



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA **BOARD OF DIRECTORS** **SPECIAL MEETING at 7:00 p.m.** **REGULAR MEETING at 7:30 p.m.**

Thursday, October 15, 2020

**DUE TO THE SHELTER IN PLACE ORDER BY
SAN MATEO COUNTY IN RESPONSE TO COVID-19,
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:

Online: Log onto website below, and enter meeting ID#: 940 3393 3943

<https://dudek.zoom.us/j/97761744031>

By Telephone: (669) 900-6833 or (929) 205-6099, enter meeting ID#: 940 3393 3943

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

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

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

ADJOURN TO CLOSED SESSION

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

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

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

2. Conference with Legal Counsel—Existing Litigation (Government Code §54956.9(d)(1)).

Saxton v. Granada Community Services District (EEOC No. 550-2020-00699).

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

1. Consideration of Revised Burnham Park Plan.

Recommendation: To be made by the Board.

2. Consideration of Bike Pump Track in Quarry Park.

Recommendation: To be made by the Board.

3. Report on Parks and Recreation Activities.

Recommendation: For Board Information.

4. Consideration of California Regional Water Quality Control Board, San Francisco Bay Region, Proposed Basin Plan Amendment to Establish a Bacteria Total Maximum Daily Load and Implementation Plan for Pillar Point Harbor and Venice Beach.

Recommendation: For Board Information and action.

5. Consideration of Engagement Letter with Fechter and Company, CPA for Audit Period Ending June 30, 2020.

Recommendation: Approve the Engagement Letter.

6. Public Hearing: Consideration of Resolution Approving Amended Reassessments, Sewage Treatment Facility Improvements Integrated Financing District.

- Recommendation:** a) Open Public Hearing
b) Close Public Hearing
c) Approve Resolution

7. Consideration of Sewer Authority Mid-Coastside Report.

Recommendation: For Board Information.

CONSENT AGENDA

- 8. August 20, 2020 Special and Regular Meeting Minutes.**
- 9. August 27, 2020 Special Meeting Minutes.**
- 10. September 24, 2020 Special Meeting Minutes.**
- 11. September 2020 Warrants.**
- 12. October 2020 Warrants.**
- 13. July 2020 Financial Statements.**
- 14. August 2020 Financial Statements.**
- 15. Assessment District Distribution #3-20/21.**
- 16. Assessment District Distribution #4-20/21.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

At the conclusion of the September 24, 2020 Meeting:

Last Ordinance adopted: No. 172

Last Resolution adopted: No. 2020-007

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

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

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

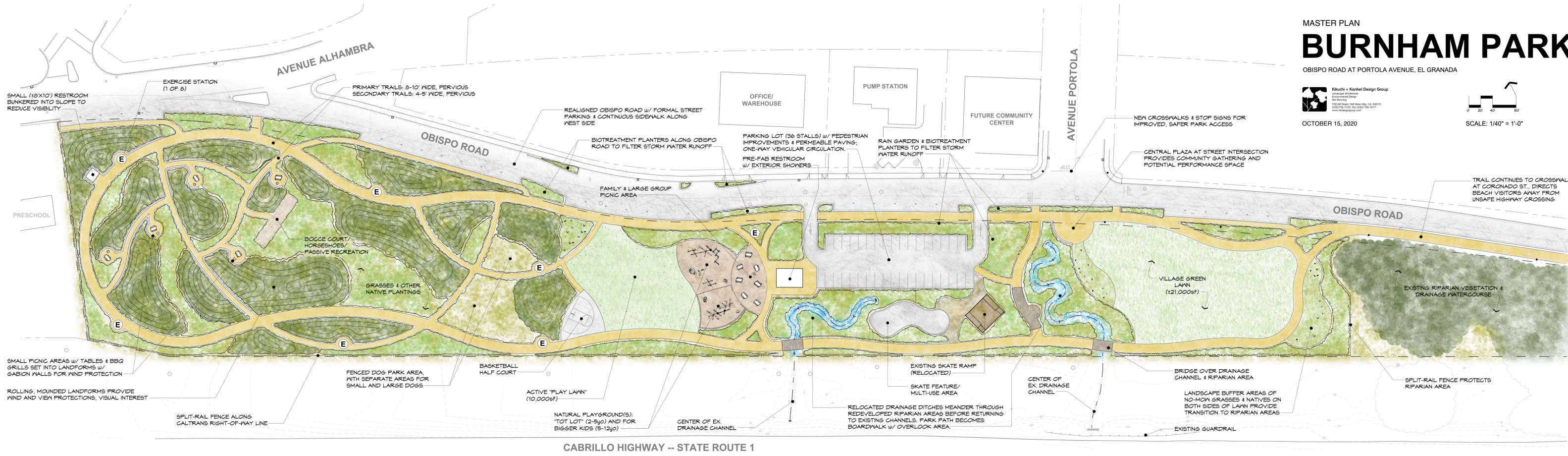
GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Revised Burnham Park Plan
Date: October 15, 2020

Attached is the Burnham Park Master Plan, which incorporates the changes your Board requested at the meeting held on September 24. Some of the changes made, which will be discussed in more detail at the meeting, are listed below.

- Addition of a dog park
- Increased the number parking stalls from 32 to 36
- Larger play lawn area
- Relocated the skate ramp and added a multi-use area
- Basketball ½ court was relocated
- Trails no longer cross/intersect



MASTER PLAN
BURNHAM PARK
 OBISPO ROAD AT PORTOLA AVENUE, EL GRANADA

Kilochi + Karabel Design Group
 Landscape Architecture
 Environmental Design
 San Ramon
 2020 West 9th Street, Box 10, 94578
 (925) 750-1100 | www.kilochi.com

OCTOBER 15, 2020



SMALL (18'X10') RESTROOM
 BUNKERED INTO SLOPE TO
 REDUCE VISIBILITY

EXERCISE STATION
 (1 OF 2)

AVENUE ALHAMBRA

PRIMARY TRAILS: 8-10' WIDE, PERVIOUS
 SECONDARY TRAILS: 4-5' WIDE, PERVIOUS

OBISPO ROAD

REALIGNED OBISPO ROAD w/ FORMAL STREET
 PARKING & CONTINUOUS SIDEWALK ALONG
 WEST SIDE

OFFICE/
 WAREHOUSE

PUMP STATION

FUTURE COMMUNITY
 CENTER

AVENUE PORTOLA

NEW CROSSWALKS & STOP SIGNS FOR
 IMPROVED, SAFER PARK ACCESS

CENTRAL PLAZA AT STREET INTERSECTION
 PROVIDES COMMUNITY GATHERINGS AND
 POTENTIAL PERFORMANCE SPACE

TRAIL CONTINUES TO CROSSWALK
 AT CORONADO ST., DIRECTS
 BEACH VISITORS AWAY FROM
 UNSAFE HIGHWAY CROSSING

PRESCHOOL

BOCCO COURT/
 HORSESHOES/
 PASSIVE RECREATION

GRASSES & OTHER
 NATIVE PLANTINGS

FAMILY & LARGE GROUP
 PICNIC AREA

PARKING LOT (36 STALLS) w/ PEDESTRIAN
 IMPROVEMENTS & PERMEABLE PAVING;
 ONE-WAY VEHICULAR CIRCULATION,
 PRE-FAB RESTROOM
 w/ EXTERIOR SHOWERS

RAIN GARDEN & BIOTREATMENT
 PLANTERS TO FILTER STORM
 WATER RUNOFF

OBISPO ROAD

VILLAGE GREEN
 LAWN
 (+21,000sf)

EXISTING RIPARIAN VEGETATION &
 DRAINAGE WATERCOURSE

SMALL PICNIC AREAS w/ TABLES & BBQ
 GRILLS SET INTO LANDFORMS w/
 GABION WALLS FOR WIND PROTECTION

ROLLING, MOUNDED LANDFORMS PROVIDE
 WIND AND VIEW PROTECTIONS, VISUAL INTEREST

SPLIT-RAIL FENCE ALONG
 CALTRANS RIGHT-OF-WAY LINE

FENCED DOG PARK AREA,
 WITH SEPARATE AREAS FOR
 SMALL AND LARGE DOGS

BASKETBALL
 HALF COURT

ACTIVE "PLAY LAWN"
 (10,000sf)

NATURAL PLAYGROUND(S):
 TOT LOT (2-5yo) AND FOR
 BIGGER KIDS (5-12yo)

CENTER OF EX
 DRAINAGE CHANNEL

EXISTING SKATE RAMP
 (RELOCATED)

SKATE FEATURE/
 MULTI-USE AREA

CENTER OF EX
 DRAINAGE
 CHANNEL

RELOCATED DRAINAGE DITCHES MEANDER THROUGH
 REDEVELOPED RIPARIAN AREAS BEFORE RETURNING
 TO EXISTING CHANNELS. PARK PATH BECOMES
 BOARDWALK w/ OVERLOOK AREA

BRIDGE OVER DRAINAGE
 CHANNEL & RIPARIAN AREA

LANDSCAPE BUFFER AREAS OF
 NO-MOW GRASSES & NATIVES ON
 BOTH SIDES OF LAWN PROVIDE
 TRANSITION TO RIPARIAN AREAS

EXISTING GUARDRAIL

SPLIT-RAIL FENCE PROTECTS
 RIPARIAN AREA

CABRILLO HIGHWAY -- STATE ROUTE 1

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Proposed Bike Pump Track in Quarry Park
Date: October 15, 2020

I had a teleconference last Friday with San Mateo Parks Director Nicholas Calderon to discuss the broad outline of an agreement with County Parks for the construction of the bike pump track and the District's funding of same. I will report on the meeting at our board meeting.

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Proposed Basin Plan Amendment and TMDL Report from the Regional Board
Date: October 15, 2020

The San Francisco Bay Area Regional Board has circulated the attached draft Proposed Basin Plan Amendment and related TMDL Report (under separate cover) for Pillar Point Harbor and Venice Beach. The report has been reviewed by myself, District Engineer John Rayner, and has been forwarded to special counsel for review. It has long been known that the Pillar Point Harbor is an impacted body of water with high levels of bacteria due to the lack of flushing action in the harbor, and the presence of steams and runoff to the harbor from nearby farms. The San Mateo Resource Conservation District published a report on the issue in 2014 to address the sources of this bacteria concentration. The RCD report generally found that:

“This monitoring study provided significant insights into fecal contamination in PPH.

- *Human fecal sources exist but do not account for the majority of fecal indicator bacteria found at Capistrano Beach or elsewhere in the harbor.*
- *Dogs represent a significant, but not the main, fecal source at Capistrano Beach.*
- *Resident fecal populations in sediments and biofilms are periodically re-suspended during events of turbulence and can lead to temporal increases in FIB levels.*
- *The main fecal source at Deer Creek is bovine followed by canine.*
- *The study eliminated other beaches in PPH as areas of concern and pin-pointed the freshwater inflows as the vectors for bacteria entering the Harbor.*

Although there were uncharacterized fecal sources not attributable to the host-associated genetic markers used, this study provides useful information to select appropriate management practices to reduce fecal pollution. Equally important, it provided strong evidence that humans, gulls and horses are not significant sources of contamination. Marine mammals were also ruled out as a significant source through PhyloChip analysis. This is valuable information to prevent the expenditure of significant resources on efforts that would not have reduced contamination.”

Of some concern to the District is the requirement in the proposed Basin Plan Amendment to “...prioritize sewer system inspections and repairs in areas within ½ mile of beach or otherwise connected to the beach.” This ½ mile distance seems excessive and unsupported by science. John Rayner and I held a Zoom meeting with the Regional Board last week, and I will report on that discussion at our board meeting.

From: Baginska, Barbara@Waterboards <Barbara.Baginska@waterboards.ca.gov>

Sent: Monday, September 28, 2020 11:30 AM

Subject: Update on the Bacteria TMDL for PPH and Venice Beach

To the Implementing Parties,

We are planning to release the draft Bacteria TMDL Report and Basin Plan Amendment for a 45-day public comment period on **October 13**, 2020.

Since you reviewed the Report dated June 1, 2020, it has changed significantly, and your feedback has been incorporated. Thank you for sending the information and otherwise commenting on the early draft. At this point, you are welcome to do a quick review of the pertinent sections of the TMDL that relate to your organization.

If you identify any concerns, please let me know at your earliest convenience, and preferably before Tuesday **October 6**, 2020. Please let us know if you have concerns about this timeline so we can discuss it with you and make necessary adjustments.

You can reach me any time by email if you have concerns regarding the implementation actions or questions about the upcoming public review of the Bacteria TMDL.

I look forward to receiving your input.

Thank you,

Barbara

Barbara Baginska, PhD
Engineering Geologist
San Francisco Bay Water Board
Email: bbaginska@waterboards.ca.gov
Internet: <http://www.waterboards.ca.gov/sanfranciscobay>

California Regional Water Quality Control Board
San Francisco Bay Region

Proposed Basin Plan Amendment:

To Establish a Bacteria Total Maximum Daily Load and Implementation Plan for Pillar Point Harbor and Venice Beach and to Incorporate the New Bacteria Objectives for Protecting Water Contact Recreation to the Basin Plan



September 25, 2020

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
SAN FRANCISCO BAY REGION**

1515 Clay Street, Suite 1400, Oakland, CA 94612

<https://www.waterboards.ca.gov/sanfranciscobay/>

To request copies of the Basin Plan Amendment and draft Staff Report,
please contact Barbara Baginska at Barbara.Baginska@waterboards.ca.gov

Documents also are available at our website:

https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/PPH_TMDL.html

Proposed Basin Plan Amendment

The following text is to be inserted into Chapter 7: Water Quality Attainment Strategies Including Total Maximum Daily Loads.

7.4.3 Pillar Point Harbor and Venice Beach Bacteria Total Maximum Daily Load (TMDL)

The following sections establish the TMDL for bacteria in Pillar Point Harbor and Venice Beach. The numeric targets, load and wasteload allocations, and Implementation Plan are designed to support and protect the beaches' designated beneficial use of water contact recreation (e.g., swimming and wading).

7.4.3.1 Problem Statement

Bacteria densities in the waters of the beaches in Pillar Point Harbor and Venice Beach exceed the numeric water quality objectives for *Enterococcus*, which are types of bacteria that indicate the potential for fecal contamination, and an elevated risk of pathogen-induced illness to people. Monitoring data show chronic exceedances of objectives for *Enterococcus* at multiple beach segments, which has led to health advisories and beach closures. These exceedances and postings threaten and impair the water contact recreation (REC-1) and non-contact water recreation (REC-2) beneficial uses.

7.4.3.2 Sources

If not properly managed, the following sources have the potential to discharge bacteria to Pillar Point Harbor and Venice Beach: onsite wastewater treatment systems, sanitary sewer overflows, sewer collection systems, the Sewer Authority Mid-Coastside wastewater treatment plant, Pillar Point Harbor and Marina operations, private sewer laterals, municipal stormwater, runoff from landfills, Caltrans stormwater runoff, horse boarding facilities, and wildlife.

7.4.3.3 Numeric Targets

The desired or target condition for the water contact beneficial use in Pillar Point Harbor and Venice Beach are listed in Table 7.4.3-1. These targets are based on protective water quality objectives for marine (estuarine) waters adopted by the State Water Board in the Water Quality Control Plan for Inland Surface Waters, Enclosed Bays, and Estuaries of California.

Table 7.4.3-1. Numeric Targets to Protect Water Contact Recreation in Pillar Point Harbor and Venice Beach

Indicator	Geometric Mean ^a (cfu/100 mL) ^b	Statistical Threshold Value (cfu/100mL) ^b
Enterococci	30	110

- a The waterbody geometric mean shall not be greater than the geometric mean threshold in any six-week interval, calculated weekly. The maximum daily load is 110 cfu/100 mL (i.e., equivalent to the statistical threshold value).
- b Cfu per 100 milliliters of sample is equivalent to most probable number per 100 milliliters of sample.

7.4.3.4 Total Maximum Daily Load

The TMDL is equivalent to the numeric targets in Table 7.4.3-1. The TMDL is expressed as the total density of *Enterococcus* indicator bacteria that can be discharged from all sources without causing the water quality at the beaches in Pillar Point Harbor and Venice Beach to exceed the protective standards. The daily load expression of this TMDL is equivalent to the statistical threshold value of 110 cfu/100mL for *Enterococcus*. The TMDL is applicable year-round.

7.4.3.5 Load and Wasteload Allocations

Table 7.4.3-2 summarizes the allocations for discharges of bacteria. The load allocations (LAs) and wasteload allocations (WLAs) are the same as the numeric targets specified in Table 7.4.3-1 and the TMDL, except that the allocation for onsite wastewater treatment systems, sanitary sewer collection systems, and marina vessels and harbor amenities is zero. The allocations are expressed in terms of *Enterococcus* densities. The daily load expression of the WLAs and LAs in Table 7.4.3-2 are equivalent to the appropriate STV, unless the discharge of bacteria is prohibited and the allocation is zero.

All entities that discharge indicator bacteria or have jurisdiction over such discharges are responsible for meeting these allocations. Implementing parties shall demonstrate achievement of allocations in the receiving water bodies (i.e., at the beach shoreline water quality monitoring stations). The attainment of these allocations will ensure protection of water quality and the applicable beneficial uses at the beaches. All LAs and WLAs shall be achieved for each implementation party no later than 15 years after the TMDL effective date. Successfully completing corrective action to reduce or eliminate a discharge from a particular source, as called for in the Implementation Plan, may be used to show that the corresponding source category has achieved its LA or WLA.

Table 7.4.3-2. Load and Wasteload Allocations^a of Indicator Bacteria for Pillar Point Harbor and Venice Beach

Pollutant Source	Allocation Type	<i>Enterococcus</i> (cfu/100 mL)
Sewer Authority Mid-Coastside Wastewater Treatment Plant	WLA	Geometric mean ^b < 30 STV ^c = 110
Sanitary Sewer Collection System ^f (Sewer Authority Mid-Coastside, Granada Sanitary District, Half Moon Bay Sanitary District)	WLA	0
Municipal Stormwater Runoff (MS4) ^{e, f}	WLA	Geometric mean ^b < 30 STV ^c = 110
Caltrans Stormwater Runoff ^f	WLA	Geometric mean ^b < 30 STV ^c = 110
Ox Mountain Landfill ^f	WLA	Geometric mean ^b < 30 STV ^c = 110
Onsite Wastewater Treatment Systems (e.g., septic systems) ^f	LA	0
Marina vessels and Harbor amenities	LA	0
Operations in Pillar Point Harbor (on Pillar Point Harbor property)	LA	Geometric mean ^b < 30 STV ^c = 110
Confined Animal Facilities ^f (e.g., horse facilities)	LA	Geometric mean ^b < 30 STV ^c = 110
Grazing Lands/Operations ^f (e.g., cattle)	LA	Geometric mean ^b < 30 STV ^c = 110
Wildlife ^d	LA	Geometric mean ^b < 30 STV ^c = 110

cfu/100 mL Colony forming unit per 100 milliliters of sample is equivalent to most probable number (MPN) per 100 milliliters of sample

WLA Wasteload allocation

LA Load allocation

STV Statistical threshold value

- a. All allocations apply year-round and will be measured at the beach shoreline water quality monitoring stations, except for WLA for the Wastewater Treatment Plant and Ox Mountain Landfill, which shall be measured at the discharge point(s) specified in its wastewater discharge permit order CA0038598 and CA0029947, respectively.
- b. The water body geometric mean shall not be greater than the applicable geometric mean magnitude in any six-week interval, calculated weekly.

- c. The *Enterococcus* density shall not be greater than 110 cfu/100 mL.
- d. Wildlife is an uncontrollable source of bacteria and its contribution is considered natural background. No management measures will be required for wildlife sources.
- e. WLA for discharges from municipal stormwater runoff via the municipal separate storm sewer system includes contributions from pet waste, trash, and homeless encampments.
- f. Facilities discharging to freshwater creeks draining to Pillar Point Harbor and Venice Beach shall use *E. coli* concentrations to demonstrate they meet their allocations. The *E. coli* density shall not be greater than 320 cfu/100 mL.

7.4.3.6 Implementation Plan

The Pillar Point Harbor and Venice Beach Bacteria TMDL Implementation Plan specifies actions needed to attain the TMDL and allocations. This Implementation Plan builds on management measures required by existing local, regional, and statewide regulations and orders to reduce or eliminate waste discharges from sanitary sewer collection systems, OWTS, confined animal facilities, municipal stormwater runoff, pets, and vessels. Cooperation among implementing parties is encouraged not only to attain the TMDL, but also to avoid duplicative actions, such as monitoring and reporting. To the extent possible, implementing parties should coordinate actions and water quality monitoring efforts.

