



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

### **SPECIAL MEETING at 7:00 p.m.**

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

Thursday, April 15, 2021

**DUE TO COVID-19 AND COUNTY REGULATIONS, THIS MEETING WILL BE HELD VIA TELECONFERENCE AS PERMITTED BY THE GOVERNOR'S EXECUTIVE ORDER N-29-20.**

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

Phone one-tap: US: [+16699006833](tel:+16699006833), [95799959089#](tel:+195799959089) or [+19292056099](tel:+19292056099), [95799959089#](tel:+195799959089)

Meeting URL: <https://dudek.zoom.us/j/95799959089>

### **Join by Telephone**

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

Meeting ID: 957 9995 9089

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

### **ROLL CALL**

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

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

### **ADJOURN TO CLOSED SESSION**

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

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

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

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

District's Negotiator: Chuck Duffy

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

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

**RECONVENE TO OPEN SESSION**

Report any reportable action taken in Closed Session.

**ADJOURN SPECIAL MEETING**

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

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

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

**ACTION AGENDA**

**1. Consideration of County Multijurisdictional Hazard Mitigation Plan.**

Recommendation: To be made by the Board.

**2. Consideration of Changes to the District's Personnel Manual.**

Recommendation: For Preliminary Board Review.

**3. Report on Sewer Authority Mid-Coastside Meetings.**

Recommendation: For Board Information.

**CONSENT AGENDA**

**4. March 18, 2021 Special and Regular Meeting Minutes.**

**5. April 2021 Warrants.**

**6. February 2021 Financial Statements.**

**7. Assessment District Distribution #10-20/21.**

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

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

**ADJOURN REGULAR MEETING**

At the conclusion of the March 18, 2021 Meeting:  
Last Ordinance adopted: No. 172  
Last Resolution adopted: No. 2020-010

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](mailto: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**

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**AGENDA NOTICE**

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There are no documents for Closed Session.



**ITEM #1**





GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of County Multijurisdictional Hazard Mitigation Plan  
Date: April 15, 2021

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This Item was requested for discussion by Directors Clark and Dye.

Attached are copies of the emails and application/form attachments for Phase 1 and 2 sent to staff, which must be completed and returned by May 21<sup>st</sup>.

## Delia Comito

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**From:** Spencer, Bart <Bart.Spencer@tetrattech.com>  
**Sent:** Friday, March 19, 2021 3:33 PM  
**To:** Delia Comito; Matthew Clark  
**Cc:** Brotherton, Megan; Ann Ludwig  
**Subject:** SMCO HMP Annex Phase 1 - Granada CSD  
**Attachments:** Highlighted\_Template SMC\_District\_Phase 1.docx; 2021\_SMC\_DistrictAnnexInstructions\_Phase 1.docx

Greetings –

As part of the San Mateo County Local Multijurisdictional Hazard Mitigation Plan, attached is the first of three phases for your jurisdiction's annex. Also attached are detailed instructions to assist you in completing the form. Should you have any questions, please let me know.

When you have completed the form, please send it to Megan Brotherton - [megan.brotherton@tetrattech.com](mailto:megan.brotherton@tetrattech.com).

You will be receiving 2 additional phases that will build off the information from the previous phase which you have supplied. You will have the opportunity to make updates, as necessary, during each of the phases. There may be questions which don't apply to the Water District – just list N/A.

Thanks for your cooperation – let me know if you need any assistance or have questions.

Bart

**Bart Spencer** | Director of Emergency Management – West Region  
650-324-1810 | [bart.spencer@tetrattech.com](mailto:bart.spencer@tetrattech.com)

**Tetra Tech, Inc.** | Emergency Management & Community Resilience  
1999 Harrison Street, Suite 500 | Oakland, CA 94612 | 510-302-6300 | [tetrattech.com](http://tetrattech.com)

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# INSTRUCTIONS FOR COMPLETING SPECIAL-PURPOSE DISTRICT ANNEX TEMPLATE (PHASE 1)

Jurisdictional annex templates for the 2021 San Mateo County *Hazard Mitigation Plan* update will be completed in three phases. **This document provides instructions for completing each phase of the template for special purpose districts.**

The target timeline for completion is as follows:

- **Phase 1**—Profile, Trends, Previous Plan Status, and Information Sources
  - **Deploy:** February 19, 2021
  - **Due:** March 19, 2021 by close of business, Pacific Time
- **Phase 2**—Capability Assessment and Information Sources
  - Deployed: April 2, 2021
  - Due: May 21, 2021 by close of business, Pacific Time
- **Phase 3**—Risk Ranking, Action Plan, and Information Sources
  - Deployed: June 11, 2021
  - Mandatory Phase 3 Workshops, targeted for the week of June 28 . We will schedule multiple workshops during that week to provide options for attendance
  - Due: July 30, 2021 by close of business, Pacific Time

Please direct any questions about your Phase 1 template to:

**Bart Spencer**  
Tetra Tech  
Phone: (650) 324-1810  
E-mail: [bart.spencer@tetrattech.com](mailto:bart.spencer@tetrattech.com)

Please submit your completed Phase 1 template in electronic format to:

**Megan Brotherton**  
Tetra Tech  
Phone: (541) 621-6241  
E-mail: [megan.brotherton@tetrattech.com](mailto:megan.brotherton@tetrattech.com)

## A Note About Formatting

The template for the annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner.

Content should be entered directly into the template rather than creating text in another document and pasting it into the template. Text from another source will alter the style and formatting of the document.

The numbering in the document will be updated when completed annexes are combined into the final document. Please do not adjust any of the numbering.

For planning partners who participated in the 2016 planning effort, relevant information has been brought over to the 2021 template. Fields that require attention have been highlighted using the following color coding:

- **Yellow:** Text has been brought over from 2016 Plan and should be reviewed and updated as needed.
- **Red:** This is a new field that will require information that was not included in 2016.

***Please un-highlight each field that you update so that reviewers will know an edit has been made.***

New planning partners will need to complete the template in its entirety.

## PHASE 1 INSTRUCTIONS

### CHAPTER TITLE

In the chapter title at the top of Page 1, type in the complete official name of your district (e.g. West County Fire Protection District #1, Johnsonville Flood Protection District). Please do not change the chapter number. Revise only the jurisdiction name.

### HAZARD MITIGATION PLAN POINT OF CONTACT

Please provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating, and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

*Note: Both of these contacts should match the contacts that were designated in your jurisdiction's letter of intent to participate in this planning process. If you have changed the primary or secondary contact, please let the planning team know by inserting a comment into the document.*

### JURISDICTION PROFILE

#### Overview

Please provide a brief summary description of the following:

- The purpose of the jurisdiction
- The date of inception
- The type of organization
- The number of employees
- The mode of operation (i.e., how operations are funded)
- The type of governing body, and who has adoptive authority.

This should be information that is specific to your jurisdiction and will not be provided in the overall, planning area-wide mitigation plan document. Provide information similar to the following example:

*The Johnsonville Community Services District is a special district created in 1952 to provide water and sewer service. A five-member elected Board of Directors governs the District. The Board assumes responsibility for the adoption of this plan; the General Manager will oversee its implementation. The District currently employs a staff of 21. Funding comes primarily through rates and revenue bonds.*

## Local Mitigation Planning Team

Please populate Table 1-1 with the names of staff from your jurisdiction who participated in preparing this annex or otherwise contributed to the planning process for this hazard mitigation plan.

### Who Should Be on the Local Mitigation Planning Team

The Local Mitigation Planning Team is responsible for developing the jurisdictional annex to the hazard mitigation plan. Team membership should represent agencies with authority to regulate development and enforce local ordinances or regulatory standards, such as building/fire code enforcement, emergency management, emergency services, floodplain management, parks and recreation, planning/community development, public information, public works/ engineering, stormwater management, transportation, or infrastructure.

## Service Area and Trends

Please provide a brief description of the following:

- Who the District’s customers are and an approximation of how many are currently served
- The area served, in square miles
- The geographic extent of the service areaw
- Previous growth trends in the service area and anticipated future increase/decrease in services (if applicable)

This should be information that is specific to your jurisdiction and will not be provided in the overall, planning area-wide mitigation plan document. Provide information similar to the following example.

The Johnsonville Community Services District originally was formed to serve the unincorporated area east of the City of Smithburg known as Johnsonville. The District’s designated service area expanded throughout the years to include other unincorporated areas of Jones County: Creeks Corner, Jones Hill, Fields Landing, King Salmon, and Freshwater. The current total service area is 3.3 square miles. As of April 30, 2020, the District serves 7,305 water connections and 6,108 sewer connections. Total customers have increased by 3 percent since 2010. Population in the service area is not projected to change significantly over the next 10 years.

## Assets

Please list District-owned assets in the categories shown on the table (and described in the sections below). Include an approximate value for each asset and a subtotal value for identified assets in each category.

### Property

Provide an approximate value for any land owned by the District.

### Equipment

List equipment owned by the District that is used in times of emergency or that, if incapacitated, could severely impact the service area. Provide an approximate replacement value for each item. Equipment of similar type may be listed as a single category (e.g., “3 diesel-powered generators”). For water and sewer districts, include mileage of pipeline under this category.

**Critical Facilities and Infrastructure**

List District-owned facilities and infrastructure vital to maintain services to the service area. Include the address of each facility. Provide an approximate replacement value for each line. The Steering Committee has decided upon the following definition of critical facilities for this planning process:

- A local (not state or federal) facility in either the public or private sector that is critical to the health and welfare of the population and that is especially important following hazard events, including but not limited to the following:
  - Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic and/or water-reactive materials
  - Hospitals, nursing homes, and housing facilities likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a natural hazard event
  - Mass gathering facilities that may be utilized as evacuation shelters
  - Infrastructure such as roads, bridges and airports that provide sources for evacuation before, during and after natural hazard events
  - Police stations, fire stations, government facilities, vehicle equipment and storage facilities, hardware stores and emergency operation centers that are needed for response activities before, during and after a natural hazard event
  - Public and private utility facilities that are vital to maintaining and restoring normal services to damaged areas before, during and after natural hazard events.

Please use this definition as a guideline when selecting critical facilities the District owns.

<b>Sample Completed Table – Special District Assets</b>	
<b>Asset</b>	<b>Value</b>
<b>Property</b>	
11.5 Acres	\$5,750,000
<b>Equipment</b>	
Total length of pipe 40 miles ( \$1.32 million per mile X 40 miles)	\$52,800,000
4 Emergency Generators	\$250,000
<b>Total:</b>	<b>\$53,050,000</b>
<b>Critical Facilities and Infrastructure</b>	
Administrative Buildings – 357 S. Jones Street	\$2,750,000
Philips Pump Station – 111 Fifth Avenue N.	\$377,000
<b>Total:</b>	<b>\$3,127,000</b>

**1.1 STATUS OF PREVIOUS PLAN ACTIONS**

*Please note that this section only applies to jurisdictions that are conducting updates to previously approved hazard mitigation plans. If your jurisdiction has not previously participated in an approved plan, this section will not appear in your completed annex.*

The hazard mitigation plan update must describe the status of all action items from prior mitigation plans. Each action item must be marked as ONE of the options below by checking the appropriate box (place an X) and providing the following information:

- **Completed**—If an action has been completed since the prior plan was prepared, please check the appropriate box and provide a date of completion in the comment section. If an action has been initiated and is an ongoing program (e.g. annual outreach event), you may mark it as completed and

note that it is ongoing in the comments. If an action addresses an ongoing program you would like to continue to include in your action plan, please see the “Carried Over to Plan Update” bullet below.

- **Removed**—If action items are to be removed because they are no longer feasible, a reason must be given. Lack of funding does not mean that it is no longer feasible, unless the sole source of funding for an action is no longer available. Place a comment in the comment section explaining why the action is no longer feasible or barriers that prevent the action from being implemented (e.g., “Action no longer considered feasible due to lack of political support.”). If the wording and/or intent of a previously identified action is unclear, this can be a reason for removal. A change in community priorities may also be a reason for removal and should be discussed in the comments.
- **Carried Over to Plan Update**—If an action is in progress, is ongoing, or has not been initiated and you would like to carry it over to the plan update, please check the “Check if Yes” column under “Carried Over to Plan Update.” Selecting this option indicates that the action will be included in the mitigation action plan for this update. If you are carrying over an action to the update, please include a comment describing any action that has been taken or why the action was not taken (specifically, any barriers or obstacles that prevented the action from moving forward or slowed progress). Leave the last column, “Action # in Update,” blank at this point. This will be filled in after completing the updated action plan in Phase 3.

Please ensure that you have provided **a status and a comment for each action.**

**THIS COMPLETES PHASE 1!**

# 1. DISTRICT NAME

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## 1.1 HAZARD MITIGATION PLAN POINT OF CONTACT

### Primary Point of Contact

Name, Title  
Street Address  
City, State ZIP  
Telephone: xxx-xxx-xxxx  
e-mail Address: xxx@xxx.xxx

### Alternate Point of Contact

Name, Title  
Street Address  
City, State ZIP  
Telephone: xxx-xxx-xxxx  
e-mail Address: xxx@xxx.xxx

## 1.2 JURISDICTION PROFILE

### 1.2.1 Overview

Insert Narrative Profile Information, per instructions.

The [name of adopting body] assumes responsibility for the adoption of this plan; [name of oversight agency] will oversee its implementation. Development of this annex was carried out by the members of the local mitigation planning team, whose members are listed in Table 1-1.

Table 1-1. Local Mitigation Planning Team Members

Name	Title

All fire districts should include the following sentence (non-fire special purpose districts may delete the sentence):

The District participates/does not participate in the Public Protection Class Rating System and currently has a rating of #.

### 1.2.2 Service Area and Trends

The district service area covers [area in square miles], serving a population of [population].

Insert summary description of service trends.



### 1.2.3 Assets

Table 1-2 summarizes the critical assets of the district and their value.

Table 1-2. Special Purpose District Assets	
Asset	Value
<b>Property</b>	
number acres of land	\$ value
<b>Equipment</b>	
description	\$ value
description	\$ value
description	\$ value
description	\$ value
description	\$ value
<b>Total:</b>	<b>\$ value</b>
<b>Critical Facilities and Infrastructure</b>	
description – Include Address	\$ value
description – Include Address	\$ value
description – Include Address	\$ value
description – Include Address	\$ value
description – Include Address	\$ value
description – Include Address	\$ value
<b>Total:</b>	<b>\$ value</b>

### 1.3 STATUS OF PREVIOUS PLAN ACTIONS

Table 1-10 summarizes the actions that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

Table 1-10. Status of Previous Plan Actions				
Action Item from Previous Plan	Completed	Removed; No Longer Feasible	Carried Over to Plan Update	
			Check if Yes	Action # in Update
Insert Action Number & Text <i>Comment:</i>				
Insert Action Number & Text <i>Comment:</i>				
Insert Action Number & Text <i>Comment:</i>				
Insert Action Number & Text <i>Comment:</i>				
Insert Action Number & Text <i>Comment:</i>				
Insert Action Number & Text <i>Comment:</i>				
Insert Action Number & Text <i>Comment:</i>				

Action Item from Previous Plan	Completed	Removed; No Longer Feasible	Carried Over to Plan Update	
			Check if Yes	Action # in Update
<b>Insert Action Number &amp; Text</b> <i>Comment:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Insert Action Number &amp; Text</b> <i>Comment:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Insert Action Number &amp; Text</b> <i>Comment:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Insert Action Number &amp; Text</b> <i>Comment:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Insert Action Number &amp; Text</b> <i>Comment:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**From:** [Spencer, Bart](#)  
**To:** [Delia Comito](#); [Matthew Clark](#)  
**Cc:** [Brotherton, Megan](#); [Ann Ludwig](#)  
**Subject:** SMC0 HMP Annex Phase 2 - Granada CSD  
**Date:** Thursday, April 8, 2021 6:05:53 PM  
**Attachments:** [2021\\_SMCODistrictAnnexInstructions\\_Phase 2.docx](#)  
[Granada\\_Community\\_Services\\_District\\_Phase 2.docx](#)

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Greetings --

Attached is the phase 2 portion of your annex and instructions. You will need to complete and return both phase 1 and phase 2 by **Friday, May 21, 2021**.

Should you have any questions, please let me know.

**Bart Spencer** | Director of Emergency Management – West Region  
650-324-1810 | [bart.spencer@tetrattech.com](mailto:bart.spencer@tetrattech.com)

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# INSTRUCTIONS FOR COMPLETING SPECIAL PURPOSE DISTRICT ANNEX TEMPLATE

The jurisdictional annex templates for the 2021 *Multijurisdictional Hazard Mitigation Plan* update will be completed in three phases. **This document provides instructions for completing each phase of the template for special purpose districts.**

The target timeline for completion is as follows:

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**Tetra Tech**  
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Please submit your completed Phase 1 template in electronic format to:

**Megan Brotherton**  
**Tetra Tech**  
**Phone: (541) 621-6241**  
**E-mail: [megan.brotherton@tetrattech.com](mailto:megan.brotherton@tetrattech.com)**

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- **Yellow:** Text has been brought over from 2016 Plan and should be reviewed and updated as needed.
- **Red:** This is a new field that will require information that was not included in 2016.

***Please un-highlight each field that you update so that reviewers will know an edit has been made.***

New planning partners will need to complete the template in its entirety.

## PHASE 1 INSTRUCTIONS

### **IMPORTANT! READ THIS**

A Phase 1 template was previously provided to your jurisdiction for completion.

If your jurisdiction returned the completed Phase 1 template:

- The Phase 1 content you provided is already incorporated into your Phase 2 template.
- Please review the template to see if we have inserted any comments requesting further work to be done on Phase 1
  - ***If any comments are included, please address them.*** Then, begin your work on Phase 2 following the Phase 2 instructions beginning on page 6.
  - If no comments are included, then you **DO NOT** need to do any further work on the Phase 1 content. ***Go directly to the instructions for Phase 2, beginning on page 6.***

If your jurisdiction has **NOT** yet done any work on the Phase 1 template:

- Follow the instructions below for providing the Phase 1 information.
- Then proceed with the Phase 2 instructions.

If your jurisdiction started work on the Phase 1 template but never completed and submitted it, please copy the work you had completed so far into the new template. Then complete Phases 1 and 2 following the instructions provided here.

## CHAPTER TITLE

Your jurisdiction's name has already been entered as the title of the chapter. Please review and correct if needed.

## HAZARD MITIGATION PLAN POINT OF CONTACT

Please provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

*Note: Both of these contacts should match the contacts that were designated in your jurisdiction's letter of intent to participate in this planning process. If you have changed the primary or secondary contact, please let the planning team know by inserting a comment into the document.*

## JURISDICTION PROFILE

### Overview

Please provide a brief summary description of the following:

- The purpose of the jurisdiction
- The date of inception

- The type of organization
- The number of employees
- The mode of operation (i.e., how operations are funded)
- The type of governing body, and who has adoptive authority.

This should be information that is specific to your jurisdiction and will not be provided in the overall, planning area-wide mitigation plan document. Provide information similar to the following example:

The Johnsonville Community Services District is a special district created in 1952 to provide water and sewer service. A five-member elected Board of Directors governs the District. The Board assumes responsibility for the adoption of this plan; the General Manager will oversee its implementation. The District currently employs a staff of 21. Funding comes primarily through rates and revenue bonds.

Complete the table providing the names and titles of members of the local mitigation planning team responsible for completion of this annex. Team membership should consist of agencies with authority to regulate development and enforce local ordinances or regulatory standards, such as building/fire code enforcement, emergency management, emergency services, floodplain management, parks and recreation, planning/community development, public information, public works/engineering, stormwater management, transportation, or infrastructure.

## Service Area and Trends

Please provide a brief summary description of the following:

- A description of who the district's customers are
- An approximation of area served in square miles
- A geographical description of the service area
- An overview of current service area trends, including an approximation of current users/subscribers,
- A summary description of previous growth trends in the service area and anticipated future increase/decrease in services (if applicable)

This should be information that is specific to your jurisdiction and will not be provided in the overall, planning area-wide mitigation plan document. Provide information similar to the following example:

The Johnsonville Community Services District originally was formed to serve the unincorporated area east of the City of Smithburg known as Johnsonville. The District's designated service area expanded throughout the years to include other unincorporated areas of Jones County: Creeks Corner, Jones Hill, Fields Landing, King Salmon, and Freshwater. As of April 30, 2016, the District serves 7,305 water connections and 6,108 sewer connections, with a total service area of 3.3 square miles.

## STATUS OF PREVIOUS PLAN ACTIONS

***Please note that this section only applies to jurisdictions that are conducting updates to previously approved hazard mitigation plans. If your jurisdiction has not previously participated in an approved plan, please enter a note stating this, and we will remove this section in your final annex.***

***Also note that this section is further back in the annex than the rest of the Phase 1 content. Some Phase 2 sections are included before it.***

All action items identified in prior mitigation planning efforts must be reconciled in this plan update. Action items must all be marked as **ONE** of the following; check the appropriate box (place an X) and provide the following information:

- **Completed**—If an action has been completed since the prior plan was prepared, please check the appropriate box and provide a date of completion in the comment section. If an action has been initiated and is an ongoing program (e.g. annual outreach event), you may mark it as completed **and note that it is ongoing in the comments**. If an action addresses an ongoing program you would like to continue to include in your action plan, please see the Carried Over to Plan Update bullet below.
- **Removed**—If action items are to be removed because they are no longer feasible, a reason must be given. Lack of funding does not mean that it is no longer feasible, unless the sole source of funding for an action is no longer available. **Place a comment in the comment section explaining why the action is no longer feasible or barriers that prevented the action from being implemented (e.g., “Action no longer considered feasible due to lack of political support.”)**. If the wording and/or intent of a previously identified action is unclear, this can be a reason for removal. A change in community priorities may also be a reason for removal and should be discussed in the comments.
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Please ensure that you have provided **a status and a comment for each action**.

## DISTRICT CRITICAL ASSETS

Please provide an approximate value for the noted areas within the table. Include the sum total value for identified assets for each section in the “Total” line for the section.

### Property

Provide an approximate value for the land owned by the District.

### Equipment

List categories of equipment **owned by the District** that are used in times of emergency or that, if incapacitated, have the potential to severely impact the service area. Provide an approximate **aggregate replacement value** for each. For water and sewer, include mileage of pipeline under this category.

### Critical Facilities and Infrastructure

List District facilities and infrastructure vital to maintain services to the designated service area. Include the address of each facility. Provide an approximate **aggregate replacement value** for each line. The Steering Committee has decided upon the following definition of critical facilities for this planning process:

- A local (not state or federal) facility in either the public or private sector that is critical to the health and welfare of the population and that is especially important following hazard events, including but not limited to the following:

- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic and/or water-reactive materials
- Hospitals, nursing homes, and housing facilities likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a natural hazard event
- Mass gathering facilities that may be utilized as evacuation shelters
- Infrastructure such as roads, bridges and airports that provide sources for evacuation before, during and after natural hazard events
- Police stations, fire stations, government facilities, vehicle equipment and storage facilities, hardware stores and emergency operation centers that are needed for response activities before, during and after a natural hazard event
- Public and private utility facilities that are vital to maintaining and restoring normal services to damaged areas before, during and after natural hazard events.

Please use this definition as a guideline when selecting critical facilities the District owns.

**NOTE:**

Placeholders in the table of assets request **ADDRESSES** for critical facilities. These addresses will not be included in the final published annex, but are needed in order to perform risk mapping and risk analysis for the hazard mitigation plan. Include the addresses in the table if convenient. If not, then provide a separate document listing all critical facilities and addresses for use in development of the hazard mitigation plan.

<b>Sample Completed Table – Special District Assets</b>	
<b>Asset</b>	<b>Value</b>
<b>Property</b>	
11.5 Acres	\$5,750,000
<b>Equipment</b>	
Total length of pipe 40 miles ( \$1.32 million per mile X 40 miles)	\$52,800,000
4 Emergency Generators	\$250,000
<b>Total:</b>	<b>\$53,050,000</b>
<b>Critical Facilities and Infrastructure</b>	
Administrative Buildings – 357 S. Jones Street	\$2,750,000
Philips Pump Station – 111 Fifth Avenue N.	\$377,000
<b>Total:</b>	<b>\$3,127,000</b>

**THIS COMPLETES PHASE 1!**



## PHASE 2 INSTRUCTIONS

### CAPABILITY ASSESSMENT

#### Planning and Regulatory Capability

List any federal, state, local or district laws, ordinances, codes and policies that govern your jurisdiction that include elements related to hazard mitigation. List any other plans, studies or other documents that address hazard mitigation issues for your jurisdiction. Please provide the date of last update and any comments as appropriate. A few examples follow:

Plan, Study or Program	Date of Most Recent Update	Comment
District Design Standards	2010	
Capital Improvement Program	Updated and approved annually	covers 5 year timeframe
Emergency Operations Plan	2000	
Facility Maintenance Manual	1990	
State Building Code	2016	
Division of State Architects		Review and approval of all building and site design features is required prior to construction
Habitat Conservation Plan		All development impacting critical habitat must meet federal and state requirements pertaining to the protection of endangered species

#### Fiscal, Administrative and Technical Capabilities

##### Fiscal Capability

Complete the table titled “Fiscal Capability” by indicating whether each of the listed financial resources is accessible to your jurisdiction. Enter “Yes” if the resource is fully accessible to your jurisdiction. Enter “No” if there are limitations or prerequisites that may hinder your use of this resource.

##### Administrative and Technical Capability

Complete the table titled “Administrative and Technical Capability” by indicating whether your jurisdiction has access to each of the listed personnel resources. Enter “Yes” or “No” in the column labeled “Available?”. If yes, then enter the department and position title in the right-hand column. If you have contract support staff with these capabilities, you can still answer “Yes.” Indicate in the department column that this resource is provided through contract support.

#### Education and Outreach Capabilities

Complete the table titled “Education and Outreach” to indicate your jurisdiction’s capabilities and existing efforts regarding hazard mitigation education and outreach.

#### Classification in Hazard Mitigation Programs

Complete the table titled “Community Classifications” to indicate your jurisdiction’s participation in various national programs related to natural hazard mitigation. For each program enter “Yes” or “No” in the second column to indicate whether your jurisdiction participates. If yes, then enter the classification that your jurisdiction has earned under the program in the third column and the date on which that classification was issued in the

fourth column; enter “N/A” in the third and fourth columns if your jurisdiction is not participating. If you do not know your current classification, information is available at the following websites:

- **FIPS Code**—FIPS codes are numbers which uniquely identify geographic areas. State-level FIPS codes have two digits, county-level FIPS codes have five digits of which the first two are the FIPS code of the state to which the county belongs. Place codes (city, town, etc.) are an additional five digits. If your jurisdiction has a FIPS code, enter the five or ten digit number in the “Classification” column of the table. <https://www.census.gov/geographies/reference-files/2018/demo/popest/2018-fips.html>
- **DUNS#**—The Dun & Bradstreet DUNS Number (Data Universal Numbering System) is a unique nine-digit identifier for businesses. If your jurisdiction is listed, enter the DUNS number in the “Classification” column of the table. <https://www.dnb.com/duns-number.html>
- **Community Rating System**— [https://www.fema.gov/media-library-data/1503240360683-30b35cc754f462fe2c15d857519a71ec/20\\_crs\\_508\\_oct2017.pdf](https://www.fema.gov/media-library-data/1503240360683-30b35cc754f462fe2c15d857519a71ec/20_crs_508_oct2017.pdf)
- **Storm Ready**— <https://www.weather.gov/stormready/communities>
- **Tsunami Ready**— <https://www.weather.gov/tsunamiready/ca-tr>
- **Firewise**— <http://www.firewise.org/usa-recognition-program/map-of-active-participants.aspx>
- **Building Code Effectiveness Grading Schedule (BCEGS)**— <https://www.isomitigation.com/bcegs/iso-s-building-code-effectiveness-grading-schedule-bcegs.html>
- **Public Protection Classification**— <https://firechief.iso.com/FCWWeb/mitigation/ppc0001.jsp>

## Adaptive Capacity for Climate Change

Consider the climate change impact concerns identified for the planning area:

- Reduced snowpack
- Increased wildfires
- Sea level rise and inland flooding
- Threats to sensitive species (e.g. coho salmon)
- Loss in agricultural productivity (e.g. forestry, wine grapes, nursery products, dairy)
- Public health and safety.

With those impacts in mind, complete the table titled “Adaptive Capacity for Climate Change” by indicating that your jurisdiction’s capacity for each listed criterion as follows:

- **High**—The capacity exists and is in use.
- **Medium**—The capacity may exist, but is not used or could use some improvement.
- **Low**—The capacity does not exist or could use substantial improvement.
- **Unsure**—Not enough information is known to assign a rating.

This is a subjective assessment, but providing a few words of explanation is useful. It is highly recommended that you complete this table with an internal planning team after reviewing the results of the other capability assessment tables.

## INTEGRATION WITH OTHER PLANNING INITIATIVES

For hazard mitigation planning, “integration” means that hazard mitigation information is used in other relevant planning mechanisms, such as capital facilities planning, and that relevant information from those sources is used in hazard mitigation. The goal of integration is to ensure that the potential impact of hazards is considered in planning for future development. FEMA recommends integration as follows:

- Integrate hazard mitigation plan goals with community objectives (e.g. incorporate the goals for risk reduction and safety into the policies of other plans).
- Use the risk assessment to inform plans and policies (e.g. incorporate risk assessment findings into land use plans, site plan review, emergency operations plans).
- Implement mitigation actions through existing mechanisms (e.g. include mitigation projects in the capital improvement plan).
- Think about mitigation before and after a disaster (e.g. build recovery planning on existing mitigation plans and goals).

After reviewing the plans, programs and ordinances identified in the capability assessment, identify all plans and programs that have already been integrated with the goals and recommendations of the hazard mitigation plan, and those that offer opportunities for future integration.

## Existing Integration

Provide a brief description of integrated plans or ordinances and how each is integrated. Consider listing items marked as Completed in the “Status of Previous Plan Actions” table if they were indicated as being ongoing actions. Examples are as follows:

- **Capital Improvement Plan**—The capital improvement plan includes projects can help mitigate potential hazards. The District will act to ensure consistency between the hazard mitigation plan and the current and future capital improvement plans. The hazard mitigation plan may identify new possible funding sources for capital improvement projects and may result in modifications to proposed projects based on results of the risk assessment.
- **Emergency Operations Plan**—The results of the risk assessment were used in the development of the emergency operations plan.
- **Facilities Plan**—The results of the risk assessment and mapped hazard areas are used in facility planning for the district. Potential sites are reviewed for hazard risks and appropriate mitigation measures are considered in building and site design.

## Opportunities for Future Integration

List any plans or program that offer the potential for future integration and describe the process by which integration will occur. Examples follow:

- **Capital Improvement Projects**—Capital improvement project proposals may take into consideration hazard mitigation potential as a means of evaluating project prioritization.
- **Post-Disaster Recovery Plan**—The District does not have a recovery plan and intends to develop one as a mitigation planning action during the next five years. The plan will build on the mitigation goals and objectives identified in the mitigation plan.

Consider other programs you may have in place in your jurisdiction that include routine consideration and management of hazard risk. Examples of such programs may include: tree pruning programs, right-of-way mowing programs, erosion control or stream maintenance programs, etc. Please add any such programs to the integration discussion and provide a brief description of how these program manage (or could be adapted to manage) risk from hazards.

## REVIEW AND INCORPORATION OF INFORMATION FOR THIS ANNEX

*Please note that this section will ultimately describe all information sources used to develop this annex, but that only the sources used for Phases 1 and 2 will be listed at this point. Additional sources will be added with the preparation of the Phase 3 annex.*

This section should describe what resources you used to complete the annex and how you used them. Several items are started for you, but please be sure to update and enhance any descriptions. This may seem trivial or unimportant, but it is a requirement to pass the state and FEMA review process.

**THIS COMPLETES PHASE 2!**

# 1. GRANADA COMMUNITY SERVICES DISTRICT

## 1.1 HAZARD MITIGATION PLAN POINT OF CONTACT

### Primary Point of Contact

Name, Title  
Street Address  
City, State ZIP  
Telephone: xxx-xxx-xxxx  
e-mail Address: xxx@xxx.xxx

### Alternate Point of Contact

Name, Title  
Street Address  
City, State ZIP  
Telephone: xxx-xxx-xxxx  
e-mail Address: xxx@xxx.xxx

## 1.2 JURISDICTION PROFILE

### 1.2.1 Overview

Insert Narrative Profile Information, per instructions.

The [name of adopting body] assumes responsibility for the adoption of this plan; [name of oversight agency] will oversee its implementation. Development of this annex was carried out by the members of the local mitigation planning team, whose members are listed in Table 1-1.

Table 1-1. Local Mitigation Planning Team Members

Name	Title

All fire districts should include the following sentence (non-fire special purpose districts may delete the sentence):

The District participates/does not participate in the Public Protection Class Rating System and currently has a rating of #.

### 1.2.2 Service Area and Trends

The district service area covers [area in square miles], serving a population of [population].

Insert summary description of service trends.

### 1.2.3 Assets

Table 1-2 summarizes the critical assets of the district and their value.

