



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

### **SPECIAL MEETING at 7:30 p.m.**

**Thursday, February 23, 2023**

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

**Members of the Public may participate via ZOOM online or by telephone using the link or QR Code below to register for the Zoom Meeting. You will then receive a confirmation from Zoom with a link to and information about how to access the webinar either via computer/smartphone or call-in number.**

### **Join Zoom Meeting**

<https://bit.ly/41eUm0P>



### **CALL SPECIAL MEETING TO ORDER AT 7:30 p.m.**

#### **ROLL CALL**

<b>Directors:</b>	<b>President:</b>	Nancy Marsh
	<b>Vice-President</b>	Jen Randle
	<b>Director:</b>	Matthew Clark
	<b>Director:</b>	Barbara Dye
	<b>Director:</b>	Jill Grant
<b>Staff:</b>	<b>General Manager:</b>	Chuck Duffy
	<b>Assistant Manager:</b>	Delia Comito
	<b>Legal Counsel:</b>	William Parkin

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

### **GENERAL PUBLIC PARTICIPATION**

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

### **SPECIAL MEETING AGENDA**

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

Recommendation: Approve the resolution.

2. **Approve a Resolution Expressing Gratitude and Appreciation to Ric Lohman for His Years of Service to the District.**

Recommendation: Approve the resolution.

3. **Parks and Recreation Activities.**

- a. **Report on Proposed Recreation Center and Consideration of a Recommendation to Accept the Proposed Recreation Center Design for Review Under CEQA.**

Recommendation: To be made by the Board.

- b. **Report on Burnham Park.**

Recommendation: To be made by the Board.

4. **Consideration of Amendment to District Personnel Manual.**

Recommendation: To be made by the Board.

5. **Report on Sewer Authority Mid-Coastside Meetings.**

Recommendation: For board information.

6. **District Engineer's Report.**

- a. **Approve Capital Improvement Project Change Order for Columbus Mainline Repair in the amount of \$74,000.**

Recommendation: To be made by the Board.

7. **Approve Capital Improvement Project Progress Payment #1 in the amount of \$167,057.50.**

Recommendation: Approve the progress payment.

### **CONSENT AGENDA**

8. **January 19, 2023 Regular Meeting Minutes.**

9. **February 2023 Warrants.**

10. **December Financial Statements.**

11. **Assessment District Distribution #4-22/23.**

### **COMMITTEE REPORTS**

12. **Report on seminars, conferences, or committee meetings.**

**INFORMATION CALENDAR**

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

**ADJOURN REGULAR MEETING**

At the conclusion of the January 19, 2023 Meeting:

Last Ordinance adopted: No. 175

Last Resolution adopted: No. 2023-01

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](mailto:dcomito@granada.ca.gov).

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

**ITEM #1**



**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2023-\_\_**

**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) March 23, 2023, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Granada Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

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

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the special meeting of the Board of Directors of the Granada Community Services District held on February 23, 2023, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Approved:

\_\_\_\_\_  
Nancy Marsh, President

Countersigned:

\_\_\_\_\_  
Delia Comito, District Secretary



**ITEM #2**



# GRANADA COMMUNITY SERVICES DISTRICT

## RESOLUTION NO. 2023-\_\_

### A RESOLUTION EXPRESSING GRATITUDE AND APPRECIATION TO RIC LOHMAN FOR HIS YEARS OF SERVICE TO THE DISTRICT

**WHEREAS**, Ric Lohman was first appointed to the Granada Sanitary District (GSD) Board of Directors in June 2004, elected unopposed in 2005, and continued to serve on the board until 2017. During his time on the board, he helped lead the effort to purchase and protect the Burnham strip that fronts the El Granada community. He worked to promote the construction of the Wet Weather storage system that is installed there to prevent storm overflows onto the beaches, and advocated for the removal of the sewer line from the Miramar bridge.

**WHEREAS**, Ric Lohman served on the Mid-coast Community Council from November 1995 to December 2003 where he consistently worked for three principles: to preserve the unique coastside environment, to require environmental studies for all critical or controversial projects, and to ensure that all Coastsiders have an opportunity to provide input on community issues. He chaired the MCC Planning and Zoning Committee for two years and fought to limit variances, prevent special privilege deals, and block development on substandard lots. He led the effort to launch a review of and improvements to the Local Coastal Plan and worked to move MCC from confrontation to cooperation with San Mateo County.

**WHEREAS**, Ric Lohman was a key player in the Granada Sanitary District's application to the Local Agency Formation Commission (LAFCO) to gain parks and recreation powers by reorganizing into a community services district. He was actively involved during the 10-year process both as a board and community member. When the election was imminent, he personally knocked on doors and advocated for the change, resulting in an approval of the measure in October of 2014 by 60% of the voting residents.

**WHEREAS**, Ric Lohman was appointed to serve as the Granada Sanitary District's SAM Representative in January 2005. While serving on SAM, he pressed for cooperation across all three agencies and the elimination of partisan politics. He was a major leader in the effort to create a recycled water program for the Coastside.

**WHEREAS**, Ric Lohman was later elected to the Montara Water and Sanitary District (MWSD) in November of 2018, and served on its Board from 2018 to 2023, and again served on the Sewer Authority Mid-Coastside (SAM) Board. For over 18 years he served as Director, Board Chair, Vice-Chair, and Secretary/Treasurer of the Sewer Authority. He played a key role in the Recycled Water Committee, which made progress toward developing a recycled water project at the Sewer Authority Mid-Coastside; and

**WHEREAS**, Ric Lohman has been an active community leader, and a well-known local environmental and community activist since moving to the Coastside in 1991. Throughout the last 30 years he displayed his passion for and dedication to the Coastside community, to its improvement, and his avid support for recycled water, smart water supply planning, openness, financial and environmental responsibility, sustainable development, and maintaining local public utilities at high levels of efficiency under local control; and

**NOW, THEREFORE, BE IT RESOLVED:** This Board does hereby recognize Ric Lohman for his exemplary and dedicated leadership and service to Coastside community, and does hereby express its sincere gratitude and appreciation of him in that regard. The Granada Community Services District is hereby authorized and directed to transmit a copy of this resolution to Ric Lohman's family.

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 February 23, 2023, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Approved:

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Nancy Marsh, President

Countersigned:

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Delia Comito, District Secretary

**ITEM #3**

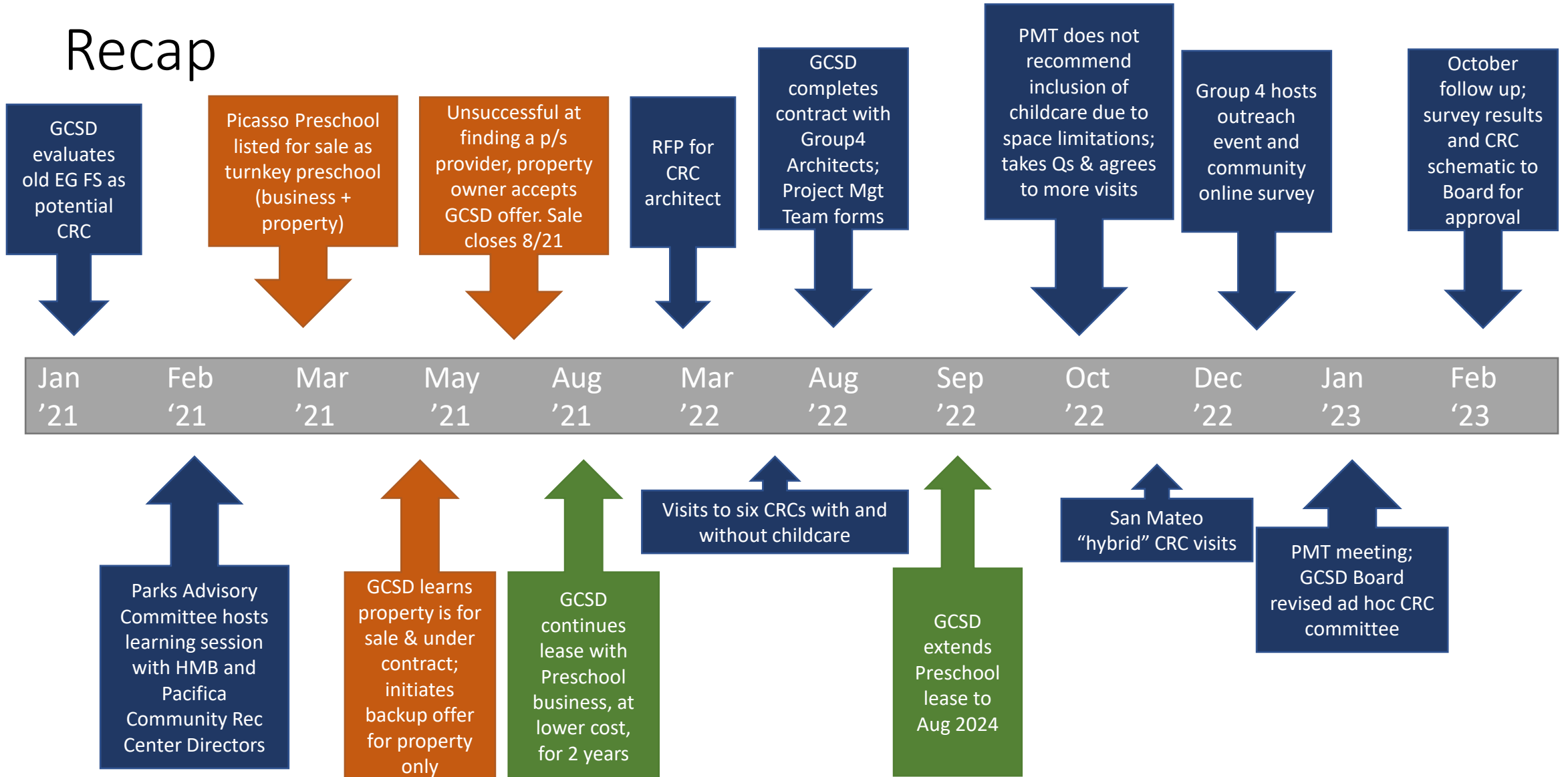


# GCSD Community Recreation Center Preschool/Childcare Update



GCSD Board Meeting  
February 23, 2023

# Recap







# Focus for today: Move to a final recommendation of inclusion of childcare facility/preschool in CRC design

After ad hoc committee formed in early 2022, it agreed to **evaluate whether a “small” preschool/childcare facility could be accommodated within in the Community Recreation Center**

**At the October 2022 Board Meeting, the ad hoc committee recommended that a preschool/childcare facility NOT be included in the CRC design due to space limitations.**

Further questions were raised about:

- Appropriate recreation center size for the community
- Potential for community utilization
- Comparison to local “small” recreation centers with childcare facilities

Further development work also included

- Estimated costs for and phasing of construction
- Community Outreach and Survey

# What is a Community Recreation Center?

A hub for all members of the community, youngest to oldest, to safely gather for group activities, health and fitness, social support, events and learning, that enhances individual wellbeing and community pride and cohesion.

Dr. Patrick Tierney  
Professor of Recreation, Parks and Tourism  
San Francisco State University  
Father of two children and Coastside resident



# Appropriate size CRC for the community?



recommends **1 square foot of indoor community space per capita** in a temperate climate

GCS D Proposed Design is estimated at 6,000 square feet, about equal to the population of the GCS D Service Area

## El Granada CDP Demographics (2020 Census)

<b>Total Population*</b>	5481	
Persons under 5 years	115	2.1%
Persons under 18 years	899	16.4%
Persons 65 years and over	998	18.2%
<b>Total Households</b>	2236	
Households with Children	539	24.1%
Households with No Children	1697	75.9%

\* Estimated 2020 Population of the GCS D service area for parks & recreation is about 6,000

# Potential for community utilization?

GCSO CRC proposed design is close in size to the Ted Adcock Center (TAC) in HMB, which consistently has 30 hours/week recreation programming and 10 hours/week of event rental. TAC also has periodic art classes, sports camps, bridge club, community events and public agency meetings.

Recreation programming at most CRCs includes activities for young children, school age kids and seniors. TAC is unusual in the absence of activities for school age kids and seniors.

In HMB most senior programming is provided by **Senior Coastsiders**, and afterschool programming is provided by the **Boys and Girls Club**. Both agencies have expressed interest in providing their programming at the new GCSO Recreation Center.

**EG CERT, Coastside Hope, Village of the Coastside and Master Gardeners** have also expressed interest in providing local community programs.



Benchmark with TAC provides confidence that general recreation + early childhood + seniors + afterschool + non-profits + event rentals = potential for robust utilization.

# Comparison to local “small” CRCs

- Ted Adcock Center is about **4500** square feet.
- Beresford Recreation Center San Mateo
  - **15,000** sf; 2 licensed childcare rooms/play area
- MLK Recreation Center San Mateo
  - **15,000** sf; 1 licensed childcare room/play area not currently in use
- Highlands Recreation Center San Mateo
  - At least **12,000** square feet on 3.5 acres; 3 licensed childcare rooms in a separate building/play area.



**GCSD Recreation Center proposed design is 6000 square feet, less than half the size of any of the local CRCs that include childcare.**

# Most desired CRC features?

- ✓ Five of the ten most desired community recreation center features in 2019 community survey are included in conceptual design

Community Recreation Center Feature	% Agree It Is Important
Event space	67.5
Crafts room (such as pottery, painting)	66.1
Large multi-purpose room	60.6
Fitness room	60.1
Small swimming pool	59.1
Multi-sport court (pickleball, etc.)	58.1
Small meeting room	56.6
Basketball court	46.7
Childcare room	41.1

These five features are included in every community recreation center we visited, of any size, with or without childcare.

Of the 496 responses to the December 2022 online survey, 130 (26%) wrote in comments requesting inclusion of childcare facilities. “Early Childhood Programs” was a very popular selection – these can be done outside a licensed childcare setting.

# Initial Community Center Concept



Parcel size 0.72 acre

Total Building Area: 5970 sf

Community Room: 1980sf

- Same as HMB Library Room A+B
- 0.8x Ted Adcock large room

Fitness/Medium Mtg Room: 770sf

- About the same as GCSD mtg room

Club/Craft Room: 700 sf

Staff Area: 439 sf

- 50 sf more than current for 2 staff
- Anticipate adding 1 parks & rec staff



# A flexible approach to construction impacts space

Group 4 has estimated costs for the proposed design, which reflect the escalation in construction costs over the last few years as well as inflation going forward.

A phased construction strategy provides options to move forward at a pace consistent with GCSD's financial resources, e.g.:

- Phase 1: Renovate existing 2800 sf building to include two medium sized community rooms, small conference room, public restrooms and district office
- Phase 2: Construct additional 3200sf building including the large community room with storage, catering kitchen and additional restrooms

In this scenario, which is likely, the basis community needs are not fully met, there is an even stronger case to reserve all the available space for general public recreation purposes.





# Recommendation to the Board

GCSD acquired the Picasso property for the purpose of creating a CRC adjacent to the new park, within its special district purposes: to provide parks and recreation, in addition to sewers and trash.

The Board agreed to evaluate whether a “small” preschool/childcare facility could be accommodated in the CRC.

The PMT has concluded that a small licensed childcare facility/preschool cannot be included in the small 6000sf CRC as proposed, or an even smaller 2800sf CRC if phased, without unacceptable compromise to our mandate to provide recreation facilities and programming for the whole community.

**ITEM #4**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA MEMORANDUM**

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of GCSD Personnel System Manual Amendments  
Date: February 23, 2023

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This Item is presented for the Board's consideration to approve revisions to the District's Personnel Manual ("Manual"), adopted on July 17, 2008, and last amended on September 2022. The Manual establishes personnel policies, practices and procedures, and provides general employment information to employees, the public and the Board of Directors.

Following is a list of the proposed revisions:

- 1). Increasing the maximum monthly employer contribution towards SDRMA health benefits from \$1,400 to \$2,000 per employee.
- 2). Increasing sick time accrual from 10 to 12 days per year.
- 3). Adding a qualified Section 457 Deferred Compensation Plan with an employer match up to \$2,000 per calendar year.

A copy of the Manual is attached for your review. The changes are on pages 12, 13, and 16. Also attached is a spreadsheet comparing employee benefits provided by public agencies on the Coastsides. If the amendments are approved, the District's benefits be more in-line with those provided by other local agencies.

The fiscal impact to the District in 2023 is \$7,200 at minimum and \$9,200 at maximum, based on current staffing. If a new employee is hired, the fiscal impact could be higher depending on when the employee is hired, the cost of their insurance, and if the employee participates in the Deferred Compensation Plan. Please note that new employees are not eligible for health benefits until after 90 days of employment.



# GRANADA COMMUNITY SERVICES DISTRICT

## PERSONNEL MANUAL

Adopted July 17, 2008

As Amended ~~through September 15,~~ on January 1, 2023

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## **SECTION 1 - GENERAL PROVISIONS**

### **Scope of Personnel Manual**

These manual outlines personnel policies, practices, and procedures, and provides general employment information, which is intended for use by the Board, management and employees of the District.

Except for provisions relating to discrimination and harassment, nothing in this manual is applicable to temporary employees, independent contractors, volunteers or elected officials. The board of directors reserves the right to change, modify, amend, or rescind any or all provisions of this manual at any time.

### **Changes to Manual**

This Manual supersedes all previous employment policies covered in this Manual. The Granada Community Services District Board of Directors reserves the right to modify or change the content, provisions, policies, and benefits contained in this Manual at any time. Affected employees shall be notified of changes or modifications made to this Manual.

### **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on merit, qualifications, and abilities. Except where required by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, creed, national origin, ancestry, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity, gender expression, sex, sexual orientation, age, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, military and veteran status, citizenship status, or any other consideration protected by law. This Manual governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Harassment, including Sexual Harassment, or Discrimination against others are strictly prohibited and will not be tolerated by the District.

### **Discrimination/Harassment Complaint Procedure**

The District will investigate all reports or complaints of unlawful or prohibited harassment or discrimination that occur in the District's work environment. Such investigation will be conducted concerning any person governing or working for the District, including board members, the general manager, the district counsel, the district engineer, the assistant general manager, the administrative Assistant, temporary employees, volunteers or any other employee or agent of the District. Complaints concerning contractors, third-party vendors, or members of the public should also be reported in accordance with District procedures so that the District can investigate the alleged harassment or discrimination, and the District can take appropriate action, if necessary, regarding the complaint. Any employee who experiences harassment or

discrimination should immediately report such conduct to the general manager. In the event that the general manager is the subject of the complaint, the complaint shall be made to the District Counsel. Also, because the District wishes to retain a secure and healthy work environment, any employee that knows or learns of unwelcome harassing or discriminatory behavior should report it to the general manager, whether or not there is a specific complaining party. Once a report or complaint of unlawful or prohibited conduct is received, the general manager, or the District Counsel in the case of the complaint being against the general manager, will conduct an immediate, neutral fact-finding investigation. The District Board may also instead decide to appoint an outside investigator to conduct such investigation. All individuals involved in the investigation process, including the complaining party, the alleged harasser or harassers, and all independent witnesses who may have relevant information, will be protected from retaliation, and any instances or threats of retaliation will be separately investigated. The District will take prompt and proper corrective action following its investigation of all substantiated claims of workplace harassment or discrimination.

