



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

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

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

Thursday, January 16, 2020

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

**ROLL CALL**

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

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

### **GENERAL PUBLIC PARTICIPATION**

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

### **ADJOURN TO CLOSED SESSION**

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

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

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

District's Negotiator: Chuck Duffy

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

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

**3. Conference with Legal Counsel – Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case

**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**

	<b><u>PAGE NO.</u></b>
<b>1. Consideration of Support for Bicycle Pump Track on County Property.</b> <b>Recommendation:</b> To be made by the Board.	<b>5</b>
<b>2. Consideration of Approving Contract with Kikuchi &amp; Kankel for Burnham Park Preliminary Design and Master Plan Phases.</b> <b>Recommendation:</b> To be made by the Board.	<b>9</b>
<b>3. Consideration of Report on Parks and Recreation, and Parks Advisory Committee Activities.</b> <b>Recommendation:</b> For Information.	<b>17</b>
<b>4. Consideration of Electing Board Officers for 2020.</b> <b>Recommendation:</b> To be made by the Board.	<b>27</b>
<b>5. Consideration of Resolution Appointing Sewer Authority Mid-Coastside Representatives and Alternates.</b> <b>Recommendation:</b> To be made by the Board.	<b>31</b>
<b>6. Consideration of Appointing Representative to the San Mateo County Chapter of the Special Districts Association.</b> <b>Recommendation:</b> To be made by the Board.	<b>37</b>
<b>7. Consideration of Sewer Authority Mid-Coastside Report.</b> <b>Recommendation:</b> For Board Information.	<b>41</b>

**CONSENT AGENDA**

**PAGE NO.**

8. Approve November 21, 2019 Meeting Minutes.	79
9. Approve December 2019 Warrants.	85
10. Approve January 2020 Warrants.	89
11. Approve October 2019 Financial Statements.	93
12. Approve November 2019 Financial Statements	99
13. Approve Assessment District Distribution #6-19/20.	105
14. Approve Reappointing Parks Advisory Committee Members to Serve Two-Year Terms.	109

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

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

**ADJOURN REGULAR MEETING**

At the conclusion of the November 21, 2019 Meeting:

Last Ordinance adopted: No. 173

Last Resolution adopted: No. 2019-013

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.



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for Closed Session.



**ITEM #1**

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**GRANADA COMMUNITY SERVICES DISTRICT  
PARKS & RECREATION**

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**AGENDA MEMORANDUM**

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To: Board of Directors  
From: Claudia Marshall  
Subject: MCC Meeting of 1/8/2020 Notes re: non-permitted Pump Track  
Date: 1/16/2020

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The MCC meeting was attended by more than 100 community members, including numerous children. SMC Parks Director Calderon made an opening presentation. He had walked the non-permitted, recently constructed Pump Track in Quarry Park along with several community members on 1/7/2020. He delayed the authorization to bulldoze the Pump Track until he had the opportunity attend the 1/8/2020 MCC meeting. Calderon proposed that SMC Parks would ‘fast track’ the construction of a new, legally designed and constructed pump track in parallel with the SMC Master Parks plan work over a period of 12 months, starting within the next four weeks. He also indicated that they were interested in having community and GCSD involvement be part of the process of design and construction. He stated that use of the current track was not possible under any circumstances. There was considerable community concern about that statement. Director Dye reiterated the GCSD Board's support for the pump track and the previous commitment to provide funding for its construction.

County Supervisor Don Horsley also attended the meeting. After listening to the lengthy community input session, Mr. Horsley said that he wanted to look at the property and the pump track before he could make a decision. MCC President Erickson indicated that the next MCC meeting on this topic would be scheduled for 1/29/2020. Mr. Horsley said that he would attend that meeting after meeting with community and GCSD personnel at the pump track. I have emailed Brae Hunter, Horsley’s administrator, the contact information for Directors Dye and Seaton, PAC members Paul Koelsch and Michelle Dragony, for inclusion within that field review.



**ITEM #2**

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Kikuchi+Kankel Design Group

Landscape Architecture

Environmental Design

Site Planning

December 3, 2019

Chuck Duffy, General Manager  
Granada Community Services District  
504 Avenue Alhambra, Third Floor  
El Granada, CA 94018

RE. Burnham Park Project  
Landscape Architectural Services - Preliminary Design Phase

Dear Chuck,

It has been a pleasure working with the District Board of Directors and the Parks Advisory Committee as we developed the Conceptual Designs for Burnham Park. The Concept Phase has accomplished what we had hoped for: some valuable community input and thoughts as to how the property could be transformed into a park. Obtaining feedback from the community on what the park will be comprised of, how it will look and how it can remain unique to the coastside users will aid us greatly as we move forward with more specific designs.

We are now proposing services for the Preliminary Design and Master Plan Phases. After discussing the anticipated process with the Board of Directors and its park subcommittee, we offer the following tasks and deliverables:

## **COMMUNITY OUTREACH PHASE (Complete)**

### **1. Tasks:**

- A. Park Subcommittee Meetings (4): Meeting with subcommittee members to review outreach alternatives, survey results, workshop format and preparation
- B. Community Workshop: Preparation of workshop exhibits (key scale list, base grid plans, update Constraints Plan), workshop preparation, workshop presentation and participation, miscellaneous coordination and administration.

730 Mill Street • Half Moon Bay, CA 94019  
(650) 726-7100  
[www.kkdesigngroup.com](http://www.kkdesigngroup.com)

Steven T. Kikuchi, ASLA Principal  
Christopher Kankel, ASLA Principal  
Warren Barnes, Associate  
Thomas W. Conroy, Associate  
Robert Dietz, ASLA, Associate  
Nathan Rose, RLA, Associate

61 East Main Street, Suite C  
Los Garos, CA 95030  
(408) 356-5980

- C. District Board Meetings (3): Attend Board of Directors meetings to clarify process, scope, observe community input and provide information.

2. **Deliverables:**

- A. Key Scale List
- B. Base Grid Plans (6 copies)
- C. Updated Opportunities and Constraints Plan

These services have been performed from the months of June through November 2019 on time and materials basis for the fee amount of . .

\$12,188.00

**PRELIMINARY DESIGN PHASE**

1. **Tasks:**

- A. Preliminary Design Development: Utilize committee survey data and Board direction in the development of refined designs (either two designs or one with alternatives)
- B. Progress Meeting 1: Meet with the parks subcommittee to review the refined plan concepts in progress
- C. Meet with County Planning Dept: Preliminary meeting with San Mateo County Planning Dept. staff to review design parameters, unforeseen constraints and obtain required process and submittals
- D. Design Refinement: Based upon County and subcommittee comments during Meeting 1, complete design into a Preliminary Design Plan(s).
- E. Construction Cost Estimate: Develop an itemized conceptual estimate of probable construction costs based upon refined Preliminary Design Plan(s)
- F. Design Images: collect or sketch design images to communicate flavor or style of park
- G. Progress Meeting 2: Meet with the Park subcommittee to review refined plans and construction cost estimate. Refine graphics and plans, develop 3-D model of site
- H. GCSD Board Meeting Presentation: Present Preliminary Design Plan(s), Construction Cost Estimate, Design Images and Sketch, collect public input. Target date January 2020.
- I. Miscellaneous: Administration, coordination, clerical services, meeting summaries

2. **Deliverables**

- A. Progress Preliminary Graphics: 2 (or more) refined design plans reflecting the design program
- B. Preliminary Plan: Design and graphic refinements

- C. Design Images: Photos and sketch images of selected paving materials, furniture, plant material, park equipment or other design related images
- D. Estimate of Construction Costs: Itemized estimate of construction costs based upon Design Refinement 2 and Preliminary Plan refinement
- E. Refined Preliminary Plan: A detailed, refined colored graphic, 2 dimensional plan
- F. 3-D Model: 3-D model birds eye view of project site.
- G. Meetings Presentation Material: Provisions for presentation of Preliminary Plan graphics in the format of choice (Power Point style or graphic boards)

Preliminary Design Phase: \$30,900.00

## **MASTER PLAN PHASE**

### **1. Tasks:**

- A. Master Plan Development: Incorporate Meeting 2 comments, Board Meeting comments, County Staff comments and prepare design refinements.
- B. Phasing Strategies: determine potential phasing strategies based upon cost estimates and District finances.
- C. Progress Meeting 3: Meet with Parks subcommittee to review in-progress refinements.
- D. Design Refinements: prepare final graphics, models, refine construction cost estimate, sketches into Master Plan.
- E. GCSD Board Meeting Presentation: Present Master Plan graphics, design images, sketches, final cost estimates, phasing strategies to GCSD Board during public hearing. Target date April 2020
- F. Miscellaneous: Administration, coordination, clerical services, meeting summaries

### **2. Deliverables**

- A. Phasing Plan: Indicating priorities and potential areas of construction phasing
- B. Master Plan: rendered and refined 2 dimensional plan
- C. Design Images: sketches and photo images or simulations of design features
- D. 3-D Model: Refined model with potential “fly through”
- E. Estimate of Construction Costs: Itemized and refined estimate

Master Plan Phase: \$24,500.00

We offer these services on an hourly basis for only the actual time expended by our staff personnel, with a maximum amount of . . .

TOTAL FEES: \$67,588.00

### **EXCLUDED SERVICES**

The following services are specifically excluded from this proposal's work scope. These services may be available in the future upon request.

1. Water Well hydrology studies or investigations
2. Additional Meetings beyond the outlined scope (hourly, approximately \$300/one hour meeting)
3. Habitat Restoration specific plan
4. Future Agency Processing: Submittals and Coastal Development approvals from the County of San Mateo, Coastal Commission, CalTrans, the Army Corps of Engineers and Fish and Wildlife if necessary.
5. Additional Studies or Reports: Such as geotechnical investigations, biological reports, utility under grounding or environmental studies
6. Construction and Bid Documents
7. Construction Administration

We propose to invoice monthly for the hours expended per our Fee Schedule. Please note that these services are limited to the above work scope and specifically do not include other phases of services not listed. Major revisions to the project scope or program or other revisions beyond the control of the Landscape Architect shall be Additional Services invoiced on an hourly basis.

### **Fee Schedule**

Sr. Principal time	\$165.00 / hr.
Jr. Principal time	\$145.00 / hr.
Associate time	\$130.00 / hr.
Project Manager time	\$115.00 / hr.
Draftsman time	\$100.00 / hr.
Clerical time	\$65.00 / hr.
Reimbursable expenses:	
Reproductions, postage, delivery	at cost plus 10% handling



Printing and reproduction costs are reimbursable expenses as noted. Billings shall be submitted monthly for the time expended and are due within 25 days or subject to a 1-1/2% interest charge. Kikuchi + Kankel Design Group currently maintains insurance limits of \$1 million general liability and professional liability.

If you have any questions as to the scope of our services and fees, please do not hesitate to call. If you find our proposal acceptable please inform us whether this contract scope will be added to our existing agreement as "Additional Services" or will require a new independent agreement.

Sincerely,

A handwritten signature in black ink, appearing to read "S.T. Kikuchi". The signature is stylized with a large, looping initial "S" and "T" followed by the name "Kikuchi".

Steven T. Kikuchi, A.S.L.A.  
California Registration no. 2005  
President, Sr. Principal



**ITEM #3**

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# Fall Recap for GCSD Parks & Recreation, Parks Advisory Committee (PAC) Winter/Spring Classes

The Granada Community Services District and the Parks Advisory Committee (PAC) members were busy with two big initiatives in the fall of 2019.

- A Parks and Recreation Community Interest Survey was mailed to all GCSD households and was also available online, in English and Spanish. It solicited community preferences on the new Burnham Park, a potential Community Recreation Center, and Recreation offerings. More than 500 GCSD residents responded to the survey. This enthusiastic response has provided GCSD with a robust view of community interests to shape ongoing planning.
- A Burnham Park Public Planning Workshop at the El Granada Elementary School was attended by about 50 enthusiastic GCSD residents and facilitated by PAC members Nancy Marsh, Pat Tierney, Paul Koelsch, Fran Pollard, Michelle Dragony, and Parks and Recreation Coordinator Claudia Marshall. Steve Kikuchi from landscape design firm Kikuchi+Kankel provided expert guidance on the features and constraints of the Burnham Strip property. Participants broke out into 6 groups, including one for the kids, and were provided with materials to prioritize and map to scale their most favored features for the park. All GCSD Board members attended to observe and listen in as residents debated features and locations and built their maps.

Full reports for both initiatives are posted on the GCSD website Parks & Recreation page ([www.granada.ca.gov/parks](http://www.granada.ca.gov/parks)). The GCSD Board is moving forward with more detailed planning for Burnham Park in the New Year.

GCSD also hosted an Adaptive Cycling for Kids with Special Needs event on October 11<sup>th</sup> for local children and their parents. Bay Area Outreach & Recreation Program (BORP) provided specialized bicycles, the Mirada Bluff Coastal Trail provided a beautiful venue, and the kids provided enthusiasm and lots of laughter at this fun and energizing event, supported by PAC members Pat Tierney and Michelle Dragony.

GCSD Parks & Recreation adopted its own mission statement (below) which was approved by the Board of Directors during its November Board Meeting.

**“Parks and Recreation’s mission is to serve the GCSD community with thoughtful development of parks and provision of recreational activities for residents of all ages and abilities, with a dedicated focus on environmental stewardship.”**

The Board also approved the establishment of a Winter/Spring course schedule slated to start in early February which includes:

## Four Community Walks



Join local El Granada resident experts on a variety of walks to learn more about our Coastal birds, the history of the Harbor, a relaxing nature walk through Quarry Park, or the history of El Granada. These walks reveal a surprising story of conservation and community activism.

All walks are on Saturday morning (**once a month**) from **9:00 am-11:00 am, February 8<sup>th</sup>, March 14<sup>th</sup>, April 18<sup>th</sup>, and May 9<sup>th</sup>.**

**The Walks are FREE to all GCSO residents.**

**Ages:** Anyone interested in birds and/or history is welcome. Children under 18 must be accompanied by a parent or legal guardian.

**Preregistration:** Suggested in the event of schedule change. Drop-ins welcome.

All walks will be led by Barbara Dye, with co-leaders as shown below. Barbara moved to El Granada in 2014 and has served on the board of the Granada Community Services District since 2017. Barbara has been leading nature and history walks for 30 years and she loves sharing her passion for nature. She is a docent at Fitzgerald Marine Reserve and serves on the Stewardship Committee for Coastside Land Trust.

### February 8 – BIRDS OF PILLAR POINT

Outstanding local naturalist Donna Pomeroy will lead this walk. Participants will observe the many interesting birds to be seen on this site. As many as 50 species may be observed there. Most of the walk will be easy, with two steeper sections as we take the trail up to the bluff top. Meet at the Pillar Point Bluffs parking lot on Airport Street.

Donna has a BS in wildlife management from Humboldt State University. She has been a birder since high school and a photographer even longer than that. Now retired, she spends much of her time photographing wildlife and volunteering for Sequoia Audubon Society. A longtime resident of El Granada, Donna also volunteers for the California Academy of Sciences' intertidal monitoring project at Pillar Point, as well as many other citizen science projects.

### March 14 – THE HARBOR – EARLY RESIDENTS AND MARINE HISTORY

GCSO Board member Matthew Clark will co-lead this walk. The walk will cover the Native American settlements in the Pillar Point region and the impacts of the Spanish invasion, the early settlers and the first port development, the tidal wave, and the building of the current harbor. Meet in front of the Harbor District's Harbormaster's Office, at the foot of the main pier.