Table 1-2. Special Purpose District Assets	
Asset	Value
<b>Property</b>	
number acres of land	\$ value
<b>Equipment</b>	
description	\$ value
description	\$ value
description	\$ value
description	\$ value
description	\$ value
<b>Total:</b>	<b>\$ value</b>
<b>Critical Facilities and Infrastructure</b>	
description – Include Address	\$ value
description – Include Address	\$ value
description – Include Address	\$ value
description – Include Address	\$ value
description – Include Address	\$ value
description – Include Address	\$ value
<b>Total:</b>	<b>\$ value</b>

### 1.3 STATUS OF PREVIOUS PLAN ACTIONS

This is the first plan the Granada Community Services District is participating in, therefore no previous plan actions are available.

### 1.4 CAPABILITY ASSESSMENT

An assessment of the district’s current capabilities was conducted to identify opportunities to expand, initiate or integrate capabilities in order to further hazard mitigation goals and objectives. Where such opportunities were identified and determined to be feasible, they are included in the action plan. The “Analysis of Mitigation Actions” table in this annex identifies these as community capacity building mitigation actions.

#### 1.4.1 Planning and Regulatory Capabilities

Jurisdictions develop plans and programs and implement rules and regulations to protect and serve residents. When effectively prepared and administered, these plans, programs and regulations can support the implementation of mitigation actions. Table 1-3 summarizes existing codes, ordinances, policies, programs or plans that are applicable to this hazard mitigation plan.

Table 1-3. Planning and Regulatory Capability		
Plan, Study or Program	Date of Most Recent Update	Comment
Name of code, ordinance, policy, program or plan		
Name of code, ordinance, policy, program or plan		
Name of code, ordinance, policy, program or plan		

Name of code, ordinance, policy, program or plan		
Name of code, ordinance, policy, program or plan		

### 1.4.2 Fiscal, Administrative and Technical Capabilities

Fiscal capability is an indicator of a jurisdiction’s ability to fulfill the financial needs associated with hazard mitigation projects. An assessment of fiscal capabilities is presented in Table 1-4. Administrative and technical capabilities represent a jurisdiction’s staffing resources for carrying out the mitigation strategy. An assessment of administrative and technical capabilities is presented in Table 1-5.

**Table 1-4. Fiscal Capability**

Financial Resource	Accessible or Eligible to Use?
Capital Improvements Project Funding	Yes/No
Authority to Levy Taxes for Specific Purposes	Yes/No
User Fees for Water, Sewer, Gas or Electric Service	Yes/No
Incur Debt through General Obligation Bonds	Yes/No
Incur Debt through Special Tax Bonds	Yes/No
Incur Debt through Private Activity Bonds	Yes/No
State-Sponsored Grant Programs	Yes/No
Development Impact Fees for Homebuyers or Developers	Yes/No
Federal Grant Programs	Yes/No
Other	Yes/No (if yes, please specify)

**Table 1-5. Administrative and Technical Capability**

Staff/Personnel Resource	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes/No	Insert appropriate information
Engineers or professionals trained in building or infrastructure construction practices	Yes/No	Insert appropriate information
Planners or engineers with an understanding of natural hazards	Yes/No	Insert appropriate information
Staff with training in benefit/cost analysis	Yes/No	Insert appropriate information
Surveyors	Yes/No	Insert appropriate information
Personnel skilled or trained in GIS applications	Yes/No	Insert appropriate information
Scientist familiar with natural hazards in local area	Yes/No	Insert appropriate information
Emergency manager	Yes/No	Insert appropriate information
Grant writers	Yes/No	Insert appropriate information
Other	Yes/No	Insert appropriate information

### 1.4.3 Education and Outreach Capabilities

Outreach and education capability identifies the connection between government and community members, which opens a dialogue needed for a more resilient community. An assessment of education and outreach capabilities is presented in Table 1-6.

**Table 1-6. Education and Outreach**

Criterion	Response
Do you have a public information officer or communications office?	Yes/No
Do you have personnel skilled or trained in website development?	Yes/No
Do you have hazard mitigation information available on your website? • If yes, please briefly describe	Yes/No Insert appropriate information
Do you use social media for hazard mitigation education and outreach? • If yes, please briefly describe	Yes/No Insert appropriate information
Do you have any citizen boards or commissions that address issues related to hazard mitigation? • If yes, please briefly specify	Yes/No Insert appropriate information
Do you have any other programs already in place that could be used to communicate hazard-related information? • If yes, please briefly describe	Yes/No Insert appropriate information
Do you have any established warning systems for hazard events? • If yes, please briefly describe	Yes/No Insert appropriate information

### 1.4.4 Community Classifications

Classifications under various community mitigation programs are presented in Table 1-7.

**Table 1-7. Community Classifications**

	Participating?	Classification	Date Classified
FIPS Code	Yes/No		Date
DUNS#	Yes/No		Date
Community Rating System	Yes/No		Date
Building Code Effectiveness Grading Schedule	Yes/No		Date
Public Protection	Yes/No		Date
Storm Ready	Yes/No		Date
Firewise	Yes/No		Date
Tsunami Ready	Yes/No		Date

### 1.4.5 Adaptive Capacity for Climate Change

Given the uncertainties associated with how hazard risk may change with a changing climate, a jurisdiction’s ability to track such changes and adapt as needed is an important component of the mitigation strategy. Table 1-7 summarizes the jurisdiction’s adaptive capacity for climate change.

**Table 1-8. Adaptive Capacity for Climate Change**

Criterion	Jurisdiction Rating <sup>a</sup>
<b>Technical Capacity</b>	
Jurisdiction-level understanding of potential climate change impacts <i>Comment:</i>	High/Medium/Low
Jurisdiction-level monitoring of climate change impacts <i>Comment:</i>	High/Medium/Low
Technical resources to assess proposed strategies for feasibility and externalities <i>Comment:</i>	High/Medium/Low



Criterion	Jurisdiction Rating <sup>a</sup>
Jurisdiction-level capacity for development of greenhouse gas emissions inventory <i>Comment:</i>	High/Medium/Low
Capital planning and land use decisions informed by potential climate impacts <i>Comment:</i>	High/Medium/Low
Participation in regional groups addressing climate risks <i>Comment:</i>	High/Medium/Low
<b>Implementation Capacity</b>	
Clear authority/mandate to consider climate change impacts during public decision-making processes <i>Comment:</i>	High/Medium/Low
Identified strategies for greenhouse gas mitigation efforts <i>Comment:</i>	High/Medium/Low
Identified strategies for adaptation to impacts <i>Comment:</i>	High/Medium/Low
Champions for climate action in local government departments <i>Comment:</i>	High/Medium/Low
Political support for implementing climate change adaptation strategies <i>Comment:</i>	High/Medium/Low
Financial resources devoted to climate change adaptation <i>Comment:</i>	High/Medium/Low
Local authority over sectors likely to be negative impacted <i>Comment:</i>	High/Medium/Low
<b>Public Capacity</b>	
Local residents knowledge of and understanding of climate risk <i>Comment:</i>	High/Medium/Low
Local residents support of adaptation efforts <i>Comment:</i>	High/Medium/Low
Local residents' capacity to adapt to climate impacts <i>Comment:</i>	High/Medium/Low
Local economy current capacity to adapt to climate impacts <i>Comment:</i>	High/Medium/Low
Local ecosystems capacity to adapt to climate impacts <i>Comment:</i>	High/Medium/Low

a. High = Capacity exists and is in use; Medium = Capacity may exist, but is not used or could use some improvement;  
Low = Capacity does not exist or could use substantial improvement; Unsure= Not enough information is known to assign a rating.

## 1.5 INTEGRATION WITH OTHER PLANNING INITIATIVES

For hazard mitigation planning, “integration” means that hazard mitigation information is used in other relevant planning mechanisms, such as capital facilities planning, and that relevant information from those sources is used in hazard mitigation. This section identifies where such integration is already in place, and where there are opportunities for further integration in the future. Resources listed at the end of this annex were used to provide information on integration. The progress reporting process described in Volume 1 of the hazard mitigation plan will document the progress of hazard mitigation actions related to integration and identify new opportunities for integration.

### 1.5.1 Existing Integration

Some level of integration has already been established between local hazard mitigation planning and the following other local plans and programs:

- **Plan or Program Name—Description**
- **Plan or Program Name—Description**
- **Plan or Program Name—Description**
- **Plan or Program Name—Description**
- **Plan or Program Name—Description**

### 1.5.2 Opportunities for Future Integration

The capability assessment presented in this annex identified the following plans and programs that do not currently integrate hazard mitigation information but provide opportunities to do so in the future:

- **Plan or Program Name—Description**
- **Plan or Program Name—Description**
- **Plan or Program Name—Description**
- **Plan or Program Name—Description**
- **Plan or Program Name—Description**

**ITEM #2**



GRANADA COMMUNITY SERVICES DISTRICT

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of Changes to Personnel Manual  
Date: April 15, 2021

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This Item is presented to provide the Board with a preliminary review of the proposed revisions to the District's Personnel System Manual, which will be presented for approval at the next meeting with an updated salary schedule and related resolution.

The manual, adopted on 07/17/08 and last amended in January of 2018, establishes District personnel policies, practices and procedures, and provides general employment information for employees, the public, and the Board of Directors.

I have attached a copy of the current manual for side-by-side comparison with the proposed manual, as a red-line version became difficult to work with due to the proposed reorganization of the manual's sections and sub-sections. Instead, there are notations after the section title if changes were made, and those changes are in a red/orange colored font.





# GRANADA COMMUNITY SERVICES DISTRICT

## PERSONNEL SYSTEM MANUAL

Adopted July 17, 2008  
As Amended through January 18, 2018

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## **SECTION 1. PERSONNEL SYSTEM**

### **Establishment of System**

The Board of Directors of the Granada Community Service District has duly established this Personnel System for the District composed of the creation of positions of employment, job descriptions, and a compensation schedule for those positions, and written personnel policies.

### **Changes in Policy**

This System supersedes all previous employment policies covered in the System. The Granada Community Services District Board of Directors reserves the right to modify or change the content, provisions, policies, and benefits contained in the Personnel System at any time. Affected employees shall be notified of changes or modifications made to the System.

## **SECTION 2. DEFINITIONS**

### **Definition of Terms**

**1. Disciplinary Action:** Disciplinary action consists of termination, involuntary demotion, suspension, reduction in salary, written reprimand and/or placement on special evaluation.

**2. Discrimination:** “Discrimination” as used in this Policy is defined as violation of the District Equal Employment Opportunity Policy or conduct that is unlawfully discriminatory against, harassment of, or disrespectful action toward, a Board member, the General Manager, another employee, contractor, applicant, or member of the public based on race, color, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, veteran status or any other characteristic protected by law.

**3. District:** The “District” herein refers to the Granada Community Services District.

**4. Sexual Harassment:** “Harassment” as used in this Policy is defined to include, but is not limited to sexual advances that include threat of job detriment or promises of job benefits, or unwelcome physical, verbal, or visual behavior of a sexual nature that creates an offensive, intimidating, hostile or abusive work environment. Examples include (but are not limited to):

- a. Speech, such as epithets, derogatory comments or slurs, and lewd propositioning. Prohibited speech may include inappropriate sex-

- oriented comments on appearance (including dress or physical features) or stories and/or jokes.
- b. Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. Prohibited physical acts include, pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
  - c. Visual insults, such as derogatory posters, cartoons, or drawings related to sex.
  - d. Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

### **Employment Categories**

**Full-Time Employee.** A Full Time Employee works an average of at least thirty-five (35) hours per week on an ongoing basis.

**Part-Time Employee.** A Part Time Employee regularly works less than 32 hours per week but no less than 17 ½ hours per week.

**Regular Employee.** Regular employees are those who have completed the probationary period (1) and work on a regular schedule averaging 20 hours per week or more. Regular employees may be classified as exempt, full-time or part-time. A regular employee may only be terminated (or suspended without pay for more than five working days) on the basis of just cause for discipline. Any employee may be the subject of layoff if the position in which he/she serves is eliminated by the District Board.

**Probationary Employee.** An employee within first 180-days of full time employment equivalent.

**Non-Exempt Employee.** A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA") and must maintain an accurate

record of hours worked or verified on a per pay period basis by either the General Manager or Assistant General Manager.

**Exempt Employee.** An Exempt Employee is an employee who is paid on a salary basis, engages in management or administration, whose responsibilities require the regular exercise of discretion and independent judgment and sufficient dedication of time to accomplish all of the results required by the Board of Directors or General Manager, and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”).

**Temporary Employee.** Temporary employees are those who are employed to work on a specific limited term project or to fill in for a regular employee or otherwise do not have an established work schedule and do not work for more than 1080 hours in any calendar year.

### **SECTION 3. GENERAL PROVISIONS**

#### **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Granada Community Services District will be based on merit, qualifications, and abilities. Except where required by law, employment practices will not be influenced or affected by an applicant’s or employee’s race, color, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, veteran status or any other characteristic protected by law. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Sexual Harassment or Discrimination against others on the basis of race, color, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, veteran status or any other characteristic protected by law are strictly prohibited and will not be tolerated by Granada Community Services District.

#### **Discrimination/Harassment Complaint Procedure**

Granada Community Services District will investigate all reports or complaints of sexual harassment or discrimination that occur in the District’s work environment. Such investigation will be conducted concerning any person governing or working for the District, including Board members, the General Manager, the District Counsel, the District Engineer, the Assistant General Manager, the Administrative Assistant,

temporary employees, volunteers or any other employee or agent of the District. Complaints concerning contractors, third-party vendors, permit applicants, or members of the public should also be reported in accordance with District procedures so that the District can determine the existence of such sexual harassment or discrimination and the District can take appropriate action against such person(s), including termination of the District's relationship with that person. Any employee who experiences sexual harassment or discrimination should immediately report such conduct to the General Manager. In the event that the General Manager is the subject of the complaint, the complaint should be made to the District Counsel. Also, because the Granada Community Services District wishes to retain a secure and healthy work environment, any employee that knows or learns of unwelcome harassing or discriminatory behavior should report it to the General Manager, whether or not there is a specific complaining party. Once a report or complaint is received, the General Manager, or the District Counsel in the case of the complaint being against the General Manager, will conduct an immediate, neutral fact finding investigation. The District Board may instead decide to appoint an outside investigator to conduct such investigation. All individuals who participate in the investigation process, including the complaining party, the alleged harasser or harassers, and all independent witnesses who may have relevant information, will be protected from retaliation, and any threats of retaliation will be separately investigated. The Granada Community Services District will take prompt and proper corrective action following its investigation of all substantiated claims of workplace harassment or discrimination.

### **Additional Remedies for Discrimination or Sexual Harassment**

Complainants may file complaints of discrimination or harassment with the State of California Department of Fair Employment and Housing and the Federal Equal Employment Opportunity Commission, whether or not the complainants choose to use the District's complaint procedure. Time limits for filing complaints with the State and Federal agencies may vary and those agencies should be contacted directly by the complainant for specific information.

### **Probationary Period**

All newly hired employees work on a probationary basis. The probationary period for all employees is the first 180 days of full time equivalent employment after hire. The probationary period is intended to give a new employee the opportunity to demonstrate his/her ability to achieve a satisfactory level of performance and to determine whether the new position also meets the new employee's expectations.

This period is used to evaluate the new employee's capabilities, work habits, and overall performance. While an employee is serving in his/her probationary period, he/she may be terminated without cause.

### **Safety**

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the General Manager. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the General Manager.

## **SECTION 4. EMPLOYMENT POSITIONS**

### **Positions**

The positions of employment for the Granada Community Services District are as follows:

- Assistant General Manager – The Assistant General Manager position is a salaried, “exempt” position.
- Administrative Assistant – The Administrative Assistant position is an hourly pay, “non–exempt” position.

### **Appointment to Positions**

Appointments to a vacancy in an exempt position shall be made by the Board of Directors. Appointments to all other positions shall be made by the General Manager. In filling vacancies in exempt positions, the General Manager may recommend the candidates he or she believes to be most qualified for the job to be interviewed by the Board of Directors.

### **Job Descriptions**

#### **Duties of the Assistant General Manager**

Working to accomplish the results directed by the District General Manager or the District Board of Directors, the Assistant General Manager shall:

1. Assist in the development of policies, programs and budgets necessary for the operation of the District



2. Assist in the development of long-range plans covering the essential elements of operations, facilities, finances and personnel
3. Assist in administering provisions for effective and efficient operation and control of facilities, finances, personnel and equipment
4. Oversee District operations along with the General Manager
5. Assist the General Manager in developing, implementing, and monitoring short and long-term plans, goals, and objectives focused on achieving the District's mission and priorities
6. Within assigned areas of accountability, serve as the District's representative to professional, industry, community groups, customers, and to other agencies, organizations and individuals
7. Coordinate, prepare, and post agendas
8. Serve as the Secretary to and Clerk of the Board of Directors
9. Attend all regular District meetings
10. Generate meeting minutes; Maintain records of all proceedings
11. Write staff reports and prepare recommendations to go before the Board as appropriate and necessary
12. Publish, post, and mail public and legal notices
13. Maintain communication and working relationships among/between Administrative Staff, Contract Staff, and Board Members
14. Work with Board members to establish District policy
15. Ensure implementation of District Ordinances, Resolutions, Bylaws, and policies and procedures
16. Develop and prepare annual District budget
17. Compile data for annual audit; Review and correct final audit reports
18. Conduct research and prepare data for special projects
19. Prepare Requests for Proposals as directed
20. Establish and maintain effective relationships with the County, other public agencies, the general public, parcel owners, developers, contractors, architects, and real estate agents
21. Answer incoming phone calls, assist walk-in customers, and as necessary respond to email
22. Process all incoming mail, distribute and review as necessary
23. Respond to written correspondence when necessary
24. Organize and maintain all District records
25. Prepare and generate warrants for accounts payable as appropriate
26. Generate pro-rated sewer service charge invoices and process payments received

27. Prepare bank account deposit slips and monthly reports
28. Analyze monthly bank account statements to maintain adequate balances
29. Periodic review of investment earnings
30. Periodic review of general ledger for accuracy
31. Initiate District office purchasing and compliance with Bidding and Procurement Policy
32. Initiate and review lease agreements
33. Train new District employees
34. Analyze and perform Assessment District related administrative procedures
35. Periodically review Assessment District investment statements to verify transactions
36. Prepare invoices and initiate transfers for Assessment District accounts payable/receivable as necessary
37. Prepare data and reports for annual county tax roll submission
38. Record legal documents with the County
39. Review, process, and issue sewer permits per District policy
40. Coordinate and follow-up on District engineering related issues and projects
41. Schedule parcel site and hook up inspections
42. Develop and revise written procedures and public information handouts
43. Record and handle incoming sewer related emergencies
44. Provide information and respond to public concerns regarding capital improvement projects
45. Coordinate, prepare, and post Park Committee agendas
46. Attend all Park Committee meetings
47. Generate Park Committee meeting minutes; Maintain records of all proceedings
48. Write Park Committee staff reports and prepare recommendations to go before the Board as needed
49. Maintain communication and working relationships among/between County Parks Staff, other professionals, and Committee Members
50. Carry District cell phone and be on-call at all times

and all such other duties as may be assigned by the Board or the General Manager as being within the scope of the Assistant General Manager position.

**Duties of the Administrative Assistant**

Working under the direction of the District General Manager and the Assistant General Manager, the Administrative Assistant shall be responsible for:

1. Retrieving messages from answering machine



2. Answering phone
3. Answering general questions when possible
4. Taking messages
5. Returning calls when appropriate
6. Greeting and assisting walk-in customers
7. Picking up, opening, date stamping and logging of mail
8. Mail distribution and tracking
9. Posting of other agency and County agendas, public notices, etc.
10. Upkeep of non-agenda correspondence log distributed to Board Members
11. Maintenance of invoice file
12. Prepare and generate warrants for accounts payable as directed
13. Generating and upkeep of monthly Transaction Detail Sheet
14. Maintenance of "Checks Received" Log
15. Writing money receipts
16. Copying and distribution of original check and check copies
17. Filing of original Agenda Packets, Minutes, Ordinances and Resolutions in proper binders
18. Inventory and reordering
19. Logging incoming permit applications after acceptance
20. Setting up file for new applications
21. Scheduling and coordination of site and hook-up inspections
22. Generating pro-rated sewer service charge bills and related follow up
23. Sending hook-up verifications to County
24. Entering hook-up data into permit log
25. Preparing agenda packets
26. Meeting room set up
27. General organization of District Office and Pump Station
28. Organization and labeling of general filing system
29. Logging and filing incoming call-out/overflow reports
30. Follow-up on estimates and scheduling for authorized repairs
31. Generation of solid waste related letters and providing information to franchised waste hauler
32. Special projects delegated by the Assistant General Manager

and all such other duties as may be assigned by the General Manager and Assistant General Manager as being within the scope of the Administrative Assistant position.

## **SECTION 5. COMPENSATION AND WORK HOURS**

### **Compensation**

The Board shall by resolution adopt a compensation schedule to establish the pay range and subsequent step levels for each employment position. Step level increases shall be considered in accordance with *Section 7. Performance Reviews* below. For purposes of the schedule, hourly pay shall be converted to an equivalent monthly rate based on 1820 hours per year.

### **Business/Travel Expenses**

The Granada Community Services District reimburses employees for reasonable travel/mileage expenses incurred while on work assignment. The District shall reimburse for all reasonable and necessary expenses incurred by an employee in carrying out the District's business, provided, that to the extent reasonably practicable, the employee shall not incur any such expenses without the General Manager's or the Board's prior approval. Reimbursable expenses hereunder shall include, but not be limited to, District-related travel expenses within and outside of the San Francisco Bay Area, enrollment fees for conferences and professional education, and similar expenses incurred in the performance of District's business. "Travel expenses," as used herein, shall include, but not be limited to, costs of transportation to and from any destination outside of the San Francisco Bay Area, lodging, meals, local transportation (at destination), and incidentals. Costs of transportation to and from destination shall be based upon economy (or equivalent) airfare unless otherwise approved by the Board. Any and all use by an employee of his/her vehicle for travel for District business purposes listed in an employee's job description or pre-authorized by the District General Manager or Board of Directors shall be reimbursed at the rate for IRS business expense deductions in effect at the time of such use.

### **Office/Work Hours and Breaks**

The District Office shall be open for business to the public from the hours of 9:00 a.m. to 5:00 p.m., excluding holidays. The District Office may be closed for a one hour lunch break sometime between noon and 1:30 p.m. During periods when the office is staffed by one employee, the District Office may be closed in the event of an emergency or to occasionally perform District business however, the District's goal and preference is to keep the District Office open during normal business hours.

One fifteen-minute rest period during each four-hour period, or major fraction thereof, is provided. Rest periods are not provided if the total daily work schedule is less than 3½ hours. These rest periods may not be combined or added to meal periods. To the extent possible, rest periods will be provided and should be taken in the middle of work periods. Since this rest period time is counted and paid as time worked, an employee must not be absent from his/her workstation beyond the allotted rest period time. If an employee is scheduled for shifts in excess of five hours (unless six hours completes the schedule) he/she will be provided with one unpaid meal period of up to 60 minutes in length.

### **Overtime**

The District will pay overtime pay at the rate of one and one-half times the employee's regular rate of pay to non-exempt employees for all hours worked in excess of thirty-five hours in a work week or work performed on a weekend or holiday. Authorization from the General Manager or the Assistant General Manager must be received prior to the worked overtime. An overtime assignment which results in more than eight hours of work per day will be compensated at the rate of one and one-half (1½) times his/her normal hourly rate for the period of time exceeding eight hours.

### **Paydays**

Compensation is paid semi-monthly, with paydays being the 15th for work performed from the 1st to the 15th, and the last day of each month for work performed from the 16th to the last day of the month. When a payday falls on a weekend or holiday, the last prior business day becomes the pay date.

## **SECTION 6. EMPLOYEE CONDUCT**

### **Attendance and Punctuality**

To maintain a safe and productive work environment, the District expects each employee to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on working operations. In the event that an employee becomes aware of an anticipated tardiness or absence the employee should notify the District office as soon as possible. Except where otherwise protected by law, excessive absenteeism (*excused or not*) may result in discipline up to and including termination of employment. Excessive absenteeism or tardiness shall be evaluated on a case-by-case basis. If an employee fails to report for work without prior notification for a period of three consecutive days, the

Granada Community Services District will consider that employee to have abandoned his/her employment and have voluntarily terminated employment.

### **Timekeeping and Prior Overtime Authorization**

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and State law requires the District to keep an accurate record of time worked in order to calculate an employee's pay and/or benefits. Employees paid at an hourly rate must accurately record the time he/she begins and ends his/her work, as well as the beginning and ending of each meal period. Overtime work must always have prior approval from the General Manager or the Assistant General Manager. All time records must be presented for approval to the General Manager or Assistant General Manager. Altering, falsifying, or tampering with time records, may result in disciplinary action, up to and including termination of employment.

### **Rules of Conduct and Work Performance**

- To assure orderly operations and provide the best possible service to the public and work environment, the District expects and requires all employees to follow these rules of conduct and work performance. Accordingly, conduct or work that is unacceptable as determined by the General Manager, whether listed below or not, may result in discipline up to and including termination.
- Embezzlement, theft, conversion or misappropriation of District money or other assets;
- Theft or inappropriate removal or possession of office property, including but not limited to personal use of District premises, vehicles or equipment without prior written approval;
- Violation of District Ordinance Code;
- Violation of District Bylaws, including but not limited to those related to reimbursement;
- Violation of the requirements of this Personnel System;
- Violation of safety or health rules;
- Alteration or falsification of, or tampering with, District records, including but not limited to applications, timecards;
- Negligence or improper conduct leading to damage of District-owned property or ratepayer property or rights;
- Insubordination;
- Unauthorized disclosure of confidential information;
- Unsatisfactory work performance;

- Discrimination against, harassment of, or disrespectful action toward, a Board member, the General Manager, another employee, contractor, applicant, or member of the public based on race, color, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, veteran status or any other characteristic protected by law;
- Sexual Harassment;
- Excessive absenteeism or tardiness, whether excused or not;
- Falsifying employment records or information or abuse of sick leave;
- Unauthorized use or destruction of equipment, time, materials, facilities or other property of the District, a District customer or member of the public;
- Provoking a fight or fighting during work or on District property;
- Carrying dangerous weapons on District property at any time;
- Use of drugs (except prescribed drugs) or alcohol while on duty for the District; or on District premises;
- Use of tobacco on District premises is prohibited;
- Engaging in criminal conduct whether or not on duty where such conduct is related to ability to continue to perform the duties of the employees position;
- Using abusive language at any time at the workplace;
- Failing to notify a Supervisor when unable to report to work or having to leave work early;
- Disorderly conduct;
- Unsatisfactory performance or incompetence; and
- Conduct detrimental to the mission of the District or its implementation of such mission, including performance of work by other employees, the General Manager or Board members.

### Computer Use

The Granada Community Services District's computer system is an important asset and has been installed to facilitate conduct of the public's business. This system is intended for business use only. Personal use is prohibited. Downloading personal data, pictures or software, loading software, changing configurations or otherwise altering the system server or workstations without prior consent may result in disciplinary action up to and including termination. All employees are prohibited from sending on District computers inflammatory messages, jokes, inappropriate or offensive digital pictures, and other offensive material. All data, pictures, files, folders, graphics or other material stored on the server or individual computer

workstations is the property of the District, and any deletion of such property will result in discipline, including possible termination.

### **Personal Appearance**

Work attire, grooming and personal hygiene standards should complement an environment that reflects an efficient, professional public service governmental organization. It is important that employees dress according to generally accepted business standards.

### **Gifts and Gratuities**

**No Solicitation of Gratuities.** It is the policy of the District to prohibit employees from soliciting gifts or gratuities from customers, vendors or others who do or propose to do business with the District.

**Limitation on Gratuities Accepted.** Gifts and gratuities accepted by employees shall not exceed twenty-five Dollars (\$25) in retail value for any single gift, nor shall any employee accept gifts or gratuities with a total value of Fifty Dollars (\$50) or more from any one person or entity in a fiscal year.

## **SECTION 7. EMPLOYEE RELATIONS**

### **Management**

The General Manager has overall responsibility for management of District employees, agents, volunteers, consultants and contractors. Whenever an employee has questions regarding employee conduct or work rules, the employee should communicate with the General Manager about it.

### **Information Changes**

It is each employee's responsibility to promptly notify the District of any changes in important information such as: name, address, telephone number and person(s) to be notified in case of an emergency. Other information such as changes in marital status or dependents may require an employee to change the number of exemptions claimed for income tax withholding purposes.

### **Performance Reviews**

Evaluations provide a basis for compensation adjustments, to determine potential for promotion, to notify the employee of performance deficiencies and to help the employee plan and obtain career growth.



The General Manager shall conduct, or have conducted by appropriate assistants, annual performance evaluations of all District employees. The evaluation shall take place on or before the beginning of the District fiscal year. Upon a satisfactory performance review, employees shall receive a compensation step level increase in accordance with the compensation schedule effective with the pay period ending on July 15 of that year. The employee shall have an opportunity to discuss the results of the evaluation, and to discuss his or her own performance with the General Manager. Special performance evaluations may also be conducted at any time as the General Manager deems necessary.

### **Resignation**

If an employee elects to terminate his/her employment, a written notice of resignation must be given to the General Manager, two weeks in advance of the last planned date of employment. Since the purpose of the notice is to facilitate a smooth transition, this advance notice should not include vacation or any non-compensated working time without the consent of the General Manager. Circumstances may occur where the General Manager may exercise the right to accept a resignation immediately or to accelerate the final date of employment.

### **Disciplinary Action and Appeal**

The General Manager is empowered to impose disciplinary action upon any employee, including but not limited to termination, suspension, demotion, reprimand and/or placement on special evaluation. Cause for discipline shall be a violation of the Rules of Conduct and Work Performance set forth above. An employee terminated or suspended may appeal such discipline to the Board of Directors by filing with the Board Secretary a written appeal within 20 days of the disciplinary action stating the general reason(s) for such appeal. The appeal shall be duly heard by the Board of Directors and may be conducted in closed session if authorized by the Brown Act or in public if requested in writing by the employee. The decision of the Board of Directors on such appeal shall be final.

## **SECTION 8. EMPLOYEE BENEFITS**

### **Vacation**

Each full-time regular employee is entitled to paid vacation accruing at the following rate:

0 - 10 years = .83 per month = 10 days per year  
11 - 15 years = 1.25 per month = 15 days per year  
15 years thereafter = 1.67 per month = 20 days per year

Each full-time regular employee employed by the District as of the establishment date of this personnel system shall be entitled to all previously accrued vacation time as of that date, subject to the following caps. Vacation time shall be capped at fifty days, and will cease accruing until the total has been brought below fifty days again. At the time of separation from the District, compensation will be paid for unused vacation time accrued up to a maximum of fifty days.

**Holidays**

The following are the official District holidays and the date of their observance during which regular full-time employees shall be entitled to receive time off with pay:

<i>Holiday</i>	<i>Date of Observance</i>
New Years Day	January 1
Martin Luther King Day	3 <sup>RD</sup> Monday in January
President’s Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran’s Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	1 / 2 day before Christmas
Christmas Day	December 25

Holidays are paid pro rata to employees working less than full-time and no paid holidays are given to temporary employees. If a holiday falls on a Saturday, time off with pay will be given on the proceeding Friday. If a holiday day falls on a Sunday, time off with pay will be given on the following Monday.

**Health Insurance Benefits**

For full-time employees, the District shall pay up to \$1,400 per month towards a health insurance benefits plan chosen by the employee from among those plans offered through the District’s Health Benefits Program with SDRMA. All health and insurance costs above \$1,400 per month shall be paid by the employee.



## Sick Leave

Each full-time regular employee is entitled to paid sick leave accruing monthly at 5/6ths of a day per month (a total of ten days per year). When sick leave benefits have been exhausted, time off due to illness will be unpaid. Each full-time regular employee employed by the District as of the establishment date of this personnel system shall be entitled to all previously accrued sick leave as of that date, subject to the following caps.

“Sick leave” means an absence from duty of an employee as a result of an illness, an injury or an exposure to contagious disease. The sick leave benefit is offered to and may be utilized by regular full-time employees for these reasons. An employee may utilize the sick leave benefit for time off from work for the illness of a child, spouse or parent.

Sick leave shall be accrued monthly as stated above, and shall be capped at twenty days. Sick leave will cease accruing after a total of twenty days has been accrued, until the total has been brought below twenty days again. Should a full-time regular employee leave the District’s employment of his/her own will or upon termination for cause, no compensation will be paid for any sick leave accrued. If terminated or leaving employment due to disability, a full-time regular employee shall be paid for sick leave time accrued up to a maximum of twenty days. The above sick leave benefits also apply to the holder of a position requiring an average of 20 or more hours of work per week, but on a pro rata basis.

In cases where an employee has either exhausted available sick leave or has been unable to come to work for 20 consecutive working days, whichever comes first, the Board of Directors may grant a medical leave of absence, in response to a written request, for a period not to exceed six months at a time. The specific duration depends upon the reason for the leave, the amount of seniority the employee has, and the operational needs of the District. Failure to apply for medical leave of absence in such circumstances may lead to forfeiture of District employment. Employees on medical leave shall be considered to be on inactive status. An employee initially granted a leave of absence who wishes to extend his/her leave must apply to extend the leave and present medical evidence in support of that application before the time his/her original leave of absence expires.

