxide for PH adjustment, adding BioStar to MLSS Basin.
- 2/12/2022 – Saturday - Add hydroxide for PH adjustment, add poly and BioStar to MLSS basin.
- 2/13/2022 – Sunday - fairly uneventful day which is nice.
- 2/14/2022 – Calcon in doing electrical, sent influent sampler in for repair.
- 2/15/2022 – Biobot (covid testing) sample went out today, Alpha sample went out today, did jar testing today to for adjusting PH in old mlss basins so that we can get them empty (pH is 3.9 mg/L currently in old basins).
- 2/16/2022 – Cleaned east contact basin.
- 2/17/2022 – Cleaned west contact basin, hypo delivery for the plant, Eaton here to do a pre inspection before we do electrical shut down planned for net month. Had a plant tour 1 adult and 2 home schooled children. Added hydroxide to AB 1 and 2 to get PH up so that we can clean out basins.
- 2/18/2022 – Running some jar tests on AB 1 and 2, adding sodium hydroxide to adjust ph so that we can dispose of the goo in the basins.
- 2/19/2022 – Saturday – routine day.
- 2/20/2022 – Sunday – routine day.
- 2/21/2022 – Some foam on MLSS, check pH on the AB 1 & 2 it seems it got a little too much hydroxide now, had to do some more set tests.
- 2/22/2022 – Biobot sample out today, did more set tests and poly addition tests, our trash pump sucked up a piece of metal from the bottom of the basin and started making a horrible noise. Maintenance was able to dislodge it, seems okay.
- 2/23/2022 – Switched blower cores, SRT was in to discuss AB 4 project and influent pump project, Inf pump rep was here to take additional measurements, Calcon in working on press flow meter, also running solids in AB 1 and 2 through RDT.
- 2/24/2022 – Low temp alarm on Bisulfite, it was still pumping just really cold out. Running goo, (technical term), to RDT from AB 1 and 2 again, Calcon in working on cyber security and investigate de chlor valve issue. Adding cl2 spray to MLSS foam.
- 2/25/2022 – Cleaned primary and eff tubes sampler and jugs.
- 2/26/2022 – Cl2 and poly on to MLSS basin for foam control in AB #3.
- 2/27/2022 – Spray Cl2 solution in AB#3 for foam.
- 2/28/2022 – Mixing AB #1 to prepare for dewatering, Calcon in doing electrical work.

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Other activities are listed below;

There were 11 deliveries (approximately 6,200 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 620.00. There were no leachate deliveries to the SAM IPS line in the month of February 2022, for a total leachate volume of 0 gallons.

The NPDES data report for February 2022 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 34,975 feet of sewer line and responded to twelve service calls in contract service areas. Eight were sewer line related and four were maintenance service calls. Ten of the callouts were during regular business hours or started during regular business hours. Two were after hour calls. Four calls were in HMB, five calls were in the GCSD service area, and three calls were in the MWSD service area.

HMB – The service calls in HMB were as follows; 2/4 - Smart cover low voltage battery signal. Changed out battery on smart to resolve alarm issue. 2/11 – Low voltage battery alert from the syphon line smart cover. Replaced battery to resolve.

The maintenance calls in HMB were as follows; 2/9 - Pelican point L.S. Received high level float alarms from station. Ran pumps and checked station for proper function, functioning normally. 2/23 - Bell moon alarm. Call for station trouble alarm, cleared alarms and checked station for normal operation. Alarm possibly caused by a power glitch.

GCSD – The service calls in the GCSD area were as follows; 2/2 – Call for a sewer back up, when crew arrived they noticed standing water by cleanout. Crew flushed the main line finding no blockage. Advised resident to contact a plumber to clear blockage. 2/10 - Had broken a lateral blockage with a hose the night before, went back to televiser today. Thumb drive was dropped of at district to make determination of next steps. 2/10 - Homeowner called for sewage issue. Hose has been vacant for a number of months and is on a grinder. Main line was clear, advised owner to contact a plumber to resolve issue. 2/28 - Call for backup in sink area of house, crew flushed the main finding no obstruction. There was no standing water in property line cleanout. Advised homeowner to contact a plumber to resolve issue.

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The one maintenance calls in the GCSD area was as follows; 2/7 - San Pablo station alarms. Cycled power on modem to reset alarms. Ran pumps and checked station for normal operation.

MWSD – The two service calls in the MWSD area were as follows; 2/8 - Received call for a beeping sound by station. Went to the Valdemar station but there was no noise. Contact the RP and asked if she would call again next time she hears the sound as we could not locate or hear anything. 2/24 - Received call for odor coming from Los Banos and Airport manhole. Added 4 gallons of hypo to section of gravity to help with the odors.

The maintenance service call in the MWSD area this month was as follows; 2/18 - Seal cove 2 station alarm. Likely a power glitch, station was operating normally upon arrival. Ran pumps and reset alarms and checked for normal operation.

The February 2022 collection system data report is provided for the Board’s information. There were no Category 1, no Category 2’s, and no Category 3 SSO’s during the month of February 2022.

***New Pipe Hunter, (a.k.a. Jetter truck)



The newest vehicle in our small fleet is a 2022 Isuzu cab and chassis with the jetter bed portion of the truck installed by MME. We took delivery of this new vehicle on January 31 of 2022. This smaller, slightly different, version of our big vector will allows us to get

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into tighter and narrower areas much better. The ½ inch hose uses less water and is easier to work with in easement areas where we need to pull hose behind houses to access the sewer lines. It has an onboard 100 gallon vector to deal with small issues. It will be the primary response vehicle for most call outs since it is smaller and easier to maneuver.

Infrastructure Projects:

A brief status of the CIP projects is attached.

Several of the projects are in progress. The pandemic has upset a lot of deliveries and there is a good chance that some of the projects will get installed in the next fiscal year.

To summarize:

FY 2021-22 CIP Budget Amount: \$2,478,320

CIP PO's released: \$618,201

CIP PO's in Process: \$444,684

Capital Purchases other than Infrastructure budget: \$378,264

CIP funding not yet committed: \$1,037,171

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for February 2022.

