



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, December 16, 2021

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

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

[Join Zoom Meeting](#)

Phone one-tap: US: [+16699006833](tel:+16699006833), [99136505070#](tel:+19292056099) or [+19292056099](tel:+19292056099), [99136505070#](tel:+19292056099)
Meeting URL: <https://dudek.zoom.us/j/99136505070>

Join by Telephone

Dial: US: +1 669 900 6833 or +1 929 205 6099
Meeting ID: 991 3650 5070

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

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

Public members may comment on matters under the jurisdiction of the District that are not on the agenda. Comments are limited to 3 minutes.

SPECIAL MEETING AGENDA

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

Recommendation: To be made by the Board.

ADJOURN TO CLOSED SESSION

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

- 3. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara County Superior Court Case No. 17CV316927.

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

- 1. Election of Board Officers.**
Recommendation: To be made by the Board.
- 2. Appoint Sewer Authority Mid-Coastside Representatives and Alternates, and Approve Associated Resolution.**
Recommendation: To be made by the Board.

3. Appoint Representative to the San Mateo County Chapter of the California Special Districts Association.

Recommendation: To be made by the Board.

4. Report on Recology of the Coast Solid Waste Disposal and Recycling Rate Increase for 2022.

Recommendation: To be made by the Board.

5. Consideration of Second Reading of Ordinance Adopting Mandatory Organic Waste Disposal Reduction Regulations (SB 1383).

Recommendation: Approve the Ordinance.

6. Report on Parks and Recreation Activities.

Recommendation: To be made by the Board.

7. Report on Sewer Authority Mid-Coastside Meetings.

Recommendation: For board information.

CONSENT AGENDA

8. November 18, 2021 Special and Regular Meeting Minutes.

9. December 2021 Warrants.

10. October 2021 Financial Statements.

11. Assessment District Distribution #5-21/22.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. Attorney's Report. (Parkin)

14. General Manager's Report. (Duffy)

15. Administrative Staff Report. (Comito)

16. Engineer's Report. (Kennedy Jenks)

17. Future Agenda Items.

ADJOURN REGULAR MEETING

At the conclusion of the November, 2021 Meeting:

Last Ordinance adopted: No. 175

Last Resolution adopted: No. 2021-007

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

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

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2021-__

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

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

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

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

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

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED:

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

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

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

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

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

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

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

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the special meeting of the Board of Directors of the Granada Community Services District held on December 16, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Approved:

Matthew Clark, President

Countersigned:

Delia Comito, District Secretary

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito
Subject: Election of Board Officers for 2022
Date: December 16, 2021

Pursuant to District Bylaws Article II, the Board shall elect a President and Vice-President annually, either at the first board meeting held after the County Elections Officer certifies election results on bi-annual Board Member election years, or at the first regular board meeting held after December 1st on non-election years.

The Board President presides over meetings, may place items on the Agenda, and serves on the LAFCo Selection Committee.

The election process is as follows:

- The President opens the election to hear nominations for the position of President. Each director has the right to nominate another director. No second is required for a nomination.
- The President closes the election for nominations.
- The Board may hold a discussion regarding the nominations.
- The election proceeds with the President calling for a vote on each candidate in the order in which they were nominated. The candidate must receive a majority vote to be elected to the position. If the first candidate does not receive a majority vote, then a vote is taken on the second member nominated, and so on, until a member receives a majority vote.
- The process is repeated for the position of Vice-President.

The new Board President and Vice President shall take their positions immediately.

ITEM #2

GRANADA COMMUNITY SANITARY DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Delia Comito

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

Date: December 16, 2021

Pursuant to the JPA creating the Sewer Authority Mid-Coastside, the Board must appoint two Sewer Authority Mid-Coastside (SAM) representatives and an alternate representative to serve on the SAM Board of Directors, and adopt a corresponding resolution. The District typically makes these appointments annually when officers are elected.

The current SAM representatives are Directors Clark and Dye, with Directors Suchomel and Marsh serving as the alternates.

The draft resolution is attached.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2021-___

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

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

WHEREAS, Section III(B) of the Agreement concerning “Designation of Directors” requires the District as a Member Agency to designate and appoint, by resolution of its governing body, two (2) representatives and one (1) alternate to act as directors for the Board of Directors for SAM; and

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

WHEREAS, to ensure full District voting power at SAM meetings, District Bylaws, Article IV.B.1, provides that the Board shall appoint two of its members to be the District’s alternate representatives, when one or more of the two appointed representatives (or one representative and one alternate) cannot attend a SAM meeting. The alternates shall assume all rights and duties of an absent District representative when attending a SAM meeting. The order of service by alternates shall be determined at the time of appointment; and

WHEREAS, the District representatives and alternates shall serve at the pleasure of the District Board and may be removed at any time without cause at the sole discretion of the District Board, and

WHEREAS, the appointment of a District representative to serve on the SAM Board of Directors or as an alternate representative, shall be by resolution, and the resolution shall be filed with SAM.

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

The District is hereby appointing two (2) representatives, and two (2) alternate representatives to serve on the SAM Board of Directors, effective on December 16, 2021.

The two directors hereby appointed to serve as District representatives on the Sewer Authority Mid-Coastside Board of Directors are _____ and _____.

The two directors hereby appointed to serve as the alternate District representatives on the Sewer Authority Mid-Coastside Board of Directors, in respective order in the absence of the appointed representatives, are _____ and _____.

The above and foregoing Resolution was regularly introduced and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on December 16, 2021 by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Approved:

, President

Attest:

Delia Comito, Secretary

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito
Subject: Appointing Representative to Local Chapter CSDA
Date: December 16, 2021

The Board or the President has the authority to appoint the District's local chapter California Special District Association (CSDA) representative, which shall take place annually at the board meeting when officers are elected. The appointed representative may also select an alternate to attend the CSDA meetings if he or she is unable to attend.

Eric Suchomel, appointed last year, currently serves as the District's representative.

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Recology of the Coast Solid Waste Services Rate Adjustment
Date: December 16, 2021

Attached is the Cost-Based Rate Adjustment Calculation provided by Chris Porter, General Manager for Recology of the Coast, for the 2022 calendar year. Recology is requesting a 20% increase for GCSD customers receiving garbage and recycling services from Recology. Much of this increase is due to lack of revenue from businesses in Princeton when the Covid shut them down for many months over the past year and a half. As you can see from the attached 2018 amendment to the original Recology franchise agreement, any yearly cost adjustments alternate between Index Based adjustments for two consecutive years, and a Cost Based adjustment for one year. Last year's 2021 Index Based adjustment was 2%, and for the prior year 2020 it was 0%. Chris Porter will be attending our meeting to answer any questions your board may have.

Granada Community Services District

R.Y. 2022 Rate Adjustment Factor 20.00%

Proposed Maximum Rates Effective 1/1/22

| | <u>2021</u> Rates | <u>2022</u> Rates |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|
| <u>RESIDENTIAL SERVICE</u> | | |
| 1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts: | | |
| a. Container limits: Volume - 20 gals (3/10 cu yd), up to 40 lbs - per month | \$19.82 | \$23.78 |
| b. Container limits: Volume - 32 gals (1/4 cu yd), up to 60 lbs - per month | \$24.43 | \$29.32 |
| c. Container limits: Volume - 64 gals (1/2 cu yd), up to 100 lbs - per month | \$80.06 | \$96.07 |
| 2. Special Services {charges added to above, basic charges): | | |
| a. Container placed at side or rear of dwelling - per container | \$6.44 | \$7.73 |
| b. Container not placed at specified collection point and return call required - per container | \$15.65 | \$18.78 |
| c. Extra 30 gal bag with collection (excludes 20 gal cart service) - per bag | \$8.30 | \$9.96 |
| d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc. | Estimate | Estimate |
| 3. Bulky goods drop-off service four times per year within GCSD service limits including greenwaste | Included | Included |
| 4. Weekly commingled recyclable materials collection (64 gal wheeled cart) | Included | Included |
| 5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) 30 gal containers - customer provides containers | Included | Included |
| 6. Bulky goods curbside collection service, limited to four (4) times per year Limited to one (1) item up to 200 lbs or five (5) - 30 gal bags | Included | Included |
| 7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials | Included | Included |
| 8. Christmas tree pick up thru January 31st each year Included | Included | Included |
| a. Christmas tree pick up after January 31st - per tree | \$24.43 | \$29.32 |
| <u>MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL SERVICE</u> | | |
| 1. Service to restaurants, hotels, cafes, apartments, stores and similar places of business, factories, schools and institutions: Wet and dry garbage - Container limits: Volume - 30 gals 1/4 cu yd), up to 75 lbs - | | |
| a. Regular collections: | | |
| One (1) - 32 gal collection - once per week | \$37.64 | \$45.17 |
| One (1) - 64 gal collection - once per week | \$120.04 | \$144.05 |
| One (1) - 96 gal collection - once per week | \$197.56 | \$237.07 |
| b. Additional 64 or 96 gal commercial carts picked up more than once per week - will be original charge times the number of pickups | Will Vary | Will Vary |
| Multi-family, Commercial and Industrial Service (continued) | | |
| 2. Commercial Container Rental: | | |
| a. 1 cubic yard box - per collection | \$52.94 | \$63.53 |
| b. 2 cubic yard box - per collection | \$68.67 | \$82.40 |
| 3. Commercial Container Collections: | | |
| a. 1 cubic yard box - per collection | \$47.42 | \$56.90 |
| b. 2 cubic yard box - per collection | \$94.34 | \$113.21 |
| 4. Compacted Commercial Container Service: | | |
| a. 1 cubic yard box - per collection | \$90.98 | \$109.18 |
| b. 2 cubic yard box - per collection | \$183.76 | \$220.51 |
| 5. Recyclable material collection up to five times per week | | |

Granada Community Services District

RY 2022 Rate Adjustment Factor 20.00%

Proposed Maximum Rates Effective 1/1/22

| | <u>2021 Rates</u> | <u>2022 Rates</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| <u>DEBRIS BOX SERVICE</u> | | |
| 1. Seven (7), fourteen (14), twenty (20) and thirty (30) yard containers: | | |
| a. Container rental, delivery and pickup charge | \$349.66 | \$419.59 |
| b. \$67 per ton confirmed by disposal site weight slip | Will Vary | Will Vary |
| <u>SPECIAL PROVISIONS</u> | | |
| 1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 32 gal can (PGE CARE PROGRAM) 15% reduction | \$20.77 | \$24.92 |
| 2. Administrative charge for placement of delinquent accounts on property tax roll - per account | \$61.16 | \$73.39 |
| 3. Charge to photocopy, fax or scan documents - 1st page | \$2.40 | \$2.88 |
| Each additional page | \$0.60 | \$0.72 |

Granada Community Services District
Actual Results from Fiscal Year Completed September 30, 2020
Calculated Rate Year 2022

| | Allocated Costs | Deduct Non-Allowable Costs | Adjusted Costs | Increase % | Increase 1 | Increase % | Costs Escalated By Index | Adjustments | Recology Rate Year 2022 Costs |
|-------------------------------------------------------------|------------------|----------------------------|------------------|------------|------------------|------------|--------------------------|----------------|-------------------------------|
| CBA Labor Costs | | | | | | | | | |
| Salaries and Wages | 421,283 | | 421,283 | 3.15% | 434,573 | 3.15% | 448,282 | | 448,282 |
| Pension Expense | 41,399 | | 41,399 | 5.83% | 43,814 | 5.83% | 46,369 | | 46,369 |
| Health Insurance | 111,794 | | 111,794 | 2.36% | 114,427 | 2.36% | 117,122 | | 117,122 |
| RSP | 37,913 | | 37,913 | 5.73% | 40,086 | 5.73% | 42,383 | | 42,383 |
| Subtotal - CBA Labor Costs | 612,388 | | 612,388 | | 632,898 | | 654,156 | - | 654,156 |
| Non CBA Labor Costs | | | | | | | | | |
| Salaries and Wages | 85,350 | | 85,350 | 1.98% | 87,042 | 1.98% | 88,768 | | 88,768 |
| Pension Expense | 5,008 | | 5,008 | 1.98% | 5,107 | 1.98% | 5,209 | | 5,209 |
| Health Insurance | 18,407 | | 18,407 | 1.98% | 18,772 | 1.98% | 19,144 | | 19,144 |
| Subtotal - Non CBA Labor Costs | 108,766 | | 108,766 | | 110,922 | | 113,121 | - | 113,121 |
| Workers Compensation | | | | | | | | | |
| CBA labor | 51,240 | | 51,240 | 1.95% | 52,238 | 1.95% | 53,255 | | 53,255 |
| Non-CBA labor | 2,097 | | 2,097 | 1.95% | 2,137 | 1.95% | 2,179 | | 2,179 |
| Subtotal - Workers Compensation | 53,337 | | 53,337 | | 54,375 | | 55,434 | - | 55,434 |
| Payroll Taxes | | | | | | | | | |
| CBA labor | 32,786 | | 32,786 | ---- | 33,820 | ---- | 34,887 | | 34,887 |
| Non-CBA labor | 7,112 | | 7,112 | ---- | 7,253 | ---- | 7,396 | | 7,396 |
| Subtotal - Payroll Taxes | 39,897 | | 39,897 | | 41,072 | | 42,283 | - | 42,283 |
| Vehicle-Related Costs | | | | | | | | | |
| Tires & Tubes | 10,270 | | 10,270 | 3.41% | 10,620 | 3.41% | 10,983 | | 10,983 |
| Parts | 28,523 | | 28,523 | 3.41% | 29,497 | 3.41% | 30,503 | | 30,503 |
| Supplies | 7,019 | | 7,019 | 3.41% | 7,258 | 3.41% | 7,506 | | 7,506 |
| Taxes & Licenses | 11,016 | | 11,016 | 3.41% | 11,392 | 3.41% | 11,781 | | 11,781 |
| Fines & Penalties | - | | - | 3.41% | - | 3.41% | - | | - |
| Other | 13,765 | | 13,765 | 3.41% | 14,235 | 3.41% | 14,721 | | 14,721 |
| Subtotal - Vehicle Related Costs | 70,592 | | 70,592 | | 73,002 | | 75,494 | - | 75,494 |
| Fuel Costs | 71,753 | | 71,753 | -11.63% | 63,411 | -11.63% | 56,038 | | 56,038 |
| Organics Processing | | | | | | | | | |
| Transfer Costs | - | | - | 1.95% | - | 1.95% | - | | - |
| Transport Costs | - | | - | 1.95% | - | 1.95% | - | | - |
| Processing | 36,956 | \$ 45.53 | 36,956 | 1.95% | 37,676 | 1.95% | 37,676 | \$46.42 | 37,676 |
| Subtotal - Organics Processing | 36,956 | | 36,956 | | 37,676 | | 37,676 | - | 37,676 |
| Lease Costs | | | | | | | | | |
| I/C Equipment Lease | 94,666 | | 94,666 | 0.00% | 94,666 | 0.00% | 94,666 | | 94,666 |
| I/C Property Lease | 16,323 | | 16,323 | 0.00% | 16,323 | 0.00% | 16,323 | | 16,323 |
| Subtotal - Lease Costs | 110,989 | | 110,989 | | 110,989 | | 110,989 | - | 110,989 |
| Other Costs | | | | | | | | | |
| I/C Insurance | 11,178 | | 11,178 | 1.95% | 11,396 | 1.95% | 11,618 | | 11,618 |
| Insurance Dept Fee | 19,824 | | 19,824 | 1.95% | 20,210 | 1.95% | 20,604 | | 20,604 |
| O/S Equipment Rent | 815 | | 815 | 1.95% | 831 | 1.95% | 847 | | 847 |
| O/S Facility Rent - 1046 Palmetto Recycle Yard | 44,375 | | 44,375 | 1.95% | 45,240 | 1.95% | 46,121 | | 46,121 |
| Building and Facility | 1,643 | | 1,643 | 1.95% | 1,675 | 1.95% | 1,707 | | 1,707 |
| Utilities | 1,375 | | 1,375 | 1.95% | 1,402 | 1.95% | 1,429 | | 1,429 |
| Travel & Meals | 480 | | 480 | 1.95% | 489 | 1.95% | 498 | | 498 |
| Telephone | 4,084 | | 4,084 | 1.95% | 4,163 | 1.95% | 4,244 | | 4,244 |
| Advertising | 807 | | 807 | 1.95% | 823 | 1.95% | 839 | | 839 |
| Promo & Special Events | 167 | | 167 | 1.95% | 170 | 1.95% | 174 | | 174 |
| Donations | 203 | (203) | - | 1.95% | - | 1.95% | - | | - |
| Dues & Subscriptions | 110 | | 110 | 1.95% | 112 | 1.95% | 115 | | 115 |
| Uniforms | 3,723 | | 3,723 | 1.95% | 3,796 | 1.95% | 3,870 | | 3,870 |
| Employee Recognition | 888 | | 888 | 1.95% | 905 | 1.95% | 923 | | 923 |
| Employee Training & Development | 559 | | 559 | 1.95% | 570 | 1.95% | 581 | | 581 |
| Billing Service | 6,871 | | 6,871 | 1.95% | 7,004 | 1.95% | 7,141 | | 7,141 |
| Office expenses | 1,307 | | 1,307 | 1.95% | 1,333 | 1.95% | 1,359 | | 1,359 |
| Postage | 1,195 | | 1,195 | 1.95% | 1,218 | 1.95% | 1,242 | | 1,242 |
| Initial Bid/Award Fee | - | | - | 1.95% | - | 1.95% | - | | - |
| Taxes - Secured Property | 2,290 | | 2,290 | 1.95% | 2,335 | 1.95% | 2,380 | | 2,380 |
| Taxes - Unsecured Property | 1,953 | | 1,953 | 1.95% | 1,991 | 1.95% | 2,029 | | 2,029 |
| Annual Clean-ups | - | | - | 1.95% | - | 1.95% | - | | - |
| Subcontractors/Professional Services | 14,186 | | 14,186 | 1.95% | 14,462 | 1.95% | 14,744 | | 14,744 |
| Settlement Fees | - | | - | 1.95% | - | 1.95% | - | | - |
| Safety Meetings | - | | - | 1.95% | - | 1.95% | - | | - |
| Medical expenses | 452 | | 452 | 1.95% | 461 | 1.95% | 470 | | 470 |
| Bad Debt | 3,976 | | 3,976 | 1.95% | 4,054 | 1.95% | 4,133 | | 4,133 |
| Bank Service Charges | 6,091 | | 6,091 | 1.95% | 6,210 | 1.95% | 6,331 | | 6,331 |
| Community Outreach | 1,184 | | 1,184 | 1.95% | 1,207 | 1.95% | 1,231 | | 1,231 |
| Regional Accounting Fees* | 11,757 | | 11,757 | 1.95% | 11,986 | 1.95% | 12,220 | | 12,220 |
| Regional Management Fees* | 14,205 | | 14,205 | 1.95% | 14,482 | 1.95% | 14,764 | | 14,764 |
| Corporate accounting* | 8,512 | | 8,512 | 1.95% | 8,678 | 1.95% | 8,847 | | 8,847 |
| IT fee* | 25,789 | (5,054) | 20,735 | 1.95% | 21,139 | 1.95% | 21,551 | | 21,551 |
| Environmental compliance* | 1,664 | | 1,664 | 1.95% | 1,696 | 1.95% | 1,729 | | 1,729 |
| Human resources fee* | 5,872 | | 5,872 | 1.95% | 5,987 | 1.95% | 6,103 | | 6,103 |
| Corporate management* | 8,670 | | 8,670 | 1.95% | 8,839 | 1.95% | 9,011 | | 9,011 |
| Public relations* | 3,492 | | 3,492 | 1.95% | 3,560 | 1.95% | 3,629 | | 3,629 |
| Sunday Service | - | | - | | - | | - | 24,905 | 24,905 |
| Additional Route for Organics | - | | - | | - | | - | 66,896 | 66,896 |
| Subtotal - Other Costs | 209,698 | | 204,441 | | 208,422 | | 212,481 | 91,802 | 304,283 |
| Total Annual Cost of Operations | 1,314,376 | | 1,309,119 | | 1,332,768 | | 1,357,672 | 91,802 | 1,449,474 |
| Profit (% Operating Ratio; i.e. 90%): | 146,042 | | 145,458 | | 148,085 | | 150,852 | 10,200 | 161,053 |
| Pass-Through City Fees | | | | | | | | | |
| Franchise Fees | | | | | | | 34,139 | | 36,484 |
| Subtotal - City Fees | | | | | | | 34,139 | | 36,484 |
| Other Pass-throughs | | | | | | | | | |
| Consulting Fees | - | | - | | - | | - | | - |
| Other Pass-throughs - Recyclable Material Processing | | | | | | | | | |
| Transfer Costs | - | RY 2021 Fee | - | 1.95% | - | \$8.32 | - | \$8.32 | - |
| Transport Costs | - | \$8.16 | - | 1.95% | - | \$28.38 | - | \$28.38 | - |
| Recyclables Processing Cost | - | \$27.84 | - | 0.00% | - | 1,068.48 | - | \$12.08 | 12,907 |
| Subtotal - Recyclable Material Processing | - | | - | | - | | - | 12,907 | 12,907 |
| Other Pass-throughs - Disposal | | | | | | | | | |
| Ox Mountain MSW Disposal | - | | - | | 164,277 | \$ 60.17 | 2,730.00 | 164,277 | 164,277 |
| Ox Mountain C&D/Dirt | - | | - | | - | \$ - | - | \$0.00 | - |
| Subtotal - Disposal | - | | - | | 164,277 | | 164,277 | | 164,277 |
| Total Costs | 1,460,418 | | 1,454,577 | | 1,645,131 | | 1,706,941 | 114,909 | 1,824,195 |