Registered Professional Archaeologist Matthew Clark has over 43 years of experience and completed over 150 mostly prehistoric Native American and historical projects in San Mateo County, the majority along the Coastside.

#### April 18 – QUARRY PARK – MIXED HABITATS AND A PRESERVATION SUCCESS

Longtime area resident Fran Pollard will co-lead this walk. Learn about the geology, trees, and wildflowers of this large park as you walk up to the quarry bowl. The walk will cover how the park was saved from development, and will discuss the County's plans for the future. Meet at the Quarry Park picnic area.

Fran Pollard moved here in 1971 and, with her husband Larry, began working to preserve the area that is now Quarry Park. She helped form Midcoast Parklands, which succeeded in acquiring the parcel and managing it for 15 years. She served on the board of Granada Sanitary District from 2000-2008, and now serves on the GCSD Parks Committee.

#### May 9 – EL GRANADA HISTORY – DANIEL BURNHAM AND THE OCEAN SHORE RAILROAD

GCSD Parks Committee Chair Nancy Marsh will co-lead this walk. Learn about the distinctive formation of El Granada, the exciting advent of the Ocean Shore Railroad, and the community's early history. The walk covers about a mile and a half, with views of the harbor, one of the early train stations, the remnants of the curbs, and a number of original houses. Walkers will also hear about concepts for creating Burnham Park on GCSD's property on the east side of Route 1. Meet in front of the GCSD office at 504 Avenue Alhambra.

Nancy Marsh has lived in El Granada since 2015 and is in her third year as a volunteer member of the GCSD Parks Advisory Committee. Having lived most of her life in boring suburban housing developments, she loves the eclectic nature of El Granada and its history.

## Classes

### **Beginning Knitting for Adults**, Instructor: **Marybeth McCrumb**

**Ages:** 18+

**Preregistration:** Required

**Meeting Place:** GCSD Office, Wednesdays, 6 weeks (February 5 to March 11) from 10:00 am - 12:00 noon.

**Cost:** \$100 per student; includes all materials, minimum 6, maximum 10 students

**For novice and beginning knitters:** Or perhaps you are already a knitter who would like to brush up on the basics. From simple scarves to intricate sweaters and shawls - the possibilities of knitting are endless. Start with this solid foundation class and you will be well on your way to amazing creations. In this class you will learn various methods for casting-on, binding-off, knit and purl stitches, counting stitches and rows for an even piece, knitting in the round, increasing and decreasing stitches, as well as how to read patterns. Each student will receive everything needed to create a beautiful scarf (materials included in course fee) with the option to add on a coordinated beanie. **A basic two hour class consists**

**of:** 30 - 60 minutes instructor lesson and demonstration followed by 60 - 90 minutes of hands-on practice.

Go to [www.granada.ca.gov/parks](http://www.granada.ca.gov/parks) to register for this course.

## **Rug Hooking for Kids After School**, Instructor: Vicki Rudolph

**Ages:** 8-11, boys and girls

**Preregistration:** Required

**Meeting Place:** GCSD Office, Mondays, 5 weeks, (February 24 to March 23) from 3:00 pm-4:30 pm

**Cost:** \$75 per student; all materials included, minimum 6, maximum 12 students



Learn to create a beautiful design like this one! Many different designs to choose from the first day of class. The traditional method of rug hooking allows children to easily take strips of wool, yarn, and other fibers to create a “fiber painting”. The manual hooking process brings loops of fibers through monk’s cloth fabric to create a variety of shapes within a design. Each child will create a 7” x 7” finished mat. The instructor supplies all materials plus colored pencils and paper for the children to draw their own pattern, or they can choose any one of her designs. Children enjoy rug hooking because it can be learned and a project can be completed quite quickly. The children will also learn the skills of cutting wool and adding embellishment with other fibers.

Go to [www.granada.ca.gov/parks](http://www.granada.ca.gov/parks) to register for this program

## **Rosen Method Movement**, Instructor Kate O’Shea

**Ages:** 18+

**Preregistration:** Required

**Meeting Place:** GCSD Office, Tuesdays, 6 weeks (February 4 to March 10) from 10:30 am -11:30 am

**Cost:** \$30 per student for 6 classes; minimum 6, maximum 12 students



Rosen Movement classes promote ease of movement, inner awareness, relaxation and liveliness.

This Movement was founded by Marion Rosen, PT and health educator.

**A basic one hour class consists of:**

**Warm up:** easy mid-range movements of all your joints and activation of the core muscles and diaphragm.

**Stretch:** lengthening movements of your arms and torso, encouraging inner awareness and natural breath.

**Circle:** Leg movements, stepping, balance work while holding hands for support.

**Across the floor:** Putting all together to play, dance and have fun.

**On the Floor:** Movements for your spine, relaxation, awareness and integration

Throughout the class there is music that supports and inspires.

Wear comfortable clothes to move in and bring a mat for the floor.



**CPR/AED**, Instructor: Michelle Dragony

**Ages:** 8 and up; children under 18 must be accompanied by a parent or legal guardian

**Preregistration:** Required, minimum 8 and maximum 12 participants

**Meeting Place:** 111 Vassar Ave, Princeton

**Two Saturday Family Classes:** February 8 and March 14 10:00 am - 2:00 pm

**One Thursday Adult Class:** April 16 10:00 am – 2:00 pm

**Bring:** note pad, pen, snack and wear comfortable clothes

**Cost:** FREE to GCS D Community; includes book, card, rescue breathers and gloves



Whether you want to help your family or the community, Cardio Pulmonary Resuscitation (CPR) is a great skill to have. Learn from a certified instructor in MEDIC HSI, CPR, and First Aid. This class is fun for the family and is great for those who need to renew their certification for work. Learn what a regular person can do in case of an emergency – be ready for a disaster. This Medic Basic Care course is video-driven, includes hands-on skills practice and meets Red Cross and American Heart Association curriculum requirements. Beginners welcome.

Go to [www.granada.ca.gov/parks](http://www.granada.ca.gov/parks) to register for this activity.

## Adaptive Cycling for Kids with Special Needs

**Instructors:** Bay Area Outreach Recreation Program (**BORP**)

**Ages:** 6-14, Parents must accompany children

**Preregistration:** Required (limited Space)

**Meeting Place:** Coastal Trail at Magellan Ave, near restrooms at the south end of Mirada Surf West County Park, El Granada

Wednesday, April 8<sup>th</sup>, 3:00 pm - 5:00 pm El Granada

**Cost:** Free to GCS D residents



Introduction to Adaptive Cycling for Kids with Special Needs

A Fun Afternoon for Kids and Their Families

Join kids from the El Granada Community and their families for an introduction to cycling with adaptive cycles on the coastal trail next to El Granada. Instructors from the Bay Area Outreach Recreation Program (BORP) will provide a variety of stable kids-size tricycles and other adaptive non-motorized cycles designed for kids with disabilities. This one-time event is organized and sponsored by the Granada Community Services District. There is no cost for use of the cycles for a short leisurely ride on our local trail. Open to kids ages 7-12. Beginners are encouraged, no previous cycling experience required. A parent must accompany their child.

Bring: Several layers of warm clothes, sturdy shoes and a warm jacket, lunch

Go to [www.granada.ca.gov/parks](http://www.granada.ca.gov/parks) to register for this activity.

**GRANADA COMMUNITY SERVICES DISTRICT  
PARKS & RECREATION**

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**AGENDA MEMORANDUM**

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To: Board of Directors  
From: Claudia Marshall  
Subject: Winter Schedule of Courses  
Date: 1/16/2020

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The following classes/courses have been scheduled and will be (upon final approval of website with registration capability via Event Brite:

**4 Community Walks:**

Birds of Pillar Point	2/8
The Harbor & Its Early Residents	3/14
Quarry Park History & Nature	4/18
El Granada History	5/9

**Beginning Knitting for Adults** 2/5-3/11

**Rug Hooking for Kids After School** 2/24-3/23

**Rosen Movement** 2/4-3/10

**CPR/AED**

2 Family Courses	2/8 & 3/14
1 Adult Only Course	4/16

**Adaptive Cycling for Kids w/ Special Needs** 4/8

**ITEM #4**

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## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito  
Subject: Election of District Board Officers for 2020  
Date: January 16, 2020

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Pursuant to District Bylaws Article II, the Board shall annually elect a President and Vice-President to serve as officers of the Board of Directors.

The election process is as follows:

- The President opens nominations for the position of President.
- Time is given for Directors to nominate a Director for the position.
- The President closes nominations.
- The Board may hold a discussion regarding the nominations.
- A motion must be made with a majority vote to approve a nomination.
- Repeat the process for the position of Vice-President.

The responsibilities of the Board President include presiding over meetings, signing agreements, contracts, deeds, and other documents, and serving as the District's representative on the LAFCo Selection Committee. The President also has the authority to add and change agenda items, to form committees in an emergency, and to appoint the District Representative to the San Mateo County Chapter of the CSDA.

The Vice President shall serve in the President's absence or inability to serve.

The newly elected Board President and Vice President shall take their positions immediately.





# ITEM #5

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**GRANADA COMMUNITY SANITARY DISTRICT**

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**AGENDA MEMORANDUM**

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To: Board of Directors

From: Delia Comito, Assistant General Manager

Subject: Appointing Representatives and Alternates to the SAM Board of Directors

Date: January 16, 2020

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Pursuant to the Agreement Creating the Sewer Authority Mid-Coastside, the Board must appoint two Sewer Authority Mid-Coastside (SAM) representatives and one alternate representative to serve on the SAM Board of Directors for the coming year, and adopt a corresponding resolution. District bylaws allow the Board to appoint two alternates. The current SAM representatives are Directors Dye and Blanchard, with Director Clark serving as the alternate.

The draft resolution is attached.



**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2020-\_\_\_**

**RESOLUTION TO APPOINT TWO (2) REPRESENTATIVES, TWO (2) ALTERNATE REPRESENTATIVES TO SERVE AS BOARD MEMBERS ON THE SEWER AUTHORITY MID-COASTSIDE BOARD OF DIRECTORS**

**WHEREAS**, the Joint Powers Agreement creating the Sewer Authority Mid-Coastside (“Agreement”) is an agreement forming and authorizing the Sewer Authority Mid-Coastside Joint Powers Authority (“SAM”), and the Granada Community Services District (“District”) is a SAM Member Agency; and

**WHEREAS**, Section III(B) of the Agreement concerning “Designation of Directors” requires the District as a Member Agency to designate and appoint, by resolution of its governing body, two representatives and one alternate to act as directors for the Board of Directors for SAM; and

**WHEREAS**, the Agreement allows an appointed SAM Board Director to serve until his or her successor is selected; and

**WHEREAS**, to ensure full District voting power at SAM meetings, Article IV.B.1 of the District Bylaws provides that the District Board shall appoint two of its members to be the District’s alternate representatives, who shall assume all rights and duties of an absent District representative to SAM. The order of service by alternates shall be determined at the time of appointment.

**WHEREAS**, the District wishes to appoint two representatives, and two alternate representatives for the SAM Board of Directors, effective on January 16, 2020.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Directors of the Granada Community Services District as follows:

\_\_\_\_\_ and \_\_\_\_\_ are appointed as regular representatives of the Granada Community Services District to serve as Board Members on the Sewer Authority Mid-Coastside Board of Directors.

\_\_\_\_\_ and \_\_\_\_\_ are respectively appointed as the alternate representatives of the Granada Community Services District, to serve in that order as a Board Member on the Sewer Authority Mid-Coastside Board of Directors, in the absence of either or both regular representative(s).

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on January 16, 2020 by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Approved:

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, Board President

Attest:

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Delia Comito, District Secretary

**ITEM #6**

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GRANADA COMMUNITY SERVICES DISTRICT

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Appointing Representative to the San Mateo County Chapter of the California Special Districts Association (CSDA)  
Date: January 16, 2020

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GCSD is a member of the San Mateo County Chapter of the CSDA, which is comprised of 22 special districts who meet quarterly to discuss networking opportunities, state and local issues, to hear from elected and community leaders, and advance the interests of special districts. Pursuant to District Bylaws, the Board appoints a representative annually when the election of Board Officers is held. The appointee is expected to attend and report on Chapter meetings.

Additional information on the San Mateo County Chapter of the CSDA, including the 2020 meeting schedule, is attached with this memorandum.

# San Mateo County Chapter of the CA Special Districts Association

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## 2020 Meeting Schedule

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- February 4, 2020
- May 5, 2020
- August 4, 2020
- November 3, 2020

Note: The time of the meetings are from 7pm -9pm and occur quarterly. Meetings are held at 1351 Rollins Road in Burlingame from 7pm – 9pm.

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## Chapter Officers & Contacts

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### President:

Joshua Cosgrove  
North Coast County Water District  
P.O Box 1039  
Pacifica, CA 94044  
Phone: (650) 355-3462  
Email: [joshua.cosgrove@gmail.com](mailto:joshua.cosgrove@gmail.com)

### Vice-President:

*Vacant*

### Secretary:

Brigitte Shearer  
Highlands Recreation District  
1851 Lexington Avenue  
San Mateo, CA 94402-4026  
Phone: (650) 341-4251  
Email: [brigitte@highlandrec.ca.gov](mailto:brigitte@highlandrec.ca.gov)

### Treasurer:

Iris Gallagher  
Bayshore Sanitary District  
36 Industrial Way  
Brisbane, CA 94005  
Phone: (415) 467-1144  
Email: [irisgallag@aol.com](mailto:irisgallag@aol.com)

### Chapter Contact:

Joshua Cosgrove  
Phone: (650) 355-3462  
Email: [joshua.cosgrove@gmail.com](mailto:joshua.cosgrove@gmail.com)

### CSDA Public Affairs Field Coordinator:

Colleen Haley  
Phone: 530-902-3932  
Email: [colleenh@csda.net](mailto:colleenh@csda.net)

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## Chapter Members

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- [Bayshore Sanitary District](#)
- [Broadmoor Police Protection District](#)
- [Coastside County Water District](#)
- [Coastside County Fire Protection District](#)
- [Colma Fire Protection District](#)
- [East Palo Alto Sanitary District](#)
- [Granada Community Services District](#)
- [Highlands Recreation District](#)
- [Ladera Recreation District](#)
- [Menlo Park Fire Protection District](#)
- [Mid-Peninsula Water District](#)
- [Midpeninsula Regional Open Space District](#)
- [Montara Water and Sanitary District](#)
- [North Coast County Water District](#)
- [Peninsula Health Care District](#)
- [San Mateo County Harbor District](#)
- [San Mateo County Mosquito and Vector Control District](#)
- [San Mateo County Resource Conservation District](#)
- [Sequoia Healthcare District](#)
- [West Bay Sanitary District](#)
- [Westborough Water District](#)
- [Woodside Fire Protection District](#)

**ITEM #7**

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**SEWER AUTHORITY MID-COASTSIDE**

**Finance Committee Meeting Agenda**

***Special Committee Meeting***

***11:00am to noon on Thursday November 7, 2019***

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

**1. CALL TO ORDER**

A. Roll Call

Deborah Penrose for Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

**2. REGULAR BUSINESS**

A. Approval of the Minutes from 09/04

B. Update on the 17-18 Audit

C. Update on the Budget Prep/Discussion on how to present information to Board Members more effectively

D. Update on the status of the 18-19 Audit prep/ Review GASBS 68 information. Also timeline for GASB 75 based on the status of 17-18 Audit.

