



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, August 19, 2021

DUE TO COVID-19 AND COUNTY REGULATIONS, THIS MEETING WILL BE HELD VIA TELECONFERENCE AS PERMITTED BY THE GOVERNOR'S EXECUTIVE ORDER N-08-21.

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

[Join Zoom Meeting](#)

Phone one-tap: US: [+16699006833](tel:+16699006833), [95570137718#](tel:+19292056099) or [+19292056099](tel:+19292056099), [95570137718#](tel:+19292056099)

Meeting URL: <https://dudek.zoom.us/j/95570137718>

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Dial:

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

Meeting ID: 955 7013 7718

CALL SPECIAL MEETING TO ORDER AT 6:30 p.m.

ROLL CALL

Directors:	President:	Matthew Clark
	Vice-President:	Eric Suchomel
	Director:	Barbara Dye
	Director:	Nancy Marsh
	Director:	David Seaton
Staff:	General Manager:	Chuck Duffy
	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

Public members may comment on matters under the jurisdiction of the District that are not on the agenda. Comments are limited to 3 minutes. See the instructions above to comment via ZOOM (online) or by telephone.

ADJOURN TO CLOSED SESSION

- 1. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 480 Avenue Alhambra, El Granada, California.
District's Negotiator: Chuck Duffy
Negotiating parties: Candise D'Acquisto (Owner) Picasso Preschool and Granada Community Services District.
Under negotiation: Instruction to negotiator regarding price and terms of lease.
- 2. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara County Superior Court Case No. 17CV316927.
- 3. Conference with Legal Counsel – Anticipated Litigation**
Significant exposure to litigation pursuant to Government Code Section §54956.9(d)(2) (One Case)

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Public members may comment on matters under the jurisdiction of the District that are not on the agenda. Comments are limited to 3 minutes. See the instructions above to comment via ZOOM (online) or by telephone.

ACTION AGENDA

- 1. Report from San Mateo County Regarding Quarry Park Pump Track Mitigation.**
Recommendation: For Board Information.
- 2. Consideration of Support for Fire Protection Efforts in El Granada.**
Recommendation: To be made by the Board.

3. Report on Parks and Recreation Activities.

Recommendation: For Board Information.

4. Public Hearing: Consideration to Approve Fiscal Year 2021/22 District Budget.

Recommendation: 1). Open Public Hearing and Take Public Comment.
2). Close Public Hearing.
3). Approve Budget as Presented.

5. Appoint Two Directors to Ad Hoc Parks Advisory Committee (PAC) Selection Committee.

Recommendation: To be made by the Board.

6. Report on Sewer Authority Mid-Coastside Meetings.

Recommendation: For Board Information.

CONSENT AGENDA

7. July 22, 2021 Special Meeting Minutes.

8. August 3, 2021 Special Meeting Minutes.

9. August 2021 Warrants.

10. June 2021 Financial Statements.

11. FY 21/22 Tax Roll Assessment for the Integrated Financing District

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. Attorney's Report. (Parkin)

14. General Manager's Report. (Duffy)

15. Administrative Staff Report. (Comito)

16. Engineer's Report. (Kennedy Jenks)

17. Future Agenda Items.

ADJOURN REGULAR MEETING

At the conclusion of the July 22, 2021 Meeting:

Last Ordinance adopted: No. 174

Last Resolution adopted: No. 2021-005

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

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

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Support for Community Fire Protection Efforts
Date: August 19, 2021

This item is presented at the requested of President Clark to discuss District support for community fire protection efforts. The information attached has been provided by Midcoast Community Council member Len Erickson, who will be present at the meeting to discuss the issue and to answer any questions.



Khoa Vo
Deputy Director – Road Services

Grant Corporation Yard
752 Chestnut Street
Redwood City, CA 94063
650-363-4102 T
650-366-7238 F
www.smcgov.org

El Granada Eucalyptus Tree Removal Project (2021)

- Purpose:** To reduce fire potential by reducing the amount of fuel within the median islands along Ave Cabrillo and The Alameda.
- Limits:** Median islands are separated into 6 zones: C-1, C-2, R-1, R-2, R-3, and R-4, see attached. Ave Cabrillo median islands between Ave Alhambra and Quarry County Park. The Alameda median islands between Isabella Ave and Santiago Ave.
- Funding:** Measure K, \$500,000 budget request to be approved by Board for FY 21-22.
- Partners:** CalFire and County Parks.
- Status:** Finalize scope, obtain permits, identify trees to be removed, trim, etc.
- Regulatory** Anticipate filing CEQA CatEx (Section 15304, Class 4(i) – Fuel Management activities;
- Compliance:** Coastal Development Exemption (Category I - Emergency Activities).
- Scope:** Remove, trim, and dispose of eucalyptus & other trees within the medians.
- Revegetation:** Hydroseed with native seed mix and native mulching, where necessary.
- Priority:** In descending order, as shown below:

Zones C-1 & C-2

- Cut and remove all trees within these two zones to create a physical break with Quarry County Park.

Zones R-1 thru R-4

- Prune & remove all limbs 2" dia. and above that extend over Ave Cabrillo & The Alameda.
- Prune & remove all large dead limbs 2" dia. and above.

Zone R-3

- Cut & remove dead and dying trees (less than 30% vigor).

Zone R-2

- Cut & remove dead and dying trees (less than 30% vigor).

Zone R-4

- Cut & remove dead and dying trees (less than 30% vigor).

Zone R-1

- Cut & remove dead and dying trees (less than 30% vigor).

Note: For all work - grind stump 12" below ground level and all tree debris to be removed and disposed as part of contract.

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Supervisor Don Horsley, District 3
Subject: **Measure K:** One-Time grant to the Resource Conservation District to facilitate a Fire Resiliency Scoping Project in El Granada

RECOMMENDATION:

Measure K: Adopt a resolution authorizing a one-time grant of district-discretionary **Measure K** funds, not to exceed \$75,000, to the Resource Conservation District to facilitate a Fire Resiliency Scoping Project in El Granada, and authorizing the County Manager, or his designee, to execute the grant agreement.

BACKGROUND:

Measure K is the half-cent general sales tax initially approved by San Mateo County voters in November 2012 and extended in November 2016 for a total of thirty years.

On March 9, 2021, and March 23, 2021, the Board of Supervisors (Board) held study sessions on **Measure K** expenditures and anticipated revenue for fiscal years (FY) 2021-23. The Board appointed **Measure K** sub-committee, consisting of Supervisor Pine and Supervisor Canepa, convened the study sessions to, among other things, work with staff to facilitate the Board's development of **Measure K** priorities and continuing initiatives for FYs 2021-23. The Board approved \$5 million in one-time loans or grants for the FY 2021-23 budget cycle, divided equally among the five supervisorial districts, for district-discretionary needs and projects. District 3 has submitted a request to use their district-discretionary **Measure K** funds as shown below and described in the Project Summary section of this memorandum:

District/Project	Amount
District 3 (Supervisor Don Horsley) – Resource Conservation District: for a fire resiliency scoping project in El Granada	\$75,000

PROJECT SUMMARY:

This is a request to authorize a grant to the Resource Conservation District (RCD) and resulting grant agreement, in an amount not to exceed \$75,000, to administrate and hire a consultant to develop the scope of fire resiliency work in the area of El Granada under the direction of a committee formed by Midcoast Community Council (MCC)

representatives, San Mateo County Parks, San Mateo County Supervisor Don Horsley, and the Resource Conservation District. The County Manager's Office will administer and manage the proposed agreement.

The residents of El Granada are located within a CAL FIRE designated Very High Fire Severity Zone. This designation is based on risk modeled on multiple variables including vegetation, topography, and wind patterns. The community and the Midcoast Community Council support the development of a long-term wildfire resiliency plan. The Measure K grant will be used by the Resource Conservation District to administrate and hire a consultant to develop a scope of work of such a plan. The highly flammable eucalyptus trees planted within the community (approximately 122 acres) and in neighboring Quarry Park (approximately 314 acres) are a specific concern. CAL FIRE has estimated the cost for removing all eucalyptus from this community to be approximately \$150,000,000 - \$200,000,000. The community has been proactive in identifying potential vegetation management projects to increase wildfire resiliency, and multiple projects have been implemented through support of the County.

This Fire Resiliency Scoping Project will be overseen by a collective partner committee comprised of MCC, San Mateo County Parks, San Mateo County Supervisor Don Horsley, and the RCD, which will direct a consultant. It will result in the development of background research and site investigations to document operational requirements (environmental compliance), constraints, opportunities, methods, and more detailed cost estimates for eucalyptus fuel reduction. This will be compiled into a report that will produce a suite of options and projects or eucalyptus management and wildfire resiliency. The RCD will seek to gain consensus for projects amongst committee partners in order to pursue funding opportunities. With any remaining funding, the RCD will advance treatment prescriptions and start work on environmental compliance.

Total Measure K Request: Not to Exceed \$75,000

The release of funds will be contingent on the execution of an agreement providing for the County's confirmation of the expenditure of funds for the purposes stated herein. The County will disburse the funds to the following organization for the purpose described above:

Kellyx Nelson
Executive Director
Resource Conservation District
80 Stone Pine Road, Suite 100
Half Moon Bay, California 94019
650.712.7765 ext. 102
kellyx@sanmateorcd.org

PERFORMANCE MEASURE:

Description	Target
Develop a plan and scope of work for fire resiliency in El Granada	Complete

County Counsel has reviewed and approved the agreement and resolution as to form.

FISCAL IMPACT:

There are sufficient Measure K funds for this specific FY 2021-22 Measure K request. These funds are budgeted in the Non-Departmental Services FY 2019-29 Adopted Budget.

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Final GCSD Sewer and Parks and Recreation District Budgets -Fiscal Year 2021/22
Date: August 19, 2021

Attached for your Board's consideration are the Final Fiscal Year 2021/22 Sewer District budget and Parks and Recreation District budget. At our last meeting, your board adjourned the consideration of the budget and the associated public hearing until a decision on the purchase of 480 Avenue Alhamra could be completed. Based on our discussions, the budgets have been finalized and are now presented for approval at this meeting. Some changes from the budget reviewed in June and July are: 1) expected revenue from sewer service charges was reduced to \$1,810,000 from \$1,887,000, based upon Delia's calculated sewer service charges to be placed on the property tax bill for the coming fiscal year; 2) added a line item for the \$1.8 million purchase of the 480 Alhambra property, as well as a corresponding revenue line item for the proceeds of the proposed loan for the property; and 3) added a line item for the district's share of funding for the County's Quarry Park bike pump track project. The annual sewer service charge remains at \$580 per ERU for this coming fiscal year as decided at the last meeting. Budget highlights include:

- Sewer Authority Mid-Coastside – SAM operates the treatment plant and intertie pipeline system which treats the District's sewage. Operational costs at SAM had increased relatively substantially in previous years, but the good news is that these past 2 years' costs have remained basically unchanged. The SAM infrastructure budget is budgeted at \$508,000. The Contract Collections Services Budget shows an increase of \$60,000, due mainly to the purchase of a new sewer mainline cleaning truck.
- The GCSD administrative budget will be \$42,000 higher than last year, due mainly to the full time admin position being filled. Most other costs are stable.
- On the sewer capital projects side, both the sewer replacement project based on the District 6 Year CIP Replacement Plan and the Naples Beach Phase 2 Medio Creek Bridge Crossing mainline removal and redirection plan are both underway.
- On the Parks and Recreation side, I have budgeted \$300,000 for landscape design and permitting, as well as civil engineering design for the Burnham Park.

Note that property tax revenues which have previously been allocated to both the Sewer budget and the Parks and Recreation budget are now allocated solely to the Parks and Recreation District, per board direction.