Supporting Documents

Attachment A: Monthly Flow Report February 2022

Attachment B: Monthly NPDES Report February 2022

Attachment C: Collection System Data February 2022

Attachment D: Contract Collection Service Report February 2022

Attachment E: CIP Project Status

Attachment F: Non-Project Capital Expenditures February 2022

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Attachment A

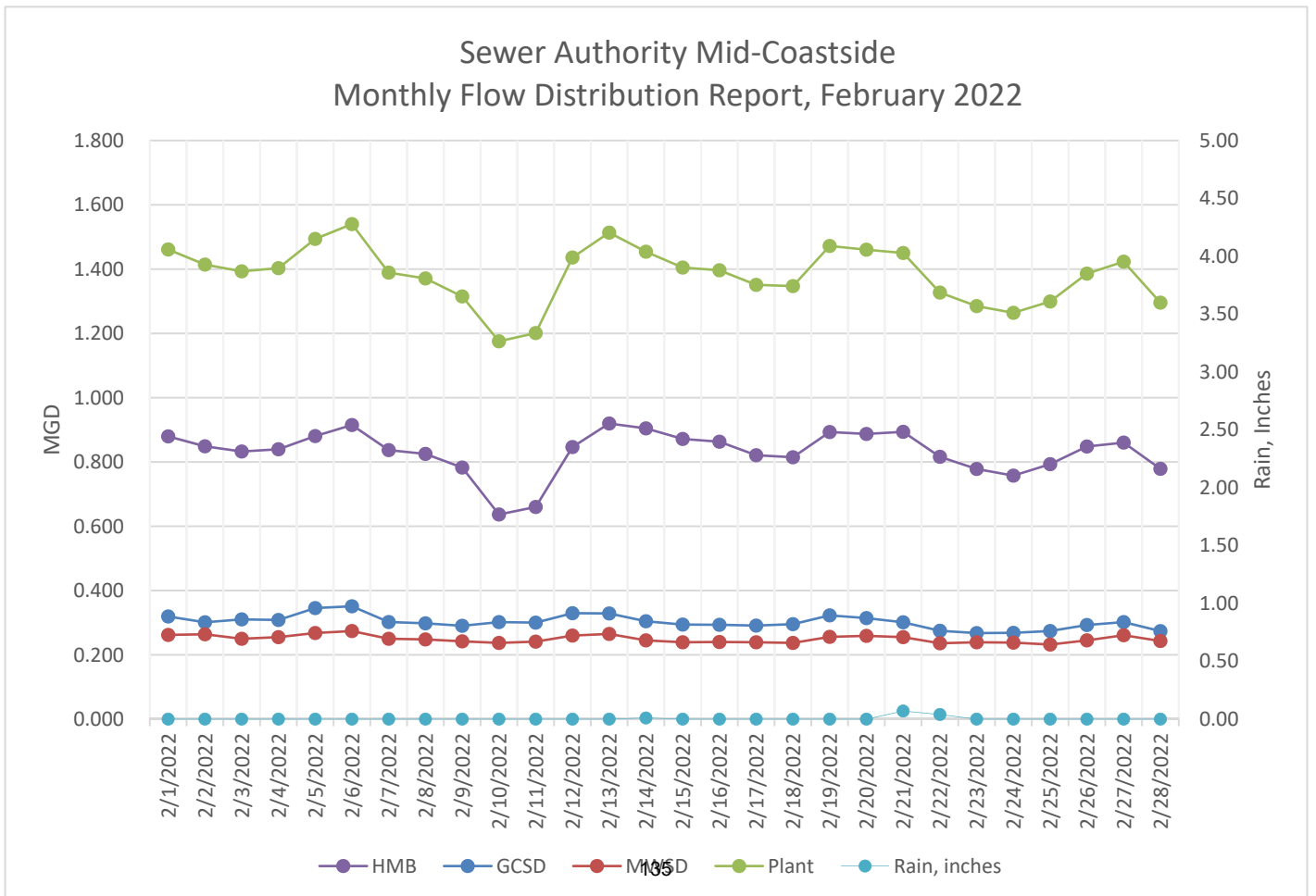
Flow Distribution Report Summary for February 2022

The daily flow report figures for the month of February 2022 have been converted to an Average

Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.832	60.13%
Granada Community Services District	0.302	21.84%
Montara Water and Sanitary District	<u>0.249</u>	<u>18.03%</u>
Total	1.383	100.0%



Sewer Authority Mid-Coastside

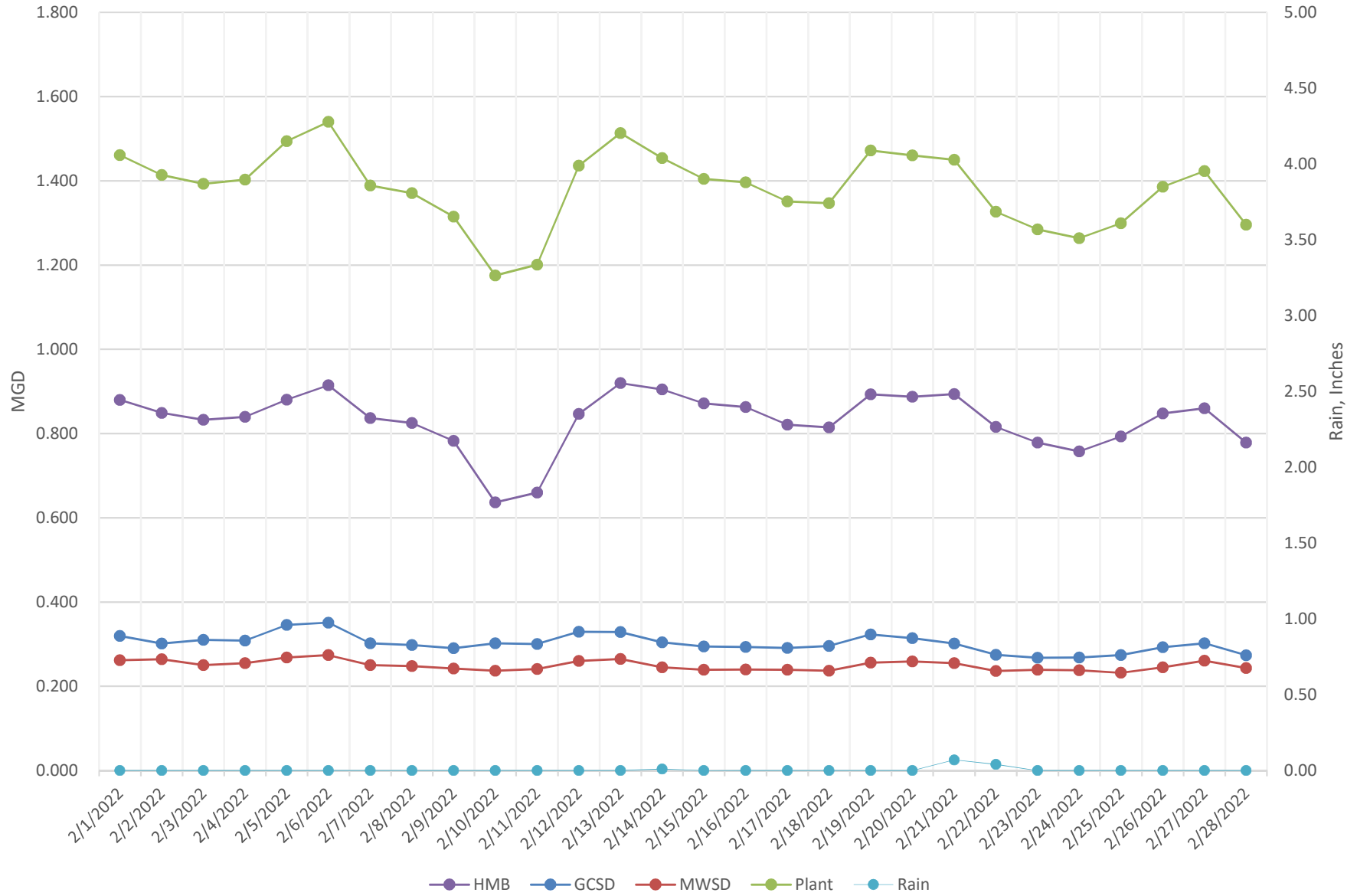
Monthly Flow Distribution Report for February 2022

