



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, May 18, 2023

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

The Board of Directors' meeting room is open to the public during open session. To maximize public access to public meetings, the Granada Community Services District staff and board members will be participating in person at the board meeting, as well as using videoconference to allow remote participation by members of the public or board members as necessary. Members of the public may participate via ZOOM online or by telephone using the link below.

[Join Zoom Meeting](#)

Meeting URL: <https://dudek.zoom.us/j/99422669669>

Join by Telephone

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

Meeting ID: 994 2266 9669

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

District Office Meeting Room, 504 Avenue Alhambra, 3rd Floor, El Granada.

ROLL CALL

| | | |
|------------|----------------|---------------|
| Directors: | President: | Nancy Marsh |
| | Vice-President | Jen Randle |
| | Director: | Matthew Clark |
| | Director: | Barbara Dye |
| | Director: | Jill Grant |

Director Grant will be participating remotely via teleconference pursuant to Government Code Section 54953(b) from 128 Coronado St., El Granada.

| | | |
|--------|--------------------|----------------|
| Staff: | General Manager: | Chuck Duffy |
| | Assistant Manager: | Delia Comito |
| | Legal Counsel: | William Parkin |

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

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

- a. Consideration of Contribution to the Coastside Land Trust Junior Land Stewards Program at El Granada Elementary School for the Three Academic Years Starting 2023-24.**
 - Update on Last Year's Junior Land Stewards Program and Video.
- b. Resurfacing of the skate ramp on the District's Granada Community Park property.**
- c. Report on Community Recreation Center.**
- d. Report on Burnham Park.**

2. Engineer's Report.

Recommendation: For information.

3. Report on Sewer Authority Mid-Coastside Meetings.

Recommendation: For Information

CONSENT AGENDA

- 4. April 20, 2023 Special and Regular Meeting Minutes.**
- 5. May 2023 Warrants.**
- 6. March 2023 Financial Statements.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 8. Attorney's Report. (Parkin)**
- 9. General Manager's Report. (Duffy)**
- 10. Administrative Staff Report. (Comito)**
- 11. Future Agenda Items.**

ADJOURN REGULAR MEETING

At the conclusion of the April 20, 2023 Meeting:
Last Ordinance adopted: No. 175
Last Resolution adopted: No. 2023-04

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.

ITEM #1

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On Fri, May 5, 2023 at 7:01 PM Haley Peterson <haley@coastsidelandtrust.org> wrote:

Hello Nancy,

Please see the [report](#) for the second half of the Junior Land Stewards Program for the school year 2022/23. Our second year at El Granada Elementary was a huge success. The teachers have really embraced nature journaling as a form of learning and the habitat gardens are expanding. We are so grateful for the support that GCSD has given to the program. We would like to ask for commitment to funding JLSP for the next three years at \$12,000 a year. Thank you for considering and helping us to sustain such a wonderful science program for El Granada Elementary School's 4th graders.

To see all that the students have accomplished this year I welcome you to watch this [video](#).

I would love to attend the meeting on May 18th to present the program.

Thank you!

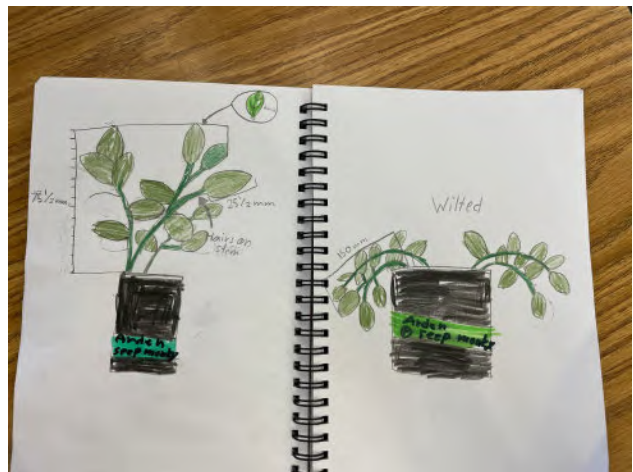
Haley Peterson

The Coastside Land Trust

Junior Land Stewards



The new year brought new growth for the Junior Land Stewards. In January students watched their seedlings grow with anticipation. They documented this growth in their nature journals and compared fertilized vs. unfertilized plants to determine if their hypothesis from November were correct. It was exciting to see that the fertilizer made a difference in most cases. These seedlings were nurtured and observed for almost 12 weeks and then planted in the student's habitat restoration gardens at the beginning of February. These California native pollinator plants included the following: bee plant, monkey flower, California buckwheat, coast buckwheat, gum weed, clarkia, seaside daisy, blue eyed grass, sneezeweed, iris, prunella, phacelia, yarrow, bush lupine, sky lupine and soap plant.



Soil

In January all classes participated in a soil lesson and lab. Students learned about the importance of soil health and the expansive habitat it provides. The soil lesson teaches students that soil contains the most living organisms of any habitat on earth. The importance of soil health, soil conservation and learning soil texture was the focus of this lesson. They also discovered the texture of the soil that came from their habitat gardens using some math, percentages and the soil texture triangle. These scientists also got to take a closer look at soil using CLT's hand held microscopes.



SOIL LAB STEPS

Transfer soil and water to a jar. Shake the jar for 5 minutes so the soil separates into particles. Allow the soils to settle overnight.

Measure the total height of the soil in the jar in cm.
Height of the soil: 7.75 cm

Measure the height of each layer in cm.
Height of sand: 5 cm
Height of silt: 2 cm
Height of clay: 0.75 cm

Use the following formula to calculate the percentage of the soil sample and use the soil texture triangle to determine your soil sample's type.

Height of Particle Layer X 100% = % of Particle Layer
Total Height of Soil

% Sand: 65%
% Silt: 25%
% Clay: 10%

The diagram is a ternary plot (triangle) used for soil classification based on the percentages of sand, silt, and clay. The vertices represent 100% of each component. The axes are labeled: Clay (%) on the left, Silt (%) on the right, and Sand (%) at the bottom. The triangle is divided into several regions representing soil textures: clay, silty clay, sandy clay, silty clay loam, sandy clay loam, clay loam, loam, silty loam, sandy loam, loamy sand, sandy loam, silt loam, and silt. The diagram is printed on a spiral-bound notebook page.

Field Trip 3

At the beginning of February the Junior Land Stewards had their 3rd field trip of the year. The 4th graders finally got to plant their seedlings in their habitat gardens. The conditions were wet and muddy which is perfect for planting, not so perfect for staying clean! A lot of worms were found and over 400 plants were put in the ground that week at Wavecrest, El Granada Elementary, and Farallone View Elementary.





Flower Dissection

Every spring the Junior Land Stewards conduct an in class flower dissection. They learn about all the different parts of a flower and what pollination actually means. Having just learned about all the different ways a flower can be pollinated, they were able to dissect and discover how pollen travels through a flower. We also talked about the result of pollination (seeds) and why that's important for future generations of plant production. Students identified each flower part and flower pressed them in their nature journals. They also used hand microscopes to look at pollen and the flower structure even more closely.



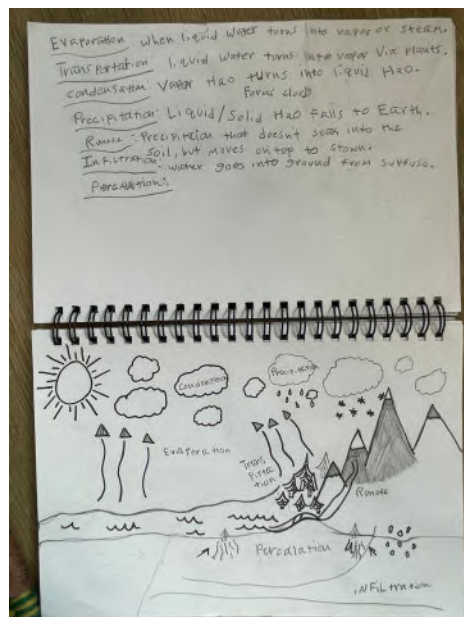
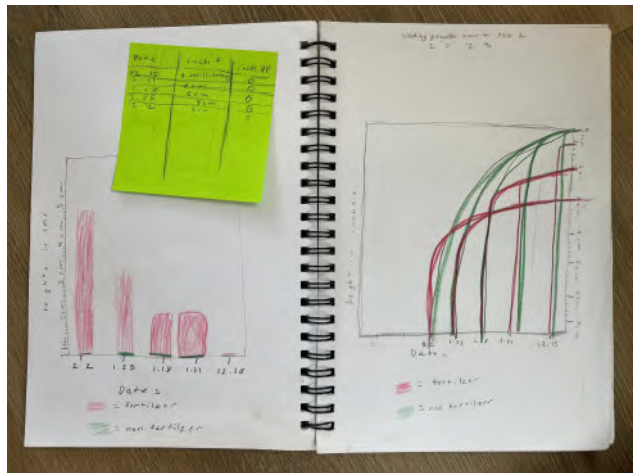
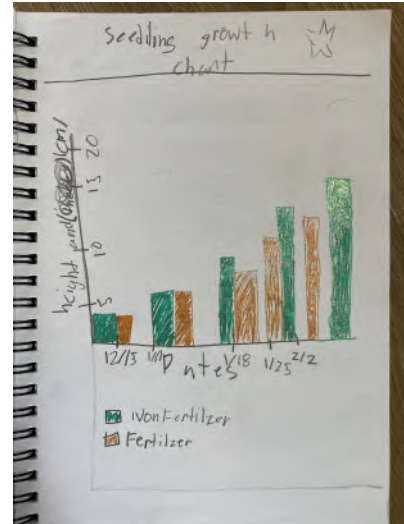
Field Trip 4

The last field trip of the year is always dedicated to the nurturing of their habitat gardens and reflection on land stewardship. Students were able to see how their plants have grown and remove any remaining invasive species around them. They journaled about their hopes and predictions for these gardens as well as the importance of their work. From invasive plant removal all the way to watching the CA native pollinator plants bloom. They reflected on their connection with these open spaces and completed the field trip with another naturalist scavenger hunt in the form of bingo. 4th graders were rewarded with a memorabilia keepsake keychain from their high school field guides.



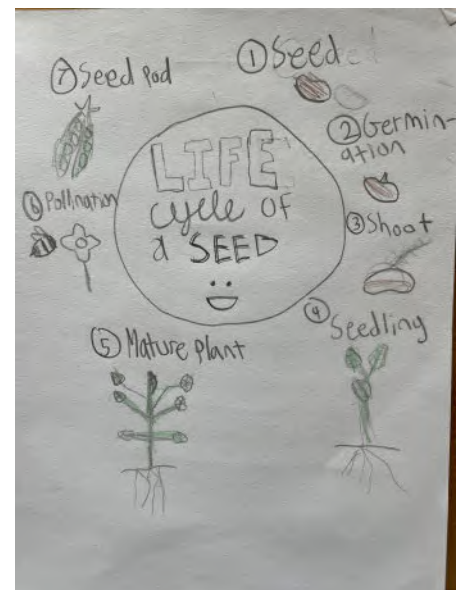
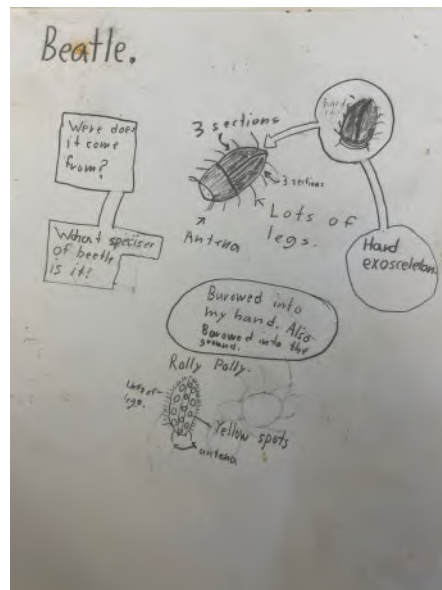
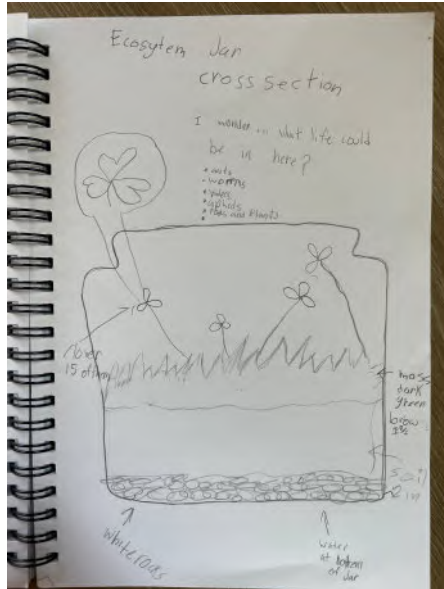
Curriculum

January - Students followed John Muir Laws through two videos on counting and measuring, and graphing and sampling. This gave students more confidence on how to measure their growing plants consistently. Students measured their plant growth over the course of 4 weeks. They translated their plant measurements into graphs to create visual representations in their nature journals. They also performed the soil lab mentioned above.



