



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

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

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

Thursday, February 18, 2021

**DUE TO COVID-19 AND COUNTY REGULATIONS, THIS MEETING WILL BE HELD VIA TELECONFERENCE AS PERMITTED BY THE GOVERNOR'S EXECUTIVE ORDER N-29-20.**

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

### [Join Zoom Meeting](#)

Phone one-tap: US: [+16699006833](tel:+16699006833) or [+19292056099](tel:+19292056099)

Meeting URL: <https://dudek.zoom.us/j/92134042838>

### **Join by Telephone**

Dial:

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

Meeting ID:

921 3404 2838

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

#### **ROLL CALL**

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

**ADJOURN TO CLOSED SESSION**

Board members will convene to a separate conference line for closed session.

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

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

**2. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 531 Obispo Road, El Granada, California.

District's Negotiator: Chuck Duffy

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

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

**RECONVENE TO OPEN SESSION**

Report any reportable action taken in Closed Session.

**ADJOURN SPECIAL MEETING**

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

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

Members of the Public may participate via ZOOM online or by telephone. (See instructions on first page).

**ACTION AGENDA**

**1. Consideration of Variance for APN: 048-031-200 on Magellan Ave., Miramar, 4,000 Sq. Ft. Parcel, Zoned R-1/S-94, Owner: Mithal.**

**Recommendation:** To be made by Counsel.

**2. Consideration of Annual Audited Financial Statements for the Fiscal Year Ending June 30,2020.**

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

**3. Report on Parks and Recreation Activities.**

**Recommendation:** For Board Information.

**4. Report on Sewer Authority Mid-Coastside Meetings.**

**Recommendation:** For Board Information.

**CONSENT AGENDA**

5. January 21, 2021 Special and Regular Meeting Minutes.
6. February 2021 Warrants.
7. December 2020 Financial Statements.
8. Assessment District Distribution #8-20/21.

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

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

**ADJOURN REGULAR MEETING**

At the conclusion of the January 21, 2021 Meeting:

Last Ordinance adopted: No. 172

Last Resolution adopted: No. 2020-010

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

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

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for Closed Session.

**ITEM #1**



## FINDINGS FOR SEWER PERMIT VARIANCE

Mithal

APN: 048-031-200

Magellan Avenue, El Granada

- (1) **REQUIRED FINDING:** Where the property is shown on a map first recorded prior to August 14, 1929 and has not been approved after March 4, 1972 by a recorded final subdivision map, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

**INFORMATION REQUIRED:** Chain of Title from a Title Insurance Company for all transactions claimed to constitute sale, lease or financing of the parcel which is the subject of the variance application and each vacant parcel sharing a boundary line with the subject parcel, from the date the Applicant contends the subject parcel was first legally created to the date of the application.

**FINDING:**

The current zoning for the parcel is R-1/S-94/DR/CD (Single-Family Residential District/S-94 Combining District with 10,000 sq. ft. minimum parcel size/Design Review/Coastal Development) and the parcel is 4,400 sq. ft. There are three vacant parcels and one developed parcel sharing a boundary line with the subject parcel. The vacant parcels contain lots numbered 1, C (APN 048-031-120); 2, 3, D (APN 048-031-170, and 6 (APN 048-031-140). The developed parcel contains lot number 14 (APN 048-031-190).

Lot 15, Block 5, is designated on the Map entitled "Shore Acres Half Moon Bay, California First Addition to the City of Balboa," which Map was filed in the Office of the Recorder of the County of San Mateo, State of California on December 18, 1905, in Book 3 of Maps of Page 95. This parcel was not conveyed separately from surrounding adjacent parcels until July 23, 2008, which was after the July 20, 1945 effective date of the County's first subdivision ordinance. Therefore, this parcel was not legally created under the Subdivision Map Act. However, the county of San Mateo Approved a Conditional Certificate of Compliance for it nonetheless on May 4, 2017, providing no valid justification for its issuance. However, the County issued a Coastal Development Permit for the parcel and there was no challenge to the creation of the parcel. Therefore, the District Board can make this finding.

- (2) **REQUIRED FINDING:** Where the property is not shown on any recorded map but is shown on a deed into separate ownership recorded prior to July 20, 1945, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94

Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

**INFORMATION REQUIRED:** Same as for (1) above.

**FINDING:** N/A.

- (3) **REQUIRED FINDING:** Where the property is in the Coastal Zone, it has not been conveyed into ownership separate from all contiguous parcels for the first time after the February 1, 1973 effective date of vested rights under the California Coastal Act without a Coastal Development Permit approving a land division for the creation of such parcel.

**INFORMATION REQUIRED:** Same as for (1) above. Lot 15, which is the subject property of this Variance Application, was conveyed into separate ownership from all contiguous parcels after February 1, 1973, specifically on July 23, 2008. Therefore, this parcel was not legally created under the Coastal Act. However, the County has approved a Coastal Development Permit for the Application submitted for a Certificate of Compliance.

**FINDING:** Same as for (1) above. Lot 15, which comprises the subject property of this Variance Application, was conveyed into separate ownership from all contiguous parcels after February 1, 1973, specifically on July 23, 2008. However, the County has approved a Coastal Development Permit for the Application submitted for a Single-Family Dwelling on the Subject Property.

- (4) **REQUIRED FINDING:** Unless a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a Certificate of Compliance or Conditional Certificate of Compliance has been issued for the property, and if the property is in the Coastal Zone, a Coastal Development Permit process was conducted for the issuance of such Certificate, if required by law or regulation.

**INFORMATION REQUIRED:** A Certificate of Compliance (conditional or unconditional) and a Coastal Development Permit if the subject parcel is in the Coastal Zone (or equivalent proof of parcel legality satisfactory to the District Board of Directors).

**FINDING:** The Subject Property is 4,400 square feet in the S-94 Zoning District. A Conditional Certificate of Compliance (Type “B”) was issued by the County. Applicant submitted that Conditional Certificate of Compliance (Type “B”) issued by the County and recorded on June 22, 2017 (Document #2017-053648CONF) which states that the subject property APN 048-031-200 is recognized as “one single, legally created parcel” which complies with the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance. A Coastal Development Permit was issued for the concurrently with the Type “B” Certificate of Compliance. The Board of Directors of the Granada Community Services District can, and hereby does make this Required Finding (4).



- (5) **REQUIRED FINDING:** There are no features of the property or the development proposed thereon which have the potential to have a greater than usual contribution to wet weather sewage overflow.

**INFORMATION REQUIRED:** Site Plan, Topographic Map and Building Permit plans for the subject parcel including calculations by the drafter of the plans showing the percentage of the subject parcel covered with impervious surfaces.

**FINDING:** Pursuant to County of San Mateo Zoning Regulations for Site Coverage, the maximum parcel coverage is 30% for structures in the S-94 district, plus an additional 10% of site coverage for impervious surface area less than 18" above ground level ("non-structures"). (County Zoning Regs §§ 6300.9.11.50 and 6300.9.11.70). The maximum site coverage for structures is 30% which equals 1,320 square feet in this case. The maximum site coverage for impervious non-structures is 10% which equals 440 square feet in this case. The proposed parcel coverage for the structure is 1,381 square feet (31.38%) and the proposed coverage for impervious non-structures is 404 square feet (9.18%); hence, the site coverage for structures would not comply with the County standards, thus creating a greater than usual potential for increased wet weather sewage overflow. However, the County of San Mateo has issued a Coastal Development Permit for the residence and this finding can be made.

- (6) **REQUIRED FINDING:** Provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program. Where the size of the subject parcel is less than 60% of minimum parcel size, the District can only make the finding that provision of sewer service would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program by placing a condition upon a recorded Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms.

**INFORMATION REQUIRED:** The District already has or can obtain this information in the form of documentation showing the number of parcels in the District which have merged or which had their development rights transferred or otherwise eliminated since the completion of the Parcel Inventory and Development Potential Assessment for the Granada Sanitary District (prepared by J. Laurence Mintier & Associates in association with Kennedy/Jenks Consultants (District Engineer)). The District will apply the information to the application before it.

**FINDING:** The parcel is 4,400 square feet in size (short of the 10,000 square foot minimum zoning requirement used for buildout calculations by 5,600 square feet, *i.e.*, 44% of the minimum parcel size).

The Board of Directors of the Granada Community Services District finds that because the subject parcel is less than 60% (*i.e.*, 44%) of the minimum parcel size, the District can make this Finding (6) that the provision of sewer service would not significantly

adversely affect the ability of the District to serve a conforming parcel unless it places a condition upon the Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms. (District Code § 603(03)(B), District Ordinance No. 169.) Applicant's current plans are for two bedrooms and, hence, Finding (6) can be made.

- (7) **REQUIRED FINDING:** Granting of the variance would not constitute a special privilege not available to other property owners similarly situated.

**INFORMATION REQUIRED:** Written statement of relevant facts from Applicant comparing contiguous or nearby properties.

**FINDING:** This is a Finding requiring the District Board's factual determination. The parcel is 4,400 square feet (short of the 10,000 square foot minimum zoning requirement used for buildout calculations by 5,600 square feet, *i.e.*, 44% of the minimum parcel size). This could be considered a special privilege. However previous variances have been granted for a 4,800 square foot parcel and a 6,452 square foot parcel in 10,000 square foot minimum zoning. The adjacent parcel (048-031-190) is also of similar size as the subject parcel, 4,400 square feet or less.

The Board of Directors of the Granada Community Services District finds that provision of sewer service to the parcel which is the subject of this application will not constitute a special privilege not available to other property owners similarly situated.

- (8) **REQUIRED FINDING:** The property owner has demonstrated by a preponderance of the evidence presented to the District Board that the parcel cannot be rendered conforming (without rendering any contiguous parcel nonconforming) by acquisition of one or more contiguous parcels by payment of fair market value for such contiguous parcel(s).

**INFORMATION REQUIRED:** Parcel size and setback for each contiguous parcel sharing a boundary line with the subject parcel and name and address of owner(s) of each such contiguous parcel together with documentation showing that each such owner has been offered fair market value for a portion of such contiguous property such that the subject parcel would be rendered conforming. The fair market value offer is not required if contiguous property is not vacant or, if developed, does not exceed minimum parcel size under the zoning ordinance.

**FINDING:** Applicant has provided information demonstrating why the parcel cannot be rendered conforming by acquisition of one or more contiguous parcels. According to the Applicant, the property owner has made offers to the owners of all adjacent vacant parcels (APNs 048-031-140, 048-031-170, and 048-031-120), and that Applicant has not received any responses to these offers. The adjacent developed parcel (APN 048-031-190) is similarly sized to the subject parcel and, thus, does not exceed the minimum parcel size of 10,000 square feet. It is a factual determination for the Board to make

whether these reasons are sufficient to establish that the parcel cannot be rendered conforming.

The Board of Directors of the Granada Community Services District finds that the property owner has demonstrated by a preponderance of the evidence that the parcel cannot be rendered conforming through purchase of adjacent vacant parcels.

- (9) **REQUIRED FINDING:** The component lots comprising the property do not qualify for merger or will be merged or rendered undevelopable as a condition of the issuance of the variance.

**INFORMATION REQUIRED:** The District already has the needed information in the form of documentation showing the standards for merger in effect in the County of San Mateo at the time the variance application is considered by the District Board.

**FINDING:** No merger is possible based on the evidence submitted by the Applicant.

- (10) **REQUIRED FINDING:** The current property owner will not voluntarily accept a refund of fees, charges and/or assessments paid in exchange for agreement that the parcel will not ever be used to generate wastewater or garbage and there is no adopted District policy to unilaterally implement such a refund.

**INFORMATION REQUIRED:** Written statement of the Applicant of intent to develop. There is currently no District policy for unilateral implementation of such a refund.

**FINDING:** Written statement provided November 12, 2018.

- (11) **REQUIRED FINDING:** For parcels which are less than 4,750 square feet in the S-17 or S-3 Zoning Districts, and for parcels which are less than 8,800 square feet in size in the S-94 Zoning District, the variance application was considered at a semi-annual meeting of the District Board held to consider and grant a total of no more than one semi-annual variance from among such variance applications submitted during the preceding six months based on the comparative merits of such application.

**INFORMATION REQUIRED:** Confirmation to be provided by District Administrator.

**FINDING:** This parcel is 4,400 square feet in the S-94 Zoning District, which requires a parcel size measuring 10,000 square feet. This application for Variance qualifies for semi-annual consideration because it is less than 8,800 square feet. There was one variance application approved by the District Board on January 21, 2021 for an application submitted on October 13, 2020. However, this application for Variance was submitted on November 13, 2018. Therefore, the issuance of this Variance will not result in the issuance of more than one semi-annual variance.

**GRANADA COMMUNITY SERVICES DISTRICT**  
504 Avenue Alhambra, Third Floor • P.O. Box 335 • El Granada, CA 94018  
Telephone: (650) 726-7093 • Facsimile: (650) 726-7099

**VARIANCE APPLICATION**

Parcel Information: Assessor's Parcel Number: 042 / 031 / 200 Lot(s): 11 Block: 5  
Parcel Address or Location: MAGELLAN DR. H. A. J.

Owner: Name(s) ARTI R MITHAL Phone: 650 243-8930  
Address: 724 MAIN ST Fax #: \_\_\_\_\_  
H. A. J. 94019 Cell #: 650 243-8930

Owner's Agent: Name(s) ART MITHAL Phone: \_\_\_\_\_  
Address: 724 MAIN ST Fax #: \_\_\_\_\_  
H. A. J. Cell #: 650 243-8930

Contractor: Name(s) SOLE Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

Parcel Sq. Footage.: 4,600 Zoning District: R1.5 Structure(s) Sq. Footage: 1,946  
(Total)

Type of development (Check one): Single Family Dwelling:  Multiple Unit/Apartments: \_\_\_\_\_  
Mixed Use (Commercial Use Structure with a Living Unit): \_\_\_\_\_

Are there any trees on the parcel (Yes/No)? No If yes, how many?: \_\_\_\_\_ # to be Removed: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

For Single Family Dwellings Only:

Dwelling Sq. Ft.: 1,715 Garage: 231 No. of Bedrooms: 3 No. of Baths: 3

For Mixed Use Only:

Check or Enter No.: Warehouse(s): \_\_\_\_\_ No. of Offices: \_\_\_\_\_ Square footage of Living Unit: \_\_\_\_\_

Applicants Signature: [Signature] Date: 11/12/12

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

GRANADA  
Community Service

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

Attachments Provided:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Grant Deed                | <input checked="" type="checkbox"/> Sq. Ft. Verified    | <input checked="" type="checkbox"/> Contig Owner Info |
| <input checked="" type="checkbox"/> Chain of Title | <input type="checkbox"/> Contig Vac Parcel Setbk        | <input checked="" type="checkbox"/> No Acpte Stmt     |
| <input type="checkbox"/> Building Plans            | <input checked="" type="checkbox"/> Contig Fair Mkt Doc | <input type="checkbox"/> Merger Docs                  |

DATE RECEIVED: \_\_\_\_\_


Agent Form  
Rec'd By: [Signature]  
 Other: \_\_\_\_\_

Complete?: YES NO

No. of NCA's: 0.5 No. Needed: 0.5 NCA Pur App Needed?:  YES  NO Application Fee: \$ 750.00

[Signature]

Mithel

<p>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</p>	<p>For Clerk Use Only</p> <p><b>2017-053648 CONF</b> 11:52 am 06/22/17 CC Fee: 27.00 Count of pages 5 Recorded in Official Records County of San Mateo Mark Church Assessor-County Clerk-Recorder</p>  <p>* R 0 0 0 2 4 1 3 0 6 8 *</p>
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County of San Mateo  
Planning and Building Department

**CERTIFICATE OF COMPLIANCE**

Pursuant to Government Code Section 66499.35(b)

Planning File No. PLN 2017-00040

The County of San Mateo has received a request from Pullo LLC, 1190 Homestead Road, Santa Clara, California, 95050, to determine if real property owned by Pullo LLC, Assessor's Parcel Number 048-031-200, and further described below, complies with the provisions of the California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

Property Descriptions

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

Lot 15, in Block 5, as designated on the map entitled "Shore Acres, Half Moon Bay, California (first addition to the City of Balboa)", which map was filed in the Office of the Recorder of the County of San Mateo, State of California, on December 18, 1905 in Book "B" of Maps at Page 12 and a copy entered in Book 3 of Maps at Page 95.

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

This parcel (APN 048-031-200) was first conveyed, as a single parcel separately from surrounding parcels, in July 2008. Since this occurred after July 15, 1945, the effective date of the County's first Subdivision Ordinance, this transaction requires the parcel to be legalized through the recording of a Certificate of Compliance, Type "B." The subject Certificate of Compliance shall represent APN 048-031-200 as one single, legally created parcel.

**Certificate of Compliance**  
Pullo LLC (APN 048-031-200)  
Page 2

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.

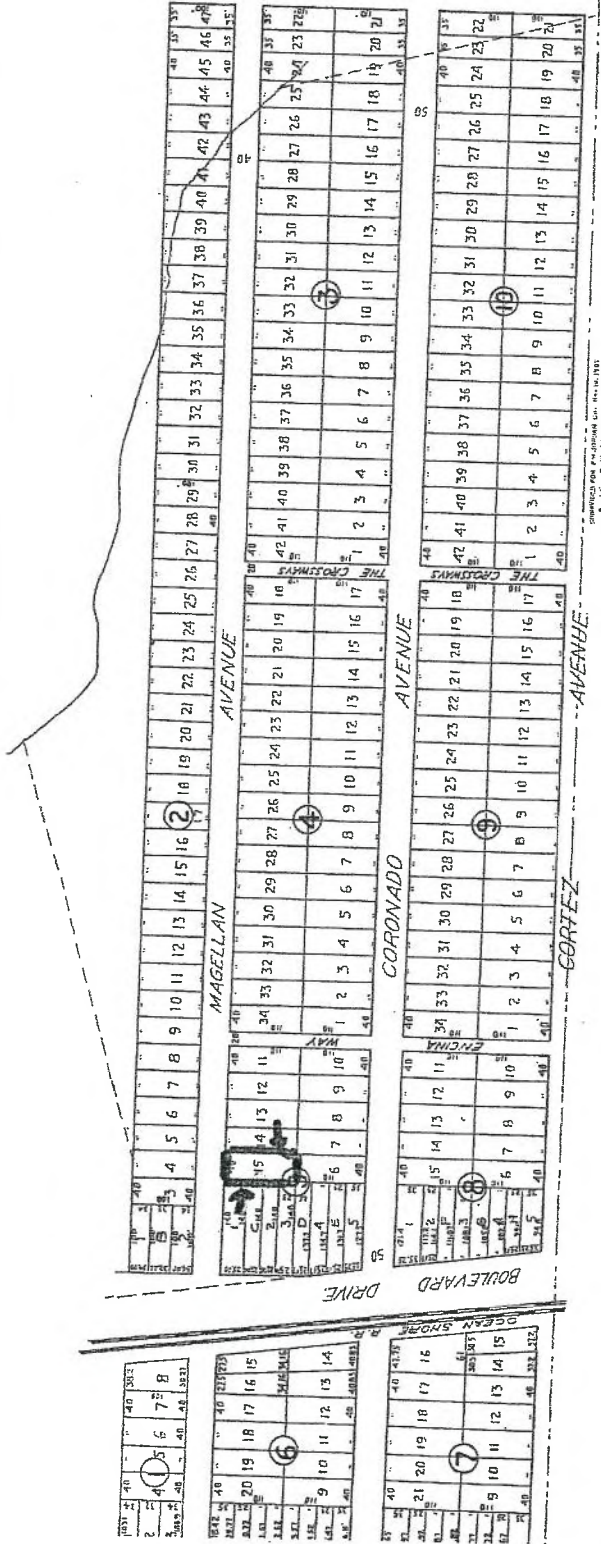
  
\_\_\_\_\_  
Steve Monowitz  
Community Development Director  
County of San Mateo

6/20/2017  
\_\_\_\_\_  
Date

SAM:PSB:jlh -- PSBBB0330\_WJN.DOCX  
FRM00101.DOCX (7/9/13)







**SHORE ACRES**  
**HALF MOON BAY CAL.**  
 FIRST ADDITION TO THE CITY OF BALBOA

SCALE: 1 inch = 120 ft.  
 (ORIGINAL) 1" = 60'

FILED FOR RECORD AT THE CLERK'S OFFICE OF SAN FRANCISCO COUNTY, CALIFORNIA, ON THIS 12th DAY OF DECEMBER, 1918.  
 By Justice E. H. H. [Signature]

APPROVED FOR THE CITY OF BALBOA  
 DECEMBER 12, 1918  
 [Signature]  
 CLERK OF BALBOA CITY

I, JAMES BROWN, THE PROPRIETOR OF THE LAND AND PREMISES SHOWN ON THE WITHIN AND ACCOMPANYING MAP, HAVE CAUSED SAID ACCOMPANYING MAP TO BE LAYED IN SAN MATEO COUNTY, CALIFORNIA, TO BE MADE, MAPPED AND RELATED AS SHOWN HEREON, AND I DO HEREBY ACKNOWLEDGE AND CERTIFY TO THE SAME.  
 IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND SEAL, THIS 2nd DAY OF DECEMBER, 1918.

