



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, May 20, 2021

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

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

Join Zoom Meeting
<https://us02web.zoom.us/j/81418115828?pwd=akJVVkFuQTBITVhuS3YrZWWhiRmVCQT09>

Meeting ID: 814 1811 5828
Passcode: 110573
One tap mobile
+16699009128, 81418115828#, *110573# US (San Jose)
+12532158782, 81418115828#, *110573# US (Tacoma)

Dial by your location
+1 669 900 9128 US (San Jose)
Meeting ID: 814 1811 5828
Passcode: 110573

Find your local number: <https://us02web.zoom.us/j/81418115828?pwd=akJVVkFuQTBITVhuS3YrZWWhiRmVCQT09>

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

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

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

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

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

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

Property: 480 Avenue Alhambra, El Granada, California.

District's Negotiators: Chuck Duffy and David Worden

Negotiating parties: Deborah and Michael Picasso, and Colliers International (Ryan Young, Agent) and Granada Community Services District

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

3. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).

Agency designated representative: Chuck Duffy

Unrepresented employee: Assistant General Manager

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

1. Consideration of Kikuchi & Kankel Proposal for the Burnham Park Schematic Design, CDP and County Permit Submittal Phases.

Recommendation: To be made by the Board.

2. **Report from Parks Advisory Committee.**
Recommendation: To be made by the Board.
3. **Consideration of Ordinance Amending District Code Section 701 (01) (A) (iii) Relating to Sewer Connection Fees for Accessory Dwelling Units – First Reading.**
Recommendation: 1. Read title and waive by motion the reading of the Ordinance.
2. Adopt the ordinance subject to enactment after the second reading at a subsequent board meeting.
4. **Consideration of Potential Increase in Sewer Service Charge Rates for Fiscal Years 2021/22, 22/23 and 23/24.**
Recommendation: To be made by the Board.
5. **Consideration of Approving Response to Grand Jury Report: “Ransomware: It Is Not Enough to Think You Are Protected”**
Recommendation: To be made by the Board.
6. **Accept Lowest Responsible Bid for the Naples Beach Phase 2 Sewer Project.**
Recommendation: To be made by the Board.
7. **Consideration of Amendments to the District’s Personnel Manual and Related Salary Schedule Resolution.**
Recommendation: To be made by the Board.
8. **Consideration of Draft Sewer Authority Mid-Coastside General Budget for Fiscal Year 2021-22.**
Recommendation: To be made by the Board.
9. **Consideration of Draft Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2021-22.**
Recommendation: To be made by the Board.
10. **Report on Sewer Authority Mid-Coastside Meetings.**
Recommendation: For Board Information.

CONSENT AGENDA

11. April 15, 2021 Special and Regular Meeting Minutes.
12. May 7, 2021 Special Meeting Minutes.
13. May 2021 Warrants.
14. March 2021 Financial Statements.
15. Assessment District Distribution #11-20/21.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

17. Attorney’s Report. (Parkin)
18. General Manager’s Report. (Duffy)

- 19. Administrative Staff Report. (Comito)**
- 20. Engineer's Report. (Kennedy Jenks)**
- 21. Future Agenda Items.**

ADJOURN REGULAR MEETING

At the conclusion of the April 15, 2021 Meeting:

Last Ordinance adopted: No. 172

Last Resolution adopted: No. 2020-010

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

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

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Kikuchi & Kankel Proposal for the Burnham Park Design and Permit Process
Date: May 20, 2021

Attached is the K&K proposal for Schematic Design and the Coastal Development Permit phases for the development of Burnham Park. The tasks are listed sequentially with a “*not to exceed*” cost specified for each task. I anticipate that Tom Conroy will be present at the meeting to answer any questions from the Board.



Kikuchi + Kankel Design Group

Landscape Architecture
Environmental Design
Site Planning

March 24, 2021

Chuck Duffy, General Manager
Granada Community Services District
504 Avenue Alhambra, Third Floor
El Granada, CA 94018

RE: Burnham Park — Landscape Architectural Services
Schematic Design & Coastal Development Permit Submittal Phases

Dear Chuck:

It remains a pleasure working with the Granada Community Services District Board, the Parks Advisory Committee, and the broader GCSD community. As we developed the Master Plan for Burnham Park over the last year and a half, we have been impressed by the enthusiasm with which the plans have been received by the community. The extensive public engagement process that the District has undertaken, and the feedback received throughout, has made for a stronger design process and a master plan that's responsive to the needs of the community. We have every expectation that the upcoming phases of the project will be met with the same level of engagement and enthusiasm, and we look forward to working on the next steps together.

With the Board's October 2020 approval of the Master Plan complete, and in consultation with the Park Advisory Committee, we are now proposing services to develop the Schematic Design drawings and the Coastal Development Permit submittal. While the tasks below are presented sequentially, we anticipate a moderate amount of overlap between the two as the District advertises for and brings in additional consultants onto the project team. We've broken down the primary tasks and deliverables for each phase below:

SCHEMATIC DESIGN PHASE

1. Tasks:

- A. Coordinate with project team on developing RFP/RFQ for civil engineer and environmental review consultants
- B. Update base and site maps with current data, setbacks, and topography
- C. Meet with County to update planning and public works/engineering staff on project progress, develop "roadmap" to Coastal Development Permit submittal (target May 2021)
- D. Schematic Design Development:
 - i) Preliminary grading plan for coordination with project civil engineer (to be selected)

730 Mill Street, Half Moon Bay | 61 East Main Street, Suite C, Los Gatos

Steven T. Kikuchi, ASLA Principal Christopher Kankel, ASLA Principal
Warren Barnes, Associate Thomas W. Conroy, Associate Robert J. Dietz, ASLA Associate
Nathan Rose, RLA Associate Jeanette T. Hill, ASLA Associate

- ii) Develop 3D model for views analyses, park visualizations, site sections
- iii) Enlarged plans and character sketches for critical areas of the park (restrooms, parking lot, trail sections, play and picnic areas, entry plaza, and biotreatment areas)
- iv) Prepare schematic plant list for entire site and revegetation plan for relocated drainage channels
- E. Meet with Parks Advisory Committee to review progress and obtain committee and public feedback (target June 2021)
- F. Develop preliminary materials and finishes schedule for project
- G. Meet with GCSD Board to review schematic design development progress, obtain approval and direction for proceeding to Coastal Development Permit submittal (target July 2021).
- H. Miscellaneous administration and coordination with GCSD park subcommittee (assume 4 meetings), San Mateo Resource Conservation District staff, and other consultants as designate by the Board; clerical services; meeting summaries; meeting materials and applications.

2. Deliverables:

- A. Site Plan: inclusive of all background and setback updates
- B. Schematic Grading Plan: for civil coordination and to guide development of
- C. 3D Model: to provide perspective and birds-eye views of the park
- D. View Analyses: 3-4 rendered perspective images of the park from locations off-site, along Obispo or Portola Roads
- E. Site Sections: 3-4 cross sections of the park to illustrate grading concepts, site lines, and topography
- F. Plan Enlargements, Elevations, and Character Sketches: draft plans to communicate the “human scale” elements of the park
- G. Schematic Plant List: including images for review
- H. Materials and Finishes: product samples and references to explore options for park surfacing and design alternatives
- I. Meeting and Presentation Materials: graphics, samples, and slideshow(s)

We offer our Schematic Design Phase services on an hourly basis for only the actual time expended by our staff, for an amount not to exceed \$80,490.00

COASTAL DEVELOPMENT PERMIT/COUNTY SUBMITTAL PHASE

1. Tasks:

- A. Incorporate Board, Parks Advisory Committee, and public feedback into plan as directed by the GCSD Board. Coordinate all updates and revisions to project consultants.
- B. Incorporate initial feedback from project civil engineer and develop refined drawings for the bioretention areas, the relocated drainages, and other site stormwater infrastructure. Coordinate with San Mateo RCD staff on final planting and habitat design of restored areas.
- C. Coastal Development Permit Drawing Development:
 - i) Continued refinement and updates to 3D model for submittal drafts of view analyses, park visualizations, and site sections.

- ii) Refine and update plan enlargements and/or character sketches of site features and amenities.
- iii) Update schematic planting plan(s) and materials and finishes selections for permit submittal.
- D. Prepare & submit application for County submittal, including project narrative and meeting with planning staff.
- E. Meet with Midcoast Community Council to review project goals and progress, and to obtain feedback (target fall 2021).
- F. Coordinate with District's CEQA lead and sub-consultants as required during the Initial Study and following phases. Update drawings as required to ensure consistency across CDP application materials.
- G. Present project to County Planning Commission for CDP and Design Review approval (target winter 2021/22).
- H. Miscellaneous administration and coordination with GCSD park subcommittee (assume 4 meetings), RCD staff, and project consultants; clerical services; meeting summaries; meeting materials and related applications.

2. Deliverables:

- A. Coastal Development Permit Drawings
 - i) Site Plan: inclusive of all background and setback updates, with schematic design revisions incorporated as directed by the Board.
 - ii) View Analyses: 3-4 rendered perspective images of the park from locations off-site, along Obispo or Portola Roads
 - iii) Site Sections: refined cross sections of the park to illustrate proposed site grading, site lines, and topography in coordination with civil engineer
 - iv) Plan Enlargements, Elevations, and Character Sketches: detailed plans and drawings to illustrate the selected character of different park elements
 - v) Schematic Planting Plan: to illustrate the different plant communities in locations across the park.
- B. Materials and Finishes: product samples and references to communicate options for park surfacing and design alternatives
- C. Meeting and Presentation Materials: graphics, samples, and slideshow(s); application and project narrative.

We offer our CDP/County Submittal Phase services on an hourly basis for only the actual time expended by our staff, for an amount not to exceed \$68,160.00

Total Fees proposed for the Schematic Design and Coastal Development Permit/County Submittal Phases: \$148,650

EXCLUDED SERVICES

The following services are specifically excluded from the scope of this proposal. Some of these services may be available as needed or in the future, as requested:

1. Design Refinements: refinements, including plan graphics and design images, beyond the scope outlined above.
2. Additional meetings beyond the scope outlines above. If additional meetings are requested they may be billed as “Additional Services” per the Fee Schedule below.
3. Reports, such as geotechnical investigations, biological reports, utility under grounding, or environmental studies, including documentation related to the California Environmental Quality Act.
4. Consultant Services, such as civil, structural, or electrical engineers.
5. Construction documents to be used for bidding or to obtain building permits.
6. Bid and/or construction administration.

We propose to invoice monthly for only the hours actually expended per our Fee Schedule. Please note that services are limited to the defined work scope and specifically do not include other phases of services not listed. Major revisions to the project scope or design program, or other revisions beyond the controls of the Landscape Architect shall be Additional Services and shall be invoiced on an hourly basis.

FEE SCHEDULE

Senior Principal time	\$165.00 / hr
Associate time	\$130.00 / hr
Project Manager Time	\$115.00 / hr
Draftsman Time	\$100.00 / hr
Clerical time	\$75.00 / hr
Reimbursable expenses, such as reproductions, postage, delivery	cost + 10%

Printing and reproduction costs are reimbursable expenses as noted. Billings shall be submitted monthly for the time expended and are due within 25 days or shall be subject to a 1 1/2% interest charge. Kikuchi + Kankel Design Group currently maintains insurance limits of \$1 million in general and professional liability.

We sincerely thank you for the opportunity to provide this proposal for schematic design phase and the coastal development permit submittal services. If you have any questions about our proposed scope of services, fees, or potential future phases, please do not hesitate to let us know. If this proposal is acceptable to you, please inform us whether this additional scope will be added to our current contract or will require a new, independent agreement.

Sincerely,



Tom Conroy
Associate



Steven T. Kikuchi, ASLA
California Registration no. 2005
President, Senior Principal

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: An Ordinance Relating to Sewer Connection Charges
Date: May 20, 2021

At the March 18, 2021 meeting, the Board directed staff to return with a proposed amendment to the Ordinance Code to reduce the permit charges for Accessory Dwelling Units (ADUs), which stemmed from a request made by Mary Dupen, owner of APN 047-284-090, 303 Avenue Cabrillo, who is developing a 496 sq. ft. detached ADU.

The attached draft ordinance will amend Section 701 (01) (A) (iii) to change the charge from fifty (50%) to twenty five percent (25%) of the single-family residential connection charge for detached accessory dwelling units. A second reading of the Ordinance is required for final adoption and approval of this amendment.

Staff recommends a motion to read the title and waive by motion the reading of the Ordinance, and to adopt the ordinance subject to enactment after the second reading at the next regular board meeting.

ORDINANCE NO. 174

AN ORDINANCE AMENDING DISTRICT ORDINANCE CODE RELATING TO SEWER CONNECTION CHARGES

The Board of Directors of the Granada Community Services District ordains as follows:

Section 2. Section 701 (01) (A) of the Granada Community Services District Ordinance Code is hereby amended in its entirety to read as follows:

(01) Charges by Type of Connection.

(A) Residential Connections

Effective July 1, 2020, the residential connection charge for connection to the sewer main system by a dwelling unit shall be \$4,700.00 for each dwelling unit. The connection charge shall be reduced for the following structures:

- (i) For auxiliary structures, as defined in Section 104(43), there shall be no residential connection charge.
- (ii) There shall be no residential connection charge for an accessory dwelling unit that meets all of the following criteria:
 - a. The parcel for the accessory dwelling unit is zoned to allow single-family or multifamily use;
 - b. The parcel includes a proposed or existing single-family dwelling;
 - c. The accessory dwelling unit is created entirely within the footprint of an existing structure (*e.g.*, adding no new square footage to the total developed floor area on the parcel); and
 - d. The parcel contains no other accessory dwelling unit.
- (iii) The District shall charge twenty five percent (25%) of the single-family residential connection charge for an accessory dwelling unit not described in subdivision (01)(A)(ii).
- (iv) When fewer than the maximum number of dwelling units allowed under the applicable land use regulations are built on a site in a R-3/ S-3 zone and each dwelling unit is less than 750 square feet, the residential connection charge for each dwelling unit shall be reduced by the percentage of dwelling units built out of the maximum number of dwelling units allowed.

Section 3. CEQA COMPLIANCE

This Ordinance is not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378, subdivision (b). In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in Section 15061, subdivision (b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that it may have a significant effect on the environment.

Section 4. SEVERANCE CLAUSE

The Board declares that each section, sub-section, paragraph, sub-paragraph, sentence, clause and phrase of this Ordinance is severable and independent of every other section, sub-section, paragraph, sub-paragraph, sentence, clause and phrase of this Ordinance. If any section, sub-section, paragraph, sub-paragraph, sentence, clause or phrase of this Ordinance is held invalid, the Board declares that it would have adopted the remaining provisions of this Ordinance irrespective of the portion held invalid, and further declares its express intent that the remaining portions of this Ordinance should remain in effect after the invalid portion has been eliminated.

Section 5. Upon adoption, this Ordinance shall be entered into the minutes of the District Board, shall be published one time in a newspaper published in the County of San Mateo, and shall be effective at the end of the week of publication or 30 days after the date of final passage, whichever is later.

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 20th day of May 2021, and thereafter passed and adopted at a meeting of the Board of Directors of the Granada Community Services District on the 17th day of June 2021, by the following vote:

AYES: and in favor thereof:

NOES:

ABSENT:

ABSTAIN:

Approved:

Matthew Clark, President

Attest: ____/s/____ Delia Comito, Secretary

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Draft GCSD Sewer Service Charge and Expenses Budget for FYE's 2022-2024
Date: May 20, 2021

Attached for your Board's review is a broad look at the Fiscal Year 2021/22 through 2023/24 Sewer District budget and corresponding proposed sewer service charge (SSC) rates. As you are aware, the District has contracted with Bartle Wells Consulting to produce a proposed sewer service charge rate report covering the next three years. The attached rates spreadsheet is based upon our initial review and multiple meetings with Bartle Wells. I have shown a projected 8% SSC rate increase for the next three years, which should be sufficient to allow us to fund District operations with the following assumptions:

- SAM has undertaken an infrastructure maintenance program which is projected to cost approximately \$2.0 to \$2.5 million per year for at least the next 5 years. GCSD's share of that program will average about \$500,000 per year.
- Repair and replacement of collections system components – The District's aging sewer system needs continual repair and replacement. Some of our sewer mains date back to 1920, and pose the potential to cause spills based on offsets in the pipe joints, and root intrusion through cracks and joints. Funding for this program will average about \$200,000 per year.
- The Medio Creek Bridge Crossing – This project will redirect the remaining flow over the bridge directly to the Naples Beach Pump Station. The project is expected to cost approximately \$400,000.
- Of note on the revenue side, District property tax revenues have been allocated to both the Sewer Budget and the Parks and Recreation Budget in past years. Based on prior board discussions, we will be allocating all property tax revenue to the Parks and Recreation Budget moving forward.
- Also of note is the cessation of the Assessment District payback in 2022/23 (highlighted in yellow) of the funding the sewer district provided for the initial startup of the AD back in 1996. This will reduce Non-Operating revenues by approximately \$300,000 per year.

Based upon board input at this meeting, Bartle Wells will finalize their sewer service charge report. We will likely hold a special meeting to discuss that report and put into place all the required Prop 218 notices and public hearings as needed.

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT

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

<u>CAPITAL PROJECTS</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>
1 . General Mainline System Repairs	\$10,000	\$10,000	\$10,000	\$10,000
2 . 6 Year Sewer Mainline Replacement Program	\$450,000	\$200,000	\$200,000	\$200,000
3 . Medio Creek Bridge Crossing Sewer Realignment	\$350,000	\$100,000		
4 . SAM - Capital Maintenance/Infrastructure Budget	\$433,438	\$500,000	\$500,000	\$500,000
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$1,243,438	\$810,000	\$710,000	\$710,000

RESERVE FUND

Reserve Fund at Beginning of Fiscal Year	\$4,069,000	\$3,619,421	\$3,547,577	\$3,418,516
Transfer From Operating Budget	\$793,859	\$738,156	\$580,939	\$719,198
Total Capital Improvement Projects	(\$1,243,438)	(\$810,000)	(\$710,000)	(\$710,000)
Reserve Fund at End of Fiscal Year	\$3,619,421	\$3,547,577	\$3,418,516	\$3,427,715

ITEM #5

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Response to Grand Jury Report
Date: May 20, 2021

This item is presented for the Boards approval of the attached letter in response to the Civil Grand Jury report, “Ransomware: It Is Not Enough To Think You Are Protected”. Because the original request for a response from the Grand Jury was overlooked, which must be approved by the Board of Directors, the District has been granted an extension until May 21, 2021. A copy of the report is also attached for your review.



GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors
Matthew Clark, President
Eric Suchomel, Vice President
Barbara Dye, Director
Nancy Marsh, Director
David Seaton, Director

May 21, 2021

Hon. Danny Y. Chou
Judge of the Superior Court
c/o Jenarda Dubois
Hall of Justice
400 County Center, 8th Floor
Redwood City, CA 94063-1655

Re: Grand Jury Report: “Ransomware: It Is Not Enough to Think You Are Protected”

Dear Hon. Chou:

The responses listed below were approved by the Granada Community Services District Board of Directors at the May 20, 2021 board meeting.

FINDINGS:

F1. Ransomware is a real and growing threat to public entities including those in San Mateo County.

Response: We agree with the finding.

F2. Across the country, local governments and schools represent 12% of all Ransomware attacks.

Response: The District lacks independent knowledge of this finding to agree or disagree, but accepts the Finding.

F3. The direct and indirect costs of Ransomware can be significant.

Response: We agree with the finding.

F4. Cybersecurity reviews and assessments, and an updated, well-executed Cybersecurity plan, are critical components of IT security strategy.

Response: We agree with the finding.

F5. A comprehensive Cybersecurity plan should include, at a minimum, information concerning prevention steps, spam and malware software, and backups and full recovery testing.

Response: We agree with the finding.

F6. The identification of phishing attempts, including the use of spam filters, is an important component to protecting an IT system from Ransomware attacks.

Response: We agree with the finding.

F7. Testing a full restore of a server to ensure that backups are reliable should be undertaken regularly as part of an entity's backup plan to recover lost information.

Response: We agree with the finding.

F8. Training of new employees, and the recurring training of existing employees, is an important component of defense against Ransomware.

Response: We agree with the finding.

RECOMMENDATIONS

The Grand Jury recommends that each governing body undertake its own confidential effort to protect against Ransomware attacks. Specifically:

R1. Each of the governmental entities in San Mateo County with an IT department or IT function (whether in-house, handled by another government unit or outsourced to a private enterprise) as listed in Appendix F, should by November 30, 2020, make a request for a report from their IT organization that addresses the concerns identified in the report, specifically:

1. System Security (Firewalls, Anti-malware/Antivirus software, use of subnets, strong password policies, updating/patching regularly)
2. Backup & Recovery (In the event of an attack, can you shut down your system quickly? What is being backed up, how it is being backed up, when are backups run, and where are the backups being stored? Have backups been tested? Can you fully restore a Server from a backup?)
3. Prevention (turning on email filtering, setting up message rules to warn users, providing employee training on phishing and providing a reporting system to flag suspect content)

Response: The District will implement this Recommendation within six months of District board approval of this response.

R2. These confidential internal reports should be provided to the governing body by June 30, 2021. This report should describe what actions have already been taken and which will be given timely consideration for future enhancements to the existing cybersecurity plan.

Response: The District will implement this Recommendation if warranted and appropriate based on the results of the District's confidential internal report.

R3. Given the results of their internal reports, governmental entities may choose to request further guidance by means of a Cybersecurity review from the U.S. Department of Homeland Security and/or a cyber hygiene assessment from the County Controller's Office.

Response: The District will rely on its IT consultants to implement necessary IT security measures as recommended by the District's confidential internal report.

R4. Given the results of their internal reports, governmental entities may choose to ask their IT departments to review their own Cybersecurity Plan with the detailed template provided by the FCC's Cybersecurity Planning Guide and consider customizing it using FCC's Create Custom Cybersecurity Planning Guide tool (see footnote 52).

Response: The District will rely on its IT consultants to implement necessary IT security measures as recommended by the District's confidential internal report.

We appreciate the opportunity to respond to the Grand Jury Report. Please do not hesitate to contact us if you have any questions.

Sincerely,
GRANADA COMMUNITY SERVICES DISTRICT

Matthew Clark, Board President

This is an advanced copy of a Grand Jury report that will be publicly released on October 7, 2020. Penal Code section 933.05 (f) prohibits any officer, agency, department, or governing body of a public agency from disclosing any contents of the report prior to the public release of this report.



Ransomware: It Is Not Enough To Think You Are Protected

ISSUE

City and county government computer systems are at risk of Ransomware attacks. Are adequate measures being taken by local government agencies to mitigate the risks and provide recovery options?

SUMMARY

Ransomware has already hit many governmental Information Technology (IT) systems in San Mateo County. In December 2019 the Grand Jury sent an online survey to all 68 public entities in San Mateo County,¹ received 37 survey responses (a 54% response rate), and interviewed several responders including one IT Manager (who had refused to respond to the survey for fear of being successfully attacked once again), for a total of 38 responses via survey and interview. More than 25% (10 of 38) of the public entities responding to the Grand Jury reported that they have been a victim of one or more Ransomware attacks. More concerning is the certainty that there will be more attempts to violate the integrity of our local governments' electronic infrastructure.

This report is intended to present "best practices" in developing a Cybersecurity strategy, then implementing and testing that plan. It addresses actions that can be taken (and have been taken, in some cases) in order to guard against Ransomware attacks, recover from an attack and the additional measures that can be taken to reduce the possibility of an attack. However, it is not an exposé with details of potential system weaknesses, in light of the need for Cybersecurity strategies and practices to be highly confidential. As such, this report walks the line between providing an informed discussion of potential concerns without providing a road map of how to breach public government IT systems.

The single largest exposure every organization has to cyber-thieves is phishing, the illegal practice of sending legitimate-looking emails to an organization's employees. These emails may contain malware or links that, when clicked, infect the computer with a virus that can spread to the entire information systems network.

Although many email software programs include some level of protection against Ransomware attacks, such protections require customization and activation, and it is not clear that local public

¹ See Appendix F: Public Entities in San Mateo County (Cities, County, School Districts, Special Districts)

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entity IT departments are undertaking these necessary customization and activation steps. In addition, training for new employees and recurring training for existing employees is critical to dramatically reducing the probability of a Ransomware infection. In some agencies, it appears that only limited training is provided for new employees with little or no recurring training provided for current employees.²

Ransomware and other malware attacks are a test to an organization's backup and restoration procedures.³ The Grand Jury found that none of the survey responders has actually performed a full restore as a test of their backup process. However, without adequate testing, backups do not provide sufficient protection.

Rigorous preparation for an attack is essential if fast and full recovery is desired and the payment of a ransom is to be avoided. There are several significant steps that local public entities should take to improve their defenses, their ability to detect incursions, and their responses to Ransomware attacks. These steps include:

- Using firewalls to protect internal environments from breaches;
- Using malware detection software to monitor incoming emails and network activity;
- Ensuring that users are educated and tested to learn what to watch for and avoid, especially in emails;
- Developing and fully testing a thorough backup and restore strategy to enable a complete recovery from an attack;
- Putting in place internal controls such as subnets, which require departmental authorization to access other department's data or programs.

In addition, cloud hosting should be considered for email and certain applications to reduce the success of Malware and Ransomware attacks on information systems infrastructure.

While all attacks are malicious in terms of time and potential data loss, in the case of Ransomware (or worse, Ransomware 2.0 that also infects backup data) the financial cost of paying the ransom in order to remove the infection and restore a data system can be significant. Alternatively, if the decision is to not pay the ransom but to attempt to recover from the infection manually, the direct and indirect costs could be considerably more.

This report is directed to the governing bodies of government entities in San Mateo County urging them to have their IT staff confidentially and urgently assess their respective Ransomware protection strategies and training and then move with all deliberate speed to address any shortcomings in their Cybersecurity programs.

² Grand Jury interviews

³ Epicor Corporation, *Protecting Yourself From Ransomware*, January 2020

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GLOSSARY

CLOUD COMPUTING

Cloud computing is the delivery of on-demand computing services -- from applications to storage and processing power -- typically over the internet and on a pay-as-you-go basis. Rather than owning their own computing infrastructure or data centers, companies can rent access to anything from applications to storage from a cloud service provider.⁴ Some examples of this are Yahoo Mail, services like Google Docs, and customer relationship management software.⁵

CYBERSECURITY

Cybersecurity refers to the body of technologies, processes, and practices designed to protect networks, devices, programs, and data from attack, damage, or unauthorized access.⁶

Cybersecurity is a combination of secure systems (hardware and software) built into technology as well as human intervention, monitoring, training, awareness, and recovery.

ENCRYPTION

The process of locking out the contents of a file and the renaming of the file such that it cannot be opened and used in the intended application (e.g. Microsoft Excel). Typically, a 128 Bit (or larger) encryption key (a long series of letters and numbers) is used first to encrypt then later to un-encrypt a file.

MALWARE

Short for “malicious software,” this software is designed specifically to damage or disrupt computer systems. Not all malware is Ransomware because some malware has no related attempt to extort money.

PHISHING

The illegal practice of sending email claiming to be from reputable companies to induce individuals to reveal personal information or click on website links or open attachments that then install malware.

RANSOMWARE

Ransomware can be simply described as an infection on a host machine that prevents access to data until a ransom is paid. The most common method of infection is to encrypt files making them totally unreadable by a user. The infection is usually delivered by a *Trojan Horse* (a term referring to the misleading of users of its true intent) installed when a user clicks on a malicious link or attachment in an email.

⁴ <https://www.zdnet.com/article/what-is-cloud-computing-everything-you-need-to-know-from-public-and-private-cloud-to-software-as-a/>

⁵ Pearson Education, Ubuntu Unleashed 2015 Edition: Covering 14.10 and 15.04, page 655

⁶ <https://digitalguardian.com/blog/what-cyber-security>

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RANSOMWARE 2.0

This newer version of Ransomware no longer is just malware that encrypts data and asks for ransom, the attacker also threatens to release the data onto the internet and demands money in order not to do so. This newer Ransomware works in such a way that even backup copies of most important files will not be able to save an infected organization.⁷ By planting the malware but delaying its activation, Ransomware 2.0 can infect backups thus defeating their value.

BACKGROUND

Ransomware is a real and serious threat to every entity: government organizations, corporations, and individuals. The more dependence an organization has on the software and data in its network(s), the more important the concern should be. Loss of access to mission-critical data, systems, and software can severely impact an organization in both the short and long term.

According to an October 2019 report by the National League of Cities, since 2013, Ransomware attacks have been reported by at least 170 county, city or state government entities across the United States.⁸ The actual number is likely to be much higher because it represents only those attacks that have been reported. Many infections go unreported when ransoms are paid,⁹ when organizations are seeking to avoid embarrassment, or when the attacks were simply undetected or untraceable.¹⁰ This has been true even in San Mateo County where local public governing entities have had Ransomware attacks that were not publicly reported.¹¹

Not only do such data breaches embarrass and slow organizational productivity, they can be very expensive. For example, the MIT Technical Review (2019) asserts: “Ransomware may have cost the U.S. more than \$7.5 billion in 2019... the victims were 113 governments and agencies, 764 health-care providers, and up to 1,233 individual schools affected by Ransomware attacks...most local governments do a poor job of practicing Cybersecurity.”¹² The cost to the city of Atlanta to recover from its Ransomware breach was estimated at \$17 million.¹³ Similarly, a recent Baltimore Ransomware breach is estimated to have cost over \$18 million.¹⁴ In 2020, the UC San

⁷ <https://www.itproportal.com/news/welcome-to-the-era-of-ransomware-20/>

⁸ National League of Cities report, *Protecting Our Data: What Cities Should Know About Cybersecurity*. Forward by Clarence Anthony, CEO and Executive Director.

⁹ <https://healthitsecurity.com/news/as-ransomware-attacks-increase-dhs-alerts-to-Cybersecurity-insights>

¹⁰ Sheehan, Patrick, Ohio Emergency Management Agency, *Cascading Effects of Cyber Security on Ohio*, September 19, 2012

¹¹ Grand Jury survey responses

¹² MIT Technology Review, *Ransomware may have cost the US more than \$7.5 billion in 2019*, January 2, 2020

¹³ The Atlanta Journal- Constitution, Stephen Deere. *Confidential Report: Atlanta's cyber attack could cost taxpayers \$17 million*. August 2018.

