



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

### **SPECIAL MEETING at 7:00 p.m.**

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

Thursday, April 16, 2020

**BECAUSE OF THE SHELTER IN PLACE ORDER FOR SAN MATEO COUNTY  
IN RESPONSE TO COVID-19,  
THIS MEETING WILL BE HELD VIA TELECONFERENCE ONLY AS  
PERMITTED BY GOVERNOR'S EXECUTIVE ORDER N-29-20.**

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

Online: Log onto website below, and enter meeting ID#: 997 9772 0613  
<https://dudek.zoom.us/j/99797720613?pwd=MzVFZHYvWi9OdExPWW9RUjd3bm9sdz09>

Password: GCSD

By Telephone: Dial (669) 900-6833 or (929) 205-6099,  
and enter meeting ID#: 997 9772 0613

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

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

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

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

**Recommendation:** For Information.

**2. Consideration of Independent Contractors Agreement for General Manager Services.**

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

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

**Recommendation:** For Board Information.

**CONSENT AGENDA**

**4. Approve February 20, 2020 Meeting Minutes.**

**5. Approve March 19, 2020 Special Meeting Minutes.**

**6. Approve March 2020 Warrants.**

**7. Approve April 2020 Warrants.**

**8. Approve January 2020 Financial Statements.**

**9. Approve February 2020 Financial Statements.**

**10. Approve Assessment District Distribution #8-19/20.**

**11. Approve Assessment District Distribution #9-19/20.**

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

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

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

**15. Administrative Staff Report. (Comito)**

- LAIF Investment Update

**16. Engineer's Report. (Kennedy Jenks)**

**17. Future Agenda Items.**

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

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

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for Closed Session.

**ITEM #1**



**GRANADA COMMUNITY SERVICES DISTRICT  
PARKS & RECREATION**

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**AGENDA MEMORANDUM**

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To: Board of Directors  
From: Claudia Marshall  
Subject: Report on Parks and Recreation Activities  
Date: April 16, 2020

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This item is presented to the Board following the impact of the coronavirus and its effect on Parks & Recreation's schedule of classes.

**ITEM #2**





GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Independent Contractor Agreement for General Manager  
Date: April 16, 2020

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Attached to this memorandum is the Independent Contractor Agreement for General Manager Chuck Duffy, which will be reviewed at the meeting.

**INDEPENDENT CONTRACTOR AGREEMENT  
FOR GENERAL MANAGER**

THIS AGREEMENT is entered into effective this 16<sup>th</sup> day of April 2020, by and between the GRANADA COMMUNITY SERVICES DISTRICT (hereinafter called “GCSD”), and DUDEK (hereinafter called “Manager”). The parties agree as follows:

1. **DUTIES.** Manager agrees to exercise due skill and care to perform the functions and duties of a General Manager and management services for GCSD, including but not limited to those duties identified under *Exhibit A - Scope of Services* attached hereto, and to accomplish such other results as the GCSD Board of Directors shall from time to time assign. For the purposes of this agreement, Chuck Duffy shall be designated as the General Manager for GCSD. Manager shall not change this designation without the prior approval of GCSD.
  
2. **COMPENSATION.** In consideration for Manager accomplishing said result, GCSD agrees to pay Manager in accordance with the attached *Exhibit B – Standard Schedule of Charges* to accomplish the above described functions and duties. Other charges or fees shall also be paid in accordance with *Exhibit B*, so long as such Standard Schedule of Charges is not inconsistent with this Agreement. Payment will be made to Manager within 45 days of receipt of each monthly invoice for services rendered submitted by Manager. If GCSD fails to pay Manager within 45 days after any invoice is rendered, GCSD agrees Manager shall have the right to consider such failure in payment a material breach of this entire Agreement, and, upon written notice, the duties, obligations, and responsibilities of Manager under this Agreement are suspended or terminated. In such event GCSD shall promptly pay Manager for all fees, charges, and services provided by Manager. GCSD agrees that the periodic billings from Manager to GCSD are correct, conclusive, and binding on GCSD unless GCSD, within 20 days from the date of receipt of such billing, notifies Manager in writing of alleged inaccuracies, discrepancies, or errors in billing. GCSD shall in any event pay the portion of the invoice not in dispute.
  
3. **TERM.** The term of this Agreement shall be from April 16, 2020, through and including April 20, 2023.
  
4. **EARLY TERMINATION.** Either party hereto may terminate this Agreement at any time by giving 30 days written notice to the other party. GCSD may cease to assign functions or duties to Manager at any time without the same constituting a breach of this Agreement.
  
5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.**
  - A. Manager shall exonerate, indemnify, defend, and hold harmless GSD and its officers, agents, employees and volunteers from and against any and all Federal, State and Local taxes, charges, fees, insurance, benefits, or contributions required to be paid with respect to Manager and Manager’s officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, health benefits, retirement benefits [including PERS], other benefits or insurance, and payroll tax withholding). The parties agree that because Manager is an independent

contractor, none of the foregoing taxes, charges, fees, benefits or contributions are required to be paid to or on behalf of Manager.

B. Only to the extent caused by any gross negligence or willful misconduct of Manager, its agents, employees, subcontractors, and sub consultants, Manager hereby agrees to investigate, defend, indemnify, and hold harmless, GCSD and its officers, agents, employees and volunteers, from and against claims, actions, including administrative actions, penalties, fees or fines, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorneys' fees, court costs, litigation expenses and fees of expert consultants or expert witnesses, incurred, brought for or on account of, injury to or death of any person, or damage to property arising out of or related to performance of the duties pursuant to this Agreement or breach of this Agreement.

C. GCSD hereby agrees to investigate, defend, indemnify, and hold harmless, Manager from and against any and all claims, actions, including administrative actions, penalties, fees or fines, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorneys' fees, court costs, litigation expenses and fees of expert consultants or expert witnesses, incurred, brought for or on account of, injury to or death of any person, or damage to property arising out of or related to performance of the duties within the scope of this Agreement or breach of this Agreement, including those that are alleged or are determined to arise out of or are related in whole or in part to Manager's own negligence but excluding such claims or liabilities to the extent caused by the gross negligence or willful misconduct of Manager as set forth above in subsection 5.B. of this Agreement.

6. INSURANCE. Manager, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain, at minimum, compliance with the following insurance coverage(s) and requirements. Such insurance coverage shall be "occurrence coverage" insurance and shall be primary coverage as respects GCSD and any insurance or self-insurance maintained by GCSD shall be in excess of Manager's insurance coverage and shall not contribute to it.

A. Types of Required Insurance and Minimum Limits

- (1) Workers Compensation and Employer's Liability Insurance coverage in the minimum statutorily required coverage amounts.
- (2) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for:  
(a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
- (3) Professional Liability Insurance in the minimum amount of \$1,000,000 combined single limit.

- (4) Automobile Liability Insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damage

B. Other Insurance Provisions. The required insurance policies, and each of them, are to contain, or be endorsed to contain, the following provisions or meet the following standards:

- (1) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the GCSO, its officers, officials, employees or volunteers.
- (2) GCSO is an additional insured and the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (3) Acceptability of Insurers. Insurance is to be placed with insurers with a Bests' rating of no less than A:VII.
- (5) Verification of Coverage. Contractor shall furnish GCSO with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the GCSO before work commences. GCSO reserves the right to require complete, certified copies of all required insurance policies, at any time.
- (5) The insurer will give, by first class mail, notice to the District at least 30 days prior to the effective date of any cancellation, lapse or material change in the policy.
- (6) The GCSO Board of Directors may approve a variation in those insurance requirements upon a determination that the coverages, scope, limits and/or forms of such insurance are either not commercially available or that GCSO's interests are otherwise fully protected.

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, Manager agrees as follows. Manager shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 40), veteran status, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. Manager agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provision of this non-discrimination clause.

8. INDEPENDENT CONTRACTOR STATUS. Manager and GCSO have reviewed and considered the principal test and secondary factors for determination of whether Manager is an independent contractor and not an employee and agree that Manager is an independent contractor

and not an employee of GCSO. Manager is responsible for all taxes, charges fees, insurance, benefits or contributions required to be paid or withheld on behalf of any employee or agent of Manager. Manager is not entitled to any GCSO employee benefits. GCSO agrees that Manager shall have the right to control the manner and means of performing the work contracted for herein.

9. NONASSIGNMENT. Except for Manager's use of subcontractors or subconsultants as provided under *Exhibit A – Scope of Services*, no party to this Agreement may assign any right or obligation pursuant to this Agreement. Any other attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

10. RETENTION OF RECORDS. Manager shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement.

11. ENTIRE BINDING AGREEMENT; MODIFICATION. This Agreement shall be binding upon the successors of GCSO and Manager. This Agreement contains the entire agreement between GCSO and Manager relating to Manager's performance of the functions and duties of Interim General Manager of the GCSO. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be required to be in writing and signed by both GCSO and Manager.

12. WAIVER. No covenant or condition of this Agreement can be waived except by the written consent of both GCSO and Manager. Forbearance or indulgence by GCSO and/or Manager in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by party obligated. GCSO and/or Manager shall be entitled to invoke any remedy available under this Agreement or by law or in equity despite said forbearance or indulgence. Nor shall GCSO's or Manager's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant.

13. CONFIDENTIALITY.

A. Manager, its employees, agents, subconsultants and subcontractors may be granted access to certain confidential information provided by (or contained in the records of) GCSO and/or its attorneys in the course of performing the work required under this Agreement. Manager warrants that it shall keep all such information strictly confidential and agrees to undertake any actions necessary to ensure that Manager's employees, agents, subconsultants and subcontractors shall keep all such information confidential.

B. Manager's obligation to maintain confidentiality concerning all confidential information received under this Agreement shall not terminate on completion of this Agreement, but rather shall survive the termination of this Agreement, regardless of the manner of termination.

14. SEVERABILITY. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this

agreement shall be valid and binding on the parties, unless the term, condition or covenant held invalid is a material part of the consideration for this Agreement.

15. VENUE AND GOVERNING LAW. If any party herein initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that venue thereof shall be the County of Santa Mateo, State of California. This Agreement and the legal relations between the parties shall be governed by and construed in accordance with the laws of the State of California.

16. COPYRIGHTED MATERIALS. All materials created by Manager (including but not limited to documents, studies, drawings, map models, photographs, field data, computerized material and reports) shall immediately be provided to GCSD as “deliverables” under this Agreement and GCSD shall immediately become entitled to possession and ownership thereof for the purposes intended by this Agreement. However, Manager maintains the copy and intellectual property rights of such “deliverables” and hereby gives GCSD the right to use such “deliverables” for the project or purpose intended by GCSD. Manager shall have no financial or professional liability resulting from any unauthorized changes to said deliverables made by GCSD or other third parties, nor for any reliance or use of said deliverables by GCSD or other third parties for purposes other than as intended by this Agreement. If Manager’s deliverables exist in electronic or computerized format, or are transferred in electronic or computerized format, any stamp, seal and signature shall be original to be valid, and may not be a computer-generated copy, photocopy, or facsimile transmission of the original.

17. CAPTIONS. Section headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement.

18. TIME OF THE ESSENCE. Time is hereby expressly declared to be of the essence in this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

19. COMPLIANCE WITH LAW. In performing the work required under this Agreement, Manager shall comply with all applicable federal, state, local and GCSD laws, regulations, and ordinances.

20. CONFLICT OF INTEREST. Manager warrants that it presently does not have and will not acquire any direct or indirect financial interest which would conflict with its performance of this Agreement.

21. NOTICES. Any notice, tender, delivery, or other communication made in accordance with this Agreement shall be via personal delivery, U.S. Mail, overnight delivery or via email and shall be addressed to the recipient party at the address indicated for that party below.

**To GCSD:**

Granada Community Services District  
Attn: Assistant General Manager  
P.O. Box 335  
El Granada, CA 94018  
tel. 650-726-7093  
dcomito@granada.ca.gov

**To Manager:**

Dudek  
Attn: Chuck Duffy  
605 Third Street  
Encinitas, CA 92024  
tel. 760-942-5147  
cduffy@dudek.com

22. STANDARD OF PERFORMANCE. Manager shall perform the work required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the general management profession in the GCSD geographical area. All instruments of service of whatsoever nature which Manager delivers to GCSD pursuant to this Agreement shall be prepared in a substantial, first class and manager-like manner and conform to the standards of quality normally observed by a person practicing in Manager's profession.

23. ATTACHMENTS. This Agreement includes the following attachments:

- Exhibit A – Scope of Services
- Exhibit B – Standard Schedule of Charges

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written and hereby represent having the authority to do so.

DUDEK

GRANADA COMMUNITY SERVICES  
DISTRICT

By: \_\_\_\_\_  
Joe Monaco,  
President

By: \_\_\_\_\_  
Barbara Dye,  
GCSD Board President

APPROVED AS TO FORM:

By: \_\_\_\_\_  
William Parkin,  
GCSD General Counsel



## Exhibit A

- Implementation of District Ordinances, Resolutions, Bylaws and Policies (including but not limited to processing and making recommendations regarding permits, fees and charges
- Enforcement of District Ordinances, Resolutions and Bylaws
- Management of Assessment District
- Hiring and employment decisions for temporary employees and recommendations regarding same for regular employees and overall management of District employees, agents, volunteers, consultants and contractors
- Preparation of District policy and procedure
- Direction of preparation of Agendas, Agenda materials and Notices for Board of Directors meetings
- Contract negotiation and agreement preparation
- Execution of District documents to the extent duly authorized to do so
- Annual budget forecasting and preparation
- Long range capital and strategic budget planning
- Review of monthly revenue and expenditure reports and annual audit
- Employee performance review
- Representation of District in meetings with officials of other agencies and entities with which the District does business
- Special projects management
- District master planning
- Organization of District record keeping

**ITEM #3**



**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**March 9, 2020**

**1. CALL TO ORDER**

Chair Slater-Carter called the meeting to order at 7:03 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Penrose, Lohman, Dye, Slater-Carter, Ruddock, and Blanchard were present. Also present were General Manager Prathivadi, General Counsel Nelson, and Supervisor of Treatment/Field Operations Costello.

**2. PUBLIC COMMENT/ORAL COMMUNICATION**

Chair Slater-Carter thanked SAM employee Tony Young and staff for their fast response to a complaint of a sewage smell at Montara State Beach, and emphasized the importance of a fast response time.

General Manager Prathivadi showed the Board two short videos on flushable wipes and fats, oil, and grease (FOG).

**3. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply With the Ralph M. Brown Act*) 7:09 p.m. to 8:46 p.m.

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9 (One potential case)

C. 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)

D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Water Quality Order R2-2018-1012)

E. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

[Consideration of initiation of litigation pursuant to paragraph (4) of subdivision

(d) of Section 54956.9: (Two potential cases)

The Board went in to closed session at 7:09 p.m.

#### **4. CONVENE TO OPEN SESSION**

The Board convened to open session at 8:46 p.m. Director Slater-Carter reported that there was no reportable action for closed session items A through D, and direction was given to staff on closed session item E.

#### **5. 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 February 10, 2020 Regular Board Meeting

B. Approve Disbursements for March 9, 2020

C. Receive FY 2019-20 Revenue and Expense Report for Period Ending January 31, 2020

D. Receive Quarterly Investment Report for Period Ending December 31, 2020

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

Penrose/Dye/8 Ayes/0 Noes. The motion passed.

#### **6. REGULAR BUSINESS**

A. Authorize General Manager to Issue a Purchase Order with Johnson Control, Inc. to Replace the Press Room Air Handling Unit in an Amount Not to Exceed \$49,318

Tim Costello, Supervisor of Treatment/Field Operations reviewed the staff report and recommended the Board of Directors authorize the General Manager to issue a purchase order to Johnson Control, Inc. for removal and replacement of the existing Air Handling Unit in an amount not to exceed \$49,318. Following a discussion, Director Dye moved, and Director Ruddock seconded the motion to authorize the General Manager to issue a purchase order with Johnson Control, Inc. to replace the Press Room Air

Handling Unit in an amount not to exceed \$49,318.

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

**B. Construction of Wet Weather Storage Expansion Project**

General Manager Prathivadi reviewed the staff report. A discussion ensued. Director Dye requested extending the meeting for 15 minutes. Following discussion, Director Penrose moved, and Director Dye seconded the motion to put off awarding the construction contract to Anderson Pacific Construction for two (2) weeks to further discuss the project, and answer questions. Chair Slater-Carter requested a roll call vote. Following the roll call vote, Chair Slater-Carter requested that those who voted no, write down their questions and give them to General Manager Prathivadi so he can pass them on to the engineers.

Penrose/Dye/Roll Call Vote: Penrose Aye/Lohman No/Dye Aye/Slater-Carter No/Ruddock Aye/Blanchard No/5 Ayes/3 Noes. The motion passed.

