



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, May 21, 2020

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

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

To Participate Online: Log onto <https://dudek.zoom.us/j/98559689422>, and enter meeting ID#: 985 5968 9422.

To Participate By Telephone: Dial (669) 900-6833 or (929) 205-6099, and enter meeting ID#: 985 5968 9422.

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

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

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

ADJOURN TO CLOSED SESSION

(Board members will convene to a separate conference line for closed session)

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

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

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Members of the Public may participate via ZOOM online or by telephone. (See instructions on first page).

ACTION AGENDA

1. **Report on Parks and Recreation Activities.**
Recommendation: For Information.
2. **Consideration of Request to Open Skate Ramp.**
Recommendation: To be made by the Board.
3. **Consideration of Draft Sewer Authority Mid-Coastside General Budget for Fiscal Year 2020/21.**
Recommendation: To be made by the Board.
4. **Consideration of Draft Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2020/21.**
Recommendation: To be made by the Board.
5. **Consideration of Draft Fiscal Year 2020/2021 Budget.**
Recommendation: To be made by the Board.
6. **Consideration of Independent Contractors Agreement for General Manager Services.**
Recommendation: To be made by the Board.
7. **Consideration of Sewer Authority Mid-Coastside Report.**
Recommendation: For Board Information.

CONSENT AGENDA

8. **Approve April 16, 2020 Special and Regular Meeting Minutes.**
9. **Approve May 2020 Warrants.**
10. **Approve March 2020 Financial Statements.**
11. **Approve Assessment District Distribution #10-19/20.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 13. Attorney's Report. (Parkin)**
- 14. General Manager's Report. (Duffy)**
- 15. Administrative Staff Report. (Comito)**
- 16. Engineer's Report. (Kennedy Jenks)**
- 17. Future Agenda Items.**

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

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 NOTICE

There are no documents for this Agenda Item.

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Sewer Authority Mid-Coastside FY 2020/21 General Budget
Date: May 21, 2020

The attached Sewer Authority Mid-Coastside General Budget was approved by the SAM board at their May 11 meeting for circulation to the member agencies for their consideration, based upon the recommendation of the SAM General Manager after discussions with the member agency managers. GCSD's share of the General Budget is slated to go down approximately \$164,000, or a 9% reduction from the prior year.



SEWER AUTHORITY MID-COASTSIDE

T0: Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: **Discuss proposed General Budget for Fiscal Year 2020-21 and Authorize the General Manager to submit it to Member Agencies for Approval.**

Executive Summary

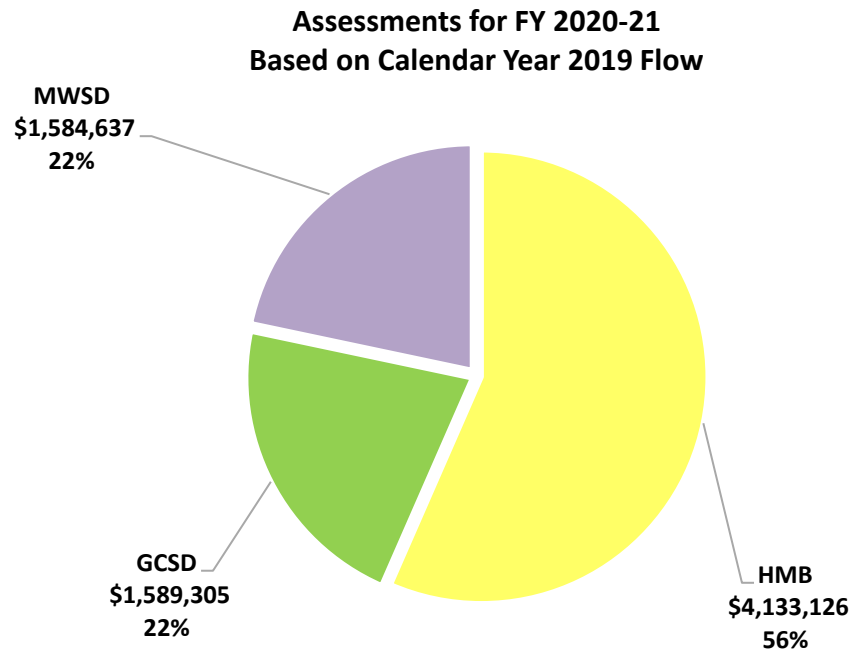
The purpose of this report is to discuss the proposed General Budget for Fiscal Year 2020-21 and Authorize the General Manager to submit it to Member Agencies for Approval.

Fiscal Impact

The operation and maintenance expenditure budget for Fiscal Year 2020/21 is \$7.4 million, including infrastructure project expenses. This is an *overall decrease* of \$190,000 from the FY 2019/20 adopted budget, which is primarily due to decreasing wages and benefits by \$250,000 and reducing the infrastructure budget by \$0.5M partly offset by increases in professional and legal services. The impact, net of miscellaneous revenues of \$138,000, to the member agency assessments is:

Assessments for Each Member Agency

	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
Half Moon Bay	\$ 3,461,445	\$ 3,542,142	\$ 4,131,899	\$ 4,133,126	\$ 1,226	0%
Granada CSD	\$ 1,527,134	\$ 1,532,891	\$ 1,753,394	\$ 1,589,305	\$ (164,090)	-9%
Montara WSD	\$ 1,324,462	\$ 1,316,715	\$ 1,529,139	\$ 1,584,637	\$ 55,498	4%
	\$ 6,313,041	\$ 6,391,748	\$ 7,414,433	\$ 7,307,067	\$ (107,366)	-1.4%



Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 3: *“Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”*

Background and Discussion/Report

The General Budget includes all operation and maintenance (O&M) costs for SAM and are allocated to four divisions (Administrative Services, Treatment, Environmental Compliance, and Infrastructure). The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff made the following assumptions in determining changes from the FY 2020/21 adopted budget.

- Projects in the SAM Board of Directors approved FY 2020-2021 Infrastructure Plan will be implemented, except for five projects totaling \$0.66M that are proposed to be deferred.
- The positions of Engineering & Construction Contracts Manager and Accounting Technician have been defunded.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up and for currently vacant positions are estimated at mid-step.

- All services, supplies, and utilities will be increased by a 3% CPI unless specific adjustment was deemed necessary based on actual experience or known factors.
- Removed overhead charge of approximately \$180,000 to collection contract services.

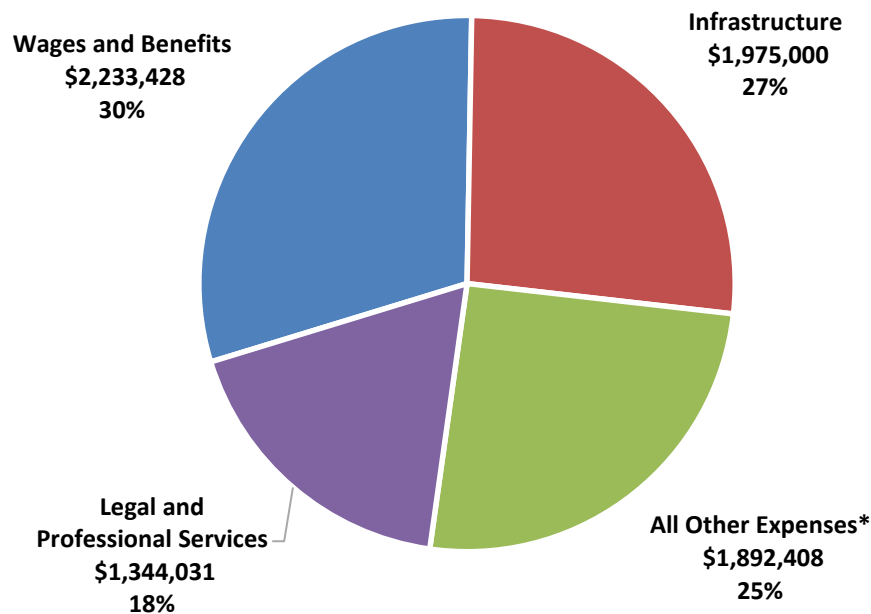
Budget Overview

The General Budget, including the proposed infrastructure projects, has been discussed by the member agency managers. The presentation today is for the Board to review and follow-up with agency staff and government leaders for comment. Approval of the proposed budget will take place later.

Of the total General Budget of \$7.44 million, \$2.233 million (30%) is for wages and benefits. The cost of infrastructure improvements is \$1.975 million (27%). Professional, Engineering and Legal services is \$1.344 million (18%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services.

All other expenses (liability insurance, professional memberships, uniform services, conferences, training, permits, licenses, etc.) make up approximately 25% of the total budget.

Expense by Category
Total \$7.44 million



*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

The most significant changes in the Administrative Services division budget are the defunding of the accounting technician position (\$116,000) resulting in a net reduction of \$80,000 in wages and benefits and increasing the legal and professional services (\$160,000) to respond to the recent litigation and to outsource key accounting functions.

The most significant changes in the Treatment division budget are defunding of the Engineering & Construction Contracts Manager position resulting in a net decrease of \$117,538 in wages and benefits, increases in professional services and engineering (\$363,000), building and maintenance services (\$90,000), and a reduction in equipment purchases (\$120,000).

The Infrastructure division decreased by \$0.5 million from \$2.485 million in Fiscal Year 2019/20 to \$1.993 million (conservative scenario) in FY 2020/21 to address critical and urgent projects identified in the approved FY 2020-2021 Capital Improvement Plan.

Changes in Expenses

The significant overall changes in the expense categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: net decrease of \$198,484 to reflect the defunding of the Accounting Technician and Engineering & Construction Contracts Manager positions, negotiated COLA, and application of step increases, where appropriate.
2. Premium Pay: increased \$775 for negotiated changes in standby pay, certification pay, and overtime pay.
3. Health Benefits: decreased \$60,673 based on the negotiated health premiums and the net decrease in staffing.
4. Retirement Contributions: increased \$24,348 primarily due to the underestimation of retirement costs related to the unfunded liability portion in the prior year's budget.
5. Retirement Medical: increased \$1,021 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: decreased \$16,629 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: total decrease in personnel costs is \$251,684 (-10%) primarily due to defunding of two positions.
8. Legal Services: increased \$47,500 based on anticipated expenses for FY 2020/21 (does not include any expense related to the HMB lawsuit).

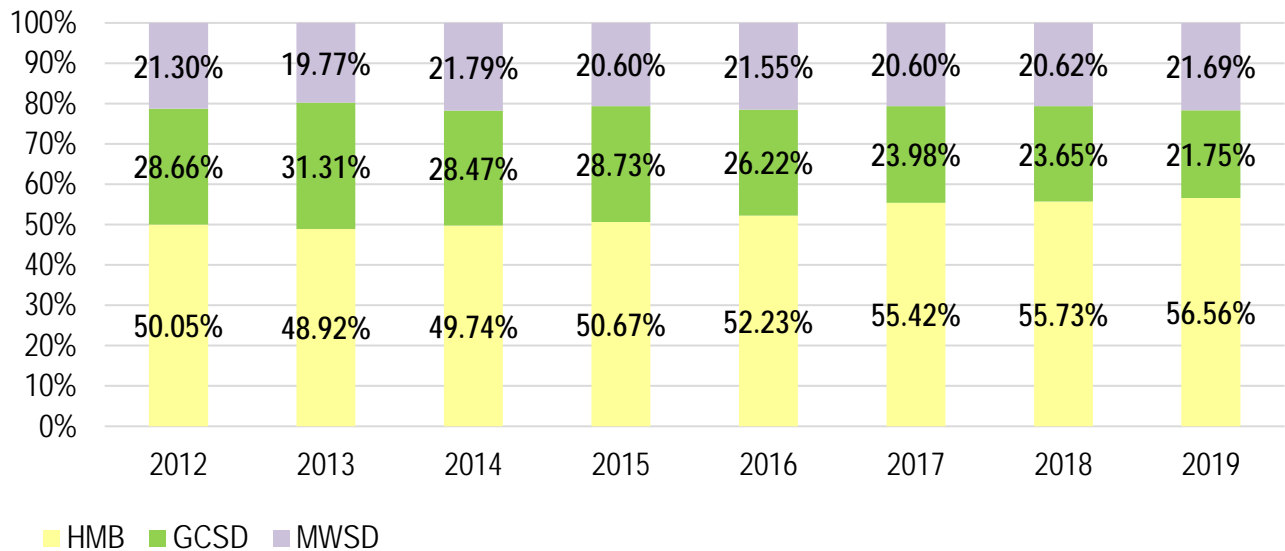
9. Engineering Services: decreased \$367,000 for design and project management services for projects identified in the Infrastructure/Capital Improvement Plan with the engineering costs reclassified into the infrastructure project budgets.
10. Professional Services: increased \$344,222 to reflect increased reliance on contractors and one-time expenses (such as GIS software hosting, electrical maintenance, safety training, etc.)
11. Professional Memberships: increased \$990 based on current year spending.
12. Insurance Premiums: increased \$42,000 to reflect anticipated increases in property, liability, pollution, and professional liability premiums.
13. Misc. Expenses: increased \$34,463 to reflect current needs year-to-date.
14. Utilities: increased \$39,965 for electricity, gas, and water to reflect current costs.
15. Travel & Training: decreased \$1,437 based on existing training needs of staff and participation in industry conferences for management team.
16. Equipment Rental: decreased \$29,685 to reflect reduced expenses to reflect actual rent experience in the current year.
17. Building & Maintenance Services: increased \$101,453 for contractors to perform necessary maintenance tasks at the treatment plant and pump stations.
18. Chemicals: increased \$5,520 based on anticipated expenses to reflect actual recent experience and expected vendor increases.
19. Permits & Licenses: decreased \$5,500 based on current spending.
20. Supplies: decreased \$833 based on current spending.
21. Equipment: decreased \$89,445 to reflect anticipated needs
22. Infrastructure: decreased \$60,000 to address the projects identified in the approved FY2020-2021 Capital Improvement Plan budget, including engineering costs.
23. Claims/Penalties: increased \$105 based on CPI increase of 3%.
24. Non-Personnel Subtotal: total increase in non-personnel costs is \$62,319 (1%).

Revenue Allocation

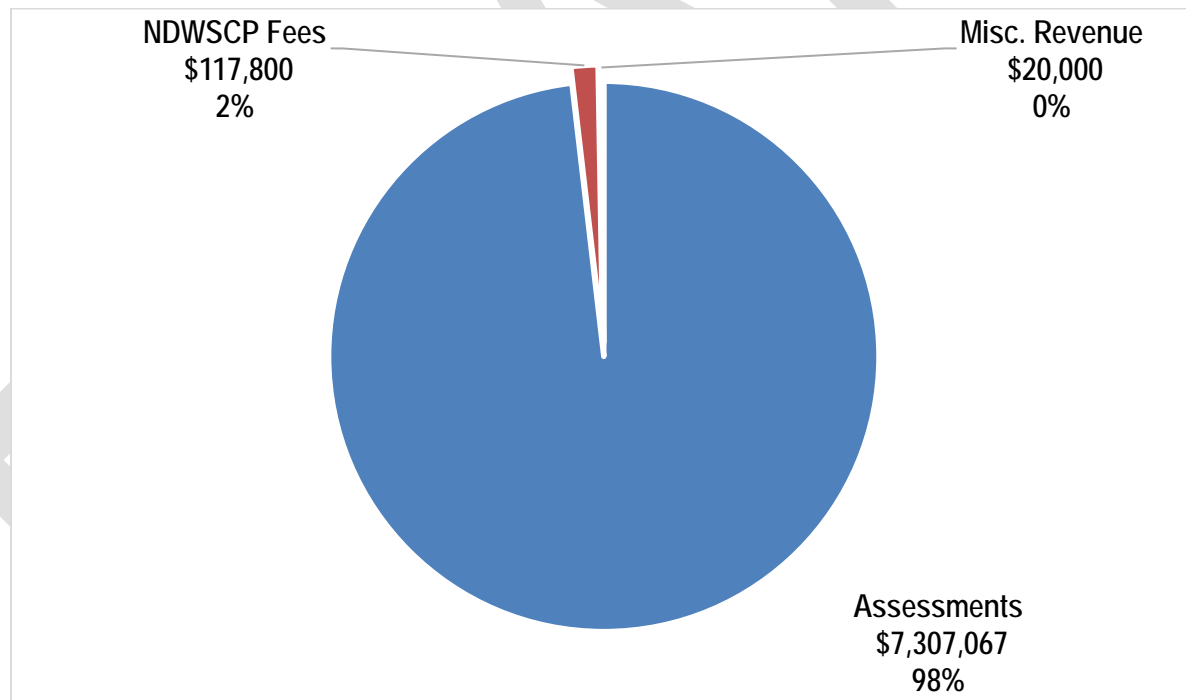
Of the total O & M revenue, the majority (98%) is from assessments paid by the JPA

member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.

Historical Flow Allocations



The remaining revenue comes from the Non-Domestic Waste Source Control Program fees (2%), and miscellaneous revenue (0%).



Fiscal Reserve

The Authority has two types of reserves identified in its reserve policy – Emergency Repair Reserve) and Operating Reserve. The specific requirements for those reserves are as follows:

Emergency Repair Reserve

1. Objective: To ensure that adequate cash is available to stabilize and avoid sudden

budget impacts in a particular year from material, unplanned repairs or replacements that require immediate attention to continue operations.

Target: An emergency reserve of \$1,250,000. If and to the extent the reserve is used, a plan for replenishment will be presented by the SAM Manager to the Board within 60 days.

Uses:

- a. A repair or replacement resulting from an event causing sudden, significant failure of facilities that threatens continuation of operations.*
- b. Any repair or replacement which was scheduled to commence in a future fiscal year, but is critical to complete earlier than planned in order to insure continuation of operations, with Board approval.*

Operating Reserve

1. Objective: To ensure that adequate cash is available when needed to pay SAM's normal and recurring operating costs.

Target: An operating and cash flow reserve equal to two months of the fiscal year budgeted operating expenses.

Uses: Payment of budgeted operating expenditures.

SAM maintains their reserve in cash accounts (LAIF, Money Market and checking)

Staff Recommendation

Staff recommends that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before May 20, 2020 for evaluation and approve a final budget before June 1, 2020.

Supporting Documents

Attachment A: SAM General Budget for FY 2020/21



General Budget
Fiscal Year 2020/21

OPERATIONS BUDGET



EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated plant. The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The General Budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non- discretionary expenses.

JPA Income & Expenses – General Budget

Operating Income		
Assessments - City of Half Moon Bay	4,133,126	
Assessments - Granada Community Services District	1,589,305	
Assessments - Montara Water & Sanitary District	1,548,637	
Interest Income	20,000	
NDWSCP Fees	117,800	
Total Operating Income		\$ 7,444,867
Operating Expenses		
Wages	1,427,794	
Benefits	805,634	
Legal Services	150,000	
Engineering Services	100,000	
Professional & Technical Services	1,094,031	
Professional Memberships	34,090	
Insurance Premiums	105,000	
Miscellaneous Expenses	75,736	
Utilities	561,173	
Travel & Training	42,164	
Equipment Rental/Lease	110,815	

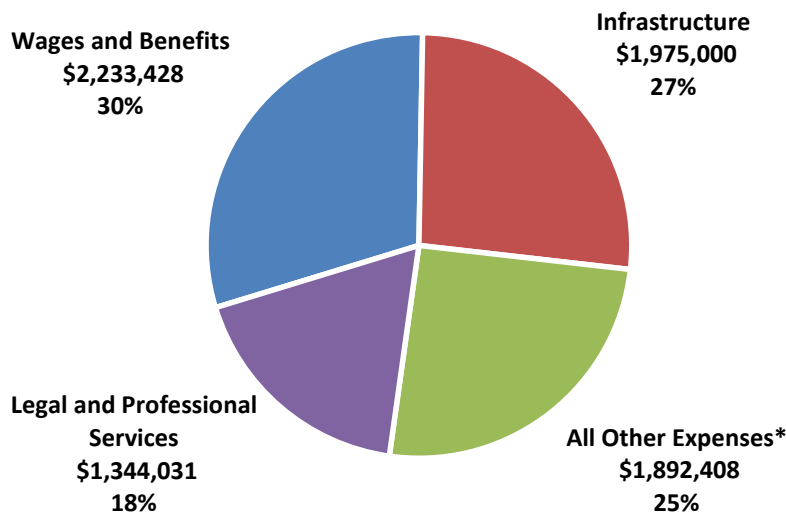
GENERAL BUDGET FISCAL YEAR 2019/20

Building & Maintenance Services	329,553	
Chemicals	189,520	
Permits & Licenses	27,500	
Supplies	104,198	
Equipment	309,055	
Infrastructure Projects	1,975,000	
Claims & Penalties	3,605	
Total Expenses		\$ 7,444,867
Total Operating Expenses (less Infrastructure)		\$ 5,469,867
Contribution to Reserve Funds (Revenues less Expenses)		\$ 0

The overall decrease from the adopted budget for Fiscal Year 2019/20 to the proposed budget for Fiscal Year 2020/21 is \$190,000 (-2%). This is primarily due to a decrease in infrastructure and increase in professional and legal services in addition to COLA and CPI adjustments net of defunding two positions (approximately \$280,000).

Of the total General Budget, \$2.233 million (30%) is for wages and benefits. The cost of infrastructure improvements is \$1.975 million (27%). Engineering, Legal, and Professional Services is \$1.344 million (18%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent 25% of the budget.

**Expense by Category
Total \$7.44 million**



*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims

Division Budgets by Fiscal Year

	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Administration	\$1,155,846	\$1,573,851	\$1,249,451	\$1,355,424	\$ 105,973	8%
Treatment	\$2,994,735	\$3,457,677	\$3,678,880	\$3,936,735	\$ 257,856	7%
Environmental	\$ 151,643	\$ 133,563	\$ 220,902	\$ 159,910	\$ (60,993)	-28%
Infrastructure	<u>\$ 3,047,274</u>	<u>\$792,677</u>	<u>\$2,485,000</u>	<u>\$1,992,799</u>	<u>\$ (492,201)</u>	<u>-20%</u>
Total	\$7,349,498	\$5,957,769	\$7,634,233	\$7,444,867	\$(189,365)	-2%
Total Operating	\$4,302,224	\$5,165,092	\$5,149,233	\$5,469,867	\$320,634	6%

The Administrative Services division increased \$105,973 (8%). The net increase is a result from the COLA adjustment of 4% and an overall increase in professional and legal services from the prior year and defunding of the Accounting Technician position.

The Treatment division increased \$257,856 (7%), which is mostly due to the COLA increase of 4%, shift in unfunded PERS liability from the administrative services division, and increased budget for professional services and defunding of the Engineering & Construction Contracts Manager position.

The Environmental Compliance division budget decreased \$60,993 (-28%) primarily due to reduction in professional services based on year-to-date expenditures.

The Infrastructure division decreased \$0.5 million to address the projects in the approved FY2020-2021 Capital Improvement Plan, with the exception of five non urgent projects totaling \$0.66 million. This amount is inclusive of engineering project costs.

