



## GRANADA COMMUNITY SERVICES DISTRICT

# AGENDA

## BOARD OF DIRECTORS

### SPECIAL MEETING at 6:30 p.m.

### REGULAR MEETING at 7:30 p.m.

Thursday, May 16, 2019

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

**ROLL CALL**

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

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

### **GENERAL PUBLIC PARTICIPATION**

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

### **ADJOURN TO CLOSED SESSION**

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

District's Negotiator: Chuck Duffy.

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

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

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

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

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

**3. CONFERENCE WITH GENERAL COUNSEL—ANTICIPATED LITIGATION**  
Initiation of litigation pursuant to paragraph 4 of subdivision (d) of Government Code Section 54956.9 (one potential case)

**RECONVENE TO OPEN SESSION**

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.

**SPECIAL ORDER OF BUSINESS**

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

**ACTION AGENDA**

- 1. Consideration of Resolution to Refund Permit Fees to Jeffrey Matthews for APN 048-033-110, and Associated Restrictive Grant Deed.**  
Recommendation: Approve the Resolution.
- 2. Consideration to Approve Class 3 Mainline Extension Permit To Serve APN 048-032-070 on Cortez Avenue, Miramar, Owners: Irfan and Moin.**  
Recommendation: Approve the Permit
- 3. Consideration of Relocating Skate Ramp on the Caltrans Right-of-Way to the District's Burnham Strip Parcel.**  
Recommendation: To be made by the Board.
- 4. Consideration of Hiring a Part Time Staff Person to Provide Support for the District's Parks and Recreation Services.**  
Recommendation: To be made by the Board.
- 5. Consideration of Draft Sewer Authority Mid-Coastside Fiscal Year 2019/20 Contract Collections Budget and Associated Resolution.**  
Recommendation: To be made by the Board.

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

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

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

**Recommendation:** For Board Information.

**CONSENT AGENDA**

- 8. Approve April 18, 2019 Meeting Minutes.**
- 9. Approve May 2019 Warrants.**
- 10. Approve April 2019 Financial Statements.**
- 11. Approve Assessment District Distribution #11-18/19.**
- 12. Approve Dedication of Class 3 Mainline Extension to Serve  
APN: 048-121-100, 2782 Pullman Avenue, Half Moon Bay.**

**COMMITTEE REPORTS**

- 13. Report on seminars, conferences, or committee meetings.**
- 14. Report on Parks Advisory Committee.**

**INFORMATION CALENDAR**

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

**ADJOURN REGULAR MEETING**

At the conclusion of the April 18, 2019 Meeting:

Last Ordinance adopted: No. 172

Last Resolution adopted: No. 2019-004

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

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

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**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for Closed Session.

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*Certificate of Appreciation*  
*Awarded to*

Jonathan Wittwer, Esq.

*For His Dedicated Service and Contributions to the*  
**GRANADA COMMUNITY SERVICES DISTRICT**  
*Serving as District Counsel from*  
*November 2000 to February 2019.*

Board of Directors:

Dated: May 16, 2019

\_\_\_\_\_  
Director Matthew Clark

\_\_\_\_\_  
Director Jim Blanchard

\_\_\_\_\_  
Director Barbara Dye

\_\_\_\_\_  
Director David Seaton

Staff:

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

\_\_\_\_\_  
Asst. General Manager, Delia Comito

\_\_\_\_\_  
Administrative Asst., Genevieve Saxton

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**ITEM #1**

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GRANADA COMMUNITY SERVICES DISTRICT

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**AGENDA MEMORANDUM**

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Resolution and Deed Restriction (Matthews)  
Date: May 16, 2019

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At the last meeting, the Board preliminarily approved refunding 90% of the current connection fee and 90% of the Assessment Reduction Fee (ARF) paid for two ERU's of capacity, based on a Resolution and Restrictive Grant Deed being brought back to the next meeting for final approval.

Please find attached the Resolution and Restrictive Grant Deed drafted by District Counsel for this Item. Upon approval and execution of the documents, administrative staff will issue a refund to the Matthew's in the amount of \$22,682.45, which is calculated as follows:

Current Connection Fee	\$ 4,700.00	X 2 =	\$ 9,400.00
Assessment Reduction Fee	\$ 8,371.36	X 2 =	<u>\$16,742.72</u>
		Total:	\$26,142.72
		Refund @ 90% =	\$23,528.45

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**GRANADA COMMUNITY SERVICES DISTRICT**

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

**RESOLUTION APPROVING REPURCHASE OF ERUs AND REFUND OF ASSESSMENT REDUCTION FEES FOR APN 048-033-110 (OWNERS: JEFF AND LORI MATTHEWS)**

**WHEREAS**, Jeff and Lori Matthews (“Owners”) have requested that the Granada Community Services District (“District”) repurchase excess wastewater discharge capacity required by the District for a Five-Unit Pacific Victorian Bed and Breakfast at 325 Alameda Ave, Miramar (APN 048-033-110) (“Property”) in 1996;

**WHEREAS**, In 1994, Owners paid District Sewer Connection Charges of \$10,800 for two ERUs and were issued a Sewer Connection Permit for that use on November 9, 1994 on the condition that the Bed and Breakfast not be occupied until Owners had obtained a Transfer of Capacity enabling the purchase of two additional ERUs because the District Engineer determined that a total of four ERUs was required for the proposed use; and

**WHEREAS**, on January 22, 1996, Owners paid District Sewer Connection Charges of \$12,172 and Assessment Reduction Fees of \$16,742.72 for two additional ERUs, bringing the total number of ERUs for the Property to four; and

**WHEREAS**, Owners request a refund of their January 22, 1996 payments on the basis that historic wastewater generation shows that no more than two ERUs is necessary for the Bed & Breakfast; and

**WHEREAS**, District Code Section 701(08) authorizes capacity repurchase of excess wastewater discharge entitlements at a price of 90% of the sewer connection charge rate in effect at the time of the repurchase; and

**WHEREAS**, in exchange for approval of the repurchase and refund, Owners agreed to a recorded irrevocable and binding deed restriction that would provide assurance to District that if further use and development of the Property would require more than two ERUs, Owners would purchase additional ERUs and pay all required assessments and fees associated with such additional ERUs.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the Granada Community Services District hereby approves a repurchase of two ERUs from Owners at a price of \$8,460 based on 90% of the current sewer connection charge, and a refund to Owners of Assessment Reduction Fees in the amount of \$15,068.44 which represents 90% of the Assessment Reduction Fees paid by Owners for the two excess ERUs, under the following conditions of approval:

- 1) Prior to payment for the repurchase and refund, Owners shall execute a recordable deed restriction in the form attached hereto as Exhibit A.

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on May 16, 2019, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Approved:

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President Matthew Clark

Attest:

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Delia Comito, District Secretary

RECORDING REQUESTED BY:  
GRANADA COMMUNITY SERVICES  
DISTRICT

AFTER RECORDATION RETURN TO:  
GRANADA COMMUNITY SERVICES  
DISTRICT

Attn: Assistant General Manager  
P.O. Box 335  
El Granada, California 94018

THIS SPACE FOR RECORDER'S USE

**RESTRICTIVE COVENANT  
DEED RESTRICTION**

Assessor's Parcel Number: 048-033-110

**FOR RECORDATION WITH THE OFFICE OF THE RECORDER OF THE  
COUNTY OF SAN MATEO**

**RESTRICTIVE COVENANT DEED RESTRICTION IN FAVOR OF  
GRANADA COMMUNITY SERVICES DISTRICT  
BASED ON REPURCHASE AND REFUND FOR UNUSED SEWER CAPACITY**

**RECITALS:**

- A. Jeff and Lori Matthews ("Owners") have requested that the Granada Community Services District ("District") repurchase excess wastewater discharge capacity required by the District for a Five-Unit Pacific Victorian Bed and Breakfast at 325 Alameda Ave, Miramar (APN 048-033-110) ("Property") in 1996. In 1994, Owners paid District Sewer Connection Charges of \$10,800 for two ERUs and were issued a Sewer Connection Permit for that use on November 9, 1994 on the condition that the Bed and Breakfast not be occupied until Owners had obtained a Transfer of Capacity enabling the purchase of two additional ERUs because the District Engineer determined that a total of four ERUs was required for the proposed use.
- B. District approved two additional transfers under the Transfer of Capacity Program for Owners' Bed & Breakfast. As a result, on January 22, 1996, Owners paid District Sewer Connection Charges of \$12,172 and Assessment Reduction Fees of \$16,742.72. On February 21, 1996, Owners were issued Sewer Connection Permits for two additional ERUs (for a total of four ERUs). Owners seek to obtain a refund of their January 22, 1996 payments on the basis that historic wastewater generation shows that no more than two ERUs is necessary for the Bed & Breakfast.
- C. District Code Section 701(08) authorizes capacity repurchase of excess wastewater discharge entitlements at a price of 90% of the sewer connection charge rate in effect at

the time of the repurchase. District has approved a repurchase of two ERUs at a price of \$8,460 based on a sewer connection charge of \$4700.00, which is the charge in effect at the time of the repurchase.

- D. District also approved a refund of the Assessment Reduction Fees in the amount of \$15,068.44, which represents 90% of these fees paid by Owners, since they directly relate to the two excess ERUs that are being repurchased by District.
- E. In exchange for approval of the repurchase and refund, Owners agreed to a recorded irrevocable and binding deed restriction that would provide assurance to District that if further use and development of the Property would require more than two ERUs, Owners would purchase additional ERUs and pay all required assessments and fees.

**AGREEMENT:**

NOW THEREFORE, in consideration of the District's approval of the repurchase of two ERUs and refund of Assessment Reduction Fees, Owners hereby make and declare the following Restrictive Covenant which shall run with the land and the title to the Property and be binding as a deed restriction on the Owners and their successors and assigns in interest:

1. If the use of the Property ever exceeds the use of more than two ERUs or additional development of the Property requires the purchase of additional ERUs, Owners shall purchase additional ERUs necessary to accommodate said use or development, and pay any and all associated assessments, transfer fees or other fees required for such additional capacity at the rates and fees in effect at the time of any such additional use or development.
2. This restrictive covenant deed restriction shall run with the land and be binding upon Owners and their successors, heirs or assigns in interest (including but not limited to leases or tenants). Any lease of the premises shall be subject to this restriction. Owner agrees to provide written notice of this covenant to any such successor or assignee.

The above represent an enforceable deed restriction established in favor of the Granada Community Services District that is a prerequisite for the District's repurchase of two ERUs and refund of Assessment Reduction Fees with respect to the Property.

IN WITNESS WHEREOF, Owners and the District have agreed as set forth above and have hereto affixed their signatures.

OWNERS: Jeff and Lori Matthews

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JEFF MATTHEWS



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LORI MATTHEWS

GRANADA COMMUNITY SERVICES DISTRICT

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DELIA COMITO  
Assistant General Manager

**INSTRUCTIONS**

This AGREEMENT shall be recorded with the County of San Mateo Recorder. Owner(s) signature(s) must be acknowledged by a notary. Inform the notary that the acknowledgement is for an instrument to be recorded (California Civil Code §1169, et seq.)

**ACKNOWLEDGEMENT**

STATE OF CALIFORNIA \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On \_\_\_\_\_, 2\_\_\_\_, before me,  
\_\_\_\_\_, personally appeared \_\_\_\_\_  
\_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same in his/her authorized capacity as Owner, and that by his/her signature on the instrument, the person, or the entity on behalf of which the person acted, executed the instrument.

Witness my hand and official seal.

Signature \_\_\_\_\_

[Seal]

**INSTRUCTIONS**

This AGREEMENT shall be recorded with the County of San Mateo Recorder. Owner(s) signature(s) must be acknowledged by a notary. Inform the notary that the acknowledgement is for an instrument to be recorded (California Civil Code §1169, et seq.)

**ACKNOWLEDGEMENT**

STATE OF CALIFORNIA \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On \_\_\_\_\_, 2\_\_\_\_, before me,  
\_\_\_\_\_, personally appeared \_\_\_\_\_  
\_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same in his/her authorized capacity as Owner, and that by his/her signature on the instrument, the person, or the entity on behalf of which the person acted, executed the instrument.

Witness my hand and official seal.

Signature \_\_\_\_\_

[Seal]

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## **ITEM #2**

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GRANADA COMMUNITY SERVICES DISTRICT

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Class 3 Mainline Extension Permit to Serve  
APN 048-032-070, Cortez Ave., Owner: Zafar Irfan and Gina Moin  
Date: May 16, 2019

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At the February 21, 2019, meeting, the Board granted a variance for a new single-family dwelling on APN 048-032-070, a 4,400 square foot parcel located on Cortez Avenue, Miramar, in a 10,000 square foot zoning district. The parcel owner's, Mr. Zafar and Ms. Moin, subsequently applied for a Class 3 permit on March 15, 2019, to extend the existing sewer main on Cortez Avenue to serve their parcel. The application and construction plans have been reviewed and approved by District Engineer John Rayner, who has provided a letter recommending Board approval of the Class 3 permit.

The following documents are attached for this item:

- Engineer's Letter of Approval
- Class 3 Permit Application
- Grant Deed
- Certificate of Compliance and Legal Description
- Class 3 Plans
- Assessor's Parcel Map
- Mainline Map

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18 April 2019

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

Subject: Class 3 Sewer Mainline Extension Permit  
Irfan Mainline Extension on Cortez Ave.  
APN 048-032-070  
K/J 015011\*10

Dear Board Members:

We have reviewed the latest revision of the Sewer Mainline Extension Plans, dated April 1, 2019, transmitted to us on April 17, 2019. We find the plans acceptable for construction of a 6-inch mainline sewer extension on Cortez Ave in El Granada. Accordingly, we recommend that the Board approve the subject Class 3 Mainline Extension Permit.

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

Very truly yours,

KENNEDY JENKS



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

cc: Chuck Duffy, GCSD  
Delia Comito, GCSD

CL3

## SEWER PERMIT APPLICATION

**Parcel** Assessor's Parcel Number(s): 048-032-070 Lot(s): 9 Block: 8

**Data:** Address/Location: CORTER AVE, HAIC MOON BAY, CA

**Owner:** Name(s) Zafar Irfan Phone: 510 579 2802 Fax #: \_\_\_\_\_  
 Address: 299 E. Warren Ave, Fremont CA 94539 Cell #: 510 579 2802

**Agent:** Name(s) Bina Moin Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Address: 299 E. Warren Ave, Fremont CA 94539 Cell #: \_\_\_\_\_

**Contractor:** Name(s) SAME AS ABOVE Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Type of Work:** (Check one)

New Construction  Remodel/Addition \_\_\_\_\_ Demolition \_\_\_\_\_ Mainline Ext.

