



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, March 15, 2018

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

ROLL CALL Directors: President: Leonard Woren
Vice-President: Barbara Dye
Director: Jim Blanchard
Director: Matthew Clark
Director: David Seaton

Staff: General Manager: Chuck Duffy
Legal Counsel: Jonathan Wittwer
Assistant Manager: Delia Comito

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

- 1. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)). Administrative Liability Complaint R2-2017-1024 issued by the San Francisco Regional Water Quality Control Board against Sewer Authority Mid-Coastside.**
- 2. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)). San Francisco Regional Water Quality Control Board enforcement action against Granada Community Services District.**
- 3. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.

RECONVENE TO OPEN SESSION

Report final Board action, if any, from Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

Page No.

- | | |
|---|----|
| 1. Consideration of Class 2A Sewer Permit Application for APN 047-261-030, Obispo Road, Owner: Coastside Fire Protection District, and Associated CEQA Notice of Determination. Recommendation: To be made by the Board. | 5 |
| 2. Consideration of Sewer Authority Mid-Coastside Report. Recommendation: To be made by the Board. | 15 |

CONSENT AGENDA

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|---|----|
| 3. Approval of February 15, 2018 Meeting Minutes. | 33 |
| 4. Approval of March 1, 2018 Meeting Minutes. | 39 |
| 5. Approval of March 2018 Warrants for \$260,672.14. | 43 |
| 6. Approval of January 2018 Financial Statements. | 47 |
| 7. Approval of Assessment District Distribution #8-17/18. | 53 |

COMMITTEE REPORTS

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| 8. Report on seminars, conferences, or committee meetings. | 57 |
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INFORMATION CALENDAR

- | | |
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| 9. Attorney's Report. (Wittwer) | 59 |
| 10. General Manager's Report. (Duffy) | 61 |
| 11. Administrative Staff Report. (Comito) | 63 |
| 12. Engineer's Report. (Kennedy Jenks) | 67 |
| 13. Future Agenda Items. | |

ADJOURN REGULAR MEETING

At the conclusion of the March 1, 2018 Meeting:

Last Ordinance adopted: No. 171

Last Resolution adopted: No. 2018-001

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

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

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: Class 2A Sewer Permit Application for 047-261-030, Obispo Road
Coastside Fire Protection District
Date: March 15, 2018

The Coastside Fire Protection District (CFPD) has applied to the District for its Fire Station No. 41 Project (Project) to connect to the public wastewater system. At the February 15, 2018 meeting, the Board approved a Sewer Permit Variance, and a Rural Zone Connection Determination for the project.

The District Engineer has reviewed the project plans and determined that the proposed sewer facilities meet District Specifications. Based on the past three years of water usage, the project shall be permitted for one equivalent residential unit (ERU) of sewer capacity. The permit fees will be as follows:

| | |
|---------------------------|-----------------|
| Connection Fee | \$ 4,700.00 |
| Contingent Assessment | 8,371.36 |
| Non-contingent Assessment | <u>8,620.21</u> |
| Total cost per ERU | \$ 21,691.57 |

Approval of the Class 2A sewer permit for this project is not within the authority of the Assistant General Manager, and must be authorized only upon action taken at a board meeting of the District Board. If approved by the Board, the applicant must provide a San Mateo County Building Department Pick-up Notice and pay the fees above, before staff will issue the permit.

The documents provided for this item include a Notice of Determination prepared by Counsel, the Class 2A Application Form filed by CFPD, the project plans, and a sewer mainline map.



GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors
Leonard Woren, President
Barbara Dye, Vice President
Jim Blanchard, Director
Matthew Clark, Director
David Seaton, Director

Notice of Determination

To: County Clerk
County of San Mateo
555 County Center, 1st Floor
Redwood City, CA 94063

Responsible Agency:
Granada Community Services Dist.
504 Avenue Alhambra, Third Floor
El Granada, CA 94018
Contact: Delia Comito, Assistant General Manager
Phone: (650) 726-7093

Lead Agency:
Coastside Fire Protection District
1191 Main Street
Half Moon Bay, CA 94019
Contact: Paul Cole, Assistant Chief
Phone: (650) 726-5213

SUBJECT: Filing of Notice of Determination in compliance with Section 21152 of the Public Resources Code.

State Clearinghouse N°: 2015062089

Project Title: Fire Station 41 (El Granada) Replacement Project (“Project”)

Project Applicant: Coastside Fire Protection District

Project Location: Avenue Alhambra, Coronado Street, Obispo Road, San Mateo County

Project Description:

Replacement of existing fire station with new 12,425-square-foot, single-story fire station and accessory structures on the Burnham Strip in El Granada. Minor subdivision to create two lots from existing 2.7-acre parcel.

This is to advise that the Granada Community Services District (“GCSD”), as a Responsible Agency as defined by CEQA, has approved the Sewer Connection Permit for the above-described Project on 03/15/2018 (which approval included prerequisite Variance Approval and Rural Zone Connection Determination on 2/15/2018). GCSD has made the following determinations and findings of fact regarding the above-described Project:

1. The Coastside Fire Protection District, as Lead Agency for its Fire Station 41 Project, determined the Project would have a significant effect on the environment.
2. The Coastside Fire Protection District prepared and circulated an Initial Study, Draft Environmental Impact Report, Final Environmental Impact Report, Mitigation Monitoring and Reporting Program, and related documents in accordance with the

California Environmental Quality Act (CEQA) (Public Resources Code §§ 21000 et seq.), CEQA Guidelines (14 Cal. Code Regs. §§ 15000 et seq.), and any other applicable requirements, in relation to the Project.

3. Mitigation measures were made a condition of approval of the Project.
4. The Coastside Fire Protection District made Findings under CEQA.
5. A statement of overriding considerations was not adopted for the Project.
6. GCSD, on the basis, and after consideration and review, of the relevant record before it (including any relevant portions of the Initial Study, the Draft Environmental Impact Report, the Final Environmental Impact Report, Mitigation Monitoring and Reporting Program, the CEQA Findings, and all related documents), and based on the analysis and evidence detailed therein, prior to acting upon each and every approval made, or to be made, by GCSD regarding CFPD's connection of CFPD's proposed Fire Station No. 41 to GCSD's Public Wastewater System, finds that the approval of the above-described Sewer Connection Permit for provision of wastewater services to the Project, and implementation thereof, will result in less than significant impacts on the environment, and that no changes or additional mitigation is required pursuant to CEQA for such approval or the connection of the Project to GCSD's Public Wastewater System.

This is to certify that the final EIR with comments and responses and record of Project approval is available to the General Public at 504 Avenue Alhambra, Third Floor, El Granada, CA 94018.

Signature: _____
Delia Comito

Title: Assistant General Manager

Date: _____

SEWER PERMIT APPLICATION

Parcel Assessor's Parcel Number(s): 047-261-030 Lot(s): _____ Block: TRACT NO. 4

Data: Address/Location: Obispo Road, El Granada, CA 94018

Owner: Name(s) Coastside Fire Protection District Phone: (650) 726-5213 Fax #: (650) 726-0322
Address: 1191 Main St., Half Moon Bay, CA 94019 Cell #: _____

Agent: Name(s) _____ Phone: _____ Fax #: _____
Address: _____ Cell #: _____

ENGINEER
Contractor: Name(s) Phung Kiet - BKF Engineers Phone: (408) 467-9173 Fax #: (408) 487-9199
Address: 1730 N. First St, Ste 600, San Jose, CA 95112 Cell #: _____

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: Fire station

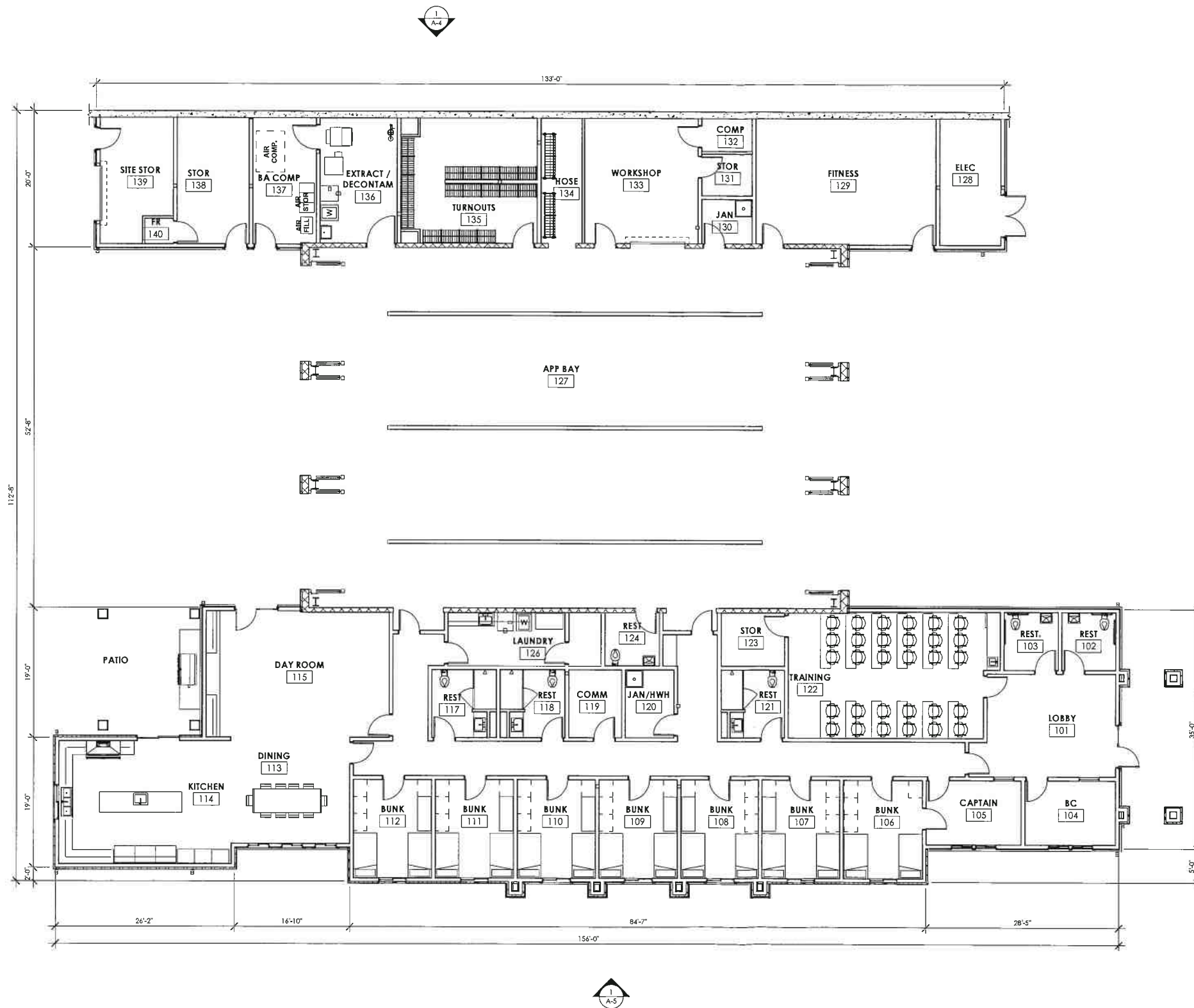
General Information: (Complete applicable sections)
Parcel Sq. Ft.: 103,518 Structure(s) Sq. Ft.: 12,425 Garage Sq. Ft.: N/A
No. of Bedrooms: _____ No. of Baths: 6 No. of Offices: 2
No. of Living Units: _____ If Mixed Use, what is Living Unit Sq. Ft?: _____
No. of Trees to be Removed: 10 Is tree removal for lateral placement? No
Additional Comments: No known easements or water wells on parcel.

