



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, December 17, 2020

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

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

[Join Zoom Meeting](#)

Phone one-tap: US: [+16699006833](tel:+16699006833), [93503686126#](tel:+19292056099) or [+19292056099](tel:+19292056099), [93503686126#](tel:+19292056099)

Meeting URL: <https://dudek.zoom.us/j/93503686126>

Join by Telephone

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

Meeting ID: 935 0368 6126

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

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

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

ADJOURN TO CLOSED SESSION

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

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

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

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

District's Negotiator: Chuck Duffy

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

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

3. Public Employee Dismissal and Release.

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

- 1. Administer the Oath of Office to Directors Matthew Clark and Nancy Marsh.**
- 2. Election of Board Officers.**
Recommendation: To be made by the Board.
- 3. Appoint Sewer Authority Mid-Coastside Representatives and Alternates, and Approve Associated Resolution.**
Recommendation: To be made by the Board.
- 4. Appoint Representative to the San Mateo County Chapter of the California Special Districts Association.**
Recommendation: To be made by the Board.
- 5. Discuss Development of Feasibility Study for 531 Obispo Road as a Potential Community Center and District Office.**
Recommendation: To be made by the Board.

- 6. Report on Parks and Recreation Activities.**
Recommendation: For Board Information.
- 7. Report on Recology of the Coast Solid Waste Rate Adjustment for 2021.**
Recommendation: For Board Information.
- 8. Report on Sewer Authority Mid-Coastside Meeting(s).**
Recommendation: For Board Information.

CONSENT AGENDA

- 9. November 19, 2020 Special and Regular Meeting Minutes.**
- 10. December 2020 Warrants.**
- 11. October 2020 Financial Statements.**
- 12. Assessment District Distribution #6-20/21.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 14. Attorney's Report. (Parkin)**
- 15. General Manager's Report. (Duffy)**
- 16. Administrative Staff Report. (Comito)**
- 17. Engineer's Report. (Kennedy Jenks)**
- 18. Future Agenda Items.**

ADJOURN REGULAR MEETING

At the conclusion of the November 19, 2020 Meeting:
Last Ordinance adopted: No. 172
Last Resolution adopted: No. 2020-009

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

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

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1



GRANADA COMMUNITY SERVICES DISTRICT

OATH OF OFFICE

(For the 12/17/20 Board Meeting)

Do you, Matthew Clark and Nancy Marsh, solemnly swear to support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; to bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that you take this obligation freely, without any mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties upon which you are about to enter?

CERTIFICATE OF THE CHIEF ELECTIONS OFFICER

State of California

SS.

County of San Mateo

I, **MARK CHURCH**, Chief Elections Officer of the County of San Mateo, State of California, do hereby certify that:

WHEREAS, the number of nominees for the Office of Member, Board of Directors, does not exceed the number of offices required by law to be filled at the Presidential General Election within the GRANADA COMMUNITY SERVICES DISTRICT, held on November 3, 2020, the time within which nominations may be made has expired, and a petition signed by ten percent (10%) of the voters or 50 voters, whichever is the smaller number, requesting that said election be held, was not presented to the Chief Elections Officer within the time provided by law.

NOW, THEREFORE, pursuant to Elections Code §10515, the following qualified persons as listed below, are required to be appointed to two (2) seats for four (4) year terms:

Nancy Reed Marsh

Matthew R Clark

IN WITNESS WHEREOF, I hereunto affix my hand and seal this 3rd day of December, 2020, and file this date with the General Manager of the GRANADA COMMUNITY SERVICES DISTRICT.



MARK CHURCH
Chief Elections Officer &
Assessor-County Clerk-Recorder

COUNTY OF SAN MATEO

CERTIFICATION OF ELECTION

This is to certify that

Matthew R Clark

was appointed to the office of

Member, Board of Directors

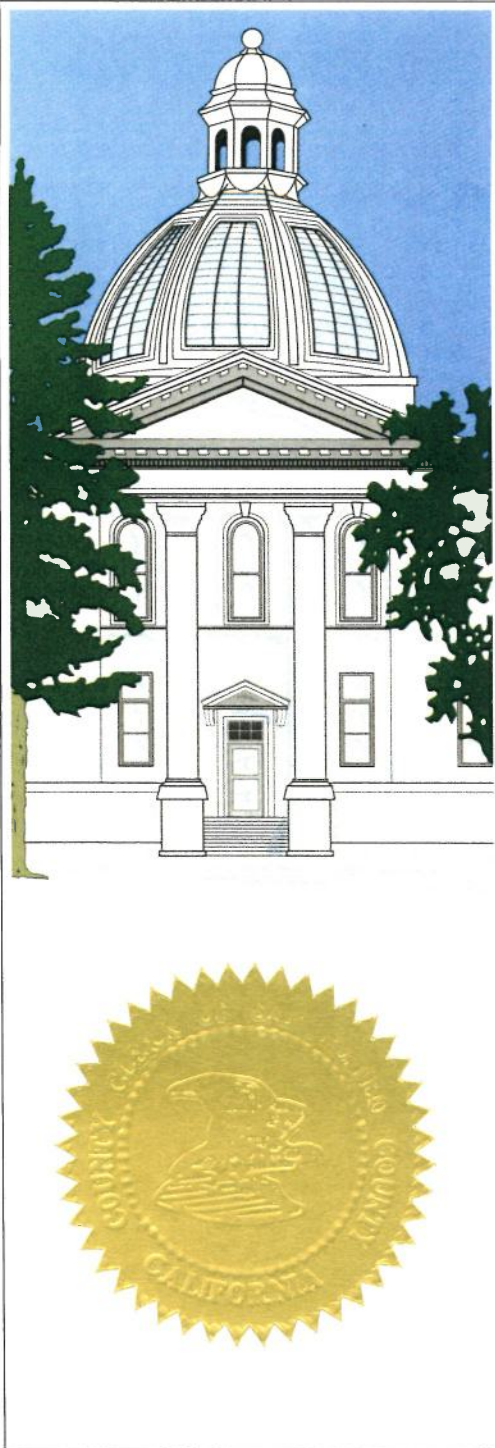
Granada Community Services District

In lieu of holding the Presidential General Election in San Mateo County on the 3rd day of November, 2020.

In witness whereof, I have hereunto set my hand and affixed my official seal this 3rd day of December, 2020.

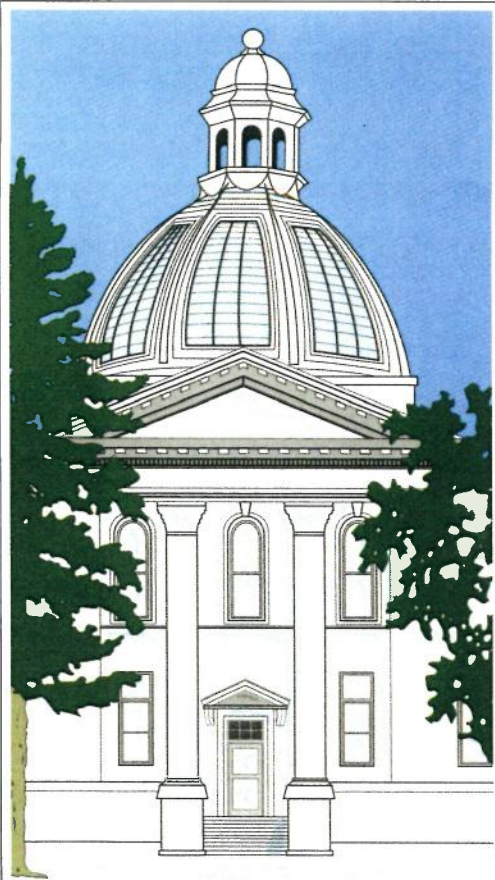


MARK CHURCH
Chief Elections Officer &
Assessor-County Clerk-Recorder



COUNTY OF SAN MATEO

CERTIFICATION OF ELECTION



This is to certify that

Nancy Reed Marsh

was appointed to the office of

Member, Board of Directors

Granada Community Services District

In lieu of holding the Presidential General Election in San Mateo County on the 3rd day of November, 2020.

In witness whereof, I have hereunto set my hand and affixed my official seal this 3rd day of December, 2020.

A handwritten signature in blue ink that reads "Mark Church". The signature is fluid and cursive.

MARK CHURCH
Chief Elections Officer &
Assessor-County Clerk-Recorder



ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito
Subject: Election of Board Officers for 2021
Date: December 17, 2020

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

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

The election process is as follows:

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

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

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Chuck Duffy, General Manager

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

Date: December 17, 2020

Pursuant to the Agreement Creating the Sewer Authority Mid-Coastside, the Board must appoint two Sewer Authority Mid-Coastside (SAM) representatives and one alternate representative to serve on the SAM Board of Directors for the coming year, and adopt a corresponding resolution. District bylaws allow the Board to appoint two alternates. The current SAM representatives are Directors Dye and Blanchard, with Director Clark serving as the alternate.