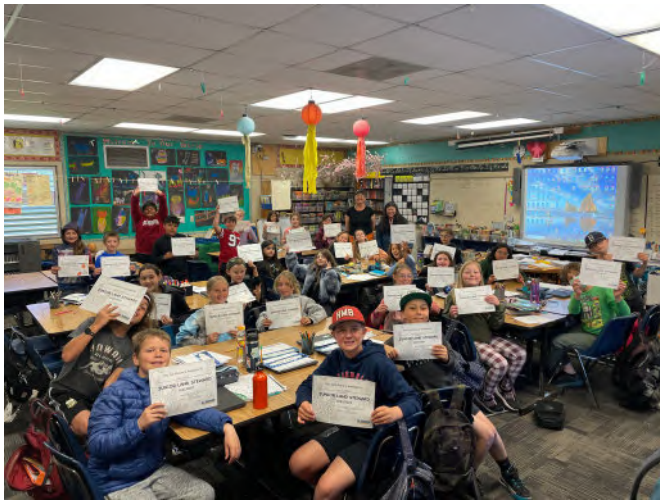
February - What a perfect time to learn about watersheds and the water cycle. Students created their own classroom terrarium and observed their own water cycle within it. They watched a series of short videos called “raindrop to sea” where they follow a water molecule as it travels through an entire watershed. Students then drew the water cycle and learned all the different phases a water molecule goes through. **Discussion: Students discuss how the whole system works and the importance of keeping our waterways clean.**

March - Pollination was the focus of curriculum in March. Students began with a game, trying guess pollinators based on clues given on behavior and body structure. Students talked about how pollinator plants attract pollinators, what the results of pollination is and why pollination is so important. They then chose their favorite pollinator to draw and learn about. **Discussion: Students reflect on the life cycle of a plant which is something students learned back in December. They discuss the importance of pollination within our ecosystems.**



Program Conclusion

To conclude the JLS program 4th grade students are awarded with certificates that congratulate them on officially being Junior Land Stewards. Students write the same qualitative exam which they wrote at the beginning of the program to show growth and what they have learned. They then are presented with the [slideshow](#) from the year which shows the entire journey they have been on throughout JLSP.



Thank you for supporting the Junior Land Stewards Program!

Haley Peterson - The Coastside Land Trust, Junior Land Stewards Program Manger

ITEM #2

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May 10, 2023

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for May 2023

6-Year CIP, Project 2

On September 12, 2022, Koios Engineering was issued a Notice to Proceed with construction of CIP Project 2. The additional Columbus Street Sewer work has been completed. There was a problem with one of the lateral connections on Columbus Street which has since been repaired by the Contractor.

The project is now completed. Once the County signs off on the encroachment permits, a Notice of Completion will be filed. Providing there are no mechanic's liens within 30 days of filing the Notice of Completion, the retention should then be paid to the Contractor.

Big Wave

Construction of the Airport Street mainline sewer is complete and meets GCSD specifications. However, the County has rejected the Contractor's trench pavement and the County will not sign off on its encroachment permit until the trench pavement is approved. Also, for record purposes, we need to receive plans from the Contractor showing any changes in design made during construction. We will not recommend dedication of the mainline extension to the GCSD collection system until these issues are resolved.

Harbor Village RV Park

The plans for the RV Park at 100 Capistrano Road were approved and GCSD has issued a permit. We still don't have a schedule for construction.

Pillar Point Harbor RV Park Public Restroom Project

Construction is underway and scheduled for completion in July.

Memorandum

Granada Community Services District
May 10, 2023

SAM Meeting with Member Agency Engineers re Failure of SAM's Montara FM

SRT Consultants has begun working on the design of the replacement of SAM's Montara Force Main. Separately, Exponent has been hired by SAM to evaluate ductile iron pipe that failed on SAM's Montara Force Main. Agency engineers have a Zoom meeting scheduled with Exponent on Monday, May 15th, to discuss its initial findings.

Update of GCSD Standard Specifications and Details

We expect to complete our initial review of the 2003 GCSD standard specifications and construction details in early June. We should have a draft copy available for review in mid-July.

ITEM #3

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MINUTES
SAM BOARD OF DIRECTORS MEETING
April 24, 2023

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Clark, Penrose, Dye, Dekker, Rarback (for Ruddock), and Slater-Carter were present. Also present were General Manager Prathivadi, Finance Officer George Evans, Plant Superintendent Tim Costello, General Counsel Jeremy Jungreis, and Special Counsel Christopher Boucher.

2. SPECIAL ORDER OF THE DAY

- A. Adopt Resolution 5-2023, A Resolution Recognizing George Long for His 35 Years of Service at the Sewer Authority Mid-Coastside

This agenda item was moved to the next Board meeting on May 8, 2023.

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

There were no public comments.

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

- A. Approve Minutes of March 27, 2023 Regular Board Meeting
- B. Approve Disbursements for April 24, 2023
- C. Monthly Revenue and Expense Report for Period Ending March 31, 2023
- D. Status of CIP projects for 2021/22 and 2022/23

Director Dye requested Item 4C Monthly Revenue and Expense Report for Period Ending March 31, 2023 be pulled for further discussion.

Chair Slater-Carter requested Item 4D Status of CIP Projects for 2021/22 and 2022/23 be pulled for further discussion.

Director Clark requested Item 4A Minutes of March 27, 2023 be pulled for further discussion.

Minutes
SAM Regular Board Meeting
April 24, 2023

Director Rarback moved, and Director Dekker seconded the motion to approve Agenda Item 4B Approve Disbursements for April 24, 2023.

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

The Board reviewed agenda Item 4A - Discuss and Decide if SAM Should Proceed with Testing of Wastewater for High Risk Substance Being Done by Biobot Analytics , and suggested the wording change from “find funding for the program from other sources” to “find funding through the Sheriff’s Department, the County, or elsewhere.”

Director Dye reviewed agenda Item 4C – Monthly Revenue and Expense Report for Period Ending March 31, 2023, discussed the unfavorable variances on many items due to the storms, and if some of it would be covered by insurance. She requested having a budget workshop for a better understanding of the budget. Director Dekker suggested looking into narrowing down the number of categories to the ones that are really needed. Chair Slater-Carter suggested having footnotes.

Chair Slater-Carter pulled agenda Item 4D – Status of CIP Projects for 2021/22 and 2022/23 to highlight how much work SAM has been doing, the projects that have been completed, and to let the public know what staff has been doing to keep the plant in good shape. Following discussion, Director Penrose moved, and Director Rarback seconded the motion to approve agenda Items 4A – Minutes of March 27, 2023 with amendment as discussed, Item 4C – Monthly Revenue and Expense Report for Period Ending March 31, 2023, and Item 4D – Status of CIP Projects for 2021/22 and 2022/23.

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

Chair Slater-Carter asked the Board if they would like to discuss agenda Item 5A - Discuss Proposed Contract Collection Services Budget for FY 2023/24 and Authorize the General Manager to Submit it to the Member Agencies for Approval, and take a 10 minutes break before discussing agenda Item 5B - Discuss Proposed General Budget for FY 2023/24 and Authorize the General Manager to Submit it to the Member Agencies for Approval. The Board concurred to continue on without the 10 minute break. General Manager Prathivadi gave an explanation of the difference between the Collections Budget, and the General Budget for the general public.

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

- A. Discuss Proposed Contract Collection Services Budget for FY 2023/24 and Authorize the General Manager to Submit it to the Member Agencies for Approval

General Manager Prathivadi reviewed the staff report, and recommended that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2023/24 to the participating agencies for approval. Director Penrose moved, and Director Dye seconded the motion to accept staff recommendation, and authorize the General Manager to submit it to the Member Agencies for approval.

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

- B. Discuss Proposed General Budget for FY 2023/24 and Authorize the General Manager to Submit it to the Member Agencies for Approval

General Manager Prathivadi reviewed the staff report, and recommended that the Board of Directors authorize the General Manager to submit the General Budget for Fiscal Year 2023/24 to the participating agencies for approval. A discussion ensued. Chair Slater-Carter recommended moving the budget to the Member Agencies and excepting the \$3.5 million not to exceed. Director Penrose moved, and Director Rarback seconded the motion to authorize the General Manager to submit the budget to the Member Agencies on the condition that MWSD, and GCSD stipulate to allowing the City of Half Moon Bay to pay under protest for the Montara Force Main replacement.

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

Chair Slater-Carter moved, and Director Dekker seconded the motion to authorize the General Manager to send the general budget to the Member Agencies, and each agency can vote for itself.

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

General Manager Prathivadi asked that the Board keep in mind the importance of taking the general budget to the Member Agencies for their approval, and then bring it back to

SAM. He stated that last year the same process was taken on March 28, 2022, and it is now one month behind from the previous year. He emphasized that he does not want to end up in a situation where the operations budget is not approved, as was the case in 2016. He also mentioned that SAM has spent more than 1.2M for the winter storm damage, taking money from the reserves and has been facing problems of cash flow. Things will get worse if the budget is not approved and funding does not come from the member agencies.

5. GENERAL MANAGER'S REPORT

A. Managers' Monthly Report March 2023

General Manager Prathivadi reported that an application for a grant through FEMA was submitted by MWSD for SAM. He informed the Board that SAM had a favorable meeting with FEMA staff, and reported that any invoices that have been paid due to the winter storm damages of 2023 will be reimbursed 100 percent. He also informed the Board that anything after February 25, 2023 will be reimbursed 75 percent, and 18.75 percent will be paid by Cal OES. General Manager Prathivadi stated that it was very encouraging, and as soon as everything is assimilated and the information is given to FEMA, it will take 60 to 90 days to receive the funds.

6. ATTORNEY'S REPORT - NONE

7. DIRECTOR'S REPORT

Chair Slater-Carter reported to the Board that there is new legislation in the works that does not allow certain feminine hygiene products to contain Per - and Polyfluorinated Substances (PFAS) in them. Director Dye commented that she had a tour of the Wastewater Treatment Plant in Arcata, California. She stated that back in the 90's they had done a marsh based project, and it was interesting to see how they do the treatment and use the natural basins. She also said they are converting their chlorine to UV.

8. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE

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 Paragraph (4) of Subdivision (d) of Government Code Section 54956.9 (Two Potential Cases)

The Board went in to Closed Session at 8:30 pm.

10. CONVENE IN OPEN SESSION

The Board reconvened into Open Session at 8:56 pm. Chair Slater-Carter reported there was no reportable action.

11. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:56 pm.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE
Board Operations Committee Meeting Agenda
Special Meeting
10 AM – 11 AM, Thursday, May 4, 2023

This meeting will be held in-person and via zoom for public participation. Access to this meeting will be available to the public via in person attendance, or by either computer web-link or telephone audio as noted below.

Join Zoom Meeting

<https://us02web.zoom.us/j/83888620964?pwd=SGpKU3RUNWdGSFZaYWx2blllZ0RXUT09>

Meeting ID: 838 8862 0964

Passcode: 863533

One tap mobile

+16694449171,,83888620964#,,,,*863533# US

+16699006833,,83888620964#,,,,*863533# US (San Jose)

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not otherwise legally required, but rather is being offered as a convenience to the public, if there are technical issues during the meeting, this meeting will continue and will not be suspended.

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

1. CALL TO ORDER

A. Roll Call

Deborah Penrose (HMB)

Matthew Clark (GCSD)

Kathryn Slater-Carter (MWSD)

1. **Discuss Letter from MCC regarding “ Request for Improved Telecommunications Service in Mid-Coast of San Mateo County”**
(Attachment)
2. **Any other issues**
3. **Next Meeting**

Next Board Operations Committee Meeting: June 6, 2023

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

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, May 8, 2023

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

This meeting will be held in-person and via zoom for public participation. Access to this meeting will be available to the public via in person attendance, or by either computer web-link or telephone audio as noted below.

Join Zoom Meeting

<https://zoom.us/j/95322059920?pwd=Q214U2YyV1VXT09WQnB6WDRTd2FVQT09>

Meeting ID: 953 2205 9920

Passcode: 898826

One tap mobile

+16694449171,,95322059920#,,,,*898826# US

+16699009128,,95322059920#,,,,*898826# US (San Jose)

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not otherwise legally required, but rather is being offered as a convenience to the public, if there are technical issues during the meeting, this meeting will continue and will not be suspended.

If you have a disability and require special assistance related to participating in this 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: | Dr. Deborah Penrose (HMB) |
| | Director: | Peter Dekker (MWSD) |
| | Director: | Matthew Clark (GCSD) |

2. SPECIAL ORDER OF THE DAY

- A. Adopt Resolution 5-2023, A Resolution Recognizing George Long for His 35 Years of Service at the Sewer Authority Mid-Coastside ([Attachment](#))

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

Members of the public are welcome to provide publiccomment in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on May 8, 2023 will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of April 24, 2023 Regular Board Meeting ([Attachment](#))
- B. Approve Disbursements for May 8, 2023 ([Attachment](#))
- C. Authorize SAM Chair to Send a Response Letter to the Mid-Coast Community Council Regarding Request for Improved Telecommunications Service in Mid-Coast of San Mateo County ([Attachment](#))

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

- A. Approve RFP Auditing Firm Review Committee Recommendation ([Attachment](#))
- B. Discuss Proposed General Budget for FY 2023/24 and Authorize the General Manager to Submit it to the Member Agencies for Approval ([Attachment](#))

6. GENERAL MANAGER'S REPORT

7. ATTORNEY'S REPORT

8. DIRECTORS' REPORT

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

10. 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 Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
(Two potential cases)

B. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION

Pursuant to Paragraph (1) of Subdivision (d) of Government Code Section 54956.9,
Ecological Rights Foundation v. Sewer Authority Mid-Coastside (Case No:
3:18-CV-04413)

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

12. ADJOURNMENT

- Upcoming Regular Board Meetings: May 22, 2023 and June 12, 2023

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 recognize those wishing to speak on a matter listed on the Agenda at the appropriate time.

