



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, March 17, 2022

This meeting is being held in accordance with the Brown Act as currently in effect and in compliance with the provisions of AB361 (Rivas), that allows attendance by members of the Board of Directors and Committees to conduct and participate in meetings of the legislative bodies by teleconference or video conference.

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

[Join Zoom Meeting](#)

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

Meeting URL: <https://dudek.zoom.us/j/98505704185>

Join by Telephone

Dial:

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

Meeting ID:

985 0570 4185

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

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

Members of the public may comment on matters which are under the jurisdiction of the District that are not on the agenda. Individual comments are limited to 3 minutes.

SPECIAL MEETING AGENDA

- 1. Approve a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency Issued on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Granada Community Services District for a Period of 30 Days Pursuant to the Brown Act.**

Recommendation: To be made by the Board.

ADJOURN TO CLOSED SESSION

- 2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.**
District's Negotiator: Chuck Duffy
Negotiating parties: Laura Silvestri Trust and Granada Community Services District
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- 3. 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

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

REGULAR MEETING AGENDA

1. **Update on Architectural Design Proposals for the Proposed Community Center and District Office.**
Recommendation: For board information.
2. **Parks and Recreation Report.**
 - a. **Parks and Recreation Committee (PAC) Report.**
 - b. **Burnham Park.**
 - c. **Community Center.**
 - d. **General.**
3. **Consideration of Phase 2 of the District Sewer Main Replacement Capital Improvement Project.**
Recommendation: For board information.
4. **Report on Status of District Newsletter and Website Upgrade.**
Recommendation: For board information.
5. **Report on Sewer Authority Mid-Coastside Meetings.**
Recommendation: For board information.

CONSENT AGENDA

6. **February 17, 2022 Special and Regular Meeting Minutes.**
7. **March 2022 Warrants.**
8. **January 2022 Financial Statements.**
9. **Assessment District Distribution #8-21/22.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

At the conclusion of the February 17, 2022 Meeting:

Last Ordinance adopted: No. 175

Last Resolution adopted: No. 2022-001

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

RESOLUTION NO. 2022-03

RESOLUTION PROCLAIMING A LOCAL EMERGENCY PERSISTS, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ISSUED ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE GRANADA COMMUNITY SERVICES DISTRICT FOR THE PERIOD OF 30 DAYS PURSUANT TO THE BROWN ACT

WHEREAS, the Granada Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Granada Community Services District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, on March 4, 2020, the Governor of the State of California issued a Proclamation of a State of Emergency due to the outbreak of respiratory illness caused by the novel coronavirus (a disease known as COVID-19) and its variants which have caused the number of persons requiring medical care to exceed locally available resources for treatment; and

WHEREAS, the ongoing COVID-19 pandemic presents a continued risk to the health and safety posed by large indoor in-person public gatherings due to the COVID-19 virus' airborne transmittal; and

WHEREAS, the Board of Directors does hereby find that the continued illnesses, hospitalizations, and fatalities the COVID-19 and the COVID-19 delta variant have caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Granada Community Services District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Granada Community Service District Board of Directors will continue to provide access to both special and regular meetings through Zoom or by teleconference. The Zoom phone number and meeting URL, and the meeting teleconference number shall be published on the agenda for every remote meeting.

NOW, THEREFORE BE IT RESOLVED:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and the ongoing COVID-19 pandemic presents a continued risk to the health and safety posed by indoor in-person public gatherings due to the COVID-19 virus' airborne transmittal.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The President and legislative bodies of the Granada Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately

upon its adoption and shall be effective until the earlier of (i) April 16, 2022, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Granada Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Section 6. Authorization of Remote Meetings. With this general resolution, the Board of Directors of the Granada Community Services District hereby authorizes remote meetings held and accessible through Zoom and a meeting teleconference number in accordance with Government Code section 54953 and other applicable provisions of the Brown Act.

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the special meeting of the Board of Directors of the Granada Community Services District held on March 17, 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Approved:

Barbara Dye, President

Countersigned:

Delia Comito, District Secretary

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Nancy Marsh, Ad Hoc Community Center Committee
Subject: Update on Architectural Design Proposals for the Proposed Community Center and District Office
Date: March 17, 2022

On February 21, 2022, GCSD issued a “Request for Qualifications for Architectural Design Services for the Granada Community Services District Community Center and District Office” (attached) to four firms that had expressed interest in the project. Three firms provided responses by the March 4th deadline. The Ad Hoc Community Center Committee of Director Marsh and Director Dye met with General Manager Chuck Duffy to review the proposals, and agreed to pursue references and further information from two of the firms that have had extensive experience working with public agencies to design and renovate or build public facilities, including many community centers in the Bay Area.

The ad hoc committee anticipates making a final recommendation for an Architectural Design partner for this project at the April Board meeting.

Request for Qualifications

**Architectural Design Services for the
Granada Community Services District
Community Center and District Office**

Request for Qualifications

Granada Community Services District Community Center and District Office

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Exhibit A: Project Approach

Exhibit B: Community Outreach Data and Preliminary Building Programming Requirements

Exhibit C: Burnham Park Master Plan

**Granada Community Services District Community Center
Request for Qualifications
Architectural Design Services**

Introduction

The Granada Community Services District (GCSD) is soliciting Qualifications from architectural design firms to assist in the process of developing a Community Center from a building and parcel owned by the district at 480 Avenue Alhambra in El Granada, CA.

The Granada Sanitary District was formed in 1958 under the California Sanitary District Act of 1923. In October of 2014, the District was reorganized as the Granada Community Services District under California Government Code 61000 *et seq.* The District is responsible for parks, recreation, garbage and recycling services in the unincorporated areas of El Granada, Princeton, Princeton-by-the-Sea, Clipper Ridge and Miramar. The District is also responsible for the sewage collection system and disposal for approximately 2500 residences and businesses in these same unincorporated areas as well as the northern portion of Half Moon Bay.

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

The selected architectural design firm will work with the project team to develop plans, details, and specifications for the renovation and expansion of the existing building, to repurpose the building and parcel as a Community Center and District Office. These plans shall be sufficient to obtain required County approvals, a Coastal Development Permit, and any other related and discretionary permits.

All work proposed by the consultant shall consider previously developed community outreach data (2019 GCSD Community Survey) and preliminary building programming requirements (2021 ad hoc Board Committee), attached as Exhibit B, and functional and aesthetic integration with the adjacent park master plan, attached as Exhibit C. The Project team consists of:

- GCSD Board and Staff, which are responsible for project management and direction.
- The San Mateo Resource Conservation District (RCD) which serves as GCSD's natural resource management staff and will provide technical assistance with respect to environmental aspects of permitting review.
- Kikuchi + Kankel Design Group (KKDG), park project landscape architect with respect to aesthetic and functional integration with the park plan.

Location of Project

The proposed Community Center will be located on property GCSD recently purchased consisting of a 30,000 square foot lot and 2,800 square foot building at 480 Avenue Alhambra in El Granada. The property is bordered along the northern boundary by Avenue Alhambra, along the eastern boundary by the planned park, along the southern boundary by the CalTrans right of way for Highway 1, and along the western boundary by vacant property. The building is currently leased to a preschool; visits to the site are restricted to non-school hours, by prior arrangement with District staff and the preschool operator.

Project Schedule

The preschool lease runs through August 2023. In the interim, GCSD plans to contract with an architectural design partner to design, plan and permit the new building, with the intent to be ready to begin renovation at the end of the preschool lease. Proposed work schedule:

- February 2022: Issue Request for Qualifications.
- March 2022: Project Team recommendation to Board for selection of architectural design partner.
- April through July 2022: Develop initial design options and community feedback.
- August 2022: Board approves final design concept
- August 2022 through August 2023: Detailed design and permitting processes.

Contracting Entity

GCSD is the contracting entity, project manager and landowner.

Notice of Funding

Applicants are notified that this project is funded by GCSD. GCSD will pay the architectural design consultant directly within 30 days from approval of invoice. GCSD's parks and recreation funding is provided through its annual share of property tax revenues for the district.

Scope of Work

Qualifications shall include a description of the capabilities pertinent to designing, planning and permitting the new building, including consideration of up to three design options for the Community Center and District Office, and a coordinating design for the restroom to be located in the adjacent park. The project will include presentations at GCSD board meetings, participation in County review meetings, and support for limited community outreach.

Evaluation of Qualifications

GCSD will select the architectural design consultant based upon the qualifications of the consultant to satisfy the needs of the project and GCSD.

Contract and Payment

Once a consultant is selected, the project team will work with the consultant to develop a scope of services and budget to use in contracting between GCSD and the selected firm. Invoices shall be submitted to GCSD on a monthly basis.

Questions

Any questions related to this RFQ should be directed to Chuck Duffy, General Manager, by phone at 760-479-4125, or by email at cduffy@granada.ca.gov.

Qualification Submittal

Three copies of the qualifications shall be received no later than March 4, 2022. Qualifications should be sent to:

Delia Comito, Assistant General Manager
Granada Community Services District
504 Avenue Alhambra, PO Box 335
El Granada, CA 94018
Phone Number (650) 726-7093
dcomito@granada.ca.gov

Late qualifications will not be accepted. All qualifications, whether selected or rejected, will become the property of GCSD. Cost of preparation shall be borne by the presenter. Qualifications shall be signed by an authorized principal in order to receive consideration.

Exhibit A

Project Approach

Exhibit A provides the opportunity for the architectural design firm to describe their understanding of the project, demonstrate their qualifications and experience with similar types of work, and suggest what deliverables would be produced to achieve project goals and objectives. The following outline is intended to help ensure that the contractor covers the topics. Feel free to use is different format if desired.

1. **Project Summary and Approach**

Please describe your understanding of the project, approach, and qualifications.

2. **Qualifications**

Please describe your qualifications and make connections between reference projects provided.

3. **Deliverables**

Please describe what deliverables your team anticipates delivering to achieve project goals and objectives.

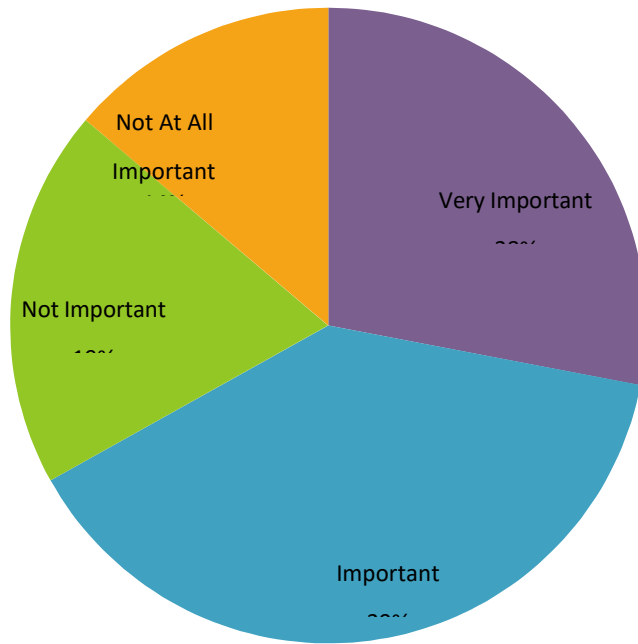
4. **References**

Please attach pertinent projects and contact information for use as references

Exhibit B

Community Outreach Data and Preliminary Building Programming Requirements

GCSD is interested in having a small local Community Recreation Center. How important to you and your family is a small Community Recreation Center near central El Granada?



Value	Percent	Count
Very Important	28.0%	132
Important	38.9%	183
Not Important	19.3%	91
Not At All Important	13.8%	65
	Totals	471

How important would each of the following elements / features be for a small Community Recreation Center in El Granada?

	Very Important		Important		Not Important		Not At All Important		Responses
	Count	Row %	Count	Row %	Count	Row %	Count	Row %	Count
Basketball court	67	15.4%	136	31.3%	91	20.9%	141	32.4%	435
Childcare room	54	12.4%	125	28.7%	106	24.3%	151	34.6%	436
Crafts room (such as pottery, painting)	99	22.1%	197	44.0%	63	14.1%	89	19.9%	448
Event space	106	23.8%	195	43.7%	59	13.2%	86	19.3%	446
Fitness room	113	25.3%	155	34.8%	92	20.6%	86	19.3%	446
Large multi-purpose room	90	20.1%	181	40.5%	84	18.8%	92	20.6%	447
Multi-sport court (basketball, volleyball, tennis, pickle ball)	100	22.6%	157	35.5%	75	17.0%	110	24.9%	442
Small meeting room	57	12.8%	195	43.8%	96	21.6%	97	21.8%	445
Small swimming pool	165	36.7%	101	22.4%	70	15.6%	114	25.3%	450

Percent respondents who are interested or very interested in the following community center features; by households with youth under 18 and households with seniors 56 and older*

Feature	Households		Seniors
	Total	Kids 18<	56+
Event space	67.5	67.3	65.8
Crafts room (such as pottery, painting)	66.1	70.5	60.8
Large multi-purpose room	60.6	62.6	57.4
Fitness room	60.1	59.1	58.2
Small swimming pool	59.1	73.5	53.4
Multi-sport court (basketball, pickleball, etc)	58.1	71.7	48.1
Small meeting room	56.6	50.7	60.3
Basketball court	46.7	59.7	40.4
Childcare room	41.1	46.2	36.3