**C. Adopt the 2020-21 Capital Improvement Plan**

Director Penrose moved, and Director Ruddock seconded the motion to adopt the 2020-21 Capital Improvement Plan.

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

**D. Authorize the General Manager to Execute a Contract with Cropper  
Accountancy for Performing the Financial Audit for Financial Year 2018-19**

Director Dye moved, and Director Penrose seconded the motion to authorize the General Manager to execute a contract with Cropper Accountancy for performing the final audit for financial year 2018-19.

Dye/Penrose/8 Ayes/0 Noes. The motion passed.

**E. Update on Emergency Digester Cleaning Project and Determine by Four-Fifths  
Vote that there is Need to Continue Emergency Action**

General Manager Prathivadi reviewed the staff report and requested the Board of

Directors confirm the need to continue the State of Emergency for the digester cleaning project. Following discussion, Director Dye moved, and Director Penrose seconded the motion for the Board of Directors to confirm the need to continue the emergency action for the Digester Cleaning Project.

Dye/Penrose/8 Ayes/0 Noes. The motion passed.

**7. GENERAL MANAGER'S REPORT**

A. Receive Manager's Report for January 2020

The Board concurred to receive and accept the Manager's report for January 2020.

**8. ATTORNEY'S REPORT - NONE**

**9. DIRECTOR'S REPORT - NONE**

**10. TOPICS FOR FUTURE BOARD CONSIDERATION**

Chair Slater-Carter requested adding the construction of the Wet Weather Project to the list of topics for future Board consideration.

**11. ADJOURNMENT**

Chair Slater-Carter adjourned the meeting at 9:08 p.m.

Respectfully Submitted,

Approved By:

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Suzie Turbay  
Administrative Assistant

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Board Secretary



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

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

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.910	57.5%
Accidents, Injuries, etc.:	0	Granada CSD	0.324	20.5%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.348</u>	<u>22.0%</u>
Reportable Spills Cat 2:	0	Total	1.582	100%
Reportable Spills Cat 3:	0			

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



*Administration*

There was one Board Meeting in January. There were zero public records request in January 2020. The Half Moon Bay Review had article in the "OPINION" section which mentioned the Sewer Authority on January 1, 2020, and article "Consolidation of districts really means takeover, January 15, 2020. "

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

There were no new hires in the month of January. There was one staff anniversary in January, Carlos Mendez hired on January 7, 2013, and no promotions.

*Operations & Maintenance*

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

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

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

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

Operations in January were good over all. While we still had some ragging issues the portable chopper pump on site is helping to staff some relief from the daily ragging issues we were experiencing.

In the beginning of the month we did experience some rag issues again with a bottom sludge transfer pump and then with a press feed pump. Both pumps had to be dismantled to clear the blockages. While time consuming there really is no other way to clear them when they are locked up as they were.

The new blowers are up and running, the representatives from Neuros and Calcon work together to get the programing functional. Currently PG&E has data loggers on the blowers to see what kind of power savings we can expect from the utility.

We ran a test on the detention time at Princeton Pump Station so that we could coordinate the inspection of the force main from that station. We have roughly a two hour time frame, which is a little short to do the work required so we are looking at alternatives for the line assessment.

Mid-month there was a power glitch that caused the RDT to shut down, Calcon and the FKC folks were able to get it going and we only had to waste to the headwork's for a short time.

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

It was a dry month for us which was welcome as wet months can be hectic but we do need some more rain than we are experiencing currently.

We are scheduling having the digester cleaned, the contractor is at another facility in the bay area and we are next on the schedule when they finish their current project.

Our Lucity system is up and will be running concurrently with our existing system during transition. We are in the process of getting staff trained. The learning curve associated with training is as expected but we are moving in the right direction.

During the month of January 2020, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 5.51 inches of rain in January. This year the monthly total was not tabulated yet on the climate data web site. (US climate data HMB). What we do know is that January of this year was the driest January on record. Rainfall totals were as follows: 2.72 inches at the treatment plant, 2.43 inches in the GCSD service area, and 2.93 inches at the MWSD weather station. There were micro-climate variations verified by the data.

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

- 1/2/2020 – Sludge line was plugged for heat exchanger / recirculation pump. Staff was able to get it cleared.
- 1/3/2020 – Bottom sludge transfer pump plugged, also press feed pump got plugged. Both rag related.
- 1/5/2020 – Worked on Deox analyzer solution bottle.
- 1/6/2020 – Cleaning out BSTP #1 and cleaned press feed pump. Set up chopper pump to feed overflow line for press. Neuros blower experienced a vibration fail alarm.
- 1/7/2020 – Press not wanting to run with feed pump locked out. Calcon had to reprogram press feed pump logic to enable second feed pump to run. Press feed pump is still being torn apart.
- 1/8/2020 – Start Neuros blower
- 1/9/2020 – Found effluent check valve to be stuck causing effluent pumps to run frequently, this can occur during periods of high tides.

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	<b>D. Penrose</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>M. Clark</b>	<b>A. Eisen</b>
	<b>J. Harvey</b>	<b>H. Rarback</b>	<b>P. Dekker</b>

- 1/10/2020 – More Neuros blower programming was going on with Neuros rep and Calcon. Neuros was onsite, replaced a battery and fixed the vibration issue.
- 1/12/2020 – Switched hypo tanks, this is a normal occurrence.
- 1/13/2020 – Repair work on digester #1 drain trap, replaced O-rings and seals.
- 1/14/2020 – Replaced tubing on effluent sampler
- 1/15/2020 – Pen pump was in to take measurement for chopper recirculation pumps.
- 1/16/2020 – Experienced a weird electrical issue with the RDT, had to temporarily waste to the headwork's until it could be corrected.
- 1/17/2020 – Switched over to Neuros blower #2 – wasting excess air to old basins.
- 1/19/2020 – Found grit washer overflowing, flushed out line.
- 1/20/2020 – S.A.M. Holiday – Martin Luther King Jr. day
- 1/21/2020 – Grit washer overflowing at cyclone, found a basket in cyclone causing the issue. PG&E was in to install data loggers on Neuros blower #1, will be on for 1 month to gather data. Belt press had a sensor issue, tracking issue.
- 1/22/2020 – Working on de gassing valves for hypo line. Brian from Flowstar was in to look at tracking issue with outside conveyor.
- 1/23/2020 – Ameresco was in to look at equipment and possible solar areas.
- 1/24/2020 – City inspector was in to look at storm water drains in the plant. For reference all the drains in the plant flow to the headwork's. Influent sampler for the influent died, took the bio assay refrigerator and placed in the influent cabinet. Need to order back up refrigerator.
- 1/25/2020 – Cleaned out ferric line strainers.
- 1/28/2020 – Power washed belt press. We did a shut down on Princeton to see what kind of detention time we have at the station. We have about a two hour detention time. The crew cleaned out some of the grease from the well while it was high.
- 1/29/2020 – More work on the hypo degassing valves.

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1/30/2020 – Used the Vactor to clean out the scum pit area of grease and rags.

1/31/2020 – More work on the degassing valves for hypo system. Continuing to run chopper pump on digester. Have been chopping with portable pump all month on digester transfer.

Other activities are listed below;

There were 7 deliveries (approximately 2,550 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 255.00. There were 230 leachate deliveries to the SAM IPS line in the month of January, for a total leachate volume of 1,311,172 gallons.

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

*Contract Collection Services*

The SAM crew cleaned 29,974 feet of sewer line and responded to 24 service calls in contract service areas. 6 were sewer related and 18 were maintenance service calls. Nineteen of the callouts were during regular business hours, five were after hours. One was in the GCSD service area, three were in the HMB service area, and twenty were in the MWSD service area.

HMB – 1/14 – Todd from the city called and asked if we could assist vactoring out the grinder pump at the Johnston house so the pumps could be pulled.  
1/27 – Farris called and asked if we could televise the ocean view park line, there were some offsets noticed. Farris said they would address.  
1/30 – a resident called about a gas odor, there was nothing notable when staff arrived, PG & E was onsite also they were unable to detect anything also.

There were no maintenance calls during the month of January.

GCSD – There was one service call in the GCSD service area. On 1/16 - the crew responded to a call that turned out to be a private issue. The crew directed the homeowner to contact a plumber to resolve the issue.

There were no maintenance service calls in GCSD during the month of January.

MWSD – The two sewer related calls in the MWSD area were as follows;

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1/13 – Was for a lateral back up, main line was clear, after speaking with Clemens he had us televise the lateral. Upon inspection it was noted that there was a severe offset. Homeowner was notified as was the district. The second call was on 1/18 for a leak in the street, it was determined to be a water leak and the district was notified.

There were 18 maintenance service calls in MWSD area this month, it should be noted that a majority occurred during a power outage.

1/2 – Seal cove #2 had a VFD trip, staff was able to reset and checked for normal operation.

1/4 – Niagara lift station had a station trouble alarm. Staff was able to reset, and check for normal operation.

1/7 – Kanoff Lift station all three pumps had tripped on over current, and PG&E was notified. Station was on generator while issue was resolved.

1/8 – Seal Cove #2 VFD tripped. Checked for normal operation, all ok.

1/9 - Seal Cove #2 and Seal Cove #3. There was a down power line. After power was restored checked for normal operation, all okay.

1/16 there was a series of alarms due to a power outage, Airport power fail. Power returned 1/2 hour later, reset alarms, checked for normal operation. Kanoff, alarm response for power fail, power was back at 9:30, ran pumps, reset equipment, Seal Cove #1, Power restored by arrival, reset equipment checked for normal operation, Seal Cove #2, Power restored by arrival, reset equipment checked for normal operation, Seal Cove #3, Power restored by arrival, reset equipment checked for normal operation, Seal Cove #4, Power restored by arrival, reset equipment checked for normal operation. Moss Beach Distillery, Power restored by time of arrival, reset equipment checked for normal operation, San Pablo, Power restored by time of arrival, reset equipment checked for normal operation, Date Harte, Power restored by time of arrival, reset equipment checked for normal operation, Niagara lift station, Power restored by time of arrival, reset equipment checked for normal operation, Vallemar, Power restored by time of arrival, reset equipment checked for normal operation, generator ran 0.2 hrs, California, Power restored by time of arrival, reset equipment checked for normal operation, generator ran 0.05 hrs.

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<b>ALTERNATE MEMBERS:</b>	S. Boyd	M. Clark	A. Eisen
	J. Harvey	H. Rarback	P. Dekker



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

**Staff Recommendation**

Staff recommends that the Board receives the Manager's Report for January 2020.

**Supporting Documents**

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

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<b>BOARD MEMBERS:</b>	J. Blanchard	B. Dye	R. Lohman
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	J. Harvey	H. Rarback	P. Dekker

# Attachment A

## Flow Distribution Report Summary for January 2020

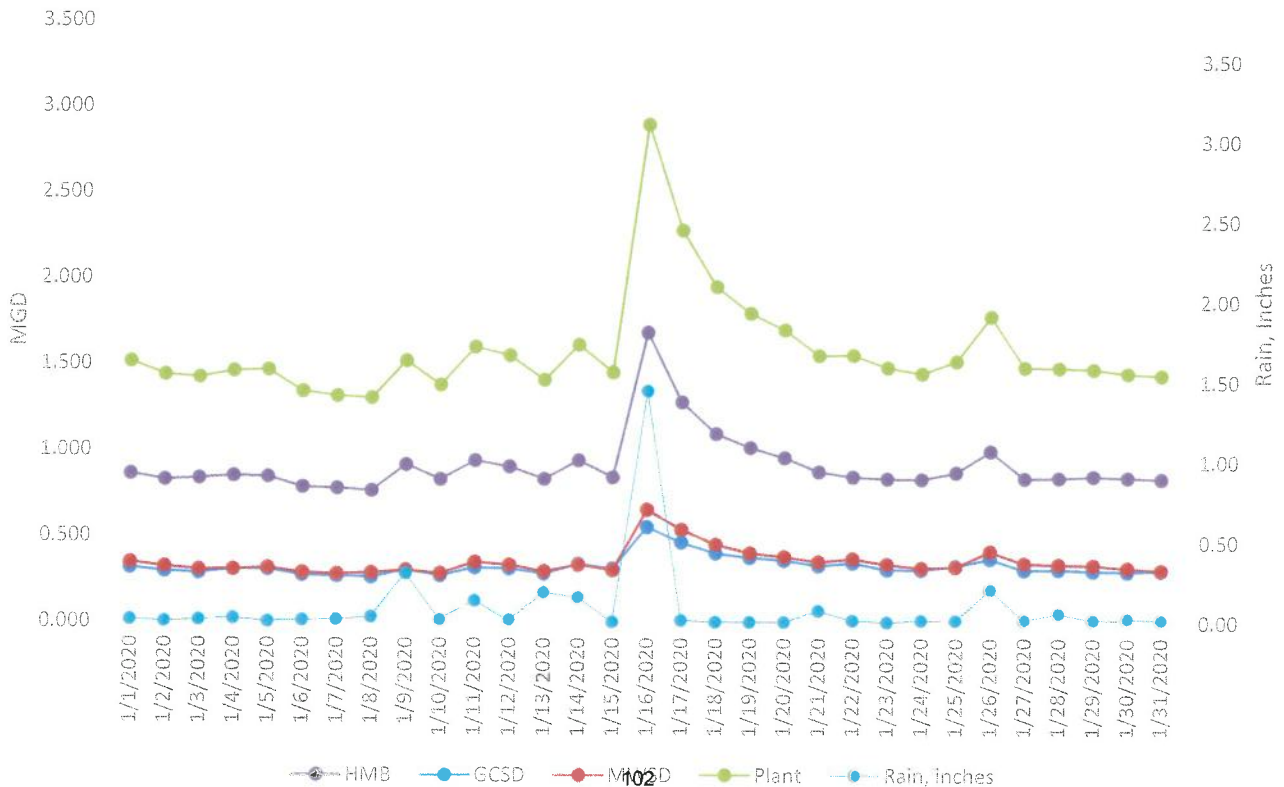
The daily flow report figures for the month of January 2020 have been converted to an Average

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	0.910	57.5%
Granada Community Services District	0.324	20.5%
Montara Water and Sanitary District	<u>0.348</u>	<u>22.0%</u>
Total	1.582	100.0%

### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, January 2020



# Sewer Authority Mid-Coastside

## Monthly Flow Distribution Report for January 2020

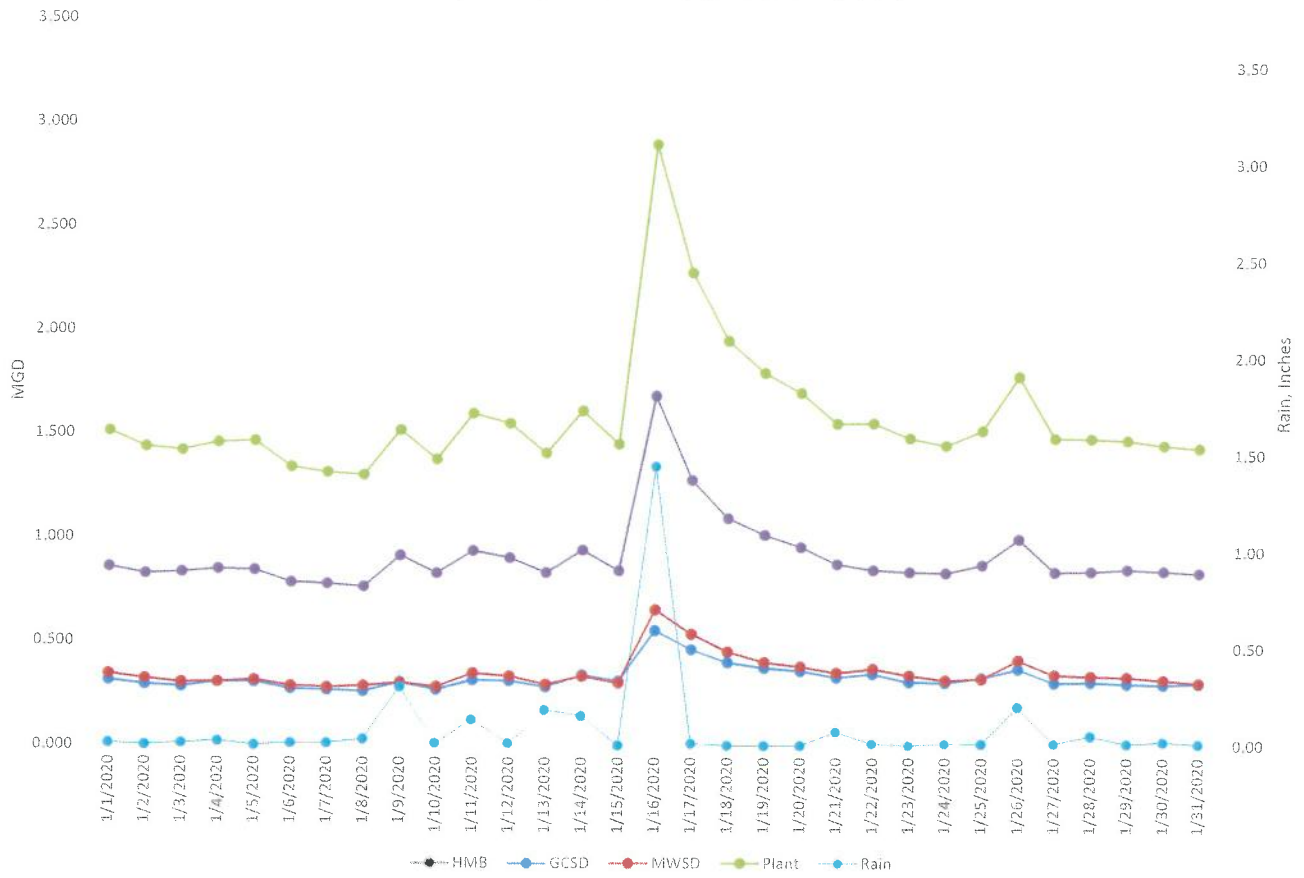
<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
1/1/2020	0.857	0.311	0.343	1.512	0.01	0.00	0.00
1/2/2020	0.825	0.290	0.319	1.436	0.00	0.00	0.00
1/3/2020	0.833	0.281	0.302	1.420	0.01	0.00	0.00
1/4/2020	0.848	0.303	0.304	1.458	0.02	0.02	0.04
1/5/2020	0.843	0.304	0.313	1.465	0.00	0.00	0.00
1/6/2020	0.783	0.271	0.286	1.340	0.01	0.00	0.00
1/7/2020	0.776	0.265	0.278	1.313	0.01	0.02	0.03
1/8/2020	0.763	0.258	0.285	1.302	0.03	0.01	0.02
1/9/2020	0.914	0.302	0.301	1.518	0.30	0.37	0.33
1/10/2020	0.828	0.268	0.281	1.377	0.01	0.01	0.00
1/11/2020	0.937	0.313	0.347	1.599	0.13	0.09	0.19
1/12/2020	0.903	0.309	0.332	1.550	0.01	0.01	0.03
1/13/2020	0.832	0.281	0.294	1.407	0.18	0.19	0.30
1/14/2020	0.940	0.338	0.334	1.613	0.15	0.09	0.06
1/15/2020	0.841	0.309	0.302	1.451	0.00	0.00	0.00
1/16/2020	1.685	0.553	0.654	2.897	1.44	1.26	1.32
1/17/2020	1.279	0.462	0.537	2.279	0.01	0.00	0.00
1/18/2020	1.095	0.400	0.451	1.950	0.00	0.00	0.00
1/19/2020	1.015	0.374	0.401	1.796	0.00	0.00	0.00
1/20/2020	0.956	0.359	0.380	1.700	0.00	0.00	0.00
1/21/2020	0.874	0.327	0.351	1.551	0.07	0.11	0.04
1/22/2020	0.845	0.345	0.370	1.554	0.01	0.01	0.01
1/23/2020	0.836	0.306	0.338	1.482	0.00	0.00	0.00
1/24/2020	0.831	0.304	0.315	1.446	0.01	0.00	0.00
1/25/2020	0.871	0.326	0.323	1.519	0.01	0.01	0.02
1/26/2020	0.995	0.369	0.412	1.780	0.20	0.10	0.39
1/27/2020	0.836	0.302	0.341	1.482	0.01	0.00	0.00
1/28/2020	0.839	0.306	0.335	1.479	0.05	0.12	0.14
1/29/2020	0.848	0.298	0.331	1.472	0.01	0.00	0.00
1/30/2020	0.841	0.294	0.316	1.447	0.02	0.01	0.01
1/31/2020	0.833	0.301	0.303	1.435	0.01	0.00	0.00
<b>Totals</b>	<b>28.203</b>	<b>10.031</b>	<b>10.779</b>	<b>49.030</b>	<b>2.72</b>	<b>2.43</b>	<b>2.93</b>

### Summary

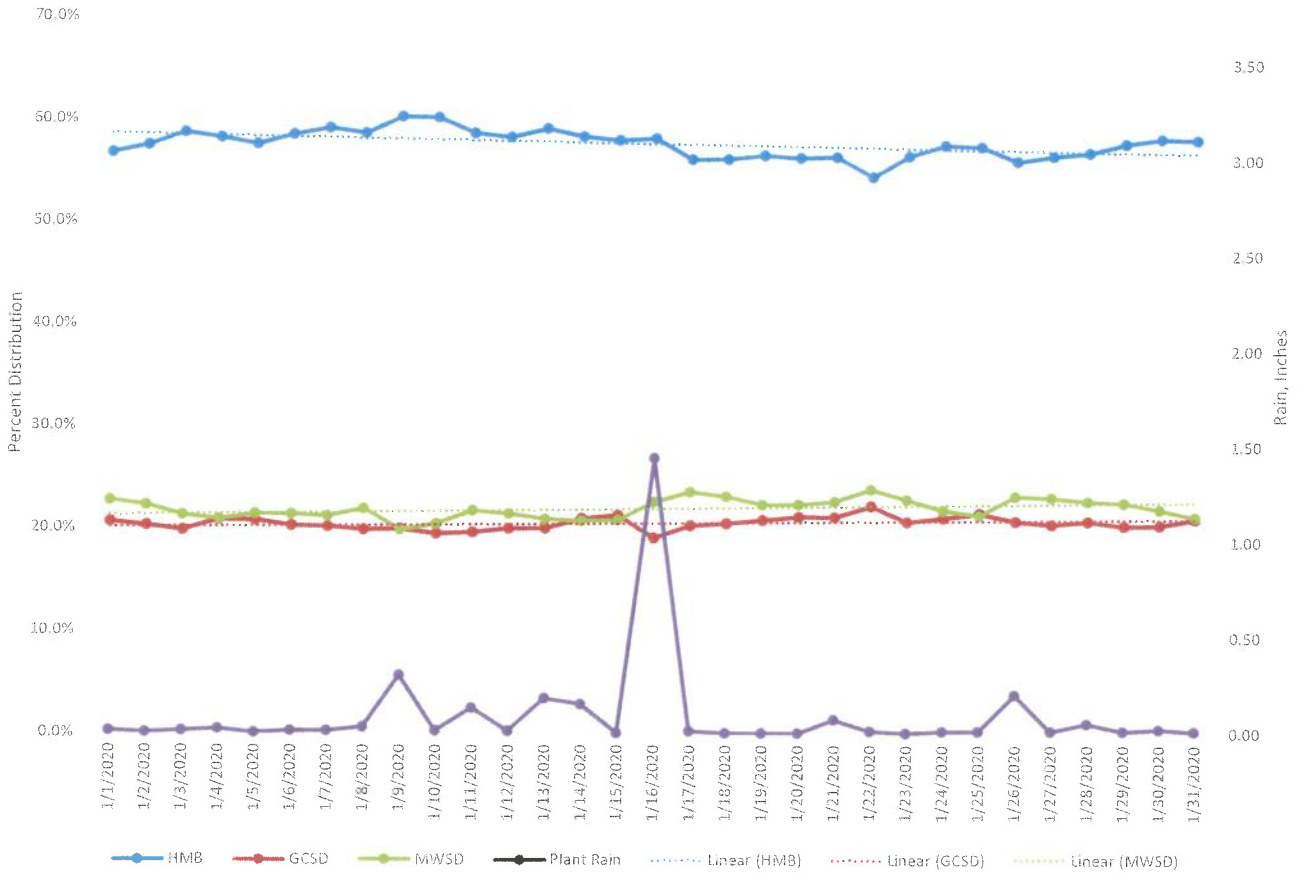
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.763	0.258	0.278	1.302
<b>Average</b>	<b>0.910</b>	<b>0.324</b>	<b>0.348</b>	<b>1.582</b>
Maximum	1.685	0.553	0.654	2.897
<b>Distribution</b>	<b>57.5%</b>	<b>20.5%</b>	<b>22.0%</b>	<b>100.0%</b>



### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, January 2020

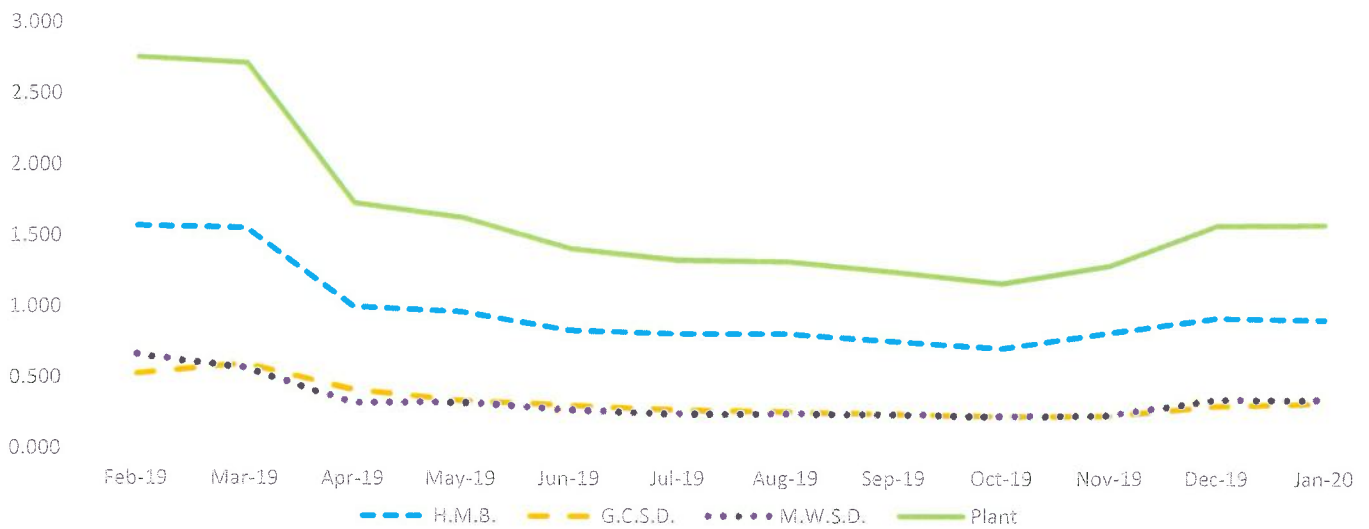


### Percent Distribution January 2020

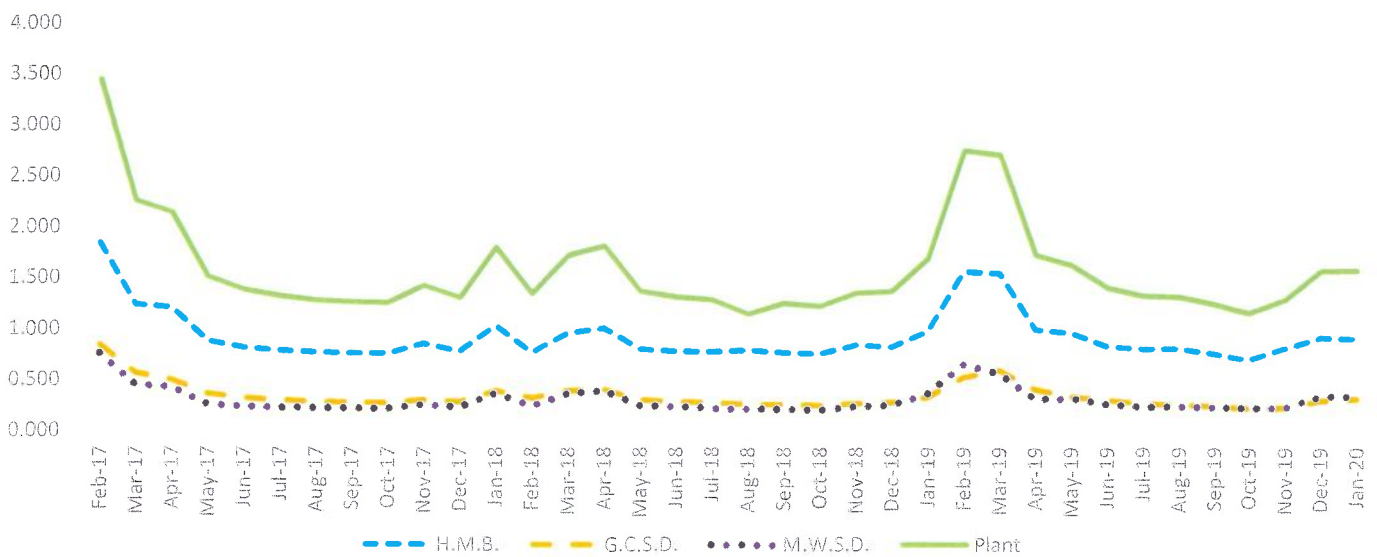


## Most recent flow calibration September 2019 PS, September 2019 Plant

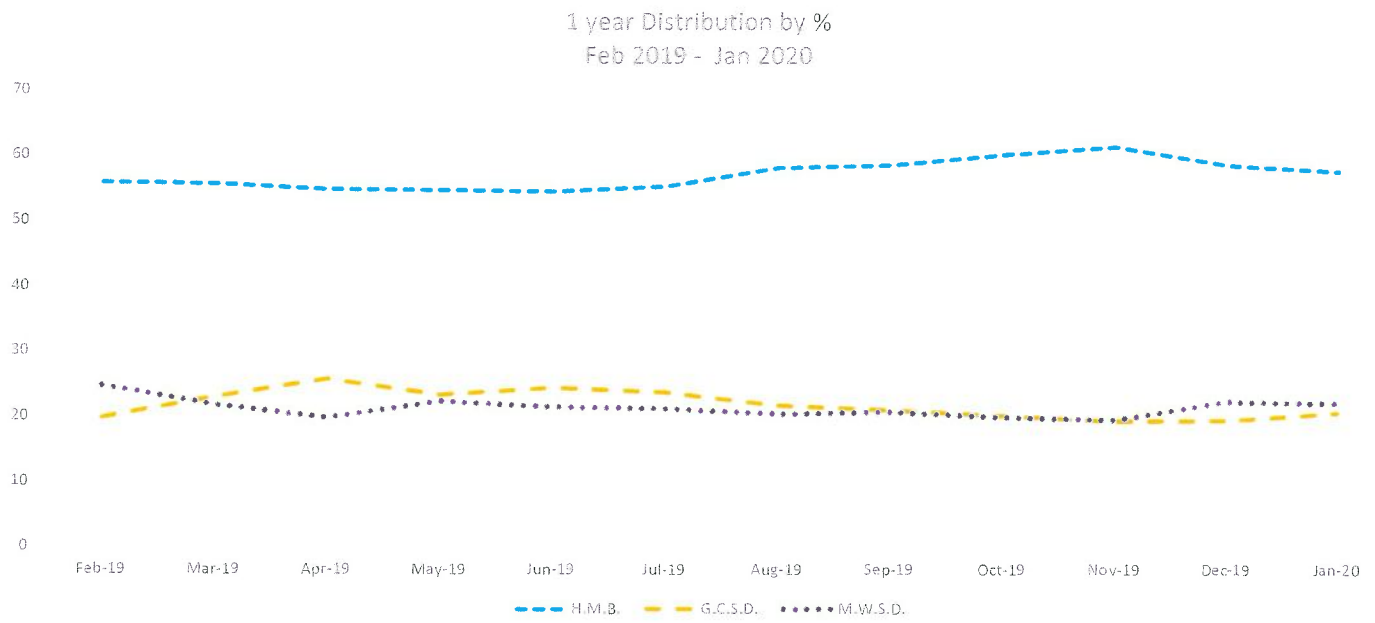
### One Year Flow Chgart Feb 2019 - Jan 2020