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
2/1/2022	0.880	0.319	0.262	1.461	0.00	0.00	0.00
2/2/2022	0.849	0.301	0.264	1.414	0.00	0.00	0.00
2/3/2022	0.833	0.310	0.250	1.393	0.00	0.00	0.00
2/4/2022	0.839	0.309	0.255	1.403	0.00	0.00	0.00
2/5/2022	0.881	0.345	0.268	1.494	0.00	0.00	0.00
2/6/2022	0.915	0.351	0.274	1.540	0.00	0.00	0.00
2/7/2022	0.837	0.302	0.250	1.389	0.00	0.00	0.00
2/8/2022	0.825	0.298	0.248	1.371	0.00	0.00	0.00
2/9/2022	0.783	0.290	0.242	1.315	0.00	0.00	0.00
2/10/2022	0.637	0.302	0.237	1.175	0.00	0.00	0.00
2/11/2022	0.660	0.300	0.241	1.201	0.00	0.00	0.00
2/12/2022	0.847	0.329	0.260	1.436	0.00	0.00	0.00
2/13/2022	0.920	0.329	0.265	1.513	0.00	0.00	0.00
2/14/2022	0.905	0.305	0.245	1.454	0.01	0.01	0.00
2/15/2022	0.872	0.294	0.239	1.405	0.00	0.00	0.00
2/16/2022	0.863	0.293	0.240	1.396	0.00	0.00	0.00
2/17/2022	0.821	0.291	0.239	1.351	0.00	0.00	0.00
2/18/2022	0.815	0.295	0.237	1.347	0.00	0.00	0.00
2/19/2022	0.893	0.323	0.256	1.472	0.00	0.00	0.00
2/20/2022	0.887	0.314	0.259	1.460	0.00	0.00	0.00
2/21/2022	0.894	0.301	0.255	1.450	0.07	0.03	0.22
2/22/2022	0.816	0.275	0.236	1.327	0.04	0.06	0.08
2/23/2022	0.778	0.268	0.239	1.285	0.00	0.00	0.00
2/24/2022	0.758	0.268	0.238	1.264	0.00	0.00	0.00
2/25/2022	0.793	0.274	0.232	1.299	0.00	0.00	0.00
2/26/2022	0.848	0.293	0.245	1.386	0.00	0.00	0.00
2/27/2022	0.860	0.302	0.261	1.423	0.00	0.00	0.00
2/28/2022	0.779	0.274	0.243	1.296	0.00	0.00	0.00
Totals	23.284	8.457	6.980	38.722	0.12	0.10	0.30

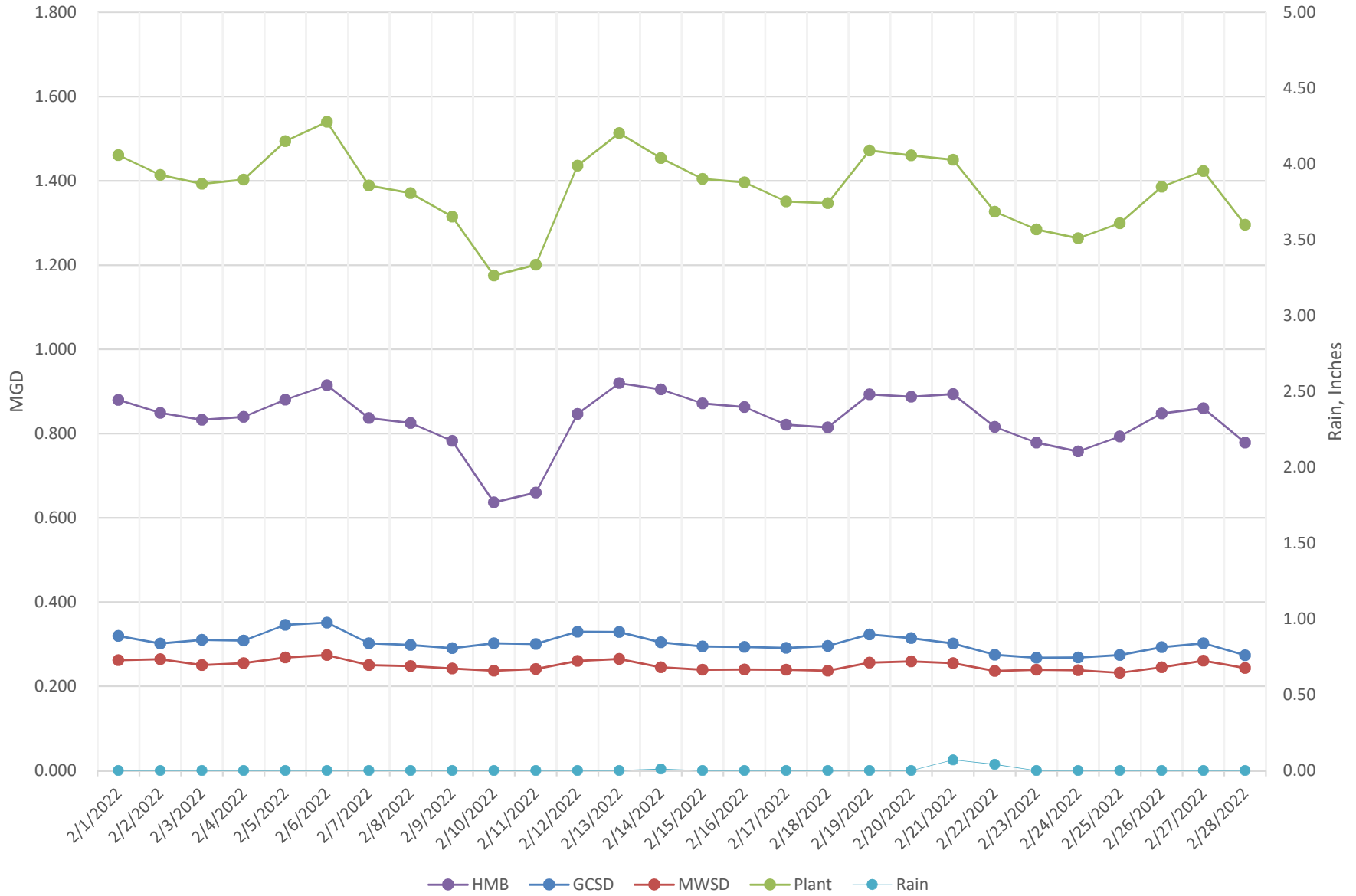
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.637	0.268	0.232	1.175
Average	0.832	0.302	0.249	1.383
Maximum	0.920	0.351	0.274	1.540
Distribution	60.13%	21.84%	18.03%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2022

