



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, August 15, 2019

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

<u>ROLL CALL</u>	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.

ACTION AGENDA

- 1. Authorize and Appoint General Manager to Negotiate with Property Owner Coastside Fire Protection District for Property at 531 Obispo Road, El Granada, California.**

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.
- 3. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 531 Obispo Road, El Granada, California.
District's Negotiator: Chuck Duffy

Negotiating parties: Coastside Fire Protection District and Granada Community Services District

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

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 Skateboard Facility Budget and Location.**
Recommendation: To be made by the Board.
2. **Consideration of Possible GCSD Cooperation with San Mateo County Harbor District Regarding New Facilities and Direction to Ad Hoc Committee.**
Recommendation: To be made by the Board.
3. **Consideration of Community Parks and Recreation Survey and Public Outreach Plan for Burnham Park.**
Recommendation: To be made by the Board.
4. **Consideration of Park Advisory Committee Proposal for Pump Track Task Force.**
Recommendation: To be made by the Board.
5. **Consideration of Sewer Authority Mid-Coastside Report.**
Recommendation: For Board Information.

CONSENT AGENDA

6. Approve July 11, 2019 Meeting Minutes.
7. Approve July 18, 2019 Meeting Minutes.
8. Approve August 2019 Warrants.
9. Approve July 2019 Financial Statements.
10. Approve Assessment District Distribution #2-19/20.
11. Approve Attendance of Director Dye at the Annual CASA Conference, August 21 – 23, 2019 in San Diego.

COMMITTEE REPORTS

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

13. Report on Parks Advisory Committee.

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

At the conclusion of the July 18, 2019 Meeting:

Last Ordinance adopted: No. 173

Last Resolution adopted: No. 2019-011

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

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

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Skateboard Facility Budget and Location
Date: August 15, 2019

This Item is for the Board to decide on placement and funding for the skateboard ramp.

Volunteers have agreed to disassemble and move the ramp from its current location on the Caltrans right-of-way, to the District's side of the property. A map of the property is attached for the Board to provide direction on where the preferred location is for placement of the ramp on District property.

The Board has also agreed previously to provide funding for the costs associated with moving and resurfacing of the ramp. Steve Hawk has indicated that the anticipated cost should be under \$10,000.

Staff recommends Board approval of a chosen location for the ramp's placement, and to approve funding the costs associated with moving and resurfacing the ramp at an amount not to exceed \$10,000. Staff will obtain all appropriate invoices and/or receipts prior to funding.

El Granada, CA

Property Line



ITEM #2

Memo re: Meeting between GCSD and San Mateo County Harbor District (HD) ad hoc committees regarding cooperative approach to developing the Post Office lot, Wednesday 26 June 2019.

The GCSD ad hoc committee of Directors Eric Suchomel and Matthew Clark and the HD subcommittee of Commissioners Sabrina Brennan and Ed Larenas, with HD Interim GM John Moren, had a productive and informative meeting. The topics discussed in sequence.

The HD already has an architect and brought three concept sketches from their Feasibility Study for the property, one showing the building as a long rectangle fronting onto Portola with parking to the west, the next with the building next to the PO building and parking along Portola and Obispo, the third with the building at the corner of those streets and parking in an L shape on two sides (near the end we advised that they would get a lot of negative public feedback for any plan to built along Portola or on the corner). The San Mateo County (SMC) standard for public buildings is one parking space for every 200 square feet of building, so all drawings showed more about 2/3 of the property as parking spaces.

The HD is giving "high priority" to having a good Public Meeting Room (PMR) in the new building, feeling both our PMRs are inadequate.

The HD wants to build a 2 or 3 story building, depending on what is allowed and if the Districts work together. They realize variances may be necessary and that the two Districts working together would be more persuasive to SMC and the CCC. HD needs about 3000 square feet; GCSD currently has about 2200-2400. In a pre-planning meeting with SMC HD was told up to 6600 sq ft would be allowable with variances, but 4600 sq feet for sure.

The PMR would be made available to other public agencies as well as private groups, as ours is now. PMR size and amenities to be discussed.

Parking requirements may be reduced under a variance. If GCSD can get a plan together for the ad hoc parking lot across Obispo maybe SMC would consider that close enough that less parking would be needed onsite.

SMC/Supervisor Horsley's office has indicated there could be County money available to help cover a PMR/other public benefits.

HD doesn't expect to use the same architect/engineer for the building as they did for the sketches. If Districts cooperate agreement on the architect is needed.

The HD is willing to consider a wide range of cooperation opportunities, from co-ownership to GCSD leasing part of the building to input on putting park amenities on the property and being respectful of the view corridor. HD would like to cooperate in planning, design, and permitting, which would require a legal agreement between the Districts; neither District can use Bill Parkin for this.

GM Moren will draft a design & planning RFP, to include public outreach and permitting work, which could be revised if the Districts cooperate to allow that.

The HD would like their signs removed from the Burnham Park ad hoc parking lot.

We will have another meeting after the next two District meetings (HD 07/17, GCSD 07/18/19).

ITEM #3

Agenda Memorandum

Subject: PAC-Proposed Community Interest and Opinion Survey: Burnham Park, Summer Recreation and Community Recreation Center

Date: August 15, 2019

As part of the Parks Advisory Committee (PAC) Work Plan approved by the Board on February 21, 2019, PAC was asked to consider recommendations to expand and improve community outreach for input into Parks and Recreation plans and activities.

PAC broadly agreed that the in-person community engagement meetings held in 2018 with respect to the Burnham Strip and Balboa Median park proposals were effective in that they each attracted 70-80 community members who provided extensive detailed feedback. While PAC would recommend providing more notice and promotion of these meetings, they also noted that these “live” engagements attracted about the same number of community members as the SMC Parks-sponsored Quarry Park Master Plan meetings, which were heavily promoted.

In terms of reaching a broad cross section of the District Community, PAC reviewed the experience with the 2015 Community Survey, administered shortly after passage of Measure G. The survey generated 609 responses – about twice as many as would be needed for a statistically valid survey of our population of about 3000 households. This survey provided vital information to form the basis for PAC’s initial work.

Therefore, PAC proposes a new and updated Community Interest and Opinion Survey, in addition to continuing with “live” community outreach meetings in various formats. Given the current areas of Parks and Recreation focus for the District, PAC recommends that the new survey should focus on gathering broad community input on ideas for Burnham Park, Summer Recreation, and a Community Recreation Center. A PAC subteam (Marsh, Tierney, Dragony) created a draft survey proposal which was reviewed and revised by the full PAC at its regular meeting on August 6, 2019. The draft survey is attached (note: the aim would be for professional formatting to reduce it to a 4-page fold out format, similar to the 2019 Summer Guide layout).

PAC is seeking the Board’s input and approval to proceed with the new survey, to be mailed and available online in English and Spanish, in combination with a district newsletter, as soon as is practical following Board approval.

PROPOSAL FOR AN OUTREACH EVENT FOR BURNHAM PARK

This proposal was developed by the Board Parks Committee: Barbara Dye and David Seaton, with assistance from Nancy Marsh, PAC Chair. It was reviewed by the PAC at its August 6th meeting and revisions were made in response to their comments.

The plan is to hold a workshop at the end of September. There will be another meeting on the Burnham Strip in November, with the goal of having board recommendations for a final design by January 2020 to go to the landscape architect.

The September event will begin at 5:30 with pizza for attendees. The specific timing can be worked out in the months ahead. There will be a presentation of the constraints map, and discussion of several previous board agreements:

- There should be minimal impact on the views over the site
- The site is not appropriate for large-scale sports due to the proximity of the two adjacent streets.
- Crossing Route One is a matter for CalTrans and not in the purview of GCSD.

People will break into groups. They will be provided a list on a poster of possible amenities on the site (see the list in the draft survey). They will have green and red stickers for positive and negative responses, and yellow for neutral, to place on the poster and serve as a permanent record of preliminary opinions of the participants.

The group will be given large maps of the property with the constraints noted: the drainages, view corridors, etc. The maps will have a grid on them, and there will be information about how much space each amenity would take. Each group will designate someone to draw on the map with pencil. The group will go through the list of amenities, starting with the one with the most positive responses from their group. On the list there will be an option for basketball with a notation that it would require view-impacting fencing (details to be researched). For parking there would be options for same, more or less.

Each group will then report out and show their map. Minority reports will be acceptable. There will be time for people to circulate and look at the maps produced by other groups. These maps and the prioritized list of amenities would be collected and used, along with the survey results, to develop one or more draft plans for the property.

There will be survey forms available for people who want to express a more detailed opinion. People will be able to take that home to fill out or fill it out online.

Facilitators would include members of the PAC, K & K staff, etc. Board members would just circulate and listen.



Granada Community Services District Parks & Recreation Community Interest and Opinion Survey

Please complete and return this important survey in the enclosed self-addressed stamped envelope or respond online at [\[url, QR code\]](#) by _____

You must be at least 18 years old to respond; one response per household please.

[Online question only] Si prefiere esta encuesta en español, haga clic [aquí](#).

Si prefiere esta encuesta en español enviar una solicitud a info@granada.ca.gov o llame a GCSD al (650) 726-7093.

Part I: Burnham Park **(add map, here or in newsletter)**

The Burnham Strip is seven acres of vacant land in lower El Granada, between Obispo Road and Cabrillo Highway (Hwy 1). A portion of the parcel is currently used as a parking lot, mostly by visitors to Surfer’s Beach. The Granada Sanitary District purchased the property from the San Mateo County Harbor District in 2011 for an underground storage project. After GCSD became a Community Services District with Parks and Recreation powers in 2014, the GCSD Board started planning a community park on this land. We need your input and ideas on the future Burnham Park.