- 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: Phung Kiet Date: 9/21/2017

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

| | | |
|---|--|--|
| <input checked="" type="checkbox"/> Planning Approval Letter | <input type="checkbox"/> Pick up Notice | <input checked="" type="checkbox"/> Plans/Elevations |
| <input checked="" 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 type="checkbox"/> Is there a ML to serve? | <input type="checkbox"/> |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Is App. Complete? | RECEIVED BY: _____ |
| <input type="checkbox"/> No. of Connections | <input checked="" type="checkbox"/> No. of NCA's on parcel | DATE: _____ |



| ROOM AREA SCHEDULE | | |
|--------------------|------------|-------|
| ROOM NAME | GROSS AREA | CLASS |
| LOBBY | 326 SF | B |
| REST | 74 SF | B |
| REST | 73 SF | B |
| BC | 138 SF | B |
| CAPTAIN | 143 SF | B |
| BUNK | 182 SF | R-3 |
| BUNK | 180 SF | R-3 |
| BUNK | 180 SF | R-3 |
| BUNK | 180 SF | R-3 |
| BUNK | 180 SF | R-3 |
| BUNK | 180 SF | R-3 |
| BUNK | 180 SF | R-3 |
| BUNK | 180 SF | R-3 |
| BUNK | 180 SF | R-3 |
| DINING | 284 SF | R-3 |
| KITCHEN | 494 SF | R-3 |
| DAY ROOM | 536 SF | R-3 |
| HALL | 703 SF | R-3 |
| REST | 95 SF | R-3 |
| REST | 95 SF | R-3 |
| COMM | 84 SF | R-3 |
| JAN/HWH | 77 SF | R-3 |
| REST | 96 SF | R-3 |
| TRAINING | 596 SF | B |
| STOR | 80 SF | R-3 |
| REST | 68 SF | S-2 |
| STOR | 41 SF | R-3 |
| LAUNDRY | 146 SF | R-3 |
| APP BAY | 4491 SF | S-2 |
| ELEC | 182 SF | S-2 |
| FITNESS | 532 SF | S-2 |
| JAN | 53 SF | S-2 |
| STOR | 50 SF | R-3 |
| COMP | 39 SF | S-2 |
| WORKSHOP | 333 SF | S-2 |
| HOSE | 121 SF | S-2 |
| TURNOUTS | 376 SF | S-2 |
| EXTRACT / DECONTAM | 226 SF | S-2 |
| BA COMP | 187 SF | S-2 |
| STOR | 211 SF | S-2 |
| SITE STOR | 196 SF | S-2 |
| FR | 17 SF | S-2 |
| TOTAL GROSS AREA | 12425 SF | |

JKA *Architecture*
 6355 DEL CERRO BOULEVARD | SAN DIEGO, CA 92120 | 619.686.9177
 www.jkafkarchitecture.com

Project:
 COASTSIDE FIRE PROTECTION DISTRICT
 FIRE STATION #41
 OBISPO ROAD
 EL GRANADA, CA 94018



Description: PLANNING SUBMITTAL
 Date: 08/16/16

Project Number: 150202
 Approved By: Approver
 Checked By: Checker
 Drawn By: Author

Sheet Title:
FLOOR PLAN - PLANNING

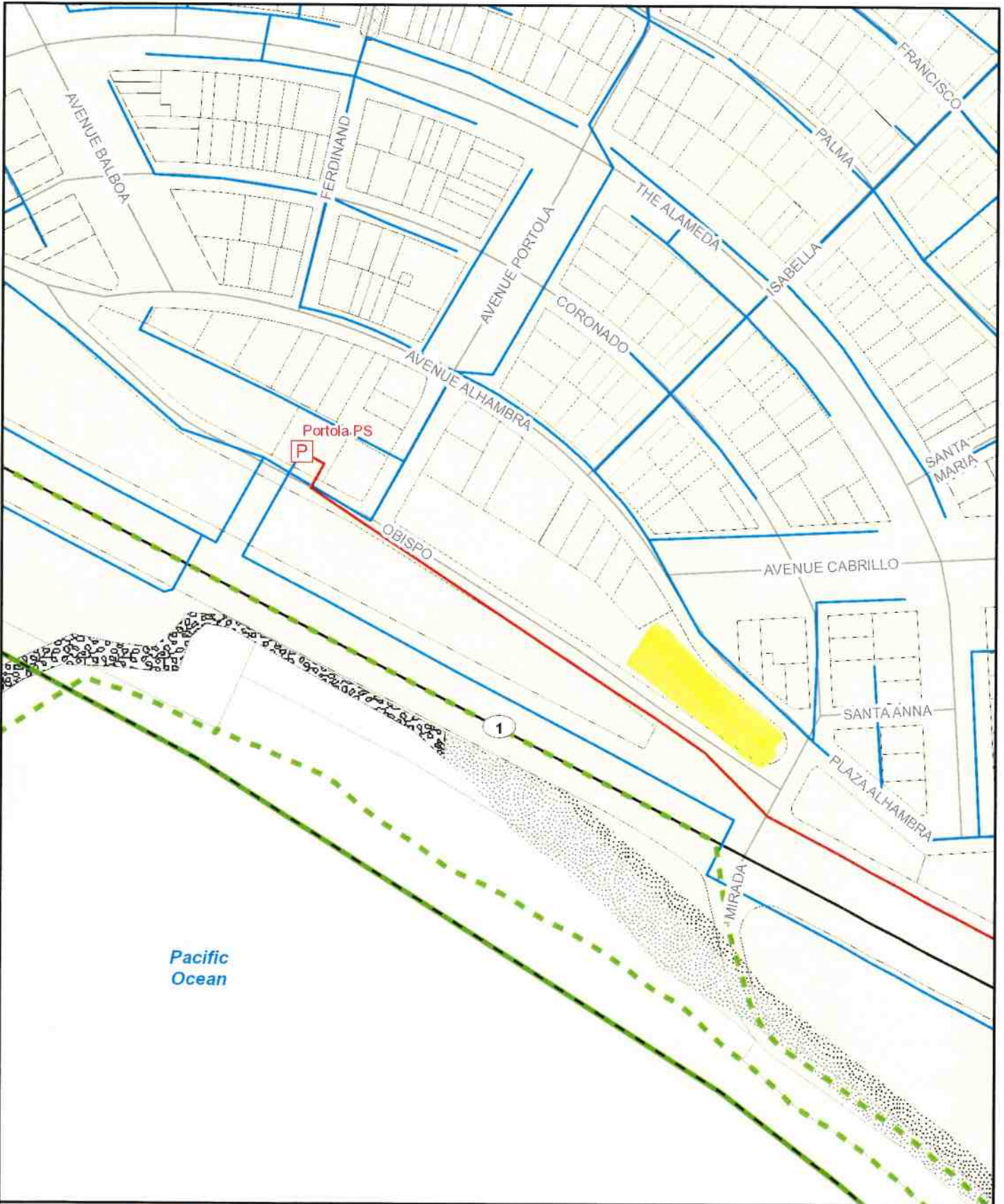
Sheet: 9 OF 16
 Sheet Number:

A-2

Coastside Fire Protection District

El Granada Fire Station Water Use

| <u>Year</u> | <u>CCF Used</u> | <u>Avg. GPD</u> | Avg. ERU's Based on <u>221 GPD</u> |
|----------------|-----------------|-----------------|---|
| 2016 | 116 | 238 | 1.1 |
| 2017 | 96 | 197 | 0.9 |
| 2018 | 109 | 223 | 1.0 |
| 3 year Average | 107 | 219 | 1.0 |



| | | |
|---|---|--|
|  |  Gravity Main |  Manhole |
| |  Force Lateral |  Cleanout |
| |  Force Main |  Blowoff |
| |  Force Main - SAM | |
| |  District Boundary | |
|  Urban-Rural Boundary | | |
|  City of Half Moon Bay | | |

N

1:3,497

1 in = 291 ft



03/9/2018

047-261-030

CFPD
Obispo Road
 Figure 1

ITEM #2



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, March 12, 2018

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

1. CALL TO ORDER

A. Roll Call

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:
(San Francisco Bay Regional Water Quality Control Board v. Sewer Authority Mid-Coastside, Complaint R2-2017-1024)