### Three Year Flow Chart Feb 2017 - Jan 2020



## Flow based percent distribution based for past year



**SAM      E-001      January 2020**

<b>Date</b>	<b>Inf TSS mg/l</b>	<b>Eff TSS mg/l</b>	<b>Eff TSS Weekly Avg</b>	<b>TSS % Removal</b>	<b>Inf BOD mg/l</b>	<b>Eff BOD mg/l</b>	<b>Eff BOD Weekly Avg mg/l</b>
1/1/2020							
1/2/2020							
1/3/2020							
1/4/2020							
1/5/2020							
1/6/2020	378	10.90		97.1%	380	20.0	
1/7/2020	342	17.30		94.9%	420	18.0	
1/8/2020							
1/9/2020							
1/10/2020							
1/11/2020			14.10				19.00
1/12/2020							
1/13/2020							
1/14/2020	282	9.60		96.6%	310	13.0	
1/15/2020	292	9.30		96.8%	280	13.0	
1/16/2020							
1/17/2020							
1/18/2020			9.45				13.00
1/19/2020							
1/20/2020	248	7.66		96.9%	300	17.0	
1/21/2020	260	11.10		95.7%	330	18.0	
1/22/2020							
1/23/2020							
1/24/2020							
1/25/2020			9.38				17.50
1/26/2020							
1/27/2020							
1/28/2020	268	12.80		95.2%	300	14.0	
1/29/2020	294	10.60		96.4%	300	13.0	
1/30/2020							
1/31/2020			11.70				13.50
<b>Count</b>	<b>8</b>	<b>8</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>4</b>
<b>Minimum</b>	<b>248</b>	<b>7.66</b>	<b>9.38</b>	<b>94.9%</b>	<b>280</b>	<b>13.0</b>	<b>13.0</b>
<b>Average</b>	<b>296</b>	<b>11.16</b>	<b>11.16</b>	<b>96.2%</b>	<b>328</b>	<b>15.8</b>	<b>15.8</b>
<b>Maximum</b>	<b>378</b>	<b>17.30</b>	<b>14.10</b>	<b>97.1%</b>	<b>420</b>	<b>20.0</b>	<b>19.0</b>
<b>Percent Removal</b>				<b>85</b>			
<b>5 Sample Median</b>							
<b>High</b>							
<b>Low</b>							
<b>Daily Max</b>							
<b>Weekly Max</b>			<b>45</b>				<b>45</b>
<b>Monthly Average</b>		<b>30</b>				<b>30</b>	

**SAM E-001 January 2020**

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
1/1/2020						0.00
1/2/2020						0.00
1/3/2020						0.00
1/4/2020						0.00
1/5/2020						0.00
1/6/2020	94.7%	0.5		8.4		0.00
1/7/2020	95.7%	1.0		7.1		0.00
1/8/2020						0.00
1/9/2020						0.00
1/10/2020						0.00
1/11/2020			0.75		7.75	0.00
1/12/2020						0.00
1/13/2020						0.00
1/14/2020	95.8%	0.3		6.60		0.00
1/15/2020	95.4%	0.4		5.80		0.00
1/16/2020						0.00
1/17/2020						0.00
1/18/2020			0.35		6.20	0.00
1/19/2020						0.00
1/20/2020	94.3%	< 0.1		5.80		0.00
1/21/2020	94.5%	< 0.1		6.70		0.00
1/22/2020						0.00
1/23/2020						0.00
1/24/2020						0.00
1/25/2020			0.10		6.25	0.00
1/26/2020						0.00
1/27/2020						0.00
1/28/2020	95.3%	0.1		8.20		0.00
1/29/2020	95.7%	0.3		5.00		0.00
1/30/2020						0.00
1/31/2020			0.20		6.60	0.00
Count	8	8	4	8	4	31
Minimum	94.3%	< 0.1	0.10	5.00	6.20	0.0
Average	95.2%	< 0.35	< 0.35	6.70	6.70	0.0
Maximum	95.8%	1.0	0.8	8.40	7.75	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		



**SAM      E-001      January 2020**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN		30 day geo mean		Eff DO mg/l	Eff DO % Saturation
1/1/2020	0.00		7.10	17.8					6.58	68.8
1/2/2020	0.00		7.17	17.5	<	10			7.20	75.2
1/3/2020	0.00		7.22	17.3					7.08	73.5
1/4/2020	0.00		7.30	17.9			<	10	7.42	78.2
1/5/2020	0.00		7.19	17.5					6.46	67.3
1/6/2020	0.00		7.09	16.9					6.31	64.8
1/7/2020	0.00	34.6	7.19	16.7	<	10			6.97	71.6
1/8/2020	0.00		7.18	17.0					7.44	76.9
1/9/2020	0.00		7.22	17.5					6.73	70.3
1/10/2020	0.00		7.29	16.6					7.31	74.9
1/11/2020	0.00		7.36	17.0			<	10	7.84	83.0
1/12/2020	0.00		7.13	16.5					6.67	68.1
1/13/2020	0.00		7.16	16.4					7.25	74.0
1/14/2020	0.00		7.24	17.1					7.23	74.7
1/15/2020	0.00	55.8	7.24	16.3	<	10			7.35	74.7
1/16/2020	0.00		7.18	16.6					6.93	71.0
1/17/2020	0.00		6.83	14.8					7.50	74.0
1/18/2020	0.00		7.25	16.0			<	10	8.18	82.8
1/19/2020	0.00		7.21	16.5					7.83	80.2
1/20/2020	0.00		7.04	16.6					6.42	65.8
1/21/2020	0.00	30.4	7.16	17.2	<	10			7.85	81.6
1/22/2020	0.00		7.25	17.4					7.24	75.4
1/23/2020	0.00		7.20	17.3					8.19	85.1
1/24/2020	0.00		7.31	17.1					7.75	80.3
1/25/2020	0.00		7.24	17.6			<	10	6.92	72.4
1/26/2020	0.00		7.20	18.0					7.00	73.9
1/27/2020	0.00		7.35	17.2					7.88	81.9
1/28/2020	0.00		7.12	17.4					7.87	81.9
1/29/2020	0.00	47.4	7.24	17.1	<	10			7.83	81.2
1/30/2020	0.00		7.20	17.5					7.50	78.3
1/31/2020	0.00		7.39	17.4			<	10	8.05	84.0
Count	31	4	31	31		5		5	31	31
Minimum	0.00	30.4	6.83	14.8	<	10	<	10	6.31	64.8
Average	0.0	42.1	7.20	17.0	<	10	<	10	7.32	75.7
Maximum	0.00	55.8	7.39	18.0	<	10	<	10	8.19	85.1
Percent Removal										
5 Sample Median								2,800		
High			9							
Low			6							
Daily Max						8,300				
Weekly Max										
Monthly Average										

## Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, January 2020

### January 2020

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

### 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	2	1	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
		<b>50%</b>	<b>0%</b>	<b>0%</b>	<b>50%</b>

### Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
January 2020	0	0	0	0	0
12 Month Moving Total	2	1	0	0	1

### SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
January 2020	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.9	2.7	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	0.0	13.7
Category 3	1.0	2.7	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

### 12 Month Rolling Total Sewer Cleaning Summary

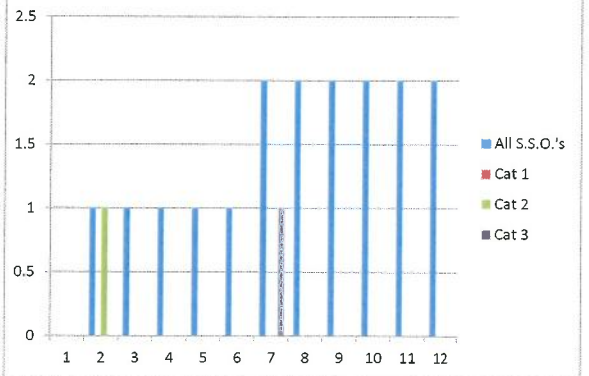
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Feb - 19	10,374	9,126	11,371	30,871	5.8
Mar - 19	11,777	10,890	10,020	32,687	6.2
Apr - 19	12,934	10,801	11,247	34,982	6.6
May - 19	11,193	12,786	10,094	34,073	6.5
June - 19	14,529	18,431	10,419	43,379	8.2
July - 19	8,754	18,560	9,511	36,825	7.0
Aug - 19	8,042	22,405	15,720	46,167	8.7
Sept - 19	7,292	18,063	11,618	36,973	7.0
Oct - 19	16,104	14,144	13,611	43,859	8.3
Nov - 19	6,171	23,308	10,135	39,614	7.5
Dec - 19	6,660	18,277	9,422	34,359	6.5
Jan - 20	6,947	11,809	11,218	29,974	5.7

Annual ft	120,777	188,600	134,386	443,763	
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Annual Mi.	22.9	35.7	25.5		84.0
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Attachment C

12 Month Moving SSO Totals Through Jan 2020





## TASK SUMMARY- GCSD 2019-2020

Task	Target Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	174,000	16,438	20,458	16,236	11,900	22,335	15,530	9,682						112,579	65%
Hot Spot Cleaning	5,400	2,122	1,947	1,827	2,244	986	2,747	2,122						13,995	259%
Lift Station Inspection - Daily	260	22	23	20	22	18	19	21						145	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-						-	0%
Maint. Work Orders - Completed	-	22	16	13	18	18	19	21						127	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-						-	-
Manhole Inspection	879	89	118	101	78	107	93	59						645	73%
USA Markings	372	52	52	50	44	29	29	52						308	83%
F.O.G. Inspections Completed	10	-	-	-	-	-	-	-						-	0%
F.O.G. Inspections Passed	10	-	-	-	-	-	-	-						-	0%
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-						-	-
Lateral Inspections	-	-	-	-	-	-	-	-						-	-
Customer Service Call - Reg	-	2	1	1	2	1	1	-						8	-
Customer Service Call - OT	-	2	1	1	3	1	2	1						11	-
SSO Response - Category 1	-	-	-	-	-	-	-	-						-	-
SSO Response - Category 2	-	-	-	-	-	-	-	-						-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-						-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0						-	-



**SEWER AUTHORITY MID-COASTSIDE**

**Board of Directors Meeting Agenda**

***Regular Board Meeting 7:00 PM, Monday, March 23, 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, the San Mateo County Health Officer shelter in place order issued on March 16, 2020, members of the public may observe the open session portions of the meeting electronically by using the following link:

<https://zoom.us/j/211453237?pwd=azNFZzA2bFJISm1nY2RFMVVzdKxyZz09>

Meeting ID: 211 453 237

Password: 209717

One tap mobile:

+16699006833,,211453237# US (San Jose)

As of the time of posting of this Agenda electronically pursuant to Executive Order N-29-20, SAM's procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act are under development; these procedures will be posted on the SAM website as soon as they are finalized. If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org).

**1. CALL TO ORDER**

A. Roll Call:	Chair:	Kathryn Slater-Carter (MWSD)
	Vice-Chair:	Barbara Dye (GCSD)
	Secretary/Treasurer:	Deborah Ruddock (HMB)
	Director:	Jim Blanchard (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](mailto:kishen@samcleanswater.org). All comments so submitted prior to 6 pm on March 23, 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 March 9, 2020, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for March 23, 2020 (**Attachment**)
- C. Receive FY 2019-20 Revenue and Expense Report for Period Ending February 29, 2020 (**Attachment**)

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

- A. Approve Creation of Finance Officer (Unrepresented Employee) Classification, and authorize the General Manager to recruit for a Full-time Finance Officer position. (**Attachment**)
- B. Amend the Unrepresented Employee Manual and Approve and Adopt Wage/Salary Schedule Effective April 1, 2020 (**Attachment**)
- C. Authorize the General Manager to enter a Contract with SWCA Environmental Consultants to provide Biological Services for the Granada Force Main Project for an amount not to exceed \$49,139.98. (**Attachment**)
- D. Update on Emergency Digester Cleaning Project and determine, by a four-fifths vote, that there is a need to continue the emergency action

**5. GENERAL MANAGER'S REPORT**

- A. Receive Manager's Report for February 2020 (**Attachment**)
- B. Receive Report from Wastewater Management Specialists on the Status of Work (**Attachment**)

**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. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION**

Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9

(FEHA Claim filed by Beverli Marshall)

**B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION**

Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9  
(Two potential cases)

**C. 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)

**D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:  
(Water Quality Order R2-2018-1012)

**E. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

[Consideration of initiation of litigation pursuant to paragraph (4) of subdivision (d) of  
Section 54956.9: (Two potential cases)

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

**11. ADJOURNMENT**

- Upcoming Regular Board Meetings: April 13 and April 27, 2020

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

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**INFORMATION FOR THE PUBLIC**

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

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  
**THROUGH:** Kishen Prathivadi, General Manager  
**FROM:** Tim Costello, Supervisor of Technical/Field Services  
**SUBJECT:** **Monthly Manager’s Report – February 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 *February 2020*.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.773	58.6%
Accidents, Injuries, etc.:	0	Granada CSD	0.275	20.9%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.270</u>	<u>20.5%</u>
Reportable Spills Cat 2:	0	Total	1.319	100%
Reportable Spills Cat 3:	0			

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



*Administration*

There was one Board Meeting in February 2020 and there were zero public records request. The Half Moon Bay Review had 2 articles in the month of February. “Sewer Authority offers free walking tours” February 12, 2020, and “Let’s consolidate water and sewer for our community, February 26, 2020.

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

There were no new hires in the month of February. There were no staff anniversaries in February, and no promotions.

*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 not ideal for this use) or as wet weather flow storage as originally designed.

Operations in February were good over all. The portable chopper pump on site is helping in regards to relief from the daily ragging issues we were experiencing.

Other than a few things here and there the month was relatively routine.

PG&E did the power monitoring for the turbo blowers and that went well. When we were having the blower room prepped for paint a live wire tripped out the 3 water system and that created a little havoc while it was trying to get back into equilibrium. It did point out an issue with a sticking red hat vale that needed to be addressed.

We got our refrigerator set up for the bio assay, so we are good to go on the sampling next month.

Not sure why but mid-month someone thought it would be a good idea to drive over the Bio bed at the Portola pump station which is for odor control, this has never happened in the past since it has been in place so we are looking into barrier options now.

We are scheduling having the digester cleaned, the contractor is at another facility in the bay area and we are next on the schedule when they finish their current project.

Under the current situation with Covid–19 we are still on hold.

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	J. Harvey	H. Rarback	P. Dekker

Our Lucity system is up and will be running concurrently with our existing system during transition. We are in the process of getting staff trained. The learning curve associated with training is as expected but we are moving in the right direction.

During the month of February 2020, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 5.2 inches of rain in February. This year the monthly total was not tabulated yet on the climate data web site, it appears that the US climate web site is no longer supported. (US climate data HMB). What we do know is that February of this year is one of the driest Februarys on record. Rainfall totals were as follows: 0.03 inches at the treatment plant, 0.00 inches in the GCSD service area, and 0.00 inches at the MWSD weather station. There were micro-climate variations verified by the data.

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

- 2/3/2020 – Ferric filters needed cleaning, cleaned up Primary #2
- 2/4/2020 – Set up power monitors on turbo blowers, power washed belt press, vactored out scum pit
- 2/6/2020 – Cleaned out strainers for effluent chemicals
- 2/7/2020 – Quarterly MDL test (second quarter).
- 2/9/2020 – Lost tree due to winds inside by front gate, also lost some braches on the entrance road.
- 2/10/2020 – Fixed roof antenna that blew over, Calcon set up trends for monitoring Neuros blowers
- 2/11/2020 – Worked on removing old conduit from blower room
- 2/12/2020 – Collected quarterly eff samples, #3 water having issues getting back to normal due to a bad contactor, Filters replaced on turbo blower, cleaned out chlorine contact basin.
- 2/13/2020 – Filters replaced on turbo blower, cleaned out chlorine contact basin.
- 2/14/2020 – Calcon fixed report loading issue
- 2/16/2020 – Low DO alarm, Calcon located a power supply issue on the PLC

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- 2/18/2020 – It was found that someone drove over the bio bed at the Portola pump station today causing damage to the sprinkler system that keeps it moistened.
- 2/19/2020 – Borges and Mahoney were in today to rebuild both the Micro and Deox on line analyzers, annual maintenance we have done to insure accuracy
- 2/20/2020 – addressed dewatering pipe by the flare
- 2/23/2020 – Worked on eff sampler
- 2/24/2020 – Worked on the repairs for bio filter at station, PG & E removed power monitors on turbo blowers today
- 2/25/2020 – Neuros blower tripped on a voltage overload
- 2/26/2020 – Set up refrigerator for upcoming Bio Assay Testing
- 2/27/2020 – RAS pump #2 not working on %, Calcon looking into issue, netted out grease from influent well, cleaned primary pumps
- 2/28/2020 – Calcon working on RAS #2 VFD, breaker tripped on #3 water causing system to get out of equilibrium. Had some tree work done today.

Other activities are listed below;

There were 9 deliveries (approximately 4,950 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 495.00. There were 224 leachate deliveries to the SAM IPS line in the month of February, for a total leachate volume of 1,242,602 gallons.

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

*Contract Collection Services*

The SAM crew cleaned 25.369 feet of sewer line and responded to 36 service calls in contract service areas. 7 were sewer related and 29 were maintenance service calls. Seven of the callouts were during regular business hours and twenty nine were after hours. Two were in the HMB service area, four were in the GCSD service area, and thirty were in the MWSD service area.

