



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

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

Thursday, September 15, 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/95651410541)

Meeting URL: <https://dudek.zoom.us/j/95651410541>

#### **Join by Telephone**

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

Meeting ID: 956 5141 0541

### **CALL MEETING TO ORDER AT 7:30 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.

## **REGULAR MEETING AGENDA**

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

Recommendation: Approve the resolution.

- 2. Parks and Recreation Activities.**
  - a. Report from Parks Advisory Committee.**
  - b. Report on Proposed Community Center.**
  - c. Report on Burnham Park.**
  - d. Consideration of Revised Disc Golf Proposal and Public Outreach Results.**

- 3. Consideration to Extend Lease at 480 Avenue Alhambra, El Granada to Picasso Preschool.**

Recommendation: To be made by the Board.

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

Recommendation: To be made by the Board.

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

Recommendation: For board information.

## **CONSENT AGENDA**

- 6. August 18, 2022 Special and Regular Meeting Minutes.**
- 7. September 2022 Warrants.**
- 8. July 2022 Financial Statements.**

## **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**

At the conclusion of the August 18, 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](mailto:dcomito@granada.ca.gov).

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



**ITEM #1**

Blank

**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2022-\_\_**

**RESOLUTION PROCLAIMING A LOCAL EMERGENCY PERSISTS,  
RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ISSUED  
ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE  
MEETINGS OF THE LEGISLATIVE BODIES OF THE GRANADA  
COMMUNITY SERVICES DISTRICT FOR THE PERIOD OF 30 DAYS  
PURSUANT TO THE BROWN ACT**

**WHEREAS**, the Granada Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of the Granada Community Services District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, such conditions now exist in the District, specifically, on March 4, 2020, the Governor of the State of California issued a Proclamation of a State of Emergency due to the outbreak of respiratory illness caused by the novel coronavirus (a disease known as COVID-19) and its variants which have caused the number of persons requiring medical care to exceed locally available resources for treatment; and

**WHEREAS**, the ongoing COVID-19 pandemic presents a continued risk to the health and safety posed by large indoor in-person public gatherings due to the COVID-19 virus' airborne transmittal; and

**WHEREAS**, the Board of Directors does hereby find that the continued illnesses, hospitalizations, and fatalities the COVID-19 and the COVID-19 delta variant have caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Granada Community Services District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, the Granada Community Service District Board of Directors will continue to provide access to both special and regular meetings through Zoom or by teleconference. The Zoom phone number and meeting URL, and the meeting teleconference number shall be published on the agenda for every remote meeting.

**NOW, THEREFORE BE IT RESOLVED:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and the ongoing COVID-19 pandemic presents a continued risk to the health and safety posed by indoor in-person public gatherings due to the COVID-19 virus' airborne transmittal.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The President and legislative bodies of the Granada Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.



Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) October 15, 2022, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Granada Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

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

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the special meeting of the Board of Directors of the Granada Community Services District held on September 15, 2022, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Approved:

\_\_\_\_\_  
Barbara Dye, President

Countersigned:

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



**ITEM #2**

Blank

**GRANADA COMMUNITY SERVICES DISTRICT**

---

**AGENDA NOTICE**

---

The only document provided is for Item 2d.

# Draft “Sonora-Sevilla-Coral Reef Area”



## Revised Disc Golf Course Proposal September 7, 2022



Prepared for: Granada Community Services District

Prepared by: Disc Golf Subcommittee, Parks Advisory Committee

*Michelle Dragony, Jim Kelly, Leonard Muise, Ethan Rayner and Patrick Tierney*



# Contents

## **EXECUTIVE SUMMARY**

## **DISC GOLF IN GENERAL**

What is Disc Golf?

What is a Disc Golf course?

How do you play Disc Golf?

Who plays Disc Golf?

Why do people like Disc Golf?

Is Disc Golf popular?

Where is Disc Golf played?

What does it cost to play Disc Golf?

What does it cost to install a course?

Is Disc Golf good for people?

Is Disc Golf good for the environment?

## **DISC GOLF AT THE SSCR Property**

SSCR property, a good place for disc golf?

Revised course layout

Estimated amo of users

Estimated traffic and parking

Preliminary estimate of construction costs

Preliminary estimate of maintenance costs

Proposed mitigations measures

Appendix A. Public Outreach and Key Benefits and Concerns Identified



# Executive Summary

After a public outreach and information effort (see Appendix A), the Parks Advisory Committee (PAC) of the Granada Community Services District (GCSD) has revised an original disc golf proposal addressing expressed community suggestions and concerns. PAC is proposing the GCSD collaborate with the Cabrillo Unified School District (CUSD) on a project to expand healthy, outdoor recreation opportunities for our youth, and all residents on the Coastside. Locals have been asking the GCSD for years to establish a disc golf course. Disc golf is an internationally popular, low start-up cost, family-friendly sport for all ages and abilities. HMB High School has had a disc golf physical education class, but there is no public disc golf course in San Mateo County for students to play on. GCSD does not own land that would be suitable for a disc golf course.

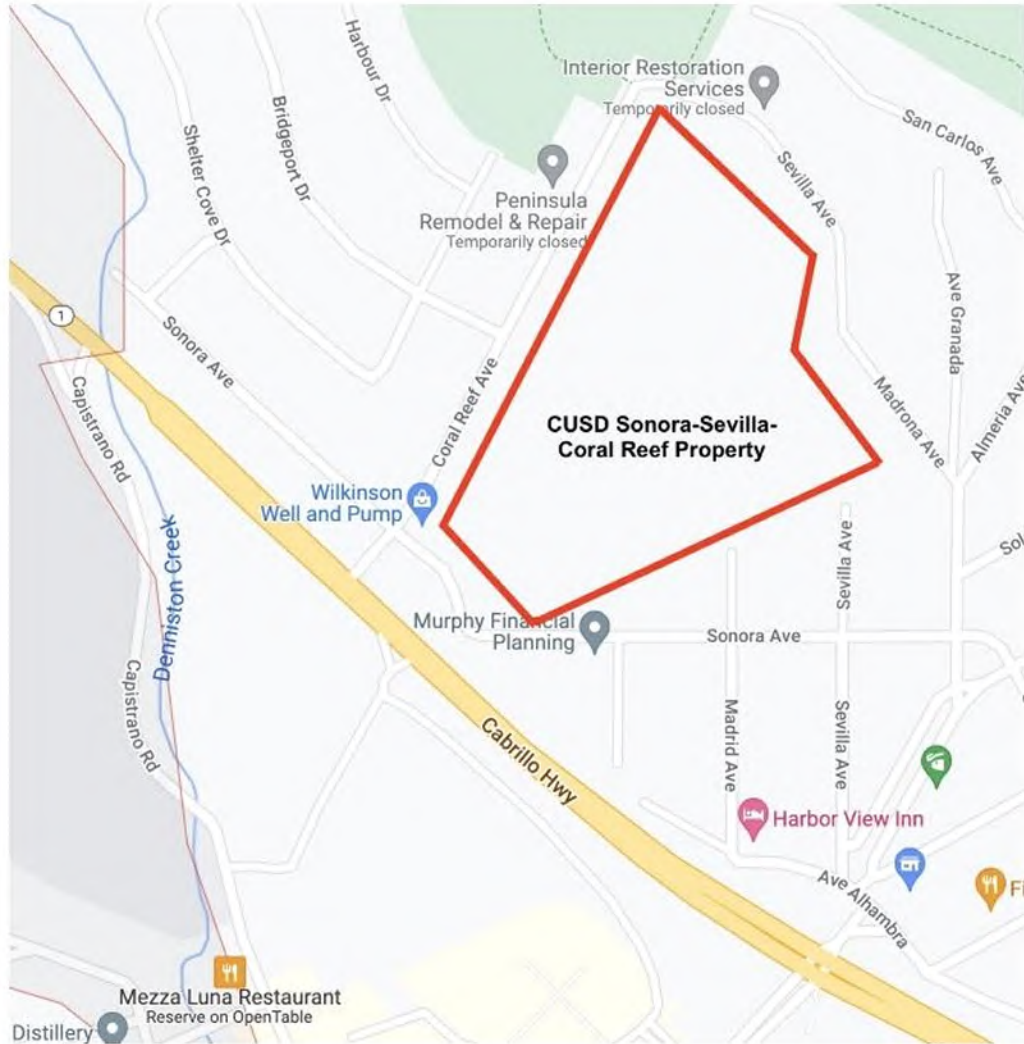
After a search of publicly owned lands in the area we have located an excellent site for a disc golf course. The so-called “Sonora-Sevilla-Coral Reef” area, (SSCR) is vacant land, owned by the CUSD in El Granada between Sonora, Sevilla and Coral Reef Avenues (see Figure 1), and classified as “Surplus Property.” It would provide outstanding opportunities for a disc golf course, as we will describe later. Currently, there is occasional unapproved, informal walking, dog walking and bicycling use of this property. The school district is considering options for use of this parcel, including the building of teacher housing. We recognize that the CUSD wishes to keep its options open for use of this property, so the district does not want any permanent structures placed

The Disc Golf Subcommittee is proposing GCSD build and maintain, at no cost to the CUSD, a disc golf course on the school district’s SSCR property which would be free for public and student use. As described later, it would be a smaller “Community Course” designed to provide primarily for the needs of the Coastside, and not so large as to draw many persons from outside the area. The specific terms of use and responsibilities would be spelled out in a Memorandum of Understanding (MOU) between the CUSD and GCSD. Details would be worked out at a later time, but initially we propose the MOU cover a ten year period, during which the school district could require the GCSD to not build any permanent structures, remove any recreation improvements at their cost if notified the CUSD wished to pursue other options with the land. The MOU should also give the GCSD the option to continue disc golf use of the property after 10 years, by agreement of both parties. We propose the GCSD would conduct limited tree, brush and grass maintenance only on those portions of the property to be used by disc golf players, while the CUSD would continue to be responsible for tree maintenance on other parts of the “SSCR” property, like what they do now. A final proposal and MOU would need to be approved by GCSD and CUSD Boards prior to any commitments and construction.

The proposed disc golf course is compatible with and does not present safety issues for the existing informal recreation users (many disc golf courses are located in multi-use open space/parks). After identified mitigation measures are included, we do not believe neighbors of the parcel would be significantly negatively impacted by the disc golf course or its users, as described in this



# Figure 1. Sonora-Sevilla-Coral Reef Property



# Exec Summary *(cont'd)*

The PAC and GCSD have conducted a public outreach effort, received and analyzed public comments about this proposal (see Appendix A). The PAC has revised the original proposal to address public concerns and suggestions. No final decisions have been made and GCSD and CUSD Boards would need to approve any plans. We would also pursue permits needed from the State of California, San Mateo County and other entities.

In keeping with the “Community Course” spirit of the project, it would be designed by a professional disc golf course designer donating his time and expertise and primarily built and maintained by community volunteers. We estimate between 2,000 to 5,100 rounds of disc golf will be played per year.

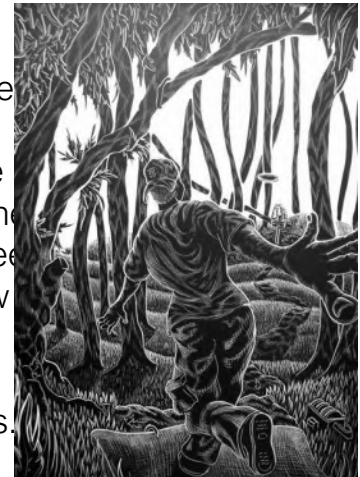
We believe the proposed course, like the 10 most recent new Bay Area disc golf courses, would be build 100% by volunteers. The cost of materials and supplies used during construction, when it was not donated, would be covered by the GCSD. As described later in the proposal, using a community model, we estimate the proposed 12 hole disc golf course would cost between \$13,000 and \$34,000 to build, depending on if volunteer labor and donations are used, or if a licensed contractor is utilized. It could be built over a month period (after MOU approval and permits are acquired). Annual maintenance costs would be about \$8,000, more if there are large tree falls on the course

which must be removed. The cost of bi-weekly trash/recycle bin and porta potty servicing is included.

The GCSD currently has a liability insurance policy which would be used to cover the proposed recreation facilities use. The CUSD would be an additional insured. The GCSD would pay the CUSD an annual property use fee.

The revised twelve-hole disc golf course would provide an excellent opportunity for local students to practice the skills they learn in the HMB Junior and High School disc golf PE classes and encourage them to get outside and engage in a healthy recreation activity. This course would offer desired recreation opportunities to a wide span of the community, both young and old, lower and upper income. We see this as a win-win situation for our students, the CUSD, GCSD, and the community.

We urge the GCSD to move this revised proposal forward, negotiate an MOU with the CUSD and provide funding to allow community volunteers to build and maintain the the proposed disc golf course on the the vacant Sonora-Sevillia-Coral-Rec property. This will be a needed, new healthy, free, outdoor recreation opportunity for CUSD students and and district and Coastside residents.



# What is Disc Golf?

Disc golf (aka Frisbee golf) is a fun, inexpensive, healthy, and environmentally friendly game that can be enjoyed by people of all ages and abilities.

It is played much like traditional golf. Instead of hitting a ball into a hole, you throw a disc into an elevated metal basket.

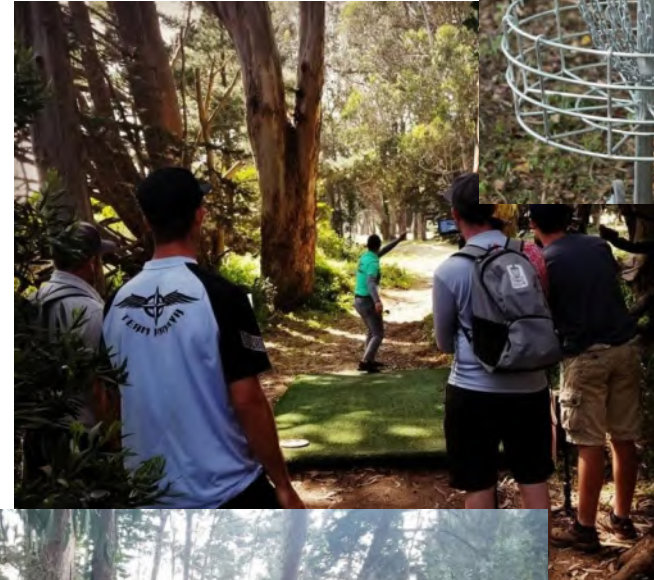


*Golden Gate Park*

# What is a Disc Golf Course?

A typical disc golf course consists of three basic components: baskets, tees, and signs – one set of components per hole.

- Galvanized disc golf baskets, about 5' tall, slide into below-ground collars anchored in concrete. Multiple collars on each hole help to create variety and disperse foot traffic.
- Tee pads are 4-6' wide and 8-12' long, made of concrete, pavers, turf, or rubber. Minor retaining/drainage may be needed.
- A small sign is placed near each tee to identify and illustrate the hole. Additional signs may include an information board, directional signs, and welcome signs.
- There is no major infrastructure involved in most course installations. The health of the natural environment is preserved.