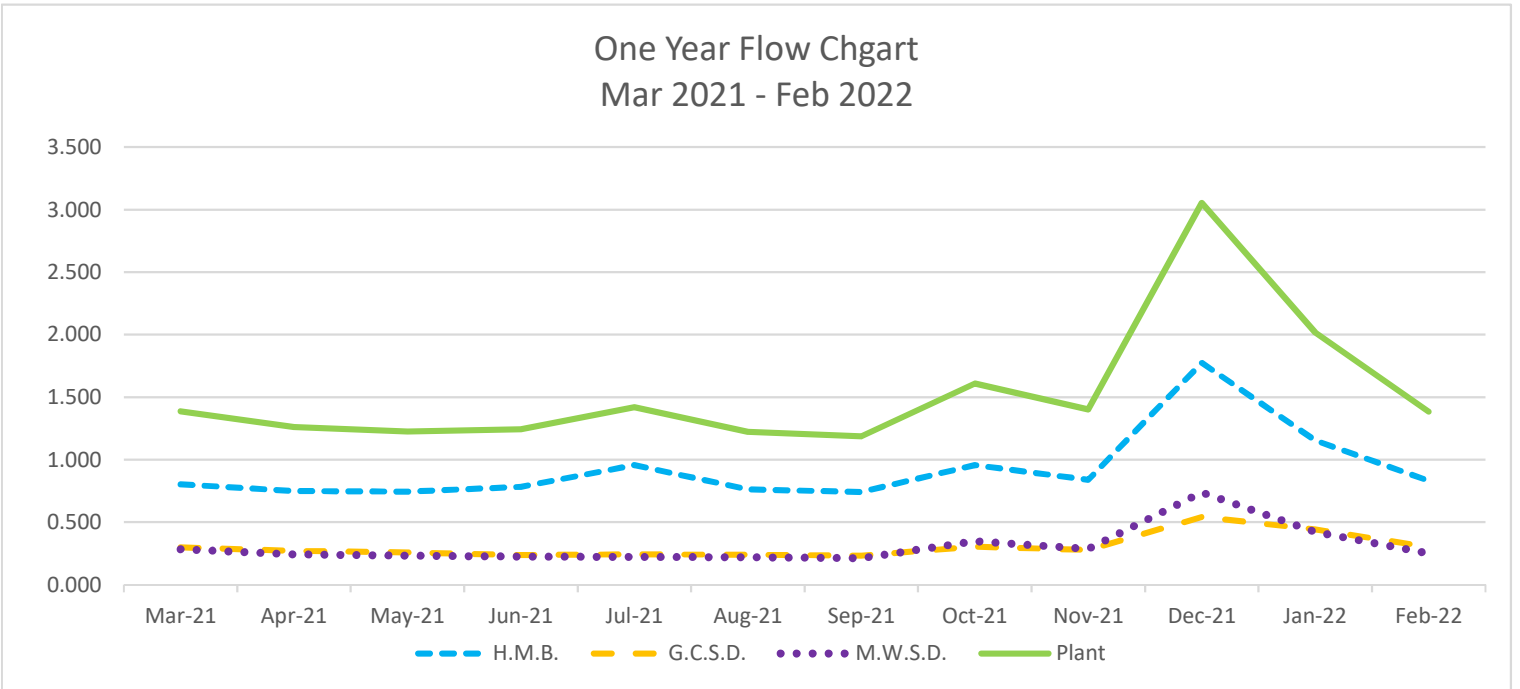


Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2022

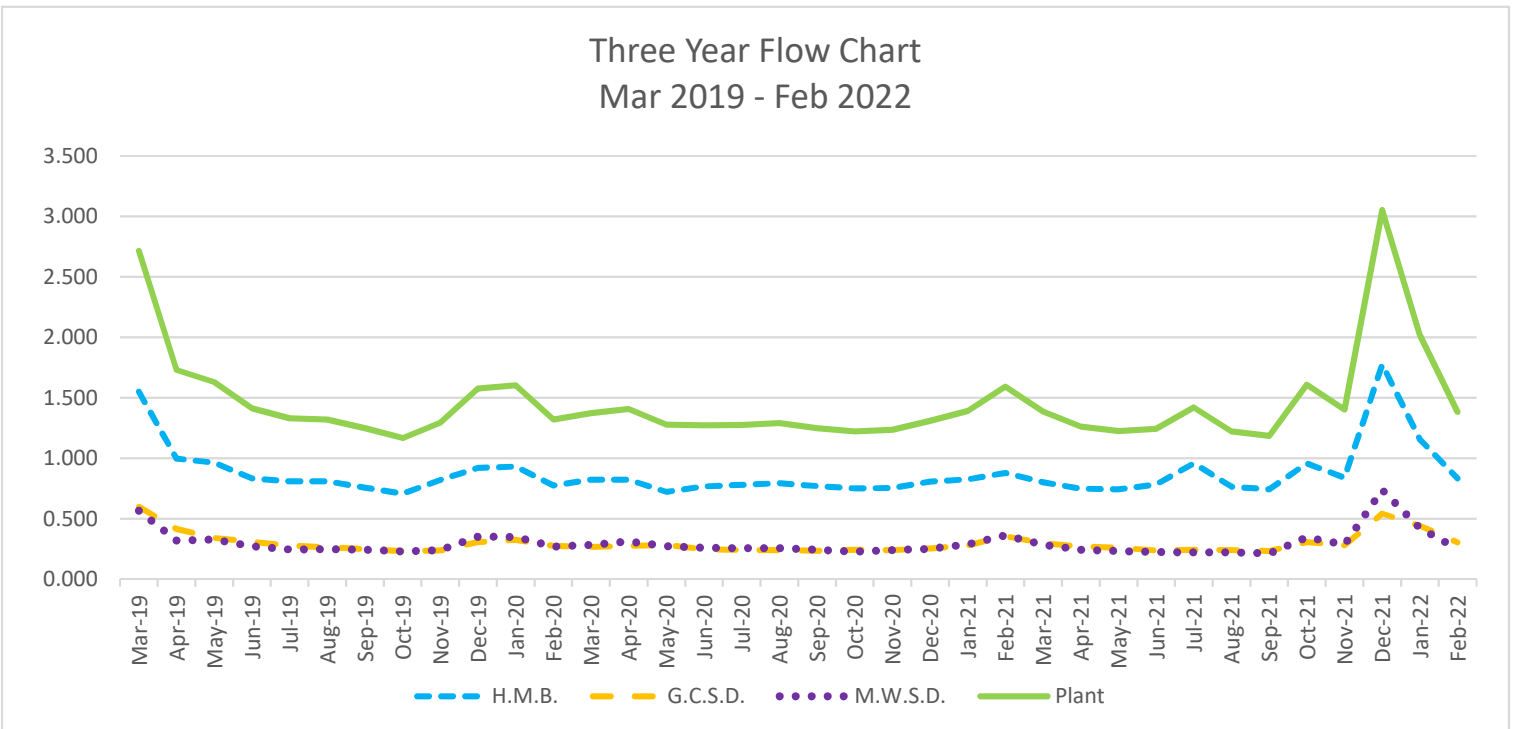


Most recent flow calibration March 2021 PS, March 2021 Plant

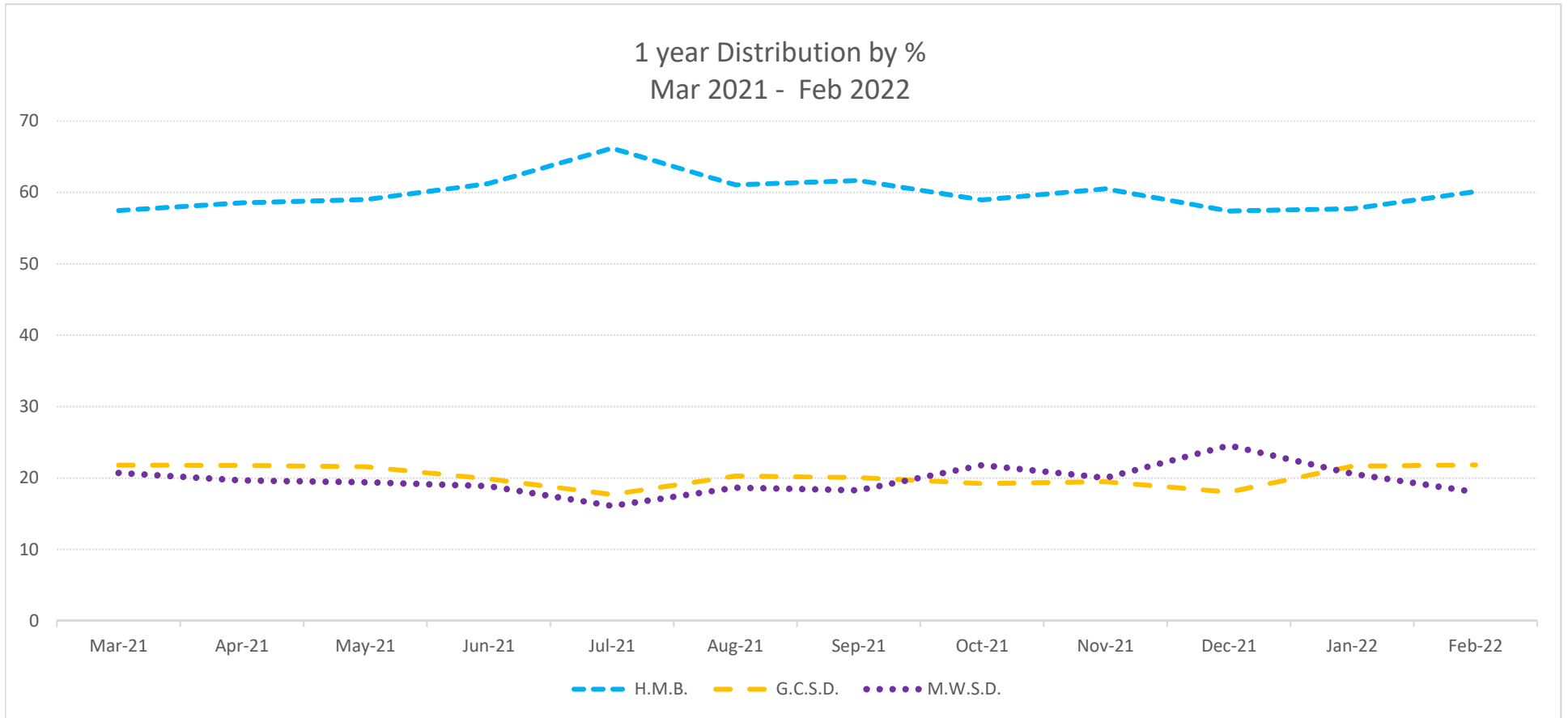
One Year Flow Chgart
Mar 2021 - Feb 2022