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

5. PUBLIC COMMENT / ORAL COMMUNICATION

6. CONSENT AGENDA (*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 January 22 and February 26, 2018, Regular Board Meetings
(Attachment)

B. Approve Disbursements for March 12, 2018 **(Attachment)**

7. **REGULAR BUSINESS** *(The Board will discuss, seek public input, and possibly take action on the following items.)*
 - A. Discuss General Budget for Fiscal Year 2018/19 and Provide Feedback (**Attachment**)
 - B. Discuss Providing Contract Collection Services to HMB, GCSD, and MWSD for Fiscal Year 2018/19 and Determine Which Cost Methodology to Apply (**Attachment**)
 - C. Authorize General Manager to Execute a Contract with GSE Construction for Demolition of Existing Surge Tank and Installation of New Surge Tank at Portola Pump Station in an Amount Not to Exceed \$46,493 (**Attachment**)
8. **GENERAL MANAGER’S REPORT**
 - A. Receive Manager’s Report for January 2018 (**Attachment**)
9. **ATTORNEY’S REPORT**
10. **DIRECTORS’ REPORT**
11. **TOPICS FOR FUTURE BOARD CONSIDERATION** (**Attachment**)
12. **ADJOURNMENT**
 - Upcoming Regular Board Meetings: March 26 and April 9, 2018

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

INFORMATION FOR THE PUBLIC

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

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

Board meetings are accessible to people with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can be obtained by contacting Kathy Matthews at (650) 726-0124. Request for a disability-related modification or an accommodation in order to participate in the public meeting must be made at least two working days in advance of the meeting.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: Monthly Manager's Report – January 2018

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 January 2018.

| <i>Key Indicators of Performance</i> | | <i>Flow Report (See Attachment A)</i> | | |
|--------------------------------------|---|---------------------------------------|--------------|--------------|
| NPDES Permit Violations: | 0 | Half Moon Bay | 0.950 | 55.2% |
| Accidents, Injuries, etc.: | 0 | Granada CSD | 0.396 | 23.1% |
| Reportable Spills Cat 1: | 0 | Montara W&SD | <u>0.373</u> | <u>21.7%</u> |
| Reportable Spills Cat 2: | 0 | Total | 1.720 | 100% |
| Reportable Spills Cat 3: | 0 | | | |

Administration

There were two Board meetings in the month of January (8 and 22) 2018. There were two requests for public records during the month of January. Brian Gaffney requested

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

updated information on SAM's compliance with its NPDES permit, SSOs, and infrastructure repairs and upgrade projects. The second request was from Councilmember Kowalczyk. He requested the current policy, formal and informal, regarding the chain of communication and when SAM management/staff were to inform member agency managers, SAM Board members, and SAM Board alternates regarding spills, catastrophes, or other reportable incidents.

There were five media articles during the month of January referencing the Sewer Authority Mid-Coastside or sewer-related issues: *"Council Approves Pacific Ridge Homes"*, January 3, 2018, Half Moon Bay Review; *"SAM Board Considers \$2 Million Budget Adjustment"*, January 10, 2018, Half Moon Bay Review; *"Are These Pipes That We Already Replaced"*, January 17, 2018, Half Moon Bay Review; *"HMB Approves Sewer Expenses"*, January 24, 2018, Half Moon Bay Review; and, *"Time to Ask Elected Leaders About Infrastructure"*, January 24, 2018, Half Moon Bay Review.

There were no work-related accidents, injuries, or illnesses resulting in lost time in November. Staff has worked since March 10, 2011, without a lost time incident (2,489 days).

There was one employee anniversary in the month of January: Carlos Mendez, Maintenance Worker II, 5 years of service.

Operations & Maintenance

Staff has begun the preparations for this year's potential storm events. The following preparations have been completed to prepare for wet weather.

Montara Pump Station – The Baker tanks are in place to allow for an additional storage volume of 120,000 gallons at that station on top of the existing Walker Tank, which has a capacity of 434,000 gallons.

The Portola Station – Two additional Baker Tanks were put in to allow for an additional 40,000 gallons of storage on top of the 200,000 gallons of unground storage capacity.

Most of the pump station and lift stations have been gone through and generators tested. Staff is working with the vendors to complete this task.

During the month of January 2018 weather and operations were not too bad compared to November and December. There was some rain that resulted in switching to storm mode and working long hours, but the team was able to get through it with no major

| | | | |
|---------------------------|---------------------|-------------------------|-------------------|
| BOARD MEMBERS: | J. Blanchard | S. Boyd | D. Penrose |
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| | R. Kowalczyk | H. Rarback | |

issues. Staff determined that it was necessary to use the wet weather flow storage and the walker tank to get through the storm event. The influent plant flow reach 10 MG. This was the same night that we had some of the trench work cave in on the IPS repair project, luckily no one was injured and we were able secure the road with help from the sheriffs.

Below is a chronological summary of things that occurred during the month of January 2018.

- 1/1/2018 – Flare failed at 05:45, both boilers were run until able to get flare reset. At 12:00 the flare failed again. Left it off for now with another boiler on.
- 1/2/2018 – Again the flare failed at 05:45, able to restart. Received some of the replacement bus ducting. Pen Pump was in to work on Influent pumps. There was a power glitch at effected Portola and Princeton. Hot water circulation pump failed at 20:00, it appeared to be a software issue and was able to be reset.
- 1/3/2018 – 06:05 flare failed, able to restart. Pen pump was in to do more work on Influent pumps. Worked on chlorination line to secondary effluent, after cutting pipe open found it to be mostly blocked with what appeared to be mineral deposits. Unloaded more bus ducting. 21:30 flare failed, lockout 17, main flame
- 1/4/2018 – Between 09:30 and 10:15 flare failed 3 x's, placed second boiler on, flare display read fail safe input.
- 1/6/2018 – 09:40 flare ran for 20 minutes before failing. Second boiler placed back in line.
- 1/7/2018 – Heat exchanger, hot water circulation pump tripped at 23:50.
- 1/8/2018 – Portola pump station generator failed load test necessitating have a rental generator out while repair work can be completed. A bit of a wet one today, we went into storm mode, had to operate station in had to keep it all flowing. Had 10 MGs coming through the plan at one point. Both secondaries were placed on line earlier, effluent pump # 2 decided to fail, will not run, ground fault.
- 1/9/2018 – Pump #4 at Portola was put into service as the constant running on pump # 2 heated up a bearing needs replacement. Calcon was on site to look at

| | | | |
|---------------------------|---------------------|-------------------------|-------------------|
| BOARD MEMBERS: | J. Blanchard | S. Boyd | D. Penrose |
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| | R. Kowalczyk | H. Rarback | |

Circulation pump, also checked out effluent pump #2 motor finding the motor bad and needing to be rebuilt.

- 1/10/2018 – There was a blocked line on the digester heated sludge line that needed to be cleared. It is a manhour drain every time this task needs to be accomplished.
- 1/11/2018 – Flare failed twice around 16:45, able to reset.
- 1/12/2018 – Cal con in working on chemical pump electrical.
- 1/13/2018 – 11:12 flare failed again, second boiler on in the short term.
- 1/16/2018 – Cal con in to work on electrical for chemical pumps, 18:15 flare failed twice more, second boiler on.
- 1/18/2018 – Contact basin #2 cleaned of debris, Cal con replaced motor on polyblend unit, at 20:30 flare failed on lockout 17, main flame.
- 1/19/2018 – Contact basin # 1 was cleaned, 07:20 flare failed, lock out 17 main flame, able to reset. 16:10 flare failed again, able to reset.
- 1/22/2018 – Motor for effluent pump # 2 was pulled and is headed to shop for repairs.
- 1/23/2018 – RF McDonald was in to look at flare, also boiler # 2 is not igniting, PLC switched state – not sure why perhaps a power glitch. AAAA generator finished up service on Princeton generator today. Work on some sop's continued.
- 1/24/2018 – RF McDonald in for flare and work on boiler #2 again.
- 1/25/2018 – Cassie our lab consultant was in to help with annual permit and to check up on us and make sure we are on track.
- 1/26/2018 – A leaking seal was found on the digester mixing pump, Pen pump was contacted and will be in to see what needs to be done for repair.
- 1/30/2018 – Flare failed at 06:30 and then again at 10:00, able to reset. Cal con in to work on electrical for chemical pumps. Johnston controls in to replace ventilator on MB 2.
- 1/31/2018 – The Borges and Mahoney technician was on site for annual service of the Micro and Deox 2000 residual analyzers.

| | | | |
|---------------------------|---------------------|-------------------------|-------------------|
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Operations at the Portola pump station are still modified at this time in that staff is using the wet weather flow storage basin as a modified EQ basin to reduce stress on sections of the IPS south of Portola Pump Station. Construction of sections of the IPS line that failed are progressing well, at this time two of the three sections have been replaced. We are hopeful that if the weather is favorable the project will be completed on the early side. I will keep the RWQCB updated on the progress as we move forward.

Rainfall totals for the month of January 2018 were 5.61 inches at the plant, 5.85 inches at the Montara station and 6.80 inches were recorded for the El Granada area.

There were nine deliveries (approximately 6,800 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$680.00. There was no leachate deliveries to SAM in the month of January.

The NPDES data report for January 2018 is attached reference (Attachment B).

Contract Collection Services

SAM cleaned approximately 51,166 feet of sewer line and responded to eight sewer related calls: four in MWSD service area, three were in the HMB service area and one was in the GCSD service area. Of the four in MWSD one was an odor complaint but the crew was unable to locate the source, the other three were private. Of the three in HMB, two were private and one was from a smart cover call on the horse trail for a high level but nothing was found. The one call in GCSD was a blockage of roots in the lateral on the side that the district assists with, there was no associated overflow with the call.

The latest collection system data report is attached (Attachment C) for the Board's information. There was no Category 1, no Category 2, and no Category 3 SSOs during the month of January. A collection services report for each member agency has been included for the Board's information (Attachment D).

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for January 2018.