* Yellow and blue indicates significant differences

GRANADA COMMUNITY SERVICES DISTRICT COMMUNITY CENTER/OFFICE PROGRAMMING

V. JANUARY 19,2022

Project Address: 480 Avenue Alhambra, El Granada, 94018

Lot Size: 30,000 SF

Existing Building: 2,800 SF

PROGRAM COMPONENTS	EST. S.F. REQUIRED	QUANTITY	MUST HAVE	PRIORITY (1=LOW, 5=HI)	IN/OUTDOOR	NOTES/QUESTIONS
Sewer Office						
SHARED OFFICE	150	2	X	5	INDOOR	Minimum 2 workstations
PRIVATE OFFICE	150	1	X	5	INDOOR	GM, Private or Small Meetings
STAFF BATHROOM	75-150	1	X	5	INDOOR	Gender Neutral; coordinate with occupancy requirements
OFFICE STORAGE	100-200	1	X	5	INDOOR	Files, Server, Copier, Supplies - adjacency w/ meeting room
STAFF KITCHEN	100-200	1	X	5	INDOOR	Partial - sink, dw, mw, fridge
MEETING/CONFERENCE ROOM	300	1		4	INDOOR	Could integrate with public meeting room
STAFF BREAK ROOM	200	1		2	INDOOR	Could integrate with staff kitchen
Community Center - Indoor						
RECEPTION DESK/LOBBY	100-150	1	X	5	INDOOR	Public - open or reception window, 1-2 workstations
LARGE COMMUNITY EVENTS ROOM	1200-2000	1	X	5	INDOOR	Flex space option - divide into 2-3 rooms
MED. COMMUNITY MEETING ROOM	400-600	1	X	5	INDOOR	Could serve as Board room, game room
CRAFT CLASSROOM	400-600	1	X	5	INDOOR	50 SF/STUDENT - sink, storage area for materials
PUBLIC BATHROOM	150-250	1 or 2	X	5	INDOOR	Coordinate with Occupancy requirements; gender neutral?
PARK/CLASS/EQUIP STOR. ROOM(S)	150-300	1	X	5	INDOOR	Can be distributed; rec equip, tables, chairs, craft supplies
CATERING KITCHEN	200	1		4	INDOOR	Preferably adjacent to large meeting room
FITNESS CLASSROOM	300-600	1		3	INDOOR	wood floor, mirror wall
FLEXIBLE CLASSROOM	400-600	1		2	INDOOR	variable config of chairs & tables
LOCKER ROOM	100-300	1		1	INDOOR	Support selected recreation activities
Community Center - Outdoor						
PARKING	TBD	TBD	X	5	OUTDOOR	Coordinate with occupancy reqs, ADA & Bldg/Pln
BIKE RACK(S)	15 to 20	1	X	5	OUTDOOR	Coordinate with Park
PING PONG	210	1 or 2		3	IN or OUTDOOR	Can be in large or medium event room
PICKLEBALL COURT	1,800	1		3	IN or OUTDOOR	Can be in large event room with portable net (32" x 56')
MOVIE SCREENING	20-30' w min.	1		2	IN or OUTDOOR	Possible use of wall with temporary seating
CLIMBING WALL	flexible	1		2	OUTDOOR	40" hi ideal. possible synergy with outdoor multi-court
MULTI-USE COURT	8,500	1		1	OUTDOOR	Consider if feasible; fence & imperm surface may be issues
COMMUNITY GARDEN	flexible	1		1	OUTDOOR	
OUTDOOR GATHERING SPACE (ROOF)	TBD	1		TBD	OUTDOOR	Possible Roof Deck?

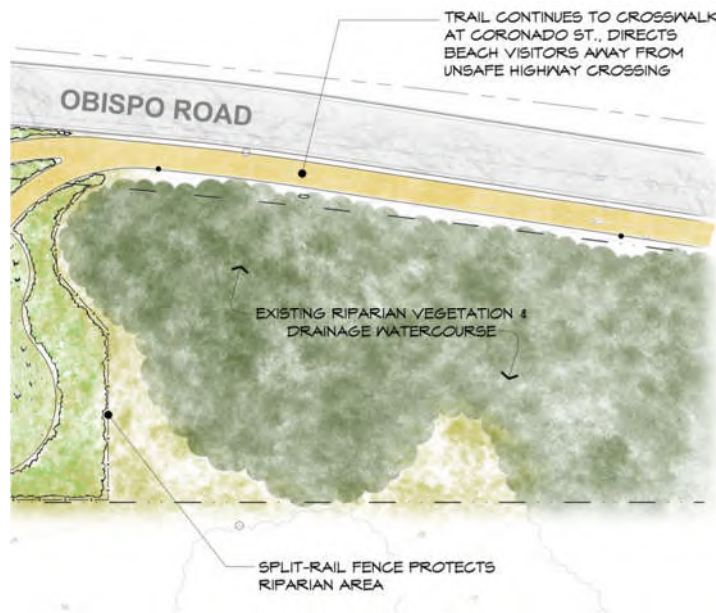
Exhibit C: Burnham Park Master Plan

The Master Plan divides the site into three distinct zones as shown below:



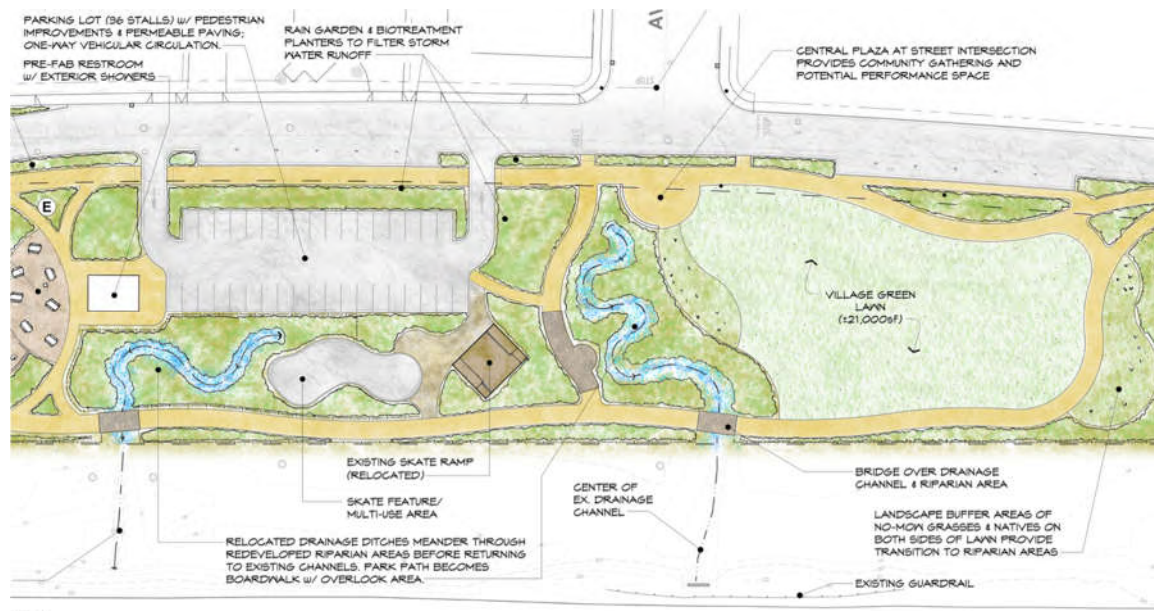
South: Burnham Creek Riparian Zone

The southern portion of the site, extending from Coronado Street to the existing gravel parking lot, is a densely vegetated area of native riparian and invasive species surrounding a perennial drainage (Burnham Creek). This area is largely untouched by the proposed site improvements, with the exception of a permeable trail extending from the Coronado Street crosswalk up to Obispo Road, and along the Obispo Road shoulder until it meets the central portion of the site. A well-delineated trail will encourage beachgoers and park users to cross Highway 1 at the existing stoplight, rather than making the unsafe, informal crossings common now. The entirety of this proposed trail is within San Mateo County's right-of-way, but the county has expressed support for its installation, as they share the goal of improving safe crossings to the beach.



Central: Active Recreation

The center of the site is the most active part of the park. Just north of the Burnham Creek riparian zone, a large “Village Green” lawn, surrounded by a walking path, covers the entirety of the existing gravel parking lot. This large lawn flows north to meet a central gathering plaza located at the end of Avenue Portola. The central plaza is a multi-purpose space providing opportunities for small groups to meet, community events to be focused, and small performances to occur. A combination of built-in and moveable seating provides options for differently sized groups to feel comfortable.



The existing, deeply incised central drainage channel that flows west from Avenue Portola is relocated from slightly to the north, its channel both widened and realigned to increase sinuosity, allowing for more water percolation and filtration. The area surrounding this meandering drainage will be a robust and dynamic riparian zone, with opportunities for educational signage. The adjacent pathway shall be a boardwalk to allow for comfortable passage during extreme wet weather, with observation and seating areas to allow park users to safely view the dynamic environment of a healthy riparian zone.

Further to the north, a thirty-six stall lot provides on-site parking, with another ±30 formal street parking stalls included along Obispo Road. All parking areas are designed to be permeable, a best practice encouraged by the San Mateo County Green Infrastructure Design Guide, though road surfaces and drive aisles will likely be a more durable surface. Surrounding this parking lot and the related improvements to Obispo Road are several curbside biotreatment planters. These planters are designed to be the first opportunity for native shrubs and grasses to filter and treat runoff before water enters the expanded on-site drainage channels.

To the southwest of the parking lot the existing skate ramp will be relocated adjacent to a new skate feature. While the specific characteristics are still to be determined, the intent is to develop a skate area attractive to users of all ages and abilities.

North of the new skate area a second existing drainage ditch is expanded into another new riparian zone. This second broad, meandering drainage will increase water filtration and groundwater recharge before entering the ocean. Like with the newly enhanced central drainage, the area surrounding this new channel will be a robust mix of native riparian vegetation.

At the end of the parking lot is a restroom facility, with potential exterior showers for beachgoers. Dense planting areas will occur on the east side of this building in order to reduce visibility of the building from off-site.

The most active portion of the park expands to the north beyond the parking lot, with a central family and large group picnic area anchoring age-specific playgrounds and a large active “play lawn”. The play structures shall be of an aesthetic that is suitable for the natural, coastal setting, potentially with wood timbers, boulders, and natural materials rather than brightly colored plastic and metal parts.

These active areas are buffered on all sides by new planting areas to screen and provide a sense of enclosure to the play spaces. A wide perimeter trail accommodates multiple forms of circulation and connects the park to the north and south, and leads to a basketball half-court at the far end of the play lawn.



North: Passive Recreation

The northern portion of the park is a serene, pastoral expanse of gently rolling, mounded landforms covered with a mix of native grasses and shrubs, with scattered pockets of more detailed plantings. Weaving through the mounds are a mix of wide “primary” mixed-use pathways 8-10’ wide and narrower, secondary pathways 4-5’ in width, in order to accommodate a broad mix of park users: walkers, joggers, and bikers; solo visitors and larger groups; families, friends, and strangers.



In various locations along the pathways, exercise stations are located to provide outdoor fitness opportunities. At least eight of these stations shall be placed in the northern part of the site, with opportunity for expansion around the Village Green or active play areas to the south. These fitness stations may reflect the same use of natural materials as the kids’ play structures.

Tucked into private nooks carved out of the mounds are picnic areas designed to accommodate small groups. These private picnic areas are relatively sheltered from wind due to low gabion walls that retain the adjacent landforms and have been sited to avoid direct lines of site from one another yet maintain views to the ocean. A public bocce court is also central in this area, with adjacent space available for horseshoes or croquet.

At the northeastern corner of the park, a small single-use restroom facility is bunkered into the adjacent mound to reduce visibility. A satellite restroom facility in this location is far more convenient for families with small children, or those in the midst of an exercise circuit, than the larger facility by the parking lot in the center of the park.

ITEM #2

Junior Land Stewards 2022

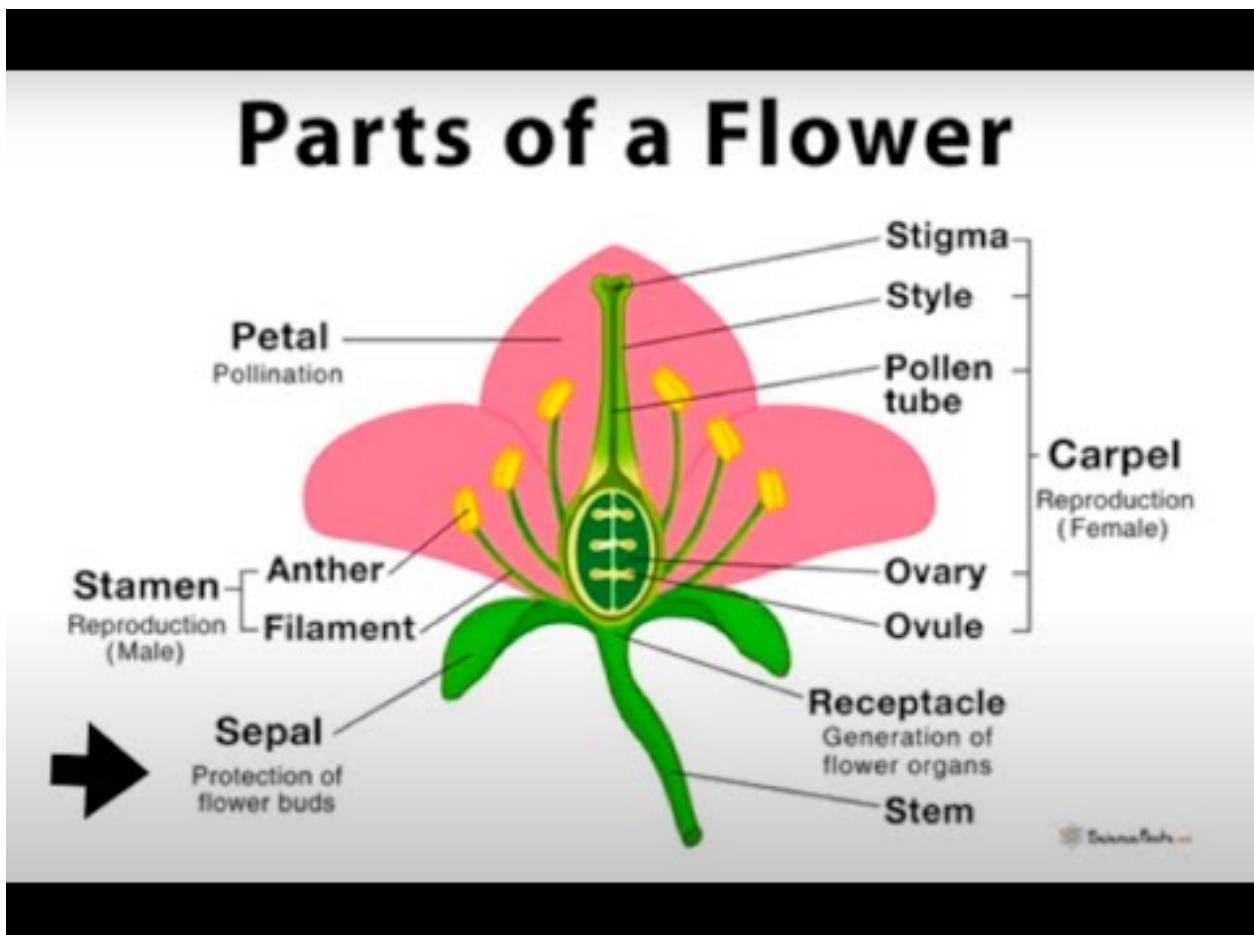
El Granada Elementary



Junior Land Stewards

El Granada Elementary

January and February were very busy for the Junior Land Stewards. They worked hard by successfully planting their California endemic plants in the prepared garden plots. Ethan Rayner from the CA State Parks joined us on our third field trip of the year to teach the students how to properly put their plants in the ground. Since then, JLS Manager has been watering the gardens weekly and hoping for rain. After Valentine's Day the 4th graders conducted their flower dissection by following along to a video which you can view on CLT's blog here:



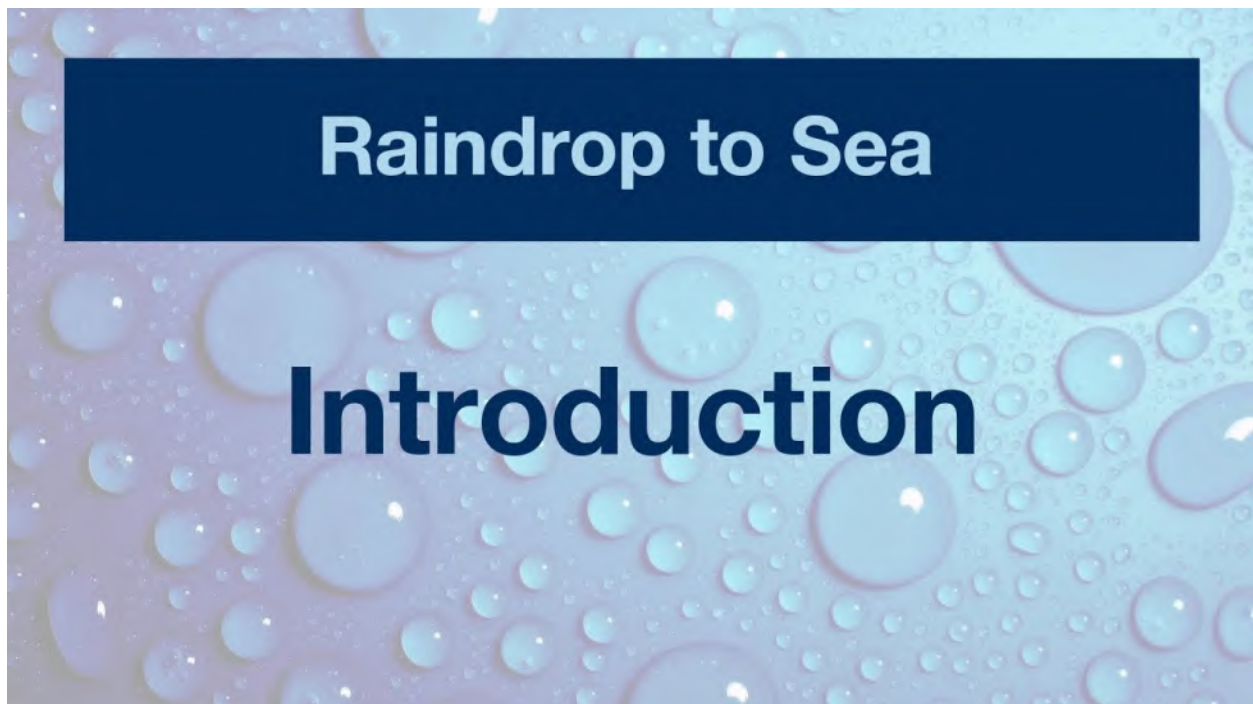
The flower dissections were a huge hit and it was a fun way to celebrate Valentine's week. The students learned about all the different parts of a flower. Dissecting tools were borrowed from the HMBHS science department and over 80 roses were donated by Half Moon Flowers.



February

Curriculum

1) Start "Raindrop to Sea" video series, build a terrarium (materials provided by CLT). In your nature journal, illustrate and explain the global water cycle.



2) Continue "Raindrop to Sea" video series, observe the water cycle within your terrarium, in your nature journal draw a tree from your local environment and explain how it contributes to the water cycle.

3) We Are Water Protectors, by Carole Lindstrom - read aloud.

Continue "Raindrop to Sea" video series, discuss how our waterways become polluted and how can we help. In your nature journals describe how you can be a steward of water.

March

Curriculum

- 1) Nature Journaling with John Muir Laws (cross-sections). Large and small scale cross sections, in nature journals draw a cross-section of your terrariums.
- 2) Nature Journaling with John Muir Laws (observing a special place). Discuss your accomplishments within the JLS program, how are you stewards of the land? In nature journals draw and describe how you can help your plants thrive in the open space, what challenges will they face?
- 3) Wild Space reflection - In nature journals explain why open spaces are important to you and to the world. Share with the class.

The Junior Land Stewards Program Wraps up in April. The high school students will award the 4th graders with a memorial keychains at the final field trip. At the end of the program the JLS Manager will administer a qualitative assessment and award the 4th graders with paper certificates of completion.

Hi Delia, Here are some numbers.

Please include your quote

Both Joe Guistino (who put the construction numbers together) and Delia spoke to Kikuchi. Here is a quote from Delia's call.

"I spoke with Tom Conroy to clarify if installing a temporary power pole now for a proposed music event could be utilized later for the park construction, and the answer is – not likely. Construction of the park will be done in phases, and temporary power will be moved around. The park design is currently under revision to include the Picasso property, so without a plan and without knowing where construction will start and the order of the phases, it's impossible for him to answer that question."

I'm available by phone if you have any questions.

ONE TIME CONSTRUCTION COSTS				
Power pole				
	Construction Electrical by Ingraham	\$3,000		
	Installation of pole by Andreini Bros	\$1,000		
	PG&E install (Alvaro Orozco)	\$1,200		
	SMCo CDX permit	\$310	\$5,510	Subtotal
Other Stuff	HMB Feed and Fuel Hay Grade 2 Large square \$180 each 5 to start	\$900		
	Minor Grading for 5 rows of bring-your-own seating. 5 rows of 10 people space 5' per person. So 50' by 25' = 1,250sqft. Add 50' by 15' for dancing = 750sqft. Cost for grading for seating chairs 2,000 sq ft?		estimate requested	
	Legion-like Dance Floor. 20 4x8 sheets 3/8 plywood for 16x40 dance floor @ \$40 each (20 x \$40 = \$800) + 1"x2" stringers 11 for center and 10 for perimeter Severe Weather 1-in x 2-in x 8-ft #1 Radius Edge	\$1,000		

	Wood Pressure Treated Lumber Lowes (21 x \$3 = \$63), plus screws.			
	TotalPackage™ 8'x12' Outdoor Portable Stage Kit, Weatherproof Aluminum https://www.stagedrop.com/portable-staging/all-terrain/TPOD812W-outdoor-stage-package-weatherproof-aluminum-8x12 https://www.stagedrop.com/portable-staging/all-terrain/ATSTAGE12848P-12x8-outdoor-stage-system-weatherproof-aluminum	\$12-6,000	\$13,400 to \$19,400	Total
ONGOING COSTS	Plugging in some generators for a band once a month will not coast much. Heat in my modular for a month is less than \$100/month @ commercial rate	\$100		
	Band fees	\$400		
	Project Management - \$25/hour for 7 hours per concert (2 hours prep, 5 hours onsite)	\$200		
	Insurance Already provided for skate ramp etc	0		
	Portapotty \$75-\$100 per month for a Standard Portable Toilet with once a week service https://www.aysrentals.com/articles/how-much-does-it-cost-to-rent-a-porta-potty	\$100		
	Advertise and Marketing GCSD email, QR code banner at park, music dedicated GCSD website webpage, CoastsideBuzz promo	staff time		
	One concert cost	\$800	Total	

Thanks!

Michelle Dragony,
Chief Buzz Officer

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Update on Phase 2 of the District's 6 Year Sewer Main Replacement Capital Improvement
Date: March 17, 2022

A few years back, District Engineer John Rayner from Kennedy Jenks Engineers prepared the attached 6 Year Sewer Main Replacement Capital Improvement Program to plan for the replacement of some of the District's older and impacted sewer mains. Your board approved the 6 Year CIP Plan at that time. As we have reported over the course of the past year, Phase 1 of that plan was designed, bid, and constructed last year. As such, staff and John Raynor have begun the preliminary planning and design process for Phase 2 of the sewer main replacement plan, which will be designed and constructed this year. The overall goal of the plan is to replace the majority of lines that were constructed in 1920, as well as those lines which CCTV has identified as needing replacement.

31 May 2019

DRAFT Memorandum

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

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

District Budget and Unit Costs

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

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

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

Memorandum

Granada Community Services District, 5 Year CIP Program

31 May 2019

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Using the markups above, the calculated sewer replacement unit costs were:

- 6 – 8-inch sewer replacement \$206 per foot, based on bid average and including 25% for associated project costs
- Manhole replacement \$7,700 per manhole, based on bid average and including 25% for associated project costs

For planning purpose, the \$400,000 budget would allow replacing approximately 2,000 to 2,700 feet of 6 and 8-inch sewers. The entire 6-year CIP program would allow replacing approximately 6,000 to 8,100 feet of 6 and 8-inch sewers. The lower amount was based on the average bid unit costs. The higher amount was based on the low bid unit cost.

CIP Projects Scoping

Based on the District experience, the following five categories of sewers should be considered for inclusion into the CIPs.

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

Since the number of sewers in the five categories far exceeds the District’s budget and the condition of many of those sewers was not known, it was decided to first assess the condition of the sewers by Closed Circuit Television (CCTV) inspection before prioritizing the sewers for inclusion into the current CIP.

In April 2019, the District contracted for the services of Presidio Systems, Inc. (PSI) to assess the condition of its sewers and manholes using CCTV inspection. The condition assessment was conducted using NASSCO PACP and MACP standard methods. After completing the inspection, the conditions of each sewer and manhole was documented using standard NASSCO PACP/MACP forms and was recorded in digital video files. Approximately 11,056 feet of sewers and laterals between 4 and 15 inches in diameter and 95 manholes were inspected, including District assets listed above in Categories 1, 2, 3 and 5. No Category 4 sewers (1920

Memorandum

Granada Community Services District, 5 Year CIP Program

31 May 2019

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sewers) were inspected as these sewers are approaching 100-year service life and the District has intended to replace all remaining 1920 sewers without needing to assess their condition.

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

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

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

PACP Rating Index (RI) is a weighted average of all the pipe defects along the pipe length.

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

Table 1 below summarizes the CCTV inspection results:

Table 1: Summary of CCTV inspection results

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

Memorandum

Granada Community Services District, 5 Year CIP Program

31 May 2019

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

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

Table 2 below summarizes the recommended projects. As Table 2 showed, the planned projects costs are slightly higher than the District budget to allow flexibility during bidding to adjust the project scope based on construction market fluctuations. If the District receives more favorable bids (lower) , the District can replace more sewers. Conversely, if the District receives less favorable (high) bids, the District can reduce the project scope to fit within the District's budget.

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

	Fiscal Year	Project Scope	Estimated Cost based on Low Bid	Estimated Cost based on Average Bid
Project 1	2019/20 – 2020/21	Replace or Repair 3,238 feet of 6 – 8-inch sewers 44 laterals 2 manholes	\$539,000	\$743,000
Project 2	2021/22 – 2022/23	Replace or Repair 2,610 feet of 6 – 10-inch sewers 29 laterals 3 manholes	\$387,000	\$534,000

Memorandum

Granada Community Services District, 5 Year CIP Program

31 May 2019

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	Fiscal Year	Project Scope	Estimated Cost based on Low Bid	Estimated Cost based on Average Bid
Project 3	2023/24 – 2024/25	Replace or Repair 2,907 feet of 6 – 15-inch sewers 68 laterals 1 manhole	\$564,000	\$778,000
Total	2019/20 – 2024/25 (6-year CIP)	Replace or Repair 8,755 feet of 6 – 15-inch sewers 141 laterals 6 manhole	\$1,490,000	\$2,055,000

Phase 2 - 2019 CIP Improvements - Project 2



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

Prepared by: Rebecca Xu
Checked by: Xiangquan Li
Date: 5/28/2019

Notes:		Unit Costs (based on 2015 bid average):		
1. Total length of sewers:	2,610 LF	\$ 165 per LF for 6"-8" pipe	\$ 6,150 per Manhole replacement	
2. Total number of laterals:	29 EA	\$ 180 per LF for 10" pipe	\$ 2,350 per Manhole raising/partial repair	
3. Total number of manholes:	3 EA	\$ 2,000 per lateral replacement	\$ 9,500 per Spot Repair	

Sewers:

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

Manholes:

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

Subtotal		\$ 427,000
Administration Markup (Planning, Design, Construction Administration, Project Administration)	25%	\$ 107,000
Total Based on Bid Average		\$ 534,000
Total Based on Low Bid		\$ 387,000

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #5



SEWER AUTHORITY MID-COASTSIDE
Finance Committee *Regular Meeting* Agenda
11 am to 12 pm on Thursday February 17, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/81233560741?pwd=NGdlaUpkTFhZSVFaMGp4VTY5QUNoZz09>

Meeting ID: 812 3356 0741

Passcode: 370173

One tap mobile

+16699006833,,81233560741#,,,,*370173# US (San Jose)

+13462487799,,81233560741#,,,,*370173# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

1. ROLL CALL

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of Minutes December 16, 2021

B. Discussions on Auditor for FY 21-22

C. Budget vs Actual -Q2, FY21-22

D. Any other issues

3. NEXT REGULAR MEETING

March 17, 2022



SEWER AUTHORITY MID-COASTSIDE
Board Operations Committee Meeting Agenda
Special Meeting
4 PM – 6 PM, Thursday, February 24, 2022

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86531776318?pwd=VHgweTV3Wlpuc3pWbnY5M2lVKzM1Zz09>

Meeting ID: 865 3177 6318

Passcode: 747859

One tap mobile

+16699006833,,86531776318#,,,,*747859# US (San Jose)

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

1. CALL TO ORDER

A. Roll Call

Deborah Penrose (HMB)

Matthew Clark (GCSD)

Kathryn Slater-Carter (MWSD)

2. APPROVAL OF MINUTES – February 1, 2022

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957- Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6

Unrepresented Employee – General Manager

C. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6

Unrepresented Employee – Finance Officer

D. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6

Agency Designated Representatives: Kishen Prathivadi, General Manager and Christopher Boucher, Labor Counsel

Employee Organization: IUOE Stationary Engineers, Local 39

4. NEXT MEETING

Next Board Operations Committee Meeting: March 1, 2022

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE
Finance Committee *Special Meeting* Agenda
3 pm to 4 pm on Friday February 25, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/83335320515?pwd=Q1VkbWtqK2ZkUk5CRkx3K3piTFZsdz09>

Meeting ID: 833 3532 0515

Passcode: 597787

One tap mobile

+16699006833,,83335320515#,,,,*597787# US (San Jose)

1. ROLL CALL

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of Minutes February 17, 2022

B. Discussions on Auditor for FY 21-22

C. Budget vs Actual -Q2, FY21-22

D. CIP Project Status – 2022

E. Any other issues

3. NEXT REGULAR MEETING

March 17, 2022

MINUTES
SAM BOARD OF DIRECTORS REGULAR MEETING
February 28, 2022

1. CALL TO ORDER

Chair Ruddock called the meeting to order at 7:01 p.m. from her residence in Half Moon Bay, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the February 28, 2022 regular meeting.