An employee who wishes a medical leave of absence must first submit to the General Manager a written statement from his/her physician detailing the diagnosis of the employee and the doctor's best estimate of when the employee will be able to return to work. The employee's doctor must agree that he/she will cooperate with District

inquiries concerning the status of the employee. An employee who wishes to return to active status from medical leave shall furnish to the General Manager a written report from his/her physician confirming that the employee is able to resume performance of the duties of the job in a satisfactory and safe manner. The District may require an employee who has requested a leave or who requests return to work from a leave to submit to examination by a physician appointed by the District or to provide other appropriate medical evidence to support the request.

An employee who fails to return in a timely fashion from medical leave of absence shall be deemed to have resigned his District employment.

The District will use its best efforts to hold open an employee's position during the employee's approved medical leave of absence. However, when operational needs require, the District may take steps to fill the position of an employee on leave. In this case the employee shall receive the first available position which the employee is capable of performing, on expiration of leave and certification from the physician that the employee is fit to return to work.

### **Bereavement Leave**

Full-time regular employees will be granted up to three days paid leave in the event of the death of an immediate family member. This leave may be extended with sick leave, accrued vacation, or leave without pay in case of great distance or severe emotional hardship.

### **Jury Duty**

Full-time regular employees summoned to court to serve as required by law on a jury panel or as a witness in court shall be given time off from work. Prior to taking time off to serve in such capacity, employees must give reasonable notice to the General Manager of the date(s) such jury or witness services is to begin and, if possible, the estimated duration of the amount of time off which will be necessary. Time off for jury or witness duty shall be with pay. An employee who receives witness or jury duty pay and his District compensation must remit witness or jury duty pay to the District. The employee is expected to report to work whenever the court schedule permits.

### **Other Leave**

Other leaves may be required by law (including but not limited to Family Care and Medical Leave, Pregnancy Disability Leave, Workers Compensation Leave, and Military Leave) and the District will comply with any law applicable at the time such leave is

requested to the extent that such other leave is required. The District will also consider a request for unpaid Personal Leave but is under no obligation to approve such leave.

### **Retirement Benefits**

The District contracts with and participates in the California Public Employees' Retirement System (CalPERS). Permanent employees who work at least an average of 20 hours per week are eligible to enter CalPERS membership immediately upon employment. The CalPERS plan formula for "classic" employees, those hired before January 1, 2013, is 2% at 55 and the District pays the employee's contribution. The CalPERS plan formula for "new member" employees, those hired on or after January 1, 2013, is 2% at 62 and the District does not pay the employee's contribution.



**DRAFT REVISION**  
**For 4/15/21 Meeting**



# GRANADA COMMUNITY SERVICES DISTRICT

## PERSONNEL MANUAL

Adopted July 17, 2008  
As Amended through \_\_\_\_\_

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## **SECTION 1 - GENERAL PROVISIONS**

### **Scope of Personnel Manual (Replaced Establishment of System)**

This manual outlines personnel policies, practices, and procedures, and provides general employment information, which is intended for use by the Board, management and employees of the District.

Except for provisions relating to discrimination and harassment, nothing in this manual is applicable to temporary employees, independent contractors, volunteers or elected officials. The board of directors reserves the right to change, modify, amend, or rescind any or all provisions of this manual at any time.

### **Changes to Manual**

This Manual supersedes all previous employment policies covered in this Manual. The Granada Community Services District Board of Directors reserves the right to modify or change the content, provisions, policies, and benefits contained in this Manual at any time. Affected employees shall be notified of changes or modifications made to this Manual.

### **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on merit, qualifications, and abilities. Except where required by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, creed, national origin, ancestry, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity, gender expression, sex, sexual orientation, age, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, military and veteran status, citizenship status, or any other consideration protected by law. This Manual governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Harassment, including Sexual Harassment, or Discrimination against others are strictly prohibited and will not be tolerated by the District.

### **Discrimination/Harassment Complaint Procedure**

The District will investigate all reports or complaints of unlawful or prohibited harassment or discrimination that occur in the District's work environment. Such investigation will be conducted concerning any person governing or working for the District, including board members, the general manager, the district counsel, the district engineer, the assistant general manager, the administrative Assistant, temporary employees, volunteers or any other employee or agent of the District. Complaints concerning contractors, third-party vendors, or members of the public should also be reported in accordance with District procedures so that the District can investigate the

alleged harassment or discrimination, and the District can take appropriate action, if necessary, regarding the complaint. Any employee who experiences harassment or discrimination should immediately report such conduct to the general manager. In the event that the general manager is the subject of the complaint, the complaint shall be made to the District Counsel. Also, because the District wishes to retain a secure and healthy work environment, any employee that knows or learns of unwelcome harassing or discriminatory behavior should report it to the general manager, whether or not there is a specific complaining party. Once a report or complaint of unlawful or prohibited conduct is received, the general manager, or the District Counsel in the case of the complaint being against the general manager, will conduct an immediate, neutral fact-finding investigation. The District Board may also instead decide to appoint an outside investigator to conduct such investigation. All individuals involved in the investigation process, including the complaining party, the alleged harasser or harassers, and all independent witnesses who may have relevant information, will be protected from retaliation, and any instances or threats of retaliation will be separately investigated. The District will take prompt and proper corrective action following its investigation of all substantiated claims of workplace harassment or discrimination.

### **Additional Remedies for Discrimination or Harassment**

Complainants may file complaints of discrimination or harassment with the State of California Department of Fair Employment and Housing (DFEH) and the Federal Equal Employment Opportunity Commission (EEOC), whether or not the complainants choose to use the District's complaint procedure. Time limits for filing complaints with the State and Federal agencies may vary and those agencies should be contacted directly by the complainant for specific information. Information on how to contact the DFEH and EEOC is provided on the postings located in the District office.

### **Safety**

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to management. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the general manager.

### **Office Hours**

The district office shall be open for business to the public from the hours of 9:00 a.m. to 5:00 p.m., excluding weekends and holidays. The district office may be closed for a one-hour lunch break between 12:30 p.m. and 1:30 p.m. During periods when the office is staffed by one employee, the district office may be closed during normal business hours. The goal however is to keep the district office open.



## SECTION 2 - PERSONNEL & EMPLOYMENT PRACTICES

### **Authority to Appoint**

Pursuant to Government Code section 61050, the board of directors appoints the general manager. The general manager has the authority to appoint and terminate all other employees.

### **Management** [\(Revised from CSD law\)](#)

The general manager shall be responsible for the implementation of the policies established by the board of directors; for the operation of the district; the appointment, supervision, discipline, and dismissal of the district's employees consistent with this Manual; the supervision of the district's facilities and services; and the supervision of the district's finances.

Questions regarding employee conduct or work rules should be directed to the general manager.

### **At-Will Employment** [\(new\)](#)

District employees are employed on an at-will basis. Employment at-will means that employees may terminate their employment relationship at any time for any or no reason, and with or without notice. The District also has the right to terminate the employment relationship at any time for any or no reason, with or without cause, and with or without notice. The District's decision to terminate employment is final and not subject to any appeal rights. Nothing in this Manual shall limit or alter the at-will employment status of any employee. No manager, supervisor or employee of the District has any authority to make any promise or enter into an agreement for employment that varies or nullifies the at-will nature of District employment.

### **Employment Classifications** [\(Revised\)](#)

Employment classifications are as follows:

Full-Time Employee - An employee who regularly works 35 hours or more per week.

Part-Time Employee - An employee who regularly works under 35 hours per week.

Regular Employee – An employee not classified as a temporary employee.

Salaried Employee – An employee who receives a monthly salary and is not paid by the hour.

Hourly Employee – An employee who is paid by the hour and who shall accurately record their hours worked on a daily basis.

Non-Exempt Employee - An employee who does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”).

Exempt Employee - An employee who engages in management or administration, whose responsibilities require the regular exercise of discretion and independent judgment and sufficient dedication of time to accomplish all of the results required by the board of directors or general manager, and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”).

Temporary Employee – An employee who is employed to work on a specific project and/or for a limited term, or who is filling in for a regular employee, or who works less than 1080 hours per year, or who otherwise does not have an established position.

## **Positions**

### **Assistant General Manager (Revised)**

The assistant general manager position is a full-time, exempt position under direction of the general manager. The assistant general manager is responsible for the day-to-day operations of the district office including all administrative and financial functions, and those listed on, but not limited to, the Job Description for the Assistant General Manager, and any reasonable duties assigned by the general manager or board of directors. The duties of the assistant general manager are performed during business hours in the district office or in the field as needed, and include being on call and available to perform duties outside of regular business hours when needed, except during authorized time off.

The assistant general manager shall serve as the district secretary and/or clerk, and when the position is vacant, will serve as the parks and recreation coordinator. The assistant general manager may delegate those duties when appropriate.

### **Administrative Assistant (Revised)**

The administrative assistant position is a full-time, non-exempt position under direction of the general manager and supervision of the assistant general manager. The administrative assistant is responsible for general office related duties and those listed on, but not limited to, the Job Description for the Administrative Assistant, and any reasonable duties assigned by management. The administrative assistant’s duties are performed during business hours in the district office unless otherwise directed.

### **Parks and Recreation Coordinator (Revised)**

The parks and recreation coordinator position is a part-time, non-exempt position under direction of the general manager and supervision of the assistant general manager. The parks and recreation coordinator is generally responsible for all parks and recreation related duties, and those listed on, but not limited to, the Job Description for the Parks and Recreation Coordinator, and any reasonable parks related duties assigned by

management or the board of directors. The parks and recreation coordinator's duties are performed in the district office or in the field as needed.

### **Breaks (Revised)**

Full-time employees are entitled to two (2) fifteen-minute breaks and a (1) one-hour lunch break during each full day worked.

Hourly pay employees will be compensated for one (1) fifteen-minute break within each four-hour period worked. Hourly pay employees will not be paid for lunch breaks, and must take a half-hour (minimum) or one-hour (maximum) lunch break when five or more hours are worked in a day.

### **Hiring Procedure (New)**

A vacant position will be posted and/or advertised upon authorization by the general manager.

Consideration in the selection, placement and retention of employees shall be based solely on merit. Merit is defined as the match between the knowledge, abilities, skills, and interests of the individual and the work and/or position assigned and how well the employee performs those duties. Selection processes will be job related, and will attempt to measure a candidate's knowledge, abilities, skills, and interests as they relate to the duties of the position.

Applicants shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the District's application.

Any applicant supplying false or misleading information is subject to immediate termination if hired.

### **Performance Review (Revised)**

The intent of the District is to review employee performance on an annual basis. Reviews for all employees are to be completed by June 30th each fiscal year. Performance based compensation adjustments will not be considered until a performance review is completed by the general manager, or the general manager's designee. Compensation may be adjusted as specified in Section 3 of this manual. The employee shall have an opportunity to discuss the results of the evaluation, and to discuss his or her own performance with the general manager. A performance evaluation may be conducted at any other time as the general manager deems necessary.

### **Resignation**

If an employee elects to terminate his/her employment, the District requests a written notice of resignation to be delivered or transmitted via email to the general manager at least two weeks in advance of the last planned date of employment. Since the purpose of the notice is to facilitate a smooth transition, this advance notice should not include

vacation or any non-compensated working time. Circumstances may occur where the general manager may accelerate the final date of employment.

### **Termination**

Immediate termination may occur in some cases, at the general manager's sole discretion. Otherwise, the District's intent is to give employees advance notice, whenever possible, of problems with their conduct or performance so that they have an opportunity to improve. Advanced notice may include an oral warning, which gives the employee the opportunity to make changes, or a written warning, which will be placed in the employee's personnel file. The written warning shall include the nature of the infraction, and what the employee needs to do to correct the conduct or improve performance.

### **Information Changes**

It is each employee's responsibility to promptly notify the District of any changes in important information such as the employee's name, address, telephone number, or person(s) to be notified in case of an emergency.

## **SECTION 3 - COMPENSATION**

### **Compensation Schedule (Revised)**

The compensation schedule establishes a seven (7) level pay range for each employment position, and shall be approved by resolution by the board of directors. Changes to the compensation schedule will affect which level an employee is paid at, but it shall not affect or change an employee's compensation amount. If a compensation schedule change coincides with a compensation adjustment, then the adjustment will take place before the compensation schedule change. The most current compensation schedule is provided as Exhibit \_\_\_ of this manual.

### **Amount of Compensation (Revised)**

At the time of hire, the starting level of compensation will be determined by the general manger.

### **Compensation Adjustments**

#### **Performance-Based Adjustments (Revised)**

For employees in compensation levels one (1) through six (6), performance-based adjustments may be granted at the discretion of the general manager following a satisfactory performance review. If so granted, the adjustment becomes effective on July 1<sup>st</sup>. Employees earning the highest level of compensation (level 7) will not receive an adjustment.

#### **COLA Adjustments (New)**

On January 1st, employees in compensation levels one (1) through six (6) will advance by one level. Employees earning the highest level of compensation (level 7) will not receive an adjustment.

### **Longevity Incentive Pay (New)**

The District shall make longevity incentive payments as follows:

- Employees with over 20 years of full-time service to the District shall receive an annual payment of \$2,500 in the pay period following their 21<sup>st</sup> year anniversary and each year thereafter.

Subject to the California Public Employees Retirement System (CalPERS) regulations, this incentive pay shall be reported as pensionable compensation.

### **Paydays**

Compensation is paid semi-monthly, with paydays being the 15th of each month for work performed from the 1st to the 15<sup>th</sup> of the month, and the last day of each month for work performed from the 16th to the last day of the month. When a payday falls on a weekend or holiday, the last prior business day becomes the pay date.

Payroll processing occurs one business day prior to each payday by 4:00 p.m. Hourly pay employees must submit a completed time sheet for each pay period, which shall be submitted two business days prior to the pay date. Days and time not yet worked shall be estimated based on normal working hours, and the pay shall be adjusted on the following pay period based on the actual time worked.

### **Timekeeping**

Accurately recording time worked is the responsibility of every employee paid on a hourly basis. Federal and State law require the District to keep an accurate record of time worked in order to calculate an employee's pay and benefits. Hourly employees are responsible for accurately recording all time worked. Employees paid at an hourly rate must accurately record the time they begin and end their work, as well as the beginning and ending of each break and meal period. All timekeeping records must be given to management before each pay period. Altering, falsifying, or tampering with timekeeping records is illegal, and may result in disciplinary action, up to and including termination of employment.

### **Overtime**

Non-exempt employees will be paid overtime at the rate of 1.5 times the regular rate of pay, for all hours worked in excess of 40 hours per week. Vacation, sick, or other leave of absence hours, are not considered hours worked for purposes of calculating overtime.

Advance approval must be given prior to an employee working overtime.

### **Business and Travel Expenses**

The District reimburses employees for reasonable travel and mileage expenses incurred while on work assignment. The District shall reimburse for all reasonable and necessary expenses incurred by an employee in carrying out the District's business, provided, that to the extent reasonably practicable, the employee shall not incur any such expenses without the general manager's or the Board's prior approval. Reimbursable expenses hereunder shall include, but not be limited to, District-related travel expenses within and outside of the San Francisco Bay Area, enrollment fees for conferences and professional education, and similar expenses incurred in the performance of District's business.

"Travel expenses," as used herein, shall include, but not be limited to, costs of transportation to and from any destination outside of the San Francisco Bay Area, lodging, meals, local transportation (at destination), and incidentals. Costs of transportation to and from destination shall be based upon economy (or equivalent) airfare unless otherwise approved by the Board. Any and all use by an employee of his/her vehicle for travel for District business purposes listed in an employee's job description or pre-authorized by the District general manager, the assistant general manager, or board of directors shall be reimbursed at the rate for IRS business expense deductions in effect at the time of such use.

## **SECTION 4 - EMPLOYEE CONDUCT**

### **Rules of Conduct and Work Performance**

To ensure orderly operations and provide the best possible service to the public and work environment, the District expects and requires all employees to follow these rules of conduct and work performance. Accordingly, conduct or work that is unacceptable as determined solely by the general manager, or as listed below, may result in discipline up to and including termination.

- Embezzlement, theft, conversion or misappropriation of District money or other assets;
- Theft or inappropriate removal or possession of office property, including but not limited to personal use of District premises, vehicles or equipment without prior written approval;
- Violation of District Ordinance Code;
- Violation of District Bylaws, including but not limited to those related to reimbursement;
- Violation of the rules and policies contained in this Manual;
- Violation of safety or health rules;
- Alteration or falsification of, or tampering with, District records, including but not limited to applications and timecards;
- Negligence or improper conduct leading to damage of District-owned property or ratepayer property or rights;
- Insubordination;
- Unauthorized disclosure of confidential information;
- Unsatisfactory work performance;
- Discrimination against, harassment of, or disrespectful action toward, a Board member, the general manager, another employee, contractor, applicant, or member of the public based on race, color, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, veteran status or any other characteristic protected by law;
- Sexual Harassment;
- Excessive absenteeism or tardiness, whether excused or not;
- Falsifying employment records or information or abuse of sick leave;
- Unauthorized use or destruction of equipment, time, materials, facilities or other property of the District, a District customer or member of the public;
- Provoking a fight or fighting during work or on District property;
- Carrying dangerous weapons on District property at any time;
- Use of drugs (except prescribed drugs) or alcohol while on duty for the District; or on District premises;
- Use of tobacco on District premises is prohibited;



- Engaging in criminal conduct whether or not on duty where such conduct is related to ability to continue to perform the duties of the employee's position;
- Using abusive language at any time at the workplace;
- Failing to notify a Supervisor when unable to report to work or having to leave work early;
- Disorderly conduct;
- Unsatisfactory performance or incompetence; and
- Conduct detrimental to the mission of the District or its implementation of such mission, including performance of work by other employees, the general manager or Board members.

### **Attendance and Punctuality**

To maintain a safe and productive work environment, the District expects each employee to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and the public and on working operations. In the event that an employee becomes aware of an anticipated tardiness or absence the employee should notify the District office as soon as possible. Except where otherwise protected by law, excessive absenteeism may result in discipline up to and including termination of employment. Excessive absenteeism or tardiness shall be evaluated on a case-by-case basis. If an employee fails to report for work without prior notification for a period of three consecutive days, the District will consider that employee to have abandoned his/her employment and to have voluntarily terminated employment.

### **Computer Use**

The Granada Community Services District's computer system is an important asset and has been installed to facilitate the District's business. This computer system is intended for business use only. Personal use is prohibited. Downloading personal data, pictures or software, loading software, changing configurations or otherwise altering the **computer** server or workstations without prior consent may result in disciplinary action up to and including termination. All employees are prohibited from sending on District computers inflammatory messages, jokes, inappropriate or offensive digital pictures, and other offensive material. Any material that would violate the District's Harassment and Discrimination Policy is prohibited, even if such material is not shared with other employees. All data, pictures, files, folders, graphics or other material stored on the server or individual computer workstations is the property of the District, and any **wrongful** deletion of such property will result in discipline, including possible termination.

### **Personal Appearance**

Work attire, grooming and personal hygiene standards should complement an environment that reflects an efficient, professional public service governmental organization. It is important that employees dress according to generally accepted business standards.



## **Gifts and Gratuities**

No Solicitation of Gratuities. It is the policy of the District to prohibit employees from soliciting gifts or gratuities from customers, vendors or others who do or propose to do business with the District.

Limitation on Gratuities Accepted. Gifts and gratuities accepted by employees shall not exceed twenty-five Dollars (\$25) in retail value for any single gift, nor shall any employee accept gifts or gratuities with a total value of Fifty Dollars (\$50) or more from any one person or entity in a fiscal year.

## SECTION 5 - EMPLOYEE BENEFITS

### **Health Insurance and Ancillary Benefits (Revised)**

Upon completion of 90-days of employment, full-time employees become eligible for health insurance and ancillary benefits provided through the District's Special District Risk Management Authority (SDRMA) health plan. The District shall contribute up to \$1,400 per month towards the cost of insurance premiums for the employee and their dependents, for the plans offered through SDRMA. Insurance costs over \$1,400 per month shall be paid by the employee.

### **Holidays (Revised)**

The following are the official District holidays and the date of their observance during which regular full-time employees shall be entitled to receive time off with pay:

<i>Holiday</i>	<i>Date of Observance</i>
New Year's Day	January 1
Martin Luther King Day	3 <sup>RD</sup> Monday in January
President's Day	3rd Monday in February
Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

~~Holidays are paid pro rata to part-time employees.~~ If a holiday falls on a Saturday, time off with pay will be given on the preceding Friday. If a holiday day falls on a Sunday, time off with pay will be given on the following Monday.

### **Sick Leave**

Each employee is entitled to one hour of paid sick leave for every 30 hours worked, to a maximum of ten days per year for full-time employees. When sick leave benefits have been exhausted, an employee may be eligible for other types of unpaid leave as provided by law.

“Sick leave” may be used for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member, or for any reason required under the California Labor Code, Sections 230 et seq., including, but not limited to, relief for victims of sexual assault, domestic violence, or **stalking**.

Sick leave shall be accrued as stated above, and shall be capped at twenty days. Sick leave will cease accruing after a total of twenty days has been accrued, until the total has been brought below twenty days again. No compensation will be paid for accrued sick leave upon termination of employment. ~~Should an employee leave the District's employment of his/her own will or upon termination by the District, no compensation will be paid for any sick leave accrued.~~

In addition to sick leave, an employee may be eligible for other leave provided by federal and state law, such as family medical leave laws. If sick leave and other leave provided by law has been exhausted, an employee may submit a written request to the general manager, who may grant an additional unpaid medical leave of absence, on a case by case basis, for a period not to exceed three **months**. **Failure** to apply for medical leave of absence in such circumstances may lead to forfeiture of District employment. Employees on this general manager-approved medical leave shall be considered to be on inactive status. An employee initially granted **a** leave of absence who wishes to request an extension of his/her leave must make a request for extension to the general manager before the time his/her original leave of absence expires.

An employee who requests additional general manager-approved medical leave of absence must provide the general manager with a written statement from his/her physician stating the need for medical leave and the doctor's best estimate of when the employee will be able to return to work. The employee's doctor must agree that he/she will cooperate with District inquiries concerning the status of the employee. An employee who wishes to return to active status from medical leave shall furnish to the general manager a written certification from his/her physician confirming that the employee is able to resume performance of the duties of the job in a satisfactory and safe manner. The District may, in instances permissible by law, require an employee who has requested a leave or who requests return to work from a leave to submit to examination by a physician appointed by the District or to provide other appropriate medical evidence to support the request.

An employee who fails to timely return from a general manager-approved medical leave of absence shall be deemed to have resigned his/her District employment.

The District will use its best efforts to hold open an employee's position during the employee's general manager-approved medical leave of absence. However, when operational needs require, the District may take steps to fill the position of an employee on leave. In this case the employee shall receive the first available vacant position which

the employee is capable of performing, upon expiration of leave and certification from the physician that the employee is fit to return to work.

### **Vacation**

Each full-time regular employee is entitled to paid vacation accruing at the following rate:

0 - 10 years	=	.83 days per month	=	10 days per year
11 - 15 years	=	1.25 days per month	=	15 days per year
15 – 20 years	=	1.67 days per month	=	20 days per year
21 years thereafter	=	2.00 days per month	=	24 days per year

Vacation time accrual shall be capped at fifty days, and will cease accruing until the total has been brought below fifty days again. At the time of separation from the District, compensation will be paid for unused vacation time accrued up to a maximum of fifty days.

### **Bereavement Leave**

Full-time regular employees will be granted up to five days paid leave in the event of the death of an immediate family member. This leave may be extended with sick leave, accrued vacation, or leave without pay in case of great distance or severe emotional hardship.

### **Jury Duty**

Full-time regular employees summoned to court to serve as required by law on a jury panel or as a witness in court shall be given time off from work. Prior to taking time off to serve in such capacity, employees must give reasonable notice to the general manager of the date(s) such jury or witness services is to begin and, if possible, the estimated duration of the amount of time off which will be necessary. Time off for jury or witness duty shall be with pay. An employee who receives witness or jury duty pay and his District compensation must remit witness or jury duty pay to the District. The employee is expected to report to work whenever the court schedule permits.

### **Other Leave**

Other leaves may be required by law (including but not limited to Family Care and Medical Leave, Pregnancy Disability Leave, Workers Compensation Leave, and Military Leave) and the District will comply with any law applicable at the time such leave is requested to the extent that such other leave is required. The general manager will also consider a request for unpaid Personal Leave but is under no obligation to approve such leave.

### **Retirement Benefits (Revised)**

The District contracts with the California Public Employees' Retirement System (CalPERS) to provide employee retirement benefits. Employees are covered by either the CalPERS 2% @ 55 (Classic) or the 2% @ 62 (PEPRA) benefit formula, depending on

eligibility. Participation in the retirement plan shall be consistent with the requirements of the California Public Employees' Pension Reform Act of 2013 ("PEPRA"). Regular employees who work 20 hours per week or more, and those who work 1000 hours, are eligible for CalPERS membership. Only wages and special compensation allowed by CalPERS will be reported to CalPERS for the purposes of calculating pensionable compensation.

Retirement benefits are calculated based on the employee's formula eligibility as described below:

1. "New Members" - For purposes of this section "New Member" is defined by PEPRA to be any of the following:
  - a) An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.
  - b) An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity with the previous system.
  - c) An individual who was an active member in a retirement system and who, after a break in service of more than six months, returned to active membership in that system with a new employer. For purposes of this subdivision, a change in employment between state entities or from one school employer to another shall not be considered as service with a new employer. Employees who are "New Members", as defined above, are covered by the 2% @ 62 (PEPRA) benefit formula.
2. "Classic Members" - For purposes of this section "Classic Member" is defined as a member who does not meet the definition of a "New Member" as defined by PEPRA. Employees who are "Classic Members", as defined above, are covered by the 2% @ 55 (Classic) benefit formula.

The (PEPRA) employee shall pay 100% of their required CalPERS employee contribution.

The District pays 100% of the required CalPERS employee contribution for "classic" employees.

## SECTION 6 - Definition of Terms

**Disciplinary Action:** Disciplinary action consists of termination, involuntary demotion, suspension, reduction in salary, or written reprimand.

**Discrimination:** “Discrimination” as used in this Manual is defined as violation of the District Equal Employment Opportunity Policy in **Section 1** of this Manual or conduct that is unlawfully discriminatory against, harassment of, or disrespectful action toward, a Board member, the general manager, another employee, contractor, applicant, or member of the public based on race, color, religion, creed, national origin, ancestry, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity, gender expression, sex, sexual orientation, age (40 or over), physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, military and veteran status, citizenship status, or any other consideration protected by law.

**District:** The “District” herein refers to the Granada Community Services District.

**Fiscal Year:** July 1 to June 30.

**Management:** Refers to the general manager and the assistant general manager.

**Sexual Harassment:** “Sexual Harassment” as used in this Manual is defined to include, but is not limited to, sexual advances that include threat of job detriment or promises of job benefits, or unwelcome physical, verbal, or visual behavior of a sexual nature that creates an offensive, intimidating, hostile or abusive work environment. Examples include (but are not limited to):

- a. Speech, such as epithets, derogatory comments or slurs, and lewd propositioning. Prohibited speech may include inappropriate sex-oriented comments on appearance (including dress or physical features) or stories and/or jokes.
- b. Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. Prohibited physical acts include: pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
- c. Visual insults, such as derogatory posters, cartoons, or drawings related to sex.
- d. Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual’s work performance or create an intimidating, hostile, or offensive working environment.

## **AMENDMENTS**

Amendment #1 (February 19, 2009) Changes to Sections 5 and 6.

Amendment #2 (March 19, 2009) Corrections.

Amendment #3 (June 16, 2011) Changes to Section 8–Employee Benefits.

Amendment #4 (May 31, 2012) Change to Health Benefits (stipend increase).

Amendment #5 Not Approved.

Amendment #6 (Sept. 3, 2015) Revised District Administrator Duties.

Amendment #7 (Sept. 3, 2015) Adding CalPERS PEPRA Guidelines.

Amendment #8 (November 19, 2015) Creation of District Assistant General Manager Position.

Amendment #9 (January 18, 2018) Changes to Section 4-Employment Positions, Section 5-Compensation, Section 6-Timekeeping and Prior Overtime Authorization, Section 7-Performance Review, and Section 8-Vacation & Health Insurance Benefits.

[Amendment #10 \(date\)](#)





**ITEM #3**



**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
**March 22, 2021**

**1. CALL TO ORDER**

Chair Dye called the meeting to order at 7:00 p.m. from her residence in El Granada, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the March 22, 2021 meeting.

A. Roll Call

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

**2. PUBLIC COMMENT/ORAL COMMUNICATION**

**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 March 8, 2021 Regular Board Meeting
- B. Approve Disbursements for March 22, 2021
- C. Monthly Revenue and Expense Report for Period Ending February 28, 2021

Director Ruddock moved, and Director Clark seconded the motion to approve all Consent Agenda Items as presented.

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

Director Dye announced that Agenda Item 4C – Review and Discuss the Financial Report for Fiscal Year 2019-20 (Budget Vs Actual) from the Audited Financial Statement will be reviewed and discussed before Agenda Item 4A.

#### **4. REGULAR BUSINESS**

##### **C. Review and Discuss the Financial Report for Fiscal Year 2019-20 (Budget Vs Actual) from the Audited Financial Statement**

General Manager Prathivadi reviewed the staff report, and suggested the Board of Directors review and discuss the financial report for Fiscal Year 2019-20 from the audited financial statement. Peter Medina of Maze and Associates reviewed the year end budget, discussed the operating revenue, operating expenses, operating loss, non-operating revenues (expense), change in net position, and capital contributions. A discussion ensued. Following discussion, Chair Dye thanked Maze & Associates, and Financial Office George Evans for their hard work getting the audit completed.

##### **A. Authorize General Manager to Enter a Contract with Brown & Caldwell for Wastewater Treatment Plant Capacity and Treatment Process Review Study**

General Manager Prathivadi reviewed the staff report and recommended the Board to authorize the General Manager to enter a Contract for Wastewater Treatment Plant Capacity and Treatment Process Review Study to Brown and Caldwell. A discussion ensued. Following discussion, Director Slater-Carter moved, and Director Lohman seconded the motion to authorize the General Manager to enter a contract with Brown & Caldwell for wastewater treatment plant capacity and treatment process review study.

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

##### **B. Amend Contract with Rutan & Tucker for Legal Services to Increase the Authorized Amount by \$25,000 for Fiscal Year 20-21 and Total Contract Amount Not to Exceed \$325,000 Over Three Years**

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors amend the contract with Rutan & Tucker for legal services to increase the authorized amount by \$25,000 for Fiscal Year 20-21, and a total contract amount not to exceed \$325,000 over three years. A discussion ensued. Following discussion, Director Slater-Carter moved, and Director Lohman seconded the motion to amend the contract with Rutan & Tucker for legal services and increase the authorized amount by \$25,000 for Fiscal Year 20-21 with a total contract amount not to exceed \$325,000 over three years.

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

## **5. GENERAL MANAGERS REPORT**

### A. Monthly Manager's Report – February 2021

Manager Prathivadi updated the Board on the Wet Weather Expansion Project, and stated that the project is moving along well, and should be completed by the end of April. General Manager Prathivadi also informed the Board of spot inspections from the County of San Mateo, and stated that their inspection are showing that the project is in compliance with San Mateo County. Director Slater-Carter thanked the General Manager for his weekly detailed reports to the Board regarding the project. Following discussion, the Board moved on to the next agenda item.

## **6. ATTORNEY'S REPORT**

### A. Legislation of Interest

General Counsel Jungreis discusses the two bond bills and stated that he went over the definition and some of the grant criteria to make sure they were sufficiently broad to capture wastewater modernization and climate change.

### B. COVID Developments and Vaccination Issues

General Counsel Jungreis informed the Board that the State of California has taken the position that public agencies can mandate that their employees get vaccinated.

## **7. DIRECTOR'S REPORT**

Director Lohman informed the Board that Director Penrose, Director Slater-Carter, and he are attending the WaterReuse Conference. He stated that he would like each member agency to come up with their own recycled water design, and the input of each member agency be agendized on a future agenda for discussion. Director Ruddock suggested issuing an RFP for someone to look at the potential Sea Level Rise at the SAM plant, and get a more detailed look at what the threats are, and development of options. Director Slater-Carter suggested discussions on Source Control and Biochemical Oxygen Demand (BOD).

## **8. TOPICS FOR FUTURE BOARD CONSIDERATION**

Director Lohman stated that he would like each member agency to come up with their own recycled water design, and the input of each member agency be agendized on a future agenda for discussion.

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

The Board went in to Closed Session at 8:07 p.m.

Minutes  
SAM Board Meeting  
March 22, 2021

## **10. CONVENE TO OPEN SESSION**

The Board came out of Closed Session at 8:34 p.m. General Counsel Jungreis reported that there was no reportable action.

## **11. ADJOURNMENT**

Chair Dye adjourned the meeting at 8:34 p.m.

Respectfully Submitted,

Approved By:

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Suzie Turbay  
Administrative Assistant

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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 – February 2021**

**Executive Summary**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

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

**Background and Discussion/Report**

The following data is presented for the month of *February 2021*.