Supporting Documents

Attachment A: Monthly Flow Report January 2018

Attachment B: Monthly NPDES Report January 2018

Attachment C: Collection System Data January 2018

Attachment D: Monthly Collection System Agency Reports January 2018

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

Attachment A

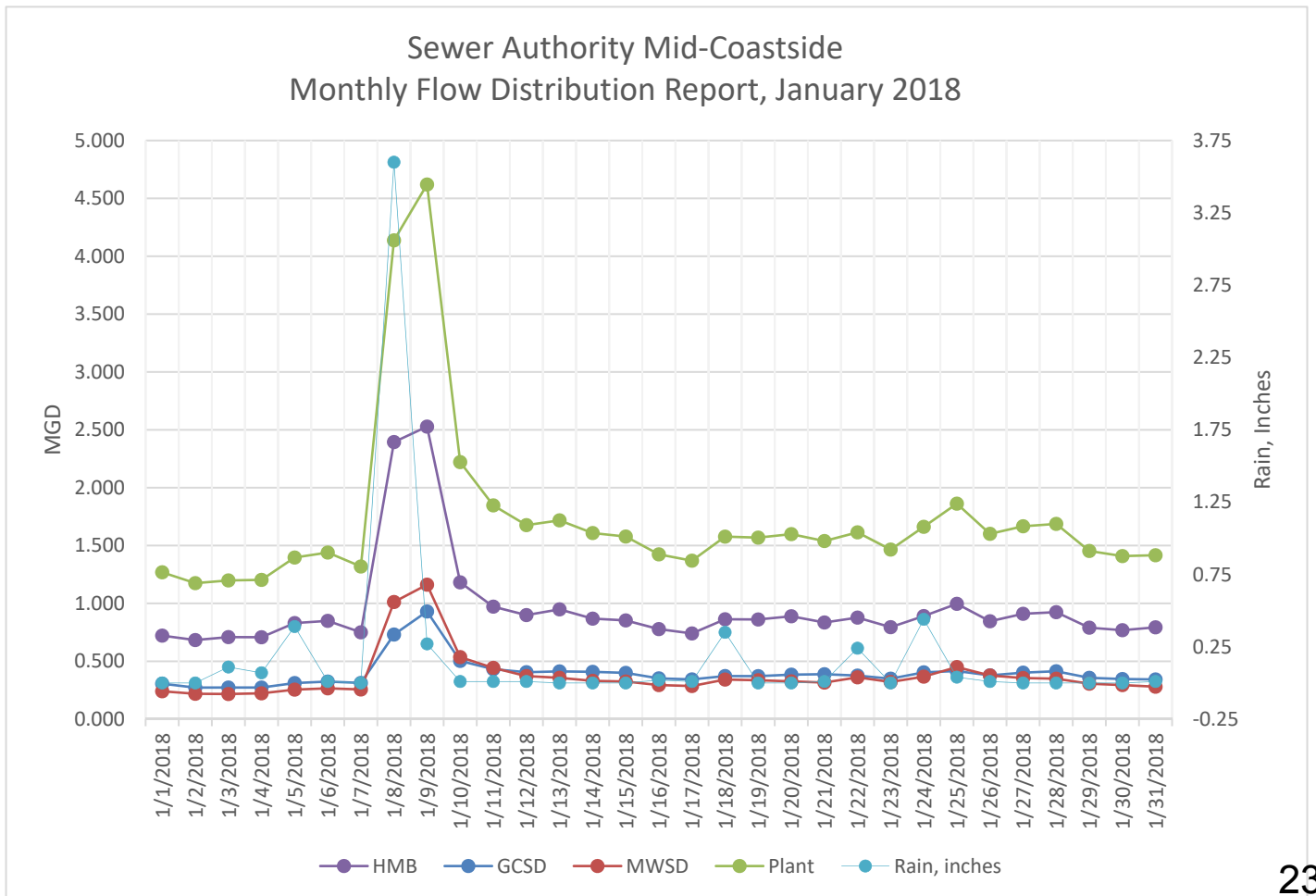
Flow Distribution Report Summary For January 2018

The daily flow report figures for the month of January 2018 have been converted to an Average

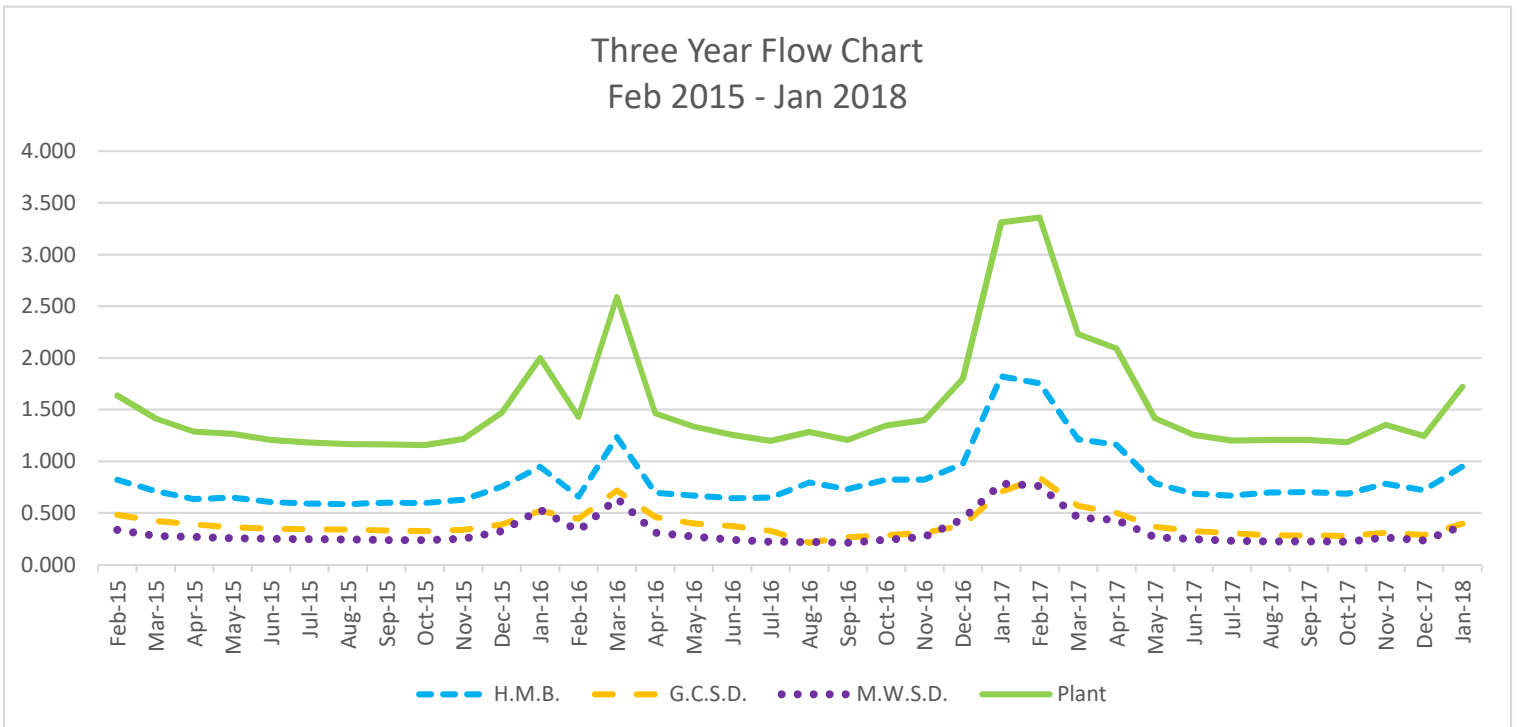
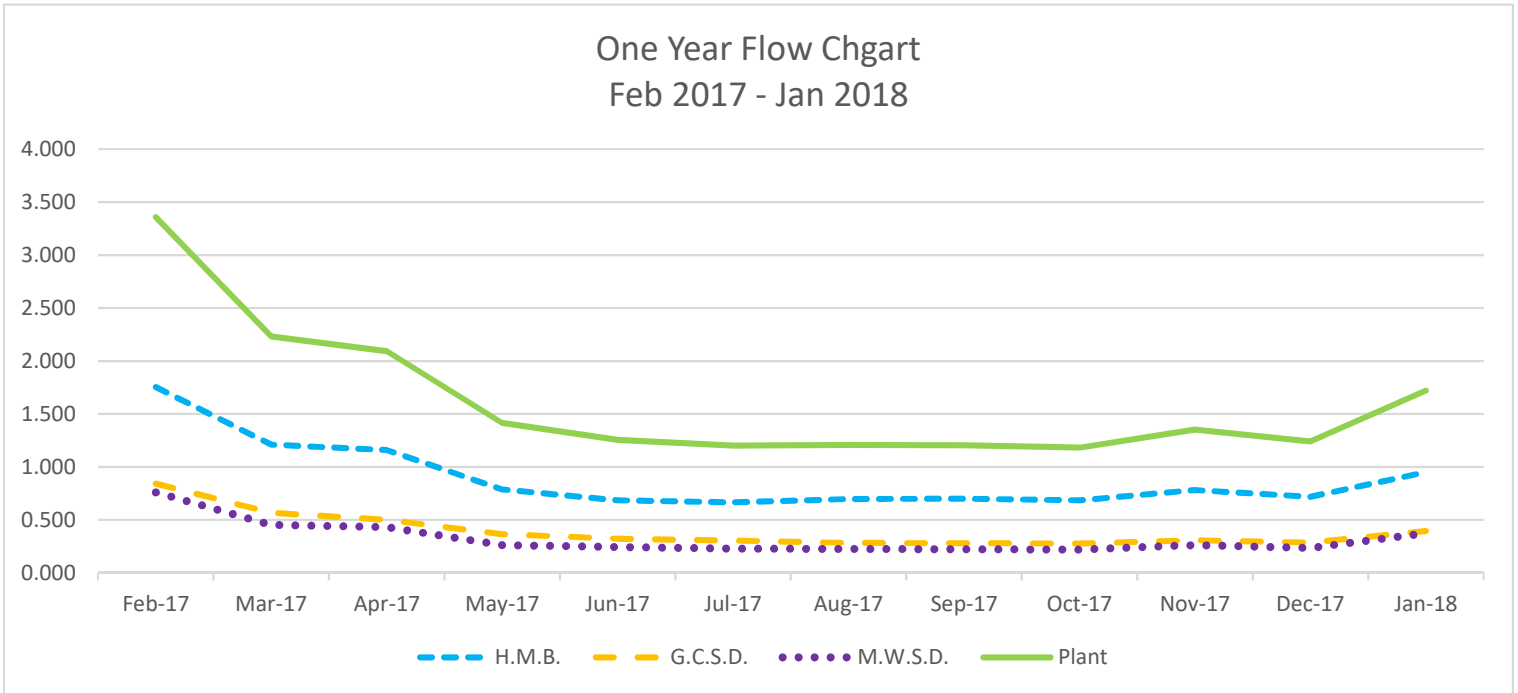
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

| | <u>MGD</u> | <u>%</u> |
|-------------------------------------|--------------|--------------|
| The City of Half Moon Bay | 0.950 | 55.2% |
| Granada Community Services District | 0.396 | 23.1% |
| Montara Water and Sanitary District | <u>0.373</u> | <u>21.7%</u> |
| Total | 1.720 | 100.0% |