Total Billings 12 months ending 07/31/2021 \$ 1,520,123
Revenue Surplus/(Shortfall) (304,071.20)
RY 2022 Rate Adjustment Factor 20.00%

From: Chris Porter <cporter@recology.com>
Subject: RATES FOR 2022

RATES FOR 2022

| | <u>PACIFICA</u> | <u>MONTARA</u> | <u>GRANADA</u> <i>(WITH 20% Increase)</i> |
|------------------|------------------------|-----------------------|-----------------------------------------------------|
| 20 GALLON | 27.58 | 29.58 | 23.78 |
| 32 GALLON | 42.57 | 36.19 | 29.32 |
| 48 GALLON | 63.30 | | |
| 64 GALLON | 84.07 | 119.00 | 96.07 |

ITEM #5

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Ordinance to Adopt Mandatory Organic Waste Disposal Reduction Regulations
Date: December 16, 2021

As reported at the last meeting, the District is required to implement SB 1383 by January 1, 2022. This will require District customers to properly sort and recycle their organic waste, which includes yard waste, food scraps, and food & beverage-soiled paper products (e.g., pizza boxes, paper towels, paper cups).

The draft ordinance for SB 1383 is attached for the second reading and adoption. Staff recommends a motion to waive the full reading of the Ordinance, and to approve the Ordinance by a reading of the title.

ORDINANCE NO. 174

AN ORDINANCE OF THE GRANADA COMMUNITY SERVICES DISTRICT ADOPTING MANDATORY ORGANIC WASTE DISPOSAL REDUCTION REGULATIONS

WHEREAS, the Granada Community Services District (“District”) is a Special District organized in 1958 under the Sanitary District Act of 1923 (Health & Safety Code §§ 6400 – 6830); and

WHEREAS, the Granada Community Services District Code (“Code”) includes regulations governing the collection, removal and disposal of garbage, rubbish, waste matter and refuse; and

WHEREAS, the California Integrated Waste Management Act of 1989, commonly referred to as Assembly Bill (“AB”) 939, codified in substantial part at Public Resources Code § 40000 *et seq.*, requires all jurisdictions within California to divert from landfill disposal a minimum of 50% of municipal solid waste generated annually within the jurisdiction through source reduction, recycling and composting programs; and

WHEREAS, the Granada Community Services District (“District”) is committed to AB 939 compliance and works closely with its authorized waste collection contractor to divert waste from local landfills; and

WHEREAS, Assembly Bill 341 of 2011 places requirements on businesses and multi-family property owners that generate a specified threshold amount of solid waste to arrange for recycling services and requires the District to implement a mandatory commercial recycling program.

WHEREAS, Assembly Bill 1826 of 2014 requires businesses and multi-family property owners that generate a specified threshold amount of solid waste, recycling, and organic waste per week to arrange for recycling services for that waste, requires the District to implement a recycling program to divert organic waste from businesses subject to the law, and requires the District to implement a mandatory commercial organics recycling program.

WHEREAS, SB 1383, the Short-Lived Climate Pollutant Reduction Act of 2016, requires the California Department of Resources Recycling and Recovery (CalRecycle) to develop regulations to reduce organics in landfills as a source of methane. As adopted by CalRecycle, these SB 1383 regulations (SB 1383 Regulations) place requirements on multiple entities including the District, residential households, commercial businesses and business owners, commercial edible food generators, haulers, self-haulers, food recovery organizations, and food recovery services to support achievement of statewide organic waste disposal reduction targets; and

WHEREAS, the SB 1383 Regulations require the District to adopt and enforce an ordinance or other enforceable mechanism to implement relevant provisions of the SB 1383 Regulations; and

WHEREAS, the District’s authorized waste collection contractor readily provides commercial solid waste and organic waste collection and recycling services to businesses; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE GRANADA COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. That the foregoing Recitals are true and correct and are incorporated herein by this reference as material findings in support of this Ordinance.

SECTION 2. Section 306 of Article III of the District’s Code is hereby added:

SECTION 306. Organic Waste Disposal Reduction.

Section 306. (01) Definitions

- (a) “Blue Container” has the same meaning as in 14 CCR Section 18982.2(a)(5) and shall be used for the purpose of storage and collection of Source Separated Recyclable Materials or Source Separated Blue Container Organic Waste.
- b) “CalRecycle” means California's Department of Resources Recycling and Recovery, which is the Department designated with responsibility for developing, implementing, and enforcing SB 1383 Regulations on Districts (and others).
- (c) “California Code of Regulations” or “CCR” means the State of California Code of Regulations. CCR references in this ordinance are preceded with a number that refers to the relevant Title of the CCR (e.g., “14 CCR” refers to Title 14 of CCR).
- (d) “Commercial Business” or “Commercial” means a firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a multifamily residential dwelling, or as otherwise defined in 14 CCR Section 18982(a)(6). A Multi-Family Residential Dwelling that consists of fewer than five (5) units is not a Commercial Business for purposes of implementing this ordinance.
- (e) “Commercial Edible Food Generator” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in this ordinance. For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators.
- (f) “Compliance Review” means a review of records by a District to determine compliance with this ordinance.
- (g) “Compost” has the same meaning as in 14 CCR Section 17896.2(a)(4), which stated, as of the effective date of this ordinance, that “Compost” means the product resulting from the controlled biological decomposition of organic Solid Wastes that are Source Separated from the municipal Solid Waste stream, or which are separated at a centralized facility.
- (h) “Container Contamination” or “Contaminated Container” means a container, regardless of color, that contains Prohibited Container Contaminants, or as otherwise defined in 14 CCR Section 18982(a)(55).
- (i) “Designee” means an entity that a District contracts with or otherwise arranges to carry out any of the District’s responsibilities of this ordinance as authorized in 14 CCR Section 18981.2. A Designee may be a government entity, a hauler, a private entity, or a combination of those entities.
- (j) “Designee for Edible Food Recovery” means the County of San Mateo’s Office of Sustainability with which the District has a Memorandum of Understanding for the purposes of Edible Food Recovery including, but not limited to, inspection, investigation,

and enforcement of the Edible Food Recovery provisions of this Ordinance. Contact information for the Designee for Edible Food Recovery can be found on the County of San Mateo Office of Sustainability website.

- (k) “Edible Food” means food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this ordinance or as otherwise defined in 14 CCR Section 18982(a)(18), “Edible Food” is not Solid Waste if it is recovered and not discarded. Nothing in this ordinance or in 14 CCR, Division 7, Chapter 12 requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the California Retail Food Code.
- (l) “Edible Food Recovery” means actions to collect, receive, and/or re-distribute Edible Food for human consumption from Tier One and Tier Two Commercial Edible Food Generators that otherwise would be disposed.
- (m) “Enforcement Action” means an action of the District to address non-compliance with this ordinance including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies.
- (n) “Excluded Waste” means hazardous substance, hazardous waste, infectious waste, designated waste, volatile, corrosive, medical waste, infectious, regulated radioactive waste, and toxic substances or material that facility operator(s), which receive materials from the District and its generators, reasonably believe(s) would, as a result of or upon acceptance, transfer, processing, or disposal, be a violation of local, State, or Federal law, regulation, or ordinance, including: land use restrictions or conditions, waste that cannot be disposed of in Class III landfills or accepted at the facility by permit conditions, waste that in Districts, or its Designee’s reasonable opinion would present a significant risk to human health or the environment, cause a nuisance or otherwise create or expose District, or its Designee, to potential liability. Excluded Waste does not include used motor oil and filters, household batteries, universal wastes, and/or latex paint and other such materials when such materials are allowable materials for collection through the District’s collection programs and the generator or customer has properly placed the materials for collection pursuant to instructions provided by the District or its Designee for collection services.
- (o) “Food Distributor” means a company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores.
- (p) “Food Facility” has the same meaning as in Section 113789 of the Health and Safety Code.
- (q) “Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in 14 CCR Section 18982(a)(24).
- (r) “Food Recovery Organization” means an entity that engages in the collection or receipt of Edible Food from Tier One or Tier Two Commercial Edible Food Generators and distributes that Edible Food either directly or through other entities, including, but not limited to:
 - (1) A food bank as defined in Section 113783 of the Health and Safety Code;
 - (2) A nonprofit charitable organization as defined in Section 113841 of the Health and Safety code; and,
 - (3) A nonprofit charitable temporary food facility as defined in Section 113842 of the Health and Safety Code.

A Food Recovery Organization is not a Commercial Edible Food Generator for the purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

- (s) “Food Recovery Service” means a person or entity that collects and transports Edible Food from a Tier One or Tier Two Commercial Edible Food Generator to a Food Recovery Organization or other entities for Edible Food Recovery. A Food Recovery Service is not a Commercial Edible Food Generator for the purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).
- (t) “Food Scraps” means all food such as, but not limited to, fruits, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, pasta, bread, cheese, and eggshells. Food Scraps excludes fats, oils, and grease when such materials are Source Separated from other Food Scraps.
- (u) “Food Service Provider” means an entity primarily engaged in providing food services to institutional, governmental, commercial, or industrial locations of others based on contractual arrangements with these types of organizations.
- (v) “Food-Soiled Paper” is compostable paper material that has come in contact with food or liquid, such as, but not limited to, compostable paper plates, paper coffee cups, napkins, pizza boxes, and milk cartons.
- (w) “Food Waste” means Food Scraps.
- (x) “Gray Container” has the same meaning as in 14 CCR Section 18982.2(a)(28) and shall be used for the purpose of storage and collection of Gray Container Waste.
- (y) “Gray Container Waste” means Solid Waste that is collected in a Gray Container that is part of a three-container Organic Waste collection service that prohibits the placement of Organic Waste in the Gray Container as specified in 14 CCR Sections 18984.1(a) and (b), or as otherwise defined in 14 CCR Section 17402(a)(6.5).
- (z) “Green Container” has the same meaning as in 14 CCR Section 18982.2(a)(29) and shall be used for the purpose of storage and collection of Source Separated Green Container Organic Waste.
- (aa) “Greenhouse gas (GHG)” means carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), sulfur hexafluoride (SF₆), hydrofluorocarbons (HFC), perfluorocarbons (PFC), and other fluorinated greenhouse gases as defined in this section.
- (bb) “Greenhouse gas emission reduction” or “greenhouse gas reduction” means actions designed to achieve a calculated decrease in greenhouse gas emissions over time.
- (cc) “Grocery Store” means a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments
- (dd) “Hauler Route” means the designated itinerary or sequence of stops for each segment of the District’s collection service area, or as otherwise defined in 14 CCR Section 18982(a)(31.5).
- (ee) “Inspection” means a site visit where a District reviews records, containers, and an entity’s collection, handling, recycling, or landfill disposal of Organic Waste handling to determine if the entity is complying with requirements set forth in this ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35). For the purposes of Edible Food Recovery, “Inspection” means actions to review contracts and other records related to the recovery of Edible Food, and may occur off-site via email and other forms of electronic communication, as well as the on-site review of an entity’s records and collection, handling, and other procedures for the recovery of Edible Food to determine if the entity is complying with the requirements of this Ordinance.

- (ff) “Large Event” means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event. If the definition in 14 CCR Section 18982(a)(38) differs from this definition, the definition in 14 CCR Section 18982(a)(38) shall apply to this Ordinance.
- (gg) “Large Venue” means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. For purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue. If the definition in 14 CCR Section 18982(a)(39) differs from this definition, the definition in 14 CCR Section 18982(a)(39) shall apply to this Ordinance.
- (hh) “Local Education Agency” means a school district, charter school, or county office of education that is not subject to the control of District or county regulations related to Solid Waste, or as otherwise defined in 14 CCR Section 18982(a)(40).
- (ii) “Multi-Family Residential Dwelling” or “Multi-Family” means of, from, or pertaining to residential premises with five (5) or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses
- (jj) “Non-Compostable Paper” includes but is not limited to paper that is coated in a plastic material that will not breakdown in the composting process, or as otherwise defined in 14 CCR Section 18982(a)(41).
- (kk) “Non-Local Entity” means the following entities that are not subject to the District’s enforcement authority, or as otherwise defined in 14 CCR Section 18982(a)(42):
- (1) Special district(s) located within the boundaries of the District.
 - (2) Federal facilities, including military installations, located within the boundaries of the District.
 - (3) Facilities operated by the State park system located within the boundaries of the District.
 - (4) State agencies located within the boundaries of the District.
- (ll) “Non-Organic Recyclables” means non-putrescible and non-hazardous recyclable wastes including but not limited to bottles, cans, metals, plastics and glass, or as otherwise defined in 14 CCR Section 18982(a)(43).
- (mm) “Notice of Violation (NOV)” means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties, or as otherwise defined in 14 CCR Section 18982(a)(45) or further explained in 14 CCR Section 18995.4.
- (nn) “Organic Waste” means Solid Wastes containing material originated from living organisms and their metabolic waste products, including but not limited to food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges or as otherwise

- defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined by 14 CCR Section 18982(a).
- (oo) “Organic Waste Generator” means a person or entity that is responsible for the initial creation of Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(48).
 - (pp) “Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, or as otherwise defined in 14 CCR Section 18982(a)(51).
 - (qq) “Printing and Writing Papers” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR Section 18982(a)(54).
 - (rr) “Prohibited Container Contaminants” means the following: (i) discarded materials placed in the Blue Container that are not identified as acceptable Source Separated Recyclable Materials for the District’s Blue Container; (ii) discarded materials placed in the Green Container that are not identified as acceptable Source Separated Green Container Organic Waste for the District’s Green Container; (iii) discarded materials placed in the Gray Container that are acceptable Source Separated Recyclable Materials and/or Source Separated Green Container Organic Wastes to be placed in District’s Green Container and/or Blue Container; and, (iv) Excluded Waste placed in any container.
 - (ss) “Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed in a permitted or otherwise authorized facility, or as otherwise defined in 14 CCR Section 18982(a)(60).
 - (tt) “Recovery” means any activity or process described in 14 CCR Section 18983.1(b), or as otherwise defined in 14 CCR Section 18982(a)(49).
 - (uu) “Recycled-Content Paper” means Paper Products and Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber, or as otherwise defined in 14 CCR Section 18982(a)(61).
 - (vv) “Remote Monitoring” means the use of the internet of things (IoT) and/or wireless electronic devices to visualize the contents of Blue Containers, Green Containers, and Gray Containers for purposes of identifying the quantity of materials in containers (level of fill) and/or presence of Prohibited Container Contaminants.
 - (ww) “Restaurant” means an establishment primarily engaged in the retail sale of food and drinks for on-premises or immediate consumption, or as otherwise defined in 14 CCR Section 18982(a)(64).
 - (xx) “Route Review” means a visual Inspection of containers along a Hauler Route for the purpose of determining Container Contamination, and may include mechanical Inspection methods such as the use of cameras, or as otherwise defined in 14 CCR Section 18982(a)(65).
 - (yy) “SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants as amended, supplemented, superseded, and replaced from time to time.
 - (zz) “SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this ordinance, the Short-Lived Climate Pollutants: Organic Waste Reduction regulations

developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.

- (aaa) “Self-Hauler”, for the purposes of Edible Food Recovery, means a Commercial Edible Food Generator which holds a contract with and hauls Edible Food to a Food Recovery Organization or other site for redistribution according to the requirements of this Ordinance.
- (bbb) “Single-Family” means of, from, or pertaining to any residential premises with fewer than five (5) units.
- (ccc) “Solid Waste” has the same meaning as defined in State Public Resources Code Section 40191, which defines Solid Waste as all putrescible and nonputrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semi-solid wastes, and other discarded solid and semisolid wastes, with the exception that Solid Waste does not include any of the following wastes:
 - (1) Hazardous waste, as defined in the State Public Resources Code Section 40141.
 - (2) Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the State Health and Safety Code).
 - (3) Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the State Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in State Public Resources Code Section 40195.1. Medical waste that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the State Public Resources Code.
- (ddd) “Source Separated” means materials, including commingled recyclable materials, that have been separated or kept separate from the Solid Waste stream, at the point of generation, for the purpose of additional sorting or processing those materials for recycling or reuse in order to return them to the economic mainstream in the form of raw material for new, reused, or reconstituted products, which meet the quality standards necessary to be used in the marketplace, or as otherwise defined in 14 CCR Section 17402.5(b)(4). For the purposes of the ordinance, Source Separated shall include separation of materials by the generator, property owner, property owner’s employee, property manager, or property manager’s employee into different containers for the purpose of collection such that Source Separated materials are separated from Gray Container Waste or other Solid Waste for the purposes of collection and processing.
- (eee) “Source Separated Blue Container Organic Waste” means Source Separated Organic Wastes that can be placed in a Blue Container that is limited to the collection of those Organic Wastes and Non-Organic Recyclables as defined in Section 18982(a)(43), or as otherwise defined by Section 17402(a)(18.7).
- (fff) “Source Separated Green Container Organic Waste” means Source Separated Organic Waste that can be placed in a Green Container that is specifically intended for the separate collection of Organic Waste by the generator, excluding Source Separated Blue Container Organic Waste, carpets, Non-Compostable Paper, and textiles.
- (ggg) “Source Separated Recyclable Materials” means Source Separated Non-Organic Recyclables and Source Separated Blue Container Organic Waste.

