



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, January 17, 2019

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

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

1. Conference with Real Property Negotiator (Government Code Section 54956.8).

District's Negotiator: Chuck Duffy.

Negotiating parties: Half Moon Bay Fire Protection District and Granada Community Services District.

Property under negotiation: Vacant Land with no address located at Obispo Road and Avenue Portola, El Granada, California. (Parcel "A", APN 047-261-030)

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

2. Conference with Legal Counsel – Existing Litigation (Gov. 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) - San Mateo Superior Court Case No. 17CIV03092.

- 3. Conference Involving A Joint Powers Agency – Sewer Authority Mid-Coastside (Government Code Section 54956.96):**
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (Two potential cases – circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)
Granada Community Services District representatives on SAM joint powers agency board: Jim Blanchard, Chair, and Barbara Dye, Director.

RECONVENE TO OPEN SESSION

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

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

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ADJOURN REGULAR MEETING

At the conclusion of the December 20, 2018 Meeting:

Last Ordinance adopted: No. 172

Last Resolution adopted: No. 2018-006

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

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

ITEM #1

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Parks Budget and Future District Staffing
Date: January 17, 2019

Attached to this memo is a spreadsheet showing the District Parks and Recreation actual and budgeted revenues and expenditures from July 2015 through December 2018. This information is presented to provide a historical perspective on the parks budget. On a related note, we will also be discussing parks and recreation staffing as it relates to general district staffing.

Granada Community Services District

**Parks and Recreation Related Profit & Loss
Budget and Actual**

July 2015 through December 2018

	Jul '15 - Jun 16		Jul '16 - Jun 17		Jul '17 - Jun 18		Jul - Dec 18 (YTD)	
	Budgeted Income	Actual Income	Budgeted Income	Actual Income	Budgeted Income	Actual Income	Budgeted Income	Actual Income
Income								
4010 - Total Property Tax	550,000	565,355	175,000	181,864	200,000	204,355	100,000	21,362
4015 - Parks Property Tax Allocation	50,000	50,000	400,000	400,000	400,000	434,528	200,000	43,371
Total Income	600,000	615,355	575,000	581,864	600,000	638,883	300,000	64,733

	Jul '15 - Jun 16		Jul '16 - Jun 17		Jul '17 - Jun 18		Jul - Dec 18	
	Budgeted Expenses	Actual Expenses	Budgeted Expenses	Actual Expenses	Budgeted Expenses	Actual Expenses	Budgeted Expenses	Actual Expenses
Expenses								
5100 - County Staff Time	0	4,980	15,000	747	5,000	0	0	2,928
5110 - RCD	0	0	5,000	7,484	5,000	5,600	2,500	8,743
5120 - Half Moon Bay Reimb	0	0	50,000	43,373	20,000	0	12,500	8,777
5130 - Professional Svcs	0	0	0	0	0	19,303	10,000	14,600
6093 - Legal - Parks	0	14,399	0	21,994	0	7,907	0	1,566
6110 - Newsletter	2,500	0	2,500	0	2,500	2,812	3,000	0
6310 - Park Related Misc Exp	25,000	871	0	729	0	6,205	0	490
7500 - Park Projects	15,000	4,500	75,000	0	100,000	6,400	50,000	3,900
7510 - Land Acquisition	0	0	0	181,706	0	0	0	0
Total Expenses	42,500	24,750	147,500	256,033	132,500	48,227	78,000	41,003

Parks Net Gain/(Loss) 25,250 143,967 386,301 2,368

Parks and Recreation Balance 25,250 169,217 555,518 557,886

ITEM #2

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Parks Advisory Committee Priority List
Date: January 17, 2019

Attached to this memo is the Parks Advisory Committee Priority List of projects for 2019.

18/19 FY PRIORITIZED PARKS AND RECREATION NEEDS LIST

(With one item removed per recommendation from GCSD Counsel)

Not yet Board Approved

The following parks and recreation needs for 2018-2019 were approved by the GCSD Parks Advisory Committee on 9/11/18. This is a one-year perspective. The Committee is very interested in seeing recreation facilities built, communications about parks and recreation improved, and programs enhanced this year.

Prioritized Parks & Recreation Items:	Est. Project Cost	Proposal	Proposed Total
1. Approve concepts and start outreach for small neighborhood playgrounds in median 7 and/or 8 (Avenue Balboa) and begin as soon as possible.	\$15,096.44 YTD plus Nov. costs included in \$3,500 est.	\$19,100 (incls Nov. & proposed Dec. costs)	\$34,200
2. Replace benches and picnic tables in the Avenue Balboa medians.	7 benches @ \$500 ea= \$3,500		
3. Support efforts to plan for a Burnham Park and the protection of resources in that area.	\$18,703.31 YTD		?
4. Advocate for a pump track to be built in Quarry Park.	Approx. \$50,000 - \$75,000 for construction costs? Maintenance?		?
5. Identify, write brochure, and promote a 2019 Summer Recreation Program.	Minimal cost.		
6. Develop a trail and amenities plan for all El Granada medians, with a priority on median 11 (Avenue Portola), as soon as possible.	Costs unknown.		
7. Explore lease of land from Cabrillo Unified School District for active and passive recreation on the El Granada surplus property.	N/A		
8. Maintain the parks and recreation webpage on the GCSD website, and provide recreation-focused information for quarterly e-newsletter.	-0-		
9. Explore dog park options.	N/A		
10. Support the District to acquire and develop a community center.	Cost for vacant land or PO lot?		?
11. Explore potential locations for a small disc golf course.	N/A		
12. Explore additional locations for small pocket parks in district neighborhoods.	N/A		

ITEM #3

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration to Amend PAC Guidelines
Date: January 17, 2019

Attached is a red-lined version of the guidelines established for the Parks Advisory Committee, which incorporates suggestions to primarily change the committee member appointment process, to provide for the formation of a Board ad hoc appointment committee, and to establish regular PAC meetings, along with some other fixes.

The suggested changes will be discussed further at the meeting.



Granada Community Services District

GRANADA PARKS ADVISORY COMMITTEE GENERAL RULES OF PROCEDURE

Purpose

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

Authority

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

Appointment, Terms & Vacancies

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

Resignations shall be made in writing to the Board of Directors or District Staff. The GCSD Board may remove an appointee by 4/5 vote. When If a vacancy occurs prior to the end of term, and there are no alternates, the District Secretary shall post a notice of ~~the~~ vacancy, accept applications, and agendize appointment within ~~60~~ 90 days.

The Board of Directors may appoint two directors to serve on an ad hoc committee to review applicants and make recommendations for new appointments.

