



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, February 20, 2020

CALL SPECIAL MEETING TO ORDER AT 6:30 p.m. District Office Meeting Room,
504 Avenue Alhambra, 3rd Floor, El Granada.

ROLL CALL

Directors:	President:	Barbara Dye
	Vice-President:	Matthew Clark
	Director:	Jim Blanchard
	Director:	David Seaton
	Director:	Eric Suchomel
Staff:	General Manager:	Chuck Duffy
	Legal Counsel:	Bill Parkin
	Assistant Manager:	Delia Comito

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

Communications from the public and members of the District Board and District Staff concerning matters under the subject jurisdiction of the board which are not on the agenda. Speakers are limited to 3 minutes each.

ADJOURN TO CLOSED SESSION

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

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

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

District's Negotiator: Chuck Duffy

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

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

3. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case

4. Public Employee Performance Evaluation – Government Code Section 54957(b)(1)

Title – General Manager

RECONVENE TO OPEN SESSION

Report final Board action, if any, from Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Communications from the public and members of the District Board and District Staff concerning matters under the subject jurisdiction of the board which are not on the agenda. Speakers are limited to 3 minutes each.

ACTION AGENDA

1. Consideration of Report on Parks and Recreation Activities.

Recommendation: For Information.

2. Consideration of Issues Related to the Recently Constructed Bike Pump Track at the Mirada Surf site, and Consideration of the Proposed Bike Pump Track in Quarry Park.

Recommendation: To be made by the Board.

3. Consideration of Amending the Granada Parks Advisory Committee General Rules of Procedure.

Recommendation: To be made by the Board.

4. Sewer Authority Mid-Coastside Report.

Recommendation: For Board Information.

CONSENT AGENDA

5. Approve January 16, 2020 Meeting Minutes.

6. Approve February 2020 Warrants.

7. Approve December 2019 Financial Statements.

8. Approve Assessment District Distribution #7-19/20.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 10. Attorney's Report. (Parkin)**
- 11. General Manager's Report. (Duffy)**
 - Recology of the Coast Audited Financial Statements for the Period Ending 9/30/19.**
- 12. Administrative Staff Report. (Comito)**
- 13. Engineer's Report. (Kennedy Jenks)**
- 14. Future Agenda Items.**

ADJOURN REGULAR MEETING

At the conclusion of the November 21, 2019 Meeting:

Last Ordinance adopted: No. 173

Last Resolution adopted: No. 2020-001

This meeting is accessible to people with disabilities. Individuals who require special assistance to participate may request an alternative format of the agenda and packet materials. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. To request a disability-related modification or accommodation, please contact the District office at (650) 726-7093.

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

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Nancy Marsh, PAC Chair
Subject: PAC Report to GCSD Board
Date: February 20, 2020

This item is presented to the Board following the PAC's regular meeting on February 3, 2020. Attached are the final draft Meeting Minutes, including updates regarding the annual election of PAC officers, the Pump Track Task Force, Burnham Park and the Winter/Spring courses.



GRANADA COMMUNITY SERVICES DISTRICT

Minutes PARKS ADVISORY COMMITTEE REGULAR MEETING

February 3, 2020

CALL TO ORDER

The Regular meeting of the Parks Advisory Committee was called to order at 7:05 pm.

ROLL CALL

Committee Members: Chair Nancy Marsh, Vice Chair Pat Tierney (absent) , Richard Barker, Susannah Cantrell (absent), Michelle Dragony, Paul Koelsch (arrived at 7:08), and Fran Pollard.

Staff: Parks and Recreation Coordinator, Claudia Marshall.

PUBLIC COMMENTS

Member Marsh noted that Agenda Items #1 and #2 will be reversed as Julia Malmo-Laycock would be presenting the San Mateo County Active Transportation Plan Development.

ACTION ITEMS

1. Approve 11/05/19 Meeting Minutes.

ACTION: Member Pollard moved to approve the minutes as presented. (Pollard/Dragony). Approved 5-0.

2. Presentation: San Mateo County Active Transportation Plan Development (Julia Malmo-Laycock).

San Mateo County has established a multi-agency task force to design and develop additional trails within its unincorporated areas of San Mateo County (SMC) for use by both pedestrians and bicyclers as an alternative to the use of motor vehicles. Ms. Malmo-Laycock's presentation included an overview of the project's timeline, starting in the Spring of 2019 and targeted for completion of the planning process in the Summer of 2020.

To date, there have been five (5) pop-up events, two (2) workshops and an on-line survey as part of the public outreach effort. Presenting to various community organization meetings such as PAC, SMC is requesting specific recommendations for inclusion within the draft plan. GCSD's geographic area is included within the draft plan. Future implementation will be based on available funding from grant sources and community contributions. Depending on the size and cost of each project which has been approved within the plan, the implementation will be either short term, middle term or long term. GCSD Board Chair, Barbara Dye, suggested that GCSD would consider assisting in the funding of the new trails that are within its district.

3. Nominate/elect 2020 PAC Chair and Vice Chair.

Member Marsh opened the discussion regarding the 2020 election of chair and vice-chair by sharing that Pat Tierney would agree to the vice-chair position again this year if there were no other volunteers. Member Koelsch praised Member Marsh for her great leadership and suggested that she continue as the Chair again this year. Member Dragony suggested re-election of Marsh as Chair and Tierney as Vice-Chair.

ACTION: Member Pollard moved that members Marsh and Tierney be approved as 2020 PAC Chair and Vice-Chair, respectively. (Pollard/Dragony). Approved 5-0.

4. Project Update from Quarry Park Pump track Task Force.

Member Koelsch recounted the perceived results of the walk-through of the undocumented Mirada East Pump Track on 1/24/20 with SMC Parks Director, Nick Calderon, SMC County Supervisor, Don Horsley, PAC members Koelsch, Dragony, Barker, GCSD Board President Dye, and GCSD Board Member Seaton. The general feeling from the meeting was that liability was the key issue for SMC inasmuch as the pump track was not constructed under SMC guidelines and is not permitted. Supervisor Horsley allowed that it may be possible to maintain the Mirada East Pump Track if GCSD would assume responsibility and fully indemnify SMC against any liability associated with the track. GCSD is exploring this possibility with its legal resources. Members Dragony and Barker want to be sure that the Board's Legal counsel is considering all relevant Parks and Recreation liability legislation, e.g. California AB 634 for Hazardous Recreation Activities.

ACTION: Marsh moves for the PAC to recommend to the GCSD Board to ensure that evaluation of liability and insurance coverage for the Mirada East pump track is in the context of Parks and Recreation legal standards (reference California AB 634, Hazardous Recreation Activities section 831.7). (Marsh/Barker) 4-0-1 abstain (Pollard)

The group also discussed the permanent Pump Track in Quarry Park, and found that the PAC Pump Track Task Force (PTTF), the SMC Parks survey of the site, and the community input from the Quarry Park Master Plan workshops are all in consensus on a target site north of the parking lot near the ranger storage area and the woods. SMC Parks wants to manage the design, building and maintenance of the pump track project itself with significant input from the community on design; Director Calderon committed to engaging both the Coastside Mountain Bike Club and GCSD as well as the broader community, and aims to organize a community meeting once a contractor is selected. PAC PTTF members are connecting with Director Calderon regarding experienced designers and local licensed contractors with whom PFFT has already been in contact. GCSD board president Dye indicated that GCSD has been offering and will continue to offer financial support for the project. Member Marsh noted that San Mateo County Parks Foundation may also be a funding and advocacy resource.

5. Update on GCSD Board November discussion of PAC recommendations for Burnham Park.

Chair Marsh noted that the Board elected to include all of PAC's recommendations except the Fenced Dog Park in the next stage of Burnham Park planning. There

was general discussion regarding the description of a specific feature included in PAC's recommendation to the Board, i.e., Skate Half Pipe & Skate/Scoot/Small Bike Park. Chair Marsh clarified that "small" referred to the size of the bikes that could be accommodated, not to the size of the park. Member Koelsch requested that the Park plan also include a "ribbon track", which is a hard surface trail with undulations and curves and various low profile elements such as blocks, which provide a mechanism for small children to build the muscles, and practice the skills they would use in a skate park or on a pump track. The ribbon track could possibly be a connector from a main internal or perimeter multi-use trail to and around the skate area. Chair Marsh indicated that at the November Board meeting, landscape architect Steve Kikuchi said he would need more expert input on the skate/scoot/bike feature as he was unfamiliar with it. Member Barker is pulling together descriptions, and Board President Dye asked that all such materials should be submitted to Parks and Recreation Coordinator Marshall, who will coordinate communications with Kikuchi+Kankel for the Board's Parks Committee.

6. Review Final winter classes and any support needed from PAC.

Of the classes suggested for the Winter/Spring session, the following courses/classes were scheduled: Four once per month walks, **Birds of Pillar Point, The Harbor- Early Residents and Marine History, Quarry Park- Mixed Habitats and a Preservation Success** and **El Granada History- Daniel Burnham and the Ocean Shore Railroad**, plus **Beginning Knitting for Adults, Rug Hooking for Kids After School, Rosen Movement, CPR/AED, and Adaptive Cycling for Kids with Special Needs**. The Calendar of classes was promoted via Nextdoor, the GCSD website and an online E-Newsletter as well as local posting of the entire schedule. The results in terms of signups have been disappointing, leading to the conclusion that a physical mailing is also required to get the full attention of the community for these classes. Board president, Dye, suggested that PAC think outside the box to expand the menu of local walks so that GCSD offers one every month. P&R Coordinator Marshall welcomes all input.

7. Confirm Next PAC Meeting Date:

The next PAC meeting date was rescheduled from Monday, May 4 to Monday, April 27 to accommodate a member's travel schedule.

ADJOURN

The meeting was adjourned at 9:14 pm.

SUBMITTED BY:

ATTEST:

Claudia Marshall
Parks and Recreation Coordinator

Nancy Marsh
PAC Chair

Date Approved by PAC: April 27, 2020

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Issues Related to the Recently Constructed Bike Pump Track at the Mirada Surf Site and the Proposed Bike Pump Track in Quarry Park
Date: February 20, 2020

Director Clark met with County Parks Director Nicholas Calderon last week to discuss pump track issues, and the below is a slightly edited version of Matthew's report on what took place at the meeting.

