



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

Thursday, June 20, 2019

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

<b><u>ROLL CALL</u></b>	Directors:	President:	Matthew Clark
		Vice-President:	Barbara Dye
		Director:	Jim Blanchard
		Director:	David Seaton
		Director:	Eric Suchomel
	Staff:	General Manager:	Chuck Duffy
		Legal Counsel:	Bill Parkin
		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 under the subject jurisdiction of the board which are not on the agenda. Speakers are limited to 3 minutes each.

**ADJOURN TO CLOSED SESSION**

**1. Conference with Real Property Negotiator (Government Code Section 54956.8).**

District's Negotiator: Chuck Duffy.

Negotiating parties: Half Moon Bay Fire Protection District and Granada Community Services District.

Property under negotiation: Vacant Land with no address located at Obispo Road and Avenue Portola, El Granada, California. (Parcel "A", APN 047-261-030)

Under negotiation: Instruction to negotiator will concern price and terms.

**2. 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) – Santa Clara County Superior Court Case No. 17CV316927.

**3. Conference with Legal Counsel—Anticipated Litigation**

Initiation of litigation pursuant to paragraph 4 of subdivision (d) of Government Code Section 54956.9 (one potential case).

**4. Conference with Legal Counsel—Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code §54956.9 (one potential case).

**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**

**1. Consideration of Relocating the Skate Ramp on the Caltrans Right-of-Way to the District’s Burnham Strip Parcel.**

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

**2. Consideration of Next Steps for Planning Burnham Park.**

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

**3. Consideration of Funding and Hiring a Summer Recreation Program Coordinator.**

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

**4. Consideration of Class 3 Mainline Extension Permit To Serve APN 047-311-030 and 047-312-040, Big Wave, LLC, Associated Resolution, and Joint Subdivision Improvement Agreement.**

(Tabled from previous meeting).

**Recommendation:** Approve the Class 3 Permit, Resolution, and Agreement.

**5. Consideration of Draft Granada Community Services District Fiscal Year 2019/20 Budget.**

1. Open the public hearing, and receive public comment.
2. Close the public hearing.
3. Approve the Fiscal Year 2019/20 Budgets.

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

**6. Consideration of Draft 6-Year Sewer Mainline Replacement Capital Improvement Program for FY 2019/20 to 2024/25.**

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

**7. Consideration of Draft Sewer Authority Mid-Coastside Fiscal Year 2019/20 Contract Collections Budget and Associated Resolution.**

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

**8. Consideration of Sewer Authority Mid-Coastside Report.**

**Recommendation:** For Board Information.

**CONSENT AGENDA**

**9. Approve May 16, 2019 Meeting Minutes.**

**10. Approve June 2019 Warrants.**

**11. Approve May 2019 Financial Statements.**

**12. Approve Assessment District Distribution #12-18/19.**

**13. Approve Ratification of Harbor District Liaison Ad Hoc Committee.**

**14. Approve Agreement to Become a Party to the Amended JPA Creating the CA Assoc. of Mutual Water Companies Joint Powers Risk and Insurance Management Authority.**

**COMMITTEE REPORTS**

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

**16. Report on Parks Advisory Committee.**

**INFORMATION CALENDAR**

**17. Attorney's Report. (Parkin)**

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

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

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

**21. Future Agenda Items.**

**ADJOURN REGULAR MEETING**

At the conclusion of the May 16, 2019 Meeting:

Last Ordinance adopted: No. 172

Last Resolution adopted: No. 2019-007

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.

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**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for Closed Session.

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**ITEM #1**

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Relocating Skate Ramp on Caltrans Right-of-way to the District's Burnham Strip Parcel  
Date: June 20, 2019

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This Item is brought back from last month for staff to provide additional information, including information about insurance and signage.

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**ITEM #2**

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Next Steps for Planning Burnham Park  
Date: June 20, 2019

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This Item has been placed on the Agenda at the request of Director Dye. The most recent comprehensive discussion regarding the planning of Burnham Park, was at the meeting held on August 30, 2018, to discuss the public input received on the preliminary conceptual plans at the 6/16/18 Burnham event.

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**ITEM #3**

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Funding and Hiring a Summer Recreation Program  
Coordinator  
Date: June 20, 2019

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The District placed an ad in the Half Moon Bay Review for the position and initially received four applications, with one dropping out. The ad hoc committee appointed to interview the applicants will make a recommendation to the Board for the position at the meeting.

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**ITEM #4**

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Class 3 Mainline Extension Permit to Serve  
APN 047-311-060 and 047-312-040, Owner: Big Wave LLC, Jeff Peck  
Date: June 20, 2019

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This item was tabled at the April meeting, pending the County's approval of the Joint Subdivision Improvement Agreement. The Agreement has now been approved by the County, and the Item is presented again for the Board's consideration to approve a Class 3 Mainline Extension Permit to serve APN 047-311-060, and APN 047-312-040, to Big Wave, LLC, and to approve the Agreement and associated resolution.

The extension is required to provide sewer service to the proposed project, which includes the subdivision of both parcels; construction of three Wellness Center buildings to provide affordable housing for developmentally disabled adults; five office park buildings; storage facilities, a public restroom, and associated parking. Approval of the mainline extension permit does not authorize connection of the project to the sewer system. Pursuant to District Code, the applicant will have to separately apply for a Class 2M (mixed use) permit to connect the project after the mainline extension is dedicated to the District.

The Class 3 application, associated documents, and fees were submitted to the District on 09/21/17 by the owner's agent Mike Kuykendall of Sandis Civil Engineers. The off-site sewer plans have been approved by John Rayner, District Engineer, who is recommending Board approval to issue the Class 3 Mainline Extension permit.

The following documents are attached for your review:

- Resolution Approving Mainline Extension Permit
- Joint Subdivision Improvement Agreement
- Engineer's Recommendation Letter
- Permit Application
- Assessor's Parcel Map
- Mainline Map

**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2019-\_\_\_**

**RESOLUTION APPROVING MAINLINE EXTENSION PERMIT TO SERVE APN 047-311-060 AND 047-312-040 (OWNERS: BIG WAVE LLC, JEFF PECK)**

**WHEREAS**, an application has been submitted on behalf of Jeff Peck for a Class 3 Mainline Extension Permit to serve a proposed project on Assessor's Parcel Number 047-311-060, a 17,600 square foot parcel, and Assessor's Parcel Number 047-312-040, a 229,779 square foot parcel; and

**WHEREAS**, the mainline extension is required to provide sewer service to the proposed project, which includes a subdivision, construction of three Wellness Center buildings to provide affordable housing for developmentally disabled adults, five office park buildings, storage facilities, a public restroom, and associated parking; and

**WHEREAS**, a Stipulated Judgement among the Granada Community Services District (District), the Montara Water and Sewer District, the County of San Mateo (County), and Big Wave, LLC, was entered and recorded on October 22, 2018 providing, *inter alia*, for County approval of the proposed project; and

**WHEREAS**, the off-site sewer plans have been reviewed by the District Engineer, and are determined to be in accordance with District Plans and Specifications.

**WHEREAS**, the District has reviewed the Environmental Impact Report, and the Addendum and Final Addendum thereto; and

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the Granada Community Services District hereby approves the Mainline Extension Permit to Serve Assessor's Parcel Numbers 047-311-060 and 047-312-040 under the following conditions of approval:

- 1) The Joint Subdivision Improvement Agreement, in the form attached hereto as Exhibit A, shall be fully executed and recorded prior to issuance of the permit for the Mainline Extension Permit; and
- 2) That the Owners, Big Wave LLC and Jeff Peck, their successors in interest, assigns and tenants, shall separately apply to the District for approval for any and all connections to the mainline.

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on June 20, 2019, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Approved:

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President, Matthew Clark

Countersigned:

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Delia Comito, District Secretary

**JOINT SUBDIVISION IMPROVEMENT AGREEMENT**

**THIS SUBDIVISION IMPROVEMENT AGREEMENT (“Agreement”),**

made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the COUNTY OF SAN MATEO, a political subdivision of the State of California, hereinafter called “County,” and BIG WAVE, LLC, hereinafter called “Developer” and also by and between GRANADA COMMUNITY SERVICES DISTRICT (“GCSD”) and Developer.

**W I T N E S S E T H:**

**WHEREAS**, Developer has applied for and received approval from the County of a Subdivision and mixed-use development project known as

**THE BIG WAVE COMMUNITY**

**APN 047-311-060 AND 047-312-040**

**PLN 2013-00451**

(the “Development”) subject to Developer meeting all the conditions of approval of the Development (“Conditions of Approval”) as approved by the Board of Supervisors for the Subdivision on May 19, 2015 (subsequently amended on June 6, 2017), including the construction of certain onsite and offsite improvements which will benefit the public; and

**WHEREAS**, as part of the Development, the County approved the following (collectively referred to as the ‘Subdivision Approval’):

- (a) Major Subdivision: The north parcel (APN 047-311-060) was approved to be subdivided into 7 lots (Lots 1-7). Lot 1 includes the common areas of the wetlands, wetland buffer areas, area proposed for wetland habitat creation, and fire trail. Lots 2 through 6 would contain one building for each lot and Building



A, owned by the Wellness Center. Lot 7 includes the 3-building Wellness Center;  
and

- (b) Minor Subdivision: The south parcel (APN 047-312-040) was approved to be subdivided into two lots (Lots 1-2). Lot 1 would contain outdoor boat storage and a designated archaeological site reserve area. Lot 2 would remain undeveloped;  
and

**WHEREAS**, the purpose of this Subdivision Improvement Agreement is to address the Improvement Plans required of, and to be implemented by, the Developer as a result of the Subdivision Approval, including but not limited to the following requirements of Section 7031 of the County Subdivision Regulations:

- (a) Improvement Plans Required: As a condition of approval of a tentative map or tentative parcel map, the subdivider will be required to submit improvement plans to the Director of Public Works for review and approval prior to beginning improvement construction **or prior to approval of the final or parcel map**, whichever occurs first. Improvement plans must include, at a minimum, plans for grading, storm drains, landscaping, streets, and related facilities. Plans for other improvements may be required as necessary as determined by the Director of Public Works; and
- (b) Review and Approval by Other Agencies: Approval of the improvement plans by the Director of Public Works should not be construed as approval of the sanitary sewer ... construction plans. Verification that the construction plans for these facilities have been reviewed and approved by the appropriate agency having jurisdiction over such services and facilities (here GCSD) will be required prior to the start of construction **or prior to final map or parcel map approval**, whichever occurs first; and

**WHEREAS**, Developer has had plans and specifications for said improvements prepared and said plans and specifications are entitled “BIG WAVE COMMUNITY” prepared by Daniel G. Macleod, Civil Engineer and Surveyor, inspection drawings prepared by Sandis Engineering, shown and attached hereto as Exhibits A and B. respectively, and hereinafter collectively referred to as “Plans”; and

**WHEREAS**, Section 7033 of the County Subdivision Regulations requires that a written agreement be entered into by the Developer with the County and that said agreement shall specify the terms and conditions in conformance with Section 7033 of the County Subdivision Regulations; and

**WHEREAS**, the Developer and GCSD desire to include in this Agreement certain terms and conditions addressing GCSD's requirements for sewer improvements that Developer must include in its Final Subdivision Map or a recorded Subdivision Improvement Agreement .

**NOW, THEREFORE, IN CONSIDERATION OF THE COUNTY'S AND GCSD'S APPROVALS AND THE PUBLIC BENEFITS THAT WILL RESULT, THE PARTIES AGREE AS FOLLOWS:**

**1.** Developer, at its own proper cost and expense, shall do all the work and furnish all the labor, materials, equipment, and utilities necessary to perform and complete in a good workmanlike and substantial manner, and to the satisfaction of:

**A.** the Director of Public Works, all work as shown on Exhibit A, which Plans are incorporated by reference herein as part of this Agreement. Said work shall be completed on or before the pertinent dates for such completion specified in the Conditions of Approval and, if no time is so specified, as of the date specified by the Director of Public Works; and

**B.** GCSD, all public sewer improvements as shown on Exhibit A.

Developer hereby warrants that its plans and specifications will comply with all standards, specifications, and ordinances of County/GCSD as applicable and that the work done pursuant thereto shall be in conformity with the said standards, specifications, and ordinances and that they are adequate to accomplish the work in a good skillful manner and in accordance with sound construction practices. This warranty shall survive any review, inspection or approval by the Director of Public Works and any other officers, employees, or agents of County/GCSD as applicable.

## 2. Offsite Improvements

A. County-required Offsite Improvements. Notwithstanding any provision to the contrary, the completion of the Class 1 trail along Airport Street (the “Trail”) and installation of the traffic signal and related intersection improvements at the intersection of Highway 1 and Cypress Avenue (the “Intersection Improvements”), which shall fully satisfy the Conditions of Approval shall be completed not later than the date of issuance of the first certificate of occupancy for any Office Park Building or business space at the Wellness Center (excluding Wellness Center-operated businesses). The Trail and the Intersection Improvements (together, the “County-required Offsite Improvements”) comprise all County-required offsite improvements for the Development pursuant to the Conditions of Approval. The Trail will be completed at an estimated cost to the Developer of \$350,000.00 and the Intersection Improvements will be completed at an estimated cost to the Developer of \$600,000.00, which estimated total includes the costs of engineering and contingencies.

**B.**        GCSD-required Offsite Improvements. In accordance with and subject to the provisions of Section 11 of this Agreement, Developer shall construct a minimum 8-inch gravity sanitary sewer main line (“Sewer Main Line”) complying with GCSD standard specifications and details that would run approximately 995 feet north along the Airport Street right-of-way from the existing manhole at Airport Street and Stanford Avenue to the northern limit of the northern parcel, which shall be completed not later than the date of issuance of the first certificate of occupancy on any parcel shown on the Final Map authorized by the Subdivision Approval. GCSD’s engineers have accepted the construction cost estimate of \$195,000 provided by the Developer for the installation of the Sewer Main Line; accordingly, Developer shall post with GCSD security satisfactory to GCSD in the form of a bond in that amount.

**3.**        In addition, Developer, at its own cost and expense, shall maintain all improvements referenced herein in good condition and repair and guarantee the same against any defects in material and workmanship for a warranty period of one year from the date of final acceptance by the County or GCSD, whichever entity grants final acceptance to the improvement needing maintenance or which is defective. Developer hereby further agrees that notwithstanding any other provision of this Agreement, **USE OF ANY AND ALL OF THE WORKS OF IMPROVEMENT SHALL BE AT THE SOLE AND EXCLUSIVE RISK OF DEVELOPER UNTIL ONE (1) YEAR AFTER FINAL ACCEPTANCE BY COUNTY OR GCSD OF THE COMPLETED WORKS OF IMPROVEMENT.** It is further agreed by Developer that the acceptance

of said improvements by County or GCSD shall not eliminate or reduce any of Developer's obligations or undertakings contained in this Agreement.

4. In addition, Developer shall pay the County the cost of inspecting all improvements (other than sewer improvements) as required in Section 7035.2 of the Subdivision Regulations and shall pay GCSD the cost of inspection of sewer improvements.

5. In addition, Developer shall furnish to the County, in accordance with Chapter 5 of the Subdivision Map Act, the following security to guarantee compliance with the terms of conditional approval set by the San Mateo County Board of Supervisors on May 19, 2015 (subsequently amended on June 6, 2017). The security shall be in the form of a Lien on Real Property Pursuant to Gov. Code § 66499(a)(4) on certain real property owned by the Developer: APN 047-312-040 (the "Southern Parcel Lien"). Said security shall be documented in a form reasonably satisfactory to the County, and in accordance with the Subdivision Regulations, be filed prior to final map approval, and shall meet the conditions specified below:

A. Performance Security: Performance of the required work shall be secured by a "Faithful Performance" Security in the sum of one hundred percent (100%) of the total estimated cost of the Offsite Improvements and Onsite Improvements, including engineering and contingencies, said sum being in the total amount of \$1,139,000.00. County shall release said security partially upon the performance of the act or final completion and acceptance by the County of the required Trail or Intersection Improvements and shall release any remaining portion of said security upon the

performance of the act or final completion by the County of all Onsite Improvements and Offsite Improvements.

**B.** Labor and Materials Payment Security: Security to guarantee payment to the contractor retained by Developer, its subcontractors and to persons furnishing labor, materials, or equipment to them for the improvements or performance of work required (“Payment Security”) shall be made in the sum of fifty percent (50%) of the estimated cost of the improvements, said sum being in the amount of \$569,500.00 and secured by the Southern Parcel Lien.

**C.** Warranty Security: Security for the guarantee and warranty of the work (“Warranty Security”) shall be made for a period of one year following the completion and acceptance thereof against any defective work or labor done, or defective materials, and shall be furnished in the sum of fifty percent (50%) of said total estimated cost of the improvements, said sum being in the amount \$569,500.00, secured by the Southern Parcel Lien, and effective upon final acceptance of said work by the County and prior to release of the Performance and Payment Securities.

**6.** The Developer shall ensure that no construction of improvements referenced herein (onsite or offsite) will adversely affect any adjacent property.

**7.** The Developer shall ensure that survey monuments shown on the Tentative Map interior to the subdivision are placed prior to recording of the final map or, if the engineer or surveyor has certified on the map that interior monuments shall be set on or before a specified later date, shall provide security in an amount determined by the Director of Public Works to be sufficient to guarantee the setting of the monuments or

to the County for the cost of setting the monuments if the Developer should fail to perform.

**8. Indemnity and Insurance.**

Indemnity. The Developer shall defend, save harmless and indemnify the County and GCSD, and each of their respective officers, agents, employees, invitees, and contractors, and each of them, from and against any and all losses incurred in connection with any improvements constructed on-site or off-site of the subdivision and any other terms, conditions or improvements required as part of the subdivision approval and which result from the acts or omissions of the Developer, its officers, employees, agents and/or contractors or subcontractors. This duty to defend, hold harmless and indemnify shall apply to any and all demands, claims for injuries or damage to persons and/or property, legal or administrative proceedings, losses, costs, penalties, fines, liens, judgments, damages, attorneys' fees, and liabilities of any kind, or any other loss or cost, including but not limited to, the concurrent active or passive negligence of County or GCSD, and each of their respective officers, agents, employees, or servants resulting from the performance of any work required of Developer or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which the County or GCSD has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of the Developer to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

Insurance. Developer hereby agrees that as to all aspects compliance with this Agreement, Developer or it's Contractor(s) or Subcontractor(s) shall maintain the following insurance coverages:

(i) Errors and Omissions Insurance: Developer hereby agrees to require each and every contractor or subcontractor involved in the design or construction of any improvement to carry errors and omissions insurance coverage (primary as to County/GCSD as applicable ) as to such involvement in the minimum amount of two million dollars (\$2,000,000) combined single limit and to name the County/GCSD as applicable and its officers, employees and agents as additional insureds utilizing ISO form #CG 20 10 11 85, or equivalent language approved by the County/GCSD as applicable administration.

(ii) Commercial General and Automobile Liability Insurance: - Developer hereby agrees to require each and every contractor or subcontractor involved in the design or construction of any improvement to carry Commercial General and Automobile Liability Insurance. This insurance shall protect contractors and subcontractors from claims for bodily injury and property damage which may arise because of the nature of the work or from operations under this Agreement. The coverage shall be at least as broad as Insurance Services Office (ISO) Commercial General Liability coverage (occurrence Form CG 0001), ISO Form G0009 11 88 Owners and Contractors Protective Liability Coverage – Coverage for Operations of Designated Contractor) and Insurance Services Office Form Number CA 0001 covering Automobile Liability, code 1 (any auto). Claims-made policies will not be accepted. The insurance policy shall be endorsed to name as additional insureds the County/GCSD as applicable and its officers, employees, and agents, using ISO Form CG20 11 85, or equivalent language approved by the County/GCSD as applicable Administrative Services Director. This policy shall provide coverage to each of the additional insureds with respect to the improvement. Both bodily injury and property damage insurance must be on an occurrence basis. Each policy shall be endorsed to provide primary coverage to the full limit of liability stated in the declarations. If the additional insureds have any other insurance or self-insurance against the loss covered by this policy, that other insurance shall be excess insurance and not contribute with contractors and subcontractors' policy.

(A) Amount of Coverage - The bodily injury and property damage liability of the Commercial General and Automobile Liability Insurance shall provide coverage in the following limits of liability: \$1,000,000 per occurrence with an annual general aggregate limit of not less than



\$2,000,000, and \$2,000,000 products and completed operations aggregate, combined single limit. The Automobile Liability insurance policy shall provide minimum limits of \$1,000,000 per accident for bodily injury and property damage.

(B) Included Coverage - The Commercial General and Automobile Liability Insurance shall also include all of the following coverages:

- Premises – Operations;
- Owner's/Independent Contractors and Contractor's Protective;
- Products Completed Operations;
- Personal Injury (False Arrest, Libel, Wrongful Eviction, etc.);
- Blanket Contractual Liability, including the indemnity agreement in this contract;
- Separation of Insureds/Cross-Liability Provisions;
- Duty to Defend All Insureds;
- Deletion of any limitation on Coverage for Bodily Injury or Property Damage Arising Out of Subsidence or Soil or Earth Movement;
- A provision that the annual general aggregate and the products and completed operations annual aggregate shall apply separately to the improvement(s);
- Pollution Legal Liability Endorsement;
- XCU - Explosion, Collapse, Underground Damage. (XCU may be deleted with the prior written approval of County/GCSD administration as applicable when not applicable to operations performed by the Developer or its sub-contractors.)

(C) The certificate of insurance shall guaranty that the policy will not be amended, altered, modified, or canceled without at least thirty (30) days' notice by registered mail to the County/GCSD administration as applicable.

(D) In accordance with Insurance Code Section 11580.04, coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where any agreement to indemnify the additional insured would be invalid under Civil Code Section 2782(b).

**9.** The County will retain the right to modify the plans and specifications when necessary to protect the public health and safety, and the right to require the Developer to pay for such modifications. As to sewer improvements, GCSD retains the right to modify the plans and specifications when necessary to protect the public health and safety, and the right to require the Developer to pay for such modifications.

**10.** Upon any failure by Developer to complete or maintain the improvements or to correct any defects, the County (or GCSD in the case of sewer improvements) may perform any necessary construction, maintenance or corrective work and recover the full cost and expense from the Developer, including interest from the date of notice of the cost and expense until paid.

**11. Additional requirements and provisions specific to GCSD.**

**A.** As required by County Subdivision Regulations Section 7027:

(1) Each parcel created by a subdivision must be served by a sanitary sewer or individual sewage disposal system unless that requirement is waived by GCSD for one or more specified parcels and the subdivider (Developer) shall be responsible for the design and installation of a sewage disposal system in accordance with GCSD standards.

(2) Connection to the existing sanitary sewer system shall be required, and all sewer improvements shall be installed in accordance with GCSD standards.

**B.** Written evidence acceptable to GCSD must be provided by the Developer to GCSD in the form of rights-of-entry, permanent easements, statutory authority, or other rights enabling the Developer to construct all sewer improvements required by GCSD across public or private property outside of the subdivision permitting or granting access for the Developer to perform necessary construction work and permitting the maintenance of the proposed facilities for sewer service and garbage and recycling collection service, and for GCSD to accept dedication of such facilities if it so chooses. Furthermore, such access shall be dedicated on the final map for Developer's Subdivision Approval.