**Project Description:** (Check one)

Single Family Dwelling 1 Multiple Unit Residential N/A  
 In-law Unit/Auxiliary Structure N/A Hotel/Condo/B&B N/A  
 Commercial Building/Warehouse N/A Mixed Use \_\_\_\_\_  
 Other \_\_\_\_\_ Explain: \_\_\_\_\_

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

Parcel Sq. Ft.: 4400 Structure(s) Sq. Ft.: 2112 Garage Sq. Ft.: 364  
 No. of Bedrooms: 2 No. of Baths: 2 1/2 No. of Offices: 1  
 No. of Living Units: 1 If Mixed Use, what is Living Unit Sq. Ft?: N/A  
 No. of Trees to be Removed: 0 Is tree removal for lateral placement? N/A

Additional Comments: Variance sprud on 2/21/19.  
A SINGLE FAMILY HOME

In consideration of granting this permit, the undersigned agrees:

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

**Signature:** [Signature] Print Name: ZAFAR IRFAN Date: 03-15-19

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

<input checked="" type="checkbox"/> Planning Approval Letter	<input type="checkbox"/> Pick up Notice	<input checked="" type="checkbox"/> Plans/Elevations
<input checked="" type="checkbox"/> Grant Deed/Legal Description	<input checked="" type="checkbox"/> Topographical Map	<input type="checkbox"/> Agent Form
<input checked="" type="checkbox"/> Application Fee \$ <u>150-</u>	<input type="checkbox"/> Is there a ML to serve? <u>NO</u>	<input type="checkbox"/> <u>docs on file in VAR file</u>
<input type="checkbox"/> Other: <u>CL3</u>	<input checked="" type="checkbox"/> Is App. Complete?	RECEIVED BY: <u>[Signature]</u>
<input type="checkbox"/> No. of Connections	<input type="checkbox"/> No. of NCA's on parcel	DATE: <u>3-15-19</u>

RECORDING REQUESTED BY  
First American Title Company

AND WHEN RECORDED MAIL DOCUMENT  
AND TAX STATEMENT TO:  
Zafar Irfan and Bina Moin  
299 East Warren Avenue  
Fremont, CA 94539

2009-125715  
FIRST AMERICAN TITLE COMPANY  
08:00am 09/21/09 DE Fee: 12.00  
Count of pages 2 HM  
Recorded in Official Records  
County of San Mateo  
Warren Slocum  
Assessor-County Clerk-Recorder



Space Above This Line for Recorder's Use Only

A.P.N.: 048-032-070

File No.: 4104-2952549 (rml)

### GRANT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$45.65; CITY TRANSFER TAX \$;  
SURVEY MONUMENT FEE \$

- computed on the consideration or full value of property conveyed, OR
- computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
- unincorporated area;  City of Half Moon Bay, and

21

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, MAMIE RYCERSKI A SINGLE  
WOMAN

hereby GRANTS to Zafar Irfan and Bina Moin, husband and wife as community property with right of  
survivorship

the following described property in the unincorporated area of Half Moon Bay, County of San Mateo, State  
of California:

LOT NUMBERED NINE (9), STATE OF CALIFORNIA IN BLOCK NUMBERED EIGHT (8) AS  
SHOWN ON THAT CERTAIN MAP ENTITLED "SHORE ACRES, HALF MOON BAY, CAL. FIRST  
ADDITION TO THE CITY OF BALBOA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF  
SAN MATEO COUNTY, DECEMBER 18, 1905 IN BOOK "B" OF ORIGINAL MAPS AT PAGE 12  
AND COPIED INTO BOOK 3 OF MAPS AT PAGE 95.

Mail Tax Statements To: SAME AS ABOVE

FS Order: 25885251F  
Doc: CA;SM;DYI;2009.125715

Recorded at the Request of,  
and When Recorded Return to:  
Pete Bentley, Project Planner  
Planning and Building Department  
455 County Center, 2nd Floor  
Mail Drop PLN122  
Redwood City, CA 94063

For Clerk Use Only

**2014-047889 CONF**

10:08 am 06/03/14 CC Fee: 27.00

Count of pages 5

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



\* R 0 0 0 1 8 5 7 6 6 1 \*

County of San Mateo  
Planning and Building Department

### **CERTIFICATE OF COMPLIANCE**

Pursuant to Government Code Section 66499.35(a)

Planning File No. PLN 2014-00116

The County of San Mateo has received a request from Zafar Irfan, 299 East Warren Avenue, Fremont, California, 94539, to determine if the real property owned by Zafar Irfan and Bina Moin, 299 East Warren Avenue, Fremont, California, 94539, Assessor's Parcel Number 048-032-070 and further described below, complies with the provisions of the California Subdivision map Act and the San Mateo County Subdivision Ordinance.

#### Property Description

APN 048-032-070

All that certain real property located in the unincorporated area of San Mateo County, State of California, and being more particularly described as follows:

LOT NUMBER NINE (9), STATE OF CALIFORNIA IN BLOCK NUMBER EIGHT (8) AS SHOWN ON THAT CERTAIN MAP ENTITLED "SHORE ACRES, HALF MOON BAY, CAL. FIRST ADDITION TO THE CITY OF BALBOA," FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY, DECEMBER 18, 1905 IN BOOK "B" OF ORIGINAL MAPS AT PAGE 12 AND COPIED INTO BOOK 3 OF MAPS AT PAGE 95.

Being the same property acquired by Edmund S. Rycerski from Anton Hager, by deed recorded September 13, 1940 in Book 916, Page 219 of Official Records.

A plat showing the above-described parcel is attached hereto and made a part of.

The cited conveyance of this parcel occurred prior to the County initially adopting Subdivision Ordinance No. 595 on July 20, 1945; thus qualifying for the Type "A"

**Certificate of Compliance**

APN 048-032-070

Page 2

Certificate of Compliance. The subject Certificate of Compliance (Type A) shall represent 048-032-070 as one single, legally created parcel.

This is to certify that the real property described above complies with the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

**NOTICE:** This document certifies compliance with the State of California Subdivision Map Act and the San Mateo County Subdivision Regulations only. Any development on, or use of, the property described herein is subject to the San Mateo County General Plan, Zoning Regulations, building regulations, and other County regulations affecting use and development of the property. Further, this Certificate of Compliance shall in no way affect the requirements of any other federal, State or local agency that regulates development or use of real property.

  
\_\_\_\_\_  
Jim Eggenmeyer, Community Development Director  
County of San Mateo

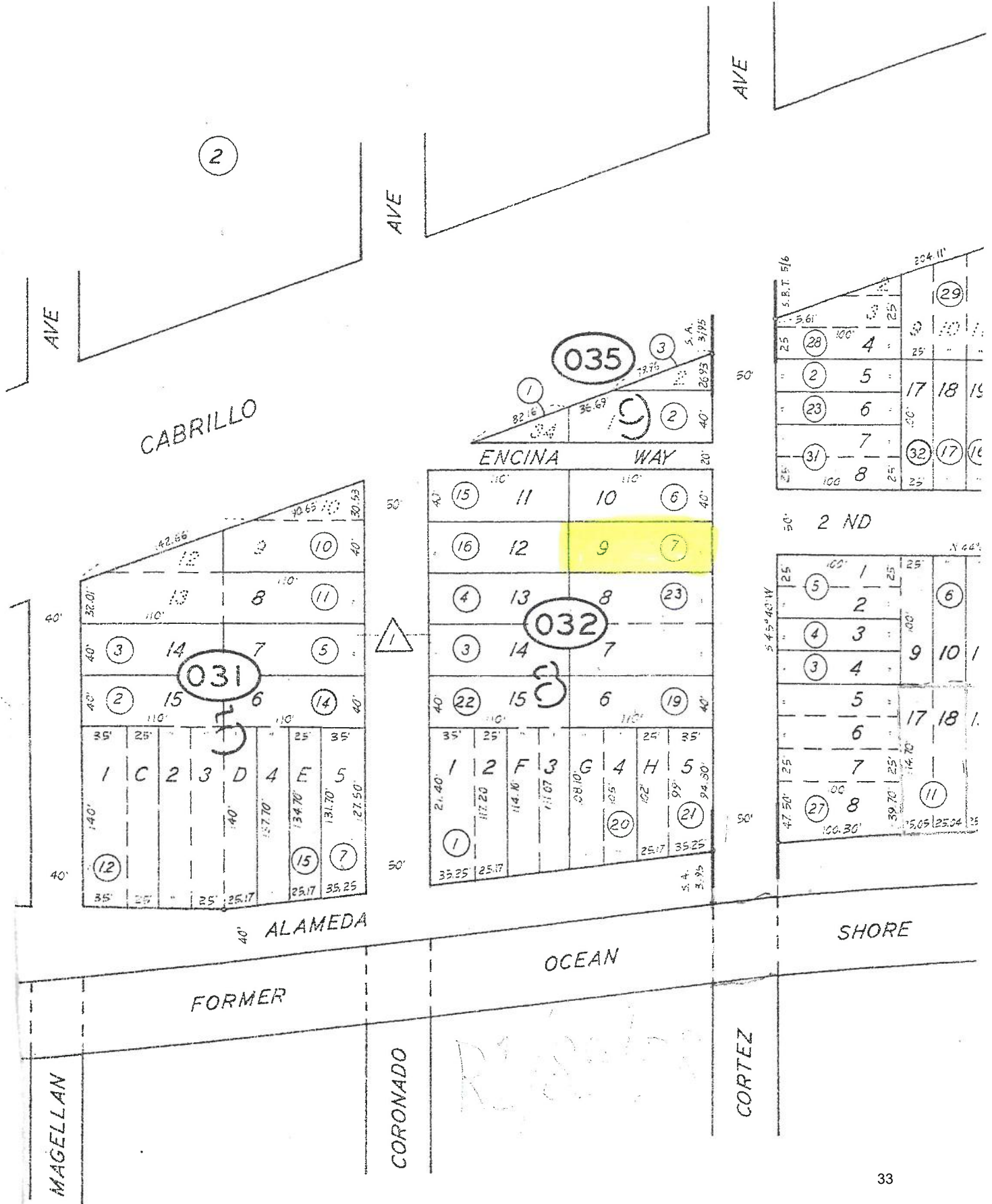
5/27/14  
\_\_\_\_\_  
Date

JKE:PSB;jlh – PSBY0442\_WJN.DOCX  
FRM00101.DOCX (7/9/13)

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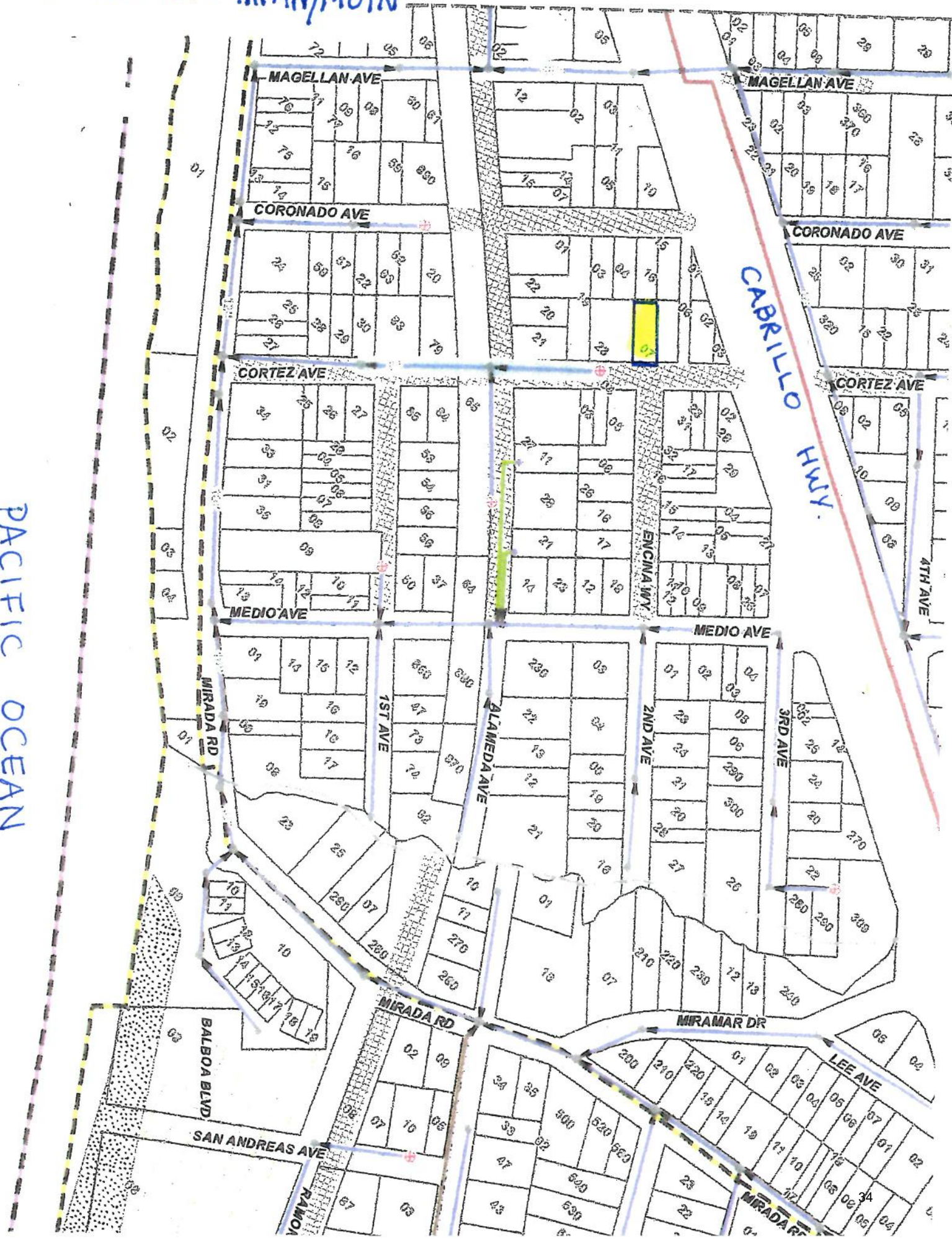


048-032-070  
IRFAN + MOIN



048.032.070 IRFAN/MOIN

PACIFIC OCEAN





# ITEM #3

081-280-810  
NEW YORK

GRANADA COMMUNITY SERVICES DISTRICT

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AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Relocating Skate Ramp on Burnham Strip Property  
Date: May 16, 2019

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Midcoast Community Council Member Len Erickson notified the District in April that Caltrans is planning to “red-tag” the skate ramp located in the Caltrans easement on the Burnham Strip property. I notified Michelle Dragony and Tim West of the situation, as they have taken responsibility for the ramp. Since then, Michelle Dragony has come back to ask if the ramp could be moved to the District-side of the property.