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT BUDGET FISCAL YEAR 2021/22

	FY 2021/22
<u>SEWER - OPERATING REVENUES</u>	<u>Budget</u>
1 . Property Tax Allocation-Sewer (no split with Parks and Rec)	\$0
2 . Annual Sewer Service Charges	\$1,810,000
3 . Reim. from A.D. - Salary and Overhead	\$32,000
4 . Recology of the Coast Franchise Fee	\$33,000
5 . Miscellaneous	\$4,000
TOTAL REVENUES	\$1,879,000

Budget Revenue Assumptions:

- 1 . 3,121 ERU's of sewer service charge at \$580 per ERU
- 2 . Property Tax Revenue is now allocated ONLY to the Parks and Recreation District

SEWER - EXPENDITURES

	FY 2021/22
<u>SEWER - SAM OPERATING EXPENSES</u>	<u>Budget</u>
1 . SAM General Budget - Treatment	\$685,122
2 . SAM General Budget - Administration	\$258,279
3 . SAM General Budget - Environmental Compliance	\$37,570
4 . SAM General Budget - Infrastructure	\$508,056
5 . SAM Contract Collections Services	\$244,612
Sub-Total SAM Operations Expenditures	\$1,733,639

<u>SEWER - GCSD ADMINISTRATIVE EXPENSES</u>		<u>Budget</u>
1 . Accounting		\$32,000
2 . Auditing		\$16,000
3 . Copier Lease		\$6,000
4 . Directors' Compensation		\$11,000
5 . Education & Travel Reimbursement		\$2,000
6 . Employee Salaries		\$220,000
7 . Employee Medical, Payroll Taxes, and Retirement		\$95,000
8 . CalPers and OPEB Unfunded Pension Liability Payments		\$0
9 . Engineering Services (General)		\$20,000
10 . Insurance		\$35,000
11 . Legal Services - General		\$40,000
12 . Legal Services - Project/Case Related		\$90,000
13 . Memberships		\$9,000
14 . Newsletter		\$7,000
15 . Office Lease		\$60,000
16 . Office Maintenance and Repairs		\$3,000
17 . Office Supplies		\$3,000
18 . Professional Services		\$85,000
19 . Publications & Notices		\$2,000
20 . Utilities		\$12,000
21 . Video Taping of Board Meetings		\$4,000
22 . Computers		\$2,500
23 . Lateral Repairs		\$25,000
24 . CCTV		\$15,000
25 . Pet Waste Stations		\$1,200
26 . Miscellaneous		\$15,000
Sub-Total GCSD Administration Expenditures		\$810,700
SEWER - TOTAL OPERATING EXPENDITURES		\$2,544,339
SEWER - OPERATING NET TO/(FROM) RESERVES		(\$665,339)

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT BUDGET FISCAL YEAR 2021/22

	FY 2021/22
<u>SEWER - NON-OPERATING REVENUES</u>	<u>Budget</u>
1 . Interest on Reserves	\$18,000
2 . Connection Fees	\$28,000
3 . SAM Refund from Prior Year Allocation	\$1,000
4 . Repayment from Assessment District-Current FY	\$310,000
5 . ERAF Refund from Prior Year	\$250,000
TOTAL NON-OPERATING REVENUES	\$607,000

Budget Revenue Assumptions:

- 1 . 0.35% Interest on average yearly reserve
- 2 . 6 Connections at \$4700 per connection

	FY 2021/22
<u>SEWER - CAPITAL PROJECTS</u>	<u>Budget</u>
1 . General Sewer Mainline System Repairs	\$10,000
2 . 6 Year Sewer Mainline Replacement Program	\$290,000
3 . Medio Creek Crossing Sewer Realignment	\$400,000
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$700,000

SEWER - CAPITAL RESERVE FUND BALANCE

1 . Beginning Balance on July 1	\$3,211,000
2 . Capital Projects	(\$700,000)
3 . Transfer (to)/from Operating Budget	(\$665,339)
4 . Transfer from Non-Operating Revenues	\$607,000
SEWER RESERVE AT END OF FISCAL YEAR 2022	\$2,452,661

GRANADA COMMUNITY SERVICES DISTRICT
PARKS AND RECREATION DISTRICT BUDGET
FISCAL YEAR 2021/22

	FY 2021/22
<u>PARKS AND RECREATION - REVENUES</u>	
1 . Property Tax Allocation-Parks (solely parks)	\$800,000
2 . Proceeds from Loan for 480 Alhambra Property Purchase	\$1,800,000
3 . Miscellaneous	\$1,000
TOTAL REVENUES	\$2,601,000
 <u>PARKS AND RECREATION - EXPENDITURES</u>	
1 . Projects	\$30,000
2 . RCD	\$30,000
3 . Professional Services	\$300,000
4 . 480 Alhambra Property Purchase	\$1,800,000
5 . District Share of Funding for Pump Track at Quarry Park	\$100,000
6 . Reimbursement to HMB per Property Tax Agreement	\$389,000
TOTAL EXPENDITURES	\$2,649,000
NET TO/(FROM) PARKS AND RECREATION RESERVE	(\$48,000)
 <u>PARKS AND RECREATION - CAPITAL RESERVE FUND</u>	
1 . Beginning Balance on July 1	\$1,890,000
2 . Transfer (to)/from Operating Revenues	(\$48,000)
PARKS AND RECREATION RESERVE AT FYE 2022	\$1,842,000

ITEM #5

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration to Appoint PAC Selection Committee
Date: August 19, 2021

This Item is presented for the Board to appoint two directors to serve on a Parks Advisory Committee (PAC) Selection Committee. The Selection Committee is needed for the purpose of reviewing incoming PAC applications, to conduct interviews, and to make recommendations to the Board for appointments.

There is currently one vacant seat and no alternates for the seven-member committee. Staff will initiate advertising and forward all applications received to the appointed directors.

ITEM #6

MINUTES
SAM BOARD OF DIRECTORS MEETING
July 26, 2021

1. CALL TO ORDER

Chair Dye called the meeting to order at 7:05 p.m. from her residence in El Granada, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the July 26, 2021 meeting.

A. Roll Call

Directors Slater-Carter, Clark, Lohman, Ruddock, Dye, and Penrose were present. Also present via teleconferencing were General Manager Kishen Prathivadi, Finance Officer George Evans, Supervisor of Treatment/Field Operations Tim Costello, General Counsel Jeremy Jungreis, and Christopher Boucher.

B. July Employee Anniversaries

1. Felipe Preciado Collections Maintenance Worker I – 2 Years
2. Kishen Prathivadi General Manager – 6 years

General Manager Prathivadi informed the Board of 2 employee anniversaries in the month of July. He stated that it was Felipe Preciado's 2 year anniversary and his 6 year anniversary. Suzie Turbay, Administrative Assistant, said a few words about Felipe's work ethics and dedicated service to SAM, and George Evans, Finance Officer, said a few words about General Manager Prathivadi's leadership style and the team atmosphere he created. He also thanked General Manager Prathivadi for volunteering for the role of General Manager, and thanked the Board for extending his contract. The Board congratulated Felipe and General Manager Prathivadi for their combined years of service at SAM.

2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

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

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

- A. Approve Minutes of July 12, 2021 Regular Board Meeting
- B. Approve Disbursements for July 26, 2021
- C. Monthly Revenue and Expense Report for Period Ending June 30, 2021

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

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

4. REGULAR BUSINESS

A. Present Draft Report on Wastewater Treatment Plant Capacity & Treatment Process Review Study by Brown and Caldwell

General Manager Prathivadi reviewed the staff report and Project Manager Mike Harrison of Brown and Caldwell presented the Board with a draft report on the treatment plant capacity and treatment process review study. He and Linda Sawyer, also of Brown and Caldwell, discussed the report and answered questions from the Board. General Manager Prathivadi requested more information from the Board and their member agencies as to what additional information they would like in the report so Brown and Caldwell can work on that information and bring it back to the next Board meeting. Following discussion and the question and answer period, Chair Dye thanked Mike Harrison and Linda Sawyer for the presentation and discussion.

Director Lohman moved, and Director Penrose seconded the motion to accept and file the draft report and review study by Brown and Caldwell subject to revisions.

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

A copy of the Brown and Caldwell PowerPoint presentation can be found on the SAM website at www.samcleanswater.org.

B. Approve Side Letter Agreement with the International Union of Operating Engineers, Local 39 Regarding Extension of 2019-2023 Memorandum of Understanding through January 31, 2025

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors approve the proposed Side Letter Agreement with Local 39 to extend the current MOU through January 31, 2025. Director Penrose moved, and Director Slater-Carter seconded the motion to approve the side letter agreement with the International Union of Operating Engineers, Local 39 regarding the extension of the 2019-2013 Memorandum of Understanding through January 31, 2025.

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

C. Set Salary and Terms and Conditions of Employment for Unrepresented Employees' Salary Schedule, Retroactive to July 1, 2021

General Manager Prathivadi reviewed the staff report and recommended the Board of Directors consider and approve a 3% cost-of-living adjustment, effective July 1, 2021 for the Authority's unrepresented employees' (Finance Officer position only), and a one-time, non-pensionable lump sum payment of \$2,000, payable at the first pay period following the Board of Director's approval of this report. Director Slater-Carter moved, and Chair Dye seconded the motion to set the salary and terms and conditions of employment for unrepresented employees' (Finance Officer position only), salary schedule, and a one-time non-pensionable lump sum payment of \$2,000, payable at the first pay period following the Board of Director's approval of this report, retroactive to July 1, 2021.

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

D. Set Bi-Weekly Employee Salary Schedule, Effective July 1, 2021

The General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors approve the updated Authority Bi-Weekly Salary Schedule, effective July 1, 2021. Director Slater-Carter moved, and Director Ruddock seconded the motion to approve and set the Bi-weekly Employee Salary Schedule, Effective July 1, 2021.

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

5. GENERAL MANAGERS REPORT

General Manager Prathivadi presented the Managers' Report for June 2021 to the Board and recommended that the Board receive the report for June 2021. A discussion ensued. Following discussion, the Board concurred to receive and file the Managers' Monthly Report for June 2021.

6. ATTORNEY'S REPORT

General Counsel Jungreis discussed 3 potential options, 1. Hybrid, 2. Return to Board meetings as before Covid, and 3. Virtual meetings if the State of California should re-open on September 30, 2021. A discussion ensued. Following discussion, Chair Dye thanked Jeremy for his report.

7. DIRECTOR'S REPORT - NONE

8. TOPICS FOR FUTURE BOARD CONSIDERATION

Director Penrose requested the Board consider hiring a consultant or working with Townsend, and possibly hiring Townsend to get SAM a grant for looking at big changes as outlined by Director Lohman.

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

- A. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION
Pursuant to Paragraphs (1), (2) and (4) of Subdivision (d) of Government Code Section 54956.9 (One case - Thompson vs SAM)
- B. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim 202008-10882405 filed by Beverli Marshall)
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
- D. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT RISK OF LITIGATION (1 CASE)
Pursuant to Government Code Section 54956.9 (d) (2)

The Board went in to Closed Session at 8:53 p.m.

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

The Board came out of Closed Session at 9:40 p.m. General Counsel Jungreis reported that there was no reportable action.

11. ADJOURNMENT

Chair Dye adjourned the meeting at 9:40 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay, Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
THROUGH: Kishen Prathivadi, General Manager
FROM: Tim Costello, Supervisor of Technical / Field Services
SUBJECT: **Monthly Manager’s Report – June 2021**

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

The following data is presented for the month of June 2021.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	5	Half Moon Bay	0.727	61.2%
Accidents, Injuries, etc.:	0	Granada CSD	0.236	19.9%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.224</u>	<u>18.9%</u>
Reportable Spills Cat 2:	0	Total	1.187	100%
Reportable Spills Cat 3:	0			

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

Administration

There were two Board Meetings, and one public records request in the month of June 2021. There were no articles, and 2 Notice to Bidders in the Half Moon Bay Review in June 2021. There has been no lost time work accidents since September 10, 2019. There were no new hires, and one anniversary in the month of June, David Partida, Operator III.

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. Phase two of this project is complete now giving us an additional 200,000 or a combined total available storage volume of 400,000 gallons at this location.

The Portola Pump Station has the ability to use the Wet Weather Facility as a modified equalization basin if needed, (without mixing it is not ideal for this use) or as wet weather flow storage as originally designed.

And the roller coaster continues here with process issues, sampling continues to be accelerated. We were able to back off the beginning of the month but had to increase frequency again due to effluent issues. We really thought we turned things around mid-month and then it went pear shaped on us again.

