



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, September 19, 2019

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

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

- 1. Appointment of General Manager as Labor Negotiator Pursuant to Government Code Section 54957.6—Unrepresented Employee—Assistant General Manager**
- 2. Appointment of General Manager as Labor Negotiator Pursuant to Government Code Section 54957.6—Unrepresented Employee—Assistant Administrator**

ADJOURN TO CLOSED SESSION

- 3. Conference with Labor Negotiator—Government Code Section 54957.6.**
Agency designated representative: Chuck Duffy
Unrepresented employee: Assistant General Manager.

- 4. Conference with Labor Negotiator—Government Code Section 54957.6.**
Agency designated representative: Chuck Duffy
Unrepresented employee: Assistant Administrator.
- 5. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).**
Casa Mira Homeowners Association v. California Coastal Commission – San Mateo County Superior Court Case No. 19-CIV-04677.
- 6. 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.
- 7. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 531 Obispo Road, El Granada, California.
District's Negotiator: Chuck Duffy
Negotiating parties: Coastside Fire Protection District and Granada Community Services District
Under negotiation: Instruction to negotiator will concern price and terms of payment.

RECONVENE TO OPEN SESSION

Report final Board action, if any, from Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

- 1. Consideration of Draft 6-Year Capital Improvement Program (CIP) for FY 2019/20 to 2024/25.**
Recommendation: To be made by the Board.
- 2. Consideration of Sewer Authority Mid-Coastside Wastewater Management Specialists Proposal.**
Recommendation: To be made by the Board.
- 3. Consideration of Sewer Authority Mid-Coastside Report.**
Recommendation: For Board Information.

CONSENT AGENDA

4. Approve August 18, 2019 Meeting Minutes.
5. Approve September 2019 Warrants.
6. Approve August 2019 Financial Statements.
7. Approve Assessment District Distribution #3-19/20.
8. Approve SDRMA MOU and Corresponding Resolution.

COMMITTEE REPORTS

9. Report on seminars, conferences, or committee meetings.
10. Report on Parks Advisory Committee.

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

At the conclusion of the August 15, 2019 Meeting:
Last Ordinance adopted: No. 173
Last Resolution adopted: No. 2019-010

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

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

ITEM #1

22 July 2019

DRAFT Memorandum

To: Granada Community Services District
From: John H Rayner PE, District Engineer
Subject: Proposed 6-Year Capital Improvement Program (CIP) for Fiscal Years
2019/2020 through 2024/2025
K/J 015011*06

This memorandum describes the process used to develop a program of recommended Capital Improvement Projects (CIPs) for the Granada Community Services District. It also includes descriptions and budget estimates for each proposed project.

District Budget and Unit Costs

The District had set the goal of about \$200,000 per year for replacing or rehabilitating the collection system. A \$200,000 construction project is considered a small project and does not allow District to take advantage of the economies of scale associated with a larger project. Because of this it is advantageous to combine two one-year projects together (with an approximate budget of about \$400,000) and have a CIP construction project every other year. The District's budget includes construction cost and associated project cost (such as permitting, design, construction support and project administration).

In reviewing the District's 2015 sewer rehabilitation project, the low bid for sewer replacement was \$89 per foot for 6 and 8-inch diameter sewers. The following factors were used to escalate the bid unit costs from 2015 to develop unit costs for estimating the costs of the current 6-year CIP:

- A 14% general condition markup based on the 2015 CIP low bid. General condition refers to items necessary for the construction but shown as bid items separate from the unit costs such as demobilization, traffic control, sheeting shoring and bracing, and dewatering.
- A 2.4% annual cost of escalation based on the average increase on the ENR CCI (Engineering News Record-Construction Cost Index) for San Francisco area was applied to escalate unit costs 7 years, from 2015 to 2022, the midpoint of the 6-year CIP. This resulted total escalation of 18%.
- The bid average was 38% higher than the low bid.
- Associated project costs such as permitting, design and construction support is estimated as 25% of construction cost.

Memorandum

Granada Community Services District, 5 Year CIP Program

22 July 2019

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Escalation of bid prices from the 2015 project is shown below for 6" or 8" sewer replacement.

	<u>\$/lf</u>
2015 CIP Low Bid (6"-8" Pipe)	\$89
2015 CIP Average Bid (6"-8" Pipe)	+38% \$123
2015 CIP General Condition Markup	+14% \$140
Escalation to mid-point (2.4% compounded for 7 years)	+18% \$165
Planning, Design, Construction & Project Administration Markups	+25% \$207

Using the markups above, the estimated range of unit costs for the primary replacement assets are:

- 6 – 8-inch sewer replacement Between \$150 and \$207 per foot.
- Manhole replacement Between \$5,800 and \$7,700 per manhole.

Based on these estimates, a \$400,000 two-year budget would replace between 2,000 and 2,700 feet of 6 or 8-inch sewers and the entire 6-year CIP program, with three construction projects, would replace between 6,000 and 8,100 feet of 6 or 8-inch sewers.

CIP Projects Scoping

The following five categories of sewers should be considered for inclusion into the CIPs.

- Category 1 - Sewers in the previous 6-Year CIP that were not replaced.
- Category 2 - Sewer Authority Mid-Coastside (SAM) "hot list" of sewers requiring frequent cleaning (because of problems these sewers were listed as needing to be cleaned every 3, 4, 6 or 12 months).
- Category 3 - Areas of the collection system identified by GCSD staff as having problems (primarily locating and raising manhole covers and other needed spot repairs).
- Category 4 - The District's oldest sewers (constructed in 1920) that have not been replaced. (Records indicated that there were no other sewers constructed until 1964).

Memorandum

Granada Community Services District, 5 Year CIP Program

22 July 2019

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- Category 5 - Problem sewers identified in a meeting with GCSD staff and subsequent email communications.

Since the cost of replacing all the sewers in the above five categories far exceeds the District's budget for a 6-Year CIP and the condition of most of the sewers was not known, it was decided to first assess the condition of these sewers by Closed Circuit Television (CCTV) inspection before deciding which sewers should be included in the current CIP.

In April 2019, the District contracted for the services of Presidio Systems, Inc. (PSI) to assess the condition of all category 1, 2, 3, and 5 sewers and their associated manholes using CCTV inspection. The condition assessment was conducted using NASSCO (National Association of Sewer Agencies) standard methods for pipeline and manhole inspections. After completing the inspection, the conditions of each sewer and manhole were documented using NASSCO PACP (Pipeline Assessment Certification Program) forms for sewers and MACP (Manhole Assessment Certification Program) forms for manholes. The information was recorded on digital video files. Approximately 11,056 feet of sewers and laterals, between 4 and 15 inches in diameter, and 95 manholes were inspected. Category 4 sewers (1920 sewers) were not included in the CCTV inspection as these old clay sewers are essentially 100 years old and the District has an ongoing program of replacing all 1920 sewers in the collection system.

The CCTV inspection provided the condition of each sewer, manhole and cleanout. Based on the standard approach described in the NASSCO Pipeline Assessment Certification Program (PACP), the condition of each sewer, manhole and cleanout inspected was graded based on the severity of its defects. The five grades are defined below as –

- Grade 5 – Most significant defect grade. Examples of Grade 5 defects are collapsed pipe, holes on the pipe, broken pipe and the soils behind the pipe is visible.
- Grade 4 – Significant defect grade. Examples of Grade 4 defects are broken pipe but soil behind the pipe is not visible, multiple fractures of the pipe, deformed pipe, large deformed joints, severe obstruction in the pipe.
- Grade 3 – Moderate defect grade. Examples are medium joint separation, longitudinal fracture, multiple cracks.
- Grade 2 – Minor to moderate defect grade.
- Grade 1 – Minor defect grade.

The overall sewer pipe condition is described by PACP Quick Rating and Overall Rating. PACP Quick Rating (QR) is a four-digit code. The first digit shows the highest severity grade occurring along the pipe length. The second digit shows the number of occurrences of that defect. The third digit shows the second highest severity grade. The fourth digit shows the number of occurrences of the second highest severity grade defect. PACP Rating Index (RI) is a weighted average of all the pipe defects along the pipe length.

Memorandum

Granada Community Services District, 5 Year CIP Program

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NASSCO Manhole Assessment Certification Program (MACP) and Lateral Assessment Certification Program (LACP) has a similar grading system, QR and RI to the PACP grading system.

Table 1 below summarizes the CCTV inspection results:

Table 1: Summary of CCTV inspection results

	Length (feet)	Percentage of Total Sewers Inspected
Sewers with Highest Defect Grade of 5	1,337	12%
Sewers with Highest Defect Grade of 4	2,954	27%
Sewers with Highest Defect Grade of 3	2,901	26%
Sewers with Highest Defect Grade of 2	1,220	11%
Sewers with Highest Defect Grade of 1	189	2%
Sewers without Defect	2,455	22%
Total	11,056	

As the Table 1 shows, there are 4,291 feet of sewers with a highest defect grade of either 4 or 5. Considering that the District has approximately 5,924 feet of 1920 sewers that have not been previously replaced, the cost of replacing all remaining 1920 sewers and newer sewers with defect grades of either 4 or 5 would exceed the budget that the District has planned for the next 6 years. This means there is also not enough budget within the next 6 years to rehabilitate any sewers with Grade 3 or lower defects. Thus only 1920 sewers and sewers with Grade 5 or 4 defects were considered for inclusion into the current CIP. Sewers included in the current CIP have been included based on the severity of their condition, location and past claim history.

The recommended Projects are shown in the appendix. Project 1 generally includes sewers located at the downstream end of the collection system, near the Portola Pump Station and the majority are 1920 sewers. Project 2 sewers are generally on the east side of the Portola Pump Station, including sewers along Mirada Road, Isabella Road, Avenue Portola and a sewer along Hwy 1. Project 3 sewers are generally on the west side of the Portola Pump Station, including sewers along San Carlos Avenue, Columbus Street, San Juan Avenue, Avenue Alhambra, San Luis Road and a sewer run upstream of Princeton Pump Station. The sewer pipe on Columbus Street in Project 3 was previously associated with a high claim for damage from a sewer overflow.

Table 2 below summarizes the recommended projects. As Table 2 shows, the planned projects costs are somewhat higher than a budget of \$400,000, this is to allow flexibility during bidding to be able to adjust the scope of the project to be constructed based on the bids received. If bids are low, more sewers can be replaced and if bids are high, the number of sewers to be replaced can be reduced.

Memorandum

Granada Community Services District, 5 Year CIP Program

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Table 2: Summary of Projects 1, 2 and 3 under the 6-year CIP

	Fiscal Year	Project Scope	Estimated Cost based on Low Bid	Estimated Cost based on Average Bid
Project 1	2019/20 – 2020/21	Replace or Repair 2,453 feet of 6 – 8-inch sewers 27 laterals 2 manholes	\$390,000	\$538,000
Project 2	2021/22 – 2022/23	Replace or Repair 2,610 feet of 6 – 10-inch sewers 29 laterals 3 manholes	\$387,000	\$534,000
Project 3	2023/24 – 2024/25	Replace or Repair 1,997 feet of 6 – 15-inch sewers 43 laterals 1 manhole	\$383,000	\$528,000
Total	2019/20 – 2024/25 (6-year CIP)	Replace or Repair 7,060 feet of 6 – 15-inch sewers 99 laterals 6 manhole	\$1,160,000	\$1,600,000

Phase 2 - 2019 CIP Improvements - Project 1

Project Name: GCSD 2019 6-Year CIP Improvements
 K/J Project No.: 015011*06



Prepared by: Rebecca Xu
 Checked by: Xiangquan Li
 Date: 7/22/2019

Notes:

- Total length of sewers: 2,453 LF
- Total number of laterals: 27 EA
- Total number of manholes: 2 EA

Unit Costs (based on 2015 bid average):

- \$ 165 per LF for 6"-8" pipe
- \$ 2,000 per lateral replacement
- \$ 6,150 per Manhole replacement
- \$ 2,350 per Manhole raising/partial repair
- \$ 9,500 per Spot Repair

Sewers:

Sheet #	Upstream MH#	Downstream MH#	Pipe Length, LF	CCTV Year	Material	Pipe Diameter, inch	Number of Laterals	PACP Quick Overall Rating	PACP Overall Ratings Index	Category	Rcmd'd for Pipe (R)place/(S)spot Repair	Estimated Cost	Notes
5	MGH5-100	MGH5-96	261	-	Vitrified Clay Pipe	8	1	-	-	1920 pipe, 10/11 CIP	R	\$ 45,065	10/11 CIP notes: no recent call-out
5	MGH5-102	MGH5-100	141	-	Vitrified Clay Pipe	8	0	-	-	1920 pipe, 10/11 CIP	R	\$ 23,265	10/11 CIP notes: no recent call-out
5	MGH5-220	MGH5-221	245	-	PVC	6	1	-	-	SAM report	S	\$ 11,500	Protruding problem detected by SAM - Grade 5 defect
5	MGH5-84	MGH5-80	246	-	Vitrified Clay Pipe	8	1	-	-	1920 pipe, 10/11 CIP	R	\$ 42,590	10/11 CIP notes: no recent call-out
5	MGH5-89	MGH5-84	257	-	Vitrified Clay Pipe	8	2	-	-	1920 pipe, 10/11 CIP	R	\$ 46,405	10/11 CIP notes: several call outs due to lateral or root issues
5	MGH5-93	MGH5-89	105	-	Vitrified Clay Pipe	8	0	-	-	1920 pipe, 10/11 CIP	R	\$ 17,325	10/11 CIP notes: no recent call-out
5	MGH5-94	MGH5-93	120	-	PVC	6	0	-	2.0	10/11 CIP	S	\$ 9,500	10/11 CIP notes: Circumferential Crack @ 114.5 Spot Repair, minor sag
5	MHG5-34	MHG5-33	154	2019	Vitrified Clay Pipe	8	1	4231	2.1	2019 CCTV	R	\$ 27,410	Upstream and downstream manholes to be replaced
5	MHG5-80	MHG5-127	374	2019	Vitrified Clay Pipe	8	6	4331	2.2	2019 CCTV	R	\$ 73,710	
8	MGH8-53	MGH8-53A	350	-	Vitrified Clay Pipe	6	11	-	-	1920 pipe, 10/11 CIP	R	\$ 79,750	10/11 CIP notes: 5 call-outs caused by grease, offset joints and sags in the mainline.
8	MGH8-53A	MGH5-96	200	-	Vitrified Clay Pipe	6	4	-	-	1920 pipe, 10/11 CIP	R	\$ 41,000	

Manholes:

Sheet #	MH#	CCTV Year	Material	Manhole Diameter, inch	MACP Quick Overall Rating	MACP Overall Ratings Index	Category	Estimated Cost
5	33	2019	Concrete (precast)	48	411A	1.2	2019 CCTV	\$ 6,150
5	34	2019	Concrete (cast-in-	36	4117	1.4	2019 CCTV	\$ 6,150

Administration Markup (Planning, Design, Construction Administration, Project Administration) 25% Subtotal \$ 430,000
 Total Based on Bid Average \$ 538,000
 Total Based on Low Bid \$ 390,000

Phase 2 - 2019 CIP Improvements - Project 2

Project Name: GCSD 2019 6-Year CIP Improvements
 K/J Project No.: 015011*06



Prepared by: Rebecca Xu
 Checked by: Xiangquan Li
 Date: 7/22/2019

Notes:

- Total length of sewers: 2,610 LF
- Total number of laterals: 29 EA
- Total number of manholes: 3 EA

Unit Costs (based on 2015 bid average):

- \$ 165 per LF for 6"-8" pipe
- \$ 180 per LF for 10" pipe
- \$ 2,000 per lateral replacement
- \$ 6,150 per Manhole replacement
- \$ 2,350 per Manhole raising/partial repair
- \$ 9,500 per Spot Repair

Sewers:

Sheet #	Upstream MH#	Downstream MH#	Pipe Length, LF	CCTV Year	Material	Pipe Diameter, inch	Number of Laterals	PACP Quick Overall Rating	PACP Overall Ratings Index	Category	Rcmd'd for Pipe (R)place/(S)pot Repair	Estimated Cost	Notes
5	MHG5-08	MHG5-07	301	2019	Vitrified Clay Pipe	6	0	4133	2.4	2019 CCTV	S	\$ 9,500	
5	MHG5-08A	MHG5-08	300	2019	Vitrified Clay Pipe	6	2	5231	2.9	2019 CCTV	R	\$ 53,500	Upstream manhole to be replaced
5	MHG5-114	MHG5-111	226	2019	Vitrified Clay Pipe	8	7	5141	1.6	2019 CCTV	R	\$ 51,290	Downstream manhole to be replaced
5	MHG5-115	MHG5-114	243	2019	Vitrified Clay Pipe	6	0	4133	1.5	2019 CCTV	S	\$ 9,500	
5	MHG5-120	MHG5-119	139	2019	Vitrified Clay Pipe	6	2	5134	2.0	2019 CCTV	S	\$ 13,500	
5	MHG5-121	MHG5-120	109	2019	Vitrified Clay Pipe	6	0	4121	1.4	2019 CCTV	S	\$ 9,500	
6	MHG6-1A	MHG6-1	162	2019	Vitrified Clay Pipe	6	2	5445	2.5	2019 CCTV	R	\$ 30,730	
6	MHG6-08	MHG6-06	146	2019	Vitrified Clay Pipe	6	2	5141	2.3	2019 CCTV	R	\$ 28,090	
9	MHG9-05	MHG9-04	389	2017	Asbestos Cement	10	3	-	-	Mirada Rd CCTV Survey 2017	R	\$ 76,020	Grade 4 defect: Surface reinforcement projecting into pipe; surface roughness increased
9	MHG9-07	MHG9-06	242	2017	Asbestos Cement	10	2	-	-	Mirada Rd CCTV Survey 2017	R	\$ 47,560	Grade 5 defect: Soil visible
9	MHG9-11B	MHG9-10	152	2017	Asbestos Cement	10	8	-	-	Mirada Rd CCTV Survey 2017	R	\$ 43,360	Grade 5 defect: Surface reinforcement projecting into pipe; surface roughness increased
10	MHG10-54	MHG10-52	201	2019	Vitrified Clay Pipe	8	1	4222	4.0	2019 CCTV	R	\$ 35,165	Upstream manhole to be replaced

Manholes:

Sheet #	MH#	CCTV Year	Material	Manhole Diameter	MACP Quick Overall Rating	MACP Overall Ratings Index	Category	Estimated Cost
5	08A	2019	Concrete (precast)	48	4131	1.5	2019 CCTV	\$ 6,150
5	111	2019	Concrete (cast-in-concrete)	48	4321	1.9	2019 CCTV	\$ 6,150
10	54	2019	Concrete (precast)	48	5117	1.5	2019 CCTV	\$ 6,150

Administration Markup (Planning, Design, Construction Administration, Project Administration) 25% Subtotal \$ 427,000
 Total Based on Bid Average \$ 534,000
 Total Based on Low Bid \$ 387,000

Phase 2 - 2019 CIP Improvements - Project 3



Project Name: GCSD 2019 6-Year CIP Improvements
K/J Project No.: 015011*06

Prepared by: Rebecca Xu
Checked by: Xiangquan Li
Date: 7/22/2019

Notes:

- Total length of sewers: 1,997 LF
- Total number of laterals: 43 EA
- Total number of manholes: 1 EA

Unit Costs (based on 2015 bid average):

- | | | | | | |
|----|-------|-------------------------|----|-------|------------------------------------|
| \$ | 165 | per LF for 6"-8" pipe | \$ | 6,150 | per Manhole replacement |
| \$ | 225 | per LF for 15" pipe | \$ | 2,350 | per Manhole raising/partial repair |
| \$ | 2,000 | per lateral replacement | \$ | 9,500 | per Spot Repair |

Sewers:

Sheet #	Upstream MH#	Downstream MH#	Pipe Length, LF	CCTV Year	Material	Pipe Diameter, inch	Number of Laterals	PACP Quick Overall Rating	PACP Overall Ratings Index	Category	Rcmd'd for Pipe (R)place/(S)pot Repair	Estimated Cost	Notes
2	MHG2-35	MHG2-19	266	2019	Asbestos Cement	15	0	5141	2.2	2019 CCTV	R	\$ 43,890	
3	MHG3-86	MHG3-85	279	2019	Asbestos Cement	6	9	4332	2.9	2019 CCTV	R	\$ 64,035	
4	MHG4-24	MHG4-25	97	2019	Vitrified Clay Pipe	8	0	5242	3.3	2019 CCTV	R	\$ 16,005	
4	MGH4-25	MGH5-18	410	-	Vitrified Clay Pipe	6	7	-	-	1920 pipe, CIP Line Problem List	R	\$ 81,650	offset & hole in line, no CCTV records
4	COG4-69	MHG4-68	150	2019	Asbestos Cement	6	3	4832	3.0	2019 CCTV	R	\$ 30,750	
4	MGH4-75	MGH4-88	148	-	Vitrified Clay Pipe	6	5	-	-	1920 pipe, 10/11 CIP	R	\$ 34,420	8 call outs
4	MGH4-76	MGH4-75	273	-	Vitrified Clay Pipe	6	14	-	-	1920 pipe, 10/11 CIP	R	\$ 73,045	MHG4-76 to be replaced
4	MGH4-82	MGH4-76	374	2019	Vitrified Clay Pipe	6	5	3422	1.8	2019 CCTV	R	\$ 71,710	>\$100k claim history per GCSD, MHG4-76 to be replaced