- (hhh) “State” means the State of California.
- (iii) “Supermarket” means a full-line, self-service retail store with gross annual sales of two million dollars (\$2,000,000), or more, and which sells a line of dry grocery, canned goods, or nonfood items and some perishable items, or as otherwise defined in 14 CCR Section 18982(a)(71).
- (jjj) “Tier One Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:
 - (1) Supermarket.
 - (2) Grocery Store with a total facility size equal to or greater than 10,000 square feet.
 - (3) Food Service Provider.
 - (4) Food Distributor.
 - (5) Wholesale Food Vendor.
 If the definition in 14 CCR Section 18982(a)(73) of Tier One Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(73) shall apply to this Ordinance.
- (kkk) “Tier Two Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:
 - (1) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.
 - (2) Hotel with an on-site Food Facility and 200 or more rooms.
 - (3) Health facility with an on-site Food Facility and 100 or more beds.
 - (4) Large Venue.
 - (5) Large Event.
 - (6) A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.
 - (7) A Local Education Agency facility with an on-site Food Facility.
 If the definition in 14 CCR Section 18982(a)(74) of Tier Two Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(74) shall apply to this Ordinance.
- (lll) “Wholesale Food Vendor” means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination, or as otherwise defined in 14 CCR Section 189852(a)(76).

Section 306. (02) Requirements for Single Family Waste Generators. Single-Family Organic Waste Generators shall comply with the following requirements:

- (a) Shall subscribe to District’s Organic Waste collection services for all Organic Waste generated as described below in Section 306 (02)(b). District shall have the right to review the number and size of a generator’s containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Single-Family generators shall adjust its service level for its collection services as requested by the District.
- (b) Shall participate in the District’s Organic Waste collection service(s) by placing designated materials in designated containers as described below, and shall not place Prohibited Container Contaminants in collection containers.
 - (1) A three-container collection service (Blue Container, Green Container, and Gray Container). Generator shall place Source Separated Green Container Organic

Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Gray Container; in each case, solely to the extent such materials are acceptable materials in the applicable container under the franchise agreement between the District and the exclusive franchised hauler. Generators shall not place materials designated for the Gray Container into the Green Container or Blue Container.

Section 306. (03) Requirements for Commercial Businesses. Generators that are Commercial Businesses, including Multi-Family Residential Dwellings, shall:

- (a) Subscribe to District's three-container collection services and comply with requirements of those services as described below in Section 306 (03)(b). District shall have the right to review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Commercial Businesses shall adjust their service level for their collection services as requested by the District.
- (b) Participate in the District's Organic Waste collection service(s) by placing designated materials in designated containers as described below:
 - (1) A three-container collection service (Blue Container, Green Container, and Gray Container.) Generator shall place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Gray Container in each case, solely to the extent such materials are acceptable materials in the applicable container under the franchise agreement between the District and the exclusive franchised hauler. Generators shall not place materials designated for the Gray Container into the Green Container or Blue Container.
- (c) Supply and allow access to adequate number, size and location of collection containers with sufficient labels or colors (conforming with Sections 306 (03)(d)(1) and (03)(d)(2) below) for employees, contractors, tenants, and customers, consistent with District's Blue Container, Green Container, and Gray Container collection service.
- (d) Excluding Multi-Family Residential Dwellings, provide containers for the collection of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials in all indoor and outdoor areas where disposal containers are provided for customers, for materials generated by that business. Such containers do not need to be provided in restrooms. If a Commercial Business does not generate any of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the containers provided by the business shall have either:
 - (1) A body or lid that conforms with the container colors provided through the collection service provided by District, with either lids conforming to the color requirements or bodies conforming to the color requirements or both lids and bodies conforming to color requirements. A Commercial Business is not required to replace functional containers, including containers purchased prior to January 1, 2022, that do not comply with the requirements of the subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

- (2) Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR Section 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.
- (e) Multi-Family Residential Dwellings are not required to comply with container placement requirements or labeling requirement in Section (03)(d) pursuant to 14 CCR Section 18984.9(b).
- (f) To the extent practical through education, training, Inspection, and/or other measures, excluding Multi-Family Residential Dwellings, prohibit employees from placing materials in a container not designated for those materials per the District's Blue Container, Green Container, and Gray Container collection service.
- (g) Excluding Multi-Family Residential Dwellings, periodically inspect Blue Containers, Green Containers, and Gray Containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).
- (h) Annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials.
- (i) Provide education information before or within fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep Source Separated Green Container Organic Waste and Source Separated Recyclable Materials separate from Gray Container Waste (when applicable) and the location of containers and the rules governing their use at each property.
- (j) Provide or arrange access for District or its agent to their properties during all Inspections conducted in accordance with Section 306 (09) of this ordinance to confirm compliance with the requirements of this ordinance.
- (k) Accommodate and cooperate with District's Remote Monitoring program for Inspection of the contents of containers for Prohibited Container Contaminants, which may be implemented at a later day, to evaluate generator's compliance with Section 306(03)(b). The Remote Monitoring program shall involve installation of Remote Monitoring equipment on or in the Blue Containers, Green Containers, and Gray Containers, subject to obtaining the prior written consent of the exclusive franchised hauler or other third party that owns the Blue Containers, Green Containers and Gray Containers.”
- (l) At Commercial Business's option and subject to any approval required from the District, implement a Remote Monitoring program for Inspection of the contents of its Blue Containers, Green Containers, and Gray Containers for the purpose of monitoring the contents of containers to determine appropriate levels of service and to identify Prohibited Container Contaminants. Generators may install Remote Monitoring devices on or in the Blue Containers, Green Containers, and Gray Containers subject to written notification to or approval by the District or its Designee, and subject to obtaining the prior written consent of the exclusive franchised hauler or other third party that owns the Blue Containers, Green Containers and Gray Containers.
- (m) Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Edible Food Recovery requirements contained in Section 306 (05) of this Ordinance, including the self-hauling provisions.

- (n) Nothing in this Section prohibits a generator from preventing or reducing waste generation, managing Organic Waste on site, or using a Community Composting site pursuant to 14 CCR Section 18984.9(c).
- (o) Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Food Recovery requirements, pursuant to Section 306 (05).

Section 306. (04) Waivers for Generators. The District may allow, at its option, to grant waivers to generators under the following circumstances:

- (a) De Minimis. The District may waive a Commercial Business' obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements of this ordinance if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as described in Section 306 (04)(a)(2) below. Commercial Businesses requesting a de minimus waiver shall:
 - (1) Submit an application specifying the services that they are requesting a waiver from and provide documentation as noted in Section 306 (04)(a)(2) below.
 - (2) Provide documentation that either:
 - (A) The Commercial Business' total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or,
 - (B) The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 10 gallons per week per applicable container of the business' total waste.
 - (3) Notify District if circumstances change such that Commercial Business's Organic Waste exceeds threshold required for waiver, in which case waiver will be rescinded.
 - (4) Provide written verification of eligibility for de minimis waiver every 5 years, if District has approved de minimis waiver.
- (b) Physical Space Waivers. The District may waive a Commercial Business' or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the recyclable materials and/or Organic Waste collection service requirements if the District has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the Organic Waste collection requirements of Section 306 (03).

A Commercial Business or property owner may request a physical space waiver through the following process:

- (1) Submit an application form specifying the type(s) of collection services for which they are requesting a compliance waiver.
- (2) Provide documentation that the premises lacks adequate space for Blue Containers and/or Green including documentation from its hauler, licensed architect, or licensed engineer.
- (3) Provide written verification to District that it is still eligible for physical space waiver every five years, if District has approved application for a physical space waiver.

- (c) Review and Approval of Waivers by District. The Board of Directors approves all waivers.

Section 306. (05) Requirements for Tier One and Tier Two Commercial Edible Food Generators

- (a) Tier One Commercial Edible Food Generators must comply with the requirements of this Section commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.
- (b) Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this Section, commencing January 1, 2024.
- (c) Tier One and Tier Two Commercial Edible Food Generators shall comply with the following requirements:
 - (1) Arrange to recover the maximum amount of Edible Food that would otherwise be disposed.
 - (2) Contract with, or enter into a written agreement with Food Recovery Organizations or Food Recovery Services for: (i) the collection of Edible Food for Food Recovery; or, (ii) acceptance of the Edible Food that the Commercial Edible Food Generator self-hauls to the Food Recovery Organization for Food Recovery.
 - (3) Shall not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.
 - (4) Allow District or designated third party enforcement entity to access the premises and review records pursuant to 14 CCR Section 18991.4.
 - (5) Keep records that include the following information:
 - (A) A list of each Food Recovery Organization or a Food Recovery Service that collects or receives Edible Food from the Tier One or Tier Two Commercial Edible Food Generator pursuant to a contract or written agreement as required by this Ordinance.
 - (B) A copy of all contracts or written agreements established under the provisions of this Ordinance.
 - (C) A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:
 - (i) The name, address and contact information of the Food Recovery Service or Food Recovery Organization.
 - (ii) The types of food that will be collected by or self-hauled to the Food Recovery Service or Food Recovery Organization.
 - (iii) The established schedule or frequency that food will be collected or self-hauled.
 - (iv) The quantity of food, measured in pounds recovered per month, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.
 - (6) No later than June 30th of each year commencing no later than July 1, 2022 for Tier One Commercial Edible Food Generators and July 1, 2024 for Tier Two Commercial Edible Food Generators, they shall provide an annual Edible Food Recovery report to the Designee for Edible Food Recovery that includes, but is not limited to, the following information: a list of all contracts with Food Recovery Organizations and Food Recovery Services, the amount and type of Edible Food donated to Food Recovery Organizations and Food Recovery Services, the

schedule of Edible Food pickup by Food Recovery Organizations and Food Recovery Services, a list of all types of Edible Food categories they generate, such as “baked goods,” that are not accepted by the Food Recovery Organizations and Food Recovery Services with whom they contract, the contact information for the manager and all staff responsible for Edible Food Recovery, and certification that all staff responsible for Edible Food Recovery have obtained a food handler card through an American National Standards Institute (ANSI) accredited training provider that meets ASTM International E2659-09 Standard Practice for Certificate Programs, such as ServSafe. With the exception of the food safety and handling training certification, Tier One and Tier Two Commercial Edible Food Generators may coordinate with their Edible Food Recovery contractors to supply this information. The Designee for Edible Food Recovery will assist in the preparation of these reports by providing guidance and a template located on the County of San Mateo Office of Sustainability website.

- (8) Mandate their Edible Food Recovery staff learn and follow the donation guidelines and attend trainings conducted by Food Recovery Organizations or Food Recovery Services with which they contract regarding best practices and requirements for the timely identification, selection, preparation, and storage of Edible Food to ensure the maximum amount of Edible Food is recovered and to avoid supplying food for collection that is moldy, has been improperly stored, or is otherwise unfit for human consumption.
 - (9) Tier One and Tier Two Commercial Edible Food Generators who self-haul Edible Food shall require those transporting Edible Food for recovery to obtain a food handler card through an American National Standards Institute (ANSI) accredited training provider that meets ASTM International E2659-09 Standard Practice for Certificate Programs, such as ServSafe and follow the best practices and standards for proper temperature control, methods, and procedures for the safe handling and transport of food.
- (d) Nothing in this Ordinance shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 of 2017 (approved by the Governor of the State of California on September 25, 2017, which added Article 13 [commencing with Section 49580] to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, and to amend Section 114079 of the Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time).

Section 306. (06) Requirements for Food Recovery Organizations and Services

- (a) Food Recovery Services operating in the District and collecting or receiving Edible Food directly from Tier One and/or Tier Two Commercial Edible Food Generators via a contract or written agreement established under the requirements of this Ordinance, shall maintain the following records:
 - (1) The name, address, and contact information for each Tier One and Tier Two Commercial Edible Food Generator from which the service collects Edible Food.
 - (2) The quantity in pounds of Edible Food by type collected from each Tier One and Tier Two Commercial Edible Food Generator per month.

- (3) The quantity in pounds of Edible Food by type transported to each Food Recovery Organization or redistribution site per month.
 - (4) The name, address, and contact information for each Food Recovery Organization or redistribution site that the Food Recovery Service transports Edible Food to for Edible Food Recovery.
- (b) Food Recovery Organizations operating in the District and collecting or receiving Edible Food directly from Tier One and/or Tier Two Commercial Edible Food Generators via a contract or written agreement established under the requirements of this Ordinance, or receiving Edible Food from Food Recovery Services or from other Food Recovery Organizations, shall maintain the following records:
- (1) The name, address, and contact information for each Tier One and Tier Two Commercial Edible Food Generator, Food Recovery Service, or other Food Recovery Organization from which the organization collects or receives Edible Food.
 - (2) The quantity in pounds of Edible Food by type collected or received from each Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Service, or other Food Recovery Organization per month.
 - (3) The name, address, and contact information for other Food Recovery Organizations or redistribution sites that the Food Recovery Organization transports Edible Food to for Edible Food Recovery.
- (c) Food Recovery Organizations and Food Recovery Services operating in the District shall inform Tier One and Tier Two Commercial Edible Food Generators from which they collect or receive Edible Food about California and Federal Good Samaritan Food Donation Act protection in written communications, such as in their contract or agreement established as required by this Ordinance.
- d) Food Recovery Capacity Planning
- (1) Food Recovery Services and Food Recovery Organizations. In order to support Edible Food Recovery capacity planning assessments or other studies conducted by the County, City, special district that provides solid waste collection services, or its designated entity, Food Recovery Services and Food Recovery Organizations operating in the District shall provide information and consultation to the District, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the District and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the District shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the District.

Section 306. (06) Requirements for Haulers and Facility Operators

- (a) Requirements for Haulers
- (1) All exclusive franchised haulers and/or non-exclusive franchised haulers and/or permitted haulers and/or licensed haulers as are authorized by the District to provide residential, Commercial, or industrial Organic Waste collection services to generators within the District's boundaries shall meet the following requirements and standards as a condition of approval of a contract, agreement, or other authorization with the District to collect Organic Waste:
 - (A) Through written notice to the District as specified in its franchise agreement, permit, license, or other agreement entered into with the District,

identify the facilities to which they will transport Organic Waste including facilities for Source Separate Recyclable Materials and Source Separated Green Container Organic Waste.

- (B) Transport Source Separated Recyclable Materials, Source Separate Green Container Organic Waste to a facility, operation, activity, or property that recovers Organic Waste as defined in 14 CCR, Division 7, Chapter 12, Article 2, in each case to the extent specified in its franchise agreement, permit, license, or other agreement entered into with the District.
 - (C) Obtain approval from the District to haul Organic Waste, unless already contained in its franchise agreement, permit, license, or other agreement entered into with the District.
- (2) All exclusive franchised haulers and/or non-exclusive franchised haulers and/or permitted haulers and/or licensed haulers authorized to collect Organic Waste shall comply with education, equipment, signage, container labeling, container color, contamination monitoring, reporting, and other requirements contained within its franchise agreement, permit, license, or other agreement entered into with the District.
- (b) Requirements for Facility Operators and Community Composting Operations.
- (1) Owners of facilities, operations, and activities that recover Organic Waste, including, but not limited to, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works shall, upon District request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the District shall respond within 60 days.

Section 306. (07) Requirements for Self-Haulers

- (a) Self-Haulers shall source separate all recyclable materials and Organic Waste (materials that the District otherwise requires generators to separate for collection in the District's organics and recycling collection program) generated on-site from Solid Waste in a manner consistent with 14 CCR Sections 18984.1 and 18984.2, or shall haul Organic Waste to a High Diversion Organic Waste Processing Facility as specified in 14 CCR Section 18984.3.
- (b) Self-Haulers shall haul their Source Separated Recyclable Materials to a facility that recovers those materials; and haul their Source Separated Green Container Organic Waste to a Solid Waste facility, operation, activity, or property that processes or recovers Source Separated Organic Waste. Alternatively, Self-Haulers may haul Organic Waste to a High Diversion Organic Waste Processing Facility.
- (c) Self-Haulers that are Commercial Businesses (including Multi-Family Residential Dwellings) shall keep a record of the amount of Organic Waste delivered to each Solid Waste facility, operation, activity, or property that processes or recovers Organic Waste; this record shall be subject to inspection by the District. The records shall include the following information:
 - (1) Delivery receipts and weight tickets from the entity accepting the waste.
 - (2) The amount of material in cubic yards or tons transported by the generator to each entity.

- (3) If the material is transported to an entity that does not have scales on-site, or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but shall keep a record of the entities that received the Organic Waste.
- (d) A residential Organic Waste Generator that self hauls Organic Waste is not required to record or report information in Section 306 (07)(c) and (d).

Section 306. (08) Procurement Requirements for District Departments, Direct Service Providers, and Vendors

- (a) District departments, and direct service providers to the District, as applicable, must comply with the District's Recovered Organic Waste Product procurement policy and Recycled-Content Paper procurement policy.
- (b) All vendors providing Paper Products and Printing and Writing Paper shall comply with the District's Organic Waste Product procurement policy and Recycled-Content Paper procurement policy.

Section 306. (09) Inspections and Investigations by District

- (a) District representatives and/or its designated entity, including the Designee for Edible Food Recovery are authorized to conduct Inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or Source Separated materials to confirm compliance with this Ordinance by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property owners, Tier One and Tier Two Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws. This Section does not allow District to enter the interior of a private residential property for Inspection. For the purposes of inspection Commercial Business containers for compliance with Section 306 (03)(b) of this Ordinance, District may conduct container inspections for Prohibited Container Contaminants using Remote Monitoring, and Commercial Businesses shall accommodate and cooperate with the Remote Monitoring pursuant to Section 306 (03)(k) of this Ordinance.
- (b) Regulated entity shall provide or arrange for access during all Inspections (with the exception of residential property interiors) and shall cooperate with the District's employee or its designated entity/Designee for Edible Food Recovery during such Inspections and investigations. Such Inspections and investigations may include confirmation of proper placement of materials in containers, Edible Food Recovery activities, records, or any other requirement of this Ordinance described herein. Failure to provide or arrange for: (i) access to an entity's premises; or (ii) access to records for any Inspection or investigation is a violation of this Ordinance and may result in penalties described.
- (c) Any records obtained by a District during its Inspections, Remote Monitoring, and other reviews shall be subject to the requirements and applicable disclosure exemptions of the Public Records Act as set forth in Government Code Section 6250 et seq.
- (d) District representatives, its designated entity, and/or Designee for Edible Food Recovery are authorized to conduct any Inspections, Remote Monitoring, or other investigations as reasonably necessary to further the goals of this Ordinance, subject to applicable laws.

