



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, November 18, 2021

DUE TO COVID-19 AND COUNTY REGULATIONS, THIS MEETING WILL BE HELD VIA TELECONFERENCE AS PERMITTED BY THE GOVERNOR'S EXECUTIVE ORDER N-08-21.

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

[Join Zoom Meeting](#)

Phone one-tap: US: [+16699006833](tel:+16699006833), [98324344346#](tel:+19292056099) or [+19292056099](tel:+19292056099), [98324344346#](tel:+19292056099)
Meeting URL: <https://dudek.zoom.us/j/98324344346>

Join by Telephone

Dial: US: +1 669 900 6833 or +1 929 205 6099
Meeting ID: 983 2434 4346

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

ROLL CALL

Directors:	President:	Matthew Clark
	Vice-President:	Eric Suchomel
	Director:	Barbara Dye
	Director:	Nancy Marsh
	Director:	David Seaton
Staff:	General Manager:	Chuck Duffy
	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

Public members may comment on matters under the jurisdiction of the District that are not on the agenda. Comments are limited to 3 minutes.

ADJOURN TO CLOSED SESSION

- 1. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.
District's Negotiator: Chuck Duffy
Negotiating parties: Laura Silvestri Trust and Granada Community Services District
negotiation: Instruction to negotiator will concern price and terms of payment.

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

- 1. Report on the Status of the Quarry Park Bike Pump Track by Nicholas Calderon of San Mateo County Parks.**
Recommendation: For Board Information
- 2. Consideration of Variance for APN 048-013-790, Cortez Avenue, 7,446 Sq. Ft. Parcel in a 10,000 Sq. Ft. Zoning District, Owner: Carey.**
Recommendation: To be made by the Board.
- 3. Consideration of a Class 2M Sewer Connection Permit for APN 047-204-020, 516 Avenue Alhambra, Owner: Clonea, LLC**
Recommendation: To be made by the Board.
- 4. Consideration of Ordinance to Adopt Mandatory Organic Waste Disposal Reduction Regulations (SB 1383).**
Recommendation: Approve the Ordinance.
- 5. Consideration of MOU with the County of San Mateo for Establishment of Edible Food Recovery Program.**
Recommendation: Approve the MOU.

6. **Report on Parks and Recreation Activities.**
 - a. **Appointments to the Parks Advisory Committee.**
Recommendation: To be made by the Board.
7. **Consideration of Resolution Establishing Fees for Processing Applications and Other Administrative Processes.**
Recommendation: To Approve the Resolution.
8. **Consideration of Support for the Potential Adoption of San Mateo County Supervisorial District Boundaries Following the 2020 Census.**
Recommendation: To be made by the Board.
9. **Discussion of SAM Treatment Plant Process Issues and Non-Domestic Source Control Program.**
Recommendation: To be made by the Board.
10. **Report on Sewer Authority Mid-Coastside Meetings.**
Recommendation: For Board Information.

CONSENT AGENDA

11. **October 21, 2021 Special and Regular Meeting Minutes.**
12. **November 2021 Warrants.**
13. **Approve Change Order Payment to Devaney Engineering for \$61,682.05.**
14. **September 2021 Financial Statements.**
15. **Assessment District Distribution #4-21/22.**
16. **Approve Notice of Completion for the Medio Creek Bridge Crossing Sewer Relocation Project, Phase 2.**
17. **Approve Notice of Completion for the 2020 Sewer Replacement Project.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

19. **Attorney's Report. (Parkin)**
20. **General Manager's Report. (Duffy)**
21. **Administrative Staff Report. (Comito)**
22. **Engineer's Report. (Kennedy Jenks)**
23. **Future Agenda Items.**

ADJOURN REGULAR MEETING

At the conclusion of the September 16, 2021 Meeting:

Last Ordinance adopted: No. 174

Last Resolution adopted: No. 2021-005

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.

GCSD Special and Regular Board of Directors Meetings
November 18, 2021

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.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Report on the Status of Quarry Park Pump Track
Date: November 18, 2021

San Mateo County Parks Director Nicholas Calderon will provide an update on the status of the bike pump track project in Quarry Park.

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Variance for APN 048-018-790 (Carey)
Date: November 18, 2021

A Sewer Permit Variance application was submitted on May 5, 2021 by Tom Carey for the new construction of a 2,601 sq. ft. single-family dwelling, and a 367 sq. ft. ADU on a 7,446 sq. ft. parcel in the R-1/S-94 zoning district (10,000 sq. ft. minimum), located on Cortez Avenue in Miramar. This application is subject to semi-annual approval as the Board may not grant more than one such variance within a six-month period. The last such variance was granted on March 18, 2021.

District Counsel has reviewed the evidence submitted by the applicant and has prepared the Findings Report attached. The District Board must determine whether the evidence is sufficient to satisfy each required finding as it relates to sewer service before granting a Variance.

The following documents are attached for this Item:

Variance Findings (prepared by Counsel)
Completed Variance Application Form
Grant Deed, Legal Description and Map
Owner's Statement of Facts
"No Acceptance of Fees" Form
Project Plans
Assessor's Parcel Map
Mainline Map

FINDINGS FOR SEWER PERMIT VARIANCE

Carey

APN: 048-013-790

Cortez Avenue, El Granada

- (1) **REQUIRED FINDING:** Where the property is shown on a map first recorded prior to August 14, 1929 and has not been approved after March 4, 1972 by a recorded final subdivision map, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Chain of Title from a Title Insurance Company for all transactions claimed to constitute sale, lease or financing of the parcel which is the subject of the variance application and each vacant parcel sharing a boundary line with the subject parcel, from the date the Applicant contends the subject parcel was first legally created to the date of the application.

FINDING:

The current zoning for the parcel is R-1/S-94/DR/CD (One Family Residential District/Residential Density District 94 (Mid-Coast)/Design Review District/Coastal Development District) and the parcel is 7,446 square feet. There is one vacant parcel and two developed parcels sharing a boundary line with the subject parcel. The vacant parcel (APN 048-013-900) is managed by Thomas E. Bishop, Trustee et al. and was formerly the right of way for the Ocean Shore Railway Company. The developed parcels contain lot number 16 (APN 048-013-200); and lots numbered 12 and 13 (APN 048-013-830).

Lots 14 and 15, block 7, are designated on the Map entitled "Shore Acres, Half Moon Bay, California, first Addition to the City of Balboa," filed in the Office of the County Recorder of San Mateo County, State of California on December 18, 1905 in Book "B" of original maps at page 12 and copied into Book 3 of Maps at page 95. This parcel was first conveyed separately from any adjacent parcels on January 25, 1906. It should be noted that the Title Report states the parcel was first conveyed separately from any adjacent parcels on January 25, 1909. However, such an inconsistency is inconsequential, as the conveyance of this parcel precedes the County's initially adopted Subdivision Ordinance No. 595, effective on July 20, 1945. Therefore, the parcel was legally created and this finding can be made in the affirmative.

- (2) **REQUIRED FINDING:** Where the property is not shown on any recorded map but is shown on a deed into separate ownership recorded prior to July 20, 1945, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Same as for (1), above.

FINDING: Same as for (1), above. The parcel was deeded into separate ownership from adjacent parcels prior to 1945. Therefore, this finding can be made in the affirmative.

- (3) **REQUIRED FINDING:** Where the property is in the Coastal Zone, it has not been conveyed into ownership separate from all contiguous parcels for the first time after the February 1, 1973 effective date of vested rights under the California Coastal Act without a Coastal Development Permit approving a land division for the creation of such parcel.

INFORMATION REQUIRED: Same as for (1) above.

FINDING: Same as for (1) above. The subject parcel was conveyed into separate ownership from all contiguous parcels prior to February 1, 1973. Therefore, this parcel was legally created under the Coastal Act.

- (4) **REQUIRED FINDING:** Unless a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a Certificate of Compliance or Conditional Certificate of Compliance⁶ty has been issued for the property, and if the property is in the Coastal Zone, a Coastal Development Permit process was conducted for the issuance of such Certificate, if required by law or regulation.

INFORMATION REQUIRED: A Certificate of Compliance (conditional or unconditional) and a Coastal Development Permit if the subject parcel is in the Coastal Zone (or equivalent proof of parcel legality satisfactory to the District Board of Directors).

FINDING: The subject parcel is 7,446 square feet in the S-94 Zoning District. A Certificate of Compliance was not issued by the County. However, the County asserts that a Certificate of Compliance is unnecessary because the parcel is the result of a merger in 1983 pursuant to the County's merger program and therefore the parcel is considered legal. A Coastal Development Permit is not required for this parcel because the subject parcel was conveyed into separate ownership from all contiguous parcels prior to February 1, 1973. The District Board can, and hereby does make this Required Finding (4).

- (5) **REQUIRED FINDING:** There are no features of the property or the development proposed thereon which have the potential to have a greater than usual contribution to wet weather sewage overflow.

INFORMATION REQUIRED: Site Plan, Topographic Map and Building Permit plans for the subject parcel including calculations by the drafter of the plans showing the percentage of the subject parcel covered with impervious surfaces.

FINDING: Pursuant to County of San Mateo Zoning Regulations for Site Coverage, the maximum parcel coverage is 30% for structures in the S-94 district, plus an additional 10% of site coverage for impervious surface area less than 18” above ground level (“non-structures”). (County Zoning Regs §§ 6300.9.11.50 and 6300.9.11.70). The proposed parcel coverage for the structure is 2,233 square feet (30%) and the development proposed complies with the site coverage for structures. The maximum site coverage for impervious non-structures is 10% which equals 744.6 square feet in this case. The proposed coverage of impervious surfaces is 596 square feet (8%). Therefore, this finding can be made.

- (6) **REQUIRED FINDING:** Provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program. Where the size of the subject parcel is less than 60% of minimum parcel size, the District can only make the finding that provision of sewer service would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program by placing a condition upon a recorded Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms.

INFORMATION REQUIRED: The District already has or can obtain this information in the form of documentation showing the number of parcels in the District which have merged or which had their development rights transferred or otherwise eliminated since the completion of the Parcel Inventory and Development Potential Assessment for the Granada Sanitary District (prepared by J. Laurence Mintier & Associates in association with Kennedy/Jenks Consultants (District Engineer)). The District will apply the information to the application before it.

FINDING: The minimum parcel size in the S-94 parcel is 10,000 square feet. The subject parcel is 7,446 square feet in size, which is 74% of the minimum parcel size. The District Board finds that provision of sewer service to the subject parcel would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program because the proposed residence is over 60% of the minimum parcel size.

- (7) **REQUIRED FINDING:** Granting of the variance would not constitute a special privilege not available to other property owners similarly situated.

INFORMATION REQUIRED: Written statement of relevant facts from Applicant comparing contiguous or nearby properties.

FINDING: This is a Finding requiring the District Board’s factual determination. The parcel is 7,446 square feet (short of the 10,000 square foot minimum zoning requirement used for buildout calculations by 2,554 square feet, *i.e.* 74% of the minimum parcel size.) This could be considered a special privilege. However, both developed parcels to the

north (APN 048-013-200) and west (APN 048-013-830) of the subject parcel are also less than the 10,000 square foot zoning requirement.

The District Board finds that provision of sewer service to the parcel which is the subject of this application will not constitute a special privilege not available to other property owners similarly situated.

- (8) **REQUIRED FINDING:** The property owner has demonstrated by a preponderance of the evidence presented to the District Board that the parcel cannot be rendered conforming (without rendering any contiguous parcel nonconforming) by acquisition of one or more contiguous parcels by payment of fair market value for such contiguous parcel(s).

INFORMATION REQUIRED: Parcel size and setback for each contiguous parcel sharing a boundary line with the subject parcel and name and address of owner(s) of each such contiguous parcel together with documentation showing that each such owner has been offered fair market value for a portion of such contiguous property such that the subject parcel would be rendered conforming. The fair market value offer is not required if contiguous property is not vacant or, if developed, does not exceed minimum parcel size under the zoning ordinance.

FINDING: Applicant has provided information demonstrating why the parcels cannot be rendered conforming by acquisition of one or more contiguous parcels. A written offer to purchase a 2,700 square foot portion of the adjacent vacant parcel (APN 048-013-900), for the purpose of increasing the size of the subject parcel to the 10,000 square foot conforming zoning size, was made to the Owner of that parcel at the market rate. The Owner rejected that offer in writing. There are no other adjacent vacant parcels. The Applicant has submitted no evidence to suggest that the Applicant has offered to purchase a portion of the adjacent developed parcels (APN 048-013-200 and 048-013-830). However, APN 028-013-200 is smaller in size than the subject parcel by 1,507 square feet, less than the required zoning size, is already developed, and therefore not eligible for reduction in size via sale of portion to Subject Lot. APN 048-013-830 is larger than the size of the subject parcel by 1,353 square feet, less than the required zoning size, is already developed but less than the 10,000 square foot zoning requirement, and therefore not eligible for reduction in size via sale of portion to subject lot. It is a factual determination for the District Board to make whether these reasons are sufficient to establish that the parcel cannot be rendered conforming.

The District Board finds that the property owner has demonstrated by a preponderance of the evidence that the parcel cannot be rendered conforming through purchase of adjacent vacant parcels.

- (9) **REQUIRED FINDING:** The component lots comprising the property do not qualify for merger or will be merged or rendered undevelopable as a condition of the issuance of the variance.

INFORMATION REQUIRED: The District already has the needed information in the form of documentation showing the standards for merger in effect in the County of San Mateo at the time the variance application is considered by the District Board.

FINDING: No merger is possible based on the evidence submitted by the Applicant. This finding can be made in the affirmative. The parcel was previously merged pursuant to the County's merger program.

- (10) **REQUIRED FINDING:** The current property owner will not voluntarily accept a refund of fees, charges and/or assessments paid in exchange for agreement that the parcel will not ever be used to generate wastewater or garbage and there is no adopted District policy to unilaterally implement such a refund.

INFORMATION REQUIRED: Written statement from the Applicant of intent to develop. There is currently no District policy for unilateral implementation of such a refund.

FINDING: The Applicant provided a written statement dated December 1, 2020. This finding can be made in the affirmative.

- (11) **REQUIRED FINDING:** For parcels which are less than 4,750 square feet in the S-17 or S-3 Zoning Districts, and for parcels which are less than 8,800 square feet in size in the S-94 Zoning District, the variance application was considered at a semi-annual meeting of the District Board held to consider and grant a total of no more than one semi-annual variance from among such variance applications submitted during the preceding six months based on the comparative merits of such application.

INFORMATION REQUIRED: Confirmation to be provided by District Administrator.

FINDING: This parcel is 7,446 square feet in the S-94 Zoning District, which requires a parcel size measuring 10,000 square feet. This Variance Application qualifies for semi-annual consideration because it is less than 8,800 square feet. There have been no other variance applications submitted in the past six months other than this one. Therefore, the issuance of this Variance will not result in the issuance of more than one semi-annual variance.

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

504 Avenue Alhambra, Third Floor · P.O. Box 335 · El Granada, CA 94018
Telephone: (650) 726-7093 · Facsimile: (650) 726-7099

VARIANCE APPLICATION

Parcel Information: Assessor's Parcel Number: 048 / 013 / 790 Lot(s): H-15 Block: 7
Parcel Address or Location: CORTEZ AVE (INC AREA SMC)

Owner: Name(s) THOMAS J. CAREY & ROBERT E. CAREY Phone: (650) 394-8615
Address: 1580 LAUREL ST., STE. C Fax #: (650) 394-8614
SAN CARLOS, CA 94070 Cell #: (650) 208-9349

Owner's Agent: Name(s) _____ Phone: _____
Address: _____ Fax #: _____
Cell #: _____

Contractor: Name(s) CIEHRELS CONSTRUCTION INC Phone: (650) 207-2403
Address: PO BOX 1915 Fax #: _____
EL GRANADA, CA 94018 Cell #: _____

Parcel Sq. Footage: 7440 Zoning District: _____ Structure(s) Sq. Footage: _____
(Total)

Type of development (Check one): Single Family Dwelling: Multiple Unit/Apartments: _____
Mixed Use (Commercial Use Structure with a Living Unit): _____

Are there any trees on the parcel (Yes/No)?: NO If yes, how many?: — # to be Removed: —

Additional Comments: _____

For Single Family Dwellings Only:
Dwelling Sq. Ft.: ~~2601~~ 2601 Garage: ~~535~~ 462 No. of Bedrooms: 4 No. of Baths: 5

For Mixed Use Only:
Check or Enter No.: Warehouse(s): _____ No. of Offices: _____ Square footage of Living Unit: _____

Applicants Signature: Thomas J. Carey Date: 12/1/20

Printed Name: THOMAS J. CAREY Address: 1580 LAUREL ST, STE. C, SAN CARLOS, CA 94070

FOR DISTRICT USE ONLY (Please do not write below this line)

Attachments Provided:			DATE RECEIVED: <u>5/5/21</u>
<input checked="" type="checkbox"/> Grant Deed	<input checked="" type="checkbox"/> Sq. Ft. Verified	<input checked="" type="checkbox"/> Contig Owner Info	<input type="checkbox"/> Agent Form
<input checked="" type="checkbox"/> Chain of Title	<input checked="" type="checkbox"/> Contig Vac Parcel Setbk	<input checked="" type="checkbox"/> No Acptc Stmt	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Building Plans	<input type="checkbox"/> Contig Fair Mkt Doc	<input type="checkbox"/> Merger Docs	Complete?: YES NO
No. of NCA's: _____	No. Needed: _____	NCA Pur App Needed?: YES NO	Application Fee: \$ <u>750.00</u>

RECORDING REQUESTED BY AND WHEN
RECORDED MAIL TO:
ANDERSON YAZDI HWANG
MINTON + HORN LLP
Steven D. Anderson, Esq.
350 Primrose Road
Burlingame, CA 94010

2020-044880

10:09 am 05/18/20 DE Fee: 95.00

Count of Pages 2

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



SPACE ABOVE THIS LINE FOR RECORDER'S USE

MAIL TAX STATEMENTS TO:

Thomas J. Carey
1580 Laurel Street, Suite C
San Carlos, CA 94070

APN: 048-013-790

The undersigned Grantor declares:

DOCUMENTARY TRANSFER TAX is \$-0-

NO CONSIDERATION: This is a conveyance from a Trust on the death of the Grantor, is not pursuant to a sale, and is therefore exempt from documentary transfer tax under Rev. & Tax. Code §11930.

GRANT DEED

TRANSFEROR:

THOMAS J. CAREY, as Trustee of THE ANN E. CAREY TRUST under Trust Agreement dated May 15, 2019

does hereby GRANT to:

THOMAS J. CAREY, an unmarried man, an undivided one-sixth (1/6th) interest, and

ROBERT E. CAREY, JR., a married man, as his sole and separate property, an undivided one-sixth (1/6th) interest,

As tenants-in-common,

in and to the following described real property in Half Moon Bay, County of San Mateo, State of California, further described as:

Lots 14 and 15; Block 7, As shown on that certain map entitled "Shore Acres, Half Moon Bay, California, First Addition to the City of Balboa", filed in the office of the County Recorder of San Mateo County, State of California on December 18, 1905 in Book "B" of original maps at page 12 and copied into Book 3 of Maps at page 95.

Assessor's Parcel No.: 048-013-790

Dated: 5/1, 2020

THOMAS J. CAREY, Trustee of
THE ANN E. CAREY TRUST dated May 15, 2019

**GSD Variance application, Statement of Relevant Facts :
APN-048-013-790, Lots 13 & 14, Block 7, Cortez Avenue, Miramar**

Subject property is a vacant parcel of two separate lots that will be merged into one lot, pursuant to SMCO planning process. Property is a level lot on a road containing all utilities to the site. Size is approximately 7,447 square feet. Property has a fully paid-off water connection and paid sewer bond to the parcel. No liens are on the parcel beyond the present year tax lien.

Contiguous lot disposition :

- **048-013-200:** Parcel directly north of subject property. Contains single-family, two-story home.
- **048-013-830:** Parcel directly west of subject property. Contains single-family, two-story home.
- **048-013-900:** Parcel directly east of subject property. Vacant lot.

Area of 048-013-200 is smaller than size of subject property by 1,507 sq.ft., less than the required zoning size, is already developed, and therefore not eligible for reduction in size via sale of portion to subject lot.

Area of 048-013-830 is larger than size of subject property by 1,353 sq.ft., less than the required zoning size, is already developed but less than 10,000 sq.ft. zoning requirement, and therefore not eligible for reduction in size via sale of portion to subject lot.

Area of 048-013-900 is 29,000 sq.ft., is undeveloped, larger than the 10,000 sq.ft. zoning requirement, and therefore eligible for reduction in size via sale of portion to subject lot.

A written offer to purchase a 2,700 sq.ft. portion of the above eligible APN 048-013-900, for the purpose of increasing the size of the subject parcel to the 10,000 sq.ft. conforming zoning size, was made to the Owner of that parcel at the market rate.

The offer was rejected by that Owner in writing. That rejection letter is provided as an attachment to this application.

Across the street from the subject property are 2 single-family two-story homes, each served by GSD on lots smaller than the subject property.

It is noted that there are very few homes in the vicinity, served by GSD, which are built on parcels larger than the subject property. The proposed house size for the subject property is smaller than most of the nearby homes.

SUBJECT PROPERTY: 048-013-790

OWNER: Thomas J. Carey and Robert E. Carey, Jr.

ADDRESS: 1580 Laurel Street, Suite C, San Carlos, CA 94070

LOT SIZE: 7,446 sq ft

CONTIGUOUS PARCELS – SIZE & OWNER INFORMATION:

- **048-013-200**
 - Brook Stein and Laurie Stein
 - 170 Coronado Avenue, Half Moon Bay, CA 94019
 - Lot Size: 5,940 sqft

- **048-013-830**
 - Joseph Erdie
 - 161 Cortez Avenue, Half Moon Bay, CA 94019
 - Lot Size: 8,800 sqft

- **048-013-900**
 - Thomas E. Bishop, Trustee Et Al
 - PO Box 23832, Tigard, OR 97281
 - Lot Size: 29,621 sqft

Granada Sanitary District

PROPERTY OWNER STATEMENT
"NO ACCEPTANCE OF FEES"

I / we Thomas J. Casey have submitted a sewer permit Variance Application to the District regarding the Property described as LOTS 14 & 15, BLK 7, SHIPLE ACRES, (Enter address or, if vacant, enter "Vacant" with the street name, parcel lot number and block number), Assessor's Parcel No(s). 048 - 013 - 790, and hereby voluntarily make the following declaration in order to comply with District Ordinance Code section 603c.2(k):

I / we will not agree to the removal of any Granada Sewer Bond assessment levy and the refund of fees, charges and prior paid assessments in exchange for an agreement not to ever develop the property and not to ever generate wastewater or garbage from the property.

Current Property Owner(s):

Signature:

Date:

X Thomas J. Casey
Thomas J. Casey

02/1/20

(NAME PRINTED)

Signature:

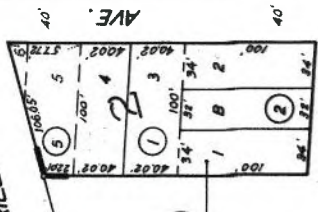
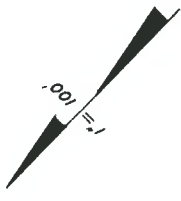
Date:

X _____

(NAME PRINTED)

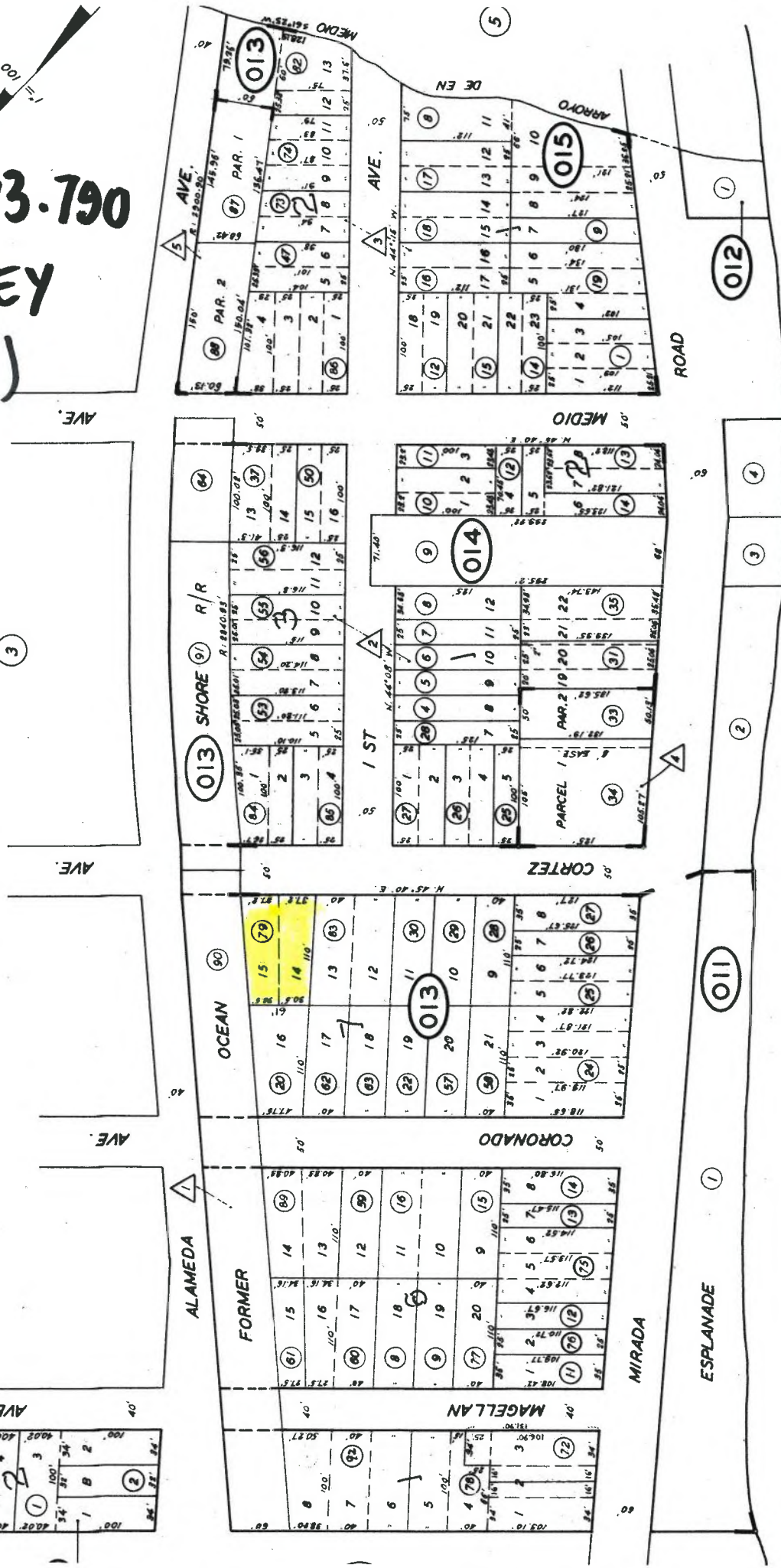
048.013.790
CAREY
(V2r)

TAX CODE AREA



HWY.