BUDGET ALLOCATION AND ASSESSMENTS

The Joint Exercise of Powers Agreement (JEPA) stipulates that the total expenses of operation and maintenance of all of the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

Flow Results for Budget Allocations*

	HMB	GCS D	MWSD	
FY 2020/21	56.6%	21.8%	21.7%	(Based on Calendar Year 2019)
FY 2019/20	<u>55.7%</u>	<u>23.6%</u>	<u>20.6%</u>	(Based on Calendar Year 2018)
Variance	0.9%	-1.8%	1.1%	

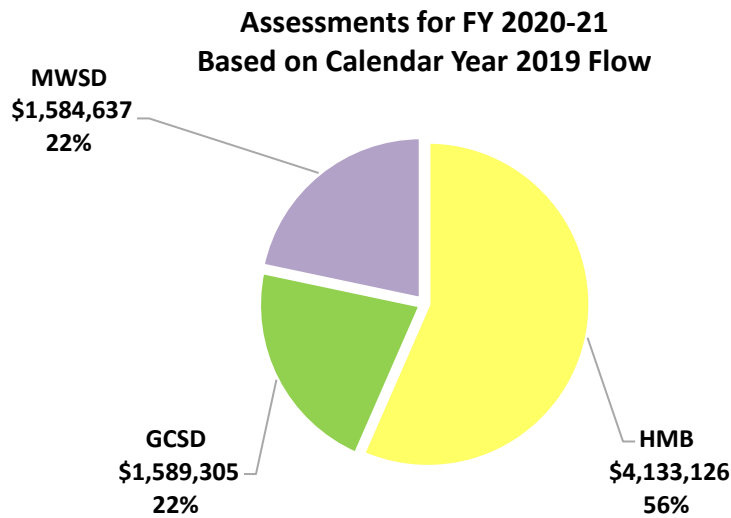
*The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

GENERAL BUDGET FISCAL YEAR 2020/21

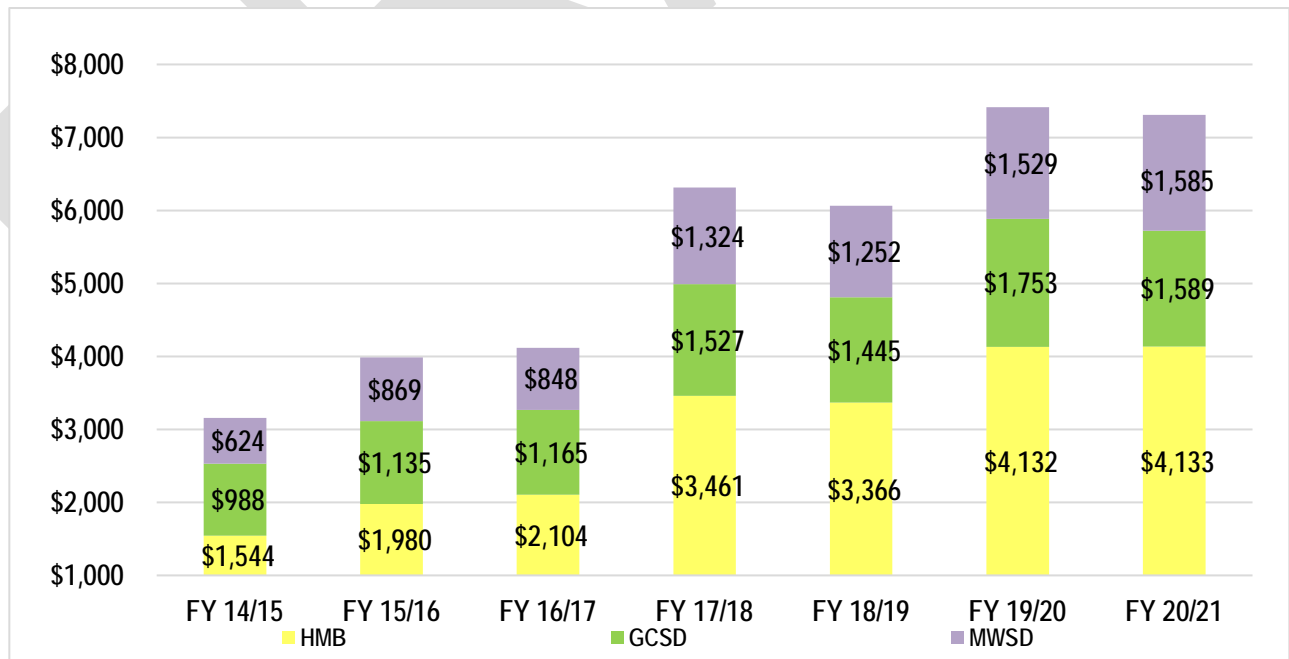
Total Assessments for Each Member Agency*

	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
Half Moon Bay	\$ 3,461,445	\$ 3,542,142	\$ 4,131,899	\$ 4,133,126	\$ 1,226	0%
Granada CSD	\$ 1,527,134	\$ 1,532,891	\$ 1,753,394	\$ 1,589,305	\$ (164,090)	-9%
Montara WSD	\$ 1,324,462	\$ 1,316,715	\$ 1,529,139	\$ 1,584,637	\$ 55,498	4%
	\$ 6,313,041	\$ 6,391,748	\$ 7,414,433	\$ 7,307,067	\$ (107,366)	-1.4%

* The assessments to the Member Agencies are rounded to nearest dollar.



Assessments History by Agency (in 1,000's)



STAFFING

SAM continues to keep staffing levels as low as possible in order to hold costs down. This results in less impact on Member Agency assessments and lower rates to the end users. SAM struggles with filling vacant positions with qualified persons due to the requirement for Operations, Maintenance and Collections staff to live within 60 minutes of the service area in order to respond to emergency callouts. The high cost of living in the bay area and on the mid-coast makes it difficult to replace retiring staff and other vacancies as new employees are often unable to find suitable housing in an area that allows them to comply with the 60 minute response requirement. SAM will continue to develop programs to retain employees that are able to start in lower level positions and grow within SAM as positions that require higher skill levels open and provides opportunity for staff to make higher wages. The development of a succession plan and staff training programs are underway and over time will help with this challenge.

The following table reflects the operating staff level for SAM over the past six years.

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
JPA	8.85	8.525	10.75	11.00	13.00	14.00	12.0 ¹

¹FY 2020-21 staffing reflects defunded positions of Accounting Technician and Engineering & Construction Contracts Manager.

GENERAL BUDGET FISCAL YEAR 2020/21

OVERALL OPERATIONS BUDGET SUMMARY

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2019/20 ESTIMATE	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
EXPENDITURES							
Personnel							
1 Wages	1,225,723	1,443,587	1,626,278	1,457,296	1,427,794	(198,484)	-12%
2 Premium Pay	73,243	62,748	85,700	112,758	86,475	775	1%
3 Health Benefits	255,994	299,804	343,982	273,344	283,309	(60,673)	-18%
4 Retirement Cont.	145,698	294,314	296,658	278,164	321,006	24,348	8%
5 Retiree Med/OPEB	22,331	32,415	35,628	29,066	34,607	(1,021)	-3%
6 Misc. Benefits	58,682	76,678	96,866	77,779	80,237	(16,629)	-17%
7 Subtotal	1,781,671	2,209,545	2,485,113	2,228,407	2,233,428	(251,684)	-10%
Non-Personnel							
8 Legal Services	98,537	282,251	102,500	316,210	150,000	47,500	46%
9 Engineering Services	292,396	237,689	467,000	182,235	100,000	(367,000)	-79%
10 Professional Services	680,764	911,700	749,809	943,195	1,094,031	344,222	46%
11 Prof. Memberships	38,670	30,724	33,100	113,369	34,090	990	3%
12 Insurance Premiums	205,646	107,808	63,000	156,845	105,000	42,000	67%
13 Misc. Expenses	44,656	55,777	41,273	77,267	75,736	34,463	84%
14 Utilities	425,533	584,894	521,208	535,386	561,173	39,965	8%
15 Travel & Training	16,054	40,306	43,600	38,898	42,164	(1,437)	-3%
16 Equipment Rental	169,149	133,766	140,500	72,435	110,815	(29,685)	-21%
17 Bldg & Maint Services	281,465	320,185	228,100	353,244	329,553	101,453	44%
18 Chemicals	131,994	186,273	184,000	192,332	189,520	5,520	3%
19 Permits & Licenses	51,194	23,588	33,000	40,302	27,500	(5,500)	-17%
20 Supplies	61,412	89,193	105,031	101,704	104,198	(833)	-1%
21 Equipment	1,067,664	532,350	398,500	681,367	309,055	(89,445)	-22%
22 Infrastructure Projects	1,952,693	208,443	2,035,000	101,974	1,975,000	(60,000)	-3%
23 Claims/Penalties	-	3,275	3,500	-	3,605	105	3%
24 Subtotal	5,517,827	3,748,224	5,149,120	3,906,763	5,211,439	62,319	1%
25 TOTAL	7,299,498	5,957,769	7,634,233	6,135,170	7,444,867	(189,365)	-2%

Key Changes

GENERAL BUDGET FISCAL YEAR 2020/21

Personnel costs: net decrease as a result of the eliminated two positions	\$ (251,684)
Engineering services: net decrease in miscellaneous engineering, accounted for in infrastructure	\$ (367,000)
Legal services: net increase as a result of ongoing and potential legal cases and due to underbudgeting in prior fiscal year	\$ 47,500
Professional services: net increase driven by year-to-date actuals	\$ 344,222
Insurance premiums: net increase due to underbudgeting in prior fiscal year	\$ 42,000
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	\$ 55,597
Infrastructure: net decrease result of CIP (includes engineering costs, reclassified)	\$ (60,000)

TOTAL GENERAL OPERATING EXPENDITURES BUDGET DECREASE \$ (189,365)

	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2019/20 ESTIMATE	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
--	----------------------	----------------------	-----------------------	------------------------	------------------------	--------------------------------------	--

REVENUE

By Type:

JPA Assessments	6,313,041	6,391,748	7,414,433	7,414,433	7,307,067	(107,366)	-1%
NDWSCP Fees	109,238	158,908	149,800	91,665	117,800	(32,000)	-21%
Interest Earnings	20,184	23,314	20,000	615	20,000	-	0%
Misc. Revenue	66,827	183,200	176,530	-	-	(176,530)	-100%
Total	6,509,290	6,757,169	7,760,763	7,506,713	7,444,867	(315,896)	-4.1%

By Agency:

Half Moon Bay	3,461,445	3,542,142	4,131,899	4,131,899	4,133,126	1,226	0%
Granada CSD	1,527,134	1,532,891	1,753,394	1,753,394	1,589,305	(164,090)	-9%
Montara WSD	1,324,462	1,316,715	1,529,139	1,529,139	1,584,637	55,498	4%
	6,313,041	6,391,748	7,414,433	7,414,433	7,307,067	(107,366)	-1.4%

Key Changes

Assessments reflect decreased funding for infrastructure projects, maintenance, staff	(107,366)
Reduction in FOG	(32,000)
Overhead revenue from Contract Services removed from General Budget	(176,530)
TOTAL GENERAL OPERATING BUDGET REVENUE DECREASE	(315,896)

GENERAL BUDGET FISCAL YEAR 2020/21

FINANCIAL DETAILS

The following is a list of key budget lines for FY2019/20 and 2020/21 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #	FY 2019/20	FY 2020/21
1. Wages Increased for COLA adjustments, step increases and staffing changes.	\$1,626,278	\$1,427,794
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$85,700	\$86,475
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$343,982	\$283,309
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$296,658	\$321,006
5. Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$35,628	\$34,607
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$96,866	\$80,237
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$2,485,113	\$2,223,428
8. Legal Services Increased based on anticipated number of meetings special projects, and ongoing cases.	\$102,500	\$150,000
9. Engineering Services Increased to provide design and project management related to treatment division.	\$17,000	\$100,000

GENERAL BUDGET FISCAL YEAR 2020/21

Budget Line #	FY 2019/20	FY 2020/21
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$749,809	\$1,094,031
11. Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$33,100	\$34,090
12. Insurance Premiums Property, liability, and pollution premiums based on utilization rates.	\$63,000	\$105,000
13. Misc. Expenses Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$41,273	\$75,736
14. Utilities Electricity, water, telephone, solid waste, etc.	\$521,208	\$561,173
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$43,600	\$42,164
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$140,500	\$110,815
17. Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	\$228,100	\$329,553
18. Chemicals Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$184,000	\$189,520

GENERAL BUDGET FISCAL YEAR 2020/21

<u>Budget Line #</u>	<u>FY 2019/20</u>	<u>FY 2020/21</u>
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$33,000	\$27,500
20. Supplies Office, computer, breakroom, and safety supplies.	\$105,031	\$104,198
21. Equipment Purchase Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$398,500	\$309,055
22. Infrastructure Projects Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed \$50,000 each.	\$2,485,000	\$1,975,000
23. Claims/Penalties Reflects claims expenses not covered by insurance.	\$3,500	\$3,605
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$5,149,120	\$5,444,867
25. Total Total of all costs (sum of Personnel and Non-Personnel subtotals).	\$7,634,233	\$7,444,867

ADMINISTRATIVE SERVICES

By Category

		FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
	EXPENDITURES						
	Personnel						
1	Wages	481,408	472,383	522,759	444,357	(78,402)	-15%
2	Premium Pay	1,896	8,134	7,600	7,500	(100)	-1%
3	Health Benefits	87,037	75,085	98,532	66,623	(31,909)	-32%
4	Retirement Cont.	62,917	112,423	112,318	62,041	(50,277)	-45%
5	Retiree Med/OPEB	13,184	16,754	19,172	21,111	1,939	10%
6	Misc. Benefits	18,812	20,666	25,207	14,944	(10,263)	-41%
7	Subtotal	665,254	705,447	785,588	616,576	(169,012)	-22%
	Non-Personnel					-	
8	Legal Services	93,089	276,663	102,500	150,000	47,500	46%
9	Engineering Services	-	-	2,000	-	(2,000)	-100%
10	Professional Services	94,563	316,436	165,631	273,483	107,852	65%
11	Prof. Memberships	27,586	25,324	25,000	25,750	750	3%
12	Insurance Premiums	205,646	107,808	63,000	105,000	42,000	67%
13	Misc. Expenses	13,034	26,685	16,751	46,479	29,728	177%
14	Utilities	19,382	28,654	25,200	30,356	5,156	20%
15	Travel & Training	7,444	16,664	17,500	18,025	525	3%
16	Equipment Rental	13,567	12,475	10,500	10,815	315	3%
17	Bldg & Maint Services	11,511	17,135	10,500	21,725	11,225	107%
18	Chemicals	-	-	-	-	-	
19	Permits & Licenses	-	-	-	-	-	
20	Supplies	4,770	7,449	9,280	10,734	1,454	16%
21	Equipment	-	29,836	12,500	42,875	30,375	243%
22	Infrastructure Projects	-	-	-	-	-	
23	Claims/Penalties	-	3,275	3,500	3,605	105	3%
24	Subtotal	490,592	868,405	463,863	738,848	274,985	59%
25	TOTAL	1,155,846	1,573,851	1,249,451	1,355,424	105,973	8%

Key Changes

Wages: Result of net change of elimination of Accounting Technician	(78,402)
Medical, dental, vision premiums and misc. benefits: net decrease due to eliminated position benefits	(42,272)
Retirement: net decrease due to shift in unfunded liabilities allocation; PERS contribution rates increased by less than 1%	(50,277)
Professional services: increased based on actual year-to-date experience	107,852
Legal services: net increase due to continuing cases from prior year	47,500
Utilities, supplies, misc. expenses: increased by 3% CPI	121,572
TOTAL ADMINISTRATION EXPENDITURES BUDGET INCREASE	105,973

GENERAL BUDGET FISCAL YEAR 2019/20

ADMINISTRATIVE SERVICES

By Category

		FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
	REVENUE						
	By Type:						
26	JPA Assessments	816,375	1,799,447	1,249,451	1,335,424	85,973	7%
27	Contract Services	-	-	-	-	-	-
28	NDWSCP Fees	-	-	-	-	-	-
29	Misc. Fees	-	-	-	-	-	-
30	Interest Earnings	20,184	23,314	20,000	20,000	-	0%
31	Misc. Revenue	66,827	-	500	-	(500)	-100%
32	(From) Reserves	-	-	-	-	-	-
33		903,386	1,822,761	1,269,951	1,355,424	85,473	7%
	By Agency:						
34	Half Moon Bay	538,137	997,177	696,291	755,361	59,070	8%
35	Granada CSD	55,561	431,580	295,475	290,458	(5,017)	-2%
36	Montara WSD	222,677	370,690	257,684	289,605	31,920	12%
37		816,375	1,799,447	1,249,451	1,335,424	85,973	16%

Key Changes

Assessments reflect net increase in budget for wages, benefits, and other expenses

85,973

TOTAL ADMINISTRATION REVENUE BUDGET INCREASE

85,973

ADMINISTRATIVE SERVICES DIVISION



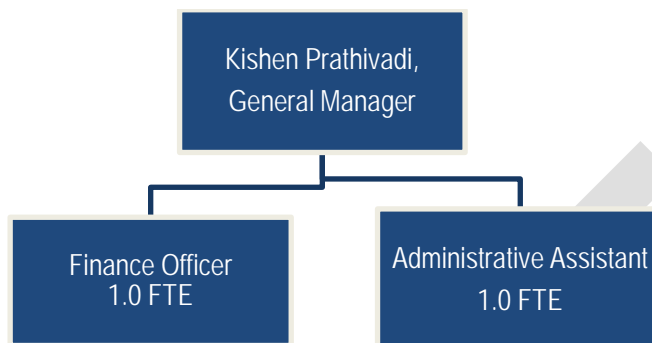
PROGRAM DESCRIPTION

The Administrative Services division provides administrative and financial support to the Board of Directors, the General Manager and all SAM divisions. Its function includes: planning and coordination of SAM activities related to the following: finance, human resources, risk management; management of SAM's information systems and web site; and Board services. Public contact by Administrative Services staff is generally the first interaction citizens have with the agency and are often related to complaints or reports of perceived problems. The ability to communicate clearly and understand the concerns of the caller is a skill demonstrated by those in the office. Contact with Member Agency staff and vendors is often first addressed via Administrative Services staff and communications and routing of information is a critical role of those in Administrative Services.

The financial staff in Administrative Services is responsible for maintaining detailed financial records; accounts payable processing; issuing, tracking and collection of accounts receivables; payroll processing including CalPERS reporting and benefits accounting; fixed asset management; financial planning; budget development; debt administration; centralized procurement; coordination of the District's audits and administration of SAM's self-insurance and loss prevention programs.

GENERAL BUDGET FISCAL YEAR 2019/20

Administrative Services operations are managed by the General Manager. The following organizational chart reflects the reporting structure for this division.



The following staffing summary reflects the historical cost allocation for this division.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
JPA	4.00	3.93	3.98	4.00	3.50	4.00	4.00	3.00

FINANCIAL DETAILS

The following is a list of key budget lines for FY2019/20 and 2020/21 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #		FY 2019/20	FY 2020/21
1.	Wages Increased for COLA adjustments and step increases per MOU and Unrepresented Employees and defunding of positions.	\$522,759	<u>\$444,357</u>
2.	Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$7,600	\$7,500
3.	Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$98,532	<u>\$66,623</u>
4.	Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$112,318	<u>\$68,283</u>

GENERAL BUDGET FISCAL YEAR 2019/20

5.	Retiree Medica/OPEB Includes contributions to Health Retirement Account for current retiree medical premiums and OPEB trust for future retirees.	\$19,172	\$21,111
6.	Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$25,207	<u>\$14,944</u>
7.	<u>Personnel Subtotal</u> Subtotal of all costs associated with SAM staff wages and benefits	\$785,588	\$616,576
8.	Legal Services Increased based on anticipated number of meetings special projects, and ongoing cases for SAM.	\$102,500	<u>\$150,000</u>
9.	Engineering Services There are no engineering services charged to Administrative Services.	\$2,000	\$0
10.	Professional Services Includes technical/specialized services that need to be performed by consultants.	\$165,631	<u>\$273,483</u>
11.	Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$25,000	\$25,750
12.	Insurance Premiums Insurance premiums for property and liability.	\$63,000	<u>\$105,000</u>
13.	Misc. Expenses Incidental expenses (offsite storage, postage, claims, phone system, etc.) not reflected in other categories.	\$16,751	<u>\$46,479</u>
<hr/>			
14.	Utilities Telephone, cellular service, internet connections, etc.	\$25,200	\$30,356

GENERAL BUDGET FISCAL YEAR 2019/20

15. Travel & Training		
Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$17,500	\$18,025
16. Equipment Rental		
Short-term rental of equipment for less than a fiscal year and annual cost of multi-year leased equipment (copier, phones, etc.).	\$10,500	\$10,815
17. Building & Maintenance Services		
Includes janitorial, landscaping, and other regular building maintenance services.	\$10,500	<u>\$21,725</u>
18. Chemicals		
There are no chemical costs charged to Administrative Services.	\$0	\$0
19. Permits & Licenses		
There are no permit and license costs charged to Administrative Services.	\$0	\$0
20. Supplies		
Office, computer, breakroom, and general supplies.	\$9,280	\$10,734
21. Equipment		
Purchase of replacement computers, small office and ergonomic equipment.	\$12,500	<u>\$42,875</u>
22. Infrastructure Projects		
Project costs that exceed \$50,000 each. There are no infrastructure projects charged to Administrative Services	\$0	\$0
23. Claims/Penalties		
Costs not covered by insurance.	\$3,500	\$3,605
24. Non-Personnel Subtotal	\$463,863	\$738,848
Subtotal of all costs not associated with wages and benefits.		
25. Total	\$1,249,45	\$1,355,424
Total of all costs for Administrative Services (sum of Personnel and Non-Personnel subtotals).		

GOALS

- Provide effective and efficient administrative support to the Board and other divisions.
- Maintain responsive and efficient customer service.
- Ensure that SAM is protected against loss through risk and claim management.
- Manage information systems, web site, and social media pages.
- Review administrative, financial, and personnel policies each year for compliance and relevance.

ACHIEVEMENTS

- Worked hand in hand with financial consultants to resolve past due audits and continue to do so
- Developed, posted to SAM website and distributed Board Meeting agendas twice per month.
- Worked hand in hand with Board Finance and Operations Committees to overcome significant changes in management of SAM
- Developed and delivered FY2020-2021 budget to Board and Member Agencies.

PROGRAM OBJECTIVES

- Manage the processing and review of SAM contracts.
- Maintain records of benefits, including employee leave balances, retirement contributions, and employer-provided insurance policies.
- Recruit and retain highly qualified candidates for vacant positions.
- Maintain up-to-date personnel files.
- Work with consultants to update policies and procedures and make appropriate revisions.
- Process employee payroll per employee contracts. Process accounts payable on a biweekly basis. issue, track and collect accounts receivable.
- Provide monthly budget reports each month.
- Conform with GAAP (Generally Accepted Accounting Principles).
- Work with other divisions to implement procedures that result in cost savings, increased efficiencies, and improved customer service.
- Provide general administrative support to all divisions for centralized services.
- Efficiently and effectively manage information technology and systems, including the SAM website and social media sites.

PERFORMANCE MEASURES

- Submit the Annual Financial and Salary & Compensation reports to the State Controller's Office by the deadline.
- Review and update, as necessary, administrative, financial, and personnel policies.
- Complete annual audit and present it to the Board no later than December 31.
- Present budget to Board and Member Agencies in a timely manner.