The draft resolution is attached.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2020-___

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

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

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

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

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

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

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

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

The District is hereby appointing two (2) representatives, and two (2) alternate representatives to serve on the SAM Board of Directors, effective on December 17, 2020.

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

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

The above and foregoing Resolution was regularly introduced and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on December 17, 2020 by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Approved:

President

Attest:

Delia Comito, Secretary

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Appointing Representative to Local Chapter CSDA
Date: December 17, 2020

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

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

ITEM #5

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #6

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #7

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Recology of the Coast Solid Waste Services Rate Adjustment
Date: December 17, 2020

Attached is the Index-Based Rate Adjustment Calculation provided by Chris Porter, General Manager for Recology of the Coast, for the 2021 calendar year. GCSD customers receiving garbage and recycling services from Recology of the Coast will experience a rate increase of 2.09% based upon the change in various price indexes over the course of the year.

Below is an excerpt from an email from Chris Porter:

Hi Chuck,

Attached Is the rate application and new rate schedule for calendar year 2021 in accordance with the Franchise Agreement Section 6.02 (A) between the Granada Community Services District and Recology of the Coast which shows a 2.09% increase beginning January 2021. This document includes having Sunday service to give seven days a week pickup for all beach and Pier containers. These documents are being provided a month earlier then the October 1-2020 due date.

I am proud of the job we have all done together in these very extraordinary times and proud to this date we have not missed a day of providing the essential services to our mutual customers. We have lost significant revenues due to closure of Pillar Point Harbor businesses and schools but have worked together to keep rate increases minimal. Granada customers have received only a 2.09% rate increase over a two year period.

Thank you for allowing us to continue to be your partner.

Chris Crescio Gabrielli

General Manager

Recology™ | 2305 Palmetto Avenue | Pacifica, CA 94044

T: 650-557-1851 | cporter@recology.com

WASTE ZERO

Granada Community Services District

Proposed Maximum Rates Effective 1/1/21

RY 2021 Rate Adjustment Factor 2.09%

	2020 Rates	2021 Rates
<u>RESIDENTIAL SERVICE</u>		
1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:		
a. Container limits: Volume - 20 gals (3/10 cu yd), up to 40 lbs - per month	\$19.41	\$19.82
b. Container limits: Volume - 32 gals (1/4 cu yd), up to 60 lbs - per month	\$23.93	\$24.43
c. Container limits: Volume - 64 gals (1/2 cu yd), up to 100 lbs - per month	\$78.42	\$80.06
2. Special Services {charges added to above, basic charges):		
a. Container placed at side or rear of dwelling - per container	\$6.31	\$6.44
b. Container not placed at specified collection point and return call required - per container	\$15.33	\$15.65
c. Extra 30 gal bag with collection (excludes 20 gal cart service) - per bag	\$8.13	\$8.30
d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.	Estimate	Estimate
3. Bulky goods drop-off service four times per year within GCSD service limits including greenwaste	Included	Included
4. Weekly commingled recyclable materials collection (64 gal wheeled cart)	Included	Included
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) 30 gal containers - customer provides containers	Included	Included
6. Bulky goods curbside collection service, limited to four (4) times per year Limited to one (1) item up to 200 lbs or five (5) - 30 gal bags	Included	Included
7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials	Included	Included
8. Christmas tree pick up thru January 31st each year Included	Included	Included
a. Christmas tree pick up after January 31st - per tree	\$23.93	\$24.43
<u>MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL SERVICE</u>		
1. Service to restaurants, hotels, cafes, apartments, stores and similar places of business, factories, schools and institutions: Wet and dry garbage - Container limits: Volume - 30 gals 1/4 cu yd), up to 75 lbs -		
a. Regular collections:		
One (1) - 32 gal collection - once per week	\$36.87	\$37.64
One (1) - 64 gal collection - once per week	\$117.58	\$120.04
One (1) - 96 gal collection - once per week	\$193.52	\$197.56
b. Additional 64 or 96 gal commercial carts picked up more than once per week - will be original charge times the number of pickups	Will Vary	Will Vary
Multi-family, Commercial and Industrial Service (continued)		
2. Commercial Container Rental:		
a. 1 cubic yard box - per collection	\$51.86	\$52.94
b. 2 cubic yard box - per collection	\$67.26	\$68.67
3. Commercial Container Collections:		
a. 1 cubic yard box - per collection	\$46.45	\$47.42
b. 2 cubic yard box - per collection	\$92.41	\$94.34
4. Compacted Commercial Container Service:		
a. 1 cubic yard box - per collection	\$89.12	\$90.98
b. 2 cubic yard box - per collection	\$180.00	\$183.76
5. Recyclable material collection up to five times per week		

Granada Community Services District

Proposed Maximum Rates Effective 1/1/21

RY 2021 Rate Adjustment Factor 2.09%

	<u>2020 Rates</u>	<u>2021 Rates</u>
<u>DEBRIS BOX SERVICE</u>		
1. Seven (7), fourteen (14), twenty (20) and thirty (30) yard containers:		
a. Container rental, delivery and pickup charge	\$342.50	\$349.66
b. \$67 per ton confirmed by disposal site weight slip	Will Vary	Will Vary
<u>SPECIAL PROVISIONS</u>		
1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 32 gal can (PGE CARE PROGRAM) 15% reduction	\$20.34	\$20.77
2. Administrative charge for placement of delinquent accounts on property tax roll - per account	\$59.91	\$61.16
3. Charge to photocopy, fax or scan documents - 1st page	\$2.35	\$2.40
Each additional page	\$0.59	\$0.60

**Granada Community Services District
Rate Year 2020 Rate Application
Index Change Calculations**

1. Average change calculation for index CPI - W, series id. CWURS49BSA0

	May	June	July	August	September	October	November	December	January	February	March	April	Average Change
2018-2019		280.219		281.536		283.183		283.278		284.758		288.266	283.540
2019-2020		288.581		288.514		291.707		289.456		292.010		290.304	290.095

2. Annual change for index CPI - U, series id. CUURS49BSA0

	May	June	July	August	September	October	November	December	January	February	March	April	Average Change
2018-2019		286.062		287.664		289.673		289.896		291.227		294.801	289.887
2019-2020		295.259		295.490		298.443		297.007		299.690		298.074	297.327
													2.57%

3. Annual Percentage Change in the California Gasoline and Diesel Prices Index

	May	June	July	August	September	October	November	December	January	February	March	April	Average Change
2018-2019	3.941	3.982	3.957	3.940	3.973	4.086	4.018	3.858	3.753	3.734	3.789	3.953	3.915
2019-2020	4.128	4.035	3.949	3.906	3.923	3.985	4.003	3.902	3.873	3.787	3.601	3.283	3.865
													-1.30%

4. Annual average change for Motor Vehicle Maintenance and Repair Index, series id. Ccur0000setd

	May	June	July	August	September	October	November	December	January	February	March	April	Average Change
2018-2019	284.851	285.753	286.067	286.931	288.457	289.057	290.114	289.705	290.758	291.993	294.226	295.266	289.432
2019-2020	294.586	295.670	295.377	297.884	298.441	298.925	299.260	299.614	300.112	302.220	304.131	304.376	299.216

5. CBA Labor Costs, series id cuura422sa0

WAGES		2019	June 2019	295.259	2020	June 2020	300.032	Change	1.62%	Minimum increase per CBA is 3.0%	CBA Calculated Change	3.00%
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HEALTH & WELFARE

	10/18 - 12/18	01/19 - 06/19	07/19 - 09/19	Weighted Average	10/19 - 12/19	01/20 - 06/20	07/20 - 09/20	Weighted Average	Change
Health	2,129.90	2,172.90	2,172.90	2,162.15	2,172.90	2,247.90	2,247.90	2,229.15	3.10%
RSP	701.91	701.91	745.24	712.74	745.24	745.24	788.57	756.07	6.08%
Total	2,831.81	2,874.81	2,918.14	2,874.89	2,918.14	2,993.14	3,036.47	2,985.22	3.84%

PENSION

	10/18 - 9/19	10/19	11/19 - 09/20	Weighted Average	Change
CBA Rate	4.93	4.95	5.20	5.18	5.07%

DISPOSAL

	06/2019	06/2020	Change
	244.322	251.435	2.91%

ITEM #8



SEWER AUTHORITY MID-COASTSIDE
Board Operations Committee Meeting Agenda
Regular Meeting
CLOSED SESSION ONLY
5:30 PM – 7:00 PM, Monday, November 23, 2020

SAM Administration Office, 1000 N. Cabrillo Hwy, Half Moon Bay
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/84830003266?pwd=aW8wajd3aVJPL29FVFRXVFZSNnFDUT09>

Meeting ID: 848 3000 3266

Passcode: 857368

One tap mobile

+16699006833,,84830003266#,,,,,0#,,857368# US (San Jose)

+12532158782,,84830003266#,,,,,0#,,857368# US (Tacoma)

1. CALL TO ORDER

A. Roll Call

Deborah Penrose (HMB)

Matthew Clark (GCSD)

Kathryn Slater-Carter (MWSD)

2. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code (§ 54957.6); Agency Designated Representatives Kishen Prathivadi, General Manager, Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel; Employee Organization: International Union of Operating Engineers, Stationary Engineers, Local No. 39, ALF-CIO

B. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code (§ 54957.6); Agency Designated Representatives; Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel, Unrepresented Employee: General Manager

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957- Title: General Manager

3. NEXT MEETING

Next Board Operations Committee Meeting: December 28, 2020

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Special Board Meeting 1:00 PM to 3: PM, Friday, December 11, 2020

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84539976401?pwd=MVNBB01vSUR3TWZrb2pGNkpScWZVdz09>

Meeting ID: 845 3997 6401

Passcode: 668809

One tap mobile

+16699006833,,84539976401#,,,,,0#,,668809# US (San Jose)

SAM's procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act have been posted on the SAM website. If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the Authority at least one working day in advance of the meeting at (650) 726-0124 or via email at kishen@samcleanswater.org.

