



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

**BOARD OF DIRECTORS
SPECIAL MEETING at 6:30 p.m.
REGULAR MEETING at 7:30 p.m.**

Thursday, October 21, 2021

DUE TO COVID-19 AND COUNTY REGULATIONS, THIS MEETING WILL BE HELD VIA TELECONFERENCE AS PERMITTED BY THE GOVERNOR'S EXECUTIVE ORDER N-08-21.

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

Phone one-tap: Phone one-tap: US: [+16699006833,,93995107325#](tel:+1669900683393995107325) or
[+19292056099,,93995107325#](tel:+1929205609993995107325)

Meeting URL: <https://dudek.zoom.us/j/93995107325>

Join by Telephone

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

Meeting ID: 939 9510 7325

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

ROLL CALL

Directors:	President:	Matthew Clark
	Vice-President:	Eric Suchomel
	Director:	Barbara Dye
	Director:	Nancy Marsh
	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: To be made by the Board.

ADJOURN TO CLOSED SESSION

- 2. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.
District's Negotiator: Chuck Duffy
Negotiating parties: Laura Silvestri Trust 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 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.
- 4. Conference with Legal Counsel – Anticipated Litigation**
Significant exposure to litigation pursuant to Government Code Section §54956.9(d)(2) (One Case)

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. Report on Parks and Recreation Activities.**

Recommendation: For Board Information

- 2. Consideration of Civil Engineering Contract with BKF Engineers for Burnham Park.**

Recommendation: Approve the Contract.

3. Discussion of SAM Treatment Plant Process Issues and Non-Domestic Source Control Program

Recommendation: To be made by the Board.

4. Report on Sewer Authority Mid-Coastside Meetings.

Recommendation: For Board Information.

CONSENT AGENDA

5. September 16, 2021 Special and Regular Meeting Minutes.

6. October 2021 Warrants.

7. August 2021 Financial Statements.

8. Quarterly LAIF Investment Report

9. Assessment District Distribution #3-21/22.

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

At the conclusion of the September 16, 2021 Meeting:

Last Ordinance adopted: No. 174

Last Resolution adopted: No. 2021-005

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.

**SPECIAL
MEETING**

ITEM #1

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GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2021-006

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) November 20, 2021, or such time 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 October 21, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Approved:

Matthew Clark, Board 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 MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Report on Parks and Recreation Activities
Date: October 21, 2021

This is a monthly Agenda Item for parks and recreation related reports and/or comments. The following reports are expected at this meeting:

- San Mateo County Parks Director Nicholas Calderon will provide an update on the status of the bike pump track project in Quarry Park
- Director Dye will report on the Coastside Land Trust - Junior Land Stewardship Program. Program information is attached.
- Director Marsh will report on the status of the applicant interviews for the PAC vacancy.
- PAC Chair Pat Tierney will report on the Fall Recreation program.



The Junior Land Stewardship Program funded by: Granada Community Services District

Program Description: This project aims to connect coastside students with their local open spaces, and guide them in developing the **ecological literacy skills and desire to become life-long stewards of open space.** It also encourages students to enjoy the park and open spaces, with their families, outside of the classroom.

This project features three integrated components:

- 1) field trips to Quarry Park
- 2) weekly in-class science journaling and lessons
- 3) a public presentation of work and evaluation of growth

This model builds from the Coastside Land Trust's extensive experience with outdoor education and stewardship programs, and our understanding of the opportunities, needs and constraints of district schools. Over the course of the school year, the students address driving questions that facilitate their exploration and stewardship of coastal ecosystems while meeting grade-specific learning objectives of the **Next Generation Science Standards.**

During the field trips Junior Land Steward (JLS) program educators, grade level teachers and high school student field guides engage the students in age-appropriate, hands-on activities, including stewardship components to teach students to care for and develop a sense of ownership of the open space near their school and homes. They learn about the challenges and rewards of maintaining a healthy

ecosystem within their communities and how they, personally, can contribute to positive outcomes. They will be encouraged to continue to visit and care for these spaces outside of school hours and with their friends and families.

In the classroom, teachers and JLS program educators lead students in inquiry-based learning, using their “Science in Nature” journals to record their learning. Weekly in class lessons, literature, and prompts allow the students to plan for and synthesize their field-based observations and experiences, while tackling fourth grade science standards.

As a culmination and celebration of this project, students will have the opportunity to publicly display the work from their field work and their nature journals on the Coastside Land Trust website.

Junior Land Stewards 2021 Lesson Schedule:

October: Introduction to nature journaling, sketching like a scientist, invasive vs. native plants

November: Developing nature journaling observation skills. Learning in depth about local wildlife and using all of our senses. Planting native seeds/seedlings

December: Plant life cycle, seed, and fruit dissections, and journaling observations. Learning how to ask questions. Reviewing the challenges our seeds and plants will have in the open space.

January: Weekly observations of plants we are growing in the classroom. Measuring the difference between fertilized and unfertilized plants. Nature

journaling, counting and measuring. Flower Dissection and review of native vs. invasive plants

February: Watershed and water cycle, build a terrarium in a jar and observe the water cycle within. What part do trees play in the global water cycle? How can we be stewards of the land and water?

March: Cross-section nature journaling and pond exploration. Stewardship reflection, the importance of observation. What will our gardens need to grow successfully?

Junior Land Stewards 2021 Field Trip Schedule:

Field Trip 1 (October 20 & 22): Garden Plot Prep and Naturalist Scavenger Hunt in Mirada Surf

Goal: Students will prepare their future gardens plots by weeding and sheet mulching. They will learn about the plants, animals, ecology and history of their local ecosystem through a naturalist scavenger hunt in Mirada Surf. Students will also identify the characteristic of native vs non-native plants.

Field Trip 2 (December 1 & 3): Sound Mapping, Hike to Quarry Floor

Goal: Students will hone their scientific observation skills through their 5 senses, and practice science journaling and diagramming in the field. They will hike to the quarry floor and learn a brief history of

Quarry Park. Finally, students will do small group ecosystem inspection circles.

Field Trip 3 (January 26 & 28): Planting Native seedlings on campus along new trail construction

Goals: Students will take part in the planting of their own classroom grown native plants, as well as native plants grown from the high school students.

Students will reflect upon stewardship and predict how this will affect the land. They will observe and journal with their newly planted gardens to compare with their findings in field trip 4.

Field Trip 4 (March 23 & 25): What do we see has grown/changed? Hike to the Pond at Quarry Park and culmination

Goals: Students will observe the effects of their stewardship, as well as nature's changes. They will reflect upon seasonal changes, the importance of stewardship, and how nature can surprise us! Students will hike to the pond in Quarry Park and have an end of program celebration.

Coastside Land Trust End of Program Presentation

CLT will create an online video presentation of student's nature journal entries and evaluation of growth over the course of the program.



10/10/21
Dear Patricia, Nancy, Delia and
Board -

Thank you so much for allowing
Beach Break Entertainment the opportunity
to participate in GCSD's summer
movie events. After being rained out
on our scheduled date of the 18th,
the evening of the 2nd was as beautiful
and starry as we could have hoped for.

and E.T. was the perfect choice
for an Evening Under the Stars.

We were grateful to have the terrific
assistance of the guys from the SM
Parks, and all of them were a
pleasure to work with until departure.
Rob Calais seal movie was a real treat
to start the night!

I hope you'll consider doing this
again for the Coastside Community - They
are lucky to have such a generous board, and
hope you'll call on us for service. Fondly,
Janie Mell

ITEM #2

August 16, 2021
BKF No. P20210921



Mr. Chuck Duffy
Dudek
750 Second Street
Encinitas, CA 92024
Transmitted Via Email: cduffy@dudek.com

**Subject: Burnham Park, El Granada
Granada Community Services District
Civil Engineering Proposal**

Dear Chuck:

BKF Engineers welcomes the opportunity to submit this proposal for civil engineering services associated with the Burnham Park project located in El Granada, California. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the project.

I. PROJECT UNDERSTANDING

Based on your proposal request and information obtained, we understand the project as:

The project proposes to develop plans, details and specifications for a community park on a 5.4 acre property along Obispo Road in El Granada. The project will be required to obtain a Coastal Development Permit, Caltrans Encroachment Permit, County Encroachment Permit, among other related and discretionary permits, from the County of San Mateo. It is anticipated the project will include roadway, parking and utility infrastructure improvements as well as pathway connections to the existing trail network.

A topographic survey and boundary survey performed and provided by others will be used as the basis of design. Surveying services are excluded from BKF scope of services. We understand that additional consultants, such as a Geotechnical Engineer and Structural Engineer, will be brought on board separately through the District as required for the project.

II. BASIS OF DESIGN

Our proposal is based on the following:

1. Topographic survey and boundary performed by others
2. Wet Weather Storage Facility Plans
3. Master Plan by KKDG, dated October 15, 2020
4. Draft Layout and Grading Plans by KKDG, received July 7, 2021

III. BASE SCOPE OF SERVICES

TASK 1: PRELIMINARY HYDROLOGY ANALYSIS

1. **Existing Drainage Areas:** BKF will prepare a hydrologic analysis of the areas tributary to the two ditches based on existing LIDAR topographic information and available storm drain information. We have assumed the County will require the analysis to utilize the methods in the latest Draft San Mateo County Drainage Manual (December 2019). The existing ditches are not in a FEMA Flood Zone and are lower than the upstream buildings, so we anticipate the ditches must be sized for the 10-year design storm peak flow. We anticipate the two drainage areas will exceed the 10-acre threshold and a hydrograph method will be required. We will utilize the National Resources Conservation Service (NRCS) Curve Number Method and HEC-HMS modeling software to calculate the 10-year storm flows for each ditch. Detailed analyses of offsite drainage areas, flow patterns and offsite system hydraulic analyses are not included in this Scope of Services.
2. **Proposed Drainage Areas:** BKF will review the proposed park plan and determine if the project increases the drainage area for either ditch. If we determine the drainage areas increase, BKF will prepare a hydrologic analysis of the proposed drainage areas to calculate the 10-year storm flows.
3. **Proposed Drainage Ditch Alternatives:** BKF will perform hydraulic calculations using the proposed alignments from the Master Plan to calculate minimum ditch size. We will provide three different geometries for each ditch that can convey the flow with varying depths and widths. The preferred ditch geometry will be selected.
4. **Conceptual Drainage Ditch Grading:** BKF will develop proposed grading for the two ditches based on the preferred ditch geometry and proposed alignment. The grading will be used for the hydraulic modeling and will be incorporated into the conceptual site grading prepared under Task 3.
5. **Hydraulic Modeling:** BKF will prepare a one dimensional (1D) hydraulic model with the US Army Corp of Engineers HEC-RAS program using the data calculated peak flows and the grading. HEC-RAS is a computer program that models the hydraulics of water flow through natural rivers and other channels. We will model both existing and proposed conditions. The model will be used to evaluate the change in hydraulic capacity and channel velocities associated with the project, and to confirm that the conceptual grading has capacity for the 10-year storm flows. Caltrans has a 25-year storm design standard for their systems, so we do not anticipate the downstream culverts will obstruct flow during the 10-year storm and we will assume a free outfall condition. Analysis of the Caltrans culverts are not included. Detailed analyses of offsite drainage areas, flow patterns and offsite system hydraulic analyses are not included in this this task.
6. **Technical Memorandum:** BKF will prepare a draft technical memorandum summarizing the hydrologic and hydraulic analyses prepared under this Task. The memorandum will document our assumptions and include, descriptions, calculations, exhibits, and model output. We will submit the memorandum to the County for review. We will address County comments on the draft memorandum and prepare a final memorandum.

TASK 2: CONCEPTUAL STORMWATER MANAGEMENT

1. **Stormwater Programming:** BKF will work with the project architect to identify a preferred strategy to achieve local and state stormwater quality compliance. Stormwater treatment facilities will be conceptually programmed into the development and coordinated with the consultant team to confirm general feasibility.



TASK 3: CONCEPTUAL SITE GRADING

1. **Existing Conditions Review:** BKF will visit the site to review the existing site constraints and conditions. We will note any potential challenges to development and confirm our scope of survey services to support the planning and permit processes.
2. **Conceptual Site Grading:** Based on our site review along with draft grading provided by KKDG, BKF will develop a concept level grading plan confirming the site layout while identifying opportunities and constraints for drainage, site access, and grading limit conforms.

TASK 4: OBISPO ROAD CONCEPTUAL DESIGN

1. **Utility Research and Site Conditions Review:** BKF will contact the County and utility (water, sewer, storm, and PG&E) companies that serve the site or have utilities within the adjacent streets. We will gather the available record drawings and/or block maps to depict the record location of the utilities superimposed onto the existing topographic survey. BKF will also confirm any known (to the City and/or utility companies) deficiencies with the existing utilities serving the property and identify any planned upgrades that could impact the development.
2. **Conceptual Obispo Road Design:** BKF will provide conceptual design for grading, drainage, utilities and stormwater management for the Obispo Road improvements. It is anticipated improvements are limited to construction of new curb, gutter, sidewalk, driveways, storm water management measures, and utility services within the Obispo Road County right-of-way.
3. **Conceptual Cost Estimate:** BKF will provide a conceptual cost estimate for Obispo Road improvements for budgeting and construction estimate purposes only.

TASK 5: SAN MATEO COUNTY MEETINGS AND COORDINATION

1. **Meetings and Coordination for Coastal Development Permit Application:** BKF has budgeted up to a maximum of **twenty four (24)** combined staff hours for initial coordination, to attend meetings and participate in conference calls with San Mateo County during this phase. Anticipated meetings include internal coordination, and coordination with the County for initial Coastal Development Permit application submittal requirements.

TASK 6: WATER SOURCE RESEARCH AND INVESTIGATION

1. **Water Well/Recycled Water:** BKF will investigate and research records for feasibility of potential water sources for the project. Based on available records, investigation and findings, BKF will provide feasibility recommendations for well water and/or recycled water use for the project.

TASK 7: COASTAL DEVELOPMENT PERMIT (65% DESIGN)

1. **Project Coordination:** BKF will support the landscape architect and the design team with application forms required by the County. BKF will also coordinate with the landscape architect and the design team regarding design concepts and electronic data exchange associated with the Coastal Development Permit phase. We will coordinate with the team and verify that the proposed plan conforms to existing conditions, boundary, and site constraints. Documents will be based on the digital site plan provided by the landscape architect.
2. **65% Design Drawings:** BKF will prepare design documents as required for the Coastal Development Permit Review and permitting process. The following plans will be prepared for the submittal:
 - Existing Conditions
 - Demolition Plan



- Horizontal Control Plan
 - Cross Sections
 - Site Grading Plan
 - Utility Plan
 - Offsite Improvement Plans (For the Coastal Development Permit, it is assumed offsite improvements will be combined and shown with the onsite drawings)
 - Stormwater Control Plan
 - Construction Details
 - Sedimentation and Erosion Control Plan
3. **Storm Drainage Analysis:** BKF will prepare the following calculations and submit our findings in memorandum format:
 - Storm drainage system hydrology and hydraulics
 4. **Stormwater Control Report:** BKF will complete the County C.3 and C.6 checklist and perform preliminary water quality C.3 calculations (i.e. impervious areas, tributary drainage areas, storm outfall flows, BMP sizing, etc.) necessary to confirm with the County Design Review process. BKF will prepare a preliminary design level stormwater control report describing the existing stormwater conditions, project LID strategies, programming, and operations intent. The report will include generic BMP details, impervious/pervious calculations, rainwater harvesting justification, and hydromodification analysis.
 5. **Coastal Development Permitting:** BKF will revise the coastal development permit drawings and documents based on County comments and re-submit for review. We have allocated fee for two (2) re-submittals to address minor comments that do not change the design of the civil improvements or site plan. BKF will submit to the client delineated scope deliverables for submission to the governing agencies. All deliverables to the governing agencies will be by others.
 6. **Meetings:** BKF has budgeted up to a maximum of **forty (40)** combined staff hours to attend meetings and participate in conference calls during this phase. Anticipated meetings include internal coordination, County coordination, and other Agency coordination.
 7. **Submittals:** BKF has budgeted to provide one (1) formal submittal package for initial submittal to the County for a Coastal Development Permit and up to two (2) resubmittals to address comments that do not result in a change to the site plan.

IV. FUTURE SCOPE OF SERVICES

We have provided an outline below of future tasks to complete the final construction documents and obtain County permits. Since this scope is not fully defined at this time, we have provided an estimate for each task for budgeting purposes. We will provide a detailed proposal and fee prior your review prior to starting these tasks.