**C.** In addition to the County-required Offsite Improvements, Developer shall at a minimum construct an 8-inch gravity sanitary sewer main line ("Sewer Main Line") complying with GCSD standard specifications and details that would run approximately 995 feet north along the Airport Street right-of-way from the existing manhole at Airport Street and Stanford Avenue to the northern limit of the northern parcel. Such Sewer Main Line extension to serve the Development shall be located in Airport Street and not off the paved roadway in an easement or other portion of a right-of-way. Prior to commencing construction of any sewer improvements, and prior to obtaining any Building Permits for any portion of the Development, the property owner(s) shall file a complete application with GCSD, pay for all of GCSD's costs associated with its processing, review, inspection, conditioning, approval, and all fees and assessments for connection, and obtain a Sewer Connection Permit from GCSD. GCSD currently estimates the required size of this Sewer Main Line to be 8 inches in diameter, but the final system and sizing

shall be based on a detailed sewer system design and analyses prepared by Developer that is satisfactory to GCSD. GCSD's engineers have accepted the construction cost estimate of \$195,000 provided by the Developer for the installation of the Sewer Main; accordingly, Developer shall post with GCSD security in the form of bond(s) as follows: Faithful Performance in the amount of 100% of the estimated cost, Labor and Materials Payment in the amount of 50% of the estimated cost, and Warranty in the amount of 50% of the estimated cost.

**D.** Subsection 11.C above applies only to the Sewer Main Line. The private onsite sewer lateral system will not be accepted by GCSD; however, that private system will still require the Developer to file a complete application with GCSD, pay for all of GCSD's costs associated with its processing, review, inspection, conditioning, approval, and all fees and assessments for connection, and obtain from GCSD a Sewer Connection Permit which will require all portions of the private onsite sewer system to be constructed in accordance with GCSD regulations and specifications. Furthermore subsequent building connections and associated lateral connections to the Sewer Main Line are required to be processed and approved through GCSD's standard Sewer Connection Permit process. In addition, GCSD shall be granted reasonable access to all onsite sewer improvements.

**E. GCSD RESERVES THE RIGHT TO IMPOSE ADDITIONAL REQUIREMENTS AS PART OF FUTURE SEWER CONNECTION PERMIT(S) FOR FUTURE HOOK UPS TO BUILDINGS OR OTHER USES.**

Nothing in this Agreement supersedes any of GCSD's rights under its ordinances,

regulations, standards, policies, police power authority, or lawful discretion as applicable at the time any Sewer Connection Permit is considered by GCSD. Nor does anything in this Agreement supersede the rights of any party to that JUDGMENT BY STIPULATION PURSUANT TO COURT ORDER recorded with the San Mateo County Recorder as Instrument No. 2018-081691 which is not merged herein and remains fully and completely binding and enforceable.

**12.** In addition to the Offsite Improvements, Developer shall construct an emergency access route, and a stormwater drainage basin (together, the “County Onsite Improvements”) which shall fully satisfy the Conditions of Approval. The emergency access route will be completed at an estimated cost to the Developer of \$202,000.00, and the stormwater drainage basin will be completed at an estimated cost to the Developer of \$138,000.00, which estimated total costs includes the costs of engineering and contingencies. The obligation to construct the Onsite Improvements shall be secured by the Southern Parcel Lien, described in Section 4, above.

**13.** The County shall promptly notify Developer of any claim, action or proceeding arising out of the subdivision and will cooperate fully in the defense.

**14.** As required by County Subdivision Regulations Section 7033.1.j, the Developer shall cause this Agreement to be recorded in the Office of the County Recorder at Developer’s expense, which shall constitute notice to all successors and assigns of the title to the real property of the obligation set forth herein, and also shall constitute a lien in an amount to fully reimburse the County, including interest as above,

subject to foreclosure in event of default in payment. The Developer shall provide a copy of the recorded Agreement to the County and to GCSD prior to final map approval.

**15.** In the event of litigation occasioned by any default of the Developer, Developer agrees to pay all costs involved, including reasonable attorney's fees, and that the same will become a part of the lien against the real property.

**16.** The terms "Developer," "Subdivider," and "Owner" shall include not only the Developer, subdivider and the present owner(s) of the real property, but also heirs, successors, executors, administrators, and assigns, it being the intent of the parties that the obligations undertaken shall run with the real property and constitute a lien against it.

**17.** This Agreement, together with the Plans, Specifications, Conditions of Approval and the Faithful Performance, Payment, and Warranty Bonds described herein form the Agreement, and said documents by this reference become as fully a part of the Agreement as if hereto attached or herein set forth in full. The Standard Specifications of the County of San Mateo, State of California, which, except as specifically noted in the County Agreement documents and specifications, are identical with the Standard Specifications of the State of California, Department of Transportation, dated July 2010, and are on file with the County Manager/Clerk of the Board of Supervisors, County of San Mateo, are incorporated herein by reference as a part of the Agreement documents and shall apply to this project except where the terms of this Agreement or other Agreement documents are inconsistent therewith, in which case the provisions of this Agreement shall prevail.

18. Merger Clause: Except as otherwise provided herein, this Agreement, including the Exhibit(s) attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto with regard to the Subdivision Approval and correctly states the rights, duties, and obligations of each party with regard to the Subdivision Approval as of this document's date. Except as otherwise provided herein, any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

19. Controlling Law: The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California, and any and all claims or lawsuits related to this agreement or the work performed hereunder shall be venued in the Superior Court of the County of San Mateo.

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be executed by its duly authorized representatives on day and year first above written.

“County” COUNTY OF SAN MATEO

By: \_\_\_\_\_  
\_\_\_\_\_ (name)  
\_\_\_\_\_ (title)

“GCSD” GRANADA COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_

Chuck Duffy, General Manager

“Developer”

BIG WAVE, LLC

By: \_\_\_\_\_  
JEFFREY PECK, PRESIDENT,  
BIG WAVE, LLC



**Kennedy/Jenks Consultants**  
**Engineers & Scientists**

2350 Mission College Blvd., Suite 525  
Santa Clara, CA 95054  
650-852-2800

7 February 2019

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

Subject: Class 3 Sewer Mainline Extension Permit  
Big Wave Community  
Mainline Extension on Airport Street  
APN 047-311-060  
K/J 015011\*10

Dear Board Members:

We have reviewed the Sewer Mainline Extension Plans, dated December 20, 2018, and find them acceptable for construction. Accordingly, we recommend that the Board approve the subject Class 3 Mainline Extension Permit.

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

Very truly yours,

KENNEDY/JENKS CONSULTANTS



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

cc: Chuck Duffy, GCSD  
Delia Comito, GCSD

SEP 22 2017

Rec'd By: \_\_\_\_\_

# SEWER PERMIT APPLICATION

**Parcel** Assessor's Parcel Number(s): 047-311-060 Lot(s): 4 Block: N/A

**Data:** Address/Location: 207 AIRPORT STREET, PRINCETON-BY-THE-SEA, CA 94019

**Owner:** Name(s) BIG WAVE, LLC - JEFF PECK Phone: 415 999 0145 Fax #: \_\_\_\_\_

Address: P.O BOX 1901 EL GRANADA CA 94018 Cell #: \_\_\_\_\_

**Agent:** Name(s) SANDIS CIVIL ENGINEERS Phone: 510 540 3415 Fax #: \_\_\_\_\_

Address: 636 9th ST OAKLAND CA 94607 Cell #: \_\_\_\_\_

**Contractor:** Name(s) HALF MOON BAY GRADING - PAVING Phone: 650 726 3588 Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ 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: \_\_\_\_\_

**General Information:** (Complete applicable sections)

Parcel Sq. Ft.: 17600 Structure(s) Sq. Ft.: 14770 Garage Sq. Ft.: 0  
No. of Bedrooms: 0 No. of Baths: 1 No. of Offices: 0  
No. of Living Units: 0 If Mixed Use, what is Living Unit Sq. Ft?: \_\_\_\_\_  
No. of Trees to be Removed: 0 Is tree removal for lateral placement? NO

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:** \_\_\_\_\_ Print Name: MICHAEL KUYKENDI Date: 2017-09-21

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 checked="" type="checkbox"/> Topographical Map	<input checked="" type="checkbox"/> Agent Form
<input type="checkbox"/> Application Fee \$ <u>150</u>	<input type="checkbox"/> Is there a ML to serve?	<input type="checkbox"/>
<input checked="" type="checkbox"/> Other: <u>4000 Eng Deposit</u>	<input checked="" type="checkbox"/> Is App. Complete?	RECEIVED BY: _____
<input type="checkbox"/> No. of Connections	<input type="checkbox"/> No. of NCA's on parcel	DATE: <u>42</u>

BK-37

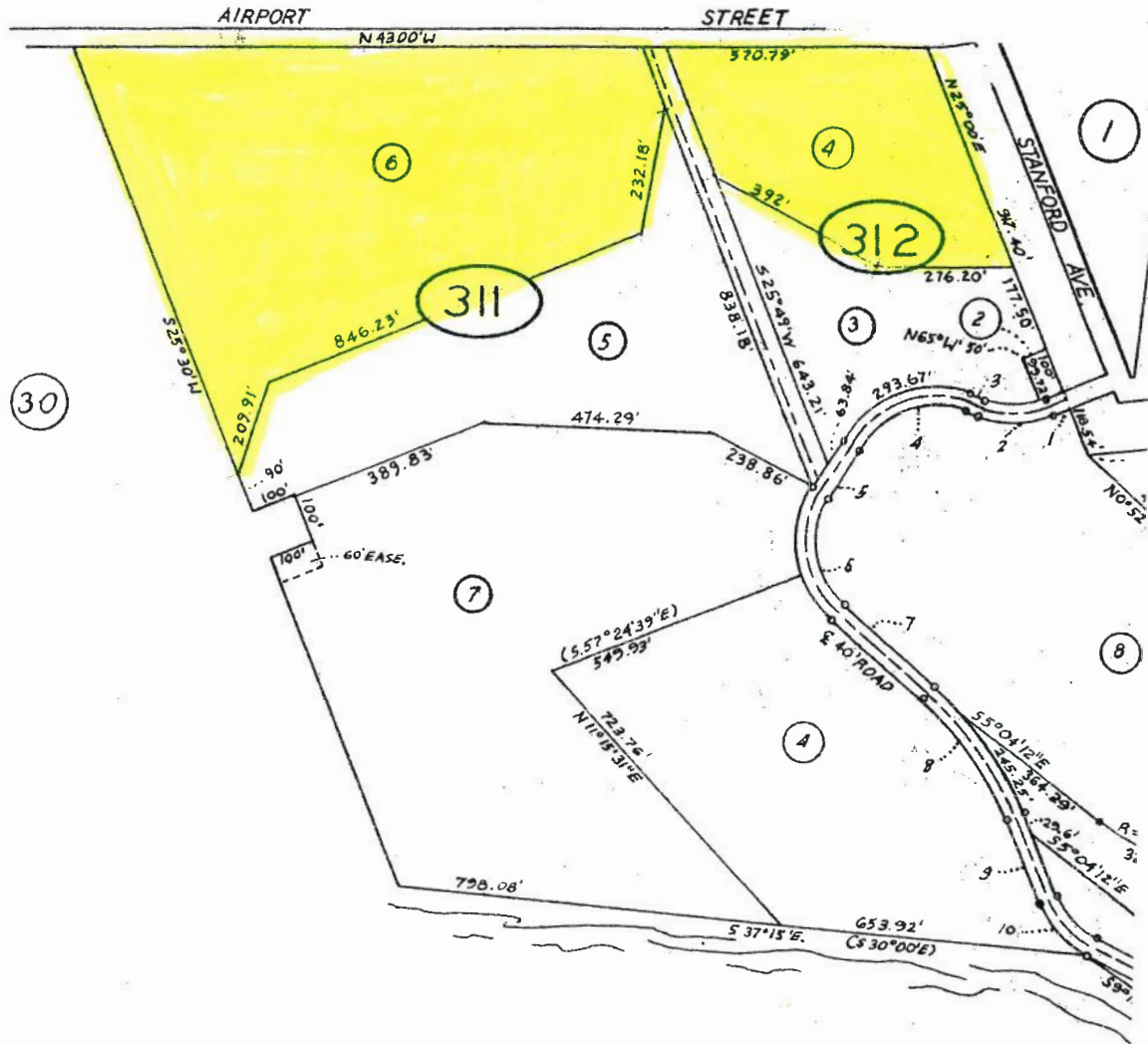
29

AIRPORT

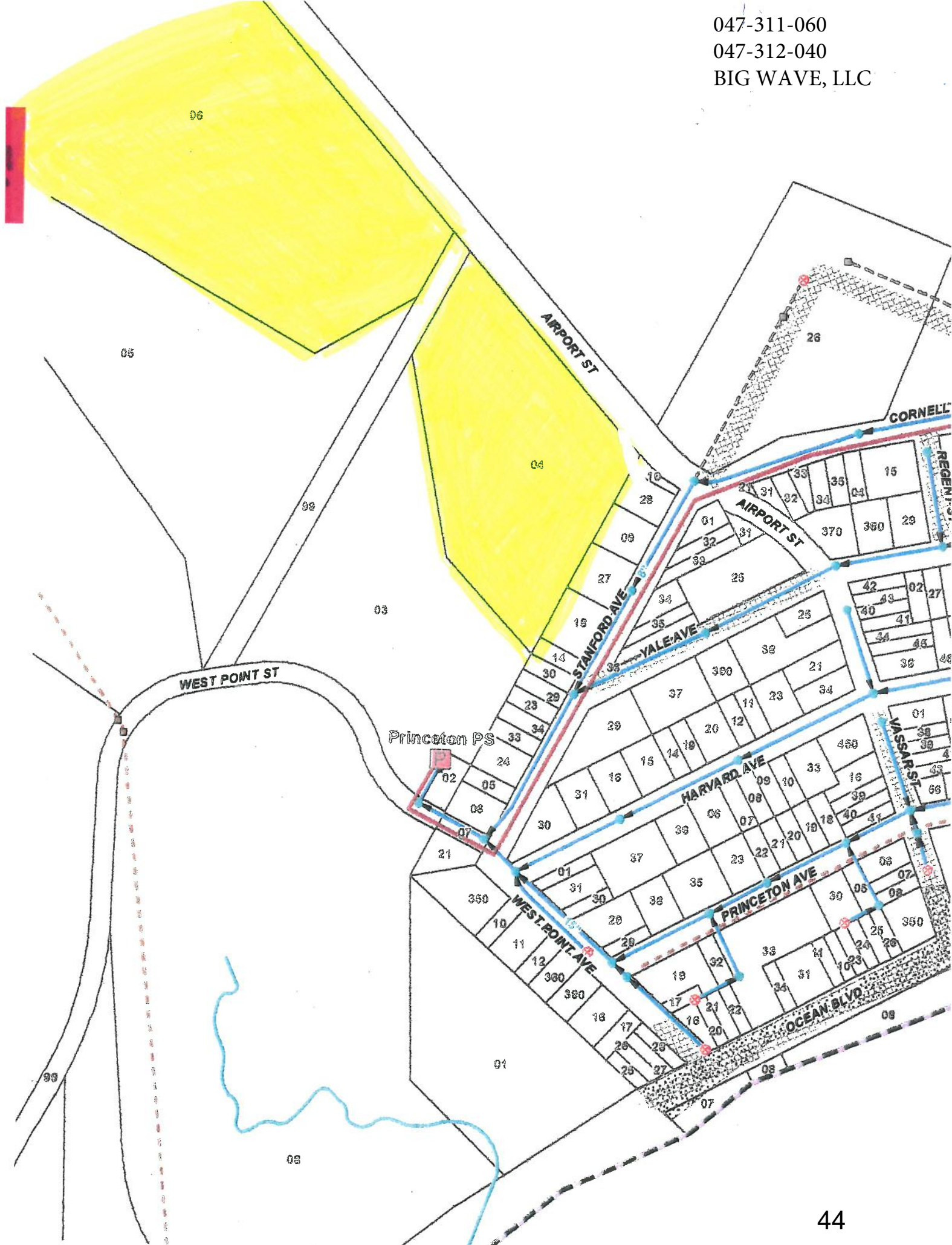
047-311-060

047-312-040

BIG WAVE, LLC



PACIFIC OCEAN



**ITEM #5**

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## GRANADA COMMUNITY SERVICES DISTRICT

# AGENDA MEMORANDUM

To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: GCSD Operations and Capital Budget for Fiscal Year 2019/20  
Date: June 20, 2019

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Attached for your Board's consideration are the Final Fiscal Year 2019/20 Sewer District and Parks and Recreation District budgets, as previously reviewed by your board at our May meeting. The May board meeting for discussion and input from the Board. Two items have changed from the previous version of the budget: 1) the Sewer Collections service contract with SAM has been increased to \$296,291. Last year's collections budget was \$284,500, and 2) the Parks and Recreation budget line item for Professional Services was increased from \$25,000 to \$40,000 to account for the potential hiring of a parks coordinator position. Also attached is the 6 Year Projected Revenue, Expense, Capital Projects, and Reserve Level table for the Sewer District. The increase in the annual sewer service charge from \$460 to \$520 per ERU for this year is incorporated into the budget. Notable items from the budget include:

- Increases in costs at the Sewer Authority Mid-Coastside (SAM) – SAM operates the treatment plant which treats the District's sewage to a level suitable for safe disposal. Operational costs at SAM have increased relatively substantially over the past 3 years (61%), with a 21% increase in operations costs this past year alone. SAM has also undertaken a capital improvement program which will cost approximately \$2,300,000 per year for at least the next 5 years. GCSD's share of that CIP will average about \$600,000 per year.
- The District's administrative budget should be slightly less than the previous year.
- Repair and replacement of collections system components – The District's aging sewer system needs continual repair and replacement. Some of our sewer mains date back to 1920, and pose the potential to cause spills based on offsets in the pipe joints, and root intrusion through cracks and joints. District Engineer Kennedy/Jenks is in the process of completing the latest iteration of the District's 6 Year CIP sewer main replacement program, which will drive the replacement project in the coming year.
- The Medio Creek Bridge Crossing – This project will redirect the remaining flow over the bridge directly to the Naples Beach Pump Station. The timing on this project is contingent on gaining an easement from State Parks for relocation of the sewer main onto State property.

I recommend that your Board:

1. Open the public hearing, and receive public comment.
2. Close the public hearing.
3. Approve the Fiscal Year 2019/20 Budgets.

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**GRANADA COMMUNITY SERVICES DISTRICT**  
**FISCAL YEAR 2019/20 SEWER DISTRICT BUDGET**

<b><u>SEWER - OPERATING REVENUES</u></b>	<b>FY 2019/20 Budget</b>
1 . Property Tax Allocation-Sewer (split between sewer and parks)	\$200,000
2 . Annual Sewer Service Charges	\$1,686,000
3 . Reim. from A.D. - Salary and Overhead	\$31,000
4 . Recology of the Coast Franchise Fee	\$33,000
5 . Miscellaneous	\$4,000
<b>TOTAL REVENUES</b>	<b>\$1,954,000</b>

**Budget Revenue Assumptions:**

- 1 . 3,200 ERU's of sewer service charge at \$520 per ERU
- 2 . Property Tax Revenue now allocated between Sewer and Parks and Recreation departments

**SEWER - EXPENDITURES**

<b><u>SEWER - OPERATING EXPENSES</u></b>	<b>FY 2019/20 Budget</b>
1 . SAM General - Treatment	\$818,679
2 . SAM General - Administration	\$295,475
3 . SAM General - Environmental Compliance	\$51,578
4 . SAM Collections	\$296,201
5 . Lateral Repairs	\$35,000
6 . CCTV	\$25,000
7 . Pet Waste Stations	\$1,200
Sub-Total Operations Expenditures	\$1,523,133

**GRANADA COMMUNITY SERVICES DISTRICT**  
**FISCAL YEAR 2019/20 SEWER DISTRICT BUDGET**

<b><u>SEWER - ADMINISTRATIVE OPERATING EXPENSES</u></b>	<b>FY 2019/20 <u>Budget</u></b>
1 . Accounting	\$30,000
2 . Auditing	\$15,000
3 . Copier Lease	\$7,000
4 . Directors' Compensation	\$11,000
5 . Education & Travel Reimbursement	\$2,000
6 . Employee Salaries	\$170,000
7 . Employee Medical, Payroll Taxes, and Retirement	\$78,000
8 . Engineering Services (General)	\$20,000
9 . Insurance	\$5,000
10 . Legal Services - General	\$60,000
11 . Legal Services - Project/Case Related	\$50,000
11 . Memberships	\$9,000
12 . Newsletter	\$10,000
13 . Office Lease	\$57,000
14 . Office Maintenance and Repairs	\$2,000
15 . Office Supplies	\$5,000
16 . Professional Services - Other	\$65,000
17 . Publications & Notices	\$2,000
18 . Utilities	\$10,000
19 . Video Taping of Board Meetings	\$4,000
20 . Computers	\$2,500
21 . Miscellaneous	\$15,000
Sub-Total Administration Expenditures	\$629,500
<b>SEWER - TOTAL OPERATING EXPENDITURES</b>	<b>\$2,152,633</b>
<b>SEWER - OPERATING NET TO/(FROM) RESERVES</b>	<b>(\$198,633)</b>

**GRANADA COMMUNITY SERVICES DISTRICT**  
**FISCAL YEAR 2019/20 SEWER DISTRICT BUDGET**

<u><b>SEWER - NON-OPERATING REVENUES</b></u>	<b>FY 2019/20</b>
	<u><b>Budget</b></u>
1 . Interest on Reserves	\$90,000
2 . Connection Fees	\$55,000
3 . SAM Refund from Prior Year Allocation	\$1,000
4 . Repayment from Assessment District-Current FY	\$310,000
5 . ERAF Refund from Prior Year	\$300,000
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$756,000</b>

**Budget Revenue Assumptions:**

- 1 . 2.50% Interest on average yearly reserve
- 2 . 6 Connections at \$4700 per connection

**GRANADA COMMUNITY SERVICES DISTRICT**  
**FISCAL YEAR 2019/20 SEWER DISTRICT BUDGET**

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

<b><u>SEWER - CAPITAL PROJECTS</u></b>	<b>FY 2019/20 Budget</b>
1 . Mainline System Repairs	\$10,000
2 . Mainline Replacement	\$200,000
3 . Medio Creek Crossing Sewer Re-alignment	\$50,000
4 . SAM - Infrastructure Budget	\$587,663
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS</b>	<b>\$847,663</b>

**SEWER - CAPITAL RESERVE FUND BALANCE**

1 . Beginning Balance on July 1	\$3,954,800
2 . Capital Projects	(\$847,663)
3 . Transfer (to)/from Operating Budget	(\$198,633)
4 . Transfer (to)/from Non-Operating Revenues	\$756,000
<b>TOTAL RESERVE AT END OF FISCAL YEAR</b>	<b>\$3,664,504</b>

**GRANADA COMMUNITY SERVICES DISTRICT**

**FISCAL YEAR 2019/20  
PARKS AND RECREATION DISTRICT BUDGET**

	<b>FY 2019/20</b>
<b><u>PARKS AND RECREATION - OPERATING REVENUES</u></b>	<b><u>Budget</u></b>
1 . Property Tax Allocation-Parks (split between sewer and parks)	\$450,000
2 . Miscellaneous	\$0
<b>TOTAL REVENUES</b>	<b>\$450,000</b>
<b><u>PARKS AND RECREATION - OPERATING EXPENDITURES</u></b>	
1 . Projects	\$100,000
2 . RCD	\$5,000
3 . Professional Services	\$40,000
4 . Reimbursement to Half Moon Bay per Property Tax Agreement	\$25,000
<b>TOTAL EXPENDITURES</b>	<b>\$170,000</b>
<b>NET TO/(FROM) PARKS AND RECREATION RESERVE</b>	<b>\$280,000</b>
<b><u>PARKS AND RECREATION - CAPITAL RESERVE FUND</u></b>	
1 . Beginning Balance on July 1	\$697,200
3 . Transfer (to)/from Operating Revenues	\$280,000
<b>PARKS AND RECREATION RESERVE AT FYE 2020</b>	<b>\$977,200</b>