HMB – 2/3 – Home owner was planting a tree in rear yard, found a pipe while digging wasn't sure what it was, we investigated it was their service line, told them not to plant tree over line and explained what could happen, they agreed not

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to plant over the service. 2/29 - Owner called about a backup close to house, property line cleanout was clear, the crew flushed the main finding no obstruction, owner was advised to contact a plumber.

There were no maintenance calls during the month of February.

- GCSD – 2/3 - Blockage was in service line, too much TP from guests, Main was clear, ran service line to restore flow. Did a follow up and there is a belly in the lateral, the homeowner is getting price quotes to replace the lateral. 2/11 - Owner called due to back up in sink, the crew flushed the main and it was clear of any blockage, owner will contacted private a party to clear the to assist in clearing the blockage. 2/14 - Caltrans hit a pipe while grading near skate ramp and wasn't sure what it was, it appeared to be an abandon pipe, no further action required.

There was one maintenance service call in GCSD during the month of February 2/29 San Pablo, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation.

- MWSD – The two sewer related calls in the MWSD area were as follows;  
2/6 – Owner called as plumber was doing work and wanted to make sure main line was clear of roots, The crew ran the main line and there was no evidence of roots in the main line. Plumber televised the lateral and noted some large offsets with roots near the main. 2/22 - Home owner called about a backup, crew flushed the main finding no obstructions, advised owner to contact a plumber. Crew did follow up on Monday and observed a belly in the lateral and a small offset near lateral.

There were 29 maintenance service calls in MWSD area this month, it should be noted that a majority occurred during a power outage ages due to high winds. 2/5 - Seal cove 4 - PLC replacement was needed, issue discovered while performing weekly alarms testing. 2/7 - Private force main leak in front of 140 Beach Way, Moss Beach, this required maintenance and collection crew. 2/8 - Private force main leak in front of 140 Beach Way, Moss Beach, this required maintenance and collection crew. 2/11 - Homeowner had some electrical work done on electrical panel and grinder was not re-energized, re-energized pump all good. 2/29 – first set of power failures - Kanoff, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 1.2 hrs. Date

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Harte, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.5 hrs. 5th street, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. 7th street, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Vallemar, strong winds causing power fail, reset tripped main breaker, reset equipment checked for normal operation, generator ran 2.3 hrs. Niagara, strong winds causing power fail, power restored by arrival, reset pump 1 and pump 2 VFD's, checked for normal operation. California, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.6 hrs. Seal Cove 1, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Seal Cove 2, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Seal Cove 3, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Seal Cove 4, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Distillery, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Second set of power failures - Kanoff, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.4 hrs. Date Harte, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.2 hrs. 5th street, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. 7th street, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Vallemar, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.4 hrs. Niagara, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. California, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, generator ran 0.3 hrs. Seal Cove 1, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Seal Cove 2, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Seal Cove 3, strong winds causing power fail, power restored by arrival, reset equipment checked for

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normal operation. Seal Cove 4, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation. Distillery, strong winds causing power fail, power restored by arrival, reset equipment checked for normal operation, alarm beacon will need replacing soon - slowly flashing.

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

**Staff Recommendation**

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

**Supporting Documents**

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

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Attachment A

Flow Distribution Report Summary for February 2020

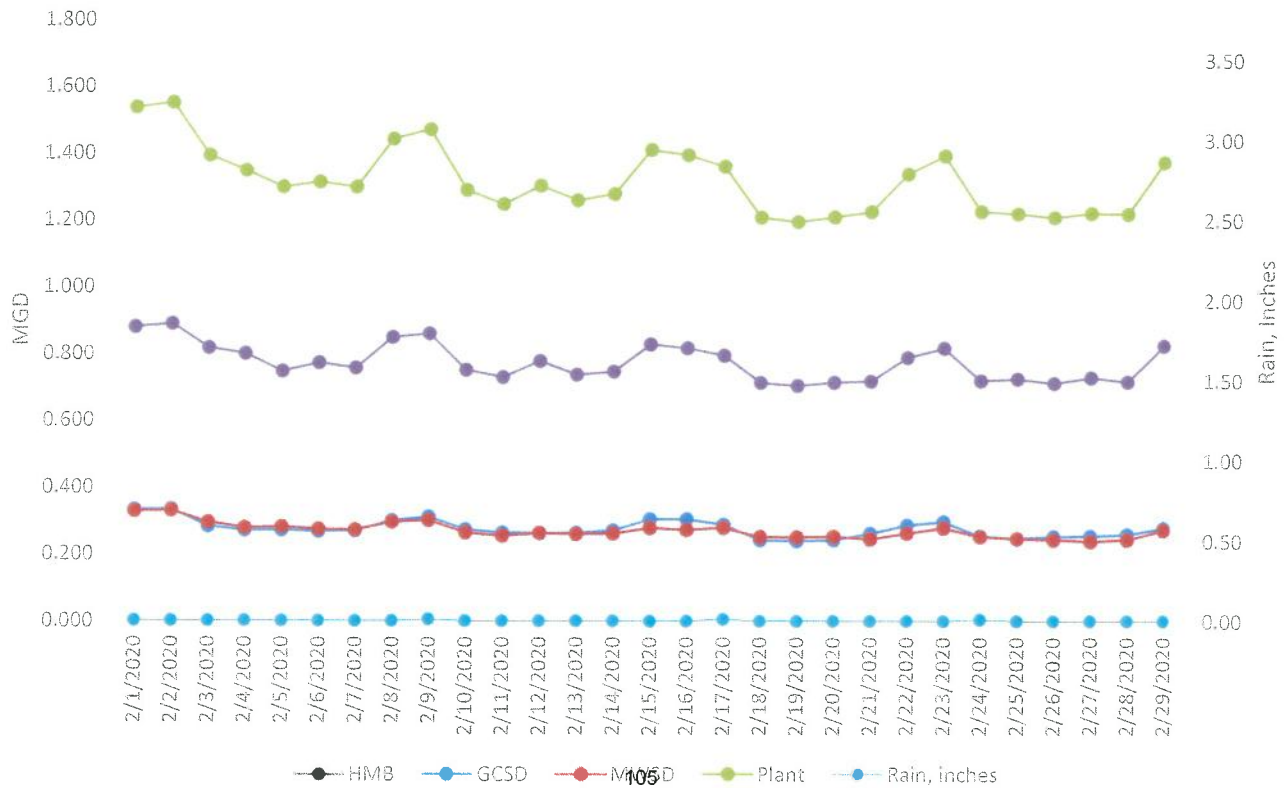
The daily flow report figures for the month of February 2020 have been converted to an Average

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	0.773	58.6%
Granada Community Services District	0.275	20.9%
Montara Water and Sanitary District	<u>0.270</u>	<u>20.5%</u>
Total	1.319	100.0%

Sewer Authority Mid-Coastside  
Monthly Flow Distribution Report, February 2020



# Sewer Authority Mid-Coastside

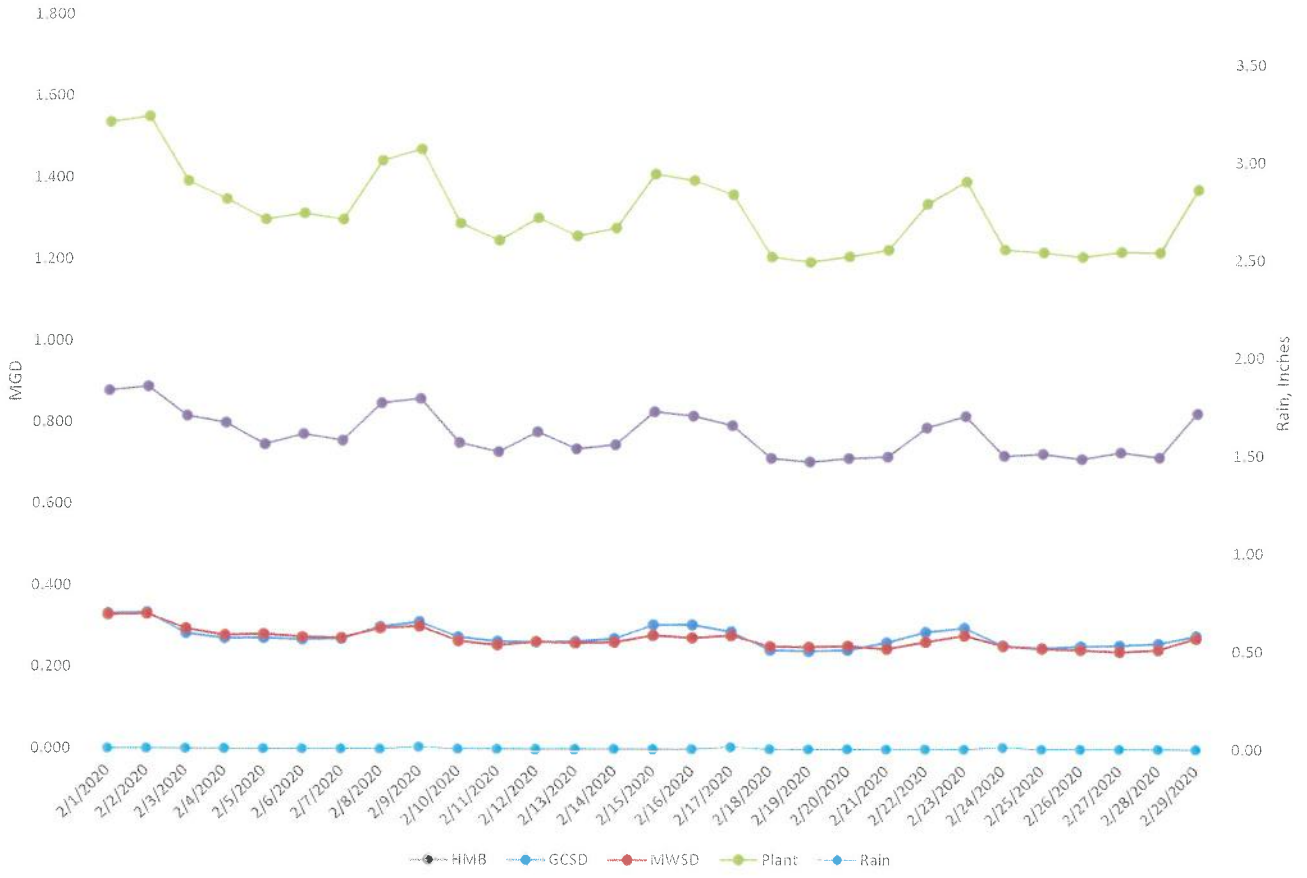
## Monthly Flow Distribution Report for February 2020

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
2/1/2020	0.878	0.330	0.328	1.537	0.00	0.00	0.00
2/2/2020	0.888	0.333	0.330	1.551	0.00	0.00	0.00
2/3/2020	0.816	0.282	0.294	1.393	0.00	0.00	0.00
2/4/2020	0.799	0.271	0.278	1.348	0.00	0.00	0.00
2/5/2020	0.747	0.271	0.281	1.299	0.00	0.00	0.00
2/6/2020	0.772	0.268	0.274	1.314	0.00	0.00	0.00
2/7/2020	0.757	0.270	0.272	1.299	0.00	0.00	0.00
2/8/2020	0.848	0.299	0.296	1.443	0.00	0.00	0.00
2/9/2020	0.859	0.311	0.301	1.472	0.01	0.00	0.00
2/10/2020	0.751	0.274	0.265	1.290	0.00	0.00	0.00
2/11/2020	0.729	0.264	0.255	1.248	0.00	0.00	0.00
2/12/2020	0.778	0.263	0.263	1.303	0.00	0.00	0.00
2/13/2020	0.737	0.263	0.260	1.259	0.00	0.00	0.00
2/14/2020	0.746	0.271	0.262	1.279	0.00	0.00	0.00
2/15/2020	0.828	0.305	0.279	1.412	0.00	0.00	0.00
2/16/2020	0.817	0.305	0.273	1.396	0.00	0.00	0.00
2/17/2020	0.794	0.288	0.279	1.361	0.01	0.00	0.00
2/18/2020	0.714	0.243	0.252	1.209	0.00	0.00	0.00
2/19/2020	0.705	0.240	0.251	1.196	0.00	0.00	0.00
2/20/2020	0.714	0.243	0.253	1.210	0.00	0.00	0.00
2/21/2020	0.718	0.262	0.246	1.226	0.00	0.00	0.00
2/22/2020	0.789	0.287	0.263	1.339	0.00	0.00	0.00
2/23/2020	0.817	0.297	0.279	1.394	0.00	0.00	0.00
2/24/2020	0.720	0.254	0.253	1.227	0.01	0.00	0.00
2/25/2020	0.725	0.248	0.247	1.220	0.00	0.00	0.00
2/26/2020	0.712	0.253	0.244	1.209	0.00	0.00	0.00
2/27/2020	0.728	0.254	0.239	1.222	0.00	0.00	0.00
2/28/2020	0.716	0.259	0.244	1.219	0.00	0.00	0.00
2/29/2020	0.824	0.278	0.272	1.374	0.00	0.00	0.00
<b>Totals</b>	<b>22.428</b>	<b>7.984</b>	<b>7.833</b>	<b>38.245</b>	<b>0.03</b>	<b>0.00</b>	<b>0.00</b>

### Summary

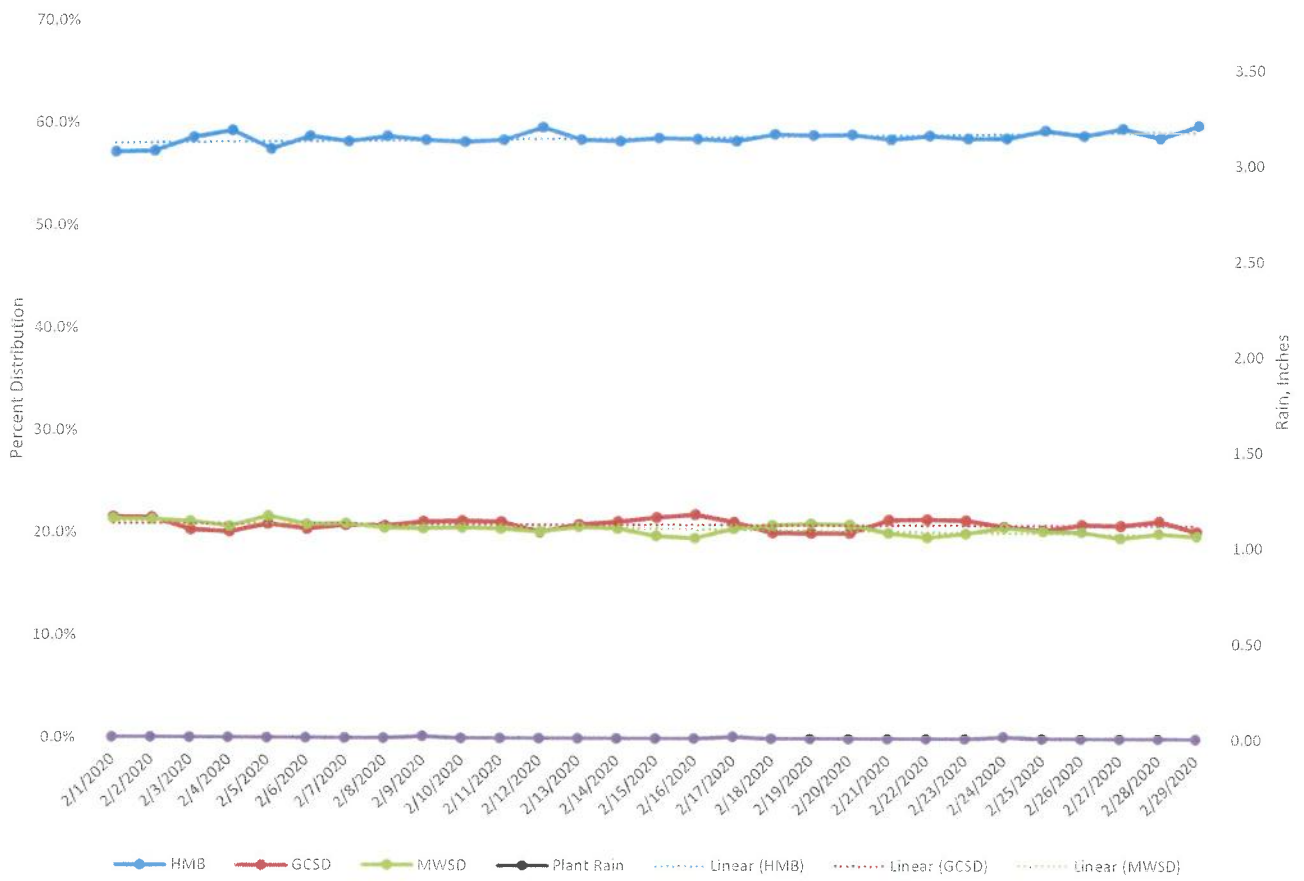
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.705	0.240	0.239	1.196
<b>Average</b>	<b>0.773</b>	<b>0.275</b>	<b>0.270</b>	<b>1.319</b>
Maximum	0.888	0.333	0.330	1.551
<b>Distribution</b>	<b>58.6%</b>	<b>20.9%</b>	<b>20.5%</b>	<b>100.0%</b>