Most recent flow calibration December 2016 PS, November 2016 Plant



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, January 2018

January 2018

| Total | HMB | Number of S.S.O.'s | | SAM |
|----------|----------|--------------------|----------|----------|
| | | GCSD | MWSD | |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |

12 Month Moving Total

| Total | HMB | 12 month rolling Number | | SAM |
|-----------|------------|-------------------------|-----------|------------|
| | | GCSD | MWSD | |
| 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 0 | 0 | 0 |
| 5 | 1 | 0 | 0 | 4 |
| 2 | 2 | 0 | 0 | 0 |
| 3 | 1 | 1 | 1 | 0 |
| 11 | 5 | 1 | 1 | 4 |
| | 45% | 9% | 9% | 36% |

Reportable SSOs

| Total | HMB | Reportable Number of S.S.O.'s | | SAM |
|-------|-----|-------------------------------|------|-----|
| | | GCSD | MWSD | |
| 0 | 0 | 0 | 0 | 0 |
| 11 | 5 | 1 | 1 | 4 |

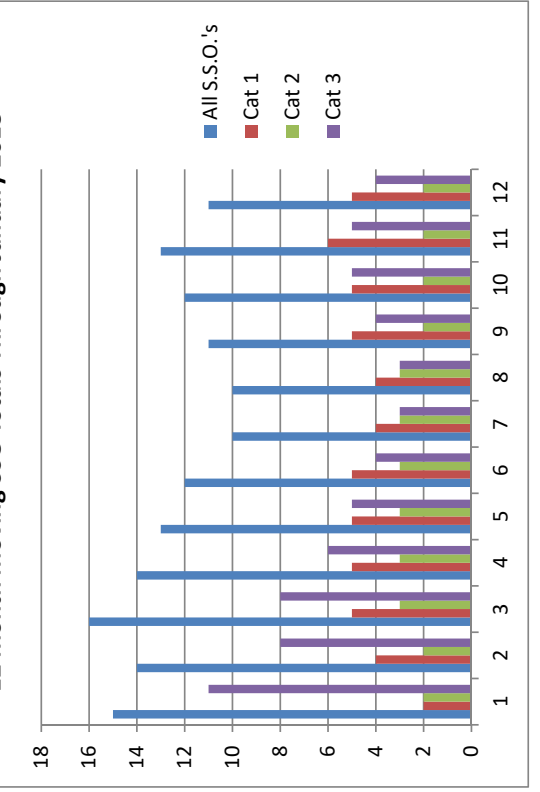
SSOs / Year / 100 Miles

| Total | HMB | Number of S.S.O.'s /Year/100 Miles | | SAM |
|-----------------|--------------|------------------------------------|--------------|-------------|
| | | GCSD | MWSD | |
| 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10.5 | 13.5 | 3.0 | 3.7 | 54.8 |
| 4.8 | 8.1 | 0.0 | 0.0 | 27.4 |
| 1.9 | 2.7 | 0.0 | 0.0 | 13.7 |
| 3.8 | 2.7 | 3.0 | 3.7 | 13.7 |
| Miles of Sewers | 104.5 | 33.2 | 27.0 | 7.3 |
| | 35.4% | 31.8% | 25.8% | 7.0% |

12 Month Rolling Total Sewer Cleaning Summary

| Month | HMB | GCSD | MWSD | Total Feet | Total Miles |
|-------------------|----------------|----------------|----------------|----------------|--------------|
| Feb - 17 | 12,216 | 4,866 | 11,531 | 28,613 | 5.4 |
| Mar - 17 | 15,347 | 11,667 | 10,133 | 37,147 | 7.0 |
| Apr - 17 | 13,101 | 11,588 | 11,460 | 36,149 | 6.8 |
| May - 17 | 12,044 | 12,483 | 9,547 | 34,074 | 6.5 |
| June - 17 | 18,411 | 17,317 | 8,567 | 44,295 | 8.4 |
| July - 17 | 28,276 | 20,290 | 6,368 | 54,934 | 10.4 |
| Aug - 17 | 21,769 | 22,465 | 20,044 | 64,278 | 12.2 |
| Sep - 17 | 18,710 | 17,419 | 11,347 | 47,476 | 9.0 |
| Oct - 17 | 19,336 | 11,871 | 14,696 | 45,903 | 8.7 |
| Nov - 17 | 17,854 | 23,041 | 9,978 | 50,873 | 9.6 |
| Dec - 17 | 31,661 | 14,103 | 9,810 | 55,574 | 10.5 |
| Jan - 18 | 26,653 | 13,069 | 11,444 | 51,166 | 9.7 |
| Annual ft | 235,378 | 180,179 | 134,925 | 550,482 | |
| Annual Mi. | 44.6 | 34.1 | 25.6 | | 104.3 |

12 Month Moving SSO Totals Through January 2018



Sewer Authority Mid-Coastside

1000 Cabrillo Hwy N.
Half Moon Bay, CA 94019
(650) 726-0124
www.samcleanswater.org



A Joint Powers Authority
Serving:
City of Half Moon Bay
Granada Community Services District
Montara Water and Sanitary District

**COLLECTION SYSTEM SERVICES
MONTHLY ACTIVITY REPORT: JANUARY 2018**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Granada Community Services District, the following information is provided for the month of JANUARY 2018

Basic Services

| | | | |
|------------------------------------|------------------|------------------------------------|----------|
| Feet of Sewer Line Cleaned: | <u>11,443 ft</u> | Manholes Inspected: | 79 |
| Feet of Hot Spot Sections Cleaned: | <u>1,626 ft</u> | Areas Unable to be Cleaned: | 0 |
| Sanitary Sewer Overflows: | <u>0</u> | Customer Service Call Responses: | <u>1</u> |
| Sewer Line/Manhole Failures: | <u>0</u> | Non-Emergency Repairs: | <u>0</u> |
| Emergency Repairs Completed: | <u>0</u> | Amount Spent on Repairs Completed: | <u>0</u> |

Extended Services

| | | | |
|---------------------------------|---------------|-------------------------------------|-----------|
| Mechanic Hours: | <u>4.24</u> | Work Orders Completed: | <u>16</u> |
| Work Orders Incomplete: | <u>0</u> | Work Orders Total: | <u>16</u> |
| Annual Mechanic Hours to Date*: | <u>158.73</u> | Annual Lift Station Hours to Date*: | 158.73 |

Administrative Services

| | | | |
|-------------------------------|----------|----------------------------|----|
| Claims Reported to Insurance: | <u>0</u> | USA Markings Completed: | 22 |
| F.O.G. Inspections Completed: | <u>0</u> | F.O.G. Inspections Passed: | 0 |
| F.O.G. Inspections Failed: | <u>0</u> | Permit Inspections: | 0 |

Attachments

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

*- Data being collected from Sept 2016

MINUTES
SAM BOARD OF DIRECTORS MEETING
February 26, 2018

1. CALL TO ORDER

Chair Blanchard called the meeting to order at 7:03 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

- A. Pledge of Allegiance
- B. Roll Call

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

2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

3. CONVENE IN CLOSED SESSION (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) 7:03 to 8:20

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (San Francisco Bay Regional Water Quality Control Board v. Sewer Authority Mid-Coastside, Complaint R2-2017-1024)

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54656.9)

The Board went in to closed session at 7:03 p.m.

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

The Board reconvened into open session at 8:20 p.m. Chair Blanchard reported that there was no reportable action.

5. PUBLIC COMMENT/ORAL COMMUNICATION

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

- A. Approve Minutes of February 12, 2018, Regular Board Meeting.
- B. Approve Disbursements for February 26, 2018
- C. Receive Monthly Budget Report for Period Ending January 31, 2018

Director Woren stated that in the previous minutes he had said to watch the Half Moon Bay City Council meeting at the 42-43 mark and not the 46 mark.

Director Boyd moved and Director Rarback seconded the motion to approve the consent agenda items with an amendment to the minutes of February 12, 2018 as Director Woren had stated.

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

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

- A. Adopt Resolution 2-2018 Approving the Budget Amendment for Fiscal Year 2017/18

General Manager Marshall reviewed the staff report and recommended that the Board of Directors adopt Resolution 1-2018, approving a budget amendment to the Sewer Authority Mid-Coastside general budget for FY 2017/18. Following a brief discussion, Director Penrose moved, and Director Slater-Carter seconded the motion, with purposes of discussion, to approve Resolution 1-2018, approving a budget amendment to the Sewer Authority Mid-Coastside general budget for FY 2017/18.

