

### **AGENDA**

### BOARD OF DIRECTORS SPECIAL MEETING at 7:00 p.m. REGULAR MEETING at 7:30 p.m.

### Thursday, May 19, 2022

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

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

### Join Zoom Meeting

Phone one-tap: US: <u>+16699006833,,93452222830#</u> or <u>+19292056099,,93452222830#</u>

Meeting URL: <a href="https://dudek.zoom.us/j/93452222830">https://dudek.zoom.us/j/93452222830</a>

Join by Telephone

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

Meeting ID: 934 5222 2830

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

#### **ROLL CALL**

Directors: President: Barbara Dye

Vice-President Nancy Marsh Director: Matthew Clark Eric Suchomel Director: David Seaton

Staff: General Manager: Chuck Duffy

Assistant Manager: Delia Comito Legal Counsel: William Parkin

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

### **GENERAL PUBLIC PARTICIPATION**

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

### **SPECIAL MEETING AGENDA**

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

**Recommendation**: Approve the resolution.

### **ADJOURN TO CLOSED SESSION**

2. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).

City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara County Superior Court Case No. 17CV316927.

### **RECONVENE TO OPEN SESSION**

Report any reportable action taken in Closed Session.

#### ADJOURN SPECIAL MEETING

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

#### **ROLL CALL**

### **GENERAL PUBLIC PARTICIPATION**

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

### **REGULAR MEETING AGENDA**

- 1. Consideration of Contribution to the Coastside Land Trust Junior Land Stewards Program at El Granada Elementary School for the Academic Year 2022-23.
  - a. Update on Last Year's Junior Land Stewards Program.

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

- 2. Parks and Recreation Activities.
  - a. Update on Burnham Park Plan Design.
  - b. Update on Disc Golf Course Proposal.
  - c. Heart Drive Collective (Jessie Nelson) Burnham Property Use Proposal.

    Recommendation: To be made by the Board.

3. Consideration of Potential Increase in Sewer Service Charges for Fiscal Years Ending 2023, 2024, and 2025.

**Recommendation**: Direct staff to begin the process to increase the sewer service charge.

4. Report on Sewer Authority Mid-Coastside Meetings.

Recommendation: For board information.

### **CONSENT AGENDA**

- 5. April 21, 2022 Special and Regular Meeting Minutes.
- 6. May 2022 Warrants.
- 7. March 2022 Financial Statements.
- 8. Assessment District Distribution #10-21/22.

### **COMMITTEE REPORTS**

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

### **INFORMATION CALENDAR**

- 10. Attorney's Report. (Parkin)
- 11. General Manager's Report. (Duffy)
- 12. Administrative Staff Report. (Comito)
- 13. Engineer's Report. (Kennedy Jenks)
- 14. Future Agenda Items.

### **ADJOURN REGULAR MEETING**

At the conclusion of the April 21, 2022 Meeting:

Last Ordinance adopted: No. 175

Last Resolution adopted: No. 2022-006

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

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

### **RESOLUTION NO. 2022-07**

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

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

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

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

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

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

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

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

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

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

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

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

### NOW, THEREFORE BE IT RESOLVED:

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

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

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

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

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) June 18, 2022, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Granada Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

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

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the special meeting of the Board of Directors of the Granada Community Services District held on May 19, 2022, by the following vote:

NOES: ABSTAIN: ABSENT:	
	Approved:
	Barbara Dye, President
Countersigned:	
D.I. C D. A. A. C A. C.	
Delia Comito, District Secretary	

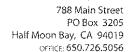
AYES:

### **AGENDA NOTICE**

There are no documents for Closed Session.

### **ITEM #1**







Granada Community Services District 504 Avenue Alhambra, 3<sup>rd</sup> Floor El Granada, CA 94018 May 12, 2022

Subject: The Junior Land Stewards Program

Dear Granada Community Services District Board of Directors,

The Coastside Land Trust is very grateful to you for the \$10,000 grant you provided for the Junior Land Stewards Program in academic year 2021-22. The Program was very well received by both faculty and students. You will be receiving a detailed report from our Program Manager Haley Peterson.

I am writing to request that you fund the Program for academic year 2022-23 at the same \$10,000 amount. The grant will be used at the El Granada Elementary school to provide staffing and materials.

The costs for estimated is follows:

- Field trip and habitat restoration supplies (e.g., backpacks, science journal notebooks, field microscopes, measuring tapes, clipboard, seed, soil, seedlings, gloves, hand tools, tarps, etc): \$2,500
- Printing (signs and posters for restoration sites, presentation materials for JLSP display at community event at CLT gallery): \$500
- JLSP Program Manager (field trip planning and instruction, classroom curriculum planning and instruction, coordination and communication with teachers/administration/parents and students, student/teacher assessments, HMBHS field guide training, program evaluation, garden maintenance, community outreach): \$7,000

Thank you for considering our request.

p Chânbulan

Sincerely,

Jo Chamberlain

**Executive Director** 

**Coastside Land Trust** 

## Junior Land Stewards 2021/22 El Granada Elementary



# Junior Land Stewards

### El Granada Elementary

March held our last field trip of the year for the Junior Land Stewards. On this field trip the students nurtured their habitat gardens by weeding and watering. We then hiked to the Quarry Park pond where we identified native plants along the way and absorbed the sounds of nature while the students drew pond cross-sections in their journals. The students received commemorative keychains presented by their field guides from the HMBHS agricultural department.



Keychain Art

April brought a culmination of the program where the students were presented with certificates of completion and watched the JLS 2021/22 video which you can view here: **Junior Land Stewards Video 2021/22.** 

### March

### Curriculum

- 1) Nature Journaling with John Muir Laws (cross-sections). Large and small scale cross sections, in nature journals draw a crosssection of your terrariums.
- 2) Nature Journaling with John Muir Laws (observing a special place). Discuss your accomplishments within the JLS program, how are you stewards of the land? In nature journals draw and describe how you can help your plants thrive in the open space, what challenges will they face?
- 3) Wild Space reflection In nature journals explain why open spaces are important to you and to the world. Share with the class.

### **April**

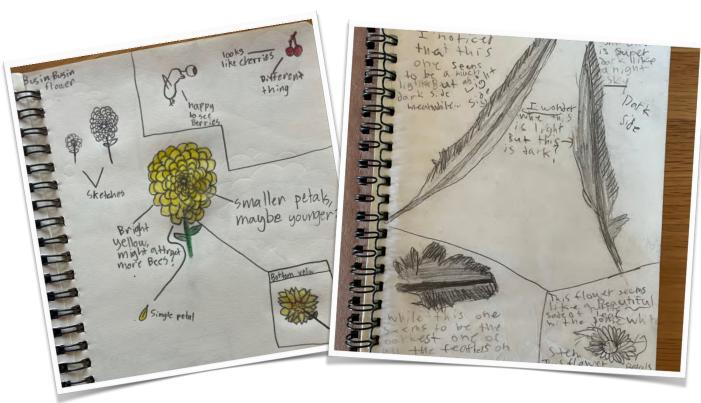
### Curriculum

- 1) Qualitative Assessments formal evaluation to conclude program. The following questions are asked:
  - 1) What does being a steward of open space mean to you?
  - 2) What is your favorite thing about where you live?
  - 3) Name a few things that you can do to improve the environment where you live.
  - 4) What was your favorite thing about the JLS program?

2) Nature Journaling - In your nature journals create a drawing or painting of a wild open space that is most meaningful to you.

### **Program Conclusion**

This year brought some obstacles with COVID-19 but we are so pleased to have been able to provide an incredibly diverse and comprehensive science program to El Granada Elementary despite that. Being able to expand this program to El Granada, especially after the last two years of remote learning was so beneficial for these students. The 4th graders at El Granada produced some incredible nature journal entries. Nature Journaling is a beautiful way to connect with our natural world without having to worry about spelling or perfection. It allowed the students to express themselves in so many different ways while encouraging them to slow down and really look at the world around them.





JLS Report, Page 5

The 4th graders at El Granada Elementary honed their nature journaling skills and each of the 2 classes of 30 students each completed their own habitat restoration gardens. These budding naturalists removed invasive species in the open space and planted over 120 California endemic plants that will provide food, habitat and shelter for our local fauna.



The Quarry Park hikes were an exciting way to balance all of their hard work. On our hikes we learned about the history of Quarry Park, made sound maps, identified native plants and discussed the water cycle and animals that depend on the water in the pond.



El Granada's fourth grade teachers, Lauren Williamson and Sharon Demeo, welcomed this program into their classrooms and were a pleasure to work with. Both teachers valued how the field trips brought them and their students closer to nature. Here are a few testimonials:

"The Junior Land Stewards program opened up a new door of leadership and awareness for my kids. The program allowed students to be more present in their busy lives, stay curious about the world around them, tap into their creativity, and take pride and ownership of the beautiful place they call home. I am so grateful that a program like this exists on the Coastside!" - Lauren Williamson, EGE 4th grade teacher

"Going to Junior Land Stewards is amazing. I loved taking trips to Quarry Park and learning about flowers!" - Thea, EGE 4th grade student

"When I was in Junior Land Stewards I loved doing the field trips to Quarry Park because I loved seeing the beautiful flowers. I really suggest that you join the Junior Land Stewards to learn more about plants and our community" - Jocelyn, EGE 4th grade student



The Coastside Land Trust would like to offer the Junior Land Stewards Program to El Granada Elementary's incoming 4th graders and ask that GCSD provide their continued support of \$10,000.00 for the 2022/23 school year. The Coastside Land Trust is excited to be involved in the El Granada community through this program. Thank you for your support.