A written request was also received on 5/02/19 (attached) from El Granada resident Steve Hawk, asking for a discussion on the issue, to allow locals skaters to air their concerns.

If the Board decides to allow the ramp to be moved, a couple of logs will likely need to be moved out of the way. There may be volunteers willing to do that, but otherwise, some expense could be involved.

This Item is on the Agenda for Board discussion.

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## Genevieve Saxton

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**From:** Steve Hawk <stevehawk6211@gmail.com>  
**Sent:** Tuesday, April 30, 2019 9:26 PM  
**To:** Delia Comito  
**Subject:** Request to add an agenda item to May 16 meeting

Delia,

You might not remember, but we met a couple of times when I came into your office during the permitting process for a house my wife and I built in El Granada back in 2007. I remember that you were nothing but helpful during a difficult process.

I'm writing today because I'd like to add an agenda item to the GCSD's upcoming meeting on May 16, regarding the skateboard ramp that now sits just inland of the Coast Highway at Surfer's Beach — a structure that local skaters and surfers have come to call the Jetty Ramp.

Word is out around town that CalTrans and/or the GCSD is planning to demolish the ramp sometime in the near future. This rumor has a lot of local residents concerned, given that the Jetty Ramp is almost constantly in use and clearly one of the most popular pieces of recreational infrastructure in El Granada.

Is it possible to add an item to the agenda so that some local skateboarders, their families, and I can air our concerns to the board?

Thank you for your time.

Sincerely,  
Steve Hawk  
256 Del Monte Rd.  
El Granada, CA 94018  
650-576-6211

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# ITEM #4

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# GRANADA COMMUNITY SERVICES DISTRICT

## AGENDA MEMORANDUM

To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Consideration of Hiring Part Time Staff for Parks and Recreation Services

Date: May 16, 2019

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As discussed at our last board meeting, the workload for existing staff has increased since the District added parks and recreation services several years ago. Because of this, the Board has expressed interest in hiring a part time employee to help with the 2019 Summer Connection to Recreation programs, as well as to help with other parks related duties that may arise. GCSD Parks Advisory Committee Chair Nancy Marsh has put together the attached job description for the position, in conjunction with Director Dye. Should your board decide to move forward with this position, the job description will be posted online and elsewhere to solicit potential hires.

## **Contract for or hire a PAC/Summer Recreation Program Coordinator Connection to Recreation Summer 2019**

The major purpose for this position is to manage communications, required documentation, promotion, delivery support, vendor relations, registration and payments for Summer 2019 Connection to Recreation programs, and general PAC support.

Term: Immediately through mid-September 2019

Time Estimate: 10 hours/week, possibly more as needed

Tasks:

### Summer Recreation Promotion

- NextDoor and Facebook Postings 10 and 5 days before each program
- Post a flyer each program at El Granada post office one week before first program date
- Provide extra copies of printed guide to PAC members as needed for promotions at post office
- Collect event photos from PAC member or instructor
- Draft fall newsletter with Summer Program recap
- Send Thank You letters to instructors after program is complete

### Summer Recreation Program Delivery Support

- Ensure GCSO has on file all required contract and acknowledgement documents from instructors
- Ensure GCSO has instructor background/finger print info for *Teen Girls Sailing, Learn to Surf Camp, Learn to Sail Camp*
- Track Registrations weekly, communicate to PAC
- Close registration and check for minimum requirements 3 business days before each program
- Deliver registration info and extra waiver forms to instructor 3 days before event
- Collect and file completed waiver forms from instructors after first event date
- Track EventBrite pay out to GCSO 5 days after the first date of each paid program
- Process payments to instructors as per contract terms
- Deposit Fees Collected at Tot Lot Jumpers (M Dragony to collect at the event)
- Receive SkateBoard Camp Fees *from* HMB Recreation

### Specific Summer Program Support

- Rosen Movement – prepare GCSO meeting room for 6 weekly events
- Contract for Tot Lot Jumpers equipment delivery, set-up and attendant **by May 24** and July 29
- Arrange for Burnham Strip across from Fire Dept to be mowed ahead of Tot Lot Jumpers (2) and Family Dog Training (6)

### Assist with additional Parks and Recreation activities:

- Prepare Board letter to SMC Parks regarding status of Master Plan/Pump Track opportunity at Quarry Park pump track, and coordinate planning meeting with SMC Park representative.
- Produce minutes for PAC meetings within 2 weeks after each meeting.
- Coordinate/schedule vegetation management on Burnham Strip pursuant to the RCD Mgmt. Plan.
- Contract for/design and order outreach banners for 1) table and 2) shade tent.
- Reorganize and fix agenda/parks/newsletter email lists.
- Maintain supply of outreach cards in the post office.

# ITEM #5

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# GRANADA COMMUNITY SERVICES DISTRICT

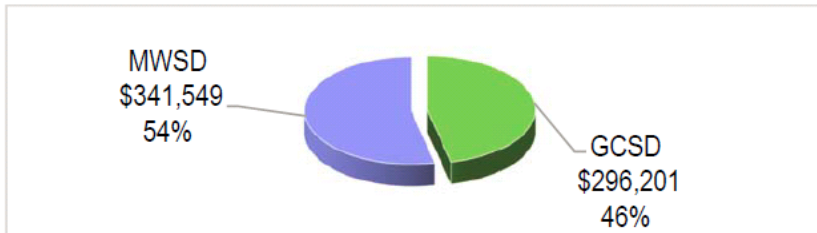
## AGENDA MEMORANDUM

To: Board of Directors  
 From: Chuck Duffy, General Manager  
 Subject: SAM FY 2019/20 Collections Budget and Associated Resolution  
 Date: May 16, 2019

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The attached budget was approved by the SAM board at their March 25 meeting for circulation to the member agencies for their consideration, based upon the recommendation of the SAM General Manager. However, much of the discussion of the item at that meeting centered around the fact that the City of Half Moon Bay intended to utilize SAM’s contract collections services for the coming year. The City Council on May 7 subsequently approved an amendment to their existing collections contract with SAM authorizing \$176,000 in funds to SAM for collections services. Given the fact that the attached budget does not include that additional revenue, I am recommending that your Board delay approval of this budget until the details can be worked out with the other member agencies and SAM. The summary snippet below is from the SAM staff memo for the Collections Budget.

	<b>Contract Fees for Each Agency</b>					
	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$ 351,881	\$ 303,060	\$ 310,905	\$ -	(\$ 310,905)	(100%)
GCSD	\$ 242,350	\$ 241,134	\$ 284,500	\$ 296,201	\$ 11,701	4%
MWSD	<u>\$ 321,608</u>	<u>\$ 391,476</u>	<u>\$ 328,036</u>	<u>\$ 341,549</u>	<u>\$ 13,513</u>	<u>4%</u>
Total	\$ 915,839	\$ 935,670	\$ 923,441	\$ 637,750	\$ 285,691	(31%)



**GRANADA COMMUNITY SERVICES DISTRICT**

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

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

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

WHEREAS, the Agreement provides for the District to contract with SAM whereby SAM operates and maintains the District's sewerage collection system on behalf of the District;

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

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed the Contract Collection Services Budget for Fiscal Year 2019/20 as submitted by SAM, and desires to signify its approval thereof;

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

1. The Board of Directors of the Granada Community Services District hereby approves the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2019/20, attached as Exhibit A to this resolution.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 16th day of May, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Signed:

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

Attest:

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



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors

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

**SUBJECT:** **Discuss Proposed Contract Collection Services Budget for Fiscal Year 2019/20 and Authorize General Manager to Submit it to the Participating Agencies for Approval**

**Executive Summary**

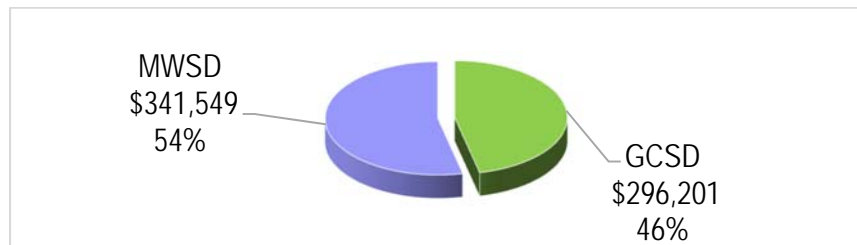
The purpose of this report is to allow the Board to discuss the proposed Contract Collection Services Budget for Fiscal Year 2019/20.

**Fiscal Impact**

The total expenditures proposed for Fiscal Year 2019/20 is \$0.64 million. This is an overall **decrease** of \$0.26 million from the FY 2018/19 adopted budget. The decrease is primarily due to the contract termination between SAM and the City of Half Moon Bay. There is no change in service levels proposed for GCSD and MWSD.

**Contract Fees for Each Agency**

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$ 351,881	\$ 303,060	\$ 310,905	\$ -	(\$ 310,905)	(100%)
GCSD	\$ 242,350	\$ 241,134	\$ 284,500	\$ 296,201	\$ 11,701	4%
MWSD	\$ <u>321,608</u>	\$ <u>391,476</u>	\$ <u>328,036</u>	\$ <u>341,549</u>	\$ <u>13,513</u>	<u>4%</u>
Total	\$ 915,839	\$ 935,670	\$ 923,441	\$ 637,750	\$ 285,691	(31%)



**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

**Strategic Plan Compliance**

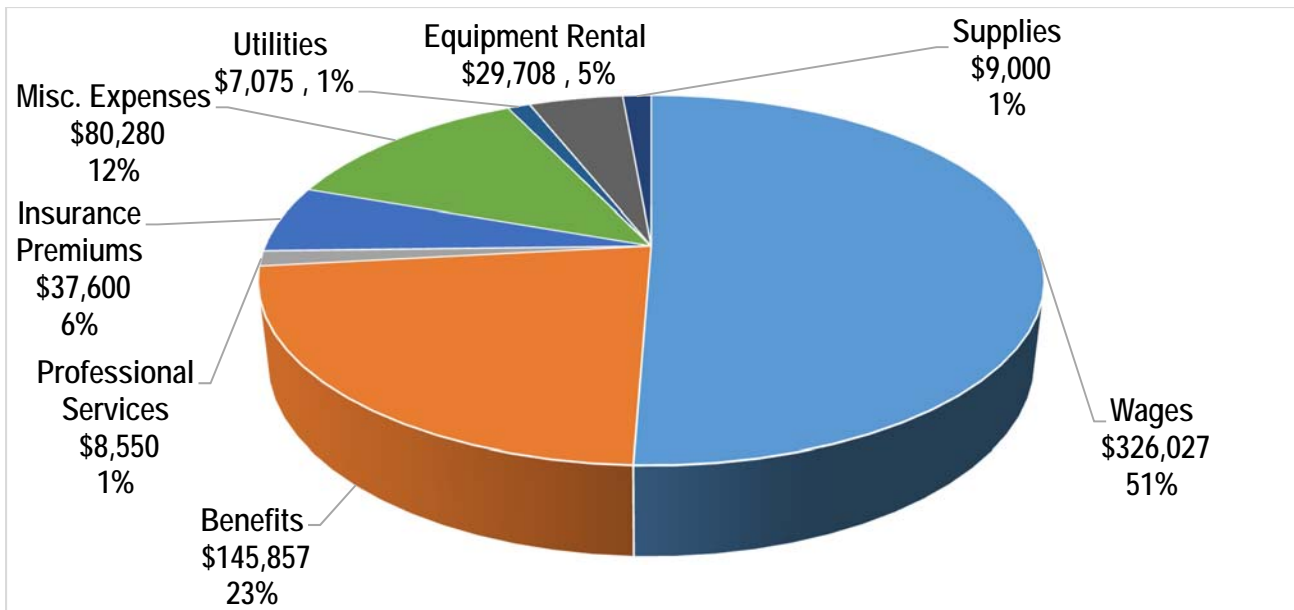
The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: “SAM is committed to providing quality collection system maintenance service for the Coastside. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”

**Background and Discussion/Report**

The Half Moon Bay (HMB) City Council authorized a 1-year contract for services, which terminates on 6/30/19. SAM received e-mails from both GCSD and MWSD to maintain current service levels.

The budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, fuel, and other non-discretionary expenses. As for most service agencies, the most significant expenditures are for wages (51%) and benefits (23%). Providing necessary equipment (5%) and support services (12%) required to meet the scope of services are the next largest portions of the budget.

The overall change in the Contract Collection Services Budget from Fiscal Year 2018/19 to Fiscal Year 2019/20 is a **decrease** of \$285,835 (-31%) due to the termination of services to HMB.



The significant overall changes in the budget line items are detailed in the budget narrative (Attachment B).

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	



The current contract language with GCSD and MWSD requires that the budget be submitted to each agency no later than March 31 for the succeeding fiscal year. The agreements also require that each agency review and approve the service budget no later than June 15. The agreements stipulate that if either party does not comply with the deadlines, the other party may issue a written notice of termination for 120 days from the missed deadline. Unless the Board schedules a special meeting prior to March 31, this is the last opportunity to meet the deadline.

**Staff Recommendation**

Staff recommends that the Board of Directors discuss the proposed Contract Collection Services Budget for Fiscal Year 2019/20 and authorize the General Manager to submit it to the participating agencies for approval.

