



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, August 16, 2018

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

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

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

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

City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.

2. Conference Involving A Joint Powers Agency – Sewer Authority Mid-Coastside (Government Code Section 54956.96):

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED 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)

Granada Community Services District representatives on SAM joint powers agency board: Jim Blanchard, Chair, and Leonard Woren, Director.

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

Page Numbers

- | | |
|--|-----------|
| 1. Consideration of Granting Temporary Use of a Portion of Burnham Property to Telfer Paving for Staging Purposes and User Fee.
Recommendation: To be made by the Board. | 7 |
| 2. Consideration of Agreement for Collection System Maintenance Services with the Sewer Authority Mid-Coastside.
Recommendation: To be made by the Board. | 11 |
| 3. Consideration of District Newsletter.
Recommendation: To be made by the Board. | 39 |
| 4. Consideration of District's Sewer Authority Mid-Coastside Report.
Recommendation: To be made by the Board. | 47 |

CONSENT AGENDA

- | | |
|--|-----------|
| 5. Approval of July 19, 2018 Meeting Minutes. | 67 |
| 6. Approval of August 2018 Warrants. | 73 |
| 7. Approval of June 2018 Financial Statements. | 81 |
| 8. Approval of Assessment District Distribution #2-18/19. | 87 |

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 11. Attorney's Report. (Wittwer)**
- 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 July 19, 2018 Meeting:

Last Ordinance adopted: No. 172

Last Resolution adopted: No. 2018-006

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

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

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

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ITEM #1

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AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Granting Temporary Use of a Portion of Burnham Property to Telfer Paving for Staging Purposes and User Fee
Date: August 16, 2018

Pursuant to a request from Victoria Martinez of Telfer Pavement Technologies, this Item is presented for the Board's consideration of granting Telfer permission to use a portion of the District's Burnham Strip property for staging purposes for six days, from August 23 to August 28, 2018. Telfer is the paving contractor for the Countywide Resurfacing and Slurry Seal Project, by San Mateo County Public Works. Staging will include depositing and moving piles of aggregate sand, and parking of large equipment.

Ms. Martinez will be available at the meeting to answer any questions from the Board, and to discuss conditions, if permission is granted.

Director Woren suggested adding the consideration of charging a User Fee.

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ITEM #2

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Agreement with SAM for Contract Collections Services for the District
Date: August 16, 2018

The District sewer system is comprised of approximately 35 miles of gravity sewer main, as well as the Naples Beach pump station and its associated force main. Since 1988, the District, as well as the City of Half Moon Bay and the Montara Water and Sanitary District, has had an agreement with the Sewer Authority Mid-Coastside (SAM) for regular maintenance activities and any needed sanitary sewer overflow (SSO) responses. The current agreement requires SAM to provide several services, including sewer main and manhole cleaning; pump station inspection, cleaning and maintenance; residential service call response; SSO response, record-keeping and reporting; commercial property fats, oils, and grease (FOG) inspections; and computerized maintenance management system and mapping.

As we have discussed over the course of the past several meetings, the City of Half Moon Bay has been negotiating a new Contract Collections Services agreement with SAM to provide updated services. The City approved the proposed three year SAM Collections agreement at their March 2018 meeting. Since then, the Collections agreement has been considered at several SAM board meetings, but approval was delayed by several issues. The two main issues included the allocation of liability for certain activities and events, and a reduction in the amount of revenue SAM was projected to collect in years two and three of the agreement from the member agencies. This reduction in revenue would have resulted in a projected revenue deficit of more than \$300,000 in years two and three, with no clear explanation from SAM in how that would be resolved. District legal counsel and staff spent a considerable amount of time working through these issues with SAM and the other member agencies. Perhaps most importantly, the City amended their approval of the agreement at their July council meeting, changing the term of the agreement from three years to one year, which resolved the year two and three major funding issue. Based on this change as well as a resolution of the liability issue, the SAM board subsequently approved the collections agreement between the City and SAM at the SAM July board meeting.

In light of the events outlined above, attached to this memo is the proposed new one year Contract Collections Services agreement between GCSD and SAM. This agreement is based on, and is basically identical to, the collections agreement approved between the City and SAM. Approval of this agreement puts GCSD on the same footing as the City of Half Moon Bay regarding the aforementioned liability issues.

**GRANADA COMMUNITY SERVICES DISTRICT
AGREEMENT FOR
COLLECTION SYSTEM MAINTENANCE SERVICES**

THIS AGREEMENT FOR COLLECTION SYSTEM MAINTENANCE SERVICES (“Agreement”) is made by and between the Granada Community Services District (“GCSD”) and the Sewer Authority Mid-Coastside, a Joint Powers Agency (“Authority”), effective as of August 27, 2018.

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Authority shall provide to GCSD the services described in the Scope of Work attached hereto as Exhibit A at the time and place and in the manner specified therein. For purposes of this Agreement, the term “maintenance” shall not include capital improvements, replacement of collection system facilities, or major repairs requiring design by a registered engineer. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, this Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the date first noted above and shall run until July 1, 2019 unless earlier terminated by either party pursuant to Section 8, subject to possible extension by mutual agreement as specified in Section 8.2.

- 1.2 Standard of Performance.** Authority shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of collections system maintenance in the geographical area in which Authority is located. Authority shall prepare all work products required by this Agreement in accordance with the Scope of Work and applicable federal and state regulations and shall conform to the standards of quality normally observed by a person performing such services.

- 1.3 Assignment of Personnel.** Authority shall assign only competent personnel to perform services pursuant to this Agreement. GCSD may, in its sole discretion, at any time during the term of this Agreement, request the reassignment of any Authority personnel, Authority shall, immediately upon receiving notice from GCSD of such request of GCSD, evaluate, in its sole discretion, whether to reassign such person or persons. GCSD acknowledges that reassignment of Authority personnel may require that the Authority meet and confer with representatives of the personnel’s bargaining unit.

1.4 Time. Authority shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.2 above and to satisfy Authority's obligations hereunder.

Section 2. COMPENSATION. Exhibits A (Scope of Work) and B (Collections Budget) to this contract incorporated herein by this reference, contains a task-based Fee Schedule, with specifications regarding measurement and payment and unit cost. The GCSD shall pay Authority for services rendered pursuant to the Fee Schedule at the time and in the manner set forth herein. Authority shall submit all invoices to GCSD in the manner specified herein. Except as specifically authorized by GCSD, Authority shall not bill GCSD for duplicate services performed by more than one person.

Authority and GCSD acknowledge and agree that compensation paid by GCSD to Authority under this Agreement is based upon Authority's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Authority. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Authority and its employees, agents, and subcontractors may be eligible. GCSD therefore has no responsibility for such contributions beyond compensation required under this Agreement except as specified herein, in the Scope of Work attached hereto as Exhibit A or in the Collections Budget attached hereto as Exhibit B. Nothing in the preceding sentence is intended to have any effect on payments required to be made by the GCSD to Authority under the Agreement Creating the Sewer Authority Mid-Coastside as modified by Amendments 1 through 8 ("JEPA"), or the Stipulation and Order Regarding Expenses and Assessments of Sewer Authority Mid-Coastside entered on September 13, 2017, or any successor Stipulation and Order.

2.1 Invoices. Authority shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of bills; i.e., Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary summarizing the work performed in accordance with the Scope of Work and payment due per unit cost for each task listed in the Scope of Work, along with the amount of prior billings, the total remaining budget, and the percentage of completion of the task;
- A copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, and a brief description of the work;

- The total number of hours of work performed under the Agreement by Authority and each employee, agent, and subcontractor of Authority performing services hereunder;
- The SAM General Manager's signature.

2.2 Monthly Payment. GCSD shall make monthly payments, based on complete and accurate invoices received, for services satisfactorily performed in accordance with the Scope of Work. GCSD shall notify Authority in writing within 15 days after receipt of an invoice of any billing item that does not satisfy the requirements herein. GCSD shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Authority.

Should GCSD fail to pay Authority in accordance with the preceding sentence, the unpaid amount of such invoice shall incur interest calculated from the due date in accordance with the Agreement Creating the Sewer Authority Mid-Coastside, dated February 3, 1976, as amended, but in no case shall interest paid exceed the rate prescribed by law. In the event the GCSD notifies the Authority in writing within 15 days after receipt of an invoice of any billing item that does not satisfy the requirements herein, no interest shall accrue on the contested billing item while the dispute about that item is resolved by the parties.

2.3 Unit Prices. Compensation for work performed by Authority for which a unit price is specified in Exhibit B shall not exceed the extension of the unit price shown on Exhibit B times the number of units of work performed. Work that exceeds the quantities used to develop the budget, or consists of emergency repairs, all as specified in Exhibit A, must receive advanced, written authorization by the GCSD, with the exception of SSO Response activities. The costs thereof will be invoiced by Authority and paid by GCSD as specified in Exhibit B.

2.4 Payment of Taxes. Authority is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.5 Payment upon Termination. In the event that the GCSD or Authority terminates this Agreement pursuant to Section 8, the GCSD shall compensate the Authority for all outstanding costs incurred for work satisfactorily completed as of the date of written notice of termination. Authority shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

2.6 Authorization to Perform Services. The Authority is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until

receipt of authorization from the GCSD General Manager (“Contract Administrator”).

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Authority shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement.

Section 4. INSURANCE REQUIREMENTS.

4.1. During the term of this Agreement, Authority shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Authority’s performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

▪ **General Liability**

Authority shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than five million dollars (\$5,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability and coverage for explosion, collapse and underground property damage hazards. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Authority’s general liability policies shall be endorsed using Insurance Services Office form CG 20 10 to provide that GCSD and its officers, officials, employees, volunteers, and agents shall be additional covered parties under such policies. An endorsement providing completed operations coverage for the additional covered parties, ISO form CG 20 37, is also required.

▪ **Auto Liability**

Authority shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than five million dollars (\$5,000,000) per accident.

▪ **Contractors Pollution Liability**

Pollution Coverage shall be provided on a Contractors Pollution Liability form or other form acceptable to GCSD providing coverage for liability arising out of sudden, accidental, and gradual pollution and remediation. The policy limit shall be no less than two million dollars (\$2,000,000) per claim. All activities contemplated in this agreement shall be specifically scheduled on the policy as “covered operations.” The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

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▪ **Workers' Compensation**

Authority shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Authority shall submit to GCSD, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of GCSD, its officers, agents, employees, and volunteers.

- 4.2. During the term of this Agreement, GCSD shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property related to its Sewage Collection System. Such insurance shall be of the types and in the amounts as set forth below:
- Comprehensive General Liability Insurance with coverage limits of not less than Two Million Dollars (\$2,000,000) per occurrence including public liability and property damage liability coverage. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.
- 4.3. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California.
- 4.4. Authority agrees that if it does not keep the aforesaid insurance in full force and effect, GCSD may either (i) terminate this Agreement pursuant to Section 8.1 below; (ii) take out the necessary insurance and pay, at Authority's expense, the premium thereon, or (iii) enforce the insurance requirements in this Agreement.
- 4.5. If Authority maintains higher limits than the minimums shown above, GCSD requires and shall be entitled to coverage for the higher limits maintained by Authority.
- 4.6. Authority shall furnish the GCSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language) to the GCSD verifying the required insurance coverage before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Authority's obligation to provide them. The GCSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.
- 4.7. GCSD shall furnish Authority with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language) to the Authority verifying the required insurance coverage before work begins.

However, failure to obtain the required documents prior to the work beginning shall not waive the GCSD's obligation to provide them. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

- 4.8.** Authority shall provide proof that policies of insurance required herein expiring, or cancelled, during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. GCSD shall provide proof that policies of insurance required herein expiring, or cancelled, during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages, or immediately for any policy being cancelled.
- 4.9.** The general liability, automobile, and Contractors Pollution Liability policies of insurance required by this Agreement to be maintained by Authority shall contain an endorsement naming GCSD and its officers, employees, agents, and volunteers as additional covered parties. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to GCSD.
- 4.10.** The policies of insurance required by this Agreement to be maintained by GCSD shall contain an endorsement naming Authority and its officers, employees, agents, and volunteers as additional covered parties. Nothing in this provision requires the GCSD to respond to or defend a claim arising out of Authority's failure to comply with any of its obligations contained in this Agreement or the Authority's performance of work hereunder. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to Authority.
- 4.11.** The insurance provided by Authority shall be primary to any coverage available to GCSD. Any insurance or self-insurance maintained by GCSD and/or its officers, employees, agents, or volunteers, shall be in excess of Authority's insurance and shall not contribute with it. Nothing in this provision requires Authority to respond to or defend a claim regarding which, pursuant to section 5.2 below, Authority has no duty to hold harmless, defend, and indemnify GCSD and its officers, officials, employees, and volunteers.
- 4.12.** All insurance coverage provided by Authority pursuant to this Agreement shall not prohibit Authority, and Authority's employees, agents, or subcontractors, from waiving the right of subrogation prior to a loss. Authority hereby waives all rights

of subrogation against the GCSD based on payments made by insurance coverage provided by Authority pursuant to this Agreement. Authority agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not Authority has received such an endorsement.

- 4.13. All insurance coverage provided by GCSD pursuant to this Agreement shall not prohibit GCSD, and GCSD's employees, agents, or subcontractors, from waiving the right of subrogation prior to a loss. GCSD hereby waives all rights of subrogation against the Authority based on payments made by insurance coverage provided by GCSD pursuant to this Agreement.
- 4.14. Any deductibles or self-insured retentions relating to the insurance maintained by Authority under this Agreement must be declared to and approved by the GCSD. Any deductibles or self-insured retentions relating to the insurance maintained by GCSD under this Agreement must be declared to the Authority.
- 4.15. General Liability coverage shall be maintained for a minimum of five (5) years after contract completion. In addition, if any of the required policies provide claims-made coverage, the coverage shall be maintained for a period of five years after completion of the contract. Authority or GCSD may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said five-year period.
- 4.16. The Automobile Liability Policy required to be obtained by the Authority shall be endorsed to include Transportation Pollution Liability insurance covering materials that may be transported by Authority pursuant to this Agreement.
- 4.17. GCSD reserves the right to seek to modify these insurance requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or special circumstances, provided that such changes shall be reflected in an amendment to this Agreement pursuant to section 8.3.

Section 5. INDEMNIFICATION AND AUTHORITY'S RESPONSIBILITIES.