*Key Indicators of Performance*

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

*Flow Report (See Attachment A)*

Half Moon Bay	0.885	55.73%
Granada CSD	0.341	21.46%
Montara W&SD	<u>0.362</u>	<u>22.81%</u>
Total	1.588	100%

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

**Administration**

There were three Board Meetings in the month of February. There were zero public records request in February 2021. There were zero articles in the HMB Review.

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

There were no new hires, and no anniversaries in the month of February.

**Operations & Maintenance**

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

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

The Portola Station – Wet Weather Facility, which has a capacity of 200,000 gallons. Phase two of this project is well under way and will add an additional 200,000 gallons of storage to the system.

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

Operations in February were good overall. We had a few issues, but it was an improvement compared to the last few months. We did have some aeration issues which we are having our control people work on. We did bring up another secondary during a rain event to retain solids in the system, again I believe this to be an issue related to the old MLSS basin design.

We still seem to be having bulking or rising sludge issues, our effluent is much improved, but we can't seem to figure out the root cause. I'm not sure why we seem to be on this rollercoaster more often than not and I am hopeful we can get this resolved. With the process evaluation we went are going out to bid on perhaps it will shed some much needed light on the elusive issues.

I have been openly communicating with Robert Schlipf at the state to be sure they are kept in the loop of what we have going on.

As stated last month we still have not located the cause of the high BOD's, which is a bummer, we are still sampling but I don't know that what we are finding is what threw us for a loop last October.

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Numbers are looking really good this month as you can see on the NPDES report, I am hopeful we can maintain, I am weary of aeration issues.

During the month of February 2021, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 5.2 inches of rain in February, this website <https://ggweather.com/hmb/> has some very useful data for our area. We did get some rainfall to report for the month of February. Rainfall totals were as follows: 2.70 inches at the treatment plant, 1.79 inches in the GCSD service area, and 2.53 inches at the MWSD weather station. Below the 10 year average still, much like the last few months. There were micro-climate variations verified by the data.

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

- 2/1/2021 – Cal-con working on electrical for poly feed pump to the primary clarifiers, they also worked on the automatic heat exchanger valve along and the # 1 water system.
- 2/3/2021 – Repaired plumbing on the polymer system.
- 2/5/2021 – Had to clean a plugged heat exchanger, which was not expected.
- 2/8/2021 – Found primary poly line had a blockage, better now.
- 2/9/2021 – Found poly line blockage issue again, got it restarted. Worked on hand rails to allow for primary skimming to work better.
- 2/10/2021 – Cleaned a contact basin. Calcon was in to install second dissolved oxygen probe also replaced cap on existing D.O. probe.
- 2/11/2021 – Cleaned gas flare igniter. Tested mix pump #1 on digester. Work on air fresh air supply for the digester control building. Had a bit of rain in the evening hours, turned off the air to the MLSS basin to retain solids. Put additional secondary on line to retain solids in system.
- 2/12/2021 – In the early hours of the a.m. had to get the R.A.S. pump going, set up RAS control for operation mode. Not the thing you really want to be doing in the extreme early hours.
- 2/13/2021 – Back flushed heat exchanger.

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- 2/16/2021 – Replaced the primary sample refrigerator.
- 2/17/2021 – Mandatory pre bid meeting and walk through for engineering evaluation of facility.
- 2/18/2021 – Had to clean out heat exchanger again, removed some plastics. Noticed pulling some grit from the 5ft elevation on the digester.
- 2/19/2021 – Still experiencing dissolved oxygen issues trying to maintain set point in the aeration basins. Could be caused by trying to run with constant speed.
- 2/21/2021 – Blower still not keeping up, grrrrr.
- 2/22/2021 – Restarted poly and ferric to secondary's again.
- 2/24/2021 – Found a leak on the hypo line, able to repair. Turned off the pumps at the Montara station to store flow for the IPS evaluation tomorrow. We needed the additional volume for a constant rate during the evaluation.
- 2/25/2021 – PICA representative on site to work with us on the initial evaluation of the Northern section of the IPS line today. This was in the form of a D.A.T.A. collection device that is inserted into the IPS and removed at a downstream location.
- 2/26/2021 – Still have some blower issues going on, still working to get that corrected. D.O. issues are not helpful to the process as a whole.
- 2/27/2021 – Discuss process with W.W.M.S. (Dan), it appears as things are going back a fourth, this is insane, we need to break this cycle somehow.

Other activities are listed below;

There were 8 deliveries (approximately 4,950 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 495.00. There were no leachate deliveries to the SAM IPS line in the month of February 2021, for a total leachate volume of 0 gallons.

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

**Contract Collection Services**

The SAM crew cleaned 22,022 feet of sewer line and responded to 19 service calls in contract service areas. 11 were sewer line related and 8 were maintenance service

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calls. Twelve of the callouts were during regular business hours and seven were after hours. Eight calls were in the HMB service area, two were in the GCSD service area, and the remaining nine were in the MWSD service area.

HMB – The service calls in the HMB area were as follows; 2/9 – Home owner called after plumber broke a plug and noticed wipes in the main after they did a camera inspection. Crew pulled about 5 gallons of rags out and main and ran line to confirm it was clear. This was in a slip lined section of main. 2/11 - Low battery alert from smart cover at Railroad and Grove. Replaced batter, all good now. 2/11 - Call of a backup from cleanout in driveway, crew arrived and flushed main line finding no obstruction. The homeowner is on an off shoot of a main that is considered private, we explained this to the homeowner. 2/15 - Owner called reporting a backup while doing laundry. The crew arrived and flushed the main line finding no obstruction. Homeowner was advised to contact a plumber to resolve the issue. 2/22 - Homeowner called as they thought they broke the main line. It turned out to be their lateral line. It was broken and full of dirt, the crew flushed to main to make sure nothing got in the main to obstruct it. 2/24 - Farris called to have the crew flush a main line that was going to have some resurface work done. Needed us to clean out the line and the manhole. 2/24 - Public works crew call us to assist with clearing the line to the EOC center. SAM crew was able to clear the blockage. 2/26 - Owner called to report issue with toilets not flushing well. When the crew arrived everything was fine, they flushed the main finding no obstruction.

There were no maintenance service call in HMB during the month of February.

GCSD – The service calls in the GCSD area were as follows; 2/17 - Owner called to report a bathroom backup. Crew arrived and flushed the mainline finding no obstruction. Crew checked the property line cleanout and there was no standing water and did a dye test to confirm it was clear. Owner called plumber and was on the way. 2/17 - Owner called regarding a sewer back up. Crew arrived and flushed the main finding no obstruction. There was no sign of backup in the cleanout. Crew advised owner it was a private issue and they would need to contact a plumber to resolve.

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

MWSD – The service call in the MWSD area were as follows; 2/9 - Received a call for bathroom backing up, crew arrived and flushed the main. Main line was clear, crew advised the homeowner to contact a plumber to resolve the issue.

There were eight maintenance service calls in the MWSD area this month, they were as follows; 2/5 - Seal cove # 2, phase loss alarm. Power was restored upon arrival, reset alarms and check pumps for normal operation. 2/7 - Home owner called as they though their grinder pump was not working. Crew pulled inspected pump and observed normal operation. Owner was advised to call a plumber as the issue was prior to grinder vault. 2/9 - California lift station alarm. Found station operating normally upon arrival, generator did not run. Reset alarms and checked station for normal operation. 2/11 - California lift station alarm. Communication alarm, reset alarms and checked for normal operation. 2/11 - California lift station alarm. Communication alarm #2, reset alarms and checked for normal operation. Generator did not run just the com alarm. 2/11 - California lift station alarm. Alarm due to SCADA com fail, generator did not run. Found UPS Due for replacement and was replaced. Reset alarms and HDMI checked for normal operation. 2/15 - Airport station alarm due to power failure. Generator did not run, reset pumps and checked station for normal operation. 2/21 - 7th street lift station, alarm for power failure. Utility power was present upon arrival. UPS battery had failed and was replaced, reset alarms and checked station for normal operation.

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

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for February 2021.

**Supporting Documents**

Attachment A: Monthly Flow Report February 2021

Attachment B: Monthly NPDES Report February 2021

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Attachment C: Collection System Data February 2021  
Attachment D: Contract Collection Services Report February 2021

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# Attachment A

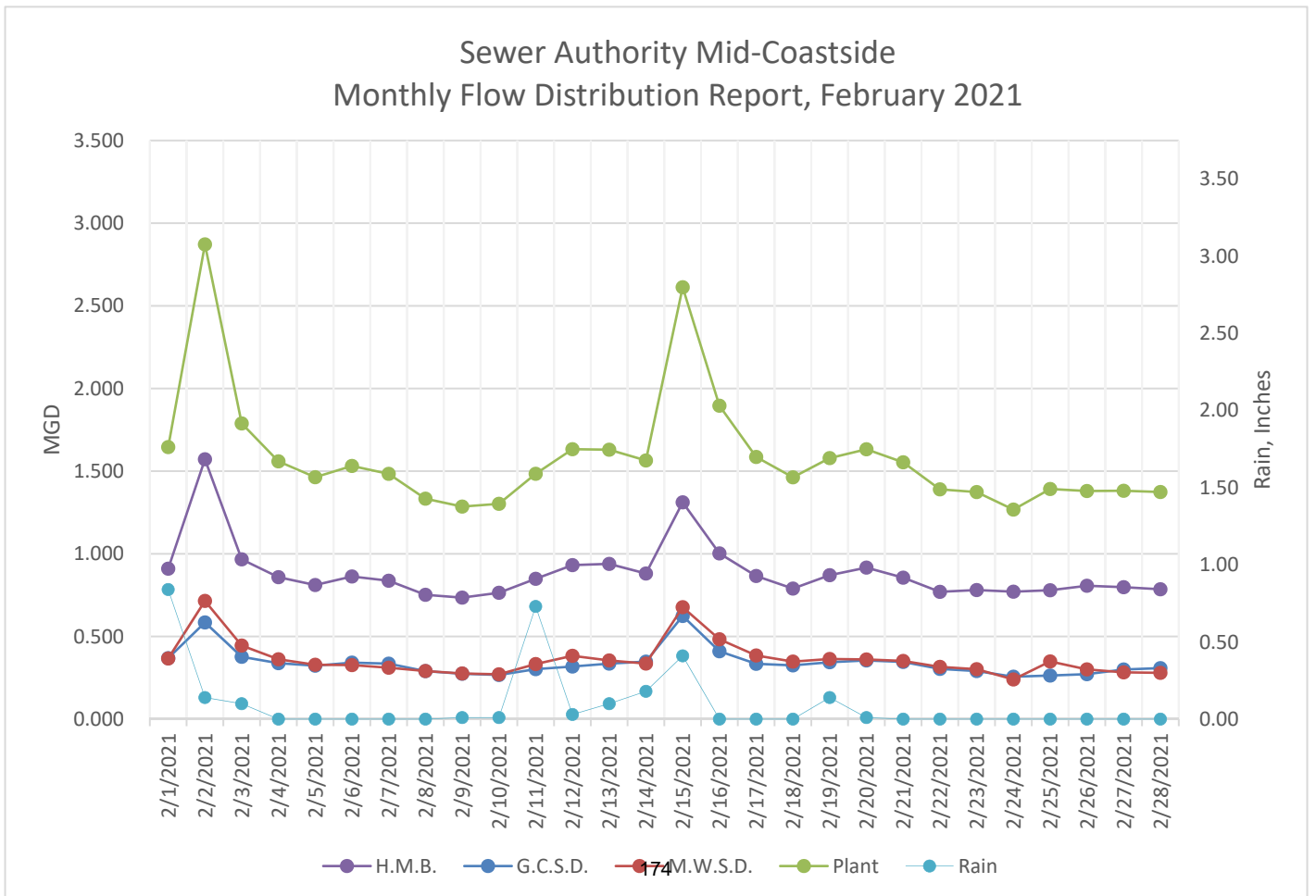
## Flow Distribution Report Summary for February 2021

The daily flow report figures for the month of February 2021 have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.885	55.73%
Granada Community Services District	0.341	21.46%
Montara Water and Sanitary District	<u>0.362</u>	<u>22.81%</u>
Total	1.588	100.0%



# Sewer Authority Mid-Coastside

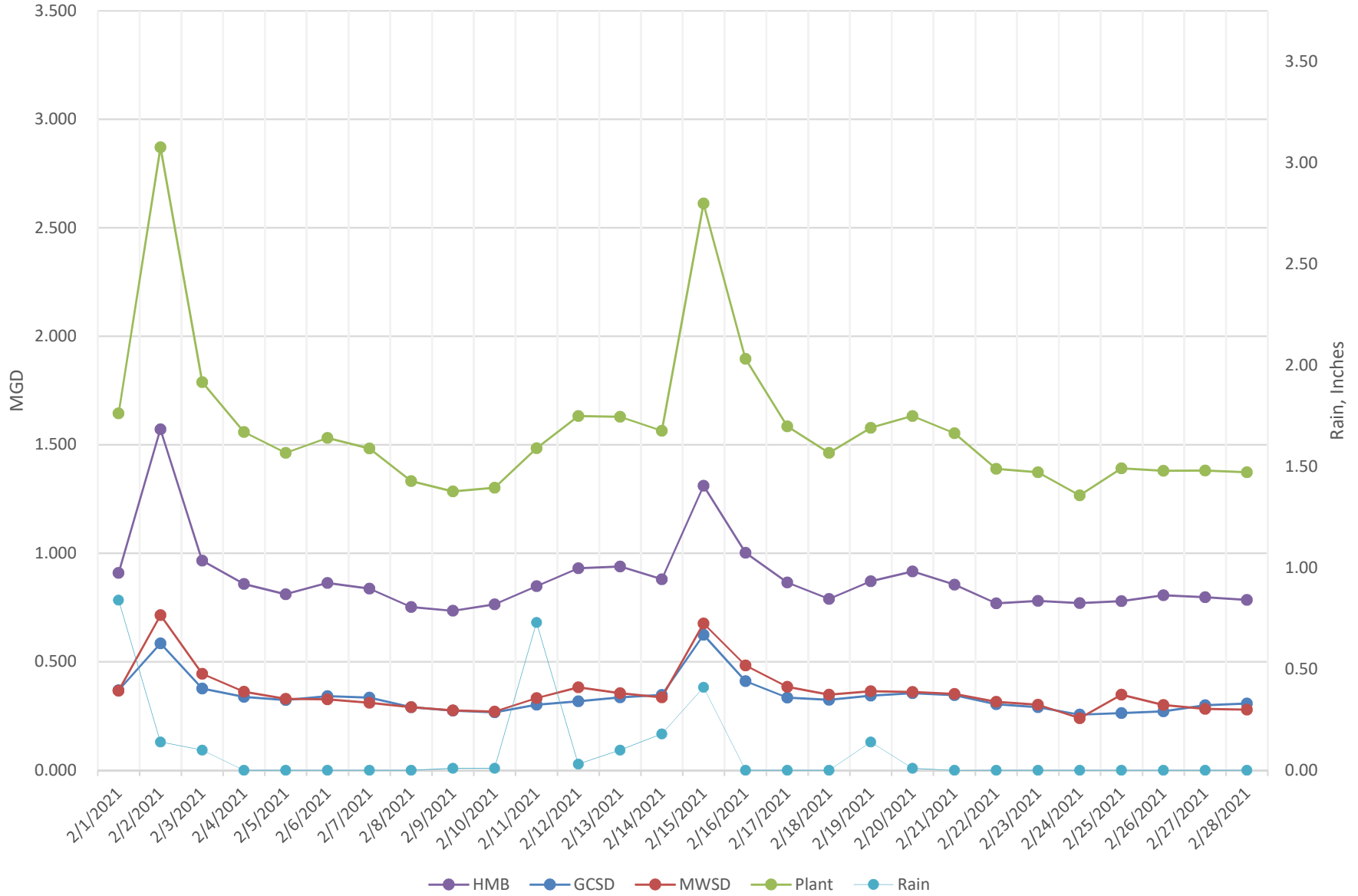
## Monthly Flow Distribution Report for February 2021

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
2/1/2021	0.910	0.369	0.367	1.646	0.84	0.13	0.37
2/2/2021	1.572	0.585	0.715	2.872	0.14	0.43	0.33
2/3/2021	0.967	0.377	0.445	1.789	0.10	0.00	0.00
2/4/2021	0.859	0.339	0.362	1.559	0.00	0.00	0.00
2/5/2021	0.811	0.323	0.329	1.463	0.00	0.00	0.00
2/6/2021	0.863	0.342	0.327	1.532	0.00	0.00	0.00
2/7/2021	0.837	0.335	0.311	1.484	0.00	0.00	0.00
2/8/2021	0.752	0.290	0.291	1.333	0.00	0.00	0.00
2/9/2021	0.735	0.275	0.276	1.286	0.01	0.00	0.00
2/10/2021	0.764	0.267	0.271	1.303	0.01	0.03	0.01
2/11/2021	0.849	0.302	0.333	1.484	0.73	0.15	0.55
2/12/2021	0.931	0.318	0.383	1.633	0.03	0.28	0.02
2/13/2021	0.939	0.336	0.355	1.630	0.10	0.10	0.10
2/14/2021	0.881	0.348	0.336	1.565	0.18	0.14	0.24
2/15/2021	1.311	0.624	0.677	2.613	0.41	0.34	0.62
2/16/2021	1.002	0.411	0.483	1.896	0.00	0.00	0.00
2/17/2021	0.866	0.335	0.385	1.586	0.00	0.00	0.00
2/18/2021	0.790	0.325	0.348	1.463	0.00	0.00	0.00
2/19/2021	0.871	0.344	0.364	1.579	0.14	0.18	0.19
2/20/2021	0.917	0.355	0.361	1.632	0.01	0.01	0.10
2/21/2021	0.856	0.346	0.352	1.554	0.00	0.00	0.00
2/22/2021	0.770	0.304	0.316	1.390	0.00	0.00	0.00
2/23/2021	0.781	0.291	0.302	1.373	0.00	0.00	0.00
2/24/2021	0.771	0.257	0.240	1.268	0.00	0.00	0.00
2/25/2021	0.779	0.264	0.349	1.392	0.00	0.00	0.00
2/26/2021	0.807	0.272	0.301	1.380	0.00	0.00	0.00
2/27/2021	0.798	0.300	0.283	1.381	0.00	0.00	0.00
2/28/2021	0.786	0.308	0.280	1.374	0.00	0.00	0.00
<b>Totals</b>	<b>24.774</b>	<b>9.540</b>	<b>10.142</b>	<b>44.456</b>	<b>2.70</b>	<b>1.79</b>	<b>2.53</b>

### Summary

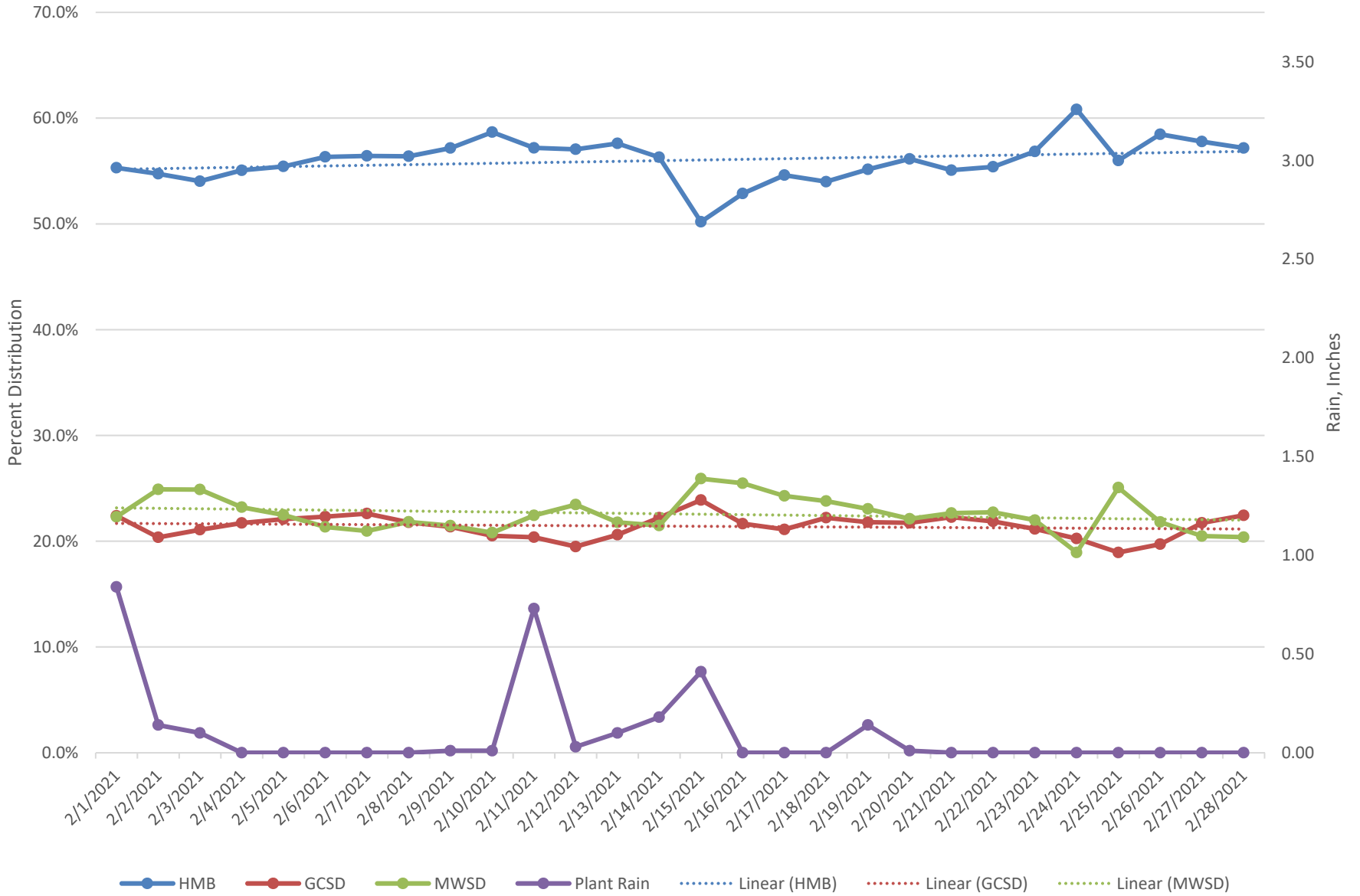
	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.735	0.257	0.240	1.268
<b>Average</b>	<b>0.885</b>	<b>0.341</b>	<b>0.362</b>	<b>1.588</b>
Maximum	1.572	0.624	0.715	2.872
<b>Distribution</b>	<b>55.73%</b>	<b>21.46%</b>	<b>22.81%</b>	<b>100.0%</b>

## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2021



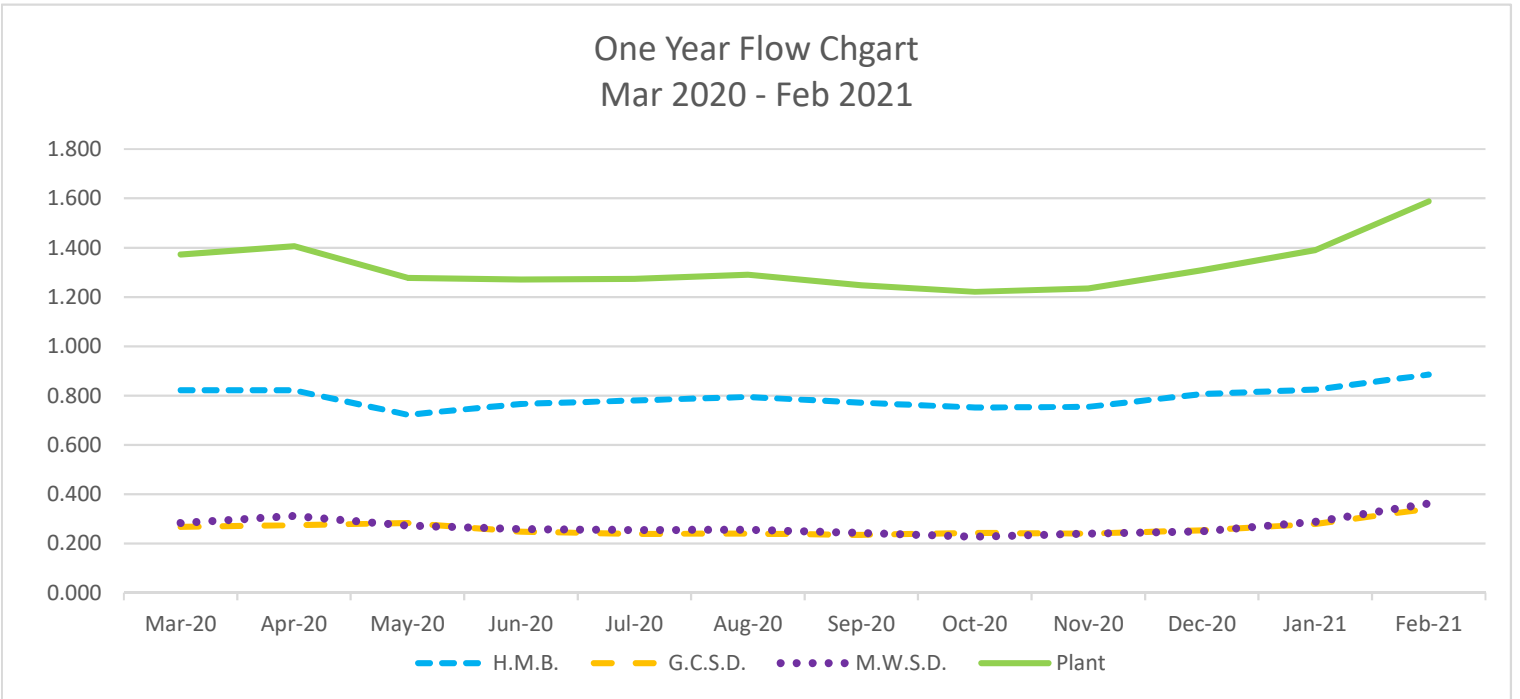


### Percent Distribution February 2021

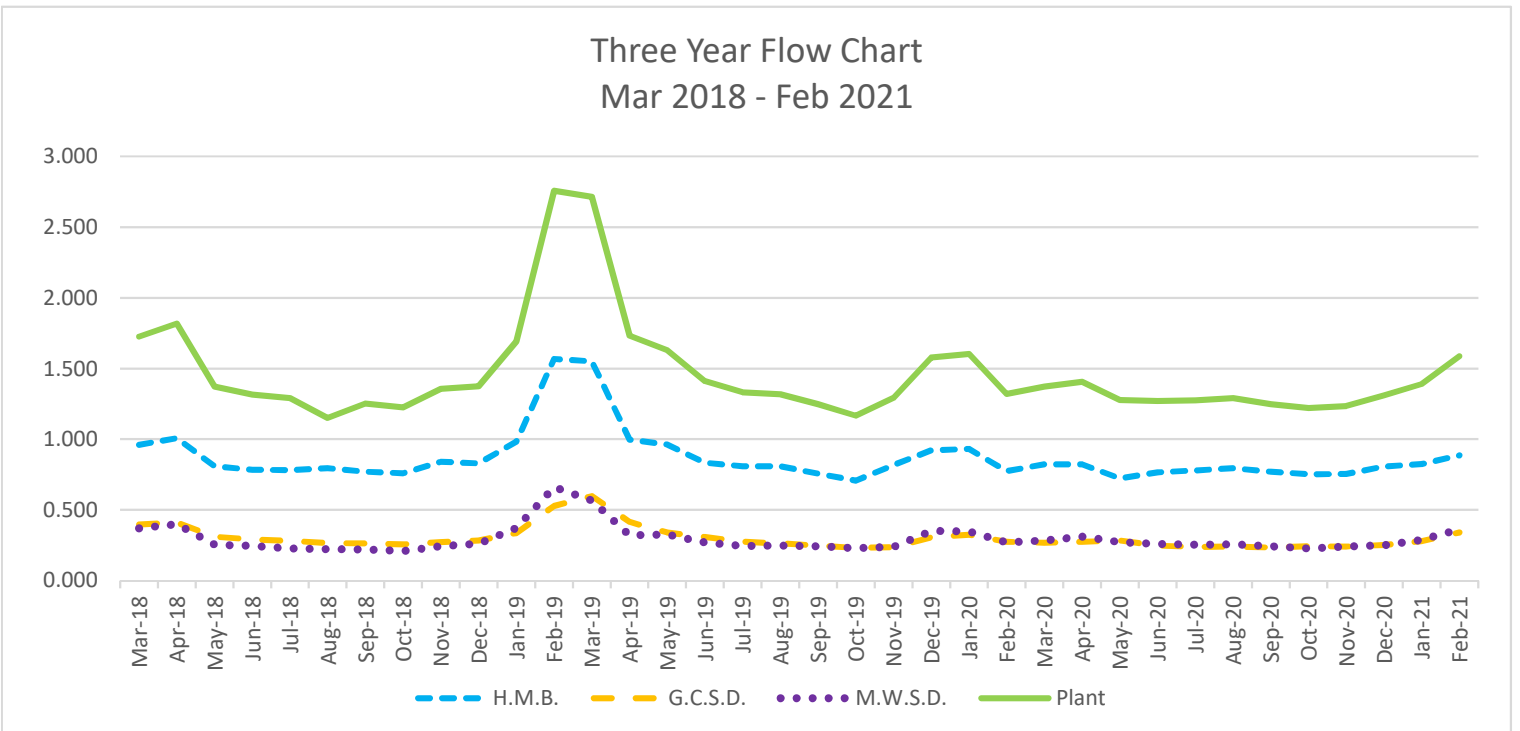


Most recent flow calibration September 2019 PS, September 2019 Plant

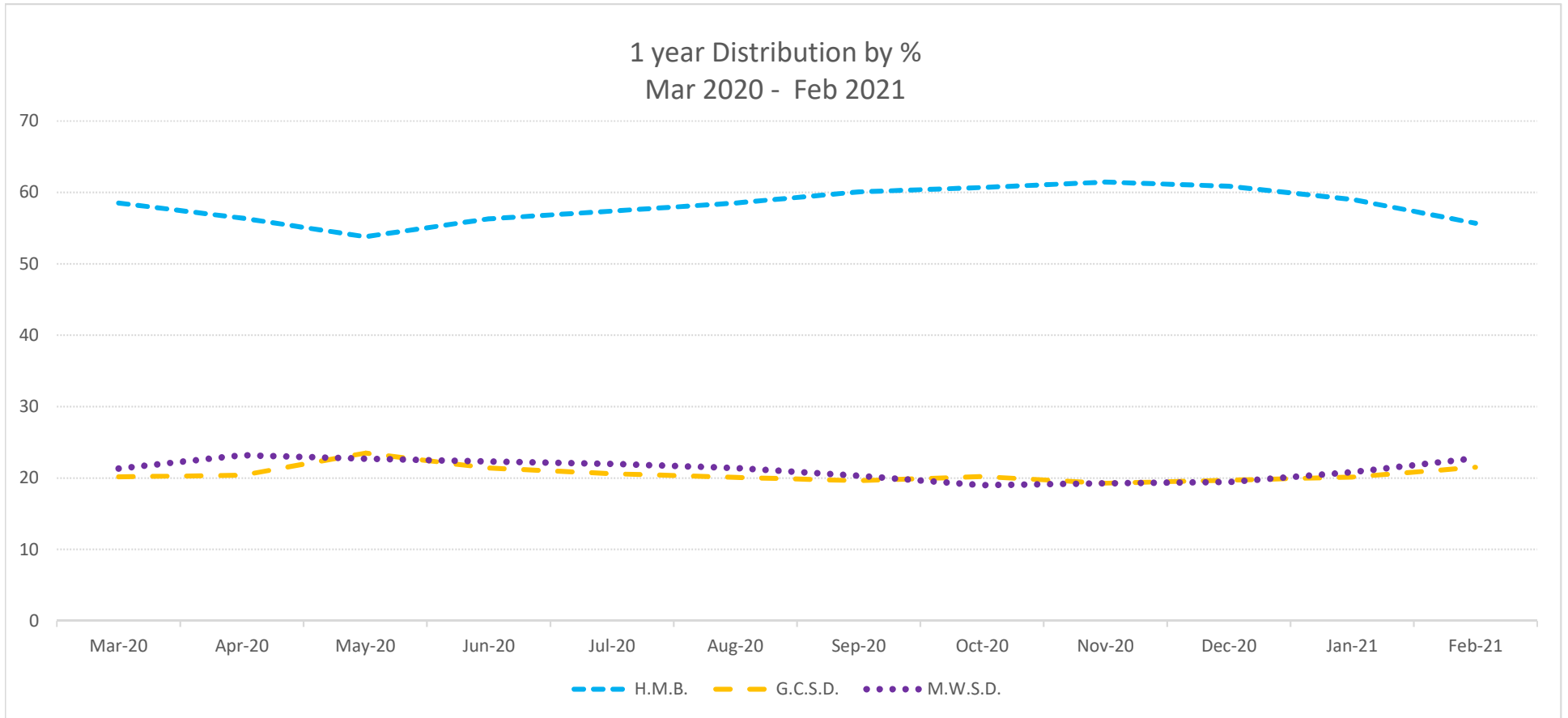
One Year Flow Chgart  
Mar 2020 - Feb 2021