We are have issues with a different type of filaments now, and we are having a hard time keeping biology healthy and not dying off.

It seems like it continues to be a series of fires for lack of a better term. We are just going back and forth and unable to find the point source of our continuing troubles. We were hopeful that when we went back to the fine air diffusers that would help some of the issues and it did a little. We no longer had the foam carry through to the secondaries but in a short amount of time we began to have settling issues. We added the Biostar product, it's a bio augmentation supplement, and saw some results in after about 5. After seven days it looked really good and our numbers were back into a normal range. We sent out samples to the lab and they suggested we add a couple products to help combat the type 021N and another to improve the overall health of the biology.

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Due to the high sample numbers we did have NPDES exceedances for both TSS and EFF BOD. Both of these sample points will had weekly and monthly exceedances.

We did have a meetings with the Brown and Caldwell folks to discuss process issues, and general process evaluation. Lance from B & C has also been on site along with multiple phone calls.

William Burrell came in for a state inspection towards the end of the month, it must have been a strange coincidence because that was the one time frame that the plant looked good during the month. I have been openly communicating with Mr. Burrell at the state to be sure he is kept in the loop of what we have going on and our continuing struggles.

In regards to exceedances this month it looks like I will be reporting a total of five, two weekly EFF TSS and one monthly EFF TSS along with one weekly EFF BOD and one monthly EFF BOD.

During the month of June 2021, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 0.186 inches of rain in June, this web link has some very useful data for our area, <https://ggweather.com/hmb/> . We did get some rainfall to report for the month of May, but it was minimal at best. Rainfall totals were as follows: 0.13 inches at the treatment plant, 0.11 inches in the GCSD service are, and 0.14 inches at the MWSD weather station. Below the 10 year average still, much like the last few months. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of June 2021.

- 6/1/2021 – Perform MLSS switch over to AB3 and put AB1/AB2 out of service.
- 6/2/2021 – Some process control numbers out of the norm due to switch over from day before. This was expected.
- 6/3/2021 – Borges and Mahoney at the plant to rebuild both chemical analyzers and calibrate.
- 6/4/2021 – Work on poly pump for primary, secondary blanket fluff to 5 ft, cleaned ferric filters.
- 6/5/2021 – Poly to MLSS, secondary fluff to 7 ft, MLSS concentration going down?
- 6/6/2021 – Secondary fluff to 9 ft.

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- 6/7/2021 – Poly on to MLSS, secondary fluff to 10.5 ft, mlss conc down again, poly on to secondary's.
- 6/8/2021 – Pumps off at Portola, using the station and tanks for equalization, poly to MLSS, cleaned ferric filters, MLSS concentration down again.
- 6/9/2021 – Lance, process specialist from B & C onsite to assist with plant issues, Moved poly to different location to see if that will help, samples went out for micro exam today, will share results with B&C team when they come in, no wasting again today, MLSS concentration dropped again today.
- 6/10/2021 – Plant generator run, work on poly to MLSS, using Portola and tanks as EQ, no wasting again, MLSS concentration down again.
- 6/11/2021 – Adding poly to MLSS effluent, using Portola as EQ, replace probe on Micro 2000, Talk with Lance via phone to discuss process problems some more, CL2 on to RAS, Tim here with Sheriff deputies after hours due to burglar alarm at the office – it appears it was caused by the wind.
- 6/12/2021 – Poly to MLSS effluent, Kishen and Seniors at plant to discuss process (Tim out of area), Started wasting some today as MLSS is starting to build slowly.
- 6/13/2021 – High secondary blankets still, Poly to MLSS effluent, Portola using as EQ, sample pump had to be replaced, secondary #2 put online due to blanket issues.
- 6/14/2021 – Poly to MLSS effluent, received verbal results from lab need to accelerate monitoring for BOD, state in the loop, Calcon working on #1 water system, discuss continuing process issues with Lance, talk to Calcon about flow pacing of Ferric Chloride and Poly for primary.
- 6/15/2021 – Poly to MLSS effluent, using Portola as EQ, received hypo at stations, work on Princeton hypo pump, added micro nutrient to MLSS basin (day 1).
- 6/16/2021 – Poly to MLSS basin, Lance on site working with operators, poly rep here running jar testing to see if there is a better poly for settling, Calcon working on water system, Portola still EQ, added micro nutrient to MLSS basin (day 2)
- 6/17/2021 – Poly to MLSS effluent, tried to run Portola pump one in a different rate but it didn't work well, tried to isolate one of the secondary's but the blankets started to rise fairly quickly, had a meeting with B & C engineering team to discuss progress of capacity evaluation, phone call with Lance in

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afternoon to update on process, it looks about the same, added micro nutrient to MLSS basin (day 3).

- 6/18/2021 – Poly going to MLSS effluent, using Portola as EQ still, Added more bio augmentation to MLSS basin, checked secondary depth with ORP probe to make sure we did not have septic conditions, all okay.
- 6/19/2021 – Had to call in a couple people to clean (de-rag) a pump out at the Portola station, currently in the EQ set up we are only using the smaller pump so it is important for it to be working well. Poly to MLSS effluent, added more bio augmentation to MLSS basin, spoke to Lance from B&C about process.
- 6/20/2021 – Poly to MLSS effluent, added more bio augmentation to MLSS basin.
- 6/21/2021 – Senior Operator Long working with Lance from B&C checking various things in the plant, added poly to MLSS effluent. Added more bio augmentation to MLSS basin, secondary freeboard better today.
- 6/22/2021 – Poly to MLSS basin effluent, talk with Lance from B&C on process, holding off on bio augmentation today as things are turning around, take down contact basin for cleaning.
- 6/23/2021 – Poly to MLSS effluent, take down second contact basin for cleaning, also cleaned out middle channel between basins.
- 6/24/2021 – Poly to MLSS effluent, Julio in to discuss as needed assistance at facility, plant looking lots better, good clarity and good settling.
- 6/25/2021 – William Burrell at the plant for facility tour and to discuss recent issues, last time he was at the facility was before the blip. Still adding poly to MLSS effluent for secondary settling.
- 6/26/2021 – Saturday - Adding poly to MLSS effluent.
- 6/27/2021 – Sunday - Poly to MLSS effluent, adjust wasting down, seems to be dropping concentration again.
- 6/28/2021 – Poly to MLSS effluent again, adjust waste rate down again, Aqua fix chemicals here need to touch base with them on addition.
- 6/29/2021 – Poly to MLSS effluent, added bugs to MLSS, started taking down secondary, cl2 on to RAS for different type of filament.
- 6/30/2021 – Poly to MLSS effluent, start adding accelerator 7 & smart BOD to MLSS.

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Other activities are listed below;

There were 10 deliveries (approximately 7,400 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 740.00. There were no leachate deliveries to the SAM IPS line in the month of June 2021, for a total leachate volume of 0 gallons.

The NPDES data report for June 2021 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 18,471 feet of sewer line and responded to fourteen service calls in contract service areas. Four were sewer line related and ten were maintenance service calls. Four of the callouts were during regular business hours, and ten were after hour calls. One call was in HMB, three calls were in the GCSD service area, and ten calls were in the MWSD service area.

HMB – There were no service calls in the HMB area.

The one maintenance call in HMB was as follows; 6/26 - Pelican Point Lift Station power loss alarm. Power was shut off for work PG&E was doing on HWY 1. Power was restored the following day at 09:16. Reset alarms and checked station for normal operation.

GCSD – The service calls in the GCSD area were as follows; 6/6 - Called for a cleanout that looked like it had burped, crew flushed main finding large amount of TP, returned the next day with similar findings cleaned out service line and televised. They are second to last house on line so little flow, advised owner to flush out with water periodically to push things along. 6/8 - Owner called about his cleanout backing up, crew arrived flushed main and found a large amount of TP in the main, crew advised homeowner to flush service line with water periodically to keep things moving. 6/24 - Called for a sink backing up, the crew flushed main finding a few shoestring roots, and the owner was advised to contact a plumber to resolve issue.

There were no maintenance calls in the GCSD area during the month of June.

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MWSD – The service call in the MWSD area were as follows; 6/11 - Call for slow draining tub, crew flushed the main finding no blockage, checked cleanout and it was clear, advised owner to contact a plumber to resolve issue.

The maintenance service calls in the MWSD area this month were as follows; 6/5 - High float alarm at Date Harte, arrived at station and found at a normal operating level. Reset alarms, checked for normal operation, all working properly. 6/6 - Seal Cove #2 phase loss alarm, power was restored upon arrival. Reset alarms, checked for normal operation, working properly. 6/6 - Power glitches affected Seal Cove #4, station had power upon arrival. Reset alarms and checked for normal operation. 6/6 - Power glitches affected Distillery station, station had power upon arrival. Reset alarms and checked for normal operation. 6/6 - California Lift Station power loss alarm, generator ran for a short time. After power was restored had to reset pump 1 motor starter to keep it from faulting out again. Reset all alarms, checked for normal operation. 6/7 - Call for pump 1 fault at Airport, found motor starter tripped, reset and tripped again. After more investigation, found splice at Polaris connection had failed. Installed new connection, tested station, working properly now. 6/8 - Seal Cove 4 alarm, found low battery alarm for keypad. Did not affect station operation. Replaced battery, checked station for normal operation. 6/12 - Airport Station alarm, power glitch, station had power upon arrival. Reset alarms, checked station for normal operation. 6/24 - Seal cove 1 alarm for power loss. Station had utility power upon arrival, reset alarms and checked station for normal operation.

The June 2021 collection system data report is provided for the Board’s information. There were no Category 1, no Category 2’s, and no Category 3 SSO’s during the month of June 2021.

Staff Recommendation

Staff recommends that the Board receive the Manager’s Report for June 2021.

Supporting Documents

Attachment A: Monthly Flow Report June 2021

Attachment B: Monthly NPDES Report June 2021

Attachment C: Collection System Data June 2021

Attachment D: Contract Collection Service Report June 2021

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Attachment A

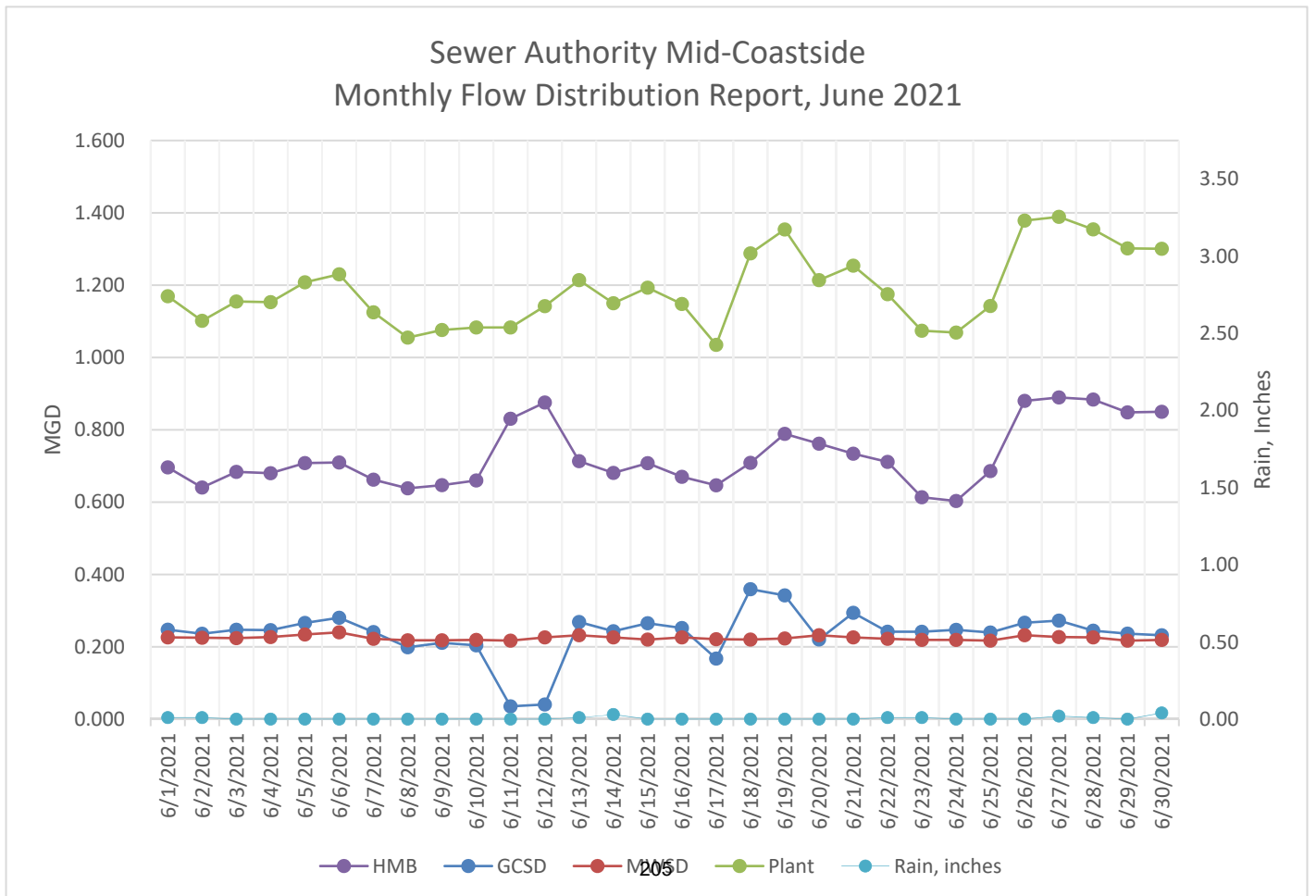
Flow Distribution Report Summary for June 2021