- 5.1 To the fullest extent allowed by law and subject to the remainder of this Section 5, Authority shall hold harmless, defend, and indemnify GCSD and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, cost (including without limitation costs and fees of litigation)

arising out of or in connection with Authority's performance of work hereunder or, where within the scope of required insurance coverage, its failure to comply with any of its obligations contained in the agreement, except such loss or damage caused by the sole or active negligence, or willful misconduct of GCSD, and except such loss as caused by GCSD's failure to make such major repairs or replacement as described in Section 5.2, below. In instances where the GCSD's active negligence, willful misconduct, or failure to make major repairs or replacement as described in Section 5.2 accounts for only a percentage of the liability involved, the obligation of the Authority will be for that entire portion of the percentage of liability not attributable to the GCSD's active negligence, willful misconduct, or failure to make major repairs or replacement as described in Section 5.2. Amounts (if any) paid directly by Authority in accordance with this paragraph, including (but not limited to) deductibles and self-insured retention amounts, shall be reimbursed by the Member Agencies of Authority in the following proportions: 55.4% by the 24.0% by Granada Community Services District, and 20.6% by Montara Water and Sanitary District, which is based on flows into the single consolidated treatment plant facility as established in the Authority's Fiscal Year 2018-2019 budget.

5.2 In the event that Authority has duly notified GCSD in writing of a discrete portion of GCSD's collection system that requires major repairs or replacement (or maintenance which is beyond Authority's obligation to furnish under this Agreement) in order to operate effectively as intended without an undue risk of overflow, spill, or other unauthorized discharge, and GCSD agrees in writing (or, in the event of disagreement, a mutually agreeable independent third party reviews and agrees with the Authority) and does not timely undertake the needed repairs or replacement, then Authority shall have no duty pursuant to section 5.1 above to indemnify GCSD and its officers, officials, employees and volunteers against any and all liability, claims, damage, losses and expenses caused by or resulting from GCSD's failure to timely perform such repairs or replacement, but Authority shall have a duty to defend GCSD against a claim wherein it is alleged that damage caused by or resulting from GCSD's failure to timely perform such repairs or replacement was also partially caused by or resulted from SAM's services under this Agreement. GCSD shall reimburse Authority's defense related costs in proportion to the comparative fault of the GCSD as agreed to in a settlement or as determined in a final judgment.

5.3 It is understood that the duty of Authority to indemnify and hold harmless as described above includes the duty to defend as set forth in Section 2778 of the California Civil Code. The GCSD and Authority shall timely notify each other of

the receipt of any third-party claim relating to the Agreement. Acceptance by GCSD of insurance certificates and endorsements required under this Agreement does not relieve Authority from liability under this indemnification and hold harmless clause, provided that payment by its insurers shall fully relieve Authority from liability under this indemnification and hold harmless clause. By execution of this Agreement, Authority acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

- 5.4 The total liability in the aggregate of Authority and its employees, subcontractors or suppliers to the GCSD and anyone claiming through or under the GCSD on all claims of any kind arising out of or in any way related to Authority's services or from any cause or causes whatsoever shall not exceed the proceeds received from the insurance specified in Section 4 above.

Section 6. STATUS OF AUTHORITY.

- 6.1 **Independent Contractor.** At all times during the term of this Agreement, Authority shall be an independent contractor and shall not be an employee of GCSD.
- 6.2 **Authority No Agent.** Except as specified in the Scope of Work attached hereto as Exhibit A, or as GCSD may otherwise specify in writing, Authority shall have no authority, express or implied, to act on behalf of GCSD in any capacity whatsoever as an agent with respect to the services performed pursuant to this Agreement.

Section 7. LEGAL REQUIREMENTS.

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Authority and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Authority and any subcontractors shall comply with all applicable rules and regulations to which GCSD is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Authority represents and warrants to GCSD that Authority and its employees, agents, and any subcontractors have all licenses,

permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Authority represents and warrants to GCSD that Authority and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions.

7.5 Nondiscrimination and Equal Opportunity. As provided in Government Code Section 12940, Authority shall not discriminate, on the basis of a person's race, religion, color, national origin, ancestry, age, physical or mental handicap or disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, or military and veteran status against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Authority under this Agreement. Authority shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Authority thereby.

Authority shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

8.1 Termination. GCSD may cancel this Agreement at any time and without cause upon 90 day's written notice to Authority.

Authority may cancel this Agreement at any time and without cause upon 90 days' written notice to GCSD.

In the event of termination, Authority shall be entitled to compensation for services performed to the effective date of termination; GCSD, however, may condition payment of such compensation upon Authority delivering to GCSD any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Authority or prepared by or for Authority or the GCSD in connection with this Agreement. In the event Authority is not provided notice of any outstanding materials to be delivered to GCSD, Authority shall be entitled to payment within 30 days.

- 8.2 Extension.** GCSD may request that the end date of this Agreement be extended beyond the term provided for in Subsection 1.1, provided that any such extension shall require a written amendment to this Agreement, as provided for herein, and that the Parties agree to a fee schedule for services during the extension period.
- 8.3 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.
- 8.4 Assignment and Subcontracting.** GCSD and Authority recognize and agree that this Agreement contemplates performance by personnel employed by Authority and is based upon a determination of Authority's unique institutional competence, experience, and specialized institutional knowledge. Authority may not assign this Agreement or any interest therein. Authority shall not subcontract any portion of the performance contemplated and provided for herein absent a formal amendment to this Agreement. Authority may contract with a third-party consultant to provide training for its staff as specified in Exhibit A provided that this training will not add cost to the GCSD that is not already included in the Budget attached as Exhibit B. Nothing in this Agreement shall be construed to allow GCSD to assign this Agreement or any interest therein.
- 8.5 Survival.** All obligations arising under this Agreement prior to the termination of this Agreement and all provisions of this Agreement allocating liability between GCSD and Authority for matters pertaining to this Agreement shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Authority.** If Authority materially breaches any of the terms of this Agreement, GCSD's remedies shall include, but not be limited to, the following:
- 8.6.1** Terminate the Agreement pursuant to Section 8.1;
 - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Authority pursuant to this Agreement;
 - 8.6.3** Retain a different entity to complete the work described in Exhibit A not finished by Authority; or

8.6.4 Charge Authority the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that GCSD would have paid Authority pursuant to Section 2 if Authority had completed the work.

8.7 **Options upon Breach by GCSD.** If GCSD materially breaches any of the terms of this Agreement, Authority may seek the GCSD's compliance, or may terminate the Agreement after 90 days' written notice pursuant to Section 8.1.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 **Records Created as Part of Authority's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Authority prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the GCSD and Authority. Authority hereby agrees to deliver one original or certified copy of those documents to the GCSD upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are not necessarily suitable for any future or other use. To the extent allowed by law, GCSD and Authority agree that, until final approval by GCSD, all data, plans, specifications, reports, and other documents will not be released to third parties without prior written consent of both parties.

9.2 **Authority's Books and Records.** Authority shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the GCSD under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Authority to this Agreement.

9.3 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Authority to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the GCSD. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of

GCSD or as part of any audit of the GCSD, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that the venue for trial of such action shall be vested exclusively in the state courts of California in the County of San Mateo or in the United States District Court for the Northern District of California., subject to the provisions of the Code of Civil Procedure of the State of California regarding a change of venue
- 10.2 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.3 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.4 Successors and Assigns.** Subject to Section 8.4, the provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.5 Use of Recycled Products.** Authority shall prepare and submit all reports, written studies, and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.6 Services within Other Jurisdictions.** Authority's services shall include provision of collection system maintenance services for portions of the Granada Community Services District's collections system lying within the corporate limits of City of Half Moon Bay.
- 10.7 Conflict of Interest.** Authority shall not employ any GCSD official in the work performed pursuant to this Agreement. No officer or employee of GCSD shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

10.8 Contract Administration. This Agreement shall be administered by the GCSD General Manager or his/her designee (“Contract Administrator”). All correspondence shall be directed to or through the Contract Administrator.

10.9 Notices.

Any written notice to Authority shall be sent to:

Sewer Authority Mid-Coastside
1000 Cabrillo Highway North
Half Moon Bay, CA 94019
Attention: General Manager
Phone: 650-726-0124
Email: bmarshall@samcleanswater.org

Any written notice to GCSD shall be sent to:

Granada Community Services District
504 Alhambra, Third Floor
El Granada, CA 94018
Attn: GCSD General Manager
Phone: 650-726-7093
Fax: (650) 726-7099
Email: granada@granada.ca.gov

10.11 Integration. This Agreement, including the Scope of Work and Fee Schedule attached hereto and incorporated herein as Exhibits A and B represents the entire and integrated agreement between GCSD and Authority with regard to the provision of collection system maintenance services as described herein, and supersedes all prior negotiations, representations, or agreements, either written or oral, with respect to collection system maintenance services, including the Agreement for Maintenance and Operation Services between the GCSD of Half Moon Bay and Sewer Authority Mid-Coastside dated May 3, 1988.

This Agreement does not in any way amend or otherwise affect the JEPA. GCSD and Authority expressly agree that the operation and maintenance by Authority of its wastewater interceptor, treatment and disposal system is independent of the operation and maintenance by Authority of GCSD’s sewerage collection system.

IN WITNESS WHEREOF, the GCSD and the Consultant have executed this Agreement effective as of the date first written above.

**“GCSD”
GRANADA COMMUNITY SERVICES DISTRICT**

Date: _____

By: _____
Chuck Duffy, GCSD General Manager

Attest:

Approved as to form:

By: _____
Delia Comito, GCSD Secretary

Jonathan Wittwer, GCSD General Counsel

Date: _____

**“CONSULTANT”
Sewer Authority Mid-Coastside**

Date: _____

By: _____
Beverli A. Marshall, SAM General Manager

Attachments:

- Exhibit A--Scope of Services
- Exhibit B--Collections Budget

EXHIBIT A

Scope of Services
Granada Community Services District
Sanitary Sewer System Maintenance Services
FY2018-19

GENERAL SCOPE OF SERVICES

The sanitary sewer system maintenance services contractor shall provide a comprehensive and effective operation and maintenance program using a map-based computerized maintenance management system (CMMS) that applies industry best management practices for cleaning, preventive maintenance, sanitary sewer overflow (SSO) response, and other related tasks for the wastewater collection system owned by GCSD. General tasks include but are not limited to providing system data to the project team; system-wide sewer line cleaning; pump station inspections and cleaning; comprehensive electronic documentation using the Lucity CMMS system supported by paper records; accurate and timely reporting; and regular communication with the Granada Community Services District (“GCSD”) and its consultants. Sewer and pump station cleaning operations will be provided by Sewer Authority Mid-Coastside (SAM). All work shall be in compliance with GCSD’s adopted Sewer System Management Plan (SSMP), as may be amended from time-to-time.

SAM SCOPE OF SERVICES

SAM, as a contractor to the Granada Community Services District shall provide the following services:

Task 1. Project Management

Task 1.1 Meetings

SAM field maintenance staff, supervisor(s), and the SAM General Manager will attend a kickoff meeting with GCSD staff. SAM will provide, for discussion by the team, the planned maintenance schedule for pipelines and lift stations for Fiscal Year 2018-19. This schedule will be accompanied by a map showing the current mainline cleaning schedule, color coded by month. SAM will prepare the agenda for, and minutes from, this kickoff meeting.

The SAM field maintenance supervisor and lead maintenance staff will attend quarterly meetings to discuss tasks completed during the prior quarter and tasks scheduled for the next quarter. The project team will also identify any issues or challenges that have been encountered, how they were resolved (or are proposed to be resolved), and identify and discuss any anticipated issues. SAM shall provide an updated schedule for discussion at each quarterly meeting.

Measurement and Payment: Payment shall be made per meeting, based on Exhibit B of the Agreement.

Task 1.2 Progress Reports

No later than the 10th day following the last day of each month, SAM shall submit a draft monthly status report that describes progress compared to goals. Information to be included in each report includes a list of SSO events (if any) with supporting details; list of emergency calls and their causes and actions; list of pipe segments cleaned with Pipe ID, information on the number of passes required, types and amounts of material removed from each pipe, and issues encountered; lift station inspections completed; all field documentation compiled during the previous month; and recommended actions by GCSD related to pipeline or lift station needs.

No later than 30 days after the end of FY 2018-19, SAM will provide a draft annual report of system maintenance activities using the monthly reports as a guideline. The annual report will include a discussion on trends in system performance and will provide the necessary information to fulfill the Monitoring, Measurement, and Modifications section of the City's SSMP.

SAM will incorporate comments from GCSD as needed to meet the requirements established herein and submit a final version of each report. All reports shall reference both the SAM manhole ID numbers and the GCSD manhole ID numbers for each line.

Measurement and Payment: Payment shall be per completed final report, based on Exhibit B of this Agreement.

Task 1.3 Computerized Maintenance Management System

SAM will host the CMMS using Lucity software during FY 2018-19. The software shall be sufficient to document all field data that is collected through this contract, including cleaning, inspections, repairs, and maintenance plans. SAM will provide remote access to GCSD staff. GCSD staff must have the ability to retrieve, review, change, and update Lucity data, including the Lucity GIS maps. SAM shall manage initial setup of the software and shall hold and manage the contract and license between SAM and Lucity as related to the software. SAM will perform the initial input of all maintenance data after initial review by GCSD for accuracy and completeness. SAM will maintain the ICOM system and data until such time as data is fully migrated to Lucity and Lucity is deemed operational by the SAM and the City.

As discussed by SAM staff and the GCSD General Manager, unless specifically requested by the GCSD, SAM will not make any updates to GCSD's GIS maps, maintenance schedules, or maintenance records after the initial inputting by SAM staff; any changes of this nature will be handled by GCSD.

SAM agrees to provide all data to GCSD if and/or when the GCSD transitions to a stand-alone Lucity contract and license.

Measurement and Payment: SAM has confirmed that all costs related to CMMS implementation and management are included in other unit cost bid amounts. Completion of Lucity documentation on a monthly basis shall be considered a component of sewer line cleaning, as described in Task 3.

Task 2 Existing Data

Within 30 days following Notice to Proceed, SAM, as the current system maintenance contractor, will provide available information for review by GCSD. Existing information includes the current hotspot list in list and map formats, system mapbook, data available in the current (ICOM) and planned (Lucity) CMMS including a database table of contents outlining the location of each type of information; summary of SSOs from the past 5 years including SSO response documentation; existing operational plans and manuals; current FOG inspection sites and past 3 years of associated inspection records; other pipeline and pump station maintenance records retained by SAM; and list of water meters currently used.

Measurement and Payment: Payment will be lump sum upon delivery of all existing documents, based on Exhibit B of this Agreement.