Manholes:

Sheet #	MH#	CCTV Year	Material	Manhole Diameter	MACP Quick Overall Rating	MACP Overall Ratings	Category	Estimated Cost
4	76	2019	Concrete	48	4116	1	2019 CCTV	\$ 6,150

Administration Markup (Planning, Design, Construction Administration, Project Administration) 25% Subtotal \$ 422,000
Total Based on Bid Average \$ 528,000
Total Based on Low Bid \$ 383,000

GRANADA COMMUNITY SERVICES DISTRICT

SAN MATEO COUNTY, CALIFORNIA

6-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2019/2020 THROUGH 2025/2026

PHASE 2 - CIP PROJECTS MAY 2019



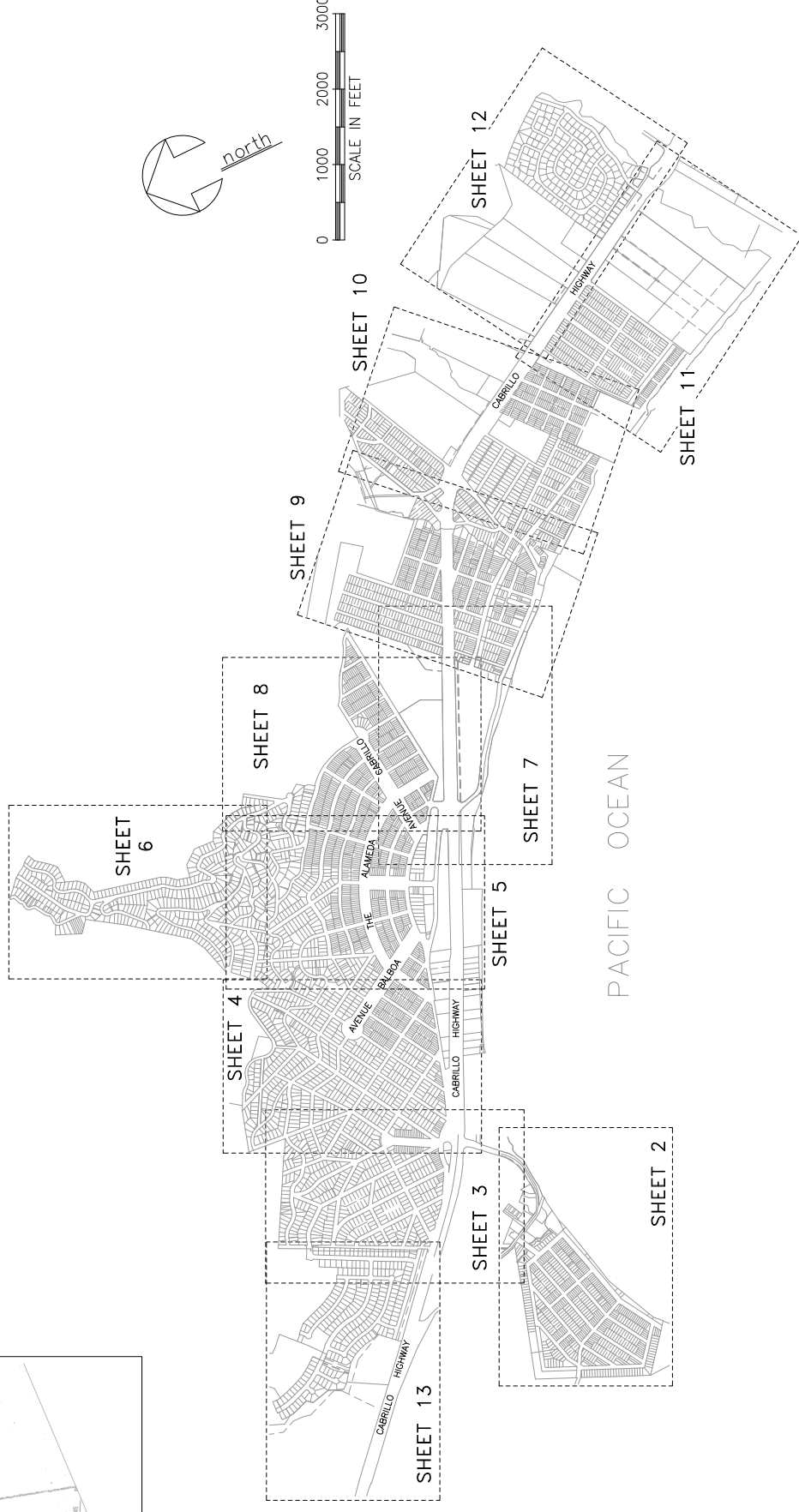
VICINITY MAP

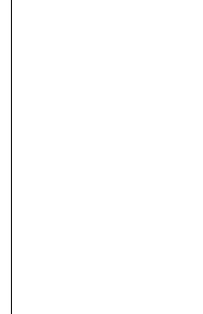
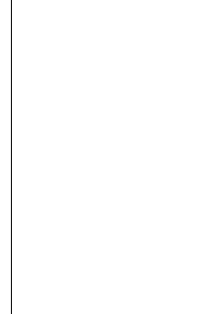
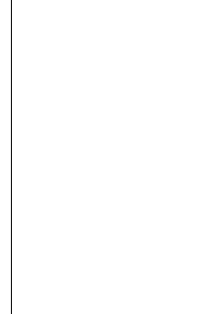
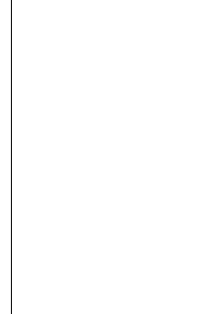
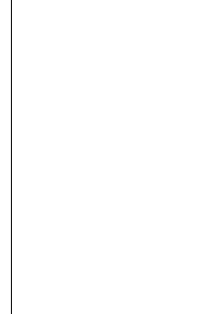
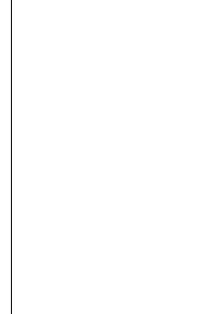
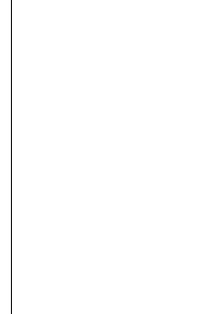
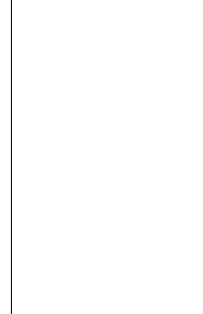
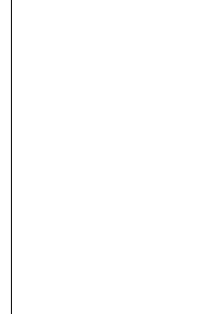
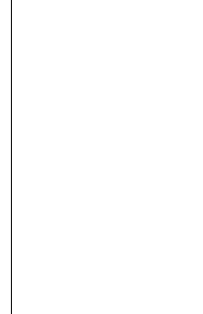
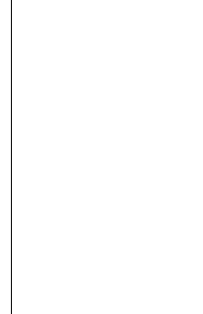
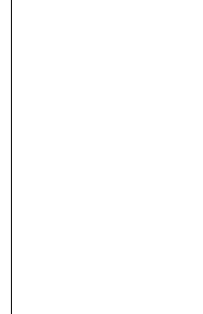
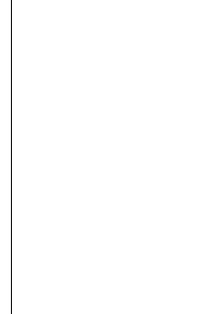
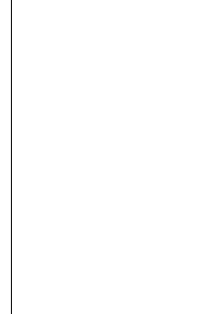
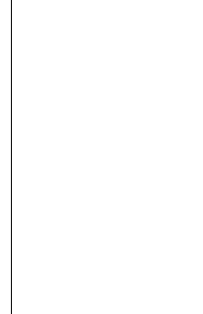
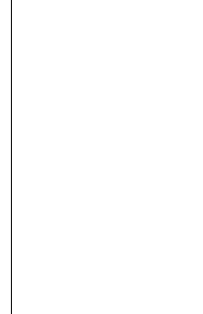
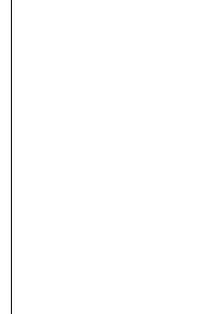
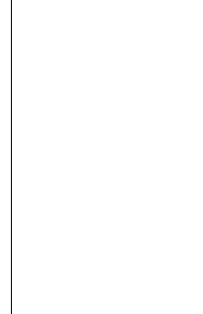
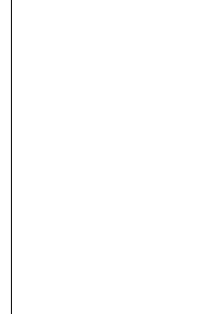
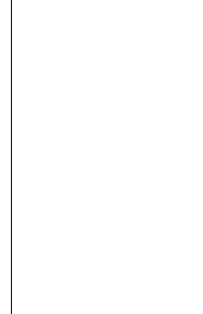
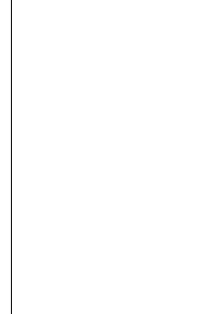
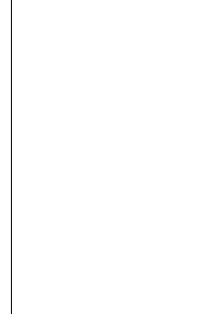
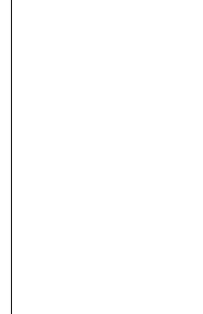
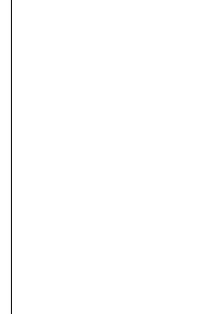
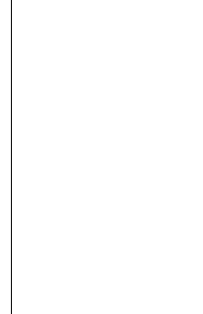
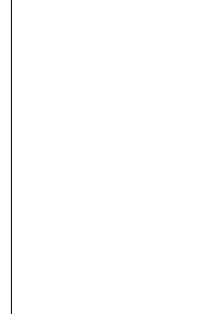
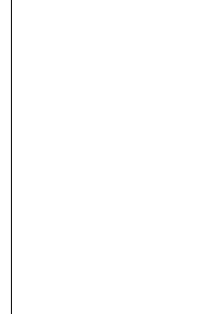
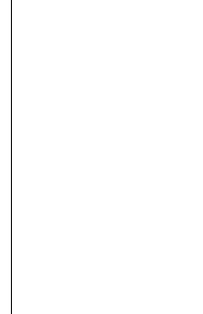
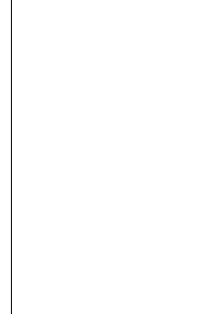
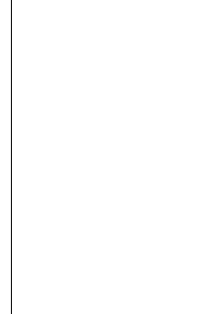
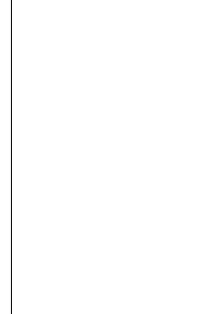
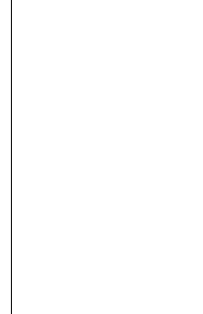
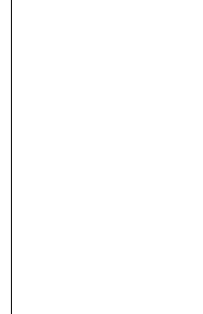
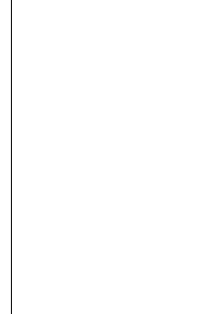
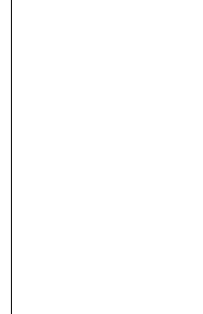
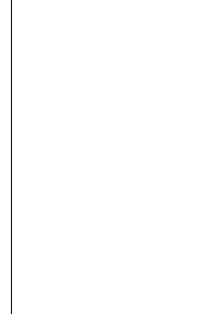
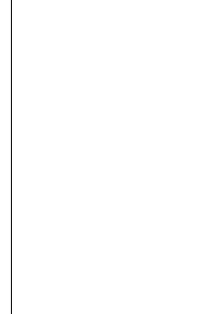
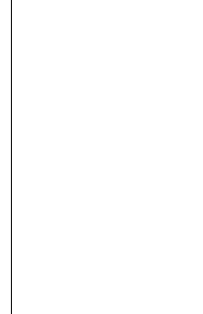
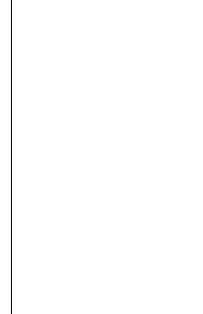
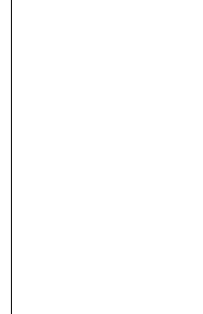
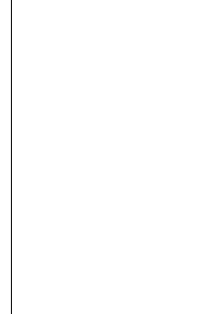
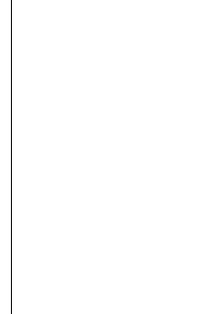
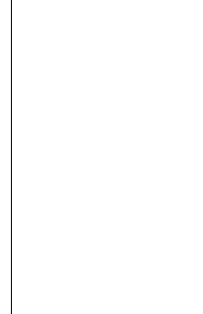
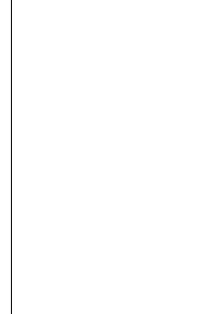
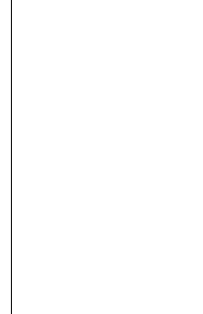
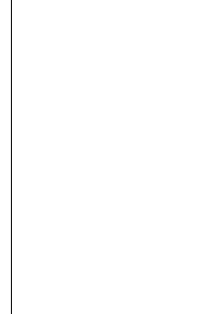
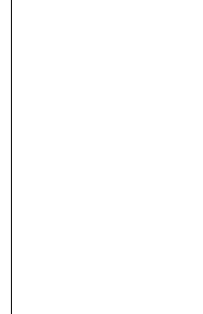
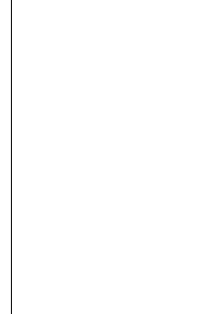
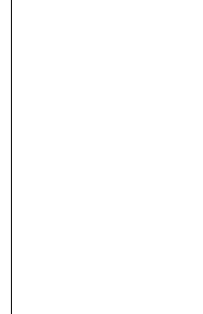
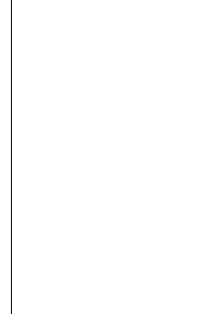
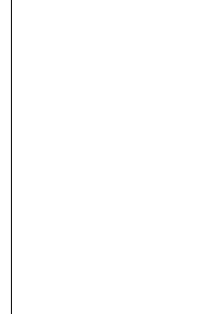
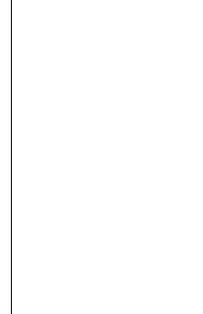
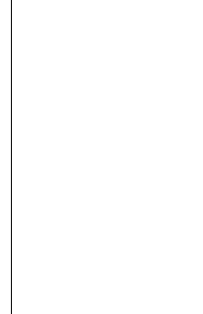
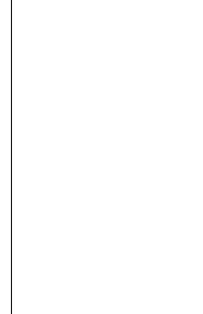
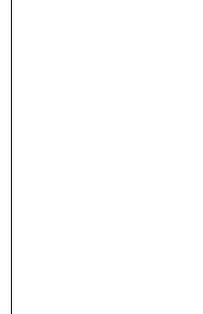
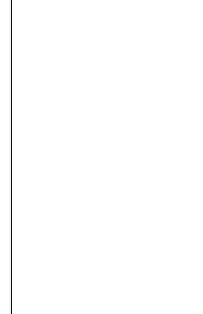
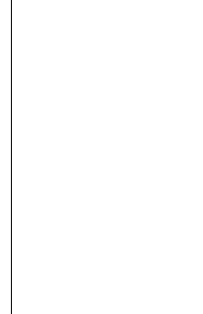
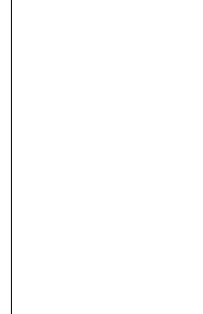
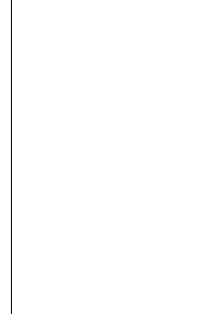
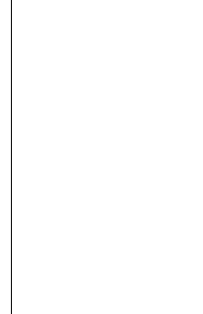
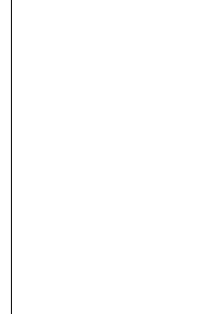
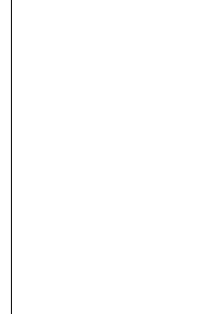
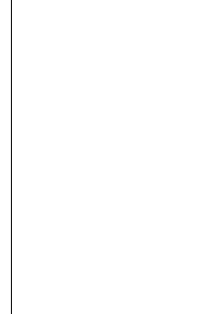
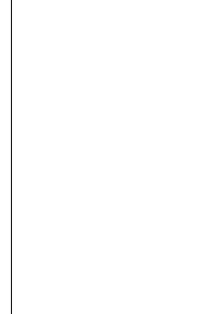
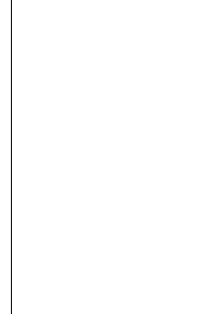
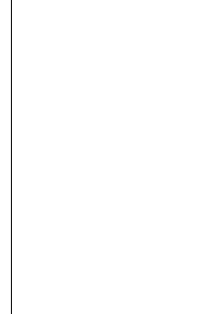
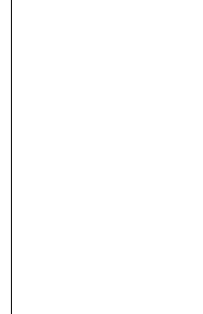
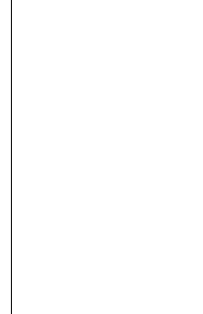
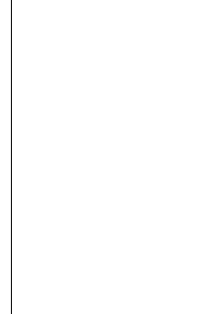
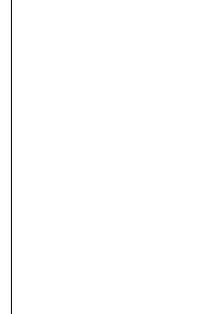
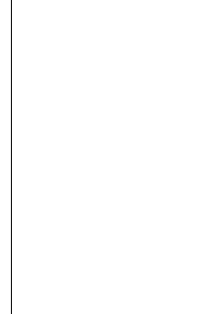
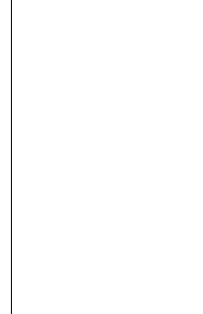
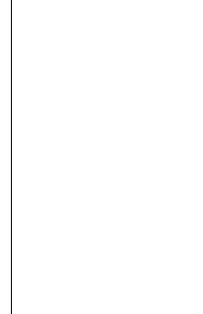
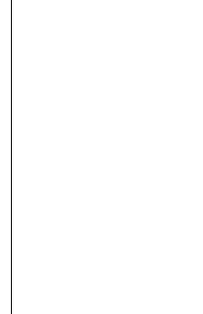
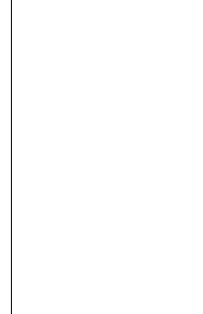
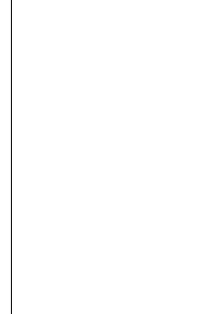
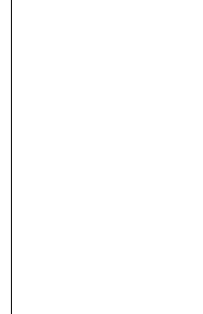
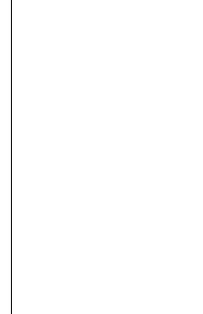
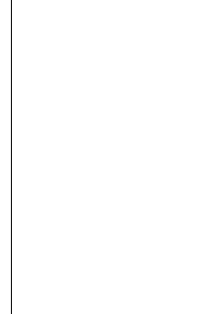
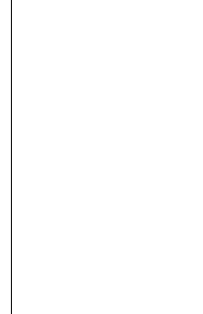
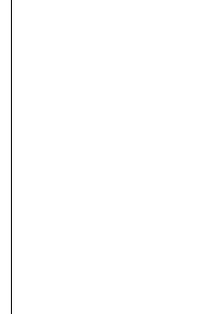
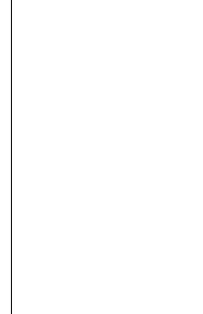
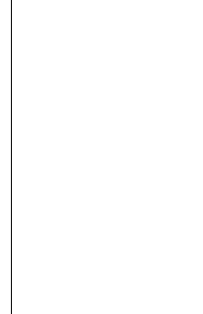
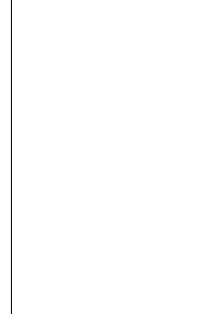
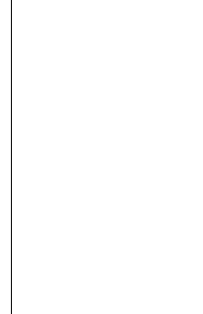
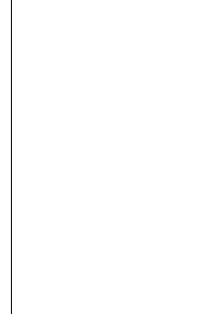
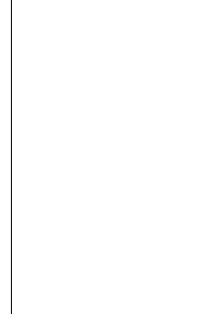
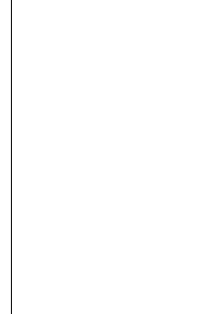
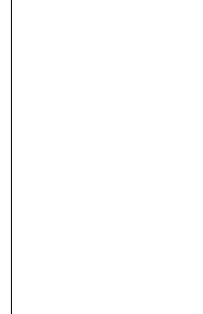
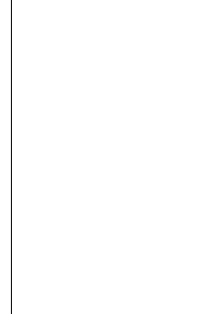
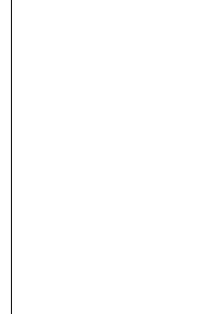
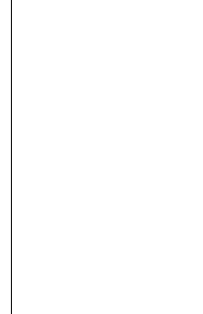
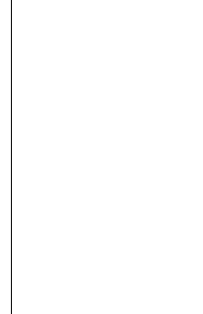
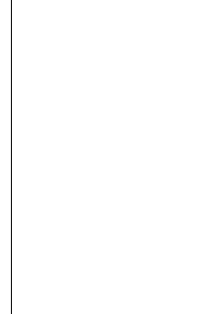
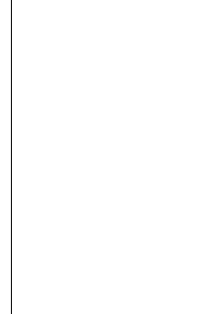
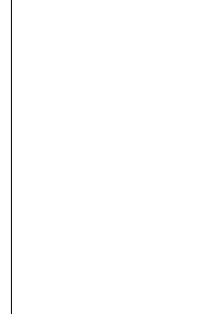
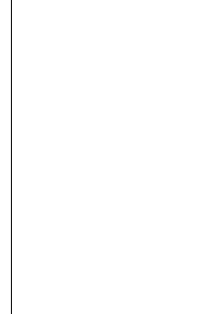
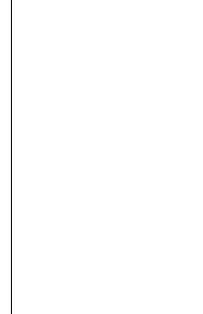
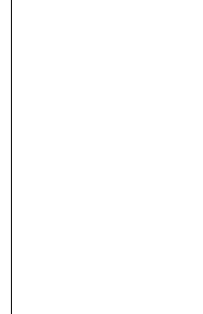
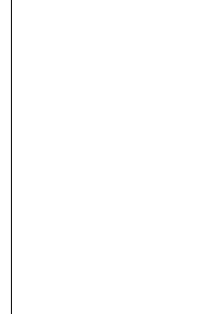
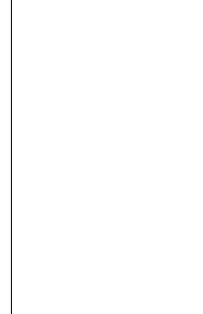