### **Additional Remedies for Discrimination or Harassment**

Complainants may file complaints of discrimination or harassment with the State of California Department of Fair Employment and Housing (DFEH) and the Federal Equal Employment Opportunity Commission (EEOC), whether or not the complainants choose to use the District's complaint procedure. Time limits for filing complaints with the State and Federal agencies may vary and those agencies should be contacted directly by the complainant for specific information. Information on how to contact the DFEH and EEOC is provided on the postings located in the District office.

### **Safety**

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to management. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the general manager.

### **Office Hours**

The district office shall be open for business to the public from the hours of 9:00 a.m. to 5:00 p.m., excluding weekends and holidays. The district office may be closed for a one-hour lunch break between 12:30 p.m. and 1:30 p.m.



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## **SECTION 2 - PERSONNEL & EMPLOYMENT PRACTICES**

### **Authority to Appoint**

Pursuant to Government Code section 61050 and 61051, the board of directors shall appoint the general manager. The general manager has the authority to appoint and terminate all other employees.

### **Management**

The General Manager and the Assistant General Manager shall be responsible for the management of the District operations; implementation of the policies established by the board of directors; for the operation of the district; the appointment, supervision, discipline, and dismissal of the district's employees consistent with this Manual; the supervision of the district's facilities and services; and the supervision of the district's finances.

### **At-Will Employment**

District employees are employed on an at-will basis. Employment at-will means that employees may terminate their employment relationship at any time for any or no reason, and with or without notice. The District also has the right to terminate the employment relationship at any time for any or no reason, with or without cause, and with or without notice. The District's decision to terminate employment is final and not subject to any appeal rights. Nothing in this Manual shall limit or alter the at-will employment status of any employee. No manager, supervisor or employee of the District has any authority to make any promise or enter into an agreement for employment that varies or nullifies the at-will nature of District employment.

### **Employment Classifications**

Employment classifications are as follows:

Full-Time Employee - An employee who regularly works 35 hours or more per week.

Part-Time Employee - An employee who regularly works under 35 hours per week.

Non-Exempt Employee - An employee who does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").

Exempt Employee - An employee who engages in management or administration, whose responsibilities require the regular exercise of discretion and independent judgment and sufficient dedication of time to accomplish all of the results required by the board of directors or general manager, and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").

Temporary Employee – An employee who is employed to work on a specific project and/or for a limited term, or who is filling in for a regular employee, or who works less than 1080 hours per year, or who otherwise does not have an established position.

## **Positions**

### **Assistant General Manager**

The assistant general manager position is a full-time, exempt position under direction of the general manager. The assistant general manager is responsible for the day-to-day operations of the district office including all administrative and financial functions, and those listed on, but not limited to, the Job Description for the Assistant General Manager (Exhibit A), and any reasonable duties assigned by the general manager or board of directors. The duties of the assistant general manager are performed during business hours in the district office or in the field as needed, and include being on call and available to perform duties outside of regular business hours when needed, except during authorized time off.

The assistant general manager shall serve as the district secretary and/or clerk, and when the position is vacant, will serve as the parks and recreation coordinator. The assistant general manager may delegate those duties when appropriate.

### **Administrative Assistant**

The administrative assistant position is a non-exempt position under direction of the general manager and supervision of the assistant general manager. The administrative assistant is responsible for general office related duties and those listed on, but not limited to, the Job Description for the Administrative Assistant (Exhibit B), and any reasonable duties assigned by management.

### **Parks and Recreation Coordinator**

The parks and recreation coordinator position is a non-exempt position under direction of the general manager and supervision of the assistant general manager. The parks and recreation coordinator is generally responsible for all parks and recreation related duties, and those listed on, but not limited to, the Job Description for the Parks and Recreation Coordinator (Exhibit C), and any parks related duties assigned by management.

## **Breaks**

Salaried employees are entitled to two (2) fifteen-minute breaks and a (1) one-hour lunch break during each full day worked.

Hourly pay employees will be compensated for one (1) fifteen-minute break within each four-hour period worked. Hourly pay employees will not be paid for lunch breaks, and must take a half-hour (minimum) or one-hour (maximum) lunch break when five or more hours are worked in a day.

## **Hiring Procedure**

When an employment position needs to be filled, the position will be posted and/or advertised upon authorization from the General Manager.

Consideration in the selection, placement and retention of potential employees shall be based solely on merit. Merit is defined as the match between the knowledge, abilities,

and skills of the potential employee as they relate to the District defined duties of the position.

Applicants shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the District's application. Any applicant supplying false or misleading information on their application or resume which is discovered at any time is subject to immediate termination if hired.

### **Performance Review**

The intent of the District is to review employee performance on an annual basis. Reviews for all employees are to be completed by June 30th each fiscal year. Performance based compensation adjustments will not be considered until a performance review is completed by the general manager, or the general manager's designee. Compensation may be adjusted as specified in Section 3 of this manual. The employee shall have an opportunity to discuss the results of the evaluation, and to discuss his or her own performance with the general manager. A performance evaluation may be conducted at any other time as the general manager deems necessary.

### **Resignation**

If an employee elects to terminate his/her employment, the District requests a written notice of resignation to be delivered or transmitted via email to the general manager at least two weeks in advance of the last planned date of employment. Since the purpose of the notice is to facilitate a smooth transition, this advance notice should not include vacation or any non-compensated working time. Circumstances may occur where the general manager may accelerate the final date of employment.

### **Termination**

Immediate termination may occur in some cases, at the general manager's sole discretion. Otherwise, the District's intent is to give employees advance notice, whenever possible, of problems with their conduct or performance so that they have an opportunity to improve. Advanced notice may include an oral warning, which gives the employee the opportunity to make changes, or a written warning, which will be placed in the employee's personnel file. The written warning shall include the nature of the infraction, and what the employee needs to do to correct the conduct or improve performance. Nothing in this Section invalidates or alters the provisions of the At-Will Employment clause of this Manual.

### **Information Changes**

It is each employee's responsibility to promptly notify the District of any changes in important information such as the employee's name, address, telephone number, or person(s) to be notified in case of an emergency.

## **SECTION 3 - COMPENSATION**

### **Compensation Schedule**

The compensation schedule establishes a salary range for each employment position, and shall be approved by resolution by the board of directors. The lower and upper limit of each salary range shall be adjusted annually on July 1, by the same cost-of-living adjustment (COLA) approved by the board of directors in the budget for the then-current fiscal year. The most current compensation schedule is provided as Exhibit D of this manual.

### **Amount of Compensation**

At the time of hire, the starting level of compensation will be determined by the general manager; the starting compensation must fall within the then-current salary range for the position, unless a variance is approved by resolution by the board of directors.

### **Compensation Adjustments**

Employees will be eligible for a compensation adjustment annually on July 1<sup>st</sup>. The compensation adjustment is composed of two elements: a cost-of-living adjustment (COLA) plus a performance-based adjustment.

### **COLA Adjustments**

The COLA adjustment to be used in each fiscal year will be proposed by the General Manager and approved by the board of directors as part of the annual District budget.

### **Performance-Based Adjustments**

Pursuant to the annual Performance Review as described in Section 2 herein, the position supervisor may grant a performance-based compensation adjustment in addition to the COLA adjustment,' according to the following schedule:

<b>Performance Assessment</b>	<b>Performance-Based Adjustment</b>
Developing/Needs Improvement	Add 0% - 1.5%
Meets Expectations/Performing Well	Add 1.5% - 3%
Exceptional Delivery Above Expectations	Add 3% - 5%

### **Paydays**

Compensation is paid semi-monthly, with paydays being the 15th day of each month for work performed from the 1st to the 15<sup>th</sup> of the month, and the last day of each month for work performed from the 16th to the last day of the month. When a payday falls on a weekend or holiday, the last prior business day becomes the pay date.

Payroll processing occurs one business day prior to each payday by 4:00 p.m. Hourly pay employees must submit a completed time sheet for each pay period, which shall be submitted two business days prior to the pay date. Days and time not yet worked shall be estimated based on normal working hours, and the pay shall be adjusted on the following pay period based on the actual time worked.

### **Timekeeping**

Accurately recording time worked is the responsibility of every employee paid on a hourly basis. Federal and State law require the District to keep an accurate record of time worked in order to calculate an employee's pay and benefits. Hourly employees are responsible for accurately recording all time worked. Employees paid at an hourly rate must accurately record the time they begin and end their work, as well as the beginning and ending of each break and meal period. All timekeeping records must be given to management before each pay period. Altering, falsifying, or tampering with timekeeping records is illegal, and may result in disciplinary action, up to and including termination of employment.

### **Overtime**

Non-exempt employees will be paid overtime at the rate of 1.5 times the regular rate of pay, for all hours worked in excess of 40 hours per week. Vacation, sick, or other leave of absence hours, are not considered hours worked for purposes of calculating overtime.

Advance approval must be given prior to an employee working overtime.

### **Business and Travel Expenses**

The District reimburses employees for reasonable travel and mileage expenses incurred while on work assignment. The District shall reimburse for all reasonable and necessary expenses incurred by an employee in carrying out the District's business, provided, that to the extent reasonably practicable, the employee shall not incur any such expenses without the general manager's or the Board's prior approval. Reimbursable expenses hereunder shall include, but not be limited to, District-related travel expenses within and outside of the San Francisco Bay Area, enrollment fees for conferences and professional education, and similar expenses incurred in the performance of District's business.

"Travel expenses," as used herein, shall include, but not be limited to, costs of transportation to and from any destination outside of the San Francisco Bay Area, lodging, meals, local transportation (at destination), and incidentals. Costs of transportation to and from destination shall be based upon economy (or equivalent) airfare unless otherwise approved by the Board. Any and all use by an employee of his/her vehicle for travel for District business purposes listed in an employee's job description or pre-authorized by the District general manager, the assistant general manager, or board of directors shall be reimbursed at the rate for IRS business expense deductions in effect at the time of such use.

## **SECTION 4 - EMPLOYEE CONDUCT**

### **Rules of Conduct and Work Performance**

To ensure orderly operations and provide the best possible service to the public and work environment, the District expects and requires all employees to follow these rules of conduct and work performance. Accordingly, conduct or work that is unacceptable as determined solely by the general manager, or as listed below, may result in discipline up to and including termination.

- Embezzlement, theft, conversion or misappropriation of District money or other assets;
- Theft or inappropriate removal or possession of office property, including but not limited to personal use of District premises, vehicles or equipment without prior written approval;
- Violation of District Ordinance Code;
- Violation of District Bylaws, including but not limited to those related to reimbursement;
- Violation of the rules and policies contained in this Manual;
- Violation of safety or health rules;
- Alteration or falsification of, or tampering with, District records, including but not limited to applications and timecards;
- Negligence or improper conduct leading to damage of District-owned property or ratepayer property or rights;
- Insubordination;
- Unauthorized disclosure of confidential information;
- Unsatisfactory work performance;
- Discrimination against, harassment of, or disrespectful action toward, a Board member, the general manager, another employee, contractor, applicant, or member of the public based on race, color, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, veteran status or any other characteristic protected by law;
- Sexual Harassment;
- Excessive absenteeism or tardiness, whether excused or not;
- Falsifying employment records or information or abuse of sick leave;
- Unauthorized use or destruction of equipment, time, materials, facilities or other property of the District, a District customer or member of the public;
- Provoking a fight or fighting during work or on District property;
- Carrying dangerous weapons on District property at any time;
- Use of drugs (except prescribed drugs) or alcohol while on duty for the District; or on District premises;
- Use of tobacco on District premises is prohibited;
- Engaging in criminal conduct whether or not on duty where such conduct is related to ability to continue to perform the duties of the employee's position;
- Using abusive language at any time at the workplace;
- Failing to notify a Supervisor when unable to report to work or having to leave

- work early;
- Disorderly conduct;
- Unsatisfactory performance or incompetence; and
- Conduct detrimental to the mission of the District or its implementation of such mission, including performance of work by other employees, the general manager or Board members.

### **Attendance and Punctuality**

To maintain a safe and productive work environment, the District expects each employee to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and the public and on working operations. In the event that an employee becomes aware of an anticipated tardiness or absence the employee should notify the District office as soon as possible. Except where otherwise protected by law, excessive absenteeism may result in discipline up to and including termination of employment. Excessive absenteeism or tardiness shall be evaluated on a case-by-case basis. If an employee fails to report for work without prior notification for a period of three consecutive days, the District will consider that employee to have abandoned his/her employment and to have voluntarily terminated employment.

### **Computer Use**

The Granada Community Services District's computer system is an important asset and has been installed to facilitate the District's business. This computer system is intended for business use only. Personal use is prohibited. Downloading personal data, pictures or software, loading software, changing configurations or otherwise altering the **computer** server or workstations without prior consent may result in disciplinary action up to and including termination. All employees are prohibited from sending on District computers inflammatory messages, jokes, inappropriate or offensive digital pictures, and other offensive material. Any material that would violate the District's Harassment and Discrimination Policy is prohibited, even if such material is not shared with other employees. All data, pictures, files, folders, graphics or other material stored on the server or individual computer workstations is the property of the District, and any wrongful deletion of such property will result in discipline, including possible termination.

### **Personal Appearance**

Work attire, grooming and personal hygiene standards should complement an environment that reflects an efficient, professional public service governmental organization. It is important that employees dress according to generally accepted business standards.

### **Gifts and Gratuities**

No Solicitation of Gratuities. It is the policy of the District to prohibit employees from soliciting gifts or gratuities from customers, vendors or others who do or propose to do business with the District.

## SECTION 5 - EMPLOYEE BENEFITS

### Health Insurance and Ancillary Benefits

Upon completion of 90-days of employment, full-time employees become eligible for health insurance and ancillary benefits provided through the District's Special District Risk Management Authority (SDRMA) health plan. The District shall contribute up to ~~\$2,000~~\$1,400 per month towards the cost of insurance premiums for the employee and their dependents, for the plans offered through SDRMA. Insurance costs over ~~\$1,400 per~~ the District's monthly contribution shall be paid by the employee.

### Continuation of Benefits

In the event of accident, illness or other unpaid leave of any employee with 90 or more days of employment, the District shall continue monthly payments for health insurance and ancillary benefits for a period not to exceed three months. Insurance costs over the District's monthly contribution ~~amount of \$1,400 per month~~ shall be reimbursed by the employee to the District upon returning to work.

### Holidays

The following are the official District holidays and the date of their observance during which regular full-time employees shall be entitled to receive time off with pay:

<i>Holiday</i>	<i>Date of Observance</i>
New Year's Day	January 1
Martin Luther King Day	3 <sup>RD</sup> Monday in January
President's Day	3rd Monday in February
Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

If a holiday falls on a Saturday, time off with pay will be given on the proceeding Friday. If a holiday day falls on a Sunday, time off with pay will be given on the following Monday.



## **Sick Leave**

~~Each e~~Employees ~~will accrue 3.5 is entitled to one~~ hours of paid sick leave ~~for every 30 hours worked per pay period~~, to a maximum of ~~ten twelve~~ days per year for full-time employees. When sick leave benefits have been exhausted, an employee may be eligible for other types of unpaid leave as provided by law.

Sick leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member, or for any reason required under the California Labor Code, Sections 230 et seq., including, but not limited to, relief for victims of sexual assault, domestic violence, or stalking.

Sick leave shall be accrued as stated above, and shall be capped at twenty days. Sick leave will cease accruing after a total of twenty days has been accrued, until the total has been brought below twenty days again. No compensation will be paid for accrued sick leave upon cessation of employment.

In addition to sick leave, an employee may be eligible for other leave provided by federal and state law, such as family medical leave laws. If sick leave and other leave provided by law has been exhausted, an employee may submit a written request to the general manager, who may grant an additional unpaid medical leave of absence, on a case-by-case basis, for a period not to exceed three months. Failure to apply for medical leave of absence in such circumstances may lead to forfeiture of District employment. Employees on this general manager-approved medical leave shall be considered to be on inactive status. An employee initially granted a leave of absence who wishes to request an extension of his/her leave must make a request for extension to the general manager before the time his/her original leave of absence expires.

An employee who requests additional general manager-approved medical leave of absence must provide the general manager with a written statement from his/her physician stating the need for medical leave and the doctor's best estimate of when the employee will be able to return to work. The employee's doctor must agree that he/she will cooperate with District inquiries concerning the status of the employee. An employee who wishes to return to active status from medical leave shall furnish to the general manager a written certification from his/her physician confirming that the employee is able to resume performance of the duties of the job in a satisfactory and safe manner. The District may, in instances permissible by law, require an employee who has requested a leave or who requests return to work from a leave to submit to examination by a physician appointed by the District or to provide other appropriate medical evidence to support the request.

An employee who fails to timely return from a general manager-approved medical leave of absence shall be deemed to have resigned his/her District employment.

The District will use its best efforts to hold open an employee's position during the employee's general manager-approved medical leave of absence. However, when

operational needs require, the District may take steps to fill the position of an employee on leave. In this case the employee shall receive the first available vacant position which the employee is capable of performing, upon expiration of leave and certification from the physician that the employee is fit to return to work.

**Vacation**

Each full-time regular employee is entitled to paid vacation accruing at the following rate:

0 - 5 years	=	1.00 days per month	=	12 days per year
6 - 10 years	=	1.25 days per month	=	15 days per year
11 - 15 years	=	1.50 days per month	=	18 days per year
16 – 20 years	=	1.75 days per month	=	21 days per year
21 years thereafter	=	2.00 days per month	=	24 days per year

Vacation time accrual shall be capped at fifty days, and will cease accruing until the total has been brought below fifty days again. At the time of separation from the District, compensation will be paid for unused vacation time accrued up to a maximum of fifty days.

**Bereavement Leave**

Full-time regular employees will be granted up to five days paid leave in the event of the death of an immediate family member. This leave may be extended with sick leave, accrued vacation, or leave without pay in case of great distance or severe emotional hardship.

**Jury Duty**

Full-time regular employees summoned to court to serve as required by law on a jury panel or as a witness in court shall be given time off from work. Prior to taking time off to serve in such capacity, employees must give reasonable notice to the general manager of the date(s) such jury or witness services is to begin and, if possible, the estimated duration of the amount of time off which will be necessary. Time off for jury or witness duty shall be with pay. An employee who receives witness or jury duty pay and his District compensation must remit witness or jury duty pay to the District. The employee is expected to report to work whenever the court schedule permits.

