



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, January 21, 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), [98306671779#](tel:+19292056099) or [+19292056099](tel:+19292056099), [98306671779#](tel:+19292056099)

Meeting URL: <https://dudek.zoom.us/j/98306671779>

Join by Telephone

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

Meeting ID: 983 0667 1779

CALL SPECIAL MEETING TO ORDER AT 7:00 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.

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 Draft Finance Agreement with San Mateo County for the County Quarry Park Bike Pump Track.

Recommendation: To be made by the Board.

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.

Recommendation: To be made by Counsel.

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

Recommendation: To be made by the Board.

4. Report on Parks and Recreation Activities.

Recommendation: For Board Information.

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

Recommendation: For Board Information.

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.

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

At the conclusion of the December 17, 2020 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.

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

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Draft Finance Agreement with San Mateo County for the County Quarry Park Bike Pump Track
Date: January 21, 2021

I have attached the draft partial funding agreement for the County of San Mateo's proposed bike pump track in the County's Quarry Park. The agreement has been negotiated to this point by County Parks Director Nicholas Calderon and myself, with legal review from District Counsel Bill Parkin and County Counsel. I have provided a clean version of the document; the only marked up section is the Indemnity clause section, which still has a few issues to be ironed out by respective counsel. Nicholas will be on our Zoom board meeting call on Thursday to provide a brief presentation on the agreement and the bike pump track project itself.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SAN MATEO AND
THE GRANADA COMMUNITY SERVICES DISTRICT**

This Memorandum of Understanding (“MOU”), dated _____, 2021 (“Effective Date”), is by and between the County of San Mateo (“County”), a political subdivision of the State of California, and the Granada Community Services District (“GCSD”), a special district pursuant to California Government Code 61000 et seq. In this MOU, the County and GCSD are referred to individually as a “Party” and collectively as “Parties.”

* * *

WHEREAS, the County, through its Parks Department, owns and operates Quarry County Park, a 517-acre open space park that is located in the County’s unincorporated community of El Granada on the San Mateo County coastside; and

WHEREAS, GCSD is responsible for parks and recreation, sewer collection and treatment services, and garbage collection and recycling services in the County’s unincorporated areas of El Granada, Princeton, Princeton-by-the-Sea, Clipper Ridge, and Miramar; and

WHEREAS, through the Quarry County Park Master Planning process and GCSD’s Parks and Recreation Interest Survey, it was determined that the local community strongly desires that a bicycle pump track be built in El Granada; and

WHEREAS, as a result, County committed to designing and constructing an intermediate pump track, beginner pump track, and skills trail in Quarry County Park (“Project”) and conducting a public engagement process therefore, and GCSD has committed to contributing funds for the Project.

NOW, THEREFORE, it is agreed by the Parties to this MOU as follows:

1. GCSD’s Duties

Under this MOU, GCSD will do all of the following:

- a. Contribute up to \$100,000 (One Hundred Thousand Dollars) to the Project for the exclusive purpose of providing funding for the construction of the intermediate pump track, beginner pump track, and skills trail at Quarry County Park; and
- b. Participate in the public engagement and pump track design process to ensure the pump track reflects the desires of the community and GCSD; and
- c. Upon substantial completion of the Project, including substantial completion of the intermediate pump track and the beginner pump track at Quarry County Park, and within 30 days of receiving an invoice from the County, GCSD shall reimburse the County for up to \$100,000 for construction-related expenses; and
- d. Designate a contact person at GCSD to promote communication with County.

GCSD shall not be responsible for managing, maintaining, operating, or repairing, or funding the management, maintenance, operation, or repair of the pump track.

2. County's Duties

Under this MOU, the County will do all of the following:

- a. Manage and fund: (i) the development of three project alternatives, (ii) the selection of the Project's preferred alternative, and (iii) the preparation of all Project plans and specifications. This includes, but is not limited to, the selection of a qualified landscape architect and organizing and hosting community engagement meetings to solicit feedback from the public; and
- b. Apply for and secure all necessary permits and approvals, which includes, but is not limited to, the County Board of Supervisors' adoption of the Project's plans and specifications and the [WP1]issuance of a Coastal Development Permit; and
- c. Advertise, award, and administer a contract with a qualified contractor for the construction of the pump track in accordance with all approved plans, specifications, and permits;
- d. Conduct final inspection and approval of the Project to ensure the pump track meets all adopted plans and specifications;
- e. Implement measures consistent with California Environmental Quality Act findings to mitigate any major impacts to the surrounding community;
- f. Designate a contact person at the County to promote communication with GCSD; and
- g. Open the Project to the public.

County shall be solely responsible for managing, maintaining, operating, and repairing the pump track, and GCSD shall acquire no ownership, rights, or privileges to the Project by virtue of its performance of its obligations under this MOU. County, at its sole discretion, reserves the right to contract with a third party to manage, operate, maintain, and repair the pump track.

3. Term and Termination

This MOU shall commence upon its execution by the Parties and shall remain in effect until the earlier occurrence of either: (i) June 30, 2022 or (ii) GCSD's reimbursement to County of construction-related expenses in accordance with Section 1.

4. Relationship of Parties

GCSD understands and agrees that the work/services performed under this MOU are performed as a partner agency and not as an employee or contractor of the County, and that neither GCSD nor its employees acquire any of the rights, privileges, powers, or advantages of San Mateo County employees or contractors.

The County understands and agrees that the work/services performed under this MOU are performed as a partner agency and not as an employee or contractor of GCSD, and that neither County nor its employees acquire any of the rights, privileges, powers, or advantages of GCSD employees or contractors.

5. Hold Harmless/Indemnification

~~The County shall defend, indemnify and hold harmless GCSD, its directors, officers, employees, volunteers and agents from and against any and all claims, losses, demands, damages, costs, expenses, injuries, judgments, penalties, obligations and liabilities whatsoever for or in connection with or in any way related to this MOU or the use of GCSD funds or use of, or improvement to, the Project. In the event any such claim is made naming GCSD, its directors, officers, employees, volunteers or agents, the County shall immediately notify GCSD in the manner provided in this MOU. GCSD shall have the right to elect either to be defended by the County or to retain its own counsel at the County's expense. Each Party shall, to the extent allowed by law, defend, indemnify and hold harmless the other from and against any and all claims, losses, causes of action, judgments, damages and expenses to the extent caused by the gross negligence or willful misconduct of the indemnifying party, its employees, officers, or agents for which the indemnifying Party would be liable in law or equity.~~ The obligations set forth in this Section shall continue beyond the term of this MOU as to any act or omission that occurred during or under this MOU.

6. Assignment

GCSD may not assign this MOU or any portion of it to a third party without the County's prior written consent.

7. Merger Clause and Amendments

This MOU constitutes the sole MOU of the Parties regarding the services and obligations described herein, and correctly states the rights, duties, and obligations of each Party as of this document's Effective Date. [WP2]Any prior MOU, promises, negotiations, or representations between the Parties regarding the services and obligations described herein that are not expressly stated in this document are not binding. Any amendment, modification, or supplement to this MOU must be in writing signed by both Parties.

8. Controlling Law and Venue

The validity of this MOU and its terms, the rights and duties of the Parties under this MOU, the interpretation and performance of this MOU, and any other dispute of any nature arising out of this MOU shall be governed by the laws of the State of California without regard to its choice of law or conflict-of-law rules. Any dispute arising out of this MOU shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

9. Notices

Any notice, request, demand, invoice, or other communication required or permitted under this MOU shall be deemed to be properly given when both: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of the County, to:	In the case of the GCSD, to:
TITLE: Director, San Mateo County Parks Dept. NAME: Nicholas J. Calderon CONTACT INFO: 455 County Center 4 th Floor Redwood City, CA 94063 EMAIL: ncalderon@smcgov.org	TITLE: General Manager NAME: Chuck Duffy CONTACT INFO: Post Office Box 335 El Granada, CA 94018 EMAIL: cduffy@granada.ca.gov

10. Electronic Signatures

If both the County and GCSD wish to permit this MOU and future documents relating to this MOU to be digitally signed in accordance with California law and the County’s Electronic Signature Administrative Memo, both boxes below must be checked. Any Party that agrees to allow digital signature of this MOU may revoke the use of electronic signatures at any time in relation to all future documents by providing notice pursuant to this MOU.

For the County: If this box is checked by the County, the County consents to the use of electronic signatures in relation to this MOU.

For GCSD: If this box is checked by GCSD, GCSD consents to the use of electronic signatures in relation to this MOU.

* * *

THIS MOU IS NOT VALID UNTIL SIGNED BY ALL PARTIES. NO FUNDS WILL BE DISTRIBUTED UNTIL THIS DOCUMENT HAS BEEN SIGNED BY THE COUNTY'S AUTHORIZED DESIGNEE.

In witness of and in MOU with this MOU's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For GCSD:

GCSD Signature

Date

GCSD Name (please print)



COUNTY OF SAN MATEO

By:

President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:

Clerk of Said Board

ITEM #2

FINDINGS FOR SEWER PERMIT VARIANCE

Freitas

APN: 047-208-120

Avenue Portola, 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-3/S-3/DR/CD (Multiple-Family Residential District/S-3 Combining District with 5,000 sq. ft. minimum parcel size/Design Review/Coastal Development) and the parcel is 2,335 square feet. The subject parcel is adjacent to developed parcels and no undeveloped parcels are contiguous to the subject parcel.

Lot 5, block 27 is designated on the Map entitled "Plat of Resubdivision of Subdivisions Nos. 2 and 3 of Granada, San Mateo County, California," which Map was filed in the Office of the Recorder of the County of San Mateo, State of California on August 4, 1908, in Book 6 of Maps at Page 29. This parcel first was conveyed separately from surrounding adjacent parcels on July 30, 1917. The parcel was, again, conveyed separately from surrounding adjacent parcels on June 3, 1949, June 12, 1950, December 30, 1952, January 17, 1958, and successively thereafter. Therefore, the parcel was legally created and this finding can be made in the affirmative.

- (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: Same as for (1), above. The parcel was deeded into separate ownership from adjacent parcels prior to 1945. Therefore, this finding can be made in the affirmative.

- (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.

FINDING: Same as for (1) above. The subject parcel was conveyed into separate ownership from all contiguous parcels prior to February 1, 1973, specifically on December 5, 1913. Therefore, this parcel was legally created under the Coastal Act.

- (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 2,335 square feet in the S-3 Zoning District. A Certificate of Compliance was issued on November 18, 2019. The District Board 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 50% for structures in the S-3 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 proposed parcel coverage for the structure is 1,157 square feet (41.87%) and the development proposed complies with the site coverage for structures. The maximum site coverage for impervious non-structures is 10% which equals 233.5 square feet in this case. The proposed coverage of impervious surfaces is unclear as the specifications for the

driveway are not provided. However, the plans show that the driveway is made of permeable material. The County will enforce this standard and the applicant will have to reduce the amount of impervious non-structures to make the development comply with the County Code in the event that it is noncompliant. With compliance, 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 2,335 square feet in size (short of the 5,000 square foot minimum zoning requirement used for buildout calculations by 2,665 square feet, *i.e.*, 47% of the minimum parcel size).

The District Board finds that provision of sewer service to the subject parcel 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 because the proposed residence consists of only two bedrooms, and the Board of Directors hereby places a condition upon a recorded Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms.

- (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 2,335 square feet (short of the 5,000 square foot minimum zoning requirement used for buildout calculations by 2,665 square feet, *i.e.*, 47% of the minimum parcel size). This could be considered a special privilege. However, a parcel to the north (APN 047-208-100) that is similar in size, at 3,056 square feet, was granted a variance.

Moreover, another parcel in the vicinity (APN 047-208-090) is similar in size to the subject parcel, at 2,400 square feet or less.

The District Board 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. There are no adjacent vacant parcels. The Applicant has submitted no evidence to suggest that the Applicant has offered to purchase a portion of the adjacent developed parcels (APN 047-208-110 and 047-208-250) that is above the minimum parcel size (5,750 square feet and 8,710 respectively). However, purchase of the excess lot area from APN 047-208-110 (750 square feet) is insufficient to render the subject parcel conforming, as the subject property is nonconforming by 2,665 square feet. Development on APN 047-208-250 renders infeasible acquisition of property that would render the subject parcel conforming. It is a factual determination for the District Board to make whether these reasons are sufficient to establish that the parcel cannot be rendered conforming.

The District Board 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. This finding can be made in the affirmative.

- (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 from the Applicant of intent to develop. There is currently no District policy for unilateral implementation of such a refund.

FINDING: The Applicant provided a written statement dated October 15, 2020. This finding can be made in the affirmative.

- (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 2,335 square feet in the S-3 Zoning District, which requires a parcel size measuring 5,000 square feet. This Variance Application qualifies for semi-annual consideration because it is less than 4,750 square feet. There have been no other variance applications submitted in the past six months other than this one. 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: 047 / 208 / 120 Lot(s): 5 Block: 27
Parcel Address or Location: Avenue Portola, El Granada

Owner: Name(s) Sean and Kathleen Freitas Phone: 916-580-9981
Address: 2515 Anvil Ct Fax #: _____
Rocklin, CA 95765 Cell #: _____

Owner's Agent: Name(s) Eric Lind Phone: 415-964-1832 *
Address: 792 Arkansas St Fax #: _____
San Francisco, CA 94107 Cell #: _____

Contractor: Name(s) Sean Freitas Phone: 916-580-9981
Address: 2515 Anvil Ct Fax #: _____
Rocklin, CA 95765 Cell #: _____

Parcel Sq. Footage.: 2,335 Zoning District: R-3/S-3/DR/CD Structure(s) Sq. Footage: 1,157
(Total)

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

Are there any trees on the parcel (Yes/No)?: Y If yes, how many?: 2 # to be Removed: 2

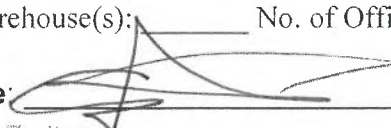
Additional Comments: _____

For Single Family Dwellings Only:

Dwelling Sq. Ft.: 847 Garage: 224 No. of Bedrooms: 2 No. of Baths: 2

For Mixed Use Only:

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

Applicants Signature:  Date: _____

Printed Name: Sean Freitas Address: 2515 Anvil Ct, Rocklin, CA 95765

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

Attachments Provided:

DATE RECEIVED: _____

- | | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> Grant Deed | <input checked="" type="checkbox"/> Sq. Ft. Verified | <input type="checkbox"/> Contig Owner Info | <input checked="" type="checkbox"/> Agent Form |
| <input type="checkbox"/> Chain of Title * | <input type="checkbox"/> Contig Vac Parcel Setbk * | <input checked="" type="checkbox"/> No Acptc Stmt | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Building Plans | <input checked="" type="checkbox"/> Contig Fair Mkt Doc <u>N/A</u> | <input checked="" type="checkbox"/> Merger Docs <u>N/A</u> | Complete?: YES NO |

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

GRANADA COMMUNITY SERVICES DISTRICT
504 Avenue Alhambra, Third Floor ~ P. O. Box 335 ~ El Granada, California 94018
Telephone: (650) 726-7093 ~ Facsimile: (650) 726-7099 ~ E-mail: gsd@granada.ca.gov

DESIGNATION OF AGENT (OPTIONAL)

The property owner may designate an agent to act on his or her behalf by completing and signing this form, and submitting it with a permit application. When a Designation of Agent form is submitted, the property owner authorizes the designated the agent to do the following:

1. Complete and file a permit application for the owners property,
2. To represent the Owner in all transactions with the District regarding the permit application,
3. To take receipt of the permit issued in the property owners name.

To designate an agent, please complete the following:

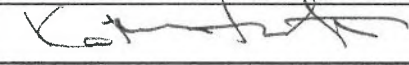
Agent's Name: Eric Lind
 Street Address: 792 Arkansas St
 City & Zip: San Francisco, CA 94107
 Mailing Address: 792 Arkansas St
 City & Zip: San Francisco, CA 94107
 Telephone/Cell: (415) 964-1832 () _____
 Fax: () _____

Is the agent an attorney in good standing and licensed to practice law in the State of California? Y or (circle one)

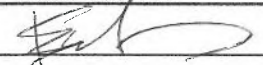
Is the agent a real estate broker or salesperson in good standing and licensed as such by the State of California? Y or (circle one)

Owner(s) signature(s) designating the person identified above as the Owner(s) agent:
(All property owners must sign if more than one)

Signature: X  Date: 10/15/2020
 PRINTED NAME: Sean Freitas

Signature: X  Date: 10/15/2020
 PRINTED NAME: Kathleen Freitas

Agent's Signature accepting Owner(s)' designation as the Owner(s) agent:

Agent's signature: X Eric Lind Digitally signed by Eric Lind
DN: c=US, E=eric@granada.com, O=GRAPHIA,
CN=Eric Lind
Date: 2020.10.15 09:51:41-07'00' Date: 10/15/2020
 PRINTED NAME: Eric Lind 

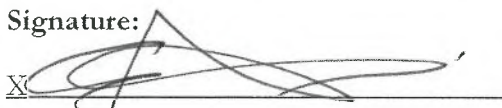
Granada Community Services District

PROPERTY OWNER STATEMENT
"NO ACCEPTANCE OF FEES"

I / we Sean Freitas have submitted a sewer permit Variance Application to the District regarding the Property described as Avenue Portola, APN 047-208-120, lot 5, block 27, (Enter address or, if vacant, enter "Vacant" with the street name, parcel lot number and block number), Assessor's Parcel No(s). 047 - 208 - 120, 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: 
X Sean Freitas

(NAME PRINTED)

Date: 10/15/2020

Signature: 
X Kathleen Freitas

(NAME PRINTED)

Date: 10/15/2020

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

For Clerk Use Only

2019-102490 CONF

11:32 am 12/04/19 CC Fee: 26.00

Count of pages 4

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



County of San Mateo
Planning and Building Department

CERTIFICATE OF COMPLIANCE

Pursuant to Government Code Section 66499.35(a)

Planning File No. PLN 2019-00380

The County of San Mateo has received a request from Sean Freitas, 2515 Anvil Court, Rocklin, CA 95765, to determine if real property owned by Sean Freitas, identified as Lot 5, Block 27, as shown on that certain Map entitled "Plat of Resubdivision of Subdivisions Nos. 2 and 3 of Granada, San Mateo County, California," filed in the Office of the County Recorder of San Mateo County, State of California on August 4, 1908 in Book 6 of Maps at Page 29.

Property Description

APN 047-208-120

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

Lot 5 in Block 27 as shown on that certain Map entitled "Plat of Resubdivision of Subdivisions Nos. 2 and 3 of Granada, San Mateo County, California," filed in the Office of the County Recorder of San Mateo County, State of California on August 4, 1908 in Book 6 of Maps at Page 29.

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

This parcel (047-208-120) was first conveyed separately from surrounding parcels in July 1917, prior to July 1945, the effective date of the County's first Subdivision Ordinance. This parcel (047-208-120) was conveyed again, by grant deed, in May 1980. Thus, the parcel

Certificate of Compliance

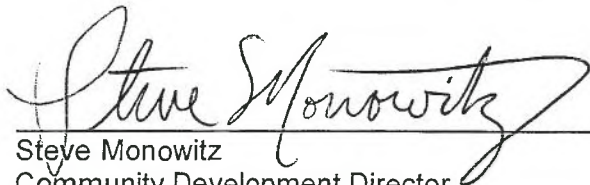
APN 047-208-120

Page 2

meets the requirements established to confirm legalization as a "Certificate of Compliance (Type A)."