- (e) District shall receive written complaints from persons regarding an entity that may be potentially non-compliant with SB 1383 Regulations, including receipt of anonymous complaints.

Section 306. (10) Enforcement

- (a) Violation of any provision of this Ordinance shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by the District, Designee for Edible Food Recovery, or representative. Enforcement Actions under this Ordinance are issuance of an administrative citation and assessment of a fine. The District's procedures on imposition of administrative fines are hereby incorporated in their entirety, as modified from time to time, and shall govern the imposition, enforcement, collection, and review of administrative citations issued to enforce this Ordinance and any rule or regulation adopted pursuant to this Ordinance, except as otherwise indicated in this Ordinance.
- (b) Other remedies allowed by law may be used, including civil action or prosecution as misdemeanor or infraction. District or Designee for Edible Food Recovery may pursue civil actions in the California courts to seek recovery of unpaid administrative citations. District or Designee for Edible Food Recovery may choose to delay court action until such time as a sufficiently large number of violations, or cumulative size of violations exist such that court action is a reasonable use of District or Designee for Edible Food Recovery staff and resources.
- (c) Responsible Entity for Enforcement
 - (1) Enforcement pursuant to this Ordinance may be undertaken by the District, or the District's designee.
 - (2) Enforcement may also be undertaken by a Designee for Edible Food Recovery, designated by the District.
 - (A) District's designee for Edible Food Recovery will interpret Ordinance; determine the applicability of waivers, if violation(s) have occurred; implement Enforcement Actions; and, determine if compliance standards are met.
 - (B) District's designee for Edible Food Recovery may issue Notices of Violation(s).
- (d) Process for Enforcement
 - (1) District or district's designee for Edible Food Recovery will monitor compliance with the Ordinance randomly and through Compliance Reviews, Route Reviews, investigation of complaints, and an Inspection program (that may include Remote Monitoring). Section 306 (09) establishes District's and Designee for Edible Food Recovery's right to conduct Inspections and investigations.
 - (2) District or its Designee for Edible Food Recovery may issue an official notification to notify regulated entities of its obligations under the Ordinance.
 - (3) Assessing contamination processing fees/penalties. For incidences of Prohibited Container Contaminants found in containers, District will issue a Notice of Violation to any generator found to have Prohibited Container Contaminants in a container. Such notice will be provided via a cart tag or other communication immediately upon identification of the Prohibited Container Contaminants or within three (3) days after determining that a violation has occurred. If the District observes Prohibited Container Contaminants in a generator's containers on more

than two (2) consecutive occasion(s), the District may assess contamination processing fees or contamination penalties on the generator.

For the purposes of Edible Food Recovery, incidences of Prohibited Container Contaminants found in containers, the District or its Designee for Edible Food Recovery will issue a Notice of Violation to any Tier One or Tier Two Commercial Edible Food Generator found to have Prohibited Container Contaminants, such as Edible Food, in a container, or to any Food Recovery Organization or Food Recovery Service found to have Prohibited Container Contaminants, such as Edible Food recovered from a Tier One or Tier Two Edible Food Generator, in a container, which has not been documented by a notice of significant spoilage as required in this Ordinance. Such notice will be provided by email communication immediately upon identification of the Prohibited Container Contaminants or within 3 days after determining that a violation has occurred. If the District or its Designee for Edible Food Recovery observes Prohibited Container Contaminants, such as Edible Food, in a Tier One or Tier Two Commercial Edible Food Generator, or Food Recovery Organization, or Food Recovery Service container on more than two (2) consecutive occasion(s), the District or its Designee for Edible Food Recovery may assess contamination processing fees or contamination penalties on the Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, or Food Recovery Service.

(4) With the exception of violations of generator contamination of container contents addressed under Section 306 (10)(d)(3), District shall issue a Notice of Violation requiring compliance within 60 days of issuance of the notice. For the purposes of Edible Food Recovery, the Designee for Edible Food Recovery may issue a Notice of Violation requiring compliance within 7 days of issuance of the Notice.

(5) Absent compliance by the respondent within the deadline set forth in the Notice of Violation, District shall commence an action to impose penalties, via an administrative citation and fine, pursuant to the District's requirements contained in Section 306 (10)(k), Table 1, List of Violations.

For the purposes of Edible Food Recovery, the Designee for Edible Food Recovery shall commence an action to impose penalties, via an administrative citation and fine, pursuant to the Edible Food Recovery Penalties' provisions contained in this Ordinance.

Notices shall be sent to "owner" at the official address of the owner maintained by the tax collector for the District or if no such address is available, to the owner at the address of the dwelling or Commercial property or to the party responsible for paying for the collection services, depending upon available information

(e) **Penalty Amounts for Types of Violations**

The penalty levels for Edible Food Recovery violations are as follows:

(1) For a first violation, the amount of the base penalty shall be \$100 to \$200 per violation.

(2) For a second violation, the amount of the base penalty shall be \$200-\$500 per violation.

(3) For a third or subsequent violation, the amount of the base penalty shall be \$500 to \$2000 per violation.

(f) **Factors Considered in Determining Penalty Amount**

The following factors shall be used to determine the amount of the penalty for each violation within the appropriate penalty amount range:

- (1) The nature, circumstances, and severity of the violation(s).
- (2) The violator's ability to pay.
- (3) The willfulness of the violator's misconduct.
- (4) Whether the violator took measures to avoid or mitigate violations of this chapter.
- (5) Evidence of any economic benefit resulting from the violation(s).
- (6) The deterrent effect of the penalty on the violator.
- (7) Whether the violation(s) were due to conditions outside the control of the violator.

(g) Compliance Deadline Extension Considerations

The District may extend the compliance deadlines set forth in a Notice of Violation issued in accordance with Section 306 (10)(d) if it finds that there are extenuating circumstances beyond the control of the respondent that make compliance within the deadlines impracticable, including the following:

- (1) Acts of God such as earthquakes, wildfires, flooding, and other emergencies or natural disasters;
- (2) Delays in obtaining discretionary permits or other government agency approvals; or,
- (3) Deficiencies in Organic Waste recycling infrastructure or Edible Food Recovery capacity and the District is under a corrective action plan with CalRecycle pursuant to 14 CCR Section 18996.2 due to those deficiencies.

(h) Appeals Process

Persons receiving an administrative citation containing a penalty for an uncorrected violation may request a hearing to appeal the citation. A hearing will be held only if it is requested within the time prescribed and consistent with District's or Designee for Edible Food Recovery's procedures in the District's or the Designee for Edible Food Recovery's codes for appeals of administrative citations. Evidence may be presented at the hearing. The District or Designee for Edible Food Recovery will appoint a hearing officer who shall conduct the hearing and issue a final written order.

(i) Education Period for Non-Compliance

Beginning January 1, 2022 and through December 31, 2023, District or Designee for Edible Food Recovery will conduct Inspections, Remote Monitoring, Route Reviews or waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance, and if the District or Designee for Edible Food Recovery determines that an Organic Waste Generator, Self-Hauler, hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it shall provide educational materials and/or, for the purposes of Edible Food Recovery, training to the entity describing its obligations under this Ordinance and a notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024.

(j) Civil Penalties for Non-Compliance

Beginning January 1, 2024, if the District or Designee for Edible Food Recovery determines that an Organic Waste Generator, Self-Hauler, hauler, Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance with this Ordinance, it shall document the noncompliance or violation, issue a Notice of Violation, and take Enforcement Action pursuant to Section 306 (10), as needed.

(k) Enforcement Table

Table 1. List of Violations

| Requirement | Description of Violation |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commercial Business and Commercial Business Owner Responsibility Requirement | Commercial Business fails to provide or arrange for Organic Waste collection services consistent with District requirements and as outlined in this ordinance, for employees, contractors, tenants, and customers, including supplying and allowing access to adequate numbers, size, and location of containers and sufficient signage and container color. |
| Organic Waste Generator Requirement | Organic Waste Generator fails to comply with requirements adopted pursuant to this ordinance for the collection and Recovery of Organic Waste. |
| Hauler Requirement | A hauler providing residential, Commercial or industrial Organic Waste collection service fails to transport Organic Waste to a facility, operation, activity, or property that recovers Organic Waste, as prescribed by this ordinance. |
| Hauler Requirement | A hauler providing residential, Commercial, or industrial Organic Waste collection service fails to obtain applicable approval issued by the District to haul Organic Waste as prescribed by this ordinance. |
| Hauler Requirement | A hauler fails to keep a record of the applicable documentation of its approval by the District, as prescribed by this ordinance. |
| Commercial Edible Food Generator Requirement | Tier One Commercial Edible Food Generator fails to arrange to recover the maximum amount of its Edible Food that would otherwise be disposed by establishing a contract or written agreement with a Food Recovery Organization or Food Recovery Service and comply with this Section commencing Jan. 1, 2022. |
| Commercial Edible Food Generator Requirement | Tier Two Commercial Edible Food Generator fails to arrange to recover the maximum amount of its Edible Food that would otherwise be disposed by establishing a contract or written agreement with a Food Recovery Organization or Food Recovery Service and comply with this Section commencing Jan. 1, 2024. |
| Commercial Edible Food Generator Requirement | Tier One or Tier Two Commercial Edible Food Generator intentionally spoils Edible Food that is capable of being recovered by a Food Recovery Organization or Food Recovery Service. |
| Organic Waste Generator, Commercial Business Owner, Commercial Edible Food Generator, Food Recovery | Failure to provide or arrange for access to an entity's premises for any Inspection or investigation. |

| | |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organization or Food Recovery Service | |
| Recordkeeping Requirements for Commercial Edible Food Generator | Tier One or Tier Two Commercial Edible Food Generator fails to keep records, as prescribed by Section 306 (05). |
| Recordkeeping Requirements for Food Recovery Services and Food Recovery Organizations | A Food Recovery Organization or Food Recovery Service that has established a contract or written agreement to collect or receive Edible Food directly from a Commercial Edible Food Generator pursuant to 14 CCR Section 18991.3(b) fails to keep records, as prescribed by Section 306 (06). |

SECTION 3. The District Board finds that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Sections 15061(b)(3) and 15308 on the grounds that it can be seen with certainty that the enhanced solid waste regulations, as provided for in this Ordinance will not have a significant effect on the environment and that the new requirements, which strengthen requirements for the handling of solid waste, represent actions by a regulatory agency (the District) for the protection of the environment.

SECTION 4. Effective. Operative Date. Upon adoption, this Ordinance shall be entered in the minutes of the Board and posted for one week in three (3) public places in the District, and shall be operative from and after January 1, 2022.

The above and foregoing Ordinance was regularly introduced at a meeting of the Board of Directors of the Granada Community Services District held on the 18th day of November 2021, and thereafter passed and adopted at a meeting of the Board of Directors of the Granada Community Services District on the 16th day of December 2021, by the following vote:

AYES: and in favor thereof:
 NOES:
 ABSENT:
 ABSTAIN:

Approved:

 Matthew Clark, President

Attest:

 Delia Comito, Secretary

ITEM #6

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

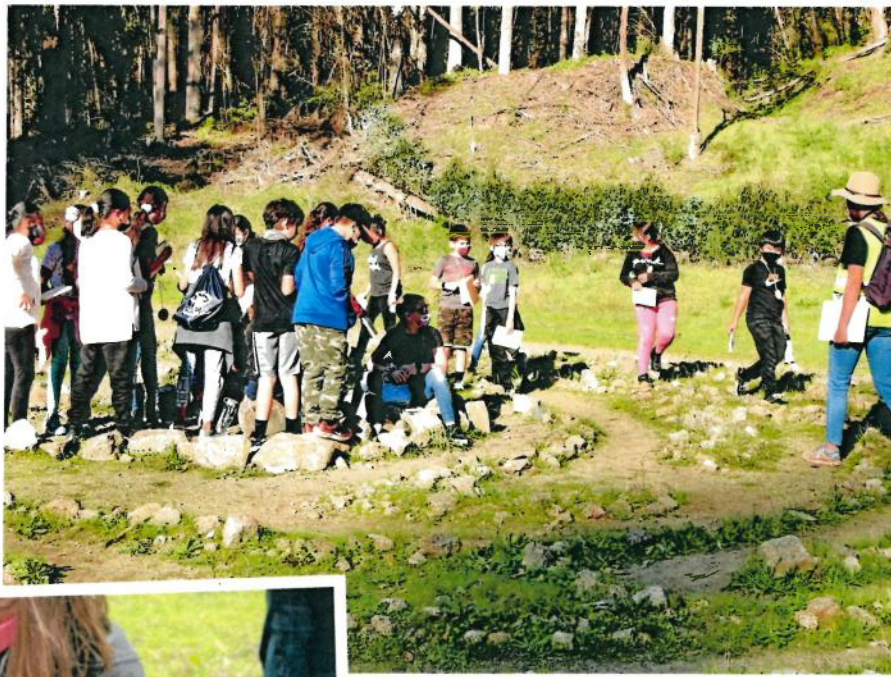
To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Report on Parks and Recreation Activities
Date: December 16, 2021

This is a monthly Agenda Item for parks and recreation related reports and/or comments. The following reports are expected at this meeting:

- Director Dye will report on the status of the Junior Land Stewards Program.
- Update on any PAC activities.

Junior Land Stewards 2021

El Granada Elementary



Junior Land Stewards

El Granada Elementary

The JLS program of 2021 has been a huge success despite our challenges with the continuing pandemic. So far this year the 4th grade students at El Granada Elementary have gone on 2 field trips, had 10 lessons on nature journaling, including art and science experiments, and planted over 120 CA endemic plants from seed. The in class lessons are largely based on John Muir Laws' "Nature Journal Connection", an online curriculum on nature journaling. John Muir Laws is a Bay Area naturalist, artist and explorer and he does an amazing job with these videos. You can view the curriculum here: [Nature Journal Connection](#). The following is an outline of what these students have accomplished since the beginning of October when the program launched.

October

Curriculum

- 1) Nature journaling with John Muir Laws (I wonder, I notice, It reminds me of), practice sketching like a scientist.
- 2) Native vs Invasive species, pull it or plant it activity, video by Toni Corelli and Plant Wanted Poster activity
- 3) Sketch a leaf and leaf matching activity, John Muir Laws' "Nature Journal Connection" (My secret plant)
- 4) Nature Journaling and Mapping, John Muir Laws' (Making a map)



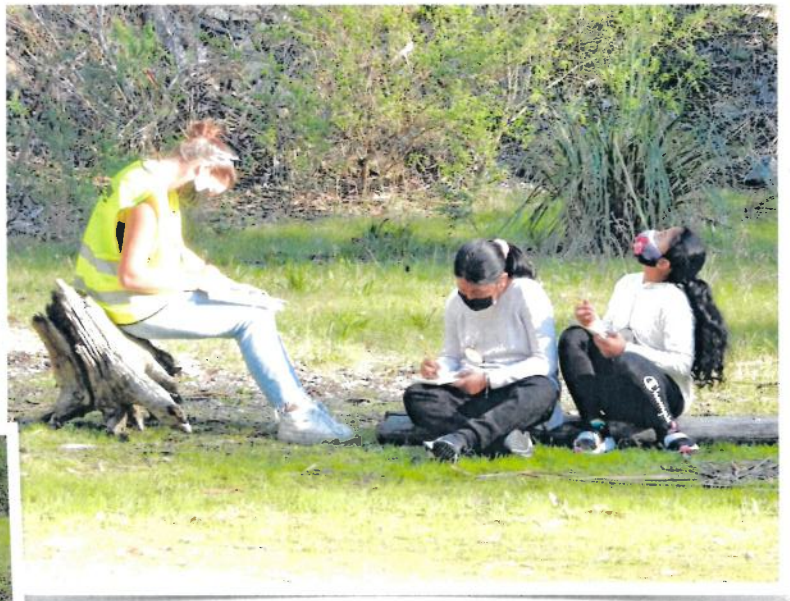
Field Trip

On our first field trip with El Granada Elementary High School field guides from the AG department led the two 4th grade classes in a sheet mulching project to prepare their garden plots for habitat restoration. The students worked hard weeding and clearing invasive species, prepping and laying down cardboard and hauling and spreading mulch over the cardboard. The sheet mulching will keep invasive species from growing where they students will plant CA endemic plants in January. Our field guides also led the students in a naturalist scavenger hunt to Mirada Surf East, where they searched for native and invasive plants, birds of prey, and signs of the season.

November

Curriculum

- 1) Insect and Bird Perspective artwork and nature journaling, John Muir Laws (zoom in/zoom out)
- 2) Sound recognition, bird recognition, senses exploration. John Muir Laws video (birdsong), sound mapping. Harrier vs. Kite activity
- 3) Animal structure for survival, "Feathers, not just for flying" read aloud, exploring functions of feathers, nature journaling about a favorite bird, discussion
- 4) Garden Artwork - create a poster to display at our garden's. "Native Plants Growing Here", "Do not disturb", drawings and descriptions of native plants



CA Seed Planting

CLT led the 4th grade students in planting CA seeds on campus. CLT provided all of the materials including pots, seeds, soil, fertilizer, etc. Small groups of students planted seeds in two pots. One pot was fertilized and one was not. The students made a hypothesis of what will happen, they will document the growth, and take measurements until it's time to plant. The students planted the following: buckwheat, seaside daisy, yarrow, bee plant, clarkia, gum plant, blue eyed grass, bush lupine, sky lupine, lizard's tail, phacelia and prunella. They have sprouted and continue to grow in a mini green house that CLT has provided the school. These plants will be planted in January at the garden plots that the students prepped in October.



December

Curriculum

- 1) "Plant Dance video", John Muir Laws (asking questions), discuss and journal about the challenges our seeds that we planted will have, what challenges do those in the open space have?
- 2) "A Seed is the Start" read aloud. Illustrate the life cycle of a seed to plant.
- 3) "A Seed is Sleepy" read aloud. What do seeds need to grow?
Seed/Fruit dissection (Students bring a fruit or seed pod from home to the classroom to dissect). Draw and make observations in nature journal.

Field Trip

On our second field trip the 4th graders got to learn about the history of Quarry Park and El Granada thanks to Barbara Dye. We walked by the very first house built in EG and then on to the Quarry Floor where we learned about the geology of the area and what the quarry was used for. We then learned how the park was protected for all to enjoy. Afterwards the students had small group nature journaling activities on sound mapping, secret plants and ecosystem inspections. We also got to explore the labyrinth and talked about why it's there and how we can use it.

Year End Wrap up

CLT will plant a few more seeds with students who are new and who were absent on the planting day. We also purchased a small, portable greenhouse for the seedlings to grow since they were not

getting enough sunlight in the classroom window. This mini greenhouse will remain at El Granada so the students can watch their seedlings grow over the next few weeks. Over the holidays they will be transferred to the high school greenhouses which have self watering systems set up. We will return the plants to the students in January so they can continue to observe and prepare for planting them in the field at the end of January. There are many more activities to come in the new year and 2 more field trips, which everyone is looking forward to. Thank you for making this possible and for your continued support.