Three Year Flow Chart
Mar 2019 - Feb 2022



Flow based percent distribution based for past year



SAM E-001 February 2022

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
2/1/2022						0.00
2/2/2022	91.9%	ND		2.10		0.00
2/3/2022	91.7%	ND		2.20		0.00
2/4/2022						0.00
2/5/2022			ND		2.15	0.00
2/6/2022	95.2%	ND		1.70		0.00
2/7/2022	94.8%	0.1		1.9		0.00
2/8/2022						0.00
2/9/2022						0.00
2/10/2022						0.00
2/11/2022						0.00
2/12/2022			< 0.10		1.80	0.00
2/13/2022						0.00
2/14/2022	96.9%	ND		7.70		0.00
2/15/2022	97.3%	5.5		2.20		0.00
2/16/2022						0.00
2/17/2022						0.00
2/18/2022						0.00
2/19/2022			< 2.75		4.95	0.00
2/20/2022						0.00
2/21/2022						0.00
2/22/2022	94.6%	ND		1.00		0.00
2/23/2022	95.7%	ND		2.60		0.00
2/24/2022						0.00
2/25/2022						0.00
2/26/2022			ND		1.80	0.00
2/27/2022						0.00
2/28/2022						0.00
Count	8	2	2	8	4	28
Minimum	91.7%	0.1	< 0.10	1.00	1.80	0.0
Average	94.7%	2.80	1.43	2.68	2.68	0.0
Maximum	97.3%	5.5	2.8	7.70	4.95	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 February 2022

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN		30 day geo mean		Eff DO mg/l	Eff DO % Saturation
2/1/2022	0.00		6.96	16.7					7.80	80.1
2/2/2022	0.00		6.71	16.7					6.85	70.4
2/3/2022	0.00	22.0	6.87	16.7		ND			7.50	77.0
2/4/2022	0.00		6.90	16.9					7.42	76.3
2/5/2022	0.00		6.91	16.9				ND	7.43	76.7
2/6/2022	0.00		6.89	16.8					7.55	77.8
2/7/2022	0.00	9.2	6.75	17.1		ND			7.52	77.7
2/8/2022	0.00		6.84	17.0					6.92	71.5
2/9/2022	0.00		6.77	17.8					7.12	74.8
2/10/2022	0.00		6.85	18.3					7.79	83.7
2/11/2022	0.00		6.85	18.3					6.84	73.0
2/12/2022	0.00		6.84	18.0				ND	7.20	76.1
2/13/2022	0.00		6.76	17.7					7.07	74.2
2/14/2022	0.00		6.70	17.6					7.36	77.2
2/15/2022	0.00	18.0	6.81	17.3		ND			7.00	72.9
2/16/2022	0.00		6.80	17.1					7.44	77.1
2/17/2022	0.00		6.89	17.2					8.05	83.6
2/18/2022	0.00		6.91	16.8					7.46	77.0
2/19/2022	0.00		6.83	17.0				ND	7.33	75.9
2/20/2022	0.00		6.85	17.0					7.02	72.4
2/21/2022	0.00		6.85	17.1					7.75	80.3
2/22/2022	0.00		6.76	16.6					6.40	65.6
2/23/2022	0.00	13.0	6.90	16.0		10			7.79	79.7
2/24/2022	0.00		6.82	16.2					7.37	74.9
2/25/2022	0.00		6.87	15.6					7.45	74.9
2/26/2022	0.00		6.88	15.6			<	ND	8.25	82.9
2/27/2022	0.00		6.69	16.5					6.79	69.2
2/28/2022	0.00		6.65	16.6					7.49	77.0
Count	28	4	28	28		1		0	28	28
Minimum	0.00	9.2	6.65	15.6	<	10	<	ND	6.40	65.6
Average	0.0	15.6	6.83	17.0	<	10	<	#DIV/0!	7.36	76.1
Maximum	0.00	22.0	6.96	18.3		10	<	0.0	8.25	83.7
Percent Removal										
5 Sample Median								2,800		
High			9							
Low			6							
Daily Max						8,300				
Weekly Max										
Monthly Average										

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2022

February 2022

	Total	<i>Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

12 Month Moving Total

	Total	<i>12 month rolling Number</i>			
		HMB	GCS D	MWSD	SAM
Roots	1	1	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	2	1	0	1	0
Total	5	3	0	2	0
		60%	0%	40%	0%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
February 2022	0	0	0	0	0
12 Month Moving Total	5	3	0	2	0

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
February 2022	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	8.1	0.0	7.4	0.0
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	5.4	0.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

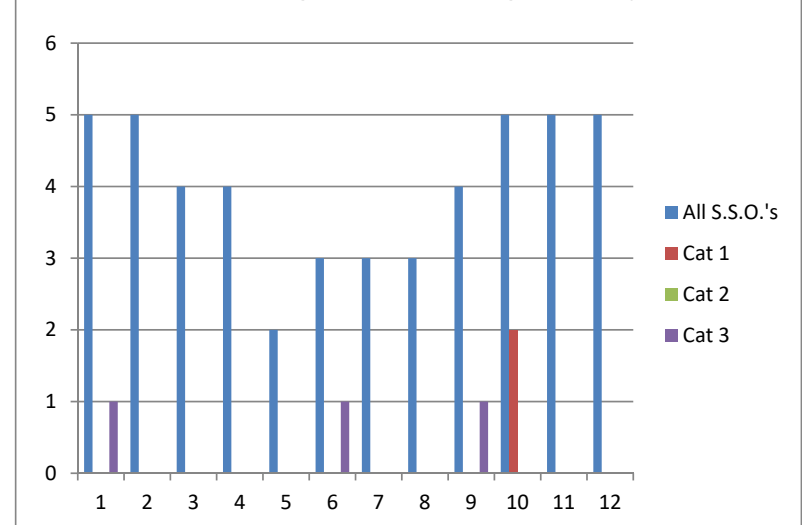
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	6,934	34,975	6.6

Annual ft	119,392	98,420	90,652	308,464	
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Annual Mi.	22.6	18.6	17.2		58.4
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Attachment C

12 Month Moving SSO Totals Through February 2022



TASK SUMMARY- GCSD 2021-2022

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	7,608	5,724	4,139	11,880	10,050	6,845	9,473	7,931					63,650	73%
Hot Spot Cleaning	5,400	1,587	1,762	3,052	3,019	1,906	3,209	275	1,361					16,171	299%
Lift Station Inspection - Daily	52	4	4	5	4	4	5	4	4					34	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-					-	0%
Maint. Work Orders - Completed	-	4	4	5	4	4	5	4	4					34	-
Maint. Work Orders - Incomplete	-		-	-	-	-	-	-	-					-	-
Manhole Inspection	879	44	41	37	69	54	64	59	66					434	49%
USA Markings	372	74	74	46	44	43	29	45	112					467	126%
F.O.G. Inspections Completed	10	-	-	-	19	-	4	4	-					27	270%
F.O.G. Inspections Passed	10	-	-	-	8	-	4	3	-					15	150%
F.O.G. Inspection Failed	-	-	-	-	11	-	-	1	-					12	-
Lateral Inspections	-	-	-	2	1	-	-	-	1					4	-
Customer Service Call - Reg	-	2	-	2	4	2	3	2	4					19	-
Customer Service Call - OT	-	-	1	1	1	1	2	-	1					7	-
SSO Response - Category 1	-	-	-	-	-	-	-	-	-					-	-
SSO Response - Category 2	-	-	-	-	-	-	-	-	-					-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-	-					-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0	0					-	-



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, April 11, 2022

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

Due to the continuing state of emergency declared by the Governor related to preventing the spread of COVID-19, and pursuant to Government Code Section 54953(e), Sewer Authority Mid-Coastside (SAM) will be holding this Board meeting by Zoom Webinar; access to this meeting will be available to the Board and the public by either computer web-link or telephone audio as noted below.