DRAFT

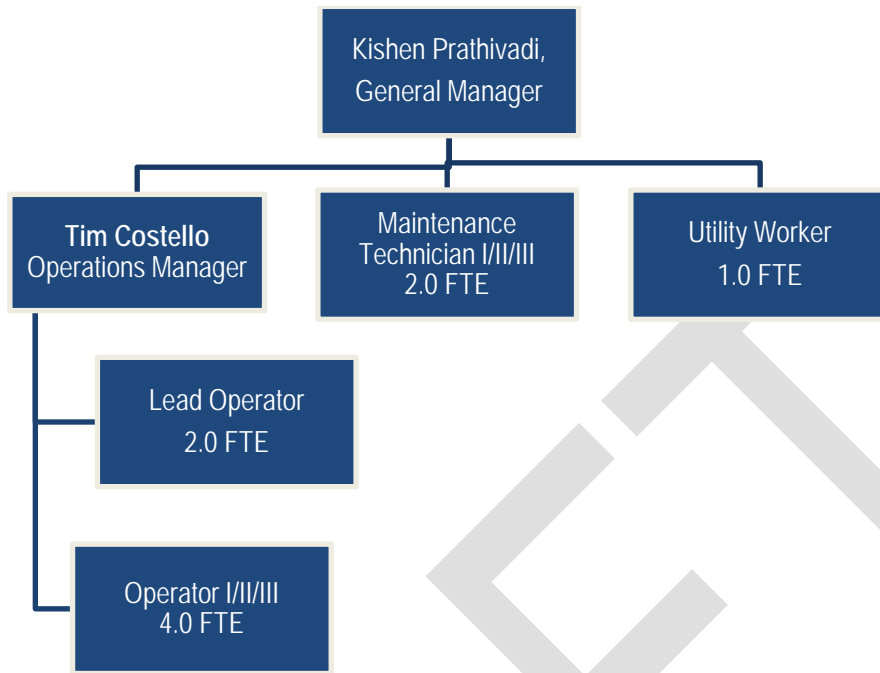
TREATMENT DIVISION



PROGRAM DESCRIPTION

The Treatment division is responsible for the safe, economical, and environmentally acceptable treatment and reclamation of all sanitary wastewater flows from the City of Half Moon Bay, Granada Community Services District, and the Montara Water & Sanitary District. The division is responsible for the reliability and integrity of systems and equipment at the Plant and the operation and maintenance of three SAM pump stations and the transmission pipeline. Staff performs predictive and preventive maintenance programs, corrective and rehabilitative maintenance, and in-house equipment and process improvements.

While staff is trying to keep up with the current needs of an aging system, we have had to bring in people that specialize in certain pieces of equipment as necessary. Staff finds that key pieces of equipment no longer have parts available on the primary market which can be problematic. Division services are currently supervised by the Supervisor of Treatment/Field Operations and Engineering & Construction Contracts Manager. The organizational chart on the following page reflects the reporting structure of the division.



The following staffing summary reflects the historical staffing level for the division.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
JPA	4.60	4.70	4.275	5.95	6.25	8.75	9.75	8.75

**TREATMENT
By Category**

	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2019/20 ESTIMATE	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
EXPENDITURES							
Personnel							
1 Wages	711,375	937,882	1,063,771	1,023,545	945,359	(118,413)	-11%
2 Premium Pay	70,432	54,309	77,500	83,457	78,375	875	1%
3 Health Benefits	163,163	217,792	240,000	212,263	210,827	(29,173)	-12%
4 Retirement Cont.	78,267	173,230	175,000	205,530	243,921	68,921	39%
5 Retiree Med/OPEB	8,645	15,166	15,957	15,086	12,986	(2,971)	-19%
6 Misc. Benefits	38,234	54,407	69,435	63,462	63,275	(6,161)	-9%
7 Subtotal	1,070,116	1,452,786	1,641,663	1,603,344	1,554,741	(86,922)	-5%
Non-Personnel							
8 Legal Services	-	-	-	-	-	-	-
9 Engineering Services	129,141	111,457	15,000	40,081	100,000	85,000	567%
10 Professional Services	446,662	548,209	466,600	667,404	743,819	277,219	59%
11 Prof. Memberships	11,084	5,401	8,000	6,301	8,240	240	3%
12 Insurance Premiums	-	-	-	-	-	-	-
13 Misc. Expenses	18,860	16,510	16,917	33,833	21,424	4,508	27%
14 Utilities	406,151	549,947	495,950	506,236	530,809	34,859	7%
15 Travel & Training	8,385	23,380	22,500	19,972	23,175	675	0
16 Equipment Rental	155,582	121,291	130,000	61,020	100,000	(30,000)	-23%
17 Bldg & Maint Services	269,954	303,050	217,600	341,057	307,828	90,228	41%
18 Chemicals	129,656	178,911	175,000	189,688	180,250	5,250	3%
19 Permits & Licenses	51,194	19,322	33,000	40,302	27,500	(5,500)	-17%
20 Supplies	47,677	71,957	73,650	80,570	75,860	2,210	3%
21 Equipment	200,273	55,455	383,000	389,539	263,090	(119,910)	-31%
22 Infrastructure Projects	-	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-	-
24 Subtotal	1,874,619	2,004,891	2,037,217	2,376,004	2,381,994	344,777	17%
25 TOTAL	2,944,735	3,457,677	3,678,880	3,979,347	3,936,735	257,856	7%

Key Changes

Personnel: Net decrease due to defunding of Engineering & Construction Contracts Manager position and COLA increase of 4%, underbudgeting payment for unfunded PERS liability, shift in a portion of unfunded liabilities from admin, and health benefit adjustment \$ (86,922)

Professional Services: net increase based on year-to-date actuals. \$ 277,219

Increase services, supplies, chemicals, etc. by 3% CPI \$ 67,558

TOTAL TREATMENT EXPENDITURES BUDGET INCREASE \$257,856

**TREATMENT
By Category**

		FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2019/20 ESTIMATE	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
REVENUE								
<u>By Type:</u>								
26	JPA Assessments	2,562,043	2,654,337	3,461,880	2,596,410	3,821,735	359,855	10%
27	Contract Services	-	-	-	-	-	-	
28	NDWSCP Fees	91,535	157,622	147,000	91,665	115,000	(32,000)	-22%
29	Misc. Fees	-	-	-	-	-	-	
30	Interest Earnings	-	-	-	-	-	-	
31	Misc. Revenue	-	183,200	176,030	-	-	(176,030)	-100%
32	(From) Reserves	-	-	-	-	-	-	
33		2,653,578	2,995,158	3,784,910	2,688,075	3,936,735	151,825	4%
<u>By Agency:</u>								
34	Half Moon Bay	1,364,809	1,470,978	1,929,229	1,446,922	2,161,703	232,474	12%
35	Granada CSD	671,255	636,560	818,679	614,009	831,237	12,558	2%
36	Montara WSD	525,979	546,799	713,972	535,479	828,795	114,823	16%
37		2,562,043	2,654,337	3,461,880	2,596,410	3,821,735	359,855	10%

Key Changes

Assessments reflect net increased funding for wages, benefits, and other expenses	\$359,855
Increased leachate deliveries per contract	(\$32,000)
Removed overhead revenue from Collection Contract Services	<u>(\$176,030)</u>
TOTAL TREATMENT REVENUE BUDGET INCREASE	\$151,825

FINANCIAL HIGHLIGHTS

The following is a list of key budget lines for FY2019/20 and 2020/21 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #	FY 2019/20	FY 2020/21
1. Wages Increased for COLA adjustments and merit step increases and defunded positions.	\$1,063,771	<u>\$945,359</u>
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	\$77,500	\$78,375
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees.	\$240,000	<u>\$210,827</u>
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$175,000	<u>\$243,827</u>
5. Retiree Medical/OPEB Includes contributions to Health Retirement Account for current retiree medical premiums and OPEB trust for future retirees.	\$15,957	\$12,986
6. Misc. Benefits Includes Medicare, long-term and short-term disability, and workers compensation.	\$69,435	\$63,275
7. Personnel Subtotal Subtotal of all costs associated with wages and benefits.	\$1,641,663	\$1,554,741
8. Legal Services There are no legal services budgeted to Treatment.	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY 2019/20	FY 2020/21
9. Engineering Services Specialized services related to small (<\$50,000) projects.	\$15,000	<u>\$100,000</u>
10. Professional Services Services that are specialized and need to be performed by contractors rather than staff (GIS software hosting, electrical maintenance, safety training, permit compliance assistance, SSMP audit and updates, outfall inspection, inspections, SCADA support, etc.).	\$466,600	<u>\$743,819</u>
11. Professional Membership Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$8,000	\$8,240
12. Insurance Premiums There are no insurance premiums charged to Treatment.	\$0	\$0
13. Misc. Expenses Includes incidental expenses (uniform services, radio and alarm systems, etc.) not captured in other categories.	\$16,917	\$21,424
14. Utilities Electricity, water, telephone, solid waste, etc.	\$495,950	<u>\$530,809</u>
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and safety training.	\$22,500	\$23,175
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$130,000	\$100,000

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY 2019/20	FY 2020/21
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset. Includes small (<\$50,000) repair projects.	\$217,600	<u>\$307,828</u>
18. Chemicals Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards.	\$175,000	\$180,250
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$33,000	\$27,500
20. Supplies Office, computer, safety, and general supplies.	\$73,650	\$75,860
21. Equipment Purchase of equipment for repair and rehabilitation of SAM facilities not captured in infrastructure projects.	\$383,000	<u>\$263,090</u>
22. Infrastructure There are no project costs budgeted to Treatment. These costs are generally reflected in the Infrastructure division and exceed \$50,000 per project.	\$0	\$0
23. Claims/Penalties There are no claims/penalties budgeted to Treatment.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$2,037,217	\$2,381,994
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$3,678,880	\$3,936,735

GOALS

- Operate the wastewater system for current and future customers with safe, efficient, and cost-effective treatment services.
- Achieve 100% compliance with all NPDES limits for conventional pollutants.
- Maintain appropriate capacities and effective operations and assure no spills or overflows at SAM facilities.
- Maintain and upgrade SAM facilities at a level that assures uninterrupted quality service and no process interruptions due to equipment failures.
- Promote the development and education of staff to assure the ongoing ability to operate, maintain, troubleshoot and repair all systems and equipment.
- Maintain equipment and facilities to improve reliability and reduce operating and maintenance costs.

HIGHLIGHTS

- Performed process related laboratory analysis for the Environmental Compliance division on weekends.
- Conducted all required annual safety training programs.
- Administered the Trucked Waste Acceptance Program.
- Worked to optimize processes to improve reliability.

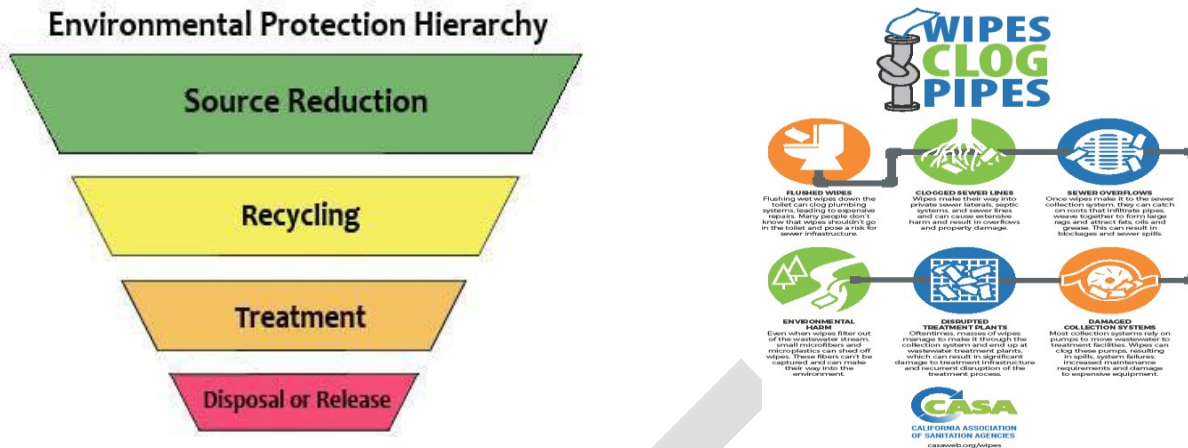
PROGRAM OBJECTIVES

- Perform required preventive and predictive maintenance to eliminate spills, overflows, bypasses, or discharge permit violations, and to minimize the possibility of equipment breakdowns
- Promote comprehensive training of division personnel.
- Continue to promote and provide a safe and healthy environment for all staff, contractors, and community.
- Develop and implement maintenance plan for routine maintenance on all equipment.

PERFORMANCE MEASURES

- Meet all effluent quality targets described in the NPDES permit.
- Perform all duties in a safe manner to avoid OSHA recordable and lost time accidents.
- Perform all routine maintenance tasks in a timely manner.

ENVIRONMENTAL COMPLIANCE DIVISION



PROGRAM DESCRIPTION

The Environmental Compliance division provides services and oversight in four areas: National Pollutant Discharge Elimination System (NPDES) permit compliance, Laboratory Operations, Non-Domestic Waste Source Control (NDWSCP) Program, and Pollution Prevention (P2) Program. NPDES permit compliance involves maintaining compliance with permit parameters, implementing investigations and additional sampling programs to address specific pollutants, developing action plans to reduce these pollutants and reporting levels of progress to the Regional Board. The in-house laboratory conducts analyses of various plant samples for process control, some NPDES permit parameters, and special projects as needed. SAM contracts with outside laboratories for NPDES requirements that the in-house lab is not certified to complete.

The NDWSC Program includes evaluating facilities and dischargers within SAM's service area that could adversely affect the SAM collection system and/or treatment plant, evaluating discharge permit applications and issuing permits, performing inspections, sampling and monitoring and conducting enforcement when needed. The P2 Program focuses on educating commercial businesses and residents on pollutants that are harmful to the collection system, treatment plant and the environment, including fats, oils, and grease (F.O.G.), and how to reduce or eliminate them. Public information, plant tours, and participation in outreach activities are significant elements.

Division functions are supervised by the Operations Superintendent. The following organizational chart reflects the reporting structure of the division.

Supervisor of Treatment & Field Operations

GENERAL BUDGET FISCAL YEAR 2020/21

The following staffing summary reflects the historical cost allocation for the division.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
JPA	0.25	0.225	0.275	0.50	0.25	0.25	0.25	0.25

**ENVIRONMENTAL COMPLIANCE
By Category**

	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2019/20 ESTIMATE	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
EXPENDITURES							
Personnel							
1 Wages	32,940	33,321	39,748	33,344	38,078	(1,669)	-4%
2 Premium Pay	915	305	600	-	600	-	0%
3 Health Benefits	5,794	6,927	5,450	7,898	5,858	408	7%
4 Retirement Cont.	4,514	8,660	9,340	10,536	15,044	5,704	61%
5 Retiree Med/OPEB	502	494	500	499	511	11	2%
6 Misc. Benefits	1,636	1,605	2,223	1,663	2,019	(205)	-9%
7 Subtotal	46,301	51,313	57,861	53,940	62,110	4,249	7%
Non-Personnel							
8 Legal Services	-	-	-	-	-	-	
9 Engineering Services	-	-	-	-	-	-	
10 Professional Service	79,753	43,940	117,578	60,673	58,930	(58,647)	-50%
11 Prof. Memberships	-	-	100	150	100	-	0%
12 Insurance Premiums	-	-	-	-	-	-	
13 Misc. Expenses	12,474	12,583	7,605	7,125	7,833	228	3%
14 Utilities	-	6,293	57	(150)	8	(49)	-86%
15 Travel & Training	225	261	3,600	267	964	(2,637)	-73%
16 Equipment Rental	-	-	-	-	-	-	
17 Bldg & Maint Service	-	-	-	-	-	-	
18 Chemicals	2,338	7,362	9,000	2,644	9,270	270	3%
19 Permits & Licenses	-	-	-	-	-	-	
20 Supplies	8,965	9,786	22,101	13,177	17,604	(4,497)	-20%
21 Equipment	1,587	2,026	3,000	-	3,090	90	3%
22 Infrastructure Project	-	-	-	-	-	-	
23 Claims/Penalties	-	-	-	-	-	-	
24 Subtotal	105,342	82,251	163,041	83,885	97,799	(65,242)	-40%
25 TOTAL	151,643	133,563	220,902	137,825	159,910	(60,993)	-28%

Key Changes

Professional services: net decrease due to change in services used	\$ (58,647)
Net decrease in utilities, services, and supplies	\$ (2,346)
TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES DECREASE	\$ (60,993)

GENERAL BUDGET FISCAL YEAR 2020/21

ENVIRONMENTAL COMPLIANCE

By Category

		FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2019/20 ESTIMATE	FY 2020/21 PROPOSED	CHANGE FROM FY 2018/19 ADOPTED	
	REVENUE							
	By Type:							
26	JPA Assessments	162,064	134,423	218,102	163,577	157,110	(60,993)	-28%
27	Contract Services	-	-	-	-	-	-	
28	NDWSCP Fees	17,703	1,286	2,800	-	2,800	-	0%
29	Misc. Fees	-	-	-	-	-	-	
30	Interest Earnings	-	-	-	-	-	-	
31	Misc. Revenue	-	-	-	-	-	-	
32	(From) Reserves	-	-	-	-	-	-	
33		179,767	135,708	220,902	163,577	159,910	(60,993)	-28%
	By Agency:							
34	Half Moon Bay	84,597	74,495	121,544	91,158	88,866	(32,677)	-27%
35	Granada CSD	42,461	32,236	51,578	38,683	34,172	(17,406)	-34%
36	Montara WSD	35,006	27,692	44,981	33,736	34,071	(10,910)	-24%
37		162,064	134,423	218,102	163,577	157,110	(60,993)	-28%

Key Changes

Assessments reflect net decreased funding for wages, benefits, and other expenses

\$ (60,993)

TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE

\$ (60,993)

FINANCIAL HIGHLIGHTS

The following is a list of key budget lines for FY2019/20 and 2020/21 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #		FY2019/20	FY 2020/21
1.	Wages Cost of 0.25 FTE allocated to division.	\$39,748	\$38,078
2.	Premium Pay Special compensation for certification above that required by the position.	\$600	\$600

GENERAL BUDGET FISCAL YEAR 2020/21

3.	Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees.	\$5,450	\$5,858
4.	Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$9,340	\$15,044
5.	Retiree Medical/OPEB Includes contributions to Health Retirement account for current retiree medical premiums and OPEB trust for future retirees.	\$500	\$511
6.	Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation.	\$2,223	\$2,019
7.	Personnel Sub-total Subtotal of all wage and benefit costs.	\$57,861	\$62,110
8.	Legal Services There are no legal services budgeted to EC.	\$0	\$0
9.	Engineering Services There are no engineering costs budgeted to EC.	\$0	\$0
10.	Professional Services Services that are specialized and must be performed by outside laboratories and consultants (SVCW, laboratories, SMCRCD, event registration, etc.).	\$117,578	\$58,930
11.	Professional Membership The cost of maintaining membership in CWEA.	\$100	\$100
12.	Insurance Premiums There are no insurance premiums budgeted to EC.	\$0	\$0
13.	Misc. Expenses Includes incidental expenses (outreach materials, postage, etc.) not reflected in other categories.	\$7,605	\$7,833
14.	Utilities There are no utility costs budgeted to EC.	\$57	\$8

GENERAL BUDGET FISCAL YEAR 2020/21

15. Travel & Training		
Training and travel related costs for attendance at industry conferences, seminars, and other related events to keep current on technical skills and industry practices and required safety training.	\$3,600	\$964
16. Equipment Rental/Lease		
Short-term rental or lease of equipment (generators, storage tanks, etc.) for less than a fiscal year.	\$0	\$0
17. Building & Maintenance Services		
There are no building maintenance services budgeted to EC.	\$0	\$0
18. Chemicals		
Includes chemicals used in the laboratory.	\$9,000	\$9,270
19. Permits & Licenses		
There are no permits or licenses budgeted to EC.	\$0	\$0
20. Supplies		
Lab and general supplies including materials for biology student field trips to the plant.	\$22,101	\$17,604
21. Equipment		
Purchase of equipment and tools for the laboratory to replace noncompliant or inoperable equipment.	\$3,000	\$3,090
22. Infrastructure Projects		
There are no project costs budgeted to EC.	\$0	\$0
23. Claims/Penalties		
There are no claims or penalties budgeted to EC.	\$0	\$0
24. Non-Personnel Subtotal		
Subtotal of all costs not associated with wages and benefits.	<u>\$163,041</u>	<u>\$97,799</u>
25. Total		
Total of all costs for EC (sum of Personnel and Non-Personnel subtotals).	<u>\$220,902</u>	<u>\$137,825</u>

GOALS

- Achieve and maintain 100% compliance with the District's NPDES permit requirements, including the NDWSC and Pollution Prevention (P2) programs.
- Promote and maintain a positive, safe and productive work environment while cultivating a sense of environmental stewardship.
- Promote and maintain representative sampling, perform exceptional analyses and accurately report data collected to evaluate industrial and commercial discharges, the operational status of the treatment plant and the quality of the bio-solids generated.
- Effectively regulate dischargers of industrial, commercial and other types of wastewater to protect the sanitary sewer system, the treatment plant, staff, the public and the environment.
- Effectively implement the Pollution Prevention (P2) Program and provide public outreach to reduce and or prevent the discharge of pollutants, with emphasis on educating the public regarding "flushable wipes" and the fact they are harmful to their collection system, treatment plant and the environment
- Effectively build and maintain partnerships with other agencies that have similar requirements and goals (Green Business Program, Household Hazardous Waste/Pharmaceutical Collection, Bay Area Pollution Prevention Group, etc.)
- Maintain Environmental Laboratory Accreditation Program (ELAP) certification for conventional pollutants and coliform bacteria.

ACHIEVEMENTS

- Identified deficiencies in the necessary ELAP certification requirements and implemented necessary changes.
- Performed the annual NDWSC program inspections and sampling at commercial facilities and inspections at food service establishments (FSEs) and dentists in the SAM's service area.
- Conducted classroom tours of the treatment plant for over 280 students.
- Implemented a public awareness program regarding flushable wipes.

PROGRAM OBJECTIVES

- Perform all required sampling, inspections, studies and outreach to comply with the District's NPDES permit, NDWSCP and Pollution Prevention programs, F.O.G. program, and process control.
- Maintain compliance with all programs and requirements listed above.
- Maintain ELAP certification for laboratory functions.
- Continue to educate and increase the level of awareness on pollution prevention

GENERAL BUDGET FISCAL YEAR 2020/21

and water quality issues with the goals of changing behavior and decreasing the volume of pollutants entering the treatment plant and the bay.

- Participate in public outreach activities such as the Half Moon Bay Art & Pumpkin Festival and Pacific Coast Dream Machines with focus on the negative impacts of flushable wipes
- Distributed informational materials, brochures, and notices regarding proper discharge of wastes to residents, commercial businesses, and public events.
- Coordinate Plant Tour program for Half Moon Bay High School biology students and the mid-coast population.

PERFORMANCE MEASURES

- Complete 100% NDWSCP inspections as required by SAM permits.
- Meet and maintain ELAP compliance requirements.
- Complete all of the necessary annual continued learning units to maintain required Environmental Compliance Inspector and Laboratory Analyst certifications from the California Water Environment Association.