# How do you Play Disc Golf?

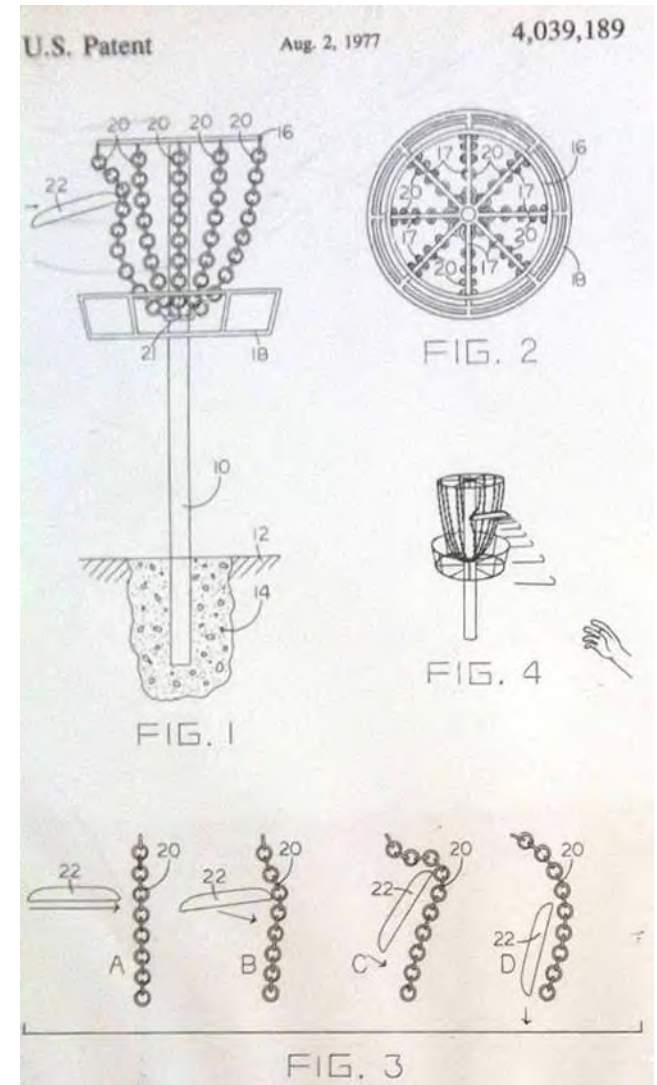
The goal of disc golf is the same as traditional golf: To finish the course in the fewest shots.

As players progress from the “tee” to the “hole,” the trees, wind, water, and elevation changes provide challenging obstacles along the “fairway.” Each throw is made from where the previous throw came to rest. Finally, a “putt” is tossed in the basket to finish the hole.

Courses typically have 9 or 18 holes, but other numbers are not uncommon.



Golden Gate Park

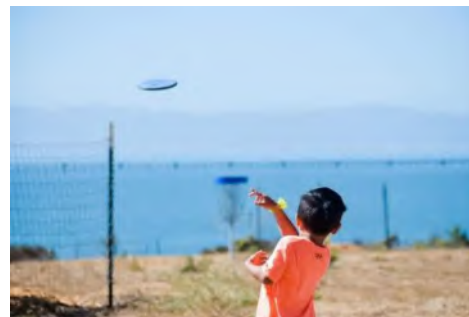


# Who Plays Disc Golf?

**EVERYONE!**

Frisbee-throwing is universally familiar; throwing a golf disc is easy to grasp and enjoy.

Anyone – any age, gender, or athletic ability – can play and have fun.

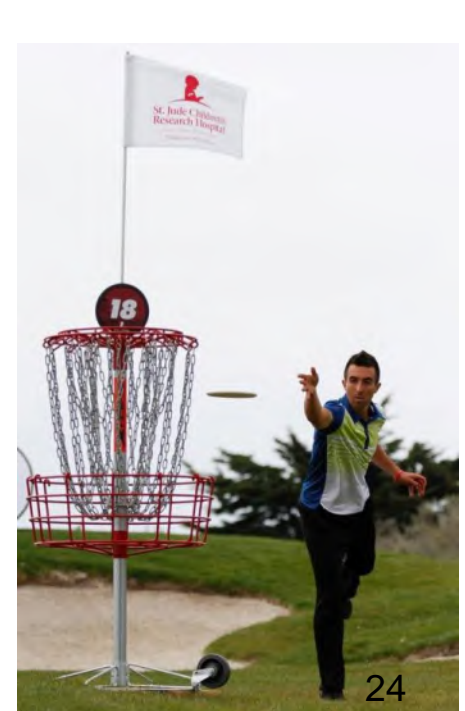


# Who Plays Disc Golf?



# Why Do People Like Disc Golf?

- Easy to learn
- All skill levels can play together
- Athletic & challenging
- Enjoying nature
- Good exercise
- Affordable
- Watching discs fly
- Informal and formal competition
- Being with friends & family
- Making new friends
- Giving back to the community





# Is Disc Golf Popular?

The first official disc golf course – featuring the newly standardized “pole hole” baskets – was established in 1975 at Oak Grove Park in Pasadena. Since then, course and participation growth has been steady and strong.

Today, there are ~13,000 disc golf courses being played in 40+ countries, with ~75% in the U.S. Most U.S. courses opened in the last 10 years.

The Professional Disc Golf Association ([www.PDGA.com](http://www.PDGA.com)) sets the rules and standards, sanctions big competitions, and promotes the sport for all skill levels. The PDGA is funded by its ~200K members, mostly “amateurs”.

An estimated 3 million people play disc golf at least once a month, including about 15,000 people in the greater Bay Area. There are a number of disc golf courses that serve the Bay Area, but none on the Coastsides.

# Where is Disc Golf Played?

Most disc golf courses are in public parks and open space. A disc golf course can comfortably share space with other pass-through activities like walking, dog walking and biking.

Disc golf courses often utilize less developed areas with lower levels of activity, separate from park areas dedicated to active recreations such as playgrounds, softball, soccer, swimming, and sports courts.

Unlike traditional golf, disc golf is a low-impact activity which utilizes and sustains the existing landscape and environment as-is. The trees, shrubs, wind, water, and elevation changes are essential to a good experience, as they provide aesthetic and challenging obstacles along the way.

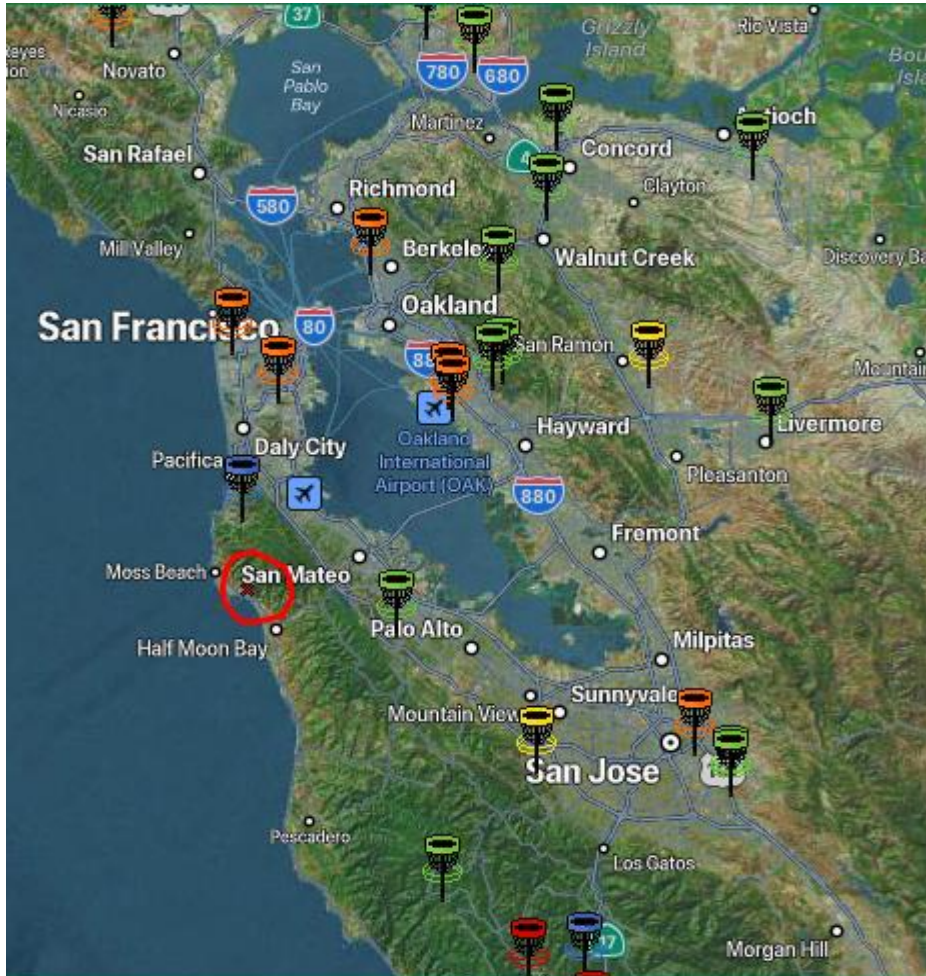
In public parks and open space across the Bay Area, disc golf has shared space amicably and sustainably for almost 40 years.



*Benicia*

# Where are the Local Courses?

There are 45 disc golf courses in the greater Bay Area, but only 4 on the Peninsula. The closest, in Pacifica, is an unappealing 4-hole layout with trash cans for baskets.



Next closest are two expensive disc golf courses on traditional private golf properties: Emerald Hills in Redwood City (9 holes) and Gleneagles in San Francisco (18). These are not very close, ideal for beginners, nor affordable for families.

Golden Gate Park has a great 18-hole course – free to play, fun for all abilities. But it's 45+ minutes away.



# How Much Does It Cost to Play?

Most disc golf courses are free to play. Most are located in community open space or parks where parking is also free, but some county and regional open space and parks charge for parking. A few disc golf courses are private, charging fees from \$5-25 for 9-18 holes. Emerald Hills in Redwood City charges \$15/person for 9 holes of disc golf.

The only essential equipment is a golf disc, starting new around \$10.

Only one disc is needed; three discs is plenty for beginners. Avid players may carry 15-25 discs with different shapes, weights, and plastics. Each disc flies uniquely.



# Is Disc Golf Safe?

Golf discs are more compact and flatter than regular Frisbees. They are intended for controlled flights on a disc golf course, not for playing catch.

Serious injuries are extremely rare, particularly an injury to someone else using the open space/park. Each year, about 4 *trillion* disc golf throws are made in public parks (8000x365x30x50), but serious injuries occur roughly once every 2-3 years across the entire sport.

The main reason injuries are rare is because, historically, most courses are located in public open space/parks. Patience and courtesy have become an intrinsic to disc golf's culture. Players wait for the space to clear before throwing.

Experienced course designers know how to make the extremely low risk even lower. They are experts at predicting flight patterns and dispersion for all skill levels. They study current park usage. They account for various environmental factors.



*Aquatic Park, Berkeley*

# Does Disc Golf Impact the Environment?

Unlike traditional golf, disc golf courses use the existing landscape as-is, without any grading or cutting. The trees, wind, water, and elevation provide attractive and challenging obstacles. We are committed to sustaining the environment because it makes the sport more fun.

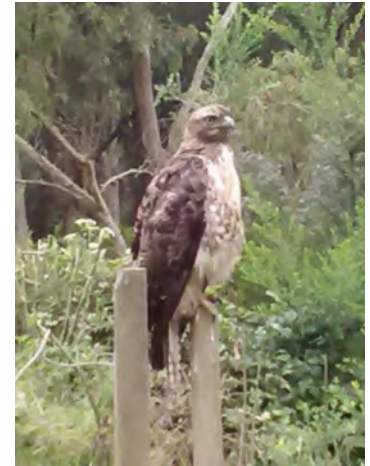
Nonetheless, disc golf does impact the environment in two ways. First, the basic challenge is to throw discs past obstacles – and sometimes you hit them. (Without trees, disc golf would be as boring as tennis without a net!) Designed well – e.g., tees are located only near sturdy or protected trees – the trees' viability is ensured. The only risk is minor aesthetic damage.

Second, disc golfers walk throughout the course, trampling ground cover and some brush, especially near tees and baskets. Depending on the terrain and usage, soil erosion may occur. Simple mitigations include multiple basket sleeves, planned pathways, and wood chips.

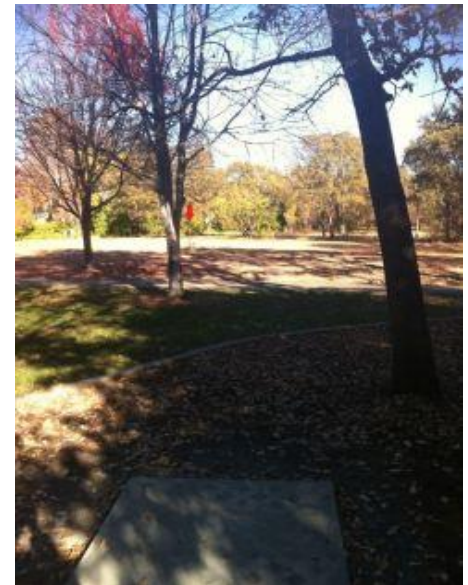
Overall, as demonstrated at other Bay Area courses, the ecosystem will perform as it did prior to disc golf's arrival – no major impact.

Whether the minor impacts are worth the recreational and health benefit may depend on the comparison. For example, baseball and soccer require removing all natural landscape and habitat. On the other hand, hiking on existing paths does not nick trees or create newly worn paths.

Disc golf's tradition of stewardship often results in improvements to the environment where it is played. Most disc golfers don't litter. Moreover, they often plant trees, help clean creeks, and inform staff of issues.



*Golden Gate Park*



*Walnut Creek* 30

# How Does a Course Change Open Space?

For the vast majority of park and open space users, a course has little or no impact on their usual experience. They can still walk, ride, play, and relax as they did before. Dog walking is commonly done through disc golf courses. The main difference is that there are a few more friendly people to say “Hi!”

A typical disc golf course is usually quite peaceful. Typically, a community course has 3-4 people playing, maybe 10-12 in the late afternoon if the wind isn't too strong. On the rarest days when the course is full (2-5 people per hole), that means 2-10 people per acre depending whether the layout is compact or spread out. Most courses don't have big events.

Parking needs are roughly one vehicle for every two players – i.e., 2-4 cars most of the time, with 10 cars on rare days.



Periodically, most clubs perform minor maintenance -- spreading wood chips, improving paths, picking up trash, etc.