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 6 pm on November 9, 2020 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code 54957.6 – Agency Designated Representatives: Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel, Unrepresented Employee: Title - General Manager

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

5. ADJOURNMENT

- Upcoming Regular Board Meetings: December 14, 2020 and December 28, 2020

The meeting will end by 3:00 p.m. unless extended by Board vote.

INFORMATION FOR THE PUBLIC

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SEWER AUTHORITY MID-COASTSIDE
Board of Directors Meeting Agenda
Regular Board Meeting 7:00 PM, Monday, December 14, 2020

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019
Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20 and the San Mateo County Health Officer shelter in place order issued on March 16, 2020, members of the public may observe and participate in the open session portions of the meeting electronically by using the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/84031699616?pwd=WmV0c2xmYVBqempJQTNMbmpDTnVWUT09>

Meeting ID: 840 3169 9616

Passcode: 342759

One tap mobile

+16699006833,,84031699616#,,,,,0#,,342759# US (San Jose)

+12532158782,,84031699616#,,,,,0#,,342759# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 840 3169 9616

Passcode: 342759

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

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 6 pm on December 14, 2020 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of November 9, 2020, Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for December 14, 2020 **(Attachment)**
- C. Monthly Revenue and Expense Report for Period Ending October 31, 2020 **(Attachment)**

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

- A. Review and Receive the Financial Report for Q1 Fiscal Year 20-21 (Budget vs Actual) **(Attachment)**
- B. Information and Update to the Board of Directors Regarding the Wastewater Treatment Plant Process Upset
- C. Discuss Adding a Distributed Waste Processing Plant System as an Alternative for the Simple Rebuild of the Plant

5. GENERAL MANAGER’S REPORT

- A. Monthly Manager’s Report – October 2020

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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code (§ 54957.6); Agency Designated Representatives Kishen Prathivadi, General Manager, Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel; Employee Organization: International Union of Operating Engineers, Stationary Engineers, Local No. 39, ALF-CIO

C. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code (§ 54957.6); Agency Designated Representatives; Jeremy Jungreis, General Counsel, and Christopher Boucher, Labor Counsel, Unrepresented Employee: General Manager

D. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION

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

E. 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)

F. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: December 28, 2020 and January 11, 2020

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

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
THROUGH: Kishen Prathivadi, General Manager
FROM: Tim Costello, Supervisor of Technical / Field Services
SUBJECT: **Monthly Manager’s Report – October 2020**

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

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

Key Indicators of Performance

NPDES Permit Violations:	6
Accidents, Injuries, etc.:	0
Reportable Spills Cat 1:	0
Reportable Spills Cat 2:	0
Reportable Spills Cat 3:	0

Flow Report (See Attachment A)

Half Moon Bay	0.727	60.74%
Granada CSD	0.242	20.25%
Montara W&SD	<u>0.227</u>	<u>19.01%</u>
Total	1.196	100%

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

Administration

There was one Board Meeting in the month of October. There were zero public records request in October 2020. There was four articles in the HMB Review, “Half Moon Bay must protect its own ratepayers”, October 14, 2020, “City presses lawsuit over intertie pipeline, October 14, 2020, Obituary for Christopher Linden Thollaug, October 14, 2020, and “City does benefit from intertie, October 28, 2020.

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

There were no new hires in the month of September. There was one anniversary, Jose Ahumada, Collection Services Worker, October 2, 2019.

Operations & Maintenance

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

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

The Portola Station – Wet Weather Facility, which has a capacity of 200,000 gallons.

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

Operations in October were shaky at first then it started to go down from there. We had something with a high BOD load come through the plant that really messed thing up and we are still dealing with the problems and the continued high loadings. Compound that with the RDT issues we had in the beginning of the month along with the boiler problems it was just not a great place to be. We did get the digester coating project started so at the least we had that going for us.

Peninsula Pump started annuals as well as Calcon continuing on their annual inspections.

The six permit violations are as follows, one weekly exceedance on the Eff TSS, three weekly effluent BOD exceedances, one monthly Eff TSS and one monthly Eff BOD exceedance.

During the month of October 2020, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 1.57 inches of rain in October, this website <https://ggweather.com/hmb/> has some very useful data for our area. We did get some rainfall to report for the month of October. Rainfall totals were as follows: 0.07 inches at

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the treatment plant, 0.01 inches in the GCSD service are, and 0.00 inches at the MWSD weather station. Below the 10 year average for sure, is this a early indicator of the coming year? There were micro-climate variations verified by the data.

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

- 10/1/2020 – For some reason the RDT, (rotary drum thickener) started tripping out and will not stay running. We have been on the phone with FKC trying to diagnose the problem.
- 10/2/2020 – Calcon working on annual PM's at the plant. New trash pump arrived onsite.
- 10/3/2020 – Having settling issues in the plant, thinking it is related to filaments, currently dosing high at 130 lbs/day
- 10/4/2020 – RDT is failing again, making odd noise we think could possibly be the gear box.
- 10/5/2020 – We've had to go back to wasting to the headwork's due to the issues with the RDT.
- 10/6/2020 – Switched wasting to old aeration basin to lighten load on the process.
- 10/7/2020 – Replaced RDT drain line while it was down. Calcon was in to replace VFD for the 3 water pump.
- 10/8/2020 – Discussed options for filament control, we are chlorinating like we always have to control but we are not seeing the results we would like to.
- 10/9/2020 – Calcon was in working on ignition / programing.
- 10/10/2020 – Long wasting day due to settelability issues, SVI (sludge volume index) at 403 mL/g.
- 10/11/2020 – Record video for One Step, public outreach.
- 10/12/2020 – Process not settling well, increased cl2 to RAS 140 lb/day.
- 10/13/2020 – Wasting back to head works, parts are coming but we are out of room.
- 10/14/2020 – Calcon in replacing motor starter on RDT, wasting from old aeration basins to RDT. Wasting to old aeration basins at night.

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- 10/15/2020 – Valve wasn't closed properly, meant to waste to old basins but ended up going to the head works instead. Peninsula Pump was in to do annuals on effluent pumps.
- 10/16/2020 – Jeffco bringing in equipment for digester coatings project. F/M is high, increasing the wasting.
- 10/17/2020 – Saturday – SVI 525 , SV 30 640.
- 10/18/2020 – Ferric didn't pump, clogged filter, settleability still an issue, high SVI, secondary blankets are still fluffy.
- 10/19/2020 – Jeffco onsite with inspector looking and digester, experiencing boiler issues again, lovely.
- 10/20/2020 – Calcon was in working on programing and on wiring for sump pump on the walker tank. Contacted the SWRCB as I received lab numbers that were a concern to me and wanted to make sure they were in the loop. Contacted Ox Mountain to stop leachate deliveries.
- 10/21/2020 – Boiler had failed, called in RF McDonald, they had to replace a failed air control switch. Switched hoses around to pump from old aeration basins to RDT, then back to basin later. Received notification from the lab for BOD results, we had exceed our weekly max, contact the state via e-mail so they are aware. Contact lab to set up additional sampling.
- 10/22/2020 – Calcon working on grant info, found a blockage in the SO2 sample line, cleared debris. Settleability still not great. Contact state, lab notified me most recent result were low, <10, let the additional samples I set up continue.
- 10/23/2020 – Placed additional secondary online to see if that would help with settling issues.
- 10/24/2020 – Blankets still fluffy, 7 ft in the morning then up to 10-11 in the afternoon.
- 10/25/2020 – Sunday, boiler issues on top of everything else.
- 10/26/2020 – Settleability issues still, Boiler failed again, unable to restart, call into RF McDonald. Relying on flare for now.
- 10/27/2020 – Set up ferric drip to MLSS effluent, RF McDonald working on boiler and tuning issues. Notify the state that the lab gave me bad information and the previous results were not BOD but rather turbidity. Contacted the lab to initiate accelerated sampling.