**Other Leave**

Other leaves may be required by law (including but not limited to Family Care and Medical Leave, Pregnancy Disability Leave, Workers Compensation Leave, and Military Leave) and the District will comply with any law applicable at the time such leave is requested to the extent that such other leave is required. The general manager will also consider a request for unpaid Personal Leave but is under no obligation to approve such leave.

## **Retirement Benefits**

### **CalPERS Defined Benefit Retirement Plan**

The District contracts with the California Public Employees' Retirement System (CalPERS) to provide employee retirement benefits. Employees are covered by either the CalPERS 2% @ 55 (Classic) or the 2% @ 62 (PEPRA) benefit formula, depending on eligibility. Participation in the retirement plan shall be consistent with the requirements of the California Public Employees' Pension Reform Act of 2013 ("PEPRA"). Regular employees who work 20 hours per week or more and/or those who work 1000 hours per year or more are eligible for CalPERS membership. Only wages and special compensation allowed by CalPERS will be reported to CalPERS for the purposes of calculating pensionable compensation.

Retirement benefits are calculated based on the employee's formula eligibility as described below:

1. "New Members" - For purposes of this section "New Member" is defined by PEPRA to be any of the following:
  - a) An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.
  - b) An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity with the previous system.
  - c) An individual who was an active member in a retirement system and who, after a break in service of more than six months, returned to active membership in that system with a new employer. For purposes of this subdivision, a change in employment between state entities or from one school employer to another shall not be considered as service with a new employer. Employees who are "New Members", as defined above, are covered by the 2% @ 62 (PEPRA) benefit formula.
2. "Classic Members" - For purposes of this section "Classic Member" is defined as a member who does not meet the definition of a "New Member" as defined by PEPRA. Employees who are "Classic Members", as defined above, are covered by the 2% @ 55 (Classic) benefit formula.

The (PEPRA) employee shall pay 100% of their required CalPERS employee contribution.

The District pays 100% of the required CalPERS employee contribution for "classic" employees.

**CalPERS Section 457 Plan**

Full-time Exempt employees are eligible to participate in the District's Deferred Compensation Plan through voluntary payroll deductions from the employee's wages. Employees may contribute, by payroll deduction, an amount up to the maximum allowed by law to the deferred compensation plan (457). The District shall match each eligible employee's contribution to the plan up to a maximum of \$2,000 per calendar year.

## SECTION 6 - Definition of Terms

**Disciplinary Action:** Disciplinary action consists of termination, involuntary demotion, suspension, reduction in salary, or written reprimand.

**Discrimination:** “Discrimination” as used in this Manual is defined as violation of the District Equal Employment Opportunity Policy in Section 1 of this Manual or conduct that is unlawfully discriminatory against, harassment of, or disrespectful action toward, a Board member, the general manager, another employee, contractor, applicant, or member of the public based on race, color, religion, creed, national origin, ancestry, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity, gender expression, sex, sexual orientation, age (40 or over), physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, military and veteran status, citizenship status, or any other consideration protected by law.

**District:** The “District” herein refers to the Granada Community Services District.

**Fiscal Year:** July 1 to June 30.

**Management:** Refers to the general manager and the assistant general manager.

**Sexual Harassment:** “Sexual Harassment” as used in this Manual is defined to include, but is not limited to, sexual advances that include threat of job detriment or promises of job benefits, or unwelcome physical, verbal, or visual behavior of a sexual nature that creates an offensive, intimidating, hostile or abusive work environment. Examples include (but are not limited to):

- a. Speech, such as epithets, derogatory comments or slurs, and lewd propositioning. Prohibited speech may include inappropriate sex-oriented comments on appearance (including dress or physical features) or stories and/or jokes.
- b. Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. Prohibited physical acts include: pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
- c. Visual insults, such as derogatory posters, cartoons, or drawings related to sex.
- d. Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual’s work performance or create an intimidating, hostile, or offensive working environment.

## **EXHIBIT "A"**

### **DUTIES OF THE ASSISTANT GENERAL MANAGER**

1. Assist in the development of policies, programs and budgets necessary for the operation of the District
2. Assist in the development of long-range plans covering the essential elements of operations, facilities, finances and personnel
3. Assist in administering provisions for effective and efficient operation and control of facilities, finances, personnel and equipment
4. Oversee District operations along with the General Manager
5. Assist the General Manager in developing, implementing, and monitoring short and long-term plans, goals, and objectives focused on achieving the District's mission and priorities
6. Within assigned areas of accountability, serve as the District's representative to professional, industry, community groups, customers, and to other agencies, organizations and individuals
7. Coordinate, prepare, and post agendas
8. Serve as the Secretary to and Clerk of the Board of Directors
9. Serve as a Legally Responsible Officer for CIWQS and submit required reports
10. Serve as the District's Custodian of Records
11. Attend all District Board meetings
12. Generate meeting minutes, and maintain records of all proceedings
13. Write staff reports and prepare recommendations to go before the Board as appropriate and necessary
14. Publish, post, and mail public and legal notices
15. Maintain communication and working relationships among/between Administrative Staff, Contract Staff, and Board Members
16. Work with Board members as needed.
17. Ensure implementation of District Ordinances, Resolutions, Bylaws, and Policies and Procedures
18. Compile data for annual audit, and review final audit reports
19. Conduct research and prepare data for special projects
20. Initiate, review and provide data reports for District insurance coverage
21. Report and process insurance related claims as needed
22. Oversee/manage issues relating to District property and/or facilities as needed or directed
23. Prepare Requests for Proposals as directed
24. Establish and maintain effective relationships with the County, other public agencies, the general public, parcel owners, developers, contractors, architects, and real estate agents
25. Answer incoming phone calls, assist walk-in customers, and as necessary respond to email
26. Process all incoming mail, distribute and review as necessary
27. Respond to written correspondence when necessary

28. Organize and maintain all District records
29. Prepare and generate warrants for accounts payable as appropriate
30. Generate pro-rated sewer service charge invoices and process payments received
31. Prepare bank account deposit slips, facilitate deposits, process transfers as needed, and prepare monthly deposit and transfer reports
32. Analyze monthly bank account statements to identify transactions and verify correctness
33. Maintain adequate account balances in District banks accounts as needed
34. Periodic review of general ledger for accuracy
35. Initiate District office purchasing and compliance with Bidding and Procurement Policy
36. Initiate and review lease agreements
37. Train new District employees
38. Perform all Assessment District administrative and accounting procedures/duties in accordance with the bond documents
39. Review monthly Assessment District investment statements, input data, and maintain in-house reconciliation
40. Review consolidated Assessment District investment statements annually, and prepare in-house reconciliation reports
41. Obtain data and prepare reports for annual county tax roll submission.
42. Record legal documents with the County
43. Review, process, and issue sewer permits per District policy
44. Coordinate and follow-up on District engineering related issues and projects
45. Schedule parcel site and hook up inspections
46. Develop and revise forms, written procedures and public information handouts.
47. Record and handle incoming sewer related emergencies
48. Provide information and respond to public concerns regarding capital improvement projects
50. Carry District cell phone and be on-call at all times

The above shall include all such other duties as may be assigned by the Board or the General Manager as being within the scope of the Assistant General Manager position. The above tasks may also be delegated to other employees or consultants as necessary to accomplish the goals of the District.

**EXHIBIT "B"**

**DUTIES OF THE ASSISTANT ADMINISTRATOR**

1. Answer phone, retrieves and take messages.
2. Greets and assists walk-in customers.
3. Responds to requests for information.
4. Provides general information to customers about permits, assessments, and sewer and garbage services when possible.
5. Retrieves and processes mail, including date stamping, logging, distribution and follow up.
6. Post agendas and public notices as needed.
7. Prepare response to City/County Planning Permit Application Referrals.
8. Prepare memos, emails, invoices, reports and other correspondence as directed.
9. Gather and produce reports for monthly financial statements.
10. Reviews incoming invoices for accuracy and maintains file for warrant processing.
11. Contact vendors as needed.
12. Maintain and update all accounting and permit databases.
13. Review and process incoming applications.
14. Process payments and prepare permits as requested.
15. Process bi-monthly payroll.
16. Submit reports and payments to CalPERS.
17. Filing and organization of Agenda Packets, Minutes, Ordinances and Resolutions.
18. Prepare monthly administrative documents for agenda packet.
19. Gather data and organizes agenda file for packet preparation as directed.
20. Maintain inventory and order supplies.
21. Maintains office equipment, including leases and repairs.
22. Responsible for creating and labeling of files.
23. Ongoing organization and maintenance of filing systems.
24. Responsible for general organization of District Office and Portola Pump Station storage room.
25. Maintain meeting room schedule, and responsible for calendar updates and meeting room set up.
26. Schedule inspections, and responsible for sewer hook-up process through final billing and City/County verification.
27. Manage/update GIS system and inputs call-out/overflow reports.
28. Oversee call-out problems and repair process, including estimates, scheduling, coordination, payments and data entry.
29. Work with franchised waste hauler for recycling events and delinquent garbage accounts.
30. Projects as delegated by the General Manager and/or Assistant General Manager.

The above shall include all such other duties as may be assigned by the General Manager and/or the Assistant General Manager as being within the scope of the Administrative Assistant position.



## **EXHIBIT "C"**

### **DUTIES OF THE PARKS AND RECREATION COORDINATOR**

1. Coordinate, prepare, and disseminate Parks Advisory Committee (PAC) agendas and post as required
2. Attend all PAC meetings
3. Serve as the District Liaison and Secretary to the PAC
4. Prepare PAC staff reports and make recommendations to the Committee as needed
5. Prepare staff reports on PAC activities for GCSD Board meetings and attend GCSD Board meetings as necessary
6. Generate PAC meeting minutes, and maintain records of all proceedings
7. Maintain ongoing communication with Assistant General Manager regarding PAC activities, future agenda items, Board related items and accounting issues
8. Maintain communication and working relationships with County Parks Staff, other professionals, and PAC Members
9. Prepare draft Parks & Recreation portion of District newsletters as requested
10. Provide information to the public, and answer parks and recreation related questions as necessary
11. Maintain and disseminate information to appropriate PAC email lists as necessary
12. Order, create, and maintain park related outreach supplies
13. Maintain communication and flow of information between PAC, the District Board and other Staff.
14. Provide park and recreation related updates for District website as needed.
15. Oversee and manage District Recreation Program, including but not limited to:
  - a. Work with recreation instructors/groups/agencies to set-up/arrange classes to be offered, and obtain all necessary class information for Recreation Program (Requirements/limits/schedule/location/etc.)
  - b. Secure all required instructor and participant paperwork including contract agreement, insurance certificates, if applicable, criminal background history and fingerprinting, and provide disclosures.
  - c. Upgrade forms as needed (Requires District Counsel verification).
  - d. Prepare draft Program Guide to Recreation.
  - e. Make appropriate recommendations regarding class fees.
  - f. As necessary, secure class location or equipment needed.
  - g. Create events on Eventbrite for all activities; manage and track events; provide ongoing notification to instructors/District staff/Board and PAC Members.
  - h. General promotion of all events.
  - i. Obtain feedback from instructors and participants.
  - j. Process instructor fee payments/reimbursements.
16. All park related tasks as requested by the General Manager or approved by the Board.

**EXHIBIT “D”**

**Granada Community Services District  
Compensation Schedule**

Effective July 1, 2021

	<b>Low</b>	<b>Mid</b>	<b>High</b>
Assistant GM (Annual)	125,000	145,000	165,000
Admin Assistant (Annual)	63,750	75,000	86,250
(Hourly Rate Equivalent)	30.65	36.06	41.47
Rec Coordinator (Annual)	63,750	75,000	86,250
(Hourly Rate Equivalent)	30.65	36.06	41.47

**COASTSIDE GOVERNMENT AGENCIES BENEFIT COMPARISON**

December 2022

**SAM**

**CITY OF HMB**

**MWSD**

**SMC HARBOR DIST.**

**CCWD**

**GCSB**

BASIC INSURANCE						
<b>Employer Health Contribution</b>		<b>CalPERS</b>	<b>CalPERS</b>	<b>SDRMA</b>	<b>CalPERS</b>	<b>SDRMA</b>
- Medical Ins. (Monthly)	\$2,057 + \$149	\$1,900 + \$149	100% of cost	100% of cost	100% of cost	Actual cost up to \$1,400
- Dental Ins.	100% of cost	100% of cost	100% of cost	100% of cost	100% of cost	
- Vision Coverage	100% of cost	100% of cost	100% of cost	100% of cost	100% of cost	
- Life Insurance	100% of cost	100% of cost	100% of cost	100% of cost	100% of cost	
- Life Ins Coverage Amt	1.5x salary Local 39 - \$75K	1x annual salary Local 39 - \$75K	NO	2x salary (max 200,000)	2x salary (max 200,000)	EE decides
- Short-Term Disability	YES	N/A	YES	State Disability		NO
- Long-Term Disability	YES	67% of salary to \$6k per mo	YES		YES	NO
HEALTH SPENDING ACCOUNTS						
<b>125 PLAN (Pre-tax Med Exp)</b>	YES	YES	NO	YES	YES	NO
- ER Contribution (Monthly)	\$115 (Hired after 1/1/13)					-
RETIREMENT BENEFITS						
<b>CalPERS Retirement Formula</b>	Pre-2013: 2% @ 55 PEPRA: 2% @ 62	Pre-2013: 2% @ 55 PEPRA: 2% @ 62	PEPRA 2% @ 62	PEPRA 2% @ 62	Tier 1-Classic 2.5% @ 55, Tier 2-Classic 2% @ 60, Tier 3-PEPRA 2% @ 62	Pre-2013: 2% @ 55 PEPRA: 2% @ 62
<b>Deferred Comp Plan</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NO</b>
- Deferred Comp Match	Admin: \$2,000, Union: -0-	50% of Cont. to 6% of salary	To 7% of salary	To 7% of salary	No match. Dist pays into 401a Plan for EE's hired aft 11/1/08.	N/A
<b>RETIREE BENEFITS</b>	\$115 PER MO (If hired before 2013)		NONE	100% health, dental, vision cov w/12 yrs employment	100% Med-Hired b4 11/15/06, 50% Med-Hired b4 11/1/08, \$144 per mo-Hired aft 11/1/08.	NONE
PAID TIME OFF						
<b># OF HOLIDAYS (per year)</b>	<b>14</b>	<b>14</b>	<b>10</b>	<b>10</b>	<b>14</b>	<b>14</b>
<b>SICK LEAVE (per year)</b>	<b>12</b>	<b>12</b>	<b>10 + 4 Hrs per pay period to cap</b>	<b>PTO excludes holidays, bereavement leave &amp; jury duty</b>	<b>12</b>	<b>10</b>
<b>VACATION DAYS (per year)</b>	0-5 yrs = 12 days per yr	0-4 yrs = 12 days per yr	0-4 yrs = 10 days + 1 day per yr	0-5 yrs = 24 days per yr	0-4 yrs = 10 days	0-5 yrs = 12 days per yr
	6-10 yrs = 15 days per yr	5-10 yrs = 15 days per yr	5-24 yrs = 15 days + 1 day every 2 yrs	6-10 yrs = 30 days per yr	5-14 yrs = 15 days	6-10 yrs = 15 days per yr
	11-15 yrs = 18 days per yr	11-15 yrs = 18 days per yr		11 yrs + = 32 days per yr	15-19 yrs = 20 days	11-15 yrs = 18 days per yr
	16+ yrs = 21 days per yr	16-20 yrs = 21 days per yr			20 yrs = 21 days	16-20 yrs = 21 days per yr
		21+ yrs = 23 days per yr			Add 1 vac day for each yr wkcd to 29 yrs+ = 30 days	21+ yrs = 24 days per yr
<b>ADMIN LEAVE</b>	4 days per yr	8 hrs per mo	NO		YES	NO
OTHER BENEFITS						
<b>ANNUAL ALLOWANCE</b>	\$500 PER YR	\$100 PER MONTH	ER pd phone		None	Asst. GM phone (\$120/mo)
<b>OTHER BENEFITS PAID BY EMPLOYER</b>	Bilingual Pay: \$1,000 per yr	Bilingual Pay: 2.5% sal increase = oral	\$150 per mo=T-3 Cert, \$100 per mo=D-2 Cert	Discretionary bonus for exceptional work	None	None
	\$10-\$25 Qrtly Health Incentive	2.5% sal increase = written 2.5% sal inc = translation				
	Longevity (per yr): \$1,000 = 10 yrs, \$1,500 = 15 yrs, \$2,500 = 20yrs +	Service Recognition: \$700 = 7-13 yrs, \$1,400 = 14-20 yrs, \$2,100 = 21yrs + (per yr)				
	Free daily snacks					

**ITEM #5**





**SEWER AUTHORITY MID-COASTSIDE**  
**Board of Directors Meeting Agenda**  
**Regular Board Meeting 7:00 PM, Monday, January 23, 2023**

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

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89166194620?pwd=dGIUbVNkMkFrdVZRcnBnQkRpRHFGQT09>

Meeting ID: 891 6619 4620

Passcode: 832077

One tap mobile

+16699006833,,89166194620#,,,,\*832077# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 891 6619 4620

Passcode: 832077

Find your local number: <https://us02web.zoom.us/j/89166194620>

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](mailto:kishen@samcleanswater.org).

