



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, August 18, 2022

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

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

[Join Zoom Meeting](https://dudek.zoom.us/j/99164363400)

Meeting URL: <https://dudek.zoom.us/j/99164363400>

Join by Telephone

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

Meeting ID: 991 6436 3400

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

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

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

SPECIAL MEETING AGENDA

- 1. Consideration of Heart Drive Collective (Jessie Nelson) Request to Use Burnham Property for Fundraising Event on Saturday, October 8, 2022.**

Recommendation: To be made by the Board.

ADJOURN TO CLOSED SESSION

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

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

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

- 1. Parks and Recreation Activities.**

- a. Report from Parks Advisory Committee.**
- b. Report on Proposed Community Center.**
- c. Report on Burnham Park.**

Recommendation: To be made by the Board.

- 2. Consideration of Environmental Planning and CEQA Services Proposal from Horizon Water and Environment for Burnham Park and Community Center.**

Recommendation: To be made by the Board.

- 3. Consideration to Award Contract for the 2022 CIP Sewer Replacement Project 2 to Koios Engineering.**

Recommendation: Approve the Award of the CIP Sewer Replacement Contract to Koios Engineering.

- 4. Certification of Updated Sewer Collection System Sewer System Management Plan (SSMP).**

Recommendation: Approve the SSMP as presented.

5. **Consideration of Selection of Audit Consultant to Prepare the District's Audited Financial Statements for Fiscal Years 21/22, 22/23, and 23/24.**
Recommendation: Approve Fedak & Brown LLP as audit consultant.

6. **Report on Sewer Authority Mid-Coastside Meetings.**
Recommendation: For board information.

CONSENT AGENDA

7. **June 8, 2022 Special Meeting Minutes.**
8. **June 16, 2022 Special and Regular Meeting Minutes.**
9. **July 13, 2022 Special Meeting Minutes.**
10. **August 4, 2022 Special Meeting Minutes.**
11. **July and August 2022 Warrants.**
12. **May and June 2022 Financial Statements.**
13. **LAIF Investment Report for 06/30/22.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

At the conclusion of the August 4, 2022 Meeting:

Last Ordinance adopted: No. 175

Last Resolution adopted: No. 2022-012

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

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

ITEM #1

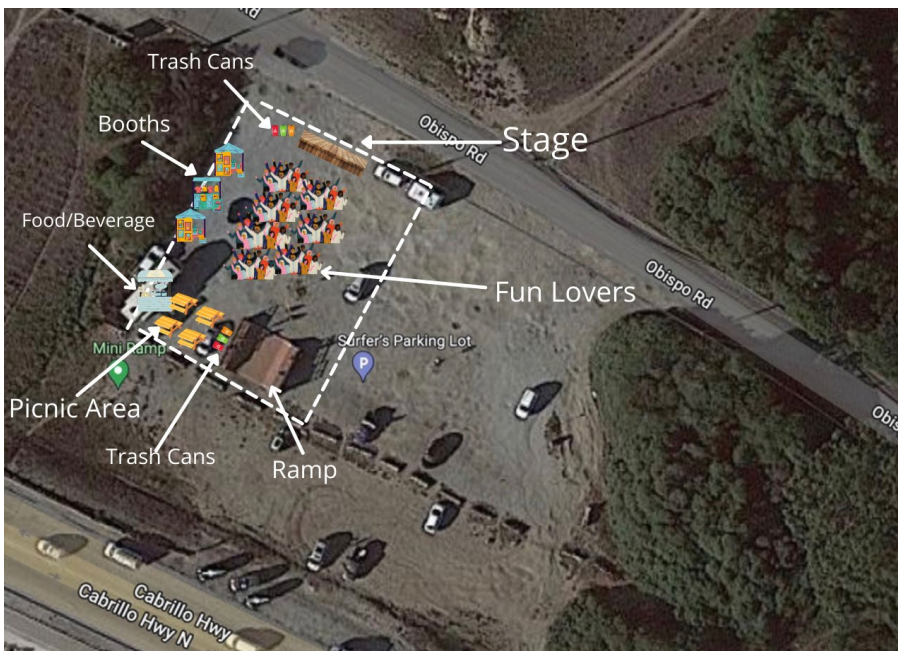
From: [Heart Drive](#)
To: [Delia Comito](#)
Subject: Ramp Jam October 8th 2022
Date: Tuesday, August 16, 2022 12:52:25 PM
Attachments: [Ramp .png](#)

Hi Delia,

As we discussed over the phone, we would like to throw another event at the Burnham property on October 8th. The layout would be almost exactly the same as the last event. The time would be 2-8 pm. We would again be raising money for ALAS. We would provide porta potties and clean up after ourselves.

Please let me know what information I can provide you with.

Thank you!



--

Jesse Nelson
Founder

Heart Drive Collective
650.740.2707
heartdrivecollective@gmail.com
Heartdrive.us

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

Blank

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #2

Blank

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Proposal from Horizon Water and Environment for Environmental Planning and CEQA Services for the Burnham Park and Community Center
Date: August 18, 2022

Attached for your Board's consideration is a proposal from Horizon Water and Environment for environmental planning and CEQA services for the Burnham Park and Community Center. The proposal includes the services necessary to provide environmental documentation for the two projects, as well as coordination with the design and civil engineering teams already in place. The base price for these services is \$65,176, with supplemental add-ons for historic resources evaluation and public meeting support adding an additional \$9,565 for a total of \$75,280.

Proposal for

Environmental Planning and CEQA Services for the Proposed GCSD Burnham Park

Submitted to Granada Community Services District
August 5, 2022



Office: 266 Grand Ave., Suite 210, Oakland, CA 94610
Mailing: P.O. Box 2727, Oakland, CA 94602
(510) 986-1850; www.horizonh2o.com

August 5, 2022

Chuck Duffy, General Manager
Delia Comito, Asst. General Manager
Granada Community Services District
504 Avenue Alhambra | P.O. Box 335
El Granada, CA 94018

Subject: Environmental Planning and CEQA Services for the Proposed GCSO Burnham Park

Dear Mr. Duffy and Ms. Comito:

Horizon Water and Environment, LLC (Horizon) is pleased to submit our proposal to provide environmental planning and CEQA services to the Granada Community Services District (GCSO) for the proposed Burnham Park project.

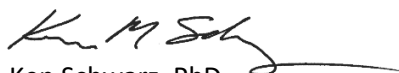
We offer an experienced and capable team to successfully perform the scope of work described in the District's request for proposal. Our team has extensive CEQA and permitting expertise, technical knowledge in all the necessary disciplines, years of relevant experience in San Mateo County, and the staffing availability to support the Burnham Park Project team going forward.

Horizon brings to the team the following advantages:

- Understanding of the Project Development and Design Process: We are experienced providing CEQA and permitting for projects under development and design. We are very comfortable working with engineers to understand projects well enough to advance the environmental process. We have recent experience doing this for San Mateo County for the Bayfront Canal and Butano Creek at Cloverdale Road Bridge projects.
- Extensive CEQA, NEPA, and Permitting Experience for Public Works Projects in San Mateo County: Horizon specializes in conducting environmental compliance for the full range of public works projects. We regularly work with all of the relevant regulatory agencies. We have a successful record of CEQA compliance and obtaining permits for many projects in San Mateo County, including projects in the coastal management zone.
- Expertise with Natural Resources of coastal San Mateo County: Our team of resource specialists including biologists, hydrologists, geomorphologists, cultural resource specialists and archeologists, wetlands and soils experts and others have specific experience assessing resource conditions and potential project impacts for multiple sites and project areas in coastal San Mateo County. We bring this expertise to support the Burnham Park Project.

We encourage you to speak with our client references, who will confirm our exceptional level of service. Please don't hesitate to contact me with any questions. We thank you for your consideration.

Sincerely,



Ken Schwarz, PhD
Principal, Horizon Water and Environment, LLC
(510) 986-1851, Email: ken@horizonh2o.com

1. FIRM DESCRIPTION

Horizon Water and Environment (Horizon) is a multidisciplinary environmental consulting firm that specializes in California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance, environmental permitting, and environmental studies for a variety of public works projects. Our primary focus is helping our Bay Area public works and water agency clients with their facility capital improvement programs, infrastructure development and design, facility maintenance, and resource planning and management needs.

We take pride in producing clearly written and legally defensible environmental compliance documents. We excel in using our technical experience, regulatory expertise, and exceptional communication and project management skills to successfully complete the CEQA process and obtain federal, state, and local permits for our clients' projects. We are skilled in working with engineers at the outset of a project to identify key steps in the parallel tracks of engineering design and environmental compliance.

Horizon has provided environmental consulting services in California for over 14 years, since the firm's founding in 2008. Founding principal Ken Schwarz, PhD, brings more 30 years of professional experience in environmental consulting with federal, state, and local agencies as well as with private and nonprofit organizations. In 2021, Horizon became a wholly-owned subsidiary of Montrose Environmental Group (Montrose). Ken continues as principal and is authorized to represent Horizon and Montrose.

Areas of Expertise

- CEQA/NEPA Compliance
 - Regulatory Agency Permitting
 - Mitigation Monitoring and Reporting
 - Watershed Science, Planning, and Management
 - Habitat Assessment, Conservation, and Restoration
 - Hydrology and Water Quality
 - Stormwater Management
 - Cultural Resources
 - Air Quality, Greenhouse Gas Emission and Noise Evaluations
-



2. QUALIFICATIONS AND EXPERIENCE

2.1 HORIZON EXPERIENCE

We believe Horizon's extensive experience with the natural resources of coastal San Mateo County as well as our work history with several public agencies, cities, and the County provides an advantage to the District for the Burnham Park project.

Horizon has provided environmental services to the County of San Mateo Department of Public Works (County) for many years through our 2012, 2015, 2018, and 2022 On-Call Engineering Professional Service Agreements which have been repeatedly renewed. During the course of projects under these contracts (primarily the Countywide Routine Maintenance Program), Horizon has assessed the potential for occurrence, status, and distribution of virtually every special-status plant and animal that could occur in any Department of Public Works or Parks Department facility. This countywide assessment of special-status species provides an excellent basis for evaluating any potential impacts on biological resources at the proposed Burnham Park Project site. In addition, through our work on the Countywide Routine Maintenance Program, we are very familiar with the County's recreational resources and understand the regulatory permits and associated processes that may be required for the Burnham Park project such as a coastal development permit.

We have also worked with the San Mateo Resource Conservation District (RCD), the Burnham Park Project team's natural resources management staff member. Our experience with the San Mateo RCD includes the following:

- Butano Creek Channel Reconnection and Resilience Project (CEQA IS/MND)
- Butano Creek Channel Stabilization and Habitat Enhancement at Cloverdale Road Bridge (permitting, CEQA, and project management)

Horizon also has experience in park and open space settings, so we understand such projects require regular and sensitive coordination among stakeholders with diverse interests.

- Countywide Routine Maintenance Program (client: County of San Mateo, Parks Department)
- Routine Maintenance Program (client: Midpeninsula Regional Open Space District)
- Middle Harbor Shoreline Park, Bird Use Survey (client: Port of Oakland)
- Laguna Creek Park Restoration and Management Plan (client: City of Elk Grove)

Details of these projects, including reference information, are provided in the following descriptions.

County of San Mateo Public Works Department
On-Call Engineering and Environmental Professional Service Agreements
(2012, 2015, 2018, and 2022)

Contact: Julie Casagrande, Watershed Protection Specialist, (650) 363-4100, jcasagrande@smcgov.org

Horizon has been an on-call environmental consultant to San Mateo County since 2012, providing a range of consulting services across the county. Key projects that Horizon has worked under these on-call contracts include the following.



Countywide Routine Maintenance Program: Horizon assisted the County’s Public Works Department and Parks Department in developing a countywide routine maintenance program to facilitate long-term programmatic permitting and CEQA coverage. Through our work on this program, we attended multiple site visits to the El Granada community and are therefore already familiar with the parks and recreational facilities and biological resources in the El Granada area. The program also involved routine maintenance of green infrastructure facilities. Through our work on this project, we are already familiar with the County’s Green Infrastructure Design Guide, which is guiding design of the proposed permeable parking lot for the Burnham Park project.

Colma Creek Environmental Analysis and Permitting: Permits were obtained and Horizon also completed the CEQA IS/MND the Colma Creek Flood Control Channel Maintenance project in less than 9 months in 2016.

Butano Creek at Pescadero Creek Road Sediment Removal Project: Horizon prepared the CEQA IS/MND and permit applications and oversaw the habitat evaluations, mitigation plan development, and dredging design for the project. The maintenance site provides habitat for special-status species including California red-legged frog and San Francisco garter snake so the permitting process was scrutinized by regulatory agencies.

San Mateo Resource Conservation District
Butano Creek Channel Reconnection and Resilience Project IS/MND

Contact: Kellyx Nelson, Executive Director, (650) 712-7765, ext. 102, Kellyx@sanmateorcd.org

Horizon led all aspects of the CEQA compliance process for this project which was located at the Pescadero Marsh Natural Preserve. Horizon developed an IS/MND, biological resources constraints memoranda, and two biological assessments to support the permitting process. Horizon gave technical presentations to the SMRCD Executive Board and led a public workshop during the CEQA public review period. Horizon worked closely with SMRCD, Alnus Ecological, California State Parks Department, and the project design consultant to ensure the project team met important schedule



milestones. Horizon successfully completed the IS/MND within 6 months and the document was approved in June 2018.

San Mateo County Public Works Department & Resource Conservation District
Butano Creek Channel Stabilization and Habitat Enhancement at Cloverdale Road Bridge

Contact: Michelle Manalo, Associate, (650) 599-1422, mmanalo@smcgov.org

Horizon supported the County and the RCD with analysis, design, the CEQA compliance recommendation memo, CEQA notice of exemption, grant applications, preparation of regulatory permit applications and permit coordination for this project. The project involves repairs and restoration of the streambanks and channel bed beneath the Cloverdale Road bridge at Butano Creek.



Post-construction photo of the Cloverdale Road bridge and stabilized Butano Creek channel bed.

Horizon helped evaluate several design alternatives. The selected design involved raising the incised channel with engineered streambed material, stabilizing the creek bed slope to be less erosive, and repairing a landslide upstream of the bridge. This multi-benefit project not only improves streambed stability in the project reach but enhances aquatic habitat for California red-legged frog, improves fish passage and provides other ecologic benefits. Horizon helped the County and RCD obtain permits in a timely fashion, enabling project construction to proceed on schedule. Project construction was successfully completed in the summer of 2020.

Midpeninsula Regional Open Space District
Routine Maintenance Program

Contact: Aaron Hébert, Water Resources Specialist, (650) 691-1200, ahebert@openspace.org

Horizon worked with Midpeninsula Regional Open Space District in developing a routine maintenance program for the District’s planned infrastructure repairs, trail and other recreational facilities, and other land management strategies. Horizon developed the program manual describing District facilities and proposed routine maintenance activities, permit applications, and the CEQA IS/MND.



Midpeninsula Regional Open Space District
Open Space Maintenance and Restoration Program
Final Initial Study/Mitigated Negative Declaration

Port of Oakland
Middle Harbor Shoreline Park, Bird Use Survey

Contact: Andrea Gardner, PMP, AICP, Environmental Programs and Planning, (510) 627-1181, agardner@portoakland.com

Horizon biologists conducted a series of point-count shorebird surveys at the Middle Harbor Shoreline Park to assess the effects of events on bird use of nearby habitat areas. The surveys correlated with public events at the park in an effort to determine potential effects to local bird usage of adjacent wetland habitat.



City of Elk Grove
Laguna Creek Restoration and Management Plan

Contact: Shoab Ahrary, P.E., Engineering Services Division Manager, (916) 627-3445, sahrary@elkgrovecity.org

This project demonstrates Horizon’s familiarity with sensitive resources and public works issues in an urban open space environment, as well as experience with maintenance and restoration activities for public infrastructure agencies. Horizon prepared a restoration and management plan (RMP) for an urban stretch of Laguna Creek. The creek is the centerpiece of Elk Grove’s recreation and open space planning efforts, with the Laguna Creek Bike Trail and multiple neighborhood and community parks adjacent to the waterway. Because of its location near the midpoint of a 65-square-mile watershed that transitions from undeveloped rangeland to residential and commercial development, Laguna Creek is also a focus of regional concern for flood management.



In addition to the RMP, Horizon prepared a CEQA checklist, coordinated with design/engineering team, and encouraged coordination with multiple stakeholders, including the community services district, the City, and the Laguna Creek Watershed Council.

2.2 STAFF QUALIFICATIONS

The following biographical sketches introduce the key staff of the Horizon team. **Figure 1** illustrates the team's organization, and resumes for all staff are provided as Attachment A.



KEN SCHWARZ, PH.D.

Principal-in-Charge

Ken has 30 years of experience directing complex projects throughout California involving watershed and vegetation management, stream restoration, erosion/sediment management, and habitat restoration/conservation. Ken is an expert in hydrology, geomorphology, and environmental regulations and specializes in developing successful CEQA documents and permitting strategies for watershed management and stream restoration and maintenance projects. Ken has served as an adjunct professor at the University of San Francisco since 2008, where he teaches a graduate-level course in hydrology and watershed management.

As Principal-in-Charge, Ken will ensure resources are available to deliver a successful project. He will work closely with the Project Manager to monitor schedule and budget. He will also ensure Horizon's QA/QC procedures are implemented, including senior review of all deliverable. Ken will be fully available to the District to discuss progress, performance, and schedule. He can also assist the District in supporting public outreach efforts, if needed.



KIMBERLY ASBURY

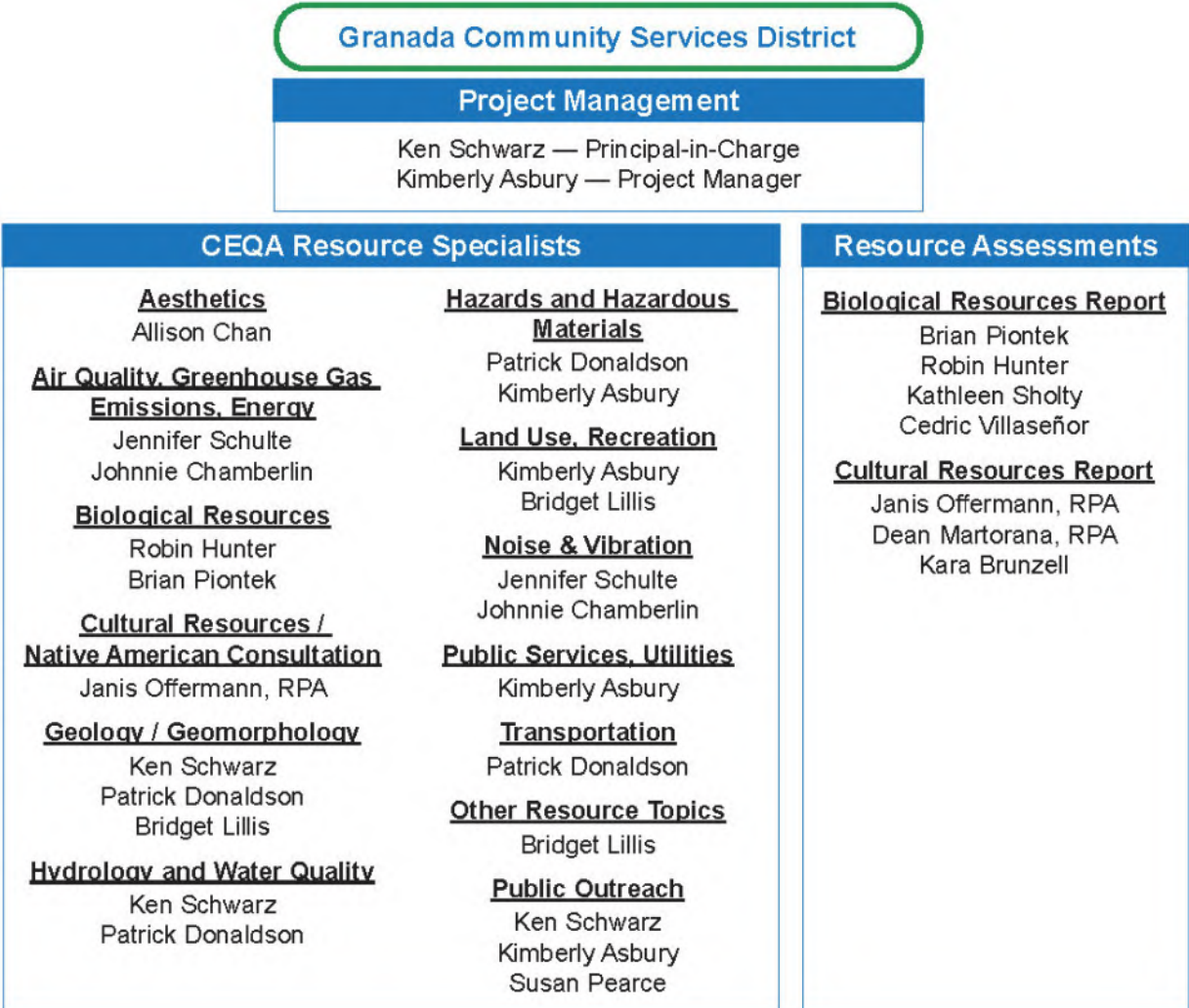
Project Manager

Kimberly has 6 years of experience preparing CEQA and NEPA documents and the application of environmental laws in Northern California. Her resume includes several trail/park/open space projects. Kim's studies have focused on the interaction between people and their built and natural environments, which aids in the preparation of EIRs, MNDs, and mitigation and monitoring reports for clients in both public and private sectors. She demonstrates strong financial acumen through scope preparation and budget adherence. She is a clear and effective communicator and public speaker.

Kimberly is a new Project Manager at Horizon, but has 5 years of experience managing projects at another consulting firm and has immediate availability to manage this project. We have included references for Kimberly in Section 5 of this proposal so the District can confirm the quality of her work.

As Project Manager, Kimberly will be the main point of contact with the District and will provide day-to-day project coordination, tracking milestones to ensure the project stays on budget and schedule. She will maintain regular contact with the District's project manager, and coordinate with project stakeholders, as needed. Kimberly will oversee the work of all Horizon staff and review all invoices.

Figure 1. Organization Chart





BRIAN PIONTEK
Biological Resources Lead

Brian leads Horizon’s biological resources team. He is an environmental scientist, biologist, and permitting specialist with experience in both physical processes and biological resources so he is able to integrate environmental analysis of both physical and biological conditions and to conduct CEQA environmental analyses for geology, hydrology, biology, and other CEQA topics. Brian has successfully managed and/or completed 100+ environmental technical studies, special status species investigations, and environmental compliance surveys.

Of particular note is Brian’s experience with the natural resources of San Mateo County. Through our on-call agreements with the County of San Mateo, he has led environmental studies for at least 10 different projects within the county. For the San Mateo Countywide Maintenance Manual, Brian led environmental studies at 33 maintenance sites throughout the county.

As Biological Resources Lead, Brian will lead the biological resources existing conditions assessment, oversee the biological resources staff, and participate in development of the biological resource and other chapters of CEQA documentation.



JANIS OFFERMANN, RPA
Cultural Resources Lead and Native American Consultation

Janis has more than 40 years of experience in the fields of archaeology and cultural resources management within California. She meets the U.S. Secretary of the Interior’s professional qualifications as an archaeologist and is a Registered Professional Archaeologist (RPA). Her career includes 26 years with the State of California (17 years at the California Department of Transportation and 9 years at the Department of Water Resources, where she was the statewide cultural resources manager for the department). She excels in applying (CEQA to cultural resources and assisting clients implement the Assembly Bill 52 legislation, which requires consultation with Native American tribes on projects. Janis also has extensive experience working with Section 106 of the National Historic Preservation Act and coordinating those efforts with federal agencies, such as the U.S. Army Corp of Engineers, U.S. Bureau of Reclamation, U.S. Bureau of Land Management, U.S. Forest Service, Federal Energy Regulatory Commission, and Federal Highway Administration. On the state level, Janis has worked closely with the State Historic Preservation Office, California Department of Parks and Recreation, and the State Lands Commission. Her expertise includes northern California prehistoric archaeology and Native American consultation.

Janis lead’s Horizon’s cultural resources team, which includes four RPAs, a historian/architectural historian, and on-call field staff. Janis will lead or oversee all services related to cultural resources, including tribal cultural resources and Native American consultations.



BRIDGET LILLIS

Resource Analyst | Report Coordination | Permitting Specialist

Bridget is an environmental planner and permitting specialist with 10 years of experience preparing environmental documents for a wide range of project types, including infrastructure, recreation, natural resource management, and flood control maintenance projects. Bridget has successfully obtained regulatory permits and approvals from the USACE, RWQCB, CDFW, NMFS, USFWS, California Coastal Commission (CCC), and the San Francisco Bay Area Conservation and Development Commission (BCDC) for projects. Bridget is experienced in successfully managing multi-disciplinary teams, keeping projects on schedule and within budget, coordinating with regulatory agency staff, and serving as primary author and technical reviewer of environmental documents and permit applications.

Her resume includes CEQA compliance for many recreational facilities.

Bridget will support CEQA resource evaluations, provide document coordination support, and assist with project management duties, as needed. She has played similar roles on several projects with County of San Mateo including the Countywide Routine Maintenance Program. She can also assist with developing permit applications that may be required for the Burnham Park project.

3. PROJECT UNDERSTANDING

Horizon understands that the Granada Community Services District (GCSD) is planning to create a new community park on a long and narrow 6.2-acre property known as the Burnham Strip, located northeast of and adjacent to Highway 1 in the unincorporated community of El Granada in San Mateo County. GCSD is responsible for parks, recreation, garbage and recycling services in the unincorporated areas of El Granada, Princeton, Princeton-by-the-Sea, Clipper Ridge, and Miramar. The Burnham Strip property is currently undeveloped and is comprised of three distinct drainage features that drain north to south, a dirt parking lot known as “Surfer’s Parking Lot”, a mini skate ramp, and the Picasso Preschool. The new park will consist of three distinct zones: Burnham Creek Riparian Zone to the south, Active Recreation in the central portion, and Passive Recreation and Proposed Community Center to the north. Below is a summary of proposed improvements in each zone.

- **Burnham Creek Riparian Zone:** In the southeastern section of the park, the District would mostly retain the existing riparian corridor along Burnham Creek, a perennial drainage. In addition, the District proposes to install a permeable trail extending from the Coronado Street crosswalk to Obispo Road, and along the Obispo Road shoulder until it meets the central portion of the site. As there are no sidewalks on either side of the roadway along this portion of Obispo Road, the trail is expected to safely direct pedestrians and beach goers to the existing dedicated pedestrian Highway 1 crossing. The proposed trail would be within San Mateo County’s right-of-way and would connect with the County’s Midcoast Multi-Modal Trail Improvements project that is currently being constructed to the south of the proposed park.
- **Active Recreation Zone:** The District proposes a central “Village Green” lawn that would serve as a central gathering plaza. The Village Green would be surrounded by a walking path with seating areas off the path. In the southeastern portion of this zone, the District proposes a family and large group picnic area with age-specific playgrounds, a skate park, and a large active play lawn. Consistent with best practices described in the San Mateo County Green Infrastructure Design Guide, the District proposes to convert the existing dirt parking lot to a 26-stall permeable parking lot. An additional ±30 street parking stalls would be established along Obispo Road. Curbside biotreatment planters filled with native shrubs and grasses would be installed around the parking lot which would treat runoff before entering two onsite drainage channels. The southern channel that conveys storm drainage from Avenue Portola to the ocean is currently incised. Both drainage channels would be widened and realigned to increase sinuosity, allowing for more water percolation and filtration. The District envisions that these channel riparian areas will be robust and dynamic, with opportunities for educational signage. Both channels would be crossed by a new pedestrian foot-bridge. Other improvements include construction of a restroom facility, new planting areas that would screen and provide a sense of enclosure at play spaces, and a wide perimeter trail that connects this zone to the northern and southern zones.
- **Passive Recreation Zone and Proposed Community Center:** This northern zone of the park is dominated by a large pastoral field of mounded landforms covered with native grasses and shrubs surrounded by wide mixed-use pathways and narrower secondary pathways that would accommodate a wide range of users including walkers, joggers, and bikers. Exercise

stations would be installed along the pathways. Picnic areas would be tucked into the landforms and would be sheltered from wind due to low gabion walls that retain the adjacent berms. Between Passive Recreation zone and the Active Recreation zone, the District is considering construction of two dog parks. In the northwestern most section of the proposed park, the District proposes to renovate the existing Picasso Preschool and use the building as a new community center, which is owned by the District and leased to the school until August 2023.

Project Status: GCSD initiated community outreach in 2018. The GCSD Board approved the draft Park Master Plan in October 2020 and the design consultants (KKDG and BKF Engineers) are in the process of finalizing the schematic designs and civil engineering plans for the park. Horizon understands that GCSD is seeking an environmental consultant to prepare the appropriate CEQA document in the fall of 2022 to support approval of the final plan and the permitting process.

Anticipated Authorizations and Approvals Required: Based on our understanding of the current project, implementation of the Park Master Plan may require the following approvals:

- GCSD Board adoption of the final CEQA document
- GCSD Board approval and adoption of CEQA mitigation measures (if necessary)
- Grading Permit from the County of San Mateo
- Site Plan Approval including potential roadway realignment from the County of San Mateo
- Building Permit (for the future Community Center) from the County of San Mateo
- Coastal Development Permit from the County of San Mateo
- County Encroachment Permit from the County of San Mateo
- Streambed Alteration Agreement from California Department of Fish and Wildlife
- Clean Water Act (CWA) Section 401 Permit from USACE
- CWA Section 404 Permit from USACE

4. PROJECT APPROACH

The following sections describe Horizon’s approach for completing the tasks outlined in the RFP. As an initial task under Task 1, Horizon will review background documents available and conduct initial biological and cultural resources investigations to understand the site’s existing conditions. Upon completing these reports and review of available design plans, we will develop a project description that will be used as a basis for evaluating the proposed project’s potential impacts on the environment. Based on our team’s current understanding of the Burnham Park Master Plan, Horizon assumes that the project will not result in significant and unavoidable impacts with the inclusion of mitigation measures and that an Initial Study/ Mitigated Negative Declaration (IS/MND) will be the appropriate CEQA document. However, if our findings change upon completing the CEQA recommendation memo, this scope of work and our associated cost estimate will be revised.

We also understand that the Burnham Park Project team (project team) consists of multiple parties including: GCSD Board and staff, San Mateo Resource Conservation District (RCD), Kikuchi + Kankel Design Group (KKDG), and BKF Engineers. This scope of work assumes that the project team will review draft and final documents prepared by Horizon and that consolidated comments from the project team will be provided.

Horizon has experience successfully preparing permitting applications and coordinating with multiple regulatory agencies including but not limited to the U.S. Army Corps of Engineers (USACE), San Francisco Bay Regional Water Quality Control Board, California Department of Fish and Wildlife, U.S. Fish and Wildlife Services (USFWS), Coastal Commission, and San Mateo County Planning and Building Department. If desired the project team, we can develop a scope and cost estimate to assist with the project’s permitting process.

TASK 1. RESOURCE ASSESSMENTS

Task 1.1 Biological Resources Existing Conditions Report

Horizon will review the Park Master Plan’s design plans, available biological reports prepared for other projects in the project vicinity including past reports that Horizon developed for the County of San Mateo Routine Maintenance Program, site-specific biological resources data that the District or San Mateo Resources Conservation District may have previously collected, and other relevant sources of information, as available. These sources may include U.S. Geological Survey (USGS) quadrangle maps, USFWS National Wetland Inventory Maps, the California Natural Diversity Database (CNDDDB), other technical literature related to the biotic resources of the project vicinity, regional planning documents (such as general plan policies), species data compiled by the California Native Plant Society (CNPS) or other public interest groups, and resource agency data.

Following the background documents review, Horizon’s biologists will conduct a reconnaissance-level field survey of the Burnham Strip to document the existing biological conditions at the project site. The field survey will include the entire project site, but will primarily focus on evaluating resources at the three drainage channels where channel widening and realignment are proposed. Prior to the field survey, Horizon will want to have a clear understanding of the project activities proposed along these drainages. The dominant tree, shrub, and herbaceous flora will be described. This information will be generated both for the purpose of characterizing the botanical resources of the project site, and for the purpose of characterizing wildlife habitat values. The dominant biotic communities of the project area, characterized

based on dominant plants and associated wildlife, will be mapped on suitable base materials (e.g., an aerial photo base map). The reconnaissance survey will also be conducted to determine the site's potential to support special-status species of plants and animals, although no species-specific surveys are proposed.

Horizon will prepare a draft report that describes existing biological conditions including existing habitats, potential for occurrence of special-status plants and animals, potentially jurisdictional or sensitive habitats, and other biological resources that might be of concern. An official aquatic resource (preliminary jurisdictional or jurisdictional) delineation for submittal to USACE will not be prepared under this scope of work. Graphics to be prepared include site/vicinity, biotic habitat, and CNDDDB maps. Horizon will finalize the draft report following one round of review and receipt of consolidated comments by the project team.

Deliverables: Draft and Final Biological Resources Existing Conditions Report (electronic)

Field Visit: One day field visit by 2 staff biologists

Task 1.2 Cultural Resources Report

Horizon will request a non-expedited record search from the Northwest Information Center (NWIC) of the California Historical Resources Information System. The request will include the area of potential effects (APE) and a 0.5-mile buffer to gain an understanding of previous archaeological efforts in the project vicinity. The NWIC request will include a review of listings on the National Register of Historic Places (NRHP) and California Register of Historical Resources (CRHR) as well as previous archaeological survey and excavation reports, archaeological site records, historic maps, and formal property listings. Horizon will also review various published compendiums including the National Register of Historic Places and California Register of Historical Resources, and in-house archival literature and records.

Horizon will send a Sacred Lands File search request to the Native American Heritage Commission (NAHC). Once a list of tribes with a traditional and cultural affiliation with the project area has been received from the NAHC, Horizon will assist the project team to fulfill their obligations under Assembly Bill 52 (AB 52). This will include preparation of a draft project notification letter to be sent to listed tribes. Once the project team has reviewed and approved the letter, Horizon will mail the letters under the signature of the project team. Letters will be sent via certified mail through the U.S. Postal Service with a return receipt. Horizon will follow up with the tribes through email and track tribal responses to the letters. Horizon will reach out to local historical societies and stakeholders that may have information regarding resources within or adjacent to the APE. The results of the outreach will be included in the cultural resources report.

An archaeologist who meets the Secretary of the Interior's Standards and Qualifications for archaeology will complete a pedestrian field survey of the APE once the results of the NWIC record search have been received. Any newly identified archaeological sites will be recorded in a manner consistent with the Secretary of the Interior's Standards and Guidelines for Identification of Cultural Resources (48 CFR 44720-23). California Department of Parks and Recreation Series 523 forms (DPR forms) will be prepared, along with appropriate supporting forms (e.g., Archaeological Site Record, Linear Feature record, Site Sketch Map, Location Map), and resource locations will be photographed and recorded using a GIS unit with submeter accuracy. A DPR form update will be prepared for any previously recorded sites known to be located within the APE.

Based on our initial review of old maps of the project area, it appears the Picasso Preschool is less than 45 years old. Therefore, we do not think a study of the built environment is required by an architectural

historian. However, if the building is confirmed to be older than 45 years, Horizon can conduct this study as an optional task if desired by the project team (see Optional Task below).

Horizon will prepare a Cultural Resources Assessment Report detailing background research; describing archaeological and architectural field methods, conditions, and findings; and describing any newly identified archaeological resources. Should any archaeological resources be identified in the APE, and if they cannot be avoided by project construction, the sites will require evaluation for NRHP/CRHR eligibility. The evaluation of archaeological resources is not included within this scope of work. The report will be revised and finalized based on one round of review and consolidated comments received from the project team.

Deliverables: Draft and Final Cultural Resources Report (electronic)

Field Visit: One day field visit by archeologist and architectural

TASK 2. PROJECT DESCRIPTION AND INITIAL STUDY CHECKLIST

Task 2.1 Project Description

Under this task, Horizon will describe the project more specifically based on the surveys and preliminary project information provided by the project team. The product of this task will be a Project Description suitable for conducting environmental review under CEQA. The project description will include a summary of the project purpose and objectives, maps, concept plans, a description of construction methods and construction activities proposed, staging areas, phasing and construction timeline. The draft project description will be submitted to the project team for review; after which, Horizon will edit and incorporate the project team’s comments. The revised Project description would be resubmitted to the project team.

Deliverables: Draft and Revised Draft Project Description (electronic)

Meetings: Two (2) virtual meetings to discuss project team’s comments on Project Description

Task 2.2 Initial Study Checklist

Horizon will prepare an Initial Study (IS) checklist document, which will be used to help determine the level of environmental review documentation needed for the proposed project. The IS will indicate resource areas requiring more detailed analysis and those areas that do not involve significant issues. The checklist in the IS will contain CEQA topics and significance thresholds based on Appendix G of the CEQA Guidelines. Horizon will provide brief supporting text to explain the basis for the conclusions identified on the checklist. The IS will leverage resource assessment reports developed in Task 1. Our approach for evaluating each resource topic listed in the IS checklist is provided below.