INFRASTRUCTURE DIVISION



PROGRAM DESCRIPTION

The Infrastructure Division is responsible for the management and technical support necessary to develop and manage an infrastructure program and provide project management and construction inspection services of SAM facilities.

Division services are managed by the Engineer; however, none of the related personnel costs are allocated to this division. The following staffing summary reflects the historical cost allocation to this division.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
JPA	0.00	0.00	0.00	0.80	0.50	0.0	0.0	0.0

INFRASTRUCTURE

By Category

	FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2019/20 ESTIMATE	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
EXPENDITURES							
<u>Personnel</u>							
1 Wages	-	-	-	-	-	-	-
2 Premium Pay	-	-	-	-	-	-	-
3 Health Benefits	-	-	-	-	-	-	-
4 Retirement Cont.	-	-	-	-	-	-	-
5 Retiree Med/OPEB	-	-	-	-	-	-	-
6 Misc. Benefits	-	-	-	-	-	-	-
7 Subtotal	-	-	-	-	-	-	-
Non-Personnel							
8 Legal Services	5,448	5,588	-	-	-	-	-
9 Engineering Services	163,255	126,231	450,000	142,155	-	(450,000)	-100%
10 Professional Services	59,786	3,115	-	17,799	17,799	17,799	-
11 Prof. Memberships	-	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-	-
13 Misc. Expenses	288	-	-	-	-	-	-
14 Utilities	-	-	-	-	-	-	-
15 Travel & Training	-	-	-	-	-	-	-
16 Equipment Rental	-	-	-	-	-	-	-
17 Bldg & Maint Service	-	-	-	-	-	-	-
18 Chemicals	-	-	-	-	-	-	-
19 Permits & Licenses	-	4,266	-	-	-	-	-
20 Supplies	-	-	-	-	-	-	-
21 Equipment	865,804	445,033	-	291,828	-	-	-
22 Infrastructure Projects	1,952,693	208,443	2,035,000	101,974	1,975,000	(60,000)	-3%
23 Claims/Penalties	-	-	-	-	-	-	0%
24 Subtotal	3,047,274	792,677	2,485,000	553,755	1,992,799	(492,201)	-20%
25 TOTAL	3,047,274	792,677	2,485,000	553,755	1,992,799	(492,201)	-20%

Key Changes

Engineering costs are included in the overall project cost on line 22 of the budget. Overall soft costs for design, permits and construction inspection and management are based on 40% of the construction cost estimate.

TOTAL INFRASTRUCTURE REVENUE BUDGET DECREASE

\$ (492,201)

INFRASTRUCTURE

By Category

		FY 2017/18 ACTUAL	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	FY 2019/20 ESTIMATE	FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
REVENUE								
By Type:								
26	JPA Assessments	2,772,559	1,803,542	2,485,000	1,863,750	1,992,799	(492,201)	-20%
27	Contract Services	-	-	-	-	-	-	0%
28	NDWSCP Fees	-	-	-	-	-	-	0%
29	Misc. Fees	-	-	-	-	-	-	0%
30	Interest Earnings	-	-	-	-	-	-	0%
31	Misc. Revenue	-	-	-	-	-	-	0%
32	To/(From) Reserves	-	-	-	-	-	-	0%
33		2,772,559	1,803,542	2,485,000	1,863,750	1,992,799	(492,201)	-20%
By Agency:								
34	Half Moon Bay	1,473,902	999,493	1,384,836	1,038,627	1,127,195	(257,641)	-19%
35	Granada CSD	757,857	432,515	587,663	440,747	433,438	(154,224)	-26%
36	Montara WSD	540,800	371,534	512,502	384,376	432,166	(80,336)	-16%
37		2,772,559	1,803,542	2,485,000	1,863,750	1,992,799	(492,201)	-20%

Key Changes

TOTAL INFRASTRUCTURE REVENUE BUDGET DECREASE \$ (492,201)

FINANCIAL HIGHLIGHTS

The following is a list of key budget lines for FY 2019/20 and 2020/21 budgets.

Budget Line #		FY2019/20	FY 2020/21
1.	Wages No personnel costs are allocated to Infrastructure.	\$0	\$0
2.	Premium Pay No personnel costs are allocated to Infrastructure.	\$0	\$0
3.	Health Benefits No personnel costs are allocated to Infrastructure.	\$0	\$0
4.	Retirement Contributions No personnel costs are allocated to Infrastructure.	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY2018/19	FY 2019/20
5. Retiree Medical/OPEB No personnel costs are allocated to Infrastructure.	\$0	\$0
6. Misc. Benefits No personnel costs are allocated to Infrastructure.	\$0	\$0
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$0	\$0
8. Legal Services No legal services costs are allocated to Infrastructure.	\$0	\$0
9. Engineering Services Engineering services requiring specialized certification or skills will be performed by consulting engineers. <i>Costs for 2020/21 included in infrastructure projects line.</i>	\$0	\$0
10. Professional Services Specialized services that cannot be provided by staff.	\$0	\$17,799
11. Professional Memberships There are no professional memberships budgeted to Infrastructure.	\$0	\$0
12. Insurance Premiums There are no insurance premiums budgeted to Infrastructure.	\$0	\$0
13. Misc. Expenses There are no utilities budgeted to Infrastructure.	\$0	\$0
14. Utilities There are no utilities budgeted to Infrastructure.	\$0	\$0
15. Travel & Training There are no costs budgeted to Infrastructure.	\$0	\$0
16. Equipment Rental Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$0	\$0

GENERAL BUDGET FISCAL YEAR 2019/20

Budget Line #	FY2018/19	FY 2019/20
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset.	\$0	\$0
18. Chemicals There are no chemical costs budgeted to Infrastructure.	\$0	\$0
19. Permits & Licenses Permits related to projects.	\$0	\$0
20. Supplies There are no supply costs budgeted to Infrastructure.	\$0	\$0
21. Equipment Equipment costs associated with projects that exceed \$50,000.	\$0	\$0
22. Infrastructure Contract construction costs are included in this category. Includes costs associated with projects that exceed \$50,000 each.	\$2,035,000	\$1,975,000
23. Claims/Penalties There are no costs budgeted to Infrastructure.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$2,485,000	\$1,992,799
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$2,485,000	\$1,992,799

The projects planned for this fiscal year, as specified in the approved FY2020-2021 Capital Improvement Plan, are:

- Improve Chemical Treatment to Eliminate Issues \$125,000
- WWTP – Evaluate Electric and I&C Needs \$300,000
- WWTP – Digester 2 and Holding Tank Cleaning \$250,000
- WWTP – Digester 1 & 2, Holding Tank Structural Design \$200,000
- WWTP – Implement Digester #1 Structural Repair \$500,000

GENERAL BUDGET FISCAL YEAR 2019/20

- Administration – Replace Two Vehicles in Fleet \$75,000
- WWTP – Purchase Critical Parts for BFP/Conveyor \$100,000
- Montara PS – Repair Access Road and Erosion Control \$100,000
- IPS – Analysis/Initial Design of Upgrade or Replacement \$200,000
- Princeton PS – Analysis/Design Replacement and Bidding Support \$125,000

The following projects have been deferred from FY 2020/21 to a future year:

- WWTP – Design Screening System Replacement \$125,000
- WWTP – Evaluate WWTP Liquid and Solid Process Needs \$200,000
- WWTP – Install Metal Building for Rotary Drum Thickener \$125,000
- WWTP – Replace Flammables Material Storage Building \$75,000
- WWTP – Replace all WWTP Plant Building Ventilators \$135,000

GOALS

- To provide engineering analysis and project development for cost effective implementation of all SAM facility infrastructure projects.
- To effectively plan and implement, inspect and manage future rehabilitation and replacement of the facilities to maintain an efficient, reliable system and to provide timely response with plan review for new development.
- To maintain accurate reproducible records of facility improvements and records.
- To keep informed of all construction that may affect SAM facilities.

HIGHLIGHTS

- Directed design approval, implementation and construction inspection for all facility projects.
- Infrastructure Projects completed in FY 2019/20:
 - ✓ Portola Pump Station – Replace Pump #1
 - ✓ Portola Pump Station – Replace ATS
 - ✓ WWTP – Replace Chemical Pump System

PROGRAM OBJECTIVES

- Manage research, design, bidding and construction inspection services for infrastructure projects.
- Prioritize infrastructure projects to meet SAM needs, compliance with new regulatory requirements, and update 5-Year CIP.

Position Control List

<u>Classifications</u>	<u>Authorized Positions</u>
<u>Administrative Services:</u>	
General Manager	1.0
Finance Officer	1.0
<i>Accounting Technician (Defunded)</i>	0.0
Administrative Assistant	<u>1.0</u>
	3.0
<u>Operations & Maintenance:</u>	
<i>Engineering & Construction Contracts Manager (Defunded)</i>	0.0
Supervisor of Treatment / Field Operations	0.75
Maintenance Mechanic I/II/III	2.0
Operator I/II/III	3.0
Lead Operator	2.0
Utility Worker	<u>1.0</u>
	8.75
<u>Environmental Compliance:</u>	
Supervisor of Treatment / Field Operations	.25
Total Authorized – General Budget	12.0
<u>Collection Services:</u>	
Collection Maintenance Worker I/II/III	3.0
Maintenance Mechanic I/II/III	<u>1.0</u>
Total Authorized – Collections Services	4.0
Grand Total Authorized Authority	16.0

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: SAM FY 2020/21 Contract Collections Services Budget
Date: May 21, 2020

The attached Contract Collections Services Budget was approved by the SAM board at their May 11 meeting for circulation to the member agencies for their consideration, based upon the recommendation of the SAM General Manager after discussions with the member agency managers. GCSD's share of the Collections Budget is \$110,000 less this year compared to last, due to two things: a reduction in the footage cleaned in all three member agencies, and the transfer of some overhead costs from the Collections Budget to the SAM General Budget.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: **Discuss Proposed Contract Collection Services Budget for FY 2020/21 and Authorize the General Manager to submit it to the Participating Agencies for approval**

Executive Summary

The purpose of the report is to discuss the contract collection services budget for FY 2020/21 and authorize the General Manager to submit it to the Participating Agencies for approval

Fiscal Impact

The total cost to provide the Member Agency requested services for Fiscal Year 2020/21 is \$672,373. This amount is payable to SAM as contract service fees from the served agencies. This is an overall decrease in fees of \$144,265 attributed to collection systems contract maintenance for the agencies. The following table reflects the history of fees for each agency for the past three years, the current year, and the upcoming year.

Contract Fees for Each Contracting Agency

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY2020/21	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$351,881	\$274,596	\$310,908	\$178,888	\$227,439	\$ 48,551	27%
GCSD	\$242,350	\$239,954	\$284,500	\$296,201	\$186,574	- \$ 109,627	- 37%
MWSD	<u>\$321,608</u>	<u>\$279,411</u>	<u>\$328,036</u>	<u>\$341,549</u>	<u>\$258,360</u>	- \$ 83,189	- 24%
Total	\$915,839	\$793,961	\$923,444	\$816,638	\$672,373	- \$ 144,265	- 17%

The proposed budget is impacted mostly by the decision to remove \$180,000 Overhead Charges. Upon review of the process with staff and accounting/budgeting consultants it was determine that the recent

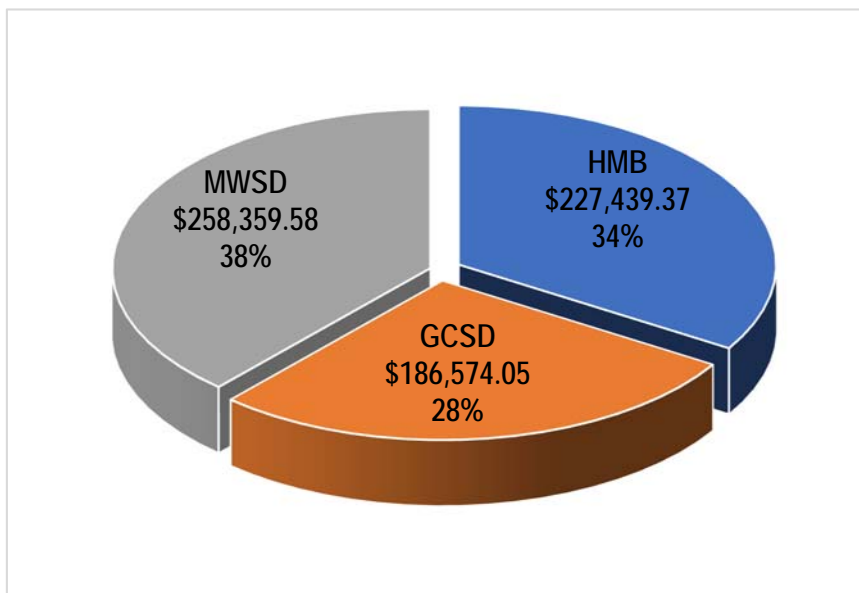
BOARD MEMBERS: J. Blanchard B. Dye R. Lohman
 D. Penrose D. Ruddock K. Slater-Carter

ALTERNATE MEMBERS: S. Boyd M. Clark A. Eisen
 J. Harvey H. Rarback

practice of allocating a portion of SAM Administrative Overhead costs to the Collection Budget should cease as it is more transparent to have those costs entirely attributed to the SAM General Budget Administrative costs. This decision is consistent with SAM's goal of simplifying the budget process going forward.

There is an increased cost to the proposed budget of approximately \$46,000 which is almost entirely attributable to costs incurred over the last year due to actual levels of "Hot Spot" cleaning required to prevent pipeline plugging and expected to continue into the future.. The removal of the misapplied funds plus the added cost of Hot Spot cleaning requirements results in a net reduction of \$144,265.00 compared to last year's approved budget for collections system maintenance services.

The pie-chart below details the allocation of the proposed budget for each Member Agency.



Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: *“SAM is committed to providing quality collection system maintenance service for the Coastside. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”*

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

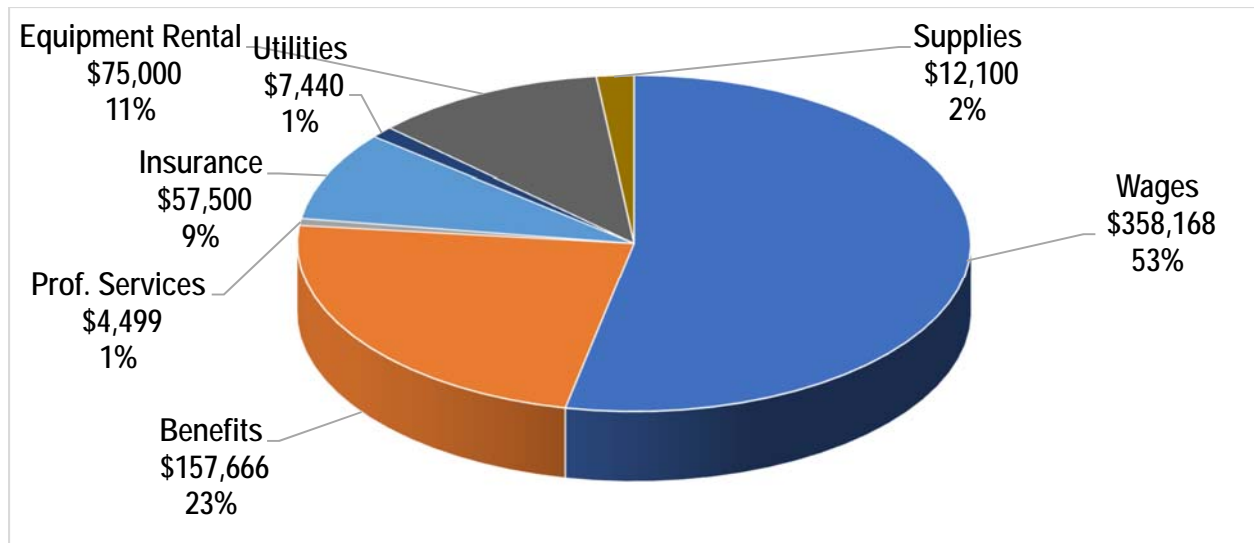
Background and Discussion/Report

SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. While the cost allocation methodology has changed over the years, the Member Agency Managers along with the SAM Manager and consultants have worked together to develop a method of allocation, beginning this year and hoped to be used in the future, based on the needed services of each agency. The cost allocation presented reflect that method and those needs.

Beginning July 1, 2020 the minimum service level provided by SAM will entail cleaning at least fifty percent (50%) of the collection system’s pipelines, cleaning of designated Hot Spots per an agreed upon schedule, provide lift station services as defined, provide emergency response throughout the year and performance of reporting and planning as needed to ensure all needs of each Member Agency’s service area collection system is met.

The proposed budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, utilities, fuel, rental equipment, insurance and other expenses needed to perform all needed and required services.

The pie chart below details budget expenditures.



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

The performance of collection system maintenance is a very staff intensive activity and, thereby, most costs (76%) as shown above are for wages and benefits for personnel to perform the work. Other significant costs are insurance provided for the Member Agencies related to their collection systems and rental equipment needed as support for the work. All other costs combined are less than 5% of the total overall budget.

Staff Recommendation

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2020/21 to the participating agencies for approval.

Supporting Documents

Attachment A: Contract Collection Services Budget for FY 2020/21

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

CONTRACT COLLECTION SERVICES
Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 ADOPTED	SAM FY 2020/21 PROPOSED	CHANGE FROM FY 2019/20 ADOPTED	
EXPENDITURES							
<u>Personnel</u>							
1	Wages	347,149	401,639	173,534	246,191	356,029	109,837 45%
2	Premium Pay	40,519	44,243	55,314	35,733	2,139	(33,594) -94%
3	Health Benefits	95,961	70,298	55,271	41,204	97,914	56,710 138%
4	Retirement Cont.	30,156	52,497	29,710	31,347	30,683	(665) -2%
5	Retiree Med/OPEB	1,668	5,660	3,371	3,362	4,584	1,222 36%
6	Misc. Benefits	23,027	31,812	13,354	18,229	24,486	6,257 34%
7	Subtotal	538,480	606,149	330,555	376,067	515,834	139,767 37%
<u>Non-Personnel</u>							
8	Legal Services	-	-	-	-	-	-
9	Engineering Services	-	-	-	-	-	-
10	Professional Services	49,004	-	48,269	44,988	4,499	(40,489) -90%
11	Prof. Memberships	-	175	-	50	-	(50) -100%
12	Insurance Premiums	59,204	37,000	43,960	35,744	57,500	21,756 61%
13	Misc. Expenses	9,211	175,494	186,865	176,030	-	(176,030) -100%
14	Utilities	10,001	10,950	9,642	12,627	7,440	(5,187) -41%
15	Travel & Training	2,180	1,081	921	50	-	(50) -100%
16	Equipment Rental	-	52,139	150,373	148,843	75,000	(73,843) -50%
17	Bldg & Maint Services	115,430	-	97,042	-	-	-
18	Chemicals	4,089	1,025	1,855	1,000	-	(1,000) -100%
19	Permits & Licenses	1,044	-	-	-	-	-
20	Supplies	21,176	21,600	21,178	21,270	12,100	(9,170) -43%
21	Equipment	-	-	-	-	-	-
22	Infrastructure	-	-	-	-	-	-
23	Claims/Penalties	(38,653)	-	1,419	-	-	-
24	Subtotal	232,686	299,464	561,525	440,602	156,539	(284,063) -64%
25	TOTAL	771,166	905,613	892,080	816,669	672,373	(144,296) -18%

Key Budget Points:

- Additional Hot Spot Cleanings result in approximately \$36,000 increase
- Actual headcount is budgeted and reflected vs under budgeting last year
- Removal of Other Miscellaneous Expenses and reclassified to the General Budget
- Includes required COLA per MOU and Step Increases

CONTRACT COLLECTION SERVICES
Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 BUDGETED	FY2020/21 PROPOSED		CHANGE FROM FY 2019/20 BUDGET	
REVENUE							
<u>By Type:</u>							
26	JPA Assessments	-	-	-		-	
27	Contract Services	923,441	977,409	816,638	672,373	(144,265)	-18%
28	NDWSCP Fees	7,175	11,571	7,175		(7,175)	-100%
29	Misc. Fees	-	-	-		-	
30	Interest Earnings	-	-	-		-	
31	Misc. Revenue	-	-	-		-	
32	From/(To) Reserves	-	-	-		-	
33		930,616	988,981	823,813	672,373	(151,440)	-18%
<u>By Agency:</u>							
34	Half Moon Bay	310,905	271,906	178,888	227,439.37	48,551	27%
35	Granada CSD	284,500	290,128	296,201	186,574.05	(109,627)	-37%
36	Montara WSD	328,036	415,376	341,549	258,359.58	(83,189)	-24%
37		923,441	977,409	816,638	672,373.00	(144,265)	-18%

Funded Positions:	5.00	5.00	4.00	4.00		-	0%
--------------------------	------	------	------	------	--	---	----

ITEM #5

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Draft GCSD Operations, Capital Budget, and 5 Year Budget for Fiscal Year 2020/21
Date: May 21, 2020

Attached for your Board's consideration are the Fiscal Year 2020/21 Sewer District budget and Parks and Recreation District budget. The draft budgets are presented each year at the May board meeting for discussion and input from the Board. Based on these discussions, the budgets are then finalized and presented for approval at a later meeting. Also attached is a 5 Year Projected Revenue, Expense, Capital Projects, and Reserve Level table. The annual sewer service charge increases from \$520 to \$580 per ERU for this coming fiscal year. Budget Highlights include:

- Sewer Authority Mid-Coastside (SAM) – SAM operates the treatment plant and intertie pipeline system which treats the District's sewage. Operational costs (Treatment and Admin) at SAM have increased relatively substantially over the previous 3 years, but the good news is this year's costs remain basically unchanged from last year's. The Infrastructure Budget (capital improvements) shows a \$154,000 reduction over the prior year. The Contract Collections Services Budget is \$110,000 less this year compared to last, due to two things: a reduction in the footage cleaned in all three member agencies, and the transfer of some overhead costs from the Collections Budget to the SAM General Budget.
- The District's administrative budget will be \$78,000 higher than last year. The increase is broadly attributable to:
 - CalPers Unfunded Pension Liability Payment of \$50,000. This payment and the yearly amount thereof is paid at your board's discretion. The District has an unfunded pension liability of \$185,000 according to the most recent audit.
 - Increase from \$5,000 to \$30,000 for our insurance costs. We previously held insurance through SAM, so this is offset by a decrease in the amount paid to SAM.
- District 6 Year CIP Plan – District Engineer Kennedy/Jenks is completing work on the design and specifications for phase I of the District's 6 Year CIP sewer main replacement program, which is estimated to cost \$450,000. As discussed previously, we are bundling the 6 Year plan into 3 two year phases to gain economies of scale in the bidding process.
- The Medio Creek Bridge Crossing – This project will redirect the remaining flow currently flowing over the bridge and redirect it to the Naples Beach Pump Station. We have received a Right-of-Entry permit from State Parks to allow us to begin design and environmental work on the project while awaiting an easement from State Parks for relocation of the sewer main onto State property.

Note that property tax revenues have been allocated to both the Sewer budget and the Parks and Recreation budget. I have allocated \$200,000 to the sewer side, and \$491,000 to the parks side, but the final allocations will be at the discretion of your board. Also, for parks and recreation, because we are still unsure on what may be constructed on the Burnham Strip, any budget we put together now will need a mid-year amendment once we have a concrete plan in place for the parks. We will discuss the budget in greater detail at our May 21st meeting.