Sewer Authority Mid-Coastside  
 Monthly Flow Distribution Report, February 2020



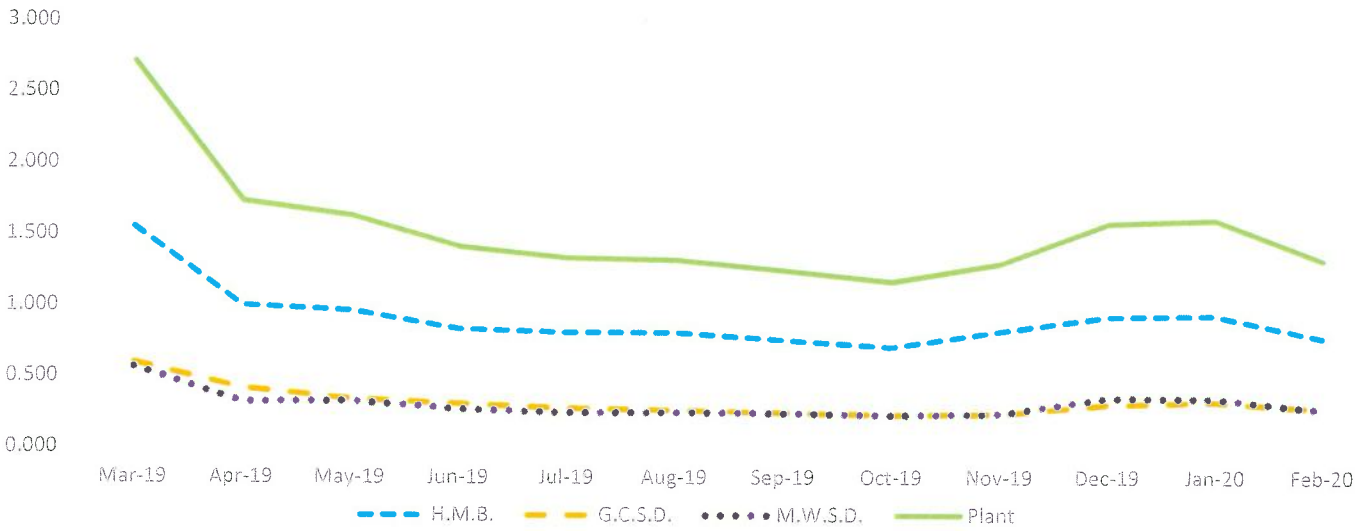


### Percent Distribution February 2020

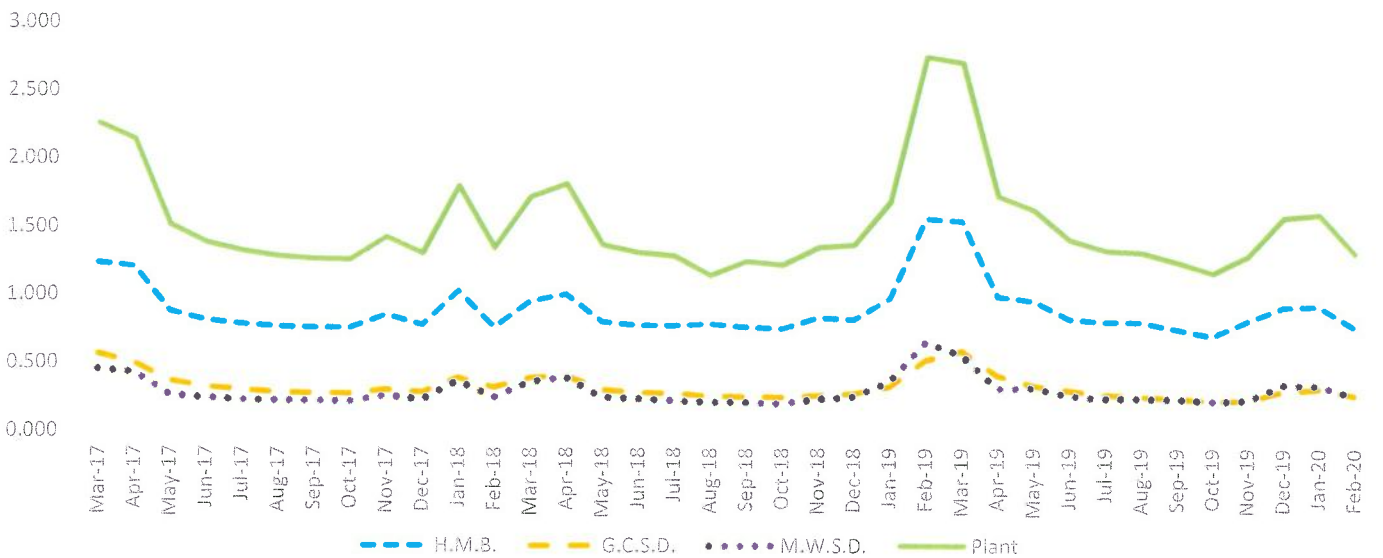


Most recent flow calibration September 2019 PS, September 2019 Plant

One Year Flow Chart  
March 2019 - Feb 2020

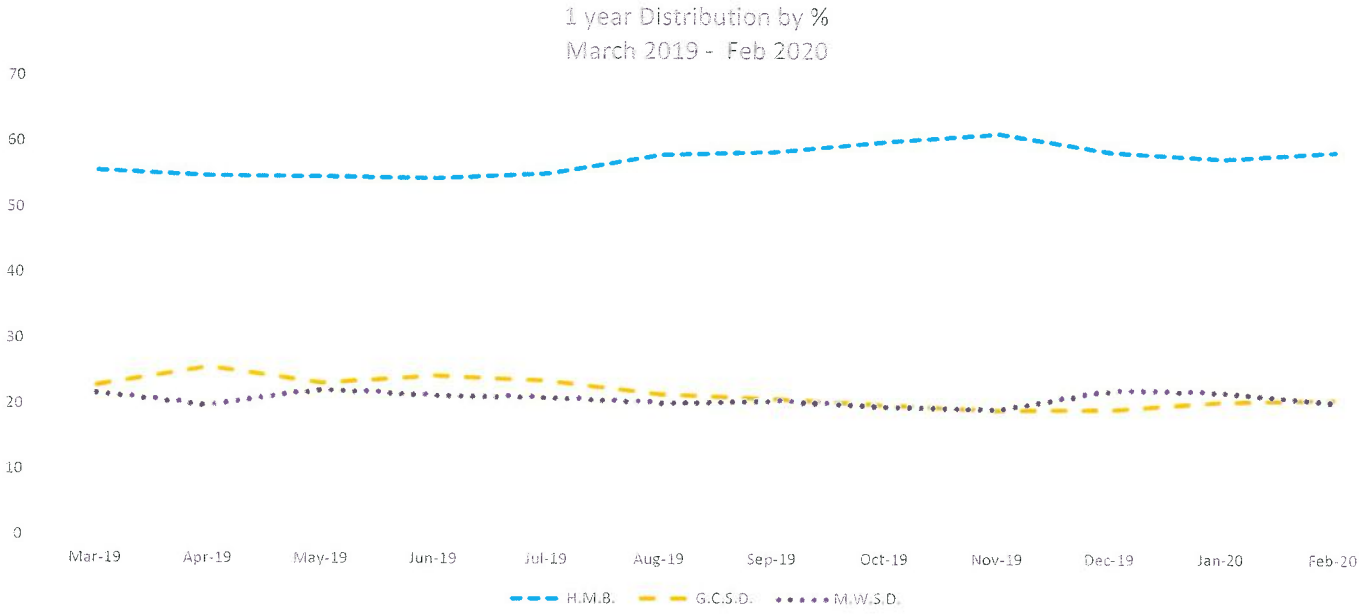


Three Year Flow Chart  
March 2017 - Feb 2020





# Flow based percent distribution based for past year



**SAM E-001 February2020**

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
2/1/2020							
2/2/2020							
2/3/2020	314	7.57		97.6%	410	13.0	
2/4/2020	284	10.00		96.5%	330	13.0	
2/5/2020							
2/6/2020							
2/7/2020							
2/8/2020			8.79				13.00
2/9/2020							
2/10/2020							
2/11/2020	344	11.00		96.8%	370	14.0	
2/12/2020	360	14.60		95.9%	400	17.0	
2/13/2020							
2/14/2020							
2/15/2020			12.80				15.50
2/16/2020							
2/17/2020							
2/18/2020							
2/19/2020	336	7.80		97.7%	350	11.0	
2/20/2020	312	8.80		97.2%	320	11.0	
2/21/2020							
2/22/2020			8.30				11.00
2/23/2020	382	6.70		98.2%	390	12.0	
2/24/2020	440	10.70		97.6%	500	18.0	
2/25/2020							
2/26/2020							
2/27/2020							
2/28/2020							
2/29/2020			8.70				15.00
Count	8	8	4	8	8	8	4
Minimum	284	6.70	8.30	95.9%	320	11.0	11.0
Average	347	9.65	9.65	97.2%	384	13.6	13.6
Maximum	440	14.60	12.80	98.2%	500	18.0	15.5
Percent Removal				85			
5 Sample Median							
High							
Low							
Daily Max							
Weekly Max			45				45
Monthly Average		30				30	

**SAM E-001 February2020**

Date	BOD % Removal	Eff Settleable Matter mg/l	Eff Settleable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
2/1/2020						0.00
2/2/2020						0.00
2/3/2020	96.8%	0.5		4.30		0.00
2/4/2020	96.1%	0.7		4.60		0.00
2/5/2020						0.00
2/6/2020						0.00
2/7/2020						0.00
2/8/2020			0.60		4.45	0.00
2/9/2020						0.00
2/10/2020						0.00
2/11/2020	96.2%	0.3		7.3		0.00
2/12/2020	95.8%	0.4		11		0.00
2/13/2020						0.00
2/14/2020						0.00
2/15/2020			0.35		9.15	0.00
2/16/2020						0.00
2/17/2020						0.00
2/18/2020						0.00
2/19/2020	96.9%	0.3		4.20		0.00
2/20/2020	96.6%	0.2		4.30		0.00
2/21/2020						0.00
2/22/2020			0.25		4.25	0.00
2/23/2020	96.9%	0.3		5.20		0.00
2/24/2020	96.4%	0.4		6.50		0.00
2/25/2020						0.00
2/26/2020						0.00
2/27/2020						0.00
2/28/2020						0.00
2/29/2020			0.35		5.85	0.00
Count	8	8	4	8	4	29
Minimum	95.8%	0.2	0.25	4.20	4.25	0.0
Average	96.4%	0.39	0.39	5.93	5.93	0.0
Maximum	96.9%	0.7	0.6	11.00	9.15	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM E-001 February2020**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN		30 day geo mean		Eff DO mg/l	Eff DO % Saturation
2/1/2020	0.00		7.21	17.6			<	10	7.35	77.0
2/2/2020	0.00		7.15	17.5					6.85	71.8
2/3/2020	0.00		7.17	15.9					7.75	78.4
2/4/2020	0.00	51.8	7.36	16.5	<	10			8.17	83.7
2/5/2020	0.00		7.18	16.0					7.21	73.0
2/6/2020	0.00		7.35	16.8					8.41	86.6
2/7/2020	0.00		7.47	17.1					8.03	83.4
2/8/2020	0.00		7.34	17.4			<	10	7.66	79.9
2/9/2020	0.00		7.30	17.2					7.21	74.9
2/10/2020	0.00		7.21	17.1					7.97	82.8
2/11/2020	0.00		7.30	17.3					8.18	85.3
2/12/2020	0.00	62.0	7.41	17.3		10			7.75	80.7
2/13/2020	0.00		7.26	17.5					7.69	80.5
2/14/2020	0.00		7.32	17.6					6.81	71.3
2/15/2020	0.00		7.26	17.2			<	10	6.64	68.9
2/16/2020	0.00		7.44	17.7					6.28	65.8
2/17/2020	0.00		7.34	17.7					6.37	66.7
2/18/2020	0.00		7.29	17.1					7.17	74.4
2/19/2020	0.00		7.54	17.1					7.10	73.6
2/20/2020	0.00	57.4	7.46	17.2	<	10			7.21	74.8
2/21/2020	0.00		7.58	17.3					7.77	80.8
2/22/2020	0.00		7.49	17.8			<	10	6.82	71.2
2/23/2020	0.00		7.37	17.5					6.58	68.6
2/24/2020	0.00	41.0	7.51	17.0	<	10			7.81	80.9
2/25/2020	0.00		7.39	17.8					6.40	67.1
2/26/2020	0.00		7.44	17.5					6.74	70.4
2/27/2020	0.00		7.59	17.9					7.48	78.6
2/28/2020	0.00		7.53	17.8					7.57	79.7
2/29/2020	0.00		7.48	17.6			<	10	6.74	70.5
Count	29	4	29	29		4		5	29	29
Minimum	0.00	41.0	7.15	15.9	<	10	<	10	6.28	65.8
Average	0.0	53.1	7.37	17.3	<	10	<	10	7.30	75.9
Maximum	0.00	62.0	7.59	17.9		10	<	10	8.41	86.6
Percent Removal										
5 Sample Median								2,800		
High			9							
Low			6							
Daily Max						8,300				
Weekly Max										
Monthly Average										

## Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2020

### February 2020

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

### 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	2	1	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
		50%	0%	0%	50%

### Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
February 2020	0	0	0	0	0
12 Month Moving Total	2	1	0	0	1

### SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
February 2020	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.9	2.7	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	0.0	13.7
Category 3	1.0	2.7	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

### 12 Month Rolling Total Sewer Cleaning Summary

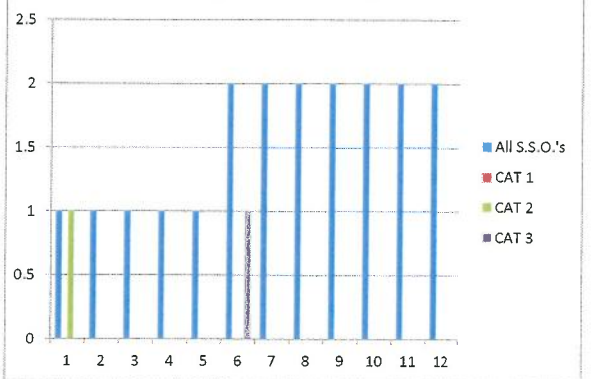
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Mar - 19	11,777	10,890	10,020	32,687	6.2
Apr - 19	12,934	10,801	11,247	34,982	6.6
May - 19	11,193	12,786	10,094	34,073	6.5
June - 19	14,529	18,431	10,419	43,379	8.2
July - 19	8,754	18,560	9,511	36,825	7.0
Aug - 19	8,042	22,405	15,720	46,167	8.7
Sept - 19	7,292	18,063	11,618	36,973	7.0
Oct - 19	16,104	14,144	13,611	43,859	8.3
Nov - 19	6,171	23,308	10,135	39,614	7.5
Dec - 19	6,660	18,277	9,422	34,359	6.5
Jan - 20	6,947	11,809	11,218	29,974	5.7
Feb - 20	7,403	7,463	10,503	25,369	4.8

Annual ft	117,806	186,937	133,518	438,261	
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Annual Mi.	22.3	35.4	25.3		83.0
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Attachment C

12 Month Moving SSO Totals Through Feb 2020





### TASK SUMMARY- GCSD 2019-2020

Task	Target Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	174,000	16,438	20,458	16,236	11,900	22,335	15,530	9,682	5,648					118,227	68%
Hot Spot Cleaning	5,400	2,122	1,947	1,827	2,244	986	2,747	2,122	1,815					15,810	293%
Lift Station Inspection - Daily	260	22	23	20	22	18	19	21	19					164	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-					-	0%
Maint. Work Orders - Completed	-	22	16	13	18	18	19	21	19					146	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-					-	-
Manhole Inspection	879	89	118	101	78	107	93	59	54					699	80%
USA Markings	372	52	52	50	44	29	29	52	33					341	92%
F.O.G. Inspections Completed	10	-	-	-	-	-	-	-	-					-	0%
F.O.G. Inspections Passed	10	-	-	-	-	-	-	-	-					-	0%
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-	-					-	-
Lateral Inspections	-	-	-	-	-	-	-	-	-					-	-
Customer Service Call - Reg	-	2	1	1	2	1	1	-	3					11	-
Customer Service Call - OT	-	2	1	1	3	1	2	1	1					12	-
SSO Response - Category 1	-	-	-	-	-	-	-	-	-					-	-
SSO Response - Category 2	-	-	-	-	-	-	-	-	-					-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-	-					-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0	0					-	-

**ITEM #4**







## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

February 20, 2020

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

The Special Meeting was called to order at 6:30 p.m.