¹⁴ Baltimore Sun, Ian Duncan, *Baltimore estimated cost of ransomware attack at \$18.2 million as government begins to restore email accounts*. May 29, 2019.

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Francisco School of Medicine paid \$1.14 million in ransom to recover its own data.¹⁵ These are large cities and entities and although the ransom amounts they paid may not represent the expenses a San Mateo County public organization could incur, they provide examples of the severity of the potential threat and the enormous costs.

Specifically, the costs of a Ransomware attack could include some or all of the following:¹⁶

- Direct Costs:
 - Paying the ransom to obtain an encryption key and hoping that it works;
 - Expenditures for outside IT professionals and new systems providers to plan and implement improved breach security based on new Ransomware strategies;
 - Paying for enrollments in credit reporting bureaus to stop or correct identity thefts (from the release of previously confidential or secure personal information) for client/customers.
 - Replacing hardware and/or software.
- Indirect Costs:
 - Operations efforts to restore systems and data;
 - Organizational downtime as well as employee overtime;
 - Reputation loss including negative public relations and loss of confidence by the organizations' constituents;
 - Liabilities for legal costs, including defense of lawsuits for breach of private and confidential information and poor handling of personal data.

According to the Coveware Report,¹⁷ the median ransom payment in the first quarter of 2020 was \$44,021. This was an increase of roughly 10% over the last quarter of 2019. Public sector entities represented 12% of attacks, about half of which were school systems. The average days of downtime was 15 representing an alarming number of days of inability to service constituents.¹⁸ This underlines an urgent need to understand and evaluate current local governments' Cybersecurity strategies.

The discussion that follows is intended to encourage local public agencies and their IT staff to confidentially evaluate their respective Cybersecurity plans, software and prevention strategies. Since data and systems security are essential to the operation of every public entity in the County, the discussion will not present a specific road map for potential Ransomware-prevention actions but rather establish a "best practice model" that will enhance understanding of the elements essential for an adequate protection plan.

¹⁵ San Jose Mercury News, David Wu, "UCSF pays \$1.14 million ransom to recover data", July 4, 2020

¹⁶ <https://www.sentinelone.com/blog/what-is-the-true-cost-of-a-ransomware-attack-6-factors-to-consider/>

¹⁷ <https://www.coveware.com/blog/q1-2020-ransomware-marketplace-report>

¹⁸ <https://www.msspalert.com/Cybersecurity-research/average-ransomware-payment-rises-again-research/>

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DISCUSSION

In December 2019, the Grand Jury developed an online survey that was sent to all 68 public entities in San Mateo County.¹⁹ Responses were received from 37 of the entities (a 54% response rate). Additionally, follow-up interviews were conducted with three local public IT Managers, one of whom had refused to complete the online survey for fear of disclosing confidential information that could lead to a successful malware or Ransomware attack. These interviewees were questioned regarding the adequacy of Cybersecurity planning and execution. Following a general analysis of local government practices, this report concludes with a review of Cybersecurity best practices which local agencies should consider adopting.

Two Ransomware Attacks Derailed: Best Practices in Action

In order to better understand how to successfully defeat a Ransomware attack, the Grand Jury interviewed an IT Manager of a private enterprise that was attacked twice by Ransomware and was able to fully restore the environment and re-establish workflow within just a few hours.

Given the usual secrecy involved in most malware incursions, the following description of this IT manager's actual experience is instructive since it offers an example of "best practices" that can guide others anticipating or facing a Ransomware threat.²⁰

This organization suffered two serious breaches less than two months apart and successfully recovered both times. In the first breach, within 45 minutes of a user clicking on an email attachment, the Crypto virus had spread to 12 of the organization's 23 servers. The IT Manager was alerted to the problem both by the user whose PC was locked with the Ransomware demand on his screen and an auto alert from the network scanning software that reported unusual activity.

The IT Manager's first action was to rapidly shut down the entire server network. This of course stopped the spread of the virus, but also prevented users from performing their jobs. Fortunately, their backup strategy implementation worked well as they were able to fully recover within hours.

The major components of the protection strategy employed included:

- Separating the network into discrete departments or segments (creating subnets) which restricted individuals' access to only servers containing their department's software and network storage. This limited the spreading of the virus across various departments within the organization. The analogy is a modern ship with rooms and decks that can be completely closed off from each other in the event of a fire or explosion.
- Taking snapshots (copies) of their Storage Area Network (SAN) twice a day.

¹⁹ Appendix F

²⁰ Grand Jury Interview

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- Completing full nightly backups of their SQL databases and incremental backups of the databases at five-minute intervals.
- Performing server backups with a commercial external backup appliance and/or service. See Appendix D for examples of companies in this market.²¹
- Regularly testing the restore process to ensure the successful recovery of critical server hardware. Without testing, there is no assurance that the Cybersecurity plan will work. Moreover, even if it works once, that is no assurance it will work again, without periodic re-testing.
- Conducting weekly backups of critical personnel’s full PC hard drives.
- Use the “3-2-1 strategy”²²: do three backups into two different media including one offsite.

Having all of these Cybersecurity plan components was a good start but it took much more to affect a recovery. First a commercial Virus Removal Software Tool was used which did not work (in this case). Therefore, the IT team used the snapshot copies to replace corrupted data on infected server units followed by the application of the incremental backups of the database to complete the restore.

This detailed example represents a well thought out and highly prepared plan, executed with precision. The first breach resulted in 4½ hours of downtime as 12 servers were infected. The second breach resulted in 6 ½ hours of downtime to recover 19 affected servers. The IT team was able to recover the servers and their data both times, become fully operational within hours, and the organization did not pay any ransom demands.

Grand Jury Cybersecurity Survey and Follow-up Interviews

Survey question:²³ *“Has your Organization had a Ransomware attack? Specifically, has there been an instance or multiple instances when an attack has locked up a computer or computers and presented a demand for ransom to unlock the infection?”*

Nine survey responders and one non-survey responder interviewee, a total of 10 of 38 (37 responders to the online survey and one non-survey responder) affirmed an attack had occurred or had possibly occurred in their organization, a 26% “hit” rate. The circumstances of their attacks were reviewed.²⁴ The non-survey interviewee was the IT manager from a public entity in the County who was unwilling to complete the survey because they did not want to reveal that their organization had been subject to “one or more” Ransomware attacks. Nor were they

²¹ These services include onsite and offsite backup and recovery services which are usually located outside the immediate locale.

²² Management Wire, *The 3-2-1 Backup Rule and Effective Cybersecurity Strategy*, January 7, 2020.

²³ Appendix A – Question #1

²⁴ Grand Jury Interview

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willing to disclose how successful the Ransomware attack(s) were for fear that they would open themselves up to more attacks.

Survey Question:²⁵

“Is your Information Systems Budget adequate to secure your network properly from malicious attack?”

Thirty-two of the 37 survey respondents, or 86%, answered Yes to this question. This high percentage of “Yes” responses either indicates a high level of confidence in their defense setup, a reluctance to complain about their IT budget, or as two of our follow-up interviewees revealed²⁶, a lack of understanding of the complexity of a well-written, well-executed Cybersecurity Plan.²⁷ Suggesting the latter, The National League of Cities conducted a similar survey of 165 city governments nationwide and asked the same question, (*“Is your budget adequate enough to secure your network properly?”*): 67% replied “No”.²⁸

Investigation Results Regarding Backup/Restore/Maintenance

The Grand Jury survey and follow-up interviews revealed that, while many local agencies have backup plans,²⁹ only a portion of those same agencies had successfully recovered lost files from backups and none of the survey responders had ever done a full restore of a server.³⁰ When an attack occurs with inadequate backup processes in place, there is no way to recover. Moreover, a proactive and well-thought-out business continuity plan is something that all system and data administrators must embrace.

What is a good backup strategy? Certain applications provide the ability within the applications themselves to set up different types of backups and schedule them to be performed automatically. A good example of this is SQL.³¹ Using a SQL-based approach, both nightly full database backups can be scheduled as well as intermittent transaction log backups (which capture activity during small time increments), so that a recovery could be completed with virtually no loss of data. These backups should then be stored according to the 3-2-1 backup rule³² whereby three copies or versions are taken, stored on two different media, one of which is offsite. Operating systems and third-party vendors offer a multitude of backup solutions for

²⁵ Appendix A – Question #2

²⁶ Grand Jury Interviews

²⁷ Federal Communications Commission, *Cyber Security Planning Guide*, October 2012.

²⁸ National League of Cities report, *Protecting Our Data: What Cities Should Know About Cybersecurity*, page 8

²⁹ Appendix A – Question #3

³⁰ Appendix A – Question #4

³¹ Structured Query Language (SQL) is a programming language

³² Management Wire, *The 3-2-1 Backup Rule and Effective Cybersecurity Strategy*, January 7, 2020.

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servers. Snapshots or image backups³³ provide the most complete backup and the fastest restore option.³⁴

Raj Samani, Chief Technology Officer for Europe at Intel Security captures the importance of a complete backup strategy, “Most Ransomware attacks can be avoided through good cyber hygiene and effective, regular data backups that are continually tested to ensure they can be restored if needed.”³⁵

As this discussion shows, the technology to prevent and if necessary, correct, the impact of a malware attack is available. Local government agencies must be pro-active and vigilant in using such to protect their data and their businesses.

Investigation Results Regarding Employee Training

Education is the best defense. “Preventing infection is far easier than correcting the situation as most of the infections are acquired either from a socially engineered email (one that appears reputable or from a familiar source), or from visiting an infected website, so controlling risk on your side is the easiest method.”³⁶

Answers to Survey Question #5 provide strong evidence for the need for the governing boards to review with their IT managers their defenses against cyberthreats: “*Do you provide training to employees regarding malware?*” 12 responded with a non-qualified “Yes”. Nine responded “No” (24%) and 16 responded with a qualified “Yes” (42%) and described their training as needing improvements.³⁷ As one survey responder commented, “The answer is yes, but a lot more needs to be done.”

Cybersecurity training is a well-established industry – providing a focused set of classes and materials designed to reduce users’ clicks on harmful links and attachments. Security training, awareness, and assessment should be a routine part of the Cybersecurity strategy in government. Deploying such a program covers the education, training and testing of employees to recognize, delete and report attempted attacks. Studies show these programs reduce but do not eliminate user error.

Government Technology magazine captured it best in their cover story entitled “In the quest to guard against cyberthreats, can we solve the people problem? The Weakest Link.”³⁸ The article concluded that even with the best training programs and defenses, the human element may never

³³ Image backup consists of block by block storing of the contents of a hard drive

³⁴ <https://www.ltnow.com/file-backup-vs-image-backup-which-is-best/>

³⁵ Zerto, Raj Samani, *Ransomware – Mitigating the Threat of Cyber Attacks*, 2019

³⁶ Epicor, *Protecting Yourself from Ransomware*, January 2020

³⁷ Grand Jury Survey responses

³⁸ Government Technology Magazine, Adam Stone, *The Weakest Link*, Oct/Nov 2018

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be completely overcome.³⁹ This is precisely why recurring training and user testing is encouraged by best practices.

Handling Incoming Emails – Phishing Defenses

In a worldwide survey of Managed IT Service Providers (MSP's) in 2019, “67% of Ransomware attacks originated from a phishing or spam email...the easiest method of delivery and man does it pay off.”⁴⁰ The greatest threats take advantage of users “within” the network, i.e., users who click on malicious links or open email attachments that contain viruses or make other mistakes that allow hackers to gain access to the entity’s system or network. Trend Micro estimates that the vast majority of all attacks occur when a user clicks on something they should not.⁴¹

There are different ways to help the user community recognize and protect against a phishing attack. Most network environments utilize spam filters to automatically filter incoming messages. Spam filters are used to detect unsolicited, unwanted, and virus-infested email and stop it from getting into email inboxes.⁴² “Additionally, malware detection software can also be highly successful in reducing the risk of Ransomware but the anti-malware definitions (a database of known infectious code) need to be constantly updated...which takes effort and time but represents the single most effective defensive strategy.”⁴³

Message rules can be used to flag external emails and thereby decrease the probability that a user clicks on bad content. An administrator can set up message rules on a users’ client or the email server. An example of a message rule might be if the sending organization includes @smithco.com in the sender’s address, the message is automatically moved the incoming message into a personal folder called “Smith Company.” A better example would be a rule that flags all external emails (not from the host’s domain) and warns about the threats of clicking on attachments or weblinks. An example of this visual potential threat message rule is displayed in Appendix C.

Message rules can be very powerful to alert users of potential threats or to be careful about what they might click on and endanger their system. Some of the vendors listed in Appendix B also can “report” a suspected phishing attempt to an IT administrator. The Grand Jury’s review revealed that some of the Information Technology Services departments for local public entities have installed message rules on their email servers to notify users of external emails.⁴⁴ This is a “best practice” which all local governmental agencies should consider.

³⁹ Ibid

⁴⁰ VadeSecure – Predictive Email Defense, *Ransomware Attacks: Why Email is still the #1 Delivery Method*, January 16, 2020

⁴¹ <https://blog.trendmicro.com/online-phishing-how-to-stay-out-of-the-hackers-nets/>

⁴² <https://www.mailchannels.com/what-is-spam-filtering/>

⁴³ Epicor, *Protecting Yourself from Ransomware*, January 2020

⁴⁴ Grand Jury interviews

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Phishing emails are easy to create, as they do not take a high level of skill to provide the illusion of legitimacy by mimicking web-site brands or using logos from Google images. They can also easily spoof (fake) an email address to look like a trusted source.⁴⁵ It can often be very difficult to catch these risky emails, as the spoofed emails are cleverly disguised. A YouTube video created by Cisco Systems illustrates the sophisticated approach a phishing email may take – “Anatomy of an Attack”.⁴⁶ It shows an attacker constructing a realistic identity deception email and can be viewed at <https://www.youtube.com/watch?v=4gR562GW7TI> After you watch this video please note, had an email filter caught this message and flagged it as external and warned about clicking on links, the deception may have been caught.

What Does Excellent Cyber Defense Look Like?

Survey Question⁴⁷: “*What defenses do you currently employ to block malware? Please be specific. (Firewall brand/model, Software filters/spam blocker, etc.)*”

Five survey responders did not divulge the infrastructure of their environment. 17 responders provided abbreviated details indicating they do have Cybersecurity protections in place. The remaining 15 responses were explicit about their organizations’ hardware and software defense strategies. Below is a survey response that illustrates a well-protected environment using some of the best practices of Cybersecurity:

“At the first layer, we use a PAN 220 Firewall with all subscriptions enabled, (URL Filtering, Antivirus/Vulnerability, Wildfire, etc.), block all international countries both in and outbound. Once traffic is passed for email, it passes through a Barracuda spam filter, filtering and scanning phishing and virus emails, checks with External Reputation servers for known virus and spamming servers, then passes to an on-premise exchange server. The exchange servers have another layer installed, Symantec Antivirus, giving a third layer of scanning. All servers and workstations have the latest version of the antivirus installed controlled by a centralized server. Window patches are applied on a monthly basis to all servers and workstations, and servers are retired once Microsoft ends support for an operating system.”⁴⁸

The survey respondent’s best practices:

- Filtering incoming email for viruses, malware, and phishing attempts;
- Utilizing protection software from multiple vendors;
- Utilizing multiple layers of defense;
- Keeping systems up-to date.

⁴⁵ Ibid

⁴⁶ Cisco Systems, *Ransomware - Anatomy of an Attack*, <https://www.youtube.com/watch?v=4gR562GW7TI>

⁴⁷ Appendix A - Question #6

⁴⁸ Grand Jury Survey response

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Breaches and attacks that manage to extract data (Ransomware 2.0) expose additional risks to sensitive information. Security professionals point out additional options for securing organizational data:⁴⁹

- Use Subnets⁵⁰ to section out servers with separate security permissions and limited access;
- Disable and block unused services, protocols and ports;
- Perform Backup & Recovery (focus on full testing of recovery);
- Strengthen the password policy (long, complex, with expiration dates);
- Employ 2-factor authentication (password then keycode) for external user access.⁵¹
- Install Anti-malware / Antivirus software on all machines and keep current (update at least monthly);
- Update at least monthly, patches for operating systems, firewalls, spam filters, malware, and other key applications;
- Perform monitoring and auditing of failed logins, password changes, resource usage, and services stopping.

Local public entities can get assistance from The Federal Communications Commission’s (FCC) Cyber Security Planning Guide that includes a customized Cyber Security Planning Tool to craft and execute a customizable Cybersecurity plan.⁵² As their introduction explains, “data security is crucial ... customer and client information, payment information, personal files, bank account details ... all of this information is often impossible to replace if lost and dangerous in the hands of criminals... losing (your data) to hackers or malware infection can have far graver consequences.”⁵³ Public entities should take advantage of this Guide in reviewing the current status of their own data system security.

When answering questions of respondents via email it was found that some already use cloud hosting for email.⁵⁴ During the interviews it was further uncovered that a school IT manager is considering additional cloud hosting of one or more of their applications. Cloud providers are able to provide layers of protection for a customer’s network and software, as well as creating a segregation between their network and their customers. A cloud provider will patch and

⁴⁹ Government Technology Magazine, Adam Stone, *The Weakest Link*, Oct/Nov 2018

⁵⁰ <https://searchnetworking.techtarget.com/tutorial/Protocols-Lesson-6-IP-subnetting-The-basic-concepts>

⁵¹ The County’s Office of the Assessor-County Clerk-Recorder and Elections has already instituted 2-factor authentication. 2018-2019 Grand Jury Report – Security of Election Announcements.

⁵² Federal Communications Commission, *Cyber Security Planning Guide* <https://transition.fcc.gov/cyber/cyberplanner.pdf> and FCC *Cyber Security Planner* (customizable) <https://www.fcc.gov/cyberplanner>

⁵³ Ibid, page PDS-1

⁵⁴ eMails received from public domain accounts

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maintain current software versions, leverage security and malware and have a dedicated security team (24x7x365) that is responsible for staying on top of the security risks.⁵⁵

Conclusions

Grand Jury survey results and in-depth interviews determined that some local government agencies have Cybersecurity strategies in place. For them, this report is asking those IT departments to re-challenge the sufficiency of their employee training, the regular (full) testing of their defense strategies and the adequacy/age of their Cybersecurity strategy including consideration of cloud hosting. For the rest, this is a good time to complete a review and see what additional measures can be taken to beef up their IT security using the information provided in this report as a guide. The biggest trap is believing that a malware attack, or in the worst case a Ransomware attack, is unlikely to happen to organizations and that the Cybersecurity strategies already in place are sufficient to successfully recover.

As learned from the best practices example of the IT manager who thwarted two attacks successfully, a comprehensive Cybersecurity plan includes user prevention steps, spam and malware software, back-ups and full recovery testing. These suggestions as well as those from the professional literature on Cybersecurity include the following list of best practices:

- Anti-Malware definitions need to be constantly updated to retain their effectiveness.
- Software updates need to be kept current.
- To identify external emails, message rules can be used to flag external emails and thereby decrease the probability that a user clicks on bad content.
- To thwart phishing attempts, footers can be added to incoming emails to warn about opening attachments and clicking on links (see Appendix C).
- Security training, awareness and assessment need to be routine along with testing all employees to recognize, delete and report attempted attacks (See Appendix B).
- Establishing a thorough and comprehensive backup process for all Servers using the 3-2-1 rule and establishing a separate backup process for key users' critical folders (e.g., administration, accounting, human resources) to be able to restore/recover from a secure onsite and/or offsite backup.
- Snapshots and/or image backups provide the most complete backup and the fastest recovery option.
- Consider cloud-hosting of email and other applications to provide added security, backup & restore capabilities and filtering benefits to close the largest and easiest route for Ransomware to penetrate entity systems.

⁵⁵ Government Technology Magazine, Adam Stone, *The Weakest Link*, Oct/Nov 2018

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FINDINGS

- F1. Ransomware is a real and growing threat to public entities including those in San Mateo County.
- F2. Across the country, local governments and schools represent 12% of all Ransomware attacks.
- F3. The direct and indirect costs of Ransomware can be significant.
- F4. Cybersecurity reviews and assessments, and an updated, well-executed Cybersecurity plan, are critical components of IT security strategy.
- F5. A comprehensive Cybersecurity plan should include, at a minimum, information concerning prevention steps, spam and malware software, and backups and full recovery testing.
- F6. The identification of phishing attempts, including the use of spam filters, is an important component to protecting an IT system from Ransomware attacks.
- F7. Testing a full restore of a server to ensure that backups are reliable should be undertaken regularly as part an entity's backup plan to recover lost information.
- F8. Training of new employees, and the recurring training of existing employees, is an important component of defense against Ransomware.

RECOMMENDATIONS

The Grand Jury recommends that each governing body undertake its own confidential effort to protect against Ransomware attacks. Specifically:

- R1. Each of the governmental entities in San Mateo County with an IT department or IT function (whether in-house, handled by another government unit or outsourced to a private enterprise) as listed in Appendix F, should by November 30, 2020, make a request for a report from their IT organization that addresses the concerns identified in the report, specifically:
 - 1. System Security (Firewalls, Anti-malware/Antivirus software, use of subnets, strong password policies, updating/patching regularly)
 - 2. Backup & Recovery (In the event of an attack, can you shut down your system quickly? What is being backed up, how it is being backed up, when are backups run, and where are

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the backups being stored? Have backups been tested? Can you fully restore a Server from a backup?)

3. Prevention (turning on email filtering, setting up message rules to warn users, providing employee training on phishing and providing a reporting system to flag suspect content)
- R2. These confidential internal reports should be provided to the governing body by June 30, 2021. This report should describe what actions have already been taken and which will be given timely consideration for future enhancements to the existing cybersecurity plan.
- R3. Given the results of their internal reports, governmental entities may choose to request further guidance by means of a Cybersecurity review from the U.S. Department of Homeland Security⁵⁶ and/or a cyber hygiene assessment from the County Controller's Office.⁵⁷
- R4. Given the results of their internal reports, governmental entities may choose to ask their IT departments to review their own Cybersecurity Plan with the detailed template provided by the FCC's Cybersecurity Planning Guide and consider customizing it using FCC's Create Custom Cybersecurity Planning Guide tool (see footnote 52).

METHODOLOGY

Documents

- Attack incident reports were requested from IT Departments who experienced attack(s). No incident reports were received.

Site Tours

- No site tours were performed as a part of this report.

Interviews

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

- Three Information Systems Managers of three different public entity IT organizations.
- Two non-public professional IT Managers. Both of these Managers' IT infrastructure environments had been infected with Ransomware attacks. One paid the ransom and the other did not.

⁵⁶ <https://www.us-cert.gov/resources/assessments>

⁵⁷ 2018-2019 San Mateo Grand Jury Report – Security of Election Announcements

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- A professional Ransomware expert who often consults with companies who have been attacked or desire assistance preventing attacks. He also teaches classes on preparing for and preventing Ransomware attacks.
- Numerous security industry professionals at the RSA Conference held at Moscone Center in San Francisco between February 24th and 28th 2020.

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APPENDIX A – SURVEY QUESTIONS

1. Has your Organization had a Ransomware attack? Specifically, has there been an instance or multiple instances when an attack has locked up a computer or computers and presented a demand for ransom to unlock the infection?

If you answered Yes or Possibly to Question 1, please provide a detailed description of the attack. What actions were taken once the attack was realized?

2. Is your Information Systems Budget adequate to secure your network properly from malicious attack?

3. Please provide an explanation of your Systems Backup processes? How often are backups run, where do you store the Backups?

4. Have you ever had to Restore from Backups? Please describe in detail why you did the Restore and describe the process used.

5. Do you provide training to employees regarding Malware?

6. What defenses do you currently employ to block malware? Please be specific. (Firewall brand/model, Software filters/spam blocker, etc.)

APPENDIX B – EMPLOYEE TRAINING OPTIONS

Phishing is the primary method of entry in cyber-attacks worldwide. Over the past few years, some security industry companies have come up with excellent testing, training, monitoring, measuring and reporting solution to help with employee training. The primary goal of an employee training program is to change user's behavior when viewing emails that might contain threats.

The typical components of these solutions include:

- Customized phishing attacks designed to test employees in spotting attack attempts
- Provide users a simple to use reporting tool to flag suspected attacks
- An incidence response platform for controlling the spread of an attack
- Reporting dashboards tracking user click-throughs
- Employee training programs

Here are some website links for the companies offering training solutions.

www.knowbe4.com

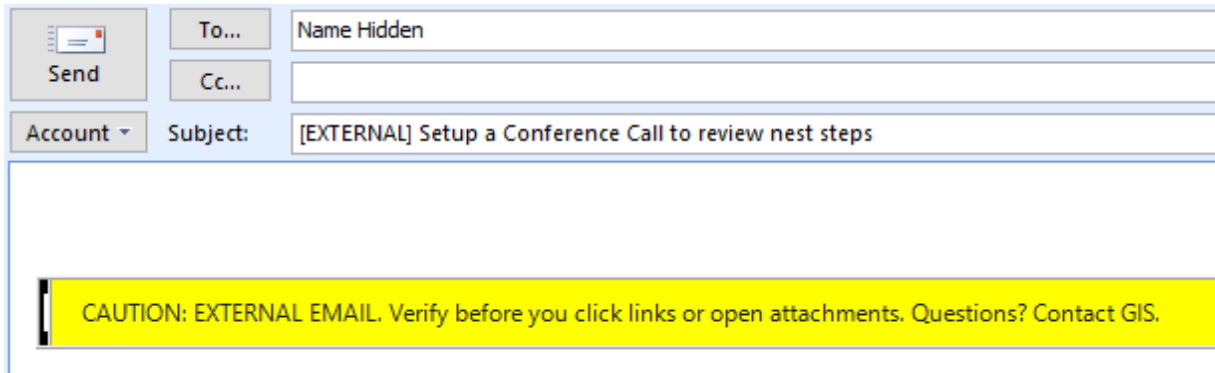
www.lucysecurity.com

www.metacompliance.com

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www.mediapro.com
www.cofense.com
www.elevatesecurity.com
www.securitymentor.com
www.habitu8.io

APPENDIX C – EMAIL MESSAGE RULE - EXTERNAL



The screenshot shows an email client interface. At the top left is a 'Send' button. To its right are 'To...' and 'Cc...' fields. The 'To...' field contains 'Name Hidden'. Below these is an 'Account' dropdown menu. The 'Subject' field contains '[EXTERNAL] Setup a Conference Call to review nest steps'. A prominent yellow warning banner is displayed in the center of the email body, containing the text: 'CAUTION: EXTERNAL EMAIL. Verify before you click links or open attachments. Questions? Contact GIS.'

APPENDIX D – BACKUP & RECOVERY APPLIANCES & SERVICES

There are a large number of companies that provide Backup and Recovery solutions. Solutions Review has prepared a buyer's guide for the leading vendors. Click on the following link or copy and paste this URL into a browser to get your own copy of this guide.

<https://solutionsreview.com/backup-disaster-recovery/get-a-free-backup-and-disaster-recovery-buyers-guide/>

Specifically, some of the vendors in this report do not provide appliances, only virtual server support. Here is a partial list of appliance and solution vendors:

www.unitrends.com
www.barracuda.com
www.carbonite.com
www.commvault.com
www.dellemc.com
www.axcient.com
www.cohesity.com
www.datto.com
www.infrascale.com

APPENDIX E – PHISHING DEFENSE VENDORS

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Some companies that provide solutions that improve email defenses are:

<https://www.opswat.com/products/metadefender/email-gateway-security>

<https://www.agari.com/products/phishing-defense/>

<https://www.inky.com/anti-phishing-software>

<https://www.mimecast.com/products/email-security-with-targeted-threat-protection/>

APPENDIX F: PUBLIC ENTITIES IN SAN MATEO COUNTY (68)

City/Town Governments (20)

- Town of Atherton
- City of Belmont
- City of Brisbane
- City of Burlingame
- City of Colma
- City of Daly City
- City of East Palo Alto
- City of Foster City
- City of Half Moon Bay
- City of Hillsborough
- City of Menlo Park
- City of Millbrae
- City of Pacifica
- Town of Portola Valley
- City of Redwood City
- City of San Bruno
- City of San Carlos
- City of San Mateo
- City of South San Francisco
- Town of Woodside

County Government (1)

- County of San Mateo, Information Services Department

School Districts (25)

- Bayshore Elementary School District
- Belmont Redwood Shores School District
- Brisbane School District
- Burlingame School District
- Cabrillo Unified School District
- Hillsborough City School District

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Jefferson Elementary School District
Jefferson Union High School District
La Honda Pescadero School District
Las Lomas Elementary School District
Menlo Park City School District
Millbrae School District
Pacifica School District
Portola Valley School District
Ravenswood City School District
Redwood City School District
San Bruno Park School District
San Carlos School District
San Mateo Foster City School District
San Mateo Union High School District
Sequoia Union High School District
San Mateo County Community College School District
San Mateo County Office of Education
South San Francisco Unified School District
Woodside School District

Independent Special Districts (22)

Bayshore Sanitary District
Broadmoor Police Protection District
Coastside County Water District
Coastside Fire Protection District
Colma Fire Protection District
East Palo Alto Sanitary District
Granada Community Services District
Highlands Recreation District
Ladera Recreation District
Menlo Park Fire Protection District
Mid Peninsula Regional Open Space District
Mid-Peninsula Water District
Montara Water and Sanitary District
North Coast County Water District
Peninsula Health Care District
San Mateo County Harbor District
San Mateo County Mosquito and Vector Control District
San Mateo County Resource Conservation District
Sequoia Healthcare
West Bay Sanitary District
Westborough Water District

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Woodside Fire Protection District

Not Included: County-governed special districts and subsidiary special districts governed by their respective city councils.

ITEM #6

May 14, 2021

Mr. Chuck Duffy
General Manager
Granada Community Services District
504 Avenue Alhambra, Third Floor
PO Box 335
El Granada, CA 94018

Subject: Recommendation for Award of Construction Contract
Naples Beach Phase 2 Sewer Project
K/J 015011*06/PH2SEW

Dear Chuck:

The District received 3 bids on May 10, 2021 for the construction of the *Naples Beach Phase 2 Sewer Project*. Bids were publicly opened on Zoom. The bids ranged from a low of \$379,160 from Golden Bay Construction, Inc. to a high of \$493,810. The Engineer's estimated construction range was between \$375,000 and \$425,000.