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

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Tim Costello, Plant Superintendent
DATE: April 24, 2023
SUBJECT: **Monthly Manager’s Report – March 2023**

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

The following data is presented for the month of *March 2023*.

Key Indicators of Performance

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

Flow Report (See Attachment A)

| | | |
|---------------|--------------|-------------|
| Half Moon Bay | 2.228 | 59.53% |
| Granada CSD | 0.682 | 18.24% |
| Montara W&SD | 0.832 | 22.23% |
| Total | 3.742 | 100% |

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Administration

There were two Regular Board Meetings in the month of March, and no public records request. There were two articles in the Half Moon Bay Review mentioning SAM, Sewer Authority hopes to keep plant afloat (March 22, 2023), and SAM halts fentanyl testing program (March 29, 2023), 2022). There were eight mentions of SAM in Coastside Buzz, GCSD Aware Their Share of the Estimated \$11M Replacement Cost for the SAM Force Main (March 9, 2023), If Montara/E.G. IPS Was Not Turned Off During Storm, the Sewer Plant Would Have Been Submerged (March 9, 2023), OneShoreline’s Concept Design Report for Half Moon Bay Sewer Authority Mid-Coastside (March 15, 2023), Montara Water and Sanitary District’s Future Thinking Hazard Planning and Partnering with SAM Makes them FEMA \$ Eligible (March 16, 2023), Sewer Authority Director Ruddock Asks to do a Public Records Act (PRS) Request to the SFPUC for Dam Release Flow Data (March 19, 2023), Sewer Authority Mid-Coastside’s Board and Staff Honor Tim Costello’s 35 Years of Service (March 21, 2023), MWSD’s Dekker Warns of \$40M Impeding Fine as HMB Continues to Argue and Protest Critical Inter-tie Force Main Pipeline Repairs (March 29, 2023), and Sewer Authority Models 2022 New Year’s Storm as Part of the “SAM Facility Vulnerability Study Hydro dynamic Flood Modeling (March 30, 2023). There has been no lost time work accidents since September 10, 2019. There was one new hire in the month of March, David Fetuu, Grade II Operator, and two anniversaries, Tim Costello, Plant Superintendent, and Angelo Rovai, Maintenance Mechanic.

Operations & Maintenance

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

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

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

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

We continue to use sodium hydroxide for PH adjustment along with Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier. These are being used as needed at this time and added at the back end of the MLSS basin and then carried by gravity to the secondary clarifier. We are adding polymer and cl2 for foam control on an as needed basis on the front side of the MLSS basin as well.

We continue to keep open communicating going with Mr. Burrell so that he is aware of any issues we might be experiencing.

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It was another wet month and that always brings its own set of issues. From high winds to the power outages to the tress down it kept staff on their toes. I should point out that in the later part of the month the creek level did come up a bit. It was just below the plastic we have on our berm, I don't know what that is about but something isn't right. To have the creek come up that high again is not super comforting.

Early in the month our NPDES permit was adopted by the State Water Resources Control Board. Superintendent Costello attended in the event there were any questions or comments that needed to be addressed. They only thing they inquired about was recycled water since we had recycled water verbiage in our last permit

Calcon was in during the month working on electrical for the aeration basin #4. It should be functional soon. EDI was also on site doing

RF MacDonald was in working on boilers also we had Blue sky environmental in to do source testing. The BAAQMD said we needed to do monitoring but the people that do the testing were confused because they said due to the boiler size it shouldn't be required. Regardless I wanted to make sure we do what is asked in an effort to keep us in their good graces.

During the mid-month storms we had an issue with Primary clarifier #3. During the storms some rags must have made their way through and bound up the cross collector flight. This was not obvious until we took the clarifier down and could fully assess the damage. After washing things down and doing a confined space entry we were able to remove the rags, unfortunately a cross collector chain was broken which will require more confined space work.

We had more projects parts delivered for the bar screens as well as the effluent pumps. We also had a couple storage containers delivered since we have no storage space for deliveries.

During the month of March 2023 rainfall was above historic normal for Half Moon Bay. The 10-year average for the area is at 3.606 inches of rain in March, (4.21 inches used to be considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 8.44 inches, (from the NOAA gauge at the plant). Our roof top had 9.29 at the plant, 9.02 inches in the GCSD

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service are, and 8.72 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of March 2023.

- 3/1/2023 – Daily ops rounds and duties. Add chemicals to secondary #2 for settleability. CALCON working on AB#4 electrical. Caustic Soda delivery 2 totes.
- 3/2/2023 – Daily ops rounds and duties. Add chemicals to secondary. New control panel for the bar screens relocate to Boiler room. CALCON working on AB#4. Replace Caustic soda tote.
- 3/3/2023 – Daily ops duties and rounds. Add polymer to Secondary to help settleability. CALCON here working on AB#4. Primary CEPT polymer pump failed, worked on it and works ok. Delivery New Effluent pumps and pipes. Portola pump #1 VFD fail and Princeton VFD fail, reset both and worked ok, Power glitch.
- 3/4/2023 – (Saturday)-Single operator- Daily ops rounds and duties. Add Caustic Soda to MLSS for PH control, Add polymer to secondary. Normal day no anomalies.
- 3/5/2023 – (Sunday)-Single operator- Daily ops rounds and duties. Early morning power glitch at plant which caused a few alarms to go off, MONTARA pump station fail alarm all due to heavy winds and rain. Boiler #1 failed.
- 3/6/2023 – Daily ops rounds and duties. Perform weekly plant inventory. Place orders for Sodium Bisulfite and Sodium Hypochlorite.
- 3/7/2023 – Daily ops rounds and duties. Hose down Head works area, found screw conveyor under drain plugged, cleared blockage all ok now. Add sand bags around plant prepping for storm event. FedEx delivery EATON product. County inspector here for follow up on chemical hazards.
- 3/8/2023 – Daily ops rounds and duties. Hypo delivery here. Run and prime all Influent pumps. Fix and repair signs around the plant that blew off during last storm. Superintendent attended NPDES permit adoption meeting.

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- 3/9/2023 – Daily ops rounds and duties. RF McDonald here to work on Boiler #1. Bisulfite delivery to the plant. Geology survey at Princeton pump station to drill for core samples. Perform monthly cleaning of #5 and #2 Primary sludge pumps. CALCON here working at the belt press water system. Alum chemical delivery. An operator at the plant after work hours due to power glitches from storm event windy and rainy conditions.
- 3/10/2023 – Daily ops rounds and duties. CALCON here working on AB#4. RDT cover (tent) zipper broken due to windy conditions. MELO gardeners here at the plant doing landscaping. COVID samples to UPS.
- 3/11/2023 – SATURDAY- Daily ops rounds and duties. Add low dose Caustic soda and Alum. Boiler #1 failed a couple times during the day, reset all ok. Prime all large Influent pumps. Power glitch caused some equipment to fail. An operator at plant after hours due to windy conditions causing some alarms to off.
- 3/12/2023 – SUNDAY- Daily ops rounds and duties. Rainy and windy during the day. Primary and Grit pumps failed but no alarm on SCADA, will contact CALCON. MONTARA pump station fault, operator out to station to monitor issue while heavy rain goes thru. Set all pumps on hand at VALLEMAR and MONTARA for a while to pumps down levels. Turn off chlorine to RAS. Heavy Inflow during the day Primary troughs overflowing. Turn aeration blower off for a little while to not push solids thru.
- 3/13/2023 – Daily ops rounds and duties. Switched primary pumps from #5 to #4, #5 possibly plugged. CALCO working on Primary alarm programming. SIMMS plumbing here at the plant working on the restroom down by belt press area. Effluent building Hypo and Bisulfite 3 way valve broke, place order for new part, did disable the daily cl2 check due to no valve assembly.
- 3/14/2023 – Daily ops rounds and duties. High winds causing RDT tent to move aggressively had to anchor down tent. Replace hypo and bisulfite 3 way valve. Influent VFD's delivery 5 total place in boiler room.
- 3/15/2023 – Daily ops rounds and duties. Add caustic soda to MLSS. CALCON working on AB#3.
- 3/16/2023 – Daily ops rounds and duties. Clean Primary sludge pumps #4 and #5. Test #5 but failed found E stop button engaged, works ok now. SRT consultants here CIP projects. Bleached and cleaned all samplers.

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- 3/17/2023 – Daily rounds and duties. Primary sludge pump #5 has loose drive belts, had to tighten them in order for motor to run pump. Once fixed we ran Both #4 and #5 sludge pumps but both only pumping water, determined something was plugging the line, made the decision to switch Primary Tanks from #3 to #1. Mechanics performed a confined space entry into Primary tank #1 for some quick repairs, once complete we switched over to it. Move most of empty 250 gal totes from one area to another in order to make room for storage containers to come in next week.
- 3/18/2023 – Saturday-Daily ops rounds and duties. Add caustic soda to MLSS. Move the rest of empty polymer totes next to AB#3. Primary tank #3 is pumped all the way down, did some washing down and noticed that the cross collector in the hopper area is broken.
- 3/19/2023 – Sunday- Daily ops rounds and duties. Light rain during the day. No chemical addition. Late in the evening had flare fail, boiler #1 not keeping up with the gas pressure had to turn on Boiler #2 intermittently to bring gas pressure down. Noticed Digester #2 tank sludge level high had to add more time to the overnight sludge transfer.
- 3/20/2023 – Daily ops rounds and duties. 1st day of work for the new ops member. Clean area where new storage containers will sit.
- 3/21/2023 – Daily ops rounds and duties. Storage containers delivery. EDI here at the plant to test air diffusers on AB#3. Replaced air filters for Neuros blower. Rain and high winds caused power outage across the coast most pump stations running on generator. SAM plant had a couple power glitches which caused several alarms to go off. Operator needed at plant to work evening and overnight shifts. Had to turn off all pumps at MONTARA pump station because of high flows and PILARCITOS creek level at 12ft possibility of creek overflowing into plant.
- 3/22/2023 – Early morning operator here at plant working. Turn off Aeration blower due to High flow. Creek level down a bit, turned on pumps at MONTARA pump station. Daily ops rounds and duties. Pump #1 at MONTARA station plugged had mechanic take care of issue.
- 3/23/2023 – Daily ops rounds and duties. RF McDonald and BLUE SKY ENVIRONMENTAL together working on #1 and #2 boilers. Perform Confined space entry on primary tank #3 for rag and debris removal.
- 3/24/2023 – Daily ops rounds and duties. Deliver COVID sample to UPS. Received a low SO2 alarm from the analyzer in the effluent building because of a clogged line which in return caused The Chlorine residual to spike up, did correct issue after diagnosing the situation.

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- 3/25/2023 – Saturday- Daily ops rounds and duties. Add caustic soda to MLSS. Nothing unusual during the day.
- 3/26/2023 – Sunday- Daily ops rounds and duties. No anomalies during the day just the usual.
- 3/27/2023 – Daily ops rounds and duties. Perform weekly plant inventory. Polymer delivery from FEDEX. Effluent pump VFD showing earth fault alarm, Notified CALCON of problem they will be in the following day to look into it. Ops crew moving and relocating some spare parts, motors, pumps to different locations.
- 3/28/2023 – Daily ops rounds and duties. CALCON here at plant doing some work in the effluent building. Effluent Chlorine residual not stable, Had CALCON look into situation. Flex Rake Bar screen delivery here. Contractors for influent pump installation here looking into project. RF McDonald here working with Tim. Mixed chemicals for SO2 analyzer. Chemical storage area sump pump 12 fail, pump down and reset alarm.
- 3/29/2023 – Daily ops rounds and duties. MONTARA pump station fail in the early morning hours due to rain and windy conditions. Perform QC quarterly Cl2 residuals on all operators. Primary gallery sump pumps not pumping, set a portable pump in the meantime while we fix sumps. HACH WIMMS training for all operators. Site walk for influent pump work.
- 3/30/2023 – Thursday - Daily ops rounds and duties. Sump pumps down in the primary gallery not working. Had the mechanics look into the situation, found plugged discharge line and were able to fix issue. Training new guy how to run belt press. Drop off COVID samples to UPS. Clean primary sludge flow meter.
- 3/31/2023 – Friday, Holiday - Daily ops rounds and duties, CALCON here working on AB#3 electrical. PHONE EXECUTIVE here at plant to work on phone lines, but he was unable to connect to the new provider. PORTOLA and PRINCETON stations power glitch, sent out one operator to look at a couple of alarms, found VFD's had tripped, reset all, ok now. Delivered COVID samples to UPS.

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Other activities are listed below:

There were 13 deliveries (approximately 9,650 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 965.00. There were no leachate deliveries to the SAM IPS line in the month of March 2023, for a total leachate volume of 0 gallons.