In President Dye's stead I met with County Parks Director Nicholas Calderon this afternoon, specifically on pump track issues. Standard County procedures must be met for the promised pump track in Quarry Park proper, which will take some time but should be completed within the next 48 weeks. The County will contract with a Landscape Architect for a design approved by the Parks Department and the Board of Supervisors. Mr. Calderon said this process would take about 3 months and then another 6-8 weeks for approvals. He assured me that local expertise and enthusiasts would be consulted and kept in the design loop. The goal is a track usable by pretty small kids up to young teens; he said no BMX jumps or anything like that would be considered.

The County will then contract with a construction firm through their normal bid process. They already know several firms and will try to go local, but a professional firm means no volunteers can be used for actual construction. The proposed location has been approved. The County stated that they need a Landscape Architect simply because that's how Parks does things.

So there is a minimum lead time of 4-5 months before construction starts. Actual construction time will be determined by the construction firm and contract. His ballpark construction estimate is about \$100k. The County expects GCSD to pay for construction, but not design, permitting, County planning, etc. I reminded him GCSD made the funding commitment thinking most of the work could be done by volunteers with materials and tools donated. This high cost wasn't anticipated by GCSD, but things cost more when going through the County because of their standard procedures. Nick stated that the simplest way to get this project done would be for the County to pick the firm and send over the estimated cost, from which a funding agreement would be written. The agreement would commit GCSD to funding at the bid amount but the County will also want an amendment process in case change orders escalate the cost. There would need to be an agreement for maintenance, and his idea is that once or twice a month minor maintenance would be needed, which could be handled by volunteers in coordination with the County, probably overseen by a ranger. I understand that the Coastside Mountain Bikers have set up their nonprofit. The County needs a legal entity like the

nonprofit to enter into the maintenance agreement, and they have several such volunteer setups in place now at other locations. The track's condition will need to be assessed on an annual basis and if major maintenance or any changes are needed, those would be handled by a County contract paid by the County.

I asked what GCSD could do to expedite this project. He asked that GCSD just be ready to approve funding when appropriate, so we should consult with the County on the terms of a funding agreement. He stated that a single point of communication for each entity involved would be preferable. I think GCSD should clarify communication by appointing one point person for GCSD, perhaps the Board President or the PAC chair.

Regarding the unpermitted track in Mirada Surf, I don't think the County is really interested in GCSD providing insurance and indemnification, as Mr. Calderon said a eucalyptus grove just isn't a good location for something used by kids, especially without supervision, as limbs falling are common and supervision by Parks or others is difficult. An insurance inspection and then a legal agreement for the Mirada track would take a long enough time that the proposed new track in Quarry Park proper would most likely be ready at about the same time anyway. He also agreed that it would set a bad precedent by encouraging that future projects be built without permits, on the expectation that they would be covered by GCSD or the County. That's not the way to plan parks.

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Matthew R. Clark
Board Member
Granada Community Services District

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Amending the GPAC General Rules of Procedure
Date: February 20, 2020

This Item is presented for approval of amendments to the Granada Parks Advisory Committee (PAC) General Rules of Procedure, to change the District Liaison and PAC Secretary from the Assistant General Manager to the Parks and Recreation Coordinator, and to add additional responsibilities of the Board. A red-line version of the General Rules of Procedure showing the recommended changes is attached for your review.

Staff recommends Board approval of the proposed amendments.



GRANADA COMMUNITY SERVICES DISTRICT

GRANADA PARKS ADVISORY COMMITTEE GENERAL RULES OF PROCEDURE

Purpose

The Granada Parks Advisory Committee (GPAC) is established by the Granada Community Services District (GCSD) to ensure community involvement in all phases of park planning, design and development, and will serve to make recommendations to the GCSD Board of Directors.

Authority

The Committee is advisory only and does not have decision-making authority. The GCSD Board shall direct the focus and goals of the Committee, and may assign specific tasks.

Appointment, Terms & Vacancies

The Board of Directors shall appoint seven voting members to the Committee, and may appoint up to two alternates to serve in the event of a vacancy. If more than one alternate is selected, the seating order shall be pre-determined. The Board may also appoint additional non-voting members. Appointments will be made at the beginning of even-numbered calendar years. Members shall serve two-year terms and may apply for re-appointment at the end of their term. Service is voluntary and members receive no compensation.

Resignations shall be made in writing to the Board of Directors or the District Liaison. The GCSD Board may remove an appointee by a majority vote. If a vacancy occurs with no alternates, the Secretary shall post a notice of vacancy, accept applications, and schedule the appointment within 90 days.

The Board of Directors or Board President may appoint two directors to serve on an ad hoc committee to interview the applicants and make recommendations for the appointments.

Qualifications

Member qualifications:

- Must reside in unincorporated Miramar, El Granada, Princeton, or Clipper Ridge.
- Must be a registered voter in San Mateo County.
- Must be at least 18 years of age.
- Must be available to attend a minimum of four committee meetings per year or more as deemed necessary.
- Must be willing to participate in group discussions and work assignments.
- Must have the ability to be fair, impartial, and respectful of others opinions.
- The Board reserves the right to grant exclusions to these qualifications.

Meetings

The date and time for regular meetings shall be determined by the Committee annually, at the first meeting held in the calendar year, for the forthcoming year. The Committee shall meet at minimum, four times per year. The Committee Chair may call special meetings as needed

by notifying the District Liaison at least two weeks in advance whenever possible. All Committee meetings will be recorded on video, and are subject to the Ralph M. Brown Act.

General Rules of Procedure

- Committee meetings are open to the public, and shall be noticed pursuant to the Brown Act.
- Meetings shall be governed (as to procedure and order of business) by the Committee Chair, subject to State law and these Rules of Procedure, or if not covered by the former, shall be subject to override by a majority of voting Committee members.
- The Committee shall elect a Chair and a Vice-Chair annually in January, or at the first meeting held in the calendar new year.
- The Chair will preside at all meetings.
- The Vice-Chair will preside in absence of the Chair.
- The Chair shall provide an opportunity for public comments, for each action item, when public members are present.
- To the extent possible, the Chair will ensure that all members, and the public, have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- A Committee Report shall be provided verbally or in writing by a PAC or staff member for each PAC meeting held at the next Regular Board of Directors meeting.
- A GCSD Staff Liaison shall serve as the Committee Secretary, and will be responsible for minutes of meetings, attendance records, and any required notices.
- The Chair, the Committee Secretary, and/or the Board President will set the agendas. Final approval will be made by District Staff.
- Committee Members wishing to distribute meeting material, must obtain advance approval from the Chair. The Chair will provide approved meeting material to District Staff.
- All meeting material shall be provided to District Staff prior to the day of the meeting.
- If material is distributed during a meeting, the distributor must provide copies to the committee, staff, and public members.
- District Staff may amend meeting packet material as appropriate.
- Meeting minutes shall be approved by the Committee.
- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions such as "minority" opinions should be recorded and acknowledged in the Committee's report to the GCSD Board.

Responsibilities of Members

- To attend all Committee meetings.
- In the event of a known absence, to contact the Chair or Secretary before any regular or special meeting. To communicate with Staff if issues or questions arise.
- To become familiar with the appropriate sections of District Code (as pertaining to parks and recreation), and other applicable statutes such as the Brown Act.
- To maintain high ethical standards.
- To participate in Committee discussions and work assignments.
- To be fair, impartial and respectful of the public, staff, and other committee members.

Staff District Liaison

The ~~Assistant General Manager~~ Parks and Recreation Coordinator shall serve as the District Liaison and the Committee Secretary for the purpose of:

- Coordinating, scheduling, notifying all interested parties, and set-up of all Committee meetings.
- Posting all required notices/agendas, and recording minutes of the meeting.
- Serving as a communication link between the Committee, GCSD Board, and other involved staff and professionals as appropriate.
- Providing guidance and recommendations when appropriate.
- To assist with research, report preparation, and correspondence in keeping with the Committee's GCSD Board-approved work plan.
- Presenting Committee recommendations to the GCSD Board if requested to do so.

In the absence of the Parks and Recreation Coordinator, the Assistant General Manager shall serve as the District Liaison and the Committee Secretary.

Responsibilities of the Board

- To the extent possible, the GCSD Board shall appoint committee members who represent the diverse profile of the community, including age groups, family types, and neighborhoods.
- The GCSD Board shall consider recommendations of the Committee to be that of the community at large.
- The GCSD Board shall strive to approve recommendations of the Committee. However, the Board reserves the right to approve, in whole or in part, to amend, or to reject any and all recommendations.
- To be fair, impartial and respectful of Committee Members.
- To direct concerns or complaints regarding the Committee, its actions, or individual members to the General Manager.

ITEM #4



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

Regular Board Meeting 7:00 PM, Monday, February 10, 2020

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

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

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 January 13, 2020, Regular Board Meeting ([Attachment](#))
- B. Approve Disbursements for February 10, 2020 ([Attachment](#))
- C. Authorize the General Manager to attend and present a paper at the Pipeline Technology Conference at Berlin, Germany from March 29, 2020 to April 2, 2020 with no cost to SAM ([Attachment](#))

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

- A. Authorize General Manager to replace Vehicles for Maintenance Crew ([Attachment](#))
- B. Update on Emergency Digester Cleaning Project ([Attachment](#))

5. GENERAL MANAGER'S REPORT

- A. Receive Manager's Report for December 2019 ([Attachment](#))
- B. Receive Report from Wastewater Management Specialists on the Status of Work ([Attachment](#))

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

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

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

A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim filed by Beverli Marshall)

B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9 (One potential case)

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

10. PUBLIC COMMENT / ORAL COMMUNICATION

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

12. ADJOURNMENT

- Upcoming Regular Board Meetings: February 24 and March 9, 2020

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

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE

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 – December 2019**

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 *December 2019*.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.925	58.5%
Accidents, Injuries, etc.:	0	Granada CSD	0.305	19.3%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.351</u>	<u>22.2%</u>
Reportable Spills Cat 2:	0	Total	1.581	100%
Reportable Spills Cat 3:	0			

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

Administration

There was one Board Meeting in December. There was one public records request in December 2019. The Half Moon Bay Review had article “SAM names new general manager”, December 11, 2019, and the Local 39 News publication published a picture of SAM staff posing in its pumpkin patch.

