



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, June 16, 2022

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

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

[Join Zoom Meeting](#)

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Meeting URL: <https://dudek.zoom.us/j/98097673530>

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

Meeting ID: 980 9767 3530

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

ROLL CALL

Directors:	President:	Barbara Dye
	Vice-President	Nancy Marsh
	Director:	Matthew Clark
	Director:	Eric Suchomel
	Director:	David Seaton
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.

SPECIAL MEETING AGENDA

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

Recommendation: Approve the resolution.

ADJOURN TO CLOSED SESSION

- 2. 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.

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

Casa Mira Homeowners Association v. California Coastal Commission
San Mateo County Superior Court Case No. 19-CIV-03202

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

- 1. Parks and Recreation Activities.**
 - a. Report from Parks Advisory Committee.**
 - b. Report on Proposed Community Center.**
 - c. Report on Burnham Park.**
 - d. Update on Pump Track Kickoff.**
 - e. Community Outreach on Park Fixtures.**

Recommendation: To be made by the Board.

2. Report on June 8 Special Meeting Concerning Bartle Wells Associates Sewer Service Charge Report and Potential Increase in the Sewer Service Charge for Fiscal Years Ending 2023, 2024, and 2025.

Recommendation: For public information.

3. Consideration of an Ordinance Amending the District Code to Allow for the Setting of Sewer Service Charges by Fee Resolution (second and final reading).

Recommendation: 1. Read title and waive by motion the reading of the Ordinance.
2. Approve the ordinance subject to publishing in accordance with the government code.

4. Report on Sewer Authority Mid-Coastside Meetings.

Recommendation: For board information.

CONSENT AGENDA

5. May 19, 2022 Special and Regular Meeting Minutes.
6. June 2022 Warrants.
7. April 2022 Financial Statements.
8. Assessment District Distribution #11-21/22.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

At the conclusion of the May 19, 2022 Meeting:

Last Ordinance adopted: No. 175

Last Resolution adopted: No. 2022-007

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

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

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2022-08

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

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

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

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

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

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED:

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

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

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

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

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) July 16, 2022, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Granada Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

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

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the special meeting of the Board of Directors of the Granada Community Services District held on June 16, 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Approved:

Barbara Dye, President

Countersigned:

Delia Comito, District Secretary

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #2

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AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Report on Bartle Wells Associates Sewer Service Charge Report and Potential Increase in the Sewer Service Charge for FYE's 2023, 2024, and 2025
Date: June 16, 2022

At our last board meeting on June 8th, your board approved moving forward with the proposed sewer rate increase and the Prop 218 ratepayer notification process based on the Bartle Wells Associates Sewer Service Charge report following this memo. While your board has already taken action on this issue, this item has been placed on the agenda for increased public notification. The follow memo, SSC report, and Prop 218 Notice were included in June 8th's agenda.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Bartle Wells Associates Sewer Service Charge Report and Potential Increase in the Sewer Service Charge for FYE's 2023, 2024, and 2025
Date: June 8, 2022

At our last board meeting, I presented a broad look at the Fiscal Year 2022/23 through 2024/25 Sewer District budget and corresponding proposed sewer service charge (SSC). I have also been working with Bartle Wells Associates on a draft sewer service charge rate report covering the next three years, which they have completed and is attached. The attached report proposes a 14% rate increase for each of the next three years. Even with this increase, the District's rates would still be much lower than 2/3rds of area districts, as shown on the attached graph on the next page. This increase is needed to fund District operations and its capital maintenance program, as well as fund the District's share of the Sewer Authority Mid-Coastside operations and capital program, which comprises over 65% of the District yearly costs.

- SAM has undertaken an infrastructure maintenance program which is projected to cost approximately \$2.5 to \$3.0 million per year for at least the next 5 years. GCSD's share of that program will average about \$600,000 per year.
- Repair and replacement of collections system components – The District's aging sewer system needs continual repair and replacement. Some of our sewer mains date back to 1920, and pose the potential to cause spills based on offsets in the pipe joints, and root intrusion through cracks and joints. Funding for this program will average about \$250,000 per year. The projects will be bundled into two year increments for ease of construction and cost savings.
- As decided by the board last year, District property tax revenues have been allocated solely to the Parks and Recreation Budget.
- Also of note is the Assessment District will complete the refunding of the money the general sewer district provided for the initial startup of the AD back in 1996. This will reduce Non-Operating revenues by approximately \$300,000 per year beginning with fiscal year 2023/24.
- A potential issue on the horizon is the possible reduction or elimination of the property tax ERAF refunds the district has been receiving for the past many years. This refund has averaged about \$300,000 over the past few years. The loss of this revenue will obviously affect the district as well.

The Prop 218 process requires that the District send a mailer to each ratepayer outlining the proposed new fee structure, and outlines a process for which ratepayers can comment or present written objections to the fee. After a minimum of 45 days after the mailing of the 218 notice, your board is required to hold a public hearing (scheduled for August 4th at 6:30 pm) to consider the proposed SSC increase and all objections received. Depending on the outcome of that hearing, your board will then vote on the proposed sewer service charge increase.



Financial Projections

DRAFT

Sewer Enterprise

DRAFT June 2022



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Table 1
 Granada CSD
 Historical and Current Rates

Residential Rate	FY 2020/21	FY 2021/22
Flat Rate Per Residence	\$580	\$580

Commercial User Rate	FY 2020/21	FY 2021/22
Rate per Hundred Cubic Feet (HCF) of Yearly Water Usage		
Commercial Category	Rate (per HCF)	Rate (per HCF)
Restaurant	\$10.76	\$10.76
Motel/Hotel	\$8.54	\$8.54
Office	\$4.79	\$4.79
Schools	\$4.86	\$4.86
Medical	\$5.17	\$5.17
Other Non-Residential	\$5.60	\$5.60

Table 2
Granada CSD
Revenue & Expenses

	Budget FY 2020-21	Budget FY 2021-22
SEWER - OPERATING REVENUES		
1 . Property Tax Allocation-Sewer (split between sewer and parks)	\$200,000	\$0
2 . Annual Sewer Service Charges	1,879,000	1,810,000
3 . Reim. from A.D. - Salary and Overhead	32,000	32,000
4 . Recology of the Coast Franchise Fee	33,000	33,000
5 . Miscellaneous	<u>4,000</u>	<u>4,000</u>
TOTAL REVENUES	\$2,148,000	\$1,879,000
SEWER - EXPENDITURES		
SEWER - SAM OPERATING EXPENSES		
1 . SAM General - Treatment	\$831,237	\$685,122
2 . SAM General - Administration	290,458	258,279
3 . SAM General - Environmental Compliance	34,172	37,570
4 . SAM Contract Collections Services	<u>186,574</u>	<u>244,612</u>
Sub-Total SAM Operations Expenditures	\$1,342,441	\$1,225,583
SEWER - GCSD ADMINISTRATIVE EXPENSES		
1 . Accounting	\$32,000	\$32,000
2 . Auditing	16,000	16,000
3 . Copier Lease	6,000	6,000
4 . Directors' Compensation	11,000	11,000
5 . Education & Travel Reimbursement	2,000	2,000
6 . Employee Salaries	178,000	220,000
7 . Employee Medical, Payroll Taxes, and Retirement	88,000	95,000
8 . CalPers and OPEB Unfunded Pension Liability Payments	50,000	0
9 . Engineering Services (General)	20,000	20,000
10 . Insurance	30,000	35,000
11 . Legal Services - General	30,000	40,000
12 . Legal Services - Project/Case Related	50,000	90,000
13 . Memberships	9,000	9,000
14 . Newsletter	7,000	7,000
15 . Office Lease	57,000	60,000
16 . Office Maintenance and Repairs	3,000	3,000
17 . Office Supplies	3,000	3,000
18 . Professional Services	85,000	85,000
19 . Publications & Notices	2,000	2,000
20 . Utilities	12,000	12,000
21 . Video Taping of Board Meetings	4,000	4,000
22 . Computers	2,500	2,500
23 . Lateral Repairs	25,000	25,000
24 . CCTV	25,000	15,000
25 . Pet Waste Stations	1,200	1,200
26 . Miscellaneous	<u>20,000</u>	<u>15,000</u>
Sub-Total GCSD Administration Expenditures	\$768,700	\$810,700
SEWER - TOTAL OPERATING EXPENDITURES	\$2,111,141	\$2,036,283

SEWER - OPERATING NET TO/(FROM) RESERVES	\$36,859	-\$157,283
SEWER - NON-OPERATING REVENUES		
1 . Interest on Reserves	\$58,000	\$18,000
2 . Connection Fees	38,000	28,000
3 . SAM Refund from Prior Year Allocation	1,000	1,000
4 . Repayment from Assessment District-Current FY	310,000	310,000
5 . ERAF Refund from Prior Year	<u>350,000</u>	<u>250,000</u>
TOTAL NON-OPERATING REVENUES	\$757,000	\$607,000
SEWER - CAPITAL PROJECTS		
1 . General Sewer Mainline System Repairs	\$10,000	\$10,000
2 . 6 Year Sewer Mainline Replacement Program	450,000	290,000
3 . Medio Creek Crossing Sewer Realignment	350,000	400,000
4 . SAM - Infrastructure Budget	<u>433,438</u>	<u>508,056</u>
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$1,243,438	\$1,208,056

Table 3
Granada CSD
Cash Ending Fund Balance

	Budget <u>FY 2021-22</u>
SEWER - CAPITAL RESERVE FUND BALANCE	
Cash and Cash Equivalents	\$2,400,000

Table 4
 Granada CSD
 CIP Program

CAPITAL PROJECTS	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25</u>	<u>FY 2025/26</u>	<u>FY 2026/27</u>
1. General Mainline System Repairs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
2. 6 Year Sewer Mainline Replacement Program	450,000	250,000	250,000	250,000	250,000	250,000
3. Medio Creek Bridge Crossing Sewer Realignment	350,000	0	0	0	0	0
4. SAM - Capital Maintenance/Infrastructure Budget	<u>508,056</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$1,318,056	\$860,000	\$860,000	\$860,000	\$860,000	\$860,000

Table 5
Granada CSD
Sewer Enterprise Financial Projections

	Budget 2021-22	Projections		
		2022-23	2023-24	2024-25
Beginning Balance		\$2,400,000	\$2,209,855	\$1,906,593
Rate Adjustments		14.0%	14.0%	14.0%
Rate, Effective July 1st	\$580.00	\$661.00	\$754.00	\$860.00
Estimated ERUs		3,171	3,181	3,191
	Budget 2021-22	Projections		
		2022-23	2023-24	2024-25
<u>SEWER - OPERATING REVENUES</u>				
1 . Property Tax Allocation-Sewer	\$0	\$0	\$0	\$0
2 . Annual Sewer Service Charges	<u>1,879,000</u>	<u>2,096,031</u>	<u>2,398,474</u>	<u>2,744,260</u>
SUBTOTAL	\$1,879,000	\$2,096,031	\$2,398,474	\$2,744,260
<u>SEWER - NON-OPERATING REVENUES</u>				
1 . Interest on Reserves	\$18,000	\$12,000	\$11,049	\$9,533
2 . Connection Fees	28,000	47,000	47,000	47,000
3 . SAM Refund from Prior Year Allocation	1,000	0	0	0
4 . Repayment from Assessment District-Current FY	310,000	310,000	0	0
5 . ERAF Refund from Prior Year	<u>297,000</u>	<u>297,000</u>	<u>297,000</u>	<u>297,000</u>
SUBTOTAL	\$654,000	\$666,000	\$355,049	\$353,533
Total Revenue	\$2,533,000	\$2,762,031	\$2,753,523	\$3,097,793