**Supporting Documents**

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

Attachment B: Contract Collection Services Narrative

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BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	31



Contract Collection Services Budget  
Fiscal Year 2019/20

**CONTRACT COLLECTION SERVICES BUDGET**

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

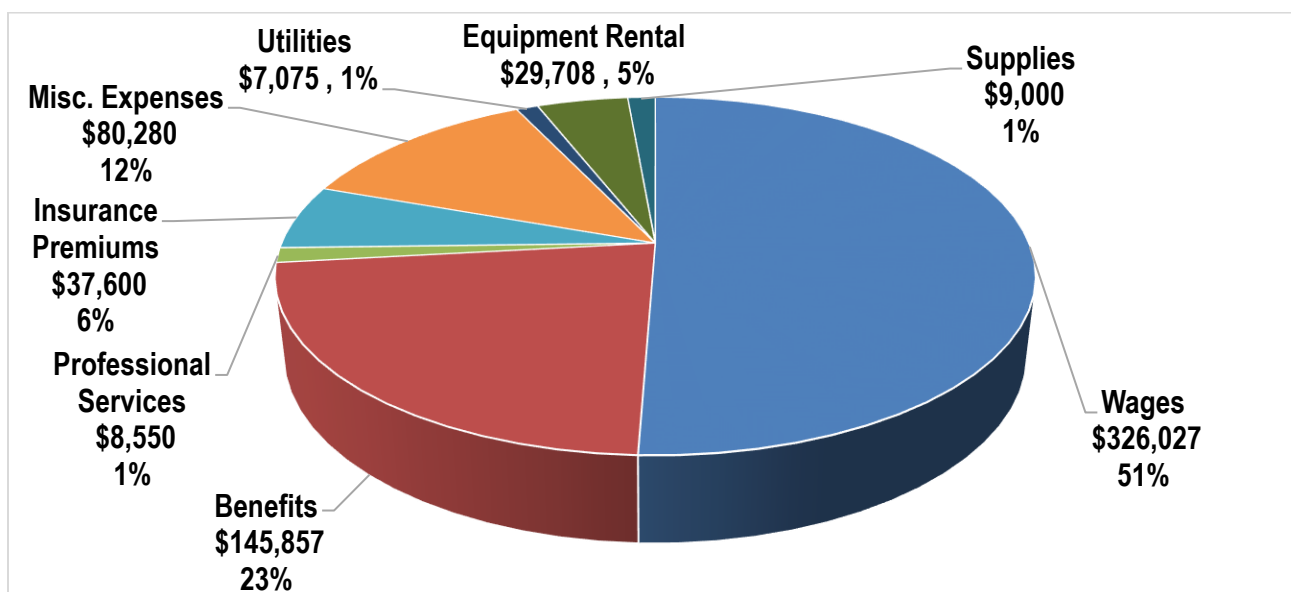
**CCS Income & Expenses**

<b>Operating Income</b>	
Contract Fees - City of Half Moon Bay	0
Contract Fees - Granada Community Services District	296,201
Contract Fees - Montara Water & Sanitary District	341,549
NDWSCP Fees	7,175
Miscellaneous Revenue	0
<b>Total Operating Income</b>	<b>\$ 644,925</b>
<b>Operating Expenses</b>	
Wages	326,027
Benefits	145,857
Legal Services	0
Engineering Services	0
Professional & Technical Services	8,550
Professional Memberships	100
Insurance Premiums	37,600
Miscellaneous Expenses	80,280
Utilities	7,075
Travel & Training	100
Equipment Rental/Lease	29,708
Contract Maintenance Services	0
Chemicals	0
Permits & Licenses	0
Supplies	9,000
Equipment	0
Infrastructure Projects	0
Claims & Penalties	0
<b>Total Operating Expenses</b>	<b>\$ 644,297</b>
<b>Net Operating Income</b>	<b>\$ 628</b>
<b>Non-Operating Income</b>	
Interest Income	0
<b>Total Non-Operating Income</b>	<b>\$ 0</b>
<b>Fund Balance</b>	<b>\$ 628</b>

## CCS BUDGET FISCAL YEAR 2019/20

The Contract Collection Services (CCS) Budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, fuel, and other non-discretionary expenses. The overall change from Fiscal Year 2018/19 to Fiscal Year 2019/20 is a decrease of \$285,835 (-31%). This is primarily due to the City of Half Moon Bay terminating contract services on June 30, 2019.

As for most service agencies, the most significant expenditures are for wages (51%) and benefits (23%). Providing support services (12%) and the necessary equipment (5%) required to meet the scope of services are the next largest portions of the budget. The significant overall changes in the budget line items are detailed in the budget narrative.



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

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$ 351,881	\$ 303,060	\$ 310,905	\$ -	(\$ 310,905)	(100%)
GCSD	\$ 242,350	\$ 241,134	\$ 284,500	\$ 296,201	\$ 11,701	4%
MWSD	\$ 321,608	\$ 391,476	\$ 328,036	\$ 341,549	\$ 13,513	4%
Total	\$ 915,839	\$ 935,670	\$ 923,441	\$ 637,750	\$ 285,691	(31%)

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

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

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

**Personnel**

1	Wages	311,166	347,149	411,712	184,108	294,355	(117,357)	-29%
2	Premium Pay	60,217	40,519	49,000	50,894	31,672	(17,328)	-35%
3	Health Benefits	93,486	95,961	114,338	56,963	71,181	(43,157)	-38%
4	Retirement Cont.	3,815	30,156	53,750	28,667	47,097	(6,653)	-12%
5	Retirement Medical	1,592	1,668	6,693	3,392	4,415	(2,278)	-34%
6	Misc. Benefits	21,301	23,027	40,187	13,171	23,164	(17,023)	-42%
7	Subtotal	491,577	538,480	675,680	337,196	471,884	(203,796)	-30%

**Non-Personnel**

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	-	-	-	-	-	-	0%
10	Professional Services	158,831	49,004	46,383	82,161	8,550	(37,833)	-82%
11	Prof. Memberships	1,056	-	802	-	100	(702)	-88%
12	Insurance Premiums	71,996	59,204	38,433	43,961	37,600	(833)	-2%
13	Misc. Expenses	5,718	9,211	58,273	143,925	80,280	22,007	38%
14	Utilities	11,175	10,001	14,920	11,993	7,075	(7,845)	-53%
15	Travel & Training	1,533	2,180	1,863	1,114	100	(1,763)	-95%
16	Equipment Rental	-	-	53,893	53,894	29,708	(24,185)	-45%
17	Bldg & Maint Services	44,006	115,430	-	64,065	-	-	0%
18	Chemicals	4,153	4,089	3,788	-	-	(3,788)	-100%
19	Permits & Licenses	3,338	1,044	-	-	-	-	0%
20	Supplies	27,828	21,176	36,097	25,737	9,000	(27,097)	-75%
21	Equipment	2,033	-	-	-	-	-	0%
22	Infrastructure	-	-	-	-	-	-	0%
23	Claims/Penalties	-	(38,653)	-	1,419	-	-	0%
24	Subtotal	331,667	232,686	254,452	428,269	172,413	(82,039)	-32%

**25 TOTAL**                                    **823,244**            **771,166**            **930,132**            **765,464**            **644,297**            **(285,835)**            **-31%**

**Key Changes**

No services provided to HMB effective 7/1/19	\$ (310,905)
COLA, applicable step increases, CalPERS rate changes	\$ 14,000
Temporary staffing to cover for vacations, training, etc.	\$ 3,500
4% CPI increase for utilities, services, and supplies	\$ 7,570
	<hr/>
	\$ (285,835)

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

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

**By Type:**

26 JPA Assessments	-	-	-	-	-	-	0%
27 Contract Services	915,839	935,670	923,441	985,186	637,750	(285,691)	-31%
28 NDWSCP Fees	-	59,292	7,175	7,175	7,175	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 From/(To) Reserves	-	-	-	-	-	-	0%
33	<b>915,839</b>	<b>994,962</b>	<b>930,616</b>	<b>992,361</b>	<b>644,925</b>	<b>(285,691)</b>	<b>-31%</b>

**By Agency:**

34 Half Moon Bay	351,881	303,060	310,905	310,905	-	(310,905)	-100%
35 Granada CSD	242,350	241,134	284,500	287,857	296,201	11,700.89	4%
36 Montara WSD	321,608	391,476	328,036	386,424	341,549	13,512.88	4%
37	<b>915,839</b>	<b>935,670</b>	<b>923,441</b>	<b>985,186</b>	<b>637,750</b>	<b>(285,691)</b>	<b>-31%</b>

**Key Changes**

No services provided to HMB effective 7/1/19

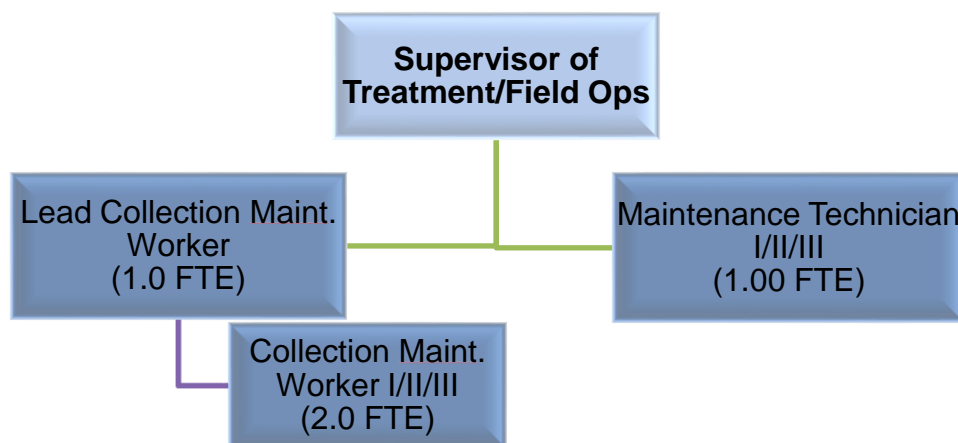
<b>Funded Positions:</b>	4.75	5.00	5.00	5.00	4.00	(1.00)	-20%
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### **CONTRACT COLLECTION SERVICES**

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

This function is managed by the Supervisor of Treatment/Field Operations. The following chart reflects the organizational structure.



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

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

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

**FINANCIAL HIGHLIGHTS**

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

Budget Line #	FY 2018/19	FY 2019/20
1. Wages Increased for COLA adjustments per MOU and merit step increases, where applicable.	\$411,712	\$294,355
2. Premium Pay Includes overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	\$49,000	\$31,672
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU.	\$114,338	\$71,181
4. Retirement Contributions SAM pays the employer contribution but no portion of the employee contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$53,750	\$47,097
5. Retirement Medical Reflects contributions to an OPEB fund in compliance with GASB.	\$6,693	\$4,415
6. Misc. Benefits Includes Medicare, long-term and short-term disability, and workers compensation premiums.	\$40,187	\$23,164
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits.	\$675,680	\$471,884
8. Legal Services There are no legal services budgeted to CCS.	\$0	\$0
9. Engineering Services There are no engineering costs budgeted to CCS.	\$0	\$0
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$46,383	\$8,550



**CCS BUDGET FISCAL YEAR 2019/20**

Budget Line #	FY 2018/19	FY 2019/20
11. Professional Membership Includes memberships in professional organizations (CWEA) for SAM to keep current on industry practices and service delivery improvements.	\$802	\$100
12. Insurance Premiums The liability insurance premiums for coverage of the member agencies' collection systems are charged to this budget.	\$38,433	\$37,600
13. Misc. Expenses Includes incidental expenses (contract overhead, employee physicals, uniform laundry services, etc.) not captured in other categories.	\$58,273	\$80,280
14. Utilities Water for cleaning the sewer lines and cell phone reimbursement for CCS staff.	\$14,920	\$7,075
15. Travel & Training Training and travel related costs for required safety and industry training.	\$1,863	\$100
16. Equipment Rental/Lease Rental or lease of equipment necessary to perform the identified scope of services.	\$53,893	\$29,708
17. Building & Maintenance Services This line reflects the maintenance work performed through 3 <sup>rd</sup> party vendors. There is no budget and expenses are billed only if approved by the agency.	\$0	\$0
18. Chemicals Chemicals are purchased to address issues at the contracting agency lift stations as needed.	\$3,788	\$0
19. Permits There are no permit fees budgeted to CCS.	\$0	\$0
20. Supplies Safety, general, and miscellaneous supplies necessary to perform the contract services.	\$36,097	\$9,000

## CCS BUDGET FISCAL YEAR 2019/20

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Budget Line #	FY 2018/19	FY 2019/20
21. Equipment There are no equipment costs budgeted to CCS. All equipment used for the CCS program owned by SAM.	\$0	\$0
22. Infrastructure There are no infrastructure casts budgeted to CCS.	\$0	\$0
23. Claims/Penalties There are no claims/penalties budgeted to CCS. Claim recovery costs are reimbursed by the contracting agency when they occur.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$254,452	\$172,413
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$930,132	\$644,297

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

1. The contract with HMB terminates as of June 30, 2019.
2. Rent or lease equipment from JPA rather than CCS purchasing it.
3. Pooled liability insurance through CSRMA for GCSD and MWSD.

### GOALS

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

### HIGHLIGHTS

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

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

**PROGRAM OBJECTIVES**

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

**PERFORMANCE MEASURES**

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

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# ITEM #6

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**GRANADA COMMUNITY SERVICES DISTRICT**

**AGENDA MEMORANDUM**

To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: Draft GCSO Operations and Capital Budget for Fiscal Year 2019/20  
Date: May 16, 2019

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Attached for your Board's consideration are the Fiscal Year 2019/20 Sewer District and Parks and Recreation District budgets. The draft budgets are presented each year at the May board meeting for discussion and input from the Board. Based on these discussions, the budgets are then finalized and presented for approval at a later meeting. Also attached is a 5 Year Projected Revenue, Expense, Capital Projects, and Reserve Level table. The annual sewer service charge increases from \$460 to \$520 per ERU for this year. Highlights from the budget include:

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

Note that property tax revenues have been allocated to both the Sewer budget and the Parks and Recreation budget. I have allocated \$200,000 to the sewer side, and \$450,000 to the parks side, but the final allocations will be at the discretion of your board. Also, for parks and recreation, because we are literally just starting the discussion on what may be constructed on the medians and the Burnham Strip, I believe any budget we put together now will need a mid-year amendment once we have a concrete plan in place for the parks. We will discuss the budget in greater detail at our May 16 meeting.