1. How important is a community park along the Burnham Strip to you and your family?
Very Important____ Important____ Not Important____ Not Needed____
2. Indicate your household’s level of agreement to including any of the following amenities into Burnham Park:

Agree	Disagree	No Opinion	Amenity
			ADA Accessible Trails and Activities
			Art, such as sculpture, sundial
			Barbecues
			Benches
			Bocce
			Climbing Wall or Boulders
			Dog Park (off leash)
			Half-Court Basketball (requires partial high fence)
			Horseshoes
			Interpretive Signs, such as nature, history
			Lawn Area

Agree	Disagree	No Opinion	Amenity
			Multi-use Court (basketball, volleyball, tennis, pickleball)
			Native Vegetation
			Ocean Views
			Outdoor Showers
			Parcours (fitness circuit)
			Pet Waste Stations
			Picnic area – family
			Picnic area – groups
			Playground (requires low fence)
			Plaza
			Quiet Area
			Restrooms
			Small Amphitheatre
			Skate Park (small, below grade)
			Skate Ramp (existing)
			Parking Lot Size:
			same size as the current dirt lot
			smaller than the current dirt lot
			larger than the current dirt lot
			no parking lot – street parking only
			Parking Lot Type:
			parking for a fee for non-residents
			gravel parking lot
			paved parking lot
			leave it as is (unimproved dirt lot)
			Trails:
			Internal Park Trails - Paved
			Internal Park Trails - Unpaved
			Perimeter Trail - Paved
			Perimeter Trail – Unpaved
			Other (describe):
			Other (describe):

3. Additional comments about the proposed Burnham Park:

Part II: Summer Recreation

GCSD provides parks and recreation services to the unincorporated areas of Princeton, El Granada, Clipper Ridge/Princeton-by-the-Sea and Miramar. We need your input on what local recreation activities are of interest to your household.

4. Have you ever seen information or heard about the summer recreation programs offered by the GCSD?

Yes _____ How did you learn about GCSD Summer Recreation? _____

No _____

5. If members of your household have never registered for a summer recreation program, why not? (If you have, skip to #6)

Haven't heard of them _____ Offerings haven't met our needs _____ Not interested _____

Other (describe) _____

6. Indicate your household's level of interest in participating in the following possible recreation activities offered in the local area and organized by GCSD:

Very Interested	Interested	Not Very Interested	Not At All Interested	Amenity
				Acoustic Concert in the Park
				Ballroom Dancing
				Bridge Club
				CPR, AED and/or First Aid Class
				Coastal Clean-Ups
				Dog Training Classes
				Environmental Education Walks
				Interpretive History Walks (such as Ocean Shore Railroad, El Granada, Quarry Park, Coastal Trail)
				Mah-Jong Club
				Mountain Biking - Youths
				Mountain Biking - Adults
				Nature Walks/Hiking
				Outdoor Programs for Special Needs Youths
				Rosen Movement Class (increases flexibility and energy)
				Sailing Camp for Youth
				Skateboarding Camp
				Skateboard Art Camp
				Spanish Language Outdoor Programs
				Sport Fishing
				Surfing Camp for Youth
				Swimming Lessons
				Tot Lot Jumpers (inflatable bounce houses for young kids)
				Zumba Gold for Seniors
				Yoga
				Other (describe):
				Other (describe):

7. Additional comments about summer recreation:

Part III: Community Recreation Center

GCSD has heard members of the public expressing interest in having a small local Community Recreation Center.

8. In your opinion, how important is a small Community Recreation Center near central El Granada?

Very Important _____ Important _____ Not Important _____ Not Needed _____

9. How important would each of the following elements / features be for a small Community Recreation Center in El Granada?

Very Important	Important	Not Very Important	Not Needed	Amenity
				Basketball Court
				Childcare room
				Craft Room (such as pottery, painting)
				Event space
				Fitness Room
				Large multi-purpose room
				Multi-use Court (basketball, volleyball, tennis, pickleball)
				Pickle Ball Court
				Small meeting room
				Swimming pool
				Tennis Court
				Other (describe):
				Other (describe):

General Information and Demographics: This section will help us understand the make-up of our community, to aid current and future planning.

10. Do you feel there are sufficient public park and playground areas within our community?
 Yes _____ No _____ Comment: _____

11. How often do you and members of your household travel to parks outside of the local area for recreational facilities or activities not provided locally?
 Frequently _____ Often _____ Occasionally _____ Seldom _____ Never _____

12. If only ONE park and recreation project could be accomplished in the next five (5) years, which projects should be undertaken? (Check only one)

Burnham Park in El Granada _____ Small Community Recreation Center _____ Children’s Playground _____

**13. On average, how frequently do you and members of your household visit each local park?
(cut this question if necessary, for timing or formatting)**

Check most appropriate answer for each park	Frequently (weekly)	Often (monthly)	Occasionally (1+ x a year)	Seldom	Never	Do Not Know About It
Coastal Trail						
Mirada Surf West						
Quarry Park						
Clipper Ridge Park						

14. Where do you live?

___ Clipper Ridge (Princeton-by-the-Sea) ___ El Granada ___ Miramar ___ Princeton

15. How many years have you lived here?

___ Less than 1 ___ 1-5 ___ 6-10 ___ 11-15 ___ 15 – 25 ___ 26 years or more

16. Including yourself, list the number of persons in your household by age group:

___	___	___	___	___	___	___	___	___	___
0-1	2-5	6-11	12-14	15-18	19-24	25-39	40-55	56-74	75+
year	years	years	years	years	years	years	years	years	years

To enter a drawing for one of five \$50 gift cards to Spangler’s Market by completing this survey, provide the following:

Name _____ e-mail address: _____

Only one person per household may enter.

To be added to the e-mail list for GCSD Parks & Recreation information, please provide your:

Name: _____ e-mail address: _____

Street Address: _____

This concludes the survey. Your response is important to GCSD – thank you!

Return this survey in the postage-paid envelope provided or send to Granada Community Services District, P.O. Box 335, El Granada, CA 94018, OR drop it at the GCSD office, Harbor Vista Building, 504 Alhambra Avenue, 3rd Floor, Monday through Friday between 9:00am and 5:00pm.

ITEM #4

Agenda Memorandum

Subject: PAC-Proposed Quarry Park Pump Track Task Force

Date: August 15, 2019

As part of the Parks Advisory Committee (PAC) Work Plan approved by the Board on February 21, 2019, PAC was asked to continue to advocate for a pump track to be built in Quarry Park.

PAC members have been keeping abreast of mainly delays in communications and approvals for the Quarry Park Master Plan, and has noted recent updates ongoing to the park in the absence of the completed Master Plan. At a recent Midcoast Community Council (MCC) meeting SMC Parks acting director Peggy Jensen suggested the Quarry Park Master Plan may finally reach approval in early 2020.

On July 24 PAC Chair Marsh attended an MCC meeting presentation by new San Mateo County Parks Foundation (SMCPF) Executive Director Michele Beasley. Beasley stated that the primary goal of SMCPF is to “connect more kids to parks, by age 10.” Marsh asked if SMCPF might be interested in working with GCSD and its PAC to advocate and provide funding for a pump track in Quarry Park, as it would include this age group. Beasley responded that they would certainly be interested in hearing more.

Recognizing that even when a Quarry Park Master Plan is approved, any specific amenities such as the pump track will require sponsorship, proposals, approvals, planning, permits etc., Marsh proposed to PAC at its regular meeting on August 6, 2019, that PAC could take the lead in developing a proposal, backed by the unspecified funding the GCSD Board has already offered to SMC Parks, potentially in collaboration with SMCPF and others.

PAC agreed a motion to make this proposal to the Board:

PAC be permitted to establish a Pump Track Task Force, to be led by PAC member Paul Koelsch, joined by members Barker, Dragony and Cantrell, to initiate development of a Quarry Park Pump Track proposal, which would include outreach to potential collaboration partners such as SMCPF and SMC Parks, and include considerations such as appropriate size and location, critical design considerations, cost estimates, key permit requirements and volunteer-supported building and maintenance. The goal is to be ready with a robust proposal to SMC Parks at such time as they are ready to consider one.

PAC requests approval from the Board to proceed as described above and/or with Board revisions.

ITEM #5



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, August 12, 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 July 22, 2019, Regular Board Meeting and July 25, 2019 , Special Meeting ([Attachment](#))

B. Approve Disbursements for August 12, 2019 ([Attachment](#))

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

A. Award Construction Contract for the Blower Replacement Project to Pump Repair Service Company in an Amount Not to Exceed \$81,850 ([Attachment](#))

5. GENERAL MANAGER'S REPORT

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 LEGAL COUNSEL- EXISTING LITIGATION

Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim filed by Beverli Marshall)

B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

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

C. PUBLIC EMPLOYMENT

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: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

E. 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)

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

12. ADJOURNMENT

- Upcoming Regular Board Meetings: August 26 and September 9, 2019

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.



SEWER AUTHORITY MID-COASTSIDE

Finance Committee Meeting Agenda

Special Committee Meeting

5:30pm to 7:30pm on Thursday August 1, 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. Approval of the previous meetings minutes

B. Update on Bank and implementation of positive pay

C. Update on the 17-18 Audit

D. Notice of disengagement from Maze

E. Look at implementing late fees per the JPA

F. Operating Reserve Level Policy

G. Budget Timeline for the 2020-2021 Budget/ Open Gov use for the budget process

3. NEXT REGULAR MEETING

A. Saturday Sept 14, 2019, SAM Administration Office

B. Deliverables

MINUTES
SAM BOARD OF DIRECTORS
Board of Directors Special Meeting
July 25, 2019

1. CALL TO ORDER

Chair Penrose called the meeting to order at 6:05 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Ruddock, Marshall, Dye, Penrose, Slater-Carter, and Blanchard were present. Also present was Acting General Manager Prathivadi.