TASK 8: CONSTRUCTION DOCUMENTS (90% DESIGN PHASE)

1. **Coordination:** Upon County Planning approvals and based on the comments received, BKF will prepare documents for construction. We will continue to coordinate utility systems, hardscape, landscape and site grading with the team. BKF will further progress the design to ensure that backgrounds, utility points of connection, accessible paths of travel, and stormwater treatment areas are designed and detailed to the level required by the contractor to bid and construct.
2. **90% Onsite Design Drawings:** We will prepare the following onsite drawings:
 - Civil Cover Sheet
 - Notes & Legend



- Existing Conditions
 - Demolition Plan
 - Horizontal Control Plan
 - Grading Plan
 - Utility Plan
 - Stormwater Control Plan
 - Cross Sections
 - Construction Details
 - Sedimentation and Erosion Control Plan
3. **90% Offsite Design Drawings:** It is anticipated separate offsite improvement plans will be required for review and approval with the County/Caltrans for improvements within the right-of-way. We will prepare the following offsite drawings for County and Caltrans encroachment permits:
- Civil Cover Sheet
 - Notes & Legend
 - Existing Conditions
 - Demolition Plan
 - Horizontal Control and Paving Plan
 - Signing and Striping Plan
 - Street Improvement Grading and Drainage Plan
 - Utility Plan and Profile
 - Stormwater Control Plan
 - Cross Sections
 - Construction Details
 - Sedimentation and Erosion Control Plan
4. **Specifications:** BKF will prepare final technical specifications in CSI format for elements included in our scope of work. All work within the County right-of-way will be designed in accordance with County of San Mateo Standards. All work within the Caltrans right-of-way will be designed in accordance with Caltrans Standards.
5. **Cost Estimate:** BKF will provide an offsite improvement Engineer's Opinion of Probable Construction Cost Estimate for County offsite encroachment permitting and bonding purposes only.
6. **Storm Drainage Report:** BKF will prepare the following calculations and submit our findings in a report:
- Storm drain system hydrology and hydraulics
7. **Stormwater Control Report:** BKF will advance the preliminary stormwater control plan from the planning phase to accommodate the detailed site design and proposed site improvements. We will adjust the treatment areas and associated BMP's to reflect a more thorough calculation process that includes the detailed site design elements. BKF will work with the project architect and landscape architect to implement the site water quality features. BKF will prepare a Final Storm Water Control Report. This report will show calculations as well as site design features that will serve to treat the site stormwater.
8. **Stormwater O&M Agreement:** BKF will prepare an Operations and Maintenance Agreement defining the obligations of the land owner to operate and maintain the stormwater treatment facilities after construction is complete. The agreement will include details for each of the treatment facilities as well as reduced plans for the maintenance staff. We will work with the City and developer's attorney to finalize the negotiated agreement. We have assumed that the City will record the final document with the County.



9. **Utility Agency Application Support:** BKF will provide application support to the owner in order to submit the necessary documentation for application review and permitting (Coastside County Water District, Granada Community Services District, etc.). BKF will coordinate the project design with each agency and work with the design team on the necessary deliverables for permit. We have assumed that the landscape architect will obtain the necessary design and utility demand information from the other consultants. BKF will submit to the client delineated scope deliverables for client submission to governing agencies. All deliverables to the governing agencies will be by others.
10. **San Mateo County Encroachment Permit Review:** BKF will revise the encroachment permit drawings based on County comments and re-submit for review. We have allocated fee for two (2) re-submittals to address minor comments that do not change the design of the civil improvements or site plan. BKF will submit to the client delineated scope deliverables for submission to the County. All deliverables to the County will be by others.
11. **Caltrans Encroachment Permit Review:** BKF will revise the encroachment permit drawings based on Caltrans comments and re-submit for review. We have allocated fee for two (2) re-submittals to address minor comments that do not change the design of the civil improvements or site plan. BKF will submit scope deliverables to Caltrans.
12. **Project Plan Check Review:** BKF will revise the onsite drawings based on agency comments and re-submit for review. We have allocated fee for two (2) re-submittals to address minor comments that do not change the design of the civil improvements or site plan. BKF will submit to the client delineated scope deliverables for client submission to the County. All deliverables to the County will be by others.
13. **Meetings:** BKF has budgeted for up to **forty (40)** hours of combined staff time to attend meetings and participate in conference calls during this phase.
14. **Submittals:** BKF will provide Construction Document submittals at the 90% level of completion.

TASK 9: FINAL 100% DESIGN AND PROJECT APPROVALS

1. **Final Plan Check Review and Approval:** BKF will revise the drawings based on agency comments and re-submit for review. We have allocated fee for one (1) re-submittal to address minor comments that do not change the design of the civil improvements or site plan. BKF will submit to the client delineated scope deliverables for client submission to governing agencies.
2. **San Mateo County Encroachment Permit Approval:** Upon approval, BKF will prepare the project documentation for signatures and submit to the owner for project bidding. BKF will submit to the client delineated scope deliverables for submission to the County by others.
3. **Caltrans Encroachment Permit Approval:** Upon approval, BKF will reference and attach the permit with the project bid documentation. In addition, any specific permit requirements will be clarified in the plans and/or specifications. BKF will submit scope deliverables to Caltrans.
4. **Meetings:** BKF has budgeted for up to **sixteen (16)** hours of combined staff time to attend meetings and participate in conference calls during this phase.
5. **Submittals:** BKF will provide Construction Document submittals at the final 100% level of completion.



V. SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers' services are limited to those expressly set forth in the scope. We understand that BKF will have no other obligations or responsibilities for the project except as provided in this proposal letter, or as otherwise agreed to in writing. BKF will provide the scope of services consistent with, and limited to, the standard of care applicable to such services. Any participation in non-adversarial procedures, or other right to repair items, is considered as additional services. For the scope of work identified, we have assumed the following:

1) Basis of Design and Site Information

- a) **Topographic Survey:** A current design topographic base map at a scale of 1"=20' using ground surveying methods will be performed and provided by others prior to the start of design. This survey will include the location, rim, and invert of gravity utilities and location only 'dry' utilities within the project area along with evidence of other buried utilities. A record boundary for the project for use in design and permitting will be part of the survey. The topographic and boundary survey maps will be provided by others to be included in permitting submittals as required. Surveying and mapping services are excluded from BKF's scope of services.
- b) **Title Report:** A current title report for the property will be provided by the owner.
- c) **Geotechnical Report:** A geotechnical report for the project will be provided. At a minimum, this report should address the required paving structural sections, earthwork and compaction recommendations, soil bearing pressures, surcharge pressures, settlement issues, soil infiltration/percolation rates, groundwater levels, and corrosion recommendations.
- d) **Existing Utilities:** Unless otherwise indicated or provided by others, any existing utilities identified on BKF's drawings/plans are based on information obtained by BKF, or provided to BKF, and may not be accurately documented in their horizontal location or vertical profile. Other utilities may be present that were not disclosed. BKF highly recommends that critical facilities be underground service alert (USA) located and potholed during design or prior to construction.
- e) **Potholing:** Potholing services are not included in this proposal unless specifically identified.
- f) **Existing Utility Capacities:** Unless otherwise addressed, existing utilities have adequate capacity to serve the proposed improvements, that they are adjacent to the site frontage and do not require main extensions, and that utility system capacity studies are not required.
- g) **Site Plan:** At the completion of the Design Development phase, the site plan is final and only minor alterations will be made. Any significant changes from the architect or owner may necessitate additional fees.
- h) **Legal Support:** If requested, BKF can participate in non-adversarial procedures that would be considered as additional services.

2) Responsibilities

- a) **Civil Engineering Scope Items:** BKF's design tasks are limited to civil work outside of the structure(s) and utility connections 5-feet outside of the structure(s) including: site grading, non-structural concrete pavement, concrete sidewalks, concrete curbs and gutters, asphalt pavement, storm drainage, wastewater, and domestic water/fire water design. BKF will provide horizontal control for the building location relative to the project boundary.



- b) **Landscape Architect:** The landscape architect will be responsible for the overall site plan including accessible routes of travel, details of site accessibility signage, parking counts, site coverage calculations, trash areas/enclosures, fencing and walls. A final site plan will be provided by the landscape architect prior to our beginning the 65% design phase. All work within the building (including any podium, porches, garages, or ramps) will be by other consultant's scope of work.
- c) **Site Dry Utilities:** All electric, gas, communications, and lighting improvements will be designed by others, unless specifically included in the civil scope of work.
- d) **Fire System:** Certification of the fire protection system from the point of connection at the public water main to the building sprinkler system must be provided by a properly-licensed fire protection engineer or contractor.
- e) **Site Landscape/Irrigation:** The landscape architect will provide landscape, irrigation design, and layout and details of walks, plazas, trails, entry monuments, walls, and/or fences. The landscape architect will lead the design efforts for grading, and detailing of courtyards, plaza areas, hardscape and landscape areas. BKF will utilize the provided design intent and document the exterior site grading and drainage.
- f) **Structural Details:** Structural calculations, design, and details for such items as reinforced concrete slabs, foundations, pads, bridges, vaults, footings, ramps, stairs, sound/site walls, and/or retaining walls will be provided by others. This includes structural design and detailing for storm water treatment elements that retain ground, parking, or buildings foundations.
- g) **Mechanical, Electrical and Plumbing (MEP):** All site HVAC, power, gas, communications, and low voltage improvements, and existing water pressures will be coordinated, designed, and documented by others. MEP will also provide preliminary fire service sizing based on the California Plumbing and Fire Code requirements and provide fire service lateral locations and sizes to BKF.
- h) **Joint Trench Design:** Services to the buildings, main extensions, and/or relocation of existing 'dry' utilities (gas, electric, communication, fiber, etc.) will be led by the joint trench/electrical designers unless otherwise contracted. Utility relocation/abandonment required as part of the street vacation process is assumed to be coordinated and processed by the Joint Trench Consultant. BKF will support their efforts and coordinate with the site design. Dry utilities designed by the joint trench consultant will be shown for coordination purposes only on the civil plans.
- i) **Lighting Design & Photometric Analysis:** Lighting design and photometric analysis for the site and public roadways will be provided by others.
- j) **Traffic Signal Design:** Design or modification of traffic signals is not currently included in our scope of work. BKF can provide these services if the County conditions these improvements to the project.
- k) **Water Design:** Proposal assumes that the project will require new water services for domestic, irrigation, and fire. We have not allocated budget to install public or private fire loops within the development or main extensions within the public right of way.
- l) **Mapping:** We have not included time to prepare additional items not contained in the mapping scope of work. Additional mapping services such as subdivision maps, private easement documents, quit claims, ALTA's, right of way dedications, etc. not specifically listed in this proposal are not included.
- m) **Cost Estimating:** All cost estimating will be provided by a project estimator. BKF will review the cost estimates for general consistency with the civil plans and specifications.



- n) **Pump Stations:** Pump station design (electrical, mechanical, plumbing, and sitework) is not included in the basic scope of services. We can provide pump station design service as an additional scope item at your request.
- o) **Earthwork:** Due to the variability in soils properties, existing site conditions, foundation types and preparation, trench, imported material and other factors, no delineation of earthwork quantities or 'site balance' is implied with the scope of work. Any earthwork quantities generated are solely for bonding and permitting of the work with the local agency and must only be used as an approximate guide as to the actual earthwork and site balance.

3) CEQA, Entitlement, and Off-Site Improvements/Studies

- a) **CEQA/EIR Consulting:** Some jurisdictions allow project sponsors to provide technical studies to support the CEQA document and review by the sponsor of the administrative draft document. We have not included time for assisting in this effort. Should this be requested, we can provide a separate scope to support this effort.
- b) **Conditions of Approval:** The proposal is based solely on the master plan and concept site plans provided by the project landscape architect prior to the issuance of the Project Conditions of Approval. Once available, BKF will review the project conditions and identify any that require services not contained without our base proposal along with a fee required to provide those additional services.
- c) **Off-Site Improvements:** Off-site improvements are limited to construction of new curb, gutter, sidewalk, driveways, storm water management measures, and utility services to the public mains within the fronting Obispo Road County right-of-way. If additional off-site improvements are subsequently required as a result of the planning or permitting process, we will notify you of the change in scope and provide an additional service request to cover the new scope.

4) Meetings

- a) **Meetings:** Meetings are assumed to be held in the Bay Area or via remote conference. Meeting time requested beyond what we have budgeted is not included in this proposal.

5) Phasing, Delivery and Deliverables

- a) **Phasing:** The project will be permitted and constructed in one phase and that construction phasing plan(s), or interim condition plans, will not be required for this project. Proposal does not include preparing and processing split construction permits for demolition, rough grading, backbone utilities, etc.
- b) **Submittals:** All submittals, and the coordination thereof, will be facilitated by the lead consultant and /or owner representative.
- c) **Permits:** Unless otherwise specifically delineated in the scope of services, permit processing, applications, fees, and submittals to local, state, and federal agencies and utility purveyors will be provided by others. BKF will submit to the client delineated scope deliverables for client submission to governing agencies.
- d) **Drawings:** All drawings will be prepared in AutoCAD format. We will submit copies of all drawings in both electronic and paper format.
- e) **Building Information Modeling (BIM):** We have not included time to convert civil 3D design or existing conditions AutoCAD files into BIM model files.



VI. COMPENSATION

1. BASE SCOPE OF WORK:

BKF proposes to provide the services on a time and materials basis per our attached rate schedule. We will invoice for our services per task summarized as follows:

TASK	DESCRIPTION	FEE
1	PRELIMINARY HYDROLOGY ANALYSIS	\$15,000
1.1	Existing Drainage Areas	\$1,500
1.2	Proposed Drainage Areas	\$1,500
1.3	Proposed Ditch Alternatives	\$1,500
1.4	Conceptual Drainage Ditch Grading	\$1,700
1.5	Hydraulic Modeling	\$3,500
1.6	Technical Memorandum	\$5,300
2	CONCEPTUAL STORMWATER MANAGEMENT	\$10,000
2.1	Stormwater Programming	\$10,000
3	CONCEPTUAL SITE GRADING	\$15,000
3.1	Existing Conditions Review	\$2,500
3.2	Conceptual Site Grading	\$12,500
4	OBISPO ROAD CONCEPTUAL DESIGN	\$25,000
4.1	Coordination	\$2,500
4.2	Conceptual Design	\$20,000
4.3	Conceptual Cost Estimate	\$2,500
5	SAN MATEO COUNTY MEETINGS AND COORDINATION	\$5,000
5.1	Meetings and Coordination	\$5,000
6	WATER SOURCE RESEARCH AND INVESTIGATION	\$10,000
6.1	Coordination, Research and Investigation	\$10,000
7	COASTAL DEVELOPMENT PERMIT (65% DESIGN)	\$85,000
7.1	Coordination	\$5,000
7.2	65% Design Drawings	\$40,000
7.3	Storm Drainage Analysis	\$8,000
7.4	Stormwater Control Report	\$8,000
7.5	Coastal Development Permitting	\$15,000
7.6	Meetings	\$7,500
7.7	Submittals	\$1,500
TOTAL CIVIL LABOR FEE		\$165,000
REIMBURSABLE EXPENSE		\$2,500



2. FUTURE SCOPE OF WORK:

For budgeting purposes only, we have provided the following fee estimates for the future scope of work. A detailed scope and fee will be provided for approval prior to starting these tasks.

TASK	DESCRIPTION	BUDGET
8	CONSTRUCTION DOCUMENTS (90% DESIGN)	\$160,000
8.1	Coordination	\$5,000
8.2	90% Onsite Design Drawings	\$52,500
8.3	90% Offsite Design Drawings	\$25,000
8.4	Specifications	\$5,000
8.5	Cost Estimate	\$2,500
8.6	Storm Drainage Report	\$8,000
8.7	Stormwater Control Report	\$8,000
8.8	Stormwater O&M Agreement	\$3,500
8.9	Utility Agency Application Support	\$5,000
8.10	San Mateo County Encroachment Permit Review	\$14,000
8.11	Caltrans Encroachment Permit Review	\$5,500
8.12	Project Plan Check Review	\$15,000
8.13	Meetings	\$8,000
8.14	Submittals	\$3,000
9	FINAL 100% DESIGN AND PROJECT APPROVALS	\$20,000
9.1	Final Plan Check and Approvals	\$7,500
9.2	San Mateo County Encroachment Permit Approval	\$5,000
9.3	Caltrans Encroachment Permit Approval	\$2,500
9.4	Meetings	\$3,500
9.5	Submittals	\$1,500
FUTURE CIVIL FEE BUDGET		\$180,000

Reimbursable expenses are anticipated for reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis.