The daily flow report figures for the month of June 2021 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	0.727	61.2%
Granada Community Services District	0.236	19.9%
Montara Water and Sanitary District	<u>0.224</u>	<u>18.9%</u>
Total	1.187	100.0%



Sewer Authority Mid-Coastside

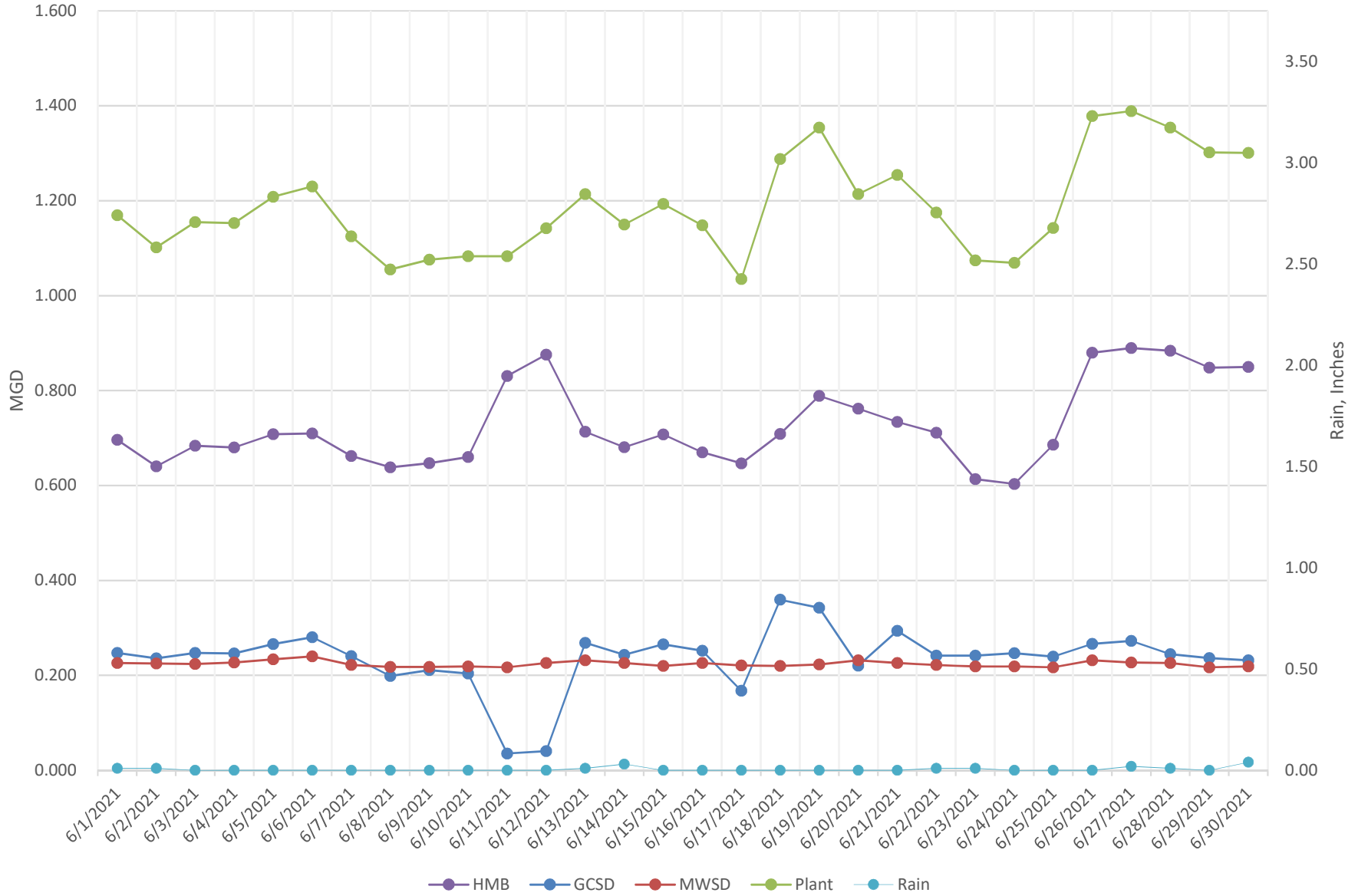
Monthly Flow Distribution Report for June 2021

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
6/1/2021	0.696	0.247	0.226	1.169	0.01	0.00	0.00
6/2/2021	0.640	0.236	0.225	1.102	0.01	0.03	0.02
6/3/2021	0.684	0.247	0.224	1.155	0.00	0.00	0.00
6/4/2021	0.680	0.246	0.227	1.153	0.00	0.00	0.00
6/5/2021	0.708	0.266	0.234	1.208	0.00	0.00	0.00
6/6/2021	0.710	0.280	0.240	1.230	0.00	0.00	0.00
6/7/2021	0.662	0.241	0.222	1.125	0.00	0.00	0.00
6/8/2021	0.638	0.199	0.218	1.055	0.00	0.00	0.00
6/9/2021	0.647	0.211	0.218	1.076	0.00	0.00	0.00
6/10/2021	0.660	0.204	0.219	1.083	0.00	0.00	0.00
6/11/2021	0.831	0.035	0.217	1.083	0.00	0.00	0.00
6/12/2021	0.875	0.041	0.226	1.142	0.00	0.00	0.00
6/13/2021	0.713	0.269	0.232	1.214	0.01	0.01	0.00
6/14/2021	0.681	0.243	0.226	1.150	0.03	0.00	0.01
6/15/2021	0.708	0.265	0.220	1.193	0.00	0.00	0.00
6/16/2021	0.670	0.252	0.226	1.148	0.00	0.00	0.00
6/17/2021	0.647	0.167	0.221	1.035	0.00	0.00	0.00
6/18/2021	0.709	0.359	0.220	1.288	0.00	0.00	0.00
6/19/2021	0.789	0.342	0.223	1.354	0.00	0.00	0.00
6/20/2021	0.762	0.220	0.232	1.214	0.00	0.00	0.00
6/21/2021	0.734	0.294	0.226	1.254	0.00	0.00	0.00
6/22/2021	0.711	0.242	0.222	1.175	0.01	0.01	0.02
6/23/2021	0.614	0.242	0.219	1.074	0.01	0.00	0.01
6/24/2021	0.603	0.247	0.219	1.069	0.00	0.00	0.00
6/25/2021	0.686	0.240	0.217	1.142	0.00	0.00	0.00
6/26/2021	0.880	0.267	0.232	1.379	0.00	0.00	0.00
6/27/2021	0.890	0.272	0.227	1.389	0.02	0.00	0.01
6/28/2021	0.884	0.245	0.226	1.354	0.01	0.02	0.03
6/29/2021	0.848	0.236	0.217	1.302	0.00	0.00	0.00
6/30/2021	0.850	0.232	0.219	1.301	0.04	0.04	0.04
Totals	21.809	7.087	6.720	35.615	0.15	0.11	0.14

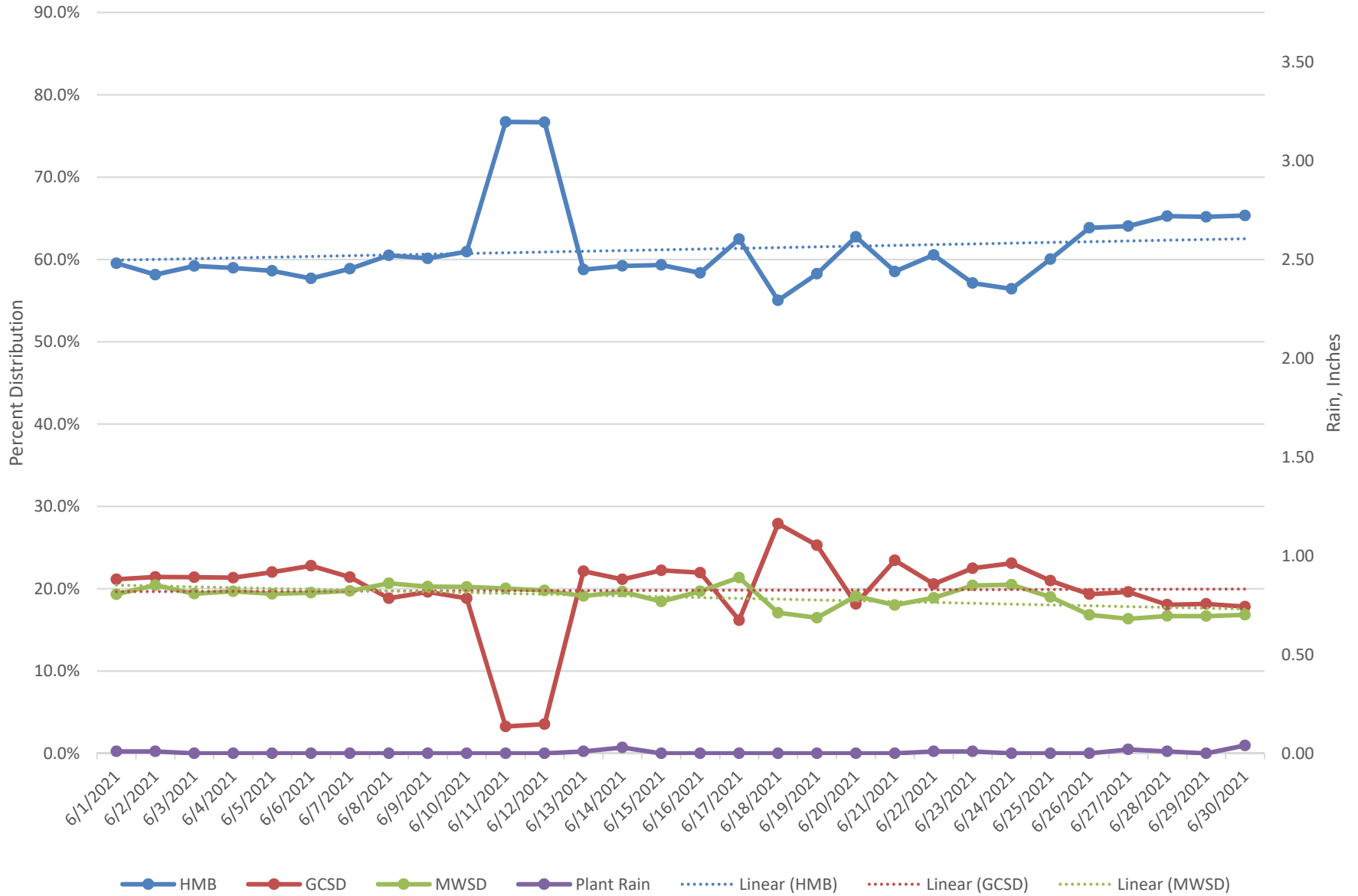
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.603	0.035	0.217	1.035
Average	0.727	0.236	0.224	1.187
Maximum	0.890	0.359	0.240	1.389
Distribution	61.2%	19.9%	18.9%	100.0%