- **Aesthetics:** The project site is located adjacent to Highway 1 and the Surfer’s Beach and Pillar Point Harbor Beach, which is designated as both a state and County scenic corridor. Potential effects on publicly accessible views from this scenic corridor and on the site’s visual character and visual quality would be evaluated. The project includes improvements to the existing riparian corridors and installing landscaping features that would screen views of new built structures. As such, it is expected that the project would have a less than significant impact.
- **Agriculture and Forestry Resources:** This section will analyze the potential impacts that implementation of Park Master Plan would have on agricultural and forestry resources. As the proposed park is not located on forested or agricultural land, it is expected that the project would have no impact.

- **Air Quality:** The project would involve construction activities that may impact air quality. Project analysis would rely on the Bay Area Air Quality Management District's (BAAQMD's) newly adopted CEQA Thresholds for Evaluating the Significance of Climate Impacts along with other applicable thresholds and/or modeling to determine the project's impact on air quality.
- **Biological Resources:** The analysis in this section would rely on the biological resources assessment report prepared under Task 1.1. The report would include analysis on potential impacts to existing riparian resources and jurisdictional wetlands and other waters of the U.S., special-status species.
- **Cultural Resources:** The analysis in this section would rely on the cultural resources study prepared under Task 1.2. The report would include analysis on potential impacts to cultural resources.
- **Energy:** The project would involve construction activities that would require the consumption of energy. Project analysis would rely on all local, state, and federal policies, regulations, and standards. It is expected that the project would have a less than significant impact.
- **Geology and Soils:** The project would result in the grading of the site and the construction of small structures as outlined in the Master Plan. Project analysis would include a discussion of the project's potential conflict with all applicable local, state, and federal policies, regulations, and standards. It is expected that the project would have a less than significant impact.
- **Greenhouse Gas Emissions:** The project would involve construction activities that may emit greenhouse gases. Project analysis would rely on the BAAQMD's newly adopted CEQA Thresholds for Evaluating the Significance of Climate Impacts to determine the project's impact on greenhouse gas emissions.
- **Hazardous and Hazardous Materials:** Analysis would rely on a desktop search for known onsite and nearby hazardous waste sites. In addition, analysis would discuss the potential of accidental spill during construction and operation and would include discussion of typical construction best management practices (BMPs). It is expected that the project would have a less than significant impact with BMPs and after the implementation of any mitigation.
- **Hydrology and Water Quality:** This section will include a discussion of the project's potential impacts on onsite water resources and the potential of the project to impact offsite hydrological resources, including the Pacific Ocean. In addition, this section would include a discussion of the potential impact of grading-associated erosion on these resources.
- **Land Use and Planning:** This section would include analysis of the potential conflict of the creation of a new park. Analysis would include discussion with any applicable County policies and regulations.
- **Mineral Resources:** This section will analyze the potential impacts that the implementation of Park Master Plan would have on mineral resources. As the proposed park is not located on land with known mineral resources, it is expected that the project would have no impact.
- **Noise:** The project is located adjacent to both commercial and residential land uses. This analysis will describe nearby sensitive receptors, applicable noise regulations and ordinances, and the project's effects on sensitive noise receptors during the construction and operation phases. It is expected that the project would have less than significant impacts.
- **Population and Housing:** The proposed project will not involve removal of existing housing nor will it create new housing. Construction of the proposed project would be temporary and the creation of a 6.2-acre park is not expected to result in a substantial increase in employment

opportunities. Therefore, it is expected that the project would have a less than significant impact.

- **Public Services:** The proposed project would not demolish and/or construct any population-increasing facilities; therefore, it is not expected that the project would have a less than significant impact on police, fire, library and recreational resources. However, the project includes the planned closing of the onsite Picasso Preschool. Analysis will include a discussion of the potential impacts associated with closing the preschool.
- **Recreation:** The project consists of the implementation of the Burnham Park Master Plan and the creation of a new park. It is expected that the project would result in an increase in recreational resources in the County and it is expected that the project would have no adverse impact.
- **Transportation:** It is expected that this project would be locally serving; the park is not expected to be a destination park for non-local park goers. As such, it is not expected that this project would generate a large amount of VMT. This section would describe the project’s potential generation of VMT as well as the potential impact on emergency response, creation of a hazardous roadway, and conflict with pedestrian, bike and transit facilities. It is expected that the impacts would be less than significant.
- **Tribal Cultural Resources:** The analysis in this section would rely on the cultural resources study prepared under Task 1.2, as well as project team consultations with Native American tribes, should any tribes request consultation under AB 52. With incorporation of potential mitigation measures identified in this section, it is expected that the analysis would be less than significant. This section will incorporate discussion of the AB 52 consultation process as discussed under Task 4.
- **Utilities and Service Systems:** The proposed project would not demolish and/or construct any population-increasing facilities. The project includes onsite restrooms that would connect to District sewer facilities and could include showers for beachgoers and water facilities in the dog park. The section would describe the project’s demands on local water supplies, wastewater treatment capacity, and capacity of local solid waste facilities. The section would describe whether the project would require relocation or construction of expanded water, wastewater treatment, storm water drainage, electric power or natural gas facilities which could result in significant environmental effects.
- **Wildfire:** The project is located on a mostly undeveloped parcel surrounded by development in the community of El Granada. The section will describe whether the project would expose people or structures to wildfire risk or impair an adopted emergency response plan or emergency evacuation plan.

Deliverables: Draft and Revised Draft Initial Study Checklist

Meetings: Two (2) virtual meetings to discuss Project Team’s comments on the Draft Initial Study Checklist

TASK 3. CEQA RECOMMENDATION MEMORANDUM

After the IS checklist has been completed, the Consultant will prepare a brief memorandum with a recommended CEQA compliance strategy. At this time, it is expected that a mitigated negative declaration (MND) would be the appropriate CEQA document if potentially significant impacts can likely be reduced to a less than significant level with mitigation measures. If any significant impacts identified cannot be

reduced to a less-than-significant level with mitigation incorporated, it is expected that a Draft EIR would be recommended.

Deliverables: CEQA Recommendation Memorandum (electronic)

Meetings: One (1) in-person or virtual meeting to discuss, if necessary

TASK 4. IS/MND AND RESPONSE TO COMMENTS MEMORANDUM

Task 4.1 Public Draft ISMND

For the purpose of this scope, Horizon assumes that upon completion of Task 3, an IS/MND would be determined to be the appropriate CEQA document.

As discussed under Task 1.2, pursuant to AB 52, CEQA requires early coordination with tribes and tribal communities. AB 52 requires lead agencies to consult with interested tribes and tribal communities as soon as the project is defined. Generally, the early consultation process involves meetings/calls to exchange information about the project and any tribal cultural resources that may be affected, and to guide the environmental impact evaluation. Horizon’s qualified archaeologist will support the District with implementing AB 52 requirements under this task. The proposed budget includes up to four hours for Horizon’s archaeologist to assist the project team with tribal consultations (i.e., coordinating and participating in video conferences; responding to tribes on behalf of the project team, if requested to do so).

Horizon will address comments from the Project team on the Revised Draft Initial Study and prepare the Draft IS/MND for the team’s review. Upon receipt of reviewer comments, Horizon will prepare the IS/MND for public circulation. Horizon will also prepare an MMRP that will identify the agency with implementation and monitoring responsibility, compliance standards for the implementation of mitigation measures, and the necessary timing of mitigation measures as well as the expected mitigation completion metric. The MMRP will be included as an appendix to the IS/MND.

Horizon will also prepare the draft Notice of Intent (NOI) to adopt the MND which Horizon will deliver along with a final electronic copy of the public IS/MND for final District approval. This scope assumes that the District would be responsible for the dissemination of the document for the 30-day public review period, including publication on the District’s website and publication in the Half Moon Bay Review or a similar local-serving newspaper. Horizon will be available to help District staff submit the IS/MND and NOI virtually to the State Clearinghouse, including the preparation of a Notice of Completion (NOC) and the summary form for document submittal, if desired.

Lastly, while a CEQA public meeting is not required for IS/MNDs, because the project team has already engaged with the community throughout development of the Park Master Plan, we understand that the project team may want support conducting a public meeting during the 30-day public review period. Public meeting support would be provided under Optional Task 2 (shown at the end of this scope of work).

Deliverables: Public IS/MND (electronic)
 MMRP (electronic)
 NOI (electronic)
 AB 52 Consultation Materials (electronic)
 NOC and summary form for document submittal to State Clearinghouse (electronic)

Task 4.2 Response to Comments Memorandum

After completion of the public review period, Horizon will compile and organize all public comments received forwarded from the District. Horizon will discuss options for responding to public comments with the project team; after format consensus, Horizon will prepare a response to comments memorandum. After the draft response to comments memo is prepared, Horizon will submit an electronic copy to the project team for review and comment. Once all project team comments are received, Horizon will edit the response to comments memorandum and resubmit electronically for the District’s final approval. For the purpose of this budget and scope, it is assumed that no more than 30 public comments will be received. Any edits to the IS/MND made in response to comments received on the document would be incorporated in an errata sheet that gets attached to the memo.

Finally, Horizon will prepare a Notice of Determination (NOD) for the project’s approval and adoption by the District’s Board of Directors.

It is assumed that the District will submit the NOD and final document to the San Mateo County Clerk Recorder’s office. Please note that this scope and cost estimate does not include environmental document filing fees, required at the time of recordation. Horizon will be available to help County staff submit the NOD virtually to the State Clearinghouse, if desired.

- Deliverables: Draft and Final Response to Comments Memorandum (electronic)
- Final MMRP (electronic)
- NOD (electronic)

TASK 5. PROJECT COMMUNICATIONS AND COORDINATION

Horizon will provide general project management support to coordinate project activities and communicate regularly with GCSD and the rest of the project team. Horizon will use this task to track subtask progress, track project budget, track staff labor, oversee internal staff assignments, prepare invoices, and supervise overall contract performance. Horizon’s project manager and project director will participate in up to one (1) kick-off meeting with GCSD at their office or at the project site. This scope assumes Horizon’s participation in up to 12 conference calls with the project team throughout the project duration.

- Deliverables: Monthly invoices (electronic)
- Email communications and meeting notes (electronic)
- Meetings: One (1) in-person meeting with GCSD staff
- Monthly calls throughout the duration of the project (assume 12 total)

OPTIONAL TASK 1. HISTORIC RESOURCES EVALUATION

As described above in Task 1.2, in the event that the Picasso Preschool is determined to be over 45 years old, Horizon will conduct a study of the built environment within the APE. This evaluation will be conducted by an architectural historian who meets the Secretary of the Interior’s Standards and Qualifications for architectural history. This work will involve a field visit to thoroughly photograph the elements of existing facilities (e.g., the Picasso Preschool). This effort will require evaluation of existing facilities for eligibility for inclusion in the NRHP and CRHR. The facility will be recorded and the evaluations reported on the appropriate DPR forms. These forms and an evaluation including an assessment of eligibility for listing on the NRHP or CRHR for the built environment facilities would be incorporated in the

cultural resources report prepared under Task 1.2. A finding of effect determination for the built environment resources in the APE will also be included.

Deliverable: Historic resources evaluation (to be incorporated in cultural resources report prepared under Task 1.2)

Field Visit: One day field visit by architectural historian

OPTIONAL TASK 2. PUBLIC MEETING SUPPORT

As described in Task 4, if the project team wants our support conducting a public meeting during the IS/MND’s 30-day public review period, our team is available to support. Horizon is well-versed in conducting public meetings. We can prepare meeting materials including but not limited to a PowerPoint presentation, speaker cards, comment cards, and meeting notes. Our team will provide support up to the level of effort shown in our cost estimate.

Deliverable: PowerPoint presentation, speaker cards, comment cards, and meeting notes

5. RATE SHEET AND COST PROPOSAL

Horizon’s rates are provided in the following table. Principal, Ken Schwarz has signed the certification sheet (Exhibit B of the RFP). References are provided following Exhibit B.

EXHIBIT B RATE SHEET AND COST PROPOSAL

The undersigned has familiarized themselves with this RFP packet, and hereby proposes to provide and furnish all labor, materials, utilities, transportation, and equipment of all types and kinds and to complete the environmental work for the Burnham Park project as specified and described in the Project Description and the attached Exhibit A.

We, the undersigned, agree to perform all of the above work to its completion and to the satisfaction of GCSO for the rates for said work as indicated below. Table 1 provides a summary of Horizon’s proposed cost estimate for the Project Approach discussed in Section 4 of this scope of work. A detailed cost estimate is provided at the end of this section.

**Table 1
Cost Estimate**

Tasks	Cost
Task 1 Resource Assessment	
Task 1.1 Biological Resources Existing Conditions Report	\$9,845
Task 1.2 Cultural Resources Report	\$9,787
Task 2 Project Description and Initial Study Checklist	
Task 2.1 Project Description	\$3,496
Task 2.2 Initial Study Checklist	\$19,248
Task 3 CEQA Memorandum	\$2,810
Task 4 IS/MND and Response to Comments	
Task 4.1 Public Draft IS/MND	\$6,482
Task 4.2 Response to Comments Memorandum	\$5,540
Task 5 Project Coordination	\$8,509
Optional Tasks	
Task 6 Historic Resources Evaluation	\$4,515
Task 7 Public Meeting Support	\$5,050
Total Cost	\$65,716
Total Cost with Optional Tasks	\$75,280

The cost estimate above is based on Horizon’s 2022 rate sheet. The rate sheet is provided below in Table 2.

Table 2
Horizon’s 2022 Rate Sheet

Staff	
Classification	Hourly Rate
Principal	\$240
Director II	\$220
Director I	\$210
Senior Associate II	\$200
Senior Associate I	\$190
Associate II	\$183
Associate I	\$175
Analyst II	\$165
Analyst I	\$155
Surveyor	\$135
Technician II	\$125
Technician I	\$110
GIS Analyst/CAD Technician	\$140
Technical Editor	\$120
Publication Specialist	\$105
Administrative Assistant	\$105
Direct Expenses <i>(10% markup; includes subconsultants)</i>	
Item	Rate
Mileage	Current 2022 IRS Rate (\$0.585/mile)
Printing (in-house)	
- Black/white prints	\$0.15 per page
- Color prints	\$1.00 per page
- CDs (including label and envelope)	\$1.50 each
Equipment rental	
- GIS mapping	\$30/hour
- GPS unit or Auger	\$100.00/day
Outside vendors; including	
- Equipment rentals	At cost plus markup
- Document production and supplies	

I hereby certify that:

- A. All of the statements herein made by me are made on behalf of Horizon Water and Environment (subsidiary of Montrose Environmental Group).
- B. I have thoroughly examined the preliminary plans and specifications and all other items herein;
- C. I have carefully prepared this Rate Sheet and have checked the same in detail

- before submitting this bid;
- D. I have full authority to make such statements and to submit this cost proposal form on the Company's behalf; and
- E. The statements herein are true and correct.

Signature Ken M Schwarz

Date August 5, 2022

By Ken Schwarz

Title Principal

License Not Applicable

1. REFERENCES

List projects and contact information for use as reference or attach reference documentation.

References for Horizon Water and Environment

1	Client	County of San Mateo Public Works Department
	Project Name	On-Call Engineering and Environmental Professional Service Agreements (2012, 2015, 2018, and 2022)
	Contact	Julie Casagrande, Watershed Protection Specialist, (650) 363-4100, jcasagrande@smcgov.org
	Services	CEQA compliance, resource assessments, permitting, and project communication and coordination
2	Client	San Mateo Resource Conservation District
	Project Name	Butano Creek Channel Reconnection and Resilience Project IS/MND
	Contact	Kellyx Nelson, Executive Director, (650) 712-7765, ext. 102, Kellyx@sanmateorcd.org
	Services	CEQA compliance, resource assessments, and project communication and coordination
3	Client	San Mateo County Public Works Department and Resource Conservation District
	Project Name	Butano Creek Channel Stabilization and Habitat Enhancement at Cloverdale Road Bridge
	Contact	Michelle Manalo, Associate, (650) 599-1422, mmanalo@smcgov.org
	Services	CEQA compliance, resource assessments, project communication and coordination
4	Client	Midpeninsula Regional Open Space District
	Project Name	Routine Maintenance Program
	Contact	Aaron Hébert, Water Resources Specialist, (650) 691-1200, ahebert@openspace.org
	Services	CEQA compliance, resource assessments, permitting, and project communication and coordination
5	Client	City of Elk Grove
	Project Name	Laguna Creek Restoration and Management Plan
	Contact	Shoaib Ahrary, P.E., Engineering Services Division Manager, (916) 627-3445, sahrary@elkgrovecity.org
	Services	CEQA compliance, resource assessments, and project communication and coordination

References for Kim Asbury, Project Manager

1	Employer	County of Sacramento
	Project Name	Variety of Projects
	Contact	Julie Newton, (916) 874-6141, newtonj@sacounty.net
	Services	Kimberly was project manager and analyst for a variety of CEQA compliance projects; documents included notices of exemption, IS/MNDs, Addendums, and Draft EIR
2	Client	City of Citrus Heights
	Project Name	Mitchell Farms EIR
	Contact	Casey Kempenaar, (916) 727-4740, ckempenaar@citrusheights.net
	Services	Kimberly was deputy project manager and analyst for CEQA compliance and project communication and coordination
3	Client	Auburn Parks and Recreation District
	Project Name	24-Acre Park Master Plan
	Contact	Michael Scheele, (530) 885-8461 ext 106, mscheele@auburnrec.com
	Services	Kimberly was an analyst for CEQA compliance

Granada Community Services District
 Environmental Planning and CEQA Services for the Proposed GCSD Burnham Park
 Consultant Services for Horizon Water and Environment
 Cost Estimate - August 5, 2022

Task	Task Name / Description	Labor											Sub-Total Labor Hours per Task	Sub-Total Labor Fee per Task	Record Search	Mileage (Current IRS Rate)	GIS	GPS	Markup on Direct Expenses	Sub-Total Direct Expense Fee per Task	Task Total	Task Total
		Principal (Schwarz)	Director II (Offermann, Schulte)	Director I (Piontek, Chan)	Senior Associate II (Brunzell)	Senior Associate I (Asbury)	Senior Associate I (Lillis, Donaldson, Sholty)	Associate II (Hunter/Villase nor)	Associate I (Chamberlin, Martorana)	GIS Analyst/ CAD Technician	Technical Editor	Specialist/ Administrative Assistant (Wieder)										
	2022 Hourly Rate	\$225	\$220	\$210	\$200	\$190	\$190	\$183	\$175	\$140	\$120	\$105			\$0.585/mile	\$30/hour	\$100/day	10.0%				
1	Resource Assessments																					
1.1	Biological Resources Existing Conditions Report			2	2	24	18		4	2			52	\$9,454	\$135	\$120	\$100	\$36	\$391	\$9,845	\$19,631	
1.2	Cultural Resources Report		8		2				30	6	2	4	52	\$8,890	\$550	\$85	\$180	\$82	\$897	\$9,787	\$22,744	
2	Project Description and Initial																					
2.1	Project Description	2		2	8	4			2				18	\$3,430		\$60		\$6	\$66	\$3,496		
2.2	Initial Study Checklist	2	8	6	28	20	4	24	2	8	4		106	\$19,182		\$60		\$6	\$66	\$19,248		
3	CEQA Recommendation Memo																					
3.1	CEQA Recommendation Memo	2		4	8								14	\$2,810							\$2,810	
4	IS/MND and Response to																	\$0	\$0		\$12,022	
4.1	Public Draft IS/MND	2	4	2	12	2	2	4	2	2	4		36	\$6,416		\$60		\$6	\$66	\$6,482		
4.2	Response to Comments Memo	2		4	16	4				2	2		30	\$5,540				\$0	\$0	\$5,540		
5	Project Communications and																					
5.1	Project Coordination	4		6	26						12		48	\$8,360	\$135			\$14	\$149	\$8,509	\$8,509	
	Total Labor Hours	14	20	26	0	102	54	24	58	16	16	26	356									
	Totals	\$3,150	\$4,400	\$5,460	\$0	\$19,380	\$10,260	\$4,392	\$10,150	\$2,240	\$1,920	\$2,730		\$64,082	\$550	\$355	\$480	\$100	\$149	\$1,634	\$65,716	\$65,716
Optional Tasks																						
6	Historic Resources Evaluation		2		16	2				2			22	\$4,300	\$135	\$60		\$20	\$215	\$4,515	\$9,564	
7	Public Meeting Support	6		4	14								24	\$4,850	\$182			\$18	\$200	\$5,050		
	Total Optional Task Labor Hours	6	2	4	16	16	0	0	0	2	0	0	46	\$9,150								
	Optional Task Totals	\$1,350	\$440	\$840	\$3,200	\$3,040	\$0	\$0	\$0	\$280	\$0	\$0			\$0	\$317	\$60	\$0	\$38	\$414	\$9,564	
	Total Cost with Optional Task	\$4,500	\$4,840	\$6,300	\$3,200	\$22,420	\$10,260	\$4,392	\$10,150	\$2,520	\$1,920	\$2,730	\$0		\$550	\$672	\$540	\$100	\$186	\$2,048	\$65,716	\$75,280

Attachment A

Resumes

Kenneth M. Schwarz, Ph.D.

Principal

Ken Schwarz, Ph.D., is the founding principal at Horizon Water and Environment. He is a recognized expert in the fields of geomorphology, hydrology, and watershed management. For 28 years, he has directed complex projects throughout California involving erosion and sediment management, flood and stormwater management, stream maintenance and capital programs, land use planning, groundwater management, water rights, habitat conservation, and ecosystem restoration. Ken conducts hydrologic and geomorphic analyses and produces watershed and stream management plans, hydrologic reports, stream assessments, sediment and erosion control evaluations, water rights petitions, restoration designs, and conservation plans. Ken has directed CEQA investigations for water resource projects for over 20 years, including developing many IS/MND and EIR documents for river management, flood maintenance, water supply infrastructure, groundwater, and ecologic restoration projects. Ken is an expert in environmental regulations and specializes in using his technical background to develop successful permitting for the USACE, SWRCB, RWQCBs, CDFW, USFWS, and NMFS, as well as local county and municipal approvals.

EDUCATION

Ph.D., Geography (Geomorphology and Hydrology), UCLA, 1999

M.A., Geography (Geomorphology and Hydrology), UCLA, 1995

B.A., Regional Development (Major Honors and University Distinction), UC Berkeley, 1988

PROFESSIONAL EXPERIENCE

Horizon Water and Environment

- Founding Principal (2008–present)

Adjunct Professor: University of San Francisco, Department of Environmental Management,
 Instructor for Graduate Course: *Hydrology, Geomorphology, and Watersheds*, (2008 – 2020)

Jones & Stokes, Oakland, CA

- Principal (2007–2008)
- Associate Principal (2003–2006)

Philip Williams & Associates (PWA), San Francisco, CA

- Director (2002–2003)
- Senior Associate (2001–2002)
- Associate (1999–2000)

Schwarz Geographic Analysis, Los Angeles, CA (1995–1999)

- Environmental impact evaluation
- Erosion studies
- Aerial photo analysis

PROJECT EXPERIENCE

San Mateo Countywide Routine Maintenance and Stream Permitting: San Mateo County Department of Public Works; San Mateo County, CA (2015–present). Ken led authoring a new maintenance manual for the County. The manual serves as the basis for permitting and CEQA work. The manual and permits cover routine maintenance to low-impact development and green infrastructure facilities in the county.

On-Call CEQA Services: San Mateo County Department of Public Works; San Mateo County, CA (2013–2020). Ken led the Horizon team providing the County with on-call CEQA guidance, document review, and recommendations for CEQA compliance for public works projects.

Butano Creek Channel Stabilization and Habitat Enhancement at Cloverdale Road Bridge Project: San Mateo County Department of Public Works; San Mateo County, CA (2019–2021). Horizon provided grant funding, CEQA compliance, cultural and biological technical studies, and permitting. Ken served as principal-in-charge overseeing these activities. CEQA and permitting were successfully completed on time and within budget and the project was constructed in 2021.

Butano Creek Channel Reconnection and Resilience Project: San Mateo Resource Conservation District; San Mateo County, CA (2018). Ken oversaw preparation of the IS/MND for a creek and habitat restoration project in the Pescadero area of San Mateo County. The project involved removing accumulated sediment in Butano Creek and beneficially reusing the sediment in areas of Butano Marsh to improve fish passage, water quality, and flooding issues affecting the creek and Pescadero community. The project required close coordination with the State Parks Department. The IS/MND was developed on time, within budget, and approved in June 2018. The project was successfully constructed in 2018.

**PROFESSIONAL EXPERIENCE
(CONT.)**

University of California, Los Angeles
(1992–1999)

- Lecturer for undergraduate courses in Physical Environment (1998–1999)
- Instructor for undergraduate courses in Hydrology and Geomorphology (1995–98)
- Assistant Cartographer and Manager of UCLA Aerial Photo Collection (1992–95)

Bayfront Canal and Atherton Channel Flood Management and Restoration Project: San Mateo County Public Works Department; Menlo Park, CA (2017–2020). Ken oversaw Horizon’s preparation of an IS/MND and regulatory permit applications, including supporting biological and cultural resources studies. This project involves constructing a new bypass to convey flood flows from Bayfront Canal into the South Bay Salt Ponds Restoration area to reduce flooding impacts and enhance habitat.

Butano Creek Sediment Removal Permitting: San Mateo County Department of Public Works; San Mateo County, CA (2015–2016). Ken and the Horizon team designed and permitted a sediment removal project for a creek crossing that was completely choked with sediment. High quality habitat nearby required an effective impact avoidance approach. Sediment disposal and a mitigation plan were also developed. Permits and authorizations from the USACE, RWQCB, USFWS, and CDFW were obtained successfully.

Lower Penitencia Creek Improvements Project EIR and Permitting: Santa Clara Valley Water District; Santa Clara County, CA (2015–2019). Ken and his team developed the EIR and permit applications for this flood infrastructure project which includes new floodwalls, relocating and raising a levee, new bridge crossing headwalls, and tidal wetland restoration for mitigation. The project provides 100-year flood protection for the Milpitas area. The Final EIR was certified in 2017. Permits were obtained in 2019.

Colma Creek Sediment Removal and Culvert Maintenance CEQA and Permitting: San Mateo County Department of Public Works; San Mateo County, CA (2015–present). Ken oversaw CEQA compliance (IS/MND) for this sediment removal and multiple culvert repair and replacement project. Once the project description was approved, CEQA was completed in 9 months. Regulatory permits were obtained successfully from the USACE and RWQCB to conduct ongoing maintenance work over a 5-year period. The project included alternatives to restore California Ridgeway’s rail habitat in the bay tidal zone.

Stream Maintenance Program, CEQA and Environmental Permitting: Santa Clara Valley Water District; Santa Clara County, CA (EIR 2010–2012, Permitting 2012–2014). Ken led writing the project description for the EIR and the permit renewal process for the District, obtaining multi-year permits and developing an approved mitigation program with the USACE, USEPA, USFWS, NMFS, RWQCBs, and CDFW. Key program activities include instream sediment removal, vegetation management, and bank repair and stabilization.

Oakland Vegetation Management Plan: City of Oakland; Oakland, CA (2016–present). Horizon prepared a vegetation management plan for the Oakland high fire-severity zone/wild land urban interface and conducted CEQA compliance. Several City-owned parcels within the planning area include recreational areas and open space lands in the Oakland hills. As principal-in-charge, Ken provided guidance, contract management, and QC oversight. He was also involved in many scoping meetings for this high-visibility, controversial project.

Kimberly Asbury

Senior Environmental Analyst / Planner

Kimberly Asbury is an environmental planner with 6 years of experience in the field of environmental planning and analysis, specifically regarding the preparation of CEQA and NEPA documents and the application of environmental laws in Northern California. Kim's studies have focused on the interaction between people and their built and natural environments, which aids in the preparation of environmental impact reports (EIRs), mitigated negative declarations (MNDs), and mitigation and monitoring reports for clients in both public and private sectors. She demonstrates strong financial acumen through scope preparation and budget adherence. She is a clear and effective communicator and public speaker.

EDUCATION

B.A., Environmental Studies, UC Santa Barbara, 2015

B.A., Global Studies, UC Santa Barbara, 2015

PROFESSIONAL EXPERIENCE

Horizon Water and Environment, Oakland, CA

- Senior Environmental Analyst/Planner (2022–present)

County of Sacramento, Sacramento, CA

- Associate Planner/ Analyst (2021–2022)

Dudek, Sacramento, CA

- Environmental Analyst/ Planner (2016–2021)

PROFESSIONAL MEMBERSHIPS

Association of Environmental Professionals Member, 2017–present

PROJECT EXPERIENCE

Multiple Projects: County of Sacramento; Sacramento, CA (2021–2022). Kim prepared CEQA documentation, including notices of exemptions, addendums, IS/MNDs, and EIRs. She developed measures to avoid, minimize and/or mitigate potentially adverse environmental impacts; prepares and ensures implementation of mitigation monitoring and reporting programs (MMRPs). Kim was responsible for selecting, managing, and administering the services of consultants and reviewing work products for technical accuracy. She reviewed project/program budgets; submitted budget recommendations; monitored expenditures. Kim also represented the department at inter-agency meetings and public hearings related to planning and environmental issues.

Multiple Projects: Dudek; Sacramento, CA (2016–2021). Kim assisted in the preparation of CEQA documentation, including Categorical Exclusions (CEs), IS/MNDs and EIR sections as well as NEPA documentation, including CEs, environmental assessments (EAs), findings of no significant impacts (FONSI), and environmental impact statement (EIS) sections. She responded to public comments and attended public meetings. Other tasks included research, data collection, technical writing, and coordination with technical staff. The projects below consist of the projects worked on while employed at Dudek.

Augustin Bike Trail: City of Pleasanton; Pleasant Grove, CA. While at Dudek, Kim served as Deputy Project Manager, and conducted research, writing, editing, preparation of notices for the City. Project consisted of the develop an approximately 0.7-mile-long (3,700 linear feet) technical mountain bike trail within and adjacent to Augustin Bernal Community Park in the city in part replacing an existing unofficial user-created trail, and decommission 4,300 linear feet of other existing unofficial user-created trails. Issues included potential conflicts with other recreation activities and significant public concern. Project was completed after departure from Dudek.

Martis Valley Trail CEQA Compliance: Auerbach Engineering Corporation; Placer County, CA. Kim served as an analyst for CEQA compliance for a 9.5-mile trail extending through Martis Valley toward Brockway Summit, requiring approvals and permits from the U.S. Army Corps of Engineers and Lahontan Regional Water Quality Control Board. The project included identification of sensitive resources along multiple potential trail alignments and parking locations to inform site selection. Environmental issues included effects on sensitive habitats, special-status wildlife and plants, historic and prehistoric resources, and water quality.

Maidu Bike Park CEQA/NEPA Compliance: Auburn Recreation District; Auburn, CA. Project consisted of the construction of a BMX bike park with a state recreation area. Issues included potential conflicts with other recreation activities and significant public concern. Kim provided assistance with research, writing, editing, preparation of notices for the district and state clearing house, as well as responding to public comments.

Maidu Bike Park CEQA/NEPA Compliance: Auburn Recreation District; Auburn, CA. Project consisted of the preparation of Park Master Plan for 24-acre site to include parking, central plaza with gathering and play areas, walking paths and fitness stations, dog park, turf area with bocce ball courts, picnic and shade facilities, splash pad and restrooms. Issues included potential conflicts with surrounding land uses as well as onsite waters of the U.S. and potential wildfire risk. Kim served as Deputy Project Manager and conducted research, writing, editing, preparation of notices for the district and state clearinghouse, as well as responding to public comments.

Expansion at Avenidas IS and MND: City of Palo Alto; Palo Alto CA. Project consisted of the expansion of an existing senior community center. Issues focused on the historical status of the building. Kim's responsibilities included preparation of the IS and writing, editing, and preparation of Notices for the City and state clearinghouse.

655 4th Street: City of Palo Alto; Palo Alto CA. Kim served as a project analyst for the environmental compliance services of a project located within San Francisco's Central SoMa Plan area. The project was eligible for a community plan exemption. The project proposed to demolish three existing buildings, associated surface parking lots, and vegetation on the 71,300 square foot project site. The project would merge the seven existing lots and construct two new buildings containing approximately 1,083,000 square feet of residential, hotel, office, and retail area. Key issues included noise, air quality, traffic, and wind impacts

Dorsey Marketplace EIR: City of Grass Valley; Grass Valley, CA. Kim was the analyst for the preparation of the EIR for project that proposed a mixture of commercial and residential land uses. The Draft EIR evaluated two project alternatives at an equal level of detail. Key issues included traffic, aesthetics, and remediation of hazardous soil conditions from prior mining.

Campo Wind Environmental Impact Study: Campo Reservation; San Diego County, CA. Kim was an analyst for preparation of the EIS for the Campo Wind project within the Campo Reservation in San Diego County. One of the key issues was the complexities of the construction on sovereign land and a portion of construction necessary on County land (which was evaluated as an EIR for the County of San Diego). Other key issues included traffic, aesthetics, biological resources and a decommissioning plan after the expiration of the decades long rent agreement between the private energy company and the tribe.

Rocketship Sylvandale Public Elementary Charter School MND: Launchpad Development Company; San Jose, CA. Kim prepared an MND for construction of a public elementary charter school and playground. Traffic, noise, and hazardous materials were critical project issues.

ITEM #3

Blank

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Award of Contract for Construction of Phase 2 of the District's 6 Year Sewer Main Replacement Capital Improvement Program
Date: August 18, 2022

In 2019, District Engineer John Rayner from Kennedy Jenks Engineers prepared the District's 6 Year Sewer Main Replacement Capital Improvement Program plan for the replacement of some of the District's older and impacted sewer mains. In March of this year, your board approved the design and bidding of the Phase 2 Project of that plan. As such, John Raynor and his team prepared design drawings and documents and subsequently sent the project out to bid, the results of which are included here. As outlined in John Raynor's attached memo, John recommends that the District award the Phase 2 CIP construction contract to Koios Engineering, Inc. for \$486,060.

August 10, 2022

Mr. Chuck Duffy
General Manager
Granada Community Services District
504 Avenue Alhambra, Third Floor
PO Box 335
El Granada, CA 94018

Subject: Recommendation for Award of Construction Contract
2022 CIP, Sewer Replacements Project 2
K/J 2268003*00

Dear Chuck:

The District received bids on August 3, 2022 for the construction of the *2022 Capital Improvement Project, Sewer Replacements Project 2*. At that time, five (5) bids were publicly opened. The bids ranged from a low bid of \$486,060 from Koios Engineering, Inc. to a high bid of \$1,031,400 and the Engineer's estimated range of bids was between \$500,000 and \$700,000.

After the bid opening, Kennedy Jenks initiated a review of the proposal from Koios Engineering, Inc. and found it was the lowest responsible and responsive bidder, and that it possesses the experience and technical qualifications to perform the work required by the contract.

Accordingly, we recommend that the District award the *2022 Capital Improvement Project, Sewer Replacements Project 2* construction contract to Koios Engineering, Inc. for \$486,060.

Please let me know if you have any questions regarding our recommendation.