OTIIR



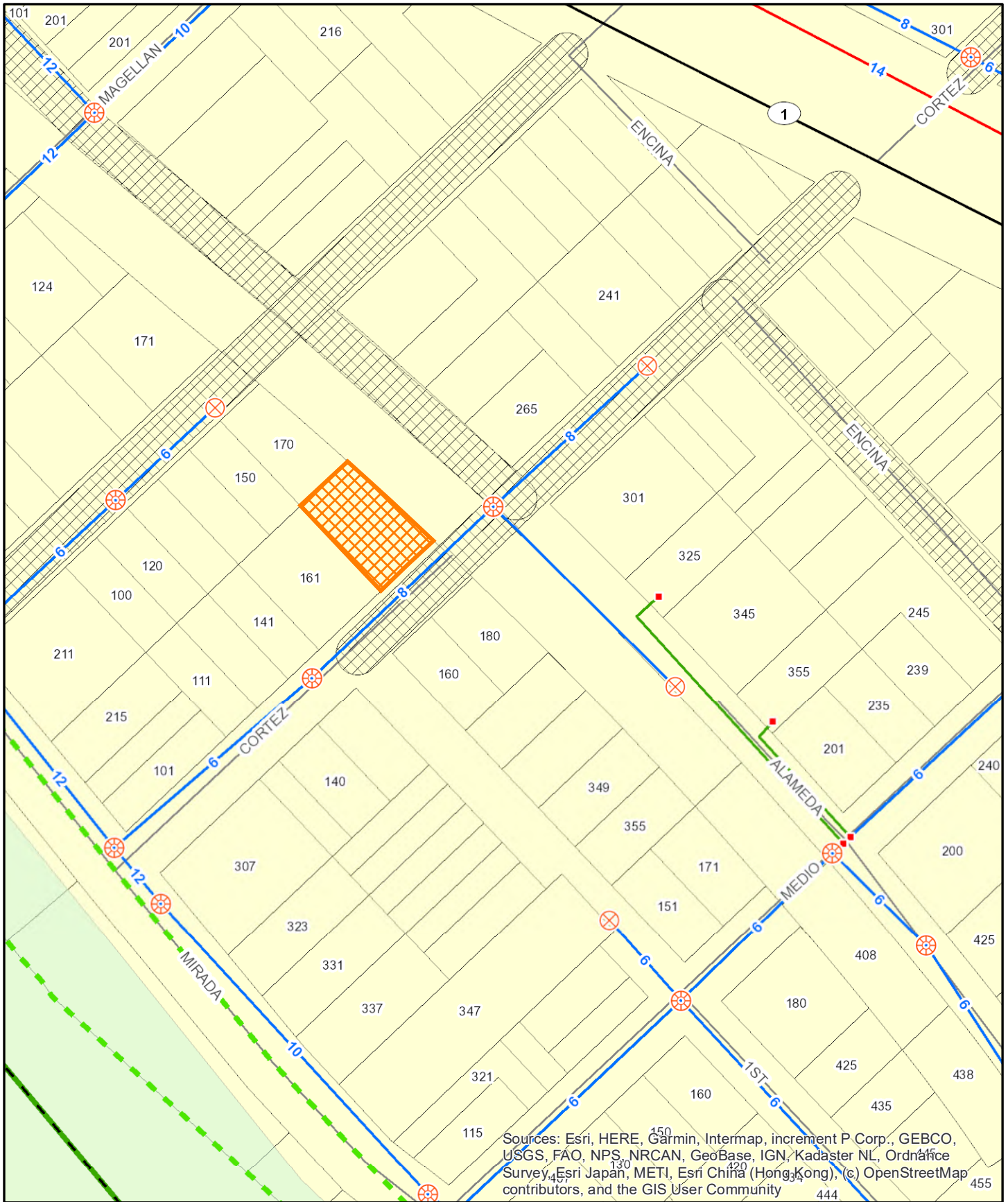
- 1 SHORE ACRES RSM 3/95
- 2 SOUTH BALBOA TRACT RSM 5/6
- 3 BROPHY'S BEACH RSM 5/58
- 4 PARCEL MAP VOL 13/12

OCEAN

PACIFIC

- 5 PARCEL MAP VOL 72/92

ASSESSOR'S MAP COUNTY OF SAN MATEO, CALIF.



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

N

11/12/2021

1:1,502

1 in = 125 ft



048-013-790
Cortez Ave, HMB

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of a Class 2M Sewer Permit for APN 047-204-020
Date: November 18, 2021

This Item is presented for the approval of a Class 2M Sewer Connection Permit for APN 047-204-020, a 7,750 sq. ft. lot, in the C-1/S-3/DR zoning district. The proposed project is a new 11,520 sq. ft., three-story, mixed-use building, comprised of a parking area and lobby on the first floor, offices and office facilities on the second floor, and four living units on the third floor (two 2-bedroom, 2-bath, and two 1-bedroom, 1-bath). The project requires five (5) ERU's of sewer capacity, which based on District policy, cannot be administratively issued and requires Board approval.

On 3/14/19, the County Planning Commission approved a Use Permit, a Coastal Development Permit (CDP) and a Certificate of Compliance (CoC) for the parcel and project. The approval letter and other documents provided for your consideration of this Item are attached and listed below:

- Completed Sewer Connection Permit Application Form
- Grant Deed
- Planning Approval Letter with Findings and Conditions of Approval
- Project Plans
- Assessor's Parcel Map
- Mainline Map

The plumbing plan provided for the project includes the location and construction specifications for the proposed sewer lateral and connection to District facilities, which meets all District standards. Staff recommends Board approval for the issuance of a Class 2M Sewer Permit for this project. If approved, a permit will be issued upon receipt of the County Building Department "Permit is Ready" notice and with payment of the permit fees totaling \$65,356.80.

SEWER PERMIT APPLICATION

Parcel Assessor's Parcel Number(s): 047.204.020 Lot(s): 7 Block: A

Data: Address/Location: 516 Ave Alhambra, El Granada, Ca. 94018

Owner: Name(s) Clonea LLC (Kevin Power) Phone (650)892.3320 Fax #: _____
Address: P.O. Box 370053 Montara Ca. 94037 Cell #: _____

Agent: Name(s) Kevin Power Phone: 892.3320 Fax #: _____
Address: 370 3rd St. Montara, Ca. 94037 Cell #: _____

Contractor: Name(s) Power Builders Inc. Phone: (650)892.3320 Fax #: _____
Address: P.O. Box 370053 Montara, Ca. 94037 Cell #: _____

Type of Work: (Check one)
New Construction Remodel/Addition _____ Demolition _____ Mainline Ext. _____

Project Description: (Check one)
Single Family Dwelling _____ Multiple Unit Residential _____
In-law Unit/Auxiliary Structure _____ Hotel/Condo/B&B _____
Commercial Building/Warehouse _____ Mixed Use
Other _____ Explain: _____

General Information: (Complete applicable sections)
Parcel Sq. Ft.: 7,824 Structure(s) Sq. Ft.: 8,218 Garage Sq. Ft.: 3,302
No. of Bedrooms: 6 No. of Baths: 8 No. of Offices: 2
No. of Living Units: 4 If Mixed Use, what is Living Unit Sq. Ft?: 3,326
No. of Trees to be Removed: 0 Is tree removal for lateral placement? No

Additional Comments: 3 STORY BLDG, C-1/S3/DR ZONING, 1ST FL: LOBBY/PARKING, 2ND FL: 5 OFCS/MTGRM/LUNCHRM, 3RD FL: 2-1BD/1BA & 2-2BD/2BA APTS.

- In consideration of granting this permit, the undersigned agrees:
1. To accept and abide by all provisions of the Granada Sanitary District Code.
 2. To notify the District when the sewer is ready for connection to the sewer main.
 3. In the event that all required planning approvals are not final, the application shall be deemed incomplete, and any permit issued may be revoked.
 4. To provide the District with the final Building Plans for this project if requested, prior to permit issuance.

Signature: [Signature] Print Name: Kevin Power Date: 9.17.21

FOR DISTRICT USE ONLY (Please do not write below this line)

<input checked="" type="checkbox"/> Planning Approval Letter	<input type="checkbox"/> Pick up Notice	<input checked="" type="checkbox"/> Plans/Elevations
<input checked="" type="checkbox"/> Grant Deed/Legal Description	<input type="checkbox"/> Topographical Map	<input type="checkbox"/> Agent Form
<input checked="" type="checkbox"/> Application Fee \$ <u>250.00</u>	<input checked="" type="checkbox"/> Is there a ML to serve?	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Is App. Complete?	RECEIVED BY: <u>N. Mayen</u> DATE: <u>10/21/21</u>
<input type="checkbox"/> No. of Connections	<input checked="" type="checkbox"/> No. of NCA's on parcel	

RECORDING REQUESTED BY:

First American Title Company

AND WHEN RECORDED MAIL DOCUMENT TO:

Barry Hui and Jenny Hui
1537 8th Avenue
San Francisco, CA 94122

Space Above This Line for Recorder's Use Only

516 Alhambra, Half Moon Bay
A.P.N.: 047-204-020-3

File No.: 3802-5483007 (CB)

**DEED OF TRUST WITH ASSIGNMENT OF RENTS
(LONG FORM)**

THIS DEED OF TRUST, made this **October 13, 2017**, between

TRUSTOR: Clonea, LLC, a Delaware limited liability company

whose address is **1208 Date Street, Montara, CA 94037,**

TRUSTEE: First American Title Insurance Company, a Nebraska Corporation

and **BENEFICIARY: Barry Hui and Jenny Hui, husband and wife, as Joint Tenants**

WITNESSETH: That Trustor irrevocably grants to Trustee in trust, with power of sale, that property in the City of Half Moon Bay, County of San Mateo, State of California, described as:

LOT 7 IN BLOCK A, AS SHOWN ON THAT CERTAIN MAP ENTITLED "TRACT NO. 4, GRANADA, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA, ON OCTOBER 6, 1933 IN BOOK 20 OF MAPS AT PAGE(S) 22.

together with rents, issues and profits thereof, subject, however, to the right, power and authority hereinafter given to and conferred upon Beneficiary to collect and apply such rents, issues and profits for the purpose of securing (1) payment of the sum of **\$189,000.00**, with interest thereon according to the terms of a promissory note or notes of even date herewith made by Trustor, payable to order of Beneficiary, and extensions or renewals thereof, (2) the performance of each agreement of Trustor incorporated by reference or contained herein and (3) payment of additional sums and interest thereon which may hereafter be loaned to Trustor, or his successors or assigns, when evidenced by a promissory note or notes reciting that they are secured by this Deed of Trust.

A. To protect the security of this Deed of Trust, Trustor agrees:

- 1) To keep said property in good condition and repair, not to remove or demolish any building thereon; to complete or restore promptly and in good and workmanlike manner any building which may be constructed, damaged or destroyed thereon and to pay when due all claims for labor performed and materials furnished therefore, to comply with all laws affecting said property or requiring any alterations or improvements to be made thereon, not to commit or permit waste thereof; not to commit, suffer or

(Continued on Page 2)

COUNTY OF SAN MATEO PLANNING AND BUILDING

455 County Center, 2nd Floor
Redwood City, CA 94063
650-599-7310 T
www.planning.smcgov.org

March 14, 2019

Kevin Power
P.O. Box 370053
Montara, CA 94037

Dear Mr. Power:

Subject: **LETTER OF DECISION**
File Numbers: PLN2018-00249
Location: Avenue Alhambra, El Granada
APN: 047-204-020

On March 13, 2019 the San Mateo County Planning Commission considered a Use Permit, Coastal Development Permit, Design Review Permit, Grading Permit and Certificate of Compliance (Type B), pursuant to Sections 6500, 6328.4, 6565.3 of the San Mateo County Zoning Regulations, Section 8600 of the San Mateo County Ordinance Code and Section 7134.2 of the San Mateo County Subdivision Regulations, respectively, to legalize the 7,750 sq. ft. undeveloped parcel and allow construction of a new 11,520 sq. ft., three-story, mixed-use building, comprised of twelve (12) parking spaces and lobby areas on the first floor, commercial spaces on the second floor and four (4) residential units on the third floor. The Use Permit is required for projects that include residential units in the C-1 Neighborhood Business Zoning District. The proposed grading involves 520 cubic yards of cut and 10 cubic yards of fill for excavation of the first floor garage. The project is appealable to the California Coastal Commission

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the Use Permit, Coastal Development Permit, Design Review Permit, Grading Permit, and Certificate of Compliance (Type B), County File Number PLN 2018-00249, based on and subject to the required findings and conditions of approval listed in Attachment A.

Any interested party aggrieved by the determination of the Planning Commission has the right of appeal to the Board of Supervisors within ten (10) business days from such date of determination. The appeal period for this matter will end at **5:00 p.m. on March 27, 2019.**

The approval of this project is also appealable to the California Coastal Commission. Any aggrieved person may appeal this decision to the California Coastal Commission within 10 working days following the Coastal Commission's receipt of the notice of Final Local Decision. Please contact the Coastal Commission's North Central Coast District Office at 415/904-5260 for further information concerning the Commission's appeal process. The County and Coastal Commission appeal periods are sequential, not concurrent, and together total approximately one month. A project is considered approved when these appeal periods have expired and no appeals have been filed.



To provide feedback, please visit the Department's Customer Survey at the following link:
<http://planning.smcgov.org/survey>.

Sincerely,



Janneth Lujan
Planning Commission Secretary
Pcd313dd (Item 2. Power), corrected 10252021

cc: Building Inspection Department
Environmental Health
Department of Public Works
California Coastal Commission

County of San Mateo
Planning and Building Department

FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN 2018-00249

Hearing Date: March 13, 2019

Prepared By: Dennis P. Aguirre
Project Planner

Adopted By: Planning Commission

FINDINGS

Regarding the Environmental Review, Found:

1. That the proposed project is categorically exempt pursuant to Section 15303, Class 3 of the California Environmental Quality Act (CEQA) Guidelines, related to construction of new, small structures, such as construction of a multi-family residential structure totaling no more than six dwelling units in an urbanized area, and commercial buildings not exceeding 10,000 sq. ft. in floor area on sites zoned for such uses in urbanized areas, if not involving the use of significant amounts of hazardous substances where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive.

Regarding the Coastal Development Permit, Found:

2. That the project, as described in the application and accompanying materials required by the Zoning Regulations, Section 6328.4, and as conditioned in accordance with Section 6328.14, conforms with the applicable policies and required findings of the San Mateo County Local Coastal Program (LCP). Specifically, the project complies with policies regarding infill development, parcel legalization and compliance with design review standards and findings.
4. That the project conforms to specific findings required by policies of the San Mateo County Local Coastal Program. Specifically, the project complies with policies regarding infill development, parcel legalization and compliance with design review standards and findings.
5. That the number of building permits for the construction of single-family residences issued in the calendar year does not exceed the limitations of LCP Policies 1.23 and 1.24.

Regarding the Design Review, Found:

6. That, with the conditions of approval recommended by the Coastside Design Review Committee (CDRC) at its meeting of October 11, 2018, the project is in compliance with the Standards for Design in Other Areas, Section 6565.17 of the San Mateo County Zoning Regulations and the Community Design Manual. The three-story "Mixed-Use" building is complementary to the adjacent structures in size, shape, and scale. The exterior colors and materials in the design blend well with the natural setting and surrounding neighborhood and increase the visual interest of the building. The design also relates well to adjacent buildings in the neighborhood in size and scale.

Regarding the Grading Permit, Found:

7. That the granting of the permit will not have a significant adverse action on the environment.

The project has been reviewed by the Building Department's Drainage and the Geotechnical Sections, and recommended conditions are included in Attachment A to ensure compliance with their respective standards to mitigate any potential negative environmental impacts.

8. That the project conforms to the criteria of Chapter 8, Division VII, San Mateo Ordinance Code, including the standards referenced in Section 8605.

Upon review by Planning staff, the Building Department's Drainage and the Geotechnical Sections, the project, including the grading plan, erosion, sediment control plan and soils report, has been deemed to comply with the grading standards and, as conditioned, all grading work shall conform to plans prepared and submitted by Sigma Prime Geosciences, Inc. (Geotechnical Report – Attachment D), the project's engineering consultant. The project engineers will also be responsible for the inspection and certification of the grading upon completion of the work and will be required to certify that the work is in conformity with the approved plans, and the Grading Regulations.

9. That the project is consistent with the General Plan.

As elaborated in Section A.1 of this report, the project complies with applicable General Plan Policies, including those pertaining to Mixed-Use Development, Water Supply and Wastewater.

Regarding the Use Permit, Found:

10. That the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in said neighborhood based on the compliance with the C-1/S-3 development standards, design review standards and the absence of potential adverse environmental impacts on coastal

resources. The project is exempt from CEQA pursuant to CEQA Guidelines Section 15303. The CDRC has recommended approval based on the project's compliance with the Community Design Manual's standards. The provision of twelve parking spaces complies with the required parking spaces for the building. The proposed mixed-use project complies with the requirements pursuant to Section 6251(b) of Zoning Regulations based on the dwelling units' second floor location and the ratio of residential and commercial uses. Access to public transportation is readily available to this building based on its location along Avenue Alhambra where several bus stops are located. Staff has also included a condition (Condition No. 13) stipulating that the use of the second floor meeting room is exclusive for the office tenants and shall not be made available to outside entities in order to mitigate unwarranted intensification of the allowed uses, as approved.

CONDITIONS OF APPROVAL

Current Planning Section

1. The project shall be constructed in compliance with the plans approved by the Planning Commission on March 13, 2019. Any changes or revisions to the approved plans shall be submitted to the Design Review Officer for review and approval prior to implementation. Minor adjustments to the project may be approved by the Design Review Officer if they are consistent with the intent of and are in substantial conformance with this approval. Alternatively, the Design Review Officer may refer consideration of the revisions to the Coastside Design Review Committee, with applicable fees to be paid.
2. The Coastal Development Permit, Design Review Permit and Grading Permit approvals shall be valid for five (5) years from the date of final approval in which time a building permit shall be issued and a completed inspection (to the satisfaction of the Building Inspector) shall have occurred within 180 days of its issuance. An extension of these approvals will be considered upon written request and payment of the applicable fees sixty (60) days prior to the permits' expiration.
3. Prior to the issuance of a building permit for the project, the owner shall work with the Project Planner to record the Certificate of Compliance (Type B) with the County Recorder's Office, as required to establish the legality of the existing parcel, APN 047-204-020. The owner shall provide, to the project planner, a legal description of the parcel for recordation.

4. The applicant shall submit the following item and indicate the following on plans submitted for a building permit, as stipulated by the Coastside Design Review Committee:
 - a. A Signage plan with signage details.
 - b. Use a stained hardwood door for the front lobby.
 - c. Use dark-colored vinyl windows (not white).
 - d. Clearly depict three-foot metal pan lobby door cantilever element in the plans and elevations.
 - e. Revise the landscape plan with climate-appropriate plants compliant with the Water Efficiency Landscape Ordinance (WELO).
 - f. Provide plant screening along the perimeter of the property on the south (left) and west (rear) sides.
 - g. Change the lattice material from redwood to metal.
 - h. Consistently apply of the metal work throughout the design without the use of curled wrought iron.
 - i. Continue the belly band at the second floor.

5. During project construction, the applicant shall, pursuant to Chapter 4.100 of the San Mateo County Ordinance Code, minimize the transport and discharge of stormwater runoff from the construction site into storm drain systems and water bodies by:
 - a. Using filtration materials on storm drain covers to remove sediment from dewatering effluent.
 - b. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30.
 - c. Removing spoils promptly, and avoiding stockpiling of fill materials, when rain is forecast. If rain threatens, stockpiled soils and other materials shall be covered with a tarp or other waterproof material.
 - d. Storing, handling, and disposing of construction materials and wastes so as to avoid their entry to the storm drain system or water body.
 - e. Avoiding cleaning, fueling or maintaining vehicles on-site, except in an area designated to contain and treat runoff.

- f. Limiting and timing application of pesticides and fertilizers to avoid polluting runoff.
6. The applicant shall provide “finished floor elevation verification” to certify that the structure is actually constructed at the height shown on the submitted plans. The applicant shall have a licensed land surveyor or engineer establish a baseline elevation datum point in the vicinity of the construction site.
 - a. The applicant shall maintain the datum point so that it will not be disturbed by the proposed construction activities until final approval of the building permit.
 - b. This datum point and its elevation shall be shown on the submitted site plan. This datum point shall be used during construction to verify the elevation of the finished floors relative to the existing natural or to the grade of the site (finished grade).
 - c. Prior to Planning approval of the building permit application, the applicant shall also have the licensed land surveyor or engineer indicate on the construction plans: (1) the natural grade elevations at the significant corners (at least four) of the footprint of the proposed structure on the submitted site plan, and (2) the elevations of proposed finished grades.
 - d. In addition, (1) the natural grade elevations at the significant corners of the proposed structure, (2) the finished floor elevations, (3) the topmost elevation of the roof, and (4) the garage slab elevation must be shown on the plan, elevations, and cross-section (if one is provided).
 - e. Once the building is under construction, prior to the below floor framing inspection or the pouring of the concrete slab (as the case may be) for the lowest floor(s), the applicant shall provide to the Building Inspection Section a letter from the licensed land surveyor or engineer certifying that the lowest floor height, as constructed, is equal to the elevation specified for that floor in the approved plans. Similarly, certifications on the garage slab and the topmost elevation of the roof are required.
 - f. If the actual floor height, garage slab, or roof height, as constructed, is different than the elevation specified in the plans, then the applicant shall cease all construction and no additional inspections shall be approved until a revised set of plans is submitted to and subsequently approved by both the Building Official and the Community Development Director.
7. The applicant shall include an erosion and sediment control plan to comply with the County’s Erosion Control Guidelines on the plans submitted for the building permit. This plan shall identify the type and location of erosion control measures to be installed upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site.

8. Weekly erosion and sediment control inspections during the period of land disturbance are required during the rainy season, as required by the Special Protections of the State Ocean Plan.
9. No grading shall be allowed during the winter season (October 1 to April 30) to avoid potential soil erosion.
10. No grading activities shall commence until the property owner has been issued a grading permit (issued as the "hard card" with all necessary information filled out and signatures obtained) by the Current Planning Section.
11. Prior to any land disturbance and throughout the grading operation, the property owner shall implement the erosion control plan, as prepared and signed by the engineer of record and approved by the decision maker. Revisions to the approved erosion control plan shall be prepared and signed by the engineer and submitted to the Community Development Director for review and approval.
12. Prior to issuance of the grading permit "hard card," the property owner shall submit a schedule of all grading operations to the Current Planning Section, subject to review and approval by the Current Planning Section. The submitted schedule shall include a schedule for winterizing the site. If the schedule of grading operations calls for the grading to be completed in one grading season, then the winterizing plan shall be considered a contingent plan to be implemented if work falls behind schedule. All submitted schedules shall represent the work in detail and shall project the grading operations through to completion.
13. It shall be the responsibility of the engineer of record to regularly inspect the erosion control measures for the duration of all grading remediation activities, especially after major storm events, and determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected, as determined by and implemented under the observation of the engineer of record.
14. For the final approval of the grading permit, the property owner shall ensure the performance of the following activities within thirty (30) days of the completion of grading at the project site: (a) The engineer shall submit written certification, that all grading has been completed in conformance with the approved plans, conditions of approval/mitigation measures, and the Grading Regulations, to the Department of Public Works and the Planning and Building Department's Geotechnical Engineer, and (b) the geotechnical consultant shall observe and approve all applicable work during construction and sign Section II of the Geotechnical Consultant Approval Form, for submittal to the Planning and Building Department's Geotechnical Engineer and the Current Planning Section.
15. All new power and telephone utility lines from the street or nearest existing utility pole to the project structures on the property shall be placed underground.

16. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Department of Public Works and the Coastside Fire Protection District.
17. No site disturbance shall occur, including any grading or vegetation removal, until a building permit has been issued.
18. To reduce the impact of construction activities on neighboring properties, comply with the following:
 - a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on site during construction to prevent debris from blowing onto adjacent properties. The applicant shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.
 - b. The applicant shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.
 - c. The applicant shall ensure that no construction-related vehicles shall impede through traffic along the right-of-way on Avenue Alhambra. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Avenue Alhambra. There shall be no storage of construction vehicles in the public right-of-way.
19. The exterior color samples submitted to the CDRC are approved. Color verification shall occur in the field after the applicant has applied the approved materials and colors but before a final inspection has been scheduled.
20. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours from 7:00 a.m. to 6:00 p.m. weekdays and 9:00 a.m. to 5:00 p.m. Saturdays. Said activities are prohibited on Sundays, Thanksgiving and Christmas (San Mateo Ordinance Code Section 4.88.360).
21. At the building permit application stage, the project shall demonstrate compliance with the Water Efficient Landscape Ordinance (WELO) and provide required forms. Water Efficient Landscape Ordinance (WELO) applies to new landscape projects equal to or greater than 500 sq. ft. A prescriptive checklist is available as a compliance option for projects under 2,500 sq. ft. Water Efficient Landscape Ordinance (WELO) also applies to rehabilitated landscape projects equal to or greater than 2,500 sq. ft.