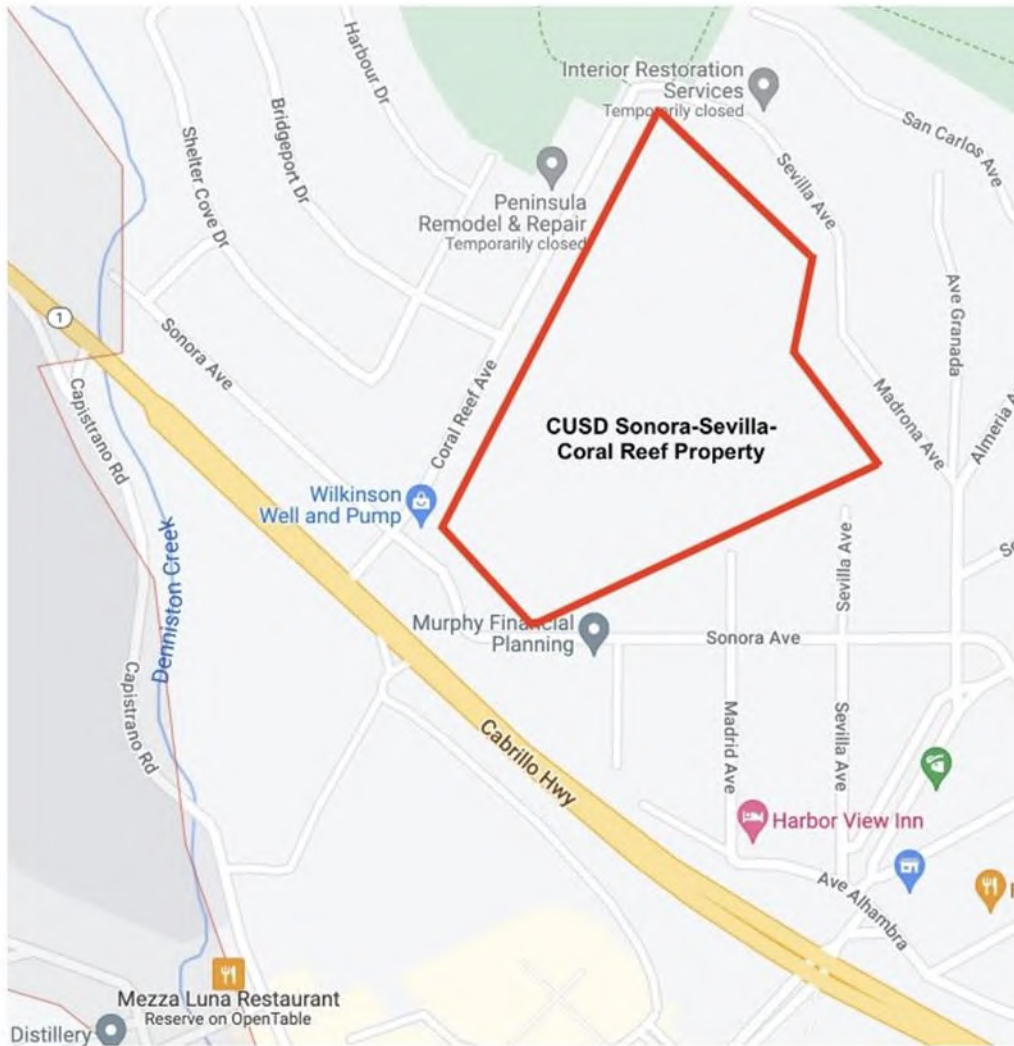
Disc golfers often adopt the open space/parks where they play. They get to know the other regulars. They keep an eye on things. Their regular presence tends to discourage troublemakers.

# Disc Golf at the “Sonora Sevilla-Coral Reef” Property





Figure 2. Sonora-Sevilla-Coral Reef (SSCR) Property, El Granada



The SSCR property is vacant land, owned by the Cabrillo Unified School District in El Granada, between Sonora, Sevilla and Coral Reef Avenues, and classified by the school district as Surplus Property. Currently, there is informal dog walking, bicycling and walking use on this property.

# SSCR: A Suitable Location

Good sites for disc golf have certain fundamental characteristics, many of which are common to any recreational feature in a park or open space:

- Enough space to play without significant detriment to other activities: typically, 1/2-acre per hole for community courses – shared space! – and 1-2 acres for advanced courses.
- Good variety of obstacle distribution (typically trees and water): areas with lots of obstacles (“technical” in disc golf parlance), moderate density, or “wide open”.
- A habitat which can thrive with a course, including mitigations for foot traffic, tree deflections, and soil erosion as needed.
- A lack of severe risks or nuisances – e.g., extreme slopes, rampant poison oak, busy streets, dangerous wildlife.
- Reasonable access and operation – e.g. pathways, areas for trash bins, parking.
- Natural beauty.
- A community that wants to play!

The Sonora-Sevilla-Coral Reef (SSCR) property shown in Figure 2 has all of these characteristics.



# Disc Golf Course Design

A preliminary disc golf course layout is shown in the following Figure 3. This layout was created by Leonard Muise, a nationally known disc golf course designer. This design can be modified to accommodate agency and public input. Features include:





- A 6-hole beginners' course and a 6-hole advanced course, for a total of 12 holes/targets.
- Use of on-site trees and shrubs as obstacles to provide different levels of “technical” difficulty
- Tee boxes and tee signs
- On-site vegetation is used to screen users from others. Minimal vegetation clearing needed.
- A 30-50 foot buffer zone between houses and active course features (tees, fairways and targets) to maintain adequate distance from neighbor property
- One central location for waste/recycling receptacles and one portable toilet
- Two locations for off-street parking



# Figure 3. Preliminary Disc Golf Course Layout



## Legend

-  Beginner Course Hole & Fairway
-  Intermediate Course Hole & Fairway
-  Potential Off-Street Parking
-  Boundary of CUSD "Sonora Strip and Buffer Zone Near Houses"

Design and layout created by Leonard Muise,  
whirlwinddiscgolf@gmail.com

# Vegetation Changes

The preliminary course design would require minimum vegetation clearing. Almost all on-site trees and shrubs will be maintained, as they provide desired obstacles to disc golfers. A nationally known disc golf course designer will layout the course to minimize clearing of trees and shrubs.

A recent survey of the area by a trained biologist found mostly non-native and invasive plants, such as eucalyptus and acacia trees. Disturbance of the very limited areas of important native brush, such as willow and coyote brush, would be minimized. Ground cover is mostly invasive weeds and grasses. Disturbance of areas of sedges will be avoided if possible.

- No trees over 4 inches in diameter at breast height will be removed for construction of the course.
- It is anticipated that less than 15 trees of less than 4 inches in diameter, located primarily in thickets, will be removed for construction of the entire course.
- During the first year of construction, a 3-6 foot wide corridor of weeds and grasses will be cut by hand-held tools around tee boxes and fairways. An area with a radius of about 10-20 feet of weeds and grass would be mowed around targets once during the spring.
- Total ground area dug up for placing of one target post and tee box, per hole, would be less than 24 sq. feet.



# Leonard Muise, Professional Course Designer

World renowned disc golf course designer. 40-year Bay Area resident.

Local courses include Golden Gate Park & Oyster Bay Regional Shoreline.

From the community's perspective, Leonard designs for multi-use compatibility and environmental sustainability.

From a player's perspective, Leonard designs for variety, challenge, visual interest, and easy navigation.

Whirlwind's goal is for the park to serve the community as well as possible, with disc golf providing just one part of a great overall outdoor experience.



*Emerald Hills, Redwood City*

# Estimated Amount of Use

Disc golf is growing in popularity. There is an active group of disc enthusiasts on the Coastside. For a years HMB High School students participated in a disc golf PE course. Coastside persons we believe will be the primary users of the proposed disc golf course. The proposed preliminary course is a modest-sized disc golf course designed as a smaller “Community Course” and should not draw large numbers of persons from outside the Coastside because there are better course closer to their home.



Use estimates were developed from the experience of a professional disc golf designer who has created courses throughout Northern California, a professor at SFSU with 22 years experience teaching parks design and lives in the GCSD, and a survey of land management agencies who operate DG courses in Northern California about their use, any issues and mitigation. There are about 100 current users of the property per day (Source: public comments). We estimate between 15 - 35 persons will initially play at least one round of disc golf on the proposed course on a weekend day. Half that number are projected to use it during a weekday or during inclement weather. Not all of these users will be on the course at the same time. We estimate the following number of disc golf users and rounds played.

	<u>Low</u>	<u>High</u>
2023 Estimated Disc Golf Players Per Weekend Day	15	35 Players
<u>2023 Estimated Disc Golf Rounds Played</u>		
* Per Month Spring, Summer and Fall	180	420 Rounds Played
* Per Year	2,000	5,100 Rounds Played

# Estimated Traffic & Parking



The estimate of additional traffic generated by disc golfers and needed parking is provided below. These were developed from input by a professional disc golf course designer, a professor of recreation and parks at SFSU who lives in the GCSD, and from a survey of land management agencies who operate NorCal disk golf courses. Public comments were also incorporated.

- The primary users of the proposed course will be GCSD residents, and about half will be walking or bicycling to the course.
- Based on previously described weekend and weekday use and the above considerations, we estimate the number of disc golf related vehicles parking on a weekend day would be 5 - 8 cars. Not all of these would be arriving or parked at the same time.
- There are two existing areas on/near the course which could accommodate that number of cars for off-street parking.
  1. The public parking lot at the east end of Coral Reef Avenue, 1/4 block from the course. The lot can hold at least 10 cars. Scans on weekends show it is almost never used.
    - \* Coral Reef Avenue is a wide two-lane paved road with speed bumps to slow traffic.
  2. Vacant county right of way at the west end of the parcel that can fit 4 cars.
- DG users will be directed through GCSD information to park in these two areas.
- That number of cars should have minimal impact on local traffic and on-street parking.



# Cost

On a typical disc golf course, just the equipment and materials cost \$500-\$1500 per hole, depending whether the installation is bare bones – only mid-quality baskets – or shoots for higher quality, including common features such as tee pads and tee signs. Multiplying by 12, the cost for a 12-hole course for equipment and supplies ranges from \$6,000 to \$18,000 – around \$12,000 for a mid-level installation.

Whirlwind Disc Golf provides a convenient [cost worksheet](#) which enables anyone to explore the costs of various features at different quality levels and quantities.



Beyond baskets, tee pads, and tee signs, additional common costs include:

- welcome sign with course layout, rules, and etiquette
- directional signs (“this way to the next hole”)
- small landscaping enhancements – trail boundaries, retaining and drainage for tee pads on slopes, small platforms for elevated baskets
- practice basket for putting before/after your round.
- trash cans, benches

# Preliminary Construction Cost Estimates

The following provides an initial picture of the costs for constructing the preliminary 12-hole course shown in Figure 2. All of the ten most recently built disc golf courses in the Bay Area have been constructed solely by volunteers and residents/businesses have made substantial donations of money and materials. Construction generally does not require use of heavy equipment, except for trimming large trees. Discussions with disc golf clubs and local players indicates there would be strong volunteer support, and also donations. We believe that, like all the others recent Bay Area courses, the Sonora Strip disc golf course could be 100% built by volunteers. Estimates below include costs of mid-level equipment and supplies. Two costing alternatives were developed to show the range of costs for construction.

A. Volunteer Built – It assumes volunteers will conduct all construction tasks from clearing necessary grass and brush, digging holes and placement of baskets, building tee boxes and placing tee signs. One day of a tree service company would be included to trim high tree branches. Cost of 3 dumpsters. GCSD would purchase equipment and supplies, when not covered by donations.  
Alternative A Cost: \$13,000

B. Contractor Built – A licensed contractor would conduct all the construction activity. One day of a tree service company would be included to trim branches. Cost of 3 trash dumpsters for debris. GCSD would purchase equipment and supplies, when not donated.  
B Cost: \$34,000

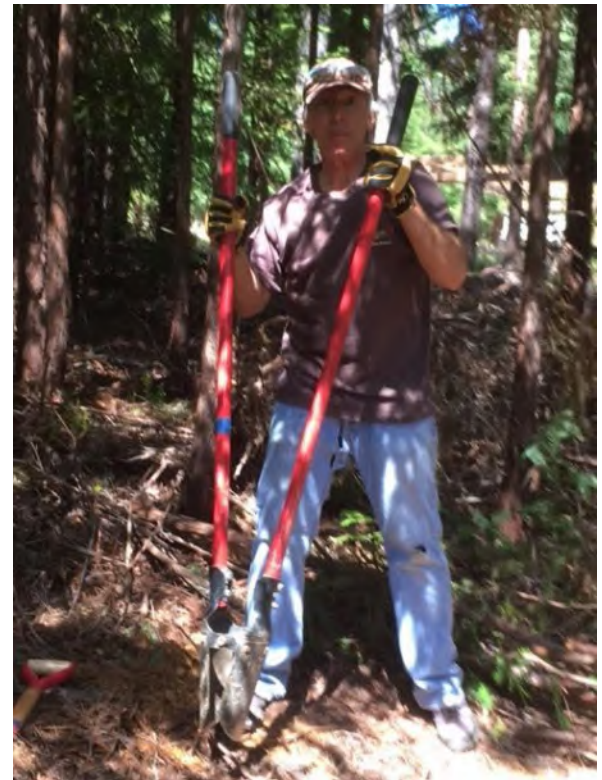


# Installation & Maintenance

Most disc golf courses in the Bay Area were installed by volunteers working primarily with hand tools, sometimes including power tools such as a gas tamper or auger. Rarely, heavy equipment (read: bobcat) is required for leveling a couple tee areas or removing heavy overgrowth. Installation requires roughly 20-50 hours of volunteer effort per hole.

Once installed, maintenance is nominal. The baskets are sturdy, lasting 15-20 years without any maintenance. The tee pads, depending on the material, need only occasional sweeping of natural debris. The tee signs, again depending the type, usually last as long as the baskets.

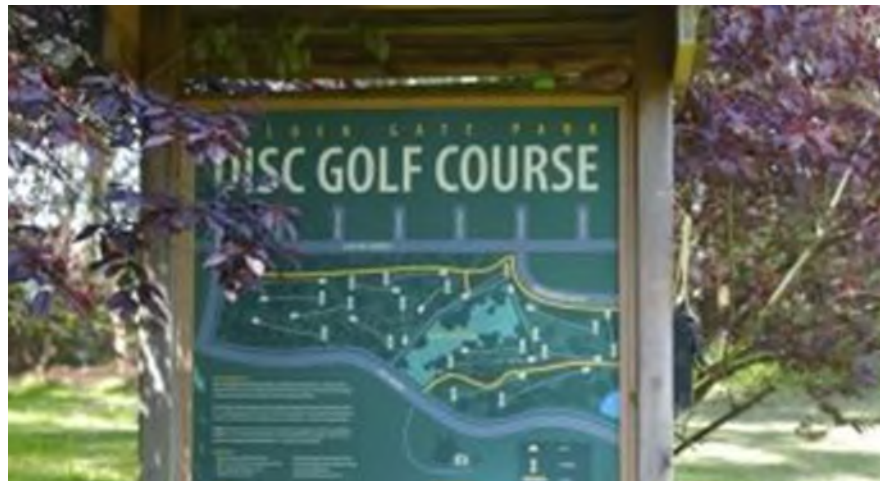
Most maintenance effort consists of trail work and clearing fallen branches. At most courses, the local club holds “work parties” to keep the course in good shape. Ideally, club and park district establish a formal partnership which responsibilities and ensures consistent, long-term upkeep.