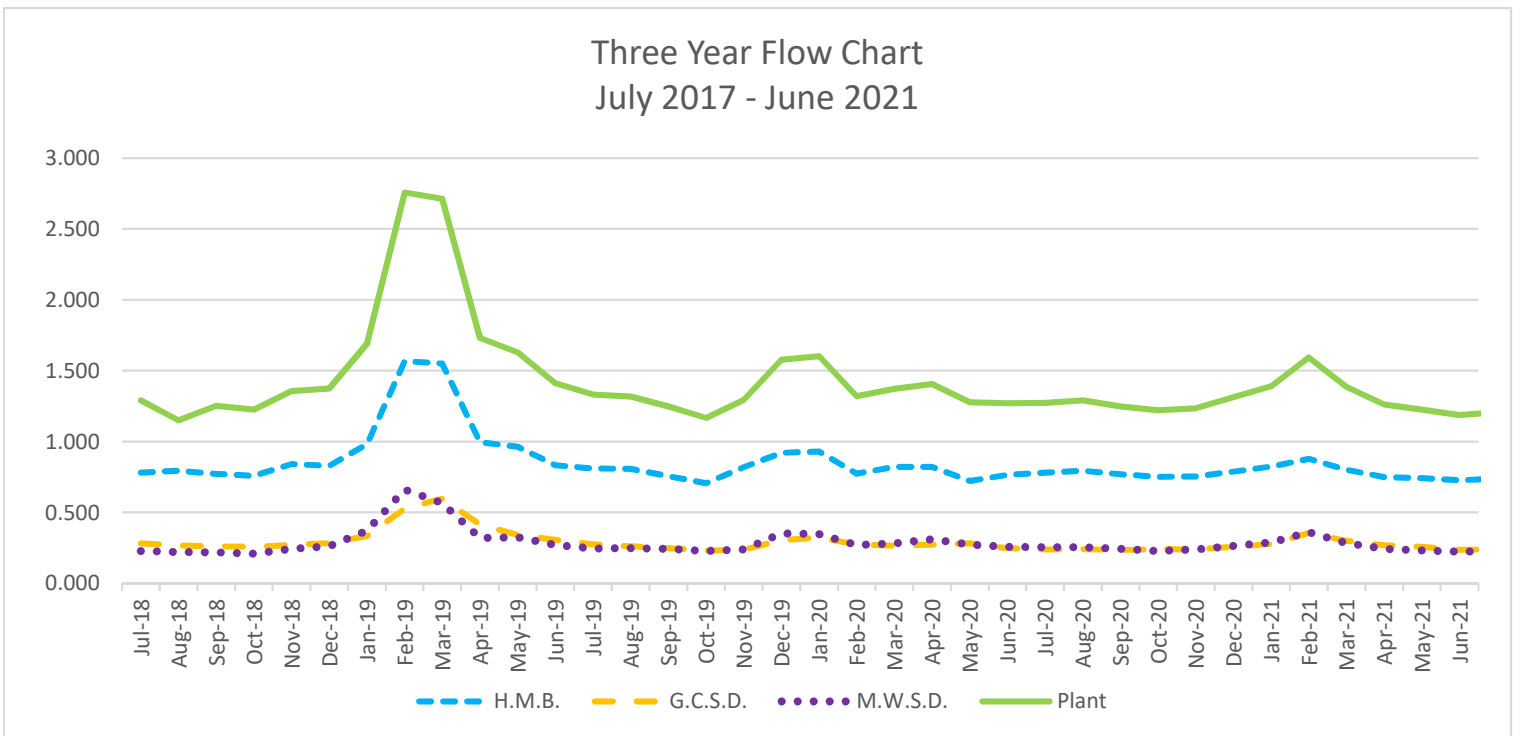
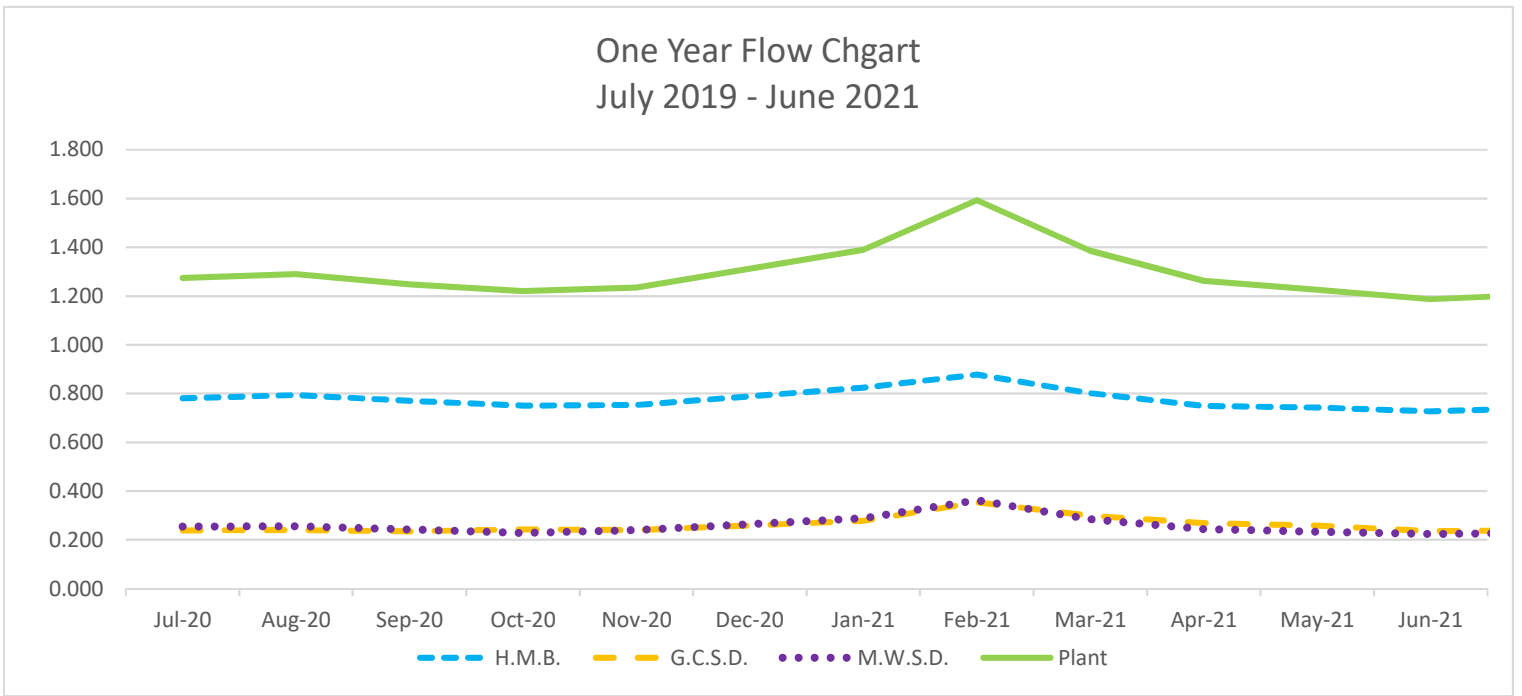
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, June 2021



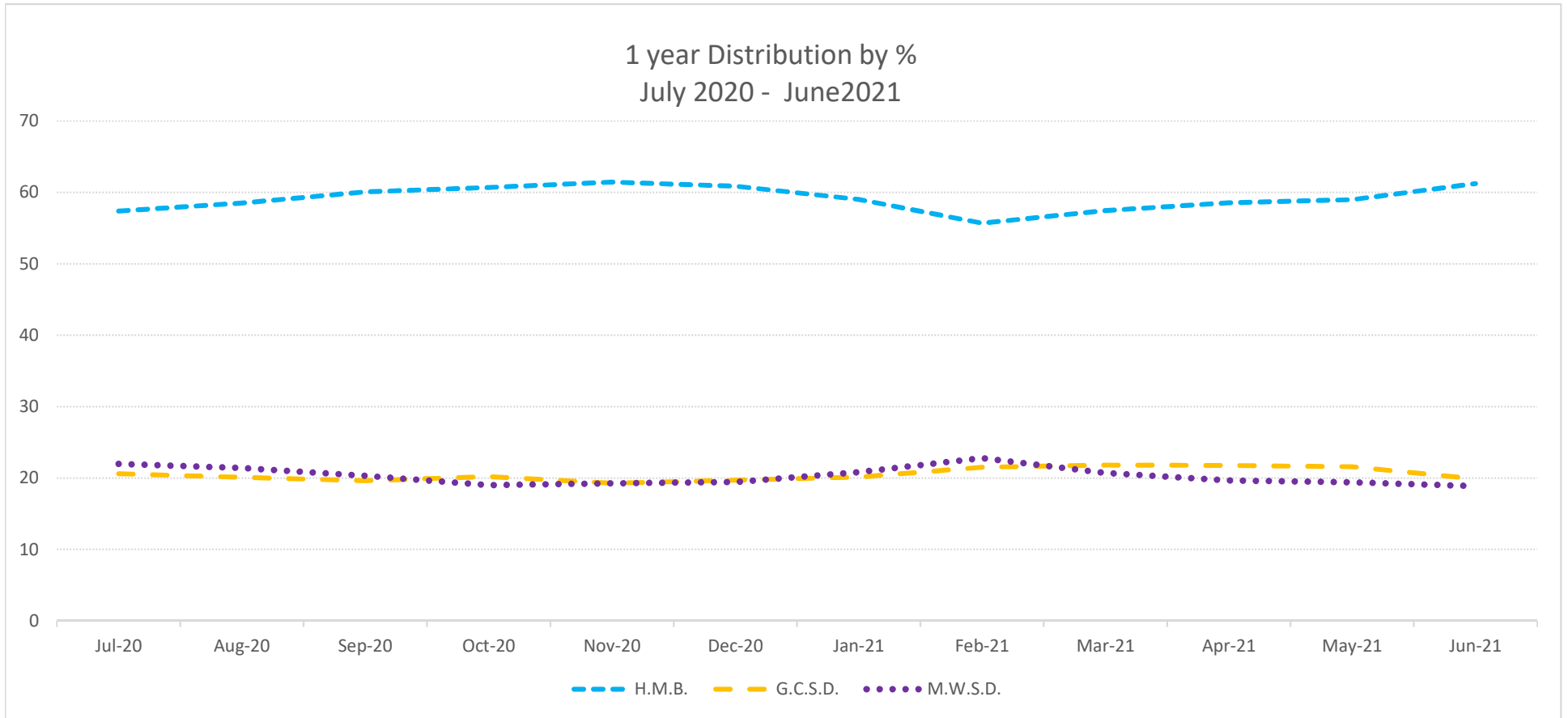
Percent Distribution June 2021



Most recent flow calibration March 2021 PS, March 2021 Plant



Flow based percent distribution based for past year



SAM E-001 June 2021

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
6/1/2021	320	3.60		98.9%	490	290	9.2	
6/2/2021					470	270	12.0	
6/3/2021								
6/4/2021								
6/5/2021			3.60					10.60
6/6/2021								
6/7/2021								
6/8/2021	170	170.00		0.0%	420	270	110.0	
6/9/2021	270	230.00		14.8%	560	370	110.0	
6/10/2021						260	90.0	
6/11/2021								
6/12/2021			200.00					103.33
6/13/2021	330	400.00		-21.2%	400		110.0	
6/14/2021	370	44.00		88.1%	440		25.0	
6/15/2021					560		41.0	
6/16/2021	330	46.00		86.1%	480	250	17.0	
6/17/2021	390	46.00		88.2%	400	250	15.0	
6/18/2021	360	71.00		80.3%	410	260	22.0	
6/19/2021			121.40					38.33
6/20/2021	460	71.00		84.6%	580	370	41.0	
6/21/2021	350	24.00		93.1%	530	320	14.0	
6/22/2021					380	460	12.0	
6/23/2021	370	21.00		94.3%	490		15.0	
6/24/2021	350	8.60		97.5%	510		10.0	
6/25/2021	390	7.20		98.2%	460	270	10.0	
6/26/2021			26.36					17.00
6/27/2021								
6/28/2021	290	6.90		97.6%	380	290	8.9	
6/29/2021	270	8.00		97.0%	400	290	7.6	
6/30/2021	160	11.00		93.1%	250	270	10.0	
Count	16	16	4	16	19	15	20	4
Minimum	160	3.60	3.60	-21.2%	250	250	7.6	10.6
Average	324	73.02	87.84	74.4%	453	299	34.5	42.3
Maximum	460	400.00	200.00	98.9%	580	460	110.0	103.3
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 June 2021