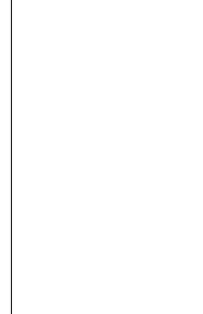
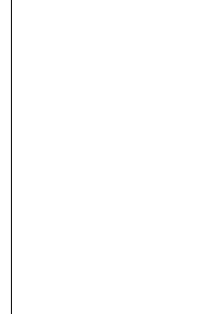
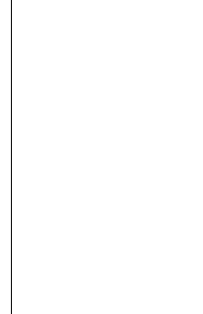
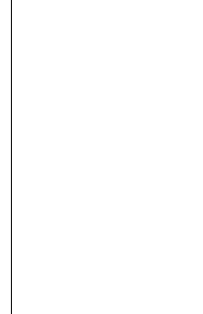
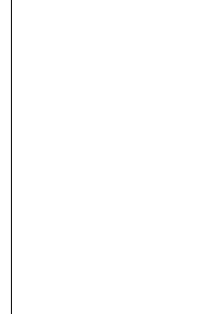
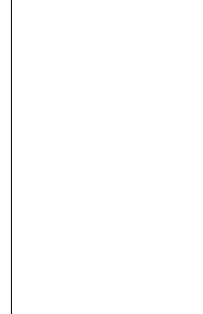
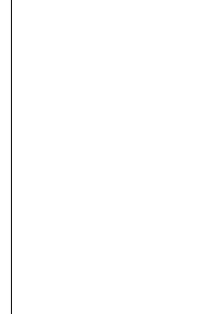
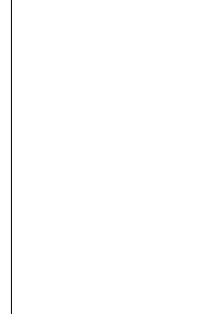
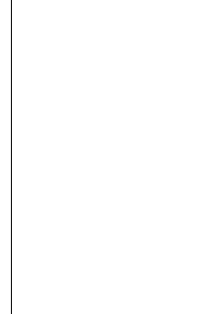
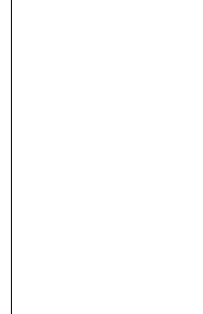
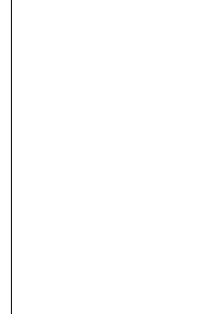
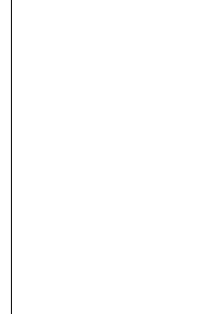
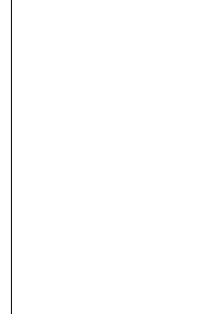
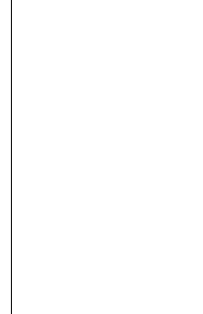
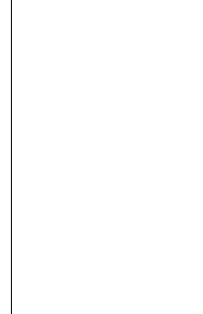
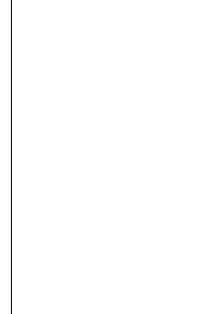
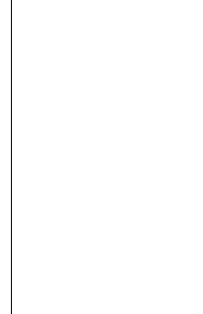
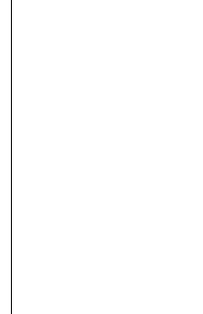
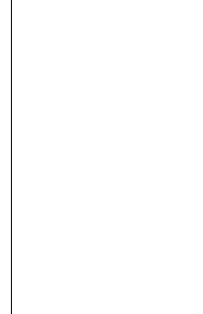
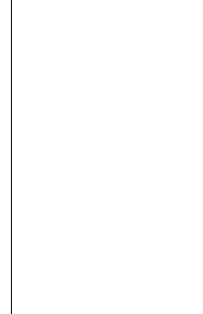
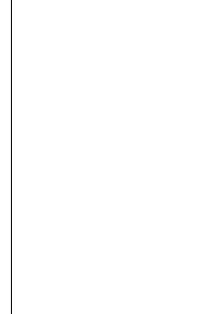
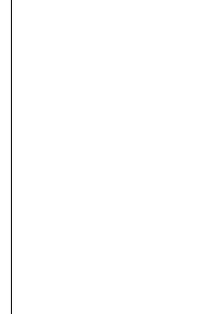
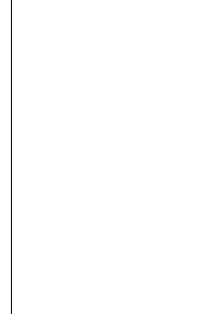
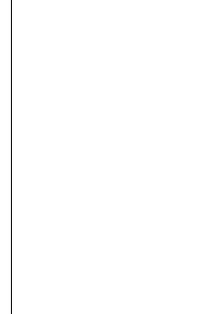
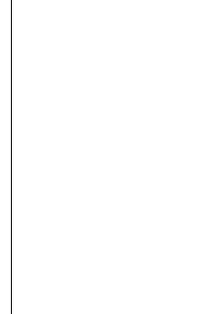
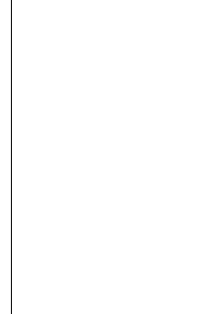
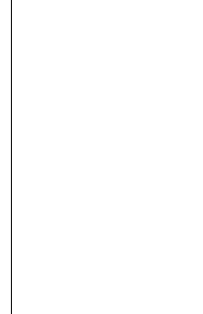
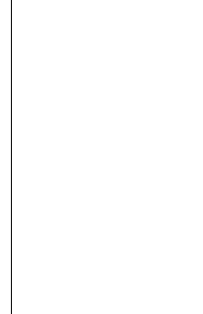
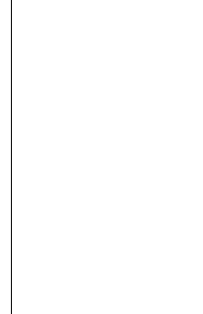
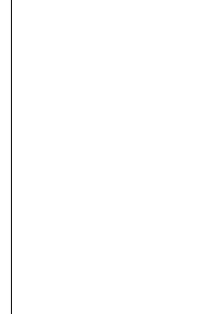
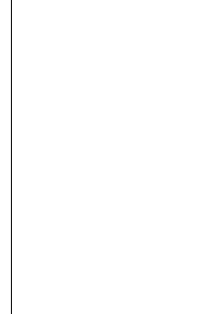
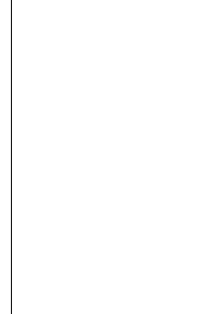
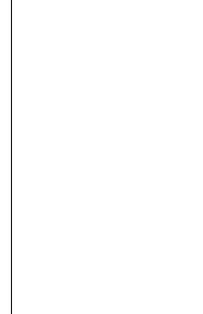
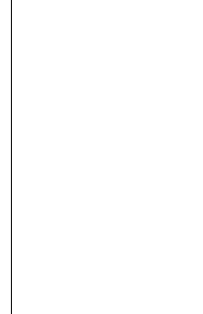
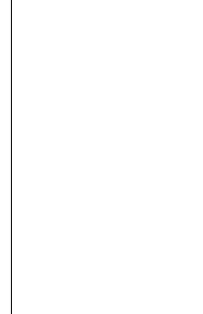
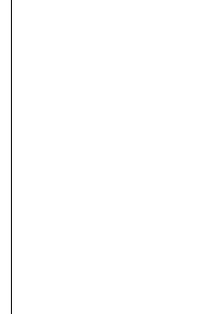
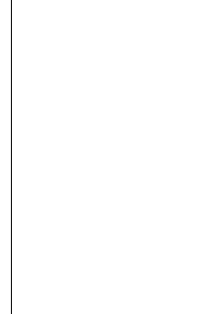
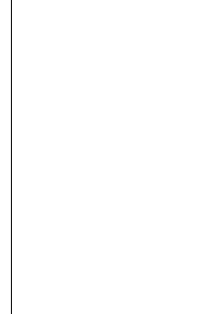
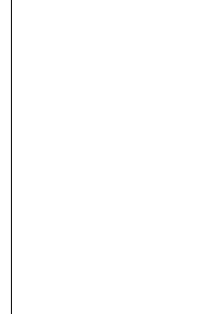
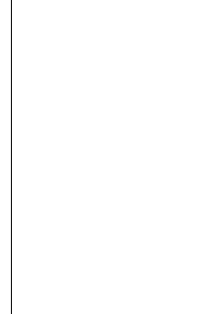
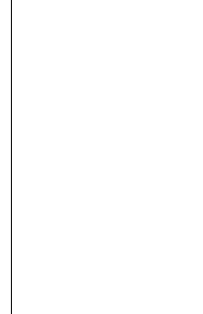
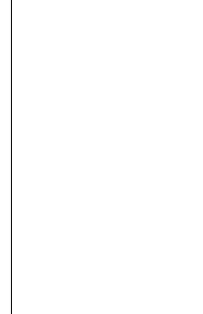
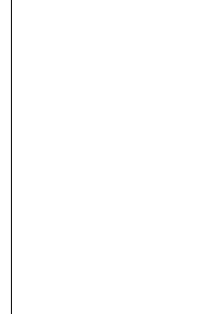
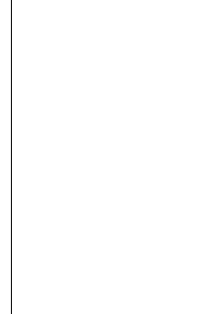
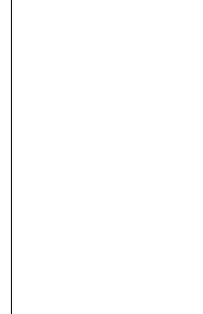
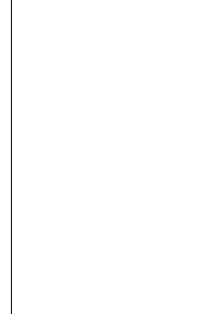
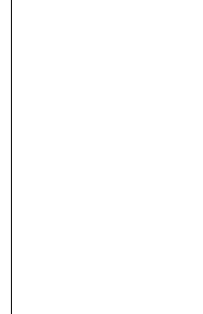
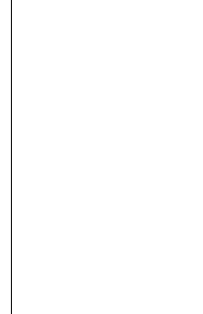
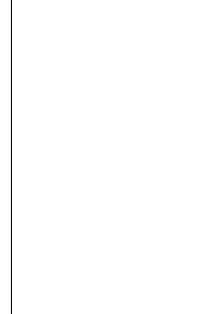
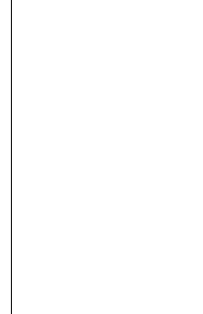
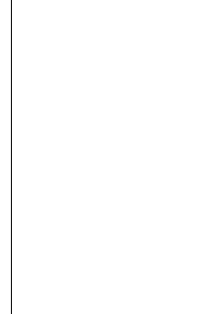
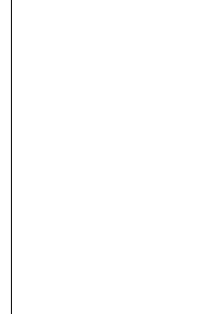
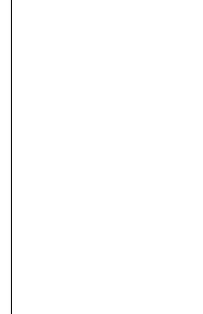
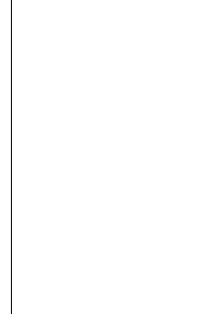
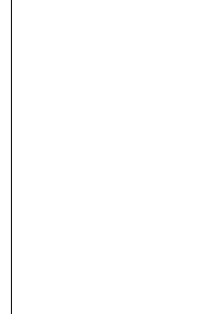
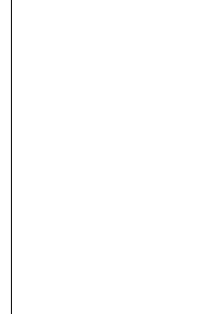
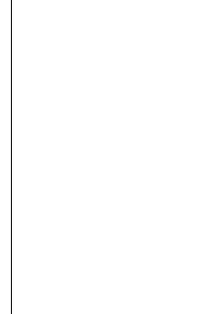
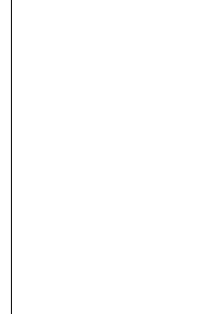
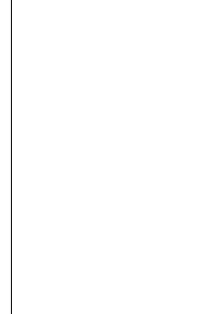
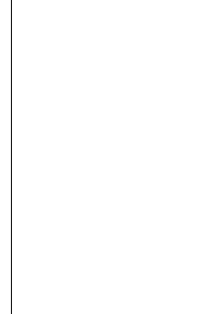
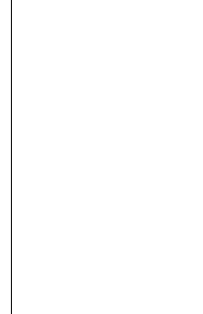
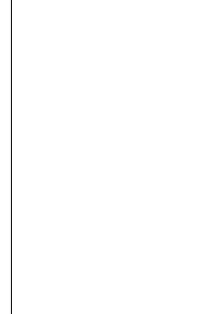
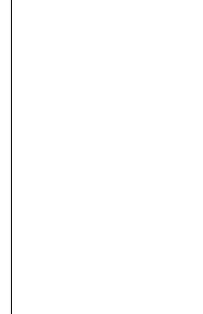
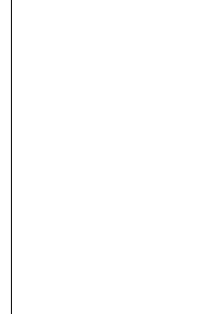
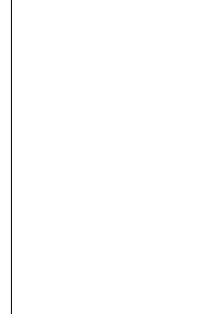
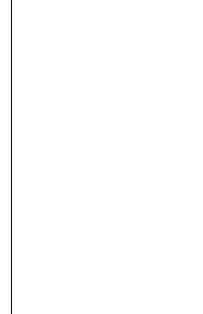
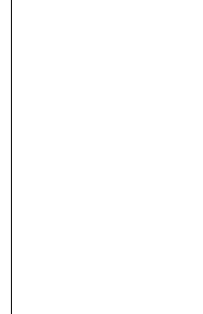
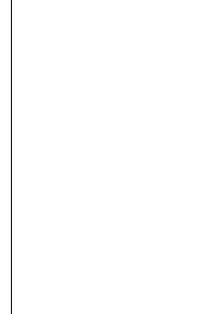
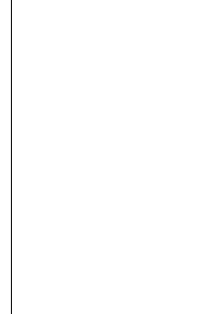
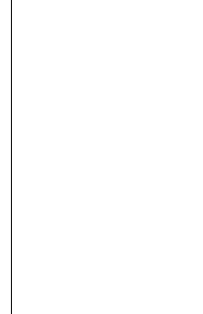
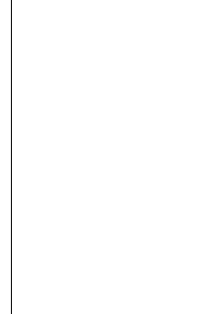
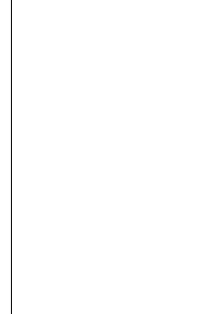
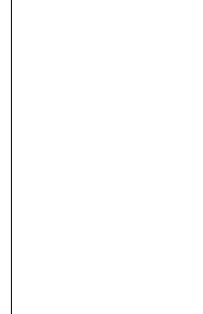
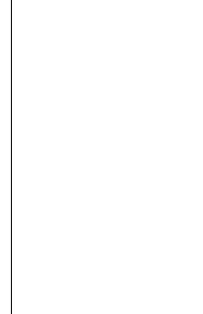
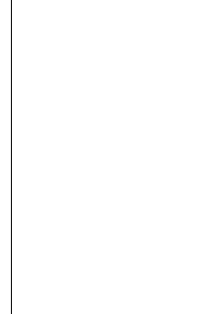
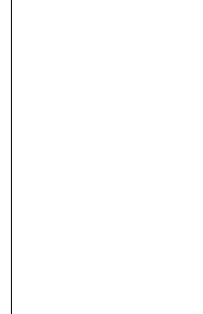
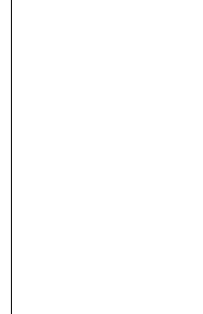
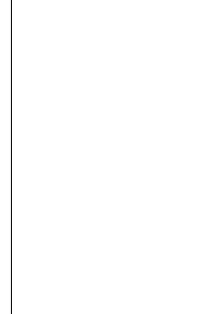
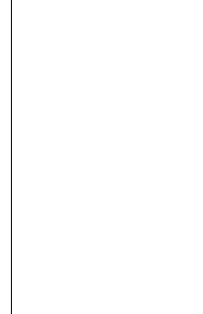
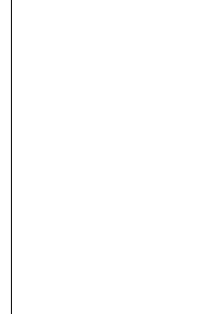
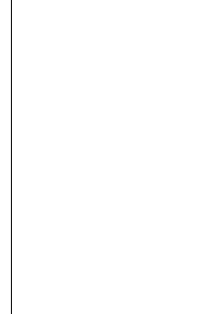
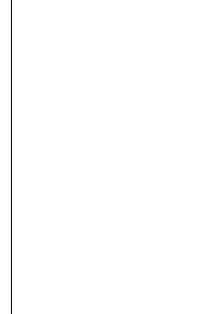
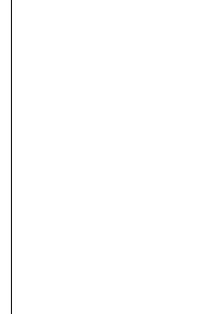
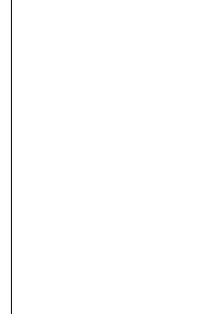
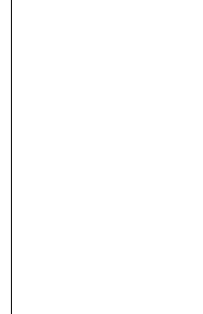
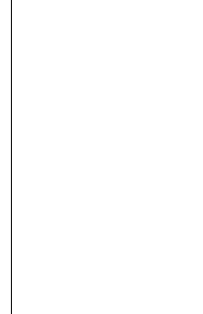
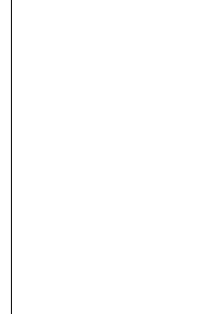
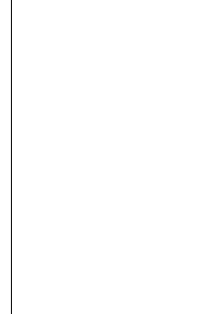
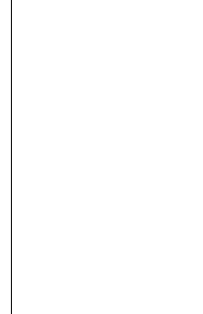
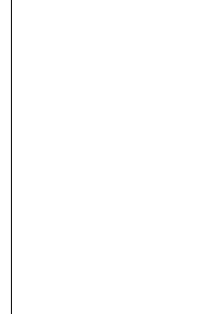
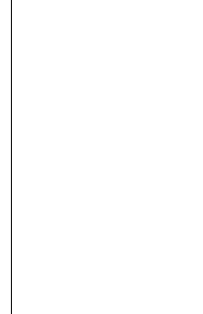
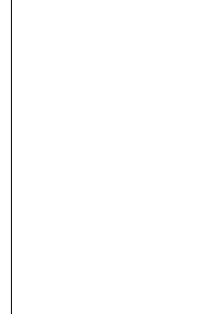
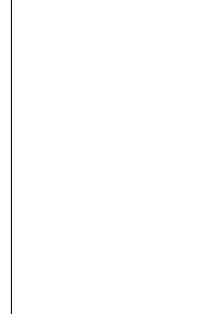
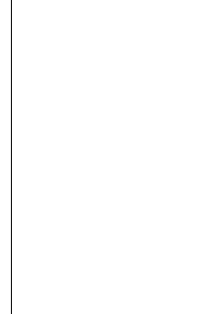
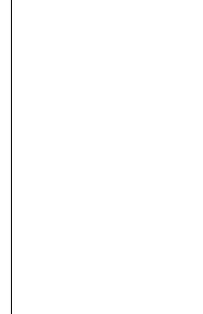
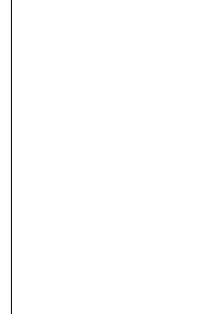
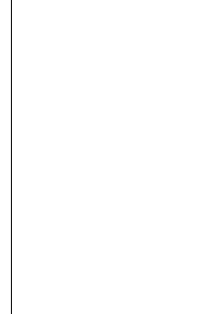
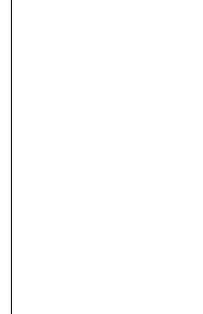
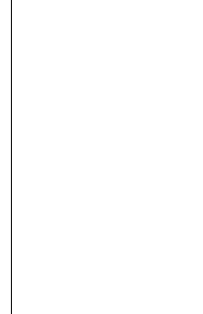
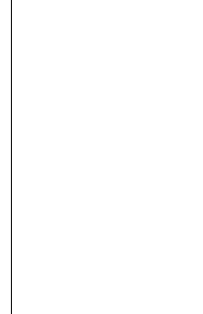
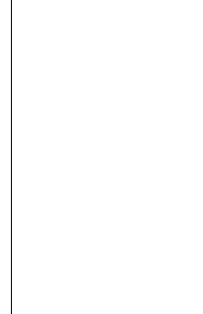
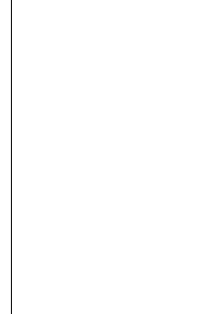
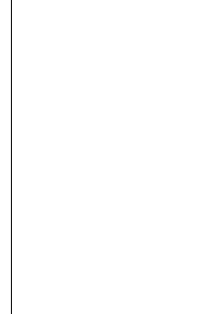
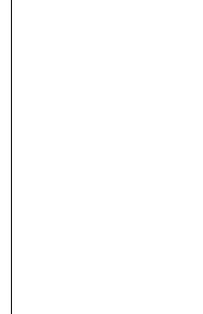
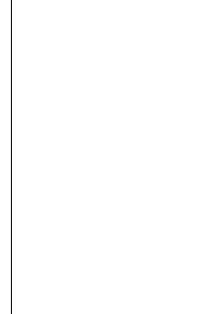
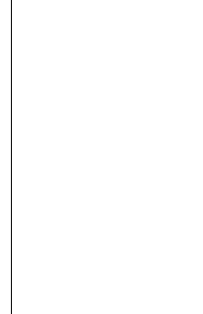
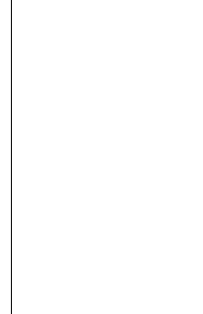
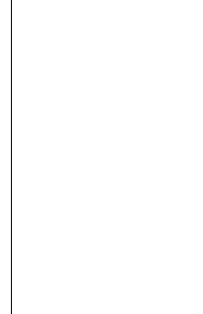
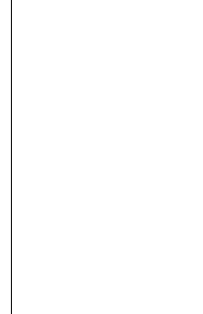
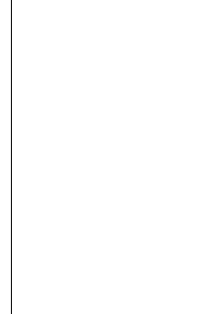
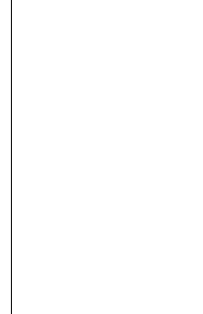
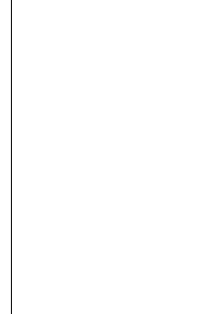
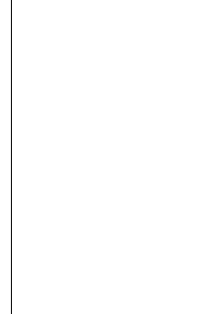
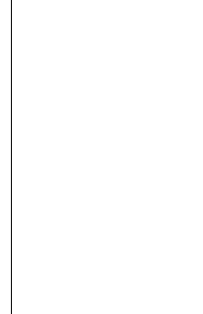
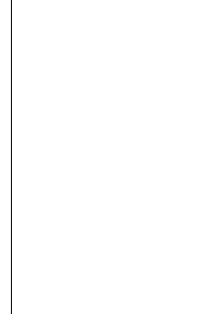
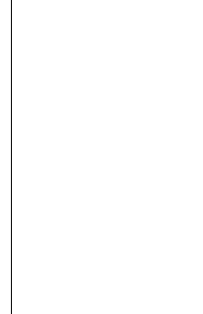
LEGEND