After the bid opening, Kennedy Jenks initiated a review of the proposal from Golden Bay Construction, Inc and found it was the lowest responsible and responsive bidder, and that it possesses the experience and technical qualifications to perform the work required by the contract.

Accordingly, we recommend that the District award the *Naples Beach Phase 2 Sewer Project* construction contract to Golden Bay Construction, Inc for \$379,160. This amount includes \$2,000 for optional bid item 14, for a temporary sewer bypass, which the Contractor will not be authorized to construct unless the existing Medio Creek bridge and GCSD's 10" sewer crossing the creek will be demolished before the sewer is constructed.

Please let me know if you have any questions regarding our recommendation.

Very truly yours,

Kennedy/Jenks Consultants, Inc.



John H. Rayner, P.E.
GCSD District Engineer

ITEM #7

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of GCSD Personnel System Manual Amendments
Date: May 20, 2021

This Item is presented for the Board's consideration to approve revisions to the District's Personnel Manual ("Manual"), adopted on July 17, 2008, and last amended in January 2018. The Manual establishes personnel policies, practices and procedures, and provides general employment information to employees, the public and the Board of Directors.

At the last regular meeting the Board was provided with a copy of the current manual and the proposed manual with revisions for preliminary review. Since that time, the compensation section has been revised with input from Director Marsh, as well as the revised salary schedule, which is now provided as Exhibit "D" to the Manual.

The following is a list of the major changes proposed:

- Revised Manual Name (To shorten)
- At-Will Employment is added
- Hiring Procedures section is added
- Revised/updated language to Assistant General Manager's position
- Updated language to Administrative Assistant position
- Parks & Rec Coordinator position is added
- The duties for each position have been removed from the manual and instead, included as a separate exhibit
- The process of compensation adjustments is revised to include the addition of a COLA adjustment, a revision to performance-based adjustments, and the salary "step" schedule has been replaced with a salary "range" schedule
- Probationary period change from 120 days to 90 days (For purposes of medical benefits coverage)
- Disciplinary Action section has been deleted
- Health Insurance section is updated
- Vacation days increase
- Number of holidays increase from 11.5 to 14 (Same as SAM)

Revisions to the Personnel must be approved by the Board of Directors, and the salary schedule must be approved by Resolution. A draft resolution is also attached for that purpose.

DRAFT REVISION
For 5/20/21 Meeting



GRANADA COMMUNITY SERVICES DISTRICT

PERSONNEL MANUAL

Adopted July 17, 2008
As Amended through _____

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SECTION 1 - GENERAL PROVISIONS

Scope of Personnel Manual

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

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

Changes to Manual

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

Equal Employment Opportunity

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

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

Discrimination/Harassment Complaint Procedure

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

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

Additional Remedies for Discrimination or Harassment

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

Safety

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

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

Office Hours

The district office shall be open for business to the public from the hours of 9:00 a.m. to 5:00 p.m., excluding weekends and holidays. The district office may be closed for a one-hour lunch break between 12:30 p.m. and 1:30 p.m.

SECTION 2 - PERSONNEL & EMPLOYMENT PRACTICES

Authority to Appoint

Pursuant to Government Code section 61050 and 61051, the board of directors shall appoint the general manager. The general manager has the authority to appoint and terminate all other employees.

Management

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

At-Will Employment

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

Employment Classifications

Employment classifications are as follows:

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

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

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

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

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

Positions

Assistant General Manager

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

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

Administrative Assistant

The administrative assistant position is a non-exempt position under direction of the general manager and supervision of the assistant general manager. The administrative assistant is responsible for general office related duties and those listed on, but not limited to, the Job Description for the Administrative Assistant (Exhibit B), and any reasonable duties assigned by management.

Parks and Recreation Coordinator

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

Breaks

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

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

Hiring Procedure

When an employment position needs to be filled, the position will be posted and/or advertised upon authorization from the General Manager.

Consideration in the selection, placement and retention of potential employees shall be based solely on merit. Merit is defined as the match between the knowledge, abilities, and skills of the potential employee as they relate to the District defined duties of the position.

Applicants shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the District's application. Any applicant supplying false or misleading information on their application or resume which is discovered at any time is subject to immediate termination if hired.

Performance Review

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

Resignation

If an employee elects to terminate his/her employment, the District requests a written notice of resignation to be delivered or transmitted via email to the general manager at least two weeks in advance of the last planned date of employment. Since the purpose of the notice is to facilitate a smooth transition, this advance notice should not include vacation or any non-compensated working time. Circumstances may occur where the general manager may accelerate the final date of employment.

Termination

Immediate termination may occur in some cases, at the general manager's sole discretion. Otherwise, the District's intent is to give employees advance notice, whenever possible, of problems with their conduct or performance so that they have an opportunity to improve. Advanced notice may include an oral warning, which gives the employee the opportunity to make changes, or a written warning, which will be placed in the employee's personnel file. The written warning shall include the nature of the infraction, and what the employee needs to do to correct the conduct or improve performance. Nothing in this Section invalidates or alters the provisions of the At-Will Employment clause of this Manual.

Information Changes

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

SECTION 3 - COMPENSATION

Compensation Schedule

The compensation schedule establishes a salary range for each employment position, and shall be approved by resolution by the board of directors. The lower and upper limit of each salary range shall be adjusted annually on July 1, by the same cost-of-living adjustment (COLA) approved by the board of directors in the budget for the then-current fiscal year. The most current compensation schedule is provided as Exhibit D of this manual.

Amount of Compensation

At the time of hire, the starting level of compensation will be determined by the general manager; the starting compensation must fall within the then-current salary range for the position, unless a variance is approved by resolution by the board of directors.

Compensation Adjustments

Employees will be eligible for a compensation adjustment annually on July 1st. The compensation adjustment is composed of two elements: a cost-of-living adjustment (COLA) plus a performance-based adjustment.

COLA Adjustments

The COLA adjustment to be used in each fiscal year will be proposed by the General Manager and approved by the board of directors as part of the annual District budget.

Performance-Based Adjustments

Pursuant to the annual Performance Review as described in Section 2 herein, the position supervisor may grant a performance-based compensation adjustment in addition to the COLA adjustment, according to the following schedule:

Performance Assessment	Performance-Based Adjustment
Developing/Needs Improvement	Add 0% - 1.5%
Meets Expectations/Performing Well	Add 1.5% - 3%
Exceptional Delivery Above Expectations	Add 3% - 5%

Paydays

Compensation is paid semi-monthly, with paydays being the 15th day of each month for work performed from the 1st to the 15th of the month, and the last day of each month for

work performed from the 16th to the last day of the month. When a payday falls on a weekend or holiday, the last prior business day becomes the pay date.

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

Timekeeping

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

Overtime

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

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

Business and Travel Expenses

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

manager, or board of directors shall be reimbursed at the rate for IRS business expense deductions in effect at the time of such use.

SECTION 4 - EMPLOYEE CONDUCT

Rules of Conduct and Work Performance

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

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

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

Attendance and Punctuality

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

Computer Use

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

Personal Appearance

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

Gifts and Gratuities

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

SECTION 5 - EMPLOYEE BENEFITS

Health Insurance and Ancillary Benefits

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

Holidays

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

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

If a holiday falls on a Saturday, time off with pay will be given on the preceding Friday. If a holiday day falls on a Sunday, time off with pay will be given on the following Monday.

Sick Leave

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

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

Sick leave shall be accrued as stated above, and shall be capped at twenty days. Sick leave will cease accruing after a total of twenty days has been accrued, until the total has been brought below twenty days again. No compensation will be paid for accrued sick leave upon cessation of employment.

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

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

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

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

Vacation

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

0 - 5 years	=	1.00 days per month	=	12 days per year
6 - 10 years	=	1.25 days per month	=	15 days per year
11 - 15 years	=	1.50 days per month	=	18 days per year
16 - 20 years	=	1.75 days per month	=	21 days per year
21 years thereafter	=	2.00 days per month	=	24 days per year

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

Bereavement Leave

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

Jury Duty

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

Other Leave

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

consider a request for unpaid Personal Leave but is under no obligation to approve such leave.

Retirement Benefits

The District contracts with the California Public Employees' Retirement System (CalPERS) to provide employee retirement benefits. Employees are covered by either the CalPERS 2% @ 55 (Classic) or the 2% @ 62 (PEPRA) benefit formula, depending on eligibility. Participation in the retirement plan shall be consistent with the requirements of the California Public Employees' Pension Reform Act of 2013 ("PEPRA"). Regular employees who work 20 hours per week or more and/or those who work 1000 hours per year or more are eligible for CalPERS membership. Only wages and special compensation allowed by CalPERS will be reported to CalPERS for the purposes of calculating pensionable compensation.

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

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

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

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

SECTION 6 - Definition of Terms

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

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

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

Fiscal Year: July 1 to June 30.

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

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

a. Speech, such as epithets, derogatory comments or slurs, and lewd propositioning. Prohibited speech may include inappropriate sex-oriented comments on appearance (including dress or physical features) or stories and/or jokes.

b. Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. Prohibited physical acts include: pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.

c. Visual insults, such as derogatory posters, cartoons, or drawings related to sex.

d. Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual’s work performance or create an intimidating, hostile, or offensive working environment.

DUTIES OF THE ASSISTANT GENERAL MANAGER

1. Assist in the development of policies, programs and budgets necessary for the operation of the District
2. Assist in the development of long-range plans covering the essential elements of operations, facilities, finances and personnel
3. Assist in administering provisions for effective and efficient operation and control of facilities, finances, personnel and equipment
4. Oversee District operations along with the General Manager
5. Assist the General Manager in developing, implementing, and monitoring short and long-term plans, goals, and objectives focused on achieving the District's mission and priorities
6. Within assigned areas of accountability, serve as the District's representative to professional, industry, community groups, customers, and to other agencies, organizations and individuals
7. Coordinate, prepare, and post agendas
8. Serve as the Secretary to and Clerk of the Board of Directors
9. Serve as a Legally Responsible Officer for CIWQS and submit required reports
10. Serve as the District's Custodian of Records
11. Attend all District Board meetings
12. Generate meeting minutes, and maintain records of all proceedings
13. Write staff reports and prepare recommendations to go before the Board as appropriate and necessary
14. Publish, post, and mail public and legal notices
15. Maintain communication and working relationships among/between Administrative Staff, Contract Staff, and Board Members
16. Work with Board members as needed.
17. Ensure implementation of District Ordinances, Resolutions, Bylaws, and Policies and Procedures
18. Compile data for annual audit, and review final audit reports
19. Conduct research and prepare data for special projects
20. Initiate, review and provide data reports for District insurance coverage
21. Report and process insurance related claims as needed
22. Oversee/manage issues relating to District property and/or facilities as needed or directed
23. Prepare Requests for Proposals as directed

20. Establish and maintain effective relationships with the County, other public agencies, the general public, parcel owners, developers, contractors, architects, and real estate agents
21. Answer incoming phone calls, assist walk-in customers, and as necessary respond to email
22. Process all incoming mail, distribute and review as necessary
23. Respond to written correspondence when necessary
24. Organize and maintain all District records
25. Prepare and generate warrants for accounts payable as appropriate
26. Generate pro-rated sewer service charge invoices and process payments received
27. Prepare bank account deposit slips, facilitate deposits, process transfers as needed, and prepare monthly deposit and transfer reports
28. Analyze monthly bank account statements to identify transactions and verify correctness
29. Maintain adequate account balances in District banks accounts as needed
30. Periodic review of general ledger for accuracy
31. Initiate District office purchasing and compliance with Bidding and Procurement Policy
32. Initiate and review lease agreements
33. Train new District employees
34. Perform all Assessment District administrative and accounting procedures/duties in accordance with the bond documents
35. Review monthly Assessment District investment statements, input data, and maintain in-house reconciliation
36. Review consolidated Assessment District investment statements annually, and prepare in-house reconciliation reports
37. Obtain data and prepare reports for annual county tax roll submission.
38. Record legal documents with the County
39. Review, process, and issue sewer permits per District policy
40. Coordinate and follow-up on District engineering related issues and projects
41. Schedule parcel site and hook up inspections
42. Develop and revise forms, written procedures and public information handouts.
43. Record and handle incoming sewer related emergencies
44. Provide information and respond to public concerns regarding capital improvement projects
50. Carry District cell phone and be on-call at all times

The above shall include all such other duties as may be assigned by the Board or the General Manager as being within the scope of the Assistant General Manager position. The above tasks may also be delegated to other employees or consultants as necessary to accomplish the goals of the District.

DUTIES OF THE ASSISTANT ADMINISTRATOR

1. Answer phone, retrieves and take messages.
2. Greets and assists walk-in customers.
3. Responds to requests for information.
4. Provides general information to customers about permits, assessments, and sewer and garbage services when possible.
5. Retrieves and processes mail, including date stamping, logging, distribution and follow up.
6. Post agendas and public notices as needed.
7. Prepare response to City/County Planning Permit Application Referrals.
8. Prepare memos, emails, invoices, reports and other correspondence as directed.
9. Gather and produce reports for monthly financial statements.
10. Reviews incoming invoices for accuracy and maintains file for warrant processing.
11. Contact vendors as needed.
12. Maintain and update all accounting and permit databases.
13. Review and process incoming applications.
14. Process payments and prepare permits as requested.
15. Process bi-monthly payroll.
16. Submit reports and payments to CalPERS.
17. Filing and organization of Agenda Packets, Minutes, Ordinances and Resolutions.
18. Prepare monthly administrative documents for agenda packet.
19. Gather data and organizes agenda file for packet preparation as directed.
20. Maintain inventory and order supplies.
21. Maintains office equipment, including leases and repairs.
22. Responsible for creating and labeling of files.
23. Ongoing organization and maintenance of filing systems.
24. Responsible for general organization of District Office and Portola Pump Station storage room.
25. Maintain meeting room schedule, and responsible for calendar updates and meeting room set up.
26. Schedule inspections, and responsible for sewer hook-up process through final billing and City/County verification.
27. Manage/update GIS system and inputs call-out/overflow reports.

28. Oversee call-out problems and repair process, including estimates, scheduling, coordination, payments and data entry.
29. Work with franchised waste hauler for recycling events and delinquent garbage accounts.
30. Projects as delegated by the General Manager and/or Assistant General Manager.

The above shall include all such other duties as may be assigned by the General Manager and/or the Assistant General Manager as being within the scope of the Administrative Assistant position.

DUTIES OF THE PARKS AND RECREATION COORDINATOR

1. Coordinate, prepare, and disseminate Parks Advisory Committee (PAC) agendas and post as required
2. Attend all PAC meetings
3. Serve as the District Liaison and Secretary to the PAC
4. Prepare PAC staff reports and make recommendations to the Committee as needed
5. Prepare staff reports on PAC activities for GCSD Board meetings and attend GCSD Board meetings as necessary
6. Generate PAC meeting minutes, and maintain records of all proceedings
7. Maintain ongoing communication with Assistant General Manager regarding PAC activities, future agenda items, Board related items and accounting issues
8. Maintain communication and working relationships with County Parks Staff, other professionals, and PAC Members
9. Prepare draft Parks & Recreation portion of District newsletters as requested
10. Provide information to the public, and answer parks and recreation related questions as necessary
11. Maintain and disseminate information to appropriate PAC email lists as necessary
12. Order, create, and maintain park related outreach supplies
13. Maintain communication and flow of information between PAC, the District Board and other Staff.
14. Provide park and recreation related updates for District website as needed.
15. Oversee and manage District Recreation Program, including but not limited to:
 - a. Work with recreation instructors/groups/agencies to set-up/arrange classes to be offered, and obtain all necessary class information for Recreation Program (Requirements/limits/schedule/location/etc.)
 - b. Secure all required instructor and participant paperwork including contract agreement, insurance certificates, if applicable, criminal background history and fingerprinting, and provide disclosures.
 - c. Upgrade forms as needed (Requires District Counsel verification).
 - d. Prepare draft Program Guide to Recreation.
 - e. Make appropriate recommendations regarding class fees.
 - f. As necessary, secure class location or equipment needed.

- g. Create events on Eventbrite for all activities; manage and track events; provide ongoing notification to instructors/District staff/Board and PAC Members.
 - h. General promotion of all events.
 - i. Obtain feedback from instructors and participants.
 - j. Process instructor fee payments/reimbursements.
16. All park related tasks as requested by the General Manager or approved by the Board.

EXHIBIT D

**Granada Community Services District
Compensation Schedule**

Effective July 1, 2021

	Low	Mid	High
Assistant GM (Annual)	\$125,000	\$145,000	\$165,000
Admin Assistant (Annual)	\$63,750	\$75,000	\$86,250
(Hourly Rate Equivalent)	\$31	\$36	\$41
Rec Coordinator (Annual)	\$63,750	\$75,000	\$86,250
(Hourly Rate Equivalent)	\$31	\$36	\$41

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2021-__

**A RESOLUTION ESTABLISHING A COMPENSATION SCHEDULE
FOR UNREPRESENTED EMPLOYEES**

The Board of Directors of the Granada Community Service District finds as follows:

WHEREAS, The District adopted a Personnel System Manual on July 17, 2008, as most recently amended on January 18, 2018, to identify positions of employment, outline job descriptions, and to allow for the adoption of a compensation schedule for those positions;

WHEREAS, The Personnel System Manual authorizes the Board of Directors and the General Manager to establish employee compensation by resolution;

WHEREAS, The Public Employees' Retirement Law (PERL) Government Code Section 20636 defines compensation earnable for State, School, and Public Agency members and in doing so requires that pay be outlined in *publicly available pay schedules*.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLLOWS:

The Granada Community Services District hereby approves and adopts the attached Exhibit A, Compensation Schedule, effective as of January 1, 2021.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 20th day of May 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Approved:

Matthew Clark, President

Countersigned:

Delia Comito, Secretary

ITEM #8

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2021- __

**A RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE
GENERAL BUDGET FOR FISCAL YEAR 2021/22**

WHEREAS, the Sewer Authority Mid-Coastside, pursuant to Article III, Section (F) (3) of the Joint Powers Agreement, dated February 3, 1976, as amended, creating said Authority, has heretofore submitted its General Budget for fiscal year 2021/22 to its member agencies for review and approval; and

WHEREAS, the Sewer Authority Mid-Coastside General Budget includes the sub-categories of administrative, treatment, environmental compliance, and infrastructure for Fiscal Year 2021/22;

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed and considered said General Budget and desires to signify its approval thereof;

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

1. The Board of Directors of the Granada Community Services District hereby approves the Sewer Authority Mid-Coastside General Budget for Fiscal Year 2021/22, attached as Exhibit A to this resolution, and consents to the final approval of said General Budget by the Sewer Authority Mid-Coastside.
2. The Board Secretary shall transmit a copy of this Resolution to the Sewer Authority Mid-Coastside.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 20th day of May 2021, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

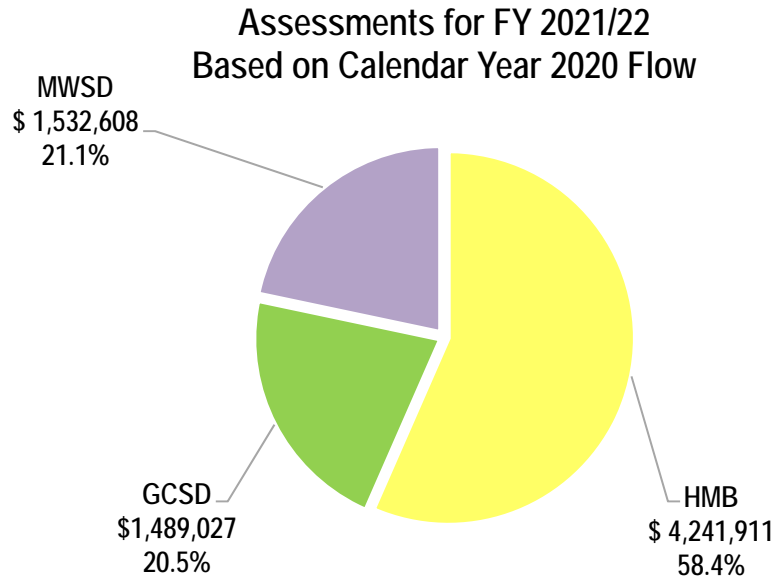
ABSENT, Members:

Approved:

Matthew Clark, Board President

Attest:

Delia Comito, Board Secretary



Strategic Plan Compliance

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

Background and Discussion/Report

At the SAM Board Meeting on April 26 the Board could not reach agreement on sending the draft General Budget to the member agencies for approval as Half Moon Bay indicated that the Capital Infrastructure Projects should be separately listed and voted as an “Infrastructure Budget” Subsequently, General Manager reached out to General Counsel for an opinion. Attached is the opinion of the General Counsel.

This was again discussed with the Member Agency Managers at their meeting on May 4 and it was agreed upon to recommend SAM Board to accept the Budget as presented at the earlier meeting on April 26th.

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

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

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

- Projects in the SAM Board of Directors approved FY 2021/22 Infrastructure Plan will be implemented. The Infrastructure Plan was approved in the Board Meeting on Feb 22, 2021.
- The positions of Engineering & Construction Contracts Manager and Accounting Technician continues to be defunded.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up. Salaries for currently vacant positions are estimated at mid-step. There are a total of 12 positions:
 - One is a vacant position for a Utility Worker which is expected to be filled during FY 2021/22, budgeted at mid-step
 - 5 employees are scheduled for a step increase.
 - 5 employees are currently at the top step.
 - One is the General Manager who is on a contract.
- All services, supplies, and utilities will be increased by a 3% CPI unless specific adjustment was deemed necessary based on actual experience or known factors.

Budget Overview

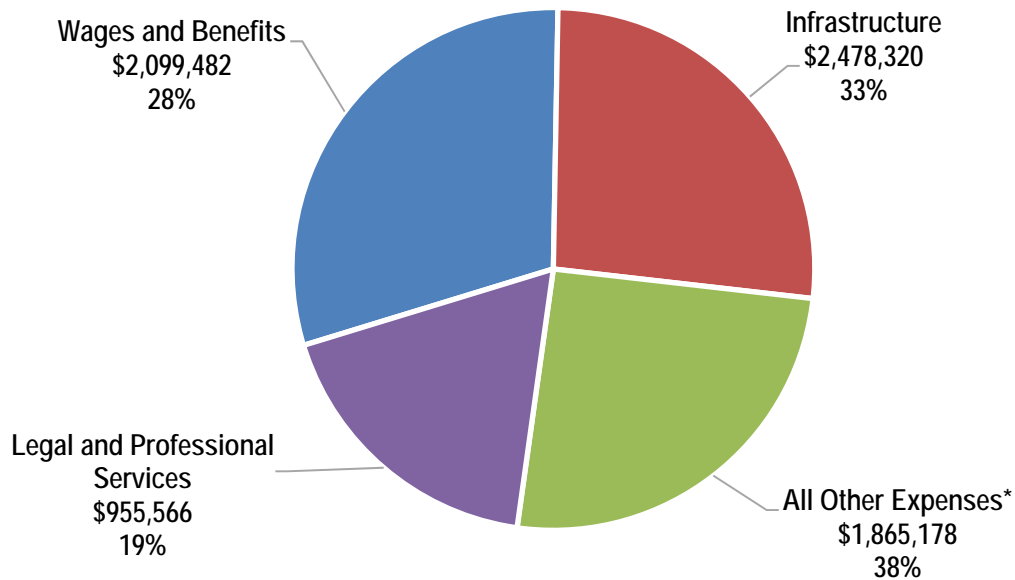
The General Budget, including the proposed infrastructure projects, has been discussed by the Member Agency Managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Boards for comment. Final approval of the proposed budget will take place later in the process.

Of the total General Budget of \$7.4 million, \$2.099 million (28%) is for wages and benefits. The cost of infrastructure improvements is \$2.478 million (33%). Professional, Engineering and Legal services is \$955,566 (19%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services.

All other expenses (liability insurance, professional memberships, uniform services, conferences, training, permits, licenses, etc.) make up approximately 38% of the total budget.

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

Expense by Category
 Total \$7.4 million



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

The most significant changes in the Administrative Services division budget are:

- The continuing defunding of the accounting technician position (\$116,000)
- Net decrease as a result of the allocations to the Collections budget
- The increase in salaries and wages per COLA in MOU
- Retirement contributions decreased by \$13,900 mainly due to the FY 2020/21 budget overestimate
- Allocation of staff time to Collections Budget, resulting in a net reduction of \$49,944 in wages and benefit
- Decrease in legal and professional services by \$47,655 due to not renewing the contract of certain consultants

The most significant changes in the Treatment division budget are:

- The continuing defunding of the Engineering & Construction Contracts Manager position

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P. Dekker

J. Harvey

H. Rarback

(\$117,538)

- Despite increases in actual salaries in wages per the MOU, SAM Staff revised how payroll is determined with a process that is more data-driven than prior budgets. We are pulling actual amounts of direct payroll expenses allocated to Collections and General instead of estimating Collections as a percentage of General. The system allows us to allocate all payroll related costs of the (4) Collection Crew directly to Collections as part of the payroll process. Furthermore we are now allocating 5% of Administration payroll to the Collections budget. The net result of these revisions resulted in a net decrease in wages and benefits of \$80,492.
- Decrease in professional services by \$264,447 due to an anticipated reduction in consulting services required.

The Infrastructure division increased by \$485,521 from \$1,992,799 in FY 2020/21 to \$2,478,320 in FY 2021/22 to address critical and urgent projects identified in the approved FY 2021/22 Capital Improvement Plan.

Changes in Expenses

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

1. Wages: Net Decrease of \$54,399 due to reclassification of a portion of Administration Payroll expenses to Collections.
2. Premium Pay: Increased \$7,043 for negotiated changes in standby pay, certification pay, and overtime pay.
3. Health Benefits: Decreased \$18,310 based on the negotiated health premiums and the net decrease in staffing.
4. Retirement Contributions: Decreased \$70,017 primarily due to the underestimation of retirement costs related to the unfunded liability portion in the prior year's budget. (Every year this amount is estimated but the actual amount is not in our control and is not known until we are officially notified by CalPERS after the year is over)
5. Retirement Medical: Decreased \$3,924 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: Increased \$5,662 for benefits as negotiated in the MOU and the Unrepresented Employees.

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7. Personnel Subtotal: Total Decrease in personnel costs is \$133,946 (-6%) primarily due to decrease in retirement contribution and net decrease in wages.
8. Legal Services: Increased \$25,000 based on anticipated expenses for FY 2021/22 (does not include any expense related to the HMB lawsuit).
9. Engineering Services: Decreased \$26,815 for design and project management services for projects identified in the Infrastructure/Capital Improvement Plan with the engineering costs reclassified into the infrastructure project budgets.
10. Professional Services: Decreased \$313,465 primarily because of an anticipated decreased reliance on consultants.

The major contracting firms and the status of their contracts, if applicable, are as follows:

- Calcon Systems, electrical services: Existing contract not to exceed \$350,000. It was put out for bid and was taken to the Board last year and the Board recommended Calcon be awarded the contract.
 - Rutan & Tucker, legal services: Contract exists, amount including recent amendment: \$325,000 for three years starting 2020. Board selected General Counsel based on interviews.
 - Maze Accountants, financial & accounting services: As Needed.
 - Alpha Analytical Laboratories, essential lab services: As Needed.
 - Peninsula Pump: handles pump repair, generally an emergency repair: As Needed.
 - Precision IT, computer equipment maintenance: Went out for bid in 2019. Contract exists until 2/1/2022.
11. Professional Memberships: Increased \$6,916 based on current year spending and board direction.
 12. Insurance Premiums: Increased \$82,750 to reflect anticipated increases in property, liability, pollution, and professional liability premiums and due to moving Indirect Insurance Expense from the Collections Budget.
 13. Misc. Expenses: Decrease of \$2,914 anticipated based on detailed review of current year expenditures.
 14. Utilities: Increased \$39,700 for electricity, gas, and water consistent with current costs.
 15. Travel & Training: Decreased \$16,271 based on current needs.
 16. Equipment Rental: Decreased \$13,230 consistent with actual rent experiences in the current

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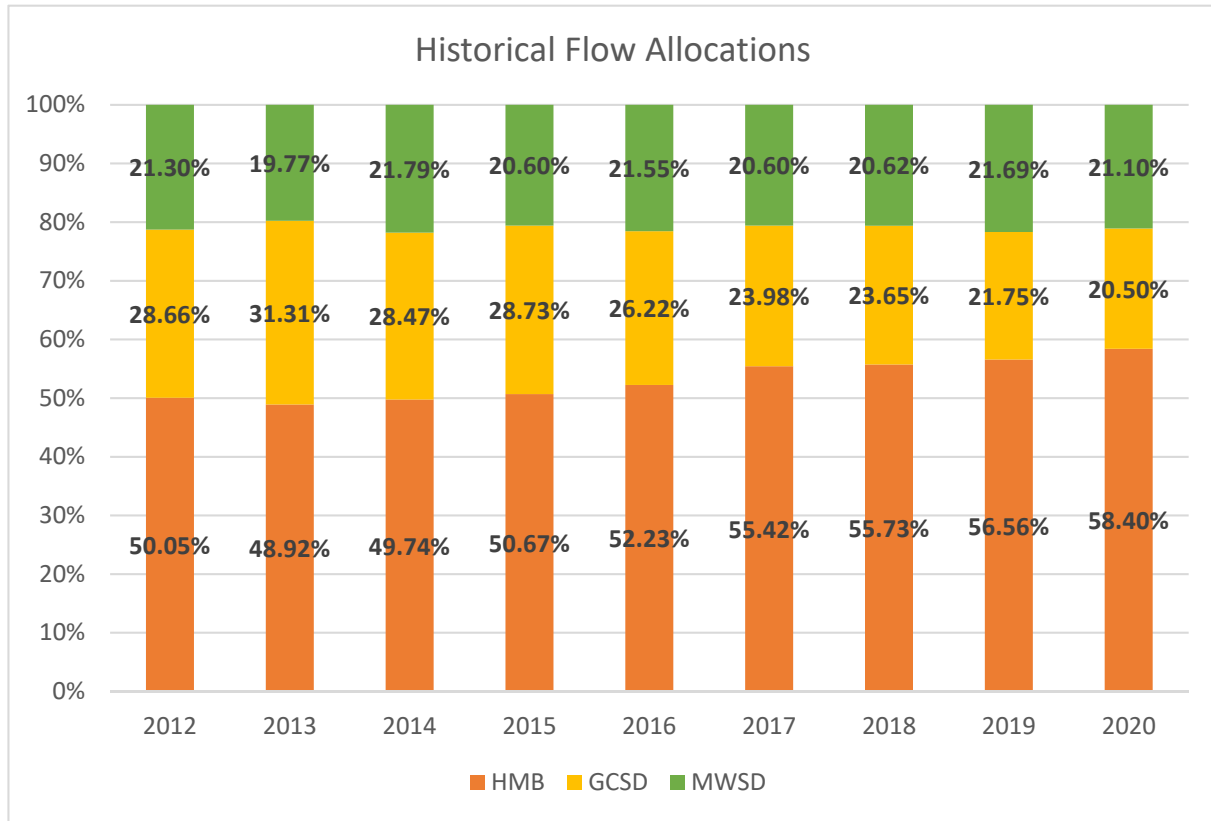
year.