The following restrictions apply to projects using the prescriptive checklist:

- a. Compost: The project must incorporate compost at a rate of at least four (4) cubic yards per 1,000 sq. ft. to a depth of six (6) inches into the landscape area (unless contra-indicated by a soil test).
 - b. Plant Water Use (Residential): Install climate adapted plants that require occasional, little, or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water.
 - c. Mulch: A minimum 3-inch layer of mulch should be applied on all exposed soil surfaces of planting areas, except in areas of turf or creeping or rooting groundcovers.
 - d. Turf: Total turf area shall not exceed 25% of the landscape area. Turf is not allowed in non-residential projects. Turf (if utilized) is limited to slopes not exceeding 25% and is not used in parkways less than ten (10) feet in width. Turf, if utilized in parkways, is irrigated by sub-surface irrigation or other technology that prevents overspray or runoff.
 - e. Irrigation System: The property shall certify that Irrigation controllers use evapotranspiration or soil moisture data and utilize a rain sensor; Irrigation controller programming data will not be lost due to an interruption in the primary power source; and Areas less than ten (10) feet in any direction utilize sub-surface irrigation or other technology that prevents overspray or runoff.
22. The use of the meeting room is exclusively for the office tenants and shall not be made available to outside entities that would otherwise intensify the use of the building.

Building Inspection Section

23. Upon submittal of project plans to the Building Department for a building permit, each plan sheet shall be stamped and signed by a California licensed design professional.
24. The project shall be designed and constructed according to the currently adopted and locally amended California Building Standards Code, which at the time of this review is the 2016 version.
25. Submit drainage report and C3C6 Form at building permit stage.
26. Submit site specific erosion and sediment control plans at building permit stage.
27. Submit standard Best Management Practices with relevant items checked at building permit stage.

28. Provide soil specifications for bio-soil at building permit stage.

Geotechnical Section

29. Submit geotechnical report at building permit stage.

Granada Community Services District (District)

30. Prior to the issuance of a building permit, the applicant shall obtain a sewer permit to connect to the District's wastewater facilities.

Coastside County Water District

31. Prior to the issuance of a building permit, the applicant shall obtain a water service connection to include fire suppression plans for review and approval.

Coastside Fire Protection District

32. Building Classification: Please indicate on the plans the following information:
- a. Occupancy Classification
 - b. Type of Construction
 - c. Site Plan indicating the location of the building in relationship to all property lines.
 - d. Occupant Load Calculations with an exit analysis.
33. Fire Hydrant: An approved fire hydrant (Clow 960) must be located within 500 feet measured by way of drivable access from the proposed project. The hydrant must have a minimum flow of 1,500 gallons per minute at twenty (20) pounds per square inch residual pressure for a minimum of two hours. If you have not already done so, please submit a site plan showing all underground piping to the San Mateo County Building Department for review and approval.
34. Automatic Fire Sprinkler System: The proposed project must be equipped with an approved NFPA 13 fire sprinkler system throughout. You will not be issued a building permit until fire sprinkler plans are received, reviewed and approved by the fire district. If you have not already done so, please submit the required plans to the San Mateo County Building Department. Please be advised that the sprinkler system design shall be based on an at least Ordinary-Group two (2) classification or higher classification based on stored commodity. Please provide information as to commodity. Please submit plans showing the location of all required fire sprinkler hardware to the San Mateo County Building Department.
35. An Automatic Fire Sprinkler System will be required and must have an NFPA 13 Light Hazard classification in office and a NFPA13R for the residential area.
36. Unobstructed fire sprinkler coverage: shall extend to all areas in the occupancy. Any areas creating compartmentalization due to new walls shall have additional

sprinkler heads installed to provide unobstructed coverage. Any heat producing appliances that are hooked up to an electrical power source, natural or propane gas, and are operational shall not have sprinkler heads located within their respective heat zones.

- 37. Fire Sprinkler Hardware: Along with the automatic fire sprinkler system, this project is required to install all related fire sprinkler hardware (Post Indicator Valve, Fire Department Connection and Exterior Bell). You will not be issued a building permit until plans have been submitted, reviewed and approved by the fire district. Please submit plans showing the location of all required fire sprinkler hardware to the San Mateo County Building Department or City of Half Moon Bay.
- 38. Emergency Building Access: proposed project will require the installation of "Knox Boxes". These emergency key boxes are required when access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life saving or fire-fighting purposes. The Chief will determine the location for the key box and provide an authorized order form. All security gate systems controlling vehicular access shall be equipped with a "Knox"; key operated emergency entry device. Applicant shall contact the Fire Prevention Bureau for specifications and approvals prior to installation.
- 39. Address Numbers: Building identification shall be conspicuously posted and visible from the street. (TEMPORARY ADDRESS NUMBERS SHALL BE POSTED PRIOR TO COMBUSTIBLES BEING PLACED ON SITE). The letters/numerals for permanent address numbers shall be of six (6)-inch height with a minimum 3/4-inch stroke and of a color, which is contrasting with the background. Such letter/numerals shall be illuminated and facing the direction of access.

Distance from Road	Address No. Size
0-50 feet	6-inch
50-100 feet	8-inch
100-150 feet	10-inch
150 + feet	12-inch

with a corresponding increase in stroke width.

- 40. Roof Covering: The roof covering of every new building or structure, and materials applied as part of a roof covering assembly, shall have a minimum fire rating of Class "B" or higher as defined in the current edition of the California Building Code.
- 41. Exit Door Hardware: Exit door(s) shall be operable from the inside without the use of a key, special knowledge or effort.

Exception: Main exit doors may be equipped with a keyed-locking device if there is a readily visible sign on or adjacent to the door stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED". The letters in the sign shall not be less than 1-inch in height.

42. Exit Illumination: Signs shall be internally or externally illuminated by two electric lamps or shall be of an approved self-luminous type.

Power Supply: Current supply to one of the lamps for exit signs shall be provided by the premises wiring system. Power to the other lamp shall be from storage of batteries or an on-site generator set. Include exit illumination with electrical plans and submit to the San Mateo County Building Department for review and approval.

43. Exit Signage: Where required: When more exits from a story are required by Chapter ten (10) of the CBC, exit signs shall be installed at stair enclosures, horizontal exits and other required exits from the story. When two (2) or more exits are required from a room or area, exit signs shall be installed at the required exits from the room or area and where otherwise necessary to clearly indicate the direction of egress.

Exception: Main exit doors, which obviously are clearly identifiable as exits (glass door). Show exit plans on plans submitted to the San Mateo County Building Department for review and approval.

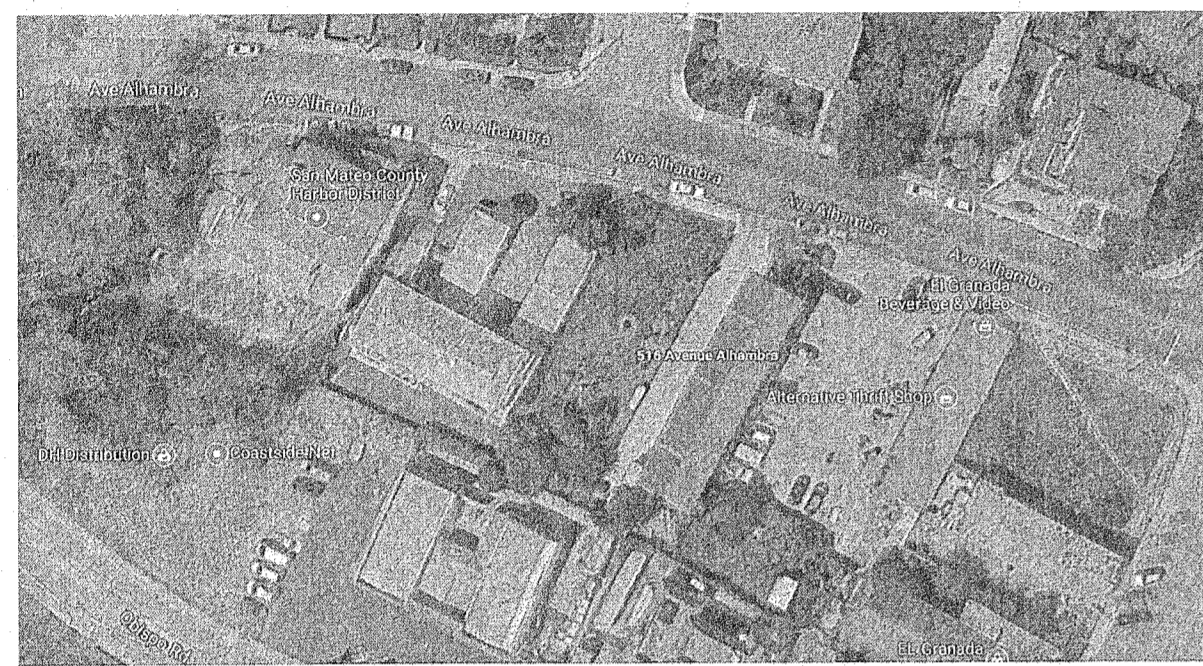
When exit signs are required by Section 1011.2 / 1011.7 of the CBC, additional approved low-level exit signs, which are internally or externally illuminated, photo luminescent or self-luminous, shall be provided in all interior rated exit corridors serving guest rooms of hotels in Group R, Division 1 Occupancies, and other occupancies as determined by the code.

44. Fire Alarm systems that meet the 2016 NFPA 72. Residential area requires Horn/Strobe notification
45. Fire Extinguishers: There must be at least one 2A10BC fire extinguisher for each 3,000 square feet, travel distance not to exceed 75 feet with at least one extinguisher per floor per Title 19, California Code of Regulations.
46. Community Facilities District: The Fire District requires the formation of a Mello-Roos Community Facilities District (CFD) for all new construction of three or more residential units or commercial space exceeding 4,000 square feet. Please contact the Fire District administration office for more details. Please be advised that the formation of a CFD takes approximately three months. The formation of a CFD is a condition of development and required to be completed prior to Fire District final approval and sign-off on the project.
47. All fire conditions and requirements must be incorporated into your building plans, (see attached conditions) prior to building permit issuance. It is your responsibility to notify your contractor, architect and engineer of these requirements.

NEW MIXED USE BUILDING 516 AVENUE ALHAMBRA HALF MOON BAY, CALIFORNIA 94037

REVISIONS	BY

AERIAL VIEW



PROJECT INFO

OWNER:

PROJECT CONTACT: SANTOS & URRUTIA
STRUCTURAL ENGINEERS
2451 HARRISON STREET
SAN FRANCISCO, CALIFORNIA 94110
(415) 642-7722
(415) 642-7590

BUILDING INFO:

BLOCK: 1181
LOT: 016
OCCUPANCY:
TYPE OF CONSTRUCTION:
NUMBER OF STORIES: 2 OVER BASEMENT
NUMBER OF DWELLING UNITS: 3


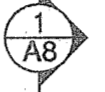


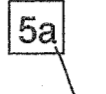
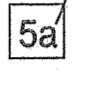


APPLICABLE CODES:

2016 CALIFORNIA BUILDING CODE WITH LOCAL AMENDMENTS
2016 CALIFORNIA MECHANICAL CODE WITH LOCAL AMENDMENTS
2016 CALIFORNIA ELECTRICAL CODE WITH LOCAL AMENDMENTS
2016 CALIFORNIA PLUMBING CODE WITH LOCAL AMENDMENTS
2016 GREEN BUILDING CODE WITH LOCAL AMENDMENTS
2016 CALIFORNIA ENERGY CODE
2016 CALIFORNIA FIRE CODE WITH LOCAL AMENDMENTS
2016 SAN FRANCISCO HOUSING CODE

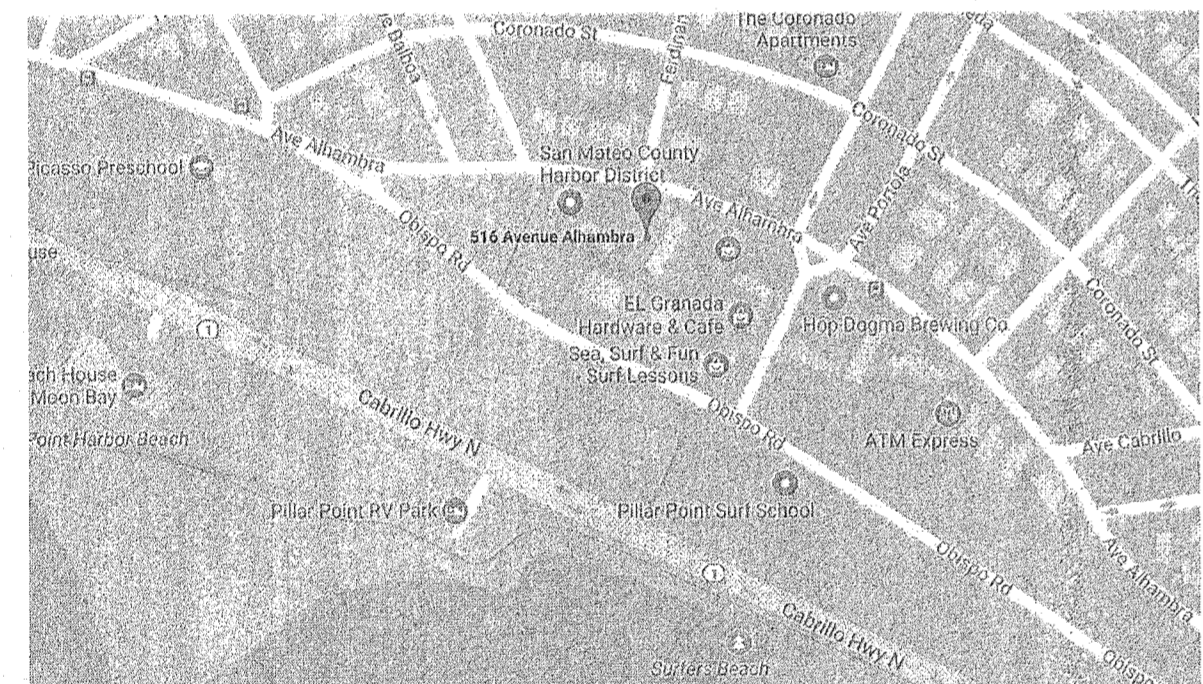
SCOPE OF WORK

NEW 3 STORY MIXED USE BUILDING. PARKING IN BASEMENT AND COMMERCIAL AT GROUND LEVEL AND RESIDENTIAL ON UPPER TWO LEVELS.

DRAWING SYMBOLS

-  BUILDING ELEVATION TAG
 -  BUILDING SECTION TAG
 -  WINDOW / STOREFRONT TAG
 -  DETAIL TAG
 -  INT. WALL TYPE TAG (NUMBERS)
 -  EXT. WALL TYPE TAG (LETTERS)
 -  KEY NOTE
 -  DOOR TAG
- LOWER CASE LETTER DENOTES SUBCATEGORY

VICINITY MAP



- FIRE DEPARTMENT NOTES:**
- MAINTAIN ALL REQUIRED MEANS OF EGRESS, FIRE SPRINKLERS AND LIFE SAFETY AT ALL TIMES.
 - MAINTAIN THE REQUIRED SEPARATION, FIRE RATED CONSTRUCTIONS AND SMOKE BARRIERS.
 - SEAL ALL PENETRATIONS WITH APPROVED METHODS AND MATERIALS EQUAL TO EXISTING FIRE RATINGS.
 - IF CONSTRUCTION COST EXCEEDS \$50,000, THE BUILDING HAS THREE OR MORE UNITS AND THE BUILDING HAS AN EXISTING FIRE ALARM SYSTEM, THE FIRE ALARM SYSTEM MUST BE UPGRADED TO COMPLY WITH SOUND LEVEL REQUIREMENTS FOR SLEEPING AREAS SET FORTH IN SECTION 18.4.5.1 OF NFPA 72 (2013 EDITION), UNLESS ALREADY COMPLIANT.

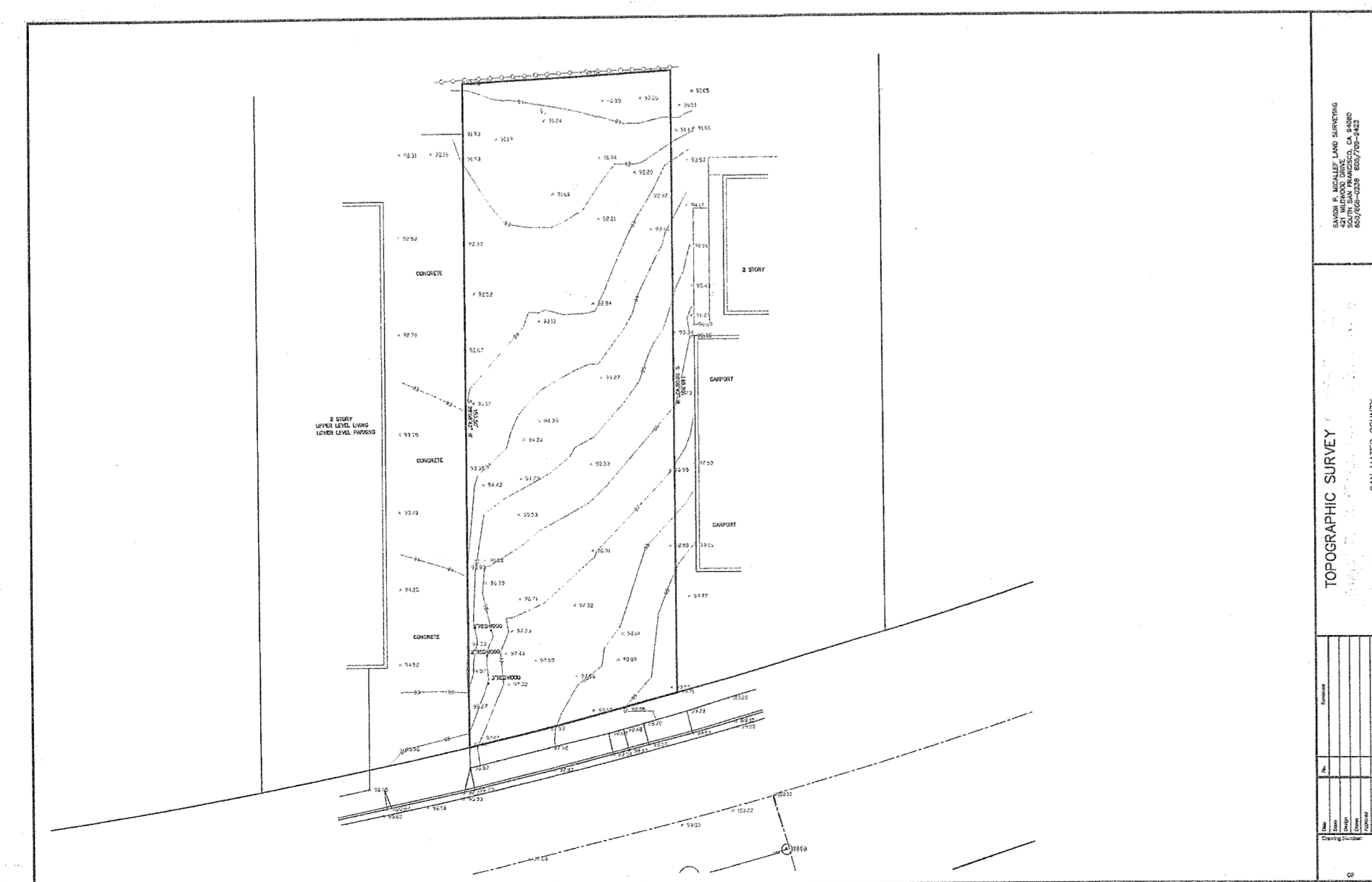
SHEET INDEX

A0 - A9

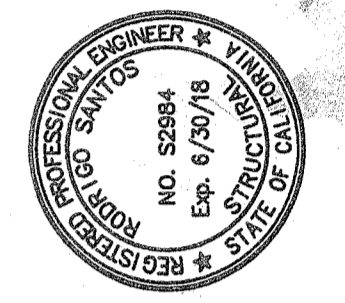


VIEW OF VACANT LOT

SCALE: NTS



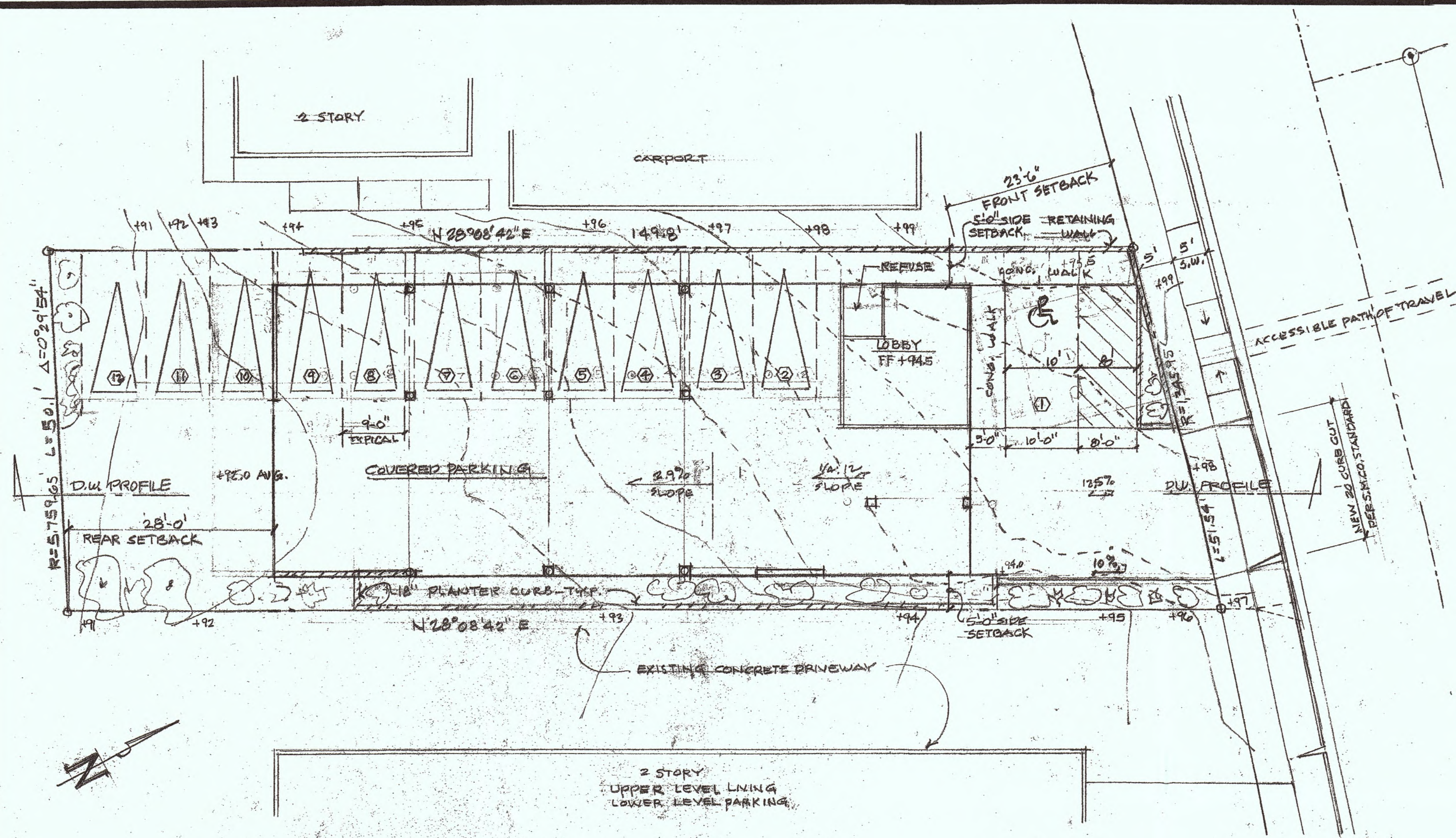
SANTOS & URRUTIA
STRUCTURAL ENGINEERS
 2451 HARRISON STREET
 SAN FRANCISCO, CA 94110
 TELEPHONE (415) 642-7722
 FAX (415) 642-7590



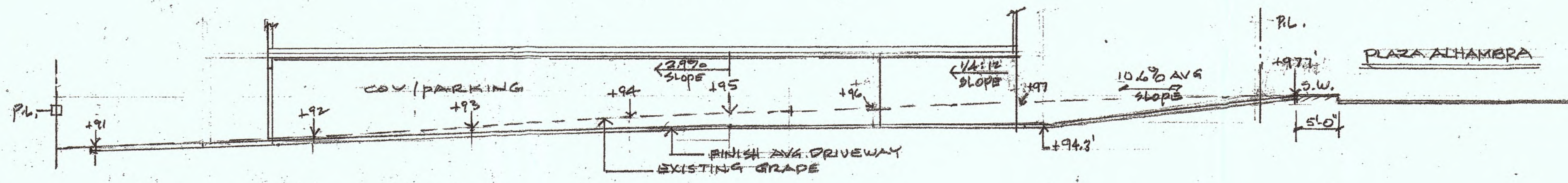
TITLE SHEET, PROJECT INFO, AERIAL
 VIEW VICINITY MAP, LOCATION MAP,
 SHEET INDEX AND SITE PLAN

NEW CONSTRUCTION
516 AVE ALHAMBRA
MONTARA, CALIFORNIA

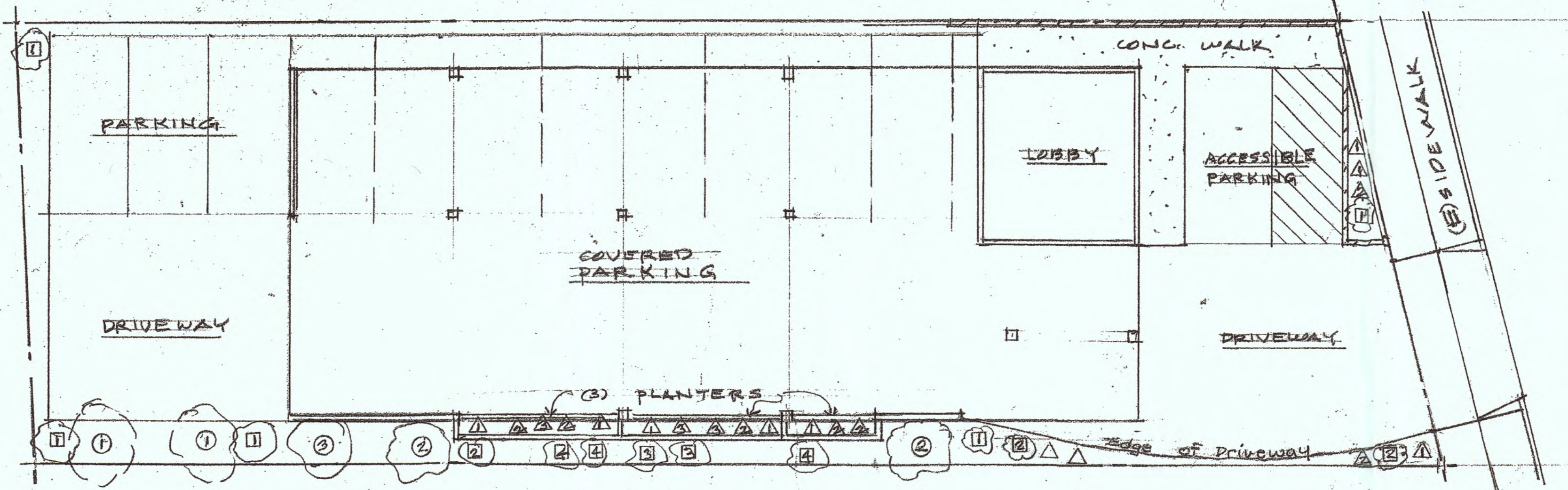
Date: 12/01/2017
 Scale: AS NOTED
 Drawn By: R.S.
 Job No: 11262
 Sheet
AO
 Of Sheets



SITE PLAN SCALE 1" = 10'-0"



DRIVEWAY PROFILE SCALE 1" = 10'-0"



LANDSCAPE PLAN SCALE 1" = 10'-0"

LANDSCAPE LIST

- TREES: 15 gal. TYP.
- (1) MELALEUCA, EVERGREEN "THUNDERCLOUD" (2)
 - (2) PRUNUS, PURPLE LEAF PLUM (2)
 - (3) AGONIS FLEXUOSA, PEPPERMINT TREE (1)
- SHRUBS: 5 gal. TYP.
- (1) CLEANTHUS, SCARLET HONEY SUCKLE
 - (2) COPROSMA REPENS, "HOT LIPS"
 - (3) SALVIA, LEUCANTHA-OTIDQUAST, SAGE
 - (4) MIMACROPHYLLA, RECOLO, SPANISH LAVENDER
- GROUND COVER
- (1) DODONAEA VISCOOSA PURPUREA "BOPSEER" (6) 5 gal.
 - (2) RED FLAX (7) 5 gal.
 - (3) PHYLA NODIFLORA 6 GROUPING 24
- NOTES:
- (1) IRRIGATION: ALL GROUND COVER AREAS SHALL HAVE A FOLIAR SPRAY HEAD, ALL 15 gal. SHRUBS AND TREES, SHALL BE "PESCO" LASER LINE, DRIP IRRIGATED.