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10/28/2020 – Peninsula pump in working on influent pumps, Picked up a tote of Polymer to set up CEST to secondary system.

10/29/2020 – Switched up dosing locations of poly to get better contact mixing.

10/30/2020 – Effluent looks poor, high chlorine demand, going to try shutting down Northern pump stations during the day to see if that helps with settling issues by reducing higher flows through the plant.

10/31/2020 – Things still look poor, shutting down northern flows during the day and back on at night again. Have the chemical treatment going, with any luck we will see some results soon.

Other activities are listed below;

There were 6 deliveries (approximately 1,800 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 180.00. There were 132 leachate deliveries to the SAM IPS line in the month of October, for a total leachate volume of 772,400 gallons.

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

Contract Collection Services

The SAM crew cleaned 35,345 feet of sewer line and responded to 17 service calls in contract service areas. 12 were sewer line related and 5 were maintenance service calls. Eleven of the callouts were during regular business hours and six were after hours. Six calls were in the HMB service area, three were in the GCSD service area, and the remaining eight were in the MWSD service area.

HMB – The service calls in the HMB area were as follows, 10/2 – Driving range Smart cover, false alarm, checked up and downstream finding bench dry in both locations. Will contact Smart Cover later today. 10/3 - Driving range Smart cover, false alarm, checked up and downstream finding bench dry in both locations. 10/8 - Installed new ebox on smart cover, work with smart cover folks via phone to get it set up. 10/16 - Replaced batteries on smart covers at 1st and Myrtle, Driving range, and Turnberry. 10/20 - M.T. was doing CCTV work in area, found manhole with partial blockage, cleaned and finding light roots and grease. 10/21 - Had to re-stashe Turnberry smart cover, it was not communicating.

There were no maintenance service call in HMB for the month of October.

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GCSD – The service calls in the GCSD area were as follows – 10/15 - Homeowner called of strong odor in his house, checked manholes all okay, fixtures in the house were all functional, nothing was found. 10/21 - Standing water in service line, assisted homeowner by snaking service line from property line cleanout, roots in the lateral, large cypress trees line front of property. 10/27 - Blockage in service line, crew assisted and cleared root blockage from property line cleanout.

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

MWSD – The service calls in the MWSD area were as follows; 10/15 - Responded to strong sewer odor complaint, checked upstream and downstream man holes, flows were normal, nothing found. 10/25 - Owner call, lateral holding water, flushed main which was clear, Advised homeowner to contact plumber to clear service line. 10/28 - Owner called as his service line had a blockage, the plumber he called had pushed the root blockage into the main, the homeowner was kind enough to call us so we could check and clean main line.

There were six maintenance service call in MWSD area this month; 10/2 - Seal cove #1, Power glitch, reset alarms, ran pumps, checked station for normal operation. 10/11 - Power glitch, power had restored before arrival, reset station, ran pumps, checked station for normal operation. 10/16 - Seal cove 2, General station alarm, checked for normal operation, reset alarms. 10/19 - Power glitch at the Vallemar station, there was power at the station upon arrival, generator had not run, ran pumps and checked for normal operation. 10/20 - Seal cove # 3, PG&E working on power poles, station had power failure, found issue with VFD contactor, contacted Calcon to replace contactor.

The October 2020 collection system data report is provided for the Board’s information. There were no Category 1, no Category 2’s, and one Category 3 SSO during the month of October 2020.

Staff Recommendation

Staff recommends that the Board receive the Manager’s Report for October 2020.

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Supporting Documents

- Attachment A: Monthly Flow Report October 2020
- Attachment B: Monthly NPDES Report October 2020
- Attachment C: Collection System Data October 2020
- Attachment D: Contract Collection Services Report October 2020

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Attachment A

Flow Distribution Report Summary for October 2020

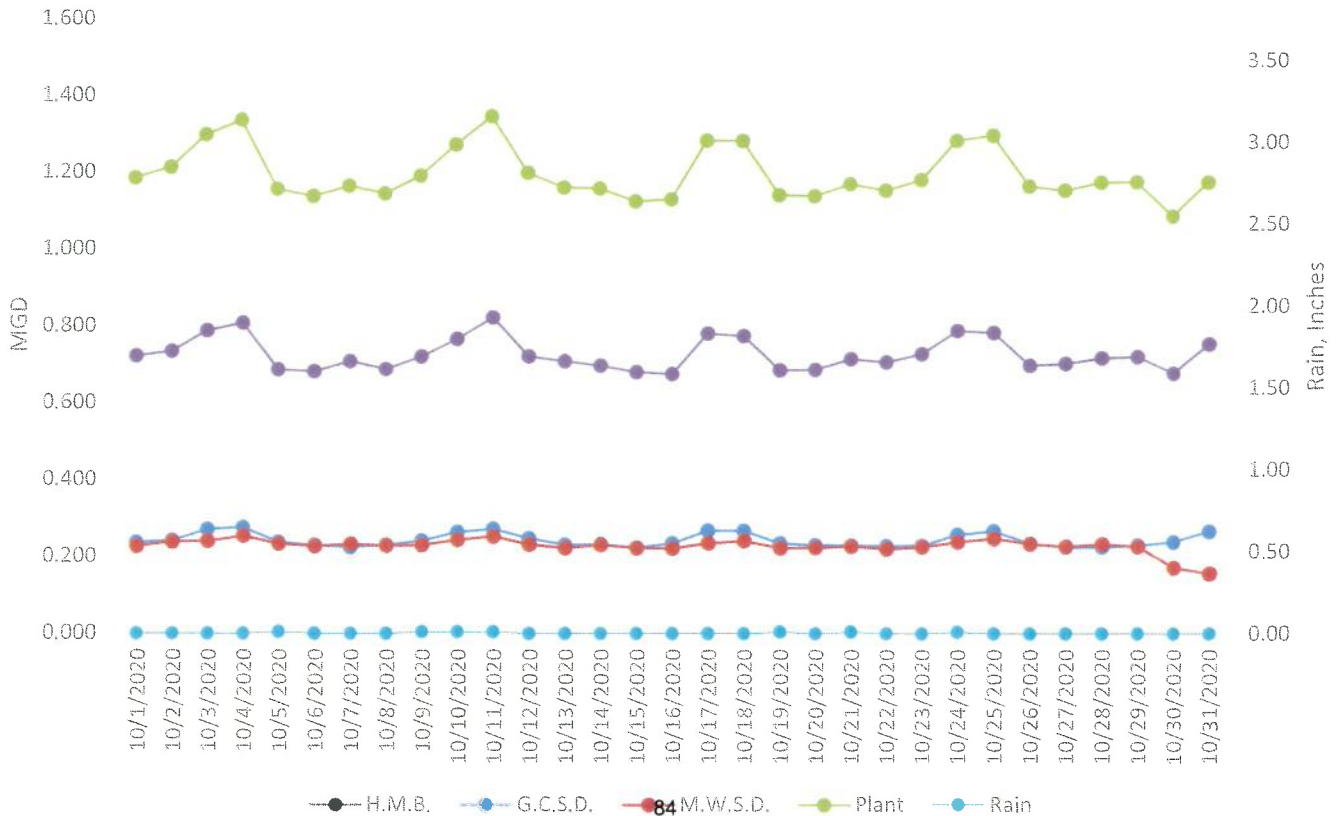
The daily flow report figures for the month of October 2020 have been converted to an Average