For tasks requested by the owner or architect not defined in this scope of services, BKF will identify them as potential extra work. We can provide a scope and fee for these items or they may be tracked separately as extra work and billed on a time and materials per our attached rate schedule.

Thank you for the opportunity to present this proposal. We look forward to assisting in developing this project. Please contact me at 650-482-6335 if you have any questions regarding our scope of services.

Respectfully,
BKF Engineers


Brian Scott, PE
Principal/Vice President


Jonathan Tang, PE
Senior Project Manager

BKF ENGINEERS
PROFESSIONAL SERVICES RATE SCHEDULE

JANUARY 1, 2021 – DECEMBER 31, 2021

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
PROJECT MANAGEMENT	
Principal/Vice President	\$251.00
Senior Associate/Vice President	\$225.00
Associate	\$219.00
Senior Project Manager Senior Technical Manager	\$218.00
Project Manager Technical Manager	\$213.00
Engineering Manager Surveying Manager Planning Manager	\$197.00
TECHNICAL STAFF	
Senior Project Engineer Senior Project Surveyor Senior Project Planner	\$183.00
Project Engineer Project Surveyor Project Planner	\$160.00
Design Engineer Staff Surveyor Staff Planner	\$140.00
BIM Specialist I, II, III	\$140.00 - \$160.00 - \$183.00
Technician I, II, III, IV	\$133.00 - \$142.00 - \$155.00 - \$167.00
Drafter I, II, III, IV	\$104.00 - \$114.00 - \$123.00 - \$138.00
FIELD SURVEYING	
Survey Party Chief	\$182.00
Instrumentman	\$157.00
Survey Chainman	\$117.00
Utility Locator I, II, III, IV	\$95.00 - \$135.00 - \$161.00 - \$184.00
Apprentice I, II, III, IV	\$72.00 - \$97.00 - \$107.00 - \$113.00
CONSTRUCTION ADMINISTRATION	
Senior Consultant	\$239.00
Senior Construction Administrator	\$207.00
Resident Engineer	\$154.00
Field Engineer I, II, III	\$140.00 - \$160.00 - \$183.00
ASSISTANTS	
Project Assistant	\$88.00
Engineering Assistant Surveying Assistant Planning Assistant	\$86.00
Clerical Administrative Assistant	\$74.00

Expert witness rates are available upon request.

Subject to the terms of a professional services agreement:

- Charges for outside services, equipment, materials, and facilities not furnished directly by BKF Engineers will be billed as reimbursable expenses at cost plus 10%. Such charges may include, but shall not be limited to: printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; agency fees; insurance; transportation on public carriers; meals and lodging; and consumable materials.
- Allowable mileage will be charged at the prevailing IRS rate per mile.
- Monthly invoices are due within 30 days from invoice date. Interest will be charged at 1.5% per month on past due accounts.



ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: SAM Treatment Plant Process Issues and Non-Domestic Source Control Program
Date: October 21, 2021

As you aware, we have been discussing the SAM plant process issues and alleged source BOD (biochemical oxygen demand) issues for the past few months. SAM has recently reinstated their Non-Domestic Source Control Program, and has targeted the breweries, distilleries, and wineries in the Princeton area as the source of what SAM considers to be the BOD issues which are having an impact on the influent and effluent BOD readings at the SAM plant. I therefore thought I would take the time to summarize some of my prior emails and analysis for your board. I have spent a good amount of time analyzing the SAM treatment plant data and plant “upsets”, and the outcome of that analysis is summarized below.

- The SAM treatment plant operated well within its permit parameters for the past 15 years. During this time, the plant utilized only 1 aeration basin (basin #3 out of 3 aeration basins available for service) for the treatment process.
- During the last week or so in October and the first few days of November 2020, the plant went “upset” and exceeded its effluent BOD limits of 45 mg/l as a weekly average, and 30 mg/l as a monthly average, as shown in the table below.

Date	Day	Plant Flow Rate, MGD	Influent BOD	Primary BOD	Effluent BOD
10/19/2020	Monday	1.215			
10/20/2020	Tuesday	1.218	689		
10/21/2020	Wednesday	1.235	620	387	31
10/22/2020	Thursday	1.178	734		71
10/23/2020	Friday	1.208	712	469	40
10/24/2020	Saturday	1.310			
10/25/2020	Sunday	1.319			
10/26/2020	Monday	1.190			
10/27/2020	Tuesday	1.187			
10/28/2020	Wednesday	1.204	510	263	142
10/29/2020	Thursday	1.194	548	321	225
10/30/2020	Friday	1.127	538		227
10/31/2020	Saturday	1.206	381		65
11/1/2020	Sunday	1.294	712	454	241
11/2/2020	Monday	1.227	648	510	398
11/3/2020	Tuesday	1.187	448		110
11/4/2020	Wednesday	1.196	557		101
11/5/2020	Thursday	1.283	502		12
11/6/2020	Friday	1.223	531		20
11/7/2020	Saturday	1.310	360		12
11/8/2020	Sunday	1.331	390		16
11/9/2020	Monday	1.316	440	250	16
11/10/2020	Tuesday	1.189	410	180	9

- The influent BOD levels entering the plant during this two-week period were higher than normal, though I'm not sure that would completely explain such high effluent BOD levels.
- After this two-week plant upset, SAM staff switched from using aeration basin #3 to utilizing aeration basins #1 and #2 for treatment for the next 7 months, until June of 2021. The plant operated within its permit parameters during this time.
- While aeration basins #1 and #2 were in service, SAM replaced the existing coarse air diffusers in aeration basin #3 with new fine air bubble diffusers.
- **Again, the plant operated within its permit parameters for 15 previous years, and from early November until June 1st.**
- **On June 1st, SAM staff switched from using aeration basins #1 and #2 back to the newly retrofitted aeration basin #3.** I'm not sure why this wasn't reported to the SAM board by SAM staff, nor by Brown and Caldwell during their August 23rd report and presentation at the SAM board meeting.
- Within that next week after June 1st with the newly retrofitted basin #3 online, the plant went from being permit compliant to exceedances in TSS (total suspended solids) and BOD, with the growth of filamentous bugs in the new aeration basin #3 being the main cause, according to SAM staff and Brown and Caldwell. We can get down into the weeds on SVI, and MLSS, and sludge blankets, etc., but all those issues are generally process issues rather than source loading issues. Filamentous bugs, and poorly settling sludge, are issues at most all treatment plants at one point or another.

I look at the short story of the SAM plant as such:

1. The plant had a couple of bad weeks in October and November of last year where they lost compliance, as shown in the table above;
2. They had another permit non-compliance issue when they switched from aeration basins #1 and #2 to the newly retrofitted aeration basin #3 on June 1st, which had nothing to do with influent BOD;
3. Other than that, the plant has run quite well and within compliance for the past 15+ years. As someone who operates treatment plants for a living, I would take that track record any day. More to the point, the narrative that the plant is in "crisis", or that there is a significant ongoing BOD source control issue is unfounded.

While instituting a Non-Domestic Source Control Program is a prudent best practices measure for a sewer treatment and collections system, I believe we should focus on education for the businesses in the area, and not make the program penal in nature, nor should we target specific industries or businesses without corroborating data.

Sewer Authority Mid-Coastside Treatment Plant Data

Date	Day	Plant Flow Rate, MGD	Primary			Princeton-	Kelly Ave.	
			Influent BOD	Tank BOD	Effluent BOD	Princeton West Point	line (HMB)	
Average Nov - MidMarch		1.407	443	264	23	628	648	667
Average Nov - May		1.356	423	257	20	628	655	589
Average Feb - May		1.363	389	243	12	628	656	597
10/1/2020	Thursday	1.269	1900		17			
10/2/2020	Friday	1.303						
10/3/2020	Saturday	1.381						
10/4/2020	Sunday	1.385	940		41			
10/5/2020	Monday	1.252	1100		49			
10/6/2020	Tuesday	1.236						
10/7/2020	Wednesday	1.246						
10/8/2020	Thursday	1.223						
10/9/2020	Friday	1.271						
10/10/2020	Saturday	1.357						
10/11/2020	Sunday	1.371						
10/12/2020	Monday	1.273	560		25			
10/13/2020	Tuesday	1.229	490	360	27			
10/14/2020	Wednesday	1.232						
10/15/2020	Thursday	1.182						
10/16/2020	Friday	1.176						
10/17/2020	Saturday	1.353						
10/18/2020	Sunday	1.306						
10/19/2020	Monday	1.215						
10/20/2020	Tuesday	1.218						
10/21/2020	Wednesday	1.235	620	387	31			
10/22/2020	Thursday	1.178	734		71			
10/23/2020	Friday	1.208	712	469	40			
10/24/2020	Saturday	1.310						
10/25/2020	Sunday	1.319						
10/26/2020	Monday	1.190						
10/27/2020	Tuesday	1.187						
10/28/2020	Wednesday	1.204	510	263	142			
10/29/2020	Thursday	1.194	548	321	225			
10/30/2020	Friday	1.127	538		227			
10/31/2020	Saturday	1.206	381		65			
11/1/2020	Sunday	1.294	712	454	241			
11/2/2020	Monday	1.227	648	510	398			
11/3/2020	Tuesday	1.187	448		110			
11/4/2020	Wednesday	1.196	557		101	463		
11/5/2020	Thursday	1.283	502		12	1143		
11/6/2020	Friday	1.223	531		20	430		

Date	Day	Plant Flow Rate, MGD	Influent BOD	Primary		Princeton	Princeton- Kelly Ave.	
				Tank BOD	Effluent BOD		West Point	line (HMB)
11/7/2020	Saturday	1.310	360		12			
11/8/2020	Sunday	1.331	390		16			
11/9/2020	Monday	1.316	440	250	16	557		
11/10/2020	Tuesday	1.189	410	180	9	510		
11/11/2020	Wednesday	1.219	500		27	680		
11/12/2020	Thursday	1.232	550		27	970		
11/13/2020	Friday	1.246	301		7			
11/14/2020	Saturday	1.339						
11/15/2020	Sunday	1.379	442		47			
11/16/2020	Monday	1.244	469		13			
11/17/2020	Tuesday	1.381	440	230	14			
11/18/2020	Wednesday	1.312	579	335	17			
11/19/2020	Thursday	1.242	610		16			
11/20/2020	Friday	1.258	461		25			
11/21/2020	Saturday	1.354	393		17			
11/22/2020	Sunday	1.371	531		26			
11/23/2020	Monday	1.264	474		24			
11/24/2020	Tuesday	1.271	422	258	13	410		
11/25/2020	Wednesday	1.313	350		13	430		
11/26/2020	Thursday	1.373						
11/27/2020	Friday	1.280	474		11			
11/28/2020	Saturday	1.313	414		11			
11/29/2020	Sunday	1.339	373		10			
11/30/2020	Monday	1.264	425		12	629	490	
12/1/2020	Tuesday	1.207	460		14	526	530	
12/2/2020	Wednesday	1.229	410	260	10	789	790	
12/3/2020	Thursday	1.204	460	290	7			
12/4/2020	Friday	1.223	330	210	8			
12/5/2020	Saturday	1.270	310	240	10			
12/6/2020	Sunday	1.317	550	450	16			
12/7/2020	Monday	1.192	580	390	16		1000	
12/8/2020	Tuesday	1.161	400	260	7		360	
12/9/2020	Wednesday	1.204	640	380	14		780	
12/10/2020	Thursday	1.179	420	260	7		760	
12/11/2020	Friday	1.310	520	250	7		510	
12/12/2020	Saturday	1.506	410	220	9			
12/13/2020	Sunday	1.698	470	290	8			
12/14/2020	Monday	1.365	510	260	9		720	
12/15/2020	Tuesday	1.260	470	250	11		630	
12/16/2020	Wednesday	1.267	620	320	18		1200	
12/17/2020	Thursday	1.579	600	340	18		460	
12/18/2020	Friday	1.343	430	210	10			
12/19/2020	Saturday	1.357						
12/20/2020	Sunday	1.371	310	280	8			
12/21/2020	Monday	1.306	500	290	9		580	
12/22/2020	Tuesday	1.284	580	330	10		1300	

Date	Day	Plant Flow Rate, MGD	Influent BOD	Primary		Princeton	Princeton- Kelly Ave.	
				Tank BOD	Effluent BOD		West Point	line (HMB)
12/23/2020	Wednesday	1.291					830	
12/24/2020	Thursday	1.336						
12/25/2020	Friday	1.385						
12/26/2020	Saturday	1.446						
12/27/2020	Sunday	1.389	420	270	7			
12/28/2020	Monday	1.306	470	290	9		530	
12/29/2020	Tuesday	1.299	390	260	7		410	470
12/30/2020	Wednesday	1.282	270	210	8		320	520
12/31/2020	Thursday	1.361					330	560
1/1/2021	Friday	1.317						
1/2/2021	Saturday	1.469						
1/3/2021	Sunday	1.356	270	170	5			
1/4/2021	Monday	1.506	330	240	5		730	510
1/5/2021	Tuesday	1.375					620	820
1/6/2021	Wednesday	1.276	460	210	9		1300	620
1/7/2021	Thursday	1.307	430	160	6		610	670
1/8/2021	Friday	1.246					590	440
1/9/2021	Saturday	1.338						
1/10/2021	Sunday	1.340	530	300	6			
1/11/2021	Monday	1.258	500	310	7		600	560
1/12/2021	Tuesday	1.260	550	360	7		760	
1/13/2021	Wednesday	1.291					480	380
1/14/2021	Thursday	1.266					710	750
1/15/2021	Friday	1.261					470	430
1/16/2021	Saturday	1.337						
1/17/2021	Sunday	1.332						
1/18/2021	Monday	1.320	450	260	5			
1/19/2021	Tuesday	1.209	480	260	5		620	
1/20/2021	Wednesday	1.179	670	440	6		1600	1400
1/21/2021	Thursday	1.139					600	
1/22/2021	Friday	1.373					360	350
1/23/2021	Saturday	1.391						
1/24/2021	Sunday	1.500						
1/25/2021	Monday	1.383					920	310
1/26/2021	Tuesday	1.378	380	240	8		230	680
1/27/2021	Wednesday	2.479	410	190	200		120	99
1/28/2021	Thursday	1.871	280	210	19		350	
1/29/2021	Friday	2.014						
1/30/2021	Saturday	1.644						
1/31/2021	Sunday	1.552						
2/1/2021	Monday	1.688					250	1000
2/2/2021	Tuesday	2.913					220	
2/3/2021	Wednesday	1.83					500	340
2/4/2021	Thursday	1.6	260	130	7			410
2/5/2021	Friday	1.504	310	150	6		580	ND ?
2/6/2021	Saturday	1.572						

Date	Day	Plant Flow Rate, MGD	Influent BOD	Primary		Princeton	Princeton-	Kelly Ave.
				Tank BOD	Effluent BOD		West Point	line (HMB)
2/7/2021	Sunday	1.512	430	270	4			
2/8/2021	Monday	1.373	430	220	4		310	750
2/9/2021	Tuesday	1.325	450	250	6		490	740
2/10/2021	Wednesday	1.308					360	390
2/11/2021	Thursday	1.508					360	280
2/12/2021	Friday	1.654					ND	
2/13/2021	Saturday	1.651						
2/14/2021	Sunday	1.589						
2/15/2021	Monday	2.633	350	250	3			
2/16/2021	Tuesday	1.929	260	180	6		740	1100
2/17/2021	Wednesday	1.642	220	120	5		1100	1300
2/18/2021	Thursday	1.5					670	710
2/19/2021	Friday	1.625					660	490
2/20/2021	Saturday	1.672						
2/21/2021	Sunday	1.598						
2/22/2021	Monday	1.446						
2/23/2021	Tuesday	1.425	440	260	7		740	760
2/24/2021	Wednesday	1.319	410	210	6		1200	
2/25/2021	Thursday	1.442	370	220	7			530
2/26/2021	Friday	1.402					670	
2/27/2021	Saturday	1.411						
2/28/2021	Sunday	1.402						
3/1/2021	Monday	1.284					530	
3/2/2021	Tuesday	1.236						
3/3/2021	Wednesday	1.228	550	370	11		1600	680
3/4/2021	Thursday	1.229	380	230	14		660	620
3/5/2021	Friday	1.286	390	220	10		470	1900
3/6/2021	Saturday	1.520						
3/7/2021	Sunday	1.422	370	220	8			
3/8/2021	Monday	1.296	390	230	19		620	520
3/9/2021	Tuesday	1.363	380	240	28		340	
3/10/2021	Wednesday	1.613					940	1300
3/11/2021	Thursday	1.611					290	
3/12/2021	Friday	1.417						
3/13/2021	Saturday	1.443						
3/14/2021	Sunday	1.536						
3/15/2021	Monday	1.480	340	240	13		1000	610
3/16/2021	Tuesday	1.315	420	190	13			1700
3/17/2021	Wednesday	1.304	350	200	18		1300	350
3/18/2021	Thursday	1.504					250	820
3/19/2021	Friday	1.460					>750	210
3/20/2021	Saturday	1.468						
3/21/2021	Sunday	1.494						
3/22/2021	Monday	1.403					920	740
3/23/2021	Tuesday	1.440	290	170	22		710	970
3/24/2021	Wednesday	1.477	310	190	10		1200	530