ITEM #7



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, November 22, 2021

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84475526225?pwd=aVBXWEZHcmtaaFRpRDhzcFk3Sy9kUT09>

Meeting ID: 844 7552 6225

Passcode: 711552

One tap mobile

+16699006833,,84475526225#,,,,*711552# US (San Jose)

+13462487799,,84475526225#,,,,*711552# US (Houston)

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

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

1. CALL TO ORDER

A. Roll Call:

| | |
|----------------------|------------------------------|
| Chair: | 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) |

- B. Re-Ratification of Resolution 5-2021 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the period November 25 through December 24, 2021 per Government Code Section 54953(e) (**Attachment**)
- C. November Employee Anniversaries
 - 1. Tony Young, Lead Collections Worker- 5 years

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on November 22, 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 November 8, 2021 Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for November 22, 2021 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending October 31, 2021 (**Attachment**)

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

- A. Update on NDWSCP Program (**Attachment**)
- B. Report on Safety Inspection (**Attachment**)

5. GENERAL MANAGER’S REPORT

- A. Monthly Manager’s Report - October 2021

6. ATTORNEY’S REPORT

7. DIRECTORS’ REPORT

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

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

- A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim 202008-10882405 filed by Beverli Marshall)
- B. 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)
- C. CONFERENCE WITH LEGAL COUNSEL –SIGNIFICANT RISK OF LITIGATION (1 CASE) Pursuant to Government Code Section 54956.9 (d) (2)
 - D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957) Title: General Manager

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: December 13, 2021 and January 10, 2022

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

INFORMATION FOR THE PUBLIC

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

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

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



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 – October 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 *October 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 | 0.937 | 59.0% |
| Granada CSD | 0.305 | 19.2% |
| <u>Montara W&SD</u> | <u>0.347</u> | <u>21.8%</u> |
| Total | 1.589 | 100% |

| | | | |
|--------------------|------------|-------------|------------------|
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| | D. Penrose | D. Ruddock | K. Slater-Carter |
| ALTERNATE MEMBERS: | S. Boyd | E. Suchomel | P. Dekker |
| | J. Harvey | H. Rarback | |

Administration

There was one Regular Board Meeting, and no public records requests in the month of October 2021. There was one article in the Half Moon Bay Review mentioning SAM, “Whatever happened to HMB’s water recycling program?”, and there has been no lost time work accidents since September 10, 2019. There were no new hires, and one anniversary in the month of October. Jose Ahumada, Collections Maintenance Worker, 2 years.

Operations & Maintenance

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

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

The Portola Station – Wet Weather Facility, which has a capacity of 400,000 gallons.

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

The plant is doing better but there is still a good amount of effort and chemical addition going on to make this happen.

We continue to add both alum and poly to the MLSS basin effluent in an effort to keep solids and blankets in the system. About half way through the month we were able to back off on the alum addition so that was good. There is still the chronic filament issue but they seem to be in check with the chemical addition and surface spray.

Du-all was in doing safety inspection for us, while they did find a few things they did say they are easily correctable and we are addressing the ones we can do in house while looking at some of the other that will require outside assistance.

Probably the biggest thing that occurred this month was the storm that occurred on the 24th / 25th of October. I believe they are calling it the wettest October day on record dating back to before 1950. “Atmospheric River” and “Bomb Cyclone” were a couple of the terms used to describe the event. One thing I think we can agree on is that it was a super long night running into the next day and it definitely worked the heck out of our staff. They worked together and kept things in the pipes avoiding any overflows but it was super stressful. With that being said I think we need to give a shout out to the staff for doing such a good job. Thank you staff.

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

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

During the month of October 2021, rainfall was above normal for Half Moon Bay. The 10-year average for the area is 2.044 inches of rain in October, this web link has some very useful data for our area, <https://ggweather.com/hmb/> . We did get some rainfall to report for the month of October, boy did we. Rainfall totals were as follows: 11.27, (from the NOAA gauge), inches at the treatment plant, 9.0 inches in the GCSD service are, and 7.55 inches at the MWSD weather station. All above the 10 year average, it would be nice if it didn't come all at once but we are in a drought so there is that. There were micro-climate variations verified by the data.

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

- 10/1/2021 – Poly to AB foam control, poly and Alum to MLSS eff for solids settling in the secondary clarifier.
- 10/2/2021 – Saturday - Alum & poly to MLSS eff for solids settling in the secondary clarifier, Poly to head of aeration basin for foam.
- 10/3/2021 – Sunday - Poly to AB for foam control, poly and Alum to MLSS eff for solids settling in the secondary clarifier. Chlorine spray to foam for filaments, poly and Alum to MLSS eff for secondary solids settling.
- 10/4/2021 – Poly and Alum to MLSS eff for solids settling in the secondary clarifier, foam seemed better today.
- 10/5/2021 – Poly and Alum to MLSS eff for solids settling in the secondary clarifier, Calcon here today working on # 1 & 2 water system. One side of chlorine contact basin was cleaned, (routine cleaning).
- 10/6/2021 – Poly and Alum to MLSS eff for solids settling in the secondary clarifier, Poly to MLSS basin inf again for foam, Eff pump #3 VFD issue – Calcon contacted, they will investigate issue, air relief valve was installed on the #1 / # 2 water system.
- 10/7/2021 – Poly and Alum to MLSS eff for solids settling in the secondary clarifier, Replacement hypo tank for Montara pump station arrived today, it would have been nice if we got a little more notice instead of the I'm on 92 phone call. It required a little bit of scrambling but we were able to get it unloaded. It's at the plant now since we had no way to unload it at Montara and we need to schedule the install / removal of existing.

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- 10/8/2021 – Poly and Alum to MLSS eff for solids settling in the secondary clarifier, Calcon was in to look at a #3 water pump issue. Sodium hydroxide was moved to the R.A.S. area due to PH trending down.
- 10/9/2021 – Saturday - Poly and Alum to MLSS eff for solids settling in the secondary clarifier, poly applied to the MLSS inf for foam control.
- 10/10/2021 – Sunday - Poly and Alum to MLSS eff for solids settling in the secondary clarifier, sodium hydroxide was added to give the PH a little boost.
- 10/11/2021 – Poly and Alum to MLSS eff for solids settling in the secondary clarifier, hypo sprayed to aeration basin #3 foam for filament control.
- 10/12/2021 – Poly and Alum to MLSS eff for solids settling in the secondary clarifier, Sodium hydroxide added to R.A.S. / Primary effluent channel for PH adjustment.
- 10/13/2021 – Poly and Alum to MLSS eff for solids settling in the secondary clarifier, Calcon worked on eff pump #3 VFD issue. Add poly to MLSS basin for foam control. Had to do some trouble shooting on hypo pump #3.
- 10/14/2021 – Add poly to MLSS basin for foam control. Cleaning up around the facility
- 10/15/2021 – Add poly to MLSS basin for foam control. Cl2 spray to MLSS surface for filament control. Had to backflush the heat exchanger due to a small blockage.
- 10/16/2021 – Saturday - Add poly to MLSS basin for foam control. Cl2 spray to MLSS surface for filament control.
- 10/17/2021 – Sunday - Add poly to MLSS basin for foam control. Cl2 spray to MLSS surface for filament control. Sodium hydroxide was added to give the PH a little boost.
- 10/18/2021 – Du-all here to preform safety inspections, Calcon in working on W.A.S. electrical. Add poly to MLSS basin for foam control. Cl2 spray to MLSS surface for filament control. Set up for Bio assay.
- 10/19/2021 – Calcon in working on W.A.S. electrical. Add poly to MLSS basin for foam control. Cl2 spray to MLSS surface for filament control, first Bio-assay sample sent out.
- 10/20/2021 – Calcon working on W.A.S. pump issues, second bio-assy sample sent out. About half the crew attended the sewer summit which was online.
- 10/21/2021 – Add poly to MLSS basin for foam control. Cl2 spray to MLSS surface for filament control. Third bio-assy sent out today.
- 10/22/2021 – Poly to MLSS eff, started to add alum after we processed todays samples. Calcon was in, found a bad solenoid on 2 water system.

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- 10/23/2021 – Saturday - Add poly to MLSS basin for foam control. Cl2 spray to MLSS surface for filament control. Add sodium hydroxide to boost PH, bio assay sample sent out.
- 10/24/2021 – Sunday - Cl2 spray to MLSS surface for filament control. Brought secondary #2 on line due to rain event. Lost the RDT cover due to high winds, wind destroyed the cover. Going to be a long night, half the crew is working and will be through the night.
- 10/25/2021 – Rain lightened up by 4 am, crew still out in the field dealing with high flows related inflow I would think as the ground is not saturated enough to get lots of infiltration. Wet weather storage in El Granada got up to about 18 feet, walker tank at the Montara pump station was about 8 ft. from the overflow point. For the most part a skeleton crew during the day. Bio-assay sample went out today. Calcon is in doing electrical work. We are slowly draing down both the Walker tank and the storage in El Granada.
- 10/26/2021 – Quiet day compared to the two, good thing as the crew is still recovering from the long hours over the past two.
- 10/27/2021 – Hypo delivery here early, oil and grease samples sent out, adjust secondary gates to try to balance this a little better. Calcon in working on #3 and effluent pumps. Cl2 to R.A.S. increased due to filaments. Calcon also looking at #3 hypo pump, they found a bad wire within the conduit.
- 10/28/2021 – Ran plant genny today, Calcon working on #1 / #2 water pressure gauges & #3 water gauge. #3 water pump #2 seems to be having a motor going out. Cleaned up the destroyed RDT cover, Cl2 spray on to MLSS foam.
- 10/29/2021 – Calcon working on transfer switch so we can run blowers during plant shut downs.
- 10/30/2021 – Saturday – Fairly quiet routine day, carpet cleaner in doing their thing.
- 10/31/2021 – Sunday – Another fairly quiet day, is that possible, two day in a row...

Other activities are listed below;

There were 9 deliveries (approximately 4,300 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 430.00. There were no leachate deliveries to the SAM IPS line in the month of October 2021, for a total leachate volume of 0 gallons.

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

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Contract Collection Services

The SAM crew cleaned 38,245 feet of sewer line and responded to nineteen service calls in contract service areas. Twelve were sewer line related and seven were maintenance service calls. Nine of the callouts were during regular business hours, and ten were after hour calls. Four calls were in HMB, five calls were in the GCSD service area, and ten calls were in the MWSD service area.

HMB – The service calls in HMB were as follows; 10/24 - High level alarms from smart covers, system surcharged, keeping an eye on system in the event of an overflow until crew was relieved by HMB city public works. 10/31 - Call for backup in cleanout. Crew noticed flushable wipe and standing water at cleanout. Crew flushed main finding no obstructions. Owner said he would contact a plumber to resolve issue. 10/31 - Call by owner for back up, there was water at clean out when crew arrived. Crew flushed main with no obstruction found, ran it again and the vacuum must have cleared the lateral as they retrieved some rags on second run. Owner was going to have plumber come in as a follow up.

The maintenance call in HMB was as follows; 10/13 - Call for Pelican Point Lift Station wet well alarms. Found readings erratic, put old transducer back in service to get station back in service and checked for normal operation. Recommend contractor who is working on station replace transducer.

GCSD – The five service calls in the GCSD area were as follows; 10/10 – Owner called regarding a backup. Crew arrived and ran the main which was clear. There was a property line cleanout, crew assisted the owner to restore flow. 10/15 - Call for a backup, crew arrived and ran the main finding no obstructions. The house is on a grinder pump which seems to be the issue. Homeowner will contact a plumber to resolve. 10/15 - Call for standing water in a manhole by a contractor. Crew flushed main line finding flushable wipes and a little grit to be the cause of the standing water. 10/25 - Call for a toilet backup, cleanout at house had standing water. Crew flush main finding no obstruction. There was no property line clean out to assist. Homeowner said they will contact plumber to resolve issue. 10/27 - Call for a slow draining tub, crew flushed main finding no obstructions. Unable to locate property line cleanout. Advised homeowner to contact a plumber to resolve.

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

MWSD – The four service calls in the MWSD area were as follows; 10/6 - Owner called for a backup, crew flushed main finding no obstruction. A plumber was on scene and was going to get a longer snake to assist homeowner. 10/10 - Call for backup, when crew arrived there was standing water in cleanouts. Crew flushed main and it cleared. House is last one on the section of line so there is no flow to keep things going. 10/21 - Call from home owner at Roto Rooters request. Roto Rooter had pushed a root mass into the main line and wanted us to be aware. Crew flushed main and retrieved about a five foot long root mass. 10/25 - Called by concerned citizen regarding two sunken cleanouts along the road. Crew arrived, took pictures and sent to the district and the district engineer. District engineer contract the contractor that did the recent work where issue was.

The six maintenance service calls in the MWSD area this month were as follows; 10/15 - Seal cove #2 alarm for phase power loss, power was restored upon arrival. Reset alarms and checked station for normal operation. 10/19 - Date Harte station in alarm due to power loss. Power was restored upon arrival, checked station for normal operation and cleared alarms. Genny ran for a 10th of an hour. 10/19 - Distillery lift station in high level state upon arrival. Found an excess of grease build up on the floats. Cleaned off floats and reset alarms. Checked for normal operation, all okay. 10/24 - 7th street lift station power loss. PG&E power transformer was out affecting whole area. Power to station was restored at 19:00, reset alarms and checked station for normal operation. 10/24 - Date Harte response, station unable to keep up the rain inflow. Vactor truck ran through the night pumping and dumping to keep station from overflowing. 10/24 - Airport lift station alarm. In high level state due to the rain, crews were going back and fourth to different locations until rain subsided and station could keep up with flows.

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

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Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report October 2021

Attachment B: Monthly NPDES Report October 2021

Attachment C: Collection System Data October 2021

Attachment D: Contract Collection Service Report October 2021

| | | | |
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Attachment A

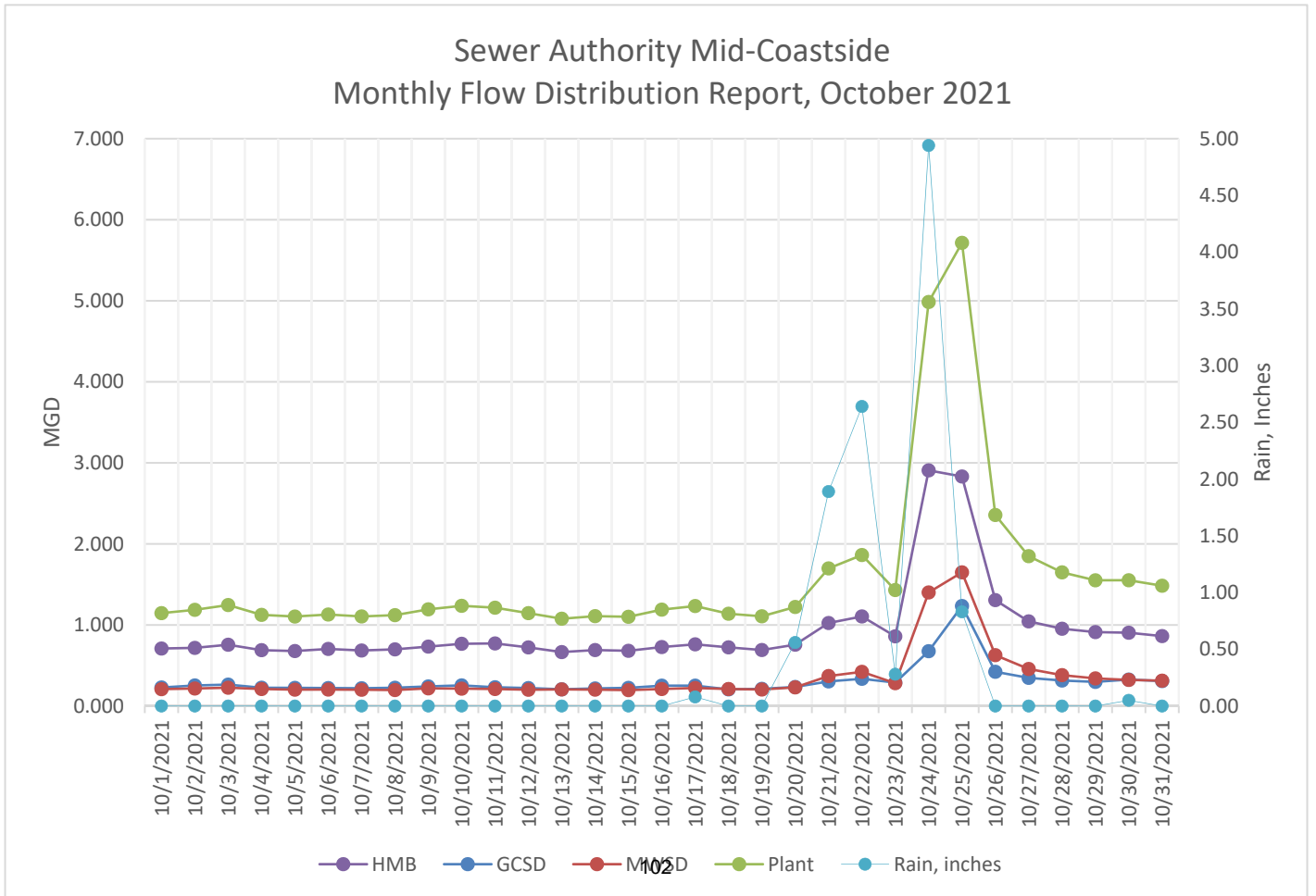
Flow Distribution Report Summary for October 2021