*James Brown*  
 JAMES BROWN

ON THIS 2nd DAY OF DECEMBER, IN THE YEAR OF OUR LORD ONE THOUSAND NINE HUNDRED AND EIGHTEEN, I, J. D. CASSETT, A JURY SWORN FOR THE CITY AND COUNTY OF SAN FRANCISCO, CALIFORNIA, DO HEREBY CERTIFY TO ME THAT THE ENCLOSED MAP IS SUBSCRIBED TO THE WITHIN DECLARATION, AND IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAL, AT MY OFFICE, IN THE CITY AND COUNTY OF SAN FRANCISCO, THE DAY AND YEAR, IN THIS CERTIFICATE, FIRST ABOVE WRITTEN.

(SEAL)  
 [Signature]

CLERK OF SAN FRANCISCO COUNTY, CALIFORNIA

CORONADO AVENUE, MAGELLAN AVENUE AND BOULEVARD CORNE, AS DELINEATED ON THIS MAP, BEING ACCEPTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN MATEO FOR PUBLIC USE, IN ACCORDANCE WITH A RESOLUTION PASSED BY SAID BOARD OF SUPERVISORS, ON THE 11th DAY OF DECEMBER, 1918.

(SEAL)  
*Heerschaub*  
 CLERK OF SAN BOARD OF SUPERVISORS



Granada Community Services District

PROPERTY OWNER STATEMENT  
"NO ACCEPTANCE OF FEES"

I / we ARTI R. MITHAL have submitted a sewer permit Variance Application to the District regarding the Property described as VACANT (MAGELLAN DR.), (Enter address or, if vacant, enter "Vacant" with the street name, parcel lot number and block number), Assessor's Parcel No(s). 048 - 031 - 200, and hereby voluntarily make the following declaration in order to comply with District Ordinance Code section 603c.2(k):

I / we will not agree to the removal of any Granada Sewer Bond assessment levy and the refund of fees, charges and prior paid assessments in exchange for an agreement not to ever develop the property and not to ever generate wastewater or garbage from the property.

Current Property Owner(s):

Signature:

Date:

X Arti Mithal  
Arti Mithal

11/12/10

(NAME PRINTED)

Signature:

Date:

X \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

(NAME PRINTED)

GRANADA  
Community Services Dist

DEC 05 2018

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

*Parcel Size 5000 5000*

From: Raj Mittal [rajm@csd.granada.com](mailto:rajm@csd.granada.com)  
Subject: sewer parcel size and set back  
Date: December 2, 2018 at 1:29 PM  
To: raj Mittal [rajm@csd.granada.com](mailto:rajm@csd.granada.com)

APN	Parcel size	Block
048 031 120	8,400	1 & C
048 031 170	10,500	2, 3 & D
048 031 140	7,725	4 & 6

Above Owned By Tom and Helen Carey

2 Isabella Ave  
Atherton, Ca 94027

**Genevieve Saxton**

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**From:** Raj Mithal <rmithal1@gmail.com>  
**Sent:** Tuesday, December 11, 2018 11:27 AM  
**To:** Delia Comito  
**Cc:** Genevieve Saxton  
**Subject:** OFFER LETTER

To Carey Helen. The Isabella Trust.

I Arti Mithal purchased a sub standard lot on Magellan Dr HMB Lot 15 Block 5. APN 048 031 200 (4,400)

Upon visiting the Sewer District, I was requested to ask you if you would entertain the idea of selling me a portion of your property sharing the same property line with my property, so that my parcel would be rendered conforming (10,000 Sq Ft)

I feel the fair market value for 5,600 Sq Ft (Required to conform) is \$336,000.00. Thank you.

Arti Mithal 12/11/2018

[rmithal1@gmail.com](mailto:rmithal1@gmail.com)

650 243 8930

724 Main St. HMB. CA. 94019

**Genevieve Saxton**

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**From:** Raj Mithal <rmithal1@gmail.com>  
**Sent:** Tuesday, December 11, 2018 11:16 AM  
**To:** Delia Comito  
**Cc:** Genevieve Saxton  
**Subject:** RELEVANT FACTS

To The Board of Directors,

I Arti Mithal 724 Main St. HMB 94019 (my home address)  
purchased APN 048 031 200

lot 15. block 5. Magellan Ave lot. Lot size 40 x 110 ft (4,400 sq ft) a flat vacant lot no trees or bushes to remove for

construction. Looking at the assessors map and also a survey map( both identical) drawn below.

lot 14. 216 Magellan Ave. 2 Story Home. APN 048 031 190 40 x 110. 4,400 sq ft.

lot 15 my lot 40 x 110 (4,400 sq ft ) vacant no trees and fairly level.  
APN 048 031 200.

The following lots share the same property line (as my property) and also is owned by the same person.

Tom And Helen Carey. 2 Isabella Ave, Atherton. CA. 94027.

All the following lots are vacant fairly level with no trees.

lot 1. 35 x 140 (4,900 sq ft) Vacant. lot C. 140 x 25 (3,500 sq ft) Same APN for lot 1 and C 048 031 120.

lot 2. 140 x 25 (3,500 sq ft) Vacant. lot 3. 140 x 25 (3,500 sq ft) Same APN for lot 2 and 3 048 031 170.

lot 6. 40 x 110 (4,400 sq ft) Vacant. APN 048 031 140.

In summary Lots 1,C,2,3 and 6 as far as I can tell are the only lots sharing the same property line as my lot.

Thankyou

Recd 12/10/18  
via email

From: Raj Mithal  
Subject: Relevant Facts  
Date: December 4, 2018 at 10:11 PM  
To: raj.mithal@...@...@...

*Relevant Facts  
Page 1*



To the Board Of Directors,

I Am Mithal 724 Main St HMB. 94019 650 243 8930 APN 048 031 200

Lot 15 Block 5

lot size 40 ft wide by 110 ft long with no trees and basically a flat lot Applying for a permit

216 Magellan dr a 2 story home 40 by 110. *A 1000 sq ft 2 story home*

Looking at the assessors map lot 1 and C 8400 sq ft app 048 031 120

lot 2.3 and D 1,500 sq ft 048 031 170

lot 4 and 6 7,725 sq ft 048 031 140 *?*

lot E 3,325 sq ft 048 031 150

All owned by Tom and Helen Carey

2 Isabella Ave. Atherton CA 94027

As far as i can tell lots 10, 11, 5 14 and 7 are all vacant some have trees mostly flat

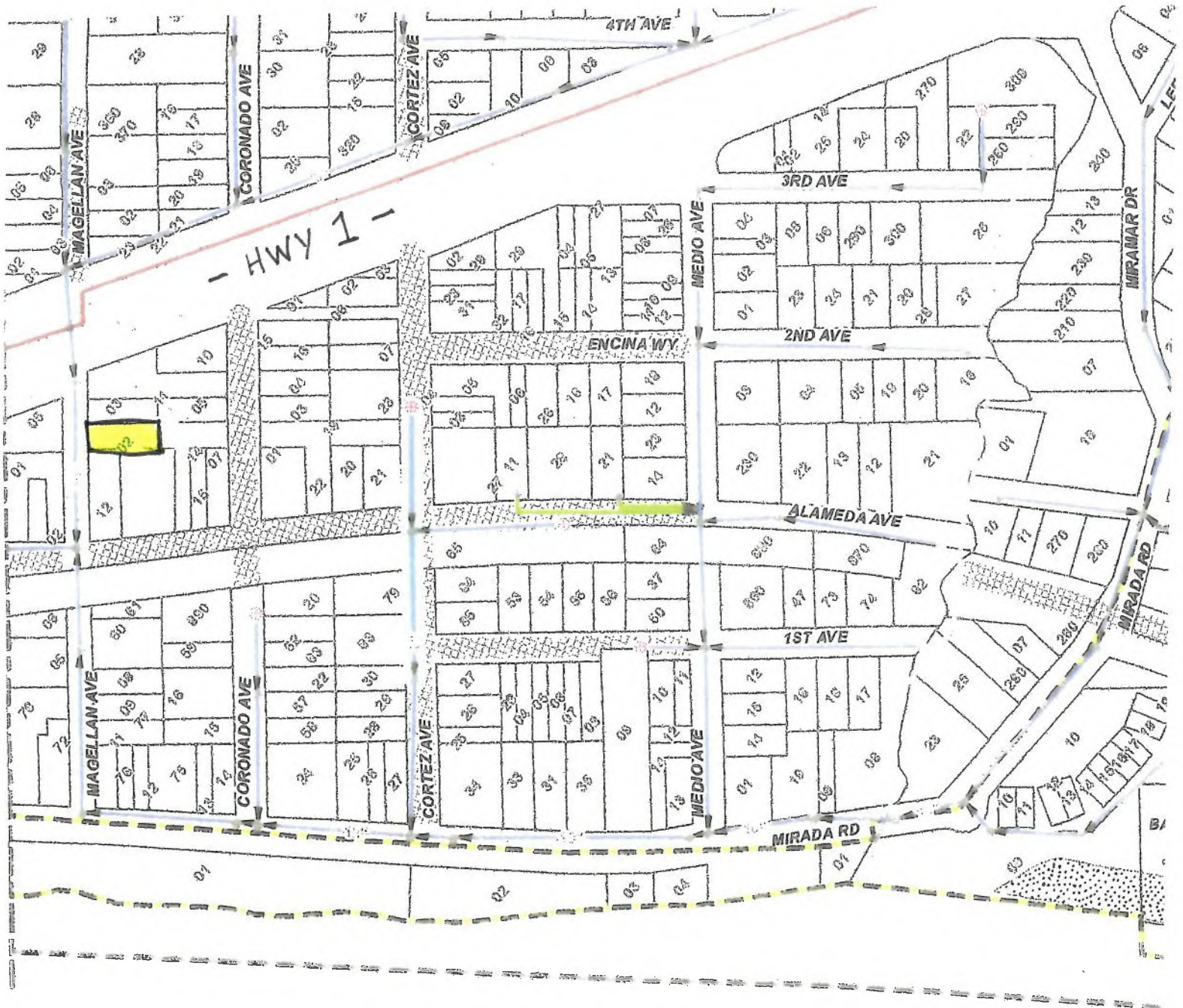
Purpose of my lot is to build a modern looking home for my mom and dad to retire at.

Thankyou

A Mithal



048-031-200  
MITHAL



PACIFIC OCEAN



**Granada Sanitary District**  
**2003 Refunding Sewage Treatment Facility Reassessment District**  
**Account Information as of FY 2018-19**

*\*Includes Approved/Pending Relief Applications through June 30, 2017\**

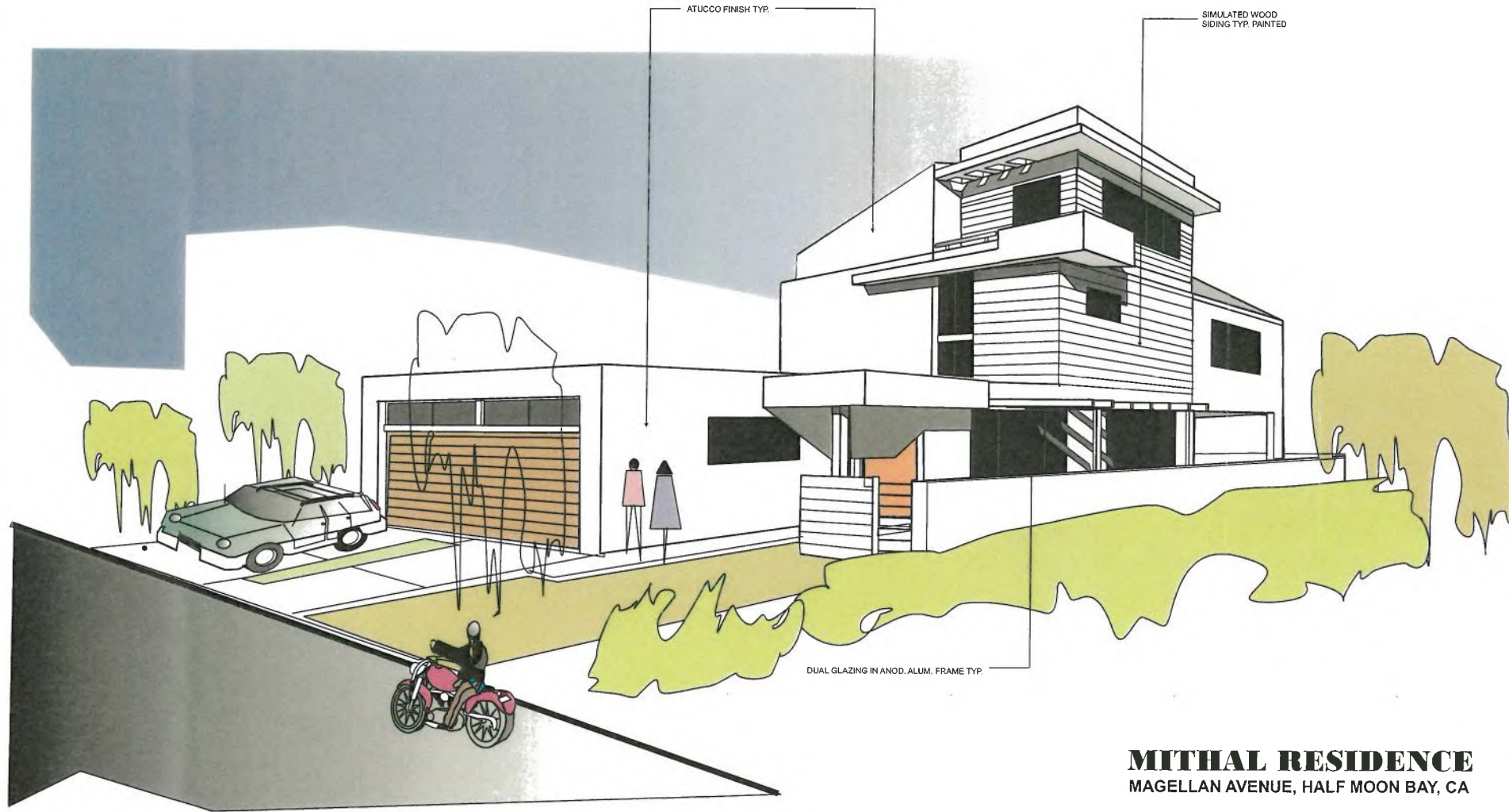
APN	New Owner	A/P	Levy	Original ERU	Current ERU	Asmt. No.
048-031-200	PULLO LLC	Active	\$201.26	0.5	0.5	962-1A-2



MITHAL

048 031 200

048-031-200



**MITHAL RESIDENCE**  
MAGELLAN AVENUE, HALF MOON BAY, CA

REVISIONS:

Architecture  
**CRISKRUIS**  
ARCHITECTS & ASSOCIATES, INC.  
724 BUCKLEBOURNE AVENUE, SUITE 100  
LA JOLLA, CALIFORNIA 92037

REVIEWED BY  
APPROVED BY  
JOB NO.

**NEW MITHAL RESIDENCE**  
MAGELLAN AVENUE  
HALF MOON BAY, CA

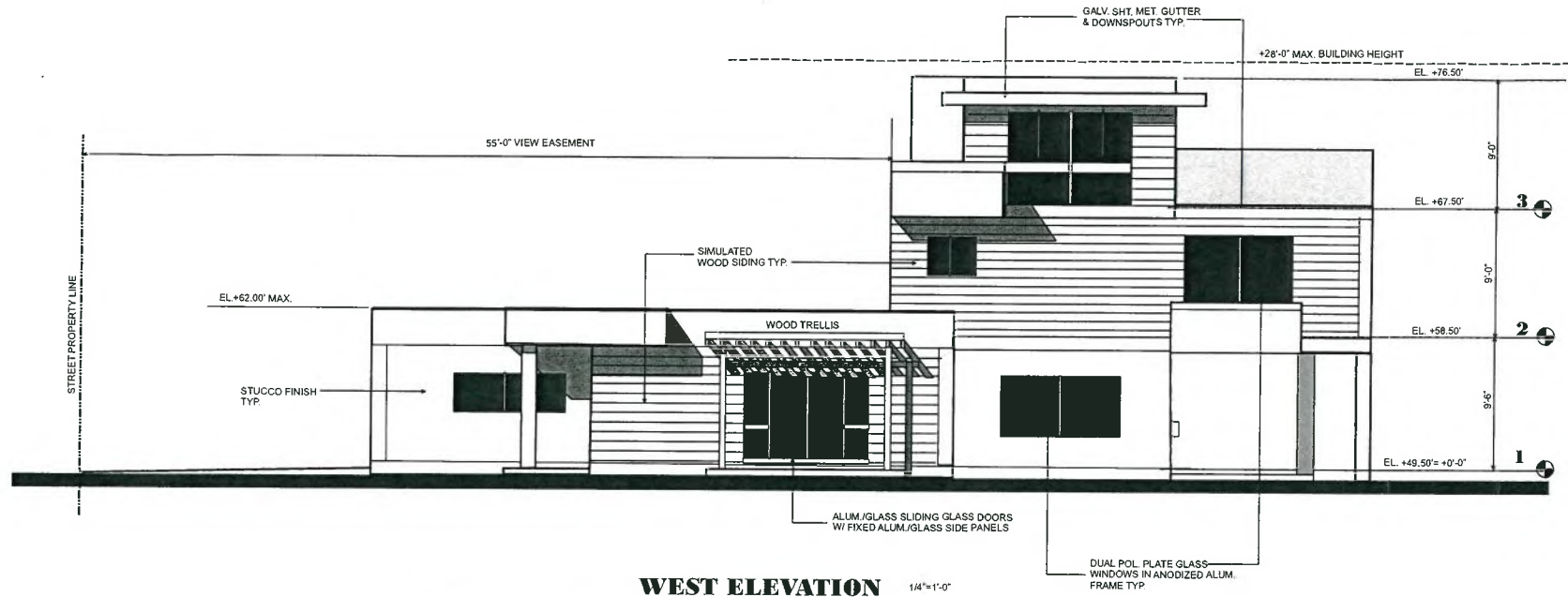
**SCHEMATIC DRAWINGS**

SHEET Number

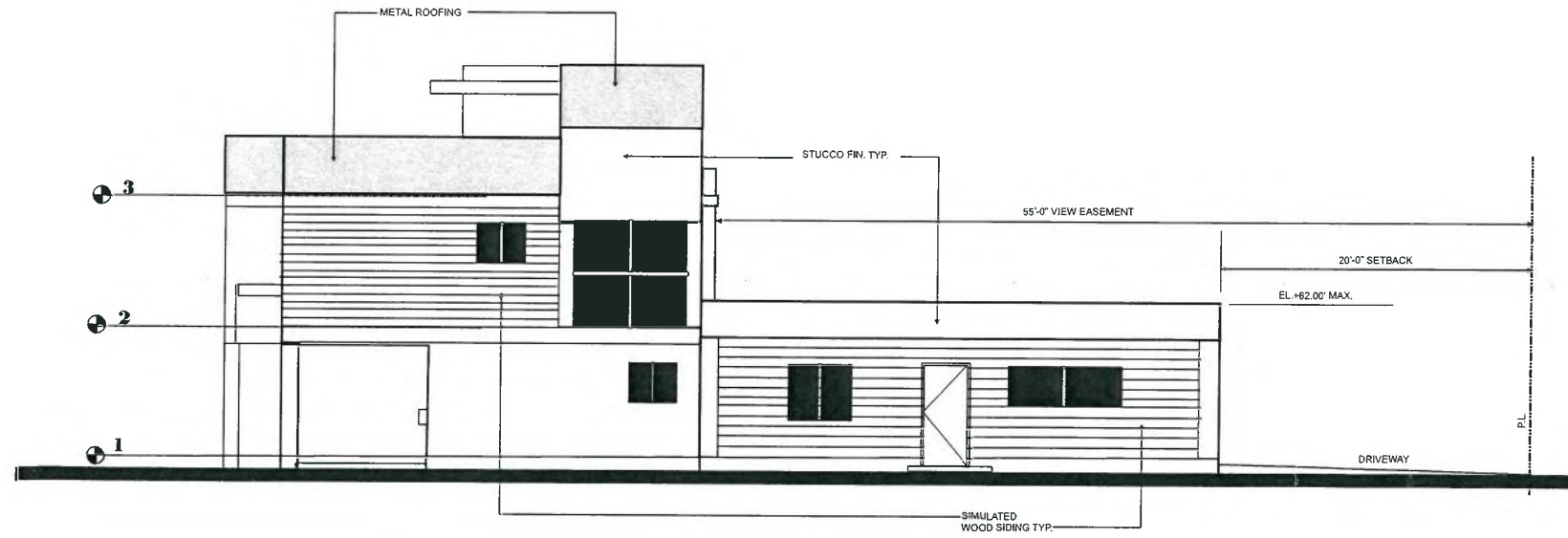
**AR-4**

4 OF 4  
DATE: 11/12/18





**WEST ELEVATION** 1/4"=1'-0"



**EAST ELEVATION** 1/4"=1'-0"

REVISIONS:

--	--

ARCHITECTURE  
**ORISIRUIS**  
 ARCHITECT AND ASSOCIATES, INC.  
 726 South Main Street, Suite 200, Berkeley, CA 94702  
 Tel: 415.863.1818 Fax: 415.863.1820

REVIEWED BY	APPROVED BY
JOB NO.	