Director Slater-Carter stated her concern that SAM is left at severe risk while the Board and staff are trying to deal with the Regional Water Board and other legal issues, and she is wondering how, other than sifting through the budget, and trying to shift things from what has been funded, if this can be brought back to the Board for an amendment should HMB and GCSD decide to fund SAM's legal services. Director Woren stated that it was a misinterpretation on what he said and GCSD will fix it. Director Slater-Carter

stated that she would like to see it brought back as an amendment to the motion, explicitly.

Penrose/Slater-Carter/8 Ayes/0 Noes. The motion passed and the resolution was adopted.

- B. Authorize General Manager to Execute Service Contract with SRT Consultants to Prepare Response to the Regional Water Quality Control Board Collection System Inspection Report, dated December 8, 2017, in an Amount Not to Exceed \$18,000

General Manager Marshall discussed the benefit of having SRT Consultants prepare SAM's response to the Regional Water Quality Control Board (RWQCB) Collection System Inspection Report and recommended that the SAM Board authorize her to execute a service contract with SRT Consultants to prepare SAM's response to the RWQCB Collection System Inspection Report in an amount not to exceed \$18,000. Following a brief discussion, Director Woren moved, and Director Boyd seconded the motion to authorize the General Manager to execute a service contract with SRT Consultants, Inc. to prepare a response to the Regional Water Quality Control Board Collection system inspection report in an amount not to exceed \$18,000.

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

- C. Authorize General Manager to Execute Service Contract with SRT Consultants for Design Services for the Wet Weather Storage Expansion Project Phase 1, in an Amount Not to Exceed \$29,940

General Manager Marshall discussed contracting with SRT Consultants for design services for the Wet Weather Storage Expansion Project, Phase 1, in an amount not to exceed \$29,940. A discussion ensued. Director Penrose stated that she had concerns that it might be a conflict of interest for SRT to do both the response to the RWQCB collection system inspection report and the design services for the wet weather storage expansion project. She stated that she would like to see open bids going out for phase 2 and 3 of this project, as she has not yet decided if SRT is the right company to do this job. Director Boyd stated that he would absolutely have SRT do the phase 1 design as they were the company that did the original project and had it done from start to finish within 6 months and under budget. Director Woren stated that GCSD is getting a complete topographic survey of their property for the conceptual design and somehow

task 1 needs to be tweaked so that there is no duplication of work. Following discussion, Director Slater-Carter moved and Director Woren seconded the motion to authorize the General Manager to execute a service contract with SRT Consultants for design services for the Wet Weather Storage Expansion Project Phase 1, in an amount not to exceed \$29,940.

Slater-Carter/Woren/8 Ayes/0 Noes. The motion passed.

D. Discuss Draft JPA Operations & Maintenance Budget for Fiscal Year 2018/19
And Provide Direction

After a brief presentation to the Board, General Manager Marshall recommended that the Board discuss the draft budget and provide direction to staff. During the presentation, General Manager Marshall suggested extending the meeting for 15 minutes. The Board concurred with a vote of 7 ayes and 1 nay (Slater-Carter). Director Slater-Carter suggested having a special meeting for a budget workshop. General Manager Marshall stated that she would send out a poll to all of the SAM Board to see if she could get a quorum of the Board to have the special budget workshop meeting.

Due to the extended meeting, the Board concurred that agenda items 7E and 8A should be tabled until the next SAM Board meeting.

E. Discuss SAM's Role in the Lawsuit (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside) and the Nature and Extent of SAM's Participation in the Case Management Process and Possible Settlement Discussions

This agenda item was tabled to the next Board meeting.

8. GENERAL MANAGER'S REPORT

A. Receive Manager's Report for January 2018

This agenda item was tabled to the next Board meeting.

9. ATTORNEY'S REPORT -NONE

10. DIRECTOR'S REPORT

Director Woren announced that there would be a special Parks and Recreation meeting on March 1, 2018 at the Granada Communities Services District office,

11. TOPICS FOR FUTURE BOARD CONSIDERATION

12. ADJOURNMENT

Chair Blanchard adjourned the meeting at 9:16 p.m.

Respectfully Submitted,

Approved By:

Kathy Matthews
Recording Secretary

Board Secretary

ITEM #3

Minutes
BOARD OF DIRECTORS
SPECIAL AND REGULAR MEETINGS

Thursday, February 15, 2018

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:30 p.m.

ROLL CALL

President Leonard Woren, Director Jim Blanchard, Director Matthew Clark, and Director David Seaton. Vice President Barbara Dye was absent.

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, Asst. District Counsel William Parkin, and Assistant General Manager Delia Comito (in open session only).

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

1. **Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)). Administrative Liability Complaint R2-2017-1024 issued by the San Francisco Regional Water Quality Control Board against Sewer Authority Mid-Coastside.**
2. **Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)). San Francisco Regional Water Quality Control Board enforcement action against Granada Community Services District.**
3. **Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.
4. **Conference with Legal Counsel – Significant Exposure to Litigation (Gov. Code Section 54956.9(d)(2)). (One potential case).**

RECONVENE TO OPEN SESSION

There was no reportable action from the Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The regular meeting was called to order at 7:40 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Consideration of Variance, Rural Zone Service Determination, and Related CEQA Resolution, for Class 2A Sewer Permit Application for APN 047-261-030, Obispo Road, Owner: Coastside Fire Protection District (“CFPD”).

District Counsel Wittwer reviewed the staff report, and explained that the District was required to designate urban and rural zones within its boundaries as required by the County’s Local Coastal Plan and did so by Ordinance in 2002 including a map showing the CFPD property in the Rural Zone. He also stated that in order to make a favorable Rural Zone Connection Determination, the Board would need to determine that providing the connection to the public sewer service system would be commensurate with the uses and densities designated in the Local Coastal Plan. Further, Counsel’s recommendation to the Board is to make a Rural Zone determination, and approve the Variance. Gary Burke, President of CFPD, spoke concerning the new fire station project and requested that the Board expedite the sewer permits.

ACTION: Director Seaton moved to:

1. Adopt the attached Proposed Resolution demonstrating compliance with CEQA and establishing that GCSD has duly considered the Final EIR certified by CFPD as the Lead Agency;
2. Approve the Variance enabling application for connection of the Project to GCSD’s public wastewater system; and
3. Make a Rural Zone Connection Determination that service would be commensurate with the uses and densities designated in the Local Coastal Plan.

(Seaton/Blanchard). Approved 3-1, Director Woren opposed.

2. Consideration of Approving San Mateo Resource Conservation District Scope of Work Proposal and Agreement for Vegetation Management at the District’s Burnham Strip Property.

ACTION: Director Clark moved to approve the Agreement with the RCD with the adjusted map and language discussed. (Clark/Blanchard). Approved 4-0.

3. Consideration of Professional Services Agreement with Quiet River Land Services for Surveying and Topographic Mapping of the District’s Burnham Strip Parcel.

ACTION: Director Clark moved to accept the Agreement with a cost not to exceed \$8,000 to be attached to the District’s Independent Contractor’s Agreement. (Clark/Blanchard). Approved 4-0.

4. Consideration of Ordinance Amending Sections 104 and 701(01)(A) of the District Ordinance Code Regarding Accessory Dwelling Unit and Auxiliary Structure Sewer Connection Charges – Second Reading.

ACTION: Director Clark read the title of the Ordinance and moved to waive the second reading of the Ordinance, approve and adopt the Ordinance, and direct staff to publish the Ordinance in Accordance with the Government Code (Ord. 171). (Clark/Blanchard). Approved 4-0.

5. Consideration of Amendment No. 3 to the GCSD FY 2017/18 Budget for Additional Funds for the Sewer Authority Mid-Coastside, and Associated Budget Amendment.

General Manager Chuck Duffy reviewed the staff report, indicating that the SAM Board approved two versions for distribution to the member agencies. The District has previously approved two budget amendments, one for the additional segment of the IPS repair, and the other for the repair of the electrical bus for the main electrical feed to the SAM plant. The current amendment is requesting additional funds for legal costs, the civil liability claim from the Regional Board related to the SAM IPS spill, and additional staffing for the treatment plant. He recommended that the Board approve Version #1 of the SAM budget amendment request for a not-to-exceed amount of \$106,110. If there are any items from Version 1 not approved by the other two agencies, these items will obviously not be funded by the District.

ACTION: Director Clark moved to adopt the Resolution and associated GCSD Budget Amendment #3. (Clark/Blanchard). Approved 4-0.

6. Consideration of District’s Sewer Authority Mid-Coastside Report.

Director Woren reported on the 2/12/18 SAM meeting.

CONSENT AGENDA

- 7. Approval of January 18, 2018 Meeting Minutes.**
- 8. Approval of February 2018 Warrants for \$282,508.22.**
- 9. Approval of December 2017 Financial Statements.**
- 10. Approval of Assessment District Distribution #7-17/18.**

ACTION: Director Clark moved to approve the Consent Agenda. (Clark/Blanchard). Approved 4-0.

COMMITTEE REPORTS

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

Directors Clark and Woren reported on the Granada PAC Appointment Committee meetings held to interview the applicants for the Committee, and stated they will provide recommendations to the Board at the 3/1/18 special meeting.

INFORMATION CALENDAR

- 12. Attorney’s Report. (Wittwer)**
- 13. General Manager’s Report. (Duffy)**
- 14. Administrative Staff Report. (Comito)**

Asst. GM Delia Comito reported that the new green waste carts from Recology will be delivered to customers during the first part of March.

15. Engineer's Report. (Kennedy Jenks)

Duffy reported on the status of the Medio Creek bridge crossing project.

16. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 10:06 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: March 15, 2018

ITEM #4



GRANADA COMMUNITY SERVICES DISTRICT

Minutes BOARD OF DIRECTORS SPECIAL MEETING

March 1, 2018

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 7:30 p.m.

ROLL CALL

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

Staff: General Manager Chuck Duffy.

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Consideration of Appointing Park Advisory Committee (PAC)

Members for the 2018-2019 Two Year Term.

The Ad Hoc PAC Selection Committee of Directors Woren and Clark reviewed the results of their interviews with the applicants. The Board then held a general discussion concerning the applicants. Director Clark stated that all the candidates interviewed had the qualifications to be productive PAC members.