**1. CALL TO ORDER**

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

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

Members of the public are welcome to submit comments via e-mail by sending them to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments so submitted prior to 7 pm on January 23, 2023 will be distributed to the Board electronically and/or read out loud during the discussion of the respective item(s) identified in the email. Members of the public may also provide comments telephonically or electronically on topics within the jurisdiction of the Authority, or on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of January 9, 2023 Regular Meeting **(Attachment)**
- B. Approve Disbursements for January 23, 2023 **(Attachment)**
- C. Monthly Revenue and Expense Report for Period Ending December 31,2022 **(Attachment)**
- D. Status of CIP Projects for 2021/22 and 2022/23 **(Attachment)**

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

- A. Ratify the Contract with Bay Pacific Pipeline to Complete the Emergency Repair of the Force Main in an Amount Not to Exceed \$447,000 **(Attachment)**
- B. Update on Emergency Storm Situation and Actions Taken by SAM to Prevent and Mitigate Harm to SAM Facilities
  - i. Update on current status of repairs and replacements necessitated by recent extreme storms and flooding;
  - ii. Board vote per Public Contract Code 22050 (c) to determine by 4/5 vote that there is a need to continue the emergency procurements previously authorized on an emergency basis by the General Manager

**5. GENERAL MANAGER’S REPORT**

- A. Report on Member Agency Engineers meeting **(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 (1) of Subdivision (d) of Section 54956.9:  
(Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
- B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION  
Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9  
(One potential case)
- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957)  
Title: General Manager
- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957)  
Title: General Counsel

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

**11. ADJOURNMENT**

- Upcoming Regular Board Meetings: January 23, 2023 and February 13, 2023

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

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**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, February 13, 2023**

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83319956141?pwd=dFJlV2ZkNXZ1dUJ5UmE1VDFqUT09>

Meeting ID: 833 1995 6141

Passcode: 944200

One tap mobile

Dial by your location

+1 669 900 6833 US (San Jose)

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**1. CALL TO ORDER**

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

**2. 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](mailto:kishen@samcleanswater.org). All comments so submitted prior to 7 pm on February 13,

2023 will be distributed to the Board electronically and/or read out loud during the discussion of the respective item(s) identified in the email. Members of the public may also provide comments telephonically or electronically on topics within the jurisdiction of the Authority, or on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

3. **CONSENT AGENDA** (*Consent items are considered routine and will be approved/ adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.*)
  - A. Approve Minutes of January 9, 2023 Regular Meeting (**Attachment**)
  - B. Approve Disbursements for February 13, 2023 (**Attachment**)
  - C. Monthly Revenue and Expense Report for Period Ending December 31,2022 (**Attachment**)
  - D. Ratification of Resolution 2-2023 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period February 14, 2023 through February 28, 2023 Due to the Continuing State of Emergency Declared by the Governor Related to Preventing the Spread of COVID-19, and Pursuant to Government Code Section 54953(e) (**Attachment**)
  
4. **REGULAR BUSINESS** (*The Board will discuss, seek public input, and possibly take action on the following items*)
  - A. Review and Possible Action Recognizing Ric Lohman for his Decades of Outstanding and Dedicated service to our Community. (**Attachment**)
  - B. Ratify the Contract with Bay Pacific Pipeline to Complete the Emergency Repair of the Force Main in an Amount Not to Exceed \$447,000 (**Attachment**)
  - C. Review and Authorize General Manager to Issue Request for Proposal (RFP) to Provide Design Services for the SAM Montara Force Main Rehabilitation Project (**Attachment**)
  - D. Update on Emergency Storm Situation and Actions Taken by SAM to Prevent and Mitigate Harm to SAM Facilities
    - i. Update on current status of repairs and replacements necessitated by recent extreme storms and flooding;
    - ii. Board vote per Public Contract Code 22050 (c) to determine by 4/5 vote that there is a need to continue the emergency procurements previously authorized on an emergency basis by the General Manager
  
5. **GENERAL MANAGER'S REPORT**
  - A. Managers' Monthly Report-December 2022
6. **ATTORNEY'S REPORT**
  - A. Update on possible proposed legislation to extend remote participation authorization

and expiration of AB 361 authority.

B. Efforts to access disaster relief funds associated with storm damage.

**7. DIRECTORS’ REPORT**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)**

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

**A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

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

**B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION**

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

**C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957)**

Title: General Manager

**D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957)**

Title: General Counsel

**E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9 (Marshall v. Sewer Authority MidCoastside).

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

**11. ADJOURNMENT**

- Upcoming Regular Board Meetings: February 27, 2023 and March 13, 2023

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

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**INFORMATION FOR THE PUBLIC**

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**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** February 13, 2023  
**SUBJECT:** **Monthly Manager’s Report – December 2022**

**Executive Summary**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

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

**Background and Discussion/Report**

The following data is presented for the month of *December 2022*.

*Key Indicators of Performance*

NPDES Permit Violations: 0  
 Accidents, Injuries, etc.: 0  
 Reportable Spills Cat 1: 1  
 Reportable Spills Cat 2: 1  
 Reportable Spills Cat 3: 5

*Flow Report (See Attachment A)*

Half Moon Bay	1.178	60.9%
Granada CSD	0.326	16.9%
Montara W&SD	0.429	22.2%
<b>Total</b>	<b>1.934</b>	<b>100%</b>

<b>BOARD MEMBERS:</b>	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

**Administration**

There was one Regular Board Meeting in the month of December, and no public records request. There were three articles in the Half Moon Bay Review mentioning SAM, Montara District Agrees on Board pay Increase (December 7, 2022), SAM Reviews Financial Audit (December 14, 2022), Sewer System Tracks New Coronavirus Climb (December 28, 2022), and one Public Notice regarding Directors Pay (December 7, 2022). There were two mentions of SAM in Coastside Buzz, SAM Directors Ask Legal to Compare and Contrast Pre-Covid Tele-conferencing Meeting Rules with the Post Covid AB 2449 Public Agency Meeting Rules (December 1, 2022), and Sewer Authority Manages Early December “Dragon Storm” Easily as Ground Not Yet Saturated; Saturation Increases INI and SAM Flows (December 22, 2022). There has been no lost time work accidents since September 10, 2019. There were no new hires in the month of December, and one anniversary, TJ Hussein, Operator-in-Training.

**Operations & Maintenance**

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

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

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

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

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

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

We did some work on the south west edge of the property early in the month to create some more space that turned out to be a life saver later on in the month. We built up a section with base rock and raised it a bit, that prevented more water from entering the facility that likely would have when Pilarcitos creek got to historic levels on December 31. I can say that with certainty and I have been her since mid-1987. So yes, I’ve been through a few storms and have been in some hairy situations.

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	J. Grant	H. Rarback	

This was the first time in all those years I have ever seen the creek top the dike. Talk about a feeling of complete anxiety and stress when you know the possible outcome if you can't figure something out in a hurry.

Initially we thought we would be okay but as the rain kept coming and the creek kept rising that thought quickly faded.

The sand bagging attempts seemed to do little compared to the volume of water that was coming down the creek. Once it started flowing into the facility all we could do was shut off northern station in an all-out attempt to reduce flow to the plant and try to protect the whole electrical system. We got things shut down quickly but the creek still level still persisted. We were living in real time the screens you see on the news, it was a feeling that you can't hardly describe, the true sense of helplessness when you are realizing there is not anything more you can do. We could not access the main electrical area in the lower portion of the facility due to the very real electrical shock hazard that was present. To see the water level slowly creep up on the main PG&E transformer for the plant is not something I would ever want to relive.

Eventually the creek level went down and we were able to begin damage assessment of the treatment facility.

The up side is that we were able to save the electrical for the treatment facility and thus keep the only sewage treatment facility for the Coastside operational.

The down side, we did lose a few motors, 2 in the digester control and 1 in the pipe galley due to flooding. We also lost the electrical transformer in the effluent building. I would not be surprised if other things pop up here and there as time passes.

We had to sting temporary power to the effluent, (transformer has now been replaced and raised). Motors have been replaced or are in the process there of.

Shutting the stations down North combined with the heavy rain caused SSO's near the Portola pump station as well as the Montara pump station. We reached out to the state so that they knew this was a real possibility. As soon as we were able to return flow to the treatment facility these overflows stopped.

Once the creek level subsided enough we were able to bring in more loads of base into the treatment plant and build up the dike which we have since covered in a heavy plastic sheeting to prevent eroding of the material.

During the month of December 2022 rainfall was above historic normal for Half Moon Bay. The 10-year average for the area is 5.087 inches of rain in December, (5.28 inches used to be considered normal, this year we received 10.54 inches, well above the 10 year average). This web link has some very useful data for our area,

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<https://ggweather.com/hmb/>. Rainfall totals were as follows: 10.54 inches, (from the NOAA gauge at the plant). Our roof top had 14.95 at the plant, 12.99 inches in the GCSD service are, and 11.57 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 2022.**

- 12/1/2022 – Added 6 bags of soda ash (300 lbs) and 200 lbs of sodium bi carbonate throughout the day for alkalinity and ph, Low gas pressure alarm in the wee hours – could have been due to valve issue.
- 12/2/2022 – Add 4 bags of Soda Ash, (200 lbs), to the MLSS basins for alkalinity and ph adjustment in the morning. Added four bags bicarbonate mid-day, cleaned slime off Sentry probe, added two more bags of Sodium Bicarbonate at the end of day. Sent out verily sample to Stanford.
- 12/3/2022 – Saturday - Add 4 bags of Soda Ash, (200 lbs), to the MLSS basins for alkalinity and ph adjustment in the morning. Increase RAS chlorination set point to 35 lbs/day. Add 4 bags of Sodium bicarbonate to the mlss basins at end of day for alkalinity and PH adjustment. Routine rounds and reads, single operator on duty .
- 12/4/2022 – Sunday – Add 4 bags of Soda Ash, (200 lbs), to the MLSS basins for alkalinity and ph adjustment in the morning. Added two more bags of Sodium Bicarbonate mid-day. Add two additional bags of Sodium Bicarbonate early afternoon. Added four additional bags of Soda ash at end of day. Routine rounds and reads, single operator on shift.
- 12/5/2022 – Add 4 bags of Soda Ash, (200 lbs), to the MLSS basins for alkalinity and ph adjustment in the morning. Andreini here to clean up corner, Nichols in to remove false wall between AB 3 & 4. Added 100 lbs Sodium Bicarbonate to MLSS basin mid-day. Add 4 bags of Soda Ash to MLSS at end of day. Adjusted blower setting for hopeful process improvement. Verily sample sent to Stanford.
- 12/6/2022 – Add 4 bags of Soda Ash, (200 lbs), to the MLSS basins for alkalinity and ph adjustment in the morning. Andreini back in to clean up corner, Nichols back again to remove false wall between AB 3 & 4, (it seems it was not as thin as we thought it was). Calcon in working on conveyor issue and working on RDT flow meter. Bio bot sample sent out for testing.

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- 12/7/2022 – Add 4 bags of Soda Ash, (200 lbs), to the MLSS basins for alkalinity and ph adjustment in the morning. Added two bags of Bicarbonate mid-day. Andreini back in to clean up corner, Nichols back again to remove false wall between AB 3 & 4, ( it's going very slowly, 18 inch thick wall, not what we thought ). Adjusted cl2 to RAS to 6 lbs / 1000 lbs of MLVSS. Added more Bicarbonate at the end of the day. Verily sample sent to Stanford. Alpha samples day 1 went out today.
- 12/8/2022 – Added 2 bags of soda ash (100 lbs) and 2 bags (100 lbs) of sodium bi carbonate to the MLSS basins for alkalinity and ph adjustment in the morning. Day 2 of Alpha samples went out today. Added two more bags of Bicarbonate mid-day. Added two more bags of Bicarbonate at the end of the day. Nichols completed the wall removal between AB 3 & 4. Gents from Alaska were in today, their primary interest was in the Sentry device and early warning of potential shock loads. General Manager and Superintendent took them for a tour of the facility and to see the wet weather flow storage at the Portola station.
- 12/9/2022 – Add 2 bags of Soda Ash, (100 lbs.), also added 2 bags sodium bicarbonate, (100 lbs.), to each of the MLSS basins for alkalinity and ph. adjustment in the morning. Cleaned chlorine contact basin. Calcon is in working on electrical for the RDT feed and influent pump issues. Added 2 bags sodium bicarbonate mid-day, (100 lbs.), to each of the MLSS basins for alkalinity and ph. adjustment. Added another 2 bags sodium bicarbonate at the end of the day, (100 lbs.), to each of the MLSS basins for alkalinity and ph. adjustment.
- 12/10/2022 – Saturday - Add 4 bags of Soda Ash, (200 lbs.), also added 2 bags sodium bicarbonate, (100 lbs.), to the MLSS basins for alkalinity and ph. adjustment in the morning. Added another 2 bags, (100 lbs.), to each MLSS basin at the end of the day. Routine rounds and reads. Single operator on shift today.
- 12/11/2022 – Sunday – Power glitch in the early hours, reset equipment. Add 1 bag of Soda Ash, (50 lbs.), also added 1 bag, (50 lbs.), bicarbonate to each MLSS basin to the MLSS basins for alkalinity and ph. adjustment in the morning. Added another bag, (50 lbs.) to each bass more bags of Sodium Bicarbonate mid-day. Add two additional bags of Sodium Bicarbonate early afternoon. Add two additional bags of Sodium Bicarbonate at the end of the day. Routine rounds and reads, single operator on shift. Had two separate call outs for VFD's at the Portola station , was able to rest the first time, second time had to isolate pump as it needed to be investigated as to possible cause.

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- 12/12/2022 – Primary pump issues today, pump seems to trip not sure of cause as it will reset. Increased the cl<sub>2</sub> to the RAS from 44 lbs. / day to 50 lbs. per day. Sent out alpha samples day 1 and 2 today, (yesterday's samples refrigerated overnight). Covid sample was sent out to Stanford today. PSP failed again at night, need to have Calcon look into root cause, we think it might have been something from the power glitch the other day.
- 12/13/2022 – Add 2.5 bags of Soda Ash, (125 lbs.), to each of the MLSS basins for alkalinity and ph. adjustment in the morning. RF MacDonald in to work on the heat exchanger. Calcon in working on conduit also on primary pump issue. They found a failed card on the PLC. They are going to see if they can source some more cards, but due to the age they will likely be on the secondary market. Added 100 lbs. of soda ash to each of the MLSS basins. Bio bot sample sent out for testing.
- 12/14/2022 – Add 2 bags of Soda Ash, (100 lbs.), to each of the MLSS basins for alkalinity and ph. adjustment in the morning. Added two bags of Bicarbonate, (100 lbs.) to each MLSS basin mid-day. All personal attended anti-harassment training. Holiday social after the training. Covid sample sent out to Stanford for testing.
- 12/15/2022 – Noticed the D.O. control not working right from recent changes, reached out to Calcon to investigate and try to get it fixed. Added 100 lbs. of soda ash to each of the MLSS basins in the morning. Attended a WEF webinar on plant staff solving upsets – bulking, nutrients, and toxic loads. Cleaned one of the contact basins today. Started adding Alum to MLSS eff to assist with turbidity of secondary effluent. Staff did jar testing and found that poly alongside of the alum addition seems to work better. Started adding poly along with alum after jar test. Dave Richardson from Woodward and Curran stopped by for a quick tour as he was in the area.
- 12/16/2022 – Adding sodium hydroxide to boost ph. in the MLSS basin, Adding poly and alum to assist with settling in the secondary clarifier, actually to assist with the turbidity / S.S.. Added 50 lbs. soda ash to each MLSS basin to give the ph. a boost. Cl<sub>2</sub> to RAS off for now, filaments are not bad at this time. Verily samples were sent off to Stanford.
- 12/17/2022 – Saturday - Adding sodium hydroxide to boost ph. in the MLSS basin. Adding poly and alum to assist with settling in the secondary clarifier. Add 2 bags of Soda Ash, (100 lbs.), also added 2 bags sodium bicarbonate, (100 lbs.), to the MLSS basins for alkalinity and ph. . Routine rounds and reads. Single operator on shift today.

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	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

12/18/2022 – Sunday – Add 2 bag2 of Soda Ash, (100 lbs.) to each MLSS basin for alkalinity and ph. Adjustment in the morning. Adding poly and alum to assist with settling in the secondary clarifier. Added 50 lbs. bicarb to each MLSS basin mid-day for ph. and alkalinity. Added another 2 bag, (100 lbs.) to each bass more bags of Soda Ash at the end of the day to MLSS for ph. and Alkalinity. Routine rounds and reads, single operator on shift.

12/19/2022 – Poly and Caustic, ( sodium hydroxide ), drip on to MLSS basin effluent to assist with settling in the secondary. Add 100 lbs. of soda ash and 50 lbs. bi carbonate to each MLSS basin for ph. and alkalinity. reps from Silicon Valley Mechanical here to look at aeration basin and influent pumps. Add 50 lbs. bi carb to each MLSS basin mid-day, add 100 lbs. soda ash to each MLSS basin at end of day. Verily sample sent out to Stanford.

12/20/2022 – Add 2 bag2 of Soda Ash, (100 lbs.) to each MLSS basin for alkalinity and ph. Adding caustic drip to MLSS basin as well for ph. . Add poly and Alum to MLSS eff to assist with secondary settling. RF MacDonald came in to look at couple of jobs, influent pump, mix pumps, aeration basin pipe. Add 50 lbs. of bicarb to each MLSS basin mid-day for ph. and alkalinity. Add 2 bags of Soda Ash, (100 lbs.), to each of the MLSS basins for alkalinity and ph. adjustment at the end of the day. Biobot sample sent out for testing.

12/21/2022 – Add 2 bags of Soda Ash, (100 lbs.), to each of the MLSS basins for alkalinity and ph. adjustment in the morning. Poly and alum on to assist with secondary settling. Add 50 lbs. of bi carb to each MLSS basin mid-morning. Collect quarterly oil and grease and sludge cake sample to be sent out next week. Calcon working on blower settings. Added 50 lbs. soda ash to each MLSS basin mid-day. Digester gas test 35% Co2 – 28 ppm H2S. Added two bags of Bicarbonate, (100 lbs.) to each MLSS basin end of day for ph. Verily sample sent to Stanford. Monthly Eyewash / fire extinguisher checks complete.

12/22/2022 – Start sodium hydroxide drip to MLSS basin for ph. Added 100 lbs. soda ash to each MLSS basin for ph. and alkalinity. Calcon in working on RDT feed and looking into VFD issues at the Princeton pump station. Could not find anything to be the root cause of VFD trip, likely PG& E power switch over.

12/23/2022 – SAM Holiday - Adding sodium hydroxide to boost ph. in the MLSS basin, Adding poly and alum to assist with settling and turbidity in the secondary clarifier. Added 50 lbs. of soda ash to each MLSS basin to boost the Ph. Routine rounds and reads, single operator on shift today.