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

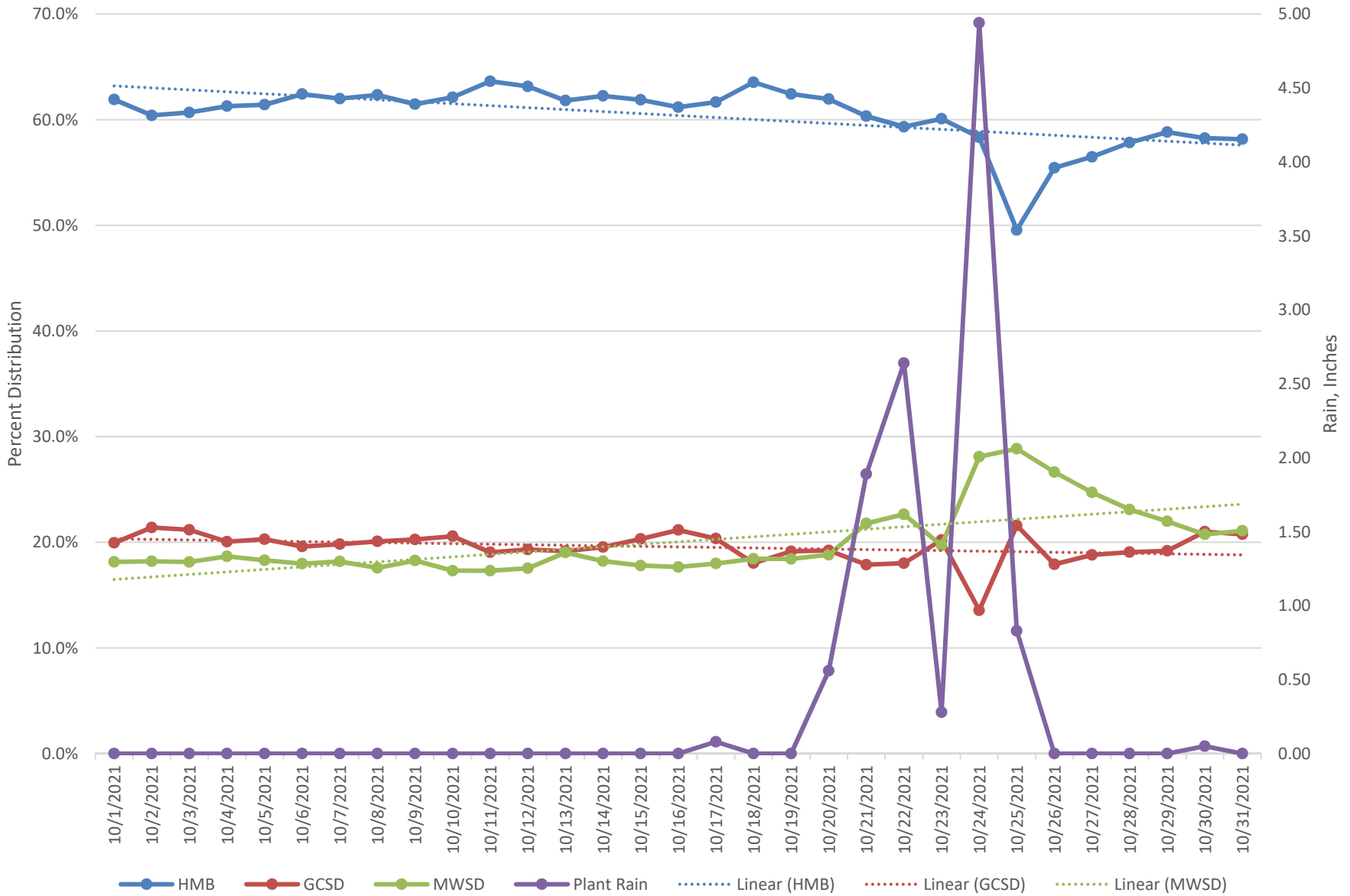
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

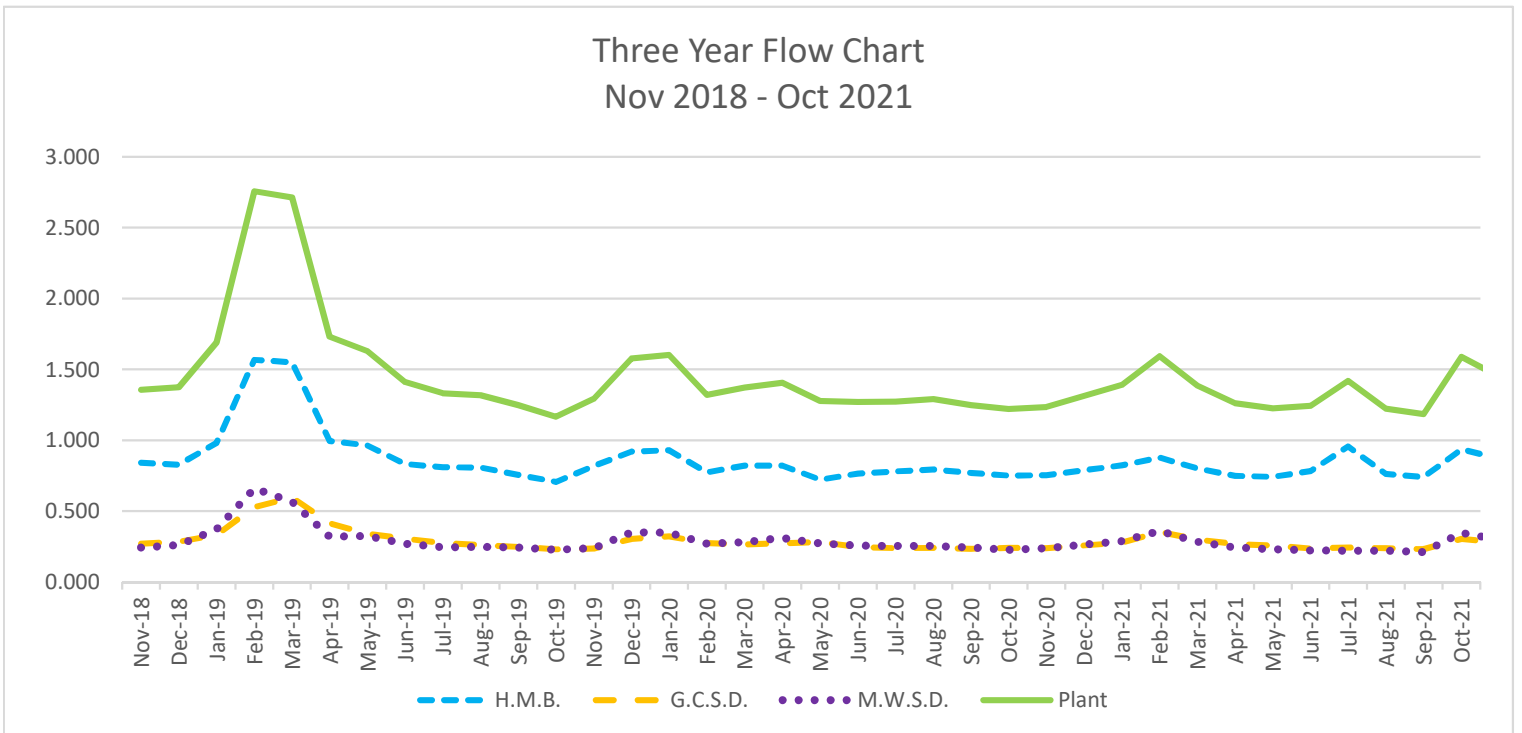
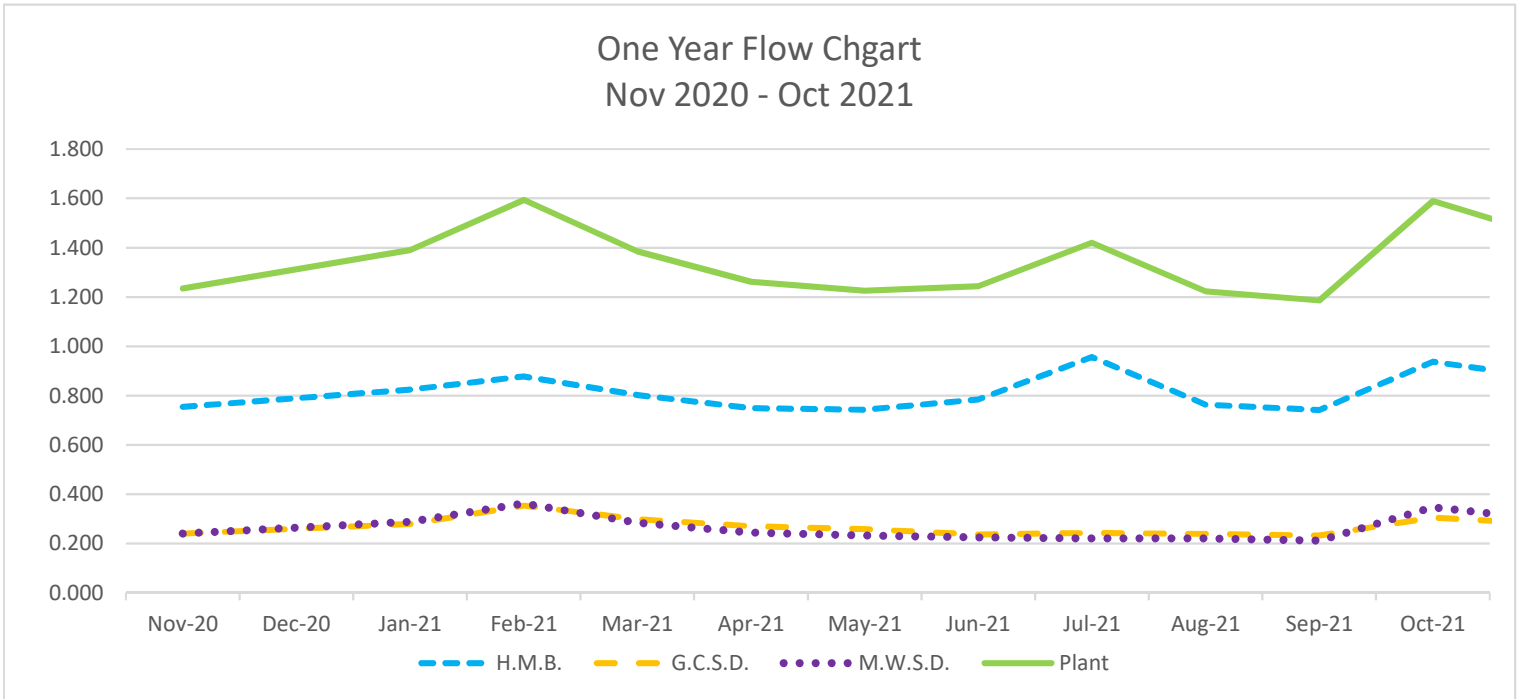
| | <u>MGD</u> | <u>%</u> |
|-------------------------------------|--------------|--------------|
| The City of Half Moon Bay | 0.937 | 59.0% |
| Granada Community Services District | 0.305 | 19.2% |
| Montara Water and Sanitary District | <u>0.347</u> | <u>21.8%</u> |
| Total | 1.589 | 100.0% |



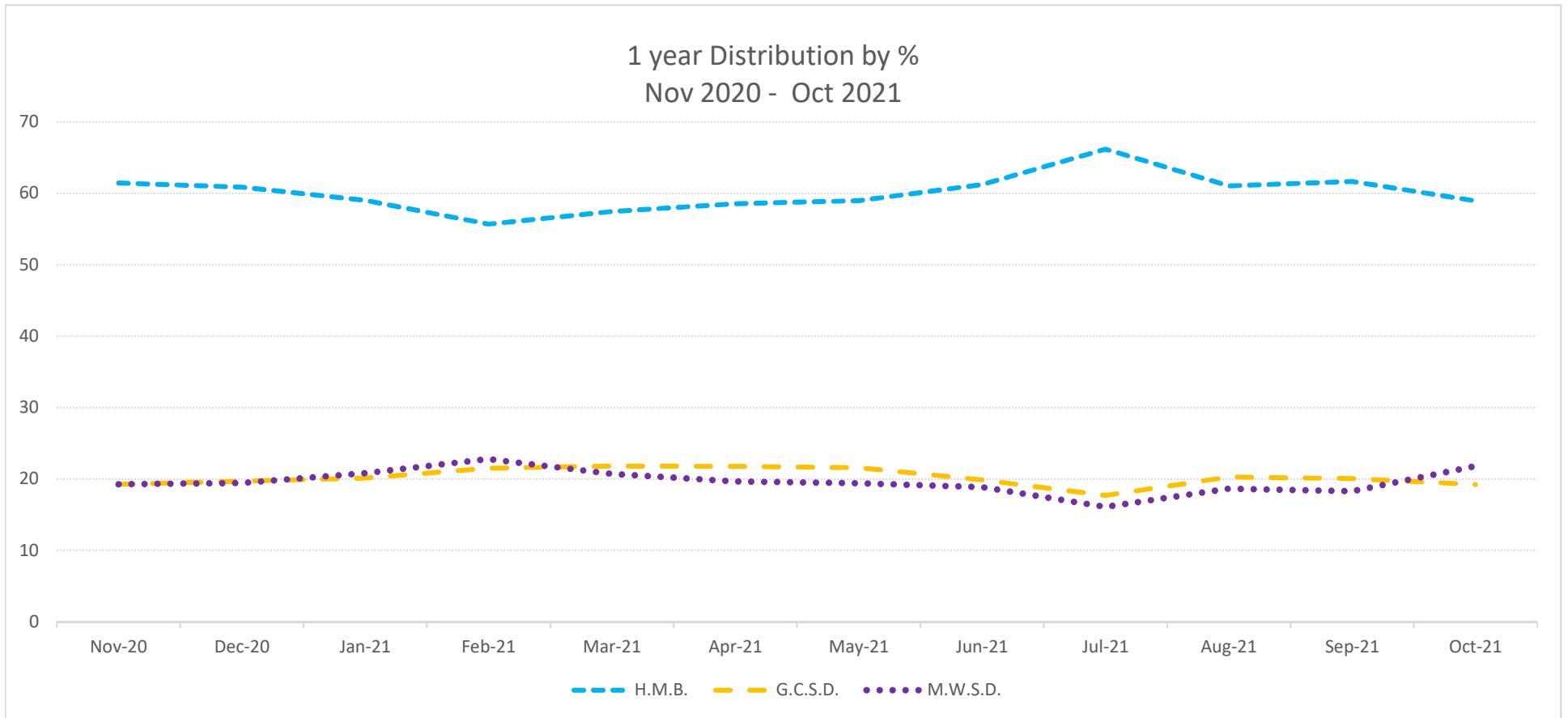
Percent Distribution October 2021



Most recent flow calibration March 2021 PS, March 2021 Plant



Flow based percent distribution based for past year



SAM E-001 October 2021

| Date | Inf TSS mg/l | Eff TSS mg/l | Eff TSS Weekly Avg | TSS % Removal | Inf BOD mg/l | I° Eff BOD mg/l | Eff BOD mg/l | Eff BOD Weekly Avg mg/l |
|-----------------|----------------------------------|-----------------|--------------------------|----------------------------------|-----------------|-----------------------|-----------------|-------------------------------|
| 10/1/2021 | | | | | | | | |
| 10/2/2021 | | | | | | | | |
| 10/3/2021 | 310 | 7.50 | | 97.6% | 330 | 240 | 7.6 | |
| 10/4/2021 | 350 | 12.00 | | 96.6% | 570 | 370 | 11.0 | |
| 10/5/2021 | 320 | 8.00 | | 97.5% | 560 | 360 | 24 | |
| 10/6/2021 | | | | | | | | |
| 10/7/2021 | | | | | | | | |
| 10/8/2021 | | | | | | | | |
| 10/9/2021 | | | 9.17 | | | | | 14.20 |
| 10/10/2021 | | | | | | | | |
| 10/11/2021 | 330 | 12.00 | | 96.4% | 440 | 210 | 17.0 | |
| 10/12/2021 | 360 | 15.00 | | 95.8% | 560 | 260 | 26.0 | |
| 10/13/2021 | 340 | 8.30 | | 97.6% | 530 | 310 | 21.0 | |
| 10/14/2021 | | | | | | | | |
| 10/15/2021 | | | | | | | | |
| 10/16/2021 | | | 11.77 | | | | | 21.33 |
| 10/17/2021 | | | | | | | | |
| 10/18/2021 | | | | | | | | |
| 10/19/2021 | 350 | 15.00 | | 95.7% | 360 | ND | 21.0 | |
| 10/20/2021 | 320 | 16.00 | | 95.0% | 400 | 260 | 26.0 | |
| 10/21/2021 | 290 | 14.00 | | 95.2% | 280 | 250 | 25.0 | |
| 10/22/2021 | | | | | | | | |
| 10/23/2021 | | | 15.00 | | | | | 24.00 |
| 10/24/2021 | | | | | | | | |
| 10/25/2021 | | | | | | | | |
| 10/26/2021 | | | | | | | | |
| 10/27/2021 | 140 | 5.40 | | 96.1% | 100 | 82 | 3.9 | |
| 10/28/2021 | 180 | 4.50 | | 97.5% | 210 | 110 | 15.0 | |
| 10/29/2021 | 210 | 5.40 | | 97.4% | 280 | 170 | 12.0 | |
| 10/30/2021 | | | 5.10 | | | | | 10.30 |
| 10/31/2021 | 170 | 7.50 | | 95.6% | 150 | 150 | 8.0 | |
| | results in bold boxes are drafts | | | results in bold boxes are drafts | | | | |
| Count | 13 | 13 | 4 | 13 | 13 | 12 | 13 | 4 |
| Minimum | 140 | 4.50 | 5.10 | 95.0% | 100 | 82 | 3.9 | 10.3 |
| Average | 282 | 10.05 | 10.26 | 96.5% | 367 | 231 | 16.7 | 17.5 |
| Maximum | 360 | 16.00 | 15.00 | 97.6% | 570 | 370 | 26.0 | 24.0 |
| Percent Removal | | | | 85 | | | | |
| 5 Sample Median | | | | | | | | |
| High | | | | | | | | |
| Low | | | | | | | | |
| Daily Max | | | | | | | | |
| Weekly Max | | | 45 | | | | | 45 |
| Monthly Average | | 30 | | | | | 30 | |

SAM E-001 October 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 |
|-----------------------------------------|---------------|-----------------------------|----------------------------------------|-------------------|------------------------------|---------------------------|
| 10/1/2021 | | | | | | 0.00 |
| 10/2/2021 | | | | | | 0.00 |
| 10/3/2021 | 97.7% | 23.00 | | 1.80 | | 0.00 |
| 10/4/2021 | 98.1% | ND | | 2.70 | | 0.00 |
| 10/5/2021 | 95.7% | | | | | 0.00 |
| 10/6/2021 | | | | | | 0.00 |
| 10/7/2021 | | | | | | 0.00 |
| 10/8/2021 | | | | | | 0.00 |
| 10/9/2021 | | | 11.50 | | 2.25 | 0.00 |
| 10/10/2021 | | | | | | 0.00 |
| 10/11/2021 | 96.1% | ND | | 1.8 | | 0.00 |
| 10/12/2021 | 95.4% | 0.10 | | 3.5 | | 0.00 |
| 10/13/2021 | 96.0% | | | | | 0.00 |
| 10/14/2021 | | | | | | 0.00 |
| 10/15/2021 | | | | | | 0.00 |
| 10/16/2021 | | | 0.10 | | 2.65 | 0.00 |
| 10/17/2021 | | | | | | 0.00 |
| 10/18/2021 | | | | | | 0.00 |
| 10/19/2021 | 94.2% | 0.10 | | 7.30 | | 0.00 |
| 10/20/2021 | 93.5% | 0.6 | | 8.40 | | 0.00 |
| 10/21/2021 | 91.1% | | | | | 0.00 |
| 10/22/2021 | | | | | | 0.00 |
| 10/23/2021 | | | 0.35 | | 7.85 | 0.00 |
| 10/24/2021 | | | | | | 0.00 |
| 10/25/2021 | | | | | | 0.00 |
| 10/26/2021 | | | | | | 0.00 |
| 10/27/2021 | 96.1% | ND | | 3.10 | | 0.00 |
| 10/28/2021 | 92.9% | ND | | 2.10 | | 0.00 |
| 10/29/2021 | 95.7% | | | | | 0.00 |
| 10/30/2021 | | | ND | | 2.60 | 0.00 |
| 10/31/2021 | 94.7% | ND | | 3.70 | | 0.00 |
| results in bold boxes are drafts | | | | | | |
| Count | 13 | 4 | | 3 | 9 | 31 |
| Minimum | 91.1% | 0.1 | < | 0.10 | 1.80 | 0.0 |
| Average | 95.2% | 5.95 | | 3.98 | 3.82 | 0.0 |
| Maximum | 98.1% | 23.0 | | 11.5 | 8.40 | 0.0 |
| Percent Removal | 85 | | | | | |
| 5 Sample Median | | | | | | |
| High | | | | | | |
| Low | | | | | | |
| Daily Max | | | | 225 | | 4.8 |
| Weekly Max | | | | | 100 | |
| Monthly Average | | | | 75 | | |