Very truly your

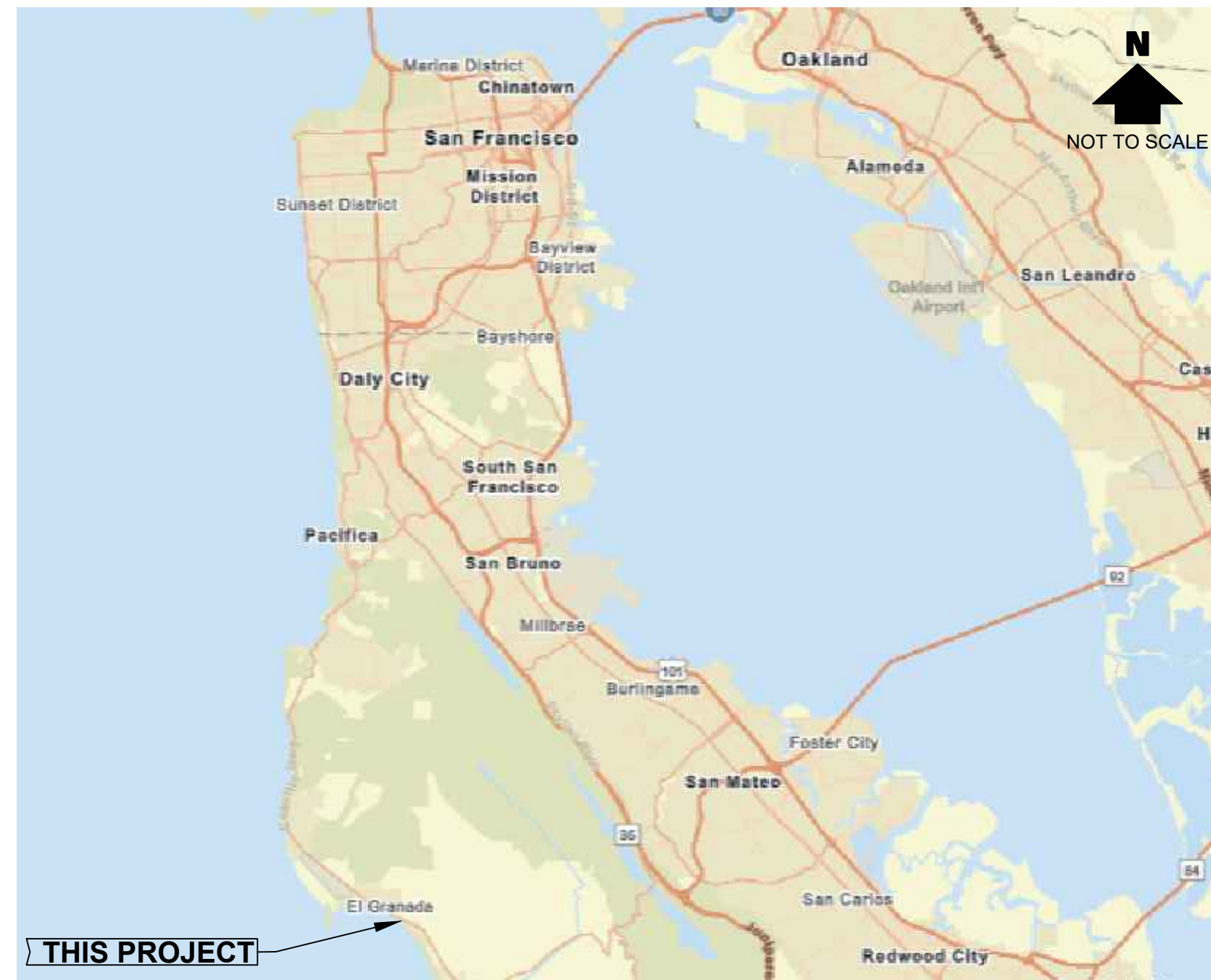
Kennedy/Jenks Consultants, Inc.



John H. Rayner, P.E.
GCSD District Engineer

GCSD - CIP Project 2 Bids
 Bid Opening: 8/3/22 @ 2 pm

<u>Bidders</u>	<u>Total Bid</u>	<u>Allowance Bid Item 5</u>	<u>Allowance Bid Item 16</u>	<u>Bid w/o Allowance Items # 5 & 16</u>	
1	Kois Engineering	\$486,060	\$41,890	\$40,320	\$403,850
2	Darcy & Harty Construction	\$487,665	\$41,300	\$39,600	\$406,765
3	Express Plumbing	\$1,031,400	\$81,125	\$66,000	\$884,275
4	Bay Pacific Pipeline	\$499,950	\$23,600	\$21,600	\$454,750
5	Golden Bay Construction	\$769,605	\$54,575	\$44,400	\$670,630



VICINITY MAP

GRANADA COMMUNITY SERVICES DISTRICT

SAN MATEO COUNTY, CALIFORNIA

PLANS

FOR THE CONSTRUCTION OF

2022 CAPITAL IMPROVEMENT PROJECT

SEWER REPLACEMENTS PROJECT 2

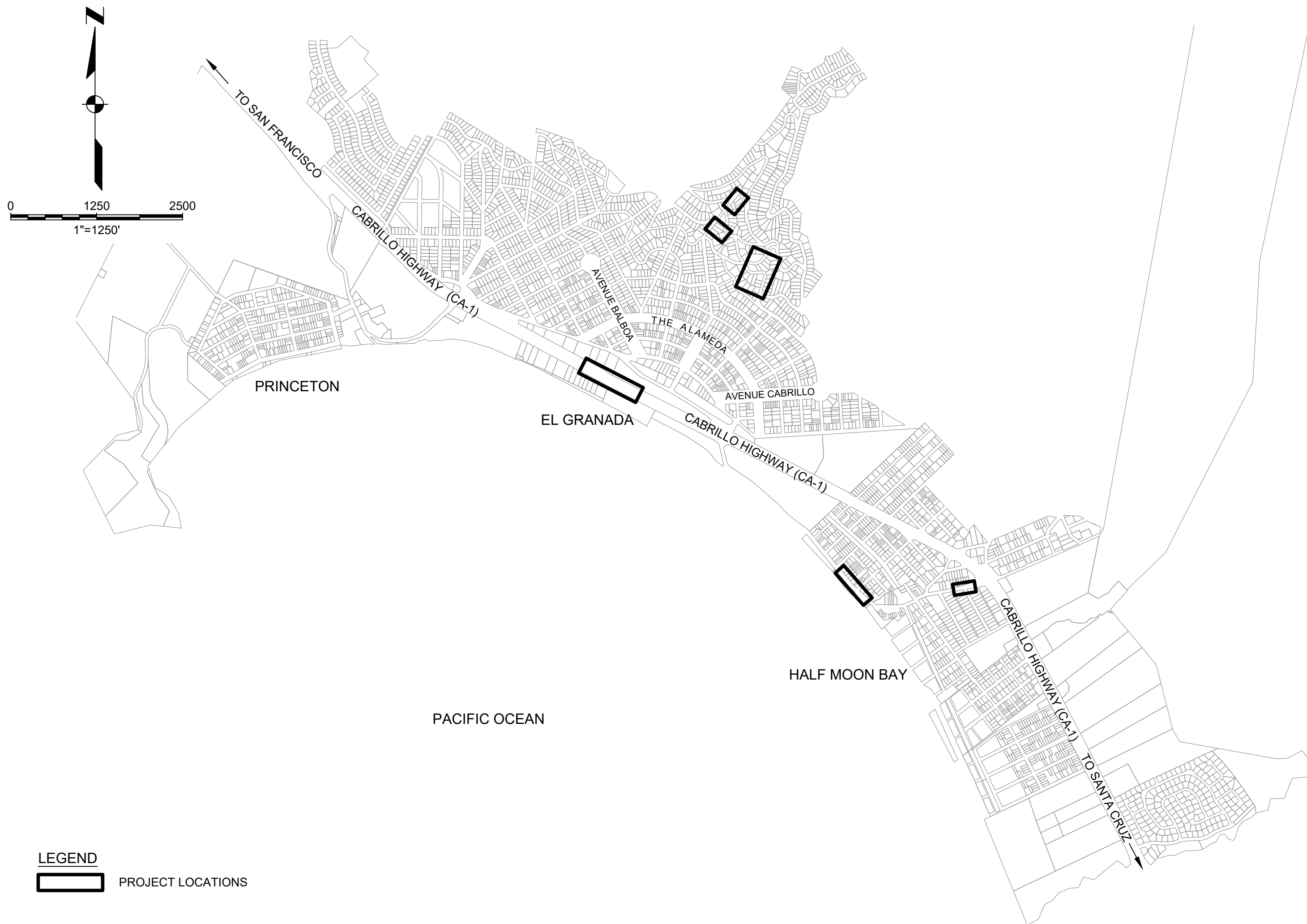
BOARD OF DIRECTORS

BARBARA DYE, PRESIDENT
 NANCY MARSH, VICE PRESIDENT
 ERIC SUCHOMEL, DIRECTOR
 MATTHEW CLARK, DIRECTOR
 DAVID SEATON, DIRECTOR



DRAWING INDEX

SHEET NO.	DRAWING NO.	DESCRIPTION
GENERAL		
1	G-01	TITLE SHEET, VICINITY MAP, PROJECT LOCATION MAP AND DRAWING INDEX
2	G-02	GENERAL LEGEND, REFERENCE KEY, GENERAL NOTES AND ABBREVIATIONS
3	G-03	KEY MAP AND SURVEY NOTES
CIVIL		
4	C-01	PLAN AND PROFILE - CABRILLO HIGHWAY - MH G5-08A AND MH G5-08
5	C-02	PLAN AND PROFILE - CABRILLO HIGHWAY - MH G5-08 AND MH G5-07
6	C-03	PLAN AND PROFILE - MIRADA ROAD - MH G9-04 AND MH G9-05
7	C-04	PLAN AND PROFILE - MIRADA ROAD - MH G10-52 AND MH G10-54
8	C-05	PLAN AND PROFILE - AVENUE PORTOLA - MH G6-01 AND MH G6-01A
9	C-06	PLAN AND PROFILE - AVENUE PORTOLA - MH G6-06 AND MH G6-08
10	C-07	PLAN AND PROFILE - ISABELLA ROAD - MH G5-111 AND MH G5-114
11	C-08	PLAN AND PROFILE - ISABELLA ROAD - MH G5-114 AND MH G5-115
12	C-09	PLAN AND PROFILE - SAN CLEMENTE ROAD - MH G5-119, MH G5-120 AND MH G5-121
13	C-10	CIVIL DETAILS



PROJECT LOCATION MAP

6/10/2022 - 100% SUBMITTAL

DESIGN DEVELOPMENT PHASE
 NOT FOR CONSTRUCTION
 THIS DOCUMENT IS AN INTERIM DOCUMENT AND NOT SUITABLE FOR CONSTRUCTION. AS AN INTERIM DOCUMENT, IT MAY CONTAIN DATA THAT IS POTENTIALLY INACCURATE OR INCOMPLETE AND IS NOT TO BE RELIED UPON WITHOUT THE EXPRESS WRITTEN CONSENT OF THE PREPARER.

NO	REVISION	DATE	BY

SCALES
 0 1" = 1250'
 0 25mm

THIS PRELIMINARY DOCUMENT IS NOT FOR CONSTRUCTION. IT IS RELEASED UNDER THE AUTHORITY OF: XIANGQUAN LI, C69362, MAY 2024

DESIGNED	MM
DRAWN	CD
CHECKED	XL

GRANADA COMMUNITY SERVICE DISTRICT
 EL GRANADA, CALIFORNIA
 2022 CAPITAL IMPROVEMENT PROJECT
 SEWER REPLACEMENTS PROJECT 2

TITLE SHEET, VICINITY MAP,
 LOCATION MAP AND DRAWING INDEX

SCALE	AS NOTED
JOB NO	2268003.00
DATE	JUNE 2022
SHEET	1 OF 13
	G-01

p:\kjc-pw\Documents\Clients\Granada Community Services District\Projects\6-Year CIP Project 2_2268003.00\10-Design\10.06-Drawings\General\2268003_00-G-01.dwg



SURVEY CONTROL POINTS				
HORIZONTAL DATUM: NAD83 (2010)				
VERTICAL DATUM: NAVD88				
COORDINATE SYSTEM: CALIFORNIA COORDINATE SYSTEM ZONE 3				
LINEAR UNIT: US SURVEY FEET				
PRIMARY CONTROL				
POINT ID	NORTHING	EASTING	ELEVATION	DESCRIPTION
14	2,013,590.29	5,990,768.23	213.94	MAG&TT
15	2,013,676.63	5,990,872.82	232.84	CUT X/TC
16	2,013,804.78	5,990,971.17	255.50	MAG&TT 16A
17	2,013,973.61	5,991,097.05	290.75	MAG&TT 17A
20	2,012,895.40	5,991,316.89	227.80	MAG&TT
21	2,012,725.60	5,991,524.53	184.93	MAG&TT CHK 21A
22	2,012,878.62	5,991,360.88	225.51	CUT X/TC
29	2,008,216.04	5,994,494.41	55.62	MAG&TT
30	2,008,174.81	5,994,143.51	49.96	MAG&TT 30B
31	2,008,550.77	5,992,627.25	22.34	MAG&TT
33	2,008,220.95	5,992,936.40	27.07	MAG&TT 33
34	2,011,385.47	5,989,189.63	28.34	-
44	2,013,468.99	5,990,875.65	250.94	60D&FLAG
50	2,013,932.79	5,991,040.29	279.28	MAG&TT
51	2,012,875.73	5,991,525.84	208.84	CUT X/TC 51
58	2,012,635.13	5,991,501.63	171.24	-
59	2,013,008.86	5,991,614.43	235.84	60D 59
60	2,012,949.86	5,991,619.32	230.18	60D 60
61	2,013,105.86	5,991,591.21	266.66	CP

*GPS DATA PROCESSED WITH ABSOLUTE ANTENNA



6/10/2022 - 100% SUBMITTAL				SCALES IF THIS BAR IS NOT DIMENSION SHOWN, ADJUST SCALES ACCORDINGLY.	THIS PRELIMINARY DOCUMENT IS NOT FOR CONSTRUCTION. IT IS RELEASED UNDER THE AUTHORITY OF: XIANGQUAN LI C69362 MAY 2024	DESIGNED MM	GRANADA COMMUNITY SERVICE DISTRICT EL GRANADA, CALIFORNIA 2022 CAPITAL IMPROVEMENT PROJECT SEWER REPLACEMENTS PROJECT 2	KEY MAP AND SURVEY NOTES	SCALE 1"=400'
DESIGN DEVELOPMENT PHASE NOT FOR CONSTRUCTION THIS DOCUMENT IS AN INTERIM DOCUMENT AND NOT SUITABLE FOR CONSTRUCTION. AS AN INTERIM DOCUMENT, IT MAY CONTAIN DATA THAT IS POTENTIALLY INACCURATE OR INCOMPLETE AND IS NOT TO BE RELIED UPON WITHOUT THE EXPRESS WRITTEN CONSENT OF THE PREPARER.						DRAWN CD			JOB NO 2268003.00
NO	REVISION	DATE	BY	CHECKED XL		DATE JUNE 2022	SHEET 3 OF 13	G-03	

p:\k\ce-pw\Documents\Clients\Granada Community Services District\Projects\6-Year CIP Project 2_2268003.00\10-Design\10.06-Drawings\General\2268003_00-G-03.dwg

ITEM #4

Blank

GRANADA SANITARY DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Update to Sewer System Management Plan (SSMP)
Date: August 18, 2022

The State Water Resources Control Board adopted Water Quality Order 2006-0003 on May 2, 2006 (and as revised on July 30, 2013), requiring all public agencies that own sanitary sewer collection systems to prepare a Sewer System Management Plan (SSMP). This Water Quality Order was an effort to reduce the occurrences of sanitary sewer overflows within California. The SSMP is a document that describes the activities an agency uses to manage its wastewater collection system effectively.

In February 2021, The California Regional Water Quality Control Board issued Resolution No. R2-2021-0002 amending the Water Quality Control Plan for the San Francisco Bay Basin, which your board has previously reviewed. The RWQCB Resolution establishes a Total Maximum Daily Load (TMDL) and Implementation Plan for bacteria at the beaches in Pillar Point Harbor and Venice Beach. The RWQCB Resolution requires the District to prioritize sewer system inspections and repairs in areas within on half mile of Pillar Point Harbor and Venice Beach.

Our original SSMP was produced Vivian Housen of Housen & Associates in conjunction with staff. Vivian has updated that 2017 document, and I have attached the updated SSMP document for your review and certification (without the appendices). The entire 358 page document with appendices will be able to be accessed on the GCSO website once board approval is completed.

Please be aware that the SSMP is a living, breathing document, and will be amended as needed. We will be conducting an “audit” of the document every two years as required by the Regional Board, and will generally make any updates at that time. Listed below are the 11 main elements included in a Sewer System Management Plan:

1. Development Plan and Schedule
2. Goals and Organizational Structure
3. Overflow Emergency Response Program
4. Legal Authority
5. Operation and Maintenance Program
6. Fats, Oils, and Grease Control Program (FOG)
7. Design and Performance
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement and Program Modification
10. SSMP Audits
11. Communication Program



SEWER SYSTEM MANAGEMENT PLAN

Granada Community Services District
Updated July 2022

Prepared by



This page left intentionally blank

TABLE OF CONTENTS

LIST OF ACRONYMS.....	i
LIST OF TERMS.....	ii
EXECUTIVE SUMMARY.....	ES-1
ES-1 Background.....	ES-1
ES-2 District Service Area.....	ES-1
ES-3 SSMP Objectives.....	ES-3
ELEMENT 1 - GOALS.....	1-5
1.1 SSMP Requirements.....	1-1
1.2 Granada Community Services District SSMP Goals.....	1-1
ELEMENT 2 - ORGANIZATION.....	2-1
2.1 SSMP Requirements.....	2-1
2.2 Organization Chart and SSMP Responsibilities.....	2-1
2.3 Chain of Communication for Reporting.....	2-4
ELEMENT 3 - LEGAL AUTHORITY.....	3-1
3.1 SSMP Requirements.....	3-1
3.2 Legal Authority to Enforce SSMP Requirements.....	3-1
3.2.1 Prevention of Illicit Discharges.....	3-1
3.2.2 Proper Design and Construction of Sewers and Connections.....	3-2
3.2.3 Access for Maintenance, Inspection & Repairs.....	3-2
3.2.4 Limit Discharge of Fats, Oils & Grease and Debris.....	3-2
3.2.5 Enforcement Measures.....	3-3
3.3 Interagency Agreements and Satellite Systems.....	3-3
ELEMENT 4 - OPERATION AND MAINTENANCE PROGRAM.....	4-1
4.1 Collection System Mapping.....	4-1
4.2 Resources and Budget.....	4-1
4.3 Prioritized Preventative Maintenance.....	4-2
4.4 Scheduled Inspections, Condition Assessment and Rehabilitation Plan.....	4-3
4.5 Training.....	4-4
4.6 Contingency Equipment and Replacement Inventories.....	4-5
ELEMENT 5 - DESIGN AND PERFORMANCE PROVISIONS.....	5-1
5.1 SSMP Requirement.....	5-1
5.2 Standards for Installation, Rehabilitation, Repair, and Testing.....	5-1
ELEMENT 6 – OVERFLOW EMERGENCY RESPONSE PLAN.....	6-1
6.1 SSMP Requirements.....	6-1
6.2 SSO Categories.....	6-2
6.3 Notification Procedures.....	6-2
6.3.1 Response During and After Normal Working Hours.....	6-3
6.3.2 Notification from Pump Station SCADA Alarms.....	6-4
6.4 Staff and Contractor Training.....	6-4
6.5 Response Program.....	6-4
6.5.1 First Responder Priorities.....	6-4

6.5.2	Initial Response	6-5
6.5.3	Available Equipment.....	6-5
6.5.4	External SSO.....	6-5
6.5.5	Internal SSO	6-8
6.5.6	Pump Station SSO.....	6-8
6.6	Recovery and Cleanup	6-9
6.6.1	Clean Up and Disinfection	6-9
6.7	Impact to Waters of United States	6-10
6.8	Water Quality Sampling	6-10
6.9	Water Quality Monitoring Plan.....	6-12
6.10	SSO Technical Report.....	6-12
6.11	Containment or Bypass	6-13
6.12	SSO Notification Signage.....	6-13
6.13	Failure Analysis	6-13
6.14	SSO Documentation and Reporting.....	6-14
6.14.1	Documentation	6-14
6.14.2	Regulatory Reporting.....	6-14
6.15	Contractors Working On District Sewer Facilities	6-19
6.16	SSO Response Training.....	6-19
6.16.1	Initial and Annual Refresher Training	6-19
6.16.2	SSO Response Drills	6-19
6.16.3	SSO Training Record Keeping.....	6-19
ELEMENT 7 - FOG CONTROL PROGRAM		7-1
7.1	SSMP Requirements	7-1
7.2	Goals for the FOG Program.....	7-1
7.3	Legal Authority to Prohibit SSOs and Blockages Caused by Fog Discharge	7-2
7.1	Sewer Sections Subject to FOG Blockages.....	7-2
ELEMENT 8 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN		8-1
8.1	SSMP Requirements	8-1
8.2	System Evaluation and Condition Assessment	8-1
ELEMENT 9 - MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS.....		9-1
9.1	SWRCB SSMP Requirements	9-1
9.2	Utility Metrics to Measure Progress and Prioritize Activities	9-1
9.3	SSO Trends – Frequency, Location and Volume	9-2
ELEMENT 10 - SSMP PROGRAM AUDITS		10-1
10.1	SSMP Requirements	10-1
10.2	Audit Procedures, Roles and Responsibilities	10-1
10.3	SSMP Program Modification/Update Process.....	10-1
ELEMENT 11 - COMMUNICATION PLAN		11-1
11.1	SSMP Requirements	11-1
11.2	Communication Plan.....	11-1

FIGURES

Figure ES-1	Granada Community Services District Service Area
Figure 2-1	Organization Chart
Figure 2-2 & Figure 6-1	SSO Notification Process
Flowchart Figure 6-2	SSO Response Flowchart

TABLES

Table ES-1	SSMP Objectives
Table 2-1	SSMP Responsibilities
Table 9-1	Success Factors and Metrics

APPENDICES

Appendix A	Element 2 Supporting Documents
Appendix B	Element 3 Supporting Documents
Appendix C	Element 4 Supporting Documents
Appendix D	Element 5 Supporting Documents
Appendix E	Element 6 Supporting Documents
Appendix F	Element 7 Supporting Documents
Appendix G	Element 8 Supporting Documents
Appendix H	Element 9 Supporting Documents
Appendix I	Element 10 Supporting Documents
Appendix J	Element 11 Supporting Documents

This page left intentionally blank

LIST OF ACRONYMS

BACWA	Bay Area Clean Water Agencies
BMP	Best Management Practice
CCTV	Closed-Circuit Television
CDFW	California Department of Fish and Wildlife
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
DISTRICT	Granada Community Services District
EHS	Environmental Health Services
FOG	Fats, Oils and Grease
GIS	Geographical Information System
GCSD	Granada Community Services District
I/I or I&I	Inflow & Infiltration
JPA	Joint Powers Agency
LRO	Legally Responsible Official
MRP	Monitoring and Reporting Program
NASSCO	National Association of Sewer System Companies
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	California Office of Emergency Services (Previously Cal-EMA)
PACP	Pipeline Assessment and Certification Program
PM	Preventive Maintenance
RWQCB	Regional Water Quality Control Board
SAM	Sewer Authority Mid-Coastside
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
WDID	Waste Discharge ID Number
WDR	General Waste Discharge Requirements
WWTP	Wastewater Treatment Plant

LIST OF TERMS

Bay Area Clean Water Agencies (BACWA) – Association comprised of Bay Area wastewater treatment and collection system agencies. BACWA represents the interests of public wastewater agencies in regulatory matters and to support the exchange of information.

Website: <http://www.bacwa.org>

Blockage – An object that partially or fully hinders flow through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. Also known as a stoppage.

California Integrated Water Quality System (CIWQS) – A computer system used by the State and Regional Water Quality Control Boards to track information about SSOs, among other information. CIWQS is the tool used for online submittal of SSO details, which are then made available to the public. Website: <http://www.swrcb.ca.gov/ciwqs/>

Enrollee – The legal public entity that owns a sanitary sewer system, as defined by the Statewide WDR. Also known as a sewer system agency or wastewater collection system agency.

FOG Control Program – Program implemented at the discretion of the agency, based on the identified causes of sewer overflows, to reduce the discharge of fats, oils and grease into the sewer system.

Geographical Information System (GIS) – A database linked with mapping that records sewer system information. The GIS database could include sewer features such as pipe location, diameter, material, condition, or last date cleaned or repaired. GIS maps also typically contain base information such as streets and parcels.

Governing Board – Board of Directors for Granada Community Services District

Infiltration – The seepage of groundwater into a sewer system, including service connections. Seepage frequently occurs through defective or cracked pipes, pipe joints, connections or manhole walls and joints.

Inflow – Water discharged into a sewer system from such sources as roof leaders, cellars, yard and area drains, foundation drains, through holes in manhole covers, cross connections from the storm system or street wash waters. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak through defects in the sewer.

Lateral or Private Lateral – The privately-owned sewer pipeline that conveys wastewater from the premises of a user to the District's sewer system. The upper lateral extends from the building to property line (or easement line). The lower lateral extends from the property or easement line to the connection to the pipe.

Monitoring and Reporting Program - The program used by the District to monitor, maintain records, report issues and complete needed public notifications.

Overflow Emergency Response Plan – This document identifies measures that are needed to respond to sanitary sewer overflows in a way that maximizes the protection of public health and the environment.

Preventive Maintenance (PM) – Regularly scheduled servicing of machinery, infrastructure or other equipment using appropriate tools, tests, and lubricants.

Rehabilitation and Replacement Plan (also referred to as a Capital Improvement Plan) – Identifies and prioritizes system deficiencies and implements short-term and long-term rehabilitation actions to address each deficiency.

San Francisco Bay Regional Water Quality Control Board – Also known as Region 2 or RWQCB. This regulatory agency preserves, enhances and restores the quality of California's water resources, and ensures their proper allocation and efficient use for the benefit of present and future generations. Website: <http://www.waterboards.ca.gov/sanfranciscobay>

Sanitary Sewer Overflow (SSO) – Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including overflows or releases that reach waters of the United States, overflows or releases that *do not* reach water of the United States, and backups into buildings and/or private property caused by conditions within the publicly owned portion of the sewer system.

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the wastewater treatment plant.

Satellite Collection System – The portion, if any, of a sanitary sewer system that is owned or operated by a different public agency or user.

Sewer System Management Plan – A series of written programs that address how a collection system owner/operator conducts daily business. Each SSMP is unique for an individual discharger. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit.

State Water Resources Control Board – Also called the State Board. This agency developed and passed the Statewide Waste Discharge Requirements for collection systems and maintains the SSO reporting web site.

System Evaluation and Capacity Assurance Plan – A required component of an agency's SSMP that provides hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.

Statewide Waste Discharge Requirements – The Statewide General Waste Discharge Requirements for Sanitary Sewer Systems was adopted by the SWRCB in 2006 to provide a structure and guidance for SSMP development. Also known as Order No. 2006-0003-DWQ.

Wastewater Collection System – See Sanitary Sewer System.

EXECUTIVE SUMMARY

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resources Control Board (SWRCB) Order No. 2006-0003- DWQ, and Amended Monitoring and Reporting Program (MRP), Order No. WQ 2013-0058- EXEC.

ES-1 Background

On July 7, 2005, the RWQCB issued a letter to the San Francisco Bay Region (Region 2) sewer collection system agencies, including the Granada Community Services District (District) that required the District to prepare a SSMP. At the same time, the RWQCB released the SSMP Development Guide that was prepared in cooperation with the Bay Area Clean Water Agencies (BACWA). The 2005 directive stated that the District must also comply with RWQCB sanitary sewer overflow (SSO) electronic reporting requirements issued in November 2004.

Similarly, on May 2, 2006, the State Water Resources Control Board (SWRCB) issued a directive through Order No. 2006-0003-DWQ to require all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under the Statewide General Waste Discharge Requirements (WDR). The SWRCB action also mandates the development of an SSMP and the reporting of SSOs using an electronic reporting system.

The SWRCB amended the Statewide WDR Monitoring and Reporting Requirements through Order No. 2013-0058-EXEC, which became effective on September 9, 2013. Around this time, the State also confirmed that agencies should follow the WDR format for the SSMP, in lieu of the previously accepted RWQCB format. The intent of this SSMP is to meet the requirements of the Statewide WDR.

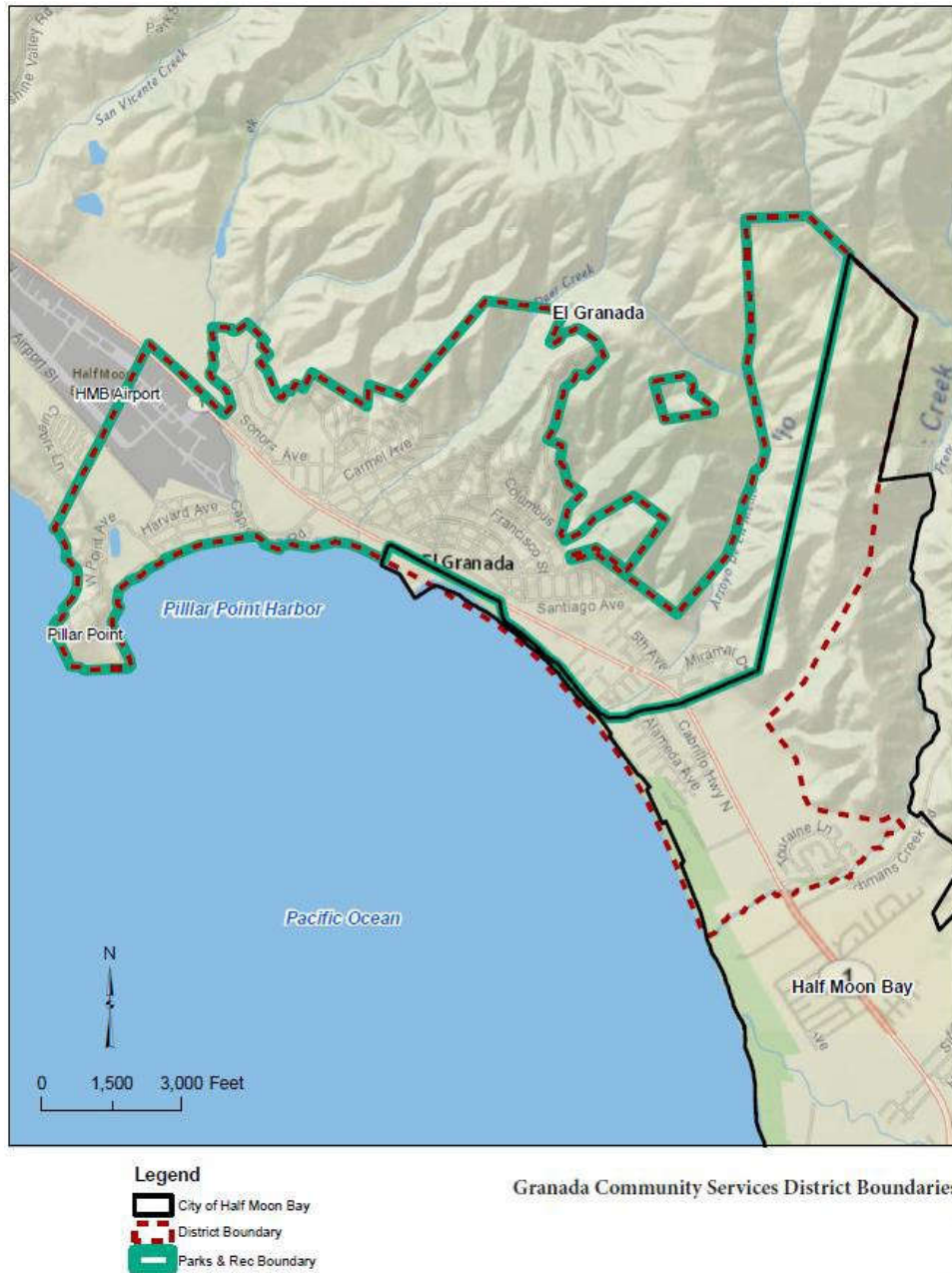
The District's Waste Discharge ID Number (WDID) for the California Integrated Water Quality System (CIWQS) is 2SSO10138.

ES-2 District Service Area

Granada Community Services District was formed as "Granada Sanitary District" in 1958 under the California Sanitary District Act of 1923. In October of 2014, the District was reorganized as the Granada Community Services District under California Government Code 61000 et seq. The District is responsible for parks, recreation, garbage and recycling services in the unincorporated areas of El Granada, Princeton, Princeton-by-the-Sea, Clipper Ridge, and Miramar, California. The District is responsible for the sewage collection system and wastewater disposal for approximately 2,500 residences and businesses in these same unincorporated areas as well as the northern portion of the City of Half Moon Bay as shown by the red dashed border in Figure ES-1 on the following page. Sewage is conveyed to the Sewer Authority Mid- Coastside (SAM) wastewater treatment plant (WWTP), located near Kehoe Avenue in Half Moon Bay.

The District's wastewater collection system includes approximately 35 miles of gravity sewer pipe, 12 miles of lower lateral pipelines, 1 mile of force main pipeline, and 1 pump station. The District's system conveys approximately 275,000 gallons per day of average dry weather flow to the SAM WWTP.

Figure ES-1. Granada Community Services District Sewer Service Area



ES-3 SSMP Objectives

The objectives of the SSMP are to accomplish the following:

1. Establish goals that align the District's sewer collection system operation, management and capacity assurance activities in a manner that achieves the intended purpose of this SSMP.
2. Comply with the Statewide WDR through provision of the following:
 - Elements I through XI, following the outline of the Statewide WDR, including a description of the regulatory requirements and a summary of existing and planned Supporting Documents and plans related to each element
 - Appendices that are amended over time to reflect changes in contact personnel, job descriptions, policies, procedures and programs
3. Minimize the frequency and duration of SSOs, including implementing regular, proactive maintenance of the system to remove issues that may cause sewer backups or SSOs.
4. Mitigate the impact of SSOs on public health and the environment.
5. Be available and responsive to the needs of the public and work cooperatively with local, state, and federal agencies to reduce, mitigate impacts of, and properly report SSOs.
6. Provide District staff and contractors with proper training needed to perform their work effectively to achieve the District's goals.

Table ES-1 on the following page identifies the objectives that must be addressed to comply with each SSMP element.

Table ES-1. SSMP Objectives

Element	Objective
I. Goals	<ul style="list-style-type: none"> • Properly manage, operate and maintain the collection system • Provide capacity to convey base and peak flows • Minimize the frequency and severity of SSOs • Mitigate the impact of SSOs
II. Organization	<ul style="list-style-type: none"> • Identify agency staff responsible for the SSMP • Identify chain of communication for responding to and reporting SSOs
III. Legal Authority	<ul style="list-style-type: none"> • Control I/I from the collection system and laterals • Require proper design and construction of sewers and connections • Require proper sewer installation, testing and inspection • Limit discharge of FOG and other debris that may cause blockages • Ability to impose source control requirements
IV. Operation and Maintenance Program	<ul style="list-style-type: none"> • Maintain up-to-date maps • Allocate adequate resources for system operation and maintenance • Prioritize preventative maintenance activities • Identify critical equipment and spare parts to minimize equipment and/or facility downtime • Provide staff training on a regular basis
V. Design & Construction Standards	<ul style="list-style-type: none"> • Identify minimum design and construction standards and specifications • Identify procedures and standards for inspecting and testing
VI. Overflow Emergency Response Plan (OERP)	<ul style="list-style-type: none"> • Provide SSO notification procedures • Develop and implement a plan to respond to SSOs • Develop procedures to report and notify SSOs • Develop procedures to train staff and contractor of OERP • Develop procedures to address emergency operations • Develop procedures to prevent overflows from reaching surface waters, and to minimize or correct any adverse impact from SSOs
VII. FOG Control Program	<ul style="list-style-type: none"> • Develop a Fats, Oil and Grease (FOG) control plan, if needed
VIII. System Evaluation and Capacity Assurance	<ul style="list-style-type: none"> • Establish a process to assess the current and future capacity requirements • Implement a capital improvement plan to provide hydraulic capacity
IX. Monitoring, Measurement and Program Modifications	<ul style="list-style-type: none"> • Maintain relevant information to be used to prioritize SSMP activities • Measure the effectiveness of each SSMP element • Assess the success of preventative maintenance program • Monitor each SSMP element and make updates as necessary
X. SSMP Audits	<ul style="list-style-type: none"> • Conduct a bi-annual audit that includes deficiencies and steps to correct them
XI. Communication Program	<ul style="list-style-type: none"> • Communicate with public (Customers) on SSMP development, implementation and performance and create a plan for communication with tributary/satellite sewer systems

This page left intentionally blank

ELEMENT 1 - GOALS

The purpose of this section is to identify the goals that the District has established for its SSMP. These goals are intended to define a program that promotes continuous improvement in the District's existing wastewater collection system management and maintenance processes.

1.1 SSMP Requirements

Requirements for the Goals element of the SSMP are described in the SWRCB Statewide WDR as follows:

The District must provide a plan and schedule to properly manage, operate, and maintain all parts of its wastewater collection system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.

1.2 Granada Community Services District SSMP Goals

The goals of the District's SSMP are to accomplish the following:

- To properly manage, operate, and maintain all parts of the wastewater collection system, so as to preserve and protect the public's investment in that system
- To provide adequate capacity to convey peak flows to the SAM WWTP without SSOs
- To minimize the frequency and duration of SSOs, including implementing regular, proactive maintenance of the system to remove issues that may cause sewer backups or SSOs
- To mitigate the impact of SSOs on public health and the environment
- To respond quickly and respectfully to public notifications of SSOs or other collection system problems
- To collect complete and accurate information regarding SSOs for reporting to the appropriate regulatory agencies
- To uphold the District's standards and specifications on newly constructed public and private sewers
- To provide a safe working environment for District staff
- To provide District staff with the tools and training needed to perform their work effectively and achieve the District's goals

This page left intentionally blank

ELEMENT 2 - ORGANIZATION

The purpose of this section is to identify District staff responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) or Authorized Representative to Statewide WDR requirements for completing and certifying spill reports.

2.1 SSMP Requirements

The SSMP is required to identify the following:

- The name of the responsible or authorized representative
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES))

2.2 Organization Chart and SSMP Responsibilities

The organization chart for Granada Community Services District, as related to SSMP implementation, is shown in Figure 2-1. Roles and responsibilities of key personnel involved in the wastewater collection system are as noted below.