Date	Day	Plant Flow Rate, MGD	Influent BOD	Primary		Princeton	Princeton-	Kelly Ave.
				Tank BOD	Effluent BOD		West Point	line (HMB)
3/25/2021	Thursday	1.531	430	220	19			490
3/26/2021	Friday	1.440					650	560
3/27/2021	Saturday	1.392						
3/28/2021	Sunday	1.445						
3/29/2021	Monday	1.307					590	600
3/30/2021	Tuesday	1.258					590	
3/31/2021	Wednesday	1.244	420	250	28			
4/1/2021	Thursday	1.271	450	220	24		720	
4/2/2021	Friday	1.281	440	270	28		740	520
4/3/2021	Saturday	1.373						
4/4/2021	Sunday	1.381	400	260	48			
4/5/2021	Monday	1.304	390	260	44		630	630
4/6/2021	Tuesday	1.242	330	240	42		800	440
4/7/2021	Wednesday	1.258					740	440
4/8/2021	Thursday	1.267					660	430
4/9/2021	Friday	1.287					610	500
4/10/2021	Saturday	1.357						
4/11/2021	Sunday	1.371						
4/12/2021	Monday	1.260	400	240	11		600	430
4/13/2021	Tuesday	1.223	380	220	11		1000	750
4/14/2021	Wednesday	1.214					440	350
4/15/2021	Thursday	1.222					490	350
4/16/2021	Friday	1.230	340	260	8		660	
4/17/2021	Saturday	1.317						
4/18/2021	Sunday	1.321	440	390	10			
4/19/2021	Monday	1.234	480	200	16		480	490
4/20/2021	Tuesday	1.250	360	210	xxx		710	350
4/21/2021	Wednesday	1.194	430	270	8		650	470
4/22/2021	Thursday	1.221	340	250	10		290	
4/23/2021	Friday	1.158	330	190	7		390	480
4/24/2021	Saturday	1.282						
4/25/2021	Sunday	1.329	470	290	21			
4/26/2021	Monday	1.198	450	310	17		760	590
4/27/2021	Tuesday	1.155	350	270	13		960	400
4/28/2021	Wednesday	1.162	360	260	11		450	340
4/29/2021	Thursday	1.153	430	290	12		590	370
4/30/2021	Friday	1.166	500	260	8		1000	380
5/1/2021	Saturday	1.309						
5/2/2021	Sunday	1.389	460	300	9			
5/3/2021	Monday	1.252	490	300	9		640	480
5/4/2021	Tuesday	1.154	290	230	6		840	330
5/5/2021	Wednesday	1.125	370	220	7		490	360
5/6/2021	Thursday	1.133	360	220	6		470	
5/7/2021	Friday	1.192	360	200	6		590	500
5/8/2021	Saturday	1.261						
5/9/2021	Sunday	1.293	310	240	5			

Date	Day	Plant Flow Rate, MGD	Influent BOD	Primary		Princeton	Princeton-	Kelly Ave.
				Tank BOD	Effluent BOD		West Point	line (HMB)
5/10/2021	Monday	1.163	300	250	5		670	
5/11/2021	Tuesday	1.139	540	350	10		730	
5/12/2021	Wednesday	1.161	390	380	6		880	
5/13/2021	Thursday	1.160	290	170	6			
5/14/2021	Friday	1.181	410	250	5		820	350
5/15/2021	Saturday	1.254						
5/16/2021	Sunday	1.292	400	240	5			
5/17/2021	Monday	1.160	430	270	5		510	
5/18/2021	Tuesday	1.169	390	260	5		440	480
5/19/2021	Wednesday	1.212	420	240	7		570	380
5/20/2021	Thursday	1.242	310	190	8		440	250
5/21/2021	Friday	1.199	320	210	9		640	490
5/22/2021	Saturday	1.235						
5/23/2021	Sunday	1.263	280	230	14			
5/24/2021	Monday	1.182						
5/25/2021	Tuesday	1.139	470	250	13		650	730
5/26/2021	Wednesday	1.140	430	250	21			
5/27/2021	Thursday	1.152	380	230	18			770
5/28/2021	Friday	1.144	400	280	28			
5/29/2021	Saturday	1.226						
5/30/2021	Sunday	1.227						
5/31/2021	Monday	1.281	450	280	4			
6/1/2021	Tuesday	1.169	490	290	9			
6/2/2021	Wednesday	1.102	470	270	12			
6/3/2021	Thursday	1.155						
6/4/2021	Friday	1.153						
6/5/2021	Saturday	1.208						
6/6/2021	Sunday	1.230						
6/7/2021	Monday	1.125						
6/8/2021	Tuesday	1.055	420	270	110			
6/9/2021	Wednesday	1.076	560	370	110			
6/10/2021	Thursday	1.083		260	90			
6/11/2021	Friday	1.083						
6/12/2021	Saturday	1.142						
6/13/2021	Sunday	1.214	400		110			
6/14/2021	Monday	1.150	440		25			
6/15/2021	Tuesday	1.193	560		41			
6/16/2021	Wednesday	1.148	480	250	17			
6/17/2021	Thursday	1.035	400	250	15			
6/18/2021	Friday	1.288	410	260	22			
6/19/2021	Saturday	1.354						
6/20/2021	Sunday	1.214	580	370	41			
6/21/2021	Monday	1.254	530	320	14			
6/22/2021	Tuesday	1.175	380	460	12			
6/23/2021	Wednesday	1.074	490		15			
6/24/2021	Thursday	1.069	510		10			

Date	Day	Plant Flow Rate, MGD	Influent BOD	Primary		Princeton	Princeton-	Kelly Ave.
				Tank BOD	Effluent BOD		West Point	line (HMB)
6/25/2021	Friday	1.142	460	270	10			
6/26/2021	Saturday	1.379						
6/27/2021	Sunday	1.389						
6/28/2021	Monday	1.354	380	290	9			
6/29/2021	Tuesday	1.302	400	290	8			
6/30/2021	Wednesday	1.301	250	270	10			
7/1/2021	Thursday	1.329	390	290	7			
7/2/2021	Friday	1.326	360	270	8			
7/3/2021	Saturday	1.188						
7/4/2021	Sunday	1.404						
7/5/2021	Monday	1.352	360	220				
7/6/2021	Tuesday	1.646	440	240	30			
7/7/2021	Wednesday	1.425	310	260	14			
7/8/2021	Thursday	1.331	360	210	22			
7/9/2021	Friday	1.213	360	270	83			
7/10/2021	Saturday	1.460						
7/11/2021	Sunday	1.462	260	220	45			
7/12/2021	Monday	1.292	280	270	59			
7/13/2021	Tuesday	1.341	280	240	63			
7/14/2021	Wednesday	1.382	350	260	73			
7/15/2021	Thursday	1.315	450	270	75			
7/16/2021	Friday	1.285	440	260	100			
7/17/2021	Saturday	1.429						
7/18/2021	Sunday	1.437	290	220	50			
7/19/2021	Monday	1.369	470	250	79			
7/20/2021	Tuesday	1.334	220	210	18			
7/21/2021	Wednesday	1.485	370	240	180			
7/22/2021	Thursday	1.344	250	210	170			
7/23/2021	Friday	1.362	300	250	50			
7/24/2021	Saturday	1.430						
7/25/2021	Sunday	1.470	520	360	76			
7/26/2021	Monday	1.415	580	350	53			
7/27/2021	Tuesday	1.331	400	300	25			
7/28/2021	Wednesday	1.353	450	330	23			
7/29/2021	Thursday	1.334	300	260	23			
7/30/2021	Friday	1.387	350	250	27			
7/31/2021	Saturday	1.369						
8/1/2021	Sunday	1.260	520	380	9			
8/2/2021	Monday	1.156	500	390	8			
8/3/2021	Tuesday	1.151	260	290	4			
8/4/2021	Wednesday	1.137	270	250	4			
8/5/2021	Thursday	1.127	490	280	6			
8/6/2021	Friday	1.145	440	320	10			
8/7/2021	Saturday	1.213						
8/8/2021	Sunday	1.147	340	270	6			
8/9/2021	Monday	1.237	410	280	8			

Date	Day	Plant Flow Rate, MGD	Influent BOD	Primary		Princeton	Princeton- Kelly Ave.	
				Tank BOD	Effluent BOD		West Point	line (HMB)
8/10/2021	Tuesday	1.141	270	230	20			
8/11/2021	Wednesday	1.182	290	270	19			
8/12/2021	Thursday	1.171	470	260	12			
8/13/2021	Friday	1.147	460	300	16			
8/14/2021	Saturday	1.236						
8/15/2021	Sunday	1.244	610	380	11			
8/16/2021	Monday	1.181	600	420	16			
8/17/2021	Tuesday	1.204	400	260	17			
8/18/2021	Wednesday	1.146	470	300	7			
8/19/2021	Thursday	1.127	510	330	8			
8/20/2021	Friday	1.177	390	270	8			
8/21/2021	Saturday	1.250						
8/22/2021	Sunday	1.261	240	280	5			
8/23/2021	Monday	1.152	280	280	6			
8/24/2021	Tuesday	1.146	290	260	9			
8/25/2021	Wednesday	1.145	300	240	9			
8/26/2021	Thursday	1.155	480	250	7			
8/27/2021	Friday	1.127	390	260	10			
8/28/2021	Saturday	1.267						
8/29/2021	Sunday	1.273	320	250	7			
8/30/2021	Monday	1.154	320	270	7			
8/31/2021	Tuesday	1.129	290	240	7			

SAM Treatment Plant and Princeton BOD Calculations

Assumptions:

- 1,350,000 SAM Average Treatment Plant Flow
- 100,000 Princeton Pump Station Average Flow
- 400 SAM Average Treatment Plant BOD (with Princeton)
- 380 SAM Average Treatment Plant BOD (w/o Princeton)
- 655 Princeton Average BOD
- 7.4% Princeton Pump Station Flow as a % of SAM Plant Flows

HYPOTHETICAL SCENARIOS

SAM Plant baseline at 400 BOD

Location	Flow	BOD	BOD x flow
SAM Plant (w/o Princeton)	1,250,000	380	475,000,000
Princeton	100,000	655	65,500,000
	1,350,000		540,500,000
		Calculated BOD at SAM Plant	400
		Delta from baseline of Plant at 400 BOD	0

Brewery's at hypothetical **5,000 BOD, with flow based on their water use**

Location	Flow	BOD	BOD x flow
SAM Plant	1,347,500	400	539,000,000
Brewery's	2,500	5,000	12,500,000
	1,350,000		551,500,000
		Calculated BOD at SAM Plant	409
		Delta from baseline of Plant at 400 BOD	9

ITEM #4



SEWER AUTHORITY MID-COASTSIDE
Board of Directors Special Meeting Agenda
Special Board Meeting 4.00 PM, Thursday, September 23, 2021

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

Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20, as extended to September 30, 2021 per Governor issued Executive Order N-08-21. Consistent with Executive Order N-29-20, Executive Order N-08-21, and the guidance issued by the San Mateo County Health Officer, 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/85625802567?pwd=VDVxUXJ5SGg3bk45U0dtSFhGUU5ndz09>

Meeting ID: 856 2580 2567

Passcode: 952515

One tap mobile

+16699006833,,85625802567#,,,,*952515# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 856 2580 2567

Passcode: 952515

Find your local number: <https://us02web.zoom.us/j/85625802567?pwd=VDVxUXJ5SGg3bk45U0dtSFhGUU5ndz09>

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

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 4 pm on September 23, 2021 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

A. Implementation Options for SAM Existing Non-Domestic Waste Source Control Program and Regulations Approved in Resolution 2-94

4. ADJOURNMENT

- Upcoming Regular Board Meetings: September 27, 2021 and October 25, 2021

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

INFORMATION FOR THE PUBLIC

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

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

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



**SEWER AUTHORITY MID-COASTSIDE
Board of Directors Meeting Agenda**

Regular Board Meeting 7:00 PM, Monday, September 27, 2021

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

Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20, as extended to September 30, 2021 per Governor issued Executive Order N-08-21. Consistent with Executive Order N-29-20, Executive Order N-08-21, and the guidance issued by the San Mateo County Health Officer, 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/87277774635?pwd=NHJoR0hlaIRqVUFnd0k1c0UwdGtTQT09>

Meeting ID: 872 7777 4635

Passcode: 204129

One tap mobile

+16699006833,,87277774635#,,,,*204129# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 872 7777 4635

Passcode: 204129

Find your local number: <https://us02web.zoom.us/j/87277774635?pwd=NHJoR0hlaIRqVUFnd0k1c0UwdGtTQT09>

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

1. CALL TO ORDER

A. Roll Call:

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

- B. September Employee Anniversaries
 - 1. Gabriel Aguilar, Lead Operator 20 years
 - 2. Sonya Ondish, Operator II - 5 years

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 September 27, 2021 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of September 13, 2021 Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for September 27, 2021 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending August 31, 2021 (**Attachment**)

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

- A. Rescind Resolution 10-2016 and Adopt 4-2021 Titled Fixing the Time and Place for the Regular Meetings of the Board of Directors of the Sewer Authority Mid-Coastside, Designating the Location of the Authority's Office and Official Mailing Address, and Establishing the Order of Business and Rules for its Proceedings (**Attachment**)
- B. Review and Receive the Financial Report for Q4 Fiscal Year 20-21 (Budget vs Actual) (**Attachment**)

5. GENERAL MANAGER'S REPORT

- A. Monthly Manager's Report - August 2021

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 (2) of Subdivision (d) of Section 54956.9
(FEHA Claim 202008-10882405 filed by Beverli Marshall)

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

**C. CONFERENCE WITH LEGAL COUNSEL –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: October 25, 2021 and November 15, 2021

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

INFORMATION FOR THE PUBLIC

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

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SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
THROUGH: Kishen Prathivadi, General Manager
FROM: Tim Costello, Supervisor of Technical / Field Services
SUBJECT: **Monthly Manager’s Report – August 2021**

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

The following data is presented for the month of August 2021.

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	0.721	61.06%
Granada CSD	0.239	20.28%
Montara W&SD	0.220	18.66%
Total	1.180	100%

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

Administration

There were two Board Meetings, and no public records requests in the month of August 2021. There was one article in the Half Moon Bay Review, “Sewer system says trouble is brewing at plant,” August 11, 2021. There has been no lost time work accidents since September 10, 2019. There were no new hires, and two anniversaries in the month of August, Susan Turbay, Admin Assistant, and Keith Harvey, Operator Grade II.

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.

While the effluent numbers in August look better it was certainly not without effort and continued chemical addition to make it happen.

We continue to add both alum and poly to the MLSS basin effluent in an effort to keep solids and blankets in the system. While we are still trying to locate a ferric source so are all the other facilities in the area, what we can find is in high demand and we are suffering from supply and demand. There is talk that ferric will be more available in November, until then we are at the mercy of the supply line. We have looked at alternatives ferrous chloride but the market there is now overwhelmed due to shortage and everyone looking for other alternatives.

While the blankets are being problematic what we have done is split the flow to the secondary’s. This allows us to treat while allowing the blanket to settle, the long detention time in the secondary’s is one down side we have to stay on top of and not allow the blanket to denitrify.

Since the numbers are looking better I will be reducing the number of samples going out in September, it will be slightly accelerated version of our NPDES requirement but it won’t be daily. This should give us a little more information and assist with tracking anomalies that might occur and or effect the process.

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	J. Harvey	H. Rarback	

The staff was able to schedule and clean the Princeton wet well. It took the majority of our staff to be on site but they got it done. The grease was sucked out and brought elsewhere for disposal as we have enough grease related filament issues already. It actually looked really good in there that day but in the days to follow it was difficult to tell that it was cleaned out.

The mechanics spent some time working on the belt press and replacing the tracking rams. Being a single point of failure we really don't want the press down too long. They were able to get the work done and get things fully operational within a couple days.

Staff did annual Ocean Monitoring towards the end of the month, a little added excitement on the water today as the patrol boat had to respond to an emergency. Things worked out and we were able to complete our work without issue.