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- 12/24/2022 – Saturday – Christmas Eve - Adding sodium hydroxide to boost ph. in the MLSS basin. Adding poly and alum to assist with settling and turbidity in the secondary clarifier. Add 2 bags of Soda Ash, (100 lbs.), also added 2 bags sodium bicarbonate, (100 lbs.), to the MLSS basins for alkalinity and ph. . Routine rounds and reads. Single operator on shift today.
- 12/25/2022 – Sunday – Christmas day - Adding sodium hydroxide to boost ph. in the MLSS basin. Adding poly and alum to assist with settling and turbidity in the secondary clarifier. Routine rounds and reads. Single operator on shift today.
- 12/26/2022 – SAM Holiday - Adding sodium hydroxide to boost ph. in the MLSS basin. Adding poly and alum to assist with settling and turbidity in the secondary clarifier. Routine rounds and reads. Single operator on shift today.
- 12/27/2022 – Rain caused High sump alarm in the wee hours. Part of a tree fell due to the winds. Had to put secondary #2 in service due to high flows / rain. Adding sodium hydroxide to boost ph. in the MLSS basin. Adding poly and alum to assist with settling and turbidity in the secondary clarifier in the afternoon. Having tree work done in plant next few days. Day 1 of Alpha samples went out today. Biobot sample went out today. Covid sample sent out today.
- 12/28/2022 – Adding sodium hydroxide to boost ph. in the MLSS basin. Adding poly and alum to assist with settling and turbidity in the secondary clarifier. Tree guys back trimming again. Day two of Alpha samples sent out. Covid sample sent to Stanford, ( two days in a row due to the holiday schedule at the lab).
- 12/29/2022 – Adding sodium hydroxide to boost ph. in the MLSS basin. Adding poly and alum to assist with settling and turbidity in the secondary clarifier. Tree guys back trimming. Ran influent pumps, pump 5 not wanting to prime very well. Turned off sprinklers at the Portola station due to the moisture content of the chips.
- 12/30/2022 – Friday – SAM Holiday – Single Operator on shift today. Caustic Soda for pH adjustment and Alum and Polymer for II° Settability. Received a delivery of Hypochlorite at the Princeton Pump Station. Routine reads and rounds completed. Laboratory completed.
- 12/31/2022 – Saturday – New Year’s Eve – Wet Weather Event. Single Operator on Shift today, called others in to help with alarms and wet weather. Sump Pump #12 High Level Alarm. Main PLC UPS power failure, reset and not working. Montara Pump Station (MoPS) High level alarm, additional operator was called in to check pump stations. Princeton, Pelican Point,

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and Airport had alarms. Additional Operator came in to help (3 total). Pilarcitos Creek started overflowed into the plant for an hour and a half. Plant flooded 8 inches into the electrical building. Calcon was called in to help. Two more operators and an OIT were called in. Called in a Construction company to build up the berm on the creek side of the plant. MoPS overflowed. Portola Pump Station (PoPS) overflowed. Power loss in Effluent building, transformer blew. Workers spent the rest of the day fixing problems all over the plant and pump stations. Sand bags were created, collected, and placed in critical areas after the waters subsided. 3 inches of total rainfall. Operator stayed overnight.

**Other activities are listed below:**

There were 7 deliveries (approximately 4,200 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 420.00. There were no leachate deliveries to the SAM IPS line in the month of December 2022, for a total leachate volume of 0 gallons.

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

**Contract Collection Services**

The SAM crew cleaned 16,878 feet of sewer line and responded to thirty-five service calls in contract service areas. Thirteen were sewer line related and twenty-two were maintenance service calls. Six of the callouts were during regular business hours or started during regular business hours. Twenty-nine were after hour calls. Three calls were in HMB, twenty-four calls were in the MWSD service area, and four calls were in the GCSD service area during the month of December 2022. \*\*Note that four of the calls were SAM related due to the rain event

HMB – The service calls in HMB was as follows; 12/13 - Call for a lateral backup, main line was clear, advised owner they would need to contact a plumber to resolve issue. 12/31 - Horse trail manhole over flow due to wet weather. Category 2 SSO due to volume.

The maintenance calls in HMB were as follows; 12/31 - Pelican point lift station, high level alarms due to heavy rain. Reset Alarms, genny did not run.

GCSD – The service calls in the GCSD area were as follows; 12/8 - Call for standing water in lateral, house is at end of line and there is not enough flow to keep things going. Advised owner to add more water periodically to help keep things moving. 12/9 - Call for toilet backup, flushed main no obstruction,

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advised owner they would need to contact a plumber to resolve issue. 12/28 - Call for bathroom back up, no property line clean was available. Crew flushed main finding no obstructions. Advised owner to contact a plumber to resolve the issue. 12/28 - Call for toilet gurgling noise. When crew arrived they saw there was no standing water in cleanout. Crew advised the owner that the problem appears to be inside the house and would need to contact a plumber to resolve issue.

There were no maintenance service calls in the GCSD service area in the month of December 2022.

MWSD – The sewer line related call in the MWSD area was as follows; 12/12 - Call for slow draining, blockage was in service line. Advised owner they are responsible for service the line and that they would need to contact a plumber to resolve issue. 12/31 - System was at capacity, noticed manhole on cypress street overflowing while reroute to another emergency location. Category 1 due to end discharge location. 12/31 - Entire neighborhood was flooded, this was the lowest house, we had to pull the property line cleanout cap to prevent sewage entering the home. Again the entire neighborhood was flooded due to rain.

The maintenance calls in the MWSD service area were as follows; 12/11 - Distillery power glitch at station, reset alarms and checked for normal operation. 12/11 - Seal cove #1 power glitch at station, reset alarms and checked for normal operation. 12/11 - Seal cove #2 power glitch at station, reset alarms and checked for normal operation. 12/11 - Seal cove #3 power glitch at station, reset alarms and checked for normal operation. 12/11 - Seal cove #4 power glitch at station, reset alarms and checked for normal operation. 12/11 - Cali lift station, power glitch, genny ran for about 5 minutes, reset station and checked for normal operation. 12/11 - Vallemar lift station power glitch, genny ran for about 5 minutes, reset station and checked for normal operation. 12/11 - Niagara lift station, power glitch, motor starter had tripped, reset station and checked for normal operation. 12/11 - 7th street lift station, power glitch at station, reset alarms and checked for normal operation. 12/11 - Date Harte Lift station, power glitch, genny ran for about 5 minutes, reset station and checked for normal operation. 12/11 - Kanoff lift station, power glitch, genny ran for about 9 minutes, reset station and checked for normal operation. 12/11 - Airport lift

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station, power loss, genny ran for about 30 minutes, reset alarms and checked station for normal operation. 12/27 - Date Harte Lift station, high well level due to rain, both pumps were running and unable to keep up. Used standby trash pump to get station into normal operating range and clear alarms. 12/28 - Distillery high level alarm, found well level high, reset alarms and ran pumps to check for normal operation. 12/30 - Distillery high level alarm, reset alarms and ran pumps to check for normal operation. 12/31 - Vallemar station, heavy rain multiple outages, genny ran about 6 hours, multiple alarms. 12/31 - Kanoff street station high level alarm. Heavy rain causing high flows, all three pumps running just to keep up, multiple alarms. 12/31 - Airport lift station high level alarm. Heavy rain causing high level, both pumps running, multiple alarms. 12/31 - Niagara lift station, high level alarm, both pumps running, multiple alarms. 12/31 - Pelican point lift station, high level alarms due to heavy rain. Reset Alarms, genny did not run. 12/31 - Date Harte high level, trash pump was running, heavy rain affecting multiple stations. 12/31 - Date Harte station again, high level alarm, heavy rain, multiple station affected.

The December 2022 collection system data report is provided for the Board's information. There were Five (5) Category 1, one (1) Category 2's, and one (1) Category 3 SSO's, during the month of December 2022. All the SSO's were related the storm at the end of December.

**Staff Recommendation**

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

**Supporting Documents**

Attachment A: Monthly Flow Report December 2022

Attachment B: Monthly NPDES Report December 2022

Attachment C: Collection System Data December 2022

Attachment D: Contract Collection Service Report December 2022

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## Attachment A

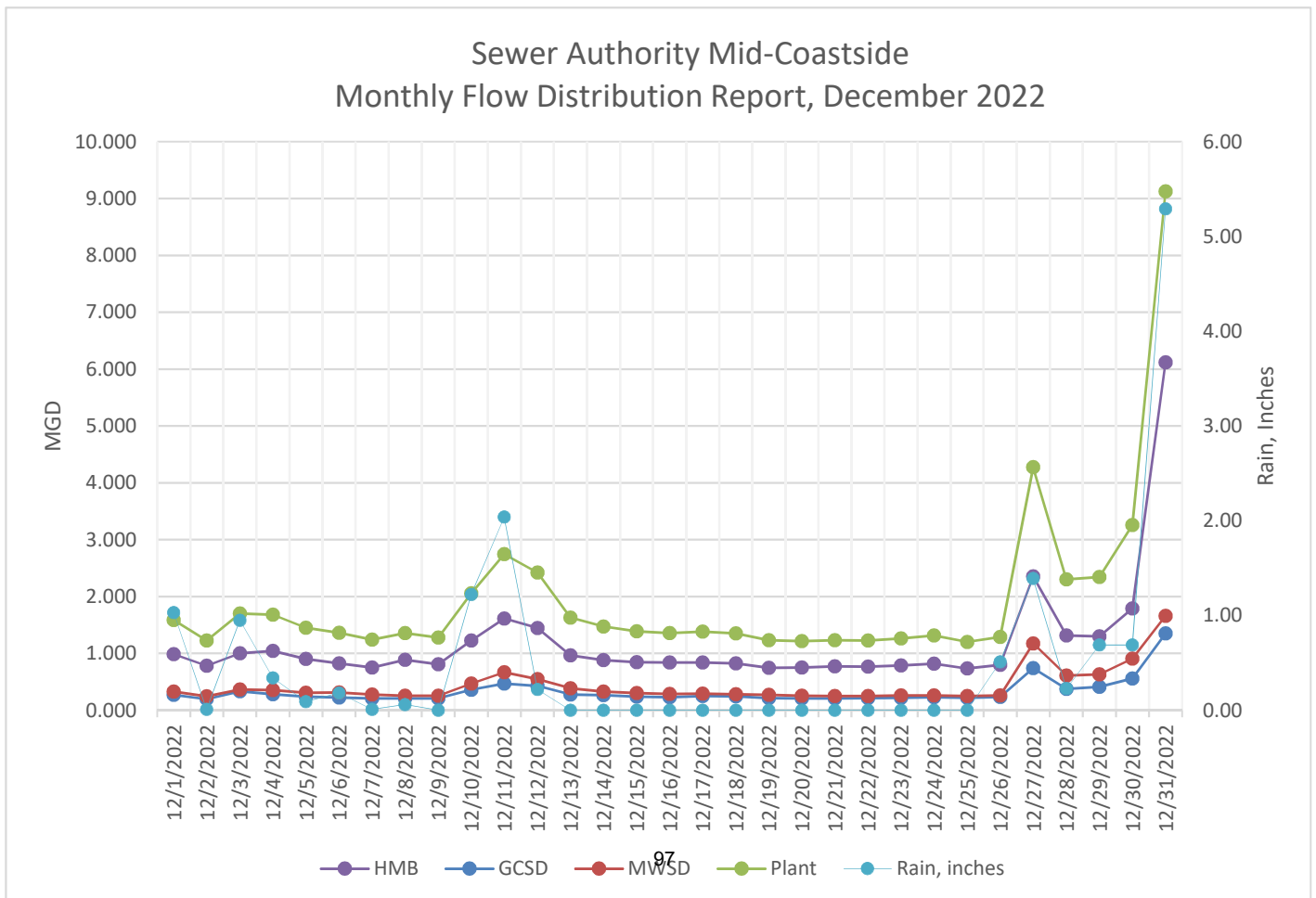
### Flow Distribution Report Summary for December 2022

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

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.178	60.9%
Granada Community Services District	0.326	16.9%
Montara Water and Sanitary District	<u>0.429</u>	<u>22.2%</u>
<b>Total</b>	<b>1.934</b>	<b>100.0%</b>





# Sewer Authority Mid-Coastside

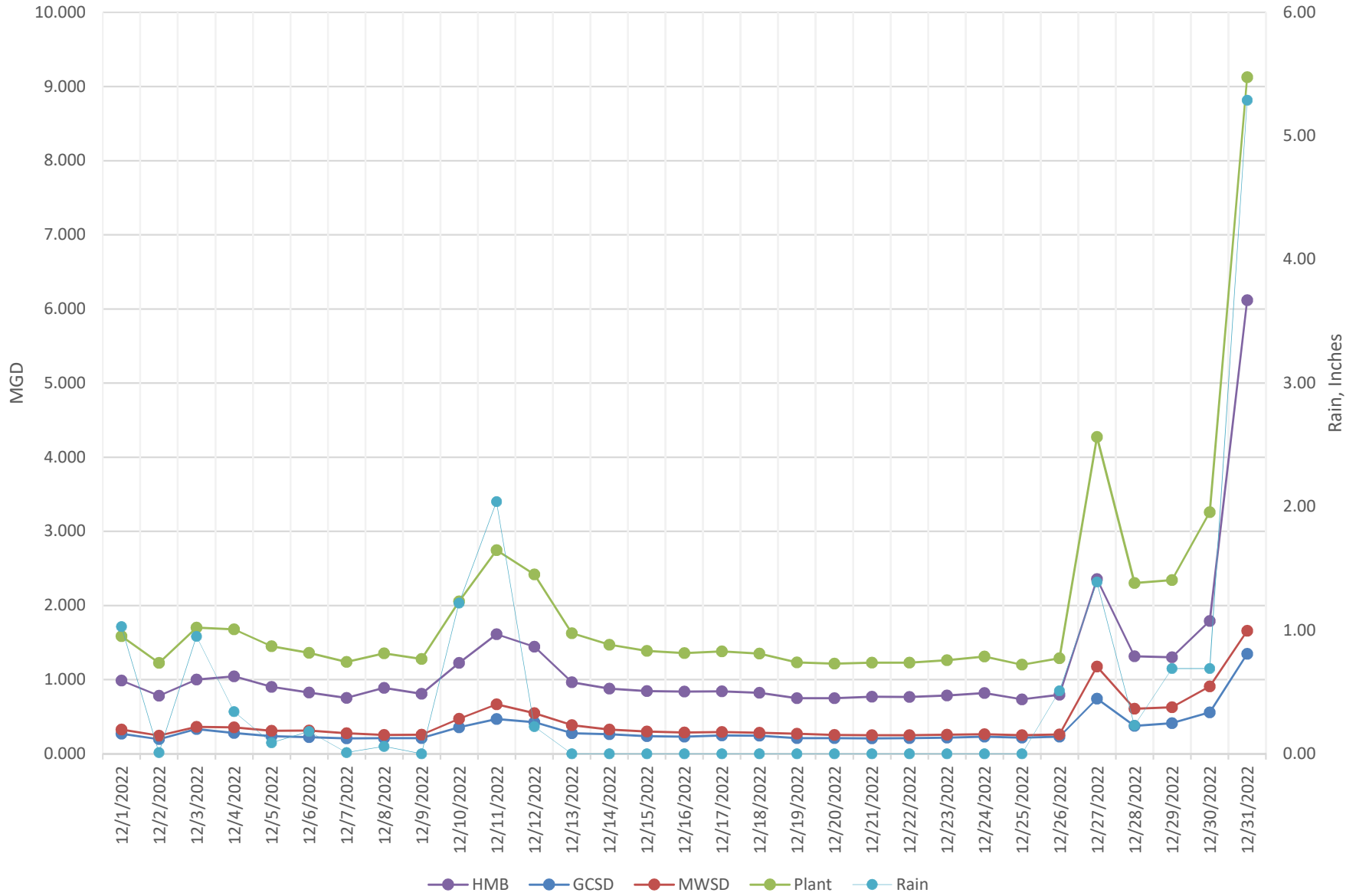
## Monthly Flow Distribution Report for December 2022

<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>
12/1/2022	0.988	0.271	0.328	1.587	1.03	1.31	0.88
12/2/2022	0.784	0.197	0.245	1.226	0.01	0.01	0.00
12/3/2022	1.002	0.334	0.365	1.701	0.95	0.63	0.73
12/4/2022	1.043	0.280	0.357	1.680	0.34	0.06	0.07
12/5/2022	0.902	0.239	0.310	1.451	0.09	0.11	0.28
12/6/2022	0.825	0.225	0.313	1.363	0.18	0.06	0.07
12/7/2022	0.754	0.208	0.278	1.240	0.01	0.00	0.00
12/8/2022	0.890	0.210	0.255	1.355	0.06	0.07	0.09
12/9/2022	0.811	0.210	0.258	1.279	0.00	0.01	0.01
12/10/2022	1.227	0.357	0.471	2.055	1.22	1.26	0.89
12/11/2022	1.611	0.469	0.668	2.748	2.04	0.92	0.51
12/12/2022	1.444	0.428	0.548	2.420	0.22	0.03	0.33
12/13/2022	0.964	0.278	0.385	1.627	0.00	0.00	0.00
12/14/2022	0.880	0.265	0.326	1.471	0.00	0.00	0.00
12/15/2022	0.847	0.239	0.301	1.387	0.00	0.00	0.00
12/16/2022	0.839	0.231	0.287	1.357	0.00	0.00	0.00
12/17/2022	0.841	0.249	0.293	1.383	0.00	0.00	0.00
12/18/2022	0.823	0.245	0.284	1.352	0.00	0.00	0.00
12/19/2022	0.749	0.212	0.270	1.231	0.00	0.00	0.00
12/20/2022	0.750	0.211	0.255	1.216	0.00	0.00	0.00
12/21/2022	0.771	0.207	0.252	1.230	0.00	0.00	0.00
12/22/2022	0.765	0.213	0.251	1.229	0.00	0.00	0.00
12/23/2022	0.787	0.216	0.259	1.262	0.00	0.00	0.00
12/24/2022	0.819	0.231	0.263	1.313	0.00	0.00	0.00
12/25/2022	0.735	0.217	0.250	1.202	0.00	0.00	0.00
12/26/2022	0.797	0.232	0.261	1.290	0.51	0.30	0.29
12/27/2022	2.355	0.742	1.176	4.273	1.39	2.14	1.85
12/28/2022	1.316	0.378	0.608	2.302	0.23	0.03	0.03
12/29/2022	1.301	0.414	0.629	2.344	0.69	0.63	0.60
12/30/2022	1.792	0.560	0.908	3.260	0.69	0.63	0.60
12/31/2022	6.117	1.350	1.660	9.127	5.29	4.79	4.34
<b>Totals</b>	<b>36.530</b>	<b>10.117</b>	<b>13.314</b>	<b>59.961</b>	<b>14.95</b>	<b>12.99</b>	<b>11.57</b>