Board of Directors: Governing Board that adopts SSMP plan and policy. Approves budget to implement SSMP.

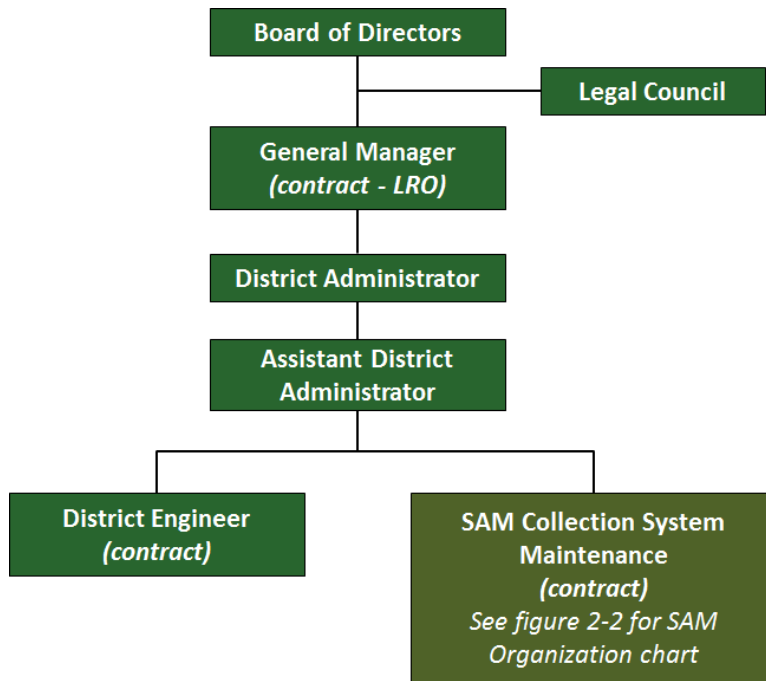
General Manager: Overall responsibility for preparing and implementing the SSMP, monitors SSMP budget and performance, manages capital improvement projects, and serves as the Legally Responsible Official.

District Administrator: The District Administrator directs contractor activities in cleaning and television inspection of the collection system; manages wastewater collection system staff and oversees sewer overflow response; prepares and submits reports; and develops the annual work plan for maintaining, inspecting and improving the sewer system.

District Engineer (contract): Provides support to the District Administrator in support of the SSMP.

Maintenance Workers: Assist with sewer system activities in conjunction with Sewer Authority Mid-Coastside staff, which provides sewer system cleaning, some maintenance, and SSO response by contract. The SAM Supervisor is the CIWQS Data Submitter.

Figure 2-1. SSMP Organization Chart



Most of the District’s collection system maintenance activities are contracted out to Sewer Authority Mid-Coastside (SAM). Figure 2-2 shows the organizational chart for SAM, as related to sewer maintenance functions.

Figure 2-2. SAM Organization

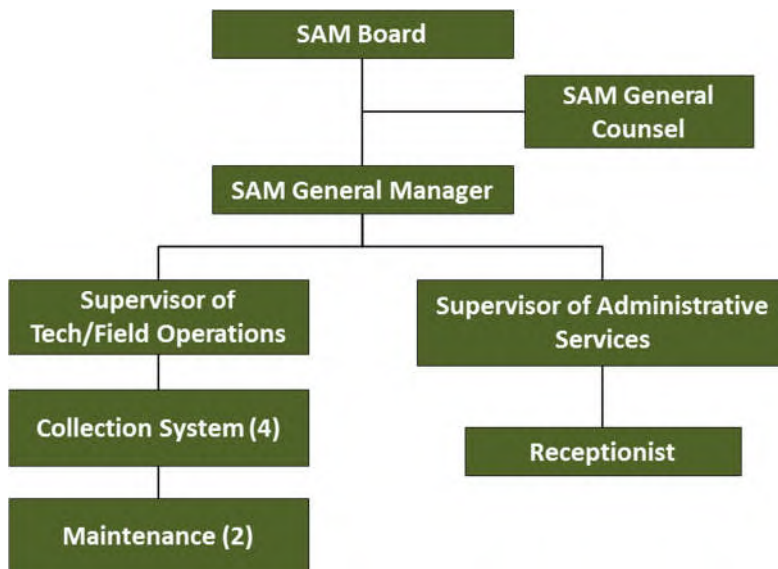


Table 2-1 lists the individuals that are responsible for each section of the SSMP.

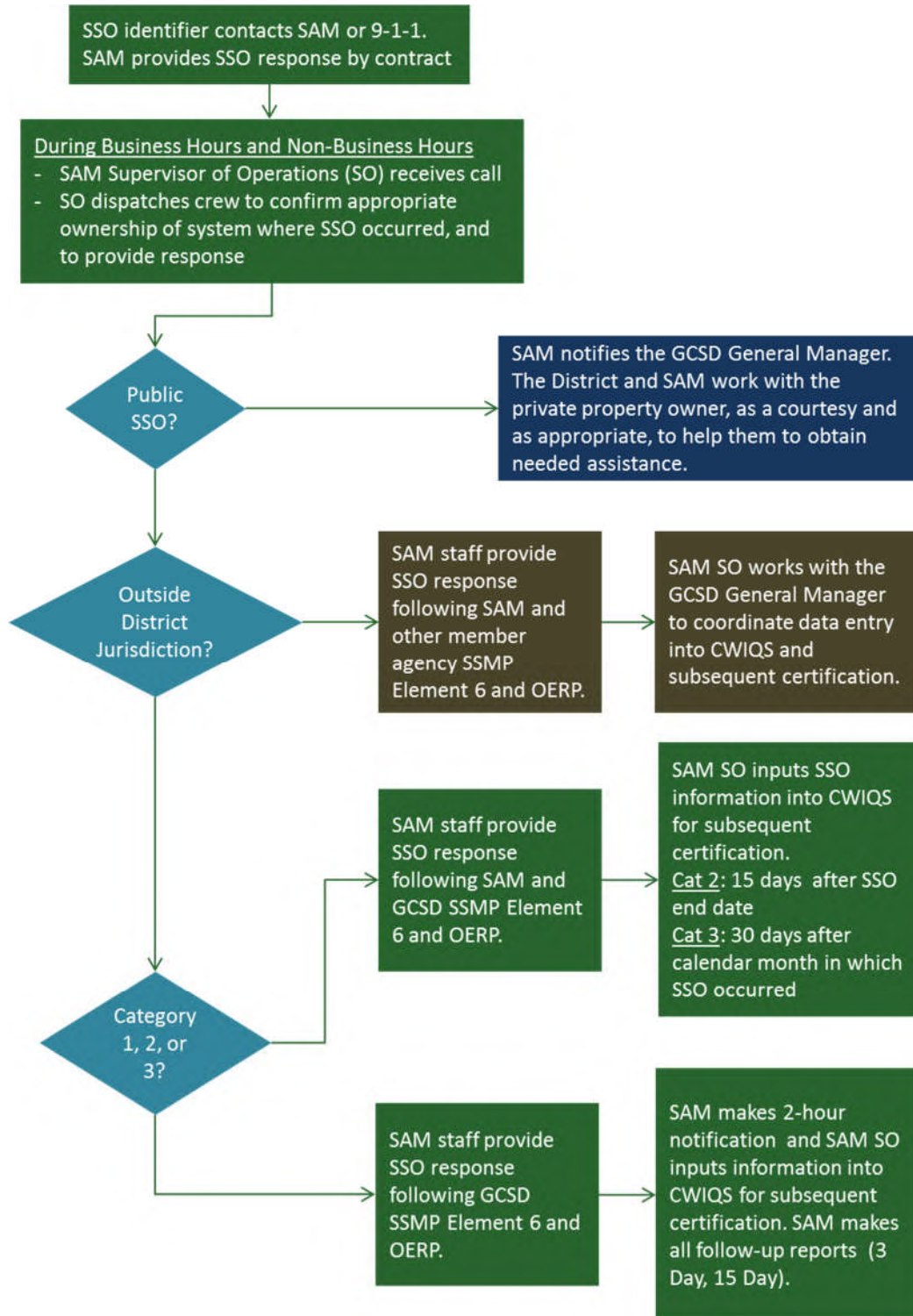
Table 2-1. SSMP Responsibilities

SSMP Element	Responsible Position
I. Goals	The General Manager leads staff in the implementation of the SSMP goals
II. Organization	The Governing Board updates the organization structure. The General Manager manages SSMP implementation assignments, and amends SSO response and reporting chains of communication, as needed.
III. Legal Authority	The General Manager and Legal Counsel uphold the Municipal Code and draft new ordinances as needed.
IV. Operations & Maintenance	The General Manager manages resources and budget, and with support from the contract District Engineer, oversees cleaning (via SAM by contract), preventive maintenance, training of District staff, maintaining a current system map, and overseeing the schedule for inspections and condition assessment.
V. Design and Construction Standards	The contract District Engineer reviews design and construction Supporting Documents to ensure that all construction projects meet the adopted standards. Construction inspection is managed by the General Manager, unless otherwise contracted to SAM.
VI. Overflow Emergency Response Plan	The District contracts with SAM for overflow emergency response. The General Manager manages the contract between the District and SAM.
VII. FOG Control Program	The District contracts with SAM for sewer and lift station wetwell cleaning and non-domestic source control. The General Manager manages the contract between the District and SAM.
VIII. System Evaluation and Capacity Assurance	The contract District Engineer, under supervision by the General Manager, establishes and assesses capacity requirements, and develops the associated Capital Improvement Plan including updating budgets and schedules.
IX. Monitoring, Measurement and Program Modifications	The General Manager monitors implementation and assesses success of the overall SSMP program elements with the assistance of staff. This effort includes the identification of trends in SSO occurrences.
X. SSMP Audits	The General Manager oversees biannual SSMP audits.
XI. Communication Plan	The Governing Board, General Manager, and District Administrator communicate with the public and nearby agencies of the SSMP.

2.3 Chain of Communication for Reporting

Figure 2-2 shows a simplified Chain of Communication for reporting overflows.

Figure 2.2. Chain of Communication



Appendix A – Element 2 Supporting Documents

Appendix A includes the following Supporting Documents related to this section. The information in these Supporting Documents will change from time to time, and the Supporting Documents in Appendix A may have been superseded. Please contact the District Administrator for the most recent updates to the Appendix A Supporting Documents.

- First Responder Contact List

This page left intentionally blank

ELEMENT 3 - LEGAL AUTHORITY

This element of the SSMP discusses the District's Legal Authority and establishes wastewater discharge requirements for the District's customers.

3.1 SSMP Requirements

The District must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.)
- Require that sewers and connections be properly designed and constructed
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages
- Enforce any violation of its sewer ordinances

3.2 Legal Authority to Enforce SSMP Requirements

The District has legal authority to enforce SSMP requirements through the Granada Community Services District Ordinance Code. Specific sections related to the SSMP are described below.

3.2.1 Prevention of Illicit Discharges

The District's Ordinance Section 503, Prohibitions, prohibits the discharge of certain materials into sewers which cause, threaten to cause, or are capable of causing, either alone or by interaction with other substances:

- A. A fire or explosion;
- B. Obstruction of flow, or injury to, the wastewater facilities, or any portion thereof;
- C. Danger to life or safety of persons;
- D. Conditions inhibiting or preventing the effective maintenance or operation of the wastewater facilities;
- E. Strong or offensive odors, air pollution, or any noxious, toxic, or malodorous gas or substance, or gas-producing substances;
- F. Interference with the wastewater treatment process, or overloading of the wastewater facilities, or excessive collection or treatment costs, or use of capacity in the wastewater facilities to which the person is not entitled.
- G. Interference with any wastewater reclamation process that may operate in conjunction with the wastewater facilities, or overloading, or a breakdown of such reclamation process, or excessive reclamation costs, or any product of the treatment process which renders

- such reclamation process impracticable or not feasible under normal operating conditions;
- H. A detrimental environmental impact, or a nuisance wherever located, or a condition unacceptable to any public agency having regulatory jurisdiction over operation of the wastewater facilities;
 - I. Discoloration, or any other adverse condition in the quality of the effluent from the wastewater facilities such that receiving water quality requirements established by any statute, rule, regulation, ordinance, or permit condition cannot be met by the District or Authority;
 - J. Conditions at or near the wastewater facilities, or any portion thereof, which cause, or may cause, the District or Authority to be in violation of the requirements of law.

Further, Section 502 requires grease, oil and sand interceptors to be provided when necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients.

3.2.2 Proper Design and Construction of Sewers and Connections

Article IV - Specification Controlling Manner of Construction, establishes the District's authority for design and construction of sewers. Article IV is further delineated as follows:

- Section 400, Standard Specifications, establishes the District's Standard Specifications as the document that governs the manner of construction, repair, maintenance, and operation of all wastewater facilities for the District.
- Section 401, Building Sewers and Connections, establishes requirements for private laterals.
- Section 403, Inspection of Construction, establish authority for inspection
- Section 404, Dedication of Sewers – Easements, defines required easements for pipelines and other District facilities.
- Section 405, Protection from Backflow, establishes the requirements for protecting buildings from backflow of sewage
- Section 406, Grinder and Ejector Pumps, establishes requirements for the installation and maintenance of private pumping systems

3.2.3 Access for Maintenance, Inspection & Repairs

Article VIII, Enforcement, Section 801, Powers and Authority of Inspectors of the District's Ordinance, establishes the District's authority to access property for the purposes of inspection, observation, measurement, sampling, and testing.

Further, Section 803 (3) authorizes District staff to enter upon private property in order to alleviate or remove a public hazard or nuisance associated with wastewater facilities.

3.2.4 Limit Discharge of Fats, Oils & Grease and Debris

Article V, Use of Public Sewers, Section 502, Grease, Oil and Sand Interceptors, discusses requirements for grease traps and interceptors, as follows:

- (01) Grease, oil and sand interceptors shall be provided whenever the District deems them to be necessary for the proper handling of wastewaters containing grease, flammable waste, sand and other harmful ingredients. All interceptors shall be of a type and capacity approved by the District's engineering representative, and shall be located so as to be readily and easily accessible for cleaning and inspection.
- (02) All interceptors shall be of a type and capacity approved by the District's engineering representative, and shall be located so as to be readily and easily accessible for cleaning and inspection.
- (03) Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, water tight, and equipped with easily removable covers which when bolted in place shall be gas tight and water tight.
- (04) All grease, oil and sand inspectors, where required, shall be properly operated and maintained by the owner, at the owner's expense, at all times.

3.2.5 Enforcement Measures

Article VIII, Enforcement, defines the powers and authority of inspectors (Section 801), customer responsibilities for correcting violations (Section 802), termination of service (Section 803), revocation of permits (Section 804), public nuisance (Section 805), criminal penalties (Section 806), and cumulative remedies (Section 807)

3.3 Interagency Agreements and Satellite Systems

The District does not receive wastewater from any satellite agencies. However, the District is a participant in SAM, which is a Joint Powers Agency (JPA) comprised of the District, City of Half Moon Bay, and Montara Water and Sanitary District. The JPA was formed in 1976 through the execution of an Exercise of Joint Powers Agreement, which is included in Appendix B. The District is a member of the JPA representing 25% of the voting interest. The District's flow comprises approximately 25% of the treated effluent of the JPA members.

The District contracts separately with SAM for collection system cleaning services.

Appendix B – Element 3 Supporting Documents

Appendix B includes the following Supporting Documents related to this section. The information in these Supporting Documents will change from time to time, and the Supporting Documents in Appendix B may have been superseded. Please contact the District Administrator for the most recent updates to the Appendix B Supporting Documents.

- Granada Community Services District Ordinance Code
- SAM Exercise of Joint Powers Agreement

This page left intentionally blank

ELEMENT 4 - OPERATION AND MAINTENANCE PROGRAM

This section of the SSMP discusses the District's mapping, operations, preventive maintenance, inspection, training and outreach activities.

The requirements and the District's plan for Element 4 are summarized in each category below. Since requirements for this SSMP element contain many categories, this summary is organized by category.

The categories that are addressed in Element 4 include:

- Collection System Mapping
- Resources and Budget
- Prioritized Preventive Maintenance
- Scheduled Inspections, Condition Assessments and Replacement Planning
- Critical Equipment and Spare Parts
- Training

4.1 Collection System Mapping

The District is required to maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves and applicable stormwater facilities.

The District's system is currently stored in GIS and is available to collection system staff via the SAM Lucity computerized maintenance management system (CMMS) that is shared among the SAM member agencies. The system maps include pipes including pipe lengths, diameters, and approximate year installed, and manholes including most pipe inverts. Figure 4-1 on the following page shows the mapped assets. Map files are stored at the District office and updated as needed by the District's mapping consultant.

The sewer maps do not include storm drain facilities. County of San Mateo is responsible for maintaining the storm drain system including mapping.

4.2 Resources and Budget

The District prepares an annual budget and allocates funds for the maintenance and replacement of collection system assets, and also funds to pay for its share of SAM operations, maintenance, and replacements. In FY 21/22, the District allocated funding of \$2,544,339 for annual operations and maintenance and \$700,000 for capital projects. Funding is provided through sewer services charges that are collected as part of each property owner's property tax, reimbursement from the Assessment District for salaries and overhead, and Recology of the Coast franchise fee. The portion of the budget that relates to sewer service is included in Appendix C.

Figure 4-1 GCSD Sewer Pipelines



4.3 Prioritized Preventative Maintenance

4.3.1 SSMP Requirement

The District must describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.

4.3.2 Summary of District Activities

The District contracts with SAM to clean the gravity collection system and to operate and maintain the pump stations. Pipes up to 18 inches in diameter are cleaned every two years by SAM under the terms of an operating and maintenance contract.

The contract requires SAM to be responsible for the means and methods used for cleaning, and for providing a sufficient quality of cleaning to avoid maintenance-related SSOs. In addition to providing routine sewer system cleaning, SAM develops and maintains a hot spot cleaning list for the District, and provides this list to the District for review on an annual basis. The hot spot cleaning list includes all areas with known maintenance issues. This list is augmented to include new sites that had the potential to lead to SSOs in the prior year.

4.4 Scheduled Inspections, Condition Assessment and Rehabilitation Plan

4.4.1 SSMP Requirements

The District must develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.

4.4.2 Additional Requirements

In February 2021, The California Regional Water Quality Control Board issued Resolution No. R2-2021-0002 (RWQCB Resolution) amending the Water Quality Control Plan for the San Francisco Bay Basin. The RWQCB Resolution establishes a Total Maximum Daily Load (TMDL) and Implementation Plan for bacteria at the beaches in Pillar Point Harbor and Venice Beach. The RWQCB Resolution requires the District to prioritize sewer system inspections and repairs in areas within on half mile of Pillar Point Harbor and Venice Beach.

The RWQCB Resolution requires the District to complete all related sewer system inspections and to schedule the repairs for identified priority lines within five years of the effective TMDL date. The RWQCB Resolution also requires the District to monitor enterococci concentrations at Pillar Point Harbor and Venice Beach to determine if water quality is approaching or maintaining the targets established in the TMDL.

4.4.3 Summary of District Activities

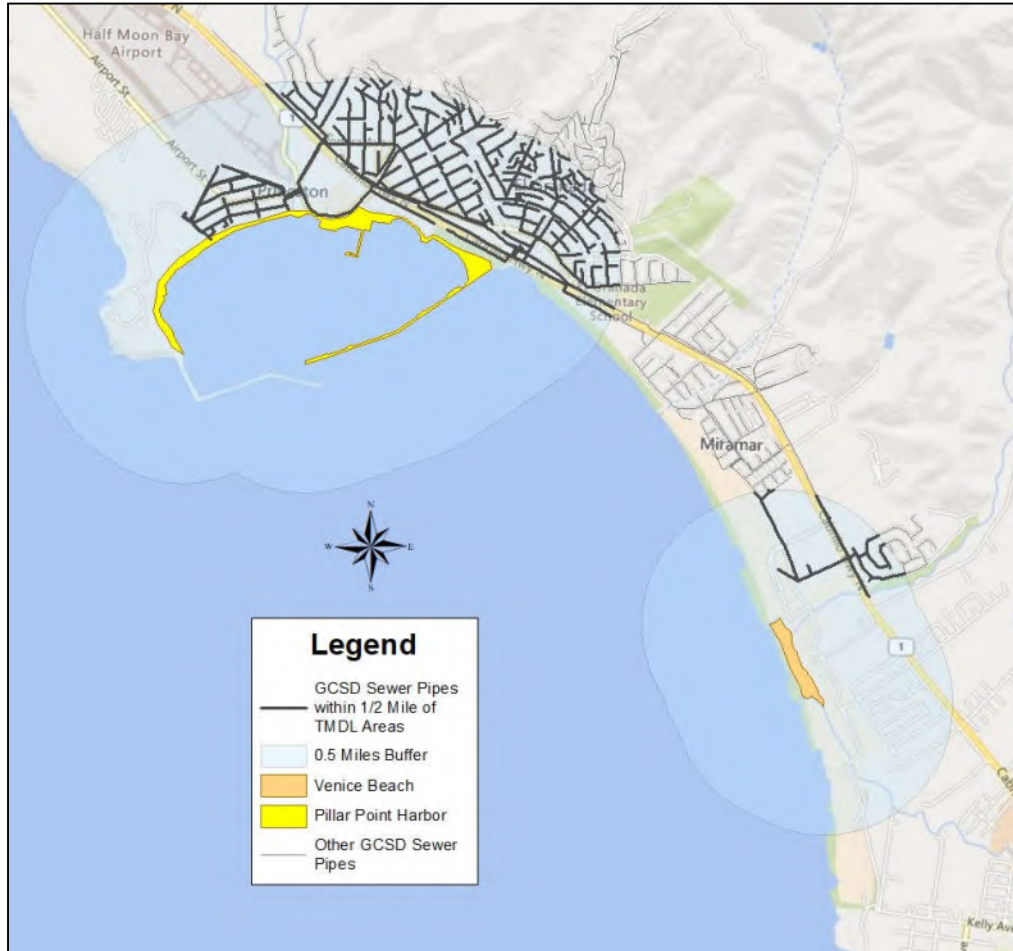
The District completes Closed-Circuit Television (CCTV) inspection and repairs through contracts with outside providers. The District also requests, from time to time, that SAM manage this work and pass these costs cost back to the District.

The District's CCTV inspection program is funded through the CIP and includes CCTV inspection of gravity pipe segments on an approximate five-year cycle. CCTV inspection results are available from the District Manager.

Figure 4-2 on the following page shows District gravity sewer pipelines located within one-half mile of Pillar Point Harbor or Venice Beach. In order to meet the pipeline inspection and repair requirements of the RWQCB Resolution, the District plans to identify all pipes within one-half mile of Pillar Point and Venice Beach that have not been inspected within Fiscal Year 2022-23. Any necessary rehabilitation plan will be completed in 2023. All necessary repairs will be completed within the 5-year deadline established by the RWQCB Resolution.

In addition, beginning in February 2023, the District will submit an annual status report on system CCTV inspection and repair progress as required by the RWQCB Resolution. This report will continue until all system components are inspected and repaired.

Figure 4-2. GCSD Sewer Lines within One-Half Mile of Pillar Point or Venice Beach



4.5 Training

4.5.1 SSMP Requirements

The District must provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

4.5.2 Summary of District Activities

The District contracts with SAM to provide maintenance services and the appurtenant training including equipment training and safety training. SAM training includes overflow emergency response, vector operations, injury and illness prevention, hazardous communications, and various safety trainings. SAM maintains training records including date, time, place, and content, name of trainer and names of attendees.

4.6 Contingency Equipment and Replacement Inventories

4.6.1 SSMP Requirements

The District must demonstrate that contingency equipment is provided to handle emergencies, and that spare parts are available to minimize equipment/facility downtime during emergencies. The District must also provide equipment and replacement part inventories, including identification of critical replacement parts.

4.6.2 Summary of District Activities

SAM, as the District's contract responder, maintains contingency equipment and replacement part inventories as described in the SAM SSMP. The District does not keep additional equipment or spare parts on hand.

Appendix C – Operation and Maintenance Program Supporting Documents

Appendix C includes the following Supporting Documents related to this section. The information in these Supporting Documents will change from time to time, and the Supporting Documents in Appendix C may have been superseded. Please contact the District Administrator for the most recent updates to the Appendix C Supporting Documents.

- Granada Community Services District FY 2021-2022 Sewer District Budget
- SAM Maintenance and Operation Agreement

This page left intentionally blank

ELEMENT 5 - DESIGN AND PERFORMANCE PROVISIONS

This section of the SSMP discusses the District's design and construction standards.

5.1 SSMP Requirement

The District must have design and construction standards and specifications for the installation of new sewer systems, pump stations and other appurtenances, and for the rehabilitation and repair of existing sewer systems.

5.2 Standards for Installation, Rehabilitation, Repair, and Testing

The District utilizes the expertise of professional consultants in establishing design criteria for the pump station, force main, and gravity interceptor rehabilitation projects. The District uses the County of San Mateo's sanitary sewer design standards with minor modifications as its design standard for collection system pipelines. Information regarding current standards utilized by professional engineers working on the District's infrastructure is attached in Appendix D of this document.

Appendix D – Design and Performance Provisions Supporting Documents

Appendix D includes the following Supporting Documents related to this section. The information in these Supporting Documents will change from time to time, and the Supporting Documents in Appendix D may have been superseded. Please contact the District Administrator for the most recent updates to the Appendix D Supporting Documents.

- Granada Community Services District Design Standards

This page left intentionally blank

ELEMENT 6 – OVERFLOW EMERGENCY RESPONSE PLAN

This section of the SSMP provides a summary of the District’s emergency response activities, and contains supporting documents and procedures for sanitary sewer overflows. SAM provides overflow emergency response by contract, and follows the District’s OERP, which closely resembles the SAM OERP.

6.1 SSMP Requirements

The summarized requirements for the Overflow Emergency Response Plan element of the SSMP are as follows.

The District shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Statewide Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the emergency response plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The purpose of the OERP is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for the District or its contract responder, SAM, to follow in responding to, cleaning up, and reporting SSOs that may occur within the District’s service area.

6.2 SSO Categories

The responsibilities of the SSO Response Team depend on the volume and location of an incident. Three categories of SSOs are defined by the SWRCB:

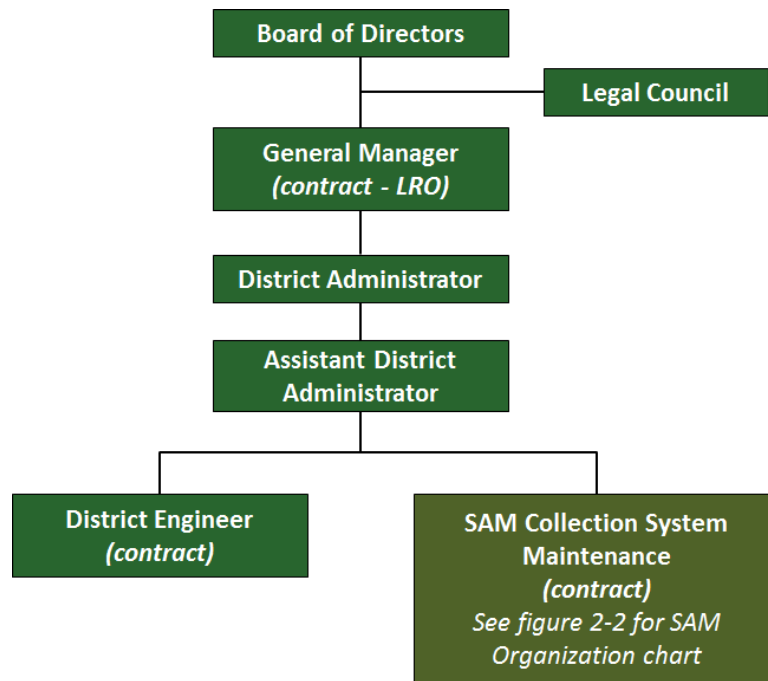
- Category 1 SSO: Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:
 - Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).
- Category 2 SSO: Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
- Category 3 SSO: All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

6.3 Notification Procedures

The District is most often notified by the public of an SSO. The public is directed to contact SAM for issues related to the sewer system. SAM's main telephone number is **(650) 726-0124 day or night**. SSOs are also sometimes reported in person at the District's or SAM's office. The main SAM telephone number is included on the SAM website, and is accessed through the url: http://www.samcleanswater.org/phone_numbers.htm.

Figure 6-1 presents a flowchart showing the SSO response notification process during business hours and non-business hours. This flowchart is also included in Element 2, Organization.

Figure 6.1. SSO Notification Process



6.3.1 Response During and After Normal Working Hours

During normal office hours, which are from Monday through Friday from 8:00 a.m. to 4:30 p.m. excluding holidays, calls are received at the SAM or GCSO front desk and forwarded to the SAM office. SAM conveys the information to the SAM Supervisor of Technical and Field Operations (SO). Following the communication process outlined in the SAM SSMP, SAM collection systems staff (usually the lead collection system worker) investigates whether the SSO is from a District facility. If the SSO is from the SAM conveyance system or a member agency’s sewer collection system, SAM deploys the SAM collection system maintenance crew to provide SSO response. If the SSO is from a private facility, SAM works with District staff to provide assistance as appropriate in guiding the property owner toward a solution to the issue.

For public SSOs within the District’s service area that are less than 500 gallons in volume, the Supervisor of Operations provides information to the District by the morning of the first subsequent business day. For SSOs greater than 500 gallons in volume, the information is relayed to the District’s General Manager **within 4 hours of learning of the SSO**.

The SAM Supervisor of Operations makes the initial (2-hour) notifications, enters the information in CIWQS and makes all follow-up (maximum 3-day) reports. The District General Manager certifies all reports as the LRO.

After normal working hours, the caller is directed to call SAM. The SAM 24-hour phone number instructs the user to press, “1.” The caller is directed to leave a message and told that SAM will call

them back. The caller is directed to leave their name, address, telephone number, and a description of the problem. The telephone system then calls the First Responder with a message that there is a message in voice mail box “911”.

After hours, the SAM First Responder is the on-duty treatment plant/lift station operator. The plant is staffed every day, including weekends and holidays. SAM also designates and pays on-call staff after hours, weekends, and holidays.

The First Responder retrieves the message remotely, and may call the caller for additional information. The voice mail notification system rolls over to a back-up cell phone number after 15 minutes of trying to contact the First Responder. After the call is received, SSO response and reporting proceed in the same manner as during normal working hours. SAM’s general voice mail box is checked at the beginning of the next working day to ensure that all calls have received a response.

6.3.2 Notification from Pump Station SCADA Alarms

The District’s lift station has an auto-dialer incorporated into its alarm system. An alarm event is transmitted to the alarm monitoring company via telephone. The alarm monitoring company, in turn, notifies the SAM Mechanic during working hours, or the designated SAM First Responder after hours. Alarm conditions include power failure and high wet well level.

6.4 Staff and Contractor Training

All personnel and contractor employees who may have a role in responding to, reporting and/or mitigating a sewer system overflow receive training on the contents of the OERP. All new employees receive training before they are placed in a position where they may have to respond. Current employees receive annual refresher training on this plan and the procedures to be followed.

Records are kept by SAM of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event include date, time, place, content, name of trainer(s) and names of attendees.

6.5 Response Program

Currently, the following positions are responsible for responding to SSOs:

- First Responder to SSOs: SAM Collection System Maintenance Workers
- First Responder to Pump Station Failures: SAM Supervisor of Operations and/or Maintenance Staff
- Claims Processing: District Administrator

The contact information for those currently holding the positions named above are included in Appendix E.

6.5.1 First Responder Priorities

The first responder’s priorities are as follows:

- To follow safe work practices, including those related to traffic control, confined space,

and employee and public safety

- To respond promptly with the appropriate equipment
- To evaluate the cause of spill and determine responsibility
- To restore the flow as soon as possible
- To contain the spill whenever feasible
- To minimize public access to and/or contact with the spilled sewage

6.5.2 Initial Response

Figure 6-2 provides a flowchart that shows the steps involved in initial SSO response. The First Responder reports to the location within 60 minutes of the initial SSO report with the objective of minimizing and/or eliminating an overflow. The appropriate response measure varies based on the circumstances and nature of the SSO and the information provided by the caller. Actions related to external and internal SSOs are summarized below.

SAM, in completing SSO response for the District, uses a standard form to document the contact and response for each SSO that occurs. SAM's SSO response field forms can be found in Appendix E.

6.5.3 Available Equipment

Available equipment for response utilized by SAM for SSO related response can be found in Appendix E of this document.

6.5.4 External SSO

Upon arrival at the site, the First Responder is tasked with completing the following:

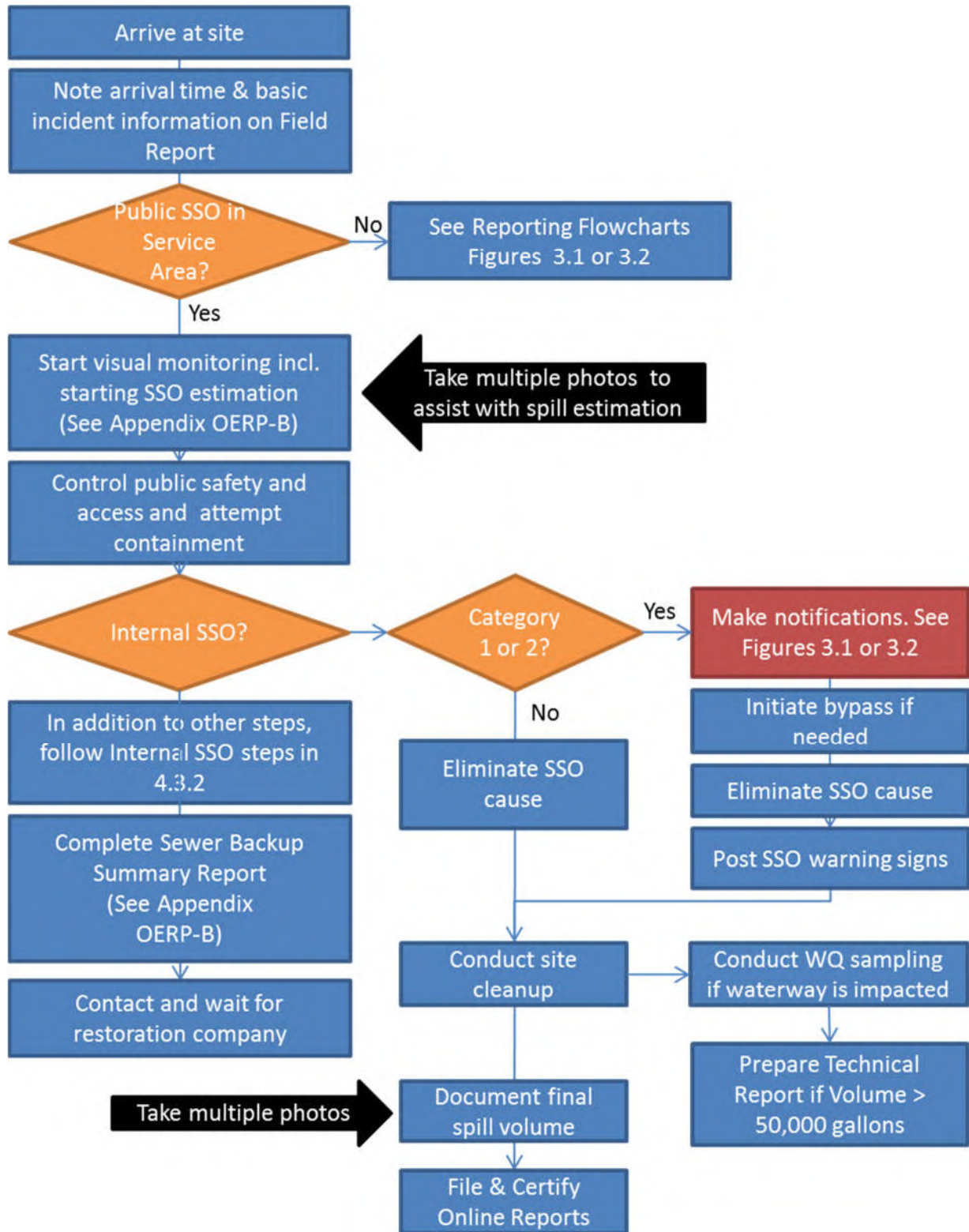
- Note arrival time at spill site, and include the time in the SAM SSO Reporting Form. Record basic incident information on site, and complete the form after finishing the response.
- Verify the existence of the SSO
- Field verify the address and nearest cross street, and confirm that the SSO is part of SAM's or a member agency's sewer/conveyance system
- Conduct visual monitoring to determine immediate actions, starting with documentation of SSO volume using the methods included in the OERP
- Begin activities to contain, mitigate, and minimize impacts from the SSO, and restore flow.
- If the blockage cannot be cleared within a reasonable time, or sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping.
- Identify and clearly assess the affected area and extent of spill, including possible impacts

on surface water. Where it is safe and practical, visually inspect surface water in the vicinity of the SSO & record observations on the SSO Report Form. Signs of receiving water impacts include clear signs of sewage (solids, grease, paper), abnormal color, fish kills, etc.