SAM E-001 October 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 |
|-----------------|-----------------------|---------------------------------|--------|----------|-----------------|-----------------|-------------|---------------------|
| 10/1/2021 | 0.00 | | 7.05 | 20.6 | | | 6.57 | 73.0 |
| 10/2/2021 | 0.00 | | 7.15 | 21.0 | | | 6.68 | 74.8 |
| 10/3/2021 | 0.00 | | 7.05 | 20.9 | | | 6.70 | 74.7 |
| 10/4/2021 | 0.00 | 30.0 | 6.94 | 20.5 | ND | | 6.93 | 77.1 |
| 10/5/2021 | 0.00 | | 7.17 | 20.9 | | | 7.13 | 79.8 |
| 10/6/2021 | 0.00 | | 6.81 | 21.1 | | | 6.44 | 72.2 |
| 10/7/2021 | 0.00 | | 6.71 | 20.6 | | | 6.77 | 75.4 |
| 10/8/2021 | 0.00 | | 6.71 | 20.9 | | | 6.98 | 78.2 |
| 10/9/2021 | 0.00 | | 6.86 | 20.8 | | ND | 6.78 | 75.7 |
| 10/10/2021 | 0.00 | | 6.86 | 20.6 | | | 6.26 | 69.6 |
| 10/11/2021 | 0.00 | | 7.13 | 20.4 | | | 7.30 | 80.8 |
| 10/12/2021 | 0.00 | 25.0 | 6.94 | 19.9 | ND | | 6.79 | 74.7 |
| 10/13/2021 | 0.00 | | 7.05 | 19.4 | | | 6.65 | 71.6 |
| 10/14/2021 | 0.00 | | 7.11 | 19.7 | | | 6.67 | 73.0 |
| 10/15/2021 | 0.00 | | 6.95 | 20.2 | | | 6.74 | 74.5 |
| 10/16/2021 | 0.00 | | 6.98 | 20.5 | | ND | 6.53 | 72.4 |
| 10/17/2021 | 0.00 | | 6.99 | 20.2 | | | 7.00 | 77.2 |
| 10/18/2021 | 0.00 | | 6.95 | 19.5 | | | 6.98 | 76.0 |
| 10/19/2021 | 0.00 | | 6.88 | 20.0 | | | 6.49 | 71.5 |
| 10/20/2021 | 0.00 | 32.0 | 6.98 | 19.9 | ND | | 6.65 | 73.0 |
| 10/21/2021 | 0.00 | | 6.91 | 20.6 | | | 6.70 | 74.5 |
| 10/22/2021 | 0.00 | | 6.70 | 20.4 | | | 6.94 | 76.9 |
| 10/23/2021 | 0.00 | | 6.73 | 20.2 | | ND | 7.02 | 77.5 |
| 10/24/2021 | 0.00 | | 6.85 | 20.3 | | | 7.16 | 79.2 |
| 10/25/2021 | 0.00 | | 6.67 | 18.2 | | | 7.48 | 79.3 |
| 10/26/2021 | 0.00 | | 6.77 | 18.9 | | | 7.73 | 83.2 |
| 10/27/2021 | 0.00 | | 6.76 | 19.6 | | | 6.55 | 71.4 |
| 10/28/2021 | 0.00 | | 6.87 | 20.3 | | | 7.43 | 82.2 |
| 10/29/2021 | 0.00 | | 6.98 | 19.5 | ND | | 7.43 | 81.1 |
| 10/30/2021 | 0.00 | | 6.89 | 19.4 | | ND | 6.88 | 73.9 |
| 10/31/2021 | 0.00 | | 6.81 | 20.2 | | | 6.11 | 67.5 |
| | | | | | | | | |
| | | | | | | | | |
| Count | 31 | 3 | 31 | 31 | 0 | 0 | 31 | 31 |
| Minimum | 0.00 | 25.0 | 6.67 | 18.2 | < 0 | < ND | 6.11 | 67.5 |
| Average | 0.0 | 29.0 | 6.91 | 20.2 | < ND | < ND | 6.85 | 75.5 |
| Maximum | 0.00 | 32.0 | 7.17 | 21.1 | 0 | < 0.0 | 7.73 | 83.2 |
| | | | | | | | | |
| 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, October 2021

October 2021

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

12 Month Moving Total

| | Total | <i>12 month rolling Number</i> | | | |
|--------------|--------------|--------------------------------|--------------|-------------|------------|
| | | HMB | GCS D | MWSD | SAM |
| Roots | 2 | 1 | 0 | 1 | 0 |
| Grease | 0 | 0 | 0 | 0 | 0 |
| Mechanical | 0 | 0 | 0 | 0 | 0 |
| Wet Weather | 0 | 0 | 0 | 0 | 0 |
| Other | 1 | 0 | 0 | 1 | 0 |
| Total | 3 | 1 | 0 | 2 | 0 |
| | | 33% | 0% | 67% | 0% |

Reportable SSOs

| | Total | <i>Reportable Number of S.S.O.'s</i> | | | |
|-----------------------|--------------|--------------------------------------|--------------|-------------|------------|
| | | HMB | GCS D | MWSD | SAM |
| October 2021 | 0 | 0 | 0 | 0 | 0 |
| 12 Month Moving Total | 3 | 1 | 0 | 2 | 0 |

SSOs / Year / 100 Miles

| | Total | <i>Number of S.S.O.'s /Year/100 Miles</i> | | | |
|-----------------------|--------------|-------------------------------------------|--------------|-------------|------------|
| | | HMB | GCS D | MWSD | SAM |
| October 2021 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 12 Month Moving Total | 2.9 | 2.7 | 0.0 | 7.4 | 0.0 |
| Category 1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Category 2 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Category 3 | 2.9 | 2.7 | 0.0 | 7.4 | 0.0 |
| Miles of Sewers | 104.5 | 37.0 | 33.2 | 27.0 | 7.3 |
| | | 35.4% | 31.8% | 25.8% | 7.0% |

12 Month Rolling Total Sewer Cleaning Summary

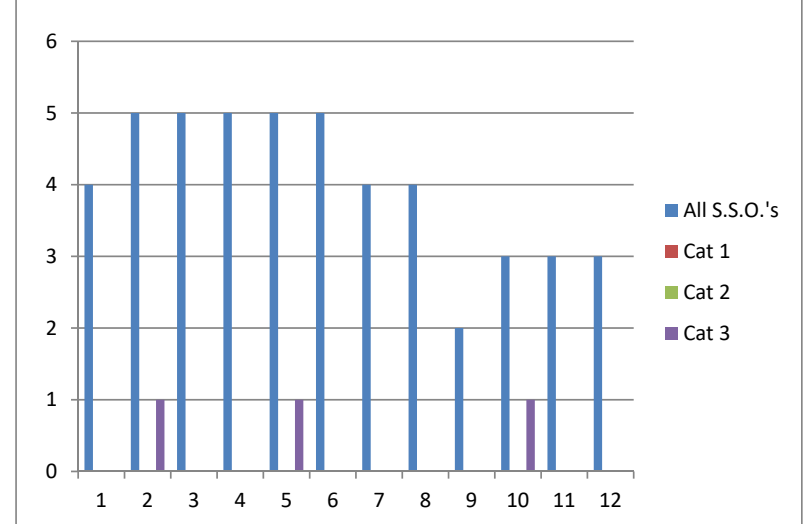
| Month | HMB | GCS D | MWSD | Total Feet | Total Miles |
|------------|--------|--------|--------|------------|-------------|
| Nov - 20 | 11,229 | 23,059 | 9,482 | 43,770 | 8.3 |
| Dec - 20 | 17,235 | 16,367 | 4,540 | 38,142 | 7.2 |
| Jan - 21 | 9,147 | 11,987 | 2,909 | 24,043 | 4.6 |
| Feb - 21 | 8,887 | 7,652 | 5,483 | 22,022 | 4.2 |
| Mar - 21 | 12,401 | 11,943 | 4,691 | 29,035 | 5.5 |
| April - 21 | 10,839 | 2,172 | 6,565 | 19,576 | 3.7 |
| May - 21 | 12,472 | 986 | 6,281 | 19,739 | 3.7 |
| June - 21 | 10,450 | 3,278 | 4,743 | 18,471 | 3.5 |
| July - 21 | 13,852 | 9,054 | 3,571 | 26,477 | 5.0 |
| Aug - 21 | 9,803 | 7,616 | 8,952 | 26,371 | 5.0 |
| Sep - 21 | 10,059 | 8,794 | 8,659 | 27,512 | 5.2 |
| Oct - 21 | 14,319 | 13,526 | 10,400 | 38,245 | 7.2 |

| | | | | | |
|-----------|---------|---------|--------|---------|--|
| Annual ft | 140,693 | 116,434 | 76,276 | 333,403 | |
|-----------|---------|---------|--------|---------|--|

| | | | | | |
|------------|------|------|------|--|------|
| Annual Mi. | 26.6 | 22.1 | 14.4 | | 63.1 |
|------------|------|------|------|--|------|

Attachment C

12 Month Moving SSO Totals Through October 2021



TASK SUMMARY- GCSD 2021-2022

| Task | Target Total | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Total to Date | % Complete |
|------------------------------------|--------------|-------|-------|-------|--------|-----|-----|-----|-----|-------|-------|-----|------|---------------|------------|
| Sewer Line Cleaning | 87,000 | 7,608 | 5,724 | 4,139 | 11,880 | | | | | | | | | 29,351 | 34% |
| Hot Spot Cleaning | 5,400 | 1,587 | 1,762 | 3,052 | 3,019 | | | | | | | | | 9,420 | 174% |
| Lift Station Inspection - Daily | 52 | 4 | 4 | 5 | 4 | | | | | | | | | 17 | 0% |
| Lift Station Inspection - Annually | 3 | - | - | - | - | | | | | | | | | - | 0% |
| Maint. Work Orders - Completed | - | 4 | 4 | 5 | 4 | | | | | | | | | 17 | - |
| Maint. Work Orders - Incomplete | - | | - | - | - | | | | | | | | | - | - |
| Manhole Inspection | 879 | 44 | 41 | 37 | 69 | | | | | | | | | 191 | 22% |
| USA Markings | 372 | 74 | 74 | 46 | 44 | | | | | | | | | 238 | 64% |
| F.O.G. Inspections Completed | 10 | - | - | - | 19 | | | | | | | | | 19 | 190% |
| F.O.G. Inspections Passed | 10 | - | - | - | 8 | | | | | | | | | 8 | 80% |
| F.O.G. Inspection Failed | - | - | - | - | 11 | | | | | | | | | 11 | - |
| Lateral Inspections | - | - | - | 2 | 1 | | | | | | | | | 3 | - |
| Customer Service Call - Reg | - | 2 | - | 2 | 4 | | | | | | | | | 8 | - |
| Customer Service Call - OT | - | - | 1 | 1 | 1 | | | | | | | | | 3 | - |
| SSO Response - Category 1 | - | - | - | - | - | | | | | | | | | - | - |
| SSO Response - Category 2 | - | - | - | - | - | | | | | | | | | - | - |
| SSO Response - Category 3 | - | - | - | - | - | | | | | | | | | - | - |
| Insurance Claims Filed | - | 0 | 0 | 0 | 0 | | | | | | | | | - | - |

ITEM #8



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

November 18, 2021

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

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 7:02 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 and Assistant General Manager Delia Comito.
District Counsel Bill Parkin was out of town.

GENERAL PUBLIC PARTICIPATION

Public member Martin Smith spoke in support of a bike pump track in Quarry Park.

ADJOURN TO CLOSED SESSION

1. Conference with Real Property Negotiator (Government Code Section 54956.8).

Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.

District's Negotiator: Chuck Duffy

Negotiating parties: Laura Silvestri Trust and Granada Community Services District

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

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 7:32 pm.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

None.

REGULAR MEETING AGENDA

1. Report on the Status of the Quarry Park Bike Pump Track by Nicholas Calderon of San Mateo County Parks.

Mr. Calderon reported that the project was fully designed, permitted and ready to go out for bid, but was delayed due to fire risk management, which involved removing trees located near the track site. They hope to break ground in mid-April. He indicated that ten parking spaces were to be added to the existing lot as a mitigation measure. The Board thanked Mr. Calderon for his report, and he expressed that he's looking forward to partnering with GCSD.

2. Consideration of Variance for APN 048-013-790, Cortez Avenue, 7,446 Sq. Ft. Parcel in a 10,000 Sq. Ft. Zoning District, Owner: Carey.

The findings report provided in the packet and prepared by District Counsel indicated that all findings could be met to grant the variance.

ACTION: Director Dye moved to approve the variance for APN 048-013-790, as all findings were met. (Dye/Marsh). Approved 5-0.

3. Consideration of a Class 2M Sewer Connection Permit for APN 047-204-020, 516 Avenue Alhambra, Owner: Clonea, LLC.

Ms. Comito read the staff report and indicated that District policy requires board approval for permits needing more than two ERU's of capacity, and that this project requires five ERU's. She said that the County approved the Use Permit, CDP and CoC, and recommended Board approval.

ACTION: Director Dye moved to approve the Class 2M sewer permit for APN 047-204-020. (Dye/Suchomel). Approved 5-0.

4. Consideration of Ordinance to Adopt Mandatory Organic Waste Disposal Reduction Regulations (SB 1383).

Chris Porter, Recology General Manager, explained that the District is required to comply with the new State regulations regarding organic waste, which takes effect on January 1, 2022. Recology will be mailing information to District customers regarding the new program, which will allow for organic waste to be combined with green waste and picked up weekly. They will be working directly with the commercial customers for compliance. The Ordinance will not be formally adopted until the second reading occurs in December.

ACTION: Director Dye moved to waive the full reading of the ordinance and approve the Ordinance subject to the second reading at the December board meeting. (Dye/Marsh). Approved 5-0.

5. Consideration of MOU with the County of San Mateo for Establishment of Edible Food Recovery Program.

Chris Porter said only a few commercial businesses fall into the category which requires participation in the program, and because of its complexity, Recology will take the lead to work with those business and the County to ensure compliance and reporting requirements are met.

ACTION: Director Marsh moved to approve the MOU between San Mateo County and the District to establish and Edible Food Recovery Program. (Marsh/Clark). Approved 5-0.

6. Report on Parks and Recreation Activities.

a. Appointments to the Parks Advisory Committee.

Director Marsh reported on the PAC application process and provided the Ad Hoc PAC Committee's recommendations of appointing Ethan Rayner to the vacant seat, and appointing Megan Gannaway and Thomas De Meo as alternates.

ACTION: Director Dye moved to approve the appointments as recommended by the Ad Hoc PAC Committee. (Dye/Clark). Approved 5-0.

PAC Chair Pat Tierney reported on the meeting held on November 3, and reviewed the agenda items. The PAC approved advocating for a Disc Golf course in Quarry Park with financial support from the District. More information will be provided at a later date. Director Dye provided a report on the District sponsored Jr. Land Program at EG Elementary School. Mr. Duffy announced that he had a meeting scheduled for the next week with Kikuchi & Kankel and BKF Engineering to develop a timeline for the Burnham Park development.

7. Consideration of Resolution Establishing Fees for Processing Applications and Other Administrative Processes.

Ms. Comito presented the resolution to add an Inspection Application Fee and to correct the Class 3 Permit deposit amount.

ACTION: Director Dye moved to approve the Resolution accepting the Fee Schedule changes as presented. (Dye/Marsh). Approved 5-0.

8. Consideration of Support for the Potential Adoption of San Mateo County Supervisorial District Boundaries Following the 2020 Census.

This item was tabled due to recent favorable outcomes on the issue.

9. Discussion of SAM Treatment Plant Process Issues and Non-Domestic Source Control Program.

Mr. Duffy explained the focus of this item is for the Board to decide if GCSD should be the interface with non-domestic businesses within the district, as well as developing an educational and testing program for non-domestic dischargers. The Board held a discussion and agreed that the District should take the lead and be the ratepayer interface on the Non-Domestic Source Control Program, while coordinating the program with SAM.

10. Report on Sewer Authority Mid-Coastside Meetings.

Nothing further to report.

CONSENT AGENDA

- 11. October 21, 2021 Special and Regular Meeting Minutes.**
- 12. November 2021 Warrants.**
- 13. Approve Change Order Payment to Devaney Engineering for \$61,682.05.**
- 14. September 2021 Financial Statements.**
- 15. Assessment District Distribution #4-21/22.**
- 16. Approve Notice of Completion for the Medio Creek Bridge Crossing Sewer Relocation Project, Phase 2.**
- 17. Approve Notice of Completion for the 2020 Sewer Replacement Project.**
ACTION: Director Dye moved to approve the Consent Agenda. (Dye/Marsh).
Approved 5-0.