Regulatory Tools

The Water Board will use its regulatory authorities to require actions in the Implementation Plan, including individual and general WDRs under Water Code section 13263; waivers of WDRs under Water Code section 13269; technical or monitoring program reports under Water Code section 13267; NPDES permits for wastewater discharges from the Sewer Authority Mid-Coastside and collection systems; NPDES permits for the Ox Mountain Landfill; NPDES permits for stormwater discharges from municipal and Caltrans separate storm sewer systems under the Clean Water Act section 402 and Water Code section 13377; and vessel sanitation requirements under the Harbors and Navigation Code section 775 et seq. The Water Board will also regulate the implementation of the State Water Board's Water Quality Control Policy for Siting, Design, Operation, and Maintenance of Onsite Wastewater Treatment Systems (OWTS Policy). The Water Board may also enforce the Basin Plan's prohibition of discharges of raw sewage or any waste failing to meet WDRs.

Implementation Actions and Schedule

Tables 7.4.3-3 through 7.4.3-13 set forth the implementation and monitoring actions, list the implementing parties, and provide the schedule for implementation to achieve the TMDL. The implementation schedule allows time for the implementing parties to identify and implement measures that are necessary to control bacteria discharges resulting in exceedances of allocations. If source control actions are fully implemented throughout the watershed and the TMDL targets are not met, the Water Board may re-evaluate or revise the targets, TMDL, and allocations as appropriate. All implementing parties are required to attain their respective allocations by taking a phased approach in which additional or enhanced actions are required if initial implementation actions do not result in attainment of the TMDL within approximately five years. The Implementation Plan recognizes that early implementation actions, including, for

example, mapping and cleaning of stormwater and sewer pipes, catch basin cleaning, and education and outreach campaigns to reduce pet waste in the past five years, are achieving progress toward attaining the TMDL load and wasteload allocations.

Table 7.4.3-3. Implementation Actions and Schedule for SAM Treatment Plant

Implementation Actions	Implementing Parties	Schedule
Comply with NPDES permit No.CA0038598	Sewer Authority Mid-Coastside (SAM)	Ongoing

Table 7.4.3-4. Phase 1 Implementation Actions and Schedule for Sanitary Sewer Collection Systems

Phase 1 Implementation Actions	Implementing Parties	Schedule
Comply with Statewide General Waste Discharge Requirements for sanitary sewer systems	SAM (City of Half Moon Bay, Granada Sanitary District)	Ongoing
Submit an enhanced Sewer System Management Plan, acceptable to the Executive Officer, that prioritizes sewer system inspections and repairs in areas within ½ mile of beach or otherwise connected to the beach. Include a diagram of prioritized infrastructure, a time schedule for implementing short- and long-term plans, and, as necessary, a schedule for developing the funds needed for the capital improvement plan.	SAM (City of Half Moon Bay, Granada Sanitary District)	Within six months of the effective date of the TMDL
Complete inspections and repairs identified in the enhanced Sewer System Management Plan.	SAM (City of Half Moon Bay, Granada Sanitary District)	Within five years of the effective date of the TMDL
Determine effectiveness of sewer system repairs by assessing beach monitoring data to determine if targets are met at the beaches.	SAM (City of Half Moon Bay, Granada Sanitary District)	Within five years of the effective date of the TMDL

Phase 1 Implementation Actions	Implementing Parties	Schedule
<p>Inspect laterals and all other components connecting facilities at Venice Beach to the sanitary sewer system.</p> <p>Repair all leaks.</p> <p>Submit annual status reports until all system components are inspected and repaired.</p>	<p>CA Parks and Recreation</p>	<p>Within one year of the effective date</p> <p>Within three years of the effective date of the TMDL</p>

Table 7.4.3-5. Phase 2 Implementation Actions and Schedule for Sanitary Sewer Collection Systems

Phase 2 Implementation Actions	Implementing Parties	Schedule
<p>If load allocations are not met, submit an enhanced Sewer System Management Plan, acceptable to the Executive Officer that prioritizes sewer system inspections and repairs in areas further from the beach or otherwise connected to the beach. Include a diagram of prioritized infrastructure, a time schedule for implementing short- and long-term actions, and, as necessary, a schedule for developing the funds needed for the capital improvement plan. Also submit an assessment of the potential source-control benefits of lateral replacement program options, with a conceptual work plan for the optimal option.</p>	<p>SAM (City of Half Moon Bay, Granada Sanitary District)</p>	<p>Within six years of the effective date of the TMDL</p>
<p>Complete inspections and repairs identified in Phase 2.</p>	<p>SAM (City of Half Moon Bay, Granada Sanitary District)</p>	<p>Within 10 years of the effective date of the TMDL</p>
<p>Submit to the Water Board annual status reports describing actions taken.</p>	<p>SAM (City of Half Moon Bay, Granada Sanitary District)</p> <p>CA Parks and Recreation</p>	<p>Annually, first report due two years from the effective date of the TMDL</p>

Table 7.4.3-6. Implementation Actions and Schedule for Ox Mountain Landfill

Implementation Actions	Implementing Parties	Schedule
Comply with NPDES permit No. CA0029947 and General Permit for Industrial Stormwater No. CAS000001	Browning-Ferris Industries	Ongoing
Monitor bacteria in receiving waters at locations RSW-001, RSW-002, and RSW-003 specified in NPDES permit No. CA0029947	Browning-Ferris Industries	Quarterly

Table 7.4.3-7. Phase 1 Implementation Actions and Schedule for Vessels and Amenities in Pillar Point Harbor

Phase 1 Implementation Actions	Implementing Parties	Schedule
Begin or enhance “no dumping” education efforts to vessel owners	San Mateo County Harbor District	Within six months of the effective date of the TMDL
Submit a plan and implementation schedule, acceptable to the Executive Officer, listing steps to: 1) Evaluate effectiveness and proper performance of sewage collection systems (sewage dump stations, sewage pumpout stations, sewer lines, etc.) for the harbor marina and harbor amenities. 2) Inspect sewer and stormwater laterals and all other components connecting facilities at Pillar Point Harbor to the sanitary sewer system. 3) Prioritize sewer system repairs and public restrooms repairs in the harbor. 4) Establish and implement a protocol to enhance efforts to identify and correct illicit sewage dumping from boats in inner and outer harbor. 5) Begin or boost existing actions to control runoff from loading docks, dumpsters, food service and refuse areas.	San Mateo County Harbor District	Within six months of the effective date of the TMDL
Complete implementation of the above plan	San Mateo County Harbor District	Within five years of the effective date of the TMDL

Phase 1 Implementation Actions	Implementing Parties	Schedule
Submit to the Water Board annual status reports describing implementation activities taken.	San Mateo County Harbor District	Annually, beginning on the second year after the effective date of the TMDL

Table 7.4.3-8. Phase 2 Implementation Actions and Schedule for Vessels and Amenities in Pillar Point Harbor

Phase 2 Implementation Actions	Implementing Parties	Schedule
If the above Phase 1 actions are insufficient to meet the load allocations within five years of the TMDL effective date, submit an enhanced plan, acceptable to the Executive Officer, describing actions being implemented and additional actions that will be implemented to reduce discharges of bacteria to the beaches. The plan shall include an implementation schedule and milestones for compliance.	San Mateo County Harbor District	Within five years of the effective date of the TMDL
Complete implementation of the enhanced (Phase 2) actions.	San Mateo County Harbor District	Within 10 years of the effective date of the TMDL
Submit to the Water Board an annual report on the status of the implementation activities. The report shall cover all the actions implemented in the previous year as well as a checklist, timeline, and discussion of the actions scheduled for implementation during the upcoming year	San Mateo County Harbor District	Annually, beginning the second year after the effective date of the TMDL

Table 7.4.3-9. Phase 1 Implementation Actions and Schedule for Municipal Stormwater Runoff

Phase 1 Implementation Actions	Implementing Parties	Schedule
Comply with bacteria pollution prevention requirements in NPDES permit No. CAS 612008	City of Half Moon Bay and San Mateo County	Ongoing
Submit an Initial Report to the Water Board describing actions to prevent or reduce discharges of bacteria to storm sewer systems. The report shall also include timeline and/or frequency of implementation activities for all the actions listed below, as appropriate.	City of Half Moon Bay and San Mateo County	Within three months of the effective date of the TMDL
<p>Effectively prohibit and prevent potential illicit discharges into the storm sewer system from:</p> <p><u>Illicit sanitary sewer connections.</u> Ensure at least 20 percent of the stormwater system is evaluated and addressed for illicit connections each year. If this work has already been performed, submit the results of that evaluation and corresponding repairs in the Initial Report.</p> <p><u>Homeless population.</u> Implement an effective approach to prevent bacteria in runoff from areas inhabited by homeless people as needed, based on the size and duration of homeless encampments.</p> <p><u>Pet waste.</u> Address potential pet waste discharges into the storm sewer system through the following actions:</p> <p>Continue developing and implementing a visual inspection program to identify high pet waste accumulation areas and develop a cleanup plan for these areas, including specific actions before winter rains;</p> <p>Install new or additional dog waste cleanup signs, waste bag dispensers, and trash bins in high dog waste accumulation areas;</p>	City of Half Moon Bay and San Mateo County	Complete within five years of the effective date of the TMDL

Phase 1 Implementation Actions	Implementing Parties	Schedule
<p>Evaluate and improve, as needed, the service frequency of dog waste bins; and</p> <p>Develop and implement a comprehensive pet waste public outreach and education campaign.</p> <p><u>Loading docks and dumpsters.</u> Enhance inspection and enforcement of best management practices within ½ miles to the beach to control pollutants in runoff from loading docks, dumpsters, food service and refuse areas.</p>		
<p>Actively deploy best management practices to capture polluted runoff and reduce trash and sediment buildup (e.g., cleanout stormwater pipes, install trash capture devices and frequently remove trash, divert runoff from the beaches).</p>	<p>City of Half Moon Bay and San Mateo County</p>	<p>Complete within five years of the effective date of the TMDL</p>

Table 7.4.3-10. Phase 2 Implementation Actions and Schedule for Municipal Stormwater Runoff

Phase 2 Implementation Actions	Implementing Parties	Schedule
<p>If the above Phase 1 actions are insufficient to meet the wasteload allocations within five years of the TMDL effective date, submit an enhanced plan, acceptable to the Executive Officer, describing actions being implemented and additional actions that will be implemented to reduce discharges of bacteria to the beaches or creeks draining to the beaches; a list of possible Phase 2 actions is given below. The plan shall include an implementation schedule and milestones for compliance.</p>	<p>City of Half Moon Bay and San Mateo County</p>	<p>Within five years of the effective date of the TMDL</p>
<p>Implement the actions listed below or document why they are not appropriate:</p> <p>Inspect existing or future local parks, dog parks, and outdoor pet kennel facilities to ensure compliance with applicable codes and ordinances,</p>	<p>City of Half Moon Bay and San Mateo County</p>	<p>Within six years of the effective date of the TMDL</p>

Phase 2 Implementation Actions	Implementing Parties	Schedule
<p>and take corrective or enforcement actions as needed;</p> <p>Divert runoff to the sanitary sewer system;</p> <p>Develop and enforce pet or domestic animals waste disposal ordinances;</p> <p>Execute better enforcement of existing litter ordinances;</p> <p>Execute better enforcement of leash ordinances;</p> <p>Execute better enforcement of ordinances for commercial, industrial, and multi-family garbage control, including requirements to cover trash enclosures; and</p> <p>Develop and enforce guidelines for portable toilets and recreational vehicle dumping.</p>		
<p>Complete implementation of the enhanced (Phase 2) stormwater actions.</p>	<p>City of Half Moon Bay, San Mateo County</p>	<p>Within 10 years of the effective date of the TMDL</p>
<p>Submit to the Water Board an annual report on the status of the implementation activities. The report shall cover all the actions implemented in the previous year as well as a checklist, timeline, and discussion of the actions scheduled for implementation during the upcoming year</p>	<p>City of Half Moon Bay, San Mateo County</p>	<p>Annually, beginning the second year after the effective date of the TMDL</p>

Table 7.4.3-11. Implementation Actions and Schedule for Caltrans

Implementation Actions	Implementing Parties	Schedule
<p>Comply with NPDES Permit No. CAS000003</p>	<p>Caltrans</p>	<p>Ongoing</p>

Table 7.4.3-12. Implementation Actions and Schedule for Existing, New and Replacement Onsite Wastewater Treatment Systems (OWTS)

Implementation Actions	Implementing Parties	Schedule
Comply with local codes and ordinances pertaining to OWTS.	Owners and operators of existing, new, and replacement OWTS	Upon effective date of the TMDL and Ongoing
Maintain OWTS in good working condition, including inspecting the OWTS and pumping of solids as necessary, or as required by local ordinances.	Owners and operators of existing, new, and replacement OWTS	Ongoing
Notify the local agency if OWTS septic tank has failed, effluent is pooling, wastewater is discharging to the ground surface, or wastewater is backed up into plumbing fixtures.	Owners and operators of existing, new, and replacement OWTS	Immediately upon discovery
Obtain the required basic operational inspection report and submit the results and any other required information to the Water Board and local agency.	Owners and operators of existing, new, and replacement OWTS	Within three years of the TMDL effective date, and every ten years, thereafter
Obtain an appropriate local agency permit for the repair or replacement of an OWTS deemed by the local agency to be in need of corrective action, and complete all appropriate OWTS repairs or replacement.	Owners and operators of existing, new, and replacement OWTS	Timeline will be specified by the local agency. To be completed within 12 years of the TMDL effective date
Implement the OWTS Policy and any approved Local Agency Management Program.	San Mateo County	Ongoing
Ensure corrective actions for all OWTS that are failing or in need of major repairs ^a are completed.	San Mateo County	Ongoing
Track and report the compliance status of identified failing systems and results of all other implementation activities to the Water Board	San Mateo County	Annually

a Needing major repair: means either means either (1) for a dispersal system, repairs required for an OWTS dispersal system due to surfacing wastewater effluent from the dispersal field and/or wastewater backed up in to plumbing fixtures because the dispersal system is not

able to percolate the design flow of wastewater associated with the structure served, or (2) for a septic tank, repairs required to the tank for a compartment baffle failure or tank structural integrity failure such that either wastewater is exfiltrating or groundwater is infiltrating, or (3) if the OWTS utilizes a cesspool or a redwood tank that needs to be replaced with a conventional septic tank.

Table 7.4.3-13. Implementation Actions and Schedule for CAFs

Implementation Actions	Implementing Parties	Schedule
Obtain coverage and comply with the General Waste Discharge Requirements Order No. R2-2016-0031 for Confined Animal Facilities (CAF), as may be amended or revised (CAF Order)	Owners or operators of CAFs	Obtain coverage within one year of effective date; Comply with Order requirements per timeline specified in the CAF Order
Develop a ranch water quality plan and implement BMPs and other actions specified in the CAF Order	Owners or operators of CAFs	According to schedule in the ranch water quality control plan and monitoring plans
Review and compile County records of all facilities with confined animal permit within the TMDL project area, and submit information to the Water Board	San Mateo County	Within three months of the effective date of the TMDL

7.4.3.7 Water Quality Monitoring

Implementing parties are responsible for developing and implementing a monitoring plan sufficient to assess compliance with the numeric targets at the beaches in Pillar Point Harbor and Venice Beach. At a minimum, implementing parties will continue monitoring the beaches as required under California Health and Safety Code section 115880 and provide a data evaluation report annually to the Water Board. It is recommended that the implementing parties select a lead entity to assess the monitoring data and compile the annual report.

If the TMDL target is not achieved after five years, i.e., following implementation of Phase 1 actions, the Water Board will collaborate with implementing parties to investigate any remaining data gaps, including the contribution of natural sources of bacteria to the impairment. Implementing parties (to include San Mateo County, City of Half Moon Bay, Sewer Authority Mid-Coast, and California Parks and Recreation) will be required to contribute to this effort as appropriate and may choose to begin special studies during Phase 1. For example, monitoring

catchments within the watershed may help identify and characterize indicator bacteria loadings from different land uses and locations or may evaluate the effectiveness of bacteria control actions.

The CAF permittees are required to comply with the monitoring requirements of the Water Board's CAF Order. However, in lieu of the TMDL fecal indicator bacteria water quality monitoring, CAFs and grazing operations may demonstrate attainment of their LAs through sampling of other indicator parameters (e.g., ammonia) or by demonstrating they have implemented all required implementation measures for addressing bacteria discharges from their respective source categories.

For the OWTS source category, the Water Board will track and use proof of required corrective actions taken by the property owners as evidence that they have achieved the LA. No additional water quality monitoring is required for this source category to demonstrate attainment of the LA.

The Ox Mountain Sanitary Landfill shall monitor the indicator bacteria concentrations in the receiving water to demonstrate that their WLA is met.

Update the Basin Plan to include statewide bacteria water quality objectives for protecting contact recreation (REC-1) in coastal and non-coastal waters.

Amend the language of Section 3.3.1, 4.5.5.1 and Tables 3-1, 3-2, and 4-2a, and update Section 5.1 as follows:

Underline text is new, ~~strikeout~~ is deleted

3.3.1 BACTERIA

Table 3-1 provides a summary of the bacterial water quality objectives for marine and freshwaters in the region and identifies the sources of those objectives. ~~Table 3-2 summarizes U.S. EPA's water quality criteria for water contact recreation based on the frequency of use a particular area receives. These criteria will be used to differentiate between pollution sources or to supplement objectives for water contact recreation.~~

3.3.3.1 Implementation Provisions for Water Contact Recreation Bacteria Objectives

Water quality objectives for bacteria in Table 3-1 shall be strictly applied except when otherwise provided for in a TMDL. In the context of a TMDL, the Water Board may implement the objectives in fresh and marine waters by using a “reference system and antidegradation approach” as discussed below. Implementation of water quality objectives for bacteria using a “reference system and antidegradation approach” requires control of bacteria from all anthropogenic sources so that bacteriological water quality is consistent with that of a reference system. A reference system is defined as an area (e.g., a subwatershed or catchment) and associated monitoring point(s) that is minimally impacted by human activities that potentially affect bacteria densities in the reference receiving water body.

This approach recognizes that there are natural sources of bacteria (defined as non-anthropogenic sources) that may cause or contribute to exceedances of the objectives for indicator bacteria. It also avoids requiring treatment or diversion of water bodies or treatment of natural sources of bacteria from undeveloped areas. Such requirements, if imposed by the Water Board, could ~~have the potential to~~ adversely affect valuable aquatic life and wildlife beneficial uses supported by water bodies in the region.

Under the reference system approach, a certain frequency of exceedance of the ~~single-sample~~ bacteria water quality objectives shall be permitted. The permitted number of exceedances shall be based on the observed exceedance frequency in a selected reference system(s) or the targeted water body, whichever is less. The “reference system and antidegradation approach” ensures that bacteriological water quality is at least as good as that of a reference system and that no degradation of existing bacteriological water quality is permitted where existing bacteriological water quality is better than that of the selected reference system(s).

Table 3-1: Water Quality Objectives for Coliform Bacteria ^a

Beneficial Use	Fecal Coliform^a (MPN/100mL)	Total Coliform^a (MPN/100mL)	<u>Enterococcus</u> (MPN CFU/100mL)^g	<u>E. coli</u> (CFU/100mL)^g
Water Contact Recreation	geometric mean < 200 90th percentile < 400	median < 240 no sample > 10,000	geometric mean < 35 no sample > 104 geometric mean < 30 STV < 110	geometric mean < 100 STV < 320
Shellfish Harvesting ^b	median < 14 90th percentile < 43	median < 70 90th percentile < 230 ^c		
Non-contact Water Recreation ^d	mean < 2000 90th percentile < 4000			
Municipal Supply:				
- Surface Water ^e	geometric mean < 20	geometric mean < 100		
- Groundwater		< 1.1 ^f		

Notes:

- a. Based on a minimum of five consecutive samples equally spaced over a 30-day period.
- b. Source: National Shellfish Sanitation Program.
- c. Based on a five-tube decimal dilution test or 300 MPN/100 ml when a three-tube decimal dilution test is used.
- d. Source: Report of the Committee on Water Quality Criteria, National Technical Advisory Committee, 1968.
- e. Source: California Department of Public Health recommendation.
- f. Based on multiple tube fermentation technique; equivalent test results based on other analytical techniques, as specified in the National Primary Drinking Water Regulation, 40 CFR, Part 141.21(f), revised June 10, 1992, are acceptable.
- g. ~~Applicable to marine and estuarine waters only.~~ Numeric values are from Part 3 of the Water Quality Control Plan for Inland Surface Waters, Enclosed Bays, and Estuaries of California, based on Section 7958 of Title 17 of the California Code of Regulations, 69FR 67217 et seq., and 40 CFR Part 131.41 (effective date December 16, 2004). The Enterococcus objective applies to marine and estuarine waters where the salinity is greater than 1 parts per thousand more than 5 percent of the time. The E. coli objective applies to freshwaters where the salinity is equal to or less than 1 part per thousand 95

percent or more of the time. The geometric mean for enterococcus and E. coli is computed weekly for all samples in a 6-week interval.

There is no fecal coliform objective to protect water contact recreation for inland surface waters, enclosed bays, or estuaries, but a fecal coliform objective protecting this use remains in the California Ocean Plan.