# Preliminary Maintenance Cost Estimate

Experiences in the Bay Area have verified that disc golf courses require very little maintenance. No water is used, and no regular mowing is required. The initial estimate of the costs for maintaining the preliminary 12 hole disc golf course are based on the following assumptions: Volunteers would conduct all maintenance, including collection of litter and small branches from the course and around the holes, mowing grass along holes in spring and fixing/replacement of broken or vandalized course features. The exceptions are one trash and one recycle bin which would be placed on the property, and a portable toilet that would be served bi-weekly by a contracted company. A professional tree service company would be needed to trim any large trees/branches that fall on the course, and this would be on an as needed basis. GCSD or disc golfers would not be responsible for maintaining trees or other property features which are not used for disc golf. If there are large trees which fall on the course, then there would be a higher maintenance cost.

Estimated annual maintenance costs for the revised course layout is \$8,000



# Proposed Mitigation Measures



A public outreach effort, described in Appendix A, for the initial disc golf course proposal was started on July 21, 2022, and the first phase ended on August 18. Based upon concerns and suggestions raised by the public, additional mitigation measures were developed to reduce negative concerns voiced, and actions to maximize community benefits. Note: There will be other opportunities for the public to comment on the proposed project. The following mitigation measures are proposed.

- We expect the use levels to be low to moderate, a maximum of 35 players per weekend day and less on weekdays. Half of the users will be local residents. This compares with over 100 current users of the property per weekend day (Source: public comments).
- No large disc golf events or large classes will be hosted at this site. No disc golf will be played after sunset.
- We project a maximum of 8 cars per weekend day from disc golfers. There is a 10 car public parking area at the east end of Coral Reef Ave. adjacent to the proposed course, as well as other off-street parking. GCSD information will direct users to these areas.
- Current users -- e.g., dog walkers, hikers, bikers -- will be able to continue using the space as they do today. The course will be designed to minimize discs flying along well-established paths.
- It is extremely unlikely discs will fly into yards. A professional course designer will lay out the targets so that no close shots fly toward nearby homes. In addition, there will be a 30-50 foot buffer zone between course play areas and any houses.
- No healthy trees larger than 4 inches in diameter will be removed. Some dead trees and fallen (or hanging) branches may be removed in active areas, for safety reasons.

# Proposed Mitigation Measures Contd.

- There's nothing about disc golfers that would generate more fire risk than current users. Signs would say smoking is prohibited. We propose to mow a 30-foot-wide strip of vegetation along the boundary between the course and the homes as fire mitigation.
- There is no evidence that disc golf players would generate more trash than current users. But one trash and one recycle receptacle will be placed in the center of the course and emptied on a regular basis. Currently there are none.
- A single portable toilet will be placed at the center of the course and maintained on a regular basis. Currently there are none.
- Existing trees and shrubs will persist as they have in the past; no irrigation or mowing is required, except for hand-tool trimming of brush in the fairways and around targets during the initial construction period and not thereafter.
- Only hand tools and a hand-held motorized trimmer will be used during construction of the course. No heavy equipment will be used for the approximate 1 week construction period.
- The course will not be constructed during spring bird nesting season.
- Disturbance of native vegetation, such as coyote brush, will be minimized.
- GCSD will only maintain the areas used for disc golf. In the long run, no mowing and very little maintenance will be needed for disc golf features. Volunteers will do general maintenance; a licensed tree service will do tree work; and a licensed mowing company perimeter mowing. A local contractor will service trash bin and porta potty. Occasionally, we'll need to remove fallen branches and other natural debris from areas where discs often land. The course equipment (tee areas and the targets) will require simple, infrequent maintenance -- raking the tee areas occasionally, replacing any damaged targets/baskets.

# Final Thoughts

Disc golf can provide a great complement to the other recreational experiences on the Coastside, particularly activities which provide healthy, affordable fun for younger and older community members. No near-by courses exist, while there is substantial demand for disc golf by HMB High students and local enthusiasts.

The subcommittee believes the “Sonora-Sevilla-Coral Reef” property would be ideal for a 12-hole disc golf course, such as the one identified. We have sought and integrated public input. The PAC is confident the course with mitigation measures will preserve the natural beauty of the current location and have no large adverse impacts on neighbors. We expect it may actually enhance the look and feel of the SSCR area by discouraging encampments, reducing overgrown non-native species and increasing community this wonderful space. We will work with neighbors to reduce any adverse impacts. Construction and maintenance costs are reasonable and will be reduced through the use of committed volunteers and donations, with backup by GCSD.

We look forward to working with GCSD and CUSD staff, neighbors and area users for the successful planning, installation, and maintenance of a great new disc golf course!



# Appendix A. Public Outreach and Key Benefits and Concerns Identified

## Initial Public Outreach Campaign

The Parks Advisory Committee (PAC) of the GCSD was approached in early 2022 by local disc golf enthusiasts to build a disc golf course on a CUSD owned parcel of vacant land referred to as the Sonora-Sevilla-Coral Reef property. PAC members meet with the CUSD. Volunteers and a professional disc golf course designer prepared an initial proposal. This proposal was reviewed by the GCSD Board at their May 19, 2022 meeting and they authorized the PAC to collect community feedback regarding the proposal. Ongoing public outreach efforts described below are only an early step in the process

On June 18, 2022 the GCSD Parks and Recreation webpage described a proposed disc golf course in El Granada and asked for public comments. A link to a special disc golf proposal webpage was placed on the Parks and Recreation webpage. Starting on July 21, 2022, a flyer announcing the disc golf proposal and asking for public feedback was placed in the El Granada Post Office, flyers were placed on the doorstep of every house (62) along the perimeter of the CUSD parcel under consideration, six signs were placed along neighboring streets, information was placed on the El Granada Nextdoor, sent to the HMB Review and Coastside Buzz, and an email with the flyer was sent to the public mailing list of GCSD by PAC members. Comments were received by email, phone and at GCSD offices.



Once public comments started coming in, a member of the Disc Golf Subcommittee of the GCSD Parks Advisory Committee read each comment from the general public, received by the district between July 21 and August 18, and assigned an evaluation to the overall tone of the comment, either *“Yay, Let’s Build It,”* to *“No, I have concerns.”* They then placed the verbatim response (without names or addresses) in an ordered listing. An attempt was made to assign comments into three residence categories: 1) Live In GCSD; 2) Live on Coastside Outside of GCSD; and 3) Live Outside of Coastside. The Coastside is defined as residents from Montara south to and including Half Moon Bay. It was not always possible to immediately determine the residence of the commentor from their email, so the reviewer placed the response as best they could identify into one of the residence categories. These verbatim responses are available in another document from the GCSD office.

When all public comments were listed, the Disc Golf Subcommittee reviewed the responses. They identified key Benefits and Positive Aspects of the proposal as well as key Concerns and Negative Aspects. These summarized benefits and concerns taken from public comments are provided in the following sections.

# Identified Benefits and Positive Aspects From Public Outreach

- Disc golf is a casual game, easy to learn, inclusive, family friendly, multigender, low cost, and fun.
- It appeals to all ages, youth to seniors
- There are disc golf (DG) PE classes offered at HMB junior and senior high schools, but there are no local DG courses to play on.
- DG encourage healthy outdoor recreation for all ages, abilities and household income levels.
- The proposed course is moderate in size and would be used primarily by locals, some of whom would ride a bike or walk to the course. Non-locals have better courses closer to their home.
- Many local commenters said they would volunteer to build and maintain the course
- Coastside parents are looking for healthy outdoor recreation activities and believe DG would be great for their entire family

- The proposed course is designed to work around existing paths and users, and is utilizing land that is not currently maintained
- The Coastside has often been missing easily accessible, low cost outdoor recreations options for our youth and this is cited as a major reason that young people are leaving the area. DG would encourage them to remain living in this town.
- Noise from disc golfers is minimal, less than that from existing lawn mowers
- Disc golfers co-exist well with users of walking and bicycling trails.
- When disc golfers invest their time into a local DG course, they pickup trash and take care of it
- Fire is a concern that will not increase because of a disc golf course
- Exercise is very important around age 60 and there are no low-impact, moderate energy intensive activity facilities, such as swimming pools, where seniors can exercise. The DG course would provide an incentive for seniors to walk more.
- DG has become a regular healthy weekday exercise routine for seniors in other areas of the country and will be here as well.

- DG fosters a sense of community across generations
- A DG course provides a place to gather, play, and enjoy as neighbors and friends
- There is virtually no negative impact on the surrounding nature, but actually adding the trash and light clean-up could benefit this space.
- Coastsiders who play DG will not have to drive over the hill or to SF to play, reducing traffic and pollution.
- A DG course would benefit the local economy.

# Identified Concerns and Negative Aspects, From Public Outreach

- Increased trash from disc golfers
- Increased noise – Houses that backup to the property will have more noise.  
Dogs will bark at strangers
- Dog walking will get harder having to dodge disc golfers
- Increased risk of fire from disc golfers
- Use levels in the proposal are underestimated and sources are not documented
- A larger buffer zone is needed from houses to reduce noise from golfers and avoid discs flying into yards
- Disc golfers will interfere with neighbor privacy
- There is inadequate off-street parking in the neighborhood and golfers will park in front of houses
- Will bring more people to the neighborhood
- Negative impact on wildlife, including birds and deer
- More dumping

- Increased presence by non-local individuals and the potential use of the property for activities other than the one intended, including after hours.
- Disc golfers will take over the open space
- Disturbance to wetlands

**ITEM #3**

Blank



GRANADA COMMUNITY SERVICES DISTRICT

---

---

**AGENDA MEMORANDUM**

---

---

To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: Consideration to Extend Lease at 480 Avenue Alhambra, El Granada to Picasso  
Preschool  
Date: September 15, 2022

---

At our past meetings, your board has held several discussions on the potential extension of the Picasso Preschool lease. After further discussions with the various consultants engaged in the process of developing the community center at 480 Avenue Alhambra, it has been determined that development of the site will not occur until past the coming school year in 2023. The board therefore has the opportunity to extend the preschool lease through 2024.



**ITEM #4**

Blank

**GRANADA COMMUNITY SERVICES DISTRICT**

---

**AGENDA MEMORANDUM**

---

To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Amending the Personnel Manual  
Date: September 15, 2022

---

This Item is for the Board’s consideration to approve an amendment to the District’s Personnel Manual.

Staff is requesting the addition of a clause, Continuation of Benefits, which stipulates that the District will continue the employer contribution for health insurance and ancillary benefits for employees on unpaid leave for up to three months. This clause is pulled from the existing Sewer Authority Mid-Coastside Represented Employees MOU.

Staff is also requesting the addition of Juneteenth (June 19), which became a Federal Holiday in 2021, to the District’s list of official holidays.



# GRANADA COMMUNITY SERVICES DISTRICT

## PERSONNEL MANUAL

Adopted July 17, 2008

As Amended through ~~May 20, 2021~~ September 15, 2022

**Gifts and Gratuities**

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

**SECTION 5 - EMPLOYEE BENEFITS**

**Health Insurance and Ancillary Benefits**

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

**Continuation of Benefits**

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

**Holidays**

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

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





**ITEM #5**

Blank

**MINUTES**  
**SAM BOARD OF DIRECTORS REGULAR MEETING**  
**August 22, 2022**

**1. CALL TO ORDER**

Chair Ruddock called the meeting to order at 7:00 p.m. from her residence in Half Moon Bay, 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 August 22, 2022 regular meeting.

**A. Roll Call**

Directors Dye, Lohman, Clark, Penrose, Slater-Carter (7:07 p.m.), and Chair Ruddock were present. Also present via teleconferencing were General Manager Kishen Prathivadi, Finance Officer George Evans, General Counsel Jeremy Jungreis, and Plant Superintendent 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 July 25, 2022 Regular Board Meeting
- B. Approve Disbursements for August 22, 2022
- C. Monthly Revenue and Expense Report for Period Ending July 31, 2022
- D. Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period August 14, 2022 through September 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 Lohman moved, and Director Dye seconded the motion to approve all Consent Agenda items as presented.

Lohman/Dye/Roll Call Vote: Dye Aye/Lohman Aye/Clark Aye/Penrose Aye/Ruddock Aye/7 Ayes/0 Noes. The motion passed.

Director Slater-Carter joined the meeting at 7:07 p.m.

#### 4. REGULAR BUSINESS

- A. Authorize General Manager to Issue a Purchase Order to Integral Consulting Inc to Develop a Hydrodynamic Flood Model and Simulate Historic and Potential Future Flood Conditions at the SAM Wastewater Treatment Plant and Present Model Results with Recommendations in a Contract Not to Exceed \$124,803

General Manager Prathivadi reviewed the staff report and introduced David Revell, and Samuel McWilliams of Integral Consulting, Inc to answer any questions from the Board of Directors, SAM Staff, or members of the public. Director Dye stated every Staff Report should specify where the funding is coming from. Following a question and answer period, Director Slater-Carter moved, and Director Dye seconded the motion to authorize the General Manager to Issue a Purchase Order to Integral Consulting Inc to develop a hydrodynamic flood model and simulate historic and potential future flood conditions at the SAM Wastewater Treatment Plant and present model results with recommendations in a contract not to exceed \$124,803.

Slater-Carter/Dye/Roll Call Vote: Dye Aye/Lohman Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

- B. Authorize General Manager to Issue a Purchase Order to Generac Power for the Supply of a Trailer Mounted Generator in the Amount of \$108,733

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors authorize him to Issue a Purchase Order to Generac Power for the supply of a trailer mounted generator in the amount of \$108,733. Following a brief discussion, Director Penrose moved, and Director Clark seconded the motion to authorize the General Manager to issue a Purchase Order to Generac Power for the supply of a trailer mounted generator in the amount of \$108,733.

Penrose/Clark/Roll Call Vote: Dye Aye/Lohman Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

- C. Declare Identified Equipment as Unsafe and Authorize General Manager to Dispose as Appropriate

Following review of the staff report, Director Dye moved, and Director Slater-Carter seconded the motion to declare identified equipment as unsafe, and authorize the General Manager to dispose of appropriately.

Dye/Slater-Carter/Roll Call Vote: Dye Aye/Lohman Aye/Clark Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/8 Ayes/0 Noes. The motion passed.

**5. GENERAL MANAGERS REPORT**

A. Monthly Managers Report – July 2022

The Board of Directors reviewed, and then concurred to accept and file the Managers Monthly Report for July 2022.

**6. ATTORNEY’S REPORT**

General Counsel Jungreis discussed the Governor of California’s release of his water supply strategy to 2040, and funds and opportunities in the future.

**7. DIRECTOR’S REPORT**

Chair Ruddock announced that Matthew Chidester is the new Half Moon Bay City Manager, John Doughty will be the new Assistant City Manager, and Maz Bozorginia will be moving in to the Public Works Director position.