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

There was one new hire in the month of December, T.J. Hussein, Maintenance Mechanic. There were no staff anniversaries in December, and no promotions.

Operations & Maintenance

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

- Montara Pump Station – Walker Tank, which has a capacity of 434,000 gallons.
- The Portola Station – Wet Weather Facility, which has a capacity of 200,000 gallons.

The Portola Pump Station has the ability to use the Wet Weather Facility as a modified equalization basin or as wet weather flow storage as originally designed.

Operations in December were good over all. While we still had some ragging issues having the portable chopper pump on site is helping as is giving staff some relief from the daily ragging issues we were experiencing.

The contractor got the new neuros blowers installed, we have a couple of things we have to correct but they are functional. Calcon got them communicating with the Scada system and they are still working the bugs out, but that is to be expected with a new and different type of equipment in the control side of things. A factory rep was out during the startup and testing to make sure all was good with the blowers.

We had a three water leak during the month that forced us to shut down half the plants 3 water flow. One issue we noticed is that the only shut off option we had also isolated the belt filter press so that halted our solids handling ability. I’m going to correct this in this by installing an addition valve in the 3 water line so that this is not an issue going forward. On the repair we used the Vactor truck to excavate the tight area we had to work, the pipe connection that had to be exposed was about 5 feet below the surface. staff was able to get the repair done and is holding up well. There is some electrical

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

conduit in the same area that needs to be replaced. That work has yet to be scheduled but will be done in the near future.

We did receive the chopper / recirculation pump and I am currently working to get the install lined up. There is a small amount of pipe work that needs to be done for the install. Since the pump can only be off line for a short amount of time we want to be sure everything we need is onsite before we commence work.

Our Lucity system is up and will be running concurrently with our existing system during transition. We are in the process of getting staff trained. The learning curve associated with training is as expected but we are moving in the right direction.

During the month of December 2019, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 5.28 inches of rain in December. This year the monthly total was 4.03 inches. (There were a few days missing from the site I compare to, (US climate data HMB)). Rainfall totals were as follows: 4.35 inches at the treatment plant, 5.40 inches in the GCSD service are, and 6.37 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of December 2019.

- 12/1/2019 – Staff responded to a supervisory alarm at the Princeton Pump Station, seemed to be a glitch all was fine. The Rotary Drum tripped off, able to reset. UPS failed on the ignition (SCADA system), ups was replaced and reset.
- 12/2/2019 – Rotary drum VFD tripped off due to the VFD, able to reset. Contractor was in working on the Turbo blower install.
- 12/3/2019 – Heat exchanger was plugged, had to be de-ragged. Contractor in working on the turbo blower install.
- 12/4/2019 – Power fail at Princeton Pump Station in the early morning hours, station was reset all ok. Installed a 12 inch plug on digester #1 overflow line so that we can bring the level down. Transferring from digester # 2 to digester # 1 with portable chopper pump to keep the solids handling going. Contractors in working on the Turbo blower install.
- 12/5/2019 – Recirculation pump # 2 had to be de-ragged again. Using portable chopper pump to recirculate and to transfer.

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

- 12/6/2019 – Using the chopper pump to recirculate through the heat exchanger. While not a normal thing to do it is a temporary work around.
- 12/7/2019 – Montara station had a trouble alarm in the early morning hours, able to reset, most likely a power glitch. Rotary drum failed, able to reset. Using portable chopper pump to recirculate through the heat exchanger. Generator at the plant ran for 12 hours due to a PG & E power transformer issue.
- 12/8/2019 – Using portable chopper pump to recirculate and to transfer sludge.
- 12/9/2019 – Calcon was in to do wiring on the Turbo blowers. Bay Alarm was in working on the install of the admin security alarm.
- 12/10/2019 – Calcon in doing more blower electrical work. We got the RDT cover anchored so it quits moving around in the wind. Contractor in pouring one of the blower pads for install.
- 12/11/2019 – Calcon doing more electrical work, and working on the IP address for the ignition system, (SCADA).
- 12/12/2019 – Calcon in to replace blower air flow meter. Started filling secondary #1 in the event that we need it. Using BSTP # 1 to transfer to holding tank for belt press now. Portable chopper being used for digester #2 recirculation and solids transfer to digester #1.
- 12/13/2019 – Calcon working on bottom sludge pump transfer timers. Using chopper pump to recirculate sludge and transfer sludge from one digester to the other.
- 12/14/2019 – Using chopper pump to recirculate sludge and transfer sludge from one digester to the other.
- 12/15/2019 – Using chopper pump to recirculate sludge and transfer sludge from one digester to the other.
- 12/16/2019 – Andre here from FKC to check on RDT. Chopper recirculation pump arrived, now need schedule the install.
- 12/17/2019 – Recirculation pump plugged again. Kevin with Neuros here for blower start up.

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- 12/18/2019 – Safety training, invites went out to member agency field staff to attend. Kevin from Neuros here working on startup of blowers. Calcon was in for programing with the SCADA system.
- 12/19/2019 – Kevin from Neuros here for testing and training with staff. Calcon was in for programing.
- 12/20/2019 – Recirculation Pump # 2 had to be cleaned due to rags. Ferric filters had to be cleaned.
- 12/21/2019 – # 3 water line broke below ground, had to shut off upper half of plant 3 water.
- 12/22/2019 – Had to run eff pumps on hand, contacted support, (Calcon), they were able to make programing repair remotely so pumps operate properly.
- 12/23/2019 – Bisulfite heat trace tripped, we got an alarm and were able to reset without issue. Andreini was in to cut out concrete area to try to locate 3 water break. Scum pump plugged with rags, had to clear.
- 12/24/2019 – Andreini was back to find break in water pipe, they located hole but pipe continued down deeper. Water still off until leak repair complete.
- 12/25/2019 – Continuing to run chopper pump on digester.
- 12/26/2019 – Staff used Vactor to excavate area where water line was broken and made the repair. Water is still isolated until the glue sets up on the 1 inch line.
- 12/27/2019 – 3 water back on, repair is good and holding. Had a trouble alarm at the Portola station in the evening, seemed to be a power glitch.
- 12/28/2019 – Continuing on with the portable chopper pump plan, recirculating the digester in hope to break down as many rags as possible.
- 12/29/2019 – Continuing on with the portable chopper pump plan, recirculating the digester in hope to break down as many rags as possible.
- 12/30/2019 – Press tripped twice on the drive motor, reset the breaker and it restarted. Continuing to use portable chopper.
- 12/31/2019 – Had a low water level alarm on the 3 water system, had to bleed air from system to clear alarm. Still chopping away with portable pump.

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Other activities are listed below;

There were 9 deliveries (approximately 3,850 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$ 385.00. There were 222 leachate deliveries to the SAM IPS line in the month of December, for a total leachate volume of 1,207,446 gallons.

The NPDES data report for December 2019 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 34,359 feet of sewer line and responded to 42 service calls in contract service areas. 9 were sewer related and 33 were maintenance service calls. Six of the callouts were during regular business hours, thirty six were after hours. Three were in the GCSD service area, eight were in the HMB service area, and thirty one were in the MWSD service area.

HMB – 12/11 - the crew assisted at the city's request to CCTV a line for work being done in the area. 12/18 - due to smart cover, central and railroad, rain related, the line was surcharged. 12/22 - smart cover response again, central and railroad, rain related, the line was surcharged. 12/27 - Issue in back yard, owner thought it was main perhaps, explained main was in the street. 12/31 - It's Italia lateral owner, though it was main issue, flushed main all clear, advised owner to contact a plumber.

There were no maintenance calls during the month of December.

GCSD – There was one service call in the GCSD service area. On 12/23 - the crew responded to a call that turned out to be a private lateral issue. The crew was able to assist the homeowner and restore flow to the system.

There was one maintenance service call in GCSD. On 12/7 - Mechanic responded to San Pablo, power failure, rain and wind, power restored, reset alarms checked for normal operation.

MWSD – There three sewer related calls in the MWSD area were as follows;
12/2 - The first call was for shower and sinks backing up, flushed main, all clear, advised owner to contact a plumber. 12/21 - Call from Nick at MWSD about puddle near manhole, opened manhole flow was fine, Nick confirmed.

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12/23 - Owner let us know roots were pushed into mainline from a private lateral by plumber, cleaned main recovering minimal roots.

There were 26 maintenance service calls in MWSD area this month, it should be noted that the majority occurred during two separate storm related power outage events. The first series occurred early in the morning on 12/7 - Distillery, power failure, rain and wind, power restored , reset alarms checked for normal operation , Seal Cove # 1,#2, #3, #4 power failure, rain and wind, power restored , reset alarms checked for normal operation, California, power failure, rain and wind, power restored , reset alarms checked for normal operation, generator ran for 1.3 hrs, Vallemar, power failure, rain and wind, power restored , reset alarms checked for normal operation, generator ran for 1.4 hrs, Niagara LS , power failure, rain and wind, power restored , reset alarms checked for normal operation , 7th Street, power failure, rain and wind, power restored , reset alarms checked for normal operation, 5th Street, power failure, rain and wind, power restored , reset alarms checked for normal operation , Kanoff LS, power failure, rain and wind, power restored , reset alarms checked for normal operation, generator ran for 1.5 hrs, Date/Harte, power failure, rain and wind, power restored , reset alarms checked for normal operation, generator ran for 1.5 hrs.

The second series occurred on 12/27 in the late afternoon - Distillery, power failure, rain and wind, power restored , reset alarms checked for normal operation , Seal Cove # 1,#2, #3, #4 power failure, rain and wind, power restored , reset alarms checked for normal operation, California, power failure, rain and wind, power restored , reset alarms checked for normal operation, generator ran for 0.7 hrs, Vallemar, power failure, rain and wind, power restored , reset alarms checked for normal operation, genny ran for 0.8 hrs, Niagara LS , power failure, rain and wind, power restored , reset alarms checked for normal operation , 7th Street, power failure, rain and wind, power restored , reset alarms checked for normal operation, 5th Street, power failure, rain and wind, power restored, reset alarms checked for normal operation , Kanoff LS, power failure, rain and wind, power restored , reset alarms checked for normal operation, generator ran for 1.2

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
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hrs, Date/Harte, power failure, rain and wind, power restored , reset alarms checked for normal operation, general ran for 1.2 hrs.