The California Department of Fish and Wildlife (CDFW) should be notified in the event a SSO impacts any creeks, gullies, or natural waterways. CDFW will provide guidance associated with cleanup. Cleanup should proceed quickly, and any water used in the process should be dechlorinated prior to use.

- Notify the District Administrator if the spill appears to be large (over 1000 gallons), in a sensitive area, may imminently and substantially endanger human health, results in fish kills, if there is doubt regarding the extent, impact, or how to proceed, or if additional help is needed for line cleaning or repair, containment, recovery, lab analysis, and/or site cleanup.
- Where safe and feasible, take necessary water quality samples at the point of discharge and at upstream and downstream locations. Use best judgment and consult with the District Administrator if uncertain. Water quality monitoring is not given precedence over stopping the SSO or protecting public health. However, if sufficient personnel are available, monitoring is conducted in parallel with these activities or with the cleanup effort.
- Comply with all safety precautions (traffic, confined space, etc.)
- Contact caller, if time permits. Identify SSO cause, including conducting CCTV inspection as appropriate.
- Document all activities through photos and written documentation

Figure 6.2. SSO Response Activities



The First Responder should provide the completed SSO Reporting Form to the GCSD District Administrator and the SAM Supervisor of Operations for input into the computerized maintenance management system. Contact information is included in the OERP.

6.5.5 Internal SSO

Upon arrival at the location of a spill into a house or a building, the First Responder should evaluate and determine if the spill was caused by a blockage in a private pipeline or in a publicly owned sewer pipelines. If a blockage is found in a private line, it should be clearly communicated that response and repair of private pipelines are not the District's responsibility. The property owner is responsible for clearing any blockage in the private plumbing system and for any resulting flood damage to private property. The property owner is also responsible for damage that happens because a private line was not properly installed. All service laterals are private and not owned by GCSD.

If a backup in the public sewer system is found to have caused the SSO in a house or building, the First Responder should take steps to address the issue as described above. The First Responder should attempt to instruct the property owner to follow the following guidelines:

- Keep all family members and pets away from the affected area
- Place towels, rags, blankets, etc. between areas that have been affected and areas that have not been affected, and move any uncontaminated property away from the overflow area
- Move any uncontaminated property away from the overflow area. Do not remove any contaminated items.
- Turn off the HVAC system

The First Responder should follow the following steps to assist the homeowner:

- Gather information
- Call a restoration company (contact numbers are included in the OERP), and wait for the restoration firm to arrive
- Forward incident reports and related Supporting Documents to the District Administrator

6.5.6 Pump Station SSO

The First Responder to a potential pump station or forcemain failure should determine whether flow can be restored within a reasonable time. If it appears that flow cannot be restored within a reasonable time or if the conveyance system facility requires construction and/or repairs, then the First Responder should employ a pump station contingency plan covering containment, bypass pumping, contractual assistance.

In addition, response activities discussed above should be implemented where applicable.

6.6 Recovery and Cleanup

The recovery and cleanup phase begins immediately after the flow has been restored and the SSO has been contained to the extent possible. The SSO recovery and cleanup procedures include volume estimation, sewage recovery, and cleanup and disinfection.

Estimate and Recover the Volume of Spilled Sewage

Use the methods outlined in the OERP in Appendix E to estimate the volume of the spilled sewage. The District utilizes 3 methods in estimating SSO volume, as appropriate:

1. Eyeball Estimate
2. Measured Volume
3. Duration and Flowrate

Wherever possible, document the estimate using photos of the SSO site before and during the recovery operation.

Spilled sewage shall be vacuumed and/or pumped and, to the extent possible, discharged back into the sanitary sewer system.

6.6.1 Clean Up and Disinfection

Clean up and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and should be modified as required for wet weather conditions. Clean up should proceed quickly in order to minimize negative impact. Any water that is used in the cleanup process should be de-chlorinated prior to use.

Where cleanup is beyond the capabilities of response staff, SAM's Supervisors of Operations will request authorization from the GCSD District Administrator to contact a cleanup contractor to complete the work.

Spills inside houses or buildings should be cleaned by a professional cleaning company. Contact information for professional cleaning companies can be found in the "Water Damage

Restoration" section of the Yellow Pages. Claims by homeowners should be forwarded to the GCSD District Administrator.

Guidelines for Cleanup

On **hard surface areas**, collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms. Take reasonable steps to contain and vacuum up the wastewater. Disinfect all areas that were contaminated from the SSO as appropriate. Apply minimal amounts of the disinfectant solution using a hand sprayer. Document the volume and application method of disinfectant that is employed. Allow area to dry. Repeat the process if additional cleaning is required.

On **landscaped or unpaved areas**, collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms. Allow the area to dry. Repeat the process if additional cleaning is required.

If the SSO has reached the **storm drain system**, a combination sewer cleaning truck should be used to vacuum/pump out the catch basin and any other portion of the storm drain that may contain sewage. In the event that an overflow occurs at night, the location should be re-inspected as soon as possible the following day. The operator should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

After SSO response has been completed, SAM provides a “call-out” form to the District to determine whether additional follow-up activities, including point repairs, are required.

6.7 Impact to Waters of United States

If an SSO is confirmed to have entered waters of the United States¹, the GCSO District Administrator must be notified immediately. The response team would then proceed with the following additional activities:

- Determine the extent of the SSO by investigating downstream until there is no evidence of sewage or debris along the creek or water body
- Conduct Water Quality Sampling, following the process described below. If the SSO is 50,000 gallons or greater, collect water quality samples within 48 hours of becoming aware of the SSO
- Immediately post contaminated water sign(s) and protect the water body from public access on all sides
- Photograph sign placement and evidence of the overflow in and around the water body to the farthest point reached by the sewage
- Determine if the water body is safe to enter. During the winter storm season, cleaning the water body may not be feasible due to high water flows
- If feasible, block the water body downstream of the affected area in a location that is safe to enter and is accessible to set up a pump or utilize other sewer cleaning equipment
- To the extent feasible, recover and return contaminated water to the collection system
- Perform follow-up sampling until the area shows no water quality impairment and the posted signs can be removed. The Inspection Superintendent ultimately determines when this happens and makes any follow up calls to affected agencies

6.8 Water Quality Sampling

Water quality sampling and testing is required whenever the spilled sewage enters a water body. The purpose of testing is to determine the extent and impact of the SSO. The following guidelines must be followed:

- The First Responder should arrange for collection of samples. Samples should be collected as soon as possible after the discovery of the SSO event

¹ **40 Code of Federal Regulations (CFR) 230.3(s)** defines the term “waters of the United States.” This term includes all lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, or natural ponds, or waters that could be used for recreational or other purposes.

- For spills less than 1,000 gallons, at a minimum, water quality samples should be collected at the discharge point, 100 feet upstream, and 100 feet downstream
- If a spill is more than 1,000 gallons, additional sites may require sampling, following the requirements of the County Environmental Health Services (EHS) department
- The water quality sampling procedures should follow EHS procedures as follows:
 - Keep the sterile collection bottle closed until it is to be filled. Do not contaminate inner surface of the lid or bottle rim.
 - Collect water sample just below the surface in knee deep water, approximately 3 feet deep (full arm's length), without rinsing. If needed, extend the sampling pole to the fullest length to reach deeper water depth. Minimize contact with bank or beach bed as water fouling may occur.
 - Remove cap and hold the bottle near its base and plunge it, neck downward, below the surface
 - Turn bottle until neck points slightly upward and mouth is directed toward the current. Fill bottle leaving about 1 inch of air to allow lab to mix by shaking. Collect a minimum of 100 mL. (If applicable, insert sterile collection bottle into the holder on the sample pole. Extend the sample pole and plunge bottle end into the water, bottle opening downward.)
 - Immediately place cap securely on bottle to avoid leaks and contamination
 - Dry the bottle
 - Label container with distinctive sample site name, date, and time collected
 - Complete the laboratory requisition slip with requested information (site, bottle number, collector, date and time of collection, type of sample, test requested, name and phone number of responsible person for reporting purposes, and deliverer name). Note any field observations that may have occurred during the sampling.
- Samples should be tested for fecal coliform, total coliform and enterococcus.
 - Samples should be stored and shipped by placing the water sample bottle in a cooler with frozen blue ice. Water sample must be kept cool. Ice may be used but care must be taken so water samples are not contaminated or diluted by the ice.

Water samples may be taken to the **County of San Mateo Public Health Laboratory at 225 W. 37th Avenue, Room No. 113, San Mateo, CA 94403, (650) 573-2500**. The water samples must be brought to the laboratory within 8 hours of collection, before 3:00 pm, for processing.

If the County laboratory is closed, then the County's designated laboratory shall be used.

Records of monitoring information shall include the date, exact place, and time of sampling or measurements, the individual(s) who performed the sampling or measurements, the date(s) analyses were performed, the individual(s) who performed the analyses, the analytical technique or method used, and the results of such analyses.

6.9 Water Quality Monitoring Plan

A Water Quality Monitoring Plan must be implemented immediately upon discovery of any Category 1 SSO of 50,000 gallons or more in order to assess impacts from SSOs to surface waters. Water quality testing must be completed within 48 hours of the District becoming aware of the SSO.

The District's SSO Water Quality Monitoring Program is included in Appendix E, and includes the following:

- Protocols for water quality monitoring
- Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.)
- Requirement for water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory
- Requirement for monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy

6.10 SSO Technical Report

If 50,000 gallons or greater from an SSO reaches surface waters, an SSO Technical Report must be prepared and submitted to the CIWQS online SSO database within 45 calendar days of the SSO end date. The SSO Technical Report must include, at a minimum, the following:

1. Causes and Circumstances of the SSOs
 - a. Complete and detailed explanation of how and when the SSO was discovered
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s)
 - c. Detailed description of the causes(s) of the SSO
 - d. Copies of the original field crew records used to document the SSO
 - e. Historical maintenance records for the failure location
2. Response to SSO:
 - a. Chronological narrative description of all actions taken to terminate the SSO
 - b. Explanation of how the OERP was implemented to respond to and mitigate the SSO
 - c. Final corrective action(s) completed and/or planned to be completed, including a

schedule or actions not yet completed

3. Water Quality Monitoring:

- a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results
- b. Detailed location map illustrating all water quality sampling points

The SAM Supervisor of Operations is responsible for the development of the report. The General Manager is responsible for certification and submittal of the SSO Technical Report.

6.11 Containment or Bypass

The First Responder should attempt to contain as much of the spilled sewage as possible using the following steps:

1. Determine the immediate destination of the overflowing sewage
2. Plug storm drains using available equipment and materials to contain the spill, where feasible. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
3. Contain/direct the spilled sewage using dike/dam or sandbags
4. Pump around the blockage/pipe failure/pump station or vacuum flow from upstream of the blockage and dispose of downstream of the blockage to prevent further overflow
5. If an SSO reaches a water body, follow the requirements below for posting and SSO notification signage. Also conduct water quality sampling as discussed above.

6.12 SSO Notification Signage

Barriers shall be installed to prevent the public from having contact with the sewage. Signs should be posted to keep vehicles and pedestrians away from contact with spilled sewage. Signs should remain in place until removal of the signs is directed by the District Administrator, as advised by EHS. A sample warning sign is included in Appendix E.

If a creek, stream and/or beach have been contaminated as a result of an SSO, notifications should be posted at visible access locations until the risk of contamination has subsided to acceptable background levels. The warning signs, once posted, should be checked every day to ensure that they are still in place. "Closed" signs should be posted at the outfall and a minimum of 100 feet upstream and 100 feet downstream of the discharge. If there is a large volume of sewage, more signs must be posted downstream.

Signs must remain posted until at least two consecutive days of sampling to meet the Public Beach Sanitation and Ocean Water-Contact Sports standards that are described above. The removal of signs must be approved by EHS and the County Public Health Officer.

6.13 Failure Analysis

For each SSO event greater than 1000 gallons, all participants involved in the response – from the

person who received the call to the last person to leave the site – should meet, as soon as feasible, after the event to review and evaluate the incident and SAM’s response procedures. The objective of the Post-SSO Debrief is to determine actions necessary, if any, to reduce the recurrence and better mitigate the effects of SSOs.

6.14 SSO Documentation and Reporting

6.14.1 Documentation

In accordance with the WDR, SAM maintains, on behalf of the District, records for each sanitary sewer overflow. Records include:

- Documentation of response steps and/or remedial actions
- Photographic evidence as available to document the extent of the SSO, field crew response operations
- Site conditions after field crew SSO response operations have been completed
- The date, time, location, and direction of photographs taken will be documented
- Documentation of how any estimations of the volume of discharged and/or recovered overflow were calculated

The records are maintained at the SAM office and are also entered into joint SAM and member agency CMMS system (ICOMMM).

6.14.2 Regulatory Reporting

Table 6-1 summarizes the regulatory reporting requirements that are also described in the paragraphs following the table.

Multiple Appearance Points – Single SSO

For reporting purposes, if one SSO event of whatever category results in multiple appearance points in a sewer system, a single SSO report is required in CIWQS which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and descriptions of the locations of all other discharge points associated with the single SSO event.

Hour Notification to Regulatory Agencies of SSOs

Cal OES is only to be notified of a Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water. In addition, both the County Health Officer and EHS are to be contacted. During regular business hours, the Health Officer can be reached at (650) 372-6200. During evenings/weekends, call the County Sheriff’s Office at (650) 216-SMSO (7676)

The First Responder is responsible for reviewing field data for reporting to regulatory agencies by the SAM Supervisor of Operations. If it is determined that the criteria for OES notification was met, the First Responder must notify OES of the event no later than two (2) hours after:

1. The District has knowledge of the SSO;

2. Notification is possible; and
3. Notification can be provided without substantially impeding cleanup or other emergency measures.

The OES phone number is (800) 852-7550. The First Responder is responsible for obtaining an OES Control number. Following the initial notification to OES and until the SSO report is certified in the SWRCB online SSO Database, the LRO will provide updates (or provide direction for updates to be provided) to OES regarding substantial changes to estimated volume of untreated or partially treated sewage discharged and any substantial changes to known impact(s).

Detailed Reporting Requirements

Table 6-1 provides detail on the District's regulatory reporting process, which is also described below.

SSO Reporting for Category 1 SSOs

Cal OES and EHS shall receive notification of Category 1 SSOs greater than or equal to 1,000 gallons, as stated earlier in this Section.

The Data Submitter must then submit the initial draft report to the SWRCB's CIWQS Online SSO database @ <http://ciwqs.waterboards.ca.gov/ciwqs> within 3 business days of becoming aware of the SSO.

Within 15 calendar days of the SSO end date, the LRO must review and certify the report in the CWIQS Online SSO database @ <http://ciwqs.waterboards.ca.gov/ciwqs>

SSO Reporting for Category 2 SSOs

Within 3 business days of becoming aware if the SSO, the Data Submitter must submit the initial report to the SWRCB's CWIQS Online SSO database @ <http://ciwqs.waterboards.ca.gov/ciwqs>.

Within 15 calendar days of the SSO end date, the LRO must review and certify the report in the CWIQS Online SSO database @ <http://ciwqs.waterboards.ca.gov/ciwqs>.

SSO Reporting for Category 3 SSOs

Within 30 calendar days of the end of the calendar month in which the SSO occurred, the LRO must submit and certify a report to the SWRCB's CWIQS Online SSO database @ <http://ciwqs.waterboards.ca.gov/ciwqs>.

No Spill Certification (Monthly)

Within 30 calendar days of the end of a calendar month that there are no SSO's, the LRO must submit and certify a "No Spill" certification to the CIWQS online SSO database.

CIWQS Not Available

In the event that the CIWQS online SSO database is not available, the LRO should fax or e-mail all required information to the RWQCB office at (510) 622-2460 in accordance with the time schedules identified above. In such an event, the District will submit the appropriate reports using the CIWQS online SSO database when the database becomes available. A copy of all Supporting Documents that certify the submittal in fulfillment of this section shall be retained in the SSO document file.

Amending SSO Reports

The LRO is responsible for amending SSO reports. Certified SSO reports may be updated by amending the report or adding an attachment to the SSO report within 120 calendar days after the SSO end date. After 120 days, the District must contact the SWRCB via email to request to amend an SSO report along with a justification for why the additional information was not available prior to the end of the 120 days. The SWRCB email for no-spill certifications, spill event deletions or unlocking and SSMP inquiries is:

SanitarySewer@WaterBoards.ca.gov

Table 6-1 Regulatory Reporting Requirements

Element	Requirement	Method
NOTIFICATION	Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, the District’s contract SSO responder will notify the California Office of Emergency Services (OES) and obtain a notification control number.	Call Cal OES at: (800) 852-7550 . County Health Officer (650) 372-6200 must also be contacted. During evenings/weekends, call the Sheriff Communication Center at (650) 216-SMSO (7676) .
REPORTING	<ul style="list-style-type: none"> Category 1 SSO: The District will submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. Category 2 SSO: The District will submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. Category 3 SSO: The District will submit certified report within 30 calendar days of the end of month in which SSO the occurred. SSO Technical Report: The District will submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. “No Spill” Certification: The District will certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. Collection System Questionnaire: The District will update and certify every 12 months 	<ul style="list-style-type: none"> Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by the Legally Responsible Official(s). All information required by CIWQS will be captured in the Sanitary Sewer Overflow Report. Certified SSO reports may be updated by amending the report or adding an attachment to the SSO report within 120 calendar days after the SSO end date. After 120 days, the State SSO Program Manager must be contacted to request to amend an SSO report along with a justification for why the additional information was not available prior to the end of the 120 days.
WATER QUALITY MONITORING	<ul style="list-style-type: none"> The District’s contract SSO responder will conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. EHS requires daily water quality sampling until compliance is achieved, if there is a Category I discharge of 1,000 gallons or greater and spills into surface water. 	Water quality results will be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING	<p>The District’s contract maintenance provider will maintain the following records:</p> <ul style="list-style-type: none"> SSO event records. Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. 	Self-maintained records must be retained for five years, and shall be available during inspections or upon request.

This page left intentionally blank

6.15 Contractors Working On District Sewer Facilities

All contractors working on the District's sewer facilities should be trained in the OERP and will be required to follow the OERP in the event that they cause or observe an SSO. If the contractors are hired by SAM on behalf of the District, then SAM will provide this training.

6.16 SSO Response Training

This section provides information on the training that is required to support this Overflow Emergency Response Plan.

6.16.1 Initial and Annual Refresher Training

All personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training on the contents of this OERP. All new employees will receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training on this plan and the procedures to be followed. Affected employees will receive annual training on the following topics, at a minimum, by knowledgeable trainers:

- Overflow Emergency Response Plan
- SSO Volume Estimation Techniques
- Impacted Surface Waters: Response Procedures

The District will verify that annual safety training requirements are current for each employee, and that employees are competent in the performance of all core competencies. The District will address, through additional training/instruction, any identified gaps in required core competencies.

6.16.2 SSO Response Drills

Periodic training drills will be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, pump station failure, and lateral blockage). The results and the observations during the drills will be recorded and action items tracked to ensure completion.

6.16.3 SSO Training Record Keeping

Records will be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event will include date, time, place, content, name of trainer(s), and names of attendees.

SAM provided Overflow Emergency Response training in 2016 in support of this program element.

Appendix E – Overflow Emergency Response Plan

Appendix E includes the following documents in support of the District's Overflow Emergency Response Plan. The information in this document will change from time to time, and one or more of these references may have been superseded. Please contact the District Administrator for the most recent updates to the following documents.

- SAM SSO Field Forms
- Spill Calculation and Estimation
- SAM SSO Warning Sign
- Water Quality Monitoring Program
- SSO Technical Report

ELEMENT 7 - FOG CONTROL PROGRAM

The intent of this section of the SSMP is to evaluate the extent and nature of SSOs related to Fats, Oils and Grease (FOG), to determine the need for a FOG Control Program, and to outline the elements of the District's FOG control program.

The District does not have a history of FOG-related issues within the system. The District receives source control services from SAM, under SAM's non-domestic waste source control program (NDWSCP).

7.1 SSMP Requirements

The District shall evaluate its service area to determine whether a FOG control program is needed. If the District determines that a FOG program is not needed, justification must be provided for why it is not needed. If FOG is found to be a problem, the District must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG
- A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area.
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, best management practice (BMP) requirements, record keeping and reporting requirements
- Authority to inspect grease producing facilities, enforce requirements, and determine whether the District has sufficient staff to inspect and enforce the FOG ordinance
- An identification of sewer system sections subject to FOG blockages and the establishment of a cleaning maintenance schedule for each section
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified as subject to blockages

7.2 Goals for the FOG Program

The goal for the District's FOG program is to avoid FOG related SSOs. The District has had no reported FOG-related SSOs since 2011. SSO records in CWIQS prior to 2011 only show general SSO

information (total volume SSO, volume recover, etc.) and do not indicate the cause of spill.

SAM provides mainline cleaning to the District through an O&M agreement, and FOG control services to the District by contract, following its NDWSCP. Additional FOG Program goals have not been established for the District because there have been no FOG related issues.

FOG materials utilized by SAM can be found in Appendix F of this document.

7.3 Legal Authority to Prohibit SSOs and Blockages Caused by Fog Discharge

The District's authority to regulate the discharge of FOG is provided by Section 502 of the District's Ordinance, which is discussed in Element 3.

7.1 Sewer Sections Subject to FOG Blockages

Since 2011, the District has had no FOG-related SSOs.

Appendix F – FOG Control Program Supporting Documents

Appendix F includes the following Supporting Documents related to this section. The information in these Supporting Documents will change from time to time, and the Supporting Documents in Appendix F may have been superseded. Please contact the District Administrator for the most recent updates to Appendix F.

- SAM FOG Control Handout

ELEMENT 8 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section of the SSMP discusses the District's activities related to capacity management.

8.1 SSMP Requirements

The District must prepare and implement a CIP that will provide hydraulic capacity of key sanitary sewer system elements from dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
- **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
- **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the Sewer System Management Plan (SSMP) review and update requirements as described in Section D. 14.

8.2 System Evaluation and Capacity Assurance Plan

The District does not have a formal System Evaluation and Capacity Assurance Plan. However, special studies have been completed for problem areas and areas with older sewer pipelines. In Fiscal Year 2021/22, the District budgeted \$700,000 for capital replacements.

Appendix G – System Evaluation and Capacity Assurance Plan Supporting Documents

There are no Supporting Documents related to Appendix G. As Supporting Documents are developed they will be incorporated into future SSMP updates. Please contact the District Administrator for the most recent updates to Appendix G.

ELEMENT 9 - MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

This section of the SSMP discusses the District's Monitoring, Measurement, and Program Modifications.

9.1 SWRCB SSMP Requirements

The requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below.

The District shall:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP
- Assess the success of the preventative maintenance program
- Update program elements, as appropriate, based on monitoring or performance evaluations
- Identify and illustrate SSO trends, including SSO frequency, location, and volume

9.2 Utility Metrics to Measure Progress and Prioritize Activities

The District has established the preventive maintenance sewer metrics that are shown in Table 9- 1 for use in monitoring, measuring and adjusting sewer maintenance activities. After these metrics are included in the updated CMMS system, they will be monitored on a regular basis.

Until this time, the District will compile and monitor the most relevant indicators, which include the number and causes of SSOs, length of pipes cleaned, length of pipes televised and length of pipes repaired.

Table 9-1. Success Factors and Metrics

Sewer Maintenance Success Factor	Metric
• Sewer Maintenance Field Staff	• Full Time Equivalents (FTE)
• Pipes Cleaned	• Miles/Year
• Pipe Inspected (CCTV)	• Miles/Year
• Hot Spots Cleaned	• Number by Underlying Cause (Roots, Debris, FOG, Structural)
• SSOs	• Number by Underlying Cause per 100 Miles
• Response Time	• Minutes per SSO
• Pump Station Overflows	• Number by Cause
• Pipe Replaced	• Miles/Year
• Claims	• #/Year and \$/Year

9.3 SSO Trends – Frequency, Location and Volume

In the past five years (2017 through 2021), the District has had three SSOs, as follows.

DATE	VOLUME (gallons)	CAUSE
10/13/2017	10	Construction Debris
05/29/2020	8	Roots and Flushable Wipes
07/13/2020	260	Roots from Private Lateral

Appendix H – Monitoring, Measurement and Program Modification Supporting Documents

There are no Appendix Supporting Documents to accompany Section 9. However, this Appendix H is included as a placeholder for future Supporting Documents.

This page left intentionally blank

ELEMENT 10 - SSMP PROGRAM AUDITS

This section of the SSMP discusses the SSMP auditing program.

10.1 SSMP Requirements

The requirements for the SSMP Audits element of the SSMP are as follows:

The District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 Audit Procedures, Roles and Responsibilities

The District will prepare a biannual SSMP audit, and will retain the audit on file in accordance with the Statewide WDR requirements, beginning in March 2019. A template of the SSMP audit form is included in Appendix I.

10.3 SSMP Program Modification/Update Process

If the biannual audit identifies significant changes to be made to the SSMP, then the SSMP will be updated by June 30 of the same year in which the audit was submitted. However, it is anticipated that the main SSMP document will remain generally unchanged, and that a comprehensive SSMP update will be completed every five years, as required by the WDR.

Changes made to the SSMP will be documented in the Change Log located in Appendix I. SSMP Audit results will also be included in Appendix I, beginning in 2017.

Appendix I – SSMP Program Audit Supporting Documents

Appendix I includes the following Supporting Documents related to this section. The information in these Supporting Documents will change from time to time, and the Supporting Documents in Appendix I may have been superseded. Please contact the District Administrator for the most recent updates to the Appendix I Supporting Documents.

- SSMP Audit Form Template
- SSMP Change Log
- SSMP Audits (beginning in 2019)

This page left intentionally blank

ELEMENT 11 - COMMUNICATION PLAN

This section of the SSMP discusses the District’s Communication plan.

11.1 SSMP Requirements

The requirements for the Communication Plan element of the SSMP are as follows: The District shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the District as the program is developed and implemented. The District shall also create a plan of communication with systems that are tributary and/or satellite to the sanitary sewer system.

The District shall post the SSMP on its website or otherwise provide the SSMP in electronic form to the SWRCB.

11.2 Communication Plan

The District holds public meetings on the third Thursday of each month at 7:30 p.m. at the District office. Meeting agendas are posted at the District office, on the District website, and at the El Granada Post Office. New information related to the SSMP is discussed at these meetings when available. The public may ask any questions or provide comments on the SSMP and its elements at the public meeting or directly with staff outside of public meetings.

The District distributes permit information, fat-trap bags, and brochures developed by San Mateo County titled, “Understanding your Sewer and be Sewer Savvy” when appropriate. The San Mateo County brochure is included in Appendix J for reference.

The SSMP and related documents are available from the District’s website, at the following url:

<https://granada.ca.gov/documents-and-policies/>

Appendix J – Communication Plan Supporting Documents

- San Mateo County Sewer Savvy Brochure

ITEM #5

Blank

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Selection of Audit Consultant
Date: August 18, 2022

The District issued an RFP prepared by staff for audit services, which was mailed in June to seven accounting firms with experience in municipal auditing. Among the responses, staff is presenting the proposal from Fedak and Brown, LLP for approval by your Board, to provide auditing services for the fiscal years ending in 2022, 2023 and 2024.

Attached for your review is a copy of the RFP letter that was mailed and the proposal received from Fedak. Please note, based on a phone conversation with Christopher Brown, CPA, he adjusted the cost for services to \$15,000 for 2022, \$15,400 for 2023 and \$15,800 for 2023.

Staff recommends approval of selecting Fedak and Brown, LLP to prepare the District's financial statements for FY 21/22, 22/3 and 23/24.



GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors

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

Date:

CPA
Address
City, State, Zip Code

Re: Request for Proposal for the Annual Audit of the Granada Community Services District

Dear Sir or Madam:

The Granada Community Services District is requesting proposals from qualified independent Certified Public Accountants to perform the annual audit of the District's financial statements for three fiscal years ending on June 30, 2022, 2023 and 2024. We invite your firm to submit by mail or email a proposal for consideration by July 29, 2022, to either of the following addresses:

By mail: Delia Comito, Assistant General Manager
Granada Community Services District
Post Office Box 355, El Granada, CA 94018

By email: dcomito@granada.ca.gov

A description of our organization, the services required, and other pertinent information is provided below.

Organization

The Granada Community Services District is an independent special district with a five-member elected Board of Directors. Formed originally as the Granada Sanitary District on March 18, 1958 under the Sanitary District Act of 1923 (California Health and Safety Code §6400), the District reorganized, becoming a Community Services District (CSD) under California Government Code 61000 et seq. in October 2014.

The District provides sewer and garbage services to the unincorporated areas of El Granada, Princeton, Clipper Ridge, Miramar and the northern portion of the City of Half Moon Bay, and parks and recreation services to the unincorporated areas. The District owns and maintains a collection system, one pump station, and 30% of a joint owned sewage treatment plant. The District's annual operating budget is approximately \$2,000,000, with revenue coming primarily from Sewer Service Charges collected on the County tax roll, permit fees, and the District's share of County property taxes. The District employs two full-time employees, and contracts a General Manager, an Engineer, and Legal Counsel.

The District has three checking accounts, an investment account with the Local Agency Investment Fund (LAIF), an Integrated Financing District, and participates in the California Public Employees Retirement System (CalPERS).

Required Services

The services required include the following:

- Preparation of the Management Letter containing comments and recommendations.
- Preparation of the audited financial statement using the accrual basis of accounting in accordance with generally accepted accounting principles, and in compliance with the Minimum Audit Requirements and Reporting Guidelines for Special Districts specified in the California Code of Regulations.
- Preparation of the Special Districts' Financial Transactions Report within seven months after the close of the fiscal year.
- Availability throughout the year (as needed) to provide advice and answer questions from the General Manager and Assistant General Manager relating to financial matters and reporting issues.
- Availability to attend at least one board meeting to discuss and answer questions regarding the financial statements (if requested).
- Timely submission of information lists, forms, questionnaires, etc. to be completed by the District, and ongoing communication regarding the status.
- Timely scheduling of the field work and submission of the draft and final statements.

Proposal Content

Please include the following information in the proposal in the order listed:

1). Executive Summary

Provide a general description of your firm (structure, size, approach and expertise), your understanding of the work to be performed and the firm's ability to provide the services required.

2). Professional Experience

Describe the qualifications, education and experience of all key personnel potentially involved in the engagement.

3). Time Table

Please estimate the earliest start date and time for completion.

4). Fees

Please provide a firm estimate of fees for the services to be provided, including additional fees not included within the scope of services.

5). Client References

Provide a list of clients, include the business name, type, address, phone number and contact name, served within the past five years, and include businesses that are similar to the District.

A copy of the District's the most recent audit report is enclosed for your review. If you need additional information or have any questions, please feel free to contact me. If you do not intend to submit a proposal, I will appreciate receiving an email notification. Thank you.

Sincerely,

DELIA COMITO
Assistant General Manager



**Certified
Public
Accountants**



**Consultants
& Advisors**



Granada Community Services District

Proposal to Provide Audit Services

**For the Years Ending
June 30, 2022 through 2024**

**Christopher J. Brown CPA, CGMA
Jonathan P. Abadesco, CPA
Andy Beck, CPA**

6081 Orange Avenue
Cypress, California 90630

1945 Chicago Avenue, Suite C-1
Riverside, California 92507

Phone: (657) 214-2307

Email: chris@fedakbrownllp.com
jonathan@fedakbrownllp.com
andy@fedakbrownllp.com

California BOA License Number: 7723



Table of Contents

Section and Content

- 1. Transmittal Letter**
- 2. Executive Summary**
- 3. Firm Qualifications and Experience**
- 4. Partner, Supervisory, Staff Qualifications and Experience**
- 5. References**
- 6. Firm Provided Affirmations**
- 7. Our Specific Approach to your Audit**
- 8. Cost Proposal**



Christopher J. Brown, CPA, CGMA
Jonathan Abadesco, CPA
Andy Beck, CPA

Fedak & Brown LLP

Certified Public Accountants

Cypress Office:
6081 Orange Avenue
Cypress, California 90630
(657) 214-2307
FAX (714) 527-9154

Riverside Office:
1945 Chicago Avenue, Suite C-1
Riverside, California 92507
(951) 783-9149

June 29, 2022

Ms. Delia Comito, Assistant General Manager
Granada Community Services District
504 Avenue Alhambra, 3rd Floor
El Granada, CA 94018

Re: Request for Proposal for Auditing Services

Dear Ms. Comito:

We appreciate the opportunity to submit our proposal to provide annual audit services for the Granada Community Services District (District) for the fiscal years ending June 30, 2022, through 2024. In response to your inquiry of Fedak & Brown LLP (Firm), we have prepared a proposal that reflects our understanding of the District's audit service requirements and that demonstrates our capability and commitment to serve. Our goal is to build a strong a partnership with the District and demonstrate the highest levels of client service.

We understand that you expect a timely audit service conducted in a professional manner in accordance with audit service standards specific to governmental entities such as yours. We are committed to meet all the requirements you have indicated, and we will issue the reports and meet the timing requirements you have requested. We believe we are uniquely qualified to provide the quality and scope of service that the District desires.

Focused on the Special District Industry

Our client service team members are specialists in the governmental special district sector. This means they each focus a substantial portion of their time serving special district governmental clients. We know and understand your organization and the climate within which you work.

Our Firm audits over 50 governmental special districts in the State of California; as a result, this enables our Firm to continuously be immersed in the governmental, financial, and operational issues related to special districts.

Organized to Serve

Our service approach ensures that the District will receive the highest quality, personalized service when and where you need it. By tailoring our approach, we guarantee that the District will receive timely and attentive service that forms the hallmark of our approach to serving clients. **Our governmental audit and consulting practice accounts for a substantial portion of our Firm's annual services.** Therefore, we have made a substantial commitment and investment to serve our governmental clients.

Ms. Delia Comito, Assistant General Manager
Granada Community Services District
June 29, 2022
Page 2

Organized to Serve, continued

While our governmental experience is substantial, it is not the only factor that sets us apart from other firms; moreover, it is the commitment to utilize our resources and experience for the benefit of our clients.

Our approach to the engagement will be to establish a delivery system for providing a truly exceptional level of service. Each element of that system including staffing, audit approach, communication, and coordination will be examined and refined to fit the needs of the District. The hardest to quantify may be the relationship aspect of working with one professional service firm versus another. Because of the service delivery approach, we are recommending and our history of working with many special district governmental units like the District's, we are confident that our Firm knows how to address the unique needs of the District.

Our staff members assigned to the District are experienced governmental professionals that have managed numerous audits and attest engagements. We have assisted in the initial preparation and successful submission of many clients' Comprehensive Annual Financial Reports for the GFOA Award Program. Each of our staff has extensive experience that allows for a new outlook with innovative suggestions to improve quality and efficiency. We believe that our references will show that we are the best selection for the District. The choice of an audit firm should be based upon several factors including, but not limited to, staff retention, training programs, proactively addressing governmental industry changes, and adherence to a strict quality control program.

We are confident that we will provide the District with consistent staffing over the contract period as the continuity of staff is as important to us as it is to the District. We will be committed to the District and believe that our audit engagement team is the best selection for the District.

Our proposal represents our irrevocable offer for a period of 180 days from the date of this letter to provide audit services to the District for the fiscal years ending June 30, 2022 through 2024. You may contact, Christopher Brown if you have any questions or need additional information. Christopher Brown will be your primary contact during the proposal evaluation period. He may be reached at (657) 214-2307, or by e-mail at chris@fedakbrownllp.com.

We look forward to hearing from you soon.

Cordially,

Fedak & Brown LLP

**FEDAK & BROWN LLP
CERTIFIED PUBLIC ACCOUNTANTS**

Executive Summary

Audit Engagements

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to audits contained in the Government Auditing Standards issued by the Comptroller General of the United States. The audit engagements will be comprised of the elements enumerated in the District's Request for Proposal including:

1. **Audit of the Basic Financial Statements of the District and assistance in the Preparation of the District's Annual Financial Report;**
2. **Preparation of Management Reports for the District;**
3. **Preparation of the District's State Controller's Report, if requested;**
4. **Attendance at Meetings and Presentation to the Board of Directors; and**
5. **Provide guidance, training, and technical assistance to the District in implementing Governmental Accounting Standards issued, including Annual Accounting Update Session (as required)**

Previous Audits Engagements

The Government Auditing Standards establishes that auditors should evaluate whether the audited entity must take appropriate corrective action to address findings and recommendations from previous engagements that could have a material effect on the subject matter, or an assertion about the subject matter, of the examination engagement.