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

11/18/19

Date

SM:PB:PSBDD0586_WPN.DOCX

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

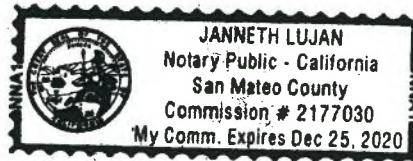
State of California)

County of San Mateo)

On November 18, 2019, before me, Janneth Lujan, a Notary Public, personally appeared STEVE MONOWITZ, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Janneth Lujan

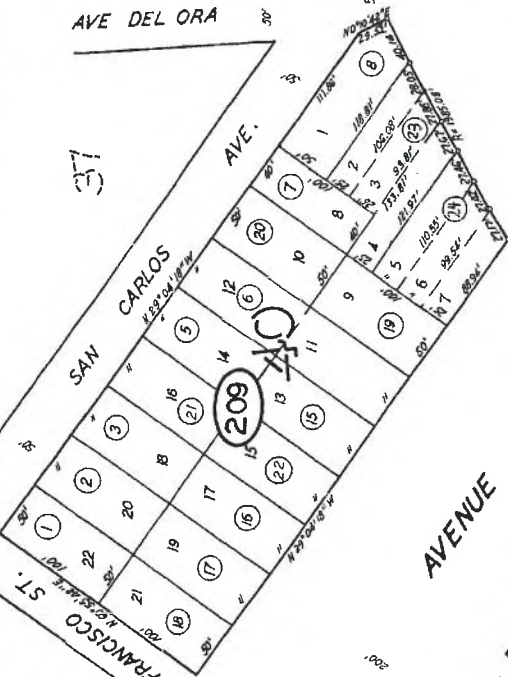
47-21

TAX CODE AREA

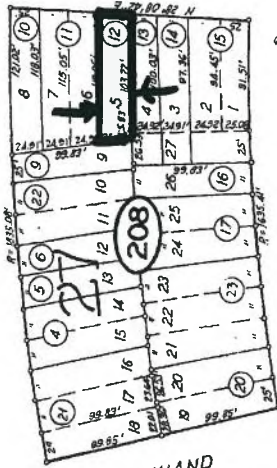


AVE DEL ORA

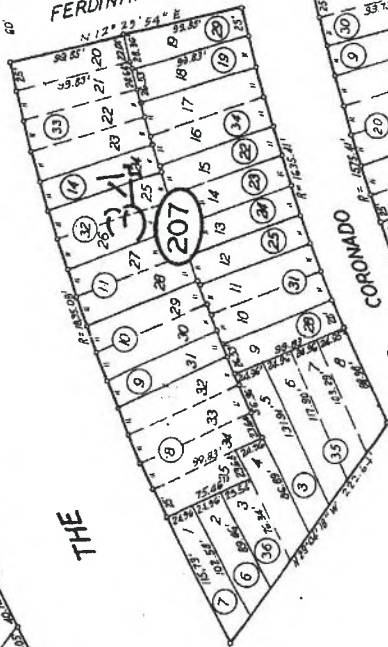
SAN CARLOS AVE.



ALAMEDA



FERDINAND

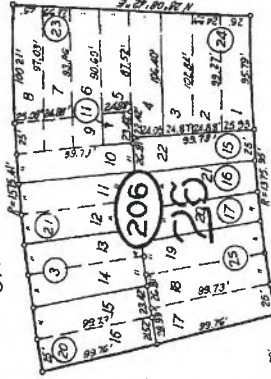


THE

ALAMEDA

TRACT NO. 4 GRANADA PTN. OF -RSM 20/22
RESUB OF SUBS. 2 & 3 OF GRANADA

AVENUE

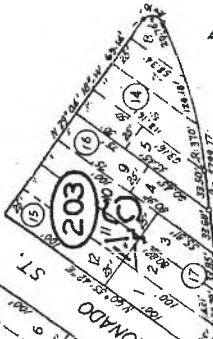
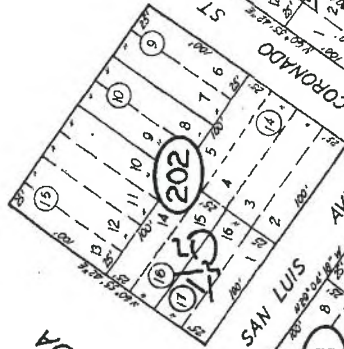


AVE.



CORONADO

BALBOA



ALHAMBRA

AVE.



SAN LUIS



THE

26

1 TRACT NO. 4 GRANADA PTN. OF -RSM 20/22
2 RESUB OF SUBS. 2 & 3 OF GRANADA

ASSASSORS MAPS COUNTY OF SAN MATEO, CALIF.

PTN. OF -RSM 6/29

Sean Freitas
2515 Anvil Ct,
Rocklin, CA 95765
10/13/20

Board of Directors
Granada Community Services District
504 Avenue Alhambra, Third Floor
El Granada, CA 94018

Re: APN 047-208-120 Sewer Permit Variance:

Owner Statement, Contiguous Properties Relevant Facts, Size and Setbacks

In reviewing this Sewer Permit Variance Application for the sub-standard sized parcel at APN 047-208-120, please consider the following statements regarding the subject parcel and all contiguous parcels:

- There are no undeveloped lots contiguous, so there is not an opportunity to purchase and combine said lots.
- Many of the adjacent parcels in this neighborhood are also sub-standard size, and a few are very similar in size to this parcel
- The proposed development of this lot, as a two bedroom - one bathroom residence, is relatively small with low impact.

The Zoning Regulations for this Property and Adjacent Properties:

Zone: R-3/S-3/DR/CD

Zone Description: Multiple Family Residential District/Residential Density District 3/Design Review District/Coastal Development District

Setback Requirements: Front/Rear = 20', Side = 5'

Subject Property: Avenue Portola, El Granada, APN: 047-208-120

Legal Description: LOT 5 BLOCK 27 RESUB OF SUBS 2 & 3 OF GRANADA RSM 6/29

Street Address: N/A

Owner Name: FREITAS SEAN & KATHLEEN LOUISE

Mailing Address: 2515 ANVIL CT, ROCKLIN CA 95765

Use Type: RESIDENTIAL SINGE FAMILY

Lot Square Foot: 2,763

Proposed Development: A new two bedroom, one bathroom, 847 square foot single family home with 224 square foot attached garage



Contiguous Property 1 - Adjacent property on North side:

APN: 047-208-110

Legal Description: LOTS 6 & 7 BLOCK 27 RESUB OF SUBS 2 & 3 OF GRANADA RSM 6/29

Street Address: 167 AVENUE PORTOLA

Owner Name: BECK JOSHUA WALTON MEGAN

Mailing Address: PO BOX 37100 MONTARA CA 94037

Use Type: RESIDENTIAL SINGE FAMILY

Lot Square Foot: 5,750

Relevant Facts: This is a rectangular lot, developed with a small single story, single family residence with 662 square feet of livable area. As-built front yard setback = 23'-0"



Contiguous Property 2 - Adjacent property on South and West Sides:

APN: 047-208-250

Legal Description: LOTS 3 4 9 & NLY 50 FT OF LOT 27 BLOCK 27 RESUB OF SUBS2 & 3 OF GRANADA RSM 6/29

Street Address: 578 THE ALAMEDA, EL GRANADA

Owner Name: KENNEDY NANCY E VINCENT RONALD D

Mailing Address: 8 PIETRO PLACE DOBBS FERRY NY 10522

Use Type: RESIDENTIAL SINGE FAMILY

Lot Square Foot: 8,710

Relevant Facts: This is an irregular shaped lot, essentially functioning as two small lots. The first one is fronting The Alameda, developed with a small single story, single family residence with 600 square feet of livable area. As-built front yard setback = 28'. The other portion of the lot is fronting Avenue Portola, developed with another small residence. As-built front yard setback = 43'-6"



Contiguous Property 3 - Adjacent property on North Side Corner:

APN: 047-208-100

Legal Description: LOT 8 BLOCK 27 RESUB OF SUBS 2 & 3 OF GRANADA RSM 6/29

Street Address: N/A

Owner Name: MOULES ROBERT & BERTINA

Mailing Address: 690 TERRACE AVE HALF MOON BAY CA 94019

Use Type: RESIDENTIAL SINGE FAMILY

Lot Square Foot: 3,056

Relevant Facts: This is another small lot, currently undeveloped



Regarding the neighborhood at large, there are a few lots within this area of the assessor's map that are of similar size to the subject property:

SHEET ABBREVIATIONS

AB	ANCHOR BOLT	GA	GAUGE	REINF	REINFORCED
ADJ	ADJACENT	GFCI	GROUND FAULT INTERRUPTER	TERM	ROOM
ALUM	ALUMINUM	GALV	GALVANIZED	RWD	REDWOOD
BM	BEAM	GL	GLASS	S	SOUTH
BOW	BOTTOM OF WALL	GYP	GYPSPUM	SB	SET BACK
BLKG	BLOCKING	H	HIGH OR HEIGHT	SF	SQUARE FOOT
BRD	BOARD	HB	HOSE BIBB	SHTHG	SHEATHING
CC	CENTER TO CENTER	JTS	JOIST	SHWR	SHOWER
CL	CENTERLINE	LAV	LAVATORY	SIM	SIMILAR
CEM	CEMENT	LB	POUND	SIMP	'SIMPSON'
CER	CERAMIC	LIN	LINEN	SLD	SLIDING
CJ	CONTROL JOINT	LT	LIGHT	S&P	SHLF & POLE
CLG	CEILING	MANF	MANUFACTURER	STRUCT	STRUCTURAL
CLR	CLEAR	MAX	MAXIMUM	T	TREAD
CLO	CLOSET	MC	MEDICINE CABINET	TEMP	TEMPERED
CO	CLEANOUT	MIN	MINIMUM	TOC	TOP OF CONCRETE
CONC	CONCRETE	MTL	METAL	TOG	TOP OF GRADE
CONTIN	CONTINUOUS	N	NORTH	TOF	TOP OF FLOOR
DBL	DOUBLE	O/	OVER	TOP	TOP OF PAVEMENT
DF	DOUGLAS FIR	OC	ON CENTER	TOS	TOP OF SLAB
DI	DRAIN INLET	OFCI	OWNER FURNISHED	TOW	TOP OF WALL
DIA	DIAMETER		CONTRACTOR INSTALLED	TV	TELEVISION
DR	DOOR	O	OWNER SELECTED	TYP	TYPICAL
DW	DISH WASHER	PB	PUSH BUTTON	UCR	UNDER COUNTER REFRIG
E	EAST	PH	PHONE	W	WEST
EL	ELEVATION	PL	PLATE	W/	WITH
EQ	EQUAL	POC	POINT OF CONNECTION	WC	WATER CLOSET
FF	FINISH FLOOR	PT	PRESSURE TREATED	WD	WOOD
FIX	FIXTURE	R	RISER	WH	WATER HEATER
FLUOR	FLUORESCENT	REF	REFRIGERATOR	WP	WATER PROOF
FP	FIRE PLACE			WWM	WELDED WIRE MESH

NEW SINGLE FAMILY RESIDENCE:

FREITAS FAMILY



GRAPHIA
ARCHITECTURE
& ENGINEERING

100 GATEWAY DRIVE, SUITE 120
LINCOLN, CA 95648
(916) 580-9981
Sean@GRAPHIA.com
GRAPHIA.com

GRAPHIA® IS A REGISTERED TRADEMARK OF SEAN FREITAS. THESE DRAWINGS ARE INSTRUMENTS OF SERVICE AND ARE THE PROPERTY OF SEAN FREITAS, ARCHITECT. ALL DESIGN INFORMATION CONTAINED IN THESE DRAWINGS ARE FOR USE ONLY ON THIS SPECIFIC PROJECT AND SHALL NOT BE USED OTHERWISE WITHOUT EXPRESSED WRITTEN PERMISSION OF SEAN FREITAS, ARCHITECT © 1992-2020. ALL RIGHTS RESERVED.

PROJECT: 20190110

CLIENT: FREITAS FAMILY
KATHLEEN FREITAS
2515 ANVIL COURT,
ROCKLIN, CA 95765
Tel: 916-580-9981
Email: SEAN@GRAPHIA.COM

NEW SINGLE FAMILY RESIDENCE
FREITAS FAMILY
047-208-120 AVENUE PORTOLA,
EL GRANADA, CA

TITLE: COVER SHEET
ISSUES:
Project Issue Date:
Project Issue Date:
Sheet Issue Date:
Revision Number:
Revision Date: 10/12/20

ARCHITECT'S APPROVAL

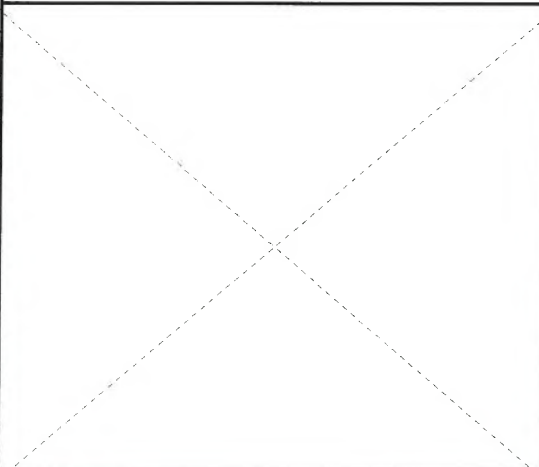
THIS PROJECT IS NOT APPROVED FOR CONSTRUCTION UNLESS THE DRAWINGS ARE STAMPED AND SIGNED BY THE ARCHITECT AND THE BUILDING AUTHORITY HAVING JURISDICTION OVER THE PROJECT.

SHEET:
A0.11
SHEET OF SHEETS

PROJECT DIRECTORY

ARCHITECT	SEAN FREITAS, ARCHITECT 100 GATEWAY DRIVE, SUITE 120, LINCOLN, CA 95648 TEL: 916-580-9981
DRAFTING	NICHOLAS OUSHAKOFF 100 GATEWAY DRIVE, SUITE 120, LINCOLN, CA 95648 TEL: 916-580-9981
STRUCTURAL ENGINEER	
MEP ENGINEER	
CIVIL ENGINEER	
FIRE SPRINKLER	
TRUSS DESIGNER	

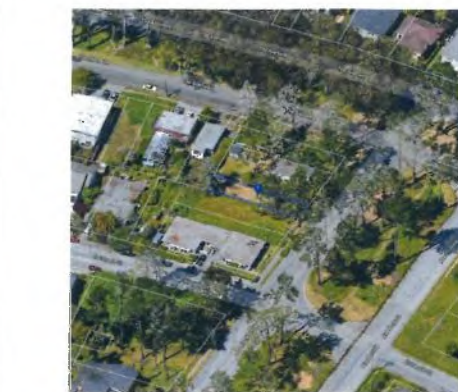
ADDITIONAL NOTES



PROJECT VICINITY MAP



AERIAL VIEW



PROJECT LOCATION:
047-208-120 AVENUE PORTOLA,
EL GRANADA, CA
APN:047-208-120

PROJECT INFORMATION

APPLICABLE BUILDING CODE: 2019 CALIFORNIA BUILDING CODE (CBC)
2019 CALIFORNIA RESIDENTIAL CODE (RCR)
2019 CALIFORNIA MECHANICAL CODE (CMC)
2019 CALIFORNIA PLUMBING CODE (CPC)
2019 CALIFORNIA ENERGY CODE (CEC)
2019 CALIFORNIA GREEN BUILDING CODE (CGBS)
2019 CALIFORNIA ENERGY CODE (2019 CALIFORNIA ENERGY STANDARDS AS AMENDED BY THE STATE OF CALIFORNIA AND THE LOCAL JURISDICTION).

GENERAL PROJECT DATA:
APN: 047-208-120
ZONE: R-3/S-3/DR/CD
BUILDING JURISDICTION: SAN MATEO COUNTY

CODE COMPLIANCE:	ALLOWED:	ACTUAL:
OCCUPANCY GROUP (CBC CH 3):	R-3/U	R-3/U
CONSTRUCTION TYPE (CBC, TABLE 601):	V-B	V-B
ALLOWABLE HEIGHT:	36'	18'
ALLOWABLE STORIES:	3	1
ALLOWABLE AREA:	50%	49.55%
FLOOR AREA RATIO:	0.5	0.3

SHEET	TITLE
A0.11	COVER SHEET
A0.12	NOTES & CALGREEN
A0.13	COC LETTER
A1.10	SITE SURVEY
A1.11	SITE PLAN
A2.11	FLOOR PLANS
A3.11	ROOF PLAN
A5.00	PERSPECTIVE VIEWS
A5.11	ELEVATIONS
A5.12	ELEVATIONS
A6.11	BUILDING SECTIONS
AT.0	LIGHTING SHEETS
C-1	GRADING AND DRAINAGE PLAN
C-2	EROSION AND SEDIMENT CONTROL PLAN

ATTACHED SITE SURVEY W/ VERIFIED PARCEL SQUARE FOOTAGE

ARCHITECTURAL SYMBOLS

#	GRIDLINE	Ref 1 A101	SECTION	LAP SIDING	CARPET
W/H R#	WINDOW TAG	1 A101	SIM DETAIL	ASPHALT SHINGLE ROOFING	EARTH
D101 R#	DOOR TAG	▲	REVISION	STONE	CONCRETE
ROOM NAME R#	ROOM TAG	Name Elevation	SPOT ELEVATION	EXTERIOR CEMENT PLASTER	TILE
← R#	PROPOSED KEYNOTE	Ref 1 SHEET 1	ELEVATION	FIBER-CEMENT SHINGLES	SS METAL
← B#	EXISTING KEYNOTE	Ref		PROJECT NORTH (GRAY)	BATTEN ON BOARD
				TRUE NORTH (BLACK)	

PROJECT SCOPE

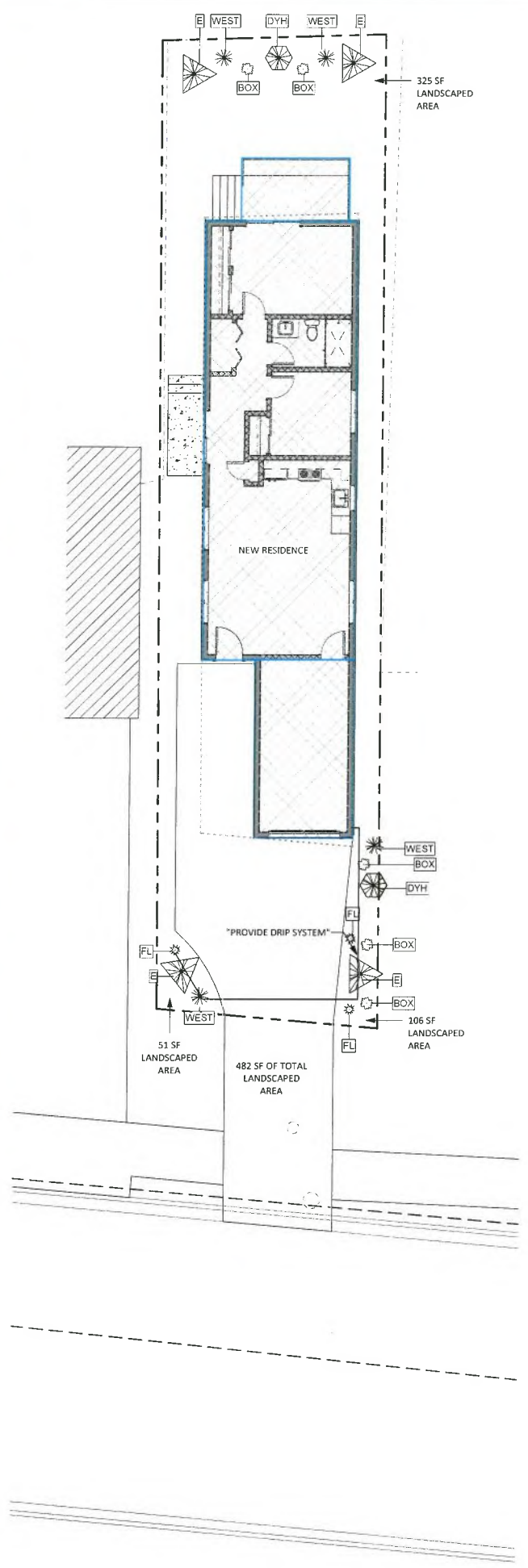
SINGLE-FAMILY RESIDENCE CONSISTING OF TWO BEDROOMS, ONE BATHROOM. PRE-MANUFACTURED TRUSSES TO BE UTILIZED WITH ASPHALT SHINGLE ROOFING. EXTERIOR 2X6 WALLS WITH BATTEN AND BOARD & LAP SIDING FINISH. EXISTING UTILITIES AT THE SITE TO BE REROUTED.