E. Update on temporary modular space

F. Staff Report on the Reconciliation of the Financial Information from 2015-2016, 2016-2017, 2017-2018 and recommendation for process of how to proceed.

**3. NEXT REGULAR MEETING**

Thursday December 5, 2019



## **SEWER AUTHORITY MID-COASTSIDE**

### **Finance Committee Meeting Agenda**

***5.30pm to 6.30pm on Thursday November 25, 2019***

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

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

##### **A. Roll Call**

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

#### **2. REGULAR BUSINESS**

A. Approval of the Minutes from 09/04

B. Update on the 17-18 Audit

C. Update on the Budget Prep/Discussion on how to present information to Board Members more effectively

D. Update on the status of the 18-19 Audit prep/ Review GASBS 68 information. Also, timeline for GASB 75 based on the status of 17-18 Audit.

E. Update on the Reconciliation of the Financial Information from 2015-2016, 2016-2017 and 2017-2018.

#### **3. NEXT REGULAR MEETING**

Thursday December 5, 2019

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**November 25, 2019**

**1. CALL TO ORDER**

Chair Penrose called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

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

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

**3. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act*) 7:03 pm to 8:04 pm

A. 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)

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 - Title: Acting General Manager

C. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6

Designated Representatives: (Board Chair & Legal Counsel)

Unrepresented employee: (General Manager)

D. PUBLIC EMPLOYEE APPOINTMENT

Pursuant to Government Code 54957

Title: (General Manager)

The Board went in to Closed Session at 7:03 p.m. The Board Came out of Closed Session at 8:04 p.m. Chair Penrose reported that there was no reportable action.

- 4. CONSENT AGENDA** *(single motion and vote approving all items)*  
*(Consent items are considered routine and will be approved or adopted by one vote unless a request for removal for discussion or explanation is received from the public or Board)*
- A. Approve Minutes of October 28, 2019 Regular Board Meeting
  - B. Approve Disbursements for November 25, 2019
  - C. Revenue and Expense Report for October 2019

Director Ruddock moved, and Director Dye seconded the motion to approve consent agenda as presented.

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

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

- A. Update on Digester Cleaning Project

Acting Manager Prathivadi informed the Board that he has spoken to the contractor. He stated that the cleaning will take place in February 2020, the bonds and insurance details are being worked out, and the contract has been sent out. Following the update, Director Dye moved, and Director Lohman seconded the motion to accept the update on the Digester Cleaning Project.

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

- B. Award Extension of the Present Contract for Routine Electrical Maintenance and SCADA Support Services to Calcon Systems Inc. Until June 30, 2020

Acting General Manager Prathivadi addressed the Board and discussed extending the contract with Calcon Systems Inc. to June 30, 2020. Director Ruddock moved, and Director Lohman seconded the motion to award extension of the present contract for routine electrical maintenance and SCADA support services to Calcon Systems Inc. until June 30, 2020.

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



**C. Report on Annual Summary of Sewer Authority Collection System Management Services for Half Moon Bay for FY 2018-19**

Acting Manager Prathivadi gave a presentation to the Board that summarized the work of the Collections Crew. He informed them that the crew had cleaned approximately 35 miles of sewer line during August 2018, thru June 2019, conducted weekly inspections of lift stations, conducted quarterly and annual inspections of lift stations, responded to 838 USA's, attended 48 service calls, and showed a video of the typical daily cleaning operations of the Collections Crew. Chair Penrose thanked Acting Manager Prathivadi for the presentation.

**D. Discuss Cancellation of Search for a General Manager**

Director Lohman discussed what Board members should and should not do when directing staff. He suggested Board members bring their comments, concerns, and thoughts to a meeting and discuss as a whole what direction will be given to staff in lieu of one agency giving the direction.

**6. GENERAL MANAGER'S REPORT**

**A. Monthly Manager's Report for the Period Ending October 31, 2019**

Acting Manager Prathivadi reviewed the Manager's report for October 2019. Following a brief discussion, the Board of Directors accepted the Acting General Manager's Report for October 2019 as presented.

**7. ATTORNEY'S REPORT**

General Counsel Nelson discussed topics that he could report on to the Board.

**8. DIRECTOR'S REPORT**

Director Lohman informed the Board that he had attended the latest LAFCO conference in Sacramento. He discussed municipal service reports and how they will be expanding in the future to include topics like pensions and climate change.

**9. TOPICS FOR FUTURE BOARD CONSIDERATION**

Director Dye suggested putting certain issues starting with the General Budget on the list.

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

**11. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*) 8:42 p.m. to 8:48 p.m.

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim filed by Beverli Marshall)
  
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9: (One potential case – circumstances need not to be disclosed pursuant to paragraph (1) of Subdivision (e) of Government Code Section 54956.9)
  
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)
  
- D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay vs. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

The Board went in to closed session at 8:42 p.m.

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

The Board reconvened into open session at 8:48 p.m. Chair Penrose reported that there was no reportable action.

**12. ADJOURNMENT**

Chair Penrose adjourned the meeting at 8:48 p.m.

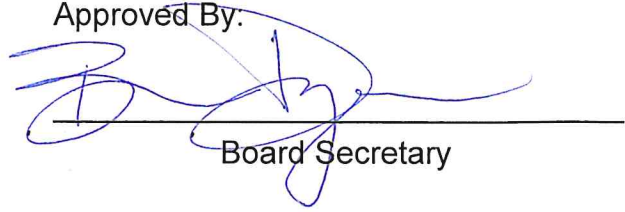
Minutes  
SAM Regular Board Meeting  
November 25, 2019

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Suzie Turbay", written over a horizontal line.

Suzie Turbay  
Administrative Assistant

Approved By:

A handwritten signature in blue ink, written over a horizontal line. The signature is stylized and partially obscured by a large, light blue scribble.

Board Secretary

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**December 9, 2019**

**1. CALL TO ORDER**

Chair Penrose called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Ruddock (7:29 pm), Lohman, Dye, Penrose, Slater-Carter, and Blanchard were present. Also present were Acting General Manager Prathivadi, General Counsel Nelson, and Supervisor of Treatment/Field Operations Costello.

**2. PUBLIC COMMENT/ORAL COMMUNICATION**

John Szabo, SAM employee, addressed the Board and expressed what a pleasure it was to have known and worked with Kevin Antonelli. He stated Kevin was a great asset to SAM and he will be greatly missed.

A. Special Order of the Day – Adopt a Resolution Commending Kevin Antonelli for His 30 Years of Service at the Sewer Authority Mid-Coastside

Chair Penrose recited the resolution commending Kevin Antonelli and his 30 years of service to SAM. Mr. Antonelli stated that it was a pleasure working at SAM, as he had made good friends who had worked together with him.

Director Slater-Carter thanked Kevin, the SAM crew, management, and consultants for all they have done during the recent difficult times with power outages.

Chair Penrose requested that agenda item 5A - Approve the Acting General Manager to Support and Fund National Stewardship Action Council Towards Clean Environment move before Closed Session.

**5. REGULAR BUSINESS**

A. Approve the Acting General Manager to Support and Fund National Stewardship Action Council Towards Clean Environment

Heidi Sanborn, Executive Director of the National Stewardship Action Council,

addressed the Board requesting membership in the organization as they are currently working on things pertaining to sanitation agencies, one of them being flushable wipes. She discussed the vision of her non-profit organization, making the economy circular, collaborating with both public and private sectors to make this happen, working with manufacturers to get to the source of waste, and working with others to get a circular system design. Following Ms. Sanborns presentation, a discussion ensued. Director Lohman moved that SAM start the funding at \$2,000, Director Dye seconded the motion. Director Slater-Carter suggested Ms. Sanborn go to all three of SAM's member agencies, and the California Special District Association (CSDA) for funding.

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

Ms. Sanborns presentation can be seen on the SAM website [www.samcleanswater.org](http://www.samcleanswater.org)

**3. CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act*) 7:38 pm to 8:00 pm

- A. 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)
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code 54957 - Title: Acting General Manager
- C. CONFERENCE WITH LABOR NEGOTIATORS  
Pursuant to Government Code 54957.6  
Designated Representatives: (Board Chair & Legal Counsel)  
Unrepresented employee: (General Manager)
- D. PUBLIC EMPLOYEE APPOINTMENT  
Pursuant to Government Code 54957  
Title: (General Manager)

The Board went in to Closed Session at 7:38 p.m. The Board Came out of Closed Session at 8:00 p.m. Chair Penrose reported that there was no reportable action.

Chair Penrose requested that agenda item 5C – Authorize the Acting General Manager to Issue a Purchase Order and Enter in to an Agreement in an Amount Not to Exceed \$390,000 to Wastewater Management Specialists, LLC for Ongoing Organizational and Management Consultant Services to be moved after Agenda Item 6A - Report from Wastewater Management Specialists LLC on Organizational Improvements.

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

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

A. Approve Minutes of November 25, 2019 Regular Board Meeting

B. Approve Disbursements for December 9, 2019

Director Ruddock moved, and Director Slater-Carter seconded the motion to approve the consent agenda items as presented.

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

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

B. Review and Approve the Updated Design Documents for the Wet Weather Storage Expansion Project

Acting General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors review and approve the design documents for the Wet Weather Facility Expansion Project, Phase I, and authorize the bid documents and procedure. A discussion ensued. Following discussion, Director Slater-Carter moved, and Director Dye seconded the motion to review and approve the updated design documents for the Wet Weather Storage Expansion Project.

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

D. Approve Employment Agreement with General Manager

Director Slater-Carter Moved, and Director Ruddock seconded the motion to approve the employment agreement with the General Manager.

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

E. Amend the Unrepresented Employee Manual and Approve and Adopt Wage/Salary Schedule Effective January 1, 2020

General Counsel Nelson reviewed changes made to the Unrepresented Employees Manual and recommended the Board of Directors approve the replacement exhibits A and B to the Unrepresented Employees Manual, and approve and adopt SAM Wage/Salary Schedule effective January 1, 2020. A discussion ensued. Following discussion, the Board concurred to approve and adopt the wage/salary schedule effective January 1, 2020.

F. Amend the Contract with Bold, Polisner, Maddow, Nelson, and Judson for Legal Services to Extend the Contract through April 30, 2020 and Increase The Authorized Amount by \$60,000 for a Total Contract Amount Not to Exceed \$350,000

General Counsel Nelson left the room so the Board and General Manager could discuss the extension of the contract for legal services.

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors authorize the General Manager to execute contract amendment #4 with Bold, Polisner, Maddow, Nelson & Judson for legal services to extend the contract through April 30, 2020 and increase the authorized amount by \$60,000 for a total contract amount not to exceed \$350,000. A discussion ensued. Following discussion, Director Ruddock moved, and Director Dye seconded the motion to amend the contract with Bold, Polisner, Maddow, Nelson, and Judson pursuant to staff recommendation of the General Manager consulting with the Board Chair if General Counsel needs to be at the Board meeting or attend via telephone conference.

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

G. Update on Digester Cleaning Project

General Manager Prathivadi informed the Board that there is no confirmed date when the contractor will be able to start the cleaning of the digester due to previous commitments.

## **6. GENERAL MANAGER'S REPORT**

### **A. Report from Wastewater Management Specialists LLC on Organizational Improvements**

Dan Child of Wastewater Management Specialists gave his monthly report to the Board. He reviewed ten categories of findings, critical path items to address, stage 1, 2, and 3 deliverables, member agency managers' recommendations, and the pros and cons of his scope of work. A discussion ensued. Following discussion, Chair Penrose asked to extend the meeting for 10 minutes.

Mr. Child's presentation can be seen on the SAM website.

[www.samcleanswater.org](http://www.samcleanswater.org).

### **C. Authorize the Acting General Manager to Issue a Purchase Order and Enter into an Agreement in an Amount Not to Exceed \$390,000 to Wastewater Management Specialists LLC for Ongoing Organizational and Management Consultant Services**

Following Mr. Child's report to the Board, a discussion ensued. Following discussion, Director Ruddock moved, and Director Slater-Carter seconded the motion to authorize the \$390,000 and bring back a scope of work for the Boards review.

Ruddock/Slater-Carter/6 Ayes/2 Noes (Dye, Lohman). The motion passed.

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

## **8. DIRECTOR'S REPORT - NONE**

## **9. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE**

## **10. PUBLIC COMMENT/ORAL COMMUNICATION – NONE**

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



- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim filed by Beverli Marshall)
  
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9: (One potential case – circumstances need not to be disclosed pursuant to paragraph (1) of Subdivision (e) of Government Code Section 54956.9)
  
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

The first Closed Session was at 7:38 p.m. to 8:00 p.m. All items were discussed at that time and the second Closed Session was not held.

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

The Board went in to Closed Session at 7:38 p.m. The Board Came out of Closed Session at 8:00 p.m. Chair Penrose reported that there was no reportable action.

**12. ADJOURNMENT**

Chair Penrose adjourned the meeting at 9:10 p.m.

Respectfully Submitted,

Approved By:

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Suzie Turbay  
Administrative Assistant

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Board Secretary



**SEWER AUTHORITY MID-COASTSIDE**  
**Board Operations Committee Meeting Agenda**  
***Regular Meeting***  
**6.00 PM – 7:00 PM, Monday, December 9, 2019**  
SAM Administration Office, 1000 N. Cabrillo Hwy, Half Moon Bay

**1. CALL TO ORDER**

A. Roll Call

Deborah Penrose (HMB)

Jim Blanchard (GCSD)

Kathryn Slater-Carter (MWSD)

**2. PUBLIC COMMENT/ORAL COMMUNICATION**

**3. REGULAR BUSINESS**

A. Minutes of July 22, 2019, Board Operations Committee Meeting

B. Update on Staff Recruitment

C. Update on Support for Finance and HR function

D. RFP for Legal Counsel

E. Infrastructure Plan Update

**4. NEXT MEETING**

Next Board Operations Committee Meeting: January 27, 2020

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**INFORMATION FOR THE PUBLIC**

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

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

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



**SEWER AUTHORITY MID-COASTSIDE**

**Finance Committee Meeting Agenda**

***Special Committee Meeting***

***11:00am to Noon on Thursday December 19, 2019***

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

**1. CALL TO ORDER**

A. Roll Call

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

**2. REGULAR BUSINESS**

A. Approval of the Minutes from 09/04. 09/17 and 11/25

B. Update on the 17-18 Audit

C. Update on the status of the 18-19 Audit prep

D. Update on the Reconciliation of the Financial Information from 2015-2016, 2016-2017 and 2017-2018.

E. Update on the Budget Prep/Discussion

F. Update on Support for Finance function

**3. NEXT REGULAR MEETING**

January 16, 2020



## SEWER AUTHORITY MID-COASTSIDE

### Board of Directors Meeting Agenda

**Regular Board Meeting 7:00 PM, Monday, January 13, 2020**

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

#### 1. CALL TO ORDER

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

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

C. Adopt a Resolution Commending John Szabo for His 16+ Years of Service at the Sewer Authority Mid-Coastside ([Attachment](#))

#### 2. PUBLIC COMMENT / ORAL COMMUNICATION

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

A. Approve Minutes of December 9, 2019, Regular Board Meeting ([Attachment](#))

B. Approve Disbursements for January 13, 2020 ([Attachment](#))

C. Revenue and Expense Report(s) for November and December 2019 ([Attachment](#))

D. Approve the Schedule of Board of Director Meetings for 2020 ([Attachment](#))

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

A. Approve amendment of Contract with Management Partners for finance and accounting services through June 30, 2020 and authorize General Manager to execute the amendment. ([Attachment](#))

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

C. Update on Emergency Digester Cleaning Project.

D. Review and Approve the Proposed Scope of Work for Wastewater Management Specialists Service through December 31, 2020. ([Attachment](#))

**5. GENERAL MANAGER’S REPORT**

A. Receive Manager’s Report for November 2019. **(Attachment)**

**6. ATTORNEY’S REPORT**

**7. DIRECTORS’ REPORT**

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

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

A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

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

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

**10. PUBLIC COMMENT / ORAL COMMUNICATION**

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

**12. ADJOURNMENT**

- Upcoming Regular Board Meetings: January 27 and February 10, 2020

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

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**INFORMATION FOR THE PUBLIC**

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

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**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

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**TO:** Honorable Board of Directors  
**THROUGH:** Kishen Prathivadi, General Manager  
**FROM:** Tim Costello, Supervisor of Technical / Field Services  
**SUBJECT: Monthly Manager's Report – November 2019**

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**Executive Summary**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

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

**Background and Discussion/Report**

The following data is presented for the month of *November 2019*.