**GRANADA COMMUNITY SERVICES DISTRICT**

**SEWER DISTRICT  
6 YEAR PROJECTED REVENUE, EXPENSE, CAPITAL PROJECTS, and RESERVE LEVEL TABLE**

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25</u>
<b>Sewer Service Charge (currently \$520 per ERU)</b>	<b>\$520</b>	<b>\$580</b>	<b>\$580</b>	<b>\$580</b>	<b>\$580</b>	<b>\$580</b>
ERU's connected	3242	3248	3258	3268	3278	3288
<b><u>Projected Revenues</u></b>						
1 . Annual Sewer Service Charges	\$1,686,000	\$1,884,000	\$1,890,000	\$1,895,000	\$1,901,000	\$1,907,000
1 . Property Tax	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
2 . Other Revenues (Inc. Non-Operating)	\$824,000	\$840,480	\$857,290	\$874,435	\$891,924	\$909,763
<b>Total</b>	<b>\$2,710,000</b>	<b>\$2,924,480</b>	<b>\$2,947,290</b>	<b>\$2,969,435</b>	<b>\$2,992,924</b>	<b>\$3,016,763</b>

**Assumptions:**

- 6 New connections per year
- 2% Inflation escalator on Other Revenues

**Projected Operating Expenses**

1 . Operations	\$1,523,133	\$1,553,596	\$1,584,668	\$1,616,361	\$1,648,688	\$1,681,662
2 . Administration	\$629,500	\$568,807	\$580,200	\$591,800	\$603,600	\$615,700
<b>Total</b>	<b>\$2,152,633</b>	<b>\$2,122,403</b>	<b>\$2,164,868</b>	<b>\$2,208,161</b>	<b>\$2,252,288</b>	<b>\$2,297,362</b>

**Net Gain for Capital Projects Funding**

	<b>\$557,367</b>	<b>\$802,077</b>	<b>\$782,422</b>	<b>\$761,274</b>	<b>\$740,636</b>	<b>\$719,401</b>
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**Assumptions:**

- 2% Inflation escalator on costs

**GRANADA COMMUNITY SERVICES DISTRICT**

**SEWER DISTRICT  
6 YEAR PROJECTED REVENUE, EXPENSE, CAPITAL PROJECTS, and RESERVE LEVEL TABLE**

<u>CAPITAL PROJECTS</u>	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25</u>
1 . Mainline System Repairs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
1 . Mainline Replacement	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
2 . Medio Creek Bridge Crossing Sewer Realignment	\$50,000	\$300,000				
3 . SAM - Capital Maintenance/Infrastructure Budget	\$587,663	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS</b>	<b>\$847,663</b>	<b>\$1,110,000</b>	<b>\$810,000</b>	<b>\$810,000</b>	<b>\$810,000</b>	<b>\$810,000</b>
<b><u>RESERVE FUND</u></b>						
Reserve Fund at Beginning of Fiscal Year	\$3,954,800	\$3,664,504	\$3,356,581	\$3,329,003	\$3,280,277	\$3,210,913
Transfer From Operating Budget	\$557,367	\$802,077	\$782,422	\$761,274	\$740,636	\$719,401
<b>Total Capital Improvement Projects</b>	<b>(\$847,663)</b>	<b>(\$1,110,000)</b>	<b>(\$810,000)</b>	<b>(\$810,000)</b>	<b>(\$810,000)</b>	<b>(\$810,000)</b>
<b>Reserve Fund at End of Fiscal Year</b>	<b>\$3,664,504</b>	<b>\$3,356,581</b>	<b>\$3,329,003</b>	<b>\$3,280,277</b>	<b>\$3,210,913</b>	<b>\$3,120,314</b>

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**ITEM #6**

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**GRANADA COMMUNITY SERVICES DISTRICT**

**AGENDA MEMORANDUM**

To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: Consideration of 6 Year Sewer Capital Improvement Program for Fiscal Years  
2019/2020 through 2024/2025  
Date: June 20, 2019

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District Engineer John Rayner from Kennedy Jenks Engineers has prepared the attached 6 Year Capital Improvement Program to plan for the replacement of some of the District's older and impacted sewer mains. It is my recommendation that your board consider and approve the attached 6 Year CIP Plan.

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31 May 2019

**DRAFT** Memorandum

To: Granada Community Services District  
From: John H Rayner PE, District Engineer  
Subject: Proposed 6-Year Capital Improvement Program (CIP) for Fiscal Years  
2019/2020 through 2024/2025  
K/J 015011\*06

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This memorandum describes the process used to develop a program of recommended Capital Improvement Projects (CIPs) for the Granada Community Services District. It also includes descriptions and budget estimates for each proposed project.

**District Budget and Unit Costs**

The District had set the goal of about \$200,000 per year for replacing or rehabilitating the collection system. A \$200,000 construction project is considered a small project and does not allow District to take advantage of the economies of scale associated with a larger project. Because of this it is advantageous to combine two one-year projects together (with an approximate budget of about \$400,000) and have a CIP construction project every other year. The District's budget includes construction cost and associated project cost (such as permitting, design, construction support and project administration).

In reviewing the District's 2015 sewer rehabilitation project, the low bid for sewer replacement was \$89 per foot for 6 and 8-inch diameter sewers. The following factors were used to escalate the bid unit costs from 2015 to develop unit costs for estimating the costs of the current 6-year CIP:

- A 14% general condition markup based on the 2015 CIP low bid. General condition refers to items necessary for the construction but was shown as bid items separate from the unit costs. General Condition items shown in the 2015 CIP low bid include mobilization and demobilization, traffic control, sheeting shoring and bracing, and dewatering.
- A 2.4% annual cost of escalation based on the average increase in ENR CCI for San Francisco area was applied to escalate the unit cost from 2015 to 2022 (the midpoint of the 6-year CIP).
- The bid average was 38% higher than the low bid.
- Associated project costs such as permitting, design and construction support is estimated as 25% of construction cost.

Memorandum

Granada Community Services District, 5 Year CIP Program

31 May 2019

Page 2

Using the markups above, the calculated sewer replacement unit costs were:

- 6 – 8-inch sewer replacement           \$206 per foot, based on bid average and including 25% for associated project costs
- Manhole replacement                   \$7,700 per manhole, based on bid average and including 25% for associated project costs

For planning purpose, the \$400,000 budget would allow replacing approximately 2,000 to 2,700 feet of 6 and 8-inch sewers. The entire 6-year CIP program would allow replacing approximately 6,000 to 8,100 feet of 6 and 8-inch sewers. The lower amount was based on the average bid unit costs. The higher amount was based on the low bid unit cost.

**CIP Projects Scoping**

Based on the District experience, the following five categories of sewers should be considered for inclusion into the CIPs.

1. Remaining problem sewers that were not rehabilitated or replaced in the previous 6-Year CIP.
2. Sewer Authority Mid-Coastside (SAM) “hot list” of sewers requiring frequent cleaning (because of problems these sewers were listed as needing to be cleaned every 3, 4, 6 or 12 months).
3. Areas of the collection system identified by GCSD staff as having problems (primarily locating and raising manhole covers and other needed spot repairs).
4. The District’s oldest sewers (constructed in 1920) that have not been replaced. (Records indicated that there were no other sewers constructed until 1964).
5. Problem sewers identified in a meeting with GCSD staff and subsequent email communications.

Since the number of sewers in the five categories far exceeds the District’s budget and the condition of many of those sewers was not known, it was decided to first assess the condition of the sewers by Closed Circuit Television (CCTV) inspection before prioritizing the sewers for inclusion into the current CIP.

In April 2019, the District contracted for the services of Presidio Systems, Inc. (PSI) to assess the condition of its sewers and manholes using CCTV inspection. The condition assessment was conducted using NASSCO PACP and MACP standard methods. After completing the inspection, the conditions of each sewer and manhole was documented using standard NASSCO PACP/MACP forms and was recorded in digital video files. Approximately 11,056 feet of sewers and laterals between 4 and 15 inches in diameter and 95 manholes were inspected, including District assets listed above in Categories 1, 2, 3 and 5. No Category 4 sewers (1920

Memorandum

Granada Community Services District, 5 Year CIP Program

31 May 2019

Page 3

sewers) were inspected as these sewers are approaching 100-year service life and the District has intended to replace all remaining 1920 sewers without needing to assess their condition.

The CCTV inspection provided the condition of each sewer, manhole and cleanout. Based on the standard approach described in the NASSCO Pipeline Assessment Certification Program (PACP), the condition of each sewer, manhole and cleanout inspected was graded based on the severity of its defects. The five grades are defined below as –

- 5 – Most significant defect grade. Examples of Grade 5 defects are collapsed pipe, holes on the pipe, broken pipe and the soils behind the pipe is visible.
- 4 – Significant defect grade. Examples of Grade 4 defects are broken pipe but soil behind the pipe is not visible, multiple fractures of the pipe, deformed pipe, large deformed joints, severe obstruction in the pipe.
- 3 – Moderate defect grade. Examples are medium joint separation, longitudinal fracture, multiple cracks.
- 2 – Minor to moderate defect grade.
- 1 – Minor defect grade.

The overall sewer pipe condition is described by PACP Quick Rating and Overall Rating. PACP Quick Rating (QR) is a four-digit code. The first digit shows the highest severity grade occurring along the pipe length. The second digit shows the number of occurrences of that defect. The third digit shows the second highest severity grade. The fourth digit shows the number of occurrences of the second highest severity grade defect.

PACP Rating Index (RI) is a weighted average of all the pipe defects along the pipe length.

NASSCO Manhole Assessment Certification Program (MACP) and Lateral Assessment Certification Program (LACP) has a similar grading system, QR and RI to the PACP grading system.

Table 1 below summarizes the CCTV inspection results:

**Table 1: Summary of CCTV inspection results**

	Length (feet)	Percentage of Total Sewers Inspected
Sewers with Highest Defect Grade of 5	1,337	12%
Sewers with Highest Defect Grade of 4	2,954	27%
Sewers with Highest Defect Grade of 3	2,901	26%
Sewers with Highest Defect Grade of 2	1,220	11%
Sewers with Highest Defect Grade of 1	189	2%
Sewers without Defect	2,455	22%
Total	11,056	

Memorandum

Granada Community Services District, 5 Year CIP Program

31 May 2019

Page 4

As the table shows, there are 4,291 feet of sewers with a highest defect grade of either 4 or 5. Considering that the District has approximately 5,924 feet of 1920 sewers that have not been previously replaced, the cost of replacing all remaining 1920 sewers and newer sewers with defect grades of either 4 or 5 would exceed the budget that the District has planned for the next 6 years. This means there is also not enough budget within the next 6 years to rehabilitate pipes with Grade 3 or lower defects. Thus only 1920 sewers and sewers with Grade 5 or 4 defects were considered for inclusion into the current CIP. Sewers included in the current CIP have been included based on the severity of their condition, location and past claim history.

The recommended Projects are shown in Tables and Figures in the appendix. Project 1 generally includes sewers located at the downstream end of the collection system, near the Portola Pump Station and the majority are 1920 sewers. Project 2 sewers are generally on the east side of the Portola Pump Station, including sewers along Mirada Road, Isabella Road, Avenue Portola and a sewer along Hwy 1. Project 3 sewers are generally on the west side of the Portola Pump Station, including sewers along San Carlos Avenue, Columbus Street, San Juan Avenue, Avenue Alhambra, San Luis Road and a sewer run upstream of Princeton Pump Station. The sewer pipe on Columbus Street in Project 3 was previously associated with a high claim for damage from a sewer overflow.

Table 2 below summarizes the recommended projects. As Table 2 showed, the planned projects costs are slightly higher than the District budget to allow flexibility during bidding to adjust the project scope based on construction market fluctuations. If the District receives more favorable bids (lower) , the District can replace more sewers. Conversely, if the District receives less favorable (high) bids, the District can reduce the project scope to fit within the District's budget.

**Table 2: Summary of Projects 1, 2 and 3 under the 6-year CIP**

	Fiscal Year	Project Scope	Estimated Cost based on Low Bid	Estimated Cost based on Average Bid
Project 1	2019/20 – 2020/21	Replace or Repair 3,238 feet of 6 – 8-inch sewers 44 laterals 2 manholes	\$539,000	\$743,000
Project 2	2021/22 – 2022/23	Replace or Repair 2,610 feet of 6 – 10-inch sewers 29 laterals 3 manholes	\$387,000	\$534,000



Memorandum

Granada Community Services District, 5 Year CIP Program

31 May 2019

Page 5

	Fiscal Year	Project Scope	Estimated Cost based on Low Bid	Estimated Cost based on Average Bid
Project 3	2023/24 – 2024/25	Replace or Repair 2,907 feet of 6 – 15-inch sewers 68 laterals 1 manhole	\$564,000	\$778,000
Total	2019/20 – 2024/25 (6-year CIP)	Replace or Repair 8,755 feet of 6 – 15-inch sewers 141 laterals 6 manhole	\$1,490,000	\$2,055,000

**Phase 2 - 2019 CIP Improvements - Project 1**

Project Name: GCSD 2019 6-Year CIP Improvements  
 K/J Project No.: 015011\*06



Prepared by: Rebecca Xu  
 Checked by: Xiangquan Li  
 Date: 5/28/2019

**Notes:**

- Total length of sewers: 3,238 LF
- Total number of laterals: 44 EA
- Total number of manholes: 2 EA

**Unit Costs (based on 2015 bid average):**

- \$ 165 per LF for 6"-8" pipe
- \$ 2,000 per lateral replacement
- \$ 6,150 per Manhole replacement
- \$ 2,350 per Manhole raising/partial repair
- \$ 9,500 per Spot Repair

**Sewers:**

Sheet #	Upstream MH#	Downstream MH#	Pipe Length, LF	CCTV Year	Material	Pipe Diameter, inch	Number of Laterals	PACP Quick Overall Rating	PACP Overall Ratings Index	Category	Rcmd'd for Pipe (R)place/ (S)spot Repair	Estimated Cost	Notes
5	MGH5-100	MGH5-96	261	-	Vitrified Clay Pipe	8	1	-	-	1920 pipe, 10/11 CIP	R	\$ 45,065	10/11 CIP notes: no recent call-out
5	MGH5-101	MGH5-100	141	-	Vitrified Clay Pipe	6	10	-	-	1920 pipe, 10/11 CIP	R	\$ 43,265	10/11 CIP notes: 3 call outs due to root issues
5	MGH5-102	MGH5-100	500	-	Vitrified Clay Pipe	8	0	-	-	1920 pipe, 10/11 CIP	R	\$ 82,500	10/11 CIP notes: no recent call-out
5	MGH5-220	MGH5-221	245	-	PVC	6	1	-	-	SAM report	S	\$ 11,500	Pretruding problem detected by SAM - Grade 5 defect
5	MGH5-84	MGH5-80	246	-	Vitrified Clay Pipe	8	1	-	-	1920 pipe, 10/11 CIP	R	\$ 42,590	10/11 CIP notes: no recent call-out
5	MGH5-89	MGH5-84	257	-	Vitrified Clay Pipe	8	2	-	-	1920 pipe, 10/11 CIP	R	\$ 46,405	10/11 CIP notes: several call outs due to lateral or root issues
5	MGH5-93	MGH5-89	105	-	Vitrified Clay Pipe	8	0	-	-	1920 pipe, 10/11 CIP	R	\$ 17,325	10/11 CIP notes: no recent call-out
5	MGH5-94	MGH5-93	120	-	PVC	6	0	-	2.0	10/11 CIP	S	\$ 9,500	10/11 CIP notes: Circumferential Crack @ 114.5 Spot Repair, minor sag
5	MHG5-34	MHG5-33	154	2019	Vitrified Clay Pipe	8	1	4231	2.1	2019 CCTV	R	\$ 27,410	Upstream and downstream manholes to be replaced
5	MHG5-80	MHG5-127	374	2019	Vitrified Clay Pipe	8	6	4331	2.2	2019 CCTV	R	\$ 73,710	
8	MGH8-53	MGH8-53A	350	-	Vitrified Clay Pipe	6	11	-	-	1920 pipe, 10/11 CIP	R	\$ 79,750	10/11 CIP notes: 5 call-outs caused by grease, offset joints and sags in the mainline.
8	MGH8-53A	MGH5-96	200	-	Vitrified Clay Pipe	6	4	-	-	1920 pipe, 10/11 CIP	R	\$ 41,000	
8	MGH8-54	MGH8-53	55	-	Vitrified Clay Pipe	6	6	-	2.0	1920 pipe, 10/11 CIP	R	\$ 21,075	10/11 CIP notes: surveyed in 2007 CIP - Minor offsets, cracked pipes
8	MGH8-57	MGH8-56	230	-	Vitrified Clay Pipe	6	1	-	-	1920 pipe, 10/11 CIP	R	\$ 39,950	no CCTV record

**Manholes:**

Sheet #	MH#	CCTV Year	Material	Manhole Diameter, inch	MACP Quick Overall Rating	MACP Overall Ratings Index	Category	Estimated Cost
5	33	2019	Concrete (precast)	48	411A	1.2	2019 CCTV	\$ 6,150
5	34	2019	Concrete (cast-in-	36	4117	1.4	2019 CCTV	\$ 6,150

Administration Markup (Planning, Design, Construction Administration, Project Administration) 25% Subtotal \$ 594,000  
 Total Based on Bid Average \$ 743,000  
 Total Based on Low Bid \$ 539,000

**Phase 2 - 2019 CIP Improvements - Project 2**

Project Name: GCSD 2019 6-Year CIP Improvements  
 K/J Project No.: 015011\*06



Prepared by: Rebecca Xu  
 Checked by: Xiangquan Li  
 Date: 5/28/2019

**Notes:**

- Total length of sewers: 2,610 LF
- Total number of laterals: 29 EA
- Total number of manholes: 3 EA

**Unit Costs (based on 2015 bid average):**

- \$ 165 per LF for 6"-8" pipe
- \$ 180 per LF for 10" pipe
- \$ 2,000 per lateral replacement
- \$ 6,150 per Manhole replacement
- \$ 2,350 per Manhole raising/partial repair
- \$ 9,500 per Spot Repair

**Sewers:**

Sheet #	Upstream MH#	Downstream MH#	Pipe Length, LF	CCTV Year	Material	Pipe Diameter, inch	Number of Laterals	PACP Quick Overall Rating	PACP Overall Ratings Index	Category	Rcmd'd for Pipe (R)place/(S)pot Repair	Estimated Cost	Notes
5	MHG5-08	MHG5-07	301	2019	Vitrified Clay Pipe	6	0	4133	2.4	2019 CCTV	S	\$ 9,500	
5	MHG5-08A	MHG5-08	300	2019	Vitrified Clay Pipe	6	2	5231	2.9	2019 CCTV	R	\$ 53,500	Upstream manhole to be replaced
5	MHG5-114	MHG5-111	226	2019	Vitrified Clay Pipe	8	7	5141	1.6	2019 CCTV	R	\$ 51,290	Downstream manhole to be replaced
5	MHG5-115	MHG5-114	243	2019	Vitrified Clay Pipe	6	0	4133	1.5	2019 CCTV	S	\$ 9,500	
5	MHG5-120	MHG5-119	139	2019	Vitrified Clay Pipe	6	2	5134	2.0	2019 CCTV	S	\$ 13,500	
5	MHG5-121	MHG5-120	109	2019	Vitrified Clay Pipe	6	0	4121	1.4	2019 CCTV	S	\$ 9,500	
6	MHG6-1A	MHG6-1	162	2019	Vitrified Clay Pipe	6	2	5445	2.5	2019 CCTV	R	\$ 30,730	
6	MHG6-08	MHG6-06	146	2019	Vitrified Clay Pipe	6	2	5141	2.3	2019 CCTV	R	\$ 28,090	
9	MHG9-05	MHG9-04	389	2017	Asbestos Cement	10	3	-	-	Mirada Rd CCTV Survey 2017	R	\$ 76,020	Grade 4 defect: Surface reinforcement projecting into pipe; surface roughness increased
9	MHG9-07	MHG9-06	242	2017	Asbestos Cement	10	2	-	-	Mirada Rd CCTV Survey 2017	R	\$ 47,560	Grade 5 defect: Soil visible
9	MHG9-11B	MHG9-10	152	2017	Asbestos Cement	10	8	-	-	Mirada Rd CCTV Survey 2017	R	\$ 43,360	Grade 5 defect: Surface reinforcement projecting into pipe; surface roughness increased
10	MHG10-54	MHG10-52	201	2019	Vitrified Clay Pipe	8	1	4222	4.0	2019 CCTV	R	\$ 35,165	Upstream manhole to be replaced

**Manholes:**

Sheet #	MH#	CCTV Year	Material	Manhole Diameter	MACP Quick Overall Rating	MACP Overall Ratings Index	Category	Estimated Cost
5	08A	2019	Concrete (precast)	48	4131	1.5	2019 CCTV	\$ 6,150
5	111	2019	Concrete (cast-in-concrete)	48	4321	1.9	2019 CCTV	\$ 6,150
10	54	2019	Concrete (precast)	48	5117	1.5	2019 CCTV	\$ 6,150

Administration Markup (Planning, Design, Construction Administration, Project Administration) 25% Subtotal \$ 427,000  
 Total Based on Bid Average \$ 534,000  
 Total Based on Low Bid \$ 387,000

**Phase 2 - 2019 CIP Improvements - Project 3**



**Project Name:** GCSD 2019 6-Year CIP Improvements  
**K/J Project No.:** 015011\*06

**Prepared by:** Rebecca Xu  
**Checked by:** Xiangquan Li  
**Date:** 5/23/2019

**Notes:**

1. Total length of sewers: 2,907 LF
2. Total number of laterals: 68 EA
3. Total number of manholes: 1 EA

**Unit Costs (based on 2015 bid average):**

- \$ 165 per LF for 6"-8" pipe
- \$ 225 per LF for 15" pipe
- \$ 2,000 per lateral replacement
- \$ 6,150 per Manhole replacement
- \$ 2,350 per Manhole raising/partial repair
- \$ 9,500 per Spot Repair