The NPDES data report for March 2023 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 31,778 feet of sewer line and responded to fifty service calls in contract service areas. Twenty were sewer line related and thirty were maintenance service calls. Twenty six of the callouts were during regular business hours or started during regular business hours. Twenty-four were after hour calls. Eight calls were in HMB, thirty five calls were in the MWSD service area, and five calls were in the GCSD service area during the month of March 2023. **Note that two of the calls were SAM related due to the rain event

HMB – The service calls in HMB was as follows; 3/1 - Call for toilet back up, RP stated every time it rains it occurs. Roto roter has been to location. House is a low point on a level block with clay soil and poor drainage. Slow toilet likely due to poor drainage in area. 3/2 - Call for same house with drainage issue in area, crew confirmed main is fine again. City field rep will contact homeowner later to discuss further. 3/12 - Smart cover high level response due to rain, crew monitored 3 locations during rain event. 3/15 - Smart cover alarm, Syphon creek low battery alarm. Crew changed out battery and ordered a replacement battery. 3/15 - Call for odor in Kitchen, crew arrive and flushed main line finding no obstruction. Crew advised RP to contact a plumber to further investigate if problem persists. 3/22 - Call for odor in house, crew arrive and flushed main line finding no obstruction. Crew advised RP to contact a plumber to further investigate if problem persists. 3/24 - Low voltage alert on Mill St smart cover. Replaced battery but also found e-box starting to go, ordered a replacement e-box. 3/25 - Call by owner that an open trench exposed sewer crack might cause leakage, homeowner was advised to have the project completed and buttoned up to avoid any further concern.

The maintenance calls in HMB were as follows; There were no maintenance service calls in the HMB area in March 2023.

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GCSD – The service calls in the GCSD area were as follows; 3/12 – Call for a bathroom back up, crew checked the main line and it was clear. Crew looked for a property line cleanout to assist but was not found. RP was advised to contact a roter company to resolve issue. 3/13 – Call for toilet back up in little strip mall. Crew responded and flushed main finding no obstruction. Contacted RP to advise they would need to contact a roter company to resolve issue. 3/20 – Call for a backup, crew arrived and flushed the main line finding no obstructions. Checked the property line cleanout and it was clear as well. Advised RP to contact a roter company to resolve. 3/27 - Call for a backup, crew flushed main and it was clear. They noticed standing water in the clean out after running the main and assisted owner to restore flow.

The maintenance service call in the GCSD was as follows; 3/21 – San Pablo station alarm due to rain and wind. Station was on utility power upon arrival. Genny did not run, reset alarms and checked station for normal operation.

MWSD – The sewer line related call in the MWSD area was as follows; 3/1 – Smart cover high level alarm response, toilet paper build up due to recent work in manhole. District notified. 3/10 – Smart cover high level alarm response, toilet paper build up due to recent work in manhole. District notified regarding the repeat incident. 3/12 – Flooding in area due to blockage in storm drain system, crew cleared storm drain to help restore storm drain flow. 3/12 – Call for back up, this is a low house in the area, there was flooding in area due to blockage in storm drain system. Crew helped to keep storm drain clear, wasn't much else that they could do. 3/12 – Smart cover response due to rain, main line surcharged. 3/14 – Smart cover high level alarm response, toilet paper build up due to recent work in manhole. Again district notified regarding the repeat incident. 3/20 – Smart cover high level alarm response, toilet paper build up due to recent work in manhole. Again district notified regarding the repeat incident. 3/24 - Cypress street smart cover new antenna. E-box found to be bad on this unit as well, Smart Cover sending one out.

The maintenance calls in the MWSD service area were as follows; 3/5 – Distillery, station alarm due to rain, wind, weather. Reset alarms, checked station for normal operation. 3/5 – Seal cove 2 station in alarm due to heavy

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rains and wind. Rest alarms and checked station for normal operation. 3/5 – California Street lift station, tree fell taking out power line, Cal fire was on scene. Access blocked due to downed power lines but genny was running and everything appeared to be okay. 3/5 - Vallemar station alarm due to high winds and rain. Genny ran for almost two hours. Reset alarms and checked station for normal operation. 3/5 – Niagara lift station alarm. Utility power was out due to high wind and rains. Montara station genny was running and powering station. After power was restored reset alarms and checked station for normal operation. 3/9 – Niagara station alarms due to rain and high wind. Reset both soft starters and alarms, checked pumps for normal operation. 3/9 – Vallemar station alarms due to rain and high wind. Reset alarms, checked station for normal operation. Genny did not run. 3/11 – Seal cove #3, Station alarm due to faulty transducer. Transducers on order. Cleared alarms tested pumps for normal operation. 3/14 – Niagara station alarms due to rain and high wind. Reset both soft starters and alarms, checked pumps for normal operation. 3/14 – Date Harte due to power failure, rain, heavy wind. Genny ran for 3.8 hours. Reset alarms and checked for normal operation after power was restored. 3/14 – Vallemar Station in alarm due to rain and wind, station was on utility power upon arrival, genny did not run, reset alarms and checked station for normal operation. 3/21 – Vallemar station, station operating normal upon arrival. 3 alarms, trouble, station fault, power, Likely power glitch due to weather. Reset alarms and checked for normal operation. 3/21 – Niagara station alarm due to rain and wind. Pump 1 soft starter had tripped. Reset alarms and checked station for normal operation. 3/21 – 7th street lift station, no utility power upon arrival. Will circle back to keep eye on level. Multi station response. 3/21 – Kanoff Street lift station power loss due to rain and wind. Genny running, checked for normal operation. Multi station response. 3/21 – 5th station without power upon arrival. Will circle back to keep eye on level. Multi station response. 3/21 – Date / Harte response, rain and wind. Found station without utility power and genny running. Checked for normal operation. Multi station response. 3/21 – Airport lift station, no utility power upon arrival. Genny was not running due to low coolant alarm. Topped off coolant and started genny. On gen till power restored. 3/21 – Vallemar station on Genny due to no utility power. Rain and high winds. Multi station response. 3/21 – Cali lift station in alarm, no utility power, genny running.

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Assisted county workers to clear larger tree branches from front gate to gain station access. Checked for normal operation. Multi station response. 3/21 – Seal cove #1 in alarm no utility power, used portable genny to pump station until power restored. Multi station response. 3/21 – Seal cove #2 in alarm no utility power, used portable genny to pump station until power restored. Multi station response. 3/21 – Seal cove #3 in alarm no utility power, used portable genny to pump station until power restored. Multi station response. 3/21 – Seal cove #4 in alarm no utility power, used portable genny to pump station until power restored. Multi station response. 3/23 – Seal cove #3, pump # 1 VFD in alarm, pump was seized. Called Pen pump to have spare pump installed and wired. Tested pump all okay now. Pump that was removed pump needs to be rebuilt. 3/28 – Niagra station alarm, station in fault alarm. Station was in normal status upon arrival, possible power glitch, reset alarms and checked station for normal operation. 3/29 - Niagra lift station alarm, likely due to power glitch. Station was normal upon arrival. Reset alarms and checked station for normal operation.

The March 2023 collection system data report is provided for the Board's information. There were zero (0) Category 1, zero (0) Category 2's, and zero (0) Category 3 SSO's, during the month of March 2023.

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for January 2023.

Supporting Documents

Attachment A: Monthly Flow Report January 2023

Attachment B: Monthly NPDES Report January 2023

Attachment C: Collection System Data January 2023

Attachment D: Contract Collection Service Report January 2023

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Attachment A

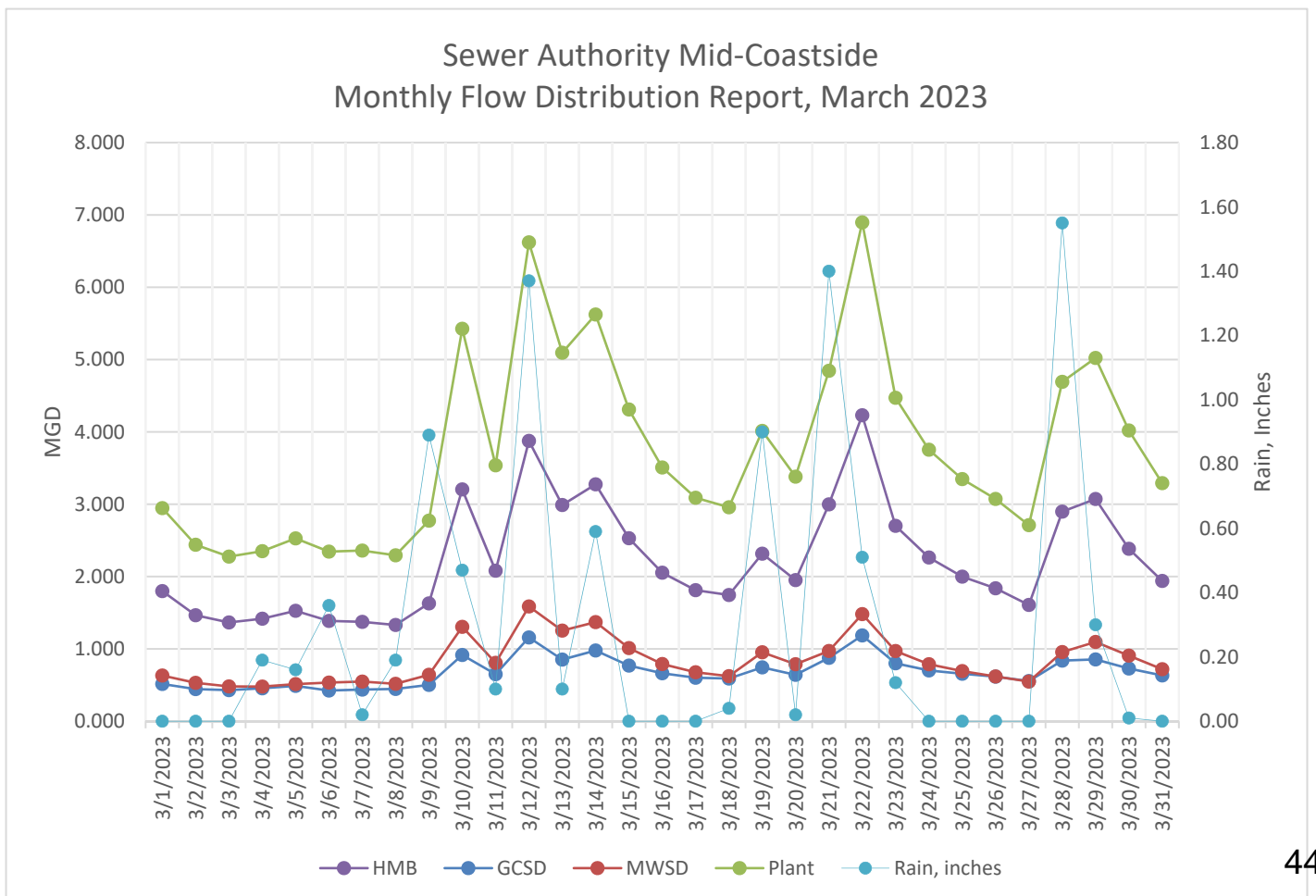
Flow Distribution Report Summary for March 2023

The daily flow report figures for the month of March 2023 have been converted to an Average

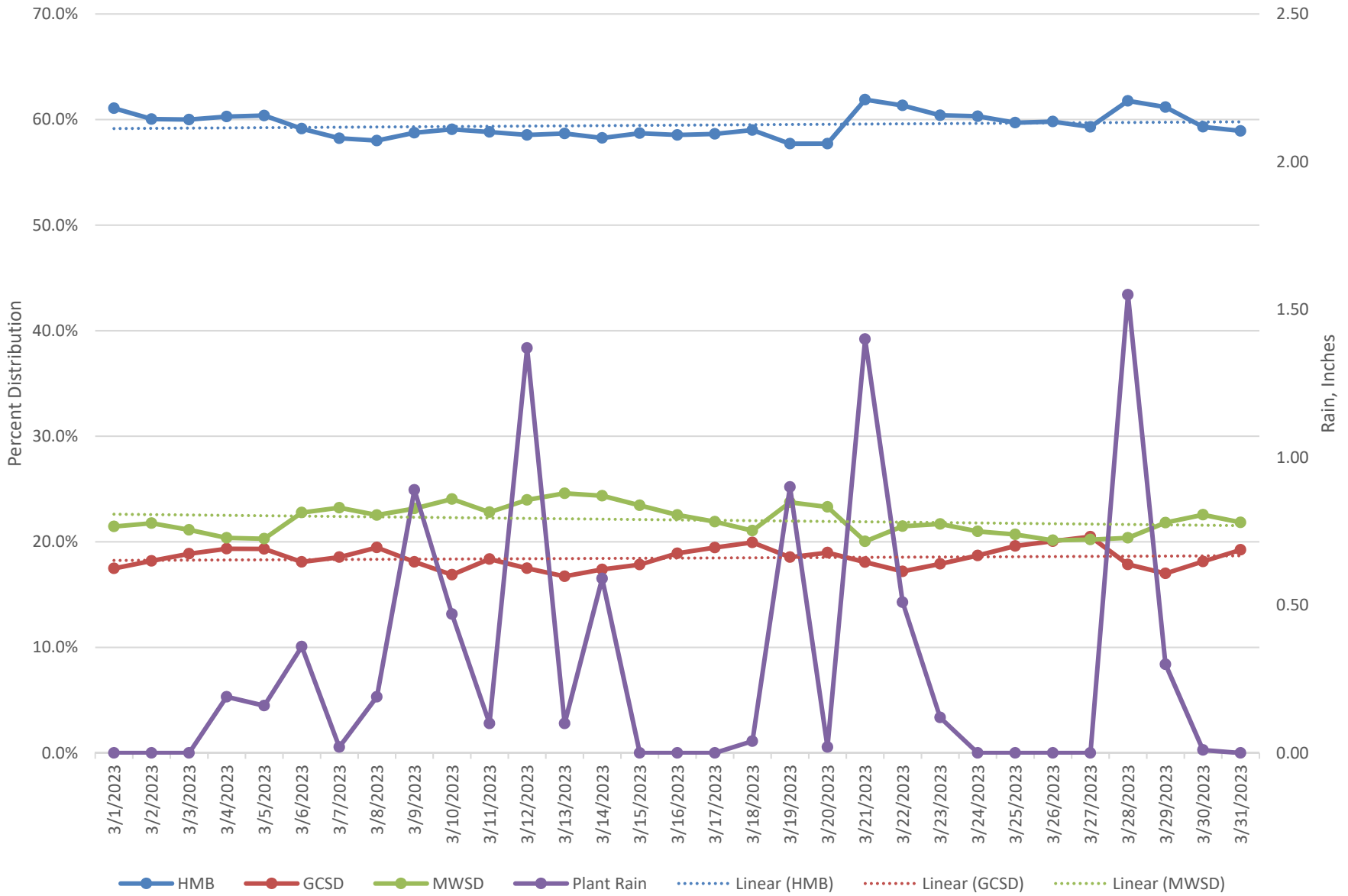
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