*Key Indicators of Performance*

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

*Flow Report (See Attachment A)*

Half Moon Bay	0.754	61.3%
Granada CSD	0.237	19.2%
Montara W&SD	<u>0.239</u>	<u>19.4%</u>
Total	1.230	100%

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



*Administration*

There was one Board Meeting in November. There were zero public records request in November 2019. The Half Moon Bay Review had article “SAM considers personnel, ongoing financial problems, Board halts general manager search”, November 6, 2019, and a cartoon by Marc Hershon “WORTH A SHOT”, November 6, 2019.

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

There were no new hires in the month of November. There was one staff anniversary in November, Tony Young hired on November 14, 2016, and no promotions.

*Operations & Maintenance*

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

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

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

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

Operations in November were good. I don't want to down play the ragging issues in the digester by any means but having the portable chopper pump working is showing signs of helping. To be clear there are still issues and it is time consuming for staff but we are managing as best we can. I have been in contact with the digester cleaning company and it looks like we are in the number two spot sometime around the end of January.

The fire system, while not complete, is functional now and we have not experienced any false alarms. It did require 24 hour coverage while the work was being done and again staff stepped up to do what was necessary to work through the night in order to comply with the fire department while the system was down. Currently we need to do fire watch during the day until such time that the system is fully complete.

Peninsula pump was in to perform annuals on the influent and effluent pumps. Nice we got that taken care a bit earlier this year.

Calcon was in to clear up some communication glitches on the ignition system.

As a whole it was busy but staff managed as they always do.

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

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During the month of November 2019, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 3.31 inches of rain in November. The data has not been updated currently from the site I compare to (US climate data HMB). Rainfall totals were as follows: 1.68 inches at the treatment plant, 1.45 inches in the GCSD service are, and 1.43 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of November 2019.

- 11/1/2019 – Outside cross conveyor for the solids handling area shifted on us causing the conveyor to lose some of its width. The operators received a low level alarm on the three water do, they were able to bleed off the excess air in the system and reset the alarm.
- 11/2/2019 – There was a partial plug on the heat exchange system, a portable trash pump was hooked up to boost the recirculation to the heat exchanger.
- 11/3/2019 – received another low water alarm, (at 2:30 am this time) had to bleed air from the system to reset as before. The portable chopper trash pump is being used to transfer solids from digester #2 to digester #1. When the pump is not being used to transfer it is being used to circulate sludge to chop rags in digester # 1.
- 11/4/2019 – Peninsula pump onsite doing annual inspections on the influent pumps. Calcon was in to work on fire alarm. Gas blower #2 was re-installed. Portable chopper pump in use for transfer of sludge to press and to recirculate.
- 11/5/2019 – Peninsula pump back doing annuals on influent and effluent pumps. Calcon came in to wire up the gas blower and put it back in service. On 24 hour fire watch while alarm system is being worked on.
- 11/6/2019 – Still on 24 hour fire watch. Sludge holding tank seems to be reading incorrectly, bleed out bubbler purge line to help. Set up an additional line from the W.A.S. pump to thin the RDT discharge, the digester sludge was getting a little too thick on us.
- 11/7/2019 – Had to use trash pump to boost flow to heat exchanger again due to partial blockage on the heating line.

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- 11/8/2019 – Press failed on emergency stop, feed pump high pressure alarm. Problem was with pressure switch. Fire alarm testing with Johnston controls. Fire alarm is active now but still not complete. Fire watch only necessary during business hours. Portable chopper pump for transfer and to press and for recirculation purposes.
- 11/9/2019 – Fire watch during the day, all systems working. Using portable chopper pump.
- 11/10/2019 – Fire watch during the day until system is complete, all systems working. Using portable chopper pump.
- 11/11/2019 – Fire watch during the day, portable chopper pump in use for sludge transfer digester #2 to digester #1 and sludge circulation.
- 11/12/2019 – Ferric chloride line plugged at filter, had to bypass filter to restore flow. Looking into a filter with a larger micron size. Portable chopper pump in use for pressing and sludge recirculation. Fire watch during day until system is complete.
- 11/13/2019 – Using chopper pump to recirculate sludge and to supply sludge to press holding tank. Outside press conveyor shifted again, had to readjust. Worked on a temporary digested sludge reticulation line for digester # 1 that would bypass the existing recirculation pump and feed directly to the chopper pump. Had to open the heat exchanger, both the heat exchanger and the recirculation pump line from digester #1 were plugged with rags. Fire watch during the day
- 11/14/2019 – Had to unplug recirculation line on digester #2 today. Worked towards completing bypass line. Heat trace line for bisulfite had tripped out, not sure of cause. Fire watch during the day.
- 11/15/2019 – Heat trace tripped on bisulfite line again, had to reset. Portable chopper pump used to transfer sludge for pressing. Calcon working on press e-stop. Fire watch during day.
- 11/16/2019 – Running chopper pump to recirculate Digester # 1 and to transfer between digesters. Fire watch during the day continues.
- 11/17/2019 – Chopper pump being used for circulation and for transfer. Fire watch during the day.

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- 11/18/2019 – Using chopper pump for press feed and sludge transfer. Ferric chloride line had a blockage, able to clear. Fire watch during the day.
- 11/19/2019 – Temporary suction line to chopper pump complete, this will bypass the recirculation pump for digester #1.
- 11/20/2019 – Chopper pump on bypass line to circulate and transfer. Staff attended safety training, topics covered were street safety, safety attitude, and hot work. Staff from member agencies were invited to attend also. Fire watch continues during the day.
- 11/21/2019 – Had to unplug recirculation pump #2 due to heavy rag issue. Calcon working on press feed pump alarms.
- 11/22/2019 – Had to de-rag heat exchanger and recirculation pump number 2. Using chopper pump to recirculate digester number 1 and to transfer to press. Experienced some press issues due to high holding tank level and inability to mix the holding tank. Fire watch during the day.
- 11/23/2019 – Chopper pump in use to transfer and circulate digester number 1. Fire watch during the day.
- 11/24/2019 – Work on heat exchanger and recirculation pump number 2, rag issue. Chopper pump circulating digester number 1. Fire watch during the day.
- 11/25/2019 – Work on plugged recirculation line on digester number 2. Chopper pump in use for pressing and to circulate digester number 1 and to transfer sludge between digesters.
- 11/26/2019 – Bubbler line on sludge holding tank had a blockage, flushed line to clear. Chopper pump feeding transfer for press and to circulate digester number 1. Fire watch during the day.
- 11/27/2019 – Had to clear recirculation line on digester number 2 and heat exchanger. Got the RDT covered today. Chopper pump in use to feed press and circulate digester number 1. Fire watch during the day.
- 11/28/2019 – Chopper pump in use to transfer sludge from digester 2 into digester 1. Also circulating digester one. Fire watch during the day.

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11/29/2019 – Transfer sludge with chopper pump from digester 1 to digester 2 and circulating digester 1. Fire watch during the day.

11/30/2019 – Transfer with chopper pump from digester 2 to digester 1 and circulating digester 1. Fire watch during the day.

Other activities are listed below;

There were 7 deliveries (approximately 4,900 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 490.00. There were 228 leachate deliveries to the SAM IPS line in the month of November, for a total leachate volume of 1,241,940 gallons.

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

*Contract Collection Services*

The SAM crew cleaned 39,614 feet of sewer line and responded to 28 service calls in contract service areas. 8 were sewer related and 20 were maintenance service calls. Nine of the callouts were during regular business hours, eleven were after hours. Two were in the GCSD service area, three were in the HMB service area, and twenty-three were in the MWSD service area.

HMB – Thursday 11/21 it was discovered that the Bell Moon generator was stolen. This was a portable generator but was in no means was it a light generator and took some doing. It was placed at the station during the PG & E potential power outage, it was chained and locked and in a locked enclosure around the station. It was set in place with a bumper crane so there was some effort involved when it was removed. Rob from city staff filed the police report, as of this time it has not been recovered. On 11/26 there were two service call where the crew was working with Farris Hix, both were to remove standing water in AVRV vaults located along the force main lines from the pelican point station. On 11/30 we responded the Ocean View Driving Range Smart cover that was acting up to make sure there was no issue. There was no issue other elevated flows, I have been coordinating with Maz and Farris on this issue.

There were no maintenance calls during the month of November.

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GCSD – There was one service call in the GCSD service area. On 11/1 the crew responded to a call that turned out to be a private lateral issue. The crew was able to assist the homeowner and restore flow to the system.

There was one maintenance service calls in GCSD. On 11/10 Mechanic responded to a com fail alarm at San Pablo lift station, appeared to be a glitch nothing unusual was found.

MWSD – There four sewer related calls in the MWSD area were as follows;  
(11/2) – The first call was for a low battery call at seal cove on the dialer. Battery was charging all else was okay. (11/18) – The crew responded to a sewer back up call, main was fine, private lateral issue, homeowner was advised to contact a plumber. (11/21) – Crew responded to an odor compliant by Los Banos and Airport. They flushed the section of line and added some lift station maintainer to the manhole to help resolve the issue. (11/24) – The crew responded to a backup, they flushed the main to confirm that it was clear. The problem was in the home owner’s lateral line. Home owner was advised to contact a plumber to clear the lateral.

There were nineteen maintenance service calls in MWSD area this month;  
(11/3) – Seal cove #3- dialer battery was weak and has been replaced.  
(11/17) – Responded to Vallemar, Niagra, and Kanoff all related to a power glitch in the same time frame, in all cases the glitch was short enough that the generator did not start. Reset all alarms. (11/17) - Another power glitch, this time the generator had run at California, all alarms rest, also in the same time period the distillery had both pumps fault due to power glitch, alarms were rest and station was checked for proper operation. (11/17) – Received an alarm for the airport station, power glitch short enough that generator did not start, reset alarms and checked station for proper operation. (11/22) – Power line was down in the seal cove area, seal cove #1,#2,#3,#4 all had lost power, visually monitored and drew down stations with back up portable generator until power was restored. (11/9) - There was a sensor fail at Niagra Lift station, system reset. (11/10) – another sensor alarm Niagra, system reset. (11/23) – Seal cove alarm due to PG & E power outage. (11/26) – PG & E power loss at airport lift station. (11/30) power glitches at four stations due gusty winds / weather. Date harte generator ran for a short time, reset alarms checked for normal operation. Niagra station pump 2 VFD had faulted, able to reset, checked pumps for

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normal operation. Seal cove #1 and #2 had Line power failure alarms, both stations reset and were checked for normal operation.

The October collection system data report is provided for the Board's information. There were no Category 1's, no Category 2's, and no Category 3's SSO during the month of November 2019.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for November 2019.

**Supporting Documents**

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

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# Attachment A

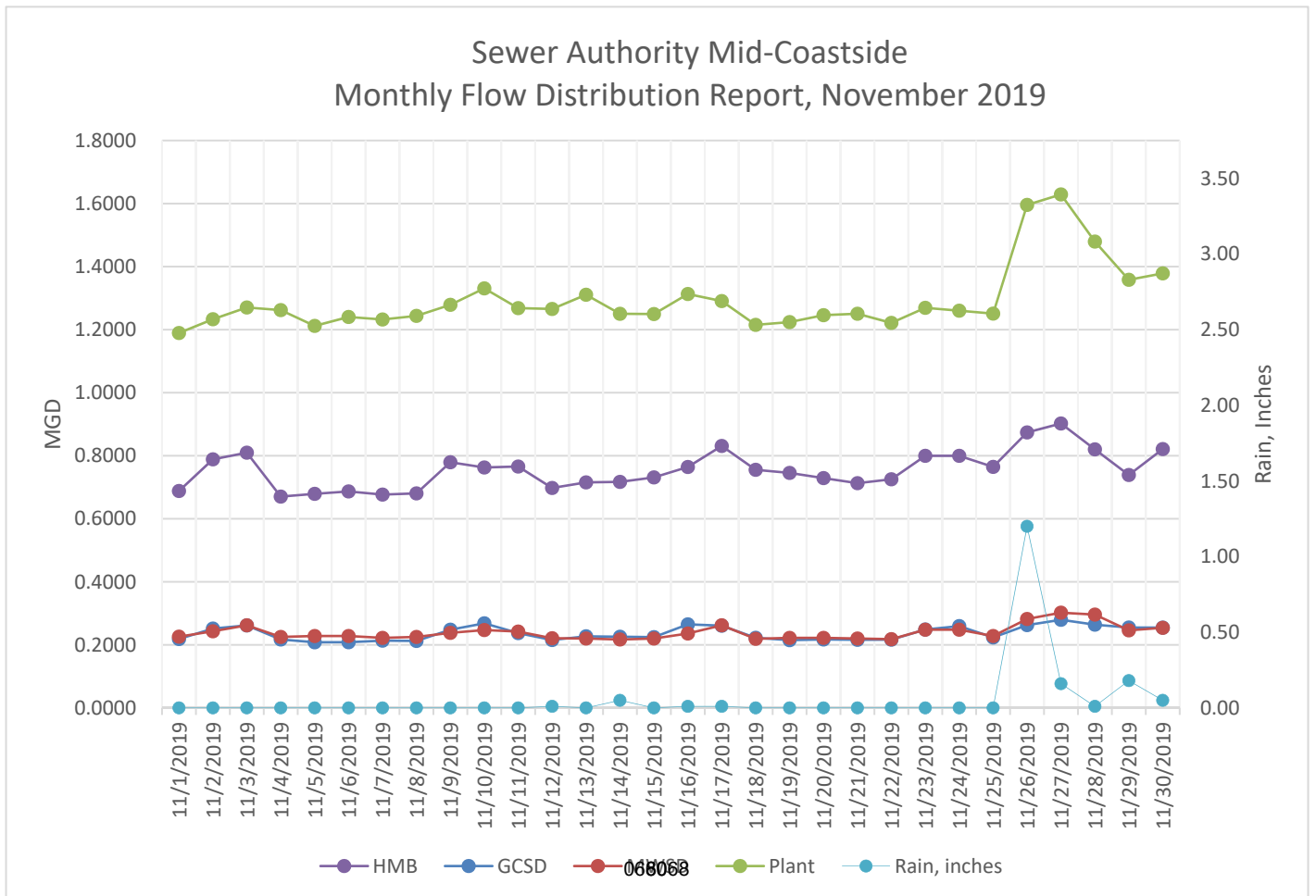
## Flow Distribution Report Summary for November 2019