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

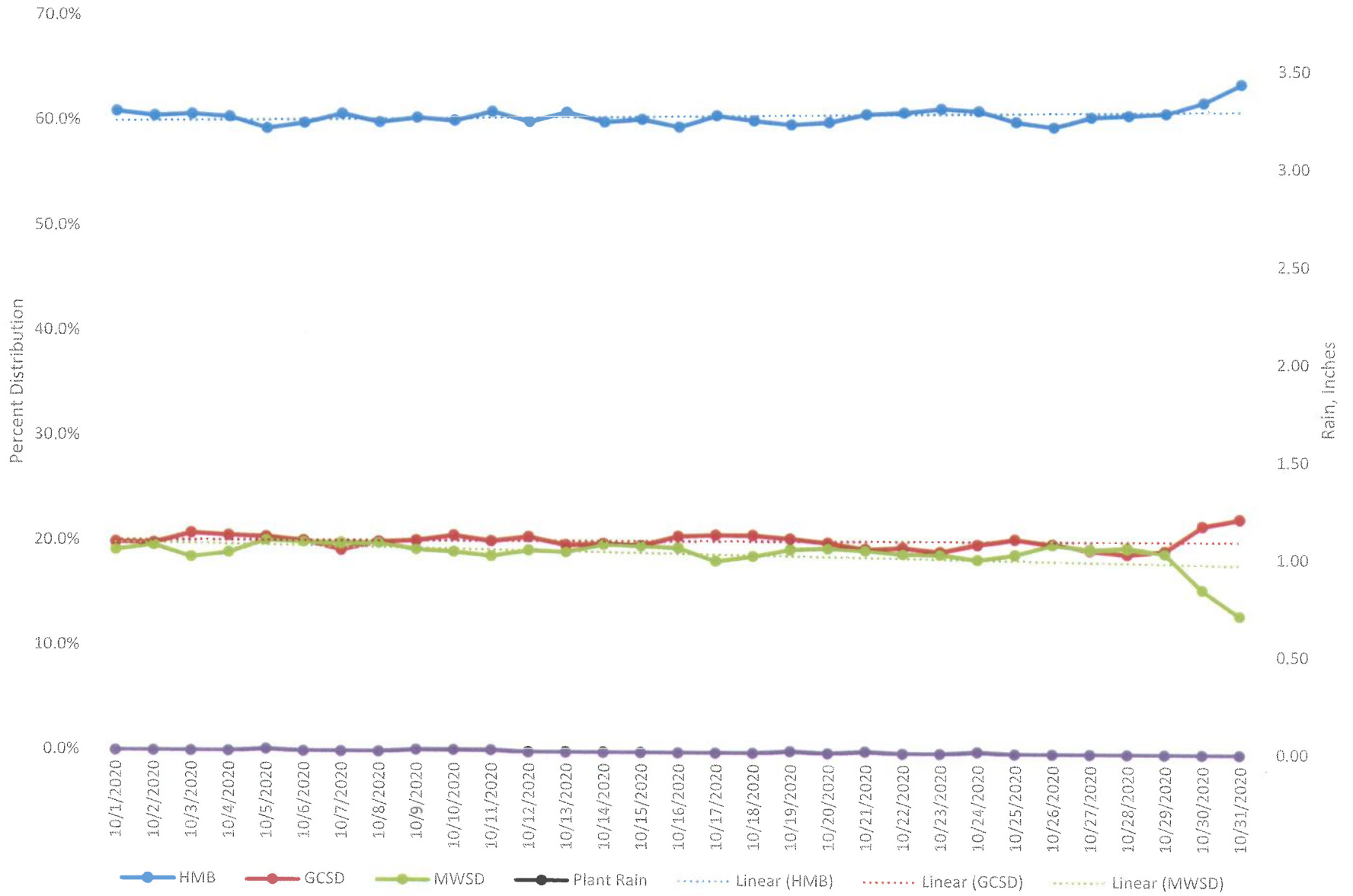
The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.727	60.7%
Granada Community Services District	0.242	20.2%
Montara Water and Sanitary District	<u>0.227</u>	<u>19.0%</u>
Total	1.196	100.0%