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
6/1/2021	98.1%	ND		1.80		0.00
6/2/2021	97.4%					0.00
6/3/2021						0.00
6/4/2021						0.00
6/5/2021			ND		1.80	0.00
6/6/2021						0.00
6/7/2021						0.00
6/8/2021	73.8%	44.00		75		0.00
6/9/2021	80.4%	110.0		110		0.00
6/10/2021						0.00
6/11/2021						0.00
6/12/2021			77.00		92.50	0.00
6/13/2021	72.5%					0.00
6/14/2021	94.3%					0.00
6/15/2021	92.7%					0.00
6/16/2021	96.5%	5.00		19.00		0.00
6/17/2021	96.3%	5.00		21.00		0.00
6/18/2021	94.6%					0.00
6/19/2021			5.00		20.00	0.00
6/20/2021	92.9%	14.0		10.00		0.00
6/21/2021	97.4%	0.10		9.00		0.00
6/22/2021	96.8%					0.00
6/23/2021	96.9%					0.00
6/24/2021	98.0%					0.00
6/25/2021	97.8%					0.00
6/26/2021			7.05		9.50	0.00
6/27/2021						0.00
6/28/2021	97.7%	0.10		4.80		0.00
6/29/2021	98.1%	0.10		5.50		0.00
6/30/2021	96.0%					0.00
						0.00
						0.00
						0.00
Count	19	8	3	9	4	31
Minimum	72.5%	0.1	< 5.00	1.80	1.80	0.0
Average	93.1%	22.29	29.68	28.46	30.95	0.0
Maximum	98.1%	110.0	77.0	110.00	92.50	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 June 2021

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
6/1/2021	0.00	25.0	7.23	20.4	ND		7.27	80.5
6/2/2021	0.00		7.05	19.3			7.33	79.5
6/3/2021	0.00		7.22	19.4			6.86	74.3
6/4/2021	0.00		7.27	19.8			7.01	76.7
6/5/2021	0.00		7.09	19.3		ND	6.88	74.6
6/6/2021	0.00		7.18	19.6			7.85	85.5
6/7/2021	0.00		7.14	19.9			7.04	77.2
6/8/2021	0.00		7.23	19.4			7.48	81.5
6/9/2021	0.00	53.0	7.03	19.6	ND		6.25	68.3
6/10/2021	0.00		7.16	19.8			6.87	75.2
6/11/2021	0.00		7.07	20.0			6.78	74.4
6/12/2021	0.00		7.06	20.4		ND	6.35	70.3
6/13/2021	0.00		7.07	20.8			6.29	70.4
6/14/2021	0.00		7.09	20.7			5.75	63.9
6/15/2021	0.00		7.27	20.8			6.59	73.7
6/16/2021	0.00		7.24	20.1			6.93	76.5
6/17/2021	0.00	55.0	7.27	20.3			6.44	71.2
6/18/2021	0.00		7.35	20.0	ND		6.82	74.9
6/19/2021	0.00		7.30	20.8		ND	6.55	73.0
6/20/2021	0.00		7.16	20.6			6.83	76.1
6/21/2021	0.00	48.0	7.24	20.4	10		6.83	75.5
6/22/2021	0.00		7.24	20.9			6.97	78.2
6/23/2021	0.00		7.21	21.5			6.56	74.2
6/24/2021	0.00		7.26	21.6			6.96	78.9
6/25/2021	0.00		7.28	21.5			6.90	78.0
6/26/2021	0.00		7.23	21.6		< 10.00	7.00	79.4
6/27/2021	0.00		7.26	20.9			7.21	80.7
6/28/2021	0.00		7.43	20.6			7.10	78.9
6/29/2021	0.00	51.0	7.35	20.4	ND		6.87	76.0
6/30/2021	0.00		7.28	20.3			7.62	84.3
	0.00							
Count	31	5	30	30	1	1	30	30
Minimum	0.00	25.0	7.03	19.3	< 10	< ND	5.75	63.9
Average	0.0	46.4	7.21	20.4	< 10	< 10	6.87	76.1
Maximum	0.00	55.0	7.43	21.6	10	< 10.0	7.85	85.5
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, June 2021

June 2021

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

12 Month Moving Total

	Total	<i>12 month rolling Number</i>			
		HMB	GCS D	MWSD	SAM
Roots	2	0	1	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	2	1	0	1	0
Total	4	1	1	2	0
		25%	25%	50%	0%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
June 2021	0	0	0	0	0
12 Month Moving Total	4	1	1	2	0

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
June 2021	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	3.8	2.7	3.0	7.4	0.0
Category 1	1.0	0.0	3.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	2.7	0.0	7.4	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

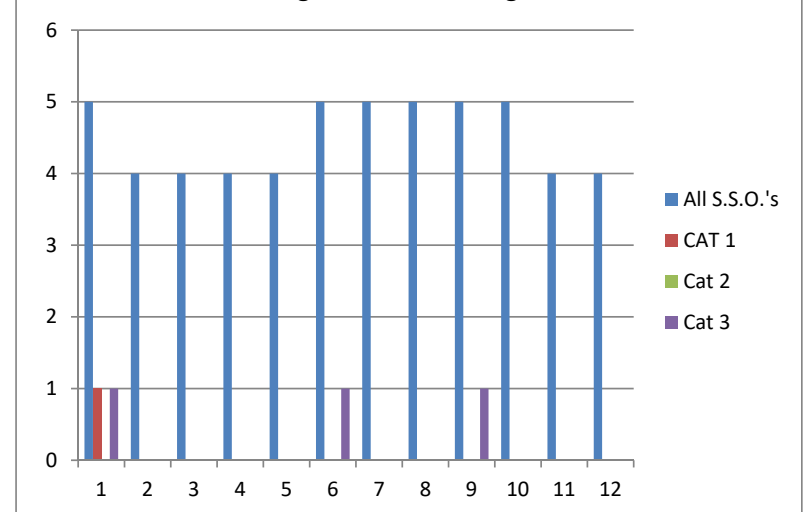
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
July - 20	16,890	18,514	14,262	49,666	9.4
Aug - 20	15,475	20,299	7,883	43,657	8.3
Sept - 20	12,942	18,428	4,067	35,437	6.7
Oct - 20	11,459	14,887	8,999	35,345	6.7
Nov - 20	11,229	23,059	9,482	43,770	8.3
Dec - 20	17,235	16,367	4,540	38,142	7.2
Jan - 21	9,147	11,987	2,909	24,043	4.6
Feb - 21	8,887	7,652	5,483	22,022	4.2
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5

Annual ft	149,426	149,572	79,905	378,903	
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Annual Mi.	28.3	28.3	15.1		71.8
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Attachment C

12 Month Moving SSO Totals Through June 2021



TASK SUMMARY- GCSD 2020-2021

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	16,424	18,257	16,309	12,436	18,035	14,663	10,710	5,784	9,565	-	293	444	122,920	141%
Hot Spot Cleaning	5,400	1,994	1,652	1,705	2,450	986	2,904	2,122	1,815	2,619	2,401	1,275	3,553	25,476	472%
Lift Station Inspection - Daily	52	5	4	5	4	4	4	4	4	5	5	4	5	53	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Maint. Work Orders - Completed	-	5	4	5	4	4	4	4	4	5	5	4	-	48	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manhole Inspection	879	89	104	96	73	99	91	60	53	66	15	14	15	775	88%
USA Markings	372	52	66	67	68	63	44	32	39	71	67	82	84	735	198%
F.O.G. Inspections Completed	10	-	-	-	-	-	17	-	-	-	-	-	-	17	170%
F.O.G. Inspections Passed	10	-	-	-	-	-	17	-	-	-	-	-	-	17	170%
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lateral Inspections	-	-	-	-	-	-	-	-	-	-	-	2	2	4	-
Customer Service Call - Reg	-	2	2	-	-	3	3	3	2	2	-	2	2	21	-
Customer Service Call - OT	-	2	2	3	-	1	3	1	-	-	2	1	1	16	-
SSO Response - Category 1	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0	0	0	0	-	-



SEWER AUTHORITY MID-COASTSIDE
Board Operations Committee Meeting Agenda
Regular Meeting
9 AM – 10 AM, Tuesday, August 3, 2021

Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20 and the San Mateo County Health Officer shelter in place order issued on March 16, 2020, members of the public may observe and participate in the open session portions of the meeting electronically by using the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/83046841217?pwd=VEFUTIk5QmhlWE40OWZZbUJlbUdJdz09>

Meeting ID: 830 4684 1217

Passcode: 419319

One tap mobile

+16699006833,,83046841217#,,,,*419319# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 830 4684 1217

Passcode: 419319

Find your local number: <https://us02web.zoom.us/j/83046841217?pwd=VEFUTIk5QmhlWE40OWZZbUJlbUdJdz09>

If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at kishen@samcleanswater.org.

1. CALL TO ORDER

A. Roll Call

Deborah Penrose (HMB)

Matthew Clark (GCSD)

Kathryn Slater-Carter (MWSD)

2. APPROVAL OF MINUTES – May 4, 2021

3. APPROVAL OF MINUTES – July 6, 2021

4. REGULAR BUSINESS

- A. Update on Process Study – Brown and Caldwell
- B. Update on Plant Upset
- C. Any Other Issues

5. NEXT MEETING

Next Board Operations Committee Meeting: September 7, 2021

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

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, August 9, 2021

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

Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20 and the San Mateo County Health Officer shelter in place order issued on March 16, 2020, members of the public may observe and participate in the open session portions of the meeting electronically by using the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/85205008370?pwd=UXRXN3VkWnc1M1BDbGEzZVVrczVMQT09>

Meeting ID: 852 0500 8370

Passcode: 465879

One tap mobile

+16699006833,,85205008370#,,,,*465879# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 852 0500 8370

Passcode: 465879

Find your local number: <https://us02web.zoom.us/j/85205008370>

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to

kishen@samcleanswater.org. All comments so submitted prior to 7 pm on August 9, 2021 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

3. **CONSENT AGENDA** (*Consent items are considered routine and will be approved/ adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.*)
 - A. Approve Minutes of July 26, 2021 Regular Board Meeting (**Attachment**)
 - B. Approve Disbursements for August 9, 2021 (**Attachment**)
4. **REGULAR BUSINESS** (*The Board will discuss, seek public input, and possibly take action on the following items*)
 - A. Review and Receive the Financial Report for Q3 Fiscal Year 20-21 (Budget vs Actual) (**Attachment**)
5. **GENERAL MANAGER'S REPORT**
6. **ATTORNEY'S REPORT**
7. **DIRECTORS' REPORT**
8. **TOPICS FOR FUTURE BOARD CONSIDERATION** (**Attachment**)
9. **CONVENE IN CLOSED SESSION** (*Items discussed in Closed Session comply with the Ralph M. Brown Act.*)
 - A. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION
Pursuant to Paragraphs (1), (2) and (4) of Subdivision (d) of Government Code Section 54956.9 (One case - Thompson vs SAM)
 - B. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim 202008-10882405 filed by Beverli Marshall)
 - C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
 - D. CONFERENCE WITH LEGAL COUNSEL –SIGNIFICANT RISK OF LITIGATION (1 CASE)
Pursuant to Government Code Section 54956.9 (d) (2)
10. **CONVENE IN OPEN SESSION** (*Report Out on Closed Session Items*)
11. **ADJOURNMENT**

- Upcoming Regular Board Meetings: August 23, 2021 and September 13, 2021

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

INFORMATION FOR THE PUBLIC

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

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ITEM #7



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING July 22, 2021

**THIS MEETING WAS HELD VIA TELE-CONFERENCE AS PERMITTED BY
STATE EXECUTIVE ORDER N-29-20.**

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 6:00 pm.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

None.