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

	FY 2018/19 Projected	FY 2018/19 Actual	Over/ (Under)	FY 2019/20 Budget
<b><u>SEWER - OPERATING REVENUES</u></b>				
1 . Property Tax Allocation-Sewer (split between sewer and parks)	\$200,000	\$200,000	\$0	\$200,000
2 . Annual Sewer Service Charges	\$ 1,471,000	\$1,487,000	\$16,000	\$1,686,000
3 . Reim. from A.D. - Salary and Overhead	\$30,000	\$31,000	\$1,000	\$31,000
4 . Recology of the Coast Franchise Fee	\$32,000	\$32,000	\$0	\$33,000
5 . Miscellaneous	\$2,000	\$5,000	\$3,000	\$4,000
<b>TOTAL REVENUES</b>	<b>\$1,735,000</b>	<b>\$1,755,000</b>	<b>\$20,000</b>	<b>\$1,954,000</b>

**Budget Revenue Assumptions:**

- 1 . 3,200 ERU's of sewer service charge at \$460 per ERU
- 2 . Property Tax Revenue now allocated between Sewer and Parks and Recreation departments

**SEWER - EXPENDITURES**

	FY 2018/19 Projected	FY 2018/19 Actual	Over/ (Under)	FY 2019/20 Budget
<b><u>SEWER - OPERATING EXPENSES</u></b>				
1 . SAM General - Treatment	\$676,625	\$676,625	\$0	\$818,679
2 . SAM General - Administration	\$270,545	\$349,265	\$78,720	\$295,475
3 . SAM General - Environmental Compliance	\$35,167	\$35,167	\$0	\$51,578
4 . SAM Collections	\$284,500	\$284,500	\$0	\$240,000
5 . Lateral Repairs	\$20,000	\$58,000	\$38,000	\$35,000
6 . CCTV	\$10,000	\$25,000	\$15,000	\$25,000
7 . Pet Waste Stations	\$1,000	\$1,200	\$200	\$1,200
Sub-Total Operations Expenditures	\$1,297,837	\$1,429,757	\$131,920	\$1,466,932

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

	FY 2018/19		Over/ <b>(Under)</b>	FY 2019/20	
	<u>Budget</u>	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>
<b><u>SEWER - ADMINISTRATIVE OPERATING EXPENSES</u></b>					
1 . Accounting	\$30,000	\$30,000	\$0	\$30,000	\$30,000
2 . Auditing	\$15,000	\$15,000	\$0	\$15,000	\$15,000
3 . Copier Lease	\$7,500	\$6,500	<b>(\$1,000)</b>	\$7,000	\$7,000
4 . Directors' Compensation	\$11,000	\$11,000	\$0	\$11,000	\$11,000
5 . Education & Travel Reimbursement	\$2,000	\$2,300	\$300	\$2,000	\$2,000
6 . Employee Salaries	\$160,000	\$162,000	\$2,000	\$170,000	\$170,000
7 . Employee Medical, Payroll Taxes, and Retirement	\$60,000	\$78,000	\$18,000	\$78,000	\$78,000
8 . Engineering Services (General)	\$20,000	\$10,000	<b>(\$10,000)</b>	\$20,000	\$20,000
9 . Insurance	\$10,000	\$2,000	<b>(\$8,000)</b>	\$5,000	\$5,000
10 . Legal Services - General	\$75,000	\$80,000	\$5,000	\$60,000	\$60,000
11 . Legal Services - Project/Case Related	\$100,000	\$100,000	\$0	\$50,000	\$50,000
11 . Memberships	\$9,000	\$9,000	\$0	\$9,000	\$9,000
12 . Newsletter	\$6,000	\$4,000	<b>(\$2,000)</b>	\$10,000	\$10,000
13 . Office Lease	\$54,000	\$54,000	\$0	\$57,000	\$57,000
14 . Office Maintenance and Repairs	\$2,500	\$2,000	<b>(\$500)</b>	\$2,000	\$2,000
15 . Office Supplies	\$6,000	\$4,500	<b>(\$1,500)</b>	\$5,000	\$5,000
16 . Professional Services - Other	\$65,000	\$80,000	\$15,000	\$65,000	\$65,000
17 . Publications & Notices	\$10,000	\$1,200	<b>(\$8,800)</b>	\$2,000	\$2,000
18 . Utilities	\$10,000	\$9,200	<b>(\$800)</b>	\$10,000	\$10,000
19 . Video Taping of Board Meetings	\$3,500	\$4,000	\$500	\$4,000	\$4,000
20 . Computers	\$2,000	\$8,000	\$6,000	\$2,500	\$2,500
21 . Miscellaneous	\$7,000	\$22,000	\$15,000	\$15,000	\$15,000
Sub-Total Administration Expenditures	\$665,500	\$694,700	\$29,200	\$629,500	\$629,500
<b>SEWER - TOTAL OPERATING EXPENDITURES</b>	<b>\$1,963,337</b>	<b>\$2,124,457</b>	<b>\$161,120</b>	<b>\$2,096,432</b>	<b>\$2,096,432</b>
<b>SEWER - OPERATING NET TO/(FROM) RESERVES</b>	<b>(\$228,337)</b>	<b>(\$369,457)</b>	<b>(\$142,432)</b>	<b>(\$142,432)</b>	<b>(\$142,432)</b>

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

	FY 2018/19 <b>Budget</b>	FY 2018/19 <b>Projected Actual</b>	<b>Over/ (Under) Budget</b>	FY 2019/20 <b>Budget</b>
<b><u>SEWER - NON-OPERATING REVENUES</u></b>				
1 . Interest on Reserves	\$46,400	\$84,000	\$37,600	\$90,000
2 . Connection Fees	\$47,000	\$65,000	\$18,000	\$55,000
3 . SAM Refund from Prior Year Allocation	\$5,000	\$0	(\$5,000)	\$1,000
4 . Repayment from Assessment District-Current FY	\$127,000	\$310,000	\$183,000	\$310,000
5 . ERAF Refund from Prior Year	\$250,000	\$356,000	\$106,000	\$300,000
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$475,400</b>	<b>\$815,000</b>	<b>\$339,600</b>	<b>\$756,000</b>

**Budget Revenue Assumptions:**

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

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

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

	FY 2018/19 <u>Budget</u>	FY 2018/19 <u>Projected Actual</u>	Over/ <b>(Under)</b> <u>Budget</u>	FY 2019/20 <u>Budget</u>
<b><u>SEWER - CAPITAL PROJECTS</u></b>				
1 . Mainline System Repairs	\$10,000	\$0	<b>(\$10,000)</b>	\$10,000
2 . Mainline Replacement				\$200,000
3 . Medio Creek Crossing Sewer Re-alignment	\$350,000	\$35,000	<b>(\$315,000)</b>	\$50,000
4 . SAM - Infrastructure Budget	\$471,834	\$471,834	\$0	\$587,663
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS</b>	\$831,834	\$506,834	<b>(\$325,000)</b>	\$847,663

**SEWER - CAPITAL RESERVE FUND BALANCE**

1 . Beginning Balance on July 1	\$3,954,800
2 . Capital Projects	<b>(\$847,663)</b>
3 . Transfer (to)/from Operating Budget	<b>(\$142,432)</b>
4 . Transfer (to)/from Non-Operating Revenues	\$756,000
<b>TOTAL RESERVE AT END OF FISCAL YEAR</b>	<b>\$3,720,705</b>

**GRANADA COMMUNITY SERVICES DISTRICT**

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

	FY 2018/19 Budget	FY 2018/19 Projected Actual	Over/ (Under) Budget	FY 2019/20 Budget
<b><u>PARKS AND RECREATION - OPERATING REVENUES</u></b>				
1 . Property Tax Allocation-Parks (split between sewer and parks)	\$400,000	\$420,000	\$20,000	\$450,000
2 . Miscellaneous	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$400,000</b>	<b>\$420,000</b>		<b>\$450,000</b>
<b><u>PARKS AND RECREATION - OPERATING EXPENDITURES</u></b>				
1 . Projects	\$100,000	\$0	(\$100,000)	\$100,000
2 . RCD	\$5,000	\$24,000	\$19,000	\$5,000
3 . Professional Services	\$20,000	\$24,000	\$4,000	\$25,000
4 . Reimbursement to Half Moon Bay per Property Tax Agreement	\$25,000	\$8,800	(\$16,200)	\$22,000
<b>TOTAL EXPENDITURES</b>	<b>\$150,000</b>	<b>\$56,800</b>	<b>(\$93,200)</b>	<b>\$152,000</b>
<b>NET TO/(FROM) PARKS AND RECREATION RESERVE</b>	<b>\$250,000</b>	<b>\$363,200</b>		<b>\$298,000</b>
<b><u>PARKS AND RECREATION - CAPITAL RESERVE FUND</u></b>				
1 . Beginning Balance on July 1		\$334,000		\$697,200
3 . Transfer (to)/from Operating Revenues		\$363,200		\$298,000
<b>PARKS AND RECREATION RESERVE AT FYE 2020</b>		<b>\$697,200</b>		<b>\$995,200</b>

**GRANADA COMMUNITY SERVICES DISTRICT**

**SEWER DISTRICT**

**5 YEAR PROJECTED REVENUE, EXPENSE, CAPITAL PROJECTS, and RESERVE LEVEL TABLE**

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

**Assumptions:**

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

**Projected Operating Expenses**

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>
1 . Operations	\$1,466,932	\$1,496,271	\$1,526,196	\$1,556,720	\$1,587,854
2 . Administration	\$629,500	\$568,807	\$580,184	\$591,787	\$591,787
<b>Total</b>	<b>\$2,096,432</b>	<b>\$2,065,078</b>	<b>\$2,106,380</b>	<b>\$2,148,507</b>	<b>\$2,179,642</b>

**Net Gain for Capital Projects Funding**

	<b>\$613,568</b>	<b>\$859,402</b>	<b>\$840,910</b>	<b>\$820,928</b>	<b>\$813,282</b>
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**Assumptions:**

- 2% Inflation escalator on costs

**GRANADA COMMUNITY SERVICES DISTRICT**

**SEWER DISTRICT**

**5 YEAR PROJECTED REVENUE, EXPENSE, CAPITAL PROJECTS, and RESERVE LEVEL TABLE**

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>
<b><u>CAPITAL PROJECTS</u></b>					
1 . Mainline System Repairs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
1 . Mainline Replacement	\$200,000	\$100,000	\$150,000	\$150,000	\$150,000
2 . Medio Creek Bridge Crossing Sewer Realignment	\$50,000	\$300,000			
3 . SAM - Capital Maintenance/Infrastructure Budget	\$587,663	\$600,000	\$600,000	\$600,000	\$600,000
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS</b>	<b>\$847,663</b>	<b>\$1,010,000</b>	<b>\$760,000</b>	<b>\$760,000</b>	<b>\$760,000</b>
<b><u>RESERVE FUND</u></b>					
Reserve Fund at Beginning of Fiscal Year	\$3,954,800	\$3,720,705	\$3,570,107	\$3,651,017	\$3,711,945
Transfer From Operating Budget	\$613,568	\$859,402	\$840,910	\$820,928	\$813,282
<b>Total Capital Improvement Projects</b>	<b>(\$847,663)</b>	<b>(\$1,010,000)</b>	<b>(\$760,000)</b>	<b>(\$760,000)</b>	<b>(\$760,000)</b>
<b>Reserve Fund at End of Fiscal Year</b>	<b>\$3,720,705</b>	<b>\$3,570,107</b>	<b>\$3,651,017</b>	<b>\$3,711,945</b>	<b>\$3,765,227</b>





# ITEM #7

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## SEWER AUTHORITY MID-COASTSIDE

### Board of Directors Meeting Agenda

**Regular Board Meeting 7:00 PM, Monday, May 13, 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 April 22, 2019, Regular Board Meeting ([Attachment](#))
- B. Approve Disbursements for May 13, 2019 ([Attachment](#))
- C. Accept Quarterly Investments Report for Period Ending March 31, 2019 ([Attachment](#))
- D. Accept Resignation of General Manager ([Attachment](#))

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

- A. Authorize the General Manager to Execute a Loan Agreement with Pacific Gas & Electric (PG&E) in an Amount Not to Exceed \$148,129.25 ([Attachment](#))
- B. Authorize the General Manager to Issue a Purchase Order to Neuros for the Purchase of Two Turbo Blowers in an Amount Not to Exceed \$425,000 ([Attachment](#))
- C. Review and Approve the Design Documents for the Wet Weather Storage Facility Expansion Project Phase 1 and Authorize the Bid Documents and Bid Procedure ([Attachment](#))

- D. Adopt a Resolution Updating the Sanitary Sewer Maintenance Plan (SSMP) as Required by the General Waste Discharge Requirements **(Attachment)**
- E. Authorize General Manager to Execute a Contract with City Mechanical to Replace the Rooftop HVAC Unit in an Amount Not to Exceed \$20,822 **(Attachment)**
- F. Discuss Recruitment for General Manager Position **(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 (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 – EXISTING LITIGATION  
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)
  - C. PUBLIC EMPLOYEE APPOINTMENT  
Pursuant to Government Code Section 54957(b)1 – Title: Acting General Manager
  - D. PUBLIC EMPLOYEE APPOINTMENT  
Pursuant to Government Code Section 54957(b)1 – Title: Interim General Manager
  - E. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9: (One potential case – circumstances need not be disclosed pursuant to paragraph (1) of Subdivision (e) of Government Code Section 54956.9)
- 11. CONVENE IN OPEN SESSION** *(Report Out on Closed Session Items)*
- 12. ADJOURNMENT**

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**April 22, 2019**

**1. CALL TO ORDER**

Vice-Chair Slater-Carter called the meeting to order at 7:02 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Rarback (for Penrose), Blanchard, Dye, Ruddock, Slater-Carter, were present. Neither Director Lohman nor an alternate was in attendance. Also present were General Manager Marshall, General Counsel Nelson, Engineering & Construction Contract Manager Prathivadi, Supervisor of Administrative Services Thompson, and Supervisor of Treatment/Field Operations Costello.

**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)*

Director Dye requested agenda item 3A – Minutes of March 25, 2019 wording be changed to “ GCSD staff” in lieu of “her staff”. Director Dye also requested that agenda item 4A – Approve and Authorize the General Manager to Execute the Memorandum of Understanding between SAM and IUOE, Stationary Local 39, be changed to add “Since all of the other Directors indicated that they were prepared to approve the MOU, Director Dye agreed to abstain” after “Following discussion”.

Director Ruddock recommended pulling the minutes of March 25, 2019 separately since she was not at that meeting.

B. Approve Disbursements for April 8, and April 22, 2019

C. Receive Revenue and Expenditure Report for the Period Ending March 31, 2019

D. Receive OPEB Actuarial Valuation Report as of July 1, 2018 Prepared by DFA, LLC as Required by the Governmental Accounting Standards Board (GASB) Standard 75

E. Cancel the May 27 and July 8, 2019 Regular Board Meetings Due to Their Proximity to Federal Holidays.

Director Blanchard moved, and Director Ruddock seconded the motion to approve agenda items 3B, 3C, 3D, and 3E as presented.

Blanchard/Ruddock/7 Ayes/0 Noes. The motion passed.

A. Approve Minutes of March 25, 2019 Regular Board Meeting

Vice-Chair Slater-Carter suggested holding off on passing of the minutes of the March 25, 2019 Board meeting so all corrections can be done and checked. General Manager Marshall will bring the minutes back to the May 13<sup>th</sup> Board meeting for approval.

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

A. Pacific Gas & Electric (PG&E) Presentation on Blower Replacement Project

General Manager Marshall introduced Shannon Bell, Senior Customer Relationship Manager from PG&E, and Bryan Hackett, P.E., Senior Mechanical Engineer of kW Engineering to the Board. Shannon Bell reviewed the SAM on-bill financing, and discussed zero-interest financing, the program benefits, how the loan term is calculated, and the specifics for SAM.

Bryan Hackett discussed the project overview, the project background, technology comparison, pre-installation custom calculation process, and post-installation custom calculation process.

Following the presentation, General Manager Marshall thanked them for their presentation. Vice-Chair Slater-Carter thanked staff for finding the program, acting on it, and bringing it forward.

B. Authorize the General Manager to Amend the Contract with Edgcomb Law Group LLP for Legal Services to Increase the Authorized Amount by \$100,000 for a Total Contract Amount Not to Exceed \$200,000

General Manager Marshall stated that General Counsel Nelson will be able to discuss Director Ruddock's earlier request for back-up documentation and go into greater detail in Closed Session.