Computer Audio: Please click the link below to join the Zoom webinar:

Join Zoom Meeting

<https://us02web.zoom.us/j/87803667466?pwd=aWZOR2NxeDhVRStTbG5RdXZ0ODhmUT09>

Meeting ID: 878 0366 7466

Passcode: 386900

One tap mobile

+16699006833,,87803667466#,,,,*386900# US (San Jose)

If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at kishen@samcleanswater.org.

1. CALL TO ORDER

A. Roll Call:	Chair:	Deborah Ruddock (HMB)
	Vice-Chair:	Kathryn Slater-Carter (MWSD)
	Secretary/Treasurer:	Matthew Clark (GCSD)
	Director:	Dr. Deborah Penrose (HMB)
	Director:	Ric Lohman (MWSD)
	Director:	Barbara Dye (GCSD)

B. March Employee Anniversaries:

1. George Long, Lead Operator- 34 years
2. George Evans, Finance Officer- 5 years

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on April 11, 2022 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of March 28, 2022 Regular Board Meetings (**Attachment**)
- B. Approve Disbursements for April 11, 2022 (**Attachment**)
- C. Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the period April 14, 2022 through May 13, 2022 due to the continuing state of emergency declared by the Governor related to preventing the spread of COVID-19, and pursuant to Government Code Section 54953(e) (**Attachment**)

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

- A. Report on Wastewater Sampling and Covid (**Attachment**)
- B. Authorize General Manager to Issue a Purchase Order to Rockwell Solutions for the Purchase of Submersible Chopper Pump for Montara Pump Station in the Amount of \$112,484. (**Attachment**)
- C. Authorize General Manager to Issue a Purchase Order to Rockwell Solutions for the Purchase of Chopper Pump for Sludge Mixing Pumps in the Amount of \$71,776 (**Attachment**)
- D. Approve Second Amendment to Employment Agreement with General Manager (**Attachment**)

5. GENERAL MANAGER'S REPORT

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

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

A. 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)

B. CONFERENCE WITH LEGAL COUNSEL –SIGNIFICANT RISK OF LITIGATION (1 CASE) Pursuant to Government Code Section 54956.9 (d) (2)

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957- Title: General Manager

D. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6

Unrepresented Employee – General Manager

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: April 25, 2022 and May 9, 2022

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. The Board Chair will call forward those wishing to speak on a matter listed on the Agenda 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 Authority's office.

Board meetings are accessible to people with disabilities. Upon request, the Authority will make this agenda available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, the Authority will provide special assistance for participation in this meeting. Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the Authority at (650) 726-0124.

ITEM #8



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, March 17, 2022

THIS MEETING WAS HELD VIA TELE-CONFERENCE AS PERMITTED BY STATE EXECUTIVE ORDER N-08-21.

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 7:03 pm.

ROLL CALL

President Barbara Dye, Vice President Nancy Marsh, Director Matthew Clark, Director David Seaton and Director Eric Suchomel.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito, and Associate District Counsel Antoinette Ranit.

GENERAL PUBLIC PARTICIPATION

None.

SPECIAL MEETING AGENDA

- 1. Approve a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency Issued on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Granada Community Services District for a Period of 30 Days Pursuant to the Brown Act.**

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

ADJOURN TO CLOSED SESSION

- 2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.**
District's Negotiator: Chuck Duffy
Negotiating parties: Laura Silvestri Trust and Granada Community Services District
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- 3. Conference with Legal Counsel – Existing Litigation (Government 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) – Santa Clara County Superior Court Case No. 17CV316927.

RECONVENE TO OPEN SESSION

ADJOURN SPECIAL MEETING

There was no reportable action taken in Closed Session.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:31 pm.

ROLL CALL

President Dye asked Vice President Marsh to serve as President due to an illness that made it difficult for her to speak.

GENERAL PUBLIC PARTICIPATION

None.

REGULAR MEETING AGENDA

1. Update on Architectural Design Proposals for the Proposed Community Center and District Office.

Director Marsh provided an update on the status of the RFQ, indicating that three of four firms responded. The Committee reviewed the responses, and determined that two of the responding firms have extensive experience with community centers, and will make a recommendation at the April meeting.

2. Parks and Recreation Report.

a. Parks and Recreation Committee (PAC) Report.

Director Marsh reported on the PAC meeting.

b. Burnham Park.

Director Dye reported that the meetings with Kikuchi & Kankel have been ongoing to address the environmental requirements needed to forward the park application to the County. After a discussion regarding the proposed music event on the Burnham property, it was a consensus of the Board to postpone planning the event due to concerns regarding the work and costs involved, and PAC member Dragony was thanked for her efforts and time spent to investigate its possibility.

c. Community Center.

d. General.

Director Dye reviewed a report on the Jr. Lands Stewards program funded by the District, which provided an enriching opportunity for El Granada Elementary 4th graders to learn about nature and the importance of natural habitats.

Public member Candice D'Acquisto commented on the importance of providing recreational outlets to preschool-aged children, and invited the Board to visit the preschool.

3. Consideration of Fiscal Year 2022/23/24 Sewer Main Replacement Capital Improvement Project.

The General Manager advised the Board that the project design was underway on Phase 2 of the District's 6-year Capital Improvement Project to replace the District's aging collection system, and SAM's Collections Supervisor Tony Young was thanked for collaborating with the District Engineer to help determine the priorities.

4. Report on Status of District Newsletter and Website Upgrade.

Director Marsh updated the Board on the contents and status of the newsletter being prepared for mailing.

5. Report on Sewer Authority Mid-Coastside Meetings.

The Board held a discussion on various issues at SAM, while Director Dye reported that a \$3.1 million dollar CIP budget for FY 2022/23 was approved by the SAM board for circulation to the member agencies. Director Dye is pushing for an accounting of money spent on past SAM projects, and Director Clark reported that he is pushing for a maintenance plan for all SAM equipment due to the bus duct plant power failure a few years ago. He also reported on the First Flush program results and status of the FOG investigations.

CONSENT AGENDA

6. February 17, 2022 Special and Regular Meeting Minutes.

7. March 2022 Warrants.

8. January 2022 Financial Statements.

9. Assessment District Distribution #8-21/22.

ACTION: Director Clark moved to approve the Consent Agenda. (Clark/Dye).
Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

11. Attorney's Report. (Parkin)

12. General Manager's Report. (Duffy)

13. Administrative Staff Report. (Comito)

14. Engineer's Report. (Kennedy Jenks)

15. Future Agenda Items.

The Regular Meeting was adjourned at 9:08 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: April 21, 2022



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING

Thursday, March 31, 2022

THIS MEETING WAS HELD VIA TELE-CONFERENCE AS PERMITTED BY STATE EXECUTIVE ORDER N-08-21.

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 6:30 pm.

ROLL CALL

President Barbara Dye, Vice President Nancy Marsh, Director Matthew Clark, Director David Seaton and Director Eric Suchomel.

Staff: General Manager Chuck Duffy and District Counsel Bill Parkin.