Qualifications

Member qualifications:

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

Meetings

The date and time for regular meetings shall be the first Monday (or first Tuesday, or first Thursday) in January, April, July, and October. ~~set by a majority of the Committee members for~~

~~each two year term.~~ The Committee shall meet a minimum of four times per year. The ~~Board or~~ Committee Chair may call special meetings as needed by notifying District Staff Liaison at least two weeks in advance whenever possible. All Committee meetings will be recorded on video, and are subject to the Ralph M. Brown Act.

General Rules of Procedure

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

Responsibilities of Members

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

Staff Liaison

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

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

Responsibilities of the Board

- To the extent possible, the GCSD Board shall appoint Committee Members who represent the diverse profile of the community, including age groups, family types, and neighborhoods.
- The GCSD Board shall consider recommendations of the Committee to be that of the community at large.
- The GCSD Board shall strive to approve recommendations of the Committee. However, the Board reserves the right to approve, in whole or in part, to amend, or to reject any and all recommendations.

ITEM #4

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration to Appoint Board PAC Selection Committee
Date: July 19, 2018

This Agenda Item is for the Board to appoint two directors to serve on a Parks Advisory Committee Selection Committee. The purpose of the committee is to interview applicants when there is a vacancy, and to provide the Board with a recommendation for appointment. The previous committee members were Directors Clark and Woren.

The Parks Advisory Committee consists of seven voting members, and the resignation of Owen Moore on 10/29/18, created the current vacancy. Due to the timing with the November 6th General Election, the process to appoint a new committee member was delayed.

The District has received three new PAC applications for the Committee to review. The PAC appointment will take place at the February 21, 2019 board meeting.

ITEM #5

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration to Appoint Local Chapter CSDA Representative.
Date: January 17, 2019

Pursuant to District bylaw, the District Board of Directors or the Board President shall have the authority to appoint a District representative to the San Mateo County Chapter of the California Special Districts Association (CSDA). The appointment generally takes place annually at the board meeting when the election of Board Officers is held, which was not done due to the limited December agenda. David Seaton served as the District representative in 2018.

While the appointed representative has the authority to deputize another Board member *pro tem* to attend a scheduled California Special Districts Association Chapter meeting if the representative is unable to attend, the Board should consider appointing an alternate at this time.

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ITEM #6

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Appointing Alternate Board Member to Attend and Vote on the LAFCo Independent Special District Selection Committee
Date: January 17, 2019

Pursuant to District bylaw, the Board President shall serve as the District's representative to the LAFCO Independent Special District Selection Committee. The Board must appoint a director to serve as the alternate District representative of the LAFCO Independent Special District Selection Committee, in the event the Board President is unable to attend a meeting. There is a committee meeting scheduled on February 12, 2019 at 7:30 pm in Burlingame.



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

January 3, 2019

To: Presiding Officers/Board Presidents
Independent Special Districts, San Mateo County

Subject: Call for Nominations: Special District Selection Committee to Elect Special District Member on San Mateo LAFCo Pursuant to Section 56332

As you know, the San Mateo Local Agency Formation Commission is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts) and one public member appointed by the six members of the Commission. An alternate for each type of membership is also selected in the same manner as regular members.

The purpose of this letter is to call a meeting of the Special District Selection Committee for the purpose of filling the current vacancy created by Joe Sheridan's retirement from LAFCo. This term expires May, 2020. Attached is the agenda, which also includes election of the alternate special district commissioner with the term ending May, 2020, in the event a vacancy occurs. The meeting is scheduled to be held on **Tuesday, February 12, 2019 at 7:00 p.m. at the San Mateo County Mosquito and Vector Control District office, 1351 Rollins Road, Burlingame.**

Government Code Section 56332 directs that the LAFCo Executive Officer shall call a meeting to fill a vacancy of the special district term whenever a vacancy occurs. Voting members of the Special District Selection Committee are chair or president of an independent special district. If the board chair or president is not able to attend the meeting, the board of that district must appoint an alternate board member to vote. In summary, voting members shall only be the Chair or President of the board, or a Board appointed alternate board member. Alternates should bring a minute order or letter from the District documenting they have been authorized to act on behalf of the district.

Please also note that while your district may participate in the local chapter of the California Special Districts Association ("Association"), the LAFCo Special Districts Selection Committee and the Association are not affiliated. While you may receive correspondence from the Association, questions or correspondence about the Special District Selection Committee should be directed to the LAFCo Office. If you have questions concerning this process, please contact me directly at mpoyatos@smcgov.org.

Sincerely,

A handwritten signature in black ink that reads 'Martha Poyatos'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Martha Poyatos
Executive Officer

COMMISSIONERS: ANN DRAPER, CHAIR, PUBLIC ▪ JOSHUA COSGROVE, VICE CHAIR, Special district ▪ RICH GARBARINO, City ▪ DON HORSLEY, COUNTY ▪ MIKE O'NEILL, CITY ▪ VACANT, Special District ▪ WARREN SLOCUM, COUNTY

ALTERNATES: KATI MARTIN, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY

STAFF: MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT ANALYST

Please forward to your District's Board
President or Chairperson

Agenda

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE (For the purpose of selecting San Mateo LAFCo special district representatives)

Tuesday, February 12, 2019

7:00 p.m.

San Mateo County Mosquito and Vector Control Dist.
1351 Rollins Road, Burlingame, CA

Contact: Martha Poyatos
Executive Officer
San Mateo LAFCo
(650) 363-4224

1. Introduction & brief update on LAFCo activities
2. Roll Call and Determination of quorum*
3. Nominations
4. Oral Presentations of nominees (optional): two minutes each
5. Election of Special District Members to LAFCo
 - a. Regular Member - term ending May 2020 (vacant)
 - b. Alternate Member if vacancy occurs - term ending May 2020
6. Public Comment
7. Adjournment

***Pursuant to Gov. Code Section 56332, the Independent Special District Selection Committee (SDSC) shall consist of the presiding officer/president of the legislative body of each independent special district. The legislative body of the district may appoint one of its board members to attend and vote in the presiding officer's place if the presiding officer will not be present at the meeting. (Government Code Section 56332(b)). In instances where boards have appointed an alternate board member to serve in place of the presiding officer, documentation such as a resolution, minute order or letter must be submitted to LAFCo at the meeting. Only the chair or a Board appointed board member may vote. Staff may not vote. Each district is entitled to one vote.**

Questions? Call Martha Poyatos at 650/363-4224 or e-mail at mpoyatos@smcgov.org

ITEM #7

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SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, January 14, 2019

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

1. CALL TO ORDER

A. Roll Call

Chair:	Jim Blanchard (GCSD)
Vice-Chair:	Dr. Deborah Penrose (HMB)
Secretary:	Kathryn Slater-Carter (MWSD)
Treasurer:	Deborah Ruddock (HMB)
Director:	Scott Boyd (MWSD)
Director:	Barbara Dye (GCSD)