A. Roll Call

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

2. PUBLIC COMMENT/ORAL COMMUNICATION/ITEMS NOT ON THE AGENDA

Gregg Dieguez, resident of Montara, stated that he was pleased to see progress on his list of items he sent in for the March 14th Board meeting. Chair Ruddock suggested that Mr. Dieguez contact John Doughty, Public Works Director for the City of Half Moon Bay, if he has any questions regarding Half Moon Bay.

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

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

- A. Approve Minutes of February 14, 2022
- B. Approve Disbursements for February 28, 2022
- C. Monthly Revenue and Expense Report for Period Ending January 31, 2022

Following a brief discussion, Director Penrose stated that she would like to see the agenda earlier in the week so that questions from the Board can be answered quickly by staff with an email or a phone call before the meeting so meeting time is not taken up. Director Clark moved, and Director Penrose seconded the motion to approve all Consent Agenda items as presented.

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

4. REGULAR BUSINESS

A. Presentation on First Flush Report by San Mateo Resource Conservation District

General Manager Prathivadi gave some background information on the First Flush Program, and introduced Noah Katz, Water Quality Program Manager, and Nicole Schmidt, Water Quality Program Coordinator, from the San Mateo Resource Conservation District (SMRCD). Ms. Schmidt presented the results of First Flush 2021 Water Quality report. She discussed what was measured, the key findings, and solutions to some water quality issues. Following a question and answer period, the Board thanked them for their presentation.

B. Update on Fats, Oils and Grease (FOG) Inspection at GCSD and MWSD Establishments

General Manager Prathivadi reviewed the staff report and introduced Ben Porter of Mark Thomas and Associates who gave an update of the Fats, Oil, Grease (FOG) inspections at the Granada Community Services District, and the Montara Water and Sanitary District establishments. He discussed what FOG is, the problems it can cause, grease control devices, inspection procedures, examples of establishments that passed and did not pass inspection, and the inspection results. A discussion ensued. Following discussion, Director Clark requested a full copy of the report. The Board thanked Mr. Porter for his presentation.

Mr. Porter's presentation can be seen on the SAM website at www.samcleanswater.org

C. Approve Side Letter Agreement between the Sewer Authority Mid-Coastside and IUOE, Local 39 Regarding Vacation Accruals and Administrative Leaves

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors approve the side letter agreement with the International Union of Operating Engineers, Stationary Engineers, Local 39. Christopher Boucher, Labor Negotiator, addressed the Board, and discussed the situation due to the circumstances presented by Covid-19. Director Boyd thanked SAM staff for their commitment to SAM and doing their part to protect public health. Following discussion, Director Lohman moved, and Director Penrose seconded the motion to approve the side letter between SAM and IUOE, Local 39 regarding vacation accruals and administrative leave.

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

D. Approve a One-Time Cash Out for Certain Unrepresented Employees' Leave Balances for FY 21-22

Christopher Boucher, Labor Negotiator, recommended the Board approve a one-time cash out for the General Manager and Finance Officer due to the continuing circumstances presented by Covid-19. Director Penrose moved, and Director Dye seconded the motion to approve a one-time cash out for the General Manager, and Finance Officer leave balances for FY21-22.

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

5. GENERAL MANAGERS REPORT

A. Monthly Managers' Report – January 2022

Director Clark requested how much, in terms of gallons does the entire IPS outside the actual storage facilities hold. General Manager Prathivadi will get back to Director Clark with that information. Following discussion, the Board concurred to accept and file the Managers Report for January 2022.

6. ATTORNEY'S REPORT

A. Status of AB 361 in the Event State of Emergency is not Extended

General Counsel Jungreis reported it is unclear if the Governor, on March 31st, is going to let the State of Emergency lapse. He stated the Governor rescinded quite a few of the executive orders that suspended certain laws related to Corona, but he did not suspend the state of emergency. Chair Ruddock suggested adding a discussion to the Board Ops Committee agenda regarding the return to in person meetings.

B. Legislation Regarding PFAS Liability Protection for Wastewater Plants

General Counsel Jungreis informed the Board of the EPA working on drinking water regulations involving PFAS (Per-Polyfluoroalkyl Substances). He stated there is a movement thru congressional action to obtain an exemption for water and wastewater districts who are essentially complying with the law.

7. DIRECTOR'S REPORT - NONE

8. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE

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

The Board went in to Closed Session at 8:21 p.m.

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

The Board came out of Closed Session at 8:40 p.m. Chair Ruddock reported there was no reportable action.

11. ADJOURNMENT

Chair Ruddock adjourned the meeting at 8:40 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
THROUGH: Kishen Prathivadi, General Manager
FROM: Tim Costello, Supervisor of Technical / Field Services
SUBJECT: **Monthly Manager’s Report – January 2022**

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 *January 2022*.

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	1.176	57.7%
Granada CSD	0.442	21.7%
<u>Montara W&SD</u>	<u>0.420</u>	<u>20.6%</u>
Total	2.038	100%

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	J. Harvey	H. Rarback	

Administration

There were two Regular Board Meetings in the month of January, and one public records request. There were 3 articles in the Half Moon Bay Review mentioning SAM, “City Must Add Wet Weather Storage”, “City Mis-Manages and Loses in Costly SAM Lawsuit”, “HMB Loses Key Round in Sewer Pipeline Battle”, and one post on Next Door, “Court Ruling”. There has been no lost time work accidents since September 10, 2019. There were no new hires, and one anniversary in the month of January, Carlos Mendez, Maintenance Mechanic III, 9 years.

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 400,000 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). It is better suited as a wet weather flow storage as originally designed.

The plant is doing better, chemical addition for settling is less than it has been which is good. Addition of sodium hydroxide to the aeration basin has been on going in an effort to keep the pH up. Likely due to alkalinity reduction in the biological process.

We are adding poly and cl₂ for foam control on an as needed basis.

The crew performed three confined space entries this month. Two for primary clarifier repairs and one for Princeton pump station to clean it out prior to the Vapex unit installation.

We have been working with EOA to gather necessary materials for submission of our NPDES renewal application to the SWRCB. This work is proceeding as scheduled and the draft should be completed in the near future.

I have been openly communicating with Mr. Burrell at the state to be sure he is kept in the loop of what we have going on and our process.

In regards to exceedances this month I have none to report.

During the month of January 2022 rainfall was below normal for Half Moon Bay. The 10-year average for the area is 3.327 inches of rain in January, this web link has some very useful data for our area, <https://ggweather.com/hmb/> . Talk about one extreme to the

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other, last month was crazy wet and then January ends up being the 9th driest January on record since 1939. Rainfall totals were as follows: 0.66 inches, (from the NOAA gauge at the plant). Our roof top at the plant got 0.75, fairly close. 1.02 inches in the GCSD service are, and 1.13 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of January 2022.

- 1/1/2022 – Saturday – Routine daily tasks.
- 1/2/2022 – Sunday – Again, routine daily tasks.
- 1/3/2022 – SAM Holiday – Poly and Alum added to MLSS.
- 1/4/2022 – Remove primary tank #1 from service to pump it down to clean it out and do repairs on flight drive.
- 1/5/2022 – Peninsula pump in doing annual preventative maintenance at Princeton pump station.
- 1/6/2022 – Confined space in Primary tank, replaced broken cross collector flights chains.
- 1/7/2022 – Switched primary tanks, took # 2 off line and out # 1 online in order to facilitate repairs. Had to clean out press feed pump, pumped the level down too low in the holding tank and sucked up rags / debris. (Unfortunately this is a tank that had no form of mixing as part of its original design).
- 1/8/2022 – Saturday - Add caustic for pH adjustment. Pump #1 at Portola pump station failed seems to be in the motor portion of the pump. Pump # 2 at Portola has a leaking mechanical seal, this should be under warranty since it was recently installed by the factory reps.
- 1/9/2022 – Sunday - Alpha samples day 1, (NPDES samples).
- 1/10/2022 – Calcon onsite, pulling wire for electrical and checking on VFD at Portola. Alpha samples pick up. Met with Calcon to discuss electrical issues that need to be resolved. Staff meeting to review drug and alcohol policy.
- 1/11/2022 – Calcon working on process air blower flow meter and Portola electrical controls. They also adjusted the span in the influent flow meter from 0-15 to 0-17 MG. Added caustic for pH adjustment, finished washing out primary number 2 for confined space entry.
- 1/12/2022 – Add caustic for pH adjustment. Calcon in working on VFD install for B.S.T.P.'s. Washed down one side of chlorine contact basin. Flare not wanting to function, need to call RF McDonald to have a look at it.

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- 1/13/2022 – Confined space day, cleaning out of the Princeton wet well. RF McDonald at the plant working on boiler annuals. Calcon in to continue work on VFD's and electrical for B.S.T.P.'s. Grundfost in to look and seal issue on pump number 2 at the Portola station. Tried to get flare going again, still no luck.
- 1/14/2022 – RF McDonald here to continue with boiler annuals. Calcon in to check on pump # 1 VFD at Princeton pump station, power / voltage issue. Maintenance department replaced belts on grit pumps and tested. Reported power fluctuation to PG &E so that can check their end. Did a confined space in Primary clarifier # 2
- 1/15/2022 – Saturday – Routine day – All good.
- 1/16/2022 – Sunday – Started adding sodium hydroxide to get the pH up.
- 1/17/2022 – Sam Holiday (MLK) – Routine holiday operations, temporary Vapex unit for Princeton pump station. Gas blower shipped out for inspection.
- 1/18/2022 – Fume hood in the lab stopped working, it seems it might be the motor, called Johnson controls for further investigation. PG & E was out at Princeton, they say their voltage is fine that it's on our side. Calcon made some adjustment to the VFD so hopefully it will work without issue.
- 1/19/2022 – Cleaned contact basin #2, Calcon in working on BSTP project they also looked at Princeton VFD's again as it's still wonky. Peterson Caterpillar rolled in standby generator so that they can do annual maintenance on the plant genny starting tomorrow. Vapex unit at Princeton up and running.
- 1/20/2022 – Johnson controls here to work on fume hood in the lab, they will be back on Monday with replacement motor. Peterson here to start annual service on the plant generator, we are hooked to rental genny right now. Calcon doing testing on the VFD's for BSTP.
- 1/21/2022 – Peterson caterpillar onsite to do annual service work on plant genny. Test ran genny after all work was complete, all okay. Power outage at Princeton in the PM due to high winds.
- 1/22/2022 – Saturday – Alum and poly on to the MLSS basin. Hydroxide on to increase P.H.
- 1/23/2022 – Sunday – Fairly normal day, nothing out of the ordinary to report.
- 1/24/2022 – Johnson controls on site to finish up on fume hood in the laboratory. Contractors on site to start working on safety ladder for sludge holding tank. Calcon working in MB #1, (electrical).

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- 1/25/2022 – Contractors back to work on safety ladder. Calcon in working on Eff pump VFD's. Peninsula pump at Portola pump station. Biobot sample sent out today, (Covid tracing).
- 1/26/2022 – Samples out to alpha today, contractor back to work on safety ladder. CIP meeting and walk through with SRT, Smith and Loveless rep was on site to look at rebuilding bar screens.
- 1/27/2022 – Contractor finishing up safety ladder on the sludge storage tank. Biobot sample went out today, (Covid tracing).
- 1/28/2022 – Calcon in working on Princeton Pump Station Electrical issues.
- 1/29/2022 – Saturday, routine day nothing out of the ordinary.
- 1/30/2022 – Sunday, another routine day.
- 1/31/2022 – RF McDonald in working on waste gas flare, took a bit but they were able to get it functional by the end of the day.

Other activities are listed below;

There were 7 deliveries (approximately 4,200 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 420.00. There were no leachate deliveries to the SAM IPS line in the month of January 2022, for a total leachate volume of 0 gallons.

The NPDES data report for January 2022 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 25,765 feet of sewer line and responded to ten service calls in contract service areas. Six were sewer line related and four were maintenance service calls. Six of the callouts were during regular business hours or started during regular business hours. Four were after hour calls. Three calls were in HMB, one call was in the GCSD service area, and five calls were in the MWSD service area.

HMB – The service call in HMB was as follows; 1/21 - Smart cover trend looked odd, went to location and flushed main line. Crew pulled half a bucket of wipes and grease from the line to restore flow to a normal state.

The maintenance calls in HMB were as follows; 1/13 - Low flow alarm at Ocean Colony. No alarms present upon arrival. Checked alarm settings and ran pumps to check for proper operation. Observed no issues with station, operating normally upon completion of inspection. 1/26 - Bell Moon alarm. Found station in alarm but operating normal upon arrival. Possible power

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glitch. Reset alarms, observed station for normal operation. Station operating properly.

GCSD – The service calls in the GCSD area were as follows; 1/18 – Call for lateral backup downstairs toilet no flushing. Crew flushed main, no obstructions. Crew checked service line, no obstruction. Advised homeowner to contact a roter company to resolve. 1/26 - Call for broken manhole cover. Crew was able to find a replacement cover from local contractor. Contacted district, crew believes it was caused by county during recent Mirada bridge work.

There were no maintenance calls in the GCSD area during the month of January 2022

MWSD – The three service calls in the MWSD area were as follows; 1/4 - Received call for slow lateral drain, crew flushed both main lines in the area finding no blockages or roots. Flushing water ran clear, advised homeowner to contact a roter company to resolve slow drain. 1/5 - Received call for odors, upon arrival crew could not detect anything. Crew checked lateral line as well as surrounding lines and could not detect anything. Advised homeowner to make sure all sink traps had water, no further follow up necessary. 1/27 - Call for odor in house, crew could not detect odor upon arrival. Crew flushed main and it was clear. Homeowner has a pump and the house said they would contact a plumber to be sure the back flow valve was not stuck.