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

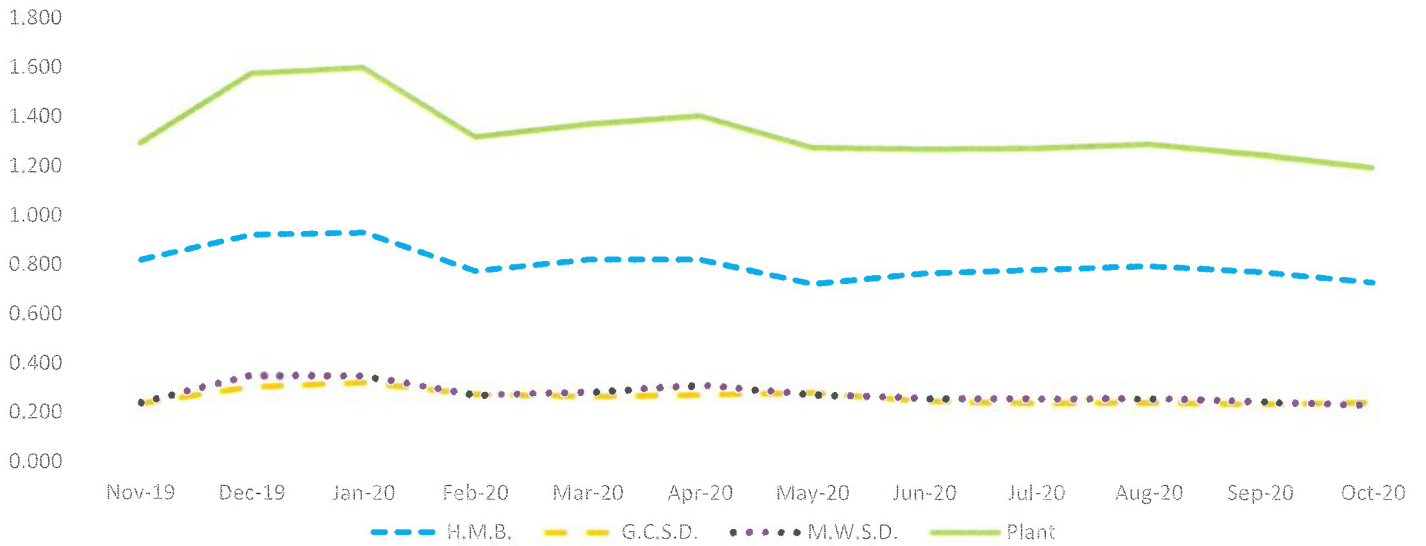


Percent Distribution October 2020

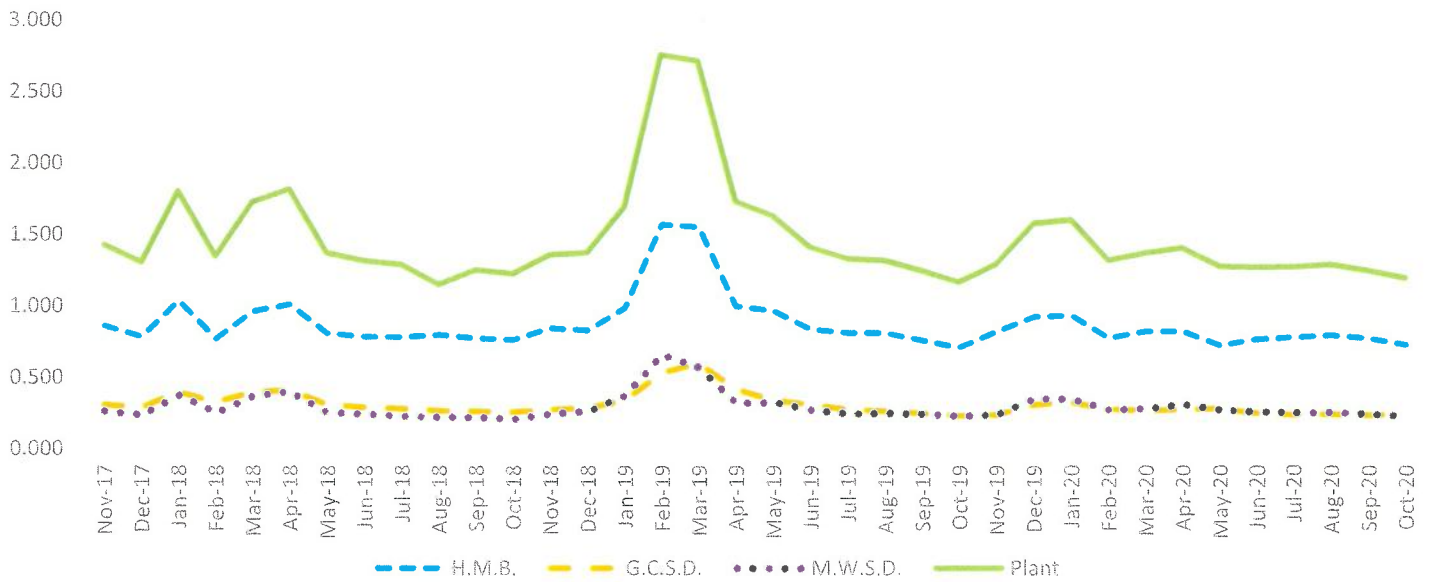


Most recent flow calibration September 2019 PS, September 2019 Plant

One Year Flow Chgart
Nov 2019 - Oct 2020

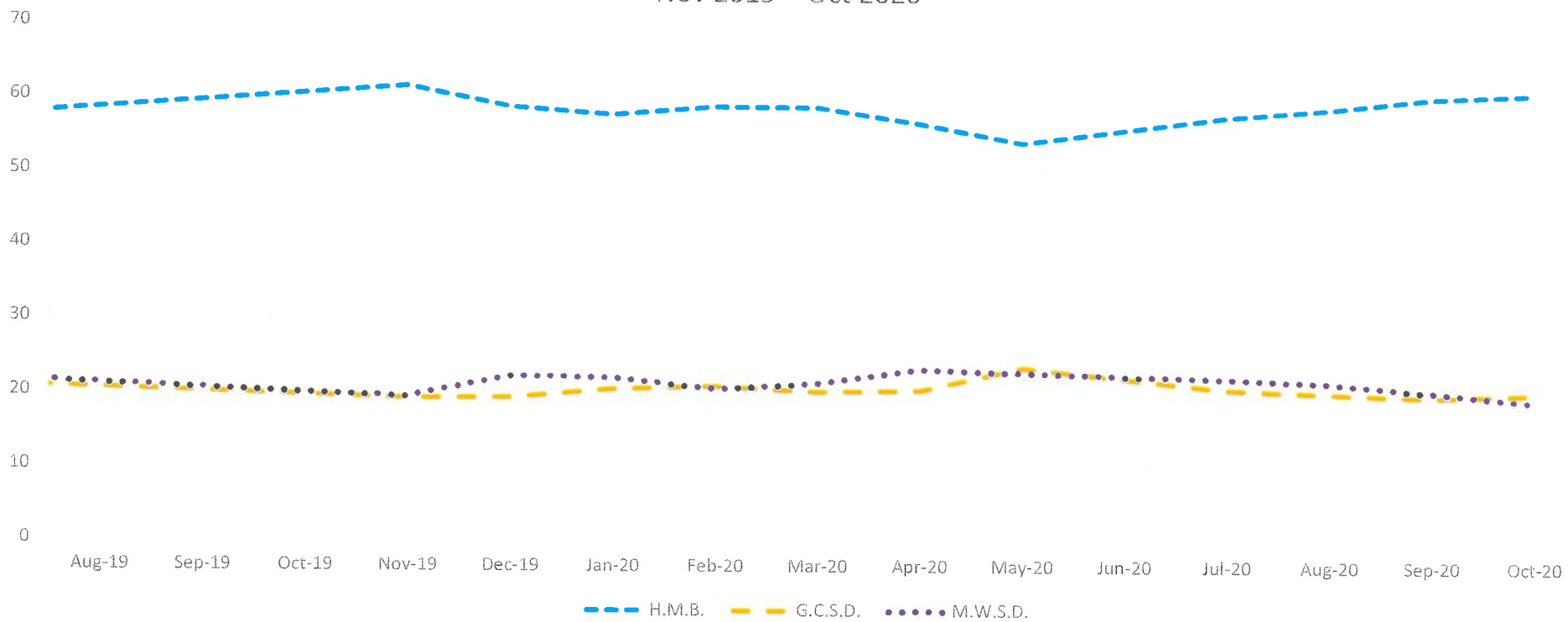


Three Year Flow Chart
Nov 2017 - Oct 2020



Flow based percent distribution based for past year

1 year Distribution by %
Nov 2019 - Oct 2020



SAM E-001 October 2020

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
10/1/2020	360	14.00		96.1%	1900	17	
10/2/2020							
10/3/2020			14.00				17.00
10/4/2020	340	14.00		95.9%	940	41.0	
10/5/2020	340	13		96.2%	1100	59	
10/6/2020							
10/7/2020							
10/8/2020							
10/9/2020							
10/10/2020			13.50				50.00
10/11/2020							
10/12/2020	310	10.00		96.8%	560	25.0	
10/13/2020	270	16.00		94.1%	490	27.0	
10/14/2020							
10/15/2020							
10/16/2020							
10/17/2020			13.00				26.00
10/18/2020							
10/19/2020							
10/20/2020	370	33.00		91.1%	Contaminated		
10/21/2020	350	18.00		94.9%	750	30.0	
10/22/2020					730	71.0	
10/23/2020					710	40.0	
10/24/2020			25.50				47.00
10/25/2020							
10/26/2020							
10/27/2020							
10/28/2020	360	140.00		61.1%	510	140.0	
10/29/2020	330	200.00		39.4%	550	220.0	
10/30/2020					540	230.0	
10/31/2020			170.00		380	>65	196.67
Count	9	9	5	9	12	11	5
Minimum	270	10.00	13.00	39.4%	380	17.0	17.0
Average	337	50.89	47.20	85.1%	763	81.8	67.3
Maximum	370	200.00	170.00	96.8%	1900	230.0	196.7
Percent Removal				85			
5 Sample Median							
High							
Low							
Daily Max							
Weekly Max			45				45
Monthly Average		30				30	

SAM E-001 October 2020

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
10/1/2020	99.1%	ND		9.00		0.00
10/2/2020						0.00
10/3/2020			#DIV/0!		9.00	0.00
10/4/2020	95.6%	ND		5.70		0.00
10/5/2020	94.6%	ND		70		0.00
10/6/2020						0.00
10/7/2020						0.00
10/8/2020						0.00
10/9/2020						0.00
10/10/2020			#DIV/0!		#DIV/0!	0.00
10/11/2020						0.00
10/12/2020	95.5%	ND		7.9		0.00
10/13/2020	94.5%	ND		9.40		0.00
10/14/2020						0.00
10/15/2020						0.00
10/16/2020						0.00
10/17/2020			#DIV/0!		9.40	0.00
10/18/2020						0.00
10/19/2020						0.00
10/20/2020		ND		18.00		0.00
10/21/2020	96.0%	ND		13.00		0.00
10/22/2020	90.3%					0.00
10/23/2020	94.4%					0.00
10/24/2020			#DIV/0!		15.50	0.00
10/25/2020						0.00
10/26/2020						0.00
10/27/2020						0.00
10/28/2020	72.5%	60.00		20.00		0.00
10/29/2020	60.0%	250.00		90.00		0.00
10/30/2020	57.4%					0.00
10/31/2020			155.00		55.00	0.00
Count	11	2	1	9	4	31
Minimum	57.4%	60.0	< #DIV/0!	5.70	#DIV/0!	0.0
Average	86.4%	155.00	< #DIV/0!	27.00	#DIV/0!	0.0
Maximum	99.1%	250.0	#DIV/0!	90.00	#DIV/0!	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 October 2020

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
10/1/2020	0.00	68.0	7.49	21.1	ND		6.84	76.8
10/2/2020	0.00		7.40	20.8			6.70	74.7
10/3/2020	0.00		7.52	21.5		< 10	6.61	75.1
10/4/2020	0.00		7.37	21.7			6.36	72.0
10/5/2020	0.00	47.0	7.26	20.8	ND		6.11	68.1
10/6/2020	0.00		7.52	20.9			6.92	77.2
10/7/2020	0.00		7.36	20.9			6.50	72.9
10/8/2020	0.00		7.50	20.9			6.64	74.0
10/9/2020	0.00		7.39	20.4			6.83	75.6
10/10/2020	0.00		7.49	21.3		< 10	6.81	77.0
10/11/2020	0.00		7.36	21.3			6.22	70.3
10/12/2020	0.00		7.29	21.6			6.23	69.8
10/13/2020	0.00	43.0	7.34	20.5	10		6.77	75.1
10/14/2020	0.00		7.40	21.1			6.57	73.9
10/15/2020	0.00		7.42	20.5			6.66	74.0
10/16/2020	0.00		7.47	21.6			6.43	73.0
10/17/2020	0.00		7.43	20.9		< 10	6.78	76.1
10/18/2020	0.00		7.40	21.3			6.33	70.9
10/19/2020	0.00		7.36	20.2			6.42	70.8
10/20/2020	0.00		7.46	20.4			6.51	72.1
10/21/2020	0.00	61.0	7.42	20.4	ND		6.40	70.6
10/22/2020	0.00		7.29	20.6			6.30	70.4
10/23/2020	0.00		7.44	21.4			6.82	77.2
10/24/2020	0.00		7.46	19.8		< 10	7.13	78.1
10/25/2020	0.00		7.28	20.7			6.23	69.3
10/26/2020	0.00		7.23	20.1			6.32	69.4
10/27/2020	0.00		7.37	20.8			6.40	70.2
10/28/2020	0.00		7.32	19.7			6.88	75.3
10/29/2020	0.00	48.0	7.28	19.3	52		6.48	70.1
10/30/2020	0.00		7.33	19.7			6.91	75.6
10/31/2020	0.00		7.20	19.5		< 10	6.77	73.8
Count	31	5	31	31	2	5	31	31
Minimum	0.00	43.0	7.20	19.3	< 10	< 10	6.11	68.1
Average	0.0	53.4	7.38	20.7	< ND	< ND	6.58	73.2
Maximum	0.00	68.0	7.52	21.7	52	< 10	7.13	78.1
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, October 2020

October 2020

	Total	Number of S.S.O.'s			
		HMB	GCS D	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

12 Month Moving Total

	Total	12 month rolling Number			
		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	3	1	1	0	1
Total	4	1	2	0	1
		25%	50%	0%	25%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCS D	MWSD	SAM
October 2020	0	0	0	0	0
12 Month Moving Total	4	1	2	0	1

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCS D	MWSD	SAM
October 2020	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	3.8	2.7	6.0	0.0	13.7
Category 1	1.0	0.0	3.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	2.7	3.0	0.0	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