Reporting Deficiencies in Internal Control, Fraud, Noncompliance with Provisions of Laws, Regulations, Contracts, and Grant Agreements, and Abuse

The Government Auditing Standards establishes that during the performance of Generally Accepted Governmental Auditing Standards (GAGAS) examination engagements, auditors should report, based upon the work performed, (1) significant deficiencies and material weaknesses in internal control; (2) instances of fraud and noncompliance with provisions of laws or regulations that have a material effect on the subject matter or an assertion about the subject matter and any other instances that warrant attention of those charge with governance; (3) noncompliance with provisions of contracts or grant agreements that has a material effect on the subject matter or an assertion about the subject matter of the examination engagement; and (4) abuse that has a material effect on the subject matter of the examination engagement.

Also, Government Auditing Standards requires an additional reporting standard that auditors must follow. It requires the auditor to communicate his/her responsibility in a financial statement audit, including responsibilities for testing and reporting on internal controls and compliance with laws and regulations.

Commitment to the Highest Professional Standards

Our Firm is committed to the highest professional standards and our client service teams are fully versed in current professional guidance. Our Firm's extensive experience translates into a service approach that includes providing clients the educational tools to properly implement new accounting pronouncements. We encourage our clients to reach out with questions they may have. ***Our client service teams were integral to the implementation of Governmental Accounting Standards Board (GASB) No. 75 and 68 for our clients throughout the State of California and are prepared to provide assistance as the implementation date for GASB No. 87 approaches.*** Our client service approach includes review and assistance with current and pending GASB pronouncements.

Firm Qualifications and Experience

Identification of Proposer and Geographic Location to the District

Fedak & Brown LLP is a full-service firm licensed to practice in the State of California providing accounting, audit, and consulting services for governmental and commercial enterprises, as well as extensive tax planning for domestic and international entities throughout the State of California. Our Governmental Services personnel have extensive experience in governmental accounting, auditing, and consulting services with offices in Cypress, and Riverside, California with expansion in the Sacramento area soon.

Your main contact will be Mr. Christopher Brown. Our contact information can be located on our letterhead. All of the work for the District will be staffed directly out of our Cypress and Riverside offices and will not be subcontracted to any other firm.

Our Firm is fully automated in-house and utilizes current technology and software on all audit engagements. We utilize CCH ProSystems *fx* Engagement ® Audit Software.

Professional Education

It is a requirement of the State Board of Accountancy for all public accounting firms who are involved in governmental auditing to allocate a specific portion of continuing education in governmental accounting and auditing every two years. Fedak & Brown LLP has met this requirement for all staff involved with governmental accounting and auditing. Our Firm's strict adherence to these continuing professional education standards ensures the highest quality of staff assigned to the District's audit over the term of our agreement. Our Firm also requires that all personnel at all organizational levels adhere to the independence rules, regulations, interpretations, and rulings of the AICPA, California State Society of CPAs, State Board of Accountancy, State Statute, and in some cases, the Securities and Exchange Commission and other regulatory agencies. Our Firm strictly follow the requirements of Government Code Section 12410.6(b) regarding auditor rotation requirements of public accounting firms providing audit services to local agencies. Fedak & Brown LLP has never been the object of any disciplinary action in its entire existence.

Experience and Technical Competence

We have prepared a listing of some of our governmental audit clients on the next page. We believe this listing exemplifies that we have significant experience in conducting high-quality audits of local governments and enterprise special districts. Our governmental audit team has significant experience in auditing special district governmental agencies and our team members may have conducted some of these audits over the past year (see next page).

Firm Qualifications and Experience, continued

The following is a listing of some of our Governmental Special District Clients that our Audit Teams have served by County!

Kern County

*Bear Valley Community Services District
Indian Wells Valley Water District
Stallion Springs Community Services District*

Los Angeles County

*Castaic Lake Water Agency
Crescenta Valley Water District
Greater Los Angeles County Vector Control District
Long Beach Airport
Long Beach Water Department
Palmdale Water District
Palos Verdes Library District
San Gabriel Valley Municipal Water District
Sanitation Districts of LA County
Southern California Library Cooperative
Valley County Water District
Water Replenishment District*

Orange County

*Buena Park Library District
Capistrano Bay Community Services District
East Orange County Water District
El Toro Water District
Irvine Ranch Water District
Mesa Consolidated Water District
Nature Reserve of Orange County
Rossmoor/Los Alamitos Area Sewer District
Santiago County Water District
Southern California Coastal Water Resource Authority
Yorba Linda Water District*

Riverside County

*Beaumont-Cherry Valley Water District
Cabazon Water District
Coachella Valley Mosquito and Vector Control
Desert Recreation District
Edgemont Community Services District
Idyllwild Fire Protection District
Lake Hemet Municipal Water District
Northwest Mosquito and Vector Control
Santa Ana Watershed Project Authority
Temecula Public Cemetery District
Western Municipal Water District*

Santa Barbara County

*Goleta Water District
Montecito Water District
Santa Maria Public Airport Authority
Santa Ynez Community Services District
Summerland Sanitary District*

San Bernardino County

*Baldy Mesa Water District
Big Bear City Community Services District
Big River Community Services District
Chino Basin Water Conservation District
Chino Basin Watermaster
Helendale Community Services District
Hi-Desert Water District
Inland Empire Utilities Agency
Joshua Basin Water District
Mojave Water Agency
Monte Vista Water District
Phelan Pinon Hills Community Services District
San Bernardino Valley Water Conservation District
Victor Valley Wastewater Reclamation Authority
Victor Valley Water District
Victorville Water District
Water Facilities Authority - JPA
West Valley Mosquito and Vector Control District
West Valley Water District*

San Diego County

*Leucadia Wastewater District
Public Agency Self-Insurance System
Rincon Del Diablo Water District
Vallecitos Water District*

Ventura County

*Oxnard Harbor District
Pleasant Valley Recreation and Park District
Saticoy Sanitary District
Triunfo Sanitation District
Ventura County Resource Conservation District
Ventura Regional Sanitation District*

Northern California/ Bay Area

*Aromas Water District
Butte County Mosquito and Vector Control District
Central Water District
Coastside County Water District
Fresno Irrigation District
North Marin Water District
McKinleyville Community Services District
Oakdale Irrigation District
Purissima Hills Water District
San Lorenzo Valley Water District
Scotts Valley Water District
Solano Irrigation District
Soquel Creek Water District
Westborough Water District*

Firm Qualifications and Experience, continued

Quality Control

The Board of Directors of the District can measure the quality of the opinions expressed by Fedak & Brown LLP by evaluating the level of professional standards maintained by our Firm as discussed in this proposal. The Board of Directors can also measure the performance and quality control of our Firm by evaluating our participation in the profession's peer review process as well as evaluating our Firm's professional standards and quality of work ethic in discussions with our Firm's current client base in the special district industry.

Fedak & Brown LLP is pleased to announce the successful completion of our most recent independent quality review of our accounting and auditing practice, which included a review of specific governmental audit engagements. Our Firm's governmental audit engagements were reviewed as they related to governmental agencies and other special districts in the field of governmental auditing. After a thorough study of our procedures and work practices, the reviewers concluded that our Firm complies with the stringent quality control standards established by the American Institute of Certified Public Accountants (AICPA). Our Firm has received an unmodified opinion in every independent quality review that it has participated in since its inception of the program by the profession.

A team of independent CPAs, who were appointed by the California Society of Certified Public Accountants, conducted the review. Using guidelines established by the AICPA, the reviewers determined that our Firm has an effective quality control system and that our accounting and auditing work conforms to professional standards. Our Firm has not had any clients who have been the subject of any desk reviews. ***Our Firm has never been the subject of any disciplinary action by any State or Federal Agency in its entire existence.***

Our continued participation in required periodic quality reviews, our voluntary membership in the AICPA and California Society of CPAs, as well as our continuing professional education supports our commitment to quality and our high standards for client service.

Fedak & Brown LLP is an equal opportunity employer and certifies that our Firm is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable federal and state laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965. Our Firm is committed to affirmative action in hiring practices.

Firm Qualifications and Experience, continued

Marcia J. Hein, CPA

5922 Bromborough Drive
Windsor, CO 80550

Phone: (970) 775-7332 e-mail: marcia@mjh-cpa.com

Report on the Firm's System of Quality Control

April 29, 2019

To the Partners
Fedak & Brown, LLP
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of Fedak & Brown, LLP (the firm) in effect for the year ended September 30, 2018. My peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, in any.

Peer Reviewer's Responsibility

My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of my peer review, I considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of my procedures.

Opinion

In my opinion, the system of quality control for the accounting and auditing practice of Fedak & Brown, LLP in effect for the year ended September 30, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Fedak & Brown, LLP has received a peer review rating of *pass*.

Marcia J. Hein, CPA

Marcia J. Hein, CPA

Partner, Supervisory, Staff Qualifications and Experience

Summary Qualification of Key Personnel

Our Firm's philosophy is to take a team approach with our clients in conducting our audit engagements. A properly developed, mutually agreeable timeline results in the most efficient engagement. We want you to not only think of us as your auditor, but as a resource to be used whenever the need occurs. Also, it is our Firm's philosophy to have our partners, audit managers and audit supervisors involved in the day-to-day audit details of our clients.

You will have an Engagement Partner as well as a Technical Review Partner, and a Supervisor assigned to the District's audit; in addition, one or more staff accountants (governmental auditing staff only) will be assigned to the audit. All team members work in the field while the audit fieldwork is in process. Each team member has the following responsibilities:

The engagement partner is responsible for all services provided to the District. The engagement partner's responsibilities consist of the overall planning, supervision and review of the audit test work, and preparation of the audit report.

The field audit partner/manager is responsible for coordinating the audit test work, which includes the on-site supervision of staff, and preparation of the audit report.

Once audit test work is completed, the field audit partner/manager will work with the audit team to complete the reports for the District for all recipients. The engagement partner will be your contact throughout the engagement year.

Prior to discussions with your staff, the field audit partner/manager, in collaboration with audit staff, will make sure that all facts have been evaluated to minimize utilizing your staff's time for audit assistance purposes.

Knowledge and Understanding of Local Environment

The engagement team members strive to be experts within the governmental sphere. We keep ourselves apprised of current issues affecting the District's operating environment.

Partner Participation

The partner in charge of the audit will be available to attend meetings of the District's Finance and Administration Committee and the Board of Directors to discuss and report on the audit process and the deliverables associated with the audit. We will provide the District with accounting advice regarding subjects that could affect the report, particularly those that will directly impact its recipients.

Partner, Supervisory, Staff Qualifications and Experience, continued

**CHRISTOPHER J. BROWN, CPA, CGMA
ENGAGEMENT PARTNER**

Education:	Bachelor of Arts - Business Administration: Finance – California State University, San Bernardino 1995 Accountancy – California State University, San Bernardino 1999
License:	Certified Public Accountant – 2002
Continuing Education	Total hours were over 90 hours in last two years of which 32 were in governmental accounting and auditing subjects. Mr. Brown has the Governmental Auditing Standards requirement for governmental CPE.
Memberships	California Society of Certified Public Accountants American Institute of Certified Public Accountants Government Finance Officers Association California Society of Municipal Finance Officers Association
Experience	<p>Christopher J. Brown is a CPA in the State of California and has over eighteen years of experience in public accounting and auditing governmental entities having worked at a national firm. Mr. Brown holds a Bachelor’s Degree from California State University, San Bernardino. He has extensive experience in the areas of governmental financial and compliance reporting.</p> <p>Member of Board of Directors – Treasurer, Riverside County Philharmonic</p> <p>Mr. Brown’s public accounting experience includes tenure with CPA firm RSM. He is also involved in auditing of governmental and non-profit entities as well as medium to large manufacturing, construction and service-oriented corporations. Has thorough knowledge in Generally Accepted Accounting Principles, Governmental Accounting, and Auditing Standards as well as the Single Audit Act of 1984 and the Uniform Guidance.</p> <p>Mr. Brown has provided significant audit and accounting services to various governmental entities. In these accounting engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures. He has also been involved in the implementation of performance management budgeting and planning processes.</p> <p>He is currently involved on the following major governmental engagements:</p> <ul style="list-style-type: none">➤ Coastside County Water District➤ Westborough Water District➤ North Marin Water District➤ Victor Valley Wastewater Reclamation Authority➤ Oakdale Irrigation District➤ Tri-Dam Project & Tri-Dam Authority➤ Hi-Desert Water District➤ Indian Wells Valley Water District➤ Joshua Basin Water District➤ Santa Maria Public Airport District➤ Phelan Pinon Hills Community Services District➤ Helendale Community Services District➤ Bear Valley Community Services District

Partner, Supervisory, Staff Qualifications and Experience, continued

**JONATHAN P. ABADESCO, CPA
TECHNICAL PARTNER**

Education:	Bachelor of Science in Accountancy – Miriam College Foundation, Inc., Philippines 1999
License:	Certified Public Accountant – 2012
Continuing Education	Total hours were 82 hours in last two years of which 32 were in governmental accounting and auditing subjects. Mr. Abadesco has the Governmental Auditing Standards requirement for governmental CPE.
Memberships	California Society of Certified Public Accountants American Institute of Certified Public Accountants Government Finance Officers Association California Society of Municipal Finance Officers Association
Experience	<p>Jonathan P. Abadesco is a CPA in the State of California and has over twenty years of experience in public accounting and auditing governmental entities having worked at a national firm. He has served as the Assistant General Manager – Administration/CFO for a governmental special district (Hi-Desert Water District) and as a CFO/Controller for a not-for-profit (Inland Counties Legal Services).</p> <p>Mr. Abadesco’s public accounting experience includes tenure with CPA Firm, Ernst & Young and PricewaterhouseCoopers. He is involved in performing financial, compliance and performance audits of governmental and non-profit entities, as well as medium to large global organizations. Has thorough knowledge in Generally Accepted Accounting Principles, Governmental Accounting, and Auditing Standards as well as the Single Audit Act of 1984 and the Uniform Guidance.</p> <p>While working with his previous CPA firm, Mr. Abadesco was instrumental in preparing the agreed upon procedures that was utilized by the U.S. Department of Energy. Also, Mr. Abadesco has provided significant audit, accounting and consulting services to various governmental entities engaged in transportation including Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, Los Angeles Department of Transportation and Metropolitan Atlanta Rapid Transportation Authority.</p> <p>He has been involved on the following governmental special districts engagements:</p> <ul style="list-style-type: none">➤ Monte Vista Water District➤ Joshua Basin Water District➤ Oakdale Irrigation District➤ Santa Clarita Valley Water Agency➤ Soquel Creek Water District➤ Lake Hemet Municipal Water District➤ San Lorenzo Valley Water District➤ Scotts Valley Water District➤ Coachella Valley Mosquito and Vector Control District➤ Chino Basin Watermaster➤ Vista Fire Protection District➤ Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority

Partner, Supervisory, Staff Qualifications and Experience, continued

**JEFF PALMER
AUDIT SUPERVISOR**

Education:	Bachelor of Science – Business Administration: Accountancy & Finance – California State University, Long Beach 2005
License:	In Process
Continuing Education	Total hours were 80 hours in last three years of which 32 were in governmental accounting and auditing subjects. Mr. Palmer meets the Governmental Auditing Standards requirement for governmental CPE.
Memberships	California Society of Certified Public Accountants
Experience	<p>Over fourteen years of experience in public accounting and auditing of governmental, private, and non-profit entities. Relevant governmental experience includes cities, special districts, airports, transportation agencies, and public financing authorities. He has extensive experience in conducting financial audits under GAO Yellow Book standards and compliance single audits in accordance with the Single Audit Act of 1984 and the Uniform Guidance. He has assisted clients in implementation and publishing their Comprehensive Annual Financial Reports in compliance with GFOA requirements.</p> <p>Mr. Palmer has provided significant audit, accounting, and consulting services to various governmental entities. In these accounting and auditing engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures, performance management budgeting and planning processes, financial reviews, and cash management practices. In these consulting engagements, he has provided services including franchise tax compliance reviews, excise tax compliance and reporting reviews, and enterprise utility tax-exempt purchasing reviews.</p> <p>He has been involved on the following governmental special districts engagements:</p> <ul style="list-style-type: none">➤ Coastside County Water District➤ Westborough Water District➤ North Marin Water District➤ Walnut Valley Water District➤ La Puente Valley County Water District➤ Monte Vista Water District➤ Crescenta Valley Water District➤ Orange County Water District➤ Indian Wells Valley Water District➤ Westborough Water District➤ Mojave Water Agency➤ Bighorn Desert View Water Agency➤ Santa Maria Public Airport District➤ Phelan Pinon Hills Community Services District➤ Helendale Community Services District➤ Bear Valley Community Services District

References

References

Fedak & Brown serves a number of Community Service Districts and has extensive experience with sanitation Districts. Presented below are four local client references of officials of California Special Districts and/or agencies. Please do not hesitate to contact these references regarding our Firm and the high level of service we provide. We will be happy to provide additional references for your review.

1. Ms. Mary E. Rogren, General Manger Coastside County Water District 766 Main Street Half Moon Bay, CA 94019	Water District Annual Audit 650.726.4405
2. Ms. Patricia Mairena, General Manager Westborough Water District 2263 Westborough Boulevard So. San Francisco, CA 94080	Water / Sewer District Annual Audit – Financial Statement 650.589.1435
3. Ms. Sharon Cisneros, CFO Oakdale Irrigation District 1205 East F Street Oakdale, CA 95361	Irrigation District Annual Audit – Financial Statement 209.840.5501
4. Mr. Brian Lockwood, General Manager Pajaro Valley Water Management Agency 36 Brennan Street Watsonville, CA 95076	Water Agency Annual Audit – Financial Statement 831.722.9292

Firm Provided Affirmations

- A. Fedak & Brown LLP affirms that the Firm and all key professional staff are properly registered and licensed or supervised by certified public accountants in good standing duly authorized to practice in the State of California.
- B. Fedak & Brown LLP affirms that the Firm is independent of the District, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial and compliance audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States.
- C. Fedak & Brown LLP affirms that the Firm currently maintains errors and omissions insurance coverage in the aggregate amount of one million dollars and general liability coverage of two million dollars. The Firm will provide the required insurance coverage and Accord insurance form to the District upon acceptance of the audit engagement.
- D. Fedak & Brown LLP affirms that it has the necessary experience to conduct high-quality audits of local government and enterprise special districts and agencies in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial and compliance audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States and the Single Audit Act. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
- E. Fedak & Brown LLP affirms that it will meet your timing requirements to begin and complete the audit of the District.
- F. Fedak & Brown LLP affirms that it will staff the audit of the District with experienced personnel and not use this audit as training grounds for new staff and that no person designated as “key” to the project shall be removed or replaced without the prior written consent of the District.
- G. Fedak & Brown LLP affirms that it has never been the subject of any lawsuits, claims of fraud, malpractice and/or disciplinary action by any State or Federal District in relation to the Firm’s governmental practice in its entire existence.
- H. Fedak & Brown LLP affirms that it has not been censured or disciplined from the State Board of Accountancy.
- I. Fedak & Brown LLP affirms that it will allow the District or their designee access to pertinent District audit work papers, financial reports, and management letters.
- J. Fedak & Brown LLP affirms that it has never filed bankruptcy, there is no pending litigation against the Firm, there are no planned office closings, there are no impending mergers, and there are no potential labor disputes that may impede us the ability to complete the audit for the District.

Signature of Authorized Official: Christopher J. Brown

Name: Christopher J. Brown, CPA CGMA

Title: Managing Partner

Firm: Fedak & Brown LLP

Date: June 29, 2022

Our Specific Approach to your Audit

Specific Audit Approach

Our Firm's audit approach is tailored to each client in the following manner:

- We understand the significant work requirements of our clients. We work with our clients' schedules when scheduling segments of the audit or requesting documentation in order to minimize disruption during the audit process.
- We strive to utilize support already prepared by our clients in order to avoid duplication or unnecessary requests for audit supporting schedules.
- We have implemented a paperless audit process that utilizes CCH ProSystems fx Engagement ® and Practitioners Publishing Company software packages. These platforms provide for greater efficiency within the audit process. In addition, we fully embrace the utilization of data extraction capabilities within a client's reporting system to further increase efficiency and reduce demands on client staff time.
- Our staff is trained and familiar with government accounting and audit concepts, so you will see the difference in working with our professional staff.
- We audit various large and small governmental organizations, allowing us to consult with our clients on implementing various best practices in their organizations.
- We believe that regular communication is the most important part of the audit process; as a result, we ask that if you ever have any questions about any financial, accounting, or audit issues, please contact us anytime throughout the year.

Interim Audit Planning and Testwork

Planning is necessary to ensure a quality audit, efficient use of professional staff and timely delivery of reports. Adequate planning of the audit is essential to minimize disruption of the ongoing daily operations of the District and their recipients. We have developed a comprehensive, efficient planning process. We will begin the planning of the audit upon notification of award of the contract.

Tasks to be accomplished during the planning phase include:

- Conducting an Audit Entrance Conference with the District's Board of Directors and management to discuss the scope and timing of the audit test work, the availability of the District's accounting staff, prior audit problems encountered, the extent of interim audit test work to be performed, the establishment of a liaison for the audit, and the arrangements for workspace and other needs to conduct the audit test work.
- Reviewing the Board minutes, agreements/contracts, and applicable strategy for the audit period.
- Interviewing finance staff regarding internal controls.
- Discussing the status of prior year's audit findings, if any.
- Review of the District's internal control structure and communication of recommendations to the District's management team concerning District policies and procedures.
- Tests of controls of audit areas to determine the effectiveness of the District's internal control structure. (Minimum of 25 selections per area – revenue, expenses, payroll, bank reconciliations)
- Evaluation of any unusual items noted from our analytical procedures.
- Reviewing of important contracts, debt issues, leases and joint power agreements.

Our Specific Approach to your Audit, continued

Interim Audit Planning and Testwork, continued

- Providing the District with suggestions regarding the closing of the District's books after year end. Our assistance and communication in the closing of the District's books is expected to minimize the number of audit adjustments required after the close of District's books.

After we obtain an understanding of the District's internal controls, evaluate their design and implementation and perform our interim test work we will determine the nature, scope, and timing for our final audit test work.

Final Audit Test Work

After the final closing of the District's books and preparation of final trial balances and audit supporting schedule by District personnel, we will commence performing our *final audit testwork*.

Our final examination will include analysis of critical audit areas which we deem necessary, including:

- Analysis of cash and investment balances to online bank and brokerage websites.
- Analysis of bank reconciliations.
- Analysis of accounts receivable, delinquent balances and relative ratios.
- Analysis of unbilled receivables.
- Analysis of allocations of interest income.
- Analysis and testing of capital assets: construction-in-progress, significant additions/disposals, and related depreciation.
- Analysis of deferred outflows of resources balances and related amortization.
- Analysis of accounts payable.
- Performance of a search for unrecorded liabilities.
- Analysis and testing of valuation of the liabilities for compensated absences.
- Analysis of long-term debt balances.
- Analysis of the annual roll-forward of net pension liability balances.
- Analysis of net other post-employment benefit liability (as required)
- Analysis of unearned revenue.
- Analysis of deferred inflows of resources balances and related amortization.
- Analysis of the proper establishment of reserves and designations.
- Analysis of significant grant agreements, awards and contracts.
- Analysis of significant events after year end (through the completion of our audit).
- Analysis of attorney letters for significant legal matters affecting the District's financial position.

The abovementioned analysis and inquiries are only a sample of the tests performed during the examination and is not meant to be all inclusive.

Audit Completion

At the completion of the audit each year, we will meet with the District's management team to review our audit findings. We will communicate all deficiencies in controls which may assist the District in strengthening the internal control structure. Comments and recommendations relating to the accounting system will also be discussed. Finally, we will discuss all findings noted during the engagement. After discussion, the final report will be submitted to the District.

Our Specific Approach to your Audit, continued

Identification and Communication of Internal Control Matters

The objective of our audit is to form an opinion on the District. Our objective is not to identify deficiencies in internal controls; however, when control deficiencies are identified in the course of our audit and if they constitute significant deficiencies or material weaknesses, we will communicate in writing those deficiencies to those charged with governance and the District's management.

Audit Documentation

We will document matters pertaining to our audit planning and audit test work. The audit documentation will clearly demonstrate procedures performed, evidence obtained, and conclusions reached.

Communication with Management and the Board of Directors

In addition to our written reports, we believe an oral presentation to the District's management, Finance and Administration Committee, and the Board of Directors, to be a minimum service provided by our Firm and would be pleased to schedule a mutually convenient time for such a presentation at the conclusion of the engagement or any time during the progression of the audit.

Other Assistance

Providing management assistance requires more than having talented people on staff; it requires a pro-active approach. First, we assign experienced senior level professionals to our engagements. Our client base of governmental entities and commercial companies demands broad business and industry experience, as well as technical expertise. Those talented professionals have to be exposed to clients and develop an in-depth understanding of particular situations.

Second, we actively look for opportunities to provide assistance. We try to initiate rather than respond. For instance, if we believe a situation is developing, we will approach the client, offer to investigate and provide recommendations. If a formal project to address the problem is required, we will define the approach, execute the assignment and follow through with implementation assistance.

Proposed Hours and Segmentation of the Audit

See our Cost Proposal for further information of the segmentation of the proposed audit process by hours and staffing.

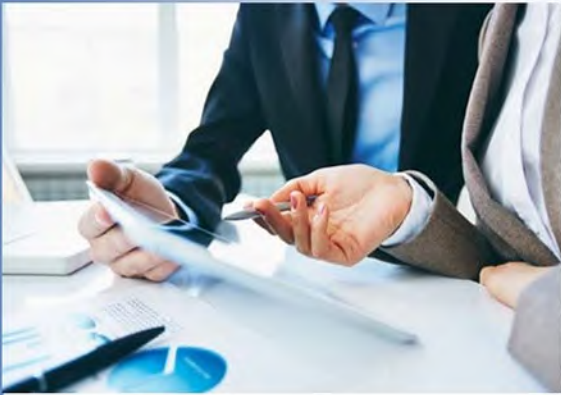
Our Specific Approach to your Audit, continued

Timing of Our Procedures

We understand that the District is looking for value in the professional relationship they have with their auditors. Value comes from the knowledge, experience, and dedication that our Firm employs. We stress employs because all of the knowledge and expertise shown on paper will reap no benefit to you unless it is applied. This application equates to time well spent. We have developed an audit plan that we feel will accomplish the objectives of the District and will meet your special needs.

In order to accomplish our audit objectives and meet your deadlines for delivery, the sequence and timing of our procedures are critical. Timing of fieldwork and delivery dates in subsequent years will be based on the District requirements. We propose the following time-line to meet the District's objectives:

- For the June 30, 2022, audit, we propose initial planning to start in July with interim procedures/test of controls performed in August. We anticipate final procedures to commence in September – October with delivery of the financial statements no later than mid-December.
- For the June 30, 2023, and 2024, audits, we propose the following (District's preference):
 - Audit planning – March or April
 - Interim/test of control procedures - April or May
 - Final procedures - August or September
 - Final draft of the financial statements - October or November



**Certified
Public
Accountants**



**Consultants
& Advisors**



Granada Community Services District

Cost Proposal to Provide Audit Services

**For the Years Ending
June 30, 2022 through 2024**

**Christopher J. Brown CPA, CGMA
Jonathan P. Abadesco, CPA
Andy Beck, CPA**

6081 Orange Avenue
Cypress, California 90630

1945 Chicago Avenue, Suite C-1
Riverside, California 92507

Phone: (657) 214-2307

Email: chris@fedakbrownllp.com
jonathan@fedakbrownllp.com
andy@fedakbrownllp.com

California BOA License Number: 7723





Christopher J. Brown, CPA, CGMA
Jonathan Abadesco, CPA
Andy Beck, CPA

Fedak & Brown LLP

Certified Public Accountants

Cypress Office:
6081 Orange Avenue
Cypress, California 90630
(657) 214-2307
FAX (714) 527-9154

Riverside Office:
1945 Chicago Avenue, Suite C-1
Riverside, California 92507
(951) 783-9149

June 29, 2022

Ms. Delia Comito, Assistant General Manager
Granada Community Services District
504 Avenue Alhambra, 3rd Floor
El Granada, CA 94018

Re: Request for Proposal for Auditing Services

Dear Ms. Comito:

Based on our understanding of the Granada Community Services District (District) requirements, our fee for the audit of the basic financial statements, out-of-pocket expenses, and preparation of the State Controller's Report at our discounted rates for the fiscal years ending June 30, 2022 through 2024, will be **\$16,425** per year, respectively. This fee is based on our understanding of the District's audit requirements.

Our estimate for out-of-pocket expenses may not be utilized in total to the amount estimated. Again, these fees are based on the estimated costs to complete the audit. The components of this audit services fee proposal, out-of-pocket costs, and other additional items requested for the fiscal years ending June 30, 2022, through 2024, are itemized in the attached Exhibits.

Our maximum not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services if they are requested by the District.

I am authorized to make representations for Fedak & Brown LLP and am duly authorized to sign a contract with the District.

Christopher J. Brown, CPA CGMA
Managing Partner

June 29, 2022

Date

Exhibit I – Proposed Hours and Our Fees

Proposed Hours and Our Fees

We anticipate that, for the years ending June 30, 2022, through 2024, the audit of the basic financial statements by major area, are summarized as follows:

Breakout of Audit Hours				
Audit Steps	Partner	Mgr/Sup	Staff	Total
Planning	2	4	10	16
Controls Testwork	5	8	15	28
Substantive Testwork	5	10	40	55
Reporting	8	13	10	31
	20	35	75	130

As shown above, we expect approximately 42% of engagement hours to come from Partners, Managers, and or Supervisors assigned to the engagement in fiscal year 2022 through 2024, respectively.

Working on the premise that we will be provided with a year-end trial balances, along with an audit package of reconciled balances and supporting schedules of all balance sheet accounts, we expect to perform the audit of the District at fees as stated in the attached Exhibit II -Schedule of Professional Fees on Page 3 for the years ending June 30, 2022, through 2024, respectively.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as, report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of the District’s personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our hourly rates. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audits. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Exhibit III - Schedule of Fees By Hours on Page 4 and 5 of this cost proposal.

In accordance with Firm policies and the Office of Management and Budget Circular A-128 and Firm Policies, we will maintain our work papers for at least seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District.

We want the Board to understand that we will provide **any** assistance and answer **any** questions that the District’s staff or members of the Board may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District’s activities and accounting issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and our interest in the District, we will provide you with assistance in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

Exhibit II – Schedule of Professional Fees

Granada Community Services District

<u>Engagement Fees By Fiscal Year</u>	<u>Audit Service Fees*</u>	<u>Not-to-Exceed Estimate of Out of Pocket Costs**</u>	<u>Total Audit Fee</u>	<u>Additional Items</u>	<u>Total Engagement</u>
Fiscal Year 2022	\$ 14,800	1,000	15,800	625	16,425
Fiscal Year 2023	14,800	1,000	15,800	625	16,425
Fiscal Year 2024	14,800	1,000	15,800	625	16,425
Total	\$ 44,400	3,000	47,400	1,875	49,275

* Professional audit services fees – labor only.

** Estimate of out-of-pocket costs consist of: travel, mileage, postage and printing costs. Out-of-pocket costs may not be fully utilized.

Please note that any additional services requested by the District during the audit period shall be negotiated at the stated hourly rates per year as noted in the following schedules.

Exhibit III – Schedule of Fees By Hours

Granada Community Services District Fiscal Year 2022

Breakdown of Fees by Hours

	Hours	Hourly Rates	Total
Fiscal Year 2022 Audit of:			
District's Basic Financial Statements			
Partner - Engagement & Technical	20	\$ 160	\$ 3,200
Manager/Supervisor	50	130	6,500
Staff	60	85	5,100
Total Financial Statement Audit for 2022	130		14,800
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,000
Total Maximum for 2022			15,800
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	5	125	625
Total Maximum with Additional Items for 2022	135		\$ 16,425

Granada Community Services District Fiscal Year 2023

Breakdown of Fees by Hours

	Hours	Hourly Rates	Total
Fiscal Year 2023 Audit of:			
District's Basic Financial Statements			
Partner - Engagement & Technical	20	\$ 160	\$ 3,200
Manager/Supervisor	50	130	6,500
Staff	60	85	5,100
Total Financial Statement Audit for 2023	130		14,800
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,000
Total Maximum for 2023			15,800
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	5	125	625
Total Maximum with Additional Items for 2023	135		\$ 16,425

Granada Community Services District Fiscal Year 2024

Breakdown of Fees by Hours

	Hours	Hourly Rates	Total
Fiscal Year 2024 Audit of:			
District's Basic Financial Statements			
Partner - Engagement & Technical	20	\$ 160	\$ 3,200
Manager/Supervisor	50	130	6,500
Staff	60	85	5,100
Total Financial Statement Audit for 2024	130		14,800
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,000
Total Maximum for 2024			15,800
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	5	125	625
Total Maximum with Additional Items for 2024	135		\$ 16,425

ITEM #6

Blank

MINUTES
SAM BOARD OF DIRECTORS REGULAR MEETING
July 11, 2022

1. CALL TO ORDER

Vice-Chair Slater-Carter called the meeting to order at 7:03 p.m. from her residence in Montara, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the July 11, 2022 regular meeting.

A. Roll Call

Directors Dye, Dekker (for Lohman), Clark, Penrose, Slater-Carter, were present, and Chair Ruddock was absent. Also present via teleconferencing were General Manager Kishen Prathivadi, General Counsel Jeremy Jungreis, Special Counsel Christopher Boucher, and Superintendent of Treatment/Field Operations Tim Costello.

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

There were no public comments.

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

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

- A. Approve Minutes of June 27, 2022 Regular Board Meeting
- B. Approve Disbursements for July 11, 2022
- C. Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period July 14, 2022 through August 13, 2022 Due to the Continuing State of Emergency Declared by the Governor Related to Preventing the Spread of COVID-19, and Pursuant to Government Code Section 54953(e)

Director Penrose moved, and Director Clark seconded the motion to approve Consent Agenda Item 3A - Approve Minutes of June 27, 2022 Regular Board Meeting, Item 3B- Approve Disbursements for July 11, 2022, and Item 3C - Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period July 14, 2022 through August 13, 2022 Due to the Continuing State of Emergency Declared by the Governor Related to Preventing the Spread of COVID-19, and Pursuant to Government Code Section 54953(e) as presented.

Penrose/Clark/Roll Call Vote: Dye Aye/Dekker Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/6 Ayes/0 Noes. The motion passed.

4. REGULAR BUSINESS

A. Discuss and Decide if SAM Should Pursue the Certification Process for ISO 14001, an Environmental Management System

General Manager Prathivadi reviewed the staff report and stated that the benefits of an improved environmental management profile are greater than the costs of doing nothing. He recommended that SAM pursue the ISO 14001 implementation process with the help of a consultant, and pursue the ISO 14001 certification process. A discussion ensued. Director Dekker stated he did not feel the expenditure of \$20,000, the not so many items being added by the ISO, plus the member agency Managers' spending time of 2 to 3 months on this issue is helpful. Director Clark stated that he did not see any benefit signing up for the program, and shared the research he had done on the program. Director Penrose thanked Director Clark for the research, and stated that it would be wasting staff time. Gabriel Diaz, a representative of IMSM, discussed the many violations in wastewater treatment plants, the implementation of ISO (International Organization of Standardization), and suggested if the Board wants to find real processes why ISO exists log on to www.prweb.com where they would find many companies that use the benefit of using ISO. Director Dye stated that SAM staff works very hard and this is one more bit of paperwork would add to their burden. Vice-Chair Slater-Carter stated that she supports the certification process for ISO 14001 as it will help to take another point of view of what is going on at SAM. She also stated that she does have concerns about some of the extent and the standards that are used, and she strongly supports General Manager Prathivadi working to keep the Board aware of transparencies, processes, perspectives, and other people's perspectives. She supports General Manager Prathivadi's support on this and thinks the Board should keep an eye on it. Following discussion, Director Penrose moved, and Director Clark seconded the motion to not pursue the certification process for ISO 14001, an environmental management system.

Penrose/Clark/Roll Call Vote: Dye Aye/Dekker Aye/Clark Aye/Penrose Aye/Director Slater-Carter Noe/5 Ayes/1 Noe. The motion to not pursue the certification process for ISO 14001 passed.

B. Set Salary and Terms and Conditions of Employment for Unrepresented Employees and Approve Unrepresented Employees' Salary Schedule, Retroactive to July 1, 2022

General Manager Prathivadi reviewed the staff report and discussed setting the salary and terms and conditions of employment for Unrepresented Employees (Engineering & Construction Contracts Manager and Finance Officer positions), and to approve the Unrepresented Employees' salary schedule, effective July 1, 2022 to coincide with the

scheduled pay increase for the Authority's represented employees. Director Penrose moved, and Director Dye seconded the motion to set salary and terms and conditions of employment for unrepresented employees and approve unrepresented employees' salary schedule, retroactive to July 1, 2022.

Penrose/Dye/Roll Call Vote: Dye Aye/Dekker Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/6 Ayes/0 Noes. The motion passed.