AREA CALCULATIONS

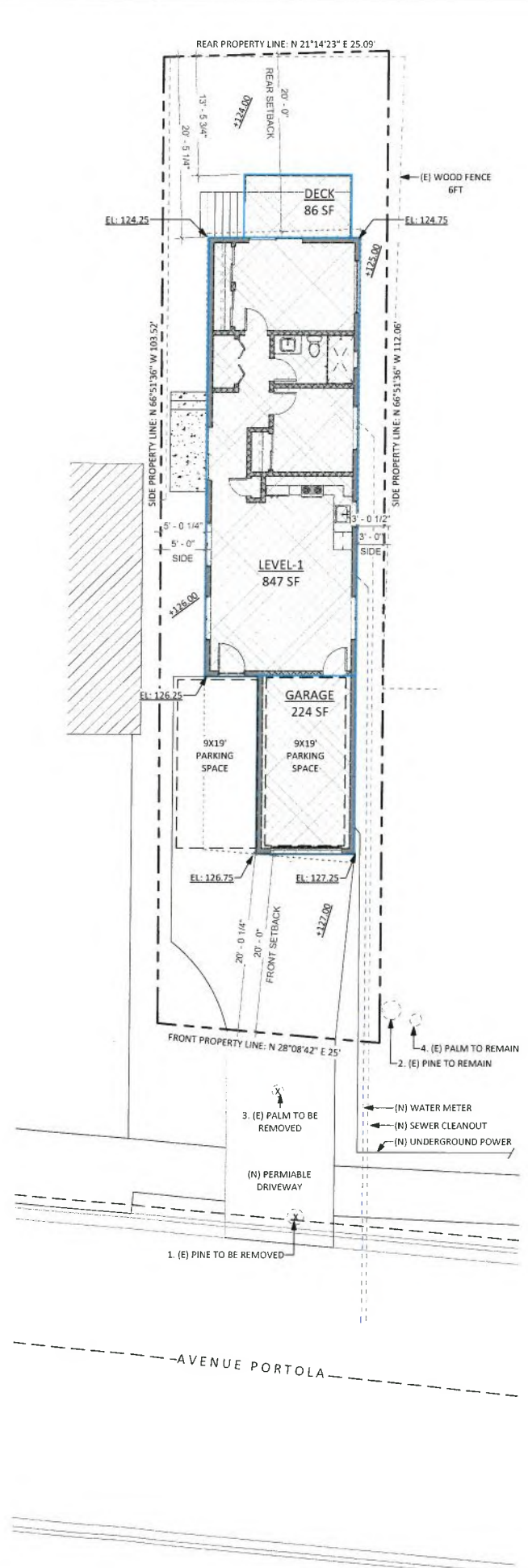
NAME	(E) AREA	(N) AREA	NET CHANGE
CONDITIONED			
LEVEL-1	0 SF	847 SF	847 SF
CONDITIONED	0 SF	847 SF	847 SF
UNCONDITIONED			
GARAGE	0 SF	224 SF	224 SF
DECK	0 SF	86 SF	86 SF
UNCONDITIONED	0 SF	310 SF	310 SF
TOTAL:	0 SF	1157 SF	1157 SF

LOT SIZE		LOT COVERAGE			
(E) SF	(N) SF	CHANGE (SF)	(E) %	(N) %	CHANGE (%)
2763 SF	2763 SF	0 SF	0.00%	1157 SF	41.87%

BOXWOOD



LANDSCAPING PLAN 2
1/8" = 1'-0"



SITE PLAN 1
1/8" = 1'-0"

SITE PLAN NOTES:

1. ALL CONSTRUCTION MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS.
2. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL EXISTING UTILITIES AND FOR THE PROTECTION OF AND REPAIR OF DAMAGE TO THEM. CONTACT UNDERGROUND SERVICE ALERT 1-800-642-2444, 48 HOURS BEFORE WORK IS TO BEGIN.
3. THE CONTRACTOR SHALL PROVIDE EROSION, SEDIMENT, AND POLLUTION CONTROL BEST MANAGEMENT PRACTICES (BMPs) WHEN AND WHERE APPLICABLE.
4. DIRECT ALL NEW DOWNSPOUTS ONTO NATURAL GROUND OR LANDSCAPED AREAS WHERE FEASIBLE.
5. NO PERMANENT STRUCTURE (INCLUDING WITHOUT LIMITATION GARAGES, PATIOS, CONCRETE SLABS, TOOL SHED, ROOF OVERHANGS AND SIMILAR STRUCTURES) SHALL BE CONSTRUCTED ON TOP OF WATER, SEWER OR DRAINAGE PIPELINES OR ANYWHERE WITHIN THE ASSOCIATED UTILITY EASEMENTS.
6. STORM WATER PROTECTION MEASURES SHALL BE IMPLEMENTED AT THE INITIAL PHASE OF CONSTRUCTION ACTIVITY. PROJECTS SHALL PREVENT EROSION AND RETAIN SOIL RUNOFF ON THE SITE THROUGH THE USE OF A BARRIER SYSTEM, WATTLE OR OTHER APPROVED METHOD.
7. SITES SHALL BE GRADED TO PREVENT SURFACE WATER FROM ENTERING BUILDINGS. SITE PLANS SHALL INDICATE HOW THE SITE GRADING WILL MANAGE SURFACE FLOWS. LOTS SHALL BE GRADED TO DRAIN SURFACE WATER AWAY FROM FOUNDATION WALLS. THE GRADE SHALL FALL A MINIMUM OF 6 INCHES WITHIN THE FIRST 30 FEET (5%).
8. IMPERVIOUS SURFACES WITHIN 10 FEET OF THE BUILDING SHALL BE SLOPED A MINIMUM OF 1/4" PER FOOT (2%) AWAY FROM THE FOUNDATION.

LEGEND: SITE PLAN

	PROPOSED LOT COVERAGE		EXISTING LOT COVERAGE
	CONCRETE		RAINWATER DETENTION SITE
	PROPERTY LINE		VEHICLE STAGING & STORAGE AREA
	ROAD CENTERLINE		STREET LIGHT
	SETBACK LINE		

Planting Schedule

MARK	COUNT	PLANT TYPE	NAME	BOTANICAL NAME	LIGHT NEED	WATER USE
FL	3	PERENNIAL	FLAX LILY	DIANELLA REVOLUTA	PARTIAL SUN	LOW
E	4	SHRUB	ESCALLONIA	ESCALLONIA SPP. & CVS.	PARTIAL SUN	LOW
BOX	5	SHRUB	AFRICAN BOXWOOD	MYRSINE AFRICANA	PARTIAL SUN	LOW
DYH	2	SHRUB	DWARF YEDDA HAWTHORN	RHAPHIOLEPIS UMBELLATA	PARTIAL SUN	LOW
WEST	4	GROUND COVER, SHRUB	LOW HORIZON WESTRINGIA	WESTRINGIA FRUTICOSA	PARTIAL SUN	LOW

LEGEND: LANDSCAPING

	PROPOSED PLANTING: FOR COMPLETE LIST OF PLANT TYPES, COUNTS, NAMES, BOTANICAL NAMES, LIGHTING REQUIREMENTS, AND WATER USE SEE "PLANTING SCHEDULE"
	LANDSCAPE HEADERBOARD: COMPOSITE LANDSCAPE EDGING

GENERAL NOTES: LANDSCAPING

1. ALL SHRUB AREAS SHALL BE COMPLETELY COVERED WITH A 3" LAYER OF DECORATIVE (CONTRASTING) WALK-ON BARK. PROVIDE SAMPLE TO OWNER'S REPRESENTATIVE FOR APPROVAL PRIOR TO INSTALLATION.
2. FIELD ADJUST TREES AS NECESSARY TO MAINTAIN THE FOLLOWING MINIMUM CLEARANCES:
 - A. 8 FEET CLEARANCE FROM SEWER OR WATER LINES.
 - B. 5 FEET CLEARANCE FROM STORM DRAIN, JOINT TRENCH AND FIRE HYDRANTS
 - C. 15 FEET FROM STREET LIGHTS
 - D. 25 FEET FROM STOP SIGNS/STOP LIGHTS.
3. SEE SOIL TESTING NOTES (IF APPLICABLE) FOR SOIL AMENDMENT AND FERTILIZER RATES.
4. TREES TO RECEIVE ROOTBARRIER IF PLANTED WITHIN 5' OF HARDSCAPE.
5. CERTIFICATION OF COMPLETION TO BE COMPLETED BY THE CONTRACTOR FOR EACH HOUSE INSTALLED AND EXCEEDS 500 SQ. FT. OF LANDSCAPE AREA. THE CERTIFICATION OF COMPLETION TO CONTAIN THE FOLLOWING INFORMATION:
 - A. DATE, PROJECT NAME, PROJECT APPLICANT NAME, TELEPHONE AND MAILING ADDRESS, PROJECT ADDRESS AND LOCATION, AND PROPERTY OWNER NAME, TELEPHONE AND MAILING ADDRESS.
 - B. CERTIFICATION BY LICENSED LANDSCAPE CONTRACTOR WHO INSTALLED THE LANDSCAPING AND IRRIGATION WHERE SIGNIFICANT CHANGES ARE MADE IN THE FIELD DURING CONSTRUCTION "AS-BUILT" OR RECORD DRAWINGS SHALL BE INCLUDED. A COPY OF THE IRRIGATION PLAN OR RECORD DRAWING SHALL BE PLACED WITH THE IRRIGATION CONTROLLER.
 - C. IRRIGATION SCHEDULING PARAMETERS USED TO SET THE CONTROLLER.
 - D. LANDSCAPE AND IRRIGATION MAINTENANCE SCHEDULE
 - E. IRRIGATION AUDIT REPORT.
 - F. SOILS ANALYSIS REPORT. (IF APPLICABLE)
6. IRRIGATION AUDIT SHALL BE CONDUCTED BY A THIRD PARTY IRRIGATION AUDITOR. LANDSCAPE AUDITS SHALL NOT BE CONDUCTED BY THE PERSON WHO DESIGNED THE LANDSCAPE OR INSTALLED THE LANDSCAPE. THE APPLICANT SHALL SUBMIT AN IRRIGATION AUDIT REPORT WITH THE CERTIFICATE OF COMPLETION TO THE LOCAL AGENCY THAT MAY INCLUDE, BUT IS NOT LIMITED TO: INSPECTION, SYSTEM TUNE-UP, SYSTEM TEST WITH DISTRIBUTION UNIFORMITY, REPORTING OVERSPRAY OR RUN OFF THAT CAUSES OVERLAND FLOW, AND PREPARATION OF AN IRRIGATION SCHEDULE, INCLUDING CONFIGURING IRRIGATION CONTROLLERS WITH APPLICATION RATE, SOIL TYPES, PLANT FACTORS, SLOPE, EXPOSURE AND OTHER FACTORS NECESSARY FOR ACCURATE PROGRAMMING.

GENERAL NOTES: SOIL TESTING (IF APPLICABLE)

1. COORDINATE SOIL TESTING IN AN EXPEDITIOUS AND TIMELY MANNER AS REQUIRED FOR ON-SITE MATERIALS. RESPONSIBILITY OF CONTRACTING WITH A SOIL LABORATORY SHALL BE BORNE BY CONTRACTOR. COST OF SAMPLING AND TESTING SHALL BE INCLUDED IN CONTRACT PRICE. TWO (2) SAMPLES ARE REQUIRED. CONTRACTOR TO COLLECT SAMPLES IN THE PRESENCE OF OWNER'S REPRESENTATIVE. SAMPLE LOCATIONS TO BE IDENTIFIED ON PLAN.
2. EACH SAMPLE SHALL BE SUBMITTED TO A LABORATORY. THE LABORATORY MUST BE APPROVED BY THE OWNER. SUBMIT SAMPLE SIZES AS REQUIRED BY LABORATORY.
3. AS A MINIMUM, SOIL SAMPLES SHALL BE ANALYZED FOR: PH, SALINITY, AMMONIA, PHOSPHATE, POTASSIUM, CALCIUM, MAGNESIUM, BORON, AND SODIUM LEVELS. LABORATORY TO PROVIDE APPRAISAL OF CHEMICAL PROPERTIES, INCLUDING PARTICLE SIZE AND RECOMMENDATIONS FOR TYPES AND QUANTITIES OF AMENDMENTS AND FERTILIZERS. CONTRACTOR TO ADVISE TESTING LAB THAT THE FOLLOWING AMENDMENTS ARE TO BE INCLUDED IN RECOMMENDATIONS: GRO-POWER PLUS (MINIMUM RATE OF 150 LBS/1000 SQ. FT.) AND 90% BARK BASE PRODUCT, 1/4 INCH SIZE, TREATED WITH NITROGEN, 1/2-0-0. (MINIMUM RATE OF 4 CY PER 1000 SF.)

TREE SCHEDULE:

TREE #	TREE TYPE	TRUNK SIZE (BREAST HEIGHT)	DRIPLINE
1	PINE TREE	18"	15'
2	PINE TREE	20"	10'
3	PALM TREE	10"	4'
4	PALM TREE	8"	8'

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ARCHITECTURE & ENGINEERING

100 GATEWAY DRIVE, SUITE 120
LUNCLON, CA 95648
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PROJECT: 20190110

CLIENT: FREITAS FAMILY
KATHLEEN FREITAS
2515 ANYIL COURT,
ROCKLIN, CA 95765

Tel: 916.580.9881
Email: sean@graphia.com

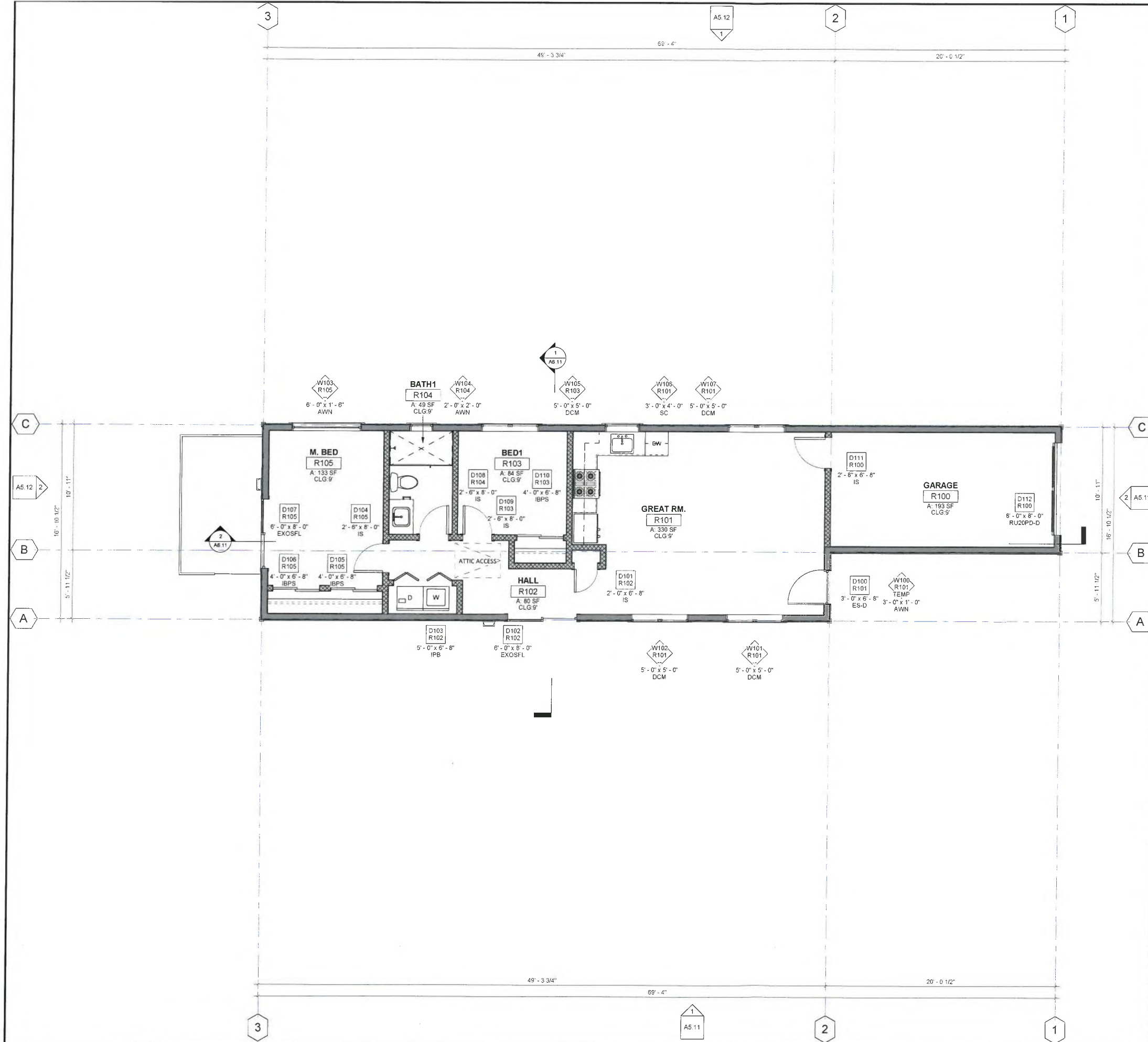
NEW SINGLE FAMILY RESIDENCE
FREITAS FAMILY
047-208-120 AVENUE PORTOLA,
EL GRANADA, CA

TITLE: SITE PLAN
ISSUES:
Project Issue Date:
Project Status:
Sheet Issue Date:
Revision Number:
Revision Date:

ARCHITECT'S APPROVAL

THIS PROJECT IS NOT APPROVED FOR CONSTRUCTION UNLESS THE DRAWINGS ARE STAMPED AND SIGNED BY THE ARCHITECT AND THE BUILDING AUTHORITY HAVING JURISDICTION OVER THE PROJECT.