Task 3 Sewer System Maintenance

Task 3.1 Sewer Pipeline Cleaning

All system pipes shall be cleaned during FY2018-2019. Pipe segments currently on, or subsequently placed on, the hot spot list shall be cleaned in accordance with hot spot schedule during FY 2018-19.

SAM shall provide proactive and preventive sewer main cleaning to remove roots, grease, and/or debris from the system. SAM shall complete cleaning using the existing combination cleaning and vacuum truck that was purchased in approximately 2016. SAM shall provide all cleaning tools, and labor necessary to effectively access and clean the GCSD sewer lines, following best management practices in place at Bay Area agencies such as West Bay Sanitary District and Union Sanitary District and as directed by GCSD .

SAM shall assure that all roots, debris, fats, oils, and grease are captured and removed from the system via vacuum, and properly disposed of at a location to be identified by SAM. Under no circumstance will materials be flushed and captured using a downstream physical capture or filtering device. SAM shall be responsible for any and all costs incurred by the GCSD that result from materials that remain in the system following use of this methodology.

Pipes shall be cleaned until the cleaning results yield “clear,” as shown in Table 1. SAM shall record the contents that are removed from each pipe. Cleaning results shall be documented and provided as part of each monthly progress report.

The District shall provide a list of water meters to be accessed by SAM staff to obtain water for cleaning. SAM will pay the associated water bills.

Measurement and Payment: Payment will be per linear foot of pipe cleaned and will be made upon confirmation that all cleaning operations, including sufficient cleaning, debris removal, disposal, documentation, and entry into the CMMS system have been completed and submitted in accordance with the contract requirements. Payment will not be made for any pipes that require re-cleaning to meet contract requirements, or that are not scheduled or otherwise designated for cleaning by the City.

3.2 Hot Spot Cleaning

The hot spot list includes pipes that require cleaning more often than the routine cleaning frequency. SAM shall clean sewers on the hot spot list at their assigned frequency. Any changes to hot spot frequency will be entered into Lucity by SAM, following review of the proposed changes at a quarterly review meeting.

The current hot spot list shall be maintained and updated by SAM. SAM shall provide a quarterly update of the list which will be integrated into the Maintenance Plan. SAM shall implement the Cleaning Assessment Matrix contained in Table 1, as may be amended from time-to-time in writing by mutual consent of the parties.

Measurement and Payment: See Task 3.1

Table 1. Cleaning Assessment Matrix

	Clear	Light	Moderate	Heavy
Debris	No observable debris	1-2 passes with debris observed and removed	3-4 passes before reaching Clear result	More than 4 passes required to reach Clear result.
Grease	No observable grease	1-2 passes with grease observed and removed	Small chunks but no logs observed. 3-4 passes before reaching Clear result.	Big chunks and/or logs observed, OR more than 4 passes before reaching Clear result.
Roots	No observable roots	1-2 passes with roots observed and removed	Thin stringy roots but no clumps observed. 3-4 passes before reaching Clear results	Thick roots and/or clumps observed, OR more than 4 passes to reach clear result.
Action	After 2 clear results, decrease frequency to next lower frequency.	Continue current maintenance frequency.	Increase to next higher maintenance frequency. Submit for CCTV assessment. Increase to next higher frequency. Submit for CCTV assessment.	

Task 3.3 Lift Station Maintenance

SAM shall conduct station checks and cleaning at GCSD’s Naples Beach Pump Station. GCSD will not assist with station cleaning tasks.

Task 3.3.1 Weekly Station Checks

SAM will, at minimum, conduct the following station checks on a weekly basis:

- Visually inspect and check the wet well levels to ensure proper automatic start/stop levels for the pumps
- Check pumps for unusual noise or vibrations
- Clean and maintain pumping plant area
- Inspect the motor control center to ensure proper operations
- Record pump and generator hour meter readings
- Check generator batteries, fuel, oil, coolant levels, belts, hoses, tires (if portable)
- Exercise generator, simulating power failure to assure automatic startup
- Inspect rails, piping, valves
- Exercise shut-off valves, as appropriate

Task 3.3.2 Quarterly and Annual Station Checks

SAM shall complete quarterly wet well cleaning at each of the City's lift stations. Tasks include vacuuming and cleaning each wet well. Lift station degreaser shall be used as needed to control fats, oils, and grease. SAM shall submit an MSDS sheet for approval by GCSD for any chemicals to be introduced to GCSD facilities.

SAM will complete quarterly and annual amperage tests and meg tests on pump motors, and annual pump inspections and maintenance per the manufacturer.

Measurement and Payment: Payment shall be per station per completed inspection and cleaning operation, based on Exhibit B to this Agreement.

Task 3.4 USA Marking

SAM shall respond to all Underground Service Alert (USA) calls associated with future construction in the City's service area within 48 hours of receiving the request. SAM shall research existing utilities, and measure and mark the location of existing sewer gravity and forcemain pipelines. SAM shall be responsible for any and all costs that are incurred by GCSD as a result of a failure to properly respond or mark existing sewer utilities in response to a USA request.

Measurement and Payment: Payment shall be per USA callout, based on Exhibit B to this Agreement.

Task 4 Sanitary Sewer Overflow Response

SAM shall respond to all sanitary sewer overflows (SSOs) within GCSD's service area, in accordance with GCSD's Sewer System Management Plan (SSMP).

Task 4.1 Training

SAM has stated that it will conduct internal training on GCSD's SSMP no less than once each year. New employees shall receive this training prior to performing sewer cleaning or assisting with SSO response. Twice each year, SAM will contract with a third-party consultant to provide collection system maintenance training for its staff to remain current with SSO volume estimation methods, equipment operations, wastewater collection system best management practices, and regulatory requirement updates. Also, GCSD staff performing First Responder functions will be included in these trainings at no additional cost.

Task 4.2 SSO Response

SSO Response shall follow the State and Regional Water Board guidelines and GCSD's SSMP. SAM is responsible for completing all activities necessary for SSO response, from serving as the First Responder to conducting all required notifications,

water quality testing, postings, communications, and field activities, and assuring that all response activities have been completed and accurately documented on paper and in the California Integrated Water Quality System (CIWQS).

SAM may receive notification of the SSO event directly from the public, from SAM staff observation, through the City, or via direct dial from a lift station alarm system. SAM shall serve as the First Responder and be on-site within 60 minutes from notification. SAM shall immediately contact the GCSD Field Operations Manager and provide a description of the situation to the Field Operations Manager by phone. SAM shall remain in close communication with GCSD throughout the entire SSO response.

GCSD will not assist SAM with any field activities. SAM shall initiate documentation of the event and shall continue to maintain thorough and accurate records, both on paper and through photo documentation, through the entire event including any final site cleanup activities. SAM shall enter required information into CIWQS and shall make any necessary updates as identified by GCSD. CIWQS data shall be filed by a Supervisor or Manager who is listed on CIWQS as an approved data reporter. Under no circumstances shall a SAM employee login to GCSD's CIWQS page using another person's login information.

Within five working days after the end of the SSO event, SAM shall convene a meeting with GCSD and SSO response staff to review the event, activities, documentation, and brainstorm strategies to avoid similar SSOs.

Measurement and Payment: Payment shall be per hour of active SSO response, and per SSO debrief, based on Exhibit B to this Agreement. Payment will be made based on information that is documented clearly in the SSO report; no payment will be made for response activities or durations that are missing or unsubstantiated. Payment will be made after the SSO has been certified by the Legally Responsible Official (LRO).

**EXHIBIT B
COLLECTIONS BUDGET**

Sewer Authority Mid-Coastside (SAM) agrees to provide Collection Systems Services to the Granada Community Services District for the term of the Agreement (remainder of fiscal year (FY) 2018-2019) in accordance with the Scope of Work contained in Exhibit A and the Table below.

Task	Description	Qty	Unit	Price	Total
1. Project Management	Kick-Off meeting	1	Each	\$ 1,080	\$ 1,080
	Quarterly review meeting	4	Quarter	\$ 540	\$ 2,160
	Monthly status report	12	Month	\$ 540	\$ 6,480
	Annual status report	1	Each	\$ 540	\$ 540
2. Review Existing	Review current system condition	1	Each	\$ 2,256	\$ 2,256
	Review historical SSOs and maintenance records	1	Each	\$ 2,256	\$ 2,256
	Review other relevant data	1	Each	\$ 2,256	\$ 2,256
3. Maintenance Strategy	Clean entire system (14,500 lft / month of sewer line)	174,000	Linear Foot	\$ 1.50	\$ 258,752
	Hot spot cleaning: 450 lft / month	5,400	Linear Foot	\$ 1.50	\$ 8,100
	F.O.G. food service inspections and documentation	10	Each	\$ 128	\$ 1,280
	USA marking - Avg. 31 per month	372	Each	\$ 13.75	\$ 5,115
					\$ 290,275
4. Sanitary Sewer Overflow	SSO response / support per SSMP - includes clearing stoppage, clean up, CCTV, recommend fix	1	Hour	\$ 235	
	Additional requirements (Category 1 SSO only) per SSMP - water quality testing, posting signs, and 2-hour notification	1	Hour	\$ 235	
	Incident debrief per OERP	1	Per Incident	\$ 235	
Hourly Cost as Needed	Lateral, Cleanout, Connection Inspections – Operating hours rate	1	Per Incident	\$ 250	
	Lateral, Cleanout, Connection Inspections – After-hours rate	1	Per Incident	\$ 375	
	Operating hours rate - (M - F 7:00 a.m. - 4:00 p.m.)	1	Hour	\$ 135	
	After hours rate w/ 3-hour min (M-F 4:00 p.m. - 7:00 a.m.; Sat, Sun anytime)	1	Hour	\$ 198	36

ITEM #3

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of District Newsletter
Date: August 16, 2018

Consideration of this Item was requested by Director Dye, as both the Board and PAC discussed the idea of publishing quarterly District newsletters. I have attached a copy of the June newsletter for your convenience.

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GRANADA GAZETTE

Get to know us. Get involved!

Serving El Granada, Miramar, Princeton and Northern Half Moon Bay Since 1958

June 2018

GCS D Works to Provide Parks and Recreation Services

The Granada Community Services District (GCS D) gained parks and recreation jurisdiction on October 1, 2014 for the unincorporated areas of El Granada, Miramar and Princeton by a positive vote of 60% of the voters in the District. This reorganization allows the district to provide parks and recreation services in addition to the sewer, solid waste and recycling services it currently provides to over 2,500 residences and businesses in the District.

The parks and recreation function is funded by utilizing a portion of GCS D's share of property tax revenues, not from sewer charges. GCS D's goal is to provide parks and recreation services that benefit the GCS D community, with a commitment to robust neighborhood outreach on new projects.

GCS D owns the undeveloped "Burnham Strip" property along Obispo Road between Coronado Street and Avenue Alhambra in El Granada, which may be developed as an El Granada gateway park. In 2017 an additional parcel, next to the preschool, was purchased in order to maximize the area available to develop as a park. GCS D is now beginning the process of seeking public input regarding the amenities and design of the future Burnham Park.

Additional potential park areas are a small parcel on Capistrano Road in Princeton and the medians in El Granada, which are owned by San Mateo County (SMC). GCS D and SMC completed a Permit Agreement in February 2018 which allows the District to make improvements to the El Granada Medians. GCS D may implement landscaping, seating, tree management, and active and passive recreational improvements on these properties, following an open and transparent community outreach process.

If you are interested in obtaining more information about these efforts to improve our community, please email info@granada.ca.gov to be placed on the email list for notices and future electronic newsletters. ❁

GCS D's goal is to provide parks and recreation services that benefit the GCS D community, with a commitment to robust neighborhood outreach on new projects.



GCS D is beginning a planning effort for a future Burnham Park. Public input is critical to a successful project. Watch www.granada.ca.gov for information about how you can get involved in the process.

Granada Parks Advisory Committee (PAC)

The PAC was formed by the Granada Community Services District Board of Directors to ensure community involvement in all phases of park planning, design, and development. Seven voting members are appointed by the Board to serve two-year terms. Members receive

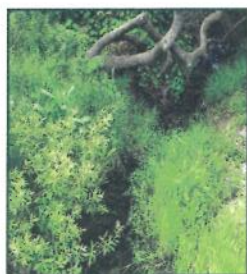
no compensation—they are neighbors volunteering to support and benefit our community. The PAC makes recommendations regarding parks and recreation to the GCS D Board of Directors. PAC meetings are held at the

continued on page 2

Connection to Recreation

For event details and registration visit our website, www.granada.ca.gov/parks

We are excited to present the first *Connection to Recreation*, our new guide to GCSO recreational activities offered during the summer of 2018. All these events are free! We invite you to join us and discover hidden treasures and enjoy events for all ages right outside your door in El Granada.



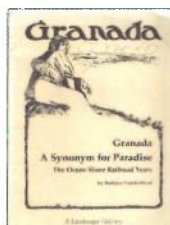
Explorer Walk Along Deer Creek, El Granada June 30, 10am–noon

Within our community several creeks and springs flow all year round, largely hidden except at open spots where water glistens or cascades and may be seen and heard. Join walk leader and PAC member Dale Ross for a leisurely 2-hour exploration of how one of these waters, Deer Creek, co-exists with daily community life and provides wildlife habitat.



Cetaceans, Seals and Science: For Kids July 13, 10:30am–2:30pm

Get fun scientific perspectives of two large locally occurring marine creatures, harbor seals and humpback whales, from experts at the Fitzgerald Marine Reserve. In this half day program kids will learn the life history and challenges facing these aquatic placental mammals through hands-on activities, observations, hypothesis testing, and art. Suitable for ages 6–12. *Limited space, preregistration required.*



Walk Through History: Ocean Shore Railroad & El Granada Medians July 21, 2–4pm

Enjoy a leisurely walk through the streets of El Granada led by GCSO Board Vice President Barbara Dye. Learn about the various eras of history that resulted in the wide streets, spacious plazas, and forested medians designed by famous landscape architect Daniel Burnham. Hear about efforts by the Granada Community Services District to protect our open spaces while creating more parks for the community.



Explorer Walk: Trees of El Granada, Legacy and Modern-Day July 28, 10am–noon

On this 2-hour walk along the medians and streets of central El Granada you'll see, and compare, legacy tree varieties (planted 1907-1916) & modern-day street trees, based on general characteristics, site conditions, and constraints. The walk will be guided by PAC member Dale Ross and guest tree docent and local Certified Arborist, Kevin Patchett.