17. Building & Maintenance Services: Decreased \$146,541 as certain projects were completed and capitalized.
18. Chemicals: Increased \$27,425 based on anticipated expenses consistent with recent experience and expected vendor increases.
19. Permits & Licenses: Increased \$17,820 based on current spending.
20. Supplies: Decreased \$3,723 based on current spending.
21. Equipment: Decreased \$296,879 due to transfer of equipment expenses to the infrastructure budget.
22. Infrastructure: Increased \$503,320 to address the projects identified in the approved FY 2021/22 Capital Improvement Plan budget, including engineering costs.
23. Repairs & Maintenance: Increased \$193,135 by reclassifying some of equipment maintenance for plant equipment from professional services.
24. Claims/Penalties: Increased \$11,395 based on CPI increase of 3%.
25. Non-Personnel Subtotal: Total Decrease in non-personnel costs is \$46,322 (1%).

Revenue Allocation

Of the total O&M revenue, the majority (98.64%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.

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The remaining revenue comes from the Non-Domestic Waste Source Control Program fees (1.09%), and interest earnings (0.28%).

BOARD MEMBERS:

M. Clark
 D. Penrose

B. Dye
 D. Ruddock

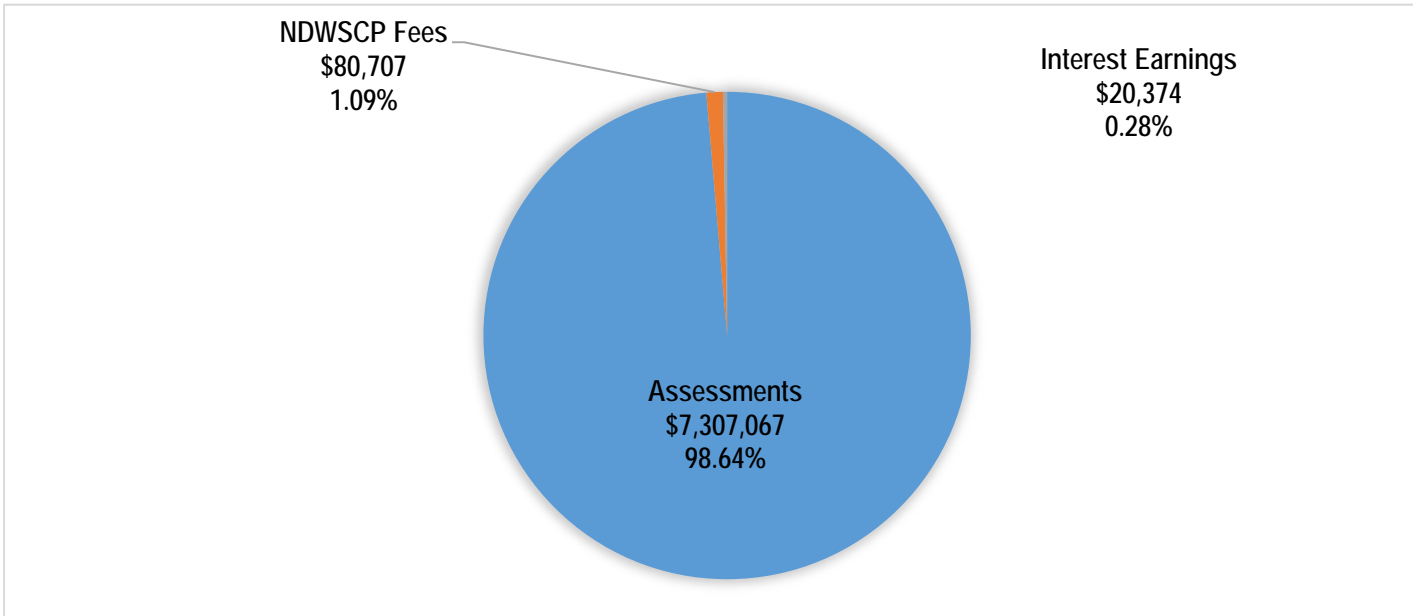
R. Lohman
 K. Slater-Carter

ALTERNATE MEMBERS:

S. Boyd
 J. Harvey

E. Suchomel
 H. Rarback

P. Dekker



Fiscal Reserve

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

Emergency Repair Reserve

1. *Objective: To ensure that adequate cash is available to stabilize and avoid sudden budget impacts in a particular year from material, unplanned repairs or replacements that require immediate attention to continue operations.*

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

Uses:

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

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Operating Reserve

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

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

Uses: Payment of budgeted operating expenditures.

SAM maintains their reserve in cash accounts (LAIF, Money Market and Checking) and reports to the Board monthly regarding these balances.

Staff Recommendation

Staff recommends that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before May 26, 2021 for evaluation and approve a final budget before June 1, 2021.

Supporting Documents

Attachment A: SAM General Budget for FY 2021/22

Attachment B: General Counsel Opinion – Memorandum dated April 30, 2021

BOARD MEMBERS:

M. Clark

B. Dye

R. Lohman

D. Penrose

D. Ruddock

K. Slater-Carter

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**General Budget
Fiscal Year 2021/22**

OPERATIONS BUDGET



EXECUTIVE SUMMARY

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

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

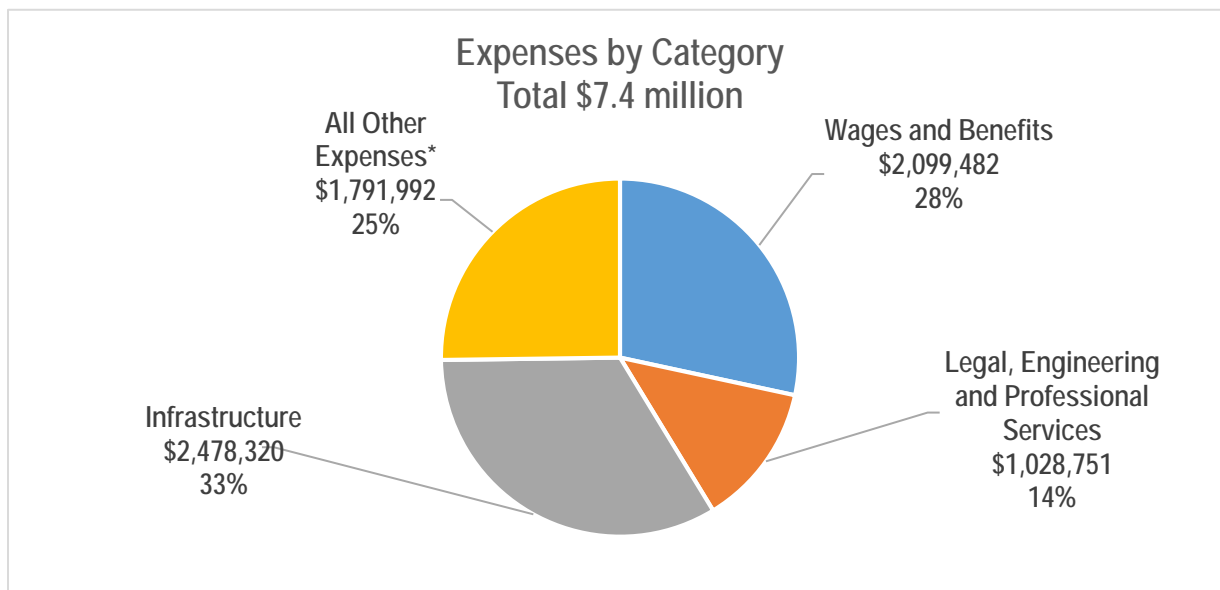
JPA Income & Expenses – General Budget

Operating Income	
Assessments - City of Half Moon Bay	4,241,911
Assessments - Granada Community Services District	1,489,027
Assessments - Montara Water & Sanitary District	1,532,608
Interest Income	20,000
NDWSCP Fees	115,000
Total Operating Income	\$ 7,398,546
Operating Expenses	
Wages	1,373,395
Benefits	726,087
Legal Services	175,000
Engineering Services	73,185
Professional & Technical Services	780,566
Professional Memberships	41,006
Insurance Premiums	187,750
Miscellaneous Expenses	72,822
Utilities	600,873
Travel & Training	25,893
Equipment Rental/Lease	97,585
Building & Maintenance Services	183,012

Chemicals	216,945	
Permits & Licenses	45,320	
Supplies	100,475	
Equipment	12,176	
Infrastructure Projects	2,478,320	
Claims & Penalties	15,000	
Repairs & Maintenance	193,135	
Total Expenses		\$ 7,398,546
Total Operating Expenses (less Infrastructure)		\$ 4,920,226
Contribution to Reserve Funds (Revenues less Expenses)		\$ 0

The overall decrease from the adopted budget for Fiscal Year 2020/21 to the proposed budget for Fiscal Year 2021/22 is \$46,322 (-1%). This is primarily due to a decrease in professional services and a reclassification of pipes related expenses and machinery & equipment expenses over \$5,000 to infrastructure budget.

Of the total General Budget, \$2.099 million (28%) is for wages and benefits. The cost of infrastructure improvements is \$2.478 million (33%). Legal, Engineering and Professional Services is \$1.029 million (14%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent 25% of the budget.



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

Division Budgets by Fiscal Year

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Administration	\$ 1,573,849	\$ 1,594,922	\$ 1,355,423	\$ 1,279,899	\$ (75,524)	-6%
Treatment	\$ 3,457,676	\$ 3,605,241	\$ 3,936,735	\$ 3,457,060	\$ (479,675)	-12%
Environmental	\$ 133,563	\$ 149,792	\$ 159,910	\$ 183,267	\$ 23,357	15%
Infrastructure	<u>\$ 792,676</u>	<u>\$ 132,550</u>	<u>\$ 1,992,799</u>	<u>\$ 2,478,320</u>	<u>\$ 485,521</u>	<u>24%</u>
Total	\$ 5,957,764	\$ 5,482,505	\$ 7,444,867	\$ 7,398,546	\$ (46,321)	-1%
Total Operating	\$ 5,165,088	\$ 5,349,955	\$ 5,452,068	\$ 4,920,226	\$ (531,842)	-10%

(less Infrastructure)

The Administrative Services division decreased \$75,524 (-6%). The net decrease is a result from the COLA adjustment of 3%, decrease in retirement contribution, allocation of wages and benefits to the Collection budget and overall decrease in professional services from the prior year.

The Treatment division decreased \$479,675 (-12%), which is due to the COLA increase of 3%, decrease in retirement contribution, decreased budget for professional services, reclassifying equipment expenses to infrastructure budget.

The Environmental Compliance division budget increased \$23,357 (15%) primarily due to increase in professional services based on year-to-date actuals.

The Infrastructure division increased \$485,521 to address the projects in the approved FY2021-2022 Capital Improvement Plan.

BUDGET ALLOCATION AND ASSESSMENTS

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

Flow Results for Budget Allocations*

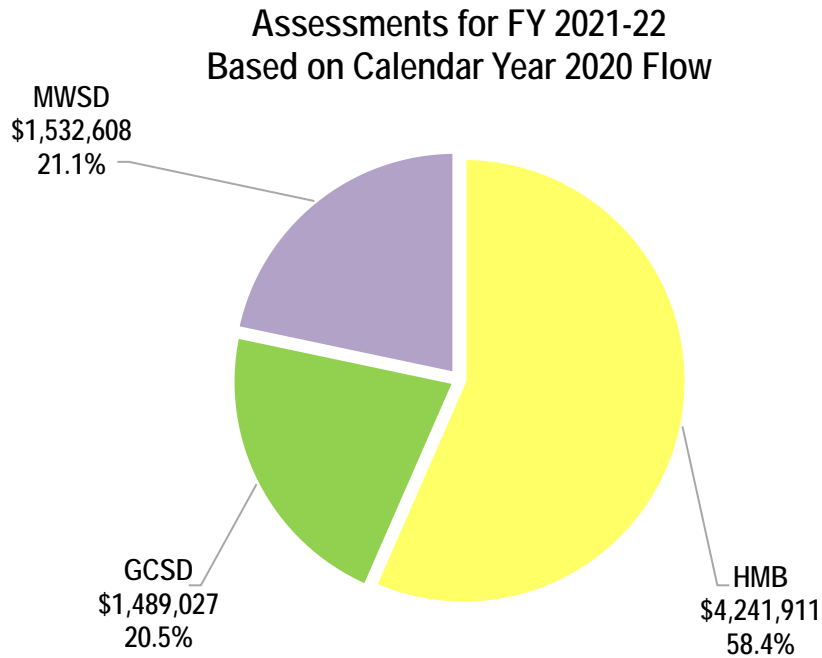
	HMB	GCS D	MWSD	
FY 2021/22	58.4%	20.5%	21.1%	(Based on Calendar Year 2020)
FY 2020/21	<u>56.6%</u>	<u>21.8%</u>	<u>21.7%</u>	(Based on Calendar Year 2019)
Variance	1.8%	-1.3%	-0.6%	

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

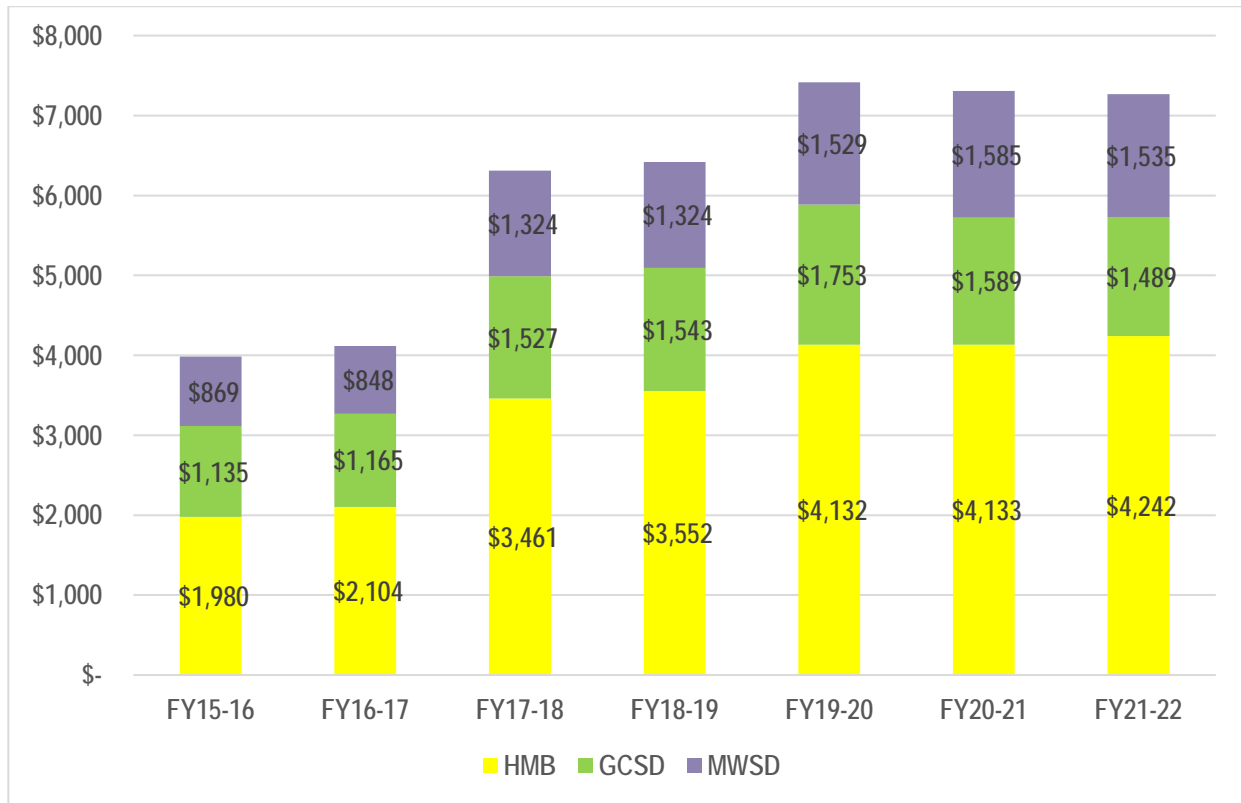
Total Assessments for Each Member Agency*

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ADOPTED	FY2021/22 PROPOSED	CHANGE FROM FY 20/21 ADOPTED	
Half Moon Bay	\$ 3,552,245	\$ 4,131,899	\$ 4,133,125	\$ 4,241,911	\$ 108,786	3%
Granada CSD	\$ 1,543,116	\$ 1,753,394	\$ 1,589,305	\$ 1,489,027	\$(100,278)	-6%
Montara WSD	\$ 1,324,029	\$ 1,529,139	\$ 1,584,637	\$ 1,532,608	\$ (52,029)	-3%
	\$ 6,419,390	\$ 7,414,433	\$ 7,307,067	\$ 7,263,546	\$ (43,521)	-1%

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



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



STAFFING

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

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

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

¹FY 2021-22 staffing reflects continuing defunded positions of Accounting Technician and Engineering & Construction Contracts Manager.

OVERALL OPERATIONS BUDGET SUMMARY

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

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED			CHANGE FROM FY 2020/21 ADOPTED
EXPENDITURES									
<u>Personnel</u>									
1	Wages	1,443,586	1,463,101	1,427,794	1,298,549	1,373,395		(54,399)	-4%
2	Premium Pay	62,748	21,142	86,475	93,904	93,518		7,043	8%
3	Health Benefits	299,804	267,720	283,309	219,314	264,999		(18,310)	-6%
4	Retirement Cont.	294,313	535,695	321,006	245,346	250,989		(70,017)	-22%
5	Retiree Med/OPEB	32,414	53,502	34,607	28,240	30,683		(3,924)	-11%
6	Misc. Benefits	76,678	95,096	80,237	84,999	85,899		5,662	7%
7	Subtotal	2,209,543	2,436,256	2,233,428	1,970,352	2,099,482		(133,946)	-6%
<u>Non-Personnel</u>									
8	Legal Services	282,251	226,081	150,000	150,000	175,000		25,000	17%
9	Engineering Services	237,688	104,038	100,000	71,054	73,185		(26,815)	-27%
10	Professional Services	911,700	1,176,308	1,094,031	1,536,335	780,566		(313,465)	-29%
11	Prof. Memberships	30,725	68,674	34,090	48,546	41,006		6,916	20%
12	Insurance Premiums	107,808	110,010	105,000	182,282	187,750		82,750	79%
13	Misc. Expenses	55,778	137,460	75,736	81,767	72,822		(2,914)	-4%
14	Utilities	584,894	573,863	561,173	584,828	600,873		39,700	7%
15	Travel & Training	40,305	31,289	42,164	11,639	25,893		(16,271)	-39%
16	Equipment Rental	133,766	88,869	110,815	94,743	97,585		(13,230)	-12%
17	Bldg & Maint Services	320,185	248,339	329,553	113,936	183,012		(146,541)	-44%
18	Chemicals	186,273	209,105	189,520	225,333	216,945		27,425	14%
19	Permits & Licenses	23,588	936	27,500	42,544	45,320		17,820	65%
20	Supplies	89,192	64,046	104,198	96,002	100,475		(3,723)	-4%
21	Equipment	532,350	7,230	309,055	11,822	12,176		(296,879)	-96%
22	Infrastructure	208,443	-	1,975,000	1,433,810	2,478,320		503,320	25%
23	Claims/Penalties	3,275	-	3,605	11,655	15,000		11,395	316%
24	Repairs & Maintenance	-	-	-	-	193,135		193,135	100%
25	Subtotal	3,748,221	3,046,250	5,211,440	4,696,293	5,299,064		87,624	2%
26	TOTAL	5,957,764	5,482,506	7,444,868	6,666,646	7,398,546		(46,322)	-1%

Key Changes

Personnel costs: net decrease as a result of the eliminated two positions	\$ (133,946)
Engineering services: net decrease in miscellaneous engineering, accounted for in infrastructure	\$ (26,815)
Legal services: net increase as a result of ongoing and potential legal cases	\$ 25,000
Professional services: net decrease driven by year-to-date actuals and reclassifying maintenance fees to repairs & maintenance	\$ (313,465)
Insurance premiums: net increase due to moving indirect insurance expense from collections budget	\$ 82,750
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	\$ (183,167)
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ (549,642)
Infrastructure: net increase result of CIP (includes engineering costs, reclassified)	\$ 503,320
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ (46,322)

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
REVENUE							
By Type:							
JPA Assessments	6,391,749	7,414,433	7,307,068	7,307,067	7,263,546	(43,522)	-1%
Contract Services	-	-	-	-	-	-	-
NDWSCP Fees	158,908	118,804	117,800	80,707	115,000	(2,800)	-2%
Misc. Fees	-	-	-	-	-	-	-
Interest Earnings	23,314	52,410	20,000	20,374	20,000	-	0%
Misc. Revenue	183,200	176,300	-	-	-	-	-
From/(To) Reserves	-	-	-	-	-	-	-
TOTAL	6,757,171	7,761,947	7,444,868	7,408,148	7,398,546	(46,322)	-1%
By Agency:							
Half Moon Bay	3,552,245	4,131,899	4,133,125	4,133,125	4,241,911	108,786	3%
Granada CSD	1,543,116	1,753,394	1,589,305	1,589,305	1,489,027	(100,278)	-6%
Montara WSD	1,324,029	1,529,139	1,584,637	1,584,637	1,532,608	(52,029)	-3%
TOTAL	6,419,390	7,414,433	7,307,067	7,307,067	7,263,546	(43,521)	-1%

Key Changes

Assessments reflect decreased funding for infrastructure projects, maintenance, staff

Reduction in FOG

TOTAL GENERAL OPERATING BUDGET REVENUE DECREASE

\$ (43,522)

\$ (2,800)

\$ (46,322)

FINANCIAL DETAILS

The following is a list of key budget lines for FY2020/21 and 2021/22 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #	FY 2020/21	FY 2021/22
1. Wages Decrease as results of the allocations to the Collections budget and staffing changes.	\$1,427,794	\$1,373,395
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$86,475	\$93,518
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$283,309	\$264,999
4. <u>Retirement Contributions</u> SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$321,006	\$250,989
5. Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$34,607	\$30,683
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$80,237	\$85,899
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$2,233,428	\$2,099,482
8. <u>Legal Services</u> Increased based on anticipated number of meetings special projects, and ongoing cases.	\$150,000	\$175,000
9. <u>Engineering Services</u> Increased to provide design and project management related to treatment division.	\$100,000	\$73,185

<u>Budget Line #</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>
10. Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$1,094,031	\$780,566
11. Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$34,090	\$41,006
12. Insurance Premiums Property, liability, and pollution premiums based on utilization rates.	\$105,000	\$187,750
13. Misc. Expenses Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$75,736	\$72,822
14. Utilities Electricity, water, telephone, solid waste, etc.	\$561,173	\$600,873
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$42,164	\$25,893
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$110,815	\$97,585
17. Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	\$329,553	\$183,012
18. Chemicals Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$189,520	\$216,945

Budget Line #	FY 2020/21	FY 2021/22
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$27,500	\$45,320
20. Supplies Office, computer, breakroom, and safety supplies.	\$104,198	\$100,475
21. Equipment Purchase Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$309,055	\$12,176
22. Infrastructure Projects Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed \$50,000 each.	\$1,975,000	\$2,478,320
23. Claims/Penalties Reflects claims expenses not covered by insurance.	\$3,605	\$15,000
24. Repairs & Maintenance Maintenance for plant equipment	\$0	\$193,135
25. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$5,211,440	\$5,299,064
26. Total Total of all costs (sum of Personnel and Non-Personnel subtotals).	\$7,444,868	\$7,398,546

ADMINISTRATIVE SERVICES

By Category

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/2021 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
	EXPENDITURES							
	<u>Personnel</u>							
1	Wages	472,383	431,203	444,357	436,980	429,571	(14,786)	-3%
2	Premium Pay	8,134	21,142	7,500	2,000	1,150	(6,350)	-85%
3	Health Benefits	75,085	53,692	66,623	56,389	54,579	(12,044)	-18%
4	Retirement Cont.	112,423	280,396	62,041	50,488	48,141	(13,900)	-22%
5	Retiree Med/OPEB	16,754	38,539	21,111	14,720	15,029	(6,082)	-29%
6	Misc. Benefits	20,666	22,086	14,944	18,514	18,163	3,219	22%
7	Subtotal	705,445	847,059	616,576	579,091	566,632	(49,944)	-8%
	<u>Non-Personnel</u>							
8	Legal Services	276,663	226,081	150,000	150,000	175,000	25,000	17%
9	Engineering Services	-	-	-	-	-	-	-
10	Professional Services	316,436	231,195	273,483	297,156	200,828	(72,655)	-27%
11	Prof. Memberships	25,324	64,327	25,750	43,550	35,860	10,110	39%
12	Insurance Premiums	107,808	110,010	105,000	182,282	187,750	82,750	79%
13	Misc. Expenses	26,685	46,628	46,479	43,240	35,037	(11,442)	-25%
14	Utilities	28,654	32,317	30,356	32,639	32,618	2,262	7%
15	Travel & Training	16,664	14,053	18,025	570	587	(17,438)	-97%
16	Equipment Rental	12,475	5,329	10,815	5,738	5,910	(4,905)	-45%
17	Bldg & Maint Services	17,135	11,124	21,725	17,306	17,826	(3,899)	-18%
18	Chemicals	-	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-	-
20	Supplies	7,449	6,801	10,734	5,104	6,850	(3,884)	-36%
21	Equipment	29,836	-	12,875	-	-	(12,875)	-100%
22	Infrastructure	-	-	30,000	-	-	(30,000)	-100%
23	Claims/Penalties	3,275	-	3,605	11,655	15,000	11,395	316%
24	Repairs & Maintenance					-		
25	Subtotal	868,404	747,864	738,847	789,240	713,267	(25,580)	-3%
26	TOTAL	1,573,849	1,594,922	1,355,423	1,368,331	1,279,899	(75,524)	-6%

Key Changes

Wages: Result of the allocations to the Collections budget \$ (14,786)

Medical, dental, vision premiums and misc. benefits: Result of the allocations to the Collections budget \$ (15,175)

Retirement: Result of the allocations to the Collections budget \$ (13,900)

Professional services: decreased based on actual year-to-date experience and maintenance fees moved to repairs & maintenance \$ (72,655)

Legal services: net increase as a result of ongoing and potential legal cases \$ 25,000

Utilities, supplies, misc. expenses: increased by 3% CPI \$ 15,993

TOTAL ADMINISTRATION EXPENDITURES BUDGET INCREASE \$ 75,524

ADMINISTRATIVE SERVICES

By Category

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/2021 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
REVENUE							
By Type:							
JPA Assessments	1,799,447	1,249,451	1,335,424	1,335,424	1,259,899	(75,525)	-6%
Contract Services	-	-	-	-	-	-	-
NDWSCP Fees	-	-	-	-	-	-	-
Misc. Fees	-	-	-	-	-	-	-
Interest Earnings	23,314	52,410	20,000	20,374	20,000	-	0%
Misc. Revenue	-	-	-	-	-	-	-
From/(To) Reserves	-	-	-	-	-	-	-
TOTAL	1,822,761	1,301,861	1,355,424	1,355,798	1,279,899	(75,525)	-6%
By Agency:							
Half Moon Bay	997,177	696,291	755,361	755,361	735,781	(19,580)	-3%
Granada CSD	431,580	295,475	290,458	290,458	258,279	(32,179)	-11%
Montara WSD	370,690	257,684	289,605	289,605	265,839	(23,766)	-8%
TOTAL	1,799,447	1,249,451	1,335,424	1,335,424	1,259,899	(75,525)	-6%

Key Changes

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

\$ (75,525)

TOTAL ADMINISTRATION REVENUE BUDGET INCREASE

\$ (75,525)

ADMINISTRATIVE SERVICES DIVISION

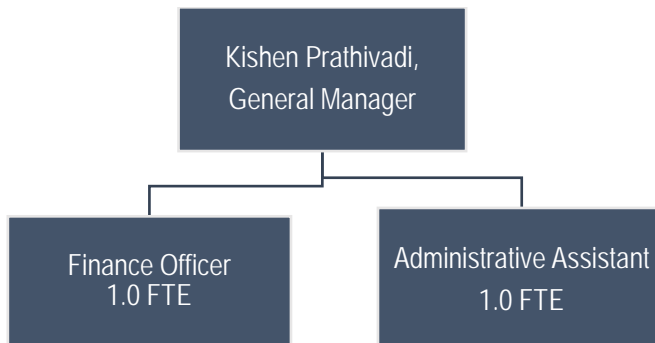


PROGRAM DESCRIPTION

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

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

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



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

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

FINANCIAL DETAILS

The following is a list of key budget lines for FY20/21 and 2021/22 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>
1. Wages Decreased due to reclassification of a portion of Administration Payroll expenses to Collections	\$444,357	\$429,571
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$7,500	\$1,150
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$66,623	\$54,579
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$62,041	\$48,141
5. Retiree Medica/OPEB Includes contributions to Health Retirement Account for current retiree medical premiums and OPEB trust for future retirees.	\$21,111	\$15,029
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$14,944	\$18,163
7. Personnel Subtotal Subtotal of all costs associated with SAM staff wages and benefits	\$616,5764	566,632

8.	Legal Services Increased based on anticipated number of meetings special projects, and ongoing cases for SAM.	\$150,000	\$175,000
9.	Engineering Services There are no engineering services charged to Administrative Services.	\$0	\$0
10.	Professional Services Includes technical/specialized services that need to be performed by consultants.	\$273,483	\$200,828
11.	Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$25,750	\$35,860
12.	Insurance Premiums Insurance premiums for property and liability.	\$105,000	\$18,750
13.	Misc. Expenses Incidental expenses (offsite storage, postage, claims, phone system, etc.) not reflected in other categories.	\$46,479	\$35,037
14.	Utilities Telephone, cellular service, internet connections, etc.	\$30,356	\$32,618
15.	Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$18,025	\$587
16.	Equipment Rental Short-term rental of equipment for less than a fiscal year and annual cost of multi-year leased equipment (copier, phones, etc.).	\$10,815	\$5,910
17.	Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	\$21,725	\$17,826

18. Chemicals	\$0	\$0
There are no chemical costs charged to Administrative Services.		
19. Permits & Licenses	\$0	\$0
There are no permit and license costs charged to Administrative Services.		
20. Supplies	\$10,734	\$6,850
Office, computer, breakroom, and general supplies.		
21. Equipment	\$42,875	\$0
Purchase of replacement computers, small office and ergonomic equipment.		
22. Infrastructure Projects	\$0	\$0
Project costs that exceed \$50,000 each. There are no infrastructure projects charged to Administrative Services		
23. Claims/Penalties	\$3,605	\$15,000
Costs not covered by insurance.		
24. Non-Personnel Subtotal	\$783,847	\$713,267
Subtotal of all costs not associated with Wages and benefits		
25. Total	\$1,355,423	\$1,279,899
Total of all costs for Administrative Services (sum of Personnel and Non-Personnel subtotals).		