ACCOUNT TITLE	Budget 2021-22	Projections		
		2022-23	2023-24	2024-25
<u>SEWER - SAM OPERATING EXPENSES</u>				
	5% annual escalation			
1 . SAM General - Treatment	\$685,122	\$719,502	\$755,477	\$793,251
2 . SAM General - Administration	258,279	262,388	275,507	289,283
3 . SAM General - Environmental Compliance	37,570	49,651	52,134	54,740
4 . SAM Contract Collections Services	<u>244,612</u>	<u>209,400</u>	<u>219,870</u>	<u>230,864</u>
SUBTOTAL	\$1,225,583	\$1,240,941	\$1,302,988	\$1,368,137
<u>SEWER - GCSD ADMINISTRATIVE EXPENSES</u>				
	5% annual escalation			
1 . Accounting	\$32,000	\$33,600	\$35,280	\$37,044
2 . Auditing	16,000	16,800	17,640	18,522
3 . Copier Lease	6,000	6,300	6,615	6,946
4 . Directors' Compensation	11,000	11,550	12,128	12,734
5 . Education & Travel Reimbursement	2,000	2,100	2,205	2,315
6 . Employee Salaries	220,000	231,000	242,550	254,678
7 . Employee Medical, Payroll Taxes, and Retirement	95,000	99,750	104,738	109,974
8 . CalPers and OPEB Unfunded Pension Liability Payments	0	0	0	0
9 . Engineering Services (General)	20,000	21,000	22,050	23,153
10 . Insurance	35,000	36,750	38,588	40,517
11 . Legal Services - General	40,000	42,000	44,100	46,305
12 . Legal Services - Project/Case Related	90,000	94,500	99,225	104,186
13 . Memberships	9,000	9,450	9,923	10,419
14 . Newsletter	7,000	7,350	7,718	8,103
15 . Office Lease	60,000	63,000	66,150	69,458
16 . Office Maintenance and Repairs	3,000	3,150	3,308	3,473
17 . Office Supplies	3,000	3,150	3,308	3,473
18 . Professional Services	85,000	89,250	93,713	98,398
19 . Publications & Notices	2,000	2,100	2,205	2,315
20 . Utilities	12,000	12,600	13,230	13,892
21 . Video Taping of Board Meetings	4,000	4,200	4,410	4,631
22 . Computers	2,500	2,625	2,756	2,894
23 . Lateral Repairs	25,000	26,250	27,563	28,941

24 . CCTV	15,000	15,750	16,538	17,364
25 . Pet Waste Stations	1,200	1,260	1,323	1,389
26 . Miscellaneous	15,000	15,750	16,538	17,364
SUBTOTAL	\$810,700	\$851,235	\$893,797	\$938,487
Total Operating Expenses	\$2,036,283	\$2,092,176	\$2,196,785	\$2,306,624
Net Revenue Before Capital(Loss)	\$496,717	\$669,855	\$556,738	\$791,169
Debt Service Coverage		N/A	N/A	N/A
<u>CAPITAL</u>				
Capital Improvement Program	\$1,318,056	\$860,000	\$860,000	\$860,000
SUBTOTAL	\$1,318,056	\$860,000	\$860,000	\$860,000
Total Exp & CIP	\$3,354,339	\$2,952,176	\$3,056,785	\$3,166,624
Net Revenue(Loss)	(\$821,339)	(\$190,145)	(\$303,262)	(\$68,831)
Ending Balance	\$2,400,000	\$2,209,855	\$1,906,593	\$1,837,762
<i>Days O&M in Reserve</i>	<i>430</i>	<i>386</i>	<i>317</i>	<i>291</i>

Table 6
 Granada CSD
 Assumed Wastewater Strength Factors

Strength Class

Examples:	Restaurant	Motel/Hotel	Office	Schools	Medical	Other Non-Residential
Flow (gpd)	221	221	221	221	221	221
BOD ¹ (mg/l)	650	500	210	215	250	270
TSS ² (mg/l)	600	435	210	215	210	260
Strength Factor	2.01	1.58	0.89	0.91	0.95	1.04

Strength Factor Formula $SF = (\text{Flow}(\text{gpd})/221) * (0.33 + (0.34 * \text{BOD}(\text{mg/l})/250) + (0.33 * \text{TSS}(\text{mg/l})/250))$

WW flows and strengths based on State Water Resources Control Board's Revenue Program Guidelines

1 "BOD" stands for Biochemical Oxygen Demand

2 "TSS" stands for Total Suspended Solids

Table 7
Granada CSD
Rate Calculation

Customer Class	EDUs ¹		ADWF ² Flow (gal/day)	Curent Estimate EDU x Flow ADWF Flow (gal/day)	BOD ³ (mg/l)	TSS ⁴ (mg/l)	Strength Factor	Calculated Current Rate
Residential								
Single Family Residential	2,307		221	509,847	250	250	1.00	\$580.00
Multifamily	282		221	62,314	250	250	1.00	\$580.00
Subtotal				572,161				
Commercial	Accounts	Use (gal/day)	Flow Factor	Estimated ADWF Flow (gal/day)	BOD (mg/l)	TSS (mg/l)	Strength Factor	Calculated Current Rate
Restaurant	12	22,333	100%	22,333	650	600	2.01	\$10.79
Motel/Hotel	73	18,557	100%	18,557	500	435	1.58	\$8.52
Office	5	1,241	100%	1,241	210	210	0.89	\$4.80
Schools	3	1,560	100%	1,560	215	215	0.91	\$4.87
Medical	0	0	100%	0	250	210	0.95	\$5.09
Other Non-Residential	105	65,179	100%	65,179	270	260	1.04	\$5.60
Subtotal		108,870		108,870				
Totals				681,032				

Check Against Lowest Actual Monthly Avg. Day Flow

- 1 "EDU" stands for Equivalent Dwelling Unit
 2 "ADWF" stands for Average Dry Weather Flow
 3 "BOD" stands for Biochemical Oxygen Demand
 4 "TSS" stands for Total Suspended Solids

Table 8
 Granada CSD
 Current and Proposed Rates

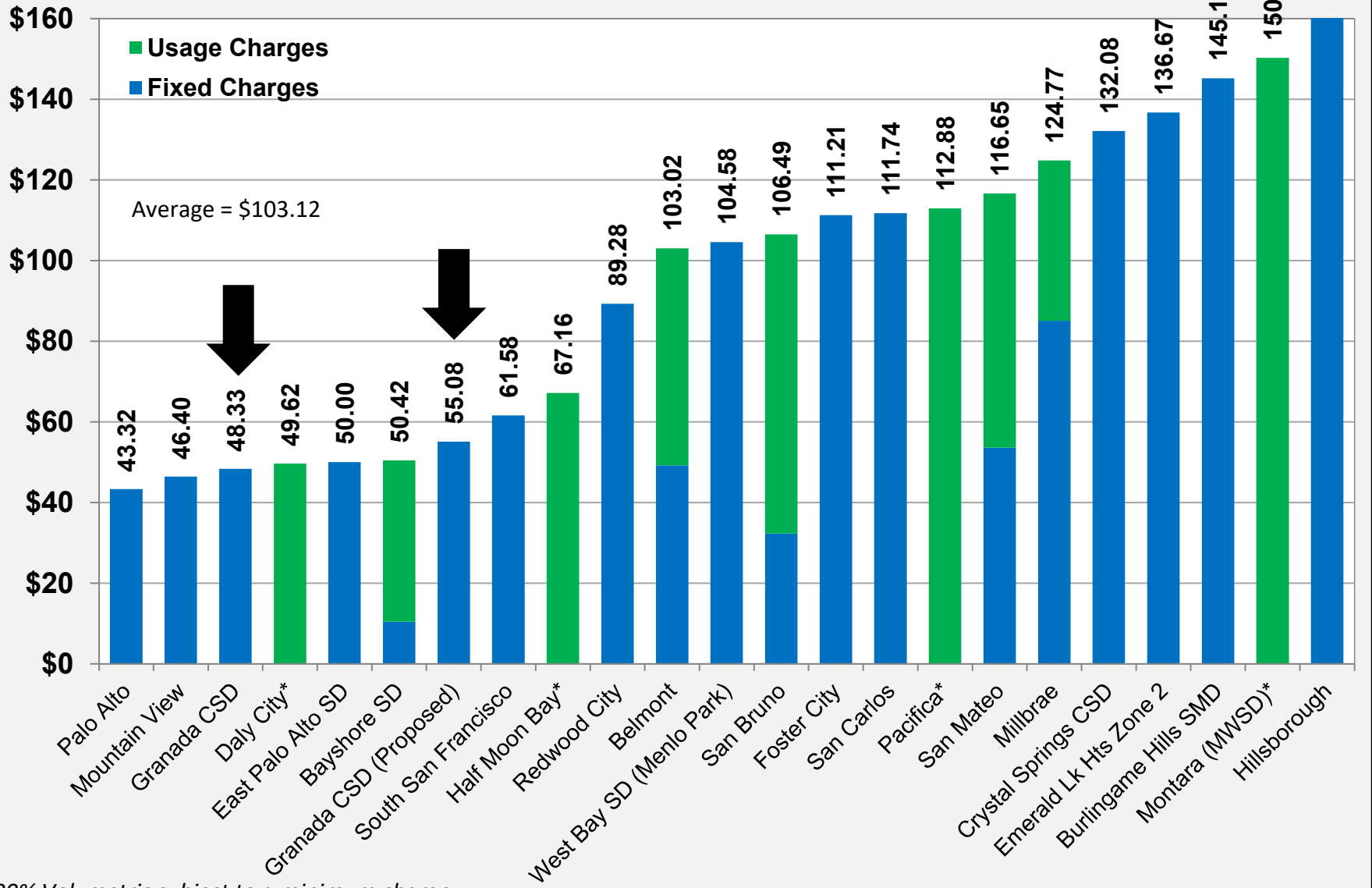
Overall Rate Increase % 14.0% 14.0% 14.0%

Residential Rate	Current	Recalculated Rate	FY 2022/23	FY 2023/24	FY 2024/25
Flat Rate Per Residence	\$580	\$580	\$661	\$754	\$860

Commercial User Rate	Current	Recalculated Rate	FY 2022/23	FY 2023/24	FY 2024/25
Rate per Hundred Cubic Feet (HCF) of Yearly Water Usage					
Commercial Category	Rate (per HCF)	Rate (per HCF)	Rate (per HCF)	Rate (per HCF)	Rate (per HCF)
Restaurant	\$10.76	\$10.79	\$12.30	\$14.02	\$15.98
Motel/Hotel	\$8.54	\$8.52	\$9.71	\$11.07	\$12.62
Office	\$4.79	\$4.80	\$5.47	\$6.24	\$7.11
Schools	\$4.86	\$4.87	\$5.56	\$6.34	\$7.23
Medical	\$5.17	\$5.09	\$5.81	\$6.62	\$7.55
Other Non-Residential	\$5.60	\$5.60	\$6.38	\$7.27	\$8.29

Single Family Residential Monthly Sewer Bills 2021/22

Based on flat rate or 6 hcf of monthly winter water use



*100% Volumetric subject to a minimum charge



GRANADA COMMUNITY SERVICES DISTRICT
504 Avenue Alhambra, 3rd Floor
P.O. Box 335
El Granada, CA 94018

**Notice of Public Hearing
Regarding Proposed Increases in Rates for Sewer Service**

A public hearing on proposed rate increases for sewer services will be held by the Granada Community Services District Board of Directors on:

Date: Thursday, August 4, 2022

Time: 6:30 p.m.

Place: The District Office at 504 Avenue Alhambra, 3rd Floor, El Granada, California 94018, or via teleconference Zoom meeting without a physical location depending on the state of the COVID emergency regulations and meeting restrictions.



GRANADA COMMUNITY SERVICES DISTRICT

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

June 13, 2022

Dear Ratepayer,

Pursuant to the requirements of Proposition 218 (Article XIID of the California Constitution) and related implementing statutes, NOTICE IS HEREBY GIVEN to you that a public hearing will be held by the Board of Directors of the Granada Community Services District (GCSD) on the date and at the time and place specified below to consider rate increases for sewer service charges. At the hearing, all written protests and other comments of persons interested in the subject matter will be considered.

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Protecting public health and safety, and the environment, through effective sewer service is a fundamental responsibility of the Granada Community Services District. The purpose of the sewer service charge is to collect revenue for the costs of operation, maintenance, repair, replacement, and construction of the District's wastewater facilities used for the collection and treatment of wastewater. The sewer service charge includes the District's share of the cost of operations, maintenance, and capital improvements of the Sewer Authority Mid-Coastside's wastewater treatment plant and system, and for other expenditures deemed necessary by the District in order to conduct the business of the District, except to the extent prohibited by Sections 5471 and 6520.5 of the California Health and Safety Code (generally acquisition or construction of additional local street sewers or laterals which are an augmentation to an existing sewer system). The proposed sewer service charges were calculated by the District in order to evenly spread applicable costs amongst sewer users according to the cost of providing service to that user.