### **ROLL CALL**

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

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

### **GENERAL PUBLIC PARTICIPATION**

None.

### **ADJOURN TO CLOSED SESSION**

- 1. Conference with 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. Conference with Legal Counsel – Anticipated Litigation**  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case
- 4. Public Employee Performance Evaluation – Government Code Section 54957(b)(1)**  
Title – General Manager

**RECONVENE TO OPEN SESSION**

There was no reportable action taken in Closed Session.

**ADJOURN SPECIAL MEETING**

**CALL REGULAR MEETING TO ORDER**

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

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

District resident Pat Tierney asked GCSB to sponsor a kid's jumper at an emergency response meeting scheduled in April for Miramar residents, in order to promote the visibility of the District.

**ACTION AGENDA**

**1. Consideration of Report on Parks and Recreation Activities.**

Parks Advisory Committee (PAC) Chair Nancy Marsh reported on the February 20<sup>th</sup> PAC meeting, and GCSB Parks and Recreation Coordinator Claudia Marshall reported on the status of the recreational classes being offered by GCSB.

**2. Consideration of Issues Related to the Recently Constructed Bike Pump Track at the Mirada Surf site, and Consideration of the Proposed Bike Pump Track in Quarry Park.**

Director Clark summarized his meeting with Nicholas Calderon, Parks Director of San Mateo County, regarding the status of the Quarry Park pump track and the expectations of GCSB. The County is moving forward with the pump track development plan, and is anticipating some GCSB funding for the construction costs. The Board agreed to appoint Director Clark as the liaison to work with the County on the project. The Board held a discussion, along with participation from the public, regarding the pump track recently constructed by local residents in the Mirada East County Park. Due to the expeditious pace of the Quarry Park pump track plan and the fact that the pump track was constructed on County land and was unpermitted, the general sentiment of the Board was to not consider taking on any responsibility for the track.

**3. Consideration of Amending the Granada Parks Advisory Committee General Rules of Procedure.**

**ACTION:** Director Suchomel moved to approve the amendments to the PAC General Rules of Procedure as presented. Approved 5-0.  
(Suchomel/Clark).

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

Director Dye reported on the February 10<sup>th</sup> SAM Regular Meeting and Finance Committee Meetings held in February. She was happy to report that strides had been taken to improve the financial reporting problems plaguing the agency since last year.

**CONSENT AGENDA**

5. Approve January 16, 2020 Meeting Minutes.
6. Approve February 2020 Warrants.
7. Approve December 2019 Financial Statements.
8. Approve Assessment District Distribution #7-19/20.

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

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

10. Attorney's Report. (Parkin)
11. General Manager's Report. (Duffy)  
- Recology of the Coast Audited Financial Statements for the  
Period Ending 9/30/19.
12. Administrative Staff Report. (Comito)
13. Engineer's Report. (Kennedy Jenks)
14. Future Agenda Items.

**ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 9:04 p.m.

ATTEST:

SUBMITTED BY:

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

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

Date Approved by Board: March 19, 2020

**ITEM #5**





## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL MEETING

March 19, 2020

**BECAUSE OF THE SHELTER IN PLACE ORDER FOR SAN MATEO COUNTY  
IN RESPONSE TO COVID-19,  
THIS MEETING WAS HELD VIA TELECONFERENCE AS PERMITTED BY  
GOVERNOR'S EXECUTIVE ORDER N-29-20, SECTION 3**

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

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

### **ROLL CALL**

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

Staff: General Manager Chuck Duffy, and District Counsel Bill Parkin.

### **GENERAL PUBLIC PARTICIPATION**

None.

### **ADJOURN TO CLOSED SESSION**

(Board members convened 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 Involving a Joint Powers Agency – Sewer Authority Mid-Coastside (Government Code Section 54956.96):**

##### **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

**Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Water Quality Order R2-2018-1012)**

Granada Community Services District representatives on SAM joint powers agency board: Barbara Dye, Vice-Chair, and Jim Blanchard, Director.

**RECONVENE TO OPEN SESSION CONFERENCE LINE**

There was no reportable action taken in Closed Session.

**ADJOURN SPECIAL MEETING**

ATTEST:

SUBMITTED BY:

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

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

Date Approved by Board: April 16, 2020

**ITEM #6**





**Granada Community Services District  
March 2020 Warrants**

For the April 16, 2020 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
03/19/20	8437	Alhambra & Sierra Springs	Feb 2020	6140 · Office Supplies	4.00
03/19/20	8438	Barbara Dye	02/19/20 GCSD-2/20, 3/23, 3/30 SAM	6040 · Directors' Compensation	280.00
03/19/20	8439	Comcast	03/13/20-04/12/20 Svcs	6170 · Utilities	237.40
03/19/20	8440	David Seaton	02/19/20 GCSD	6040 · Directors' Compensation	145.00
03/19/20	8441	Dudek	Jan/Feb 2020 Svcs	6150 · Professional Services	15,877.50
03/19/20	8442	Eric Suchomel	02/19/20 GCSD	6040 · Directors' Compensation	145.00
03/19/20	8443	Express Plumbing	Medio Creek Maint & Mon-Mar	1617-1 · Medio Creek Xing/Mirada	975.00
03/19/20	8444	Gaetani Real Estate	Office Lease-Apr 2020	6120 · Office Lease	4,450.00
03/19/20	8445	Global Equipment Co	Inv dtd 02/17/20	5070 · Pet Waste Station	190.30
03/19/20	8446	Jim Blanchard	02/19/20 GCSD & 02/10/20 SAM	6040 · Directors' Compensation	280.00
03/19/20	8447	Kennedy Jenks	Feb 2020/Summary #154	6071 · Engineering- General	10,084.10
03/19/20	8448	Matthew Clark	02/19/20 GCSD	6040 · Directors' Compensation	145.00
03/19/20	8449	Office Team	02/21/20 & 03/02/20 Svcs	6153 · Temp Labor	595.00
03/19/20	8450	Pacifica Community TV	02/19/20 GCSD	6180 · Video Taping	300.00
03/19/20	8451	PG&E	Pump Station Inv dtd 02/18/20	6170 · Utilities	279.59
03/19/20	8452	PGE	Office Inv dtd 02/25/20	6170 · Utilities	97.47
03/19/20	8453	Richards, Watson & Gershon	Prof Svcs Inv dtd 02/25/20	6090 · Legal-Gen	660.00
03/19/20	8454	Rodolfo Romero	Mar 2020 Cleaning 2x	6130 · Office Maint & Repairs	140.00
03/19/20	8455	Sewer Authority Mid-Coastside	Mar 2020 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	170,799.61
03/19/20	8456	Tri Counties Bank	Feb 2020 Card Charges	6140 · Office Supplies	3,337.17
03/19/20	8457	ULINE	Dog Waste Bags	5070 · Pet Waste Station	102.25
03/19/20	8458	US Bank Equip Finance	02/28/20 - 03/28/20	6020 · Copier Lease	355.63
03/19/20	8459	Verizon Wireless	Feb 2020	6170 · Utilities	109.11
03/19/20	8460	White Nelson Diehl Evans	Feb 2020	6152 · Accounting	2,500.00
03/19/20	8461	Wittwer & Parkin	Feb 2020 Svcs	6090 · Legal-Gen/IPS/Parks/Big Wave	6,804.00
-Void-	8462	-Void-	-Void-	-Void-	-Void-
03/19/20	8463	Pitney Bowes	Postage Fee	6140 · Office Supplies	32.00
03/19/20	8464	Fechter & Company	06/30/19 Audit Svcs	6010 · Auditing	9,031.25
03/19/20	8465	McCrum Fiber Arts	Instructor Fee-Knitting 2/5-3/11/20	5130 · Parks & Rec Prof Svcs	100.00
03/19/20	8466	Michelle Dragony	Instructor Fee-CPR 2/8 & 3/14/20	5130 · Parks & Rec Prof Svcs	830.00
03/19/20	8467	Victoria Rudolph	Instructor Fee-Rug Hook 2/24-3/16/20	5130 · Parks & Rec Prof Svcs	300.00
<b>TOTAL</b>					<b>229,186.38</b>

**ITEM #7**



**Granada Community Services District**  
**April 2020 Warrants**  
For the April 16, 2020 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
VOID	8468	VOID	VOID	VOID	VOID
04/16/20	8469	Alhambra & Sierra Springs	Mar 2020	6140 · Office Supplies	28.92
04/16/20	8470	David Seaton	03/19/20 GCSD	6040 · Directors' Compensation	145.00
04/16/20	8471	Dudek	02/29/20-03/27/20 Prof Svcs	6150 · Professional Services	5,063.06
04/16/20	8472	Edgewood Partners Ins	Liab Renewal 04/01/20-04/01/21	6080 · Insurance	28,425.00
04/16/20	8473	Eric Suchomel	03/19/20 GCSD	6040 · Directors' Compensation	145.00
04/16/20	8474	Express Plumbing	Medio Creek Maint & Mon-Apr	1617-1 · Medio Creek Xing/Mirada Sewer	975.00
04/16/20	8475	Gaetani Real Estate	Office Lease-May 2020	6120 · Office Lease	4,450.00
04/16/20	8476	Hue & Cry, Inc.	Ofc & Pump Stn Alarm	6170 · Utilities	121.90
04/16/20	8477	Kennedy Jenks	March 2020 Svcs/Sum #155	6071 · Engineering- General	13,791.70
04/16/20	8478	Kikuchi & Kankel Design Group	Inv dtd 02/29/20, 03/31/20	5130 · Parks & Rec Professional	21,525.25
04/16/20	8479	Matthew Clark	03/19/20 GCSD	6040 · Directors' Compensation	145.00
04/16/20	8480	PGE	Office Inv dtd 03/25/20	6170 · Utilities	81.41
04/16/20	8481	Richards, Watson & Gershon	Prof Svcs Inv dtd 03/25/20	6090 · Legal-Gen	3,030.00
04/16/20	8482	Riordan Consulting	Sep 2019 - Feb 2020 IT Svcs	6190 · Computers	585.00
04/16/20	8483	Rodolfo Romero	Apr 2020 Cleaning	6130 · Office Maint & Repairs	70.00
04/16/20	8484	Sewer Authority Mid-Coastside	Apr 2020 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	170,799.61
04/16/20	8485	Tri Counties Bank	Mar 2020 Card Charges	6140 · Office Supplies	73.25
04/16/20	8486	US Bank Equipment Finance	03/28/20 - 04/28/20	6020 · Copier Lease	409.05
04/16/20	8487	White Nelson Diehl Evans	Mar 2020	6152 · Accounting	2,500.00
04/16/20	8488	Wittwer & Parkin	Mar 2020 Svcs	6090 · Legal-Gen/IPS/Parks/Big Wave	4,882.00
04/16/20	8489	Barbara Dye	03/19/20 GCSD	6040 · Directors' Compensation	145.00
04/16/20	8490	Jim Blanchard	03/19/20 GCSD	6040 · Directors' Compensation	145.00
<b>TOTAL</b>					<b>257,536.15</b>

**ITEM #8**



**Granada Community Services District**  
**Statement of Net Position (Unaudited)**  
As of January 31, 2020

**ASSETS**

Current Assets	
Checking/Savings	
1020 · Petty Cash	790
1030 · Cash - LAIF	4,204,658
1040 · Tri Counties Bank - Gen Op	14,769
1050 · Tri Counties Bank - Deposit	236,912
1100 · Accounts Receivable	602,959
1500 · Due from AD	15,068
Total Current Assets	<u>5,075,156</u>
Fixed Assets	
1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,217,871
1630 · Accumulated Depreciation	<u>(6,453,452)</u>
Total Fixed Assets	<u>5,850,212</u>
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	369,890
1730 · Advance to AD- NCA Fund	353,693
1735 · Advance to AD- Assesmnt Revenue	212,834
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	155,963
Total Other Assets	<u>4,863,249</u>
Total Assets	<u>15,788,616</u>

**LIABILITIES**

Current Liabilities	
2000 · Accounts Payable	64,817
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	1,510
2225 · Recology-Del Garbage	17,550
2300 · Due to AD	347,445
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>456,298</u>
Long Term Liabilities	
2401 · Net Pension Liability	185,779
2402 · Deferred Inflows of Resources	9,544
Total Long Term Liabilities	<u>195,323</u>
Total Liabilities	<u>651,621</u>

**NET POSITION**

3000 · Net Assets	5,330,999
3005 · Contributed Capital	9,595,349
Net Income	210,647
Total Net Position	<u>\$ 15,136,995</u>

*No assurance is provided on these financial statements.*



**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2019 through January 31, 2020**

	Jul 1, 2019 - Jan 31, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
<b>Revenues</b>				
Operating Revenue				
4010 · Property Tax Allocation	\$ 195,521	\$ 116,667	\$ 78,854	\$ 200,000
4015 · Park Tax Allocation	396,967	262,500	134,467	450,000
4020 · Sewer Service Charges-SMC	833,659	983,500	(149,841)	1,686,000
4021 · Sewer Svc Charges Pro-rated	1,656	-	1,656	-
4030 · AD OH Reimbursement	-	18,083	(18,083)	31,000
4040 · Recology Franchise Fee	20,249	19,250	999	33,000
<b>Total Operating Revenue</b>	<b>1,448,052</b>	<b>1,400,000</b>	<b>48,052</b>	<b>2,400,000</b>
Non Operating Revenue				
4120 · Interest on Reserves	45,393	52,500	(7,107)	90,000
4130 · Connection Fees	30,400	32,083	(1,683)	55,000
4150 · Repayment of Adv to AD-NCA	-	113,925	(113,925)	195,300
4155 · Repayment of Adv to AD-ARF	-	66,908	(66,908)	114,700
4160 · SAM Refund from Prior Yr	-	583	(583)	1,000
4170 · ERAF Refund	360,868	175,000	185,868	300,000
4180 · Misc Income	1,950	2,333	(383)	4,000
<b>Total Non Operating Revenue</b>	<b>438,611</b>	<b>443,332</b>	<b>(4,721)</b>	<b>760,000</b>
<b>Total Revenues</b>	<b>1,886,663</b>	<b>1,843,332</b>	<b>43,331</b>	<b>3,160,000</b>
<b>Expenses</b>				
Operations				
5010 · SAM - General	680,010	680,010	-	1,165,732
5020 · SAM - Collections	172,784	172,784	-	296,201
5021 · Lift Station Maint.	1,919	-	(1,919)	-
5050 · Mainline System Repairs	-	5,833	5,833	10,000
5060 · Lateral Repairs	11,060	20,417	9,357	35,000
5065 · CCTV	-	14,583	14,583	25,000
5070 · Pet Waste Station	573	700	127	1,200
5110 · RCD - Parks	324	2,917	2,593	5,000
5120 · Half Moon Bay Reimb - Parks	-	14,583	14,583	25,000
5130 · Parks & Rec Professional Services	18,378	23,333	4,955	40,000
<b>Total Operations</b>	<b>885,048</b>	<b>935,160</b>	<b>50,112</b>	<b>1,603,133</b>