C. Set Bi-Weekly Employee Salary Schedule, Effective July 1, 2022

General Manager Prathivadi reviewed the staff report and recommended the Board approve the updated Authority Bi-Weekly Salary Schedule to be effective July 1, 2022, consistent with the terms of the IUOE, Local 39 Memorandum of Understanding, applicable CalPERS' regulations pursuant to 2 CCR § 570.5. as well as the corresponding compensation adjustment for SAM's Unrepresented Employees. Director Clark requested seeing how many represented employees are Y rated, and what step each employee is on the next time the bi-weekly employee salary schedule is set. Special Counsel Christopher Boucher suggested having the additional detailed information in the staff report or as a supplemental material to the Board. Vice-Chair Slater-Carter stated her preference would be to have it attached to the document itself so it is easily assessable. Following discussion, Director Dye moved, and Director Penrose seconded the motion to set the bi-weekly employee salary schedule, effective July 1, 2022.

Dye/Penrose/Roll Call Vote: Dye Aye/Dekker Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/6 Ayes/0 Noes. The motion passed.

5. GENERAL MANAGERS REPORT - NONE

6. ATTORNEY'S REPORT

General Counsel Jungreis discussed the California River Watch v. The City of Vacaville environmental law suit regarding the contamination by a carcinogen called hexavalent chromium in the City's water-distribution system.

7. DIRECTOR'S REPORT - NONE

8. TOPICS FOR FUTURE BOARD CONSIDERATION -NONE

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

Minutes
SAM Regular Board Meeting
July 11, 2022

The Board went in to Closed Session at 7:55 p.m.

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

The Board came out of Closed Session at 8:05 p.m. General Manager Prathivadi stated there was no reportable action.

11. ADJOURNMENT

Vice-Chair Slater-Carter adjourned the meeting at 8:05 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE
Finance Committee *Regular Meeting* Agenda
11 am to 12 pm on Thursday July 21, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/84748625429?pwd=WWNXMHJ6alRIYzVZYjI4d3dYK1gxZz09>

Meeting ID: 847 4862 5429

Passcode: 392728

One tap mobile

+16699006833,,84748625429#,,,,*392728# US (San Jose)

+16694449171,,84748625429#,,,,*392728# US

1. ROLL CALL

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Discuss and recommend if SAM should pursue the Annual Comprehensive Financial Report (ACFR) or the Basic Financial Statement (BFS) for the upcoming audit for fiscal year ending June 30, 2022.

B. Discussion on Unexpended Funds ([Attachment](#))

C. Any other issues

3. NEXT REGULAR MEETING

August 18, 2022



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, July 25, 2022

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

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81467984804?pwd=L3Faai9FdVVZZVJsTThQSEMzenJydz09>

Meeting ID: 814 6798 4804

Passcode: 012615

One tap mobile

+16694449171,,81467984804#,,,,*012615# US

+16699006833,,81467984804#,,,,*012615# US (San Jose)

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

1. CALL TO ORDER

A. Roll Call:

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on July 25, 2022 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of July 11, 2022 Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for July 25, 2022 **(Attachment)**
- C. Monthly Revenue and Expense Report for Period Ending June 30,2022 **(Attachment)**
- D. Authorize the General Manager to Pay CalPERS the Unfunded Annual Liability (UAL) Payment for Fiscal Year 2022/23 in a Single Lump Sum Payment in the Amount of \$264,982 **(Attachment)**

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

- A. Discuss and recommend if SAM should pursue the Annual Comprehensive Financial Report (ACFR) or the Basic Financial Statement (BFS) for the Upcoming Audit for Fiscal Year Ending June 30, 2022.
- B. Approve Updates to Unrepresented Employee Manual **(Attachment)**
- C. Abolish Supervisor of Treatment/ Field Operations and Approve New Plant Superintendent Classification and Revised Bi -Weekly Employee Salary Schedule, Effective July 1, 2022 **(Attachment)**
- D. Approve California SB 114 COVID-19 Supplemental Sick Leave for IUOE,Local 39 and Unrepresented Employees **(Attachment)**

5. GENERAL MANAGER'S REPORT

- A. Monthly Manager's Report – June 2022

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

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

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

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:
(Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
- B. CONFERENCE WITH LEGAL COUNSEL –SIGNIFICANT RISK OF LITIGATION
(1 CASE) Pursuant to Government Code Section 54956.9 (d) (2)

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: August 8, 2022 and August 22, 2022

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

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
DATE: July 25, 2022
SUBJECT: **Monthly Manager’s Report – June 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 *June 2022*.

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	0.780	63.66%
Granada CSD	0.223	18.16%
Montara W&SD	0.223	18.18%
Total	1.226	100%

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

Administration

There were two Regular Board Meetings in the month of June, and one public records request. There were 4 articles in the Half Moon Bay Review mentioning SAM, “City Council Wasting Money in Sewer Fund” (Letters to the Editor, June 1, 2022), “City Handles SAM Expenses with Due Diligence” (June 15, 2022), “SAM Uses New Method to Monitor Covid-19” (June 22, 2022), “GCSD Sets Timeline for New Sewer Rates” (June 22, 2022), and 1 Classified Ad for a Maintenance Mechanic (June 2, 2022). There has been no lost time work accidents since September 10, 2019. There were no new hires, and one anniversary in the month of June. David Partida, Operator III, 15 years.

Operations & Maintenance

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

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

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

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

June already, where does the time go?

We are still adding sodium hydroxide to assist with pH adjustment. Right now the hydroxide addition looks like it will be going on for a while at least until we start to get greater flows through the plant.

We are adding poly and cl2 for foam control on an as needed basis. Also adding poly to eff end of MLSS tank to aid in settling.

We had a site visit from Mr. William Burrell, this was just a routine inspection that the state does. We keep a very open communicating going with Mr. Burrell at the state to be sure he is kept in the loop of what we have going on so there were no surprises.

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

During the month of June 2022 rainfall was slightly over normal for Half Moon Bay. The 10-year average for the area is 0.182 inches of rain in June, (0.28 inches used to be considered normal, this year we received 0.36). Not a lot but better than the not getting any rainfall, Actually I think it was misty rather than rain. This web link has some very useful data for our area, <https://ggweather.com/hmb/> . Rainfall totals were as follows: 0.36 inches, (from the NOAA gauge at the plant). Our roof top had 0.77 at the plant,

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

0.66 inches in the GCSD service are, and 0.70 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 June 2022.

- 6/1/2022 – Maintenance department crew shut off Portola station to Replace all the valves for pump # 3 to get it ready for the new pump installation, Hypo delivery to Princeton station and start feeding 80 gallons per day (chlorine been off for at least 2 months) Meet with Lance going thru changes done in the process and get advice on what else to do to make the plant perform better, he suggested to keep adding polymer at the same ratio< keep Chlorine to the RAS to 10 pound for every 1000 pounds of MLVSS ,and follow the SRT wasting calculations.
- 6/2/2022 – Start pumping waste from AB tank # 1 to the RDT with trash pump and mix it with the WAS from secondary takes , using Trash and WAS pumps combined, (worked good), very noticeable improvement in the process, lower blankets and less solids in secondary thanks Clean grease from Princeton station wet well with A1 Septic. Net out grease from Influent wet well, lots of grease, contractor here to set up to pour concrete to relocate RDT feed pump down stairs of Mechanical building 2 ,decide to waste thru the night on to AB tank # 1, set up pump to 20 GPM to remove the excess solids in the process system.
- 6/3/2022 – Applying poly to MLSS basin to assist with settling, wasting from AB # 1, (another abby normal thing to help with settling). Contractor's onsite to pour pad for RDT pump.
- 6/4/2022 – Saturday – Adding poly to help settling, normal rounds and reads.
- 6/5/2022 – Sunday – Adding poly to MLSS, light rain all morning, normal rounds and reads.
- 6/6/2022 – Adding poly to MLSS, secondary #2 partially online to help with loading of secondary #1 and rising blanket. Samples out to Alpha today, RF MacDonald in to look at heat exchanger in digester building.
- 6/7/2022 – Adding poly to MLSS basin, apply chlorine solution to foam in the MLSS basin to help with filaments. Harrington plastic reps onsite to clear things up regarding parts for the hypo tank at Montara.
- 6/8/2022 – Add Poly to MLSS basin, annual fire extinguisher checks, wasting overnight to AB#1. Did a power shut down at Portola and Montara pump stations for 4 hours as part of PG&E energy savings program.
- 6/9/2022 – Adjust gates on secondary #2 to take some of the load off secondary #1, adding poly to MLSS, did a set test on the MLSS decided to cut back on poly addition.

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

- 6/10/2022 – Set up poly totes for MLSS application to help with the settling, try poly to MLSS inf only to see if that works better. Ended up adding a light solution to the back end. Cleaned out sampler containers, set up trash pump by chlorine contact basins.
- 6/11/2022 – Saturday – Routine rounds and reads, poly on to MLSS, RDT tripped out but able to get up and running again.
- 6/12/2022 – Sunday – Routine rounds and reads, poly on to MLSS, prep samples for Alpha pick up tomorrow.
- 6/13/2022 – Light handed in operations today, routine rounds and reads, prep alpha samples, prep covid sample, poly on the MLSS.
- 6/14/2022 – State inspection today, went well over all, there were some questions about some of the floating solids on the chlorine contact basin. We had skimmed off but there were still rising solids, in large part this is caused from carry over from the secondary system due to partial denitrification. Our plant design does not lend itself to nitrifying so this is something that this facility can struggle with. Collected the quarterly oil and grease sample for the plant today as well.
- 6/15/2022 – Poly to MLSS, cleaning contact basin #1. We had to make some adjustments to primary pumping rate after cleaning the basin. Adjusted the inf wet well to prevent the grease from getting broke into solution.
- 6/16/2022 – Poly to MLSS, Bisulfite delivery received today, set up meet with Univar to discuss mini bulk delivery for 25 % hydroxide since it seems we will be adding for PH control for the foreseeable future. Boiler tripped after hours, switched boilers, operator on his way to investigate.
- 6/17/2022 – RDT tripped on the Poly vfd's – both tripped simultaneously trying to figure out why but able to run in hand. Poly on to MLSS for a settling aid.
- 6/18/2022 – Saturday – Routine rounds and reads, poly on to MLSS for settling aid, hydroxide to MLSS inf on for Ph adjustment.
- 6/19/2022 – Sunday – Routine rounds and reads, poly on to MLSS for settling aid, hydroxide to MLSS inf on for Ph adjustment.
- 6/20/2022 – Hydroxide drip on for Ph adjustment at MLSS inf, RDT failed a few times on that same VDF alarm – able to get it going, boiler #2 tripped on tcv2 / auto ignition – able to get it going, prep bottles for alpha samples.
- 6/21/2022 – Boiler #2 failed again in the wee hours, switched to boiler #1, hydroxide drip on for Ph adjustment, cl2 spray on to MLSS for filaments / foam, Boilers #1 and #2 both failed able to get one going called RF McDonald to get a service tech in at the soonest available appointment.
- 6/22/2022 – RF McDonald onsite looking into boiler issues. They found that boiler #1 was running to lean and on boiler #2 they found a solenoid valve that was

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

not working / closing properly. New valve has been ordered to replace the faulty one.

- 6/23/2022 – Hydroxide on to MLSS inf for Ph adjustment, spray hypo for foam / filament control. Ordered Ferric it's sure not as cheap as it used to be, ouch.
- 6/24/2022 – Poly system on RDT going into fail mode in auto but seems to run okay in hand mode. Reached out to FKC folks to see if they have any ideas on what we should investigate. Mix chemicals for analyzers, Cl2 to Ras from 45 to 43 lbs/day
- 6/25/2022 – Saturday – Routine rounds and reads, hydroxide drip on to MLSS inf to help with PH adjustment. Cl2 spray to foam in the MLSS basin for filament control.
- 6/26/2022 – Sunday - Routine rounds and reads, hydroxide drip on to MLSS inf to help with PH adjustment. Cl2 spray to foam in the MLSS basin for filament control. Took secondary # 2 completely off line today.
- 6/27/2022 – Hydroxide drip on to MLSS inf to help with PH adjustment, hypo delivery to the plant, cleaned out sampler cabinet container jugs.
- 6/28/2022 – Hydroxide drip on to MLSS inf to help with PH adjustment, Cl2 spray to foam in the MLSS basin for filament control, cleaned out scum pit and Inf wet well.
- 6/29/2022 – Hydroxide drip on to MLSS inf to help with PH adjustment. SSO training for all field staff, (combination of classroom and field drill with paperwork). Monthly eyewash /shower checks.
- 6/30/2022 – Hydroxide drip on to MLSS inf to help with PH adjustment. Ran plant genny today. Tank inspections with Univar.

Other activities are listed below;

There were 9 deliveries (approximately 7,000 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 700.00. There were no leachate deliveries to the SAM IPS line in the month of June 2022, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 31,471 feet of sewer line and responded to eleven service calls in contract service areas. Nine were sewer line related and two were maintenance service calls. Ten of the callouts were during regular business hours or started during

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

regular business hours. One was an after hour call. Nine calls were in HMB, two calls were in the MWSD service area, and there were no calls were in the GCSD service area during June.

HMB – The service calls in HMB were as follows; 6/1 - Call for lateral back up, crew hydro jetted main finding no obstructions. Advise owner to contact a plumber to resolve issue. 6/3 - Noticed a high level from smart cover near railroad, no notification? Found line surcharged, flushed main removing a large ball of flushable wipes that was causing the obstruction. 6/7 - Bad e-box on horse trail smart cover, contacted smart cover people will be sending new box. 6/13 – Called for a lateral back up, was not blocked when the crew arrived. A plumber had told her to contact us since there was an off set in the service line. Crew advised home owner that this was a private issue. 6/15 – Installed new e-box on smart cover and confirmed it was communicating correctly. 6/22 – Call for a lateral back up, when the crew arrived they flushed the main finding no obstruction and there was still standing water in cleanout, advised homeowner to contact a plumber to resolve. 6/27 - Received a comm alert from smart cover, when team member arrived visually noticed that the antenna was missing, contacted smart cover folks who will be send out repair parts to fix cover issue.

The maintenance calls in HMB were as follows; 6/16 - Ocean Colony alarm response for a temporary com fail, station was operating normally upon arrival. Reset alarms and checked station for normal operation. 6/24 - Bell Moon station trouble alarm, found station operating normally upon arrival, reset alarms and checked station for normal operation.

GCSD – There were no service calls in the GCSD service in during the month of June 2022.

There were no maintenance calls in the GCSD this month.

MWSD – The sewer line related calls in the MWSD area were as follows; 6/8 - Call for a service line back up, flushed main but there was still standing water in cleanout. Owner had a plumber come out to clear the service line and restore flow. 6/29 - Caller said plumber had snaked the service line 1000 feet but was still blocked, hmmm. Crew flushed main finding no obstruction, plumber was on site and starting to get some roots out and was still working the issue when the crew left.

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

There were no maintenance service call in the MWSD area this month.

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

Infrastructure Projects:

A brief status of the CIP projects is attached.

Several of the projects are in progress. The pandemic has upset a lot of deliveries and there is a good chance that some of the projects will get installed in the present fiscal year 2022-23.

To summarize:

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

CIP POs released: \$1,673,718

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report June 2022

Attachment B: Monthly NPDES Report June 2022

Attachment C: Collection System Data June 2022

Attachment D: Contract Collection Service Report June 2022

Attachment E: CIP Project Status FY21-22

Attachment F: CIP Project Status FY21-22 Graph

Attachment G: CIP Progress Tracker-Timeline FY 21-22

Attachment H: CIP Project Status FY 22-23

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

Attachment A

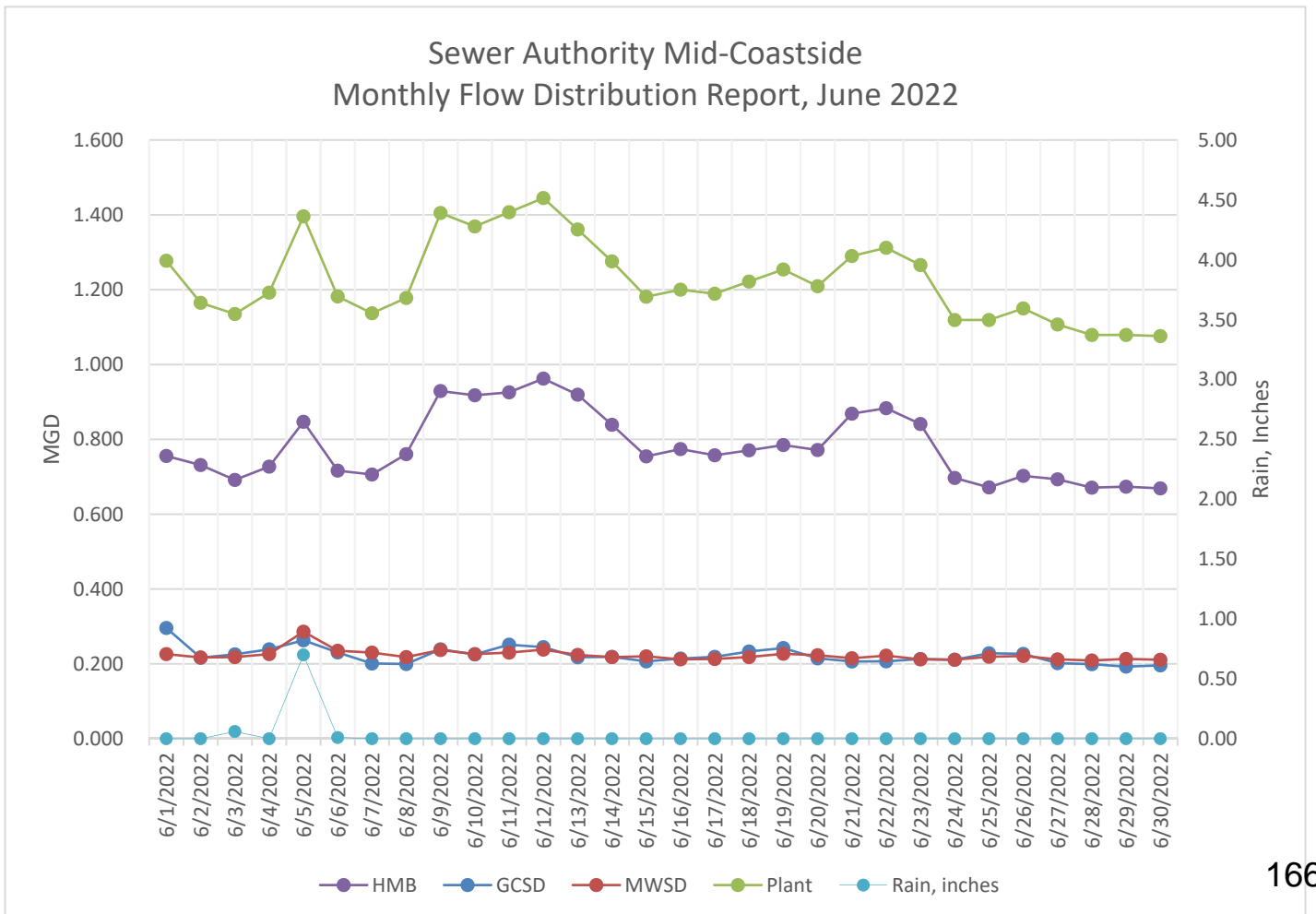
Flow Distribution Report Summary for June 2022

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

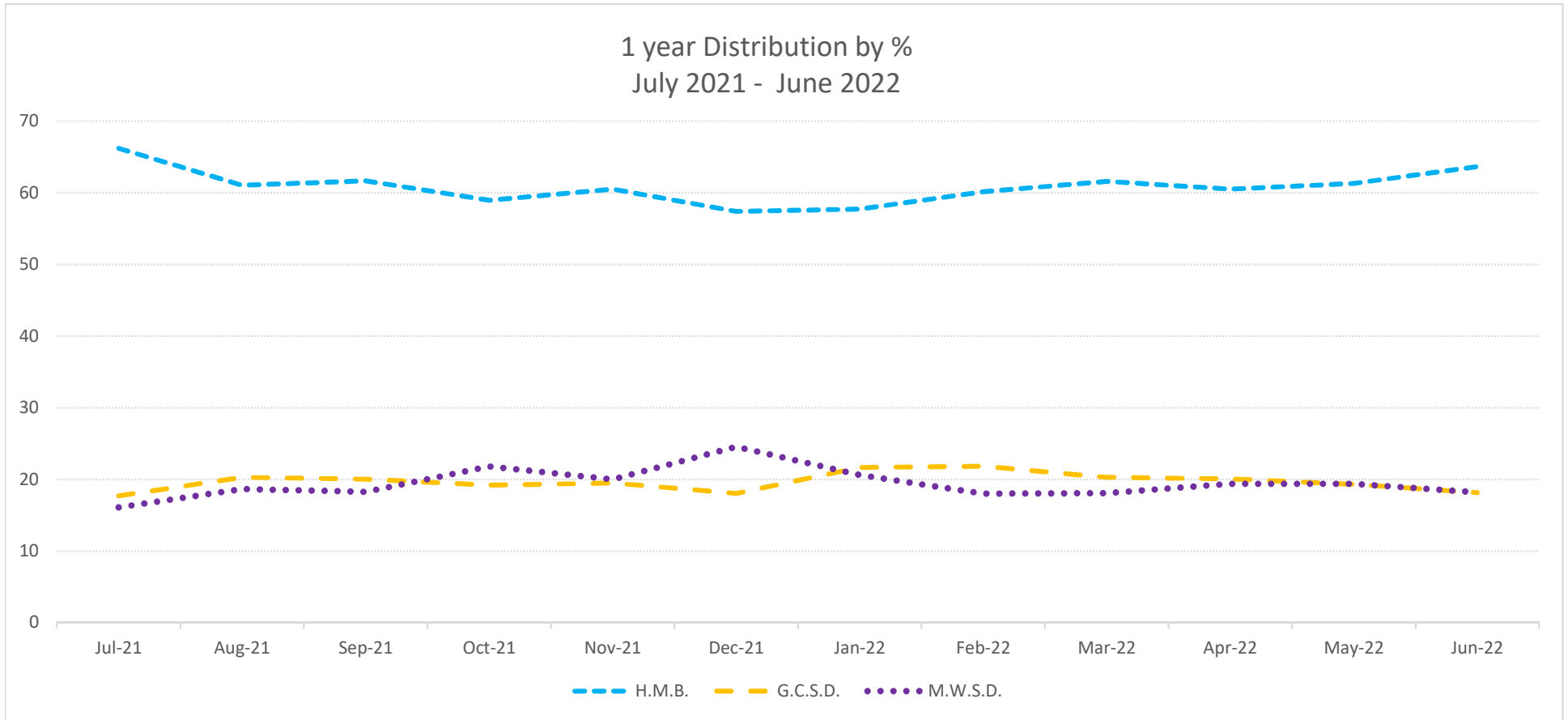
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.780	63.66%
Granada Community Services District	0.223	18.16%
Montara Water and Sanitary District	<u>0.223</u>	<u>18.18%</u>
Total	1.226	100.0%



Flow based percent distribution based for past year



SAM E-001 June 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
6/1/2022	290	20.00		93.1%	410	>85	27.0	
6/2/2022	320	16.00		95.0%	370	180	13.0	
6/3/2022								
6/4/2022			18.00					20.00
6/5/2022	350	9.80		97.2%	260	220	21.0	
6/6/2022	350	9.80		97.2%	270	200	24.0	
6/7/2022								
6/8/2022								
6/9/2022								
6/10/2022								
6/11/2022			9.80					22.50
6/12/2022								
6/13/2022	300	9.40		96.9%	280	230	12.0	
6/14/2022	310	9.10		97.1%	220	170	4.3	
6/15/2022								
6/16/2022								
6/17/2022								
6/18/2022			9.25					8.15
6/19/2022								
6/20/2022								
6/21/2022	330	8.80		97.3%	490	240	27.0	
6/22/2022	290	8.00		97.2%	240	180	5.2	
6/23/2022								
6/24/2022								
6/25/2022			8.40					16.10
6/26/2022								
6/27/2022								
6/28/2022								
6/29/2022	350	10.00		97.1%	500	280	25.0	
6/30/2022	310	7.40		97.6%	250	230	15.0	
			8.70					20.00
Count	10	10	4	10	10	9	10	4
Minimum	290	7.40	8.40	93.1%	220	170	4.3	8.2
Average	320	10.83	11.36	96.6%	329	214	17.4	16.7
Maximum	350	20.00	18.00	97.6%	500	280	27.0	22.5
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 June 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
6/1/2022	93.4%	ND		12.00		0.00
6/2/2022	96.5%	ND		1.30		0.00
6/3/2022						0.00
6/4/2022			ND		6.65	0.00
6/5/2022	91.9%	ND		4.00		0.00
6/6/2022	91.1%	ND		2.40		0.00
6/7/2022						0.00
6/8/2022						0.00
6/9/2022						0.00
6/10/2022						0.00
6/11/2022			ND		3.20	0.00
6/12/2022						0.00
6/13/2022	95.7%	ND		5.20		0.00
6/14/2022	98.0%	ND		3.20		0.00
6/15/2022						0.00
6/16/2022						0.00
6/17/2022						0.00
6/18/2022			ND		4.20	0.00
6/19/2022						0.00
6/20/2022						0.00
6/21/2022	94.5%	ND		5.60		0.00
6/22/2022	97.8%	ND		4.60		0.00
6/23/2022						0.00
6/24/2022						0.00
6/25/2022			ND		5.10	0.00
6/26/2022						0.00
6/27/2022						0.00
6/28/2022						0.00
6/29/2022	95.0%	ND		5.40		0.00
6/30/2022	94.0%	ND		3.40		0.00
				ND	4.40	
Count	10	0	0	10	4	30
Minimum	91.1%	0.0	<	0.00	1.30	0.0
Average	94.8%	ND		ND	4.71	0.0
Maximum	98.0%	0.0		0.0	12.00	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 June 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
6/1/2022	0.00		6.95	19.4			7.60	82.4
6/2/2022	0.00	41.0	7.01	19.5	ND		6.95	75.5
6/3/2022	0.00		7.23	20.3			7.01	77.6
6/4/2022	0.00		7.09	19.6		5.743	6.64	72.3
6/5/2022	0.00		6.93	20.4			6.97	77.4
6/6/2022	0.00	33.0	6.86	20.4	ND		6.85	76.1
6/7/2022	0.00		6.98	20.4			7.03	77.9
6/8/2022	0.00		7.05	20.3			7.39	81.3
6/9/2022	0.00		6.98	20.3			6.92	76.5
6/10/2022	0.00		7.01	20.7			7.03	78.6
6/11/2022	0.00		6.97	20.3		5.743	7.22	79.8
6/12/2022	0.00		6.80	20.9			6.96	78.0
6/13/2022	0.00		6.62	20.5			6.88	76.6
6/14/2022	0.00	18.0	6.84	20.3	ND		7.40	81.9
6/15/2022	0.00		6.88	20.4			7.56	83.8
6/16/2022	0.00		6.69	20.4			6.31	69.9
6/17/2022	0.00		6.92	20.7			7.02	78.1
6/18/2022	0.00		6.75	20.8		5.743	6.48	72.3
6/19/2022	0.00		6.58	20.7			6.08	67.7
6/20/2022	0.00		6.62	20.7			6.93	77.6
6/21/2022	0.00		6.75	21.1			7.09	79.6
6/22/2022	0.00	13.0	6.74	21.5	ND		7.13	80.6
6/23/2022	0.00		6.68	21.1			6.95	77.8
6/24/2022	0.00		6.70	20.8			6.94	77.7
6/25/2022	0.00		6.71	20.9		5	6.85	76.6
6/26/2022	0.00		6.58	21.2			6.06	68.1
6/27/2022	0.00		6.60	21.2			6.06	68.1
6/28/2022	0.00		6.88	21.4			7.39	83.4
6/29/2022	0.00		6.88	21.4			6.63	74.8
6/30/2022	0.00	20.0	6.80	21.1	ND		6.93	77.8
						5		
Count	30	5	30	30	0	5	29	30
Minimum	0.00	13.0	6.58	19.4	< ND	< ND	6.06	67.7
Average	0.0	25.0	6.84	20.6	< ND	< 5.4458	6.94	76.9
Maximum	0.00	41.0	7.23	21.5	0	< 5.7	7.60	83.8
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, June 2022

June 2022

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

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	2	1	1	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	2	1	0	0	1
Total	6	3	1	1	1
		50%	17%	17%	17%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
June 2022	0	0	0	0	0
12 Month Moving Total	6	3	1	1	1

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
June 2022	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	5.7	8.1	3.0	3.7	13.7
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	5.4	3.0	0.0	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

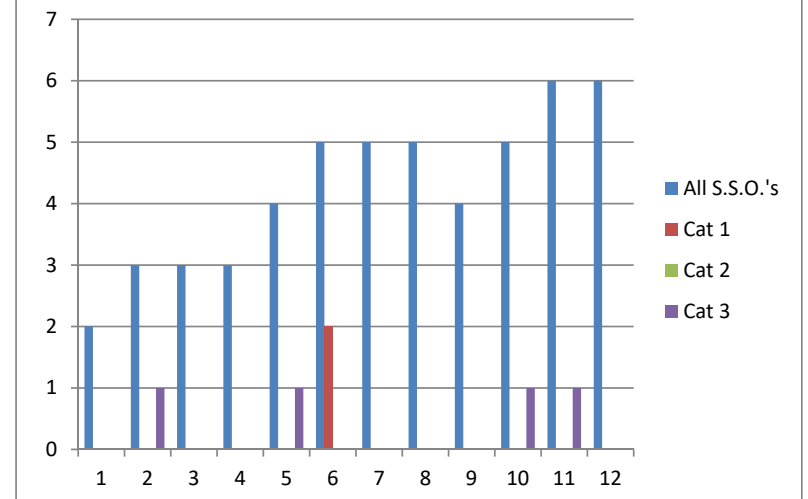
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	6,934	34,975	6.6
Mar - 22	12,060	13,397	4,271	29,728	5.6
April - 22	12,929	12,757	7,371	33,057	6.3
May - 22	11,253	8,527	6,221	26,001	4.9
June - 22	15,694	8,845	6,932	31,471	6.0

Annual ft	125,166	123,567	93,167	341,900	
-----------	---------	---------	--------	---------	--

Annual Mi.	23.7	23.4	17.6		64.8
------------	------	------	------	--	------

Attachment C

12 Month Moving SSO Totals Through June 2022



TASK SUMMARY- GCSD 2021-2022

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	7,608	5,724	4,139	11,880	10,050	6,845	9,473	7,931	9,258	8,477	8,084	8,845	98,314	113%
Hot Spot Cleaning	5,400	1,587	1,762	3,052	3,019	1,906	3,209	275	1,361	3,828	1,709	1,238	-	22,946	425%
Lift Station Inspection - Daily	52	4	4	5	4	4	5	4	4	5	4	4	5	52	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Maint. Work Orders - Completed	-	4	4	5	4	4	5	4	4	5	4	4	5	52	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manhole Inspection	879	44	41	37	69	54	64	59	66	72	63	44	35	648	74%
USA Markings	372	74	74	46	44	43	29	45	112	218	196	175	171	1,227	330%
F.O.G. Inspections Completed	10	-	-	-	19	-	4	4	-	-	-	-	-	27	270%
F.O.G. Inspections Passed	10	-	-	-	8	-	4	3	-	-	-	-	-	15	150%
F.O.G. Inspection Failed	-	-	-	-	11	-	-	1	-	-	-	-	-	12	-
Lateral Inspections	-	-	-	2	1	-	-	-	1	-	-	-	-	4	-
Customer Service Call - Reg	-	2	-	2	4	2	3	2	4	2	2	2	-	25	-
Customer Service Call - OT	-	-	1	1	1	1	2	-	1	-	-	2	-	9	-
SSO Response - Category 1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-	-	-	1	-	-	1	-
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0	0	0	0	-	-

ITEM #7

Blank



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING

June 8, 2022

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

CALL SPECIAL MEETING TO ORDER

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

ROLL CALL

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

Staff: General Manager Chuck Duffy, District Counsel Bill Parkin, and Assistant General Manager Delia Comito. Michael DeGroot from Bartle Wells Associates was also in attendance.

GENERAL PUBLIC PARTICIPATION

None.

SPECIAL MEETING AGENDA

1. Consideration of Bartle Wells Associates Sewer Service Charge Report and Potential Increase in the Sewer Service Charge for Fiscal Years Ending 2023, 2024, and 2025.

General Manager Chuck Duffy provided an overview of the Bartle Wells Associates Draft Sewer Service Charge Rate Report which covers the next three years of rates. The report proposed a 14% rate increase for each of the next three years. He explained the major reasons that the increase is needed, which include: 1) funding of District operations and its sewer system repair and replacement program; 2) providing funding for the District's share of the Sewer Authority Mid-Coastside operations and capital program, which comprises over 65% of the District's yearly costs; 3) the allocation of District property tax revenues solely to the Parks and Recreation Budget; and 4) the cessation of the Assessment District reimbursement to the general sewer district for funds advanced for the initial startup of the AD back in 1996. He also explained the required Proposition 218 process which requires that the District send a mailer to each ratepayer outlining the proposed new fee structure. Following Board discussion, it was the consensus of the Board to approve in concept the new rate structure as presented, and to direct staff to initiate the Proposition 218 process. Michael DeGroot from Bartle Wells answered questions from the board.

Action: Director Clark moved to approve in concept the new rate structure of \$660 for FYE 2023, \$755 for FYE 2024, and \$860 for FYE 2025, and to direct staff to begin the Prop 218 process with a public hearing on August 4th for final consideration. (Clark/Marsh). Approved 4-0, Director Seaton absent.

2. Consideration of an Ordinance Amending the District Code to Allow for the Setting of Sewer Service Charges by Fee Resolution.

Mr. Duffy explained that changing the existing ordinance to allow for rate changes via resolution provided for a less cumbersome process.

Action: Director Marsh moved to read the title of the ordinance and to waive by motion the reading of the ordinance, and to approve the ordinance subject to enactment after the second reading at a subsequent board meeting.
(Marsh/Clark). Approved 4-0, Director Seaton absent.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 7:00 p.m.

Date Approved by Board: August 18, 2022

ATTEST:

Delia Comito, Board Secretary

ITEM #8

Blank



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

June 16, 2022

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

CALL SPECIAL MEETING TO ORDER

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

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

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

GENERAL PUBLIC PARTICIPATION

None.

SPECIAL MEETING AGENDA

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

Action: Director Marsh moved to approve the resolution. (Marsh/Clark).
Approved 5-0.

ADJOURN TO CLOSED SESSION

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

RECONVENE TO OPEN SESSION

ADJOURN SPECIAL MEETING

There was no reportable action taken in the Closed Session.

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

None.

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

a. Report from Parks Advisory Committee.

It was reported that the PAC did not hold a meeting, and that the public outreach for the disc golf proposal had not yet been initiated. Directors Marsh and Dye will likely plan several summer activity walks.

b. Report on Proposed Community Center.

Director Marsh reported that the Committee had met with the architect to discuss the design concept and process.

c. Report on Burnham Park.

Director Dye reported that the Committee met to schedule a community outreach event for input on playground equipment.

d. Update on Pump Track Kickoff.

Director Dye said the District was invited to the kick-off and that she and Director Marsh will hand out park information and provide water for the attendees. Public member Fran Pollard noted her concerns regarding crowds and parking issues.

e. Community Outreach on Park Fixtures.

This item was already discussed under the Report on Burnham Park.

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

Director Dye posted the meeting information on social media, and said she felt the community generally accepts a rate increase, as there were no public comments. General Manager Chuck Duffy explained this item was addressed at the board meeting on June 8, and is being agendaized again for transparency. He stated in his agenda memo that the rate increase is necessary largely due to increased costs at the Sewer Authority Mid-Coastside, allocation of district property tax revenues to parks and recreation services, and the ending of the reimbursement to the general district from the assessment district. The original Prop 218 notice was mailed with an error caused by the printing service used by the district, and the corrected notice to residents was mailed today. Director Dye shared a graph showing the increases in the SAM capital improvement program over the years. The board held a discussion, and stated again even with the increase in rates, GCSO rates are still on the lower end of the scale in San Mateo County.

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

ACTION: Director Clark moved to read the title of the ordinance and to waive by motion the reading of the ordinance, and to approve the ordinance subject to publishing in accordance with the government code (Clark/Marsh).

Approved 5-0.

4. Report on Sewer Authority Mid-Coastside Meetings.

Directors Clark and Dye reported on the May 23 and June 13 SAM meetings.

CONSENT AGENDA

5. May 19, 2022 Special and Regular Meeting Minutes.

6. June 2022 Warrants.

7. April 2022 Financial Statements.

8. Assessment District Distribution #11-21/22.

ACTION: Director Marsh moved to approve the Consent Agenda. (Marsh/Clark).

Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

10. Attorney's Report. (Parkin)

11. General Manager's Report. (Duffy)

12. Administrative Staff Report. (Comito)

13. Engineer's Report. (Kennedy Jenks)

14. Future Agenda Items.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:27pm.

Date Approved by Board: August 18, 2022

ATTEST:

Delia Comito, Board Secretary

ITEM #9

Blank



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING

July 13, 2022

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

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 7:30 pm.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

The Assistant General Manager announced the upcoming local recycling drop-off day, and Director Marsh said the disc golf outreach materials were finished and will soon be distributed.