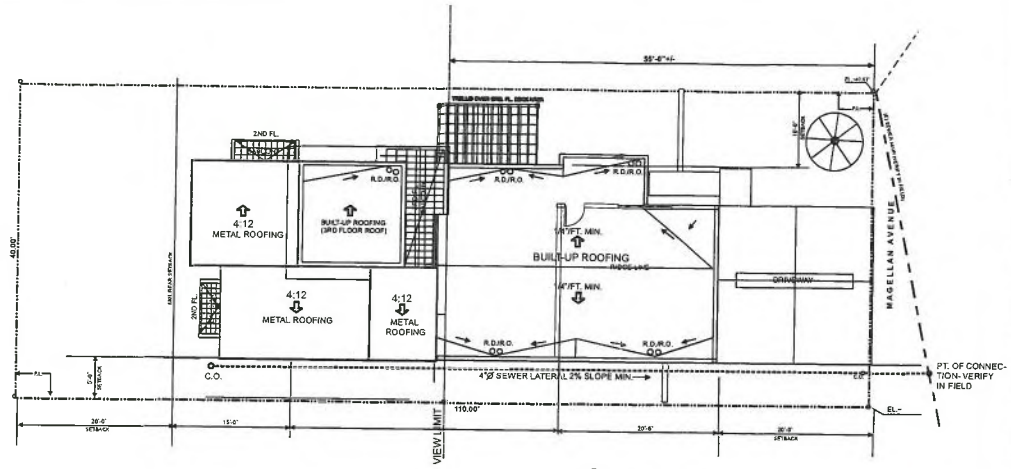
**NEW MITHAL RESIDENCE**  
**MAGELLAN AVENUE**  
 HALF MOON BAY, CA

**EXTERIOR ELEVATIONS**

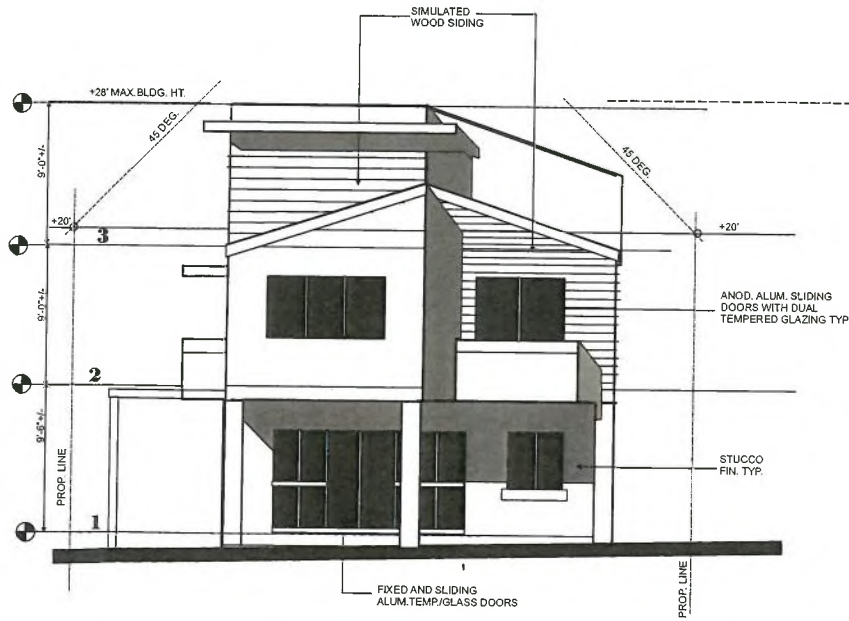
SHEET Number  
**AR-3**  
 2 OF 4  
 DATE: 11/12/18

### EXTERIOR MATERIALS AND FINISH SCHEDULE

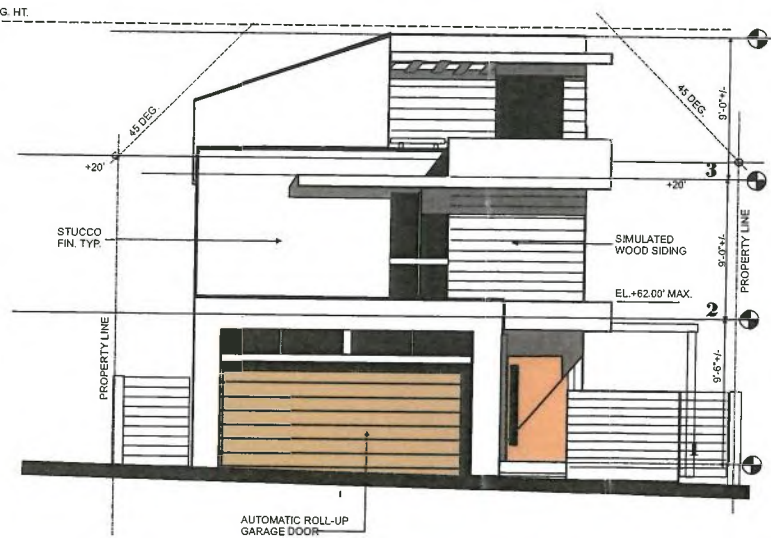
EXTERIOR WALLS	<ol style="list-style-type: none"> <li>1. STUCCO FINISH PAINTED</li> <li>2. SIMULATED "HARD-PLANK" OR EQUAL WOOD SIDING- PAINTED</li> </ol>
WINDOWS	BLACK ANODIZED ALUMINUM AND CLEAR GLASS (SLIDING , AWNING TYPE, ETC.)
DOORS	<ol style="list-style-type: none"> <li>1. WOOD FINISHED GARAGE ROLL-UP DOOR W/ AUTOMATIC GARAGE DOOR OPERATOR</li> <li>2. SOLID WOOD CORE W/ METAL CLADDING ENTRY AND GARAGE SIDE DOOR</li> <li>3. SLIDING BLACK ANODIZED ALUMINUM DOORS WITH CLEAR TEMPERED POL. PLATE GLASS</li> <li>4. FIXED POL. PLATE GLASS PANELS ADJACENT SLIDING DOORS</li> </ol>
ROOFING	<ol style="list-style-type: none"> <li>1. TAR AND GRAVEL ROOFING (25 YR. MIN. WARRANTY) FIRE RATED CLASS A</li> <li>2. SHEET METAL ROOFING WITH BAKED ENAMEL FINISH. STANDING SEAMS.</li> </ol>



**ROOF-SITE PLAN**  
 (SEE SURVEY SHEET ATTACHED FOR INFORMATION ONLY)



**REAR (SOUTH) ELEVATION**  
 1/4" = 1'-0"



**STREET (NORTH) ELEVATION**  
 1/4" = 1'-0"

REVISIONS:

Architecture  
**ORISURUS**  
 ARCHITECT AND ASSOCIATES, INC.  
 7245 SHERBORN DRIVE, SUITE 100  
 SAN DIEGO, CA 92121

REVIEWED BY  
 APPROVED BY  
 JOB NO.

**NEW MITHAL RESIDENCE**  
**MAGELLAN AVENUE**  
 HALF MOON BAY, CA

**EXTERIOR ELEVATIONS**  
**AND ROOF PLAN**

SHEET Number  
**AR-2**  
 2 OF 4  
 DATE: 11/12/18



# PROJECT ANALYSIS

DISTRICT S-94 COMBINING  
 DISTRICT-MIDCOAST  
 SETBACKS 10' AT SIDES  
 MAX. HT. 20' FRONT & REAR  
 28'-0"

LOT AREA: 40' X 110' = 4,400 S.F.

PROPOSED BUILDING AREAS:  
 FIRST FLOOR- 950 S.F.  
 SECOND FLOOR- 765 S.F.  
 GARAGE 431(LESS 200) = 231 S.F.

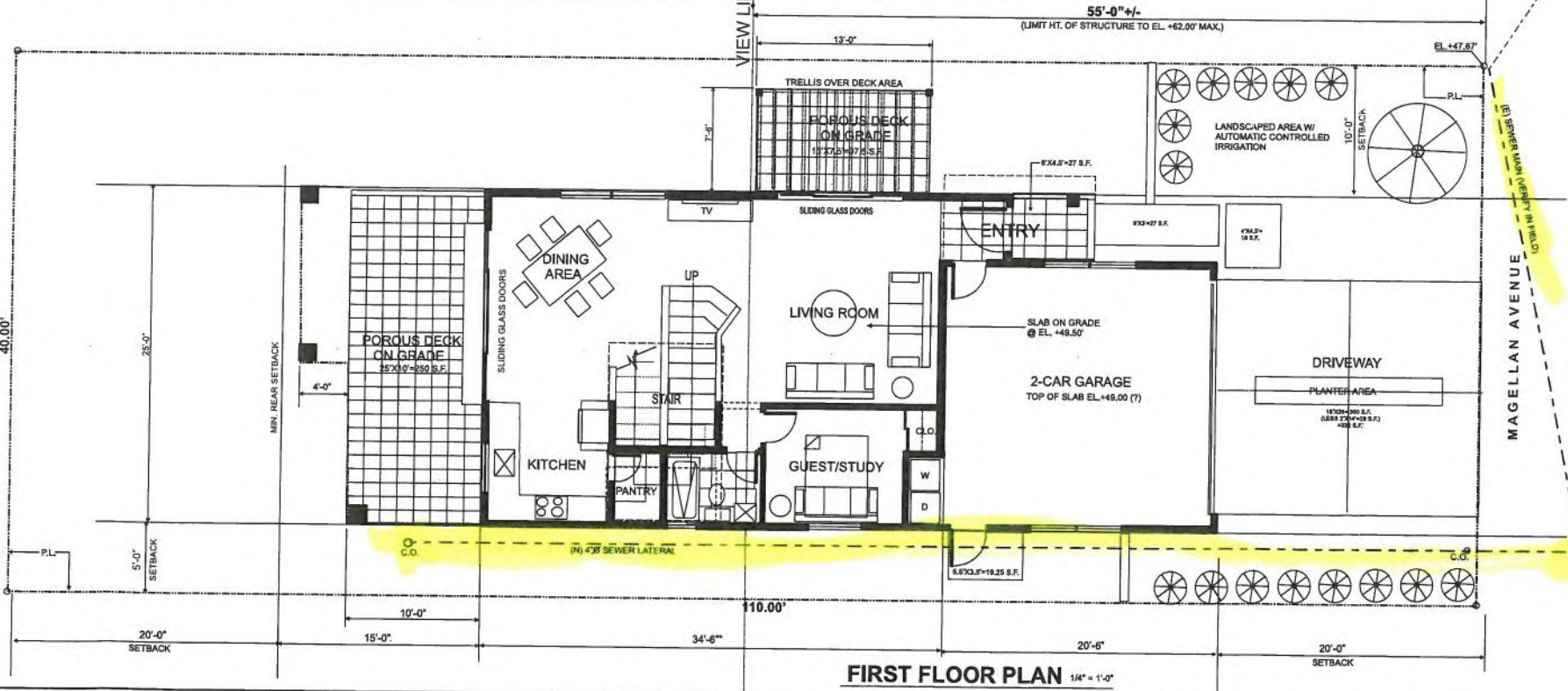
GROSS FLOOR AREA 1,946+/- S.F.  
 (THIRD FLOOR STORAGE/UTIL. 182 S.F.)  
 FLOOR AREA RATIO 44.23 % < 48%  
 LOT COVERAGE 1,381 S.F. >  
 31.38 % > 30%

NOTE: LOT COVERAGE INCLUDES FULL  
 GARAGE FLOOR AREA OF 431 S.F.

IMPERVIOUS SURFACE = 404 S.F. < 9.18%  
 POROUS DECKS = 347.50 S.F.



INDEX TO DRAWINGS	
ARCHITECTURAL	
AR-1	FLOOR PLANS
AR-2	EXTERIOR ELEVATIONS AND ROOF PLAN
AR-3	EXTERIOR ELEVATIONS
AR-4	EXTERIOR SKETCH
REFERENCE DRAWINGS	
EXHIBIT 'X', AS PREPARED BY RANDY YICK, LAND SURVEYOR	



REVISIONS:

ARCHITECT: **ARISRUZ**  
 ARISRUZ AND ASSOCIATES, INC.  
 728 Boulder Avenue, South San Francisco, CA 94080  
 Tel: (415) 351-1001 Fax: (415) 351-1002 Email: arisruz@arissruz.com

REVIEWED BY: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_  
 JOB NO: \_\_\_\_\_

**NEW MITHAL RESIDENCE**  
**MAGELLAN AVENUE**  
 HALF MOON BAY, CA

**FLOOR PLANS**

SHEET Number  
**AR-1**  
 1 OF 4  
 DATE: 11/12/18



**ITEM #2**



# GRANADA COMMUNITY SERVICES DISTRICT

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## AGENDA MEMORANDUM

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To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Consideration of Fiscal Year End June 30, 2020 Audited Financial Report

Date: February 18, 2021

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Attached are the Fiscal Year 2019/2020 Audited Financial Statements for your Board's review. The first part of the audit contains the Management's Discussion and Analysis of the District's financial statements, which highlights some of the significant changes in the District's year over year financial operations. The audit shows that the District is on sound financial footing, and I will discuss the details of the audit further at our meeting.

**GRANADA COMMUNITY  
SERVICES DISTRICT**

**MANAGEMENT REPORT**

**FOR THE YEAR ENDED JUNE 30, 2020**



**GRANADA COMMUNITY SERVICES DISTRICT**

Management Report  
For the Year Ended June 30, 2020

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Board of Directors of the  
Granada Community Services District  
Granada, California

In planning and performing our audit of the financial statements of the Granada Community Services District for the year ended June 30, 2020, we considered the District's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

Our consideration of the internal control would not necessarily disclose all matters in the internal control that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce, to a relatively low level, the risk that errors or irregularities in amounts that would be material in relation to the basic financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

We will review the status of these comments during our next audit engagement. We will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing any changes you may make. We thank the District's staff for its cooperation on this audit.

Fechter & Company,  
Certified Public Accountants



February 3, 2021  
Sacramento, California

# GRANADA COMMUNITY SERVICES DISTRICT

Required Communication  
For the Year Ended June 30, 2020

## **The Auditor's Responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated September 14, 2020, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the District financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

## **Significant Accounting Policies**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

## **Internal Control Related Matters**

In any smaller entity, whether private enterprise or a governmental agency, the lack of segregation of duties can present potential issues in regard to the perpetuation and concealment of fraud. Even with a perfect segregation of duties, frauds can be perpetuated and concealed. The District can perform some specific control procedures to help reduce the risk of fraud, however. Some of the controls would include:

- Having someone independent of the bank reconciliation function review the bank statements on a monthly basis. At this District, it would mean someone independent of the accounting function reviewing the county reports and multitude of bank accounts and bank reconciliations.
- Examining a budget to actual report on a frequent basis.
- Comparing the financial statements on a detailed level to the prior year on a frequent basis.

## GRANADA COMMUNITY SERVICES DISTRICT

### Required Communication For the Year Ended June 30, 2020

- Requiring someone independent of the payroll process review payroll on a bi-weekly basis, checking for accuracy of pay rates, paid time off recorded, etc.
- Verifying that a second person is approving all disbursement activity and that an individual independent of the accounting function is signing checks and asking questions about invoices presented for payment.
- Frequently displaying “professional skepticism” when considering staff responses on District finances.

California Government Code Section 12422.5 requires the State Controller’s office to develop internal control guidelines applicable to each local agency by January 1, 2015. The intent of the legislation is to assist local agencies in establishing a system of internal control to safeguard assets and prevent and detect financial errors and fraud. To this end, the State Controller’s Office has produced a draft of control guidelines for local Agencies. As the District contemplates changes to its system of internal control, we advise in utilizing these guidelines when developing internal procedures to assist with your internal control processes.

The State Controller’s office has defined internal controls into five components that work together in an integrated framework. Their guidelines were adopted from the definitions and descriptions contained in *Internal Control – Integrated Framework*, published by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). The components are:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring Activities

The objective of *control environment* is the set of standards, processes, and structures that provided the basis for carrying out internal control across the entity. The governing board and management establish the “tone at the top” regarding the importance of internal control, including expected standards of conduct which then cascade down through the various levels of the organization and have a strong effect on the overall system of internal control.

A District’s *Risk Assessment* process includes how management identifies risks (including fraud risk) relevant to the preparation and fair presentation of the financial statements in accordance with the District’s applicable financial reporting framework. In addition, this would also involve areas of business and operational risk which could potentially affect the District’s finances on a go-forward basis.

The District’s risk assessment process is an extremely important activity the board and management should undertake. Every organization, public or private, faces business risks on a day to day basis. Identifying those risks and then acting on them in a timely manner may prevent future problems from becoming completely unmanageable.

## GRANADA COMMUNITY SERVICES DISTRICT

### Required Communication For the Year Ended June 30, 2020

Management should consistently attempt to identify risks that exist and then present those risks to the board for action. It is impossible for us to identify every potential risk that exists but either way, management and the board should proactively attempt to identify risks that could adversely affect the District's operations.

*Control Activities* are in reference to establishing policies and procedures that achieve management directives and respond to identified risks in the internal control system. These are specific procedures designed to perform a secondary review of internal processes that will allow for segregation of duties and a management level review of processed transactions.

*Information and Communication* are the District's methods of identifying what information is relevant to present to management and the board to assist the District in making the correct decisions. It also is in reference to the District's internal processes of gathering and summarizing that information.

*Monitoring* involves evaluating the effectiveness of controls on an on-going basis and taking remedial actions when necessary when identified by the other control procedures in place. On-going monitoring activities often are built into the normal recurring activities of a local government and include regular management and supervisory activities.

There is no catch-all for finding all instances of fraud within any entity, whether public or private. One of the key factors in helping prevent fraud is to encourage ethical behavior at all levels of the organization, i.e., "tone at the top". Another key would be to note instances of abnormal behavior of finance or accounting staff when questioned about District financial matters.

The District should remember that they have outside resources available in the case of fraud – they are able to contact District auditor, their attorney, or county auditor-controller should anyone feel there is a chance of fraud or abuse.

### **Accounting Estimates**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements were:

- Capital asset lives and depreciation expense
- Actuarial study to determine the District's annual required pension contribution
- Actuarial study to determine the District's net pension liability

# GRANADA COMMUNITY SERVICES DISTRICT

Required Communication  
For the Year Ended June 30, 2020

## **Audit Adjustments**

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of financial statements. An audit adjustment may or may not indicate matters that could have a significant effect on the District's financial reporting process. The following audit adjustments, made by us on an annual basis, indicates matters that could have a significant effect on the District's financial reporting process:

- Recorded current year depreciation expense.
- Recorded current year changes to GASB 68 pension accounts.
- Recorded current year changes in Investment in Sewer Authority Mid-Coastside (SAM) balances.

## **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

## **Consultations with Other Independent Auditors**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## **Issues Discussed Prior to Retention of Independent Auditors**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

## **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing our audit.

**GRANADA COMMUNITY  
SERVICES DISTRICT**

**Annual Financial Report  
and Supplementary Information  
With Independent Auditor's Report Thereon**

**Years Ended  
June 30, 2020 and 2019**

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Annual Financial Report and Supplementary Information**

Years Ended June 30, 2020 and 2019

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Statements of Net Position.....	7
Statements of Revenues, Expenses, and Changes in Net Position .....	8
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**INDEPENDENT AUDITOR'S REPORT**

Governing Board  
Granada Community Services District  
El Granada, California

***Report on the Financial Statements***

We have audited the accompanying financial statements of the business-type activities of the Granada Community Services District (the District) as of June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Controller's *Minimum Audit Requirements for California Special Districts*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Governing Board  
Granada Community Services District  
El Granada, California

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Granada Community Services District as of June 30, 2020 and 2019, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3-6, and the Schedule of the District's Proportionate Share of the Net Pension Liability and the Schedule of Pension Contributions on page 23, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Fechter & Company  
Certified Public Accountants

A handwritten signature in cursive script that reads "Fechter & Company, CPAs". The signature is written in black ink and is positioned above the printed name of the firm.

Sacramento, California  
February 3, 2021

This section of the Granada Community Services District's (District) annual financial report presents management's discussion and analysis of the District's financial performance during the fiscal year ended June 30, 2020. Please read it in conjunction with the District's financial statements which follow this section.

## **OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report includes this management discussion and analysis report, the independent auditor's report, and the basic financial statements of the District. The basic financial statements also include notes that explain in more detail some of the information in the financial statements.

## **BASIC FINANCIAL STATEMENTS**

The District's basic financial statements include the statements of net position, statements of revenues, expenses and changes in net position, statements of cash flows, and the statements of fiduciary net position. These statements are prepared in a manner similar to commercial enterprises. The purpose of the statement of net position is to report all assets and liabilities of the District as of the date of the statement. The difference between the assets and liabilities is net position, which represents the portion of total assets not encumbered by debt. Assets and liabilities are reported at historical cost, except for investments, which are reported at fair market value in accordance with accounting pronouncements. Long-term infrastructure assets such as pump stations and sewer lines are reduced by depreciation based upon the expected remaining life of the underlying asset. The District records assets on its books when it takes ownership and liabilities when it incurs the obligation to pay, whether or not it has actually been billed.