Three Year Flow Chart  
Mar 2018 - Feb 2021



# Flow based percent distribution based for past year



**SAM      E-001      February 2021**

<b>Date</b>	<b>Inf TSS mg/l</b>	<b>Eff TSS mg/l</b>	<b>Eff TSS Weekly Avg</b>	<b>TSS % Removal</b>	<b>Inf BOD mg/l</b>	<b>I° Eff BOD mg/l</b>	<b>Eff BOD mg/l</b>	<b>Eff BOD Weekly Avg mg/l</b>
2/1/2021								
2/2/2021								
2/3/2021								
2/4/2021	220	4.40		98.0%	260	130	6.6	
2/5/2021	230	4.40		98.1%	310	150	6.3	
2/6/2021			4.40					6.45
2/7/2021	190	5.30		97.2%	430	270	4.4	
2/8/2021	300	5.60		98.1%	430	220	4.0	
2/9/2021					450	250	6.4	
2/10/2021								
2/11/2021								
2/12/2021								
2/13/2021			5.45					4.93
2/14/2021								
2/15/2021	280	3.10		98.9%	350	250	3.4	
2/16/2021	220	5.80		97.4%	260	180	6.4	
2/17/2021					220	120	5.2	
2/18/2021								
2/19/2021								
2/20/2021			4.45					5.00
2/21/2021								
2/22/2021								
2/23/2021	290	9.30		96.8%	440	260	6.6	
2/24/2021	310	12.00		96.1%	410	210	5.9	
2/25/2021					370	220	6.5	
2/26/2021								
2/27/2021			10.65					6.33
2/28/2021								
<b>Count</b>	8	8	4	8	11	11	11	4
<b>Minimum</b>	190	3.10	4.40	96.1%	220	120	3.4	4.9
<b>Average</b>	255	6.24	6.24	97.6%	357	205	5.6	5.7
<b>Maximum</b>	310	12.00	10.65	98.9%	450	270	6.6	6.5
<b>Percent Removal</b>				85				
<b>5 Sample Median</b>								
<b>High</b>								
<b>Low</b>								
<b>Daily Max</b>								
<b>Weekly Max</b>			45					45
<b>Monthly Average</b>		30					30	

**SAM E-001 February 2021**

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max	
2/1/2021						0.00	
2/2/2021						0.00	
2/3/2021						0.00	
2/4/2021	97.5%	ND		1.20		0.00	
2/5/2021	98.0%	ND		1.70		0.00	
2/6/2021			ND		1.45	0.00	
2/7/2021	99.0%	ND		2.6		0.00	
2/8/2021	99.1%	ND		1.9		0.00	
2/9/2021	98.6%					0.00	
2/10/2021						0.00	
2/11/2021						0.00	
2/12/2021						0.00	
2/13/2021				ND	2.25	0.00	
2/14/2021						0.00	
2/15/2021	99.0%	ND		0.85		0.00	
2/16/2021	97.5%	0.1		1.20		0.00	
2/17/2021	97.6%					0.00	
2/18/2021						0.00	
2/19/2021						0.00	
2/20/2021				<0.1	1.03	0.00	
2/21/2021						0.00	
2/22/2021						0.00	
2/23/2021	98.5%	0.1		4.30		0.00	
2/24/2021	98.6%	0.1		4.80		0.00	
2/25/2021	98.2%					0.00	
2/26/2021						0.00	
2/27/2021				0.10	4.55	0.00	
2/28/2021						0.00	
Count	11	3		1	8	4	28
Minimum	97.5%	0.1	<	ND	0.85	1.03	0.0
Average	98.3%	0.10	<	0.10	2.32	2.32	0.0
Maximum	99.1%	0.1		0.1	4.80	4.55	0.0
Percent Removal	85						
5 Sample Median							
High							
Low							
Daily Max					225		4.8
Weekly Max						100	
Monthly Average					75		

**SAM      E-001      February 2021**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
2/1/2021	0.00		7.02	16.9			7.28	75.1
2/2/2021	0.00		7.11	16.9			7.33	75.6
2/3/2021	0.00		6.97	16.5			8.33	85.3
2/4/2021	0.00		7.04	16.0			7.81	79.0
2/5/2021	0.00	18.0	7.13	16.2	ND		7.48	75.4
2/6/2021	0.00		7.03	16.9		6.2	7.92	82.1
2/7/2021	0.00		6.91	16.9			7.15	73.6
2/8/2021	0.00	10.0	7.06	16.9	ND		7.25	74.7
2/9/2021	0.00		7.13	17.4			7.80	81.5
2/10/2021	0.00		7.10	17.4			7.88	82.3
2/11/2021	0.00		7.20	17.1			7.85	81.4
2/12/2021	0.00		7.21	17.0			7.30	75.4
2/13/2021	0.00		7.12	17.6		6.1	7.79	81.6
2/14/2021	0.00		7.07	17.0			7.28	75.3
2/15/2021	0.00		6.97	17.3			6.80	70.6
2/16/2021	0.00	11.0	6.98	17.0	ND		7.98	82.7
2/17/2021	0.00		7.07	17.0			7.81	80.8
2/18/2021	0.00		7.08	16.4			7.58	77.4
2/19/2021	0.00		7.09	17.2			7.29	75.5
2/20/2021	0.00		6.98	16.8		6.0	7.84	80.8
2/21/2021	0.00		7.02	16.9			7.04	72.5
2/22/2021	0.00		7.12	17.0			7.71	79.6
2/23/2021	0.00		7.15	17.2			7.97	82.6
2/24/2021	0.00	13.0	6.84	17.1	ND		7.47	77.6
2/25/2021	0.00		6.85	17.2			7.86	81.7
2/26/2021	0.00		7.13	16.8			8.16	84.1
2/27/2021	0.00		6.90	17.0		6.6	7.98	83.1
2/28/2021	0.00		6.90	16.5			7.76	79.6
Count	28	4	28	28	0	4	28	28
Minimum	0.00	10.0	6.84	16.0	< 0	< 6	6.80	70.6
Average	0.0	13.0	7.04	16.9	< ND	< 6.225	7.63	78.8
Maximum	0.00	18.0	7.21	17.6	0	< 6.6	8.33	85.3
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2021

**February 2021**

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

**12 Month Moving Total**

	<b>Total</b>	<i>12 month rolling Number</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
Roots	2	0	1	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	3	1	1	0	1
<b>Total</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>
		<b>20%</b>	<b>40%</b>	<b>20%</b>	<b>20%</b>

**Reportable SSOs**

	<b>Total</b>	<i>Reportable Number of S.S.O.'s</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
February 2021	0	0	0	0	0
12 Month Moving Total	5	1	2	1	1

**SSOs / Year / 100 Miles**

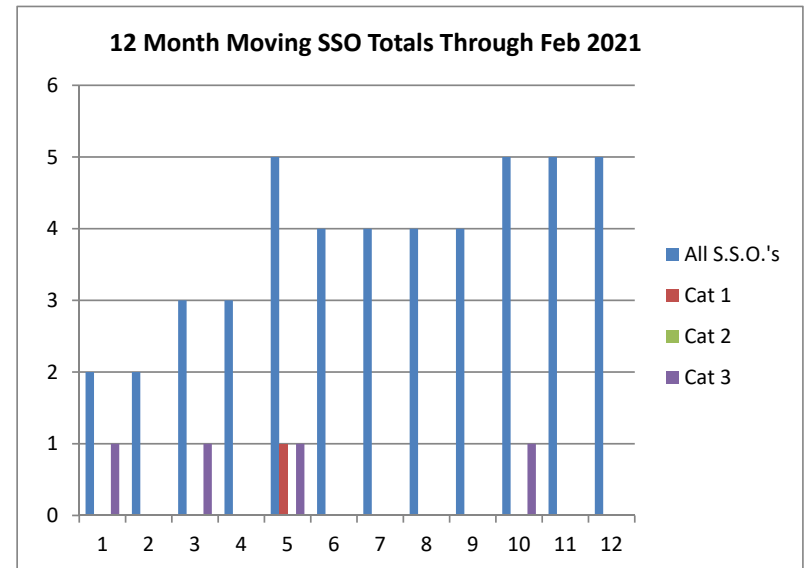
	<b>Total</b>	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
February 2021	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	2.7	6.0	3.7	13.7
Category 1	1.0	0.0	3.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	2.7	3.0	3.7	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

**12 Month Rolling Total Sewer Cleaning Summary**

<b>Month</b>	<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>Total Feet</b>	<b>Total Miles</b>
Mar - 20	10,957	11,948	10,023	32,928	6.2
Apr - 20	9,893	10,803	10,420	31,116	5.9
May - 20	10,453	12,618	10,308	33,379	6.3
June - 20	11,026	17,691	6,463	35,180	6.7
July - 20	16,890	18,514	14,262	49,666	9.4
Aug - 20	15,475	20,299	7,883	43,657	8.3
Sept - 20	12,942	18,428	4,067	35,437	6.7
Oct - 20	11,459	14,887	8,999	35,345	6.7
Nov - 20	11,229	23,059	9,482	43,770	8.3
Dec - 20	17,235	16,367	4,540	38,142	7.2
Jan - 21	9,147	11,987	2,909	24,043	4.6
Feb - 21	8,887	7,652	5,483	22,022	4.2

Annual ft	145,593	184,253	94,839	424,685	
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Annual Mi.	27.6	34.9	18.0		80.4
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# TASK SUMMARY- GCSD 2020-2021

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb					Total to Date	% Complete
Sewer Line Cleaning	87,000	16,424	18,257	16,309	12,436	18,035	14,663	10,710	5,784					112,618	129%
Hot Spot Cleaning	5,400	1,994	1,652	1,705	2,450	986	2,904	2,122	1,815					15,628	289%
Lift Station Inspection - Daily	52	5	4	5	4	4	4	4	4					34	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-					-	0%
Maint. Work Orders - Completed	-	5	4	5	4	4	4	4	4					34	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-					-	-
Manhole Inspection	879	89	104	96	73	99	91	60	53					665	76%
USA Markings	372	52	66	67	68	63	44	32	39					431	116%
F.O.G. Inspections Completed	10	-	-	-	-	-	17	-	-					17	170%
F.O.G. Inspections Passed	10	-	-	-	-	-	17	-	-					17	170%
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-	-					-	-
Lateral Inspections	-	-	-	-	-	-	-	-	-					-	-
Customer Service Call - Reg	-	2	2	-		3	3	3	2					15	-
Customer Service Call - OT	-	2	2	3		1	3	1	-					12	-
SSO Response - Category 1	-	1	-	-		-	-	-	-					1	-
SSO Response - Category 2	-	-	-	-		-	-	-	-					-	-
SSO Response - Category 3	-	-	-	-		-	-	-	-					-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0	0					-	-





## **SEWER AUTHORITY MID-COASTSIDE**

### **Board of Directors Meeting Agenda**

#### ***Regular Board Meeting 7:00 PM, Monday, April 12, 2021***

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83921664653?pwd=YlIBb1dXSUQ5TzhRNIEyUjN1bml2dz09>

Meeting ID: 839 2166 4653

Passcode: 678387

One tap mobile

+16699006833,,83921664653#,,,,\*678387# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 839 2166 4653

Passcode: 678387

Find your local number: <https://us02web.zoom.us/j/83921664653>

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](mailto:kishen@samcleanswater.org).

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

A. Roll Call:

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

**2. PUBLIC COMMENT / ORAL COMMUNICATION**

Members of the public are welcome to submit comments via e-mail by sending them to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments so submitted prior to 7 pm on April 12, 2021 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of March 22, 2021 Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for April 12, 2021 (**Attachment**)

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

- A. Presentation on First Flush Report by San Mateo Resource Conservation District (**Attachment**)
- B. Presentation on Basin Plan Amendment by Regional Water Quality Control Board (**Attachment**)

**5. GENERAL MANAGER'S REPORT**

**6. ATTORNEY'S REPORT**

**7. DIRECTORS' REPORT**

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

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

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

D. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION

Pursuant to Government Code Section 54956.9 (d) (2)

E. Discussion of SAM Infrastructure Security Pursuant to Government Code Section 54957 (a).

F. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: April 26, 2021 and May10, 2021

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

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**INFORMATION FOR THE PUBLIC**

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

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 #4**





## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS March 18, 2021

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

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

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

### **ROLL CALL**

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

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

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

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

### **2. Conference with Real Property Negotiator (Government Code Section 54956.8).**

Property: 531 Obispo Road, El Granada, California.

District's Negotiator: Chuck Duffy

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

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

### **RECONVENE TO OPEN SESSION**

There was no reportable action taken in Closed Session.

### **ADJOURN SPECIAL MEETING**

### **CALL REGULAR MEETING TO ORDER**

The Regular Meeting was called to order at 7:30 pm.

### **ROLL CALL**

### **GENERAL PUBLIC PARTICIPATION**

None.

The Board President reordered the Agenda, moving Items 2 and 3 up to be heard before Item 1.

## **ACTION AGENDA**

### **2. Report on Parks and Recreation Activities.**

#### **a. Update on Development of Feasibility Study for 531 Obispo Road.**

Director Marsh introduced architect Rebecca Katkin, who has been hired by the District to assess the suitability of the old fire station building for the District's needs. After meeting with Directors Dye and Marsh, Ms. Katkin had developed a sample rendering of the building with the District's space requirements, which was provided for review at the meeting. The Board held a brief discussion and signified their general support of the potential plan, which verified that the building was suitable for the District's needs as a potential community center.

### **3. Consideration of Permit Fee Reduction Request from Mary Dupen.**

This item had been placed on the agenda at the request of a customer who is building a detached Accessory Dwelling Unit (ADU), and who felt the permit fees were excessive. The Assistant General Manager explained that the bulk of the fees were related to the Assessment District and that while those fees were not subject to adjustment, the number of ERU's assessed to the project were. Ms. Dupen was present at the meeting and appealed to the Board to consider the disparity between the size of the ADU at 496 sq. ft. and the over \$11,000 in permit fees. After discussion with staff and the Board, it was determined that the capacity allocation of .5 ERU for an ADU could be reduced to .25 ERU due to the small size of the ADU. The Board directed staff to return with a proposed amendment to the Ordinance Code to change the ERU assessment for an ADU to .25 ERU.

### **1. Consideration of Variance Re-application for APN: 048-031-200, Magellan Ave., Miramar, 4,000 Sq. Ft. Parcel, Zoned R-1/S-94, Owner: Mithal.**

The applicant had been denied a variance at the previous meeting due to Findings 5 and 6 not being met, which related to the proposed parcel coverage for impervious surfaces and the parcel being less than 60% of the minimum parcel size with three bedrooms. The applicant had reapplied by submitting revised plans with only two bedrooms and a reduction in lot coverage.

**ACTION:** Director Marsh moved to make the required findings and to issue the applicant a Sewer Permit Variance for the parcel listed above.

(Marsh/Seaton). Approved 5-0.

### **4. Consideration of Proposal for Connection Fee and Sewer Service Charge Study.**

Mr. Duffy reported that he had received proposals from Bartle Wells Associates and IB Consulting to produce a connection fee and sewer service charge study. Bartle Wells' proposal totaled \$18,000 for the SSC and Connection Fee study, while the IB Consulting proposal totaled \$42,000. Mr. Duffy had worked with both firms in the past and each had done a good job with their studies. The Board held a discussion. It was agreed that the basis of the sewer service charge



component of the study should be developed on the basis of the District's sewer charges being self-supportive of maintain the sewer system as opposed to being augmented by property taxes.

**ACTION:** Director Dye moved to approve the proposal from Bartle Wells Associates for the sewer connection fee and SSC Study. (Dye/Marsh).  
Approved 5-0.

**5. Accept Lowest Responsible Bid for the 2020 Capital Improvement Project, Sewer Replacements Project 1.**

The District Engineer provided a letter of recommendation to award the project to Devaney Engineering, Inc. who was the low bidder of the six bids received in the amount of \$446,455. The Board requested staff to provide information to the public regarding the project via social media.

**ACTION:** Director Marsh moved to award the construction contract for the 2020 CIP to Devaney Engineering, Inc. (Marsh/Dye). Approved 5-0.

**6. Adopt Board of Directors Code of Ethics Policy.**

**ACTION:** Director Marsh moved to approve the Ethics Policy as presented. (Marsh/Suchomel). Approved 5-0.

**7. Report on Sewer Authority Mid-Coastside Meetings.**

Directors Dye and Clark reported on the ongoing issues at SAM.

**CONSENT AGENDA**

**8. February 18, 2021 Special and Regular Meeting Minutes.**

**9. March 2021 Warrants.**

**10. January 2021 Financial Statements.**

**11. Assessment District Distribution #9-20/21.**

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

**COMMITTEE REPORTS**

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

Director Dye reported on her meeting with the Resource Conservation District (RCD) regarding the Burnham Park Plan, and to discuss her concerns about environmental issues. She also reported on the homeless encampment on the property.

**INFORMATION CALENDAR**

**13. Attorney's Report. (Parkin)**

**14. General Manager's Report. (Duffy)**

**15. Administrative Staff Report. (Comito)**

**16. Engineer's Report. (Kennedy Jenks)**

**17. Future Agenda Items.**

The Regular Meeting was adjourned at 9:30 pm.

ATTEST:

SUBMITTED BY:

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

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

Date Approved by Board: April 15, 2021

**ITEM #5**



**Granada Community Services District**  
**April 2021 Warrants**  
For the April 15, 2021 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
03/08/21	8780	City of Half Moon Bay	CDP - Mirada Road Project	5120 · Half Moon Bay Reimb - Parks	4,107.00
03/19/21	8806	Rodolpho Romero	03/18 Cleaning	6130 · Office Maintenance & Repairs	70.00
04/15/21	8807	Alhambra & Sierra Springs	Invoice dtd 03/18/21	6140 · Office Supplies	25.03
04/15/21	8808	Barbara Dye	03/18/21 GCSD, 03/8 & 03/22/21 SAM	6040 · Directors' Compensation	235.00
04/15/21	8809	CliftonLarsonAllen LLP	Mar 2021	6152 · Accounting	2,500.00
04/15/21	8810	David Seaton	03/18/21 GCSD	6040 · Directors' Compensation	145.00
04/15/21	8811	Dudek	02/27/21-03/26/21 Prof. Svcs	6151 · General Manager	7,660.00
04/15/21	8812	Eric Suchomel	03/18/21 GCSD	6040 · Directors' Compensation	145.00
04/15/21	8813	Express Plumbing	Medio Creek Maint & Mon-Apr	1617-1 · Medio Creek Xing/Mirada Sewer	975.00
04/15/21	8814	Gaetani Real Estate	Office Lease-May 2021	6120 · Office Lease	4,500.00
04/15/21	8815	Hue & Cry, Inc.	Pump Stn Alarm, Qrtly Ofc Alarm Apr-Jun 2021	6170 · Utilities	236.90
04/15/21	8816	Matthew Clark	03/18/21 GCSD, 03/8 & 03/22/21 SAM	6040 · Directors' Compensation	235.00
04/15/21	8817	Nancy Marsh	03/18/21 GCSD	6040 · Directors' Compensation	145.00
04/15/21	8818	Pacifica Community TV	02/1/21 PAC, 02/18/21 GCSD, 03/18/21 GCSD	6180 · Video Taping	600.00
04/15/21	8819	PG&E	Pump Stn Inv dtd 03/18/21	6170 · Utilities	279.80
04/15/21	8820	PGE	Office Inv dtd 03/25/21	6170 · Utilities	70.01
04/15/21	8821	Richards, Watson & Gershon	Prof. Svcs through 02/28/21	6091 · Legal- General	30.00
04/15/21	8822	Rodolpho Romero	03/03/21, 04/1 & 04/15 Ofc Cleaning	6130 · Office Maintenance & Repairs	210.00
04/15/21	8823	Sewer Authority Mid-Coastside	Apr 2021 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	147,989.91
04/15/21	8824	Tucker Construction, Inc.	Removal of Homeless Encampment & Debris	6220 · Miscellaneous	2,184.00
04/15/21	8825	US Bank	Apr 2021 Svcs	6020 · Copier Lease	356.45
04/15/21	8826	Verizon Wireless	Mar 2021	6170 · Utilities	113.92
04/15/21	8827	Wittwer & Parkin	Mar 2021 Svcs	6090 · Legal Services	5,836.00
<b>TOTAL</b>					<b>174,472.02</b>



**ITEM #6**





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

As of February 28, 2021

**ASSETS**

Current Assets	
Checking/Savings	
1020 · Petty Cash	790
1030 · Cash - LAIF	4,977,173
1040 · Tri Counties Bank - Gen Op	26,877
1050 · Tri Counties Bank - Deposit	37,345
1500 · Due from AD	23,440
Total Current Assets	5,065,625
Fixed Assets	
1600 · Land	1,063,640
1610 · Construction in Progress	564
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	(7,008,196)
Total Fixed Assets	5,306,117
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	236,477
1735 · Advance to AD- Assesmnt Revenue	142,834
1750 · Investment in SAM	4,709,323
1760 · Deferred Outflows of Resources	102,010
Total Other Assets	5,555,534
Total Assets	15,927,275

**LIABILITIES**

Current Liabilities	
2000 · Accounts Payable	34,088
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	2,750
2225 · Recology-Del Garbage	27,625
2300 · Due to AD	4,473
2310 · Relief Refund Advance	350
Total Current Liabilities	94,589
Long Term Liabilities	
2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	21,144
Total Long Term Liabilities	198,639
Total Liabilities	293,228

**NET POSITION**

3000 · Net Assets	5,639,871
3005 · Contributed Capital	9,595,349
Net Income	398,827
Total Net Position	\$ 15,634,047

*No assurance is provided on these financial statements.*



**Granada Community Services District**  
**Revenue & Expenses (Unaudited)**  
**July 1, 2020 through February 28, 2021**

	Jul 1, 2020 - Feb 28, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
<b>Revenues</b>				
Operating Revenue				
4010 · Property Tax Allocation	\$ 200,000	\$ 133,333	\$ 66,667	\$ 200,000
4015 · Park Tax Allocation	357,517	327,333	30,184	491,000
4020 · Sewer Service Charges-SMC	1,177,762	1,252,667	(74,905)	1,879,000
4021 · Sewer Svc Charges Pro-rated	1,008	-	1,008	-
4030 · AD OH Reimbursement	8,941	21,333	(12,392)	32,000
4040 · Recology Franchise Fee	20,776	22,000	(1,224)	33,000
<b>Total Operating Revenue</b>	<b>1,766,004</b>	<b>1,756,666</b>	<b>9,338</b>	<b>2,635,000</b>
Non Operating Revenue				
4120 · Interest on Reserves	15,062	38,667	(23,605)	58,000
4130 · Connection Fees	94,213	25,333	68,880	38,000
4150 · Repayment of Adv to AD-NCA	-	130,200	(130,200)	195,300
4155 · Repayment of Adv to AD-ARF	-	76,467	(76,467)	114,700
4160 · SAM Refund from Prior Yr	-	667	(667)	1,000
4170 · ERAF Refund	252,119	233,333	18,786	350,000
4180 · Misc Income	2,862	3,333	(471)	5,000
<b>Total Non Operating Revenue</b>	<b>364,256</b>	<b>508,000</b>	<b>(143,744)</b>	<b>762,000</b>
<b>Total Revenues</b>	<b>2,130,260</b>	<b>2,264,666</b>	<b>(134,406)</b>	<b>3,397,000</b>
<b>Expenses</b>				
Operations				
5010 · SAM - General	770,578	770,578	-	1,155,867
5020 · SAM - Collections	124,383	124,383	-	186,574
5021 · Lift Station Maint.	5,405	-	(5,405)	-
5050 · Mainline System Repairs	562	6,667	6,105	10,000
5060 · Lateral Repairs	48,453	16,667	(31,786)	25,000
5065 · CCTV	-	16,667	16,667	25,000
5070 · Pet Waste Station	796	800	4	1,200
5110 · RCD - Parks	-	13,333	13,333	20,000
5120 · Half Moon Bay Reimb - Parks	-	26,667	26,667	40,000
5130 · Parks & Rec Professional Services	19,147	66,667	47,520	100,000
<b>Total Operations</b>	<b>969,324</b>	<b>1,042,429</b>	<b>73,105</b>	<b>1,563,641</b>

*No assurance is provided on these financial statements.*

**Granada Community Services District**  
**Revenue & Expenses (Unaudited)**  
**July 1, 2020 through February 28, 2021**

	Jul 1, 2020 - Feb 28, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 11,644	\$ 10,667	\$ (977)	\$ 16,000
6020 · Copier lease	3,764	4,000	236	6,000
6040 · Directors' Compensation	7,225	7,333	108	11,000
6050 · Education & Travel Reimb	-	1,333	1,333	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	105,364	118,667	13,303	178,000
6062 · Medical Ins.	8,625	26,783	18,158	40,174
6063 · Employer Payroll Taxes	10,704	31,884	21,180	47,826
6064 · CALPERS Contribution	32,566	33,333	767	50,000
6060 · Employee Compensation - Other	982	-	(982)	-
6070 · Engineering Services	88,925	13,333	(75,592)	20,000
6080 · Insurance	537	20,000	19,463	30,000
6090 · Legal Services	41,354	20,000	(21,354)	30,000
6095 · Legal Services for Case Related Legal	-	33,333	33,333	50,000
6100 · Memberships	7,995	6,000	(1,995)	9,000
6110 · Newsletter	-	4,667	4,667	7,000
6120 · Office Lease	40,250	38,000	(2,250)	57,000
6130 · Office Maintenance & Repairs	475	2,000	1,525	3,000
6140 · Office Supplies	3,770	2,000	(1,770)	3,000
6150 · Professional Services	75,661	78,000	2,339	117,000
6160 · Publications & Notices	533	1,333	800	2,000
6170 · Utilities	6,841	8,000	1,159	12,000
6180 · Video Taping	2,700	2,667	(33)	4,000
6190 · Computers	4,304	1,667	(2,637)	2,500
6220 · Miscellaneous	5,353	13,330	7,977	20,000
6230 · Bank Service Charges	475	-	(475)	-
6310 · Park Related Misc Expenses	5,303	-	(5,303)	-
Total Administration	<u>465,350</u>	<u>478,330</u>	<u>12,980</u>	<u>717,500</u>
Capital Projects				
1617-1 · Medio Creek Xing Crossing	7,800	233,333	225,533	350,000
7010 · Sewer Main Replacement (CIP)	-	300,000	300,000	450,000
7100 · SAM - Infrastructure	288,959	288,959	-	433,438
7500 · Projects - Parks	-	66,667	66,667	100,000
Total Capital Projects	<u>296,759</u>	<u>888,959</u>	<u>592,200</u>	<u>1,333,438</u>
Total Expenses	<u>1,731,433</u>	<u>2,409,718</u>	<u>678,285</u>	<u>3,614,579</u>
Net Income/(Loss)	<u>\$ 398,827</u>	<u>\$ (145,052)</u>	<u>\$ 543,879</u>	<u>\$ (217,579)</u>

*No assurance is provided on these financial statements.*

**ITEM #7**



**DISTRIBUTION REQUEST NO.: 10#-20/21**  
**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:  
April 15, 2021

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Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO.: 10#-20/21**

**DATE: April 15, 2021**  
**DISTRIBUTE FROM ACCOUNT #: 94673305**  
**ACCOUNT NAME: Bond Administration Fund**  
**DISTRIBUTION AMOUNT: \$ 2,167.00**

**PAYMENT INSTRUCTIONS:** Issue checks and mail as listed below.

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
GSD	P.O. Box 335, El Granada, CA 94018	GSD OH Reim - Dec 2020	\$ 2,167.00
<b>TOTAL:</b>			<b>\$ 2,167.00</b>



**ITEM #8**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #9**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.





**ITEM #10**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #11**



**GRANADA COMMUNITY SERVICES DISTRICT**

# Administrative Staff Report

Period: March 13, 2021 to April 12, 2021  
 To: Board of Directors  
 From: Delia Comito, Assistant General Manager  
 Date: April 15, 2021

**REQUEST FOR PUBLIC RECORDS** – There was one request for public records this period:

Request Date	Requestor	Information Requested	Information Provided	Date Provided
3/15/21	Unknown	District/Staff Info.	Requested info. & directed to website	3/16/21

**APPLICATIONS RECEIVED** – There was one application received this period:

Rec'd	Class	Owner or Agent	APN	Address	Sq. Ft.	Zone
08/10/20	ADU	Minor Bart	047-091-130	139 Vallejo St, EG	5,000	R-1/S-17
10/05/20	1A	Steadman John	047-212-150	226 Ave Cabrillo, EG	5,000	R-1/S-17
10/05/20	1A	Steadman John	047-282-150	900 The Alameda, EG	5,000	R-1/S-17
10/05/20	1A	Steadman John	047-282-160	463 The Alameda, EG	5,549	R-1/S-17
10/28/20	VAR	Freitas	047-208-120	Ave Portola, EG	2,335	R-3/S-3
12/11/20	1A	Ralston Randy	047-217-110	Ave Del Oro, EG	6,000	R-1/S-17
12/11/20	Demo	French	048-125-180	2909 Champs Elysee HMB	--	--
01/08/21	1A	Parnovskiy	047-221-060	Ave Del Oro, EG	5,000	R-1/S-17
01/15/21	1A	Zheng	047-151-120	639 El Granada Blvd, EG	5,230	R-1/S-17
04/08/21	ADU	Bunuan	047-222-270	454 Ferdinand Ave, EG	8,405	R-1/S-17

Note: Shaded information was previously reported.

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

Permit No.	Class	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3203	1A	08/17/20	Fassinger/Ontiveros	047-074-250	126 Madrona Ave, EG	5,000	R-1/S-17
3204	1A	09/15/20	Power Patrick	047-171-170	615 Isabella Ave, EG	7,200	R-1/S-17
3205	ADU	09/24/20	Minor Bart	047-091-130	139 Vallejo St, EG	5,000	R-1/S-17
3206	2D	12/04/20	Dragony Michelle	047-034-070	111 Vassar, Princeton	2,285	W/DR
3207	SC	12/07/20	Erickson Karen	048-092-300	18 Valencia, HMB	5,000	R-1/S-17
3208	2M	12/29/20	Big Wave LLC	047-311-060	380 Airport, Princeton	17,500	W/DR
3209	1A	01/21/21	K&S Development	047-282-160	900 The Alameda, EG	5,000	R-1/S-17
3210	1A	01/27/21	K&S Development	047-212-150	463 The Alameda, EG	5,549	R-1/S-17
3211	1A	01/27/21	K&S Development	047-282-150	226 Ave Cabrillo, EG	5,549	R-1/S-17

Note: Shaded information was previously reported.

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

Date	Class	Permit	Issued	Owner	APN	Address
09/23/20	1A	3199	12/23/19	Soldo David	048-126-130	537 Roosevelt, HMB
10/09/20	1A	3203	08/17/20	Fassinger	047-074-250	126 Madrona, EG
11/02/20	1A	3200	02/12/20	Carey	048-112-130/140	2804 Champs Elysee, HMB
12/10/20	1A	3194	07/10/19	Menendez	047-071-260	320 Sevilla, EG
12/10/20	SC	3207	12/07/20	Erickson	048-092-300	18 Valencia, HMB
12/14/20	1A	3196	11/18/19	Semprevivo	048-042-280	477 3 <sup>rd</sup> Ave, Miramar
01/04/21	1A	3197	11/19/19	Ralston	048-054-240	385 Miramar Dr, Miramar
01/05/21	1A	3204	09/15/20	Power	047-217-110	615 Isabella, EG

Note: Shaded information was previously reported.

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

Date	Type	Problem	Location or Address	Cause	Cost
07/16/20	Lat Replacement	Back-up	506 Isabella, EG	Roots	1,668.74
09/24/20	Lat Replacement	Back-up	314 Ave Balboa, EG	Roots	6,980.00
10/15/20	Lat Replacement	Back-up	354 Almeria, EG	Multi offsets	10,927.62
12/11/20	Lat Replacement	Back-up	332 Valencia, EG	Large off-set	9,711.84
02/05/21	Lat Replacement	Back-up	167 Ave Portola, EG	Off-set	11,675.17

Note: Shaded information was previously reported.

**SPECIAL NOTE:**

A 72-hour Notice to Vacate was posted at the homeless encampment on the Burnham Property on Friday 04/02/21. The Assistant General Manager and Director Dye met with Deputy Fu the following Monday at 9:00 to enforce the eviction. There were two people living in the encampment; one had already left, and the other who was found sleeping there, agreed to leave.

Tucker Construction was hired to clean the site and to haul away the debris, which was done on Wednesday 04/07/21. They collected three bags of excrement, along with a couch, a chair, various tarps and tents, sleeping bags, scissors and other small broken items such as forks, knives, cookware, toys, etc., cans of food, beans, old take-out food containers and plastic wrapping/bags, unmatched shoes/sandal, dirty/soiled clothing/laundry, carpet, a cooler and other litter. Please see the pictures following this memo taken before and after the clean-up.

In a follow-up phone call, Deputy Fu said that the District must be willing to prosecute the repeat offenders for trespassing, which will allow him to cite or arrest them. Otherwise, he said, the problem will continue if there are no ramifications. He agreed to patrol the property when on duty in El Granada, and suggested posting a "No Trespassing" sign near the encampment area, which has been ordered.

















































**ITEM #12**



April 8, 2021

## Memorandum

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

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### **6-Year CIP**

Devaney Engineering and the District have signed the agreement for construction of CIP Project 1. A pre-construction meeting on Microsoft Teams is scheduled for April 20<sup>th</sup>. The Contractor is now working on preparing traffic plans and encroachment permits from the County. Sewer construction is expected to begin in early May.