The two maintenance service calls in the MWSD area this month were as follows, 1/3 - Grinder pump issue in Seal Cove area. Found Pump well full and electrical box in disrepair. Crew pulled pump and replaced the pump control box, ran new wiring harness. Tested the pump, working properly now. 1/25 - Alarm at California LS. Found SCADA timed out on possibly due to dense fog. Reset radio modem at station. Checked station for normal operation.

The January 2022 collection system data report is provided for the Board’s information. There were no Category 1, no Category 2’s, and no Category 3 SSO’s during the month of January 2022.

Staff Recommendation

Staff recommends that the Board receive the Manager’s Report for January 2022.

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Supporting Documents

Attachment A: Monthly Flow Report January 2022

Attachment B: Monthly NPDES Report January 2022

Attachment C: Collection System Data January 2022

Attachment D: Contract Collection Service Report January 2022

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Attachment A

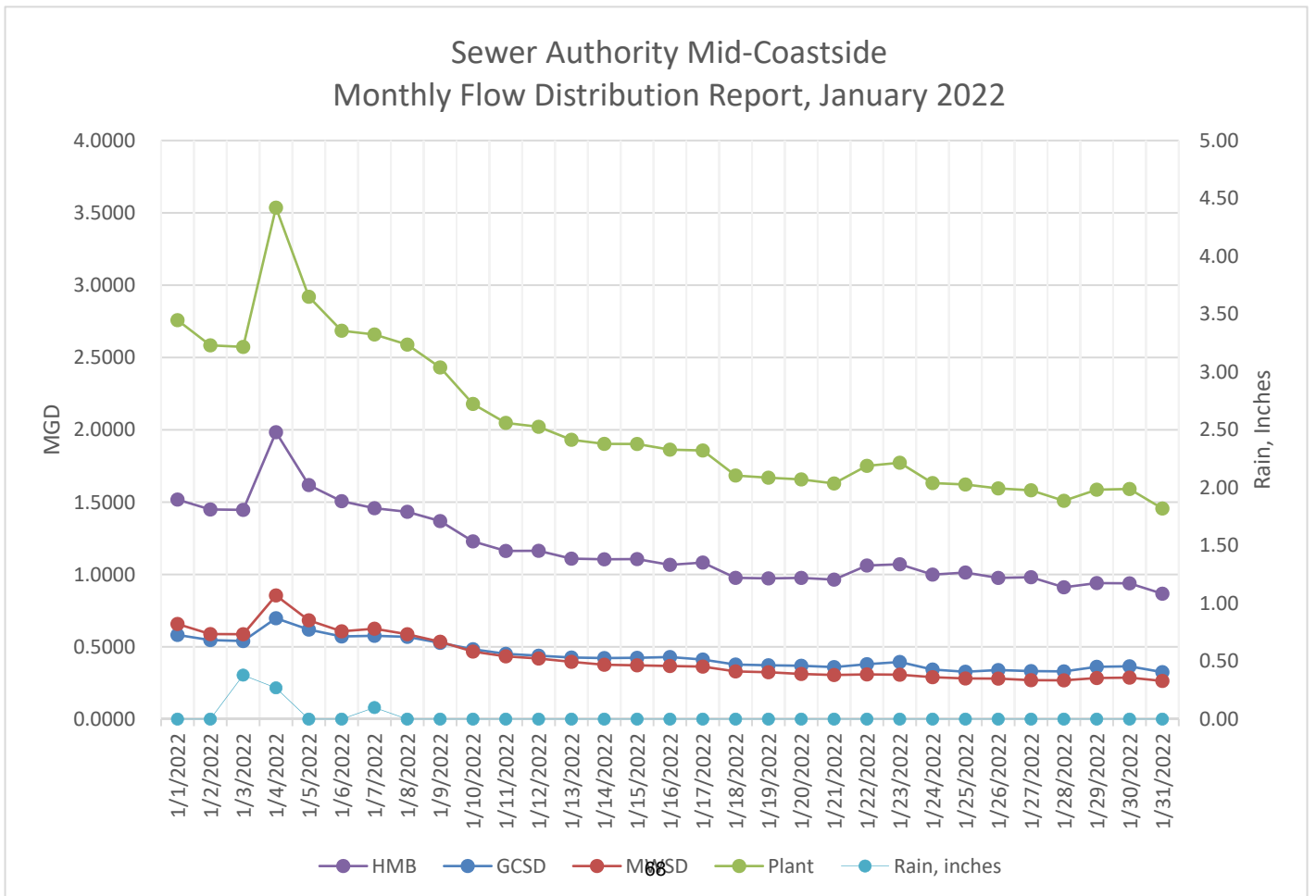
Flow Distribution Report Summary for January 2022

The daily flow report figures for the month of January 2022 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	1.176	57.7%
Granada Community Services District	0.442	21.7%
Montara Water and Sanitary District	<u>0.420</u>	<u>20.6%</u>
Total	2.038	100.0%



Sewer Authority Mid-Coastside

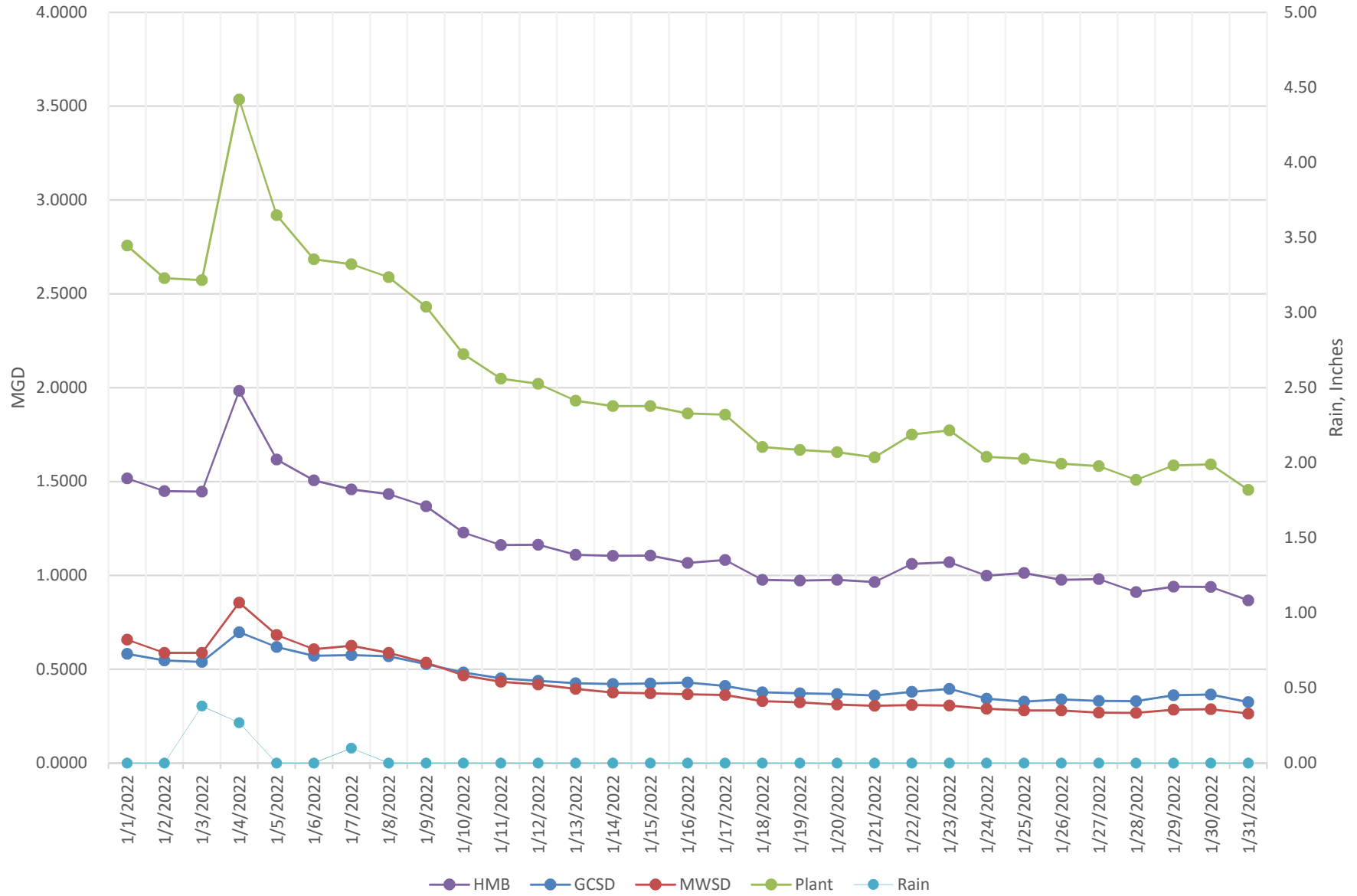
Monthly Flow Distribution Report for January 2022

<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>
1/1/2022	1.5178	0.582	0.658	2.758	0.00	0.00	0.00
1/2/2022	1.4494	0.547	0.588	2.584	0.00	0.00	0.00
1/3/2022	1.4464	0.540	0.587	2.573	0.38	0.61	0.74
1/4/2022	1.9835	0.697	0.855	3.536	0.27	0.15	0.21
1/5/2022	1.6181	0.619	0.683	2.920	0.00	0.00	0.00
1/6/2022	1.5066	0.571	0.607	2.685	0.00	0.01	0.00
1/7/2022	1.4582	0.576	0.625	2.659	0.10	0.25	0.18
1/8/2022	1.4331	0.569	0.587	2.589	0.00	0.00	0.00
1/9/2022	1.3689	0.527	0.535	2.431	0.00	0.00	0.00
1/10/2022	1.2289	0.483	0.467	2.179	0.00	0.00	0.00
1/11/2022	1.1626	0.451	0.434	2.048	0.00	0.00	0.00
1/12/2022	1.1637	0.438	0.419	2.021	0.00	0.00	0.00
1/13/2022	1.1092	0.426	0.396	1.931	0.00	0.00	0.00
1/14/2022	1.1049	0.422	0.376	1.903	0.00	0.00	0.00
1/15/2022	1.1062	0.424	0.372	1.902	0.00	0.00	0.00
1/16/2022	1.0668	0.429	0.367	1.863	0.00	0.00	0.00
1/17/2022	1.0823	0.412	0.363	1.857	0.00	0.00	0.00
1/18/2022	0.9768	0.377	0.330	1.684	0.00	0.00	0.00
1/19/2022	0.9728	0.372	0.324	1.669	0.00	0.00	0.00
1/20/2022	0.9762	0.369	0.312	1.657	0.00	0.00	0.00
1/21/2022	0.9644	0.360	0.305	1.629	0.00	0.00	0.00
1/22/2022	1.0621	0.380	0.309	1.751	0.00	0.00	0.00
1/23/2022	1.0704	0.395	0.307	1.772	0.00	0.00	0.00
1/24/2022	0.9992	0.343	0.290	1.632	0.00	0.00	0.00
1/25/2022	1.0134	0.327	0.281	1.622	0.00	0.00	0.00
1/26/2022	0.9761	0.339	0.280	1.595	0.00	0.00	0.00
1/27/2022	0.9812	0.332	0.269	1.582	0.00	0.00	0.00
1/28/2022	0.9114	0.330	0.268	1.509	0.00	0.00	0.00
1/29/2022	0.9403	0.362	0.284	1.586	0.00	0.00	0.00
1/30/2022	0.9388	0.365	0.287	1.591	0.00	0.00	0.00
1/31/2022	0.8671	0.325	0.264	1.456	0.00	0.00	0.00
Totals	36.457	13.689	13.029	63.175	0.75	1.02	1.13

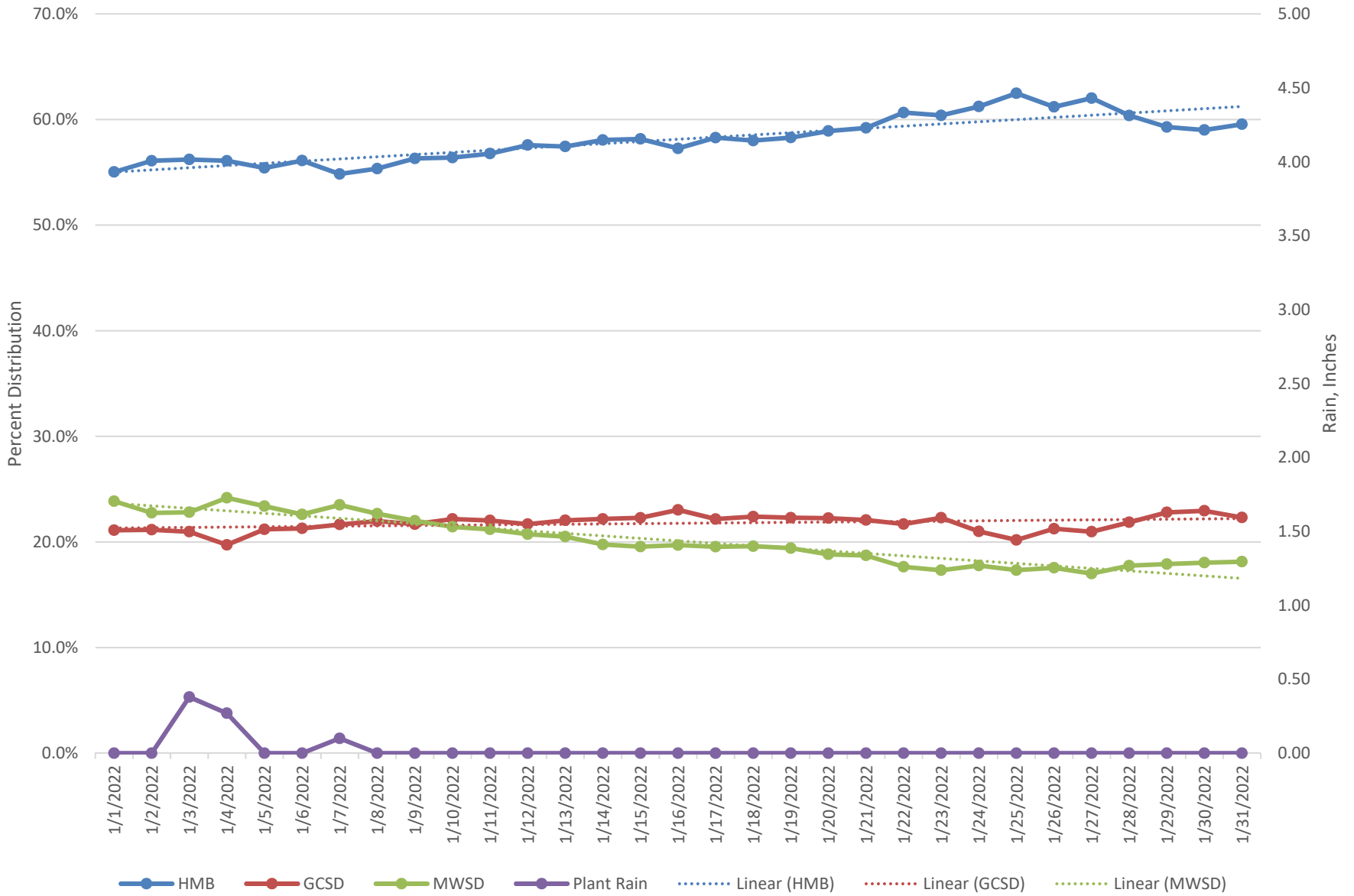
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.867	0.325	0.264	1.456
Average	1.176	0.442	0.420	2.038
Maximum	1.984	0.697	0.855	3.536
Distribution	57.7%	21.7%	20.6%	100.0%