The STV is the statistical threshold value and shall not be exceeded by more than 10 percent of the samples collected in a calendar month.

The units CFU denote colony forming units. This unit of measurement is equivalent to MPN (most probable number). The use of either MPN or CFU is based on the method used to detect bacteria, and both are valid measures of bacteria density.

Table 3-2: U.S. EPA Bacteriological Criteria for Water Contact Recreation^{1,2}
(in colonies per 100 ML)

	Fresh Water		Salt Water
	Enterococci	E. Coli	Enterococci
Steady State (all areas)	33	126	35
Maximum at:			
- designated beach	64	235	104
- moderately used area	89	298	124
- lightly used area	108	406	276
- infrequently used area	151	576	500

NOTES:

1. ~~The criteria were published in the Federal Register, Vol. 51, No. 45 / Friday, March 7, 1986 / 8012-8016. The Criteria are based on:~~

~~(a) Cabelli, V.J. 1983. Health Effects Criteria for Marine Recreational Waters. U.S. EPA, EPA 600/1-80-031, Cincinnati, Ohio, and~~

~~(b) Dufour, A.P. 1984. Health Effects Criteria for Fresh Recreational Waters. U.S. EPA, EPA 600/1-84-004, Cincinnati Ohio.~~

~~2. The U.S. EPA criteria apply to water contact recreation only. The criteria provide for a level of production based on the frequency of usage of a given water contact recreation area. The criteria may be employed in special studies within this region to differentiate between pollution sources or to supplement the current coliform objectives for water contact recreation.~~

4.5.5.1 LIMITATIONS FOR CONVENTIONAL POLLUTANTS

Table 4-2 contains effluent limitations for discharges to inland surface waters and enclosed bays and estuaries within the region.

Table 4-2a contains ~~both daily maximum and longer-term~~ effluent limitations for bacteriological indicator organisms. All NPDES permits for discharges that contain sanitary waste shall include the applicable effluent limitations from Table 4-2a, except for discharges into Hayward Marsh, for which REC-1 is not a designated beneficial use. The water quality-based effluent limitations in Table 4-2a may be adjusted to account for dilution in a manner consistent with procedures in the Policy for Implementation of Toxics Standards for Inland Surface Waters, Enclosed Bays, and Estuaries of California (see footnotes 'a' and 'e' in Table 4-2a).

TABLE 4-2A Effluent Indicators for Bacteriological Indicators

(ALL UNITS IN MPN/100ml or CFU/100ml)

PARAMETERS:	DAILY MAXIMUM (MPN/100 mL)	SEVEN SAMPLE MEDIAN (MPN/100 mL)	5-SAMPLE MEDIAN OR GEOMETRIC MEAN (CFU/ 100 mL)	STATISTICAL THRESHOLD VALUE (CFU/100 mL)
Enterococcus ^{a,b,c,d,g}			305 (as geometric mean)	110
<u>E. Coli</u> ^{a,b,c,d,g}			100	320
Total Coliform Organisms ^{b,e,e,f,g} (Sshallow Wwater Ddischarge ^d (in immediate vicinity of public contact or shellfish harvesting)	240 <u>230</u>	2-2 <u>70</u>		
Deep Water Discharge ^e	10,000		240 (as median)	

NOTES:

All units are in MPN/100 mL or CFU/100 mL. MPN (most probable number) is equivalent to CFU (colony forming units). The use of either MPN or CFU is based on the method used to detect bacteria, and both are valid measures of bacteria density.

- a. For discharges into waters with the water contact recreation beneficial use where the salinity is greater than 1 part per thousand more than 5 percent of the time, the Water Board will implement the enterococcus water quality-based effluent limitations.
- b. For discharges into waters with the water contact recreation beneficial use where the salinity is equal to or less than 1 part per thousand 95 percent or more of the time, the Water Board will implement the E. coli water quality-based effluent limitations.
- c. The geometric mean shall be computed weekly for all samples in a 6-week interval. The statistical threshold value shall not be exceeded by more than 10 percent of the samples collected in a calendar month.

- d. ~~For intermittent discharges that occur only during wet weather to receiving waters with the water contact recreation beneficial use, the Water Board will implement the statistical threshold value effluent limitation. The Water Board will also implement the geometric mean effluent limitation provided there is a statistically sufficient number of samples to compute the geometric mean, which is generally not less than five samples distributed over a six-week period.~~

~~This water quality-based effluent limitation shall be implemented as a geometric mean of a minimum of 5 effluent samples spaced over a calendar month. Fewer samples may be used on a case-by-case basis if allowed in the waste discharge requirements. Equivalent test results based on other analytical methods applicable to enterococcus approved in 40 CFR 136.3(a) are acceptable.~~

- e. b. ~~For discharges into marine and estuarine receiving waters with the water contact recreation beneficial use, the Water Board will implement the enterococcus effluent limitation. For such discharges, on a case-by-case basis, the Water Board may implement the total coliform effluent limitation in place of the enterococcus effluent limitation. This may occur, for example, when wastewater treatment plants are required by the Water Board or another agency to monitor routinely for total coliform (e.g., for recycled/reclaimed water).~~

~~For discharges to receiving waters with the shellfish harvesting beneficial use, or to receiving water designated as freshwater, the Water Board will implement the total coliform effluent limitations.~~

~~For intermittent discharges that occur only during wet weather to receiving waters with the shellfish harvesting beneficial use, the Water Board will implement the total coliform maximum daily effluent limitation.~~

~~For combined sewer overflows, notwithstanding any other provisions of this plan, discharges from the City of San Francisco's combined sewer system are subject to the U.S. EPA's Combined Sewer Overflow Policy.~~

~~Furthermore, the Water Board may apply these limitations selectively to non-sewage discharges, but these limitations shall not preempt Effluent Guideline Limitations established pursuant to Sections 301, 302, 304, or 306 of the federal Water Pollution Control Act, as amended.~~

- f. e. (1) ~~The Water Board may consider substituting total coliform organisms limitations with fecal coliform organisms limitations provided that it can be conclusively demonstrated through a program approved by the Water Board that such substitution will not result in unacceptable adverse impacts on the beneficial uses of the receiving water.~~

~~(2) The Water Board may consider establishing less stringent requirements for any discharges during wet weather.~~

- g. ~~d. The Water Board may apply these limitations selectively to non-sewage discharges, but these limitations shall not preempt Effluent Guideline Limitations established pursuant to Sections 301, 302, 304, or 306 of the federal Water Pollution Control Act, as amended.~~

~~Effluent limitations for discharges from the City of San Francisco's combined sewer system will be implemented in accordance with U.S. EPA's *Combined Sewer Overflow (CSO) Control Policy*.~~

~~The Water Board may grant exceptions to these requirements where it is demonstrated that beneficial uses will not be compromised by such an exception. Discharges receiving such exceptions shall not exceed a five-sample median of 23 MPN/100 ml nor a maximum of 240 MPN/100 ml during dry weather.~~

~~The deep water discharge total coliform effluent limitation is a water quality-based effluent limitation.~~

5.1 STATE WATER BOARD PLANS AND POLICIES

Page 5-4

THE WATER QUALITY ENFORCEMENT POLICY — RESOLUTION NO. 2002-0040 [2017-0020](#)

The primary goal of the Enforcement Policy, ~~adopted in 2002,~~ is to create a framework for identifying and investigating instances of noncompliance, for taking enforcement actions that are appropriate in relation to the nature and severity of the violation, and for prioritizing enforcement resources to achieve maximum environmental benefits.

ITEM #5

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Engagement Letter with Fechter & Company, CPA for Audit Period Ending June 30, 2020
Date: October 15, 2020

Attached is a letter of engagement with Fechter & Company, CPA to prepare the District's June 30, 2020 fiscal year end audit report. The cost of the audit will be \$12,875, which includes 15% for auditing the Assessment District.

Special districts are required to have annual, independent audits conducted by the county auditor or a certified public accountant. Fechter has provided auditing services to the District for the past ten years.

Due to Covid-19, the field audit, which is already underway, is being conducted via email. It is anticipated that the Annual Financial Statement and Supplemental Information reports will be completed and available for presentation to your Board within a couple of months.

September 14, 2020

Ms. Delia Comito
Granada Community Services District
P.O. Box 335
El Granada, CA 94018

We are pleased to confirm our understanding of the services we are to provide to the Granada Community Services District (“District”) for the year ended June 30, 2020. We will audit the financial statements of the business-type activities, as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to accompany the Granada Community Services District’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis.
- 2) GASB required supplementary pension information.

We will also prepare the Special Districts Financial Transactions Report for the year ended June 30, 2020 that is required by the State Controller’s Office.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Granada Community Services District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Granada Community Services District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Electronic Communication, Client Portal Agreement and File Exchange Processes

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

As part of our commitment to protecting your sensitive information, Fechter & Company works with Thomson Reuters to provide secure, encrypted, file transfer portals (Firm's Client Portal). All documents you prepare for our use in completing the services outlined in this engagement letter (Word, Excel and PDF files) should be transmitted to Fechter & Company through this portal system and all sensitive files will be transmitted through this system. In addition, we will publish all issued financial statements to this portal area for your use as long as you remain a client with Fechter & Company or as required by the terms of our engagement letters.

By using any features of the Firm's Client Portal, the District consents to the following terms and conditions and acknowledges that the Firm is relying on your consent in allowing you to use the Firm's Client Portal. Your continued use of the Firm's Client Portal after the posting of any amended terms and conditions shall constitute your agreement to be bound by any such changes. The Firm may modify, suspend, discontinue, or restrict the use of any portion of the Firm's Client Portal, including the availability of any portion of the content at any time, without notice or liability.

The Firm will use its best reasonable efforts to provide availability of the Client Portal Service 24X7. The Firm shall not be responsible for any error, omission, interruption, deletion, defect, delay in operation or transmission, communications line failure, theft or destruction, or unauthorized access to the Client Portal. The Firm is not responsible for any problems or technical malfunctions of any telephone or fiber network or lines, computer online systems, servers or providers, computer equipment, software, failure of any email to be

received by the Firm on account of technical problems or traffic congestion on the Internet or any website, or any combination thereof, including any injury or damage to the District's computers or peripherals related to downloading any materials from the Client Portal.

Documents are encrypted before being passed over the Internet and while being stored on the Portal and a username and password are required to access files. In addition, documents added to the Portal are scanned for viruses before being uploaded. All files are maintained behind firewalls to protect against outside intruders. *The Firm will use its best efforts to make the Client Portal secure from unauthorized access. However, the District recognizes that no completely secure system for electronic data transfer has yet been devised.*

Logon Accounts and Their Security.

- a. The Firm will set up individual logon accounts for those of the District's employees who need access to the Client Portal. Each account will have access only to those document areas requested by Client. (The Firm strongly recommends that Client establish a policy that logon information not be shared with others.) In order to maintain security, the District agrees to designate a single individual as the authorized person to contact the Firm to request employee logons. The initial designee is listed below. Your user name will be your email address, all passwords will be established by the user at the time of initial logon.
- b. You acknowledge that the use of username and password is an adequate form of security. You are solely responsible for (1) authorizing, monitoring, controlling access to, and maintaining the strict confidentiality of your username and password; (2) not allowing another person to use your username or password; (3) any charges or damages that may be incurred as a result of your neglect to maintain the strict confidentiality of your username and password; and (4) promptly informing the Firm in writing of any need to deactivate a username due to security concerns or otherwise. The Firm is not liable for any harm related to the misuse or theft of usernames or passwords, disclosure of usernames or passwords, or your authorization to allow another person or entity to access and use the Firm's Client Portal using your username or password. You shall immediately notify the Firm of any unauthorized use of your username or password and any breach of confidentiality. Until the Firm receives this notification from you, you will be held liable for any harm ensuing from the use of your username on the Firm's Client Portal.

Termination of Logon Account. The District agrees to notify the Firm via email at support@fechtercpa.com in writing when an individual logon account is to be terminated. The Firm will make every effort to confirm and terminate access within 3 business days. However, the District cannot be assured that access has been terminated until the requester receives an email confirmation of termination.

No Unlawful or Prohibited Use. As a condition of your use of the Client Portal website, you warrant to the Firm that you or your approved users will not use the Firm's Client Portal website for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Firm's Client Portal website in any manner that could damage, disable, overburden, or impair the Firm's website or interfere with any other party's use of the Client Portal website. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the Client Portal website.

Information Disclosure. The Firm reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process, or governmental request, or to edit, refuse to post, or to remove any information or materials, in whole or in part, in the Firm's sole discretion.

Client's Responsibility. You must at your own cost (a) provide for your own access to the Internet and pay any services fees, connection charges, and online services usage associated with such access and (b) provide all equipment necessary for you to make such connection to the Client Portal, including a computer and modem.

Dispute Resolution. The parties agree that any dispute between the District and the Firm relating to this Agreement, or the breach of it, shall, if negotiations and other discussions fail, be first submitted to mediation in accordance with the applicable rules for resolving professional accounting and related services disputes of the America Arbitration Association. If the parties are unable to resolve the dispute through mediation within 60 days from the date notice is first given from one party to the other as to the existence of such a dispute and the demand to mediate, then they may proceed to resolve the matter by arbitration if this agreement provides that the particular dispute is subject to arbitration, or by whatever other lawful means are available to them if this agreement does not provide for arbitration of the particular dispute. Costs of any mediation proceeding shall be shared equally by all parties.

WARRANTIES. THE FIRM MAKES NO WARRANTY, EXPRESS OR IMPLIED, REGARDING THE EFFICACY OF THE SECURITY OF THE CLIENT PORTAL. THE CONTENT AND SERVICES ARE PROVIDED ON AN "AS IS" BASIS AND THE FIRM SPECIFICALLY DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, WARRANTIES OF MERCHANTABILITY, OR WARRANTIES AGAINST INFRINGEMENT. THE FIRM, ITS AFFILIATES, EMPLOYEES, AND AGENTS SHALL NOT BE LIABLE FOR ANY DAMAGES OR LOSSES, INCLUDING, WITHOUT LIMITATION, INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES, RESULTING FROM OR CAUSED BY THE PORTAL, ITS CONTENT, OR SECURITY SERVICES PROVIDED HEREIN. THE FIRM DOES NOT WARRANT THAT THE CLIENT PORTAL'S FUNCTIONS WILL BE UNINTERRUPTED OR ERROR-FREE, THAT DEFECTS WILL BE CORRECTED, OR THAT THE FIRM'S CLIENT PORTAL OR THE SERVER THAT MAKES IT AVAILABLE ARE FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS.

IF YOU ARE DISSATISFIED WITH ANY PORTION OF THE PORTAL, INFORMATION, DOCUMENTS, OR COMMUNICATIONS ON THE PORTAL, OR WITH ANY OF THESE TERMS AND CONDITIONS OF USE, YOUR SOLE AND EXCLUSIVE REMEDY IS TO CEASE USING THE PORTAL AND THE INFORMATION, DOCUMENTS, OR COMMUNICATIONS YOU OBTAINED FROM THE PORTAL.

Term and Termination. This Agreement and the services contemplated by it may be terminated by either the Firm or Client with or without cause and with or without notice at any time. The Firm may at any time terminate in whole or in part the Firm's Client Portal without notice or liability.

Authorized person to contact the Firm to request employee logon User IDs:

Name: __Delia Comito_____

Title: __Assistant General Manager_____

Email: __dcomito@granada.ca.gov_____

Should you desire to use alternate methods of transmission for sensitive documents and chose not to use the Firm's Client Portal System, you may opt out by signing the following release.

We acknowledge that we have opted out of the requirement to use the Firm's Client Portal System and therefore we agree to release Fechter and Company from all liability as a result any interception of, or loss of data as a result of using alternate document transmittal methods.

Management signature:

Governance signature:

Title: _____

Title: _____

Date: _____

Date: _____

Engagement Administration, Fees, and Other

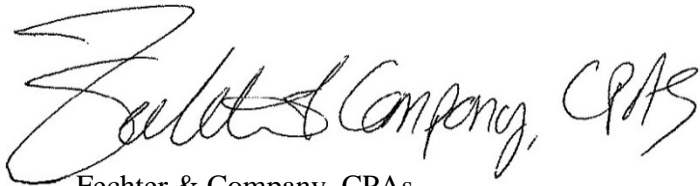
We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your agents will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit in October 2020. Craig R. Fechter, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be \$12,875. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Granada Community Services District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Fechter & Company, CPAs

RESPONSE:

This letter correctly sets forth the understanding of the Granada Community Services District.

Management signature:

Governance signature:

Title: _____

Title: _____

Date: _____

Date: _____

ITEM #6

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Resolution Approving Amended Noncontingent Reassessments
Date: October 15, 2020

This is the last step in the three-step process to record amended noncontingent reassessments of the Assessment District.

The attached report was prepared by the Engineer of Work and filed with the District Secretary, and the notice of public hearing was published in the Half Moon Bay Review as required by the Resolution of Intention for the Sewage Treatment Facility Improvements Integrated Financing District. No protests have been received.

Staff recommends Board approval of the attached Resolution.

RESOLUTION NO. 2020-008

A RESOLUTION APPROVING AMENDED NONCONTINGENT REASSESSMENTS SEWAGE TREATMENT FACILITY IMPROVEMENTS INTEGRATED FINANCING DISTRICT (REASSESSMENT AND REFUNDING OF 2003)

RESOLVED by the District Board of the Granada Sanitary District, San Mateo County, California, that:

WHEREAS, this District Board heretofore adopted Resolution No. 2020-006 a Resolution Directing Making of Amended Noncontingent Assessment Re Certain Such Reassessments Under Resolution of Intention No. 2003-008 Sewage Treatment Facility Improvements Integrated Financing District.

WHEREAS, pursuant to Resolution No. 2020-007 the Engineer of work has prepared and filed with the District Secretary a report and amended noncontingent assessments and diagram on the lots, pieces and parcels so changed.

WHEREAS, pursuant to Resolution No. 2020-006 the noncontingent assessments of said lots, pieces and parcels have been segregated and apportioned in accordance with the benefits to the several parts or the whole of the lots, pieces and parcels as so changed and the total amount of the fixed-lien assessments and of the administration assessments, separately, of the several portions or the whole of the lots, pieces and parcels as so changed shall be equal to the fixed-lien assessments and the administration assessments, respectively, upon said lots, pieces and parcels.

WHEREAS, pursuant to Resolution No. 2020-007 the amended diagram showing the amended reassessments and dimensions of the respective amended lots, pieces and parcels of land with respect to said reassessment and the apportionment of the total amount of the proposed amended reassessment upon the several amended lots, pieces and parcels of land in proportion to the estimated benefits to be received by said amended lots, pieces and parcels of land, respectively was preliminarily approved.

WHEREAS, the District Secretary has fixed the 15th day of October, 2020, at 7:30 o'clock p.m., as the time of the hearing to be held via teleconference before the District Board on said amended noncontingent reassessments and the District Manager has caused notice thereof to be published once a week for two successive weeks in a newspaper of general circulation in the District, the first of which publication occurred not less than 15 days prior to the noticed hearing, and to be mailed by first class mail, postage prepaid, on or before the day of the first publication, to the owners at the addresses shown on the last equalized county assessment roll or as shall be otherwise known to the Engineer of Work.

WHEREAS, at the time and place fixed for hearing no protests or objections were made or presented to the proposed division or other changes in the noncontingent reassessments or other related matters, and all matters and things pertaining thereto were duly heard and considered by the District Board;

NOW, THEREFORE, IT IS ORDERED, as follows:

1. All protests or objections to the proposed division or other changes in the noncontingent reassessments and other related matters be, and the same are hereby overruled, if applicable.
2. The proposed division or other changes in the noncontingent reassessments are hereby approved and the same, together with the amended diagram thereto attached, are hereby confirmed as the amended noncontingent reassessments and diagram.
3. The District Secretary shall deliver the amended noncontingent reassessments and diagram to the District Engineer, and shall certify that the same is as approved and confirmed by this Board, and the District Engineer shall thereupon record such amended noncontingent reassessments in its office, together with the amended diagram thereto attached, and execute certificates with respect thereto.
4. The District Engineer shall note opposite the several noncontingent reassessments in the previously recorded noncontingent reassessments and diagram that such has been displaced by the amended noncontingent reassessments and diagram, giving the date of the confirmation by this Board of the amended noncontingent reassessments and diagram, and shall cause to be credited upon the respective amended noncontingent reassessments all payments theretofore made or credited upon the respective displaced noncontingent reassessments. When the amended noncontingent reassessments have been recorded, the District Engineer shall cause the displaced noncontingent reassessments to be cancelled.
5. The District Secretary shall cause to be recorded in the office of the County Recorder a copy of the amended diagram and shall cause the amended noncontingent reassessments to be filed with the County Auditor, who shall annually thereafter enter upon the assessment roll the installments of the amended fixed-lien reassessments and amended annual administration reassessments becoming due on the lots, pieces or parcels shown on the amended diagram, opposite the description thereof in the assessment roll.