President Clark stated his intention to reorder the agenda by moving up Item 4, Consideration of Property Purchase at 480 Avenue Alhambra. Directors Dye and Seaton said they were concerned about changing the order as members of the public were previously told Item 4 would be addressed at 7:00 pm. It was decided to not make the change.

The General Manager reminded the public that comments would be taken before each item on the agenda, and the next item on the agenda concerned appointing a negotiator for a potential lease agreement.

ACTION AGENDA

1. Appoint General Manager Chuck Duffy as Negotiator for Lease Agreement at 480 Avenue Alhambra, El Granada, California with Picasso Preschool.

President Clark read the item and allowed for Board Member comments. Additional comments were made by the public and the board after a motion was made. Director Seaton expressed his upset over the Agenda format. General Manager Chuck Duffy explained that the Brown Act required that the meeting start in Open Session before it could convene to Closed Session. Several members of the public said they were in support of the pre-school.

ACTION: Director Marsh moved to appoint the General Manager as the District's lease negotiator. (Marsh/Dye). Approved 5-0.

ADJOURN TO CLOSED SESSION

At 6:40 pm, the Board convened to Closed Session.

- 2. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 480 Avenue Alhambra, El Granada, California.
District's Negotiators: Chuck Duffy and David Worden
Negotiating parties: Deborah and Michael Picasso, and Colliers International (Ryan Young, Agent) and Granada Community Services District
Under negotiation: Instruction to negotiator will concern price and terms of purchase.
- 3. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 480 Avenue Alhambra, El Granada, California.
District's Negotiator: Chuck Duffy
Negotiating parties: Candise D'Acquisto (Owner) Picasso Preschool and Granada Community Services District.
Under negotiation: Instruction to negotiator regarding price and terms of lease.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 7:05 pm. No reportable action was taken in Closed Session.

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

4. Consideration of Property Purchase at 480 Avenue Alhambra, El Granada, Current Site of the Picasso Preschool.

There was considerable Board discussion and public input on the probability of this property serving as a community center and office for the District. In general, with the District's unsuccessful bid on the post office lot, and the investment needed to upgrade the old fire station not yet on the market, a majority of the Board supported the property purchase. Of concern to Directors Suchomel and Seaton, as well as many public members, was continuation of the pre-school lease. School owner Candise D'Acquisto said she looked forward to a dialogue with the District regarding the terms of her agreement. It was evidenced by other comments from the public and especially parents who had their children in the pre-school that the preschool services a strong need in the community.

ACTION: Director Dye moved to approve purchasing 480 Avenue Alhambra. (Dye/Marsh). Approved 3-1-1. (Suchomel: No, Seaton: Abstain).

5. Consideration of Resolution Authorizing the General Manager to Accept Conveyances of Interest in Real Property by Certificates of Acceptance.

Mr. Duffy reported that approval of this resolution will allow him to sign documents on behalf of the District relating to the purchase of 480 Alhambra.

ACTION: Director Dye moved to approve the Resolution authorizing the General Manager to accept conveyances of interest in real property by certificates of acceptance. (Dye/Marsh). Approved 3-1-1. (Suchomel: No, Seaton: Abstain).

6. Report on Parks and Recreation Activities.

Director Marsh reported on the success of the summer programs. President Clark thanked the Park Advisory Committee, especially PAC Chair Pat Tierney, and Directors Marsh and Dye for their efforts. Director Dye asked for a report from the County on the mitigation plans to reduce impacts of the pump track at Quarry Park.

7. Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge and Delinquent Garbage Account Report and Authorizing the Collection of Said Charges on the FY 2021/22 San Mateo County Tax Roll.

President Clark opened the public hearing. No members of the public members had any comments, and staff reported receiving no written comments on the report. The public hearing was closed.

ACTION: Director Marsh moved to approve adopting the reports and resolution as presented, and to collect the charges on the San Mateo County FY 2021/22 tax roll. (Marsh/Dye). Approved 5-0.

8. Public Hearing: Consideration to Approve Fiscal Year 2021/22 District Budget.

ACTION: Director Dye moved to adjourn approval of the budget and associated public hearing to August 19, 2021 to allow updates to the budget to include the property purchase and the District's contribution to the pump track. (Dye/Suchomel). Approved 5-0.

9. Report on Sewer Authority Mid-Coastside Meetings.

Representatives reported on the status of the treatment plant update.

CONSENT AGENDA

10. June 17, 2021 Special and Regular Meeting Minutes.

11. July 2021 Warrants.

12. May 2021 Financial Statements.

13. Assessment District Distribution #1-21/22.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

15. Attorney's Report. (Parkin)

16. General Manager's Report. (Duffy)

17. Administrative Staff Report. (Comito)

18. Engineer's Report. (Kennedy Jenks)

19. Future Agenda Items.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 9:01 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: August 19, 2021

ITEM #8



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING

August 3, 2021

**THIS MEETING WAS HELD VIA TELE-CONFERENCE AS
PERMITTED BY STATE EXECUTIVE ORDER N-29-20.**

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 6:33 pm.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Consideration of Operations Issues, BOD Loading, and Process Study at the Sewer Authority Mid-Coastside Wastewater Treatment Plant.

Chuck Duffy provided background information on the operational upsets and process problems the SAM plant was experiencing, the Brown and Caldwell process study, and cost estimates on the proposed upgrades. SAM General Manager Kishen Prathivadi and Lead Operator Tim Costello were present to discuss the issue and to answer questions from the Board.

ADJOURN TO CLOSED SESSION

2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: 480 Avenue Alhambra, El Granada, California.

District's Negotiator: Chuck Duffy

Negotiating parties: Candise D'Acquisto (Owner) Picasso Preschool and Granada Community Services District.

Under negotiation: Instruction to negotiator regarding price and terms of lease.

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 7:51 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: August 19, 2021

ITEM #9

**Granada Community Services District
August 2021 Warrants**

For the August 19, 2021 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
08/03/21	8932	Marion & Barton Minor	Connection Fee Refund - Permit #3205	4130 · Connection Fees	1,175.00
08/03/21	8933	Mary Dupen	Connection Fee Refund - Permit #3212	4130 · Connection Fees	1,172.00
08/03/21	8934	Maxwell Bunnan	Connection Fee Refund - Permit #3215	4130 · Connection Fees	1,175.00
08/19/21	8935	Alhambra & Sierra Springs	Invoice dtd 08/05/21	6140 · Office Supplies	51.86
08/19/21	8936	ARCOR	047-251-110 - ADA Assessment	6150 · Professional Services	1,425.00
08/19/21	8937	Barbara Dye	07/22/21 GCSD, 07/12 & 07/26/21 SAM	6040 · Directors' Compensation	235.00
08/19/21	8938	Beach Break Entertainment	Movie Night Contract	5130 · Parks & Rec Professional Svc	2,300.00
08/19/21	8939	CliftonLarsonAllen LLP	July 2021	6152 · Accounting	2,500.00
08/19/21	8940	Comcast	08/13/21-09/12/21 Svcs	6170 · Utilities	200.37
08/19/21	8941	David Seaton	07/22/21 GCSD	6040 · Directors' Compensation	145.00
08/19/21	8942	Dudek	06/26/21-07/30/21 Prof Svcs	6151 · General Manager	5,851.88
08/19/21	8943	Eric Suhomel	07/22/21 GCSD	6040 · Directors' Compensation	145.00
08/19/21	8944	Express Plumbing	Medio Creek Maint & Mon-Aug	1617-1 · Medio Creek/Mirada Sewer	157.26
08/19/21	8945	Gaetani Real Estate	Office Lease-Sep 2021	6120 · Office Lease	4,500.00
08/19/21	8946	Hue & Cry, Inc.	Aug 2021 Pump Stn Alarm	6170 · Utilities	32.65
08/19/21	8947	Kennedy Jenks	June 2021 Svcs, Sum 169	6070 · Engineering Services	28,263.35
08/19/21	8948	Matthew Clark	07/22/21 GCSD, 07/12 & 07/26/21 SAM	6040 · Directors' Compensation	235.00
08/19/21	8949	Nancy Marsh	07/22/21 GCSD	6040 · Directors' Compensation	145.00
08/19/21	8950	Pacifica Community TV	06/17/21 GCSD	6180 · Video Taping	300.00
08/19/21	8951	PG&E	Pump Stn Inv dtd 07/19/21	6170 · Utilities	289.66
08/19/21	8952	PG&E-2	Mirada Rd Inv dtd 08/04/21	6170 · Utilities	5.68
08/19/21	8953	PGE	Office Inv dtd 07/26/21	6170 · Utilities	49.93
08/19/21	8954	Pitney Bowes	Inv dtd 07/25/21	6140 · Office Supplies	54.43
08/19/21	8955	Rodolpho Romero	08/05/21 & 08/19/21 Ofc Cleaning	6130 · Office Maintenance & Repairs	140.00
08/19/21	8956	Sewer Authority Mid-Coastside	Aug 2021 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Col	144,996.51
08/19/21	8957	Tri Counties Bank	July 2021 Card Charges	6140 · Office Supplies	450.18
08/19/21	8958	US Bank	Aug 2021 Svcs	6020 · Copier Lease	356.86
08/19/21	8959	Verizon Wireless	July 2021	6170 · Utilities	114.90
08/19/21	8960	Wittwer & Parkin	July 2021 Svcs	6090 · Legal Services	20,121.50
08/19/21	8961	Devaney Engineering Inc	Progress Pmt - 2	7010 · Sewer Main Replcmt Proj-1	233,947.00
08/19/21	8962	Golden Bay Const Inc	Progress Pmt - 1	1617-1 · Medio Creek/Mirada Sewer	338,247.50
08/19/21	8963	Coastside Land Trust	Jr Land Stewards Program FY 21/22	6310 · Parks Related Misc Expense	10,000.00
				TOTAL	798,783.52

ITEM #10

Granada Community Services District
Statement of Net Position (Unaudited)

As of June 30, 2021

ASSETS

Current Assets

Checking/Savings

1020 · Petty Cash	43
1030 · Cash - LAIF	4,837,295
1040 · Tri Counties Bank - Gen Op	105,898
1050 · Tri Counties Bank - Deposit	37,345

Accounts Receivable

1100 · Accounts Receivable	51,775
1200 · Interest Receivable	4,130
1500 · Due from AD	23,440
1550 · Prepaid Expenses	4,500

Total Current Assets

5,064,426

Fixed Assets

1600 · Land	1,063,640
1610 · Construction in Progress	969
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	(7,008,196)

Total Fixed Assets

5,306,522

Other Assets

1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	166,477
1735 · Advance to AD- Assesmnt Revenue	84,834
1750 · Investment in SAM	4,709,323
1760 · Deferred Outflows of Resources	102,010

Total Other Assets

5,427,534

Total Assets

15,798,481

LIABILITIES

Current Liabilities

2000 · Accounts Payable	60,491
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	3,625
2225 · Recology-Del Garbage	40,313
2300 · Due to AD	11,262
2310 · Relief Refund Advance	350

Total Current Liabilities

141,344

Long Term Liabilities

2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	21,144

Total Long Term Liabilities

198,639

Total Liabilities

339,983

NET POSITION

3000 · Net Assets	5,639,871
3005 · Contributed Capital	9,595,349
Net Income	223,278
Total Net Position	<u>\$ 15,458,498</u>

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2020 through June 30, 2021**