**Sewers:**

Sheet #	Upstream MH#	Downstream MH#	Pipe Length, LF	CCTV Year	Material	Pipe Diameter, inch	Number of Laterals	PACP Quick Overall Rating	PACP Overall Ratings Index	Category	Rcmd'd for Pipe (R)place/ (S)pot Repair	Estimated Cost	Notes
2	MHG2-35	MHG2-19	266	2019	Asbestos Cement	15	0	5141	2.2	2019 CCTV	R	\$ 43,890	
3	MGH3-84	MGH3-53A	520	-	Vitrified Clay Pipe	6	9	-	-	1920 pipe, 10/11 CIP	R	\$ 103,800	1 call out, no CCTV record
3	MHG3-86	MHG3-85	279	2019	Asbestos Cement	6	9	4332	2.9	2019 CCTV	R	\$ 64,035	Combined records
4	MHG4-24	MHG4-25	97	2019	Vitrified Clay Pipe	8	0	5242	3.3	2019 CCTV	R	\$ 16,005	Combined records
4	MGH4-25	MGH5-18	410	-	Vitrified Clay Pipe	6	7	-	-	1920 pipe, CIP Line Problem List	R	\$ 81,650	offset & hole in line, no CCTV records
4	COG4-69	MHG4-68	150	2019	Asbestos Cement	6	3	4832	3.0	2019 CCTV	R	\$ 30,750	
4	MGH4-75	MGH4-88	148	-	Vitrified Clay Pipe	6	5	-	-	1920 pipe, 10/11 CIP	R	\$ 34,420	8 call outs
4	MGH4-76	MGH4-75	273	-	Vitrified Clay Pipe	6	14	-	-	1920 pipe, 10/11 CIP	R	\$ 73,045	MHG4-76 to be replaced
4	MGH4-77	MGH4-76	205	-	Vitrified Clay Pipe	6	12	-	-	1920 pipe, 10/11 CIP	R	\$ 57,825	MHG4-76 to be replaced
4	MGH4-82	MGH4-76	374	2019	Vitrified Clay Pipe	6	5	3422	1.8	2019 CCTV	R	\$ 71,710	>\$100k claim history per GCSD, MHG4-76 to be replaced
4	MGH4-122	MGH5-19	185	-	Vitrified Clay Pipe	6	4	-	-	1920 pipe, 10/11 CIP	R	\$ 38,525	no recent call-out, no CCTV record

**Manholes:**

Sheet #	MH#	CCTV Year	Material	Manhole Diameter	MACP Quick Overall Rating	MACP Overall Ratings	Category	Estimated Cost
4	76	2019	Concrete	48	4116	1	2019 CCTV	\$ 6,150

Administration Markup (Planning, Design, Construction Administration, Project Administration) 25% Subtotal \$ 622,000  
**Total Based on Bid Average \$ 778,000**  
**Total Based on Low Bid \$ 564,000**

# GRANADA COMMUNITY SERVICES DISTRICT

## SAN MATEO COUNTY, CALIFORNIA

### 6-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2019/2020 THROUGH 2025/2026

#### PHASE 2 – CIP PROJECTS MAY 2019



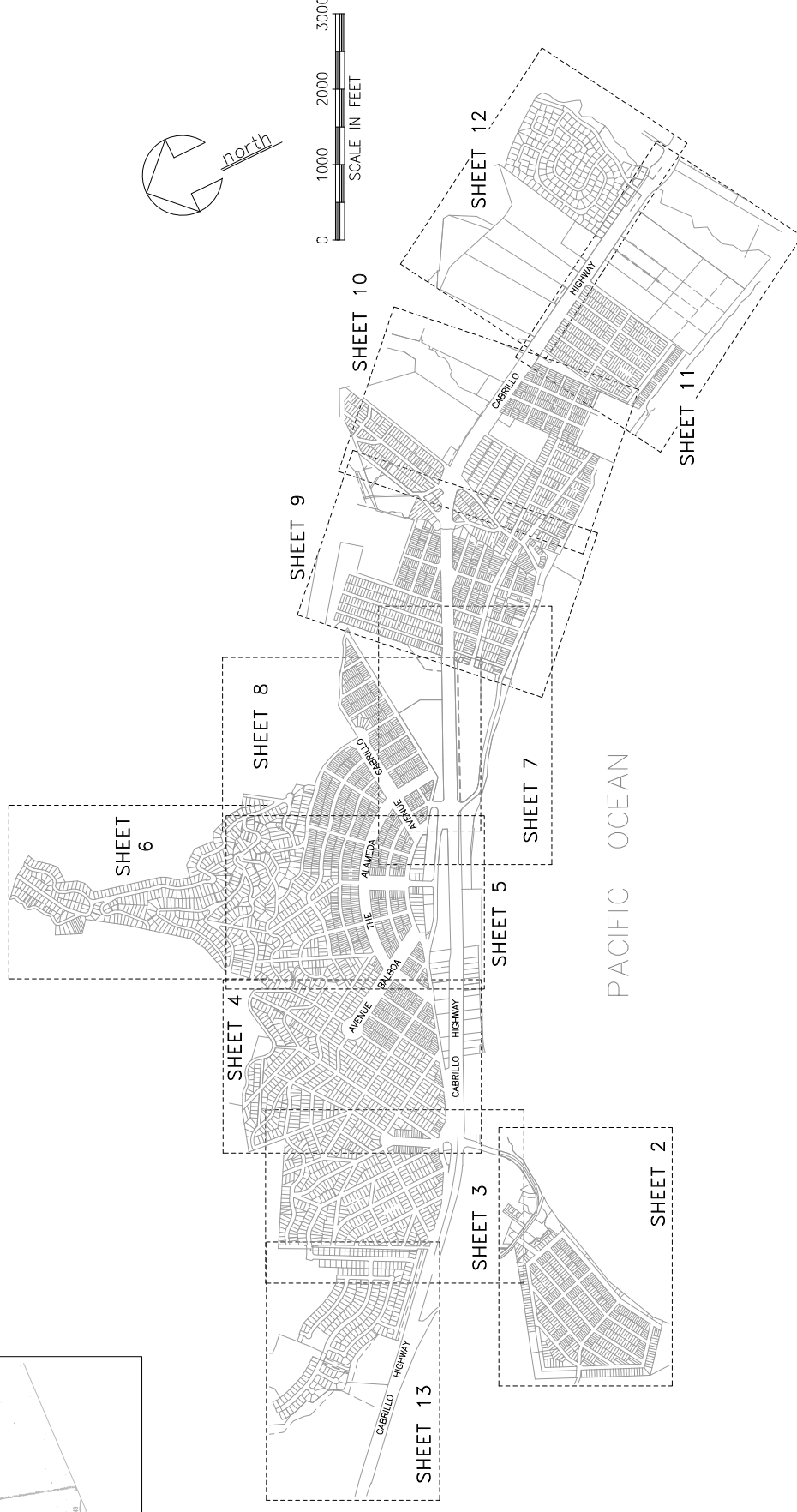
VICINITY MAP

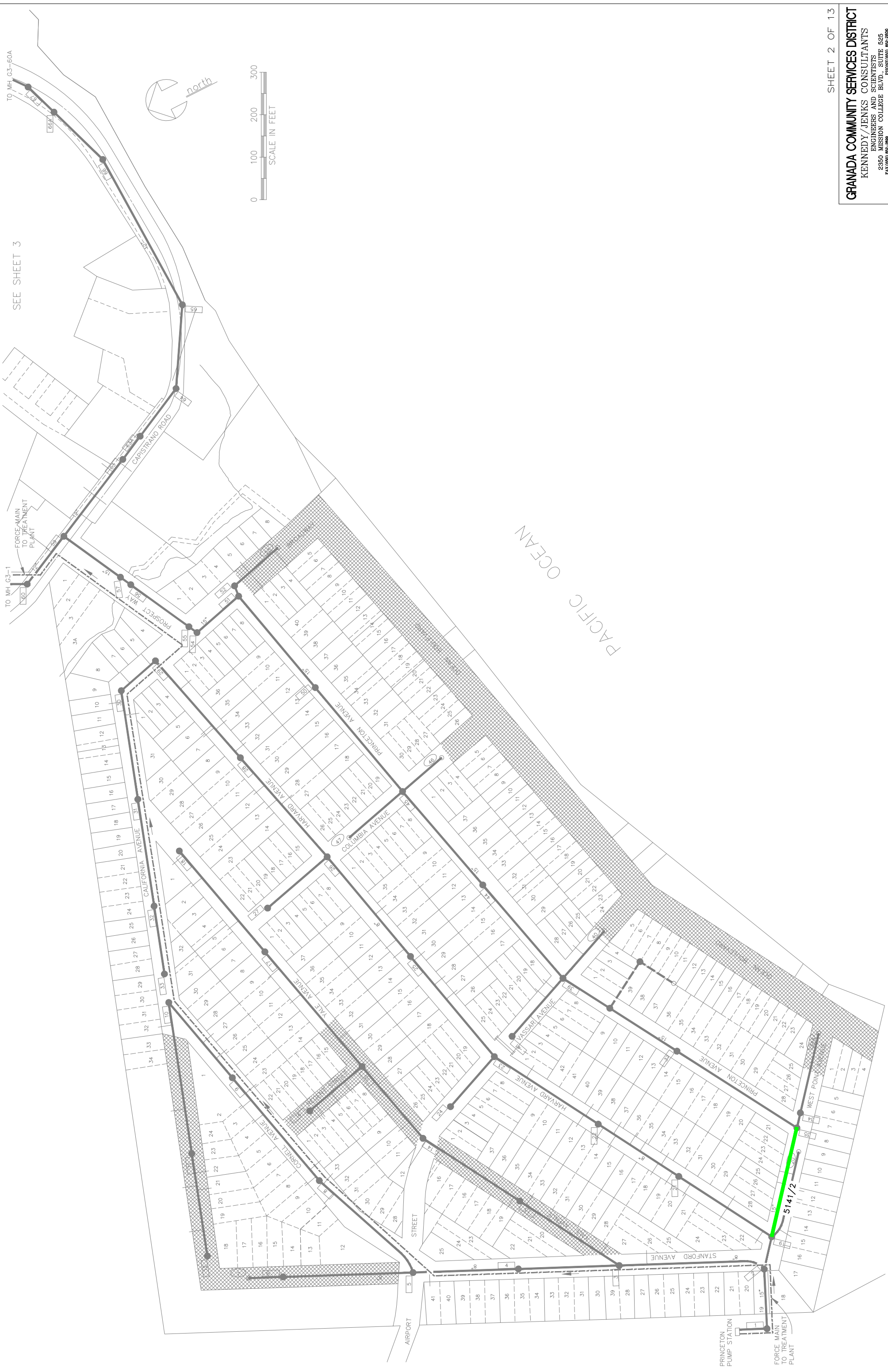
LEGEND

- █ Project 1 – FY2019/2020 through FY2021/2022
- █ Project 2 – FY2021/2022 through FY2023/2024
- █ Project 3 – FY2023/2024 through FY2025/2026
- MANHOLE

MAP LEGEND

- SANITARY SEWER LINE
- SANITARY SEWER LINE – IN PROGRESS
- SANITARY SEWER LINE – PROPOSED
- FORCE MAIN
- SANITARY SEWER MANHOLE AND NUMBER
- SANITARY SEWER CLEANOUT AND NUMBER
- SANITARY SEWER FORCE MAIN BLOW OFF
- BARRICADE
- PAPER STREETS

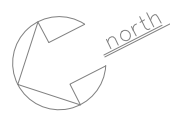




SEE SHEET 3

TO MH 63-1

TO MH 63-60A





SEE SHEET 13

SEE SHEET 2

SEE SHEET 2

SEE SHEET 4

SEE SHEET 4

SHEET 3 OF 13

**GRANADA COMMUNITY SERVICES DISTRICT**  
 KENNEDY/JENKS CONSULTANTS  
 ENGINEERS AND SCIENTISTS  
 2350 MISSION COLLEGE BLVD., SUITE 625  
 FAY (650) 852-2899 FAX (650) 852-2890



TO MH G3-96

SEE SHEET 3 TO MH G3-95

TO MH G3-92

TO MH G3-82

TO MH G3-81

TO MH G3-94

SEE SHEET 3

TO MH G3-74

TO MH G3-60B

TO MH G5-65

TO MH G5-54

SEE SHEET 5

TO MH G5-41

TO MH G5-40

TO MH G5-36

TO MH G5-18

TO MH G5-19

SEE SHEET 5

TO MH G5-1

TO MH G5-B

BLOW OFF 15A  
 FORCE MAIN ENDS

CABRILLO HIGHWAY

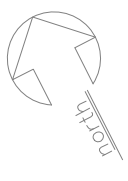
CIP Problem List/1920





SEE SHEET 4

SCALE IN FEET  
0 100 200 300



SEE SHEET 6

SHEET 5 OF 13

**GRANADA COMMUNITY SERVICES DISTRICT**  
KENNEDY/JENKS CONSULTANTS  
ENGINEERS AND SCIENTISTS  
2360 MISSION COLLEGE BLVD., SUITE 625  
PALO ALTO, CA 94301  
PHONE (650) 866-2800

TO MH G4-13

TO MH G4-10 TO MH G4-25

TO MH G4-72

TO MH G4-88

TO MH G4-91

TO MH G4-94

TO MH G4-95

TO MH G6-76

TO MH G6-1

TO MH G6-11

TO MH G6-17

TO MH G6-28

TO MH G8-63

SEE SHEET 8

TO MH G8-58

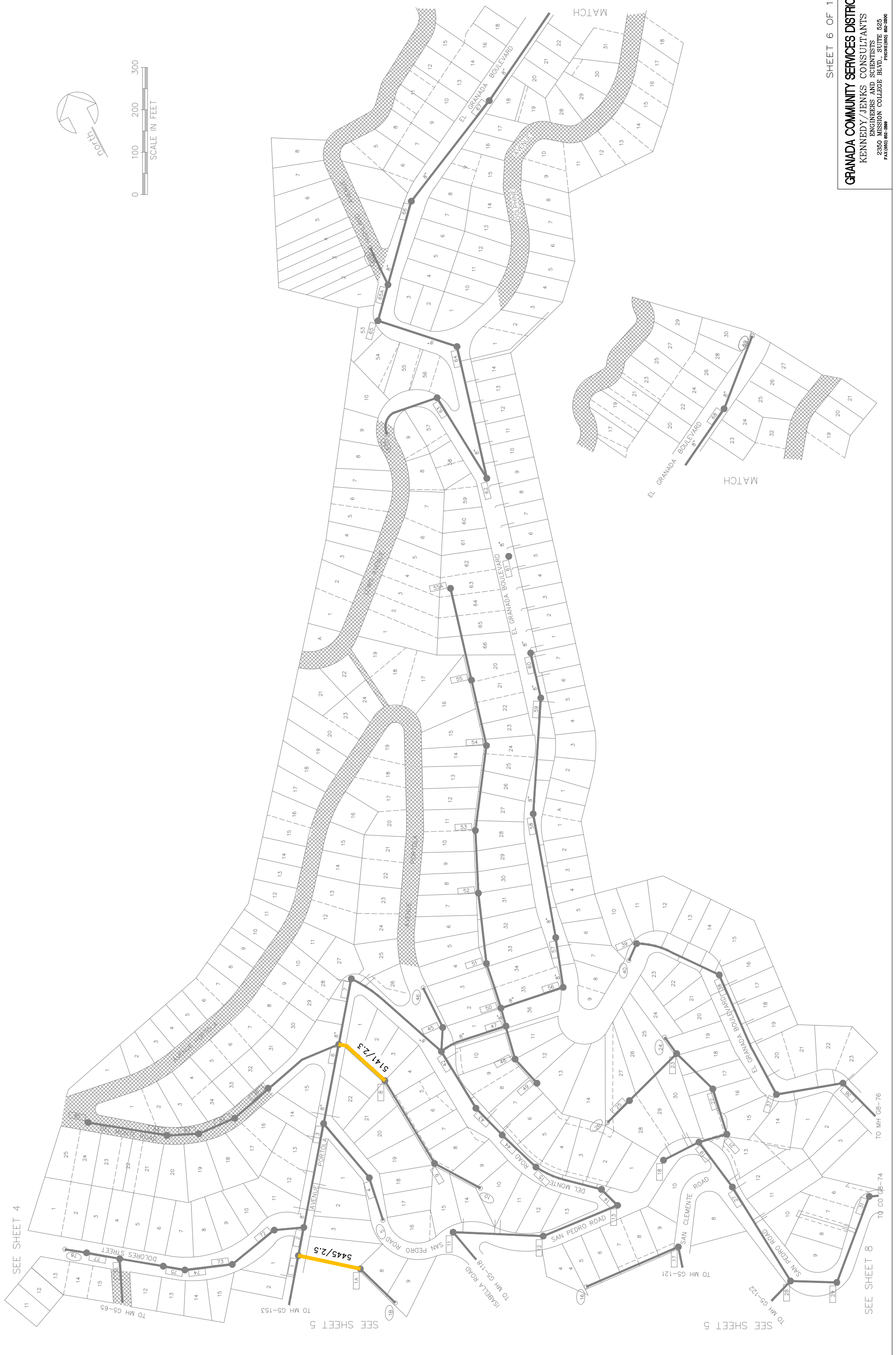
TO MH G8-53A

TO MH G8-50

TO CO G8-83

TO MH G8-1

SEE SHEET 7



SEE SHEET 5



CABRILLO HIGHWAY

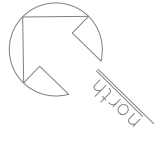
SEE SHEET 7

SEE SHEET 9



SEE SHEET 8

SEE SHEET 7





SEE SHEET 9

TO MH G9-48

TO MH G9-52

TO MH G9-14

TO MH G11-16

TO MH G11-17

TO MH G11-18

TO MH G11-1

TO MH G11-16

TO MH G11-17

TO MH G11-18



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**ITEM #7**

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# GRANADA COMMUNITY SERVICES DISTRICT

## AGENDA MEMORANDUM

To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: SAM FY 2019/20 Collections Budget and Associated Resolution  
Date: June 20, 2019

At the GCSD May board meeting, your board reviewed the SAM Collections System Budget as approved by the SAM board at their March 25 meeting. Much of the discussion of the item at SAM's March meeting centered around the fact that the City of Half Moon Bay intended to utilize SAM's contract collections services for the coming year, even though they were not included in the collections budget presented to the SAM board at that meeting. The SAM General Manager recommended that the board approve the collections budget for circulation with just MWSD and GCSD included, which the SAM board did. Our GCSD board tabled the item in May pending action by Half Moon Bay on the collections budget.

At SAM's June 10 meeting, the SAM General Manager presented a new budget (attached) for approval by the SAM board that now included the proposed \$178,888 in revenue from Half Moon Bay. However, rather than re-allocate the proposed costs amongst the now three agency budget, SAM's new June collections budget simply added \$178,888 in expenses to make revenues and expenditures equal out, with no further explanation. The SAM board subsequently approved this new budget, with the hope that any inconsistencies could be worked out in the coming months by all parties involved.

### Contract Fees for Each Contracting Agency

	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$319,741	\$351,881	\$274,596	\$310,908	\$178,888	-\$132,017	-42%
GCSD	\$242,391	\$242,350	\$239,954	\$284,500	\$296,201	\$ 11,701	4%
MWSD	<u>\$325,958</u>	<u>\$321,608</u>	<u>\$279,411</u>	<u>\$328,036</u>	<u>\$341,549</u>	<u>\$ 13,513</u>	<u>4%</u>
Total	\$888,090	\$915,839	\$793,961	\$923,444	\$816,638	-\$106,803	-12%



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors

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

**SUBJECT: Adopt Resolution No. 2019-07 Adopting the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2019/20**

**Executive Summary**

The purpose of this report is to allow the Board to discuss the Contract Collection Services Budget for Fiscal Year 2019/20.

**Fiscal Impact**

The total cost for Fiscal Year 2019/20 is \$816,669, of which all is recovered as contract service fees to the agencies. This is an overall *decrease* in fees to the contracting agencies of \$106,803. The following table reflects the history of fees for each agency for the past three years, the current year, and the upcoming year.

**Contract Fees for Each Contracting Agency**

	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$319,741	\$351,881	\$274,596	\$310,908	\$178,888	-\$132,017	-42%
GCSD	\$242,391	\$242,350	\$239,954	\$284,500	\$296,201	\$ 11,701	4%
MWSD	<u>\$325,958</u>	<u>\$321,608</u>	<u>\$279,411</u>	<u>\$328,036</u>	<u>\$341,549</u>	<u>\$ 13,513</u>	<u>4%</u>
Total	\$888,090	\$915,839	\$793,961	\$923,444	\$816,638	-\$106,803	-12%

**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 Coastside. 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*

**BOARD MEMBERS:** J. Blanchard B. Dye R. Lohman  
 D. Penrose D. Ruddock K. Slater-Carter

**ALTERNATE MEMBERS:** S. Boyd M. Clark A. Eisen  
 J. Harvey H. Rarback

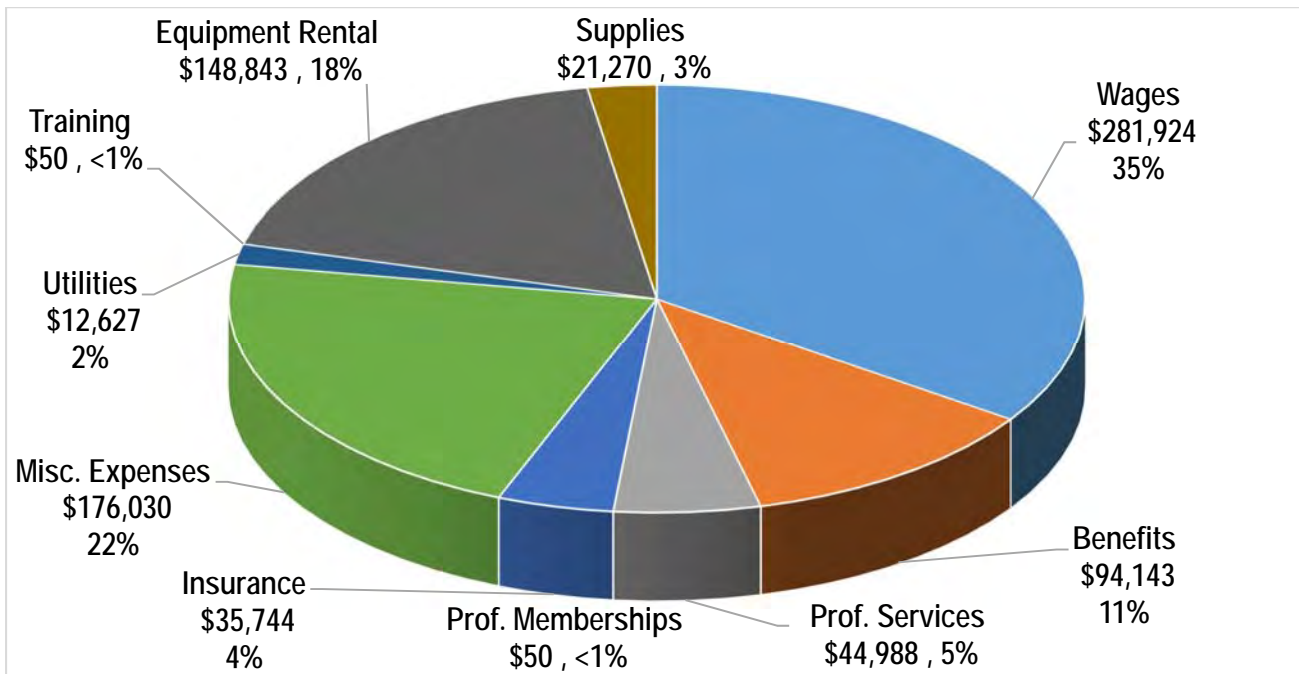
service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”

**Background and Discussion/Report**

SAM has provided some form of collection system maintenance services to the member agencies through separate agreements since 1988. The scope of services has grown over the past 30 years to meet regulatory requirements and service needs. The cost allocation methodology has changed over the years as well. In 2018, the HMB City Council approved a contract with SAM to provide the scope of services for a one-year period starting July 1, 2018.