PAC continued from page 1

GCSO office at least once each quarter and are open to the public and televised. The PAC meeting schedule and




2018 – 2019 PAC Members

Paul Koelsch, Owen Moore, Dale Ross, Susannah Cantrell, Pat Tierney (Chair), Nancy Marsh (Vice Chair), Fran Pollard



meeting minutes may be found online at www.granada.ca.gov. 2018 PAC agendas have so far included discussion and recommendations regarding:

- Improving communications on Parks & Recreation activities in the GCSO newsletter and website at www.granada.ca.gov
- Developing summer recreation programs under the banner “Connection to Recreation”
- Considering potential sites in El Granada for a bicycle pump track
- Developing a proposal for small neighborhood playgrounds on large medians in the northwest area of El Granada
- Developing a median trails proposal for all El Granada medians, including benches and picnic tables
- Participation as individuals in Quarry Park Master Plan meetings
- Setting overall priorities for 2018/2019 

Connection to Recreation



Medians Clean-Up, El Granada August 4, 9am–noon

Help beautify our hometown and meet neighbors by joining PAC member Nancy Marsh to collect debris and trash as we walk Ave. Balboa, The Alameda, and Ave.

Cabrillo medians. Prizes for the most trash collected. Trash bags will be provided. Wear sturdy shoes and bring gloves and drinking water.



Edible and Medicinal Plants Walk along the EG Medians August, 11, 10am–noon

Join El Granada herbalist Suzanne Elliot for a leisurely walk on The Alameda median featuring many medicinal and edible plants.

Participants will learn about the medicinal and nutritive benefits of common weeds and native plants and how to use them in healthy meals and teas as well as helpful poultices and salves. *Limited space, preregistration required.*



Mountain Biking Local Trails for Adults August 12, 9–11am

Come join local mountain bikers for an intermediate ride on the amazing trails in Quarry Park. They will introduce you to smooth roads and a few narrower single-track trails. Meet other local mountain bikers and find a riding buddy. You must provide your own mountain bike and helmet. Limited to: Ages 13 and older. Previous mountain biking experience required.

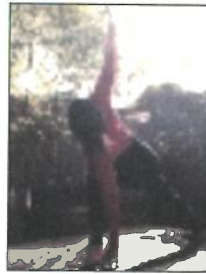
Limited space, preregistration required.



Beginner Mountain Biking for Kids and Their Parents August 25, 11am–2:00pm

Is your child interested in learning how to mountain bike or do they already enjoy it? Join an entry-level, group mountain bike ride for kids and their parents. This activity will explore a local trail, build confidence for less experienced riders, and give parents tips on how to encourage their children to progress in biking. Suitable for ages 7 and up.

Limited space, preregistration required.



Gentle Introduction to Yoga September 8, 9–10:30am

Have you ever wondered about yoga and the potential benefits of practicing it? El Granada yoga instructor Shannon Welch Moore will host a gentle class designed for all levels. Please come and join your community members for a calm and relaxing Saturday morning. If you have a foam pad or yoga mat, bring it with you. Suitable for ages 12 and higher.

Limited space, preregistration required.

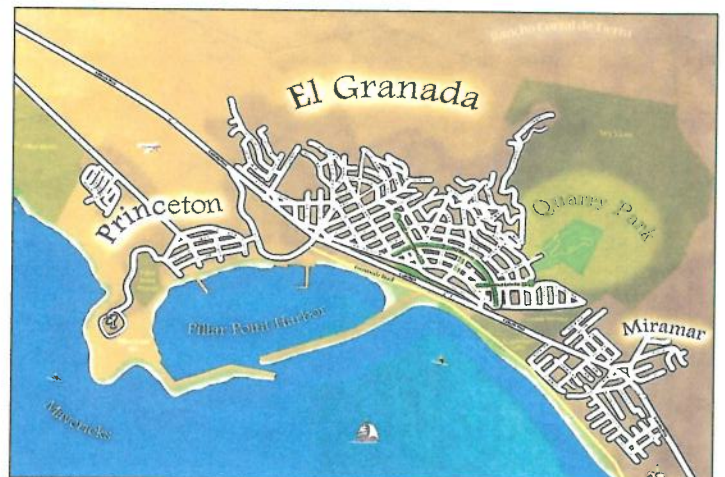


Quarry Park Clean-Up September 9, 10–11:30am

Join PAC member Fran Pollard and local families and friends as we help out Mother Nature and our hometown by collecting debris and trash. Prizes for the most trash collected. Trash bags will be provided. Wear sturdy shoes and bring gloves and drinking water.

Visit www.granada.ca.gov
for detailed event information and to register.

Granada Community Services District Map



Granada Community Services District
504 Avenue Alhambra, 3rd Floor
Post Office Box 335
El Granada, CA 94018

Presorted
First Class
U.S. Postage PAID
Oakland, CA
Permit No. 385




If you are interested in obtaining more information about these efforts to improve our community, please email info@granada.ca.gov to be placed on the email list for notices and future electronic newsletters.

Join us for free events
throughout El Granada. See
"Connection to Recreation"
inside



Saturday, June 16 9am- 1pm

Stop by the Burnham Strip at the foot of Avenue Portola to share your opinion about the development of a park on the property. We want your input!


 Printed on recycled paper, contains PCW & is FSC certified

Mission Statement

To protect public health and safety, preserve our environment, and maintain fiscal soundness by providing high quality service for wastewater, solid waste collection, recycling, and serving the community's needs for parks and recreation, through responsible operations and management.

About the District

The Granada Sanitary District was formed in 1958 under the California Sanitary District Act of 1923. In October of 2014, the District was reorganized as the Granada Community Services District by a positive vote of 60% of the residents. The District is now responsible for parks, recreation, garbage and recycling services in the unincorporated areas of El Granada, Princeton, Princeton-by-the-Sea, Clipper Ridge, and Miramar. The parks function is funded by property tax revenues, not by sewer charges.

The District is also responsible for the sewage collection system and disposal for approximately 2,500 residences and businesses in the District as well as the northern portion of the City of Half Moon Bay. Garbage and recycling services are provided by Recology of the Coast under a franchise agreement with the Granada Community Services District. 



Serving the Community for 60 Years

Granada Community Services District

504 Avenue Alhambra, 3rd Floor

Post Office Box 335

El Granada, CA 94018

Phone: (650) 726-7093

Facsimile (650) 726-7099

Office Hours:

9:00 a.m.–12:30 p.m. 1:30 p.m.–5:00 p.m.

www.granada.ca.gov

Staff:

General Manager—Chuck Duffy

Assistant General Manager—Delia Comito

Administrative Assistant—Genevieve Saxton

Board of Directors:

Leonard Woren—President

Matthew Clark

Barbara Dye—Vice

James Blanchard

President

David Seaton

ITEM #4

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SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, August 13, 2018

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

1. CALL TO ORDER

A. Roll Call

Chair:	Jim Blanchard (GCSD)
Vice-Chair:	Dr. Deborah Penrose (HMB)
Secretary:	Kathryn Slater-Carter (MWSD)
Treasurer:	Deborah Ruddock (HMB)
Director:	Scott Boyd (MWSD)
Director:	Leonard Woren (GCSD)

2. PUBLIC COMMENT / ORAL COMMUNICATION

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:
(San Francisco Bay Regional Water Quality Control Board v. Sewer Authority Mid-Coastside, Complaint R2-2017-1024)

B. 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)

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:
(Allstate Northbrook Indemnity Company vs. Sewer Authority Mid-Coastside)

E. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (One potential case – circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)

F. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

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

5. **PUBLIC COMMENT / ORAL COMMUNICATION**

6. **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 July 23, 2018, Regular Board Meeting **(Attachment)**

B. Approve Disbursements for August 13, 2018 **(Attachment)**

C. Receive Quarterly Investment Report for the Period Ending June 30, 2018 **(Attachment)**

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

A. Adopt a Resolution (next number in sequence) Adopting the Addendum to the Initial Study/Mitigate Negative Declaration for the Wet Weather Facility Expansion Project Phase I **(Attachment)**

B. Review and Approve the Design Documents for the Wet Weather Facility Expansion Project Phase I **(Attachment)**

C. Authorize the General Manager to Enter into A Contract with Calcon Systems to Complete the Chemical Pumps Project in an Amount Not to Exceed \$82,750 **(Attachment)**

8. **GENERAL MANAGER’S REPORT**

9. **ATTORNEY’S REPORT**

10. **DIRECTORS’ REPORT**

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

12. **ADJOURNMENT**

- Upcoming Regular Board Meetings: August 27 and September 10, 2018

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. Those wishing to speak on a matter listed on the Agenda will be called forward at the appropriate time.

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

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

MINUTES
SAM BOARD OF DIRECTORS MEETING
July 23, 2018

1. CALL TO ORDER

Chair Blanchard called the meeting to order at 7:06 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

A. Roll Call

Directors Ruddock, Blanchard, Woren, Slater-Carter, Penrose, and Boyd were present. Also present were General Manager Marshall, Engineering & Construction Contract Manager Prathivadi, Supervisor of Treatment/Field Operations Costello, and Supervisor of Administrative Services Matthews.

2. PUBLIC COMMENT/ORAL COMMUNICATION

John Szabo, SAM employee and resident of Half Moon Bay, addressed the Board and discussed how nothing is getting done on the coastside, or on the SAM Board due to their inability to agree. He also discussed the use of the word “bullying” by Board members, and stated that the Board needs to get their act together and stop arguing. Chair Blanchard thanked him for his comments.

Director Woren moved, and Director Slater-Carter seconded the motion to move agenda items 7D Authorize the General Manager to Execute a Contract with the City of Half Moon Bay to Provide Collection System Maintenance Services for One Year, and 7E Adopt Resolution No. 6- 2018 Approving the Fiscal Year 2018/19 Contract Collection Services Budget to the Consent Agenda.

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

3. CONVENE IN CLOSED SESSION (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) - NONE

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

5. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

6. 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 for July 25, 2018, Regular Board Meeting.

- B. Approve Disbursements for July 23, 2018
- C. Receive FY 2017/18 Expense and Revenue Report for Period Ending June 30, 2018
- 7D. Authorize the General Manager to Execute a Contract with the City of Half Moon Bay to Provide Collection System Maintenance Services for One Year
- 7E. Adopt Resolution No. 6-2018 Approving the Fiscal Year 2018/19 Contract Collection Services Budget

Director Woren moved, and Director Woren seconded the motion to approve the consent agenda items as presented.

Boyd/Woren/8 Ayes/0 Noes. The motion passed

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

- A. Presentation by San Mateo County on Sea Level Rise and Its Impact on Sewer Authority Mid-Coastside

Hilary Papendick of the San Mateo County Office of Sustainability presented the Board with a presentation on Sea Level Rise. She gave an overview of their mission statement, and their vision. She discussed the sea change SMC initiative, the vulnerability assessment, the analysis of the SAM Plant, and the County's next steps. Following the presentation, the Board concurred to have the General Manager apply for any and all grants. Chair Blanchard thanked Hilary for her presentation.

- B. Presentation by SRT on SAM's Response to Inspection Report from RWQCB

Rachél Lather of SRT Consultants, addressed the Board and discussed the completion report summary to the inspection report from the Regional Water Quality Control Board (RWQCB). She reviewed the California State Water Boards mission statement, their visit to SAM because of the Category 1 spills, inspections done on July 25 and 27, 2017, inspection done on August 17, 2017, the purpose of these inspections, and items requested by the State Water Board. She also discussed what the completion report contains, what SAM has already accomplished, what SAM plans to accomplish in the future, and SAM's next steps in being proactive. The Board thanked Rachel for her presentation.

Director Ruddock requested a five-minute break at 7:53 pm. The Board reconvened into open session at 7:59 pm.

- C. Authorize the General Manager to Execute a Service Contract with SRT Consultants for Final Design Services for the Wet Weather Facility Expansion Project Phase 1 in an Amount Not to Exceed \$29,340

General Manager Marshall reviewed the staff report and recommended that the Board of Directors authorize her to execute a service contract with SRT Consultants to perform design services for the final design of the Wet Weather Facility Expansion project phase 1, in an amount not to exceed \$29,340. A discussion ensued. Following discussion, Director Woren moved and Director Penrose seconded the motion to authorize the General Manager to execute a service contract with SRT Consultants for final design services for the Wet Weather Facility Expansion Project Phase 1 in an amount not to exceed \$29,340.

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

- D. Authorize the General Manager to Execute a Contract with the City of Half Moon Bay to Provide Collection System Maintenance Services for One Year

This agenda item was moved to the Consent Agenda.

- E. Adopt Resolution No. 6-2018 Approving the Fiscal Year 2018/19 Contract Collection Services Budget

This agenda item was moved to the consent Agenda.

- F. Discuss Status of Audited Financial Statements for Fiscal Year Ending June 30, 2017

General Manager Marshall discussed an entry issue in the Tyler system and stated that staff will be able to reverse the entry and post it correctly. She also discussed that staff has been able to identify and tie down the tax balance sheet, stated that the last thing would be the fixed assets (things that have been added), and then staff should be able to finalize that and bring back the statements to the Board.

8. GENERAL MANAGER'S REPORT

- A. Receive Manager's Report for June 2018

General Manager Marshall updated the Board on recent activities during the month of June 2018, as set forth in her written report to the Board.

B. Demonstrate Sewer Authority Mid-Coastside's OpenGov Portal

General Manager Marshall will bring this agenda item back to a future Board meeting.

9. ATTORNEY'S REPORT - NONE

10. DIRECTOR'S REPORT - NONE

11. TOPICS FOR FUTURE BOARD CONSIDERATION

Director Ruddock suggested Engineering & Construction Contract Manager Prathivadi give a report about his various conference presentations.

12. ADJOURNMENT

Chair Blanchard adjourned the meeting at 8:07 p.m.

Respectfully Submitted,

Approved By:

Kathy Matthews
Recording Secretary

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: **Monthly Manager’s Report – June 2018**

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 June 2018.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.637	54.4%
Accidents, Injuries, etc.:	0	Granada CSD	0.290	24.7%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.244</u>	<u>20.9%</u>
Reportable Spills Cat 2:	0	Total	1.170	100%
Reportable Spills Cat 3:	0			

Administration

There were two Board meetings in the month of June (11 and 25) 2018. There were no requests for public records during the month of June.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Dye	J. Harvey
	B. Huber	H. Rarback	54

There were three media articles during the month of June referencing the Sewer Authority Mid-Coastside or sewer-related issues: “Consolidation Would Fix Our Messy Sewer System”, June 6, 2018, Half Moon Bay Review; “Shrinking Shores’ Illustrates Sea Level Rise”, June 6, 2018, Half Moon Bay Review; “San Mateo County Beaches Make Infamous List”, June 13, 2018, Half Moon Bay Review.