2. PUBLIC COMMENT/ORAL COMMUNICATION

Following a brief discussion, the Board concurred to go in to Closed Session.

4. CONVENE IN CLOSED SESSION (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) 6:06 p.m. to 7:24 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 6:06 p.m.

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

The Board reconvened into open session at 7:24 p.m. Chair Penrose reported that there was no reportable action.

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

A. Discuss and Provide Direction to Staff Concerning Discrete Tasks for Consulting Services

Chair Penrose reviewed the tasks the SAM Board asked Dan Childs of Wastewater Management Services to perform for his consulting services. A discussion ensued. Following discussion, direction was given to staff.

B. Discuss Recruitment for General Manager Position and Provide Direction Concerning Involvement of Board Operations Committee and Authorization Of Request for the Proposals for Executive Recruiting Services

Director Slater-Carter suggested Acting General Manager Prathivadi talk to Mr. Childs regarding an outline of suggestions for executive recruiting. Director Slater-Carter moved, and Director Ruddock seconded the motion to authorize Acting General Manager Prathivadi to start the recruitment process for the General Manager position.

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

6. ADJOURNMENT

Chair Penrose adjourned the meeting at 7:41 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary

MINUTES
SAM BOARD OF DIRECTORS MEETING
July 22, 2019

1. CALL TO ORDER

Chair Penrose called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Blanchard, Slater-Carter, Penrose, Clark (for Dye), Boyd (for Lohman), and Ruddock were present. Also present were Acting General Manager Prathivadi, General Counsel Nelson, Supervisor of Treatment/Field Operations Costello, and Supervisor of Administrative Services Thompson.

2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

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 June 24, 2019 Regular Board Meeting

Director Ruddock moved, and Director Blanchard seconded the motion to approve the minutes of June 24, 2019 regular Board meeting.

Ruddock/Blanchard/8 Ayes/0 Noes. The motion passed.

B. Approve Disbursements for June 22, 2019

C. Accept the Expenses and Revenue Report for the Period Ending June 30, 2019

Director Clark had questions regarding items in both 3B and 3C of the consent agenda. A discussion ensued. Following discussion, Director Clark moved, and Director Ruddock seconded the motion to approve consent agenda items 3B, and 3C.

Clark/Ruddock/8 Ayes/0 Noes. The motion passed.

Director Ruddock requested that agenda item 4C be moved and discussed after Closed Session.

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

A. Demonstration of Pipeline Condition Assessment – Presentation by Electroscan, Inc.

Carissa Boudwin, Vice President of Electro Scan, Inc. presented the Board with a presentation of the Electro Scan demo report done for SAM on July 15, 2019. She reviewed the field results, discussed different types of pipes, and the advantages of using Electro Scan in lieu of CCTV. Following her presentation, the Board thanked Ms. Boudwin for the information.

The Board concurred to move Closed Session after agenda item 4B.

- B. Authorize the Acting General Manager to Execute a Contract with Spencer Turbine Company to Replace the Glass Blower in an Amount Not to Exceed \$35,540

Acting General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors authorize him to execute a contract with Spencer Turbine Company with option #1 of purchasing one gas blower in an amount not to exceed \$17,770, or option #2 of purchasing two gas blowers in an amount not to exceed \$35,540. A discussion ensued. Following discussion, Director Slater-Carter moved, and Director Ruddock seconded the motion to authorize the Acting General Manager to execute a contract with the Spencer Turbine Company to purchase two gas blowers in an amount not to exceed \$35,540

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

5. GENERAL MANAGER'S REPORT

- A. Monthly Manager's Report for the Period Ending June 30, 2019

The Board of Directors concurred to receive the Managers' report for the period ending June 2019.

6. ATTORNEY'S REPORT – NONE

- 10. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) 7:00 p.m. to 7:25 p.m.

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim filed by Beverli Marshall)

- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9: (Two potential cases – circumstances need not to be disclosed pursuant to paragraph (1) of Subdivision (e) of Government Code Section 54956.9)

- C. PUBLIC EMPLOYMENT
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: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

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

The Board went in to closed session at 7:51 p.m.

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

The Board reconvened into open session at 9:51 p.m. Chair Penrose reported that there was no reportable action.

4. REGULAR BUSINESS (Continued)

- C. Authorize the Acting General Manager to Amend the Contract with Edgcomb Law Group LLP for Legal Services to Represent SAM in Ecological Rights Foundation vs. Sewer Authority Mid-Coastside and Increase the Authorized Amount by \$200,000 for a Total Contract Not to Exceed \$400,000

Acting General Manager Prathivadi reviewed the staff report. He informed the Board that there is still remaining money of what SAM agreed to pay in the amount of \$80,000 and he suggested increasing the authorized amount by \$100,000. Following a brief discussion, Director Ruddock moved, and Director Blanchard seconded the motion to

increase the authorized amount by \$100,000.

Ruddock/Blanchard/8 Ayes/0 Noes. The motion passed.

7. DIRECTOR'S REPORT

Director Slater-Carter stated that Gael Erickson, former GCSD Board member had passed away. Director Slater-Carter described her as a cheerful and kind person who cared about the environment of the whole coastside, and suggested sending her family a note of condolence.

Director Boyd requested closing the meeting in memory of Gael Erickson.

8. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE

9. PUBLIC COMMENT/ORAL COMMUNICATION

Acting General Manager Prathivadi requested a Secretary Pro-Tem be appointed as the Board Secretary was not in attendance to sign the minutes. Chair Penrose appointed Director Boyd as the Secretary Pro-Tem.

12. ADJOURNMENT

Chair Penrose, the Board of Directors and staff gave a minute of silence in memory of Gael Erikson, and adjourned the meeting at 9:57 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

THROUGH: Kishen Prathivadi, Acting General Manager

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

SUBJECT: Monthly Manager’s Report – June 2019

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 June 2019.

Key Indicators of Performance

NPDES Permit Violations:	0
Accidents, Injuries, etc.:	0
Reportable Spills Cat 1:	0
Reportable Spills Cat 2:	0
Reportable Spills Cat 3:	0

Flow Report (See Attachment A)

Half Moon Bay	0.689	54.4%
Granada CSD	0.308	24.3%
Montara W&SD	<u>0.271</u>	<u>21.3%</u>
Total	1.268	100%

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	

Administration

There were two board meeting during the month of June. There were no requests for public records. There were no articles.

There were no work-related accidents, injuries, or illnesses resulting in lost time in the month of June. Staff has worked since March 10, 2011, without a lost time incident (3,034 days). This is anticipated to change effective August 5, 2019.

There were no employee anniversary during the month of June.

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 200,000 gallons.

The Portola pump station 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 June, while the beginning of the month was fairly routine things picked up as time progressed.

The state came in to inspect the facility, I had the senior operators take the inspectors around the facility. We are still waiting for any sort of formal report.

We have been working with Star Creek Land Stewards and coordinating with the City of Half Moon Bay to address the Fire department concerns regarding the property in front of the plant. We expect the goats to be on the property very soon to do the weed abatement in accordance with our land use permit.

Staff attended two days of Lucity training mid-month for a July 1st roll out. Initially Lucity will be running concurrently with our existing system.

Gas blower failure towards the end of the month made for a busy month end and a lot of road miles for parts.

We are still waiting to hear on the door for boiler number one, (this is the one RF Mc Donald found an internal problem with).

There were two odor complaint received for the Portola Pump Station, we increased the chlorine feed at the pump stations. The caller said it's been going on for 30 years, our hope is that this is the exception and not the norm.

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	J. Harvey	H. Rarback	

During the month of June 2019, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 0.28 inches of rain in June. This year 0.15 inches were recorded (US climate data HMB). Rainfall totals were as follows: 0.11 inches at the treatment plant, 0.08 inches in the GCSD service are, and 0.13 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 June 2019.

- 6/2/2019 – First weekend of the month, all quiet, we like this.
- 6/9/2019 – First week of the month passed fairly routine, time will tell if stays this way.
- 6/11/2019 – William Burrell, (our case worker), from the state was here with one of his colleagues for our bi annual plant inspection.
- 6/12/2019 – Staff attended Office ergonomic / back injury prevention training through CSRMA
- 6/13/2019 – The plant staff did a confined space entry to investigate the issue with the skimmer for primary # 2, it was determined in a short amount of time this repair was going to be outside the scope of our ability. Collection worker interviews were conducted today also.
- 6/17/2019 – Cal-Con was in the plant doing electrical work.
- 6/18/2019 – In the morning the collection staff had a joint training with the Mark Thomas folks on overflow reports, it is similar to the reports that we have started using a few years back. Montara pump station was shut down for 6 hours while the generator transfer switch was replaced. The 125 GPM Rotary drum thickener arrived late this afternoon.
- 6/19/2019 – Cal-con was in to work on electrical for the rotary durum thickener. Work was done on the surge tank bladder. The original bladder had a tear so it was replaced under warranty.
- 6/20/2019 – Worked on the new Rotary with Todd from FKC, fine tuning polymer, feed rate, rotation rate, floc rate, water rate, etc.
- 6/21/2019 – Cal Con was in doing electrical work.