B. Special Order of the Day – Election of SAM Board Officers

2. PUBLIC COMMENT / ORAL COMMUNICATION

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

A. CONFERENCE WITH DISTRICT'S LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6. District's Designated

Representatives: Fran Buchanan, IEDA, Beverli A. Marshall, General Manager, and Carl Nelson, Polisner, Maddow, Nelson & Judson. Employee Organization: IUOE, Stationary Local No. 39

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Ecological Rights Foundation vs. Sewer Authority Mid-Coastside)

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Petition filed by Ecological Rights Foundation seeking review by the State Water Resources Control Board of Stipulated Order No. R2-2018-1012)

- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code 54957 – Title: General Counsel
- E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code 54957 – Title: General Manager
- F. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (One potential case – circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)

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

5. PUBLIC COMMENT / ORAL COMMUNICATION

6. 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 December 10, 2018, Regular Board Meeting (**Attachment**)

B. Approve Disbursements for January 14, 2019 (**Attachment**)

C. Receive FY 2018/19 Expense and Revenue Report for Period Ending November 30, 2018 (**Attachment**)

D. Approve the Schedule of Board of Directors Meetings for 2019 (**Attachment**)

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

A. Amend the Contract with Bold, Polisner, Maddow, Nelson & Judson for Legal Services to Extend the Contract through June 30, 2019 and Increase the Authorized Amount by \$100,000 for a Total Contract Amount Not to Exceed \$290,000 (**Attachment**)

B. Authorize General Manager to Execute a Contract with Calcon Systems for Routine Electrical Maintenance and SCADA Support Services at SAM Facilities in an Amount Not to Exceed \$163,500 for a Twelve-Month Period (**Attachment**)

C. Authorize General Manager to Issue a Purchase Order to G3 Engineering, Inc. for the Purchase of Two Replacement Pumps at Portola Pump Station in the Amount of \$62,600 (**Attachment**)

D. Establish Board Operations Committee and Finance Committee as Standing Committees, Set Time and Place for the Meetings, and Appoint Directors (**Attachment**)

8. GENERAL MANAGER’S REPORT

A. Receive Manager’s Report for November 2018 ([Attachment](#))

9. ATTORNEY’S REPORT

10. DIRECTORS’ REPORT

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

12. ADJOURNMENT

- Upcoming Regular Board Meetings: January 28 and February 11, 2019

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

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: Monthly Manager’s Report – November 2018

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 November 2018.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.749	59.3%
Accidents, Injuries, etc.:	0	Granada CSD	0.272	21.5%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.243</u>	<u>19.2%</u>
Reportable Spills Cat 2:	0	Total	1.264	100%
Reportable Spills Cat 3:	0			

Administration

There was one Board meeting in the month of November (26) 2018. There were no requests for public records during the month of November. There were seven media

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

Attachment A

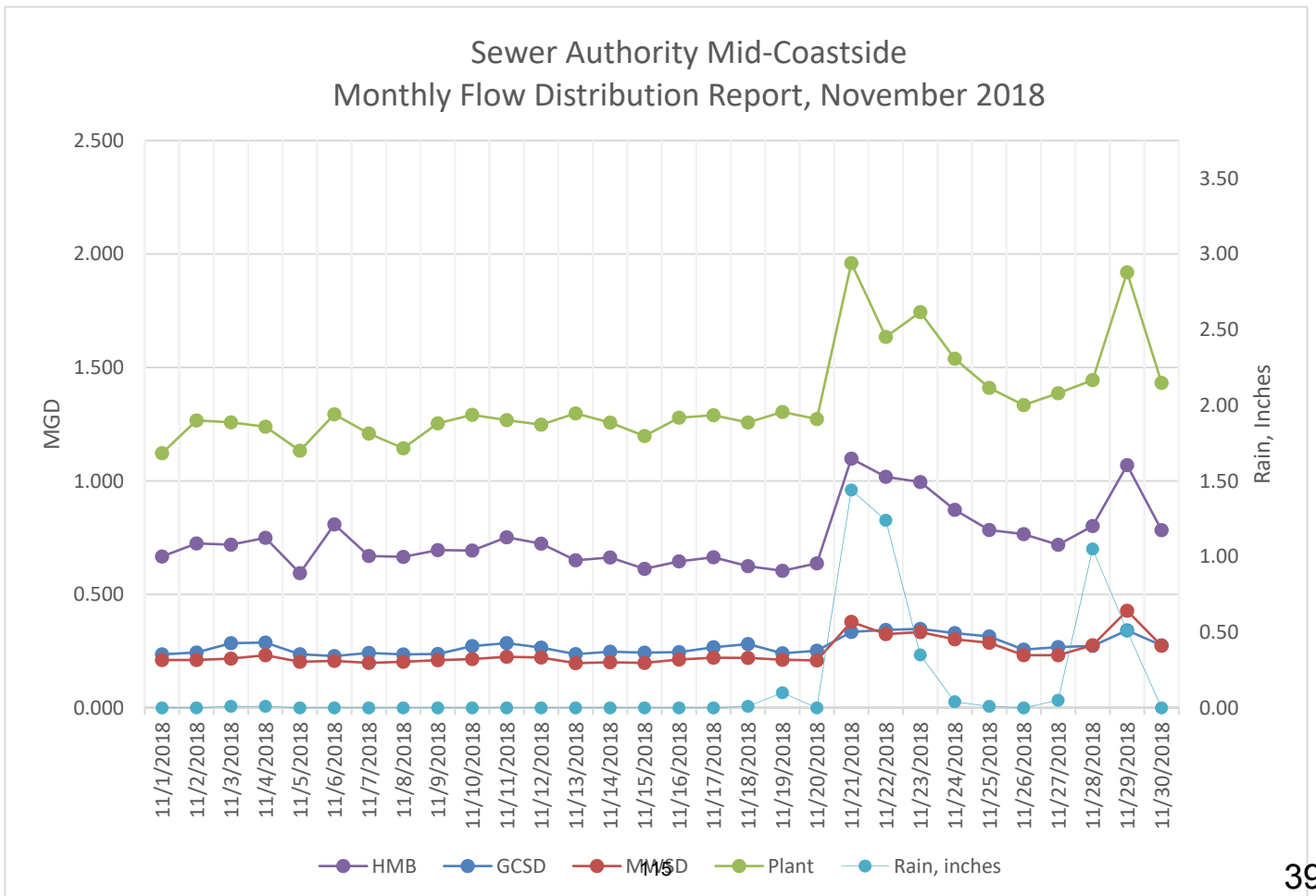
Flow Distribution Report Summary for November 2018