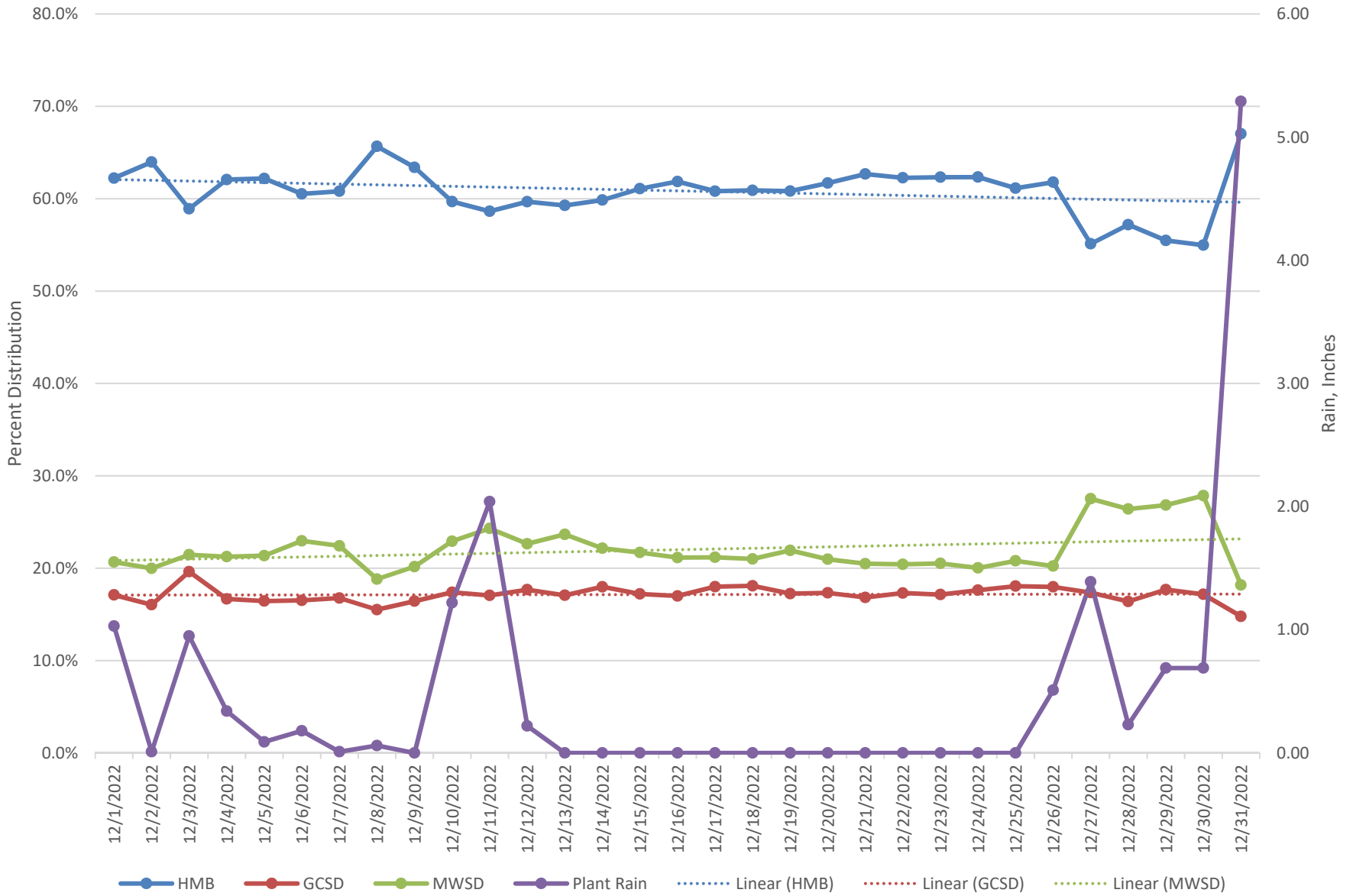
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.735	0.197	0.245	1.202
<b>Average</b>	<b>1.178</b>	<b>0.326</b>	<b>0.429</b>	<b>1.934</b>
Maximum	6.117	1.350	1.660	9.127
<b>Distribution</b>	<b>60.9%</b>	<b>16.9%</b>	<b>22.2%</b>	<b>100.0%</b>

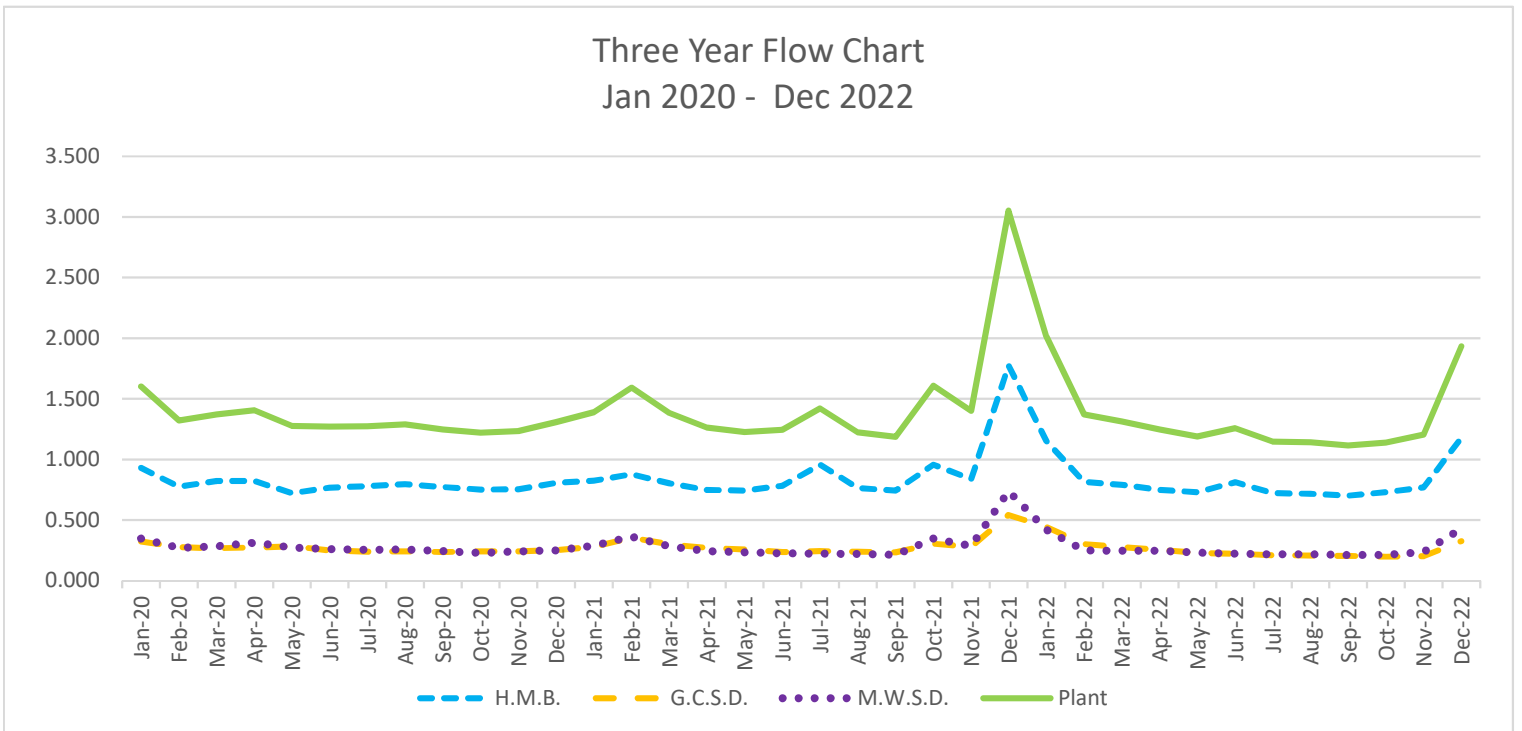
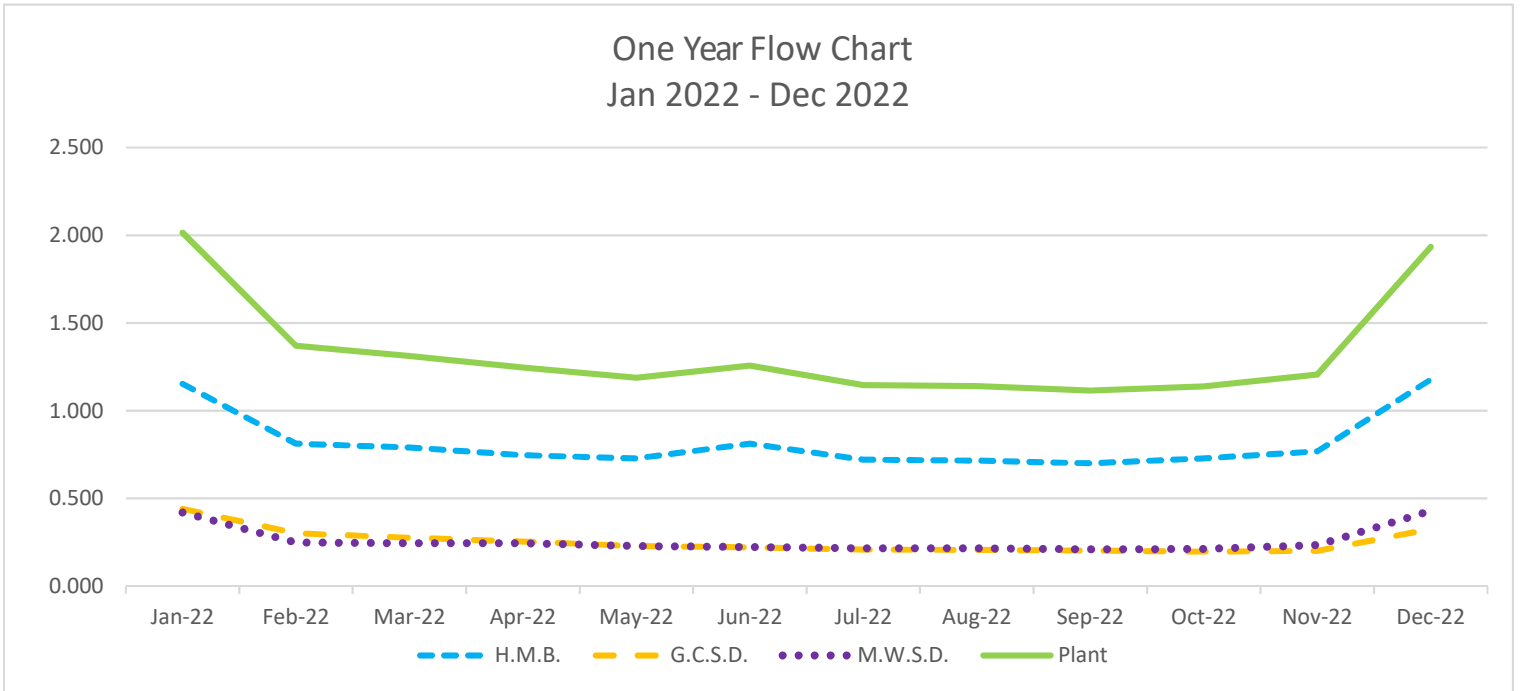
## Sewer Authority Mid-Coastside Monthly Flow Distribution Report, December 2022



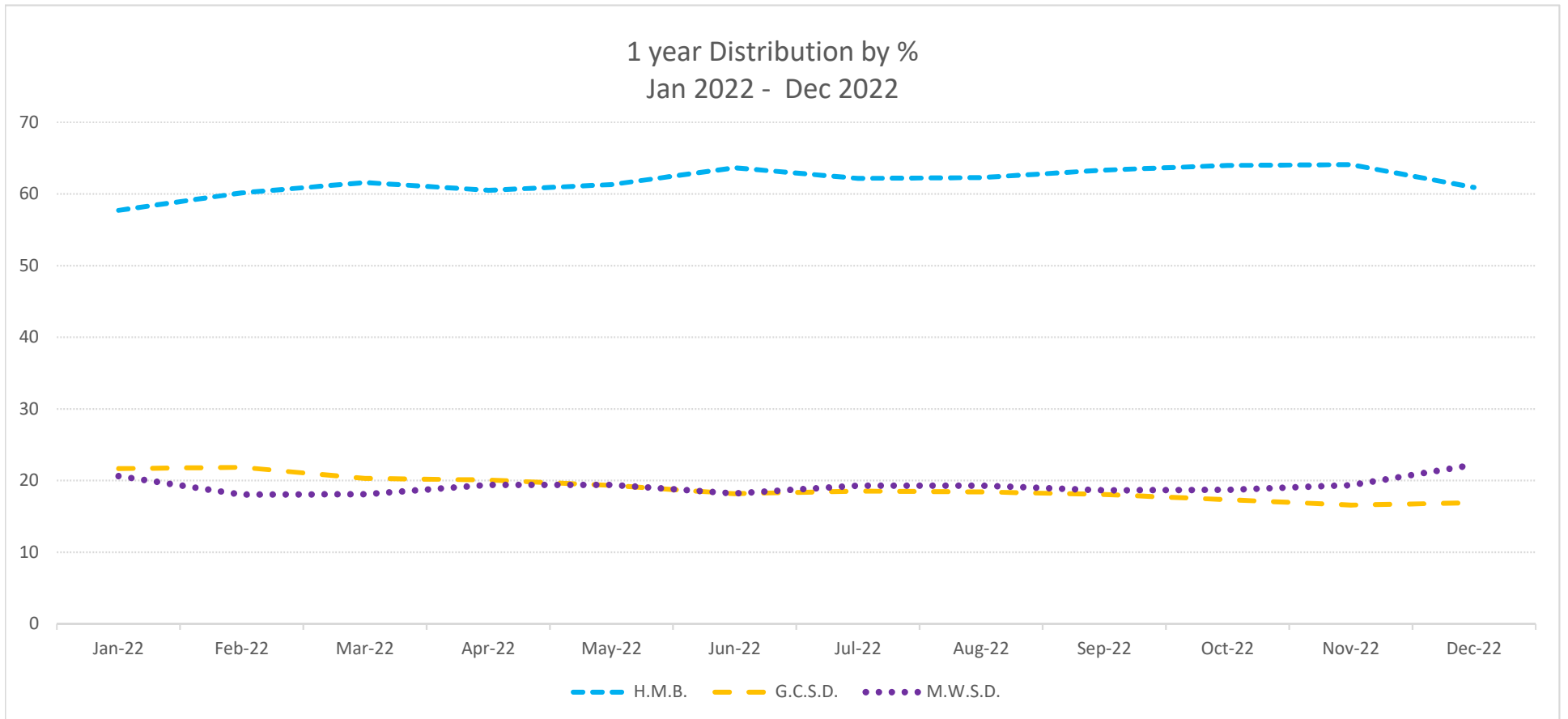
### Percent Distribution December 2022



Most recent flow calibration March 2021 PS, March 2021 Plant



# Flow based percent distribution based for past year



**SAM          E-001          December 2022**

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
12/1/2022								
12/2/2022								
12/3/2022								
12/4/2022								
12/5/2022								
12/6/2022								
12/7/2022	510	19.00		96.3%	270	340	16.0	
12/8/2022	400	22.00		94.5%	230	160	19.0	
12/9/2022								
12/10/2022			20.50					17.50
12/11/2022	380	26.00		93.2%	120	92	19.0	
12/12/2022	260	23.00		91.2%	130	120	25.0	
12/13/2022								
12/14/2022								
12/15/2022								
12/16/2022								
12/17/2022			24.50					22.00
12/18/2022								
12/19/2022	340	31.00		90.9%	340	280	10.0	
12/20/2022	270	14.00		94.8%	360	260	17.0	
12/21/2022								
12/22/2022								
12/23/2022								
12/24/2022			22.50					13.50
12/25/2022								
12/26/2022								
12/27/2022	440	12.00		97.3%	250	240	17.0	
12/28/2022	200	23.00		88.5%	120	88	28.0	
12/29/2022								
12/30/2022								
12/31/2022			17.50					22.50
Count	8	8	4	8	8	8	8	4
Minimum	200	12.00	17.50	88.5%	120	88	10.0	13.5
Average	350	21.25	21.25	93.3%	228	198	18.9	18.9
Maximum	510	31.00	24.50	97.3%	360	340	28.0	22.5
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

**SAM E-001 December 2022**

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
12/1/2022						0.00
12/2/2022						0.00
12/3/2022						0.00
12/4/2022						0.00
12/5/2022						0.00
12/6/2022						0.00
12/7/2022	94.1%	ND		1.20		0.00
12/8/2022	91.7%	0.20		4.00		0.00
12/9/2022						0.00
12/10/2022			< 0.10		2.60	0.00
12/11/2022	84.2%	ND		7.80		0.00
12/12/2022	80.8%	ND		3.80		0.00
12/13/2022						0.00
12/14/2022						0.00
12/15/2022						0.00
12/16/2022						0.00
12/17/2022			ND		5.80	0.00
12/18/2022						0.00
12/19/2022	97.1%	0.10		5.70		0.00
12/20/2022	95.3%	ND		3.30		0.00
12/21/2022						0.00
12/22/2022						0.00
12/23/2022						0.00
12/24/2022			< 0.10		4.50	0.00
12/25/2022						0.00
12/26/2022						0.00
12/27/2022	93.2%	0.10		4.00		0.00
12/28/2022	76.7%					0.00
12/29/2022						0.00
12/30/2022						0.00
12/31/2022					4.00	0.00
Count	8	3		2	7	4
Minimum	76.7%	0.1	< 0.10	1.20	2.60	0.0
Average	89.1%	0.13		0.10	4.26	4.23
Maximum	97.1%	0.2		0.1	7.80	5.80
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM E-001 December 2022**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
12/1/2022	0.00		6.38	17.8			7.60	79.6
12/2/2022	0.00		6.47	17.1			7.90	81.9
12/3/2022	0.00		6.34	17.4		7.58	7.61	79.3
12/4/2022	0.00		6.30	17.2			7.74	80.1
12/5/2022	0.00		6.35	17.6			7.99	83.7
12/6/2022	0.00		6.35	17.7			7.99	83.8
12/7/2022	0.00		6.31	17.1			8.07	83.7
12/8/2022	0.00	8.1	6.21	16.7	10		8.76	90.0
12/9/2022	0.00		6.31	16.6			7.46	76.5
12/10/2022	0.00		6.36	17.0		8.71	7.46	77.2
12/11/2022	0.00		6.39	16.5			8.09	82.8
12/12/2022	0.00	2.7	6.22	16.1	ND		8.46	85.8
12/13/2022	0.00		6.36	16.0			7.80	79.0
12/14/2022	0.00		6.51	16.7			7.45	76.6
12/15/2022	0.00		6.29	16.7			8.18	84.1
12/16/2022	0.00		6.61	16.4			7.80	79.6
12/17/2022	0.00		6.54	17.0		8.71	7.83	80.9
12/18/2022	0.00		6.48	16.5			7.60	77.7
12/19/2022	0.00		6.52	16.4			8.52	87.0
12/20/2022	0.00	11.0	6.63	16.9	ND		8.53	88.1
12/21/2022	0.00		6.67	16.9			8.30	85.7
12/22/2022	0.00		6.59	17.0			8.53	88.2
12/23/2022	0.00		6.59	17.8			7.95	83.6
12/24/2022	0.00		6.44	17.7		6.6	7.54	78.8
12/25/2022	0.00		6.59	17.9			7.53	79.3
12/26/2022	0.00		6.58	17.7			7.57	79.4
12/27/2022	0.00		6.54	16.6			8.00	82.1
12/28/2022	0.00	14.0	6.45	16.0	ND		8.25	83.5
12/29/2022	0.00		6.46	16.8			8.27	85.1
12/30/2022	0.00		6.67	17.4			8.13	84.9
12/31/2022	0.00		6.32	15.6		5.74	5.74	57.6
Count	31	4	31	31	1	5	31	31
Minimum	0.00	2.7	6.21	15.6	< ND	< ND	5.74	57.6
Average	0.0	9.0	6.45	16.9	< 15	< 7.4672	7.89	81.5
Maximum	0.00	14.0	6.67	17.9	10	< 8.7	8.76	90.0
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2022