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- 6/24/2019 – Cal-con doing more electrical work.
- 6/25/2019 – Lucity training, maintenance management software.
- 6/26/2019 – Lucity training, maintenance management software. Scheduled to go live July 1st
- 6/27/2019 – Supervisor Costello sat on interview panel for the City of Half Moon Bay, the recruitment was for a public works position.
- 6/28/2019 – Friday - Digester gas blower died, the second we had just got notification that day it was ready for delivery. Supervisor Costello drove through the night so that the blower could be back onsite to be installed the following day.
- 6/29/2019 – Saturday - Supervisor Costello arrived back at S.A.M. facility at 04:30 with repaired blower. Maintenance staff worked with op's staff to get the blower installed, unfortunately during start up there was a gas leak detected that could not be corrected. Vaughn industrial repair was contacted and someone would be out the following day.
- 6/30/2019 – Sunday - Richard from Vaughn industrial repair was in to work on gas blower, it was found to have a leaking gasket that he replaced onsite. While we had hopes of things working, it was still tripping out for some reason. Cal-con will be out tomorrow to investigate other possible electrical issues.

There were 12 deliveries (approximately 6,750 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 675.00. There were 214 leachate deliveries to the SAM IPS line in the month of June, for a total leachate volume of 1,203,130 gallons.

The NPDES data report for June 2019 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 43,379 feet of sewer line and responded to 5 service calls in contract service areas. Three were during regular business hours, two were after hours. Two were in the HMB service area, one in the GCSD service area, and two in the MWSD service area.

HMB – The two service calls in HMB were as follows: (6/4) – This was an assist call from the folks doing the smoke testing in an attempt to get the smoke

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through a belly in the line. (6/7) – Jeff who was doing the smoke testing for the city found a buildup at Garcia and Potter. The partial blockage is more of a design issue in the way that the lines come together in the manhole.

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

GCSD – The one call in the GCSD service area was as follows; (6/3) – This was called in by GCSD, a resident called about a manhole causing a bump in the road. The crew investigated and found the manhole is on a hill while the lid was set level causing a bump.

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

MWSD – There were no sewer related call in the MWSD area.

There were two maintenance service calls in MWSD area this month. Both calls were after hour response calls. They were as follows; (6/4) there was a high well level alarm at Airport lift station, when staff arrived everything was normal. Both pumps ran and worked properly, unsure of cause, possible blockage upstream that cleared itself. (6/18) Staff was called to Niagara lift station, pump # 1 was showing failed. Pump was reset and test ran, pump appeared to be working normally. Not sure of original cause of pump failure.

The June 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 June 2019.

Staff Recommendation

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

Supporting Documents

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

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Attachment A

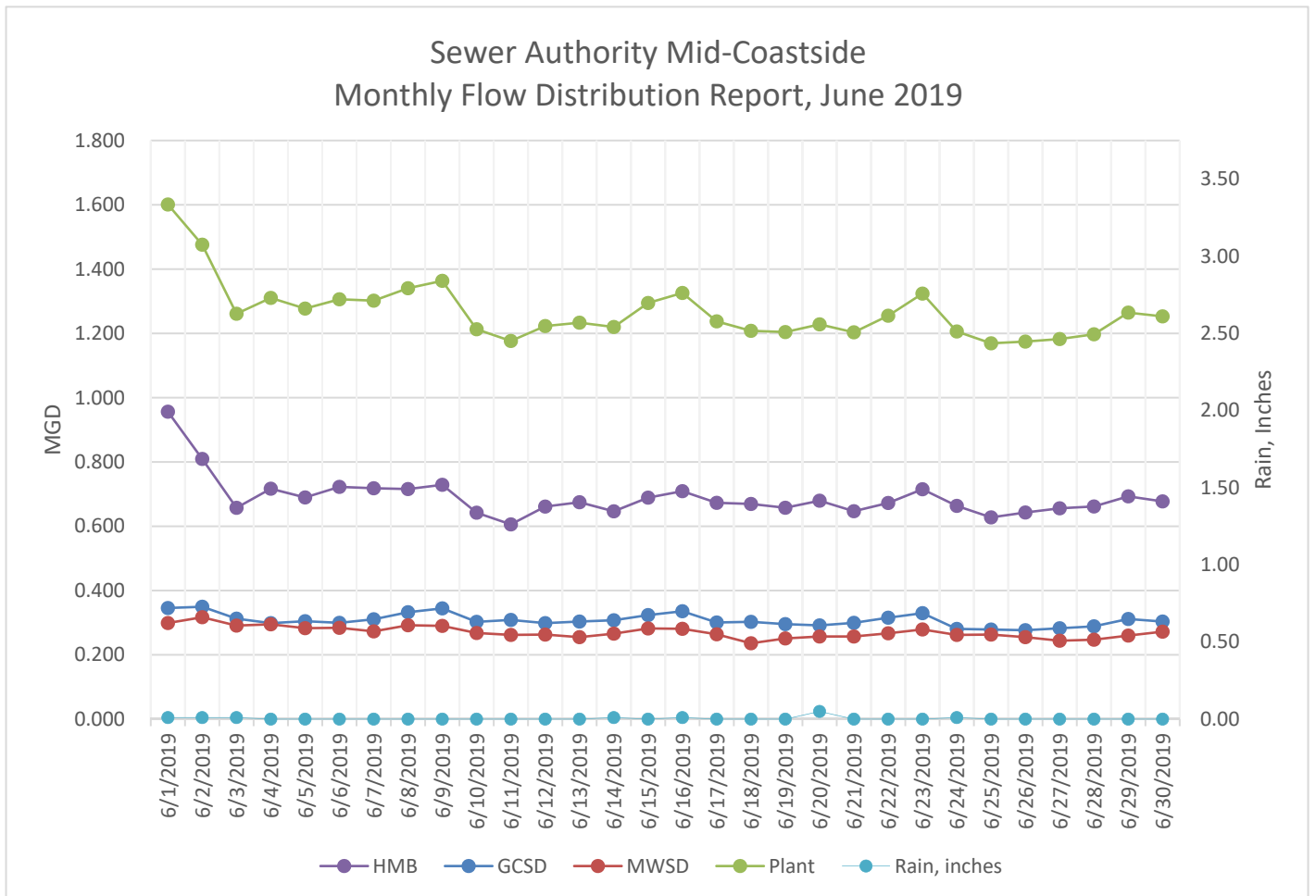
Flow Distribution Report Summary for June 2019

The daily flow report figures for the month of June 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	0.689	54.4%
Granada Community Services District	0.308	24.3%
Montara Water and Sanitary District	<u>0.271</u>	<u>21.3%</u>
Total	1.268	100.0%



Sewer Authority Mid-Coastside

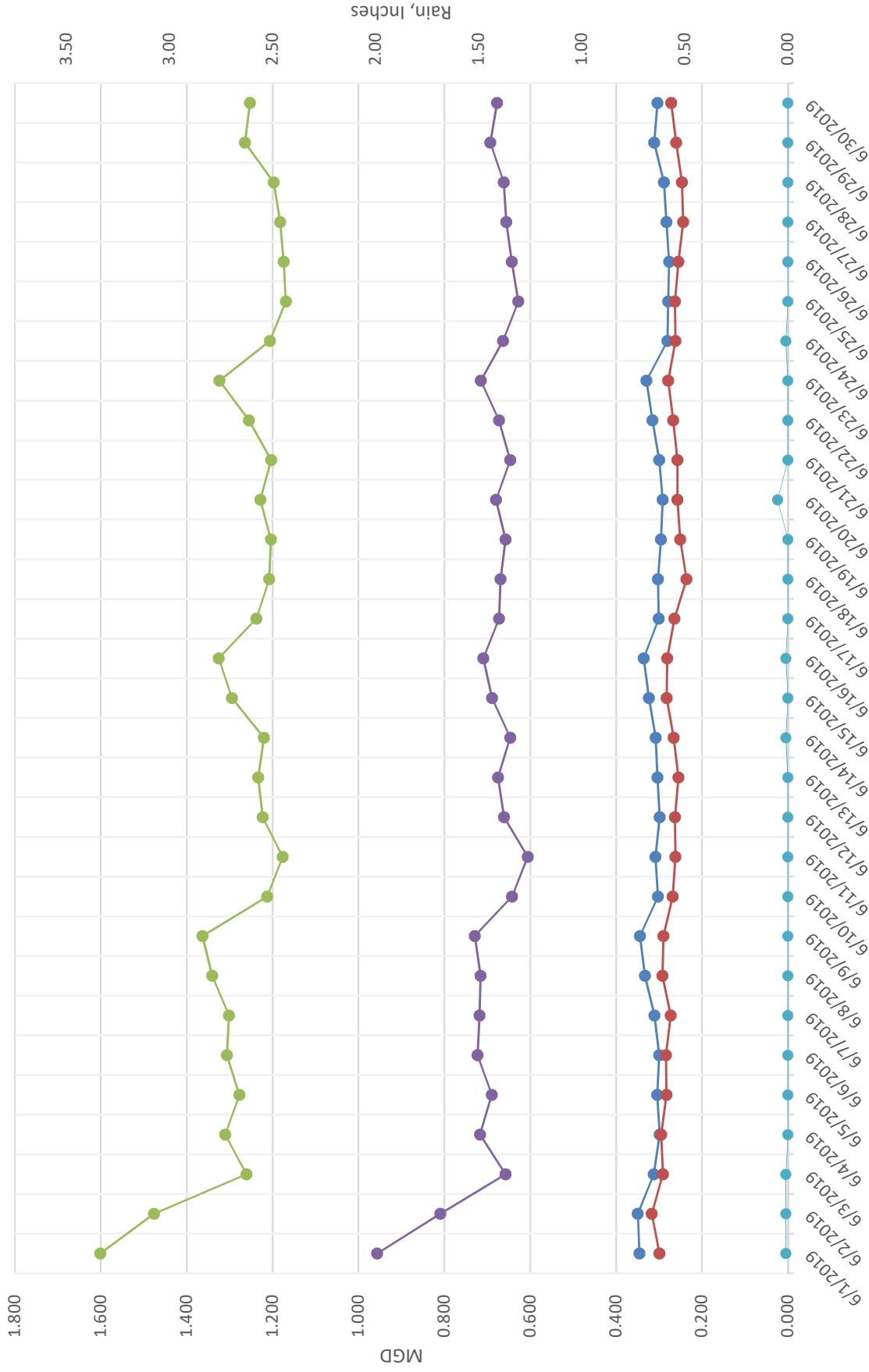
Monthly Flow Distribution Report for June 2019