SHEET:
A1.11
SHEET: OF SHEETS



LEGEND: FLOOR PLAN

	NEW INTERIOR WALL CONSTRUCTION: 2X6 D.F. STUDS @ 16" O.C. FINISH AS SELECTED BY OWNER.
	NEW EXTERIOR WALL CONSTRUCTION - 2X6 D.F. STUDS @ 16" O.C. FINISH AS SELECTED BY OWNER. SEE STRUCTURAL SHEETS FOR LOCATION AND TYPE OF ADDITIONAL SHEAR PANEL REQUIREMENTS. SEE EXTERIOR ELEVATIONS FOR LOCATION AND TYPE OF EXTERIOR FINISH. U.N.O.
	DOORS: MAKE/MODEL - AS SELECTED BY OWNER. CAULK ALL EXTERIOR JOINTS (TYP). SEE IN VIEW FOR TYPE, LOCATION & SIZE. SEE SCHEDULE SHEETS FOR ABBREVIATIONS. MATERIAL: AS SELECTED BY OWNER, U.N.O. FRAME: AS SELECTED BY OWNER, U.N.O. HARDWARE: AS SELECTED BY OWNER, U.N.O.
	WINDOWS: MAKE/MODEL - AS SELECTED BY OWNER - CAULK ALL EXTERIOR JOINTS (TYP). SEE IN VIEW FOR TYPE, LOCATION & SIZE. SEE SCHEDULE FOR TYPES. EGRESS: ALL EGRESS WINDOWS SILL HEIGHTS SHALL NOT BE GREATER THAN 44" A.F.F.
	CASED OPENING: ARCH OPENING W/ DECORATIVE WOOD TRIM. COLOR AS SELECTED BY OWNER.
	EXT CONCRETE PAD-1: LENGTH TO MATCH DOOR X 36" MIN. DEPTH X 4" THICK CONCRETE PAD (MIN) @ EXTERIOR DOORWAYS AND GRADE-MOUNTED MECHANICAL EQUIPMENT. SLOPE PAD 1/4":12" AWAY FROM BUILDING EDGE. PROVIDE 7.75" MAX STEP FOR IN-SWINGING DOORS AND 1" MAX FOR EXTERIOR SWINGING DOORS BETWEEN TOP OF PAD AND THRESHOLD (TYP)
	SHOWER ENCLOSURE: MAKE/MODEL - AS SELECTED BY OWNER SMOOTH, HARD, NON-ABSORBENT SURFACE OVER A MOISTURE PROOF BARRIER TO A HEIGHT OF 72" (MIN) ABOVE DRAIN INLET SLOPING 1/4":12" TOWARD FLOOR DRAIN AND AS REQUIRED PER THE CURRENT ADOPTED EDITION OF THE CBC. PROVIDE FLOOR DRAIN CENTERED ON FLOOR. PLACE SHOWER COLUMN SPRAYING AWAY FROM SHOWER ACCESS. PROVIDE MOISTURE SEALED, LATCHING, TEMPERED GLASS SHOWER ENCLOSURE DOOR PANEL IN COMPLIANCE WITH CBC. PROVIDE PRESSURE VALVE OR THERMOSTATIC MIXING VALVE TO LIMIT WATER TEMPERATURE TO 120 DEGREES FAHRENHEIT PER SEC 418, CPC. WATER USAGE FOR SINGLE SHOWERHEADS: ≤ 2.0 GPM @ 80 PSI. WATER USAGE FOR MULTIPLE SHOWERHEADS: ≤ COMBINED FLOW RATE OF ALL SHOWERHEADS AND/OR OTHER SHOWER OUTLETS CONTROLLED BY A SINGLE VALVE SHALL NOT EXCEED 2.0 GPM @ 80 PSI OR ONLY ONE SHOWER OUTLET IS TO BE IN OPERATION AT A TIME.
	CABINETS: MAKE/MODEL - AS SELECTED BY OWNER COUNTER TOPS: MAKE/MODEL - AS SELECTED BY OWNER BACKSPLASHES: MAKE/MODEL - AS SELECTED BY OWNER COORDINATE OR SHALL COORDINATE EQUIPMENT, UTILITIES, AND SIZE WITH CASEWORK FABRICATOR AND SUB-CONTRACTORS.
	SHELF & POLE: MAKE/MODEL - AS SELECTED BY OWNER SEE: 12/A7.11
	WASHER AND DRYER: MAKE/MODEL - AS SELECTED BY OWNER REQUIRED DRYER VENT DUCT SHALL EXHAUST TO EXTERIOR WITH A MINIMUM OPENING OF 100 SQ. IN. MAKE-UP AIR OF 100 SQ. IN. IS REQUIRED FOR ROOMS CONTAINING A DRYER AND MAY COME FROM OPENING ABOVE DOOR INTO THE HALLWAY. MAKE-UP AIR MAY NOT COME FROM OR EXHAUST TO THE OUTSIDE. SEE: 13/A7.11
	REFRIGERATOR: MAKE/MODEL - AS SELECTED BY OWNER 33" CLEAR SPACE. PROVIDE RECESSED COLD WATER BIB AND SHUT-OFF FOR ICE MAKER. PROVIDE ELECTRICAL OUTLET AT +42".
	KITCHEN SINK: MAKE/MODEL - AS SELECTED BY OWNER DBL. BOWL W/ GARAGE DISPOSAL & AIR GAP FOR DISHWASHER. MAX 8" BOWL DEPTH. PROVIDE LEVER TYPE HARDWARE. WATER USAGE: ≤ 1.8 GPM @ 60 PSI; TEMPORARY INCREASE TO 2.2 GPM ALLOWED BUT SHALL DEFAULT TO 1.8 GPM.
	SINK: MAKE/MODEL - AS SELECTED BY OWNER PROVIDE MIRROR ON WALL BEHIND AND TOWEL RING. WATER USAGE: ≤ 1.2 GPM @ 60 PSI
	RANGE: MAKE/MODEL - AS SELECTED BY OWNER 30" WIDE, GAS. PROVIDE MICROWAVE WITH BUILT-IN HOOD, LIGHT, AND FAN TO EXTERIOR. PROVIDE MIN 15" WIDE CUTTING BOARD IN ADJACENT CABINET. HOOD: VENT DIRECTLY TO OUTSIDE EXHAUSTING A MIN. OF 100 CFM. CMC AND ENERGY CODE. THE FAN MUST BE LISTED AT 3 SONE OR LESS. RATING MUST BE BASED ON A .25 WATER COLUMN OR GREATER. COMPLIANCE 4.6.5, 4.6.7 & ASHRAE 62.2
	DISHWASHER: MAKE/MODEL - AS SELECTED BY OWNER 24" WIDE X 24" DEEP W/ AIR GAP.
	WATER CLOSET: MAKE/MODEL - AS SELECTED BY OWNER WATER CLOSET STALLS SHALL BE LOCATED IN A SPACE NOT LESS THAN 30" CLEAR WIDTH AND SHALL HAVE A CLEAR SPACE IN FRONT OF THE WATER CLOSET STOOL NOT LESS THAN 24" U.N.O. WATER USAGE: ≤ 1.2 GAL/FLUSH

- ADDITIONAL FLOOR PLAN NOTES:**
- CONTRACTOR SHALL COORDINATE EQUIPMENT, UTILITIES, AND SIZE WITH CASEWORK FABRICATOR AND SUB-CONTRACTORS. ALL REQUIRED UTILITIES PER MANUFACTURERS INSTRUCTIONS SHALL BE ROUTED BY A LICENSED PROFESSIONAL.
 - MANUFACTURER'S INSTALLATION INSTRUCTIONS FOR LISTED APPLIANCES SHALL BE AVAILABLE TO THE FIELD INSPECTOR AT THE TIME OF INSPECTIONS PER 2019 CRC SEC. R106.3.2.
 - WATER-RESISTANT GYPSUM BOARD SHALL NOT BE INSTALLED OVER CLASS I OR II VAPOR RETARDER IN A SHOWER OR TUB COMPARTMENT AND SHALL NOT BE USED WHERE THERE WILL BE DIRECT EXPOSURE TO WATER, OR IN AREAS SUBJECT TO CONTINUOUS HIGH HUMIDITY PER 2019 CRC SEC. R702.3.8.8 & R702.3.8.1
 - GLAZING IN AREAS SUBJECT TO HUMAN IMPACT SHALL BE OF SAFETY GLAZING MATERIALS SUCH AS WIRED GLASS, LAMINATED GLASS, TEMPERED GLASS, OR SAFETY PLASTIC AND TESTED IN ACCORDANCE WITH CPSC 16 AND CFR 1203. SEC. R308.3, CFC.
 - ALL WASTE VENTING SHALL BE PLACED MORE THAN 10' FROM, OR NOT LESS THAN 3' ABOVE, AN OPERABLE WINDOW, DOOR, OPENING, AIR INTAKE, OR VENT SHAFT, OR NOT LESS THAN 3' IN EVERY DIRECTION FROM A LOT LINE, ALLEY AND STREET EXCEPTED.
 - KITCHEN TO HAVE A DEDICATED EXHAUST FAN TO THE OUTSIDE. IF EQUIPPED WITH INTERMITTENT OPERATED EXHAUST FAN, MINIMUM 100 CFMNS IS REQUIRED. IF EQUIPPED WITH CONTINUOUSLY OPERATED EXHAUST FAN AT 5 AIR CHANGES PER HOUR, THE RANGE HOOD OVER STOVE MAY COMPLY WITH VENTED TO OUTSIDE WITH A MINIMUM VENTILATION RATE OF 100 CFM.

LEGEND: DIMENSIONS

	ROOM NAME R101 A: AREA CLG: CLG HT L: L X W	ROOM SYMBOL: ROOM NAME, ROOM NUMBER, NET AREA, CEILING HEIGHT, AND LENGTH BY WIDTH MEASUREMENTS.
	D# RM # WIDTH X HEIGHT FAMILY - COMMENTS	DOOR SYMBOL: DOOR NUMBER, ROOM NUMBER, DOOR SIZE, STYLE, AND COMMENTS. DOOR NOTES: 1. DOORS NOT DIMENSIONED TO ARE CNTR LOCATED BETWEEN ADJ WALLS. 2. SEE SCHEDULE SHEETS FOR DOOR TYPES.
	W# RM # WIDTH X HEIGHT TYPE COMMENTS	WINDOW SYMBOL: DOOR NUMBER, ROOM NUMBER, DOOR SIZE, STYLE, AND COMMENTS. WINDOW NOTES: 1. SEE SCHEDULE SHEETS FOR WINDOW TYPES.

LEGEND: FLOOR FINISH

	CONCRETE: SEE SCHEDULES FOR ADDITIONAL INFORMATION.
	LAMINATE OR HARDWOOD: SEE SCHEDULES FOR ADDITIONAL INFORMATION.

NOTES: FLOOR FINISH

- ANY AREAS WHERE WATER IS PRESENT FLOORING IS TO BE NON-ABSORBENT TILE OR VINYL FLOORING.

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PROJECT: 20190110

CLIENT: FREITAS FAMILY
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916-980-9981
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Email: sean@graphia.com

NEW SINGLE FAMILY RESIDENCE
FREITAS FAMILY
047-208-120 AVENUE PORTOLA,
EL GRANADA, CA

TITLE:
FLOOR PLANS

ISSUES:
Project Issue Date: 12/02/2019
Project Issue Date: 12/02/2019
Sheet Issue Date: 12/02/2019
Revision Number:
Revision Date:

ARCHITECT'S APPROVAL

THIS PROJECT IS NOT APPROVED FOR CONSTRUCTION UNLESS THE DRAWINGS ARE STAMPED AND SIGNED BY THE ARCHITECT AND THE BUILDING AUTHORITY HAVING JURISDICTION OVER THE PROJECT.

SHEET:
A2.11
SHEET: OF SHEETS

LEVEL-1 FLOOR PLAN
1/4" = 1'-0" 1

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Nancy Marsh
Subject: EG Fire Station Fitness for District Office and Community Center
Date: January 21, 2020

Architect Rebecca Katkin provides a work-in-progress update on whether the old El Granada Fire Station is suitable for GCSD's use as a combination District Office and Community Center. A preliminary engineering report has proposed that the structure itself appears to be sound for these purposes. Most desired features identified in the 2019 Community Survey are listed in the chart below. The chart on the next page, developed by Ms. Katkin in collaboration with Directors Dye and Marsh, identifies the high priority "must have" space and amenity requirements for the district office, as well as minimum desired requirements for Community meeting and recreation space.

It appears from this initial review that the existing administration/living space in the building (1280 square feet) would be sufficient for repurposing as District office space, and the truck bay space (2400 square feet) could accommodate desired Community meeting and recreation space.

Ms. Katkin has also explored zoning and regulatory requirements and has not identified any significant obstacles to modifying and/or using the facility for the District's desired purposes.

Source: GCSD 2019 Community Survey

4b. Percent respondents who are interested or very interested in the following community center features; by households with youth under 18 and households with seniors 56 and older*

Feature	Households		Seniors
	Total	Kids 18<	56+
Event space	67.5	67.3	65.8
Crafts room (such as pottery, painting)	66.1	70.5	60.8
Large multi-purpose room	60.6	62.6	57.4
Fitness room	60.1	59.1	58.2
Small swimming pool	59.1	73.5	53.4
Multi-sport court (basketball, pickleball, etc)	58.1	71.7	48.1
Small meeting room	56.6	50.7	60.3
Basketball court	46.7	59.7	40.4
Childcare room	41.1	46.2	36.3

* Yellow and blue indicates significant differences

KATKIN ARCHITECTURE

GRANADA COMMUNITY SERVICES DISTRICT DRAFT PROGRAM

Project Address: 531 OBISPO ROAD RED = TO BE FINALIZED
 SITE AREA: 12,458 S.F. PARCEL
 BUILDING AREA: 3,680 S.F. (1280 Admin/Living +2400 Truck Bays)

PROGRAM COMPONENTS	EST. S.F. REQUIRED	QUANTITY	MUST HAVE	PRIORITY (1=LOW, 5=HI)	INDOOR/ OUTDOOR	NOTES/QUESTIONS
SHARED OFFICE	150	1	X	5	INDOOR	TOTAL NUMBER WORK STATIONS - (2) MIN.
PRIVATE OFFICE	150	2	X	5	INDOOR	
MEETING/CONFERENCE ROOM	200-300	1		1	INDOOR	? INTEGRATE W PUBLIC CONF. ROOM
STAFF BREAK ROOM	200	1		2	INDOOR	INTEGRATE W KITCHEN
STAFF KITCHEN	100-200	1	X	5	INDOOR	STAFF KITCHEN TO BE PARTIAL (sink, dw, mw. fridge)
STAFF BATHROOM	75-150	2-Jan	X	5	INDOOR	COORD. W/ OCCUPANCY REQS., GENDER NEUTRAL?
RECEPTION DESK	50-100	1	X	5	INDOOR	PUBLIC OR WITHIN OFFICE SPACE? # WORKSTATIONS?
OFFICE STORAGE	100-200	1	X	5	INDOOR	Files, Server, Copier, Supplies
FITNESS CLASSROOM	300-600	1		3	INDOOR	wood floor, mirror wall
CRAFT CLASSROOM	400-600	1	X	5	INDOOR	50 SF/STUDENT - sink, storage area for materials
FLEXIBLE CLASSROOM	400-600	1		2	INDOOR	variable config of chairs & tables
PARK/CLASS/EQUIP STOR. ROOM(S)	150-200	1	X	5	INDOOR	DISTRIBUTED - REC EQUIP / CLOSET(S) / STORE RM
LARGE COMMUNITY EVENTS ROOM	800-1200	1	X	5	INDOOR	flex space option - 2-3 rooms combine to create large room
MED. COMMUNITY MEETING ROOM	400-600	1	X	5	INDOOR	CAN SERVE AS BOARD ROOM, GAME ROOM
PING PONG	210	2-Jan		3	IN/OUTDOOR?	CAN BE INTEGRATED INTO OTHER SPACES
MULTI-USE COURT	600-1000	1		3	OUTDOOR	CONSIDER IN FUTURE IF FEASIBLE
BIKE RACK(S)	15-50	1 min.		5	OUTDOOR	
GARDEN	flexible	1		1	OUTDOOR	
MOVIE SCREENING	20-30' w min.	1		2	IN/OUTDOOR?	possible use of wall with temp. seating
CLIMBING WALL	flexible	1		2	OUTDOOR	401 hi ideal. possible synergy with outdoor multi-court
PARKING	TBD	TBD		5	OUTDOOR	COORD. W/ OCCUPANCY REQS, ADA+PLANNING
PUBLIC BATHROOM	150-250	2-Jan	X	5	INDOOR	COORD. W/ OCCUPANCY REQS., GENDER NEUTRAL?
LOCKER ROOM	100-300	1		1	INDOOR	TO SUPPORT SELECTED SPORTS ACTIVITIES
DISASTER SHELTER AREA	n/a temporary	1			INDOOR	NOT APPROPRIATE FOR TSUNAMI EVACUATION

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #5



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, December 28, 2020

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/81052534330?pwd=TVQ4TitSVUtMdVJaMmVOMzIIXbTBNUOT09>

Meeting ID: 810 5253 4330

Passcode: 604704

One tap mobile

+16699006833,,81052534330#,,,,*604704# US (San Jose)

+12532158782,,81052534330#,,,,*604704# US (Tacoma)

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.

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 6 pm on December 14, 2020 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 December 11, 2020, Special Board Meeting, and December 14, 2020, Regular Board Meeting ([Attachment](#))
 - B. Approve Disbursements for December 28, 2020 ([Attachment](#))
 - C. Monthly Revenue and Expense Report for Period Ending November 30, 2020 ([Attachment](#))
4. **REGULAR BUSINESS** (*The Board will discuss, seek public input, and possibly take action on the following items.*)
 - A. Authorize the General Manager to Sign the Grant of Easement and Agreement for the Wet Weather Storage Expansion Project with Granada Community Services District and Sign a Quit Claim Previously Granted Easement for the Wet Weather Storage Project ([Attachment](#))
5. **GENERAL MANAGER'S REPORT**
 - A. Monthly Manager's Report – November 2020
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 Kishen Prathivadi, General Manager, Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel; Employee Organization: International Union of Operating Engineers, Stationary Engineers, Local No. 39, ALF-CIO
 - C. 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
 - D. 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)

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: December 28, 2020 and January 11, 2020

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

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

BY: Suzie Turbay, Administrative Assistant

SUBJECT: **Approve Minutes of December 11, 2020, Special Board Meeting and December 14, 2020 Regular Board Meeting**

Executive Summary

The purpose of this report is for the Board of Directors to review the minutes for December 11, 2020 Special Board meeting, and December 14, 2020 Regular Board meeting.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

Background and Discussion/Report

Attached are the minutes for the December 11, 2020 Special Board meeting, and December 14, 2020 Regular Board meeting for review and approval.

Staff Recommendation

Staff recommends that the Board of Directors approve the minutes for the referenced Board meetings as presented.

Supporting Documents

Attachment A: Minutes December 11, 2020 Special Board Meeting

Attachment B: Minutes December 14, 2020, Regular Board Meeting

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

MINUTES
SAM BOARD OF DIRECTORS SPECIAL MEETING
CLOSED SESSION ONLY
December 11, 2020

1. CALL TO ORDER

Vice-Chair Dye called the meeting to order at 1:00 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 November 11, 2020 special meeting.

A. Roll Call

Directors Dye, Lohman, Penrose, Clark, and Ruddock were present. Chair Slater-Carter was not present for the meeting. Also present via teleconferencing were General Counsel Jeremy Jungreis, and Christopher Boucher, Labor Counsel.

2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

3. CONVENE CLOSED SESSION AND REGULAR 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

The Board went in to Closed Session at 1:00 p.m.

10. CONVENE TO OPEN SESSION

The Board came out of Closed Session at 2:45 p.m. Vice-Chair Dye reported that there was no reportable action.

Minutes
SAM Special Board Meeting
December 11, 2020

11. ADJOURNMENT

Vice-Chair Dye adjourned the meeting at 2:45 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary

MINUTES
SAM BOARD OF DIRECTORS MEETING
December 14, 2020

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:01 p.m. from her residence in Montara, 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 December 14, 2020 meeting.

A. Roll Call

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

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 November 9, 2020 Board Meeting.
- B. Approve Disbursements for December 14, 2020
- C. Monthly Revenue and Expense Report for Period Ending October 31, 2020

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

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

4. REGULAR BUSINESS

- A. Review and Receive the Financial Report for Q1 Fiscal Year 20-21 (Budget vs Actual)

Peter Medina of Maze and Associates presented the Board with a Power Point Presentation regarding the quarterly budget review, first quarter 20-21. He discussed the purpose, revenue and expense summaries for all funds, and reviewed the General and Collection funds, and their revenue summaries. A discussion ensued. Director Dye suggested a report with an expected percentage. Following discussion, Director Penrose moved, and Director Ruddock seconded the motion to review and receive the financial report for Q1 Fiscal Year 20-21, (Budget vs Actual).

Mr. Medina's presentation can be found on the SAM website at www.samcleanswater.org (Directors, 2020, Agendas, Financial Report, Budget vs Actual, Qtr1)

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

B. Information and Update to the Board of Directors Regarding the Wastewater Treatment Plant Process Upset

General Manager Prathivadi reviewed the staff report and informed the Board of Directors that the plant is doing much better and continuing to improve. Dan Child of Wastewater Management Services presented the Board a Power Point presentation and discussed general observations, Biochemical Oxygen Demand (BOD), changes and improvements, and ultimate findings and recommendations. Mr. Child recommended that the Board hire a highly qualified firm with deep wastewater design and operational experience and assets to review the facility and make engineering based recommendations as to the capacity and operational scheme of the treatment plant. A discussion ensued. Chair Slater-Carter suggested this item should be discussed as a closed session item at the next Board meeting.

Mr. Child's presentation can be found on the SAM website at www.samcleanswater.org (Directors, 2020, Agendas, Process, Upset Findings)

C. Discuss Adding a Distributed Waste Processing Plant System as an Alternative for the Simple Rebuild of the Plant

Chair Slater-Carter stated that she would like to form a committee to work on this alternative for the plant. A discussion ensued. Chair Slater-Carter suggested if there is a great deal of interest from the public the committee could have an open workshop that the public could participate in. Chair Slater-Carter also suggested touring the

Wastewater Treatment Plant - Calera Creek Water Recycling Facility in Pacifica to see the newer technology they have. Following discussion, General Manager Prathivadi suggested having a special meeting in the upcoming week to discuss the Ameresco project and if the Board would like to move forward on it. He will be sending out a doodle poll to the Directors for their availability.