The daily flow report figures for the month of November 2018 have been converted to an Average

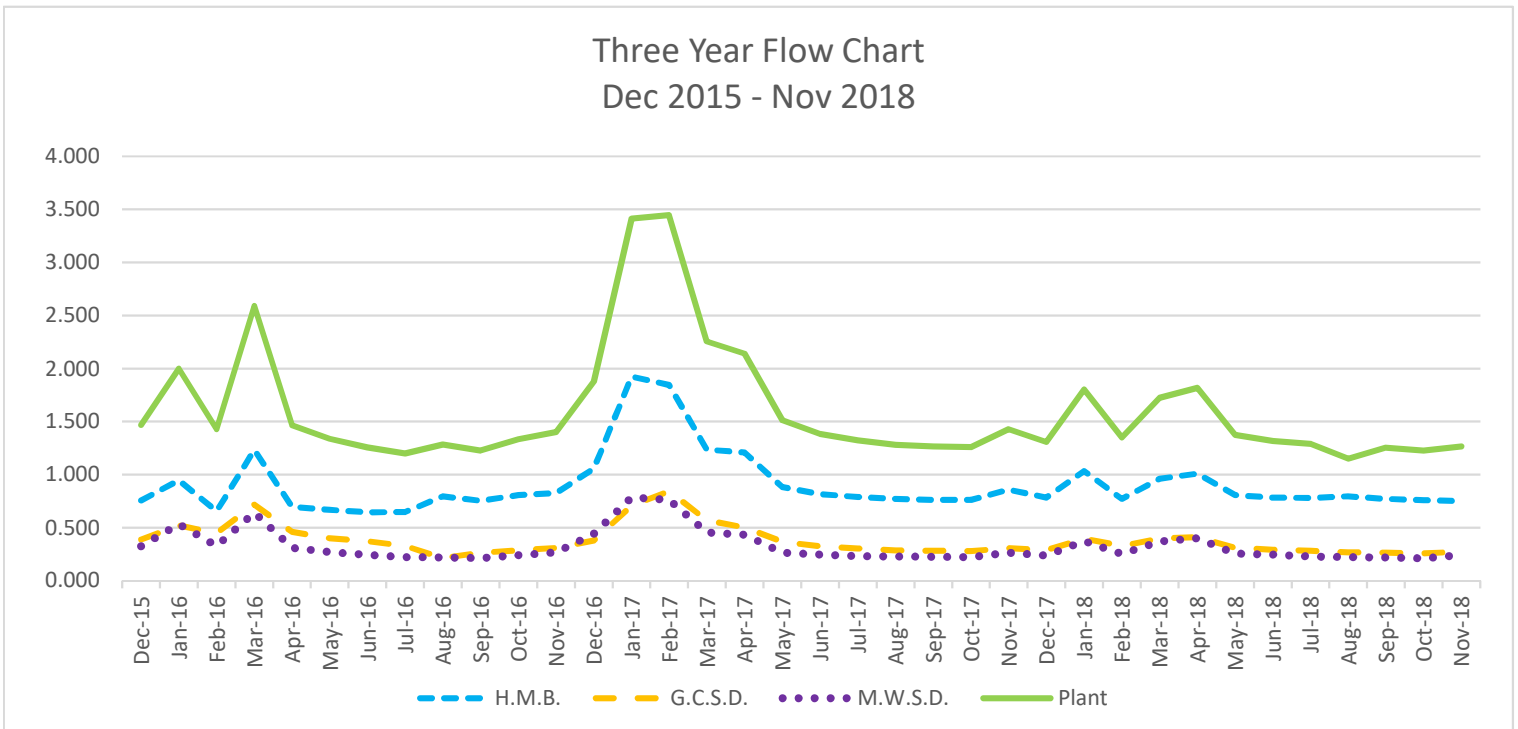
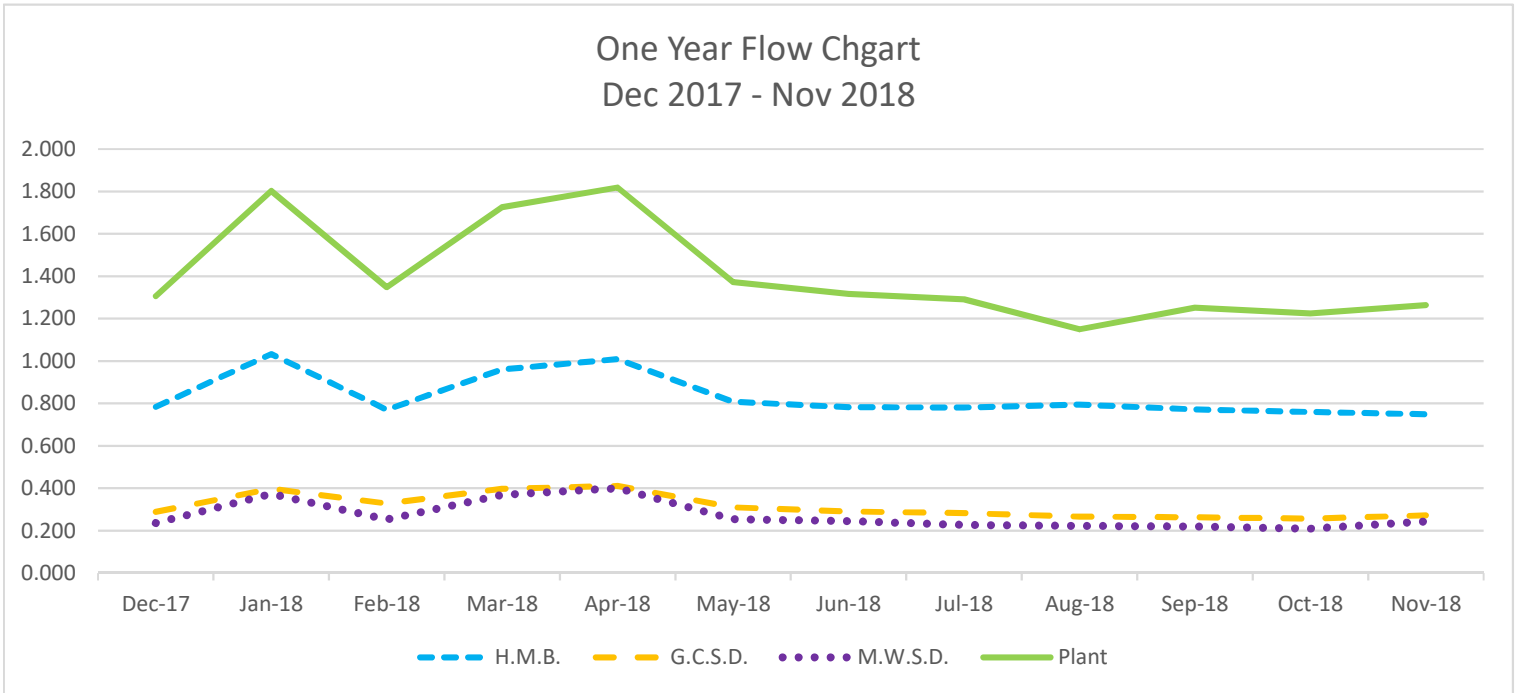
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