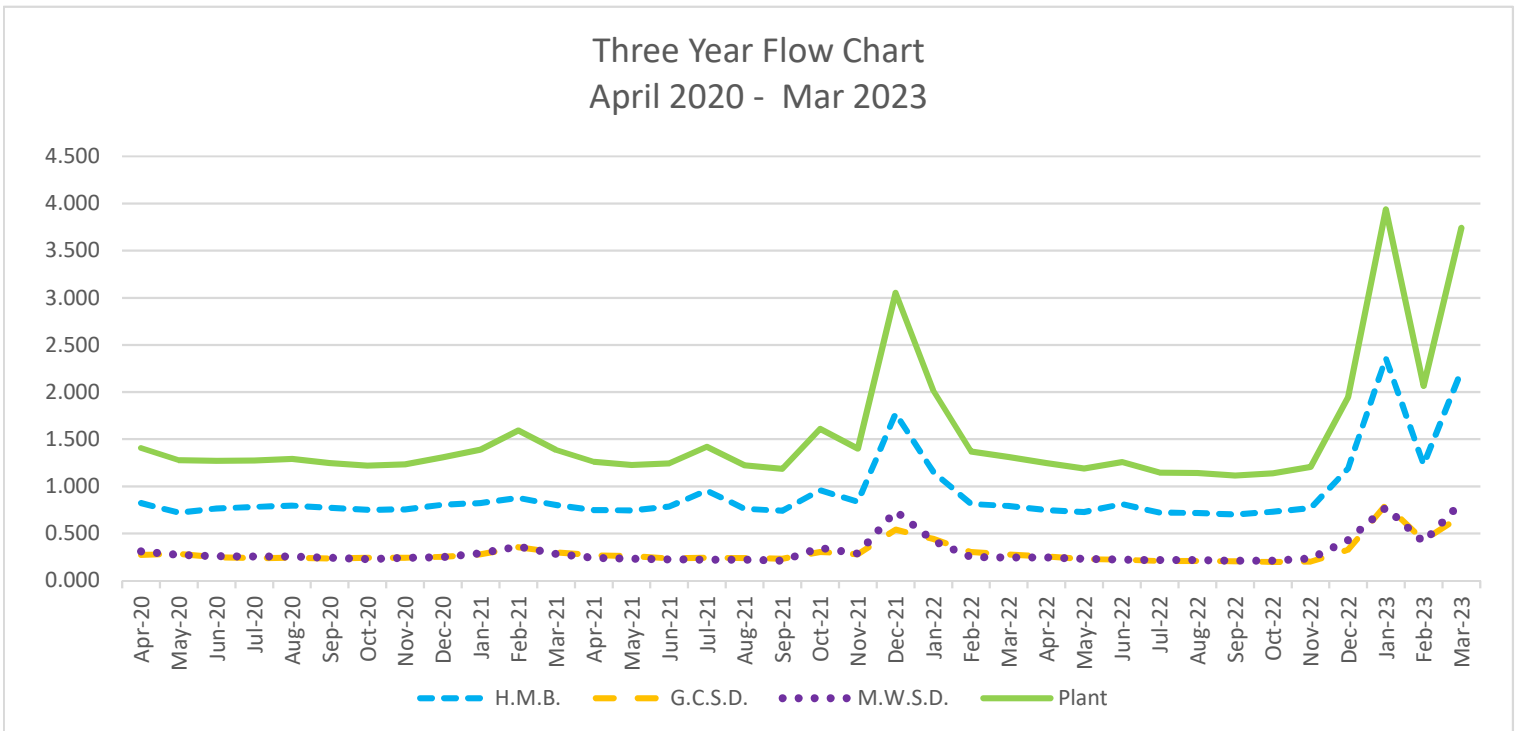
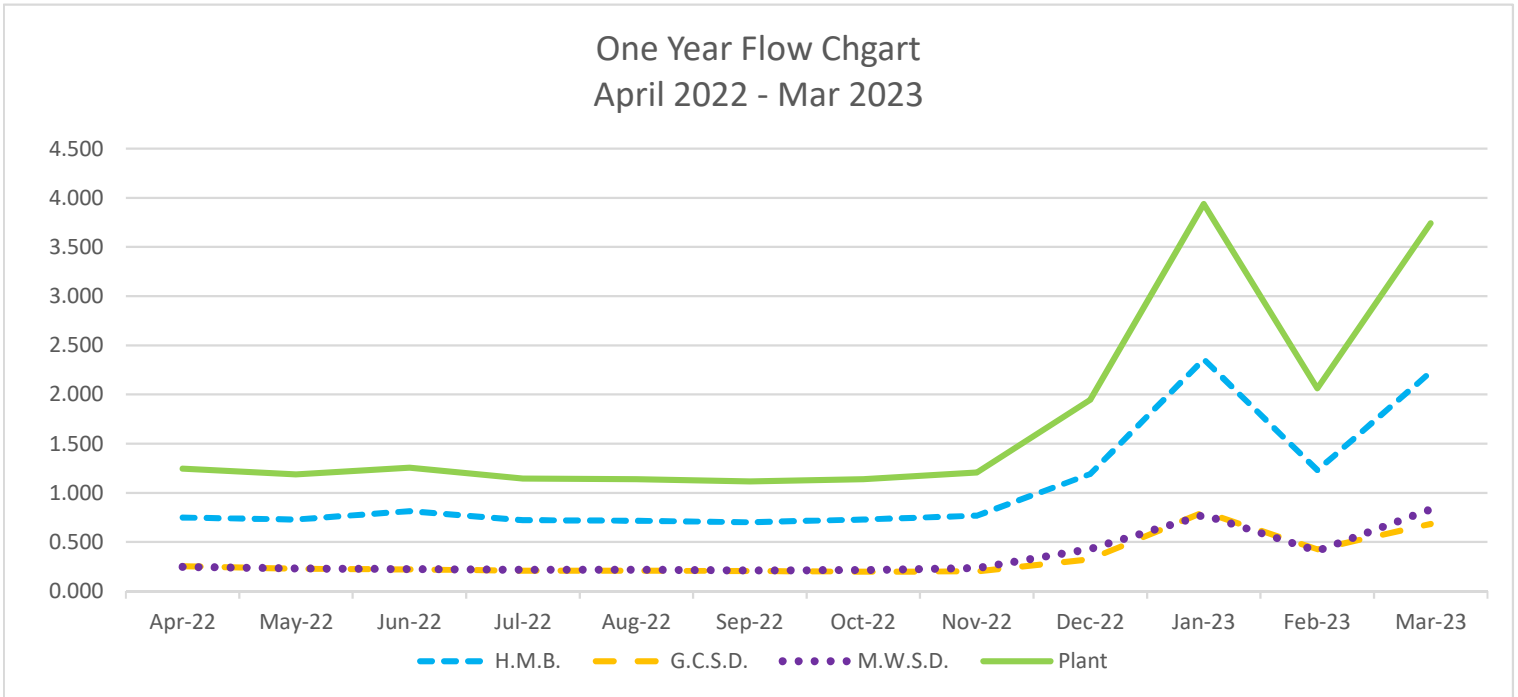
| | <u>MGD</u> | <u>%</u> |
|-------------------------------------|--------------|---------------|
| The City of Half Moon Bay | 2.228 | 59.53% |
| Granada Community Services District | 0.682 | 18.24% |
| Montara Water and Sanitary District | <u>0.832</u> | <u>22.23%</u> |
| Total | 3.742 | 100.0% |



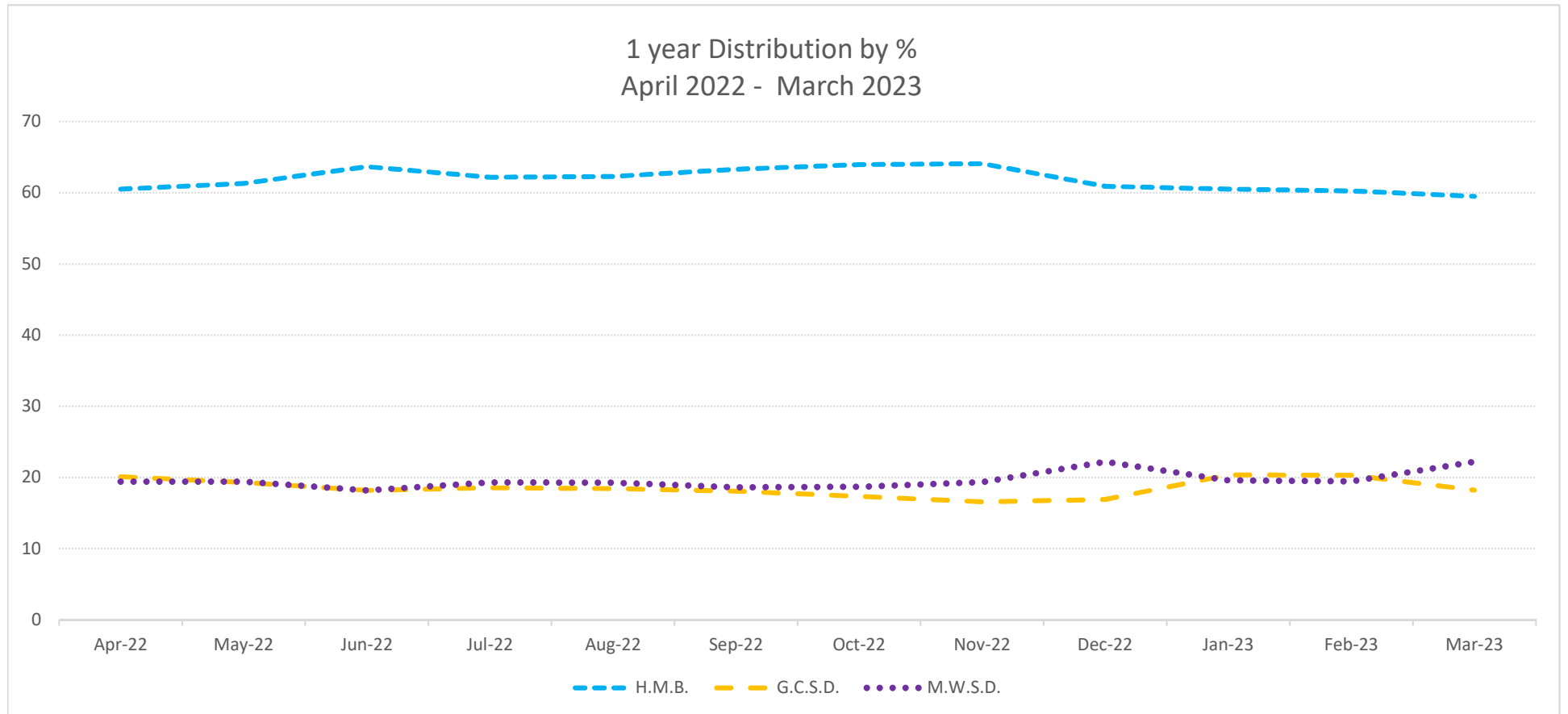
Percent Distribution March 2023



Most recent flow calibration March 2021 PS, March 2021 Plant



Flow based percent distribution based for past year



SAM E-001 March 2023

| Date | Inf TSS mg/l | Eff TSS mg/l | Eff TSS Weekly Avg | TSS % Removal | Inf BOD mg/l | I° Eff BOD mg/l | Eff BOD mg/l | Eff BOD Weekly Avg mg/l |
|-----------------|-----------------|-----------------|--------------------------|------------------|-----------------|-----------------------|-----------------|-------------------------------|
| 3/1/2023 | 120 | 6.40 | | 94.7% | 78 | 51 | 6.8 | |
| 3/2/2023 | 130 | 5.30 | | 95.9% | 72 | 54 | 9.1 | |
| 3/3/2023 | | | | | | | | |
| 3/4/2023 | | | 5.85 | | | | | 7.95 |
| 3/5/2023 | 210 | 4.00 | | 98.1% | 170 | 110 | 5.7 | |
| 3/6/2023 | 170 | 5.30 | | 96.9% | 160 | 100 | 7.9 | |
| 3/7/2023 | | | | | | | | |
| 3/8/2023 | | | | | | | | |
| 3/9/2023 | | | | | | | | |
| 3/10/2023 | | | | | | | | |
| 3/11/2023 | | | 4.65 | | | | | 6.80 |
| 3/12/2023 | | | | | | | | |
| 3/13/2023 | 120 | 23.00 | | 80.8% | 240 | 180 | 28.0 | |
| 3/14/2023 | | | | | | | | |
| 3/15/2023 | 93 | 6.70 | | 92.8% | 160 | 90 | 9.6 | |
| 3/16/2023 | | | | | | | | |
| 3/17/2023 | | | | | | | | |
| 3/18/2023 | | | 14.85 | | | | | 18.80 |
| 3/19/2023 | | | | | | | | |
| 3/20/2023 | | | | | | | | |
| 3/21/2023 | 130 | 4.60 | | 96.5% | 93 | 56 | 8.4 | |
| 3/22/2023 | 150 | 7.20 | | 95.2% | 280 | ND | ND | |
| 3/23/2023 | | | | | | | | |
| 3/24/2023 | | | | | | | | |
| 3/25/2023 | | | 5.90 | | | | | 8.40 |
| 3/26/2023 | | | | | | | | |
| 3/27/2023 | | | | | | | | |
| 3/28/2023 | | | | | | | | |
| 3/29/2023 | 140 | 6.10 | | 95.6% | No Data | No Data | No Data | |
| 3/30/2023 | 89 | 2.30 | | 97.4% | No Data | No Data | No Data | |
| 3/31/2023 | | | | | | | | |
| | | | 4.20 | | | | | |
| Count | 10 | 10 | 4 | 10 | 8 | 7 | 7 | 4 |
| Minimum | 89 | 2.30 | 4.65 | 80.8% | 72 | 51 | 5.7 | 6.8 |
| Average | 135 | 7.09 | 7.81 | 94.4% | 157 | 92 | 10.8 | 10.5 |
| Maximum | 210 | 23.00 | 14.85 | 98.1% | 280 | 180 | 28.0 | 18.8 |
| Percent Removal | | | | 85 | | | | |
| 5 Sample Median | | | | | | | | |
| High | | | | | | | | |
| Low | | | | | | | | |
| Daily Max | | | | | | | | |
| Weekly Max | | | 45 | | | | | 45 |
| Monthly Average | | 30 | | | | | 30 | |