### **Naples Beach Project - Phase 2**

The CDP amendment was approved by the HMB Planning Commission on March 23<sup>rd</sup>. There was no public opposition. The CDP is expected to be final by late April following expiration of the appeals periods. We are planning to advertise the project for construction bids early next week and hope to have a recommendation for award at the District's May 20<sup>th</sup> Board meeting. Construction is on an expedited schedule to enable the sewer to be complete before the County pedestrian bridge project removes the District's existing sewer pipelines crossing Medio Creek. We are coordinating with State Parks staff to finalize a Right of Entry (ROE) permit. Because of the emergency nature of the project, State Parks staff agreed to allow construction of the sewer under the ROE permit with formal easement documentation for about 300' of sewer on undeveloped land, known as Ramona Way, to be completed afterwards.

### **Medio Creek Crossing at Mirada Road**

The leased temporary pumping system has been operating since January 2018. The temporary system will remain in operation until the Naples Beach Phase 2 project is constructed.

### **Replacement of Pedestrian Bridge over Medio Creek**

The County is designing the replacement of the existing pedestrian bridge over Medio Creek. The project affects the District because it includes demolition of the existing abandoned road bridge on which the District's 10" sewer and temporary 2" force main (FM) are attached. Unless Phase 2 of the Naples Beach Project is constructed first, the temporary 2" FM crossing Medio Creek will need to be rerouted to discharge into a manhole at the end of San Andreas Ave. This temporary bypass will be included as an optional bid item in the Naples Beach Phase 2 construction documents.

Memorandum

Granada Community Services District

April 8, 2021

Page 2

**Big Wave (Class 3 Permit)**

Big Wave had planned to begin construction in early April, but it did not happen. We advised them that they would need to provide GCSD with submittals of materials intended to be used and a construction schedule for review and approval before beginning construction. To date we have not received any submittals or a construction schedule from Big Wave.



# GRANADA COMMUNITY SERVICES DISTRICT

SAN MATEO COUNTY, CALIFORNIA

# PLANS FOR THE CONSTRUCTION OF 2020 CAPITAL IMPROVEMENT PROJECT

## SEWER REPLACEMENTS PROJECT 1

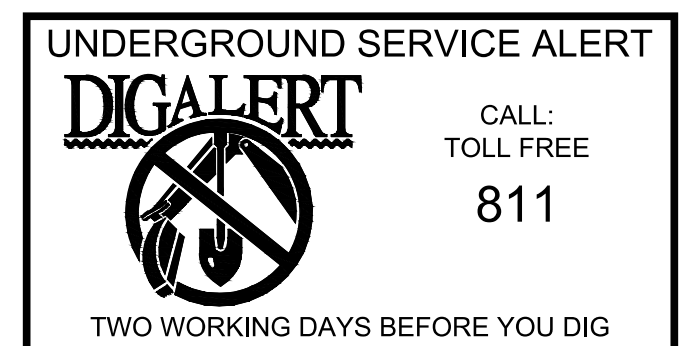
### BOARD OF DIRECTORS

BARBARA DYE, PRESIDENT  
MATTHEW CLARK, VICE PRESIDENT  
ERIC SUCHOMEL, DIRECTOR  
DAVID SEATON, DIRECTOR  
JIM BLANCHARD, DIRECTOR

KENNEDY/JENKS CONSULTANTS  
SANTA CLARA, CALIFORNIA

#### SHEET INDEX

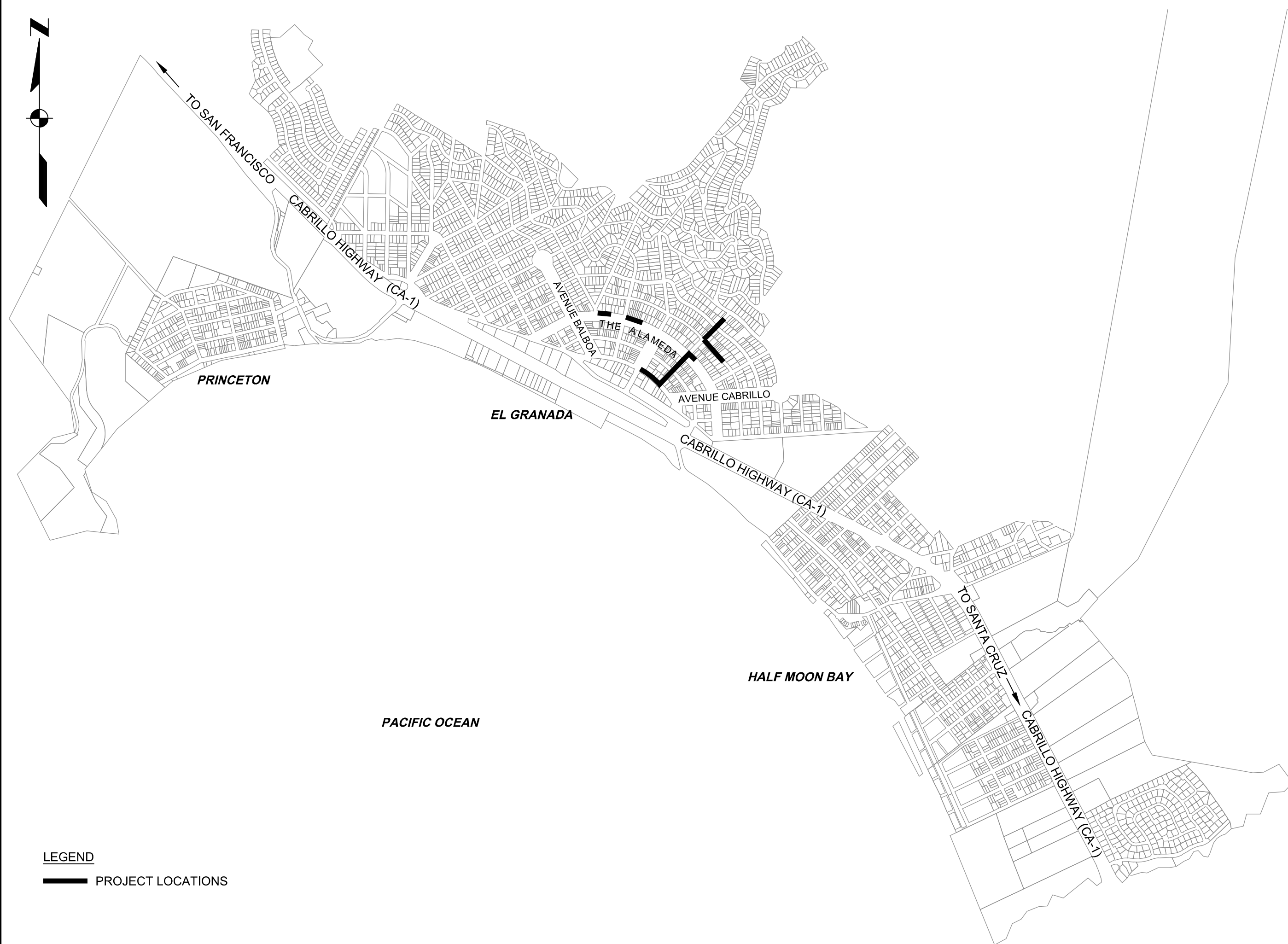
SHEET NO.	DRAWING NO.	DESCRIPTION
GENERAL		
1	G-01	TITLE SHEET, VICINITY MAP, PROJECT LOCATION MAP AND SHEET INDEX
2	G-02	GENERAL LEGEND, REFERENCE KEY, GENERAL NOTES AND ABBREVIATIONS
3	G-03	KEY MAP AND SURVEY NOTES
CIVIL		
4	C-01	PLAN AND PROFILE - AVENUE ALHAMBRA - MANHOLES G5-80 AND G5-127
5	C-02	PLAN AND PROFILE - ISABELLA AVENUE - MANHOLES G5-84 AND G5-89
6	C-03	PLAN AND PROFILE - THE ALAMEDA - MANHOLES G5-93 AND G5-94
7	C-04	PLAN AND PROFILE - ISABELLA AVENUE - MANHOLES G5-96 AND G5-100
8	C-05	PLAN AND PROFILE - PALMA STREET - MANHOLES G5-96, G8-53A AND G8-53
9	C-06	PLAN AND PROFILE - THE ALAMEDA - MANHOLES G5-33, G5-34, G5-221 AND G5-220
10	C-07	CIVIL DETAILS



THE CONFORMED DOCUMENTS ARE PREPARED AS A CONVENIENCE FOR THE USE OF INSPECTORS, DESIGNERS, CONSTRUCTION MANAGERS, AND CONTRACTORS DURING THE CONSTRUCTION PERIOD. THESE DOCUMENTS HAVE NO CONTRACTUAL STANDING AS THE CONTRACT CONDITIONS AND SCOPE OF WORK WILL REMAIN FORMALLY DEFINED BY THE BID DOCUMENTS, THE ADDENDA, AND ANY FORMAL CHANGE ORDERS.



VICINITY MAP



PROJECT LOCATION MAP

LEGEND  
PROJECT LOCATIONS

0 1250 2500  
1"=1250'

SCALES  
0 1" 25mm  
IF THIS BAR IS NOT DIMENSION SHOWN, ADJUST SCALES ACCORDINGLY.



DESIGNED  
MM, XL  
DRAWN  
MM  
CHECKED  
JHR

GRANADA COMMUNITY SERVICES DISTRICT  
EL GRANADA, CALIFORNIA  
2020 CAPITAL IMPROVEMENT PROJECT  
SEWER REPLACEMENTS PROJECT 1



TITLE SHEET, VICINITY MAP,  
PROJECT LOCATION MAP AND SHEET INDEX

FILE NAME  
1968021-G-01.dwg  
JOB NO.  
1968021\*00  
DATE  
JANUARY 2021  
SHEET 1 OF 10  
**G-01**

USE OF DOCUMENTS  
THIS DOCUMENT, INCLUDING THE INCORPORATED DESIGNS, IS AN INSTRUMENT OF SERVICE FOR THIS PROJECT AND SHALL NOT BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF KENNEDY/JENKS CONSULTANTS.

NO.	REVISION	DATE	BY

CLARISSA DEOCAREZ 2/11/2021 12:02 PM

C:\bms\kjc-p\wd012169511968021-G-01.dwg



C:\bms\kjc-pw\012189511968021-G-02.dwg 1/27/2021 7:32 AM CJARISSADECARES

### GENERAL LEGEND

EXIST SANITARY SEWER	
EXIST SEWER TO BE REPLACED	
EXIST LATERAL TO BE REPLACED	
EXIST WATER	
EXIST GAS	
EXIST STORM DRAIN	
EXIST OVERHEAD POWER	
EXIST BURIED POWER	
EXIST RIGHT-OF-WAY CENTERLINE	
EXIST PARCEL BOUNDARY	
EXIST PROPERTY BOUNDARY	
EXIST EASEMENT BOUNDARY	
EXIST EDGE OF PAVEMENT	
EXIST MAJOR CONTOUR	
EXIST MINOR CONTOUR	
EXIST FENCE LINE	
EXIST CULVERT	
EXIST WATER VALVE	
EXIST HYDRANT	
EXIST POWER POLE	
EXIST GUYWIRE	
EXIST SS CLEANOUT	
EXIST MAILBOX	
EXIST WATER METER	
EXIST TREE	
EXIST SD CATCH BASIN	
EXIST SS MANHOLE	
EXIST SD MANHOLE	
EXIST SIGNAGE	
CONCRETE IN SECTION	
EXIST GRADE (UNDISTURBED EARTH)	
FILL (BACKFILL, NATIVE FILL)	
STEEL IN SECTION	
EXIST STRUCTURE	
SURVEY CONTROL POINT	

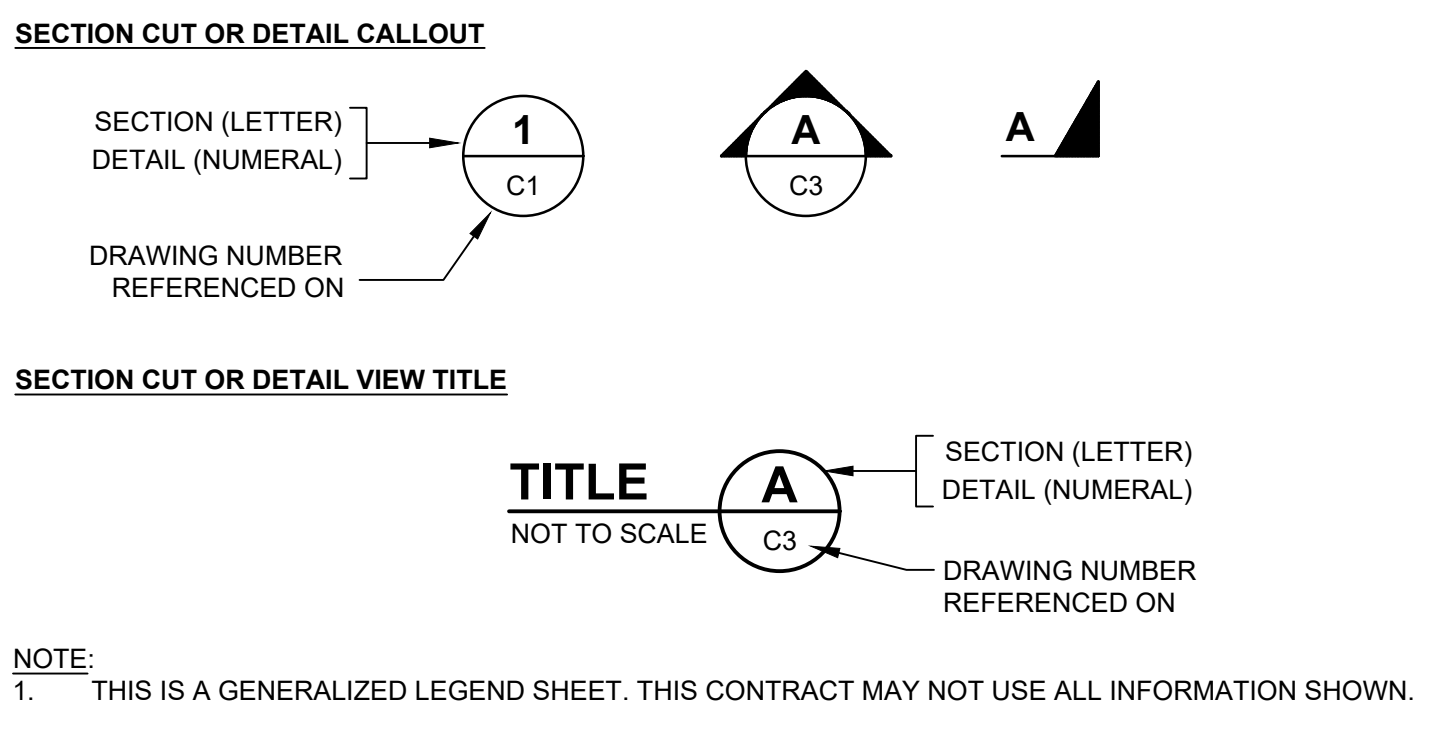
### GENERAL NOTES

- ALL SANITARY SEWERS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THESE DRAWINGS AND SPECIFICATIONS AND WITH THE STANDARD SPECIFICATIONS OF THE GRANADA COMMUNITY SERVICES DISTRICT.
- THE TYPES, LOCATIONS, SIZES AND/OR DEPTHS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THE TOPOGRAPHIC SURVEY WERE OBTAINED FROM SOURCES OF VARYING RELIABILITY. THE CONTRACTOR IS CAUTIONED THAT ONLY ACTUAL EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES, LOCATIONS, AND DEPTHS OF SUCH UNDERGROUND UTILITIES. A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DELINEATE ALL KNOWN UNDERGROUND UTILITIES. HOWEVER, THE ENGINEER CAN ASSUME NO RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACY OF THE DELINEATION OF SUCH UNDERGROUND UTILITIES WHICH MAY BE ENCOUNTERED, BUT WHICH ARE NOT SHOWN ON THE SURVEY.
- THE CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES TO PRESERVE AND AVOID DAMAGE TO EXISTING UTILITIES ENCOUNTERED. EXISTING UTILITY SERVICES TO HOUSES ARE NOT SHOWN ON THE DRAWINGS. CONTRACTOR SHALL NOTIFY PG&E, AT&T, COMCAST, SAN MATEO COUNTY PUBLIC WORKS, AT&T BROADBAND, COASTSIDE COUNTY WATER DISTRICT, AND UNDERGROUND SERVICE ALERT (USA) (800) 227-2600 BEFORE COMMENCING WORK.
- CONTRACTOR SHALL VISIT ALL SEWER REPLACEMENT LOCATIONS IN THE FIELD PRIOR TO BIDDING.
- CONTRACTOR SHALL OBTAIN ENCROACHMENT PERMIT(S) FROM THE COUNTY OF SAN MATEO, DEPARTMENT OF PUBLIC WORKS. CONTACT THE PERMIT DEPARTMENT AT (650) 363-4100 FOR ENCROACHMENT PERMIT APPLICATION AND DETAILS. ALL PAVEMENT, CURB, AND GUTTER RESTORATION WORK UNDER THIS CONTRACT SHALL CONFORM TO THE LATEST EDITION OF SAN MATEO COUNTY PUBLIC WORKS STANDARD DRAWINGS.
- EXISTING FLOWS MUST BE MAINTAINED BY CONTRACTOR AT ALL TIMES DURING CONSTRUCTION. CONTRACTOR SHALL NOTIFY HOMEOWNERS OF ANY INTERRUPTION OF SEWER SERVICES AT LEAST TWO DAYS PRIOR TO ANY WORK ON EXISTING SEWER PIPES OR NEW CONSTRUCTION. SEWAGE FLOWS SHALL BE MAINTAINED BY BYPASS PUMPING OR TEMPORARY CROSS CONNECTION FROM EXISTING MAIN TO NEW MAIN.
- THE CONTRACTOR SHALL AT ALL TIMES HAVE AT THE JOB SITE SUFFICIENT PUMPING MACHINERY READY FOR IMMEDIATE USE. THE TRENCHES AND EXCAVATIONS SHALL BE KEPT ENTIRELY FREE FROM WATER WHILE CONCRETE IS BEING POURED OR PIPE BEING LAID AND UNTIL THE CONCRETE MORTAR HAS SET HARD. WATER SHALL BE DISPOSED OF IN SUCH A MANNER AS WILL NOT CAUSE INJURY TO PUBLIC OR PRIVATE PROPERTY, NOR HARM PUBLIC HEALTH AND IN ACCORDANCE WITH LOCAL REGULATION.
- ALL EXISTING IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO LANDSCAPING, DRIVEWAYS, CURB, GUTTER, SIDEWALK, CULVERTS, DRAINS, AND MONUMENTS, SHALL BE RESTORED TO THE CONDITION IN WHICH THEY WERE, OR BETTER, BEFORE THE START OF CONSTRUCTION. SEPARATE PAYMENT FOR RESTORATION OF EXISTING IMPROVEMENTS WILL NOT BE MADE AND SHALL BE CONSIDERED AS INCLUDED IN THE VARIOUS CONTRACT ITEMS OF THE WORK INVOLVED.
- MANHOLES AND PIPE SHALL BE TESTED IN ACCORDANCE WITH SECTION C5 OF THE DISTRICT STANDARD SPECIFICATIONS. THE MAIN SHALL ALSO BE INSPECTED BY TELEVISION CAMERA AND ANY BREAKS, LEAKS, OR EXCESSIVE SAGS IN THE MAIN SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE
- THE CONTRACTOR SHALL COMPLY WITH ALL RELEVANT PROVISIONS OF FEDERAL, STATE AND LOCAL CODES AND REGULATIONS IN REGARD TO TRAFFIC CONTROL. THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN FOR APPROVAL BY THE ENGINEER AND THE COUNTY OF SAN MATEO PRIOR TO THE START OF WORK.
- THE CONTRACTOR SHALL CONDUCT HIS OPERATIONS TO CAUSE THE LEAST POSSIBLE INCONVENIENCE TO THE PUBLIC. THROUGHOUT THE PERFORMANCE OF THE WORK THE CONTRACTOR SHALL CONSTRUCT AND ADEQUATELY MAINTAIN SUITABLE AND SAFE CROSSINGS OVER TRENCHES, DRIVEWAY ACCESS AND MAINTAIN SUCH DETOURS AS ARE NECESSARY FOR PUBLIC PEDESTRIAN AND VEHICULAR TRAFFIC.
- CONTRACTOR SHALL MAINTAIN A CURRENT, COMPLETE, AND ACCURATE RECORD OF ANY KIND OF CHANGES TO THE CONSTRUCTION PROPOSED IN THE DRAWINGS AND SPECIFICATIONS FOR THE PURPOSE OF PROVIDING THE ENGINEER WITH A BASIS FOR PREPARING RECORD DRAWINGS. NO CHANGES SHALL BE MADE WITHOUT PRIOR WRITTEN APPROVAL OF THE ENGINEER.
- ALL ACTIVE SEWER LATERALS, FROM SEWER MAIN UP TO AND INCLUDING PROPERTY LINE CLEANOUT, ON SEWER REPLACEMENTS SHALL ALSO BE REPLACED AS PART OF THIS PROJECT. THE NUMBER OF SEWER LATERALS TO BE REPLACED IS NOTED ON THE PLANS. CONTRACTOR SHALL VERIFY LOCATION OF ALL LATERALS TO BE REPLACED, AS NOT ALL LATERALS ARE SHOWN ON DRAWINGS. THE NOTE ON PLAN AND PROFILE SHEETS LISTING THE NUMBER OF LATERALS TO BE LOCATED BY THE CONTRACTOR REFERS TO THE UNKNOWN LOCATION AND EXISTENCE OF A PROPERTY LINE CLEANOUT. THE LOCATION OF NEW PROPERTY LINE CLEANOUTS ON LATERALS WITHOUT AN EXISTING PROPERTY LINE CLEANOUT SHALL BE DETERMINED BY THE ENGINEER. THE LOCATION OF THE LATERAL CONNECTION TO THE MAIN SHALL BE DETERMINED BY THE CONTRACTOR'S CCTV INSPECTION.
- SEWERS TO BE REPLACED BY THIS PROJECT SHALL BE CONSTRUCTED ON THE SAME ALIGNMENT AND GRADE AS THE EXISTING SEWER UNLESS DIRECTED OTHERWISE
- PRIOR TO CONSTRUCTION, CONTRACTOR SHALL LOCATE ALL UTILITIES THAT MAY BE IN CONFLICT WITH THE CONSTRUCTION. AT MINIMUM, UTILITIES WITHIN 12" OF PIPE BURSTING ACTIVITIES SHALL BE POTHOLED.
- CONTRACTOR SHALL CLEAN THE INTERIOR OF THE EXISTING HOST PIPE PRIOR TO PIPEBURSTING ACTIVITIES.
- CONTRACTOR SHALL PERFORM POST-CLEANING VIDEO INSPECTIONS OF THE EXISTING PIPELINES TO BE REPLACED BY PIPEBURSTING. ONLY PACP CERTIFIED PERSONNEL TRAINED IN LOCATING BREAKS, OBSTACLES, AND SERVICE CONNECTIONS BY CLOSED CIRCUIT TELEVISION SHALL PERFORM THE INSPECTION.
- ACCEPTABLE METHODS OF SEWER REPLACEMENT INCLUDE OPEN CUT AND/OR, PIPEBURSTING. CONTRACTOR MAY CHOOSE A PREFERRED METHOD UNLESS SHOWN OTHERWISE ON THE DRAWINGS.
- CONTRACTOR IS HEREBY ADVISED THAT COUNTY REQUIRES SLURRY SEAL AT THE INTERSECTION OF CORONADO STREET AND ISABELLA AVENUE DUE TO COUNTY'S PAVEMENT MORATORIUM ON CORONADO STREET.
  - IF CONTRACTOR ELECTS TO USE OPEN CUT, TRENCH CUTS IN THE STREET SHALL BE SLURRY SEALED FOR A MINIMUM OF 15' FROM OUTSIDE EDGES OF TRENCH (LATERALS) AND PIT, OR FULL WIDTH OF STREET FOR FULL LENGTH OF TRENCH PLUS 15' ON EACH END (MAINS/LONGITUDINAL CUTS) OR TO INTERSECTION, AS APPROPRIATE PER COUNTY TWO-YEAR MORATORIUM.
  - IF CONTRACTOR ELECTS TO USE PIPE BURSTING AND CONSTRUCT SMALL PITS IN THE ROADWAY, ADDITIONAL 5' ON FOUR SIDES FROM EDGE OF THE PIT SHALL BE REQUIRED TO SLURRY SEAL. CONTRACTOR SHALL RESTORE THE PAVEMENT STRIPING TO PRECONSTRUCTION CONDITIONS OR BETTER, SUBJECT TO COUNTY'S ACCEPTANCE.

### ABBREVIATIONS

<b>A</b>	AASHTO AB AC ACR ALUM APN APPROX ASTM	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS AGGREGATE BASE ASPHALT CONCRETE ACCESSIBLE CURB RAMP ALUMINUM ASSESSOR'S PARCEL NUMBER APPROXIMATE AMERICAN SOCIETY FOR TESTING AND MATERIALS
<b>B</b>	BD, BDISK BLVD BOW	BRASS DISK BOULEVARD BOTTOM OF WALL
<b>C</b>	CA CB CI CIPP CL CNPT CO	CALIFORNIA CATCH BASIN CAST IRON CURED-IN-PLACE PIPE CENTERLINE CONTROL POINT (SURVEY) CLEANOUT
<b>D</b>	D/DIAM DISTRICT DR DWY	DIAMETER GRANADA COMMUNITY SERVICES DISTRICT DRIVE DRIVEWAY
<b>E</b>	EG EL ELL EXIST	EAST EXISTING GRADE ELEVATION ELBOW EXISTING
<b>F</b>	FND FT	FOUND FOOT/FEET
<b>G</b>	G GCS, GSD	GAS GRANADA COMMUNITY SERVICES DISTRICT
<b>H</b>	HDPE HWY	HIGH-DENSITY POLYETHYLENE HIGHWAY
<b>I</b>	ID INV	IDENTIFICATION INVERT
<b>L</b>	LF	LINEAL FOOT/FEET
<b>M</b>	MAG MAX, MAX. MH MIN, MIN. MON	MAGNETIC MAXIMUM MANHOLE MINIMUM MONITORING
<b>N</b>	N NATL NAVD NE NO NTS NW	NORTH NATIONAL NORTH AMERICAN VERTICAL DATUM NORTHEAST NUMBER NOT TO SCALE NORTHWEST
<b>O</b>	OD, O.D.	OUTSIDE DIAMETER
<b>P</b>	PACP PP PVC	PIPELINE ASSESSMENT AND CERTIFICATION PROGRAM POWER POLE POLYVINYL CHLORIDE
<b>S</b>	SAM SD SDMH SE SHT SSCO SSMH ST STA SW	SEWER AUTHORITY MID-COASTSIDE STORM DRAIN STORM DRAIN MANHOLE SOUTHEAST SHEET SANITARY SEWER CLEANOUT SANITARY SEWER MANHOLE STREET STATION SOUTHWEST
<b>T</b>	TC TOW TYP	TOP OF CURB TOP OF WALL TYPICAL
<b>V</b>	VCP	VITRIFIED CLAY PIPE
<b>W</b>	W WTR	WEST WATER

### REFERENCE KEY



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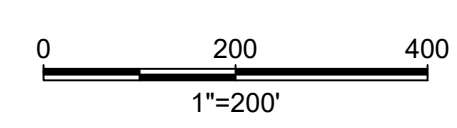


SURVEY CONTROL POINTS				
HORIZONTAL DATUM: NAD83 (2010)				
VERTICAL DATUM: NAVD88				
COORDINATE SYSTEM: CALIFORNIA COORDINATE SYSTEM ZONE 3				
LINEAR UNIT: US SURVEY FEET				
PRIMARY CONTROL				
POINT ID	NORTHING	EASTING	ELEVATION	DESCRIPTION
P176	1,999,593.78	6,022,762.07	1531.954	CORS
P177	2,020,946.69	5,983,185.93	345.376	SOPAC
SWEP	2,051,120.26	5,994,652.07	1254.950	SOPAC
ITEMS THAT ARE <b>BOLD</b> WERE CONSTRAINING ELEMENTS IN THE FINAL ADJUSTMENT				
SECONDARY CONTROL				
POINT ID	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	2,011,157.58	5,990,148.45	23.13	MAG&TT
2	2,011,739.77	5,990,510.38	48.99	MAG&TT
3	2,011,928.92	5,990,678.73	62.77	MAG&TT
4	2,011,695.01	5,991,033.23	56.35	MAG&TT
5	2,012,041.33	5,991,430.44	92.43	MAG&TT
6	2,011,865.74	5,991,265.18	73.30	MAG&TT
7	2,012,044.42	5,990,614.54	68.37	MAG&TT
8	2,011,424.60	5,990,815.31	41.62	MAG&TT
9	2,012,225.93	5,990,127.50	57.30	MAG&TT
10	2,012,281.59	5,989,715.77	68.72	MAG&TT
11	2,011,302.41	5,990,632.83	33.88	MAG&TT
12	2,011,449.76	5,990,368.63	31.17	MAG&TT
*GPS DATA PROCESSED WITH ABSOLUTE ANTENNA				

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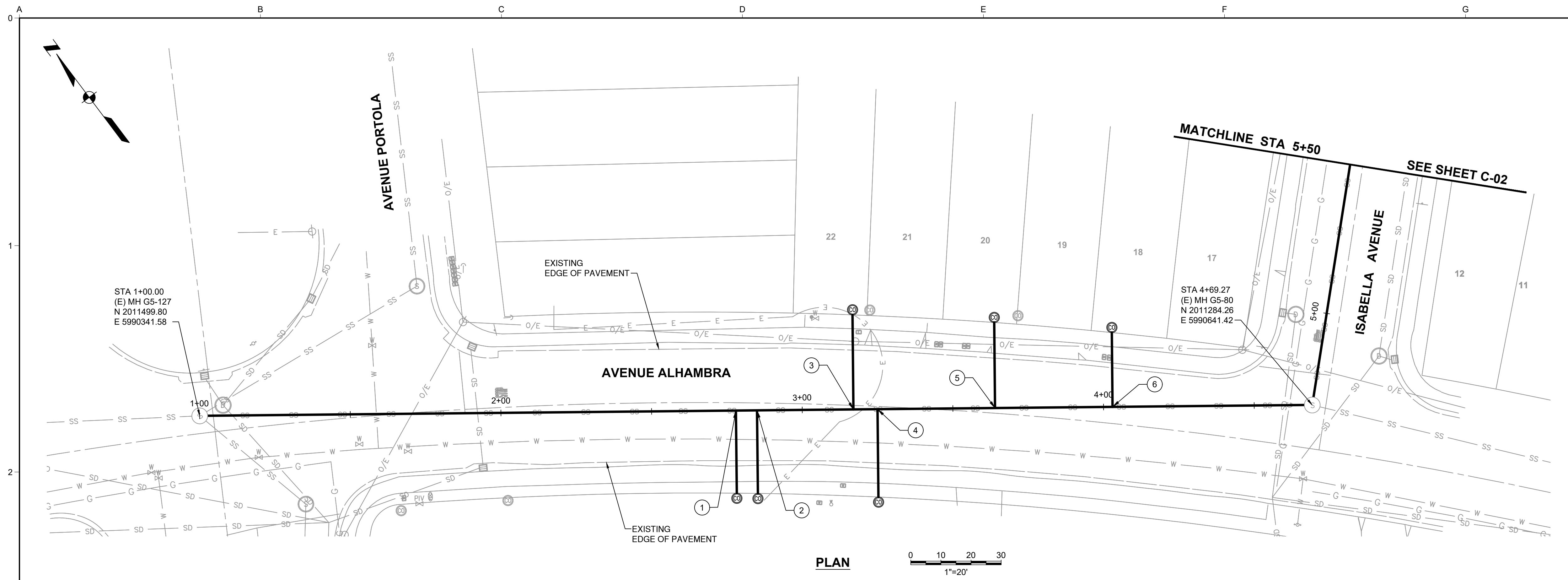


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DRAWN	DJM																												
CHECKED	JHR																												
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JOB NO.	1968021*00																												
DATE	JANUARY 2021																												
SHEET	3 OF 10																												



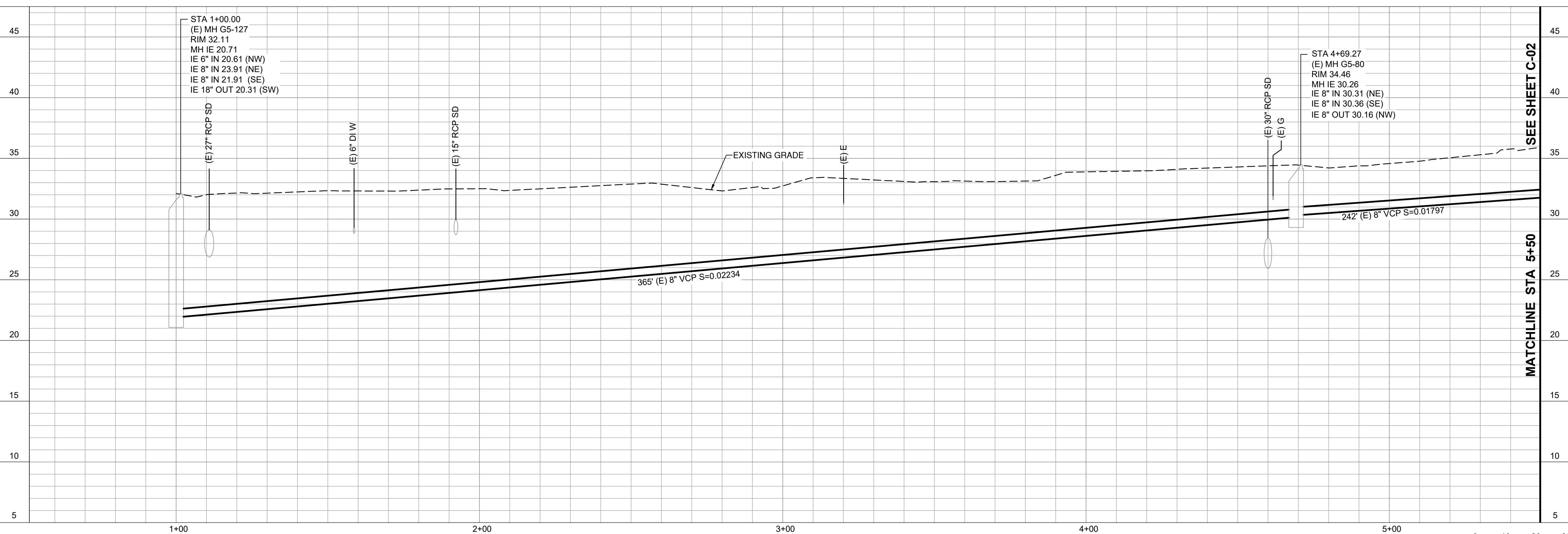
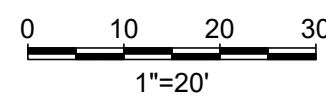


LATERAL TABLE BETWEEN MH G5-127 AND G5-80		
LATERAL ID	APPROX. STA	APPROX. LENGTH TO BE REPLACED (FT)
1	STA 2+78	27'
2	STA 2+85	28'
3	STA 3+17	31'
4	STA 3+25	29'
5	STA 3+64	28'
6	STA 4+03	25'

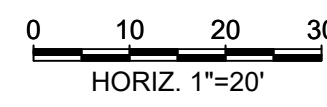
NOTES:  
 1. SEWER LATERALS SHALL BE REPLACED FROM THE MAIN UP TO AND INCLUDING THE PROPERTY LINE CLEANOUT.  
 2. LATERAL STATIONS BASED ON 4/10/2019 CCTV.