- The Coastside Land Trust Team

### **ITEM #2**



### AGENDA MEMORANDUM

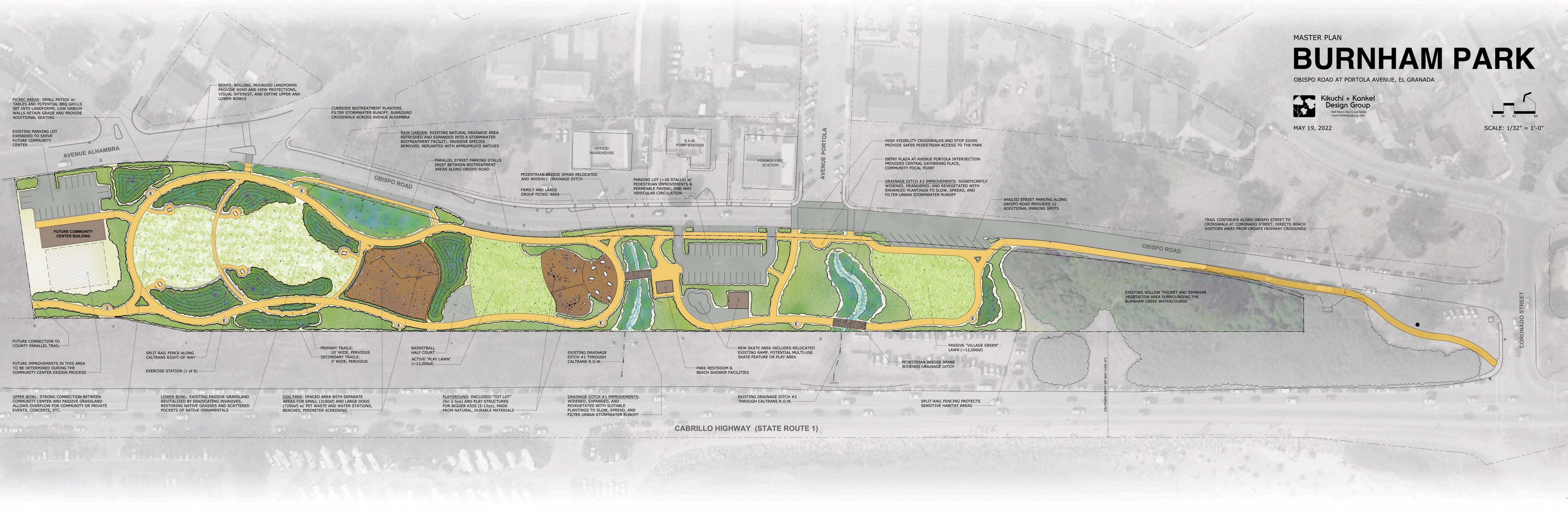
To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Update on Burnham Park Plan Design

Date: May 19, 2022

Attached is the latest draft Burnham Park plan prepared by Tom Conroy from Kikuchi & Kankel Landscape Architects. The updated plan incorporates several revisions as well as the inclusion of the future community center parcel. Tom will be at the meeting to explain the plan and answer questions.



### AGENDA MEMORANDUM

To: Board of Directors

From: Delia Comito, Assistant General Manager

Subject: Heart Drive Collective Burnham Property Use Proposal

Date: May 19, 2022

This Item is presented for the Board's consideration to authorize use of approximately one-half of the parking area on the Burnham Park property by Jesse Nelson of Heart Drive Collective (HDC) on Saturday, July 2, 2022, to hold a one-day fundraising event. The event details provided are copied below. Mr. Nelson will be present at the meeting to answer any additional questions.

### EVENT DETAILS PROVIDED IN REQUEST FROM JESSE NELSON:

<u>Overview</u>: We would like to set up a musical event at the El Granada halfpipe. This will include local artists playing amplified sound, a skate competition with donated prizes, a raffle with giveaways from local businesses, and booths with local artists and vendors. The event would last 4 hrs. and benefit a local non-profit - ALAS in Half Moon Bay. For more information go to: https://www.alasdreams.com/

We will pretty much take care of everything on our end. We just need permission to use the space and help with trash management post-event if possible.

**<u>Date</u>**: Saturday July 2, 2022 **Time**: 2:00 pm to 6:00 pm

**Crowd:** 50-100 people throughout the event.

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

**Power:** We will have generators to power the event ourselves.

**Sound:** We will provide our own sound.

**Entertainment:** Musical acts will perform throughout the event. We will invite some young talented artists from the high school to perform as well as some more established acts including myself.

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

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

**Donations:** Funds will be going to ALAS.

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

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



### **ITEM #3**



### AGENDA MEMORANDUM

To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Draft GCSD Sewer Service Charge and Expenses Budget for FYE's 2023-2025

Date: May 19, 2022

Attached for your Board's review is a broad look at the Fiscal Year 2022/23 through 2024/25 Sewer District budget and corresponding proposed sewer service charge (SSC). As you are aware, the District has contracted with Bartle Wells Consulting to produce a proposed sewer service charge rate report covering the next three years. The attached rates spreadsheet is based upon my initial review of the district revenues and expenses. I have shown a projected 15% SSC rate increase for the next three years, which should be sufficient to allow us to fund District operations with the following assumptions:

- SAM has undertaken an infrastructure maintenance program which is projected to cost approximately \$2.5 to \$3.0 million per year for at least the next 5 years. GCSD's share of that program will average about \$600,000 per 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. Funding for this program will average about \$250,000 per year. The projects will be bundled into two year increments for ease of construction and cost savings.
- As decided by the board last year, District property tax revenues have been allocated solely to the Parks and Recreation Budget.
- Also of note is the cessation of the Assessment District payback in 2023/24 of the funding the general sewer district provided for the initial startup of the AD back in 1996. This will reduce Non-Operating revenues by approximately \$300,000 per year.
- A potential issue on the horizon is the possible reduction or elimination of the property tax ERAF refunds the district has been receiving for the past many years. This refund has averaged about \$300,000 over the past few years. The loss of this revenue will obviously affect the district as well.

Based upon board input at this meeting, Bartle Wells will finalize their sewer service charge report. We will likely hold a special meeting to discuss that report and put into place all the required Prop 218 notices and public hearings as needed.

### SEWER DISTRICT

### 3 YEAR PROJECTED REVENUE, EXPENSE, CAPITAL PROJECTS, and RESERVE LEVEL TABLE

Sewer Reserve Fund at End of Fiscal Year	\$ 2,400,000	\$ 2,248,824	\$ 2,018,039	\$ 2,081,415			
Percent increase		15%	15%	15%			
Sewer Service Charge (\$580 per ERU for FY 21/22)	FY 2021/22 \$580	FY 2022/23 \$670	FY 2023/24 \$770	FY 2024/25 \$890			
ERU's connected	φ300	3275	3285	3295			
Projected Sewer Revenues							
1 . Operating Revenue (inc. SSC and misc.)	\$1,879,000	\$2,194,000	\$2,529,000	\$2,933,000			
2 . Property Tax	\$0	\$0	\$0	\$0			
3 . Repayment from Assessment District-Current FY	\$310,000	· · · · · · · · · · · · · · · · · · ·					
4 . Non-Operating Revenue (inc. ERAF)	\$297,000	\$297,000	\$297,000	\$297,000			
Total	\$2,486,000	\$2,801,000	\$2,826,000	\$3,230,000			
Assumptions:  10 New connections per year							
<b>Projected Sewer Operating Expenses</b>	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25			
1 . Operations (SAM)	\$1,225,583	\$1,240,941	\$1,302,988	\$1,368,137			
2 . Administration (GCSD)	\$810,700	\$851,235	\$893,797	\$938,487			
Total	\$2,036,283	\$2,092,176	\$2,196,785	\$2,306,624			
Net Gain for Capital Projects Funding	\$449,717	\$708,824	\$629,215	\$923,376			
Assumptions: 5% Inflation escalator on Operations and Administration	1						

### GRANADA COMMUNITY SERVICES DISTRICT

### **SEWER DISTRICT**

### 3 YEAR PROJECTED REVENUE, EXPENSE, CAPITAL PROJECTS, and RESERVE LEVEL TABLE

<u>CAPITAL PROJECTS</u>	FY 2021/22	<b>FY 2022/23</b>	FY 2023/24	FY 2024/25
1 . General Mainline System Repairs	\$10,000	\$10,000	\$10,000	\$10,000
2 . 6 Year Sewer Mainline Replacement Program	\$450,000	\$250,000	\$250,000	\$250,000
3 . Medio Creek Bridge Crossing Sewer Realignment	\$350,000			
4 . SAM - Capital Maintenance/Infrastructure	\$508,056	\$600,000	\$600,000	\$600,000
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$1,318,056	\$860,000	\$860,000	\$860,000
RESERVE FUND				
Reserve Fund at Beginning of Fiscal Year		\$2,400,000	\$2,248,824	\$2,018,039
Transfer From Operating Budget		\$708,824	\$629,215	\$923,376
Total Capital Improvement Projects		(\$860,000)	(\$860,000)	(\$860,000)
Reserve Fund at End of Fiscal Year	\$2,400,000	\$2,248,824	\$2,018,039	\$2,081,415

## **ITEM #4**



# MINUTES SAM BOARD OF DIRECTORS REGULAR MEETING April 25, 2022

#### 1. CALL TO ORDER

Chair Ruddock called the meeting to order at 7:01 p.m. from her residence in Half Moon Bay, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the April 25, 2022 regular meeting.

#### A. Roll Call

Directors Dye, Lohman, Clark, Slater-Carter, Penrose, and Ruddock, were present. Also present via teleconferencing were General Manager Kishen Prathivadi, Finance Officer George Evans, Supervisor of Treatment/Field Operations Tim Costello, and General Counsel Jeremey Jungreis.

#### 2. PUBLIC COMMENT/ORAL COMMUNICATION/ITEMS NOT ON THE AGENDA

Gregg Dieguez, resident of Montara, asked about the protection of the electrical plant, and the plan for the rewiring and design, the short term solutions, wet weather storage, and grant funding.

Tim Costello, Supervisor of Treatment/Field Operations informed the Board that he had recently watched one of the member agency meetings, and asked that they do not assume that he had any input on what the author of the article had written, and to please not do that again.

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

- A. Approve Minutes of April 11, 2022 Regular Board Meeting
- B. Approve Disbursements for May 9, 2022
- C. Monthly Revenue and Expense Report for Period Ending March 31, 2022

Director Dye moved, and Director Penrose seconded the motion to approve all Consent Agenda items as presented.

Minutes SAM Regular Board Meeting April 25, 2022

Dye/Penrose/Roll Call Vote: Dye Aye/Lohman Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

#### 4. REGULAR BUSINESS

A. Discuss Real-Time Information to Improve Treatment Process Performance by Sentry

General Manager Prathivadi reviewed the staff report, and informed the Board that the Sentry monitoring system is currently being used in the plant. He then introduced Tim Truax of Sentry who presented the Board with an overview of the system and how it works. He discussed biological imbalances, the platform of the system, the installation, low or no maintenance, plant monitoring and optimization, low maintenance biofilm sensor platform, influent organic load monitoring impact and quantification, and wastewater collection system monitoring and industrial discharge detection. Following Mr. Truaxs' presentation, General Manager Prathivadi logged in to the Sentry system and showed the Board how the sensors calculate readings. A discussion ensued. Following a question and answer period, Director Penrose thanked Mr. Truax for a wonderful presentation.