GOALS

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

ACHIEVEMENTS

- Worked hand in hand with financial consultants to resolve past due audits and continue to do so.
- Developed, posted to SAM website and distributed Board Meeting agendas twice per

month.

- Worked hand in hand with Board Finance and Operations Committees to overcome significant changes in management of SAM.
- Developed and delivered FY2021/22 budget to Board and Member Agencies.

PROGRAM OBJECTIVES

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

PERFORMANCE MEASURES

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

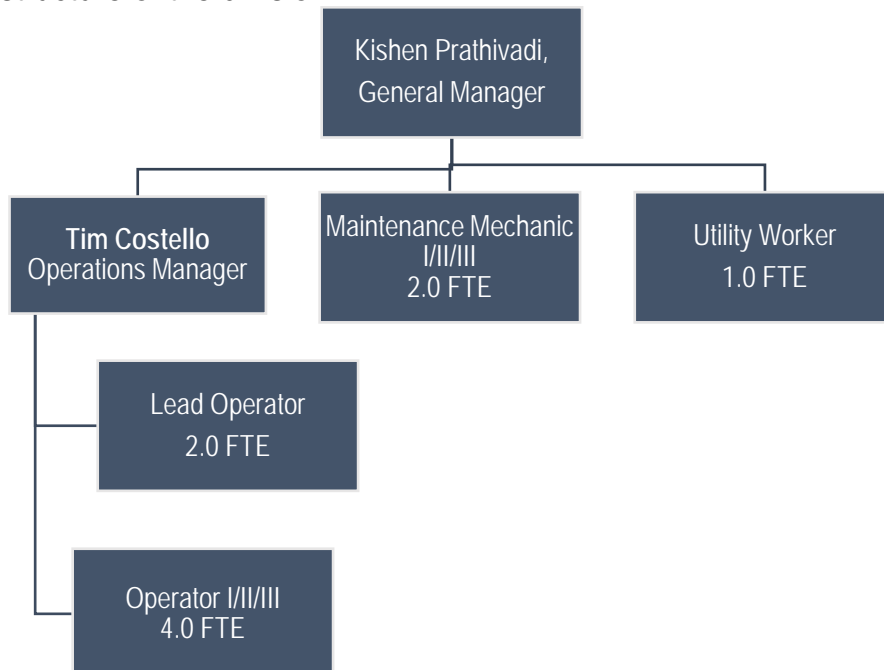
TREATMENT DIVISION



PROGRAM DESCRIPTION

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

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



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

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
JPA	4.70	4.275	5.95	6.25	8.75	9.75	8.75	8.75

TREATMENT By Category

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/2021 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
EXPENDITURES								
Personnel								
1	Wages	937,882	996,542	945,359	828,492	905,295	(40,064)	-4%
2	Premium Pay	54,309		78,375	91,904	92,368	13,993	18%
3	Health Benefits	217,792	207,127	210,827	159,014	204,978	(5,849)	-3%
4	Retirement Cont.	173,230	242,026	243,921	184,059	190,900	(53,021)	-22%
5	Retiree Med/OPEB	15,166	14,442	12,986	13,000	15,076	2,090	16%
6	Misc. Benefits	54,407	70,993	63,273	64,640	65,633	2,360	4%
7	Subtotal	1,452,786	1,531,129	1,554,741	1,341,109	1,474,249	(80,492)	-5%
Non-Personnel								
8	Legal Services	-	-	-	-	-	-	-
9	Engineering Services	111,457	67,798	100,000	71,054	73,185	(26,815)	-27%
10	Professional Services	548,209	776,333	743,819	1,066,844	479,372	(264,447)	-36%
11	Prof. Memberships	5,401	4,348	8,240	4,996	5,146	(3,094)	-38%
12	Insurance Premiums	-	-	-	-	-	-	-
13	Misc. Expenses	16,510	86,040	21,424	38,527	37,785	16,361	76%
14	Utilities	549,947	541,546	530,809	552,189	568,255	37,446	7%
15	Travel & Training	23,380	16,969	23,175	10,635	24,859	1,684	7%
16	Equipment Rental	121,291	83,540	100,000	89,005	91,675	(8,325)	-8%
17	Bldg & Maint Services	303,050	237,214	307,879	96,630	165,186	(142,693)	-46%
18	Chemicals	178,911	206,868	180,250	223,238	214,787	34,537	19%
19	Permits & Licenses	19,322	936	27,500	42,544	45,320	17,820	65%
20	Supplies	71,957	45,290	75,860	76,655	78,955	3,095	4%
21	Equipment	55,455	7,230	263,090	5,000	5,150	(257,940)	-98%
22	Infrastructure	-	-	-	-	-	-	-
23	Claims/Penalties	-	-	-	-	-	-	-
24	Repairs & Maintenance					193,135		
25	Subtotal	2,004,890	2,074,112	2,382,046	2,277,316	1,982,810	(399,236)	-17%
26	TOTAL	3,457,676	3,605,241	3,936,787	3,618,424	3,457,060	(479,728)	-12%

Key Changes

Personnel: net decrease due to FY20-21 budget overestimate	\$ (80,492)
Professional Services: decrease based on year-to-date actuals and maintenance fees moved to repairs & maintenance	\$ (264,447)
Equipment: decrease due to pipes related equipment and machinery over \$5,000 moved to infrastructure budget	\$ (257,940)
Repairs & Maintenance: budgeted for plant equipment	\$ 193,135
Increase services, supplies, chemicals, etc. by 3% CPI	\$ (69,931)
TOTAL TREATMENT EXPENDITURES BUDGET INCREASE	\$ (479,675)

TREATMENT
By Category

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/2021 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
REVENUE							
By Type:							
JPA Assessments	2,654,337	3,461,880	3,821,735	3,821,735	3,342,060	(479,675)	-13%
Contract Services	-	-	-	-	-	-	-
NDWSCP Fees	157,622	118,804	115,000	80,707	115,000	-	0%
Misc. Fees	-	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-	-
Misc. Revenue	183,200	176,300	-	-	-	-	-
From/(To) Reserves	-	-	-	-	-	-	-
TOTAL	2,995,159	3,756,984	3,936,735	3,902,442	3,457,060	(479,675)	-12%
By Agency:							
Half Moon Bay	1,470,978	1,929,229	2,161,703	2,161,703	1,951,763	(209,940)	-10%
Granada CSD	636,560	818,679	831,237	831,237	685,122	(146,115)	-18%
Montara WSD	546,799	713,972	828,795	828,795	705,175	(123,620)	-15%
TOTAL	2,654,337	3,461,880	3,821,735	3,821,735	3,342,060	(479,675)	-13%

Key Changes

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

\$ (479,675)

TOTAL TREATMENT REVENUE BUDGET INCREASE

\$ (479,675)

FINANCIAL DETAILS

The following is a list of key budget lines for FY20/21 and 2021/22 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>
1. Wages Decrease due to reclassification of a portion of Treatment Payroll expenses to Collections.	\$945,359	\$905,295
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	\$78,375	\$92,368
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees.	\$210,827	\$204,978
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$243,827	\$190,900
5. Retiree Medical/OPEB Includes contributions to Health Retirement Account for current retiree medical premiums and OPEB trust for future retirees.	\$12,986	\$15,076
6. Misc. Benefits Includes Medicare, long-term and short-term disability, and workers compensation.	\$63,275	\$65,633
7. Personnel Subtotal Subtotal of all costs associated with wages and benefits.	\$1,554,741	\$1,474,249
8. Legal Services There are no legal services budgeted to Treatment.	\$0	\$0

Budget Line #	FY 2020/21	FY 2021/22
9. Engineering Services Specialized services related to small (<\$50,000) projects.	\$100,000	\$73,185
10. Professional Services Services that are specialized and need to be performed by contractors rather than staff (GIS software hosting, electrical maintenance, safety training, permit compliance assistance, SSMP audit and updates, outfall inspection, inspections, SCADA support, etc.).	\$743,819	\$479,372
11. Professional Membership Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$8,240	\$5,146
12. Insurance Premiums There are no insurance premiums charged to Treatment.	\$0	\$0
13. Misc. Expenses Includes incidental expenses (uniform services, radio and alarm systems, etc.) not captured in other categories.	\$21,424	\$37,785
14. Utilities Electricity, water, telephone, solid waste, etc.	\$530,809	\$568,255
15. Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and safety training.	\$23,175	\$24,859
16. Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$100,000	\$91,675

Budget Line #	FY 2020/21	FY 2021/22
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset. Includes small (<\$50,000) repair projects.	\$307,828	\$165,186
18. Chemicals Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards.	\$180,250	\$214,787
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$27,500	\$45,320
20. Supplies Office, computer, safety, and general supplies.	\$75,860	\$78,955
21. Equipment Purchase of equipment for repair and rehabilitation of SAM facilities not captured in infrastructure projects.	\$263,090	\$5,150
22. Infrastructure There are no project costs budgeted to Treatment. These costs are generally reflected in the Infrastructure division and exceed \$50,000 per project.	\$0	\$0
23. Claims/Penalties There are no claims/penalties budgeted to Treatment.	\$0	\$0
24. Repairs & Maintenance Maintenance expenses for plan equipment	\$0	\$193,135
25. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$2,381,994	\$1,982,810
26. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$3,936,735	\$3,457,060

GOALS

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

HIGHLIGHTS

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

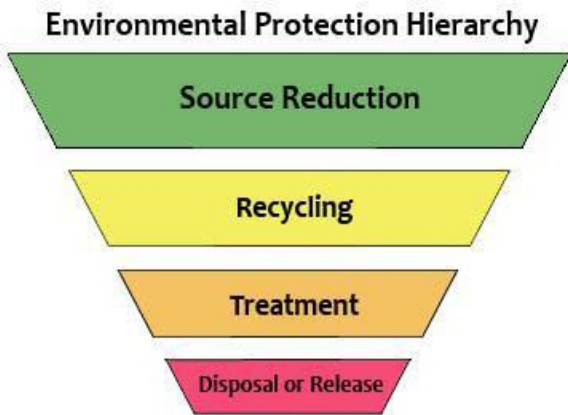
PROGRAM OBJECTIVES

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

PERFORMANCE MEASURES

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

ENVIRONMENTAL COMPLIANCE DIVISION



PROGRAM DESCRIPTION

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

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

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

Supervisor of Treatment & Field Operations

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

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
JPA	0.225	0.275	0.50	0.25	0.25	0.25	0.25	0.25

**ENVIRONMENTAL COMPLIANCE
By Category**

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/2021 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
EXPENDITURES								
Personnel								
1	Wages	33,321	35,356	38,078	33,078	38,530	451	1%
2	Premium Pay	305	-	600	-	-	(600)	-100%
3	Health Benefits	6,927	6,901	5,858	3,911	5,442	(417)	-7%
4	Retirement Cont.	8,660	13,273	15,044	10,799	11,948	(3,096)	-21%
5	Retiree Med/OPEB	494	521	511	520	578	67	13%
6	Misc. Benefits	1,605	2,018	2,019	1,845	2,103	84	4%
7	Subtotal	51,312	58,069	62,110	50,153	58,601	(3,510)	-6%
Non-Personnel								
8	Legal Services	-	-	-	-	-	-	-
9	Engineering Services	-	-	-	-	-	-	-
10	Professional Services	43,940	72,471	58,930	172,335	100,365	41,435	70%
11	Prof. Memberships	-	-	100	-	-	(100)	-100%
12	Insurance Premiums	-	-	-	-	-	-	-
13	Misc. Expenses	12,583	4,793	7,833	-	-	(7,833)	-100%
14	Utilities	6,293	-	8	-	-	(8)	-
15	Travel & Training	261	267	964	434	447	(517)	-54%
16	Equipment Rental	-	-	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-	-	-
18	Chemicals	7,362	2,237	9,270	2,095	2,158	(7,112)	-77%
19	Permits & Licenses	-	-	-	-	-	-	-
20	Supplies	9,786	11,955	17,604	14,243	14,670	(2,934)	-17%
21	Equipment	2,026	-	3,090	6,822	7,026	3,936	127%
22	Infrastructure	-	-	-	-	-	-	-
23	Claims/Penalties	-	-	-	-	-	-	-
24	Repairs & Maintenance	-	-	-	-	-	-	-
25	Subtotal	82,251	91,723	97,799	195,928	124,667	26,867	27%
26	TOTAL	133,563	149,792	159,910	246,081	183,267	23,358	15%

Key Changes

Professional services: increase based on year-to-date actual

\$ 41,435

Net decrease in utilities, services, and supplies

\$ (14,568)

TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET

\$ 23,358

**ENVIRONMENTAL COMPLIANCE
By Category**

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/2021 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
REVENUE							
By Type:							
JPA Assessments	134,423	218,102	157,110	157,109	183,267	26,157	17%
Contract Services	-	-	-	-	-	-	-
NDWSCP Fees	1,286	-	2,800	-	-	(2,800)	-100%
Misc. Fees	-	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-	-
From/(To) Reserves	-	-	-	-	-	-	-
TOTAL	135,709	218,102	159,910	157,109	183,267	23,357	15%
By Agency:							
Half Moon Bay	84,597	121,544	88,866	88,866	107,028	18,162	20%
Granada CSD	42,461	51,578	34,172	34,172	37,570	3,398	10%
Montara WSD	35,006	44,981	34,071	34,071	38,669	4,598	13%
TOTAL	162,064	218,102	157,109	157,109	183,267	26,158	17%

Key Changes

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

\$ 26,158

TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE

\$ 26,158

FINANCIAL HIGHLIGHTS

The following is a list of key budget lines for FY2020/21 and 2021/22 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #	FY2020/21	FY 2021/22
1. Wages Cost of 0.25 FTE allocated to division.	\$38,078	\$38,530
2. Premium Pay Special compensation for certification above that required by the position.	\$600	\$0
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees.	\$5,858	\$5,442
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	\$15,044	\$11,948
5. Retiree Medical/OPEB Includes contributions to Health Retirement account for current retiree medical premiums and OPEB trust for future retirees.	\$511	\$578
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation.	\$2,019	\$2,103
7. Personnel Sub-total Subtotal of all wage and benefit costs.	\$62,110	\$58,601
8. Legal Services There are no legal services budgeted to EC.	\$0	\$0
9. Engineering Services There are no engineering costs budgeted to EC.	\$0	\$0

10. Professional Services	\$58,930	\$100,365
Services that are specialized and must be performed by outside laboratories and consultants (SVCW, laboratories, SMCRCD, event registration, etc.).		
11. Professional Membership	\$100	\$0
The cost of maintaining membership in CWEA.		
12. Insurance Premiums	\$0	\$0
There are no insurance premiums budgeted to EC.		
13. Misc. Expenses	\$7,833	\$0
Includes incidental expenses (outreach materials, postage, etc.) not reflected in other categories.		
14. Utilities	\$8	\$0
There are no utility costs budgeted to EC.		
15. Travel & Training	\$964	\$447
Training and travel related costs for attendance at industry conferences, seminars, and other related events to keep current on technical skills and industry practices and required safety training.		
16. Equipment Rental/Lease	\$0	\$0
Short-term rental or lease of equipment (generators, storage tanks, etc.) for less than a fiscal year.		
17. Building & Maintenance Services	\$0	\$0
There are no building maintenance services budgeted to EC.		
18. Chemicals	\$9,270	\$2,158
Includes chemicals used in the laboratory.		
19. Permits & Licenses	\$0	\$0
There are no permits or licenses budgeted to EC.		
20. Supplies	\$17,604	\$14,670
Lab and general supplies including materials for biology student field trips to the plant.		
21. Equipment	\$3,090	\$7,026
Purchase of equipment and tools for the laboratory to replace noncompliant or inoperable equipment.		

22. Infrastructure Projects	\$0	\$0
There are no project costs budgeted to EC.		
23. Claims/Penalties	\$0	\$0
There are no claims or penalties budgeted to EC.		
24. Non-Personnel Subtotal	\$97,799	\$124,667
Subtotal of all costs not associated with wages and benefits.		
25. Total	\$159,910	\$183,267
Total of all costs for EC (sum of Personnel and Non-Personnel subtotals).		

GOALS

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

ACHIEVEMENTS

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

PROGRAM OBJECTIVES

- Perform all required sampling, inspections, studies and outreach to comply with the District's NPDES permit, NDWSCP and Pollution Prevention programs, F.O.G. program, and process control.
- Maintain compliance with all programs and requirements listed above.
- Maintain ELAP certification for laboratory functions.
- Continue to educate and increase the level of awareness on pollution prevention and water quality issues with the goals of changing behavior and decreasing the volume of pollutants entering the treatment plant and the bay.
- Participate in public outreach activities such as the Half Moon Bay Art & Pumpkin Festival and Pacific Coast Dream Machines with focus on the negative impacts of flushable wipes
- Distributed informational materials, brochures, and notices regarding proper discharge of wastes to residents, commercial businesses, and public events.
- Coordinate Plant Tour program for Half Moon Bay High School biology students and the mid-coast population.

PERFORMANCE MEASURES

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

INFRASTRUCTURE DIVISION



PROGRAM DESCRIPTION

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

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

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
JPA	0.00	0.00	0.00	0.80	0.50	0.0	0.0	0.0

**INFRASTRUCTURE
By Category**

		FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/2021 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
	EXPENDITURES							
	<u>Personnel</u>							
1	Wages	-	-	-	-	-	-	-
2	Premium Pay	-	-	-	-	-	-	-
3	Health Benefits	-	-	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-	-	-
5	Retiree Med/OPEB	-	-	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-	-	-
7	Subtotal	-	-	-	-	-	-	-
	<u>Non-Personnel</u>							
8	Legal Services	5,588	-	-	-	-	-	-
9	Engineering Services	126,231	36,240	-	-	-	-	-
10	Professional Services	3,115	96,310	17,799	-	-	(17,799)	-100%
11	Prof. Memberships	-	-	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-	-	-
14	Utilities	-	-	-	-	-	-	-
15	Travel & Training	-	-	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-	-	-
18	Chemicals	-	-	-	-	-	-	-
19	Permits & Licenses	4,266	-	-	-	-	-	-
20	Supplies	-	-	-	-	-	-	-
21	Equipment	445,033	-	-	-	-	-	-
22	Infrastructure	208,443	-	1,975,000	1,433,810	2,478,320	503,320	25%
23	Claims/Penalties	-	-	-	-	-	-	-
24	Repairs & Maintenance							
25	Subtotal	792,676	132,550	1,992,799	1,433,810	2,478,320	485,521	24%
26	TOTAL	792,676	132,550	1,992,799	1,433,810	2,478,320	485,521	24%

Key Changes

Increased to address the projects identified in the approved
FY2021-22 capital improvement plan budget, including engineering costs

TOTAL INFRASTRUCTURE EXPENSE BUDGET INCREASE

\$ 485,521

Budget Line #	FY2020/21	FY 2021/22
5. Retiree Medical/OPEB No personnel costs are allocated to Infrastructure.	\$0	\$0
6. Misc. Benefits No personnel costs are allocated to Infrastructure.	\$0	\$0
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$0	\$0
8. Legal Services No legal services costs are allocated to Infrastructure.	\$0	\$0
9. Engineering Services Engineering services requiring specialized certification or skills will be performed by consulting engineers. <i>Costs for 2020/21 included in infrastructure projects line.</i>	\$0	\$0
10. Professional Services Specialized services that cannot be provided by staff.	\$\$17,799	\$0
11. Professional Memberships There are no professional memberships budgeted to Infrastructure.	\$0	\$0
12. Insurance Premiums There are no insurance premiums budgeted to Infrastructure.	\$0	\$0
13. Misc. Expenses There are no utilities budgeted to Infrastructure.	\$0	\$0
14. Utilities There are no utilities budgeted to Infrastructure.	\$0	\$0
15. Travel & Training There are no costs budgeted to Infrastructure.	\$0	\$0
16. Equipment Rental Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$0	\$0

Budget Line #	FY2020/21	FY 2021/22
17. Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset.	\$0	\$0
18. Chemicals There are no chemical costs budgeted to Infrastructure.	\$0	\$0
19. Permits & Licenses Permits related to projects.	\$0	\$0
20. Supplies There are no supply costs budgeted to Infrastructure.	\$0	\$0
21. Equipment Equipment costs associated with projects that exceed \$50,000.	\$0	\$0
22. Infrastructure Contract construction costs are included in this category. Includes costs associated with projects that exceed \$50,000 each.	\$1,975,000	\$2,478,320
23. Claims/Penalties There are no costs budgeted to Infrastructure.	\$0	\$0
24. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$1,992,799	\$2,478,320
25. Total Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	\$1,992,799	\$2,478,320

GOALS

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

HIGHLIGHTS

- Directed design approval, implementation and construction inspection for all facility projects.
- Infrastructure Projects completed in FY 2020/21:
 - ✓ Digester # 1 Cleaning, Inspection and Repair
 - ✓ Administration- Replace Two Vehicles in Fleet (One Completed)
 - ✓ Montara Pump Station- Repair Access Road and Erosion Control
 - ✓ IPS Analysis and Initial Design of Upgrade or Replacement
 - ✓ Analysis/Design Replacement and Bidding Support for Princeton PS

PROGRAM OBJECTIVES

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

CAPITAL IMPROVEMENT PROGRAM FY2021/22 DETAILS

Project: **2.02 Montara Pump Station - Replace Pump 1**
Priority: Rehabilitation/Replacement

This project involves replacing pumps No. 1 at the Montara Pump Station with submersible grinder style pump similar to pump No. 3. Pump No. 1 was installed in 1983 and is no longer operating efficiently. has now exceeded its expected useful life.



CIP Total Cost: \$208,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This is a discretionary project that will benefit the performance and reliability of the Montara Pump Station by replacing pump No. 1 with a higher efficiency grinder style pump.

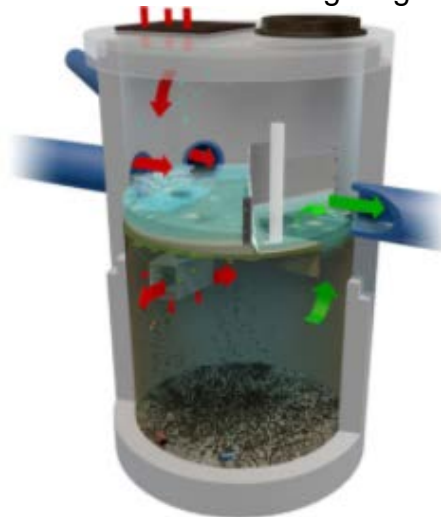
Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
208,000	208,000				

Project: 2.03 Montara Pump Station - Install Passive Grit Removal System

Priority: Maintenance/Safety

This project involves installation of a passive grit removal system at the Montara Pump Station to intercept and collect grit, sand, and rocks that otherwise will collect in the wet well. The sewer service area that contributes flow to the Montara Pump Station historically has unusually high amounts of grit and small stones. These can cause damage to the pumps. To prevent this from happening SAM staff perform a confined space entry into the wet well to manually remove the material. A grit chamber would continuously remove grit from the sewage prior to the wet well. The grit removal system would be similar to the following diagram.



Stormceptor[®] EF
Conceptual passive grit removal system

CIP Total Cost: \$208,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project is a discretionary project that will benefit the performance of the Montara Pump Station, increase reliability of the pumps, and reduce maintenance and danger associated with removing the grit and rocks from the wet well manually as is done currently.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
208,000	208,000				

Project: 2.07 Montara Pump Station – Install Proper Hatches

Priority: Repair/Replacement/Safety

This project involves upgrading the three existing floor hatches between the motor control room and the pump room below as shown in the following photo. The floor openings are currently covered with square diamond plate steel plates that are difficult and dangerous to remove and replace when the pumps need to be removed for maintenance and/or repair. The new hatches would be hinged for easier/safer opening and closing and would have a fall protection



Existing floor opening



Improved floor opening

CIP Total Cost: \$52,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project will reduce the risk of injury due to an accidental fall through the currently unprotected floor openings by providing an easy to open hatch with integral safety grate.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
52,000	52,000				

Project: 3.01 Portola Pump Station – Replace door, grating, and hatch

Priority: Regulatory and Safety

This project provides for replacing the Portola Pump Station wet well door and installation of proper hatches at the wet well. The existing hatches are in disrepair and need to be replaced to prevent SAM staff from injury by accidentally falling through one of the existing unsecure hatches in at the wet well and machine shop.



Wet well door



Replacement



Wet Well Opening



Safety Hatch

CIP Total Cost: \$52,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project is ranked as Priority Level 1 because it is dangerous for SAM staff to work in this area where the existing hatches are compromised. Staff may be injured if they accidentally fall through the existing hatch.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
52,000	52,000				

Project: 3.03 Portola Pump Station – Replace Pump 1 with a Chopper Pump

Priority: Rehabilitation/Replacement

This project replaces pump 1 with a chopper style pump. Pump 1 is the most frequently used pump at the station and sees the most run time. The pump is old and comprised of multiple different parts of varying age and presumed reliability. Rags and wipes that get caught in the volute of the pump must be removed manually on a regular basis requiring that the pump be taken out of service and opened for cleaning. A chopper pump would eliminate the time-consuming task of cleaning rags from the pump volute.



Pumps 1, 2, 3, and 4 (from left to right)

CIP Total Cost: \$156,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project is a priority since the components of pump are old and require replacement. Replacing the entire pump and motor with a chopper style pump will reduce the labor required to clean the volute continuously.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
156,000	156,000				

Project: 5.01 Rehabilitate/Replace Vehicle Fleet

Priority: Maintenance/Repair/Replacement

This project involves the periodic maintenance and repair of SAM's vehicles and the systematic replacement of pickup trucks, utility trucks, SUVs, and jet trucks when they reach the end of their useful life or are regarded as no longer reliable, safe, or roadworthy. This particular project involves periodic maintenance and repair of SAM's Maintenance Service Truck. This truck was bought in 2008 and is frequently at the repair shop.



Sewer flushing truck in service

CIP Total Cost: \$78,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: Routine repair and eventual replacement of SAM's vehicles will assure reliable and safe equipment is at staff's disposal.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
78,000	78,000				

Project: 8.01 Headworks – Replace automatic bar screen drives and screens (3/8” wide and rakes)

Priority: Replacement and Rehabilitation

This project involves replacing the electric motors on the automatic bar screens and replacing the screen (bar rack) with narrower screens (3/8” wide) so that more rags and solid debris can be removed before the wastewater enters the plant. This will require that the rakes that clean the bar rack be replaced with 3/8” wide tines.



Automatic bar screens 1 and 2

CIP Total Cost: \$216,320

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project replaces equipment that is deteriorated and in danger of failure. Should the grit washer have a catastrophic failure it would negatively impact the pre-treatment wastewater treatment process and disrupt the grit removal system.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
216,320		216, 320			

Project: 9.01 Influent Pumping – Replace Influent Pumps and Motors 1 - 5

Priority: Rehabilitation/Replacement

This project involves replacing the existing influent pumps 1 through 5. The influent pumps are located downstream of the plants mechanical bar racks. They lift the raw wastewater from the influent wet well into the plant. The pumps are outdated models that have deteriorated and need to be replaced with modern equipment. The pumps at the influent wet well tend to deteriorate faster than other outdoor equipment due to the salt air and sewage environment.



Influent Pump Station

CIP Total Cost: \$260,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project is a priority since the entire treatment process depends on these pumps lifting the wastewater into the plant. These pumps are old and are beginning to need more frequent maintenance and repair.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
260,000	260,000				

Project: 9.03 Influent Pumping – Electrical Improvement for Pumps 1 - 8

Priority: Rehabilitation/Replacement

This project involves implementing electrical and controls upgrades to existing influent pumps 1 through 8. The influent pumps are located downstream of the plant's mechanical bar racks. They lift the raw wastewater from the influent wet well into the plant. Pumps 1, 2, and 3 are VFD controlled and 4, and 5 are constant speed. This project will add VFDs for pumps 4 and 5. Stop/Run controls at the pumps will be replaced with Hand/Off/Auto switches to provide the operators with more control. The existing electrical conduits and controls at the influent wet well are deteriorated due to the salt air and sewage environment.

The VFD's provide multiple benefits:

- .They allow for a constant steady flow into the plant that can be controlled by the operating system and help the process run more smoothly. They will assist in equalizing the flow rate into the primary's and aeration basins.
- They provide energy savings for the plant. With a slower ramp up time vs full speed in rush, we can run the motors at a slower speed during flow control mode.
- The current control scheme of pumps 4 and 5 makes it to where they are rarely operated, which causes issues for the motor and pump internal components when they are asked to operate, cracked seals and corrosion. With VFD's they will be integrated into the current control system logic to be cycled daily to make sure the pumps are operational at all times. This will also make it so an operator can easily put them in use during maintenance of other pumps with VFD's on them.
- They offer multiple other benefits as well, such as Controlled Starting Current, which will help the life of the motor. Reverse operation to help unclog the pump and save time on pulling it. Reduced line power disturbances, reduced voltage sag which could affect the whole plant's distribution system.