The above and foregoing Resolution was duly and regularly passed and adopted at the regular meeting of the Board of Directors of the Granada Sanitary District held on the 15th day of October 2020, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Barbara Dye, President

Countersigned:

Delia Comito, Secretary

**GRANADA COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2020-006**

AMENDED REASSESSMENT REPORT FOR FY 2019-20

**A RESOLUTION DIRECTING MAKING OF AMENDED
NONCONTINGENT ASSESSMENT RE CERTAIN SUCH
REASSESSMENTS UNDER
RESOLUTION OF INTENTION NO. 2003-008**

August 11, 2020

GRANADA COMMUNITY SERVICES DISTRICT

**AMENDED REASSESSMENT
REPORT FOR FY 2019-20**

**SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)**

Amending Reassessment Numbers

407, 408, 801, 806, 48, 49, 847, 848, 29
33, 135 and 568

Amending Noncontingent Assessment Numbers

047-127-260, 047-127-270, 047-275-440, 047-282-140, 047-022-090, 047-022-100
048-013-050, 048-013-060
047-015-370, 047-016-330, 047-032-170, 047-171-200

Prepared for

**GRANADA COMMUNITY SERVICES
DISTRICT**

Prepared by

DTA

TABLE OF CONTENTS

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I. APPORTIONMENT OF REASSESSMENT

Exhibit "A"
 Granada Sanitary District
 Sewage Treatment Facility Improvements Integrated Financing District
 Reassessment and Refunding of 2003
 (2019-20)

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-127-260	407	\$3,721.33	047-127-520	407/408	\$7,442.67	CKC Investment Properties 3045 Rivera Drive Burlingame, CA 94010
047-127-270	408	\$3,721.33				
Total		\$7,442.67			\$7,442.67	

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-275-440	801	\$3,721.33	047-275-480	801-1	\$3,721.33	Leeds, Jeffrey Louis TR Leeds Maresha Sceats TR 1106 Columbus Street El Granada, CA 94018-8033
Total		\$3,721.33			\$3,721.33	

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-282-140	806	\$11,164.00	047-282-150 047-282-160	806-1 806-2	\$5,582.00 \$5,582.00	James Patrick Kenny III PO Box 2033 El Granada, CA 94018
Total		\$11,164.00			\$11,164.00	

*Subject to Rounding

Exhibit "A"
 Granada Sanitary District
 Sewage Treatment Facility Improvements Integrated Financing District
 Reassessment and Refunding of 2003
 (2018-19)

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-022-090	48	\$7,442.67	047-022-350	48/49	\$11,164.00	Annie Anderson Jonathan Searles 371 Harvard El Granada, CA 94018-8210
047-022-100	49	\$3,721.33				
Total		\$11,164.00			\$11,164.00	

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
048-013-050	847	\$2,493.30	048-013-920	847/848	\$3,721.33	Huard III Paul Alexander TR Huard Ruth Duran TR 350 Sequoia Ave. Palo Alto, CA 94306
048-013-060	848	\$1,228.04				
Total		\$3,721.33			\$3,721.33	

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-015-370	29	\$18,606.66	047-015-470	29-1	\$18,606.66	Broderick Elizabeth A TR 218 Cornell Ave. Half Moon Bay, CA 94019
Total		\$18,606.66			\$18,606.66	

*Subject to Rounding

Exhibit "A"
 Granada Sanitary District
 Sewage Treatment Facility Improvements Integrated Financing District
 Reassessment and Refunding of 2003
 (2017-18)

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-016-330	33	\$3,721.33	047-016-370	33A	\$3,721.33	ELG Circle LLC PO Box 1694 El Granada, CA 94018
Total		\$3,721.33			\$3,721.33	

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-032-170	135	\$3,721.33	047-032-390	135A	\$3,721.33	Reza Malek 115 W. Point Ave. El Granada, CA 94018
Total		\$3,721.33			\$3,721.33	

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-171-200	568	\$3,721.33	047-171-300 047-171-310	568-1 568-2	\$1,860.67 \$1,860.67	Alton Asset Corp 1656 Channing Ave. Palo Alto, CA 94303
Total		\$3,721.33			\$3,721.33	

*Subject to Rounding

II. AMENDED REASSESSMENT DIAGRAM

**AMENDED REASSESSMENT DIAGRAM
GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

ACCEPTED AND FILED AT
THE REQUEST OF

DATE _____

TIME _____ FEE \$ _____

INSTRUMENT # _____

BOOK _____ PAGE _____

MARK CHURCH

COUNTY CLERK-RECORDER

BY _____

DEPUTY

Exempt recording requested, per
CA Government Code §27383

Amending assessment of Assessment Nos. 33, 135, 568, 48, 49, 847, 848, 29, 407, 408, 801, and 806 as shown on the previously recorded Reassessment Diagram in the County of San Mateo, California.

Recorded in the office of the Granada Sanitary District this _____ day of _____, 2020.

Granada Sanitary District

For particulars of lines and dimensions of Assessor's parcels reference is made to the maps of the San Mateo County Assessor, Records of San Mateo County, California.

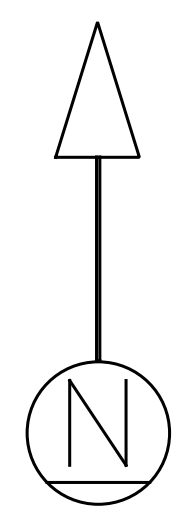
Conversion 2017-1

Conversion 2018-1

Conversion 2019-1

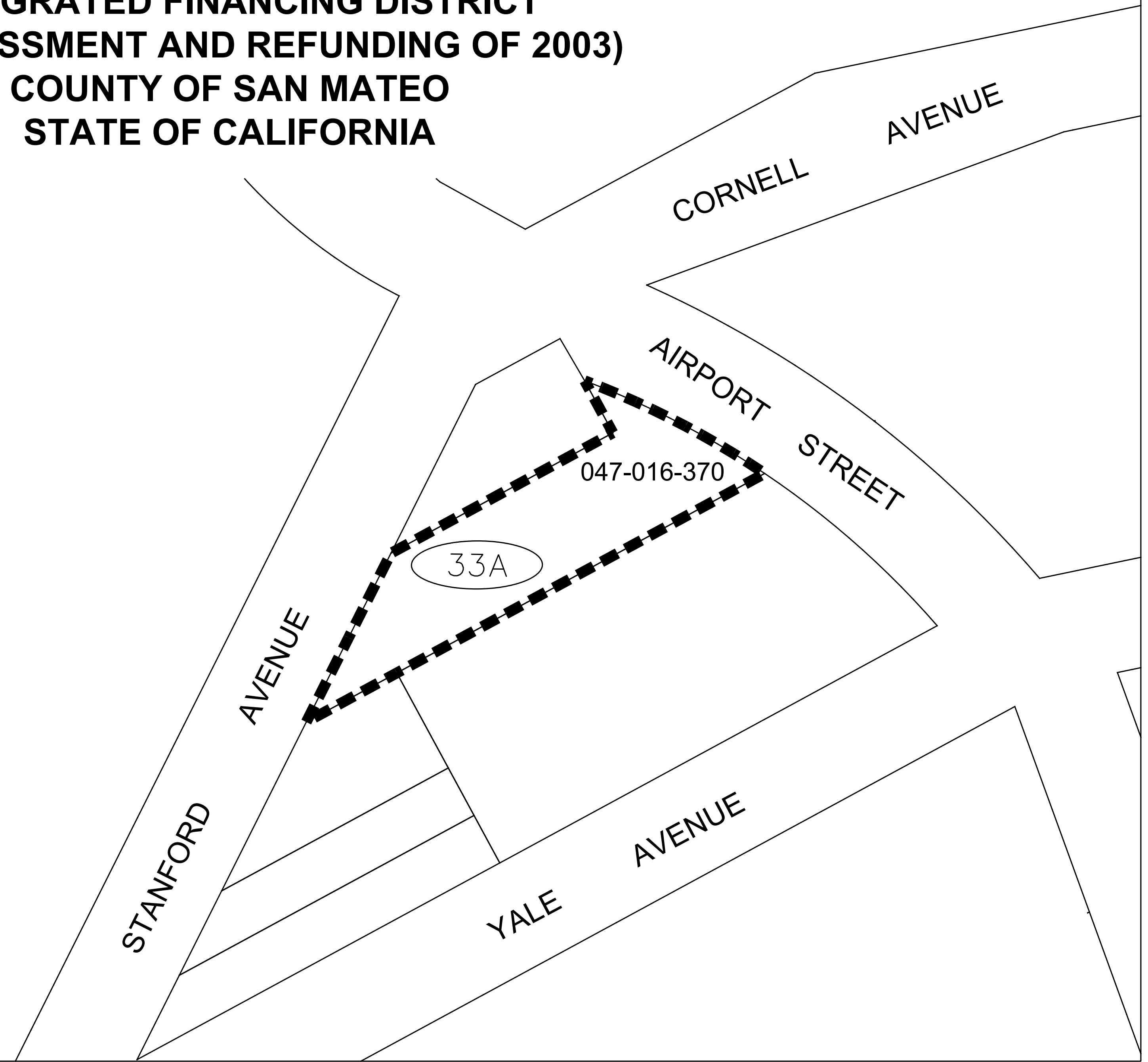
**AMENDED REASSESSMENT DIAGRAM
GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

○ 33A Assessment Number
047-016-370 Assessor Parcel Number

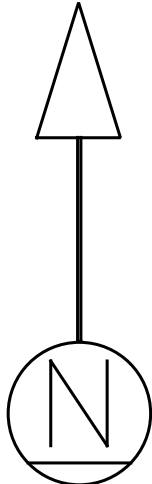
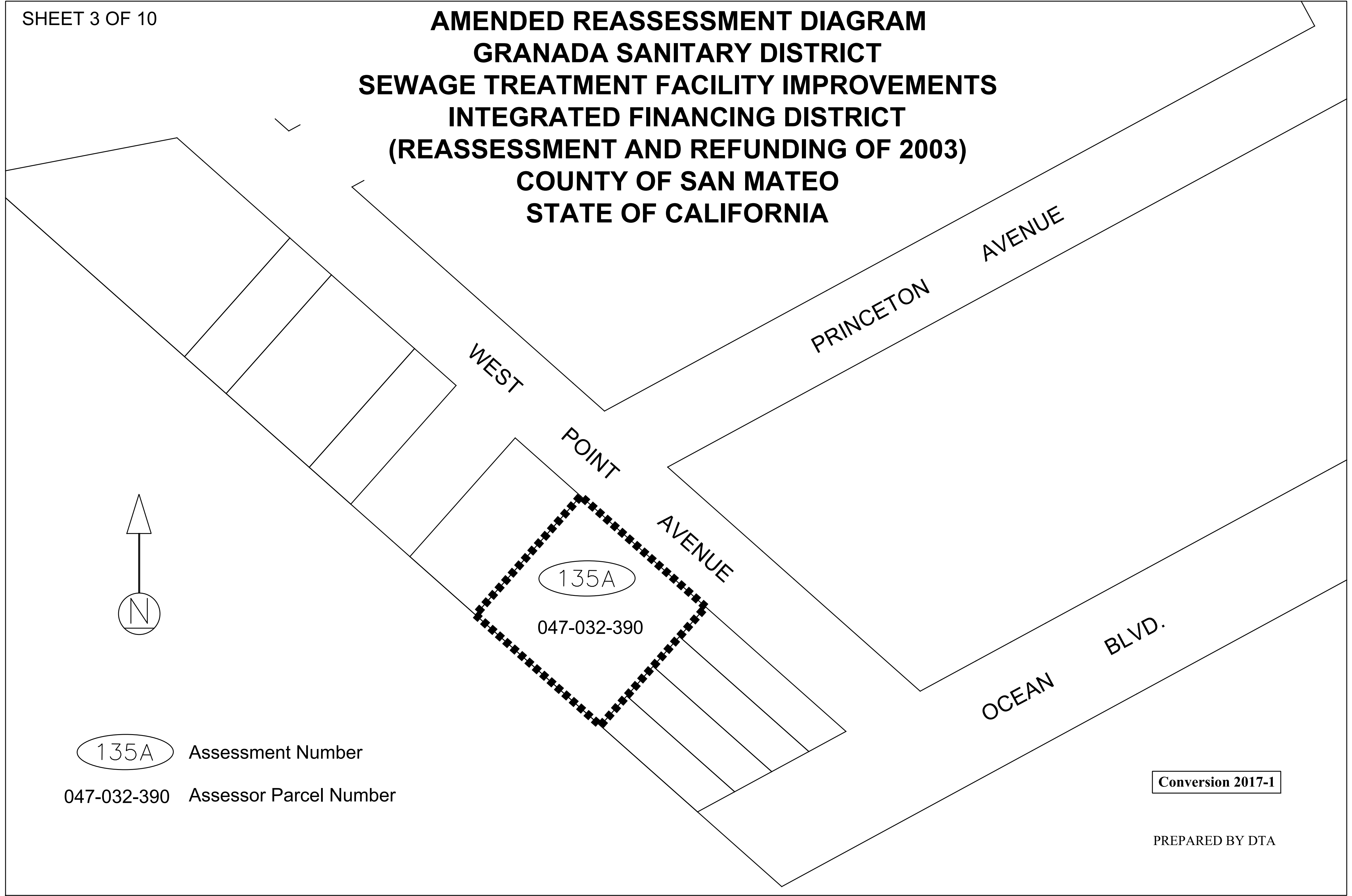


Conversion 2017-1

PREPARED BY DTA



**AMENDED REASSESSMENT DIAGRAM
GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**



135A

Assessment Number

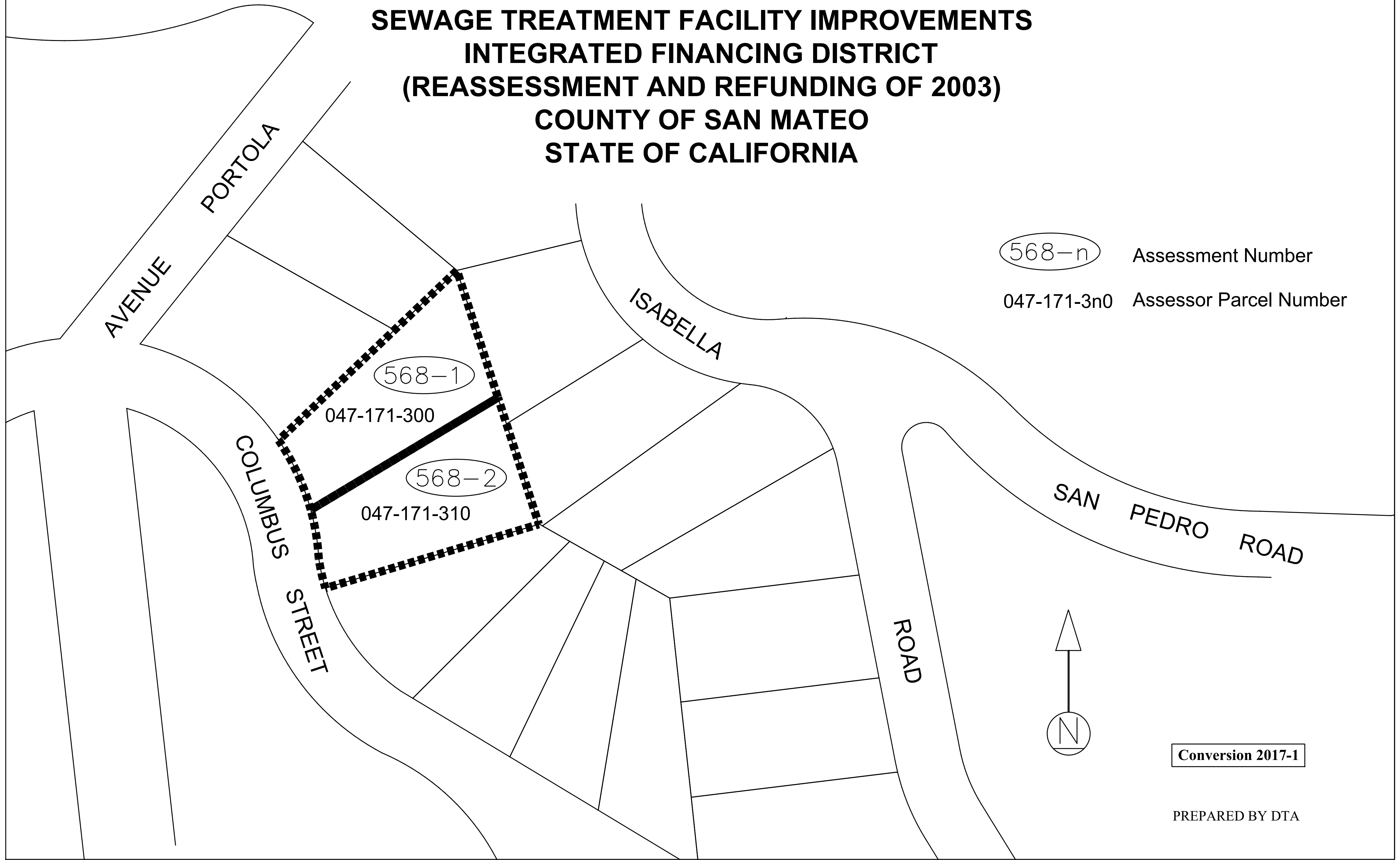
047-032-390

Assessor Parcel Number

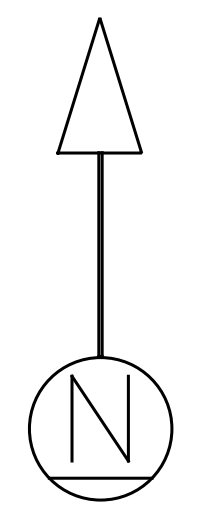
Conversion 2017-1

PREPARED BY DTA

**AMENDED REASSESSMENT DIAGRAM
GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**



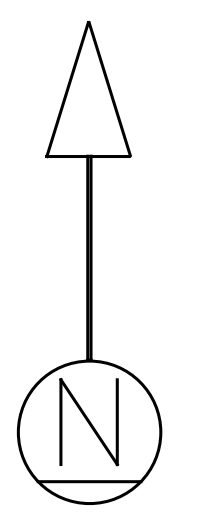
○ 568-n Assessment Number
047-171-3n0 Assessor Parcel Number