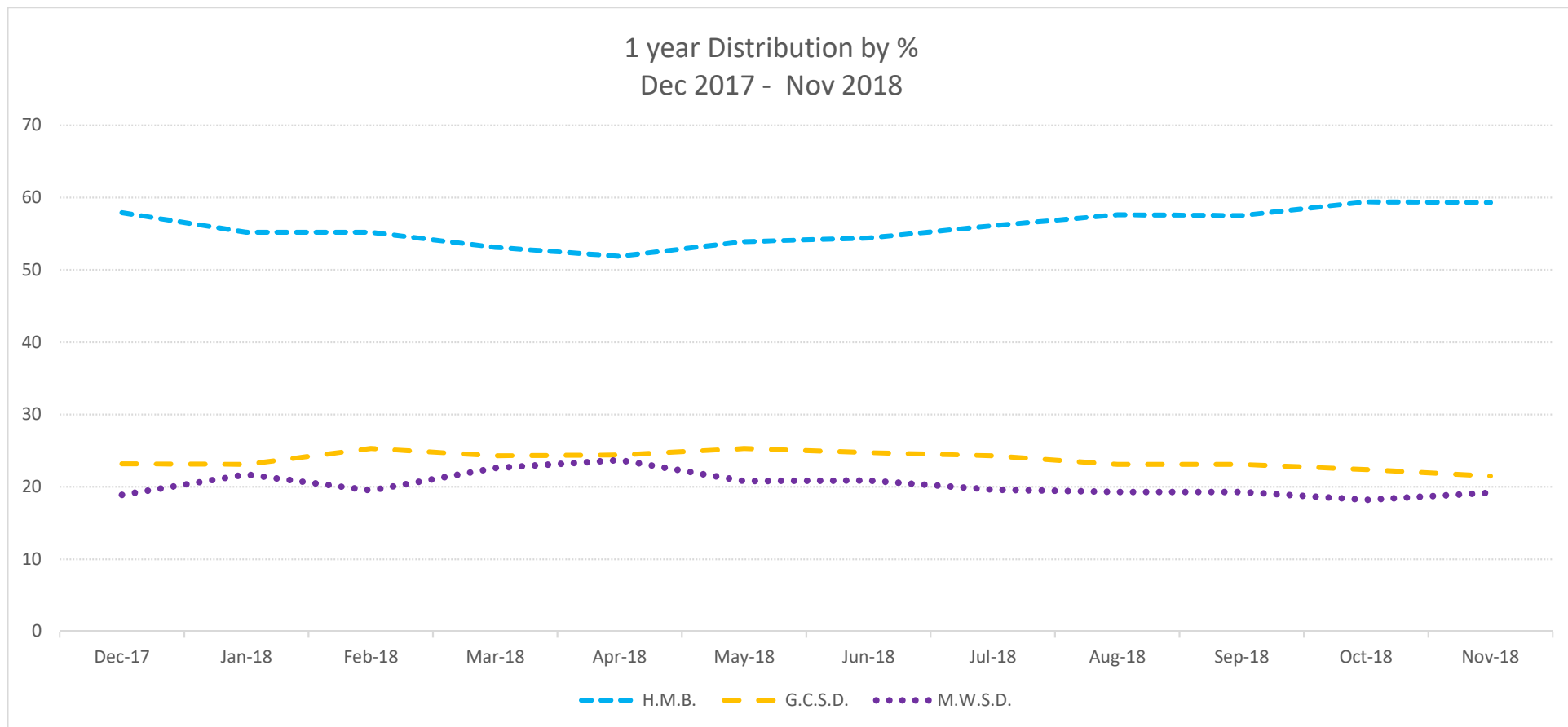
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.749	59.3%
Granada Community Services District	0.272	21.5%
Montara Water and Sanitary District	<u>0.243</u>	<u>19.2%</u>
Total	1.264	100.0%



Most recent flow calibration April 2018 PS, April 2018 Plant



Flow based percent distribution based for past year



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, November 2018

November 2018

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

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	1	1	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	1	1	0	0	0
		100%	0%	0%	0%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
November 2018	0	0	0	0	0
12 Month Moving Total	1	1	0	0	0

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
November 2018	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.0	2.7	0.0	0.0	0.0
Category 1	1.0	2.7	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

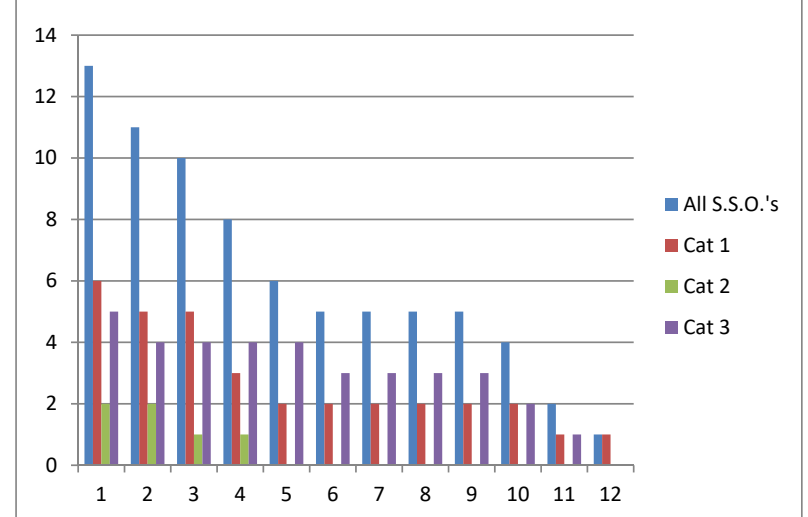
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Dec - 17	31,661	14,103	9,810	55,574	10.5
Jan - 18	26,653	13,069	11,444	51,166	9.7
Feb - 18	10,011	6,913	11,998	28,922	5.5
Mar - 18	15,529	10,672	9,585	35,786	6.8
Apr - 18	13,294	11,588	11,614	36,496	6.9
May - 18	12,081	12,563	10,730	35,374	6.7
June - 18	17,720	17,272	9,086	44,078	8.3
July - 18	29,678	19,093	9,715	58,486	11.1
Aug - 18	22,610	22,232	16,155	60,997	11.6
Sep - 18	15,448	16,407	11,416	43,271	8.2
Oct - 18	21,189	10,969	14,786	46,944	8.9
Nov - 18	19,571	27,546	10,338	57,455	10.9

Annual ft	235,445	182,427	136,677	554,549	
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Annual Mi.	44.6	34.6	25.9		105.0
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Attachment C

12 Month Moving SSO Totals Through November 2018



ITEM #8

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GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

December 20, 2018

CALL REGULAR MEETING TO ORDER: The Regular Meeting was called to order at 7:30.