**8. TOPICS FOR FUTURE BOARD CONSIDERATION**

Director Slater-Carter would like to see a discussion on a training program for SAM that is a visible and transparent program for the public and new generation of employees, as a future agenda item. Director Clark would like to see a discussion on the minutes and public records requests reappear as a future agenda item.

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

The Board went in to Closed Session at 7:58 p.m.

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

The Board came out of Closed Session at 8:12 p.m. General Manager Prathivadi reported there was no reportable action.

**11. ADJOURNMENT**

Chair Ruddock adjourned the meeting at 8:12 p.m.

Respectfully Submitted,

Approved By:

---

Suzie Turbay  
Administrative Assistant

---

Board Secretary



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** August 22, 2022  
**SUBJECT:** Monthly Manager’s Report – July 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 July 2022.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.699	62.18%
Accidents, Injuries, etc.:	0	Granada CSD	0.208	18.53%
Reportable Spills Cat 1:	0	Montara W&SD	0.217	19.29%
Reportable Spills Cat 2:	0	Total	1.125	100%
Reportable Spills Cat 3:	0			

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

**Administration**

There were two Regular Board Meetings in the month of July, and one public records request. There were no articles in the Half Moon Bay Review mentioning SAM, and one article in Coastside Buzz, “Mayor Ruddock Shows Senator Becker How Our Sewer Plant’s Electrical System Needs \$ to Avoid Kehoe Channel Catastrophic Storm Water Flooding (July 28, 2022). There has been no lost time work accidents since September 10, 2019. There was one new hire, Callie Pacheco Barkley, Accounting Technician, and two anniversaries in the month of July. Kishen Prathivadi, General Manager, 7 years, and Felipe Preciado, Collections Maintenance Worker, 3 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.

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 continue to keep 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 July 2022 rainfall was slightly below normal for Half Moon Bay. The 10-year average for the area is 0.133 inches of rain in July, (0.16 inches used to be considered normal, this year we received 0.5 lifting the average slightly). This web link has some very useful data for our area, <https://ggweather.com/hmb/> . Rainfall totals were as follows: 0.5 inches, (from the NOAA gauge at the plant). Our roof top had 0.43 at the plant, 0.40 inches in the GCSD service are, and 0.36 inches at the MWSD weather station. There were micro-climate variations verified by the data.

---

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

**Below is a chronological summary of some of the occurrences during the month of July 2022.**

- 7/1/2022 – Hydroxide drip on for PH adjustment, Calcon in doing electrical work for influent and Portola projects.
- 7/2/2022 – Saturday – Routine Rounds and Reads, Hydroxide drip on for PH adjustment, RDT tripped in auto mode switch to hand mode.
- 7/3/2022 – Sunday – Routine Rounds and Reads, Hydroxide drip on for PH adjustment, grit blower seized up maintenance staff had to be call in to get it going, (there are two but the other is being rebuilt so we didn't have the redundancy when it failed).
- 7/4/2022 – Sam Holiday – Routine Rounds and Reads, Hydroxide drip on for PH adjustment, Cl2 spray on to MLSS basin.
- 7/5/2022 – Hydroxide drip on for PH adjustment, RDT tripped in auto mode switch to hand mode, (we are working with FKC folks to figure out issue), Calcon in working on electrical.
- 7/6/2022 – All Staff meeting, RDT tripped in auto mode switch to hand mode, Hydroxide drip on for PH adjustment, Calcon working on electrical.
- 7/7/2022 – Hydroxide drip on for PH adjustment, poly to MLSS, new grit blower installed but needs a few tweaks with the shroud to run it, we ordered another blower to replace the questionable one (20 week lead time), Calcon worked on the sentry probe display for the scada system.
- 7/8/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, RDT a couple time switch to hand mode.
- 7/9/2022 – Saturday - Add Hydroxide to MLSS inf for Ph adjustment, chlorine spray on to foam in MLSS basin for filaments, poly drip to MLSS also for foam.
- 7/10/2022 – Sunday - Add Hydroxide to MLSS inf for Ph adjustment, chlorine spray on to foam in MLSS basin for filaments, poly drip to MLSS also for foam.
- 7/11/2022 – Add Hydroxide to MLSS inf for Ph adjustment, RDT tripped – switched to hand, parts for AB 4 came in today, tech for neuros blower in for annuals, Covid sample sent out, leak was found on the 3 water strainer – need to look into what that is going to take for repairing.
- 7/12/2022 – Add Hydroxide to MLSS inf for Ph adjustment, chlorine spray on to foam in MLSS basin for filaments, poly drip to MLSS also for foam, Cranetech rep in to do annuals on cranes, Cleaned DO probes, Neuros tech back to finish up annuals, day one of alpha samples sent out.
- 7/13/2022 – Add Hydroxide to MLSS inf for Ph adjustment, chlorine spray on to foam in MLSS basin for filaments, poly drip to MLSS also for foam, installing water

---

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



line for eyewash /shower by AB 3, Cranetech rep back to finish up crane annuals, day 2 of alpha samples sent out today

- 7/14/2022 – Add Hydroxide to MLSS inf for Ph adjustment, chlorine spray on to foam in MLSS basin for filaments, poly drip to MLSS also for foam, cleaned west side contact basin, cleaned ferric filters, Sentry probe for Princeton pump station came in today, replaced weather beaten door at Princeton pump station with one we upcycled .
- 7/15/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, added 1 bucket of biostar just to see if it will help at all.
- 7/16/2022 – Saturday - Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, routine rounds and reads.
- 7/17/2022 – Sunday - Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, routine rounds and reads, found poly pump for primary blocked – able to clear line.
- 7/18/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, Johnson controls in working on the vent for the digester control building, covid samples sent out.
- 7/19/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, Calcon in working on the conduit for influent pumps, start swapping secondary's, Senator Josh Becker on site with representatives from the city of Half Moon Bay.
- 7/20/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, Calcon in working on electrical, meeting with Cassie (lab consultant), covid samples sent out.
- 7/21/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, plant genny monthly load test, allied waste blew a hydraulic line while picking up sludge bin, made a bit of a mess but they are cleaning it up. Spent some time entering back data in control charts.
- 7/22/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, wash engine compartment in SAM 5 as a rat seems to have gotten under the hood, don't want them nesting and causing thousands in damage.
- 7/23/2022 – Saturday - Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam – plant looks a little so so, rising sludge in secondary.
- 7/24/2022 – Sunday - Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam – Still rising sludge in secondary.
- 7/25/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam – RDT failed a couple times, switch to hand, haven't heard back from factory on why. Calcon in doing headwork's electrical and inf pump #3 VFD replacement. Covid samples sent out.

---

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

- 7/26/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, PG&E engineer in to look at electrical from transformer, Calcon doing more electrical, looking better on secondary, meeting with SRT to discuss upcoming projects.
- 7/27/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, cleaned chlorine contact basin #1, covid samples sent out.
- 7/28/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, hypo delivery for plant.
- 7/29/2022 – Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, Calcon in doing electrical at headwork's, bisulfite delivery revived, Covid sample sent to Stanford.
- 7/30/2022 – Saturday - Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, noticed the influent sampler had tripped out but it reset and seems fine.
- 7/31/2022 – Sunday - Add Hydroxide to MLSS inf for Ph adjustment, add poly to MLSS for foam, bleach spray on to MLSS for foam.

**Other activities are listed below:**

There were 10 deliveries (approximately 6,000 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 600.00. There were no leachate deliveries to the SAM IPS line in the month of July 2022, for a total leachate volume of 0 gallons.

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

**Contract Collection Services**

The SAM crew cleaned 25,681 feet of sewer line and responded to thirteen service calls in contract service areas. Six were sewer line related and two were maintenance service calls. Eight of the callouts were during regular business hours or started during regular business hours. Two were after hour calls. Four calls were in HMB, five calls were in the MWSD service area, and four calls were in the GCSD service area during July.

HMB – The service call in HMB was as follows; 7/14 - Smart cover antenna replacement, tested to make sure data is sending, all good.

The maintenance calls in HMB were as follows; 7/15 - Ocean colony power fail alarm, power was restored upon arrival. Reset alarms and checked station for proper operation. 7/26 - Bell moon station trouble alarm. Cleared

---

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

alarms, checked station and observed wet well for normal operation. 7/31 - Ocean colony alarm, found soft starter in alarm upon arrival. Reset all alarms including soft start alarms, observed station for proper operation.

GCSD – The service calls in the GCSD were as follows; 7/15 - Call for periodic back up, crew ran main and check service line. All clear, not sure what issue is since everything was flowing as it should be. 7/18 - Call for an odor complaint. Crew could not detect anything upon arrival. Ran main to make sure no obstruction was present, all clear. Nothing visible in the area that would cause an odor. 7/18 - Call for service line back up, there was no visible clean out and service line feeds directly to manhole. Ran Main no obstruction, assisted from manhole to restore flow. Advised owner to have service line televised to locate cleanout.

The maintenance call in the GCSD was as follows; 7/12 - San Pablo station alarm for dialer low battery, all other systems working. Replaced battery following day to resolve issue.

MWSD – The sewer line related calls in the MWSD area were as follows; 7/18 - Owner called due to back up, their clean out as well as neighbor cleanout had standing water. Crew flushed main finding no obstructions. There is a large tree at front of property could be root intrusion on service lines. Advised owner to contact a roofer company to resolve. 7/25 - Call for a sinking patch in the seal cove area. Everything was fine on the sanitary side. Crew contacted county public works to advise.

The maintenance service calls in the MWSD were as follows; 7/8 - 5TH street alarm for dialer low battery alarm, all other systems working properly. Replaced battery following morning to resolve issue. 7/26 - California lift station in alarm for low dialer battery. Replaced battery, checked station for normal operation. 7/26 - Distillery lift station, earth fault on VFD for pump #2. Called Peninsula pump in, found water in stator assembly. Cleaned and dried out assembly, resealed, cleared alarms and checked station for proper operation.

The July 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 July 2022.

---

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

**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: \$1,686,998

**Staff Recommendation**

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

**Supporting Documents**

Attachment A: Monthly Flow Report July 2022

Attachment B: Monthly NPDES Report July 2022

Attachment C: Collection System Data July 2022

Attachment D: Contract Collection Service Report July 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 July 2022

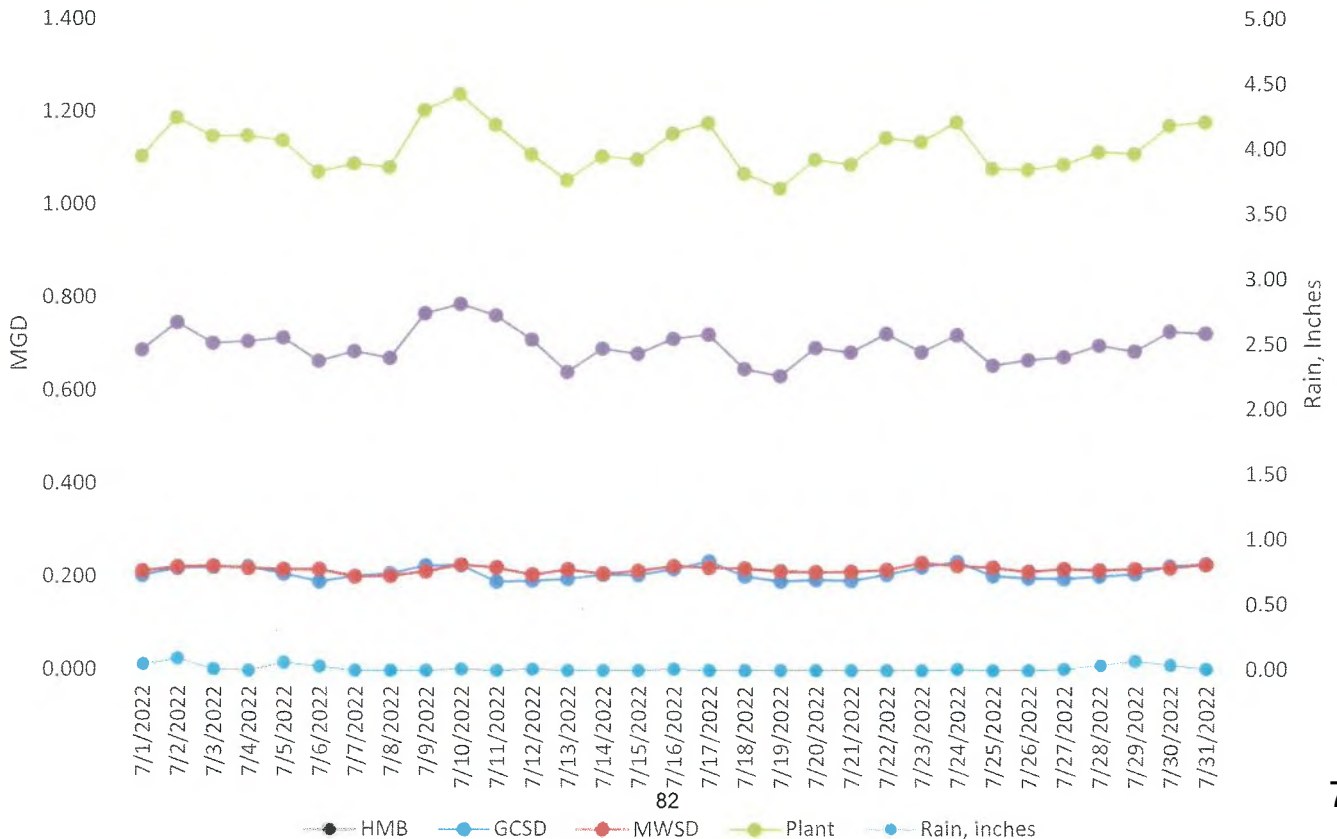
The daily flow report figures for the month of July 2022 have been converted to an Average

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	0.699	62.18%
Granada Community Services District	0.208	18.53%
Montara Water and Sanitary District	<u>0.217</u>	<u>19.29%</u>
Total	1.125	100.0%