HMB staff notified SAM that it was interested in reducing sewer line cleaning by 50% for FY 2019/20. GCSD and MWSD informed SAM that there was no change in service levels for FY 2019/20. The overall expenditure change from Fiscal Year 2018/19 to Fiscal Year 2019/20 is a decrease of \$98,000 (-11%), which reflects the reduced service levels for Half Moon Bay.

The budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, fuel, and other non-discretionary expenses.

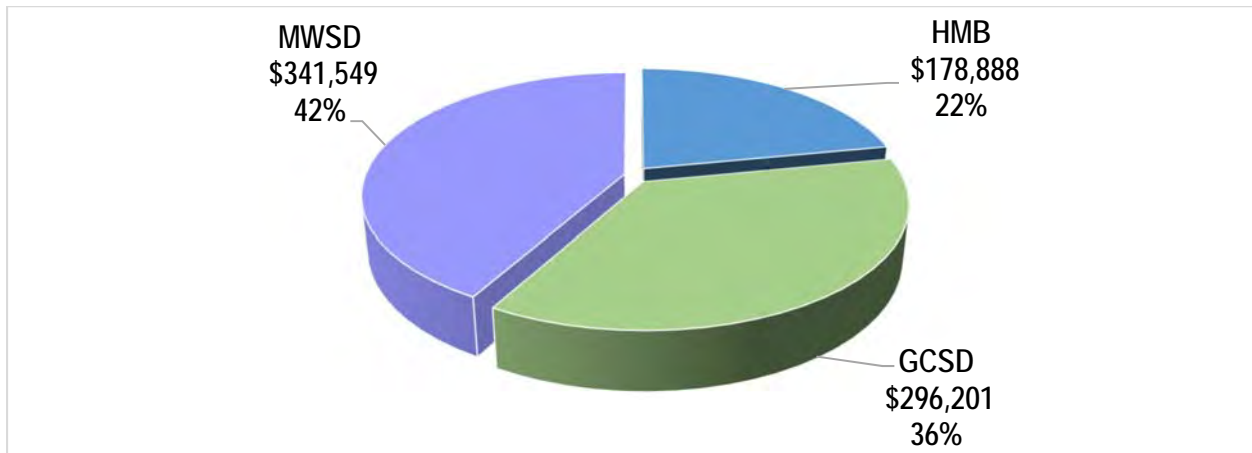


As for most service agencies, the most significant costs are for employee wages (35%) and benefits (11%). Providing support services (27%) and equipment (18%) required to

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	83

meet the scope of services are the next largest portions of the budget. The remaining items in the budget (liability insurance on behalf of the agencies, supplies, utilities, etc.) account for approximately 9% of the total budget.

The change in contract service fees reflects the decrease in service levels requested by HMB. HMB is invoiced based services received the previous month per the established service rates. GCSD and MWSD are billed at the beginning of each month for 1/12<sup>th</sup> of the respective budgets. All three agencies are billed separately for contract services performed by vendors in response to requests by the contracting agency.



The significant overall changes in the budget line items are detailed in the budget narrative included in the CCS Budget document.

The agreements with GCSD and MWSD require that the budget be submitted to each agency no later than March 31 for the succeeding fiscal year. The agreements also require that contracting agencies approve the budget no later than June 15 for the following fiscal year.

On May 7, the City Council approved a 12-month contract extension effective July 1, 2019. The MWSD board adopted the CCS Budget at its meeting on May 23, 2019. The GCSD Board has not taken action on the budget as of June 6.

**Staff Recommendation**

Staff recommends that the Board of Directors adopt a resolution approving the Contract Collection Services Budget for Fiscal Year 2019/20.

**Supporting Documents**

Attachment A: Contract Collection Services Budget for FY 2019/20

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BOARD MEMBERS:	J. Blanchard D. Penrose	B. Dye D. Ruddock	R. Lohman K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd J. Harvey	M. Clark H. Rarback	A. Eisen



Contract Collection Services Budget  
Fiscal Year 2019/20

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SEWER AUTHORITY MID-COASTSIDE**

**RESOLUTION NO. 2019-07**

**ADOPTING THE SEWER AUTHORITY MID-COASTSIDE CONTRACT COLLECTION  
SERVICES BUDGET FOR FISCAL YEAR 2019/20**

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The Board finds that:

The Sewer Authority Mid-Coastside has prepared and submitted to each of the contracting agencies a proposed Contract Collection Services Budget for Fiscal Year 2019/20.

The contracting agency governing boards have each approved the proposed budget.

As a result, the Board of Directors of the Sewer Authority Mid-Coastside:

1. approves and adopts the Contract Collection Services Budget for Fiscal Year 2019/20; and
2. directs the Secretary of the Board to file a copy of this Resolution, along with a copy of the adopted Budget, with each member agency.

\* \* \*

**I HEREBY CERTIFY** that this resolution was duly and regularly adopted by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, at a regular meeting held on the 10<sup>th</sup> day of June 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Secretary of the Board  
Sewer Authority Mid-Coastside  
San Mateo County, California

## CONTRACT COLLECTION SERVICES BUDGET

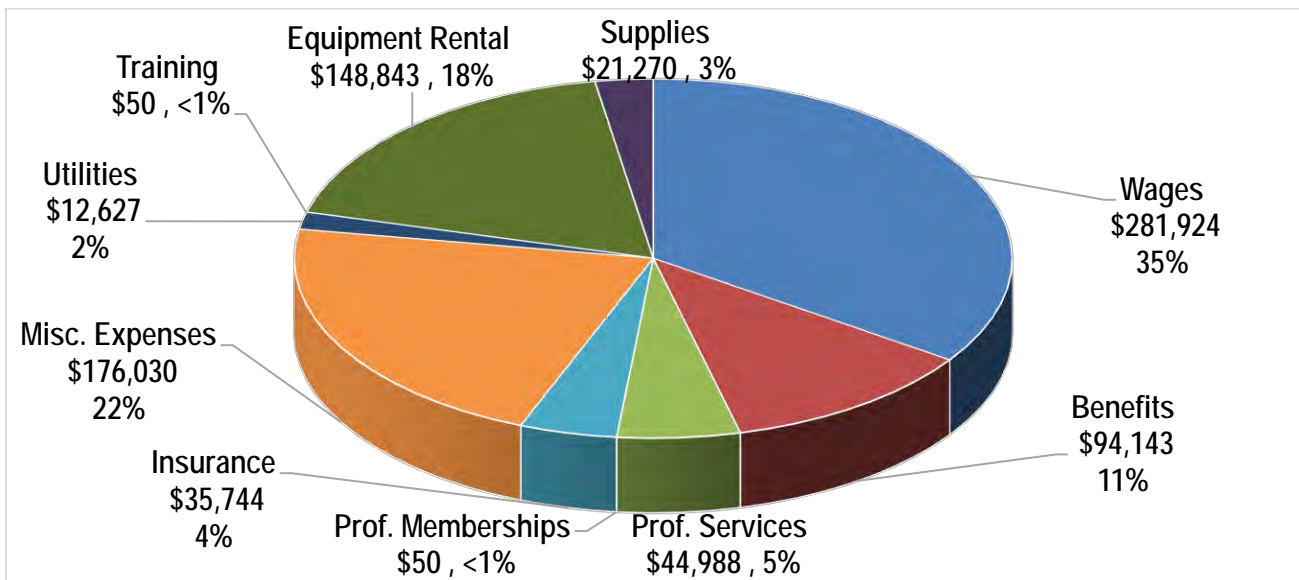
SAM has provided some form of collection system services to its member agencies through separate agreements since 1988. The scope of services has grown and changed over the past 30 years. The current collection system agreements with the Granada Community Services District (GCSD) and the Montara Water & Sanitary District (MWSD) require that SAM submit budgets for the cost of contract services no later than March 31 each year. The cost for services provided by SAM shall be “in accordance with a fee schedule set forth in the budget for each fiscal year.”

### CCS Income & Expenses

<b>Operating Income</b>	
Contract Fees - City of Half Moon Bay	178,888
Contract Fees - Granada Community Services District	296,201
Contract Fees - Montara Water & Sanitary District	341,549
NDWSCP Fees	0
Miscellaneous Revenue	0
<b>Total Operating Income</b>	<b>\$ 816,638</b>
<b>Operating Expenses</b>	
Wages	281,924
Benefits	94,143
Legal Services	0
Engineering Services	0
Professional & Technical Services	44,988
Professional Memberships	50
Insurance Premiums	35,744
Miscellaneous Expenses	176,030
Utilities	12,627
Travel & Training	50
Equipment Rental/Lease	148,843
Contract Maintenance Services	0
Chemicals	1,000
Permits & Licenses	0
Supplies	21,270
Equipment	0
Infrastructure Projects	0
Claims & Penalties	0
<b>Total Operating Expenses</b>	<b>\$ 816,669</b>
<b>Net Operating Income</b>	<b>\$ (31)</b>
<b>Non-Operating Income</b>	
From Reserves	0
<b>Total Non-Operating Income</b>	<b>\$ 7,175</b>
<b>Fund Balance</b>	<b>\$ 7,144</b>

The Contract Collection Services (CCS) Budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, fuel, and other non-discretionary expenses. The overall change from Fiscal Year 2018/19 to Fiscal Year 2019/20 is a decrease of \$113,463 (-12%). This is primarily due to the City of Half Moon Bay reducing contract services as of July 1, 2019.

As for most service agencies, the most significant expenditures are for wages (35%) and benefits (11%). Providing support services (46%) and the necessary equipment (8%) required to meet the scope of services are the next largest portions of the budget. The significant overall changes in the budget line items are detailed in the budget narrative.



The following table reflects changes in service fees year over year for each agency.

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$ 351,881	\$ 303,060	\$ 310,905	\$ 178,888	(\$ 132,017)	(42%)
GCSD	\$ 242,350	\$ 241,134	\$ 284,500	\$ 296,201	\$ 11,701	4%
MWSD	\$ 321,608	\$ 391,476	\$ 328,036	\$ 341,549	\$ 13,513	4%
Total	\$ 915,839	\$ 935,670	\$ 923,441	\$ 816,638	(\$ 106,803)	(12%)

Each agency will be invoiced monthly for the cost of services as well as any reimbursements for repair services performed by vendors in response to requests by the contracting agency.



**CONTRACT COLLECTION SERVICES**  
**Consolidated (Half Moon Bay, GCSD, MWSD)**

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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**EXPENDITURES**

**Personnel**

1	Wages	311,166	347,149	401,639	170,993	246,191	(155,448)	-39%
2	Premium Pay	60,217	40,519	44,243	54,630	35,733	(8,510)	-19%
3	Health Benefits	93,486	95,961	70,298	54,796	41,204	(29,094)	-41%
4	Retirement Cont.	3,815	30,156	52,497	28,378	31,347	(21,150)	-40%
5	Retiree Med/OPEB	1,592	1,668	5,660	3,313	3,362	(2,298)	-41%
6	Misc. Benefits	21,301	23,027	31,812	12,865	18,229	(13,583)	-43%
7	Subtotal	491,577	538,480	606,149	324,974	376,067	(230,082)	-38%

**Non-Personnel**

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	-	-	-	-	-	-	0%
10	Professional Services	158,831	49,004	24,520	79,672	44,988	20,468	83%
11	Prof. Memberships	1,056	-	175	-	50	(125)	-71%
12	Insurance Premiums	71,996	59,204	37,000	43,961	35,744	(1,256)	-3%
13	Misc. Expenses	5,718	9,211	175,494	219,841	176,030	536	0%
14	Utilities	11,175	10,001	10,950	11,178	12,627	1,677	15%
15	Travel & Training	1,533	2,180	1,081	650	50	(1,031)	-95%
16	Equipment Rental	-	-	52,139	177,688	148,843	96,704	185%
17	Bldg & Maint Services	44,006	115,430	-	70,265	-	-	0%
18	Chemicals	4,153	4,089	1,025	1,880	1,000	(25)	-2%
19	Permits & Licenses	3,338	1,044	-	-	-	-	0%
20	Supplies	27,828	21,176	21,600	23,481	21,270	(330)	-2%
21	Equipment	2,033	-	-	-	-	-	0%
22	Infrastructure	-	-	-	-	-	-	0%
23	Claims/Penalties	-	(38,653)	-	1,419	-	-	0%
24	Subtotal	331,667	232,686	323,984	630,035	440,602	116,618	36%

25 **TOTAL**                      **823,244**      **771,166**      **930,133**      **955,009**      **816,669**      **(113,463)**      **-12%**

**Key Changes**

Reduce cleaning services by 50% per City staff / consultants	(155,273)
Increase in wages and benefits per Local 39 MOU	\$ 21,821
Temporary staffing to cover for vacations, training, etc.	10,000
Increase in services and supplies based on 5% CPI	\$ 9,989
	<b>\$ (113,463)</b>

**CONTRACT COLLECTION SERVICES**  
 Consolidated (Half Moon Bay, GCSD, MWSD)

FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL	
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**REVENUE**

**By Type:**

26 JPA Assessments	-	-	-	-	-	-	0%
27 Contract Services	915,839	935,670	923,441	971,784	816,638	(106,803)	-12%
28 NDWSCP Fees	-	59,292	7,175	10,918	7,175	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 From/(To) Reserves	-	-	-	-	-	-	0%
33	<b>915,839</b>	<b>994,962</b>	<b>930,616</b>	<b>982,702</b>	<b>823,813</b>	<b>(106,803)</b>	<b>-11%</b>

**By Agency:**

34 Half Moon Bay	351,881	303,060	310,905	291,303	178,888	(132,017)	-42%
35 Granada CSD	242,350	241,134	284,500	287,857	296,201	11,701	4%
36 Montara WSD	321,608	391,476	328,036	392,624	341,549	13,513	4%
37	<b>915,839</b>	<b>935,670</b>	<b>923,441</b>	<b>971,784</b>	<b>816,638</b>	<b>(106,803)</b>	<b>-12%</b>

**Key Changes**

Reduce cleaning services by 50% per City staff / consultants (132,017)

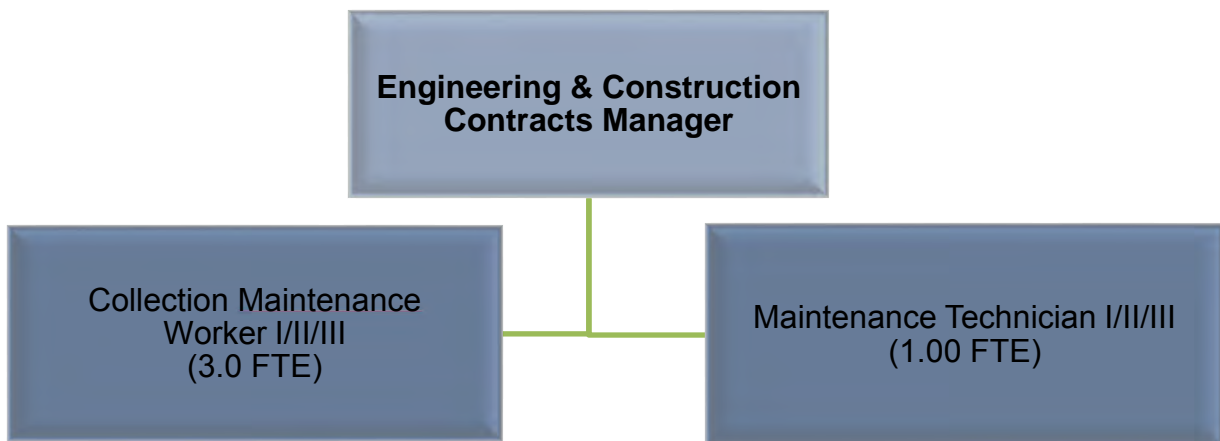
<b>Funded Positions:</b>	4.75	5.00	5.00	5.00	4.00	(1.00)	-20%
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## **CONTRACT COLLECTION SERVICES**

The Contract Collection Services (CCS) Budget is a discrete function at SAM and not included in the JPA agreement. This function provides preventive and corrective maintenance of the wastewater main lines and lift stations for the City of Half Moon Bay, Granada Community Services District, and the Montara Water & Sanitary District. The service levels are identified in the service agreements between SAM and each contracting agency. Starting with FY 2018/19, the cost for services was based on the feet of lines cleaned and the frequency of maintenance of lift stations each month.

This function is managed by the Engineering & Construction Contracts Manager. The following chart reflects the organizational structure.



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

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Positions	6.15	6.15	6.15	6.47	4.75	5.00	5.00	4.00

The following pages provide the Contract Collection Services Budget line items.

## **FINANCIAL HIGHLIGHTS**

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The following is a list of key budget categories, what is included in each category, and the changes between the FY 2018/19 and 2019/20 budgets.

<u>Budget Line #</u>	<u>FY 2018/19</u>	<u>FY 2019/20</u>
1. Wages Increased for COLA adjustments per MOU and merit step increases, where applicable.	\$401,639	\$246,191
2. Premium Pay Includes overtime and standby pay. Increased per MOU.	\$44,243	\$35,733
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU.	\$70,298	\$41,204
4. Retirement Contributions SAM pays the employer contribution but no portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$52,497	\$31,347
5. Retiree Medical/OPEB Reflects contributions to an OPEB fund in compliance with GASB.	\$5,660	\$3,362
6. Misc. Benefits Includes Medicare, long-term and short-term disability, and workers compensation premiums.	\$31,812	\$18,229
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits.	\$606,149	\$376,067
8. Legal Services There are no legal services budgeted to CCS.	\$0	\$0
9. Engineering Services There are no engineering costs budgeted to CCS.	\$0	\$0
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$24,520	\$44,988

Budget Line #	FY 2018/19	FY 2019/20
11. Professional Membership Includes memberships in professional organizations (CWEA) for SAM to keep current on industry practices and service delivery improvements.	\$175	\$50
12. Insurance Premiums The liability insurance premiums for coverage of the member agencies' collection systems are charged to this budget.	\$37,000	\$35,744
13. Misc. Expenses Includes incidental expenses (employee physicals, uniform laundry services, etc.) not captured in other categories. Includes contract overhead charges.	\$175,494	\$176,030
14. Utilities Water for cleaning the sewer lines and cell phone reimbursement for CCS staff.	\$10,950	\$12,627
15. Travel & Training Training and travel related costs for required safety and industry training.	\$1,081	\$50
16. Equipment Rental/Lease Rental or lease of equipment necessary to perform the identified scope of services.	\$52,139	\$148,843
17. Building & Maintenance Services This line reflects the maintenance work performed through 3 <sup>rd</sup> party vendors. There is no budget and expenses are billed only if approved by the agency.	\$0	\$0
18. Chemicals Chemicals are purchased to address issues at the contracting agency lift stations as needed.	\$1,025	\$1,000
19. Permits There are no permit fees budgeted to CCS.	\$0	\$0
20. Supplies Safety, general, and miscellaneous supplies necessary to perform the contract services.	\$21,600	\$21,270

Budget Line #	FY 2018/19	FY 2019/20
21. Equipment There are no equipment costs budgeted to CCS. All equipment used for the CCS program owned by SAM.	\$0	\$0
22. Infrastructure There are no infrastructure casts budgeted to CCS.	\$0	\$0
23. Claims/Penalties There are no claims/penalties budgeted to CCS. Claim recovery costs are reimbursed by the contracting agency when they occur.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$323,984	\$440,602
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$930,133	\$816,669

The significant changes in the Contract Collection Services department from FY 2018/19 included in the FY 2019/20 budget are:

1. The contract services to HMB reduced to 50% of sewer lines as of July 1, 2019.
2. Rent or lease equipment from JPA rather than CCS purchasing it.
3. Pooled liability insurance through CSRMA for GCSD and MWSD only.

## **GOALS**

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- Perform all scheduled and emergency maintenance at the service levels defined in the scope of services for each agency.
- Eliminate sanitary sewer overflows (SSOs) through use of industry best practices.
- Provide customers with quick, knowledgeable, and complete response to calls.
- Promote the development and education of staff to assure the ongoing ability to maintain, troubleshoot and repair all systems and equipment.

## **HIGHLIGHTS**

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- Cleaned sewer lines as required in the service agreements and within industry best management practices.

- Responded to service requests as required in the service agreements.
- Responded to all emergency service requests within 45 minutes or less.
- Performed preventive maintenance at contract lift stations to maintain reliability.
- Conducted all required annual safety training programs.
- Responded to requests for USA markings.
- Performed connection inspections for GCSD as requested.
- Performed project oversight as requested by contracting agencies.
- No lost time due to industrial injury or illness.

## **PROGRAM OBJECTIVES**

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- Perform required preventive and predictive maintenance to eliminate spills, overflows, and to minimize the possibility of equipment breakdowns
- Continue to promote and provide a safe environment for all staff.
- Develop and implement standard operating procedures (SOPs) for contract collection and maintenance functions.
- Develop and implement maintenance plan for routine equipment maintenance.
- Perform annual F.O.G. program inspections on behalf of contracting agencies.

## **PERFORMANCE MEASURES**

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- Clean segments of sewer lines based on agreed upon frequencies.
- Eliminate sanitary sewer overflows (SSOs) to achieve the goal of no spills.
- No lost time due to injuries or accidents.
- Completion of 100% of required annual safety trainings.
- Respond to 100% of emergency service requests within 60 minutes or less.
- Achieve 100% customer satisfaction for all service calls.