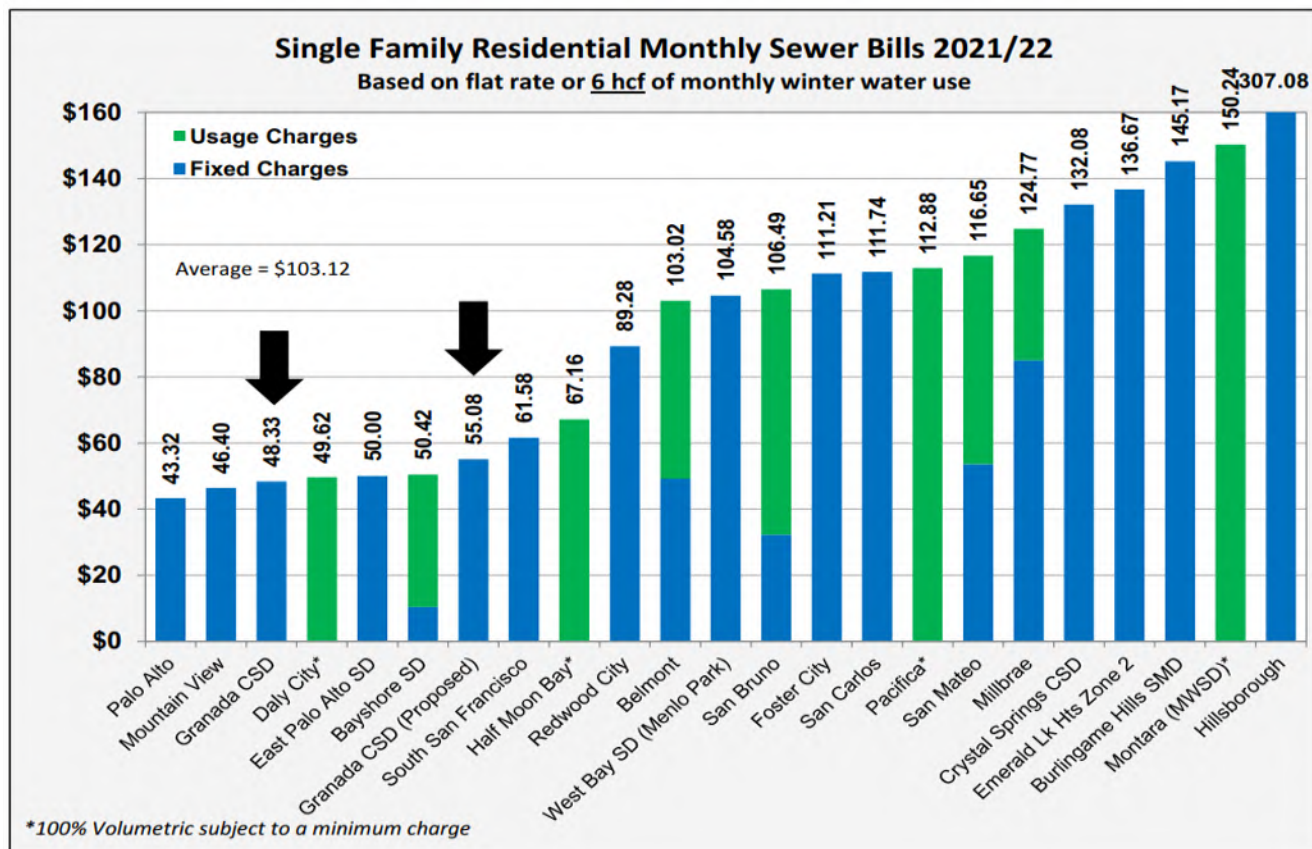
The major reasons driving the proposed sewer service charge rate increases are:

- Increased costs at the Sewer Authority Mid-Coastside (SAM) – SAM operates the Sewer Treatment Plant and Intertie Pipeline System which enable conveyance and treatment of the District’s sewage to a level suitable for safe disposal. Costs at SAM represent over 65% of the District’s total costs, and have increased substantially over the past several years due to operational increases and capital projects necessary to protect the public health and safety and comply with government regulations.
- Repair and replacement of District collections system components – The District’s aging sewer system needs continual repair or replacement. Older sewer mains pose a potential for spills due to offsets in the pipe joints, root intrusion, or cracks in pipes.
- The District board has allocated the District’s share of property tax received to the parks and recreation function of the District, rather than split between the parks and recreation and sewer function as had been previously done.

With the proposed increases, GCSD’s sewer rates are still low in comparison to other sewer service providers in the County, as shown on the graph below. Also listed below are the District’s residential rates for the past 8 years.

Residential Sewer Service Charge Rate History

FY 2014/15	\$402	FY 2018/19	\$460
FY 2015/16	\$402	FY 2019/20	\$520
FY 2016/17	\$402	FY 2020/21	\$580
FY 2017/18	\$402	FY 2021/22	\$580



The table below lists the proposed sewer service charge increases to be considered at the public hearing. If approved, the new annual rates will be collected on the respective fiscal year's County of San Mateo's property tax roll.

Residential Rate	Current FY 2021/22 Rate	Proposed FY 2022/23 Rate	Proposed FY 2023/24 Rate	Proposed FY 2024/25 Rate
Flat Rate Per Residence	\$580	\$660	\$755	\$860

Commercial User Rate Rate per Hundred Cubic Feet (HCF) of Yearly Water Usage	Current FY 2021/22 Rate (per HCF)	Proposed FY 2022/23 Rate (per HCF)	Proposed FY 2023/24 Rate (per HCF)	Proposed FY 2024/25 Rate (per HCF)
Restaurant	\$10.76	\$12.30	\$14.02	\$15.98
Motel/Hotel	\$8.54	\$9.71	\$11.07	\$12.62
Office	\$4.79	\$5.47	\$6.24	\$7.11
Schools	\$4.86	\$5.56	\$6.34	\$7.23
Medical	\$5.17	\$5.81	\$6.62	\$7.55
Other Non-Residential	\$5.60	\$6.38	\$7.27	\$8.29

Protest Procedures:

At the Public Hearing noticed above, the Granada Community Services District Board of Directors will consider public comment as well as written protests by ratepayers and property owners against the proposed increases to sewer service charges. Any person may appear at the public hearing and be heard on any matter related to the proposed increase in rates.

Written protests must be signed by the property owner responsible for payment of the charges and it must include the assessor's parcel number (APN). Mailed protests or delivered protests must be received by the Board of Directors or its District Secretary on or before the close of the Board's public hearing on August 4, 2022. If you wish to mail a written protest, please send it in a sealed envelope addressed to: Granada Community Services District, P.O. Box 335, El Granada, CA 94018; *ATTN: SEWER SERVICE CHARGE INCREASE*. Protests may also be hand delivered to the District office located at 504 Avenue Alhambra, 3rd Floor, El Granada, CA.

If written protests are presented by a majority of affected property owners prior to the close of the public hearing, the Board of Directors cannot adopt the proposed rate increases.

The Granada Community Services District is committed to providing quality service, a safe, efficient sewer system, and protecting the ocean and harbor waters, while controlling costs. The District will continue its mission to serve the community, and to operate in an economical and environmentally responsible manner.

ITEM #3

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of an Ordinance Amending the District Code to Allow for the Setting of Sewer Service Charges by Fee Resolution
Date: June 16, 2022

The attached Ordinance 176 amends the District Code to allow for the setting of the sewer service charge by Fee Resolution. This change is ministerial in nature (though will obviously affect any actions taken on the prior SSC item). Setting fees by ordinance is a somewhat cumbersome process, and any simple technical error can result in the ordinance not becoming active in a timely manner. This is the second reading and final reading of the ordinance, and it will become active 30 days from the date of approval and publishing.

GRANADA COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 176

**AN ORDINANCE AMENDING THE DISTRICT ORDINANCE CODE
REGARDING RATES AND CHARGES FOR SEWER SERVICE**

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

Section 1. Section 700(04) of the Granada Community Services District Ordinance Code is hereby amended in its entirety to read as follows:

700(04). Residential Customers Sewer Service Charge.

Residential Customer Rate. The flat rate sewer service charge for residential customers shall be set by Fee Resolution by the District Board as may be adopted from time to time.

Section 2. Section 700(05) of the Granada Community Services District Ordinance Code is hereby amended in its entirety to read as follows:

700(05) Non-Residential Customers Sewer Service Charge.

(A) Commercial User Rate. The sewer service charge for commercial users shall be set by Fee Resolution by the District Board as may be adopted from time to time.

Rates are adopted to reflect typical water use, biochemical oxygen demand, and suspended solids concentration in the wastewater for various classes of commercial users. If the quality of discharge from any user is of such character that in the opinion of the District's Engineer such discharge shall impose a more than normal maintenance burden on District's system, the user contributing such discharge shall pay a service charge to be determined by the District to reflect the atypical characteristics of the user's waste.

Section 3. In accordance with the California Environmental Quality Act ("CEQA" — Public Resources Code § 21000 *et seq.*) and the regulations promulgated pursuant to CEQA, the District Board finds that this Ordinance concerns the method and establishment and modification of rates and charges for the purposes of maintenance, operation, construction, conveyance, treatment, and disposal of wastewater, including the District's share of the cost of construction, operation, and maintenance of the Sewer Authority Mid-Coastside's wastewater facilities, and for other expenditures deemed necessary by the District in order to conduct the business of the District, except to the extent prohibited by Sections 5471 and 6520.5 of the Health and Safety Code, and hence is exempt from CEQA. ("CEQA" — Guidelines § 15273).

Section 4. Within 15 days after passage, this Ordinance shall be entered in the minutes of the District Board and shall be published once in the Half Moon Bay Review, or such other newspaper of general circulation in the County of San Mateo as may be determined by the District General Manager, with the names of the members voting for and against the ordinance. This Ordinance is effective 30 days from the date of final passage.

The above and foregoing Ordinance was passed and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on the ___th day of _____ 2022, by the following vote:

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

Signed:

Barbara Dye, President

Countersigned and attested:

Delia Comito, Secretary

ITEM #4

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SEWER AUTHORITY MID-COASTSIDE
Finance Committee *Special Meeting* Agenda
8.30 am to 9.30 am on Friday May 20, 2022

Join Zoom Meeting

https://us02web.zoom.us/j/87886837273?pwd=tytt5MqlAjb_TJnpg8FLmQCafL_yH6.1

Meeting ID: 878 8683 7273

Passcode: 130481

One tap mobile

+16699006833,,87886837273#,,,,*130481# US (San Jose)

+1 669 900 6833 US (San Jose)

1. ROLL CALL

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of Minutes April 28,2022

B. Discuss and Recommend revision of existing Non-Domestic Waste Source Control Program (NDWSCP) fees in adopted Resolutions 2019-05, 1-2014

(Attachment)

C. Discuss and finalize topics for upcoming Finance Workshop

D. Any other issues

3. NEXT REGULAR MEETING

June 16, 2022

MINUTES
SAM BOARD OF DIRECTORS REGULAR MEETING
May 23, 2022

1. CALL TO ORDER

Vice-Chair Slater-Carter called the meeting to order at 7:00 p.m. from her residence in Montara, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the May 23, 2022 regular meeting.

A. Roll Call

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

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

General Manager Prathivadi shared information that the wastewater test kit results for COVID that SAM gets from a lab on the East Coast show that the numbers are rising. He stated that he will share the results during the Managers Report later in the meeting, the results are alarming, and he urged everyone to maintain social distancing, avoid public places, and continue to wear masks. Vice-Chair Slater-Carter stated appointments and drop-ins for the PCR test are available at the Ted Adcock Community Center.

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

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

- A. Approve Minutes of May 9, 2022 Regular Board Meeting
- B. Approve Disbursements for May 23, 2022
- C. Monthly Revenue and Expense Report for Period Ending April 30, 2022

Director Dye stated that she has proposed corrections to the minutes of May 9, 2022, and would like to table the minutes and bring them back to the June 13, 2022 SAM Board meeting.

Director Dye moved, and Director Penrose seconded the motion to table the Minutes of May 9, 2022 to the June 13th SAM Board meeting.

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

Director Penrose moved, and Director Lohman seconded the motion to approve Consent Agenda items 3B – Approve Disbursements for May 23, 2022, and Item 3C – Monthly Revenue and Expense Report for Period Ending April 30, 2022 as presented.