12/8 - Date / Harte, Alarm dialer low battery, replaced battery, reset and checked for normal operation. 12/18 - Airport LS, Pump # 1 failed to start, replaced rotating assembly, reinstalled, checked for normal operation.

The December collection system data report is provided for the Board's information. There were no Category 1's, no Category 2's, and no Category 3's SSO during the month of December 2019.

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for December 2019.

Supporting Documents

- Attachment A: Monthly Flow Report December 2019
- Attachment B: Monthly NPDES Report December 2019
- Attachment C: Collection System Data December 2019
- Attachment D: Contract Collection Services Report December 2019

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
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Attachment A

Flow Distribution Report Summary for December 2019

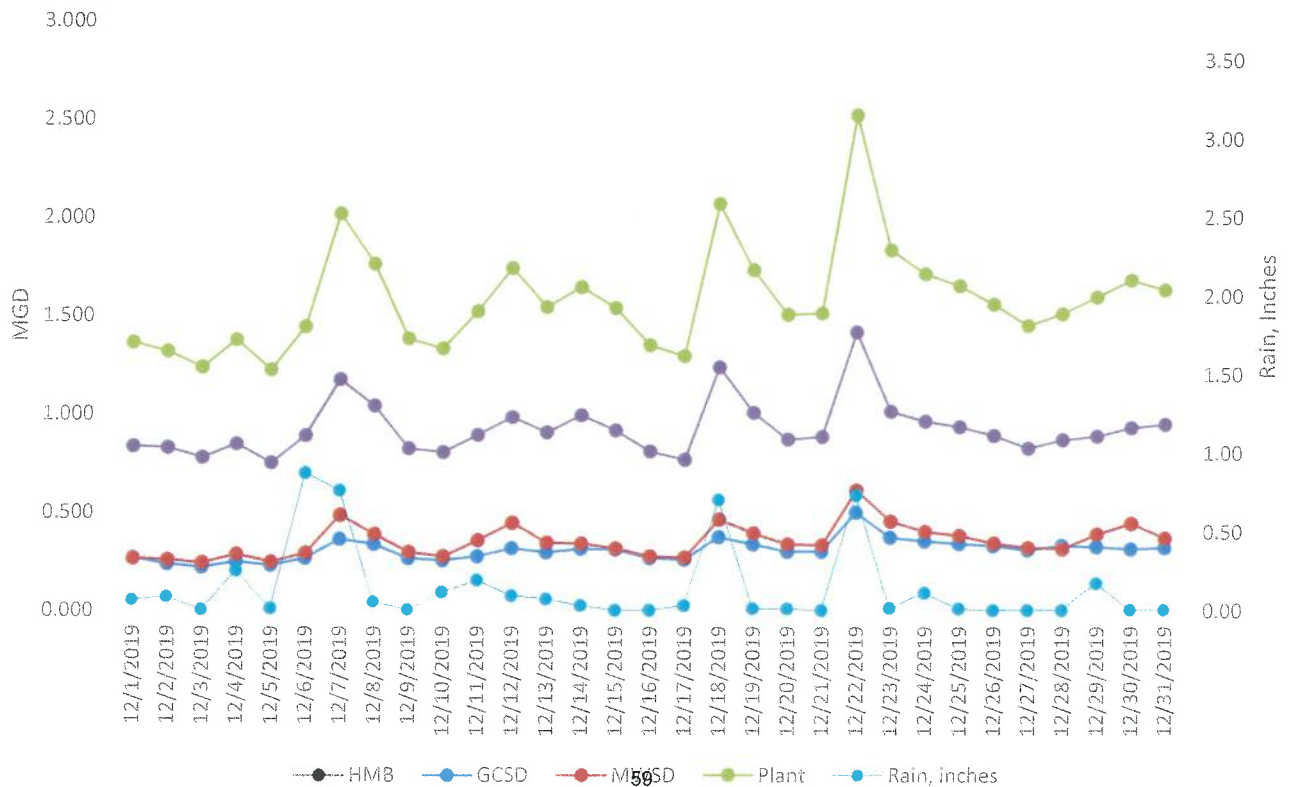
The daily flow report figures for the month of December 2019 have been converted to an Average

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	0.925	58.5%
Granada Community Services District	0.305	19.3%
Montara Water and Sanitary District	<u>0.351</u>	<u>22.2%</u>
Total	1.581	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, December 2019



Sewer Authority Mid-Coastside

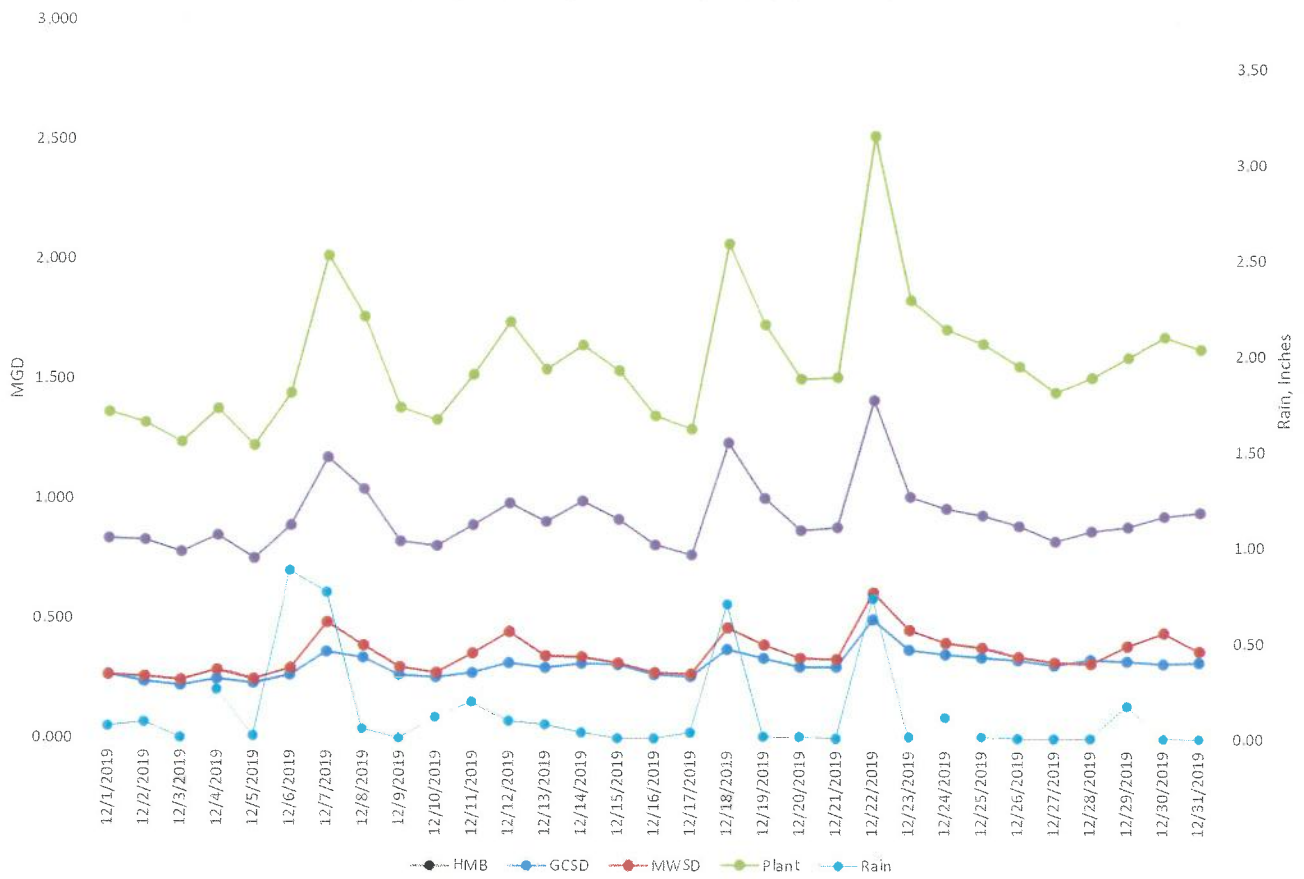
Monthly Flow Distribution Report for December 2019

<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>
12/1/2019	0.833	0.265	0.263	1.361	0.06	0.10	0.10
12/2/2019	0.826	0.234	0.256	1.317	0.08	0.10	0.18
12/3/2019	0.777	0.218	0.241	1.235	0.00	0.00	0.00
12/4/2019	0.846	0.245	0.284	1.375	0.25	0.28	0.37
12/5/2019	0.749	0.228	0.245	1.222	0.01	0.01	0.01
12/6/2019	0.888	0.263	0.291	1.442	0.87	0.80	0.85
12/7/2019	1.173	0.360	0.484	2.018	0.76	0.70	0.60
12/8/2019	1.040	0.335	0.387	1.762	0.05	0.05	0.09
12/9/2019	0.822	0.263	0.296	1.382	0.00	0.00	0.00
12/10/2019	0.803	0.254	0.274	1.331	0.11	0.17	0.18
12/11/2019	0.891	0.273	0.356	1.520	0.19	0.35	0.36
12/12/2019	0.982	0.314	0.445	1.742	0.09	0.25	0.31
12/13/2019	0.905	0.294	0.344	1.543	0.07	0.07	0.09
12/14/2019	0.992	0.313	0.340	1.644	0.03	0.02	0.02
12/15/2019	0.915	0.309	0.315	1.538	0.00	0.00	0.00
12/16/2019	0.808	0.265	0.275	1.348	0.00	0.00	0.00
12/17/2019	0.766	0.258	0.269	1.293	0.03	0.04	0.06
12/18/2019	1.236	0.371	0.462	2.070	0.70	1.04	1.06
12/19/2019	1.004	0.335	0.392	1.731	0.01	0.01	0.01
12/20/2019	0.870	0.298	0.336	1.504	0.01	0.00	0.00
12/21/2019	0.882	0.298	0.331	1.511	0.00	0.00	0.00
12/22/2019	1.415	0.497	0.610	2.522	0.73	0.64	1.16
12/23/2019	1.011	0.370	0.453	1.833	0.01	0.00	0.00
12/24/2019	0.961	0.351	0.400	1.712	0.11	0.08	0.08
12/25/2019	0.933	0.338	0.380	1.651	0.01	0.09	0.04
12/26/2019	0.888	0.327	0.341	1.557	0.00	0.00	0.00
12/27/2019	0.824	0.306	0.318	1.448	0.00	0.00	0.00
12/28/2019	0.867	0.329	0.313	1.509	0.00	0.00	0.00
12/29/2019	0.885	0.322	0.387	1.594	0.17	0.60	0.80
12/30/2019	0.928	0.311	0.441	1.680	0.00	0.00	0.00
12/31/2019	0.946	0.318	0.366	1.630	0.00	0.00	0.00
Totals	28.669	9.461	10.895	49.025	4.35	5.40	6.37