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

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.754	61.3%
Granada Community Services District	0.237	19.2%
Montara Water and Sanitary District	<u>0.239</u>	<u>19.4%</u>
Total	1.230	100.0%





# Sewer Authority Mid-Coastside

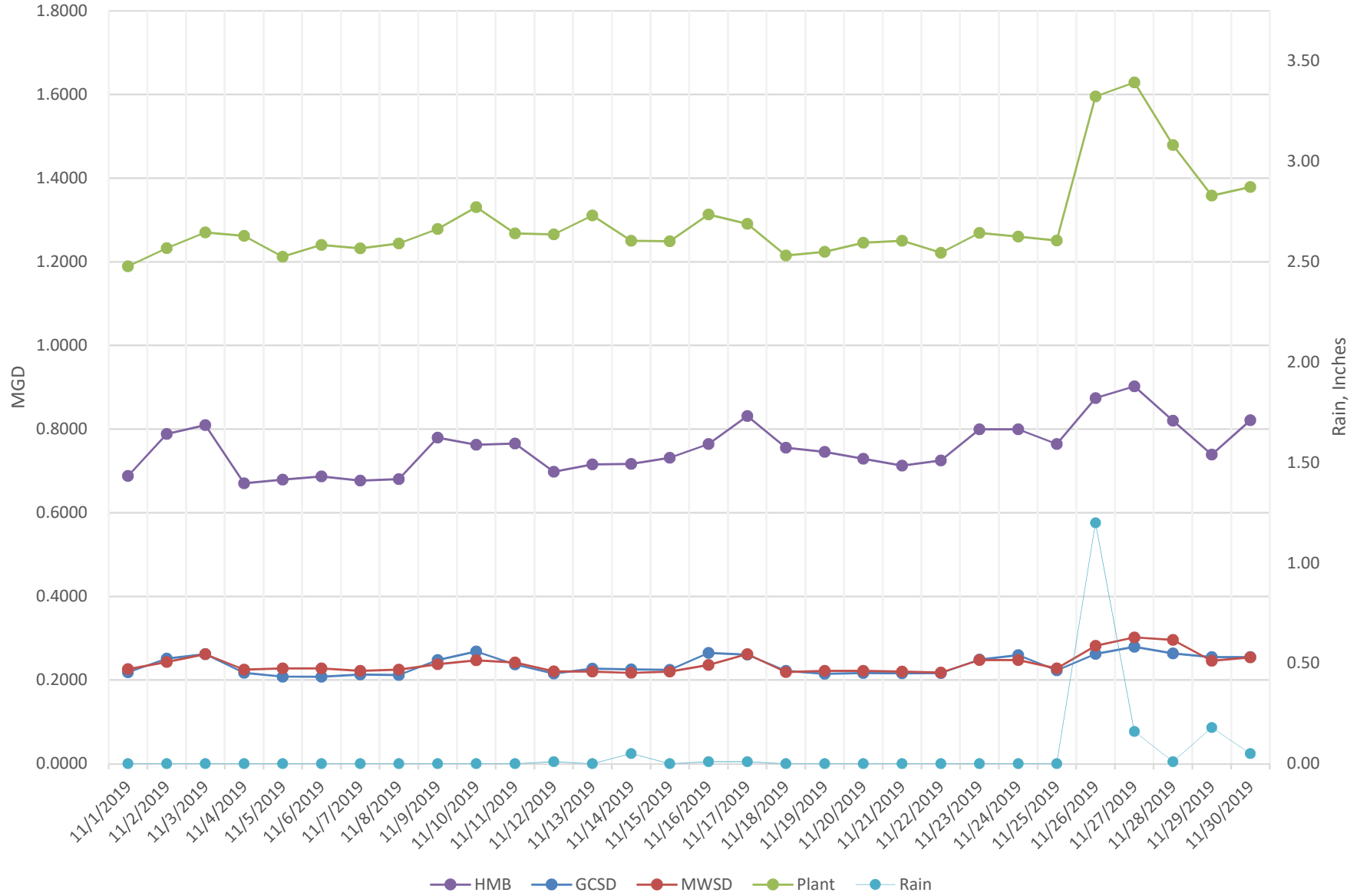
## Monthly Flow Distribution Report for November 2019

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
11/1/2019	0.6882	0.218	0.226	1.189	0.00	0.00	0.00
11/2/2019	0.7886	0.252	0.243	1.233	0.00	0.00	0.00
11/3/2019	0.8097	0.262	0.262	1.270	0.00	0.00	0.00
11/4/2019	0.6703	0.217	0.225	1.262	0.00	0.00	0.00
11/5/2019	0.6791	0.208	0.228	1.212	0.00	0.00	0.00
11/6/2019	0.6867	0.208	0.228	1.240	0.00	0.00	0.00
11/7/2019	0.6767	0.213	0.222	1.232	0.00	0.00	0.00
11/8/2019	0.6805	0.212	0.225	1.244	0.00	0.00	0.00
11/9/2019	0.7793	0.248	0.238	1.279	0.00	0.00	0.00
11/10/2019	0.7627	0.268	0.247	1.331	0.00	0.00	0.00
11/11/2019	0.7657	0.237	0.242	1.268	0.00	0.00	0.00
11/12/2019	0.6978	0.215	0.221	1.266	0.01	0.00	0.00
11/13/2019	0.7154	0.227	0.220	1.311	0.00	0.00	0.00
11/14/2019	0.7169	0.226	0.217	1.250	0.05	0.00	0.00
11/15/2019	0.7312	0.224	0.220	1.249	0.00	0.00	0.00
11/16/2019	0.7643	0.265	0.236	1.313	0.01	0.01	0.01
11/17/2019	0.8310	0.261	0.262	1.291	0.01	0.00	0.00
11/18/2019	0.7553	0.222	0.219	1.215	0.00	0.00	0.00
11/19/2019	0.7455	0.215	0.222	1.224	0.00	0.00	0.00
11/20/2019	0.7291	0.217	0.222	1.246	0.00	0.00	0.00
11/21/2019	0.7129	0.216	0.220	1.250	0.00	0.00	0.00
11/22/2019	0.7252	0.216	0.218	1.221	0.00	0.00	0.00
11/23/2019	0.7997	0.249	0.248	1.269	0.00	0.00	0.00
11/24/2019	0.7996	0.259	0.248	1.260	0.00	0.00	0.00
11/25/2019	0.7645	0.223	0.228	1.251	0.00	0.00	0.00
11/26/2019	0.8738	0.263	0.282	1.596	1.20	1.05	1.08
11/27/2019	0.9022	0.279	0.302	1.629	0.16	0.30	0.27
11/28/2019	0.8202	0.264	0.296	1.479	0.01	0.00	0.00
11/29/2019	0.7389	0.255	0.246	1.358	0.18	0.04	0.01
11/30/2019	0.8212	0.255	0.254	1.379	0.05	0.05	0.06
<b>Totals</b>	<b>22.632</b>	<b>7.096</b>	<b>7.167</b>	<b>38.818</b>	<b>1.68</b>	<b>1.45</b>	<b>1.43</b>

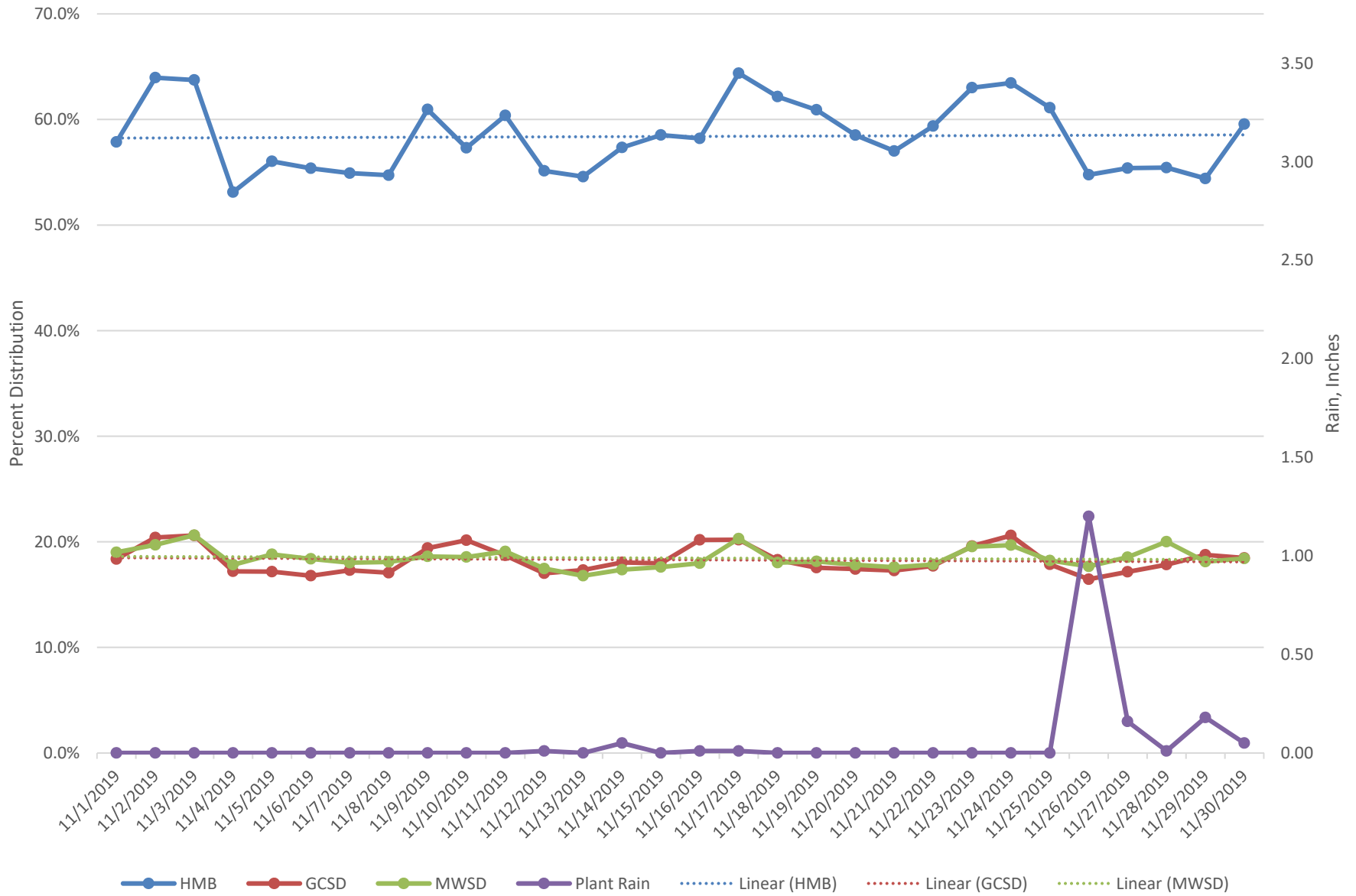
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.670	0.208	0.217	1.189
<b>Average</b>	<b>0.754</b>	<b>0.237</b>	<b>0.239</b>	<b>1.230</b>
Maximum	0.902	0.279	0.302	1.629
<b>Distribution</b>	<b>61.3%</b>	<b>19.2%</b>	<b>19.4%</b>	<b>100.0%</b>

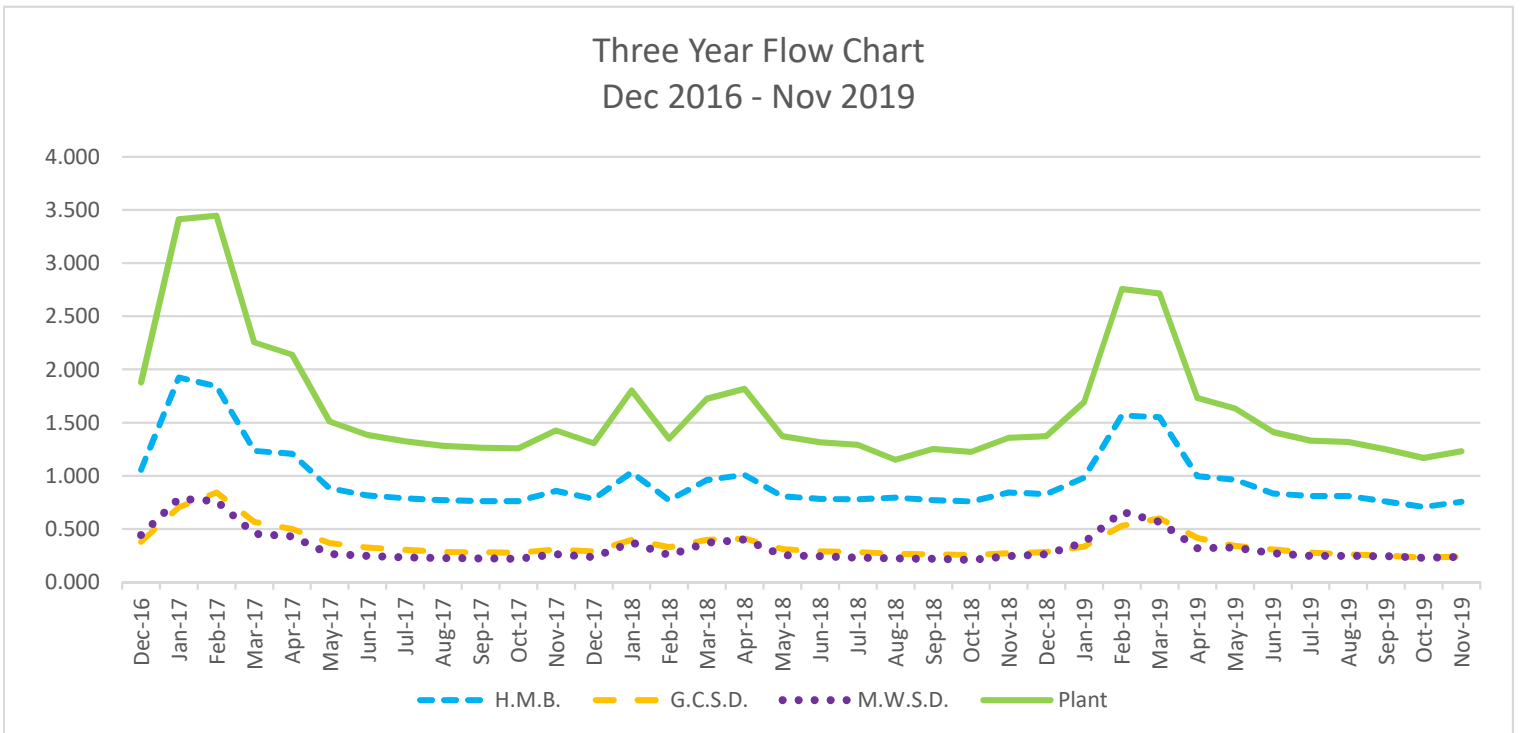
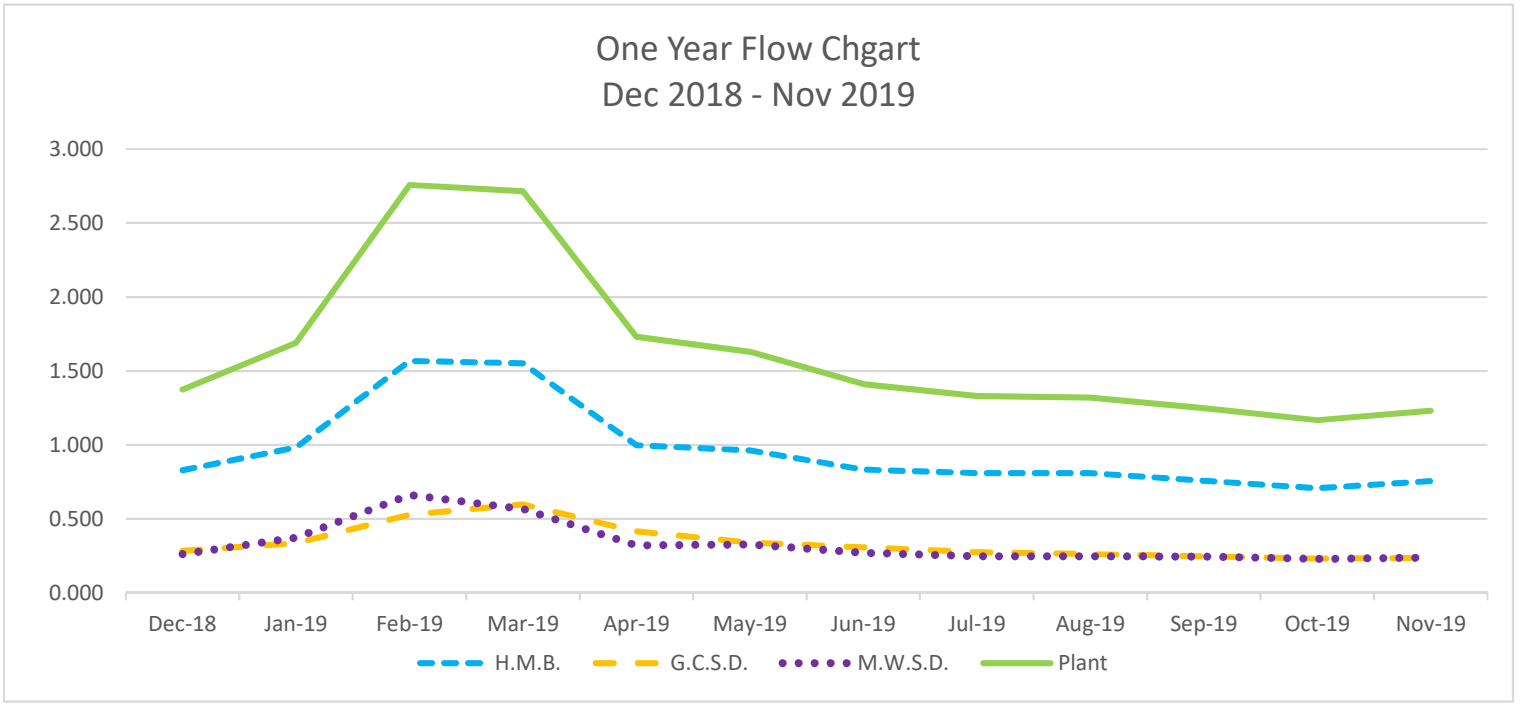
## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, November 2019