A discussion ensued. Following discussion, Director Ruddock moved, and Director Rarback seconded the motion to authorize the General Manager to amend the contract

with Edgcomb Law Group, LLC, for legal services to increase the authorized amount by \$100,000 for a total contract amount not to exceed \$200,000.

Ruddock/Rarback/7 Ayes/0 Noes. The motion passed.

- C. Adopt a Resolution Establishing an Irrevocable Trust Agreement for Pre-Funding Post-Employment Benefits (OPEB) Obligations to be Administered by Public Agency Retirement Services (PARS) with U.S. Bank as Trustee, HighMark Capital Management as the Investment Sub-Advisor, and Authorizing the General Manager to Negotiate, Execute, and Administer Documents to implement the Program

General Manager Marshall reviewed the staff report and recommended the Board of Directors adopt a resolution adopting the PARS Public Agencies Post-Employment Benefits Trust, appointing the General Manager as the plan administrator for the program, and authorizing the plan administrator to execute the PARS legal and administrative documents on behalf of the Sewer Authority Mid-Coastside, and to take whatever additional actions necessary to maintain the Authority's participation in the program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing her to take whatever additional actions are required to administer the program. A discussion ensued. Following discussion, Director Dye moved, and Director Ruddock seconded the motion to adopt a resolution establishing an irrevocable trust agreement for Pre-Funding Post-Employment Benefits (OPEB) Obligations to be administered by Public Agency Retirement Services (PARS) with U.S. Bank as Trustee, HighMark Capital Management as the Investment Sub-Advisor, and authorizing the General Manager to negotiate, execute, and administer documents to implement the program.

Dye/Ruddock/7 Ayes/0 Noes. The motion passed.

- D. Discuss Proposed Language for the Non-Domestic Waste Source Control Program and Authorize General Manager to Schedule and Post a Notice of Public Hearing on the Proposed Changes to the Ordinance and Adoption of The Fee.

General Manager Marshall reviewed the staff report and recommended that the Board of Directors authorize her to schedule and post a notice of a public hearing on the proposed changes to the Non-Domestic Waste Source Control Program (NDWSCP)

ordinance and adoption of a resolution establishing the uniform fee schedule for FY 2019/20. A discussion ensued. Following discussion, Director Ruddock moved, and Director Dye seconded the motion to authorize the General Manager to schedule and post a notice of a public hearing on the proposed changes to the Non-Domestic Waste Source Control Program (NDWSCP) ordinance and adoption of a resolution establishing the uniform fee schedule for FY 2019/20.

Ruddock/Dye/7 Ayes/0 Noes. The motion passed.

John Doughty, City of HMB Public Works Director, commented that no back-up was provided to enable others to understand how the amounts of the fees were established, regarding private lateral assistance and liability issues.

E. Authorize General Manager to Execute a Contract with City Mechanical to Replace the Rooftop HVAC Unit in an Amount Not to Exceed \$17,735

Following a brief discussion, Director Ruddock and Vice-Chair Slater-Carter both requested that this agenda item be brought back to a future Board meeting. General Manager Marshall said she would put it on the Agenda for the May 13<sup>th</sup> Board meeting.

F. Adopt 5-Year Capital Improvement Plan for FY 2019-2023

Engineering & Construction Contract Manager Prathivadi reviewed the 5-Year Capital Improvement Plan for FY 2019-2023, and described the various projects to be implemented during the 2019-2020 FY. Following the presentation and discussion, Director Ruddock moved, and Director Blanchard seconded the motion to adopt the 5-Year Capital Improvement Plan for FY 2019-2023.

Ruddock/Blanchard/7 Ayes/0 Noes. The motion passed.

## **5. GENERAL MANAGER'S REPORT**

A. Receive General Manager's Report for March 2019

Following a brief discussion, the Board concurred in receiving the General Manager's Report for March 2019.

B. Receive Report Regarding Comments Made by John Szabo at the March 11,



## 2019, Board Meeting

Vice-Chair Slater-Carter reviewed the report and additional information regarding the incident with Mark Thomas, as stated by John Szabo, SAM Employee, at the March 11, 2019 SAM Board meeting. Following her review, the Board received the report regarding the comments made by John Szabo at the March 11, 2019 Board meeting.

### **6. ATTORNEY'S REPORT**

General Counsel Nelson briefly discussed SB 646, which has the potential, if read a certain way, to make capacity charges and connection fees, subject to Prop 218.

### **7. DIRECTOR'S REPORT**

None

### **8. TOPICS FOR FUTURE BOARD CONSIDERATION**

Vice-Chair Slater-Carter asked that agenda item 4E regarding the replacement of the HVAC unit be added to the topics for future Board consideration list.

### **9. PUBLIC COMMENT/ORAL COMMUNICATION**

Vice-Chair Slater Carter requested a 5 minute recess before going in to closed session.

### **10. CONVENE IN CLOSED SESSION** *(Items discussed in Closed Session comply with the Ralph M. Brown Act.) 8:35 p.m. to 8:57 p.m.*

#### **A. 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)

#### **B. 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)

The Board went in to closed session at 8:35 p.m.

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

The Board reconvened into open session at 8:57 p.m. Vice-Chair Slater-Carter reported that there was no reportable action.

**12. ADJOURNMENT**

Vice-Chair Slater-Carter adjourned the meeting at 8:57 p.m.

Respectfully Submitted,

Approved By:

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Suzie Turbay  
Administrative Assistant

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Board Secretary



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

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**TO:** Honorable Board of Directors

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

**FROM:** Kishen Prathivadi, Engineering & Construction Contracts Manager  
 Stacey Thompson, Supervisor of Administrative Services  
 Tim Costello, Supervisor of Technical / Field Services

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

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**Executive Summary**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

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

**Background and Discussion/Report**

The following data is presented for the month of March 2019.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	1.453	55.5%
Accidents, Injuries, etc.:	0	Granada CSD	0.598	22.8%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.567</u>	<u>21.6%</u>
Reportable Spills Cat 2:	1	Total	2.617	100%
Reportable Spills Cat 3:	0			

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<b>BOARD MEMBERS:</b>	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	85

*Administration*

There were two Board meetings during this month: March 11 and March 25, 2019.

There were no requests for public records. There were two media articles referencing the Sewer Authority Mid-Coastside or sewer-related issue: “*Beachwood is Battleground over Goats, Vegetation*”, March 13, 2019, Half Moon Bay Review; and “*Let’s Improve Rather than Impede Infrastructure*”, March 13, 2019, Half Moon Bay Review.

There were no work-related accidents, injuries, or illnesses resulting in lost time in the month of February. Staff has worked since March 10, 2011, without a lost time incident (2,943 days).

There were two employee anniversaries during the month of March: Timothy Costello, Supervisor of Treatment/Field Operations, 31 years of service, and George Evans, Accounting Technician, 2 years of service.

*Operations & Maintenance*

Two baker tanks are at the Montara pump station, which provides an additional 40,000 gallons of wet weather storage in addition to the Walker Tank. Staff will be removing these additional storage tanks in mid-April.

The following permanent installations are still in place and functioning properly.

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

The Portola Station – Wet Weather Facility, which has a capacity of 200,000 gallons.

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

Operations were good overall in March. There was some rain, but it came with breaks that allowed the system to recover. Staff has been in the process of getting things ready for the rotary drum testing, which was installed and is currently in operation. There was a representative from the vendor (FKC) on site to help staff with start-up.

Staff had one chlorine variance this month where the Bisulfite line froze up, which caused the plant to have a slight residual in the effluent well for eight minutes – the maximum concentration was 0.15 mg/L.

Staff encountered continuing issues with the PLC in the digester control building; staff is working to resolve the issues. Also the flare failed a few times, but staff were able to reset it each time.

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	J. Harvey	H. Rarback	86

Staff experience a couple days of high chlorine consumption that they have not been able to determine the cause.

In February the plant had some higher than normal effluent BOD's, but the monthly average was well within the permit limits. Two consecutive samples required accelerated monitoring until staff was able to acquire a sample below the 30-day average limit. Due to the nature of BOD testing in the effluent, the problem was not identified until five days after the incident occurred. Once staff was notified of the BOD exceedance, they sampled for seven consecutive days. All of these samples were well below the permit limit.

One of the gas blowers that had been failing periodically went ahead and failed all the way. It was shipped out for service March 19<sup>th</sup> and staff is waiting to hear on the progress. Staff is hopeful it is repairable as a new one takes 10–12 weeks for delivery and costs roughly \$18,000.

On March 26 there was a mechanical fitting failure on an AV/RV for the IPS line. The failure caused sewage to escape the system, but none reached a water way in the area. Staff estimated 2,600 gallons escaped the system using the area volume estimation method. Staff also estimated that 2,300 gallons were recover a put back into the system based on the tank volume of the vactor and the number of loads discharged to the system. Originally it was reported as a category 1 to OES in the 2-hour reporting window until we could make a better determination of the volume and confirm that no sewage made it a water way. After staff determined this we amended the original report to a category 2. The spill was report to the state and county environmental, a five day written report was submitted to the state also as described in the NPDES permit.

During the month of March, rainfall was slightly above normal for Half Moon Bay. The 10-year average for the area is 4.21 inches of rain in March. This year 4.27 inches were recorded (US climate data HMB). Rainfall totals were as follows: 4.27 inches at the treatment plant, 4.48 inches in the GCSD service are, and 5.82 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 2019.

3/2/2019 – D Digester PLC, (Primary Logic Controller), Failed, the operator was able to get it going.

3/4/2019 – Cal-Con was in to trouble shoot and work on Digester PLC.

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	J. Harvey	H. Rarback	87

- 3/6/2019 – Had to turn on a second hypo pump to keep up with demand today, also worked on rotary drum piping.
- 3/7/2019 – Had to turn on second hypo pump again today to keep up with demand.
- 3/8/2019 – FKC rep was in to help with startup operation of the test rotary drum thickener.
- 3/9/2019 – Digester PLC had to be reset again today, main plant server also decided to have issues today.
- 3/10/2019 – Bisulfite line froze up today causing a slight chlorine variance in the effluent wet well for 8 minutes at a maximum concentration of 0.15 mg/l.
- 3/11/2019 – Gas blower tripped out today.
- 3/12/2019 – Worked on heat trace for bisulfite.
- 3/14/2019 – Micro 200 and Deox 2000 were rebuilt today, annual maintenance. These are residual analyzers for reference.
- 3/19/2019 – Digester gas blower was sent out today to Vaughn Industrial repair.
- 3/20/2019 – Experienced some flare issues today, staff was able to get it going.
- 3/21/2019 – Chlorine contact basin #1 was cleaned today, routine maintenance.
- 3/22/2019 – The Rotary drum thickener has been running well for us all week.
- 3/23/2019 – The flare was being difficult again, the igniter was cleaned and it seems to be working well again. Digester PLC tripped again in the morning, staff was able to reset it.
- 3/24/2019 – Flare tripped again but staff was able to reset it.
- 3/25/2019 – Cal-con working on Digester PLC issue, also we found a water leak on hot water boiler #2. We had to isolate the boiler and call in RF Mc Donald.
- 3/26/2019 – There was an issue with a coupling on an AVR on a section of the IPS in the Moss Beach area along HWY 1 and Cypress Ave. The coupling failure caused an estimated 2,600 gallons to escape the system. The crew responded and staff estimated that 2,300 gallon were recovered and put

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back into the sewer system. Cal-Con was back in to work on digester PLC again.

3/28/2019 – Influent pump #3 motor to pump coupler failed, staff was able to repair on site.

There were 22 deliveries (approximately 17,050 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 1,705. There were 210 leachate deliveries to the SAM IPS line in the month of March, for a total leachate volume of 1,159,065 gallons.

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

*Contract Collection Services*

The SAM crew cleaned 32,687 feet of sewer line and responded to 17 service calls in contract service area. Six were during regular business hours and eleven were during overtime hours. Five were in the HMB service area, two in the GCSD service area, and ten in the MWSD service area.

HMB – The service calls in the HMB service were as follows: The first was for an odor (March 5); it was in the bell moon area but there was nothing found. The second one (March 12) was for a toilet back up, slow flow. The guys checked the main line and it was fine, they also ran water down the clean which was fine. The homeowner was advised to call a plumber to clear the problem.

On the maintenance side of things the first was for a level alarm/station trouble at Bell Moon on March 14. The next was another Bell Moon well level / station trouble on March 20. Both we believe were related to a power glitch. The third was for pelican point lift station, high level alarm on March 31. Pump 2 was found not pumping and had to be pulled and reinstalled to restore service.

GCSD – There were two calls in the GCSD service area. The first call was from a concerned citizen about the bridge in the Miramar area regarding the sewer line on March 7. The guys investigated, while the bridge has moved a little there was no leaking observed. The second call was on March 13 for a lateral backup, staff got some roots out and tried to televise the line but found some sort of obstruction. The issued was referred back to the district as it appeared to be a collapsed line.

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

MWSD – There were two sewer related call in the MWSD area. On March 20 a homeowner called about a backup not in his house but in the general area around his house. Staff responded cleaned the mains in the area finding nothing. The homeowner was advised to call a plumber if there is an issue with his lateral. The second was on March 26, a homeowner called via MWSD for a strange noise when flushing his toilet. Staff responded and cleaned the main line finding no obstruction. This was determined to be a private matter.

There were seven callouts related to ongoing electrical issue at the Vallemar lift station. These occurred on March 2 three separate times. Other alarms for the same issue occurred on March 14, 16, 17, and 24. The District is aware of the ongoing electrical problems at the station. There was also an issue with the grinder pump at the Moss Beach Distillery on March 31. The discharge pipe from then pump had broken and needed to be repaired. This was done with the assistance of the Vactor crew.

The March collection system data report is provided for the Board's information. There were no Category 1, one Category 2, and no Category 3 SSOs during the month of March 2019. The category 2 was related to a mechanical fitting failure on the IPS line.