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

4. REGULAR BUSINESS

- A. Authorize the General Manager to Issue a Purchase Order to Calcon for Purchase of Main Power Feed Cables to Replace Cable from Switch Gear to MCC 13 in the Amount of \$49,500

General Manager Prathivadi reviewed the staff report, and recommended the Board of Directors authorize him to issue a purchase order to Calcon for the purchase of main power feed cables to replace cable from switch gear to MCC 13 in the amount of \$49,500. A discussion ensued. Director Clark stated that he would like to have seen a total cost. General Manager Prathivadi stated he would bring it back to the Board at the next meeting if it is required. Director Lohman moved, and Director Clark seconded the motion to authorize the General Manager to issue a purchase order to Calcon for the purchase of main power feed cables to replace cable from switch gear to MCC 13 in the amount of \$49,500, and bring the summary of the total cost back to the Board at a later time.

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

- B. Authorize the General Manager to Issue a Purchase Order to Eaton for Partial Replacement of the Bus Duct in the Amount of \$116,725

General Manager Prathivadi discussed the partial replacement of the Bus Duct and recommended that the Board of Directors authorize him to issue a purchase order to Eaton for the partial replacement of the bus duct in the amount of \$116,725. He also informed the Board that the insurance company has authorized SAM to move forward with the purchase, and that they will be able to reimburse the entire amount of the bus duct partial replacement including the temporary cables, the cost of renting the generator, and the staff overtime associated with it. A discussion ensued. Following discussion, Vice-Chair Slater-Carter stated that she would like to see a list of other parts

of the plant that are as critical and as expensive to replace that need protection from the salt and the elements, and start working towards making sure that they have protection. Director Lohman moved, and Director Dye seconded the motion to authorize the General Manager to issue a purchase order to Eaton for partial replacement of the Bus Duct in the Amount of \$116,725.

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

5. GENERAL MANAGERS REPORT

A. Monthly Managers Report – April 2022

General Manager Prathivadi reviewed the latest wastewater test kit result for COVID, and discussed the rise in COVID concentration. A discussion ensued. Director Lohman stated that this is very important information and asked if there is a way this information could be shared with the public other than on the SAM website. General Manager Prathivadi informed the Board that he is coordinating his information with the County of San Mateo who is gathering data to make a deeper platform, to help them put together some sort of statistical data. Following discussion, the Board concurred to accept and file the Managers' monthly report for April 2022.

6. ATTORNEY'S REPORT - NONE

7. DIRECTOR'S REPORT

Vice-Chair Slater-Carter informed the Board that she had gone to the CSDA Legislative Days the previous week and stated that ERAF funds and Initiative 21004281 were two subjects of importance. Director Lohman reported on a LAFCO meeting he had attended, and stated that they are still trying to appoint a new Executive Director, and a move to push new Municipal Service Review (MSR) on the Harbor District.

8. TOPICS FOR FUTURE BOARD CONSIDERATION – NONE

9. CONVENE IN CLOSED SESSION (*Items discussed in Closed Session comply with the Ralph M. Brown Act*) – **NONE**

10. CONVENE IN OPEN SESSION (*Report Out on Closed Session Items*) - **NONE**

11. ADJOURNMENT

Chair Ruddock adjourned the meeting at 7:52 p.m.

Minutes
SAM Regular Board Meeting
May 23, 2022

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
THROUGH: Kishen Prathivadi, General Manager
FROM: Tim Costello, Supervisor of Technical / Field Services
SUBJECT: **Monthly Manager’s Report – April 2022**

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 April 2022.

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	0.766	60.5%
Granada CSD	0.254	20.1%
Montara W&SD	0.246	19.4%
Total	1.266	100%

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

Administration

There were two Regular Board Meetings in the month of April, and one public records request. There were 3 articles in the Half Moon Bay Review mentioning SAM, “Imagine a More Sustainable Sewer System on Coast” (April 13, 2022), “Sewer Authority Considers Electrical Upgrades” (April 19, 2022), and “Recycled Water Surfaces Once Again” (April 19, 2022). There has been no lost time work accidents since September 10, 2019. There were no new hires, and two anniversaries in the month of April, George Long, Senior Operator – Grade 3, 34 Years, and George Evans, Finance Officer, 5 Years.

Operations & Maintenance

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

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

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

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

Like last month the plant is doing better, chemical addition for settling is less than it has been which is good.

Addition of sodium hydroxide to the aeration basin has been on going in an effort to keep the pH up. Likely due to alkalinity reduction in the biological process.

We are adding poly and cl2 for foam control on an as needed basis.

EOA has submitted on our behalf our NPDES renewal application to the SWRCB on April 4, this is in the area we had targeted for the renewal submission.

As usual we continue our open communicating with Mr. Burrell at the state to be sure he is kept in the loop of what we have going on.

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

During the month of April 2022 rainfall was below normal for Half Moon Bay. The 10-year average for the area is 1.431 inches of rain in April, (1.89 inches used to be considered normal). That being said April did produce more rainfall than the previous three months combined. This web link has some very useful data for our area, <https://ggweather.com/hmb/> . Rainfall totals were as follows: 1.84 inches, (from the

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NOAA gauge at the plant). Our roof top had 1.39 at the plant, 1.17 inches in the GCSD service are, and 1.49 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 April 2022.

- 4/1/2022 – Poly started to MLSS to help with solids settling.
- 4/2/2022 – Saturday – Poly to MLSS for settling, alum on for a short time as well. Hydroxide on for three hours to increase PH in MLSS.
- 4/3/2022 – Sunday – RDT was having issues with hopper box, appears to be caused by something stuck on probe. Washed out hopper box, seems okay now.
- 4/4/2022 – Cleaned out ferric filters, something got lodged in sample line for micro 2000 causing wonky reading, was able to remove obstruction. Calcon in doing work on VFD at Portola for pump #2 and here at plant doing plc work.
- 4/5/2022 – Biobot samples went out today, RDT hopper alarm again washed out discharge hopper to clear alarm, cleaned out primary sludge flow meter, better now.
- 4/6/2022 – Alpha here to pick up samples for day one, cleaned out bisulfite sample line, surge tank at the Portola pump station seems to be compromised , had to isolate tank, will contact manufacture rep tomorrow during business hours to discuss.
- 4/7/2022 – Cleaning contact basin #1, Director Harvey from MWSD came in to tour the facility, alpha samples day 2 went out today.
- 4/8/2022 – Normal rounds and reads, fairly routine day.
- 4/9/2022 – Saturday – Added Sodium Hydroxide for PH adjustment to MLSS influent, added poly and alum for settling in the secondary for about three hours.
- 4/10/2022 – Sunday – The day started fairly normal, routine rounds and reads for a weekend. At approximately 16:15 we lost utility power and we were on genny. As time passed it was apparent this was going to go through the night so we had to schedule to staff overnight. PG&E had to bring in a crew from another area to resolve.
- 4/11/2022 – Utility power was restored at 08:40, Biobot samples went out today, Calcon in working on new SCADA computer and security for remote devices.
- 4/12/2022 – Calcon in working on pipe gallery conduit, we switched primary pumps today and found one of the check valves leaking back, isolated the unit will

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need to pull check valve apart and possibly replace the rotor and stator on the pump as it is not normal for this time of pump to rotate backwards.

- 4/13/2022 – Biobot samples out today, plant tour for MCCC member.
- 4/14/2022 – Primary pump three back in service, check valve was cleaned out and the rotor and stator was replaced, working well now.
- 4/15/2022 – Replace solenoid valve for fresh water system, valve failed causing tank to run tank down to very low level. We had replacement in house and staff was able to get it going. RDT failed for issue with the VFD's this happen twice today, we are not sure of the cause as it is intermittent and it is difficult to trace down intermittent electrical issues. Work on Sentry probe calibrations, this is a pilot project that will give us real time data based on the correlation between samples taken at specific time.
- 4/16/2022 – Saturday – Routine rounds, reads, and analysis.
- 4/17/2022 – Sunday - Routine rounds, reads, and analysis.
- 4/18/2022 – Alpha samples out today, cleaned Ferric filters, cleaned out primary pump #2.
- 4/19/2022 – This was prep day for power shut down tomorrow. Cal con was in and hooked up and tested genny's for the admin building (MWSD let us use their portable genny, thank you). Blower, (we have one of our older Hoffman blowers set up with pigtails for this specific type of use to keep the MLSS basin under aeration during long period shut downs). Chemicals, critical to insure we properly disinfect and de-chlorinate our discharge prior to release to the receiving waters. Main genny back up in the event things go completely sideways on us. Set up trash pumps for getting influent flows up into the treatment train from the low point of the headwork's area. Found an issue the grit blower electrical while working on other things around the headworks. Brought in a portable outhouse since we will be without water in. Think we got most things, anything we missed today we will address tomorrow. I also contacted the neighbors so that they have a heads up of what will be taking place tomorrow in the event they notice any abnormal noise.
- 4/20/2022 – Early start today, we started retaining flows north of the plant at @ 05:00. We shut off Montara Pump Station and use the walker tank for storage, we also shut off Vallemar which will gravity flow in a roundabout way and make its way back to the walker tank as well. For reference currently we are getting daily flows of @ .250 MG's from MWSD and the walker tank is .434 MG's so we are in good shape there. With the pumps off at Portola the tanks in the Burnham strip are more than capable of retaining the flow in that area. In March we averaged 0.276 MG from GCSD including San Pablo which is south of there so we are pretty comfortable with the available volume. We got the portable power up and running early and it

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was about 06:30 when PG&E shut the power, once we were de-energized the crews were able to start working on the electrical component.

With the Eaton crew at work this gave our crew the opportunity to do a confined space entry in the grit chamber and remove the rag buildup while the tank was still down.

While setting up for the confined space PG&E came in to open up the transformer so that we could do testing on the bus duct, well seems there was some confusion on PG&E's end. Long story short PG&E was not going to allow Eaton access to do the work they need to on the bus ducting. While this clearly was disappointing and irritating we had to continue on as there was still a bunch of other work Eaton needed to do and this will be readdressed with PG&E in the near future.

Power was restored at @ 16:00, when power was brought up there were some issues with the IO Panels in the digester control building and MB2, Calcon was on it right away and able to get things going within a couple hours but it is always a concern with the age of some of the electrical components whether it will come back up properly.

Flows from the North were restored from the north, the crew had to play with the chemicals a little to catch the wave of flow coming into the facility. By @ 18:15 the crew had things under control and had either just left or were in the process of heading out for the day.

- 4/21/2022 – VFD's on the RDT are acting up again, Calcon is in doing electrical work on the pipe gallery project. We will have one of their techs check out the VFD issue on the RDT while they are here. It might be as easy as an adjustment to the sensitivity, instrumentation is not something in our wheelhouse. Sucked out the electrical pits by MB2. Biobot sample sent out (sample for Covid tracing).
- 4/22/2022 – RDT having issues again, Calcon has been contacted, perhaps a bad sensor we are not sure yet. Working on grit system with the Mechanics, grit pump number 2 got all buggered up when we too down the chamber to create more storage for the primary during shutdown. Mix up more poly for the MLSS basin. Generators and pumps from plant shut down leaving.
- 4/23/2022 – Saturday – Routine rounds and reads, Mix poly for MLSS basin.
- 4/24/2022 – Sunday – Routine rounds and reads, increase Cl2 to RAS to 30 lbs per day.
- 4/25/2022 – PC in mechanical building needed to be rebooted, it locked up. Cleaned ferric filters.
- 4/26/2022 – Grit pump gasket was replaced today, it was leaking a little after work was performed on the pump the other day. Alpha samples day 1 going out, Biobot (Covid samples going out today).

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	P. Dekker	J. Harvey	H. Rarback

- 4/27/2022 – Calcon working on RDT, bar screen conveyor tripped out had something lodged in it. Crew was able to remove blockage and restore to working order. Work on Sentry probe calibration.
- 4/28/2022 – Power outage in the wee hours, when power was restored the bus duct blew out. Got ahold of Peterson right away to get additional standby power onsite, contacted Eaton to get them in as soon as possible, paperwork started to set up temporary emergency power with utility. Setting up 24 hour coverage for the next week at least. Standby by genny was brought in and hooked up, using Peterson’s generator and put ours in the standby position. Note if the generator fails it will need to be switched manually hence the 24 hour coverage.
- 4/29/2022 – 24 hour coverage, worked on sentry probe calibration / correlation, painters in to look at some areas to have touched up, bisulfite delivery.
- 4/30/2022 – Saturday – 24 hour coverage, fuel delivery for genny, monthly fire eye wash & fire extinguisher checks, MCC 15 making odd noise.