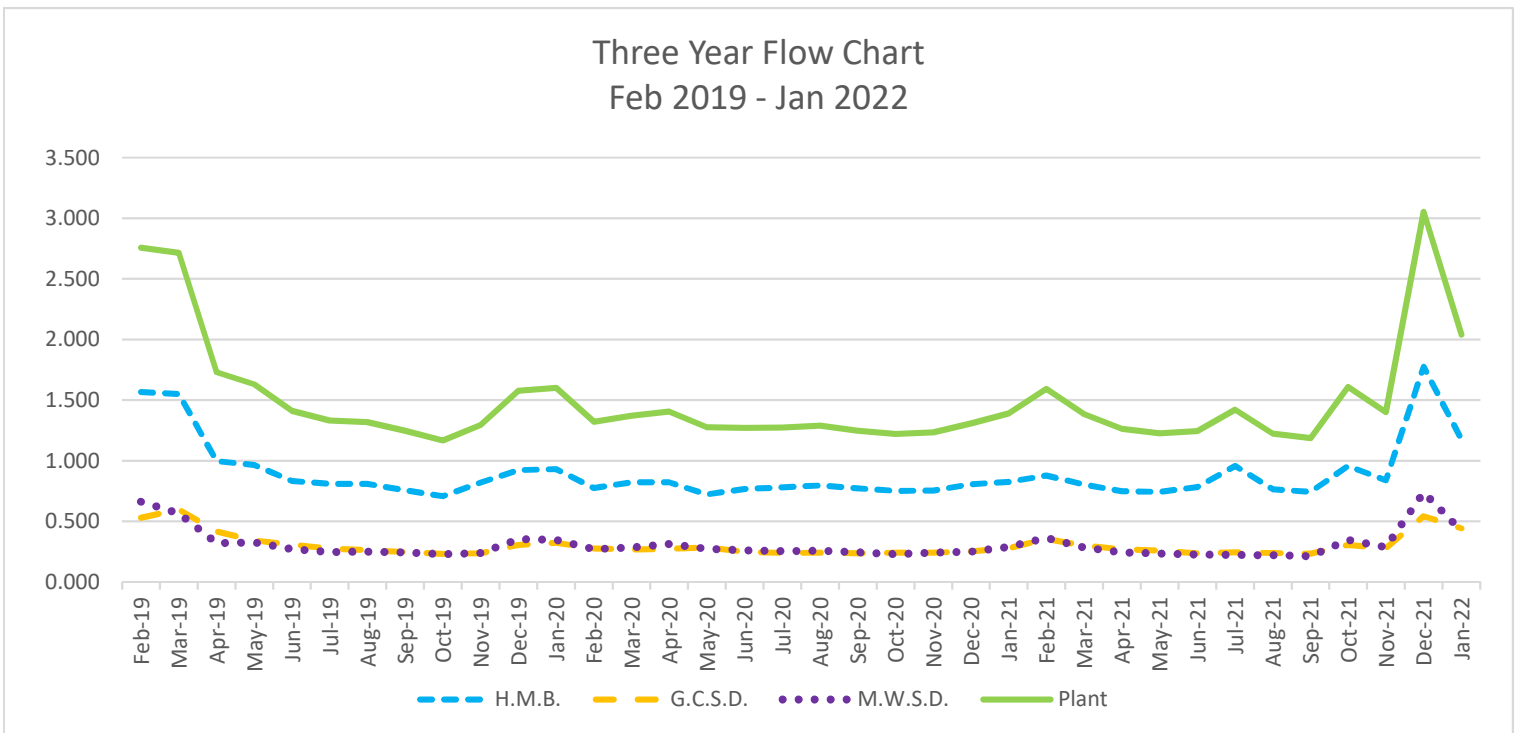
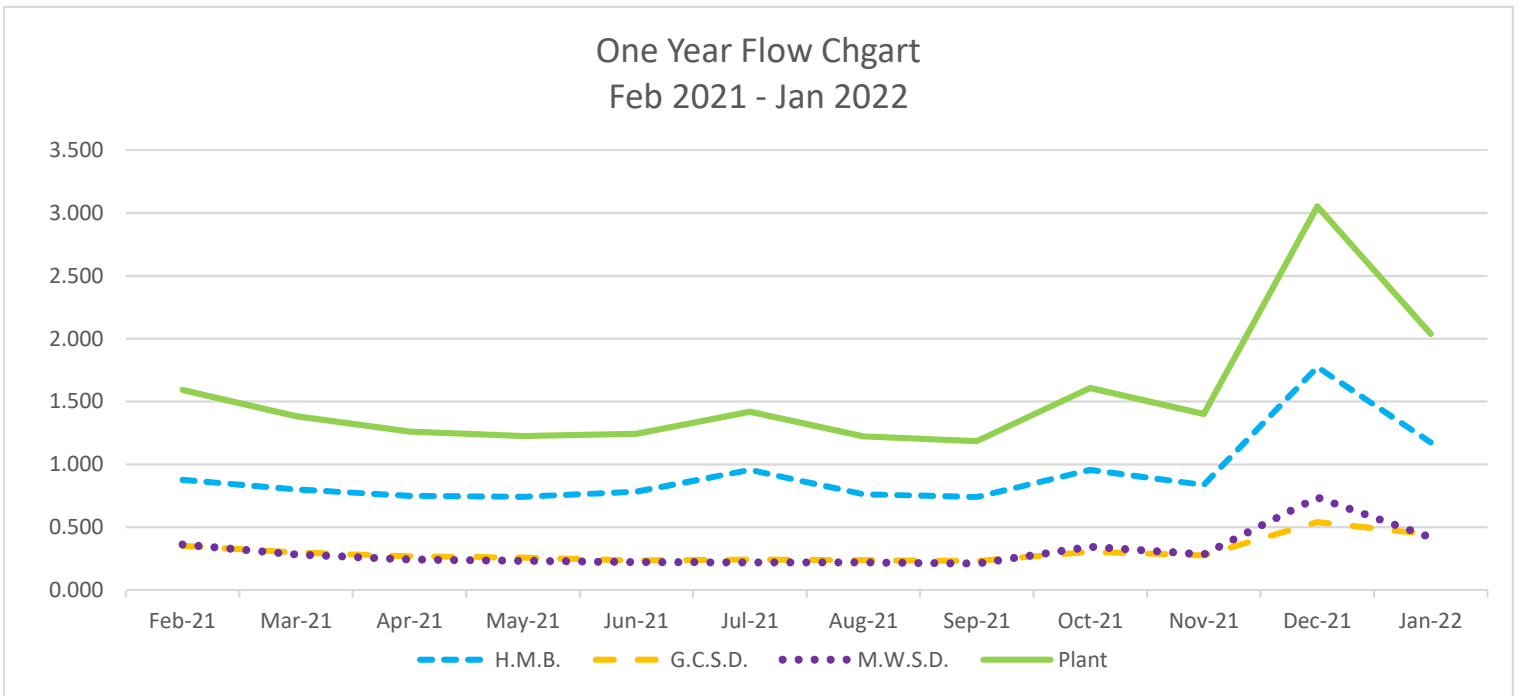
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, January 2022



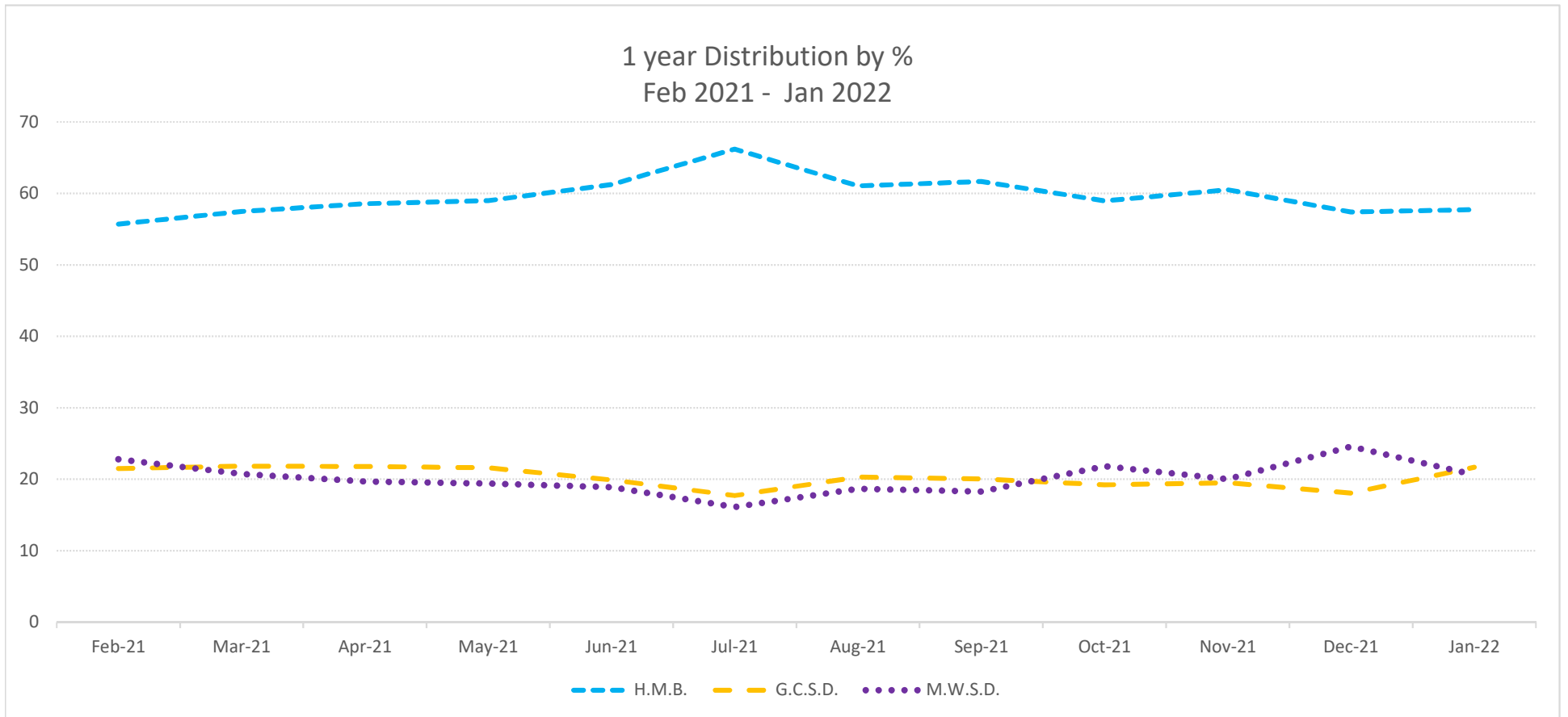
Percent Distribution January 2022



Most recent flow calibration March 2021 PS, March 2021 Plant



Flow based percent distribution based for past year



SAM E-001 January 2022

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
1/1/2022								
1/2/2022								
1/3/2022								
1/4/2022								
1/5/2022	170	4.10		97.6%	93	50	6.5	
1/6/2022	170	3.20		98.1%	68	50	6.0	
1/7/2022								
1/8/2022			3.65					6.25
1/9/2022	220	3.60		98.4%	120	61	7.7	
1/10/2022	200	5.20		97.4%	130	81	6.1	
1/11/2022								
1/12/2022								
1/13/2022								
1/14/2022								
1/15/2022			4.40					6.90
1/16/2022								
1/17/2022	250	8.00		96.8%	180	130	10.0	
1/18/2022	250	6.40		97.4%	180	160	7.7	
1/19/2022								
1/20/2022								
1/21/2022								
1/22/2022			7.20					8.85
1/23/2022								
1/24/2022								
1/25/2022	210	3.60		98.3%	130	120	8.8	
1/26/2022	230	4.00		98.3%	110	110	6.0	
1/27/2022								
1/28/2022								
1/29/2022			3.80					7.40
1/30/2022								
1/31/2022								
Count	8	8	4	8	8	8	8	4
Minimum	170	3.20	3.65	96.8%	68	50	6.0	6.3
Average	213	4.76	4.76	97.8%	126	95	7.4	7.4
Maximum	250	8.00	7.20	98.4%	180	160	10.0	8.9
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 January 2022

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
1/1/2022						0.00
1/2/2022						0.00
1/3/2022						0.00
1/4/2022						0.00
1/5/2022	93.0%	ND		0.60		0.00
1/6/2022	91.2%	ND		1.30		0.00
1/7/2022						0.00
1/8/2022			ND		0.95	0.00
1/9/2022	93.6%	ND		1.1		0.00
1/10/2022	95.3%	ND		1.6		0.00
1/11/2022						0.00
1/12/2022						0.00
1/13/2022						0.00
1/14/2022						0.00
1/15/2022			ND		1.35	0.00
1/16/2022						0.00
1/17/2022	94.4%	ND		1.50		0.00
1/18/2022	95.7%	ND		2.10		0.00
1/19/2022						0.00
1/20/2022						0.00
1/21/2022						0.00
1/22/2022			ND		1.80	0.00
1/23/2022						0.00
1/24/2022						0.00
1/25/2022	93.2%	ND		0.70		0.00
1/26/2022	94.5%	ND		0.80		0.00
1/27/2022						0.00
1/28/2022						0.00
1/29/2022			ND		0.75	0.00
1/30/2022						0.00
1/31/2022						0.00
Count	8	0	0	8	4	31
Minimum	91.2%	0.0	< 0.00	0.60	0.75	0.0
Average	93.9%	ND	ND	1.21	1.21	0.0
Maximum	95.7%	0.0	0.0	2.10	1.80	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 January 2022