SAM E-001 March 2023

| Date | BOD % Removal | Eff Settleeable Matter mg/l | Eff Settleeable Matter Weekly Avg mg/l | Eff Turbidity NTU | Eff Turbidity Weekly Avg NTU | Chlorine Residual Day Max |
|-----------------|----------------------|------------------------------------|---|--------------------------|-------------------------------------|----------------------------------|
| 3/1/2023 | 91.3% | ND | | 2.30 | | 0.00 |
| 3/2/2023 | 87.4% | ND | | 1.70 | | 0.00 |
| 3/3/2023 | | | | | | 0.00 |
| 3/4/2023 | | | ND | | 2.00 | 0.00 |
| 3/5/2023 | 96.6% | ND | | 1.00 | | 0.00 |
| 3/6/2023 | 95.1% | ND | | 2.20 | | 0.00 |
| 3/7/2023 | | | | | | 0.00 |
| 3/8/2023 | | | | | | 0.00 |
| 3/9/2023 | | | | | | 0.00 |
| 3/10/2023 | | | | | | 0.00 |
| 3/11/2023 | | | ND | | 1.60 | 0.00 |
| 3/12/2023 | | | | | | 0.00 |
| 3/13/2023 | 88.3% | ND | | 15.00 | | 0.00 |
| 3/14/2023 | | | | | | 0.00 |
| 3/15/2023 | 94.0% | ND | | 1.80 | | 0.00 |
| 3/16/2023 | | | | | | 0.00 |
| 3/17/2023 | | | | | | 0.00 |
| 3/18/2023 | | | ND | | 8.40 | 0.00 |
| 3/19/2023 | | | | | | 0.00 |
| 3/20/2023 | | | | | | 0.00 |
| 3/21/2023 | 91.0% | ND | | 1.80 | | 0.00 |
| 3/22/2023 | | ND | | 2.00 | | 0.00 |
| 3/23/2023 | | | | | | 0.00 |
| 3/24/2023 | | | | | | 1.18 |
| 3/25/2023 | | | ND | | 1.90 | 0.00 |
| 3/26/2023 | | | | | | 0.00 |
| 3/27/2023 | | | | | | 0.00 |
| 3/28/2023 | | | | | | 0.00 |
| 3/29/2023 | | ND | | 2.10 | | 0.00 |
| 3/30/2023 | | ND | | 2.30 | | 0.00 |
| 3/31/2023 | | | | | | 0.00 |
| | | | | ND | 2.20 | |
| Count | 7 | 0 | 0 | 10 | 4 | 31 |
| Minimum | 87.4% | 0.0 | < 0.00 | 1.00 | 1.60 | 0.0 |
| Average | 92.0% | ND | ND | 3.22 | 3.48 | 0.0 |
| Maximum | 96.6% | 0.0 | 0.0 | 15.00 | 8.40 | 1.2 |
| Percent Removal | 85 | | | | | |
| 5 Sample Median | | | | | | |
| High | | | | | | |
| Low | | | | | | |
| Daily Max | | | | 225 | | 4.8 |
| Weekly Max | | | | | 100 | |
| Monthly Average | | | | 75 | | |

SAM E-001 March 2023

| Date | Chlorine time Minutes | Ammonia Nitrogen Distilled mg/l | Eff pH | Eff Temp | Enterococci MPN | 30 day geo mean | Eff DO mg/l | Eff DO % Saturation |
|-----------------|-----------------------|---------------------------------|--------|----------|-----------------|-----------------|-------------|---------------------|
| 3/1/2023 | 0.00 | | 6.60 | 14.5 | | | 8.49 | 83.2 |
| 3/2/2023 | 0.00 | 10.0 | 6.53 | 15.2 | ND | | 7.64 | 76.0 |
| 3/3/2023 | 0.00 | | 6.66 | 16.0 | | | 7.62 | 77.2 |
| 3/4/2023 | 0.00 | | 6.60 | 15.9 | | 5.743 | 8.31 | 84.0 |
| 3/5/2023 | 0.00 | | 6.58 | 15.7 | | | 8.39 | 84.2 |
| 3/6/2023 | 0.00 | 5.4 | 6.47 | 15.9 | ND | | 7.83 | 79.2 |
| 3/7/2023 | 0.00 | | 6.50 | 16.0 | | | 7.70 | 77.2 |
| 3/8/2023 | 0.00 | | 6.59 | 16.1 | | | 7.87 | 80.2 |
| 3/9/2023 | 0.00 | | 6.68 | 16.2 | | | 7.65 | 79.2 |
| 3/10/2023 | 0.00 | | 6.46 | 15.4 | | | 6.86 | 68.6 |
| 3/11/2023 | 0.00 | | 6.56 | 15.6 | | ND | 8.33 | 83.8 |
| 3/12/2023 | 0.00 | | 6.74 | 15.8 | | | 6.73 | 68.1 |
| 3/13/2023 | 0.00 | | 6.53 | 15.8 | | | 7.39 | 74.3 |
| 3/14/2023 | 0.00 | | 6.61 | 16.4 | | | 7.29 | 74.2 |
| 3/15/2023 | 0.00 | 8.2 | 6.39 | 15.2 | ND | | 7.98 | 79.6 |
| 3/16/2023 | 0.00 | | 6.50 | 15.6 | | | 7.74 | 78.1 |
| 3/17/2023 | 0.00 | | 6.64 | 15.7 | | | 7.45 | 74.9 |
| 3/18/2023 | 0.00 | | 6.74 | 16.2 | | ND | 7.79 | 79.2 |
| 3/19/2023 | 0.00 | | 6.62 | 16.2 | | | 7.34 | 74.6 |
| 3/20/2023 | 0.00 | | 6.57 | 15.7 | | | 7.82 | 78.7 |
| 3/21/2023 | 0.00 | | 6.69 | 15.5 | | | 8.05 | 80.7 |
| 3/22/2023 | 0.00 | 10.0 | 6.48 | 14.7 | ND | | 7.67 | 75.6 |
| 3/23/2023 | 0.00 | | 6.48 | 15.5 | | | 8.63 | 84.0 |
| 3/24/2023 | 7.25 | | 6.73 | 15.5 | | | 8.09 | 80.8 |
| 3/25/2023 | 0.00 | | 6.61 | 15.4 | | ND | 8.26 | 82.5 |
| 3/26/2023 | 0.00 | | 6.62 | 15.5 | | | 8.08 | 80.9 |
| 3/27/2023 | 0.00 | | 6.64 | 15.7 | | | 8.42 | 85.0 |
| 3/28/2023 | 0.00 | | 6.61 | 16.1 | | | 7.43 | 75.3 |
| 3/29/2023 | 0.00 | | 6.49 | 15.0 | | | 7.90 | 78.2 |
| 3/30/2023 | 0.00 | 2.8 | 6.66 | 15.3 | ND | | 8.14 | 81.2 |
| 3/31/2023 | 0.00 | | 6.50 | 15.9 | | | 7.94 | 80.2 |
| | | | | | | ND | | |
| Count | 31 | 5 | 31 | 31 | 0 | 1 | 31 | 31 |
| Minimum | 0.00 | 2.8 | 6.39 | 14.5 | < ND | < ND | 6.73 | 68.1 |
| Average | 0.2 | 7.3 | 6.58 | 15.7 | < 15 | < 5.743 | 7.83 | 78.7 |
| Maximum | 7.25 | 10.0 | 6.74 | 16.4 | 0 | < 5.7 | 8.63 | 85.0 |
| Percent Removal | | | | | | | | |
| 5 Sample Median | | | | | | 2,800 | | |
| High | | | 9 | | | | | |
| Low | | | 6 | | | | | |
| Daily Max | | | | | 8,300 | | | |
| Weekly Max | | | | | | | | |
| Monthly Average | | | | | | | | |

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, March 2023

March 2023

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

12 Month Moving Total

| | Total | <i>12 month rolling Number</i> | | | |
|--------------|--------------|--------------------------------|--------------|-------------|------------|
| | | HMB | GCS D | MWSD | SAM |
| Roots | 3 | 0 | 2 | 1 | 0 |
| Grease | 0 | 0 | 0 | 0 | 0 |
| Mechanical | 2 | 0 | 0 | 0 | 2 |
| Wet Weather | 10 | 4 | 0 | 2 | 4 |
| Other | 2 | 1 | 0 | 0 | 1 |
| Total | 17 | 5 | 2 | 3 | 7 |
| | | 29% | 12% | 18% | 41% |

Reportable SSOs

| | Total | <i>Reportable Number of S.S.O.'s</i> | | | |
|-----------------------|--------------|--------------------------------------|--------------|-------------|------------|
| | | HMB | GCS D | MWSD | SAM |
| March 2023 | 0 | 0 | 0 | 0 | 0 |
| 12 Month Moving Total | 17 | 5 | 2 | 3 | 7 |

SSOs / Year / 100 Miles

| | Total | <i>Number of S.S.O.'s /Year/100 Miles</i> | | | |
|-----------------------|--------------|---|--------------|-------------|------------|
| | | HMB | GCS D | MWSD | SAM |
| March 2023 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 12 Month Moving Total | 16.3 | 13.5 | 6.0 | 11.1 | 95.9 |
| Category 1 | 6.7 | 0.0 | 0.0 | 3.7 | 82.2 |
| Category 2 | 3.8 | 10.8 | 0.0 | 0.0 | 0.0 |
| Category 3 | 5.7 | 2.7 | 6.0 | 7.4 | 13.7 |
| Miles of Sewers | 104.5 | 37.0 | 33.2 | 27.0 | 7.3 |
| | | 35.4% | 31.8% | 25.8% | 7.0% |

12 Month Rolling Total Sewer Cleaning Summary

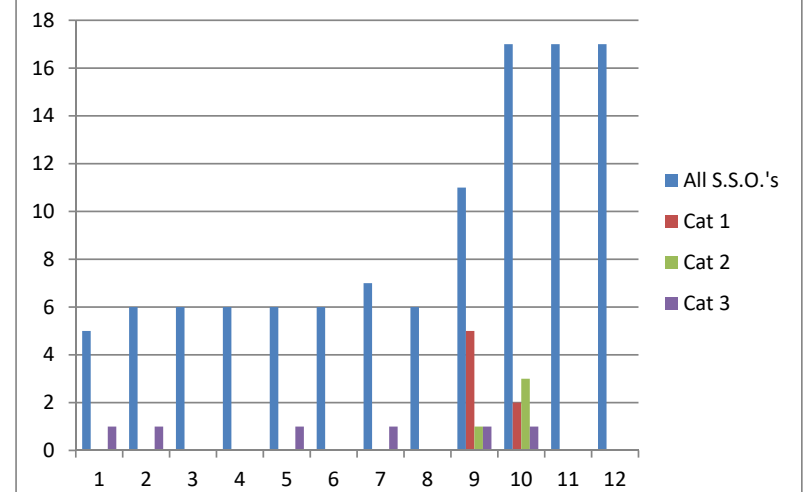
| Month | HMB | GCS D | MWSD | Total Feet | Total Miles |
|--------------|------------|--------------|-------------|-------------------|--------------------|
| April - 22 | 12,929 | 12,757 | 7,371 | 33,057 | 6.3 |
| May - 22 | 11,253 | 8,527 | 6,221 | 26,001 | 4.9 |
| June - 22 | 15,694 | 8,845 | 6,932 | 31,471 | 6.0 |
| July - 22 | 8,472 | 12,491 | 4,718 | 25,681 | 4.9 |
| Aug - 22 | 15,041 | 7,358 | 11,197 | 33,596 | 6.4 |
| Sep - 22 | 11,786 | 11,227 | 4,455 | 27,468 | 5.2 |
| Oct - 22 | 12,220 | 8,847 | 9,308 | 30,375 | 5.8 |
| Nov - 22 | 17,708 | 10,924 | 9,483 | 38,115 | 7.2 |
| Dec - 22 | 2,384 | 9,393 | 5,101 | 16,878 | 3.2 |
| Jan - 23 | 6,748 | 10,481 | 8,748 | 25,977 | 4.9 |
| Feb - 23 | 14,417 | 9,983 | 6,822 | 31,222 | 5.9 |
| Mar - 23 | 12,243 | 9,395 | 10,140 | 31,778 | 6.0 |

| | | | | | |
|-----------|---------|---------|--------|---------|--|
| Annual ft | 140,895 | 120,228 | 90,496 | 351,619 | |
|-----------|---------|---------|--------|---------|--|

| | | | | | |
|------------|------|------|------|--|------|
| Annual Mi. | 26.7 | 22.8 | 17.1 | | 66.6 |
|------------|------|------|------|--|------|