<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>
6/1/2019	0.956	0.346	0.299	1.601	0.01	0.01	0.02
6/2/2019	0.809	0.350	0.317	1.476	0.01	0.01	0.02
6/3/2019	0.657	0.313	0.291	1.261	0.01	0.00	0.00
6/4/2019	0.717	0.299	0.295	1.310	0.00	0.00	0.00
6/5/2019	0.690	0.305	0.283	1.277	0.00	0.00	0.00
6/6/2019	0.723	0.300	0.284	1.306	0.00	0.00	0.00
6/7/2019	0.718	0.311	0.273	1.302	0.00	0.00	0.00
6/8/2019	0.716	0.333	0.292	1.340	0.00	0.00	0.00
6/9/2019	0.729	0.345	0.290	1.364	0.00	0.00	0.00
6/10/2019	0.642	0.303	0.268	1.213	0.00	0.00	0.00
6/11/2019	0.606	0.309	0.262	1.176	0.00	0.00	0.00
6/12/2019	0.661	0.299	0.263	1.223	0.00	0.00	0.00
6/13/2019	0.675	0.304	0.255	1.233	0.00	0.00	0.00
6/14/2019	0.646	0.308	0.266	1.220	0.01	0.00	0.00
6/15/2019	0.689	0.324	0.282	1.295	0.00	0.00	0.00
6/16/2019	0.709	0.336	0.281	1.326	0.01	0.01	0.01
6/17/2019	0.673	0.301	0.264	1.238	0.00	0.00	0.00
6/18/2019	0.669	0.303	0.236	1.208	0.00	0.00	0.00
6/19/2019	0.658	0.296	0.251	1.204	0.00	0.01	0.01
6/20/2019	0.679	0.292	0.257	1.228	0.05	0.04	0.07
6/21/2019	0.647	0.300	0.257	1.203	0.00	0.00	0.00
6/22/2019	0.672	0.316	0.267	1.255	0.00	0.00	0.00
6/23/2019	0.715	0.330	0.279	1.324	0.00	0.00	0.00
6/24/2019	0.663	0.281	0.262	1.206	0.01	0.00	0.00
6/25/2019	0.628	0.279	0.263	1.169	0.00	0.00	0.00
6/26/2019	0.643	0.277	0.255	1.174	0.00	0.00	0.00
6/27/2019	0.656	0.283	0.244	1.182	0.00	0.00	0.00
6/28/2019	0.662	0.289	0.247	1.197	0.00	0.00	0.00
6/29/2019	0.693	0.312	0.260	1.265	0.00	0.00	0.00
6/30/2019	0.677	0.304	0.272	1.253	0.00	0.00	0.00
Totals	20.679	9.236	8.115	38.030	0.11	0.08	0.13

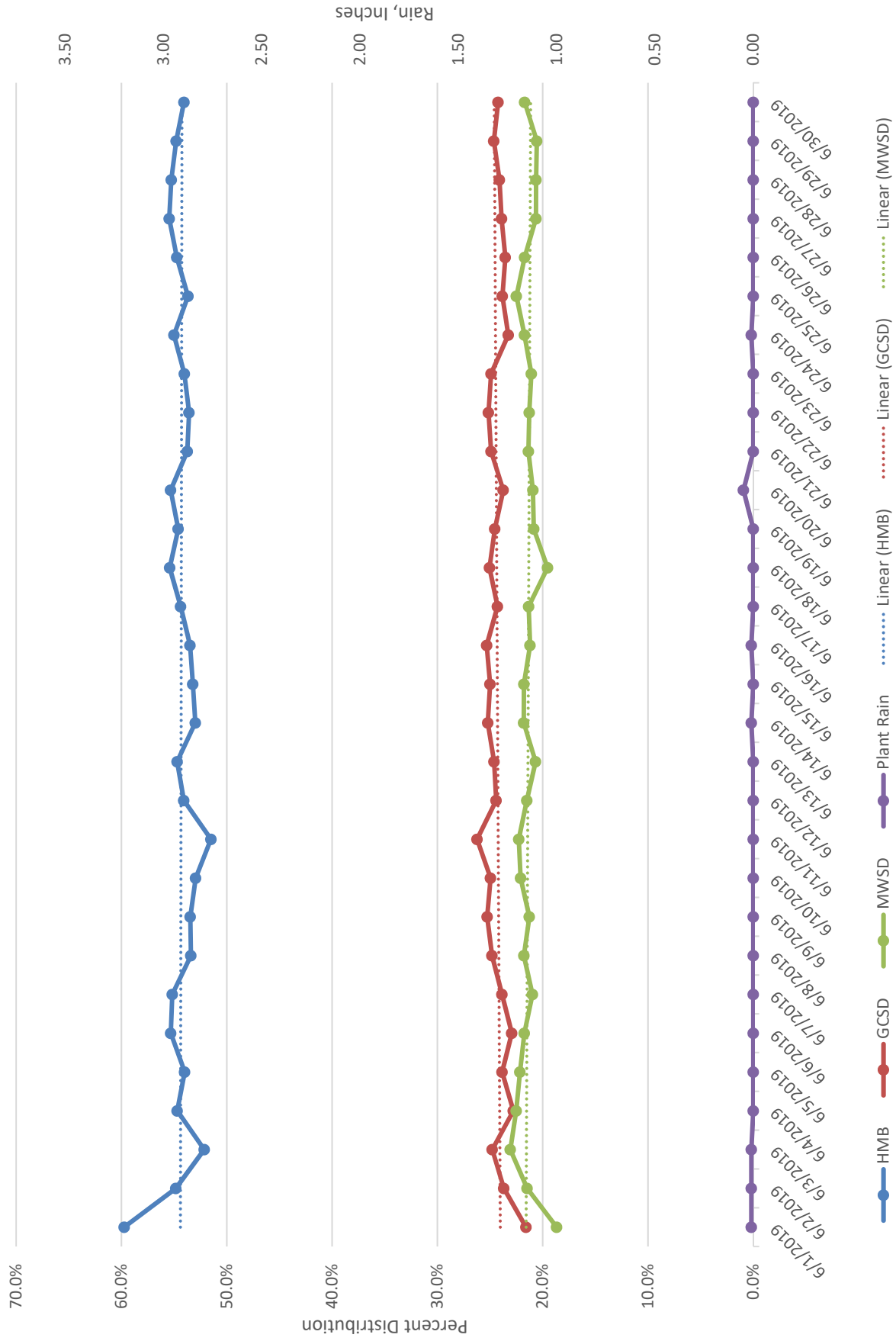
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.606	0.277	0.236	1.169
Average	0.689	0.308	0.271	1.268
Maximum	0.956	0.350	0.317	1.601
Distribution	54.4%	24.3%	21.3%	100.0%