This presentation can be seen on the SAM website at www.samcleanswater.org

B. Update on Non-Domestic Source Waste Control Registration, Inspection, and Permitting

General Manager Prathivadi introduced Tim Suydam of TAS Consulting who also introduced his partner Leo Schemp, permitting consultant for TAS Consulting. Mr. Suydam reported on the Non-Domestic Waste Source Control Program (NDWSCP) permitting, and discussed past actions, updates on inspections and sampling results. categorizing discharges, permit requirements by category and the next step of permit implementation. Following the presentation Craig Carroll, CEO of the Half Moon Bay Brewing Company, addressed the Board and elaborated on his concerns regarding per gallon fees. (Mr. Carroll and Mr. Dan Littlefield of Hop Dogma wrote a letter to the Board of Directors which can be seen on the SAM website at <a href="www.samcleanswater.org">www.samcleanswater.org</a>) A discussion ensued. General Counsel Jungreis expressed his concerns with regarding Resolution 2019-05 Uniform Schedule of Fees, and stated that whatever is being charged to individual users is in system with Proposition 26, proportional and fair. Chair Ruddock suggested bringing back the discussion to the Finance or Board Ops Committee. The Board concurred with Chair Ruddock's suggestion. Gregg Diequez suggested looking in to industry standards, and making sure it is cost neutral to other rate payers and should not be more than SAM is actually incurring in its own cost.

Minutes SAM Regular Board Meeting April 25, 2022

This presentation can be seen on the SAM website at www.samcleanswater.org

C. Request to Ratify Issuance of a Purchase Order to Stevens Diesel for Replacement of Engine on SAM 10 Collections Vactor Truck in Amount Not to Exceed \$60,400

General Manager Prathivadi reviewed the staff report and recommended the Board of Directors ratify the issue of a purchase order to Stevens Diesel for replacement of an engine for SAM 10 Collections Vactor truck in an amount not to exceed \$60,400. Director Penrose moved, and Director Slater-Carter seconded the motion to ratify the issuance of a purchase order to Stevens Diesel for replacement of the engine on SAM 10 Collections Vactor truck in an amount not to exceed \$60,400.

Penrose/Slater-Carter/Roll Call Vote: Dye Aye/Lohman Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

D. Authorize General Manager to Issue a Purchase Order to R.F. MacDonald Co. For the Purchase of Waste Heat Exchanger in the Amount of \$14,213

General Manager Prathivadi reviewed the staff report and recommended the Board of Directors authorize him to issue a purchase order to R.F. MacDonald for the purchase of a waste heat exchanger in the amount of \$47,213. Director Penrose moved, and Director Slater-Carter seconded the motion to authorize the General Manager to issue a purchase order to R.F. MacDonald for the purchase of a waste heat exchanger in the amount of \$47,214.

Penrose/Slater-Carter/Roll Call Vote: Dye Aye/Lohman Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

#### 5. GENERAL MANAGERS REPORT

A. Monthly Manager's Report – March 2022

General Manager Prathivadi gave the Board a presentation on the plant shutdown and preventive maintenance of the switchgear update. He discussed the background and purpose of the plant shutdown and switchgear maintenance, major players and equipment, preparation for the plant shutdown, the day of the shutdown, and the results and conclusion. Director Penrose thanked the General Manager, and staff for doing such hard work and doing such a thorough job. A discussion ensued. Director Slater-Carter requested the General Manager show the graph and list of Capital Improvement Project, and what percentage of those projects have been paid for to the Board.

Minutes SAM Regular Board Meeting April 25, 2022

General Manager requested the Board give him feedback on changes they would like to make to the graph. Director Slater-Carter suggested the Board could take it back to their General Managers, and keep the report up as part of the Managers monthly report. Following discussion, Chair Ruddock moved on to the next agenda item.

### 6. ATTORNEY'S REPORT - NONE

### 7. DIRECTOR'S REPORT

Director Penrose stated that due to the recent upsurge in COVID cases, it would be good to see the COVID numbers from SAM testing being done by outside laboratory.

- 8. TOPICS FOR FUTURE BOARD CONSIDERATION NO
- **9. CONVENE IN CLOSED SESSION** (Items discussed in Closed Session comply with the Ralph M. Brown Act)

NONE

10.	<b>CONVENE IN</b>	OPEN SESSION	(Report	Out on	Closed	Session	Items)

NONE

1	1	Δ	ח	١. ا	O	IR	N	M	ΙE	N.	Т	

Chair Ruddock adjourned the meeting at 8:	52 p.m.
Respectfully Submitted,	Approved By:
Suzie Turbay, Administrative Assistant	Board Secretary



#### SEWER AUTHORITY MID-COASTSIDE

#### Staff Report

**TO:** Honorable Board of Directors

**THROUGH:** Kishen Prathivadi, General Manager

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

SUBJECT: Monthly Manager's Report – March 2022

#### **Executive Summary**

The purpose of this report is to keep the Board and public informed of SAM's day-to-day operations.

#### Fiscal Impact

There is no fiscal impact from this report.

#### Strategic Plan Compliance

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

#### **Background and Discussion/Report**

The following data is presented for the month of March 2022.

Key Indicators of Performance	Flow Report (See Attachment A)				
NPDES Permit Violations:	0	Half Moon Bay	0.837	61.6%	
Accidents, Injuries, etc.:	0	Granada CSD	0.276	20.3%	
Reportable Spills Cat 1:	0	Montara W&SD	0.246	18.1%	
Reportable Spills Cat 2:	0	Total	1.360	100%	
Reportable Spills Cat 3:	0				

BOARD MEMBERS:	M. Clark		B. Dye	R. Lohman
	D. Penrose		D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	02	E. Suchomel	N. Marsh
	P. Dekker	93	J. Harvey	H. Rarback

#### Administration

There were two Regular Board Meetings in the month of March, and one public records request. There were 3 articles in the Half Moon Bay Review mentioning SAM, ""City Should abandon SAM Appeal Idea", "City Appeals SAM Lawsuit Ruling", and "City Wasting Money on SAM Appeal". There has been no lost time work accidents since September 10, 2019. There were no new hires, and two anniversaries in the month of March, Tim Costello, Supervisor of Treatment/Field Operations, 34 Years, and Angelo Rovai, Mechanic I, 2 Years.

#### **Operations & Maintenance**

The following permanent flow storage installations are in place and functioning properly.

Montara Pump Station – Walker Tank, which has a capacity of 434,000 gallons.

The Portola Station – Wet Weather Facility, which has a capacity of 400,000 gallons.

The Portola Pump Station has the ability to use the Wet Weather Facility as a modified equalization basin if needed, (without mixing it is not ideal for this use). It is better suited as a wet weather flow storage as originally designed.

Like last month the plant is doing better, chemical addition for settling is less than it has been which is good.

Addition of sodium hydroxide to the aeration basin has been on going in an effort to keep the pH up. Likely due to alkalinity reduction in the biological process.

We are adding poly and cl2 for foam control on an as needed basis.

We have continued working with EOA to gather necessary materials for submission of our NPDES renewal application to the SWRCB. We are on target for our submittal date which is early April.

As usual we continue our open communicating with Mr. Burrell at the state to be sure he is kept in the loop of what we have going on.

In regards to exceedances this month I have none to report.

During the month of March 2022 rainfall was below normal for Half Moon Bay. The 10-year average for the area is 2.896 inches of rain in March, (4.21 inches used to be considered normal). This web link has some very useful data for our area, <a href="https://ggweather.com/hmb/">https://ggweather.com/hmb/</a>. Rainfall totals were as follows: 0.86 inches, (from the NOAA gauge at the plant). Our roof top had 1.88 at the plant, 1.08 inches in the GCSD

BOARD MEMBERS:	M. Clark		B. Dye	R. Lohman
	D. Penrose		D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	94	E. Suchomel	N. Marsh
	P. Dekker	94	J. Harvey	H. Rarback

service are, and 1.37 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 March 2022.

- 3/1/2022 Dewatering AB 1 & 2, diesel tank fuel polishing, Calcon in doing electrical and programing. Took secondary off line.
- 3/2/2022 Dewatering AB 1 & 2, Confined space in AB #4 to work on gates to confirm functionality. Clear out primary poly pump.
- 3/3/2022 Wash out primary tank #2, (it was used yesterday for flow storage).

  Coastside technical in doing service work on air dryer for plant air system.
- 3/4/2022 Dewatering AB 1 & 2 some more, Calcon in doing electrical, Op's did quarterly MDL test. Power outage at the plant, power was off for 4.5 hours due to high wind conditions.
- 3/5/2022 Saturday Routine rounds and reads, carpet cleaners were in at the admin area.
- 3/6/2022 Sunday Routine rounds and reads.
- 3/7/2022 Calcon in working on temporary wiring for influent pumps, Alpha in for sample pick up.
- 3/8/2022 Calcon in doing meter calibrations for press project and programing work. Flow meter for hypo to RAS seems to be malfunctioning as well, looks to be internal issue with the meter.
- 3/9/2022 Calcon working on Influent pump; by pass electrical project. Mix up some poly for the MLSS basin to help with settling. Decrease the DO set point in an effort to curb partial denitrification, will likely need to go down a little more.
- 3/10/2022 Calcon working on influent project, they also replaced the 3 way valve that is used in the dechlor cycle. Mix up more poly for the MLSS. Ordered more sodium hydroxide for PH adjustment. Also ordered MLSS basin DO replacement caps (possible 8 week lead time).
- 3/11/2022 Calcon in working on Influent pump electrical and work in the Primary pump gallery. Operation had a phone discussion with Process Specialist from B and C to discuss plant process and how things have been going.
- 3/12/2022 Saturday Routine day, set up Poly and Alum for use in MLSS basin.
- 3/13/2022 Sunday Routine day, feeding poly and Alum to MLSS.
- 3/14/2022 Calcon back doing demo work in pipe gallery, turned off Alum and Poly as it's not having the desired affect we are looking for.