I have been openly communicating with Mr. Burrell at the state to be sure he is kept in the loop of what we have going on and our process.

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

During the month of August 2021, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 0.157 inches of rain in August, this web link has some very useful data for our area, <https://ggweather.com/hmb/> . We did get some rainfall to report for the month of August, but again, it was minimal at best. Rainfall totals were as follows: 0.07, (from the NOAA gauge), inches at the treatment plant, 0.05 inches in the GCSD service are, and 0.13 inches at the MWSD weather station. Below the 10 year average still, much like the last few months. There were micro-climate variations verified by the data.

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

- 8/1/2021 – Add Biostar, noticing some foam on MLSS basin, adding ferric and poly to MLSS Eff, 11 pm ferric adjustment for overnight.
- 8/2/2021 – Cleaned one side of contact basin, took apart flow tubes for the WAS meters # 1 has bubbles in the liner that could be part of issue, #2 the liner had failed and completely blocked, not sure if these failures were due to chemical additions, both flow tubes have liners that are designed to be resistant. Both flow tubes need to be replaced, reached out to Cal-con to source and provide cost estimate. Poly and ferric to MLSS eff, 11 pm ferric adjustment for overnight.

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- 8/3/2021 – Cal-con in to install temporary clamp on flow meter for W.A.S. flow measurements, poly and ferric to MLSS eff, Adjust gates to secondary clarifiers to see if we can concentrate one more than the other to help control the solids in the system. The blankets are working their way down so we are hopeful. Poly and ferric to MLSS eff, 11 pm ferric adjustment for overnight.
- 8/4/2021 – Since there is a supply issue for ferric chloride to the west coast we are going to switch to aluminum chloride to help with settling. We did jar testing and had good results so it should work, from this point we will be adding combination of Alum and poly for settling. Today the secondary blanket was 8 ft and 0.25 ft so that is a good sign for what we are trying to accomplish and way better than what we had recently. The Alum will not have the same effect on PH so there won't be any need for the 11 pm adjust now. Cal-con in working on #2 water system. Check In with William / state on process conditions.
- 8/5/2021 – Worked on setting up ferric on drip to headwork's, currently it is too low in the tank to pump effectively and we don't want to mess up pump. We are trying to source either ferric chloride or a similar product that we can use for the enhanced primary treatment process. Secondary blanket 6.5 in #1 and 0.25 in #2, a good sign. Cal-con here working on the #2 water system electrical upgrades.
- 8/6/2021 – Addition of Alum and poly to MLSS eff continues, secondary blankets 2.0 feet or less which is a lot more normal, Calcon was in working on the 1 & 2 water pump building improvements. Spoke with Harbor about setting up a sampler directly from there wet well.
- 8/7/2021 – Secondary blankets good, alum and poly to MLSS eff still
- 8/8/2021 – Alum and poly to MLSS eff, blankets still in good shape
- 8/9/2021 – Calcon working on 1 & 2 water system improvements, alum & poly to MLSS eff
- 8/10/2021 – Calcon working on 1 & 2 water system improvements, Calcon also installing VFD on 3 water pump, set up ferric to primary again (temp set up until we get more product), alum and poly to MLSS eff. Check in with William as per his request. Start isolating secondary tank #2 as the blankets are low, we will keep it full with three water as a precaution.
- 8/11/2021 – Isolated down to a single secondary now, should help with controlling process and will definitely reduce long detention time in secondary system. Alum and poly to MLSS to MLSS eff, replaced weather station on admin building.
- 8/12/2021 – Received 1200 gallons of ferric, due to industry shortage we had to pay more (supply and demand). Princeton welding in to install base fitting on

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process air pipe so that air flow meter can be moved to a more accurate location. Poly and alum to MLSS still.

- 8/13/2021 – Adding poly and alum to MLSS eff to help with settling, Checking ammonias on primary and eff for comparison.
- 8/14/2021 – Saturday, adding poly and alum to MLSS eff to help with settling, secondary blanket starting to fluff, grrrrr
- 8/15/2021 – Sunday, adding poly and alum to MLSS eff to help with settling, secondary blanket higher then yesterday
- 8/16/2021 – Adding poly and alum to MLSS eff to help with settling, secondary blanket at six feet today, attended meeting with Brown and Caldwell (process engineer experts) and member agencies managers/engineers. Start adding Biostar star product again (doing the bag toss today, will mix batch for tomorrow as it needs time to aerate) , sent more samples off to EBS for micro biological examination.
- 8/17/2021 Adding poly and Alum to help with settling, adding mixed Biostar today, (two batches today one in the AM and one in the PM), partially swapping secondary clarifiers today, the secondary with the higher blanket will still be online but only at 25% of the flow to it, the hope is the blanket settles enough that we can pull the fluffy stuff out.
- 8/18/2021 – Adding poly and alum to MLSS eff to help with settling, adding mixed bio star today (two batches - 1 am / 1 pm), blanket in secondary we switched to nearing 6 ft of blanket, lovely...
- 8/19/2021 – Adding poly and alum to MLSS eff to help with settling, adding mixed bio star (1 batch), Lance (process specialist) from Brown and Caldwell on site all day. All staff had Red Cross CPR /AED training today, (blended course of hands on and computer based).
- 8/20/2021 – Alum & poly to MLSS eff, Secondary blanket at 2.25 so that's good, VFD's on the RDT failed for some reason, we were able to reset the VFD and got it going. We tested the settling with and without chemical addition, our finding were that it makes a difference and the chemical addition is still necessary.
- 8/21/2021 – Alum & poly to MLSS eff, secondary blankets are both, nitrates are creeping up, reduced DO setting to see if that helps
- 8/22/2021 – Alum & poly to MLSS eff, both secondary blankets low still, the O.U.R was high today which can be an indication of loading.
- 8/23/2021 – Alum & poly to MLSS eff, Cal Con in working on the #1 / #2 water system, Andreini here working on replacing 2 rusted pipe with stainless steel, connection was about 7-8 feet down, we tried to do it in-house but it got too deep and we need shoring at some point for safety reasons.

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- 8/24/2021 – Alum & poly to MLSS eff, Ferric chloride filter was partially plugged causing reduction in feed rate, able to clear filter for normal operation, mechanics replaced one of the tracking rams for the belt press, Andreini was back today and did the asphalt patch where the work was done yesterday.
- 8/25/2021 – Alum & poly to MLSS eff, blankets still good, mechanics replaced the second steering ram on the belt press today, staff did the Annual ocean monitoring today there was a slight interruption as there was an Emergency call the harbor patrol guys had to respond to while we were out.
- 8/26/2021 – Alum & poly to MLSS eff, collections and maintenance crews along with the A-1 trucks were at Princeton pump station today getting it cleaned out, eight people in total to make it happen with all the equipment and safety precautions necessary to get the thing cleaned out, phone chat with Lance from B & C to discuss how things are adjusting the DO down to 3.5 mg/L to see if that helps with the increasing nitrates.
- 8/27/2021 – Alum & poly to MLSS eff, due to foam on MLSS surface applied a surface spray of CL2, Admin building had a slight flood in the hallway that staff was able to take care of.
- 8/28/2021 – Alum & poly to MLSS eff, foam on MLSS surface applied a surface spray of CL2
- 8/29/2021 – Alum & poly to MLSS eff, still foam on MLSS surface applied a surface spray of CL2
- 8/30/2021 – Alum & poly to MLSS eff, workshop with brewers, foam sample sent to EBS along with MLSS sample for mico evaluation.
- 8/31/2021 Alum & poly to MLSS eff, foam on MLSS surface applied a surface spray of CL2, isolate secondary #1, replace diaphragm on grid bee (mixer), sent out covid sample, sent sample to aqua fix after hearing EBS got hit by hurricane.

Other activities are listed below;

There were 10 deliveries (approximately 6,050 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 605.00. There were no leachate deliveries to the SAM IPS line in the month of August 2021, for a total leachate volume of 0 gallons.

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

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Contract Collection Services

The SAM crew cleaned 26,371 feet of sewer line and responded to twelve service calls in contract service areas. Seven were sewer line related and five were maintenance service calls. Four of the callouts were during regular business hours, and eight were after hour calls. Five calls were in HMB, one call was in the GCSD service area, and six calls were in the MWSD service area.

HMB – The four service calls in HMB were as follows; 8/13 - Had a smart cover alarm, it appears a paving company too the antenna right off the manhole lid at the Turnberry location. Contact Smart Cover they are sending one out. 8/20 - New antenna arrived for the smart cover Turnberry Location, crew installed and coordinated with smart cover people to insure it was working properly. 8/24 - Call for overflowing manhole, when crew arrived the blockage was partially clear and not overflowing. Crew flushed main finding roots, Rags, and Grease causing the back up. Also there was part of a broom handle in the line. Cat 3 SSO. 8/28 - Call for slow drains, main line was running good with no obstruction. Instructed homeowner to contact a roter company to clear blockage.

The one maintenance calls in HMB was on 8/27 - Power fail at Pelican Point, PG & E was aware and working on the issue, Genny ran for 4.5 hours. Tested for normal operation after PG&E power was restored.

GCSD – The service call in the GCSD area was as follows; 8/15 – Call for sewage coming out around manhole, not sure what the callers were looking at, crew arrived to easement finding no sign of overflow and sewers running well. There was what looked like some fresh soil spread around near the manhole.

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

MWSD – The two service calls in the MWSD area were as follows; 8/9 - Call was for slow draining fixtures in the house, when the crew arrived they found property line clean out to be dry while house was still backed up. Owner had already reached out to a plumbing company. 8/13 - Call for water coming up through asphalt on Vallemar street, It appeared to be a water leak. Crew contact MWSD on call person, they were aware of the issue.

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The four maintenance service calls in the MWSD area this month were as follows; 8/2 - Seal cove #4 alarm response. Station fault alarm, reset alarms, checked for normal operation, One pump needs to be reseated, will return during daytime to correct. 8/10 - Seal cove #4 alarm response. Possible power glitch, reset alarms and tested for normal operation. 8/12 - Cali lift station, power glitch. Genny ran for a short time. Reset alarms and checked station for normal operation. 8/16 - Station power glitch, genny did not run. Reset alarms and checked station for normal operation.

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

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report August 2021

Attachment B: Monthly NPDES Report August 2021

Attachment C: Collection System Data August 2021

Attachment D: Contract Collection Service Report August 2021

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Attachment A

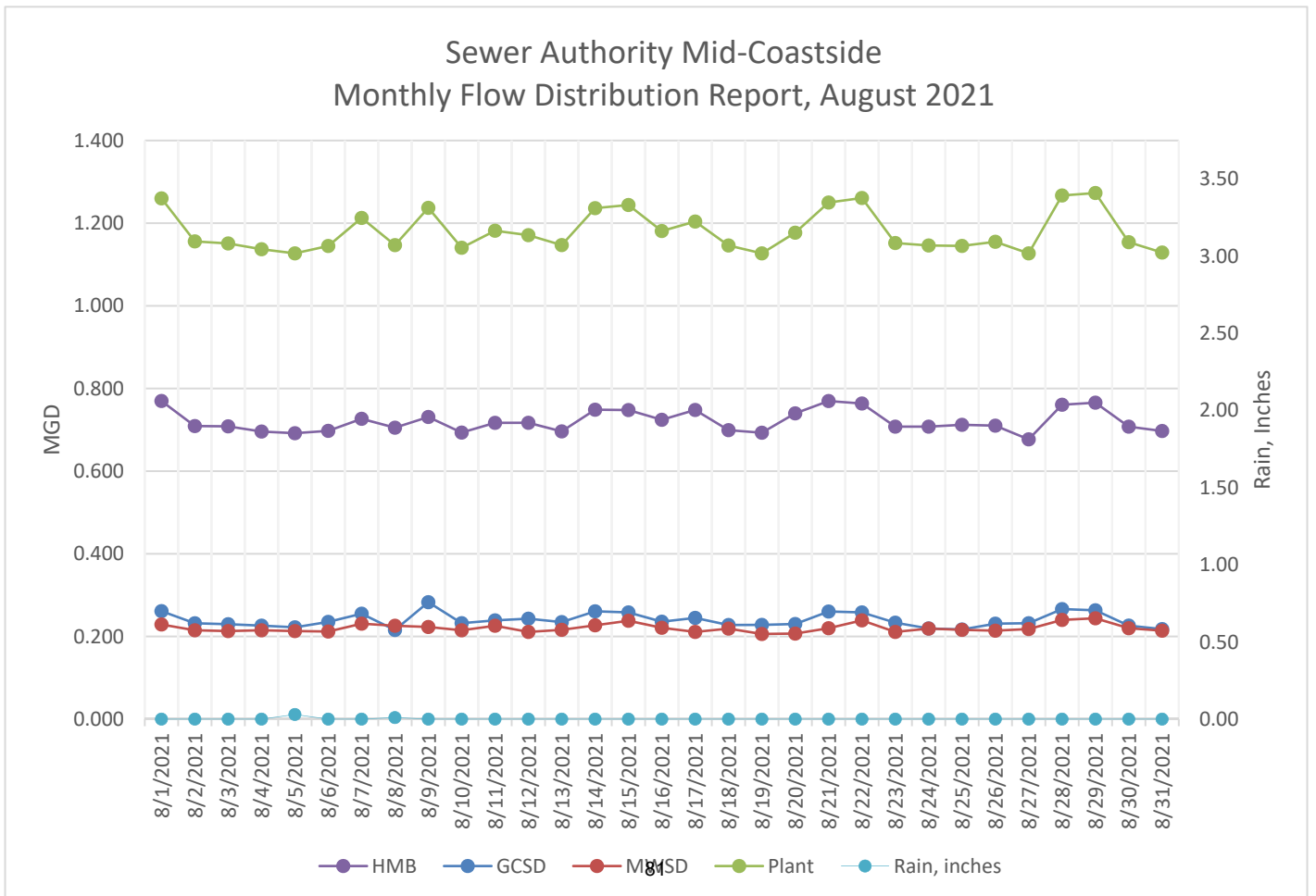
Flow Distribution Report Summary for August 2021

The daily flow report figures for the month of August 2021 have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.721	61.06%
Granada Community Services District	0.239	20.28%
Montara Water and Sanitary District	<u>0.220</u>	<u>18.66%</u>
Total	1.180	100.0%



Sewer Authority Mid-Coastside

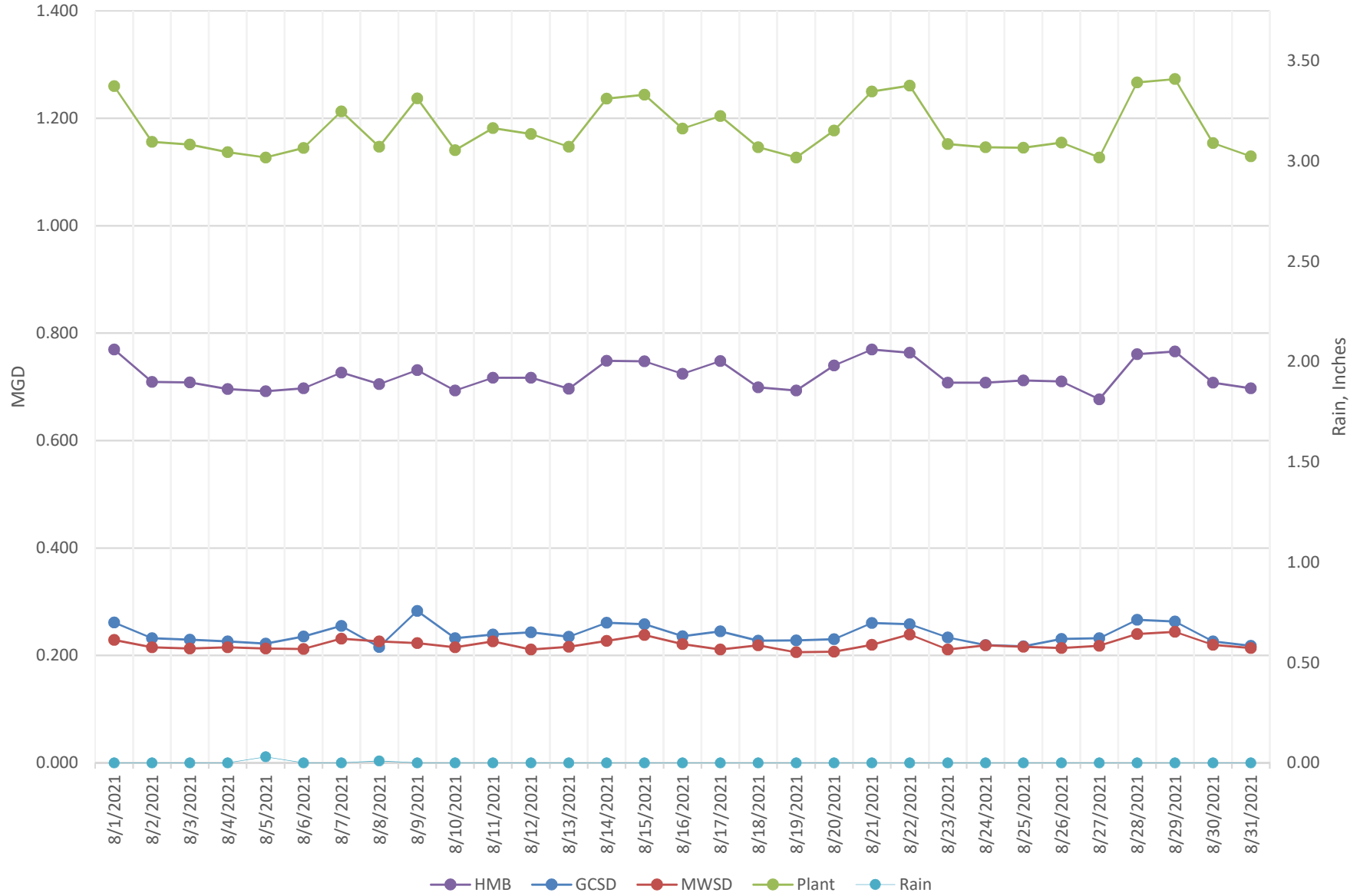
Monthly Flow Distribution Report for August 2021