There were no work-related accidents, injuries, or illnesses resulting in lost time in February. Staff has worked since March 10, 2011, without a lost time incident (2,668 days through the end of June 2018).

There was one employee anniversary in the month of June: David Partida, Operator II, 11 years of service.

Operations & Maintenance

Staff are in the process of removal of the baker tanks that were in place for wet weather. There is only one that remains at the Montara Pump Station that still needs to be removed.

The following permanent installations are still in place.

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.

Operations were good overall, there was one goal exceedance that occurred while repairing a chemical feed line but it was not a permit violation.

During the month of June 2018, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 0.28 inches of rain in June. This year only 0.1 inches were recorded (US climate data HMB). Rainfall totals were: 0.03 inches for the El Granada area; 0.12 inches at the plant; and 0.11 inches at the Montara station.

Below is a chronological summary of occurrences during the month of June 2018.

- 6/1/2018 - RF Mac Donald worked on boiler # 1; Cal – Con was worked on chemical feed project
- 6/4/2018 - Cal-Con worked on chemical feed project
- 6/5/2018 - Cal-Con worked on chemical feed project
- 6/6/2018 - Cal-Con worked on chemical feed project and doing programing work
- 6/7/2018 - RF Mac Donald worked on boiler # 1
- 6/8/2018 - Fork lift was serviced
- 6/11/2018 - RF Mac Donald worked on boiler # 1

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Dye	J. Harvey
	B. Huber	H. Rarback	55

- 6/12/2018 - RF Mac Donald worked on boiler # 1; Cal-Con worked on chemical project
- 6/13/2018 - RF Mac Donald worked on boiler # 1
- 6/14/2018 - Cleared a blockage on a Portola pump
- 6/19/2018 - Grease netting from wet well day
- 6/20/2018 - half of the staff attended confined space training
- 6/22/2018 - Cal-Con worked on chemical project and replaced a card at the Montara plc for metering
- 6/25/2018 - Cal-Con worked on chemical area.
- 6/26/2018 - Flare failed, was able to reset
- 6/27/2018 - Surge tank training for staff today; laboratory consultant was in
- 6/28/2018 - Cal-Con worked on electrical work
- 6/29/2018 - Goal exceedance of chlorine in the effluent occurred while staff worked on a chemical feed line. It was not a violation as the magnitude was well below our MDEL as spelled out in our NPDES permit.

Operations at the Portola pump station no longer need to be modified; staff now has the ability to use the Wet Weather Facility as a modified equalization basin.

There were thirteen deliveries (approximately 8,050 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$805.00. There were 206.5 leachate deliveries to the SAM IPS line in the month of June, for a total leachate volume of 1,190,222 gallons.

The NPDES data report for June 2018 is attached reference (Attachment B).

Contract Collection Services

SAM cleaned 44,078 feet of sewer line and responded to four service calls.

HMB – There were no service calls in HMB in June.

GCSD – Two sewer-related calls. Both of these service call were a private matter, one was for an odor that the crew was unable to locate source and the other was related to an ejector pump connection.

MWSD – Two sewer-related calls. One call was for a water leak but we were called by MWSD to confirm it was not sewage related. The second was for a homeowner that claimed we caused some splash back in his bathroom sink while performing routine cleaning.

SAM – There were no SAM facility SSO's.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Dye	J. Harvey
	B. Huber	H. Rarback	56

The latest collection system data report is provided (Attachment C) for the Board's information. There were no Category 1, no Category 2, and no Category 3 SSOs during the month of June 2018. A collection services report for each member agency has been provided for the Board's information (Attachment D).

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for June 2018.

Supporting Documents

- Attachment A: Monthly Flow Report June 2018
- Attachment B: Monthly NPDES Report June 2018
- Attachment C: Collection System Data June 2018
- Attachment D: Monthly Collection System Agency Reports June 2018

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Dye	J. Harvey
	B. Huber	H. Rarback	57

Attachment A

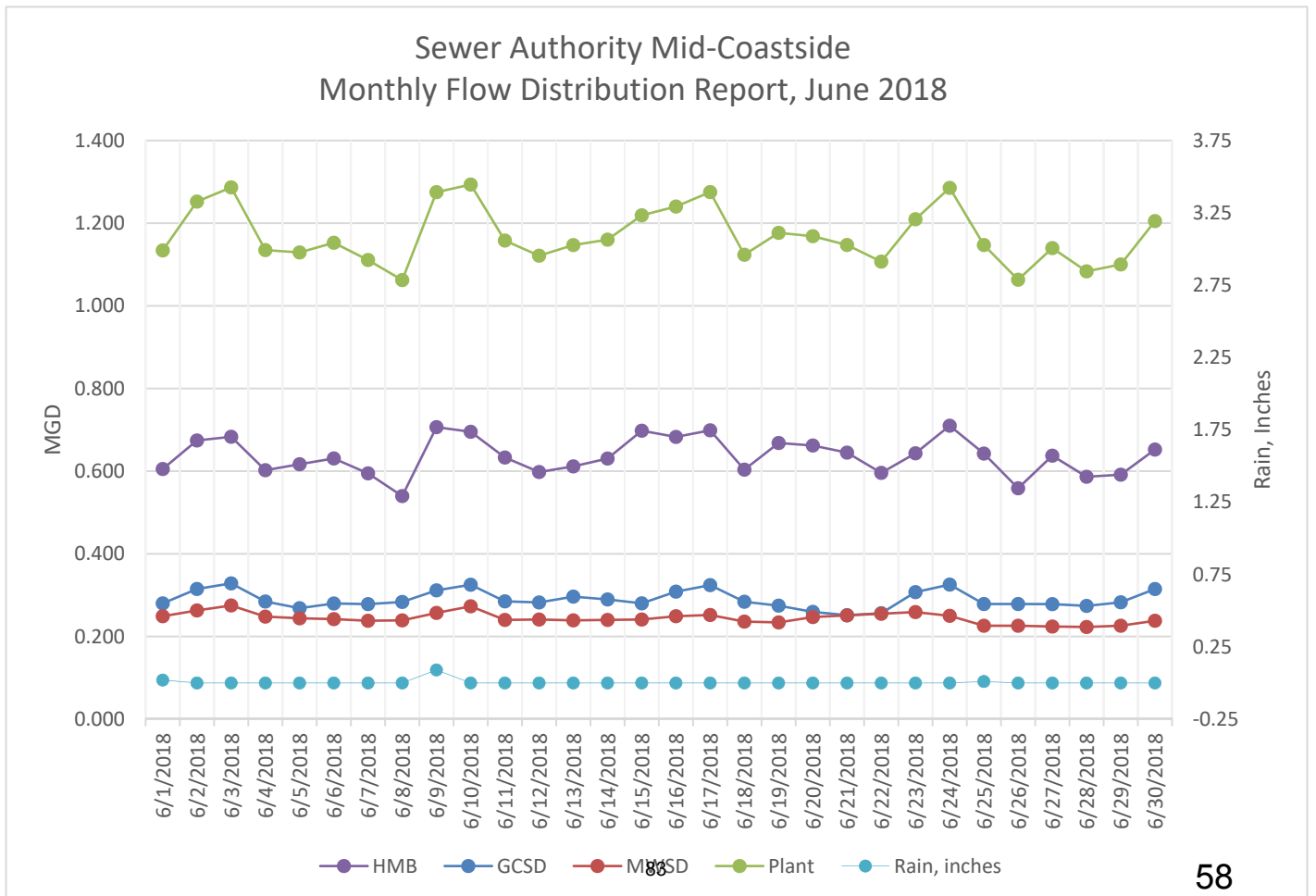
Flow Distribution Report Summary for June 2018

The daily flow report figures for the month of June 2018 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	0.637	54.4%
Granada Community Services District	0.290	24.7%
Montara Water and Sanitary District	<u>0.244</u>	<u>20.9%</u>
Total	1.170	100.0%



Sewer Authority Mid-Coastside

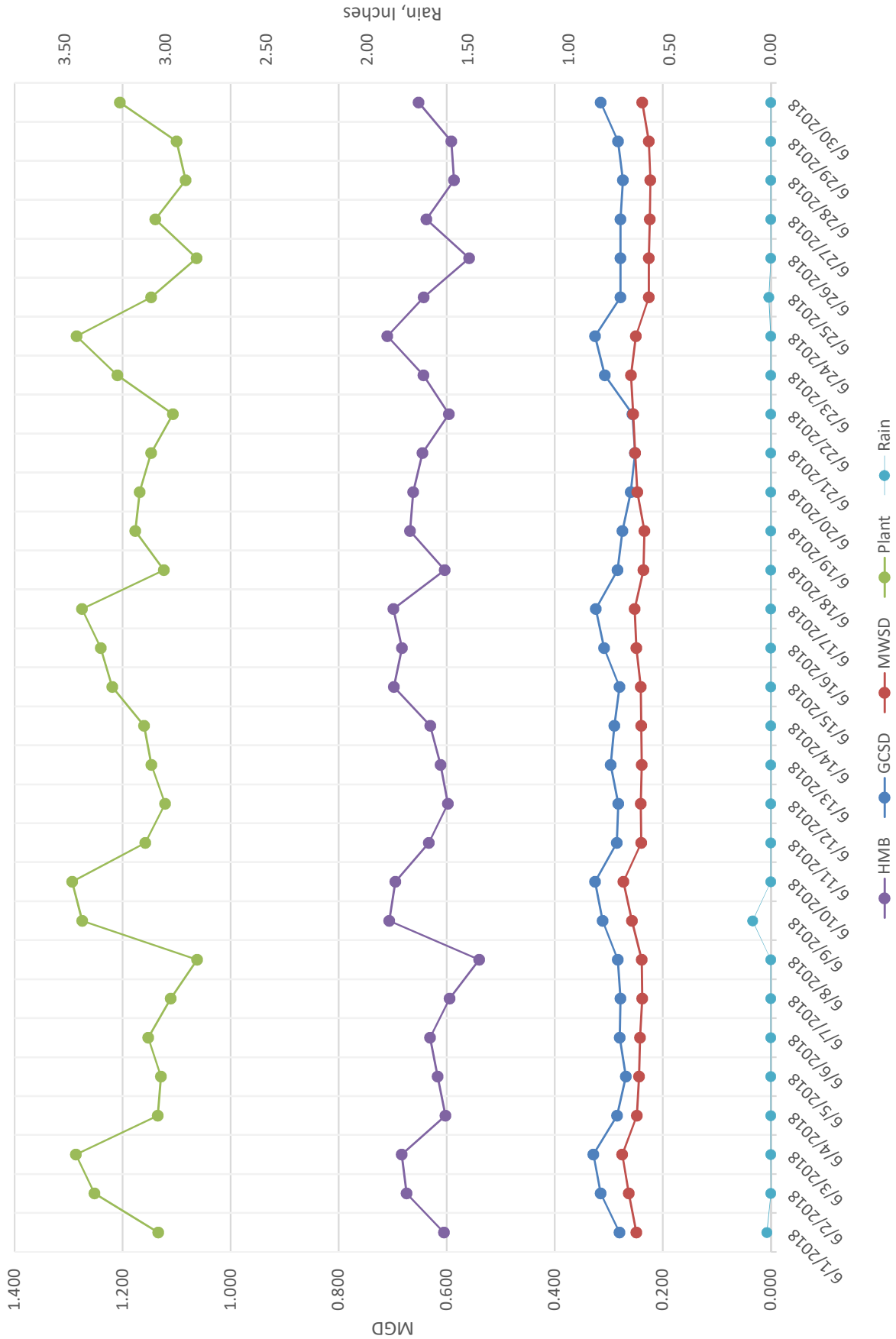
Monthly Flow Distribution Report for June 2018

<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>
6/1/2018	0.605	0.280	0.249	1.134	0.02	0.00	0.00
6/2/2018	0.674	0.315	0.263	1.252	0.00	0.00	0.00
6/3/2018	0.683	0.328	0.275	1.287	0.00	0.00	0.00
6/4/2018	0.602	0.285	0.248	1.135	0.00	0.00	0.00
6/5/2018	0.617	0.268	0.244	1.129	0.00	0.00	0.00
6/6/2018	0.631	0.280	0.242	1.153	0.00	0.00	0.00
6/7/2018	0.595	0.278	0.238	1.111	0.00	0.00	0.00
6/8/2018	0.540	0.284	0.239	1.062	0.00	0.00	0.03
6/9/2018	0.706	0.312	0.257	1.275	0.09	0.03	0.06
6/10/2018	0.695	0.325	0.273	1.293	0.00	0.00	0.00
6/11/2018	0.633	0.285	0.240	1.158	0.00	0.00	0.00
6/12/2018	0.598	0.282	0.241	1.121	0.00	0.00	0.00
6/13/2018	0.612	0.296	0.239	1.147	0.00	0.00	0.00
6/14/2018	0.631	0.290	0.240	1.160	0.00	0.00	0.00
6/15/2018	0.698	0.280	0.241	1.219	0.00	0.00	0.00
6/16/2018	0.683	0.308	0.249	1.240	0.00	0.00	0.00
6/17/2018	0.699	0.324	0.252	1.275	0.00	0.00	0.01
6/18/2018	0.604	0.284	0.236	1.124	0.00	0.00	0.00
6/19/2018	0.668	0.275	0.234	1.177	0.00	0.00	0.00
6/20/2018	0.662	0.260	0.247	1.169	0.00	0.00	0.00
6/21/2018	0.645	0.251	0.251	1.147	0.00	0.00	0.00
6/22/2018	0.596	0.256	0.255	1.107	0.00	0.00	0.00
6/23/2018	0.643	0.307	0.259	1.210	0.00	0.00	0.00
6/24/2018	0.710	0.326	0.250	1.285	0.00	0.00	0.00
6/25/2018	0.643	0.279	0.226	1.147	0.01	0.00	0.01
6/26/2018	0.559	0.279	0.226	1.063	0.00	0.00	0.00
6/27/2018	0.637	0.278	0.224	1.140	0.00	0.00	0.00
6/28/2018	0.586	0.274	0.223	1.083	0.00	0.00	0.00
6/29/2018	0.591	0.283	0.226	1.100	0.00	0.00	0.00
6/30/2018	0.652	0.315	0.238	1.205	0.00	0.00	0.00
Totals	19.098	8.687	7.325	35.109	0.12	0.03	0.11