Other activities are listed below;

There were 10 deliveries (approximately 4,200 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 420.00. There were no leachate deliveries to the SAM IPS line in the month of April 2022, for a total leachate volume of 0 gallons.

The NPDES data report for April 2022 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 33,057 feet of sewer line and responded to fourteen service calls in contract service areas. Four were sewer line related and ten were maintenance service calls. Six of the callouts were during regular business hours or started during regular business hours. Eight were after hour calls. Eight calls were in HMB, two calls were in the GCSD service area, and four calls were in the MWSD service area.

- HMB – The service calls in HMB were as follows; 4/29 - Homeowner call for a backup, when crew arrived found cleanout near house backed up. Crew flushed main and the vacuum effect seemed to clear the service line. Advised homeowner to have lateral televised to access further. 4/30 - Homeowner called about a sewer smell, on call person investigated. Main lines were clear and could not detect any odor. Asked the homeowner to report again if the problem reoccurs.

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

The maintenance calls in HMB were as follows; 4/1 - Responded to a station fault alarm at Bell Moon lift station. Station was working upon arrival. Cleared alarms and checked for normal operation. 4/13 - Soft start alarm at Ocean Colony lift station. Reset soft start on pump #1, checked for normal operation. 4/15 - PG & E contractor doing electrical work nearby Ocean Colony, Genny ran for 1.1 hours, Reset alarms after power was restored. 4/15 - PG & E contractor doing electrical work nearby Pelican Point lift station, found pump # 1 not functioning due to a soft start issue. Genny ran for 1.1 hours, Reset alarms after power was restored. 4/27 - Bell Moon station alarm, seemed to be a power glitch. Station operating normal upon arrival. Reset alarms and checked for normal operation. 4/27 - Ocean Colony Power fail, Genny ran for 1.7 hours. Reset alarms and check for normal operation when power was restored.

GCSD – The service calls in the GCSD area were as follows; 4/6 – Call for a man hole over flow. Root intrusion in manhole partially blocking flow. When crew arrived it was not spilling as it was only partially blocked. Crew removed root from bench area and cleaned the line to restore flow. (This was the category three S.S.O. this month). 4/8 - Call for cleanout back up, when the crew arrived they check the main it was flowing as it should, they flushed main as precautionary measure. Then they assisted the homeowner from the property line cleanout to restore flow.

There were no maintenance calls in the GCSD this month.

MWSD – There were no sewer line related calls in the MWSD area in April.

The maintenance service call in the MWSD area this month was as follows; 4/1 – Responded to a station phase loss alarm at Seal Cove #2. Station was working upon arrival. Cleared alarms and checked for normal operation. 4/10 - Responded to a station fault alarm at Vallemar. Station was working upon arrival. Cleared alarms and checked for normal operation, genny did not run. 4/20 - Alarm due to excess grease build up in their well, cleared alarms and cleaned their well. They might need to increase their grease trap cleaning schedule. 4/23 - Issue with grinder pump in seal coved, got it excavated and capped today. Asked homeowner to reduce water usage until we can get all the necessary part Monday morning. We will vac out Sunday so owner is not affected.

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

The March 2022 collection system data report is provided for the Board's information. There were no Category 1, no Category 2's, and one Category 3 SSO's during the month of April 2022.

Infrastructure Projects:

A brief status of the CIP projects is attached.

Several of the projects are in progress. The pandemic has upset a lot of deliveries and there is a good chance that some of the projects will get installed in the next fiscal year.

To summarize:

FY 2021-22 CIP Budget Amount: \$2,478,320

CIP PO's released: \$807,666

CIP PO's in Process: \$340,213

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for March 2022.

Supporting Documents

Attachment A: Monthly Flow Report April 2022

Attachment B: Monthly NPDES Report April 2022

Attachment C: Collection System Data April 2022

Attachment D: Contract Collection Service Report April 2022

Attachment E: CIP Project Status

Attachment F- CIP Project Status Graph

Attachment G- CIP Progress Tracker-Timeline

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

Attachment A

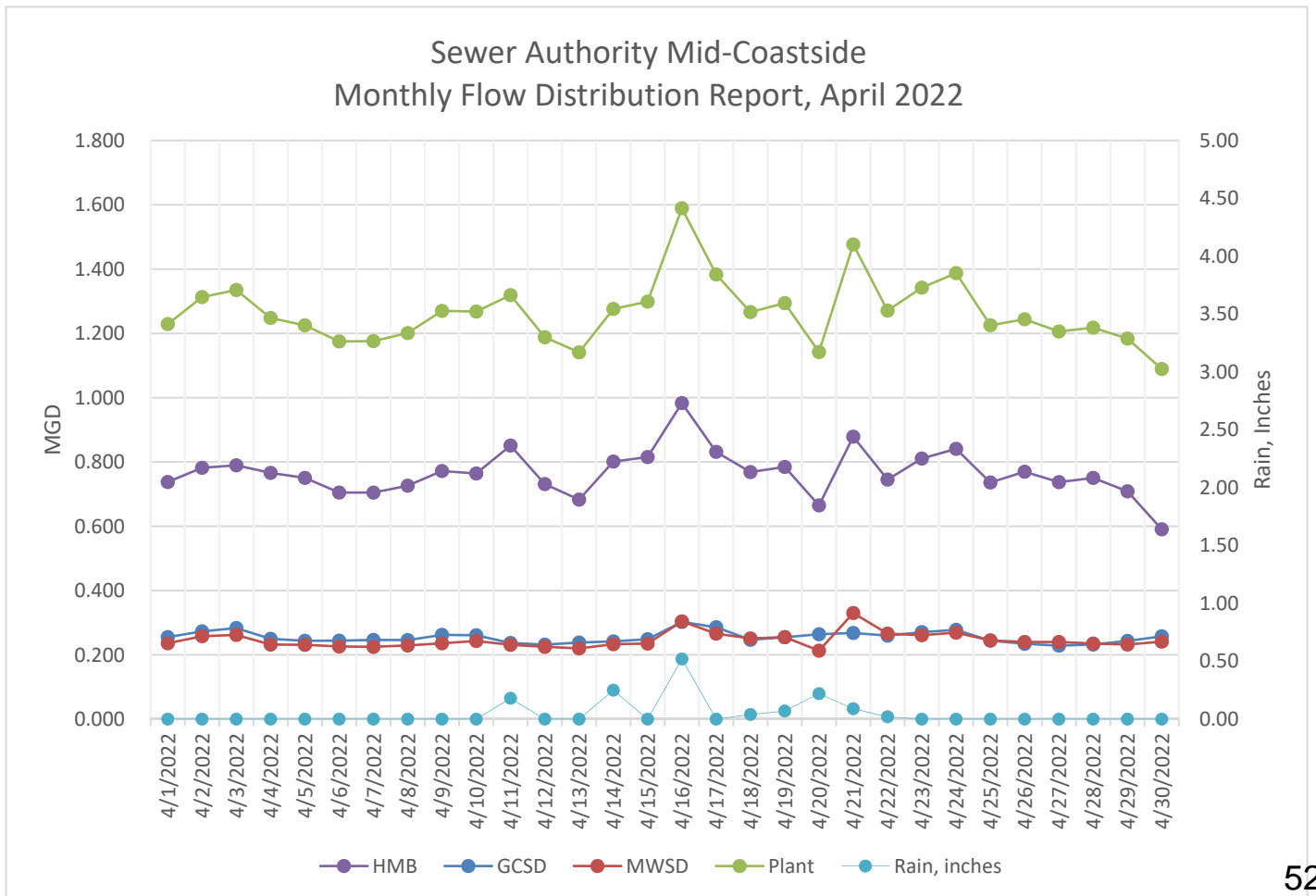
Flow Distribution Report Summary for April 2022

The daily flow report figures for the month of April 2022 have been converted to an Average

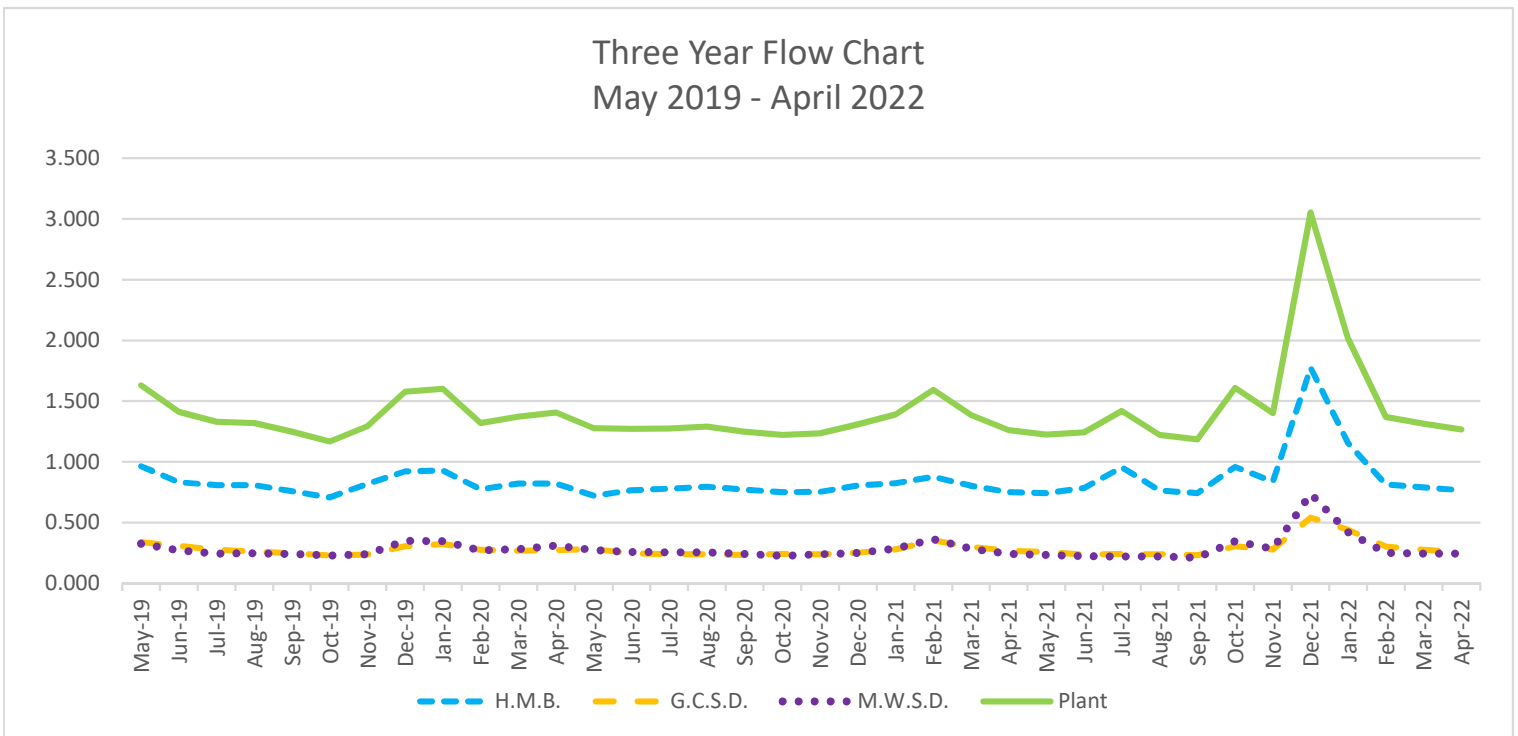
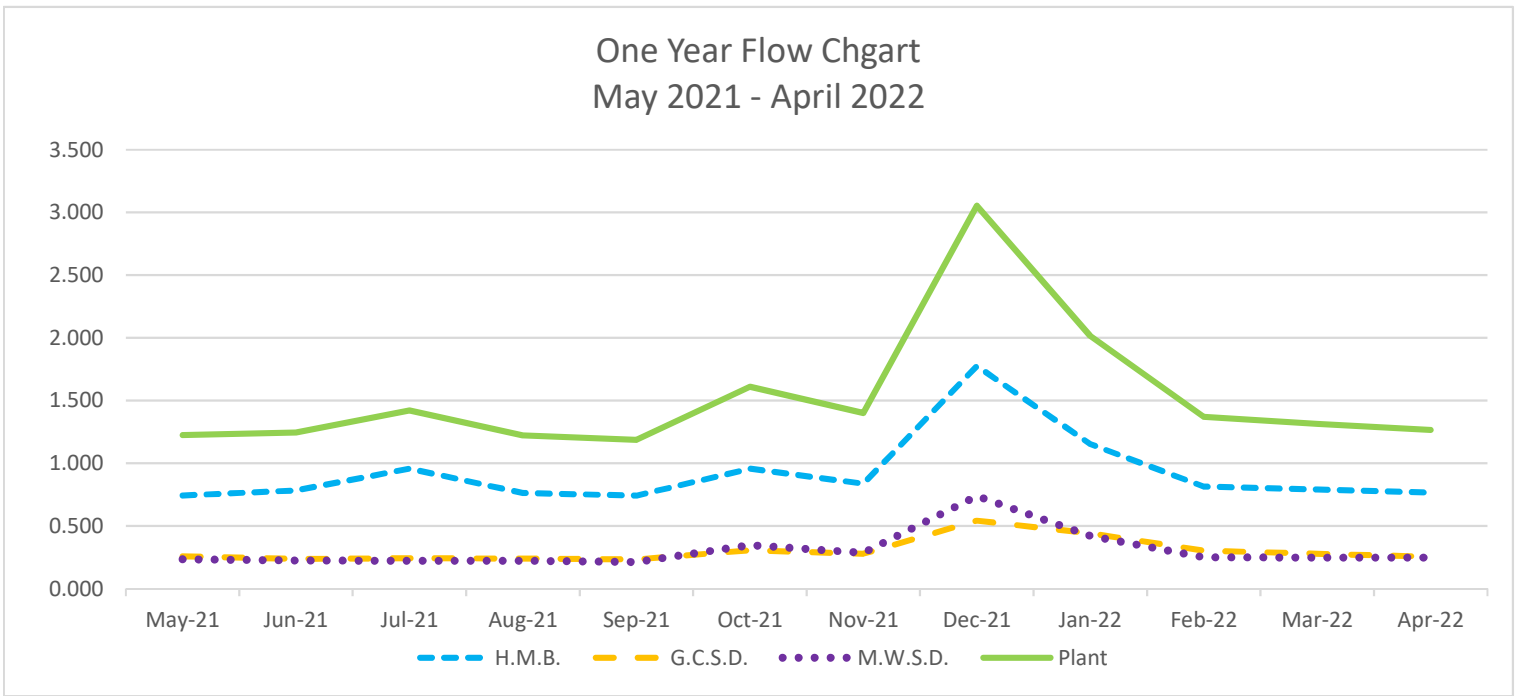
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.766	60.5%
Granada Community Services District	0.254	20.1%
Montara Water and Sanitary District	<u>0.246</u>	<u>19.4%</u>
Total	1.266	100.0%