DESIGN REVIEW

THIS 50' WIDE PARCEL IS SANDWICHED BETWEEN 2 EXISTING 3 STORY APARTMENT BUILDINGS BUT THIS PROPOSED MIX USE BUILDING WILL BE COMPATIBLE IN SIZE AND HEIGHT. PARKING IS A CHALLENGE AND WILL LEAVE MINIMAL LANDSCAPE OPPORTUNITIES. CURRENT CODES DEMAND ADA ACCESSIBLE PARKING WITH VAN LOADING ZONE AT 20 FEET DEEP AND 18 FEET WIDE, WHICH IS PROVIDED AT THE FRONT OF THE BUILDING, BUT LIMITS A CREATIVE HARDSCAPE. THE 20 FOOT WIDE DRIVEWAY LEAVES MINIMAL CHANCE TO CREATE A DISTINGUISHED OR PROVOCATIVE DESIGN, BUT AS PROVIDED THE BUILDING WILL BLEND IN WELL WITH THE NEIGHBORHOOD.

VICINITY MAP NO SCALE
PLANNING DATA

LOT DESCRIPTION
 APN: 047-204-020
 LOT AREA: 7,750 SQ. FT. (0.18 ACRE)
CODE DATA
 JURISDICTION: COUNTY OF SAN MATEO
 450 COUNTY CENTER, 2ND FLR.
 REDWOOD CITY, CA 94062
 BUILDING CODE: 2013 CALIFORNIA BLDG. CODE,
 2013 EBC, UPC, CPC, CMC, CEC & 2015 T-24 ENERGY
 ZONE DISTRICT: R-1.5-3/CD/DR
 CONSTRUCTION TYPE: I

ZONING REQUIREMENTS
 SETBACKS: FRONT W/32' HT LIMIT = 20' SIDES = 5'
 REAR = 20'
 COVERAGES: 50% MAX (30% SIDE) PROPOSED 3842/7750 = 49.5%
 FIRE SPRINKLING: REQUIRED
 PARKING: 1 SPACE PER 200 SQ. FT. OFFICE
 13 ON SITE PARKING SPACE (1 ACCESSIBLE)

SHEET INDEX

No.	COVER SHEET W/ VICINITY MAP, STREET PHOTO
A1	SITE PLAN, VICINITY MAP, PLANNING DATA, DRIVEWAY PROFILE
A2	GROUND FLOOR LOBBY & PARKING
A3	2ND FLOOR COMMERCIAL
A4	3RD FLOOR RESIDENTIAL (UNITS A, B, C & D)
A5	EXTERIOR ELEVATION
A6	SECTIONAL VIEWS

AREA SCHEDULE

GROUND FLOOR: 3,840 SQ. FT.
 LOBBY: 300 SF
 COV. PARKING: 3,480 SF (8 SPACES PROVIDED + 4 OUTSIDE PARKING SPACES PROPOSED)
 2ND FLOOR:
 OFFICES (EXCLUDING WALLS): 1,760 SF + 200 SF = 1,960 SF (9) PARKING SPACES REQUIRED
 MEETING ROOM: 642 SF
 TOTAL 2ND FLOOR AREA: 3,840 SF
 3RD FLOOR: 3,840 SQ. FT.
 (4) UNITS: (2) 2 BDRM (2) 1 BDRM = 987.6 SF EACH
 UNIT "A" = 987.6 SF UNIT "B" = 987.6 SF
 UNIT "C" = 658.0 SF UNIT "D" = 658.0 SF

REVISIONS	BY

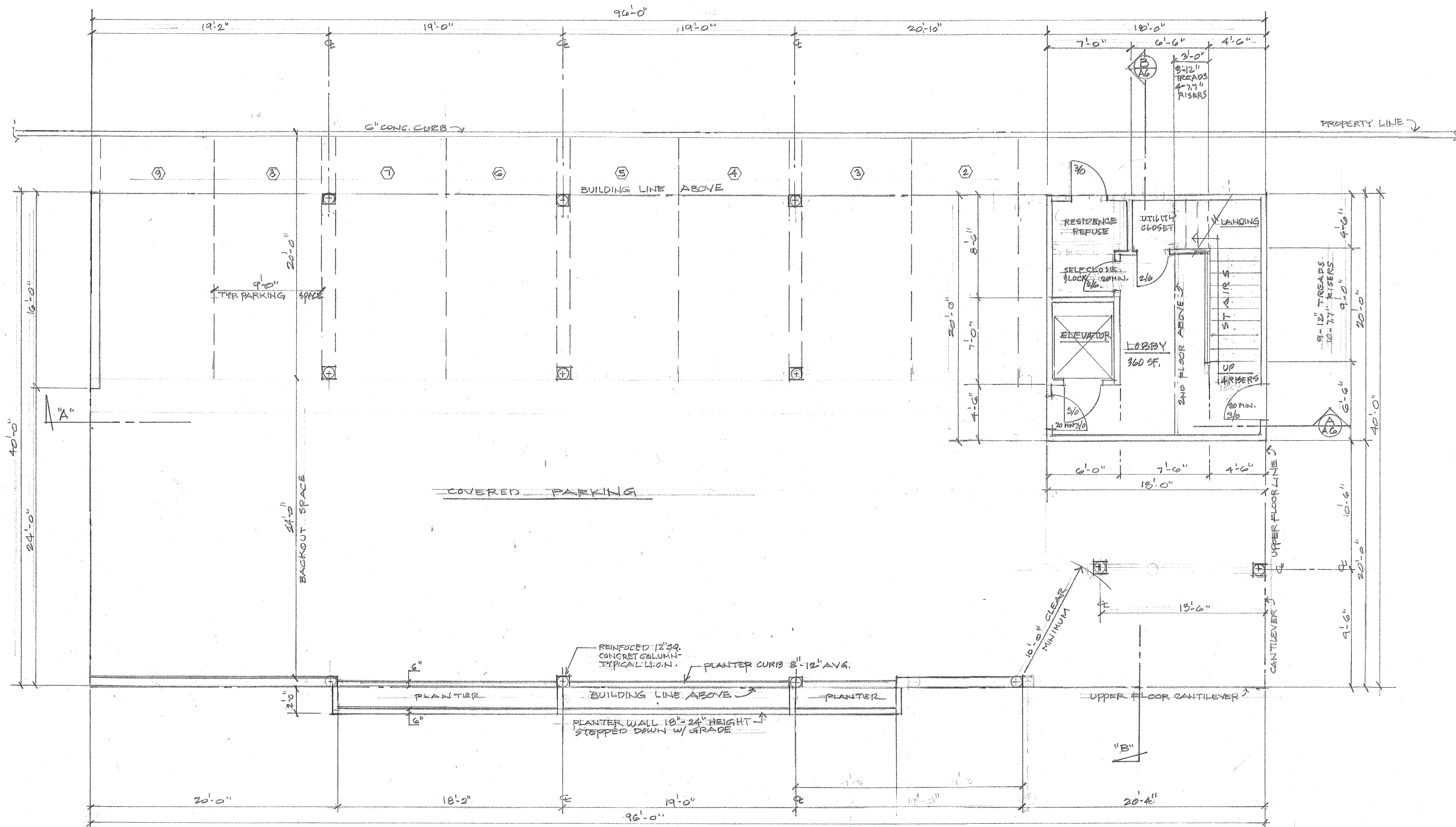
BOONE DESIGN GROUP

2014 Terry Road
 Santa Rosa, CA 95409
 (707) 533-7108 Cell (707) 235-7126
 jeffboone@bdg.com

VICINITY MAP
 PLANNING DATA
 SITE PLAN
 DRIVEWAY PROFILE

A COMMERCIAL/RESIDENTIAL BLDG.
 FOR: CLONIA LLC
 516 PLAZA ALHAMBRA
 EL GRANADA, CA 94045
 KEVIN POWER (530) 892-3320

DRAWN: MRA
 CHECKED: [Signature]
 DATE: 6/17/2018
 SCALE: AS NOTED
 JOB NO.: 2018-2
 SHEET: A1
 OF 6 SHEETS



LOBBY & COVERED PARKING

1. SEE SHIT. A-1, SITE PLAN FOR AVERAGE DRIVEWAY ELEVATIONS
2. LOBBY = 360 SQ. FT.
3. TOTAL PARKING = 12 SPACES ; (1) ACCESSIBLE, (6) COVERED, (5) OPEN
4. ELEVATOR TO BE ACCESSIBLE
- 5.

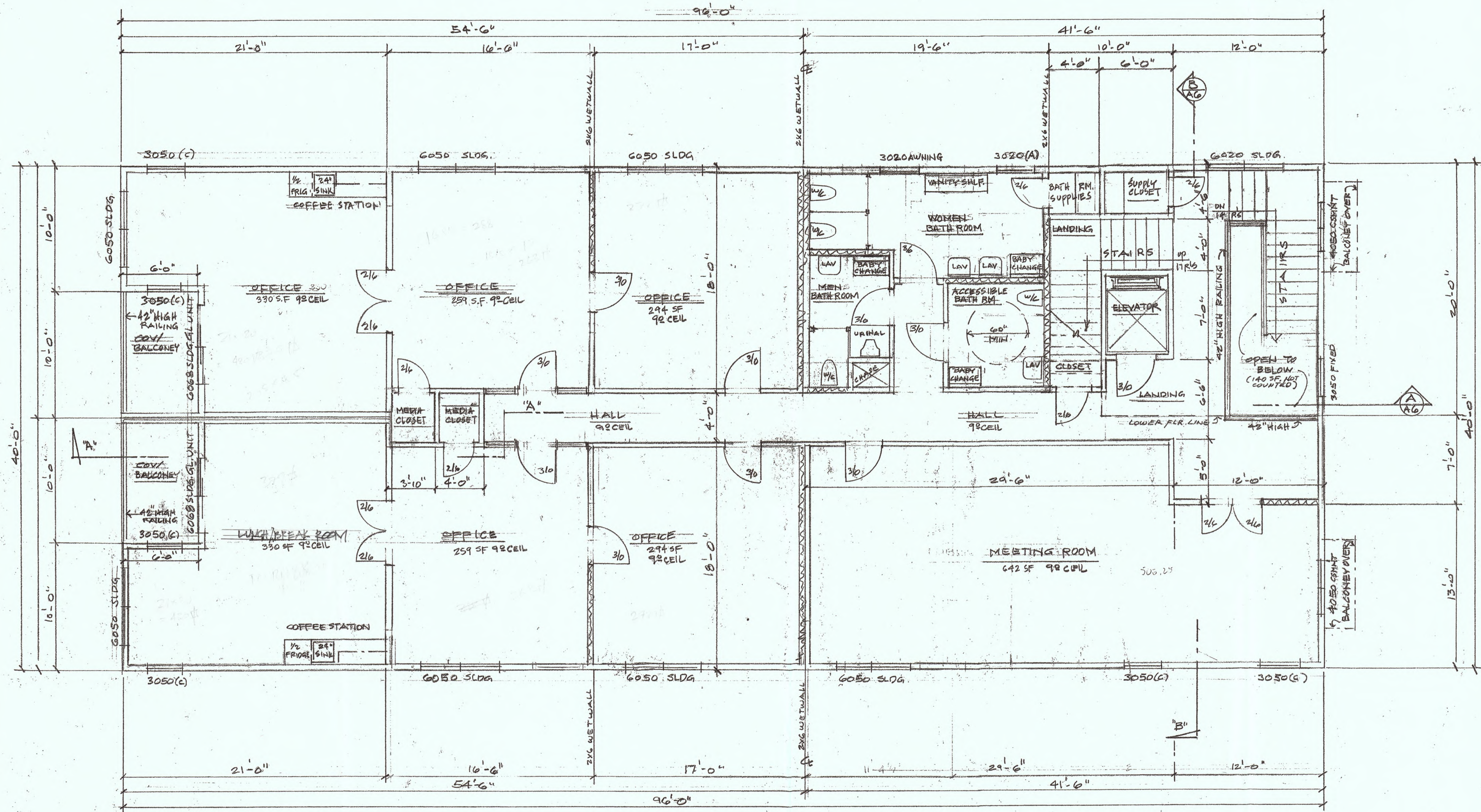
REVISIONS	BY

BOONE DESIGN GROUP
 2014 Terry Road
 Santa Rosa, CA 95403
 (707) 303-7108 Cell (707) 235-7120
 jef@boonedesign.com

LOBBY & COVERED PARKING

A MIXED USE BUILDING
 JOB: CLONEA L.L.C.
 516 PLAZA ALHAMBRA
 EL GRANADA, CA 94018
 KEVIN POWER (650) 892-5320

DRAWN	3/2/15
CHECKED	
DATE	6/12/2018
SCALE	1/4" = 1'-0"
JOB NO.	2018-2
SHEET	1/2
OF	6 SHEETS



2ND FLOOR COMMERCIAL

OFFICE SPACE (EXCLUDING WALLS) = 1,436 SF ÷ 200 = 7.18 PARKING SPACES REQUIRED (12 PROVIDED)
 TOTAL 2ND FLOOR = 3,840 SQ. FT.

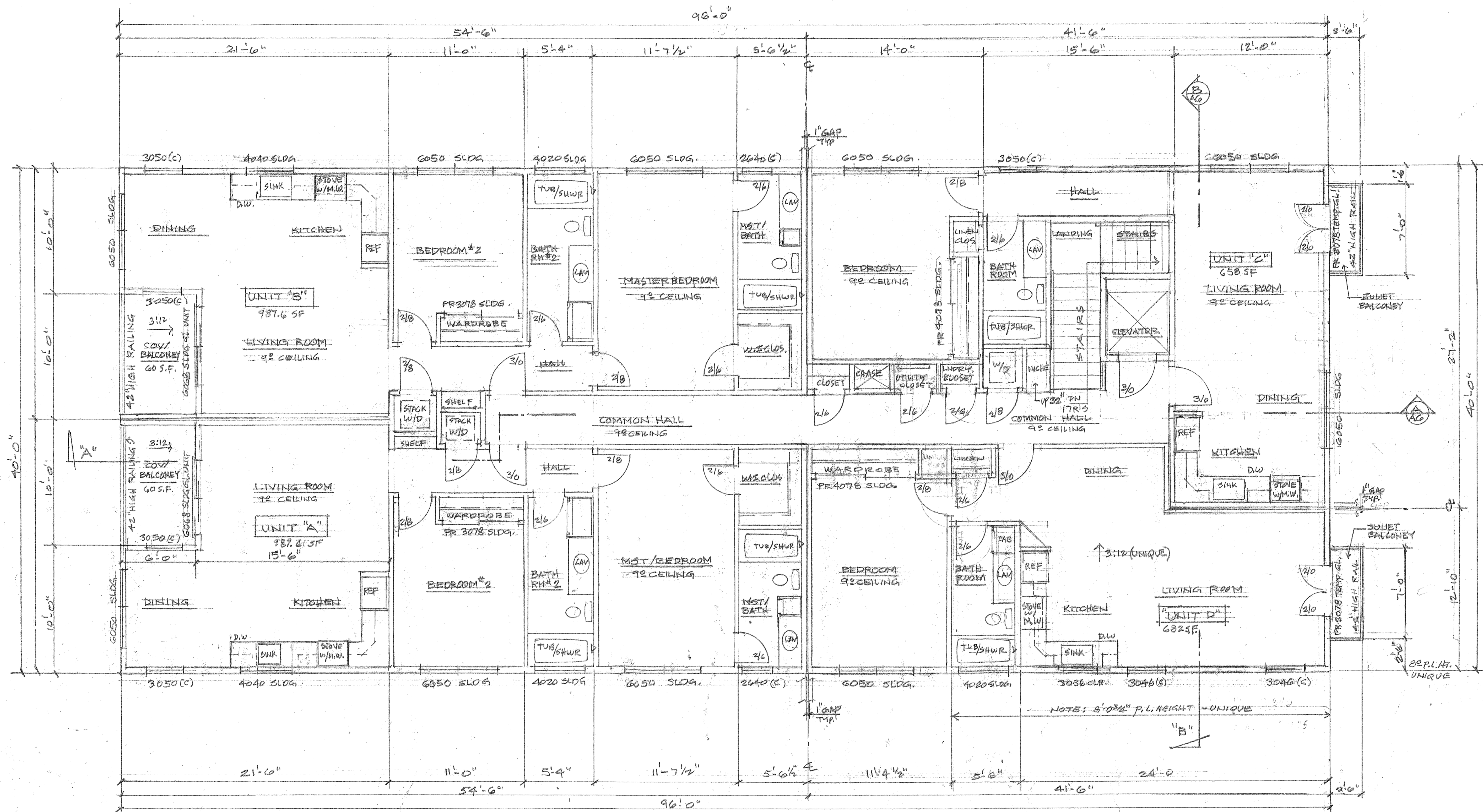
SCALE = 1/4" = 1'-0"

BOONE DESIGN GROUP
 2014 Terry Road
 Santa Rosa, CA 95403
 (707) 303-7108 Cell (707) 235-7120
 jeffreyboone@aol.com

2ND FLOOR COMMERCIAL

A MIXED USE BUILDING
 FOR CLONIA LLC
 516 PLAZA ALHAMBRA
 EL GRANADA, CA 94018
 KEVIN POWER (650) 892-3320

DRAWN: SRG
 CHECKED: _____
 DATE: 6/1/2018
 SCALE: 1/4" = 1'-0"
 JOB NO.: 2018-2
 SHEET: A.3
 OF 6 SHEETS



3RD FLOOR RESIDENTIAL 3,720 SQ. FT. ± 120 SQ. FT. COV./BALCONEYS & 35 SQ. FT. JULIET BALCONEYS

- UNIT A = 987.6 SF + 60 SF. COV./BALCONEY
- UNIT B = 987.6 SF + 60 SF. COV./BALCONEY
- UNIT C = 658 SF + 17.5 SF. JULIET BALCONEY
- UNIT D = 682 SF + 17.5 SF. JULIET BALCONEY

SCALE 1/4" = 1'-0"

REVISIONS	BY

BOONE DESIGN GROUP
 2014 Terry Road
 Santa Rosa, CA 95403
 (707) 533-7108 Cell (707) 235-7120
 jeff@boonegroup.com

3RD FLOOR RESIDENTIAL

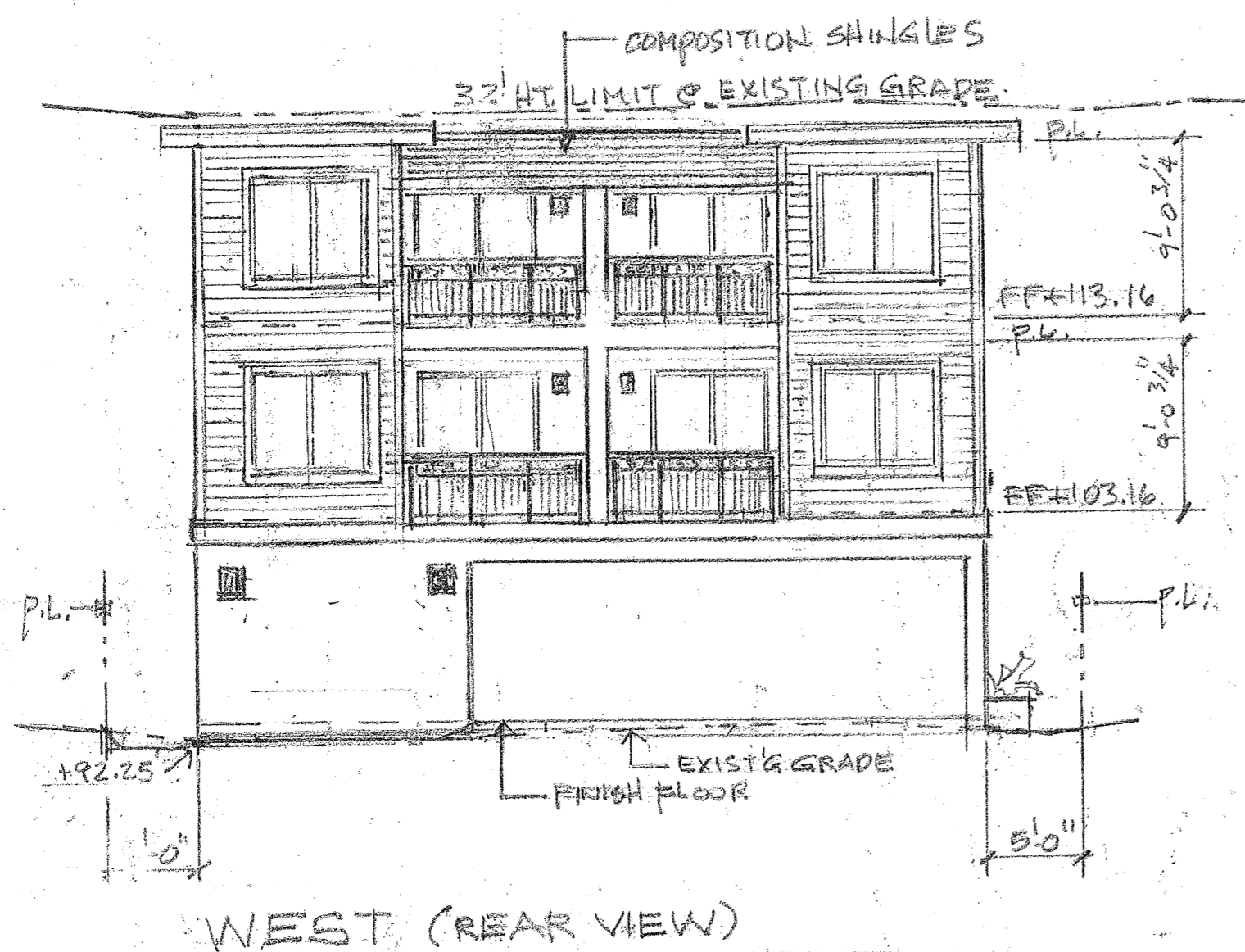
A MIXED USE BUILDING
 515 PLAZA ALHAMBRA
 EL GRANADA, CA 94028
 KEVIN POWER (650) 992-3320