Influent Pumps

CIP Total Cost: \$208,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project is a priority since automatic control of the pumps can only be achieved from the Motor Control Center in Mechanical Building 1 and speed control is need on pumps 4 and 5 for more efficient operation of the system.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
208,000	208,000				

Project: 11.01 Rehabilitate Aeration Basin 4 with Fine Bubble Diffusers and Rehabilitate Aeration Basin 3

Priority: Rehabilitation/Replacement/Regulatory

This project involves installing diffused aeration equipment in what is currently an empty and unused aeration tank and bringing it online. This project is a particularly important capital expenditure due to modifications to the treatment process in late 2020 due to the unexplained high nutrient loading experienced by the plant.



Aeration Basin 4

CIP Total Cost: \$416,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This is a priority in response to the plant's biological process upset of late 2020. This project will allow staff greater flexibility in the operation of the secondary aeration system while achieving the desired dissolved oxygen concentration necessary for proper biological treatment. It will also allow the plant to empty the other aeration basins occasionally to do maintenance and repairs on them.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
416,000	416,000				

Project: 11.03 Relocate WAS Pump for RDT from Upstairs to Basement of MB2

Priority: Rehabilitation/Replacement

This project involves relocation of the waste activated sludge (WAS) progressive cavity pump from its current location next to the rotary drum thickener (RDT) to the basement of Mechanical Building 2. This relocation will provide greater flexibility with regard to transferring thickened waste activated sludge to the digesters or other storage locations. A new concrete housekeeping pad and piping will be required in the basement. The pump is currently outside in the tent area on the RDT skid. This is a progressive cavity pump and requires flooded suction. Relocation is required for better suction and head.



WAS Progressive Cavity Pump

CIP Total Cost: \$104,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project is prioritized since it is important for operations staff to have the flexibility to move the WAS effectively and not need to depend on the current temporary hoses and fitting. Permanent piping and an inside pump arrangement are warranted.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
104,000	104,000				

Project: 12.01 Disinfection – Install Shade Canopy for Chemical Feed Pumps

Priority: Regulatory and Safety

Previous CIP Projects provided for the replacement of chemical metering pumps. The sun had deteriorated the old plastic pipes and other ancillary plastic components of the chemical metering pumps that are not ultraviolet (UV) protected. To protect the new equipment from the sun and rain, a pre-engineered fabric sun shield will be erected above the containment area walls and be similar to a car shade structure as shown below. The sun shield will also protect SAM staff from the sun while they maintain the pumps and equipment in this area.



New chemical feed pumps and controls



Shade structure concept

CIP Total Cost: \$52,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: These pumps distribute chlorination (sodium hypochlorite) and de-chlorination (sodium bisulfite) chemicals that are essential for meeting SAM's NPDES permit requirements. These new assets will be protected from future deterioration by a pre-engineered sun shield.

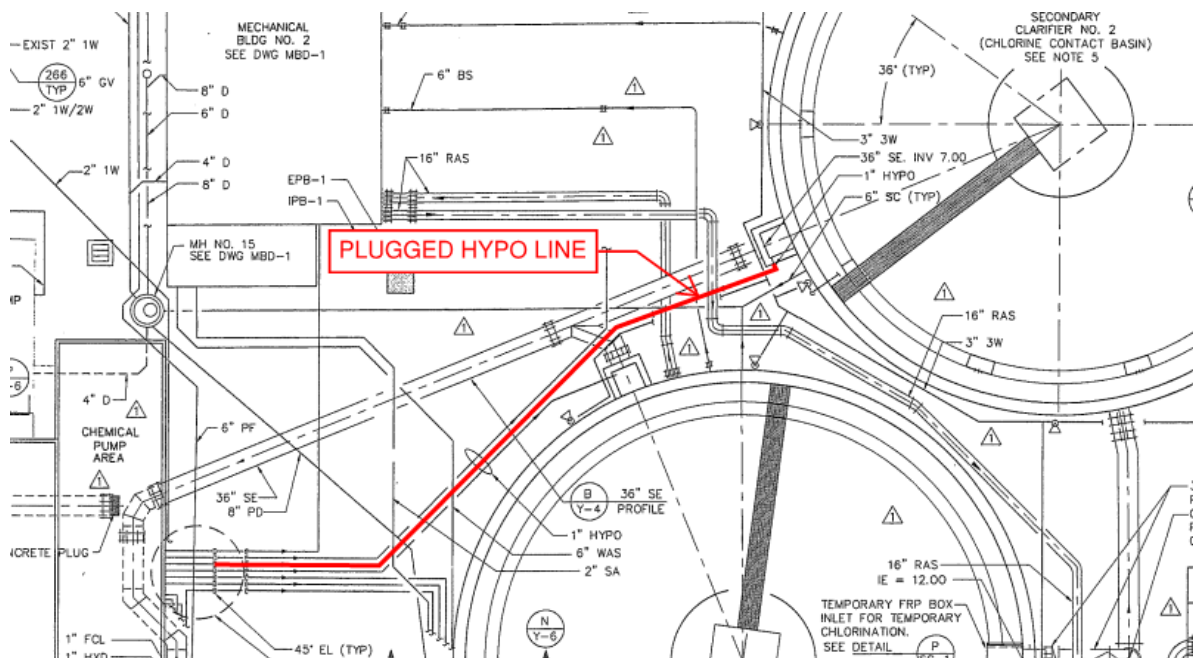
Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
52,000	52,000				

Project: 12.02 Disinfection – Fix Chlorine Injection Issues

Priority: Repair/Rehabilitation

The 1" sodium hypochlorite (hypo) feed pipeline to Secondary Clarifier 2 effluent trough is plugged below ground. A temporary hose delivers hypo from the chemical storage area to Clarifier 2. This project will determine the cause of the blockage and restore the function of the existing 1" feed pipeline as shown below.



CIP Total Cost: \$52,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: The pipeline has been plugged and attempts to unplug it have failed. It is recommended that the 1" PVC hypo pipeline be removed from its 4" carrier pipe and replaced with a hose. If the pipe cannot be readily removed it may need to be excavated.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
52,000	52,000				

Project: 13.01 – Replace Effluent Pumps 1 and 2

Priority: Replacement and Rehabilitation

This project involves replacing effluent pumps/motors 1, 2, and 3 over a two-year period starting in 2021 and completed in 2022. These pumps are no longer manufactured and replacement parts must be custom fabricated when necessary. New pumps will operate more efficiently.



Effluent pumps 1, 2, and 3

CIP Total Cost: \$104,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project is a priority because these pumps are responsible for conveying all flow out of the WWTP during storm events and high tide when ocean outfall can no longer flow by gravity. Since the WWTP could potentially flood in an event such as this, the pumps must be maintained in peak reliable condition at all times.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
104,000	104,000				

Project: 14.01 Install VFDs on Sludge Transfer Pumps 1 and 2, Add Mag Meter

Priority: Replacement and Rehabilitation

This project involves installing variable frequency drives (VFDs) on the bottom sludge transfer pumps in the digester control building so that the speed of the pump (and corresponding flow rate) can be modulated. Currently the pumps are constant speed and do not provide the flow control needed by Operations staff. Variable speed control of these pumps will allow the sludge to be pumped directly to the belt filter press (BFP) for dewatering instead of being pumped to the digested sludge holding tank and then pumped again to the BFP. This project will also include installing a magnetic flow meter on the 8" feed line to the BFP in the chemical dosing room of Mechanical Building 1.



Progressive cavity sludge feed pump



8" feed line to BFP

CIP Total Cost: \$104,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project will provide Operations staff greater flexibility in controlling the sludge transfer rate to the belt filter press dewatering process.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
104,000	104,000				

Project: 14.02 Anaerobic Digestion – Install Stainless Steel Heat Exchanger and Shell
Priority: Replacement and Rehabilitation

This project focuses on the replacement of the existing heat exchangers in the digester control building. The shell and the tube bundle are degraded by corrosive liquid and require frequent replacement. These units would be replaced with more efficient equipment made of stainless steel.



Existing heat exchanger

CIP Total Cost: \$104,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project will replace a degraded asset that is a critical component responsible for the proper biological sludge digestion process at the WWTP.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
104,000	104,000				

Project: 14.03 Anaerobic Digestion – Replace Sludge Mixing Pumps 1 and 2 with Chopper Pumps

Priority: Replacement and Rehabilitation

This project will replace the sludge mixing pumps 1 and 2 in the Digester Building with chopper style pumps. The existing mixing pumps are old and need to be replaced. The new pumps will be chopper pumps so that the digesting sludge being mixed will be shredded into small pieces to reduce clogging due to string and rags. The new pumps will operate more efficiently with less need for maintenance.



Existing sludge mixing pump 2

CIP Total Cost: \$104,000

Project Funding: This project will be funded by SAM's Infrastructure Program

Basis of Priority: This project will replace a degraded asset that a critical component responsible for the proper biological sludge digestion process at the WWTP.

Annual Cost Distribution and Schedule

CIP Total	FY2021	FY2022	FY2023	FY2024	FY2025
104,000	104,000				

Position Control List

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

MEMORANDUM

TO: Kishen Prathivadi
FROM: Jeremy N. Jungreis
DATE: April 30, 2021
RE: Inquiry Regarding the General Budget and Components of Same

Following the Sewer Authority Mid-Coastside (“SAM”) Board meeting of April 26, 2021, you asked me to provide an opinion on whether it is proper to have an “Infrastructure Budget” approved by the Board which is separate and distinct from the General Budget as requested by the City at the April 26 SAM Board meeting. I researched the issue and reviewed pertinent sections of the SAM Joint Powers Authority Agreement (“JPA Agreement”) per your request.

My opinion is that infrastructure expenses which are budgeted for the purpose of maintaining safe and reliable function of existing SAM facilities—whether categorized as “infrastructure” or not—are properly included and approved by the SAM Board as a component of the General Budget per the JPA Agreement, Section V.A.2. Review of recent General Budgets confirms that infrastructure/capital work that is necessary to maintain the continued safe and reliable operation of existing SAM facilities has historically been approved by SAM as a component of the General Budget.

* * *

I’m happy to answer any questions that you or the SAM Board may have regarding this matter.

ITEM #9

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2021-__

A RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE CONTRACT COLLECTION SERVICES BUDGET FOR FISCAL YEAR 2021/22

WHEREAS, the Sewer Authority Mid-Coastside (SAM) and the Granada Community Services District (District) entered into an agreement dated April 25, 1988 titled *Agreement for Maintenance and Operations Services between the Granada Sanitary District and Sewer Authority Mid-Coastside* (Agreement);

WHEREAS, the Agreement provides for the District to contract with SAM whereby SAM provides cleaning and minor operations and maintenance of the District's sewerage collection system on behalf of the District;

WHEREAS, the Agreement provides that SAM shall prepare a collection services budget for each fiscal year the Agreement is in force, and that the District shall review and subsequently approve said budget for each fiscal year;

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed the Contract Collection Services Budget for Fiscal Year 2021/22 as submitted by SAM, and desires to signify its approval thereof;

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

1. The Board of Directors of the Granada Community Services District hereby approves the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2021/22, attached as Exhibit A to this resolution.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 20th day of May, 2021, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Approved:

Matthew Clark, Board President

Attest:

Delia Comito, Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: **Discuss Proposed Contract Collection Services Budget for FY 2021/22 and Authorize the General Manager to Submit it to the Participating Agencies for Approval**

Executive Summary

The purpose of the report is to discuss the contract collection services budget for FY 2021/22 and authorize the General Manager to submit it to the participating agencies for approval.

Fiscal Impact

This contract is separate from the SAM Operating Budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2021/22 is \$873,613. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall increase in fees of \$201,240 for the collection systems work. The following table shows the history of fees for each agency for the past three years, the current year, and the upcoming year.

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

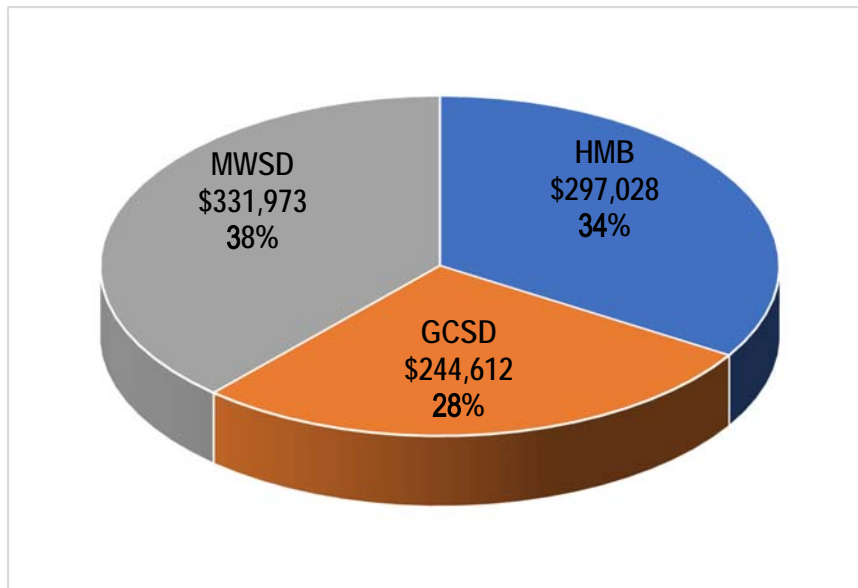
Contract Fees for Each Contracting Agency

	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	\$	%
	Actual	Actual	Actual	Adopted	Proposed	Change	Change
Half Moon Bay	\$274,596	\$271,906	\$188,540	\$227,439	\$297,028	\$69,589	31%
Granada CSD	\$239,954	\$290,128	\$300,614	\$186,574	\$244,612	\$58,037	31%
Montara WSD	\$279,411	\$415,376	\$455,159	\$258,360	\$331,973	\$73,613	28%
	<u>\$793,961</u>	<u>\$977,410</u>	<u>\$944,313</u>	<u>\$672,373</u>	<u>\$873,613</u>	<u>\$201,240</u>	<u>30%</u>

The proposed budget is impacted mostly by the decision to add \$175,000 for a new truck and funding maintenance costs for the existing trucks. There is a decreased cost to the proposed budget of approximately \$107,000 due mostly to the decision to remove insurance premium and equipment rental expenses from the collections budget.

The removal of the overhead charges plus the added cost of the new truck and required maintenance for the existing trucks results in a net increase of \$201,240 compared to last year's approved budget for collections system maintenance services.

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



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

Strategic Plan Compliance

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

Background and Discussion/Report

The Proposed Contract Collections Services Budget has been discussed by the member agency managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Board for comment. Approval of the proposed budget will take place later.

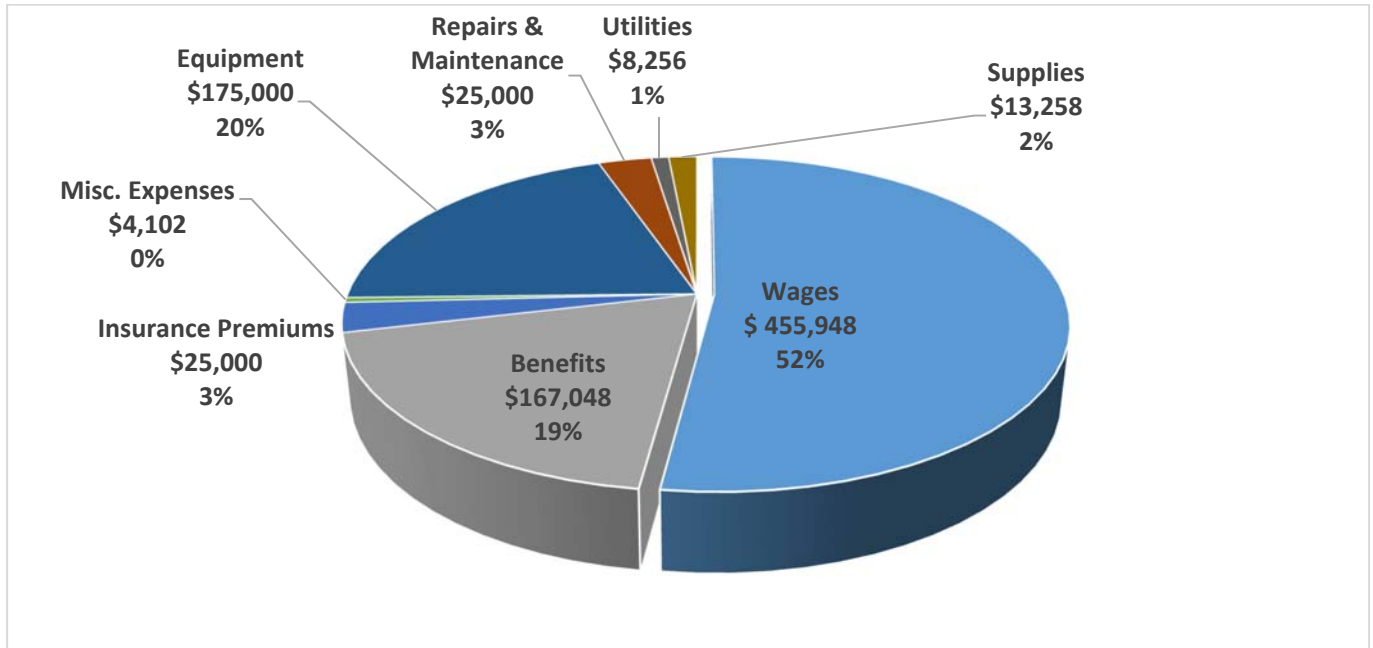
SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Beginning last year, the Member Agency Managers, the SAM Manager, and consultants have worked in concert to develop a method of allocation based on the needed services of each agency. We are confident that the cost allocation presented reflects more accurately that method and those needs.

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

The proposed budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts. It also includes utilities, fuel, and other expenses needed to perform all the contracted services.

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

The pie chart below details budget expenditures.



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (71%) as shown above are wages and benefits for personnel to perform the work. Other significant costs are insurance coverage for collection vehicles estimated at \$25,000 and related maintenance expenses estimated at \$25,000. All other costs combined are less than 5% of the total overall budget.

Additional Changes to the Budget:

1. Increased Premium pay by \$56,496 based on the steep increase in overtime last year. This was due to additional maintenance requirements.
2. Reduced Professional Fees by \$4,499 since there was no amount spent for this category.
3. Reduced Insurance Premiums by \$32,499 as that cost has been moved to the general budget. Only the direct insurance costs related to Collections Vehicles is being included in Collections Budget and the rest of the insurance is in the General Budget.
4. Reduced Equipment Rental by \$75,000 as it has been moved to general budget. This is again a result of including only direct costs in the Collections Budget. A review of the history revealed no recent direct rental expense for Collections.

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

5. Added \$175,000 towards purchase of a new jetting truck.

Presently SAM has 3 trucks for Collections:

Truck 1 (SAM10) purchased in 2015: Condition is fine, but this truck cannot handle all the maintenance requirements. It is also too large to be used for some needs. The budget includes \$25,000 for ongoing maintenance of this vehicle.

Truck 2 (SAM8) purchased in 2005: Condition –Non-functional as it keeps losing pressure while flushing and therefore cannot be used.

Truck 3 (SAM4) bought in 2002: Condition Very poor. Approximately \$20,000 is being spent every year for repairs. Last year a brake failure occurred on this truck while cleaning GCSD and resulted in the crew requiring a miraculous escape. So therefore it is a safety issue and replacing the vehicle is a fiscally sound option compared to investing in further repairs.

Staff Recommendation

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2021/22 to the participating agencies for approval.

Supporting Documents

Attachment A: Contract Collection Services Budget for FY 2021/22

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

CONTRACT COLLECTION SERVICES BUDGET

Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
EXPENDITURES							
Personnel							
1 Wages	173,534	186,592	356,029	329,782	359,008	2,979	1%
2 Premium Pay	55,314	63,229	2,139	58,589	58,635	56,496	2641%
3 Health Benefits	55,271	52,929	97,914	97,951	101,422	3,508	4%
4 Retirement Cont.	29,710	28,515	30,683	26,824	28,596	(2,087)	-7%
5 Retiree Med/OPEB	3,371	2,253	4,584	5,904	6,320	1,736	38%
6 Misc. Benefits	13,354	19,595	24,486	23,094	30,710	6,224	25%
7 Admin Allocation - 5%	-	-	-	-	38,305	38,305	100%
8 Subtotal	330,554	353,113	515,835	542,144	622,996	107,161	21%
Non-Personnel							
9 Legal Services	-	-	-	-	-	-	-
10 Engineering Services	-	-	-	-	-	-	-
11 Professional Services	48,269	-	4,499	-	-	(4,499)	-100%
12 Prof. Memberships	-	-	-	-	-	-	-
13 Insurance Premiums	43,960	-	57,499	-	25,000	(32,499)	-57%
14 Misc. Expenses	186,865	355,724	-	3,983	4,102	4,102	-
15 Utilities	9,642	6,792	7,440	8,016	8,256	816	11%
16 Travel & Training	921	150	-	-	-	-	-
17 Equipment Rental	150,373	-	75,000	-	-	(75,000)	-100%
18 Bldg & Maint Services	97,042	120,200	-	105,525	-	-	-
19 Chemicals	1,855	-	-	-	-	-	-
20 Permits & Licenses	-	-	-	-	-	-	-
21 Supplies	21,178	-	12,100	12,872	13,258	1,158	10%
22 Equipment	-	-	-	-	175,000	175,000	100%
23 Infrastructure	-	-	-	-	-	-	-
24 Claims/Penalties	1,419	-	-	-	-	-	-
25 Repairs & Maintenance	-	-	-	-	25,000	25,000	100%
26 Subtotal	561,524	482,865	156,538	130,395	250,616	94,078	60%
25 TOTAL	892,078	835,978	672,373	672,540	873,613	201,240	30%

	FY 2018/19 ACTUAL	FY 2019/20 ACTUAL	FY 2020/21 ADOPTED	FY 2020/21 PROJECTED	FY 2021/22 PROPOSED	CHANGE FROM FY 2020/21 ADOPTED	
REVENUE							
By Type:							
26 JPA Assessments	-	-	-	-	-	-	-
27 Contract Services	977,409	944,313	672,373	672,373	873,613	201,240	30%
28 NDWSCP Fees	11,571	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-	-
32 From/(To) Reserves	-	-	-	-	-	-	-
33 TOTAL	988,980	944,313	672,373	672,373	873,613	201,240	30%
By Agency:							
34 Half Moon Bay	271,906	188,540	227,439	227,439	297,028	69,589	31%
35 Granada CSD	290,128	300,614	186,574	186,574	244,612	58,037	31%
36 Montara WSD	415,376	455,159	258,360	258,360	331,973	73,613	28%
37 TOTAL	977,410	944,313	672,373	672,373	873,613	201,240	30%

ITEM #10

MINUTES
SAM BOARD OF DIRECTORS MEETING
April 26, 2021

1. CALL TO ORDER

Chair Dye called the meeting to order at 7:04 p.m. from her residence in El Granada, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the April 26, 2021 meeting.

A. Roll Call

Directors Rarback (for Penrose), Lohman, Clark (7:07 pm), Ruddock, Slater-Carter, and Dye were present. Also present via teleconferencing were General Manager Kishen Prathivadi, Finance Officer George Evans, Supervisor of Treatment/Field Operations Tim Costello, and General Counsel Jeremy Jungreis.

2. PUBLIC COMMENT/ORAL COMMUNICATION

Gregg Diegeuz, Midcoast Community Council (MCC) Board member and resident of Montara stated that he did not see the local hazard mitigation plan listed as an item for discussion on the agenda for this evenings meeting, and he is hoping we can get a plan together and hoping to see some visible process and visible progress on the matter in the coming meetings. Chair Dye stated that she thought the Local Hazard Mitigation Plan would be on the next agenda. General Manager Prathivadi informed the Board that SAM is a Joint Powers authority and is not eligible as an annex partner. He stated that he contacted the county and was told the best way to proceed forward with the local hazard mitigation plan is to participate as a stakeholder under a Member Agencies plan, and then be able to participate with grant applications, and funding projects, but would not be able to be the actual applicant.

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

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

- A. Approve Minutes of April 12, 2021 Regular Board Meeting
- B. Approve Disbursements for April 26, 2021

Chair Dye pulled the minutes of April 12, 2021 for further review, and requested the minutes be brought back to the next Board meeting on May 10, 2021.

Director Slater-Carter moved, and Director Lohman seconded the motion to approve the disbursements of April 26, 2021.

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

4. REGULAR BUSINESS

- A. Discuss Proposed Contract Collection Services Budget for FY 2021-22 and Authorize the General Manager to Submit it to the Member Agencies for Approval

General Manager Prathivadi thanked Maze and Associates, and SAM Finance Officer George Evans for putting the budget together, the Finance Committee for making minor changes and agreeing to send it to the Board for their review, and the Member Agency Managers for their constructive feedback. General Manager Prathivadi shared a PowerPoint presentation with the Board and discussed the service and budget changes, budget points, changes to the CCS budget for FY 2021/2022, purchased vehicles from 2002, 2005, and 2015, the condition of the engine for the SAM 4 flusher truck, staffing information, the Member Agency fees and fee distribution, and comparison of the agencies fees. Chair Dye noted that since Collections function was a contract between SAM and the three member agencies, it needed to be approved as a separate item. A discussion ensued. Following discussion, Director Ruddock moved, and Director Slater-Carter seconded the motion to authorize the General Manager to submit the Contract Collection Services Budget to the Member Agencies for approval.

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

A copy of General Manager Prathivadi's PowerPoint presentation is attached to the April 26, 2021 agenda, and can be found on the SAM website at www.samcleanswater.org.

- B. Discuss the Proposed General Budget for Fiscal Year 2021-22 and Authorize the General Manager to Submit it to Member Agencies for Approval

General Manager Prathivadi once again thanked Maze and Associates, and SAM Finance Officer George Evans for putting the budget together, the Finance Committee for making minor changes and agreeing to send it to the Board for their review, and the Member Agency Managers for their constructive feedback. General Manager Prathivadi shared a PowerPoint Presentation with the Board and discussed budget points, the general budget (including separate sections for administration, treatment, environment, and infrastructure), staffing information, general budget changes from FY 2020/21, key

changes in the operating budget, and legal and professional services details. Director Slater-Carter requested a copy of the General Budget be sent to each of the Board members. A discussion ensued. Director Ruddock stated that her understanding, and Half Moon Bay staffs' understanding is that there would be 2 separate budgets, an operating budget and an infrastructure budget. John Doughty, Public Works Director for the City of Half Moon Bay, agreed, stating that it is the understanding of Half Moon Bay that there would be three distinct budgets. Following discussion, Director Slater-Carter moved, and Director Lohman seconded the motion to authorize the General Manager to submit the General Budget to the Member Agencies for approval.

Slater-Carter/Lohman/Roll Call Vote: Rarback No/Lohman Aye/Clark Aye/ Ruddock No/Slater-Carter Aye/Dye Aye/4 Ayes/4 Noes. The motion did not pass.

Director Ruddock suggested that the General Manager and General Counsel go back to the Member Agency Managers and get a consensus on how they would like to move forward. The other Board members' concurred with this approach.

A copy of General Manager Prathivadi's PowerPoint presentation is attached to the April 26, 2021 agenda, and can be found on the SAM website at www.samcleanswater.org.

5. GENERAL MANAGERS REPORT

A. Monthly Manager's Report – March 2021

The Board received and accepted the Manager's report for March 2021.

6. ATTORNEY'S REPORT

General Counsel Jungreis informed the Board that on June 15th the Governor has indicated that California will re-open. He also stated that he is not sure how it will affect the Brown Act and whether the Governor anticipates rescinding in part or whole some of the executive orders that have suspended the otherwise applicable provisions of the Brown Act.

7. DIRECTOR'S REPORT - NONE

8. TOPICS FOR FUTURE BOARD CONSIDERATION

Chair Dye stated there will be a discussion regarding possible projects for submitting to the County Local Hazard Mitigation Plan.

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

General Counsel Jungreis informed the Board that there was no need for a Closed Session after the regular meeting.

Minutes
SAM Board Meeting
April 26, 2021

10. ADJOURNMENT

Chair Dye adjourned the meeting at 8:19 p.m.

Respectfully Submitted, Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
THROUGH: Kishen Prathivadi, General Manager
FROM: Tim Costello, Supervisor of Technical / Field Services
SUBJECT: **Monthly Manager’s Report – March 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 *March 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:	1

Flow Report (See Attachment A)

Half Moon Bay	0.788	57.46%
Granada CSD	0.299	21.82%
Montara W&SD	<u>0.284</u>	<u>20.72%</u>
Total	1.371	100%

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

Administration

There were two Board Meetings in the month of March. There were zero public records request in March 2021. There was one article in the HMB Review, SAM expands Burnham wastewater storage, March 10, 2021.

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

There were no new hires, and two anniversaries in the month of March, Tim Costello March 1, 1988, Supervisor of Treatment and Field Operations, and Angelo Rovai, March 23, 2020, Maintenance Mechanic.

Operations & Maintenance

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

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

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

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

Operations in March were not how we would like. We had issues with the D.O. not keeping up which probably made the filaments get a good foot hold. A foot hold that caused us headaches the rest of the month with solids build up in the secondary's clarifiers. Our best option is to swap secondaries and try to waste the solids that had risen to the surface to get rid of them. A laborious process we ended up having to do a couple of times in March.

We still seem to be having rising sludge issues in the clarifiers which we believe to be denitrification, this is adding to the scum on the secondary surface and carrying over into the contact basins. We have increase the chlorine dose rate in an added effort to make sure we have plenty of available chlorine in the contact basin.

We did have our kick off meeting with the Brown and Caldwell team towards the end of the month. We are hopeful with this process under way that collectively we will be able

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to identify other areas where we can improve and create long term stability to the process.

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

In regards to the field sample BOD's the most consistent thing is their inconsistency. We identified general areas and we plan on making a few visits. While some of these are elevated they are nowhere near what we saw last September.

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

During the month of March 2021, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 3.312 inches of rain in March, this website <https://ggweather.com/hmb/> has some very useful data for our area. We did get some rainfall to report for the month of February. Rainfall totals were as follows: 1.44 inches at the treatment plant, 1.51 inches in the GCSD service area, and 1.66 inches at the MWSD weather station. Below the 10 year average still, much like the last few months. There were micro-climate variations verified by the data.