COMMITTEE REPORTS

- 18. Report on seminars, conferences, or committee meetings.**

INFORMATION CALENDAR

- 19. Attorney's Report. (Parkin)**
- 20. General Manager's Report. (Duffy)**
- 21. Administrative Staff Report. (Comito)**
- 22. Engineer's Report. (Kennedy Jenks)**
- 23. Future Agenda Items.**

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 9:35 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: December 16, 2021

ITEM #9

**Granada Community Services District
December 2021 Warrants**

For the December 16, 2021 Board of Director's Meeting

| Date | Num | Name | Memo | Account | Amount |
|--------------|------------|----------------------------------|----------------------------------------|--------------------------------------|-------------------|
| 11/18/21 | 9052 | Shawn Peterson | 480 Ave. Alhambra - Shed teardown work | 6135 · Other Property Maint. | 75.00 |
| 11/18/21 | 9053 | State Fund Comp Insurance | Workers Comp Prem 08/19/21-08/19/22 | 6080 · Insurance | 1,101.96 |
| 11/18/21 | 9054 | City of Half Moon Bay | 20/21 FY Reim Per Funding Agrmt | 5120 · Half Moon Bay Reimb - Parks | 9,030.43 |
| 11/18/21 | 9055 | Matthew Clark | Notice of completion notary fees | 6220 · Miscellaneous | 30.00 |
| 11/18/21 | 9056 | Yvonne Thompson | 21/22 SSC Refund | 4020 · Sewer Service Charges-SMC | 580.00 |
| 11/18/21 | 9057 | Sandie Arnott - SMC Tax Collecto | APN 047-251-100 | 6220 · Miscellaneous | 396.56 |
| 11/18/21 | 9058 | Sandie Arnott - SMC Tax Collecto | APN 047-251-110 | 6220 · Miscellaneous | 4,925.49 |
| 12/16/21 | 9059 | Barbara Dye | 11/18/21 GCSD, 11/22/21 SAM | 6040 · Directors' Compensation | 190.00 |
| 12/16/21 | 9060 | CliftonLarsonAllen LLP | Nov 2021 | 6152 · Accounting | 2,500.00 |
| 12/16/21 | 9061 | Comcast | 12/13/21-01/12/22 Svcs | 6170 · Utilities | 199.97 |
| 12/16/21 | 9062 | David Seaton | 11/18/21 GCSD | 6040 · Directors' Compensation | 145.00 |
| 12/16/21 | 9063 | Dudek | 10/30/21-11/26/21 Prof. Svcs | 6151 · General Manager | 8,962.50 |
| 12/16/21 | 9064 | Eric Suchomel | 11/18/21 GCSD | 6040 · Directors' Compensation | 145.00 |
| 12/16/21 | 9065 | Gaetani Real Estate | Office Lease-Jan 2022 | 6120 · Office Lease | 4,550.00 |
| 12/16/21 | 9066 | Golden Bay Construction | Naples Beach Sewer Project-2 | 1617-1 · Medio Creek Xing/Mirada Sew | 3,764.85 |
| 12/16/21 | 9067 | Hue & Cry, Inc | Dec 2021 Pump Stn Alarm | 6170 · Utilities | 32.65 |
| 12/16/21 | 9068 | KBA Document Solution, LLC | 8/28/21-11/27/21 | 6020 · Copier lease | 408.13 |
| 12/16/21 | 9069 | Kennedy Jenks | Sum 171 & 173 | 6070 · Engineering Services | 17,110.24 |
| 12/16/21 | 9070 | Matthew Clark | 11/18/21 GCSD, 11/22/21 SAM | 6040 · Directors' Compensation | 190.00 |
| 12/16/21 | 9071 | Nancy Marsh | 11/18/21 GCSD | 6040 · Directors' Compensation | 145.00 |
| 12/16/21 | 9072 | Pacifica Community TV | 10/21/21 GCSD | 6180 · Video Taping | 300.00 |
| 12/16/21 | 9073 | PG&E | Pump Stn Inv dtd 11/17/21 | 6170 · Utilities | 304.07 |
| 12/16/21 | 9074 | PGE | Office Inv dtd 11/30/21 | 6170 · Utilities | 51.13 |
| 12/16/21 | 9075 | Rodolfo Romero | 10/02/21 & 12/16/21 Ofc Cleaning | 6130 · Office Maintenance & Repairs | 140.00 |
| 12/16/21 | 9076 | Sewer Authority Mid-Coastside | Dec 2021 Asmts | 5020 · SAM-Admin/Treat/Env/Inf/Coll | 144,469.88 |
| 12/16/21 | 9077 | Tri Counties Bank | Nov 2021 Card Charges | 6140 · Office Supplies | 669.00 |
| 12/16/21 | 9078 | US Bank | Dec 2021 Svcs | 6020 · Copier Lease | 357.78 |
| 12/16/21 | 9079 | Verizon Wireless | Nov 2021 | 6170 · Utilities | 134.33 |
| TOTAL | | | | | 200,908.97 |

ITEM #10

Granada Community Services District
Statement of Net Position (Unaudited)
As of October 31, 2021

ASSETS

| | |
|----------------------------------------|--------------------|
| Current Assets | |
| Checking/Savings | |
| 1020 · Petty Cash | 43 |
| 1030 · Cash - LAIF | 1,903,254 |
| 1040 · Tri Counties Bank - Gen Op | 70,234 |
| 1050 · Tri Counties Bank - Deposit | 17,345 |
| 1500 · Due from AD | 230,080 |
| 1550 · Prepaid Expenses | 4,500 |
| Total Current Assets | <u>2,225,456</u> |
| Fixed Assets | |
| 1600 · Land | 2,808,979 |
| 1610 · Construction in Progress | 969 |
| 1615 · Equipment | 22,153 |
| 1620 · Collections System | 11,227,956 |
| 1630 · Accumulated Depreciation | <u>(7,008,196)</u> |
| Total Fixed Assets | <u>7,051,861</u> |
| Other Assets | |
| 1700 · Advance to MWSD | 1,085,094 |
| 1710 · Allowance - for Advance to MWSD | <u>(1,085,094)</u> |
| 1720 · Advance to AD- Bond Reserve | 364,890 |
| 1730 · Advance to AD- NCA Fund | 166,477 |
| 1735 · Advance to AD- Assesmnt Revenue | 84,834 |
| 1750 · Investment in SAM | 4,709,323 |
| 1760 · Deferred Outflows of Resources | 102,010 |
| 1765 · Land Deposit - 480 Ave Alhambra | 54,000 |
| Total Other Assets | <u>5,481,534</u> |
| Total Assets | <u>14,758,850</u> |

LIABILITIES

| | |
|--------------------------------------|----------------|
| Current Liabilities | |
| 2000 · Accounts Payable | 17,581 |
| 2001 · Accrued Vacation | 6,248 |
| 2020 · Class 3 Deposits | 19,055 |
| 2100 · Payroll Liabilities | 3,871 |
| 2225 · Recology-Del Garbage | 7,268 |
| 2300 · Due to AD | 6,639 |
| 2310 · Relief Refund Advance | 350 |
| Total Current Liabilities | <u>61,012</u> |
| Long Term Liabilities | |
| 2401 · Net Pension Liability | 177,495 |
| 2402 · Deferred Inflows of Resources | 21,144 |
| Total Long Term Liabilities | <u>198,639</u> |
| Total Liabilities | <u>259,651</u> |

NET POSITION

| | |
|----------------------------|----------------------|
| 3000 · Net Assets | 5,880,879 |
| 3005 · Contributed Capital | 9,595,349 |
| Net Income | <u>(977,029)</u> |
| Total Net Position | <u>\$ 14,499,199</u> |

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

| | Jul 1, 2021 - October 31, 2021 | Expected To Date | Variance Favorable/ (Unfavorable) | FY 2021/2022 Budget |
|------------------------------------------|--------------------------------------|---------------------|-----------------------------------------|---------------------------|
| Revenues | | | | |
| Operating Revenue | | | | |
| 4010 · Property Tax Allocation | \$ 543 | \$ - | \$ 543 | \$ - |
| 4015 · Park Tax Allocation | 330 | 283,332 | (283,002) | 850,000 |
| 4020 · Sewer Service Charges-SMC | - | 603,332 | (603,332) | 1,810,000 |
| 4021 · Sewer Svc Charges Pro-rated | 2,015 | - | 2,015 | - |
| 4030 · AD OH Reimbursement | 6,501 | 10,667 | (4,166) | 32,000 |
| 4040 · Recology Franchise Fee | 11,810 | 11,000 | 810 | 33,000 |
| Total Operating Revenue | <u>21,199</u> | <u>908,331</u> | <u>(887,132)</u> | <u>2,725,000</u> |
| Non Operating Revenue | | | | |
| 4120 · Interest on Reserves | 1,829 | 6,000 | (4,171) | 18,000 |
| 4130 · Connection Fees | 11,978 | 9,333 | 2,645 | 28,000 |
| 4150 · Repayment of Adv to AD-NCA | - | 65,100 | (65,100) | 195,300 |
| 4155 · Repayment of Adv to AD-ARF | - | 38,233 | (38,233) | 114,700 |
| 4160 · SAM Refund from Prior Yr | - | 333 | (333) | 1,000 |
| 4170 · ERAF Refund | 265,134 | 83,333 | 181,801 | 250,000 |
| 4180 · Misc Income | 223,405 | 1,667 | 221,738 | 5,000 |
| Total Non Operating Revenue | <u>502,346</u> | <u>203,999</u> | <u>298,347</u> | <u>612,000</u> |
| Total Revenues | <u>523,545</u> | <u>1,112,330</u> | <u>(588,785)</u> | <u>3,337,000</u> |
| Expenses | | | | |
| Operations | | | | |
| 5010 · SAM - General | 326,990 | 326,990 | - | 980,971 |
| 5020 · SAM - Collections | 81,537 | 81,537 | - | 244,612 |
| 5021 · Lift Station Maint. | 804 | - | (804) | - |
| 5050 · Mainline System Repairs | - | 3,333 | 3,333 | 10,000 |
| 5060 · Lateral Repairs | - | 8,333 | 8,333 | 25,000 |
| 5065 · CCTV | - | 5,000 | 5,000 | 15,000 |
| 5070 · Pet Waste Station | - | 400 | 400 | 1,200 |
| 5110 · RCD - Parks | - | 10,000 | 10,000 | 30,000 |
| 5120 · Half Moon Bay Reimb - Parks | - | 129,667 | 129,667 | 389,000 |
| 5130 · Parks & Rec Professional Services | 25,557 | 100,000 | 74,443 | 300,000 |
| Total Operations | <u>434,888</u> | <u>665,260</u> | <u>230,372</u> | <u>1,995,783</u> |

No assurance is provided on these financial statements.

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

| | Jul 1, 2021 - October 31, 2021 | Expected To Date | Variance Favorable/ (Unfavorable) | FY 2021/2022 Budget |
|----------------------------------------------|--------------------------------------|---------------------|-----------------------------------------|---------------------------|
| Expenses (Continued) | | | | |
| Administration | | | | |
| 6010 · Auditing | \$ 1,325 | \$ 5,333 | \$ 4,008 | \$ 16,000 |
| 6020 · Copier lease | 1,430 | 2,000 | 570 | 6,000 |
| 6040 · Directors' Compensation | 4,200 | 3,667 | (533) | 11,000 |
| 6050 · Education & Travel Reimb | 28 | 667 | 639 | 2,000 |
| 6060 · Employee Compensation | | | | |
| 6061 · Employee Salaries | 63,956 | 73,333 | 9,377 | 220,000 |
| 6062 · Medical Ins. | 13,566 | 14,457 | 891 | 43,370 |
| 6063 · Employer Payroll Taxes | 5,152 | 17,210 | 12,058 | 51,630 |
| 6064 · CALPERS Contribution | 16,825 | - | (16,825) | - |
| 6060 · Employee Compensation - Other | 437 | - | (437) | - |
| 6070 · Engineering Services | 26,515 | 6,667 | (19,848) | 20,000 |
| 6080 · Insurance | 844 | 11,667 | 10,823 | 35,000 |
| 6090 · Legal Services | 12,102 | 13,333 | 1,231 | 40,000 |
| 6095 · Legal Services for Case Related Legal | 26,330 | 30,000 | 3,670 | 90,000 |
| 6100 · Memberships | 6,662 | 3,000 | (3,662) | 9,000 |
| 6110 · Newsletter | - | 2,333 | 2,333 | 7,000 |
| 6120 · Office Lease | 18,000 | 20,000 | 2,000 | 60,000 |
| 6130 · Office Maintenance & Repairs | 560 | 1,000 | 440 | 3,000 |
| 6140 · Office Supplies | 1,721 | 1,000 | (721) | 3,000 |
| 6150 · Professional Services | | | | |
| 6151 · General Manager | 40,838 | 28,333 | (12,505) | 85,000 |
| 6152 · Accounting | 7,500 | 10,667 | 3,167 | 32,000 |
| 6150 · Professional Services - Other | 2,960 | - | (2,960) | - |
| 6150 · Professional Services | 51,298 | 39,000 | (12,298) | 117,000 |
| 6160 · Publications & Notices | 390 | 667 | 277 | 2,000 |
| 6170 · Utilities | 3,063 | 4,000 | 937 | 12,000 |
| 6180 · Video Taping | 1,200 | 1,333 | 133 | 4,000 |
| 6190 · Computers | 2,721 | 833 | (1,888) | 2,500 |
| 6220 · Miscellaneous | 391 | 5,001 | 4,610 | 15,000 |
| 6230 · Bank Service Charges | 228 | - | (228) | - |
| 6310 · Park Related Misc Expenses | 10,389 | - | (10,389) | - |
| Total Administration | <u>269,333</u> | <u>256,501</u> | <u>(12,832)</u> | <u>769,500</u> |
| Capital Projects | | | | |
| 1213-1 · Naples Bch PS & FM Real. | 783 | - | - | - |
| 1617-1 · Medio Creek Xing Crossing | 388,443 | 133,333 | (255,110) | 400,000 |
| 7005 · Manhole Rising | 3,828 | - | (3,828) | - |
| 7010 · Sewer Main Replacement (CIP) | 233,947 | 96,667 | (137,280) | 290,000 |
| 7100 · SAM - Infrastructure | 169,352 | 169,352 | - | 508,056 |
| 7500 · Projects - Parks | - | 43,333 | 43,333 | 130,000 |
| Total Capital Projects | <u>796,353</u> | <u>442,685</u> | <u>(353,668)</u> | <u>1,328,056</u> |
| Total Expenses | <u>1,500,574</u> | <u>1,364,446</u> | <u>(136,128)</u> | <u>4,093,339</u> |
| Net Income/(Loss) | <u>\$ (977,029)</u> | <u>\$ (252,116)</u> | <u>\$ (724,913)</u> | <u>\$ (756,339)</u> |

No assurance is provided on these financial statements.

ITEM #11

DISTRIBUTION REQUEST NO.: #5-21/22
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$5,667.95

\$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:
December 16, 2021

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #5-21/22

DATE: December 16, 2021
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 5,667.95

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

| Payee | Mailing Address | Services Provided | Amount |
|----------------------|-----------------------------------------------|--------------------------|--------------------|
| dta/Asmt Engineering | 5000 Birch St. #3000, Newport Beach, CA 92660 | Aug Admin. Svcs | \$ 3,116.85 |
| dta/Asmt Engineering | 5001 Birch St. #3000, Newport Beach, CA 92660 | Oct Admin. Svcs | \$ 384.10 |
| GCSD | P.O. Box 335, El Granada, CA 94018 | GCSD OH Reim-Dec 2021 | \$ 2,167.00 |
| TOTAL: | | | \$ 5,667.95 |

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: November 13, 2021 to December 10, 2021

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: December 16, 2021

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

APPLICATIONS RECEIVED – There was one application received this period:

| Date | Class | Owner or Agent | APN | Address | Sq. Ft. | Zone |
|----------|-------|--------------------|-------------|--------------------------|---------|------------|
| 07/02/21 | 2D | SMC Harbor Dist. | 047-263-010 | RV Park, Cabrillo Hwy | 180,524 | - |
| 07/06/21 | ADU | Semprevivo | 048-033-290 | 245 Medio Ave, EG | 10,000 | R-1/B-1 |
| 07/26/21 | 1A | Silva | 047-173-150 | San Pedro Ave, EG | 9,545 | R-1/S-17 |
| 08/09/21 | 1A | Perrone | 047-094-160 | 324/326 Sonora Ave, EG | 5,500 | R-1/S-17 |
| 08/30/21 | 1A | 515 Hermosa LLC | 048-063-420 | 515 Hermosa Way, Miramar | 9,600 | R-1/S-94 |
| 09/02/21 | 1A | Moules | 047-208-100 | Ave Portola, EG | 3,056 | R-3/S-3 |
| 09/20/21 | ADU | Freestone | 047-056-290 | 936 San Carlos, EG | 6,101 | R-1/S-17 |
| 09/27/21 | ADU | Loubal | 037-333-140 | 105 Harbour, EG | 4,212 | R-1/S-17 |
| 10/21/21 | 2M | Clonea LLC | 047-204-020 | 516 Ave Alhambra, EG | 7,824 | C-1/S-3/DR |
| 10/25/21 | 2D | Point Pillar Prop. | 047-081-430 | 100 Capistrano Road, EG | 41,350 | CCR/DR |
| 11/12/21 | ADU | Burington | 047-131-090 | 430 Vallejo St, EG | 6,875 | R-1/S17 |
| 12/03/21 | 1A | Cohn | 047-127-520 | 231 The Alameda | 6,000 | R-3/S-3 |

Note: Shaded information was previously reported.

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

| Permit # | Class | Date | Owner or Agent | APN | Address | Sq. Ft. | Zone |
|----------|-------|----------|-------------------|-------------|-------------------------|---------|----------|
| 3216 | ADU | 07/09/21 | Semprevivo | 048-033-290 | 245 Medio Ave, HMB | 10,000 | R-1/B-1 |
| 3217 | 1A | 07/13/21 | Zheng | 047-151-120 | 639 El Granada Blvd, EG | 5,230 | R-1/S-17 |
| 3218 | 1A | 07/16/21 | Sanchez-Contreras | 047-244-240 | 519 Isabella Ave, EG | 5,000 | R-1/S-17 |
| 3219 | 1A | 08/02/21 | O'Connor | 047-103-010 | 538 Valencia Ave, EG | 6,250 | R-1/S-17 |
| 3220 | 1A | 10/08/21 | Perrone | 047-094-160 | 324/326 Sonora Ave, EG | 5,500 | R-1/S-17 |

Note: Shaded information was previously reported.

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

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

*Change in ownership to 375 La Prenda, LLC.

Note: Shaded information was previously reported.

REPAIRS - There was one lateral repair this period:

| Date | Type | Problem | Location or Address | Cause | Cost |
|----------|-----------------|---------|---------------------|----------------|----------|
| 12/01/21 | Lat Replacement | Back-up | 930 Ave Balboa, EG | Offset & Roots | 6,280.00 |

SPECIAL NOTE:

The District audit for the fiscal year ending on 06/30/21 is underway, and staff will be working with Fechter & Assoc., CPA's this month on the required field work. We anticipate having the completed financial statements within a couple of months.

ITEM #16

December 9, 2021

Memorandum

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

6-Year CIP, Project 1

The project has been completed and a Notice of Completion was filed following the November Board meeting. Providing there have been no mechanic's liens filed within 30 days of recording the Notice of Completion, the retainage can then be paid to the Contractor.

Naples Beach Project - Phase 2

The project has been completed and a Notice of Completion was filed following the November Board meeting. Providing there have been no mechanic's liens filed within 30 days of recording the Notice of Completion, the retainage can then be paid to the Contractor. This also includes the Mirada Sewer North of Mirada Creek that was constructed as a change order to this project.

Status of Medio Creek Bridge Project

The bridge project will remove GCSD's abandoned 10" sewer when it demolishes the old bridge. The County is hoping to be able to begin construction next summer.

Big Wave

1. Construction of the mainline extension sewer along Airport Street was delayed after constructing the sewer north about 650' from the intersection of Airport Street and Stanford Avenue just before reaching two large culverts that cross the road. A 14" steel casing will be jack and bored under twin 48" culverts to accommodate inserting the 8" sewer pipe. Weather permitting, this work is planned to restart on December 13th. After the casing is installed, sewer construction will resume along Airport Street to the Big Wave site.
2. Big Wave submitted plans for its proposed "Storage Facility". Although labeled a Storage Facility, the building contains 10 ground level garages each with a floor drain piped to the sewer. Also above each garage unit on a second floor is an office including a toilet and sink. One of the units is a double and has 2 toilet rooms. Big Wave has been advised that they need to file a sewer permit for the building and will be assessed a separate connection fee for the building.

ITEM #17