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
1/1/2022	0.00		6.76	15.5		ND	7.26	72.6
1/2/2022	0.00		6.84	15.6			7.72	77.4
1/3/2022	0.00		6.84	16.3			7.92	80.7
1/4/2022	0.00		6.67	16.6			6.51	67.1
1/5/2022	0.00		6.65	17.2			5.96	61.9
1/6/2022	0.00	8.2	6.75	17.3	ND		7.22	75.1
1/7/2022	0.00		6.75	16.8			7.21	74.3
1/8/2022	0.00		6.60	16.5		ND	6.08	62.0
1/9/2022	0.00		6.67	16.5			6.95	70.9
1/10/2022	0.00	1.1	6.58	16.9	ND		7.41	76.4
1/11/2022	0.00		6.65	17.1			6.24	64.7
1/12/2022	0.00		6.66	17.3			7.16	74.5
1/13/2022	0.00		6.66	17.0			6.84	70.7
1/14/2022	0.00		6.60	17.1			7.42	76.7
1/15/2022	0.00		6.55	17.0		ND	6.94	71.9
1/16/2022	0.00		6.57	17.6			6.11	63.7
1/17/2022	0.00		6.64	17.4			6.69	69.6
1/18/2022	0.00	2.5	6.67	17.2	ND		6.92	71.9
1/19/2022	0.00		6.70	17.1			7.31	75.6
1/20/2022	0.00		6.68	16.8			6.85	70.4
1/21/2022	0.00		6.71	17.1			6.24	64.4
1/22/2022	0.00		6.68	17.3		ND	6.34	66.0
1/23/2022	0.00		6.73	16.8			7.05	72.6
1/24/2022	0.00		6.47	16.0			7.38	74.4
1/25/2022	0.00		6.79	16.4			7.02	71.7
1/26/2022	0.00	14.0	6.80	16.2	ND		6.60	67.2
1/27/2022	0.00		6.86	16.3			6.87	69.8
1/28/2022	0.00		6.75	17.1			6.88	71.5
1/29/2022	0.00		6.78	16.5		ND	6.88	70.4
1/30/2022	0.00		6.82	16.6			7.03	71.9
1/31/2022	0.00		6.86	17.1			6.61	68.7
Count	31	4	31	31	0	0	31	31
Minimum	0.00	1.1	6.47	15.5	< 0	< ND	5.96	61.9
Average	0.0	6.5	6.70	16.8	< ND	< ND	6.89	70.9
Maximum	0.00	14.0	6.86	17.6	0	< 0.0	7.92	80.7
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, January 2022

January 2022

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

12 Month Moving Total

	Total	<i>12 month rolling Number</i>			
		HMB	GCS D	MWSD	SAM
Roots	1	1	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	2	1	0	1	0
Total	5	3	0	2	0
		60%	0%	40%	0%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
January 2022	0	0	0	0	0
12 Month Moving Total	5	3	0	2	0

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
January 2022	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	8.1	0.0	7.4	0.0
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	5.4	0.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

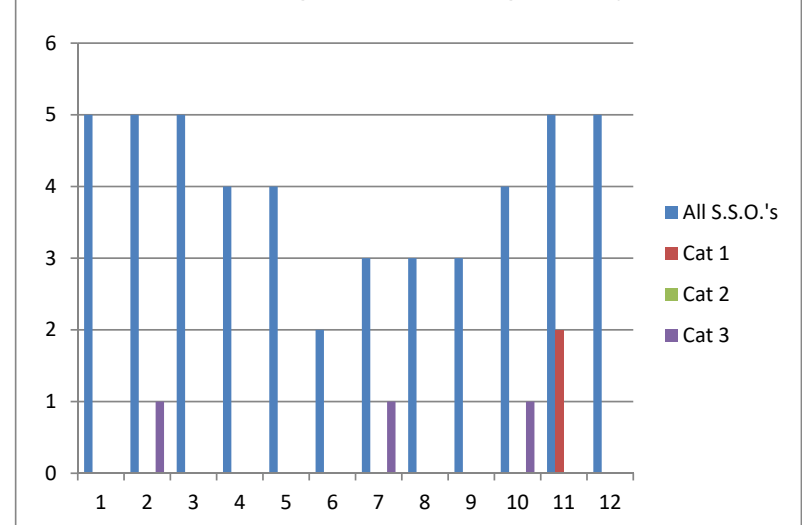
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Feb - 21	8,887	7,652	5,483	22,022	4.2
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9

Annual ft	110,101	96,209	89,201	295,511	
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Annual Mi.	20.9	18.2	16.9		56.0
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Attachment C

12 Month Moving SSO Totals Through January 2022



TASK SUMMARY- GCSD 2021-2022

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	7,608	5,724	4,139	11,880	10,050	6,845	9,473						55,719	64%
Hot Spot Cleaning	5,400	1,587	1,762	3,052	3,019	1,906	3,209	275						14,810	274%
Lift Station Inspection - Daily	52	4	4	5	4	4	5	4						30	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-						-	0%
Maint. Work Orders - Completed	-	4	4	5	4	4	5	4						30	-
Maint. Work Orders - Incomplete	-		-	-	-	-	-	-						-	-
Manhole Inspection	879	44	41	37	69	54	64	59						368	42%
USA Markings	372	74	74	46	44	43	29	45						355	95%
F.O.G. Inspections Completed	10	-	-	-	19	-	4	4						27	270%
F.O.G. Inspections Passed	10	-	-	-	8	-	4	3						15	150%
F.O.G. Inspection Failed	-	-	-	-	11	-	-	1						12	-
Lateral Inspections	-	-	-	2	1	-	-	-						3	-
Customer Service Call - Reg	-	2	-	2	4	2	3	2						15	-
Customer Service Call - OT	-	-	1	1	1	1	2	-						6	-
SSO Response - Category 1	-	-	-	-	-	-	-							-	-
SSO Response - Category 2	-	-	-	-	-	-	-							-	-
SSO Response - Category 3	-	-	-	-	-	-	-							-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0						-	-



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, March 14, 2022

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

Due to the continuing state of emergency declared by the Governor related to preventing the spread of COVID-19, and pursuant to Government Code Section 54953(e), Sewer Authority Mid-Coastside (SAM) will be holding this Board meeting by Zoom Webinar; access to this meeting will be available to the Board and the public by either computer web-link or telephone audio as noted below.

Computer Audio: Please click the link below to join the Zoom webinar:

Join Zoom Meeting

<https://us02web.zoom.us/j/89084954523?pwd=aVlwRyt3NUlvRmEvN3JRZktoWVppQT09>

Meeting ID: 890 8495 4523

Passcode: 827751

One tap mobile

+16699006833,,89084954523#,,,,*827751# US (San Jose)

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

B. March Employee Anniversaries

1. Tim Costello, Supervisor Treatment and Field Operations- 34 years
2. Angelo Rovai, Collections Mechanic- 2 years

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on March 14, 2022 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 January 24, 2022, and February 28, 2022 Regular Board Meetings **(Attachment)**
- B. Approve Disbursements for March 14, 2022 **(Attachment)**
- C. Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the period March 14, 2022 through April 13, 2022 due to the continuing state of emergency declared by the Governor related to preventing the spread of COVID-19, and pursuant to Government Code Section 54953(e)

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

- A. Review and Receive the Financial Report for Q2 Fiscal Year 21-22 (Budget vs Actual) **(Attachment)**
- B. Discuss and Approve Infrastructure Plan for Fiscal Year 2022-2023. **(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 (1) of Subdivision (d) of Section 54956.9:
(Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

B. CONFERENCE WITH LEGAL COUNSEL –SIGNIFICANT RISK OF LITIGATION (1
CASE) Pursuant to Government Code Section 54956.9 (d) (2)

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957- Title: General Manager

D. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6

Unrepresented Employee – General Manager

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

11. **ADJOURNMENT**

- Upcoming Regular Board Meetings: March 28, 2022 and April 11, 2022

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 #6



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, February 17, 2022

THIS MEETING WAS HELD VIA TELE-CONFERENCE AS
PERMITTED BY STATE EXECUTIVE ORDER N-08-21.

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 7:01 pm.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

None.

SPECIAL MEETING AGENDA

- 1. Approve a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency Issued on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Granada Community Services District for a Period of 30 Days Pursuant to the Brown Act.**

ACTION: Director Clark moved to approve the Resolution. (Clark/Marsh).
Approved 5-0.

ADJOURN TO CLOSED SESSION

- 2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.**
District's Negotiator: Chuck Duffy
Negotiating parties: Laura Silvestri Trust and Granada Community Services District
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- 3. 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 taken in Closed Session.

ADJOURN SPECIAL MEETING

There was no reportable action taken in Closed Session.

CALL REGULAR MEETING TO ORDER

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

REGULAR MEETING AGENDA

1. Report on Parks and Recreation Activities.

a. Update on Quarry Park Bike Pump Track by Nicholas Calderon, San Mateo County Parks Director.

Mr. Calderon reported that the project was sent out for bids, and will soon be approved by the Board of Supervisors. The construction is expected to take two months, with opening expected in July. He thanked the GCSO for committing to the project.

b. Approve Parks Advisory Committee (PAC) 2022 Work Plan.

ACTION: Director Clark moved to approved the 2022 PAC Work Plan. (Clark/Marsh). Approved 5-0.

c. Report on 01/31/22 PAC meeting.

Director Dye congratulated Ric Barker for taking the PAC Chair for 2022 and thanked Pat Tierney for his service the past year. Committee Member Tierney reported on pursuing the CUSD property to use as a disc golf course and introduced course designer Leonard Muise in the meeting.

2. Preliminary Draft Parks and Recreation Financial Plan.

General Manager Chuck Duffy provided a review of the draft financial plan included in the agenda. He stated that the numbers shown in the plan are generally very preliminary in nature but that the plan showed that the district should have adequate funding for its parks and recreation program into the future.

3. Discussion of District Newsletter, and Update on District Website.

The Board held a discussion, and Directors Dye and Marsh agreed to work on a draft District newsletter.

4. Report on Sewer Authority Mid-Coastside Meetings.

Director Clark reported that the complicated non-domestic waste source control program ordinance drafted by SAM counsel to allow the Member Agencies to have greater involvement in the NDWSCP did not pass at the SAM board meeting. Both SAM representatives indicated that the situation wasn't good and that SAM is still targeting the breweries in the GCSO as the source of SAM plant issues.

CONSENT AGENDA

5. January 20, 2022 Special and Regular Meeting Minutes.

6. February 2022 Warrants.

7. December 2021 Financial Statements.

8. Assessment District Distribution #7-21/22.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

10. Attorney's Report.

11. General Manager's Report.

12. Administrative Staff Report.

13. Engineer's Report.

14. Future Agenda Items.

The Regular Meeting was adjourned at 9:13 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: March 17, 2022

ITEM #7

Granada Community Services District
March 2022 Warrants
For the March 17, 2022 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
02/17/22	9141	AT&T	Inv dtd 02/05/22	6170 · Utilities	98.89
02/17/22	9142	Comcast	Inv dtd 02/03/22	6170 · Utilities	202.56
02/17/22	9143	County of San Mateo	For Picasso Plans	6220 · Miscellaneous	55.00
03/08/22	9144	Devaney Engineering, Inc.	CIP-Sewer Replacement Proj Progress Pmt	7010 · Sewer Main Replacement (CIP)	61,882.05
03/17/22	9145	Alhambra & Sierra Springs	Inv dtd 02/17/22	6140 · Office Supplies	40.42
03/17/22	9146	Barbara Dye	02/17/22 GCSD, 02/14/22 & 02/28/22 SAM	6040 · Directors' Compensation	235.00
03/17/22	9147	CliftonLarsonAllen LLP	Jan & Feb 2022	6152 · Accounting	5,000.00
03/17/22	9148	Comcast	Inv dtd 03/03/22	6170 · Utilities	202.56
03/17/22	9149	David Seaton	02/17/22 GCSD, 02/14/22 & 02/28/22 SAM	6040 · Directors' Compensation	145.00
03/17/22	9150	Delia Olivas-Comito	Mileage Reim Jul 2021 - Dec 2021	6050 · Education & Travel Reimb	168.00
03/17/22	9151	Dudek	01/29/22-02/25/22 Prof. Svcs	6151 · General Manager	9,456.25
03/17/22	9152	Employment Development Dept	Claim Liab Ltr dtd 03/08/22	6063 · Employer Payroll Taxes	765.56
03/17/22	9153	Eric Suchomel	02/17/22 GCSD	6040 · Directors' Compensation	145.00
03/17/22	9154	Gaetani Real Estate	Office Lease-Apr 2022	6120 · Office Lease	4,550.00
03/17/22	9155	Hue & Cry, Inc.	Mar 2022 Pump Stn Alarm	6170 · Utilities	32.65
03/17/22	9156	KBA Document Solutions, Inc.	11/28/21-02/27/22	6020 · Copier lease	179.56
03/17/22	9157	Kennedy Jenks	Feb 2022 Svcs, Sum 177	6070 · Engineering Services	8,903.70
03/17/22	9158	Kikuchi & Kankel Design Group	Prof Svcs thru 02/28/22	5130 · Parks & Rec Professional Svcs	1,863.75
03/17/22	9159	Matthew Clark	02/17/22 GCSD, 02/14/22 & 02/28/22 SAM	6040 · Directors' Compensation	235.00
03/17/22	9160	Nancy Marsh	02/17/22 GCSD	6040 · Directors' Compensation	145.00
03/17/22	9161	Pacifica Community TV	02/17/22 GCSD	6180 · Video Taping	300.00
03/17/22	9162	PG&E	Office Inv dtd 02/23/22	6170-2 · Office	60.22
03/17/22	9163	PG&E	Pump Stn Inv dtd 02/16/22	6170-1 · Pump Station	569.74
03/17/22	9164	Quiet River Land Services, Inc.	Burnham Strip Survey Svcs	6310 · Park Related Misc Expenses	12,880.00
03/17/22	9165	Rodolfo Romero	03/03/22 & 03/17/22 Ofc Cleaning	6130 · Office Maintenance & Repairs	140.00
03/17/22	9166	Sewer Authority Mid-Coastside	Mar 2022 Asmts, Inv dtd 02/28/22	5010 · SAM General	160,272.92
03/17/22	9167	Tri Counties Bank	Feb 2022 Card Charges	6140 · Office Supplies	14.99
03/17/22	9168	US Bank Equipment Finance	Mar 2022 Svcs	6020 · Copier lease	357.78
03/17/22	9169	Verizon Wireless	Feb 2022 Svcs	6170 · Utilities	134.24
03/17/22	9170	Wittwer & Parkin	Feb 2022 Svcs	6090 · Legal Services	2,981.55
TOTAL					272,017.39