Most recent flow calibration March 2021 PS, March 2021 Plant



SAM E-001 April 2022

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
4/1/2022								
4/2/2022								
4/3/2022								
4/4/2022								
4/5/2022								
4/6/2022	290	5.10		98.2%	210	210	5.6	
4/7/2022	380	4.60		98.8%	240	210	5.8	
4/8/2022								
4/9/2022			4.85					5.70
4/10/2022	320	4.70		98.5%	260	230	4.9	
4/11/2022	300	5.60		98.1%	290	240	6.2	
4/12/2022								
4/13/2022								
4/14/2022								
4/15/2022								
4/16/2022			5.15					5.55
4/17/2022								
4/18/2022	270	4.60		98.3%	220	160	7.6	
4/19/2022	270	5.00		98.1%	240	190	7.5	
4/20/2022								
4/21/2022								
4/22/2022								
4/23/2022			4.80					7.55
4/24/2022								
4/25/2022								
4/26/2022	260	11.00		95.8%	430	>82	33.0	
4/27/2022	260	7.00		97.3%	380	180	29.0	
4/28/2022								
4/29/2022								
4/30/2022			9.00					31.00
Count	8	8	4	8	8	7	8	4
Minimum	260	4.60	4.80	95.8%	210	160	4.9	5.6
Average	294	5.95	5.95	97.9%	284	203	12.5	12.5
Maximum	380	11.00	9.00	98.8%	430	240	33.0	31.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 April 2022

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
4/1/2022						0.00
4/2/2022						0.00
4/3/2022						0.00
4/4/2022						0.00
4/5/2022						0.00
4/6/2022	97.3%	ND		2.80		0.00
4/7/2022	97.6%	0.5		2.20		0.00
4/8/2022						0.00
4/9/2022			< 0.50		2.50	0.00
4/10/2022	98.1%	ND		1.50		0.00
4/11/2022	97.9%	ND		1.30		0.00
4/12/2022						0.00
4/13/2022						0.00
4/14/2022						0.00
4/15/2022						0.00
4/16/2022			ND		1.40	0.00
4/17/2022						0.00
4/18/2022	96.5%	ND		1.20		0.00
4/19/2022	96.9%	ND		1.40		0.00
4/20/2022						0.00
4/21/2022						0.00
4/22/2022						0.00
4/23/2022			ND		1.30	0.00
4/24/2022						0.00
4/25/2022						0.00
4/26/2022	92.3%	ND		2.70		0.00
4/27/2022	92.4%	ND		4.60		0.00
4/28/2022						0.00
4/29/2022						0.00
4/30/2022			ND		3.65	0.00
Count	8	1	1	8	4	30
Minimum	92.3%	0.5	< 0.50	1.20	1.30	0.0
Average	96.1%	0.50	0.50	2.21	2.21	0.0
Maximum	98.1%	0.5	0.5	4.60	3.65	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 April 2022

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
4/1/2022	0.00		7.07	18.2			7.82	82.5
4/2/2022	0.00		7.17	17.7		5.743	8.41	88.3
4/3/2022	0.00		6.91	18.2			6.23	65.8
4/4/2022	0.00		6.86	18.1			7.55	80.1
4/5/2022	0.00		6.97	18.1			6.84	72.2
4/6/2022	0.00		7.09	18.1			6.77	71.6
4/7/2022	0.00	35.0	6.99	19.5	10		7.69	83.7
4/8/2022	0.00		7.08	19.2			7.49	81.2
4/9/2022	0.00		7.09	18.2		5.743	7.51	79.6
4/10/2022	0.00		6.89	18.3			7.12	75.9
4/11/2022	0.00	29.0	6.95	18.0	ND		7.45	78.0
4/12/2022	0.00		6.67	17.6			7.24	75.8
4/13/2022	0.00		7.06	17.5			7.81	81.4
4/14/2022	0.00		7.01	18.4			6.88	73.1
4/15/2022	0.00		6.92	18.2			6.71	71.0
4/16/2022	0.00		6.90	18.2		5.743	7.77	82.5
4/17/2022	0.00		6.70	17.6			5.45	57.2
4/18/2022	0.00		6.73	17.9			6.62	70.0
4/19/2022	0.00	25.0	6.85	18.5	ND		7.51	80.0
4/20/2022	0.00		6.95	18.2			7.81	82.8
4/21/2022	0.00		6.93	18.7			7.42	79.5
4/22/2022	0.00		6.96	18.7			7.22	77.0
4/23/2022	0.00		7.01	18.4		5.743	8.20	87.3
4/24/2022	0.00		6.82	18.7			7.47	80.1
4/25/2022	0.00		6.67	18.7			7.34	78.0
4/26/2022	0.00		6.79	18.6			7.18	76.6
4/27/2022	0.00	24.0	6.79	18.5	ND		6.38	68.2
4/28/2022	0.00		6.79	18.5			7.22	77.0
4/29/2022	0.00		6.77	18.2			6.77	71.5
4/30/2022	0.00		6.78	18.4		5.743	6.90	73.5
Count	30	4	30	30	1	5	30	30
Minimum	0.00	24.0	6.67	17.5	< ND	< 5.743	5.45	57.2
Average	0.0	28.3	6.91	18.3	< 10	< 5.743	7.23	76.7
Maximum	0.00	35.0	7.17	19.5	10	< 5.7	8.41	88.3
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, April 2022

April 2022

	Total	<i>Number of S.S.O's</i>			
		HMB	GCS D	MWSD	SAM
Roots	1	0	1	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	1	0	1	0	0
		100%			

12 Month Moving Total

	Total	<i>12 month rolling Number</i>			
		HMB	GCS D	MWSD	SAM
Roots	2	1	1	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	1	1	0	0	0
Total	5	3	1	1	0
		60%	20%	20%	0%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
April 2022	1	0	1	0	0
12 Month Moving Total	5	3	1	1	0

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
April 2022	1.0	0.0	3.0	0.0	0.0
12 Month Moving Total	4.8	8.1	3.0	3.7	0.0
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	5.4	3.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

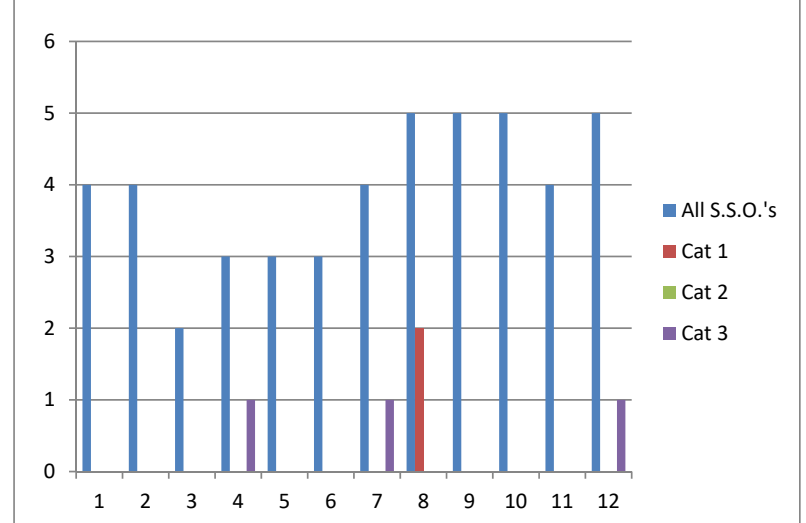
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	6,934	34,975	6.6
Mar - 22	12,060	13,397	4,271	29,728	5.6
April - 22	12,929	12,757	7,371	33,057	6.3

Annual ft	121,141	110,459	91,038	322,638	
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Annual Mi.	22.9	20.9	17.2		61.1
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Attachment C

12 Month Moving SSO Totals Through April 2022



TASK SUMMARY- GCSD 2021-2022

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	7,608	5,724	4,139	11,880	10,050	6,845	9,473	7,931	9,258	8,477			81,385	94%
Hot Spot Cleaning	5,400	1,587	1,762	3,052	3,019	1,906	3,209	275	1,361	3,828	1,709			21,708	402%
Lift Station Inspection - Daily	52	4	4	5	4	4	5	4	4	5	4			43	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-	-			-	0%
Maint. Work Orders - Completed	-	4	4	5	4	4	5	4	4	5	4			43	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-	-			-	-
Manhole Inspection	879	44	41	37	69	54	64	59	66	72	63			569	65%
USA Markings	372	74	74	46	44	43	29	45	112	218	196			881	237%
F.O.G. Inspections Completed	10	-	-	-	19	-	4	4	-	-	-			27	270%
F.O.G. Inspections Passed	10	-	-	-	8	-	4	3	-	-	-			15	150%
F.O.G. Inspection Failed	-	-	-	-	11	-	-	1	-	-	-			12	-
Lateral Inspections	-	-	-	2	1	-	-	-	1	-	-			4	-
Customer Service Call - Reg	-	2	-	2	4	2	3	2	4	2	2			23	-
Customer Service Call - OT	-	-	1	1	1	1	2	-	1	-	-			7	-
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	0			-	-



SEWER AUTHORITY MID-COASTSIDE
Board Operations Committee Meeting Agenda
Regular Meeting
4 PM – 5 PM, Tuesday, June 7, 2022

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

Join Zoom Meeting

[https://us02web.zoom.us/j/89541255439?pwd=aGVncno1dXQwOVFYdTFMRG95c0RN
UT09](https://us02web.zoom.us/j/89541255439?pwd=aGVncno1dXQwOVFYdTFMRG95c0RNUT09)

Meeting ID: 895 4125 5439

Passcode: 299855

One tap mobile

+16699006833,,89541255439#,,,,*299855# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