Attachment C

12 Month Moving SSO Totals Through March 2023



TASK SUMMARY- GCSD 2022-2023

| Task | Target Total | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Total to Date | % Complete |
|------------------------------------|--------------|--------|-------|--------|-------|-------|-------|-------|-------|-------|-------|-----|------|---------------|------------|
| Sewer Line Cleaning | 87,000 | 11,681 | 7,015 | 10,109 | 8,235 | 7,057 | 8,660 | 7,235 | 7,943 | 7,244 | | | | 75,179 | 86% |
| Hot Spot Cleaning | 5,400 | - | 2,038 | 530 | 602 | 986 | 1,382 | 407 | 2,691 | 2,801 | | | | 11,437 | 212% |
| Lift Station Inspection - Daily | 52 | 4 | 5 | 4 | 4 | 4 | 5 | 5 | 4 | 5 | | | | 40 | 77% |
| Lift Station Inspection - Annually | 3 | - | - | - | - | - | - | - | - | - | | | | - | 0% |
| Maint. Work Orders - Completed | - | 4 | 5 | 4 | 4 | 4 | 5 | 5 | 4 | 5 | | | | 40 | |
| Maint. Work Orders - Incomplete | - | | - | - | - | - | - | - | - | - | | | | - | |
| Manhole Inspection | 879 | 55 | 43 | 56 | 50 | 49 | 51 | 50 | 66 | 63 | | | | 483 | 55% |
| USA Markings | 372 | 103 | 225 | 82 | 137 | 83 | 86 | 76 | 57 | 95 | | | | 944 | 254% |
| F.O.G. Inspections Completed | 10 | - | - | - | - | - | - | - | - | - | | | | - | 0% |
| F.O.G. Inspections Passed | 10 | - | - | - | - | - | - | - | - | - | | | | - | 0% |
| F.O.G. Inspection Failed | - | - | - | - | - | - | - | - | - | - | | | | - | |
| Lateral Inspections | - | - | - | - | - | - | - | - | - | - | | | | - | |
| Customer Service Call - Reg | - | 3 | 1 | 1 | 4 | - | 4 | - | 3 | 4 | | | | 20 | |
| Customer Service Call - OT | - | 1 | 2 | 2 | 3 | 1 | - | 2 | 1 | 1 | | | | 13 | |
| SSO Response - Category 1 | - | - | - | - | - | - | - | - | - | - | | | | - | |
| SSO Response - Category 2 | - | - | - | - | - | - | - | - | - | - | | | | - | |
| SSO Response - Category 3 | - | - | 1 | - | - | - | - | - | - | - | | | | 1 | |
| Insurance Claims Filed | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | - | |

ITEM #4

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GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING April 20, 2023

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 7:02 pm.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, and Director Barbara Dye. Director Jill Grant participated remotely via teleconference pursuant to Government Code Section 54953(b) at 128 Coronado St., El Granada.

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

GENERAL PUBLIC PARTICIPATION

None.

SPECIAL MEETING AGENDA

ADJOURN TO 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.

RECONVENE TO OPEN SESSION

There was no reportable action in the Closed Session.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 7:30 p.m.

Date Approved by the Board: May 18, 2023.

ATTEST:

Delia Comito, Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

April 20, 2023

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM WEBINAR.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 8:00 pm.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, Director Barbara Dye. Director Jill Grant participated remotely via teleconference pursuant to Government Code Section 54953(b) at 128 Coronado St., El Granada.

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

GENERAL PUBLIC PARTICIPATION

Dan Haggerty – Concerned with lack of parking spaces in the park and beach area.

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

a. Report on Community Recreation Center.

b. Report on Burnham Park.

President Marsh stated that since the last board meeting, Group 4 Architects has started working on the schematic design for Community Recreation Center. The Parks and Recreation page of the district website (granada.ca.gov) has also been updated to show the proposed design for the Community Recreation Center. Resident Fran Pollard reported that she had spoken with the school superintendent and was informed that they plan to have a child care program at El Granada Elementary.

2. Consideration of Naming the District Park.

Director Dye read the agenda memorandum prepared for the meeting, which provided the three names being considered for the park and background information on each.

Public member Ryan Molyneaux spoke in support of the name Chiguan Park, as did Kata Gomes, Jane Praysilver, Melina McNaughton, Len Erickson, Chris Rogers, and Kate Broderick.

Fran Pollard spoke in support of the name Granada Community Park.

The Board held a discussion on the pro's and con's of each name. All appreciated the organization and passion of the group supporting the Chiguan Park name to honor the early indigenous peoples who lived in the area. Multiple Board members also recognized several people who for decades had worked hard to preserve the property for a community park, and to recognize the history of the community.

ACTION: Director Dye moved to name the park Granada Community Park. (Dye/Marsh). Approved 3-2 (Randle and Grant opposed).

3. Consideration of Approval of Burnham Park Master Plan for Permitting and CEQA Approvals.

Tom Conroy from Kikuchi & Kankel reviewed the background and revisions made to the park plan. He answered several questions from the Board, and public comment was taken.

ACTION: Director Dye moved to approve the Park Plan as presented for the purposes of permitting, CEQA, and other regulatory processes, as a combined project with the Community Recreation Center. (Dye/Clark). Approved 4-1 (Grant opposed).

4. Consideration of Heart Drive Request for Use of Burnham Property to Hold Events on June 17, August 19, and October 7, 2023.

ACTION: Director Dye moved to allow Heart Drive to hold several events in 2023 on site of the District's park property. (Dye/Grant). Approved 5-0.

5. Engineer's Report.

a. Approval of CIP Progress Payment #2 to Koios for \$201,827.50.

b. Approval of CIP Progress Payment #3 to Koios for \$99,084.50.

c. Approval of CIP Change Order #1 to Koios for \$68,552.00.

ACTION: Director Grant moved to approve the progress payments to Koios and the CIP change order as listed above. (Grant/Clark). Approved 5-0.

6. Report on Sewer Authority Mid-Coastside Meetings.

It was reported that insurance will cover the costs associated with the January 1, 2023 storm damage at the treatment plant.

CONSENT AGENDA

7. March 16, 2023 Special and Regular Meeting Minutes.

8. April 2023 Warrants.

9. February 2023 Financial Statements.

10. Assessment District Distribution #6-22/23.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 10:53 p.m.

Date Approved by the Board: May 18, 2023.

ATTEST:

Delia Comito, Board Secretary

ITEM #5

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May 2023 Warrants

For the May 18, 2023 Board of Director's Meeting

| Date | Num | Name | Memo | Account | Amount |
|--------------|------|-------------------------------|---------------------------------|--------------------------------|----------------------|
| 04/20/23 | 9551 | Alhambra & Sierra Springs | Invoice dtd 04/13/23 | 6140 · Office Supplies | \$ 35.97 |
| 04/20/23 | 9552 | Dudek | 02/25/23-03/31/23 Prof Svcs | 6151 · General Manager | 10,390.00 |
| 04/20/23 | 9553 | Horizon Water & Environment | Inv dtd 04/14/23 | 5130 · Parks & Rec Prof Svcs | 3,898.00 |
| 04/20/23 | 9554 | Hue & Cry, Inc. | May 2023 Pump Stn Alarm | 6170 · Utilities | 31.59 |
| 04/20/23 | 9555 | Kennedy Jenks | Mar 2023 Svcs, Sum 190 | 6070 · Engineering Services | 14,388.40 |
| 04/20/23 | 9556 | Nancy Marsh | Replaces Ck #9537 dtd 03/16/23 | 6040 · Directors' Compensation | 145.00 |
| 05/18/23 | 9557 | Barbara Dye | 04/20/23 GCSD | 6040 · Directors' Compensation | 145.00 |
| 05/18/23 | 9558 | Bell Plumbing | Lateral Repair-171 Escalona Ave | 6070 · Lateral Repairs | 10,789.00 |
| 05/18/23 | 9559 | CJ Brown & Company CPAs | Prof Svcs through 04/30/23 | 6010 · Auditing | 2,960.00 |
| 05/18/23 | 9560 | CliftonLarsonAllen LLP | Apr 2023 Accounting Svcs | 6152 · Accounting | 3,018.75 |
| 05/18/23 | 9561 | Comcast | 05/13/23-06/12/23 Svcs | 6170 · Utilities | 296.95 |
| 05/18/23 | 9562 | Horizon Water & Environment | Inv dtd 05/04/23 | 5130 · Parks & Rec Prof Svcs | 6,166.66 |
| 05/18/23 | 9563 | Jen Randle | 04/20/23 GCSD | 6040 · Directors' Compensation | 145.00 |
| 05/18/23 | 9564 | Jill Grant | 04/20/23 GCSD | 6040 · Directors' Compensation | 145.00 |
| 05/18/23 | 9565 | Kikuchi & Kankel Design Group | Prof Svcs through 04/30/23 | 5130 · Parks & Rec Prof Svcs | 11,831.25 |
| 05/18/23 | 9566 | Matthew Clark | 04/20/23 GCSD | 6040 · Directors' Compensation | 145.00 |
| 05/18/23 | 9567 | Nancy Marsh | 04/20/23 GCSD | 6040 · Directors' Compensation | 145.00 |
| 05/18/23 | 9568 | Pacifica Community TV | 04/20/23 GCSD | 6180 · Video Taping | 400.00 |
| 05/18/23 | 9569 | PG&E | Office Inv dtd 04/25/23 | 6170 · Utilities | 85.68 |
| 05/18/23 | 9570 | PG&E | Pump Stn Inv dtd 04/17/23 | 6170 · Utilities | 1,121.98 |
| 05/18/23 | 9571 | Pitney Bowes | Invs 31059585295 & 3106064713 | 6140 · Office Supplies | 86.43 |
| 05/18/23 | 9572 | Rodolfo Romero | May Cleaning | 6130 · Office Maint & Repairs | 180.00 |
| 05/18/23 | 9573 | San Mateo County Harbor Dist | Office Lease-Jun 2023 | 6120 · Office Lease | 4,550.00 |
| 05/18/23 | 9574 | Sewer Authority Mid-Coastside | May 2023 Asmts | 5010 · SAM - General | 163,420.73 |
| 05/18/23 | 9575 | Tri Counties Bank | Apr 2023 Card Charges | 6140 · Office Supplies | 608.08 |
| 05/18/23 | 9576 | US Bank Equipment Finance | May 2023 Svcs | 6020 · Copier lease | 358.75 |
| 05/18/23 | 9577 | Wittwer & Parkin | Apr 2023 Svcs | 6090 · Legal Services | 7,004.50 |
| TOTAL | | | | | \$ 242,492.72 |

ITEM #6

Blank

**Granada Community Services District
Statement of Net Position (Unaudited)
As of March 31, 2023**

ASSETS

Current Assets

Checking/Savings

| | | |
|------------------------------------|----|-----------|
| 1020 · Petty Cash | \$ | 420 |
| 1030 · Cash - LAIF | | 2,852,411 |
| 1040 · Tri Counties Bank - Gen Op | | 110,598 |
| 1050 · Tri Counties Bank - Deposit | | 216,490 |

| | | |
|------------------------|--|-----------|
| Total Checking/Savings | | 3,179,919 |
|------------------------|--|-----------|

Other Current Assets

| | | |
|----------------------------|--|--------|
| 1100 · Accounts Receivable | | 2,650 |
| 1200 · Interest Receivable | | 20,567 |
| 1550 · Prepaid Expenses | | 4,687 |

| | | |
|----------------------------|--|--------|
| Total Other Current Assets | | 27,904 |
|----------------------------|--|--------|

| | | |
|----------------------|--|-----------|
| Total Current Assets | | 3,207,823 |
|----------------------|--|-----------|

Fixed Assets

| | | |
|---------------------------------|--|-------------|
| 1600 · Land | | 2,862,979 |
| 1610 · Construction in Progress | | 168,508 |
| 1615 · Equipment | | 22,153 |
| 1620 · Collections System | | 11,227,956 |
| 1630 · Accumulated Depreciation | | (7,550,452) |

| | | |
|--------------------|--|-----------|
| Total Fixed Assets | | 6,731,144 |
|--------------------|--|-----------|

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 | | (7,287) |
| 1735 · Advance to AD- Assesmnt Revenue | | (31,484) |
| 1750 · Investment in SAM | | 4,648,209 |
| 1760 · Deferred Outflows of Resources | | 97,661 |

| | | |
|--------------------|--|-----------|
| Total Other Assets | | 5,071,989 |
|--------------------|--|-----------|

| | | |
|--------------|--|------------|
| Total Assets | | 15,010,956 |
|--------------|--|------------|

No assurance is provided on these financial statements. See selected information.