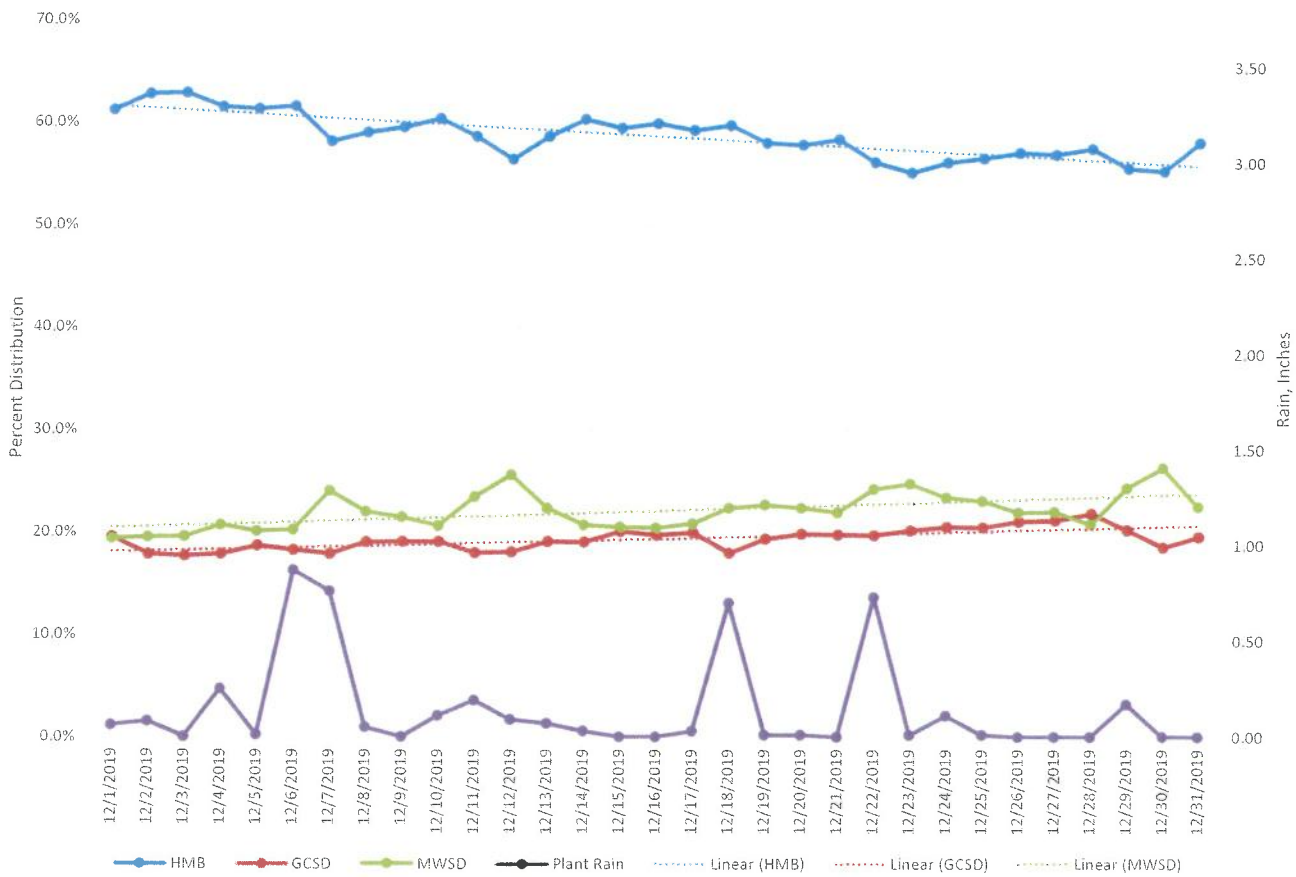
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.749	0.218	0.241	1.222
Average	0.925	0.305	0.351	1.581
Maximum	1.415	0.497	0.610	2.522
Distribution	58.5%	19.3%	22.2%	100.0%

Sewer Authority Mid-Coastside
 Monthly Flow Distribution Report, December 2019

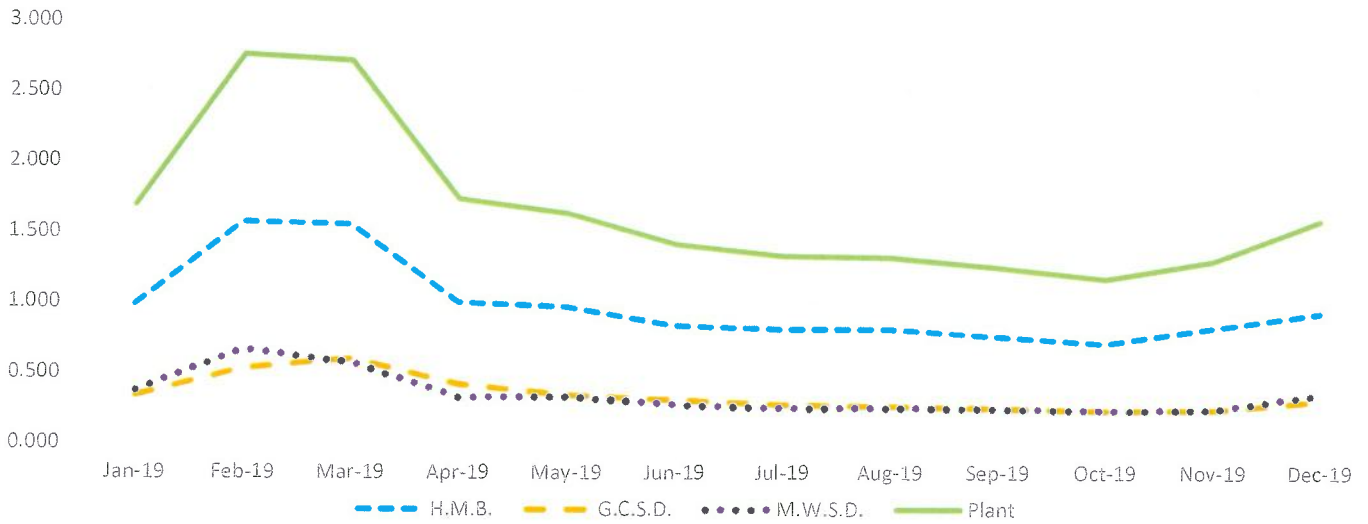


Percent Distribution December 2019

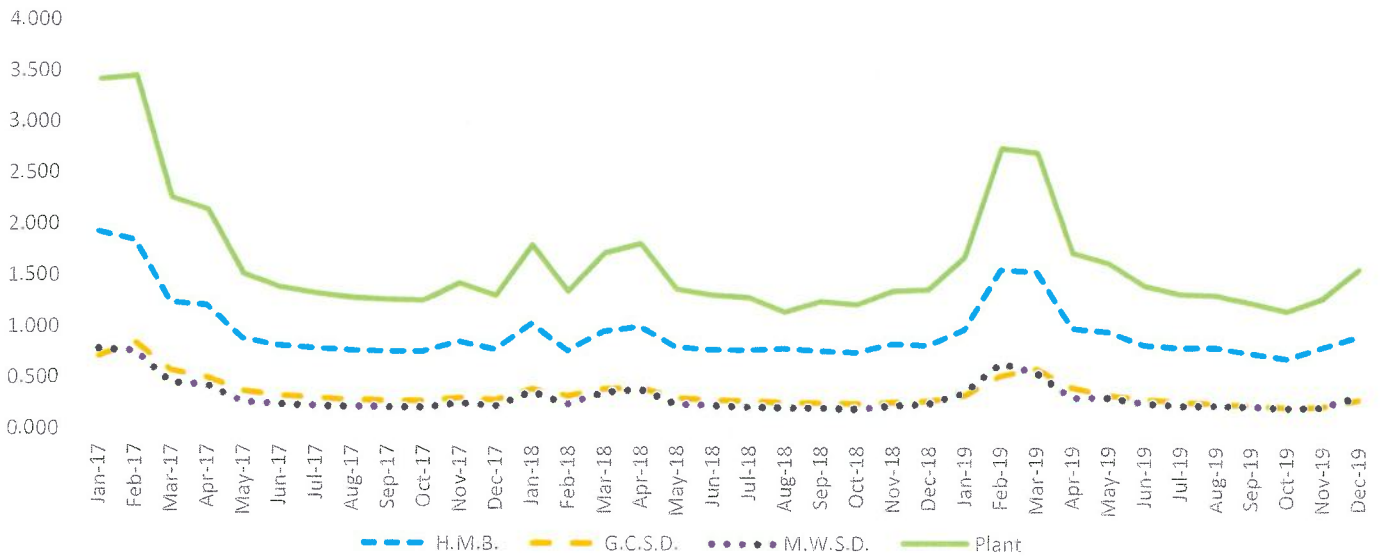


Most recent flow calibration September 2019 PS, September 2019 Plant

One Year Flow Chart
Jan 2019 - Dec 2019



Three Year Flow Chart
Jan 2017 - Dec 2019



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2019

December 2019

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

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSO	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	2	1	0	0	1
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	2	1	0	0	1
		50%	0%	0%	50%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
December 2019	0	0	0	0	0
12 Month Moving Total	2	1	0	0	1

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
December 2019	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.9	2.7	0.0	0.0	13.7
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	1.0	0.0	0.0	0.0	13.7
Category 3	1.0	2.7	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