DRAWN	SZRS
CHECKED	
DATE	6/1/2018
SCALE	1/4" = 1'-0"
JOB NO.	2018-2
SHEET	1/4

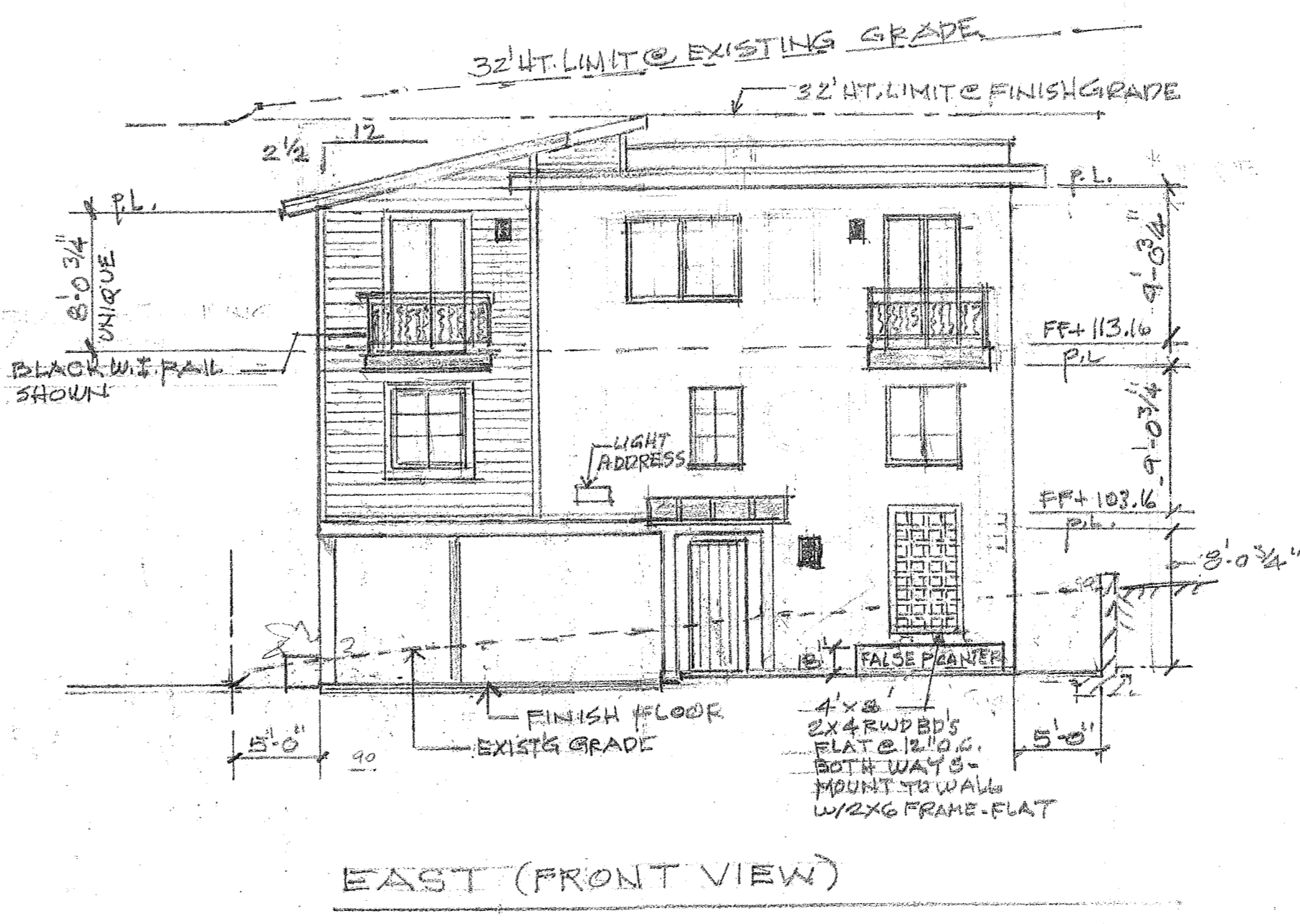


NORTH (RIGHT SIDE VIEW)

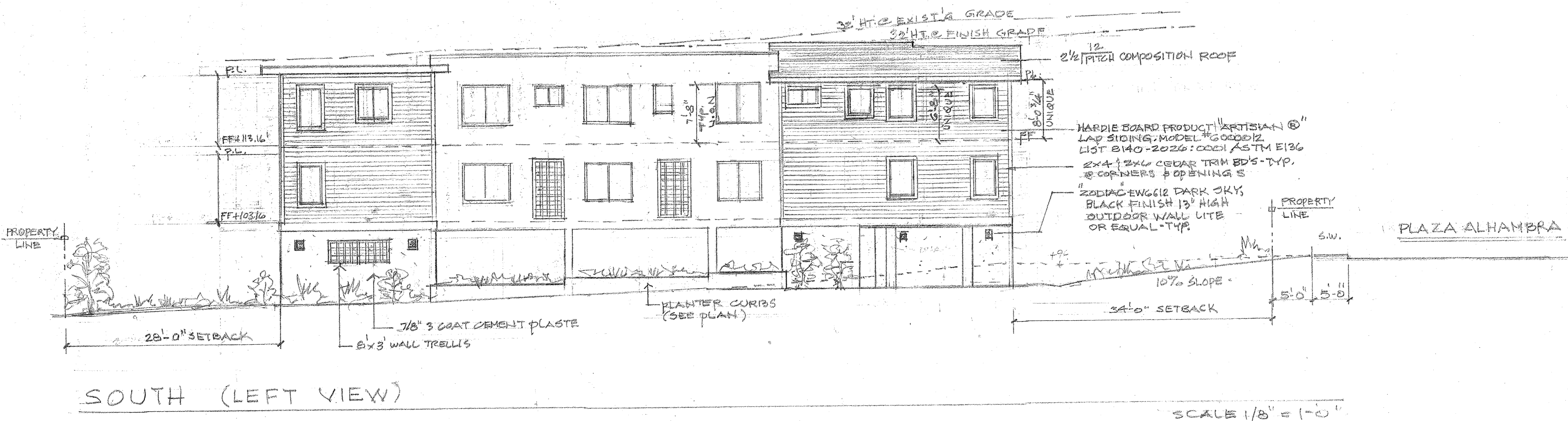
SCALE = 1/8" = 1'-0"



WEST (REAR VIEW)

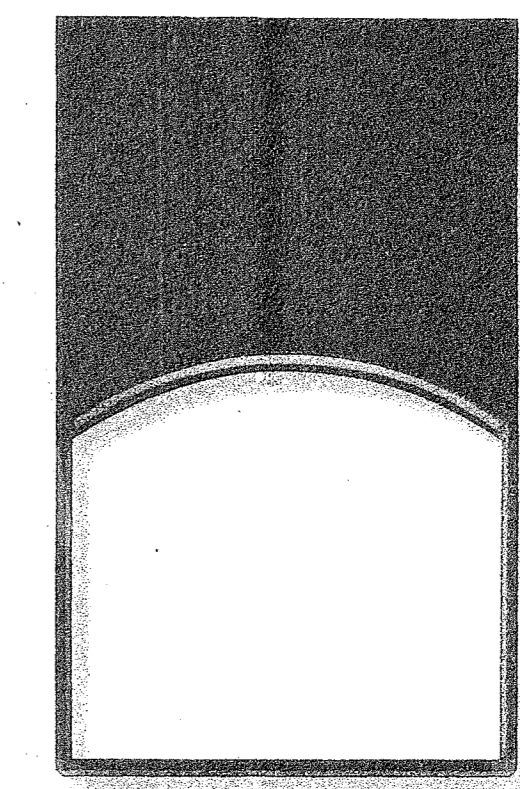


EAST (FRONT VIEW)



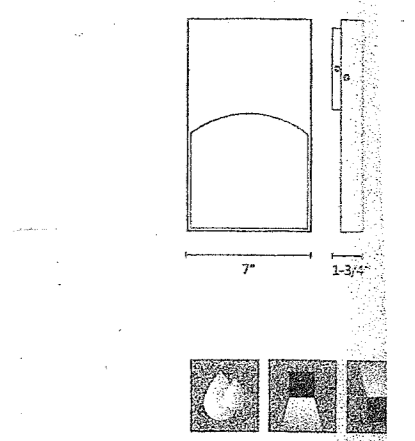
SOUTH (LEFT VIEW)

SCALE 1/8" = 1'-0"



ZODIAC - EW6612

Die-cast and formed aluminum
Powder-coated finish with polymeric lens
May be mounted both upward or downward
Dimmable with ELV dimmer (not included)
Custom options available



COLOR TEMP: 3000K
CRI (RA): >90
DIMMING: 100%-10%
RATED LIFE: 50,000 HOURS
FINISH: BK - Black

WATTAGE: 8W
VOLTAGE: 120V
TOTAL LUMENS: 630
DELIVERED LUMENS: 375*

DARK SKY EXTERIOR WALL MOUNTED LIGHT-TYPICAL
N6 SCALE

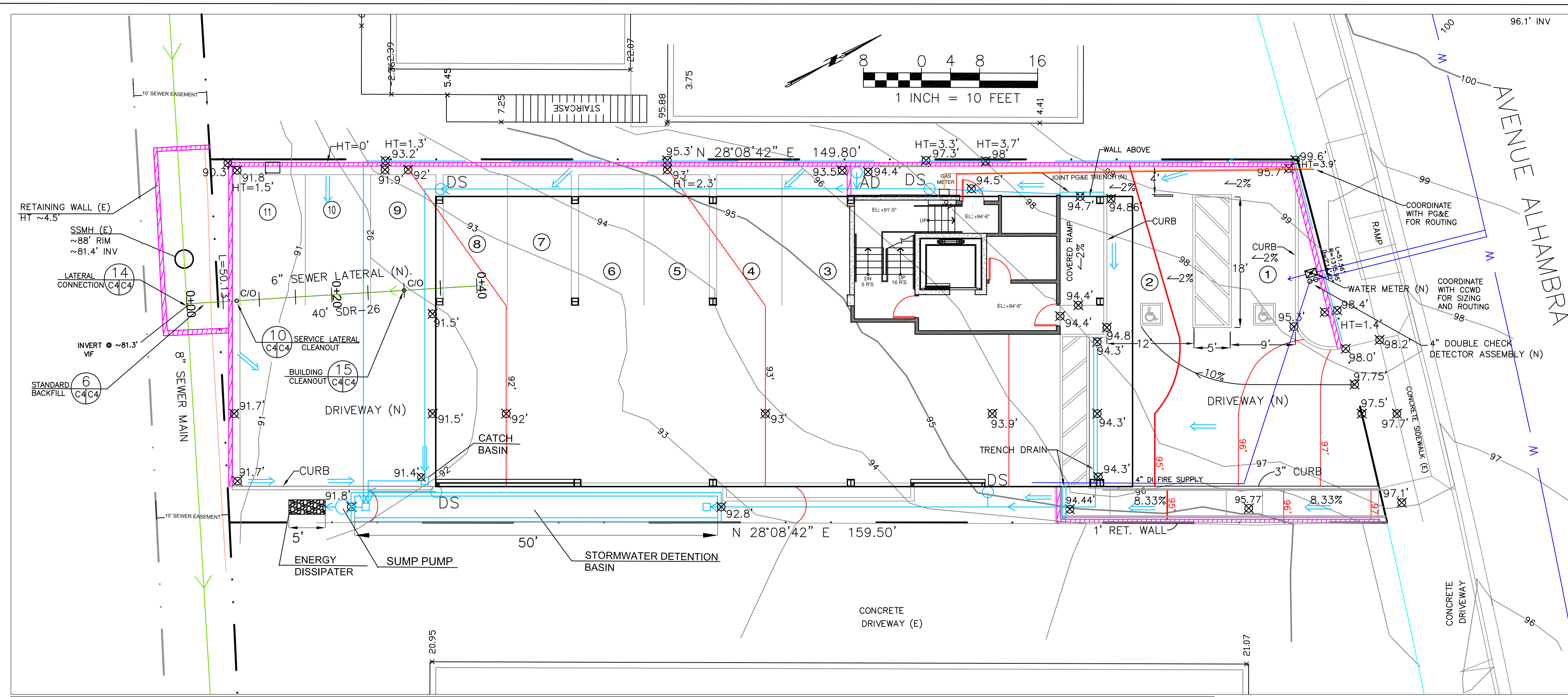
REVISIONS	BY

BOONE DESIGN GROUP
2014 Terry Road
Santa Rosa, CA 95403
(707) 303-7108 Cell (707) 235-7720
info@boonedesign.com

EXTERIOR ELEVATIONS

A COMMERCIAL/RESIDENTIAL BLDG.
FOR: CLONEA LLC.
510 PLAZA ALHAMBRA
EL GRANADA, CA 94018
KEVIN POWER (650) 892-2320

DRAWN: JRS
CHECKED: []
DATE: 8/1/2018
SCALE: 1/8" = 1'-0"
JOB NO.: 2018-2
SHEET: 15
OF 6 SHEETS

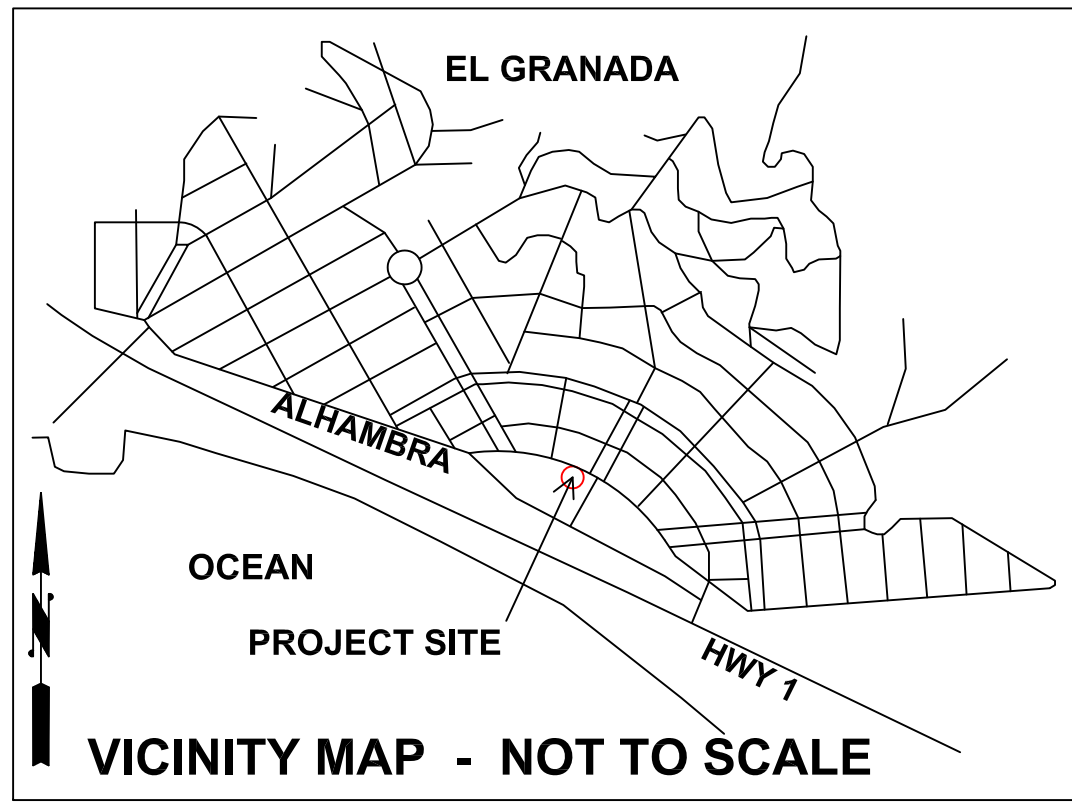


LEGEND

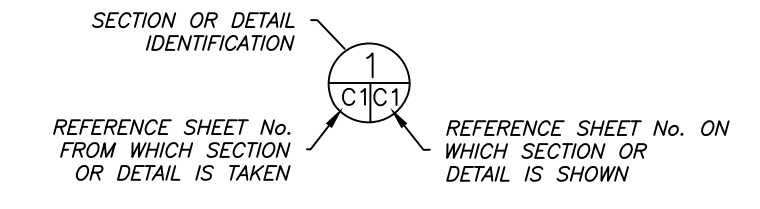
- EXISTING SPOT ELEVATION
- PROPOSED SPOT ELEVATION
- EXISTING CONTOURS
- PROPOSED CONTOURS
- RETAINING WALL
- DIRECTION OF SURFACE DRAINAGE FLOW
- DOWNSPOUT

ABBREVIATIONS

- E: EXISTING
- N: NEW, OR PROPOSED
- EL: ELEVATION
- FF: FINISH FLOOR
- VIF: VERIFY IN FIELD
- DI: DUCTILE IRON

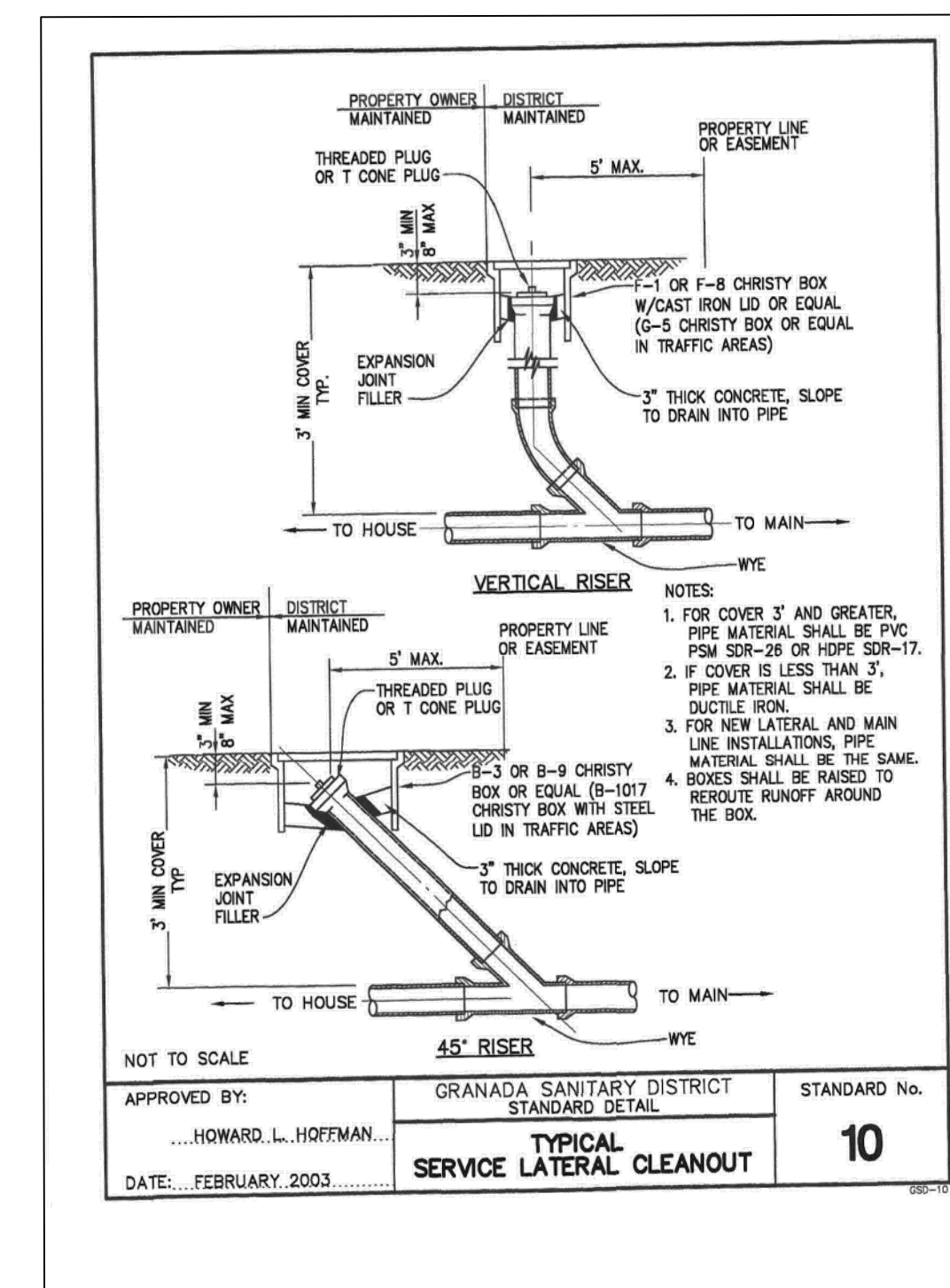
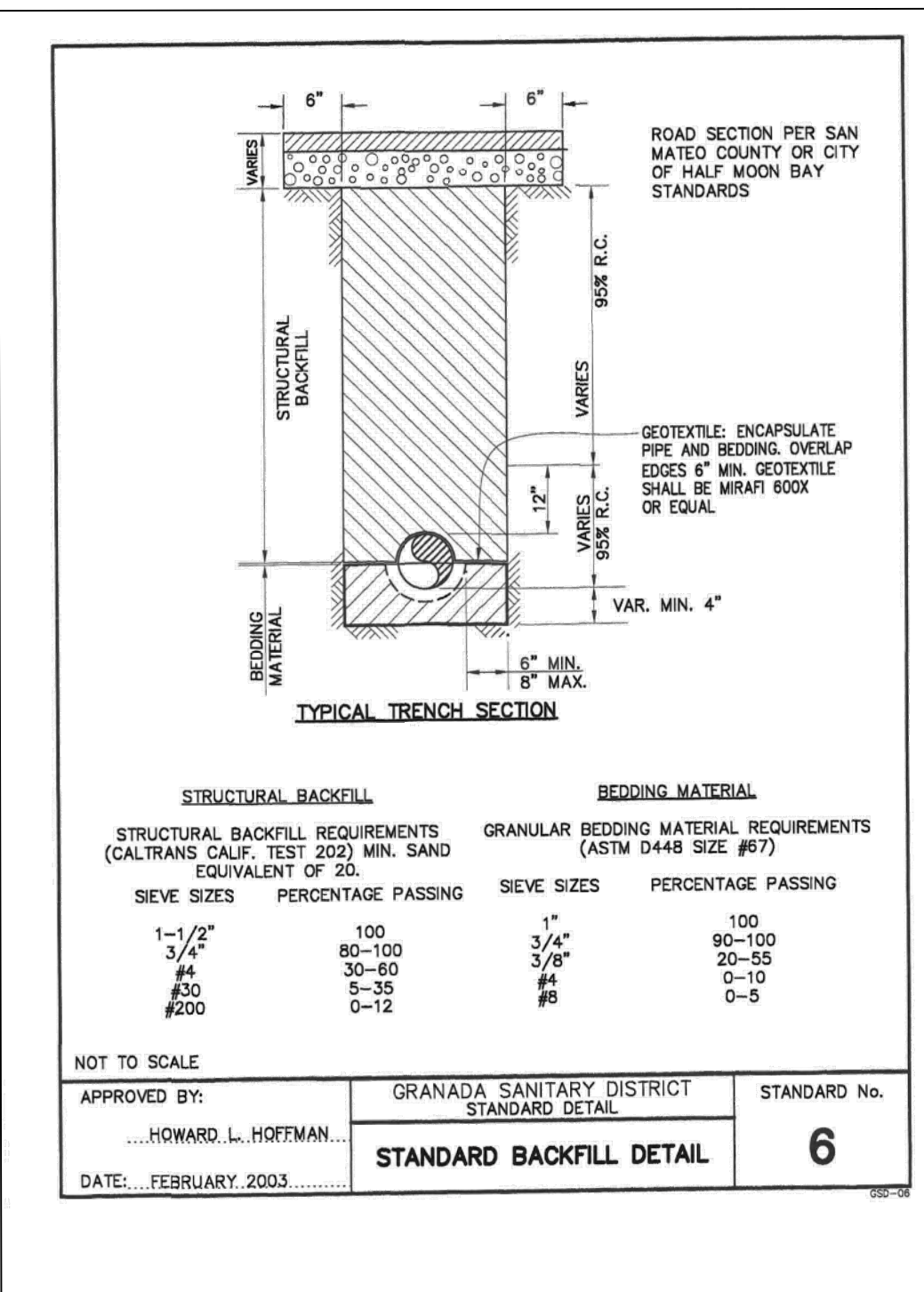
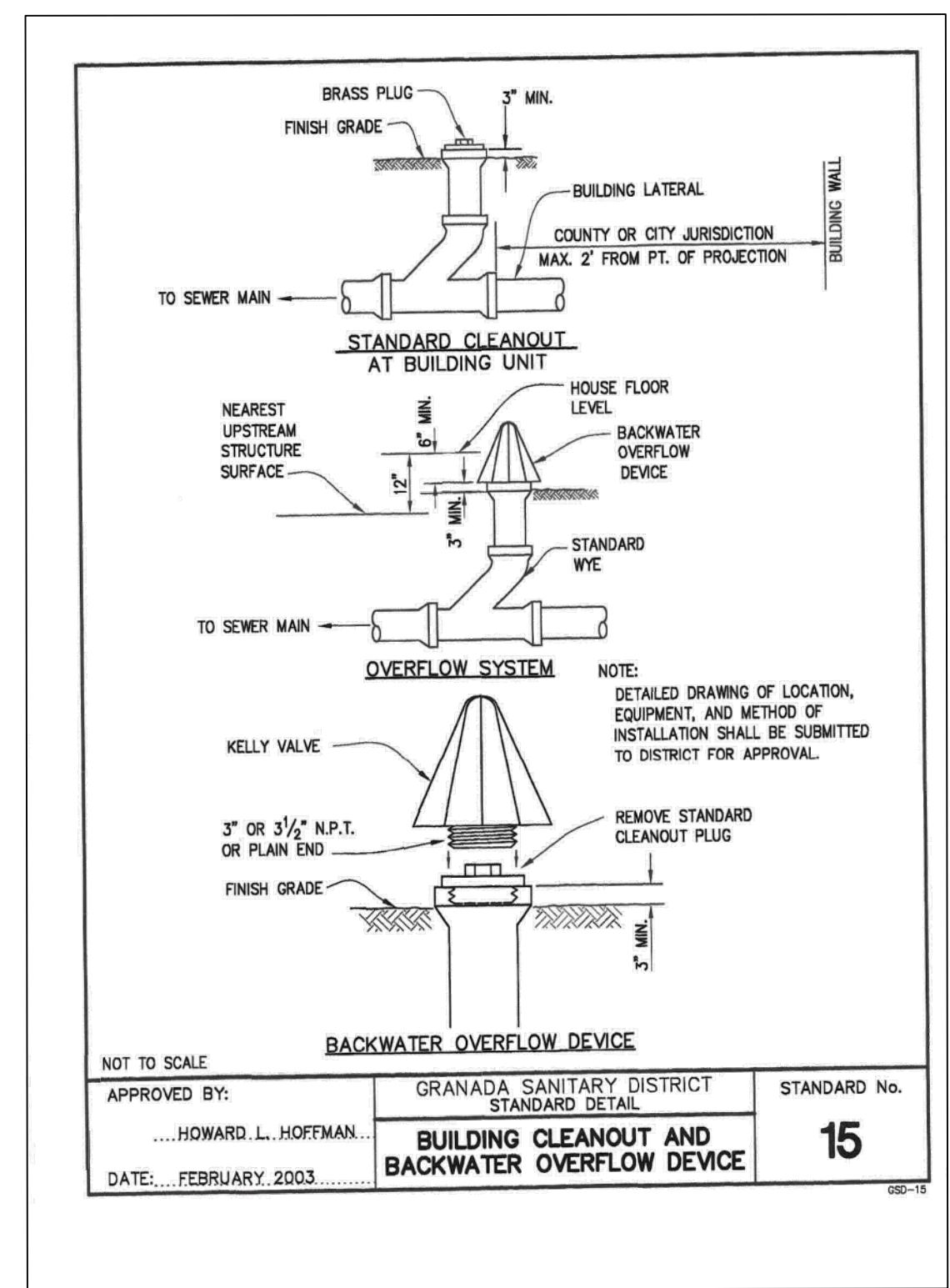
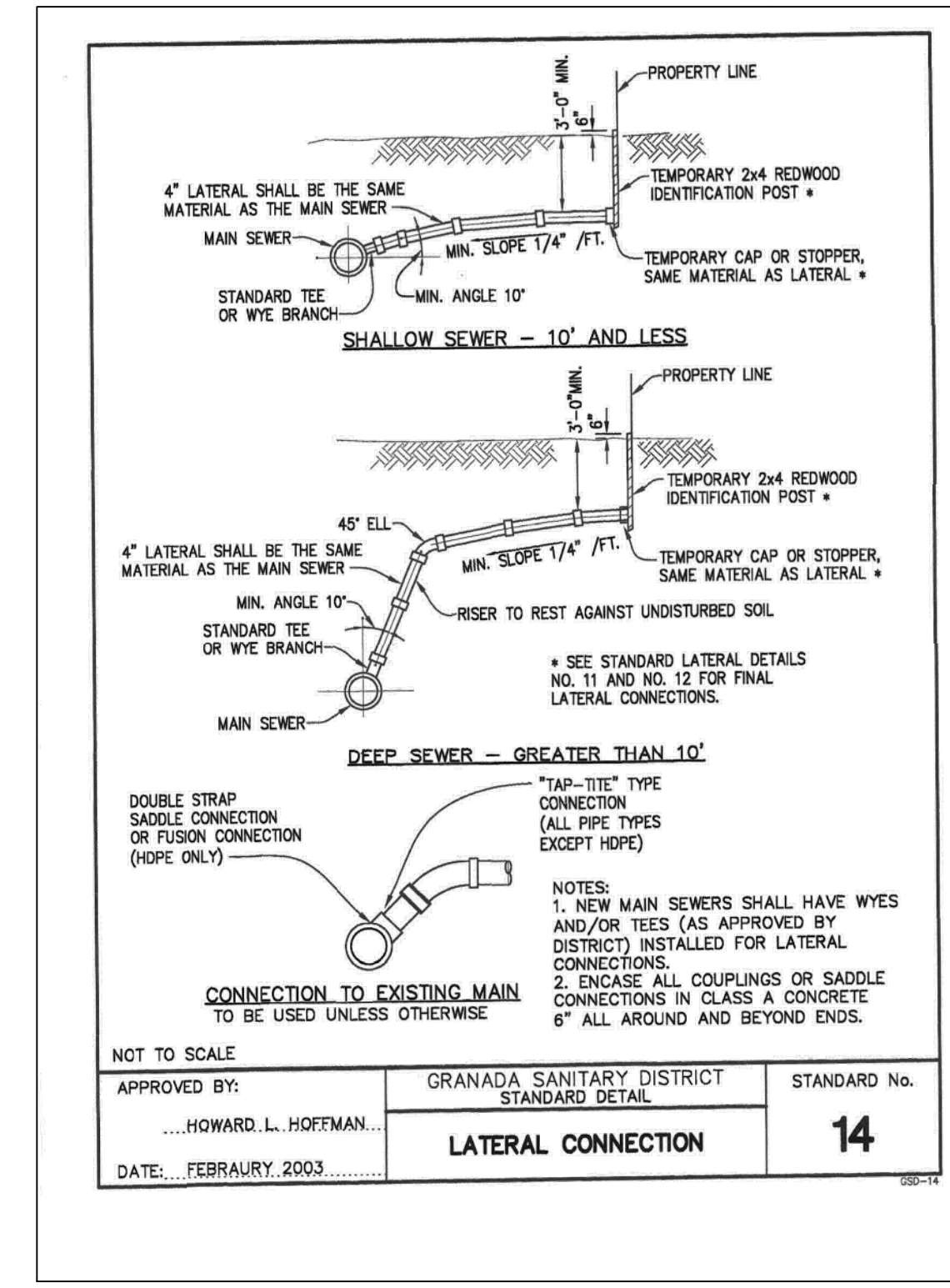
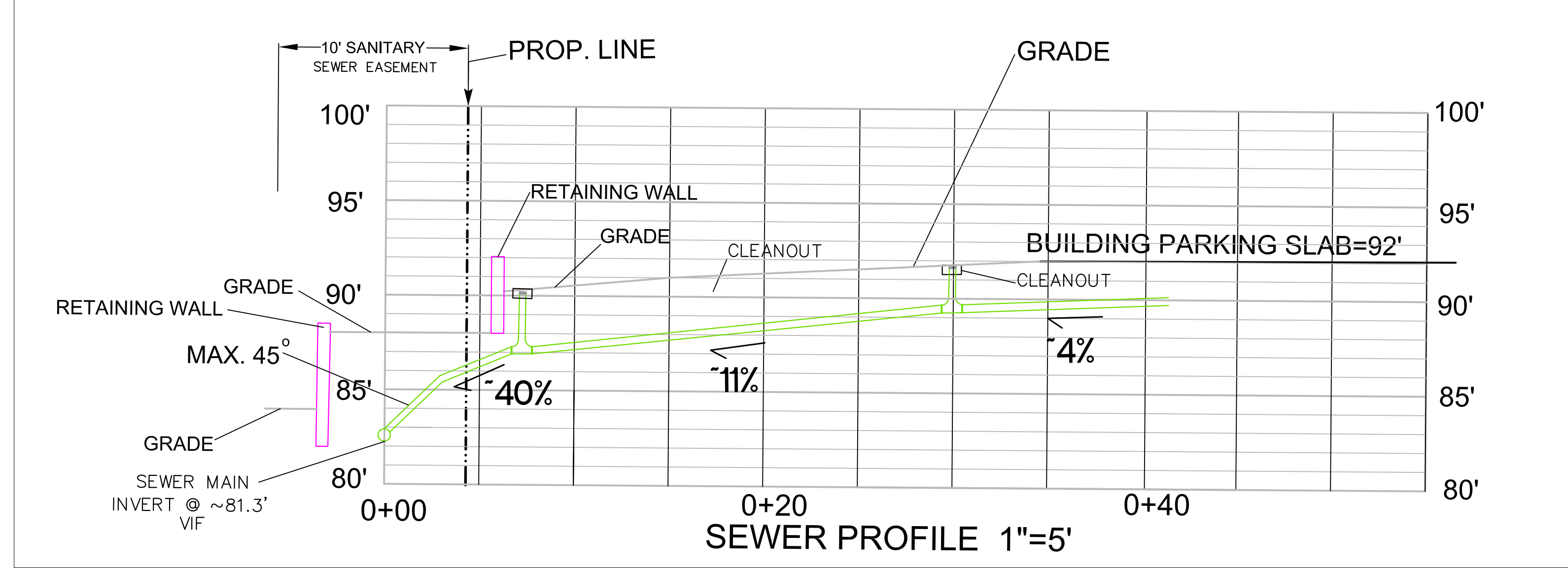