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

1. Conference with Legal Counsel – Existing Litigation (Government 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) – Santa Clara County Superior Court Case No. 17CV316927.

RECONVENE TO OPEN SESSION

The Board authorized defending the appeal filed by the City of Half Moon Bay in *Half Moon Bay v. Granada Community Services District, et al.* (Santa Clara Superior Court Case No. 17CV316927) by a vote of 5-0.

ADJOURN SPECIAL MEETING

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: April 21, 2022

ITEM #9

Granada Community Services District
April 2022 Warrants
For the April 21, 2022 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
03/18/22	9171	AT&T	03/05/22-04/04/22 Svcs	6170 · Utilities	99.38
03/18/22	9172	BKF Engineers	01/24/22-02/20/22 Prof. Svcs	5130 · Parks & Rec Professional Svcs	11,063.40
03/18/22	9173	Hue & Cry, Inc.	Qrtly Ofc Alarm 04/01/22-06/30/22	6170 · Utilities	89.25
03/21/22	9174	Pacific Fire Safe	Office Maint. Inv dtd 01/05/22	6130 · Office Maintenance & Repairs	63.19
04/21/22	9175	AT&T	Inv dtd 04/05/22	6170 · Utilities	99.23
04/21/22	9176	Barbara Dye	02/17/22 GCSD, 03/14/22 & 03/28/22 SAM	6040 · Directors' Compensation	235.00
04/21/22	9177	CliftonLarsonAllen LLP	Mar 2022 Accounting Svcs	6152 · Accounting	2,500.00
04/21/22	9178	Comcast	04/13/22-05/12/22 Svcs	6170 · Utilities	202.35
04/21/22	9179	David Seaton	03/17/22 GCSD	6040 · Directors' Compensation	145.00
04/21/22	9180	Dudek	02/26/22-03/25/22 Prof. Svcs	6151 · General Manager	9,757.50
04/21/22	9181	Environmental Clearinghouse LLC	Annual Subscription Renewal	6100 · Memberships	631.00
04/21/22	9182	Eric Suchomel	03/17/22 GCSD	6040 · Directors' Compensation	145.00
04/21/22	9183	Hue & Cry, Inc.	Apr 2022 Pump Stn Alarm	6170 · Utilities	32.65
04/21/22	9184	Kennedy Jenks	Mar 2022 Svcs, Sum 178	6070 · Engineering Services	28,224.20
04/21/22	9185	Kikuchi & Kankel Design Group	Prof Svcs thru 03/31/22	5130 · Parks & Rec Professional Svcs	6,405.00
04/21/22	9186	Matthew Clark	03/17/22 GCSD, 03/14/22 & 03/28/22 SAM	6040 · Directors' Compensation	235.00
04/21/22	9187	Nancy Marsh	03/17/22 GCSD	6040 · Directors' Compensation	145.00
04/21/22	9188	Pacifica Community TV	03/17/22 GCSD	6180 · Video Taping	300.00
04/21/22	9189	PG&E	Office Inv dtd 03/24/22	6170 · Utilities	67.61
04/21/22	9190	PG&E	Pump Stn Inv dtd 03/17/22	6170 · Utilities	380.80
04/21/22	9191	Rodolfo Romero	04/07/22 & 04/21/22 Ofc Cleaning	6130 · Office Maintenance & Repairs	180.00
04/21/22	9192	San Mateo County Harbor District	May 2022 Office Lease	6120 · Office Lease	4,550.00
04/21/22	9193	Sewer Authority Mid-Coastside	Mar 2022 & Apr 2022 Asmts	5010 · SAM - General	189,919.01
04/21/22	9194	Tri Counties Bank	Mar 2022 Card Charges	6140 · Office Supplies	837.62
04/21/22	9195	US Bank Equipment Finance	Apr 2022 Svcs	6020 · Copier lease	357.78
04/21/22	9196	Verizon Wireless	Mar 2022 Svcs	6170 · Utilities	134.20
04/21/22	9197	Wittwer & Parkin	Mar 2022 Svcs	6090 · Legal Services	5,015.30
TOTAL					261,814.47

**Granada Community Services District
April 2022 Warrants
For the April 21, 2022 Board of Director's Meeting**

ITEM #10

Granada Community Services District
Statement of Net Position (Unaudited)
As of February 28, 2022

ASSETS

Current Assets	
Checking/Savings	
1020 · Petty Cash	\$ 420
1030 · Cash - LAIF	2,759,325
1040 · Tri Counties Bank - Gen Op	97,489
1050 · Tri Counties Bank - Deposit	17,345
Total Checking/Savings	2,874,579
Other Current Assets	
1100 · Accounts Receivable	4,572
1500 · Due from AD	19,317
Total Other Current Assets	23,889
Total Current Assets	2,898,468
Fixed Assets	
1600 · Land	2,862,979
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	(7,008,196)
Total Fixed Assets	7,104,892
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	166,477
1735 · Advance to AD- Assesmnt Revenue	84,834
1750 · Investment in SAM	4,709,323
1760 · Deferred Outflows of Resources	102,010
Total Other Assets	5,427,534
Total Assets	15,430,893

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	30,135
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	3,871
2225 · Recology-Del Garbage	26,110
2300 · Due to AD	6,252
2310 · Relief Refund Advance	350
Total Current Liabilities	92,021
Long Term Liabilities	
2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	21,144
Total Long Term Liabilities	198,639
Total Liabilities	290,660

NET POSITION

3000 · Net Assets	5,871,678
3005 · Contributed Capital	9,595,349
Net Income	(326,794)
Total Net Position	\$ 15,140,233

No assurance is provided on these financial statements.

Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2021 through February 28, 2022

	Jul 1, 2021 - February 28, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 458,772	\$ 566,664	\$ (107,892)	\$ 850,000
4020 · Sewer Service Charges-SMC	1,107,848	1,206,664	(98,816)	1,810,000
4021 · Sewer Svc Charges Pro-rated	3,421	-	3,421	-
4030 · AD OH Reimbursement	23,837	21,333	2,504	32,000
4040 · Recology Franchise Fee	23,572	22,000	1,572	33,000
Total Operating Revenue	1,617,450	1,816,661	(199,211)	2,725,000
Non Operating Revenue				
4120 · Interest on Reserves	2,900	12,000	(9,100)	18,000
4130 · Connection Fees	50,528	18,667	31,861	28,000
4150 · Repayment of Adv to AD-NCA	-	130,200	(130,200)	195,300
4155 · Repayment of Adv to AD-ARF	-	76,467	(76,467)	114,700
4160 · SAM Refund from Prior Yr	-	667	(667)	1,000
4170 · ERAF Refund	501,008	166,667	334,341	250,000
4180 · Misc Income	35,949	3,333	32,616	5,000
Total Non Operating Revenue	590,385	408,001	182,384	612,000
Total Revenues	2,207,835	2,224,662	(16,827)	3,337,000
Gross Profit	2,207,835	2,224,662	(16,827)	3,337,000
Expenses				
Operations				
5010 · SAM - General	669,783	653,981	(15,802)	980,971
5020 · SAM - Collections	163,074	163,075	1	244,612
5021 · Lift Station Maint.	3,952	-	(3,952)	-
5050 · Mainline System Repairs	-	6,667	6,667	10,000
5060 · Lateral Repairs	6,280	16,667	10,387	25,000
5065 · CCTV	-	10,000	10,000	15,000
5070 · Pet Waste Station	-	800	800	1,200
5110 · RCD - Parks	-	20,000	20,000	30,000
5120 · Half Moon Bay Reimb - Parks	9,030	259,333	250,303	389,000
5130 · Parks & Rec Professional Services	45,953	200,000	154,047	300,000
Total Operations	898,072	1,330,523	432,451	1,995,783

No assurance is provided on these financial statements.

Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2021 through February 28, 2022

	Jul 1, 2021 - February 28, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 9,756	\$ 10,667	\$ 911	\$ 16,000
6020 · Copier lease	3,807	4,000	193	6,000
6040 · Directors' Compensation	7,820	7,333	(487)	11,000
6050 · Education & Travel Reimb	28	1,333	1,305	2,000
6060 · Employee Compensation	223,968	210,000	(13,968)	315,000
6070 · Engineering Services	67,927	13,333	(54,594)	20,000
6080 · Insurance	1,851	23,333	21,482	35,000
6090 · Legal Services	19,552	26,667	7,115	40,000
6095 · Legal Services for Case Related Legal	73,961	60,000	(13,961)	90,000
6100 · Memberships	8,062	6,000	(2,062)	9,000
6110 · Newsletter	-	4,667	4,667	7,000
6120 · Office Lease	36,150	40,000	3,850	60,000
6130 · Office Maintenance & Repairs	1,050	2,000	950	3,000
6135 · Other Property Maint.	300	-	(300)	-
6140 · Office Supplies	2,732	2,000	(732)	3,000
6150 · Professional Services	106,127	78,000	(28,127)	117,000
6160 · Publications & Notices	6,782	1,333	(5,449)	2,000
6170 · Utilities	7,681	8,000	319	12,000
6180 · Video Taping	3,300	2,667	(633)	4,000
6190 · Computers	2,751	1,667	(1,084)	2,500
6220 · Miscellaneous	9,178	10,000	822	15,000
6230 · Bank Service Charges	338	-	(338)	-
6310 · Park Related Misc Expenses	10,389	-	(10,389)	-
Total Administration	603,510	513,000	(90,510)	769,500
Capital Projects				
1213-1 · Naples Bch PS & FM Real.	783	-	(783)	-
1617-1 · Medio Creek Xing Crossing	431,346	266,667	(164,679)	400,000
7100 · SAM - Infrastructure	338,704	338,704	-	508,056
7500 · Projects - Parks	-	86,667	86,667	130,000
Total Capital Projects	1,033,047	885,371	(147,676)	1,328,056
Total Expenses	2,534,629	2,728,894	194,265	4,093,339
Net Income/(Loss)	\$ (326,794)	\$ (504,232)	\$ 177,438	\$ (756,339)

No assurance is provided on these financial statements.

ITEM #11

DISTRIBUTION REQUEST NO.: #9-21/22
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,425.85

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
April 21, 2022

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #9-21/22

DATE: April 21, 2022

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 2,425.85

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
dta/Asmt Engineering	5000 Birch St. #3000, Newport Beach, CA 9	Feb Admin. Svcs	\$ 258.85
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim-Apr 2022	\$ 2,167.00
TOTAL:			\$ 2,425.85

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: March 12, 2021 to April 15, 2022

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: April 21, 2022

REQUEST FOR PUBLIC RECORDS – There were two requests received this period:

Date Received	Requestor	Requested Records	Response	Date Provided
04/02/22	Gregg Dieguez	Sewer Asset Inventory	Provided Fixed Asset List	04/06/22
04/04/22	Transparent CA	2021 Employee Comp	Provided comp report	04/05/22

APPLICATIONS RECEIVED – There was one application received this period:

Date	Class	Owner or Agent	APN	Address	Parcel Sq. Ft.	Zone
07/02/21	2D	SMC Harbor Dist	047-263-010	RV Park, Cabrillo Hwy	180,524	-
07/06/21	ADU	Semprevivo	048-033-290	245 Medio Ave, EG	10,000	R-1/B-1
07/26/21	1A	Silva	047-173-150	San Pedro Ave, EG	9,545	R-1/S-17
08/09/21	1A	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
08/30/21	1A	515 Hermosa LLC	048-063-420	515 Hermosa Way, Miramar	9,600	R-1/S-94
09/02/21	1A	Moules	047-208-100	Ave Portola, EG	3,056	R-3/S-3
09/20/21	ADU	Freestone	047-056-290	936 San Carlos, EG	6,101	R-1/S-17
09/27/21	ADU	Loubal	037-333-140	105 Harbour, EG	4,212	R-1/S-17
10/21/21	2M	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
10/25/21	2D	Point Pillar Prop.	047-081-430	100 Capistrano Road, EG	41,350	CCR/DR
11/12/21	ADU	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S-17
12/03/21	1A	Cohn	047-127-520	231 The Alameda	6,000	R-3/S-3
01/11/22	ADU	Hernandez	047-126-210	219 Palma St, EG	6,000	R-1/S-17
01/18/22	1A	Freitas	047-208-120	157 Ave Portola, EG	2,763	R-3/S-3
02/02/22	1A	Walley Timothy	047-043-030	130 Presidio, EG	6,000	R-1/S-17
02/22/22	1A	Ralston	047-217-110	338 Ave Del Oro, EG	6,000	R-1/S-17
03/28/22	2A	Big Wave	047-311-060	386 Airport St., Princeton	15,017	

Note: Shaded information was previously reported.

PERMITS ISSUED – There were three sewer permits issued this period:

Permit #	Class	Date	Owner or Agent	APN	Address	Parcel Sq. Ft.	Zone
3216	ADU	07/09/21	Semprevivo	048-033-290	245 Medio Ave, HMB	10,000	R-1/B-1
3217	1A	07/13/21	Zheng	047-151-120	639 El Granada Blvd, EG	5,230	R-1/S-17
3218	1A	07/16/21	Sanchez-Contreras	047-244-240	519 Isabella Ave, EG	5,000	R-1/S-17
3219	1A	08/02/21	O'Connor	047-103-010	538 Valencia Ave, EG	6,250	R-1/S-17
3220	1A	10/08/21	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
3221	2M	01/04/22	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
3222	ADU	01/27/22	Loubal Dennis	037-333-140	105 Harbour Drive, EG	4,212	R-1/S-17
3223	1A	01/28/22	Moules Robert	047-208-100	580 The Alameda, EG	3,056	R-3/S-3
3224	1A	02/10/22	Walley Timothy	047-043-030	380 Presidio, EG	6,250	R-1/S-17
3225	1A	03/18/22	Freitas	047-208-120	157 Ave Portola, EG	2,763	R-3/S-3
3226	ADU	3/18/22	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S-17
3228	ADU	3/21/22	Hernandez	047-126-210	219 Palma St, EG	6,005	R-1/S-17

Note: Shaded information was previously reported.

SEWER HOOK-UPS - There were no sewer hook-ups this period.

#	Date	Class	Permit #	Issued	Owner	APN	Address
1	07/02/21	1A	3201	03/10/20	Kroll	047-092-260	100 Vallejo St, EG
2	07/07/21	1A	3202	06/12/20	Randle	047-153-240	600 El Granada Blvd, EG
3	08/17/21	1A	3210	01/27/21	Steadman*	047-212-150	463 The Alameda, EG
4	08/23/21	1A	3209	01/21/21	Steadman*	047-282-160	900 The Alameda, EG
5	09/20/21	ADU	Attached	N/A	Freestone	047-056-290	936 San Carlos, EG
6	09/21/21	1A	3180	09/14/18	Reavill	047-055-120	438 Sevilla Ave, EG
7	10/05/21	1A	3217	07/14/21	Zheng	047-151-120	639 El Granada Blvd, EG
8	10/14/21	1A	3211	01/27/21	Steadman*	047-282-150	226 Ave Cabrillo, EG
9	02/02/22	1A	3219	08/22/21	O'Connor	047-103-010	538 Valencia, EG

*Change in ownership to 375 La Prenda LLC

Note: Shaded information was previously reported.

REPAIRS - There were no lateral repairs this period.

Date	Type	Problem	Location or Address	Cause	Cost
12/01/2	Lat Replacement	Back-up	930 Ave Balboa, EG	Offset & Roots	6,280.00

ITEM #16

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #17