BOARD MEMBERS:	M. Clark		B. Dye	R. Lohman
	D. Penrose		D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	0E	E. Suchomel	N. Marsh
	P. Dekker	95	J. Harvey	H. Rarback

- 3/15/2022 Drained hypo tank at Montara pump station, prepping for removal.
- 3/16/2022 Du-all safety training, Haz com and Safety data Sheet review. SRT was in with solar rep to look at possible site options to reduce electric bill.
- 3/17/2022 Cleaned contact basin, ran COD's on brewery samples. Finished up removal piping from hypo tank at Montara Pump Station. Set up to have tank removed and swapped out with new tank next Wednesday.
- 3/18/2022 Cleaned out influent, primary, and effluent sampler containers and sampling tubes. Cleaned ferric filters.
- 3/19/2022 Saturday Routine rounds, reads and analysis.
- 3/20/2022 Sunday Routine rounds, reads and analysis.
- 3/21/2022 Add poly to AB#3 for foam control and increase RAS ratio. Had to run to Fairfield to drop off SAM 10 for repair work.
- 3/22/2022 Heat exchanger was reading a low temperature, back flushing was able to clear blockage and get the temp back up. Bisulfite delivery today.
- 3/23/2022 Add poly to influent of MLSS basin for foam control, working with new HACH analyzer to get up to speed with it, still have to figure a couple things out.
- 3/24/2022 Routine rounds, reads and analysis. Adding poly to MLSS. Had to run Fairfield to pick up SAM 10 with Tony from collections.
- 3/25/2022 Cleaned ferric filters, mixed chemicals for analyzers, Process samples from outside businesses.
- 3/26/2022 Saturday Routine rounds, reads and analysis. Prep poly tote for use in MLSS basin.
- 3/27/2022 Sunday Routine rounds, reads and analysis.
- 3/28/2022 Heat exchanger had a blockage, had to open it up to clear obstruction. Ferric filter was clogged again, cleared it out. Prep sample bottles for Alpha.
- 3/29/2022 Check influent pumps, facility tour for possible applicant, monthly fire extinguisher and eyewash checks.
- 3/30/2022 Staff meeting, cleaned ferric filters, replaced sampler tubing on primary, and brought replacement hypo tank to Montara station.
- 3/31/2022 SAM Holiday Add polymer to MLSS basin. Added alum to MLSS eff for a few hours. Rounds and reads and routine analysis. Maintenance depart out at Portola working with Grundfos to get pump # 2 going.

Other activities are listed below;

BOARD MEMBERS:	M. Clark		B. Dye	R. Lohman
	D. Penrose		D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	06	E. Suchomel	N. Marsh
	P. Dekker	96	J. Harvey	H. Rarback

There were 8 deliveries (approximately 6,500 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 650.00. There were no leachate deliveries to the SAM IPS line in the month of February 2022, for a total leachate volume of 0 gallons.

The NPDES data report for March 2022 is attached reference (Attachment B).

#### **Contract Collection Services**

The SAM crew cleaned 29,728 feet of sewer line and responded to twenty six service calls in contract service areas. Eight were sewer line related and eighteen were maintenance service calls. Twenty of the callouts were during regular business hours or started during regular business hours. Eight were after hour calls. Six calls were in HMB, two calls were in the GCSD service area, and eighteen calls were in the MWSD service area.

The service calls in HMB were as follows; 3/8 - Weak battery on smartcover, battery was replaced to resolve alarm. 3/17 - Contract called, they were doing a lateral repair and got gravel and debris in mainline, crew arrived and cleaned out gravel and debris that had fallen in. 3/21 - Call for a residential back up, crew arrived to find water at cleanout. Crew ran mainline finding no obstructions advised homeowner to contact a plumber to resolve issue. 3/28 - Call for backup in business. Crew arrived and flush two possible main line tye in locations. No obstruction was found, advised business owner to have landlord contact a plumber to resolve. 3/31 - Call for a complaint of fuel odor from sewer, when crew arrived it was not clear if the odor was from sewer or storm drain. Sewer was flowing normally, could have been from storm manhole, advised homeowner to contact HOA for follow-up.

The maintenance calls in HMB were as follows; 3/29 - Bell Moon Lift station, station trouble alarm. Station normal upon arrival, reset alarms and checked for normal operation.

GCSD – The service calls in the GCSD area were as follows; 3/14 – One of the GCSD directors saw a post on Next Door and contacted us, crew responded cleaning two segments of main line finding no issues. 3/15 - Call for downstairs back up, crew arrived and noted no water in cleanout. Crew flushed main finding no obstruction. Advised homeowner to contact a plumber to resolve issue.

BOARD MEMBERS:	M. Clark		B. Dye	R. Lohman
	D. Penrose		D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	07	E. Suchomel	N. Marsh
	P. Dekker	97	J. Harvey	H. Rarback

There were no maintenance calls in the GCSD this month.

MWSD – The two service calls in the MWSD area were as follows; 3/17 - Called by local contractor requesting assistance, they were doing a lateral repair in a section that has a bellie in the line. Requested vactor assistance, crew arrived and assisted as need to prevent a spill.

The maintenance service call in the MWSD area this month was as follows: 3/4 – there were a series of fourteen separate calls to lift stations due to high winds. 1- 7th street station, high winds causing havoc. Reset alarms and check for normal operation. 2- Vallemar station, genny did not run, high winds causing havoc. Reset alarms and check for normal operation. 3-7th street station, high winds causing havoc. Reset alarms and check for normal operation. 4- Vallemar station, genny did not run, high winds causing havoc. Reset alarms and check for normal operation. 5- Kanoff Street station, genny ran for 0.9 hours, reset alarms check for normal operation. 6- Niagra Lift station, high winds causing havoc. 2 failed to start, reset soft start on pump 2 and check for normal operation. 7-7th street station, high winds causing havoc. Reset alarms and check for normal operation. 8- Vallemar station, genny did not run, high winds causing havoc. Reset alarms and check for normal operation. 9- Kanoff Street station, genny ran about 12 minutes, reset alarms check for normal operation. 10-7th street station, high winds causing havoc. Reset alarms and check for normal operation. 11- Vallemar station, genny did not run, high winds causing havoc. Reset alarms and check for normal operation. 12- Niagra Lift station, high winds causing havoc. Reset alarms and check for normal operation. 13- Vallemar station, genny did not run, high winds causing havoc. Reset alarms and check for normal operation. 14-5th street power glitch, PG&E crew had just complete work on wind damaged power pole. Reset alarms check for normal operation. 3/10 - Seal cove 4, power glitch, reset alarms and checked station for normal operation. 3/11 - Grinder pump replacement, recommend to have sewer line looked at for possible issues. 3/18 - Seal cove 2, power glitch, reset alarms and checked station for normal operation.

The March 2022 collection system data report is provided for the Board's information. There were no Category 1, no Category 2's, and no Category 3 SSO's during the month of March 2022.

BOARD MEMBERS:	M. Clark		B. Dye	R. Lohman
	D. Penrose		D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	00	E. Suchomel	N. Marsh
	P. Dekker	98	J. Harvey	H. Rarback

#### Infrastructure Projects:

A brief status of the CIP projects is attached.

Several of the projects are in progress. The pandemic has upset a lot of deliveries and there is a good chance that some of the projects will get installed in the next fiscal year. To summarize:

FY 2021-22 CIP Budget Amount: \$2,478,320

CIP PO's released: \$807,666 CIP PO's in Process: \$340,213

#### **Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for March 2022.

#### **Supporting Documents**

Attachment A: Monthly Flow Report March 2022 Attachment B: Monthly NPDES Report March 2022 Attachment C: Collection System Data March 2022

Attachment D: Contract Collection Service Report March 2022

Attachment E: CIP Project Status

Attachment F- CIP Project Status Graph

BOARD MEMBERS:	M. Clark		B. Dye	R. Lohman
	D. Penrose		D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	99	E. Suchomel	N. Marsh
	P. Dekker	99	J. Harvey	H. Rarback

#### Attachment A

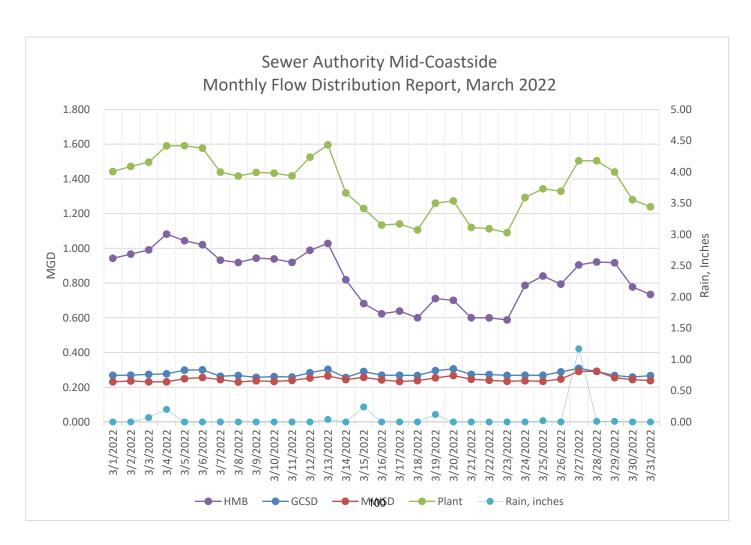
#### Flow Distribution Report Summary for March 2022

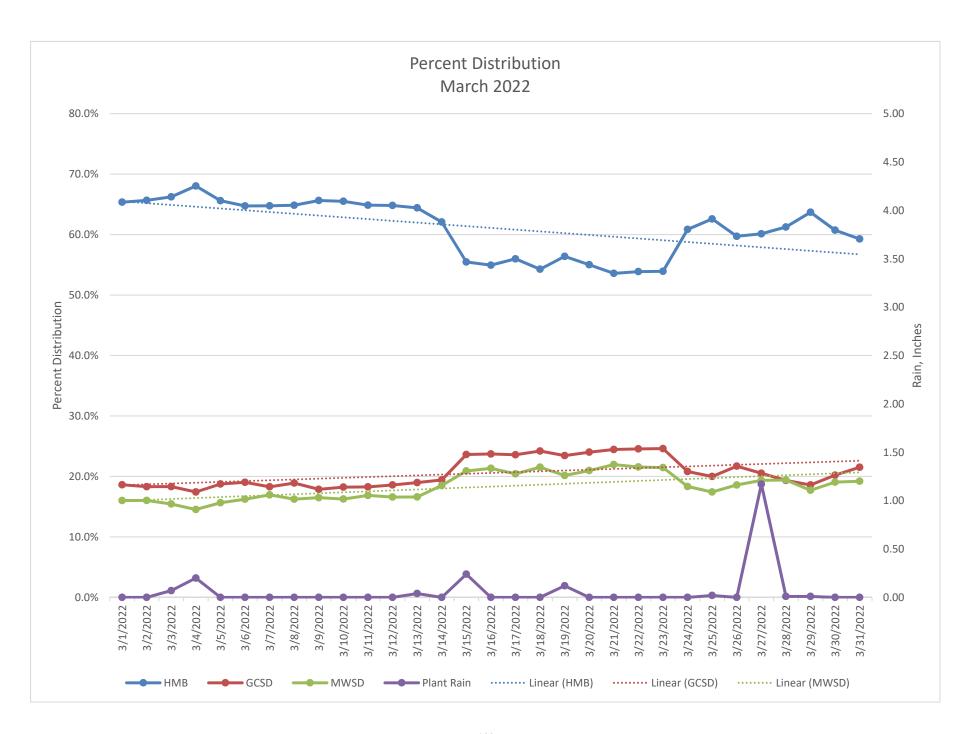
The daily flow report figures for the month of March 2022 have been converted to an Average