SECTION AND DETAIL CONVENTION



GENERAL NOTES

1. PLANS PREPARED AT THE REQUEST OF: KEVIN POWER, OWNER
2. SURVEY AND TOPOGRAPHY BY S. MICALLEF; 10-26-17.
3. THIS IS NOT A BOUNDARY SURVEY.
4. ELEVATION DATUM IS ASSUMED.
5. THESE RECORD DRAWINGS ARE BASED ON LIMITED FIELD REVIEW AND FIELD SURVEYS AS NECESSARY BY SIGMA PRIME GEOSCIENCES, INC. AND WE AND THE GRANADA SERVICES DISTRICT ASSUME NO LIABILITY FOR THE ACCURACY OF THE INFORMATION.



SANITARY SEWER PLAN

DATE: 11-19-21
 DRAWN BY: AZG
 CHECKED BY: CMK
 JOB #: 18-122

SIGMA PRIME GEOSCIENCES, INC.
 332 PRINCETON AVENUE
 HALF MOON BAY, CA 94019
 (650) 728-3590
 FAX 728-3593

POWER PROPERTY
 516 ALHAMBRA AVE.
 EL GRANADA, CALIFORNIA
 APN 047-204-020

SHEET C-4

23 047-204-020

47-20

CLONEA, LLC
(Power)

ALAMEDA

PORTOLA

AVENUE

ALHAMBRA

AVENUE

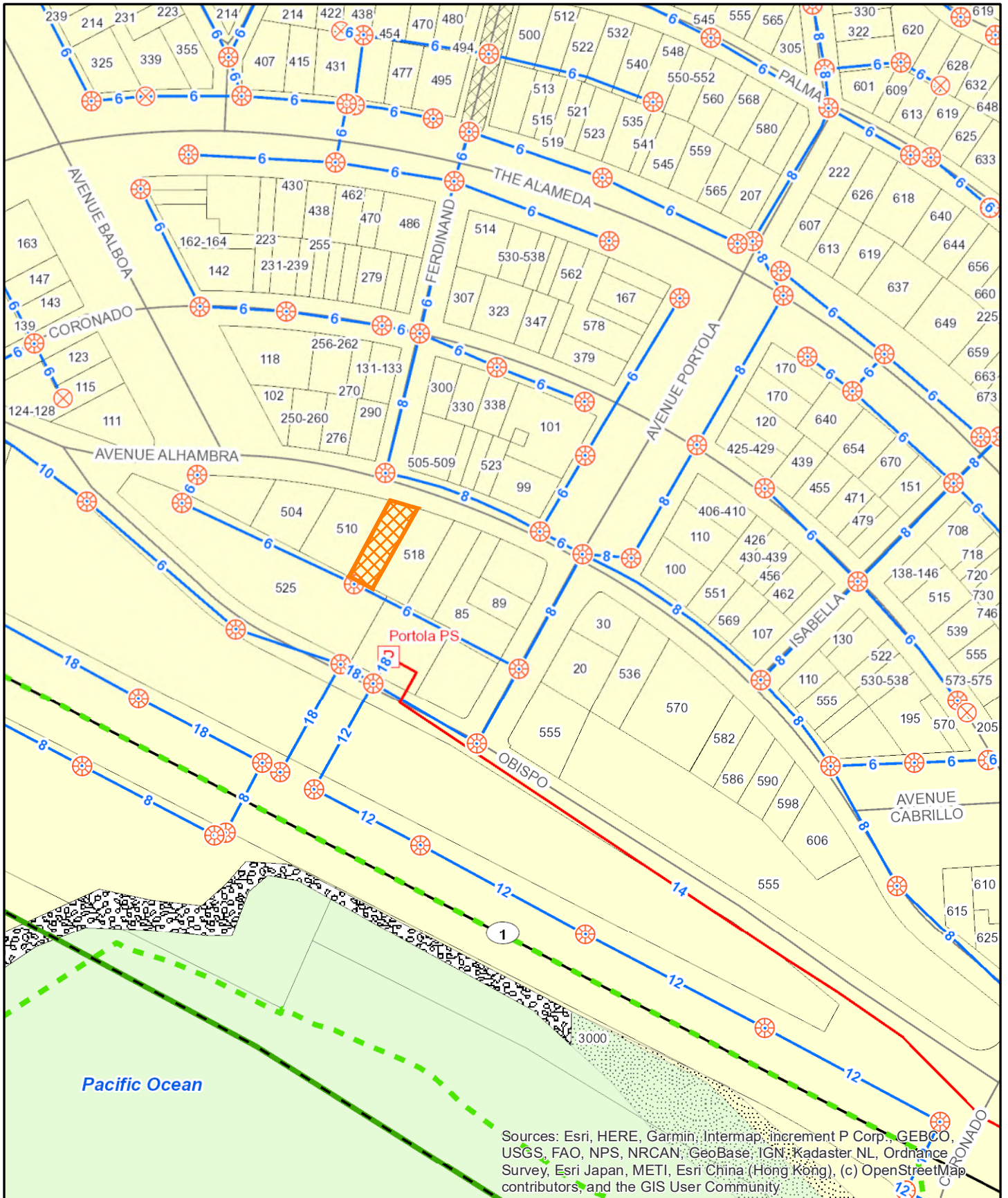
1 TRACT NO. 4 GRANADA PTN. OF-RSM 20/22

2 RESUB OF SUBS. 2 & 3 OF GRANADA PTN. OF-RSM 6/29



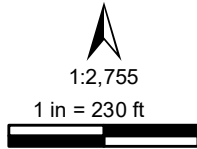
26

), CALIF



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

N 10/21/2021



047-204-020
516 AVE ALHAMBRA

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Ordinance to Adopt Mandatory Organic Waste Disposal Reduction Regulations
Date: November 18, 2021

In a statewide effort to reduce climate pollutant emissions through regulation of organic waste, the District is required to implement SB 1383 by January 1, 2022. This will require District customers to properly sort and recycle their organic waste, which includes yard waste, food scraps, and food & beverage-soiled paper products (e.g., pizza boxes, paper towels, paper cups).

Recology of the Coast (ROTC) will begin weekly green waste and compostable material pickup in the residential areas on January 3, 2022. All materials will be comingled in the current 96-gallon cart, and the second thirty-gallon cart will be discontinued. By mail, their website, on NEXTDOOR and in the Half Moon Bay Review, ROTC has already begun education and outreach to all customers regarding the new program.

The draft ordinance adopting SB 1383 is attached for your review. Upon approval of the ordinance in November and December, and its publication, the SB 1383 language will be incorporated into District Code. ROTC General Manager Chris Porter will be present at the meeting to answer any questions.

ORDINANCE NO. ____

AN ORDINANCE ADOPTING MANDATORY ORGANIC WASTE DISPOSAL REDUCTION REGULATIONS

WHEREAS, the Granada Community Services District (“District”) is a Special District organized in 1958 under the Sanitary District Act of 1923 (Health & Safety Code §§ 6400 – 6830); and

WHEREAS, the Granada Community Services District Code (“Code”) includes regulations governing the collection, removal and disposal of garbage, rubbish, waste matter and refuse; and

WHEREAS, the California Integrated Waste Management Act of 1989, commonly referred to as Assembly Bill (“AB”) 939, codified in substantial part at Public Resources Code § 40000 *et seq.*, requires all jurisdictions within California to divert from landfill disposal a minimum of 50% of municipal solid waste generated annually within the jurisdiction through source reduction, recycling and composting programs; and

WHEREAS, the Granada Community Services District (“District”) is committed to AB 939 compliance and works closely with its authorized waste collection contractor to divert waste from local landfills; and

WHEREAS, Assembly Bill 341 of 2011 places requirements on businesses and multi-family property owners that generate a specified threshold amount of solid waste to arrange for recycling services and requires the City to implement a mandatory commercial recycling program.

WHEREAS, Assembly Bill 1826 of 2014 requires businesses and multi-family property owners that generate a specified threshold amount of solid waste, recycling, and organic waste per week to arrange for recycling services for that waste, requires the City to implement a recycling program to divert organic waste from businesses subject to the law, and requires the District to implement a mandatory commercial organics recycling program.

WHEREAS, SB 1383, the Short-Lived Climate Pollutant Reduction Act of 2016, requires the California Department of Resources Recycling and Recovery (CalRecycle) to develop regulations to reduce organics in landfills as a source of methane. As adopted by CalRecycle, these SB 1383 regulations (SB 1383 Regulations) place requirements on multiple entities including the City, residential households, commercial businesses and business owners, commercial edible food generators, haulers, self-haulers, food recovery organizations, and food recovery services to support achievement of statewide organic waste disposal reduction targets; and

WHEREAS, the SB 1383 Regulations require the District to adopt and enforce an ordinance or other enforceable mechanism to implement relevant provisions of the SB 1383 Regulations; and

WHEREAS, the District’s authorized waste collection contractor readily provides commercial solid waste and organic waste collection and recycling services to businesses; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE GRANADA COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. That the foregoing Recitals are true and correct and are incorporated herein by this reference as material findings in support of this Ordinance.

SECTION 2. Section 304 of Article III of the District’s Code is hereby added:

SECTION 304. Organic Waste Disposal Reduction.

Section 304. (01) Definitions

- (a) “Blue Container” has the same meaning as in 14 CCR Section 18982.2(a)(5) and shall be used for the purpose of storage and collection of Source Separated Recyclable Materials or Source Separated Blue Container Organic Waste.
- b) “CalRecycle” means California's Department of Resources Recycling and Recovery, which is the Department designated with responsibility for developing, implementing, and enforcing SB 1383 Regulations on Districts (and others).
- (c) “California Code of Regulations” or “CCR” means the State of California Code of Regulations. CCR references in this ordinance are preceded with a number that refers to the relevant Title of the CCR (e.g., “14 CCR” refers to Title 14 of CCR).
- (d) “Commercial Business” or “Commercial” means a firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a multifamily residential dwelling, or as otherwise defined in 14 CCR Section 18982(a)(6). A Multi-Family Residential Dwelling that consists of fewer than five (5) units is not a Commercial Business for purposes of implementing this ordinance.
- (e) “Commercial Edible Food Generator” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in this ordinance. For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators.
- (f) “Compliance Review” means a review of records by a District to determine compliance with this ordinance.
- (g) “Compost” has the same meaning as in 14 CCR Section 17896.2(a)(4), which stated, as of the effective date of this ordinance, that “Compost” means the product resulting from the controlled biological decomposition of organic Solid Wastes that are Source Separated from the municipal Solid Waste stream, or which are separated at a centralized facility.
- (h) “Container Contamination” or “Contaminated Container” means a container, regardless of color, that contains Prohibited Container Contaminants, or as otherwise defined in 14 CCR Section 18982(a)(55).

- (i) “Designee” means an entity that a District contracts with or otherwise arranges to carry out any of the District’s responsibilities of this ordinance as authorized in 14 CCR Section 18981.2. A Designee may be a government entity, a hauler, a private entity, or a combination of those entities.
- (j) “Designee for Edible Food Recovery” means the County of San Mateo’s Office of Sustainability with which the District has a Memorandum of Understanding for the purposes of Edible Food Recovery including, but not limited to, inspection, investigation, and enforcement of the Edible Food Recovery provisions of this Ordinance. Contact information for the Designee for Edible Food Recovery can be found on the County of San Mateo Office of Sustainability website.
- (k) “Edible Food” means food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this ordinance or as otherwise defined in 14 CCR Section 18982(a)(18), “Edible Food” is not Solid Waste if it is recovered and not discarded. Nothing in this ordinance or in 14 CCR, Division 7, Chapter 12 requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the California Retail Food Code.
- (l) “Edible Food Recovery” means actions to collect, receive, and/or re-distribute Edible Food for human consumption from Tier One and Tier Two Commercial Edible Food Generators that otherwise would be disposed.
- (m) “Enforcement Action” means an action of the District to address non-compliance with this ordinance including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies.
- (n) “Excluded Waste” means hazardous substance, hazardous waste, infectious waste, designated waste, volatile, corrosive, medical waste, infectious, regulated radioactive waste, and toxic substances or material that facility operator(s), which receive materials from the District and its generators, reasonably believe(s) would, as a result of or upon acceptance, transfer, processing, or disposal, be a violation of local, State, or Federal law, regulation, or ordinance, including: land use restrictions or conditions, waste that cannot be disposed of in Class III landfills or accepted at the facility by permit conditions, waste that in Districts, or its Designee’s reasonable opinion would present a significant risk to human health or the environment, cause a nuisance or otherwise create or expose District, or its Designee, to potential liability. Excluded Waste does not include used motor oil and filters, household batteries, universal wastes, and/or latex paint and other such materials when such materials are allowable materials for collection through the District’s collection programs and the generator or customer has properly placed the materials for collection pursuant to instructions provided by the District or its Designee for collection services.
- (o) “Food Distributor” means a company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores.
- (p) “Food Facility” has the same meaning as in Section 113789 of the Health and Safety Code.

- (q) “Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in 14 CCR Section 18982(a)(24).
- (r) “Food Recovery Organization” means an entity that engages in the collection or receipt of Edible Food from Tier One or Tier Two Commercial Edible Food Generators and distributes that Edible Food either directly or through other entities, including, but not limited to:
 - (1) A food bank as defined in Section 113783 of the Health and Safety Code;
 - (2) A nonprofit charitable organization as defined in Section 113841 of the Health and Safety code; and,
 - (3) A nonprofit charitable temporary food facility as defined in Section 113842 of the Health and Safety Code.

A Food Recovery Organization is not a Commercial Edible Food Generator for the purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

- (s) “Food Recovery Service” means a person or entity that collects and transports Edible Food from a Tier One or Tier Two Commercial Edible Food Generator to a Food Recovery Organization or other entities for Edible Food Recovery. A Food Recovery Service is not a Commercial Edible Food Generator for the purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).
- (t) “Food Scraps” means all food such as, but not limited to, fruits, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, pasta, bread, cheese, and eggshells. Food Scraps excludes fats, oils, and grease when such materials are Source Separated from other Food Scraps.
- (u) “Food Service Provider” means an entity primarily engaged in providing food services to institutional, governmental, commercial, or industrial locations of others based on contractual arrangements with these types of organizations.
- (v) “Food-Soiled Paper” is compostable paper material that has come in contact with food or liquid, such as, but not limited to, compostable paper plates, paper coffee cups, napkins, pizza boxes, and milk cartons.
- (w) “Food Waste” means Food Scraps.
- (x) “Gray Container” has the same meaning as in 14 CCR Section 18982.2(a)(28) and shall be used for the purpose of storage and collection of Gray Container Waste.
- (y) “Gray Container Waste” means Solid Waste that is collected in a Gray Container that is part of a three-container Organic Waste collection service that prohibits the placement of

Organic Waste in the Gray Container as specified in 14 CCR Sections 18984.1(a) and (b), or as otherwise defined in 14 CCR Section 17402(a)(6.5).

- (z) “Green Container” has the same meaning as in 14 CCR Section 18982.2(a)(29) and shall be used for the purpose of storage and collection of Source Separated Green Container Organic Waste.
- (aa) “Greenhouse gas (GHG)” means carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), sulfur hexafluoride (SF₆), hydrofluorocarbons (HFC), perfluorocarbons (PFC), and other fluorinated greenhouse gases as defined in this section.
- (bb) “Greenhouse gas emission reduction” or “greenhouse gas reduction” means actions designed to achieve a calculated decrease in greenhouse gas emissions over time.
- (cc) “Grocery Store” means a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments
- (dd) “Hauler Route” means the designated itinerary or sequence of stops for each segment of the District’s collection service area, or as otherwise defined in 14 CCR Section 18982(a)(31.5).
- (ee) “Inspection” means a site visit where a District reviews records, containers, and an entity’s collection, handling, recycling, or landfill disposal of Organic Waste handling to determine if the entity is complying with requirements set forth in this ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35). For the purposes of Edible Food Recovery, “Inspection” means actions to review contracts and other records related to the recovery of Edible Food, and may occur off-site via email and other forms of electronic communication, as well as the on-site review of an entity’s records and collection, handling, and other procedures for the recovery of Edible Food to determine if the entity is complying with the requirements of this Ordinance.
- (ff) “Large Event” means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event. If the definition in 14 CCR Section 18982(a)(38) differs from this definition, the definition in 14 CCR Section 18982(a)(38) shall apply to this Ordinance.
- (gg) “Large Venue” means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. For purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this

Ordinance and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue. If the definition in 14 CCR Section 18982(a)(39) differs from this definition, the definition in 14 CCR Section 18982(a)(39) shall apply to this Ordinance.

- (hh) “Local Education Agency” means a school district, charter school, or county office of education that is not subject to the control of city or county regulations related to Solid Waste, or as otherwise defined in 14 CCR Section 18982(a)(40).
- (ii) “Multi-Family Residential Dwelling” or “Multi-Family” means of, from, or pertaining to residential premises with five (5) or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses
- (jj) “Non-Compostable Paper” includes but is not limited to paper that is coated in a plastic material that will not breakdown in the composting process, or as otherwise defined in 14 CCR Section 18982(a)(41).
- (kk) “Non-Local Entity” means the following entities that are not subject to the District’s enforcement authority, or as otherwise defined in 14 CCR Section 18982(a)(42):
 - (1) Special district(s) located within the boundaries of the District.
 - (2) Federal facilities, including military installations, located within the boundaries of the District.
 - (3) Facilities operated by the State park system located within the boundaries of the District.
 - (4) State agencies located within the boundaries of the District.
- (ll) “Non-Organic Recyclables” means non-putrescible and non-hazardous recyclable wastes including but not limited to bottles, cans, metals, plastics and glass, or as otherwise defined in 14 CCR Section 18982(a)(43).
- (mm) “Notice of Violation (NOV)” means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties, or as otherwise defined in 14 CCR Section 18982(a)(45) or further explained in 14 CCR Section 18995.4.
- (nn) “Organic Waste” means Solid Wastes containing material originated from living organisms and their metabolic waste products, including but not limited to food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined by 14 CCR Section 18982(a).