### **Proprietary Funds**

The District uses a proprietary fund to account for its sewer service and parks and recreation service. The proprietary fund financial statements include statements of net position, statements of revenues, expenses, and changes in net position, and statements of cash flows. These statements are accounted for on an economic resources measurement focus using the accrual basis of accounting similar to commercial enterprises.

Sewer service is provided through the sewer service area of the District, except for the area designated as rural. The basic unit of charge used to calculate sewer service and connection fees is called an Equivalent Residential Unit (ERU), which equates to an estimated 221 gallons per day of wastewater flow. Single family homes are charged 1 ERU as their sewer service charge. Commercial properties are charged a sewer service fee based upon a formula which takes into account their water usage for the year, as well as a strength of wastewater component. The charge per ERU for fiscal year ending June 30, 2020 was \$520, which was an increase from \$460 in the prior year. Sewer service charges are used to fund the ongoing operations of the District, including administration, operations, treatment, collections, and capital replacement costs.

The District's park and recreation services, which are funded by the District's share of the statewide 1% property taxes levied on homes and businesses, is included in the District's proprietary fund.

## Fiduciary Funds

The District uses an Agency Fund to account for resources held for the benefit of parties outside the government. Statements of fiduciary net position are included in the District's basic financial statements and are accounted for on an economic resources measurement focus using the accrual basis of accounting.

The Assessment District was formed and funded in 1996 for the purpose of providing the District's share of funds for the expansion of the Sewer Authority Mid-Coastside (SAM) Wastewater Treatment Plant. It was created under the Municipal Improvement Act of 1913 and the Improvement Bond Act of 1915 in combination with the Integrated Financing District Act. A total of \$8.1 million in bonds were originally issued, backed by an assessment on 1,618 parcels. The bonds were refinanced in 2003 at a lower interest rate. Due to the pay-down of principal, and pre-payments from some assessed parcels, \$6.1 million in bonds were re-issued in the 2003 refunding/refinancing process backed by assessments on 1,355 parcels. All activity related to the bonds is reported in the Statements of Fiduciary Net Position.

### **STATEMENTS OF NET POSITION**

The following are condensed Statements of Net Position:

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Assets:			
Current assets	\$ 4,710,359	\$ 4,520,972	\$ 4,311,110
Capital assets - net of depreciation	5,305,553	5,569,709	5,850,212
Non-current assets excluding capital assets	5,453,524	5,391,897	5,014,286
Total Assets	<u>15,469,436</u>	<u>15,482,578</u>	<u>15,175,608</u>
Deferred Outflows of Resources:	<u>102,010</u>	<u>109,305</u>	<u>155,963</u>
Liabilities:			
Current liabilities	137,587	109,914	190,172
Non-current liabilities	177,495	174,065	185,779
Total Liabilities	<u>315,082</u>	<u>283,979</u>	<u>375,951</u>
Deferred Inflows of Resources:	<u>21,144</u>	<u>24,830</u>	<u>9,544</u>
Net Position:			
Net investment in capital assets	5,305,553	5,569,709	5,850,212
Unrestricted	9,929,667	9,713,365	9,095,864
Total Net Position	<u>\$ 15,235,220</u>	<u>\$ 15,283,074</u>	<u>\$ 14,946,076</u>

The total assets of the District decreased \$13,142 from June 30, 2019. Current assets increased from \$4,520,972 to \$4,710,359. The District uses its cash reserve as a set aside for short and long term replacement of capital assets. Current assets include amounts of \$132,263 and \$79,070, as of June 30, 2020 and 2019, respectively, which represent receivables due from the County for the annual sewer service charge. The District utilizes the County's property tax roll to collect its annual sewer service charges. The County collects these charges on the property tax bills sent to tax payers, and then sends monthly payments to the District based upon payments received.

**STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**

A summary of the District’s statements of revenues, expenses and changes in net position is presented below, along with any changes management considers significant from the previous year.

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Revenues:			
Operating revenues	\$ 1,668,408	\$ 1,486,812	\$ 1,273,413
Non-operating revenues	<u>1,510,950</u>	<u>1,959,055</u>	<u>1,079,494</u>
Total Revenues	<u>3,179,358</u>	<u>3,445,867</u>	<u>2,352,907</u>
Expenses:			
Operating expenses	<u>3,227,212</u>	<u>3,108,869</u>	<u>3,088,646</u>
Change in Net Position	(47,854)	336,998	(735,739)
Net Position, Beginning of Year, restated	<u>15,283,074</u>	<u>14,946,076</u>	<u>15,681,815</u>
Net Position, End of Year	<u>\$ 15,235,220</u>	<u>\$ 15,283,074</u>	<u>\$ 14,946,076</u>

	<u>2020</u>	<u>2019</u>	Increase (Decrease)
<u>OPERATING REVENUES</u>			
Sewer service charge	\$ 1,668,408	\$ 1,486,812	\$ 181,596

- The increase is due primarily to an increase in sewer service rates.

NON-OPERATING REVENUES

Property taxes	\$ 1,066,241	\$ 1,039,245	\$ 26,996
Interest income	\$ 82,847	\$ 96,057	\$ (13,210)

- Slight increase from prior year due to increased property values and a larger ERAF refund.
- Interest income decreased slightly due to a decrease in interest rates for the LAIF fund.

OPERATING EXPENSES

	<u>2020</u>	<u>2019</u>	Increase (Decrease)
SAM Expenses:			
Sewage administration	\$ 295,475	\$ 349,266	\$ (53,791)
Sewage treatment	818,679	676,625	142,054
Sewage environmental compliance	51,578	35,167	16,411
Sewage collection	<u>296,201</u>	<u>284,500</u>	<u>11,701</u>
Total SAM expenses	<u>\$ 1,461,933</u>	<u>\$ 1,345,558</u>	<u>\$ 116,375</u>

- SAM costs are amounts paid to the Sewer Authority Mid-Coastside Joint Powers Authority (SAM) to manage and operate the SAM treatment plant and Intertie Pipeline System (IPS), as well as provide sewer cleaning, inspection, and maintenance services on a contract basis for the GCSD sewer system. These costs increased slightly from 2019.

	<u>2020</u>	<u>2019</u>	<u>Increase/ (Decrease)</u>
GCS D Administrative and general expenses	\$839,879	\$904,165	\$(64,286)
<ul style="list-style-type: none"> <li>GCS D’s administration costs decreased by 7% over the prior year due primarily to a decrease in legal expenses.</li> </ul>			

	<u>2020</u>	<u>2019</u>	<u>Increase/ (Decrease)</u>
Infrastructure repair costs	\$651,159	\$578,643	\$72,516
<ul style="list-style-type: none"> <li>General infrastructure repair costs increased by 13% due to more SAM Capital project costs incurred in FY 2020 compared with FY 2019.</li> </ul>			

### **BUDGETARY PROCESS**

The District budget is presented to the Board of Directors for their comments each year at the regular May District Board Meeting, and is approved at the June meeting. The budget is basically comprised of two functions: administration, which comprises the general office work, permitting, management, legal, and financial aspects of the business; and sewer operations, which represents the District’s share of the costs for the SAM wastewater treatment plant operations and maintenance, as well as the costs for maintaining the District’s pipeline and pump station system. The SAM treatment, collection and administrative budget accounts for approximately \$1,461,933 of the District’s \$2,152,633 annual operational expenditures for fiscal year 19-20, or 67.9% of the total sewer budget. Capital projects are budgeted along with the operations budget.

### **CAPITAL ASSETS**

The District’s capital assets are comprised of its sewer lines, pump stations, force mains, and its share of the SAM Wastewater Treatment Plant and Intertie Pipeline System (29.5%). The District currently operates and maintains 1 pump station and 34 miles of sewer pipeline. The annual depreciation calculation is based upon the estimated useful life of the assets. Actual repairs, upgrades, or replacements to capital assets are based upon review of the assets’ physical conditions as well as the expected useful life of the asset.

### **ECONOMIC FACTORS AFFECTING CURRENT FINANCIAL POSITION**

The current economic factors which could affect the District are somewhat unknown given the current Covid-19 pandemic and its effect on property values and real estate sales. The unknown impact of these effects could have some impact on the District’s finances, due to changes in property tax revenues. There are no other known or expected economic factors which should affect the District’s financial position in the near future.

### **CONTACTING THE DISTRICT’S FINANCIAL MANAGER**

This financial report is designed to provide our customers and creditors with a general overview of the District’s finances and to demonstrate the District’s accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact the Granada Community Services District at (650) 726-7093.

## **BASIC FINANCIAL STATEMENTS**



**GRANADA COMMUNITY SERVICES DISTRICT  
STATEMENTS OF NET POSITION  
JUNE 30, 2020 and 2019**

<b>ASSETS</b>	<u>2020</u>	<u>2019</u>
Current Assets:		
Cash and investments	\$ 4,546,859	\$ 4,397,457
Due from County of San Mateo	132,263	79,070
Due from assessment district	15,068	15,068
Interest receivable	16,169	26,377
Other receivable	-	-
Prepaid expenses and other assets	-	3,000
Total current assets	<u>4,710,359</u>	<u>4,520,972</u>
Capital assets, net of accumulated depreciation	<u>5,305,553</u>	<u>5,569,709</u>
Non-current assets:		
Investment in Sewer Authority Mid-Coastside	4,709,323	4,455,480
Advance to assessment district to fund bond reserve account	364,890	369,890
Advance to assessment district for supplemental funding	142,834	212,834
Advance to assessment district to fund noncontingent assessment acquisition	<u>236,477</u>	<u>353,693</u>
Total non-current assets	<u>5,453,524</u>	<u>5,391,897</u>
<b>TOTAL ASSETS</b>	<u>15,469,436</u>	<u>15,482,578</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<u>102,010</u>	<u>109,305</u>
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable and accrued liabilities	67,045	26,587
Due to assessment district	15,309	15,680
Compensated absences liability	6,248	5,571
Deposits held for others	<u>48,985</u>	<u>62,076</u>
Total current liabilities	<u>137,587</u>	<u>109,914</u>
Non-current liabilities:		
Net pension liability	<u>177,495</u>	<u>174,065</u>
<b>TOTAL LIABILITIES</b>	<u>315,082</u>	<u>283,979</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<u>21,144</u>	<u>24,830</u>
<b>NET POSITION</b>		
Net investment in capital assets	5,305,553	5,569,709
Unrestricted	<u>9,929,667</u>	<u>9,713,365</u>
<b>TOTAL NET POSITION</b>	<u>\$ 15,235,220</u>	<u>\$ 15,283,074</u>

The accompanying notes are an integral part of these financial statements.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**FOR THE YEARS ENDED**  
**June 30, 2020 and 2019**

	<u>2020</u>	<u>2019</u>
<b>Operating revenues:</b>		
Sewer service charges	\$ 1,668,408	\$ 1,486,812
Total operating revenues	<u>1,668,408</u>	<u>1,486,812</u>
<b>Operating expenses:</b>		
SAM Expenses:		
Sewage administration	295,475	349,266
Sewage treatment	818,679	676,625
Sewage environmental compliance	51,578	35,167
Sewage collection	296,201	284,500
Depreciation	274,241	280,503
Administration and general	771,155	859,688
Parks and recreation	68,724	44,477
Infrastructure repair costs	651,159	578,643
Total operating expenses	<u>3,227,212</u>	<u>3,108,869</u>
Operating loss	<u>(1,558,804)</u>	<u>(1,622,057)</u>
<b>Non-operating revenues:</b>		
Property tax revenue - sewer	579,534	581,621
Property tax revenue - parks	486,707	457,624
Interest income	82,847	96,057
Equity gain	253,843	687,611
Other revenues	68,219	69,402
Capital contributions (connection fees)	39,800	66,740
Total non-operating revenues	<u>1,510,950</u>	<u>1,959,055</u>
Change in net position	(47,854)	336,998
Beginning net position	<u>15,283,074</u>	<u>14,946,076</u>
Ending net position	<u><u>\$ 15,235,220</u></u>	<u><u>\$ 15,283,074</u></u>

The accompanying notes are an integral part of these financial statements.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED**  
**JUNE 30, 2020 and 2019**

	2020	2019
<b>Cash flows from operating activities:</b>		
Receipts from customers	\$ 1,602,124	\$ 1,493,398
Payments to suppliers	(2,734,696)	(2,677,953)
Payments to employees	(167,101)	(164,946)
Net cash used by operating activities	(1,299,673)	(1,349,501)
<b>Cash flows from non-capital financing activities:</b>		
Receipts from property taxes and other operating income	1,066,241	1,039,245
Net cash provided by non-capital financing activities	1,066,241	1,039,245
<b>Cash flows from capital and related financing activities:</b>		
Connection fees collected	39,800	66,740
Other revenues	68,219	69,402
Acquisition and construction of capital assets	(10,085)	-
Assessment district repayments on advances	192,216	310,000
Loan from assessment district	(371)	(57,759)
Net cash provided by capital and related financing activities	289,779	388,383
<b>Cash flows from investing activities:</b>		
Interest income	93,055	89,471
Net cash provided by investing activities	93,055	89,471
Net increase in cash and cash equivalents	149,402	167,598
Cash and cash equivalents, beginning of year	4,397,457	4,229,859
Cash and cash equivalents, end of year	\$ 4,546,859	\$ 4,397,457
<b>Reconciliation of operating loss to net cash used by operating activities:</b>		
Operating loss	\$ (1,558,804)	\$ (1,622,057)
Adjustments to reconcile operating loss to net cash used by operating activities:		
Depreciation	274,241	280,503
Decrease (increase) in accounts receivable	(53,193)	(25,477)
(Decrease) increase in accounts payable and accrued liabilities	27,367	(37,567)
Increase in compensated absences liabilities	677	-
(Decrease) in prepaid expenses	3,000	4,867
(Decrease) in net pension liability	7,039	50,230
<b>Net cash used by operating activities</b>	<b>\$ (1,299,673)</b>	<b>\$ (1,349,501)</b>

The accompanying notes are an integral part of these financial statements.

**GRANADA COMMUNITY SERVICES DISTRICT  
STATEMENTS OF FIDUCIARY NET POSITION  
JUNE 30, 2020 and 2019**

<b>ASSETS</b>	<u>2020</u>	<u>2019</u>
Cash and cash equivalents	\$ 311,547	\$ 362,857
Due from District	241	612
Investments	<u>2,348,256</u>	<u>2,394,462</u>
 Total Assets	 2,660,044	 2,757,931
 <b>LIABILITIES</b>		
Deposits held for others	1,915,843	1,821,514
Advance from District to fund bond reserve account	364,890	369,890
Advance from District to fund supplemental funding	142,834	212,834
Advance from District to fund noncontingent assessment acquisition	<u>236,477</u>	<u>353,693</u>
 Total Liabilities	 2,660,044	 2,757,931
 <b>NET POSITION</b>		
 Net position	 <u><u>\$ -</u></u>	 <u><u>\$ -</u></u>

The accompanying notes are an integral part of these financial statements.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 1 – Organization and Summary of Significant Accounting Policies**

Organization

Granada Sanitary District was created in 1958 under the provisions of Section 6400 of the State of California Health and Safety Code. In October of 2014, the District was reorganized as the Granada Community Services District (District) under California Government Code 61000 et seq. The District is responsible for parks, recreation, garbage, and recycling services in the unincorporated areas of El Granada, Princeton, Princeton-by-the-Sea, Clipper Ridge, and Miramar. The District is also responsible for the sewage collection system and disposal in these same unincorporated areas as well as the northern portion of the City of Half Moon Bay.

Reporting Entity

The accounts of the District are organized on the basis of funds or account groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which are comprised of each fund's assets, liabilities, fund balance, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The District's funds consist of the following:

Proprietary Fund Type – Enterprise Fund

The Enterprise Fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. All assets and liabilities associated with the Enterprise Fund's activities are included in the statement of net position.

Fiduciary Fund Type – Agency Fund

The Agency Fund (Assessment District) is used to account for assets held by the District in a trustee capacity or as an agent for individuals, private organizations, other funds, and/or other governments. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. All assets and liabilities associated with the Assessment District's activities are included in the statement of fiduciary net position.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Both the Enterprise Fund and the Agency Fund are accounted for on an economic resources measurement focus using the accrual basis of accounting in accordance with generally accepted accounting principles. Under this basis of accounting, revenues are recognized when earned except property taxes which are recognized in the year they are levied and expenses are recognized when the related liability is incurred.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 1 – Organization and Summary of Significant Accounting Policies, continued**

The District applies all Governmental Accounting Standards Board (GASB) pronouncements as well as the Financial Accounting Standards Board pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements and the State Controller's Minimum Audit Requirements for California Special Districts. The District has elected not to apply GASB statements and interpretations issued subsequent to November 30, 1989.

Risk Management

The District is a member of the California Sanitation Risk Management Authority (CSRMA) which provides general liability coverage. Participation in the CSRMA risk sharing pool provides the District general liability coverage up to \$750,000 and excess coverage up to \$10 million.

Capital Assets

Capital assets for the Enterprise Fund are recorded at cost to the District for purchases or at an estimated cost when assets are contributed. Depreciation is charged to expense for all capital assets and is computed using the straight-line method over the estimated useful lives of five to 50 years.

Property Tax Revenues and Sewer Service Charges

Property taxes and sewer service charges are billed and collected by the County of San Mateo through the property tax billings. Real property taxes are levied against owners of record. The taxes are due in two installments on November 1 and February 1, and become delinquent after December 10 and April 10, respectively. Property taxes are based on assessed values of real property. A revaluation of all real property must be made upon sale or completion of construction. Amounts due from the County of San Mateo include both property taxes and sewer service charges.

Connection Fees

Connection fees consist of charges to homes and businesses for connecting to the District's sewer system.

Operating Revenues and Expenses

The District's operating revenues are those revenues generated from the primary operation of the District's sewer service. Operating expenses are those expenses that are essential to the primary operation of its sewer system. All other revenues and expenses are reported as non-operating revenues and expenses.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Investments

Investments in mutual funds and debt instruments are carried at fair value as determined in an active market. Investments in the State of California Local Agency Investment Fund are carried at cost which approximates fair value and are included in cash and cash equivalents in the statements of net position.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the District considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 2 – Cash and Cash Equivalents**

The District's cash and cash equivalents are held in federally insured deposit accounts with financial institutions and an external investment pool.

External Investment Pool

The District invests in the California State Treasurer's Local Agency Investment Fund (LAIF). LAIF was established in 1977, is regulated by California Government Code Section 16429, and under the day-to-day administration of the State Treasurer. As of June 30, 2020, LAIF had approximately \$101.0 billion in investments.

LAIF determines fair value on its investment portfolio based on market quotations for those securities where market quotations are readily available, and on amortized cost of best estimate for those securities where market value is not readily available. The District's investments with LAIF at June 30, 2020 included a portion of the pooled funds invested in structured notes and asset-backed securities. These investments are described as follows.

Structured Notes are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and / or that have embedded forwards or options.

Asset-Backed Securities, the bulk of which are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as Collateralized Mortgage Obligations) or credit card receivables.

Investments are subject to certain types of risks, including interest rate risk, custodial credit risk, credit quality risk, and concentration of credit risk. The following describes those risks.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal policy regarding interest rate risk.

Custodial Credit Risk

Custodial credit risk is the risk that the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District does not have a formal policy regarding custodial credit risk. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. With respect to investments, custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or investment pools such as LAIF.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 2 – Cash and Cash Equivalents, continued**

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District does not have a formal policy regarding credit risk. LAIF does not receive a rating from a nationally recognized statistical rating organization.

Concentration of Credit Risk

The District has limitations on the amount that can be invested in any one issue beyond that stipulated by the California Government Code.

The FDIC insured the bank balances up to \$250,000 for each bank, except for non-interest-bearing transaction accounts at institutions participating in the FDIC's Temporary Liquidity Guarantee Program, which are provided with unlimited deposit guarantee.

The District's cash and cash equivalents consist of the following at June 30, 2020:

	<u>Carrying Amount</u>	<u>Depository Balance</u>
Amounts insured by federal deposit insurance, or collateralized with securities held by the District in its name	\$ 165,127	\$ 208,268
Petty cash	790	-
Amounts held on deposit with the State of California Local Agency Investment Fund, collateralized by investments registered in the State's name	<u>4,380,942</u>	<u>4,380,942</u>
	<u><u>\$4,546,859</u></u>	<u><u>\$4,589,210</u></u>

The District's cash and cash equivalents are presented as \$4,546,859 in the statements of net position and \$2,659,803 in the statements of fiduciary net position. The difference between the carrying amount and the depository balance represents outstanding checks and deposits in transit.



**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 2 – Cash and Cash Equivalents, continued**

The District's cash and cash equivalents consist of the following at June 30, 2019:

	Carrying Amount	Depository Balance
Amounts insured by federal deposit insurance, or collateralized with securities held by the District in its name	\$ 268,780	\$ 328,706
Petty cash	790	-
Amounts held on deposit with the State of California Local Agency Investment Fund, collateralized by investments registered in the State's name	4,127,887	4,127,887
	\$4,397,457	\$4,456,593

The District's cash and cash equivalents are presented as \$4,397,457 in the statements of net position and \$2,757,319 in the statements of fiduciary net position. The difference between the carrying amount and the depository balance represents outstanding checks and deposits in transit.