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

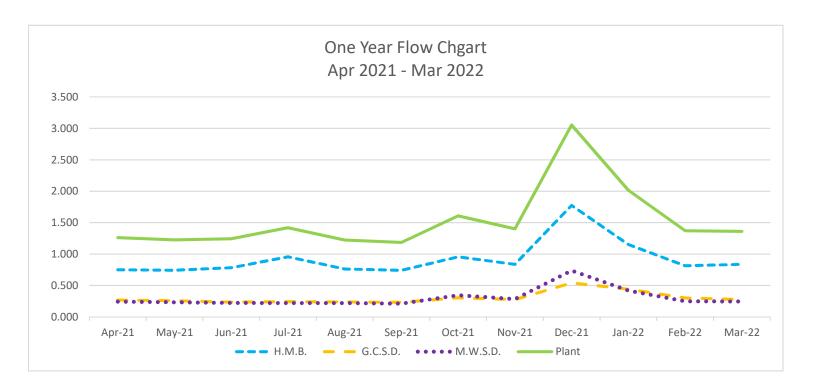
The summary of the ADF information is as follows:

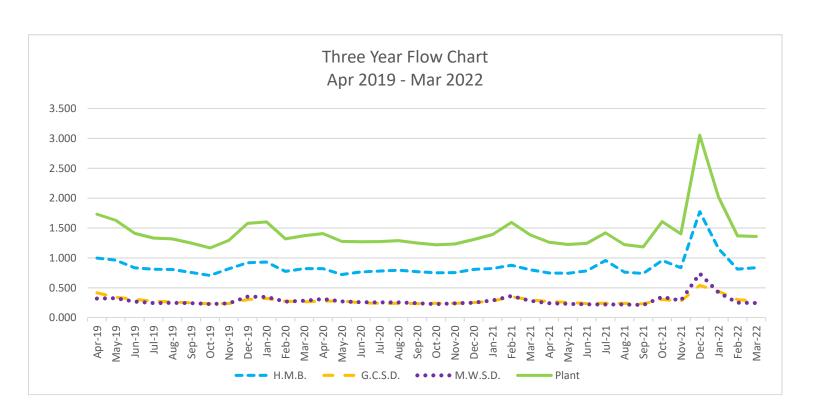
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.837	61.6%
Granada Community Services District	0.276	20.3%
Montara Water and Sanitary District	<u>0.246</u>	<u>18.1%</u>
Total	1.360	100.0%





#### Most recent flow calibration March 2021 PS, March 2021 Plant





**SAM E-001** March 2022

		SAIVI	E-001	warch	2022		_	
Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	l° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
3/1/2022								
3/2/2022	310	7.30		97.6%	190	160	7.0	
3/3/2022	230	7.80		96.6%	220	170	9.5	
3/4/2022	200	7.00		00.070	220	110	0.0	
3/5/2022			7.55					8.25
3/6/2022	270	7.30	7.00	97.3%	200	180	3.2	0.20
3/7/2022	230	9.50		95.9%	250	200	6.4	
3/8/2022	200	3.30		33.370	200	200	0.4	
3/9/2022								
3/10/2022								
3/11/2022								
3/11/2022			8.40					4.80
3/13/2022			0.40					4.00
3/14/2022	300	7.80		07.40/	220	190	5.8	
3/15/2022				97.4%			5.5	
3/16/2022	280	5.90		97.9%	230	180	5.5	
3/17/2022								
3/18/2022			0.05					5.05
3/19/2022			6.85					5.65
3/20/2022							1	
3/21/2022	0.70			00.00/	222	400		
3/22/2022	350	5.00		98.6%	220	180	6.1	
3/23/2022	350	3.90		98.9%	220	170	8.2	
3/24/2022								
3/25/2022								
3/26/2022			4.45					7.15
3/27/2022								
3/28/2022								
3/29/2022	270	6.40		97.6%	200	140	7.1	
3/30/2022								
3/31/2022								
Count	9	9	4	9	9	9	9	4
Minimum	230	3.90	4.45	95.9%	190	140	3.2	4.8
Average	288	6.77	6.81	97.5%	217	174	6.5	6.5
Maximum	350	9.50	8.40	98.9%	250	200	9.5	8.3
ινιαλιιτιαττ	330	9.50	0.40	JO.J /0	200	200	9.0	0.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30	<u> </u>				30	-

**SAM E-001 March 2022** 

	I	<u>_</u>	SAM E-C	<i>)</i> 01	March 2	2022		
Date	BOD % Removal		f Settleable latter mg/l		ff Settleable atter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
3/1/2022								0.00
3/2/2022	96.3%		ND			4.70		0.00
3/3/2022	95.7%		ND			4.20		0.00
3/4/2022								0.00
3/5/2022					ND		4.45	0.00
3/6/2022	98.4%		ND		.,,,	3.00		0.00
3/7/2022	97.4%		ND			3.6		0.00
3/8/2022	011170		.,,2			0.0		0.00
3/9/2022								0.00
3/10/2022								0.00
3/11/2022								0.00
3/12/2022					ND		3.30	0.00
3/13/2022					110		0.00	0.00
3/14/2022	97.4%		ND			3.00		0.00
3/15/2022	97.6%		ND			2.20		0.00
3/16/2022	37.070		ND			2.20		0.00
3/17/2022								0.00
3/18/2022								0.00
3/19/2022					ND		2.60	0.00
3/20/2022					ND		2.00	0.00
3/21/2022								0.00
3/22/2022	97.2%		ND			2.80		0.00
3/23/2022	96.3%		ND			1.60		0.00
3/24/2022	90.570		טוו			1.00		0.00
3/25/2022								0.00
3/26/2022		+			ND		2.20	0.00
3/27/2022					טאו		2.20	0.00
3/28/2022 3/29/2022	06 50/		ND			ND		0.00
	96.5%		טא			ND		0.00
3/30/2022								0.00
3/31/2022								0.00
		$\vdash$						
Count	9		0		0	8	4	31
Minimum	95.7%		0.0	<	0.00	1.60	2.20	0.0
Average	97.0%		ND		ND	3.14	3.14	0.0
Maximum	98.4%	$\dagger$	0.0		0.0	4.70	4.45	0.0
		<del></del>				<u> </u>		
Percent Removal	85	$\vdash$						
5 Sample Median		$\sqcup$						
High		$\sqcup$						
Low		$\sqcup$						
Daily Max						225		4.8
Weekly Max							100	
Monthly Average						75		

SAM E-001 March 2022 **Ammonia** Chlorine Entero-Nitrogen Eff 30 day Eff DO Eff DO % **Date** time Eff pH cocci **Distilled** geo mean Saturation **Temp** mg/l **MPN Minutes** mq/l 3/1/2022 0.00 6.76 16.6 7.10 72.8 3/2/2022 0.00 6.77 17.8 7.70 80.9 3/3/2022 0.00 38.0 6.78 16.9 85 7.43 76.6 3/4/2022 17.1 7.59 0.00 6.80 78.8 3/5/2022 16.3 < 80.2 0.00 6.87 10.12 7.87 3/6/2022 0.00 6.73 16.8 7.75 79.8 3/7/2022 82.7 0.00 11.0 6.78 16.8 ND 8.04 3/8/2022 0.00 6.78 16.9 7.35 76.1 3/9/2022 0.00 6.84 17.1 7.62 79.1 3/10/2022 0.00 6.85 17.2 7.35 75.5 3/11/2022 17.0 0.00 6.83 8.01 83.0 3/12/2022 6.94 16.4 < 82.4 0.00 10.12 8.07 17.0 0.08 3/13/2022 0.00 6.78 7.74 3/14/2022 0.00 6.60 16.9 7.50 77.4 3/15/2022 18.1 ND 72.9 0.00 25.0 6.88 6.93 3/16/2022 0.00 6.95 17.8 7.20 75.6 3/17/2022 7.25 76.4 0.00 6.87 18.0 3/18/2022 0.00 6.99 17.6 7.95 83.6 3/19/2022  $10.1\overline{2}$ 0.00 6.99 17.6 7.69 80.5 3/20/2022 0.00 6.90 17.7 7.93 83.1 17.2 7.29 75.6 3/21/2022 0.00 6.98 3/22/2022 0.00 6.92 18.1 6.27 66.6 3/23/2022 0.00 35.0 7.11 18.2 ND 7.80 82.9 3/24/2022 6.99 0.00 18.0 7.27 76.9 3/25/2022 0.00 7.05 18.1 7.20 76.0 3/26/2022 0.00 18.0 < 79.3 7.04 10.12 7.51 3/27/2022 0.00 18.3 6.33 67.3 6.89 3/28/2022 0.00 6.87 18.2 6.71 71.0 69.1 3/29/2022 0.00 6.77 18.1 6.51 3/30/2022 17.7 73.1 0.00 7.05 7.02 3/31/2022 0.00 7.08 17.7 8.19 86.0 4 31 4 31 Count 31 31 31 0.00 11.0 6.60 16.3 ND < ND 6.27 66.6 Minimum Average 0.0 27.3 6.89 17.5 85 < 10.12 7.42 77.5 < 0.00 38.0 7.11 18.3 85 8.19 86.0 Maximum 10.1 Percent Removal 5 Sample Median 2.800 High 9 6 Low Daily Max 8,300 Weekly Max

Monthly Average

#### **Sewer Authority Mid-Coastside**

Monthly Collection System Activity/SSO Distribution Report, March 2022

#### March 2022

#### 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
Total	0	0	0	0	0

#### 12 Month Moving Total

#### 12 month rolling Number

_	Total	HMB	GCSD	MWSD	SAM
Roots	1	1	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other_	1	1	0	0	0
Total	4	3	0	1	0
	'	75%	0%	25%	0%

#### Reportable SSOs

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

_	Total	HMB	GCSD	MWSD	SAM
March 2022	0	0	0	0	0
12 Month Moving Total	4	3	0	1	0

#### SSOs / Year / 100 Miles

#### Number of S.S.O.'s /Year/100 Miles

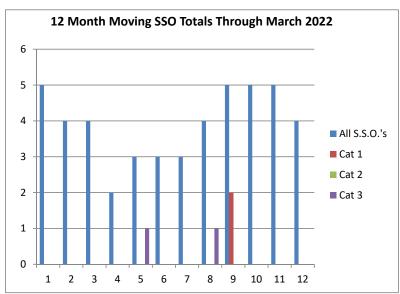
<u> </u>	Total	HMB	GCSD	MWSD	SAM
March 2022	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	3.8	8.1	0.0	3.7	0.0
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	1.9	5.4	0.0	0.0	0.0
Miles of Sewers	104.5	37.0 35.4%	33.2 31.8%	27.0 25.8%	7.3 7.0%