ROLL CALL

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

Staff: Assistant General Manager Delia Comito.

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

- 1. Administration of the Oath of Office to Newly Elected Board Member.**
District Secretary Delia Comito administered the Oath of Office to newly elected Director Eric Suchomel, who recited the Oath and took his seat on the Board.
- 2. Consideration to Elect Officers of the Board.**
President Pro-tem Barbara Dye opened nominations for District Officers.
ACTION: Director Dye moved to nominate Director Clark as President. (Dye/Blanchard). Approved 5-0.
ACTION: Director Clark moved to nominate Director Dye as Vice-President. (Clark/Blanchard). Approved 5-0.
- 3. Consideration of Sewer Authority Mid-Coastside Report.**
Directors Blanchard and Dye reported on the 11/26/18, and 12/10/18 meetings, and the 12/01/18 Strategic Plan Workshop.

CONSENT AGENDA

- 4. Approval of November 15, 2018 Meeting Minutes.**
- 5. Approval of December 2018 Warrants.**
- 6. Approval of October 2018 Financial Statements.**
- 7. Approval of Assessment District Distribution #6-18/19.**
ACTION: Director Dye moved to approve the Consent Agenda. (Dye/Blanchard). Approved 5-0.

COMMITTEE REPORTS

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

9. Report on Parks Advisory Committee.

Pat Tierney, PAC Chair, advised the Board that PAC will have a detailed summary prepared for the January Board meeting on the status of the proposal for park improvements on medians 7 and/or 8. He also asked the District to provide legal advice regarding homeowner concerns over liability, due to the County's denial of ownership of the medians. Ms. Comito stated that the issue was raised with District Counsel and is awaiting an answer, which will be reported as soon as possible.

PAC Member Nancy Marsh iterated the need to resolve the liability concerns. She also requested Board direction on the pace of proceeding with the outreach and planning process for the medians.

Director Dye complimented the PAC for their dedication to the project.

INFORMATION CALENDAR

10. Attorney's Report - None.

11. General Manager's Report - None.

12. Administrative Staff Report - Nothing further reported.

13. Engineer's Report - None.

14. Future Agenda Items - The Board requested park related budget and staffing on a future agenda.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:05 p.m.

SUBMITTED BY:

ATTEST:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: January 17, 2019

ITEM #9

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**Granada Community Services District
January 2019 Warrants**

For the January 17, 2019 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
12/21/18	7137	Bell Plumbing	730 Ave Balboa-Wye/DPW Permit	5060 · Lateral Repairs	1,253.44
01/17/19	8000	AIMS Team LLC	AIMS Upgrade Svcs thru 12/18/18	6072 · Engineering-Misc. (AIMS)	1,950.00
01/17/19	8001	AT&T	Dec 2018 Pump Stn Alarm Svc.	6170 · Utilities	70.41
01/17/19	8002	Barbara Dye	12/20/18 GCSD & 12/10/18 SAM	6040 · Directors' Compensation	190.00
01/17/19	8003	Comcast	1/13/19-2/12/19 Svcs	6170 · Utilities	221.03
01/17/19	8004	David Seaton	12/20/18 GCSD	6040 · Directors' Compensation	145.00
01/17/19	8005	Delia Ollivas-Comito	Mileage Reimb Jul 17-Dec 18	6050 · Education & Travel Reimb	461.68
01/17/19	8006	Dudek	10/27/18-12/28/18 Prof Svcs	6151 · General Manager	10,601.25
01/17/19	8007	Express Plumbing	Medio Creek Maint & Mon-Dec	1617-1 · Medio Creek/Mirada Sewer	975.00
01/17/19	8008	Eric Suchomel	12/20/18 GCSD	6040 · Directors' Compensation	145.00
01/17/19	8009	Gaetani Real Estate	Office Lease-Feb 2019	6120 · Office Lease	4,450.00
01/17/19	8010	Hue & Cry, Inc.	Jan 2019 Pump Stn Alarm	6170 · Utilities	32.65
01/17/19	8011	Jim Blanchard	12/20/18 GCSD & 12/10/18 SAM	6040 · Directors' Compensation	190.00
01/17/19	8012	Matthew Clark	12/20/18 GCSD	6040 · Directors' Compensation	145.00
01/17/19	8013	Pacifica Community TV	12/20/18 GCSD	6180 · Video Taping	250.00
01/17/19	8014	PG&E	Pump Stn Invoice dtd 12/17/18	6170 · Utilities	196.75
01/17/19	8015	PG&E-2	Mirada Rd Inv dtd 01/04/19	6170 · Utilities	17.76
01/17/19	8016	PGE	Office Inv dtd 12/24/18	6170 · Utilities	159.05
01/17/19	8017	Quality Pet Waste Stations	Inv dtd 12/29/18	5070 · Pet Waste Station	211.46
01/17/19	8018	Riordan Consulting	Nov/Dec 2018 Svcs	6190 · Computers	585.00
01/17/19	8019	Rodolfo Romero	Jan 2019 Cleaning 2x	6130 · Office Maint & Repairs	140.00
01/17/19	8020	Sewer Authority Mid-Coastside	Jan 2019 Assessments	5020 · SAM-Admin/Treat/Env/Inf/Coll	144,889.22
01/17/19	8021	US Bank Equipment Finance	12/24/18 - 1/24/19	6020 · Copier Lease	457.68
01/17/19	8022	Verizon Wireless	Dec 2018	6170 · Utilities	108.15
01/17/19	8023	Wells Fargo Credit Card	Dec 2018 Credit Card Charges	6140 · Office Supplies	63.73
01/17/19	8024	White Nelson Diehl Evans	Dec 2018	6152 · Accounting	2,500.00
01/17/19	8025	Wittwer & Parkin	Dec 2018 Svcs	6090 · Legal-Gen/IPS/Parks/Big Wave	12,372.18
TOTAL					182,781.44

ITEM #10

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Granada Community Services District
Statement of Net Position (Unaudited)