Action: Director Clark moved to appoint applicants Susannah Cantrell, Paul Koelsch, Nancy Marsh, Owen Moore, Fran Pollard, Dale Ross, and Pat Tierney to the Parks Advisory Committee. (Clark/Blanchard). Approved 5-0.

2. Consideration of Revisions to Park Advisory Committee

General Rules and Procedures.

Director Woren requested that language be added to the Rules and Procedures stating that all committee meetings shall be recorded on video.

Action: Director Dye moved to approve the PAC General Rules and Procedures as amended above. (Dye/Blanchard). Approved 5-0.

3. Report on Parks Advisory Committee Accomplishments and Activities During the Previous Term.

Director Dye provided a report on the accomplishments of the Committee in the previous term.

4. Report on Status of the Use of Median Agreement with the County of San Mateo.

The General Manager reported that the County Board of Supervisors formally approved the Medians Permit Agreement with the District on February 13, 2018. President Woren reordered the Agenda, moving Item 5 to the end of the meeting.

5. Consideration of Parks Priorities, Future Tasks, and Direction From the Board to the Parks Advisory Committee.

Director Dye read the list of the 12 priorities for the PAC as previously approved by the Board, as well as 5 additional suggested priorities. Several members of the public spoke concerning informational newsletters for parks and recreation, holding a large community event to kick-off the parks effort, branding of GCSD parks and recreation, and master planning of the medians uses and other District properties.

Priorities that the Board tasked the PAC with included:

- Draft District newsletter for parks and recreation
- Development of a web page for the District website dedicated to parks
- Investigation of offering classes for various recreational activities
- Master plan for the medians
- Review of the conceptual design plans for the Burnham Strip when completed
- Liaisoning with the County on the Quarry Park Master Plan

6. Consideration of Recommendations to County of San Mateo Regarding the Quarry Park Master Plan.

The General Manager reported that the Quarry Park Master Plan was still a work in progress by the County.

7. Report on the Harbor District Perch Beach Volleyball Project.

Director Blanchard reported that the Volleyball Court project will be applying for a Coastal Development Permit in the Spring.

INFORMATION CALENDAR

ADJOURN SPECIAL MEETING

The special meeting was adjourned at 10:06 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: March 15, 2018

ITEM #5

**Granada Community Services District
March 2018 Warrants**

For the March 15, 2018 Board of Director's Meeting

| Date | Num | Name | Memo | Account | Amount |
|--------------|------|-----------------------------------|--|--------------------------------|-------------------|
| 03/15/18 | 6804 | Sandie Arnott - SMC Tax Collector | Adjusted Prop Tax #047-251-100 | 6220 · Misc. | 583.26 |
| 03/15/18 | 6805 | Fechter & Company, CPAs | Inv dtd 2/1/18, FY 6/30/17 Audit | 6010 · Auditing | 7,021.26 |
| 03/15/18 | 6806 | Alhambra & Sierra Springs | Feb 2018 | 6140 · Office Supplies | 31.99 |
| 03/15/18 | 6807 | AT&T | 02/05/18 - 03/04/18 Pump Stn Alarm Svc | 6170 · Utilities | 79.65 |
| 03/15/18 | 6808 | Barbara Dye | 03/01/18 Board Mtg. | 6040 · Directors' Compensation | 145.00 |
| 03/15/18 | 6809 | Comcast | 2/13 - 3/12 Svcs. | 6170 · Utilities | 189.70 |
| 03/15/18 | 6810 | CoreLogic Solutions, LLC | Mar 2018 | 6100 · Memberships | 160.50 |
| 03/15/18 | 6811 | David Seaton | 02/15/18 & 03/01/18 Board Mtgs. | 6040 · Directors' Compensation | 290.00 |
| 03/15/18 | 6812 | Dudek | 01/27/18 - 02/23//18 Prof. Svcs | 6151 · General Manager | 8,982.50 |
| 03/15/18 | 6813 | Hue & Cry | Mar 2018 Pmp Sta Alarm | 6170 · Utilities | 32.65 |
| 03/15/18 | 6814 | Jim Blanchard | 02/15/18, 03/01/18 GCSD & 02/12/18, 02/26/18 SAM | 6040 · Directors' Compensation | 380.00 |
| 03/15/18 | 6815 | Leonard Woren | 02/15/18, 03/01/18 GCSD & 02/12/18, 02/26/18 SAM | 6040 · Directors' Compensation | 380.00 |
| 03/15/18 | 6816 | Matthew Clark | 02/15/18 & 03/01/18 Board Mtgs. | 6040 · Directors' Compensation | 290.00 |
| 03/15/18 | 6817 | Office Depot | Invoice dtd 2/26/18 | 6140 · Office Supplies | 88.40 |
| 03/15/18 | 6818 | Office Team | Prof Svc week ending 1/19/18, 1/26/18 | 6153 · Temp Labor | 1,020.00 |
| 03/15/18 | 6819 | Pacifica Community TV | 2/15/18 GCSD Board Mtg | 6180 · Video Taping | 250.00 |
| 03/15/18 | 6820 | PG&E | Pump Station Inv dtd 2/14/18 | 6170 · Utilities | 266.22 |
| 03/15/18 | 6821 | PGE | Office Inv dtd 2/22/18 | 6170 · Utilities | 154.79 |
| 03/15/18 | 6822 | Quality Pet Waste Stations | Inv dtd 2/15/18 | 5070 · Pet Waste Station | 211.46 |
| 03/15/18 | 6823 | Rodolfo Romero | March 2018 Cleaning 2x | 6130 · Office Maint & Repairs | 140.00 |
| 03/15/18 | 6824 | Somach Simmons & Dunn | Jan 2018 Enforcement Action Legal Fees | 6091 · Legal | 186.00 |
| 03/15/18 | 6825 | State Fund Comp Insurance | Inv dtd 2/20/18 | 6080 · Insurance | 210.75 |
| 03/15/18 | 6826 | US Bank Equipment Finance | 2/24/18 - 3/24/18 | 6020 · Copier Lease | 447.58 |
| 03/15/18 | 6827 | Verizon Wireless | Feb 2018 | 6170 · Utilities | 101.17 |
| 03/15/18 | 6828 | Wells Fargo Credit Card | Jan 2018 Credit Card Charges | 6140 · Office Supplies | 111.26 |
| 03/15/18 | 6829 | White Nelson Diehl Evans | Feb 2018 | 6152 · Accounting | 2,500.00 |
| 03/15/18 | 6830 | Wittwer & Parkin | Feb 2018 Svcs | 6090 · Legal- Gen, IPS, Parks | 13,926.00 |
| 03/15/18 | 6831 | Working Dirt Management | April 2018 | 6120 · Office Lease | 4,450.00 |
| 03/15/18 | 6832 | Sewer Authority Mid-Coastside | Mar 2018/3rd Amendment July-Feb | 5020 · SAM- Admin, Collect | 218,042.00 |
| TOTAL | | | | | 260,672.14 |

ITEM #6

Granada Community Services District
Statement of Net Position (Unaudited)

As of January 31, 2018

ASSETS

| | |
|--|-------------------|
| Current Assets | |
| 1000 · Wells Fargo Checking - Gen Op | \$ 60,353 |
| 1010 · Wells Fargo Checking - Deposit | 5,298 |
| 1020 · Petty Cash | 191 |
| 1030 · Cash - LAIF | 4,430,161 |
| 1100 · Accounts Receivable | - |
| 1550 · Prepaid Expenses | 417 |
| Total Current Assets | <u>4,496,420</u> |
| Fixed Assets | |
| 1600 · Land | 876,534 |
| 1610 · Construction in Progress | 800,813 |
| 1615 · Equipment | 22,153 |
| 1620 · Collections System | 10,339,397 |
| 1630 · Accumulated Depreciation | (5,897,882) |
| Total Fixed Assets | <u>6,141,015</u> |
| Other Assets | |
| 1700 · Advance to MWSD | 1,085,094 |
| 1710 · Allowance - for Advance to MWSD | (1,085,094) |
| 1720 · Advance to AD- Bond Reserve | 494,890 |
| 1730 · Advance to AD- NCA Fund | 585,866 |
| 1735 · Advance to AD- Assesmnt Revenue | 353,542 |
| 1740 · Security Deposit Office Lease | 3,000 |
| 1750 · Investment in SAM | 3,895,049 |
| 1760 · Deferred Outflows of Resources | 36,192 |
| Total Other Assets | <u>5,368,539</u> |
| Total Assets | <u>16,005,974</u> |

LIABILITIES

| | |
|--------------------------------------|----------------|
| Current Liabilities | |
| 2000 · Accounts Payable | 47,701 |
| 2020 · Class 3 Deposits | 9,196 |
| 2100 · Payroll Liabilities | 1,495 |
| 2225 · Recology-Del Garbage | 11,917 |
| 2310 · Relief Refund Advance | 350 |
| Total Current Liabilities | <u>70,659</u> |
| Long Term Liabilities | |
| 2401 · Net Pension Liability | 152,020 |
| 2402 · Deferred Inflows of Resources | 23,310 |
| Total Long Term Liabilities | <u>175,330</u> |
| Total Liabilities | <u>245,989</u> |

NET POSITION

| | |
|----------------------------|----------------------|
| 3000 · Net Assets | 6,275,961 |
| 3005 · Contributed Capital | 9,595,349 |
| Net Income | (111,325) |
| Total Net Position | <u>\$ 15,759,985</u> |