LATERAL TABLE BETWEEN MH G5-80 AND G5-84		
LATERAL ID	APPROX. STA	APPROX. LENGTH TO BE REPLACED (FT)
7	NOT SHOWN ON THE PLANS. TO BE LOCATED BY CONTRACTOR VIA CCTV.	TO BE DETERMINED AFTER THE LATER IS LOCATED. SEE NOTE 1.

NOTES:  
 1. SEWER LATERALS SHALL BE REPLACED FROM THE MAIN UP TO AND INCLUDING THE PROPERTY LINE CLEANOUT.



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**SCALES**  
 0 1" = 20'  
 0 25mm  
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 DRAWN: JBL  
 CHECKED: XL

GRANADA COMMUNITY SERVICES DISTRICT  
 EL GRANADA, CALIFORNIA  
**2020 CAPITAL IMPROVEMENT PROJECT  
 SEWER REPLACEMENTS PROJECT 1**

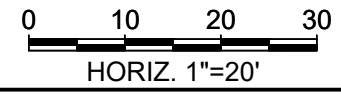
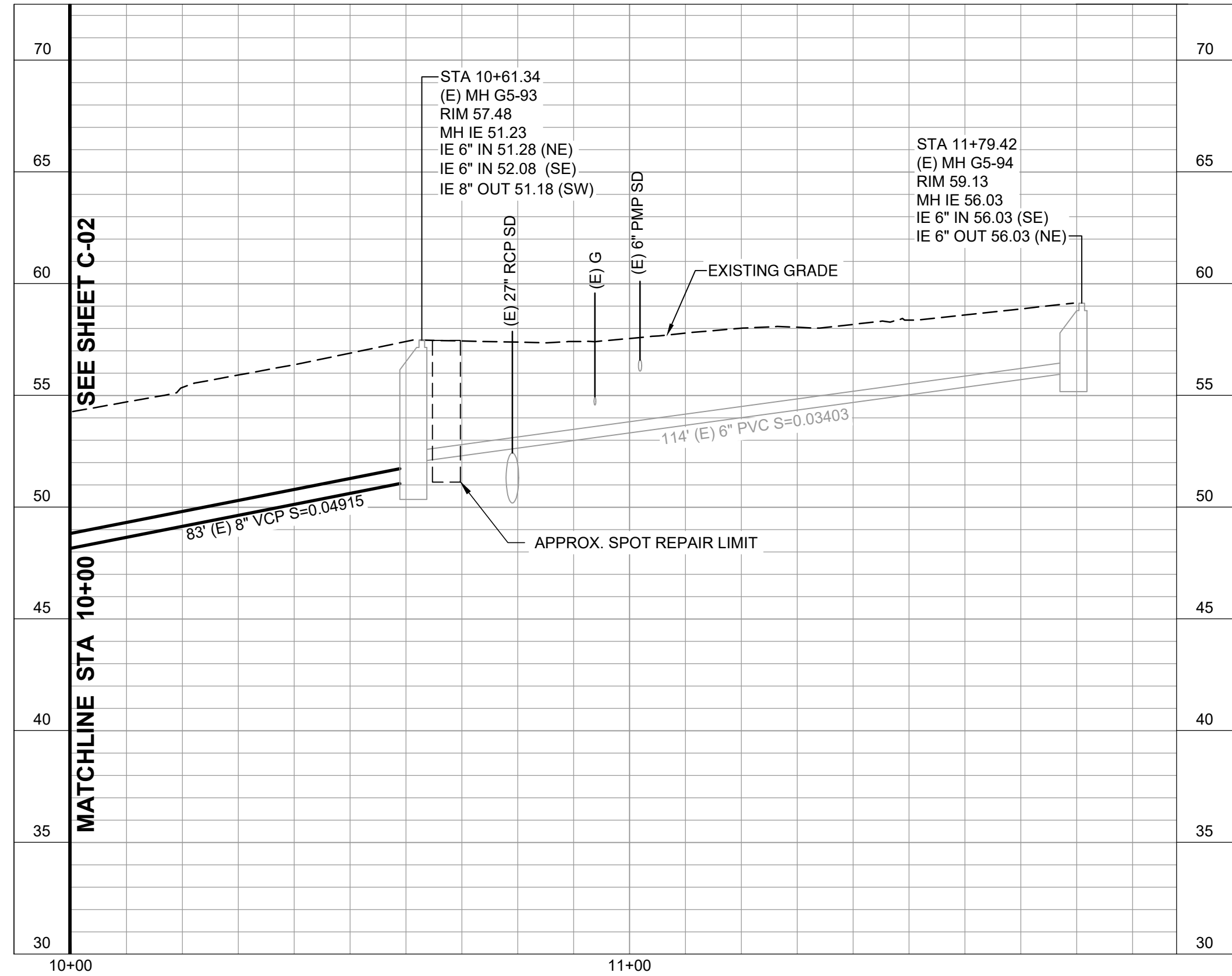
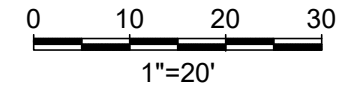
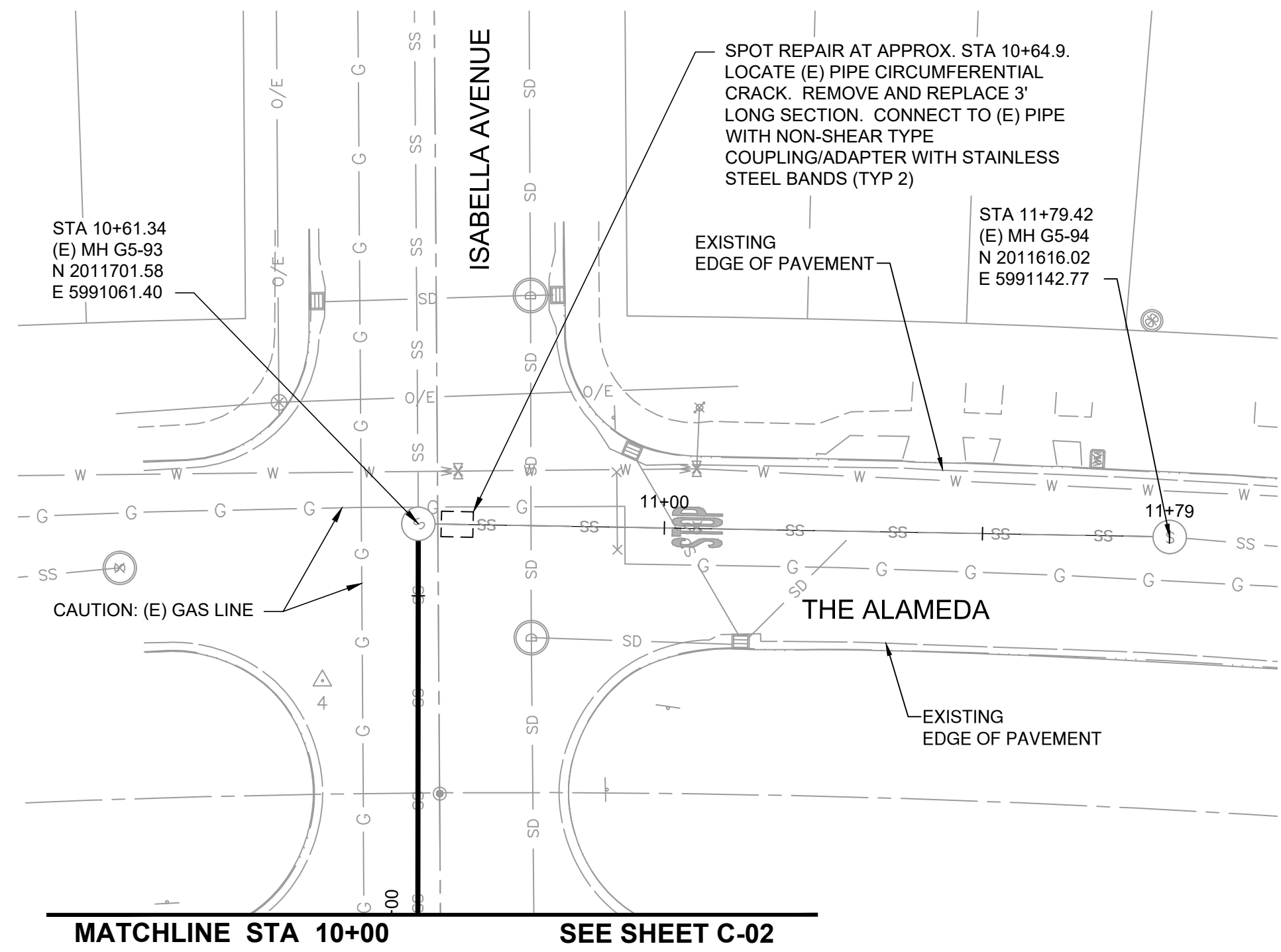
**PLAN AND PROFILE  
 AVENUE ALHAMBRA  
 MANHOLES G5-127 AND G5-80**

FILE NAME: 1968021-C-01.dwg  
 JOB NO.: 196802100  
 DATE: JANUARY 2021  
 SHEET 4 OF 10  
**C-01**





LATERAL TABLE BETWEEN MH G5-89 AND G5-93  
 NONE PER RECORD. CONTRACTOR TO CONFIRM BY CCTV  
 PRIOR TO REPLACEMENT.



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NO.	REVISION	DATE	BY

NO.	REVISION	DATE	BY

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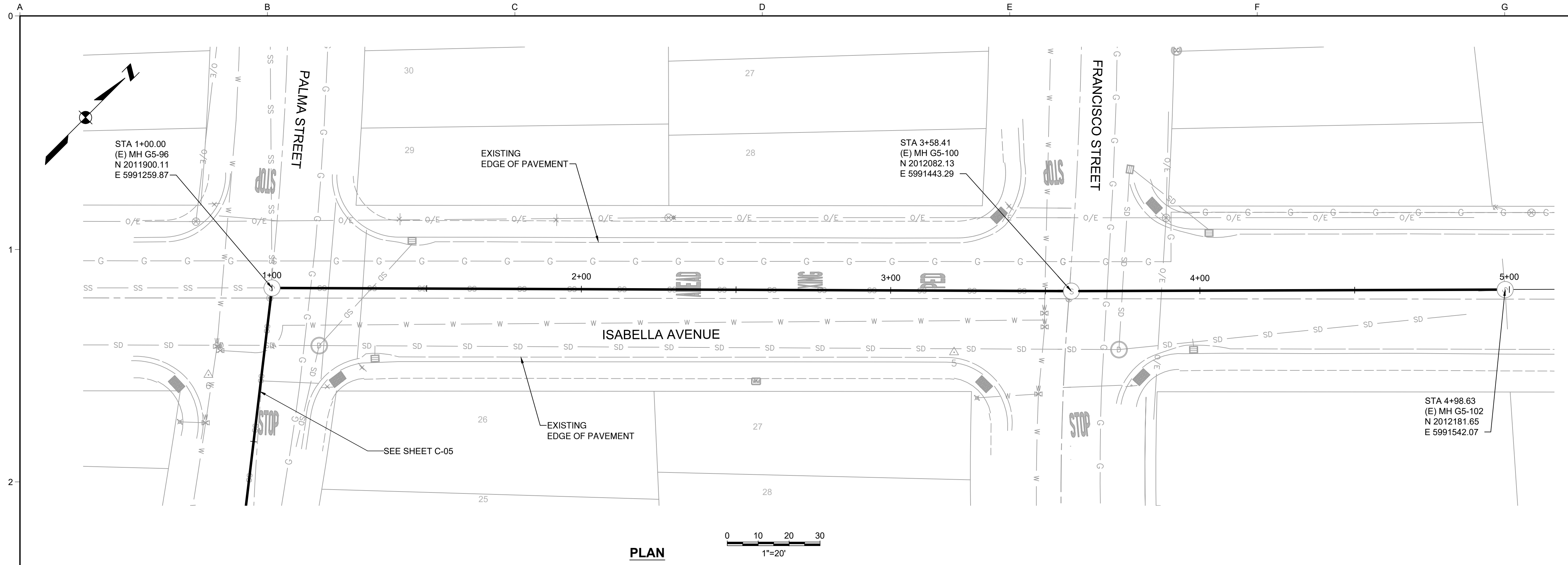


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 DRAWN: JBL  
 CHECKED: XL

GRANADA COMMUNITY SERVICES DISTRICT  
 EL GRANADA, CALIFORNIA  
**2020 CAPITAL IMPROVEMENT PROJECT  
 SEWER REPLACEMENTS PROJECT 1**

**PLAN AND PROFILE  
 THE ALAMEDA  
 MANHOLES G5-93 AND G5-94**

FILE NAME 1968021-C-03.dwg
JOB NO. 1968021'00
DATE JANUARY 2021
SHEET 6 OF 10
<b>C-03</b>

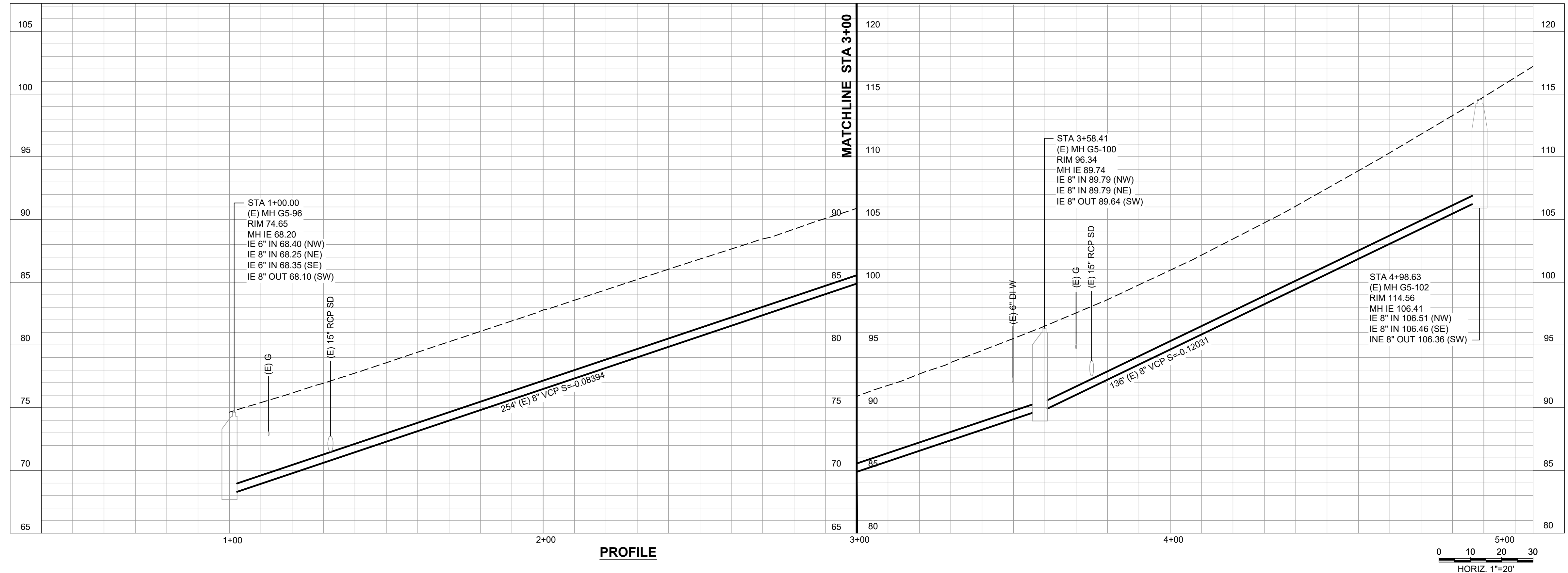


**PLAN**  
0 10 20 30  
1"=20'

LATERAL TABLE BETWEEN MH G5-96 AND G5-100		
LATERAL ID	APPROX. STA	APPROX. LENGTH TO BE REPLACED (FT)
10	NOT SHOWN ON THE PLANS. TO BE LOCATED BY CONTRACTOR VIA CCTV.	TO BE DETERMINED AFTER THE LATERAL IS LOCATED. SEE NOTE 1.

NOTES:  
1. SEWER LATERALS SHALL BE REPLACED FROM THE MAIN UP TO AND INCLUDING THE PROPERTY LINE CLEANOUT.

LATERAL TABLE BETWEEN MH G5-100 AND G5-102		
NONE PER RECORD. CONTRACTOR TO CONFIRM BY CCTV PRIOR TO REPLACEMENT.		



**PROFILE**  
MATCHLINE STA 3+00  
0 10 20 30  
HORIZ. 1"=20'  
VERT. 1"=5'

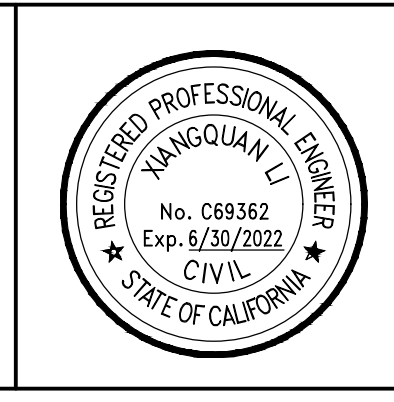
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0 1" = 20'  
0 25mm  
IF THIS BAR IS NOT DIMENSION SHOWN, ADJUST SCALES ACCORDINGLY.



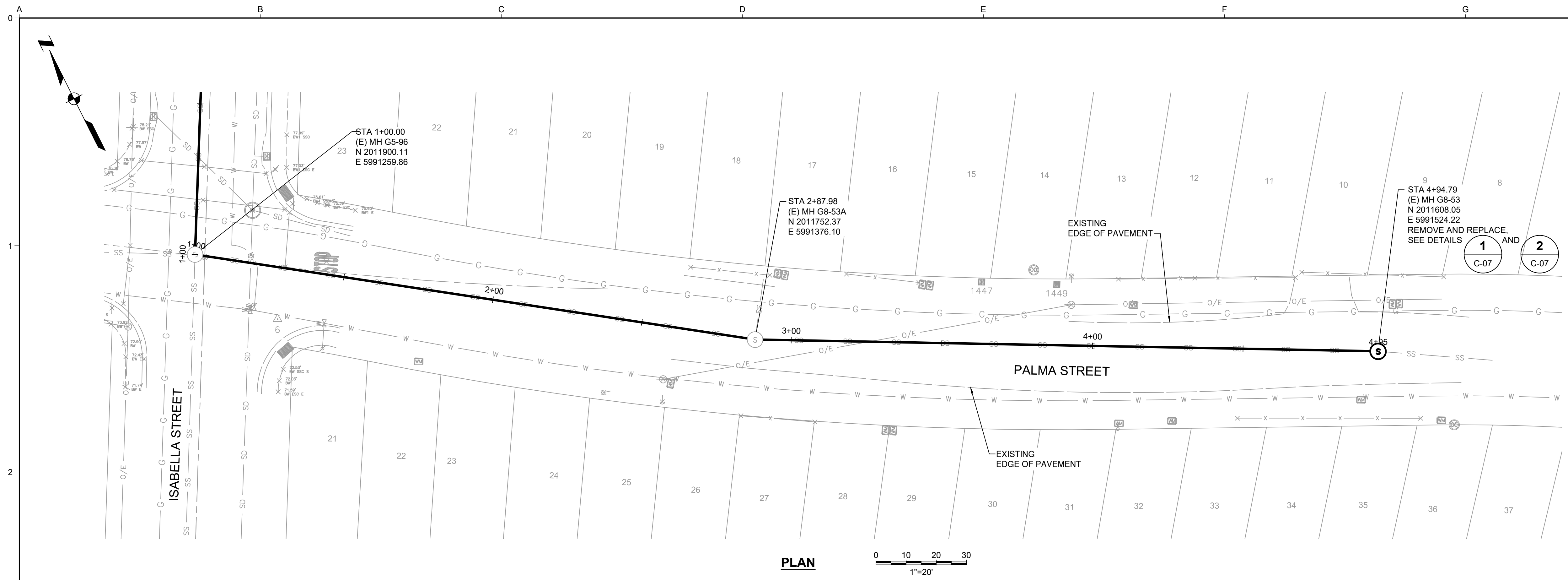
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CHECKED: XL

GRANADA COMMUNITY SERVICES DISTRICT  
EL GRANADA, CALIFORNIA  
**2020 CAPITAL IMPROVEMENT PROJECT  
SEWER REPLACEMENTS PROJECT 1**  
Kennedy Jenks

**PLAN AND PROFILE  
ISABELLA AVENUE  
MANHOLES G5-96 AND G5-100**

FILE NAME: 1968021-C-04.dwg  
JOB NO.: 196802100  
DATE: JANUARY 2021  
SHEET 7 OF 10  
**C-04**





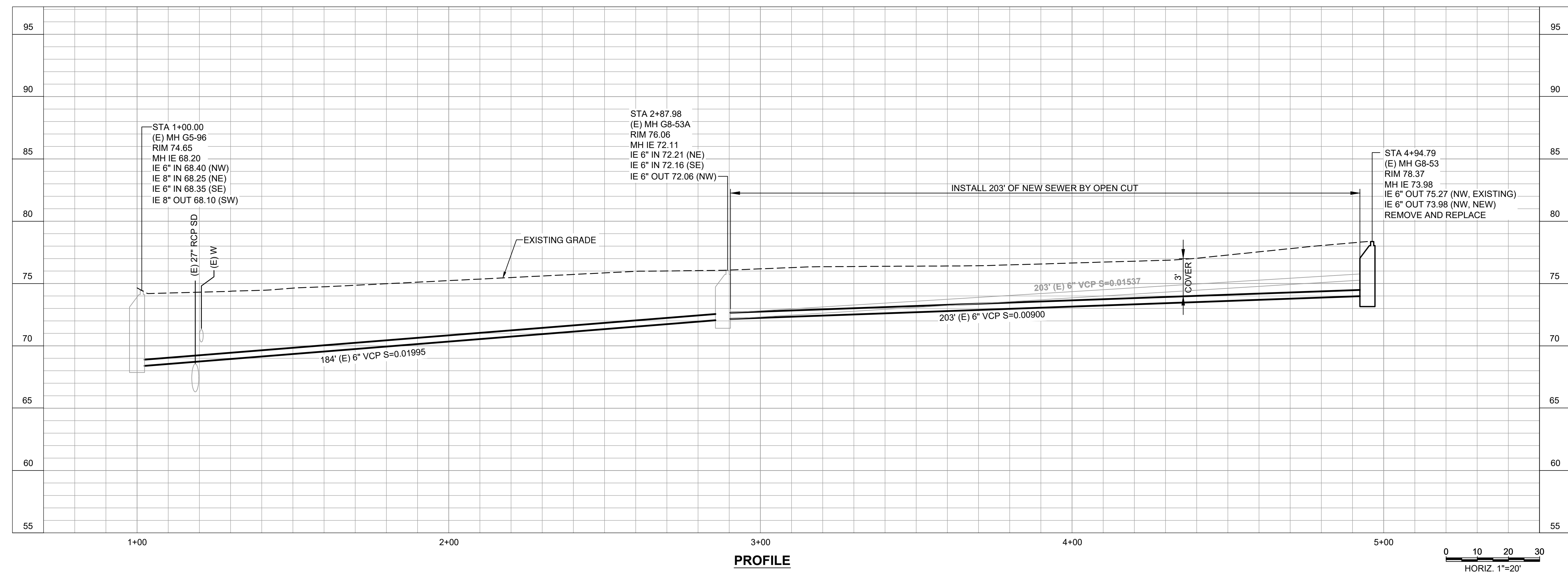
**PLAN**  
0 10 20 30  
1"=20'

LATERAL TABLE BETWEEN MH G5-96 AND G8-53A		
LATERAL ID	APPROX. STA	APPROX. LENGTH TO BE REPLACED (FT)
(11) - (14)	NOT SHOWN ON THE PLANS. TO BE LOCATED BY CONTRACTOR VIA CCTV.	TO BE DETERMINED AFTER THE LATERAL IS LOCATED. SEE NOTE 1.

NOTES:  
1. SEWER LATERALS SHALL BE REPLACED FROM THE MAIN UP TO AND INCLUDING THE PROPERTY LINE CLEANOUT.

LATERAL TABLE BETWEEN MH G8-53A AND G8-53		
LATERAL ID	APPROX. STA	APPROX. LENGTH TO BE REPLACED (FT)
(15) - (25)	NOT SHOWN ON THE PLANS. TO BE LOCATED BY CONTRACTOR VIA CCTV.	TO BE DETERMINED AFTER THE LATERAL IS LOCATED. SEE NOTE 1.

NOTES:  
1. SEWER LATERALS SHALL BE REPLACED FROM THE MAIN UP TO AND INCLUDING THE PROPERTY LINE CLEANOUT.



**PROFILE**  
0 10 20 30  
HORIZ. 1"=20'

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0 1 2 3 4 5  
VERT 1"=5'

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**SCALES**  
0 1'  
0 25mm  
IF THIS BAR IS NOT DIMENSION SHOWN, ADJUST SCALES ACCORDINGLY.



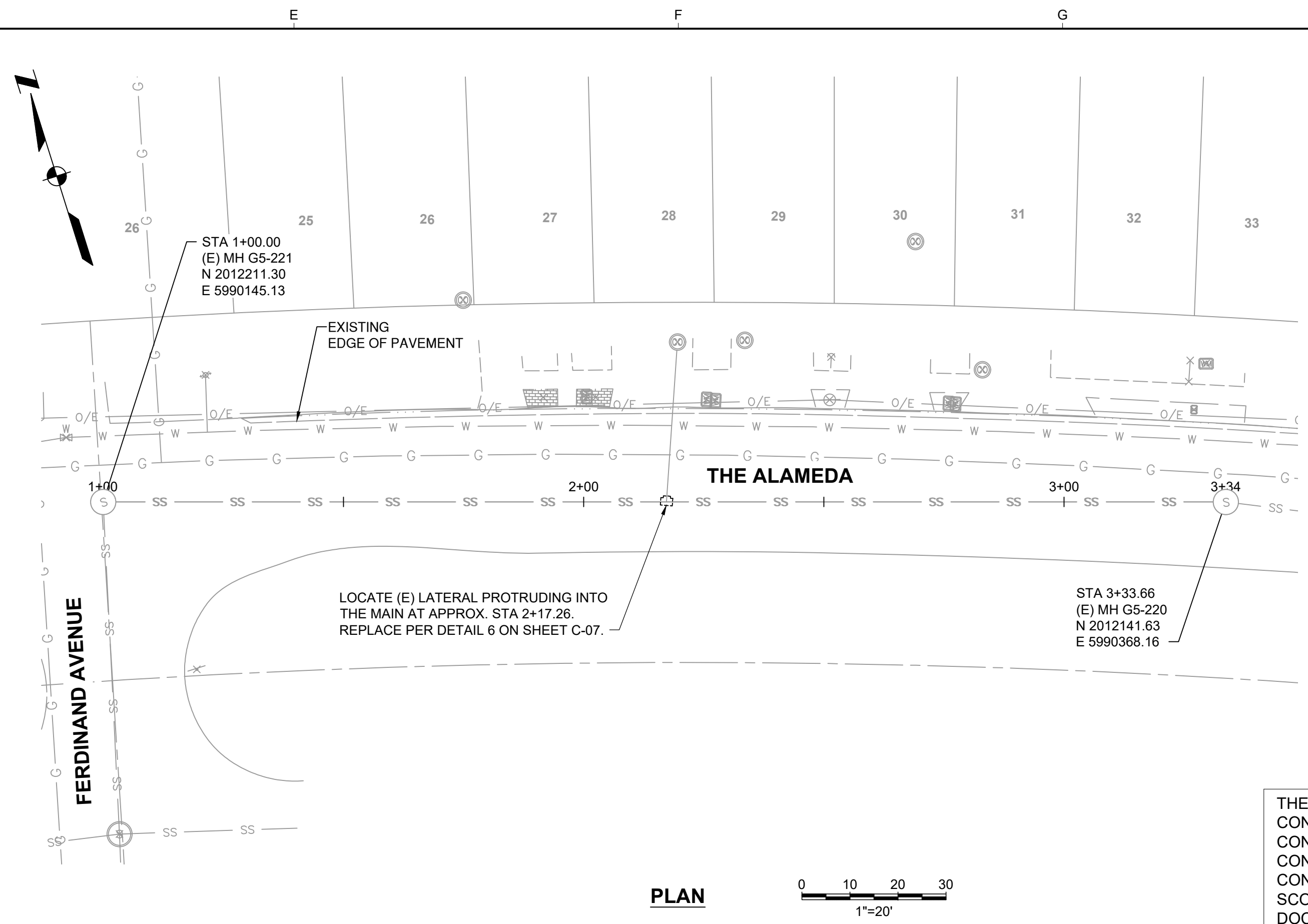
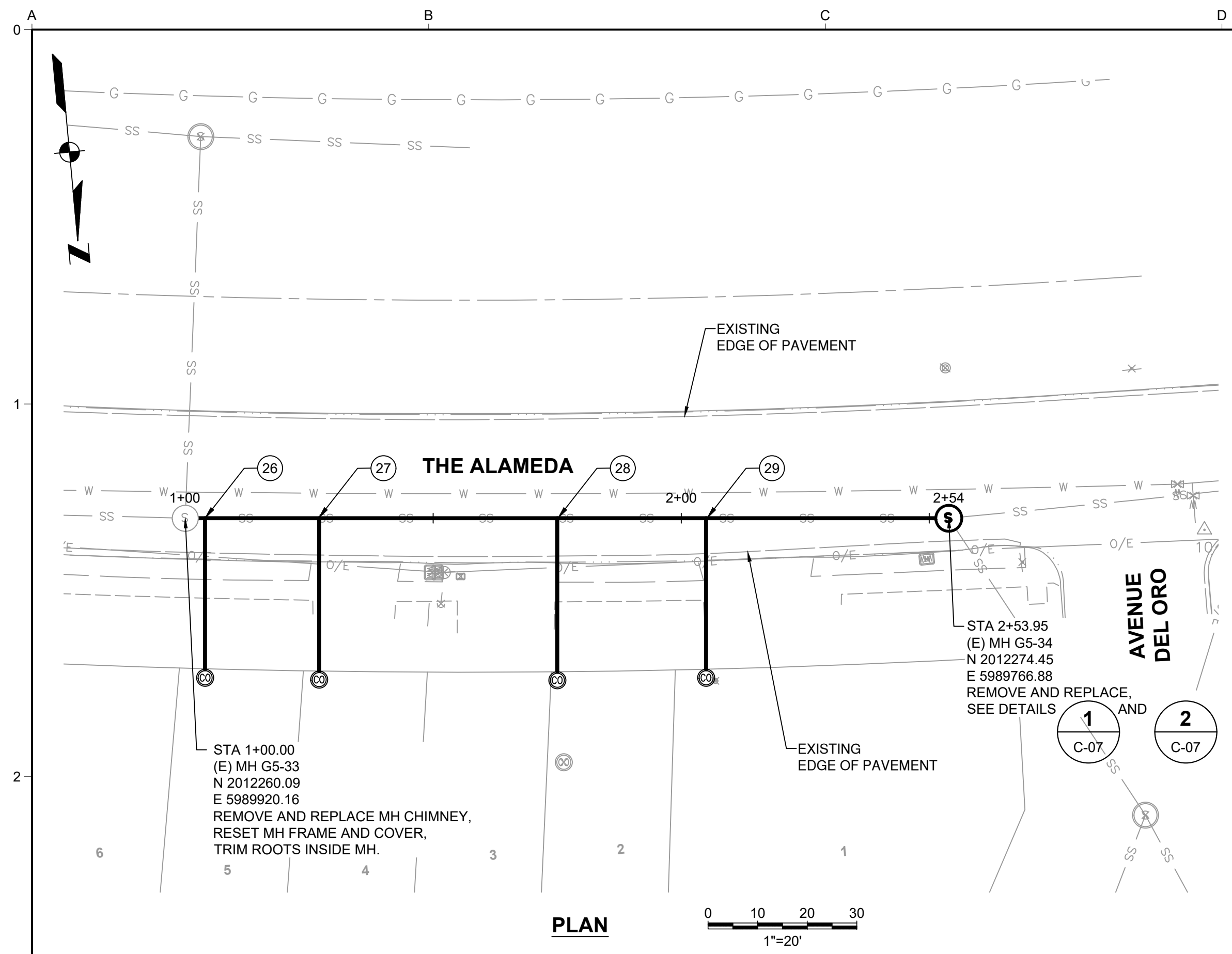
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GRANADA COMMUNITY SERVICES DISTRICT  
EL GRANADA, CALIFORNIA  
**2020 CAPITAL IMPROVEMENT PROJECT  
SEWER REPLACEMENTS PROJECT 1**  
Kennedy Jenks