	Jul 1, 2020 - June 30, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 200,000	\$ 200,000	\$ -	\$ 200,000
4015 · Park Tax Allocation	855,672	491,000	364,672	491,000
4020 · Sewer Service Charges-SMC	1,689,093	1,879,000	(189,907)	1,879,000
4021 · Sewer Svc Charges Pro-rated	2,186	-	2,186	-
4030 · AD OH Reimbursement	19,776	32,000	(12,224)	32,000
4040 · Recology Franchise Fee	34,761	33,000	1,761	33,000
Total Operating Revenue	<u>2,801,488</u>	<u>2,635,000</u>	<u>166,488</u>	<u>2,635,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	24,313	58,000	(33,687)	58,000
4130 · Connection Fees	103,610	38,000	65,610	38,000
4150 · Repayment of Adv to AD-NCA	-	195,300	(195,300)	195,300
4155 · Repayment of Adv to AD-ARF	-	114,700	(114,700)	114,700
4160 · SAM Refund from Prior Yr	-	1,000	(1,000)	1,000
4170 · ERAF Refund	252,119	350,000	(97,881)	350,000
4180 · Misc Income	5,561	5,000	561	5,000
Total Non Operating Revenue	<u>385,603</u>	<u>762,000</u>	<u>(376,397)</u>	<u>762,000</u>
Total Revenues	<u>3,187,091</u>	<u>3,397,000</u>	<u>(209,909)</u>	<u>3,397,000</u>
Expenses				
Operations				
5010 · SAM - General	1,155,867	1,155,867	-	1,155,867
5020 · SAM - Collections	186,574	186,574	-	186,574
5021 · Lift Station Maint.	5,405	-	(5,405)	-
5050 · Mainline System Repairs	4,567	10,000	5,433	10,000
5060 · Lateral Repairs	55,324	25,000	(30,324)	25,000
5065 · CCTV	-	25,000	25,000	25,000
5070 · Pet Waste Station	1,387	1,200	(187)	1,200
5110 · RCD - Parks	-	20,000	20,000	20,000
5120 · Half Moon Bay Reimb - Parks	-	40,000	40,000	40,000
5130 · Parks & Rec Professional Services	43,550	100,000	56,450	100,000
Total Operations	<u>1,452,674</u>	<u>1,563,641</u>	<u>110,967</u>	<u>1,563,641</u>

No assurance is provided on these financial statements.

Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2020 through June 30, 2021

	Jul 1, 2020 - June 30, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 11,644	\$ 16,000	\$ 4,356	\$ 16,000
6020 · Copier lease	5,403	6,000	597	6,000
6040 · Directors' Compensation	11,208	11,000	(208)	11,000
6050 · Education & Travel Reimb	-	2,000	2,000	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	171,882	178,000	6,118	178,000
6062 · Medical Ins.	16,320	40,174	23,854	40,174
6063 · Employer Payroll Taxes	20,533	47,826	27,293	47,826
6064 · CALPERS Contribution	51,635	50,000	(1,635)	50,000
6060 · Employee Compensation - Other	1,525	-	(1,525)	-
6070 · Engineering Services	154,791	20,000	(134,791)	20,000
6080 · Insurance	33,137	30,000	(3,137)	30,000
6090 · Legal Services	49,213	30,000	(19,213)	30,000
6095 · Legal Services for Case Related Legal	54,616	50,000	(4,616)	50,000
6100 · Memberships	7,995	9,000	1,005	9,000
6110 · Newsletter	-	7,000	7,000	7,000
6120 · Office Lease	49,250	57,000	7,750	57,000
6130 · Office Maintenance & Repairs	1,035	3,000	1,965	3,000
6140 · Office Supplies	4,259	3,000	(1,259)	3,000
6150 · Professional Services				
6151 · General Manager	84,036	85,000	964	85,000
6152 · Accounting	30,343	32,000	1,657	32,000
6150 · Professional Services - Other	35,319	-	(35,319)	-
6150 · Professional Services	149,698	117,000	(32,698)	117,000
6160 · Publications & Notices	877	2,000	1,123	2,000
6170 · Utilities	10,219	12,000	1,781	12,000
6180 · Video Taping	4,200	4,000	(200)	4,000
6190 · Computers	4,747	2,500	(2,247)	2,500
6220 · Miscellaneous	69,497	20,000	(49,497)	20,000
6230 · Bank Service Charges	585	-	(585)	-
6310 · Park Related Misc Expenses	6,068	-	(6,068)	-
Total Administration	<u>890,337</u>	<u>717,500</u>	<u>(172,837)</u>	<u>717,500</u>
Capital Projects				
1213-1 · Naples Bch PS & FM Real.	3,049	-	-	-
1617-1 · Medio Creek Xing Crossing	15,807	350,000	334,193	350,000
7010 · Sewer Main Replacement (CIP)	168,508	450,000	281,492	450,000
7100 · SAM - Infrastructure	433,438	433,438	-	433,438
7500 · Projects - Parks	-	100,000	100,000	100,000
Total Capital Projects	<u>620,802</u>	<u>1,333,438</u>	<u>712,636</u>	<u>1,333,438</u>
Total Expenses	<u>2,963,813</u>	<u>3,614,579</u>	<u>650,766</u>	<u>3,614,579</u>
Net Income/(Loss)	<u>\$ 223,278</u>	<u>\$ (217,579)</u>	<u>\$ 440,857</u>	<u>\$ (217,579)</u>

No assurance is provided on these financial statements.

ITEM #11

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: FY 2021/22 Annual Assessment for the Integrated Financing District
Date: August 19, 2021

On the advice of Bond Counsel, the District's Assessment District Administrator, Taussig and Associates, has submitted a list of assessments to be levied on parcels within the Granada Sanitary District 2003 Refunding Sewage Treatment Facility Improvements Assessment District, for collection on the fiscal year 2021/22 San Mateo County tax roll.

The assessments are needed to ensure adequate funding for the remaining debt service payments and pay-off of all outstanding bonds, for reimbursement of the loans made by the District, and to secure funds for current and future year administrative costs.

The attached spreadsheet has been prepared by Taussig for your Board's approval.

**FISCAL YEAR 2021-2022 ANNUAL ASSESSMENT
GRANADA SANITARY DISTRICT
2003 REFUNDING SEWER TREATMENT FACILITY**

Description	2019-20 FY Budget	Proposed 2021-22 FY Budget	Difference
<u>DEBT SERVICE:</u>			
Bond Principal	455,000	510,000	55,000
Bond Interest	88,506	31,238	(57,269)
DEBT SERVICE SUBTOTAL:	\$ 543,506	\$ 541,238	\$ (2,269)
<u>ADMINISTRATIVE COSTS:</u>			
Agency Administrative Costs	25,200	\$ 26,000	800
Trustee/Paying Agent Costs	4,655	\$ 4,405	(250)
County Collection Fees	1,833	\$ 1,833	0
Arbitrage Calculation Costs			
Continuing Disclosure Costs	1,500	\$ 1,500	0
Dissemination Costs			
Legal Fees:	20,000	\$ 20,000	0
Accounting Fees:			
<u>TAUSSIG FEES:</u>			
Administrative Expenses	8,000	\$ 8,000	0
Other Adjustments			
ADMIN COSTS SUBTOTAL:	\$ 61,188	\$ 61,738	\$ 550
<u>OTHER</u>			
Delinquency Management Chrgs			
Manual Adjustments			
Contingent Fund Credit			
Revenue Fund Credit			
Redeption Fund Credit			
Prior Year Credit/Debt	0	\$ -	
OTHER SUBTOTAL:	\$ -	\$ -	\$ -
ASSESSMENT TOTAL:	\$ 604,694	\$ 602,976	\$ (1,719)
Parcels Levied	1,288	1,288 [1]	

[1] Please note the number of parcels is yet to be confirmed.

The Assessment District Levy has been reviewed and approved by the District Board of Directors.

DELIA COMITO, Asst. General Manager

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: July 16, 2021 to August 13, 2021
To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: August 19, 2021

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

APPLICATIONS RECEIVED – There were two applications received this period:

Date	Class	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/02/21	2D	SMC Harbor Dist.	047-263-010	RV Park, Coast Hwy	180,524	-
07/06/21	ADU	Semprevivo	048-033-290	245 Medio Ave, EG	10,000	R-1/B-1
07/26/21	1A	Silva	047-173-150	San Pedro Ave, EG	9,545	R-1/S-17
08/09/21	1A	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17

Note: Shaded information was previously reported.

PERMITS ISSUED – There was one sewer permit issued this period:

Permit	Class	Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3216	ADU	07/09/21	Semprevivo	048-033-290	245 Medio Ave, HMB	10,000	R-1/B-1
3217	1A	07/13/21	Zheng	047-151-120	639 El Granada Blvd, EG	5,230	R-1/S-17
3218	1A	07/16/21	Sanchez-Contreras	047-244-240	519 Isabella Ave, EG	5,000	R-1/S-17
3219	1A	08/02/21	O'Connor	047-103-010	538 Valencia Ave, EG	6,250	R-1/S-17

Note: Shaded information was previously reported.

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

Date	Class	Permit	Issued	Owner	APN	Address
07/02/21	1A	3201	03/10/20	Kroll	047-092-260	100 Vallejo St, EG
07/07/21	1A	3202	06/12/20	Randle	047-153-240	600 El Granada Blvd, EG

Note: Shaded information was previously reported.

REPAIRS - There were no repairs this period.

SPECIAL NOTE:

A “No Trespassing, No Camping” sign has been installed on the Burnham Strip property, located just off the footpath before the entrance of the covered riparian area, which faces Hwy. 1 (see picture below). With the installation of the sign, and the current overgrowth that’s blocking the pathway between the parking lot and the riparian area, I’m hopeful people will stay out of the covered area.



ITEM #16

August 10, 2021

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for August 2021

6-Year CIP

Devaney Engineering is essentially complete with the project. However, a County road inspector has a problem with the contractor's paving repairs in several locations as well as its repair of an asphalt gutter. Despite the paving issue we recommended approval of Devaney's August 11th second Progress Payment for \$233,947.00 as we judge the retention to date of \$21,181.85 sufficient to cover the disputed costs of pavement repairs. Also, the payment request does not include the cost of any change orders which still need to be negotiated.

Naples Beach Project - Phase 2

The sewer project is essentially complete, and sewage no longer flows over Medio Creek. All laterals from the main up to and including the property line cleanout were replaced except for the house at 2 Alameda Ave where the resident was concerned about the lateral replacement harming landscaping on the property and asked not to have the lateral replaced. We have reviewed and recommend approval of Golden Bay Construction August 6th progress payment request no. 1 rev 1 invoice for \$338,247.50. The only remaining work to be invoiced is for demobilization, expected to be completed by next week, and for yet to be negotiated change orders.

Medio Creek Crossing at Mirada Road

The EPS leased temporary pumping system has operated very well since it began operation in January 2018. Since the Naples Beach Phase 2 Sewer is now operational, I notified EPS on August 5th that GCSD was terminating its agreement for EPS's temporary pumping facilities and asked that its equipment be removed. EPS advised it will remove its equipment after PG&E power is disconnected. I contacted PG&E on August 10th and was told that power will be disconnected within the next 2-3 weeks.

Replacement of Pedestrian Bridge over Medio Creek

Because of requirements in its CDP, construction of the County's pedestrian bridge replacement project has been delayed until at least June 2022.

Memorandum

Granada Community Services District

August 10, 2021

Page 2

Replacement of Mirada Road Sewer North of Medio Creek

The delay in replacing the pedestrian bridge over Medio Creek has provided GCSD with the opportunity to accelerate its replacement of about 200' of badly deteriorate sewer on Mirada Road just north of the creek and avoid a possible conflict with future pedestrian bridge construction. This sewer, between manholes G9-07 and G-06, is included for replacement in CIP Project 2. However, now that Naples Beach Phase 2 Sewer is operational the sewer can be replaced sooner. We have requested bids from both Golden Bay Construction and Devaney Engineering, to do this work as a change order to their current GCSD contract.

We have also initiated the permitting process and expect to soon receive a Coastal CDX permit and a CEQA Categorical Exemption for this work.

Big Wave (Class 3 Permit)

Big Wave has been advised that they will need to provide GCSD with submittals of materials intended to be used to construct the mainline extension and its construction schedule for review and approval before beginning construction. To date we have not received any submittals nor a construction schedule from Big Wave.

ITEM #17