- █ Project 1 - FY2019/2020 through FY2021/2022
- █ Project 2 - FY2021/2022 through FY2023/2024
- █ Project 3 - FY2023/2024 through FY2025/2026
- Last CIP/1920
- 5445/2
- 4832/3
- MANHOLE

MAP LEGEND

- SANITARY SEWER LINE
- SANITARY SEWER LINE - IN PROGRESS
- SANITARY SEWER LINE - PROPOSED
- FORCE MAIN
- SANITARY SEWER MANHOLE AND NUMBER
- SANITARY SEWER CLEANOUT AND NUMBER
- SANITARY SEWER FORCE MAIN BLOW OFF
- BARRICADE
- PAPER STREETS







SEE SHEET 4

SEE SHEET 6

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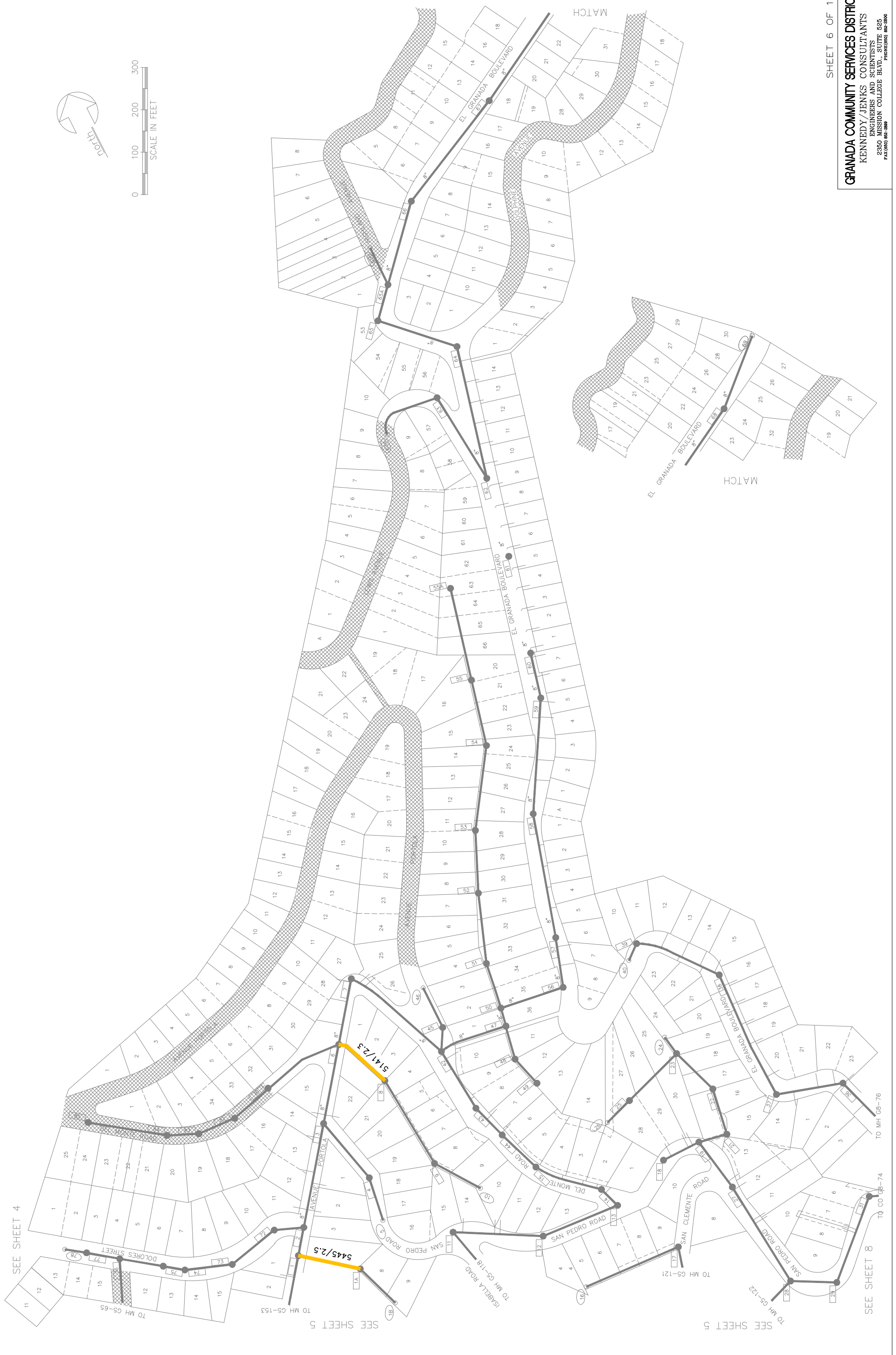
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MATCH

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SEE SHEET 7

SEE SHEET 9



SEE SHEET 9

TO MH G9-48

TO MH G9-52

TO MH G9-14

TO MH G11-16

TO MH G11-17

TO MH G11-18

TO MH G11-1

SEE SHEET 11



ITEM #2



Sewer Authority Mid-Coastside

INITIAL ORGANIZATION & MANAGEMENT EVALUATION AND NEXT STEPS

WASTEWATER MANAGEMENT SPECIALISTS LLC AUGUST 26, 2019

Sewer Authority Mid-Coastside

▶ TEN CATEGORIES OF FINDINGS:

- ▶ FINANCES
- ▶ TRUST
- ▶ BOARD
- ▶ JPA
- ▶ SAM MANAGER
- ▶ COLLECTIONS
- ▶ SAM MANAGEMENT
- ▶ STAFF
- ▶ WASTEWATER TREATMENT PLANT
- ▶ RECYCLED WATER

Sewer Authority Mid-Coastside

FINDINGS

- ▶ **FINANCES** - Finances/Audit/Budget (Format – Separate CIP, O&M, Environmental Compliance/Collections & Admin needed - and Budget Process Improvements) / Internal Controls / Insurance (insuring non-SAM vehicles?) / Finance signatories / Adequate Funding for CIP, O&M, (need to better define all and staff perceives a lack of available funding for needed maintenance updates and replacements / Lack of Transparency
- ▶ **TRUST** – Perceived or real – Board vs. Staff, Staff vs. Board, Staff vs. MAs , MAs vs. Staff, Board vs. Board. Trust – Has to start at the Board and SAM staff level. Need Ownership, not buy-in at all levels. MAs will learn to trust SAM based on interaction and performance – and vice versa. Top Down – Board is the first level and sets the tone. EPA and the State view SAM as one entity – it is not multiple entities in their minds.