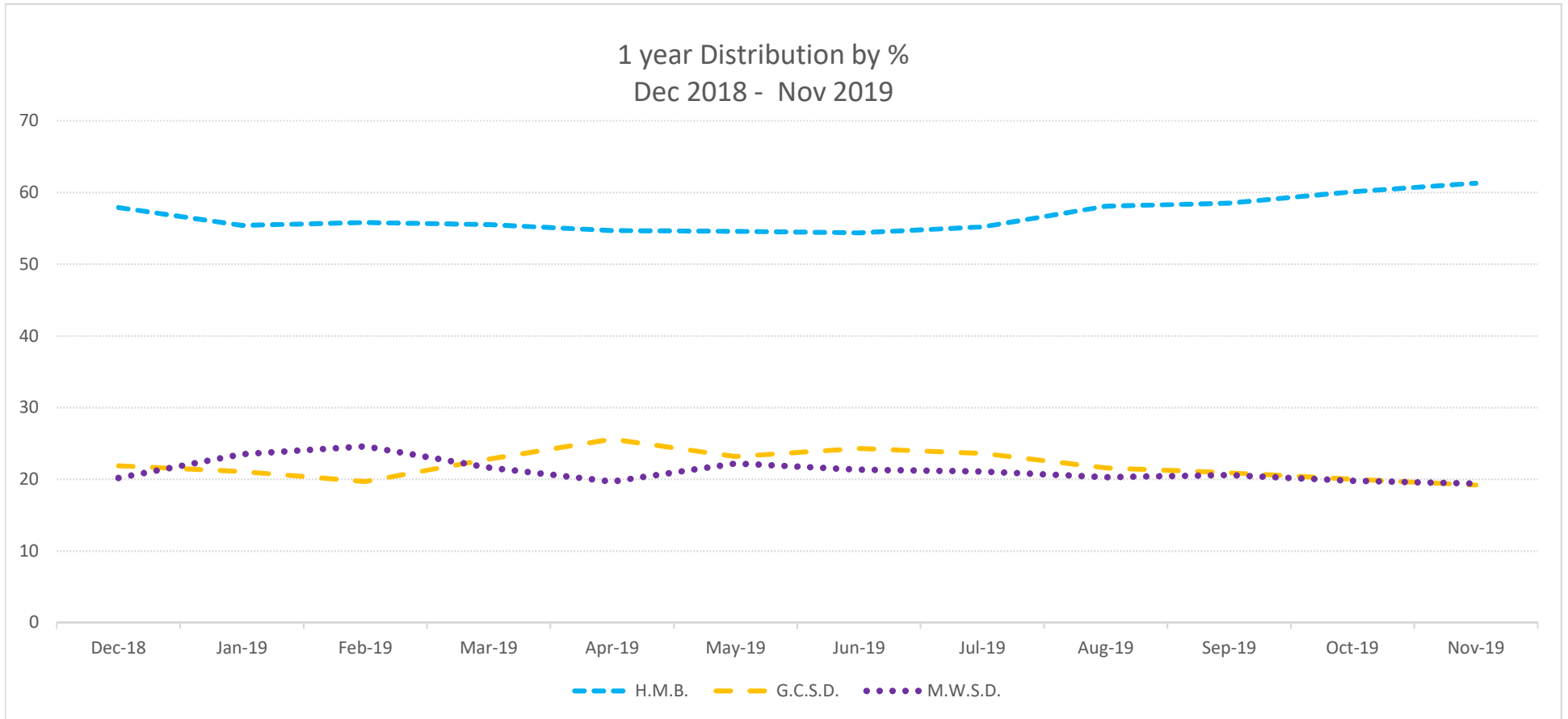
### Percent Distribution November 2019



Most recent flow calibration September 2019 PS, September 2019 Plant



# Flow based percent distribution based for past year



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, November 2019

## November 2019

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

## 12 Month Moving Total

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

## Reportable SSOs

	<b>Total</b>	<i>Reportable Number of S.S.O.'s</i>			
		<b>HMB</b>	<b>GCSD</b>	<b>MWSD</b>	<b>SAM</b>
November 2019	0	0	0	0	0
12 Month Moving Total	2	1	0	0	1

## SSOs / Year / 100 Miles

	<b>Total</b>	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		<b>HMB</b>	<b>GCSD</b>	<b>MWSD</b>	<b>SAM</b>
November 2019	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.9	2.7	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	0.0	13.7
Category 3	1.0	2.7	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

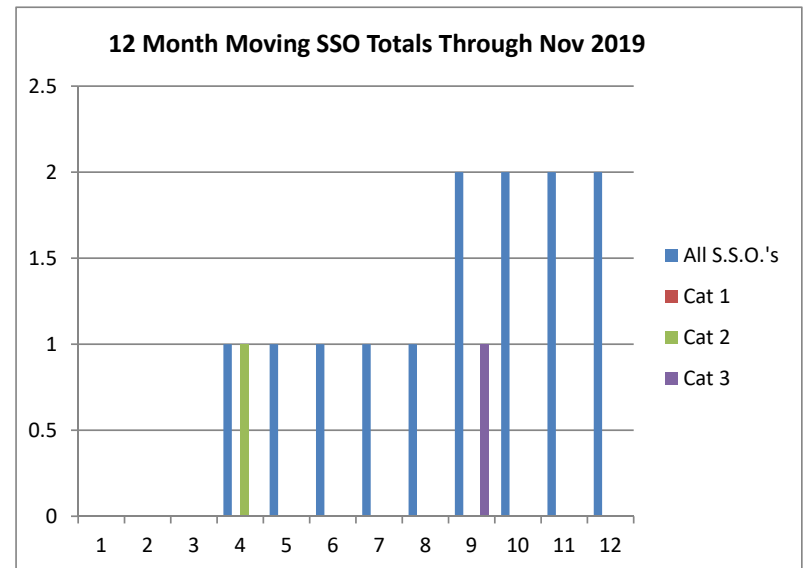
## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Dec - 18	27,756	17,357	9,422	54,535	10.3
Jan - 19	17,682	11,504	11,240	40,426	7.7
Feb - 19	10,374	9,126	11,371	30,871	5.8
Mar - 19	11,777	10,890	10,020	32,687	6.2
Apr - 19	12,934	10,801	11,247	34,982	6.6
May - 19	11,193	12,786	10,094	34,073	6.5
June - 19	14,529	18,431	10,419	43,379	8.2
July - 19	8,754	18,560	9,511	36,825	7.0
Aug - 19	8,042	22,405	15,720	46,167	8.7
Sept - 19	7,292	18,063	11,618	36,973	7.0
Oct - 19	16,104	14,144	13,611	43,859	8.3
Nov - 19	6,171	23,308	10,135	39,614	7.5

Annual ft	152,608	187,375	134,408	474,391	
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Annual Mi.	28.9	35.5	25.5		89.8
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Attachment C



## TASK SUMMARY- GCSD 2019-2020

Task	Target Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	174,000	16,438	20,458	16,236	11,900	22,335								87,367	50%
Hot Spot Cleaning	5,400	2,122	1,947	1,827	2,244	986								9,126	169%
Lift Station Inspection - Daily	260	22	23	20	22	18								105	0%
Lift Station Inspection - Annually	3	-	-	-	-	-								-	0%
Maint. Work Orders - Completed	-	22	16	13	18	7								76	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-								-	-
Manhole Inspection	879	89	118	101	78	107								493	56%
USA Markings	372	52	52	50	44	29								227	61%
F.O.G. Inspections Completed	10	-	-	-	-	-								-	0%
F.O.G. Inspections Passed	10	-	-	-	-	-								-	0%
F.O.G. Inspection Failed	-	-	-	-	-	-								-	-
Lateral Inspections	-	-	-	-	-	-								-	-
Customer Service Call - Reg	-	2	1	1	2	1								7	-
Customer Service Call - OT	-	2	1	1	3	1								8	-
SSO Response - Category 1	-	-	-	-	-	-								-	-
SSO Response - Category 2	-	-	-	-	-	-								-	-
SSO Response - Category 3	-	-	-	-	-	-								-	-
Insurance Claims Filed	-	0	0	0	0	0								-	-





**ITEM #8**

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## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, November 21, 2019

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

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

### **ROLL CALL**

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

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

### **GENERAL PUBLIC PARTICIPATION**

### **ADJOURN TO CLOSED SESSION**

**1. Conference with Labor Negotiator—Government Code Section 54957.6.**

Agency designated representative: Chuck Duffy

Unrepresented employee: Assistant General Manager.

**2. Conference with Labor Negotiator—Government Code Section 54957.6.**

Agency designated representative: Chuck Duffy

Unrepresented employee: Assistant Administrator.

**3. Conference with Labor Negotiator—Government Code Section 54957.6.**

Agency designated representative: Chuck Duffy

Unrepresented employee: Parks & Recreation Coordinator.

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

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

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

Casa Mira Homeowners Association v. California Coastal Commission – San Mateo County Superior Court Case No. 19-CIV-04677.

- 6. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 531 Obispo Road, El Granada, California.  
District's Negotiator: Chuck Duffy  
Negotiating parties: Coastside Fire Protection District and Granada Community Services District  
Under negotiation: Instruction to negotiator will concern price and terms of payment.

**RECONVENE TO OPEN SESSION**

No reportable action was taken in the Closed Session.

**ADJOURN SPECIAL MEETING**

**CALL REGULAR MEETING TO ORDER**

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

Paul Koelsch, who was speaking as a member of the Parks Advisory Committee Pump Track Task Force, announced that the County decided not to include a pump track in the initial phase of the Quarry Park Master Plan, and requested the Board to consider an alternate location. Staff will put this Item on a future agenda for discussion.

**ACTION AGENDA**

- 1. Consideration of Variance for APN: 047-208-100, Owners: Robert and Bertina Moules, Location: The Alameda and Portola Avenue, EG, 3,056 Sq. Ft. Parcel, Zoned R-3/S-3.**  
Counsel Parkin reviewed the findings provided. He indicated that Item 5 could not be met unless the percentage of the projects impervious surfaces were reduced to comply with County requirements. Mr. Moules was present, and stated that when he goes through the County planning process, he will be required to make that plan revision.  
**ACTION:** Director Dye moved to approve making the required findings granting the variance conditioned on the project plans being revised to reduce the percentage of impervious surfaces based on County requirements. (Dye/Seaton). Approved 5-0.
- 2. Consideration of Report from 10/24/19 Burnham Park Workshop and Next Steps.**  
Director Dye suggested that the Board review the list of park amenities in correlation with the results from the workshop, and that the Board vote on the amenities to be included in the draft park design plans. The Board agreed with the PAC recommendations for amenities to be included in the park as outlined on page 3 of the Burnham Park Workshop Report contained in the agenda packet, with the exception of the plaza for musical performances.

**3. Consideration of Parks and Recreation Mission Statement.**

The Mission Statement contained in the agenda packet was amended to read as follows:

“Parks and Recreation’s mission is to serve the GCSO community with thoughtful development of parks and provision of recreational activities for residents of all ages and abilities, with a dedicated focus on environmental stewardship.”

**ACTION:** Director Suchomel moved to approve the parks and recreation mission statement as presented above. (Suchomel/Dye). Approved 5-0.

**4. Consideration of Winter 2020 Recreation Courses.**

The board held a discussion regarding the proposed slate of courses provided in the agenda packet. Parks and Recreation Coordinator Claudia Marshall will work to develop a final schedule of courses.

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

Directors Dye and Blanchard reported on SAM’s responses to the power outages, and provided an update on the Wet Weather Storage Project. Mr. Duffy reported that communications from and with SAM staff have improved greatly in the past six months.

**CONSENT AGENDA**

**6. Approve October 17, 2019 Meeting Minutes.**

**7. Approve November 2019 Warrants.**

**8. Approve September 2019 Financial Statements.**

**9. Approve Assessment District Distribution #4-19/20.**

**10. Approve Dedication of Avenue Portola Mainline Extension Serving APN 047-144-370, as a District Facility.**

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

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

**12. Attorney’s Report.**

**13. General Manager’s Report.**

Duffy reported on the Regional Board contact regarding Medio Creek.