- (oo) “Organic Waste Generator” means a person or entity that is responsible for the initial creation of Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(48).
- (pp) “Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, or as otherwise defined in 14 CCR Section 18982(a)(51).
- (qq) “Printing and Writing Papers” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR Section 18982(a)(54).
- (rr) “Prohibited Container Contaminants” means the following: (i) discarded materials placed in the Blue Container that are not identified as acceptable Source Separated Recyclable Materials for the District’s Blue Container; (ii) discarded materials placed in the Green Container that are not identified as acceptable Source Separated Green Container Organic Waste for the District’s Green Container; (iii) discarded materials placed in the Gray Container that are acceptable Source Separated Recyclable Materials and/or Source Separated Green Container Organic Wastes to be placed in District’s Green Container and/or Blue Container; and, (iv) Excluded Waste placed in any container.
- (ss) “Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed in a permitted or otherwise authorized facility, or as otherwise defined in 14 CCR Section 18982(a)(60).
- (tt) “Recovery” means any activity or process described in 14 CCR Section 18983.1(b), or as otherwise defined in 14 CCR Section 18982(a)(49).
- (uu) “Recycled-Content Paper” means Paper Products and Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber, or as otherwise defined in 14 CCR Section 18982(a)(61).
- (vv) “Remote Monitoring” means the use of the internet of things (IoT) and/or wireless electronic devices to visualize the contents of Blue Containers, Green Containers, and Gray Containers for purposes of identifying the quantity of materials in containers (level of fill) and/or presence of Prohibited Container Contaminants.
- (ww) “Restaurant” means an establishment primarily engaged in the retail sale of food and drinks for on-premises or immediate consumption, or as otherwise defined in 14 CCR Section 18982(a)(64).
- (xx) “Route Review” means a visual Inspection of containers along a Hauler Route for the purpose of determining Container Contamination, and may include mechanical Inspection methods such as the use of cameras, or as otherwise defined in 14 CCR Section 18982(a)(65).

- (yy) “SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants as amended, supplemented, superseded, and replaced from time to time.
- (zz) “SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this ordinance, the Short-Lived Climate Pollutants: Organic Waste Reduction regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.
- (aaa) “Self-Hauler”, for the purposes of Edible Food Recovery, means a Commercial Edible Food Generator which holds a contract with and hauls Edible Food to a Food Recovery Organization or other site for redistribution according to the requirements of this Ordinance.
- (bbb) “Single-Family” means of, from, or pertaining to any residential premises with fewer than five (5) units.
- (ccc) “Solid Waste” has the same meaning as defined in State Public Resources Code Section 40191, which defines Solid Waste as all putrescible and nonputrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semi-solid wastes, and other discarded solid and semisolid wastes, with the exception that Solid Waste does not include any of the following wastes:
- (1) Hazardous waste, as defined in the State Public Resources Code Section 40141.
 - (2) Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the State Health and Safety Code).
 - (3) Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the State Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in State Public Resources Code Section 40195.1. Medical waste that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the State Public Resources Code.
- (ddd) “Source Separated” means materials, including commingled recyclable materials, that have been separated or kept separate from the Solid Waste stream, at the point of generation, for the purpose of additional sorting or processing those materials for recycling or reuse in order to return them to the economic mainstream in the form of raw material for new, reused, or reconstituted products, which meet the quality standards necessary to be used in the marketplace, or as otherwise defined in 14 CCR Section 17402.5(b)(4). For the

purposes of the ordinance, Source Separated shall include separation of materials by the generator, property owner, property owner's employee, property manager, or property manager's employee into different containers for the purpose of collection such that Source Separated materials are separated from Gray Container Waste or other Solid Waste for the purposes of collection and processing.

- (eee) "Source Separated Blue Container Organic Waste" means Source Separated Organic Wastes that can be placed in a Blue Container that is limited to the collection of those Organic Wastes and Non-Organic Recyclables as defined in Section 18982(a)(43), or as otherwise defined by Section 17402(a)(18.7).
- (fff) "Source Separated Green Container Organic Waste" means Source Separated Organic Waste that can be placed in a Green Container that is specifically intended for the separate collection of Organic Waste by the generator, excluding Source Separated Blue Container Organic Waste, carpets, Non-Compostable Paper, and textiles.
- (ggg) "Source Separated Recyclable Materials" means Source Separated Non-Organic Recyclables and Source Separated Blue Container Organic Waste.
- (hhh) "State" means the State of California.
- (iii) "Supermarket" means a full-line, self-service retail store with gross annual sales of two million dollars (\$2,000,000), or more, and which sells a line of dry grocery, canned goods, or nonfood items and some perishable items, or as otherwise defined in 14 CCR Section 18982(a)(71).
- (jjj) "Tier One Commercial Edible Food Generator" means a Commercial Edible Food Generator that is one of the following:
 - (1) Supermarket.
 - (2) Grocery Store with a total facility size equal to or greater than 10,000 square feet.
 - (3) Food Service Provider.
 - (4) Food Distributor.
 - (5) Wholesale Food Vendor.

If the definition in 14 CCR Section 18982(a)(73) of Tier One Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(73) shall apply to this Ordinance.

- (kkk) "Tier Two Commercial Edible Food Generator" means a Commercial Edible Food Generator that is one of the following:

- (1) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.
- (2) Hotel with an on-site Food Facility and 200 or more rooms.
- (3) Health facility with an on-site Food Facility and 100 or more beds.
- (4) Large Venue.
- (5) Large Event.
- (6) A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.
- (7) A Local Education Agency facility with an on-site Food Facility.

If the definition in 14 CCR Section 18982(a)(74) of Tier Two Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(74) shall apply to this Ordinance.

- (III) “Wholesale Food Vendor” means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination, or as otherwise defined in 14 CCR Section 189852(a)(76).

Section 304. (02) Requirements for Single Family Waste Generators. Single-Family Organic Waste Generators shall comply with the following requirements:

- (a) Shall subscribe to District’s Organic Waste collection services for all Organic Waste generated as described below in Section 304 (02)(b). District shall have the right to review the number and size of a generator’s containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Single-Family generators shall adjust its service level for its collection services as requested by the District.
- (b) Shall participate in the District’s Organic Waste collection service(s) by placing designated materials in designated containers as described below, and shall not place Prohibited Container Contaminants in collection containers.
 - (1) A three-container collection service (Blue Container, Green Container, and Gray Container). Generator shall place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Gray Container; in each case, solely to the extent such materials are acceptable materials in the applicable container under the franchise agreement between the District and the exclusive franchised hauler. Generators shall not place materials designated for the Gray Container into the Green Container or Blue Container.

Section 304. (03) Requirements for Commercial Businesses. Generators that are Commercial Businesses, including Multi-Family Residential Dwellings, shall:

- (a) Subscribe to District's three-container collection services and comply with requirements of those services as described below in Section 304 (03)(b). District shall have the right to review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Commercial Businesses shall adjust their service level for their collection services as requested by the District.
- (b) Participate in the District's Organic Waste collection service(s) by placing designated materials in designated containers as described below:
 - (1) A three-container collection service (Blue Container, Green Container, and Gray Container.) Generator shall place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Gray Container in each case, solely to the extent such materials are acceptable materials in the applicable container under the franchise agreement between the District and the exclusive franchised hauler. Generators shall not place materials designated for the Gray Container into the Green Container or Blue Container.
- (c) Supply and allow access to adequate number, size and location of collection containers with sufficient labels or colors (conforming with Sections 304 (03)(d)(1) and (03)(d)(2) below) for employees, contractors, tenants, and customers, consistent with District's Blue Container, Green Container, and Gray Container collection service.
- (d) Excluding Multi-Family Residential Dwellings, provide containers for the collection of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials in all indoor and outdoor areas where disposal containers are provided for customers, for materials generated by that business. Such containers do not need to be provided in restrooms. If a Commercial Business does not generate any of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the containers provided by the business shall have either:
 - (1) A body or lid that conforms with the container colors provided through the collection service provided by District, with either lids conforming to the color requirements or bodies conforming to the color requirements or both lids and bodies conforming to color requirements. A Commercial Business is not required to replace functional containers, including containers purchased prior to January 1, 2022, that do not comply with the requirements of the subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

- (2) Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR Section 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.
- (e) Multi-Family Residential Dwellings are not required to comply with container placement requirements or labeling requirement in Section (03)(d) pursuant to 14 CCR Section 18984.9(b).
- (f) To the extent practical through education, training, Inspection, and/or other measures, excluding Multi-Family Residential Dwellings, prohibit employees from placing materials in a container not designated for those materials per the District's Blue Container, Green Container, and Gray Container collection service.
- (g) Excluding Multi-Family Residential Dwellings, periodically inspect Blue Containers, Green Containers, and Gray Containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).
- (h) Annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials.
- (i) Provide education information before or within fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep Source Separated Green Container Organic Waste and Source Separated Recyclable Materials separate from Gray Container Waste (when applicable) and the location of containers and the rules governing their use at each property.
- (j) Provide or arrange access for District or its agent to their properties during all Inspections conducted in accordance with Section 304 (09) of this ordinance to confirm compliance with the requirements of this ordinance.
- (k) Accommodate and cooperate with District's Remote Monitoring program for Inspection of the contents of containers for Prohibited Container Contaminants, which may be implemented at a later day, to evaluate generator's compliance with Section 304(03)(b). The Remote Monitoring program shall involve installation of Remote Monitoring equipment on or in the Blue Containers, Green Containers, and Gray Containers, subject to obtaining the prior written consent of the exclusive franchised hauler or other third party that owns the Blue Containers, Green Containers and Gray Containers."
- (l) At Commercial Business's option and subject to any approval required from the District, implement a Remote Monitoring program for Inspection of the contents of its Blue Containers, Green Containers, and Gray Containers for the purpose of monitoring the contents of containers to determine appropriate levels of service and to identify Prohibited Container Contaminants. Generators may install Remote Monitoring devices on or in the

Blue Containers, Green Containers, and Gray Containers subject to written notification to or approval by the District or its Designee, and subject to obtaining the prior written consent of the exclusive franchised hauler or other third party that owns the Blue Containers, Green Containers and Gray Containers.

- (m) Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Edible Food Recovery requirements contained in Section 304 (05) of this Ordinance, including the self-hauling provisions.
- (n) Nothing in this Section prohibits a generator from preventing or reducing waste generation, managing Organic Waste on site, or using a Community Composting site pursuant to 14 CCR Section 18984.9(c).
- (o) Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Food Recovery requirements, pursuant to Section 304 (05).

Section 304. (04) Waivers for Generators. The District may allow, at its option, to grant waivers to generators under the following circumstances:

- (a) De Minimis. The District may waive a Commercial Business' obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements of this ordinance if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as described in Section 304 (04)(a)(2) below. Commercial Businesses requesting a de minimus waiver shall:
 - (1) Submit an application specifying the services that they are requesting a waiver from and provide documentation as noted in Section 304 (04)(a)(2) below.
 - (2) Provide documentation that either:
 - (A) The Commercial Business' total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or,
 - (B) The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 10 gallons per week per applicable container of the business' total waste.
 - (3) Notify District if circumstances change such that Commercial Business's Organic Waste exceeds threshold required for waiver, in which case waiver will be rescinded.
 - (4) Provide written verification of eligibility for de minimis waiver every 5 years, if District has approved de minimis waiver.

- (b) **Physical Space Waivers.** The District may waive a Commercial Business' or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the recyclable materials and/or Organic Waste collection service requirements if the District has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the Organic Waste collection requirements of Section 304 (03).

A Commercial Business or property owner may request a physical space waiver through the following process:

- (1) Submit an application form specifying the type(s) of collection services for which they are requesting a compliance waiver.
 - (2) Provide documentation that the premises lacks adequate space for Blue Containers and/or Green including documentation from its hauler, licensed architect, or licensed engineer.
 - (3) Provide written verification to District that it is still eligible for physical space waiver every five years, if District has approved application for a physical space waiver.
- (c) **Review and Approval of Waivers by District.** The Board of Directors approves all waivers.

Section 304. (05) Requirements for Tier One and Tier Two Commercial Edible Food Generators

- (a) Tier One Commercial Edible Food Generators must comply with the requirements of this Section commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.
- (b) Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this Section, commencing January 1, 2024.
- (c) Tier One and Tier Two Commercial Edible Food Generators shall comply with the following requirements:
 - (1) Arrange to recover the maximum amount of Edible Food that would otherwise be disposed.
 - (2) Contract with, or enter into a written agreement with Food Recovery Organizations or Food Recovery Services for: (i) the collection of Edible Food for Food Recovery; or, (ii) acceptance of the Edible Food that the Commercial Edible Food Generator self-hauls to the Food Recovery Organization for Food Recovery.

- (3) Shall not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.
- (4) Allow District or designated third party enforcement entity to access the premises and review records pursuant to 14 CCR Section 18991.4.
- (5) Keep records that include the following information:
 - (A) A list of each Food Recovery Organization or a Food Recovery Service that collects or receives Edible Food from the Tier One or Tier Two Commercial Edible Food Generator pursuant to a contract or written agreement as required by this Ordinance.
 - (B) A copy of all contracts or written agreements established under the provisions of this Ordinance.
 - (C) A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:
 - (i) The name, address and contact information of the Food Recovery Service or Food Recovery Organization.
 - (ii) The types of food that will be collected by or self-hauled to the Food Recovery Service or Food Recovery Organization.
 - (iii) The established schedule or frequency that food will be collected or self-hauled.
 - (iv) The quantity of food, measured in pounds recovered per month, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.
- (6) No later than June 30th of each year commencing no later than July 1, 2022 for Tier One Commercial Edible Food Generators and July 1, 2024 for Tier Two Commercial Edible Food Generators, they shall provide an annual Edible Food Recovery report to the Designee for Edible Food Recovery that includes, but is not limited to, the following information: a list of all contracts with Food Recovery Organizations and Food Recovery Services, the amount and type of Edible Food donated to Food Recovery Organizations and Food Recovery Services, the schedule of Edible Food pickup by Food Recovery Organizations and Food Recovery Services, a list of all types of Edible Food categories they generate, such as “baked goods,” that are not accepted by the Food Recovery Organizations and Food Recovery Services with whom they contract, the contact information for the manager and all staff responsible for Edible Food Recovery, and certification that all staff responsible for Edible Food Recovery have obtained a food handler card through an American National Standards Institute (ANSI) accredited training provider that meets ASTM International E2659-09 Standard Practice for Certificate Programs, such as ServSafe. With the exception of the food safety and handling

training certification, Tier One and Tier Two Commercial Edible Food Generators may coordinate with their Edible Food Recovery contractors to supply this information. The Designee for Edible Food Recovery will assist in the preparation of these reports by providing guidance and a template located on the County of San Mateo Office of Sustainability website.

- (8) Mandate their Edible Food Recovery staff learn and follow the donation guidelines and attend trainings conducted by Food Recovery Organizations or Food Recovery Services with which they contract regarding best practices and requirements for the timely identification, selection, preparation, and storage of Edible Food to ensure the maximum amount of Edible Food is recovered and to avoid supplying food for collection that is moldy, has been improperly stored, or is otherwise unfit for human consumption.
 - (9) Tier One and Tier Two Commercial Edible Food Generators who self-haul Edible Food shall require those transporting Edible Food for recovery to obtain a food handler card through an American National Standards Institute (ANSI) accredited training provider that meets ASTM International E2659-09 Standard Practice for Certificate Programs, such as ServSafe and follow the best practices and standards for proper temperature control, methods, and procedures for the safe handling and transport of food.
- (d) Nothing in this Ordinance shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 of 2017 (approved by the Governor of the State of California on September 25, 2017, which added Article 13 [commencing with Section 49580] to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, and to amend Section 114079 of the Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time).

Section 304. (06) Requirements for Food Recovery Organizations and Services

- (a) Food Recovery Services operating in the District and collecting or receiving Edible Food directly from Tier One and/or Tier Two Commercial Edible Food Generators via a contract or written agreement established under the requirements of this Ordinance, shall maintain the following records:
 - (1) The name, address, and contact information for each Tier One and Tier Two Commercial Edible Food Generator from which the service collects Edible Food.
 - (2) The quantity in pounds of Edible Food by type collected from each Tier One and Tier Two Commercial Edible Food Generator per month.
 - (3) The quantity in pounds of Edible Food by type transported to each Food Recovery Organization or redistribution site per month.

- (4) The name, address, and contact information for each Food Recovery Organization or redistribution site that the Food Recovery Service transports Edible Food to for Edible Food Recovery.
- (b) Food Recovery Organizations operating in the District and collecting or receiving Edible Food directly from Tier One and/or Tier Two Commercial Edible Food Generators via a contract or written agreement established under the requirements of this Ordinance, or receiving Edible Food from Food Recovery Services or from other Food Recovery Organizations, shall maintain the following records:
 - (1) The name, address, and contact information for each Tier One and Tier Two Commercial Edible Food Generator, Food Recovery Service, or other Food Recovery Organization from which the organization collects or receives Edible Food.
 - (2) The quantity in pounds of Edible Food by type collected or received from each Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Service, or other Food Recovery Organization per month.
 - (3) The name, address, and contact information for other Food Recovery Organizations or redistribution sites that the Food Recovery Organization transports Edible Food to for Edible Food Recovery.
- (c) Food Recovery Organizations and Food Recovery Services operating in the District shall inform Tier One and Tier Two Commercial Edible Food Generators from which they collect or receive Edible Food about California and Federal Good Samaritan Food Donation Act protection in written communications, such as in their contract or agreement established as required by this Ordinance.
- (d) Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the District and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to 14 CCR Section 18991.3(b) shall report to the District the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b) no later than .
- e) Food Recovery Capacity Planning
 - (1) Food Recovery Services and Food Recovery Organizations. In order to support Edible Food Recovery capacity planning assessments or other studies conducted by the County, City, special district that provides solid waste collection services, or its designated entity, Food Recovery Services and Food Recovery Organizations operating in the District shall provide information and consultation to the District, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the District and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted

by the District shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the District.

Section 304. (06) Requirements for Haulers and Facility Operators

(a) Requirements for Haulers

(1) All exclusive franchised haulers and/or non-exclusive franchised haulers and/or permitted haulers and/or licensed haulers as are authorized by the District to provide residential, Commercial, or industrial Organic Waste collection services to generators within the District's boundaries shall meet the following requirements and standards as a condition of approval of a contract, agreement, or other authorization with the District to collect Organic Waste:

(A) Through written notice to the District as specified in its franchise agreement, permit, license, or other agreement entered into with the District, identify the facilities to which they will transport Organic Waste including facilities for Source Separate Recyclable Materials and Source Separated Green Container Organic Waste.

(B) Transport Source Separated Recyclable Materials, Source Separate Green Container Organic Waste to a facility, operation, activity, or property that recovers Organic Waste as defined in 14 CCR, Division 7, Chapter 12, Article 2, in each case to the extent specified in its franchise agreement, permit, license, or other agreement entered into with the District.

(C) Obtain approval from the District to haul Organic Waste, unless already contained in its franchise agreement, permit, license, or other agreement entered into with the District.

(2) All exclusive franchised haulers and/or non-exclusive franchised haulers and/or permitted haulers and/or licensed haulers authorized to collect Organic Waste shall comply with education, equipment, signage, container labeling, container color, contamination monitoring, reporting, and other requirements contained within its franchise agreement, permit, license, or other agreement entered into with the District.

(b) Requirements for Facility Operators and Community Composting Operations.

(1) Owners of facilities, operations, and activities that recover Organic Waste, including, but not limited to, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works shall, upon District request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the District shall respond within 60 days.

Section 304. (07) Requirements for Self-Haulers

- (a) Self-Haulers shall source separate all recyclable materials and Organic Waste (materials that the District otherwise requires generators to separate for collection in the District's organics and recycling collection program) generated on-site from Solid Waste in a manner consistent with 14 CCR Sections 18984.1 and 18984.2, or shall haul Organic Waste to a High Diversion Organic Waste Processing Facility as specified in 14 CCR Section 18984.3.
- (b) Self-Haulers shall haul their Source Separated Recyclable Materials to a facility that recovers those materials; and haul their Source Separated Green Container Organic Waste to a Solid Waste facility, operation, activity, or property that processes or recovers Source Separated Organic Waste. Alternatively, Self-Haulers may haul Organic Waste to a High Diversion Organic Waste Processing Facility.
- (c) Self-Haulers that are Commercial Businesses (including Multi-Family Residential Dwellings) shall keep a record of the amount of Organic Waste delivered to each Solid Waste facility, operation, activity, or property that processes or recovers Organic Waste; this record shall be subject to Inspection by the District. The records shall include the following information:
 - (1) Delivery receipts and weight tickets from the entity accepting the waste.
 - (2) The amount of material in cubic yards or tons transported by the generator to each entity.
 - (3) If the material is transported to an entity that does not have scales on-site, or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but shall keep a record of the entities that received the Organic Waste.
- (d) A residential Organic Waste Generator that self hauls Organic Waste is not required to record or report information in Section 304 (07)(c) and (d).

Section 304. (08) Procurement Requirements for District Departments, Direct Service Providers, and Vendors

- (a) District departments, and direct service providers to the District, as applicable, must comply with the District's Recovered Organic Waste Product procurement policy and Recycled-Content Paper procurement policy.
- (b) All vendors providing Paper Products and Printing and Writing Paper shall comply with the District's Organic Waste Product procurement policy and Recycled-Content Paper procurement policy.

Section 304. (09) Inspections and Investigations by District

- (a) District representatives and/or its designated entity, including the Designee for Edible Food Recovery are authorized to conduct Inspections and investigations, at random or otherwise,

of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or Source Separated materials to confirm compliance with this Ordinance by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property owners, Tier One and Tier Two Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws. This Section does not allow District to enter the interior of a private residential property for Inspection. For the purposes of inspection Commercial Business containers for compliance with Section 304 (03)(b) of this Ordinance, District may conduct container inspections for Prohibited Container Contaminants using Remote Monitoring, and Commercial Businesses shall accommodate and cooperate with the Remote Monitoring pursuant to Section 304 (03)(k) of this Ordinance.

- (b) Regulated entity shall provide or arrange for access during all Inspections (with the exception of residential property interiors) and shall cooperate with the District's employee or its designated entity/Designee for Edible Food Recovery during such Inspections and investigations. Such Inspections and investigations may include confirmation of proper placement of materials in containers, Edible Food Recovery activities, records, or any other requirement of this Ordinance described herein. Failure to provide or arrange for: (i) access to an entity's premises; or (ii) access to records for any Inspection or investigation is a violation of this Ordinance and may result in penalties described.
- (c) Any records obtained by a District during its Inspections, Remote Monitoring, and other reviews shall be subject to the requirements and applicable disclosure exemptions of the Public Records Act as set forth in Government Code Section 6250 et seq.
- (d) District representatives, its designated entity, and/or Designee for Edible Food Recovery are authorized to conduct any Inspections, Remote Monitoring, or other investigations as reasonably necessary to further the goals of this Ordinance, subject to applicable laws.
- (e) District shall receive written complaints from persons regarding an entity that may be potentially non-compliant with SB 1383 Regulations, including receipt of anonymous complaints.

Section 304. (10) Enforcement

- (a) Violation of any provision of this Ordinance shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by the District, Designee for Edible Food Recovery, or representative. Enforcement Actions under this Ordinance are issuance of an administrative citation and assessment of a fine. The District's procedures on imposition of administrative fines are hereby incorporated in their entirety, as modified from time to time, and shall govern the imposition, enforcement, collection, and review of administrative citations issued to enforce this Ordinance and any rule or regulation adopted pursuant to this Ordinance, except as otherwise indicated in this Ordinance.
- (b) Other remedies allowed by law may be used, including civil action or prosecution as misdemeanor or infraction. District or Designee for Edible Food Recovery may pursue civil actions in the California courts to seek recovery of unpaid administrative citations.

District or Designee for Edible Food Recovery may choose to delay court action until such time as a sufficiently large number of violations, or cumulative size of violations exist such that court action is a reasonable use of District or Designee for Edible Food Recovery staff and resources.

(c) Responsible Entity for Enforcement

- (1) Enforcement pursuant to this Ordinance may be undertaken by the District, or the District's designee.
- (2) Enforcement may also be undertaken by a Designee for Edible Food Recovery, designated by the District.
 - (A) District's designee for Edible Food Recovery will interpret Ordinance; determine the applicability of waivers, if violation(s) have occurred; implement Enforcement Actions; and, determine if compliance standards are met.
 - (B) District's designee for Edible Food Recovery may issue Notices of Violation(s).

(d) Process for Enforcement

- (1) District or district's designee for Edible Food Recovery will monitor compliance with the Ordinance randomly and through Compliance Reviews, Route Reviews, investigation of complaints, and an Inspection program (that may include Remote Monitoring). Section 304 (09) establishes District's and Designee for Edible Food Recovery's right to conduct Inspections and investigations.
- (2) District or its Designee for Edible Food Recovery may issue an official notification to notify regulated entities of its obligations under the Ordinance.
- (3) Assessing contamination processing fees/penalties. For incidences of Prohibited Container Contaminants found in containers, District will issue a Notice of Violation to any generator found to have Prohibited Container Contaminants in a container. Such notice will be provided via a cart tag or other communication immediately upon identification of the Prohibited Container Contaminants or within three (3) days after determining that a violation has occurred. If the District observes Prohibited Container Contaminants in a generator's containers on more than two (2) consecutive occasion(s), the District may assess contamination processing fees or contamination penalties on the generator.

For the purposes of Edible Food Recovery, incidences of Prohibited Container Contaminants found in containers, the District or its Designee for Edible Food Recovery will issue a Notice of Violation to any Tier One or Tier Two Commercial Edible Food Generator found to have Prohibited Container Contaminants, such as Edible Food, in a container, or to any Food Recovery Organization or Food Recovery Service found to have Prohibited Container Contaminants, such as Edible

Food recovered from a Tier One or Tier Two Edible Food Generator, in a container, which has not been documented by a notice of significant spoilage as required in this Ordinance. Such notice will be provided by email communication immediately upon identification of the Prohibited Container Contaminants or within 3 days after determining that a violation has occurred. If the District or its Designee for Edible Food Recovery observes Prohibited Container Contaminants, such as Edible Food, in a Tier One or Tier Two Commercial Edible Food Generator, or Food Recovery Organization, or Food Recovery Service container on more than two (2) consecutive occasion(s), the District or its Designee for Edible Food Recovery may assess contamination processing fees or contamination penalties on the Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, or Food Recovery Service.