GRANADA COMMUNITY SERVICES DISTRICT

**DRAFT SEWER DISTRICT BUDGET
FISCAL YEAR 2020/21**

	FY 2019/20 <u>Budget</u>	FY 2019/20 Projected <u>Actual</u>	Over/ (Under) <u>Budget</u>	FY 2020/21 <u>Budget</u>
<u>SEWER - OPERATING REVENUES</u>				
1 . Property Tax Allocation-Sewer (split between sewer and parks)	\$200,000	\$200,000	\$0	\$200,000
2 . Annual Sewer Service Charges	\$ 1,686,000	\$1,680,000	(\$6,000)	\$1,879,000
3 . Reim. from A.D. - Salary and Overhead	\$31,000	\$31,000	\$0	\$32,000
4 . Recology of the Coast Franchise Fee	\$33,000	\$30,000	(\$3,000)	\$33,000
5 . Miscellaneous	\$4,000	\$3,000	(\$1,000)	\$4,000
TOTAL REVENUES	\$1,954,000	\$1,944,000	(\$10,000)	\$2,148,000

Budget Revenue Assumptions:

- 1 . 3,225 ERU's of sewer service charge at \$580 per ERU
- 2 . Property Tax Revenue is allocated between the Sewer District and the Parks and Recreation District

SEWER - EXPENDITURES

	FY 2019/20 <u>Budget</u>	FY 2019/20 Projected <u>Actual</u>	Over/ (Under) <u>Budget</u>	FY 2020/21 <u>Budget</u>
<u>SEWER - SAM OPERATING EXPENSES</u>				
1 . SAM General - Treatment	\$818,679	\$818,679	\$0	\$831,237
2 . SAM General - Administration	\$295,475	\$295,475	\$0	\$290,458
3 . SAM General - Environmental Compliance	\$51,578	\$51,578	\$0	\$34,172
4 . SAM Contract Collections Services	\$296,201	\$296,201	\$0	\$186,574
Sub-Total SAM Operations Expenditures	\$1,461,933	\$1,461,933	\$0	\$1,342,441

GRANADA COMMUNITY SERVICES DISTRICT

**DRAFT SEWER DISTRICT BUDGET
FISCAL YEAR 2020/21**

	FY 2019/20 <u>Budget</u>	FY 2019/20 Projected <u>Actual</u>	Over/ (Under) <u>Budget</u>	FY 2020/21 <u>Budget</u>
<u>SEWER - GCSD ADMINISTRATIVE EXPENSES</u>				
1 . Accounting	\$30,000	\$30,000	\$0	\$32,000
2 . Auditing	\$15,000	\$15,000	\$0	\$16,000
3 . Copier Lease	\$7,000	\$6,000	(\$1,000)	\$6,000
4 . Directors' Compensation	\$11,000	\$11,000	\$0	\$11,000
5 . Education & Travel Reimbursement	\$2,000	\$1,500	(\$500)	\$2,000
6 . Employee Salaries	\$170,000	\$162,000	(\$8,000)	\$178,000
7 . Employee Medical, Payroll Taxes, and Retirement	\$78,000	\$84,000	\$6,000	\$88,000
8 . CalPers and OPEB Unfunded Pension Liability Payments	\$0	\$0	\$0	\$50,000
9 . Engineering Services (General)	\$20,000	\$40,000	\$20,000	\$20,000
10 . Insurance	\$5,000	\$30,000	\$25,000	\$30,000
11 . Legal Services - General	\$60,000	\$30,000	(\$30,000)	\$30,000
12 . Legal Services - Project/Case Related	\$50,000	\$30,000	(\$20,000)	\$50,000
13 . Memberships	\$9,000	\$8,000	(\$1,000)	\$9,000
14 . Newsletter	\$10,000	\$4,700	(\$5,300)	\$7,000
15 . Office Lease	\$57,000	\$54,000	(\$3,000)	\$57,000
16 . Office Maintenance and Repairs	\$2,000	\$4,500	\$2,500	\$3,000
17 . Office Supplies	\$5,000	\$1,500	(\$3,500)	\$3,000
18 . Professional Services	\$65,000	\$85,000	\$20,000	\$85,000
19 . Publications & Notices	\$2,000	\$1,200	(\$800)	\$2,000
20 . Utilities	\$10,000	\$11,000	\$1,000	\$12,000
21 . Video Taping of Board Meetings	\$4,000	\$4,000	\$0	\$4,000
22 . Computers	\$2,500	\$5,500	\$3,000	\$2,500
23 . Lateral Repairs	\$35,000	\$11,000	(\$24,000)	\$25,000
24 . CCTV	\$25,000	\$5,000	(\$20,000)	\$25,000
25 . Pet Waste Stations	\$1,200	\$1,200	\$0	\$1,200
26 . Miscellaneous	\$15,000	\$12,000	(\$3,000)	\$20,000
Sub-Total GCSD Administration Expenditures	\$690,700	\$648,100	(\$42,600)	\$768,700
SEWER - TOTAL OPERATING EXPENDITURES	\$2,152,633	\$2,110,033	(\$42,600)	\$2,111,141
SEWER - OPERATING NET TO/(FROM) RESERVES	(\$198,633)	(\$166,033)		\$36,859

GRANADA COMMUNITY SERVICES DISTRICT

**DRAFT SEWER DISTRICT BUDGET
FISCAL YEAR 2020/21**

	FY 2019/20 <u>Budget</u>	FY 2019/20 Projected <u>Actual</u>	Over/ (Under) <u>Budget</u>	FY 2020/21 <u>Budget</u>
<u>SEWER - NON-OPERATING REVENUES</u>				
1 . Interest on Reserves	\$90,000	\$85,000	(\$5,000)	\$ 58,000
2 . Connection Fees	\$55,000	\$35,000	(\$20,000)	\$38,000
3 . SAM Refund from Prior Year Allocation	\$1,000	\$0	(\$1,000)	\$1,000
4 . Repayment from Assessment District-Current FY	\$310,000	\$192,000	(\$118,000)	\$310,000
5 . ERAF Refund from Prior Year	\$300,000	\$360,000	\$60,000	\$350,000
TOTAL NON-OPERATING REVENUES	\$756,000	\$672,000	(\$84,000)	\$757,000

Budget Revenue Assumptions:

- 1 . 1.60% Interest on average yearly reserve
- 2 . 8 Connections at \$4700 per connection

GRANADA COMMUNITY SERVICES DISTRICT

**DRAFT SEWER DISTRICT BUDGET
FISCAL YEAR 2020/21**

	FY 2019/20 <u>Budget</u>	FY 2019/20 Projected <u>Actual</u>	Over/ (Under) <u>Budget</u>	FY 2020/21 <u>Budget</u>
<u>SEWER - CAPITAL PROJECTS</u>				
1 . General Sewer Mainline System Repairs	\$10,000	\$0	(\$10,000)	\$10,000
2 . 6 Year Sewer Mainline Replacement Program	\$200,000	\$45,000	(\$155,000)	\$450,000
3 . Medio Creek Crossing Sewer Realignment	\$50,000	\$35,000	(\$15,000)	\$350,000
4 . SAM - Infrastructure Budget	\$587,663	\$587,663	\$0	\$433,438
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$847,663	\$667,663	(\$180,000)	\$1,243,438

SEWER - CAPITAL RESERVE FUND BALANCE

1 . Beginning Balance on July 1	\$4,069,000
2 . Capital Projects	(\$1,243,438)
3 . Transfer (to)/from Operating Budget	\$36,859
4 . Transfer from Non-Operating Revenues	\$757,000
TOTAL RESERVE AT END OF FISCAL YEAR	\$3,619,421

GRANADA COMMUNITY SERVICES DISTRICT

**DRAFT PARKS AND RECREATION DISTRICT BUDGET
FISCAL YEAR 2020/21**

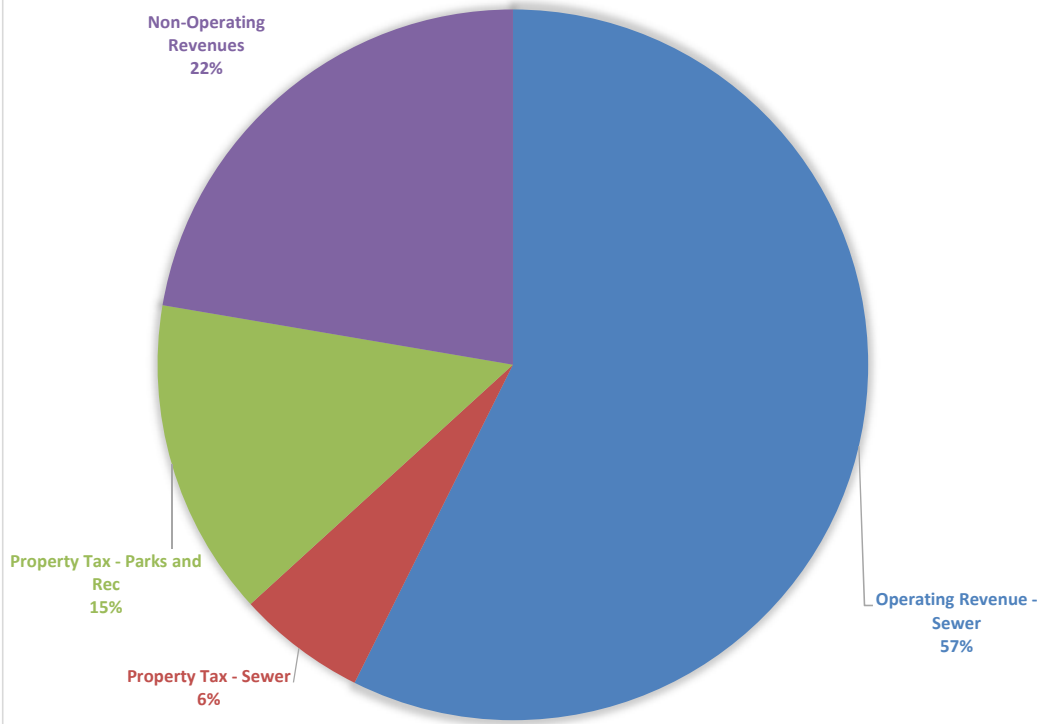
	FY 2019/20 <u>Budget</u>	FY 2019/20 Projected <u>Actual</u>	Over/ (Under) <u>Budget</u>	FY 2020/21 <u>Budget</u>
<u>PARKS AND RECREATION - OPERATING REVENUES</u>				
1 . Property Tax Allocation-Parks (split between sewer and parks)	\$450,000	\$491,000	\$41,000	\$ 491,000
2 . Miscellaneous	\$1,000	\$0	(\$1,000)	\$1,000
TOTAL REVENUES	\$450,000	\$491,000		\$492,000
<u>PARKS AND RECREATION - OPERATING EXPENDITURES</u>				
1 . Projects	\$100,000	\$0	(\$100,000)	\$100,000
2 . RCD	\$5,000	\$24,000	\$19,000	\$20,000
3 . Professional Services	\$40,000	\$24,000	(\$16,000)	\$100,000
4 . Reimbursement to Half Moon Bay per Property Tax Agreement	\$25,000	\$9,000	(\$16,000)	\$40,000
TOTAL EXPENDITURES	\$170,000	\$57,000	(\$113,000)	\$260,000
NET TO/(FROM) PARKS AND RECREATION RESERVE	\$280,000	\$434,000		\$232,000
<u>PARKS AND RECREATION - CAPITAL RESERVE FUND</u>				
1 . Beginning Balance on July 1		\$334,000		\$768,000
3 . Transfer (to)/from Operating Revenues		\$434,000		\$232,000
PARKS AND RECREATION RESERVE AT FYE 2020		\$768,000		\$1,000,000

GRANADA COMMUNITY SERVICES DISTRICT

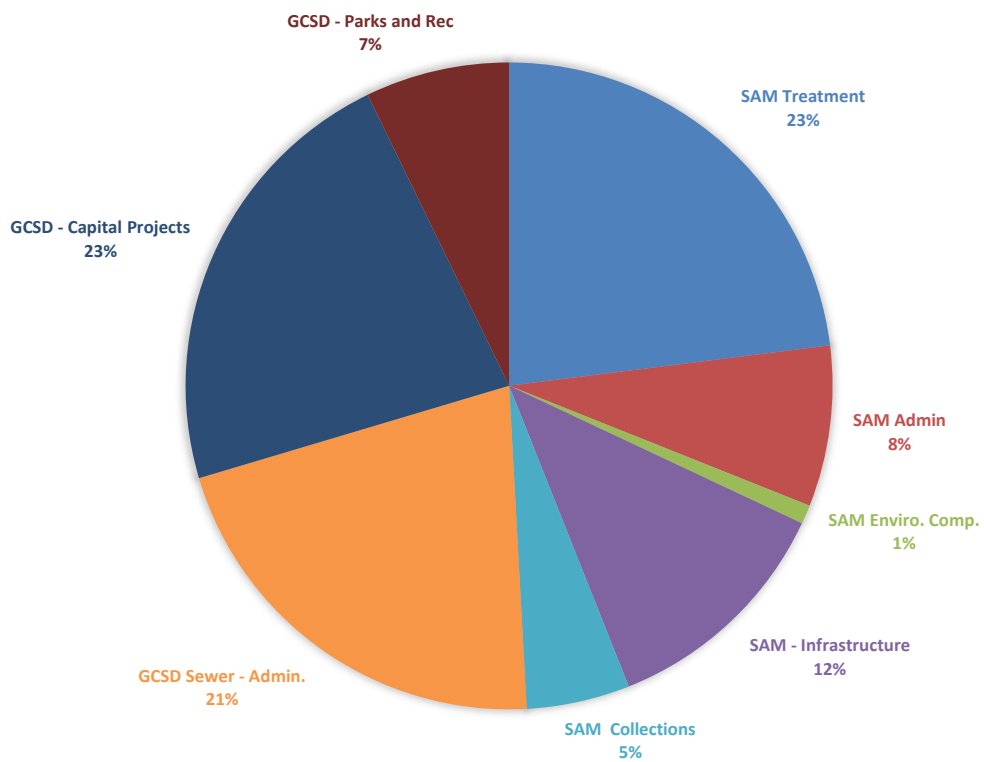
DRAFT FY 2020/21 BUDGET AT A GLANCE

	FY 2019/20	FY 2020/21
<u>TOTAL REVENUES</u>	<u>Budget</u>	<u>Budget</u>
1 . Operating Revenues - Sewer	\$1,754,000	\$1,948,000
2 . Property Tax - Sewer	\$200,000	\$200,000
3 . Property Tax - Parks and Recreation	\$450,000	\$491,000
4 . Non-Operating Revenues (interest, ERAF, AD refund)	\$757,000	\$758,000
TOTAL REVENUES	\$3,161,000	\$3,397,000
<u>TOTAL EXPENSES</u>		
1 . SAM General - Treatment	\$818,679	\$831,237
2 . SAM General - Administration	\$295,475	\$290,458
3 . SAM General - Environmental Compliance	\$51,578	\$34,172
4 . SAM - Infrastructure Budget (CIP)	\$587,663	\$433,438
5 . SAM Contract Collections Services	\$296,201	\$186,574
6 . GCSD Sewer - Administrative	\$690,700	\$768,700
7 . GCSD - Capital Projects	\$260,000	\$810,000
8 . GCSD - Parks and Recreation (projects, consultants)	\$170,000	\$260,000
TOTAL EXPENSES	\$3,170,296	\$3,614,579
NET GAIN / (LOSS)		(\$217,579)

REVENUES



EXPENSES



GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT

6 YEAR PROJECTED REVENUE, EXPENSE, CAPITAL PROJECTS, and RESERVE LEVEL TABLE

	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25</u>	<u>FY 2025/26</u>
Sewer Service Charge (currently \$520 per ERU)	\$580	\$580	\$580	\$580	\$580	\$580
ERU's connected	3242	3248	3258	3268	3278	3288

<u>Projected Revenues</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25</u>	<u>FY 2025/26</u>
1 . Annual Sewer Service Charges	\$1,879,000	\$1,884,000	\$1,890,000	\$1,895,000	\$1,901,000	\$1,907,000
1 . Property Tax	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
2 . Other Revenues (Inc. Non-Operating)	\$826,000	\$842,520	\$859,370	\$576,558	\$588,089	\$599,851
Total	\$2,905,000	\$2,926,520	\$2,949,370	\$2,671,558	\$2,689,089	\$2,706,851

Assumptions:

- 6 New connections per year
- 2% Inflation escalator on Other Revenues

<u>Projected Operating Expenses</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25</u>	<u>FY 2025/26</u>
1 . Operations	\$1,342,441	\$1,369,290	\$1,396,676	\$1,424,609	\$1,453,101	\$1,482,163
2 . Administration	\$768,700	\$784,074	\$799,755	\$815,751	\$832,066	\$848,707
Total	\$2,111,141	\$2,153,364	\$2,196,431	\$2,240,360	\$2,285,167	\$2,330,870

Net Gain for Capital Projects Funding	\$793,859	\$773,156	\$752,939	\$431,198	\$403,922	\$375,980
--	------------------	------------------	------------------	------------------	------------------	------------------

Assumptions:

- 2% Inflation escalator on costs

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT

6 YEAR PROJECTED REVENUE, EXPENSE, CAPITAL PROJECTS, and RESERVE LEVEL TABLE

<u>CAPITAL PROJECTS</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25</u>	<u>FY 2025/26</u>
1 . General Mainline System Repairs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
1 . 6 Year Sewer Mainline Replacement Program	\$450,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
2 . Medio Creek Bridge Crossing Sewer Realignment	\$350,000	\$100,000				
3 . SAM - Capital Maintenance/Infrastructure Budget	\$433,438	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$1,243,438	\$910,000	\$810,000	\$810,000	\$810,000	\$810,000

RESERVE FUND

Reserve Fund at Beginning of Fiscal Year	\$4,069,000	\$3,619,421	\$3,482,577	\$3,425,516	\$3,046,715	\$2,640,637
Transfer From Operating Budget	\$793,859	\$773,156	\$752,939	\$431,198	\$403,922	\$375,980
Total Capital Improvement Projects	(\$1,243,438)	(\$910,000)	(\$810,000)	(\$810,000)	(\$810,000)	(\$810,000)
Reserve Fund at End of Fiscal Year	\$3,619,421	\$3,482,577	\$3,425,516	\$3,046,715	\$2,640,637	\$2,206,617

ITEM #6

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Independent Contractor Agreement for General Manager
Date: May 21, 2020

Attached is the Independent Contractor Agreement for General Manager effective April 16, 2020 to April 20, 2023, and the Dudek 2020 Standard Schedule of Charges. The hourly rate is increasing from \$185.00 to \$195.00. This Item was tabled at the last meeting.

**INDEPENDENT CONTRACTOR AGREEMENT
FOR GENERAL MANAGER**

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

1. **DUTIES.** Manager agrees to exercise due skill and care to perform the functions and duties of a General Manager and management services for GCSD, including but not limited to those duties identified under *Exhibit A - Scope of Services* attached hereto, and to accomplish such other results as the GCSD Board of Directors shall from time to time assign. For the purposes of this agreement, Chuck Duffy shall be designated as the General Manager for GCSD. Manager shall not change this designation without the prior approval of GCSD.

2. **COMPENSATION.** In consideration for Manager accomplishing said result, GCSD agrees to pay Manager in accordance with the attached *Exhibit B – Standard Schedule of Charges* to accomplish the above described functions and duties. Other charges or fees shall also be paid in accordance with *Exhibit B*, so long as such Standard Schedule of Charges is not inconsistent with this Agreement. Payment will be made to Manager within 45 days of receipt of each monthly invoice for services rendered submitted by Manager. If GCSD fails to pay Manager within 45 days after any invoice is rendered, GCSD agrees Manager shall have the right to consider such failure in payment a material breach of this entire Agreement, and, upon written notice, the duties, obligations, and responsibilities of Manager under this Agreement are suspended or terminated. In such event GCSD shall promptly pay Manager for all fees, charges, and services provided by Manager. GCSD agrees that the periodic billings from Manager to GCSD are correct, conclusive, and binding on GCSD unless GCSD, within 20 days from the date of receipt of such billing, notifies Manager in writing of alleged inaccuracies, discrepancies, or errors in billing. GCSD shall in any event pay the portion of the invoice not in dispute.

3. **TERM.** The term of this Agreement shall be from April 16, 2020, through and including April 20, 2023.

4. **EARLY TERMINATION.** Either party hereto may terminate this Agreement at any time by giving 30 days written notice to the other party. GCSD may cease to assign functions or duties to Manager at any time without the same constituting a breach of this Agreement.