**14. Administrative Staff Report.**

Comito reported receiving the second skate ramp sign, and that Tucker Construction cleaned up the abandoned homeless encampment in the riparian area on the Burnham Strip.

**15. Engineer’s Report.**

**16. Future Agenda Items.**

**ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 9:58 p.m.

ATTEST:

SUBMITTED BY:

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

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

Date Approved by Board: January 16, 2020

**ITEM #9**

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**Granada Community Services District  
December 2019 Warrants  
For the January 16, 2020 Board of Director's Meeting**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
12/23/19	8357	AIMS Team LLC	AIMS Upgrade Svc 1/1/18-11/24/19	6072 · Engineering- Misc (AIMS)	2,550.00
12/23/19	8358	Andreini Brothers	Install SMC Street Marker	5060 · Lateral Repairs	3,252.07
12/23/19	8359	AT&T	Nov 2019 Pump Stn Alarm Svc	6170 · Utilities	182.05
12/23/19	8360	Barbara Dye	11/21/19 GCSD, 11/25 & 12/09/19 SAM	6040 · Directors' Compensation	235.00
12/23/19	8361	CA State Parks	Right of Entry Permit	6220 · Miscellaneous	1,450.00
12/23/19	8362	Comcast	12/13/19-01/12/19 Svcs	6170 · Utilities	221.80
12/23/19	8363	David Seaton	11/21/19 GCSD	6040 · Directors' Compensation	145.00
12/23/19	8364	Eric Suchomel	11/21/19 GCSD	6040 · Directors' Compensation	145.00
12/23/19	8365	Gaetani Real Estate	Office Lease-Jan 2020	6120 · Office Lease	4,450.00
12/23/19	8366	Hue & Cry, Inc	Qrtly Ofc Alarm Jan-Mar 2020	6170 · Utilities	121.90
12/23/19	8367	Jim Blanchard	11/21/19 GCSD, 11/25 & 12/09/19 SAM	6040 · Directors' Compensation	235.00
12/23/19	8368	Kennedy Jenks	Nov 2019 Svcs, Summary #152	6071 · Engineering-General	6,980.51
12/23/19	8369	Matthew Clark	11/21/19 GCSD	6040 · Directors' Compensation	145.00
12/23/19	8370	Office Depot	Inv dtd Inv dtd 11/8/19	6140 · Office Supplies	202.10
12/23/19	8371	Office Team	Prof Svc week ending 12/6/19	6153 · Temp Labor	1,312.50
12/23/19	8372	Pacific Fire Safe	Office Maint. Inv dtd 11/15/19	6130 · Office Maintenance & Repairs	45.00
12/23/19	8373	Pacifica Community TV	11/5/19 & 11/21/19 GCSD	6180 · Video Taping	600.00
12/23/19	8374	PGE	Office Inv dtd 11/22/19	6170 · Utilities	15.20
12/23/19	8375	Recology of The Coast	Burnham Strip Debris Box	6220 · Miscellaneous	423.15
12/23/19	8376	Rodolfo Romero	Dec 2019 Cleaning 2x	6130 · Office Maint & Repairs	140.00
12/23/19	8377	Sautter Graphics & Print	Survey & Banner Graphics	5130 · Parks & Rec Professional Svcs	574.53
12/23/19	8378	Tri Counties Bank	Nov 2019 Card Charges	6140 · Office Supplies	278.95
12/23/19	8379	Tucker Construction, Inc.	Debris Removal	6220 · Miscellaneous	3,083.18
12/23/19	8380	US Bank Equipment Finance	11/28/19 - 12/28/19	6020 · Copier Lease	743.81
12/23/19	8381	Verizon Wireless	Nov 2019	6170 · Utilities	114.01
12/23/19	8382	White Nelson Diehl Evans	Nov 2019	6152 · Accounting	2,500.00
12/23/19	8383	Wittwer & Parkin	Nov 2019 Svcs	6090 · Legal-Gen/IPS/Parks/Big Wave	4,074.00
12/31/19	8384	VOID	VOID	VOID	VOID
12/31/19	8385	PG&E	Pump Stn	6170 · Utilities	214.36
12/31/19	8386	Sandie Arnott-SMC Tax Collector	Replacing ck #8347	6220 · Miscellaneous	441.84
12/31/19	8387	Sewer Authority Mid-Coastside	Dec 2019 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	170,799.61

**TOTAL: 205,675.57**



**ITEM #10**

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

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
01/16/20	8389	Alhambra & Sierra Springs	Nov 2019	6140 · Office Supplies	25.02
01/16/20	8390	AT&T	Jan 2020 Pump Stn Alarm Svc	6170 · Utilities	135.28
01/16/20	8391	Comcast	01/13/20-02/12/20 Svcs	6170 · Utilities	237.47
01/16/20	8392	Dudek	10/26/19-11/29/19 Prof Svcs, etc.	6151 · General Manager	9,894.79
01/16/20	8393	Express Plumbing	Dec19/Jan20-Maint & Monitoring	1617-1 · Medio Creek/Mirada Sewer	1,950.00
01/16/20	8394	Gaetani Real Estate	Feb 2020-Office Lease	6120 · Office Lease	4,450.00
01/16/20	8395	Rodolfo Romero	Jan 2020 Cleaning 2x	6130 · Office Maint & Repairs	140.00
01/16/20	8396	Sewer Authority Mid-Coastside	Jan 2020 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	170,799.61
01/16/20	8397	The Hartford	Final Bal Due	6080 · Insurance	153.00
01/16/20	8398	Tri Counties Bank	Dec 2019 Card Charges	6140 · Office Supplies	53.06
01/16/20	8399	US Bank Equipment Finance	12/28/19 - 01/28/20	6020 · Copier Lease	323.08
01/16/20	8400	Verizon Wireless	Dec 2019	6170 · Utilities	114.11
01/16/20	8402	Wittwer & Parkin	Dec 2019 Svcs	6090 · Legal-IPS	196.00
<b>TOTAL</b>					<b>188,471.42</b>



# ITEM #11

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

As of October 31, 2019

**ASSETS**

Current Assets	
Checking/Savings	
1000 · Wells Fargo Checking - Gen Op	\$ -
1020 · Petty Cash	790
1030 · Cash - LAIF	3,609,182
1040 · Tri Counties Bank - Gen Op	50,554
1050 · Tri Counties Bank - Deposit	37,356
1100 · Accounts Receivable	15,429
1500 · Due from AD	15,068
Total Current Assets	<u>3,728,379</u>
Fixed Assets	
1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,217,871
1630 · Accumulated Depreciation	<u>(6,453,452)</u>
Total Fixed Assets	<u>5,850,212</u>
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	<u>(1,085,094)</u>
1720 · Advance to AD- Bond Reserve	369,890
1730 · Advance to AD- NCA Fund	353,693
1735 · Advance to AD- Assesmnt Revenue	212,834
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	<u>155,963</u>
Total Other Assets	<u>4,863,249</u>
Total Assets	<u>14,441,839</u>

**LIABILITIES**

Current Liabilities	
2000 · Accounts Payable	16,225
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	21,346
2100 · Payroll Liabilities	1,585
2225 · Recology-Del Garbage	5,389
2300 · Due to AD	8,371
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>58,837</u>
Long Term Liabilities	
2401 · Net Pension Liability	185,779
2402 · Deferred Inflows of Resources	9,544
Total Long Term Liabilities	<u>195,323</u>
Total Liabilities	<u>254,160</u>

**NET POSITION**

3000 · Net Assets	5,330,849
3005 · Contributed Capital	9,595,349
Net Income	<u>(738,519)</u>
Total Net Position	<u>\$ 14,187,679</u>

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

	Jul 1, 2019 - Oct 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
<b>Revenues</b>				
Operating Revenue				
4010 · Property Tax Allocation	\$ 977	\$ 66,667	\$ (65,690)	\$ 200,000
4015 · Park Tax Allocation	1,983	150,000	(148,017)	450,000
4020 · Sewer Service Charges-SMC	(4,768)	562,000	(566,768)	1,686,000
4021 · Sewer Svc Charges Pro-rated	862	-	862	-
4030 · AD OH Reimbursement	-	10,333	(10,333)	31,000
4040 · Recology Franchise Fee	7,535	11,000	(3,465)	33,000
<b>Total Operating Revenue</b>	<b>6,589</b>	<b>800,000</b>	<b>(793,411)</b>	<b>2,400,000</b>
Non Operating Revenue				
4120 · Interest on Reserves	24,918	30,000	(5,082)	90,000
4130 · Connection Fees	14,100	18,333	(4,233)	55,000
4150 · Repayment of Adv to AD-NCA	-	65,100	(65,100)	195,300
4155 · Repayment of Adv to AD-ARF	-	38,233	(38,233)	114,700
4160 · SAM Refund from Prior Yr	-	333	(333)	1,000
4170 · ERAF Refund	166,748	100,000	66,748	300,000
4180 · Misc Income	1,500	1,334	166	4,000
<b>Total Non Operating Revenue</b>	<b>207,266</b>	<b>253,333</b>	<b>(46,067)</b>	<b>760,000</b>
<b>Total Revenues</b>	<b>213,855</b>	<b>1,053,333</b>	<b>(839,478)</b>	<b>3,160,000</b>
<b>Expenses</b>				
Operations				
5010 · SAM - General	388,577	388,577	-	1,165,732
5020 · SAM - Collections	98,734	98,734	-	296,201
5021 · Lift Station Maint.	1,919	-	-	-
5050 · Mainline System Repairs	-	3,333	3,333	10,000
5060 · Lateral Repairs	7,808	11,667	3,859	35,000
5065 · CCTV	-	8,333	8,333	25,000
5070 · Pet Waste Station	426	400	(26)	1,200
5110 · RCD - Parks	165	1,667	1,502	5,000
5120 · Half Moon Bay Reimb - Parks	-	8,333	8,333	25,000
5130 · Parks & Rec Professional Services	5,070	13,333	8,263	40,000
<b>Total Operations</b>	<b>502,699</b>	<b>534,377</b>	<b>31,678</b>	<b>1,603,133</b>

No assurance is provided on these financial statements.

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

	Jul 1, 2019 - Oct 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
<b>Expenses (Continued)</b>				
<b>Administration</b>				
6010 · Auditing	\$ 2,103	\$ 5,000	\$ 2,897	\$ 15,000
6020 · Copier lease	2,037	2,333	296	7,000
6040 · Directors' Compensation	3,667	3,667	-	11,000
6050 · Education & Travel Reimb	648	667	19	2,000
<b>6060 · Employee Compensation</b>				
6061 · Employee Salaries	58,170	56,667	(1,503)	170,000
6062 · Medical Ins.	9,568	5,460	(4,108)	16,380
6063 · Employer Payroll Taxes	4,479	6,500	2,021	19,500
6064 · CALPERS Contribution	30,550	14,040	(16,510)	42,120
6060 · Employee Compensation - Other	482	-	(482)	-
6070 · Engineering Services	25,366	6,667	(18,699)	20,000
6080 · Insurance	1,330	1,667	337	5,000
6090 · Legal Services	14,372	20,000	5,628	60,000
6095 · Legal Services for Case Related Legal	-	16,667	16,667	50,000
6100 · Memberships	6,191	3,000	(3,191)	9,000
6110 · Newsletter	1,635	3,333	1,698	10,000
6120 · Office Lease	17,800	19,000	1,200	57,000
6130 · Office Maintenance & Repairs	700	667	(33)	2,000
6140 · Office Supplies	928	1,667	739	5,000
6150 · Professional Services	43,627	31,667	(11,960)	95,000
6160 · Publications & Notices	3,477	667	(2,810)	2,000
6170 · Utilities	3,407	3,333	(74)	10,000
6180 · Video Taping	1,300	1,333	33	4,000
6190 · Computers	4,225	833	(3,392)	2,500
6220 · Miscellaneous	2,409	5,000	2,591	15,000
6230 · Bank Service Charges	390	-	(390)	-
6310 · Park Related Misc Expenses	941	-	(941)	-
<b>Total Administration</b>	<b>239,802</b>	<b>209,835</b>	<b>(29,967)</b>	<b>629,500</b>
<b>Capital Projects</b>				
1617-1 · Medio Creek Xing Crossing	3,900	16,667	12,767	50,000
7010 · Sewer Main Replacement (CIP)	-	66,667	66,667	200,000
7100 · SAM - Infrastructure	195,888	195,888	-	587,663
7500 · Projects - Parks	10,085	33,333	23,248	100,000
<b>Total Capital Projects</b>	<b>209,873</b>	<b>312,555</b>	<b>102,682</b>	<b>937,663</b>
<b>Total Expenses</b>	<b>952,374</b>	<b>1,056,767</b>	<b>104,393</b>	<b>3,170,296</b>
<b>Net Income/(Loss)</b>	<b>\$ (738,519)</b>	<b>\$ (3,434)</b>	<b>\$ (735,085)</b>	<b>\$ (10,296)</b>

No assurance is provided on these financial statements.



# ITEM #12

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

As of November 30, 2019

**ASSETS**

Current Assets	
Checking/Savings	
1000 · Wells Fargo Checking - Gen Op	\$ -
1020 · Petty Cash	790
1030 · Cash - LAIF	3,409,182
1040 · Tri Counties Bank - Gen Op	61,446
1050 · Tri Counties Bank - Deposit	107,025
1100 · Accounts Receivable	150
1500 · Due from AD	15,069
Total Current Assets	<u>3,593,662</u>
Fixed Assets	
1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,217,871
1630 · Accumulated Depreciation	<u>(6,453,452)</u>
Total Fixed Assets	<u>5,850,212</u>
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	<u>(1,085,094)</u>
1720 · Advance to AD- Bond Reserve	369,890
1730 · Advance to AD- NCA Fund	353,693
1735 · Advance to AD- Assesmnt Revenue	212,834
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	<u>155,963</u>
Total Other Assets	<u>4,863,249</u>
Total Assets	<u>14,307,122</u>

**LIABILITIES**

Current Liabilities	
2000 · Accounts Payable	38,745
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	21,346
2100 · Payroll Liabilities	426
2225 · Recology-Del Garbage	5,389
2300 · Due to AD	21,621
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>93,448</u>
Long Term Liabilities	
2401 · Net Pension Liability	185,779
2402 · Deferred Inflows of Resources	9,544
Total Long Term Liabilities	<u>195,323</u>
Total Liabilities	<u>288,771</u>

**NET POSITION**

3000 · Net Assets	5,330,999
3005 · Contributed Capital	9,595,349
Net Income	<u>(907,997)</u>
Total Net Position	<u>\$ 14,018,351</u>

**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2019 through November 30, 2019**

	Jul 1, 2019 - Nov 30, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
<b>Revenues</b>				
Operating Revenue				
4010 · Property Tax Allocation	\$ 22,886	\$ 83,333	\$ (60,447)	\$ 200,000
4015 · Park Tax Allocation	46,465	187,500	(141,035)	450,000
4020 · Sewer Service Charges-SMC	(4,768)	702,500	(707,268)	1,686,000
4021 · Sewer Svc Charges Pro-rated	862	-	862	-
4030 · AD OH Reimbursement	-	12,917	(12,917)	31,000
4040 · Recology Franchise Fee	14,861	13,750	1,111	33,000
<b>Total Operating Revenue</b>	<b>80,306</b>	<b>1,000,000</b>	<b>(919,694)</b>	<b>2,400,000</b>
Non Operating Revenue				
4120 · Interest on Reserves	24,918	37,500	(12,582)	90,000
4130 · Connection Fees	21,000	22,917	(1,917)	55,000
4150 · Repayment of Adv to AD-NCA	-	81,375	(81,375)	195,300
4155 · Repayment of Adv to AD-ARF	-	47,792	(47,792)	114,700
4160 · SAM Refund from Prior Yr	-	417	(417)	1,000
4170 · ERAF Refund	166,748	125,000	41,748	300,000
4180 · Misc Income	1,650	1,667	(17)	4,000
<b>Total Non Operating Revenue</b>	<b>214,316</b>	<b>316,668</b>	<b>(102,352)</b>	<b>760,000</b>
<b>Total Revenues</b>	<b>294,622</b>	<b>1,316,668</b>	<b>(1,022,046)</b>	<b>3,160,000</b>
<b>Expenses</b>				
Operations				
5010 · SAM - General	485,722	485,722	-	1,165,732
5020 · SAM - Collections	123,417	123,417	-	296,201
5021 · Lift Station Maint.	1,919	-	-	-
5050 · Mainline System Repairs	-	4,167	4,167	10,000
5060 · Lateral Repairs	11,060	14,583	3,523	35,000
5065 · CCTV	-	10,417	10,417	25,000
5070 · Pet Waste Station	573	500	(73)	1,200
5110 · RCD - Parks	165	2,083	1,918	5,000
5120 · Half Moon Bay Reimb - Parks	-	10,417	10,417	25,000
5130 · Parks & Rec Professional Services	17,832	16,667	(1,165)	40,000
<b>Total Operations</b>	<b>640,688</b>	<b>667,973</b>	<b>27,285</b>	<b>1,603,133</b>

No assurance is provided on these financial statements.