#### 12 Month Rolling Total Sewer Cleaning Summary

Month	НМВ	GCSD	MWSD	Total Feet	Total Miles
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	6,934	34,975	6.6
Mar - 22	12,060	13,397	4,271	29,728	5.6

Annual ft | 119,051 | 99,874 | 90,232 | 309,157 |

Annual Mi. 22.5 18.9 17.1 58.6 •



Attachment

## TASK SUMMARY- GCSD 2021-2022

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	7,608	5,724	4,139	11,880	10,050	6,845	9,473	7,931	9,258				72,908	84%
Hot Spot Cleaning	5,400	1,587	1,762	3,052	3,019	1,906	3,209	275	1,361	3,828				19,999	370%
Lift Station Inspection - Daily	52	4	4	5	4	4	5	4	4	5				39	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-				-	0%
Maint. Work Orders - Completed	-	4	4	5	4	4	5	4	4	5				39	-
Maint. Work Orders - Incomplete	-		-	-	-	-	-	-	1	-				-	-
Manhole Inspection	879	44	41	37	69	54	64	59	66	72				506	58%
USA Markings	372	74	74	46	44	43	29	45	112	218				685	184%
F.O.G. Inspections Completed	10	-	-	-	19	-	4	4	1	-				27	270%
F.O.G. Inspections Passed	10	-	-	-	8	-	4	3	1	-				15	150%
F.O.G. Inspection Failed	-	-	-	-	11	-	-	1	-	-				12	-
Lateral Inspections	-	-	-	2	1	-	-	-	1	-				4	-
Customer Service Call - Reg	-	2	-	2	4	2	3	2	4	2				21	-
Customer Service Call - OT	-	-	1	1	1	1	2	-	1	-				7	-
SSO Response - Category 1	-	-	-	-	-	-	-		-	-				-	-
SSO Response - Category 2	-	-	-	-	-	-	-		-	-				-	-
SSO Response - Category 3	-	-	-	-	-	-	-		-	-				-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0				-	-



#### **SEWER AUTHORITY MID-COASTSIDE**

# Finance Committee Special Meeting Agenda 11 am to 12 pm on Thursday April 28, 2022

Join Zoom Meeting

https://us02web.zoom.us/j/87355534988?pwd=V3Z3VIM5M3o3ZWx6Ti9TU1NUV2Vjdz09

Meeting ID: 873 5553 4988

Passcode: 965346

One tap mobile

+16699006833,,87355534988#,,,,\*965346# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

#### 1. ROLL CALL

Debbie Ruddock (HMB)
Barbara Dye (GCSD)
Kathryn Slater-Carter (MWSD)

#### 2. REGULAR BUSINESS

- A. Approval of Minutes March 21, 2022
- B. Budget vs Actual -Q3, FY21-22
- D. Any other issues

#### 3. NEXT REGULAR MEETING

May 19, 2022



# SEWER AUTHORITY MID-COASTSIDE Board Operations Committee Meeting Agenda Regular Meeting 4 PM – 6 PM, Tuesday, May 3, 2022

Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20 and the San Mateo County Health Officer shelter in place order issued on March 16, 2020, members of the public may observe and participate in the open session portions of the meeting electronically by using the following link:

Join Zoom Meeting

https://us02web.zoom.us/j/81442020698?pwd=Y1ZwZ1VPVmN6Ty9MZWRLY2x1eEYv UT09

Meeting ID: 814 4202 0698

Passcode: 306365

One tap mobile
+16699006833,,81442020698#,,,,\*306365# US (San Jose)

Dial by your location +1 669 900 6833 US (San Jose)

If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at <a href="kishen@samcleanswater.org">kishen@samcleanswater.org</a>.

#### 1. CALL TO ORDER

A. Roll CallDeborah Penrose (HMB)Matthew Clark (GCSD)Kathryn Slater-Carter (MWSD)

- 2. Status of Plant operations
- 3. Staffing status
- **4.** Any other issues
- 5. NEXT MEETING



#### SEWER AUTHORITY MID-COASTSIDE

#### **Board of Directors Meeting Agenda**

Regular Board Meeting 7:00 PM, Monday, May 9, 2022

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

Due to the continuing state of emergency declared by the Governor related to preventing the spread of COVID-19, and pursuant to Government Code Section 54953(e), Sewer Authority Mid-Coastside (SAM) will be holding this Board meeting by Zoom Webinar; access to this meeting will be available to the Board and the public by either computer web-link or telephone audio as noted below.

#### Computer Audio: Please click the link below to join the Zoom webinar:

Join Zoom Meeting

https://us02web.zoom.us/j/84855032262?pwd=UTI1ZHBUemphcmZGWmN6ZFdKZGphZz09

Meeting ID: 848 5503 2262

Passcode: 823438 One tap mobile

+16699006833,,84855032262#,,,,\*823438# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at <a href="kishen@samcleanswater.org">kishen@samcleanswater.org</a>.

#### 1. CALL TO ORDER

A. Roll Call: Chair: Deborah Ruddock (HMB)

Vice-Chair: Kathryn Slater-Carter (MWSD)

Secretary/Treasurer: Matthew Clark (GCSD)

Director: Dr. Deborah Penrose (HMB)

Director: Ric Lohman (MWSD)

Director: Barbara Dye (GCSD)

- 2. PUBLIC COMMENT / ORAL COMMUNICATION/ ITEMS NOT ON THE AGENDA Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on May 9, 2022 will be distributed to the Board electronically and/or read out loud during the discussion of the respective item(s) identified in the email. Members of the public may also provide comments telephonically or electronically on topics within the jurisdiction of the Authority, or on individual items on the agenda following recognition by the Board Chair presiding over the meeting.
- 3. CONSENT AGENDA (Consent items are considered routine and will be approved/ adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.)
  - A. Approve Minutes of April 25, 2022 Regular Board Meetings (Attachment)
  - B. Approve Disbursements for May 9, 2022 (Attachment)
  - C. Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period May 14, 2022 through June 13, 2022 Due to the Continuing State of Emergency Declared by the Governor Related to Preventing the Spread of COVID-19, and Pursuant to Government Code Section 54953(e) (Attachment)
  - D. Authorize Participation in San Mateo County Resource Consevation District's First Flush Program for FY 2022/23, 2023/24 and 2024/25 for Payment of \$25,000 Annually (Attachment)
- **4. REGULAR BUSINESS** (The Board will discuss, seek public input, and possibly take action on the following items)
  - A. Review and Receive the Financial Report for Q3 Fiscal Year 21-22 (Budget vs Actual) (Attachment)
  - B. Adopt Resolution No. 2-2022 Adopting the Sewer Authority Mid-Coastside General Budget for Fiscal Year 2022/23 and Adopting the Position Control List (Attachment)
  - C. Adopt Resolution No. 3-2022 Adopting the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2022/23 (Attachment)
  - D. Authorize General Manager to Issue a Purchase Order to Duperon for the Purchase of Mechanical Bar Screen and Washer Compactor in the Amount of \$538,000 (Attachment)
  - E. Request to Ratify Issuance of a Emergency Purchase order to Calcon for Purchase of Temporary Cable Material in the Amount of \$57,789.50 (Attachment)
  - F. Discussion of General Budget Issues that were Discussed at GCSD Meeting on April 21, 2022 (Attachment)

- 5. GENERAL MANAGER'S REPORT
- 6. ATTORNEY'S REPORT
  - A. Discussion of Recent Trial Court Decision in Patz vs City of San Diego (Attachment)
- 7. DIRECTORS' REPORT
- 8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)
- **9. CONVENE IN CLOSED SESSION** (Items discussed in Closed Session comply with the Ralph M. Brown Act.)
  - A. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION

    Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:

    (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
  - B. CONFERENCE WITH LEGAL COUNSEL –SIGNIFICANT RISK OF LITIGATION (1 CASE) Pursuant to Government Code Section 54956.9 (d) (2)
- 10. CONVENE IN OPEN SESSION (Report Out on Closed Session Items)

#### 11. ADJOURNMENT

• Upcoming Regular Board Meetings: May 23, 2022 and June 13, 2022

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

-----

#### INFORMATION FOR THE PUBLIC

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

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

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

### **ITEM #5**





#### GRANADA COMMUNITY SERVICES DISTRICT

### **MINUTES**

### BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, April 21, 2022

# THIS MEETING WAS HELD VIA TELE-CONFERENCE AS PERMITTED BY STATE EXECUTIVE ORDER N-08-21.

#### **CALL SPECIAL MEETING TO ORDER**

The Special Meeting was called to order at 7:01 pm.

#### **ROLL CALL**

President Barbara Dye, Vice President Nancy Marsh, Director Matthew Clark, Director David Seaton and Director Eric Suchomel.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito, and District Counsel William Parkin.

#### **GENERAL PUBLIC PARTICIPATION**

None.

#### SPECIAL MEETING AGENDA

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

**ACTION:** Director Clark moved to approve the Resolution. (Clark/Marsh). Approved 5-0.

#### ADJOURN TO CLOSED SESSION

2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.

District's Negotiator: Chuck Duffy

Negotiating parties: Laura Silvestri Trust and Granada Community Services District Under negotiation: Instruction to negotiator will concern price and terms of payment.

3. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).

City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara County Superior Court Case No. 17CV316927.

#### **RECONVENE TO OPEN SESSION**

There was no reportable action taken in Closed Session.

#### **ADJOURN SPECIAL MEETING**

#### **CALL REGULAR MEETING TO ORDER**

The regular meeting was called to order at 7:31 pm.

#### **ROLL CALL**

#### **GENERAL PUBLIC PARTICIPATION**

#### REGULAR MEETING AGENDA

- 1. Parks and Recreation Activities.
  - a. Sonora Strip Disc Golf Course Proposal.

PAC member Patrick Tierney reviewed the proposal provided and discussed the benefits of a having a local disc golf course. The Board agreed to have PAC prepare a draft public outreach plan for future review.

- b. Heart Drive Collective (Jessie Nelson) Burnham Property Use Proposal. Applicant Jessie Nelson was not present at the meeting and the Board did not have enough information to make a decision.
- c. Selection of Architectural Consultant for Design Services for the Proposed Community Center.

**ACTION:** Director Marsh moved to approve the proposal received from Group 4 Architecture, Research + Planning Inc. and authorized the General Manager and District Counsel to negotiate a contract. (Marsh/Dye). Approved 5-0.