As of November 30, 2018

ASSETS

Current Assets

1000 · Wells Fargo Checking - Gen Op	100,468
1010 · Wells Fargo Checking - Deposit	70,380
1020 · Petty Cash	490
1030 · Cash - LAIF	3,380,188

Total Current Assets	3,551,526
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Fixed Assets

1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,151,703
1630 · Accumulated Depreciation	(6,168,876)

Total Fixed Assets	6,068,620
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Other Assets

1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	369,890
1730 · Advance to AD- NCA Fund	470,866
1735 · Advance to AD- Assesmnt Revenue	283,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	101,671

Total Other Assets	4,996,838
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Total Assets	14,616,984
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LIABILITIES

Current Liabilities

2000 · Accounts Payable	51,201
2001 · Accrued Vacation	5,571
2020 · Class 3 Deposits	17,196
2100 · Payroll Liabilities	1,468
2225 · Recology-Del Garbage	1,869
2300 · Due to AD	16,743
2310 · Relief Refund Advance	350

Total Current Liabilities	94,398
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Long Term Liabilities

2401 · Net Pension Liability	170,410
2402 · Deferred Inflows of Resources	20,515

Total Long Term Liabilities	190,925
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Total Liabilities	285,323
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NET POSITION

3000 · Net Assets	5,724,641
3005 · Contributed Capital	9,595,349
Net Income	(988,329)
Total Net Position	14,331,661

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2018 through November 30, 2018**

	July 1 - Nov. 30, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	21,362	83,333	(61,971)	200,000
4015 · Park Tax Allocation	43,371	166,667	(123,296)	400,000
4020 · Sewer Service Charges-SMC	0	612,917	(612,917)	1,471,000
4021 · Sewer Svc Charges Pro-rated	1,570	0	1,570	0
4030 · AD OH Reimbursement	10,344	12,500	(2,156)	30,000
4040 · Recology Franchise Fee	14,798	13,333	1,465	32,000
Total Operating Revenue	<u>91,445</u>	<u>888,750</u>	<u>(797,305)</u>	<u>2,133,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	21,980	19,333	2,647	46,400
4130 · Connection Fees	51,700	19,583	32,117	47,000
4150 · Repayment of Adv to AD-NCA	0	33,002	(33,002)	79,204
4155 · Repayment of Adv to AD-ARF	0	19,915	(19,915)	47,796
4160 · SAM Refund from Prior Yr	0	2,083	(2,083)	5,000
4170 · ERAF Refund	0	104,167	(104,167)	250,000
4180 · Misc Income	4,911	834	4,077	2,000
Total Non Operating Revenue	<u>78,591</u>	<u>198,917</u>	<u>(120,326)</u>	<u>477,400</u>
Total Revenues	<u>170,036</u>	<u>1,087,667</u>	<u>(917,631)</u>	<u>2,610,400</u>
Expenses				
Operations				
5010 · SAM - General	409,307	409,307	0	982,337
5020 · SAM - Collections	119,504	118,542	(962)	270,545
5050 · Mainline System Repairs	0	4,167	4,167	10,000
5060 · Lateral Repairs	12,050	8,333	(3,717)	20,000
5065 · CCTV	650	4,167	3,517	10,000
5070 · Pet Waste Station	366	417	51	1,000
5110 · RCD - Parks	8,743	2,083	(6,660)	5,000
5120 · Half Moon Bay Reimb - Parks	8,777	10,417	1,640	25,000
5130 · Parks & Rec Professional Services	18,990	8,332	(10,658)	20,000
Total Operations	<u>578,387</u>	<u>565,765</u>	<u>(12,622)</u>	<u>1,323,882</u>

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2018 through November 30, 2018**

	July 1 - Nov. 30, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	1,239	6,250	5,011	15,000
6020 · Copier lease	2,511	3,125	614	7,500
6040 · Directors' Compensation	5,288	4,583	(705)	11,000
6050 · Education & Travel Reimb	334	833	499	2,000
6060 · Employee Compensation	103,317	91,667	(11,650)	220,000
6070 · Engineering Services	7,615	8,333	718	20,000
6080 · Insurance	7,165	4,167	(2,998)	10,000
6090 · Legal Services	71,003	31,250	(39,753)	75,000
6095 · Legal Services for Case Related Legal	53,495	41,667	(11,828)	100,000
6100 · Memberships	6,632	3,750	(2,882)	9,000
6110 · Newsletter	0	2,500	2,500	6,000
6120 · Office Lease	22,250	22,500	250	54,000
6130 · Office Maintenance & Repairs	770	1,042	272	2,500
6140 · Office Supplies	1,837	2,500	663	6,000
6150 · Professional Services	52,965	39,583	(13,382)	95,000
6160 · Publications & Notices	1,170	4,167	2,997	10,000
6170 · Utilities	4,664	4,167	(497)	10,000
6180 · Video Taping	2,250	1,458	(792)	3,500
6190 · Computers	7,041	833	(6,208)	2,000
6220 · Miscellaneous	6,839	2,917	(3,922)	7,000
6230 · Bank Service Charges	1,836	0	(1,836)	0
Total Administration	<u>360,221</u>	<u>277,292</u>	<u>(82,929)</u>	<u>665,500</u>
Capital Projects				
1617-1 · Medio Creek Xing Crossing	5,850	145,833	139,983	350,000
7100 · SAM - Infrastructure	196,802	196,598	(204)	471,834
7500 · Projects - Parks	17,105	41,667	24,562	100,000
Total Capital Projects	<u>219,757</u>	<u>384,098</u>	<u>164,341</u>	<u>921,834</u>
Total Expenses	<u>1,158,365</u>	<u>1,227,155</u>	<u>68,790</u>	<u>2,911,216</u>
Net Income/(Loss)	<u>(988,329)</u>	<u>(139,488)</u>	<u>(848,841)</u>	<u>(300,816)</u>

No assurance is provided on these financial statements.

ITEM #11

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DISTRIBUTION REQUEST NO.: #7-18/19
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$3,207.45

\$6,100,000.00
GRANADA SANITARY DISTRICT
LIMITED OBLIGATION REFUNDING IMPROVEMENT BONDS 2003
Reassessment & Refunding Project

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

The undersigned Treasurer of the Granada Sanitary District (the "District") hereby requests of the Fiscal Agent for the District the payment of Bond Administration Costs for the items and in the manner and amount stated in the attached Schedule A, and in connection herewith hereby certifies that the payment requested is for the Administrative Costs, and that funds are available in the Bond Administration Fund (Account #94673305) to make such payment, and further states that all requirements for the payment of the amount to be disbursed pursuant hereto have been met.