**Note 3 – Agency Fund**

In 1996, Granada Community Services District established the Assessment District to finance the expansion of the sewage treatment facility owned and maintained by the Sewer Authority Mid-Coastside. Special Assessment Limited Obligation Improvement Bonds were issued through the Assessment District to generate the funds necessary to meet the District's portion of the expansion costs. The Agency Fund is used to account for the debt service transactions of the Assessment District. The District acts as an agent with respect to the collection of special assessments from property owners and the payment of principal and interest to special assessment debt holders. The only investments reported by the District are held in the Agency Fund which consist of mutual funds and debt instruments held by a trustee.

**Note 4 – Capital Assets**

Changes in capital assets consist of the following for the year ended June 30, 2020:

	July 1, 2019	Additions	Deletions	June 30, 2020
Equipment	\$ 22,153	\$ -	\$ -	\$ 22,153
Collection and conveyance facilities	11,217,871	-	-	11,217,871
Park facilities	-	10,085	-	10,085
Total capital assets, depreciable, cost	11,240,024	10,085	-	11,250,109
Less accumulated depreciation	(6,733,955)	(274,241)	-	(7,008,196)
Total capital assets, depreciable, net	4,506,069	(264,156)	-	4,241,913
Land	1,063,640	-	-	1,063,640
Total capital assets, net	\$5,569,709	\$ (264,156)	\$ -	\$ 5,305,553

Depreciation expense for the year-end June 30, 2020 was \$274,241.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

**Note 4 – Capital Assets, continued**

Changes in capital assets consist of the following for the year ended June 30, 2019:

	<u>July 1, 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2019</u>
Equipment	\$ 22,153	\$ -	\$ -	\$ 22,153
Collection and conveyance facilities	11,217,871	-	-	11,217,871
Total capital assets, depreciable, cost	11,240,024	-	-	11,240,024
Less accumulated depreciation	(6,453,452)	(280,503)	-	(6,733,955)
Total capital assets, depreciable, net	4,786,572	(280,503)	-	4,506,069
Land	1,063,640	-	-	1,063,640
Total capital assets, net	<u>\$5,850,212</u>	<u>\$(280,503)</u>	<u>\$ -</u>	<u>\$ 5,569,709</u>

Depreciation expense for the year-end June 30, 2019 was \$280,503.

**Note 5 – Investment in Sewer Authority Mid-Coastside**

Sewer Authority Mid-Coastside (Authority) was created by a Joint Exercise of Powers Agreement between the City of Half Moon Bay, the Granada Community Services District, and the Montara Sanitary District. The Authority was established to construct, maintain, and operate facilities for the collection, treatment, and disposal of wastewater for the benefit of the lands and inhabitants within the member agencies' respective boundaries. Audited financial statements of the Authority for the year ended June 30, 2019 are available at its office in Half Moon Bay, California. As of the date of this report, audited financial statements for the year ended June 30, 2020, were not yet available so the District has included the June 30, 2019 amount. Likewise, the District's financial statements for the year ended June 30, 2019, were based on the Authority's June 30, 2018 statements.

The following is a summary of financial information of the Authority from its June 30, 2019 and June 30, 2018 audited financial statements:

	<u>2019</u>	<u>2018</u>
Total assets	\$ 18,764,671	\$ 17,820,688
Total deferred outflows of resources	770,067	939,053
Total liabilities	3,800,124	4,266,385
Total deferred inflows of resources	212,098	199,387
Net position	<u>\$ 15,522,516</u>	<u>\$ 14,293,969</u>
Operating revenues	\$ 5,754,921	\$ 4,679,060
Operating expenses	7,411,819	6,459,138
Operating loss	(1,656,898)	(1,780,078)
Total non-operating revenues and capital contributions, net	2,021,510	2,724,545
Change in net position	364,612	944,467
Total net position, beginning	14,293,969	11,774,714
Prior period adjustment	863,935	1,574,788
Total net position, beginning, restated	<u>15,157,904</u>	<u>13,349,502</u>
Total net position, ending	<u>\$ 15,522,516</u>	<u>\$ 14,293,969</u>

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 5 – Investment in Sewer Authority Mid-Coastside, continued**

Each member's ownership at June 30, 2019 consists of the City of Half Moon Bay 50.5%, Granada Community Services District 29.5%, and Montara Sanitary District 20%.

The increase in the District's equity in the Authority for the year ended June 30, 2020 of \$253,843, is included in the statement of revenues, expenses, and changes in net position.

Total payments made to the Authority for operations, maintenance, collections, and capital for the years ended June 30, 2020 and 2019 were \$2,049,596 and \$1,817,392, respectively.

**Note 6 – Advances to Assessment District**

- 1 As part of the bond issuance financed through the Assessment District, the District was required to make two separate advances to the Agency Fund. In August 1996, the District transferred \$600,000 into the Bond Reserve Fund of the Assessment District to be used as a reserve for the payment of future bond interest and principal. This advance is entitled to interest earnings on the fund balance. Including interest earnings, the balance of the note receivable was \$494,890 at June 30, 2018. During the year ended June 30, 2019, \$125,000 in payments were received from the Assessment District. Repayments were \$5,000 during the year ended June 30, 2020, resulting in an ending balance of \$364,890 at June 30, 2020.
- 2 Supplemental Funding – The District advanced \$1,100,726 to the Assessment District which were the proceeds of an installment obligation of the District in the amount of \$1,145,000 payable with interest over a term of 20 years. The aggregate amount reimbursable totals \$1,987,542 including interest paid on the note. The balance of the note receivable was \$282,834 at June 30, 2018. The amounts due to the District listed above are documented in District ordinance 153 and bond resolutions 2003-008 and 2003-012. Repayments were \$70,000 during the year ended June 30, 2019, and \$70,000 during the year ended June 30, 2020, resulting in an ending balance of \$142,834 at June 30, 2020.
- 3 The District was also required to advance \$700,000 in August of 1996 into the Noncontingent Assessment Fund of the Assessment District. The advance was used to purchase noncontingent assessments for undevelopable parcels within the District. Including interest earnings, the balance of the note receivable was \$468,693 at June 30, 2018. Repayments were \$115,000 during the year ended June 30, 2019, and \$117,216 during the year ended June 30, 2020, resulting in an ending balance of \$236,477 at June 30, 2020.

**Note 7 – Advance to Montara Sanitary District**

As a result of financial difficulties experienced by the Montara Sanitary District (MSD) in 1996, they were unable to continue funding their portion of the plant expansion of the Authority. The District advanced \$1,085,094 of the plant expansion costs on behalf of MSD. According to the Authority funding agreement, there is no repayment schedule, and reimbursement of the advance will occur only if MSD requires additional capacity in the sewage treatment facility. The future capacity needs of MSD are unknown at this time and thus, due to the lack of a firm repayment schedule and unknown future payment requirements of MSD, the District has recorded an allowance of the full amount of initial debt (\$1,085,094) to reflect the uncertainty of future repayment.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 7 – Advance to Montara Sanitary District, continued**

The District calculates interest on the advance at a rate of 7.278%. Management has determined that the likelihood of any interest payment is remote; therefore, an allowance has been placed on the full accrued interest balance of approximately \$1,628,731 and \$1,549,758 at June 30, 2020 and 2019, respectively.

**Note 8 – Special Assessment Debt**

During 1996, the District issued Special Assessment Limited Obligation Improvement Bonds in the amount of \$8,188,583 to finance the expansion of the sewage treatment plant owned and operated by the Authority. The Agency Fund is used to account for the debt service transactions. The District refinanced the bonds in September 2003 with an interest rate ranging from 2.25% to 6.125% payable semi-annually. The bond principal is paid annually with a final maturity date of September 2022. At June 30, 2020 and 2019, \$1,445,000 and \$1,875,000 were outstanding. The District is not obligated to repay this debt, but only acts as an agent for the property owners by collecting assessments, forwarding collections to special assessment debt holders, and initiating foreclosure proceedings, if applicable.

**Note 9 – Operating Lease Commitment**

The District leases office space and a copier with monthly rents of \$4,450 and \$326, respectively, plus additional maintenance costs. The office lease expires on November 30, 2020, and the copier lease expires on August 21, 2023. Rental expense for the year ended June 30, 2020 and 2019 were \$58,282 and \$59,863, respectively.

Future minimum lease payments at June 30, 2020 consist of the following:

Year Ended June 30,	Minimum Payments
2021	\$ 26,156
2022	3,906
2023	3,906
2024	651
Total	<u>\$ 34,619</u>

**Note 10 – Contingent Liabilities**

Contingent liabilities of an indeterminable amount include normal recurring pending claims and litigation related to the District’s operations. According to outside legal counsel, none of the litigation is expected to have a material effect on the financial statements. Therefore, no provision for losses has been included in these financial statements.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 11 – Employees’ Retirement Plan**

Plan Description

The District’s defined benefit pension plan (Plan) provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The Plan is part of the Public Agency portion of the California Public Employees Retirement System (PERS), a cost sharing multiple-employer plan administered by PERS, which acts as a common investment and administrative agent for participating public employers within the State of California. A menu of benefit provisions, as well as other requirements, is established by State statutes within the Public Employees’ Retirement Law.

The District selects optional benefit provisions from the benefit menu by contract with PERS and adopts those benefits through Board Action. PERS issues a separate annual financial report. Copies of the PERS’ annual financial report may be obtained from the PERS Executive Office, 400 P Street, Sacramento, California 95814.

Funding Policy

Active plan members in the Plan are required to contribute 7% of their annual covered salary. The District is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The District pays the employee and employer’s portion for retirement on “classic” employees. The District does not pay employee contributions for employees covered by PEPPRA. The actuarial methods and assumptions used are those adopted by the PERS Board of Administration.

The required employer contribution rates for fiscal years ended June 30, 2020 and 2019 were 9.680% and 8.892%, respectively. The contribution requirements of the plan members are established by State statute and the employer contribution rate is established and may be amended by PERS.

Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

At June 30, 2020, the District reported a liability of \$177,495 in the Statement of Net Position for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District’s proportion of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plan relative to the projected contributions of all Pension Plan participants, which was actuarially determined. As of June 30, 2020, the District’s proportionate share of the net pension liability for the Plan as of June 30, 2019 and 2020, was as follows:

	<u>Miscellaneous</u>
Proportion - June 30, 2019	0.00462%
Proportion - June 30, 2020	0.00443%
Change	-0.00019%

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 11 – Employees’ Retirement Plan, continued**

Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions, continued

For the fiscal year ended June 30, 2020, the District recognized a pension expense of \$52,237 in its financial statements. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits.

At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflow of Resources
Changes in assumptions	\$ 8,464	\$ 3,000
Differences between expected and actual experience	12,328	955
Difference between projected and actual earnings on pension plan investments	-	3,103
Differences between employer's contributions and proportionate share of contributions	32,495	-
Change in employer's proportion	3,525	14,086
Pension contributions made subsequent to measurement date	45,198	-
Total	\$ 102,010	\$ 21,144

The \$45,198 of the deferred outflows of resources represents the District’s contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year-end June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30,	Amount
2021	\$ 26,448
2022	3,532
2023	5,060
2024	628
Total	\$ 35,668

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 11 – Employees’ Retirement Plan, continued**

Actuarial Assumptions

The total pension liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions. Total pension liability represents the portion of the actuarial present value of projected benefit payments attributable to past periods of service for current and inactive employees.

- Discount Rate/Rate of Return – 7.15%, net of investment expense
- Inflation Rate – 2.50%
- Salary increases – Varies by Entry Age and Service
- COLA Increases – up to 2.75%
- Post-Retirement Mortality – Derived using CalPERS’ Membership Data for all Funds

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period July 1, 2011 through June 30, 2014.

The long-term expected rate of return on pension plan investments (7.15%) was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global Equity	50.0%	5.98%
Fixed Income	28.0%	2.62%
Inflation Assets	0.0%	1.81%
Private Equity	8.0%	7.23%
Real Assets	13.0%	4.93%
Liquidity	1.0%	(0.92)%

The discount rate used to measure the total pension liability was 7.15 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from the District will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension fund’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. In theory, the discount rate may differ from the long-term expected rate of return discussed previously. However, based on the projected availability of the pension fund’s fiduciary net position, the discount rate is equal to the long-term expected rate of return on pension plan investments, and was applied to all periods of projected benefit payments to determine the total pension liability.

**GRANADA COMMUNITY SERVICES DISTRICT**  
**Notes to Basic Financial Statements**  
**Years Ended June 30, 2020 and 2019**

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**Note 11 – Employees’ Retirement Plan, continued**

Sensitivity of the District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.15%) or 1 percentage point higher (8.15%) than the current rate:

	1% Decrease 6.15%	Discount Rate 7.15%	1% Increase 8.15%
District's proportionate share of the net pension plan liability	\$ 260,222	\$ 177,495	\$ 109,209

Detailed information about the pension fund’s fiduciary net position is available in the separately issued CalPERS comprehensive annual financial report, which may be obtained by contacting CalPERS.

**Note 12 – COVID-19 Considerations**

In January 2020, the virus SARS -CoV-2 was transmitted to the United States from overseas sources. This virus, responsible for the Coronavirus disease COVID-19, has proven to be extremely virulent with transmission rates as yet unknown. The economic impact in the State of California and the County of San Mateo, as yet has not been determined and therefore any potential impact on the District is not yet known.

**Note 13 – Subsequent Events**

The District has evaluated subsequent events through February 3, 2021, which is the date the basic financial statements were available to be issued. Based upon this evaluation, except for the following, it was determined that no other subsequent events occurred that require recognition or additional disclosure in the financial statements.



**REQUIRED SUPPLEMENTARY INFORMATION**

**GRANADA COMMUNITY SERVICES DISTRICT**

Required Supplementary Information - Pensions  
Years Ended June 30, 2020 and 2019

**Granada Community Services District – Schedule of the District’s proportionate share of the Net Pension Liability:**

Last 10 Fiscal years\*

Measurement Date	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>	<u>June 30, 2014</u>
District’s proportionate share of the net pension liability	\$177,495	\$174,065	\$185,779	\$170,410	\$152,020	\$166,360
District’s covered employee payroll	164,496	153,756	137,082	111,600	110,200	107,294
District’s proportionate share of the net pension liability as a percentage of its covered-employee payroll	107.90%	113.21%	135.52%	152.70%	137.95%	155.05%
Plan Fiduciary net position as a percentage of the total pension liability	71.14%	69.69%	62.82%	54.65%	54.52%	48.16%

CALPERS - Schedule of District contributions:

Last 10 Fiscal Years\*

Measurement Date	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Actuarially determined contribution	\$ 45,198	\$ 41,490	\$ 37,399	\$ 34,626	\$ 36,192	\$ 26,207
Total actual contributions	<u>(45,198)</u>	<u>(41,490)</u>	<u>(37,399)</u>	<u>(34,626)</u>	<u>(36,192)</u>	<u>(26,207)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District’s covered-employee payroll	\$ 164,496	\$ 153,756	\$ 137,082	\$ 111,600	\$ 110,200	\$ 107,294
Contributions as a percentage of covered employee payroll	27.48%	26.98%	27.28%	31.03%	32.84%	24.43%

\* Fiscal year ended June 30, 2015 was the first year of implementation.  
Additional years will be presented as they become available.

## **OTHER REPORT**

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Governing Board  
Granada Community Services District  
El Granada, California

We have audited, in accordance with the auditing standard generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Granada Community Services District (District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 3, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we considered to be material weaknesses. However, material weaknesses may exist that we have not identified.

Governing Board  
Granada Community Services District  
El Granada, California

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Fechter & Company,  
Certified Public Accountants

A handwritten signature in black ink that reads "Fechter & Company, CPAs". The signature is written in a cursive, flowing style.

Sacramento, California  
February 3, 2021

**ITEM #3**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.





**ITEM #4**



**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**January 11, 2021**

**1. CALL TO ORDER**

Vice-Chair Dye called the meeting to order at 7:04 p.m. from her residence in El Granada, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the January 11, 2021 meeting.

A. Roll Call

Directors Penrose, Clark, Ruddock, Dye, Lohman, and Slater-Carter (7:05 pm), were present. Also present via teleconferencing were General Manager Kishen Prathivadi, Finance Officer George Evans, Supervisor of Treatment/Field Operations Tim Costello, General Counsel Jeremy Jungreis, Christopher Boucher, Labor Negotiator, Dan Child of Wastewater Management Specialists, and Peter Medina of Maze & Associates.

B. Special Order of the Day – Election of SAM Board Officers

Chair Slater-Carter opened the nominations for SAM Chair. Director Lohman nominated Vice-Chair Dye for Chair. There were no other nominations and no objections to the nominee. Vice-Chair Dye was appointed as the new SAM Chair.

Chair Dye opened the nominations for SAM Vice-Chair. Director Penrose nominated Director Ruddock for Vice-Chair. There were no other nominations and no objections to the nominee. Director Ruddock was appointed as the new SAM Vice-Chair.

Chair Dye opened the nominations for Secretary/Treasurer. Director Lohman nominated Director Slater-Carter for Secretary/Treasurer. There were no other nominations and no objections to the nominee. Director Slater-Carter was appointed as the new SAM Secretary/Treasurer.

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

**3. CONSENT AGENDA** *(single motion and vote approving all items)*

*(Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from*

*the public or Board)*

- A. Approve Minutes of December 28, 2020 Board Meeting.
- B. Approve Disbursements for January 11, 2021
- C. Approve the Schedule of the Board of Directors Meetings for 2021

Director Lohman moved, and Director Penrose seconded the motion to approve Agenda Items 3A Minutes of December 28, 2020, 3B disbursements for January 11, 2021, and 3C approval of the scheduled Board of Directors meetings for 2021 as presented.

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

#### **4. REGULAR BUSINESS**

- A. Establish Board Operations Committee and Finance Committee as Standing Committees, Set Time and Place for the Meetings, and Appoint Directors

General Manager Prathivadi reviewed the staff report, and recommended that the Board of Directors establish a Board Operations Committee, a Finance Committee, appoint Directors to those committees, and set a time and place for the meetings. Director Ruddock moved, and Director Penrose seconded the motion to establish a Board Operations Committee, and a Finance Committee as standing committees. Following approval of the standing committees, a discussion ensued. Director Slater-Carter suggested keeping the same committee members on the Board Ops Committee. The Board of Directors concurred to having each committee determine the date and time of the Board Ops Committee meetings. Director Penrose nominated, and Director Slater-Carter seconded the motion to appoint Director Clark as the Board Ops Committee Chair. Chair Dye suggested that the Board Ops Committee decide on the position of Chair at their first meeting.

Chair Dye suggested keeping the same committee members on the Finance Committee. Director Ruddock nominated, and Director Slater-Carter seconded the motion appoint Chair Dye as the Chair for the Finance Committee. Director Clark moved, and Director Lohman seconded the motion to keep the same committee members on the Finance Committee.

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

Chair Dye stated that the Finance Committee will decide the date and time of the Finance Committee meetings at their first meeting.

B. Approve Side Letter Agreement between the Sewer Authority Mid-Coastside and IUOE, Local 39 Regarding Vacation Accruals and Administrative Leave

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors approve the side letter agreement with the International Union of Operating Engineers, Stationary Engineers, Local 39. Christopher Boucher, Labor Negotiator, addressed the Board, and discussed the situation due to the circumstances presented by Covid-19. Following discussion, Director Penrose moved, and Director Lohman seconded the motion to approve the side letter between SAM and IUOE, Local 39 regarding vacation accruals and administrative leave.

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

C. Approve a One Time Cash-Out for Certain Unrepresented Employees Leave Balances for FY20-21

Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor & Employment Counsel recommend that the Board discuss and approve the proposed arrangements for the General Manager and unrepresented employees. Following discussion, Director Penrose moved, and Director Clark seconded the motion to approve a one-time cash out for certain unrepresented employees leave balances for FY20-21.

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

D. Review and Discuss the Year End Report from Wastewater Management Specialists

Dan Child of Wastewater Management Specialists addressed the Board and presented them with a PowerPoint presentation. He discussed his original evaluation and recommendations, looming retirements, outdated policies and procedures, and various other areas of concern. He stated that not everything is fixed, but things are way better than they were and continue to get better. A discussion ensued. Following discussion, The Board thanked Mr. Child for his presentation and hard work.

A copy of this presentation is on the SAM website and can be seen at:

[https://samcleanswater.org/vertical/sites/%7B1307B359-C05A-436D-AC1C-9EB8D6FFB4A3%7D/uploads/Item\\_4D\\_Attachment\\_B\\_WMS\\_2020\\_Yearend\\_Report\\_Powerpoint.pdf](https://samcleanswater.org/vertical/sites/%7B1307B359-C05A-436D-AC1C-9EB8D6FFB4A3%7D/uploads/Item_4D_Attachment_B_WMS_2020_Yearend_Report_Powerpoint.pdf)

#### E. Update on the Granada Force Main Project

General Manager Prathivadi updated the Board on the Granada Force Main Project, and informed them that a biologist is working on the revegetation plan. A discussion ensued. Following discussion, the Board thanked General Manager Prathivadi for the update.