## December 2022

	<b>Total</b>	<i>Number of S.S.O's</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	7	1	0	2	4
Other	0	0	0	0	0
<b>Total</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>4</b>
		<b>14%</b>		<b>29%</b>	<b>57%</b>

## 12 Month Moving Total

	<b>Total</b>	<i>12 month rolling Number</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
Roots	3	0	2	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	7	1	0	2	4
Other	1	0	0	0	1
<b>Total</b>	<b>11</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>
		<b>9%</b>	<b>18%</b>	<b>27%</b>	<b>45%</b>

## Reportable SSOs

	<b>Total</b>	<i>Reportable Number of S.S.O.'s</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
December 2022	7	1	0	2	4
12 Month Moving Total	11	1	2	3	5

## SSOs / Year / 100 Miles

	<b>Total</b>	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
December 2022	6.7	2.7	0.0	7.4	54.8
12 Month Moving Total	10.5	2.7	6.0	11.1	68.5
Category 1	4.8	0.0	0.0	3.7	54.8
Category 2	1.0	2.7	0.0	0.0	0.0
Category 3	4.8	0.0	6.0	7.4	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

## 12 Month Rolling Total Sewer Cleaning Summary

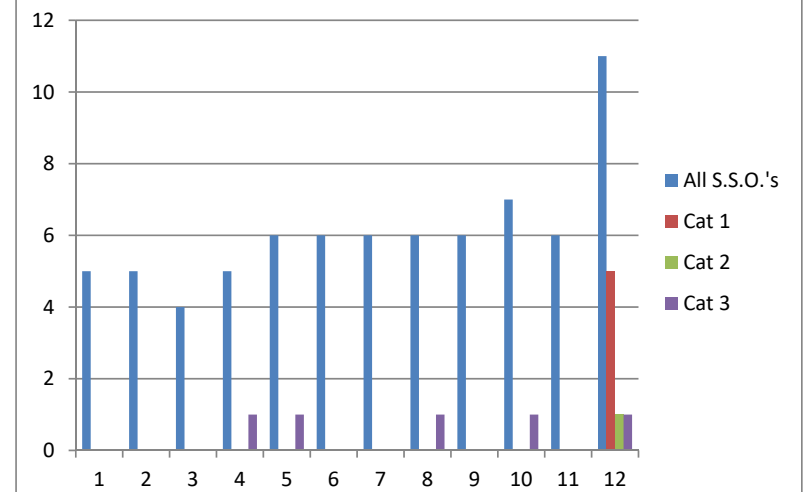
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	6,934	34,975	6.6
Mar - 22	12,060	13,397	4,271	29,728	5.6
April - 22	12,929	12,757	7,371	33,057	6.3
May - 22	11,253	8,527	6,221	26,001	4.9
June - 22	15,694	8,845	6,932	31,471	6.0
July - 22	8,472	12,491	4,718	25,681	4.9
Aug - 22	15,041	7,358	11,197	33,596	6.4
Sep - 22	11,786	11,227	4,455	27,468	5.2
Oct - 22	12,220	8,847	9,308	30,375	5.8
Nov - 22	17,708	10,924	9,483	38,115	7.2
Dec - 22	2,384	9,393	5,101	16,878	3.2

Annual ft	141,754	123,690	87,666	353,110	
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Annual Mi.	26.8	23.4	16.6		66.9
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Attachment C

## 12 Month Moving SSO Totals Through December 2022



# TASK SUMMARY -MWSD 2022-23

Task	Target Total	Units	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total to Date	% Complete
Sewer Line Cleaning	63,000	Linear feet	4,490	10,282	4,515	6,214	8,099	1,826								
Hot Spot Cleaning	16,500	Linear feet	591	1,453	-	-	1,785	2,183								
Lift Station Inspection - Daily	2,028	Each	156	195	156	156	156	156								
Lift Station Inspection - Annually	13	Each	-	-	-	-	-	-								
Maint. Work Orders - Completed	-	Each	156	195	156	156	156	156								
Maint. Work Orders - Incomplete	-	Each	-	-	-	-	-	-								
Manhole Inspection	572	Each	22	44	26	35	43	20								
USA Markings	252	Each	26	24	24	27	32	12								
F.O.G. Inspections Completed	6	Each	-	-	-	-	-	-								
F.O.G. Inspections Passed	6	Each	-	-	-	-	-	-								
F.O.G. Inspection Failed	-	Each	-	-	-	-	-	-								
Customer Service Call - Reg	-	Each	4	1	2	4	2	1								
Customer Service Call - OT	-	Each	1	1	2	5	2	24								
SSO Response - Category 1	-	Each	-	-	-		-	1								
SSO Response - Category 2	-	Each	-	-	-		-	-								
SSO Response - Category 3	-	Each	-	-	-	1	-	1								
Insurance Claims Filed	-	Each	-	-	0	0	0	0								

**ITEM #6**



February 10, 2023

## **Memorandum**

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

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### **6-Year CIP, Project 2**

On September 12, 2022, Koios Engineering was issued a Notice to Proceed with construction of CIP Project 2. The contract requires that construction be completed in 120 days, so the current completion date of January 10, 2023, has now passed. If the Contractor provides acceptable reasons for the delay, there are procedures in the construction contract that allow for the completion date to be extended. We have received the Contractor's request for a 60-day time extension, which if approved would extend the completion date to March 10, 2023. Delays beyond an approved completion date are subject to liquidated damages of \$500 a day. The Contractor's latest schedule indicated that construction would be completed on March 10, 2023.

Problem sewers identified by GCSD staff but not currently in Project 2, were televised by Koios Engineering. The sewers are referred to as; 1) the Columbus Sewer, between manholes G4-76 and G4-82, 2) the Ferdinand Sewer, between manholes G4-82 and G4-85 and, 3) the West Point Sewer, between manholes G2-02 to G2-19. The Contractor has estimated repair of the Columbus Sewer at \$74,000 and the repair of the Ferdinand Sewer at \$89,350. If GCSD has sufficient budget available, we recommend that both repairs be authorized as a construction change order. However, we consider the repair of the Columbus Sewer to be more critical so if there is not sufficient budget available, we recommend proceeding with just the Columbus Sewer and deferring the Ferdinand Sewer to CIP Project 3. We also recommend deferring the West Point Sewer until CIP Project 3 as the current high flows in this 15" sewer would now be quite expensive to bypass while the sewer was being repaired.

### **Big Wave**

Construction of the Airport Street sewer has been completed and has been tested and televised by CCTV to determine if it meets GCSD specifications. The sag in the sewer identified previously has now been repaired. The County has rejected the trench pavement so that will need to be corrected before the County approves its encroachment permit. We also need markups from the Contractor showing all as-built changes before providing final approval of the mainline extension. We will not recommend dedication of the mainline extension to the GCSD collection system until these issues are resolved.

## **Memorandum**

Granada Community Services District  
February 10, 2023

### **Harbor Village RV Park**

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

### **Pillar Point Harbor RV Park Public Restroom Project**

GCSD has issued a permit for the sewer project at the Harbor District's RV Park (4000 Cabrillo Highway) and construction has begun and sewer construction is scheduled for April.

### **SAM Meeting with Member Agency Engineers re Montara FM Condition Assessment**

At the Agency engineers' February 2<sup>nd</sup> meeting, the group developed a preliminary schedule for the replacement of SAM's Montara Force Main and a draft RFP for design engineering services. Agency engineers are planning to be available to discuss the RFP at the February 13<sup>th</sup> SAM Board meeting.

The need for a condition assessment of the failed force main was discussed at today's meeting. The next meeting, scheduled for February 28, will be an in person meeting at the SAM plant to review the failed ductile iron pipe.



Koios Engineering Inc

Koios Engineering Inc

1485 Bayshore Blvd, Suite 470

San Francisco, CA 94124

General A License #1079921

Tel: (650)826-7632

## COLUMBUS AVE PROPOSAL

### Scope of Work:

Pipeburst 290LF of 6" VCP with 6" HDPE on Columbus Ave

Replace #8 Laterals

Item Description	Unit	Quantity	Unit Price (\$)	Item Total (\$)
PB 6" Columbus Ave	LF	290	\$ 200.00	\$ 58,000.00
Remove/Replace Laterals	EA	8	\$ 2,000.00	\$ 16,000.00
			<b>TOTAL:</b>	<b>\$ 74,000.00</b>

### Exclusions:

Increased permit fees

Slurry Seal for this segment

We look forward to hearing back from you. Please let us know if you have any questions or concerns with regards to the proposal. I can be contacted at (650)826-7632

**Koios Engineering Inc** | 1543 Sloat Blvd PO 320217, San Francisco, CA 94132

Phone – (650)826-7632 Fax (415)449-3454

General Engineering Contractor – Class A License 1079921

**ITEM #7**





GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: CIP Capital Improvement Project Progress Payment-1  
Date: February 23, 2023

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Attached is payment request #1 from Koios Engineering for the construction completed through 12/31/22. District Engineer John Rayner has approved the request, and recommends payment of \$167,057.50 to Koios. The project construction is approximately 80% completed to date.

Project 2022 Capital Improvements Project - Sewer Replacement Project 2 -  
 Owner Granada Community Services District  
 Contract # 106



Koios Engineering Inc

Koios Engineering Inc  
 PO Box 320217  
 San Francisco, CA 94132  
 Pay Application #001  
 Pay Period Ending 12/31/2022

Item #	Item Description	Unit	Quantity	Unit Price (\$)	Item Total (\$)	QUANTITY THIS PERIOD	QTY'S INSTALLED TO DATE	COST THIS PERIOD	TOTAL COSTS TO DATE
1	Mobilization/Demobilization Shall Not Exceed 10% of Total Bid	LS	1	\$ 35,000.00	\$ 35,000.00	0.67	0.67	\$ 23,450.00	\$ 23,450.00
2	Traffic Control	LS	1	\$ 7,500.00	\$ 7,500.00	1	1	\$ 7,500.00	\$ 7,500.00
3	All Sheeting, Shoring and Bracing	LS	1	\$ 5,000.00	\$ 5,000.00	1	1	\$ 5,000.00	\$ 5,000.00
4	Sheet C-01 6" SS off Cabrillo Hwy-PB	LF	294	\$ 200.00	\$ 58,800.00	0	0	\$ -	\$ -
5	Sheet C-02 Allowance Item: 6" SS off Cabrillo Hwy - CIPP	LF	295	\$ 142.00	\$ 41,890.00	0	0	\$ -	\$ -
6	Sheet C-03 6" SS in Street - Slipping	LF	375	\$ 210.00	\$ 78,750.00	0	0	\$ -	\$ -
7	Sheet C-03 Lateral Replacement and Reconnection	EA	4	\$ 2,000.00	\$ 8,000.00	0	0	\$ -	\$ -
8	Sheet C-04 8" SS In Street	LF	196	\$ 200.00	\$ 39,200.00	196	196	\$ 39,200.00	\$ 39,200.00
9	Sheet C-05 6" SS Off Street-PB	LF	137	\$ 200.00	\$ 27,400.00	0	0	\$ -	\$ -
10	Sheet C-05 Lateral Replacement & Reconnection	EA	2	\$ 2,000.00	\$ 4,000.00	0	0	\$ -	\$ -
11	Sheet C-06 6" SS In Street and Off Street	LF	120	\$ 200.00	\$ 24,000.00	0	0	\$ -	\$ -
12	Sheet C-06 Lateral Replacement & Reconnection	EA	2	\$ 2,000.00	\$ 4,000.00	0	0	\$ -	\$ -
13	Sheet C-07 8" SS In Street and Off Street	LF	221	\$ 200.00	\$ 44,200.00	221	221	\$ 44,200.00	\$ 44,200.00
14	Sheet C-07 Lateral Replacement & Reconnection	EA	8	\$ 2,000.00	\$ 16,000.00	6	6	\$ 12,000.00	\$ 12,000.00
15	Sheet C-08 6"SS In Street - Spot Repairs	LS	1	\$ 16,000.00	\$ 16,000.00	1	1	\$ 16,000.00	\$ 16,000.00
16	Sheet C-09 Allowance Item: 6" SS Off Street - CIPP	LF	240	\$ 168.00	\$ 40,320.00	0	0	\$ -	\$ -
17	Dewatering	LS	1	\$ 1,000.00	\$ 1,000.00	1	1	\$ 1,000.00	\$ 1,000.00
18	Manhole Replacement A.Manhole G10-54 - Sheet C-04	EA	1	\$ 12,500.00	\$ 12,500.00	1	1	\$ 12,500.00	\$ 12,500.00
19	Manhole Replacement B.Manhole G5-111 - Sheet C-07	EA	1	\$ 15,000.00	\$ 15,000.00	1	1	\$ 15,000.00	\$ 15,000.00
20	Manhole Rehabilitation Manhole G5-08 - Sheet C-01	EA	1	\$ 7,500.00	\$ 7,500.00	0	0	\$ -	\$ -
					<b>TOTAL BASE BID ITEMS:</b>				
					<b>\$ 486,060.00</b>				

**CONTRACTOR**  
 Contractor's Firm Name: Koios Engineering Inc  
 Address Where Payment is to be mailed: PO Box 320217, San Francisco, CA 94132  
 Date of Claim: 01/10/2023  
 Signed: Jonathan Reyes CEO/President *JR*

<b>TOTAL AMOUNT DUE</b>	<b>\$ 175,850.00</b>	<b>\$ 175,850.00</b>
LESS 5% RETENTION	\$ 8,792.50	\$ 8,792.50
SUBTOTAL	\$ 167,057.50	\$ 167,057.50
LESS PREVIOUS PAYMENTS		
<b>TOTAL AMOUNT DUE</b>	<b>\$ 167,057.50</b>	

**Granada Community Services District**  
 Accepted By:  
 Signed:  
 Date:

**ITEM #8**





## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS REGULAR MEETING

January 19, 2023

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

### **CALL REGULAR MEETING TO ORDER**

The Regular Meeting was called to order at 7:35 pm.

### **ROLL CALL**

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, Director Barbara Dye and Director Jill Grant.

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

### **GENERAL PUBLIC PARTICIPATION**

### **REGULAR MEETING AGENDA**

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

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

- 2. Parks and Recreation Activities.**

- a. Report on Proposed Recreation Center.**

President Marsh reported on the team meeting where they reviewed the community input provided at the outreach event, the results of the online survey and the proposed project budget. They considered the idea of phasing the construction.

- b. Report on Burnham Park.**

Tom Conroy of Kikuchi & Kankel presented some options for park amenities.

Steve Hawk thanked the Board for their efforts in the creation of the future community park. He also recommended naming the park Jetty Park.

Pam Higgins thanked the Board for considering a new name for the park and the interactive public dialog.

**3. District Engineer's Report.**

**4. Consideration of Amendment No. 1 to Kennedy Jenks Agreement for District Engineering Services.**

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

**5. Report on Sewer Authority Mid-Coastside Meetings.**

Director Clark reported on the finalization of the SAM audit and the increase to director's compensation. A special meeting was held at SAM to declare an emergency due to the storms and the Board approved expenditures for repairs caused by the storm. President Marsh suggested that the SAM capital projects should be better managed.

**CONSENT AGENDA**

**6. December 15, 2022 Special and Regular Meeting Minutes.**

**7. December 2022 and January 2023 Warrants.**

**8. November Financial Statements.**

**9. Assessment District Distribution #3-22/23.**

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

**COMMITTEE REPORTS**

**10. Appointment of Ad Hoc Committees.**

President Marsh appointed Jen Randle to the Recreation Center committee.

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

**INFORMATION CALENDAR**

**12. Attorney's Report.**

Bill Parkin reported on a tentative decision on the Casa Mira litigation, where the District is an interested party.

**13. General Manager's Report. (Duffy)**

**14. Administrative Staff Report. (Comito)**

**15. Future Agenda Items.**

**ADJOURN REGULAR MEETING**

The Regular Meeting was adjourned at 9:01 pm.