Sewer Authority Mid-Coastside  
Monthly Flow Distribution Report, July 2022



# Sewer Authority Mid-Coastside

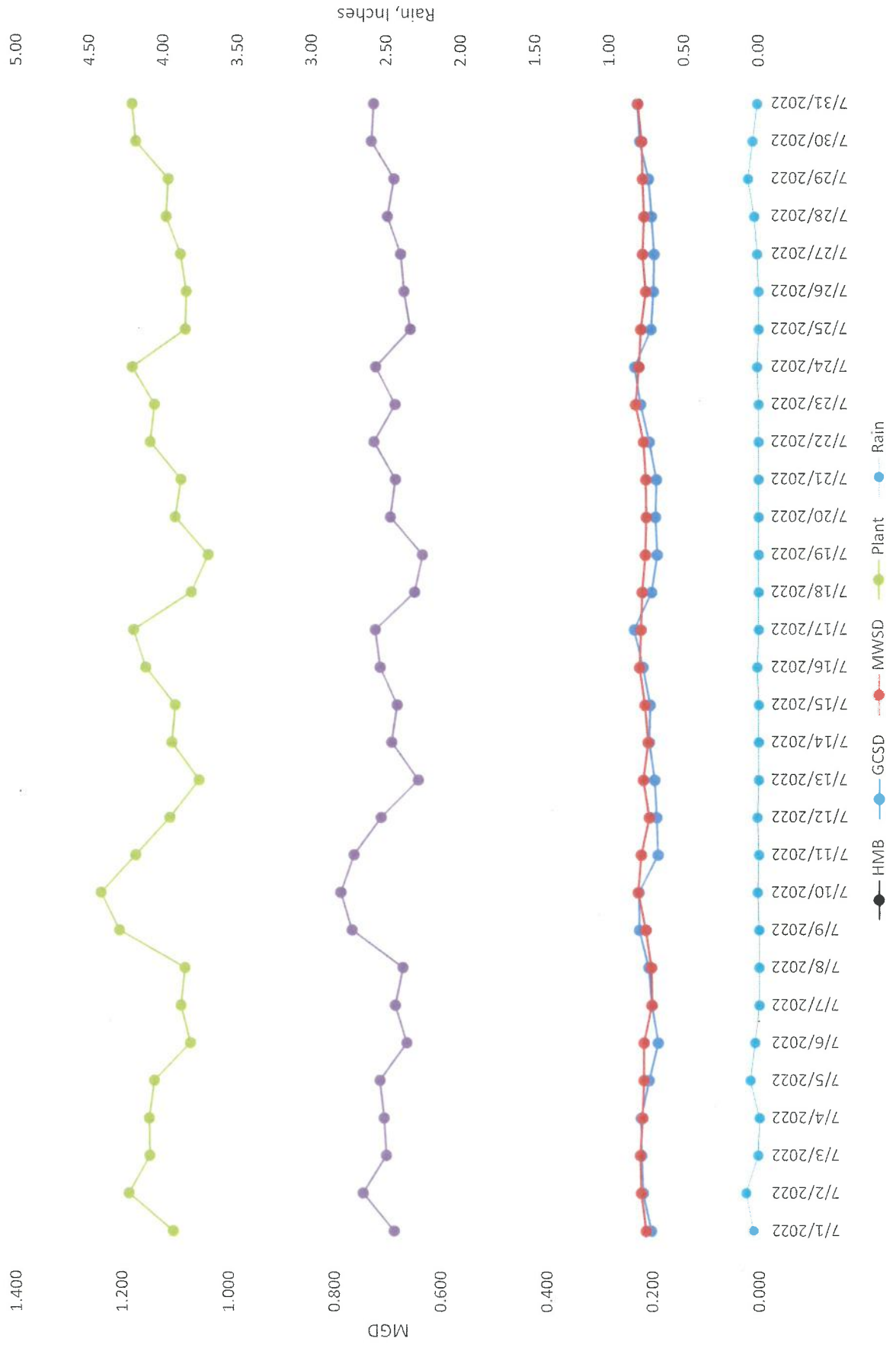
## Monthly Flow Distribution Report for July 2022

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
7/1/2022	0.689	0.203	0.213	1.105	0.04	0.02	0.04
7/2/2022	0.747	0.219	0.222	1.188	0.09	0.09	0.09
7/3/2022	0.703	0.222	0.224	1.149	0.01	0.03	0.02
7/4/2022	0.708	0.222	0.220	1.150	0.00	0.00	0.00
7/5/2022	0.715	0.208	0.217	1.140	0.06	0.04	0.04
7/6/2022	0.665	0.190	0.217	1.072	0.03	0.01	0.02
7/7/2022	0.686	0.202	0.202	1.090	0.00	0.00	0.00
7/8/2022	0.671	0.208	0.203	1.082	0.00	0.00	0.01
7/9/2022	0.767	0.225	0.213	1.205	0.00	0.00	0.00
7/10/2022	0.787	0.226	0.227	1.240	0.01	0.00	0.00
7/11/2022	0.763	0.190	0.221	1.174	0.00	0.00	0.00
7/12/2022	0.711	0.192	0.206	1.110	0.01	0.01	0.00
7/13/2022	0.641	0.196	0.217	1.054	0.00	0.00	0.00
7/14/2022	0.692	0.206	0.208	1.105	0.00	0.00	0.00
7/15/2022	0.681	0.204	0.214	1.099	0.00	0.00	0.00
7/16/2022	0.713	0.218	0.224	1.155	0.01	0.00	0.00
7/17/2022	0.722	0.234	0.221	1.177	0.00	0.00	0.00
7/18/2022	0.648	0.202	0.219	1.068	0.00	0.00	0.00
7/19/2022	0.633	0.191	0.213	1.037	0.00	0.00	0.00
7/20/2022	0.693	0.194	0.211	1.099	0.00	0.00	0.00
7/21/2022	0.684	0.192	0.212	1.088	0.00	0.00	0.00
7/22/2022	0.724	0.206	0.216	1.145	0.00	0.00	0.00
7/23/2022	0.684	0.221	0.231	1.137	0.00	0.00	0.00
7/24/2022	0.721	0.233	0.225	1.179	0.01	0.02	0.01
7/25/2022	0.655	0.203	0.221	1.079	0.00	0.01	0.01
7/26/2022	0.667	0.198	0.212	1.077	0.00	0.00	0.00
7/27/2022	0.674	0.196	0.218	1.088	0.01	0.01	0.01
7/28/2022	0.698	0.202	0.215	1.115	0.03	0.05	0.03
7/29/2022	0.686	0.207	0.218	1.111	0.07	0.08	0.04
7/30/2022	0.728	0.224	0.220	1.172	0.04	0.02	0.02
7/31/2022	0.724	0.228	0.227	1.179	0.01	0.01	0.02
<b>Totals</b>	<b>21.680</b>	<b>6.461</b>	<b>6.727</b>	<b>34.868</b>	<b>0.43</b>	<b>0.40</b>	<b>0.36</b>

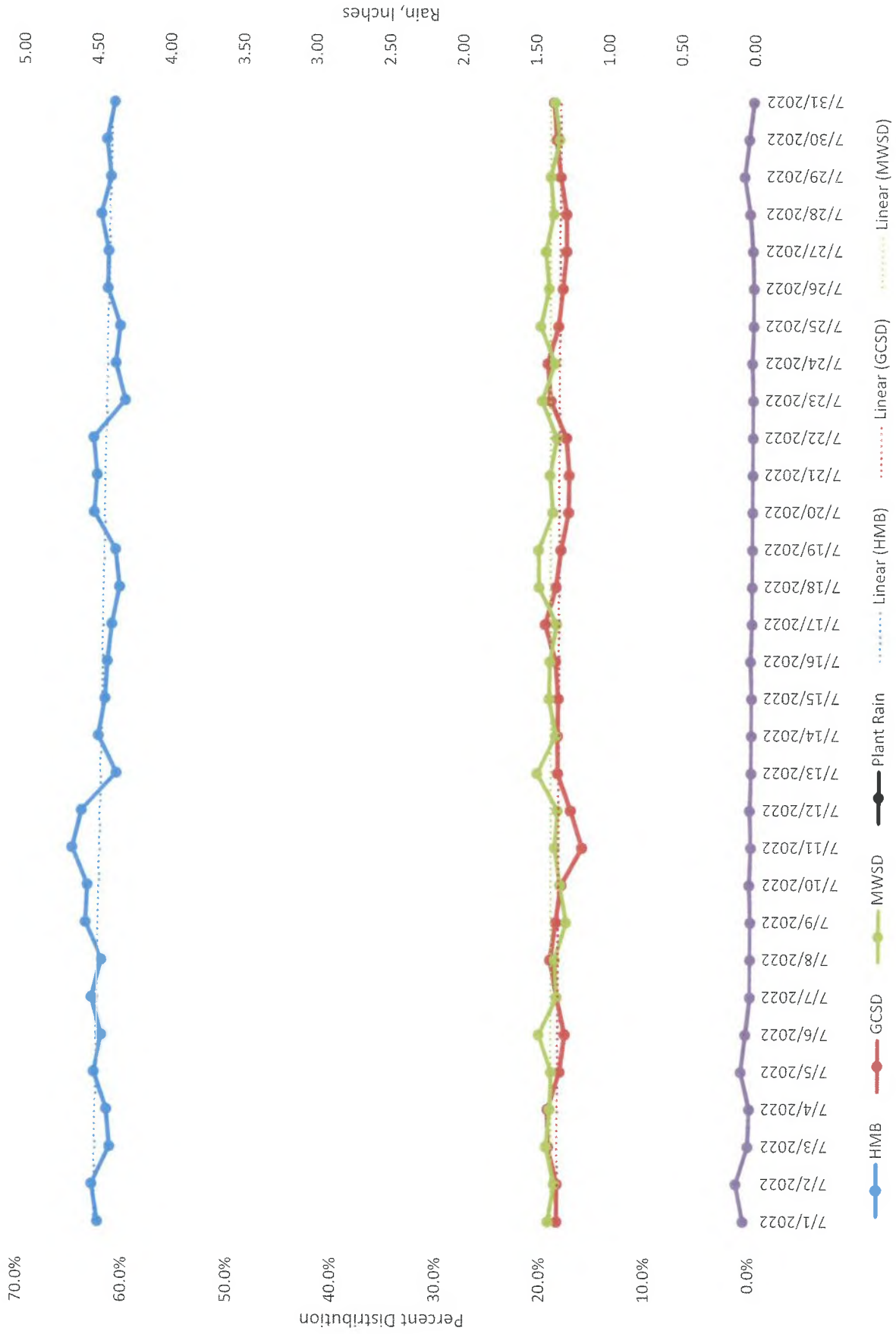
### Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.633	0.190	0.202	1.037
<b>Average</b>	<b>0.699</b>	<b>0.208</b>	<b>0.217</b>	<b>1.125</b>
Maximum	0.787	0.234	0.231	1.240
<b>Distribution</b>	<b>62.18%</b>	<b>18.53%</b>	<b>19.29%</b>	<b>100.0%</b>