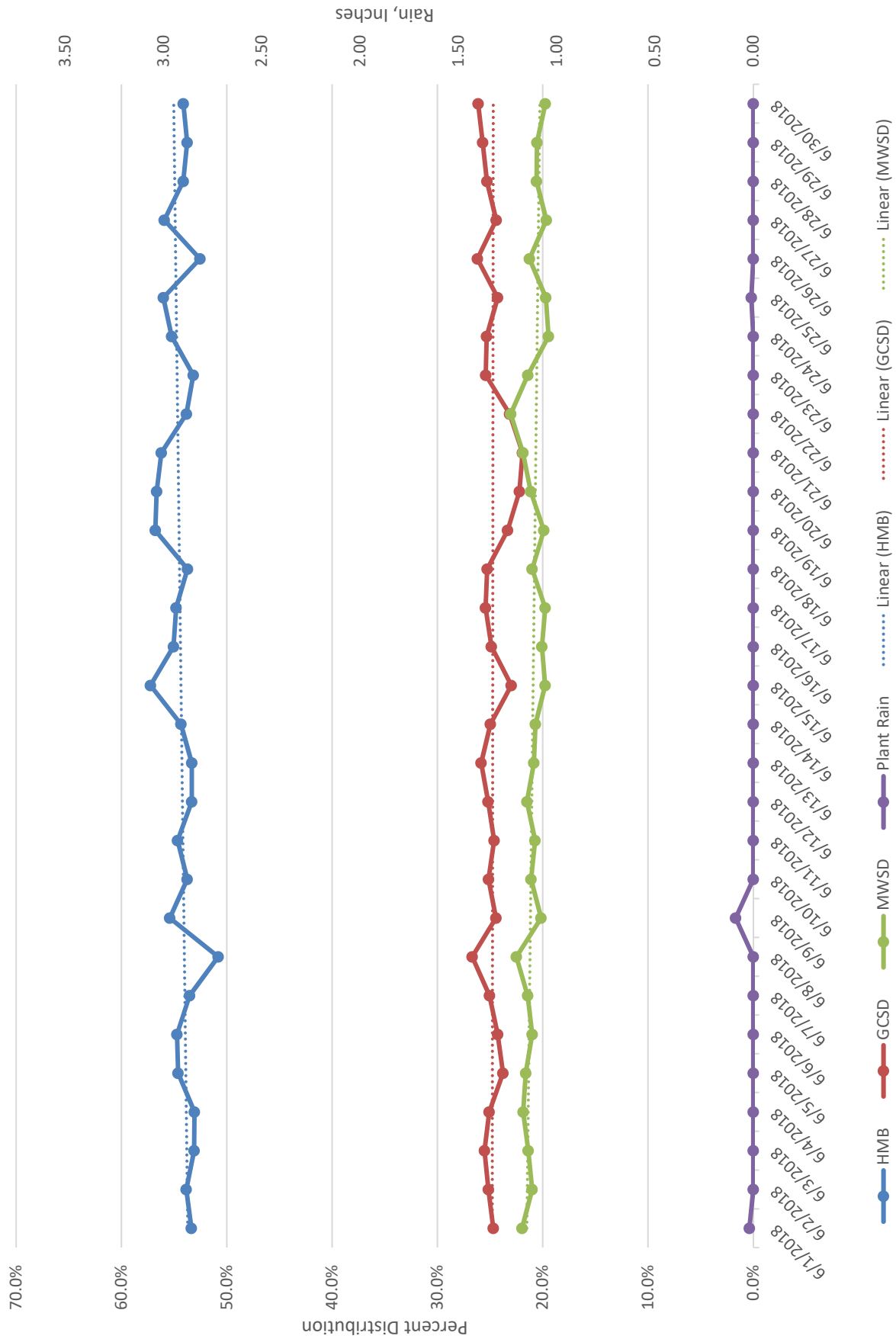
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.540	0.251	0.223	1.062
Average	0.637	0.290	0.244	1.170
Maximum	0.710	0.328	0.275	1.293
Distribution	54.4%	24.7%	20.9%	100.0%

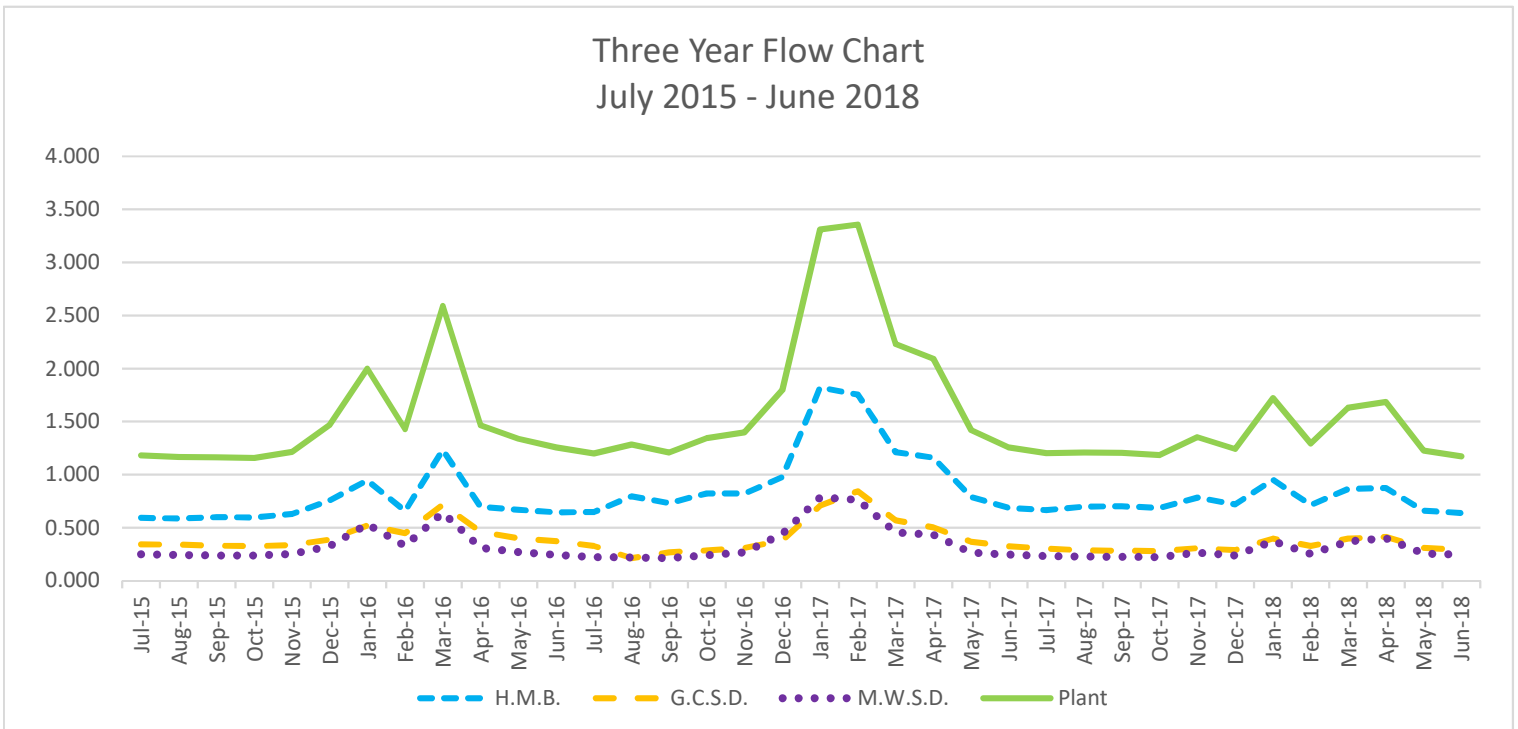
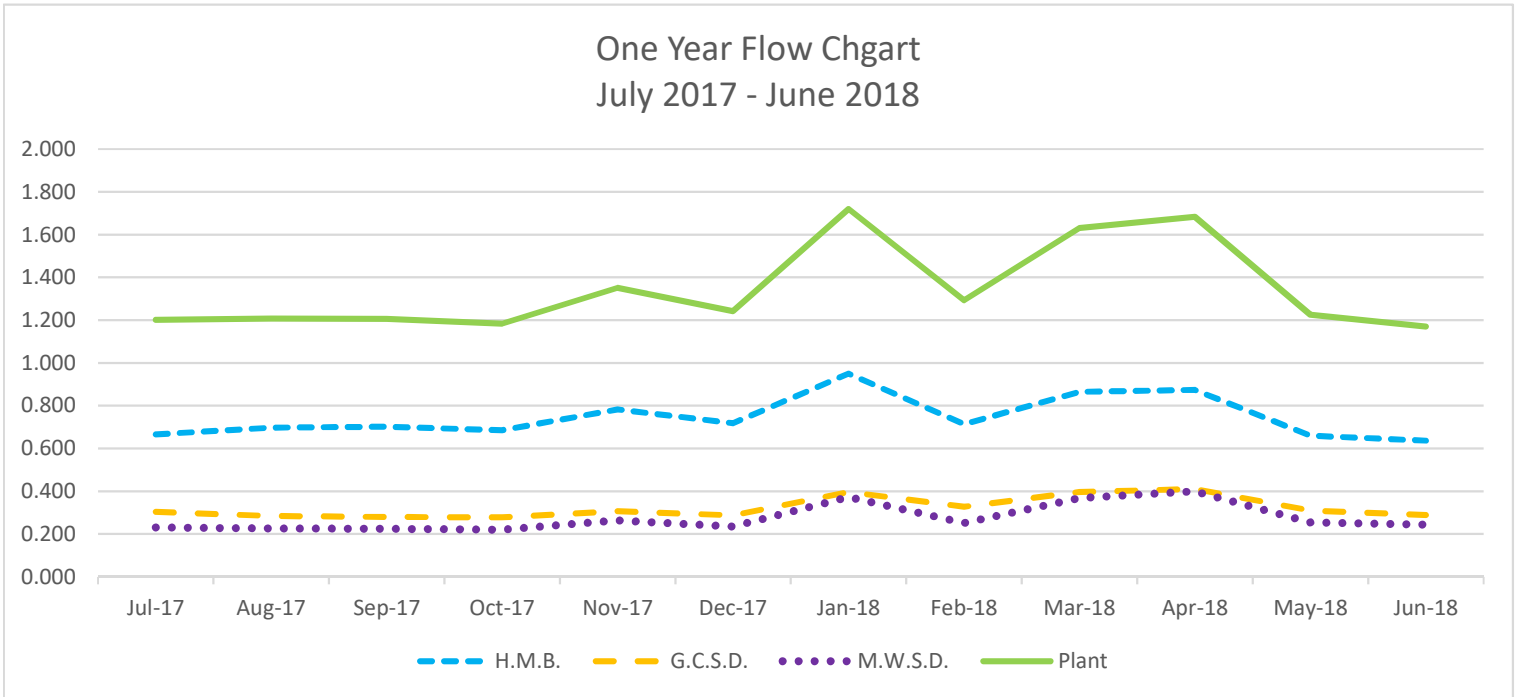
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, June 2018



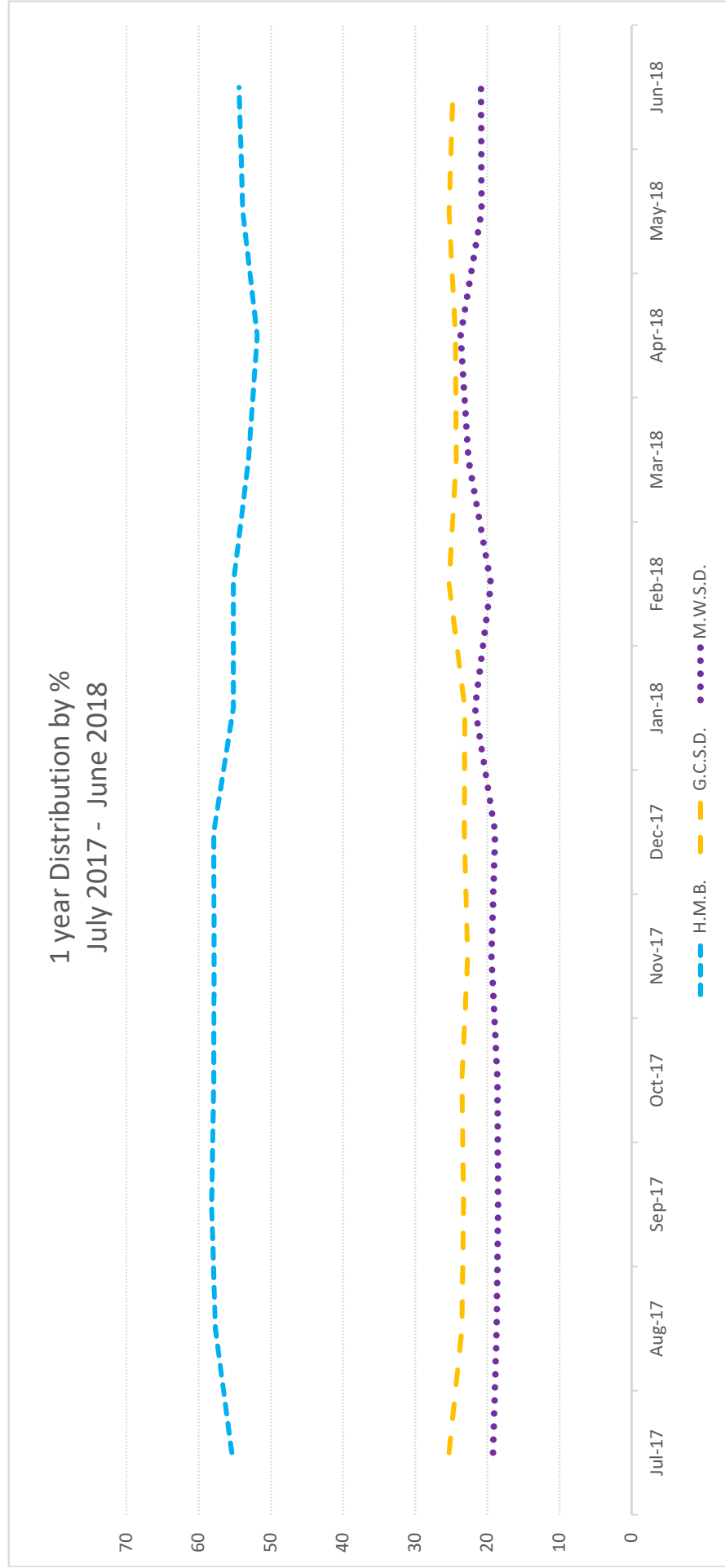
Percent Distribution June 2018



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, June 2018

June 2018

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

12 Month Moving Total

Total	12 month rolling Number			
	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0
Grease	1	0	0	0
Mechanical	1	0	0	0
Wet Weather	0	0	0	0
Other	1	1	1	0
Total	3	1	1	0
	60%	20%	20%	0%