**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2019-\_\_**

**A RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE CONTRACT COLLECTION SERVICES BUDGET FOR FISCAL YEAR 2019/20**

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 operates and maintains 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 2019/20 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 2019/20, attached as Exhibit A 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 20th day of June, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Signed:

\_\_\_\_\_  
Matthew Clark, Board President

Attest:

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



**ITEM #8**

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## SEWER AUTHORITY MID-COASTSIDE

### Board of Directors Meeting Agenda

**Regular Board Meeting 7:00 PM, Monday, June 10, 2019**

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

#### 1. CALL TO ORDER

A. Roll Call	Chair:	Dr. Deborah Penrose (HMB)
	Vice-Chair:	Kathryn Slater-Carter (MWSD)
	Secretary/Treasurer:	Barbara Dye (GCSD)
	Director:	Jim Blanchard (GCSD)
	Director:	Ric Lohman (MWSD)
	Director:	Deborah Ruddock (HMB)

#### 2. PUBLIC COMMENT / ORAL COMMUNICATION

#### 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 May 13, 2019, Regular Board Meeting and the June 3, 2019, Special Board Meeting ([Attachment](#))

B. Approve Disbursements for June 10, 2019 ([Attachment](#))

C. Accept the Expense and Revenue Report for the Period Ending April 30, 2019 ([Attachment](#))

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

A. Conduct a Public Hearing on Proposed Changes to the Non-Domestic Waste Source Control Ordinance and Universal Fee Schedule ([Attachment](#))

- i. Open Public Hearing
- ii. Receive Public Comment
- iii. Board Discussion
- iv. Close Public Hearing

B. Adopt Ordinance No. 19-01 Adopting the Changes to the Non-Domestic Waste Source Control Ordinance and Adopting Resolution No. 2019-05 Establishing the

Universal Fee Schedule ([Attachment](#))

- C. Adopt Resolution No. 2019-06 Adopting the Sewer Authority Mid-Coastside General Budget for Fiscal Year 2019/20 and Adopting the Position Control List ([Attachment](#))
- D. Adopt Resolution No. 2019-07 Adopting the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2019/20 ([Attachment](#))
- E. Authorize the Acting General Manager to Execute a Contract Amendment with the City of Half Moon Bay to Continue Providing Collection System Maintenance Services from July 1, 2019, through June 30, 2020 ([Attachment](#))
- F. Authorize Acting General Manager to Execute a Contract with Management Partners to Provide Consulting Services for the Fiscal Year End 6/30/19 Audit in an Amount Not to Exceed \$70,000 ([Attachment](#))
- G. Authorize the Acting General Manager to Execute a Contract Amendment with Bold, Polisner, Maddow, Nelson & Judson for Legal Services to Extend the Contract through December 31, 2019, and Increase the Authorized Amount by \$50,000 for a Total Contract Amount Not to Exceed \$340,000, ([Attachment](#))
- H. Authorize Acting General Manager to Execute a Purchase Order to FKC for Rotary Drum Thickener in an Amount Not to Exceed \$195,000 ([Attachment](#))

**5. GENERAL MANAGER'S REPORT**

- A. Monthly Manager's Report for the Period Ending April 30, 2019 ([Attachment](#))
- B. Assignment of Acting General Manager Effective June 10, 2019 ([Attachment](#))

**6. ATTORNEY'S REPORT**

**7. DIRECTORS' REPORT**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION ([Attachment](#))**

**9. PUBLIC COMMENT / ORAL COMMUNICATION**

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

**A. CONFERENCE WITH DISTRICT'S LABOR NEGOTIATORS**

Pursuant to Government Code Section 54957.6. Authority's Designated Representatives: Beverli A. Marshall, General Manager, Stacey Thompson, Supervisor of Administrative Services, and Carl Nelson, Polisner, Maddow, Nelson & Judson. Employee Organization: IUOE, Stationary Local No. 39

**B. CONFERENCE WITH DISTRICT'S LABOR NEGOTIATORS**

Pursuant to Government Code Section 54957.6. Authority's Designated Representatives: Beverli A. Marshall, General Manager, Stacey Thompson, Supervisor of Administrative Services, and Carl Nelson, Polisner, Maddow, Nelson & Judson. Employee Organization: Unrepresented Employees

**C. PUBLIC EMPLOYEE APPOINTMENT**

Pursuant to Government Code Section 54957(b)1 – Title: Interim General Manager

**D. 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)

**E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

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

**12. ADJOURNMENT**

- Upcoming Regular Board Meetings: June 24 and July 22, 2019

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

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**INFORMATION FOR THE PUBLIC**

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

**MINUTES**  
**SAM BOARD OF DIRECTORS**  
**Board of Directors Special Meeting**  
**June 3, 2019**

**1. CALL TO ORDER**

Chair Penrose called the meeting to order at 6:08 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Ruddock, Lohman, Dye, Penrose, Slater-Carter, and Clark (for Blanchard) were present. Also present was General Manager Marshall.

**2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE**

**3. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) 6:09 p.m. to 6:49 p.m.

A. PUBLIC EMPLOYEE APPOINTMENT

Pursuant to Government Code Section 54957(b)1 – Title: Acting General Manager

B. PUBLIC EMPLOYEE APPOINTMENT

Pursuant to Government Code Section 54957(b)1 – Title: Interim General Manager

The Board went in to closed session at 6:09 p.m.

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

The Board reconvened into open session at 6:49 p.m. Chair Penrose reported that there was no reportable action.

**12. ADJOURNMENT**

Chair Penrose adjourned the meeting at 6:50 p.m.

Respectfully Submitted,

Approved By:

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Suzie Turbay  
Administrative Assistant

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Board Secretary



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

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**TO:** Honorable Board of Directors

**THROUGH:** Kishen Prathivadi, Acting General Manager

**FROM:** Stacey Thompson, Supervisor of Administrative Services  
 Tim Costello, Supervisor of Technical / Field Services

**SUBJECT: Monthly Manager’s Report – April 2019**

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**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 April 2019.

*Key Indicators of Performance*

*Flow Report (See Attachment A)*

NPDES Permit Violations:	0	Half Moon Bay	0.887	54.7%
Accidents, Injuries, etc.:	0	Granada CSD	0.416	25.6%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.320</u>	<u>19.7%</u>
Reportable Spills Cat 2:	0	Total	1.623	100%
Reportable Spills Cat 3:	0			

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<b>BOARD MEMBERS:</b>	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	103

*Administration*

There was one board meeting during the month of April (April 22, 2019). There were no requests for public records. There were two media articles referencing the Sewer Authority Mid-Coastside or sewer-related issue: “City Approves \$4 million for SAM budget”, April 10, 2019, Half Moon Bay Review; and “Let’s cooperate on Coastside water, sewers”, April 17, 2019, Half Moon Bay Review.

There were no work-related accidents, injuries, or illnesses resulting in lost time in the month of April. Staff has worked since March 10, 2011, without a lost time incident (2,973 days).

There was one employee anniversary during the month of March: George Long Operator III, 31 years of service.

*Operations & Maintenance*

The two baker tanks are at the Montara pump station, which provided an additional 40,000 gallons of wet weather storage in addition to the Walker Tank, were as planned, removed in mid-April.

The following permanent installations are still 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 200,000 gallons.

The Portola pump has the ability to use the Wet Weather Facility as a modified equalization basin or as wet weather flow storage as originally designed.

Operations were good overall in April and rain was on the lite side this month. RF Mc Donald was in and found an internal problem with boiler #1, another unforeseen issue we could not plan for. We ae waiting to hear on repair options. The rotary drum testing, which was installed and is currently in operation, had some control issues in the beginning of the month but we got them sorted out and it has been working well since.

There was one chlorine variance that the online analyzer picked up, the operator on duty showed no residual while checking manually. The variance lasted 2 minutes with a maximum concentration 0.96 mg/L.

The gas blowers that had failed was sent out for repair March 19<sup>th</sup>, I have heard back from the repair shop and they will be able to repair the unit at a cost significantly less

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BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	104



than the cost of a new one, which is good. That being said the second blower should go out for repair as soon as the rebuilt one is back in service.

During the month of April 2019, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 1.89 inches of rain in April. This year 1.08 inches were recorded (US climate data HMB). Rainfall totals were as follows: 0.98 inches at the treatment plant, 0.88 inches in the GCSD service are, and 1.14 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of April 2019.

- 4/1/2019 – Cl2 Variance 0.96 mg/L for 2 minutes picked up by the analyzer, the cause could not be determined and a manual sample showed no chlorine present. Also Cal-Con was in to work on the fire system.
- 4/2/2019 – A new motor was installed on the rotary drum thickener, failure could have been exposure or to a faulty probe controller.
- 4/3/2019 – There was a flare failure after hours, staff was able to get it going.
- 4/7/2019 – Flare failure, lockout 28 was the failure, this occurred during the day.
- 4/9/2019 – Rotary drum having a relay issue.
- 4/11/2019 – Todd from FKC was in to work on rotary drum.
- 4/12/2019 – Cleaned chlorine contact basin #1.
- 4/15/2019 – Director Dye was in for a tour with her two grandchildren.
- 4/17/2019 – One of the Baker tanks was removed from the Montara pump station. There was also some fork lift and confined space training today.
- 4/18/2019 – The second Baker tank was removed from the Montara pump station today.
- 4/19/2019 – The butterfly valve was replaced on blower #4 today.
- 4/21/2019 – The flare failed twice today, we also started our annual bio assay test today.
- 4/22/2019 – Boiler # 1 failed today, could not get it going.

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BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	105

4/24/2019 – RF McDonald worked n boiler and flare, they found and internal problem in the firebox area of the flare. They will need to research to find out about parts availability or if they will be able to repair the existing part.

4/25/2019 – We started the annual chronic testing today.

4/27/2019 – Fire department showed up for a false alarm again Flare tripped again but staff was able to reset it.

4/30/2019 – Cal-con in working on fire system

There were 12 deliveries (approximately 7,350 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 735. There were 168 leachate deliveries to the SAM IPS line in the month of April, for a total leachate volume of 1,020,325 gallons.

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

#### *Contract Collection Services*

The SAM crew cleaned 34,982 feet of sewer line and responded to 4 service calls in contract service area. All four were during regular business hours. One was in the HMB service area, two in the GCSD service area, and one was in the MWSD service area.

HMB – The service call in HMB was as follows: (April 25); it was a backup at Francis State Beach the state, the blockage appeared to be in the private section of the beach area. The crew instructed the parks department to contact a plumber to resolve the issue.

There were no maintenance service calls in HMB area this month.

GCSD – The two calls in the GCSD service area were as follows; (April 3), related to weather and truck traffic, it was not sewer related. The second call was (April 12), was from someone in an upstairs apartment, this is not the first time this caller contacted us, they were instructed to contact a plumber to resolve the issue as it was a private matter.

There were no maintenance service calls in GCSD area this month.

MWSD – There was one sewer related call in the MWSD area. (April 23) This was for an odor complaint, there was no odor in the section of line related to the home. The guys cleaned the line in question, after they made contact with the homeowner who said that the odor had gone away.

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BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	106

There were no maintenance service calls in MWSD area this month

The April collection system data report is provided for the Board's information. There were no Category 1, no Category 2, and no Category 3 SSOs during the month of April 2019.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for April 2019.

**Supporting Documents**

- Attachment A: Monthly Flow Report April 2019
- Attachment B: Monthly NPDES Report April 2019
- Attachment C: Collection System Data April 2019
- Attachment D: Contract Collection Services Report April 2019

Attachment A

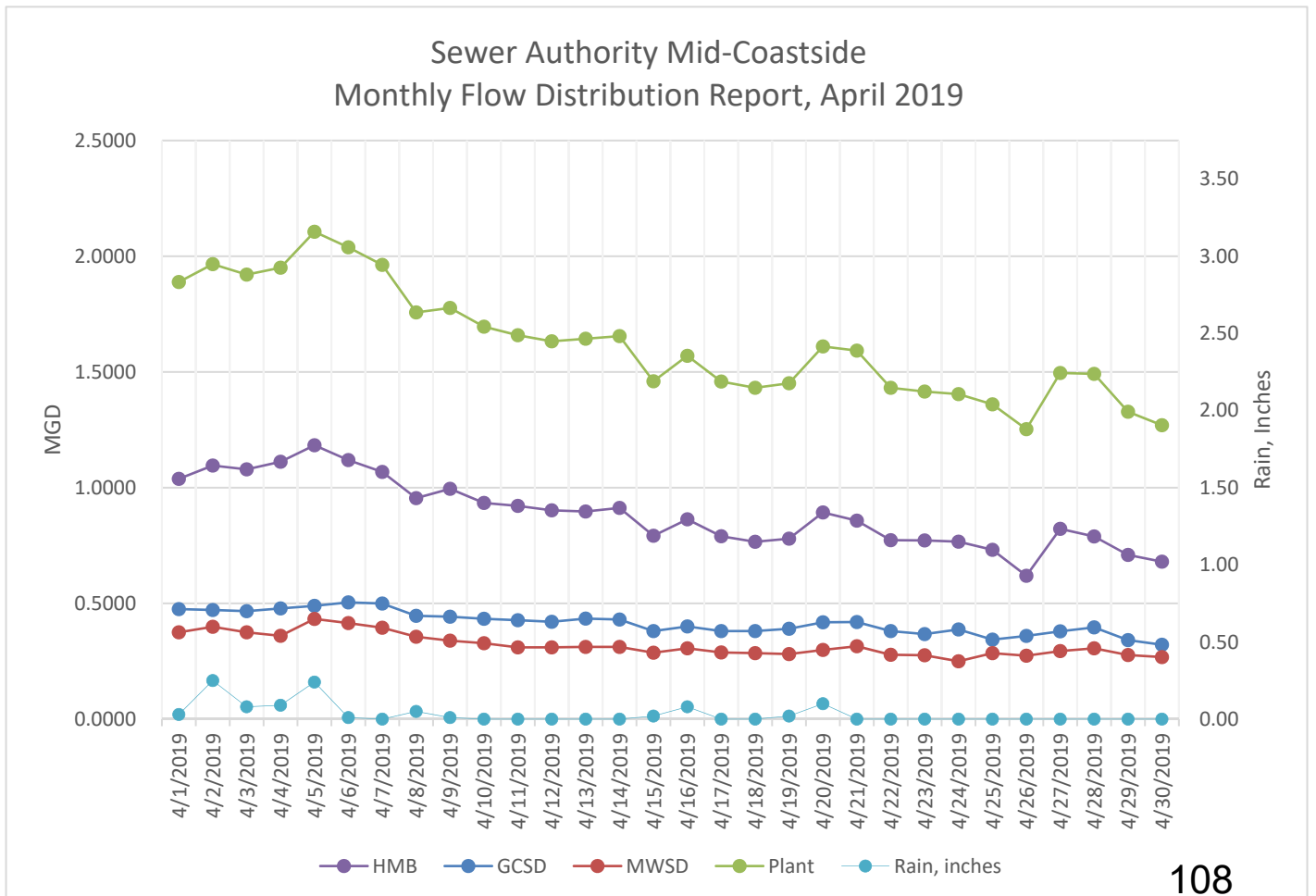
Flow Distribution Report Summary for April 2019

The daily flow report figures for the month of April 2019 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	0.887	54.7%
Granada Community Services District	0.416	25.6%
Montara Water and Sanitary District	<u>0.320</u>	<u>19.7%</u>
Total	1.623	100.0%



# Sewer Authority Mid-Coastside

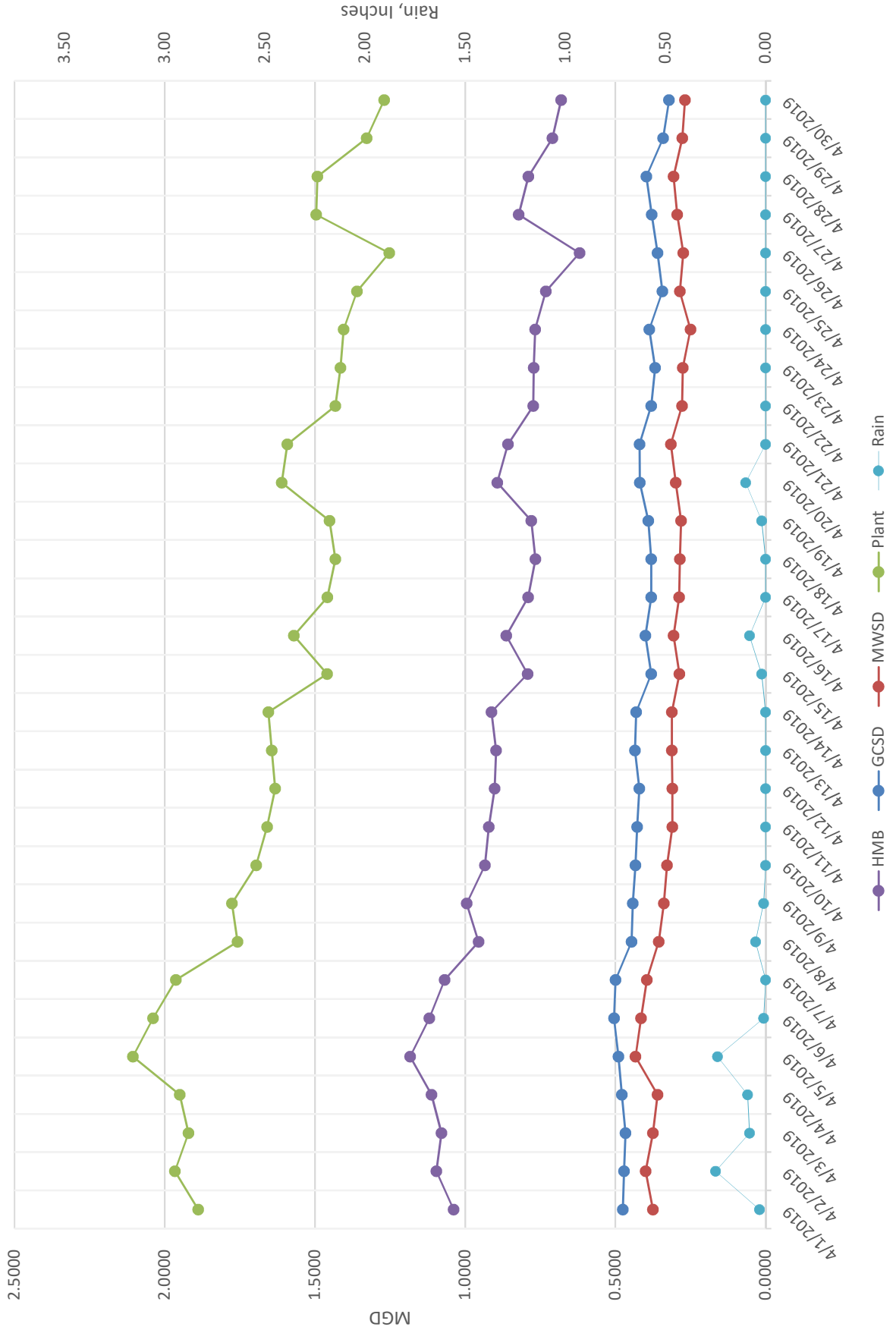
## Monthly Flow Distribution Report for April 2019

<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>
4/1/2019	1.0382	0.475	0.375	1.889	0.03	0.03	0.03
4/2/2019	1.0955	0.471	0.399	1.966	0.25	0.24	0.27
4/3/2019	1.0791	0.466	0.375	1.921	0.08	0.03	0.01
4/4/2019	1.1120	0.478	0.360	1.950	0.09	0.11	0.09
4/5/2019	1.1833	0.489	0.433	2.106	0.24	0.22	0.41
4/6/2019	1.1192	0.504	0.415	2.039	0.01	0.01	0.02
4/7/2019	1.0682	0.499	0.395	1.963	0.00	0.00	0.00
4/8/2019	0.9549	0.446	0.356	1.757	0.05	0.02	0.09
4/9/2019	0.9952	0.442	0.339	1.777	0.01	0.01	0.01
4/10/2019	0.9343	0.433	0.328	1.696	0.00	0.00	0.00
4/11/2019	0.9214	0.427	0.310	1.659	0.00	0.00	0.00
4/12/2019	0.9021	0.420	0.310	1.633	0.00	0.00	0.00
4/13/2019	0.8971	0.434	0.312	1.644	0.00	0.00	0.00
4/14/2019	0.9126	0.430	0.312	1.655	0.00	0.00	0.00
4/15/2019	0.7923	0.380	0.287	1.460	0.02	0.03	0.07
4/16/2019	0.8634	0.400	0.306	1.570	0.08	0.07	0.02
4/17/2019	0.7902	0.380	0.288	1.459	0.00	0.00	0.00
4/18/2019	0.7662	0.380	0.285	1.432	0.00	0.00	0.00
4/19/2019	0.7798	0.390	0.281	1.451	0.02	0.01	0.02
4/20/2019	0.8929	0.418	0.299	1.610	0.10	0.10	0.10
4/21/2019	0.8577	0.419	0.315	1.592	0.00	0.00	0.00
4/22/2019	0.7732	0.380	0.278	1.432	0.00	0.00	0.00
4/23/2019	0.7720	0.367	0.276	1.415	0.00	0.00	0.00
4/24/2019	0.7668	0.387	0.250	1.404	0.00	0.00	0.00
4/25/2019	0.7316	0.343	0.285	1.360	0.00	0.00	0.00
4/26/2019	0.6194	0.359	0.274	1.253	0.00	0.00	0.00
4/27/2019	0.8221	0.379	0.294	1.496	0.00	0.00	0.00
4/28/2019	0.7893	0.396	0.306	1.492	0.00	0.00	0.00
4/29/2019	0.7096	0.341	0.277	1.328	0.00	0.00	0.00
4/30/2019	0.6804	0.321	0.268	1.270	0.00	0.00	0.00
<b>Totals</b>	<b>26.620</b>	<b>12.467</b>	<b>9.588</b>	<b>48.675</b>	<b>0.98</b>	<b>0.88</b>	<b>1.14</b>

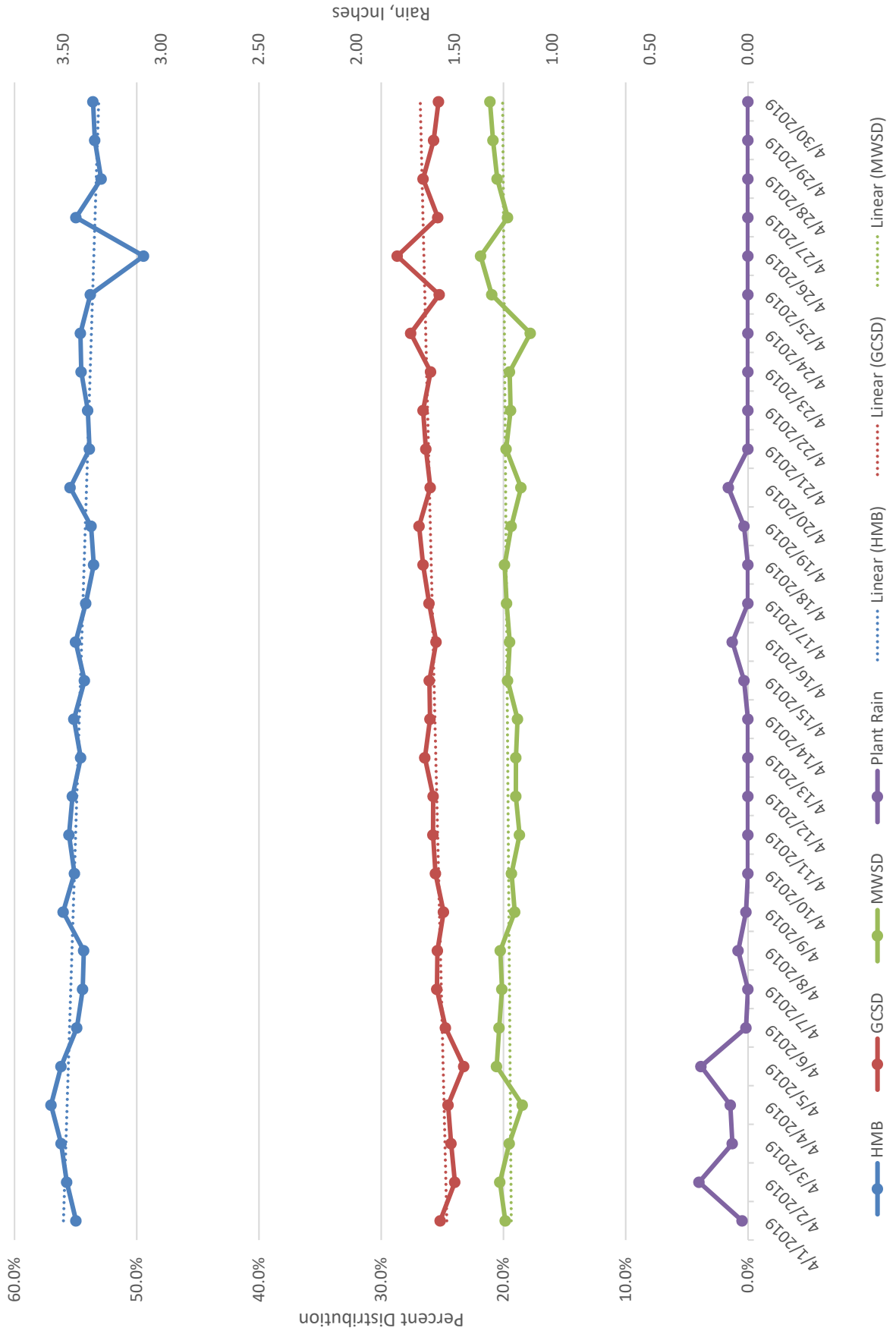
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.619	0.321	0.250	1.253
<b>Average</b>	<b>0.887</b>	<b>0.416</b>	<b>0.320</b>	<b>1.623</b>
Maximum	1.183	0.504	0.433	2.106
<b>Distribution</b>	<b>54.7%</b>	<b>25.6%</b>	<b>19.7%</b>	<b>100.0%</b>