Date Approved by Board: February 16, 2023

ATTEST:

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Delia Comito, Board Secretary

**ITEM #9**





**Granada Community Services District**  
**February 2023 Warrants**  
For the February 23, 2023 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
01/19/23	9457	BKF Engineers	Burnham Park	5130 · Parks & Rec Prof. Svcs	5,248.00
01/19/23	9458	CliftonLarsonAllen LLP	Dec 2022 Accounting Svcs	6152 · Accounting	3,018.75
01/19/23	9459	Hue & Cry, Inc.	Feb 2023 Pump Stn Alarm	6170 · Utilities	35.59
01/19/23	9460	Robert Half	Wk Ending 12/16/22	6153 · Temp Labor	1,599.68
01/19/23	9461	Delia Olivas-Comito	Mileage Reim Jan - Dec 2022	6050 · Education & Travel Reimb	427.50
01/19/23	9462	Sewer Authority Mid-Coastside	Sep 2022 Pass Thru	5010 · SAM - General	2,700.00
02/16/23	9463	Alhambra & Sierra Springs	Inv dtd 01/19/23	6140 · Office Supplies	24.48
02/16/23	9464	Barbara Dye	1/19/23 GCSD	6040 · Directors' Compensation	145.00
02/16/23	9465	BKF Engineers	Burnham Park	5130 · Parks & Rec Prof. Svcs	5,252.00
02/16/23	9466	CA Assoc of Mutual Water Co	CalMutuals 2023 Membership Dues	6100 · Memberships	500.00
02/16/23	9467	CliftonLarsonAllen LLP	January 2023 Accounting Svcs	6152 · Accounting	3,018.75
02/16/23	9468	Comcast	02/13/23-03/12/23 Svcs	6170 · Utilities	441.18
02/16/23	9469	Dudek	12/31/22-01/27/23 Prof Svcs	6150 · Professional Services	5,903.51
02/16/23	9470	Jen Randle	01/19/23 GCSD	6040 · Directors' Compensation	145.00
02/16/23	9471	Jill Grant	01/19/23 GCSD	6040 · Directors' Compensation	145.00
02/16/23	9472	Kennedy Jenks	Dec 2022 Svcs/Sum 187	6070 · Engineering Services	12,862.20
02/16/23	9473	Kikuchi Kankel Design Group	Prof Svcs through 01/31/23	5130 · Parks & Rec Prof. Svcs	15,131.25
02/16/23	9474	Matthew Clark	01/19/23 GCSD	6040 · Directors' Compensation	145.00
02/16/23	9475	Nancy Marsh	01/19/23 GCSD	6040 · Directors' Compensation	145.00
02/16/23	9476	Pacifica Community TV	01/19/23 GCSD	6180 · Video Taping	300.00
02/16/23	9477	PG&E	Office Inv dtd 01/24/23	6170 · Utilities	123.03
02/16/23	9478	PG&E	Pump Stn dtd 01/17/23	6170 · Utilities	663.34
02/16/23	9479	Robert Half	Wk Ending 12/02/22 & 12/09/22	6153 · Temp Labor	3,649.28
02/16/23	9480	Rodolfo Romero	Feb Cleaning	6130 · Office Maintenance & Repairs	180.00
02/16/23	9481	SMC Harbor District	Office Lease-Mar 2023	6120 · Office Lease	4,550.00
02/16/23	9482	SMC Resource Conserv Dist	Burnham Strip	6310 · Park Related Misc Expenses	1,482.50
02/16/23	9483	Sewer Authority Mid-Coastside	Feb 2023 Asmts	5010 · SAM - General	155,565.22
02/16/23	9484	Tri-Counties Bank	Jan 2023 Card Charges	6140 · Office Supplies	2,696.07
02/16/23	9485	US Bank Equipment Finance	Feb 2023 Svcs	6020 · Copier lease	358.75
02/16/23	9486	Verizon Wireless	Feb 2023 Svcs	6170 · Utilities	140.40
02/16/23	9487	Wittwer & Parkin	Jan 2023 Svcs	6090 · Legal Services	2,321.84
<b>TOTAL \$</b>					<b>228,918.32</b>

**ITEM #10**



**Granada Community Services District  
Statement of Net Position (Unaudited)  
As of December 31, 2022**

**ASSETS**

Current Assets	
Checking/Savings	
1020 · Petty Cash	\$ 420
1030 · Cash - LAIF	1,930,661
1040 · Tri Counties Bank - Gen Op	65,297
1050 · Tri Counties Bank - Deposit	1,435,361
Total Checking/Savings	<u>3,431,739</u>
Total Current Assets	3,443,488
Fixed Assets	
1600 · Land	2,862,979
1610 · Construction in Progress	168,508
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	<u>(7,550,452)</u>
Total Fixed Assets	6,731,144
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	<u>(1,085,094)</u>
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	<u>(7,287)</u>
1735 · Advance to AD- Assesmnt Revenue	<u>(31,484)</u>
1750 · Investment in SAM	4,648,209
1760 · Deferred Outflows of Resources	<u>97,661</u>
Total Other Assets	5,071,989
Total Assets	<u>15,246,621</u>

**LIABILITIES**

Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	79,591
2001 · Accrued Vacation	1,748
2003 · Due to GCSD Customer	550
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	4,297
2225 · Recology-Del Garbage	26,851
2300 · Due to AD	6,252
2310 · Relief Refund Advance	<u>350</u>
Total Current Liabilities	138,694
Long Term Liabilities	
2401 · Net Pension Liability	180,448
2402 · Deferred Inflows of Resources	<u>12,651</u>
Total Long Term Liabilities	<u>193,099</u>
Total Liabilities	331,793

**NET POSITION**

3000 · Net Assets	14,637,876
Net Income	<u>276,952</u>
Total Net Position	<u>\$ 14,914,828</u>

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

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

	Jul 1, 2022 - Dec 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
<b>Revenues</b>				
Operating Revenue				
4015 · Park Tax Allocation	\$ 420,261	\$ 462,502	\$ (42,241)	\$ 925,000
4020 · Sewer Service Charges-SMC	1,061,511	1,077,502	(15,991)	2,155,000
4021 · Sewer Svc Charges Pro-rated	1,316	-	1,316	-
4030 · AD OH Reimbursement	8,677	16,500	(7,823)	33,000
4040 · Recology Franchise Fee	22,033	20,498	1,535	41,000
4000 · Operating Revenue	-	-	-	-
Total Operating Revenue	<u>1,513,798</u>	<u>1,577,002</u>	<u>(63,204)</u>	<u>3,154,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	20,891	12,750	8,141	25,500
4130 · Connection Fees	138,180	14,002	124,178	28,000
4150 · Repayment of Adv to AD-NCA	-	157,500	(157,500)	315,000
4160 · SAM Refund from Prior Yr	-	502	(502)	1,000
4170 · ERAF Refund	221,999	174,998	47,001	350,000
4180 · Misc Income	<u>31,900</u>	<u>33,000</u>	<u>(1,100)</u>	<u>66,000</u>
Total Non Operating Revenue	<u>412,970</u>	<u>392,752</u>	<u>20,218</u>	<u>785,500</u>
Total Revenues	<u>1,926,768</u>	<u>1,969,754</u>	<u>(42,986)</u>	<u>3,939,500</u>
Gross Profit	1,926,768	1,969,754	(42,986)	3,939,500
<b>Expenses</b>				
Operations				
5010 · SAM - General	515,771	515,763	(8)	1,031,541
5020 · SAM - Collections	106,260	104,700	(1,560)	209,400
5021 · Lift Station Maint.	191	-	(191)	-
5022 · SAM- NDWSCP	3,901	-	(3,901)	-
5050 · Mainline System Repairs	-	5,002	5,002	10,000
5060 · Lateral Repairs	10,690	7,500	(3,190)	15,000
5065 · CCTV	-	5,002	5,002	10,000
5070 · Pet Waste Station	588	900	312	1,800
5110 · RCD - Parks	-	15,000	15,000	30,000
5120 · Half Moon Bay Reimb - Parks	28,184	54,900	26,716	109,800
5130 · Parks & Rec Professional Services	<u>117,290</u>	<u>150,000</u>	<u>32,710</u>	<u>300,000</u>
Total Operations	<u>782,875</u>	<u>858,767</u>	<u>75,892</u>	<u>1,717,541</u>

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

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

	Jul 1, 2022 - Dec 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	-	11,002	11,002	22,000
6020 · Copier lease	2,451	3,000	549	6,000
6040 · Directors' Compensation	4,925	6,000	1,075	12,000
6050 · Education & Travel Reimb	428	998	570	2,000
6060 · Employee Compensation	168,364	195,000	26,636	390,000
6070 · Engineering Services	10,076	15,000	4,924	30,000
6080 · Insurance	1,312	17,498	16,186	35,000
6090 · Legal Services	50,166	15,998	(34,168)	32,000
6095 · Legal Services for Case Related Legal	-	15,000	15,000	30,000
6100 · Memberships	9,433	4,500	(4,933)	9,000
6120 · Office Lease	27,300	30,000	2,700	60,000
6130 · Office Maintenance & Repairs	1,080	1,252	172	2,500
6135 · Other Property Maint.	100	-	(100)	-
6140 · Office Supplies	4,123	1,252	(2,871)	2,500
6150 · Professional Services	77,778	68,002	(9,776)	136,000
6160 · Publications & Notices	4,499	7,500	3,001	15,000
6170 · Utilities	5,037	6,998	1,961	14,000
6180 · Video Taping	2,100	2,498	398	5,000
6190 · Computers	3,411	1,500	(1,911)	3,000
6220 · Miscellaneous	15,224	3,998	(11,226)	8,000
6230 · Bank Service Charges	148	-	(148)	-
6310 · Park Related Misc Expenses	116,060	65,002	(51,058)	130,000
<b>Total Administration</b>	<b>504,015</b>	<b>471,998</b>	<b>(32,017)</b>	<b>944,000</b>
Capital Projects				
1415-4 · 22/23 SSMP Costs	2,247	-	(2,247)	-
1617-1 · Medio Creek Xing Crossing	855	-	(855)	-
7013 · 6-yr CIP Phase 2	60,539	174,998	114,459	350,000
7100 · SAM - Infrastructure	299,285	299,283	(2)	598,569
<b>Total Capital Projects</b>	<b>362,926</b>	<b>474,281</b>	<b>111,355</b>	<b>948,569</b>
<b>Total Expenses</b>	<b>1,649,816</b>	<b>1,805,046</b>	<b>155,230</b>	<b>3,610,110</b>
<b>Net Income</b>	<b>\$ 276,952</b>	<b>\$ 164,708</b>	<b>\$ 112,244</b>	<b>\$ 329,390</b>

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

**Granada Community Services District**  
**Selected Information**  
**July 1, 2022 through December 31, 2022**

The accompanying historical and forecasted (budgeted) financial statements include the following departures from accounting principles generally accepted in the United States of America:

**Historical:**

- These financial statements omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America.
- These financial statements are being issued in draft form pending the completion of the independent financial statement audit for the fiscal year ended June 30, 2022. There could be changes to the beginning balances of accounts presented in these financial statements resulting from adjustments made during the completion of the audit.
- The following accounts have not been adjusted during the interim periods presented and will be adjusted as of and for the year ended June 30, 2023:
  - ◇ Fixed assets and related depreciation, Construction in Progress
  - ◇ Advance to MWSD, Allowance—Advance to MWSD, Advance to AD-Bond Reserve, Investment in SAM
  - ◇ Accrued Vacation, Class 3 Deposits, Recology-Del Garbage, Relief Refund Advance
  - ◇ Net pension liability and related deferred inflows and/or deferred outflows of resources.

**Forecast (Budget):**

- The forecasted (budgetary) financial information presented on the statement of revenues and expenses (unaudited) omits substantially all of the disclosures required by accounting principles generally accepted in the United States of America.

The effects of these departures have not been determined.

**Summary of Significant Assumptions**

The budgetary information included on the statement of revenues and expenses (unaudited) presents, to the best of management's knowledge and belief, the District's expected results of operations for the fiscal year ending June 30, 2023. Accordingly, the budget reflects management's judgment as of August 4, 2022, the date the budget was approved, of the expected conditions and management's expected course of action. The assumptions disclosed herein are those that management believes are significant to the budget. There will usually be differences between the budgeted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

**Budgetary Assumptions—Statement of Revenues and Expenses (Unaudited)**

- Projected Sewer Revenues assumes 10 new connections per fiscal year, increasing from 3,255 projected for FY21-22 to 3,265 projected for FY22-23. Sewer Service charges increased from \$580 per ERU to \$660 per ERU.
- An inflation factor of 5% has been applied to projected Operations and Administration costs.
- \$958,569 is projected to be spent on capital projects and SAM infrastructure costs.

*No assurance is provided on these financial statements.*



**ITEM #11**



**DISTRIBUTION REQUEST NO.:** 4#-22/23  
**BOND ADMINISTRATION FUND**  
(Account Number: 94673305)

**DISTRIBUTION TOTAL:** \$4,334.00

\$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:  
February 23, 2023

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Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO.:** 4#-22/23

**DATE:** February 23, 2023  
**DISTRIBUTE FROM ACCOUNT #:** 94673305  
**ACCOUNT NAME:** Bond Administration Fund  
**DISTRIBUTION AMOUNT:** \$ 4,334.00

**PAYMENT INSTRUCTIONS:** Issue checks and mail as listed below.

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
GCSD	P.O. Box 335, El Granada, CA 94018	OH Reim - Jan/Feb 2023	\$ 4,334.00
<b>TOTAL:</b>			<b>\$ 4,334.00</b>

**ITEM #12**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #13**





**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #14**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #15**



GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: January 14, 2023 to February 17, 2023  
To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Date: February 23, 2023

**REQUEST FOR PUBLIC RECORDS**

There was one request for public records this period:

Date	Requestor	Documents Requested	Response
02/15/23	K Broderick	Various community center/school related	Pending

**APPLICATIONS RECEIVED**

There was one application received this period:

Date	Class	Owner/Age	APN	Address	Sq. Ft.	Zone
07/26/22	1A	Agranov	048-054-220	345 Miramar Dr, Miramar	8,787	R-1/S-17
08/04/22	1A	Barsh	047-207-060/070	180 Ave Balboa, EG	5,172	R-1/S-17
08/29/22	1A	Peng Kevin	047-095-070	441 Valencia, EG	5,500	R-1/S-17
09/23/22	1A	Oulton	047-292-320	950 Malaga, EG	6,000	R-1/S-17
10/14/22	ADU	Kennedy	047-292-310	1339 Columbus, EG	-	R-1/S-17
12/30/22	ADU	Terwey	047-152-240	507 El Granada Blvd, EG	-	R-1/S-17
01/27/23	1A	Haithcox	048-085-250	63 Guerrero Ave, Miramar	4,367	R1/B1

Shaded items were previously reported.

**PERMITS ISSUED**

There were two permits issued this period:

Permit	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3235	1A	09/12/22	Peng/Huong	047-095-070	441 Valencia Ave	5,500	R-1/S-17
3236	1A	09/19/22	515 Hermosa LLC	048-063-420	515 Hermosa	9,600	R-1/S-94
3237	ADU	10/28/22	Segure Hector	047-063-080	262 Solano Ave	5,000	R-1/S-17
3238	ADU	10/31/22	Francisco J	047-042-090	115 Presidio Ave	5,000	R-1/S-17
3239	2D	11/04/22	Point Pillar Project	047-081-430	100 Capistrano Rd	141,3	CCR/DR
3240	ADU	02/07/23	Kennedy	047-292-310	1339 Columbus St	9,000	R-1/S-17
3241	1A	02/10/23	Haithcox	048-085-250	63 Guerrero, HMB	4,376	R-1/B-1

Shaded items were previously reported.

**SEWER HOOK-UPS**

There was one sewer hook-up this period:

Date	Class	Permit #	Issued	Owner	APN	Address
07/13/22	1A	3229	05/27/22	McGregor	048-013-890	171 Coronado Ave, Miramar
08/10/22	1A	3224	02/10/22	Wally	047-043-030	130 Presidio, EG
08/18/22	1A	3223	01/28/22	Moules	047-208-100	580 The Alameda, EG
08/28/22	1A	3218	07/16/21	Sanchez	047-244-240	519 Isabella, EG

Continued on next page



**SEWER HOOK-UPS Continued**

Date	Class	Permit #	Issued	Owner	APN	Address
11/08/22	1A	3181	06/30/22	Wang	047-281-160	638 Coronado St, EG
12/02/22	1A	3230	06/30/22	Cohn	047-127-520	231 The Alameda EG
01/18/23	1A	3234	08/19/22	Barsh	047-207-060/070	180 Ave Balboa EG

Shaded items were previously reported.

**REPAIRS** - There were no lateral repairs this period.

Date	Type	Problem	Location or Address	Cause	Cost
10/03/22	Lateral Repair	Back-up	431 The Alameda	Foreign Object	10,690.00

Shaded items were previously reported.

**SPECIAL NOTE**

Please be advised, on 02/02/23, the District received a project referral from the City of Half Moon Bay for a proposed 3-story, 14 room hotel on APN 047-252-280 and 290, located between The Beach House and Sam’s Restaurant. Attached is a location map and the building profile for your review.

Project referrals are part of a pre-planning approval process, and the applicant will have to obtain planning approval from the City before submitting a sewer permit application to the District. Applications received by the District for projects requiring more than two ERU’s of sewer capacity will be presented to the Board for consideration of sewer permit approval. The timing for presentation to the GCSB Board for any large project will depend on how long it takes to obtain project approvals from the City or County (as applicable), and when the applicant submits a completed sewer permit application to the District.

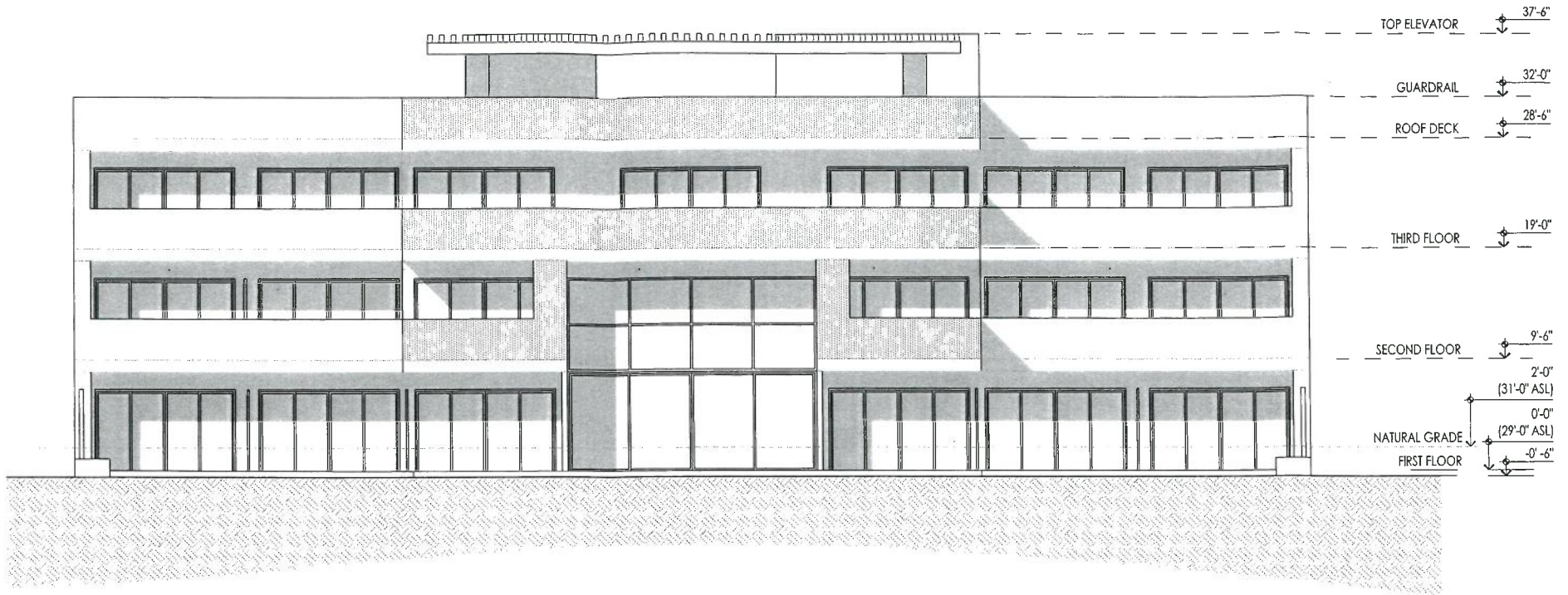


N  
02/10/2023  
1:762  
1 in = 64 ft

Aarons Beach Inn

APN 047-252-280/290

Figure 1



**2** SOUTHWEST ELEVATION

SCALE: 1/4"=1'-0"



ASAC  
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 The ideas incorporated herein as an instrument of professional service are the property of Winkler Studio and are not to be used in whole or in part for any other project without the written authorization of Winkler Studio.

**ITEM #16**