Reportable SSOs

Total	Reportable Number of S.S.O.'s			
	HMB	GCSD	MWSD	SAM
June 2018	0	0	0	0
12 Month Moving Total	3	1	1	0

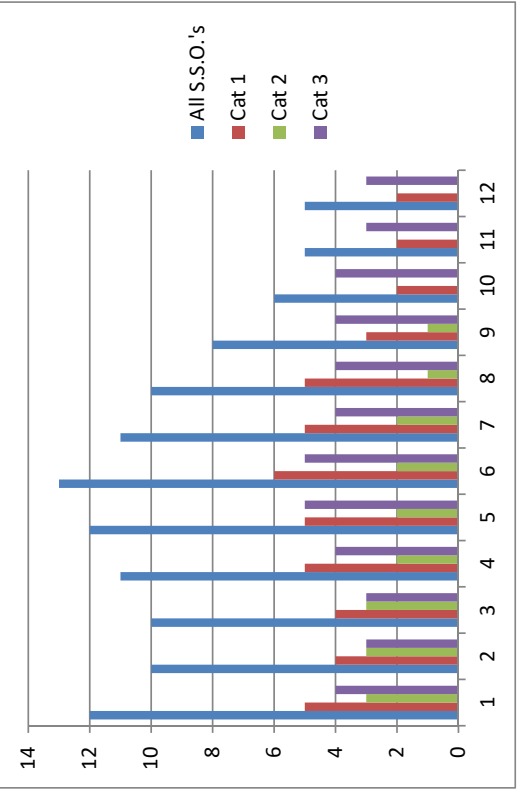
SSOs / Year / 100 Miles

Total	Number of S.S.O.'s /Year/100 Miles			
	HMB	GCSD	MWSD	SAM
June 2018	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	3.0	3.7	0.0
Category 1	1.9	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0
Category 3	2.9	3.0	3.7	0.0
Miles of Sewers	104.5	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
July - 17	28,276	20,290	6,368	54,934	10.4
Aug - 17	21,769	22,465	20,044	64,278	12.2
Sep - 17	18,710	17,419	11,347	47,476	9.0
Oct - 17	19,336	11,871	14,696	45,903	8.7
Nov - 17	17,854	23,041	9,978	50,873	9.6
Dec - 17	31,661	14,103	9,810	55,574	10.5
Jan - 18	26,653	13,069	11,444	51,166	9.7
Feb - 18	10,011	6,913	11,998	28,922	5.5
Mar - 18	15,529	10,672	9,585	35,786	6.8
Apr - 18	13,294	11,588	11,614	36,496	6.9
May - 18	12,081	12,563	10,730	35,374	6.7
June - 18	17,720	17,272	9,086	44,078	8.3
Annual ft	232,894	181,266	136,700	550,860	
Annual Mi.	44.1	34.3	25.9		104.3

12 Month Moving SSO Totals Through June 2018





**COLLECTION SYSTEM SERVICES
 MONTHLY ACTIVITY REPORT: JUNE 2018**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Granada Community Services District, the following information is provided for the month of JUNE 2018

Basic Services

Feet of Sewer Line Cleaned:	<u>15,891 ft</u>	Manholes Inspected:	101
Feet of Hot Spot Sections Cleaned:	<u>1,381 ft</u>	Areas Unable to be Cleaned:	0
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>2</u>
Sewer Line/Manhole Failures:	<u>0</u>	Non-Emergency Repairs:	<u>0</u>
Emergency Repairs Completed:	<u>0</u>	Amount Spent on Repairs Completed:	<u>0</u>

Extended Services

Mechanic Hours:	<u>3.04</u>	Work Orders Completed:	<u>16</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>16</u>
Annual Mechanic Hours to Date*:	<u>183.81</u>	Annual Lift Station Hours to Date*:	183.81

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	45
F.O.G. Inspections Completed:	<u>4</u>	F.O.G. Inspections Passed:	4
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	0

Attachments

- Annual Feet of Sewer Line Cleaning by Month-Enclosed
- Annual Feet of Hot Spot Cleaning by Month-Enclosed
- List of Sewer Line Repairs Requested and Status-None
- Sanitary Sewer Overflow Reports-None
- Customer Service Call Responses and Resolution-Enclosed
- Year-to-Date Budget vs. Actual Expenditures-Enclosed
- Hours by Lift Station-Enclosed
- List of Lift Station Repairs Requested and Status-None
- Quarterly Inventory Report-None

*- Data being collected from Sept 2016

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ITEM #5

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GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

July 19, 2018

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:30 p.m.

ROLL CALL

President Leonard Woren, Vice President Barbara Dye, Director Jim Blanchard, Director Matthew Clark, and Director David Seaton.

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

GENERAL PUBLIC PARTICIPATION

ADJOURN TO CLOSED SESSION

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

City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.

2. Conference Involving A Joint Powers Agency – Sewer Authority Mid-Coastside (Government Code Section 54956.96):

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED 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)**

Granada Community Services District representatives on SAM joint powers agency board: Jim Blanchard, Chair, and Leonard Woren, Director.

RECONVENE TO OPEN SESSION

There was no reportable action taken in closed session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Resident and PAC Member Dale Ross informed the Board of a natural spring on Ave. Portola, which he thought could be used for a water feature when the medians on that street undergo park improvements.

ACTION AGENDA

1. Public Hearing: Consideration of a Sewer Service Charge Increase and Related Enacting Ordinance in Accordance with Articles XIII C and D of the California Constitution (Proposition 218).

The General Manager stated that at the previous meeting, the Board had preliminarily approved the proposed sewer service charge rate increases from the current \$402 per ERU, to \$460 per ERU for FY 2018/19, \$520 per ERU for FY 2019/20, and \$580 per ERU for FY 2020/21. Staff previously mailed notices of the proposed increase to rate payers in accordance with Prop. 218. Mr. Duffy also reviewed the documentation provided in the agenda packet to illustrate the necessity of the rate increases. President Woren opened the Public Hearing, and there were no comments or further protests from those in attendance. Staff reported that six protest letters had been received by the time of the meeting. President Woren then closed the Public Hearing.

ACTION: Director Clark moved to adopt the Ordinance amending District Code Sections 700(04) and (05) to increase residential and non-residential sewer service charges (Ord. 172). (Clark/Dye). Approved 4-0-1, Seaton abstained.

2. Consideration of Approval of Class 3 Mainline Permit to Serve APN 047-144-370, 620 Avenue Portola, Owner: Kostiuk, and Code Exemption to Allow Simultaneous Issuance of Class 3 and A1 Sewer Permits.

The Assistant General Manager reviewed the project details and the reason for the request to issue both permits simultaneously. Director Woren expressed some concern relating to past problems related to issuing the permits simultaneously. Staff stated that current procedures in place will prevent the problems encountered in the past.

ACTION: Director Seaton moved to approve the Class 3 mainline extension permit and to allow staff to issue the Class 1A permit at the same time. (Seaton/Dye). Approved 5-0.

3. Consideration of Variance Application for APN: 048-093-040, 495 Mirada Road, Miramar, 3,697 sq. ft. in the 5,000 sq. ft. Zoning District, Owner: Wilkinson.

District Counsel Parkin reviewed the variance findings report provided. The Board held a brief discussion concerning the required variance findings.

ACTION: Director Seaton moved to approve the variance and related required findings. (Seaton/Clark). Approved 5-0.

4. Public Hearing: Consideration of Granada Community Services District Budget for 2018/19 Fiscal Year.

Mr. Duffy reviewed the budget, which included the sewer service increases. The Board held a discussion, and had some questions for the General Manager regarding future capital improvement projects, among other things. President Woren opened the Public Hearing. There were no comments from the public, and staff did not report any written comments received. President Woren then closed the Public Hearing.

ACTION: Director Dye moved to approve the District budget for Fiscal Year 2018/19. (Dye/Clark). Approved 5-0.

5. Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge and Delinquent Garbage Account Reports and Authorizing the Collection of Said Charges on the 2018/19 FY San Mateo County Tax Roll.

Mr. Duffy briefly reviewed the reports provided. President Woren opened the Public Hearing. There were no comments from the public, and staff did not report any written comments received. President Woren then closed the Public Hearing. President Woren asked for a future agenda item to analyze residential water usage.

ACTION: Director Clark moved to approve the Sewer Service and Delinquent Garbage Account Reports and to place the charges on the County tax roll. (Clark/Blanchard). Approved 5-0.

6. Consideration of Assessment District Administrative Budget and Cost Recovery Levy for Fiscal Year 2018/19.

ACTION: Director Dye moved to approve the Assessment District Budget and Cost Recovery for FY 2018/19. (Dye/Clark). Approved 5-0.

7. Consideration of Appointing California Association of Sanitation Agencies (CASA) Voting Representative and Two Alternates.

Staff said that this is similar to the California Special District Association appointment, and if approved, will return with a by-law amendment at a future meeting.

ACTION: Director Dye moved to appoint Director Seaton as the District Representative, to appoint herself and Director Clark as the alternates, and to approve Director Seaton's attendance and reimbursement of expenses at the upcoming CASA conference. (Dye/Clark). Approved 5-0.

8. Consideration of District's Sewer Authority Mid-Coastside Report.

Director Woren reported on the SAM meetings held on June 11 and 25.

CONSENT AGENDA

9. Approval of June 21, 2018 Meeting Minutes.

10. Approval of July 2018 Warrants for \$193,513.87.

11. Approval of May 2018 Financial Statements.

12. Approval of Assessment District Distribution #1-18/19.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 10:29 p.m.

SUBMITTED BY:

ATTEST:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: August 16, 2018

ITEM #6

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Granada Community Services District
August 2018 Warrants
For the August 16, 2018 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
08/16/18	6966	Alhambra & Sierra Springs	June 2018	6140 · Office Supplies	22.61
08/16/18	6967	AT&T	July Pump Stn Alarm Svc.	6170 · Utilities	70.11
08/16/18	6968	Barbara Dye	07/19/18 GCSD & 04/16, 05/9/18 Comm Mtgs.	6040 · Directors' Compensation	435.00
08/16/18	6969	Bell Plumbing	Invoice dtd 07/20/18	5065 · CCTV	325.00
08/16/18	6970	CDW Direct	Invoice dtd 05/11/18	6190 · Computers	3,170.08
08/16/18	6971	Citrix Systems, Inc.	ShareFile - Annual Renewal	6190 · Computers	720.00
08/16/18	6972	Comcast	08/13/18 - 09/12/18 Svcs	6170 · Utilities	217.80
08/16/18	6973	CoreLogic Solutions, LLC	July 2018	6100 · Memberships	160.50
08/16/18	6974	David Seaton	7/19/18 GCSD	6040 · Directors' Compensation	145.00
08/16/18	6975	Dudek	06/30/18 - 07/27/18 Prof. Svcs	6151 · General Manager	5,950.00
08/16/18	6976	Express Plumbing	August Monitoring	1617-1 · Medio Creek	975.00
08/16/18	6977	Gaetani Real Estate	Office Lease-Sep 2018	6120 · Office Lease	4,450.00
08/16/18	6978	Half Moon Bay Review	Legal Publications-SSC & Budget	6160 · Publications & Notices	188.50
08/16/18	6979	Jim Blanchard	07/19/18 GCSD & 07/23/18 SAM	6040 · Directors' Compensation	190.00
08/16/18	6980	KBA DocuSys	Inv dtd 07/20/18 - Copier Supplies	6020 · Copier Lease	70.00
08/16/18	6981	Kennedy Jenks	Sum 139, 140 & ptn of Sum 133 & 137	6071 · Engineering-General	18,412.51
08/16/18	6982	Kikuchi & Kankel Design	Inv dtd 08/1/18	6310 · Park Related Misc Exp	7,513.75
08/16/18	6983	Leonard Woren	07/19/18 GCSD, 07/23/18 SAM, Four Comm Mtgs.	6040 · Directors' Compensation	770.00
08/16/18	6984	Matthew Clark	07/19/18 GCSD, 02/07/18 & 02/08/18 Comm Mtgs.	6040 · Directors' Compensation	435.00
08/16/18	6985	Pacifica Community TV	07/19/18 GCSD Board Mtg	6180 · Video Taping	250.00
08/16/18	6986	PG&E	Pump Station Invoice dtd 07/17/18	6170 · Utilities	285.95
08/16/18	6987	PG&E-2	Mirada Rd Inv dtd 08/02/18	6170 · Utilities	18.29
08/16/18	6988	PGE	Office Inv dtd 07/26/18	6170 · Utilities	190.16
08/16/18	6989	Pitney Bowes	Invoice dtd 08/01/18	6140 · Office Supplies	78.30
08/16/18	6990	Rodolfo Romero	August 2018 Cleaning 2x	6130 · Office Maint & Repairs	140.00
08/16/18	6991	Sewer Authority Mid-Coastside	August 2018 O&M Assessments	5020 · SAM-Admin/Treat/Env Comp	121,180.89
08/16/18	6992	Somach Simmons & Dunn	June 2018 Legal Fees-Enforcement Action	6091 · Legal	1,138.00
08/16/18	6993	US Bank Equipment Finance	07/24/18 - 08/24/18	6020 · Copier Lease	457.68
08/16/18	6994	Verizon Wireless	July 2018	6170 · Utilities	103.08
08/16/18	6995	Wells Fargo Credit Card	June 2018 Credit Card Charges	6140 · Office Supplies	1,433.00
08/16/18	6996	White Nelson Diehl Evans	July 2018	6152 · Accounting	2,500.00
08/16/18	6997	Wittwer & Parkin	July 2018 Svcs	6090 · Legal- Gen, IPS, Parks	26,331.50
				TOTAL	198,327.71

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GRAN. JA
Community Services Dist

JUN 15 2018

Rec'd By: _____

WELL FARGO® BUSINESS CARD

VISA

Page 1 of 4

Account Closed

Prepared For	GRANADA SAINTARY DELIA OLIVAS COMITO
Account Number	4856 2003 6074 72434
Statement Closing Date	06/08/18
Days in Billing Cycle	32
Next Statement Date	07/10/18

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 77033
Minneapolis, MN 55480-7733

Credit Line	\$5,000
Available Credit	\$1,931

Payment Information

New Balance	\$2,737.22
Current Payment Due (Minimum Payment)	\$54.00
Current Payment Due Date	07/04/18

Thank you for using our Automatic Payment service. See the Important Information section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$723.83
Credits	-	\$0.00
Payments	-	\$146.21
Purchases & Other Charges	+	\$2,139.48
Cash Advances	+	\$0.00
Finance Charges	+	\$20.12
New Balance	=	\$2,737.22

*388.77 paid 6-11/18
+ 158.85 delia check
= 547.62
CARRY OVER BALANCE*

*6/21/18 amt = 547.62
2,189.60
Auto pay - 25
2,164.60 AMTDUE*

Rate Information

Your rate may vary according to the terms of your agreement. *2,164.60 AMTDUE*

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	14.740%	.04038%	\$1,557.86	\$20.12	\$0.00	\$20.12
CASH ADVANCES	25.490%	.06983%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$20.12	\$0.00	\$20.12

Important Information

\$0 - \$54.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/04/18. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

See reverse side for important information.