**Staff Recommendation**

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

**Supporting Documents**

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

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	J. Harvey	H. Rarback	90



Attachment A

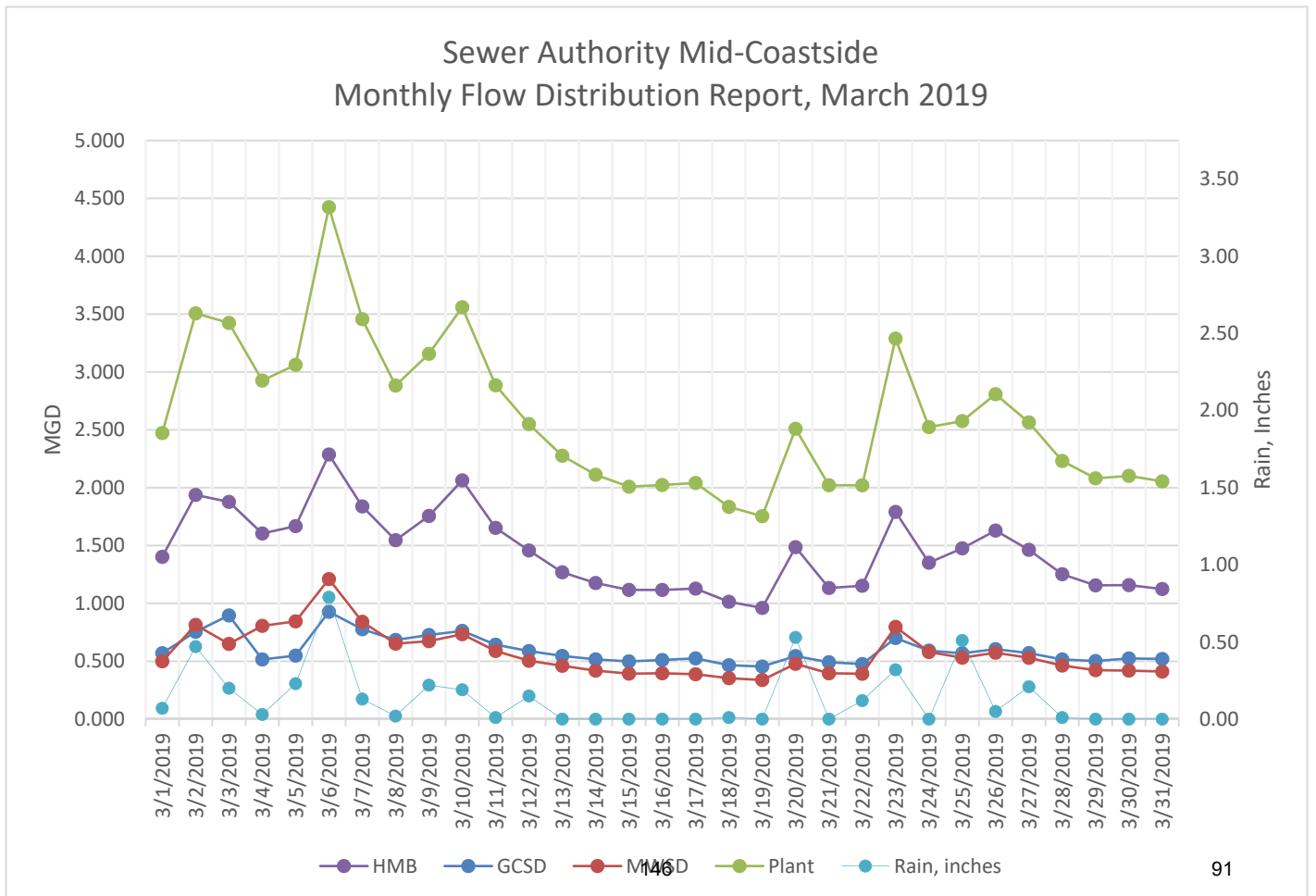
Flow Distribution Report Summary for March 2019

The daily flow report figures for the month of March 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	1.453	55.5%
Granada Community Services District	0.598	22.8%
Montara Water and Sanitary District	<u>0.567</u>	<u>21.6%</u>
Total	2.617	100.0%



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2019

Attachment C

## March 2019

	Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	0	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
					<b>100%</b>

## 12 Month Moving Total

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

## Reportable SSOs

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

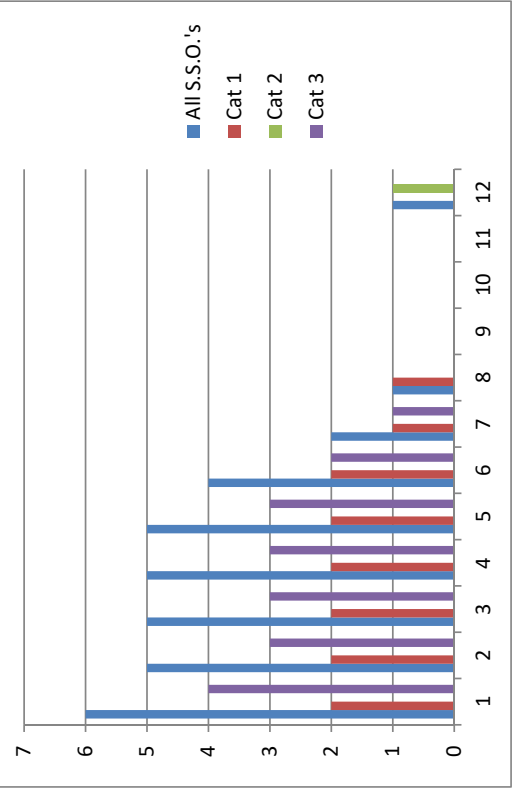
## SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
March 2019	1.0	0.0	0.0	0.0	13.7
12 Month Moving Total	1.0	0.0	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	0.0	13.7
Category 3	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Apr - 18	13,294	11,588	11,614	36,496	6.9
May - 18	12,081	12,563	10,730	35,374	6.7
June - 18	17,720	17,272	9,086	44,078	8.3
July - 18	29,678	19,093	9,715	58,486	11.1
Aug - 18	22,610	22,232	16,155	60,997	11.6
Sep - 18	15,448	16,407	11,416	43,271	8.2
Oct - 18	21,189	10,969	14,786	46,944	8.9
Nov - 18	19,571	27,546	10,338	57,455	10.9
Dec - 18	27,756	17,357	9,422	54,535	10.3
Jan - 19	17,682	11,504	11,240	40,426	7.7
Feb - 19	10,374	9,126	11,371	30,871	5.8
Mar - 19	11,777	10,890	10,020	32,687	6.2
<b>Annual ft</b>	<b>219,180</b>	<b>186,547</b>	<b>135,893</b>	<b>541,620</b>	
<b>Annual Mi.</b>	<b>41.5</b>	<b>35.3</b>	<b>25.7</b>		<b>102.6</b>

## 12 Month Moving SSO Totals Through March 2019



# ITEM #8

Blank



## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

April 18, 2019

### **CALL SPECIAL MEETING TO ORDER AT 6:30 p.m.**

### **ROLL CALL**

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

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

### **GENERAL PUBLIC PARTICIPATION**

None.

### **ADJOURN TO CLOSED SESSION**

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

District's Negotiator: Chuck Duffy.

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

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

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

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

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

### **RECONVENE TO OPEN SESSION**

There was no reportable action in the Closed Session.

### **ADJOURN SPECIAL MEETING**

## **CALL REGULAR MEETING TO ORDER**

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

## **ROLL CALL**

## **GENERAL PUBLIC PARTICIPATION**

Resident Rosemary Trujillo provided an update on the County's stance regarding ownership of the medians in Avenue Balboa, and requested that the Board not continue pursuing any park-type development on the medians. Resident Jane Pray Silver also requested the same.

## **ACTION AGENDA**

### **1. Consideration of Request for Refund of Permit Fees for Excess Sewer Capacity: APN 048-033-110, Owner: Matthews.**

President Matthew Clark asked Judy Taylor, the owner's agent, to provide information regarding her refund request relating to two sewer permits issued for the Matthew's five-unit bed and breakfast, one issued in 1994 and the other in 1996. She explained the permit process relevant at that time and the sewer capacity transfer program.

A detailed staff report and legal opinion regarding the request were provided in the packet. District Counsel stated that the Board has the discretion to agree to repurchase two ERUs from Mr. Matthew's by paying 90% of the current connection charges, as opposed to the connection charges paid when the permit was issued, and to refund two transfer fees. Counsel further suggested adoption of a Resolution and recording a Restrictive Grant Deed to prevent the discharge of more than two ERUs of wastewater in the future.

**ACTION:** Director Dye moved to preliminarily approve a refund of 90% of the current connection fee and 90% of the Assessment Reduction Fee (ARF) paid for two ERU's of capacity in accordance provided that a Resolution and Restrictive Grant Deed on future development on the parcel be brought back to the next meeting for final approval. (Dye/Suchomel). Approved 5-0.

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

Staff reported that the District Engineer approved the engineering of the off-site sewer line extension for the project, and indicated that the applicant requires a separate approval from the Board prior to issuance of the permit to serve the project. District Counsel stated that the subdivision agreement was not yet finalized between the County and Big Wave, and would be subject to changes. The Board decided to table the item until the County agreement was finalized.

### **3. Consideration to Create Parks and Recreation Staff Position.**

A staff report listing the responsibilities of the Assistant General Manager and the Administrative Assistant, both full-time positions, was provided to illustrate the need for the District to consider an additional staff person to handle the growing park related tasks which have been taken on by the Assistant GM and PAC member.

Mr. Duffy explained that the Parks Advisory Committee (PAC) had recommended the District hire someone to support the summer recreation program among other tasks. Director Dye will communicate with Nancy Marsh, PAC Chair, to draft a job description for the potential position.

**4. Consideration to Approve Independent Contractors Agreement with Weist Law Firm for Bond Counsel Services.**

Staff reported that retiring Counsel Jonathan Wittwer suggested that hiring bond counsel was the number one priority for the District, since the bonds are soon to be paid off. Staff presented a Statement of Qualifications from Cameron Weist of Weist Law, who has extensive experience working with assessment districts and integrated financing districts, and is familiar with Gerry Laster, the District's prior bond counsel who passed away several years ago.

**ACTION:** Director Blanchard moved to approve the Agreement with Weist Law for an amount not to exceed \$25,000. (Blanchard/Dye). Approved 5-0.

**5. Discuss Provisions of the Sewer Authority Mid-Coastside Memorandum of Understanding with IUOE, Stationary Local No. 39.**

This item was presented for the Board's information to discuss the fiscal impact of the changes to the SAM MOU effective on July 1, 2019. Increases to pay, health benefits, vacation-time, and allowances, plus a new incentive pay clause, and an additional holiday are among other new benefits which will cost SAM and the member agencies approximately \$95,000 in additional costs in the first year alone.

**6. Consideration of Sewer Authority Mid-Coastside FY 2019/20 General Budget and Associated Resolution.**

**ACTION:** Director Blanchard moved to approve the 2019/20 FY SAM General Budget. (Blanchard/Dye). Approved 5-0.

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

**CONSENT AGENDA**

**8. Approve March 21, 2019 Meeting Minutes.**

**9. Approve April 2019 Warrants.**

**10. Approve March 2019 Financial Statements.**

**11. Approve Assessment District Distribution #10-18/19.**

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

**COMMITTEE REPORTS**

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

A written report on the PAC meeting held on April 2, 2019 was provided by PAC Chair Nancy Marsh.

**13. Report on Parks Advisory Committee.**

Director Dye will work with staff to draft a letter to the County Parks Department regarding the Quarry Park pump track.

**INFORMATION CALENDAR**

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

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

**16. Administrative Staff Report.**

The Assistant General Manager said she spoke with the Sheriff's Department regarding the homeless people living on the Burnham Strip. If they don't leave voluntarily, the District will have to go through the eviction process.

**17. Engineer's Report.**

The General Manager reported that the CCTV project was underway to assess District mainlines. He also reported that the District Engineer is still working with State Parks to obtain the easement needed for the Mirada Bridge project.

**18. Future Agenda Items.**

**ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 9:51 p.m.

ATTEST:

SUBMITTED BY:

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

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

Date Approved by Board: May 16, 2019



**ITEM #9**

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**Granada Community Services District  
May 2019 Warrants  
For the May 16, 2019 Board of Director's Meeting**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
04/18/19	8115	Andreini Bros, Inc.	Lat Replacement - 321 EG Blvd	5060 · Lateral Repairs	25,482.55
04/18/19	8116	Hue & Cry, Inc.	May 2019 Pump Stn Alarm	6170 · Utilities	32.65
04/18/19	8117	Kennedy Jenks	Mar 2019 Svcs	6071 · Engineering - General	13,893.10
04/18/19	8118	PG&E-2	Mirada Rd Inv dtd 04/09/19	6170 · Utilities	18.19
04/18/19	8119	Quality Pet Waste Stations	Inv dtd 04/01/19	5070 · Pet Waste Station	105.73
04/18/19	8120	Wells Fargo Credit Card	Mar 2019 Credit Card Charges	6140 · Office Supplies	20.42
05/16/19	8121	Alhambra & Sierra Springs	Apr 2019	6140 · Office Supplies	14.46
05/16/19	8122	AT&T	Apr 2019 Pump Stn Alarm Svc	6170 · Utilities	71.73
05/16/19	8123	Bacchus Press	Newsletter & Postage	6160 · Publications	3,788.21
05/16/19	8124	Barbara Dye	04/18/19 GCSD & 04/22/19 SAM	6040 · Directors' Compensation	190.00
05/16/19	8125	Comcast	05/13/19-06/12/19 Svcs	6170 · Utilities	220.91
05/16/19	8126	David Seaton	04/18/19 GCSD	6040 · Directors' Compensation	145.00
05/16/19	8127	Dudek	03/30/19-04/26/19 Prof Svcs	6151 · General Manager	7,052.50
05/16/19	8128	Environmental Clearinghouse	Annual Subscription Renewal	6100 · Memberships	597.00
05/16/19	8129	Eric Suchomel	04/18/19 GCSD	6040 · Directors' Compensation	145.00
05/16/19	8130	Express Plumbing	Medio Creek Maint & Mon-May	1617-1 · Medio Creek/Mirada Sewer	975.00
05/16/19	8131	Gaetani Real Estate	Office Lease-June 2019	6120 · Office Lease	4,450.00
05/16/19	8132	Half Moon Bay Review	04/10/19 Summer Rec Ad	5130 · Parks & Rec Prof Svcs	267.00
05/16/19	8133	Jim Blanchard	04/18/19 GCSD & 04/22/19 SAM	6040 · Directors' Compensation	190.00
05/16/19	8134	KBA Document Solutions, LLC	01/24/19-04/23/19 Copy Chrgs	6020 · Copier Lease	401.85
05/16/19	8135	Matthew Clark	04/18/19 GCSD	6040 · Directors' Compensation	145.00
05/16/19	8136	Pacifica Community TV	03/21/19 & 04/18/19 GCSD	6180 · Video Taping	500.00
05/16/19	8137	PG&E	Pump Stn Invoice dtd 04/18/19	6170 · Utilities	430.37
05/16/19	8138	Pitney Bowes	Postage Machine Inv dtd 04/29/19	6140 · Office Supplies	62.64
05/16/19	8139	Rodolfo Romero	May 2019 Cleaning 2x	6130 · Office Maint & Repairs	140.00
05/16/19	8140	Sewer Authority Mid-Coastside	May 2019 Assessments	5020 · SAM-Admin/Treat/Env/Inf/Coll	144,407.99
05/16/19	8141	SMC Resource Conservation D	Invoice #9 Mgmt Plan	5112 · RCD - Task 4,5	11,377.50
05/16/19	8142	US Bank Equipment Finance	04/24/19-05/24/19	6020 · Copier Lease	457.68
05/16/19	8143	Valbridge	Appraisal Costs: 047-261-030	6220 · Miscellaneous	84.68
05/16/19	8144	Verizon Wireless	Apr 2019	6170 · Utilities	103.13
05/16/19	8145	White Nelson Diehl Evans	Apr 2019	6152 · Accounting	2,500.00
05/16/19	8146	Wittwer & Parkin	Apr 2019 Svcs	6090 · Legal-Gen/IPS/Parks/Big Wave	3,590.00
				<b>TOTAL</b>	<b>221,860.29</b>