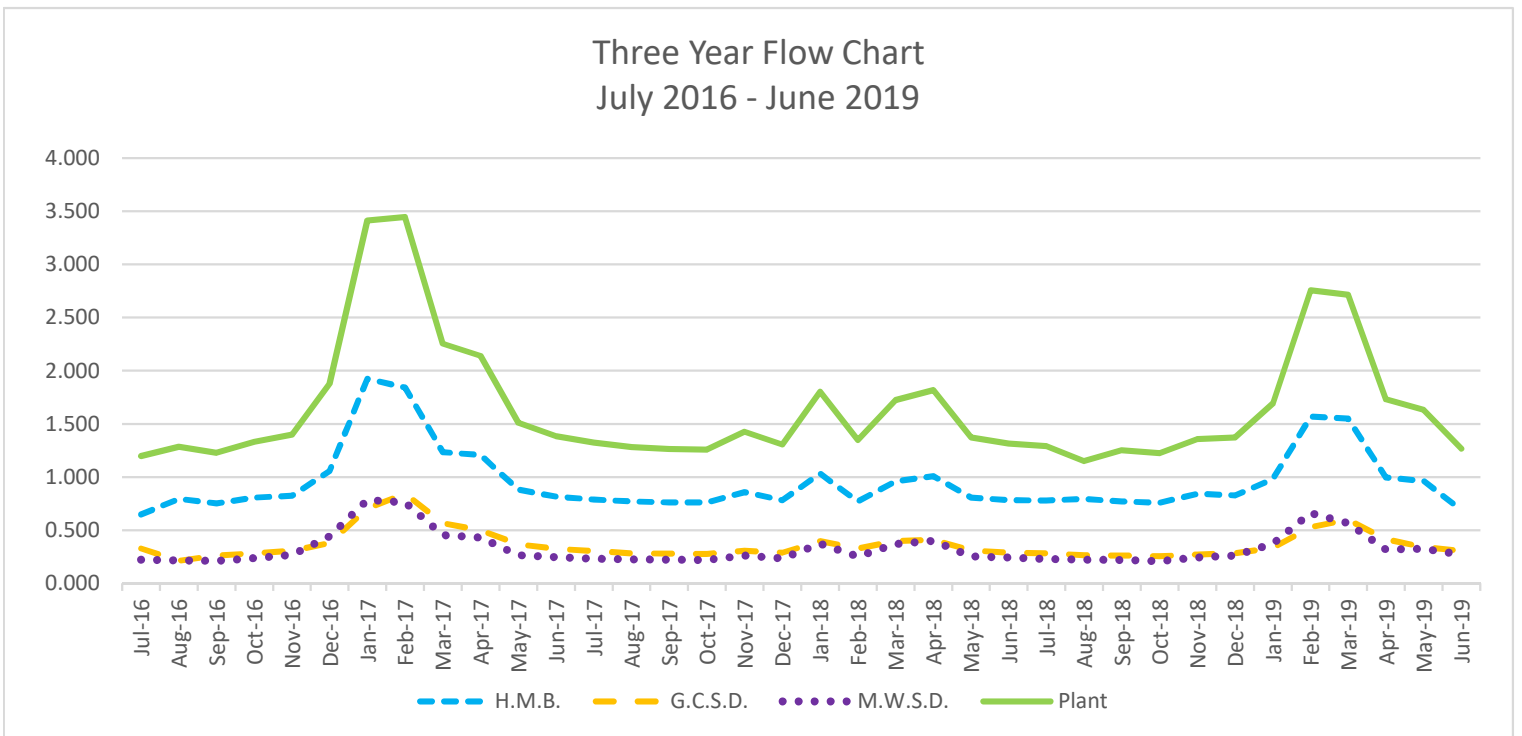
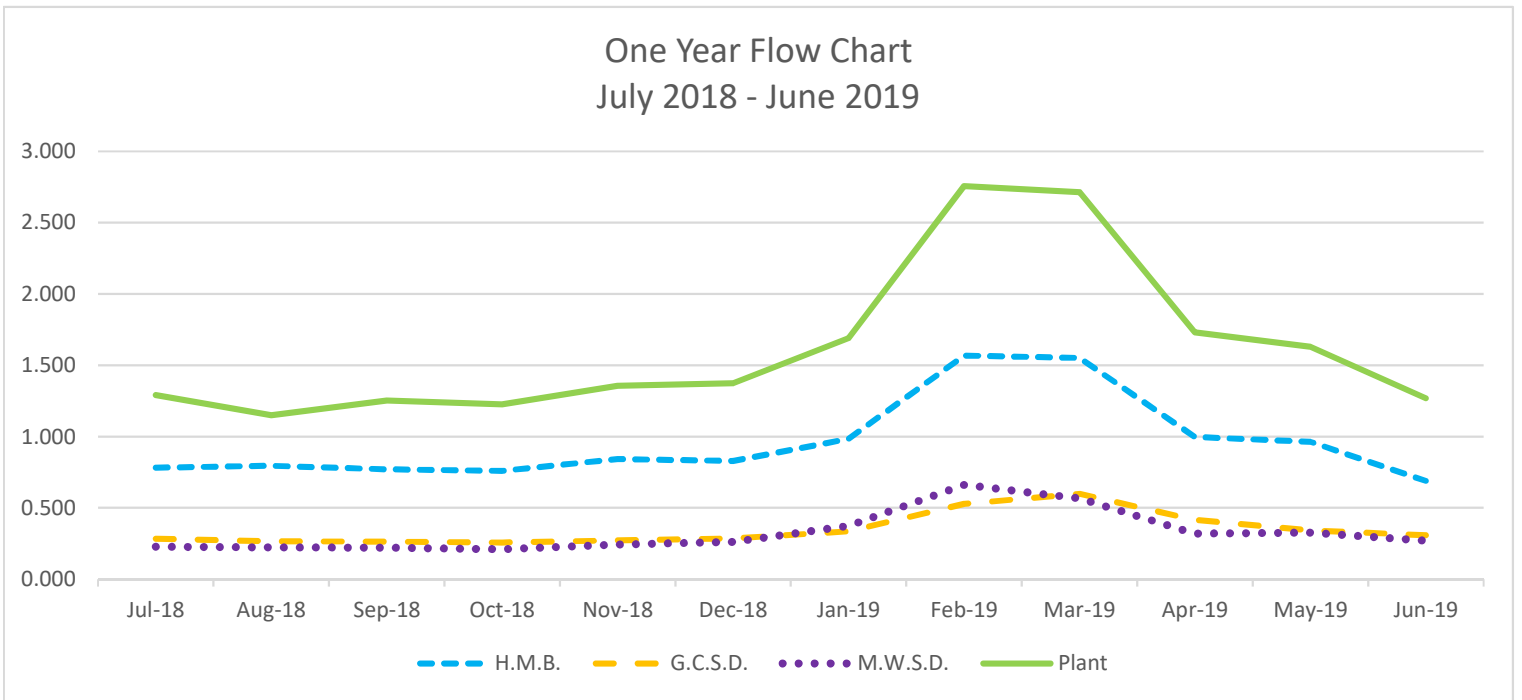
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, June 2019



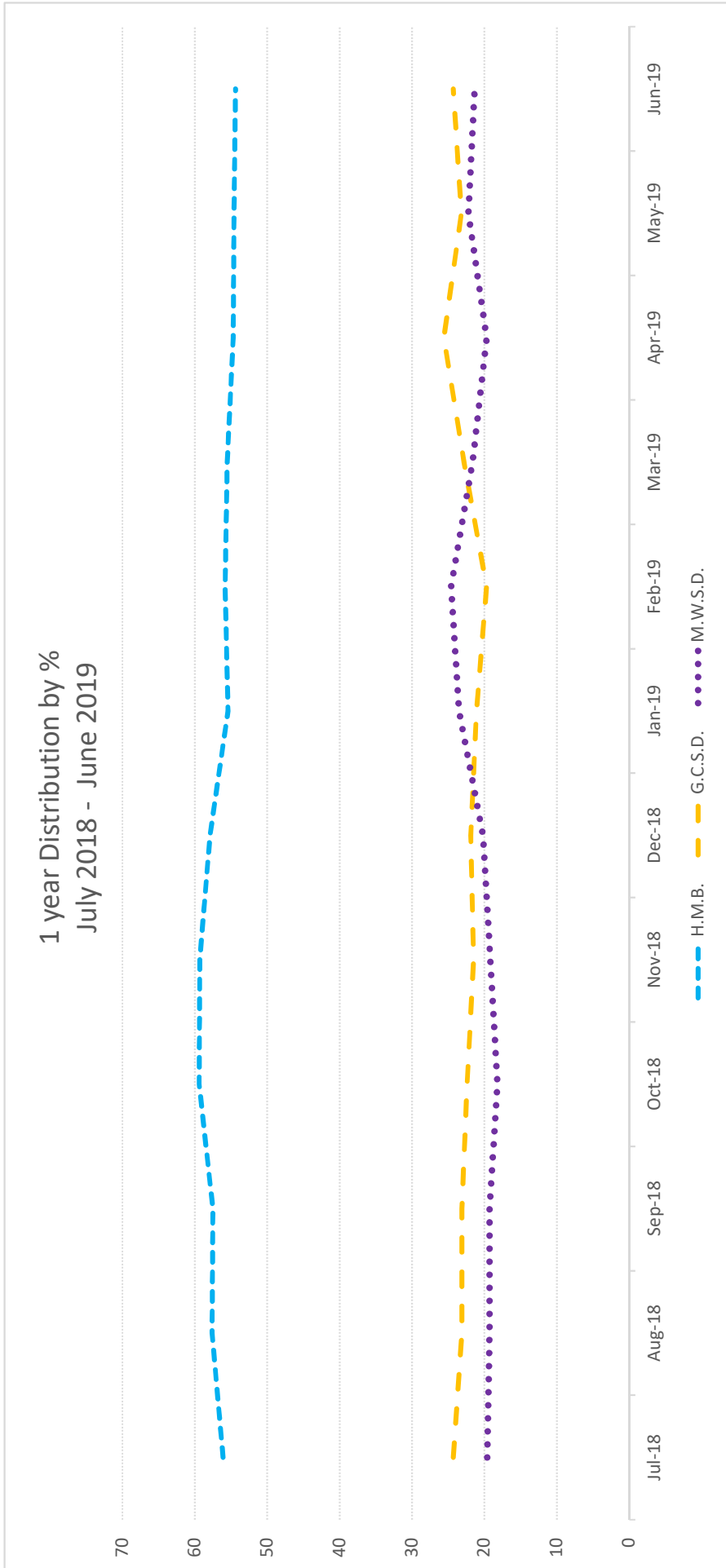
Percent Distribution June 2019



Most recent flow calibration April 2018 PS, April 2018 Plant



Flow based percent distribution based for past year



ITEM #6

MINUTES
BOARD OF DIRECTORS REGULAR MEETING
(Adjourned from June 20, 2019)

July 11, 2019

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:30 p.m.

ROLL CALL

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

Staff: Assistant General Manager Delia Comito.

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Consideration of an Ordinance Amending District Ordinance Code Relating to Skateboard Facilities.

At the last meeting, the Board agreed to relocate a well-used skate ramp located on the Caltrans right-of-way to the District's property, to avoid its destruction by Caltrans. Counsel prepared the Ordinance presented, which adds regulations to the District Code pertaining to skateboard facilities. The Ordinance will take effect after the second reading of the Ordinance, which will take place at the next regular board meeting, and 30 days after publication in the Half Moon Bay Review. Staff determined the effective date will be 08/23/19.

Resident Dan Haggerty distributed a letter from Montara resident Daniel Moss, the father of 22-year old Richard Moss, a who died in May. The letter urged the District to relocated the ramp, which has a memorial recognizing his son who used the ramp regularly.

Resident Chris Johnson thanked the District for saving the ramp, and suggested that upon the Ordinance becoming effective, that everything else is timed to avoid an interruption of service.

The Board held a discussion regarding the signage, the regulations imposed by the Ordinance, and how the regulations will be enforced.

Resident and Parks Advisory Committee Member Michelle Dragony said she was opposed to restrictive regulations, as it will kill the vibe for ramp users.