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

1. CALL TO ORDER

A. Roll Call

Deborah Penrose (HMB)

Matthew Clark (GCSD)

Kathryn Slater-Carter (MWSD)

2. Status of Plant Operations

3. Staffing Status

4. Any Other Issues

5. NEXT MEETING

Next Board Operations Committee Meeting: July 5, 2022



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, June 13, 2022

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

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82051559282?pwd=MFZBZGFaR0F2ZGU0emhHWHhsR0dEQT09>

Meeting ID: 820 5155 9282

Passcode: 922970

One tap mobile

+16699006833,,82051559282#,,,,*922970# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

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

1. CALL TO ORDER

A. Roll Call:

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

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

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on June 13, 2022 will be distributed to the Board electronically and/or read out loud during the discussion of the respective item(s) identified in the email. Members of the public may also provide comments telephonically or electronically on topics within the jurisdiction of the Authority, or on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

A. Approve Minutes of May 9 and May 23, 2022 Regular Board Meetings **(Attachment)**

B. Approve Disbursements for June 13, 2022 **(Attachment)**

C. Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period June 14, 2022 through July 13, 2022 Due to the Continuing State of Emergency Declared by the Governor Related to Preventing the Spread of COVID-19, and Pursuant to Government Code Section 54953(e) **(Attachment)**

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

A. Report on Wastewater Sampling and Covid **(Attachment)**

B. Authorize General Manager to Issue a Purchase Order to G3 Engineering Inc. for the Purchase of Replacement Pump at Portola Pump Station in the Amount of \$65,452.00 **(Attachment)**

C. Authorize General Manager to Issue a Purchase Order to Calcon Sytems for the Purchase of Motor Operated Valves in the Amount of \$48,100 **(Attachment)**

D. Approve Fifth Amendment and Extension of Collection System Contract between SAM and the City of Half Moon Bay through June 30, 2023 **(Attachment)**

5. GENERAL MANAGER'S REPORT

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

9. CONVENE IN CLOSED SESSION *(Items discussed in Closed Session comply with the*

Ralph M. Brown Act.)

A. CONFERENCE WITH LEGAL COUNSEL – 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)

B. CONFERENCE WITH LEGAL COUNSEL –SIGNIFICANT RISK OF LITIGATION (1 CASE) Pursuant to Government Code Section 54956.9 (d) (2)

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: June 20, 2022 and July 11, 2022

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

INFORMATION FOR THE PUBLIC

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

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

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

ITEM #5

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GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, May 19, 2022

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

CALL SPECIAL MEETING TO ORDER

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

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

None.

SPECIAL MEETING AGENDA

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

ACTION: Director Clark move to approve the Resolution. (Clark/Suchomel).
Approved 5-0.

ADJOURN TO CLOSED SESSION

- 2. 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 taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Director Marsh announced that she had the GCSD website parks page updated. Jill Jacobson, Director, Senior Coastsiders, reported on their current out-reach campaign.

REGULAR MEETING AGENDA

1. Consideration of Contribution to the Coastside Land Trust Junior Land Stewards Program at El Granada Elementary School for the Academic Year 2022-23.

Lauren Williamson, 4th grade teacher at El Granada Elementary School, said the program greatly benefits the children, and she thanked the GCSD for their support. Jo Chamberlain, President, Peninsula Open Space Trust, thanked Director Dye for bringing this important program to GCSD for sponsorship. Barbara Lohman explained the benefits to both the grade school children who participate and the high school children who mentor them.

ACTION: Director Clark moved to approve funding in the amount of \$10,000 for the 2022/23 school year, and directed counsel to draft a grant agreement for the parties to execute. (Clark/Seaton). Approved 5-0.

a. Update on Last Year's Junior Land Stewards Program.

A report on this year's program was provided in the agenda packet and reviewed.

2. Parks and Recreation Activities.

a. Update on Burnham Park Plan Design.

Tom Conroy of Kikuchi and Kankel provided an update on the work completed since the last update in October of 2020, which contributed to the park revisions along with the addition of the Picasso Preschool property. Director Seaton suggested adding a volleyball court. Residents Fran Pollard and Leni Schultz addressed the Board with comments.

b. Update on Disc Golf Course Proposal.

PAC member Pat Tierney said the Disc Golf Subcommittee had met and drafted a schedule to conduct the public outreach. Public member Jake Ward said he is in support of local disc golf.

c. Heart Drive Collective (Jessie Nelson) Burnham Property Use Proposal.

The Board was asked to approve allowing use of the Burnham Park property to Jessie Nelson for a charity fundraiser on Saturday, July 2nd. Mr. Nelson was present and provided the board with his past experience and intentions for the event.

ACTION: Director Seaton moved to approve allowing Heart Drive Collective use of the Burnham Park property for one day, July 2, 2022, subject to stipulations in an agreement to be drafted by District Counsel.

3. Consideration of Potential Increase in Sewer Service Charges for Fiscal Years Ending 2023, 2024, and 2025.

Mr. Duffy reviewed the 3-year projected revenues, expenses, capital projects and reserves spreadsheet he provided explaining the need to increase the District's sewer service charge rates. He stated that more than 65% of GCSD expenses are paid to the Sewer Authority Mid-Coastside (SAM), which operates the sewer treatment plant and the intertie pipeline system. Costs have increased substantially over the past several years at SAM. He is preliminarily recommending a 15% increase over the next three years, subject to the finalization of the sewer service charge report being prepared by Bartle Wells Associates. He said the next step would be to hold a special meeting to consider the SSC report and to initiate the Prop. 218 ratepayer notification process.

4. Report on Sewer Authority Mid-Coastside Meetings.

The district's SAM representatives provided a report on the SAM meeting.

CONSENT AGENDA

5. April 21, 2022 Special and Regular Meeting Minutes.

6. May 2022 Warrants.

7. March 2022 Financial Statements.

8. Assessment District Distribution #10-21/22.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

10. Attorney's Report. (Parkin)

11. General Manager's Report. (Duffy)

12. Administrative Staff Report. (Comito)

13. Engineer's Report. (Kennedy Jenks)

14. Future Agenda Items.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 9:08 p.m.

Minutes submitted by Chuck Duffy.

Date Approved by Board: June 16, 2022

ATTEST:

Delia Comito, Board Secretary

ITEM #6

Granada Community Services District
May 2022 Warrants
For the June 16, 2022 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
05/19/22	9223	VOID	VOID	VOID	-
05/19/22	9224	Alhambra & Sierra Springs	Invoice dtd 05/12/22	6140 · Office Supplies	44.92
05/19/22	9225	Calcad	Water Data for 2022/23 SSC Rpt	6150 · Professional Services	600.00
05/19/22	9226	Steven Melo, Inc.	Mow GCSD Properties	6135 · Other Property Maint.	800.00
06/16/22	9227	Barbara Dye	05/19/22 GCSD, 05/23/22 SAM	6040 · Directors' Compensation	190.00
06/16/22	9228	CliftonLarsonAllen LLP	May 2022 Accounting Svcs	6152 · Accounting	2,500.00
06/16/22	9229	Comcast	06/13/22-07/12/22 Svcs	6170 · Utilities	202.35
06/16/22	9230	David Seaton	05/19/22 GCSD	6040 · Directors' Compensation	145.00
06/16/22	9231	Dudek	04/30/22-05/27/22 Prof. Svcs	6151 · General Manager	7,173.13
06/16/22	9232	Eric Suchomel	05/19/22 GCSD	6040 · Directors' Compensation	145.00
06/16/22	9233	Hue & Cry, Inc.	June 2022 Pump Stn Alarm	6170 · Utilities	32.65
06/16/22	9234	KBA Document Solutions, LLC	02/28/22-05/27/22	6020 · Copier lease	276.40
06/16/22	9235	Matthew Clark	05/19/22 GCSD, 05/23/22 SAM	6040 · Directors' Compensation	190.00
06/16/22	9236	Nancy Marsh	05/19/22 GCSD	6040 · Directors' Compensation	145.00
06/16/22	9237	Pacifica Community TV	05/19/22 GCSD	6180 · Video Taping	300.00
06/16/22	9238	PG&E	Office Inv dtd 05/25/22	6170 · Utilities	40.36
06/16/22	9239	PG&E	Pump Stn Inv dtd 05/17/22	6170 · Utilities	322.14
06/16/22	9240	Pitney Bowes	Invoice dtd 04/25/22	6140 · Office Supplies	54.43
06/16/22	9241	Rodolfo Romero	06/09/22 & 06/23/22 Ofc Cleaning	6130 · Office Maintenance & Repairs	180.00
06/16/22	9242	San Mateo County Harbor Dist.	July 2022	6120 · Office Lease	4,550.00
06/16/22	9243	Sewer Authority Mid-Coastside	June 2022 Asmts	5010 · SAM - General	144,469.88
06/16/22	9244	Tri Counties Bank	May 2022 Card Charges	6190 · Computers	14.99
06/16/22	9245	US Bank Equipment Finance	June 2022 Svcs	6020 · Copier lease	357.78
06/16/22	9246	Wittwer & Parkin	Legal Svcs 05/01/22-05/31/22	6090 · Legal Services	3,153.50
06/16/22	9247	Kennedy & Jenks	May 2022 Svcs, Sum 180	6070 · Engineering Services	18,138.90
06/16/22	9248	Kikuchi & Kankel Design Group	Prof Svcs through 05/31/22	5130 · Parks & Rec Professional Svcs	18,522.50
06/16/22	9249	Pitney Bowes	Invoice dtd 06/01/22	6140 · Office Supplies	17.00
TOTAL					202,565.93

ITEM #7

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Granada Community Services District
Statement of Net Position (Unaudited)

As of April 30, 2022

ASSETS

Current Assets	
Checking/Savings	
1020 · Petty Cash	\$ 420
1030 · Cash - LAIF	2,536,406
1040 · Tri Counties Bank - Gen Op	545,966
1050 · Tri Counties Bank - Deposit	17,345
Total Checking/Savings	3,100,137
Total Current Assets	3,100,137
Fixed Assets	
1600 · Land	2,862,979
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	(7,008,196)
Total Fixed Assets	7,104,892
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	166,477
1735 · Advance to AD- Assesmnt Revenue	84,834
1750 · Investment in SAM	4,709,323
1760 · Deferred Outflows of Resources	102,010
Total Other Assets	5,427,534
Total Assets	15,632,563

LIABILITIES

Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	67,914
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	3,871
2225 · Recology-Del Garbage	45,436
2300 · Due to AD	6,252
2310 · Relief Refund Advance	350
Total Current Liabilities	149,126
Long Term Liabilities	
2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	21,144
Total Long Term Liabilities	198,639
Total Liabilities	347,765

NET POSITION

3000 · Net Assets	5,871,678
3005 · Contributed Capital	9,595,349
Net Income	(182,229)
Total Net Position	\$ 15,284,798

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America are omitted.

Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2021 through April 30, 2022

	Jul 1, 2021 - Apr 30, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 690,197	\$ 708,332	\$ (18,135)	\$ 850,000
4020 · Sewer Service Charges-SMC	1,620,311	1,508,332	111,979	1,810,000
4021 · Sewer Svc Charges Pro-rated	3,658	-	3,658	-
4030 · AD OH Reimbursement	26,004	26,667	(663)	32,000
4040 · Recology Franchise Fee	31,481	27,500	3,981	33,000
Total Operating Revenue	<u>2,371,651</u>	<u>2,270,831</u>	<u>100,820</u>	<u>2,725,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	4,981	15,000	(10,019)	18,000
4130 · Connection Fees	57,578	23,333	34,245	28,000
4150 · Repayment of Adv to AD-NCA	-	162,750	(162,750)	195,300
4155 · Repayment of Adv to AD-ARF	-	95,583	(95,583)	114,700
4160 · SAM Refund from Prior Yr	-	833	(833)	1,000
4170 · ERAF Refund	501,008	208,333	292,675	250,000
4180 · Misc Income	46,449	4,167	42,282	5,000
Total Non Operating Revenue	<u>610,016</u>	<u>509,999</u>	<u>100,017</u>	<u>612,000</u>
Total Revenues	<u>2,981,667</u>	<u>2,780,830</u>	<u>200,837</u>	<u>3,337,000</u>
Gross Profit	<u>2,981,667</u>	<u>2,780,830</u>	<u>200,837</u>	<u>3,337,000</u>
Expenses				
Operations				
5010 · SAM - General	833,279	817,476	(15,803)	980,971
5020 · SAM - Collections	203,843	203,843	-	244,612
5021 · Lift Station Maint.	8,063	-	(8,063)	-
5022 · SAM- NDWSCP	41,339	-	(41,339)	-
5050 · Mainline System Repairs	-	8,333	8,333	10,000
5060 · Lateral Repairs	6,280	20,833	14,553	25,000
5065 · CCTV	-	12,500	12,500	15,000
5070 · Pet Waste Station	1,675	1,000	(675)	1,200
5110 · RCD - Parks	-	25,000	25,000	30,000
5120 · Half Moon Bay Reimb - Parks	9,030	324,167	315,137	389,000
5130 · Parks & Rec Professional Services	72,377	250,000	177,623	300,000
Total Operations	<u>1,175,886</u>	<u>1,663,152</u>	<u>487,266</u>	<u>1,995,783</u>

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America are omitted.

Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2021 through April 30, 2022

	Jul 1, 2021 - Apr 30, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	9,756	13,333	3,577	16,000
6020 · Copier lease	4,164	5,000	836	6,000
6040 · Directors' Compensation	9,630	9,167	(463)	11,000
6050 · Education & Travel Reimb	196	1,667	1,471	2,000
6060 · Employee Compensation	280,285	262,500	(17,785)	315,000
6070 · Engineering Services	77,148	16,667	(60,481)	20,000
6080 · Insurance	42,048	29,167	(12,881)	35,000
6090 · Legal Services	29,066	33,333	4,267	40,000
6095 · Legal Services for Case Related Legal	75,493	75,000	(493)	90,000
6100 · Memberships	8,693	7,500	(1,193)	9,000
6110 · Newsletter	-	5,833	5,833	7,000
6120 · Office Lease	49,800	50,000	200	60,000
6130 · Office Maintenance & Repairs	1,613	2,500	887	3,000
6135 · Other Property Maint.	300	-	(300)	-
6140 · Office Supplies	1,879	2,500	621	3,000
6150 · Professional Services	132,639	97,500	(35,139)	117,000
6160 · Publications & Notices	6,782	1,667	(5,115)	2,000
6170 · Utilities	9,396	10,000	604	12,000
6180 · Video Taping	3,600	3,333	(267)	4,000
6190 · Computers	2,766	2,083	(683)	2,500
6220 · Miscellaneous	9,178	12,500	3,322	15,000
6230 · Bank Service Charges	373	-	(373)	-
6310 · Park Related Misc Expenses	25,693	-	(25,693)	-
Total Administration	780,498	641,250	(139,248)	769,500
Capital Projects				
1213-1 · Naples Bch PS & FM Real.	783	-	(783)	-
1617-1 · Medio Creek Xing Crossing	431,346	333,333	(98,013)	400,000
7005 · Manhole Rising	3,828	-	(3,828)	-
7010 · Sewer Main Replacement (CIP)	320,268	241,667	(78,601)	290,000
7012 · 6-yr CIP	4,199	-	(4,199)	-
7013 · 6-yr CIP Phase 2	23,708	-	(23,708)	-
7100 · SAM - Infrastructure	423,380	423,380	-	508,056
7500 · Projects - Parks	-	108,333	108,333	130,000
Total Capital Projects	1,207,512	1,106,713	(100,799)	1,328,056
Total Expenses	3,163,896	3,411,115	247,219	4,093,339
Net Income (Loss)	\$ (182,229)	\$ (630,285)	\$ 448,056	\$ (756,339)

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America are omitted.

ITEM #8

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DISTRIBUTION REQUEST NO.: #11-21/22
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,167.00

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
June 16, 2022

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #11-21/22

DATE: June 16, 2022
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,167.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
GCSD	P.O. Box 335, El Granada, CA 94018	OH Reim-Jun 2022	\$ 2,167.00
TOTAL:			\$ 2,167.00

ITEM #9

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #10

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #11

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #12

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GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: May 16, 2022 to June 10, 2022
 To: Board of Directors
 From: Delia Comito, Assistant General Manager
 Date: June 16, 2022

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

APPLICATIONS RECEIVED – There was one application received this period:

Date	Class	Owner or Agent	APN	Address	Parcel Sq. Ft.	Zone
07/02/21	2D	SMC Harbor Dist	047-263-010	RV Park, Cabrillo Hwy	180,524	-
07/06/21	ADU	Semprevivo	048-033-290	245 Medio Ave, EG	10,000	R-1/B-1
07/26/21	1A	Silva	047-173-150	San Pedro Ave, EG	9,545	R-1/S-17
08/09/21	1A	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
08/30/21	1A	515 Hermosa LLC	048-063-420	515 Hermosa Way, Miramar	9,600	R-1/S-94
09/02/21	1A	Moules	047-208-100	Ave Portola, EG	3,056	R-3/S-3
09/20/21	ADU	Freestone	047-056-290	936 San Carlos, EG	6,101	R-1/S-17
09/27/21	ADU	Loubal	037-333-140	105 Harbour, EG	4,212	R-1/S-17
10/21/21	2M	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
10/25/21	2D	Point Pillar Prop.	047-081-430	100 Capistrano Road, EG	41,350	CCR/DR
11/12/21	ADU	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S-17
12/03/21	1A	Cohn	047-127-520	231 The Alameda	6,000	R-3/S-3
01/11/22	ADU	Hernandez	047-126-210	219 Palma St, EG	6,000	R-1/S-17
01/18/22	1A	Freitas	047-208-120	157 Ave Portola, EG	2,763	R-3/S-3
02/02/22	1A	Walley Timothy	047-043-030	130 Presidio, EG	6,000	R-1/S-17
02/22/22	1A	Ralston	047-217-110	338 Ave Del Oro, EG	6,000	R-1/S-17
03/28/22	2A	Big Wave	047-311-060	386 Airport St., Princeton	15,017	
5/27/22	ADU	McGregor	048-013-890	171 Coronado Ave, Miramar	11,637	R-1/S-1-92

Note: Shaded information was previously reported.

PERMITS ISSUED – There was one sewer permit issued this period:

Permit #	Class	Date	Owner or Agent	APN	Address	Parcel Sq. Ft.	Zone
3216	ADU	07/09/21	Semprevivo	048-033-290	245 Medio Ave, HMB	10,000	R-1/B-1
3217	1A	07/13/21	Zheng	047-151-120	639 El Granada Blvd, EG	5,230	R-1/S-17
3218	1A	07/16/21	Sanchez-	047-244-240	519 Isabella Ave, EG	5,000	R-1/S-17

3219	1A	08/02/21	O'Connor	047-103-010	538 Valencia Ave, EG	6,250	R-1/S-17
3220	1A	10/08/21	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
3221	2M	01/04/22	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
3222	ADU	01/27/22	Loubal Dennis	037-333-140	105 Harbour Drive, EG	4,212	R-1/S-17
3223	1A	01/28/22	Moules Robert	047-208-100	580 The Alameda, EG	3,056	R-3/S-3
3224	1A	02/10/22	Walley	047-043-030	380 Presidio, EG	6,250	R-1/S-17
3225	1A	03/18/22	Freitas	047-208-120	157 Ave Portola, EG	2,763	R-3/S-3
3226	ADU	3/18/22	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S-17
3228	ADU	3/21/22	Hernandez	047-126-210	219 Palma St, EG	6,005	R-1/S-17
3229	ADU	5/27/22	McGregor	048-013-890	171 Coronado Ave, Miramar	11,637	R-/S-1-92

Note: Shaded information was previously reported.

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

#	Date	Class	Permit #	Issued	Owner	APN	Address
1	07/02/21	1A	3201	03/10/20	Kroll	047-092-260	100 Vallejo St, EG
2	07/07/21	1A	3202	06/12/20	Randle	047-153-240	600 El Granada Blvd, EG
3	08/17/21	1A	3210	01/27/21	Steadman*	047-212-150	463 The Alameda, EG
4	08/23/21	1A	3209	01/21/21	Steadman*	047-282-160	900 The Alameda, EG
5	09/20/21	ADU	Attached	N/A	Freestone	047-056-290	936 San Carlos, EG
6	09/21/21	1A	3180	09/14/18	Reavill	047-055-120	438 Sevilla Ave, EG
7	10/05/21	1A	3217	07/14/21	Zheng	047-151-120	639 El Granada Blvd, EG
8	10/14/21	1A	3211	01/27/21	Steadman*	047-282-150	226 Ave Cabrillo, EG
9	02/02/22	1A	3219	08/22/21	O'Connor	047-103-010	538 Valencia, EG
10	05/27/22	1A/ADU	3220	10/08/21	Perrone	047-094-160	324-326 Sonora Ave, EG

*Change in ownership to 375 La Prenda LLC

Note: Shaded information was previously reported.

REPAIRS - There were no lateral repairs this period.

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

SPECIAL NOTE:

Staff mailed RFPs for auditing services to several accounting firms last month, requesting proposals by June 30th. If satisfied with the response, staff will present a recommendation for Board approval at the July meeting.

ITEM #13

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June 8, 2022

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for June 2022

6-Year CIP, Project 2

We are continuing to prepare plans and specifications for CIP Project 2 and anticipate bidding for construction later this month or in early July and construction being complete by the end of November. Because of difficult access and nearby trees in certain locations, we'll be requiring that the sewers in those areas be repaired using CIPP (Cured-in-Place Pipe), however, repairing sewers using CIPP is more expensive than traditional pipe bursting. Accordingly, and because of overall inflation, we'll list CIPP sewers as separate bid items that may or may not be awarded depending on the price of the low bid.

Status of Medio Creek Sewer Crossing

The County's new pedestrian bridge and bank stabilization project has begun construction and should be completed by the end of November.

Big Wave

1. After constructing the sewer along Airport Street north about 650' from the intersection of Airport Street and Stanford Avenue and just before reaching two large culverts that cross the road, construction of the mainline extension sewer was delayed because of high groundwater. Construction is expected to resume later this month.
2. Late last year Big Wave submitted plans for its proposed building on APN 047-311-060 (Lot 4). Big Wave revised its sewer permit application in late March to include all 11 separate offices rather than just one.

Harbor Village RV Park

We approved plans for the RV Park at 100 Capistrano Road earlier this year and expect construction to begin soon.

Memorandum

Granada Community Services District

June 8, 2022

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Pillar Point Harbor RV Park Public Restroom Project

In April, we approved plans for the Public Restroom project at the Harbor District's RV Park at 4000 Cabrillo Highway. Construction is expected to begin soon.

SAM Asset Planning Group

The engineers from all 3 SAM member agencies had another Zoom meeting on May 27th. We discussed the need for a better understanding of potential flooding risks at the plant from both rainfall events and future sea level rise before proceeding to invest in major improvements. The flooding threat should be evaluated in conjunction with a master plan of needed plant improvements to address issues such as aging equipment. This recommendation was going to be presented at the next SAM Board meeting.

ITEM #14

Blank

Granada Community Services District
FUTURE AGENDA ITEMS

#	Agenda Item	By	Est. Date	Notes
1	Update Records Retention Policy	Staff	July 2022	Needs revisions
2	Review of Lateral Policy	Board	July 2022	In Progress
3	Update Conflict of Interest Code	Staff	Aug 2022	Required on even #'d yrs.
4	Ord Code Revision	Staff	Unknown	In progress
5	Adopt Admin Policy for PRA's	GJ	Unknown	TBD
6	Adopt Financial Reserves Policy	GJ	Unknown	TBD
7	Adopt Policy for Brown Act Compliance	GJ	Unknown	TBD
	COMPLETED ITEMS			
	Financing for Parks	Board	Jan 2022?	Requested by Dir. Marsh
	SSC/Connection Fee Study	Staff	Mar 2021	In progress
	Adopt Policy for Board Member Ethics	Staff per GJ	Unknown	TBD
	Adopt PSM Amendments	Staff	Apr/May	In progress
	Amend Fee Resolution	Staff	Nov 2021	Updated
	Discuss Composting Requirement	Board	Nov 2021	Updated
	PAC Member Appointment	Staff	Jan 2022	Required on even #'d yrs.
	RETIRED ITEMS			
	Support for Disc Golf in QP	PAC	Unknown	Mar 2022 (?)
	Discuss Comm. Center Planning	Board	Unknown	Requested by Dir. Dye