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

- 3/1/2021 – We've been dealing with a floating layer of solids on the secondary clarifier. We had a conference call with Cal-con & the Neuros blower people to try to make the MLSS basin D.O. work better for us.
- 3/2/2021 – Hazardous waste spill training / all staff. Calcon worked on blower controls.
- 3/3/2021 – Put a bubbler in MLSS eff basin area to help mix it, the poly addition is creating a solids layer in there.
- 3/4/2021 – Check BSTP for digester #1, want to make sure it is functional when we put the digester back in service. Sprays were installed inside the primary channel to help with debris build up due to design challenge.
- 3/5/2021 – Secondary looks rough today for lack of a better term.

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- 3/6/2021 – Secondary again looking rough. Talked to Calcon about progress of blower cores and functionality, (coarse air / fine air issues). Switched secondary's due to solids accumulation on the secondary clarifier.
- 3/7/2021 – Repair was made to the hypo static mixing spray for the secondary clarifier, this is in use the hit the surface solids accumulation.
- 3/8/2021 – Monday morning visual observation, not the desired effect we were looking for when switching secondary clarifiers but it looks a little better.
- 3/9/2021 – Finished cleaning out secondary number one and it's ready to start filling again in the event we need to swap tanks again.
- 3/10/2021 – Secondary filling with number three water, (for reference number three water is the recycled water we use in the plant for the wash down hoses etc.). Boiler number two decided it doesn't want to start properly now, this will be a RF MacDonald call for assistance.
- 3/11/2021 – Contact basin was cleaned today, solids accumulation in the contact basin right now is making this a more regular then we prefer occurrence.
- 3/12/2021 – Dissolved Oxygen trends are looking better, Calcon made some tweaks last night. RF McDonald is in to work on boiler number two pilot flame ignition issue.
- 3/15/2021 – Switched secondary clarifiers back to clarifier number one. Still an issue with the solids accumulation on the surface.
- 3/16/2021 – Polymer system for the belt press was acting up, had to work on poly system to get it working properly again.
- 3/17/2021 – Collected oil and grease and sludge cake samples for quarterly testing.
- 3/18/2021 – Press feed pump issue, completely bound up. Team had to open up the pump and they found a really big rubber gasket from somewhere causing the issue. Turned into an all day job in a hurry, don't we have enough going on.
- 3/19/2021 – Calcon in working on R.A.S. pump issues, VFD programing issue. Boiler started acting up again.
- 3/20/2021 – Work on cleaning out secondary number two.

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- 3/21/2021 – Continue with washing out secondary number two.
- 3/22/2021 – Unplug polymer line to the primaries, finishing hosing out secondary number two.
- 3/23/2021 – Anton with Ponton Industries is onsite for flow meter calibrations. He will be calibrating (checking calibrations) plant and pump station meters. All meters were extremely close to the reference meter.
- 3/24/2021 – Plant tour for MCCC members Claire Toutant and Gregg Dieguez. The tour lasted about 1.5 hours in total. After the tour Manager and Supervisor had a conference call with Ben Porter to discuss BOD situation.
- 3/25/2021 – Nitrates in the sixties today, compared to the teens, that's odd unless the plant is finally trying to go into nitrification. (autotrophic bacteria or nitrifiers convert the ammonium NH₄ to nitrite NO₂ and then to nitrate NO₃ through biological process. Heterotrophic bacteria would use the oxygen attached to the nitrate molecule creating nitrogen gas as a byproduct). I know, too much information....
- 3/26/2021 – Anton was back to work on flow meter after we fabricated a reflection plate to use for calibration of the ultrasonic. The plate makes a solid surface rather than the constant changing water surface. We have used this method in previous checks.
- 3/27/2021 – Sat
- 3/28/2021 – Sun
- 3/30/2021 – Meeting with Brown and Caldwell team to discuss process of plant evaluation moving forward and introductions of everyone.
- 3/31/2021 – S.A.M. Holiday, Calcon was in working on the number one / two water system with one of the senior operators while everyone was on holiday. This was planned since the water to the admin and other areas of the plant would be turned off.

Other activities are listed below;

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There were 7 deliveries (approximately 4,250 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 425.00. There were no leachate deliveries to the SAM IPS line in the month of March 2021, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 29,035 feet of sewer line and responded to 18 service calls in contract service areas. 12 were sewer line related and 6 were maintenance service calls. Thirteen of the callouts were during regular business hours and five were after hours. Three calls were in the HMB service area, two were in the GCSD service area, and the remaining thirteen were in the MWSD service area. There was one category 3 S.S.O. in the MWSD service area in March.

HMB – The service calls in the HMB area were as follows; 3/3 – MT found light roots in the main line while spot checking, crew ran line again and retrieved light shoestring roots. 3/5 - Owner call reporting an odd sewer odor. When crew arrived they could not detect any odd odors in the area or from any manholes in the area. Thanked caller for reporting and asked her to contact us if there is a reoccurrence. 3/15 - Contact by City of HMB to assist in locating lamp holes / manholes. Crew used push cam to confirm that two were just concrete plugs and one was a "T" connection with no access.

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

GCSD – The service calls in the GCSD area were as follows; 3/5 - This is a weird long lateral that runs through the property behind the house, the crew cleared the blockage but home owner was advised to contact a plumber. 3/17 - Second call to this address for slow drains, service line run out back of house to lower street. It appears that there was something else tied into this line per the video footage. Gave district the information that we were able to ascertain on this line.

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

MWSD – The service call in the MWSD area were as follows; 3/2 - Call for a slow toilet, crew cleaned the main line and confirmed it was clear. Homeowner was advised to contact a plumber to resolve issue. 3/3 - Homeowner called

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regarding green marking paint on their drive way, crew member arrived and located the marks. Researched and found they were placed by a MWSD contractor scheduling some work. Explained to homeowner what and why the marks were there. 3/4 - Call regarding leaking manhole, when crew arrived they found surcharged line. Broke blockage from downstream manhole finding rags, flushable wipes, and grease to be cause of blockage. Also there is a belly in this section of line causing accumulation. Cat 3 SSO, est spill of 5 gallons. 3/12 - Owner called to report standing water in lateral. Crew cleaned main line upon arrival finding nothing, homeowner was advised to contact a plumber to resolve issue. 3/15 - Owner call to report standing water in cleanout. Crew flushed main line fining no blockage. Advise owner they would need to call a plumber to resolve, due to large trees over later line asked owner if they would contact us also so we could catch any roots. 3/22 - Owner called to report cleanout leakage. Crew arrived noticed paper on front lawn and cleanout. They flushed the main finding it to be clear, advised owner to contact a plumber to resolve blockage issue. 3/23 - Called by Roto roter who was unable to clear blockage and they thought it was in the main line. Crew flushed two separate line as it was not clear which one the house was tied to. Both lines were clear, advised owner to call plumber back out.

There were six maintenance service calls in the MWSD area this month, they were as follows; 3/1 - Airport pump #2 loud noise while running, pulled pump no obstruction, sounds like bearing issue, Pen pump will be out tomorrow. 3/10 - Seal cove #3, found "FC" code while preforming weekly checks (communication fail), Staff was able to locate source of problem and repair issue. 3/17 - California lift station alarm, power fail alarm. Power was restored upon arrival. Generator did not run, ran pumps and checked station for normal operation. 3/19 - Seal cove #4 alarm call. Found station with two alarms, station fault and VFD fail for pump one. Need to call in Calcon to look at the VFD, set pump two to lead and put pump one to capacitor start. 3/26 - California lift station, call for communication alarm. Found station in normal operation upon arrival, generator did not run, checked station for normal operation. 3/30 - Call for Seal Cove #4, station was in alarm for VFD #1. Cycled power at station, reset VFD and it restored to normal working status.

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

Staff Recommendation

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

Supporting Documents

- Attachment A: Monthly Flow Report March 2021
- Attachment B: Monthly NPDES Report March 2021
- Attachment C: Collection System Data March 2021
- Attachment D: Contract Collection Services Report March 2021

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Attachment A

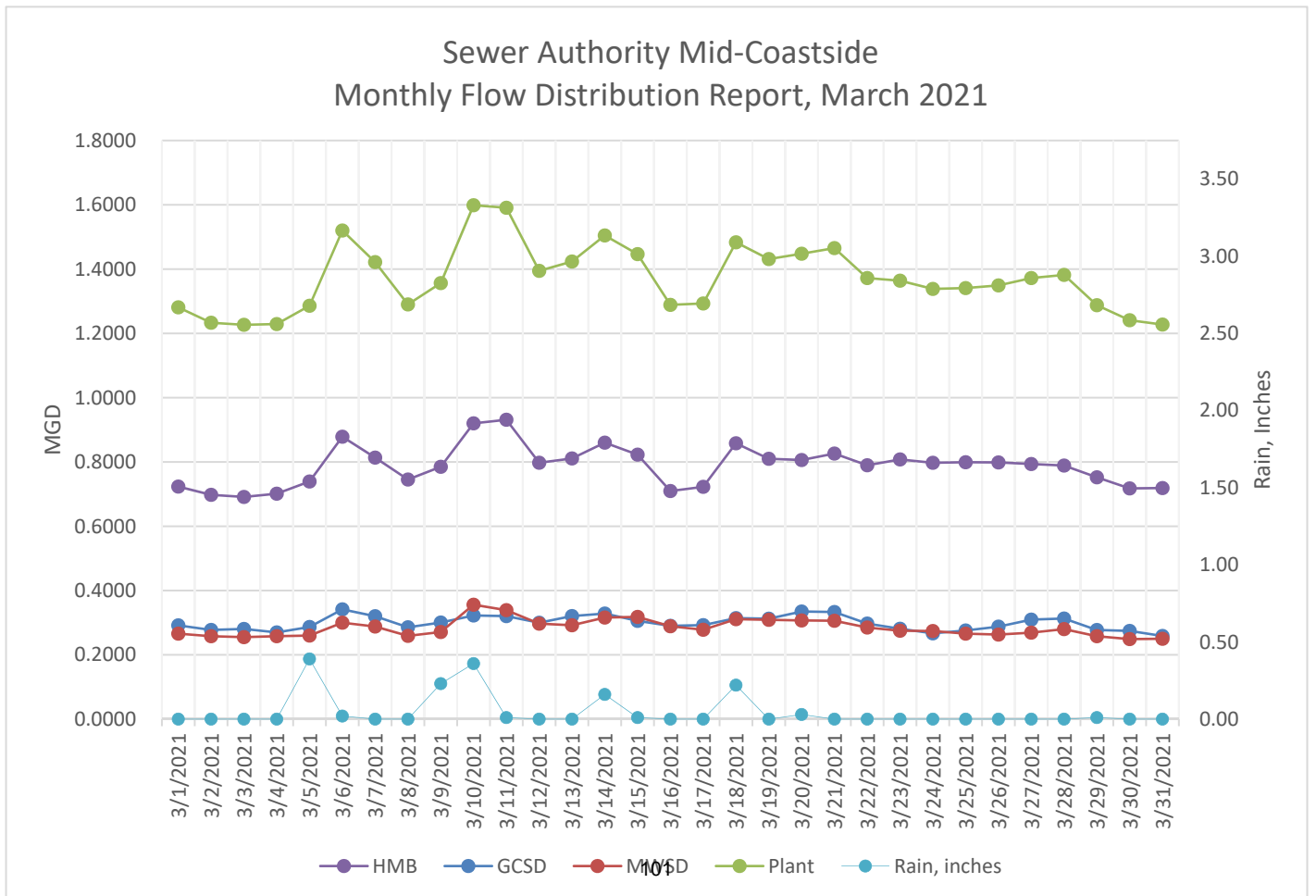
Flow Distribution Report Summary for March 2021

The daily flow report figures for the month of March 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	0.788	57.46%
Granada Community Services District	0.299	21.82%
Montara Water and Sanitary District	<u>0.284</u>	<u>20.72%</u>
Total	1.371	100.0%



Sewer Authority Mid-Coastside

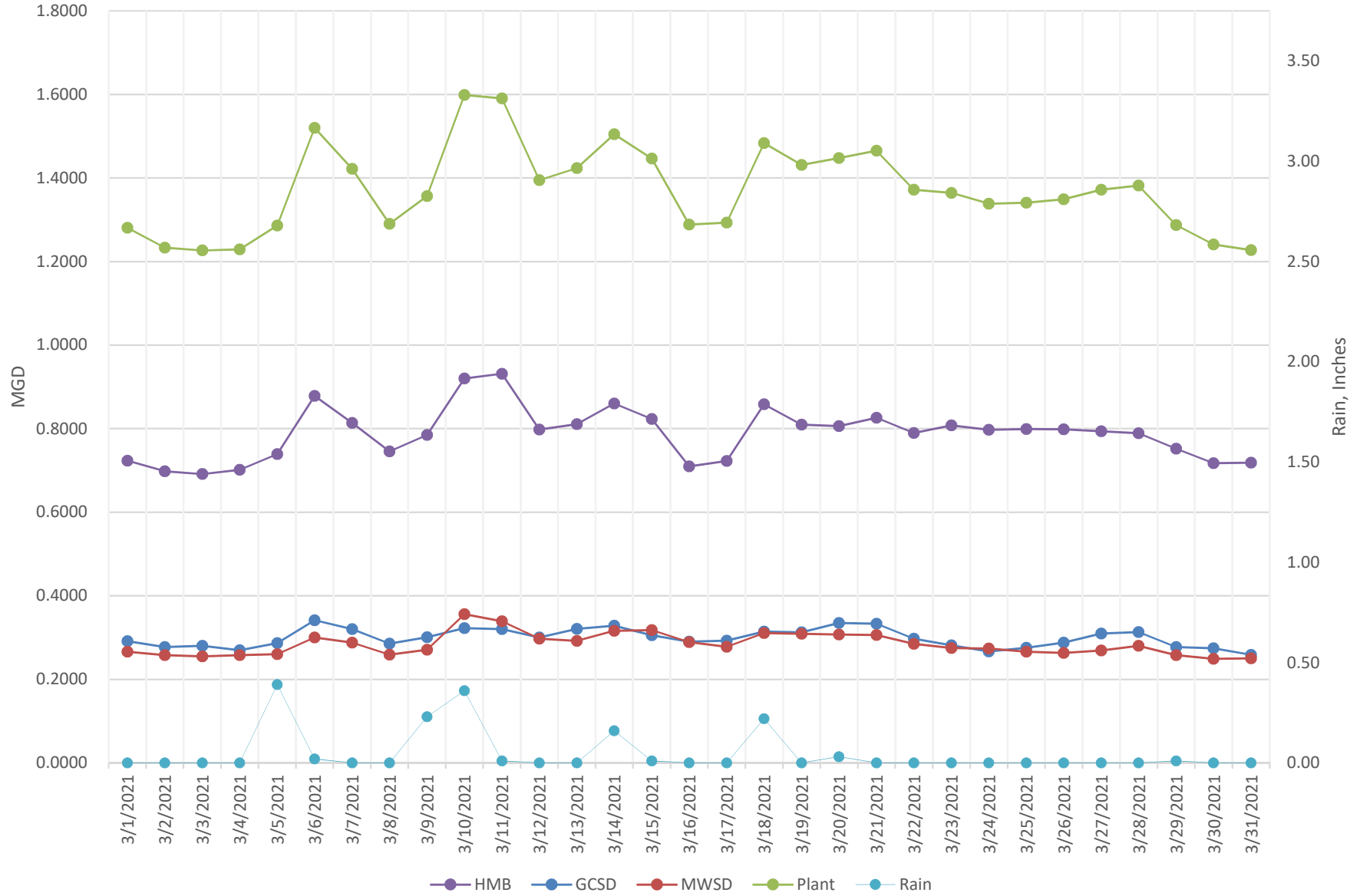
Monthly Flow Distribution Report for March 2021

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
3/1/2021	0.7234	0.292	0.266	1.281	0.00	0.00	0.00
3/2/2021	0.6978	0.277	0.258	1.233	0.00	0.00	0.00
3/3/2021	0.6913	0.280	0.255	1.227	0.00	0.00	0.00
3/4/2021	0.7013	0.270	0.258	1.229	0.00	0.00	0.00
3/5/2021	0.7393	0.287	0.260	1.286	0.39	0.32	0.35
3/6/2021	0.8786	0.341	0.300	1.520	0.02	0.02	0.02
3/7/2021	0.8135	0.320	0.288	1.422	0.00	0.00	0.00
3/8/2021	0.7454	0.286	0.259	1.290	0.00	0.00	0.00
3/9/2021	0.7850	0.301	0.271	1.357	0.23	0.11	0.12
3/10/2021	0.9202	0.323	0.356	1.599	0.36	0.46	0.57
3/11/2021	0.9313	0.320	0.339	1.591	0.01	0.01	0.02
3/12/2021	0.7977	0.300	0.297	1.395	0.00	0.00	0.00
3/13/2021	0.8110	0.321	0.292	1.424	0.00	0.00	0.00
3/14/2021	0.8602	0.328	0.316	1.505	0.16	0.16	0.17
3/15/2021	0.8229	0.306	0.318	1.447	0.01	0.00	0.00
3/16/2021	0.7095	0.290	0.289	1.289	0.00	0.00	0.00
3/17/2021	0.7227	0.292	0.278	1.293	0.00	0.00	0.00
3/18/2021	0.8582	0.314	0.311	1.483	0.22	0.33	0.33
3/19/2021	0.8099	0.312	0.309	1.431	0.00	0.07	0.02
3/20/2021	0.8061	0.335	0.307	1.448	0.03	0.03	0.06
3/21/2021	0.8262	0.333	0.306	1.465	0.00	0.00	0.00
3/22/2021	0.7898	0.297	0.285	1.372	0.00	0.00	0.00
3/23/2021	0.8079	0.281	0.275	1.364	0.00	0.00	0.00
3/24/2021	0.7975	0.267	0.274	1.338	0.00	0.00	0.00
3/25/2021	0.7992	0.276	0.266	1.341	0.00	0.00	0.00
3/26/2021	0.7985	0.288	0.263	1.349	0.00	0.00	0.00
3/27/2021	0.7936	0.310	0.269	1.372	0.00	0.00	0.00
3/28/2021	0.7889	0.313	0.280	1.382	0.00	0.00	0.00
3/29/2021	0.7522	0.277	0.258	1.288	0.01	0.00	0.00
3/30/2021	0.7177	0.274	0.249	1.241	0.00	0.00	0.00
3/31/2021	0.7188	0.259	0.250	1.228	0.00	0.00	0.00
Totals	24.415	9.270	8.802	42.488	1.44	1.51	1.66

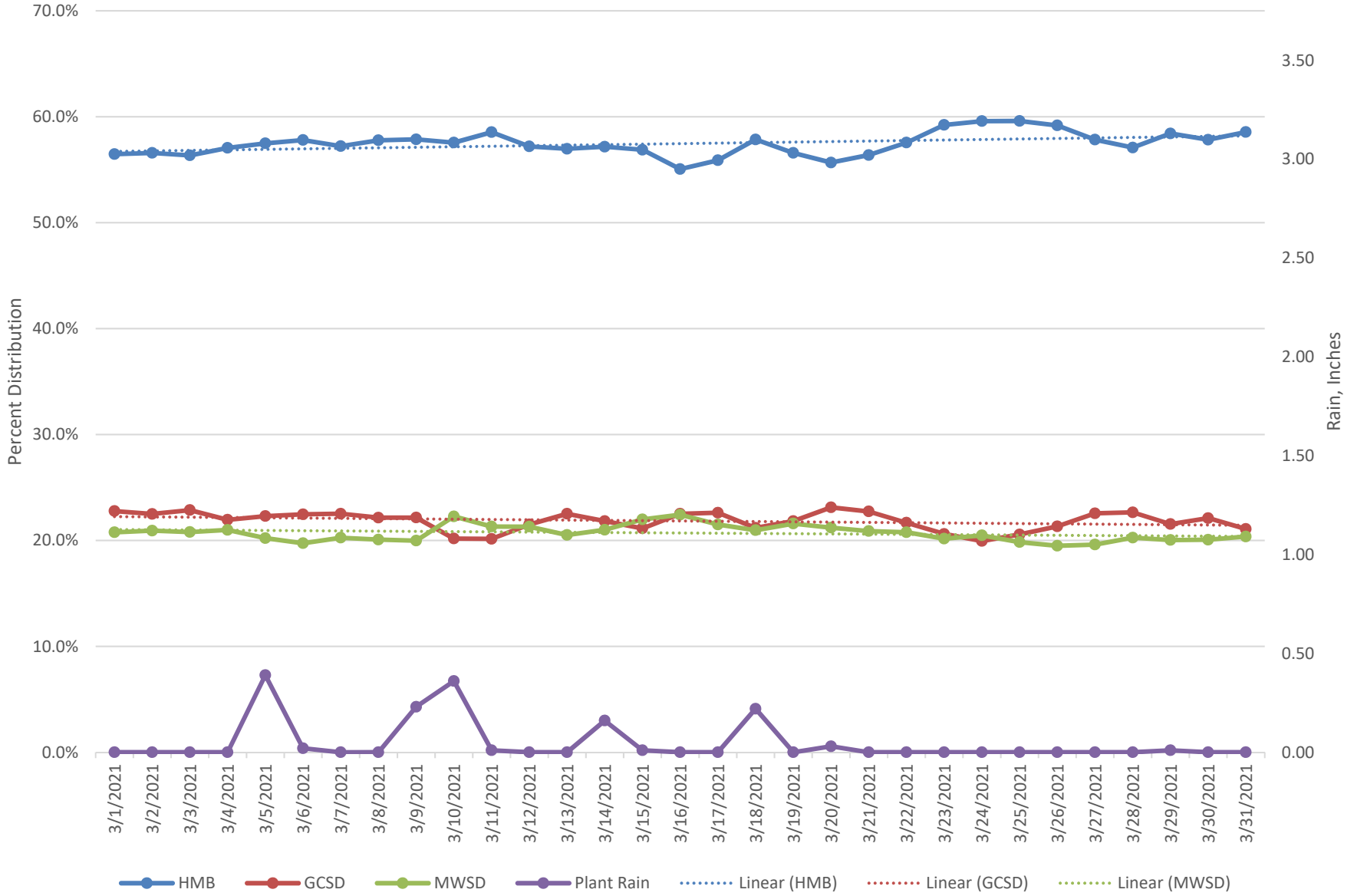
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.691	0.259	0.249	1.227
Average	0.788	0.299	0.284	1.371
Maximum	0.931	0.341	0.356	1.599
Distribution	57.5%	21.8%	20.7%	100.0%

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

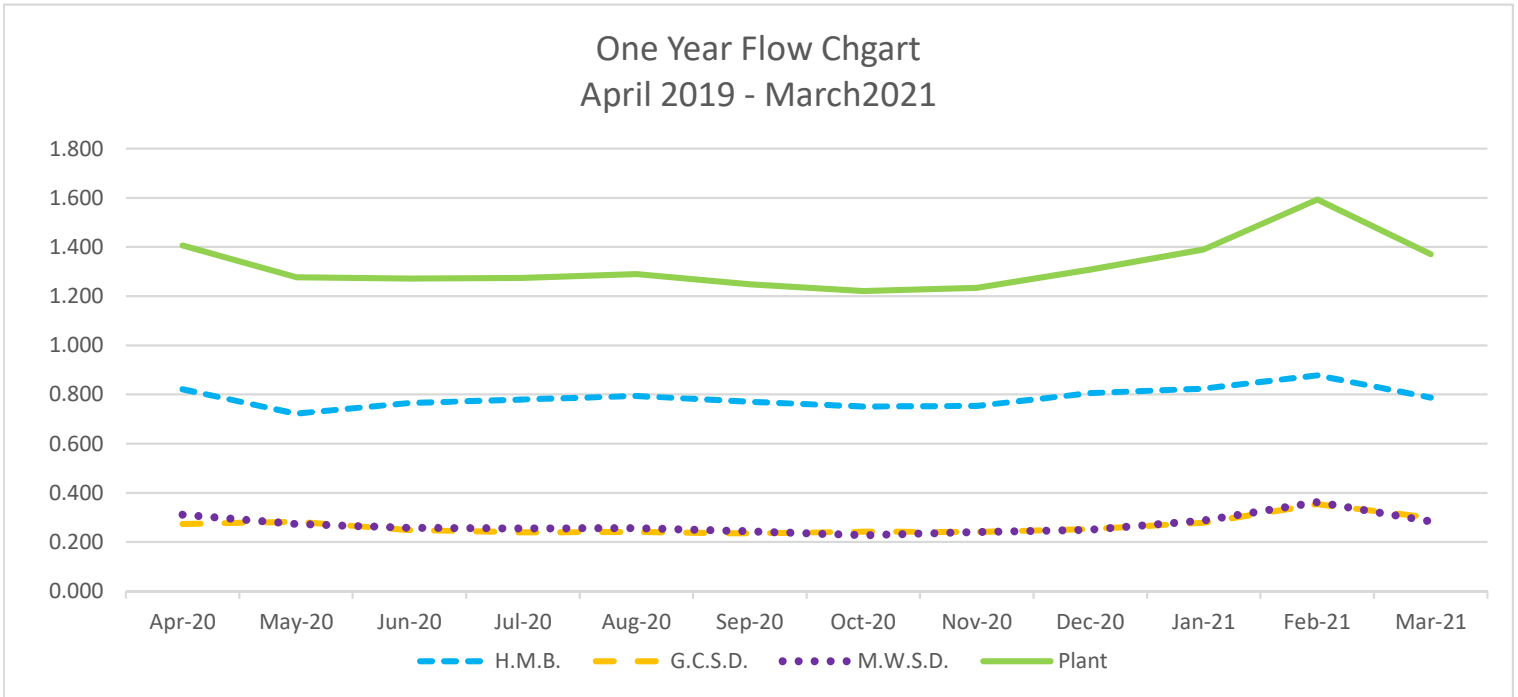


Percent Distribution March 2021

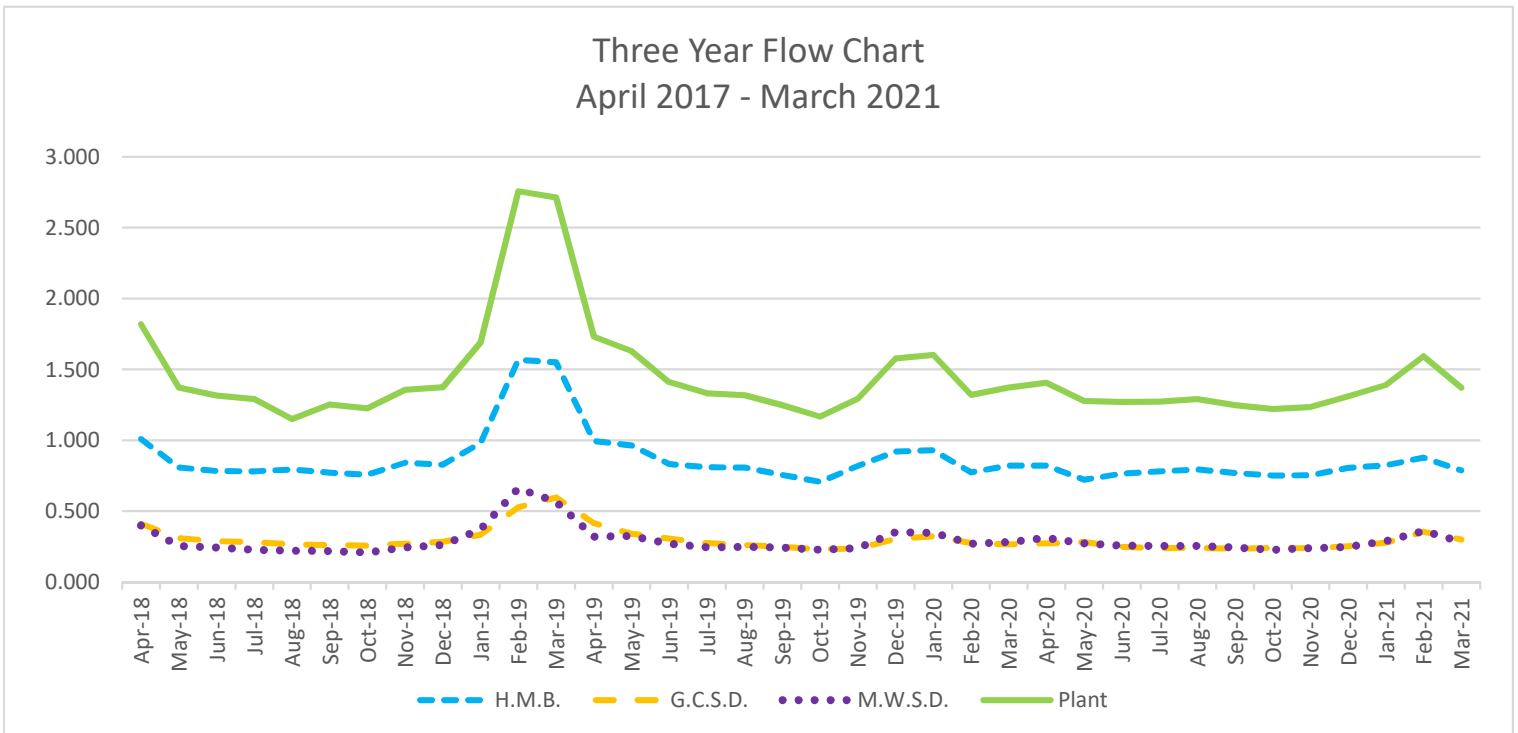


Most recent flow calibration March 2021 PS, March 2021 Plant

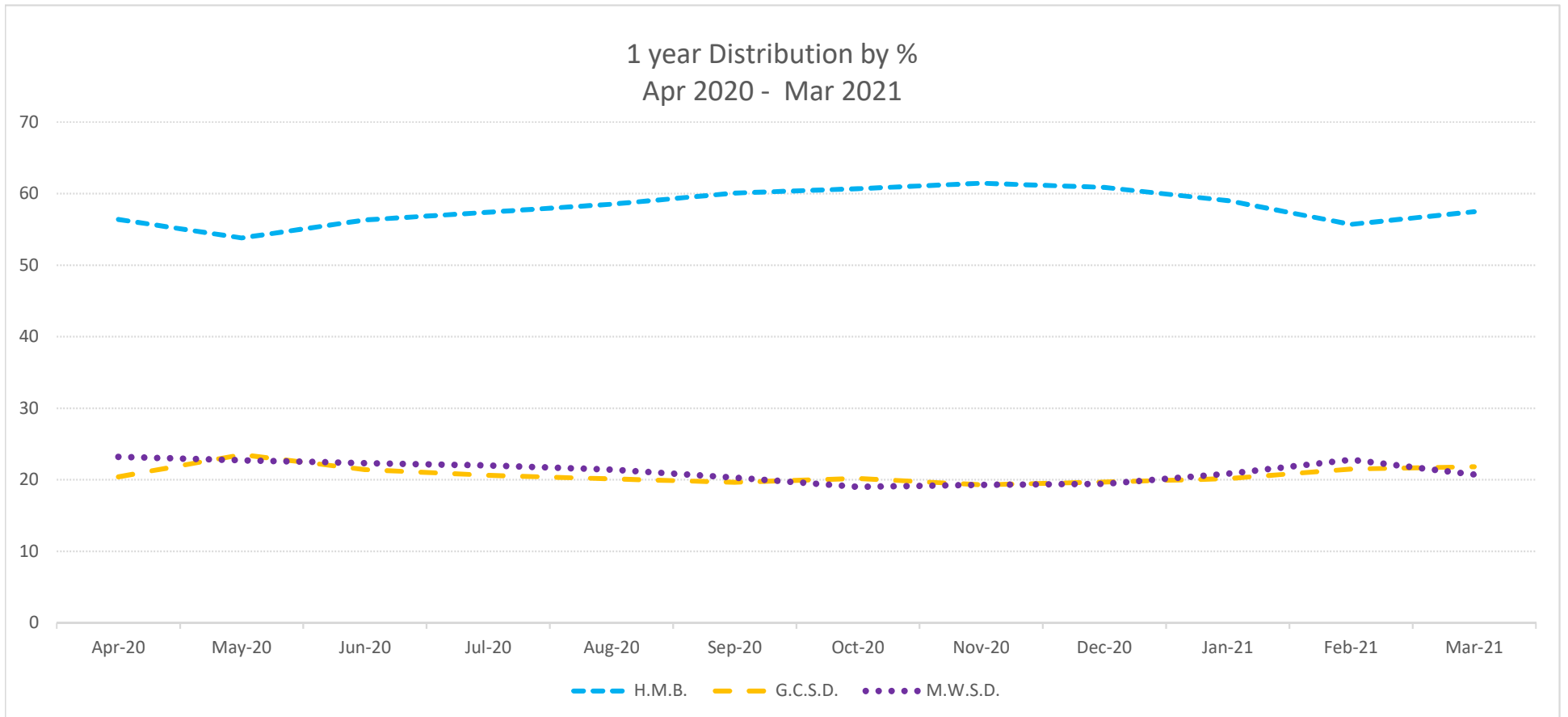
One Year Flow Chgart
April 2019 - March2021