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



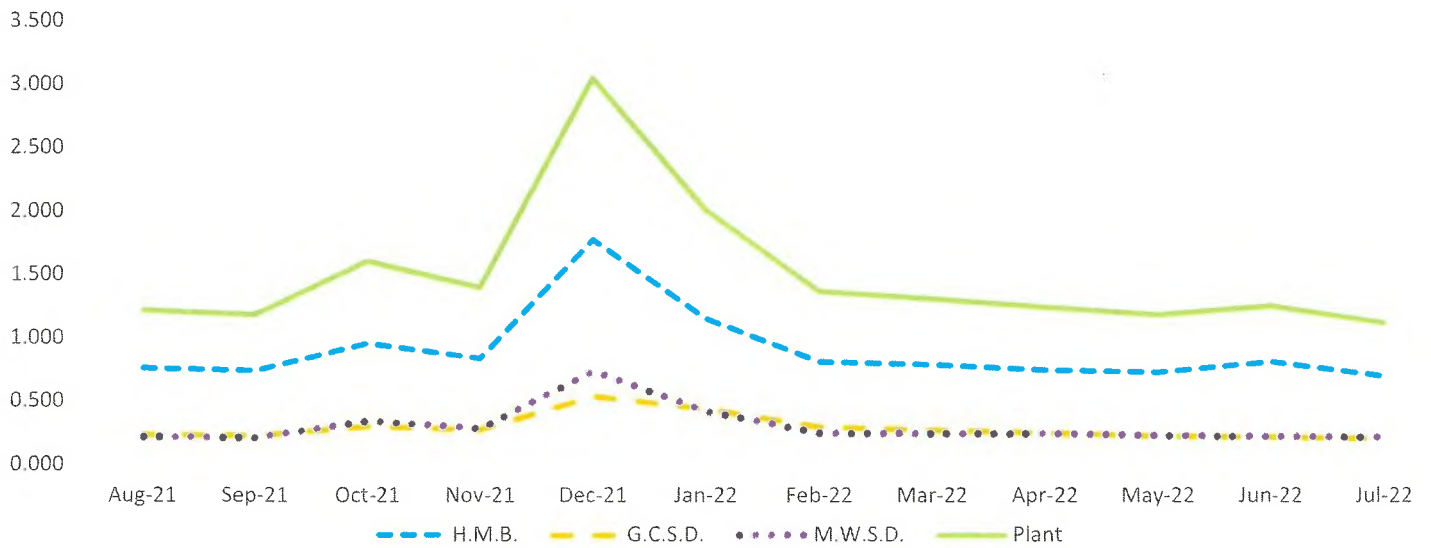
## Percent Distribution July 2022



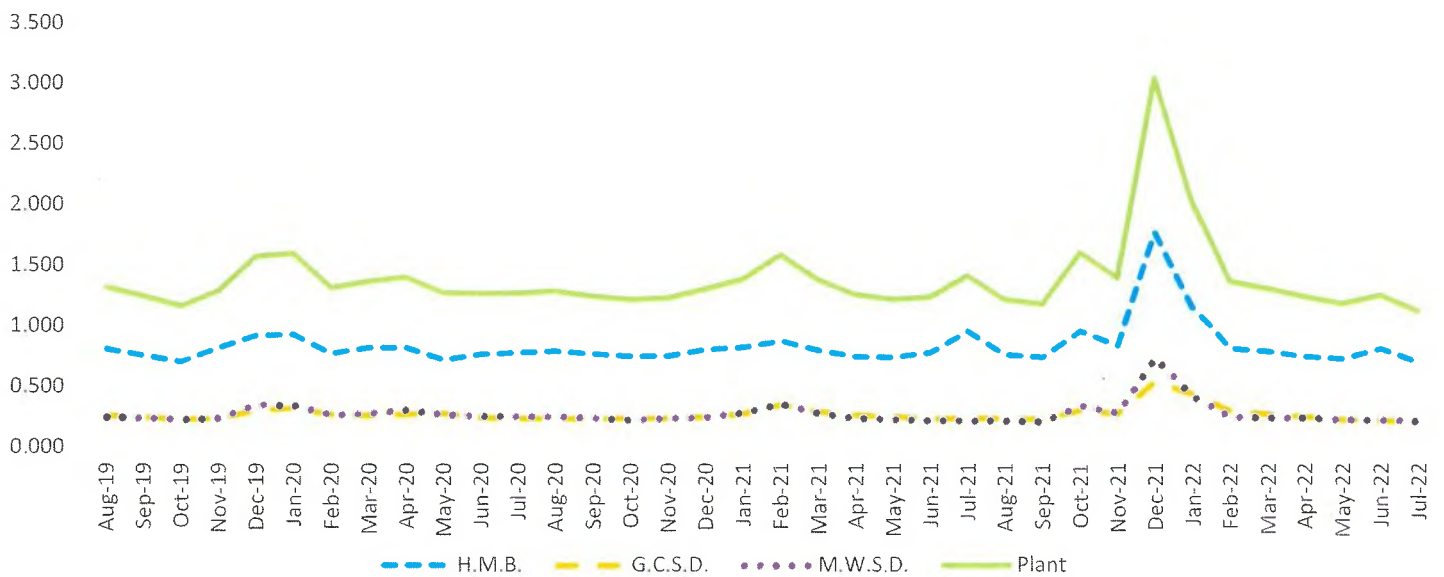


Most recent flow calibration March 2021 PS, March 2021 Plant

One Year Flow Chgart  
August 2021 - July 2022

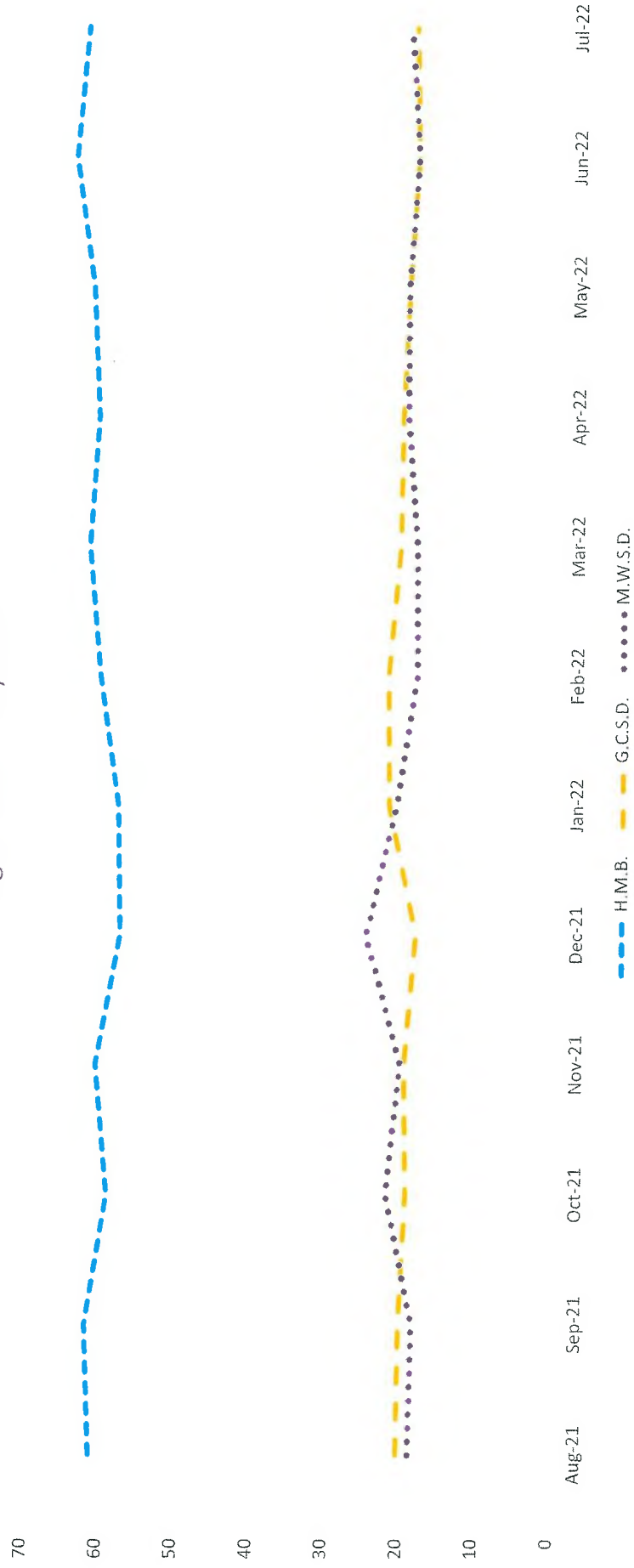


Three Year Flow Chart  
August 2019 - July 2022



# Flow based percent distribution based for past year

1 year Distribution by %  
August 2021 - July 2022



SAM      E-001      July 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
7/1/2022								
7/2/2022								
7/3/2022								
7/4/2022	320	7.70		97.6%	260	210	7.7	
7/5/2022	340	7.30		97.9%	320	250	7.0	
7/6/2022								
7/7/2022								
7/8/2022								
7/9/2022			7.50					7.35
7/10/2022								
7/11/2022								
7/12/2022	280	8.60		96.9%	220	200	4.4	
7/13/2022	290	8.90		96.9%	230	210	6.0	
7/14/2022								
7/15/2022								
7/16/2022			8.75					5.20
7/17/2022								
7/18/2022								
7/19/2022								
7/20/2022	310	13.00		95.8%	240	190	10.0	
7/21/2022	300	11.00		96.3%	380	240	28.0	
7/22/2022								
7/23/2022			12.00					19.00
7/24/2022	380	12.00		96.8%	280	230	9.9	
7/25/2022	350	19.00		94.6%	320	270	10.0	
7/26/2022								
7/27/2022								
7/28/2022								
7/29/2022								
7/30/2022			15.50					9.95
7/31/2022								
Count	8	8	4	8	8	8	8	4
Minimum	280	7.30	7.50	94.6%	220	190	4.4	5.2
Average	321	10.94	10.94	96.6%	281	225	10.4	10.4
Maximum	380	19.00	15.50	97.9%	380	270	28.0	19.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM      E-001      July 2022

Date	BOD % Removal	Eff Settleable Matter mg/l	Eff Settleable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
7/1/2022						0.00
7/2/2022						0.00
7/3/2022						0.00
7/4/2022	97.0%	ND		5.10		0.00
7/5/2022	97.8%	ND		2.20		0.00
7/6/2022						0.00
7/7/2022						0.00
7/8/2022						0.00
7/9/2022			ND		3.65	0.00
7/10/2022						0.00
7/11/2022						0.00
7/12/2022	98.0%	ND		3.0		0.00
7/13/2022	97.4%	ND		5.10		0.00
7/14/2022						0.00
7/15/2022						0.00
7/16/2022			ND		4.05	0.00
7/17/2022						0.00
7/18/2022						0.00
7/19/2022						0.00
7/20/2022	95.8%	ND		6.20		0.00
7/21/2022	92.6%	ND		2.80		0.00
7/22/2022						0.00
7/23/2022			ND		4.50	0.00
7/24/2022	96.5%	ND		6.40		0.00
7/25/2022	96.9%	ND		7.20		0.00
7/26/2022						0.00
7/27/2022						0.00
7/28/2022						0.00
7/29/2022						0.00
7/30/2022			ND		6.80	0.00
7/31/2022						0.00
Count	8	0	0	8	4	31
Minimum	92.6%	0.0	< 0.00	2.20	3.65	0.0
Average	96.5%	ND	ND	4.75	4.75	0.0
Maximum	98.0%	0.0	0.0	7.20	6.80	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM          E-001          July 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
7/1/2022	0.00		6.82	20.7			6.86	76.2
7/2/2022	0.00		6.72	20.5		ND	6.76	74.7
7/3/2022	0.00		6.63	20.3			6.54	72.0
7/4/2022	0.00		6.61	20.9			6.49	72.5
7/5/2022	0.00	13.0	6.76	21.5	ND		6.87	77.8
7/6/2022	0.00		6.72	22.3			6.55	75.3
7/7/2022	0.00		6.71	21.4			6.27	70.8
7/8/2022	0.00		6.86	21.8			6.71	75.9
7/9/2022	0.00		6.82	21.5		ND	7.05	80.1
7/10/2022	0.00		6.71	21.4			6.50	73.5
7/11/2022	0.00		6.73	21.3			6.39	72.2
7/12/2022	0.00		6.81	21.5			7.03	79.6
7/13/2022	0.00	29.0	6.87	21.4	ND		6.94	78.4
7/14/2022	0.00		6.79	21.6			6.84	77.6
7/15/2022	0.00		6.91	21.1			6.75	76.1
7/16/2022	0.00		6.78	20.4		ND	6.45	71.2
7/17/2022	0.00		6.77	21.3			6.37	71.9
7/18/2022	0.00		6.67	21.3			6.07	68.2
7/19/2022	0.00		6.84	21.3			6.22	70.1
7/20/2022	0.00		6.88	21.1			7.17	80.5
7/21/2022	0.00	31.0	6.83	21.4	ND		6.98	78.8
7/22/2022	0.00		6.78	21.4			6.70	75.7
7/23/2022	0.00		6.76	21.2		ND	7.07	79.6
7/24/2022	0.00		6.60	20.8			6.57	73.4
7/25/2022	0.00	15.0	6.73	21.0	ND		6.44	69.3
7/26/2022	0.00		6.70	21.4			6.90	77.9
7/27/2022	0.00		6.75	21.5			6.65	75.3
7/28/2022	0.00		6.69	21.3			6.62	74.6
7/29/2022	0.00		6.89	21.7			6.75	76.8
7/30/2022	0.00		6.74	21.4		ND	6.58	74.2
7/31/2022	0.00		6.69	21.6			6.67	75.5
Count	31	4	31	31	0	0	31	31
Minimum	0.00	13.0	6.60	20.3	< ND	< ND	6.07	68.2
Average	0.0	22.0	6.76	21.3	< ND	< ND	6.67	75.0
Maximum	0.00	31.0	6.91	22.3	0	< 0.0	7.17	80.5
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, July 2022

July 2022

	Total	Number of S.S.O.'s			SAM
		HMB	GCSD	MWSD	
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 12 Month Moving Total

	Total	12 month rolling Number			SAM
		HMB	GCSD	MWSD	
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
<b>Total</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>
		<b>50%</b>	<b>17%</b>	<b>17%</b>	<b>17%</b>

### Reportable SSOs

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

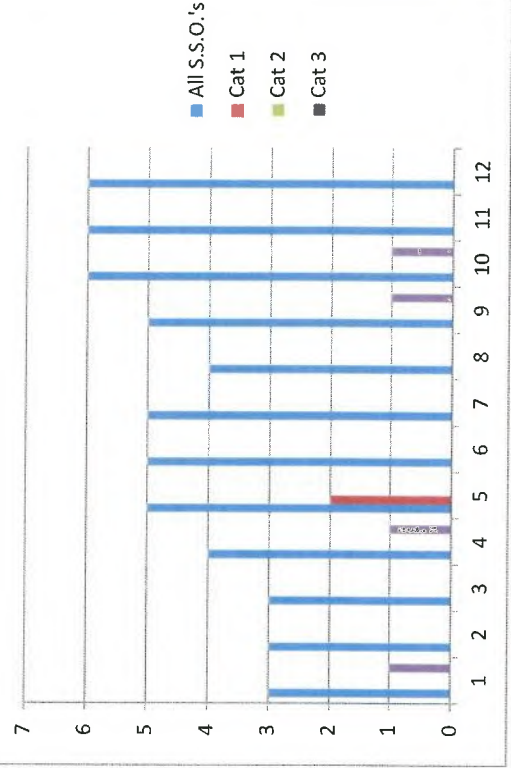
### SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s / Year/100 Miles			SAM
		HMB	GCSD	MWSD	
July 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
		<b>35.4%</b>	<b>31.8%</b>	<b>25.8%</b>	<b>7.0%</b>

### 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
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
July - 22	8,472	12,491	4,718	25,681	4.9
<b>Annual ft</b>	<b>119,786</b>	<b>127,004</b>	<b>94,314</b>	<b>341,104</b>	
<b>Annual Mi.</b>	<b>22.7</b>	<b>24.1</b>	<b>17.9</b>		<b>64.6</b>

### 12 Month Moving SSO Totals Through July 2022



## TASK SUMMARY - GCSD 2022-2023

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	11,681												11,681	13%
Hot Spot Cleaning	5,400	-												-	0%
Lift Station Inspection - Daily	52	4												4	8%
Lift Station Inspection - Annually	3	-												-	0%
Maint. Work Orders - Completed	-	4												4	
Maint. Work Orders - Incomplete	-													-	
Manhole Inspection	879	55												55	6%
USA Markings	372	103												103	28%
F.O.G. Inspections Completed	10	-												-	0%
F.O.G. Inspections Passed	10	-												-	0%
F.O.G. Inspection Failed	-	-												-	
Lateral Inspections	-	-												-	
Customer Service Call - Reg	-	3												3	
Customer Service Call - OT	-	1												1	
SSO Response - Category 1	-	-												-	
SSO Response - Category 2	-	-												-	
SSO Response - Category 3	-	-												-	
Insurance Claims Filed	-	0												0	



**SEWER AUTHORITY MID-COASTSIDE**  
**Finance Committee *Special Meeting* Agenda**  
**1 pm to 2 pm on Thursday August 25, 2022**

Kishen Prathivadi is inviting you to a scheduled Zoom meeting.

Topic: Finance Committee

Time: Aug 25, 2022 1:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89981817216?pwd=VG5kSnINTVJDhS8zQk1qTjZidXB1QT09>

Meeting ID: 899 8181 7216

Passcode: 529072

One tap mobile

+16694449171,,89981817216#,,,,\*529072# US

+16699006833,,89981817216#,,,,\*529072# US (San Jose)

**1. ROLL CALL**

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

**2. REGULAR BUSINESS**

A. Approval of Minutes July 21,2022 ([Attachment](#))

B. Discussion on Budget vs Actuals -Q4 ([Attachment](#))

C. Any other issues

**3. NEXT REGULAR MEETING**

September 15, 2022





**SEWER AUTHORITY MID-COASTSIDE**  
**Board of Directors Meeting Agenda**  
***Regular Board Meeting 7:00 PM, Monday, September 12, 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/86516489834?pwd=MnZHd1hoWUVBUkxpQkZodEtSK0dLZz09>

Meeting ID: 865 1648 9834

Passcode: 601649

One tap mobile

+16694449171,,86516489834#,,,,\*601649# US

+16699006833,,86516489834#,,,,\*601649# 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](mailto: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/ ITEMS NOT ON THE AGENDA**

Members of the public are welcome to submit comments via e-mail by sending them to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments so submitted prior to 7 pm on September 12, 2022 will be distributed to the Board electronically and/or read out loud during the discussion of the respective item(s) identified in the email. Members of the public may also provide comments telephonically or electronically on topics within the jurisdiction of the Authority, or on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of August 22, 2022 Regular Board Meetings (**Attachment**)
- B. Approve Disbursements for September 12, 2022 (**Attachment**)
- C. Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period September 14, 2022 through October 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) (**Attachment**)
- D. Accept the Quarterly Financial Report for the 4<sup>th</sup> Quarter of Fiscal Year 2021-22. (**Attachment**)

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

- A. Authorize General Manager to Issue a Purchase Order to Environmental Dynamics International for the Spray Foam Header piping, in-basin aeration components and scope adjustments to the main air supply header for the Aeration Basin #4 in the Amount of \$138,050. (**Attachment**)
- B. Review and Adopt the revised SAM Public Records Act Policy (**Attachment**)
- C. Review and Adopt the SAM Board Minutes Policy (**Attachment**)
- D. Authorize General Manager to Issue a Purchase Order to Global Diving and Salvage for Excavating and Repairing the Damaged Outfall Diffusers in the Amount of \$132,069. (**Attachment**)

**5. GENERAL MANAGER'S REPORT - NONE**

**6. ATTORNEY'S REPORT**

- A. EPA Proposed Listing of PFOA and PFOS as Hazardous Substances.

**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)

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

**11. ADJOURNMENT**

- Upcoming Regular Board Meetings: September 26, 2022 and October 10, 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.