**Granada Community Services District
Statement of Net Position (Unaudited)
As of March 31, 2023
(Continued)**

LIABILITIES

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 44,455

2001 · Accrued Vacation 1,748

2003 · Due to GCSD Customer 550

2020 · Class 3 Deposits 19,055

2100 · Payroll Liabilities 4,113

2225 · Recology-Del Garbage 26,672

2300 · Due to AD 130,797

Total Current Liabilities 227,390

Long Term Liabilities

2401 · Net Pension Liability 180,448

2402 · Deferred Inflows of Resources 12,651

Total Long Term Liabilities 193,099

Total Liabilities 420,489

NET POSITION

3000 · Net Assets 14,637,876

Net Loss (47,409)

Total Net Position \$ 14,590,467

PRELIMINARY DRAFT

No assurance is provided on these financial statements. See selected information.

**Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2022 through March 31, 2023**

| | Jul 1, 2022 - Mar 31, 2023 | Expected To Date | Variance Favorable/ (Unfavorable) | FY 2022/2023 Budget |
|--|-------------------------------|---------------------|---|---------------------------|
| Revenues | | | | |
| Operating Revenue | | | | |
| 4015 · Park Tax Allocation | \$ 640,276 | \$ 693,751 | \$ (53,475) | \$ 925,000 |
| 4020 · Sewer Service Charges-SMC | 1,320,884 | 1,616,251 | (295,367) | 2,155,000 |
| 4021 · Sewer Svc Charges Pro-rated | 1,844 | - | 1,844 | - |
| 4030 · AD OH Reimbursement | 17,345 | 24,750 | (7,405) | 33,000 |
| 4040 · Recology Franchise Fee | 36,218 | 30,749 | 5,469 | 41,000 |
| Total Operating Revenue | 2,016,567 | 2,365,501 | (348,934) | 3,154,000 |
| Non Operating Revenue | | | | |
| 4120 · Interest on Reserves | 41,458 | 19,125 | 22,333 | 25,500 |
| 4130 · Connection Fees | 149,930 | 21,001 | 128,929 | 28,000 |
| 4150 · Repayment of Adv to AD-NCA | - | 236,250 | (236,250) | 315,000 |
| 4160 · SAM Refund from Prior Yr | - | 751 | (751) | 1,000 |
| 4170 · ERAF Refund | 463,211 | 262,499 | 200,712 | 350,000 |
| 4180 · Misc Income | 48,823 | 49,500 | (677) | 66,000 |
| Total Non Operating Revenue | 703,422 | 589,126 | 114,296 | 785,500 |
| Total Revenues | 2,719,989 | 2,954,627 | (234,638) | 3,939,500 |
| Gross Profit | 2,719,989 | 2,954,627 | (234,638) | 3,939,500 |
| Expenses | | | | |
| Operations | | | | |
| 5010 · SAM - General | 773,656 | 773,652 | (4) | 1,031,541 |
| 5020 · SAM - Collections | 158,610 | 157,050 | (1,560) | 209,400 |
| 5021 · Lift Station Maint. | 191 | - | (191) | - |
| 5022 · SAM- NDWSCP | 8,874 | - | (8,874) | - |
| 5050 · Mainline System Repairs | - | 7,501 | 7,501 | 10,000 |
| 5060 · Lateral Repairs | 10,690 | 11,250 | 560 | 15,000 |
| 5065 · CCTV | - | 7,501 | 7,501 | 10,000 |
| 5070 · Pet Waste Station | 588 | 1,350 | 762 | 1,800 |
| 5110 · RCD - Parks | 2,634 | 22,500 | 19,866 | 30,000 |
| 5120 · Half Moon Bay Reimb - Parks | 28,184 | 82,350 | 54,166 | 109,800 |
| 5130 · Parks & Rec Professional Services | 213,359 | 225,000 | 11,641 | 300,000 |
| Total Operations | 1,196,786 | 1,288,154 | 91,368 | 1,717,541 |

No assurance is provided on these financial statements. See selected information.

**Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2022 through March 31, 2023**

| | Jul 1, 2022 - Mar 31, 2023 | Expected To Date | Variance Favorable/ (Unfavorable) | FY 2022/2023 Budget |
|--|-------------------------------|---------------------|---|---------------------------|
| Expenses (Continued) | | | | |
| Administration | | | | |
| 6010 · Auditing | - | 16,501 | 16,501 | 22,000 |
| 6020 · Copier lease | 3,754 | 4,500 | 746 | 6,000 |
| 6040 · Directors' Compensation | 6,955 | 9,000 | 2,045 | 12,000 |
| 6050 · Education & Travel Reimb | 428 | 1,499 | 1,071 | 2,000 |
| 6060 · Employee Compensation | 258,494 | 292,500 | 34,006 | 390,000 |
| 6070 · Engineering Services | 22,379 | 22,500 | 121 | 30,000 |
| 6080 · Insurance | 1,259 | 26,249 | 24,990 | 35,000 |
| 6090 · Legal Services | 70,873 | 23,999 | (46,874) | 32,000 |
| 6095 · Legal Services for Case Related Legal | - | 22,500 | 22,500 | 30,000 |
| 6100 · Memberships | 9,933 | 6,750 | (3,183) | 9,000 |
| 6120 · Office Lease | 40,950 | 45,000 | 4,050 | 60,000 |
| 6130 · Office Maintenance & Repairs | 1,723 | 1,876 | 153 | 2,500 |
| 6135 · Other Property Maint. | 350 | - | (350) | - |
| 6140 · Office Supplies | 6,166 | 1,876 | (4,290) | 2,500 |
| 6150 · Professional Services | 96,979 | 102,001 | 5,022 | 136,000 |
| 6160 · Publications & Notices | 4,499 | 11,250 | 6,751 | 15,000 |
| 6170 · Utilities | 9,522 | 10,499 | 977 | 14,000 |
| 6180 · Video Taping | 3,100 | 3,749 | 649 | 5,000 |
| 6190 · Computers | 3,865 | 2,250 | (1,615) | 3,000 |
| 6220 · Miscellaneous | 15,473 | 5,999 | (9,474) | 8,000 |
| 6230 · Bank Service Charges | 233 | - | (233) | - |
| 6310 · Park Related Misc Expenses | 116,083 | 97,501 | (18,582) | 130,000 |
| Total Administration | 673,018 | 707,999 | 34,981 | 944,000 |
| Capital Projects | | | | |
| 1415-4 · 22/23 SSMP Costs | 2,247 | - | (2,247) | - |
| 1617-1 · Medio Creek Xing Crossing | 855 | - | (855) | - |
| 7013 · 6-yr CIP Phase 2 | 445,565 | 262,499 | (183,066) | 350,000 |
| 7100 · SAM - Infrastructure | 448,927 | 448,926 | (1) | 598,569 |
| Total Capital Projects | 897,594 | 711,425 | (186,169) | 948,569 |
| Total Expenses | 2,767,398 | 2,707,578 | (59,820) | 3,610,110 |
| Net Income | <u>\$ (47,409)</u> | <u>\$ 247,049</u> | <u>\$ (294,458)</u> | <u>\$ 329,390</u> |

No assurance is provided on these financial statements. See selected information.

ITEM #7

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #8

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #9

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #10

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GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: April 15, 2023 to May 12, 2023
To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: May 18, 2023

REQUEST FOR PUBLIC RECORDS

There were two requests for public records this period:

| Request Date | Requester | Information Requested | Information Provided | Date Completed |
|--------------|----------------|----------------------------|---|----------------|
| 04/20/23 | Cid Young | Farm Labor Housing Related | HMB/GSD Agreement dated 05/97, GSD Reso. #817 & SAM Reso. #7-97 | 04/21/23 |
| 05/02/23 | Transparent CA | 2022 Employee Compensation | 2022 Employee Compensation Report | 05/04/23 |

APPLICATIONS RECEIVED

There were two applications received this period:

| Date | Class | Owner/Agent | APN | Address | Sq. Ft. | Zone |
|----------|-------|--------------|-------------|---------------------------|---------|----------|
| 07/26/22 | 1A | Agranov | 048-054-220 | 345 Miramar Dr Miramar | 8,787 | R-1/S-17 |
| 08/04/22 | 1A | Barsh | 047-207- | 180 Ave Balboa EG | 5,172 | R-1/S-17 |
| 08/29/22 | 1A | Peng Kevin | 047-095-070 | 441 Valencia EG | 5,500 | R-1/S-17 |
| 09/23/22 | 1A | Oulton | 047-292-320 | 950 Malaga St EG | 6,000 | R-1/S-17 |
| 10/14/22 | ADU | Kennedy | 047-292-310 | 1339 Columbus EG | 9,000 | R-1/S-17 |
| 12/30/22 | ADU | Terwey | 047-152-240 | 507 El Granada Blvd EG | 8,897 | R-1/S-17 |
| 01/27/23 | 1A | Haithcox | 048-085-250 | 63 Guerrero Ave HMB | 4,367 | R1/B1 |
| 02/21/23 | ADU | Wilkinson | 048-093-070 | 495 Mirada Rd Miramar | 7,058 | R-1/S-17 |
| 03/16/23 | 1A | Silva | 047-173-150 | 148 San Pedro Rd | 9,545 | R-1/S-17 |
| 04/26/23 | 1A | Carey | 048-013-790 | 167 Cortez Ave Miramar | 7,446 | R1/S-94 |
| 05/05/23 | 2A | Mayolegz LLC | 047-031-440 | 169 Harvard Ave Princeton | 7,000 | W/DR |

Shaded items were previously reported.

PERMITS ISSUED

There was one permit issued this period:

| Permit | Class | Date | Owner/Agent | APN | Address | Sq. ft. | Zone |
|--------|-------|----------|----------------------|-------------|-------------------|---------|----------|
| 3235 | 1A | 09/12/22 | Peng/Huong | 047-095-070 | 441 Valencia Ave | 5,500 | R-1/S-17 |
| 3236 | 1A | 09/19/22 | 515 Hermosa LLC | 048-063-420 | 515 Hermosa | 9,600 | R-1/S-94 |
| 3237 | ADU | 10/28/22 | Segure Hector | 047-063-080 | 262 Solano Ave | 5,000 | R-1/S-17 |
| 3238 | ADU | 10/31/22 | Francisco J | 047-042-090 | 115 Presidio Ave | 5,000 | R-1/S-17 |
| 3239 | 2D | 11/04/22 | Point Pillar Project | 047-081-430 | 100 Capistrano Rd | 141,350 | CCR/DR |

PERMITS ISSUED (Cont'd)

| | | | | | | | |
|------|-----|----------|-----------|-------------|------------------------|-------|----------|
| 3240 | ADU | 02/07/23 | Kennedy | 047-292-310 | 1339 Columbus St | 9,000 | R-1/S-17 |
| 3242 | 1A | 02/10/23 | Haithcox | 048-085-250 | 63 Guerrero Ave HMB | 4,376 | R-1/B-1 |
| 3243 | ADU | 02/28/23 | Wilkinson | 048-093-070 | 495 Mirada Rd Miramar | 7,058 | R-1/S-17 |
| 3244 | ADU | 02/28/23 | Terway | 047-152-240 | 507 El Granada Blvd EG | 8,897 | R-1/S-17 |
| 3245 | 1A | 03/28/23 | Oulton | 047-292-320 | 950 Malaga St EG | 6,000 | R-1/S-17 |
| 3246 | 1A | 04/18/23 | Silva | 047-173-150 | 148 San Pedro Rd | 9,545 | R1/S-17 |

Shaded items were previously reported.

SEWER HOOK-UPS

There was one sewer hook-up this period:

| Date | Class | Permit # | Issued | Owner | APN | Address |
|----------|-------|----------|----------|------------|-----------------|--------------------------|
| 07/13/22 | 1A | 3229 | 05/27/22 | McGregor | 048-013-890 | 171 Coronado Ave Miramar |
| 08/10/22 | 1A | 3224 | 02/10/22 | Wally | 047-043-030 | 130 Presidio EG |
| 08/18/22 | 1A | 3223 | 01/28/22 | Moules | 047-208-100 | 580 The Alameda EG |
| 08/28/22 | 1A | 3218 | 07/16/21 | Sanchez | 047-244-240 | 519 Isabella EG |
| 11/08/22 | 1A | 3181 | 06/30/22 | Wang | 047-281-160 | 638 Coronado St EG |
| 12/02/22 | 1A | 3230 | 06/30/22 | Cohn | 047-127-520 | 231 The Alameda EG |
| 12/13/22 | 2M | 3221 | 01/04/22 | Clonea LLC | 047-204-020 | 516 Ave Alhambra EG |
| 01/18/23 | 1A | 3234 | 08/19/22 | Barsh | 047-207-060/070 | 180 Ave Balboa EG |
| 02/22/23 | 1A | 3225 | 03/18/22 | Freitas | 047-208-120 | 157 Ave Portola EG |
| 05/04/23 | 1A | 3235 | 09/12/22 | Peng | 047-095-070 | 441 Valencia Ave EG |

Shaded items were previously reported.

REPAIRS - There was one lateral repair this period:

| Date | Type | Problem | Location or Address | Cause | Cost |
|----------|----------------|---------|---------------------|----------------|-----------|
| 10/03/22 | Lateral Repair | Back-up | 431 The Alameda EG | Foreign Object | 10,690.00 |
| 04/21/23 | Lateral Repair | Back-up | 171 Escalona Ave EG | Roots | 10,789.00 |

Shaded items were previously reported.

ITEM #11

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