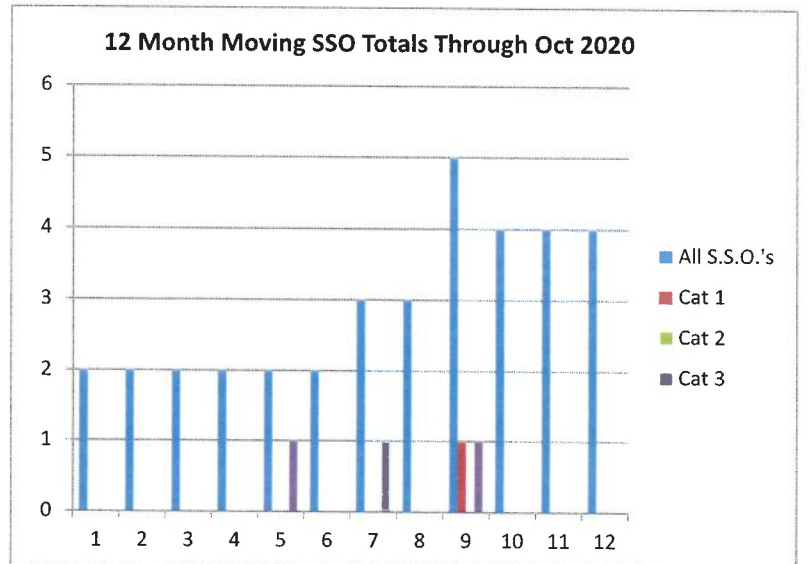
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Nov - 19	6,171	23,308	10,135	39,614	7.5
Dec - 19	6,660	18,277	9,422	34,359	6.5
Jan - 20	6,947	11,809	11,218	29,974	5.7
Feb - 20	7,403	7,463	10,503	25,369	4.8
Mar - 20	10,957	11,948	10,023	32,928	6.2
Apr - 20	9,893	10,803	10,420	31,116	5.9
May - 20	10,453	12,618	10,308	33,379	6.3
June - 20	11,026	17,691	6,463	35,180	6.7
July - 20	16,890	18,514	14,262	49,666	9.4
Aug - 20	15,475	20,299	7,883	43,657	8.3
Sept - 20	12,942	18,428	4,067	35,437	6.7
Oct - 20	11,459	14,887	8,999	35,345	6.7

Annual ft	126,276	186,045	113,703	426,024	
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Annual Mi.	23.9	35.2	21.5		80.7
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Attachment C



TASK SUMMARY- GCSD 2020-2021

Task	Target Total	Jul	Aug	Sept	Oct							
Sewer Line Cleaning	87,000	16,424	18,257	16,309	12,436							
Hot Spot Cleaning	5,400	1,994	1,652	1,705	2,450							
Lift Station Inspection - Daily	52	5	4	5	4							
Lift Station Inspection - Annually	3	-	-	-	-							
Maint. Work Orders - Completed	-	5	4	5	4							
Maint. Work Orders - Incomplete	-	-	-	-	-							
Manhole Inspection	879	89	104	96	73							
USA Markings	372	52	66	67	68							
F.O.G. Inspections Completed	10	-	-	-	-							
F.O.G. Inspections Passed	10	-	-	-	-							
F.O.G. Inspection Failed	-	-	-	-	-							
Lateral Inspections	-	-	-	-	-							
Customer Service Call - Reg	-	2	2	-								
Customer Service Call - OT	-	2	2	3								
SSO Response - Category 1	-	1	-	-								
SSO Response - Category 2	-	-	-	-								
SSO Response - Category 3	-	-	-	-								
Insurance Claims Filed	-	0	0	0	0							

ITEM #9



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

November 19, 2020

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

CALL SPECIAL MEETING TO ORDER

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

ROLL CALL

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

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

ADJOURN TO CLOSED SESSION

- 1. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara County Superior Court Case No. 17CV316927.
- 2. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 531 Obispo Road, El Granada, California.
District's Negotiator: Chuck Duffy
Negotiating parties: Coastside Fire Protection District and Granada Community Services District
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- 3. Conference with Legal Counsel—Existing Litigation (Government Code §54956.9(d)(1)).**
Saxton v. Granada Community Services District (EEOC No. 550-2020-00699).

RECONVENE TO OPEN SESSION

District Counsel stated that no reportable action was taken in closed session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

1. Consideration of Resolution Commending Director Jim Blanchard for His Service to the District.

The Board Members thanked Director Blanchard for his service to the District and presented him with a Certificate of Appreciation.

Former GCSD director Fran Pollard thanked Director Blanchard for his years of service to the District and for his contributions to the district's proposed Burnham Park, as well as his contributions to the development of Quarry Park as a member of the Midcoast Park Lands committee.

ACTION: Director Clark moved to approve the Resolution to Commend Director James Blanchard for his Honorable Service to the Public as a Distinguished Member of the Board of Directors. (Clark/Seaton).
Approved 5-0.

2. Report on Parks and Recreation Activities.

PAC Chair Nancy Marsh reported on the PAC meeting held on November 11th. District Parks and Recreation Coordinator Claudia Marshall reported on the winter recreation classes she was seeking to schedule. Director Dye reported that the biological report for Burnham Park should be completed soon.

3. Consideration of Proposal with Katkin Architecture for 531 Obispo Road Feasibility Study for Redevelopment as a Community Center and District Office.

Ms. Katkin outlined her relevant project experience, the scope of work to be performed, and the deliverables to the District under the contract presented for approval. She will evaluate the existing fire station, and will prepare a report outlining the zoning and planning regulations to establish the parameters for development. The second part of the scope of work will require more specific input from the board and the public for the potential use of the building. The Board held a general discussion. While the specific type of use should be defined, President Dye said that she first wants to know the constraints.

ACTION: Director Clark moved to approve the contract for architectural services as presented. (Clark/Suchomel). Approved 4-0-1. (Director Seaton abstained).

4. Consideration of District Office Lease.

The lease presented was for a term of three years, with a \$50 per month increase per year.

ACTION: Director Seaton moved to approve a lease addendum for two years with a one-year option to extend. (Seaton/Clark). Approved 5-0.

5. Consideration of Sewer Authority Mid-Coastside Report.

Director Dye reported on the November 9th SAM meeting and the Finance Committee Meeting held on November 19th 11/19. It was noted that SAM had experienced high BOD loading at the plant and had been taking steps to mitigate the issue.

CONSENT AGENDA

6. October 15, 2020 Special and Regular Meeting Minutes.

7. November 2020 Warrants.

8. September 2020 Financial Statements.

9. Assessment District Distribution #5-20/21.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

11. Attorney's Report. (Parkin)

12. General Manager's Report. (Duffy)

13. Administrative Staff Report. (Comito)

14. Engineer's Report. (Kennedy Jenks)

15. Future Agenda Items.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 9:02 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: December 17, 2020

ITEM #10

Granada Community Services District
December 2020 Warrants
For the December 17, 2020 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
11/20/20	8688	AT&T	Nov 2020 Pump Stn Alarm Svc	6170 · Utilities	98.33
11/20/20	8689	Hue & Cry, Inc.	Dec 2020 Pump Stn Alarm	6170 · Utilities	32.65
11/20/20	8690	Pacific Fire Safe, Inc.	Office Maint. Inv dtd 11/16/20	6130 · Office Maintenance & Repairs	55.00
12/02/20	8691	Katkin Architecture	531 Obispo Road Architectural Svcs	5130 · Parks & Rec Professional Svcs	1,000.00
12/17/20	8692	AIMS Team LLC	AIMS 2021 Annual Upgrade	6072 · Engineering- Misc (AIMS)	3,000.00
12/17/20	8693	Barbara Dye	11/19/20 GCSD	6040 · Directors' Compensation	145.00
12/17/20	8694	David Seaton	11/19/20 GCSD	6040 · Directors' Compensation	145.00
12/17/20	8695	Dudek	08/29/20-09/25/20 Prof. Svcs	6151 · General Manager	5,377.38
12/17/20	8696	Eric Suchomel	11/19/20 GCSD	6040 · Directors' Compensation	145.00
12/17/20	8697	Express Plumbing	Medio Creek Maint & Mon-Dec.	1617-1 · Medio Creek Xing/Mirada Sewer	975.00
12/17/20	8698	Gaetani Real Estate	Office Lease-Jan 2021	6120 · Office Lease	4,500.00
12/17/20	8699	Innes Business Solutions	Temp Staff	5130 · Parks & Rec Professional Svcs	380.00
12/17/20	8700	Jim Blanchard	11/19/20 GCSD	6040 · Directors' Compensation	145.00
12/17/20	8701	Matthew Clark	11/19/20 GCSD	6040 · Directors' Compensation	145.00
12/17/20	8702	PGE	Office Inv dtd 11/23/20	6170 · Utilities	42.06
12/17/20	8703	Pitney Bowes	Inv dtd 11/29/20	6140 · Office Supplies	62.93
12/17/20	8704	Sewer Authority Mid-Coastside	Nov-Dec 2020 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	150,692.73
12/17/20	8705	SWRCB	Annual Permit Fee 07/01/20-06/30/21	6220 · Misc.	2,848.00
12/17/20	8706	Tri Counties Bank	Nov 2020 Card Charges	6140 · Office Supplies	14.99
12/17/20	8707	US Bank	Dec 2020 Svcs	6020 · Copier Lease	356.45
12/17/20	8708	Verizon Wireless	Nov 2020	6170 · Utilities	113.81
12/17/20	8709	Wittwer & Parkin	Nov 2020 Svcs	6090 · Legal Services	3,097.00
TOTAL					173,371.33