Conversion 2017-1

PREPARED BY DTA

**AMENDED REASSESSMENT DIAGRAM
GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

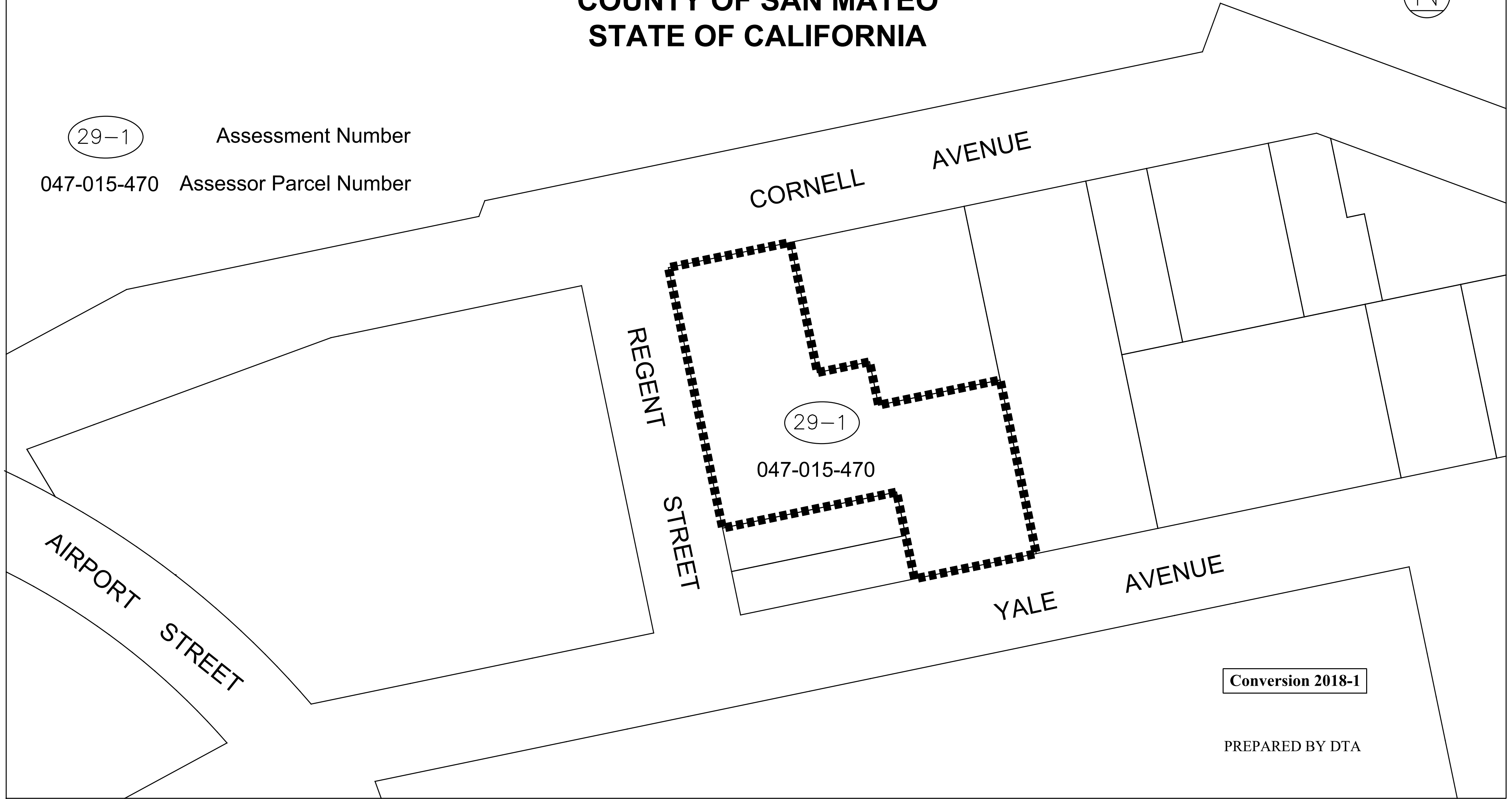


29-1

Assessment Number

047-015-470

Assessor Parcel Number

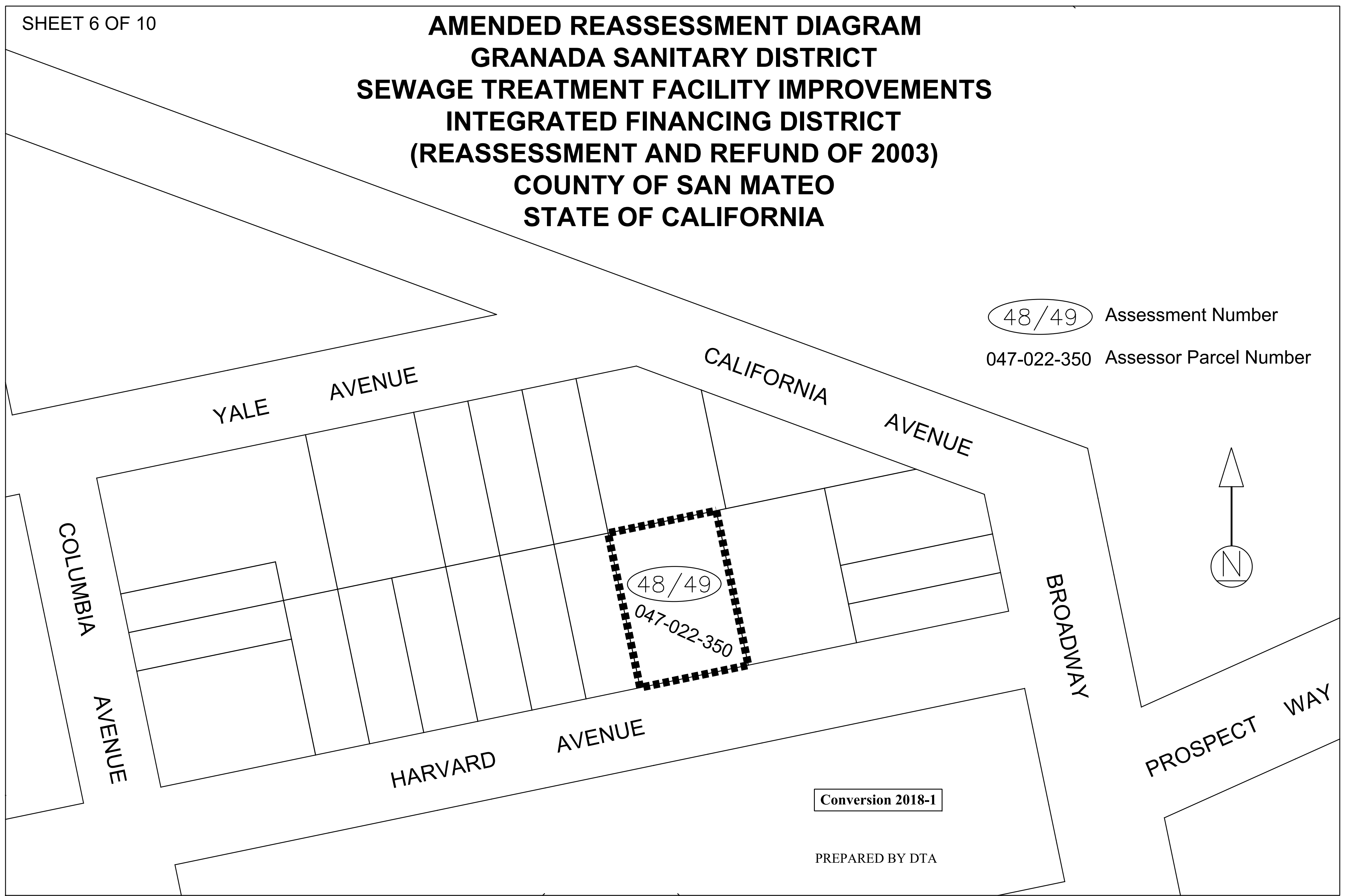


Conversion 2018-1

PREPARED BY DTA

**AMENDED REASSESSMENT DIAGRAM
GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUND OF 2003)
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

48/49 Assessment Number
047-022-350 Assessor Parcel Number

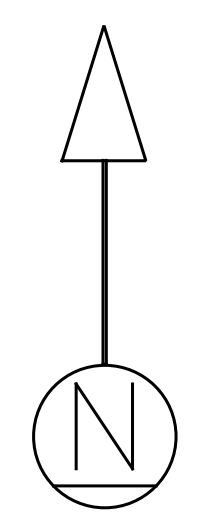
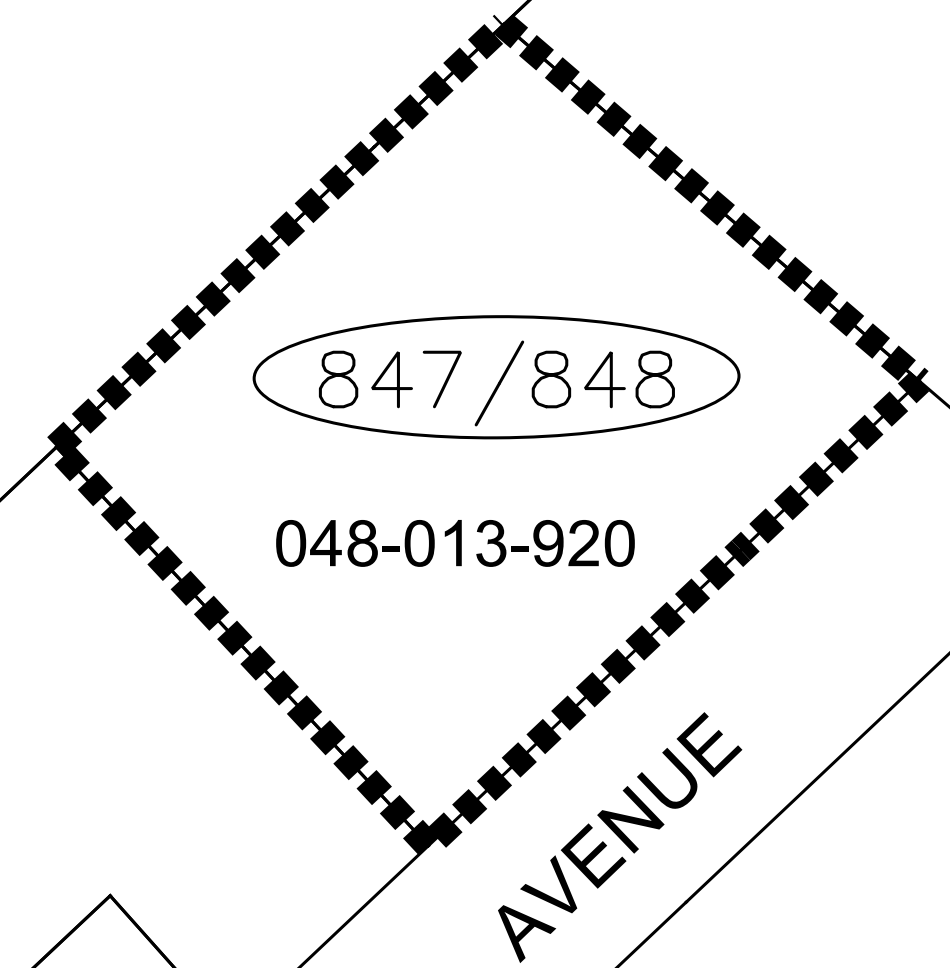


Conversion 2018-1

PREPARED BY DTA

**AMENDED REASSESSMENT DIAGRAM
GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

847/848 Assessment Number
048-013-920 Assessor Parcel Number



Conversion 2018-1

PREPARED BY DTA

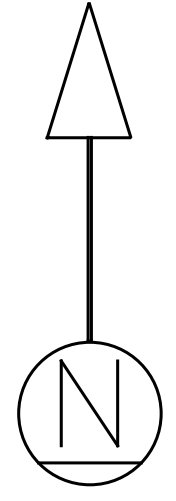
MIRADA
ROAD

MAGELLAN
AVENUE

ALAMEDA
AVENUE

CORONADO
AVE.

**AMENDED REASSESSMENT DIAGRAM
GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**



Conversion 2019-1

PREPARED BY DTA

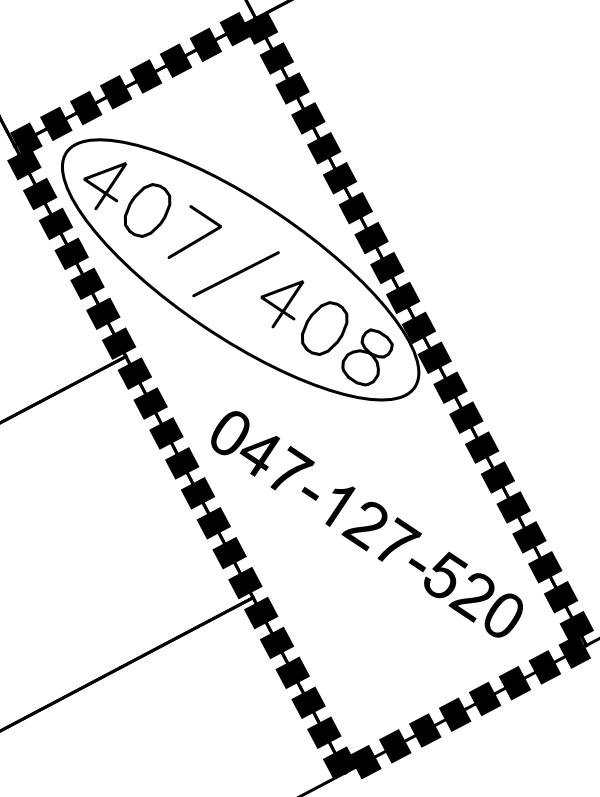
407/408 Assessment Number
047-127-520 Assessor Parcel Number

VALENCIA
AVENUE

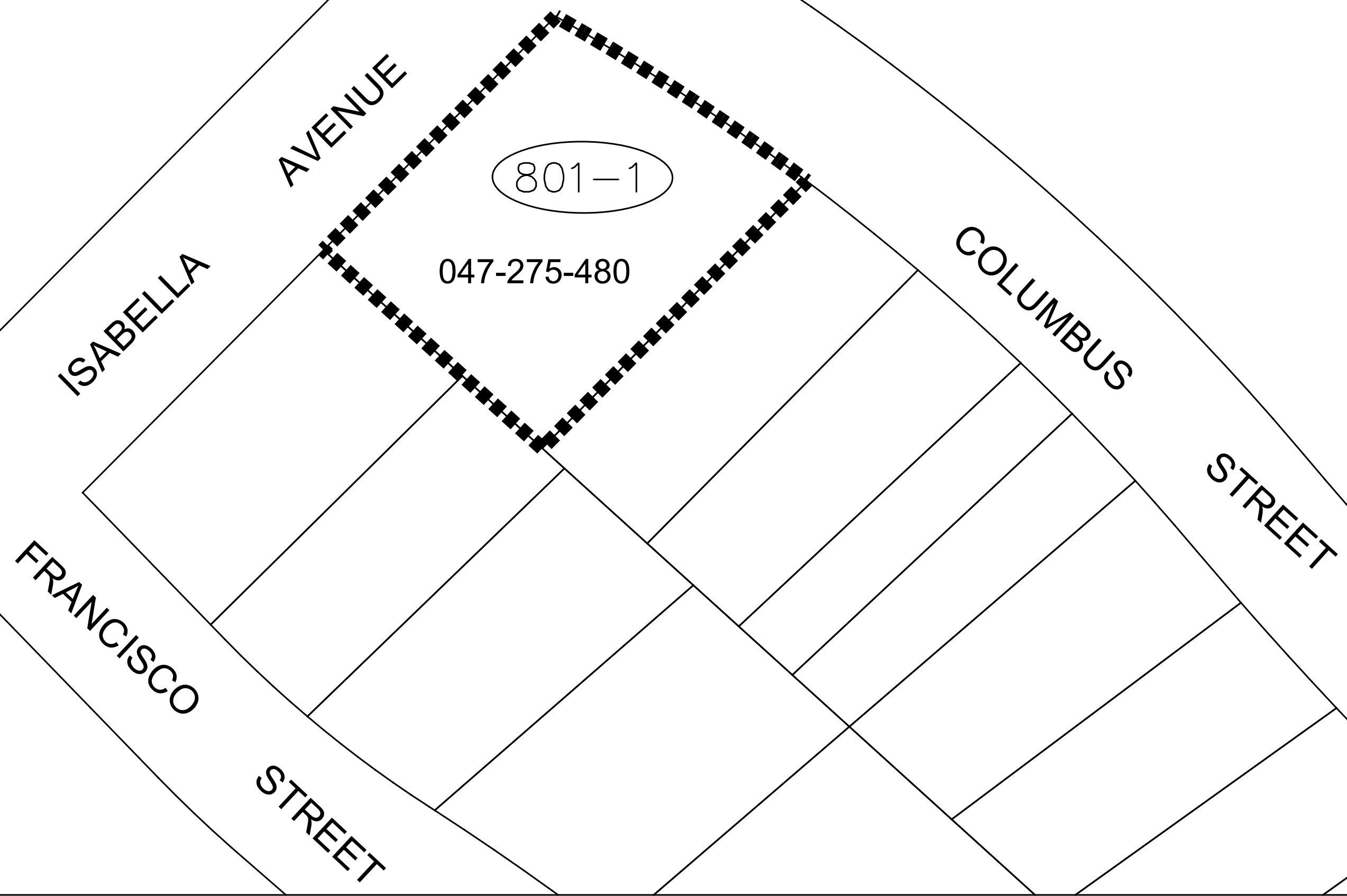
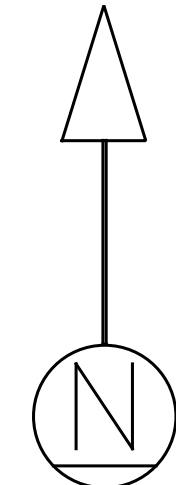
PALMA
STREET

AVENUE
BALBOA

THE
ALAMEDA



**AMENDED REASSESSMENT DIAGRAM
GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

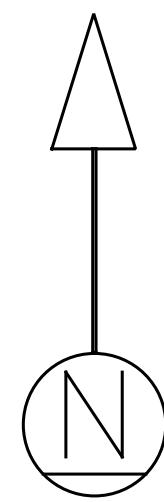


801-1 Assessment Number
047-275-480 Assessor Parcel Number

Conversion 2019-1

PREPARED BY DTA

**AMENDED REASSESSMENT DIAGRAM
GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)
COUNTY OF SAN MATEO
STATE OF CALIFORNIA**



Conversion 2019-1

PREPARED BY DTA

806-n

Assessment Number

047-282-1n0 Assessor Parcel Number



III. NOTICE TO BONDHOLDER

O'Conner Southwest Securities was the original purchaser of the Bonds. Since the firm is no longer in business a Notice to Bondholder will not be sent.

IV. NOTICE OF AMENDED REASSESSMENT

Recording requested by:

Delia Comito, Secretary of the Board of Directors
C/O David Taussig & Associates
5000 Birch Street, Suite 6000
Newport Beach, CA 92660

After recordation, return to:

Delia Comito, Secretary of the Board of Directors
C/O David Taussig & Associates
5000 Birch Street, Suite 6000
Newport Beach, CA 92660

NOTICE OF AMENDED REASSESSMENT

**GRANADA SANITARY DISTRICT
SEWAGE TREATMENT FACILITY IMPROVEMENTS
INTEGRATED FINANCING DISTRICT
(REASSESSMENT AND REFUNDING OF 2003)
APPORTIONMENT OF REASSESSMENT NUMBERS
407, 408, 801, 806, 48, 49, 847, 848, 29
33, 135 and 568**

Pursuant to the requirements of Section 3114 of the Streets and Highways Code of California, the undersigned Secretary of the Board of Directors of the Granada Sanitary District, County of San Mateo, State of California, hereby gives notice that an Amended Reassessment Diagram and Reassessment Roll were recorded in the office of the District Engineer of the District, as provided for in said Section, and relating to the real property more particularly described on the Amended Reassessment Diagram filed in accordance with said Section on the _____ day of _____, 2020 in Book _____, Page(s) _____, Document No. _____ of Book of Maps of Assessment and Community Facilities Districts in the office of San Mateo County Recorder.

Said Amended Reassessment Diagram amends "Reassessment and Contingent Assessment Diagram, Granada Sanitary District, Sewage Treatment Facility Improvements Integrated Financing District, (Reassessment and Refunding Project of 2003)" filed on the 13th day of August, 2003 in the office of said County Recorder in Book 17, at Pages 33 through 62, Document No. 2003-227679, of Maps of Assessment and Community Facilities Districts.

Notice is further given that upon the recording of this Notice in the office of said County Recorder, the several Reassessments assessed on the lots, pieces and parcels as shown on the said filed Amended Reassessment Diagram shall become a lien upon the lots or portions of lots assessed, respectively.

Reference is made to the Amended Reassessment Diagram and Reassessment Roll recorded in the office of said District Engineer for the amount of each of the amended Reassessments.

Exhibit "A" hereto attached, and by this reference incorporated herein, shows the parcels subject to the amended Reassessment.

Delia Comito, Secretary of the Board of Directors
Granada Sanitary District
County of San Mateo
State of California

Date

Exhibit "A"
 Granada Sanitary District
 Sewage Treatment Facility Improvements Integrated Financing District
 Reassessment and Refunding of 2003
 (2019-20)

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-127-260	407	\$3,721.33	047-127-520	407/408	\$7,442.67	CKC Investment Properties 3045 Rivera Drive Burlingame, CA 94010
047-127-270	408	\$3,721.33				
Total		\$7,442.67			\$7,442.67	

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-275-440	801	\$3,721.33	047-275-480	801-1	\$3,721.33	Leeds, Jeffrey Louis TR Leeds Maresha Sceats TR 1106 Columbus Street El Granada, CA 94018-8033
Total		\$3,721.33			\$3,721.33	

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-282-140	806	\$11,164.00	047-282-150	806-1	\$5,582.00	James Patrick Kenny III PO Box 2033 El Granada, CA 94018
			047-282-160	806-2	\$5,582.00	
Total		\$11,164.00			\$11,164.00	

*Subject to Rounding

Exhibit "A"
 Granada Sanitary District
 Sewage Treatment Facility Improvements Integrated Financing District
 Reassessment and Refunding of 2003
 (2018-19)

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-022-090	48	\$7,442.67	047-022-350	48/49	\$11,164.00	Annie Anderson Jonathan Searles 371 Harvard El Granada, CA 94018-8210
047-022-100	49	\$3,721.33				
Total		\$11,164.00			\$11,164.00	

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
048-013-050	847	\$2,493.30	048-013-920	847/848	\$3,721.33	Huard III Paul Alexander TR Huard Ruth Duran TR 350 Sequoia Ave. Palo Alto, CA 94306
048-013-060	848	\$1,228.04				
Total		\$3,721.33			\$3,721.33	

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-015-370	29	\$18,606.66	047-015-470	29-1	\$18,606.66	Broderick Elizabeth A TR 218 Cornell Ave. Half Moon Bay, CA 94019
Total		\$18,606.66			\$18,606.66	

*Subject to Rounding

Exhibit "A"
 Granada Sanitary District
 Sewage Treatment Facility Improvements Integrated Financing District
 Reassessment and Refunding of 2003
 (2017-18)

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-016-330	33	\$3,721.33	047-016-370	33A	\$3,721.33	ELG Circle LLC PO Box 1694 El Granada, CA 94018

Total \$3,721.33 \$3,721.33

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-032-170	135	\$3,721.33	047-032-390	135A	\$3,721.33	Reza Malek 115 W. Point Ave. El Granada, CA 94018

Total \$3,721.33 \$3,721.33

Old APN	Reassessment Number	Original Reassessment	New APN	Reassessment Number	Original Reassessment	Owner of Record
047-171-200	568	\$3,721.33	047-171-300	568-1	\$1,860.67	Alton Asset Corp 1656 Channing Ave. Palo Alto, CA 94303
			047-171-310	568-2	\$1,860.67	

Total \$3,721.33 \$3,721.33

*Subject to Rounding

ITEM #7

MINUTES
SAM BOARD OF DIRECTORS MEETING
September 14, 2020

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:03 p.m. from her residence in Montara, 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 August 24, 2020 meeting.