#### F. Discuss Formation of Special Committee to Investigate Future Options for SAM

Director Lohman discussed future repairs, sea level rise, and 45 year old technology, and suggested forming a committee to discuss these topics and investigate alternatives. A discussion ensued. General Counsel Jungreis recommended, for purposes of greater flexibility, an Ad Hoc committee. Following discussion, Director Lohman moved, and Director Ruddock seconded the motion to form an exploratory Ad Hoc Committee composed of himself, Director Ruddock, and Director Clark, and to begin the process and investigate, scope and other members who should be involved, and bring recommendations back to the Board. General Manager Prathivadi suggested having the first kick off and all other meetings on the 4<sup>th</sup> Saturday of every month.

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

### **5. GENERAL MANAGERS REPORT**

General Manager Prathivadi updated the Board on the Wet Weather Project. Director Slater-Carter suggested putting a sign at the jobsite that says "Your Public Dollars at Work."

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

General Counsel Jungreis informed the Board that there will not be a closed session at tonight's meeting, but there will be a special closed session meeting on January 18<sup>th</sup>.

**7. DIRECTOR'S REPORT – NONE**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION**

Director Clark requested a discussion of the odor problem at the Portola Pump Station. Director Ruddock requested a discussion of the SAM treatment plant security, and Director Lohman suggested making that a closed session item.

**9. CONVENE CLOSED SESSION AND REGULAR CLOSED SESSION** *(Items discussed in Closed Session comply With the Ralph M. Brown Act)*

Closed Session discussion will be held on January 18<sup>th</sup> at a Special Board meeting.

**10. CONVENE TO OPEN SESSION - NONE**

**11. ADJOURNMENT**

Chair Dye adjourned the meeting at 8:54 p.m.

Respectfully Submitted,

Approved By:

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Suzie Turbay  
Administrative Assistant

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Board Secretary





**SEWER AUTHORITY MID-COASTSIDE**  
**Board of Directors Meeting Agenda**  
***Special Board Meeting – Closed Session Only***  
***11:00 AM to 1:00 PM, Monday, January 18, 2021***

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82597451917?pwd=dEUwbGdmQVVmUHlyRWhFS2I5aE85dz09>

Meeting ID: 825 9745 1917

Passcode: 660558

One tap mobile

+1 669 900 6833 US (San Jose)

Meeting ID: 825 9745 1917

Passcode: 660558

Find your local number: <https://us02web.zoom.us/u/k9q5vJytv>

SAM's procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act have been posted on the SAM website. If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the Authority at least one working day in advance of the meeting at (650) 726-0124 or via email at [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org)

**1. CALL TO ORDER**

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

**2. PUBLIC COMMENT / ORAL COMMUNICATION**

Members of the public are welcome to submit comments via e-mail by sending them to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments so submitted prior to 11 am on January 18, 2021 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6 – Agency Designated Representatives: Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel, Unrepresented Employee: Title - General Manager

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

**4. ADJOURNMENT**

- Upcoming Regular Board Meetings: January 25, 2021 and February 8, 2021

*The meeting will end by 1:00 p.m. unless extended by Board vote.*

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**INFORMATION FOR THE PUBLIC**

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

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

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

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**January 25, 2021**

**1. CALL TO ORDER**

Chair Dye called the meeting to order at 7:01 p.m. from her residence in El Granada, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the January 25, 2021 meeting.

A. Roll Call

Directors Lohman, Ruddock, Clark, Slater-Carter, Penrose, and Dye were present. Also present via teleconferencing were General Manager Kishen Prathivadi, Finance Officer George Evans, Supervisor of Treatment/Field Operations Tim Costello, General Counsel Jeremy Jungreis, Christopher Boucher, Labor Negotiator, and Dan Child of Wastewater Management Specialists.

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

**3. CONSENT AGENDA** *(single motion and vote approving all items)*

*(Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board)*

- A. Approve Minutes of January 11, 2021 Regular Board Meeting, and January 18, 2021 Special Board Meeting.
- B. Approve Disbursements for January 25, 2021
- C. Monthly Revenue and Expense Report for Period Ending December 31, 2020

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

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

**4. REGULAR BUSINESS**

- A. Receive Flow Distribution Details for Year 2020

General Manager Prathivadi reviewed the staff report, and discussed the flow distribution details for 2020. A discussion ensued. Chair Dye requested a report on the percentage increase of flows for each member agency after it rains.

B. Review and Discuss the Proposal Received from Wastewater Management Specialists, LLC for Process Assistance and Process Control Management Plan Initial Implementation

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors approve issuing a Purchase Order to Wastewater Management Specialists for services during 2021 on as needed basis with Time and Materials not to exceed 100 hours at an hourly rate of \$245 per hour. A discussion ensued. Following discussion, the Board gave direction to staff to consult with Wastewater Management Specialists on an as needed basis without a contract.

C. Determination Not to Proceed with Ameresco Scope of Work and Authorize General Manager to Pay Ameresco the Project Development Fee of \$60,000

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors discuss the determination not to proceed with Ameresco scope of work and authorize the General Manager to pay them for the project development fee of \$60,000. Warren Van Ryzin of Ameresco addressed the Board, and requested the Board postpone the Not to Proceed decision and allow Ameresco a few weeks to take a more detailed look at some aeration basin improvements that would be applicable under California Code 4217. A discussion ensued. Following discussion, Director Slater-Carter suggested postponing the decision and move forward with Mr. Van Ryzin's suggestion since there is no obligation to SAM. Director Lohman stated that he would like to see an approved project list for the next 5 years based on the fact that SAM has formed the SAM 2040 committee and make it a part of tonight's discussion. Following discussion, Director Slater-Carter moved, and Director Lohman seconded the motion to pay Ameresco \$60,000 and come back to SAM with a proposal to see if aeration basins would fall under the sole source at no further cost to SAM. Discussion ensued. General Manager Prathivadi recommended holding off the payment to Ameresco until they return with the results of their research on the aeration basins.

Director Slater-Carter withdrew her previous motion, and moved to hold off the payment to Ameresco until they return to the Board with the results of their research on the aeration basins. Director Lohman also withdrew his second, and seconded the new motion.

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

## **5. GENERAL MANAGERS REPORT**

### **A. Monthly Manager's Report – December 2020**

General Manager Prathivadi reviewed the staff report, and informed the Board the Biological Oxygen Demand (BOD) at the plant is under control, and staff is still trying to locate the source.

## **6. ATTORNEY'S REPORT - NONE**

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

Director Lohman reported that the SAM 2040 Committee met for the first time on January 23<sup>rd</sup>. He stated that the SAM 2040 committee decided to remain as an Ad Hoc Committee for now, and later down the road become a formal committee. He stated that the main thoughts are to start gathering as much information as possible, and then go after state agencies, CASA, and tie in to local programs to make sure that the committee understands what everybody else is doing and how the committee things are tying in with County and State issues. He also stated that the committee is pushing for all SAM Board members to work with their General Manager's, Engineers, and outside consultants to get information. Director Slater-Carter informed the Board of the 36<sup>th</sup> Annual Water Re-use Symposium March 15 to the 25<sup>th</sup>. She stated that this is an on-line event. She also reported there is an upcoming webcast on water re-use policy on the 117<sup>th</sup> Congress and Biden Administration. General Counsel Jungreis stated that with the change in Administration we will see a lot more active EPA on a number of fronts. He informed the Board that discharge standards may change, and changes with things that were not a priorities are likely to get more attention with the EPA and other regulatory agencies.

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

Director Penrose Introduced Rinaldo Veseliza, Environmental Architect and asked him to speak to the Board about new and modern technology in sewer plants. Mr. Veseliza informed the Board that he is putting together a presentation on smaller modular treatment plants that have evolved over the last 20 years that he would like to share with the Board at some point in the future. He also stated that he would like to meet with the General Manager, Director Ruddock, and Director Penrose to do a preview of his

presentation. Director Slater-Carter recommended Mr. Veseliza send a link of the presentation to the General Manager Prathivadi when it is available and he will then forward it to the Board. Chair Dye thanked Mr. Veseliza for the information.

**9. CONVENE CLOSED SESSION AND REGULAR CLOSED SESSION** (*Items discussed in Closed Session comply With the Ralph M. Brown Act*)

The Board went in to Closed Session at 8:18 p.m.

**10. CONVENE TO OPEN SESSION**

The Board came out of Closed Session at 9:00 p.m. Chair Dye reported that there was no reportable action.

**11. ADJOURNMENT**

Chair Dye adjourned the meeting at 9:00 p.m.

Respectfully Submitted,

Approved By:

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Suzie Turbay  
Administrative Assistant

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Board Secretary



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors  
**THROUGH:** Kishen Prathivadi, General Manager  
**FROM:** Tim Costello, Supervisor of Technical / Field Services  
**SUBJECT:** **Monthly Manager's Report – December 2020**

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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 *December 2020*.

#### *Key Indicators of Performance*

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

#### *Flow Report (See Attachment A)*

Half Moon Bay	0.781	60.9%
Granada CSD	0.253	19.7%
Montara W&SD	<u>0.249</u>	<u>19.4%</u>
Total	1.283	100%

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



**Administration**

There were two Board Meetings in the month of December. There were zero public records request in December 2020. There were zero articles in the HMB Review.

There has been no lost time work accidents since September 10, 2019.

There were no new hires in the month of November. There was one anniversary in December, TJ Hussein, Maintenance Mechanic I, December 23, 2019.

**Operations & Maintenance**

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

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

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

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

Operations in December compared to the last two months were better for sure. I wish I could say that this made me less edgy but I can't, I keep thinking someone is going to discharge something and wipe out the plant again. I would like to think that we have some prime suspects but we do not. We have located some areas that have high discharge BOD's and they do need to be addressed which we are following up on. To have the values that were had at the facility were insanely high which is why I don't believe we located the responsible party yet, but the elusive search continues.

We had lots of samples going out this month, largely due to accelerated monitoring required by our permit due to the previous months high values.

We did get the second recirculation pump installed on the digester that should help going forward for a while. I would still like to see a finer bar screen to get the rags out before they ever make it that far but this is a good start

Calcon was in to set up a separate circuit on the effluent analyzers so that they are on their own circuit, we been talking about this for a while but it's done now.

RF MacDonald came in to do annual boiler maintenance they found an issue with a igniter bracket, we will get it ordered so they can install next time they are out. It is not something that will create any issue in the short term.

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Numbers are looking really good this month as you can see on the NPDES report, we are all happy about that. At this point I think we will all be happy to put 2020 behind us.

During the month of December 2020, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 5.28 inches of rain in December, this website <https://ggweather.com/hmb/> has some very useful data for our area. We did get some rainfall to report for the month of December. Rainfall totals were as follows: 2.30 inches at the treatment plant, 2.19 inches in the GCSD service area, and 2.77 inches at the MWSD weather station. Below the 10 year average for sure, much like the last few months. There were micro-climate variations verified by the data. In a recent report by NOAA, 2020 has been the second warmest year on record since record keeping began in 1880.

Below is a chronological summary of some of the occurrences during the month of December 2020.

- 12/1/2020 – Calcon working on new electrical circuit for effluent building sampler. Peninsula pump in working on recirculation pump install for digester, this is the second of the two pumps scheduled for replacement. The operators working on diaphragm pump for the poly.
- 12/2/2020 – Work on vacuum pump for the lab, seems to be having a hard time drawing sample. Process call with Chuck / WWMS.
- 12/3/2020 – Calcon working on electrical for effluent building. RF MacDonald in working on boilers, annuals. Talk process with Dan at WWMS as we are getting things back on track.
- 12/4/2020 – RF MacDonald in to work on boiler #2, annual work. Found that igniter bracket needs to be ordered / replaced or repaired in the short term.
- 12/5/2020 – Process chat with Dan / WWMS
- 12/6/2020 – Little bit of floaty solids on secondary's but the eff numbers are good. Talk with Dan/ WWMS
- 12/7/2020 – Secondary blankets have fluff up to 5 feet, talk process with WWMS.
- 12/8/2020 – Calling to waste 11 hours today, what's that all about? Norm here as part of follow up on the high BOD search.
- 12/9/2020 – Process meeting with WWMS , C.E.S.T off for now.

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- 12/10/2020 – There was a call in for a bar screen fail, could find nothing that appears to be the cause. Reset okay and works, perhaps a weak control module. Will have Calcon look to see if there some sort of electrical issue.
- 12/11/2020 – Nothing out of the ordinary today, all system appear to be normal.
- 12/12/2020 – Calcon here, two VFD's on the #1 / 2 water pumps took a powder. They were able to get them going but now we need to reorder spares. This is in the process now.
- 12/13/2020 – Talk with WWMS on process.
- 12/14/2020 – Low BOD today based on the BOD predictor calculations, could be due to the little bit of rain. Talked with Cuck at WWMS on process. The flare failed today, been a while since we had that occur, able to reset it seems okay. Worked on portable TSS meter to get the higher solids concentration (RAS) to read on it.
- 12/15/2020 – Hand rail work so that the skimmer have clearance to work better.
- 12/16/2020 – RDT poly pump went out, to be clear the mixer on the pump. It still works as it goes through the static mixer. Have a call into the RDT people. Going to try wasting to AB 3, with the holiday weekends near it could make things less stressful for solo operators.
- 12/17/2020 – Picked up quarterly oil and grease samples. Calcon is in doing electrical work.
- 12/18/2020 – RF MacDonald in working on boiler #2.
- 12/19/2020 – Power glitch at stations had to call in assistance to check things out.
- 12/21/2020 – Calcon in to replace VFD on #1 water pump.
- 12/22/2020 – Installed comp sample line on the R.A.S. line to get 24 hour representative sample.
- 12/23/2020 – Work on poly for primary chemical enhancement.
- 12/24/2020 – S.A.M. Holiday, solo operator, W.A.S. not mixing well in the AB 3 tank, we might need to rethink this action. Check in call with WWMS.
- 12/25/2020 – Christmas, S.A.M. Holiday, solo operator.

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12/26/2020 – Saturday, all good.

12/27/2020 – Level alarm at pump station, called in mechanic to check into it out.

12/28/2020 – P.H. meter decided to stop working, switched to back up meter, ordered replacement and it was the screen that went completely out.

12/29/2020 – Small boiler unable to keep up with the gas production, had to switch to larger boiler as the flare was not starting well every time it was called for.

12/30/2020 – AB 3 empty today, that's the first time I've seen those diffuser disks in over twenty years.

12/31/2020 – New Year's Eve, S.A.M. Holiday, solo operator. Talk process with Dan at WWMS.

Other activities are listed below;

There were 3 deliveries (approximately 700 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 70.00. There were no leachate deliveries to the SAM IPS line in the month of December, for a total leachate volume of 0 gallons.

The NPDES data report for December 2020 is attached reference (Attachment B).

### **Contract Collection Services**

The SAM crew cleaned 38,142 feet of sewer line and responded to 28 service calls in contract service areas. 11 were sewer line related and 17 were maintenance service calls. Ten of the callouts were during regular business hours and eighteen were after hours. Three calls were in the HMB service area, six were in the GCSD service area, and the remaining nineteen were in the MWSD service area.

HMB – The service calls in the HMB area were as follows, 12/18 – There was some damage to the smart cover antenna causing bad signal. Contact smart cover they will be sending our new unit which the crew will install. 12/30 - Replacement parts for smart cover arrived (antenna). Crew leader worked with smart cover folks to install and get the communication going again.

The maintenance service call in HMB was as follows 12/11 - Bell Moon station alarm, was operating normal upon arrival. Reset alarms, checked pumps for normal operation, left message with MT.

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GCS D – The service calls in the GCS D area were as follows – 12/8 - PG & E noticed a service line blockage while doing work, they notified the homeowner who in turn called us. Crew couldn't locate a property line clean out, flushed main which was clear. Notified homeowner to contact a plumber to resolve issue. 12/11 - Called by homeowner, flushed main finding no blockage. Checked service line, there was no blockage. Advised homeowner to contact plumber to resolve issue. 12/14 - Called for a clean out back up, main line was clear. Tried to clear service line but unable to clear. Crew televised the line and could not find hook up. Contractor was called, excavated the service line. Found service line was tied to an abandoned sewer line which was 18 inches from active sewer line. 12/22 - Call for sink not draining well. Crew flushed main and checked service line which were clear. Advised homeowner to contact plumber to resolve issue. 12/29 - Backup in bathroom, crew flushed main finding no blockage, lateral was clear. Plumber was also called, arrived as the crew was ready to go and was going to take it from there. 12/31 - Homeowner called for slow toilets. Crew arrived and flushed main line finding no obstruction. There was no property line clean out, crew advised homeowner to contact a plumber to resolve issue.

There were no maintenance calls in the GCS D area this month.

MWSD – The service calls in the MWSD area were as follows; 12/22 - Call for sink not draining well. Crew flushed main and checked service line which were clear. Advised homeowner to contact plumber to resolve issue. 12/23 - Call for slow drains. Crew had responded to this address recently. Crew broke blockage at property line cleanout to restore flow. Will return to TV lateral see what the issue is. 12/28 - Call for sewage coming out shower and toilet base. Crew responded, arrived in time to stop sewage from entering storm drain. Broke main line blockage finding large root mass. Contacted insurance, notified manager of district and SAM of SSO.

There were sixteen maintenance service calls in the MWSD area this month, they were as follows; 12/11 - Seal Cove #4, pacific trenchless was flushing a line raising wet well level setting off alarm, reset alarms, checked station for normal operation. 12/11 - Airport power failure rain related, Generator ran for 0.3 hours. Reset station, checked for normal operation.

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12/17 - Power failure, generator ran for 6.2 hours, reset alarms checked station for normal operation. 12/18 - Inconsistent power to Pump station and Niagara from PG&E causing alarms, the three power legs were not balanced, had to contact PG&E so they could correct issue. 12/19 - Airport lift station, pump 2 failed to start, power issue, generator ran for 0.8 hrs. Reset alarms, checked station for normal operation. 12/20 - Niagara over voltage alarm, pump 2 faulted, soft start had alarm and overvoltage fault. Reset alarms, checked for normal operation. The next five on 12/21 were related to the same power glitch - Kanoff lift station alarms caused by power glitches, Reset alarms checked station for normal operation. 7th street lift station, 3 alarms due to power glitches. Reset alarms, checked station for normal operation. Niagara station alarms, station fault, trouble, phase monitor, pump 2 fail. Reset all alarms and checked station for normal operation. Vallemar alarms, station fault and trouble alarm. Generator did not run. Reset alarms and checked station for normal operation. Airport station alarms, line power failure and general alarm. Generator did not run. Reset alarms and checked station for normal operation. 12/23 - Seal Cove #4 station alarm, pump 1 VFD fail. Reset alarms and checked station for normal operation. 12/26 - Airport station alarms, pump#1 overload. Had to call in assistance pulled pump found motor full of water. Installed spare motor on pump and tested for proper operation. – 12/27 - Niagara lift station, possible power glitch. Station had power upon arrival, reset alarms and checked for normal operation. 12/30 - Niagara station alarm. Pump #2 had faulted, reset alarms. Checked station for normal operation. 12/30 - Vallemar station alarms, station trouble, fault. Possible power glitch, generator did not run. Reset alarms, checked station for normal operation.

The December 2020 collection system data report is provided for the Board's information. There were no Category 1, no Category 2's, and one Category 3 SSO during the month of December 2020.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for December 2020.