*No assurance is provided on these financial statements.*

**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2019 through January 31, 2020**

	Jul 1, 2019 - Jan 31, 2020	Expected To Date	Variance Favorable/ <b>(Unfavorable)</b>	FY 2019/2020 Budget
<b>Expenses (Continued)</b>				
<b>Administration</b>				
6010 · Auditing	\$ 2,103	\$ 8,750	\$ 6,647	\$ 15,000
6020 · Copier lease	3,104	4,083	979	7,000
6030 · County Tax Roll Charges	-	-	-	-
6040 · Directors' Compensation	5,387	6,417	1,030	11,000
6050 · Education & Travel Reimb	1,538	1,167	<b>(371)</b>	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	102,874	99,167	<b>(3,707)</b>	170,000
6062 · Medical Ins.	16,850	9,555	<b>(7,295)</b>	16,380
6063 · Employer Payroll Taxes	7,968	11,375	3,407	19,500
6064 · CALPERS Contribution	36,143	24,570	<b>(11,573)</b>	42,120
6060 · Employee Compensation - Other	1,002	-	<b>(1,002)</b>	-
6070 · Engineering Services	86,200	11,667	<b>(74,533)</b>	20,000
6080 · Insurance	1,483	2,917	1,434	5,000
6090 · Legal Services	22,684	64,167	41,483	60,000
6095 · Legal Services for Case Related Legal	-	-	-	50,000
6100 · Memberships	6,691	5,250	<b>(1,441)</b>	9,000
6110 · Newsletter	1,635	5,833	4,198	10,000
6120 · Office Lease	31,150	33,250	2,100	57,000
6130 · Office Maintenance & Repairs	1,025	1,167	142	2,000
6140 · Office Supplies	1,138	2,917	1,779	5,000
6150 · Professional Services	72,614	55,417	<b>(17,197)</b>	95,000
6160 · Publications & Notices	3,477	1,167	<b>(2,310)</b>	2,000
6170 · Utilities	5,583	5,833	250	10,000
6180 · Video Taping	3,100	2,333	<b>(767)</b>	4,000
6190 · Computers	4,725	1,458	<b>(3,267)</b>	2,500
6220 · Miscellaneous	9,268	8,748	<b>(520)</b>	15,000
6230 · Bank Service Charges	497	-	<b>(497)</b>	-
6310 · Park Related Misc Expenses	3,016	-	<b>(3,016)</b>	-
<b>Total Administration</b>	<b>431,255</b>	<b>367,208</b>	<b>(64,047)</b>	<b>629,500</b>
<b>Capital Projects</b>				
1617-1 · Medio Creek Xing Crossing	6,825	29,167	22,342	50,000
7010 · Sewer Main Replacement (CIP)	-	116,667	116,667	200,000
7100 · SAM - Infrastructure	342,803	342,803	-	587,663
7500 · Projects - Parks	10,085	58,333	48,248	100,000
<b>Total Capital Projects</b>	<b>359,713</b>	<b>546,970</b>	<b>187,257</b>	<b>937,663</b>
<b>Total Expenses</b>	<b>1,676,016</b>	<b>1,849,338</b>	<b>173,322</b>	<b>3,170,296</b>
<b>Net Income/(Loss)</b>	<b>\$ 210,647</b>	<b>\$ (6,006)</b>	<b>\$ 216,653</b>	<b>\$ (10,296)</b>

*No assurance is provided on these financial statements.*

**ITEM #9**



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

As of February 29, 2020

**ASSETS**

Current Assets	
Checking/Savings	
1020 · Petty Cash	790
1030 · Cash - LAIF	4,204,658
1040 · Tri Counties Bank - Gen Op	417,172
1050 · Tri Counties Bank - Deposit	37,355
1100 · Accounts Receivable	-
1500 · Due from AD	15,068
Total Current Assets	4,675,043
Fixed Assets	
1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,217,871
1630 · Accumulated Depreciation	(6,453,452)
Total Fixed Assets	5,850,212
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	369,890
1730 · Advance to AD- NCA Fund	353,693
1735 · Advance to AD- Assesmnt Revenue	212,834
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	155,963
Total Other Assets	4,863,249
Total Assets	15,388,503

**LIABILITIES**

Current Liabilities	
2000 · Accounts Payable	53,106
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	2,513
2225 · Recology-Del Garbage	17,550
2300 · Due to AD	(200)
2310 · Relief Refund Advance	350
Total Current Liabilities	97,945
Long Term Liabilities	
2401 · Net Pension Liability	185,779
2402 · Deferred Inflows of Resources	9,544
Total Long Term Liabilities	195,323
Total Liabilities	293,268

**NET POSITION**

3000 · Net Assets	5,330,999
3005 · Contributed Capital	9,595,349
Net Income	168,887
Total Net Position	\$ 15,095,235

*No assurance is provided on these financial statements.*

**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2019 through February 29, 2020**

	Jul 1, 2019 - Feb 29, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
<b>Revenues</b>				
<b>Operating Revenue</b>				
4010 · Property Tax Allocation	\$ 196,060	\$ 133,333	\$ 62,727	\$ 200,000
4015 · Park Tax Allocation	398,061	300,000	98,061	450,000
4020 · Sewer Service Charges-SMC	833,658	1,124,000	(290,342)	1,686,000
4021 · Sewer Svc Charges Pro-rated	2,450	-	2,450	-
4030 · AD OH Reimbursement	13,746	20,667	(6,921)	31,000
4040 · Recology Franchise Fee	22,132	22,000	132	33,000
<b>Total Operating Revenue</b>	<b>1,466,107</b>	<b>1,600,000</b>	<b>(133,893)</b>	<b>2,400,000</b>
<b>Non Operating Revenue</b>				
4120 · Interest on Reserves	45,393	60,000	(14,607)	90,000
4130 · Connection Fees	30,400	36,667	(6,267)	55,000
4140 · Repayment of Adv to AD-BRA	5,000	-	5,000	-
4150 · Repayment of Adv to AD-NCA	117,216	130,200	(12,984)	195,300
4155 · Repayment of Adv to AD-ARF	70,000	76,467	(6,467)	114,700
4160 · SAM Refund from Prior Yr	-	667	(667)	1,000
4170 · ERAF Refund	360,868	200,000	160,868	300,000
4180 · Misc Income	2,300	2,667	(367)	4,000
<b>Total Non Operating Revenue</b>	<b>631,177</b>	<b>506,668</b>	<b>124,509</b>	<b>760,000</b>
<b>Total Revenues</b>	<b>2,097,284</b>	<b>2,106,668</b>	<b>(9,384)</b>	<b>3,160,000</b>
<b>Expenses</b>				
<b>Operations</b>				
5010 · SAM - General	777,154	777,154	-	1,165,732
5020 · SAM - Collections	197,467	197,467	-	296,201
5021 · Lift Station Maint.	1,919	-	(1,919)	-
5050 · Mainline System Repairs	-	6,667	6,667	10,000
5060 · Lateral Repairs	11,060	23,333	12,273	35,000
5065 · CCTV	-	16,667	16,667	25,000
5070 · Pet Waste Station	866	800	(66)	1,200
5110 · RCD - Parks	324	3,333	3,009	5,000
5120 · Half Moon Bay Reimb - Parks	-	16,667	16,667	25,000
5130 · Parks & Rec Professional Services	33,556	26,667	(6,889)	40,000
<b>Total Operations</b>	<b>1,022,346</b>	<b>1,068,755</b>	<b>46,409</b>	<b>1,603,133</b>

*No assurance is provided on these financial statements.*

**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2019 through February 29, 2020**

	Jul 1, 2019 - Feb 29, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
<b>Expenses (Continued)</b>				
<b>Administration</b>				
6010 · Auditing	\$ 2,103	\$ 10,000	\$ 7,897	\$ 15,000
6020 · Copier lease	3,459	4,667	1,208	7,000
6030 · County Tax Roll Charges	-	-	-	-
6040 · Directors' Compensation	6,382	7,333	951	11,000
6050 · Education & Travel Reimb	1,538	1,333	(205)	2,000
<b>6060 · Employee Compensation</b>				
6061 · Employee Salaries	119,021	113,333	(5,688)	170,000
6062 · Medical Ins.	21,794	10,920	(10,874)	16,380
6063 · Employer Payroll Taxes	9,239	13,000	3,761	19,500
6064 · CALPERS Contribution	37,976	28,080	(9,896)	42,120
6060 · Employee Compensation - Other	1,127	-	(1,127)	-
6070 · Engineering Services	96,284	13,333	(82,951)	20,000
6080 · Insurance	1,483	3,333	1,850	5,000
6090 · Legal Services	29,488	73,333	43,845	60,000
6095 · Legal Services for Case Related Legal	-	-	-	50,000
6100 · Memberships	6,691	6,000	(691)	9,000
6110 · Newsletter	1,635	6,667	5,032	10,000
6120 · Office Lease	35,600	38,000	2,400	57,000
6130 · Office Maintenance & Repairs	4,310	1,333	(2,977)	2,000
6140 · Office Supplies	1,142	3,333	2,191	5,000
6150 · Professional Services	85,559	63,333	(22,226)	95,000
6160 · Publications & Notices	3,477	1,333	(2,144)	2,000
6170 · Utilities	6,390	6,667	277	10,000
6180 · Video Taping	3,400	2,667	(733)	4,000
6190 · Computers	5,325	1,667	(3,658)	2,500
6220 · Miscellaneous	9,268	10,004	736	15,000
6230 · Bank Service Charges	507	-	(507)	-
6310 · Park Related Misc Expenses	3,193	-	(3,193)	-
<b>Total Administration</b>	<b>496,391</b>	<b>419,669</b>	<b>(76,722)</b>	<b>629,500</b>
<b>Capital Projects</b>				
1617-1 · Medio Creek Xing Crossing	7,800	33,333	25,533	50,000
7010 · Sewer Main Replacement (CIP)	-	133,333	133,333	200,000
7100 · SAM - Infrastructure	391,775	391,775	-	587,663
7500 · Projects - Parks	10,085	66,667	56,582	100,000
<b>Total Capital Projects</b>	<b>409,660</b>	<b>625,108</b>	<b>215,448</b>	<b>937,663</b>
<b>Total Expenses</b>	<b>1,928,397</b>	<b>2,113,532</b>	<b>185,135</b>	<b>3,170,296</b>
<b>Net Income/(Loss)</b>	<b>\$ 168,887</b>	<b>\$ (6,864)</b>	<b>\$ 175,751</b>	<b>\$ (10,296)</b>

*No assurance is provided on these financial statements.*

**ITEM #10**





**DISTRIBUTION REQUEST NO.: #8-19/20**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$2,291.00**

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

DISTRIBUTION REQUEST  
For Payment of Bond Administration Costs

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

Dated:  
April 16, 2020

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Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO.: #8-19/20**

**DATE: April 16, 2020**  
**DISTRIBUTE FROM ACCOUNT #: 94673305**  
**ACCOUNT NAME: Bond Administration Fund**  
**DISTRIBUTION AMOUNT: \$ 2,291.00**

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

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - Mar 2020	\$ 2,291.00
<b>TOTAL:</b>			<b>\$ 2,291.00</b>

**ITEM #11**



**DISTRIBUTION REQUEST NO.: #9-19/20**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$2,291.00**

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

DISTRIBUTION REQUEST  
For Payment of Bond Administration Costs

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

Dated:  
April 16, 2020

---

Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO.: #9-19/20**

**DATE: April 16, 2020**  
**DISTRIBUTE FROM ACCOUNT #: 94673305**  
**ACCOUNT NAME: Bond Administration Fund**  
**DISTRIBUTION AMOUNT: \$ 2,291.00**

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

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - Apr 2020	\$ 2,291.00
<b>TOTAL:</b>			<b>\$ 2,291.00</b>

**ITEM #12**





**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #13**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #14**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #15**



GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: February 15, 2020 to April 10, 2020
To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: April 16, 2020

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

APPLICATIONS RECEIVED – There were no applications received this period.

Table with 7 columns: Rec'd, CI, Owner/Agent, APN, Address, Sq. Ft., Zone. Contains 10 rows of application data.

Note: shaded areas were previously reported.

PERMITS ISSUED – One permit was issued this period:

Table with 8 columns: Permit No., CI, Issue Date, Owner or Agent, APN, Address, Sq. Ft., Zone. Contains 11 rows of permit data.

Note: shaded areas were previously reported.

**SEWER HOOK-UPS** - There were three sewer hook-ups this period:

Hookup Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
07/16/19	2M	3184	10/11/18	C.F.P.D.	047-261-030	555 Obispo Rd, EG
08/28/19	1A	3185	10/31/18	Stebbins, B	047-218-010	620 Columbus, EG
09/10/19	1A	3170	11/29/17	Bettencourt	047-234-220	619 The Alameda, EG
10/23/19	1A	3174	07/13/18	Kybych, S	048-013-600	124 Magellan, Miramar
11/21/19	1A	3173	06/26/18	Peterson	048-072-290	15 Terrace Ave, Miramar
01/17/20	1A	3186	11/20/18	O'Keefe	047-024-070	354 Princeton Ave, Princeton
01/17/20	1A	3187	11/20/18	O'Keefe	047-024-080	358 Princeton Ave, Princeton
03/19/20	1A	3188	03/08/19	Harris, Bruce	047-243-010	912 Columbus St, EG
03/19/20	1A	3195	10/03/19	Welch, D	047-222-290	535 Francisco St, EG
03/27/20	1A	3190	04/30/19	Xue, F	047-111-270	736 San Carlos, EG

Note: shaded areas were previously reported.

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

Repair Date	Type	Problem	Location or Address	Cause	Cost
10/18/1	Wye Replacement	Back-up	555 Miramar Dr, Miramar	Roots	\$7,800

Note: shaded areas were previously reported.

**SPECIAL NOTES:**

The District's excess cash is invested in the Local Agency Investment Fund (LAIF), which is administered by the State Treasurer. Attached with this report is the 12/31/19 Quarterly Statement, and the Pooled Money Investment Account (PIMA)/LAIF Performance Report as of 02/29/2020 for the quarter ending on 12/31/19. Going forward, the LAIF statement will be presented on the Consent Agenda on an ongoing basis.



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name GRANADA COMMUNITY SRVCES DIST  
Account Number 70-41-002

As of 01/15/2020, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2019.

Earnings Ratio		.00006250085778970
Interest Rate		2.29%
Dollar Day Total	\$	327,605,902.40
Quarter End Principal Balance	\$	3,409,182.04
Quarterly Interest Earned	\$	20,475.65



# PMIA/LAIF Performance Report as of 02/29/20



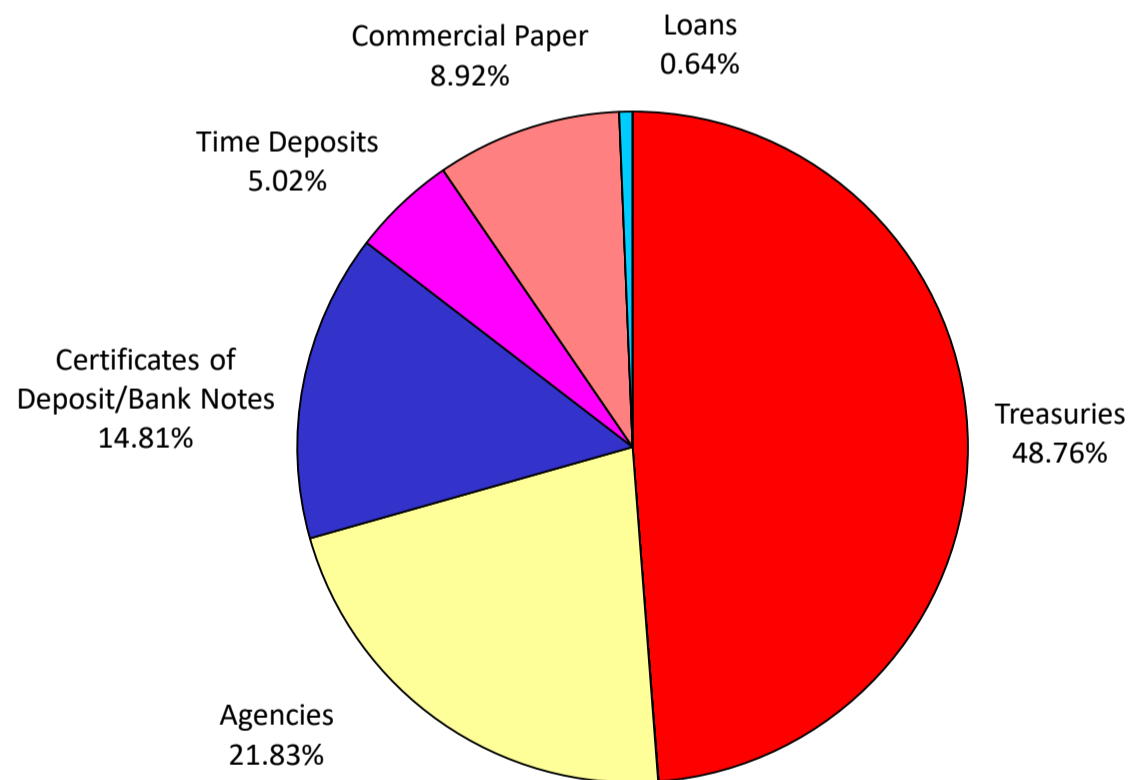
## PMIA Average Monthly Effective Yields<sup>(1)</sup>

Feb	1.912
Jan	1.967
Dec	2.043

## LAIF Quarterly Performance Quarter Ended 12/31/19

Apportionment Rate <sup>(2)</sup> :	2.29
Earnings Ratio <sup>(2)</sup> :	0.000062500857789
Fair Value Factor <sup>(1)</sup> :	1.001770298
Daily <sup>(1)</sup> :	2.02%
Quarter to Date <sup>(1)</sup> :	2.11%
Average Life <sup>(1)</sup> :	226

## Pooled Money Investment Account Portfolio Composition <sup>(1)</sup> 02/29/20 \$97.5 billion



Percentages may not total 100% due to rounding

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller

**ITEM #16**





**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #17**