January 17, 2019

Chuck Duffy, Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO: #7-18/19

DATE: January 17, 2019

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 3,207.45

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs: Nov 2018	\$ 621.45
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: Jan 2019	\$ 2,586.00
TOTAL:			\$ 3,207.45

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #16

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GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: December 14, 2018 to January 11, 2019

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: January 17, 2019

PUBLIC RECORDS REQUESTS – There were no public records requests received this period.

APPLICATIONS RECEIVED – There were no applications received this period.

Rec'd	Cl	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/30/18	1A	Wilkinson Philip	048-093-040	495 Mirada Rd, Miramar	3,697	R-1/S-17
07/30/18	1A	Stenger Sean	047-071-270	312 Sevilla Ave, EG	5,585	R-1/S-94
08/24/18	1A	Abolmoluki B	047-275-050	1120 Columbus, EG	6,026	R-1/S-17
09/04/18	1A	Reavill John	047-055-120	438 Sevilla, EG	5,000	R-1/S-17
09/12/18	1A	Wang Junhua	047-281-160	638 Coronado, EG	6,705	R-1/S-17
09/25/18	VAR	Xue/Li/Xu	047-111-270	736 San Carlos, EG	4,800	R-1/S-17
10/16/18	VAR	Irfan & Moin	048-032-070	Cortez, Miramar	4,400	R-1/S-94
10/22/18	1A	Stebbins Bruce	047-218-010	620 Columbus, EG	5,936	R-1/S-17
11/12/18	VAR	Mithal Raj	048-031-020	Magellan, Miramar	4,400	R-1/S-94
11/19/18	MIX	O'Keeffe David	047-024-080	354 Princeton Ave, Princeton	3,500	CCR
11/19/18	MIX	O'Keeffe David	047-024-070	358 Princeton Ave, Princeton	3,500	CCR
12/03/18	2A	Dragony Michelle	047-034-070	123 Vassar, Princeton	2,285	W/DR

Note: Shaded areas were previously report

PERMITS ISSUED – There were no permits issued this period.

Permit No.	Cl	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone	
3174	1A	07/13/18	Kybych Serhiy	048-013-600	124 Magellan	Miramar	7,792	R-1/S-94
3175	3	07/31/18	Kostiuk	047-144-370	620 Portola Ave	EG	7,338	R-1/S-17
3176	1A	07/31/18	Kostiuk	047-144-370	620 Portola Ave	EG	7,338	R-1/S-17
3177	1A	07/31/18	Wilkinson	048-093-040	495 Mirada Rd	Miramar	3,697	R-1/S-17
3178	1A	08/01/18	Stenger Sean	047-071-270	312 Sevilla Ave	EG	5,585	R-1/S-17
3179	3	08/13/18	Chirichillo	048-121-100	260 Medio Ave	HMB	5,000	R-1/S-94
3180	1A	08/14/18	Reavill John	047-055-120	438 Sevilla Ave	EG	5,000	R-1/S-17
3181	1A	09/25/18	Wang Junhua	047-281-160	638 Coronado St	EG	6,705	R-1/S-17
3183	1A	09/27/18	Abolmoluki B	047-275-050	112 Columbus	EG	6,026	R-1/S-17
3184	2M	10/11/18	Coastside Fire	047-261-030	555 Obispo Rd	EG	2.38 ac	EG Gate
3185	1A	10/31/18	Stebbins Bruce	047-218-010	620 Columbus	EG	5,936	R-1/S-17
3186	MIX	11/20/18	O'Keeffe	047-024-070	358 Princeton	Princeton	3,500	W/DR
3187	MIX	11/20/18	O'Keeffe	047-024-080	354 Princeton	Princeton	3,500	W/DR

Note: Shaded areas were previously reported.

SEWER HOOK-UPS – There were no sewer hook-ups this period.

Hook-up Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
08/28/18	1A	3164	11/16/16	Michetti & Kessler	047-105-090	401 Paloma, EG
09/10/18	1A	3166	07/13/17	Lang Justin		755 San Carlos, EG
09/18/18	1A	3169	08/17/18	Cuvelier Jacqueline	047-175-250	265 El Granada Blvd, EG
10/10/18	1A	3168	08/14/17	Rogers Clay	047-141-240	243 Del Monte Rd, EG

Note: Shaded areas were previously reported.

REPAIRS – There was one repair this period:

Repair Date	Type	Problem	Location or Address	Cause	Cost
08/18/18	Clean-out	Back-up	164 Ave Balboa, EG	Roots in Clean-out	\$3,800
12/17/18			730 Ave Balboa, EG	Roots/Broken pipe	\$8,250

Note: Shaded areas were previously reported

ITEM #17

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11 January 2019

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for January 2019

Medio Creek Crossing at Mirada Road

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

Replacement of Pedestrian Bridge over Medio Creek

The County has recently hired an engineer to design the replacement of the existing pedestrian bridge over Medio Creek. In December it notified GCSD that it expects to begin construction of the project in late summer or early fall of this year. The project includes demolition of the existing abandoned road bridge on which the District's 10" sewer and temporary 2" force main (FM) are attached. This will require the 2" FM to be rerouted before demolition begins. We met this week with Nick Bechwati of Express Plumbing, the contractor and owner of the temporary pumping system across Medio Creek, to review alternatives for rerouting the 2" FM. Next week we will meet with representatives of the County and its engineering consultant to discuss the possibility of attaching the 10" sewer to the new bridge. As a part of that project, the County will be drafting a cost sharing agreement with GCSD for reimbursement of costs associated with the permitting, designing and construction of a new GCSD's sewer attached to the bridge.

Naples Beach Project - Phase 2

This project will eliminate the need for a Medio Creek sewer crossing but it requires obtaining a sewer easement from State Parks. The District contracted with Valbridge Property Advisors to perform an appraisal of the easement which was forwarded to State Parks. State Parks recently requested that the District update the 2005 Preliminary Report (Title Report) prepared for the easement. We expect to receive the report from North American Title Company next week. Before finalizing the easements, the District will need to have a survey and legal description of the easements prepared and recorded.

Updating permits for the project should begin as soon as State Parks confirms it will grant the easement. The project would likely be combined with other needed CIP improvements. Once this project is completed the temporary bypass pumping system will no longer be needed.

Memorandum

Granada Community Services District

11 January 2019

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Big Wave (Class 3 Permit)

We are currently reviewing the revised Offsite Improvement Plans submitted last month. The Plans appear to be revised in accordance with our previous comments. The District will also need to review the design of onsite sewers, which must be designed and constructed in accordance with GCSD specifications although not dedicated to GCSD.

Updated 5-Year CIP

We will be meeting with GCSD staff next month to finalize the scope of the updated 5-Year CIP.

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ITEM #18

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.