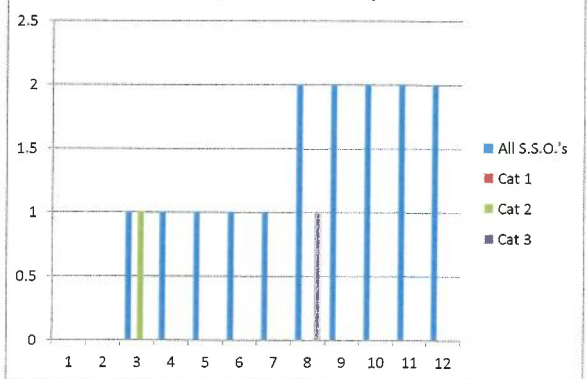
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSO	MWSD	Total Feet	Total Miles
Jan - 19	17,682	11,504	11,240	40,426	7.7
Feb - 19	10,374	9,126	11,371	30,871	5.8
Mar - 19	11,777	10,890	10,020	32,687	6.2
Apr - 19	12,934	10,801	11,247	34,982	6.6
May - 19	11,193	12,786	10,094	34,073	6.5
June - 19	14,529	18,431	10,419	43,379	8.2
July - 19	8,754	18,560	9,511	36,825	7.0
Aug - 19	8,042	22,405	15,720	46,167	8.7
Sept - 19	7,292	18,063	11,618	36,973	7.0
Oct - 19	16,104	14,144	13,611	43,859	8.3
Nov - 19	6,171	23,308	10,135	39,614	7.5
Dec - 19	6,663	18,180	9,421	34,264	6.5

Annual ft	131,515	188,198	134,407	454,120	
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Annual Mi.	24.9	35.6	25.5		86.0
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12 Month Moving SSO Totals Through Dec 2019



TASK SUMMARY- GCSD 2019-2020

Task	Target Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	174,000	16,438	20,458	16,236	11,900	22,335	15,530							102,897	59%
Hot Spot Cleaning	5,400	2,122	1,947	1,827	2,244	986	2,747							11,873	220%
Lift Station Inspection - Daily	260	22	23	20	22	18	19							124	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-							-	0%
Maint. Work Orders - Completed	-	22	16	13	18	18	19							106	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-							-	-
Manhole Inspection	879	89	118	101	78	107	93							586	67%
USA Markings	372	52	52	50	44	29	29							256	69%
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	1	1	2	1	1							8	-
Customer Service Call - OT	-	2	1	1	3	1	2							10	-
SSO Response - Category 1	-	-	-	-	-	-	-							-	-
SSO Response - Category 2	-	-	-	-	-	-	-							-	-
SSO Response - Category 3	-	-	-	-	-	-	-							-	-
Insurance Claims Filed	-	0	0	0	0	0	0							-	-



SEWER AUTHORITY MID-COASTSIDE
Board Operations Committee Meeting Agenda
Special Meeting
11.00 AM – 12 noon, Thursday, February 13, 2020
SAM Administration Office, 1000 N. Cabrillo Hwy, Half Moon Bay

1. CALL TO ORDER

A. Roll Call

Deborah Penrose (HMB)

Jim Blanchard (GCSD)

Kathryn Slater-Carter (MWSD)

2. PUBLIC COMMENT/ORAL COMMUNICATION

3. REGULAR BUSINESS

A. Minutes of December 9, 2019, Board Operations Committee Meeting

B. Update on Staff Recruitment

C. Update on Support for Finance and HR function

D. RFP for Legal Counsel

E. Infrastructure Plan Update

F. Cancel the February 24, 2020 Board Operations Committee Regular Meeting

4. NEXT MEETING

Next Board Operations Committee Meeting: March 23, 2020

INFORMATION FOR THE PUBLIC

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

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



SEWER AUTHORITY MID-COASTSIDE

Finance Committee Meeting Agenda

Regular Meeting

11:00am to Noon on Thursday February 20, 2020

SAM Administration Office, 1000 N. Cabrillo Hwy, Half Moon Bay

1. CALL TO ORDER

A. Roll Call

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of the Minutes from January 16, 2020

B. Update on the 17-18 Audit

C. Presentation - Ameresco

D. Update on the status of the 18-19 Audit prep

E. Update on the Budget Prep/Discussion

F. Update on Support for Finance function

3. NEXT REGULAR MEETING

March 19, 2020

ITEM #5



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

January 16, 2020

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 6:30 p.m.

ROLL CALL

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

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito (Regular Meeting only), and District Counsel Bill Parkin.

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

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

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

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

District's Negotiator: Chuck Duffy

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

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

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:33 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

President Clark announced the upcoming Local Recycling Drop-off Day sponsored by the District and Recology of the Coast.

ACTION AGENDA

1. Consideration of Support for Bicycle Pump Track on County Property.

Director Dye explained that an un-permitted bike pump track had been built by community members over the holidays, and was a hot topic at the Mid-Coast Community Council meeting, drawing community interest and attention from the County. She reported that Supervisor Horsley is set to consider the status of the un-permitted track, while Nick Calderon from County Parks said he would fast-track building one in Quarry Park. The Board held a discussion and heard comments from the public.

ACTION: Director Dye moved to reaffirm District support for the creation of a pump track in Quarry Park due to the need of the community. (Dye/Seaton). 4-0 Approved.

2. Consideration of Approving Contract with Kikuchi & Kankel for Burnham Park Preliminary Design and Master Plan Phases.

ACTION: Director Dye moved to approve the proposal as presented. (Dye/Suchomel). Approved 4-0.

3. Consideration of Report on Parks and Recreation Activities.

PAC Chair Nancy Marsh reported on the status of the electronic newsletter and the recreation program.

President Clark moved Item 14 off of the Consent Agenda to be heard at this time.

14. Approve Reappointing Parks Advisory Committee Members to Serve Two-Year Terms.

ACTION: Director Dye moved to approve reappointing the incumbent Members to the Parks Advisory Committee. (Dye/Seaton). Approved 4-0.

4. Consideration of Electing Board Officers for 2020.

President Clark opened nominations for Board officers.

ACTION: Director Clark moved to nominate Director Dye as President. Approved 4-0.

ACTION: Director Dye moved to nominate Director Clark as Vice-President. Approved 4-0.

5. Consideration of Resolution Appointing Sewer Authority Mid-Coastside Representatives and Alternates.

ACTION: Director Clark moved to appoint Directors Dye and Blanchard for continuation as SAM Representatives, with Director Clark as first alternate, and Director Suchomel as second alternate. (Clark/Suchomel). Approved 4-0.

6. Consideration of Appointing Representative to the San Mateo County Chapter of the Special Districts Association.

ACTION: Director Clark moved to appoint Director Suchomel as the Representative to the local chapter CSDA. (Clark/Seaton). Approved 4-0.

7. Consideration of Sewer Authority Mid-Coastside Report.

Directors Dye and Clark reported improvement at SAM, with the FY 2018/19 audit close to being complete. Kishen Prathivadi was appointed as General Manager.

CONSENT AGENDA

8. Approve November 21, 2019 Meeting Minutes.

9. Approve December 2019 Warrants.

10. Approve January 2020 Warrants.

11. Approve October 2019 Financial Statements.

12. Approve November 2019 Financial Statements

13. Approve Assessment District Distribution #6-19/20.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

16. Attorney's Report. (Parkin)

17. General Manager's Report. (Duffy)

18. Administrative Staff Report. (Comito)

19. Engineer's Report. (Kennedy Jenks)

20. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:13 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: February 20, 2020

ITEM #6

Granada Community Services District
February 2020 Warrants
For the February 20, 2020 Board of Directors Meeting

Date	Num	Name	Memo	Account	Amount
01/27/20	8403	Michael & Kayleen Kostiuk	CL 3 Permt #3175 Deposit Refund	2020 · Class 3 Deposits	2,291.75
02/20/20	8404	AT&T	Feb 2019 Pump Stn Alarm Svc	6170 · Utilities	51.47
02/20/20	8405	Adam Rosenberg	Prof Svcs: 2019 1099's	6152 · Accounting	252.50
02/20/20	8406	Alhambra & Sierra Springs	Jan 2020	6140 · Office Supplies	29.02
02/20/20	8407	Barbara Dye	01/16/20 GCSD & 01/13/20 SAM	6040 · Directors' Compensation	190.00
02/20/20	8408	CA Assoc of Mutual Water Co	2020 Annual Renewal	6100 · Memberships	500.00
02/20/20	8409	CASA	2020 Annual Renewal	6100 · Memberships	890.00
02/20/20	8410	Comcast	02/13/20-03/12/20 Svcs	6170 · Utilities	237.40
02/20/20	8411	David Seaton	01/16/20 GCSD	6040 · Directors' Compensation	145.00
02/20/20	8412	Doherty Valuation	Appraisal Svc for 531 Obispo Rd	6150 · Professional Services	3,700.00
02/20/20	8413	Eric Suchomel	01/16/20 GCSD	6040 · Directors' Compensation	145.00
02/20/20	8414	Express Plumbing	Medio Creek Maint & Mon-Feb	1617-1 · Medio Creek Xing/Mirada Sewer	975.00
02/20/20	8415	Gaetani Real Estate	Office Lease-Mar 2020	6120 · Office Lease	4,450.00
02/20/20	8416	Hue & Cry, Inc.	Maint & Feb/Mar 2020 Alarm Svc	6170 · Utilities	230.30
02/20/20	8417	Matthew Clark	01/16/20 GCSD & 01/13/20 SAM	6040 · Directors' Compensation	190.00
02/20/20	8418	Nancy Marsh	Reim for Printing Costs	6310 · Park Related Misc Expenses	119.30
02/20/20	8419	Office Depot	Inv dtd 01/29/20	6140 · Office Supplies	38.23
02/20/20	8420	Pacifica Community TV	01/16/20 GCSD & 02/03/20 PAC	6180 · Video Taping	600.00
02/20/20	8421	PG&E	Pump Station Inv dtd 01/16/20	6170 · Utilities	236.38
02/20/20	8422	PGE	Office Inv dtd 01/24/20	6170 · Utilities	130.90
02/20/20	8423	Pitney Bowes	Inv dtd 01/30/20	6140 · Office Supplies	62.93
02/20/20	8424	Riordan Consulting	Jan 2020 IT Svcs	6190 · Computers	455.00
02/20/20	8425	Rodolfo Romero	Feb 2020 Cleaning 2x	6130 · Office Maint & Repairs	140.00
02/20/20	8426	Sautter Graphics & Print	Survey & Banner Graphics	5130 · Parks & Rec Professional Svcs	546.00
02/20/20	8427	Sewer Authority Mid-Coastside	Feb 2020 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	170,799.61
02/20/20	8428	SMC Resource Conserv Dist	Invoice #12 Mgmt Plan	5112 · RCD - Task 5	158.75
02/20/20	8429	Tri Counties Bank	Jan 2020 Card Charges	6140 · Office Supplies	139.75
02/20/20	8430	US Bank Equipment Finance	01/28/20-02/28/20	6020 · Copier Lease	355.63
02/20/20	8431	Verizon Wireless	Jan 2020	6170 · Utilities	109.11
02/20/20	8432	White Nelson Diehl Evans	Dec 2019 & Jan 2020	6152 · Accounting	5,300.00
02/20/20	8433	Wittwer & Parkin	Jan 2020 Svcs	6090 · Legal-Gen/IPS/Parks/Big Wave	3,382.50
TOTAL					196,851.53