**Granada Community Services District  
Revenue & Expenses (Unaudited)  
July 1, 2019 through November 30, 2019**

	Jul 1, 2019 - Nov 30, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
<b>Expenses (Continued)</b>				
<b>Administration</b>				
6010 · Auditing	\$ 2,103	\$ 6,250	\$ 4,147	\$ 15,000
6020 · Copier lease	2,037	2,917	880	7,000
6040 · Directors' Compensation	4,627	4,583	(44)	11,000
6050 · Education & Travel Reimb	648	833	185	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	73,359	70,833	(2,526)	170,000
6062 · Medical Ins.	11,973	6,825	(5,148)	16,380
6063 · Employer Payroll Taxes	5,623	8,125	2,502	19,500
6064 · CALPERS Contribution	32,419	17,550	(14,869)	42,120
6060 · Employee Compensation - Other	675	-	(675)	-
6070 · Engineering Services	38,447	8,333	(30,114)	20,000
6080 · Insurance	1,330	2,083	753	5,000
6090 · Legal Services	18,445	25,000	6,555	60,000
6095 · Legal Services for Case Related Legal	-	20,833	20,833	50,000
6100 · Memberships	6,191	3,750	(2,441)	9,000
6110 · Newsletter	1,635	4,167	2,532	10,000
6120 · Office Lease	22,250	23,750	1,500	57,000
6130 · Office Maintenance & Repairs	885	833	(52)	2,000
6140 · Office Supplies	820	2,083	1,263	5,000
6150 · Professional Services	56,022	39,583	(16,439)	95,000
6160 · Publications & Notices	3,477	833	(2,644)	2,000
6170 · Utilities	3,791	4,167	376	10,000
6180 · Video Taping	1,900	1,667	(233)	4,000
6190 · Computers	4,240	1,042	(3,198)	2,500
6220 · Miscellaneous	6,164	6,252	88	15,000
6230 · Bank Service Charges	464	-	(464)	-
6310 · Park Related Misc Expenses	2,587	-	(2,587)	-
<b>Total Administration</b>	<b>302,112</b>	<b>262,292</b>	<b>(39,820)</b>	<b>629,500</b>
<b>Capital Projects</b>				
1617-1 · Medio Creek Xing Crossing	4,875	20,833	15,958	50,000
7010 · Sewer Main Replacement (CIP)	-	83,333	83,333	200,000
7100 · SAM - Infrastructure	244,859	244,860	1	587,663
7500 · Projects - Parks	10,085	41,667	31,582	100,000
<b>Total Capital Projects</b>	<b>259,819</b>	<b>390,693</b>	<b>130,874</b>	<b>937,663</b>
<b>Total Expenses</b>	<b>1,202,619</b>	<b>1,320,958</b>	<b>118,339</b>	<b>3,170,296</b>
<b>Net Income/(Loss)</b>	<b>\$ (907,997)</b>	<b>\$ (4,290)</b>	<b>\$ (903,707)</b>	<b>\$ (10,296)</b>

*No assurance is provided on these financial statements.*



**ITEM #13**

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**DISTRIBUTION REQUEST NO.: #6-19/20**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$4,618.25**

**\$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.

January 16, 2020

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Chuck Duffy, Finance Officer/Treasurer

## SCHEDULE "A"

DISTRIBUTION REQUEST NO: #6 -19/20

DATE: January 16, 2020  
DISTRIBUTE FROM ACCOUNT #: 94673305  
ACCOUNT NAME: Bond Administration Fund  
DISTRIBUTION AMOUNT: \$4,618.25

**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: Oct 2019	\$36.25
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: Dec 2019 & Jan 2020	\$4,582.00
<b>TOTAL:</b>			<b>\$4,618.25</b>

**ITEM #14**

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**GRANADA COMMUNITY SERVICES DISTRICT  
PARKS & RECREATION**

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**AGENDA MEMORANDUM**

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To: Board of Directors  
From: Claudia Marshall  
Subject: PAC Reappointments  
Date: 1/16/2020

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The following current members have been asked to be reappointed.  
Nancy marsh, Patrick Tierney, Fran Pollard, Michelle Dragony, Paul Koelsch, Susannah Cantrell, and Ric Barker.  
Their request emails are attached.

## Claudia Marshall

---

**From:** Susannah Cantrell <scantrellnorcal@hotmail.com>  
**Sent:** Monday, December 2, 2019 4:46 PM  
**To:** Claudia Marshall  
**Subject:** Re: 2020/2021 PAC Appointment Renewal?

Claudia - just saw this, was going to my "junk" folder for some reason. Yes I would love to be reappointed to PAC for next 2 year term.

Sincerely  
Susannah

---

**From:** Claudia Marshall <cmarshall@granada.ca.gov>  
**Sent:** Wednesday, November 20, 2019 2:11 PM  
**To:** nancy marsh <nancymarsh818@gmail.com>; Fran Pollard <LPFP@comcast.net>; Susannah Cantrell <scantrellnorcal@hotmail.com>  
**Subject:** 2020/2021 PAC Appointment Renewal?

Ladies: I haven't heard from you yet as to your preference to be reappointed to PAC for the next two year term or not. Please respond by email to me when convenient.

Thank you,  
Claudia Marshall,  
GCSD Parks & Recreation Coordinator

## Claudia Marshall

---

**From:** Fran Pollard <LPFP@comcast.net>  
**Sent:** Wednesday, December 4, 2019 4:34 PM  
**To:** Claudia Marshall  
**Subject:** Re: 2020/2021 PAC renewal?

Hello Claudia,

Yes, I would like to continue to serve on the PAC and to be reappointed.

Thank you for reminding me.

Fran Pollard,  
El Granada  
650-726-4584  
GCSD PAC Member

## Claudia Marshall

---

**From:** Paul Koelsch <oldpablo@comcast.net>  
**Sent:** Wednesday, November 6, 2019 3:18 PM  
**To:** Claudia Marshall  
**Subject:** PAC

Claudia,  
I'd like to continue on the PAC for another term if available Thx Paul

Sent from my iPhone

## Claudia Marshall

---

**From:** Claudia Marshall  
**Sent:** Thursday, November 14, 2019 9:01 AM  
**To:** Claudia Marshall  
**Subject:** FW: GCSD PAC R. Barker

-----Original Message-----

From: Ric <ric.barker@gmail.com>  
Sent: Wednesday, November 13, 2019 10:28 PM  
To: Claudia Marshall <cmarshall@granada.ca.gov>  
Subject: GCSD PAC

To whom it may concern I would like to continue serving on the parks and rec advisory board for Granada sanitary district.

## Claudia Marshall

---

**From:** Claudia Marshall  
**Sent:** Thursday, November 14, 2019 9:02 AM  
**To:** Claudia Marshall  
**Subject:** FW: id like to renew my term on gcsd parks and recs!!

**From:** Michelle Dragony <mdragon@coastsidebuzz.com>  
**Sent:** Tuesday, November 5, 2019 9:00 PM  
**To:** Claudia Marshall <cmarshall@granada.ca.gov>  
**Subject:** id like to renew my term on gcsd parks and recs!!

--

Thanks!  
Michelle Dragony,  
Chief Buzz Officer

### [BOOKMARK BUZZ!](#)

Coastside Buzz is a local multi-media, multi-platform,  
community news and networking company.

We provide:

[CONTENT](#) ~ Photo-essays \* Podcasts \* Videos.

[Buzz CALENDAR](#) has all the LIVE MUSIC on the Coast,

and much more (free and self-submit)!!

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#### 6 PLATFORMS

Website, Google, Facebook, Instagram & Buzz Mail.

Ask about the MBFM platform ;-)

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Michelle Dragony  
Chief Buzz Officer (CBO)

[CoastsideBUZZ.com](#)

*Giving Every Coaster a Voice!*

650-740-4384

111 Vassar

Half Moon Bay, CA 94019

## Claudia Marshall

---

**From:** Claudia Marshall  
**Sent:** Thursday, November 14, 2019 12:00 PM  
**To:** Claudia Marshall  
**Subject:** FW: Renew PAC term

**From:** ROBIN and PATRICK TIERNEY <adrift650@comcast.net>  
**Sent:** Tuesday, November 5, 2019 9:02 PM  
**To:** Claudia Marshall <cmarshall@granada.ca.gov>  
**Subject:** Renew PAC term

Hi Claudia,

I wish to renew my term on the GCSD Park and Recreation Advisory Committee.

Patrick Tierney

## Claudia Marshall

---

**From:** nancy marsh <nancymarsh818@gmail.com>  
**Sent:** Monday, November 25, 2019 6:22 PM  
**To:** Claudia Marshall  
**Subject:** PAC Renewal

Hi Claudia

I respectfully request that the GCSB Board considers reappointing me to the Parks Advisory Committee for a second 2 year term.

Kind regards  
Nancy Marsh

Sent from my iPad



## Delia Comito

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**From:** Claudia Marshall  
**Sent:** Thursday, December 5, 2019 2:56 PM  
**To:** Delia Comito  
**Cc:** nancy marsh; Matthew Clark; Chuck Duffy  
**Subject:** PAC list for Reappointment for Dec Board Agenda

Delia: The entire roster of PAC members, Nancy Marsh, Pat Tierney, Ric Barker, Paul Koelsch, Susannah Cantrell, Michelle Dragony and Fran Pollard, have asked to be reappointed for the 2020-2021 term. Please add this request to the December Board meeting agenda.

Thank you,

Claudia Marshall,  
GCSD Parks & Recreation Coordinator  
504 Avenue Alhambra, 3<sup>rd</sup> Floor  
PO Box 335  
El Granada, CA 94018  
[cmarshall@granada.ca.gov](mailto:cmarshall@granada.ca.gov)  
tel: 650 726-7093



**ITEM #15**

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**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #16**

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**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #17**

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**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #18**

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**GRANADA COMMUNITY SERVICES DISTRICT**

# Administrative Staff Report

Period: November 16, 2019 to January 10, 2020

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: January 16, 2020

**PUBLIC RECORDS REQUESTS** – One public records request was received this period:

Request Date	Requestor	Information Requested	Information Provided	Date Provided
01/08/20	Gregg Dieguez	Big Wave Usage Asmt, etc.	Pending	-

**APPLICATIONS RECEIVED** – There were three applications received this period:

Rec'd	CI	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/08/19	1A	Menendez, D	047-071-260	320 Sevilla, EG	6,079	R-1/S-17
07/10/19	VAR	Moules, D	047-208-100	Avenue Portola, EG	3,056	R-3/S-3
08/06/19	1A	Welch, David	047-222-290	Francisco, EG	8,530	R-1/S-17
09/01/19	DEMO	Ucilli, T	047-122-180	130 Sonora, EG	N/A	R-1/S-17
10/24/19	1A	Semprevivo	048-042-280	477 3 <sup>rd</sup> Avenue, Miramar	6,150	R-1/S-17
11/18/19	ADU	Ralston Randy	048-054-240	395 Miramar Dr, Miramar	16,000	R-1/S-17
12/03/19	1A	Soldo Monnett	048-126-130	537 Roosevelt, HMB	5,000	R-2
12/20/19	1A	O'Connor	047-103-010	538 Valencia, EG	6,250	R-1/S-17

Note: shaded areas were previously reported.

**PERMITS ISSUED** – There were four permits issued this period:

Permit No.	CI	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3192	1A	07/13/18	Perez, Luis &	047-222-240	420 Ferdinand Ave, EG	8,516	R-1/S-17
3193	3	07/31/18	Big Wave LLC	047-311-060	Airport Rd, EG	17,500	W-DR
3194	1A	07/31/18	Menendez, Diane	047-071-260	320 Sevilla Ave, EG	6,079	R-1/S-17
3195	1A	10/03/19	Welch, David	047-222-290	Francisco, EG	8,530	R-1/S-17
3196	1A	11/18/19	Semprevivo	048-042-280	477 3rd Avenue, Miramar	6,150	R-1/S-17
3197	1A	11/19/19	Ralston/Mendiola	048-054-240	395 Miramar Dr, Miramar	16,000	R-1/S-17
3198	1A	12/10/19	Seaman Bruce	047-243-060	448 Portola Ave, EG	5,000	R-1/S-17
3199	1A	12/23/19	Soldo Monnett	048-126-130	537 Roosevelt Blvd, HMB	5,000	R-2

Note: shaded areas were previously reported.

January 16, 2020

**SEWER HOOK-UPS** - There was one new sewer hook-up this period:

Hookup Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
07/16/19	2M	3184	10/11/18	C.F.P.D.	047-261-030	555 Obispo Rd, EG
08/28/19	1A	3185	10/31/18	Stebbins, B	047-218-010	620 Columbus, EG
09/10/19	1A	3170	11/29/17	Bettencourt, J	047-234-220	619 The Alameda, EG
10/23/19	1A	3174	07/13/18	Kybych, S	048-013-600	124 Magellan, Miramar
11/21/19	1A	3173	06/26/18	Peterson	048-072-290	15 Terrace Ave, Miramar

Note: shaded areas were previously reported.

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

Repair Date	Type	Problem	Location or Address	Cause	Cost
10/18/19	Wye Replacement	Back-up	555 Miramar Dr, Miramar	Roots	\$7,800

Note: shaded areas were previously reported.

**SPECIAL NOTE:**

The field audit to complete the District’s annual financial statements for fiscal year ending 6/30/19, will be conducted in the District office on the 14<sup>th</sup> and 15<sup>th</sup> of January.

**ITEM #19**

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**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #20**

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