**Supporting Documents**

Attachment A: Monthly Flow Report December 2020

Attachment B: Monthly NPDES Report December 2020

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Attachment C: Collection System Data December 2020

Attachment D: Contract Collection Services Report December 2020

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# Attachment A

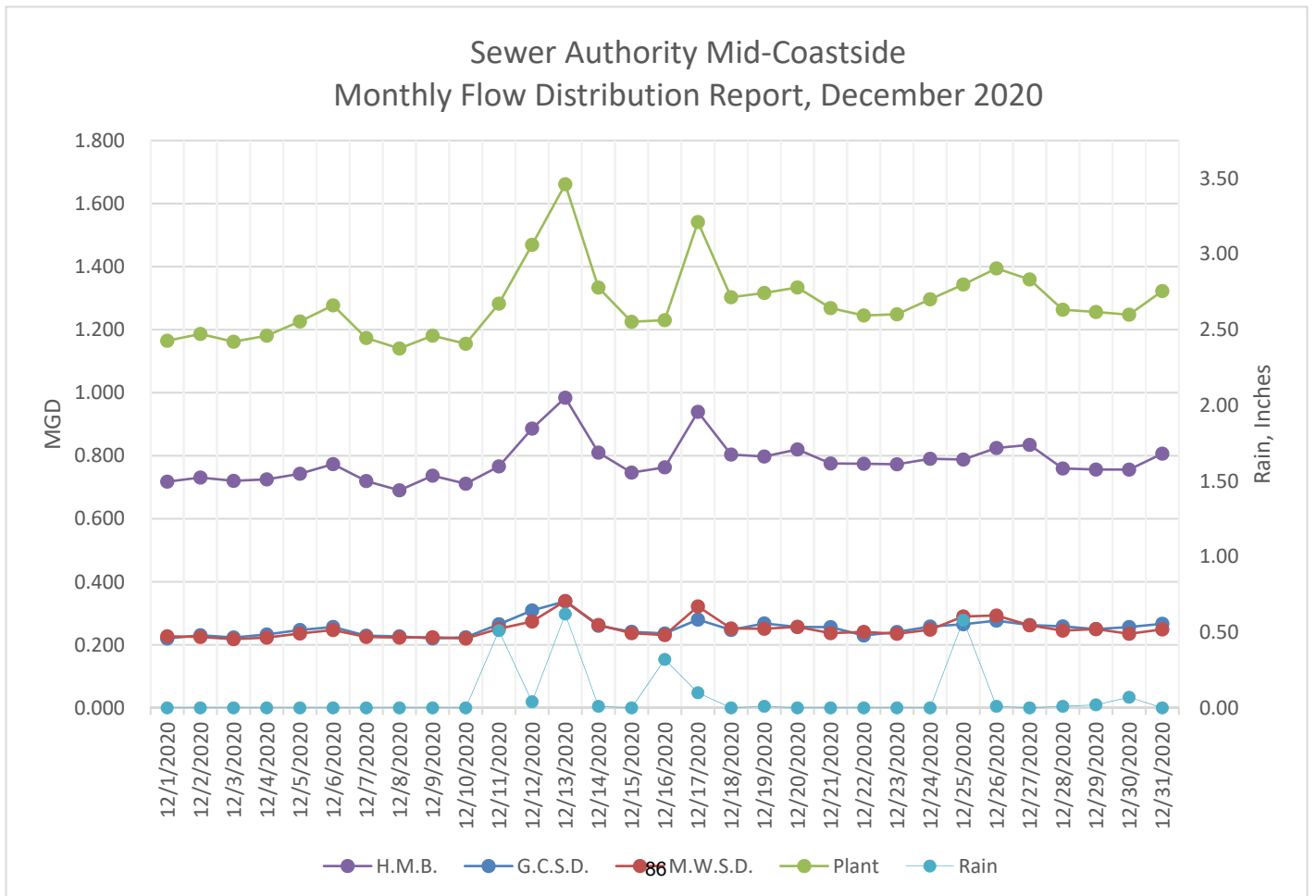
## Flow Distribution Report Summary for December 2020

The daily flow report figures for the month of December 2020 have been converted to an Average

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

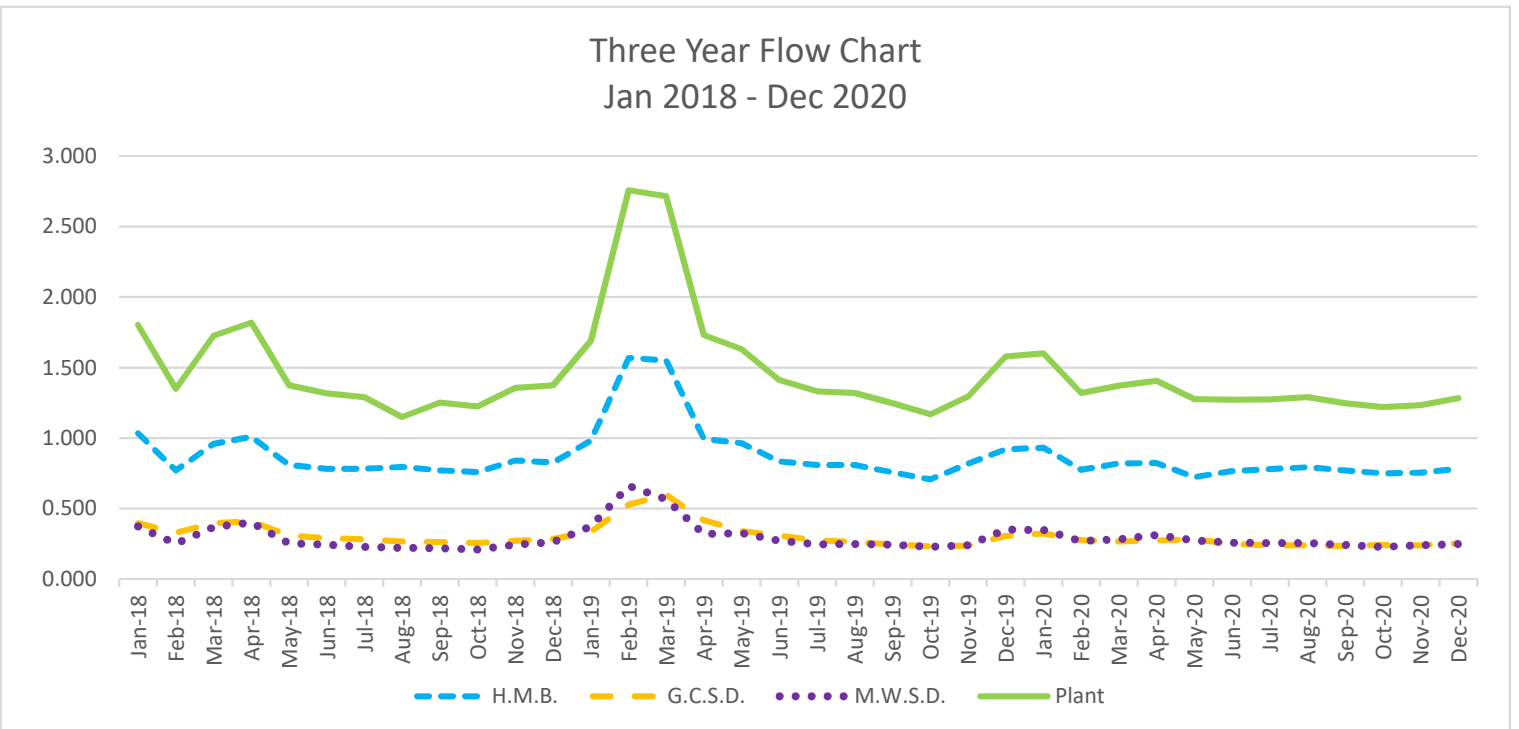
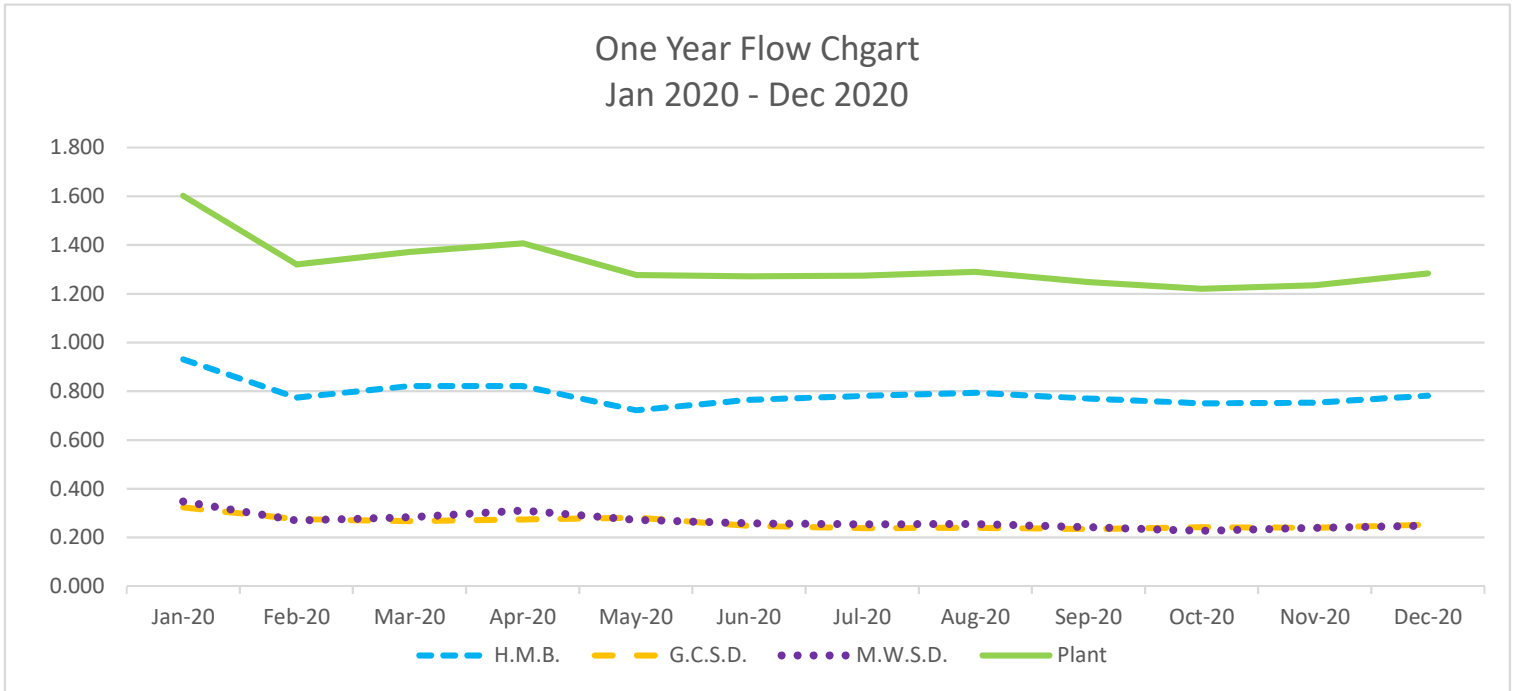
The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.781	60.9%
Granada Community Services District	0.253	19.7%
Montara Water and Sanitary District	<u>0.249</u>	<u>19.4%</u>
Total	1.283	100.0%





Most recent flow calibration September 2019 PS, September 2019 Plant



**SAM          E-001          December 2020**

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
12/1/2020	330	17.00		94.8%	460		14	
12/2/2020	320	18.00		94.4%	410	260	9.8	
12/3/2020	390	20.00		94.9%	460	290	6.7	
12/4/2020	320	21.00		93.4%	330	210	8.3	
12/5/2020	300	16.00	18.40	94.7%	310	240	9.8	9.72
12/6/2020	260	17.00		93.5%	550	450	16.0	
12/7/2020	320	15.00		95.3%	580	390	16.0	
12/8/2020	320	12.00		96.3%	400	260	7.4	
12/9/2020	360	8.40		97.7%	640	380	14.0	
12/10/2020	290	6.80		97.7%	420	260	6.6	
12/11/2020	320	5.60		98.3%	520	250	7.2	
12/12/2020	340	6.10	10.13	98.2%	410	220	8.9	10.87
12/13/2020	310	4.90		98.4%	470	290	7.7	
12/14/2020	300	6.20		97.9%	510	260	9.0	
12/15/2020	270	5.70		97.9%	470	250	11.0	
12/16/2020	370	5.60		98.5%	620	320	18.0	
12/17/2020	300	5.20		98.3%	600	340	18.0	
12/18/2020	240	5.00		97.9%	430	210	9.7	
12/19/2020	270	5.20	5.40	98.1%	450	240	11.0	12.06
12/20/2020	340	6.20		98.2%	310	280	7.7	
12/21/2020	410	7.10		98.3%	500	290	9.4	
12/22/2020	200	7.40		96.3%	580	330	9.6	
12/23/2020	350	5.40		98.5%	510	290	6.1	
12/24/2020								
12/25/2020								
12/26/2020			6.53					8.20
12/27/2020	370	6.00		98.4%	420	270	7.1	
12/28/2020	340	5.70		98.3%	470	290	8.9	
12/29/2020	220	8.40		96.2%	390	260	7.4	
12/30/2020	290	7.40		97.4%	270	210	8.3	
12/31/2020			6.88					7.93
Count	27	27	5	27	27	26	27	5
Minimum	200	4.90	5.40	93.4%	270	210	6.1	7.9
Average	313	9.42	9.47	96.9%	463	282	10.1	9.8
Maximum	410	21.00	18.40	98.5%	640	450	18.0	12.1
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

**SAM E-001 December 2020**

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
12/1/2020	97.0%					0.00
12/2/2020	97.6%	ND		7.00		0.00
12/3/2020	98.5%	ND		9.20		0.00
12/4/2020	97.5%					0.00
12/5/2020	96.8%		ND		8.10	0.00
12/6/2020	97.1%					0.00
12/7/2020	97.2%	ND		5.7		0.00
12/8/2020	98.2%					0.00
12/9/2020	97.8%					0.00
12/10/2020	98.4%					0.00
12/11/2020	98.6%					0.00
12/12/2020	97.8%		ND		5.70	0.00
12/13/2020	98.4%	ND		3.70		0.00
12/14/2020	98.2%	ND		4.50		0.00
12/15/2020	97.7%	ND		2.80		0.00
12/16/2020	97.1%					0.00
12/17/2020	97.0%					0.00
12/18/2020	97.7%					0.00
12/19/2020	97.6%		ND		3.67	0.00
12/20/2020	97.5%					0.00
12/21/2020	98.1%					0.00
12/22/2020	98.3%	ND		4.00		0.00
12/23/2020	98.8%	ND		2.80		0.00
12/24/2020						0.00
12/25/2020						0.00
12/26/2020			ND		3.40	0.00
12/27/2020	98.3%					0.00
12/28/2020	98.1%					0.00
12/29/2020	98.1%	ND		4.70		0.00
12/30/2020	96.9%	ND		4.80		0.00
12/31/2020			ND		4.75	0.00
Count	27	0	0	10	5	31
Minimum	96.8%	0.0	< 0.00	2.80	3.40	0.0
Average	97.8%	#DIV/0!	#DIV/0!	4.92	5.12	0.0
Maximum	98.8%	0.0	0.0	9.20	8.10	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM      E-001      December 2020**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
12/1/2020	0.00		7.39	18.3			7.41	78.7
12/2/2020	0.00		7.42	17.9			7.75	81.8
12/3/2020	0.00	44.0	7.40	17.9	ND		7.91	83.5
12/4/2020	0.00		7.32	17.8			7.47	78.8
12/5/2020	0.00		7.40	17.4		2.2	7.82	81.7
12/6/2020	0.00		7.37	17.7			7.42	77.7
12/7/2020	0.00	40.0	7.37	18.0	10		7.42	78.7
12/8/2020	0.00		7.24	18.9			7.06	76.0
12/9/2020	0.00		7.35	18.6			7.30	77.9
12/10/2020	0.00		7.26	18.7			7.07	75.7
12/11/2020	0.00		7.26	18.1			7.18	75.9
12/12/2020	0.00		7.28	18.6		3.7	7.35	78.7
12/13/2020	0.00		7.10	18.2			7.05	74.6
12/14/2020	0.00		7.24	17.8			7.55	79.3
12/15/2020	0.00	25.0	7.23	18.1	10		7.06	74.7
12/16/2020	0.00		7.28	18.0			7.68	81.8
12/17/2020	0.00		7.20	18.1			7.07	74.6
12/18/2020	0.00		7.20	17.4			6.57	68.4
12/19/2020	0.00		7.26	17.3		5.7	7.72	80.6
12/20/2020	0.00		7.19	17.7			7.53	78.9
12/21/2020	0.00		7.18	17.9			7.03	73.8
12/22/2020	0.00		7.24	17.7			6.95	72.9
12/23/2020	0.00	20.0	7.23	17.7	ND		7.87	82.6
12/24/2020	0.00		7.34	17.7			7.88	83.1
12/25/2020	0.00		7.19	17.7			7.47	78.5
12/26/2020	0.00		7.25	18.0		5.7	7.84	82.8
12/27/2020	0.00		6.91	17.8			7.06	74.2
12/28/2020	0.00		7.17	17.7			7.20	75.5
12/29/2020	0.00		7.07	17.1			6.83	70.6
12/30/2020	0.00	15.0	7.14	17.1	ND		8.10	84.1
12/31/2020	0.00		7.22	17.9		4.1	7.48	78.8
Count	31	5	31	31	2	5	31	31
Minimum	0.00	15.0	6.91	17.1	< 10	< 2.2	6.57	68.4
Average	0.0	28.8	7.25	17.9	< ND	< 4.28	7.39	77.9
Maximum	0.00	44.0	7.42	18.9	10	< 5.7	8.10	84.1
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2020

## December 2020

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

## 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSO	MWSD	SAM
Roots	2	0	1	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	3	1	1	0	1
<b>Total</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>
		<b>20%</b>	<b>40%</b>	<b>20%</b>	<b>20%</b>

## Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
December 2020	1	0	0	1	0
12 Month Moving Total	5	1	2	1	1

## SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
December 2020	1.0	0.0	0.0	3.7	0.0
12 Month Moving Total	4.8	2.7	6.0	3.7	13.7
Category 1	1.0	0.0	3.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	2.7	3.0	3.7	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

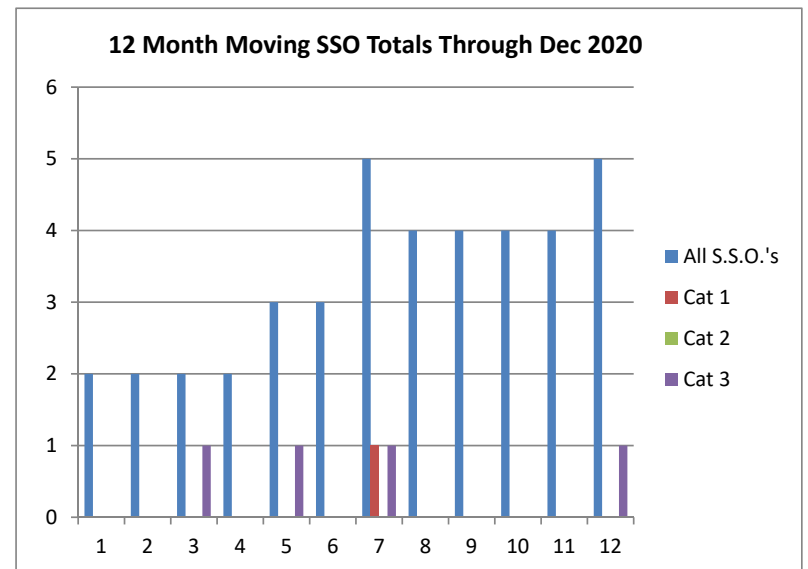
## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSO	MWSD	Total Feet	Total Miles
Jan - 20	6,947	11,809	11,218	29,974	5.7
Feb - 20	7,403	7,463	10,503	25,369	4.8
Mar - 20	10,957	11,948	10,023	32,928	6.2
Apr - 20	9,893	10,803	10,420	31,116	5.9
May - 20	10,453	12,618	10,308	33,379	6.3
June - 20	11,026	17,691	6,463	35,180	6.7
July - 20	16,890	18,514	14,262	49,666	9.4
Aug - 20	15,475	20,299	7,883	43,657	8.3
Sept - 20	12,942	18,428	4,067	35,437	6.7
Oct - 20	11,459	14,887	8,999	35,345	6.7
Nov - 20	11,229	23,059	9,482	43,770	8.3
Dec - 20	17,235	16,367	4,540	38,142	7.2

Annual ft	141,909	183,886	108,168	433,963	
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Annual Mi.	26.9	34.8	20.5		82.2
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Attachment C



# TASK SUMMARY- GCSD 2020-2021

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec							Total to Date	% Complete
Sewer Line Cleaning	87,000	16,424	18,257	16,309	12,436	18,035	14,663							96,124	110%
Hot Spot Cleaning	5,400	1,994	1,652	1,705	2,450	986	2,904							11,691	216%
Lift Station Inspection - Daily	52	5	4	5	4	4	4							26	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-							-	0%
Maint. Work Orders - Completed	-	5	4	5	4	4	4							26	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-							-	-
Manhole Inspection	879	89	104	96	73	99	91							552	63%
USA Markings	372	52	66	67	68	63	44							360	97%
F.O.G. Inspections Completed	10	-	-	-	-	-	17							17	170%
F.O.G. Inspections Passed	10	-	-	-	-	-	17							17	170%
F.O.G. Inspection Failed	-	-	-	-	-	-	-							-	-
Lateral Inspections	-	-	-	-	-	-	-							-	-
Customer Service Call - Reg	-	2	2	-	-	3	3							10	-
Customer Service Call - OT	-	2	2	3	-	1	3							11	-
SSO Response - Category 1	-	1	-	-	-	-	-							1	-
SSO Response - Category 2	-	-	-	-	-	-	-							-	-
SSO Response - Category 3	-	-	-	-	-	-	-							-	-
Insurance Claims Filed	-	0	0	0	0	0	0							-	-



**SEWER AUTHORITY MID-COASTSIDE**  
**Board of Directors Meeting Agenda**  
***Special Board Meeting – CIP Workshop***  
**4:00 P.M., Friday, January 29, 2021**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87294966194?pwd=TTIzZXINeFhKTEkrSUptMUJ0ZjBBUT09>

Meeting ID: 872 9496 6194

Passcode: 668555

One tap mobile

+16699006833,,87294966194#,,,,\*668555# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 872 9496 6194

Passcode: 668555

Find your local number: <https://us02web.zoom.us/j/87294966194?pwd=TTIzZXINeFhKTEkrSUptMUJ0ZjBBUT09>

**1. CALL TO ORDER**

A. Roll Call

Chair: Barbara Dye (GCSD)

Vice-Chair: Deborah Ruddock (HMB)

Secretary/Treasurer: Kathryn Slater-Carter (MWSD)

Director: Ric Lohman (MWSD)

Director: Deborah Penrose (HMB)

Director: Matthew Clark (GCSD)

**2. CIP WORKSHOP**

**3. ADJOURNMENT**

- Upcoming Regular Board Meetings: February 8, 2021, and February 22, 2021

*The meeting will end by 6:00 p.m. unless extended by board vote.*

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**INFORMATION FOR THE PUBLIC**

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

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

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





## **SEWER AUTHORITY MID-COASTSIDE**

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

#### ***Regular Board Meeting 7:00 PM, Monday, February 8, 2021***

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81803197477?pwd=ZGZaQXNUeWFQNG5MR2JBdVR3Q092QT09>

Meeting ID: 818 0319 7477

Passcode: 005767

One tap mobile

+16699006833,,81803197477#,,,,\*005767# US (San Jose)

or

Dial by your location

+1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/81803197477?pwd=ZGZaQXNUeWFQNG5MR2JBdVR3Q092QT09>

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

#### **1. CALL TO ORDER**

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

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

Members of the public are welcome to submit comments via e-mail by sending them to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments so submitted prior to 7 p.m. on February 8,

2021 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of January 25, 2021 Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for February 8, 2021 (**Attachment**)
- C. Authorize the General Manager to Attend the Annual WasteReuse Symposium virtually from March 15-25, 2021

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

- A. Decentralized Wastewater Recycling Systems – Presentation by CASE4Good (**Attachment**)
- B. Review and Authorize General Manager to issue an RFP for capacity and treatment process study for SAM Plant (**Attachment**)

**5. GENERAL MANAGER’S REPORT**

- A. Monthly Manager’s Report

**6. ATTORNEY’S REPORT**

**7. DIRECTORS’ REPORT**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION** (**Attachment**)

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

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code 54957 – Title: General Manager

**B. CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code (§ 54957.6); Agency Designated Representatives; Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel, Unrepresented Employee: General Manager

**C. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION**

Pursuant to Paragraphs (1), (2) and (4) of Subdivision (d) of Government Code Section 54956.9 (One case- Thompson vs SAM)

D. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9  
(FEHA Claim 202008-10882405 filed by Beverli Marshall)

E. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION

Pursuant to Government Code of Section 54956.9:

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

**11. ADJOURNMENT**

- Upcoming Regular Board Meetings: February 22, 2021 and March 8, 2021

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

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**INFORMATION FOR THE PUBLIC**

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

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

**ITEM #5**





## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

January 21, 2021

**THIS MEETING WAS HELD VIA TELE-CONFERENCE AS PERMITTED BY  
STATE EXECUTIVE ORDER N-29-20.**

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

The Special Meeting was called to order at 7:00 pm.