**ITEM #6**

Blank



## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS August 18, 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 7:00 pm.

### **ROLL CALL**

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

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

### **GENERAL PUBLIC PARTICIPATION**

None.

### **SPECIAL MEETING AGENDA**

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

**ACTION:** Director Clark moved to approve the request by the Heart Drive Collective. (Clark/Seaton). Approved 4-0.

### **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**

There was no reportable action in Closed Session.

### **ADJOURN SPECIAL MEETING**

## **CALL REGULAR MEETING TO ORDER**

The Regular meeting was called to order at 7:30 p.m.

## **ROLL CALL**

## **GENERAL PUBLIC PARTICIPATION**

Speaking as a ratepayer and on her own behalf, Assistant General Manager Delia Comito reported on the difficulty encountered after submitting a PRA request to the Sewer Authority Mid-Coastside for credit card statements, and due to her concern regarding the information obtained, urged the public and elected officials to ask questions and to not hesitate to request public information as a means of oversight.

## **REGULAR MEETING AGENDA**

### **1. Parks and Recreation Activities.**

#### **a. Report from Parks Advisory Committee.**

PAC Chair Pat Tierney reported on the outreach effort for the proposed disc golf project and said that the results and additional information will be ready for presentation at the next board meeting.

#### **b. Report on Proposed Community Center.**

The General Manager reported on the kick-off meeting held with the design architect and said the project was moving forward.

#### **c. Report on Burnham Park.**

Director Dye announced the event to be held on 8/27 for the community to choose the type of playground equipment preferred for the park.

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

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

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

**ACTION:** Director Suchomel moved to award the contract to Koios Engineering.  
(Suchomel/Dye). Approved. 4-0.

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

**ACTION:** Director Suchomel moved to certify the updated SSMP as presented.  
(Suchomel/Clark). Approved. 4-0.

### **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.**

**ACTION:** Director Suchomel moved to approve the proposal from Fedak and Brown as presented. (Suchomel/Clark). Approved. 4-0.

### **6. Report on Sewer Authority Mid-Coastside Meetings.**



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

**COMMITTEE REPORTS**

14. **Report on seminars, conferences, or committee meetings.**  
Director Dye reported on attending the Coastside County Water District 75<sup>th</sup> anniversary.

**INFORMATION CALENDAR**

15. **Attorney's Report** – No report.
16. **General Manager's Report** – No report.
17. **Administrative Staff Report.** - The Assistant General Manager reported on her efforts to keep vehicles from parking overnight on District property as requested by the Board.
18. **Engineer's Report** – No further report.
19. **Future Agenda Items.**

**ADJOURN SPECIAL MEETING**

The Regular Meeting was adjourned at 8:20 p.m.

Date Approved by Board: September 15, 2022.

ATTEST:

---

Delia Comito, Board Secretary



**ITEM #7**

Blank

**Granada Community Services District**  
**September 2022 Warrants**  
For the September 15, 2022 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
09/15/22	9317	Barbara Dye	08/18/22 GCSD, 8/22/22 SAM	6040 · Directors' Compensation	190.00
09/15/22	9318	BKF Engineers	Project C20210921-10 Burnham Park	5130 · Parks & Rec Professional Svcs	454.00
09/15/22	9319	CalPERS	Annual UAL Contribution	6064 · CALPERS Contribution	2,691.59
09/15/22	9320	CliftonLarsonAllen LLP	July 2022 Accounting Svcs	6152 · Accounting	3,018.75
09/15/22	9321	David Seaton	8/18/22 GCSD	6040 · Directors' Compensation	145.00
09/15/22	9322	Domain Directory, LLC	Annual Domain Listing 9/1/22-8/1/23	6190 · Computers	289.00
09/15/22	9323	Dudek	07/30/22-08/26/22 Prof. Svcs	6151 · General Manager	7,745.00
09/15/22	9324	Eric Suchomel	8/18/22 GCSD	6040 · Directors' Compensation	145.00
09/15/22	9325	Harris & Associates	FY22-23 Assessment Submittal	6150 · Professional Services	3,000.00
09/15/22	9326	Hue & Cry, Inc	Sep 2022 Pump Stn Alarm	6170 · Utilities	35.59
09/15/22	9327	KBA Document Solutions, LLC	05/28/22-08/27/22	6020 · Copier lease	199.00
09/15/22	9328	Kennedy Jenks	July 2022 Svcs, Sum 182	6070 · Engineering Services	20,073.30
09/15/22	9329	Matthew Clark	08/18/22 GCSD, 8/22/22 SAM	6040 · Directors' Compensation	190.00
09/15/22	9330	Pacifica Community TV	08/18/22 GCSD, 8/22/22 PAC	6180 · Video Taping	600.00
09/15/22	9331	PG&E	Office Inv dtd 08/25/22	6170 · Utilities	83.48
09/15/22	9332	PG&E	Pump Stn Inv dtd 08/18/22	6170 · Utilities	280.52
09/15/22	9333	Pitney Bowes	Invoice dtd 09/07/22	6140 · Office Supplies	32.00
09/15/22	9334	Recology of the Coast	Del Garbage Pass-Thru 21/22 Tax Roll	2225 · Recology-Del Garbage	38,555.30
09/15/22	9335	Rodolfo Romero	Sept Cleaning	6130 · Office Maintenance & Repairs	180.00
09/15/22	9336	San Mateo County Harbor Dist	Oct-22	6120 · Office Lease	4,550.00
09/15/22	9337	Sewer Authority Mid-Coastside	Sep 2022 Assmts	5010 · SAM - General	153,292.50
09/15/22	9338	State Compensation Ins. Fund	Policy 9164816	6080 · Insurance	253.42
09/15/22	9339	Tri Counties Bank	Aug 2022 Card Charges	6310 · Park Related Misc Expenses	133.80
09/15/22	9340	US Bank Equipment Finance	Sep 2022 Svcs	6020 · Copier lease	358.75
09/15/22	9341	Verizon Wireless	Aug 2022 Svcs	6170 · Utilities	129.46
09/15/22	9342	Wittwer & Parkin	Aug 2022 Svcs	6090 · Legal Services	8,352.75
<b>TOTAL</b>					<b>244,978.21</b>



**ITEM #8**

Blank



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

**ASSETS**

Current Assets	
Checking/Savings	
1020 · Petty Cash	\$ 420
1030 · Cash - LAIF	2,841,520
1040 · Tri Counties Bank - Gen Op	68,272
1050 · Tri Counties Bank - Deposit	17,345
Total Checking/Savings	<u>2,927,557</u>
Other Current Assets	
1100 · Accounts Receivable	1,917
Total Other Current Assets	<u>1,917</u>
Total Current Assets	2,929,474
Fixed Assets	
1600 · Land	2,862,979
1610 · Construction in Progress	168,508
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	<u>(7,550,452)</u>
Total Fixed Assets	6,731,144
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	<u>(1,085,094)</u>
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	<u>(7,287)</u>
1735 · Advance to AD- Assesmnt Revenue	<u>(31,484)</u>
1750 · Investment in SAM	4,648,209
1760 · Deferred Outflows of Resources	97,661
Total Other Assets	<u>5,071,989</u>
Total Assets	<u>14,732,607</u>

**LIABILITIES**

Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	80,728
2001 · Accrued Vacation	1,748
2003 · Due to GCSD Customer	550
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	4,112
2225 · Recology-Del Garbage	14,791
2300 · Due to AD	6,252
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>127,586</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>320,685</u>

**NET POSITION**

3000 · Net Assets	14,653,455
Net Loss	<u>(241,533)</u>
Total Net Position	<u>\$ 14,411,922</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, 2022 through July 31, 2022**

	Jul 1, 2022 - Jul 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
<b>Revenues</b>				
Operating Revenue				
4015 · Park Tax Allocation	\$ -	\$ 77,083	\$ (77,083)	\$ 925,000
4020 · Sewer Service Charges-SMC	-	179,583	(179,583)	2,155,000
4030 · AD OH Reimbursement	-	2,750	(2,750)	33,000
4040 · Recology Franchise Fee	7,091	3,417	3,674	41,000
Total Operating Revenue	7,091	262,833	(255,742)	3,154,000
Non Operating Revenue				
4120 · Interest on Reserves	-	2,125	(2,125)	25,500
4130 · Connection Fees	4,700	2,333	2,367	28,000
4150 · Repayment of Adv to AD-NCA	-	26,250	(26,250)	315,000
4160 · SAM Refund from Prior Yr	-	83	(83)	1,000
4170 · ERAF Refund	-	29,167	(29,167)	350,000
4180 · Misc Income	5,500	5,500	-	66,000
Total Non Operating Revenue	10,200	65,458	(55,258)	785,500
Total Revenues	17,291	328,291	(311,000)	3,939,500
Gross Profit	17,291	328,291	(311,000)	3,939,500
<b>Expenses</b>				
Operations				
5010 · SAM - General	85,958	85,963	5	1,031,541
5020 · SAM - Collections	17,449	17,450	1	209,400
5021 · Lift Station Maint.	191	-	(191)	-
5022 · SAM- NDWSCP	2,251	-	(2,251)	-
5050 · Mainline System Repairs	-	833	833	10,000
5060 · Lateral Repairs	-	1,250	1,250	15,000
5065 · CCTV	-	833	833	10,000
5070 · Pet Waste Station	588	150	(438)	1,800
5110 · RCD - Parks	-	2,500	2,500	30,000
5120 · Half Moon Bay Reimb - Parks	-	9,150	9,150	109,800
5130 · Parks & Rec Professional Services	4,333	25,000	20,667	300,000
Total Operations	110,770	143,129	32,359	1,717,541

*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, 2022 through July 31, 2022**

	Jul 1, 2022 - Jul 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	-	1,833	1,833	22,000
6020 · Copier lease	716	500	(216)	6,000
6040 · Directors' Compensation	905	1,000	95	12,000
6050 · Education & Travel Reimb	-	167	167	2,000
6060 · Employee Compensation	29,662	32,500	2,838	390,000
6070 · Engineering Services	4,036	2,500	(1,536)	30,000
6080 · Insurance	-	2,917	2,917	35,000
6090 · Legal Services	-	2,667	2,667	32,000
6095 · Legal Services for Case Related Legal	-	2,500	2,500	30,000
6100 · Memberships	1,321	750	(571)	9,000
6120 · Office Lease	4,550	5,000	450	60,000
6130 · Office Maintenance & Repairs	180	208	28	2,500
6140 · Office Supplies	294	208	(86)	2,500
6150 · Professional Services	23,561	11,333	(12,228)	136,000
6160 · Publications & Notices	691	1,250	559	15,000
6170 · Utilities	939	1,167	228	14,000
6180 · Video Taping	300	417	117	5,000
6190 · Computers	15	250	235	3,000
6220 · Miscellaneous	10,450	667	(9,783)	8,000
6230 · Bank Service Charges	38	-	(38)	-
6310 · Park Related Misc Expenses	1,527	10,833	9,306	130,000
Total Administration	79,185	81,334	2,149	944,000
Capital Projects				
7100 · SAM - Infrastructure	49,881	49,881	-	598,569
Total Capital Projects	68,869	79,048	10,179	948,569
Total Expenses	258,824	303,511	44,687	3,610,110
Net Income (Loss)	<u>\$ (241,533)</u>	<u>\$ 24,780</u>	<u>\$ (266,313)</u>	<u>\$ 329,390</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.*



**ITEM #9**

Blank

---

AGENDA NOTICE

---

There are no documents for this Agenda Item.





**ITEM #10**

Blank

**GRANADA COMMUNITY SERVICES DISTRICT**

---

**AGENDA NOTICE**

---

There are no documents for this Agenda Item.



**ITEM #11**

Blank

**GRANADA COMMUNITY SERVICES DISTRICT**

---

**AGENDA NOTICE**

---

There are no documents for this Agenda Item.





**ITEM #12**

Blank

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: August 5, 2022 to September 9, 2022  
To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Date: September 15, 2022

**REQUEST FOR PUBLIC RECORDS**

There were two requests for public records this period:

Request Date	Requester	Documents Requested	Provided/Date
08/23/22	Reporter from HMB Review	Docs. obtained from 5/20 PRA to SAM	Viewed in ofc. on 8/24
08/30/22	Reporter from HMB Review	Emails relating to 5/20 PRA to SAM	Forwarded emails on 9/02

**APPLICATIONS RECEIVED**

There were three applications received this period:

Date	Class	Owner/Agent	APN	Address	Sq. Ft.	Zone
07/26/22	1A	Agranov G	048-054-220	345 Miramar Dr, Miramar	8,787	R-1/S-17
08/04/22	1A	Barsh/Russo	047-207-060/070	180 Ave Balboa, EG	5,172	R-1/S-17
08/29/22	1A	Peng Kevin	047-095-070	441 Valencia, EG	5,500	R-1/S-17

**PERMITS ISSUED**

There were four permits issued this period:

Permit	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3231	1A	07/11/22	Ralston/Mendiola	047-217-110	340 Ave Del Oro, EG	6,000	R-1/S-17
3232	2D	07/25/22	SMC Harbor Dist	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
3234	1A	08/19/22	Barsh/Russo	047-207-060/070	180 Avenue Balboa, EG	5,172	R-1/S-17

**SEWER HOOK-UPS**

There were three sewer hook-ups this period:

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

**REPAIRS**

There have been no lateral repairs this fiscal year.



**ITEM #13**

Blank

September 8, 2022

## **Memorandum**

To: Granada Community Services District  
From: John H. Rayner, District Engineer  
Subject: Engineer's Report for September 2022

---

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

On August 19<sup>th</sup> we notified Koios Engineering that the GCSD Board had awarded the construction contract to Koios Engineering, Inc. for \$486,060. We have since received and approved insurance certificates and bonds and GCSD has returned a fully executed construction contract to Koios Engineering. We expect to issue Koios Engineering a Notice to Proceed this week. Residents with sewers to be replaced on their property will be notified soon of the upcoming construction. The time of completion for construction is 120 days from receipt of Notice to Proceed.

### **Big Wave**

1. Construction of the Airport Street sewer has been completed and is currently being tested and televised by CCTV to confirm that it meets GCSD specifications. Once approved, the sewer will be eligible for dedication to the District.
2. As noted previously, 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, however, GCSD has not yet issued a permit.

### **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. GCSD has issued a permit and construction is expected to begin soon.





**ITEM #14**

Blank

09/15/22

Granada Community Services District  
FUTURE AGENDA ITEMS

#	Agenda Item	By	Est. Date	Notes
1	Update Records Retention Policy	Staff	Feb 2023	Needs revisions
2	Update Conflict of Interest Code	Staff	Unknown	May not be required
3	Review of Lateral Policy	Board	Unknown	Still necessary?
4	Ord Code Revision	Staff	Unknown	In progress
5	Adopt Admin Policy for PRA's	GJ	Unknown	TBD
6	Adopt Financial Reserves Policy	GJ	Unknown	TBD
7	Adopt Policy for Brown Act Compliance	GJ	Unknown	TBD