5. GENERAL MANAGERS REPORT

A. Receive Monthly Managers Report for October 2020

Director Dye stated that she has many questions regarding the issues going on at the plant and she would like to discuss them with staff. The Board of Directors concurred to receive and file the Manager's Monthly Report for October, 2020.

6. ATTORNEY'S REPORT

General Counsel Jungreis stated that are new changes pertaining to Covid 19 within the state regional orders and with Cal/OSHA. He asked that the Board direct any questions they might have to either himself or Chris Boucher.

7. DIRECTOR'S REPORT

Director Lohman informed the Board that due to concerned citizens, the San Francisco Public Utilities Commission (SFPUC) has agreed to freeze the rainfall monitoring, and radio project a top Montara Mountain until next year. The SFPUC has also agreed to redesign the project and look for potential relocation sites and, if the project is relocated, to restore the peak. SFPUC has also recommitted to creating public access to the mountaintop.

8. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE

9. CONVENE CLOSED SESSION AND REGULAR 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:

Kishen Prathivadi, General Manager, Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel; Employee Organization: International Union of Operating Engineers, Stationary Engineers, Local No. 39, ALF-CIO

C. 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

D. 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)

E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD, & Sewer Authority Mid-Coastside)

F. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

The Board went in to Closed Session at 8:40 p.m.

10. CONVENE TO OPEN SESSION

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

11. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 9:00 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

DATE: December 28, 2020

SUBJECT: **Authorize the General Manager to Sign the Grant of Easement and Agreement for the Wet Weather Storage Expansion Project with Granada Community Services District and Sign a Quit Claim Previously Granted Easement for the Wet Weather Storage Project**

Executive Summary

The purpose of this report is to authorize the General Manager to sign the Grant of easement and Agreement for the wet weather storage expansion project with Granada Community Services District and sign a Quit Claim previously granted easement for wet weather storage project.

Fiscal Impact

None

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan goal 5.4: "*Ensure SAM remains fully compliant with all regulatory requirements*"

Background and Discussion/Report

On August 24, 2020 the Board awarded the construction contract to Bay Pacific Pipelines for construction of a 200,000-gallon tank for the wet weather storage expansion project. The project has started, and the contractor has progressed on his submittals and has ordered the concrete boxes which are due to arrive in January 2021. The contractor is getting ready to mobilize in early first week of Jan 2021.

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

Attached is a near final version of the easement agreement with GCSD for the Wet Weather Storage Facility. The easement agreement encompasses three separate easements: 1) an easement for the underground storage box culverts themselves; 2) a temporary access easement to allow SAM staff to maintain and clean the box culverts; and 3) a temporary construction easement.

Staff Recommendation

Staff recommends the Board authorize the General Manager to sign the grant of easement and agreement for the wet weather storage expansion project and associated Quit Claim Deed with Granada Community Services District, subject to additional minor revisions as maybe recommended by General Counsel.

Attachment A: Draft easement and Agreement

Attachment B: Exhibits

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

RECORDING REQUESTED BY:

Granada Community Services District

WHEN RECORDED, PLEASE MAIL THIS INSTRUMENT TO:

Granada Community Services District
Post Office Box 335
El Granada, CA 94018

SPACE ABOVE FOR
RECORDER'S USE ONLY
NO FEE (Gov. C. §27383)

Documentary transfer tax is \$0.00 (Rev. & Tax C. §11922)

Assessor's Parcel No. 047-262-010 (portion)

**SUPERSEDING GRANT OF EASEMENTS AND AGREEMENT
FOR WET WEATHER STORAGE FACILITY**

This Superseding Grant of Easements and Agreement for the Wet Weather Storage Facility (collectively “ Easement Grants and Agreement”) is made effective and entered into this ___ day of _____ 2020, by and between the Granada Community Services District, a community services district organized under the Community Services District Law (Government Code Section 61000 *et seq.*), hereinafter called “GCSD” or “Grantor,” and the Sewer Authority Mid-Coastside, a separate public entity created pursuant to the Joint Exercise of Powers Act (Government Code Section 6500 *et seq.*), hereinafter called “SAM” or “Grantee.”

RECITALS

The purpose of this Instrument is to memorialize the grant of easements and related agreement pursuant to which SAM is entitled to construct, operate, and maintain the Wet Weather Storage Facility (“WWSF” - which term includes both Phase 1 and Phase 2 facilities) underground on real property owned by GCSD.

SAM was created and exists pursuant to a joint exercise of powers agreement (“JPA”), dated February 3, 1976 and subsequently amended eight times, by and among its three member agencies, being the GCSD, the Montara Water and Sanitary District (then the Montara Sanitary District) (“MWSD”), and the City of Half Moon Bay. Pursuant to the JPA, SAM has acquired and constructed facilities for the collection, storage, transmission, treatment, and disposal of wastewater collected from each member agency. SAM owns, operates and maintains the facilities which it acquired and constructed.

Pursuant to a prior GRANT OF EASEMENTS AND EASEMENT AGREEMENT effective June 1, 2012 and recorded September 17, 2013 as Document 2013-134844 (“2012 Easements”), SAM constructed Phase 1 of its Wet Weather Storage Facility underground on GCSD’s real property, called the “Wet Weather Flow Management Project” (“Phase 1 Project” or “WWFMP”), as shown on the plans and specifications titled “Wet Weather Flow Management Project, Phase 1 - 200,000 Gallons” (“Phase 1 Project Plans”) on file at SAM, consisting of an underground wastewater storage system. The Phase 1 Project is owned, maintained and operated by SAM.

Pursuant to this 2020 Instrument effective _____, 2020 (“2020 Instrument”), SAM intends to undertake the construction of Phase 2 of its Wet Weather Storage under GCSD’s real property called the “Wet Weather Storage Expansion (“Phase 2 Project”), as shown on the plans and specifications titled “Wet Weather Storage Expansion, Phase 2 - 200,000 Gallons” (“Phase 2 Project Plans”) on file at SAM, consisting of underground wastewater storage facilities. The Phase 2 Project will also be owned, operated, and maintained by SAM.

This 2020 Instrument effective _____, 2020 will consolidate the 2012 Easements for the Phase I Project and the required easements for the Phase 2 Project into one recorded instrument with one description of the Wet Weather Storage Facility, and therefore use of the term “the Easements” herein shall refer to all of the easements granted in this 2020 Instrument for Phases 1 and 2 of the Project.

The Phase 1 Project was, and the Phase 2 Project will be, constructed by SAM underground on a portion of the parcel of real property owned by GCSD identified as San Mateo County Assessor’s Parcel Number 047-262-010. This GCSD property is hereinafter referred to as “GCSD’s Burnham Strip Property” and is shown on Exhibit D attached hereto and by this reference incorporated herein.

In consideration of SAM undertaking such construction, and in order for SAM to be able to own, operate and maintain SAM’s WWSF, SAM needs, and GCSD grants, the Easements for the WWSF to SAM underground, together with separate limited surface access easements upon the surface of GCSD’s Burnham Strip Property, both shown on Exhibits A, B, and C attached hereto and by this reference incorporated herein, and GCSD also grants the temporary construction easement further described below, and SAM and GCSD desire to enter into an agreement related to the use of the Easements.

GCSD will continue to have a need to use GCSD’s Burnham Strip Property, including the portion which is subject to the Easements granted in this 2020 Instrument in the furtherance of its own uses or activities.

NOW, THEREFORE, the parties agree as follows:

GRANT OF EASEMENTS AND AGREEMENT

1. WWSF Grants and locations. Grantor hereby grants to Grantee the following easements in the following locations:

(a) WWSF Easement - an exclusive easement for the construction, operation and maintenance of the WWSF beneath the surface of GCSD's Burnham Strip Property (below-ground only) as described in Exhibit A and shown on Exhibit B, each attached hereto and by this reference incorporated herein;

(b) Access Easements – Two non-exclusive easements over and across the surface of GCSD's Burnham Strip Property, as shown on **Exhibit C**, attached hereto and by this reference incorporated herein, to enable unimproved access (including but not limited to prohibition of paving or other materials) to the WWSF manholes by foot for repairing, maintaining, monitoring, and inspecting the underground WWSF and for hoses connected to the nearest fire hydrant or other usable water source to clean the underground WWSF; and

(c) Temporary Construction Easement - a temporary construction easement, which shall terminate no later than the completion of construction of the Phase 2 Project, on and across those portions of GCSD's Burnham Strip Property reasonably necessary for the construction of the Phase 2 Project. SAM shall perform and complete work on the Phase 2 Project by no later than August 31, **2021** (or any extension(s) of time approved thereof by GCSD). Under the temporary construction easement, SAM shall be required to comply with all conditions of approval imposed by the County of San Mateo for such construction **(including but not limited to PLN2018-00403 for a CDP and Use Permit and associated building and other permits)** and to protect all coastal resources, if any, including but not limited to any wetlands and other environmentally sensitive habitat areas.

2. Grantee. The Easements are in favor of SAM as Grantee and may be exercised by SAM and/or any of its contractors (including any contractor's agents, employees or subcontractors) acting on SAM's behalf. This 2020 Instrument *supersedes* the prior GRANT OF EASEMENTS AND EASEMENT AGREEMENT effective June 1, 2012 and recorded September 17, 2013 as Document 2013-134844 – the 2012 Instrument), and SAM shall record a Quitclaim Deed as to said prior 2012 Instrument concurrently with the recordation of this Easement Grants and Agreement and hereby agrees that the agreements contained in this 2020 Instrument supersede the agreements in said 2012 Instrument.

3. Uses of Easements. Without limiting the generality of Section 1 , the Easements granted are for the following uses:

(a) Constructing, operating, and maintaining the WWSF; the Easements include the right of surface entry by foot to the below-ground portion of the WWSF to enable Grantee to use the Easements consistent with this Section 3.

(b) repairing, maintaining, monitoring and/or inspecting the WWSF.

(c) use and storage of construction and other equipment and materials used in and during the construction of the WWSF pursuant to the temporary construction easement in Section 1(c) above.

(d) unimproved access (including but not limited to prohibition of paving or other materials) to and from Obispo Road where it abuts GCSD's Burnham Strip Property to the

WWSF, as shown on Exhibit C to the WWSF manholes by foot for repairing, maintaining, monitoring, and inspecting the underground WWSF and for hoses connected to the nearest fire hydrant or other usable water source to clean the underground WWSF. Such right of ingress and egress shall at all times be exercised in a manner to avoid damage to GCSD's Burnham Strip Property or GCSD's use thereof.

(e) the Easements include the right to fence and/or gate the WWSF temporary construction easement area during construction of the Project only. No other fencing by SAM is allowed.

The WWSF Easement shall be used for no other purposes than storage of wastewater for the SAM sewer system, and the Easements expressly do not authorize any use resulting in nuisance conditions as determined by GCSD exercising sole discretion in making such determination.

4. Restoration, Care and Maintenance of WWSF Easement.

(a) After construction of the WWSF is completed, Grantee agrees to promptly restore the surface of GCSD's Burnham Strip Property in accordance with the Phase 2 Project Plans and associated Technical Specifications.

(b) After construction of the WWSF is completed, Grantee shall not in any way disrupt or alter the surface of the ground in the WWSF Easements or on GCSD's Burnham Strip Property without the prior written consent of GCSD. Grantee shall not cause or allow any waste to occur on GCSD's Burnham Strip Property as a result of Grantee's use thereof. Grantee further agrees that it shall not store any items on the WWSF Easement and Ingress and Egress Easement(s) longer than reasonably necessary to complete construction of the WWSF.

5. Duration. The WWSF Easement and the Access Easements shall be perpetual, provided, however that the Easement Grants and Agreement and the rights and privileges herein given Grantee shall terminate in the event that Grantee shall fail for a continuous period of three (3) years to operate the WWSF. In the event of the termination or abandonment of this Easement Grants and Agreement, SAM shall, at its own expense, when requested in writing to do so (in whole or in part) by GCSD, remove all facilities, property and equipment placed by or for SAM on or under GCSD's Burnham Strip Property, and restore the portion of GCSD's Burnham Strip Property used by SAM as nearly as possible to the same state and condition it was in prior to the entry of SAM thereon; if SAM fails to do so within ninety (90) days after the aforesaid request is given, GCSD may do so, all at the cost and expense of SAM, to be paid by SAM on demand. Upon termination of the rights herein granted, SAM shall execute and deliver to GCSD within thirty (30) days, a good and sufficient quitclaim deed to the WWSF Easements and Access Easements and rights arising under this Agreement.

6. Other Liens. The Easements granted in this Instrument shall be at all times prior and superior to the lien of any mortgage or deed of trust affecting GCSD's Burnham Strip Property. Grantor agrees to execute or obtain such agreements or instruments in recordable form, as may be reasonably required by Grantee for the purpose of evidencing the superiority of the Easements and this Easement Grants and Agreement .

7. GCSD's Own Use of GCSD's Burnham Strip Property and Need to Review WWSF Plans. GCSD will continue to have a need to use the entirety of GCSD's Burnham Strip Property (APN 047-262-010) including the portion thereof which is subject to the Easement Grants and Agreement, in the furtherance of its own uses or activities (including but not limited to park and recreation purposes), and shall have the right to do so. The Parties agree that GCSD's park and recreation uses shall be deemed the priority uses on GCSD's Burnham Strip Property over SAM's WWSF use. GCSD reserves the right to review and approve (commencing no less than 30 days prior to commencement of construction) any proposed changes to the Project Plans for the construction by SAM of the Phase 2 Project, and review and approve all proposed changes for the Access Easements, in order that GCSD may determine that such improvements are compatible with, and do not unduly conflict with the integrity of, GCSD's ownership, operation, and maintenance of, its own existing and planned sewerage system, GCSD's planned park and recreation use, or GCSD's other uses, of GCSD's Burnham Strip Property. GCSD further reserves the right to construct, operate, and maintain any of its own sanitary sewerage facilities or park or recreation facilities on, or to otherwise use, GCSD's Burnham Strip Property, including the surface area above the WWSF Easement and/or Access Easements, in such a manner as would not reasonably be expected to damage or interfere with the integrity of, or Grantee's ownership, operation, or maintenance of, the WWSF. Except while the temporary construction easement is in effect, SAM shall be allowed to park on or drive over the WWSF Easement or the Access Easements.

8. Entry and Inspection. SAM shall permit GCSD or GCSD's agents to enter the WWSF Easement at any reasonable time and upon reasonable notice, for the purposes of inspecting the WWSF.

9. Utilities. All applications and connections for necessary utility services for the WWSF shall be made in the name of SAM, and SAM shall be solely liable for utility charges for the WWSF (including during construction of the Phase 2 Project) as they become due.

10. Duty to Secure. SAM shall be responsible to secure the underground storage facilities and surface manholes it installs and maintains within GCSD's Burnham Strip Property and assure the public safety in relation to those facilities and manholes should GCSD use its Burnham Strip Property for park or recreation purposes.

11. Abandonment of Easements. In the event that SAM resolves to abandon any portion of the WWSF or the related WWSF Easement or Access Easements, SAM agrees to take such steps to abandon and quitclaim such Easements, or appropriate portions thereof, in favor of GCSD in a manner satisfactory to GCSD.

12. Transfer, Assignment, and Subletting. This Easement Grants and Agreement shall not, nor shall any interest therein or thereunder, be transferred, assigned, mortgaged, hypothecated or transferred by SAM, whether voluntarily, involuntarily, or by operation of law, nor shall SAM let or sublet, or grant any licenses or permits with respect to the use and occupancy of the WWSF Easement Area, or any portion thereof, without the written consent of GCSD first being obtained at GCSD's sole discretion.

13. Indemnification and Release.

(a) SAM shall indemnify, defend and hold harmless GCSD, its officers, officials, employees, volunteers, and agents, against any damages, injuries, losses, or other liabilities, including reasonable attorney's fees and court costs against each of the following types of claim, action or proceeding:

(i) arising out of or relating to any failure of SAM to comply (as required by Section 15 below) with any applicable federal, state, or local law, rule, or regulation, or to obtain each and every permit and lawfully provide each and every related environmental review required for the construction of any portion of the WWSF, including from and against any claim, action or proceeding to attack, set aside, void or annul any such action taken by SAM or GCSD, including, but not limited to, any writ of mandate, declaratory relief, Clean Water Act, due process, or other litigation or administrative proceeding which may arise or result from or be related in any way to governmental approvals required for Phase 2 of the WWSF. This provision shall also apply to any action taken by SAM or GCSD to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended ("CEQA") for construction of Phase 2 of the WWSF or this Easement Grants and Agreement.

(ii) arising out of or relating to any facility constructed or activity by or on behalf of SAM under GCSD's Burnham Strip Property or on the surface thereof (including, but not limited to the manhole covers or the non-exclusive Access Easements to the manholes) or SAM's construction, operation, and maintenance of the underground WWSF, including to the extent caused by earthquake or flooding. However, SAM shall not be liable for any loss or damage to any person or to GCSD's Burnham Strip Property to the extent caused by theft, fire, acts of God, acts of a public enemy, riot, strike, insurrection, war, or requisition, or for any damage or inconvenience to GCSD or GCSD's Burnham Strip Property to the extent arising out of any act or omission by or on behalf of GCSD in connection with GCSD's use of GCSD's Burnham Strip Property.

(iii) arising out of or relating to any failure of SAM to comply with any obligation of SAM established by the Easement Grants and Agreement.

(b) GCSD shall indemnify, defend, and hold harmless SAM, its officers, officials, employees, volunteers, and agents, against any damages, injuries, losses, or other liabilities, including reasonable attorney's fees and court costs, arising out of or relating to activity by or on behalf of GCSD (except as a member agency of SAM) on GCSD's Burnham Strip Property. However, GCSD shall not be liable for any loss or damage to any person or to the WWSF improvements to the extent caused by theft, fire, earthquake, acts of God, acts of a public enemy, riot, strike, insurrection, war, court order, or requisition, or for any damage or inconvenience to SAM or the WWSF improvements to the extent arising out of any negligent act or omission by or on behalf of SAM.

(c) The Parties recognize and understand that GCSD continues to have a need or intention to use GCSD's Burnham Strip Property, including the portion which is subject to the Easements granted in this Easement Grants and Agreement, in the furtherance of its own uses or

activities and that at the time of entering into this Easement Grants and Agreement GCSD is moving forward to develop a Community Park on GCSD's Burnham Strip Property by considering Preliminary Concepts for Burnham Park. The Parties agree that in applying this Indemnification and Release Section, GCSD's park and recreation uses shall be deemed the priority uses on GCSD's Burnham Strip Property over SAM's WWSF use and SAM shall indemnify, defend and hold harmless GCSD its officers, officials, employees, volunteers, and agents, against any damages, injuries, losses, or other liabilities, including reasonable attorney's fees and court costs, to GCSD or users of any GCSD park or recreation facilities on the GCSD Burnham Strip Property to the extent caused by SAM's WWSF use of the GCSD Burnham Strip Property that is not otherwise authorized by this agreement.

(d) The provisions of this Section 13 shall survive the expiration or termination of this Easement Grants and Agreement with respect to any claims or liability occurring prior to the expiration or termination or during SAM's compliance with Section 5.

14. Insurance. SAM shall provide the following insurance coverages and certificates evidencing same to the satisfaction of GCSD at least 10 days prior to commencement of construction of the WWSF. Each required policy must name GCSD as additional insured and must be primary as to any other insurance available to GCSD. The policy must include a clause ensuring that GCSD will be provided at least a 30-day written notice prior to the cancellation, reduction, or non-renewal of the insurance protection, SAM waives any right to recover against GCSD for damages to the WWSF that are otherwise covered losses included within the insurance SAM must obtain per this section. SAM thus fully waives, for the benefit of GCSD, any rights and claims that might give rise to a right of subrogation in favor of any insurance carrier and indemnifies GCSD against any such subrogation or attempt to claim such subrogation.