OK DC
7/12/18



JUNE 2018

Transaction Details

& Item was transferred from lost/stolen account

Trans	Post	Reference Number	Description	Credits	Charges
04/17	06/09	F592100HT000TF169	ITEM TRANSFER, ACCT BAL TRANSFER (TF)		
06/13	06/13	00000000000ATNEWA	BALANCE TRANSFER 4856 2003 6074 7243		
06/13	06/13	&F592100HN000IXFRL	PRINTINGGREEN.COM 510-420-5800 CA		
06/18	06/18	F592100HT000AF169	*FINANCE CHARGE* PURCHASES REFUND		
06/20	06/20	2469216HV2XDRLMK1	IN *THE GRAPHICWORKS 650-7281555 CA		
06/21	06/21	2424760HX012FLN8R	HARBOR PIZZA AND CAFE EL GRANADA CA		
06/24	06/24	&F592100J0000IXFRL	PAYMENT THANK YOU	158.85	
06/24	06/24	&F592100J0000IXFRL	PAYMENT THANK YOU	388.77	
06/25	06/25	&F592100J2000IXFRL	4IMPRINT 877-4467746 WI		
			PERIODIC *FINANCE CHARGE* PURCHASES \$45.79 CASH ADVANCE \$0.00		
					45.79

FRAUD CLAIM 30.00
FROM CLOSED ACCT → 2,737.22
PARKS NEWS LTR 877.80
Fraud claim credit 3.00
NAME & TITLE PLATES 97.88
BOARD MTG 79.82
CUSTOM PENS 334.71

Wells Fargo News

Going forward your Payment Due Date will be the same calendar day each month. You may pay your account on or before the Payment Due Date at an open branch, but if the branch is closed on the due date, you must make that in-branch payment before the due date or it will be considered late. You may also make payments at any time, any day of the week, by telephone or by using online banking. Any payment received by 5pm will be credited as of that day. Thank you for choosing Wells Fargo for your business banking needs.

Thank you for being a valued Wells Fargo Business Card customer. We want to ensure you receive important information from Wells Fargo about products and services that may affect your banking activity. So please verify that the contact information in your account profile is accurate. To do this, please follow these simple steps: Go to wellsfargo.com/biz and enter your username and password. Select the **Security & Support** menu option and under **Protect Your Accounts** go to **Update Contact Information**. Not enrolled in Online Banking? <https://www.wellsfargo.com/biz/online-banking>

Happy Anniversary



This month marks the anniversary of your Wells Fargo Business Card. We thank you for your business and look forward to serving you for years to come.



MAY 2018

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
05/08	05/08	2424760GH014Q8JGR	HARBOR PIZZA AND CAFE EL GRANADA CA		57.60
05/10	05/10	2424760GL017G701X	HARBOR PIZZA AND CAFE EL GRANADA CA		178.86
05/17	05/17	2424760GS0131GT0S	HARBOR PIZZA AND CAFE EL GRANADA CA		94.79
05/18	05/18	2420298GW0VZRWZH0	California Special Distri916-442-7887 CA		325.00
05/21	05/21	7485620GX26RZEQF0	PAYMENT THANK YOU	146.21	
05/24	05/24	2469216H12XMKZQ5T	LOWES #02452* SO SAN FRANCI CA		108.16
06/01	06/01	2449398H85SQVGYZD	PRINTINGGREEN.COM 510-420-5800 CA		1,353.98
06/03	06/03	2444500HBBLM2MMGP	WAL-MART #2031 UNION CITY CA		21.09
		PERIODIC *FINANCE CHARGE*	PURCHASES \$20.12 CASH ADVANCE \$0.00		20.12

PAC Meeting
MUSD & GCSO Mtg
Bod Mtg 5/17/18
conference David Seaton
Ice Maker for GCSO
PRINTING Prop @ LR
Office Supply
paper plates, plastic Forks
knives, spoons 2159.60

Wells Fargo News

Going forward your Payment Due Date will be the same calendar day each month. You may pay your account on or before the Payment Due Date at an open branch, but if the branch is closed on the due date, you must make that in-branch payment before the due date or it will be considered late. You may also make payments at any time, any day of the week, by telephone or by using online banking. Any payment received by 5pm will be credited as of that day. Thank you for choosing Wells Fargo for your business banking needs.

Revised Agreement for Online Access We're updating our Online Access Agreement effective September 17, 2018. To see what is changing, please visit [wellsfargo.com/onlineupdates](https://www.wellsfargo.com/onlineupdates).

Thank you for being a valued Wells Fargo Business Card customer. We want to ensure you receive important information from Wells Fargo about products and services that may affect your banking activity. So please verify that the contact information in your account profile is accurate. To do this, please follow these simple steps:
 Go to [wellsfargo.com/biz](https://www.wellsfargo.com/biz) and enter your username and password. Select the **Security & Support** menu option and under **Protect Your Accounts** go to **Update Contact Information**.
 Not enrolled in Online Banking? • <https://www.wellsfargo.com/biz/online-banking>

ITEM #7

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Granada Community Services District
Statement of Net Position (Unaudited)

As of June 30, 2018

ASSETS

Current Assets

1000 · Wells Fargo Checking - Gen Op	\$	167,551
1010 · Wells Fargo Checking - Deposit		8,401
1020 · Petty Cash		490
1030 · Cash - LAIF		4,053,417
1100 · Accounts Receivable		12,322
1200 · Interest Receivable		19,791
1550 · Prepaid Expenses		417

Total Current Assets		4,262,389
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Fixed Assets

1600 · Land		1,063,640
1610 · Construction in Progress		800,813
1615 · Equipment		22,153
1620 · Collections System		10,350,890
1630 · Accumulated Depreciation		(6,168,876)

Total Fixed Assets		6,068,620
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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		494,890
1730 · Advance to AD- NCA Fund		585,866
1735 · Advance to AD- Assesmnt Revenue		353,542
1740 · Security Deposit Office Lease		3,000
1750 · Investment in SAM		3,609,185
1760 · Deferred Outflows of Resources		101,671

Total Other Assets		5,148,154
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Total Assets		15,479,163
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LIABILITIES

Current Liabilities

2000 · Accounts Payable		70,921
2001 · Accrued Vacation		5,571
2020 · Class 3 Deposits		9,196
2100 · Payroll Liabilities		1,423
2225 · Recology-Del Garbage		20,047
2300 · Due to AD		62,322
2310 · Relief Refund Advance		350

Total Current Liabilities		169,830
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Long Term Liabilities

2401 · Net Pension Liability		170,410
2402 · Deferred Inflows of Resources		20,515

Total Long Term Liabilities		190,925
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Total Liabilities		360,755
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NET POSITION

3000 · Net Assets		5,971,154
3005 · Contributed Capital		9,595,349
Net Income		(448,095)

Total Net Position		15,118,408
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**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2017 through June 30, 2018**

	July 1 - June 30, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	237,544	200,000	37,544	200,000
4015 · Park Tax Allocation	389,859	400,000	(10,141)	400,000
4020 · Sewer Service Charges-SMC	1,249,008	1,282,000	(32,992)	1,282,000
4021 · Sewer Svc Charges Pro-rated	4,157	0	4,157	0
4030 · AD OH Reimbursement	28,628	30,000	(1,372)	30,000
4040 · Recology Franchise Fee	28,989	32,000	(3,011)	32,000
Total Operating Revenue	1,938,185	1,944,000	(5,815)	1,944,000
Non Operating Revenue				
4120 · Interest on Reserves	58,866	28,400	30,466	28,400
4130 · Connection Fees	32,900	47,000	(14,100)	47,000
4150 · Repayment of Adv to AD-NCA	117,173	79,204	37,969	79,204
4155 · Repayment of Adv to AD-ARF	70,708	47,796	22,912	47,796
4160 · SAM Refund from Prior Yr	0	5,000	(5,000)	5,000
4170 · ERAF Refund	273,905	250,000	23,905	250,000
4180 · Misc Income	4,637	2,000	2,637	2,000
Total Non Operating Revenue	558,189	459,400	98,789	459,400
Total Revenues	2,496,374	2,403,400	92,974	2,403,400
Gross Profit	2,496,374	2,403,400	92,974	2,403,400
Expenses				
Operations				
5010 · SAM - General	1,056,070	955,141	(100,929)	955,141
5020 · SAM - Collections	239,952	239,954	2	239,954
5050 · Mainline System Repairs	0	10,000	10,000	10,000
5060 · Lateral Repairs	9,516	40,000	30,484	40,000
5065 · CCTV	0	20,000	20,000	20,000
5070 · Pet Waste Station	1,269	1,000	(269)	1,000
5100 · County Staff Time - Parks	0	5,000	5,000	5,000
5110 · RCD - Parks	5,600	5,000	(600)	5,000
5120 · Half Moon Bay Reimb - Parks	43,373	20,000	(23,373)	20,000
Total Operations	1,355,780	1,296,095	(59,685)	1,296,095

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2017 through June 30, 2018**

	July 1 - June 30, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	7,721	15,000	7,279	15,000
6020 · Copier lease	5,410	7,500	2,090	7,500
6040 · Directors' Compensation	11,620	11,000	(620)	11,000
6050 · Education & Travel Reimb	1,019	2,000	981	2,000
6060 · Employee Compensation	210,263	210,000	(263)	210,000
6070 · Engineering Services	40,937	20,000	(20,937)	20,000
6080 · Insurance	1,698	6,000	4,302	6,000
6090 · Legal Services	226,814	65,000	(161,814)	65,000
6100 · Memberships	8,341	9,000	659	9,000
6110 · Newsletter	0	2,500	2,500	2,500
6120 · Office Lease	56,350	52,000	(4,350)	52,000
6130 · Office Maintenance & Repairs	1,725	2,500	775	2,500
6140 · Office Supplies	8,077	6,000	(2,077)	6,000
6150 · Professional Services - Other	3,300	0	(3,300)	0
6160 · Publications & Notices	8,859	10,000	1,141	10,000
6170 · Utilities	10,591	10,000	(591)	10,000
6180 · Video Taping	3,625	3,500	(125)	3,500
6190 · Computers	4,115	2,000	(2,115)	2,000
6220 · Miscellaneous	38,705	7,000	(31,705)	7,000
6230 · Bank Service Charges	3,026	0	(3,026)	0
6310 · Park Related Misc Expenses	34,721	0	(34,721)	0
Total Administration	824,225	536,000	(288,225)	536,000
Capital Projects				
1415-2 · Update SSMP	359	0	(359)	0
1617-1 · Medio Creek Xing Crossing	29,043	350,000	320,957	350,000
1617-2 · SAM-Lift Station	4,391	350,000	345,609	350,000
1718-1 · EP Mirada Rd Half Moon Bay	37,975	350,000	312,025	350,000
1718-2 · SAM - Recycled Water Proj	0	15,000	15,000	15,000
1718-3 · SSC Rate & Reserve Study	0	35,000	35,000	35,000
7100 · SAM - Infrastructure	692,696	573,924	(118,772)	573,924
7500 · Projects - Parks	0	100,000	100,000	100,000
Total Capital Projects	764,464	1,773,924	1,009,460	1,773,924
Total Expenses	2,944,469	3,606,019	661,550	3,606,019
Net Income	(448,095)	(1,202,619)	754,524	(1,202,619)

No assurance is provided on these financial statements.

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ITEM #8

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DISTRIBUTION REQUEST NO.: #2-18/19
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$3,549.75

\$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.

August 16, 2018

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO: #2-18/19

DATE: August 16, 2018

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 3,549.75

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs: June 2018	\$ 963.75
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Prepayment Svcs: June 2018	\$ 217.50
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: August 2018	\$ 2,586.00
TOTAL:			\$ 3,549.75

ITEM #9

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #10

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Report on Parks Advisory Committee
Date: August 16, 2018

A report on the last Parks Advisory Committee (PAC) meeting, held on June 12, 2018, will be provided at the Special Board of Directors Meeting scheduled on August 30, 2018 at 7:30 p.m.

The next PAC meeting is scheduled on September 11, 2018 at 7:00 p.m.

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ITEM #11

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #12

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

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ITEM #13

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GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: August 16, 2018

Report Period - July 13, 2018 to August 10, 2018

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

APPLICATIONS RECEIVED – There were two (2) applications received this period:

Rec'd	Cl	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/30/18	1A	Wilkinson Philip	048-093-040	495 Mirada Rd, Miramar	3,697	R-1/S-17
07/30/18	1A	Stenger Sean	047-071-270	312 Sevilla Ave, EG	5,585	R-1/S-94

PERMITS ISSUED – Five (5) permits were issued this period:

No.	Cl	Issue Date	Owner or Agent	APN	Address			Sq. Ft.	Zone
3174	1A	07/13/18	Kybych Serhiy	048-013-600	124	Magellan	Miramar	7,792	R-1/S-94
3175	3	07/31/18	Kostiuk Michael	047-144-370	620	Portola Ave	EG	7,338	R-1/S-17
3176	1A	07/31/18	Kostiuk Michael	047-144-370	620	Portola Ave	EG	7,338	R-1/S-17
3177	1A	07/31/18	Wilkinson	048-093-040	495	Mirada	Miramar	3,697	R-1/S-17
3178	1A	08/01/18	Stenger Sean	047-071-270	312	Sevilla Ave	EG	5,585	R-1/S-17

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

REPAIRS – There were no lateral repairs this period.

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ITEM #14

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There are no documents for this Agenda Item.

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ITEM #15

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.