Sewer Authority Mid-Coastside

FINDINGS

- ▶ **BOARD** – Policy Makers (not implementors), Vision setters (i.e. Sea Level Rise – Provide Staff Direction to investigate and report back). Desire to revise minute format. Retreat – Organizational Strategic Plan Development and Implementation Strategy? Need to do what is best for SAM while meeting needs of individual MAs.
- ▶ **JPA** – “Joint Powers Agreement is OK and a good document” / “Joint Powers Agreement is very old and does not address the current needs of the Authority” (many more felt this way) / “JPA needs judicial review to clarify” / MAs had agreed to a JPA re-write but it stopped when the lawsuit started. / “It is important for the coastside for SAM to maintain its independence.”
- ▶ **SAM MANAGER** – Some technical understanding is needed but does not need to be a Grade V Operator or an Engineer, Must have experience and skills to manage a JPA, bring unity, communicate openly, provide transparency and interact well with MAs and Staff.

Sewer Authority Mid-Coastside

FINDINGS

- ▶ **Collections** – Should SAM be in the Collections Business? / Current practice of 1-year contracts is absurd – Need to be able to plan needs, hire staff and amortize equipment over longer periods of time (5 years is absolute minimum). / Deferred maintenance and replacement / CIWQS reporting needs better coordination / SAM needs to provide detailed monthly reports of cleaning – what was done, what was found, recommendations for future repairs or immediate needs. / “SAM’s primary job is to prevent spills – it has gotten better over the past 3 years and the last manager was able to motivate and train staff to make that happen” / Develop a Pressure/Vacuum Relief Valve maintenance program and related SOPs
- ▶ **SAM Management Staff** – O&M Supervisor is overworked and always here. / Hard to delegate. All Management staff need to be on site at least 40 hours per week. / Need private office space (cubicles are too open for management and allows too much interruption and lack of privacy when dealing with confidential items. / Must develop and document needed policies, practices, procedures (SOPs) for the entire organization (See PCMP later). / Need stability – constant change of approach creates conditions where it is nearly impossible for the organization to ever reach a point of stable operations. / Succession Planning and funding is at a critical stage

Sewer Authority Mid-Coastside

FINDINGS

- ▶ **Staff** – O&M levels are perceived by SAM staff to be low (if someone is out it is real bad), Skills, (they want to do a great job and try their best, but most are young and need training), Wages (need a Staffing Evaluation and Plan, and a Total Compensation Study, to allow recruitment and retention of qualified staff), Training (need a program and time) and Succession Planning (key long-term personnel are retiring now or planning to in next 10 years and is at a critical stage) / Loss of institutional knowledge could be catastrophic – the technical knowledge is likely more critical than the administrative or political) / Administration levels are seen as high by some, but admit they do not know the exact demands / There is significant internal turmoil between some SAM Management/Supervision and staff – potential major issues that need to be addressed before they become significant. / “Need at least 3 mechanics” / “Kishen does a lot of projects but is underfunded and there is no O&M staff to support the projects” / “Recruitment with the one-hour call-out response requirement makes it very difficult to hire talented staff and being “on-call” is stressful for all” / Need to evaluate the org chart, including contract services, to evaluate the needs of the organization and the best structure to meet those needs.

Sewer Authority Mid-Coastside

FINDINGS

- ▶ **Wastewater Treatment Plant** – Thorough Evaluation of Updating Needs / Contract Ops is not the answer but approach as a hybrid Contract Ops and Municipal / ROI does not generally drive municipal decisions – mandated to provide service and want to do it in the most cost-effective manner over the long run. / Do not run to failure - Deferred maintenance is endemic! / Be proactive, not reactive to plant and collection system needs – will save a ton of money in the long run / Evaluate impact and cost/benefit ratio for on-site flow equalization. Also, does HMB need storm Flow Equalization? / Significant lack of redundancy throughout plant processes and equipment. / Need to clean #1 Digester ASAP
- ▶ **Recycled Water** – Golf Course, Coastside County Water District, City of HMB and SAM need to work together / Golf Course can likely use 100% of ADWF production, but wet weather use or storage is a question / Needs to be done ASAP / Coordination between agencies / Do “Scalping Plants” make any sense?

Sewer Authority Mid-Coastside

- ▶ NEXT STEPS
- ▶ Culture Change at All Levels of SAM and Bring Member Entities Along
 - ▶ Time – Decades to get here, change will take 2 to 5 years
 - ▶ Intertwined – All ten issues are linked together in various ways
 - ▶ Finance Stands out as needing focus
 - ▶ All need immediate attention and efforts to resolve are linked and will work together
 - ▶ Leadership
 - ▶ Board Opportunity – Things I heard from you
 - ▶ Past is Past
 - ▶ Move Forward and Build
 - ▶ Trust
 - ▶ Must be built between Board, SAM Staff and Member Agency Staff – in all directions.
 - ▶ Requires open communication, transparency, compromise, performance, honesty and a lot of WORK!

Sewer Authority Mid-Coastside

- ▶ NEXT STEPS
- ▶ Finances – Is the one defined area that needs immediate and direct attention
 - ▶ Audit(s)
 - ▶ Work Directly with Auditor and SAM Finance Staff to conclude past due audit and current year audit
 - ▶ Must Complete work on last audit and complete current FY audit by the end of the calendar year
 - ▶ Is a Forensic Audit Needed?
 - ▶ Not routine at Government Agencies
 - ▶ Extremely time consuming
 - ▶ Unless there is evidence to suggest the need, is it a wise expenditure?
 - ▶ Suggest evaluating audit outcomes prior to decision

Sewer Authority Mid-Coastside

- ▶ NEXT STEPS
 - ▶ Finances continued
 - ▶ Budget
 - ▶ Separate Budgets for various categories (i.e. O&M, Administration, Collections, environmental Compliance, Capital Improvement Program)
 - ▶ Timing and Review Process (i.e. Development, Review by MA Managers, Board Finance Committee, Full Board)
 - ▶ Approval - Provide at earliest possible time with full support documentation
 - ▶ Past Billing Discrepancies/Disagreements - Need to resolve past differences and move forward
 - ▶ Policies – Multiple are Needed or Need Updating (Reserves, Stale Checks, Budget, etc.)

Sewer Authority Mid-Coastside

- ▶ NEXT STEPS
 - ▶ Software
 - ▶ Tyler is well known and used widely in various forms
 - ▶ SAM should move forward and continue to build it
 - ▶ Within Reasonable Cost and Impact
 - ▶ Provide training not only for SAM staff, but as applicable, others that may benefit
 - ▶ Find and Coordinate training as needed for staff
 - ▶ Evaluate Staff Assignments and Abilities to Make Best Use of Talents
 - ▶ Accounts Payable
 - ▶ Accounts Receivable
 - ▶ Other

Sewer Authority Mid-Coastside

- ▶ NEXT STEPS
 - ▶ Leadership
 - ▶ Starts with the SAM Board
 - ▶ Address Big Issues First and Globally
 - ▶ Finance
 - ▶ Trust
 - ▶ Team Work
 - ▶ Listening
 - ▶ Ownership
 - ▶ Trust, Trust, Trust, Trust (Book – The Speed of Trust)

Sewer Authority Mid-Coastside

- ▶ Sewer Authority Mid-Coastside can be fixed.
- ▶ The Board is taking the first steps
- ▶ Audits can and should be figured out within 120 days
- ▶ New Budget process will be implemented this year and reformed/updated in coming years (Open Gov)
- ▶ Communication is absolutely critical – providing information and listening are equally important on both sides of the table
- ▶ Compromise is always part of communicating – Working with SAM Staff, MA Managers and Staff, and the SAM Board of Directors the program will be successful and SAM will be changed forever!

Sewer Authority Mid-Coastside

- ▶ Sewer Authority Mid-Coastside can be fixed.
- ▶ Need a SAM-wide Process Control Management Program (PCMP)
 - ▶ Not only for the treatment process, but also for management of the agency as a whole
 - ▶ Plant O&M, Collections O&M, Finance, HR, PR, Engineering, Inter-agency actions (MA discussions, budgets, projects, agendas, etc.)
 - ▶ PCMP is a living documented program that provides a means of involving all affected parties in the decision-making process while still respecting chain of command and established roles (there is often some compromise involved at all levels!). The output of a successful PCMP is the definition of practices, policies, standard operating procedures, implementation and involvement of all. It is a full-time, two plus year process to design, implement and train everyone involved.
 - ▶ The successful PCMP will change SAM into a leader not only the wastewater industry, but in the world of successful government operations.
 - ▶ Through the PCMP process and use, the challenges of trust and communication with all involved in SAM will improve and provide transparency as the process is used.

Sewer Authority Mid-Coastside

Process Control Management Program

- ▶ Addresses all items previously identified by the Board related to work to be performed by Wastewater Management Specialists LLC (WMS):
 - ▶ Will Provide Maximum Organizational Effectiveness and Efficiency
 - ▶ Will Provide current Policies and Procedures for all facets of SAM's duties
 - ▶ Will provide an effective and efficient organizational structure, staffing levels/assignments. compensation and Succession Planning
 - ▶ WMS will provide staff levels, organizational structure and succession evaluations/recommendations
 - ▶ Requires the use of additional specialists to perform total compensation survey
 - ▶ Will provide defined roles for involvement, responsibilities and decision making authority between SAM and Member Agencies
 - ▶ Will develop and provide training on standard procedures to Board and Staff regarding interaction and direction

Sewer Authority Mid-Coastside

- ▶ Other Items to Accomplish:
 - ▶ Provide assistance in hiring of new SAM Manager
 - ▶ Find a person that has the traits identified by the Board and the desire to raise SAM to a new Standard of Excellence through trust, teamwork, communications and trust!
 - ▶ Once hired, work side by side with Manager to implement the strategies identified by the Board
 - ▶ Succession Planning and Funding must be addressed soon
 - ▶ Work closely with the SAM Engineer and Engineering Consultants to provide high level expertise specifically from the Operations and Maintenance side of the industry in the design and construction of needed improvements to the treatment plant and collection system
 - ▶ Expertise is available in O&M applications, process improvements, constructability, construction inspection, start-up, commissioning, training, Instrumentation and Control, Odor and Corrosion Control, maintenance and accessibility, etc.

Sewer Authority Mid-Coastside

- ▶ Other Items to Accomplish:
 - ▶ Recycled Water
 - ▶ Work with SAM Staff and Board and MA Managers to achieve the best possible recycled water system outcome possible.
 - ▶ Develop and implement common goals
 - ▶ Work with end users (golf course and potentially others for wet weather needs)
 - ▶ Work with other affected parties, environmental groups, nature groups, homeowners, etc. to ensure their needs and thoughts are heard and addressed in ways that enhance the program and lessen impacts to the greatest extent possible.
 - ▶ Work with the local water distribution agency to ensure the benefits of recycled water are a benefit to them and their users as well
 - ▶ Work with regulatory agencies to ensure the system meets the needs of the end users and the regulators
 - ▶ Get the Recycled Water designed and constructed in a timely manner to lessen the impacts of upcoming dry weather and potential drought

Sewer Authority Mid-Coastside

- ▶ Timeline:
 - ▶ There are no specific reports or deadlines associated with this work. This is very much a work with many moving parts and multiple goals that are interactive and entwined with each other. A monthly report will be provided to the Board of all completed work and work expected to be addressed in the coming month(s).
 - ▶ The Financial aspects are a priority that will be addressed as we move forward with development and implementation of the Agency-wide Process Control Management Program addressing plant operations, collections system operations, finance, administrative processes, recycled water, succession planning, training, staff/board interaction, BMPs and the plethora of other items that will be needed to lift out of the current situation and raise it to organizational excellence!
 - ▶ It is expected to take 28 months of full-time effort to address these issues and have programs in place that allow SAM to continue into the future with programs, policies, practices, procedures, attitudes, communication channels and staff in place and trained to continue forward as an agency that is well managed, organized, productive and efficient.

Sewer Authority Mid-Coastside

- ▶ Program
 - ▶ Estimated minimum of 28 months full time work
 - ▶ Finance Department Assessment and Interaction - 720 hours
 - ▶ PCMP - 2,800 hours
 - ▶ Succession Plan - 320 hours
 - ▶ JPA Assistance - 250 hours
 - ▶ Consultation and Support of CIP & Recycled Water - 500 hours
 - ▶ General Manager Recruitment Consultation - 60 hours
 - Total Hours - 4,650 hours

Sewer Authority Mid-Coastside

- ▶ Cost for 28-month Program:
 - ▶ WMS Principal - \$1,232,000 (4,667 hours over 28 months)
(Billed at \$44,000 monthly)
 - ▶ WMS Direct Sub Contractors - \$ 185,500 (700 hours (25 hrs./month)
(Estimate and Billed only as used)
 - ▶ Total WMS Contract - \$1,417,500

- ▶ “Total Compensation” Analysis - TBD
(By Others)



Sewer Authority Mid-Coastside

THANK YOU
FOR THE OPPORTUNITY
TO WORK WITH
SEWER AUTHORITY
MID-COASTSIDE



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, Acting General Manager

SUBJECT: **Authorize the Acting General Manager to Issue a P.O. in an Amount not to Exceed \$52,000 to Wastewater Management Specialists LLC, for Ongoing Organizational and Management Consultant Services**

Executive Summary

The purpose of this report is to authorize the Acting General Manager to issue a P.O. in an amount not to exceed \$52,000 to Wastewater Management Specialists LLC for ongoing organizational and management consultant services

Fiscal Impact

The fiscal impact is \$52,000.

Strategic Plan Compliance

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

Background and Discussion/Report

On August 26, 2019, Wastewater Management Specialists LLC presented to the board its initial organizational and management evaluation of SAM and the next steps to be considered. Although the complete cost for a 28-month program is \$1,417,500, staff would like to pursue the next increment of the scope of work as attached amounting to approximately 200 hours of work the cost of which is \$52,000.

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

Staff Recommendation

Staff recommends that the Board authorize the Acting General Manager to issue a P.O. in an amount not to exceed \$52,000 to Wastewater Management Specialists LLC for organizational and management consultant services.

Supporting Documents

Attachment A: Scope of Work for Wastewater Management Specialists LLC.

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

Wastewater Management Specialists, LLC
Proposal for Ongoing Organizational and Management Consulting Services
Sewer Authority Mid-Coastside
September 5, 2019

Sewer Authority Mid-Coastside (SAM) engaged Wastewater Management Specialists LLC (WMS) to evaluate and provide initial findings about the organization and management of SAM in the “Revised Draft Scope of Work for Professional Services – Wastewater Management Specialists LLC (WMS)” presented at the SAM Board of Directors meeting of July 25, 2019.

WMS presented its initial findings and recommendations to the SAM Board at its August 26, 2019 meeting. In response to the findings, the Board requested WMS to continue to perform work to enhance the Board’s ability to manage the organization while the individual Member Agencies’ respective Boards determine the extent to which each desires to implement the full scope of the work proposed by WMS.

The Board at this time is requesting, within the scope of the work proposed by WMS, efforts specific to the recruitment of a new General Manager for SAM, evaluation of work related to the treatment plant and collection system, evaluation of staffing needs, and assistance in strengthening the Authority’s financial management capacity. It is expected that the Board will make a determination related to the longer-term scope of work and associated costs at either the September 23, 2019 or October 28, 2019 meeting. The timing will depend in part upon the respective actions taken by the governing body of each Member Agency.

In order to continue the ongoing work effort in the interim period, WMS proposes the Board authorize WMS to continue working on the specific tasks described in the preceding paragraph and authorize up to 200 hours of additional work between September 1, 2019 and October 31, 2019. The billable rate will remain the same as previous work at \$260.00 per hour, resulting in a not to exceed amount of \$52,000.00 for this increment of work.

ITEM #3

Minutes
Finance Committee Meeting
Special Committee Meeting
6:00 PM – 8:00 PM Wednesday, August 13, 2019
SAM Administration Office, 1000 N Cabrillo Hwy, Half Moon Bay

1. CALL TO ORDER

The meeting was called to order at 5:46 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Director Ruddock, Director Dye, and Director Slater-Carter were present. Also present were Acting General Manager Prathivadi, and Supervisor of Admin Services Thompson.

2. REGULAR BUSINESS

A. Approval Minutes of 8-13-19

Director Dye stated that she would like to postpone approval of the minutes. She felt that there were various things that she would like to see tweaked a little and she will work with staff on what she wants to revise. Acting General Manager Prathivadi stated that he had not been able to see the minutes before the meeting or discuss with Supervisor of Admin Services Thompson if there is a need for an outside financial person to update SAM general entries and financial information. Supervisor of Admin Services Thompson stated that John Cropper of Cropper Accountancy had recommended hiring a staff person in lieu of an external person. The committee discussed what kind of minutes they want, and Director Dye discussed the Guidelines for Preparing Minutes for Governmental Agencies that she had previously sent out to the committee. Director Slater-Carter forwarded the guidelines to Acting Manager Prathivadi as he did not receive them when they were sent out. Following discussion, the committee agreed to defer the minutes.

B. Update on the 17-18 Audit

Supervisor of Admin Services Thompson informed the committee that the auditors were in the office the day before, the field work should be done, and hopefully know by Friday if the audit is complete or not. Acting General Manager Prathivadi suggested that the presenters could inform their respective managers that they will probably receive the auditors findings in October.

C. Notice of Disengagement from Maze and Direction on What the Board Wants

Director Slater-Carter suggested having a staff report on what went wrong with Maze and why it didn't work with SAM. Director Ruddock requested a 10 to 15% withhold built into a SAM standard, to be considered and discussed, placed on the To Do list. The committee concurred to bring the disengagement letter to the first Board meeting in September.

D. Implementation of Late Fees per the JPA

Supervisor of Admin Services Thompson confirmed with the committee that a reconciliation of accounts receivable should be completed before doing a draft of the management partners scope of work and the implementation of late fees. Supervisor of Admin Services Thompson suggested a start date of January 1st to implement the late fees. The committee also discussed starting up member agency manager's meetings and looking at patterns of late payments from the member agencies.

E. Operating Reserve Level Policy

Director Dye stated that she is fine with what was proposed, and Director Slater-Carter suggested starting off with something modest. Supervisor of Admin Services stated that she would draft a policy and see how much it really is.

F. Budget Timeline for the 2020-2021 Budget/Open Gov Use for the Budget Process

The committee discussed the tightness of the timeline, sharing the timeline with the SAM Board, the Board strategic plan workshop, having deadlines for the agency manager's and engineer's review of the proposed list and provide comments to SAM, Acting General Manager Prathivadi adding in the response times before sending out to the member agencies, the timeline being reviewed at the next SAM Board meeting, and getting feedback from the member agency manager's before bringing it to the SAM Board.

G. Draft of Scope of Work for Management Partners Reconciliation from July 1, 2015 to June 30, 2018

The committee agreed with the draft scope of work for Management Partners Reconciliation from July 1, 2015 until June 30, 2018. Supervisor of Admin Services

Thompson agreed that she would get an estimate from them and it will then go to the SAM Board for approval.

H. Sample of Request for Information from GCSD

Supervisor of Admin Services Thompson discussed the request for information from GCSD and informed the committee how difficult it is to do in the middle of July when implementing a new contract with Local 39 and doing year end work. She also stated that the information requested is on the SAM website.

I. Segregation of Duties with 1 or 2 More People/Ideas on How to Better Handle It from Auditor

The committee discussed the segregation of duties sheet that was provided by John Cropper of Cropper Accountancy. Following their discussion, the finance committee recommended that they pursue solutions of the segregation of duties issue including consulting with Cropper Accountancy, and the operational audit consultant.

J. Stale Checks/Develop Policy on How Long Checks Can Sit Uncashed

Supervisor of Admin Services Thompson recommended that as part of the audit process every year, if there are checks open from the previous year they should be considered stale, the vendor should be contacted and a new check should be issued.