A. Roll Call

Directors Dye, Lohman, Ruddock, Penrose and Slater-Carter, were present. Director Blanchard was absent. Also present via teleconferencing were General Manager Kishen Prathivadi, General Counsel Jeremy Jungreis, Financial Officer George Evans, and Supervisor of Treatment/Field Operations Tim Costello.

2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

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 August 24, 2020 Regular Board Meeting.
- B. Approve Disbursements for September 14, 2020

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

Penrose/Dye/Roll Call Vote: Dye Aye/Lohman Aye/Penrose Aye/Ruddock Aye/Slater-Carter Aye/7 Ayes/0 Noes. The motion passed.

Chair Slater-Carter rearranged Agenda Item 4A, to be discussed after Agenda Item 4D.

4. REGULAR BUSINESS

- B. Authorize General Manager to Enter Agreement with Jeffco for Recoating and Painting of Digester No. 1 at the Treatment Plant

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors authorize an agreement with Jeffco for the recoating and painting of Digester No. 1 at the treatment plant. Director Lohman moved, and Director Ruddock seconded the motion to authorize the General Manager to enter in to an agreement with Jeffco for the recoating and painting of Digester No.1 at the treatment plant.

Lohman/Ruddock/Roll Call Vote: Dye Aye/Lohman Aye/Penrose Aye/Ruddock Aye/Slater-Carter Aye/7Ayes/0 Noes. The motion passed

C. Authorize General Manager to Replace Vehicles for Operations Crew

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors authorize him to purchase a new vehicle for the operations crew. Director Penrose moved, and Director Ruddock seconded the motion to authorize General Manager Prathivadi to purchase a new vehicle for the operations crew.

Penrose/Ruddock/Roll Call Vote: Dye Aye/Lohman Aye/Penrose Aye/Ruddock Aye/Slater-Carter Aye/7 Ayes/0 Noes. The motion passed.

D. Authorize General Manager to Issue a Purchase Order for Purchasing a Trash Pump for the Plant

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors authorize him to issue a purchase order for purchasing a trash pump for the SAM plant. A discussion ensued. Following discussion, Director Dye moved, and Director Penrose seconded the motion to authorize General Manager Prathivadi to issue a purchase order for purchasing a trash pump for the SAM Plant,

Dye/Penrose/Roll Call Vote: Dye Aye/Lohman Aye/Penrose Aye/Ruddock Aye/Slater-Carter Aye/7 Ayes/0 Noes. The motion passed.

A. Receive and File SAM Audited Financial Statements for Fiscal Year 2018-19

John Cropper of Cropper Accountancy reviewed the audited financial statement for FY 2018-19. Mr. Cropper reviewed the independent auditor's report, management's discussion and analysis, basic financial statements, notes to the financial statements, required supplementary information, and the independent auditor's report. A discussion ensued. Both Director Dye, and Chair Slater-Carter thanked everyone involved. Following discussion, Director Ruddock moved, and Director Lohman seconded the motion to receive and file the SAM audited financial statements for Fiscal Year 2018-19.

Ruddock/Lohman/Roll Call Vote: Dye Aye/Lohman Aye/Penrose Aye/Ruddock Aye/Slater-Carter Aye/7 Ayes/0 Noes. The motion passed.

E. Receive the Brief History of Collections Contract – For Information Only

General Manager Prathivadi presented an overview of the agreement history of collections contracts to the Board. He also reviewed the summary of the signed agreement by all three member agencies, the history of Half Moon Bay and SAM agreements, a summary of the original agreement of Half Moon Bay and SAM for collection systems maintenance, and the collections budget details. A discussion ensued. Following discussion, Chair Slater-Carter thanked General Manager Prathivadi for the excellent report, and Peter Medina of Maze and Associates for his work.

A copy of this presentation can be found on the SAM website at www.samcleanswater.org (Board of Directors/Agendas/2020: History of Collections – September 14, 2020).

5. GENERAL MANAGERS REPORT - NONE

6. ATTORNEY'S REPORT - NONE

7. DIRECTOR'S REPORT - NONE

8. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE

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

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Paragraphs (1), (2), and (4) of Subdivision (d) of Government Code Section 54956.9 (Two cases)

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Minutes
SAM Regular Board Meeting
September 14, 2020

The Board went in to Closed Session at 7:50 p.m.

10. CONVENE TO OPEN SESSION

The Board came out of Closed Session at 8:22 p.m. General Counsel Jungreis reported that there was no reportable action for closed session items 9B, and 9C. General Counsel Jungreis also reported that direction was given to staff on closed session item 9A.

11. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:22 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE
Board of Directors Meeting Agenda
Special Board Meeting 7:00 PM, Monday, October 12, 2020

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019
Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20 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/88166085037?pwd=VTFzUUhGcTJLbHkwZllzZXpYck43UT09>

Meeting ID: 881 6608 5037

Passcode: 342759

One tap mobile

+16699006833,,88166085037#,,,,,,0#,,342759# US (San Jose)

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

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 6 pm on October 12, 2020 will be read out loud during the discussion of the respective item(s) identified in the

e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of September 14, 2020, Regular Board Meeting ([Attachment](#))
- B. Approve Disbursements for October 12, 2020 ([Attachment](#))
- C. Monthly Revenue and Expense Report for Period Ending August 31, 2020 ([Attachment](#))

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

- A. Adopt a Resolution Expressing Appreciation for Jim Blanchard for His Years of Service on the SAM Board of Directors ([Attachment](#))
- B. Review and receive the financial report for Fiscal year 18-19 (Budget vs Actual) from the audited financial statement ([Attachment](#))
- C. Report on Goat Grazing ([Attachment](#))
- D. Discussion on Renting of Baker Tanks ([Attachment](#))

5. GENERAL MANAGER'S REPORT

- A. Receive Monthly Manager's Report for August 2020 ([Attachment](#))
- B. Receive Report from Wastewater Management Specialists on the Status of Work for Organizational Management Improvement Program ([Attachment](#))

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION ([Attachment](#))

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

- A. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION
Pursuant to Paragraphs (1), (2) and (4) of Subdivision (d) of Government Code Section 54956.9 (One case)
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

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

11. **ADJOURNMENT**

- Upcoming Regular Board Meetings: October 26, 2020 and November 9, 2020

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

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE

Finance Committee Meeting Agenda

Special Meeting

11am to 12 noon on Thursday September 24, 2020

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83053868139?pwd=cG54VXd5dVh1VEJDREVxN1UrdGI4dz09>

Meeting ID: 830 5386 8139

Passcode: 184163

One tap mobile

+16699006833,,83053868139#,,,,,0#,,184163# US (San Jose)

+13462487799,,83053868139#,,,,,0#,,184163# US (Houston)

A. Roll Call

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of Minutes August 20th, 2020

B. Discussion on draft 18-19 Audit

C. Discussion on Reserve Fund Policy

D. Discussion on Ameresco

3. NEXT REGULAR MEETING

October 15, 2020

SEWER AUTHORITY MID-COASTSIDE

Finance Committee Meeting Agenda

Regular Meeting – 11 am to 12 noon on Thursday August 20th, 2020

1. CALL TO ORDER – 11:09 am

A. Roll Call – All Present

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of Minutes August 6th, 2020

Approved

B. Ameresco- Presentation on Energy Efficiency Projects Financing & Savings

Warren and Tim of Ameresco presented their proposal, covering the scope, costs and timing details while fielding questions from the committee members. It was determined that further discussion and review would be necessary prior to bringing the proposal to the board for a vote. However, based on today's discussion, the proposal did warrant being brought to the attention of the board at the next meeting, Monday August 24th.

Since this process took almost the entire meeting, the next two business items were covered briefly.

C. Discussion on draft 18-19 Audit

Peter provided an update of the audit status stating "We have received draft 1 and draft 2 of the Opinion Letter and we are meeting today with Cropper to address our concerns. We will also be questioning a point in the audit as well."

D. Discussion on Reserve Fund Policy

Peter suggested that, after reviewing where we are with the Reserve Fund Policy, the major concern was more about how to handle the transferring of funds than the policy itself. There was agreement on this observation.

3. Meeting Adjourned 11:57 am

NEXT REGULAR MEETING - September 17, 2020, 11:00 am

George Evans, Finance Officer



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 – August 2020**

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

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

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.700	58.5%
Accidents, Injuries, etc.:	0	Granada CSD	0.240	20.1%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.256</u>	<u>21.4%</u>
Reportable Spills Cat 2:	0	Total	1.196	100%
Reportable Spills Cat 3:	0			

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

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

8/1/2020 – Weekend

8/2/2020 – Weekend

8/3/2020 – GSE construction on site to work on primary scum trough replacement. Found cross collector flights in disrepair while taking down Primary #1 for scheduled work.

8/4/2020 – GSE in working on Primaries, Cal-Con in working on electrical

8/5/2020 – GSE working on Primaries, all field staff attended O.E.R.P. hands on field training. (Overflow Emergency Response Training)

8/6/2020 – GSE working on Primaries, Pacific Materials Handling in for fork lift service, B.A.A.Q.M.D. was in for a site inspection. We were issued to separate violations, one for a rented pump that appeared to not be registered with BAAQMD. The second notice was for having a pump on site for too long. Both caught us off guard and we are working to correct the issues. Also in contact with the inspector so that he is aware of our progress. For reference BAAQMD stands for Bay Area Air Quality Management District.

8/7/2020 – GSE Continuing to work on Primaries.

8/8/2020 – We are officially off the bypass line for the force main project by Rocket farms.

8/9/2020 – Sunday

8/10/2020 – GSE construction in wrapping up the Primary work, project was completed today. Cal-con in doing prep work for the plant shut down scheduled for this Thursday.

8/11/2020 – Calcon in doing annual preventive maintenance at Montara pump station. RF McDonald in for a service call. Work on installing bypass line for plant shut down.

8/12/2020 – Peterson Power in, brought in backup generator for plant shut down and to do annual maintenance on the plant generator, test ran, all okay.

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

8/26/2020 – Rear bearings filter belt press were replaced today, the guys stayed late to make sure the task was completed in one day being aware that the press is a single point of failure.

8/27/2020 – Calcon in working on electrical annuals and programing, peninsula pump in working on recirculation pump.

8/28/2020 – # 3 water leak in the plant, one of the galvanized riser again, still not sure why the contractor went with galvanized material as this is the fourth on to fail. The difficult part is the connection is usually 2 – 3 feet down that needs to be exposed to properly repair.

8/29/2020 – Saturday

8/31/2020 – Prep paperwork for next month.

Other activities are listed below;

There were 10 deliveries (approximately 4,450 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 445.00. There were 212 leachate deliveries to the SAM IPS line in the month of August, for a total leachate volume of 1,226,800 gallons.

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

Contract Collection Services

The SAM crew cleaned 43,657 feet of sewer line and responded to 39 service calls in contract service areas. 4 were sewer line related and 35 were maintenance service calls. Five of the callouts were during regular business hours and thirty four were after hours. Seven calls were in the HMB service area, four were in the GCSD service area, and the remaining twenty-eight were in the MWSD service area.

HMB – The service call in the HMB area was as follows, 8/3 – Call of tenant line backing up on property, crew ran the main line finding no obstructions, Owner was advised to contact a plumber to resolve issue.

The six maintenance service call in HMB were as follows – These calls were related to the electrical storm on 8/16 – 3:18 a.m. - Bell Moon, station alarm due to light rain and lightning causing power outage. Power was restored before arrival, reset alarms and checked for normal operation. Pelican, station alarm due to light rain and lightning causing power outage. Power was restored before arrival, generator had run. Reset alarms and checked

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

take this contractor a long time and the job went into the night, power was restored at 23:15. – The next set of 12 were related to the electrical storm - 8/16 – 3:18 a.m. - Airport , station alarm due to light rain and lightning causing power outage. Power was restored before arrival, generator had run. Reset alarms and checked for normal operation. Seal Cove 1, 2, 3, and 4, station alarms due to light rain and lightning causing power outage. Power was restored before arrival. Reset alarms and checked for normal operation. Distillery, station alarm due to light rain and lightning causing power outage. Power was restored before arrival. Reset alarms and checked for normal operation. California, station alarm due to light rain and lightning causing power outage. Power was restored before arrival, generator had run. Reset alarms and checked for normal operation. Vallemar, station alarm due to light rain and lightning causing power outage. Power was restored before arrival, generator had run. Reset alarms and checked for normal operation. Niagara, station alarm due to light rain and lightning causing power outage. Power was restored before arrival. Reset alarms and checked for normal operation. 7th street, station alarm due to light rain and lightning causing power outage. Power was restored before arrival, generator had run. Reset alarms and checked for normal operation. Date Harte, station alarm due to light rain and lightning causing power outage. Power was restored before arrival, generator had run. Reset alarms and checked for normal operation. Kanoff, station Alarm due to light rain and lightning causing power outage. Power was restored before arrival, generator had run. Reset alarms and checked for normal operation. The next set of 13 alarms all came in on 8/16 at 12:04 p.m. - Airport, station alarm due to power outage on entire coast. Power was restored before arrival, generator had run for 12 minutes. Reset alarms and checked for normal operation. Seal Cove 1, 2, 3, and 4, station alarms due to power outage. Power was restored before arrival. Reset alarms and checked for normal operation. Distillery, station alarm due to power outage. Power was restored before arrival. Reset alarms and checked for normal operation. California, station alarm due to power outage. Power was restored before arrival, generator had run 16 minutes. Reset alarms and checked for normal operation. Vallemar, station alarm due to power outage. Power was restored before arrival, generator had run 18 minutes. Reset alarms and checked for normal operation. Niagara, station alarm due to power outage. Power was

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

Attachment A

Flow Distribution Report Summary for August 2020

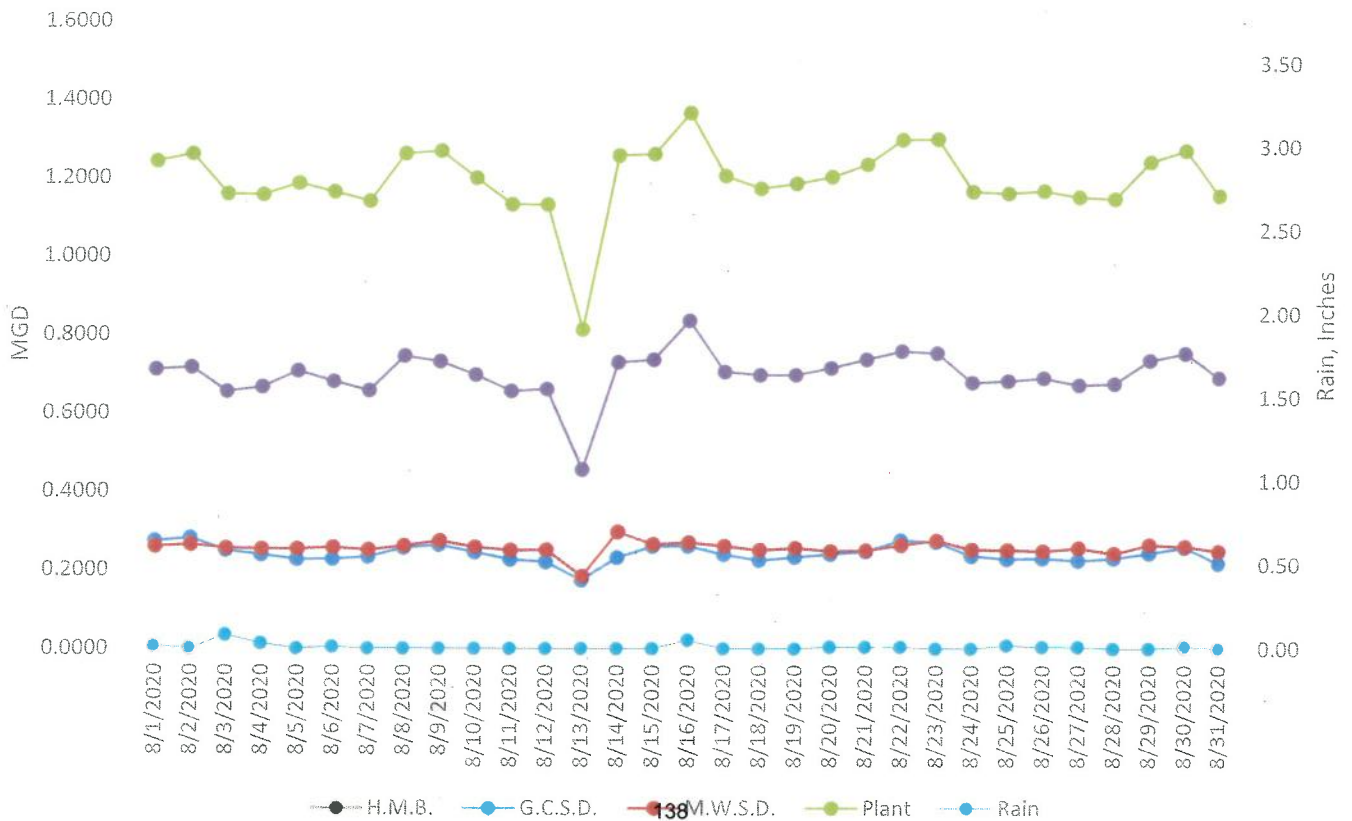
The daily flow report figures for the month of August 2020 have been converted to an Average

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

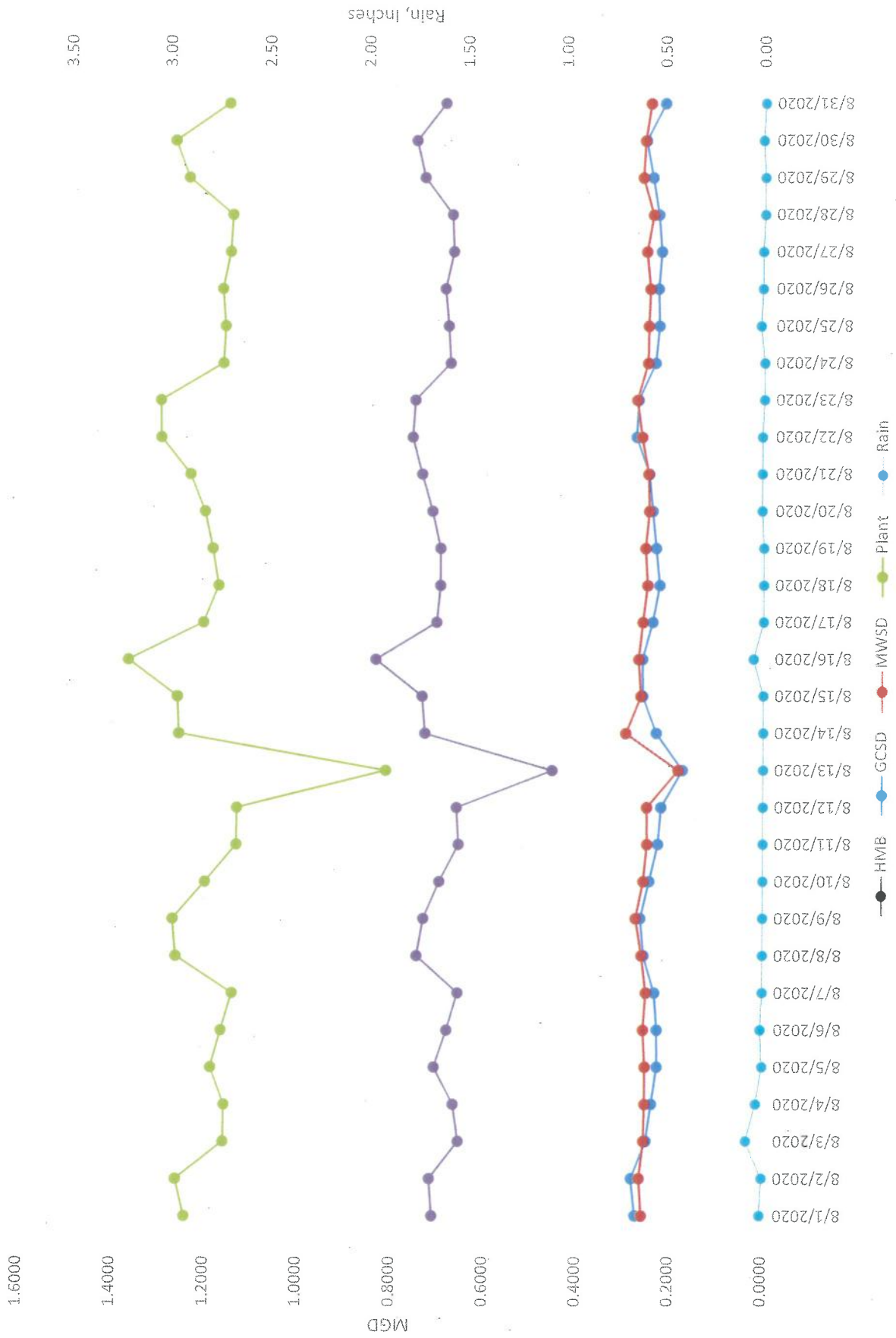
The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.700	58.5%
Granada Community Services District	0.240	20.1%
Montara Water and Sanitary District	<u>0.256</u>	<u>21.4%</u>
Total	1.196	100.0%