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

**ACTION:** Director Seaton move to approve the permit. (Seaton/Marsh). Approved 5-0.

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

**ACTION:** Director Marsh move to approve the permit. (Marsh/Seaton). Approved 5-0.

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

**ACTION:** Director Marsh move to approve the audited financial statements. (Marsh/Clark). Approved 5-0.

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

**ACTION:** Director Clark move to approve the Agreement with Wittwer Parkin. (Clark/Marsh). Approved 5-0.

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

The General Manager and the District's SAM representatives provided an overview of the SAM budget.

**ACTION:** Director Marsh move to approve the SAM General Budget.

(Marsh/Clark). Approved 5-0.

**ACTION:** Director Suchomel move to approve the SAM Collections Budget.

(Suchomel/Marsh). Approved 5-0.

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

The District's SAM Representatives provided a report on the recent SAM meetings.

#### **CONSENT AGENDA**

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

**ACTION:** Director Clark move to approve the Consent Agenda. (Clark/Suchomel). Approved 5-0.

#### **COMMITTEE REPORTS**

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

#### **INFORMATION CALENDAR**

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

#### ADJOURN REGULAR MEETING

The Degule	r N /	lootina	14/00 00	diaurnad	+ (	ハ・クフ	n m
The Regula	II IV	ieeuna	was at	alouttieu	al:	9.JI	D.III.

ATTEST:	SUBMITTED BY:
Delia Comito, Board Secretary	Chuck Duffy, General Manager
Date Approved by Board: May 19, 2022	

### **ITEM #6**



### Granada Community Services District May 2022 Warrants

#### For the May 19, 2022 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
04/22/22	9198	Bacchus Press	Newsletter	6130 · Park Related Misc Exp	2,424.18
05/03/22	9199	Edgewood Partners Ins. Center	Insurance & Excess Liab Policy Renewal	6080 · Insurance	40,197.00
05/19/22	9200	AT&T	Inv dtd 05/05/22	6170 · Utilities	99.25
05/19/22	9201	Barbara Dye	04/21/2022 GCSD, 04/11/22, 04/25/22& 05/09/22 SAM	6040 · Directors' Compensation	280.00
05/19/22	9202	BKF Engineers	02/21/22-03/27/22 Prof. Svcs	5130 · Parks & Rec Professional Svcs	8,955.00
05/19/22	9203	CliftonLarsonAllen LLP	Apr 2022 Accounting Svcs	6152 · Accounting	2,500.00
05/19/22	9204	Comcast	05/13/22-06/12/22 Svcs	6170 · Utilities	202.35
05/19/22	9205	David Seaton	04/21/22 GCSD	6040 · Directors' Compensation	145.00
05/19/22	9206	Dudek	03/26/22-04/29/22 Prof. Svcs	6151 · General Manager	11,755.00
05/19/22	9207	Eric Suchomel	04/21/22 GCSD	6040 · Directors' Compensation	145.00
05/19/22	9208	Hue & Cry, Inc.	May 2022 Pump Stn Alarm	6170 · Utilities	32.65
05/19/22	9209	Kennedy Jenks	Apr 2022 Svcs, Sum 179	6070 · Engineering Services	21,636.70
05/19/22	9210	Kikuchi & Kankel Design Group	Prof Svcs thru 04/30/22	5130 · Parks & Rec Professional Svcs	15,232.50
05/19/22	9211	Matthew Clark	04/21/2022 GCSD, 04/11/22, 04/25/22& 05/09/22 SAM	6040 · Directors' Compensation	280.00
05/19/22	9212	Nancy Marsh	04/21/22 GCSD	6040 · Directors' Compensation	145.00
05/19/22	9213	Pacifica Community TV	04/21/22 GCSD	6180 · Video Taping	300.00
05/19/22	9214	PG&E	Office Inv dtd 04/26/22	6170 · Utilities	34.82
05/19/22	9215	PG&E	Pump Stn Inv dtd 04/19/22	6170 · Utilities	339.35
05/19/22	9216	Rodolfo Romero	05/12/22 & 05/26/22 Ofc Cleaning	6130 · Office Maintenance & Repairs	180.00
05/19/22	9217	San Mateo County Harbor District	Jun 2022 Office Lease	6120 · Office Lease	4,550.00
05/19/22	9218	Sewer Authority Mid-Coastside	May 2022 Asmts	5010 · SAM - General	151,819.31
05/19/22	9219	Tri Counties Bank	Apr 2022 Card Charges	6140 · Office Supplies	86.78
05/19/22	9220	US Bank Equipment Finance	May 2022 Svcs	6020 · Copier lease	357.78
05/19/22	9221	Verizon Wireless	Apr 2022 Svcs	6170 · Utilities	134.20
05/19/22	9222	Wittwer & Parkin	Apr 2022 Svcs	6090 · Legal Services	3,048.22
				TOTAL	264,880.09

### **ITEM #7**



### **Granada Community Services District** Statement of Net Position (Unaudited) As of March 31, 2022

ASSETS	
Current Assets	
Checking/Savings	
1020 · Petty Cash	\$ 420
1030 · Cash - LAIF	2,534,324
1040 · Tri Counties Bank - Gen Op	40,505
1050 · Tri Counties Bank - Deposit	 46,303
Total Checking/Savings	2,621,552
Other Current Assets	
1100 · Accounts Receivable	130,729
1500 · Due from AD	
Total Other Current Assets	130,729
Total Current Assets	2,752,281
Fixed Assets	
1600 · Land	2,862,979
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	 (7,008,196)
Total Fixed Assets	 7,104,892
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	166,477
1735 · Advance to AD- Assesmnt Revenue	84,834
1750 · Investment in SAM	4,709,323
1760 · Deferred Outflows of Resources	 102,010
Total Other Assets	 5,427,534
Total Assets	 15,284,707
LIABILITIES	
Current Liabilities	
2000 · Accounts Payable	91,213
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	3,871
2225 · Recology-Del Garbage	28,240
2300 · Due to AD	23,464
2310 · Relief Refund Advance	350
Total Current Liabilities	172,441
Long Term Liabilities	
2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	 21,144
Total Long Term Liabilities	 198,639
Total Liabilities	 371,080
NET POSITION	
3000 · Net Assets	5,871,678
3005 · Contributed Capital	9,595,349
Net Income	(553,400)
Total Net Position	\$ 14,913,627

#### Granada Community Services District Revenue & Expenses (Unaudited) July 1, 2021 through March 31, 2022

	Jul 1, 2021 - Mar 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 497,117	\$ 637,498	\$ (140,381)	\$ 850,000
4020 · Sewer Service Charges-SMC	1,198,102	1,357,498	(159,396)	1,810,000
4021 · Sewer Svc Charges Pro-rated	3,658	-	3,658	-
4030 · AD OH Reimbursement	23,837	24,000	(163)	32,000
4040 · Recology Franchise Fee	27,936	24,750	3,186	33,000
Total Operating Revenue	1,750,650	2,043,746	(293,096)	2,725,000
Non Operating Revenue				
4120 · Interest on Reserves	2,900	13,500	(10,600)	18,000
4130 · Connection Fees	57,578	21,000	36,578	28,000
4150 · Repayment of Adv to AD-NCA	-	146,475	(146,475)	195,300
4155 · Repayment of Adv to AD-ARF	-	86,025	(86,025)	114,700
4160 · SAM Refund from Prior Yr	-	750	(750)	1,000
4170 · ERAF Refund	501,008	187,500	313,508	250,000
4180 · Misc Income	40,949	3,750	37,199	5,000
Total Non Operating Revenue	602,435	459,000	143,435	612,000
Total Revenues	2,353,085	2,502,746	(149,661)	3,337,000
Gross Profit	2,353,085	2,502,746	(149,661)	3,337,000
Expenses				
Operations				
5010 · SAM - General	751,531	735,728	(15,803)	980,971
5020 · SAM - Collections	183,459	183,459	-	244,612
5021 · Lift Station Maint.	8,063	-	(8,063)	-
5022 · SAM- NDWSCP	41,339	-	(41,339)	-
5050 · Mainline System Repairs	-	7,500	7,500	10,000
5060 · Lateral Repairs	6,280	18,750	12,470	25,000
5065 · CCTV	-	11,250	11,250	15,000
5070 · Pet Waste Station	1,675	900	(775)	1,200
5110 · RCD - Parks	-	22,500	22,500	30,000
5120 · Half Moon Bay Reimb - Parks	9,030	291,750	282,720	389,000
5130 · Parks & Rec Professional Services	57,017	225,000	167,983	300,000
Total Operations	1,058,394	1,496,837	438,443	1,995,783

#### Granada Community Services District Revenue & Expenses (Unaudited) July 1, 2021 through March 31, 2022

	Jul 1, 2021 - Mar 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Expenses (Continued)		· · ·		
Administration				
6010 · Auditing	\$ 9,756	\$ 12,000	\$ 2,244	\$ 16,000
6020 · Copier lease	3,807	4,500	693	6,000
6040 · Directors' Compensation	8,725	8,250	(475)	11,000
6050 Education & Travel Reimb	196	1,500	1,304	2,000
6060 · Employee Compensation		1,000	.,	_,,
6061 · Employee Salaries	164,327	165,000	673	220,000
6062 · Medical Ins.	24,660	32,527	7,867	43,370
6063 · Employer Payroll Taxes	15,549	38,723	23,174	51,630
6064 · CALPERS Contribution	46,827	-	(46,827)	-
6060 · Employee Compensation - Other	1,146	_	(1,146)	-
6060 · Employee Compensation	252,509	236,250	(16,259)	315,000
6070 · Engineering Services	72,720	15,000	(57,720)	20,000
6080 · Insurance	42.048	26.250	(15,798)	35,000
6090 · Legal Services	21,002	30,000	8,998	40,000
6095 · Legal Services for Case Related Legal	75,493	67,500	(7,993)	90,000
6100 · Memberships	8,693	6,750	(1,943)	9,000
6110 · Newsletter	-	5,250	5,250	7,000
6120 · Office Lease	45,250	45,000	(250)	60,000
6130 · Office Maintenance & Repairs	1,253	2,250	997	3,000
6135 · Other Property Maint.	300	_,	(300)	-
6140 · Office Supplies	1,879	2,250	371	3,000
6150 · Professional Services	.,	_,,		-,
6151 · General Manager	82,849	63,750	(19,099)	85,000
6152 · Accounting	22,818	24,000	1,182	32,000
6150 · Professional Services - Other	2,960	· -	(2,960)	-
6150 · Professional Services	108,627	87,750	(20,877)	117,000
6160 · Publications & Notices	6,782	1,500	(5,282)	2,000
6170 · Utilities	8,497	9,000	503	12,000
6180 · Video Taping	3,600	3,000	(600)	4,000
6190 · Computers	2,766	1,875	(891)	2,500
6220 · Miscellaneous	9,178	11,250	2,072	15,000
6230 Bank Service Charges	363	· <u>-</u>	(363)	· <u>-</u>
6310 · Park Related Misc Expenses	23,269	-	(23,269)	-
Total Administration	706,713	577,125	(129,588)	769,500
Ourital Products				
Capital Projects	700		(700)	
1213-1 · Naples Bch PS & FM Real.	783	-	(783)	-
1617-1 · Medio Creek Xing Crossing	431,346	300,000	(131,346)	400,000
7005 · Manhole Rising	3,828	-	(3,828)	-
7010 · Sewer Main Replacement (CIP)	320,268	217,500	(102,768)	290,000
7012 · 6-yr CIP	4,111	-	(4,111)	-
7100 · SAM - Infrastructure	381,042	381,042	-	508,056
7500 · Projects - Parks	- 4 4 4 4 0 = 2	97,500	97,500	130,000
Total Capital Projects	1,141,378	996,042	(145,336)	1,328,056
Total Expenses	2,906,485	3,070,004	163,519	4,093,339
Net Income/(Loss)	\$ (553,400)	\$ (567,258)	\$ 13,858	\$ (756,339)