K. Recommend Watching All the Queen's Horses for a Good Understanding Of Segregation of Duties

Supervisor of Admin Services Thompson highly recommended that the committee watch All the Queen's Horses for a good understanding of segregation of duties. Director Ruddock suggested showing it on the big screen at one of the Board meetings. Supervisor of Admin Services suggested holding a special meeting. Director Ruddock suggested doing it at 5:30 before a regular meeting. The committee agreed to a special meeting before the regular Board meeting on September 9th

3. NEXT MEETING

A. September 4, 2019, 6:00 PM, SAM Administration Office

Minutes
Finance Committee Special Meeting
August 13, 2019
Page 4

The meeting was adjourned at 6:59 p.m.

Respectfully Submitted,

Suzie Turbay
Administrative Assisstant

MINUTES
SAM BOARD OF DIRECTORS MEETING
August 26, 2019

1. CALL TO ORDER

Chair Penrose called the meeting to order at 7:04 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

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

2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

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

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

A. Approve Minutes of August 12, 2019 Regular Board Meeting

B. Approve Disbursements for August 26, 2019

C. Revenue and Expense Report for July 2019

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

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

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

A. Leveraging Energy Savings for Capital Projects - Presentation by Ameresco

Kelsey Gormley, Account Executive at Ameresco, presented the Board with a presentation on leveraging energy savings for capital projects. She reviewed SAM's objectives and challenges, the 5 year capital improvement plan, preliminary assessment, additional benefits, and the next steps for SAM. A discussion ensued. Following discussion, the Board thanked Ms. Gormley for her presentation.

B. Initial Evaluation of Agency Organizational Improvement – Presentation by
Wastewater Management Specialists, LLC

Dan Child of Wastewater Management Specialists, LLC gave his initial organization and management evaluation. He discussed his top ten categories of findings, recommendations and next steps to accomplish his recommendations. He also discussed the timeline and informed the Board that a monthly report will be provided to them of all completed work and work expected to be done. Following a discussion, the Board thanked Mr. Child for his report. A copy of Mr. Child's presentation and video to the August 26th Board meeting can be found on the SAM website.

www.samcleanswater.org

Chair Penrose asked for a 3 minute break before moving on to the next agenda item.

C. Review and Approve the Design Documents for the Granada Force Main
Segment 4 and Authorize Initiation of the Bidding Process

Director Dye moved, and Director Ruddock seconded the motion to approve the design documents for the Granada Force Main Segment 4 and authorize initiation of the bidding process.

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

D. Review the SAM Budget Process and Timeline

Director Slater-Carter suggested postponing the discussion due to the late hour of the meeting. Director Dye informed the Board that based on comments from the member agency Manager's, an opportunity was added for the agency Manager's Engineers to consult with their Boards. Also added is a face to face meeting with the agency Manager's to go over the CIP. Director Dye also informed the Board that the strategic plan has been removed from the timeline.

E. Confirm Cancellation of the October 14, November 11, and December 23, 2019
Regular Board Meetings

Director Ruddock moved, and Director Slater-Carter seconded the motion to confirm the cancellation of the October 14, November 11, and December 23 regular Board Meetings.

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

F. Review and Discuss Costs of Changing Medical Insurance from OE3 to CalPERS

Acting General Manager Prathivadi reviewed the costs of changing from OE3 to CalPERS and stated there was no financial impact in changing the medical insurance to CalPERS. He informed the Board that CalPERS does not provide vision and dental and staff is currently shopping around for those providers. He stated that information on the vision and dental will be brought back to the Board at a later date. A discussion ensued. Following discussion, Director Dye moved, and Director Slater-Carter seconded the motion to accept the resolution and move to CalPERS for medical insurance.

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

5. GENERAL MANAGER'S REPORT

5A. Monthly Managers Report for the Period Ending July 31, 2019

The Board of Directors concurred to receive the Managers' report for July 2019.

6. ATTORNEY'S REPORT

General Counsel Nelson informed the Board that the California Supreme Court has come out with a very favorable decision on sewer back flows which he will discuss at a later time.

7. DIRECTOR'S REPORT - NONE

8. TOPICS FOR FUTURE BOARD CONSIDERATION

Director Slater-Carter recommended adding a discussion pertaining to keeping Wastewater Management Specialists on board, if not physically then with a report from Acting General Manager Prathivadi, and she would like to see that as an item on every agenda. The Board concurred to have that item on the second agenda of every month.

9. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

10. CONVENE IN CLOSED SESSION (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) 8:50 p.m. to 9:13 p.m.

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

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

- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

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

The Board went in to closed session at 8:50 p.m.

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

The Board reconvened into open session at 9:13 p.m. Chair Penrose reported that there was no reportable action.

12. ADJOURNMENT

Chair Penrose adjourned the meeting at 9:13 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

THROUGH: Kishen Prathivadi, Acting General Manager

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

SUBJECT: Monthly Manager's Report – July 2019

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

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

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	0.644	55.2%
Granada CSD	0.276	23.6%
Montara W&SD	<u>0.246</u>	<u>21.1%</u>
Total	1.166	100%

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

Administration

There was one board meeting during the month of July. There were no requests for public records. The Half Moon Bay Review had one article “District wants more input on the Burnham Park”, July 31, 2019

There were no work-related accidents, injuries, or illnesses resulting in lost time in the month of July. Staff has worked since March 10, 2011, without a lost time incident (3,065 days). This is anticipated to change effective August 5, 2019.

There was no employee anniversary during the month of July.

Operations & Maintenance

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

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

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

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

Operations were good overall in July; we did have the Gas blower that we were working with at the beginning of the month. RF came in to address Boiler #1. Work on the ignition system continued as we started the migration. We did some more work on the piping for the RDT to increase feed rate. Various other projects continued forward.

We are still waiting on the formal report from the state that occurred in June.

We have been working with Star Creek Land Stewards and coordinating with the City of Half Moon Bay to address the Fire department concerns regarding the property in front of the plant. The goats would have already been here prior to this July 26th meeting, I will have a report from the biologist as to the before and after as we adhere to our land use permit in next month’s MMR.

We have begun Initial steps of Lucity system and will be running concurrently with our existing system during this transition. There will be a learning curve associated with it so I expect it to take a little while before it is fully implemented.

Gas blower which were approved at last month’s board meeting have been ordered, we have one in the shop being repaired right now, (the repair company was kind enough to

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meet supervisor Costello in Santa Barbara to pick it up in early July). As was pointed out previously the lead time for the new ones can be up to fourteen weeks.

During the month of July 2019, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 0.16 inches of rain in July. This year 0.10 inches were recorded (US climate data HMB). Rainfall totals were as follows: 0.08 inches at the treatment plant, 0.07 inches in the GCSD service are, and 0.11 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 July 2019.

- 7/1/2019 – Work on Digester Gas Blower system with Cal-Con
- 7/2/2019 – Richard from Vaughn Industrial Repair was in to work on the gas blower.
- 7/4/2019 – RTD solids at 7.65%, better then then the roughly 1 to 1.5 % we were feeding with the combined WAS and Primary sludge.
- 7/5/2019 – Boiler tripped but we were able to reset it.
- 7/8/2019 – Cal-Con in to work on ignition system, Felipe, our newest employee started today in the collection worker position.
- 7/10/2019 – Cal-Con in working on ignition system.
- 7/11/2019 – Working with Cal-Con on digester gas pressure switches. Staff attended SSMP training conducted by Doug Humphrey.
- 7/12/2019 – The crew had to clean out the digester heat exchanger due to a blockage.
- 7/15/2019 – Boiler #2 was having issues, had to call in RF McDonald to repair.
- 7/17/2019 – Crew had safety training today.
- 7/18/2019 – Cal-Con in to replace VFD for RAS pump #3.
- 7/19/2019 – RF McDonald in working on Boiler #1, continued work on RDT sludge line.
- 7/22/2019 – Cal-Con in and RF McDonald working on boiler #1.
- 7/23/2019 – Tut-hill / Harrington reps here to check out pump system.

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- 7/24/2019 – City Mechanical in to work on HVAC unit over lab area. Cal-Con in working on ignition system.
- 7/25/2019 – City Mechanical back to work on HVAC unit. Cal-Con in to work on calibrations. Collection system interviews conducted today.
- 7/26/2019 – Cal-Con in work on Calibrations.
- 7/29/2019 – Work on RDT piping.
- 7/30/2019 – Cal-Con in working on ignition system. Work on RDT piping some more.
- 7/31/2019 – Misco/Evoqua here for primary clarifier inspection and to measure skimmer trough for repair options. Univar was in to evacuate sodium hydroxide tank of 20 year old product. Cal-Con in switching over to ignition system. Del-Secco in to core hole for RDT and for drain.

There were 14 deliveries (approximately 5,575 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 557.50. There were 231 leachate deliveries to the SAM IPS line in the month of July, for a total leachate volume of 1,386,893 gallons.

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

Contract Collection Services

The SAM crew cleaned 36,825 feet of sewer line and responded to 8 service calls in contract service areas. Five were during regular business hours, three were after hours. One was in the HMB service area, four were in the GCSD service area, and three were in the MWSD service area.

HMB – The one service call in HMB was as follows: (7/12) – This call was on the maintenance side; it was for a call at the Bell Moon Lift Station. The issue was caused by a battery back up at the station that had failed, the battery has been replaced and is fully functional again.

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

GCSD – There were four calls in the GCSD service area, they were as follows; (7/9) – A blockage caused by wipes in the lower part of the lateral that GCSD will assist with, they crew cleared the blockage to return service flow. (7/25) a resident called about water running on the side of the apartment that upon further inspection was from a sump pump. (7/25) a resident called about a lateral issue; they crew cleared the blockage to return flow. It appeared to

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be caused by wipes, the owner was advised not to flush “flushable wipes”. (7/27) lateral back up at a repeat address, could be an issue at connection to main line, lateral was televised and delivered to GCSD for further review.

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

MWSD – There were three sewer related call in the MWSD area.

(7/11) - Resident called due to slow toilets, the crew flushed the main to confirm it was clear and found nothing. (7/22) – Crew was called for a grinder pump issue, they cleaned out the vault and washed it down so that the maintenance crew could work on it following day. (7/23)- Grinder pump was replaced by maintenance staff at residence were collection crew was the previous day.

The July collection system data report is provided for the Board’s information. There were no Category 1, no Category 2, and no Category 3 SSOs during the month of July 2019.

Staff Recommendation

Staff recommends that the Board receive the Manager’s Report for July 2019.

Supporting Documents

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

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Attachment A

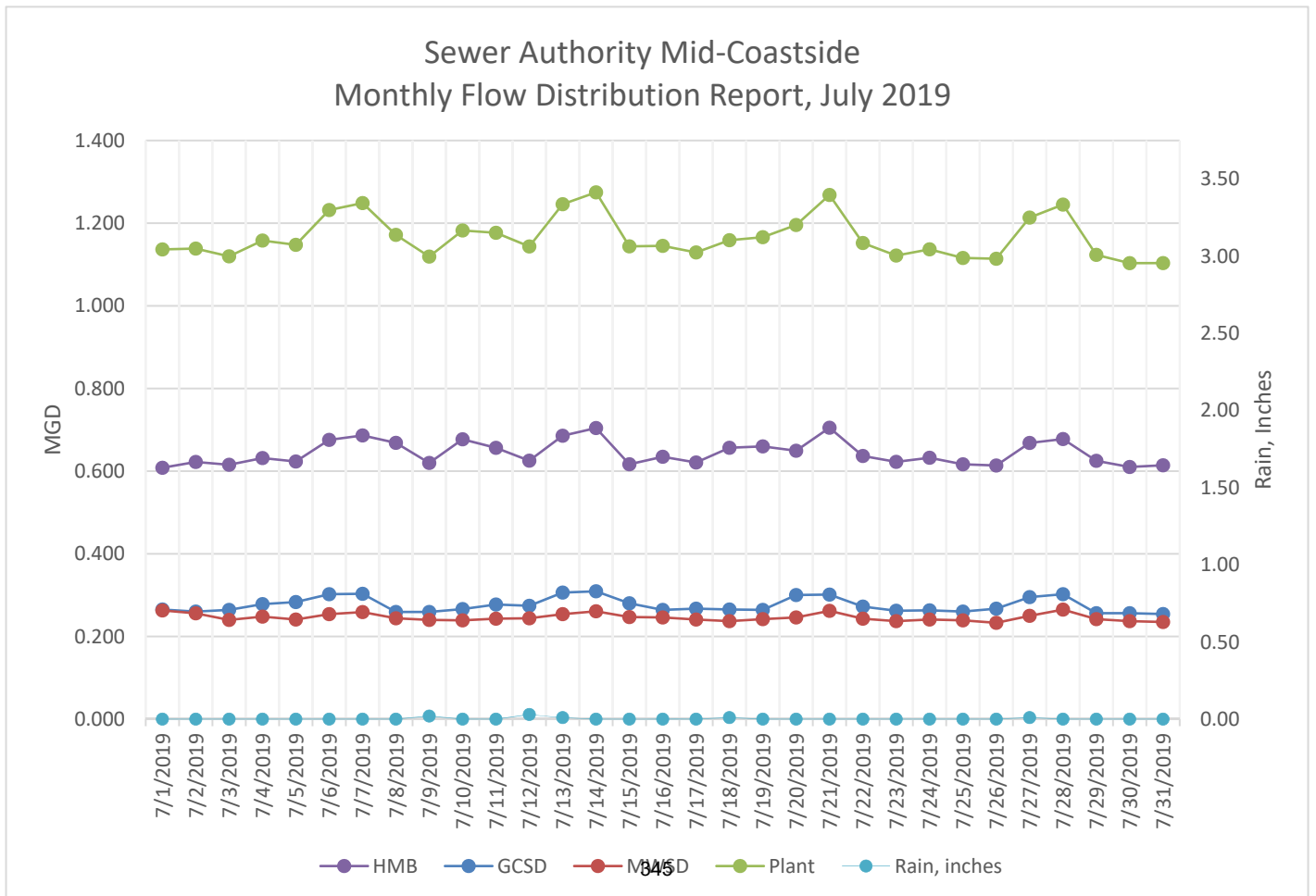
Flow Distribution Report Summary for July 2019

The daily flow report figures for the month of July 2019 have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.644	55.2%
Granada Community Services District	0.276	23.6%
Montara Water and Sanitary District	<u>0.246</u>	<u>21.1%</u>
Total	1.166	100.0%



Sewer Authority Mid-Coastside

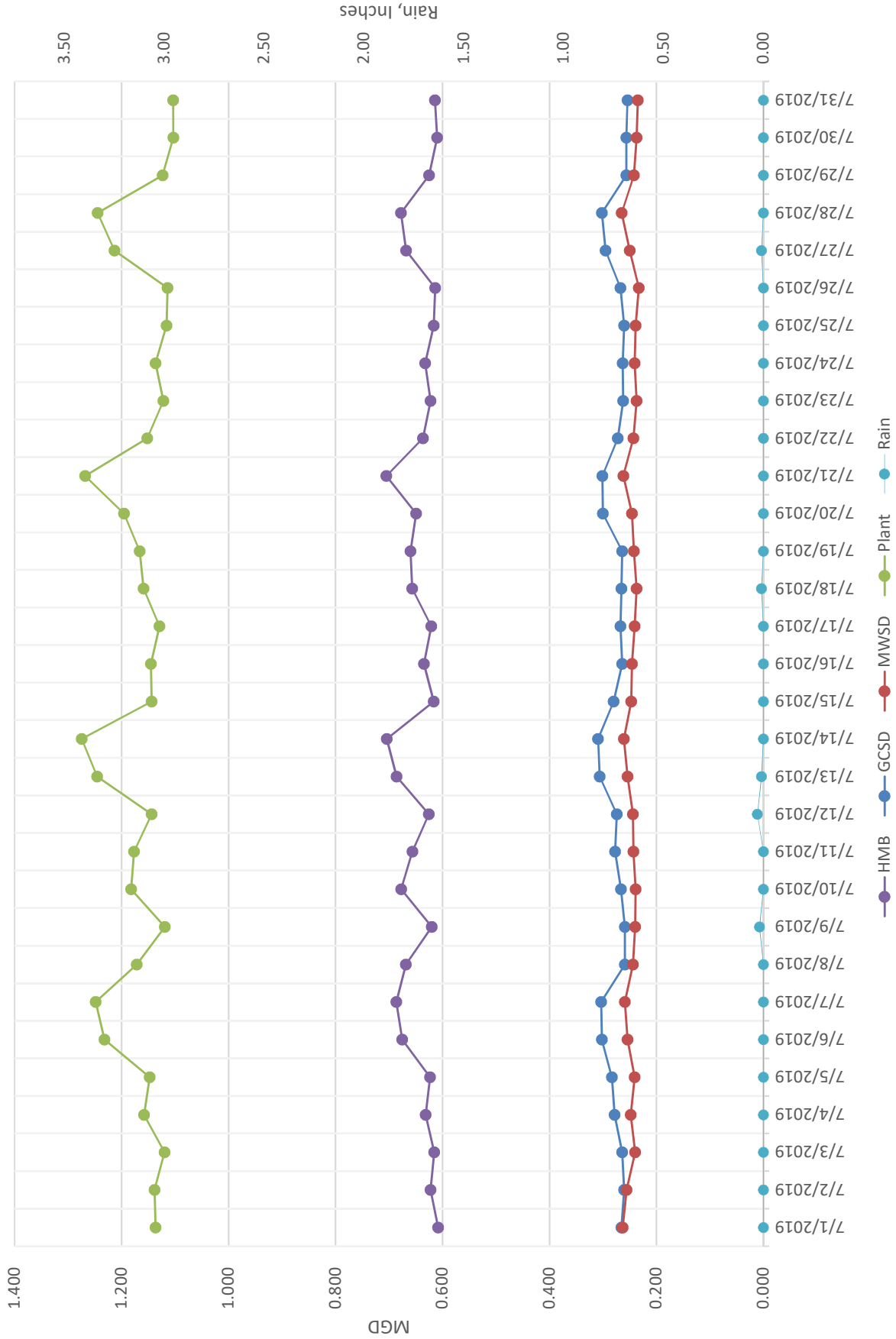
Monthly Flow Distribution Report for July 2019

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
7/1/2019	0.608	0.265	0.263	1.136	0.00	0.00	0.00
7/2/2019	0.622	0.260	0.256	1.139	0.00	0.00	0.00
7/3/2019	0.616	0.264	0.240	1.120	0.00	0.00	0.00
7/4/2019	0.632	0.278	0.248	1.158	0.00	0.00	0.00
7/5/2019	0.623	0.283	0.241	1.148	0.00	0.00	0.00
7/6/2019	0.676	0.302	0.254	1.232	0.00	0.00	0.00
7/7/2019	0.686	0.303	0.259	1.249	0.00	0.00	0.00
7/8/2019	0.668	0.259	0.244	1.172	0.00	0.00	0.00
7/9/2019	0.620	0.259	0.240	1.119	0.02	0.02	0.03
7/10/2019	0.677	0.266	0.239	1.182	0.00	0.00	0.00
7/11/2019	0.656	0.277	0.243	1.177	0.00	0.01	0.01
7/12/2019	0.625	0.274	0.244	1.144	0.03	0.02	0.03
7/13/2019	0.686	0.306	0.254	1.246	0.01	0.01	0.02
7/14/2019	0.704	0.309	0.261	1.275	0.00	0.00	0.00
7/15/2019	0.617	0.280	0.247	1.144	0.00	0.00	0.00
7/16/2019	0.635	0.264	0.246	1.145	0.00	0.01	0.02
7/17/2019	0.621	0.267	0.241	1.129	0.00	0.00	0.00
7/18/2019	0.657	0.265	0.237	1.159	0.01	0.00	0.00
7/19/2019	0.660	0.264	0.242	1.166	0.00	0.00	0.00
7/20/2019	0.649	0.300	0.246	1.196	0.00	0.00	0.00
7/21/2019	0.705	0.301	0.262	1.268	0.00	0.00	0.00
7/22/2019	0.637	0.272	0.243	1.152	0.00	0.00	0.00
7/23/2019	0.622	0.262	0.237	1.122	0.00	0.00	0.00
7/24/2019	0.632	0.263	0.241	1.137	0.00	0.00	0.00
7/25/2019	0.617	0.260	0.239	1.116	0.00	0.00	0.00
7/26/2019	0.614	0.267	0.233	1.114	0.00	0.00	0.00
7/27/2019	0.668	0.295	0.250	1.214	0.01	0.00	0.00
7/28/2019	0.678	0.302	0.265	1.245	0.00	0.00	0.00
7/29/2019	0.625	0.256	0.242	1.123	0.00	0.00	0.00
7/30/2019	0.610	0.256	0.237	1.103	0.00	0.00	0.00
7/31/2019	0.614	0.254	0.235	1.103	0.00	0.00	0.00
Totals	19.961	8.541	7.629	36.131	0.08	0.07	0.11