ACTION: Director Blanchard moved to waive the second reading and to adopt the Ordinance. (Blanchard/Suchomel). Approved 4-0.

COMMITTEE REPORTS

Director Dye reported on the meeting of the Burnham Park Committee (Directors Dye and Seaton), and said that PAC will be drafting a survey for future Board approval.

INFORMATION CALENDAR

ADJOURN REGULAR MEETING

The meeting was adjourned at 8:15 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: August 15, 2019

ITEM #7



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, July 18, 2019

CALL SPECIAL MEETING TO ORDER

The Special Meeting was not held due to the lack of a quorum.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:32 p.m.

ROLL CALL

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

Staff: Assistant General Manager Delia Comito.

GENERAL PUBLIC PARTICIPATION

President Clark announced the upcoming Recycle Drop-off Day and the memorial to be held for past GCSD Director, Gael Erickson.

ACTION AGENDA

1. Consideration of an Ordinance Amending District Ordinance Code Relating to Skateboard Facilities.

At the previous meeting adjourned to July 11, 2019, the Board adopted the first reading of the Ordinance presented, which adds regulations to the District Code pertaining to skateboard facilities.

Resident and Park Advisory Committee Member, Michelle Dragony, thanked the Board for their action to save the Jetty Skate Ramp.

ACTION: Director Blanchard moved to waive the second reading and to adopt the Ordinance as presented. (Blanchard/Seaton). Approved 4-0.

The Board directed staff to order the required signage, and to have the ramp budget and location on the next meeting agenda. Resident Steve Hawk will provide staff with some numbers for the budget.

President Clark moved up Item 11 to be discussed next.

11. Report on Parks Advisory Committee.

Park Advisory Committee (PAC) Chair Nancy Marsh provided an update on the Summer Recreation Program, and said that in effort to broaden public outreach, the Committee was working on a draft community survey to be presented to the Board.

PAC Member Pat Tierney informed the Board of the upcoming Spanish language guided hike in Rancho Corral de Tierra and Adaptive Cycling for Kids with Special Needs programs, which offer programs to the underserved residents within the District.

The Board thanked PAC for developing the successful recreational programs this summer.

2. Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge and Delinquent Garbage Account Reports and Authorizing the Collection of Said Charges on the 2019/20 FY San Mateo County Tax Roll.

The Assistant General Manager indicated that sewer service charge revenue will increase by \$190,000 from last year, due to the flat fee increase of \$460 to \$520, despite a reduction in water use by commercial customers.

President Clark opened the hearing for public comment. There were no comments from the public, and staff reported that no written protests or comments had been received. President Clark closed the public hearing.

ACTION: Director Suchomel moved to approve the reports and related resolution as presented. (Res. 2019-010). (Suchomel/Blanchard). Approved 4-0.

3. Consideration of Assessment District Administrative Budget and Cost Recovery Levy for Fiscal Year 2019/20.

The Assistant General Manager reviewed the Assessment District Budget and overhead calculation for the upcoming year. She also provided the Debt Service Schedule for the Bonds, which hasn't been provided in the past. It was noted that \$20,000 for legal fees would be an added expense due to hiring Bond Counsel.

ACTION: Director Suchomel moved to approve the reports and related resolution as presented. (Resolution 2019- (Suchomel/Blanchard). Approved 4-0.

4. Consideration of Personnel System Manual Amendments.

This Item was tabled.

5. Consideration of Sewer Authority Mid-Coastside Report.

Director Blanchard reported on the June 24, 2019 SAM meeting.

CONSENT AGENDA

6. Approve June 20, 2019 Meeting Minutes.

7. Approve July 2019 Warrants.

8. Approve June 2019 Financial Statements.

9. Approve Assessment District Distribution #1-19/20.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:40 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: August 15, 2019

ITEM #8

Granada Community Services District
August 2019 Warrants
For the August 15, 2019 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
07/18/19	8210	Claudia A. Marshall	Rec Coordinator Compensation - 7/15/19	6153 · Temp Labor	1,277.50
08/01/19	8211	Claudia A. Marshall	Rec Coordinator Compensation - 7/31/19	6153 · Temp Labor	1,015.00
08/15/19	8212	AT&T	July 2019 Pump Stn Alarm Svc.	6170 · Utilities	82.31
08/15/19	8213	Barbara Dye	07/11/19 GCSD & 07/25/19, 08/11/19 SAM	6040 · Directors' Compensation	235.00
08/15/19	8214	Comcast	08/13/19-09/12/19 Svcs	6170 · Utilities	221.80
08/15/19	8215	David Seaton	07/11/19, 07/18/19 GCSD	6040 · Directors' Compensation	290.00
08/15/19	8216	Dudek	06/29/19-07/26/19 Prof. Svcs	6151 · General Manager	2,922.50
08/15/19	8217	Eric Suhomel	07/11/19, 07/18/19 GCSD	6040 · Directors' Compensation	290.00
08/15/19	8218	Express Plumbing	Medio Creek Maint & Mon-Aug	1617-1 · Medio Creek/Mirada Sewer	975.00
08/15/19	8219	Gaetani Real Estate	Office Lease-Sept 2019	6120 · Office Lease	4,450.00
08/15/19	8220	Half Moon Bay Review	07/03/19 & 07/10/19 Legal Ad Ord No. 173	6160 · Publications & Notices	614.25
08/15/19	8221	Hue & Cry, Inc.	Sept 2019 Pump Station Alarm	6170 · Utilities	32.65
08/15/19	8222	Jim Blanchard	07/11, 07/18/19 GCSD & 07/22, 07/25/19 SAM	6040 · Directors' Compensation	380.00
08/15/19	8223	KBA	04/24/19-07/23/19	6020 · Copier Lease	249.23
08/15/19	8224	Kennedy Jenks	July 2019 Svcs, Summary #148	6071 · Engineering - General	13,376.98
08/15/19	8225	Matthew Clark	07/18/19 GCSD	6040 · Directors' Compensation	145.00
08/15/19	8226	Pacifica Community TV	07/11/19, 07/18/19 GCSD	6180 · Video Taping	500.00
08/15/19	8227	PG&E	Pump Stn Invoice dtd 07/18/19	6170 · Utilities	302.84
08/15/19	8228	PG&E-2	Mirada Rd Inv dtd 07/05/19	6170 · Utilities	18.87
08/15/19	8229	PGE	Office Inv dtd 07/25/19	6170 · Utilities	140.26
08/15/19	8230	Pitney Bowes	Inv dtd 07/30/19	6140 · Office Supplies	62.93
08/15/19	8231	Riordan Consulting	06/07/19-06/24/19 Svcs	6190 · Computers	715.00
08/15/19	8232	Rodolfo Romero	August 2019 Cleaning 2x	6130 · Office Maint & Repairs	140.00
08/15/19	8233	Sewer Authority Mid-Coastside	August 2019 Assessments	5020 · SAM-Admin/Treat/Env/Inf/Coll	170,799.61
08/15/19	8234	SMC RCD	Invoice #10 Mgmt Plan	5112 · RCD - Task 4,5	2,215.00
08/15/19	8235	Tri Counties Bank	June & July Trico Card Charges	6230 · Bank Service Charges	1,882.71
08/15/19	8236	Tucker Construction, Inc.	Burnham Prop Debris/Encampment Removal	6220 · Miscellaneous	1,573.13
08/15/19	8237	US Bank Equipment Finance	07/24/19 - 08/24/19	6020 · Copier Lease	470.99
08/15/19	8238	Verizon Wireless	July 2019	6170 · Utilities	105.29
08/15/19	8239	Wells Fargo Credit Card	July 2019 Credit Card Charges	6230 · Bank Service Charges	3.67
08/15/19	8240	White Nelson Diehl Evans	July 2019	6152 · Accounting	2,500.00
08/15/19	8241	Wittwer & Parkin	July 2019 Svcs	6090 · Legal-Gen/IPS/Parks/Big Wave	3,295.70
				TOTAL	208,990.72

ITEM #9

Granada Community Services District
Statement of Net Position (Unaudited)

As of June 30, 2019

ASSETS

Current Assets	
1000 · Wells Fargo Checking - Gen Op	\$ 35,213
1010 · Wells Fargo Checking - Deposit	-
1020 · Petty Cash	790
1030 · Cash - LAIF	4,127,887
1040 · Tri Counties Bank - Gen Op	195,828
1050 · Tri Counties Bank - Deposit	37,739
1500 · Due from AD	15,068
Total Current Assets	4,412,525
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	15,477,982

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	12,824
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	17,346
2100 · Payroll Liabilities	426
2225 · Recology-Del Garbage	37,339
2300 · Due to AD	-
2310 · Relief Refund Advance	350
Total Current Liabilities	73,856
Long Term Liabilities	
2401 · Net Pension Liability	170,410
2402 · Deferred Inflows of Resources	20,515
Total Long Term Liabilities	190,925
Total Liabilities	264,781

NET POSITION

3000 · Net Assets	5,715,863
3005 · Contributed Capital	9,595,349
Net Income	(98,011)
Total Net Position	\$ 15,213,201

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2018 through June 30, 2019**