SPECIAL MEETING AGENDA

1. Consideration of Policy and Resolution for the Statewide November 8, 2022 General Election.

The Assistant General Manager explained that the County Elections Division needed the Candidate Policy Form for the upcoming Statewide General Election on November 8, and that the Board needed to decide on having a 200-word or a 400-word limit for candidate statements and who would pay for the cost, and that an accompanying resolution would need to be approved and delivered to the County.

ACTION: Director Clark moved to select a 200-word candidate statement with the District paying the cost, and to approve the accompanying resolution (Res. 2022-09). (Clark/Marsh). Approved 3-0, Directors Suchomel and Seaton absent.

2. Discuss July 16, 2022 Opening of Quarry Park Bike Pump Track Event.

Director Dye announced that she has been given the honor of cutting the ribbon at the event. The District had previously pledged \$100,000 to cover part of the County's cost for the pump track. She and Director Marsh will be providing water and lemonade at the event, along with providing Burnham park information to interested community members.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 7:42 pm.

Date Approved by Board: August 18, 2022

ATTEST:

Delia Comito, Board Secretary

ITEM #10

Blank



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING

August 4, 2022

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

CALL SPECIAL MEETING TO ORDER

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

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

None.

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.**

The General Manager noted that the Resolution should be amended to state that it is in effect until September 3, and the approval date is August 4, 2022.

ACTION: Director Clark moved to approve the Resolution as amended.

(Clark/Marsh). Approved 5-0.

- 2. Public Hearing: Consideration of a Sewer Service Charge Increase and Related Fee Resolution in Accordance with Articles XIII C and D of the California Constitution (Proposition 218).**

The General Manager reviewed the proposed rate increase, which had been discussed previously in detail at the June 8 and June 13 board meetings. The increase is used to fund the District operations and capital maintenance program, as well as the District's share of the Sewer Authority Mid-Coastside costs. President Dye opened the hearing for public comment. Staff reported that the District had received one written protest, and there were no other protests or comments. President Dye closed the public hearing.

ACTION: Director Marsh moved to approve the sewer service charge increase and the related fee resolution. (Marsh/Clark). Approved 5-0.

President Dye moved to Item #5.

5. Consideration of Agreement with GROUP 4 Architecture, Research + Planning, Inc. for Architectural Design Services for the Proposed Community Center.

ACTION: Director Clark moved to approve the Agreement with Group 4 Architecture for community center design services. (Clark/Marsh). Approved 5-0.

There was a short recess until 7:30 p.m. to open the following public hearings.

3. Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge Report and Delinquent Garbage Account Report and Authorizing the Collection of Said Charges on the FY 2022/23 San Mateo County Tax Roll.

President Dye opened the hearing for public comment. There was no public comment. President Dye closed the public hearing.

ACTION: Director Suchomel moved to approve the Resolution adopting the Sewer Service Charge and Delinquent Garbage Reports. (Suchomel/Clark). Approved 5-0.

4. Public Hearing: Approval of the Fiscal Year 2022/23 District Sewer and Parks and Recreation Services Budget.

Mr. Duffy reviewed the budget details. The Board held a discussion, then President Dye opened the hearing for public comment. There was no public comment. President Dye closed the public hearing.

ACTION: Director Marsh moved to approve the District FY 2022/23 Budget as presented. (Marsh/Suchomel). Approved 5-0.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 8:00 p.m.

Date Approved by Board: August 18, 2022

ATTEST:

Delia Comito, Board Secretary

ITEM #11

Blank

Granada Community Services District
July 2022 Warrants
For the August 18, 2022 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
06/21/22	9250	Alhambra & Sierra Springs	Inv dtd 06/09/22	6140 · Office Supplies	56.41
06/21/22	9251	AT&T	Inv dtd 06/05/22	6170 · Utilities	228.05
06/21/22	9252	Hue & Cry, Inc.	Service & Maint.	6170 · Utilities	227.29
06/21/22	9253	Verizon Wireless	Inv dtd 06/01/22	6170 · Utilities	129.20
06/21/22	9254	Sautter Graphics & Print	April Gazette	5130 · Parks & Rec Prof. Svcs	520.00
07/14/22	9255	Bacchus Press	Granada Prop 218 Notice June 2018	6160 · Publications & Notices	3,746.85
07/14/22	9256	Barbara Dye	06/16/22 GCSD, 06/13, 06/27, 07/11 SAM	6040 · Directors' Compensation	280.00
07/14/22	9257	Bartle Wells Associates	Water & WW Rate Study	6150 · Professional Services	4,490.00
07/14/22	9258	BKF Engineers	Burnham Park Svcs	5130 · Parks & Rec Prof. Svcs	6,010.90
07/14/22	9259	CliftonLarsonAllen LLP	June 2022 Accounting Svcs	6152 · Accounting	2,500.00
07/14/22	9260	Column Software PBC	Ord 176-06/29/22 Other Notice	6160 · Publications & Notices	280.50
07/14/22	9261	Comcast	07/13/22-08/12/22 Svcs	6170 · Utilities	203.18
07/14/22	9262	County of San Mateo	Supp. District's Share of LAFCO Operating Expenses	6220 · Miscellaneous	2,152.00
07/14/22	9263	David Seaton	06/16/22 GCSD	6040 · Directors' Compensation	145.00
07/14/22	9264	Dudek	05/28/22-06/24/22 Prof. Svcs	6151 · General Manager	7,541.25
07/14/22	9265	Engineering Data Software, Inc.	Prof. Svcs thru 06/27/22	6150 · Professional Services	1,800.00
07/14/22	9266	Eric Suchomel	06/16/22 GCSD	6040 · Directors' Compensation	145.00
07/14/22	9267	Fecther & Company, CPAs	Auditing Svcs - FYE 06/30/21	6010 · Auditing	3,306.81
07/14/22	9268	Half Moon Bay Review	2022-06 Phase 2 Ad for Review	6160 · Publications & Notices	693.00
07/14/22	9269	Hue & Cry, Inc.	July 2022 Pump Stn Alarm	6170 · Utilities	32.65
07/14/22	9270	Kennedy Jenks	June 2022 Svcs, Sum 181	6070 · Engineering Services	13,475.80
07/14/22	9271	Kikuchi & Kankel Design Group	Prof. Svcs thru 06/30/22	5130 · Parks & Rec Prof. Svcs	6,423.55
07/14/22	9272	Matthew Clark	06/16/22 GCSD, 06/13, 06/27, 07/11 SAM	6040 · Directors' Compensation	280.00
07/14/22	9273	Nancy Marsh	06/16/22 GCSD	6040 · Directors' Compensation	145.00
07/14/22	9274	Pacifica Community TV	06/16/22 GCSD	6180 · Video Taping	300.00
07/14/22	9275	PG&E	Office Inv dtd 06/23/22	6170 · Utilities	41.70
07/14/22	9276	PG&E	Pump Stn Inv dtd 06/16/22	6170 · Utilities	313.90
07/14/22	9277	Riordan Consulting	May 2022 IT Svcs	6190 · Computers	65.00
07/14/22	9278	Rodolfo Romero	07/11/22 & 07/21/22 Ofc Cleaning	6130 · Office Maintenance & Repairs	180.00
07/14/22	9279	San Mateo County Harbor Dist.	Office Lease-Aug 2022	6120 · Office Lease	4,550.00
07/14/22	9280	San Mateo Daily Journal	SMD ad 06/30/22	6160 · Publications & Notices	2,160.00
07/14/22	9281	Sewer Authority Mid-Coastside	Jul 2022 Asmts	5010 · SAM - General	160,347.86
07/14/22	9282	Tri Counties Bank	Jun 2022 Card Charges	6190 · Computers	14.99
07/14/22	9283	US Bank Equipment Finance	Jul 2022 Svcs	6020 · Copier lease	357.78
07/14/22	9284	US Postal Service	PO Box Svc Fee - 12 months	6140 · Office Supplies	232.00
07/14/22	9285	Verizon Wireless	Jun 2022 Svcs	6170 · Utilities	134.46
07/14/22	9286	Wittwer & Parkin	Jun 2022 Svcs	6090 · Legal Services	2,434.00
TOTAL					225,944.13

Granada Community Services District
August 2022 Warrants
For the August 18, 2022 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
07/14/22	9287	Doma	CIP Sewer Repl Ph 2 - Title Search/Easements	6220 · Miscellaneous	9,850.00
07/14/22	9288	V.W. Housen & Associates	SSMP Update - June 2022	22/23 · SSMP Costs	3,753.00
07/27/22	9289	Action Towing	Illegal Trailer Dump Removal	6220 · Miscellaneous	600.00
08/18/22	9290	Alhambra & Sierra Springs	Inv dtd 08/04/22	6140 · Office Supplies	89.12
08/18/22	9291	AT&T	Inv dtd 07/05/22	6170 · Utilities	100.83
08/18/22	9292	Barbara Dye	06/08/22, 07/13/22, 08/04/22 GCSD, 07/25/22 SAM	6040 · Directors' Compensation	480.00
08/18/22	9293	Beach Break Entertainment	Movie Night Contract	6310 · Park Related Misc Expenses	1,400.00
08/18/22	9294	Comcast	08/13/22-09/12/22 Svcs	6170 · Utilities	203.23
08/18/22	9295	David Seaton	07/13/22, 08/04/22 GCSD	6040 · Directors' Compensation	290.00
08/18/22	9296	Dudek	06/25/22-07/29/22 Prof. Svcs	6151 · General Manager	7,794.38
08/18/22	9297	Environmental Clearinghouse	Annual Subscription Renewal	6100 · Memberships	697.00
08/18/22	9298	Eric Suchomel	06/08/22, 07/13/22, 08/04/22 GCSD	6040 · Directors' Compensation	435.00
08/18/22	9299	Hue & Cry, Inc	Aug 2022 Pump Stn	6170 · Utilities	5.88
08/18/22	9300	Kikuchi & Kankel Design Group	Prof Svcs through 07/31/222	5130 · Parks & Rec Professional Svc	4,332.50
08/18/22	9301	Matthew Clark	06/08/22, 07/13/22, 08/04/22 GCSD, 07/25/22 SAM	6040 · Directors' Compensation	480.00
08/18/22	9302	Nancy Marsh	06/08/22, 07/13/22, 08/04/22 GCSD + Reimb.	6040 · Directors' Compensation	448.07
08/18/22	9303	Pacifica Community TV	07/13/22 & 08/04/22	6180 · Video Taping	600.00
08/18/22	9304	PG&E	Pump Stn Inv dtd 07/25/22	6170 · Utilities	44.74
08/18/22	9305	PG&E	Office Inv dtd 07/25/22	6170 · Utilities	325.96
08/18/22	9306	Pitney Bowes	Invoice dtd 07/26/22	6140 · Office Supplies	54.43
08/18/22	9307	Riordan Consulting	06/09/22 Svcs	6190 · Computers	65.00
08/18/22	9308	Rodolfo Romero	08/04/22 & 08/18/22 Ofc Cleaning	6130 · Office Maintenance & Repairs	180.00
08/18/22	9309	SMC Dept of Parks	Quarry Park Pump Track	6310 · Park Related Misc Expenses	100,000.00
08/18/22	9310	San Mateo County Harbor Dist	Office Lease-Sep 2022	6120 · Office Lease	4,550.00
08/18/22	9311	SMC Resource Conserv Dist	Burnham Strip Project	6310 · Park Related Misc Expenses	10,075.43
08/18/22	9312	Sewer Authority Mid-Coastside	Jul 2022 Pass Thru, Aug 2022 Assmts	5010 · SAM - General	156,358.38
08/18/22	9313	Tri Counties Bank	Jul 2022 Card Charges	6310 · Park Related Misc Expenses	1,133.85
08/18/22	9314	US Bank Equipment Finance	Aug 2022 Svcs	6020 · Copier lease	357.78
08/18/22	9315	Verizon Wireless	Jul 2022 Svcs	6170 · Utilities	129.46
08/18/22	9316	Wittwer & Parkin	Jul 2022 Svcs	6090 · Legal Services	2,074.00
TOTAL					306,908.04

ITEM #12

Blank

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

ASSETS

Current Assets		
Checking/Savings		
1020 · Petty Cash	\$	420
1030 · Cash - LAIF		2,761,406
1040 · Tri Counties Bank - Gen Op		48,977
1050 · Tri Counties Bank - Deposit		17,985
Total Checking/Savings		<u>2,828,788</u>
Other Current Assets		
1100 · Accounts Receivable		453,802
Total Other Current Assets		<u>453,802</u>
Total Current Assets		<u>3,282,590</u>
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		(7,280,147)
Total Fixed Assets		<u>7,001,449</u>
Other Assets		
1700 · Advance to MWSD		1,085,094
1710 · Allowance - for Advance to MWSD		(1,085,094)
1720 · Advance to AD- Bond Reserve		364,890
1730 · Advance to AD- NCA Fund		166,475
1735 · Advance to AD- Assesmnt Revenue		84,834
1750 · Investment in SAM		4,648,209
1760 · Deferred Outflows of Resources		97,661
Total Other Assets		<u>5,362,069</u>
Total Assets		<u>15,646,108</u>

LIABILITIES

Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		58,797
2001 · Accrued Vacation		1,748
2020 · Class 3 Deposits		19,055
2100 · Payroll Liabilities		3,871
2225 · Recology-Del Garbage		50,418
2300 · Due to AD		233,244
2310 · Relief Refund Advance		350
Total Current Liabilities		<u>367,483</u>
Long Term Liabilities		
2401 · Net Pension Liability		180,448
2402 · Deferred Inflows of Resources		12,651
Total Long Term Liabilities		<u>193,099</u>
Total Liabilities		<u>560,582</u>

NET POSITION

3000 · Net Assets		15,309,211
Net Income		(223,685)
Total Net Position	\$	<u><u>15,085,526</u></u>

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America and the statement of cash flows have been omitted. The annual budget information excludes required summaries of significant assumptions and accounting policies.

Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2021 through May 31, 2022

	Jul 1, 2021 - May 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 71,382	\$ -	\$ 71,382	\$ -
4015 · Park Tax Allocation	693,562	779,166	(85,604)	850,000
4020 · Sewer Service Charges-SMC	1,770,347	1,659,166	111,181	1,810,000
4021 · Sewer Svc Charges Pro-rated	3,658	-	3,658	-
4030 · AD OH Reimbursement	28,171	29,337	(1,166)	32,000
4040 · Recology Franchise Fee	36,009	30,250	5,759	33,000
Total Operating Revenue	2,603,129	2,497,919	105,210	2,725,000
Non Operating Revenue				
4120 · Interest on Reserves	4,981	16,500	(11,519)	18,000
4130 · Connection Fees	57,578	25,663	31,915	28,000
4150 · Repayment of Adv to AD-NCA	-	179,025	(179,025)	195,300
4155 · Repayment of Adv to AD-ARF	-	105,138	(105,138)	114,700
4160 · SAM Refund from Prior Yr	-	913	(913)	1,000
4170 · ERAF Refund	501,008	229,163	271,845	250,000
4180 · Misc Income	52,255	4,587	47,668	5,000
Total Non Operating Revenue	615,822	560,989	54,833	612,000
Total Revenues	3,218,951	3,058,908	160,043	3,337,000
Gross Profit	3,218,951	3,058,908	160,043	3,337,000
Expenses				
Operations				
5010 · SAM - General	915,027	899,228	(15,799)	980,971
5020 · SAM - Collections	224,228	224,224	(4)	244,612
5021 · Lift Station Maint.	8,063	-	(8,063)	-
5022 · SAM- NDWSCP	48,688	-	(48,688)	-
5050 · Mainline System Repairs	-	9,163	9,163	10,000
5060 · Lateral Repairs	6,280	22,913	16,633	25,000
5065 · CCTV	-	13,750	13,750	15,000
5070 · Pet Waste Station	1,675	1,100	(575)	1,200
5110 · RCD - Parks	-	27,500	27,500	30,000
5120 · Half Moon Bay Reimb - Parks	9,030	356,587	347,557	389,000
5130 · Parks & Rec Professional Services	110,245	275,000	164,755	300,000
Total Operations	1,323,236	1,829,465	506,229	1,995,783

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America and the statement of cash flows have been omitted. The annual budget information excludes required summaries of significant assumptions and accounting policies.

**Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2021 through May 31, 2022**

	Jul 1, 2021 - May 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	13,063	14,663	1,600	16,000
6020 · Copier lease	4,799	5,500	701	6,000
6040 · Directors' Compensation	10,535	10,087	(448)	11,000
6050 · Education & Travel Reimb	196	1,837	1,641	2,000
6060 · Employee Compensation	308,062	288,750	(19,312)	315,000
6070 · Engineering Services	83,815	18,337	(65,478)	20,000
6080 · Insurance	42,048	32,087	(9,961)	35,000
6090 · Legal Services	32,219	36,663	4,444	40,000
6095 · Legal Services for Case Related Legal	75,493	82,500	7,007	90,000
6100 · Memberships	8,693	8,250	(443)	9,000
6110 · Newsletter	-	6,413	6,413	7,000
6120 · Office Lease	54,350	55,000	650	60,000
6130 · Office Maintenance & Repairs	1,613	2,750	1,137	3,000
6135 · Other Property Maint.	1,100	-	(1,100)	-
6140 · Office Supplies	2,011	2,750	739	3,000
6150 · Professional Services	142,913	107,250	(35,663)	117,000
6160 · Publications & Notices	6,782	1,837	(4,945)	2,000
6170 · Utilities	10,227	11,000	773	12,000
6180 · Video Taping	4,200	3,663	(537)	4,000
6190 · Computers	2,861	2,288	(573)	2,500
6220 · Miscellaneous	5,319	13,750	8,431	15,000
6230 · Bank Service Charges	449	-	(449)	-
6310 · Park Related Misc Expenses	25,693	-	(25,693)	-
Total Administration	836,441	705,375	(131,066)	769,500
Capital Projects				
1213-1 · Naples Bch PS & FM Real.	783	-	(783)	-
1617-1 · Medio Creek Xing Crossing	431,346	366,663	(64,683)	400,000
7005 · Manhole Rising	3,828	-	(3,828)	-
7010 · Sewer Main Replacement (CIP)	320,268	265,837	(54,431)	290,000
7012 · 6-yr CIP	4,355	-	(4,355)	-
7013 · 6-yr CIP Phase 2	56,661	-	(56,661)	-
7100 · SAM - Infrastructure	465,718	465,718	-	508,056
7500 · Projects - Parks	-	119,163	119,163	130,000
Total Capital Projects	1,282,959	1,217,381	(65,578)	1,328,056
Total Expenses	3,442,636	3,752,221	309,585	4,093,339
Net Income (Loss)	\$ (223,685)	\$ (693,313)	\$ 469,628	\$ (756,339)

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America and the statement of cash flows have been omitted. The annual budget information excludes required summaries of significant assumptions and accounting policies.

**Granada Community Services District
Statement of Net Position (Unaudited)
As of June 30, 2022**

ASSETS

Current Assets	
Checking/Savings	
1020 · Petty Cash	\$ 420
1030 · Cash - LAIF	2,761,406
1040 · Tri Counties Bank - Gen Op	47,159
1050 · Tri Counties Bank - Deposit	43,360
Total Checking/Savings	<u>2,852,345</u>
Other Current Assets	
1200 · Interest Receivable	5,114
Total Other Current Assets	<u>5,114</u>
Total Current Assets	2,857,459
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	(7,550,452)
Total Fixed Assets	<u>6,731,144</u>
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	166,477
1735 · Advance to AD- Assesmnt Revenue	84,834
1750 · Investment in SAM	4,648,209
1760 · Deferred Outflows of Resources	97,661
Total Other Assets	<u>5,362,071</u>
Total Assets	14,950,674

LIABILITIES

Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	39,029
2001 · Accrued Vacation	1,748
2003 · Due to GCSD Customer	550
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	3,871
2225 · Recology-Del Garbage	50,418
2300 · Due to AD	18,809
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>133,830</u>
Long Term Liabilities	
2401 · Net Pension Liability	180,448
2402 · Deferred Inflows of Resources	12,651
Total Long Term Liabilities	<u>193,099</u>
Total Liabilities	326,929

NET POSITION

3000 · Net Assets	15,309,210
Net Loss	(685,465)
Total Net Position	<u>\$ 14,623,745</u>

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America and the statement of cash flows have been omitted.

**Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2021 through June 30, 2022**

	Jul 1, 2021 - Jun 30, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 71,737	\$ -	\$ 71,737	\$ -
4015 · Park Tax Allocation	693,562	850,000	(156,438)	850,000
4020 · Sewer Service Charges-SMC	1,770,345	1,810,000	(39,655)	1,810,000
4021 · Sewer Svc Charges Pro-rated	3,714	-	3,714	-
4030 · AD OH Reimbursement	30,338	32,000	(1,662)	32,000
4040 · Recology Franchise Fee	38,640	33,000	5,640	33,000
Total Operating Revenue	2,608,336	2,725,000	(116,664)	2,725,000
Non Operating Revenue				
4120 · Interest on Reserves	10,095	18,000	(7,905)	18,000
4130 · Connection Fees	52,878	28,000	24,878	28,000
4150 · Repayment of Adv to AD-NCA	-	195,300	(195,300)	195,300
4155 · Repayment of Adv to AD-ARF	-	114,700	(114,700)	114,700
4160 · SAM Refund from Prior Yr	-	1,000	(1,000)	1,000
4170 · ERAF Refund	501,008	250,000	251,008	250,000
4180 · Misc Income	59,955	5,000	54,955	5,000
Total Non Operating Revenue	623,936	612,000	11,936	612,000
Total Revenues	3,232,272	3,337,000	(104,728)	3,337,000
Gross Profit	3,232,272	3,337,000	(104,728)	3,337,000
Expenses				
Operations				
5010 · SAM - General	996,774	980,971	(15,803)	980,971
5020 · SAM - Collections	244,612	244,612	-	244,612
5021 · Lift Station Maint.	8,063	-	(8,063)	-
5022 · SAM- NDWSCP	55,743	-	(55,743)	-
5040 · Depreciation Expense	270,305	-	(270,305)	-
5050 · Mainline System Repairs	-	10,000	10,000	10,000
5060 · Lateral Repairs	6,280	25,000	18,720	25,000
5065 · CCTV	-	15,000	15,000	15,000
5070 · Pet Waste Station	1,675	1,200	(475)	1,200
5110 · RCD - Parks	-	30,000	30,000	30,000
5120 · Half Moon Bay Reimb - Parks	9,030	389,000	379,970	389,000
5130 · Parks & Rec Professional Services	119,086	300,000	180,914	300,000
Total Operations	1,711,568	1,995,783	284,215	1,995,783

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America and the statement of cash flows have been omitted.

**Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2021 through June 30, 2022**

	Jul 1, 2021 - Jun 30, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	13,063	16,000	2,937	16,000
6020 · Copier lease	5,156	6,000	844	6,000
6040 · Directors' Compensation	11,440	11,000	(440)	11,000
6050 · Education & Travel Reimb	196	2,000	1,804	2,000
6060 · Employee Compensation	335,836	315,000	(20,836)	315,000
6070 · Engineering Services	83,815	20,000	(63,815)	20,000
6080 · Insurance	42,048	35,000	(7,048)	35,000
6090 · Legal Services	34,653	40,000	5,347	40,000
6095 · Legal Services for Case Related Legal	75,493	90,000	14,507	90,000
6100 · Memberships	8,693	9,000	307	9,000
6110 · Newsletter	-	7,000	7,000	7,000
6120 · Office Lease	54,350	60,000	5,650	60,000
6130 · Office Maintenance & Repairs	1,793	3,000	1,207	3,000
6135 · Other Property Maint.	1,100	-	(1,100)	-
6140 · Office Supplies	2,085	3,000	915	3,000
6150 · Professional Services	147,213	117,000	(30,213)	117,000
6160 · Publications & Notices	13,381	2,000	(11,381)	2,000
6170 · Utilities	11,305	12,000	695	12,000
6180 · Video Taping	4,500	4,000	(500)	4,000
6190 · Computers	2,876	2,500	(376)	2,500
6220 · Miscellaneous	1,971	15,000	13,029	15,000
6230 · Bank Service Charges	459	-	(459)	-
6310 · Park Related Misc Expenses	25,693	-	(25,693)	-
Total Administration	877,119	769,500	(107,619)	769,500
Capital Projects				
1213-1 · Naples Bch PS & FM Real.	783	-	(783)	-
1415-3 · SSMP Costs	3,753	-	(3,753)	-
1617-1 · Medio Creek Xing Crossing	431,346	400,000	(31,346)	400,000
7005 · Manhole Rising	3,828	-	(3,828)	-
7010 · Sewer Main Replacement (CIP)	320,268	290,000	(30,268)	290,000
7012 · 6-yr CIP	4,355	-	(4,355)	-
7013 · 6-yr CIP Phase 2	56,661	-	(56,661)	-
7100 · SAM - Infrastructure	508,056	508,056	-	508,056
7500 · Projects - Parks	-	130,000	130,000	130,000
Total Capital Projects	1,329,050	1,328,056	(994)	1,328,056
Total Expenses	3,917,737	4,093,339	175,602	4,093,339
Net Income (Loss)	\$ (685,465)	\$ (756,339)	\$ 70,874	\$ (756,339)

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America and the statement of cash flows have been omitted.

ITEM #13

Blank

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: LAIF Investment Report for June 30, 2022
Date: August 18, 2022

This report is provided for information only.

The District invests its excess revenue in the California State Treasurer's Local Agency Investment Fund (LAIF), which is a Pooled Money Investment Account (PMIA) under the day-to-day administration of the State Treasurer. The District's LAIF account earned a total of \$10,095 in interest in fiscal year 21/22.

Attached are copies of the District's 21/22 FY quarterly statements, the PMIA/LAIF Performance Report for the Period Ending 6/30/22, the PMIA Daily Effective Yield for the month of July, and the PMIA Average Monthly Effective Yields, for your review.



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name GRANADA COMMUNITY SRVCES DIST

Account Number 70-41-002

As of 07/15/2022, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2022.

Earnings Ratio		.00002057622201151
Interest Rate		0.75%
Dollar Day Total	\$	248,533,798.00
Quarter End Principal Balance	\$	2,761,405.88
Quarterly Interest Earned	\$	5,113.89



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name GRANADA COMMUNITY SRVCES DIST
Account Number 70-41-002

As of 01/14/2022, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2021.

Earnings Ratio		.00000625812849570
Interest Rate		0.23%
Dollar Day Total	\$	171,043,780.24
Quarter End Principal Balance	\$	2,768,254.25
Quarterly Interest Earned	\$	1,070.41



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

GRANADA COMMUNITY SRVCES DIST

Account Number

70-41-002

As of 04/15/2022, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2022.

Earnings Ratio		.00000875657176851
Interest Rate		0.32%
Dollar Day Total	\$	237,675,304.07
Quarter End Principal Balance	\$	2,534,324.66
Quarterly Interest Earned	\$	2,081.22



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name

GRANADA COMMUNITY SRVCES DIST

Account Number

70-41-002

As of 10/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2021.

Earnings Ratio		.00000661958813242
Interest Rate		0.24%
Dollar Day Total	\$	276,353,278.16
Quarter End Principal Balance	\$	1,841,424.91
Quarterly Interest Earned	\$	1,829.34



PMIA/LAIF Performance Report as of 07/18/22



PMIA Average Monthly Effective Yields⁽¹⁾

June	0.861
May	0.684
Apr	0.523

Quarterly Performance Quarter Ended 06/30/22

LAIF Apportionment Rate ⁽²⁾ :	0.75
LAIF Earnings Ratio ⁽²⁾ :	0.00002057622201151
LAIF Fair Value Factor ⁽¹⁾ :	0.987125414
PMIA Daily ⁽¹⁾ :	0.99%
PMIA Quarter to Date ⁽¹⁾ :	0.69%
PMIA Average Life ⁽¹⁾ :	311

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 06/30/22 \$234.5 billion

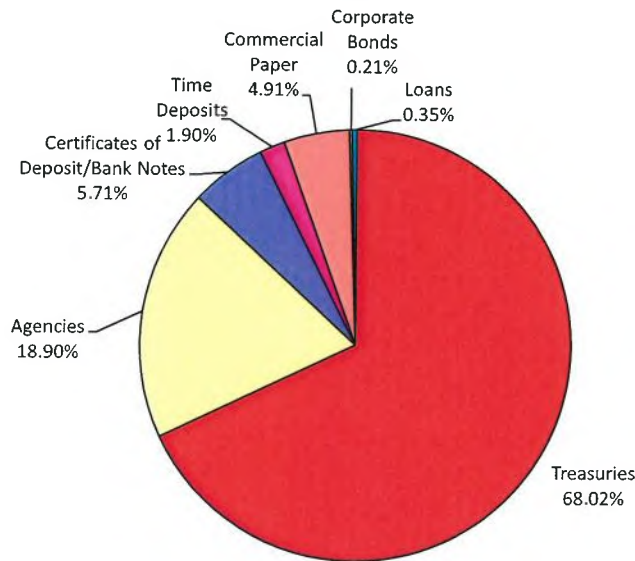


Chart does not include \$4,693,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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

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

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



[Home](#) >> [PMIA](#) >> PMIA Average Monthly Effective Yields



POOLED MONEY INVESTMENT ACCOUNT

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.280	2.190	2.103	2.043
2020	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #16

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #17

Blank

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: June 11, 2022 to August 4, 2022
To: Board of Directors
From: Delia Comito, Assistant General Manager
Date: August 18, 2022

REQUEST FOR PUBLIC RECORDS

There were no requests received this period.

APPLICATIONS RECEIVED

The District received a total of 20 sewer connection permit applications in FY 21/22, which are listed below.

#	Date	Class	Owner or Agent	APN	Address	Sq. Ft.	Zone
1.	07/02/21	2D	SMC Harbor Dist	047-263-010	RV Park, Cabrillo Hwy	180,524	C-VS
2.	07/06/21	ADU	Semprevivo	048-033-290	245 Medio Ave, EG	10,000	R-1/B-1
3.	07/26/21	1A	Silva	047-173-150	San Pedro Ave, EG	9,545	R-1/S-17
4.	08/09/21	1A	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
5.	08/30/21	1A	515 Hermosa LLC	048-063-420	515 Hermosa Way, Miramar	9,600	R-1/S-94
6.	09/02/21	1A	Moules	047-208-100	Ave Portola, EG	3,056	R-3/S-3
7.	09/20/21	ADU	Freestone	047-056-290	936 San Carlos, EG	6,101	R-1/S-17
8.	09/27/21	ADU	Loubal	037-333-140	105 Harbour, EG	4,212	R-1/S-17
9.	10/21/21	2M	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
10.	10/25/21	2D	Point Pillar Prop.	047-081-430	100 Capistrano Road, EG	41,350	CCR/DR
11.	11/12/21	ADU	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S-17
12.	12/03/21	1A	Cohn	047-127-520	231 The Alameda, G	6,000	R-3/S-3
13.	01/11/22	ADU	Hernandez	047-126-210	219 Palma St, EG	6,000	R-1/S-17
14.	01/18/22	1A	Freitas	047-208-120	157 Ave Portola, EG	2,763	R-3/S-3
15.	02/02/22	1A	Walley Timothy	047-043-030	130 Presidio, EG	6,000	R-1/S-17
16.	02/22/22	1A	Ralston	047-217-110	338 Ave Del Oro, EG	6,000	R-1/S-17
17.	03/28/22	2A	Big Wave	047-311-060	386 Airport St., Princeton	15,017	M-1
18.	05/27/22	ADU	McGregor	048-013-890	171 Coronado Ave, Miramar	11,637	R-1/S-1-92
19.	06/13/22	1A	Stoloski	048-133-040	2778 Pullman Ave, HMB	18,700	
20.	06/24/22	ADU	Jeronimo	047-092-090	115 Presidio Ave, EG	8,231	R-1/S-17

The District has received two applications since July 1, as follows:

#	Date	Class	Owner or Agent	APN	Address	Sq. Ft.	Zone
1.	07/26/22	1A	Agranov	048-054-220	345 Miramar Dr, Miramar	8,787	R-1/S-17
2.	08/04/22	1A	Barsh	047-207-060/070	180 Ave Balboa, EG	5,172	R-1/S-17

PERMITS ISSUED

The District issued a total of 14 sewer permits in FY 21/22, which are listed below.

Permit Class	Date	Owner/Agent	APN	Address	Sq. Ft.	Zone
1. 3216 ADU	07/09/21	Semprevivo	048-033-290	245 Medio Ave, HMB	10,000	R-1/B-1
2. 3217 1A	07/13/21	Zheng	047-151-120	639 El Granada Blvd, EG	5,230	R-1/S-17
3. 3218 1A	07/16/21	Sanchez/Contreras	047-244-240	519 Isabella Ave, EG	5,000	R-1/S-17
4. 3219 1A	08/02/21	O'Connor	047-103-010	538 Valencia Ave, EG	6,250	R-1/S-17
5. 3220 1A	10/08/21	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
6. 3221 2M	01/04/22	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
7. 3222 ADU	01/27/22	Loubal Dennis	037-333-140	105 Harbour Drive, EG	4,212	R-1/S-17
8. 3223 1A	01/28/22	Moules Robert	047-208-100	580 The Alameda, EG	3,056	R-3/S-3
9. 3224 1A	02/10/22	Walley Timothy	047-043-030	380 Presidio, EG	6,250	R-1/S-17
10. 3225 1A	03/18/22	Freitas	047-208-120	157 Ave Portola, EG	2,763	R-3/S-3
11. 3226 ADU	3/18/22	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S-17
12. 3228 ADU	3/21/22	Hernandez	047-126-210	219 Palma St, EG	6,005	R-1/S-17
13. 3229 ADU	5/27/22	McGregor	048-013-890	171 Coronado Ave, Miramar	11,637	R-/S-1-92
14. 3230 1A	06/30/22	Cohn	047-127-520	231 The Alameda, EG	6,000	R-1/S-17

The District has issued three sewer permits since July 1, as follows:

Permit Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3231 1A	07/11/22	RALSTON	047-217-110	340 Ave Del Oro, EG	6,000	R-1/S-17
3232 2D	07/25/22	SMC Harbor	047-263-010	4000 Cabrillo Hwy, HMB	180,524	C-VS
3233 1A	07/27/22	AGRANOV G	048-054-220	345 Miramar Dr, Miramar	8,787	R-1/S-17

SEWER HOOK-UPS

There were ten sewer hook-ups in FY 21/22, which are listed below.

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

There have been two sewer hook-ups since July 1, as follows:

Date	Class	Permit #	Issued	Owner	APN	Address
1. 07/13/21	1A	3229	05/27/22	McGregor	048-013-890	171 Coronado, Miramar
2. 08/02/22	1A	3224	02/10/22	Walley	047-043-030	130 Presidio, EG

REPAIRS

The District repaired one lateral in FY 21/22, which is listed below:

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

There have been no lateral repairs since July 1.

SPECIAL NOTES:

- Staff issued three “*No overnight parking*” notices to RV’s parked on District property on June 24.
- PG&E contractor ARB, Inc. hit a marked sewer main while trenching a gas line on Paloma Avenue on 8/10/22. The SAM collections crew responded, contacted the District, and the District Engineer provided repair specifications to fix the pipe. The Collections crew was at the location to vacuum the flow until the repair was completed.
- The District has received 47 emails and several calls as of 8/12 from people responding to the disc golf outreach plan by the Parks Advisory Committee. The information has been forwarded to Pat Tierney, and copied to Directors Dye and Marsh, for tabulation and a future report to the Board.

ITEM #18

Blank

August 10, 2022

Memorandum

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

6-Year CIP, Project 2

On August 3rd the District received 5 bids from construction contractors for CIP Project 2. The bids ranged from a low of \$486,060 from Koios Engineering, Inc. to a high bid of \$1,031,400. Although the spread between the high and low bids was significant, the spread between the 3 low bidders was less than \$14,000. As you'll read in my August 10th letter, we recommend that the District award the construction contract to Koios Engineering, Inc. for \$486,060.

As mentioned in my June Engineer's Report, because of uncertainty in this period of high inflation, we provided the option of awarding only a portion of the project if the bids came in too high. However, because the low bid is within the \$387,00 to \$534,000 range estimated in our July 2019 CIP planning memo, approved by the Board, our recommendation is to award the entire project for \$486,060 to Koios Engineering, Inc.

Big Wave

1. After stopping constructing of the sewer along Airport Street last winter because of high groundwater, construction resumed last month and was completed this week. Although it has now been constructed it still needs to be tested and televised by CCTV to confirm that it meets GCSD specifications before its eligible for dedication to the District.
2. It now appears that Big Wave's "The Caves" building on Lot 4, will be constructed before the Wellness Center.

Harbor Village RV Park

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

Pillar Point Harbor RV Park Public Restroom Project

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

ITEM #19

Blank

08/18/22

Granada Community Services District
FUTURE AGENDA ITEMS

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