ITEM #8

Granada Community Services District
Statement of Net Position (Unaudited)
As of January 31, 2022

ASSETS

Current Assets	
1020 · Petty Cash	\$ 420
1030 · Cash - LAIF	2,484,325
1040 · Tri Counties Bank - Gen Op	56,329
1050 · Tri Counties Bank - Deposit	17,345
1100 · Accounts Receivable	893,908
1500 · Due from AD	19,317
Total Current Assets	<u>3,471,644</u>
Fixed Assets	
1600 · Land	2,862,979
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	<u>(7,008,196)</u>
Total Fixed Assets	<u>7,104,892</u>
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	<u>(1,085,094)</u>
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	166,477
1735 · Advance to AD- Assesmnt Revenue	84,834
1750 · Investment in SAM	4,709,323
1760 · Deferred Outflows of Resources	102,010
Total Other Assets	<u>5,427,534</u>
Total Assets	<u>16,004,069</u>

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	34,075
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	3,871
2225 · Recology-Del Garbage	26,110
2300 · Due to AD	377,650
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>467,359</u>
Long Term Liabilities	
2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	21,144
Total Long Term Liabilities	<u>198,639</u>
Total Liabilities	<u>665,998</u>

NET POSITION

3000 · Net Assets	5,871,678
3005 · Contributed Capital	9,595,349
Net Income	<u>(128,956)</u>
Total Net Position	<u>\$ 15,338,071</u>

Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2021 through January 31, 2022

	Jul 1, 2021 - January 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 456,723	\$ 495,831	\$ (39,108)	\$ 850,000
4020 · Sewer Service Charges-SMC	1,107,847	1,055,831	52,016	1,810,000
4021 · Sewer Svc Charges Pro-rated	3,421	-	3,421	-
4030 · AD OH Reimbursement	23,837	18,667	5,170	32,000
4040 · Recology Franchise Fee	21,327	19,250	2,077	33,000
Total Operating Revenue	1,613,155	1,589,579	23,576	2,725,000
Non Operating Revenue				
4120 · Interest on Reserves	2,900	10,500	(7,600)	18,000
4130 · Connection Fees	45,828	16,333	29,495	28,000
4150 · Repayment of Adv to AD-NCA	-	113,925	(113,925)	195,300
4155 · Repayment of Adv to AD-ARF	-	66,908	(66,908)	114,700
4160 · SAM Refund from Prior Yr	-	583	(583)	1,000
4170 · ERAF Refund	501,008	145,833	355,175	250,000
4180 · Misc Income	30,467	2,917	27,550	5,000
Total Non Operating Revenue	580,203	356,999	223,204	612,000
Total Revenues	2,193,358	1,946,578	246,780	3,337,000
Gross Profit	2,193,358	1,946,578	246,780	3,337,000
Expenses				
Operations				
5010 · SAM - General	572,234	572,234	-	980,971
5020 · SAM - Collections	142,690	142,690	-	244,612
5021 · Lift Station Maint.	3,952	-	(3,952)	-
5050 · Mainline System Repairs	-	5,833	5,833	10,000
5060 · Lateral Repairs	6,280	14,583	8,303	25,000
5065 · CCTV	-	8,750	8,750	15,000
5070 · Pet Waste Station	-	700	700	1,200
5110 · RCD - Parks	-	17,500	17,500	30,000
5120 · Half Moon Bay Reimb - Parks	9,030	226,917	217,887	389,000
5130 · Parks & Rec Professional Services	44,089	175,000	130,911	300,000
Total Operations	778,275	1,164,207	385,932	1,995,783

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2021 through January 31, 2022**

	Jul 1, 2021 - January 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 9,756	\$ 9,333	\$ (423)	\$ 16,000
6020 · Copier lease	3,269	3,500	231	6,000
6040 · Directors' Compensation	6,915	6,417	(498)	11,000
6050 · Education & Travel Reimb	28	1,167	1,139	2,000
6060 · Employee Compensation	196,186	183,750	(12,436)	315,000
6070 · Engineering Services	67,927	11,667	(56,260)	20,000
6080 · Insurance	1,946	20,417	18,471	35,000
6090 · Legal Services	19,552	23,333	3,781	40,000
6095 · Legal Services for Case Related Legal	73,961	52,500	(21,461)	90,000
6100 · Memberships	8,062	5,250	(2,812)	9,000
6110 · Newsletter	-	4,083	4,083	7,000
6120 · Office Lease	31,600	35,000	3,400	60,000
6130 · Office Maintenance & Repairs	980	1,750	770	3,000
6135 · Other Property Maint.	300	-	(300)	-
6140 · Office Supplies	2,677	1,750	(927)	3,000
6150 · Professional Services	91,671	68,250	(23,421)	117,000
6160 · Publications & Notices	6,782	1,167	(5,615)	2,000
6170 · Utilities	6,583	7,000	417	12,000
6180 · Video Taping	3,000	2,333	(667)	4,000
6190 · Computers	2,751	1,458	(1,293)	2,500
6220 · Miscellaneous	8,680	8,750	70	15,000
6230 · Bank Service Charges	315	-	(315)	-
6310 · Park Related Misc Expenses	10,389	-	(10,389)	-
Total Administration	553,330	448,875	(104,455)	769,500
Capital Projects				
1213-1 · Naples Bch PS & FM Real.	783	-	(783)	-
1617-1 · Medio Creek Xing Crossing	431,346	233,333	(198,013)	400,000
7005 · Manhole Rising	3,828	-	(3,828)	-
7010 · Sewer Main Replacement (CIP)	258,386	169,167	(89,219)	290,000
7100 · SAM - Infrastructure	296,366	296,366	-	508,056
7500 · Projects - Parks	-	75,833	75,833	130,000
Total Capital Projects	990,709	774,699	(216,010)	1,328,056
Total Expenses	2,322,314	2,387,781	65,467	4,093,339
Net Income/(Loss)	\$ (128,956)	\$ (441,203)	\$ 312,247	\$ (756,339)

No assurance is provided on these financial statements.

ITEM #9

DISTRIBUTION REQUEST NO.: #8-21/22
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,167.00

\$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:
March 17, 2022

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #8-21/22

DATE: March 17, 2022
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,167.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim-Mar 2022	\$ 2,167.00
TOTAL:			\$ 2,167.00

ITEM #10

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #11

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: February 12, 2021 to March 11, 2022

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: March 17, 2022

REQUEST FOR PUBLIC RECORDS – There was one request completed this period:

Date Received	Requestor	Requested Records	Response	Date Provided
02/01/22	State Controller	2021 Gov Compensation	Provided comp/benefit info.	03/10/22

APPLICATIONS RECEIVED – There was one application received this period:

Date	Class	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/02/21	2D	SMC Harbor Dist	047-263-010	RV Park, Cabrillo Hwy	180,524	-
07/06/21	ADU	Semprevivo	048-033-290	245 Medio Ave, EG	10,000	R-1/B-1
07/26/21	1A	Silva	047-173-150	San Pedro Ave, EG	9,545	R-1/S-17
08/09/21	1A	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
08/30/21	1A	515 Hermosa LLC	048-063-420	515 Hermosa Way, Miramar	9,600	R-1/S-94
09/02/21	1A	Moules	047-208-100	Ave Portola, EG	3,056	R-3/S-3
09/20/21	ADU	Freestone	047-056-290	936 San Carlos, EG	6,101	R-1/S-17
09/27/21	ADU	Loubal	037-333-140	105 Harbour, EG	4,212	R-1/S-17
10/21/21	2M	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
10/25/21	2D	Point Pillar Prop.	047-081-430	100 Capistrano Road, EG	41,350	CCR/DR
11/12/21	ADU	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S-17
12/03/21	1A	Cohn	047-127-520	231 The Alameda	6,000	R-3/S-3
01/11/22	ADU	Hernandez	047-126-210	219 Palma St, EG	6,000	R-1/S-17
01/18/22	1A	Freitas	047-208-120	157 Ave Portola, EG	2,763	R-3/S-3
02/02/22	1A	Walley Timothy	047-043-030	130 Presidio, EG	6,000	R-1/S-17
02/22/22	1A	Ralston	047-217-110	338 Ave Del Oro, EG	6,000	R-1/S-17

Note: Shaded information was previously reported.

PERMITS ISSUED – There were no sewer permits issued this period.

Permit #	Class	Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3216	ADU	07/09/21	Semprevivo	048-033-290	245 Medio Ave, HMB	10,000	R-1/B-1

PERMITS ISSUED – Cont’d

Permit #	Class	Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3217	1A	07/13/21	Zheng	047-151-120	639 El Granada Blvd, EG	5,230	R-1/S-17
3218	1A	07/16/21	Sanchez-Contreras	047-244-240	519 Isabella Ave, EG	5,000	R-1/S-17
3219	1A	08/02/21	O’Connor	047-103-010	538 Valencia Ave, EG	6,250	R-1/S-17
3220	1A	10/08/21	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
3221	2M	01/04/22	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
3222	ADU	01/27/22	Loubal Dennis	037-333-140	105 Harbour Drive, EG	4,212	R-1/S-17
3223	1A	01/28/22	Moules Robert	047-208-100	580 The Alameda, EG	3,056	R-3/S-3
3224	1A	02/10/22	Walley Timothy	047-043-030	380 Presidio, EG	6,250	R-1/S-17

Note: Shaded information was previously reported.

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

#	Date	Class	Permit #	Issued	Owner	APN	Address
1	07/02/21	1A	3201	03/10/20	Kroll	047-092-260	100 Vallejo St, EG
2	07/07/21	1A	3202	06/12/20	Randle	047-153-240	600 El Granada Blvd,
3	08/17/21	1A	3210	01/27/21	Steadman*	047-212-150	463 The Alameda, EG
4	08/23/21	1A	3209	01/21/21	Steadman*	047-282-160	900 The Alameda, EG
5	09/20/21	ADU	Attached	N/A	Freestone	047-056-290	936 San Carlos, EG
6	09/21/21	1A	3180	09/14/18	Reavill	047-055-120	438 Sevilla Ave, EG
7	10/05/21	1A	3217	07/14/21	Zheng	047-151-120	639 El Granada Blvd,
8	10/14/21	1A	3211	01/27/21	Steadman*	047-282-150	226 Ave Cabrillo, EG
9	02/02/22	1A	3219	08/22/21	O’Connor	047-103-010	538 Valencia, EG

*Change in ownership to 375 La Prenda LLC

Note: Shaded information was previously reported.

REPAIRS - There were no lateral repairs this period.

Date	Type	Problem	Location or Address	Cause	Cost
12/01/2	Lat Replacement	Back-up	930 Ave Balboa, EG	Offset & Roots	6,280.00

ITEM #14

March 10, 2022

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for March 2022

6-Year CIP, Project 2

We have started the CIP Project 2 design phase beginning with surveying the sewer alignments. KJ's surveying contractor, Towill, is scheduled to provide KJ with its survey on March 23rd. We will then begin preparing plans and specifications and anticipate bidding for construction late this spring, with construction completing in the fall.

Status of Medio Creek Sewer Crossing

Now that the old bridge has collapsed, concrete rubble from the bridge and lengths of GCSD's abandoned 10" ductile iron pipe remain at the bottom of Medio Creek. The pipe and concrete rubble be removed once it's safe, probably late spring when there is little or no creek flow. This work has yet to be scheduled by the County.

Big Wave

1. Construction of the mainline extension sewer along Airport Street was delayed after constructing the sewer north about 650' from the intersection of Airport Street and Stanford Avenue just before reaching two large culverts that cross the road. A 14" steel casing will be jack and bored under twin 48" culverts to accommodate inserting the 8" sewer pipe. After the casing is installed, sewer construction will resume along Airport Street to the Big Wave site. Construction is now not expected to resume until July.
2. Late last year Big Wave submitted plans for its proposed building on APN 047-311-060 (Lot 4). Big Wave recently submitted a sewer permit application for the building which we have reviewed in addition to the building plans. The application is for one office, or unit as referred to on the plans, which has one bath in the 15,071 square foot commercial building/warehouse. However, the plans show that the building has plumbing for 11 separate units or offices. According to Big Wave the reason the sewer permit application was submitted for just one of the units is because the other 10 units have not been leased yet. Typically, a sewer connection fee would be calculated and paid based on the entire building otherwise the connection fee would need to be paid piecemeal when the

Memorandum

Granada Community Services District

March 10, 2022

Page 2

remaining units are leased. A piecemeal approach would require GCSD staff to monitor the progress of leasing units and then charge a prorated connection fee as additional sewer capacity is needed. Our recommendation is to charge the connection fee just once for the entire building.

Harbor Village RV Park

This project is located at 100 Capistrano Road. We initially reviewed project plans in November 2021 and provided review comments to the developer. We received a revised plan this week that incorporated our November comments and we have approved the revised plan. The onsite sewers are required to be constructed in accordance with GCSD standards.

Pillar Point Harbor RV Park Public Restroom Project

This project is located at 4000 Cabrillo Highway. We received and reviewed plans for this project this week and have requested that additional information be submitted.

ITEM #15

03/17/22

Granada Community Services District
FUTURE AGENDA ITEMS

#	Agenda Item	By	Est. Date	Notes
1	Update Records Retention Policy	Staff	Apr 2022	Needs revisions
2	Review of Lateral Policy	Board	June 2022	In Progress
3	Update Conflict of Interest Code	Staff	Aug 2022	Required on even #'d yrs.
4	Ord Code Revision	Staff	Unknown	In progress
5	Adopt Admin Policy for PRA's	GJ	Unknown	TBD
6	Adopt Financial Reserves Policy	GJ	Unknown	TBD
7	Adopt Policy for Brown Act Compliance	GJ	Unknown	TBD
	COMPLETED ITEMS			
	Financing for Parks	Board	Jan 2022?	Requested by Dir. Marsh
	SSC/Connection Fee Study	Staff	Mar 2021	In progress
	Adopt Policy for Board Member Ethics	Staff per GJ	Unknown	TBD
	Adopt PSM Amendments	Staff	Apr/May	In progress
	Amend Fee Resolution	Staff	Nov 2021	Updated
	Discuss Composting Requirement	Board	Nov 2021	Updated
	PAC Member Appointment	Staff	Jan 2022	Required on even #'d yrs.
	RETIRED ITEMS			
	Support for Disc Golf in QP	PAC	Unknown	Mar 2022 (?)
	Discuss Comm. Center Planning	Board	Unknown	Requested by Dir. Dye