DISTRIBUTION REQUEST NO.: #10-21/22
BOND ADMINISTRATION FUND

(Account Number: 94673305)

**DISTRIBUTION TOTAL:** \$2,861.40

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

### DISTRIBUTION REQUEST For Payment of Bond Administration Costs

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

Dated:
May 19, 2022
•
Chuck Duffy, Finance Officer/Treasurer

#### **SCHEDULE "A"**

**DISTRIBUTION REQUEST NO.: #10-21/22** 

DATE: May 19, 2022

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 2,861.40

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Ar	mount
dta/Asmt Engineering	5000 Birch St. #3000, Newport Beach, CA 92660	Mar Admin. Svcs	\$	694.40
GCSD	P.O. Box 335, El Granada, CA 94018	OH Reim-May 2022	\$	2,167.00
		TOTAL:	\$	2,861.40



### **AGENDA NOTICE**

There are no documents for this Agenda Item.



### **AGENDA NOTICE**

There are no documents for this Agenda Item.



### **AGENDA NOTICE**

There are no documents for this Agenda Item.



### Administrative Staff Report

Period: April 16, 2022 to May 13, 2022

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: May 19, 2022

#### **REQUEST FOR PUBLIC RECORDS** – There were no requests received this period.

#### <u>APPLICATIONS RECEIVED</u> – There were no applications received this period.

Date	e Class Owner or Agent		APN	Address	Parcel Sq. Ft.	Zone
07/02/21	2D	SMC Harbor Dist	047-263-010	RV Park, Cabrillo Hwy	180,524	-
07/06/21	ADU	Semprevivo	048-033-290	245 Medio Ave, EG	10,000	R-1/B-1
07/26/21	1A	Silva	047-173-150	San Pedro Ave, EG	9,545	R-1/S-17
08/09/21	1A	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
08/30/21	1A	515 Hermosa LLC	048-063-420	515 Hermosa Way, Miramar	9,600	R-1/S-94
09/02/21	1A	Moules	047-208-100	Ave Portola, EG	3,056	R-3/S-3
09/20/21	09/20/21 ADU Freestone		047-056-290	936 San Carlos, EG	6,101	R-1/S-17
09/27/21	09/27/21 ADU Loubal		037-333-140	105 Harbour, EG	4,212	R-1/S-17
10/21/21	2M	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
10/25/21	2D	Point Pillar Prop.	047-081-430	100 Capistrano Road, EG	41,350	CCR/DR
11/12/21	ADU	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S-17
12/03/21	1A	Cohn	047-127-520	231 The Alameda	6,000	R-3/S-3
01/11/22	ADU	Hernandez	047-126-210	219 Palma St, EG	6,000	R-1/S-17
01/18/22	1A	Freitas	047-208-120	157 Ave Portola, EG	2,763	R-3/S-3
02/02/22	1A	Walley Timothy	047-043-030	130 Presidio, EG	6,000	R-1/S-17
02/22/22	1A	Ralston	047-217-110	047-217-110 338 Ave Del Oro, EG		R-1/S-17
03/28/22	2A	Big Wave	047-311-060	386 Airport St., Princeton	15,017	

Note: Shaded information was previously reported.

#### <u>PERMITS ISSUED</u> – There were no sewer permits issued this period.

				1	1		
Permit #	Class	Date	Owner or Agent	APN	Address	Parcel Sq. Ft.	Zone
3216	ADU	07/09/21	Semprevivo	048-033-290	245 Medio Ave, HMB	10,000	R-1/B-1
3217	17 1A 07/13/21 Zheng		047-151-120	639 El Granada Blvd, EG	5,230	R-1/S-17	
3218	1A	07/16/21	Sanchez-Contreras	047-244-240	519 Isabella Ave, EG	5,000	R-1/S-17
3219	1A	08/02/21	O'Connor	047-103-010	538 Valencia Ave, EG	6,250	R-1/S-17

3220	1A	10/08/21	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
3221	2M	01/04/22	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
3222	ADU	01/27/22	Loubal Dennis	037-333-140	105 Harbour Drive, EG	4,212	R-1/S-17
3223	1A	01/28/22	Moules Robert	047-208-100	580 The Alameda, EG	3,056	R-3/S-3
3224	1A	02/10/22	Walley Timothy	047-043-030	380 Presidio, EG	6,250	R-1/S-17
3225	1A	03/18/22	Freitas	047-208-120	157 Ave Portola, EG	2,763	R-3/S-3
3226	ADU	3/18/22	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S-17
3228	ADU	3/21/22	Hernandez	047-126-210	219 Palma St, EG	6,005	R-1/S-17

Note: Shaded information was previously reported.

#### **SEWER HOOK-UPS** - There were no sewer hook-ups this period.

#	Date	Class	Permit #	Issued	Owner	APN	Address
1	07/02/21	1A	3201	03/10/20	Kroll	047-092-260	100 Vallejo St, EG
2	07/07/21	1A	3202	06/12/20	Randle	047-153-240	600 El Granada Blvd, EG
3	08/17/21	1A	3210	01/27/21	Steadman*	047-212-150	463 The Alameda, EG
4	08/23/21	1A	3209	01/21/21	Steadman*	047-282-160	900 The Alameda, EG
5	09/20/21	ADU	Attached	N/A	Freestone	047-056-290	936 San Carlos, EG
6	09/21/21	1A	3180	09/14/18	Reavill	047-055-120	438 Sevilla Ave, EG
7	10/05/21	1A	3217	07/14/21	Zheng	047-151-120	639 El Granada Blvd, EG
8	10/14/21	1A	3211	01/27/21	Steadman*	047-282-150	226 Ave Cabrillo, EG
9	02/02/22	1A	3219	08/22/21	O'Connor	047-103-010	538 Valencia, EG

<sup>\*</sup>Change in ownership to 375 La Prenda LLC Note: Shaded information was previously reported.

#### **REPAIRS** - There were no lateral repairs this period.

Date	Type Problem Location or Address		<b>Location or Address</b>	Cause	Cost
12/01/21	Lat Replacement	Back-up	930 Ave Balboa, EG	Offset & Roots	6,280.00





May 10, 2022

#### Memorandum

To: Granada Community Services District

From: John H. Rayner, District Engineer

Subject: Engineer's Report for May 2022

#### 6-Year CIP, Project 2

We are preparing plans and specifications for CIP Project 2 and anticipate bidding for construction in June, with bids opened in July and construction being complete by Thanksgiving.

#### Status of Medio Creek Sewer Crossing

The rubble from the collapse of the old bridge, including GCSD's 10" ductile iron pipe, has been removed by the County from the bottom of Medio Creek. The County's new pedestrian bridge and bank stabilization project is expected to begin construction in early June and be completed by the end of November.

#### **Big Wave**

- Construction of the mainline extension sewer along Airport Street was delayed after constructing the sewer north about 650' from the intersection of Airport Street and Stanford Avenue just before reaching two large culverts that cross the road. Construction is expected to resume in July.
- 2. Late last year Big Wave submitted plans for its proposed building on APN 047-311-060 (Lot 4). Big Wave revised its sewer permit application in late March to include all 11 separate offices rather than just one.

#### Harbor Village RV Park

We approved plans for the RV Park at 100 Capistrano Road in April.

#### Pillar Point Harbor RV Park Public Restroom Project

In April, we approved plans for the Public Restroom project at the Harbor District's RV park at 4000 Cabrillo Highway.



#### Memorandum

Granada Community Services District May 10, 2022 Page 2

#### **SAM Asset Planning Group**

I reviewed TJC's April 2022 Electrical Reliability Report for the SAM plant and participated in a Zoom meeting on May 10<sup>th</sup>. The study outlines proposed electrical improvements needed to improve reliability and was based on an assumed level of plant flooding. We discussed the need for a study to better define potential flooding from both rainfall events and future sea level rise before proceeding to invest in major electrical improvements.



# Granada Community Services District FUTURE AGENDA ITEMS

#	Agenda Item	Ву	Est. Date	Notes
1	Update Records Retention Policy	Staff	June 2022	Needs revisions
2	Review of Lateral Policy	Board	June 2022	In Progress
3	Update Conflict of Interest Code	Staff	Aug 2022	Required on even #'d yrs.
4	Ord Code Revision	Staff	Unknown	In progress
5	Adopt Admin Policy for PRA's	GJ	Unknown	TBD
6	Adopt Financial Reserves Policy	GJ	Unknown	TBD
7	Adopt Policy for Brown Act Compliance	GJ	Unknown	TBD
	COMPLETED ITEMS			
	Financing for Parks	Board	<del>Jan 2022?</del>	Requested by Dir. Marsh
	SSC/Connection Fee Study	Staff	Mar 2021	In progress
	Adopt Policy for Board Member Ethics	Staff per GJ	Unknown	TBD
	Adopt PSM Amendments	Staff	Apr/May	In progress
	Amend Fee Resolution	Staff	Nov 2021	<del>Updated</del>
	Discuss Composting Requirement	<del>Board</del>	Nov 2021	<del>Updated</del>
	PAC Member Appointment	Staff	<del>Jan 2022</del>	Required on even #'d yrs.
	RETIRED ITEMS			
	Support for Disc Golf in QP	PAC	Unknown	Mar 2022 (?)
	Discuss Comm. Center Planning	Board	Unknown	Requested by Dir. Dye
			_	