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

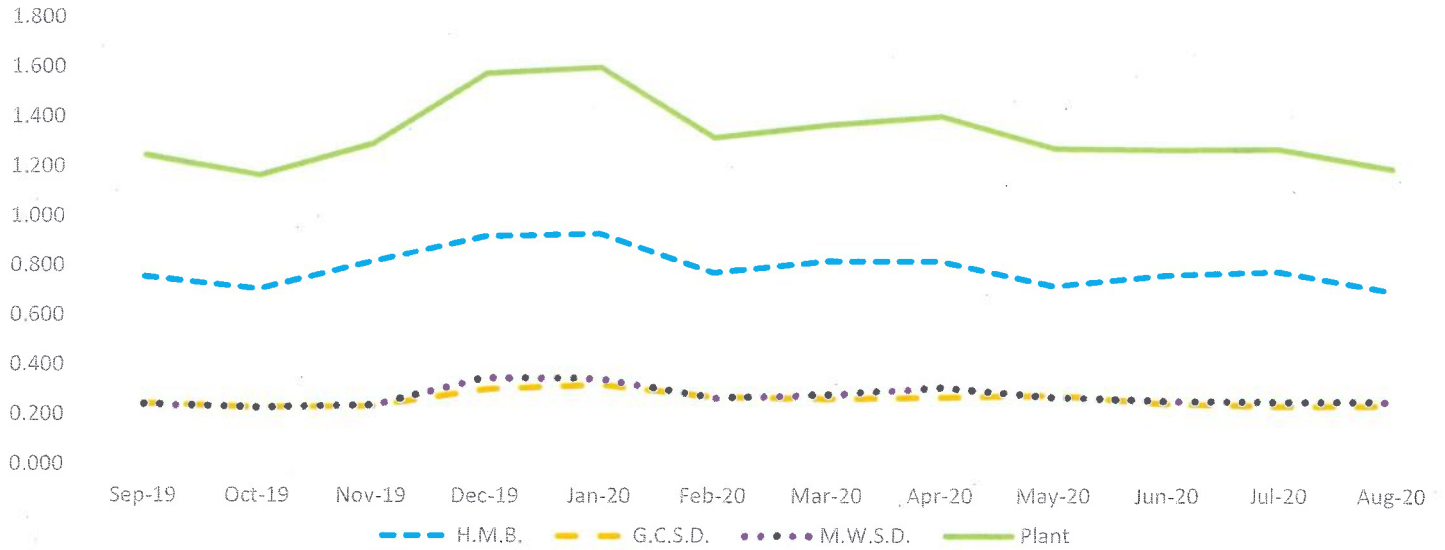


Sewer Authority Mid-Coastside Monthly Flow Distribution Report, August 2020

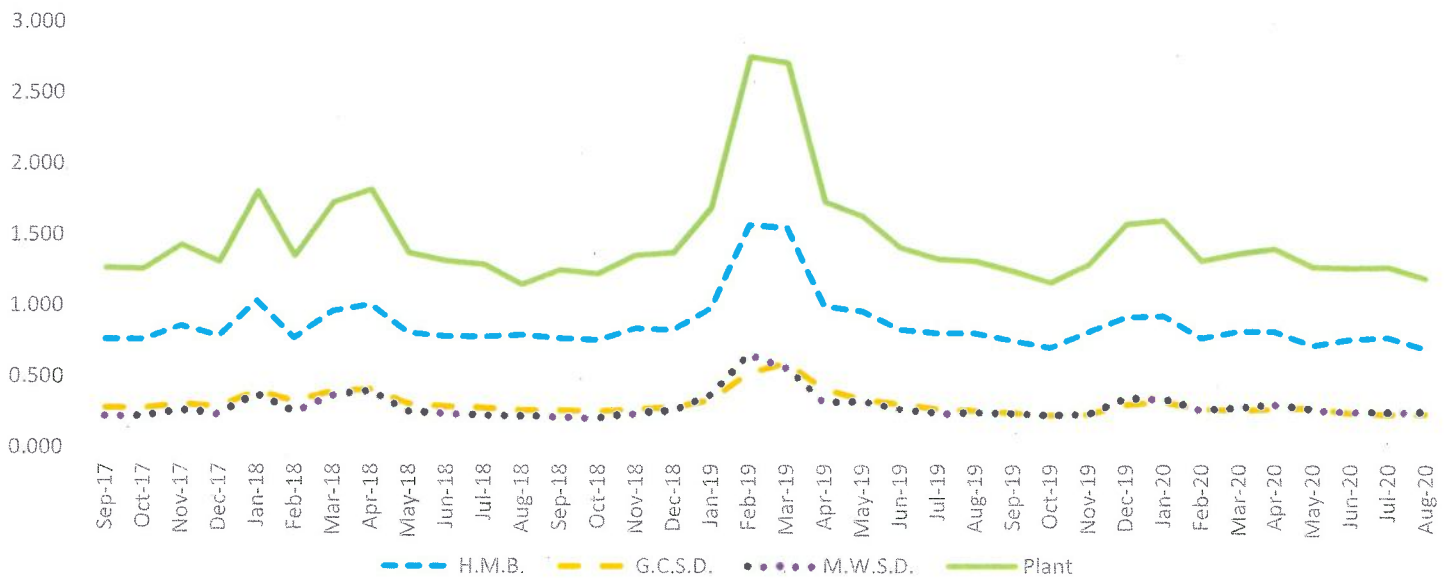


Most recent flow calibration September 2019 PS, September 2019 Plant

One Year Flow Chgart
Sept 2019 - Aug 2020



Three Year Flow Chart
Sept 2017 - Aug 2020



SAM E-001 August 2020

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
8/1/2020							
8/2/2020							
8/3/2020							
8/4/2020							
8/5/2020	190	6.7		96.5%	1100	36	
8/6/2020	310	7.40		97.6%	420	14.0	
8/7/2020							
8/8/2020			7.05				25.00
8/9/2020	270	7.30		97.3%	1100	15.0	
8/10/2020	240	7.70		96.8%	580	40.0	
8/11/2020							
8/12/2020							
8/13/2020							
8/14/2020							
8/15/2020			7.50				27.50
8/16/2020							
8/17/2020	290	17.00		94.1%	680	28.0	
8/18/2020	300	16.00		94.7%	700	25.0	
8/19/2020							
8/20/2020							
8/21/2020							
8/22/2020			16.50				26.50
8/23/2020							
8/24/2020							
8/25/2020	350	24.00		93.1%	570	33.0	
8/26/2020	310	23.00		92.6%	550	33.0	
8/27/2020							
8/28/2020							
8/29/2020			23.50				33.00
8/30/2020							
8/31/2020							
Count	8	8	4	8	8	8	4
Minimum	190	6.70	7.05	92.6%	420	14.0	25.0
Average	283	13.64	13.64	95.3%	713	28.0	28.0
Maximum	350	24.00	23.50	97.6%	1100	40.0	33.0
Percent Removal				85			
5 Sample Median							
High							
Low							
Daily Max							
Weekly Max			45				45
Monthly Average		30				30	

SAM E-001 August 2020

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
8/1/2020	0.00		7.57	21.4			7.26	82.1
8/2/2020	0.00		7.40	21.7			6.27	70.9
8/3/2020	0.00		7.44	21.4			6.53	73.6
8/4/2020	0.00		7.53	21.6			6.63	75.1
8/5/2020	0.00		7.53	21.2			7.11	79.9
8/6/2020	0.00	51.0	7.51	21.1	ND		7.16	80.7
8/7/2020	0.00		7.40	21.4			6.66	75.0
8/8/2020	0.00		7.49	21.7		ND	6.92	78.8
8/9/2020	0.00		7.46	21.6			6.71	76.1
8/10/2020	0.00	45.0	7.38	21.4	10		6.64	75.0
8/11/2020	0.00		7.36	21.7			6.36	72.1
8/12/2020	0.00		7.53	22.4			6.70	77.2
8/13/2020	0.00		7.50	21.7			6.95	79.1
8/14/2020	0.00		7.47	21.8			6.94	79.1
8/15/2020	0.00		7.47	22.0		< 10	6.88	79.0
8/16/2020	0.00		7.34	22.9			6.03	70.3
8/17/2020	0.00		7.37	22.2			6.05	69.3
8/18/2020	0.00	43.0	7.36	22.0	ND		6.11	69.9
8/19/2020	0.00		7.43	22.1			6.49	74.5
8/20/2020	0.00		7.46	21.8			6.60	75.1
8/21/2020	0.00		7.51	22.1			6.60	75.6
8/22/2020	0.00		7.49	21.9		< 10	6.79	77.5
8/23/2020	0.00		7.33	22.1			5.62	63.6
8/24/2020	0.00		7.38	21.7			6.03	68.5
8/25/2020	0.00		7.44	21.7			6.05	68.7
8/26/2020	0.00	18.0	7.50	22.0	20		6.41	73.3
8/27/2020	0.00		7.45	21.1			6.22	69.8
8/28/2020	0.00		7.39	21.0			6.12	68.6
8/29/2020	0.00		7.51	21.5		< 10	6.28	71.2
8/30/2020	0.00		7.50	20.4			6.69	74.2
8/31/2020	0.00		7.44	20.9			6.65	74.4
Count	31	4	31	31	2	3	31	31
Minimum	0.00	18.0	7.33	20.4	< 10	< 10	5.62	63.6
Average	0.0	39.3	7.45	21.7	< ND	< ND	6.53	74.1
Maximum	0.00	51.0	7.57	22.9	20	< 10	7.26	82.1
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

TASK SUMMARY - GCSD 2020-2021

Task	Target Total	Jul	Aug							
Sewer Line Cleaning	87,000	16,424	18,257							
Hot Spot Cleaning	5,400	1,994	1,652							
Lift Station Inspection - Daily	52	5	4							
Lift Station Inspection - Annually	3	-	-							
Maint. Work Orders - Completed	-	5	4							
Maint. Work Orders - Incomplete	-	-	-							
Manhole Inspection	879	89	104							
USA Markings	372	52	66							
F.O.G. Inspections Completed	10	-	-							
F.O.G. Inspections Passed	10	-	-							
F.O.G. Inspection Failed	-	-	-							
Lateral Inspections	-	-	-							
Customer Service Call - Reg	-	2	2							
Customer Service Call - OT	-	2	2							
SSO Response - Category 1	-	1	-							
SSO Response - Category 2	-	-	-							
SSO Response - Category 3	-	-	-							
Insurance Claims Filed	-	0	0							

ITEM #8



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

August 20, 2020

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 6:30 pm.

ROLL CALL

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

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

ADJOURN TO CLOSED SESSION

Board members convened 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 Legal Counsel—Existing Litigation (Government Code §54956.9(d)(1)).

Saxton v. Granada Community Services District (EEOC No. 550-2020-00699).

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 7:33 pm.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

1. Consideration of Sewer Connection Permit for the Big Wave Wellness Project Phase I, APN 047-311-060, and Associated Connection Fee Waiver Request from the Applicant.

The Big Wave Project is a 54,885 square foot, mixed-use building for housing up to thirty-three low income disabled adults, support services, and leasable commercial space. The District received a letter from the owner in June asking for consideration to reduce or waive the permit fees. The fees were based upon the District Engineer's wastewater generation calculations of 14 ERU's of sewer capacity needed for the project. Jeff Peck, Scott Holmes, and Drew Bagdasarian representing Big Wave, participated in the discussion.

Staff reported that waiving the fees would be granting a special privilege, stating that all customers must be treated the same based upon the predicted wastewater generated by a project. The Board was sympathetic to the need for the project, but felt that ultimately it would be unfair to treat this mixed-use project differently from any other applicant for a sewer permit.

ACTION: Director Clark moved to approve the issuance of a sewer permit for the Big Wave project for 14 ERU's as outlined in the agenda packet, upon payment of all associated connection fees. (Clark/Seaton). Approved 3-0-1, (Director Seaton abstained).

2. Report on Parks and Recreation Activities.

a. Consideration of process to appoint Parks and Recreation sub-committees and select consultants.

Director Dye felt it would be best to appoint committees to review and make recommendations to the Board on the selection of consultants for the preliminary architectural review of the old fire station, and for the Biological Resources Assessment for Burnham Park.

Directors Seaton and Dye were appointed to the Architectural search committee, and Directors Clark and Suchomel were appointed to the Biological Resources Assessment search committee.

Ms. Marshall reported on the District's recreational workshops held, the snail abatement project on Burnham Park, and the postcard mailing to the community regarding Burnham Park. She thanked community member Tim Pond for installing the billboard sign regarding the Burnham Park Plan on the property.

Director Dye thanked PAC Chair Nancy Marsh for responding to each community member who submitted comments on the park, and the Board held a brief discussion regarding the responses.

3. Consideration of Resolution Approving Preliminary Amended Reassessments, Order Hearing, and Directing Actions With Respect Thereto, Sewage Treatment Facility Improvements Integrated Financing District.

ACTION: Director Clark moved to approve the Resolution.
(Clark/Suchomel). Approved 4-0.

4. Consideration of Sewer Authority Mid-Coastside Report.

Director Dye reported on the Wet Weather Flow Management Alternatives analysis that was presented at the July 27th SAM meeting. The SAM board decided to revisit the item at their August meeting.

CONSENT AGENDA

5. July 16, 2020 Special and Regular Meeting Minutes.

6. August 2020 Warrants.

7. June 2020 Financial Statements.

8. Assessment District Distribution #2-20/21.

9. LAIF Quarterly Investment Report for June 30, 2020.

ACTION: Director Clark moved to approve the Consent Agenda.
(Clark/Suchomel). Approved 4-0.

COMMITTEE REPORTS

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

Director Dye reported that she attended the LAFCo meeting on behalf of Director Suchomel, where municipal service reviews were discussed. Director Dye also reported on two meetings she attended with Ms. Marshall, one with a Half Moon Bay group looking to fund a community pool, and another with Caltrans regarding park issues.

INFORMATION CALENDAR

11. Attorney's Report.

12. General Manager's Report.

13. Administrative Staff Report.

14. Engineer's Report.

15. Future Agenda Items.

Director Seaton would like to readdress the Big Wave request to lower or waive their permit fees. There was a consensus that if new information was presented by the applicants, the issue could be readdressed.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 9:57 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by the Board: October 15, 2020

ITEM #9



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING

Thursday, August 27, 2020

THIS MEETING WAS HELD VIA TELE-CONFERENCE AS PERMITTED BY THE GOVERNOR'S EXECUTIVE ORDER N-29-20.

CALL SPECIAL MEETING TO ORDER

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

ROLL CALL

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

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

SAM General Manager Kishen Prathivadi was also in attendance.

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

- 1. Consideration of Request by Sewer Authority Mid-Coastside For Approval of the Proposed SAM 200,000 Gallon Wet Weather Storage Project, and Associated Project Budget.**

GCSD's SAM Representative Director Dye prepared a memorandum explaining the need for the Special Meeting to approve the SAM Wet Weather Storage Project (WWSP) before the bid expired on August 31st. The SAM Joint Powers Agreement (JPA) requires project approval by the member agencies before proceeding with a project. The project was approved for circulation to the member agencies by the SAM Board at their August 24th board meeting.

General Manager Chuck Duffy explained that the project came about from a SAM Intertie Pipeline System (IPS) spill in 2018, where the Regional Water Quality Control Board allowed SAM to apply one half of the \$600,000 fine assessed for the spill towards the WWSP. He further explained that there was already 200,000 gallons of storage in the Burnham Strip, and this project would add another 200,000 gallons of storage. The original project design was planned in 3 phases if necessary. Mr. Duffy reviewed the need for the additional storage tanks, the bidding history of the project, and stated that the total construction of the project was estimated at \$1.5 million, with GCSD's portion not to exceed \$450,000.

The Board held further discussion, and SAM General Manager Kishen Prathivadi was present to answer questions regarding the project.

ACTION: Director Dye moved to approve SAM moving forward with the construction of the 200,000 gallon Wet Weather Storage Project, with GCSD's share of the project not exceeding 30%, and to authorize SAM to begin the project. (Dye/Clark). Approved 5-0.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 5:37 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: October 15, 2020

ITEM #10



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING

September 24, 2020

THIS MEETING WAS HELD VIA TELE-CONFERENCE AS PERMITTED BY THE GOVERNOR'S EXECUTIVE ORDER N-29-20.

CALL SPECIAL MEETING TO ORDER

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

ROLL CALL

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

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito, and Parks Coordinator Claudia Marshall.

Also present was Tom Conroy and Steve Kikuchi of Kikuchi & Kankel Design Group.

GENERAL PUBLIC PARTICIPATION

A public member asked about tree removal efforts in El Granada to relieve potential fire danger. The General Manager stated that the District has no jurisdiction over trees in public areas.

AGENDA

1. Consideration of Public Input and the Parks Advisory Committee Recommendations on the Burnham Park Preliminary Plan.

Parks Advisory Committee (PAC) Chair Nancy Marsh gave some background on the parks and recreation public outreach program, including a survey that was mailed to the community. She said that 70% of the public comments were positive about the parks design. A printed version of all of the public comments received were prepared by Ms. Marsh and provided in the agenda packet. She also submitted PAC's recommendations to the board, which took the public's comments into consideration.

Director Dye clarified that the focus of the discussion would be on park design elements to determine what changes, if any, are to be made to the preliminary park plan. She then opened the floor for public comment.

Residents Fran Pollard, Leni Schultz, and Dan Haggerty all commented on the changes they would like to see to the preliminary plan.

Director Dye then went through the priority considerations based on the written and verbal comments received to obtain Director feedback. The consensus of the Board on each consideration was as follows:

- 1) Dog Park – K&K will investigate a location for a fenced dog park area.
- 2) Number of parking spaces – Board is generally OK with the number of parking spaces on the plan presented, but would be open to adding 5 or 6 additional spaces if possible.
- 3) Skate Feature Improvements – K&K will look to possible address adding an area for less experienced skaters, they will see what fits in the footprint.
- 4) Lawn Area and Trails/Pathways – K&K will look to move the major trail to the perimeter of the park, and reduce the size of the crisscrossing trails in the middle of the park. At the north end, look for potential increase in lawn area, and potential decrease in berms area.

Tom Conroy from K&K provided input throughout the discussion above and advised the Board on the viability of making the requested changes.

Director Dye thanked everyone who contributed to the planning process, and recognized Fran, Leni, and Dan for their early contributions making the park possible.

2. Report on Parks and Recreation Activities.

Claudia Marshall reported on the recreation classes held in July, and said they were well received. Additional classes are to be held in October. She also updated the Board on the progress of the snail abatement plan.

3. Consideration of Biological Resources Study Proposals For the Burnham Strip Park.

Directors Clark and Suchomel of the Biological Resources Assessment Ad Hoc Committee made the recommendation to select BioMaAS from the two proposals received of the eleven mailed out.