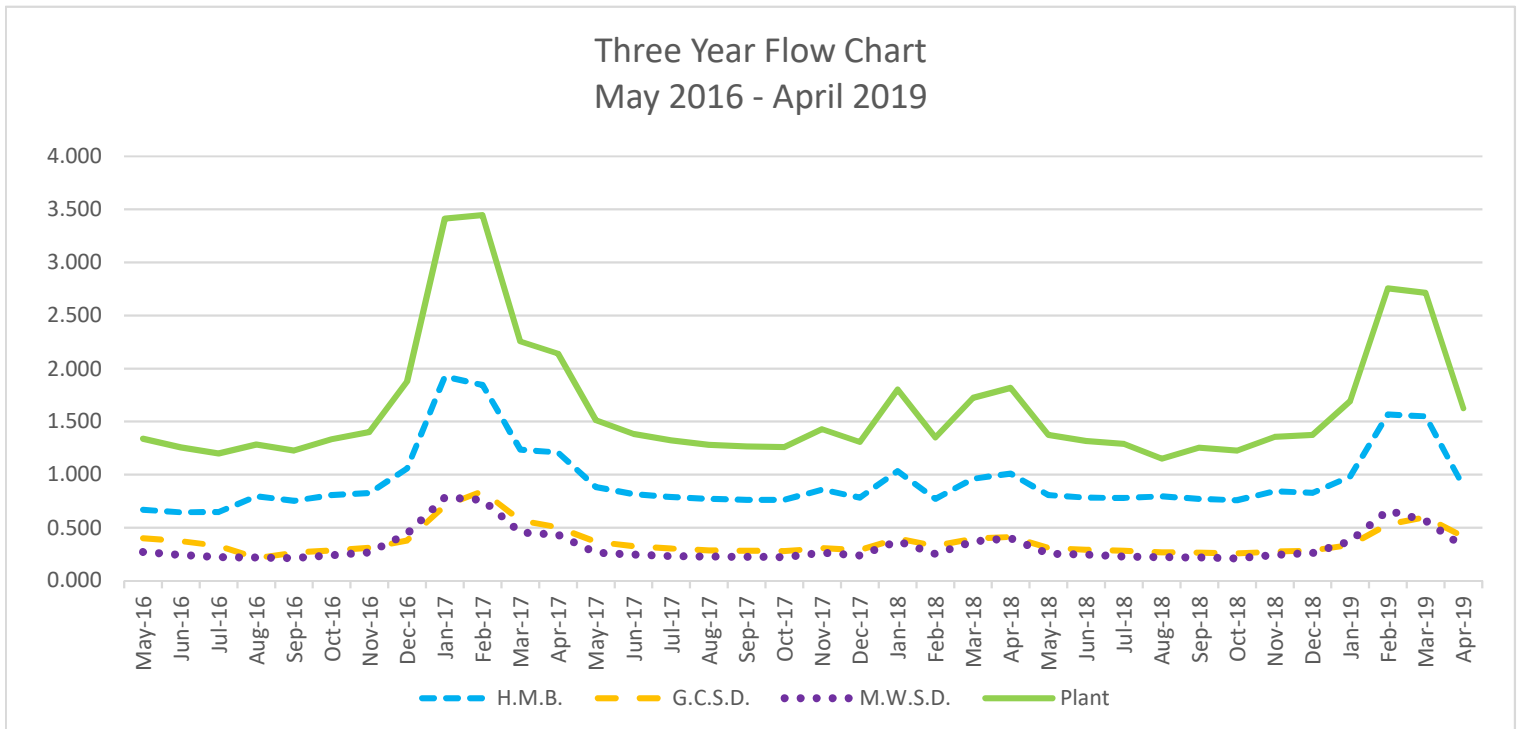
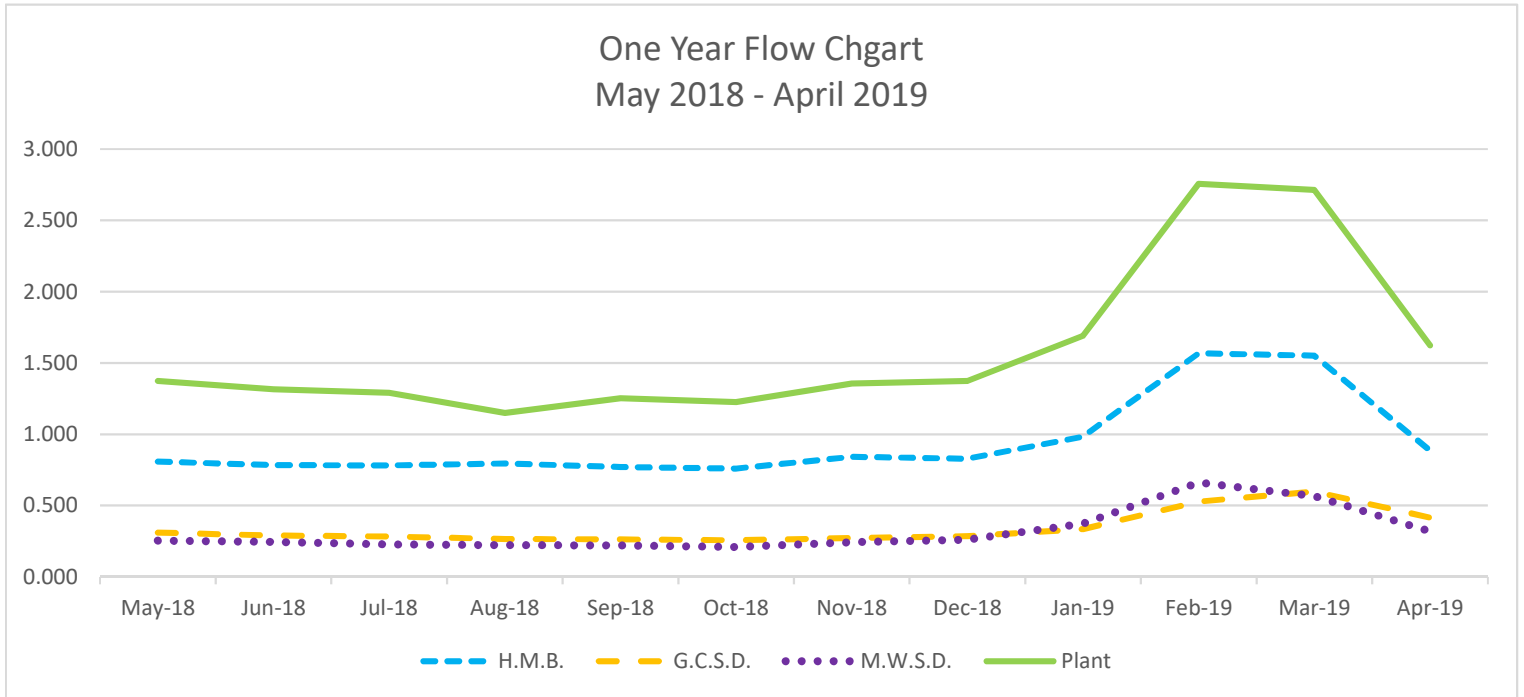
# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, April 2019



### Percent Distribution April 2019

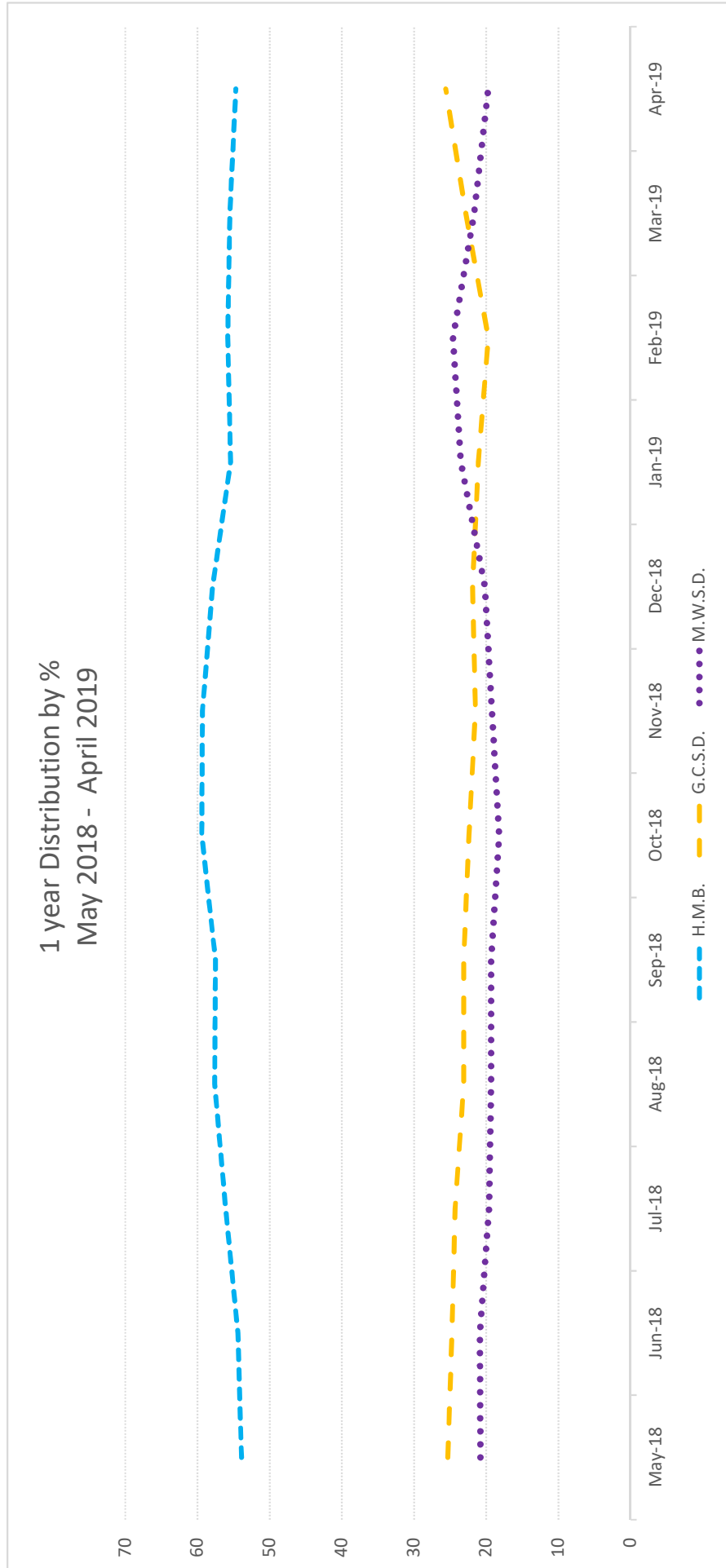


Most recent flow calibration April 2018 PS, April 2018 Plant





# Flow based percent distribution based for past year



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, April 2019

## Attachment C

April 2019

	Number of S.S.O.'s				
	Total	HMB	GCSD	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	0	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
		<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
April 2019	0	0	0	0	0
12 Month Moving Total	1	0	0	0	1

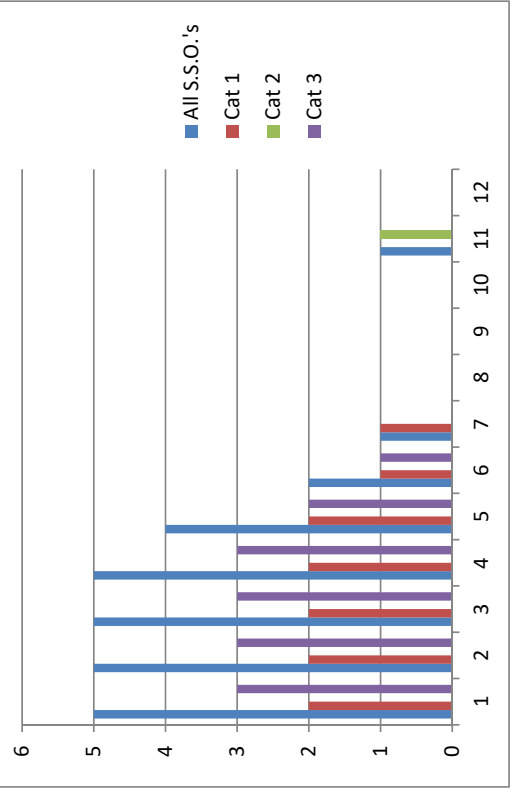
SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
April 2019	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.0	0.0	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	0.0	13.7
Category 3	0.0	0.0	0.0	0.0	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	GCSD	MWSD	Total Feet	Total Miles
May - 18	12,081	12,563	10,730	35,374	6.7
June - 18	17,720	17,272	9,086	44,078	8.3
July - 18	29,678	19,093	9,715	58,486	11.1
Aug - 18	22,610	22,232	16,155	60,997	11.6
Sep - 18	15,448	16,407	11,416	43,271	8.2
Oct - 18	21,189	10,969	14,786	46,944	8.9
Nov - 18	19,571	27,546	10,338	57,455	10.9
Dec - 18	27,756	17,357	9,422	54,535	10.3
Jan - 19	17,682	11,504	11,240	40,426	7.7
Feb - 19	10,374	9,126	11,371	30,871	5.8
Mar - 19	11,777	10,890	10,020	32,687	6.2
Apr - 19	12,934	10,801	11,247	34,982	6.6
<b>Annual ft</b>	<b>218,820</b>	<b>185,760</b>	<b>135,526</b>	<b>540,106</b>	
<b>Annual Mi.</b>	<b>41.4</b>	<b>35.2</b>	<b>25.7</b>		<b>102.3</b>

12 Month Moving SSO Totals Through April 2019



# TASK SUMMARY - GCSD

Task	Target Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	174,000	16,423	20,160	15,665	10,844	24,631	15,924	10,071	5,768	10,292	9,659			139,437	80%
Hot Spot Cleaning	5,400	2,670	2,072	742	125	2,915	1,433	1,433	3,358	598	1,142			16,488	305%
Lift Station Inspection - Daily	260	21	23	19	22	19	19	21	19	21	21			205	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-	-			-	0%
Maint. Work Orders - Completed	-	19	23	21	23	18	14	20	16	19	17			190	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-	-			-	-
Manhole Inspection	879	94	120	90	54	138	90	64	54	62	70			836	95%
USA Markings	372	53	52	33	32	19	46	86	33	36	37			427	115%
F.O.G. Inspections Completed	10	2	-	-	-	-	-	-	-	-	16			18	180%
F.O.G. Inspections Passed	10	2	-	-	-	-	-	-	-	-	16			18	180%
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-	-	-	-			-	-
Lateral Inspections	-	-	-	-	-	-	-	-	-	-	-			-	-
Customer Service Call - Reg	-	3	1	2	3	2	3	1	1	1	2			19	-
Customer Service Call - OT	-	-	-	-	-	-	-	1	-	1	-			2	-
SSO Response - Category 1	-	-	-	-	-	-	-	-	-	-	-			-	-
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-	-			-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-	-	-	-			-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0	0			-	-



**SEWER AUTHORITY MID-COASTSIDE**

**Finance Committee Meeting Agenda**

***Special Committee Meeting***

***4:00 PM – 5:30 PM, Thursday, May 30, 2019***

SAM Administration Office, 1000 N. Cabrillo Hwy, Half Moon Bay

**1. CALL TO ORDER**

A. Roll Call

Deborah Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

**2. REGULAR BUSINESS**

A. Audit for FYE June 30, 2018

B. Audit for FYE June 30, 2019

**3. NEXT REGULAR MEETING**

A. July 13, 2019, 12:00 PM, SAM Administration Office

**ITEM #9**

Blank



# MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

May 16, 2019

## **CALL SPECIAL MEETING TO ORDER**

The Special Meeting was called to order at 6:34 p.m.

## **ROLL CALL**

President Matthew Clark, Vice President Barbara Dye, Director Jim Blanchard, Director David Seaton, and Director Eric Suchomel.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito (Regular Meeting only), and District Counsel Bill Parkin.

## **GENERAL PUBLIC PARTICIPATION**

El Granada residents Dan Haggerty and Leni Schultz individually addressed the Board to express their disappointment regarding the sale of the vacant lot next to the Post Office by the Fire District to the Harbor District.

## **ADJOURN TO CLOSED SESSION**

### **1. Conference with Real Property Negotiator (Government Code Section 54956.8).**

District's Negotiator: Chuck Duffy.

Negotiating parties: Half Moon Bay Fire Protection District and Granada Community Services District.

Property under negotiation: Vacant Land with no address located at Obispo Road and Avenue Portola, El Granada, California. (Parcel "A", APN 047-261-030)

Under negotiation: Instruction to negotiator will concern price and terms.

### **2. 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) – Santa Clara County Superior Court Case No. 17CV316927.

### **3. CONFERENCE WITH GENERAL COUNSEL—ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph 4 of subdivision (d) of Government Code Section 54956.9 (one potential case)

## **RECONVENE TO OPEN SESSION**

There was no reportable action in the Closed Session.

## **ADJOURN SPECIAL MEETING**

## **CALL REGULAR MEETING TO ORDER**

The regular meeting was called to order at 7:35 p.m.

## **ROLL CALL**

### **GENERAL PUBLIC PARTICIPATION**

Residents Dan Haggerty, Fran Pollard, and Leonard Woren all spoke to express their disappointment regarding the sale of the vacant lot next to the Post Office by the Fire District to the Harbor District. Jennifer Ball-Hernandez said that 371 Princeton currently houses a gym and may be put on the market. She thought that the District might be interested in the property.

### **SPECIAL ORDER OF BUSINESS**

#### **Presentation of Certificate of Appreciation to Jonathan Wittwer for His Service to the District.**

District staff and current Board Members expressed their appreciation to Mr. Wittwer for serving as legal counsel for the District for the past 19 years. President Clark presented the retiring Mr. Wittwer with a framed and signed certificate from staff and the board. Resident Leni Schultz and former board members Ric Lohman, Fran Pollard, and Leonard Woren also spoke praising Mr. Wittwer's service to the district.

### **ACTION AGENDA**

#### **1. Consideration of Resolution to Refund Permit Fees to Jeffrey Matthews for APN 048-033-110, and Associated Restrictive Grant Deed.**

**ACTION:** Director Dye moved to approve the Resolution Approving Repurchase of ERU's and Refund of Assessment Reduction Fees for APN 048-033-110 (Matthews) and the associated Restrictive Grant Deed. (Dye/Suchomel).  
Approved 5-0.

#### **2. Consideration to Approve Class 3 Mainline Extension Permit To Serve APN 048-032-070 on Cortez Avenue, Miramar, Owners: Irfan and Moin.**

**ACTION:** Director Blanchard moved to approve the Class 3 Mainline Extension Permit. (Blanchard/Seaton). Approved 5-0.

#### **3. Consideration of Relocating Skate Ramp on the Caltrans Right-of-Way to the District's Burnham Strip Parcel.**

The District has been informed that the skate ramp located in the Caltrans right-of-way along Highway 1 was soon to be red-tagged and removed unless it was relocated. A large number of people attended the meeting to support moving the ramp onto the District's property. Steve Hawk, Matt Allen, Terry Gardner and Tim West all spoke in favor of moving the ramp. The Board held a discussion regarding the legal implications and liability issues associated with moving the skate ramp on to District property. The Board expressed general support for moving the ramp as long as the aforementioned issue could be resolved. Staff will research these issues and bring the item back at the next meeting.

**ACTION:** Director Seaton moved that the District provide short term support for locating the ramp on district property contingent on resolving potential liability



and insurance issues, support for a longer term skate park solution, and provide some funding for the skate ramp. (Seaton/Blanchard).  
Approved 5-0.

Resident Leni Schultz read a section from the Coastal Act regarding “*View Corridor*” protection. Resident Fran Pollard suggested that a Board committee should choose a location for the ramp/park.

**4. Consideration of Hiring a Part Time Staff Person to Provide Support for the District’s Parks and Recreation Services.**

Director Dye thanked PAC Chair Nancy Marsh for drafting the description for the part-time position for a parks and recreation coordinator.

**ACTION:** Director Dye moved to circulate an ad for the position as soon as possible. (Dye/Blanchard). Approved 5-0.

The Board President moved Item 14 to next on the Agenda.

**14. Report on Parks Advisory Committee.**

Nancy Marsh reported on the Summer Recreation classes held. Director Seaton suggested posting the events on Facebook. Director Dye reported on a meeting she had with a Cabrillo Unified School Board Member, and Fran Pollard reported on a meeting with Director Dye and Supervisor Don Horsley, where they discussed the proposed bike pump track in Quarry Park.

**5. Consideration of Draft Sewer Authority Mid-Coastside Fiscal Year 2019/20 Contract Collections Budget and Associated Resolution.**

This Item was table to the next meeting.

**6. Consideration of Draft Granada Community Services District Fiscal Year 2019/20 Budget.**

The General Manager reviewed the items in the draft budget, noting that the increase in costs are due primarily to the cost increases at the Sewer Authority Mid-Coastside JPA. The Board held a general discussion on the budget. Staff will bring the budget back to the next meeting for final approval.

**7. Consideration of Sewer Authority Mid-Coastside Report.**

**CONSENT AGENDA**

**8. Approve April 18, 2019 Meeting Minutes.**

**9. Approve May 2019 Warrants.**

**10. Approve April 2019 Financial Statements.**

**11. Approve Assessment District Distribution #11-18/19.**

**12. Approve Dedication of Class 3 Mainline Extension to Serve APN: 048-121-100, 2782, Pullman Avenue, Half Moon Bay.**

**ACTION:** Approved by unanimous consent. Approved 5-0.

**COMMITTEE REPORTS**

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

**Urgency Item: Consideration to Approve Two Resolutions Authorizing Access to State and Federal Level Summary Criminal History.**

Staff requested that an Urgency Item be placed on the agenda to approve two resolutions necessary to allow several of the summer recreation programs to proceed. The District is required to be certified as an authorized agency to process the fingerprinting and background clearances required for summer recreation program instructors working with minors.

**ACTION:** Director Dye moved to find that the Urgency Item came to the attention of the District Board subsequent to the posting of the agenda, and that it requires action before the next regular board meeting. (Dye/Blanchard) Approved 5-0.