Three Year Flow Chart
April 2017 - March 2021



Flow based percent distribution based for past year



SAM E-001 March 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
3/1/2021								
3/2/2021								
3/3/2021	280	17.00		93.9%	550	370	11.0	
3/4/2021	310	26.00		91.6%	380	230	14.0	
3/5/2021					390	220	10	
3/6/2021			21.50					11.67
3/7/2021	340	18.00		94.7%	370	220	8.2	
3/8/2021	340	38.00		88.8%	390	230	19.0	
3/9/2021					380	240	28.0	
3/10/2021								
3/11/2021								
3/12/2021								
3/13/2021			28.00					18.40
3/14/2021								
3/15/2021	290	24.00		91.7%	340	240	13.0	
3/16/2021	350	20.00		94.3%	420	190	13.0	
3/17/2021					350	200	18.0	
3/18/2021								
3/19/2021								
3/20/2021			22.00					14.67
3/21/2021								
3/22/2021								
3/23/2021	280	19.00		93.2%	290	170	22.0	
3/24/2021	320	17.00		94.7%	310	190	10.0	
3/25/2021					430	220	19.0	
3/26/2021								
3/27/2021			18.00					17.00
3/28/2021								
3/29/2021								
3/30/2021								
3/31/2021	290	30.00		89.7%	420	250	28.0	
Count	9	9	4	9	13	13	13	4
Minimum	280	17.00	18.00	88.8%	290	170	8.2	11.7
Average	311	23.22	22.38	92.5%	386	228	16.4	15.4
Maximum	350	38.00	28.00	94.7%	550	370	28.0	18.4
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 March 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
3/1/2021						0.00
3/2/2021						0.00
3/3/2021	98.0%	0.1		3.10		0.00
3/4/2021	96.3%	0.1		12.00		0.00
3/5/2021	97.4%					0.00
3/6/2021			0.10		7.55	0.00
3/7/2021	97.8%	0.50		6.9		0.00
3/8/2021	95.1%	0.50		12		0.00
3/9/2021	92.6%					0.00
3/10/2021						0.00
3/11/2021						0.00
3/12/2021						0.00
3/13/2021			0.50		9.45	0.00
3/14/2021						0.00
3/15/2021	96.2%	0.10		2.30		0.00
3/16/2021	96.9%	0.10		7.90		0.00
3/17/2021	94.9%					0.00
3/18/2021						0.00
3/19/2021						0.00
3/20/2021			0.10		5.10	0.00
3/21/2021						0.00
3/22/2021						0.00
3/23/2021	92.4%	0.1		2.30		0.00
3/24/2021	96.8%	0.1		0.05		0.00
3/25/2021	95.6%					0.00
3/26/2021						0.00
3/27/2021			0.10		1.18	0.00
3/28/2021						0.00
3/29/2021						0.00
3/30/2021						0.00
3/31/2021	93.3%	1.1		13.00		0.00
Count	13	9	4	9	4	31
Minimum	92.4%	0.1	< 0.10	0.05	1.18	0.0
Average	95.6%	0.30	0.20	6.62	5.82	0.0
Maximum	98.0%	1.1	0.5	13.00	9.45	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 March 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
3/1/2021	0.00		6.88	16.9			7.07	72.7
3/2/2021	0.00		6.87	17.0			7.92	82.2
3/3/2021	0.00		6.60	17.1			7.18	74.7
3/4/2021	0.00		6.70	17.4	ND		7.93	82.8
3/5/2021	0.00		6.78	17.0			7.79	80.7
3/6/2021	0.00		6.74	17.5		ND	7.91	83.0
3/7/2021	0.00		6.77	17.3			6.99	72.7
3/8/2021	0.00	5.3	6.98	17.5	10		7.31	76.4
3/9/2021	0.00		6.85	17.1			7.11	73.8
3/10/2021	0.00		6.87	17.1			7.66	79.5
3/11/2021	0.00		7.06	16.7			7.85	80.6
3/12/2021	0.00		6.92	17.0			7.76	80.4
3/13/2021	0.00		6.98	17.3		ND	7.75	80.8
3/14/2021	0.00		6.94	17.1			7.08	73.4
3/15/2021	0.00		7.14	16.6			7.93	81.1
3/16/2021	0.00	8.6	7.09	16.3	ND		7.71	78.5
3/17/2021	0.00		6.98	16.3			7.94	81.1
3/18/2021	0.00		7.09	16.8			7.48	76.9
3/19/2021	0.00		7.18	17.4			7.28	76.0
3/20/2021	0.00		7.02	17.3		ND	7.82	81.5
3/21/2021	0.00		6.99	17.0			7.45	76.8
3/22/2021	0.00		7.08	17.2			7.52	77.6
3/23/2021	0.00		7.11	17.1			7.87	81.6
3/24/2021	0.00	12.0	6.95	17.2	ND		7.83	81.4
3/25/2021	0.00		7.04	17.5			7.51	78.4
3/26/2021	0.00		6.87	17.0			7.76	80.3
3/27/2021	0.00		6.86	17.5			7.75	81.0
3/28/2021	0.00		6.90	17.4			7.01	72.8
3/29/2021	0.00		6.97	17.4			7.81	81.4
3/30/2021	0.00		6.89	17.6			7.53	79.0
3/31/2021	0.00		6.88	18.0			7.48	78.9
Count	31	3	31	31	1	0	31	31
Minimum	0.00	5.3	6.60	16.3	< 10	< 0	6.99	72.7
Average	0.0	8.6	6.93	17.1	< ND	< #DIV/0!	7.58	78.6
Maximum	0.00	12.0	7.18	18.0	10	< 0.0	7.94	83.0
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2021

March 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	1	0	0	1	0
Total	1	0	0	1	0
				100%	

12 Month Moving Total

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

Reportable SSOs

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

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
March 2021	1.0	0.0	0.0	3.7	0.0
12 Month Moving Total	4.8	2.7	6.0	7.4	0.0
Category 1	1.0	0.0	3.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	2.7	3.0	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%

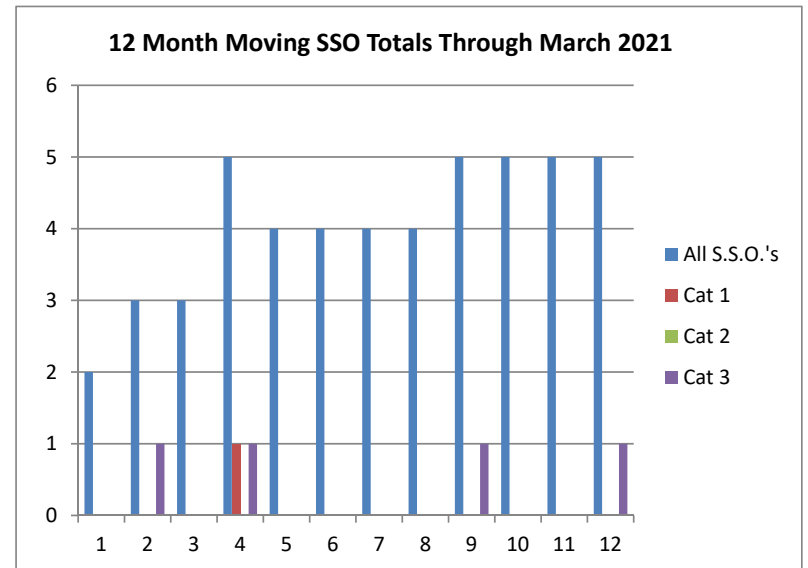
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Apr - 20	9,893	10,803	10,420	31,116	5.9
May - 20	10,453	12,618	10,308	33,379	6.3
June - 20	11,026	17,691	6,463	35,180	6.7
July - 20	16,890	18,514	14,262	49,666	9.4
Aug - 20	15,475	20,299	7,883	43,657	8.3
Sept - 20	12,942	18,428	4,067	35,437	6.7
Oct - 20	11,459	14,887	8,999	35,345	6.7
Nov - 20	11,229	23,059	9,482	43,770	8.3
Dec - 20	17,235	16,367	4,540	38,142	7.2
Jan - 21	9,147	11,987	2,909	24,043	4.6
Feb - 21	8,887	7,652	5,483	22,022	4.2
Mar - 21	12,401	11,943	4,691	29,035	5.5

Annual ft	147,037	184,248	89,507	420,792	
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Annual Mi.	27.8	34.9	17.0		79.7
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Attachment C



TASK SUMMARY- GCSD 2020-2021

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March				Total to Date	% Complete
Sewer Line Cleaning	87,000	16,424	18,257	16,309	12,436	18,035	14,663	10,710	5,784	9,565				122,183	140%
Hot Spot Cleaning	5,400	1,994	1,652	1,705	2,450	986	2,904	2,122	1,815	2,619				18,247	338%
Lift Station Inspection - Daily	52	5	4	5	4	4	4	4	4	5				39	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-				-	0%
Maint. Work Orders - Completed	-	5	4	5	4	4	4	4	4	5				39	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-				-	-
Manhole Inspection	879	89	104	96	73	99	91	60	53	66				731	83%
USA Markings	372	52	66	67	68	63	44	32	39	71				502	135%
F.O.G. Inspections Completed	10	-	-	-	-	-	17	-	-	-				17	170%
F.O.G. Inspections Passed	10	-	-	-	-	-	17	-	-	-				17	170%
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-	-	-				-	-
Lateral Inspections	-	-	-	-	-	-	-	-	-	-				-	-
Customer Service Call - Reg	-	2	2	-	-	3	3	3	2	2				17	-
Customer Service Call - OT	-	2	2	3	-	1	3	1	-	-				12	-
SSO Response - Category 1	-	1	-	-	-	-	-	-	-	-				1	-
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-				-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-	-	-				-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0				-	-



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, May 10, 2021

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89161968451?pwd=RVk0NHRRpWkRQb00xZ2QxY0w3SUtHZz09>

Meeting ID: 891 6196 8451

Passcode: 237221

One tap mobile

+16699006833,,89161968451#,,,,*237221# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 891 6196 8451

Passcode: 237221

Find your local number: <https://us02web.zoom.us/u/kdmzkWK9Uo>

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)

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 May 10, 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 April 12, 2021 Regular Board Meeting and April 26, 2021 Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for May 10, 2021 **(Attachment)**
- C. Monthly Revenue and Expense Report for Period Ending March 31, 2021 **(Attachment)**

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

- A. Presentation on First Flush Report by San Mateo Resource Conservation District **(Attachment)**
- B. Presentation on San Mateo County Multijurisdictional Local Hazard Mitigation Plan by County of San Mateo, Office of Emergency Services **(Attachment)**
- C. Discuss Potential Projects to be Proposed for San Mateo County Multijurisdictional Local Hazard Mitigation Plan **(Attachment)**
- D. Discuss Proposed General Budget for Fiscal Year 2021-22 and Authorize the General Manager to Submit it to Member Agencies for Approval **(Attachment)**

5. GENERAL MANAGER’S REPORT

6. ATTORNEY’S REPORT

7. DIRECTORS’ REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

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

- A. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION

Pursuant to Paragraphs (1), (2) and (4) of Subdivision (d) of Government Code Section 54956.9 (One case - Thompson vs SAM)

B. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim 202008-10882405 filed by Beverli Marshall)

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

D. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION

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

E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: May 24, 2021 and June 14, 2021

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

INFORMATION FOR THE PUBLIC

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

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

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

ITEM #11



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS Thursday, April 15, 2021

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

CALL SPECIAL MEETING TO ORDER

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

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

ADJOURN TO CLOSED SESSION

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

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

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

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

District's Negotiator: Chuck Duffy

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

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

RECONVENE TO OPEN SESSION

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 7:31 pm.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

The April 24th local recycling drop-off event, sponsored by the District and Recology of the Coast, was announced.

ACTION AGENDA

1. Consideration of County Multijurisdictional Hazard Mitigation Plan.

Director Dye provided a report on the program. Because only cities, counties, and special districts can participate in the program, and JPA's cannot, there may be a benefit to SAM if the District participates to sponsor SAM projects for the District's portion of any SAM hazard mitigation projects. Staff was directed to obtain more information and to report back to the Board.

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

Staff reported that the current manual and a revised draft manual were being provided for the Boards preliminary review, and that the exhibits, including a revised salary schedule and correlating resolution, will be provided at the next meeting. Director Marsh will work with staff to further refine the manual.

3. Report on Sewer Authority Mid-Coastside Meetings.

Director Dye reported on the budget process, and said the SAM budgets will be soon distributed to the member agencies for approval. Director Clark reported on the hiring of a consultant to provide a review of the SAM treatment plant process. There was a brief discussion regarding a few anomalous influent BOD readings at the plant. General Manager Chuck Duffy believes the problem may be a process related issue.

CONSENT AGENDA

Item 5, April 2021 Warrants, was pulled from the Consent Agenda for discussion.

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

6. February 2021 Financial Statements.

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

ACTION: Director Dye moved to approve Consent Agenda Item 4, 6 and 7.
(Dye/Marsh). Approved 5-0.

5. April 2021 Warrants.

It was noted that a check to the City of Half Moon Bay for the Mirada Road Project permit was incorrectly coded to parks expenses. Staff to correct.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

9. Attorney's Report. (Parkin)

10. General Manager's Report. (Duffy)

11. Administrative Staff Report. (Comito)

Assistant Manager Delia Comito reported that a second eviction and clean-up of a homeless encampment took place on the Burnham Strip property.

12. Engineer's Report. (Kennedy Jenks)

Mr. Duffy reported on the status of the Sewer Replacement Capital Improvement project and the Mirada Road Bridge project.

13. Future Agenda Items.

Director Marsh requested a discussion on park financing.

The Regular Meeting was adjourned at 9:24 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: May 20, 2021

ITEM #12



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING

Friday, May 7, 2021 5:00 pm

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

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 5:00 pm.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

Directors Dye and Marsh commented on the purpose of the meeting, stating that the District had learned in the past week that the parcel on the Burnham Strip which currently houses a preschool had been listed for sale, and the preschool business had been listed for sale as well. The property is adjacent to the District owned parcels which are currently in the planning and design stage for a future park. The District has also been looking for potential sites for a future possible community center. The status of the old fire station building, which had previously been considered for use as a community center, is still in question, so the preschool parcel and building may be a good fit for the District.

Several residents commented in opposition to the District's consideration of purchasing the property due to the need for a preschool on the Coastsides.

ACTION AGENDA

- 1. Authorize and Appoint General Manager Chuck Duffy and David Worden as Agent to Negotiate with Property Owners Deborah and Michael Picasso and Ryan Young of Colliers International Regarding 480 Avenue Alhambra, El Granada, California.**

ACTION: Director Dye moved to appoint Chuck Duffy and David Worden as District negotiators. (Dye/Marsh). Approved 4-1 (Director Suchomel opposed).

ADJOURN TO CLOSED SESSION

Board members convened to a separate conference line for closed session.

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

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 6:40 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: May 20, 2021

ITEM #13

Granada Community Services District
May 2021 Warrants
For the May 20, 2021 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
05/20/21	8834	Alhambra & Sierra Springs	Invoice dtd 04/15/21	6140 · Office Supplies	34.76
05/20/21	8835	Barbara Dye	4/15 & 5/7/21 GCSD, 4/12 & 4/26/21 SAM	6040 · Directors' Compensation	307.50
05/20/21	8836	CliftonLarsonAllen LLP	Apr 2021	6152 · Accounting	2,500.00
05/20/21	8837	Comcast	05/13/21-06/12/21 Svcs	6170 · Utilities	301.64
05/20/21	8838	David Seaton	4/15/21 & 5/7/21 GCSD	6040 · Directors' Compensation	217.50
05/20/21	8839	Dudek	03/27/21-04/30/21 Prof. Svcs	6151 · General Manager	11,747.50
05/20/21	8840	Employment Development Depart	Claim Liab Ltr dtd 4/28/21	6063 · Employer Payroll Taxes	314.50
05/20/21	8841	Eric Suchomel	4/15/21 & 5/7/21 GCSD	6040 · Directors' Compensation	217.50
05/20/21	8842	Express Plumbing	Medio Creek Maint & Mon-May	1617-1 · Medio Creek Xing/Mirada Rd	975.00
05/20/21	8843	Gaetani Real Estate	Office Lease-June 2021	6120 · Office Lease	4,500.00
05/20/21	8844	Hue & Cry, Inc.	May 2021 Pump Stn Alarm	6170 · Utilities	32.65
05/20/21	8845	Kennedy Jenks	Apr 2021 Svcs, Sum 167	6071 · Engineering- General	29,708.87
05/20/21	8846	Matthew Clark	4/15 & 5/7/21 GCSD, 4/12 & 4/26/21 SAM	6040 · Directors' Compensation	307.50
05/20/21	8847	McClenahan Consulting, LLC	Tree Inspection Svcs	6220 · Miscellaneous	750.00
05/20/21	8848	Nancy Marsh	4/15/21 & 5/7/21 GCSD	6040 · Directors' Compensation	217.50
05/20/21	8849	PG&E	Pump Stn Inv dtd 04/19/21	6170 · Utilities	284.03
05/20/21	8850	PGE	Office Inv dtd 04/26/21	6170 · Utilities	62.78
05/20/21	8851	Rodolpho Romero	4/30 & 5/20 Ofc Cleaning	6130 · Office Maintenance & Repairs	140.00
05/20/21	8852	San Mateo County Elections	11/3/20 Election Candidate Stmts	6220 · Miscellaneous	262.67
05/20/21	8853	Sewer Authority Mid-Coastside	May 2021 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	147,989.91
05/20/21	8854	Tri Counties Bank	Apr 2021 Card Charges	6140 · Office Supplies	966.40
05/20/21	8855	US Bank	May 2021 Svcs	6020 · Copier Lease	356.45
05/20/21	8856	Verizon Wireless	Apr 2021	6170 · Utilities	108.92
05/20/21	8857	Wittwer & Parkin	Apr 2021 Svcs	6090 · Legal Services	22,019.00
TOTAL					224,322.58

ITEM #14

Granada Community Services District
Statement of Net Position (Unaudited)

As of March 31, 2021

ASSETS

Current Assets	
Checking/Savings	
1020 · Petty Cash	43
1030 · Cash - LAIF	4,747,173
1040 · Tri Counties Bank - Gen Op	123,396
1050 · Tri Counties Bank - Deposit	37,345
1500 · Due from AD	23,440
Total Current Assets	4,931,397
Fixed Assets	
1600 · Land	1,063,640
1610 · Construction in Progress	969
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	(7,008,196)
Total Fixed Assets	5,306,522
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	166,477
1735 · Advance to AD- Assesmnt Revenue	142,834
1750 · Investment in SAM	4,709,323
1760 · Deferred Outflows of Resources	102,010
Total Other Assets	5,485,534
Total Assets	15,723,452

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	22,176
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	4,125
2225 · Recology-Del Garbage	27,625
2300 · Due to AD	4,473
2310 · Relief Refund Advance	350
Total Current Liabilities	84,052
Long Term Liabilities	
2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	21,144
Total Long Term Liabilities	198,639
Total Liabilities	282,691

NET POSITION

3000 · Net Assets	5,639,871
3005 · Contributed Capital	9,595,349
Net Income	205,541
Total Net Position	\$ 15,440,761

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2020 through March 31, 2021**

	Jul 1, 2020 - Mar 31, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 200,000	\$ 150,000	\$ 50,000	\$ 200,000
4015 · Park Tax Allocation	360,574	368,250	(7,676)	491,000
4020 · Sewer Service Charges-SMC	1,177,762	1,409,250	(231,488)	1,879,000
4021 · Sewer Svc Charges Pro-rated	1,846	-	1,846	-
4030 · AD OH Reimbursement	11,108	24,000	(12,892)	32,000
4040 · Recology Franchise Fee	26,645	24,750	1,895	33,000
Total Operating Revenue	<u>1,777,935</u>	<u>1,976,250</u>	<u>(198,315)</u>	<u>2,635,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	15,062	43,500	(28,438)	58,000
4130 · Connection Fees	96,560	28,500	68,060	38,000
4150 · Repayment of Adv to AD-NCA	-	146,475	(146,475)	195,300
4155 · Repayment of Adv to AD-ARF	-	86,025	(86,025)	114,700
4160 · SAM Refund from Prior Yr	-	750	(750)	1,000
4170 · ERAF Refund	252,119	262,500	(10,381)	350,000
4180 · Misc Income	3,362	3,750	(388)	5,000
Total Non Operating Revenue	<u>367,103</u>	<u>571,500</u>	<u>(204,397)</u>	<u>762,000</u>
Total Revenues	<u>2,145,038</u>	<u>2,547,750</u>	<u>(402,712)</u>	<u>3,397,000</u>
Expenses				
Operations				
5010 · SAM - General	866,900	866,900	-	1,155,867
5020 · SAM - Collections	139,930	139,930	-	186,574
5021 · Lift Station Maint.	5,405	-	(5,405)	-
5050 · Mainline System Repairs	4,567	7,500	2,933	10,000
5060 · Lateral Repairs	44,447	18,750	(25,697)	25,000
5065 · CCTV	-	18,750	18,750	25,000
5070 · Pet Waste Station	796	900	104	1,200
5110 · RCD - Parks	-	15,000	15,000	20,000
5120 · Half Moon Bay Reimb - Parks	-	30,000	30,000	40,000
5130 · Parks & Rec Professional Services	20,567	75,000	54,433	100,000
Total Operations	<u>1,082,612</u>	<u>1,172,730</u>	<u>90,118</u>	<u>1,563,641</u>

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2020 through March 31, 2021**

	Jul 1, 2020 - Mar 31, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 11,644	\$ 12,000	\$ 356	\$ 16,000
6020 · Copier lease	4,120	4,500	380	6,000
6040 · Directors' Compensation	8,130	8,250	120	11,000
6050 · Education & Travel Reimb	-	1,500	1,500	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	122,022	133,500	11,478	178,000
6062 · Medical Ins.	9,775	30,130	20,355	40,174
6063 · Employer Payroll Taxes	16,404	35,870	19,466	47,826
6064 · CALPERS Contribution	34,783	37,500	2,717	50,000
6060 · Employee Compensation - Other	1,103	-	(1,103)	-
6070 · Engineering Services	88,925	15,000	(73,925)	20,000
6080 · Insurance	537	22,500	21,963	30,000
6090 · Legal Services	24,182	22,500	(1,682)	30,000
6095 · Legal Services for Case Related Legal	23,038	37,500	14,462	50,000
6100 · Memberships	7,995	6,750	(1,245)	9,000
6110 · Newsletter	-	5,250	5,250	7,000
6120 · Office Lease	49,250	42,750	(6,500)	57,000
6130 · Office Maintenance & Repairs	615	2,250	1,635	3,000
6140 · Office Supplies	3,723	2,250	(1,473)	3,000
6150 · Professional Services	86,273	87,750	1,477	117,000
6160 · Publications & Notices	533	1,500	967	2,000
6170 · Utilities	7,615	9,000	1,385	12,000
6180 · Video Taping	3,000	3,000	-	4,000
6190 · Computers	4,304	1,875	(2,429)	2,500
6220 · Miscellaneous	7,951	15,001	7,050	20,000
6230 · Bank Service Charges	500	-	(500)	-
6310 · Park Related Misc Expenses	2,503	-	(2,503)	-
Total Administration	518,925	538,126	19,201	717,500
Capital Projects				
1617-1 · Medio Creek Xing Crossing	12,882	262,500	249,618	350,000
7010 · Sewer Main Replacement (CIP)	-	337,500	337,500	450,000
7100 · SAM - Infrastructure	325,078	325,078	-	433,438
7500 · Projects - Parks	-	75,000	75,000	100,000
Total Capital Projects	337,960	1,000,078	662,118	1,333,438
Total Expenses	1,939,497	2,710,934	771,437	3,614,579
Net Income/(Loss)	\$ 205,541	\$ (163,184)	\$ 368,725	\$ (217,579)

No assurance is provided on these financial statements.

ITEM #15

DISTRIBUTION REQUEST NO.: 11#-20/21
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,598.60

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
May 20, 2021

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: 11#-20/21

DATE: May 20, 2021
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,598.60

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
dta	5000 Birch St. #3000, Newport Beach, CA 92660	Mar 2021 Admin. Svcs	\$ 431.60
GCSD	P.O. Box 335, El Granada, CA 94018	GSD OH Reim - May 2021	\$ 2,167.00
TOTAL:			\$ 2,598.60

ITEM #16

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #17

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #18

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #19

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: April 13, 2021 to May 12, 2021
To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: May 20, 2021

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

APPLICATIONS RECEIVED – There were two applications received this period:

Table with 7 columns: Rec'd, Class, Owner or Agent, APN, Address, Sq. Ft., Zone. Contains 14 rows of application data.

Note: Shaded information was previously reported.

PERMITS ISSUED – There were two sewer permits issued this period:

Table with 8 columns: Permit No., Class, Issue Date, Owner or Agent, APN, Address, Sq. Ft., Zone. Contains 15 rows of permit data.

Note: Shaded information was previously reported.

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

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

Note: Shaded information was previously reported.

REPAIRS - There were no repairs this period.

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

Note: Shaded information was previously reported.

ITEM #20

May 14, 2021

Memorandum

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

6-Year CIP

Devaney Engineering has completed the initial CCTV inspection of sewers in the project to identify the location of house lateral connections to be replaced. Devaney has also obtained an encroachment permit from the County and is completing a fenced construction staging area for equipment and materials on the Bernham strip. Sewer construction is expected to begin this week on Palma Street and the entire project should be complete by the end of July.

Naples Beach Project - Phase 2

The District received 3 bids on May 10, 2021 for the construction of the *Naples Beach Phase 2 Sewer Project*. The bids ranged from a low bid of \$379,160 from Golden Bay Construction to a high bid of \$493,810. The Engineer's estimated construction range was between \$375,000 and \$425,000. Included in your Board packet is a letter from KJ recommending award to Golden Bay Construction for \$379,160.

The CDP amendment was approved last month by the HMB Planning Commission without public opposition. The CDP was expected to be final by late April following expiration of the CCC (California Coastal Commission) appeals period. No appeals were filed. We expect to receive the final CDP from HMB on Monday, May 17th. Today we received a fully executed Right of Entry (ROE) permit from State Parks. The permit allows GCSD to construct the sewer on State Parks property ahead of having an easement. The ROE permit requires GCSD to secure an easement for the sewer within a year following completion of construction.

Medio Creek Crossing at Mirada Road

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

Replacement of Pedestrian Bridge over Medio Creek

The County has designed the replacement of the existing pedestrian bridge over Medio Creek and the CDP for the project is on the agenda for the CCC meeting at the end of this week. The project affects the District because it includes demolition of the existing abandoned road bridge on which the District's 10" sewer and temporary 2" force main (FM) are attached. Unless Phase 2 of the Naples Beach Project is constructed first, the temporary 2" FM crossing Medio Creek will need to be rerouted to discharge into a manhole at the end of San Andreas Ave. This

Memorandum

Granada Community Services District

May 14, 2021

Page 2

temporary bypass was included as an optional bid item in the Naples Beach Phase 2 construction documents. The construction schedule for the new bridge is still unknown.

Big Wave (Class 3 Permit)

Earlier this month Big Wave provide GCSD with a minor revision to its onsite sewers which was reviewed and approved. Big Wave has been advised that they will need to provide GCSD with submittals of materials intended to be used to construct the mainline extension and its construction schedule for review and approval before beginning construction. To date we have not received any submittals nor a construction schedule from Big Wave.

ITEM #21