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
8/1/2021	0.770	0.261	0.229	1.260	0.00	0.00	0.00
8/2/2021	0.709	0.232	0.215	1.156	0.00	0.00	0.00
8/3/2021	0.708	0.230	0.213	1.151	0.00	0.00	0.00
8/4/2021	0.696	0.226	0.215	1.137	0.00	0.00	0.00
8/5/2021	0.692	0.222	0.213	1.127	0.03	0.04	0.08
8/6/2021	0.697	0.235	0.212	1.145	0.00	0.00	0.02
8/7/2021	0.727	0.255	0.231	1.213	0.00	0.00	0.03
8/8/2021	0.705	0.216	0.226	1.147	0.01	0.01	0.00
8/9/2021	0.731	0.283	0.223	1.237	0.00	0.00	0.00
8/10/2021	0.693	0.232	0.215	1.141	0.00	0.00	0.00
8/11/2021	0.717	0.239	0.226	1.182	0.00	0.00	0.00
8/12/2021	0.717	0.243	0.211	1.171	0.00	0.00	0.00
8/13/2021	0.696	0.235	0.216	1.147	0.00	0.00	0.00
8/14/2021	0.749	0.261	0.227	1.236	0.00	0.00	0.00
8/15/2021	0.748	0.258	0.238	1.244	0.00	0.00	0.00
8/16/2021	0.724	0.236	0.221	1.181	0.00	0.00	0.00
8/17/2021	0.748	0.245	0.211	1.204	0.00	0.00	0.00
8/18/2021	0.699	0.228	0.219	1.146	0.00	0.00	0.00
8/19/2021	0.693	0.228	0.206	1.127	0.00	0.00	0.00
8/20/2021	0.740	0.230	0.207	1.177	0.00	0.00	0.00
8/21/2021	0.770	0.260	0.220	1.250	0.00	0.00	0.00
8/22/2021	0.764	0.258	0.239	1.261	0.00	0.00	0.00
8/23/2021	0.708	0.233	0.211	1.152	0.00	0.00	0.00
8/24/2021	0.708	0.219	0.219	1.146	0.00	0.00	0.00
8/25/2021	0.712	0.217	0.216	1.145	0.00	0.00	0.00
8/26/2021	0.710	0.231	0.214	1.155	0.00	0.00	0.00
8/27/2021	0.677	0.232	0.218	1.127	0.00	0.00	0.00
8/28/2021	0.761	0.266	0.240	1.267	0.00	0.00	0.00
8/29/2021	0.766	0.263	0.244	1.273	0.00	0.00	0.00
8/30/2021	0.708	0.226	0.220	1.154	0.00	0.00	0.00
8/31/2021	0.697	0.218	0.214	1.129	0.00	0.00	0.00
Totals	22.339	7.419	6.829	36.587	0.04	0.05	0.13

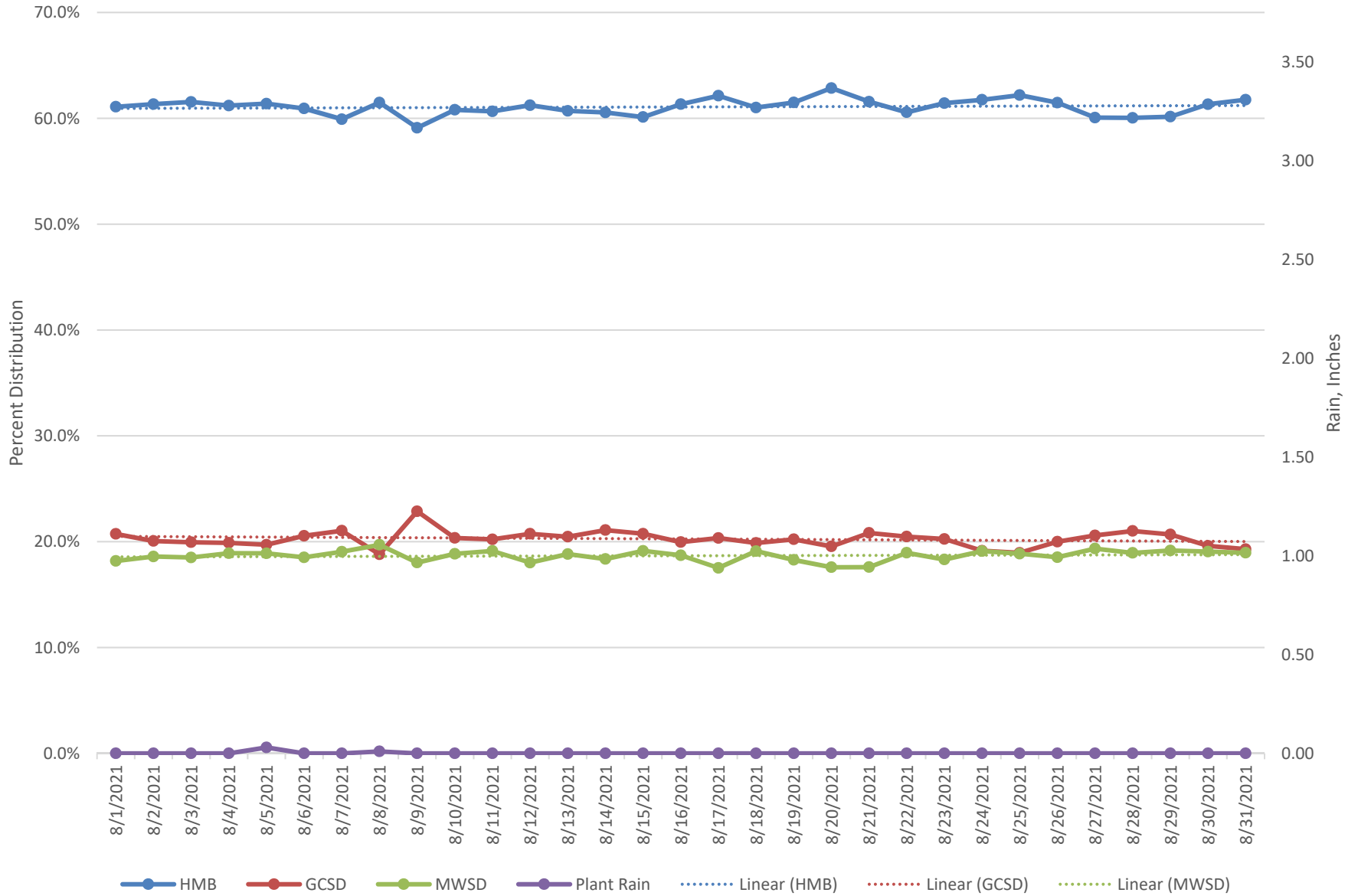
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.677	0.216	0.206	1.127
Average	0.721	0.239	0.220	1.180
Maximum	0.770	0.283	0.244	1.273
Distribution	61.06%	20.28%	18.66%	100.0%

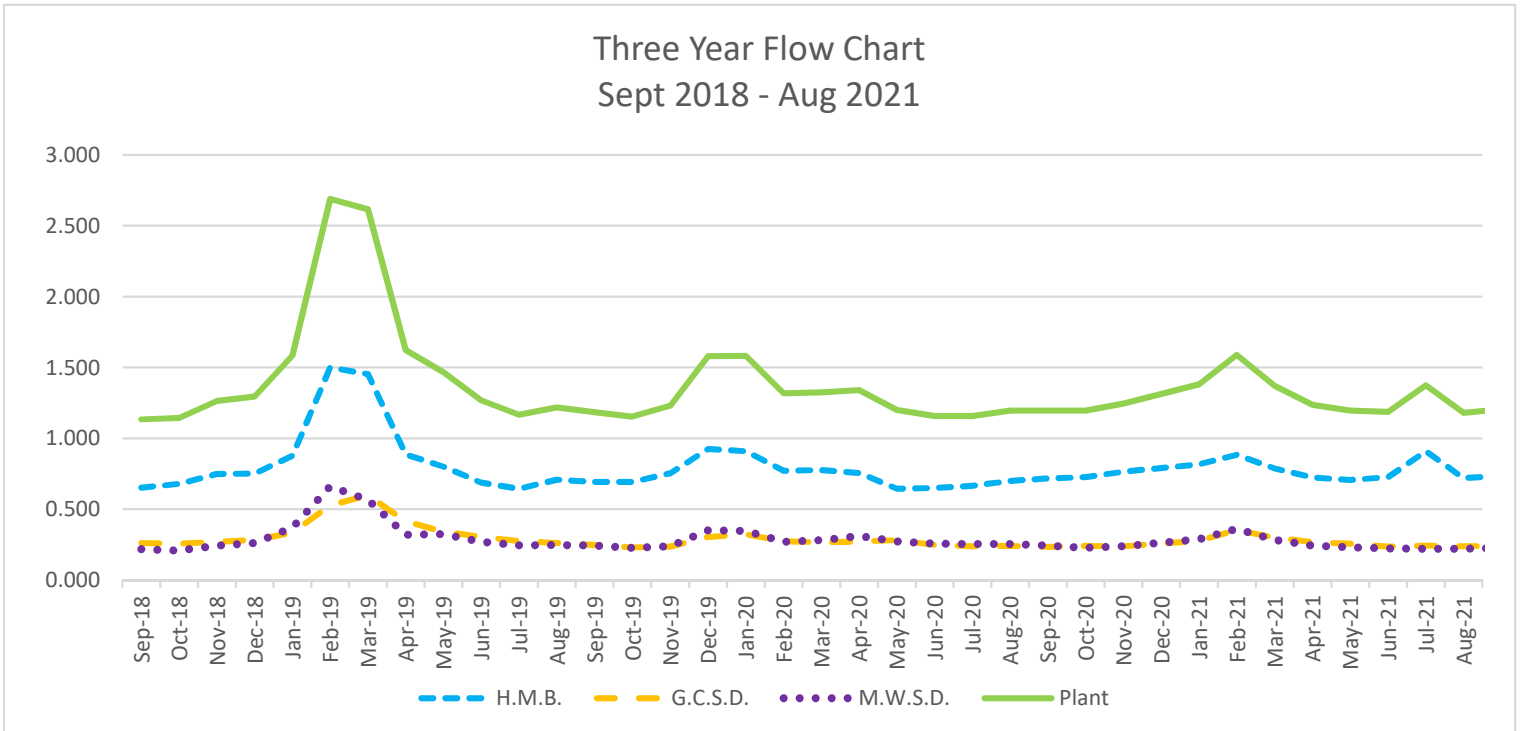
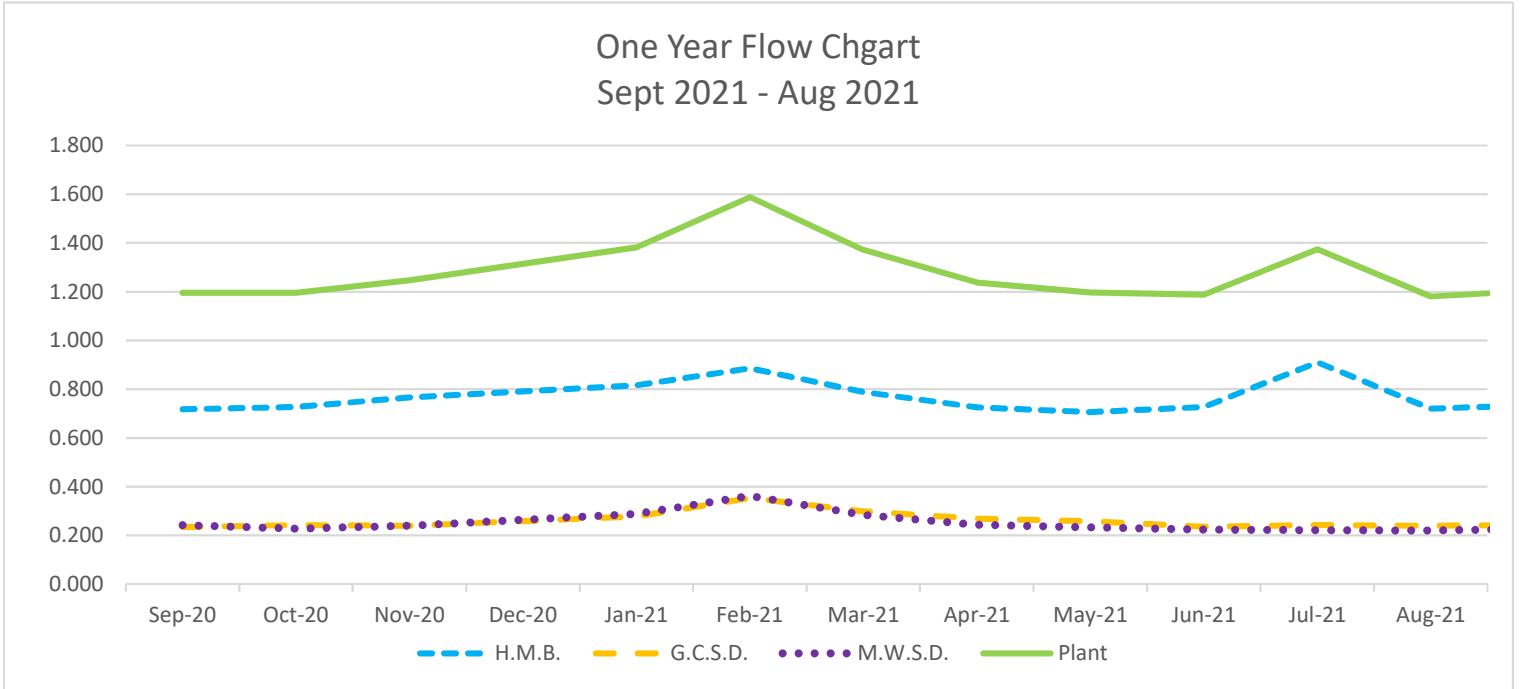
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, August 2021