(a) Commercial General Liability Insurance. SAM shall maintain in full force and effect commercial general liability insurance coverage for the purpose of covering potential claims for personal injury, bodily injury, death or disability, and property damage which may arise from or in connection with its construction, operation, and maintenance of the WWSF. SAM shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than five million dollars (\$5,000,000) per occurrence for bodily injury, personal injury, death or disability, and property damage, including without limitation, blanket contractual liability and coverage for explosion, collapse and underground property damage hazards. If a general aggregate limit applies, either the general aggregate limit shall apply separately to the WWSF or the general aggregate limit shall be twice the required occurrence limit. SAM's general liability policies shall be endorsed using Insurance Services Office form CG 20 10 (or at least equivalent thereto) to provide that GCSD and its officers, officials, employees, volunteers, and agents shall be additional covered parties under such policies. An endorsement providing completed operations coverage for the additional covered parties, ISO form CG 20 37 (or at least equivalent thereto), is also required.

(b) SAM shall also require its prime construction contractor for the WWSF to name GCSD, as an additional insured on any policy required in connection with that construction.

(c) Property Insurance. Casualty insurance insuring the WWSF (including any related improvements) against fire and extended coverage (including "all risk" coverage, and

surface water insurance) for the full replacement cost of the WWSF (including any improvements), with deductibles acceptable to GCSD.

(d) Errors and Omissions Insurance. Coverage for errors and omissions shall be at least as broad as the following: Standard Occurrence Form for Errors and Omissions Coverage or claims made coverage. The limits shall be no less than the following: \$2,000,000 per claim and \$5,000,000 in the aggregate.

15. Ordinances and Statutes. SAM shall comply with any and all applicable federal, state and local laws, rules or regulations, and shall obtain any and all permits and lawfully provide any and all related environmental review required for the construction of the WWSF.

16. Notices. Any notice which either party may, or is required to give, shall be given mailing same by first class mail, postage prepaid, to SAM or GCSD at the addresses shown below, or at such other place as may be designated in writing by the parties from time to time:

Granada Community Services District
Post Office Box 335
El Granada, CA 94018

Sewer Authority Mid-Coastside
1000 N. Cabrillo Hwy
Half Moon Bay, CA 94019

It shall remain the sole responsibility of each party to notify the other party, in the manner above described, of any change of address for either party which occurs during the duration of this Easement Grants and Agreement. Failure to notify the other party of any change of address in accordance with this Section shall absolve the party entitled to the notice of change of address of any duty, obligation or liability resulting from sending a notice required by this Easement Grants and Agreement to the previously provided address.

17. Successors. This Easement Grants and Agreement is binding upon and inures to the benefit of any successor in interest to any Party.

18. GCSD's Remedies on Default. If SAM defaults in the performance of any of its obligations hereunder, GCSD may give SAM notice of such default and, if SAM does not cure any such noticed default within thirty (30) days, after the giving of such notice (or if such default is of such nature that it cannot be completely cured within such period, if SAM does not commence such curing within such thirty (30) days of notice by GCSD, and thereafter proceed with reasonable diligence and in good faith to cure such default), then GCSD may terminate the Easements and this Agreement and the easements described therein on not less than ten (10) days' notice to SAM. On the date specified in such notice the term of this Easement Grants and Agreement and the easements described therein shall terminate, and SAM shall then quit and surrender the WWSF Easement and Ingress and Egress Easement(s) to GCSD, but SAM shall remain liable as herein provided. If this Easement Grants and Agreement and the easements described herein shall have been so terminated by GCSD, GCSD may at any time thereafter resume possession of the WWSF Easements and Ingress and Egress Easement(s) by any lawful means and remove SAM or other occupants and their effects. No failure to enforce any term of this Easement Grants and Agreement shall be deemed a waiver by GCSD.

19. Entire Agreement. The foregoing constitutes the entire agreement between the Parties as to the SUPERSEDING GRANT OF EASEMENTS AND AGREEMENT FOR WET WEATHER STORAGE FACILITY and may be modified only in a writing signed by both parties.

Granada Community Services District

Sewer Authority Mid-Coastside

By: _____
Barbara Dye, GCSD Board President

By: _____
Kathryn Slater-Carter, SAM Board Chair

**CERTIFICATE OF ACCEPTANCE
OF INTEREST IN REAL PROPERTY**

THIS IS TO CERTIFY that the interest in real property conveyed by the Grant of Easements and Easement Grants and Agreement for Wet Weather Storage Facility, dated _____, 2020, from the **Granada Community Services District** to the **Sewer Authority Mid-Coastside**, a separate public agency created pursuant to the California Joint Exercise of Powers Act (Government Code Section 6500 et seq), is hereby accepted by the undersigned General Manager on behalf of the Sewer Authority Mid-Coastside, pursuant to the authority conferred by resolution of the Board of Directors of the Sewer Authority Mid-Coastside, adopted on _____, 2020.

ACCEPTED BY AND ON BEHALF OF THE SEWER AUTHORITY MID-COASTSIDE

By: _____ Dated: _____
Kishen Prathivadi
General Manager

State of California)
County of San Mateo)

On _____ before me, _____, Notary Public, personally appeared Kishen Prathivadi, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT "A"

LEGAL DESCRIPTION for Sewer Authority Mid-Coastside
Easement for Wet Weather Storage Facility
Lands of Granada Community Services District, El Granada, CA

A WET-WEATHER STORAGE FACILITY EASEMENT LYING OVER, UNDER AND ACROSS ALL THAT REAL PROPERTY situated in the Unincorporated, Census-Designated Town of El Granada, County of San Mateo, State of California, said Easement hereby designated as a Non-exclusive **Wet Weather Storage Facility Easement**, situated entirely within the boundaries of that certain 6.20± acre strip of land commonly known as the Burnham Strip, as said Parcel is described in that certain Grant Deed filed for record in Book 2502 O.R. at Page 112 to the Granada Sanitary District (now Granada Community Services District), and as shown on that Certain Record of Survey Map No. 2134, filed for Record May 20, 2010 in Volume 35 LLS Maps, at Page 15 all in the Records of said San Mateo County, said Map being the Basis of Bearings for this Wet Weather Storage Facility Easement that is more particularly described as follows:

Commencing at a ¾" Iron Pipe with yellow plastic cap stamped #6437 marking the southwesterly corner of said Burnham Strip Parcel as shown on said Record of Survey Map; thence along the southerly line of said Parcel, South 64° 06'07" East, 891.76 feet to another similar property marker monument also shown on said Parcel Map; thence, departing said southerly line on a mathematical tie, North 55° 57'35" West, 331.10 feet to the southeasterly corner of, and **Point of Beginning** for, the herein described Wet Weather Storage Facility Easement; thence in a clockwise direction around the perimeter of said Easement the following twelve (12) courses and distances:

- 1.) North 63° 47'12" West, 208.72 feet; thence,
- 2.) North 26° 00'00" East, 82.25 feet; thence,
- 3.) South 63° 47'12" East, 86.75 feet; thence,
- 4.) North 26° 00'00" East, 14.33 feet to a point of non-tangent intersection with a circular curve defining the northerly line of said Burnham Strip Parcel and the southerly Right-of-way line of Obispo Road as said curve and road are shown on said Record of Survey Map; thence,
- 5.) 15.04 feet along the Arc of said curve to the left, having a Radius of 525.00 feet, a Central Angle of 01° 38'28" and a Long Chord which bears, South 59° 59'43" East, 15.04 feet; thence departing said Right-of-way line,
- 6.) South 26° 00'00" West, 13.34 feet; thence,

EXHIBIT "A"

LEGAL DESCRIPTION for Sewer Authority Mid-Coastside
Easement for Wet Weather Storage Facility
Lands of Granada Community Services District, El Granada, CA

- 7.) South 63° 47'12" East, 89.72 feet; thence,
- 8.) North 26° 00'00" East, 14.41 feet to a point of non-tangent intersection with a circular curve defining the said northerly line of the Burnham Strip Parcel and the southerly Right-of-way line of Obispo Road as said curve and road are shown on said Record of Survey Map; thence,
- 9.) 15.00 feet along the Arc of said circular curve to the right, having a Radius of 5,579.65 feet, a Central Angle of 00° 09'15" and a Long Chord which bears, South 65° 22'02" East, 15.00 feet; thence departing said Right-of-way line,
- 10.) South 26° 00'00" West, 14.82 feet; thence,
- 11.) South 63° 47'12" East, 2.25 feet; thence,
- 12.) South 26° 00'00" West, 82.25 feet to the **Point of Beginning**, and containing 17,593 Square Feet (0.4 Acres) more or less.

End of Description

Together with Page 3 of 3, a Plat identified as "**Exhibit B**" – **Wet Weather Storage Facility Easement** attached hereto and made a part hereof.



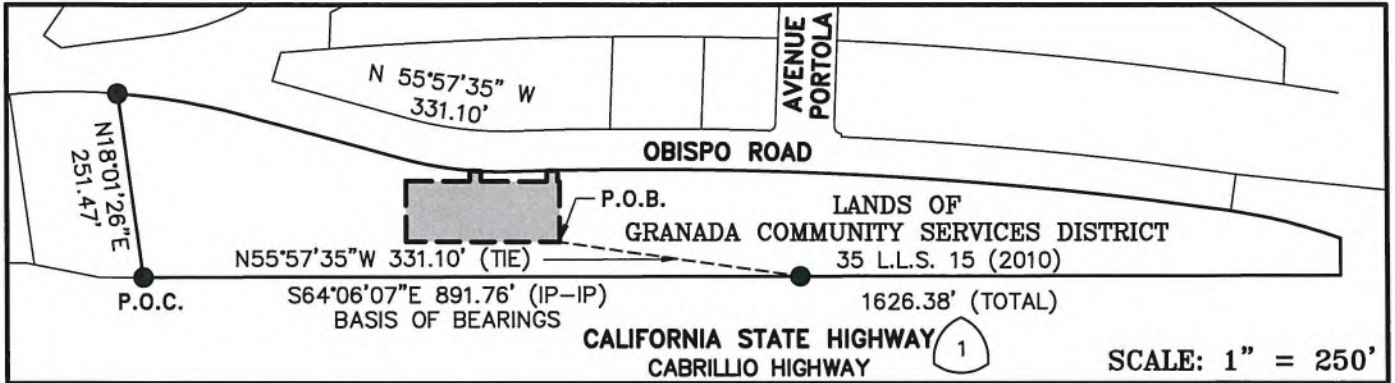
Kevin M. McGuire, CA P.L.S. # 6437
Quiet River Land Services, Inc.
(925) 734-6788

1.7.2019

Date



EXHIBIT "B" - WWSF EASEMENT



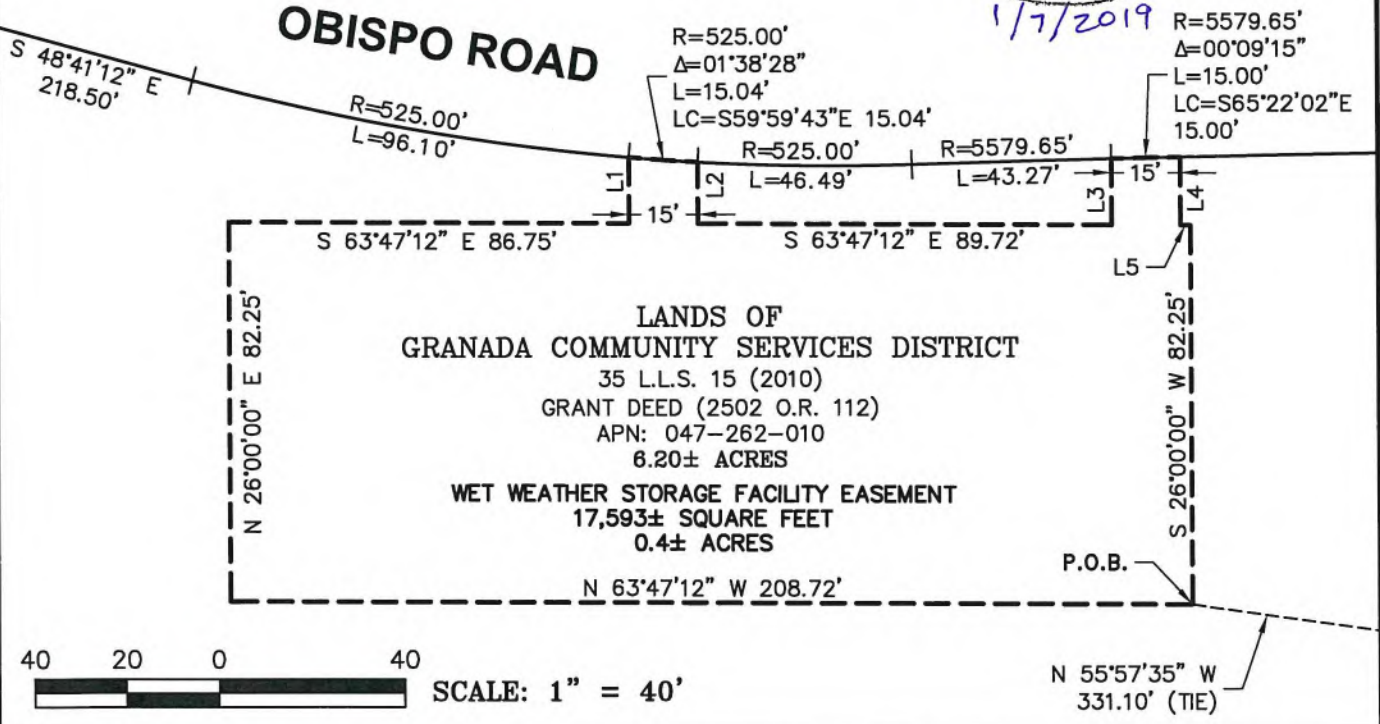
BASIS OF BEARINGS

RECORD OF SURVEY NO. 2134 FILED FOR RECORD IN VOLUME 35, OF L.L.S. MAPS AT PAGE 15, RECORDS OF SAN MATEO COUNTY, BEING THE SOUTH PROPERTY LINE AND NORTHERLY RIGHT-OF-WAY LINE OF STATE HIGHWAY 1, TAKEN AS SOUTH 64°06'07" EAST.

LINE	BEARING	LENGTH
L1	N26°00'00"E	14.33'
L2	S26°00'00"W	13.34'
L3	N26°00'00"E	14.41'
L4	S26°00'00"W	14.82'
L5	S63°47'12"E	2.25'

LEGEND

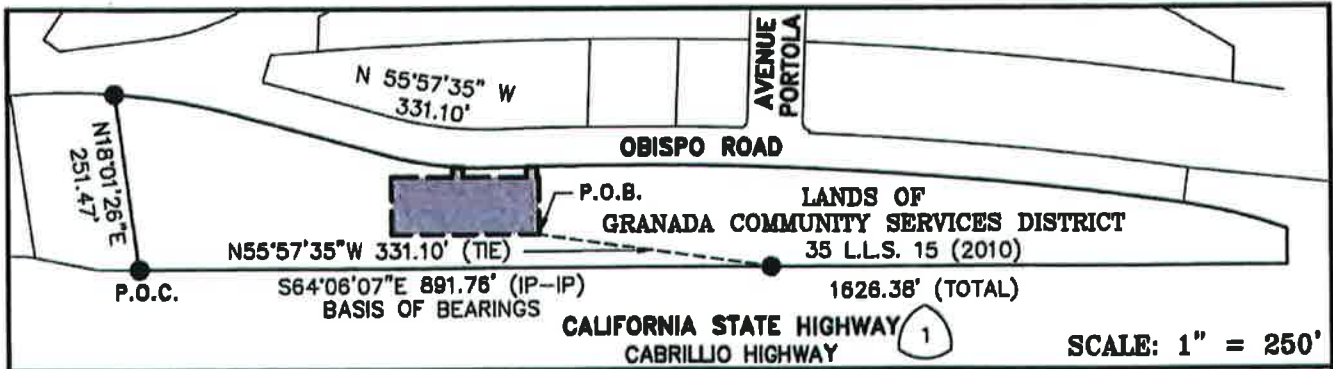
- WET WEATHER STORAGE FACILITY EASEMENT
- 3/4" IRON PIPE W/PLASTIC CAP LS #6347



QUIET RIVER
 Land Services Inc.
 6747 Sierra Court, Suite K
 Dublin, CA 94568
 (925) 734-6788 Phone

EXHIBIT B - WET WEATHER STORAGE FACILITY EASEMENT
 MID-COASTSIDE / BURNHAM STRIP
 OBISPO ROAD AT AVENUE PORTOLA - EL GRANADA
 UNINCORPORATED SAN MATEO COUNTY CALIFORNIA
 DUDK1801 | DRN. BY: MAS | CHK. BY: KMM | DATE: 1/7/19

EXHIBIT "C" - WWSF ACCESS EASEMENTS



BASIS OF BEARINGS

RECORD OF SURVEY NO. 2134 FILED FOR RECORD IN VOLUME 35, OF L.L.S. MAPS AT PAGE 15, RECORDS OF SAN MATEO COUNTY, BEING THE SOUTH PROPERTY LINE AND NORTHERLY RIGHT-OF-WAY LINE OF STATE HIGHWAY 1, TAKEN AS SOUTH 84°06'07" EAST.

LEGEND

WWSF ACCESS EASEMENT

LINE TABLE		
LINE	BEARING	LENGTH
L1	N26°00'00"E	14.33'
L2	S26°00'00"W	13.34'
L3	N26°00'00"E	14.41'
L4	S26°00'00"W	14.82'
L5	S63°47'12"E	2.25'

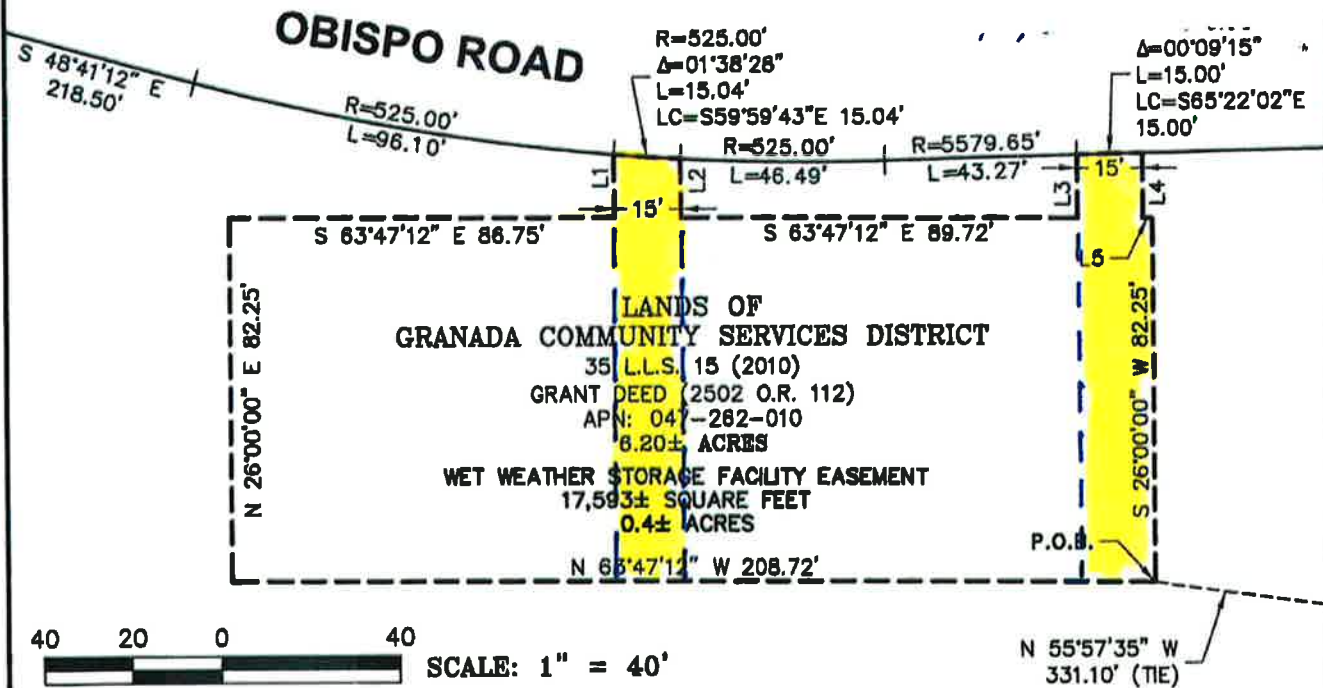


EXHIBIT "C" - WWSF ACCESS EASEMENT

MID-COASTSIDE / BURNHAM STRIP			
OBISPO ROAD AT AVENUE PORTOLA - EL GRANADA			
UNINCORPORATED		SAN MATEO COUNTY CALIFORNIA	
DUDK1801	DRN. BY: MAS	CHK. BY: KMM	DATE: 1/7/19



SEWER AUTHORITY MID-COASTSIDE

Staff Report

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

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 *November 2020*.