**ACTION:** Director Dye moved to approve the two resolutions. (Suchomel/Blanchard) Approved 5-0.

**INFORMATION CALENDAR**

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

**ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 9:45 p.m.

ATTEST:

SUBMITTED BY:

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

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

Date Approved by Board: June 20, 2019

**ITEM #10**

Blank

**Granada Community Services District**

**June 2019 Warrants**

For the June 20, 2019 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
05/15/19	8147	PG&E-2	Mirada Rd Inv dtd 05/07/19	6170 - Utilities	20.57
05/15/19	8148	Sandie Arnott	18/19 Prop Tax: APN 048-046-120	6220 - Miscellaneous	45.13
05/21/19	8149	Jeff & Lori Matthews	Permit 2615 Refund	- Split -	23,528.45
06/20/19	8150	Alhambra & Sierra Springs	May 2019	6140 - Office Supplies	15.06
06/20/19	8151	Andreini Bros, Inc.	Permit Fees - 355 The Alameda	5060 - Lateral Repairs	8,309.20
06/20/19	8152	AT&T	May 2019 Pump Stn Alarm Svc.	6170 - Utilities	81.74
06/20/19	8153	Barbara Dye	05/16/19 GCSD & 05/13/19 SAM	6040 - Directors' Compensation	190.00
06/20/19	8154	CALCAD	Water Consumption Extract - May 2019	6150 - Professional Services	600.00
06/20/19	8155	Comcast	06/13/19-07/12/19 Svcs	6170 - Utilities	220.91
06/20/19	8156	David Seaton	05/16/19 GCSD	6040 - Directors' Compensation	145.00
06/20/19	8157	Delia Comito	Mileage Reimb and Petty Cash Deposit	- Split -	642.78
06/20/19	8158	Dudek	04/27/19-05/31/19 Prof. Svcs	6151 - General Manager	6,772.50
06/20/19	8159	Eric Suchomel	05/16/19 GCSD	6040 - Directors' Compensation	145.00
06/20/19	8160	Express Plumbing	Medio Creek Maint & Mon-June	1617-1 - Medio Creek/Mirada Sewer	975.00
06/20/19	8161	Gaetani Real Estate	Office Lease-July 2019	6120 - Office Lease	4,450.00
06/20/19	8162	Half Moon Bay Review	Summer Rec Program Coordinator Ad	5130 - Parks & Rec Professional Svcs	195.00
06/20/19	8163	Hue & Cry, Inc.	June/July 2019 Pump Stn, 2nd Qtr Ofc	6170 - Utilities	154.55
06/20/19	8164	Jim Blanchard	05/16/19 GCSD & 05/13/19 SAM	6040 - Directors' Compensation	190.00
06/20/19	8165	Kennedy Jenks	May 2019 Svcs, Summary #147	6071 - Engineering - General	17,693.77
06/20/19	8166	Matthew Clark	05/16/19 GCSD	6040 - Directors' Compensation	145.00
06/20/19	8167	Michelle Dragony	CPR Class Fees	2330 - Summer Program Pass-Thru	566.56
06/20/19	8168	Pacifica Community TV	05/16/19 GCSD	6180 - Video Taping	250.00
06/20/19	8169	PG&E	Pump Stn Invoice dtd 05/17/19	6170 - Utilities	320.43
06/20/19	8170	PG&E-2	Mirada Rd Inv dtd 06/06/19	6170 - Utilities	18.15
06/20/19	8171	PGE	Office Inv dtd 05/24/19	6170 - Utilities	277.14
06/20/19	8172	Presidio Systems, Inc.	CCTV El Granada	5065 - CCTV	24,973.25
06/20/19	8173	Rodolfo Romero	June 2019 Cleaning 2x	6130 - Office Maint & Repairs	140.00
06/20/19	8174	Sewer Authority Mid-Coastside	June 2019 Assessments	5020 - SAM-Admin/Treat/Env/Inf/Coil	146,679.34
06/20/19	8175	US Bank Equipment Finance	05/24/19 - 06/24/19	6020 - Copier Lease	457.68
06/20/19	8176	Verizon Wireless	May 2019	6170 - Utilities	103.13
06/20/19	8177	Wells Fargo Credit Card	May 2019 Credit Card Charges	6140 - Office Supplies	328.45
06/20/19	8178	White Nelson Diehl Evans	May 2019	6152 - Accounting	2,500.00
06/20/19	8179	Wittwer & Parkin	May 2019 Svcs	6090 - Legal-Gen/IPS/Parks/Big Wave	5,567.00
				<b>TOTAL</b>	<b>246,700.79</b>

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**ITEM #11**

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**Granada Community Services District**  
**Statement of Net Position (Unaudited)**

As of May 31, 2019

**ASSETS**

Current Assets	
1000 · Wells Fargo Checking - Gen Op	\$ 35,713
1010 · Wells Fargo Checking - Deposit	-
1020 · Petty Cash	490
1030 · Cash - LAIF	4,127,887
1040 · Tri Counties Bank - Gen Op	272,371
1050 · Tri Counties Bank - Deposit	65,609
1500 · Due from AD	15,068
Total Current Assets	4,517,138
Fixed Assets	
1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,151,703
1630 · Accumulated Depreciation	(6,168,876)
Total Fixed Assets	6,068,620
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	369,890
1730 · Advance to AD- NCA Fund	470,866
1735 · Advance to AD- Assesmnt Revenue	283,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	101,671
Total Other Assets	4,996,838
Total Assets	15,582,595

**LIABILITIES**

Current Liabilities	
2000 · Accounts Payable	56,906
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	17,346
2100 · Payroll Liabilities	426
2225 · Recology-Del Garbage	36,508
2300 · Due to AD	16,743
2310 · Relief Refund Advance	350
Total Current Liabilities	133,850
Long Term Liabilities	
2401 · Net Pension Liability	170,410
2402 · Deferred Inflows of Resources	20,515
Total Long Term Liabilities	190,925
Total Liabilities	324,775

**NET POSITION**

3000 · Net Assets	5,715,863
3005 · Contributed Capital	9,595,349
Net Income	(53,392)
Total Net Position	\$ 15,257,820

**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2018 through May 31, 2019**

	July 1, 2018 - May 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
<b>Revenues</b>				
<b>Operating Revenue</b>				
4010 · Property Tax Allocation	\$ 201,506	\$ 183,333	\$ 18,173	\$ 200,000
4015 · Park Tax Allocation	409,119	366,667	42,452	400,000
4020 · Sewer Service Charges-SMC	1,338,131	1,348,417	(10,286)	1,471,000
4021 · Sewer Svc Charges Pro-rated	2,457	-	2,457	-
4030 · AD OH Reimbursement	23,274	27,500	(4,226)	30,000
4040 · Recology Franchise Fee	31,068	29,333	1,735	32,000
<b>Total Operating Revenue</b>	<b>2,005,555</b>	<b>1,955,250</b>	<b>50,305</b>	<b>2,133,000</b>
<b>Non Operating Revenue</b>				
4120 · Interest on Reserves	69,680	42,533	27,147	46,400
4130 · Connection Fees	62,040	43,083	18,957	47,000
4150 · Repayment of Adv to AD-NCA	-	72,604	(72,604)	79,204
4155 · Repayment of Adv to AD-ARF	-	43,813	(43,813)	47,796
4160 · SAM Refund from Prior Yr	-	4,583	(4,583)	5,000
4170 · ERAF Refund	356,224	229,167	127,057	250,000
4180 · Misc Income	10,423	1,833	8,590	2,000
<b>Total Non Operating Revenue</b>	<b>498,367</b>	<b>437,616</b>	<b>60,751</b>	<b>477,400</b>
<b>Total Revenues</b>	<b>2,503,922</b>	<b>2,392,866</b>	<b>111,056</b>	<b>2,610,400</b>
<b>Expenses</b>				
<b>Operations</b>				
5010 · SAM - General	979,196	900,476	(78,720)	982,337
5020 · SAM - Collections	261,273	260,792	(481)	270,545
5021 · Lift Station Maint.	3,357	-	-	-
5050 · Mainline System Repairs	-	9,167	9,167	10,000
5060 · Lateral Repairs	57,564	18,333	(39,231)	20,000
5065 · CCTV	25,623	9,167	(16,456)	10,000
5070 · Pet Waste Station	1,136	917	(219)	1,000
5110 · RCD - Parks	23,077	4,583	(18,494)	5,000
5120 · Half Moon Bay Reimb - Parks	-	22,917	22,917	25,000
5130 · Parks & Rec Professional Services	19,185	18,333	(852)	20,000
<b>Total Operations</b>	<b>1,370,411</b>	<b>1,244,685</b>	<b>(125,726)</b>	<b>1,323,882</b>

No assurance is provided on these financial statements.

**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2018 through May 31, 2019**

	July 1, 2018 - May 31, 2019	Expected To Date	Variance Favorable/ <b>(Unfavorable)</b>	FY 2018/2019 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 9,187	\$ 13,750	\$ 4,563	\$ 15,000
6020 · Copier lease	5,902	6,875	973	7,500
6030 · County Tax Roll Charges	13,816	-	<b>(13,816)</b>	-
6040 · Directors' Compensation	10,438	10,083	<b>(355)</b>	11,000
6050 · Education & Travel Reimb	2,371	1,833	<b>(538)</b>	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	151,480	146,667	<b>(4,813)</b>	160,000
6062 · Medical Ins.	21,793	11,550	<b>(10,243)</b>	12,600
6063 · Employer Payroll Taxes	11,671	13,750	2,079	15,000
6064 · CALPERS Contribution	39,672	29,700	<b>(9,972)</b>	32,400
6060 · Employee Compensation - Other	1,364	-	<b>(1,364)</b>	-
6070 · Engineering Services	47,554	18,333	<b>(29,221)</b>	20,000
6080 · Insurance	1,231	9,167	7,936	10,000
6090 · Legal Services	124,249	68,750	<b>(55,499)</b>	75,000
6095 · Legal Services for Case Related Legal	53,495	91,667	38,172	100,000
6100 · Memberships	8,188	8,250	62	9,000
6110 · Newsletter	-	5,500	5,500	6,000
6120 · Office Lease	48,950	49,500	550	54,000
6130 · Office Maintenance & Repairs	1,655	2,292	637	2,500
6140 · Office Supplies	3,651	5,500	1,849	6,000
6150 · Professional Services	113,455	87,083	<b>(26,372)</b>	95,000
6160 · Publications & Notices	5,279	9,167	3,888	10,000
6170 · Utilities	10,129	9,167	<b>(962)</b>	10,000
6180 · Video Taping	4,250	3,208	<b>(1,042)</b>	3,500
6190 · Computers	7,996	1,833	<b>(6,163)</b>	2,000
6220 · Miscellaneous	19,666	6,414	<b>(13,252)</b>	7,000
6230 · Bank Service Charges	2,214	-	<b>(2,214)</b>	-
Total Administration	<u>719,656</u>	<u>610,039</u>	<u><b>(109,617)</b></u>	<u>665,500</u>
Capital Projects				
1617-1 · Medio Creek Xing Crossing	12,008	320,833	308,825	350,000
7100 · SAM - Infrastructure	432,514	432,515	1	471,834
7500 · Projects - Parks	22,725	91,667	68,942	100,000
Total Capital Projects	<u>467,247</u>	<u>845,015</u>	<u>377,768</u>	<u>921,834</u>
Total Expenses	<u>2,557,314</u>	<u>2,699,739</u>	<u>142,425</u>	<u>2,911,216</u>
Net Income/(Loss)	<u><b>\$ (53,392)</b></u>	<u><b>\$ (306,873)</b></u>	<u><b>\$ 253,481</b></u>	<u><b>\$ (300,816)</b></u>

No assurance is provided on these financial statements.

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**ITEM #12**

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**DISTRIBUTION REQUEST NO.: #12-18/19**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$2,586.00**

\$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.

June 20, 2019

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

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO: #12-18/19**

**DATE: JUNE 20, 2019**

**DISTRIBUTE FROM ACCOUNT #: 94673305**

**ACCOUNT NAME: Bond Administration Fund**

**DISTRIBUTION AMOUNT: \$ 2,586.00**

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

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: June 2019	\$ 2,586.00
<b>TOTAL:</b>			<b>\$ 2,586.00</b>



**ITEM #13**

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Approve Ratification of Harbor District Liaison Ad Hoc Committee  
Date: June 20, 2019

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President Clark has appointed himself and Director Suchomel to the Harbor District Liaison Ad Hoc Committee, created to discuss the future of the Post Office lot recently repurchased by the Harbor District. The Harbor District Board will appoint their committee representatives on June 19, and a meeting will be scheduled shortly thereafter.

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**ITEM #14**

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Approve Agreement to Join Cal Mutual and JPRIMA for Insurance  
Date: June 20, 2019

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Staff is in the process of applying for liability insurance coverage independent from the currently held coverage with CSRMA through the Sewer Authority Mid-Coastside. The new carrier will provide the coverage needed for parks and recreation activities, in addition to sewer related needs. In order to apply for and bind this coverage, the District will need to become a member of the California Association of Mutual Water Companies as well as their associated joint powers authority called the Joint Powers Risk and Insurance Management Authority (JPRIMA). JPRIMA requires a three year commitment.

**AGREEMENT TO BECOME A PARTY TO THE  
AMENDED JOINT POWERS AGREEMENT  
CREATING THE  
CALIFORNIA ASSOCIATION OF MUTUAL WATER COMPANIES  
JOINT POWERS RISK AND INSURANCE MANAGEMENT AUTHORITY**

\_\_\_\_\_ [insert name of company or district]  
(referred to as “Member”) hereby agrees to become a party to the Amended Joint Powers Agreement Creating the California Association of Mutual Water Companies Joint Powers Risk and Insurance Management Authority (the “Authority”), in the form attached hereto as Exhibit A, and agrees to abide by the terms and conditions of that agreement.

Member hereby represents that its action to become a party to the above-referenced agreement and to participate in the Authority has been duly authorized by action of its governing board taken at a duly called and noticed meeting.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ at  
\_\_\_\_\_, California.

\_\_\_\_\_  
[Company or District name]

By \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



**ITEM #15**

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AGENDA NOTICE

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There are no documents for this Agenda Item.

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**ITEM #16**

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Report on Parks Advisory Committee  
Date: June 20, 2019

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The Summer Recreation Program is in full swing, and going well. There have been no PAC meetings held to report on since 4/02/19, and the next meeting is schedule on August 6<sup>th</sup>.

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**ITEM #17**

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AGENDA NOTICE

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There are no documents for this Agenda Item.

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**ITEM #18**

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AGENDA NOTICE

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There are no documents for this Agenda Item.

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**ITEM #19**

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**GRANADA COMMUNITY SERVICES DISTRICT**

## Administrative Staff Report

Period: May 11, 2019 to June 14, 2019  
 To: Board of Directors  
 From: Delia Comito, Assistant General Manager  
 Date: June 20, 2019

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

Request Date	Requestor	Information Requested	Information Provided	Date Provided
06/13/19	Judy Taylor	Staff reports related to Ord. 139. (Variances)	Provided all related Ord. Staff rpts are forthcoming.	06/13/19 Pending

**APPLICATIONS RECEIVED**

To date, for fiscal year 2018/19, the District has received eighteen (18) sewer permit applications: 11-Class 1A (Single Family Dwellings), 3-Variances, 2-Class 2M (Mixed Use), 1-Class 2A (Commercial Building), and 1-Class 3 (Mainline Extension).

One application was received this period:

Rec'd	Cl	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/30/18	1A	Wilkinson Philip	048-093-040	495 Mirada Rd, Miramar	3,697	R-1/S-17
07/30/18	1A	Stenger Sean	047-071-270	312 Sevilla Ave, EG	5,585	R-1/S-94
08/24/18	1A	Abolmoluki B	047-275-050	1120 Columbus, EG	6,026	R-1/S-17
09/04/18	1A	Reavill John	047-055-120	438 Sevilla, EG	5,000	R-1/S-17
09/12/18	1A	Wang Junhua	047-281-160	638 Coronado, EG	6,705	R-1/S-17
09/25/18	VAR	Xue/Li/Xu	047-111-270	736 San Carlos, EG	4,800	R-1/S-17
10/16/18	VAR	Irfan & Moin	048-032-070	Cortez, Miramar	4,400	R-1/S-94
10/22/18	1A	Stebbins Bruce	047-218-010	620 Columbus, EG	5,936	R-1/S-17
11/12/18	VAR	Mithal Raj	048-031-020	Magellan, Miramar	4,400	R-1/S-94
11/19/18	MIX	O'Keefe David	047-024-080	354 Princeton Ave, Princeton	3,500	CCR
11/19/18	MIX	O'Keefe David	047-024-070	358 Princeton Ave, Princeton	3,500	CCR
12/03/18	2A	Dragony Michelle	047-034-070	123 Vassar, Princeton	2,285	W/DR
01/17/19	1A	Perez Luis	047-222-240	422 Ferdinand, EG	8,516	R-1/S-17
03/15/19	Cl3	Irfan & Moin	048-032-070	Cortez, Miramar	N/A	R-1/S-94
03/25/19	1A	Stoloski Mark	048-133-050	2801 Champs Elysee, HMB	15,160	PUD
04/16/19	1A	Power Patrick	047-171-170	625 Isabella, EG	7,200	R-1/S-17
04/30/19	1A	Xue/Jia	047-111-270	736 San Carlos, EG	4,800	R-1/S-17
06/10/19	1A	Kroll, John	047-092-260	Vallejo St, EG	6,386	R-1/S-17

Note: Shaded areas were previously report

**PERMITS ISSUED**

To date, for fiscal year 2018/19, the District has issued seventeen (17) sewer permits: 12-Class 1A (Single Family Dwellings), 3-Class 2M (Mixed Use), and 2-Class 3 (Mainline Extensions).

One permit was issued this period:

Permit No.	CI	Issue Date	Owner or Agent	APN	Address		Sq. Ft.	Zone	
3174	1A	07/13/18	Kybych Serhiy	048-013-600	124	Magellan Ave	Miramar	7,792	R-1/S-94
3175	3	07/31/18	Kostiuk Michael	047-144-370	620	Portola Ave	EG	7,338	R-1/S-17
3176	1A	07/31/18	Kostiuk Michael	047-144-370	620	Portola Ave	EG	7,338	R-1/S-17
3177	1A	07/31/18	Wilkinson Phillip	048-093-040	495	Mirada Rd	Miramar	3,697	R-1/S-17
3178	1A	08/01/18	Stenger Sean	047-071-270	312	Sevilla Ave	EG	5,585	R-1/S-17
3179	C13	08/13/18	Chirichillo	048-121-100	260	Medio Ave	HMB	5,000	R-1/B-1
3180	1A	08/14/18	Reavill John	047-055-120	438	Sevilla Ave	EG	5,000	R-1/S-17
3181	1A	09/25/18	Wang Junhua	047-281-160	638	Coronado St	EG	6,705	R-1/S-17
3183	1A	09/27/18	Abolmoluki B	047-275-050	1120	Columbus	EG	6,026	R-1/S-17
3184	2M	10/11/18	Coastside Fire	047-261-030	555	Obispo Rd	EG	2.38 ac	EG Gate
3185	1A	10/31/18	Stebbins Bruce	047-218-010	620	Columbus St	EG	5,936	R-1/S-17
3186	MIX	11/20/18	O'Keeffe David	047-024-070	358	Princeton Ave	Princeton	3,500	W/DR
3187	MIX	11/20/18	O'Keeffe David	047-024-080	354	Princeton Ave	Princeton	3,500	W/DR
3188	1A	03/08/19	Carkeek Harris	047-243-010	912	Columbus	EG	6,170	R-1/S-17
3189	1A	03/26/19	Stoloski Mark	048-133-050	2801	Champs Elysee	HMB	15,160	PUD
3190	1A	04/30/19	Xue/Jia	047-111-270	736	San Carlos	EG	4,800	R-1/S-17
3191	1A	04/30/19	Chirichillo	048-121-100	2782	Pullman Ave	HMB	5,000	R-1/B-1

Note: Shaded areas were previously reported.

**SEWER HOOK-UPS**

The District will be adding seven (7) new single-family dwelling hookups to the sewer service charge report for fiscal year 2019/20.

There were two sewer hook-ups this period:

Hook-up Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
08/28/18	1A	3164	11/16/16	Michetti & Kessler	047-105-090	401 Paloma, EG
09/10/18	1A	3166	07/13/17	Lang Justin	047-105-240	755 San Carlos, EG
09/18/18	1A	3169	08/17/18	Cuvelier Jacqueline	047-175-250	265 El Granada Blvd, EG
10/10/18	1A	3168	08/14/17	Rogers Clay	047-141-240	243 Del Monte Rd, EG
03/15/19	1A	3177	07/31/18	Wilkinson Phillip	048-093-040	495 Mirada Rd, Miramar
05/13/19	1A	3183	09/27/18	Abolmoluki	047-275-050	1120 Columbus St, EG
05/22/19	1A	3172	05/17/18	Silviera	047-043-240	111 Madrid, EG

Note: Shaded areas were previously reported.

**REPAIRS**

Lateral repairs have exceeded the 18/19 budget of \$20,000 by approximately \$35,000. The budget this year was low due to the previous year’s expense. The lateral repair budget in the past is usually around \$60,000. The District will be considering whether to continue this program in the near future.

There was one repair this period:

<b>Repair Date</b>	<b>Type</b>	<b>Problem</b>	<b>Location or Address</b>	<b>Cause</b>	<b>Cost</b>
08/18/18	Clean-out	Back-up	164 Ave Balboa, EG	Roots	\$3,800
12/17/18	Lateral	Clay	730 Ave Balboa, EG	Broken pipe	\$8,250
01/31/19	Lateral (street side)	Back-up	291 Coral Reef, EG	Broken pipe	\$8,300
02/01/19	Mainline	MH OF	195 Ave. Cabrillo, EG	New MH not	\$1,400
03/26/19	Lateral (street side)	Back-up	321 El Granada Blvd, EG	Roots	\$25,483
05/22/19	Lateral (street-side)	Back-up	355 The Alameda, EG	Roots	\$8,309

Note: Shaded areas were previously reported

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**ITEM #20**

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11 June 2019

## Memorandum

To: Granada Community Services District  
From: John H. Rayner, District Engineer  
Subject: Engineer's Report for June 2019

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### **Medio Creek Crossing at Mirada Road**

The leased temporary pumping system has been operating since January 2018. The temporary system will remain in operation until a permanent solution, either a new creek crossing or a sewer to direct flows to the Naples Beach Pump Station is implemented.

### **Replacement of Pedestrian Bridge over Medio Creek**

The County has hired an engineer to design the replacement of the existing pedestrian bridge over Medio Creek. In December it notified GCSD that it expects to begin construction of the project in late summer or early fall of this year however subsequent discussions have moved back construction for another year. The project includes demolition of the existing abandoned road bridge on which the District's 10" sewer and temporary 2" force main (FM) are attached. Unless phase 2 of the Naples Beach Project is constructed first, the 2" FM will need to be rerouted before bridge demolition begins.

### **Naples Beach Project - Phase 2**

This project will eliminate the need for a Medio Creek sewer crossing but it requires obtaining a sewer easement from State Parks. The District contracted with Valbridge Property Advisors to perform an appraisal of the easement which was forwarded to State Parks. As requested by State Parks, the District had the 2005 Preliminary Report (Title Report) updated.

Sandis has recently surveyed the alignment and is preparing a legal description of the easements. Once completed the information will be forwarded to State Parks.

Permits for the project will be updated as soon as State Parks confirms it will grant the easement. The project will likely be combined with other needed CIP improvements. Once this project is completed the temporary bypass pumping system will no longer be needed.

### **Big Wave (Class 3 Permit)**

We completed our review of the revised Offsite Improvement Plans. The Plans were revised in accordance with our previous comments and as described in our April 10, 2019 letter to the

Board, we recommend approval of the Class 3 Mainline Extension Permit for Big Wave. The District will also need to review the design of onsite sewers, which will be designed and constructed in accordance with GCSD specifications although not dedicated to GCSD.

### **Updated 6-Year CIP**

We have reviewed the information from the recently televised sewers by Presidio Systems (PSI). The information from the PSI report as well as information on the condition of the collection system from prior investigations was used to prepare a draft 6-Year CIP .The draft was recently sent to GCSD staff for review

**ITEM #21**

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