5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.**
 - A. Manager shall exonerate, indemnify, defend, and hold harmless GSD and its officers, agents, employees and volunteers from and against any and all Federal, State and Local taxes, charges, fees, insurance, benefits, or contributions required to be paid with respect to Manager and Manager’s officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, health benefits, retirement benefits [including PERS], other benefits or insurance, and payroll tax withholding). The parties agree that because Manager is an independent

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

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

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

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

A. Types of Required Insurance and Minimum Limits

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

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

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

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

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

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

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

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

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

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

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

13. CONFIDENTIALITY.

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

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

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

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

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

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

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

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

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

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

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

To GCSD:

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

To Manager:

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

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

23. ATTACHMENTS. This Agreement includes the following attachments:

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

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

DUDEK

GRANADA COMMUNITY SERVICES
DISTRICT

By: _____
Joe Monaco,
President

By: _____
Barbara Dye,
GCSD Board President

APPROVED AS TO FORM:

By: _____
William Parkin,
GCSD General Counsel

Exhibit A

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

DUDEK

2020 STANDARD SCHEDULE OF CHARGES

ENGINEERING SERVICES

Project Director.....	\$290.00/hr
Principal Engineer III.....	\$270.00/hr
Principal Engineer II.....	\$260.00/hr
Principal Engineer I.....	\$250.00/hr
Program Manager.....	\$235.00/hr
Senior Project Manager.....	\$235.00/hr
Project Manager.....	\$230.00/hr
Senior Engineer III.....	\$225.00/hr
Senior Engineer II.....	\$215.00/hr
Senior Engineer I.....	\$205.00/hr
Project Engineer IV/Technician IV.....	\$195.00/hr
Project Engineer III/Technician III.....	\$185.00/hr
Project Engineer II/Technician II.....	\$170.00/hr
Project Engineer I/Technician I.....	\$155.00/hr
Senior Designer.....	\$175.00/hr
Designer.....	\$165.00/hr
Assistant Designer.....	\$160.00/hr
CADD Operator III.....	\$155.00/hr
CADD Operator II.....	\$145.00/hr
CADD Operator I.....	\$130.00/hr
CADD Drafter.....	\$120.00/hr
CADD Technician.....	\$110.00/hr
Project Coordinator.....	\$135.00/hr
Engineering Assistant.....	\$115.00/hr

ENVIRONMENTAL SERVICES

Project Director.....	\$245.00/hr
Senior Specialist IV.....	\$230.00/hr
Senior Specialist III.....	\$220.00/hr
Senior Specialist II.....	\$200.00/hr
Senior Specialist I.....	\$190.00/hr
Specialist V.....	\$180.00/hr
Specialist IV.....	\$170.00/hr
Specialist III.....	\$160.00/hr
Specialist II.....	\$145.00/hr
Specialist I.....	\$130.00/hr
Analyst V.....	\$120.00/hr
Analyst IV.....	\$110.00/hr
Analyst III.....	\$100.00/hr
Analyst II.....	\$90.00/hr
Analyst I.....	\$80.00/hr
Technician V.....	\$100.00/hr
Technician IV.....	\$90.00/hr
Technician III.....	\$80.00/hr
Technician II.....	\$70.00/hr
Technician I.....	\$60.00/hr
Compliance Monitor.....	\$95.00/hr

DATA MANAGEMENT SERVICES

GIS Programmer I.....	\$185.00/hr
GIS Specialist IV.....	\$160.00/hr
GIS Specialist III.....	\$150.00/hr
GIS Specialist II.....	\$140.00/hr
GIS Specialist I.....	\$130.00/hr
Data Analyst III.....	\$100.00/hr
Data Analyst II.....	\$90.00/hr
Data Analyst I.....	\$80.00/hr
UAS Pilot.....	\$100.00/hr

CONSTRUCTION MANAGEMENT SERVICES

Principal/Manager.....	\$195.00/hr
Senior Construction Manager.....	\$180.00/hr
Senior Project Manager.....	\$165.00/hr
Construction Manager.....	\$155.00/hr
Project Manager.....	\$145.00/hr
Resident Engineer.....	\$145.00/hr
Construction Engineer.....	\$140.00/hr
On-site Owner's Representative.....	\$140.00/hr
Construction Inspector III.....	\$130.00/hr
Construction Inspector II.....	\$120.00/hr
Construction Inspector I.....	\$110.00/hr
Prevailing Wage Inspector.....	\$135.00/hr

HYDROGEOLOGICAL SERVICES

Project Director.....	\$285.00/hr
Principal Hydrogeologist/Engineer II.....	\$265.00/hr
Principal Hydrogeologist/Engineer I.....	\$250.00/hr
Sr. Hydrogeologist IV/Engineer IV.....	\$235.00/hr
Sr. Hydrogeologist III/Engineer III.....	\$220.00/hr
Sr. Hydrogeologist II/Engineer II.....	\$205.00/hr
Sr. Hydrogeologist I/Engineer I.....	\$190.00/hr
Hydrogeologist VI/Engineer VI.....	\$175.00/hr
Hydrogeologist V/Engineer V.....	\$165.00/hr
Hydrogeologist IV/Engineer IV.....	\$155.00/hr
Hydrogeologist III/Engineer III.....	\$145.00/hr
Hydrogeologist II/Engineer II.....	\$135.00/hr
Hydrogeologist I/Engineer I.....	\$125.00/hr
Technician.....	\$100.00/hr

DISTRICT MANAGEMENT & OPERATIONS

District General Manager.....	\$195.00/hr
District Engineer.....	\$185.00/hr
Operations Manager.....	\$160.00/hr
District Secretary/Accountant.....	\$120.00/hr
Collections System Manager.....	\$135.00/hr
Grade V Operator.....	\$125.00/hr
Grade IV Operator.....	\$110.00/hr
Grade III Operator.....	\$100.00/hr
Grade II Operator.....	\$75.00/hr
Grade I Operator.....	\$70.00/hr
Operator in Training.....	\$65.00/hr
Collection Maintenance Worker II.....	\$75.00/hr
Collection Maintenance Worker I.....	\$65.00/hr

CREATIVE SERVICES

3D Graphic Artist.....	\$180.00/hr
Graphic Designer IV.....	\$160.00/hr
Graphic Designer III.....	\$145.00/hr
Graphic Designer II.....	\$130.00/hr
Graphic Designer I.....	\$115.00/hr

PUBLICATIONS SERVICES

Technical Editor III.....	\$145.00/hr
Technical Editor II.....	\$130.00/hr
Technical Editor I.....	\$115.00/hr
Publications Specialist III.....	\$105.00/hr
Publications Specialist II.....	\$95.00/hr
Publications Specialist I.....	\$85.00/hr
Clerical Administration.....	\$90.00/hr

Forensic Engineering – Court appearances, depositions, and interrogatories as expert witness will be billed at 2.00 times normal rates.

Emergency and Holidays – Minimum charge of two hours will be billed at 1.75 times the normal rate.

Material and Outside Services – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.

Travel Expenses – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost.

Invoices, Late Charges – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 30 days from the date of the invoice. Client agrees to pay a monthly late charge equal to 1% per month of the outstanding balance until paid in full.

Annual Increases – Unless identified otherwise, these standard rates will increase 3% annually.

The rates listed above assume prevailing wage rates does not apply. If this assumption is incorrect Dudek reserves the right to adjust its rates accordingly.

ITEM #7



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Special Board Meeting 2:00 PM, Monday, March 30, 2020

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

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

<https://zoom.us/j/113317463?pwd=L1hIOHNrMGZoaU0zZUxFaVlKaE5HZz09>

Meeting ID: 113 317 463

Password: 695320

One tap mobile

+16699006833,,113317463# US (San Jose)

SAM's procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act have been posted on the SAM website. If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the Authority at least one working day in advance of the meeting at (650) 726-0124 or via email at kishen@samcleanswater.org.

1. CALL TO ORDER

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

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

- A. Public Employee Appointment, Pursuant to Government Code Section 54957(b)
Title: Legal Counsel

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

4. ADJOURNMENT

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

The meeting will end by 4:00 p.m. unless extended by Board vote.

.....

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE
Revised Board of Directors Meeting Agenda
Regular Board Meeting 7:00 PM, Monday, April 13 2020

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019
Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer shelter in place order issued on March 16, 2020, members of the public may observe the open session portions of the meeting electronically by using the following link:

<https://zoom.us/j/519972662?pwd=V2dHejdEc3lzNk5hR240OGh2OU1xQT09>

Meeting ID: 519 972 662

Password: 230495

One tap mobile

+16699006833,,519972662#,,#,230495# US (San Jose)

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

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

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

kishen@samcleanswater.org. All comments so submitted prior to 6 pm on April 13, 2020 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of March 23, 2020, Regular Board Meeting and March 30, 2020, Special Board Meeting (**Attachment**)
- B. Approve Disbursements for April 13, 2020 (**Attachment**)

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

- A. Receive and File SAM-Audited Financial Statements for Fiscal year 2017-18 (**Attachment**)
- B. Discuss proposed General Budget for Fiscal year 2020-21 and Authorize the General Manager to Submit it to Member Agencies for Approval (**Attachment**)
- C. Authorize the General Manager to Reject all bids for Construction of Wet Weather Storage Expansion Project and Provide Direction for Re-Bidding (**Attachment**)
- D. Authorize the General Manager to Enter a Contract for Performing Phase 1 of the Hydraulic Analysis of Flows into the SAM System During the 2014-2019 Period (**Attachment**)
- E. Adopt Resolution 3-2020 amending and extending upon Resolution No. 2-2020 to Make Further Determinations and Delegations in Response to the San Mateo County Health Office Order Dated March 31, 2020 (**Attachment**)
- F. Update on Emergency Digester Cleaning Project and Determine, by a Four-Fifths Vote, that there is a Need to Continue the Emergency Action (**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- EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION
Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
(Two potential cases)

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

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
[Consideration of initiation of litigation pursuant to paragraph (4) of subdivision (d) of
Section 54956.9: (Two potential cases)

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: April 27 and May 11, 2020

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

INFORMATION FOR THE PUBLIC

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

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

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



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 – March 2020**

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

The following data is presented for the month of *March 2020*.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.776	58.5%
Accidents, Injuries, etc.:	0	Granada CSD	0.267	20.2%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.283</u>	<u>21.3%</u>
Reportable Spills Cat 2:	0	Total	1.326	100%
Reportable Spills Cat 3:	1			

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

Administration

There were three Board Meetings in the month of March. There were zero public records request in March 2020. The Half Moon Bay Review had 3 articles, "SAM replaces 40 year old pipes", March 4, 2020, "HMB likely to raise sewer rates this summer", March 11, 2020, and "Sewer officials say flushing wipes is proving costly", March 25, 2020.

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

There was one new hire in the month of March, Angelo Rovai, hired March 23, 2020. There was one anniversary in March, Tim Costello, March 1, 1988, and one promotion, Keith Harvey to Operator 1 from O.I.T status.

Operations & Maintenance

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

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

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

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

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

In the beginning of the month we had some balance issues with the three water system , it appeared that the solenoid valve that lets air in was stuck part way open and needed to be replaced. The Painters came in and cleaned and painted the blower room so that's one thing off the plate.

We had Pacific Eco risk do the annual bio assy testing. We did both the acute and the chronic back to back and passed both test. The acute testing had 80 % survival rate in the PH adjusted. In the zeolite treated there was 100 % survival which would indicate the higher presence of ammonia in the non-zeolite sample. The chronic test ended at <19.2 TUc which is a normal range for us.

Just when you thought things were going sort of normal the Covid 19 pandemic was growing and we basically ended up running a skeleton crew through the end of month to try to meet the new guidelines and doing lots of online training. Employees are in separate trucks and we keep distancing guidelines in place.

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

We are getting closer to the digester cleaning, the contractor is at another facility in the bay area and we are next on the schedule when they finish their current project. We expect they will begin staging in Mid-April.

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

During the month of March 2020, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 4.21 inches of rain in March. This year the monthly total was not tabulated yet on the climate data web site, it appears that the US climate web site is no longer supported, (US climate data HMB). Unlike the past couple of months at least we got some rainfall to report for March. Rainfall totals were as follows: 1.65 inches at the treatment plant, 1.49 inches in the GCSD service are, and 2.23 inches at the MWSD weather station. Still below the 10 year average but at least we got a little. There were micro-climate variations verified by the data.

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

- 3/1/2020 – The grounds people were here to spruce things up. The 3 water system was still acting up, carryover from last month.
- 3/2/2020 – Working on balancing the air / water in the 3 water system, got some power washing done by the head works.
- 3/3/2020 – Balance air / water in three water system again, replace drive belts on digester mix pump
- 3/4/2020 – Painters on site prepping blower room, cleaning contact basin #1 today
- 3/5/2020 – Painters onsite prepping again, sound panels were removed so that they can be painted and so that they can paint behind them.
- 3/6/2020 – Set up for annual Bio Assay
- 3/8/2020 – Bio Assay started, acute first followed by chronic.
- 3/9/2020 – Ferric delivery, Calcon looking into 3 water system to diagnose and figure out repairs, Contractor put a small hole in the 2' AVR line while digging to expose Princeton force main. Luckily there was a manhole right there

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

so we were able to channel thing rights back into system, it was still a category 3 but minimal volume. The painter was here working on the blower room.

- 3/10/2020 – Painters back, first set of samples off to Eco Risk.
- 3/11/2020 – Painters back, had to clean ferric strainers due to debris blockage
- 3/12/2020 – Calcon replacing air valve on 3 water system, painters back working on blower room, second set of samples off to eco risk.
- 3/13/2020 – Painters are back, also removed old air tank from blower room as we might need to put a fan there for circulation in the short term.
- 3/14/2020 – Sample off to Eco Risk again
- 3/16/2020 – Had to clear ferric filters again, work on Covid schedule, Johnston Controls in to measure roof ventilator for press room, Calcon in to work on gas blower control relocation.
- 3/17/2020 – Calcon back working on gas blower wiring control relocation, Arrange sample pickup with Alpha Labs, (we had to switch labs due to the situation with Covid 19).
- 3/18/2020 – Fix press room door glass before it falls out.
- 3/20/2020 – New skimmer pipes for the primaries arrived today and repaired a small hypo in the plant.
- 3/22/2020 – Replace effluent sampler
- 3/23/2020 – Stanford sample going out, we are doing two samples a week right now for Stanford as they are testing for Covid 19.
- 3/25/2020 – Clean ferric line again, lots of debris
- 3/29/2020 – Power glitch, reset equipment that had tripped, always interesting when some trips and some doesn't.
- 3/31/2020 – Power glitch, again, reset equipment that had tripped, things got lighter towards the end of the month due to staff doing more training remotely to comply with the S.I.P. orders as much as possible.

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

Other activities are listed below;

There were 7 deliveries (approximately 2,850 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 285.00. There were 231 leachate deliveries to the SAM IPS line in the month of March, for a total leachate volume of 1,340,847 gallons.

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

Contract Collection Services

The SAM crew cleaned 32,928 feet of sewer line and responded to 21 service calls in contract service areas. 6 were sewer related and 15 were maintenance service calls. Six of the callouts were during regular business hours and nineteen were after hours. Two were in the HMB service area, one was in the GCSD service area, and eighteen were in the MWSD service area.

HMB – The service calls in the HMB area were as follows, 3/11 – Requested by City to assist CCWD to clean syphon line so that they can confirm depth and location for a project they are doing. 3/16 - Owner called saying toilets and tubs were backed up, upon crew arrival issue had cleared itself. The crew ran main line finding no obstructions.

There were no maintenance service calls during the month of March.

GCSD – The service call in the GCSD area was as follows, 3/3 - Call for bathroom back up, flushed main all clear, advised owner to contact a roter company.

There were no maintenance service calls during the month of March.

MWSD – The three sewer related calls in the MWSD area were as follows;
3/6 – Owner had a plumber clear lateral, noticed issue with service line, location is in owner responsible area, advised to contact a pipe contractor.
3/7 - Board member contacted on call person regarding odor and possible cruise ship discharging, crew could not find any evidence or odor upon arrival or following day. Notified county of possible issue. 3/23 - Owner called about neighbors using flushable wipe and though there might be an issue with the main line, visual inspection, flow was fine.

There were 15 maintenance service calls in MWSD area this month, it should be noted that the first block of callouts were related to power surges caused by work being done on highway 1 - 3/1 - Seal cove # 1, Station alarm due to power surges from work being done on highway 1. Reset

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

alarms, checked station for normal operation. Seal cove # 2, Station alarm due to power surges from work being done on highway 1. Reset alarms, checked station for normal operation. Distillery, Station alarm due to power surges from work being done on highway 1. Reset alarms, checked station for normal operation. Vallemar, Station alarm due to power surges from work being done on highway 1. Generator ran for 0.1 hrs. Reset alarms, checked station for normal operation. Niagara, Station alarm due to power surges from work being done on highway 1. Reset alarms, checked station for normal operation. 7th street, Station alarm due to power surges from work being done on highway 1. Reset alarms, checked station for normal operation. Date Harte, Station alarm due to power surges from work being done on highway 1. Reset alarms, checked station for normal operation. 3/2 - Grinder pump broken warning light stand allowed water to get in and cause issues, Calcon was out to make repairs, tested system upon completion, all okay now. 3/14 - Power glitch, found station at normal status upon arrival, generator did not run. Reset alarms and checked station for normal operation. 3/20 - Vallemar LS, Generator running on arrival, two blown fuses on transformer next to station. Pump 1 making odd noise, called in Peninsula Pump removed pump and installed swing later in day, with no dedicated swing they put something together that will work for now. 3/23 - Airport station in alarm due to power glitch, generator did not run. Reset alarms and checked station for normal operation. 3/25 - Airport, pump fail alarm, women's blouse, and cable got pulled into pump. Next day Peninsula Pump installed swing pump to rebuild existing pump. 3/28 - Airport, Power Failure, generator ran but was back to power upon arrival, reset alarms tested for normal operation. 3/29 - Vallemar, power Failure, generator ran but was back to power upon arrival, reset alarms tested for normal operation. 3/31 - Vallemar, Power Failure, generator appears to have not run, power was normal upon arrival, reset alarms tested for normal operation.

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

Staff Recommendation

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

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

Supporting Documents

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

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

Attachment A

Flow Distribution Report Summary for March 2020

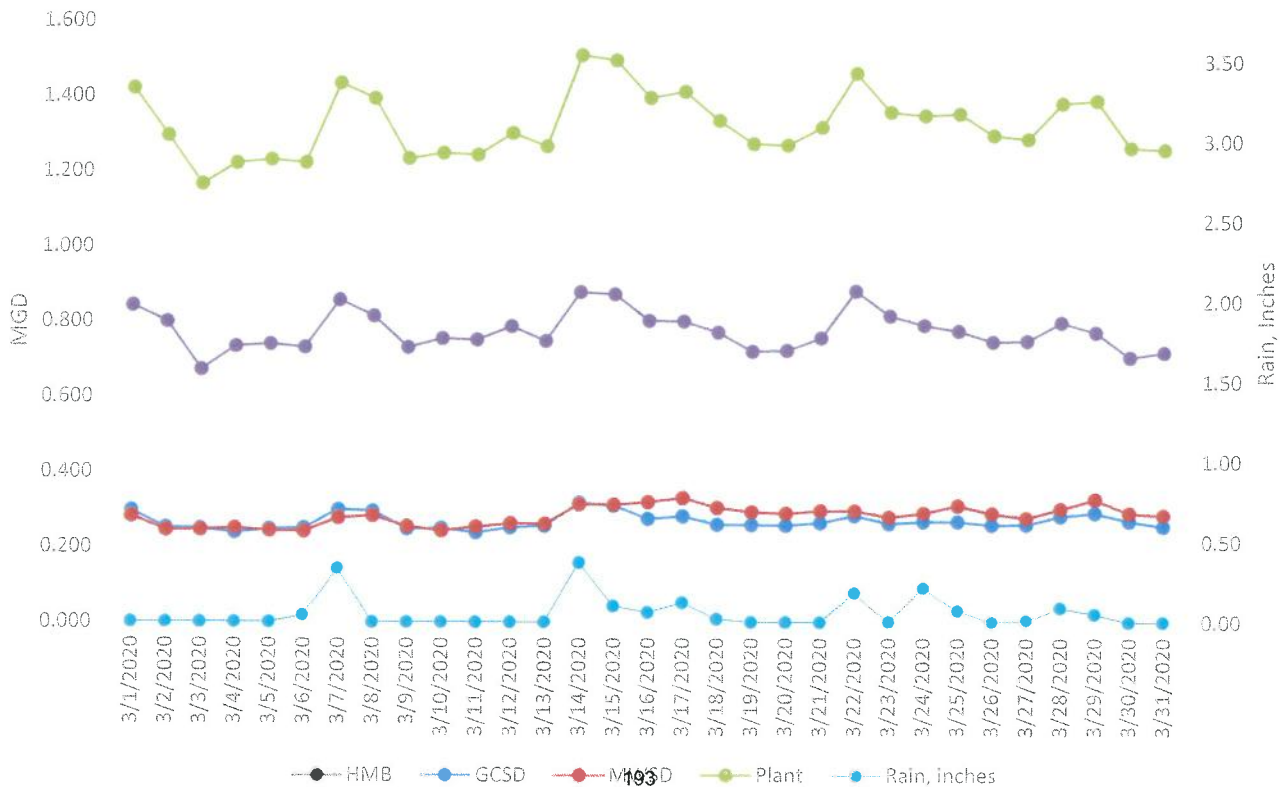
The daily flow report figures for the month of March 2020 have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.776	58.5%
Granada Community Services District	0.267	20.2%
Montara Water and Sanitary District	<u>0.283</u>	<u>21.3%</u>
Total	1.326	100.0%

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



Sewer Authority Mid-Coastside

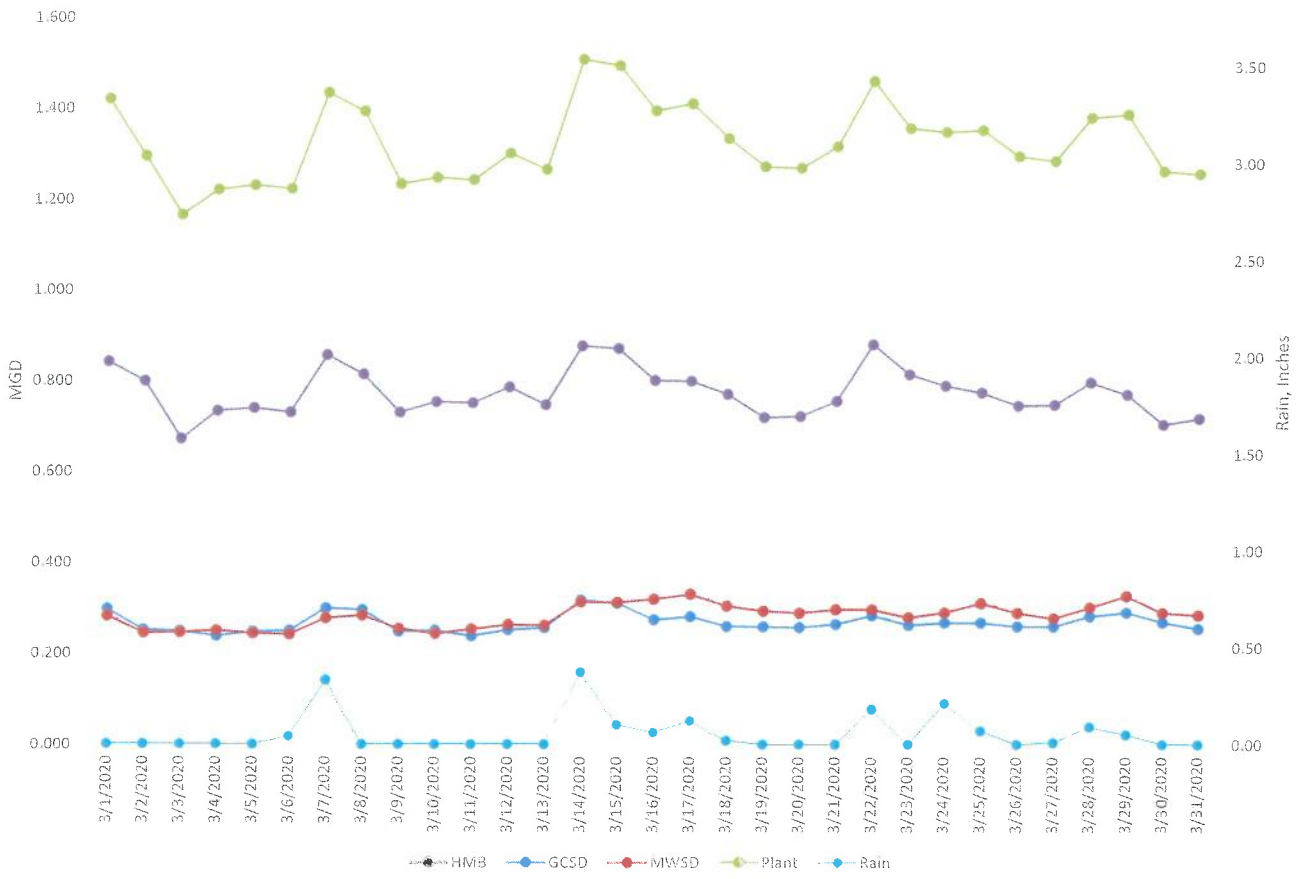
Monthly Flow Distribution Report for March 2020