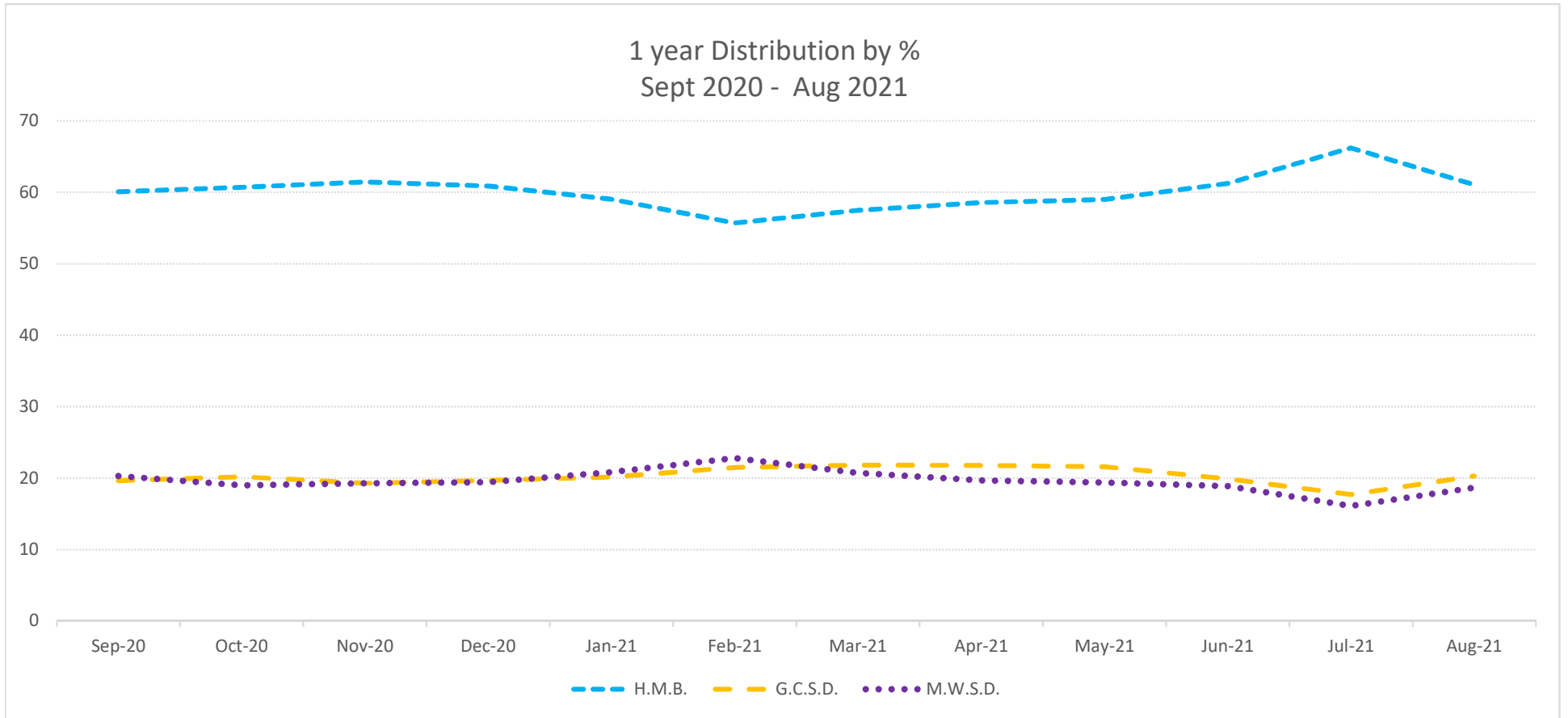
Percent Distribution August 2021



Most recent flow calibration March 2021 PS, March 2021 Plant



Flow based percent distribution based for past year



SAM E-001 August 2021

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
8/1/2021	320	25.00		92.2%	520	380	8.5	
8/2/2021	350	21.00		94.0%	500	390	8.1	
8/3/2021	320	15.00		95.3%	260	290	4.3	
8/4/2021	290	13.00		95.5%	270	250	4.4	
8/5/2021	290	8.90		96.9%	490	280	6.2	
8/6/2021	350	8.20		97.7%	440	320	9.9	
8/7/2021			15.18					6.90
8/8/2021	320	6.60		97.9%	340	270	6.1	
8/9/2021	260	6.10		97.7%	410	280	8.4	
8/10/2021	260	6.60		97.5%	270	230	20.0	
8/11/2021	280	6.60		97.6%	290	270	19.0	
8/12/2021	340	6.80		98.0%	470	260	12.0	
8/13/2021	270	8.40		96.9%	460	300	16.0	
8/14/2021			6.85					13.58
8/15/2021	400	7.30		98.2%	610	380	11.0	
8/16/2021	370	11.00		97.0%	600	420	16.0	
8/17/2021	250	10.00		96.0%	400	260	17.0	
8/18/2021	330	8.30		97.5%	470	300	7.4	
8/19/2021	470	8.20		98.3%	510	330	7.6	
8/20/2021	230	8.30		96.4%	390	270	8.0	
8/21/2021			8.85					11.17
8/22/2021	360	6.90		98.1%	240	280	5.3	
8/23/2021	300	7.20		97.6%	280	280	6.3	
8/24/2021	310	6.40		97.9%	290	260	8.7	
8/25/2021	420	6.70		98.4%	300	240	9.1	
8/26/2021	290	5.60		98.1%	480	250	6.6	
8/27/2021	320	6.60		97.9%	390	260	9.6	
8/28/2021			6.57					7.60
8/29/2021	330	6.20		98.1%	320	250	6.7	
8/30/2021	320	7.30		97.7%	320	270	6.8	
8/31/2021	350	6.40		98.2%	290	240	6.5	
Count	27	27	4	27	27	27	27	4
Minimum	230	5.60	6.57	92.2%	240	230	4.3	6.9
Average	322	9.06	9.36	97.1%	393	289	9.5	9.8
Maximum	470	25.00	15.18	98.4%	610	420	20.0	13.6
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 August 2021

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
8/1/2021	98.4%					0.00
8/2/2021	98.4%					0.00
8/3/2021	98.3%	0.20		9.60		0.00
8/4/2021	98.4%	0.10		6.10		0.00
8/5/2021	98.7%					0.00
8/6/2021	97.8%					0.00
8/7/2021			0.15		7.85	0.00
8/8/2021	98.2%					0.00
8/9/2021	98.0%					0.00
8/10/2021	92.6%					0.00
8/11/2021	93.4%	0.10		3.9		0.00
8/12/2021	97.4%	0.10		4.3		0.00
8/13/2021	96.5%					0.00
8/14/2021			0.10		4.10	0.00
8/15/2021	98.2%	ND		2.70		0.00
8/16/2021	97.3%	ND		3.90		0.00
8/17/2021	95.8%					0.00
8/18/2021	98.4%					0.00
8/19/2021	98.5%					0.00
8/20/2021	97.9%					0.00
8/21/2021			ND		3.30	0.00
8/22/2021	97.8%					0.00
8/23/2021	97.8%	ND		3.30		0.00
8/24/2021	97.0%	ND		3.30		0.00
8/25/2021	97.0%					0.00
8/26/2021	98.6%					0.00
8/27/2021	97.5%					0.00
8/28/2021			ND		3.30	0.00
8/29/2021	97.9%					0.00
8/30/2021	97.9%					0.00
8/31/2021	97.8%	ND		1.80		0.00
Count	27	4	2	9	4	31
Minimum	92.6%	0.1	< 0.10	1.80	3.30	0.0
Average	97.5%	0.13	0.13	4.32	4.64	0.0
Maximum	98.7%	0.2	0.2	9.60	7.85	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 August 2021

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
8/1/2021	0.00		6.96	21.0			6.28	70.2
8/2/2021	0.00		7.08	21.9			6.64	75.7
8/3/2021	0.00		6.98	21.8			6.57	74.8
8/4/2021	0.00	57.0	7.17	21.2	ND		7.65	86.2
8/5/2021	0.00		7.28	21.2			7.70	86.7
8/6/2021	0.00		7.43	21.2			7.64	86.2
8/7/2021	0.00		7.25	21.3		< 10	7.14	80.7
8/8/2021	0.00		7.36	21.6			7.10	80.7
8/9/2021	0.00		7.28	21.9			6.74	76.6
8/10/2021	0.00		7.42	21.7			7.06	80.3
8/11/2021	0.00		7.25	21.5			7.10	80.7
8/12/2021	0.00	64.0	7.33	21.8	ND		7.33	83.8
8/13/2021	0.00		7.31	22.0			7.32	83.8
8/14/2021	0.00		7.28	21.7		< 10	7.38	84.0
8/15/2021	0.00		7.18	22.1			6.79	77.8
8/16/2021	0.00	46.0	7.05	21.7	ND		6.83	77.6
8/17/2021	0.00		7.08	21.8			6.57	74.7
8/18/2021	0.00		7.29	21.7			7.21	82.1
8/19/2021	0.00		7.35	22.0			6.49	73.9
8/20/2021	0.00		7.30	21.6			6.56	74.4
8/21/2021	0.00		7.20	21.4		< 10	6.80	77.1
8/22/2021	0.00		7.16	21.5			6.30	71.2
8/23/2021	0.00		7.25	21.6			6.16	69.7
8/24/2021	0.00	45.0	7.30	21.4	ND		6.47	73.0
8/25/2021	0.00		7.13	21.3			6.90	78.0
8/26/2021	0.00		7.13	21.6			7.02	79.8
8/27/2021	0.00		7.19	21.6			6.77	77.0
8/28/2021	0.00		7.07	21.5		< 10	6.93	78.5
8/29/2021	0.00		7.04	22.0			6.48	74.1
8/30/2021	0.00		6.84	21.4			6.87	77.6
8/31/2021	0.00		7.00	21.7			6.81	77.0
Count	31	4	31	31	0	4	31	31
Minimum	0.00	45.0	6.84	21.0	< 0	< ND	6.16	69.7
Average	0.0	53.0	7.19	21.6	< ND	< 10	6.89	78.2
Maximum	0.00	64.0	7.43	22.1	0	< 10.0	7.70	86.7
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, August 2021

August 2021

	Total	Number of S.S.O's			
		HMB	GCSD	MWSD	SAM
Roots	1	1	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	1	1	0	0	0
		100%			

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	2	1	0	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	0	0	1	0
Total	3	1	0	2	0
		33%	0%	67%	0%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
August 2021	1	1	0	0	0
12 Month Moving Total	3	1	0	2	0

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
August 2021	1.0	2.7	0.0	0.0	0.0
12 Month Moving Total	2.9	2.7	0.0	7.4	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	2.7	0.0	7.4	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

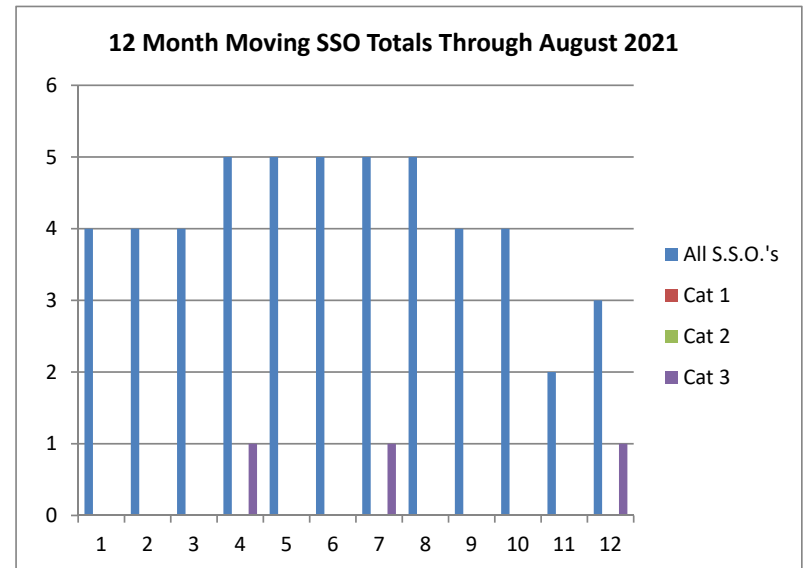
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Sept - 20	12,942	18,428	4,067	35,437	6.7
Oct - 20	11,459	14,887	8,999	35,345	6.7
Nov - 20	11,229	23,059	9,482	43,770	8.3
Dec - 20	17,235	16,367	4,540	38,142	7.2
Jan - 21	9,147	11,987	2,909	24,043	4.6
Feb - 21	8,887	7,652	5,483	22,022	4.2
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
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

Annual ft	140,716	127,429	70,283	338,428	
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Annual Mi.	26.7	24.1	13.3		64.1
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Attachment C



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											13,332	15%
Hot Spot Cleaning	5,400	1,587	1,762											3,349	62%
Lift Station Inspection - Daily	52	4	4											8	0%
Lift Station Inspection - Annually	3	-	-											-	0%
Maint. Work Orders - Completed	-	4	4											8	-
Maint. Work Orders - Incomplete	-		-											-	-
Manhole Inspection	879	44	41											85	10%
USA Markings	372	74	74											148	40%
F.O.G. Inspections Completed	10	-	-											-	0%
F.O.G. Inspections Passed	10	-	-											-	0%
F.O.G. Inspection Failed	-	-	-											-	-
Lateral Inspections	-	-	-											-	-
Customer Service Call - Reg	-	2	-											2	-
Customer Service Call - OT	-	-	1											1	-
SSO Response - Category 1	-	-	-											-	-
SSO Response - Category 2	-	-	-											-	-
SSO Response - Category 3	-	-	-											-	-
Insurance Claims Filed	-	0	0											-	-

ITEM #5



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS September 16, 2021

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

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 6:33 pm.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

Resident Leni Schultz said that she supports District acquisition of the property next to the Picasso Preschool property.

SPECIAL MEETING AGENDA

- 1. Authorize and Appoint General Manager Chuck Duffy to Negotiate with Property Owner Laura Silvestri Trust for Property on Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.**

ACTION: Director Dye moved to appoint the General Manager as District negotiator. (Dye/Clark). Approved 3-2 (Marsh, Suchomel, opposed).

ADJOURN TO CLOSED SESSION

- 2. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.
District's Negotiator: Chuck Duffy
Negotiating parties: Laura Silvestri Trust 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 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.

4. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Government Code Section §54956.9(d)(2) (One Case)

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular meeting was called to order at 7:36 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Director Dye announced the upcoming First Flush event hosted by the Resource Conservation District, and for those interested in participating, training will be on October 6th.

REGULAR MEETING AGENDA

1. Consideration of Variance for APN 048-044-200, Medio Avenue, Miramar 9,125 sq. ft. Parcel in 10,000 sq. ft. Zoning District. Owner: Kybyck.

ACTION: Director Marsh moved to approve granting a variance for APN 048-044-200. (Marsh/Seaton). Approved 5-0.

2. Report on Lease Agreement with Picasso Preschool.

It was reported that the lease with the preschool had been executed, and that the lease payment for August and September were due. The District is allowing Ms. D'Acquisto to pay August over a ten-month period, for a total of \$5,500 per month thru June 2022. The General Manager said that he would be securing financing for the property purchase, which will be on a future agenda after legal review.

3. Report on Parks and Recreation Activities.

Director Marsh reported on the recreation activities, and reported that the PAC chair is interested in getting more recreation ideas from the Board and community. The General Manager reported that things were moving forward on looking for a Burnham Park project manager.

4. Consideration of Amending District Ethics Policy to Add a Provision for Censure.

ACTION: Director Dye moved to approve adding the enforcement language to the Ethics Policy. (Dye/Marsh). Approved 4-0-1 (Seaton abstained).

5. Report on Sewer Authority Mid-Coastside Meetings.

Directors Dye and Clark reported on the ongoing plant upset and reimplementation of the NDWSC program. Director Seaton reported that he took a tour of the plant.

CONSENT AGENDA

6. August 19, 2021 Special and Regular Meeting Minutes.
7. September 2021 Warrants.
8. July 2021 Financial Statements.
9. Assessment District Distribution #2-21/22.

ACTION: Director Marsh moved to approve the Consent Agenda. (Marsh/Dye).
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 8:59 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: October 21, 2021

ITEM #6

Granada Community Services District
Statement of Net Position (Unaudited)
As of August 31, 2021

ASSETS

Current Assets

Checking/Savings

1020 · Petty Cash	43
1030 · Cash - LAIF	1,841,425
1040 · Tri Counties Bank - Gen Op	555,547
1050 · Tri Counties Bank - Deposit	81,285
1500 · Due from AD	19,317
1550 · Prepaid Expenses	4,500

Total Current Assets	<u>2,502,117</u>
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Fixed Assets

1600 · Land	2,808,979
1610 · Construction in Progress	969
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	(7,008,196)

Total Fixed Assets	<u>7,051,861</u>
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Other Assets

1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	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	<u>5,427,534</u>
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Total Assets	<u>14,981,511</u>
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LIABILITIES

Current Liabilities

2000 · Accounts Payable	62,429
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	3,871
2225 · Recology-Del Garbage	40,313
2300 · Due to AD	32,928
2310 · Relief Refund Advance	350

Total Current Liabilities	<u>165,194</u>
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Long Term Liabilities

2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	21,144

Total Long Term Liabilities	<u>198,639</u>
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Total Liabilities	<u>363,833</u>
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NET POSITION

3000 · Net Assets	5,831,405
3005 · Contributed Capital	9,595,349
Net Income	(809,076)

Total Net Position	<u>\$ 14,617,678</u>
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**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2021 through August 31, 2021**

	Jul 1, 2020 - August 31, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ -	\$ -	\$ -	\$ -
4015 · Park Tax Allocation	-	141,666	(141,666)	850,000
4020 · Sewer Service Charges-SMC	-	301,666	(301,666)	1,810,000
4021 · Sewer Svc Charges Pro-rated	1,149	-	1,149	-
4030 · AD OH Reimbursement	-	5,333	(5,333)	32,000
4040 · Recology Franchise Fee	5,495	5,500	(5)	33,000
Total Operating Revenue	6,644	454,165	(447,521)	2,725,000
Non Operating Revenue				
4120 · Interest on Reserves	-	3,000	(3,000)	18,000
4130 · Connection Fees	7,053	4,667	2,386	28,000
4150 · Repayment of Adv to AD-NCA	-	32,550	(32,550)	195,300
4155 · Repayment of Adv to AD-ARF	-	19,117	(19,117)	114,700
4160 · SAM Refund from Prior Yr	-	167	(167)	1,000
4170 · ERAF Refund	-	41,667	(41,667)	250,000
4180 · Misc Income	211,955	833	211,122	5,000
Total Non Operating Revenue	219,008	102,001	117,007	612,000
Total Revenues	225,652	556,166	(330,514)	3,337,000
Expenses				
Operations				
5010 · SAM - General	163,495	163,495	-	980,971
5020 · SAM - Collections	40,769	40,769	-	244,612
5021 · Lift Station Maint.	804	-	(804)	-
5050 · Mainline System Repairs	-	1,667	1,667	10,000
5060 · Lateral Repairs	-	4,167	4,167	25,000
5065 · CCTV	-	2,500	2,500	15,000
5070 · Pet Waste Station	-	200	200	1,200
5110 · RCD - Parks	-	5,000	5,000	30,000
5120 · Half Moon Bay Reimb - Parks	-	64,833	64,833	389,000
5130 · Parks & Rec Professional Services	12,951	50,000	37,049	300,000
Total Operations	218,019	332,631	114,612	1,995,783

No assurance is provided on these financial statements.