**ALLOWANCE ITEMS  
PLAN AND PROFILE  
PALMA STREET  
MANHOLES G5-96, G8-53A AND G8-53**

FILE NAME: 1968021-C-05.dwg  
JOB NO.: 1968021'00  
DATE: JANUARY 2021  
SHEET 8 OF 10  
**C-05**

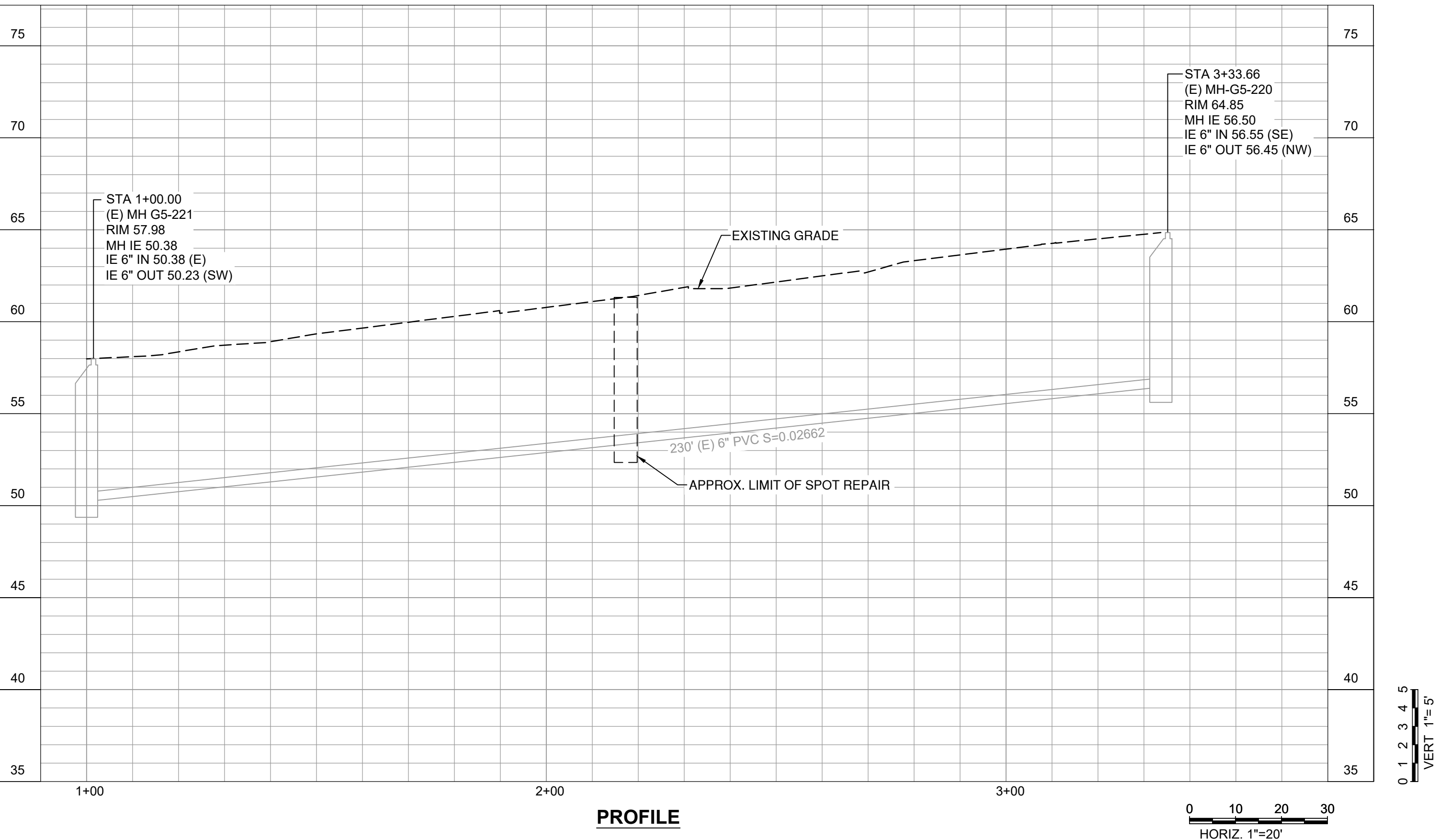
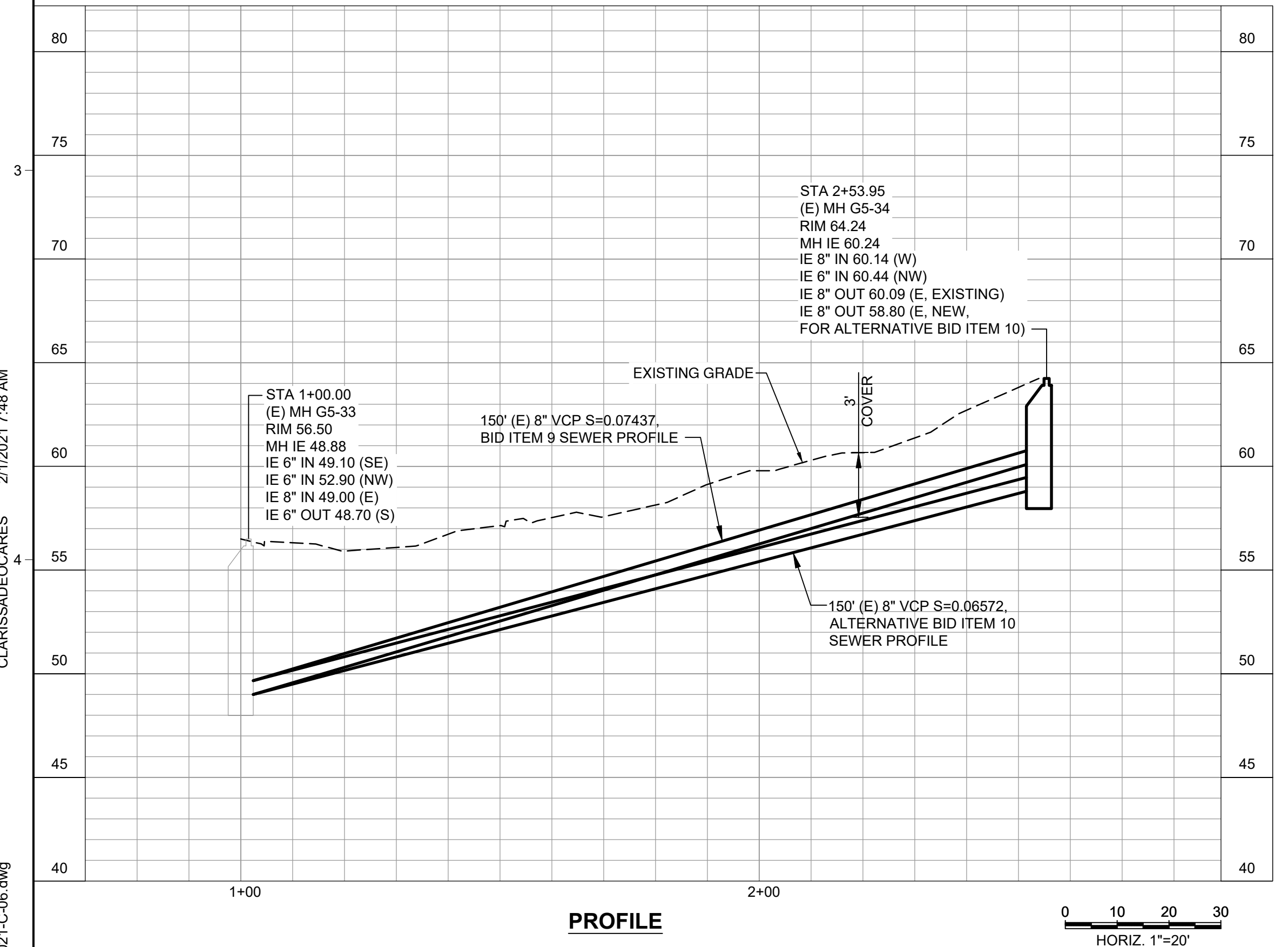




LATERAL TABLE BETWEEN MH G5-33 AND G5-34		
LATERAL ID	APPROX. STA	APPROX. LENGTH TO BE REPLACED (FT)
26	STA 1+04	30'
27	STA 1+27	31'
28	STA 1+75	31'
29	STA 2+05	30'

NOTES:  
 1. SEWER LATERALS SHALL BE REPLACED FROM THE MAIN UP TO AND INCLUDING THE PROPERTY LINE CLEANOUT.  
 2. LATERAL STATIONS BASED ON 4/10/2019 CCTV.

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 0 1" = 20'  
 0 25mm

IF THIS BAR IS NOT DIMENSION SHOWN, ADJUST SCALES ACCORDINGLY.

DESIGNED: JRL  
 DRAWN: JBL  
 CHECKED: XL

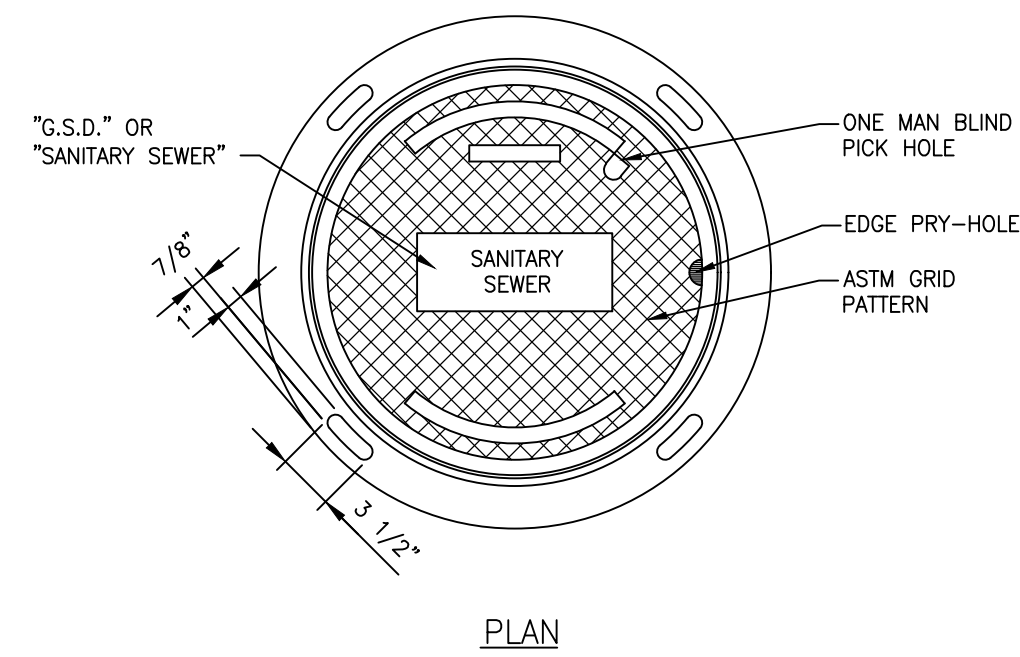
GRANADA COMMUNITY SERVICES DISTRICT  
 EL GRANADA, CALIFORNIA  
**2020 CAPITAL IMPROVEMENT PROJECT  
 SEWER REPLACEMENTS PROJECT 1**

**PLAN AND PROFILE  
 THE ALAMEDA  
 MANHOLES G5-33, G5-34, G5-221 AND G5-220**

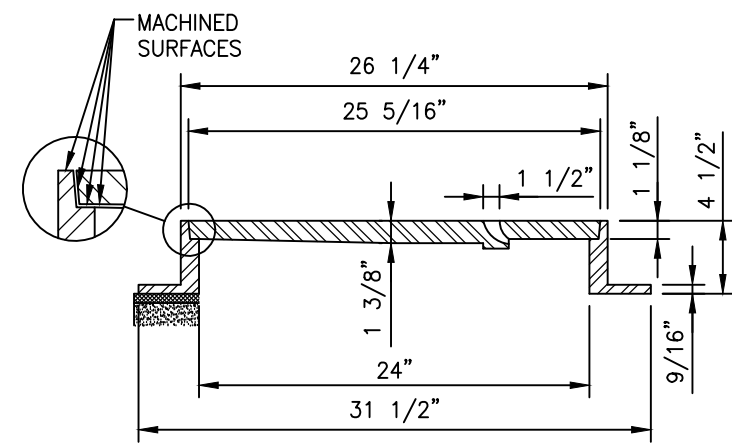
FILE NAME 1968021-C-06.dwg
JOB NO. 196802100
DATE JANUARY 2021
SHEET 9 OF 10 <b>C-06</b>

C:\bms\vice-pw\012188811968021-C-06.dwg 2/1/2021 7:48 AM CLARISSA DEOCAPRES





PLAN

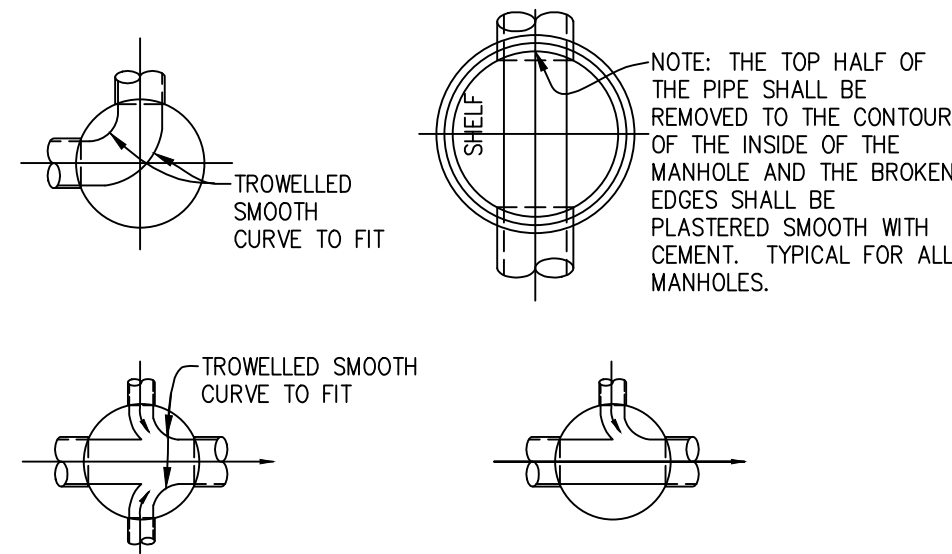


SECTION

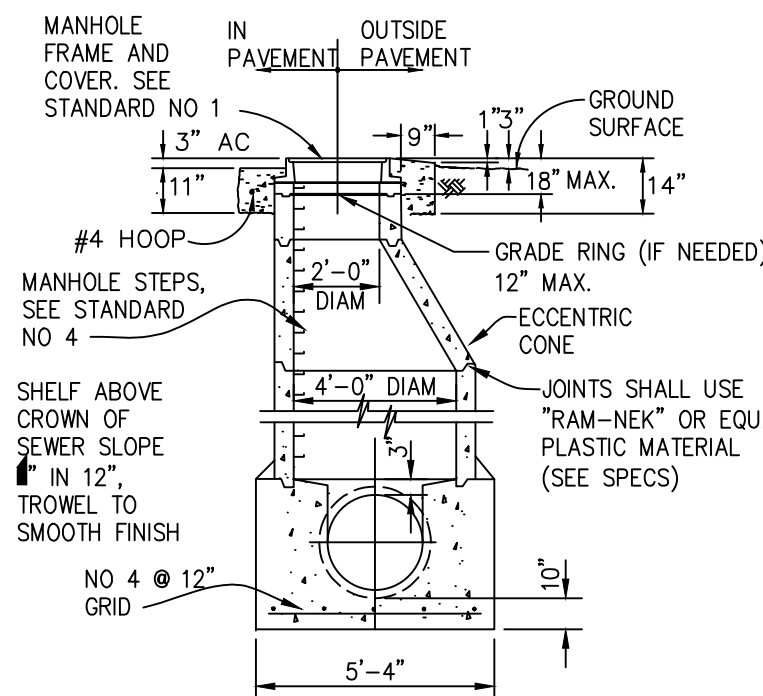
NOTES:

1. FRAME AND COVER SHALL BE D&L SUPPLY A-1024M, PHOENIX IRON WORKS P-1090 R/G, OR EQUAL.
2. FRAME AND COVER SHALL MEET OR EXCEED THE REQUIREMENTS OF AASHTO H-20 LOADING.

1 MANHOLE FRAME AND COVER FOR PAVED AREA  
C-06 SCALE: NTS



TYPICAL CHANNEL CONFIGURATION PLANS

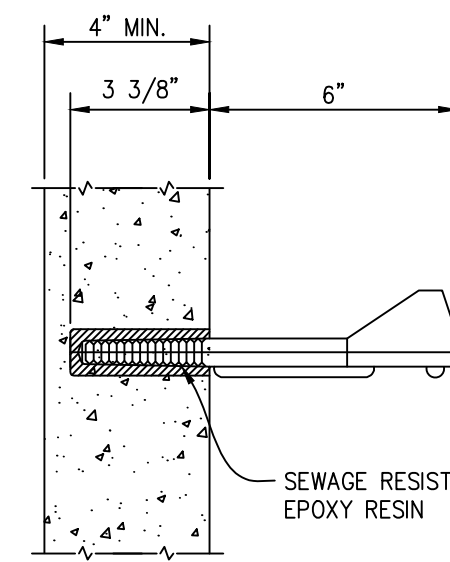


TYPICAL SECTION

NOTES:

1. ALL STEEL TO BE 3" CLEAR.
2. MANHOLE SHELF SHALL BE MORTARED TO A SLOPE OF 1"/FT.
3. PREFORMED PLASTIC SEALING GASKET SHALL BE "RAM-NEK" OR APPROVED EQUAL.
4. STANDARD WATER STOPS SHALL BE INCORPORATED INTO THE MANHOLE BASE FOR ALL PENETRATIONS INTO THE MANHOLE.
5. MANHOLE THROAT LOCATION TO BE OPPOSITE THE LARGEST SHELF AREA OR AS DIRECTED BY THE ENGINEER.
6. CONCRETE SHALL BE 3/4" CLASS A.

2 STANDARD MANHOLE  
C-06 SCALE: NTS

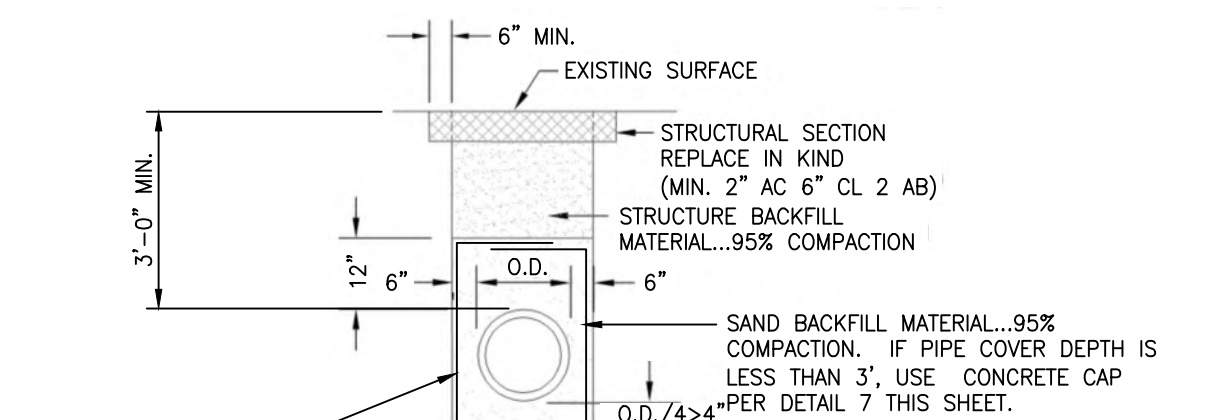


INSTALLATION DETAIL

NOTES:

1. MANHOLE STEPS SHALL BE POLYPROPYLENE, AND CONFORM TO THE REQUIREMENTS OF A.S.T.M. D4101, TYPE II. THE STEEL USED IN MANUFACTURING SHALL BE DEFORMED 1/2" REINFORCING ROD GRADE 60. CONFORM TO ALL REQUIREMENTS OF A.S.T.M. A.615.
2. MANHOLE STEPS SHALL BE UNIFORMLY SPACED AT A MAXIMUM OF 12". THE LOWEST STEP SHALL BE PLACED NOT LESS THAN 8" OR MORE THAN 18" ABOVE THE CONCRETE SHELF.
3. FOR MANHOLES 4 FEET OR LESS DEPTH (RIM TO PIPE INVERT), MANHOLE STEPS ARE NOT REQUIRED.
4. STEPS TO BE CAST IN PLACE DURING MANUFACTURE OF PRECAST PIPE RINGS OR ANCHORED WITH SEWAGE RESISTANT EPOXY RESIN.

3 MANHOLE STEP  
C-06 SCALE: NTS



TYPE A (IN ROADWAY)

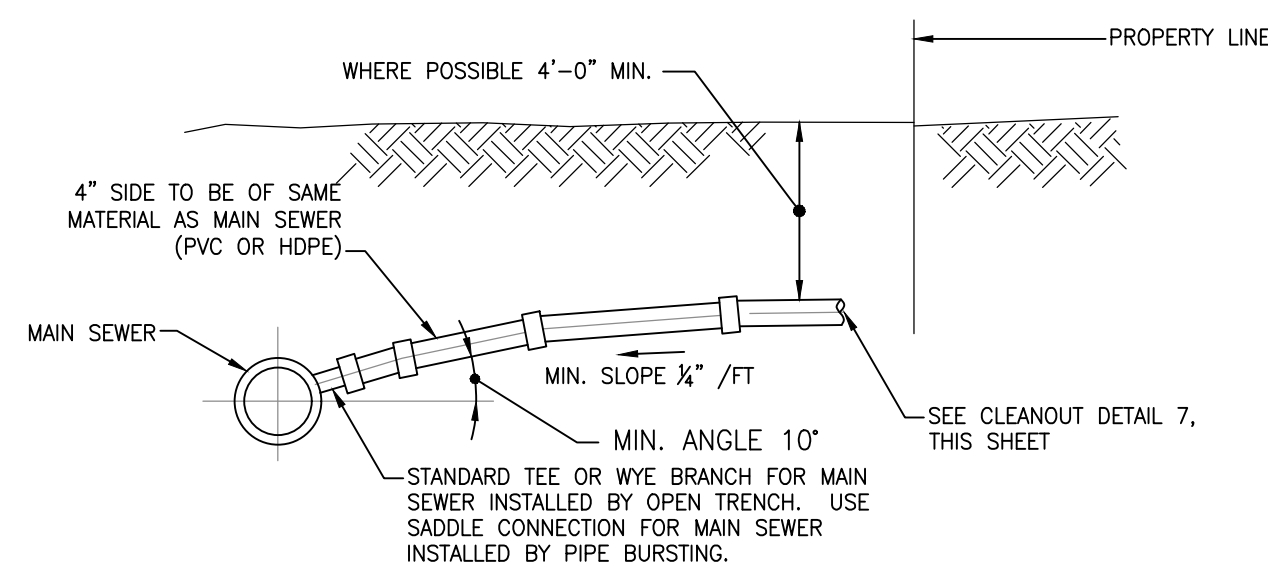
NOTES:

1. SAND - MATERIAL FREE FROM ORGANIC MATTER AND CLAY WITH A SIEVE GRADATION BY WEIGHT AS FOLLOWS:
 

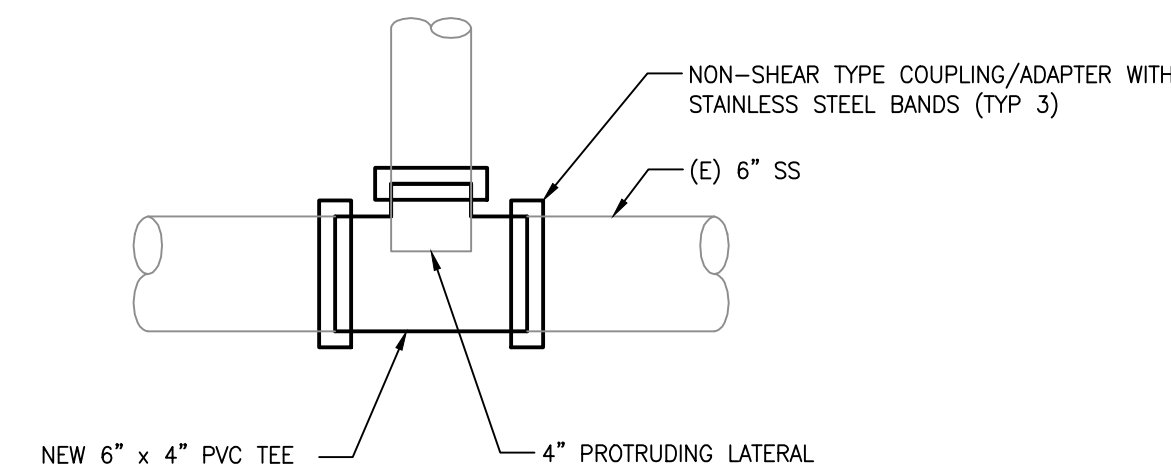
SIEVE SIZE	% PASSING SIEVE
NO. 4	100
NO. 200	0-5
2. STRUCTURE BACKFILL MATERIAL - MATERIAL WITH SAND EQUIVALENT NOT LESS THAN 20 AND SIEVE GRADATION BY WEIGHT AS FOLLOWS:
 

SIEVE SIZE	% PASSING SIEVE
3"	100
NO. 4	35-100
NO. 30	20-100
3. BACKFILL MATERIAL - MATERIAL FROM EXCAVATION, FREE FROM STONES OR LUMPS EXCEEDING 3 INCHES GREATEST DIMENSION, ORGANIC MATTER, OR OTHER UNSATISFACTORY MATERIAL.

4 TRENCH BACKFILL AND BEDDING DETAIL  
VAR SCALE: NTS



LATERAL CONNECTION TO SEWER MAIN



NEW 6" x 4" PVC TEE

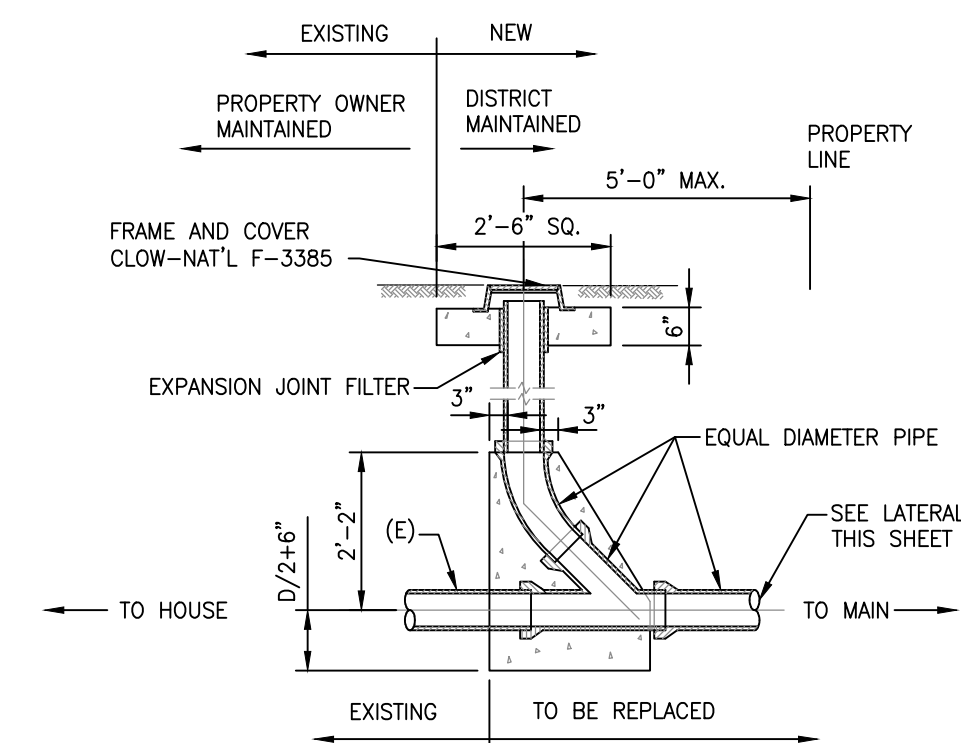


(E) PROTRUDING LATERAL

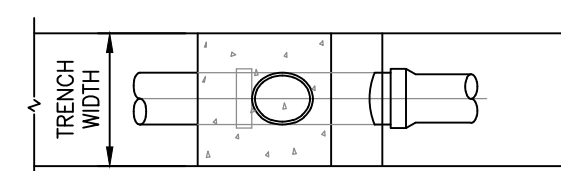
NOTE:

CUT EXISTING MAIN AND LATERAL AS REQUIRED TO INSTALL NEW TEE.

6 SPOT REPAIR NEAR 515 THE ALAMEDA  
C-06 SCALE: NTS



SECTION



PLAN

NOTE:

1. ALL LATERAL CONNECTIONS SHALL HAVE NEW CLEANOUTS INDEPENDENT OF A PRE EXISTING CLEANOUT.

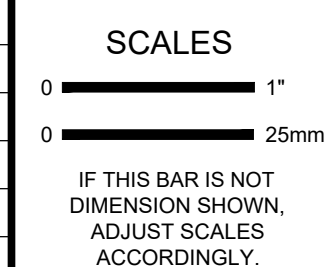
7 PROPERTY LINE LATERAL CLEANOUT  
VAR SCALE: NTS

THE CONFORMED DOCUMENTS ARE PREPARED AS A CONVENIENCE FOR THE USE OF INSPECTORS, DESIGNERS, CONSTRUCTION MANAGERS, AND CONTRACTORS DURING THE CONSTRUCTION PERIOD. THESE DOCUMENTS HAVE NO CONTRACTUAL STANDING AS THE CONTRACT CONDITIONS AND SCOPE OF WORK WILL REMAIN FORMALLY DEFINED BY THE BID DOCUMENTS, THE ADDENDA, AND ANY FORMAL CHANGE ORDERS.

USE OF DOCUMENTS

THIS DOCUMENT, INCLUDING THE INCORPORATED DESIGNS, IS AN INSTRUMENT OF SERVICE FOR THIS PROJECT AND SHALL NOT BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF KENNEDY/JENKS CONSULTANTS.

NO.	REVISION	DATE	BY



DESIGNED	MM,JRL,XL
DRAWN	JRL
CHECKED	MM,XL

GRANADA COMMUNITY SERVICES DISTRICT  
EL GRANADA, CALIFORNIA  
2020 CAPITAL IMPROVEMENT PROJECT  
SEWER REPLACEMENTS PROJECT 1



CIVIL DETAILS

FILE NAME	1968021-C-07.dwg
JOB NO.	1968021'00
DATE	JANUARY 2021
SHEET	10 OF 10
<b>C-07</b>	

**ITEM #13**