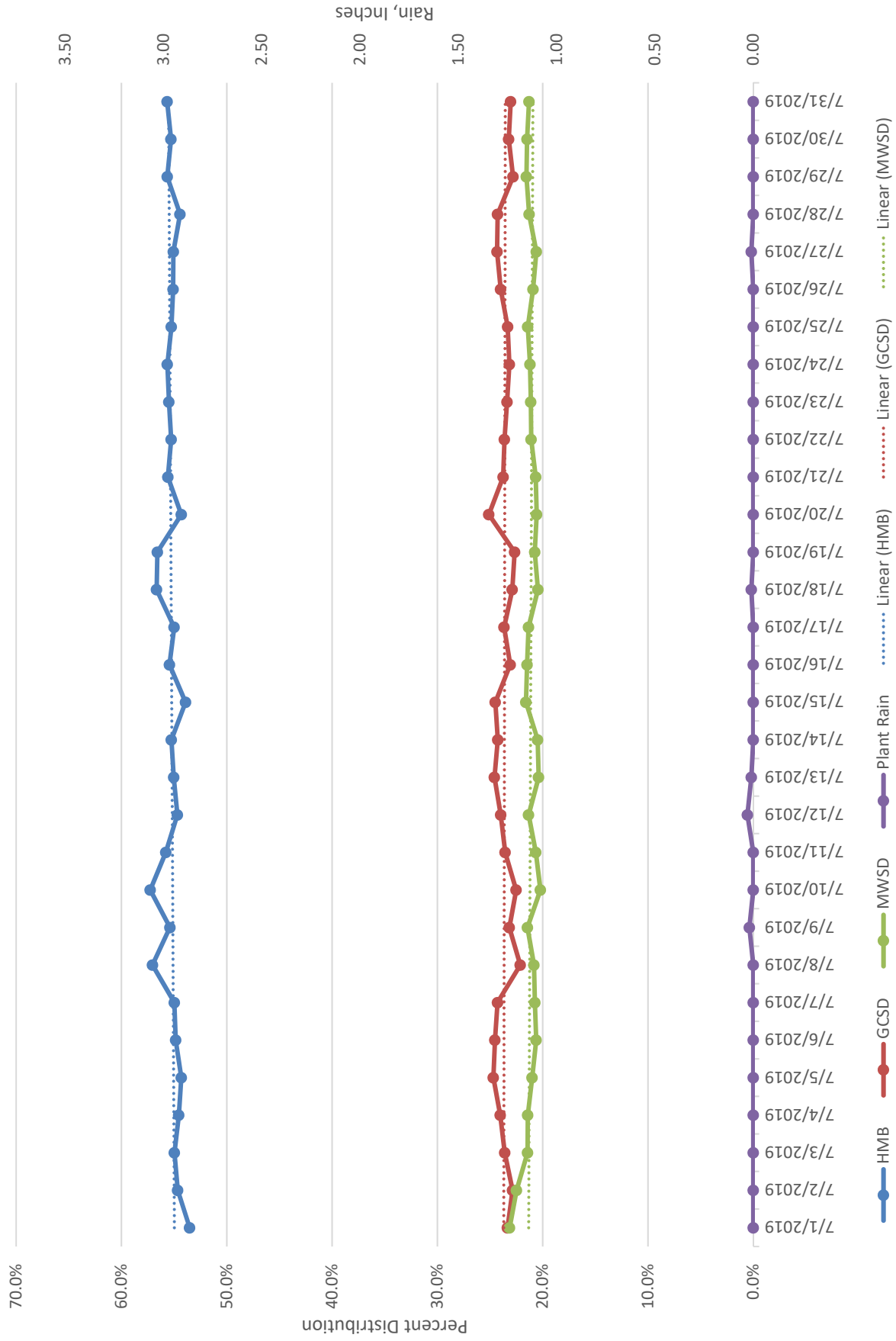
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.608	0.254	0.233	1.103
Average	0.644	0.276	0.246	1.166
Maximum	0.705	0.309	0.265	1.275
Distribution	55.2%	23.6%	21.1%	100.0%

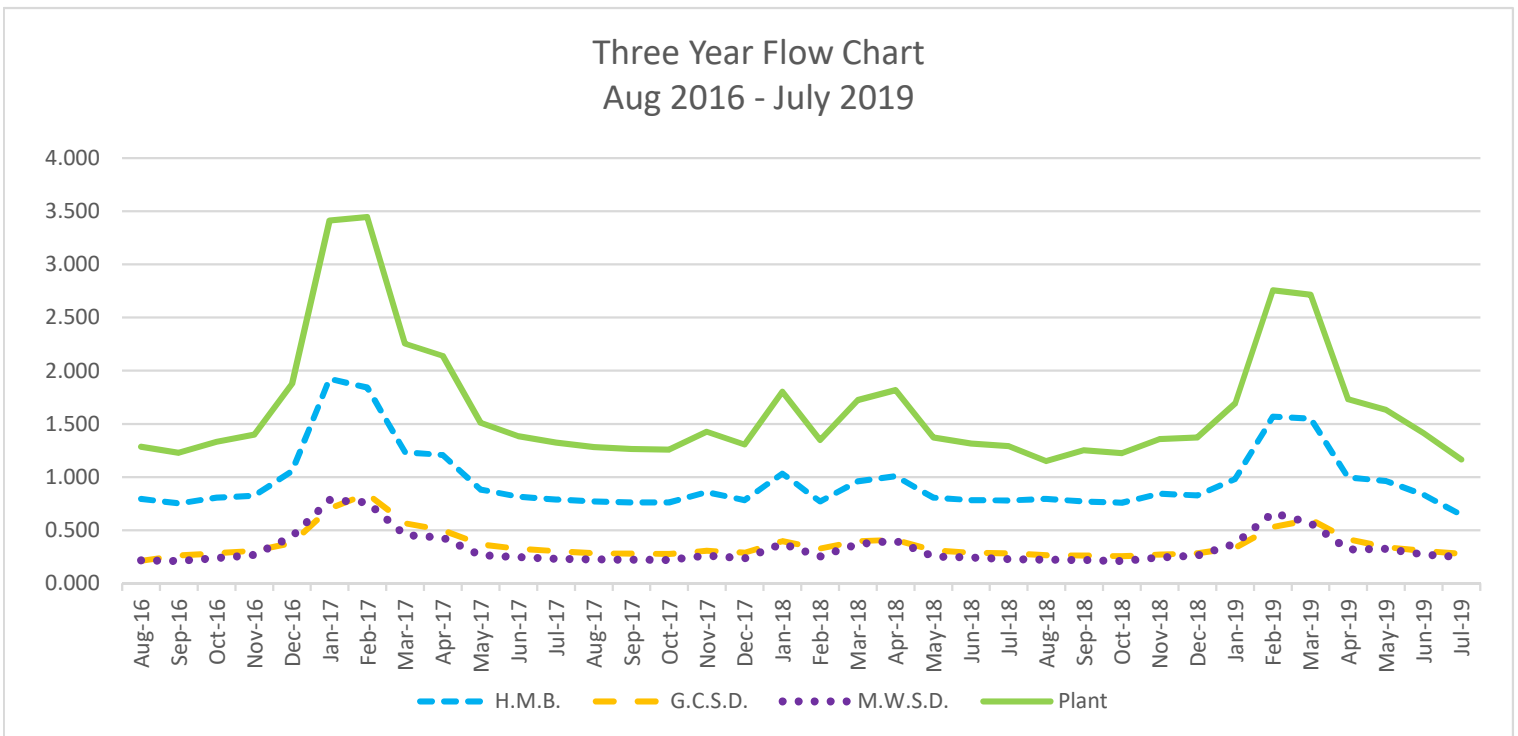
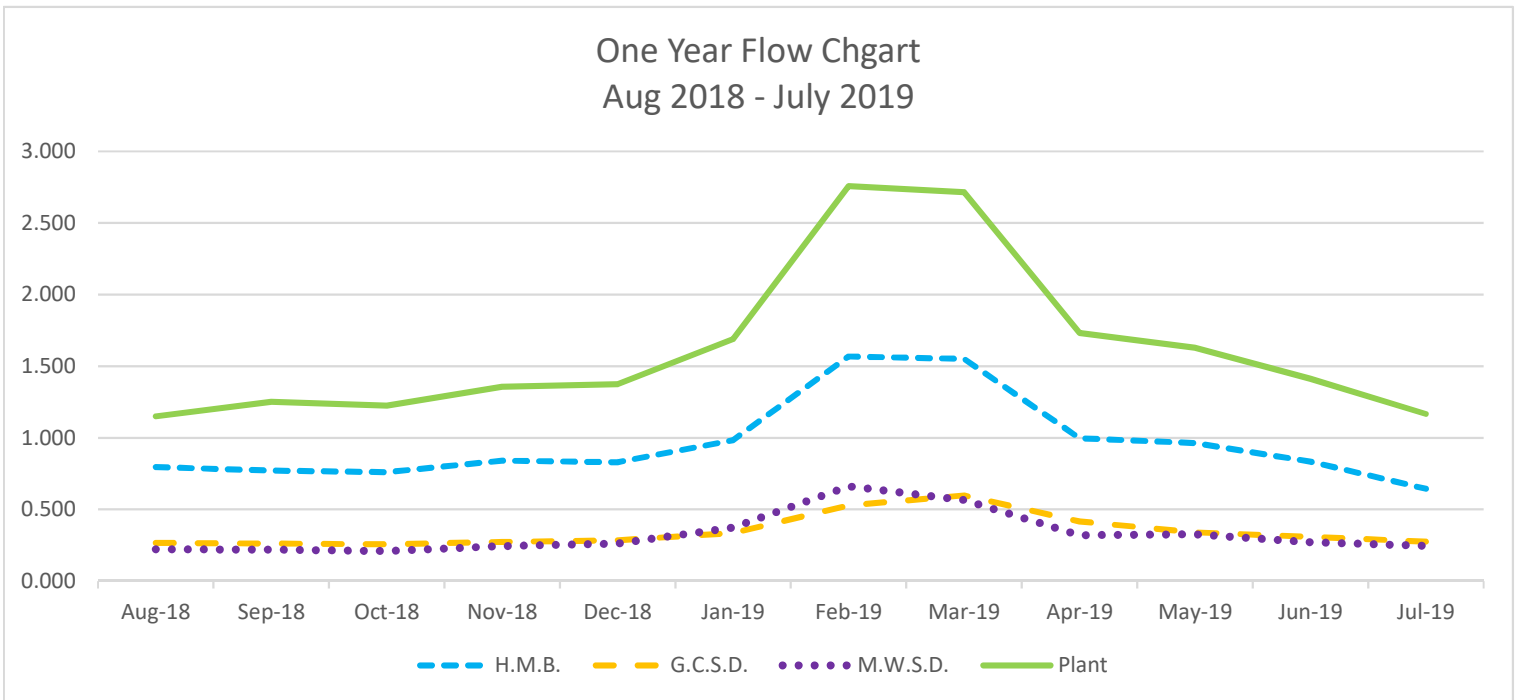
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2019



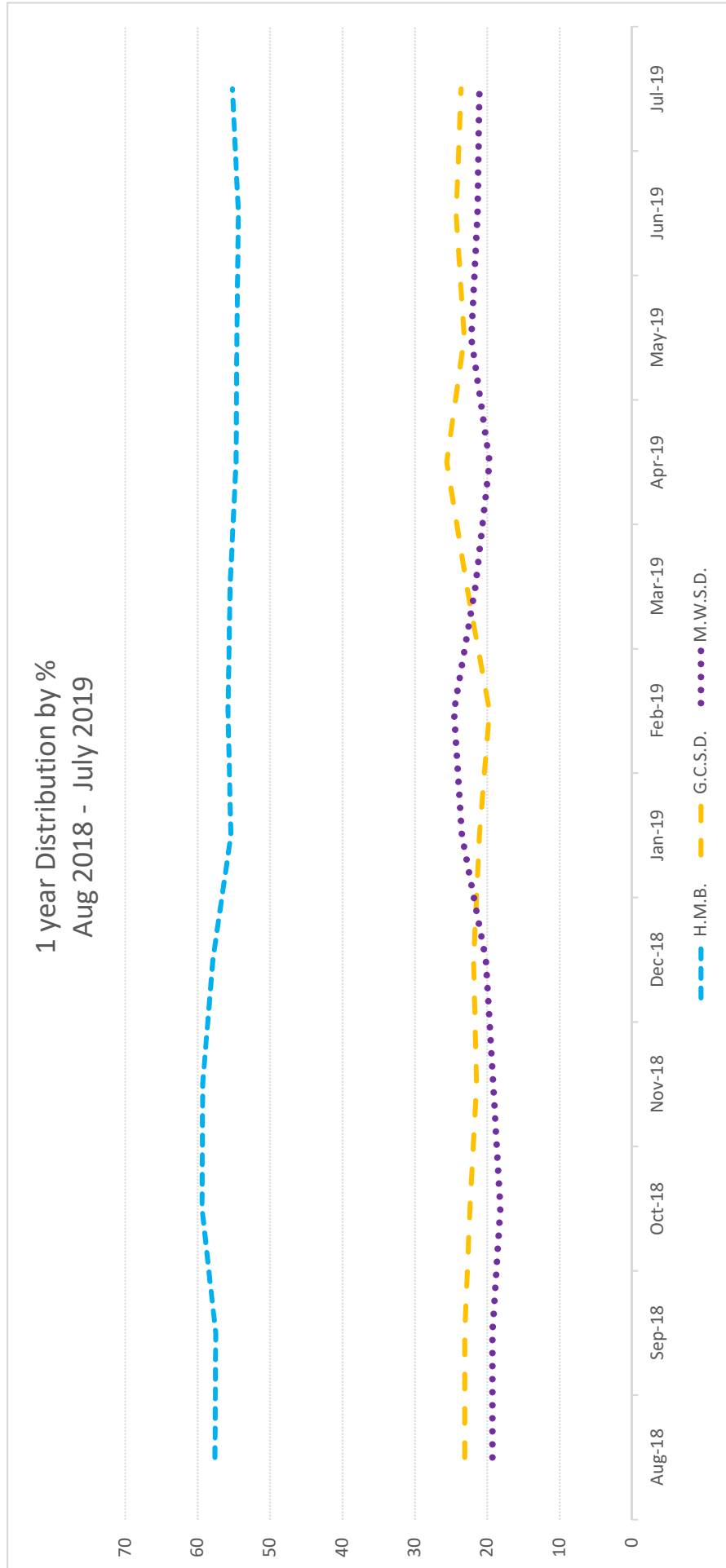
Percent Distribution July 2019



Most recent flow calibration April 2018 PS, April 2018 Plant



Flow based percent distribution based for past year



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2019

July 2019

Number of S.S.O.'s

	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

12 Month Moving Total

12 month rolling Number

	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	0	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	1	0	0	0	1
		0%	0%	0%	100%

Reportable SSOs

Reportable Number of S.S.O.'s

	Total	HMB	GCSD	MWSD	SAM
July 2019	0	0	0	0	0
12 Month Moving Total	1	0	0	0	1

SSOs / Year / 100 Miles

Number of S.S.O.'s /Year/100 Miles

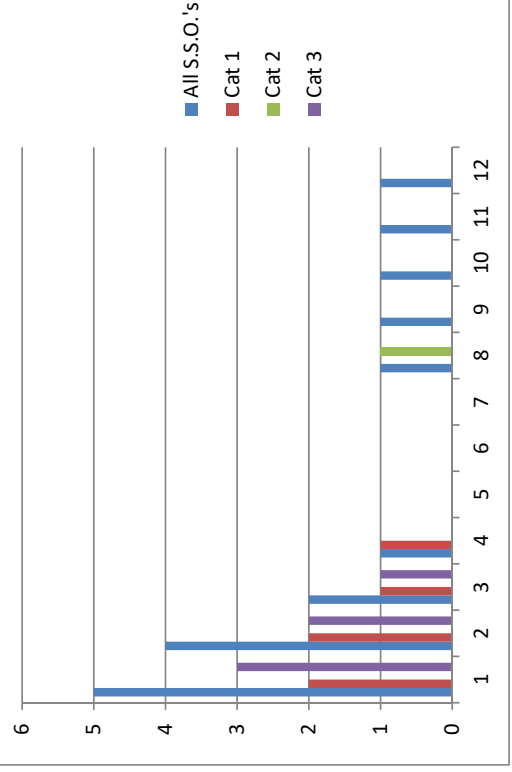
	Total	HMB	GCSD	MWSD	SAM
July 2019	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.0	0.0	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	0.0	13.7
Category 3	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Aug - 18	22,610	22,232	16,155	60,997	11.6
Sep - 18	15,448	16,407	11,416	43,271	8.2
Oct - 18	21,189	10,969	14,786	46,944	8.9
Nov - 18	19,571	27,546	10,338	57,455	10.9
Dec - 18	27,756	17,357	9,422	54,535	10.3
Jan - 19	17,682	11,504	11,240	40,426	7.7
Feb - 19	10,374	9,126	11,371	30,871	5.8
Mar - 19	11,777	10,890	10,020	32,687	6.2
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
Annual ft	193,817	186,609	136,019	516,445	

Annual Mi.	36.7	35.3	25.8	97.8
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12 Month Moving SSO Totals Through July 2019



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												16,438	9%
Hot Spot Cleaning	5,400	2,122												2,122	39%
Lift Station Inspection - Daily	260	22												22	0%
Lift Station Inspection - Annually	3	-												-	0%
Maint. Work Orders - Completed	-	22												22	-
Maint. Work Orders - Incomplete	-	-												-	-
Manhole Inspection	879	89												89	10%
USA Markings	372	52												52	14%
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												2	-
Customer Service Call - OT	-	2												2	-
SSO Response - Category 1	-	-												-	-
SSO Response - Category 2	-	-												-	-
SSO Response - Category 3	-	-												-	-
Insurance Claims Filed	-	0												-	-



SEWER AUTHORITY MID-COASTSIDE

Finance Committee Meeting Agenda

Special Committee Meeting

6:00pm to 8:00pm on Wednesday September 4, 2019

SAM Administration Office, 1000 N. Cabrillo Hwy, Half Moon Bay

1. CALL TO ORDER

A. Roll Call

Deborah Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of the Minutes from 08/13/2019 ([Attachment](#))

B. Update on the 17-18 Audit –Start thinking of how SAM might want to construct the response to the Auditor. Also, the reconciliation will be part of the audit, fixed assets, SAM is operating in the negative, Start to draft response for not operating in the negative.

C. Notice of disengagement from Maze what does the Board want, a formal statement, Review Staff Report prior to Board Meeting on September 9, 2019 ([Attachment](#))

D. Feedback from Member Agencies on process for making sure that SAM receives payments in a timely fashion, for example I heard from Dan Child that an invoice was wrong from John Doughty, I have not received any information from John, personally as he said that he would not pay the invoice until it is correct.

E. Operating Reserve Level Policy Need to flush out more what obligations such as other retirement liabilities that SAM might not be funding to consider for reserve policy. ([Attachment](#))

F. Any questions about open Gov,-Should I ask Open Gov to come to the next Finance committee Meeting as a working training meeting. This will enable the finance committee to become more familiar with how to manipulate the data in ways that you would like to see it, and we can invite member agency managers to the meeting as well. This can give insight to the budget process.

- G. Draft of how to use Auditor recommendation to create segregation of duties at SAM ([Attachment](#))
- H. Update on Reconciliation from Management Partners and how to best present information to the Board of Directors
- I. What financial reports do you want to see on a monthly basis; few board members look at the staff report for Revenue and Expense. I am not sure what information you want or how detailed you want. Since I am pretty sure nobody is reading what is presented ([Attachment](#))
- J. Planning for the 18-19 Audit, how does the finance committee want to manage the audit process for 18-19. It will be important for the finance committee to be the one who manages the relationship with the auditor, we would need to have a kick off meeting, etc.
- K. Meeting Schedule for the finance committee, is it once a month, or twice a month, the agendas are very long.
- L. Make a recommendation about finding funding for Independent Consultant, the budget has very little give, depending on timing of hiring a manager you could have some basic salary savings, otherwise the board would need to look at Mid year budget adjustment,

3. NEXT REGULAR MEETING

TBD



SEWER AUTHORITY MID-COASTSIDE
Revised Board of Directors Meeting Agenda
Regular Board Meeting 7:00 PM, Monday, September 9, 2019

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

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

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

- A. Approve Minutes of August 26, 2019, Regular Board Meetings ([Attachment](#))
- B. Approve Disbursements for Sept 9, 2019 ([Attachment](#))

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

- A. Discuss Disengagement of Maze ([Attachment](#))
- B. Report on Goat Grazing ([Attachment](#))
- C. Authorize the Acting General Manager to Issue a Purchase Order in the Amount of \$24,789.00 to GSE Construction Company Inc. for Pre-Procurement of Scum Pipe and for Subsequent Installation Thereof to Rehabilitate the Proprietary Skimming System at the Wastewater Treatment Plant ([Attachment](#))
- D. Authorize the Acting General Manager to Issue a P.O. in an Amount not to Exceed \$52,000 to Wastewater Management Specialists LLC, for Ongoing Organizational and Management Consultant Services. ([Attachment](#))

- 5. **GENERAL MANAGER’S REPORT**
- 6. **ATTORNEY’S REPORT**
- 7. **DIRECTORS’ REPORT**
- 8. **TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)**
- 9. **PUBLIC COMMENT / ORAL COMMUNICATION**
- 10. **CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*)
 - A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim filed by Beverli Marshall)
 - B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (Two potential cases — circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)
 - C. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION
Initiation of litigation pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9 (One potential case)
 - D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)
 - E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
- 11. **CONVENE IN OPEN SESSION** (*Report Out on Closed Session Items*)
- 12. **ADJOURNMENT**
 - Upcoming Regular Board Meetings: September 23 and October 28, 2019

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

INFORMATION FOR THE PUBLIC

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

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

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

ITEM #4



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, August 15, 2019

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 7:34 p.m.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

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

ACTION: Director Dye moved to appoint the General Manager as Real Property Negotiator. (Dye/Suchomel). Approved 4-1 Seaton opposed.