ITEM #11

Granada Community Services District
Statement of Net Position (Unaudited)

As of October 31, 2020

ASSETS

Current Assets	
Checking/Savings	
1020 · Petty Cash	790
1030 · Cash - LAIF	3,876,125
1040 · Tri Counties Bank - Gen Op	76,490
1050 · Tri Counties Bank - Deposit	37,596
1100 · Accounts Receivable	67,472
1500 · Due from AD	23,440
Total Current Assets	4,081,913
Fixed Assets	
1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,217,871
1630 · Accumulated Depreciation	(6,733,955)
Total Fixed Assets	5,569,709
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	236,477
1735 · Advance to AD- Assesmnt Revenue	142,834
1740 · Security Deposit Office Lease	-
1750 · Investment in SAM	4,455,480
1760 · Deferred Outflows of Resources	109,305
Total Other Assets	5,308,986
Total Assets	14,960,607

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	27,556
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	-
2225 · Recology-Del Garbage	7,600
2300 · Due to AD	8,521
2310 · Relief Refund Advance	350
Total Current Liabilities	69,330
Long Term Liabilities	
2401 · Net Pension Liability	174,065
2402 · Deferred Inflows of Resources	24,830
Total Long Term Liabilities	198,895
Total Liabilities	268,225

NET POSITION

3000 · Net Assets	5,672,485
3005 · Contributed Capital	9,595,349
Net Income	(575,452)
Total Net Position	\$ 14,692,382

No assurance is provided on these financial statements.

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

	Jul 1, 2020 - Oct 31, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 108,174	\$ 66,667	\$ 41,507	\$ 200,000
4015 · Park Tax Allocation	86,330	163,667	(77,337)	491,000
4020 · Sewer Service Charges-SMC	-	626,333	(626,333)	1,879,000
4021 · Sewer Svc Charges Pro-rated	561	-	561	-
4030 · AD OH Reimbursement	4,607	10,667	(6,060)	32,000
4040 · Recology Franchise Fee	11,423	11,000	423	33,000
Total Operating Revenue	<u>211,095</u>	<u>878,334</u>	<u>(667,239)</u>	<u>2,635,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	9,013	19,333	(10,320)	58,000
4130 · Connection Fees	11,750	12,667	(917)	38,000
4140 · Repayment of Adv to AD-BRA	-	65,100	(65,100)	-
4150 · Repayment of Adv to AD-NCA	-	38,233	(38,233)	195,300
4155 · Repayment of Adv to AD-ARF	-	-	-	114,700
4160 · SAM Refund from Prior Yr	-	333	(333)	1,000
4170 · ERAF Refund	44,198	116,667	(72,469)	350,000
4180 · Misc Income	1,505	1,667	(162)	5,000
Total Non Operating Revenue	<u>66,466</u>	<u>254,000</u>	<u>(187,534)</u>	<u>762,000</u>
Total Revenues	<u>277,561</u>	<u>1,132,334</u>	<u>(854,773)</u>	<u>3,397,000</u>
Expenses				
Operations				
5010 · SAM - General	385,289	385,289	-	1,155,867
5020 · SAM - Collections	62,191	62,191	-	186,574
5021 · Lift Station Maint.	2,268	-	(2,268)	-
5050 · Mainline System Repairs	562	3,333	2,771	10,000
5060 · Lateral Repairs	21,913	8,333	(13,580)	25,000
5065 · CCTV	-	8,333	8,333	25,000
5070 · Pet Waste Station	796	400	(396)	1,200
5110 · RCD - Parks	-	6,667	6,667	20,000
5120 · Half Moon Bay Reimb - Parks	14,343	13,333	(1,010)	40,000
5130 · Parks & Rec Professional Services	11,556	33,333	21,777	100,000
Total Operations	<u>498,918</u>	<u>521,212</u>	<u>22,294</u>	<u>1,563,641</u>

No assurance is provided on these financial statements.

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

	Jul 1, 2020 - Oct 31, 2020	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 10,002	\$ 5,333	\$ (4,669)	\$ 16,000
6020 · Copier lease	1,424	2,000	576	6,000
6040 · Directors' Compensation	3,840	3,667	(173)	11,000
6050 · Education & Travel Reimb	-	667	667	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	46,028	59,333	13,305	178,000
6062 · Medical Ins.	4,216	13,391	9,175	40,174
6063 · Employer Payroll Taxes	6,065	15,942	9,877	47,826
6064 · CALPERS Contribution	15,147	16,667	1,520	50,000
6060 · Employee Compensation - Other	422	-	(422)	-
6070 · Engineering Services	34,028	6,667	(27,361)	20,000
6080 · Insurance	537	10,000	9,463	30,000
6090 · Legal Services	8,497	10,000	1,503	30,000
6095 · Legal Services for Case Related Legal	-	16,667	16,667	50,000
6100 · Memberships	6,595	3,000	(3,595)	9,000
6110 · Newsletter	-	2,333	2,333	7,000
6120 · Office Lease	17,800	19,000	1,200	57,000
6130 · Office Maintenance & Repairs	280	1,000	720	3,000
6140 · Office Supplies	1,577	1,000	(577)	3,000
6150 · Professional Services	35,041	39,000	3,959	117,000
6160 · Publications & Notices	533	667	134	2,000
6170 · Utilities	2,890	4,000	1,110	12,000
6180 · Video Taping	900	1,333	433	4,000
6190 · Computers	3,100	833	(2,267)	2,500
6220 · Miscellaneous	1,205	6,669	5,464	20,000
6230 · Bank Service Charges	286	-	(286)	-
6310 · Park Related Misc Expenses	5,303	-	(5,303)	-
Total Administration	205,716	239,169	33,453	717,500
Capital Projects				
1617-1 · Medio Creek Xing Crossing	3,900	116,667	112,767	350,000
7005 · Manhole Rising	-	-	-	-
7010 · Sewer Main Replacement (CIP)	-	150,000	150,000	450,000
7100 · SAM - Infrastructure	144,479	144,479	-	433,438
7500 · Projects - Parks	-	33,333	33,333	100,000
Total Capital Projects	148,379	444,479	296,100	1,333,438
Total Expenses	853,013	1,204,860	351,847	3,614,579
Net Income/(Loss)	\$ (575,452)	\$ (72,526)	\$ (502,926)	\$ (217,579)

No assurance is provided on these financial statements.

ITEM #12

DISTRIBUTION REQUEST NO.: #6-20/21
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,167.00

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
December 17, 2020

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #6-20/21

DATE: December 17, 2020
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 2,167.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

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

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #16

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: November 14, 2020 to December 10, 2020

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: December 17, 2020

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

APPLICATIONS RECEIVED – There were no applications received this period.

Table with 7 columns: Rec'd, CI, Owner or Agent, APN, Address, Sq. Ft., Zone. Rows include ADU, 1A, and VAR permits for various addresses and owners.

Note: Shaded information was previously reported.

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

Table with 8 columns: Permit No., CI, Issue Date, Owner or Agent, APN, Address, Sq. Ft., Zone. Rows include permits 3203, 3204, 3205, 3206, and 3207.

Note: Shaded information was previously reported.

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

Table with 7 columns: Hookup Date, Type, Permit No., Permit Issue Date, Owner, APN, Address. Rows include hookups on 09/23/20, 10/09/20, 11/02/20, and 12/10/20.

Note: Shaded information was previously reported.

REPAIRS - There were no repairs this period.

Repair Date	Type	Problem	Location or Address	Cause	Cost
07/16/20	Lat Replacement	Back-up	506 Isabella, EG	Roots	1,668.74
09/24/20	Lat Replacement	Back-up	314 Ave Balboa, EG	Roots	6,980.00
10/15/20	Lat Replacement	Back-up	354 Almeria, EG	Multi offsets	10,927.62

Note: Shaded information was previously reported.

NOTES:

Administrative Assistant Position:

The General Manager and I are continuing interviews with the candidates for the Assistant Administrator position through December. Once a candidate is chosen, the estimated start date is January 4, 2021.

Follow-up Items from Last Meeting:

The Board requested me to obtain information from the Harbor and Fire Districts on the public space available in their new buildings.

I contacted Jim Pruitt, General Manager, San Mateo County Harbor District, and he said the following: *“The Board approved the funding to move forward with the new building. We are preparing a RFP for design and engineering. As for public space, I am sure there will be some public space, but what the design will allow is unanswered.”*

I have not spoken with the Fire District, but the information I found on the new building indicates there is a training room, but nothing is stated regarding public space. I will contact the District before the board meeting to obtain more information.

ITEM #17

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #18