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
3/1/2020	0.842	0.296	0.282	1.421	0.00	0.00	0.00
3/2/2020	0.800	0.250	0.245	1.295	0.00	0.00	0.00
3/3/2020	0.672	0.248	0.246	1.166	0.00	0.00	0.00
3/4/2020	0.734	0.238	0.250	1.222	0.00	0.00	0.00
3/5/2020	0.740	0.247	0.244	1.231	0.00	0.00	0.00
3/6/2020	0.731	0.250	0.242	1.223	0.04	0.00	0.00
3/7/2020	0.858	0.299	0.278	1.435	0.33	0.11	0.42
3/8/2020	0.815	0.295	0.284	1.394	0.00	0.00	0.00
3/9/2020	0.731	0.248	0.255	1.234	0.00	0.00	0.00
3/10/2020	0.755	0.250	0.244	1.249	0.00	0.00	0.00
3/11/2020	0.752	0.238	0.254	1.244	0.00	0.00	0.00
3/12/2020	0.788	0.252	0.263	1.302	0.00	0.00	0.00
3/13/2020	0.748	0.257	0.262	1.267	0.00	0.00	0.00
3/14/2020	0.879	0.317	0.314	1.510	0.37	0.40	0.55
3/15/2020	0.873	0.311	0.313	1.496	0.10	0.14	0.15
3/16/2020	0.802	0.274	0.320	1.397	0.06	0.07	0.08
3/17/2020	0.801	0.281	0.331	1.413	0.12	0.15	0.24
3/18/2020	0.772	0.259	0.305	1.336	0.02	0.02	0.02
3/19/2020	0.721	0.259	0.294	1.274	0.00	0.00	0.01
3/20/2020	0.723	0.258	0.290	1.271	0.00	0.00	0.00
3/21/2020	0.757	0.264	0.297	1.318	0.00	0.00	0.00
3/22/2020	0.882	0.284	0.297	1.462	0.18	0.12	0.01
3/23/2020	0.816	0.262	0.280	1.358	0.00	0.00	0.00
3/24/2020	0.791	0.268	0.291	1.350	0.21	0.25	0.18
3/25/2020	0.776	0.268	0.311	1.355	0.07	0.02	0.10
3/26/2020	0.747	0.260	0.290	1.297	0.00	0.00	0.00
3/27/2020	0.749	0.260	0.278	1.287	0.01	0.01	0.01
3/28/2020	0.798	0.282	0.302	1.382	0.09	0.10	0.29
3/29/2020	0.772	0.290	0.327	1.389	0.05	0.10	0.17
3/30/2020	0.705	0.268	0.290	1.263	0.00	0.00	0.00
3/31/2020	0.718	0.255	0.285	1.258	0.00	0.00	0.00
Totals	24.046	8.289	8.764	41.099	1.65	1.49	2.23

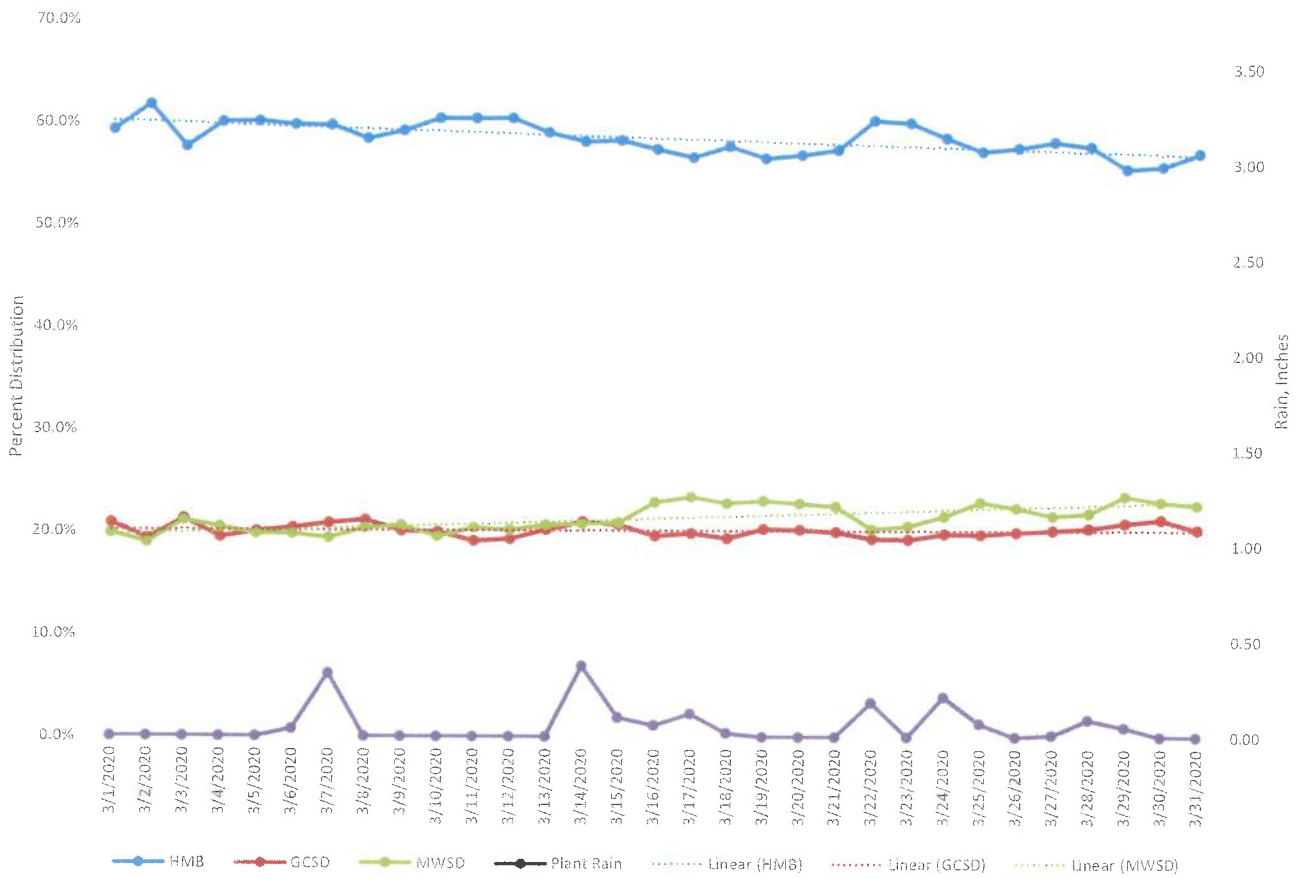
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.672	0.238	0.242	1.166
Average	0.776	0.267	0.283	1.326
Maximum	0.882	0.317	0.331	1.510
Distribution	58.5%	20.2%	21.3%	100.0%

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

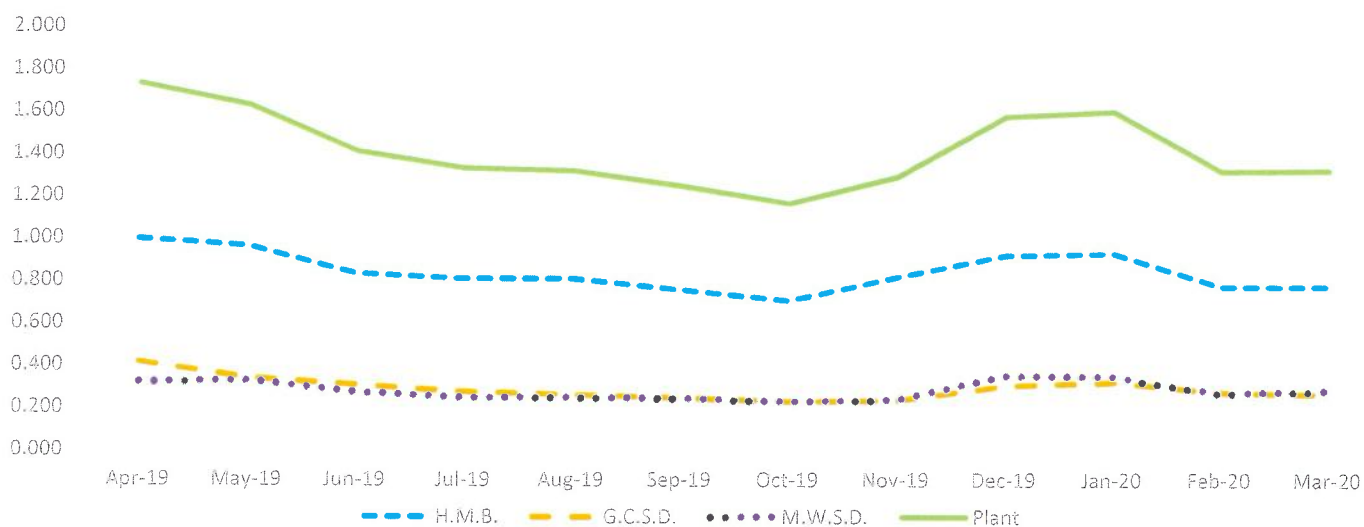


Percent Distribution March 2020

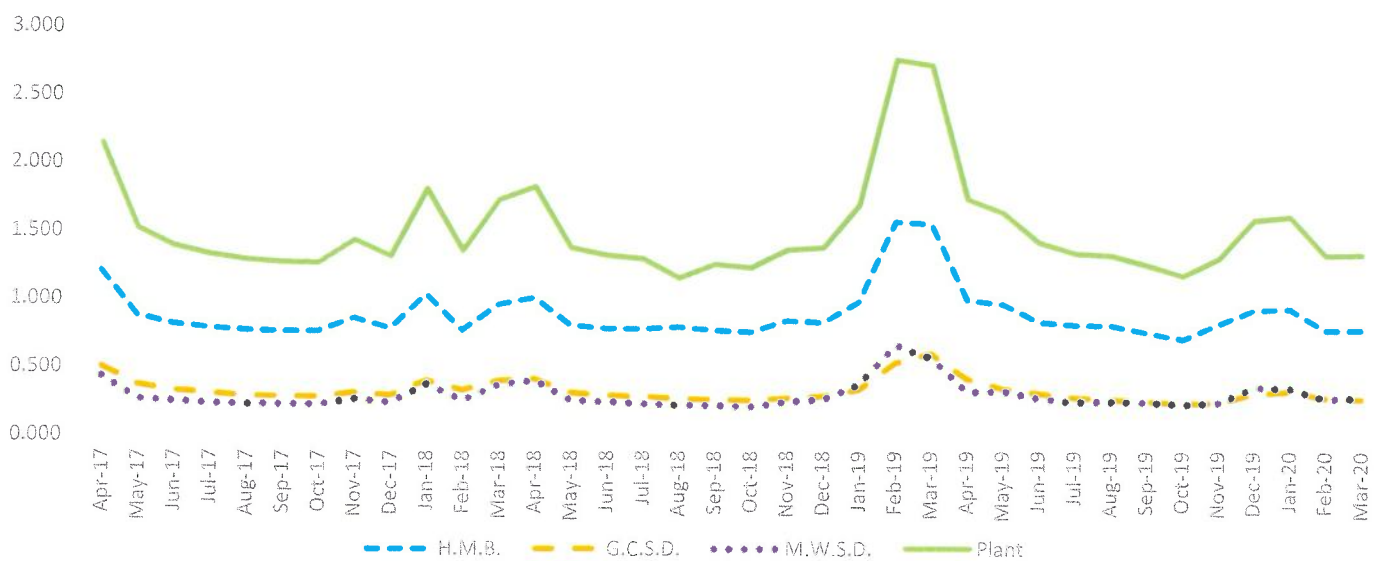


Most recent flow calibration September 2019 PS, September 2019 Plant

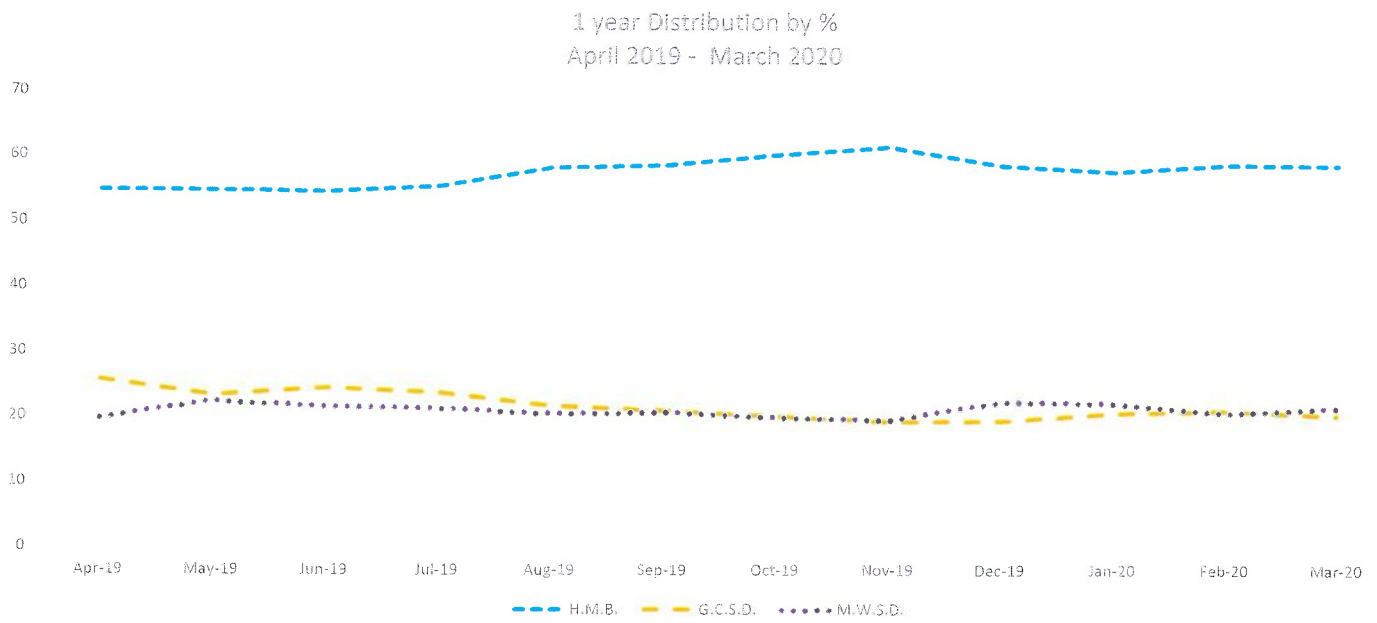
One Year Flow Chgart April 2019 - March2020



Three Year Flow Chart April 2017 - March 2020



Flow based percent distribution based for past year



SAM E-001 March 2020

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
3/1/2020							
3/2/2020	372	13.10		96.5%	370	17	
3/3/2020	324	13.60		95.8%	390	14.0	
3/4/2020							
3/5/2020							
3/6/2020							
3/7/2020			13.35				15.50
3/8/2020							
3/9/2020							
3/10/2020	362	17.80		95.1%	380	18.0	
3/11/2020	344	13.60		96.0%	360	17.0	
3/12/2020							
3/13/2020							
3/14/2020			15.70				17.50
3/15/2020							
3/16/2020							
3/17/2020							
3/18/2020	288	7.50		97.4%	290	13.0	
3/19/2020	336	7.10		97.9%	340	13.0	
3/20/2020							
3/21/2020			7.30				13.00
3/22/2020	170	11.00		93.5%	640	26.0	
3/23/2020	400	9.10		97.7%	410	18.0	
3/24/2020							
3/25/2020							
3/26/2020							
3/27/2020							
3/28/2020			10.05				22.00
3/29/2020							
3/30/2020	210	8.00		96.2%	340	15.0	
3/31/2020	240	8.80	8.40	96.3%	430	15.0	15.00
Count	10	10	4	10	10	10	4
Minimum	170	7.10	7.30	93.5%	290	13.0	13.0
Average	305	10.96	11.60	96.2%	395	16.6	17.0
Maximum	400	17.80	15.70	97.9%	640	26.0	22.0
Percent Removal				85			
5 Sample Median							
High							
Low							
Daily Max							
Weekly Max			45				45
Monthly Average		30				30	

SAM E-001 March 2020

Date	BOD % Removal	Eff Settlicable Matter mg/l	Eff Settlicable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
3/1/2020						0.00
3/2/2020	95.4%	0.1		8.50		0.00
3/3/2020	96.4%	0.4		6.70		0.00
3/4/2020						0.00
3/5/2020						0.00
3/6/2020						0.00
3/7/2020			0.25		7.60	0.00
3/8/2020						0.00
3/9/2020						0.00
3/10/2020	95.3%	0.2		12		0.00
3/11/2020	95.3%	0.1		8		0.00
3/12/2020						0.00
3/13/2020						0.00
3/14/2020			0.15		10.00	0.00
3/15/2020						0.00
3/16/2020						0.00
3/17/2020						0.00
3/18/2020	95.5%	0.1		6.80		0.00
3/19/2020	96.2%	0.1		6.50		0.00
3/20/2020						0.00
3/21/2020			0.10		6.65	0.00
3/22/2020	95.9%	0.5		19.00		0.00
3/23/2020	95.6%	0.1		19.00		0.00
3/24/2020						0.00
3/25/2020						0.00
3/26/2020						0.00
3/27/2020						0.00
3/28/2020			0.30		19.00	0.00
3/29/2020						0.00
3/30/2020	95.6%	0.1		3.70		0.00
3/31/2020	96.5%	0.1	0.10	5.40	4.55	0.00
Count	10	10	4	10	4	31
Minimum	95.3%	0.1	0.10	3.70	6.65	0.0
Average	95.8%	0.18	0.20	9.56	10.81	0.0
Maximum	96.5%	0.5	0.3	19.00	19.00	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 March 2020

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN		30 day geo mean		Eff DO mg/l	Eff DO % Saturation
3/1/2020	0.00		7.45	17.5					6.63	69.3
3/2/2020	0.00		7.51	17.5					7.52	78.7
3/3/2020	0.00	44.2	7.38	18.0	<	10			6.50	68.5
3/4/2020	0.00		7.48	17.9					7.25	76.2
3/5/2020	0.00		7.47	18.2					6.83	72.4
3/6/2020	0.00		7.54	18.1					7.55	80.0
3/7/2020	0.00		7.59	17.9			<	10	7.29	76.5
3/8/2020	0.00		7.44	17.9					6.78	71.3
3/9/2020	0.00		7.42	17.4					6.69	69.8
3/10/2020	0.00		7.37	18.2					6.07	64.3
3/11/2020	0.00	58.4	7.52	18.6	<	10			7.07	75.7
3/12/2020	0.00		7.43	18.5					7.05	75.2
3/13/2020	0.00		7.43	18.5					7.04	75.1
3/14/2020	0.00		7.50	18.2			<	10	7.22	76.5
3/15/2020	0.00		7.40	17.6					7.03	73.7
3/16/2020	0.00		7.36	17.2					7.49	77.9
3/17/2020	0.00		7.37	17.1					7.19	74.6
3/18/2020	0.00		7.54	17.4					7.25	75.5
3/19/2020	0.00	57.8	7.54	17.3	<	10			7.64	79.5
3/20/2020	0.00		7.50	17.4					7.78	81.2
3/21/2020	0.00		7.55	17.7			<	10	6.91	72.6
3/22/2020	0.00		7.48	18.4					6.95	74.0
3/23/2020	0.00	44.0	7.45	17.6	<	10			7.33	76.7
3/24/2020	0.00		7.50	17.6					7.85	82.3
3/25/2020	0.00		7.56	17.3					7.67	79.8
3/26/2020	0.00		7.50	17.3					7.12	74.2
3/27/2020	0.00		7.49	17.5					7.38	77.2
3/28/2020	0.00		7.48	17.9			<	10	6.92	72.8
3/29/2020	0.00		7.42	18.1					6.95	73.5
3/30/2020	0.00		7.39	18.1					6.84	72.3
3/31/2020	0.00	52.0	7.56	18.7	<	10	<	10	7.58	81.0
Count	31	5	31	31		5		5	31	31
Minimum	0.00	44.0	7.36	17.1	<	10	<	10	6.07	64.3
Average	0.0	51.3	7.47	17.8	<	10	<	10	7.14	75.1
Maximum	0.00	58.4	7.59	18.7		10	<	10	7.85	82.3
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, March 2020

March 2020

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

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Apr - 19	12,934	10,801	11,247	34,982	6.6
May - 19	11,193	12,786	10,094	34,073	6.5
June - 19	14,529	18,431	10,419	43,379	8.2
July - 19	8,754	18,560	9,511	36,825	7.0
Aug - 19	8,042	22,405	15,720	46,167	8.7
Sept - 19	7,292	18,063	11,618	36,973	7.0
Oct - 19	16,104	14,144	13,611	43,859	8.3
Nov - 19	6,171	23,308	10,135	39,614	7.5
Dec - 19	6,660	18,277	9,422	34,359	6.5
Jan - 20	6,947	11,809	11,218	29,974	5.7
Feb - 20	7,403	7,463	10,503	25,369	4.8
Mar - 20	10,957	11,948	10,023	32,928	6.2

12 Month Moving Total

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

Annual ft	116,986	187,995	133,521	438,502	
-----------	---------	---------	---------	---------	--

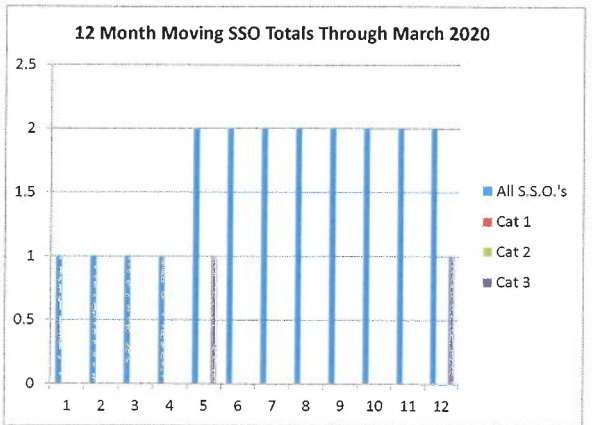
Annual Mi.	22.2	35.6	25.3		83.0
------------	------	------	------	--	------

Reportable SSOs

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

SSOs / Year / 100 Miles

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



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	15,530	9,682	5,648	9,322				73%	
Hot Spot Cleaning	5,400	2,122	1,947	1,827	2,244	986	2,747	2,122	1,815	2,619				341%	
Lift Station Inspection - Daily	260	22	23	20	22	18	19	21	19	21				185	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-				-	0%
Maint. Work Orders - Completed	-	22	16	13	18	18	19	21	19	21				167	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-				-	-
Manhole Inspection	879	89	118	101	78	107	93	59	54	66				765	87%
USA Markings	372	52	52	50	44	29	29	52	33	42				383	103%
F.O.G. inspections Completed	10	-	-	-	-	-	-	-	-	-				-	0%
F.O.G. inspections Passed	10	-	-	-	-	-	-	-	-	-				-	0%
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-	-	-				-	-
Lateral Inspections	-	-	-	-	-	-	-	-	-	-				-	-
Customer Service Call - Reg	-	2	1	1	2	1	1	-	3	1				12	-
Customer Service Call - OT	-	2	1	1	3	1	2	1	1	-				12	-
SSO Response - Category 1	-	-	-	-	-	-	-	-	-	-				-	-
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-				-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-	-	-				-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0				0	-



SEWER AUTHORITY MID-COASTSIDE
Finance Committee Meeting Agenda
Special Committee Meeting
11:00am to Noon on Tuesday April 21, 2020

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

Join Zoom Meeting

<https://zoom.us/j/93314694253?pwd=NWg4dVZGL1Y0aEozbXdmRDZiMkRmUT09>

Meeting ID: 933 1469 4253

Password: 717930

One tap mobile

+16699006833,,93314694253#,,#,717930# US (San Jose)

+13462487799,,93314694253#,,#,717930# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

Meeting ID: 933 1469 4253

Password: 717930

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 3/19/2020

B. General Budget discussions

C. Status of 18-19 Audit

3. NEXT REGULAR MEETING

May 21, 2020

MINUTES
SAM BOARD OF DIRECTORS MEETING
April 27, 2020

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:06 p.m. from her residence . 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 April 27, 2020 meeting.