### **ROLL CALL**

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

Staff: General Manager Chuck Duffy, District Counsel Bill Parkin, and in Open Session only, Assistant General Manager Delia Comito.

### **ADJOURN TO CLOSED SESSION**

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

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

### **RECONVENE TO OPEN SESSION**

District Counsel stated that no reportable action was taken in closed session.

### **ADJOURN SPECIAL MEETING**

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

### **ROLL CALL**

### **GENERAL PUBLIC PARTICIPATION**

### **ACTION AGENDA**

#### **1. Consideration of Draft Finance Agreement with San Mateo County for the County Quarry Park Bike Pump Track.**

General Manager Chuck Duffy reported that he had been working with Nicholas Calderon, the County of San Mateo Parks Director, on the development of the proposed pump track and funding agreement in the County's Quarry Park. Mr.

Calderon provided a Power Point presentation which outlined the development of the project, and further reviewed the past community involvement, the project criteria, track design, and current construction schedule. Several community members voiced “thanks” to all involved, expressing their support for the project. One community member, Fran Pollard, had concerns with the location of the pump track within Quarry Park, as well as potential parking problems.

**ACTION:** Director Dye moved to approve the agreement with the County of San Mateo to provide a portion of funding for the bike pump track project in Quarry Park, subject to clarification of the indemnity section of the agreement. (Dye/Marsh). Approved 5-0.

Mr. Calderon thanked all involved, and said he looks forward to partnering with the District.

**2. Consideration of Variance for APN: 047-208-120 on Ave. Portola, El Granada, 2,335 Sq. Ft. Parcel, Zoned R-3/S-3, Owner: Freitas.**

District Counsel reviewed the required findings for the variance. The Board held a brief discussion.

**ACTION:** Director Dye moved to approve the required variance findings to grant the variance. (Dye/Seaton). Approved 5-0.

**3. Update on Development of Feasibility Study for 531 Obispo Road as a Potential Community Center and District Office.**

President Clark opened the discussion by announcing that the Fire District has no schedule for selling the property. Director Dye indicated that the District is conducting its due diligence in advance of the proposed listing of the property for sale. Director Marsh introduced architect Rebecca Katkin, who reviewed her memorandum which provided a table of information from the 2019 community survey identifying high priority community center features, and another spreadsheet which calculated the estimated space needed for the District office and the desired community center features.

**4. Report on Parks and Recreation Activities.**

Pat Tierney, acting chair for PAC, announced the next PAC meeting will be held on February 1<sup>st</sup> at 7:00 pm.

**5. Report on Sewer Authority Mid-Coastside Meeting(s).**

Director Dye reported on the latest SAM meetings.

**CONSENT AGENDA**

**6. December 17, 2020 Special and Regular Meeting Minutes.**

**7. January 2021 Warrants.**

**8. November 2020 Financial Statements.**

**9. Assessment District Distribution #7-20/21.**

**10. Ratify 531 Obispo Road Ad Hoc Planning Committee.**

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

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

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

**ADJOURN REGULAR MEETING**

The Regular Meeting was adjourned at 10:05 pm.

ATTEST:

SUBMITTED BY:

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

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

Date Approved by Board: February 18, 2021





**ITEM #6**



**Granada Community Services District**  
**February 2021 Warrants**  
For the February 18, 2021 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
01/25/21	8744	Innes Business Solutions	Temp Staff Svcs	6150 · Professional Services	140.00
02/18/21	8745	Adam Rosenberg	Prepare/Mail Forms 1096 & 1099's	6152 · Accounting	342.50
02/18/21	8746	AT&T	Jan 2021 Pump Stn Alarm Svcs	6170 · Utilities	224.02
02/18/21	8747	Barbara Dye	01/21/21 GCSD, 01/11 & 01/25/21 SAM	6040 · Directors' Compensation	235.00
02/18/21	8748	CA Assoc of Mutual Water Co	2021 CalMutuals Ins	6100 · Memberships	500.00
02/18/21	8749	CASA	2021 Renewal	6100 · Memberships	900.00
02/18/21	8750	CliftonLarsonAllen LLP	Dec 2020 & Jan 2021 Svcs	6152 · Accounting	5,000.00
02/18/21	8751	Comcast	02/13/21-03/12/21 Svcs	6170 · Utilities	318.85
02/18/21	8752	David Seaton	01/21/21 GCSD	6040 · Directors' Compensation	145.00
02/18/21	8753	Dudek	12/26/20-01/29/21 Prof Svcs	6151 · General Manager	8,010.00
02/18/21	8754	Eric Suchomel	01/21/21 GCSD	6040 · Directors' Compensation	145.00
02/18/21	8755	Express Plumbing	Medio Creek Maint & Mon-Feb	1617-1 · Medio Creek Xing/Mirada Sewe	975.00
02/18/21	8756	Gaetani Real Estate	Office Lease-Feb 2021	6120 · Office Lease	4,500.00
02/18/21	8757	Hue & Cry, Inc.	Feb 2021 Pump Stn Alarm	6170-1 · Pump Station	32.65
02/18/21	8758	Katkin Architecture	Inv dtd 02/09/21	5130 · Parks & Rec Professional Svcs	837.50
02/18/21	8759	Kennedy Jenks	Nov 2020 Svcs, Sum 163	6071 · Engineering- General	11,471.51
02/18/21	8760	Matthew Clark	01/21/21 GCSD, 01/11 & 01/25/21 SAM	6040 · Directors' Compensation	235.00
02/18/21	8761	Nancy Marsh	01/21/21 GCSD	6040 · Directors' Compensation	145.00
02/18/21	8762	National Domains LLC	Domain Renewal-Mar 2021-2022	6190 · Computers	224.00
02/18/21	8763	Pacifica Community TV	12/17/20 GCSD	6180 · Video Taping	300.00
02/18/21	8764	PG&E	Pump Stn Inv dtd 01/15/21	6170 · Utilities	243.66
02/18/21	8765	PGE	Office Inv dtd 01/25/21	6170 · Utilities	135.60
02/18/21	8766	Pitney Bowes	Inv dtd 01/30/21	6140 · Office Supplies	62.93
02/18/21	8767	Sewer Authority Mid-Coastside	Feb 2021 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	147,989.91
02/18/21	8768	Tri Counties Bank	Jan 2021 Card Charges	6140 · Office Supplies	711.06
02/18/21	8769	US Bank	Feb 2021 Svcs	6020 · Copier Lease	356.45
02/18/21	8770	Verizon Wireless	Jan 2021	6170 · Utilities	108.90
02/18/21	8771	Wittwer & Parkin	Jan 2021 Svcs	6090 · Legal Services	8,567.50
02/18/21	8772	Fechter & Company	6/30/20 Audit Svcs	6010 · Accounting	1,641.56
<b>TOTAL</b>					<b>192,717.04</b>



**ITEM #7**



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

As of December 31, 2020

**ASSETS**

Current Assets

Checking/Savings

1020 · Petty Cash	790
1030 · Cash - LAIF	3,526,125
1040 · Tri Counties Bank - Gen Op	60,098
1050 · Tri Counties Bank - Deposit	1,305,707
1100 · Accounts Receivable	257,229
1200 · Interest Receivable	6,049
1500 · Due from AD	23,440

Total Current Assets	5,179,438
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Fixed Assets

1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	(7,008,196)

Total Fixed Assets	5,305,553
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Other Assets

1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	236,477
1735 · Advance to AD- Assesmnt Revenue	142,834
1750 · Investment in SAM	4,709,323
1760 · Deferred Outflows of Resources	102,010

Total Other Assets	5,555,534
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Total Assets	16,040,524
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**LIABILITIES**

Current Liabilities

2000 · Accounts Payable	46,095
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	1,875
2225 · Recology-Del Garbage	25,855
2300 · Due to AD	195,346
2310 · Relief Refund Advance	350

Total Current Liabilities	294,824
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Long Term Liabilities

2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	21,144

Total Long Term Liabilities	198,639
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Total Liabilities	493,463
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**NET POSITION**

3000 · Net Assets	5,639,871
3005 · Contributed Capital	9,595,349
Net Income	311,841

Total Net Position	\$ 15,547,061
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*No assurance is provided on these financial statements.*



**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2020 through December 31, 2020**

	Jul 1, 2020 - Dec. 31, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
<b>Revenues</b>				
Operating Revenue				
4010 · Property Tax Allocation	\$ 200,000	\$ 100,000	\$ 100,000	\$ 200,000
4015 · Park Tax Allocation	301,172	245,500	55,672	491,000
4020 · Sewer Service Charges-SMC	940,439	939,500	939	1,879,000
4021 · Sewer Svc Charges Pro-rated	1,008	-	1,008	-
4030 · AD OH Reimbursement	4,607	16,000	(11,393)	32,000
4040 · Recology Franchise Fee	17,047	16,500	547	33,000
<b>Total Operating Revenue</b>	<b>1,464,273</b>	<b>1,317,500</b>	<b>146,773</b>	<b>2,635,000</b>
Non Operating Revenue				
4120 · Interest on Reserves	15,062	29,000	(13,938)	58,000
4130 · Connection Fees	80,113	19,000	61,113	38,000
4150 · Repayment of Adv to AD-NCA	-	97,650	(97,650)	195,300
4155 · Repayment of Adv to AD-ARF	-	57,350	(57,350)	114,700
4160 · SAM Refund from Prior Yr	-	500	(500)	1,000
4170 · ERAF Refund	44,198	175,000	(130,802)	350,000
4180 · Misc Income	2,562	2,500	62	5,000
<b>Total Non Operating Revenue</b>	<b>141,935</b>	<b>381,000</b>	<b>(239,065)</b>	<b>762,000</b>
<b>Total Revenues</b>	<b>1,606,208</b>	<b>1,698,500</b>	<b>(92,292)</b>	<b>3,397,000</b>
<b>Expenses</b>				
Operations				
5010 · SAM - General	577,934	577,934	-	1,155,867
5020 · SAM - Collections	93,287	93,287	-	186,574
5021 · Lift Station Maint.	5,405	-	(5,405)	-
5050 · Mainline System Repairs	562	5,000	4,438	10,000
5060 · Lateral Repairs	36,777	12,500	(24,277)	25,000
5065 · CCTV	-	12,500	12,500	25,000
5070 · Pet Waste Station	796	600	(196)	1,200
5110 · RCD - Parks	-	10,000	10,000	20,000
5120 · Half Moon Bay Reimb - Parks	14,343	20,000	5,657	40,000
5130 · Parks & Rec Professional Services	15,797	50,000	34,203	100,000
<b>Total Operations</b>	<b>744,901</b>	<b>781,821</b>	<b>36,920</b>	<b>1,563,641</b>

*No assurance is provided on these financial statements.*

**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2020 through December 31, 2020**

	Jul 1, 2020 - Dec. 31, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
<b>Expenses (Continued)</b>				
<b>Administration</b>				
6010 · Auditing	\$ 10,002	\$ 8,000	\$ (2,002)	\$ 16,000
6020 · Copier lease	2,967	3,000	33	6,000
6040 · Directors' Compensation	5,415	5,500	85	11,000
6050 · Education & Travel Reimb	-	1,000	1,000	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	76,570	89,000	12,430	178,000
6062 · Medical Ins.	6,324	20,087	13,763	40,174
6063 · Employer Payroll Taxes	8,410	23,913	15,503	47,826
6064 · CALPERS Contribution	24,092	25,000	908	50,000
6060 · Employee Compensation - Other	663	-	(663)	-
6070 · Engineering Services	60,880	10,000	(50,880)	20,000
6080 · Insurance	537	15,000	14,463	30,000
6090 · Legal Services	19,151	15,000	(4,151)	30,000
6095 · Legal Services for Case Related Legal	-	25,000	25,000	50,000
6100 · Memberships	6,595	4,500	(2,095)	9,000
6110 · Newsletter	-	3,500	3,500	7,000
6120 · Office Lease	26,750	28,500	1,750	57,000
6130 · Office Maintenance & Repairs	405	1,500	1,095	3,000
6140 · Office Supplies	2,662	1,500	(1,162)	3,000
6150 · Professional Services	53,901	58,500	4,599	117,000
6160 · Publications & Notices	533	1,000	467	2,000
6170 · Utilities	4,697	6,000	1,303	12,000
6180 · Video Taping	1,800	2,000	200	4,000
6190 · Computers	3,530	1,250	(2,280)	2,500
6220 · Miscellaneous	5,347	9,999	4,652	20,000
6230 · Bank Service Charges	363	-	(363)	-
6310 · Park Related Misc Expenses	5,303	-	(5,303)	-
<b>Total Administration</b>	<b>326,897</b>	<b>358,749</b>	<b>31,852</b>	<b>717,500</b>
<b>Capital Projects</b>				
1617-1 · Medio Creek Xing Crossing	5,850	175,000	169,150	350,000
7010 · Sewer Main Replacement (CIP)	-	225,000	225,000	450,000
7100 · SAM - Infrastructure	216,719	216,719	-	433,438
7500 · Projects - Parks	-	50,000	50,000	100,000
<b>Total Capital Projects</b>	<b>222,569</b>	<b>666,719</b>	<b>444,150</b>	<b>1,333,438</b>
<b>Total Expenses</b>	<b>1,294,367</b>	<b>1,807,289</b>	<b>512,922</b>	<b>3,614,579</b>
<b>Net Income/(Loss)</b>	<b>\$ 311,841</b>	<b>\$ (108,789)</b>	<b>\$ 420,630</b>	<b>\$ (217,579)</b>

*No assurance is provided on these financial statements.*



**ITEM #8**



**DISTRIBUTION REQUEST NO.: #8-20/21**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$19,658.94**

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

**DISTRIBUTION REQUEST**  
**For Payment of Bond Administration Costs**

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

Dated:  
February 18, 2021

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Chuck Duffy, Finance Officer/Treasurer

## SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #8-20/21

DATE: February 18, 2021  
DISTRIBUTE FROM ACCOUNT #: 94673305  
ACCOUNT NAME: Bond Administration Fund  
DISTRIBUTION AMOUNT: \$ 19,658.94

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

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
dta	5000 Birch St. #3000, Newport Beach, CA 92660	Nov/Dec Admin. Svcs	\$ 168.50
Fechter & Co., CPA	3445 American River Dr. #A, Sacramento, CA 95864	6/30/20 Audit	\$ 289.69
GSD	P.O. Box 335, El Granada, CA 94018	GSD OH Reim - Dec 2020	\$ 2,167.00
Weist Law	2090 Bean Creek Rd., Scotts Valley, CA 95066	Bond Counsel Svcs	\$ 11,033.75
White Nelson et al	2875 Michelle Dr. #300, Irvine, CA 92606	19/20 FY Acctg	\$ 6,000.00
<b>TOTAL:</b>			<b>\$ 19,658.94</b>

**ITEM #9**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #10**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #11**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #12**



GRANADA COMMUNITY SERVICES DISTRICT

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# Administrative Staff Report

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Period: January 16, 2021 to February 10, 2021

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: February 18, 2021

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**REQUEST FOR PUBLIC RECORDS** – There were no requests for public records this period.

**APPLICATIONS RECEIVED** – There was one (1) application received this period:

Rec'd	Class	Owner or Agent	APN	Address	Sq. Ft.	Zone
08/10/20	ADU	Minor Bart	047-091-130	139 Vallejo St, EG	5,000	R-1/S-17
10/05/20	1A	Steadman John	047-212-150	226 Ave Cabrillo, EG	5,000	R-1/S-17
10/05/20	1A	Steadman John	047-282-150	900 The Alameda, EG	5,000	R-1/S-17
10/05/20	1A	Steadman John	047-282-160	463 The Alameda, EG	5,549	R-1/S-17
10/28/20	VAR	Freitas	047-208-120	Ave Portola, EG	2,335	R-3/S-3
12/11/20	1A	Ralston Randy	047-217-110	Ave Del Oro, EG	6,000	R-1/S-17
12/11/20	Demo	French	048-125-180	2909 Champs Elysee HMB	--	--
01/08/21	1A	Parnovskiy	047-221-060	Ave Del Oro, EG	5,000	R-1/S-17
01/15/21	1A	Zheng	047-151-120	639 El Granada Blvd	5,230	R-1/S-17

Note: Shaded information was previously reported.

**PERMITS ISSUED** – There were three (3) sewer permits issued this period:

Permit No.	Class	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3203	1A	08/17/20	Fassinger/Ontiveros	047-074-250	126 Madrona Ave, EG	5,000	R-1/S-17
3204	1A	09/15/20	Power Patrick	047-171-170	615 Isabella Ave, EG	7,200	R-1/S-17
3205	ADU	09/24/20	Minor Bart	047-091-130	139 Vallejo St, EG	5,000	R-1/S-17
3206	2D	12/04/20	Dragony Michelle	047-034-070	111 Vassar, Princeton	2,285	W/DR
3207	SC	12/07/20	Erickson Karen	048-092-300	18 Valencia, HMB	5,000	R-1/S-17
3208	2M	12/29/20	Big Wave LLC	047-311-060	380 Airport, Princeton	17,500	W/DR
3209	1A	01/21/21	K&S Development	047-282-160	900 The Alameda	5,000	R-1/S-17
3210	1A	01/27/21	K&S Development	047-212-150	463 The Alameda	5,549	R-1/S-17
3211	1A	01/27/21	K&S Development	047-282-150	226 Ave Cabrillo	5,549	R-1/S-17

Note: Shaded information was previously reported.



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

Date	Class	Permit	Issued	Owner	APN	Address
09/23/20	1A	3199	12/23/19	Soldo David	048-126-130	537 Roosevelt, HMB
10/09/20	1A	3203	08/17/20	Fassinger	047-074-250	126 Madrona, EG
11/02/20	1A	3200	02/12/20	Carey	048-112-130/140	2804 Champs Elysee, HMB
12/10/20	1A	3194	07/10/19	Menendez	047-071-260	320 Sevilla, EG
12/10/20	SC	3207	12/07/20	Erickson	048-092-300	18 Valencia, HMB
12/14/20	1A	3196	11/18/19	Semprevivo	048-042-280	477 3 <sup>rd</sup> Ave, Miramar
01/04/21	1A	3197	11/19/19	Ralston	048-054-240	385 Miramar Dr, Miramar
01/05/21	1A	3204	09/15/20	Power	047-217-110	615 Isabella, EG

Note: Shaded information was previously reported.

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

Date	Type	Problem	Location or Address	Cause	Cost
07/16/20	Lat Replacement	Back-up	506 Isabella, EG	Roots	1,668.74
09/24/20	Lat Replacement	Back-up	314 Ave Balboa, EG	Roots	6,980.00
10/15/20	Lat Replacement	Back-up	354 Almeria, EG	Multi offsets	10,927.62
12/11/20	Lat Replacement	Back-up	332 Valencia	Large off-set	9,711.84

Note: Shaded information was previously reported.

**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**