	July 1, 2018 - June 30, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 220,835	\$ 200,000	\$ 20,835	\$ 200,000
4015 · Park Tax Allocation	448,362	400,000	48,362	400,000
4020 · Sewer Service Charges-SMC	1,451,168	1,471,000	(19,832)	1,471,000
4021 · Sewer Svc Charges Pro-rated	2,457	-	2,457	-
4030 · AD OH Reimbursement	23,274	30,000	(6,726)	30,000
4040 · Recology Franchise Fee	31,068	32,000	(932)	32,000
Total Operating Revenue	2,177,164	2,133,000	44,164	2,133,000
Non Operating Revenue				
4120 · Interest on Reserves	69,680	46,400	23,280	46,400
4130 · Connection Fees	62,040	47,000	15,040	47,000
4150 · Repayment of Adv to AD-NCA	-	79,204	(79,204)	79,204
4155 · Repayment of Adv to AD-ARF	-	47,796	(47,796)	47,796
4160 · SAM Refund from Prior Yr	-	5,000	(5,000)	5,000
4170 · ERAF Refund	356,224	250,000	106,224	250,000
4180 · Misc Income	10,423	2,000	8,423	2,000
Total Non Operating Revenue	498,367	477,400	20,967	477,400
Total Revenues	2,675,531	2,610,400	65,131	2,610,400
Expenses				
Operations				
5010 · SAM - General	1,061,057	982,337	(78,720)	982,337
5020 · SAM - Collections	284,500	270,545	(13,955)	270,545
5021 · Lift Station Maint.	5,628	-	-	-
5050 · Mainline System Repairs	-	10,000	10,000	10,000
5060 · Lateral Repairs	65,473	20,000	(45,473)	20,000
5065 · CCTV	25,623	10,000	(15,623)	10,000
5070 · Pet Waste Station	1,136	1,000	(136)	1,000
5110 · RCD - Parks	23,077	5,000	(18,077)	5,000
5120 · Half Moon Bay Reimb - Parks	-	25,000	25,000	25,000
5130 · Parks & Rec Professional Services	19,185	20,000	815	20,000
Total Operations	1,485,679	1,343,882	(141,797)	1,323,882

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2018 through June 30, 2019**

	<u>July 1, 2018 - June 30, 2019</u>	<u>Expected To Date</u>	<u>Variance Favorable/ (Unfavorable)</u>	<u>FY 2018/2019 Budget</u>
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 9,187	\$ 15,000	\$ 5,813	\$ 15,000
6020 · Copier lease	6,463	7,500	1,037	7,500
6030 · County Tax Roll Charges	13,816	-	(13,816)	-
6040 · Directors' Compensation	11,433	11,000	(433)	11,000
6050 · Education & Travel Reimb	2,713	2,000	(713)	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	164,946	160,000	(4,946)	160,000
6062 · Medical Ins.	22,392	12,600	(9,792)	12,600
6063 · Employer Payroll Taxes	12,701	15,000	2,299	15,000
6064 · CALPERS Contribution	41,490	32,400	(9,090)	32,400
6060 · Employee Compensation - Other	1,484	-	(1,484)	-
6070 · Engineering Services	47,554	20,000	(27,554)	20,000
6080 · Insurance	21,477	10,000	(11,477)	10,000
6090 · Legal Services	129,703	75,000	(54,703)	75,000
6095 · Legal Services for Case Related Legal	53,495	100,000	46,505	100,000
6100 · Memberships	8,188	9,000	812	9,000
6110 · Newsletter	-	6,000	6,000	6,000
6120 · Office Lease	53,400	54,000	600	54,000
6130 · Office Maintenance & Repairs	1,795	2,500	705	2,500
6140 · Office Supplies	4,322	6,000	1,678	6,000
6150 · Professional Services	122,023	95,000	(27,023)	95,000
6160 · Publications & Notices	5,279	10,000	4,721	10,000
6170 · Utilities	11,070	10,000	(1,070)	10,000
6180 · Video Taping	4,500	3,500	(1,000)	3,500
6190 · Computers	7,996	2,000	(5,996)	2,000
6220 · Miscellaneous	20,477	7,000	(13,477)	7,000
6230 · Bank Service Charges	2,417	-	(2,417)	-
Total Administration	<u>780,321</u>	<u>665,500</u>	<u>(114,821)</u>	<u>665,500</u>
Capital Projects				
1617-1 · Medio Creek Xing Crossing	12,983	350,000	337,017	350,000
7100 · SAM - Infrastructure	471,834	471,834	-	471,834
7500 · Projects - Parks	22,725	100,000	77,275	100,000
Total Capital Projects	<u>507,542</u>	<u>921,834</u>	<u>414,292</u>	<u>921,834</u>
Total Expenses	<u>2,773,542</u>	<u>2,931,216</u>	<u>157,674</u>	<u>2,911,216</u>
Net Income/(Loss)	<u>\$ (98,011)</u>	<u>\$ (320,816)</u>	<u>\$ 222,805</u>	<u>\$ (300,816)</u>

No assurance is provided on these financial statements.

ITEM #10

DISTRIBUTION REQUEST NO.: #2-19/20
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,291.00

\$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.

August 15, 2019

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO: #2 -19/20

DATE: August 15, 2019

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$2,291.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: August 2019	\$2,291.00
TOTAL:			\$2,291.00

ITEM #11

To: the GCSB Board

From: Barbara Dye

Topic: Request to attend the CSDA Conference from September 21-24

I request authorization to attend this conference. The cost would be \$625 for registration plus mileage. I would be able to stay with friends so there would be no lodging costs.

Below are a few examples of workshops I would like to attend. These are all from the first day and there are many more on the other days of the conference. I feel as if this would be a valuable educational experience for me and would make me a more informed board member for GCSB.

Application of the California Environmental Quality Act to Districts Projects

Lozano Smith

The California Environmental Quality Act (CEQA) is a complicated body of law governing public projects, and its application is very broad. Failure to comply can result in significant delays. This workshop will review the application of CEQA and other environmental laws to district projects, how to identify those projects, and how CEQA is used by project opponents. This workshop will explore the application of CEQA and other environmental laws to projects, including renovations, expansions, and real property sales or acquisitions. It will also help districts identify other actions that are deemed to be projects under CEQA. This presentation will provide participants with an overview of the CEQA process, a better understanding of the applicability of other environmental laws, and answers to their real-world questions.

Fast Track Your Leadership Succession Planning

CPS HR Consulting

The need for leadership succession planning in the public sector is rapidly growing due to a perfect storm developing in the employment climate. This storm is built on the ongoing retirements of current leadership, a tight labor market, and a need for ways to better engage employees. In this session, we will discuss how to fast-track your leadership succession planning using a process to identify leadership potential and overcome barriers to finding reliable and trustworthy learning and development resources.

Building Trust of Management and Staff within Your Board

BHI Management Consulting

A key element of highly effective Districts is top to bottom trust. This session will offer tools to improve and solidify trust between the Board and management/staff. The session is led by seasoned public agency consultant Brent Ives, with years of experience as a consultant and elected official.

General Manager Performance Evaluation: A Proven Approach that Helps Build an Effective Working Relationship Between the Board and Manager

Rauch Communication Consultants

An effective and complete General Manager Performance evaluation is essential for the Manager to perform at his or her best, and to ensure an effective working relationship between the Board and Manager. But many Boards tend to fumble, ignore or mishandle this critical activity. This session details a proven process that will help you give each board member and the manager an opportunity to hear from each other; incorporates both subjective and objective metrics; ensures there is policy level direction to clarify the managers' goals for the coming year, and; links evaluation to the strategic plan and manager's goals for the year. There will be time for questions and answers.

**2019 CSDA Annual Conference and
Exhibitor Showcase**

September 25-28, 2019 Anaheim, CA

**Learn.
Network.
Celebrate.
Experience.**



Celebrating 50 Years of Service.

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #16

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: July 13, 2019 to August 09, 2019
To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: August 15, 2019

PUBLIC RECORDS REQUESTS – There were no public records request was received.

APPLICATIONS RECEIVED – One application was received this period:

Rec'd	CI	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/08/19	1A	Menendez, D	047-071-260	320 Sevilla, EG	6,079	R-1/S-94
07/10/19	VAR	Moules, D	047-208-100	Avenue Portola, EG	3,056	R-3/S-3
08/06/19	1A	Welch, D	047-222-290	Francisco, EG	8,530	R-1/S-17

Note: shaded areas were previously reported.

PERMITS ISSUED – No permits were issued this period.

Permit No.	CI	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3192	1A	07/13/18	Perez, Luis &	047-222-240	420 Ferdinand Ave, EG	8,516	R-1/S-94
3193	3	07/31/18	Big Wave LLC	047-311-060	Airport Rd, EG	17,500	W-DR
3194	1A	07/31/18	Menendez, Diane	047-071-260	320 Sevilla Ave, EG	6,079	R-1/S-17

Note: shaded areas were previously reported.

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

Hookup Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
07/16/19	2M	3184	10/11/18	Coastside Fire Protection District	047-261-030	555 Obispo Rd, EG

REPAIRS - There were no repairs this period.

ITEM #17

7 August 2019

Memorandum

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

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 to discharge into a manhole at the intersection of Mirada Rd and Alameda Ave 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. An appraisal of the value of the easement as well as an updated Preliminary Report (Title Report) have been forwarded to State Parks.

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

As soon as State Parks confirms it will grant the easement, permits for the project will be updated. Depending on timing, the project may be combined with other needed CIP improvements. Once this project is completed, the temporary bypass pumping system will no longer be needed.

Memorandum

Granada Community Services District

7 August 2019

Page 2

Big Wave (Class 3 Permit)

The mainline extension for the project was approved and construction is expected to begin soon. The Developer is in the process of completing an application for the onsite sewers connecting the Wellness Center to the mainline extension in Airport Street. Once the application is complete, we will review the design of onsite sewers (to be designed and constructed in accordance with GCSD specifications but not dedicated to GCSD) and determine the number of capacity units needed to serve the project.

Updated 6-Year CIP

Included in your Board packet is a revised draft memorandum, dated 22 July 2019, describing the proposed 6-Year Capital Improvements Program. The program has been adjusted to provide 3 CIP projects of about \$400,000 each. I will be at the August 15th Board meeting to discuss the proposed program.

ITEM #18