A. Roll Call

Directors Rarback (for Penrose), Lohman, Dye, Slater-Carter, Ruddock, and Clark (for Blanchard) were present. Also present via teleconferencing were General Manager Kishen Prathivadi, General Counsel Carl Nelson, Financial Officer George Evans, and Supervisor of Treatment/Field Operations Tim Costello.

2. PUBLIC COMMENT/ORAL COMMUNICATION

Chair Slater-Carter announced the Shelter in Place has been extended through the month of May.

3. PRESENTATION

A. Presentation by Noah Katz - First Flush by San Mateo Resource Conservation District

Noah Katz of the San Mateo Resource Conservation District reviewed the First Flush 2019 results. He discussed the findings, funding, and 2019 pollutant summary. Following his presentation, the Board thanked Noah for the presentation.

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

A. Public Employees Appointment, Pursuant to Government Code Section 54957
(b) Title: Legal Counsel

The Board went in to Closed Session at 7:37 p.m.

5. CONVENE IN OPEN SESSION

The Board came out of Closed Session at 7:57 p.m. Chair Slater-Carter reported that the Board has come to a term of agreement with Jeremy Jungreis of Rutan & Tucker, and she welcomed Jeremy to the meeting.

6. 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 April 13, 2020 Regular Board Meeting.
- B. Approve Disbursements for April 27, 2020
- C. Receive FY 2019-20 Revenue and Expense Report for Period Ending March 31, 2020

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

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

7. REGULAR BUSINESS *(The Board will discuss)*

- A. Discuss Proposed General Budget for Fiscal Year 2020-21 and Authorize the General Manager to Submit it to Member Agencies for Approval

General Manager Prathivadi reviewed the staff report and discussed key changes within the operating budget. A discussion ensued. Following discussion, Director Lohman moved, and Director Ruddock seconded the motion to authorize the General Manager to submit the proposed budget for FY 2020-21 to Member Agencies for approval by a roll call vote.

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

- B. Authorize the General Manager to Enter a Contract with Rutan & Tucker, LLP for Providing General Counsel Services and Adopt Resolution 5-2020

Director Dye moved, and Director Ruddock seconded the motion to authorize the

General Manager to enter in to a contract with Rutan & Tucker, LLP for providing General Counsel Services and adopt Resolution 5-2020, authorizing the General Manager to execute a contract with Rutan & Tucker, LLP for general legal services for the term of May 1, 2020 through April 30, 2023.

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

- C. Authorize the General Manager to Enter a Contract with Tanner Pacific in a Not to Exceed Amount of \$67,500 to Provide Construction Management and Inspection Services for the Granada Force main Segment 4 Replacement Project

General Manager Prathivadi reviewed the staff report and recommended the Board authorize the General Manager to enter a contract with Tanner Pacific in a not to exceed amount of \$67,500 to provide Construction Management and Inspection Services for the Granada Force Main Segment 4 Replacement Project. Following discussion, Director Ruddock moved, and Director Rarback seconded the motion to authorize the General Manager to Enter a Contract with Tanner Pacific in a Not to Exceed Amount of \$67,500 to Provide Construction Management and Inspection Services for the Granada Force main Segment 4 Replacement Project

Ruddock/Rarback/Roll Call Vote: Ruddock Aye/Clark Aye/Lohman No/Dye Aye/ Slater-Carter No/Rarback Aye/ 6 Ayes/2 Noes (Lohman, Slater-Carter). The motion passed.

- D. Adopt Resolution 4-2020 Authorizing General Manager to Execute and File Applications with the California Governor's Office of Emergency Services and to Provide the Assurances and Agreements Required for the Purpose of Obtaining Certain Federal or State Financial Assistance for the Local Emergency

Director Lohman moved, and Director Dye seconded the motion to adopt Resolution 4-2020 authorizing General Manager to execute and file applications with the California Governor's Office of Emergency Services and to provide the assurances and agreements required for the purpose of obtaining certain Federal or State financial assistance for the local emergency.

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

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

General Manager Prathivadi informed the Board that the cleaning is currently in action and progressing, and requested the Board of Directors find that there still exists a need for continuing the State of Emergency. Director Dye moved, and Director Clark seconded the motion to continue the emergency action by a four-fifths vote.

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

F. Amend the Contract with Bold, Polisner, Maddow, Nelson, and Judson for Legal Services to Extend the Contract through May 31, 2020 and Increase the Authorized Amount by \$10,000 for a Total Contract Amount Not to Exceed \$360,000

General Manager Prathivadi reviewed the staff report and recommends the Board of Directors authorize the General Manager to execute contract amendment #5 with Bold, Polisner, Maddow, Nelson & Judson for legal services to extend the contract through May 31, 2020 and increase the authorized amount by \$10,000 for a total contract amount not to exceed \$360,000. Following discussion, Director Dye moved, and Director Lohman seconded the motion to amend the contract with Bold, Polisner, Maddow, Nelson, and Judson, and extend the contract through May 31, 2020, and increase the authorized amount by \$10,000 for a total contract amount not to exceed \$360,000

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

8. GENERAL MANAGERS REPORT

A. Receive Managers Report for March 2020

General Manager Prathivadi informed the Board of the You Tube ad regarding not flushing wipes and that it is a success with many viewers. He also discussed pump issues. Following his report the Board received the Monthly Managers report for March 2020.

B. Report on “Alternatives and Options Related to Wet Weather Storage Expansion Project”

Dan Child of Wastewater Management Specialists reviewed the report. A discussion ensued. Following discussion, Chair Slater-Carter thanked Mr. Child for the information.

C. Receive Report from Wastewater Management Specialists on the Status of Work

Dan Child of Wastewater Management Specialists informed the Board that there was nothing further to discuss in his report.

9. ATTORNEY’S REPORT - NONE

10. DIRECTOR’S REPORT - NONE

11. TOPICS FOR FUTURE BOARD CONSIDERATION- NONE

12. CONVENE CLOSED SESSION AND REGULAR CLOSED SESSION *(Items discussed in Closed Session comply With the Ralph M. Brown Act)*

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim filed by Beverli Marshall)
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9 (Two potential cases)
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
- D. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
[Consideration of initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Two potential cases)]

This agenda item was not discussed and will continue on to the May 11, 2020 Board meeting.

10. CONVENE TO OPEN SESSION

Minutes
SAM Regular Board Meeting
April 27, 2020

11. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:58 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE
Finance Committee Meeting Agenda
Special Committee Meeting
4.30pm to 5.30pm on Wednesday May 6th, 2020

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84373250299?pwd=UXIZUzhadm1HNDV1MDkrTIViGJCQT09>

Meeting ID: 843 7325 0299

Password: 897822

One tap mobile

+16699006833,,84373250299#,,1#,897822# US (San Jose)

+13462487799,,84373250299#,,1#,897822# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 843 7325 0299

Password: 897822

1. CALL TO ORDER

A. Roll Call

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. General Budget discussions

B. Collections Budget discussions

C. Audit questions

3. NEXT REGULAR MEETING

May 21, 2020



SEWER AUTHORITY MID-COASTSIDE
Revised Board of Directors Meeting Agenda
Regular Board Meeting 7:00 PM, Monday, May 11, 2020

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019
Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer shelter in place order issued on March 16, 2020, members of the public may observe the open session portions of the meeting electronically by using the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/85665544960?pwd=QkVXb3N2ZTVHZnFETUYveGlwM0tCUT09>

Meeting ID: 856 6554 4960

Password: 920910

One tap mobile

+16699006833,,85665544960#,,1#,920910# US (San Jose)

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

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 6 pm on May 11, 2020 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of April 27, 2020, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for May11, 2020 (**Attachment**)

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

- A. Discuss Proposed Revised General Budget for Fiscal Year 2020-21 and Authorize the General Manager to Submit it to Member Agencies for Approval (**Attachment**)
- B. Discuss Proposed Contract Collection Services Budget for FY 2020/21 and Authorize the General Manager to Submit it to the Participating Agencies for Approval (**Attachment**)

5. GENERAL MANAGER'S REPORT

- A. Digester Cleaning Update
- B. Condition Assessment of Princeton Force Main (**Attachment**)

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

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

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

A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

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

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:
(Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

E. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

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

F. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: June 8, 2020 and June 22, 2020

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

INFORMATION FOR THE PUBLIC

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

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

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

ITEM #8



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, April 16, 2020

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

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

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

Password: GCSD

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

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

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

ROLL CALL

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

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

ADJOURN TO CLOSED SESSION

(Board members will convene to a separate conference line for closed session)

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

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

RECONVENE TO OPEN SESSION

There was no reportable action in the Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:37 pm.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Report on Parks and Recreation Activities.

Ms. Marshall Reported that all recreational classes had been cancelled due to Covid-19, but was hoping they could resume the schedule in late summer or early fall.

President Dye thanked the Assistant General Manager for her efforts to block off the Burnham Strip parking lot and skate ramp from use, as required by the County Health Officer Order issued on March 27th.

In addition to thanking staff, Director Clark thanked President Dye for her efforts relating to the Burnham Strip property. He also reported that there had been no County movement on the Quarry Park bike pump track project due to Covid-19.

Ms. Comito wished to recognize the assistance of Tony Young, SAM Collections Contract Supervisor, in helping to blocking off the Burnham Strip parking lot.

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

District Counsel reviewed the contract, indicating that some changes had been made to Section 5(b) regarding indemnification. A new Schedule of Charges was inadvertently not provided, and after a brief discussion, the Board decided to table the item to the next meeting.

3. Consideration of Sewer Authority Mid-Coastside Report.

Director Dye reported on the status of the FY 2018/19 and 2019/20 audits, the proposed SAM Wet Weather Storage project, the progress on the IPS forcemain replacement project, and the upcoming SAM FY 2020/21 budget.

CONSENT AGENDA

4. **Approve February 20, 2020 Meeting Minutes.**
5. **Approve March 19, 2020 Special Meeting Minutes.**
6. **Approve March 2020 Warrants.**
7. **Approve April 2020 Warrants.**
8. **Approve January 2020 Financial Statements.**
9. **Approve February 2020 Financial Statements.**
10. **Approve Assessment District Distribution #8-19/20.**
11. **Approve Assessment District Distribution #9-19/20.**

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. **Attorney's Report.**

None.

14. **General Manager's Report.**

None.

15. **Administrative Staff Report.**

In addition to providing the District's LAIF Account information in the packet, Ms. Comito reported that under the Shelter-in-place Order the District office is closed to walk-in traffic, but is open during normal business hours by phone, and that sewer permit applications are being accepted by US mail.

16. **Engineer's Report.**

Mr. Duffy, reporting on behalf of the District Engineer, said that the Mirada Road/Bridge sewer main relocation project was still moving forward.

17. **Future Agenda Items.**

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:30 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: May 21, 2020

ITEM #9

Granada Community Services District
May 2020 Warrants
For the May 21, 2020 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
04/27/20	8491	PG&E	Pump Stn Inv dtd 03/18/20	6170 · Utilities	227.85
05/01/20	8492	AT&T	Apr & Mar 2020 Pump Stn Alarm Svc	6170 · Utilities	201.31
05/21/20	8493	Alhambra & Sierra Springs	Apr 2020	6140 · Office Supplies	4.00
05/21/20	8494	AT&T	May 2020 Pump Stn Alarm Svc	6170 · Utilities	201.31
05/21/20	8495	Barbara Dye	04/16/20 GCSD, 03/09, 04/13, 04/27 SAI	6040 · Directors' Compensation	280.00
05/21/20	8496	Comcast	04/13/20-06/12/20 Svcs	6170 · Utilities	484.35
05/21/20	8497	County of San Mateo	20/21 LAFCO Budget	6220 · Miscellaneous	1,680.00
05/21/20	8498	David Seaton	04/16/20 GCSD	6040 · Directors' Compensation	145.00
05/21/20	8499	Domain Listings	Annual Website Listing	6100 · Memberships	228.00
05/21/20	8500	Dudek	03/28/20-04/24/20 Prof. Svcs	6150 · Professional Services	5,062.50
05/21/20	8501	Environmental Clearinghouse	Annual Subscription Renewal	6100 · Memberships	597.00
05/21/20	8502	Eric Suchomel	04/16/20 GCSD	6040 · Directors' Compensation	145.00
05/21/20	8503	Express Plumbing	Medio Creek Maint & Mon-May	1617-1 · Medio Creek Xing/Mirada	975.00
05/21/20	8504	Gaetani Real Estate	Office Lease-June 2020	6120 · Office Lease	4,450.00
05/21/20	8505	Hue & Cry, Inc.	May 2020 Pump Stn Alarm	6170 · Utilities	32.65
05/21/20	8506	Jim Blanchard	04/16/20 GCSD, 03/09, 04/13 SAM	6040 · Directors' Compensation	235.00
05/21/20	8507	Kikuchi & Kankel Design Group	Inv dtd 05/02/20	5130 · Parks & Rec Professional	6,831.78
05/21/20	8508	Matthew Clark	04/16/20 GCSD, 04/27 SAM	6040 · Directors' Compensation	190.00
05/21/20	8509	PG&E	Pump Stn Inv dtd 04/17/20	6170 · Utilities	271.86
05/21/20	8510	PGE	Office Inv dtd 04/24/20	6170 · Utilities	41.54
05/21/20	8511	Pitney Bowes	Inv dtd 04/29/20	6140 · Office Supplies	62.93
05/21/20	8512	Richards, Watson & Gershon	Prof svcs Inv dtd 03/31/20	6090 · Legal-Gen	330.00
05/21/20	8513	Sewer Authority Mid-Coastside	May 2020 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Cc	170,799.61
05/21/20	8514	SMC Resource Conservation Dist	Invoice #13 Mgmt Plan	5110 · RCD - Parks	148.00
05/21/20	8515	Somach Simmons & Dunn	Mar 2020 Legal Fees	6094 · Legal- IPS	105.00
05/21/20	8516	Tri Counties Bank	Apr 2020 Card Charges	6140 · Office Supplies	189.81
05/21/20	8517	US Bank Equipment Finance	04/28/20 - 05/28/20	6020 · Copier Lease	409.05
05/21/20	8518	Verizon Wireless	Mar & Apr 2020	6170 · Utilities	223.12
05/21/20	8519	White Nelson Diehl Evans	Apr 2020	6152 · Accounting	2,500.00
05/21/20	8520	Wittwer & Parkin	Apr 2020 Svcs	6090 · Legal-Gen/IPS/Parks/Big We	3,334.50
TOTAL					200,386.17

**Granada Community Services District
May 2020 Warrants
For the May 21, 2020 Board of Director's Meeting**

ITEM #10

Granada Community Services District
Statement of Net Position (Unaudited)

As of March 31, 2020

ASSETS

Current Assets

Checking/Savings

1020 · Petty Cash	790
1030 · Cash - LAIF	4,339,658
1040 · Tri Counties Bank - Gen Op	44,154
1050 · Tri Counties Bank - Deposit	37,755
1100 · Accounts Receivable	-
1500 · Due from AD	15,068

Total Current Assets	4,437,425
----------------------	-----------

Fixed Assets

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

Total Fixed Assets	5,850,212
--------------------	-----------

Other Assets

1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	369,890
1730 · Advance to AD- NCA Fund	353,693
1735 · Advance to AD- Assesmnt Revenue	212,834
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	155,963

Total Other Assets	4,863,249
--------------------	-----------

Total Assets	15,150,885
--------------	------------

LIABILITIES

Current Liabilities

2000 · Accounts Payable	33,754
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	708
2225 · Recology-Del Garbage	17,550
2300 · Due to AD	(200)
2310 · Relief Refund Advance	350

Total Current Liabilities	76,788
---------------------------	--------

Long Term Liabilities

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

Total Long Term Liabilities	195,323
-----------------------------	---------

Total Liabilities	272,111
-------------------	---------

NET POSITION

3000 · Net Assets	5,330,999
3005 · Contributed Capital	9,595,349
Net Income	(47,574)

Total Net Position	\$ 14,878,774
--------------------	---------------

No assurance is provided on these financial statements.

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

	Jul 1, 2019 - Mar 31, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 196,060	\$ 150,000	\$ 46,060	\$ 200,000
4015 · Park Tax Allocation	398,061	337,500	60,561	450,000
4020 · Sewer Service Charges-SMC	833,658	1,264,500	(430,842)	1,686,000
4021 · Sewer Svc Charges Pro-rated	2,450	-	2,450	-
4030 · AD OH Reimbursement	13,746	23,250	(9,504)	31,000
4040 · Recology Franchise Fee	22,132	24,750	(2,618)	33,000
Total Operating Revenue	1,466,107	1,800,000	(333,893)	2,400,000
Non Operating Revenue				
4120 · Interest on Reserves	45,393	67,500	(22,107)	90,000
4130 · Connection Fees	30,400	41,250	(10,850)	55,000
4140 · Repayment of Adv to AD-BRA	5,000	-	5,000	-
4150 · Repayment of Adv to AD-NCA	117,216	146,475	(29,259)	195,300
4155 · Repayment of Adv to AD-ARF	70,000	86,025	(16,025)	114,700
4160 · SAM Refund from Prior Yr	-	750	(750)	1,000
4170 · ERAF Refund	360,868	225,000	135,868	300,000
4180 · Misc Income	2,300	3,000	(700)	4,000
Total Non Operating Revenue	631,177	570,000	61,177	760,000
Total Revenues	2,097,284	2,370,000	(272,716)	3,160,000
Expenses				
Operations				
5010 · SAM - General	874,299	874,299	-	1,165,732
5020 · SAM - Collections	222,151	222,151	-	296,201
5021 · Lift Station Maint.	1,919	-	(1,919)	-
5050 · Mainline System Repairs	-	7,500	7,500	10,000
5060 · Lateral Repairs	11,060	26,250	15,190	35,000
5065 · CCTV	-	18,750	18,750	25,000
5070 · Pet Waste Station	866	900	34	1,200
5110 · RCD - Parks	324	3,750	3,426	5,000
5120 · Half Moon Bay Reimb - Parks	-	18,750	18,750	25,000
5130 · Parks & Rec Professional Services	40,734	30,000	(10,734)	40,000
Total Operations	1,151,353	1,202,350	50,997	1,603,133

No assurance is provided on these financial statements.

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

	Jul 1, 2019 - Mar 31, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 2,103	\$ 11,250	\$ 9,147	\$ 15,000
6020 · Copier lease	3,815	5,250	1,435	7,000
6030 · County Tax Roll Charges	-	-	-	-
6040 · Directors' Compensation	6,817	8,250	1,433	11,000
6050 · Education & Travel Reimb	1,538	1,500	(38)	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	133,642	127,500	(6,142)	170,000
6062 · Medical Ins.	21,794	12,285	(9,509)	16,380
6063 · Employer Payroll Taxes	10,366	14,625	4,259	19,500
6064 · CALPERS Contribution	37,976	31,590	(6,386)	42,120
6060 · Employee Compensation - Other	1,407	-	(1,407)	-
6070 · Engineering Services	96,284	15,000	(81,284)	20,000
6080 · Insurance	1,483	3,750	2,267	5,000
6090 · Legal Services	37,400	82,500	45,100	60,000
6095 · Legal Services for Case Related Legal	-	-	-	50,000
6100 · Memberships	6,691	6,750	59	9,000
6110 · Newsletter	1,635	7,500	5,865	10,000
6120 · Office Lease	40,050	42,750	2,700	57,000
6130 · Office Maintenance & Repairs	4,450	1,500	(2,950)	2,000
6140 · Office Supplies	1,222	3,750	2,528	5,000
6150 · Professional Services	93,122	71,250	(21,872)	95,000
6160 · Publications & Notices	3,477	1,500	(1,977)	2,000
6170 · Utilities	6,851	7,500	649	10,000
6180 · Video Taping	3,400	3,000	(400)	4,000
6190 · Computers	5,340	1,875	(3,465)	2,500
6220 · Miscellaneous	9,266	11,250	1,984	15,000
6230 · Bank Service Charges	569	-	(569)	-
6310 · Park Related Misc Expenses	3,200	-	(3,200)	-
Total Administration	533,898	472,125	(61,773)	629,500
Capital Projects				
1617-1 · Medio Creek Xing Crossing	8,775	37,500	28,725	50,000
7010 · Sewer Main Replacement (CIP)	-	150,000	150,000	200,000
7100 · SAM - Infrastructure	440,747	440,747	-	587,663
7500 · Projects - Parks	10,085	75,000	64,915	100,000
Total Capital Projects	459,607	703,247	243,640	937,663
Total Expenses	2,144,858	2,377,722	232,864	3,170,296
Net Income/(Loss)	\$ (47,574)	\$ (7,722)	\$ (39,852)	\$ (10,296)

No assurance is provided on these financial statements.

ITEM #11

DISTRIBUTION REQUEST NO.: #10 19/20
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,291.00

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
May 21, 2020

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #10 19/20

DATE: May 21, 2020
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,291.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
GSD	P.O. Box 335, El Granada, CA 94018	GSD OH Reim - May 2020	\$ 2,291.00
TOTAL:			\$ 2,291.00

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: April 11, 2020 to May 15, 2020
To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: May 21, 2020

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

APPLICATIONS RECEIVED – There was one application received this period:

Table with 7 columns: Rec'd, CI, Owner/Agent, APN, Address, Sq. Ft., Zone. Contains 11 rows of application data.

Note: Shaded information was previously reported.

PERMITS ISSUED – There were no permits issued this period.

Table with 8 columns: Permit No., CI, Issue Date, Owner or Agent, APN, Address, Sq. Ft., Zone. Contains 13 rows of permit data.

Note: Shaded information was previously reported.

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

Hookup Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
07/16/19	2M	3184	10/11/18	C.F.P.D.	047-261-030	555 Obispo Rd EG
08/28/19	1A	3185	10/31/18	Stebbins B	047-218-010	620 Columbus EG
09/10/19	1A	3170	11/29/17	Bettencourt	047-234-220	619 The Alameda EG
10/23/19	1A	3174	07/13/18	Kybych,S	048-013-600	124 Magellan Miramar
11/21/19	1A	3173	06/26/18	Peterson	048-072-290	15 Terrace Ave Miramar
01/17/20	1A	3186	11/20/18	O'Keefe	047-024-070	354 Princeton Ave Princeton
01/17/20	1A	3187	11/20/18	O'Keefe	047-024-080	358 Princeton Ave Princeton
03/24/20	1A	3195	10/03/19	Welch D	047-222-290	535 Francisco St EG
03/31/20	1A	3190	04/30/19	Xue F	047-111-270	736 San Carlos EG
05/13/20	1A	3188	03/08/19	Harris	047-243-010	912 Columbus St EG
05/13/20	1A	3178	08/01/18	Stenger Sean	047-071-270	312 Sevilla Ave EG

Note: Shaded information was 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 information was previously reported.

ITEM #16

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #17