Key Indicators of Performance

NPDES Permit Violations:	4
Accidents, Injuries, etc.:	0
Reportable Spills Cat 1:	0
Reportable Spills Cat 2:	0
Reportable Spills Cat 3:	0

Flow Report (See Attachment A)

Half Moon Bay	0.766	61.45%
Granada CSD	0.240	19.28%
Montara W&SD	<u>0.240</u>	<u>19.27%</u>
Total	1.246	100%

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 was one Board Meeting in the month of November. There were zero public records request in November 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 November, Tony Young, Collection Maintenance Worker I, November 14, 2016.

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 November were shaky at first then it started to get better. The settling issued persisted at first but as the chemical addition continued things seem to be getting. We continued using our existing flow storage ability to the north in order to shave the peaks off the flow in an effort to stabilize the highs and lows a bit. We did switch from using the walker tank to using the WW storage in the Burnham strip as it is easier to manage.

The chemical addition was a little troublesome with the poly addition, we did get it ironed out but there were a few bumps along the way. While we are still looking for sources of the High BOD's we are narrowing down possible sources. With the field samplers we are working the system back, the high numbers are not consistent so it makes it difficult. The inspections we have done have not brought up any glaring issues but we are going to do some follow up inspections just to confirm.

On the up side the painting contractor completed work on the digester coating mid-month, once all the hatches are installed we should be ready to put it back in service. I don't want to say we are out of the woods completely but all signs indicate we are well on the road to recovery.

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	J. Harvey	H. Rarback	P. Dekker

The 4 permit violations are as follows, one weekly exceedance on the Eff TSS, one weekly effluent BOD exceedances, one monthly Eff TSS and one monthly Eff BOD exceedance.

During the month of November 2020, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 3.31 inches of rain in November, 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 November. Rainfall totals were as follows: 1.29 inches at the treatment plant, 0.83 inches in the GCSD service are, and 1.33 inches at the MWSD weather station. Below the 10 year average for sure, much like last month, is this an early indicator of the coming year? There were micro-climate variations verified by the data.

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

- 11/1/2020 – Vallemar and Montara shut down during the day for flow storage.
- 11/2/2020 – Painters here working on digester coating, Vallemar and Montara shut down during the day for flow storage, Calcon working on C12 R.A.S. pumps. Boiler had failed on low gas pressure likely due to plant issue and poor gas production.
- 11/3/2020 – Vallemar and Montara shut down during the day for flow storage. Anionic Poly to splitter box, increased ferric dose to head works. Painters here working on digester coating.
- 11/4/2020 – Painters here working on digester coating. Cal-con work on wiring signals for RDT. Work on CEPT & CEST to clean things up, it's a work in progress.
- 11/5/2020 – Cal-con working on SCADA in MB2, Dan and Chuck here helping with MLSS switching. Also to help with process strategy. Painters here working on digester coating.
- 11/6/2020 – Vallemar and Montara shut down during the day for flow storage.
- 11/7/2020 – Vallemar and Montara shut down during the day for flow storage.
- 11/8/2020 – Vallemar and Montara shut down during the day for flow storage.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
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- 11/9/2020 – Painters here working on digester coating. Poly pump tubing malfunction. Heat trace for bisulfite tripped out, able to reset.
- 11/10/2020 – Painters here working on digester coating. Cal con in working on RDT SCADA signal.
- 11/11/2020 – S.A.M. Holiday, replaced poly pump tubing, discussed with Dan process progress.
- 11/12/2020 – Power glitch, reset equipment. Needed to adjust flows to AB 1 and 2. Painters here working on digester coating.
- 11/13/2020 – Painters here working on digester coating. Reduced Cl2 to R.A.S., increased low flow RAS rate to pull more secondary blanket at night. Cleaned Cl2 contact basin.
- 11/14/2020 – Cl2 off to R.A.S. today, going to try no chemo for a while.
- 11/15/2020 – Let Cal-Con know about a report printing issue, SCADA related print out.
- 11/16/2020 – Poly water hose burst, made a bit of a mess, and contaminated that barrel of polymer. Printers finishing up the digester coating today.
- 11/17/2020 – Painters are breaking down their equipment. Had another little poly pump[mishap, grrr.
- 11/18/2020 – Power glitch in the Princeton area. Aeration basin off line, operating only on AB 1&2 at this point.
- 11/19/2020 – Cleaning half of chlorine contact basin. Chuck was in to run some jar testing on poly. Switched Poly on MLSS eff from Anionic to cationic with a 5 gallon pail we had received.
- 11/20/2020 – Prep ferric barrels for weekend feed.
- 11/21/2020 – 14 hour wasting day today, higher inventory is creating higher yield to waste.
- 11/23/2020 – Swapping secondary's as the blanket is just not doing what we need it to do right now. With it off line we can waste that miserable blanket that won't go away.

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- 11/24/2020 – Pumping supernatant off secondary to lower volume, blanket has settled where it is not an issue as of yet.
- 11/25/2020 – Another poly mess, lovely, set up a feed line from hypo pump to the RDT effluent.
- 11/26/2020 – Another poly line issue.
- 11/27/2020 – Another poly line issue, what the heck !...
- 11/29/2020 – Work on cleaning up and fixing polymer lines.
- 11/30/2020 – Peninsula pump was in to look at recirculation pump install that is right around the corner. This is the second recirculation pump replacing the 20 plus year old inefficient wemco pumps. These are both chopper pumps so it should help with issues that we experienced in the past. Ideally replacing the mixing pumps with chopper pumps would be good thing to do and someday upgrading the bar screens. As the key is to remove rags and debris as early in the process as possible.

Other activities are listed below;

There were 7 deliveries (approximately 2,950 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 295.00. There were no leachate deliveries to the SAM IPS line in the month of November, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 43,770 feet of sewer line and responded to 29 service calls in contract service areas. 7 were sewer line related and 22 were maintenance service calls. Six of the callouts were during regular business hours and twenty three were after hours. Five calls were in the HMB service area, four were in the GCSD service area, and the remaining twenty were in the MWSD service area.

- HMB – The service calls in the HMB area were as follows, 11/10 – Installed new sensor in driving range smart cover, hopeful it will resolve ghost alarms.
11/21 - Called in by homeowner for standing water in clean out. Crew

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flushed the main line finding no obstruction. Homeowner was advised to contact a plumber to resolve the issue.

The maintenance service calls in HMB were all on 11/12 - Bell Moon Power fail, reset alarms, checked station for normal operation. Ocean Colony Power Failure, reset alarms, checked station for normal operation. Generator ran 9 minutes. Pelican Point Power Failure, reset alarms, checked station for normal operation. Generator ran 0.2 hours.

GCSD – The service calls in the GCSD area were as follows – 11/18 - Homeowner call regarding slow drains, crew flushed main finding no issue. Homeowner was advised to contact a plumber to resolve issue as there was no property line cleanout. 11/20 - Homeowner called about standing water in lateral, crew flushed main finding no obstruction. Assisted homeowner to restore flow by clearing blockage through the property line cleanout. 11/24 - Called by homeowner for a backed out cleanout. Crew flushed main finding no obstruction. Owner had a plumber coming to resolve issue.

The one maintenance calls in the GCSD area is as follows – 11/12 - San Pablo lift station power failure, reset alarms, checked station for normal operation. Generator ran 0.1 hours

MWSD – The service calls in the MWSD area were as follows; 11/8 - Homeowner called regarding a lateral issue, crew confirmed it was private matter and not part of district responsibility, home owner has crew already scheduled to repair. 11/11 - Clemens called , while contractor was working on a lateral line they found another lateral issue, crew responded to vacuumed up some mess so contractor could do repair.

There were eighteen maintenance service call in MWSD area this month; 11/5 - Vallemar Lift Station pump # 2 was ragged up, Peninsula pump came out pulled pump with boom truck. Flow rate went from 200 gpm before to 1800 gpm after, much better. 11/11 - Started as a grinder pump issue, turned into a electrical repair and also and service line repair from the grinder. Found two buried manholes / valve pits. Repairs were made tested for issues, all good. 11/12 - Airport lift station power failure, reset alarms, checked station for normal operation. Generator ran 0.2 hours, Seal cove lift station #1, power failure, reset alarms, checked station for normal operation. Seal cove lift station #2, power failure, reset alarms, checked station for

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
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	J. Harvey	H. Rarback	P. Dekker

normal operation. Seal cove lift station #3, power failure, reset alarms, checked station for normal operation. Seal cove lift station #4, power failure, reset alarms, checked station for normal operation. Distillery lift station power failure, reset alarms, checked station for normal operation. California street lift station power failure, reset alarms, checked station for normal operation. Generator ran 5 minutes. Vallemar street lift station power failure, reset alarms, checked station for normal operation. Generator ran 0.1 hours. Niagra street lift station, power failure, reset alarms, checked station for normal operation. 7th street lift station, power failure, reset alarms, checked station for normal operation. Kanoff street lift station power failure, Reset alarms, checked station for normal operation. Generator ran 13 minutes. Date Harte Lift station power failure, reset alarms, checked station for normal operation. Generator ran 0.1 hours. Moss Beach Distillery, there were two alarms showing upon arrival. Both High well, possible power glitch. Reset alarms, checked station for normal operation. 11/16 - Homeowner called about possible grinder issue. Found grinder pump functioning properly, pulled pump inspected wet well. All seemed to be good, advised homeowner to contact plumber to inspect lines in house. 11/18 - Airport lift station, appeared to be a power glitch. General station alarm and power fail. Reset alarms and checked station for normal operation. Generator ran for 0.1 hours. 11/27 - Seal Cove # 2, Station had alarmed due to power loss, power restored. Reset alarms, checked station for normal operation.

The November 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 November 2020.

Staff Recommendation

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

Supporting Documents

- Attachment A: Monthly Flow Report November 2020
- Attachment B: Monthly NPDES Report November 2020
- Attachment C: Collection System Data November 2020
- Attachment D: Contract Collection Services Report November 2020

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
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	J. Harvey	H. Rarback	P. Dekker

Attachment A

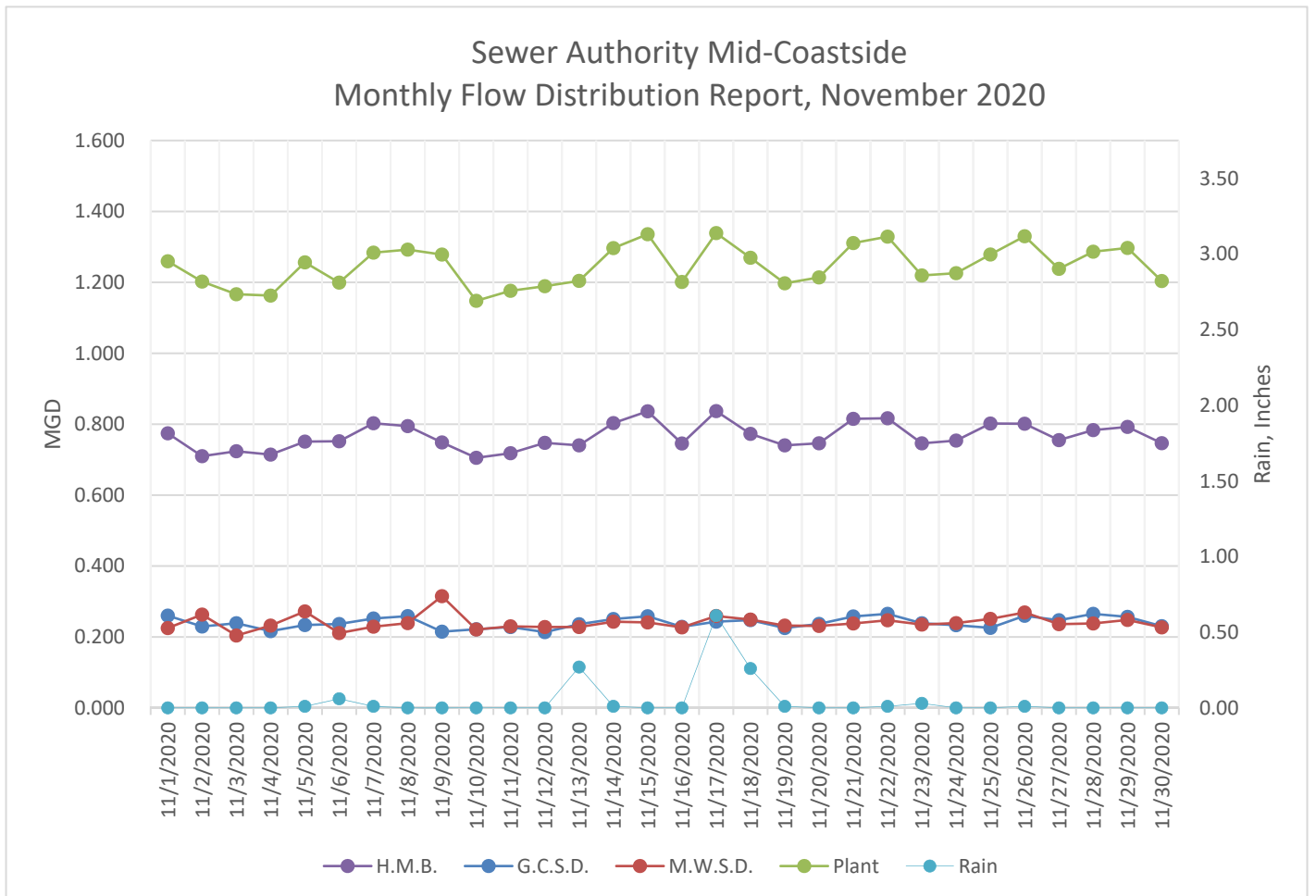
Flow Distribution Report Summary for November 2020

The daily flow report figures for the month of November 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	0.766	61.45%
Granada Community Services District	0.240	19.28%
Montara Water and Sanitary District	<u>0.240</u>	<u>19.27%</u>
Total	1.246	100.0%





SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, January 11, 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/88650911485?pwd=cXYrZ09QSURYYW1XVGRRPbWR0Wm1LQT0>

9

Meeting ID: 886 5091 1485

Passcode: 439081

One tap mobile

+16699006833,,88650911485#,,,,*439081# US (San Jose)

+13462487799,,88650911485#,,,,*439081# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Meeting ID: 886 5091 1485

Passcode: 439081

Find your local number: <https://us02web.zoom.us/j/88650911485>

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.

1. CALL TO ORDER

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

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 6 pm on December 14, 2020 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 December 28, 2020, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for January 11, 2021 (**Attachment**)
- C. Approve the Schedule of Board of Director Meetings for 2021 (**Attachment**)

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

- A. Establish Board Operations Committee and Finance Committee as Standing Committees, Set Time and Place for the Meetings, and Appoint Directors
- B. Approve Side Letter Agreement Between the Sewer Authority Mid-Coastside and IUOE, Local 39 Regarding Vacation Accruals and Administrative Leave (**Attachment**)
- C. Approve a One-Time Cash Out for Certain Unrepresented Employees Leave Balances for FY20-21
- D. Review and Discuss the Year End Report from Wastewater Management Specialists (**Attachment**)
- E. Update on Granada Force Main Project (**Attachment**)
- F. Discuss Formation of Special Committee to Investigate Future Options for SAM

5. GENERAL 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

D. 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)

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: January 25, 2021 and February 8, 2021

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

INFORMATION FOR THE PUBLIC

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

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

Board meetings are accessible to people with disabilities. Upon request, the Authority will make this agenda available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, the Authority will provide special assistance for participation in this meeting. Please submit requests for a disability-related

modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the Authority at (650) 726-0124.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
BY: Suzie Turbay, Administrative Assistant
SUBJECT: **Approve Minutes of December 28, 2020 Regular Board Meeting**

Executive Summary

The purpose of this report is for the Board of Directors to review the minutes for December 28, 2020 Regular Board meeting.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM.”*

Background and Discussion/Report

Attached are the minutes for the December 28, 2020 Regular Board meeting for review and approval.

Staff Recommendation

Staff recommends that the Board of Directors approve the minutes for the referenced Board meetings as presented.

Supporting Documents

Attachment A: Minutes December 28, 2020 Regular Board Meeting

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

MINUTES
SAM BOARD OF DIRECTORS MEETING
December 28, 2020

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 December 28, 2020 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, General Counsel Jeremy Jungreis, Dan Child of Wastewater Management Specialists, Peter Medina of Maze & Associates, Finance Officer George Evans, Supervisor of Treatment/Field Operations Tim Costello, and Christopher Boucher, Labor Negotiator.

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 14, 2020 Board Meeting.
- B. Approve Disbursements for December 11 Special Board Meeting, and December 14, 2020 regular Board Meeting
- C. Monthly Revenue and Expense Report for Period Ending November 30, 2020

Director Dye requested the minutes of December 14, 2020 be amended to reflect her comments to understand issues at the plant, and that staff invited her to tour the plant in order to have a better understanding of the issues. Director Clark asked about delinquent payments from GCSD to SAM. General Manager Prathivadi stated that Maze & Associates are looking into it and will forward the findings to the GCSD office. Following discussion, Director Lohman moved, and Director Penrose seconded the motion to approve the minutes of December 11, 2020, disbursements for December 14, 2020, as presented, and the monthly revenue and expense report for period ending November 30, 2020, and approval the minutes of the December 14, 2020 as amended.

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

4. REGULAR BUSINESS

- A. Authorize the General Manager to Sign the Grant of Easement and Agreement for the Wet Weather Storage Expansion Project with Granada Community Services District and Sign a Quit Claim Previously Granted Easement for the Wet Weather Storage Project

General Manager Prathivadi reviewed the staff report, and recommended that the Board of Directors authorize him to sign the grant of ease and agreement for the Wet Weather project. A discussion ensued. Following discussion, Director Ruddock moved, and Director Lohman seconded the motion to authorize the General Manager to sign the Grant of Easement and agreement for the Wet Weather Storage Expansion Project with Granada Community Services District and sign a Quit Claim previously granted easement for the Wet Weather Storage Project.

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

5. GENERAL MANAGERS REPORT

- A. Receive Monthly Managers Report for November 2020

Supervisor of Treatment/Field Operations Tim Costello discussed the Category 3 SSO that happened earlier in the day in Montara. He stated that the SSO could have possibly been caused by a lateral repair on Vermont Street that might have pushed a root ball in to the system.

6. ATTORNEY'S REPORT - NONE

7. DIRECTOR'S REPORT None

8. TOPICS FOR FUTURE BOARD CONSIDERATION

Chair Slater-Carter suggested a discussion by the Board regarding the contract for Wastewater Management Services. Director Lohman requested a copy of the contract.

Director Dye requested addressing the CIP.

9. CONVENE CLOSED SESSION AND REGULAR 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: Kishen Prathivadi, General Manager, Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel; Employee Organization: International Union of Operating Engineers, Stationary Engineers, Local No. 39, ALF-CIO

C. 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

D. 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)

E. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

Pursuant to Government Code of Section 54956.9

The Board went in to Closed Session at 7:35 p.m.

10. CONVENE TO OPEN SESSION

The Board came out of Closed Session at 8:41 p.m. Chair Slater-Carter reported that there was no reportable action.

11. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:41 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary

ITEM #6



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

December 17, 2020

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

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

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.
- 3. Public Employee Dismissal and Release.**

RECONVENE TO OPEN SESSION

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

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Resident Pat Tierney asked for the District's support in keeping the Miramar pedestrian bridge in its current location pending the County's intent to relocate it. Mr. Duffy stated that the District's involvement only pertains to the sewer line currently on the bridge, which the District intends to reroute.

President Dye welcomed new Board Member Nancy Marsh to the meeting.

ACTION AGENDA

1. Administer the Oath of Office to Directors Matthew Clark and Nancy Marsh.

In lieu of Supervisor Don Horsley who had previously agreed to administer the oath but was not present at the meeting, General Manager Chuck Duffy administered the oath of office.

2. Election of Board Officers.

President Dye opened the nominations for Board President, and nominated Director Clark. There were no further nominations, and President Dye closed the nominations.

ACTION: The motion to approve Director Clark as Board President was approved by unanimous consent by a vote of 5-0.

Director Dye opened the nominations for Board Vice President, and nominated Director Suchomel. There were no further nominations.

ACTION: The motion to approve Director Suchomel as Board Vice President was approved by unanimous consent by a vote of 5-0.

Director Clark took his seat as Board President.

3. Appoint Sewer Authority Mid-Coastside Representatives and Alternates, and Approve Associated Resolution.

President Clark opened the nominations for SAM Representatives and alternates. The current representatives, Directors Clark and Dye, with Director Suchomel the current alternate, expressed their desire to continue for continuity. Directors Seaton and Marsh volunteered as the second alternate. A discussion ensued.

ACTION: Director Dye moved to appoint Directors Clark and Dye as the District's SAM representatives, and Directors Suchomel and Marsh as alternates, and to adopt the corresponding resolution (Res. 2020-010). Approved 4-0-1 (Director Seaton abstaining).

4. Appoint Representative to the San Mateo County Chapter of the California Special Districts Association.

ACTION: Director Dye moved to appoint Director Suchomel as the District's CSDA Representative. Approved 5-0.

5. Discuss Development of Feasibility Study for 531 Obispo Road as a Potential Community Center and District Office.

Architect Rebecca Katkin updated the Board with her findings pertaining to the County zoning requirements for the lot. She indicated that the District's proposed uses are allowed and the current building is not problematic. The Board held a general discussion. Ms. Katkin will provide another update at the next board meeting.

6. Report on Parks and Recreation Activities.

Nancy Marsh reported on the PAC meeting held on November 11, 2020. Parks and Rec Coordinator Claudia Marshall said she was setting up a children's workshop for spring. The General Manager stated that he had several Zoom meetings with San Mateo Parks Director Nicholas Calderon, and that the pump track agreement will be ready for board review at the next board meeting.

7. Report on Recology of the Coast Solid Waste Rate Adjustment for 2021.

Recology General Manager Chris Porter explained the rate increases taking place effective the first of the year, is an index-based increase of approximately 2.09%. She said the rates for customers with the 32-gallon cart service, which is 71% of all GCSO customers, will see a 25 cent increase per month, and those with the 20-gallon cart service will see a 21 cent increase per month. She stated that even though Recology had lost revenue due to the Covid-19 pandemic, they did increase pick-ups of the District beach waste cans and the pet waste station cans.

The Board and staff thanked Chris and Recology for being responsive to the District's needs.

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

Director Dye reported on the SAM board meeting held on December 11, 2020, and she announced that she was given a tour of the treatment plant to review the existing infrastructure.

CONSENT AGENDA

9. November 19, 2020 Special and Regular Meeting Minutes.

10. December 2020 Warrants.

11. October 2020 Financial Statements.

12. Assessment District Distribution #6-20/21.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

Director Dye announced that Parks and Rec Coordinator Claudia Marshall will be leaving the District, and thanked her for her service.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 9:11 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: January 21, 2021

ITEM #7

Granada Community Services District
January 2021 Warrants
For the January 21, 2021 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
12/21/20	8710	AT&T	Dec 2020 Pump Stn Alarm Svc	6170 · Utilities	98.33
12/21/20	8711	Bell Plumbing	Lat Repair: 332 Valencia Avenue	5060 · Lateral Repairs	9,711.84
12/21/20	8712	BioMaAS, Inc.	GCSD Burnham Strip BRA	6150 · Professional Services	5,445.00
12/21/20	8713	Comcast	12/13/20-01/12/21 Svcs	6170 · Utilities	238.40
12/21/20	8714	Hue & Cry, Inc.	Jan 2021 Pump Stn Alarm	6170 · Utilities	121.90
12/21/20	8715	Innes Business Solutions	Fill-in for Assistant General Manager	6150 · Professional Services	560.00
12/21/20	8716	Kennedy Jenks	Oct 2020 Svcs, Sum 162	6071 · Engineering- General	10,342.80
12/21/20	8717	Richards, Watson & Gershon	Professional Svcs through 11/30/20	6091 · Legal- General	240.00
12/21/20	8718	VOID	VOID	VOID	VOID
12/21/20	8719	White Nelson Diehl Evans, LLP	Nov & Dec 2020	6152 · Accounting	5,000.00
12/21/20	8720	Kennedy Jenks	Sep 2020 Svcs, Sum 161	6071 · Engineering- General	13,509.60
01/21/21	8721	Barbara Dye	12/17/20 GCSD, 12/14 &12/28/20 SAM	6040 · Directors' Compensation	235.00
01/21/21	8722	Coastside Beach Club, LLC	Permit Fee Refund	4130 · Connection Fees	6,535.68
01/21/21	8723	Comcast	01/13/21-02/12/21 Svcs	6170 · Utilities	275.92
01/21/21	8724	County of San Mateo	LAFCO Operating Expenses	6220 · Miscellaneous	1,894.00
01/21/21	8725	David Seaton	12/17/20 GCSD	6040 · Directors' Compensation	145.00
01/21/21	8726	Dudek	11/28/20-12/25/20 Prof. Svcs	6151 · General Manager	5,355.00
01/21/21	8727	Eric Suchomel	12/17/20 GCSD	6040 · Directors' Compensation	145.00
01/21/21	8728	Express Plumbing	Medio Creek Maint & Mon-Jan	1617-1 · Medio Creek Xing/Mirada Sewer	975.00
01/21/21	8729	Gaetani Real Estate	Office Lease-Jan 2021	6120 · Office Lease	4,500.00
01/21/21	8730	Katkin Architecture	Jan Architectural Svcs	5130 · Parks & Rec Professional Svcs	2,512.50
01/21/21	8731	KBA Document Solutions, LLC	8/28/20-11/27/20	6020 · Copier lease	829.79
01/21/21	8732	Matthew Clark	12/17/20 GCSD, 12/14 &12/28/20 SAM	6040 · Directors' Compensation	235.00
01/21/21	8733	Mossa Excavation	Welsh (Permit #3195)	5060 · Lateral Repairs	5,152.84
01/21/21	8734	Nancy Marsh	12/17/20 GCSD	6040 · Directors' Compensation	145.00
01/21/21	8735	Pacifica Community TV	11/11/20 PAC & 11/19/20 GCSD	6180 · Video Taping	900.00
01/21/21	8736	PG&E	Pump Stn Inv dtd 12/16/20	6170 · Utilities	758.08
01/21/21	8737	PGE	Office Inv dtd 12/23/20	6170 · Utilities	46.44
01/21/21	8738	Pitney Bowes	Inv dtd 01/01/21	6140 · Office Supplies	32.00
01/21/21	8739	Sautter Graphics & Print	Burnham Strip Large Sign, Snail Sign, Post	5130 · Parks & Rec Professional Svcs	2,861.24
01/21/21	8740	Sewer Authority Mid-Coastside	Jan 2021 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	147,989.91
01/21/21	8741	Tri Counties Bank	Dec 2020 Card Charges	6140 · Office Supplies	1,463.81
01/21/21	8742	US Bank	Jan 2021 Svcs	6020 · Copier Lease	356.45
01/21/21	8743	Wittwer & Parkin	Aug & Dec 2020 Svcs	6090 · Legal Services	7,317.10
TOTAL					235,928.63

ITEM #8

Granada Community Services District
Statement of Net Position (Unaudited)
As of November 30, 2020

ASSETS

Current Assets

Checking/Savings

1020 · Petty Cash	790
1030 · Cash - LAIF	3,726,125
1040 · Tri Counties Bank - Gen Op	30,073
1050 · Tri Counties Bank - Deposit	113,940
1100 · Accounts Receivable	476
1500 · Due from AD	23,440

Total Current Assets	<u>3,894,844</u>
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Fixed Assets

1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,217,871
1630 · Accumulated Depreciation	<u>(6,733,955)</u>

Total Fixed Assets	<u>5,569,709</u>
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Other Assets

1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	<u>(1,085,094)</u>
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	236,477
1735 · Advance to AD- Assesmnt Revenue	142,834
1740 · Security Deposit Office Lease	-
1750 · Investment in SAM	4,455,480
1760 · Deferred Outflows of Resources	<u>109,305</u>

Total Other Assets	<u>5,308,986</u>
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Total Assets	<u>14,773,538</u>
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LIABILITIES

Current Liabilities

2000 · Accounts Payable	49,070
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	1,875
2225 · Recology-Del Garbage	7,600
2300 · Due to AD	8,521
2310 · Relief Refund Advance	350

Total Current Liabilities	<u>92,719</u>
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Long Term Liabilities

2401 · Net Pension Liability	174,065
2402 · Deferred Inflows of Resources	<u>24,830</u>

Total Long Term Liabilities	<u>198,895</u>
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Total Liabilities	<u>291,614</u>
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NET POSITION

3000 · Net Assets	5,672,485
3005 · Contributed Capital	9,595,349
Net Income	<u>(785,910)</u>

Total Net Position	<u>\$ 14,481,924</u>
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**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2020 through November 30, 2020**

	Jul 1, 2020 - Nov. 30, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 108,174	\$ 83,333	\$ 24,841	\$ 200,000
4015 · Park Tax Allocation	86,330	204,583	(118,253)	491,000
4020 · Sewer Service Charges-SMC	-	782,917	(782,917)	1,879,000
4021 · Sewer Svc Charges Pro-rated	561	-	561	-
4030 · AD OH Reimbursement	4,607	13,333	(8,726)	32,000
4040 · Recology Franchise Fee	15,065	13,750	1,315	33,000
Total Operating Revenue	<u>214,737</u>	<u>1,097,916</u>	<u>(883,179)</u>	<u>2,635,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	9,013	24,167	(15,154)	58,000
4130 · Connection Fees	16,600	15,833	767	38,000
4150 · Repayment of Adv to AD-NCA	-	81,375	(81,375)	195,300
4155 · Repayment of Adv to AD-ARF	-	47,792	(47,792)	114,700
4160 · SAM Refund from Prior Yr	-	417	(417)	1,000
4170 · ERAF Refund	44,198	145,833	(101,635)	350,000
4180 · Misc Income	2,362	2,083	279	5,000
Total Non Operating Revenue	<u>72,173</u>	<u>317,500</u>	<u>(245,327)</u>	<u>762,000</u>
Total Revenues	<u>286,910</u>	<u>1,415,416</u>	<u>(1,128,506)</u>	<u>3,397,000</u>
Expenses				
Operations				
5010 · SAM - General	481,611	481,611	-	1,155,867
5020 · SAM - Collections	77,739	77,739	-	186,574
5021 · Lift Station Maint.	5,405	-	(5,405)	-
5050 · Mainline System Repairs	562	4,167	3,605	10,000
5060 · Lateral Repairs	21,913	10,417	(11,496)	25,000
5065 · CCTV	-	10,417	10,417	25,000
5070 · Pet Waste Station	796	500	(296)	1,200
5110 · RCD - Parks	-	8,333	8,333	20,000
5120 · Half Moon Bay Reimb - Parks	14,343	16,667	2,324	40,000
5130 · Parks & Rec Professional Services	15,552	41,667	26,115	100,000
Total Operations	<u>617,921</u>	<u>651,518</u>	<u>33,597</u>	<u>1,563,641</u>

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2020 through November 30, 2020**

	Jul 1, 2020 - Nov. 30, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 10,002	\$ 6,667	\$ (3,335)	\$ 16,000
6020 · Copier lease	1,781	2,500	719	6,000
6040 · Directors' Compensation	4,655	4,583	(72)	11,000
6050 · Education & Travel Reimb	-	833	833	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	58,374	74,167	15,793	178,000
6062 · Medical Ins.	5,270	16,739	11,469	40,174
6063 · Employer Payroll Taxes	7,009	19,928	12,919	47,826
6064 · CALPERS Contribution	17,023	20,833	3,810	50,000
6060 · Employee Compensation - Other	542	-	(542)	-
6070 · Engineering Services	57,880	8,333	(49,547)	20,000
6080 · Insurance	537	12,500	11,963	30,000
6090 · Legal Services	12,034	12,500	466	30,000
6095 · Legal Services for Case Related Legal	-	20,833	20,833	50,000
6100 · Memberships	6,595	3,750	(2,845)	9,000
6110 · Newsletter	-	2,917	2,917	7,000
6120 · Office Lease	22,250	23,750	1,500	57,000
6130 · Office Maintenance & Repairs	405	1,250	845	3,000
6140 · Office Supplies	1,640	1,250	(390)	3,000
6150 · Professional Services	45,486	48,750	3,264	117,000
6160 · Publications & Notices	533	833	300	2,000
6170 · Utilities	3,409	5,000	1,591	12,000
6180 · Video Taping	900	1,667	767	4,000
6190 · Computers	3,115	1,042	(2,073)	2,500
6220 · Miscellaneous	4,371	8,332	3,961	20,000
6230 · Bank Service Charges	311	-	(311)	-
6310 · Park Related Misc Expenses	5,303	-	(5,303)	-
Total Administration	<u>269,425</u>	<u>298,957</u>	<u>29,532</u>	<u>717,500</u>
Capital Projects				
1617-1 · Medio Creek Xing Crossing	4,875	145,833	140,958	350,000
7005 · Manhole Rising	-	-	-	-
7010 · Sewer Main Replacement (CIP)	-	187,500	187,500	450,000
7100 · SAM - Infrastructure	180,599	180,599	-	433,438
7500 · Projects - Parks	-	41,667	41,667	100,000
Total Capital Projects	<u>185,474</u>	<u>555,599</u>	<u>370,125</u>	<u>1,333,438</u>
Total Expenses	<u>1,072,820</u>	<u>1,506,074</u>	<u>433,254</u>	<u>3,614,579</u>
Net Income/(Loss)	<u>\$ (785,910)</u>	<u>\$ (90,658)</u>	<u>\$ (695,252)</u>	<u>\$ (217,579)</u>

No assurance is provided on these financial statements.

ITEM #9

DISTRIBUTION REQUEST NO.: #7-20/21
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$5,958.00

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
January 21, 2021

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #7-20/21

DATE: January 21, 2021
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 5,958.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Coastside News Group	PO Box 68, Half Moon Bay, CA 94019	Apportionment Ad	\$ 486.00
GSD	P.O. Box 335, El Granada, CA 94018	GSD OH Reim - Dec 2020	\$ 2,167.00
US Bank	CM-9690, PO Box 70870, St. Paul, MN 55170	Transaction/Admin Fees	\$ 3,305.00
TOTAL:			\$ 5,958.00

ITEM #10

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Ratify 531 Obispo Road Ad Hoc Planning Committee
Date: January 21, 2021

This item has been placed on the Consent Agenda to ratify the Ad Hoc Committee of Directors Dye and Marsh to consider the suitability of the old fire station building to serve as the District's administrative office and a community center.

ITEM #11

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: December 11, 2020 to January 15, 2021
 To: Board of Directors
 From: Delia Comito, Assistant General Manager
 Date: January 21, 2021

REQUEST FOR PUBLIC RECORDS – There was one request for public records this period:

Request Date	Requestor	Information Requested	Information Provided	Date Provided
12/11/20	David	Variance Ordinances	Ord 139, 140, 142, 147, 154 & 159.	12/17/20

APPLICATIONS RECEIVED – There were three applications 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

Note: Shaded information was previously reported.

PERMITS ISSUED – There was one sewer permit 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

Note: Shaded information was previously reported.

SEWER HOOK-UPS - There were two 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 rd 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.

NOTES:

Status of Administrative Assistant Position:

I am happy to announce that the Administrative Assistant position has been filled. Nora Mayen will begin employment with the GCSD effective on Monday, January 25th.

ITEM #15

21 January 2021

Memorandum

To: Granada Community Services District

From: John H. Rayner, District Engineer

Subject: Engineer's Report for January 2021

6-Year CIP

We have completed design of Project 1 and plan to advertise for construction bids later this month. Bid opening will be scheduled for late February and on the agenda for consideration of contract award at the March Board meeting. We are unsure how the pandemic will affect construction costs so the bid will be structured such that certain sewers can be dropped from the project if bids exceed GCSD's budget.

Medio Creek Crossing at Mirada Road

The leased temporary pumping system has been operating since January 2018. The temporary system will remain in operation until a permanent solution, either a new creek crossing or the Naples Beach Phase 2 project, a sewer to direct flows to the Naples Beach Pump Station, is constructed.

Replacement of Pedestrian Bridge over Medio Creek

The County is designing the replacement of the existing pedestrian bridge over Medio Creek. The project affects the District because it includes demolition of the existing abandoned road bridge on which the District's 10" sewer and temporary 2" force main (FM) are attached. Unless Phase 2 of the Naples Beach Project is constructed first, the temporary 2" FM will need to be rerouted to discharge into a manhole at the intersection of Mirada Rd and Alameda Ave before bridge demolition begins. The cost of the temporary relocation of the 2" force main was estimated by EPS (the contractor for the temporary pumping system) to be \$40,000 in December 2018. Fortunately, the schedule for construction of the replacement bridge has been delayed until at least this summer so if the CDP for the Phase 2 project is approved by HMB within the next 2 months, it can be constructed before demolition of the old bridge begins. However, if HMB will not issue a CDP amendment for the Phase 2 Sewer, a GCSD sewer will need to be attached to the new pedestrian bridge crossing Medio Creek.

Naples Beach Project - Phase 2

As mentioned above, this project will eliminate the need for a Medio Creek sewer crossing. A portion of the new sewer alignment will be on State Parks property. Because of the emergency nature of the project, State Parks staff agreed to allow

Memorandum

Granada Community Services District

21 January 2021

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construction of the sewer under a Right of Entry Permit (ROE) with formal easement documentation completed afterwards. We have completed and applied for the ROE permit. Fortunately, CEQA approval for both Naples Beach Phase 1& 2 was obtained in 2010 and is still valid for Phase 2. However, we needed to hire an environmental consultant, WRA, to process a Coastal Development Permit for the Phase 2 project. During Half Moon Bay's review of the draft CDP application, City staff required that a Biological Resources Evaluation (BRE) be prepared before formally submitting the application. The BRE was submitted to the City on August 10th and WRA received the City's review comments in late October. The City's comments were incorporated and the final BRE was submitted to the City on November 4th. City staff intend to process the CDP as an amendment to the original CDP for the Phase 1 project. In December, the CDP process hit a snag as the City suddenly questioned State Parks ownership of the undeveloped portion of the new sewer alignment. In response we provided the City with a 2018 Title Report that confirmed State Parks ownership of the property. On December 10th, after providing the City with the Title Report, and again on January 13th we requested that the City continue processing the CDP and asked them to let us know its plans "to proceed in processing the CDP amendment for this critical and time sensitive project." So far, we have heard nothing more from the City so the schedule for constructing the Phase 2 Sewer is currently on indefinite hold.

Big Wave (Class 3 Permit)

After the mainline extension for the project was approved by GCSD, the Applicant decided to pursue using a longer onsite sewer, parallel to not on Airport Street, to either eliminate or minimize the length of a mainline extension in the street. The Applicant is now intending to revise its plans of the Wellness Center's onsite sewers to incorporate a long sewer paralleling Airport Street. Once the revised plans are submitted to GCSD, we will review the revised design (sewers will need to be designed and constructed in accordance with GCSD specifications, although they will not be dedicated to the District) and provide review comments back to the Applicant.

ITEM #16