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

	Jul 1, 2020 - August 31, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 625	\$ 2,667	\$ 2,042	\$ 16,000
6020 · Copier lease	714	1,000	286	6,000
6040 · Directors' Compensation	2,535	1,833	(702)	11,000
6050 · Education & Travel Reimb	-	333	333	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	36,547	36,667	120	220,000
6062 · Medical Ins.	8,287	7,228	(1,059)	43,370
6063 · Employer Payroll Taxes	2,396	8,605	6,209	51,630
6064 · CALPERS Contribution	10,377	-	(10,377)	-
6060 · Employee Compensation - Other	184	-	(184)	-
6070 · Engineering Services	19,755	3,333	(16,422)	20,000
6080 · Insurance	-	5,833	5,833	35,000
6090 · Legal Services	7,463	6,667	(796)	40,000
6095 · Legal Services for Case Related Legal	22,043	15,000	(7,043)	90,000
6100 · Memberships	-	1,500	1,500	9,000
6110 · Newsletter	-	1,167	1,167	7,000
6120 · Office Lease	9,000	10,000	1,000	60,000
6130 · Office Maintenance & Repairs	280	500	220	3,000
6140 · Office Supplies	1,234	500	(734)	3,000
6150 · Professional Services				
6151 · General Manager	21,760	14,167	(7,593)	85,000
6152 · Accounting	2,500	5,333	2,833	32,000
6150 · Professional Services - Other	-	-	-	-
6150 · Professional Services	24,260	19,500	(4,760)	117,000
6160 · Publications & Notices	-	333	333	2,000
6170 · Utilities	1,435	2,000	565	12,000
6180 · Video Taping	300	667	367	4,000
6190 · Computers	750	417	(333)	2,500
6220 · Miscellaneous	-	2,500	2,500	15,000
6230 · Bank Service Charges	180	-	(180)	-
6310 · Park Related Misc Expenses	10,341	-	(10,341)	-
Total Administration	<u>158,706</u>	<u>128,250</u>	<u>(30,456)</u>	<u>769,500</u>
Capital Projects				
1213-1 · Naples Bch PS & FM Real.	-	-	-	-
1617-1 · Medio Creek Xing Crossing	339,380	66,667	(272,713)	400,000
7010 · Sewer Main Replacement (CIP)	233,947	48,333	(185,614)	290,000
7100 · SAM - Infrastructure	84,676	84,676	-	508,056
7500 · Projects - Parks	-	21,667	21,667	130,000
Total Capital Projects	<u>658,003</u>	<u>221,343</u>	<u>(436,660)</u>	<u>1,328,056</u>
Total Expenses	<u>1,034,728</u>	<u>682,224</u>	<u>(352,504)</u>	<u>4,093,339</u>
Net Income/(Loss)	<u>\$ (809,076)</u>	<u>\$ (126,058)</u>	<u>\$ (683,018)</u>	<u>\$ (756,339)</u>

No assurance is provided on these financial statements.

ITEM #7

Granada Community Services District
October 2021 Warrants
For the October 21, 2021 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
09/21/21	8992	Sea Hugger	Picker Tools and Canvas Bags	6310 · Parks Related Misc Expense	1,278.10
09/21/21	8993	State Fund Comp Insurance	Workers Comp Prem 08/19/20-08/19/21	6080 · Insurance	814.52
10/21/21	8994	Alhambra & Sierra Springs	Invoice dtd 09/30/21	6140 · Office Supplies	28.93
10/21/21	8995	AT&T	Sep 2021 Pump Stn Alarm Svc	6170 · Utilities	23.62
10/21/21	8996	Barbara Dye	09/16/21 GCSD, 09/13, 09/23 & 09/27/21 SAM	6040 · Directors' Compensation	280.00
10/21/21	8997	CliftonLarsonAllen LLP	Sep 2021	6152 · Accounting	2,500.00
10/21/21	8998	Comcast	10/13/21-11/12/21 Svcs	6170 · Utilities	199.97
10/21/21	8999	David Seaton	09/16/21 GCSD	6040 · Directors' Compensation	145.00
10/21/21	9000	Delia Olivas-Comito	Mileage Reimb Jul 2020 - Jun 2021	6050 · Education & Travel Reimb	286.27
10/21/21	9001	Dudek	08/21/21-09/24/21 Prof. Svcs	6151 · General Manager	9,477.50
10/21/21	9002	EDD	Claim Liab Ltr dtd 09/20/21	6063 · Employer Payroll Taxes	664.77
10/21/21	9003	Eric Suchomel	09/16/21 GCSD	6040 · Directors' Compensation	145.00
10/21/21	9004	Gaetani Real Estate	Office Lease-Nov 2021	6120 · Office Lease	4,500.00
10/21/21	9005	Harris & Associates	SSC Admin FY 21-22	6150 · Professional Services	2,960.00
10/21/21	9006	Hue & Cry, Inc	Qrtly Ofc Alarm Oct-Dec 2021	6170 · Utilities	121.90
10/21/21	9007	Kikuchi & Kankel Design Grp	Prof Svs through 09/30/2021	5130 · Parks & Rec Professional Svcs	11,327.50
10/21/21	9008	Matthew Clark	09/16/21 GCSD, 09/13, 09/23 & 09/27/21 SAM	6040 · Directors' Compensation	280.00
10/21/21	9009	Nancy Marsh	09/16/21 GCSD	6040 · Directors' Compensation	145.00
10/21/21	9010	Nora Mayen	Mileage Reimb Jan 2021 - Jun 2021	6050 · Education & Travel Reimb	28.00
10/21/21	9011	Pacifica Community TV	08/03/21 PAC, 08/19/21 GCSD	6180 · Video Taping	600.00
10/21/21	9012	PG&E	Pump Stn Inv dtd 09/17/21	6170 · Utilities	277.05
10/21/21	9013	PGE	Office Inv dtd 09/24/21	6170 · Utilities	47.12
10/21/21	9014	Rodolpho Romero	10/07/21 & 10/21/21 Ofc Cleaning	6130 · Office Maintenance & Repairs	140.00
10/21/21	9015	Sewer Authority Mid-Coastside	Oct 2021 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	144,469.88
10/21/21	9016	Tri Counties Bank	Sep 2021 Card Charges	6140 · Office Supplies	2,979.08
10/21/21	9017	US Bank	Oct 2021 Svcs	6020 · Copier Lease	357.78
10/21/21	9018	Wittwer & Parkin	Sep 2021 Svcs	6090 · Legal Services	12,484.50
TOTAL					196,561.49

ITEM #8

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: LAIF Performance Report for the Quarter Ending 6/30/21
Date: October 21, 2021

The District's excess cash is held in the California State Treasurer's Local Agency Investment Fund (LAIF), an external investment pool. LAIF is regulated by California Government Code Section 16429, and under the day-to-day administration of the State Treasurer. As of June 30, 2021, LAIF had approximately \$178 billion in investments.

The District's investments with LAIF include a portion of the pooled funds invested in structured notes and asset-backed securities. The District's Quarter End Principal Balance as of 6/30/21 was \$4,37,295.37, plus quarterly interest earned of \$4,129.54 at a .33% interest rate.

Attached for the Board's review is the LAIF Performance Report and GCSD Remittance Advise for 6/30/21.



PMIA/LAIF Performance Report as of 10/06/21



PMIA Average Monthly Effective Yields⁽¹⁾

Sep	0.206
Aug	0.221
Jul	0.221

Quarterly Performance Quarter Ended 06/30/21

LAIF Apportionment Rate ⁽²⁾ :	0.33
LAIF Earnings Ratio ⁽²⁾ :	0.00000897371743018
LAIF Fair Value Factor ⁽¹⁾ :	1.00008297
PMIA Daily ⁽¹⁾ :	0.22%
PMIA Quarter to Date ⁽¹⁾ :	0.30%
PMIA Average Life ⁽¹⁾ :	291

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 08/31/21 \$176.7 billion

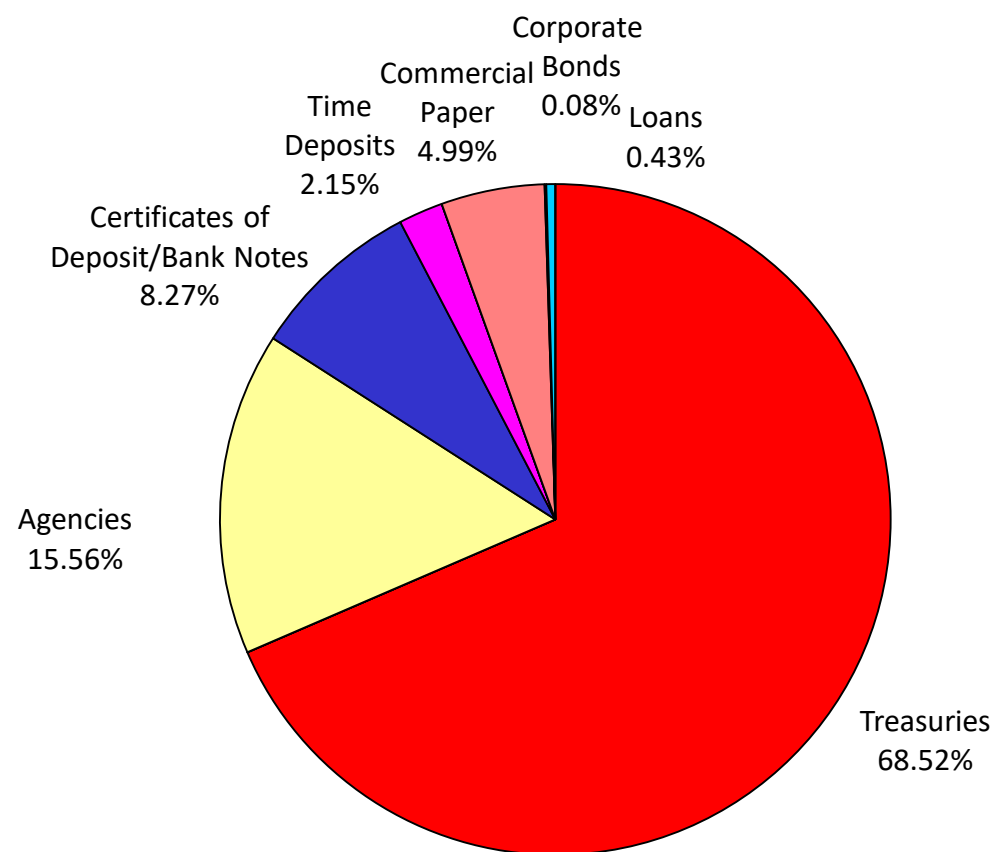


Chart does not include \$8,585,000.00 in mortgages, which equates to 0.004859%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

GRANADA COMMUNITY SRVCES DIST

Agency Name

Account Number

70-41-002

As of 07/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2021.

Earnings Ratio		.00000897371743018
Interest Rate		0.33%
Dollar Day Total	\$	460,182,167.17
Quarter End Principal Balance	\$	4,837,295.37
Quarterly Interest Earned	\$	4,129.54

ITEM #9

DISTRIBUTION REQUEST NO.: #3-21/22
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:
October 21, 2021

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #3-21/22

DATE: October 21, 2021
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	GCSD OH Reim-Oct 2021	\$ 2,167.00
TOTAL:			\$ 2,167.00

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

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: September 11, 2021 to October 15, 2021
To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: October 21, 2021

REQUEST FOR PUBLIC RECORDS – There was one request this period:

Request Date	Requestor	Information Requested	Information Provided	Date Provided
10/04/21	Shaquille Cruz, Special District Transparent CA	2020 Employee and Compensation Info.	Employee names, titles, and compensation/benefits paid by GCSD.	10/13/21

APPLICATIONS RECEIVED – There were two applications received this period:

Date	Class	Owner or Agent	APN	Address	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

Note: Shaded information was previously reported.

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

Permit #	Class	Date	Owner or Agent	APN	Address	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-Contreras	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

Note: Shaded information was previously reported.

SEWER HOOK-UPS - There were four sewer hook-ups this period:

Date	Class	Permit #	Issued	Owner	APN	Address
07/02/21	1A	3201	03/10/20	Kroll	047-092-260	100 Vallejo St, EG
07/07/21	1A	3202	06/12/20	Randle	047-153-240	600 El Granada Blvd, EG
08/17/21	1A	3210	01/27/21	Steadman*	047-212-150	463 The Alameda, EG
08/23/21	1A	3209	01/21/21	Steadman*	047-282-160	900 The Alameda, EG
09/20/21	ADU	Attached	N/A	Freestone	047-056-290	936 San Carlos, EG
09/21/21	1A	3180	09/14/18	Reavill	047-055-120	438 Sevilla Ave, EG
10/05/21	1A	3217	07/14/21	Zheng	047-151-120	639 El Granada Blvd, EG
10/14/21	1A	3211	01/27/21	Steadman*	047-282-150	226 Ave Cabrillo, EG

*Change in ownership to 375 La Prenda, LLC.

Note: Shaded information was previously reported.

REPAIRS - There have been no lateral repairs fiscal year to date.

ITEM #14

October 14, 2021

Memorandum

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

6-Year CIP

The only work remaining on this contract is for Devaney Engineering to provide striping on Palma Street and The Alameda and then get final signoff by the County inspector. Devaney is still working on providing us with the information we need to resolve change orders for differing site conditions encountered during construction of the project. The change orders should be resolved in time for payment at the November Board meeting.

Naples Beach Project - Phase 2

The Naples Beach Phase 2 Sewer is complete, and sewage no longer flows over Medio Creek. The first 4 change orders listed on Golden Bay's September 30th invoice are for construction of the Phase 2 sewer (change orders 5 & 6 relate to its other work performed under this contract as described below). The additional work constructing the Phase 2 Sewer was required because the alignment of the sewer on Mirada Road had to be moved about 5' south because of a utility conflict. This change increased the length of all the house laterals, required new street markings, and also meant that a County survey monument had to be removed and then reset following completion of sewer construction.

Replacement of Mirada Road Sewer North of Medio Creek and Raising MH Cover

Golden Bay Construction was authorized for this work by 2 change orders issued under its Naples Beach Phase 2 Sewer contract.

Change Order no.5 was issue to replace the badly deteriorated sewer between manholes G9-07 and G-06, on Mirada Road, north of Medio Creek. Before starting construction, the District obtained a Coastal CDX permit and a CEQA Categorical Exemption for this work. This work is now complete.

Change Order no.6 was issued to raise the buried manhole cover on MHG8-05, on Avenue Cabrillo near the intersection with The Alameda. This work is expected to be complete by the end of this week.

Golden Bay's September 30th invoice includes the charge for completion of Change Order no. 5 work. Change Order no. 6 will be billed next month.

Memorandum

Granada Community Services District

October 14, 2021

Page 2

Big Wave (Class 3 Permit)

Trenching for the mainline extension sewer along Airport Street began this week. We expect construction will be completed within the next couple of weeks.

ITEM #15