ITEM #7

Granada Community Services District
Statement of Net Position (Unaudited)

As of December 31, 2019

ASSETS

Current Assets

Checking/Savings

1020 · Petty Cash	790
1030 · Cash - LAIF	3,409,182
1040 · Tri Counties Bank - Gen Op	(78,672)
1050 · Tri Counties Bank - Deposit	1,138,933
1100 · Accounts Receivable	801
1200 · Interest Receivable	20,476
1500 · Due from AD	15,068

Total Current Assets	4,506,578
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Fixed Assets

1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,217,871
1630 · Accumulated Depreciation	(6,453,452)

Total Fixed Assets	5,850,212
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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	369,890
1730 · Advance to AD- NCA Fund	353,693
1735 · Advance to AD- Assesmnt Revenue	212,834
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	155,963

Total Other Assets	4,863,249
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Total Assets	15,220,038
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LIABILITIES

Current Liabilities

2000 · Accounts Payable	6,074
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	21,346
2100 · Payroll Liabilities	2,344
2225 · Recology-Del Garbage	17,550
2300 · Due to AD	(7,191)
2310 · Relief Refund Advance	350

Total Current Liabilities	46,044
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Long Term Liabilities

2401 · Net Pension Liability	185,779
2402 · Deferred Inflows of Resources	9,544

Total Long Term Liabilities	195,323
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Total Liabilities	241,367
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NET POSITION

3000 · Net Assets	5,330,999
3005 · Contributed Capital	9,595,349
Net Income	52,323

Total Net Position	\$ 14,978,671
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No assurance is provided on these financial statements.

Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2019 through December 31, 2019

	Jul 1, 2019 - Dec 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 119,693	\$ 100,000	\$ 19,693	\$ 200,000
4015 · Park Tax Allocation	243,012	225,000	18,012	450,000
4020 · Sewer Service Charges-SMC	833,659	843,000	(9,341)	1,686,000
4021 · Sewer Svc Charges Pro-rated	1,656	-	1,656	-
4030 · AD OH Reimbursement	-	15,500	(15,500)	31,000
4040 · Recology Franchise Fee	16,609	16,500	109	33,000
Total Operating Revenue	1,214,629	1,200,000	14,629	2,400,000
Non Operating Revenue				
4120 · Interest on Reserves	45,393	45,000	393	90,000
4130 · Connection Fees	30,400	27,500	2,900	55,000
4150 · Repayment of Adv to AD-NCA	-	97,650	(97,650)	195,300
4155 · Repayment of Adv to AD-ARF	-	57,350	(57,350)	114,700
4160 · SAM Refund from Prior Yr	-	500	(500)	1,000
4170 · ERAF Refund	166,748	150,000	16,748	300,000
4180 · Misc Income	1,800	2,000	(200)	4,000
Total Non Operating Revenue	244,341	380,000	(135,659)	760,000
Total Revenues	1,458,970	1,580,000	(121,030)	3,160,000
Expenses				
Operations				
5010 · SAM - General	582,866	582,866	-	1,165,732
5020 · SAM - Collections	148,101	148,101	-	296,201
5021 · Lift Station Maint.	1,919	-	(1,919)	-
5050 · Mainline System Repairs	-	5,000	5,000	10,000
5060 · Lateral Repairs	11,060	17,500	6,440	35,000
5065 · CCTV	-	12,500	12,500	25,000
5070 · Pet Waste Station	573	600	27	1,200
5110 · RCD - Parks	324	2,500	2,176	5,000
5120 · Half Moon Bay Reimb - Parks	-	12,500	12,500	25,000
5130 · Parks & Rec Professional Services	17,832	20,000	2,168	40,000
Total Operations	762,675	801,567	38,892	1,603,133

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2019 through December 31, 2019**

	Jul 1, 2019 - Dec 31, 2019	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2019/2020 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 2,103	\$ 7,500	\$ 5,397	\$ 15,000
6020 · Copier lease	2,781	3,500	719	7,000
6040 · Directors' Compensation	4,717	5,500	783	11,000
6050 · Education & Travel Reimb	648	1,000	352	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	86,997	85,000	(1,997)	170,000
6062 · Medical Ins.	14,378	8,190	(6,188)	16,380
6063 · Employer Payroll Taxes	6,677	9,750	3,073	19,500
6064 · CALPERS Contribution	34,229	21,060	(13,169)	42,120
6060 · Employee Compensation - Other	735	-	(735)	-
6070 · Engineering Services	40,997	10,000	(30,997)	20,000
6080 · Insurance	1,483	2,500	1,017	5,000
6090 · Legal Services	18,641	30,000	11,359	60,000
6095 · Legal Services for Case Related Legal	-	25,000	25,000	50,000
6100 · Memberships	6,191	4,500	(1,691)	9,000
6110 · Newsletter	1,635	5,000	3,365	10,000
6120 · Office Lease	26,700	28,500	1,800	57,000
6130 · Office Maintenance & Repairs	885	1,000	115	2,000
6140 · Office Supplies	883	2,500	1,617	5,000
6150 · Professional Services	57,334	47,500	(9,834)	95,000
6160 · Publications & Notices	3,477	1,000	(2,477)	2,000
6170 · Utilities	4,606	5,000	394	10,000
6180 · Video Taping	2,500	2,000	(500)	4,000
6190 · Computers	4,255	1,250	(3,005)	2,500
6220 · Miscellaneous	9,267	7,499	(1,768)	15,000
6230 · Bank Service Charges	474	-	(474)	-
6310 · Park Related Misc Expenses	2,587	-	(2,587)	-
Total Administration	335,180	314,749	(20,431)	629,500
Capital Projects				
1617-1 · Medio Creek Xing Crossing	4,875	25,000	20,125	50,000
7010 · Sewer Main Replacement (CIP)	-	100,000	100,000	200,000
7100 · SAM - Infrastructure	293,832	293,832	-	587,663
7500 · Projects - Parks	10,085	50,000	39,915	100,000
Total Capital Projects	308,792	468,832	160,040	937,663
Total Expenses	1,406,647	1,585,148	178,501	3,170,296
Net Income/(Loss)	\$ 52,323	\$ (5,148)	\$ 57,471	\$ (10,296)

No assurance is provided on these financial statements.

ITEM #8

DISTRIBUTION REQUEST NO.: #7-19/20
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$26,630.30

\$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.

February 20, 2020

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO: #7 -19/20

DATE: February 20, 2020
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$26,630.30

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
dta/Asmt Eng Svcs	5000 Birch St #6000, Newport Bch, CA 92660	Admin Svcs: Dec 2019	\$ 498.05
Fechter & Company	3445 American River Dr "A", Sacramento, CA 95864	Audit Svcs: FYE 06/2019	1,593.75
Weist Law Firm	20 So Santa Cruz Ave #300, Los Gatos, CA 95030	Bond Counsel Svcs	16,247.50
White, Nelson, et al	2875 Michelle Dr #300, Irvine, CA 92606	Acctg Svcs: 18/19 FY	6,000.00
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: Feb 2020	2,291.00
TOTAL:			\$ 26,630.30

ITEM #9

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #10

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #11

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: January 11, 2020 to February 14, 2020

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: February 20, 2020

REQUEST FOR PUBLIC RECORDS – One request was processed this period:

Request Date	Requestor	Information Requested	Information Provided	Date Provided
01/08/20	Gregg Dieguez	Big Wave Usage Asmt, etc.	Multiple GCSD Letters	2/3/20 with Ext.

APPLICATIONS RECEIVED – One application was received this period:

Rec'd	CI	Owner/ Agent	APN	Address	Sq. Ft.	Zone
07/08/19	1A	Menendez	047-071-260	320 Sevilla, EG	6,079	R-1/S-17
07/10/19	Var	Moules, D	047-208-100	Avenue Portola, EG	3,056	R-3/S-3
08/06/19	1A	Welch, D	047-222-290	Francisco, EG	8,530	R-1/S-17
09/01/19	Demo	Ucilli, T	047-122-180	130 Sonora, EG	N/A	R-1/S-17
10/24/19	1A	Semprevivo	048-042-280	477 3 rd Avenue, Miramar	6,150	R-1/S-17
11/18/19	ADU	Ralston R	048-054-240	395 Miramar Dr, Miramar	16,000	R-1/S-17
12/03/19	1A	Soldo M	048-126-130	537 Roosevelt, HMB	5,000	R-2
12/20/19	1A	O'Connor	047-103-010	538 Valencia, EG	6,250	R-1/S-17
01/21/20	1A	Carey Tom	048-112-130/140	2804 Champs Elysee Blvd, HMB	5,000	R-2

Note: shaded areas were previously reported.