ADJOURN TO CLOSED SESSION

2. **Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara County Superior Court Case No. 17CV316927.

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

District's Negotiator: Chuck Duffy

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

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

RECONVENE TO OPEN SESSION

There was no reportable action in the Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:33 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Lisa Ketcham, announced the upcoming Coastside Design Review study session regarding County zoning regulations.

Michelle Dragony promoted her idea of a floating dock called the Princeton Ring, which would serve as a community swimming pool.

Fran Pollard suggested that the Board consider adding some options on the future park survey about the proposed Harbor District building on the post office lot and the old fire station.

ACTION AGENDA

1. Consideration of Skateboard Facility Budget and Location.

President Clark said that the well-used skate ramp is of recreational value to the community, and that he has asked Caltrans not to red-tag it as the District intends to move it. The relocation of the ramp is conditioned on posting signs concerning rules of use, and that the ramp must remain the same size. Director Dye has previously checked with the Resource Conservation District, who said there would be no environmental issues if the ramp is kept on the compacted area. President Clark suggested that there be a 50' buffer from the riparian area as recommended by the Coastal Commission. Several interested parties involved in the skateboard community made some comments while the Board held a discussion.

ACTION: Director Seaton moved to approve moving the ramp to onto the District-side of the property with a 50' buffer from the riparian zone, with a budget not to exceed \$10,000. (Seaton/Dye). Approved 5-0.

2. Consideration of Possible GCSD Cooperation with San Mateo County Harbor District Regarding New Facilities and Direction to Ad Hoc Committee.

President Clark requested this Item, as the Harbor District wanted to gauge GCSD's level of interest in participating in the design phase of the Harbor District building proposed for lot next to the post office lot at the corner of Avenue Portola and Obispo Road. The site will most likely have some parking constraint issues. President Clark will stay in contact with the Harbor District on the project. Resident Dan Haggerty suggested that they give up some parking for an open plaza area.

3. Consideration of Community Parks and Recreation Survey and Public Outreach Plan for Burnham Park.

The board held a discussion regarding the survey options and some changes they wanted to see. Member of the Parks Advisory Committee and the audience commented as well.

ACTION: Director Dye moved to approve the survey as presented subject to as-needed minor revisions by staff. (Dye/Blanchard). Approved 5-0.

GCSD Parks Coordinator Claudia Marshall stated that the El Granada Elementary school's meeting room was reserved for the District's town-hall meeting scheduled for October 24, which will be announced in the newsletter for the public to get involved with the design of Burnham Park.

4. Consideration of Parks Advisory Committee Proposal for Pump Track Task Force.

The PAC is requesting Board approval to appoint a task force to work with the County on the proposed bike pump track in Quarry Park.

ACTION: Director Dye moved to approve the Parks Advisory Committee's recommended three person Pump Track Task Force. (Dye/Suchomel).

Approved 5-0.

5. Consideration of Sewer Authority Mid-Coastside Report.

Directors Blanchard and Dye reported on the SAM meeting held on July 25, 2019.

CONSENT AGENDA

6. Approve July 11, 2019 Meeting Minutes.

7. Approve July 18, 2019 Meeting Minutes.

8. Approve August 2019 Warrants.

9. Approve July 2019 Financial Statements.

10. Approve Assessment District Distribution #2-19/20.

11. Approve Attendance of Director Dye at the Annual CSDA Conference, September 25 – 29, 2019 in Anaheim.

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

COMMITTEE REPORTS

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

Director Suchomel reported on the LAFCo meeting he attended.

13. Report on Parks Advisory Committee.

INFORMATION CALENDAR

14. Attorney's Report. (Parkin)

15. General Manager's Report. (Duffy)

16. Administrative Staff Report. (Comito)

The Assistant General Manager reported that 8/3/19 marked her 20-year anniversary with the District.

17. Engineer's Report. (Kennedy Jenks)

The General Manager said that a special meeting would be held to discuss the District's proposed 6-year Capital Improvement Program.

18. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:55 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: September 19, 2019

ITEM #5

**Granada Community Services District
September 2019 Warrants**

For the September 19, 2019 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
08/12/19	8242	Recology of the Coast	Del Garbage Pass-Thru 18/19 Tax Roll	2225 · Recology-Del Garbage	34,990.94
08/15/19	8243	Claudia A. Marshall	Rec Coordinator Compensation - 8/15/19	6153 · Temp Labor	1,242.50
08/10/19	8244	State Fund Comp Ins	Workers Comp Prem for 8/19/18-8/19/19	6080 · Insurance	952.40
09/05/19	8245	VOID	VOID	VOID	-
09/05/19	8246	Barbara Dye	8/29/19 Mediation Mtg	6040 · Directors' Compensation	216.88
09/05/19	8247	Claudia A. Marshall	Rec Coordinator Compensation - 8/31/19	6153 · Temp Labor	1,015.00
09/05/19	8248	Matthew Clark	8/29/19 Mediation Mtg	6040 · Directors' Compensation	145.00
09/05/19	8249	Rodolpho Romero	Aug 2019 Cleaning	6130 · Office Maint & Repairs	140.00
09/05/19	8250	Sonia Barba	Parks Survey Translation	6153 · Temp Labor	150.00
09/19/19	8251	Alhambra & Sierra Springs	Sep 2019	6140 · Office Supplies	15.25
09/19/19	8252	Bacchus Press	Granada Newsletter	6160 · Publications & Notices	6,637.36
09/19/19	8253	Barbara Dye	08/15/19 GCSD-08/12, 08/26 & 09/09/19 SAM	6040 · Directors' Compensation	280.00
09/19/19	8254	CalPERS	GASB 68 Report Prep	6010 · Auditing	700.00
09/19/19	8255	Comcast	09/13/19-10/12/19 Svcs	6170 · Utilities	221.80
09/19/19	8256	David Seaton	08/15/19 GCSD	6040 · Directors' Compensation	145.00
09/19/19	8257	Dudek	07/27/19-08/30/19 Prof. Svcs	6151 · General Manager	6,827.50
09/19/19	8258	Eric Suchomel	08/15/19 GCSD	6040 · Directors' Compensation	145.00
09/19/19	8259	Express Plumbing	Medio Creek Maint & Mon-Sep	1617-1 · Medio Creek/Mirada Sewer	975.00
09/19/19	8260	Gaetani Real Estate	Office Lease-Oct 2019	6120 · Office Lease	4,450.00
09/19/19	8261	Global Equipment Co.	Dog Waste Bags	5070 · Pet Waste Station	100.29
09/19/19	8262	Harris & Associates	FY19-20 Direct Assessment Administration	6150 · Professional Services	2,900.00
09/19/19	8263	Hue & Cry, Inc.	Oct 2019 Pump Stn/4th Qtr Ofc Alarm	6170 · Utilities	121.90
09/19/19	8264	Jim Blanchard	08/15/19 GCSD-08/12, 08/26 & 09/09/19 SAM	6040 · Directors' Compensation	280.00
09/19/19	8265	Matthew Clark	08/15/19 GCSD	6040 · Directors' Compensation	145.00
09/19/19	8266	Pacifica Community TV	08/15/19 GCSD	6180 · Video Taping	250.00
09/19/19	8267	PG&E	Pump Stn Invoice dtd 08/19/19	6170 · Utilities	297.40
09/19/19	8268	PG&E-2	Mirada Rd Inv dtd 08/06/19	6170 · Utilities	24.34
09/19/19	8269	PGE	Office Inv dtd 08/26/19	6170 · Utilities	140.41
09/19/19	8270	Riordan Consulting	07/03/19 Svcs	6190 · Computers	43.59
09/19/19	8271	Rodolfo Romero	Sept 2019 Cleaning 2x	6130 · Office Maint & Repairs	140.00
09/19/19	8272	Sewer Authority Mid-Coast	September 2019 Assessments	5020 · SAM-Admin/Treat/Env/Inf/Coll	171,868.15
09/19/19	8273	Tri Counties Bank	August Trico Card Charges	6230 · Bank Service Charges	1,098.82
09/19/19	8274	Uline	Dog Waste Bags	5070 · Pet Waste Station	102.12
09/19/19	8275	White Nelson Diehl Evans	July 2019	6152 · Accounting	2,500.00
09/19/19	8276	Wittwer & Parkin	August 2019 Svcs	6090 · Legal-Gen/IPS/Parks/Big Wave	6,299.00
09/19/19	8277	AT&T	Mar & Aug 2019 Pump Stn Alarm Svc.	6170 · Utilities	247.11
09/19/19	8278	Kennedy Jenks	Aug 2019 Svcs, Summary #149	6071 · Engineering-General	1,904.95
TOTAL					208,859.99

ITEM #6

Granada Community Services District
Statement of Net Position (Unaudited)

As of August 31, 2019

ASSETS

Current Assets

1000 · Wells Fargo Checking - Gen Op	\$ (1,405)
1010 · Wells Fargo Checking - Deposit	-
1020 · Petty Cash	790
1030 · Cash - LAIF	3,954,265
1040 · Tri Counties Bank - Gen Op	123,925
1050 · Tri Counties Bank - Deposit	37,739
1100 · Accounts Receivable	171,849
1500 · Due from AD	15,068

Total Current Assets	<u>4,302,231</u>
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Fixed Assets

1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,217,871
1630 · Accumulated Depreciation	(6,453,452)

Total Fixed Assets	<u>5,850,212</u>
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Other Assets

1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	244,890
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>4,738,249</u>
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Total Assets	<u>14,890,691</u>
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LIABILITIES

Current Liabilities

2000 · Accounts Payable	28,678
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	21,346
2100 · Payroll Liabilities	426
2225 · Recology-Del Garbage	5,389
2300 · Due to AD	-
2310 · Relief Refund Advance	350

Total Current Liabilities	<u>61,760</u>
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Long Term Liabilities

2401 · Net Pension Liability	185,779
2402 · Deferred Inflows of Resources	9,544

Total Long Term Liabilities	<u>195,323</u>
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Total Liabilities	<u>257,083</u>
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NET POSITION

3000 · Net Assets	5,330,938
3005 · Contributed Capital	9,595,349
Net Income	(292,679)

Total Net Position	<u>\$ 14,633,608</u>
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No assurance is provided on these financial statements.

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

	Aug. 1, 2019 - Aug. 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 704	\$ 33,333	\$ (32,629)	\$ 200,000
4015 · Park Tax Allocation	1,429	75,000	(73,571)	450,000
4020 · Sewer Service Charges-SMC	-	281,000	(281,000)	1,686,000
4021 · Sewer Svc Charges Pro-rated	50	-	50	-
4030 · AD OH Reimbursement	-	5,167	(5,167)	31,000
4040 · Recology Franchise Fee	5,527	5,500	27	33,000
Total Operating Revenue	7,710	400,000	(392,290)	2,400,000
Non Operating Revenue				
4120 · Interest on Reserves	-	15,000	(15,000)	90,000
4130 · Connection Fees	4,700	9,167	(4,467)	55,000
4150 · Repayment of Adv to AD-NCA	-	32,550	(32,550)	195,300
4155 · Repayment of Adv to AD-ARF	-	19,117	(19,117)	114,700
4160 · SAM Refund from Prior Yr	-	167	(167)	1,000
4170 · ERAF Refund	166,748	50,000	116,748	300,000
4180 · Misc Income	1,050	667	383	4,000
Total Non Operating Revenue	172,498	126,668	45,830	760,000
Total Revenues	180,208	526,668	(346,460)	3,160,000
Expenses				
Operations				
5010 · SAM - General	194,289	194,289	-	1,165,732
5020 · SAM - Collections	49,367	49,367	-	296,201
5021 · Lift Station Maint.	-	-	-	-
5050 · Mainline System Repairs	-	1,667	1,667	10,000
5060 · Lateral Repairs	-	5,833	5,833	35,000
5065 · CCTV	-	4,167	4,167	25,000
5070 · Pet Waste Station	152	200	48	1,200
5110 · RCD - Parks	-	833	833	5,000
5120 · Half Moon Bay Reimb - Parks	-	4,167	4,167	25,000
5130 · Parks & Rec Professional Services	-	6,667	6,667	40,000
Total Operations	243,808	267,190	23,382	1,603,133

No assurance is provided on these financial statements.

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

	Aug. 1, 2019 - Aug. 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 700	\$ 2,500	\$ 1,800	\$ 15,000
6020 · Copier lease	1,075	1,167	92	7,000
6030 · County Tax Roll Charges	-	-	-	-
6040 · Directors' Compensation	2,245	1,833	(412)	11,000
6050 · Education & Travel Reimb	-	333	333	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	28,626	28,333	(293)	170,000
6062 · Medical Ins.	4,759	2,730	(2,029)	16,380
6063 · Employer Payroll Taxes	2,210	3,250	1,040	19,500
6064 · CALPERS Contribution	26,611	7,020	(19,591)	42,120
6060 · Employee Compensation - Other	301	-	(301)	-
6070 · Engineering Services	13,377	3,333	(10,044)	20,000
6080 · Insurance	306	833	527	5,000
6090 · Legal Services	9,595	10,000	405	60,000
6095 · Legal Services for Case Related Legal	-	8,333	8,333	50,000
6100 · Memberships	-	1,500	1,500	9,000
6110 · Newsletter	1,635	1,667	32	10,000
6120 · Office Lease	8,900	9,500	600	57,000
6130 · Office Maintenance & Repairs	280	333	53	2,000
6140 · Office Supplies	566	833	267	5,000
6150 · Professional Services	22,200	15,833	(6,367)	95,000
6160 · Publications & Notices	614	333	(281)	2,000
6170 · Utilities	1,421	1,667	246	10,000
6180 · Video Taping	750	667	(83)	4,000
6190 · Computers	129	417	288	2,500
6220 · Miscellaneous	2,526	2,502	(24)	15,000
6230 · Bank Service Charges	359	-	(359)	-
Total Administration	<u>129,185</u>	<u>104,917</u>	<u>(24,268)</u>	<u>629,500</u>
Capital Projects				
1617-1 · Medio Creek Xing Crossing	1,950	8,333	6,383	50,000
7010 · Sewer Main Replacement (CIP)	-	33,333	33,333	200,000
7100 · SAM - Infrastructure	97,944	97,944	-	587,663
7500 · Projects - Parks	-	16,667	16,667	100,000
Total Capital Projects	<u>99,894</u>	<u>156,277</u>	<u>56,383</u>	<u>937,663</u>
Total Expenses	<u>472,887</u>	<u>528,384</u>	<u>55,497</u>	<u>3,170,296</u>
Net Income/(Loss)	<u>\$ (292,679)</u>	<u>\$ (1,716)</u>	<u>\$ (290,963)</u>	<u>\$ (10,296)</u>

No assurance is provided on these financial statements.

ITEM #7

DISTRIBUTION REQUEST NO.: #3-19/20
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$6,696.00

\$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.

September 19, 2019

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO: #3 -19/20

DATE: September 19, 2019

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$6,696.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
US Bank	CM-9690 PO Box 70870, St Paul, MN 55170	Fiscal Agent Fees	\$4,405.00
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: Sept 2019	\$2,291.00
TOTAL:			\$6,696.00

ITEM #8

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: SDRMA MOU & Resolution
Date: September 19, 2019

In January 2018, the District approved a Memorandum of Understanding (MOU) with the Special District Risk Management Authority (SDRMA) to provide a health program to District employees. This Item is requested by SDRMA to align the MOU with IRS guidelines, the Affordable Care Act and the CSAC-EIA pool guidelines that have taken place since the original adoption. Please see the attached letter dated 8/1/19 from SDRMA, which provides the details.

Under the Consent Agenda, the Board will be approving the amended MOU and adopting a new Resolution as requested by SDRMA.

August 1, 2019

Ms. Delia Comito
Assistant General Manager
Granada Community Services District
Post Office Box 335
El Granada, California 94018

GRANADA
Community Services Dist

AUG 12 2019

Rec'd By: 

Amended Memorandum of Understanding

Dear Ms. Comito,

At the June 26, 2019 SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the Memorandum of Understanding (MOU) between your agency and SDRMA. The amendments were made to align the MOU with IRS guidelines, the Affordable Care Act and the CSAC-EIA pool guidelines. CSAC-EIA is the organization that provides coverage for the Health Benefits program.

Your entity participates in SDRMA's Health Benefits program and has previously executed the Memorandum of Understanding (MOU) and Resolution when your entity joined SDRMA's Health Benefits program. Included in the MOU is the following section: AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

To follow the above MOU guideline your governing body must execute the enclosed MOU and Resolution and return the original MOU and Resolution to SDRMA by **November 1, 2019**. If your entity does not return the MOU and Resolution to SDRMA by **November 1, 2019** your entity will be deemed as withdrawn and benefits will be terminated effective **January 1, 2020**.

If SDRMA has not received your entity's MOU and Resolution by October 1, 2019 we will send an email to your attention inquiring when the MOU and Resolution will be sent to SDRMA.

In the MOU under section 4 it refers to SDRMA Program Administrative Guidelines. The Administrative Guidelines can be found on the SDRMA MemberPlus Portal at www.sdrma.org. If you are already registered on the MemberPlus Portal you do not need to re-register. If you are not already registered on the MemberPlus Portal, please find enclosed instructions of how to register. Once you are registered and login, the Administrative Guidelines can be found under the following pathway: Document Library>Health Benefits>Administrative Guidelines.

Please contact us at 800.537.7790 or at healthbenefits@sdrma.org if you have any questions regarding the MOU and/or Resolution. Thank you for your continued participation in the Health Benefits Program!



1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 * F 916.231.4111

Maximizing Protection. Minimizing Risk. * www.sdrma.org

Sincerely,
Special District Risk Management Authority

Alana A. Little

Alana Little
Health Benefits Manager

Enclosures: Memorandum of Understanding
Resolution
MemberPlus Registration instructions
Return Address Envelope

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants

and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must

be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.

- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. WITHDRAWAL. ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
 10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
 11. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
 12. VENUE. Venue for any dispute or enforcement shall be in Sacramento, California.
 13. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
 14. COMPLETE AGREEMENT. This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
 15. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
 16. AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
 17. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.

18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: August 1, 2019

By: *Laura S. Gill*

Special District Risk
Management Authority

Dated: _____

By: _____

Granada Community Services District

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE FORM OF AND
AUTHORIZING THE EXECUTION OF A MEMORANDUM OF
UNDERSTANDING AND AUTHORIZING PARTICIPATION IN
THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S
HEALTH BENEFITS PROGRAM**

WHEREAS, Granada Community Services District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted and passed at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 19th day of September 2019.

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Signed:

Matthew Clark, President

Countersigned:

Delia Comito, Secretary

ITEM #9

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #10

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #11

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: August 10, 2019 to September 13, 2019
To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: September 19, 2019

PUBLIC RECORDS REQUESTS – There were no public records requests received this period.

APPLICATIONS RECEIVED – One application was received this period:

Table with 7 columns: Rec'd, CI, Owner or Agent, APN, Address, Sq. Ft., Zone. Rows include applications from 07/08/19 to 09/01/19.

Note: shaded areas were previously reported.

PERMITS ISSUED – No permits were issued this period.

Table with 8 columns: Permit No., CI, Issue Date, Owner or Agent, APN, Address, Sq. Ft., Zone. Rows include permits 3192, 3193, and 3194.

Note: shaded areas were previously reported.

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

Table with 7 columns: Hookup Date, Type, Permit No., Permit Issue Date, Owner, APN, Address. Rows include hook-ups on 07/16/19, 08/28/19, and 9/10/19.

Note: shaded areas were previously reported.

REPAIRS - There were no repairs this period.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #15