ACTION: Director Blanchard moved to accept the proposal from BioMaAS to prepare a Biological Resources Assessment report for the Burnham Park. (Blanchard/Dye). Approved 5-0.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 9:08 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: October 15, 2020

ITEM #11

September Warrants 2020 Warrants

For the October 15, 2020 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
08/27/20	8603	Recology of the Coast	18/19 Del Garbage (19/20 Tax Roll)	2225 · Recology-Del Garbage	21,980.00
08/27/20	8604	California CAD Solutions	Water Consumption Data for SSC	6150 · Professional Services	600.00
08/31/20	8605	Rodolpho Romero	Aug 2020 Cleaning 2x	6130 · Office Maintenance & Repairs	140.00
09/01/20	8606	JC Hutchins Construction	Burnham Park Mowing: 2019 & Jul 2020	6310 · Park Related Misc Expenses	2,800.00
09/24/20	8607	Andreini Brothers	Mainline System Repairs 218 Yale	5050 · Mainline System Repairs	562.08
09/24/20	8608	Barbara Dye	08/20/20 GCSD, 08/24 & 09/14/20 SAM	6040 · Directors' Compensation	235.00
09/24/20	8609	CaPERS	GASB 68 Actuarial Report Fee	6010 · Auditing	700.00
09/24/20	8610	Comcast	09/13/20-10/12/20 Svcs	6170 · Utilities	495.30
09/24/20	8611	David Seaton	08/20/20 GCSD	6040 · Directors' Compensation	145.00
09/24/20	8612	Dudek	07/01/20-08/28/20 Prof. Svcs	6150 · Professional Services	14,930.63
09/24/20	8613	Employment Development Dept	Claim Liab Ltr dtd 08/20/20	6063 · Payroll Tax Expense	476.00
09/24/20	8614	Eric Suchomel	08/20/20 GCSD	6040 · Directors' Compensation	145.00
09/24/20	8615	Express Plumbing	Medio Creek Maint & Mon-September	1617-1 · Medio Creek/Mirada	975.00
09/24/20	8616	Gaetani Real Estate	Office Lease-Oct 2020	6120 · Office Lease	4,450.00
09/24/20	8617	Hue & Cry, Inc.	Oct Pump Stn/4th Qtr 2020 Ofc-Alarms	6170 · Utilities	121.90
09/24/20	8618	Kikuchi & Kankel Design Grp	Prof Svcs through 08/31/2020	5130 · Parks & Rec Professional	2,062.50
09/24/20	8619	Matthew Clark	08/20/20 GCSD	6040 · Directors' Compensation	145.00
VOID	8620	VOID	VOID	VOID	VOID
09/24/20	8621	PG&E	Pump Stn Inv dtd 08/17/20	6170 · Utilities	330.83
09/24/20	8622	PGE	Office Inv dtd 08/24/20	6170 · Utilities	35.48
09/24/20	8623	Richards, Watson & Gershon	Prof Svcs through 08/31/2020	6090 · Legal Services	1,080.00
09/24/20	8624	Rodolpho Romero	Sep 2020 Cleaning	6130 · Office Maintenance & Repairs	70.00
09/24/20	8625	Sautter Graphics & Print	Burnham Strip Postcards	6310 · Park Related Misc Expenses	715.51
09/24/20	8626	Sewer Authority Mid-Coastside	Sep 2020 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	150,257.64
09/24/20	8627	SMC Resource Conservation Dis	Invoice #14 Mgmt Plan	5110 · RCD - Parks	1,660.00
09/24/20	8628	State Fund Comp Insurance	Workers Comp Prem 08/19/19-08/19/20	6080 · Insurance	982.51
09/24/20	8629	Tri Counties Bank	Aug 2020 Card Charges	6140 · Office Supplies	422.57
09/24/20	8630	US Bank	Sep 2020 Svcs	6020 · Copier Lease	356.45
09/24/20	8631	Verizon Wireless	Aug 2020	6170 · Utilities	108.75
09/24/20	8632	White Nelson Diehl Evans	Aug 2020	6152 · Accounting	2,500.00
09/24/20	8633	Pacifica Community TV	07/06/20 PAC & 07/16/20 GCSD	6180 · Video Taping	600.00
09/24/20	8634	City of Half Moon Bay	2019/20 FY Reim per Agrmt	5120 · Half Moon Bay Reim - Parks	14,343.15
09/24/20	8635	Bell Plumbing	Lat Repair: 314	5056 · Lateral Repairs	6,980.00
				TOTAL	231,406.30

ITEM #12

Granada Community Services District

October 2020 Warrants

For the October 15, 2020 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
10/15/20	8636	Barbara Dye	08/27/20 & 09/24/20 GCSD	6040 · Directors' Compensation	290.00
10/15/20	8637	Bell Plumbing	Lat Repair: 354 Almeria Avenue	5060 · Lateral Repairs	10,927.62
10/15/20	8638	David Seaton	08/27/20 & 09/24/20 GCSD	6040 · Directors' Compensation	290.00
10/15/20	8639	Eric Suchomel	08/27/20 & 09/24/20 GCSD	6040 · Directors' Compensation	290.00
10/15/20	8640	Express Plumbing	Medio Creek Maint & Mon-October	1617-1 · Medio Creek Xing/Mirada Sewer	975.00
10/15/20	8641	Gaetani Real Estate	Office Lease-Nov 2020	6120 · Office Lease	4,450.00
10/15/20	8642	Half Moon Bay Review	2-year Subscription	6160 · Publications & Notices	100.00
10/15/20	8643	Jim Blanchard	08/27/20 & 09/24/20 GCSD	6040 · Directors' Compensation	290.00
10/15/20	8644	Kikuchi & Kankel Design Grp	Prof Svs through 09/30/2020	5130 · Parks & Rec Professional	3,463.75
10/15/20	8645	Matthew Clark	08/27/20 & 09/24/20 GCSD	6040 · Directors' Compensation	290.00
10/15/20	8646	PG&E	Pump Stn Inv dtd 09/16/20	6170 · Utilities	293.81
10/15/20	8647	PGE	Office Inv dtd 09/23/20	6170 · Utilities	37.92
10/15/20	8648	Rodolpho Romero	Oct 2020 Cleaning	6130 · Office Maintenance & Repairs	70.00
10/15/20	8649	Sewer Authority Mid-Coastside	Oct 2020 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	147,989.91
10/15/20	8650	Tri Counties Bank	Sep 2020 Card Charges	6140 · Office Supplies	1,468.09
10/15/20	8651	US Bank	Sep 2020 Svcs	6020 · Copier Lease	356.45
10/15/20	8652	Verizon Wireless	Sep 2020	6170 · Utilities	113.78
				TOTAL	171,696.33

ITEM #13

Granada Community Services District
Statement of Net Position (Unaudited)

As of July 31, 2018

ASSETS

Current Assets	
1000 · Wells Fargo Checking - Gen Op	\$ 61,309
1010 · Wells Fargo Checking - Deposit	5,298
1020 · Petty Cash	490
1030 · Cash - LAIF	3,993,208
1100 · Accounts Receivable	12,322
1550 · Prepaid Expenses	-
Total Current Assets	4,072,627
Fixed Assets	
1600 · Land	1,063,640
1610 · Construction in Progress	800,813
1615 · Equipment	22,153
1620 · Collections System	10,350,890
1630 · Accumulated Depreciation	(6,168,876)
Total Fixed Assets	6,068,620
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	494,890
1730 · Advance to AD- NCA Fund	585,866
1735 · Advance to AD- Assesmnt Revenue	353,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	101,671
Total Other Assets	5,306,838
Total Assets	15,448,085

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	45,672
2000 · Accrued Vacation	5,571
2020 · Class 3 Deposits	9,196
2100 · Payroll Liabilities	2,492
2225 · Recology-Del Garbage	20,047
2300 · Due to AD	62,322
2310 · Relief Refund Advance	350
Total Current Liabilities	145,650
Long Term Liabilities	
2401 · Net Pension Liability	170,410
2402 · Deferred Inflows of Resources	20,515
Total Long Term Liabilities	190,925
Total Liabilities	336,575

NET POSITION

3000 · Net Assets	5,690,411
3005 · Contributed Capital	9,595,349
Net Income	(174,250)
Total Net Position	\$ 15,111,510

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2018 through July 31, 2018**

	July 1 - July 31, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	-	16,667	(16,667)	200,000
4015 · Park Tax Allocation	-	33,333	(33,333)	400,000
4020 · Sewer Service Charges-SMC	26,461	122,583	(96,122)	1,471,000
4030 · AD OH Reimbursement	(2,188)	2,500	(4,688)	30,000
4040 · Recology Franchise Fee	-	2,667	(2,667)	32,000
Total Operating Revenue	24,273	177,750	(153,477)	2,133,000
Non Operating Revenue				
4120 · Interest on Reserves	-	3,867	(3,867)	46,400
4130 · Connection Fees	9,400	3,917	5,483	47,000
4150 · Repayment of Adv to AD-NCA	-	6,600	(6,600)	79,204
4155 · Repayment of Adv to AD-ARF	-	3,983	(3,983)	47,796
4160 · SAM Refund from Prior Yr	-	417	(417)	5,000
4170 · ERAF Refund	-	20,833	(20,833)	250,000
4180 · Misc Income	-	167	(167)	2,000
Total Non Operating Revenue	9,400	39,784	(30,384)	477,400
Total Revenues	33,673	217,534	(183,861)	2,610,400
Gross Profit	33,673	217,534	(183,861)	2,610,400
Expenses				
Operations				
5010 · SAM - General	81,861	81,861	-	982,337
5020 · SAM - Collections	23,708	23,708	-	270,545
5050 · Mainline System Repairs	-	833	833	10,000
5060 · Lateral Repairs	-	1,667	1,667	20,000
5065 · CCTV	325	833	508	10,000
5070 · Pet Waste Station	-	83	83	1,000
5110 · RCD - Parks	-	417	417	5,000
5120 · Half Moon Bay Reimb - Parks	-	2,083	2,083	25,000
5130 · Parks & Rec Professional Services	-	1,667	1,667	20,000
Total Operations	105,894	113,152	7,258	1,323,882

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2018 through July 31, 2018**

	July 1 - July 31, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	-	1,250	1,250	15,000
6020 · Copier lease	931	625	(306)	7,500
6040 · Directors' Compensation	1,975	917	(1,058)	11,000
6050 · Education & Travel Reimb	-	167	167	2,000
6060 · Employee Compensation	36,316	18,333	(17,983)	220,000
6070 · Engineering Services	-	1,667	1,667	20,000
6080 · Insurance	-	833	833	10,000
6090 · Legal Services	-	6,250	6,250	75,000
6095 · Legal Services for Case Related Legal	-	8,333	8,333	100,000
6100 · Memberships	161	750	589	9,000
6110 · Newsletter	-	500	500	6,000
6120 · Office Lease	13,350	4,500	(8,850)	54,000
6130 · Office Maintenance & Repairs	140	208	68	2,500
6140 · Office Supplies	140	500	360	6,000
6150 · Professional Services	4,615	7,917	3,302	95,000
6160 · Publications & Notices	189	833	644	10,000
6170 · Utilities	1,001	833	(168)	10,000
6180 · Video Taping	-	292	292	3,500
6190 · Computers	720	167	(553)	2,000
6220 · Miscellaneous	-	583	583	7,000
6230 · Bank Service Charges	792	-	(792)	-
6310 · Park Related Misc Expenses	6,404	-	(6,404)	-
Total Administration	66,734	55,458	(11,276)	665,500
Capital Projects				
1617-1 · Medio Creek Xing Crossing	(4,025)	29,167	33,192	350,000
7100 · SAM - Infrastructure	39,320	39,320	-	471,834
7500 · Projects - Parks	-	8,333	8,333	100,000
Total Capital Projects	35,295	76,820	41,525	921,834
Total Expenses	207,923	245,430	37,507	2,911,216
Net Income	(174,250)	(27,896)	(146,354)	(300,816)

No assurance is provided on these financial statements.

ITEM #14

Granada Community Services District
Statement of Net Position (Unaudited)

As of August 31, 2020

ASSETS

Current Assets

Checking/Savings

1020 · Petty Cash	790
1030 · Cash - LAIF	4,157,112
1040 · Tri Counties Bank - Gen Op	28,870
1050 · Tri Counties Bank - Deposit	37,355
1100 · Accounts Receivable	135,935
1500 · Due from AD	23,440

Total Current Assets	4,383,502
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Fixed Assets

1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,217,871
1630 · Accumulated Depreciation	(6,733,955)

Total Fixed Assets	5,569,709
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Other Assets

1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	236,477
1735 · Advance to AD- Assesmnt Revenue	142,834
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	4,455,480
1760 · Deferred Outflows of Resources	109,305

Total Other Assets	5,311,986
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Total Assets	15,265,197
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LIABILITIES

Current Liabilities

2000 · Accounts Payable	28,445
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	2,843
2225 · Recology-Del Garbage	7,600
2300 · Due to AD	8,521
2310 · Relief Refund Advance	350

Total Current Liabilities	72,385
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Long Term Liabilities

2401 · Net Pension Liability	174,065
2402 · Deferred Inflows of Resources	24,830

Total Long Term Liabilities	198,895
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Total Liabilities	271,280
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NET POSITION

3000 · Net Assets	5,675,900
3005 · Contributed Capital	9,595,349
Net Income	(277,332)

Total Net Position	\$ 14,993,917
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No assurance is provided on these financial statements.

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

	Jul 1, 2020 - Aug 31, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 42,585	\$ 33,333	\$ 9,252	\$ 200,000
4015 · Park Tax Allocation	86,460	81,833	4,627	491,000
4020 · Sewer Service Charges-SMC	-	313,167	(313,167)	1,879,000
4021 · Sewer Svc Charges Pro-rated	432	-	432	-
4030 · AD OH Reimbursement	4,607	5,333	(726)	32,000
4040 · Recology Franchise Fee	5,600	5,500	100	33,000
Total Operating Revenue	<u>139,684</u>	<u>439,166</u>	<u>(299,482)</u>	<u>2,635,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	-	9,667	(9,667)	58,000
4130 · Connection Fees	-	6,333	(6,333)	38,000
4140 · Repayment of Adv to AD-BRA	-	-	-	-
4150 · Repayment of Adv to AD-NCA	-	32,550	(32,550)	195,300
4155 · Repayment of Adv to AD-ARF	-	19,117	(19,117)	114,700
4160 · SAM Refund from Prior Yr	-	167	(167)	1,000
4170 · ERAF Refund	-	58,333	(58,333)	350,000
4180 · Misc Income	155	833	(678)	5,000
Total Non Operating Revenue	<u>155</u>	<u>127,000</u>	<u>(126,845)</u>	<u>762,000</u>
Total Revenues	<u>139,839</u>	<u>566,166</u>	<u>(426,327)</u>	<u>3,397,000</u>
Expenses				
Operations				
5010 · SAM - General	192,645	192,645	-	1,155,867
5020 · SAM - Collections	31,096	31,096	-	186,574
5021 · Lift Station Maint.	2,268	-	(2,268)	-
5050 · Mainline System Repairs	-	1,667	1,667	10,000
5060 · Lateral Repairs	4,005	4,167	162	25,000
5065 · CCTV	-	4,167	4,167	25,000
5070 · Pet Waste Station	266	200	(66)	1,200
5110 · RCD - Parks	-	3,333	3,333	20,000
5120 · Half Moon Bay Reimb - Parks	-	6,667	6,667	40,000
5130 · Parks & Rec Professional Services	4,118	16,667	12,549	100,000
Total Operations	<u>234,398</u>	<u>260,609</u>	<u>26,211</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 August 31, 2020**

	Jul 1, 2020 - Aug 31, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ -	\$ 2,667	\$ 2,667	\$ 16,000
6020 · Copier lease	1,068	1,000	(68)	6,000
6040 · Directors' Compensation	2,255	1,833	(422)	11,000
6050 · Education & Travel Reimb	-	333	333	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	27,509	29,667	2,158	178,000
6062 · Medical Ins.	2,108	6,696	4,588	40,174
6063 · Employer Payroll Taxes	2,065	7,971	5,906	47,826
6064 · CALPERS Contribution	5,881	8,333	2,452	50,000
6060 · Employee Compensation - Other	181	-	(181)	-
6070 · Engineering Services	23,104	3,333	(19,771)	20,000
6080 · Insurance	849	5,000	4,151	30,000
6090 · Legal Services	3,687	5,000	1,313	30,000
6095 · Legal Services for Case Related Legal	-	8,333	8,333	50,000
6100 · Memberships	-	1,500	1,500	9,000
6110 · Newsletter	-	1,167	1,167	7,000
6120 · Office Lease	8,900	9,500	600	57,000
6130 · Office Maintenance & Repairs	140	500	360	3,000
6140 · Office Supplies	1,649	500	(1,149)	3,000
6150 · Professional Services	19,859	19,500	(359)	117,000
6160 · Publications & Notices	378	333	(45)	2,000
6170 · Utilities	1,673	2,000	327	12,000
6180 · Video Taping	600	667	67	4,000
6190 · Computers	750	417	(333)	2,500
6220 · Miscellaneous	1,030	3,330	2,300	20,000
6230 · Bank Service Charges	106	-	(106)	-
6310 · Park Related Misc Expenses	4,791	-	(4,791)	-
Total Administration	108,583	119,580	10,997	717,500
Capital Projects				
1617-1 · Medio Creek Xing Crossing	1,950	58,333	56,383	350,000
7005 · Manhole Rising	-	-	-	-
7010 · Sewer Main Replacement (CIP)	-	75,000	75,000	450,000
7100 · SAM - Infrastructure	72,240	72,240	-	433,438
7500 · Projects - Parks	-	16,667	16,667	100,000
Total Capital Projects	74,190	222,240	148,050	1,333,438
Total Expenses	417,171	602,429	185,258	3,614,579
Net Income/(Loss)	\$ (277,332)	\$ (36,263)	\$ (241,069)	\$ (217,579)

No assurance is provided on these financial statements.

ITEM #15

DISTRIBUTION REQUEST NO.: #3-20/21
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,167.00

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
October 15, 2020

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #3-20/21

DATE: October 15, 2020
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,167.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

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

ITEM #16

DISTRIBUTION REQUEST NO.: #4-20/21
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,410.00

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
October 15, 2020

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #4-20/21

DATE: October 15, 2020
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,410.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Half Moon Bay Review	PO Box 68, Half Moon Bay, CA 94019	Apportionment Notice	\$ 243.00
GSD	P.O. Box 335, El Granada, CA 94018	GSD OH Reim - Oct 2020	\$ 2,167.00
TOTAL:			\$ 2,410.00

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

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #20

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: August 15, 2020 to October 9, 2020
To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: October 15, 2020

Due to the cancellation of the regular meeting in September, this report is for a two-month period.

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

APPLICATIONS RECEIVED – There was one application received this period:

Table with 7 columns: Rec'd, CI, Owner or Agent, APN, Address, Sq. Ft., Zone. Rows include applications from 08/10/20 to 10/05/20.

Note: Shaded information was previously reported.

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

Table with 8 columns: Permit No., CI, Issue Date, Owner or Agent, APN, Address, Sq. Ft., Zone. Rows include permits 3203, 3204, and 3205.

Note: Shaded information was previously reported.

SEWER HOOK-UPS - There was one sewer hook-up this period:

Table with 7 columns: Hookup Date, Type, Permit No., Permit Issue Date, Owner, APN, Address. Row includes hookup on 09/23/20.

REPAIRS - There were two repairs this period:

Table with 6 columns: Repair Date, Type, Problem, Location or Address, Cause, Cost. Rows include repairs on 07/16/20, 09/24/20, and 10/15/20.

Note: Shaded information was previously reported.

ITEM #21

8 October 2020

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for October 2020

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 a permanent solution, either a new creek crossing or the Naples Beach Phase 2 project, a sewer to direct flows to the Naples Beach Pump Station, is constructed.

Replacement of Pedestrian Bridge over Medio Creek

The County is designing replacement of the existing pedestrian bridge over Medio Creek. The project affects the District because it includes demolition of the existing abandoned road bridge on which the District's 10" sewer and temporary 2" force main (FM) are attached. Unless Phase 2 of the Naples Beach Project is constructed first, the 2" FM will need to be rerouted to discharge into a manhole at the intersection of Mirada Rd and Alameda Ave before bridge demolition begins. The cost of the temporary relocation of the 2" force main was estimated by EPS (the contractor for the temporary pumping system) to be \$40,000 in December 2018. Fortunately, the schedule for construction of the replacement bridge has been delayed until Summer 2021 and we estimate that the Phase 2 sewer will likely be constructed before then.

Naples Beach Project - Phase 2

This project will eliminate the need for a Medio Creek sewer crossing. A portion of the new sewer alignment will be on State Parks property. Because of the emergency nature of the project, State Parks staff have recently agreed to allow construction of the sewer under a Right of Entry Permit (ROE) with formal easement documentation following. We have completed and applied for the ROE permit. We are designing the sewer and have hired an environmental consultant, WRA, to process a Coastal Development Permit from the City of Half Moon Bay. CEQA approval for both Naples Beach Phase 1& 2 was obtained in 2010. However, the city, in its review of the draft CDP application, requested and we submitted an additional Biological Resources Evaluation (BRE) before formally submitting the application. The BRE was submitted on August 10th but despite several inquiries re the status of the city's review, we have yet to received the city's comments

Memorandum

Granada Community Services District

8 October 2020

Page 2

Big Wave (Class 3 Permit)

The mainline extension for the project was approved but the Applicant is now considering using a longer onsite sewer to minimize the length of a mainline extension. The Developer is in the process of completing an application for the onsite sewers connecting the Wellness Center to what will likely be a shorter the mainline extension in Airport Street. Once the application is complete, we will review the design of onsite sewers (to be designed and constructed in accordance with GCSD specifications but not dedicated to GCSD) and determine the number of capacity units needed to serve the project.

6-Year CIP

The design of the first sewer replacement project has been delayed because of issues related to the pandemic. Design should be completed by the end of this year, with advertising for construction bids in January and construction completed next summer.

ITEM #22