**ITEM #10**

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

	July 1, 2018 - Mar. 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
<b>Revenues</b>				
<b>Operating Revenue</b>				
4010 · Property Tax Allocation	\$ 129,367	\$ 150,000	\$ (20,633)	\$ 200,000
4015 · Park Tax Allocation	262,655	300,000	(37,345)	400,000
4020 · Sewer Service Charges-SMC	908,514	1,103,250	(194,736)	1,471,000
4021 · Sewer Svc Charges Pro-rated	2,263	-	2,263	-
4030 · AD OH Reimbursement	20,688	22,500	(1,812)	30,000
4040 · Recology Franchise Fee	25,087	24,000	1,087	32,000
<b>Total Operating Revenue</b>	<b>1,348,574</b>	<b>1,599,750</b>	<b>(251,176)</b>	<b>2,133,000</b>
<b>Non Operating Revenue</b>				
4120 · Interest on Reserves	43,709	34,800	8,909	46,400
4130 · Connection Fees	56,400	35,250	21,150	47,000
4150 · Repayment of Adv to AD-NCA	-	59,403	(59,403)	79,204
4155 · Repayment of Adv to AD-ARF	-	35,847	(35,847)	47,796
4160 · SAM Refund from Prior Yr	-	3,750	(3,750)	5,000
4170 · ERAF Refund	356,224	187,500	168,724	250,000
4180 · Misc Income	5,050	1,500	3,550	2,000
<b>Total Non Operating Revenue</b>	<b>461,383</b>	<b>358,050</b>	<b>103,333</b>	<b>477,400</b>
<b>Total Revenues</b>	<b>1,809,957</b>	<b>1,957,800</b>	<b>(147,843)</b>	<b>2,610,400</b>
<b>Expenses</b>				
<b>Operations</b>				
5010 · SAM - General	736,753	736,753	-	982,337
5020 · SAM - Collections	214,337	213,375	(962)	270,545
5050 · Mainline System Repairs	-	7,500	7,500	10,000
5060 · Lateral Repairs	57,164	15,000	(42,164)	20,000
5065 · CCTV	650	7,500	6,850	10,000
5070 · Pet Waste Station	1,031	750	(281)	1,000
5110 · RCD - Parks	11,699	3,750	(7,949)	5,000
5120 · Half Moon Bay Reimb - Parks	-	18,750	18,750	25,000
5130 · Parks & Rec Professional Services	18,723	15,000	(3,723)	20,000
<b>Total Operations</b>	<b>1,040,357</b>	<b>1,018,378</b>	<b>(21,979)</b>	<b>1,323,882</b>

No assurance is provided on these financial statements.

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

	July 1, 2018 - Mar. 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
<b>Expenses (Continued)</b>				
<b>Administration</b>				
6010 · Auditing	\$ 9,187	\$ 11,250	\$ 2,063	\$ 15,000
6020 · Copier lease	4,585	5,625	1,040	7,500
6040 · Directors' Compensation	8,808	8,250	(558)	11,000
6050 · Education & Travel Reimb	2,371	1,500	(871)	2,000
<b>6060 · Employee Compensation</b>				
6061 · Employee Salaries	123,631	120,000	(3,631)	160,000
6062 · Medical Stipends	15,422	9,450	(5,972)	12,600
6063 · Employer Payroll Taxes	9,540	11,250	1,710	15,000
6064 · CALPERS Contribution	35,976	24,300	(11,676)	32,400
6060 · Employee Compensation - Other	853	-	(853)	-
6070 · Engineering Services	29,656	15,000	(14,656)	20,000
6080 · Insurance	1,231	7,500	6,269	10,000
6090 · Legal Services	116,108	56,250	(59,858)	75,000
6095 · Legal Services for Case Related Legal	53,495	75,000	21,505	100,000
6100 · Memberships	7,591	6,750	(841)	9,000
6110 · Newsletter	-	4,500	4,500	6,000
6120 · Office Lease	40,050	40,500	450	54,000
6130 · Office Maintenance & Repairs	1,375	1,875	500	2,500
6140 · Office Supplies	3,210	4,500	1,290	6,000
6150 · Professional Services	94,030	71,250	(22,780)	95,000
6160 · Publications & Notices	1,491	7,500	6,009	10,000
6170 · Utilities	8,101	7,500	(601)	10,000
6180 · Video Taping	3,250	2,625	(625)	3,500
6190 · Computers	7,996	1,500	(6,496)	2,000
6220 · Miscellaneous	12,903	5,249	(7,654)	7,000
6230 · Bank Service Charges	2,089	-	(2,089)	-
<b>Total Administration</b>	<b>592,949</b>	<b>499,124</b>	<b>(93,825)</b>	<b>665,500</b>
<b>Capital Projects</b>				
1617-1 · Medio Creek Xing Crossing	10,058	262,500	252,442	350,000
7100 · SAM - Infrastructure	354,080	353,876	(204)	471,834
7500 · Projects - Parks	22,725	75,000	52,275	100,000
<b>Total Capital Projects</b>	<b>386,863</b>	<b>691,376</b>	<b>304,513</b>	<b>921,834</b>
<b>Total Expenses</b>	<b>2,020,169</b>	<b>2,208,878</b>	<b>188,709</b>	<b>2,911,216</b>
<b>Net Income/(Loss)</b>	<b>\$ (210,212)</b>	<b>\$ (251,078)</b>	<b>\$ 40,866</b>	<b>\$ (300,816)</b>

No assurance is provided on these financial statements.



# ITEM #11

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**DISTRIBUTION REQUEST NO.: #11-18/19**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$2,702.23**

\$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.

May 16, 2019

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

# SCHEDULE "A"

DISTRIBUTION REQUEST NO: #11-18/19

DATE: May 16, 2019

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 2,702.23

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

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs: March 2019	\$ 116.23
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: April 2019	\$ 2,586.00
<b>TOTAL:</b>			<b>\$ 2,702.23</b>

\* Annual limit met.

**ITEM #12**

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Approve Dedication of Class 3 Mainline Extension to Serve APN 048-121-100, 2782 Pullman Avenue, Half Moon Bay, Owners; Chirichillo  
Date: May 16, 2019

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Construction of the Class 3 mainline extension to serve APN 048-121-100, 2782 Pullman Avenue, Half Moon Bay, is expected to be completed on Monday, May 13. An inspection has been scheduled with the District Engineer, who is recommending dedication of the 10' extension and the 10' flushing inlet, at this meeting, subject to his final approval.

Prior to the issuance of a Class 1A sewer permit needed to construct the house lateral, staff will confirm the Engineer's final approval for the mainline extension installation. This action is ministerial, and has therefore been placed on the Consent Agenda.

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**ITEM #13**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #14**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #15**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #16**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #17**

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**GRANADA COMMUNITY SERVICES DISTRICT**

# Administrative Staff Report

Period: April 13, 2019 to May 10, 2019  
 To: Board of Directors  
 From: Delia Comito, Assistant General Manager  
 Date: May 16, 2019

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

Request Date	Requestor	Information Requested	Information Provided	Date Provided
04/30/19	Shaquille Cruz	2018 Gov. Comp Report	2018 Gov Comp Report	05/08/19

**APPLICATIONS RECEIVED** – Two applications were received this period:

Rec'd	CI	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/30/18	1A	Wilkinson Philip	048-093-040	495 Mirada Rd, Miramar	3,697	R-1/S-17
07/30/18	1A	Stenger Sean	047-071-270	312 Sevilla Ave, EG	5,585	R-1/S-94
08/24/18	1A	Abolmoluki B	047-275-050	1120 Columbus, EG	6,026	R-1/S-17
09/04/18	1A	Reavill John	047-055-120	438 Sevilla, EG	5,000	R-1/S-17
09/12/18	1A	Wang Junhua	047-281-160	638 Coronado, EG	6,705	R-1/S-17
09/25/18	VAR	Xue/Li/Xu	047-111-270	736 San Carlos, EG	4,800	R-1/S-17
10/16/18	VAR	Irfan & Moin	048-032-070	Cortez, Miramar	4,400	R-1/S-94
10/22/18	1A	Stebbins Bruce	047-218-010	620 Columbus, EG	5,936	R-1/S-17
11/12/18	VAR	Mithal Raj	048-031-020	Magellan, Miramar	4,400	R-1/S-94
11/19/18	MIX	O'Keefe David	047-024-080	354 Princeton Ave, Princeton	3,500	CCR
11/19/18	MIX	O'Keefe David	047-024-070	358 Princeton Ave, Princeton	3,500	CCR
12/03/18	2A	Dragony Michelle	047-034-070	123 Vassar, Princeton	2,285	W/DR
01/17/19	1A	Perez Luis	047-222-240	422 Ferdinand, EG	8,516	R-1/S-17
03/15/19	CI3	Irfan & Moin	048-032-070	Cortez, Miramar	N/A	R-1/S-94
03/25/19	1A	Stoloski Mark	048-133-050	2801 Champs Elysee, HMB	15,160	PUD
04/16/19	1A	Power Patrick	047-171-170	625 Isabella, EG	7,200	R-1/S-17
04/30/19	1A	Xue Fengliang	047-111-270	736 San Carlos, EG	4,800	R-1/S-17

Note: Shaded areas were previously report

**PERMITS ISSUED** – One permit was issued this period:

Permit No.	CI	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3174	1A	07/13/18	Kybych Serhiy	048-013-600	124 Magellan Ave Miramar	7,792	R-1/S-94
3175	3	07/31/18	Kostiuk Michael	047-144-370	620 Portola Ave EG	7,338	R-1/S-17
3176	1A	07/31/18	Kostiuk Michael	047-144-370	620 Portola Ave EG	7,338	R-1/S-17

**PERMITS ISSUED Cont'd**

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

Note: Shaded areas were previously reported.

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

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

Note: Shaded areas were previously reported.

**REPAIRS** – There were no repairs this period.

Repair Date	Type	Problem	Location or Address	Cause	Cost
08/18/18	Clean-out	Back-up	164 Ave Balboa, EG	Roots	\$3,800
12/17/18	Lateral	Clay	730 Ave Balboa, EG	Broken pipe	\$8,250
01/31/19	Lateral	Back-up	291 Coral Reef, EG	Broken pipe	\$8,300
02/01/19	Mainline	MH OF	195 Ave. Cabrillo, EG	New MH not connecte	\$1,400
03/26/19	Lateral	Back-up	321 El Granada Blvd, EG	Roots	TBD

Note: Shaded areas were previously reported

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**Project Update for “Burnham Strip Resource Management Plan”**

to

**GRANADA COMMUNITY SERVICES DISTRICT**

*Period covered: January 1, 2019 to March 31, 2019*

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**Introduction**

This is the 5<sup>th</sup> progress report for “Independent Contractor Agreement for Burnham Strip Resource Management Plan” in San Mateo County, California.

The following update summaries work done for the billing period January 1, 2019 to March 31, 2019 for invoice nine to GRANADA COMMUNITY SERVICES DISTRICT. Work done during this period is associated with the development and management of the *Scope of Work Proposal for Vegetation Management at Burnham Strip* and *Burnham Strip Scope of Work for Project Planning for Non-Riparian Vegetation Management*.

This report includes the following as listed in “Amendment #1 To Independent Contractor Agreement For Burnham Strip Resource Management Plan”:

- Task 1 (Plan Development Management)
- Task 2 (Development of Burnham Strip Natural Resource Management Plan)
- Task 3 (Planning for Resource Management Activities)
- Task 4 (Conduct Resource Management Activities on the Burnham Strip)
- Task 5 (Task 4 Project Management)

**Summary of Work Performed**

**Task 1 and Task 2:**

Tasks 1 and 2 completed with the deliverable “Natural Resources Management Plan” for Burnham Strip Property.

**Task 3:**

Project planning will result in a more detailed scope of work for project design and implementation, including cost estimates for the initial implementation. Work under Task 3 includes, but not limited to: staff time to coordinate with contractors on cost estimating design and implementation, staff time to develop project management budget, site visits, invoicing, reporting, coordination with GCSO and others as necessary, and attendance and participation at meetings. The final scope of work for project design and implementation will include estimated costs for project implementation, project design, and project management.

**Update:** *Work under Task 3 has been completed. See Amendment #1 for approved vegetation management plan.*

**Task 4 and 5:**

This includes all aspects of project management, including but not limited to: site visits, coordination with GCSD, Caltrans, subcontractor and others as necessary, coordinating project implementation, mileage, supplies, oversight of project budget, invoicing, attendance and participation at GCSD board meetings. Implementing vegetation management listed in the Vegetation Management Approach. Implementation was to start the winter of 2017/2018 and delayed until Winter 2019. Implementation and maintenance will be completed by a subcontractor and managed by the RCD.

***Update:*** *With amendment in place, the RCD has contracted with ECI for field work. Work started February 2019. At GCSD's request, the RCD changed the scope of work before work was to start. This led to a change from herbicide spraying of Jubata grass to hand pulling of Jubata grass. The GCSD understood that the change in scope of work would result in an increase of budget due to increase in labor time.*

*The majority of the project was completed in February 2019. The RCD submitted a change order to GCSD on February 14<sup>th</sup>, 2019 to incorporate the change in scope. The change order was approved by GCSD and the RCD was notified to continue work on March 28<sup>th</sup>, 2019. The RCD has a change order underway with ECI, with work planned to be completed by April 2019.*



## Site Photographs



Jubata grass removal (before and after)



Acacia and cotoneaster removal (before and after)



Himalayan blackberry removal (before and after)

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*Please contact Cleopatra Tудay with any questions about this report or the attached support materials at (650) 712-7765 ext. 115 or [Cleopatra@sanmateorcd.org](mailto:Cleopatra@sanmateorcd.org).*

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**ITEM #18**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #19**

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