PERMITS ISSUED – One permit was issued this period:

Permit No.	CI	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3192	1A	07/13/18	Perez, Luis &	047-222-240	420 Ferdinand Ave, EG	8,516	R-1/S-17
3193	3	07/31/18	Big Wave LLC	047-311-060	Airport Rd, EG	17,500	W-DR
3194	1A	07/31/18	Menendez, Diane	047-071-260	320 Sevilla Ave, EG	6,079	R-1/S-17
3195	1A	10/03/19	Welch, David	047-222-290	Francisco, EG	8,530	R-1/S-17
3196	1A	11/18/19	Semprevivo	048-042-280	477 3 rd Avenue, Miramar	6,150	R-1/S-17
3197	1A	11/19/19	Ralston/Mendiola	048-054-240	395 Miramar Dr, Miramar	16,000	R-1/S-17
3198	1A	12/10/19	Seaman Bruce	047-243-060	448 Portola Ave, EG	5,000	R-1/S-17
3199	1A	12/23/19	Soldo Monnett	048-126-130	537 Roosevelt Blvd, HMB	5,000	R-2
3200	1A	02/12/20	Carey Tom	048-112-130/140	2804 Champs Elysee, HMB	5,000	R-2

Note: shaded areas were previously reported.

February 20, 2020

SEWER HOOK-UPS - There were two sewer hook-up this period:

Hookup Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
07/16/19	2M	3184	10/11/18	C.F.P.D.	047-261-030	555 Obispo Rd, EG
08/28/19	1A	3185	10/31/18	Stebbins, B	047-218-010	620 Columbus, EG
09/10/19	1A	3170	11/29/17	Bettencourt	047-234-220	619 The Alameda, EG
10/23/19	1A	3174	07/13/18	Kybych, S	048-013-600	124 Magellan, Miramar
11/21/19	1A	3173	06/26/18	Peterson	048-072-290	15 Terrace Ave, Miramar
01/17/20	1A	3186	11/20/18	O'Keefe	047-024-070	354 Princeton Ave, Princeton
01/17/20	1A	3187	11/20/18	O'Keefe	047-024-080	358 Princeton Ave, Princeton

Note: shaded areas were previously reported.

REPAIRS - There were no repairs this period.

Repair Date	Type	Problem	Location or Address	Cause	Cost
10/18/1	Wye Replacement	Back-up	555 Miramar Dr, Miramar	Roots	\$7,800

Note: shaded areas were previously reported.

SPECIAL NOTE:

Attached to this report for your review is an update from the RCD on the Burnham Strip Management Plan.

Project Update for “Burnham Strip Resource Management Plan”

to

GRANADA COMMUNITY SERVICES DISTRICT

Period covered: October 1, 2019 to December 31, 2019

Introduction

This is the 8th progress report for “Independent Contractor Agreement for Burnham Strip Resource Management Plan” in San Mateo County, California.

The following update summaries work done for the billing period October 1, 2019 to December 31, 2019 for invoice twelve to GRANADA COMMUNITY SERVICES DISTRICT. Work done during this period is associated with the development and management of the *Scope of Work Proposal for Vegetation Management at Burnham Strip* and *Burnham Strip Scope of Work for Project Planning for Non-Riparian Vegetation Management*.

This report includes the following as listed in “Amendment #1 To Independent Contractor Agreement for Burnham Strip Resource Management Plan”:

- Task 1 (Plan Development Management)
- Task 2 (Development of Burnham Strip Natural Resource Management Plan)
- Task 3 (Planning for Resource Management Activities)
- Task 4 (Conduct Resource Management Activities on the Burnham Strip)
- Task 5 (Task 4 Project Management)

Summary of Work Performed

Task 1 and Task 2:

Tasks 1 and 2 completed with the deliverable “Natural Resources Management Plan” for Burnham Strip Property.

Task 3:

Project planning will result in a more detailed scope of work for project design and implementation, including cost estimates for the initial implementation. Work under Task 3 includes, but not limited to: staff time to coordinate with contractors on cost estimating design and implementation, staff time to develop project management budget, site visits, invoicing, reporting, coordination with GCSO and others as necessary, and attendance and participation at meetings. The final scope of work for project design and implementation will include estimated costs for project implementation, project design, and project management.

Update: *Work under Task 3 has been completed. See Amendment #1 for approved vegetation management plan.*

Task 4 and 5:

This includes all aspects of project management, including but not limited to: site visits, coordination with GCSD, Caltrans, subcontractor and others as necessary, coordinating project implementation, mileage, supplies, oversight of project budget, invoicing, attendance and participation at GCSD board meetings. Implementing vegetation management listed in the Vegetation Management Approach. Implementation was to start the winter of 2017/2018 and delayed until Winter 2019. Implementation and maintenance will be completed by a subcontractor and managed by the RCD.

Update: Task 4 (Conduct Resource Management Activities) has been completed. Activities under Task 5 (Project Management) include a site visit to Burnham Strip on 12/04/2019 for technical assistance on erosion control and vegetation enhancement for a vacated encampment, and other natural resource related needs.

Please contact Cleopatra Taday with any questions about this report or the attached support materials at (650) 712-7765 ext. 115 or cleopatra@sanmateoRCD.org.

ITEM #13

13 February 2020

Memorandum

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

Medio Creek Crossing at Mirada Road

The leased temporary pumping system has been operating since January 2018. The temporary system will remain in operation until a permanent solution, either a new creek crossing or the Naples Beach Phase 2 project, a sewer to direct flows to the Naples Beach Pump Station, is constructed.

Replacement of Pedestrian Bridge over Medio Creek

The County is designing replacement of the existing pedestrian bridge over Medio Creek. The project affects the District because it includes demolition of the existing abandoned road bridge on which the District's 10" sewer and temporary 2" force main (FM) are attached. Unless Phase 2 of the Naples Beach Project is constructed first, the 2" FM will need to be rerouted to discharge into a manhole at the intersection of Mirada Rd and Alameda Ave before bridge demolition begins. The cost of the temporary relocation of the 2" force main was estimated by EPS (the contractor for the temporary pumping system) to be \$40,000 in December 2018. The current schedule for demolition of the existing bridge and the District's sewer is early August 2020. If that schedule holds, either the temporary 2" force main to Alameda Ave or the Phase 2 sewer will have to be constructed before then.

Naples Beach Project - Phase 2

This project will eliminate the need for a Medio Creek sewer crossing. A portion of the new sewer alignment will be on State Parks property. Because of the emergency nature of the project, State Parks staff have recently agreed to allow construction of the sewer under a Right of Entry Permit (ROE) with formal easement documentation following. We are currently working with State Parks on the application for the ROE permit. We have started designing the sewer and are in the process of hiring an environmental consultant, WRA, to process a Coastal Development Permit from the City of Half Moon Bay. CEQA approval for both Naples Beach Phase 1 & 2 was obtained in 2010. I met with John Doughty, HMB PWD, on Feb 10th to review and hopefully expedite the CDP process.

An appraisal, estimating of the value of the easement, as well as an updated Preliminary Report (Title Report) have been forwarded to State Parks for its review.

Memorandum

Granada Community Services District

13 February 2020

Page 2

Our subconsultant, Sandis, has surveyed the alignment and has prepared a legal description of the easements.

Once this project is completed, the temporary bypass pumping system, leased from EPS, will no longer be needed.

Big Wave (Class 3 Permit)

The mainline extension for the project was approved and construction is expected to begin soon. The Developer is in the process of completing an application for the onsite sewers connecting the Wellness Center to the mainline extension in Airport Street. Once the application is complete, we will review the design of onsite sewers (to be designed and constructed in accordance with GCSD specifications but not dedicated to GCSD) and determine the number of capacity units needed to serve the project.

6-Year CIP

The first sewer replacement project in the CIP is currently being designed. Construction is estimated to be completed by the end of this year.

Pillar Point Harbor Bacteria TMDL Meeting with State Water Board Staff

I attended a meeting at SAM on Monday, Feb 10th to discuss development and implementation of a bacteria TMDL (Total Maximum Daily Loading) study for Pillar Point Harbor. The objective of the TMDL is to reduce the level of bacteria in the Harbor by first looking into potential sources, including GCSD sewers. SAM representatives were also at the meeting. Further details on the meeting are included in my email to Chuck and Delia, for your reference a copy of the email is included in the agenda packet.

From: John Rayner <JohnRayner@kennedyjenks.com>
Sent: Thursday, February 13, 2020 11:53 AM
To: Chuck Duffy <cduffy@dudek.com>
Cc: Delia Comito <dcomito@granada.ca.gov>
Subject: GCSO: 2/10 TMDL Meeting at SAM re Pillar Point Harbor

Chuck,

I attended the meeting at the SAM's office on Monday. Water Board representatives were Barbara Baginska and her supervisor, Janet O'Hara. SAM representatives were; Kishen Prathivadi, Dan Child and Tim Costello.

The intent of the TMDL study is to reduce the level of bacteria found in Harbor waters so they are looking into possible sources. They are currently in an information gathering stage and have request that GCSO provide them with information on its current 6-Year CIP and information from the 2019 CCTV investigation of sewers near the Harbor. They also requested a copy of GCSO's SSMP. I don't recall seeing the District's SSMP and thought it might have been prepared in conjunction with SAM's SSMP. Could you send me a copy so I can forward it to Barbara?

The Water Board was interested in SAM's current wet weather project to increase storage from 200,000 to 400,000 gallons. Janet also indicated that they are interested in whether GCSO has a "laterals program". I mentioned that as part of sewer mainline replacement projects, laterals are replaced from the main to the property line cleanout. They are also interested in the portion of laterals on private property but realize the District lacks jurisdiction. Janet brought up lateral inspection, and repair if needed, at the time property is sold but acknowledged resistance from local realtors from implementing those type of regulations.

The schedule is still to provide the draft TMDL to the Regional Board by December 2020 and then to the State Board and 2 other reviewers before it's final in mid-2021. Affected agencies will be provided a copy of the report for comments before it's released for public review. I'll email you and Delia a copy of what I plan to send to Barbara for your input before sending it to her.

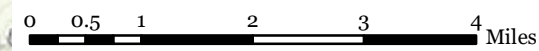
Let me know if you have any questions or comments. Thanks.

John



Bacteria TMDL

Created by Demir Worthington 2019
 Watersheds and Stream data from San Mateo Water District
 Coordinate System: NAD 1983 UTM Zone 10N
 Service Layer Credits: Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO,
 NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong),
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ITEM #14