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2017 through January 31, 2018**

| | July 1 - Jan 31, 2018 | Expected To Date | Variance Favorable/ (Unfavorable) | FY 2017/2018 Budget |
|------------------------------------|--------------------------|---------------------|---|---------------------------|
| Revenues | | | | |
| Operating Revenue | | | | |
| 4010 · Property Tax Allocation | 326,346 | 116,667 | 209,679 | 200,000 |
| 4015 · Park Tax Allocation | - | 233,333 | (233,333) | 400,000 |
| 4020 · Sewer Service Charges-SMC | 633,712 | 747,833 | (114,121) | 1,282,000 |
| 4021 · Sewer Svc Charges Pro-rated | 2,919 | - | 2,919 | - |
| 4030 · AD OH Reimbursement | 19,524 | 17,500 | 2,024 | 30,000 |
| 4040 · Recology Franchise Fee | 13,424 | 18,667 | (5,243) | 32,000 |
| Total Operating Revenue | 995,925 | 1,134,000 | (138,075) | 1,944,000 |
| Non Operating Revenue | | | | |
| 4120 · Interest on Reserves | 23,819 | 16,567 | 7,252 | 28,400 |
| 4130 · Connection Fees | 12,643 | 27,417 | (14,774) | 47,000 |
| 4150 · Repayment of Adv to AD-NCA | 117,173 | 46,202 | 70,971 | 79,204 |
| 4155 · Repayment of Adv to AD-ARF | 70,708 | 27,881 | 42,827 | 47,796 |
| 4160 · SAM Refund from Prior Yr | - | 2,917 | (2,917) | 5,000 |
| 4170 · ERAF Refund | 273,905 | 145,833 | 128,072 | 250,000 |
| 4180 · Misc Income | 1,937 | 1,167 | 770 | 2,000 |
| Total Non Operating Revenue | 500,185 | 267,984 | 232,201 | 459,400 |
| Total Revenues | 1,496,110 | 1,401,984 | 94,126 | 2,403,400 |
| Expenses | | | | |
| Operations | | | | |
| 5010 · SAM - General | 557,165 | 557,165 | - | 955,141 |
| 5020 · SAM - Collections | 119,976 | 139,973 | 19,997.00 | 239,954 |
| 5050 · Mainline System Repairs | - | 5,833 | 5,833 | 10,000 |
| 5060 · Lateral Repairs | 290 | 23,333 | 23,043 | 40,000 |
| 5065 · CCTV | - | 11,667 | 11,667 | 20,000 |
| 5070 · Pet Waste Station | 635 | 583 | (52) | 1,000 |
| 5100 · County Staff Time - Parks | - | 2,917 | 2,917 | 5,000 |
| 5110 · RCD - Parks | - | 2,917 | 2,917 | 5,000 |
| 5120 · Half Moon Bay Reimb - Parks | 43,373 | 11,667 | (31,706) | 20,000 |
| Total Operations | 721,439 | 756,055 | 34,616 | 1,296,095 |

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2017 through January 31, 2018**

| | July 1 - Jan 31, 2018 | Expected To Date | Variance Favorable/ (Unfavorable) | FY 2017/2018 Budget |
|--------------------------------------|--------------------------|---------------------|---|---------------------------|
| Expenses (Continued) | | | | |
| Administration | | | | |
| 6010 · Auditing | 700 | 8,750 | 8,050 | 15,000 |
| 6020 · Copier lease | 3,057 | 4,375 | 1,318 | 7,500 |
| 6040 · Directors' Compensation | 6,135 | 917 | (5,218) | 11,000 |
| 6050 · Education & Travel Reimb | 249 | 1,167 | 918 | 2,000 |
| 6060 · Employee Compensation | 129,654 | 122,500 | (7,154) | 210,000 |
| 6070 · Engineering Services | 6,489 | 11,667 | 5,178 | 20,000 |
| 6080 · Insurance | 936 | 3,500 | 2,564 | 6,000 |
| 6090 · Legal Services | 125,286 | 37,917 | (87,369) | 65,000 |
| 6100 · Memberships | 6,941 | 5,250 | (1,691) | 9,000 |
| 6110 · Newsletter | - | 1,458 | 1,458 | 2,500 |
| 6120 · Office Lease | 34,100 | 30,333 | (3,767) | 52,000 |
| 6130 · Office Maintenance & Repairs | 1,095 | 1,458 | 363 | 2,500 |
| 6140 · Office Supplies | 4,115 | 3,500 | (615) | 6,000 |
| 6150 · Professional Services - Other | 2,700 | - | (2,700) | - |
| 6151 · General Manager | 47,819 | 37,917 | (9,902) | 65,000 |
| 6152 · Accounting | 17,731 | 17,500 | (231.00) | 30,000 |
| 6153 · Temp Labor | 1,562 | - | (1,562.00) | - |
| 6160 · Publications & Notices | 4,498 | 5,833 | 1,335 | 10,000 |
| 6170 · Utilities | 6,078 | 5,833 | (245) | 10,000 |
| 6180 · Video Taping | 1,125 | 2,042 | 917 | 3,500 |
| 6190 · Computers | 720 | 1,167 | 447 | 2,000 |
| 6220 · Miscellaneous | 4,222 | 4,083 | (139) | 7,000 |
| 6230 · Bank Service Charges | 1,996 | - | (1,996) | - |
| 6310 · Park Related Misc Expenses | 1,346 | - | (1,346) | - |
| Total Administration | 408,554 | 307,167 | (101,387) | 536,000 |
| Capital Projects | | | | |
| 1415-2 · Update SSMP | 359 | - | (359) | - |
| 1617-1 · Medio Creek Xing Crossing | 24,168 | 204,167 | 179,999 | 350,000 |
| 1617-2 · SAM-Lift Station | 4,391 | - | (4,391) | 350,000 |
| 1718-1 · EP Mirada Rd Half Moon Bay | 37,975 | - | (37,975) | 350,000 |
| 1718-2 · SAM - Recycled Water Proj | - | 8,750 | 8,750 | 15,000 |
| 1718-3 · SSC Rate & Reserve Study | - | 20,417 | 20,417 | 35,000 |
| 7100 · SAM - Infrastructure | 410,549 | 334,789 | (75,760) | 573,924 |
| 7500 · Projects - Parks | - | 58,333 | 58,333 | 100,000 |
| Total Capital Projects | 477,442 | 626,456 | 149,014 | 1,773,924 |
| Total Expenses | 1,607,435 | 1,689,678 | 82,243 | 3,606,019 |
| Net Income | (111,325) | (287,694) | 176,369 | (1,202,619) |

No assurance is provided on these financial statements.

ITEM #7

DISTRIBUTION REQUEST NO.: #8-17/18
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,188.00

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
March 15, 2018

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #8-17/18

DATE: March 15, 2018
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,188.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

| Payee | Mailing Address | Services Provided | Amount |
|---------------|------------------------------------|--------------------------|--------------------|
| GCSD | P.O. Box 335, El Granada, CA 94018 | GCSD OH Reim: March 2018 | \$ 2,188.00 |
| TOTAL: | | | \$ 2,188.00 |

ITEM #8

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #9

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #10

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #11

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Report Period: February 10, 2018 to March 9, 2018

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: March 15, 2018

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

| Request Date | Requestor | Information Requested | Information Provided | Date Provided |
|--------------|--------------|----------------------------|---------------------------|---------------|
| 03/06/17 | Zachary Peck | Ordinances 159,154,142,140 | Photocopies of Ordinances | 03/06/17 |

Note: Shaded information was previously reported.

APPLICATIONS RECEIVED – No new applications were received this period.

| Rec'd | Type | Owner or Agent | APN | Address | Sq. Ft. | Zone |
|----------|------|--------------------------------|-------------|---------------------------|---------|------------|
| 08/10/17 | 1A | Rogers Clay | 047-141-240 | 243 Del Monte, EG | 8,310 | R-1/S-17 |
| 09/22/17 | Cl 3 | Big Wave, LLC/Peck Jeff | 047-311-060 | 207 Airport Rd, Princeton | 17,600 | W/DR/AO |
| 09/28/17 | 2A | Coastside Fire Protection Dist | 047-261-030 | Obispo Rd, EG | 103,518 | COSC DR |
| 10/19/17 | 1A | Bettencourt Joe | 047-234-220 | 619 The Alameda, EG | 6,273 | R-3/S-17 |
| 12/26/17 | VAR | Coastside Fire Protection Dist | 047-261-030 | Obispo Road, EG | 103,518 | EG Gateway |
| 01/18/18 | VAR | Wilkinson, Phillip | 048-093-040 | 495 Mirada Rd., Miramar | 3,697 | R-1/S-17 |

Note: Shaded information was previously reported.

PERMITS ISSUED – No permits were issued this period.

| Permit No. | Type | Issue Date | Owner or Agent | APN | Address | Sq. Ft. | Zone |
|------------|------|------------|---------------------|-------------|--------------------------|---------|----------|
| 3166 | 1A | 07/13/17 | Lang Justin | 047-105-240 | 755 San Carlos, EG | 6,209 | R-1/S-17 |
| 3167 | 1A | 07/27/17 | 365 Miramar Drive | 048-054-120 | 365 Miramar Dr., Miramar | 5,320 | R-1/S-17 |
| 3168 | 1A | 08/15/17 | Rogers Clay | 047-141-240 | 243 Del Monte Rd, EG | 8,310 | R-1/S-17 |
| 3169 | 1A | 08/18/17 | Cuvelier Jacqueline | 047-175-250 | 265 El Granada Blvd, EG | 9,732 | R-1/S-17 |
| 3170 | 1A | 11/29/17 | Bettencourt Joe | 047-234-220 | 619 The Alameda, EG | 6,273 | R-1/S-17 |

Note: Shaded information was previously reported.

SEWER HOOK-UPS – There were no new sewer hook-ups this period.

| Hook-up Date | Type | Permit No. | Permit Issue Date | Owner | APN | Address |
|--------------|------|------------|-------------------|---------------------|-------------|---------------------------|
| 08/09/17 | 1A | 3159 | 07/07/16 | Boyle Jim | 047-233-360 | 425 Coronado St, EG |
| 09/13/17 | 1A | 3165 | 06/21/17 | Coronado Upper Lot | 048-024-430 | 467 Coronado Ave, Miramar |
| 02/05/18 | 1A | 3167 | 07/27/17 | 365 Miramar Dr., LP | 048-054-120 | 365 Miramar Dr., Miramar |

Note: Shaded information was previously reported.

REPAIRS – There have been no lateral repairs this fiscal year to date.

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.