- (4) With the exception of violations of generator contamination of container contents addressed under Section 304 (10)(d)(3), District shall issue a Notice of Violation requiring compliance within 60 days of issuance of the notice. For the purposes of Edible Food Recovery, the Designee for Edible Food Recovery may issue a Notice of Violation requiring compliance within 7 days of issuance of the Notice.
- (5) Absent compliance by the respondent within the deadline set forth in the Notice of Violation, District shall commence an action to impose penalties, via an administrative citation and fine, pursuant to the District's requirements contained in Section 304 (10)(k), Table 1, List of Violations.

For the purposes of Edible Food Recovery, the Designee for Edible Food Recovery shall commence an action to impose penalties, via an administrative citation and fine, pursuant to the Edible Food Recovery Penalties' provisions contained in this Ordinance.

Notices shall be sent to "owner" at the official address of the owner maintained by the tax collector for the District or if no such address is available, to the owner at the address of the dwelling or Commercial property or to the party responsible for paying for the collection services, depending upon available information

(e) Penalty Amounts for Types of Violations

The penalty levels for Edible Food Recovery violations are as follows:

- (1) For a first violation, the amount of the base penalty shall be \$100 to \$200 per violation.
- (2) For a second violation, the amount of the base penalty shall be \$200-\$500 per violation.
- (3) For a third or subsequent violation, the amount of the base penalty shall be \$500 to \$2000 per violation.

(f) Factors Considered in Determining Penalty Amount

The following factors shall be used to determine the amount of the penalty for each violation within the appropriate penalty amount range:

- (1) The nature, circumstances, and severity of the violation(s).
- (2) The violator's ability to pay.
- (3) The willfulness of the violator's misconduct.
- (4) Whether the violator took measures to avoid or mitigate violations of this chapter.
- (5) Evidence of any economic benefit resulting from the violation(s).
- (6) The deterrent effect of the penalty on the violator.
- (7) Whether the violation(s) were due to conditions outside the control of the violator.

(g) Compliance Deadline Extension Considerations

The District may extend the compliance deadlines set forth in a Notice of Violation issued in accordance with Section 304 (10)(d) if it finds that there are extenuating circumstances beyond the control of the respondent that make compliance within the deadlines impracticable, including the following:

- (1) Acts of God such as earthquakes, wildfires, flooding, and other emergencies or natural disasters;
- (2) Delays in obtaining discretionary permits or other government agency approvals; or,
- (3) Deficiencies in Organic Waste recycling infrastructure or Edible Food Recovery capacity and the District is under a corrective action plan with CalRecycle pursuant to 14 CCR Section 18996.2 due to those deficiencies.

(h) Appeals Process

Persons receiving an administrative citation containing a penalty for an uncorrected violation may request a hearing to appeal the citation. A hearing will be held only if it is requested within the time prescribed and consistent with District's or Designee for Edible Food Recovery's procedures in the District's or the Designee for Edible Food Recovery's codes for appeals of administrative citations. Evidence may be presented at the hearing. The District or Designee for Edible Food Recovery will appoint a hearing officer who shall conduct the hearing and issue a final written order.

(i) Education Period for Non-Compliance

Beginning January 1, 2022 and through December 31, 2023, District or Designee for Edible Food Recovery will conduct Inspections, Remote Monitoring, Route Reviews or

waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance, and if the District or Designee for Edible Food Recovery determines that an Organic Waste Generator, Self-Hauler, hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it shall provide educational materials and/or, for the purposes of Edible Food Recovery, training to the entity describing its obligations under this Ordinance and a notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024.

(j) Civil Penalties for Non-Compliance

Beginning January 1, 2024, if the District or Designee for Edible Food Recovery determines that an Organic Waste Generator, Self-Hauler, hauler, Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance with this Ordinance, it shall document the noncompliance or violation, issue a Notice of Violation, and take Enforcement Action pursuant to Section 304 (10), as needed.

(k) Enforcement Table

Table 1. List of Violations

Requirement	Description of Violation
Commercial Business and Commercial Business Owner Responsibility Requirement	Commercial Business fails to provide or arrange for Organic Waste collection services consistent with District requirements and as outlined in this ordinance, for employees, contractors, tenants, and customers, including supplying and allowing access to adequate numbers, size, and location of containers and sufficient signage and container color.
Organic Waste Generator Requirement	Organic Waste Generator fails to comply with requirements adopted pursuant to this ordinance for the collection and Recovery of Organic Waste.
Hauler Requirement	A hauler providing residential, Commercial or industrial Organic Waste collection service fails to transport Organic Waste to a facility, operation, activity, or property that recovers Organic Waste, as prescribed by this ordinance.
Hauler Requirement	A hauler providing residential, Commercial, or industrial Organic Waste collection service fails to obtain applicable approval issued by the District to haul Organic Waste as prescribed by this ordinance.

Hauler Requirement	A hauler fails to keep a record of the applicable documentation of its approval by the District, as prescribed by this ordinance.
Commercial Edible Food Generator Requirement	Tier One Commercial Edible Food Generator fails to arrange to recover the maximum amount of its Edible Food that would otherwise be disposed by establishing a contract or written agreement with a Food Recovery Organization or Food Recovery Service and comply with this Section commencing Jan. 1, 2022.
Commercial Edible Food Generator Requirement	Tier Two Commercial Edible Food Generator fails to arrange to recover the maximum amount of its Edible Food that would otherwise be disposed by establishing a contract or written agreement with a Food Recovery Organization or Food Recovery Service and comply with this Section commencing Jan. 1, 2024.
Commercial Edible Food Generator Requirement	Tier One or Tier Two Commercial Edible Food Generator intentionally spoils Edible Food that is capable of being recovered by a Food Recovery Organization or Food Recovery Service.
Organic Waste Generator, Commercial Business Owner, Commercial Edible Food Generator, Food Recovery Organization or Food Recovery Service	Failure to provide or arrange for access to an entity's premises for any Inspection or investigation.
Recordkeeping Requirements for Commercial Edible Food Generator	Tier One or Tier Two Commercial Edible Food Generator fails to keep records, as prescribed by Section 304 (05).
Recordkeeping Requirements for Food Recovery Services and Food Recovery Organizations	A Food Recovery Organization or Food Recovery Service that has established a contract or written agreement to collect or receive Edible Food directly from a Commercial Edible Food Generator pursuant to 14 CCR Section 18991.3(b) fails to keep records, as prescribed by Section 304 (06).

SECTION 3. The District Board finds that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Sections 15061(b)(3) and 15308 on the grounds that it can be seen with certainty that the enhanced solid waste regulations, as provided for in this Ordinance will not have a significant effect on the environment and that the new requirements, which strengthen requirements for the handling of solid waste, represent actions by a regulatory agency (the District) for the protection of the environment.

SECTION 4. Effective. Operative Date. Upon adoption, this Ordinance shall be entered in the minutes of the Board and posted for one week in three (3) public places in the District, and shall be operative from and after January 1, 2022.

The above and foregoing Ordinance was regularly introduced at a meeting of the Board of Directors of the Granada Community Services District held on the 18th day of November 2021, and thereafter passed and adopted at a meeting of the Board of Directors of the Granada Community Services District on the 16th day of December 2021, by the following vote:

AYES: and in favor thereof:

NOES:

ABSENT:

ABSTAIN:

Approved:

Matthew Clark, President

Attest:

Delia Comito, Secretary

ITEM #5

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of MOU with the County of San Mateo for Establishment of Edible Food Recover Program
Date: November 18, 2021

Recology of the Coast General Manger Chris Porter has provided the attached draft MOU between the District and the County of San Mateo, which will designate responsibility to the County's Office of Sustainability for the District's SB 1383 edible food recovery requirements effective January 1, 2022. In order for this to happen, the District must adopt the agreement and the GCSO ordinance establishing SB 1383 with the County's edible food recovery regulations language inserted verbatim, by December 31, 2021.

Chris Porter will provide more details at the meeting.

**MEMORANDUM OF UNDERSTANDING
BETWEEN JURISDICTION OF [NAME] AND COUNTY OF SAN MATEO FOR THE
ESTABLISHMENT OF AN EDIBLE FOOD RECOVERY PROGRAM CONSISTENT
WITH CALIFORNIA CODE OF REGULATIONS, TITLE 14, DIVISION 7, CHAPTER
12 SHORT-LIVED CLIMATE POLLUTANTS**

THIS MEMORANDUM OF UNDERSTANDING (MOU), entered into this 1st day of December 2021, by and between the County of San Mateo, hereinafter called "the County" and the "Jurisdiction", hereinafter called "the Jurisdiction";

W I T N E S S E T H:

WHEREAS, the County's Board of Supervisors has enacted a Mandatory Organic Waste Disposal Reduction Ordinance as required by the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants; and

WHEREAS, to promote consistency within jurisdictions throughout San Mateo County and leverage economies of scale, the County has offered to lead the creation of a County-wide Edible Food Recovery Program on behalf of the unincorporated areas of the county and all the jurisdictions in the county; and

WHEREAS, the [Jurisdiction's xx Council] adopted this Memorandum of Understanding on [date] and authorizes the County to operate an Edible Food Recovery Program on behalf of and within the Jurisdiction.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Tasks to be Completed by the Jurisdiction

- A. The County will create and coordinate the Edible Food Recovery program on behalf of the Jurisdiction, if the Jurisdiction performs each of the following actions:
- a) adopts and makes part of its municipal code an enforceable ordinance establishing an Edible Food Recovery program as required under the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants, including the specific provisions provided to the Jurisdiction by the County of San Mateo for edible food recovery definitions, requirements for Tier One and Tier Two Edible Food Generators, and requirements for Food Recovery Organizations and Food Recovery Services; and
 - b) enters into this Memorandum of Understanding; and
 - c) provides the County with a list and schedule of "large events" as defined by the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants occurring in the Jurisdiction; and

- d) after consultation with the County, is responsible for coordinating the required edible food recovery regulations for those “large events” occurring in the Jurisdiction; and
- e) authorizes, by ordinance, the County to enforce California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants in Section (a) above, and to incorporate such authorization to include, without limitation, the authority to inspect, investigate, hold hearings, issue citations, and/or assess administrative fines on behalf of the Jurisdiction as its Designee for Edible Food Recovery; and
- f) shall develop a method to accept written complaints, including anonymous complaints, regarding an entity that may be potentially non-compliant with the Edible Food Recovery requirements as required under the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants, and direct all such complaints to the County; and
- g) acknowledges, by ordinance, that, notwithstanding this Memorandum of Understanding, the Jurisdiction is, as stated in California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants, ultimately responsible for compliance with the said Code.

Note: Some County of San Mateo Jurisdictions are Member Agencies of the South Bayside Waste Management Authority (SBWMA), a joint powers agency located within San Mateo County that provides solid waste and recyclables processing services for its Members; nothing in this MOU precludes the SBWMA from assisting its Member Agencies with the Tasks described in this MOU.

2. Services to be Performed by the County

- A. The County shall create and coordinate an Edible Food Recovery Program compliant with California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants on behalf of the Jurisdiction so long as this Memorandum of Understanding is in effect in its entirety.
- B. The County shall provide such services and activities for the Jurisdiction as described in Exhibit A, attached hereto and incorporated by reference herein.
- C. The County shall offer only to provide services relating directly to the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants Edible Food Recovery regulations with the exception of a yearly analysis to be conducted by the County to estimate the amount of Green House Gas (GHG) emissions reduction to be attributed to edible food recovery activities in the Jurisdiction for use in their climate action plans.
- D. The County shall provide the Jurisdiction with the information and data necessary for the Jurisdiction to make their required reports to CalRecycle.

E. The County will not be obligated to provide services if modifications are made to the ordinance by the Jurisdiction, which omits existing provisions and/or reduces the impact of the ordinance in any way.

3. Consideration

The benefit of this MOU to the Jurisdiction is that it alleviates the need for staff, cost analysis, capacity assessment, expenditures for infrastructure, labor, administration, and record keeping for the edible food recovery activities in their jurisdiction.

The benefit of this MOU to both the County and the Jurisdiction is that this approach will create one uniform, standardized, and coordinated effort throughout the incorporated and unincorporated areas of San Mateo County.

4. Relationship of Parties

It is expressly understood that this is an agreement between two independent entities, the County and the Jurisdiction, and that no individual agency, employee, partnership, joint venture, or other relationship is established by this MOU. The intent by both the County and the Jurisdiction is to create an independent collaborative relationship.

5. Hold Harmless

A. Except as provided in subsection b. below, the Jurisdiction shall indemnify and save harmless the County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Memorandum of Understanding, brought for, or on account of, any of the following:

- a) Injuries to or death of any person, including the Jurisdiction or its employees/officers/agents;
- b) Damage to any property of any kind whatsoever and to whomsoever belonging; or
- c) Any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of the County and/or its officers, agents, employees, or servants. However, the Jurisdiction's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of the Jurisdiction to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

B. With respect to coordinating, implementing, and/or enforcing the required edible food recovery regulations for those "Large Events" (as defined by the California Code of Regulations, Title 14, Division 7, Chapter 12) occurring in the Jurisdiction pursuant to section 1.A.d. above,



- a) The County shall indemnify, defend, and hold harmless the [Jurisdiction] and its officers, agents, employees, and servants against all damages, claims, liabilities, losses, and other expenses, including without limitation attorneys' fees and related costs, whether or not a lawsuit or other proceeding is filed, to the extent that they arise out of the negligence or willful misconduct of County staff arising out of coordinating, implementing, and/or enforcing the required edible food recovery regulations for those Large Events occurring in the [Jurisdiction].
 - b) The [Jurisdiction] shall indemnify, defend, and hold harmless the County and its officers, agents, employees, and servants against all damages, claims, liabilities, losses, and other expenses, including without limitation attorneys' fees and related costs, whether or not a lawsuit or other proceeding is filed, to the extent they arise out of the negligence or willful misconduct of [Jurisdiction] staff arising out of coordinating, implementing, and/or enforcing the required edible food recovery regulations for those Large Events occurring in the [Jurisdiction].
- C. A party seeking indemnity and defense under this section shall provide the indemnifying and defending party with prompt notice of any claim and give control of its defense and settlement to the indemnifying and defending party. The party seeking indemnity and defense shall also cooperate in all reasonable respects with the indemnifying and defending party, its insurance company, and its legal counsel in its defense of such claim. The obligation to defend and indemnify pursuant to this section shall not cover any claim in which there is a failure to give the indemnifying and defending party prompt notice, but only to the extent that such lack of notice prejudices the defense of the claim. The indemnifying and defending party may not settle any potential suit hereunder without the other party's prior written approval, which will not to be unreasonably withheld, conditioned, or delayed. If a party who owes indemnity and defense under this section fails to promptly indemnify and defend a covered claim, the other party shall have the right to defend itself, and in such case, the party owning indemnity and defense shall promptly reimburse the other party for all of its associated costs and expenses.
- D. The obligations imposed by this section shall survive termination or expiration of the Memorandum of Understanding.

6. Amendment of MOU and Merger Clause

This MOU, including the Exhibit attached hereto and incorporated herein by reference, constitutes the sole MOU of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the MOU conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any exhibit and/or attachment to this MOU, the provisions of this body of the MOU shall prevail. Any prior MOU, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and will become effective when signed by both parties.

7. Records

The County shall maintain and preserve all records relating to this MOU in its possession and those of any third-party performing work related to this MOU for a period of five (5) years from the termination of this MOU.

8. Assignability

The County shall have the right to assign this MOU or any portion thereof to a third party or subcontract with a third party to perform any act required under this MOU without the prior written consent of the Jurisdiction.

9. Notices

Any written notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited with the United States Postal Service, postage prepaid, or when transmitted by email communication, addressed:

In the case of the County, to:

Carolyn Bloede, Director
County of San Mateo Office of Sustainability
455 County Center, 4th Floor
Redwood City, CA 94065
Email: cbloede@smcgov.org

In the case of the Jurisdiction, to:

City Manager
City of XXX
XXX, CA 94XXX
Email: XXX

10. Controlling Law and Venue

The validity of this MOU, the interpretation of its terms and conditions, and the performance of the parties hereto shall be governed by the laws of the State of California. Any action brought to enforce this action must be brought in the Superior Court of California in and for the County of San Mateo.

11. Term and Termination

Subject to compliance with the terms and conditions of the MOU, the term of this MOU shall commence on January 1, 2022 and shall automatically be renewed from year to year on the same terms and conditions. This MOU may be terminated without cause by the Jurisdiction or the County’s Director of Office of Sustainability or the Director’s designee at any time upon thirty (30) days written notice to the other party.



12. Authority

The parties warrant that the signatories to the MOU have the authority to bind their respective entities.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

CITY OF [Name]

By: _____
Carolyn Bloede
Director, Office of Sustainability

By: _____
[Name]
[Title], [Department]

Date: _____

Date: _____

EXHIBIT A - SCOPE OF ACTIVITIES

The activity listed below relating to the County of San Mateo's Edible Food Recovery Program will be conducted by the County and the Jurisdiction.

I. Establishment

1. The County will develop and coordinate a standardized and uniform San Mateo County-wide Edible Food Recovery Program consistent with and compliant to California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants. The program will operate within the Jurisdiction's boundaries and replace the need for the Jurisdiction to create such a program on their own. This program will operate in the unincorporated areas of the county as well as all jurisdictions in the county agreeing to similar MOUs.

II. Enforcement

1. The County will conduct enforcement of the ordinance within the Jurisdiction using a complaint-based system consistent with the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants. The County will respond to complaints, investigate, and resolve reported issue(s).
2. The County will follow enforcement provisions detailed in the ordinance and described in the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants.
3. The County will keep detailed records of enforcement in the Jurisdiction for a minimum of five (5) years.
4. The County will provide the necessary records to the Jurisdiction for the Jurisdiction's required reporting about Edible Food Recovery work to CalRecycle.
5. The County will notify the Jurisdiction promptly about any related issues that arise that require the Jurisdiction's assistance or to request the Jurisdiction lead in resolving the issue(s) related to noncompliance.
6. The Jurisdiction will work with the County on any related issues requiring jurisdictional assistance or lead in resolving the issue(s) related to complaints and/or noncompliance by any Tier 1 and Tier 2 Edible Food Generator or Food Recovery Organization and Service as defined in the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants and operating within the Jurisdiction's boundaries.

ITEM #6

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Report on Parks and Recreation Activities
Date: November 18, 2021

This is a monthly Agenda Item for parks and recreation related reports and/or comments. The following reports are expected at this meeting:

- Directors Marsh and Suchomel will make recommendations for PAC appointments. Memo attached.
- PAC Chair Pat Tierney will report on the 11/03/21 PAC meeting.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Nancy Marsh, Eric Suchomel
Subject: PAC Nominations
Date: November 18, 2021

Between July 28 and October 7, 2021, GCSD received three applications for a seat on the Parks Advisory Committee that became open when long time member Paul Koelsch resigned due to time constraints.

Directors Marsh and Suchomel interviewed the three applicants via Zoom on October 27 and 28. Each of the applicants was qualified by virtue of living within the district and all three were viewed as being good candidates, with differing experience, interests and demographics.

The following nominations are being presented for Board approval, in order of preference, which was driven by attention to ensuring that PAC membership is diverse, representing different interests and various segments of the community:

Nominated as appointee: Ethan Rayner
Nominated as Alternates: Megan Gannaway
Thomas De Meo

ITEM #7

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Resolution Establishing Fees for Processing Applications
Date: November 18, 2021

In April 2008, the District adopted a Fee Resolution with a list of fees the District charges to customers for various sewer permit related processes. This Item is presented to propose two fee related changes and a name change to the list itself.

Attached is the original Resolution adopted in 2008, and the proposed Resolution with the changes highlighted for your review.

The new resolution adds an Inspection Only Fee of \$100. This is applicable in situations such as when an attached ADU is separately connected to a sewer main, or when a property owner replaces a sewer lateral. In these cases, sewer capacity is not allotted and therefore no permit is issued and no fees are collected, but an inspection of the connection is required. Staff has been charging \$100 for these inspections without it listed.

The new resolution also proposed to change the deposit amount collected when Class 3 Mainline Extension permits are issued. The \$400 amount adopted in 2008 was a typographical error, as staff has historically collected \$4,000.00 deposits on Class 3 permits, which is an advance that is applied toward the cost of the District Engineer's services. As with all other costs, the cost of engineering has increased over the years, and staff feels that increasing the depot amount collected to \$5,000 is reasonable. The customer is always refunded any funds in excess of the actual engineering costs attributed to their project.

The last change requested will rename the list of fees (attachment A) from "Fee Resolution" to "Fee Schedule".

GRANADA SANITARY DISTRICT

RESOLUTION NO. 2008-003

RESOLUTION ESTABLISHING FEES FOR PROCESSING APPLICATIONS FOR DISTRICT PERMITS OR OTHER ADMINISTRATIVE DETERMINATIONS AND PROVIDING DISTRICT DOCUMENTS

The Board of Directors of the Granada Sanitary District resolves as follows:

WHEREAS, the District has previously established fees for processing applications for District permits or other administrative determinations, services or document provision; and

WHEREAS, for the convenience of the public, these fees have been placed in one document known as the District Fee Resolution, which is hereby amended and updated.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Granada Sanitary District that the fees listed on Exhibit A attached hereto have been duly established for processing applications for District permits or other administrative determinations, services or document provision.

The above and foregoing Resolution was duly and regularly passed and adopted at the meeting of the Board of Directors of the Granada Sanitary District held on the 24th day of April, 2008, by the following vote;

AYES:

NOS:

ABSENT:

ABSTAIN:

Approved:

Leonard Woren, President

Counter Signed:

Ric Lohman, Secretary

GRANADA SANITARY DISTRICT PROCESSING FEES

<u>APPLICATION</u>	<u>FEE</u>
Class 1 Permits	\$150
Class 2 Permits	\$250
Class 3 Permits	\$250
Hardship Waiver	\$150
Variance Application	\$750
Variance Reapplication	\$375
Private Wastewater System Permit	\$150
Reimbursement Agreement	\$250
Hold Harmless Agreement	\$100
Extension of Permit	\$150
Garbage Collection Relief	\$150
Copies of paper documents (after first four pages)	\$0.10 per page
Copy of Meeting Tape	\$10

With the exception of Class 1A permits (single family residences), in addition to payment of the application fees listed above, all applicants shall be responsible for and reimburse the District for all costs in excess of the permit application fees incurred or anticipated to be incurred by the District. The District may estimate the amount of the expenses which will be incurred, and that amount shall be deposited by the applicant when requested by the District in advance of issuance of the permit. For Class 3 permits and Private Wastewater System Permits, the minimum deposit (not including application fee) shall not be less than \$500. Reimbursable costs include costs for engineering, inspection, legal and other services necessary to process, review, evaluate and approve or disapprove the applicant's plans, specifications and other submittals, to monitor and inspect the construction and installation of the project as the work proceeds, and to test, sample and/or monitor wastewater discharge.

Any unused portion of the deposit shall be refunded to the applicant upon final inspection and approval of the project for which the permit was obtained. In the event no deposit has been required initially or if a deposit is deemed by the District to be insufficient to cover the District's anticipated future expenses, the applicant shall deposit the additional requested funds with fifteen days after written demand by the District. The failure of an applicant to deposit the funds demanded or to make other arrangements acceptable to the District shall cause the applicant's permit to be suspended until either the deposit or other suitable arrangements acceptable to the District have been made, and no work may be conducted while the permit is suspended.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2021-__

RESOLUTION ESTABLISHING FEES FOR PROCESSING APPLICATIONS FOR DISTRICT PERMITS OR OTHER ADMINISTRATIVE DETERMINATIONS AND PROVIDING DISTRICT DOCUMENTS

The Board of Directors of the Granada Community Services District resolves as follows:

WHEREAS, the District has previously established fees for processing applications for District permits or other administrative determinations, services or document provision; and

WHEREAS, for the convenience of the public, these fees have been placed in one document previously known as the District Fee Resolution, which is hereby amended and updated.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Granada Community Services District that the fees listed on Exhibit A, the Granada Community Services Fee Schedule attached hereto, have been duly established for processing applications for District permits or other administrative determinations, services or document provision.

The above and foregoing Resolution was duly and regularly passed and adopted at the meeting of the Board of Directors of the Granada Community Services District held on the 18th day of November, 2021, by the following vote;

AYES:

NOS:

ABSENT:

ABSTAIN:

Approved:

Matthew Clark, Board President

Countersigned:

Delia Comito, District Secretary

GRANADA COMMUNITY SERVICES DISTRICT FEE SCHEDULE

<u>APPLICATION</u>	<u>FEE</u>
Class 1 Permits	\$150
Class 2 Permits	\$250
Class 3 Permits	\$250
Inspection Only Fee (when a permit is not needed)	\$100
Hardship Waiver	\$150
Variance Application	\$750
Variance Reapplication	\$375
Private Wastewater System Permit	\$150
Reimbursement Agreement	\$250
Hold Harmless Agreement	\$100
Extension of Permit	\$150
Garbage Collection Relief	\$150
Copies of paper documents (after first four pages)	\$0.10 per page
Copy of Meeting Tape	\$10

With the exception of Class 1A permits (single family residences), in addition to payment of the application fees listed above, all applicants shall be responsible for and reimburse the District for all costs in excess of the permit application fees incurred or anticipated to be incurred by the District. The District may estimate the amount of the expenses which will be incurred, and that amount shall be deposited by the applicant when requested by the District in advance of issuance of the permit. For Class 3 permits and Private Wastewater System Permits, the minimum deposit (not including application fee) shall not be less than \$5,000. Reimbursable costs include costs for engineering, inspection, legal and other services necessary to process, review, evaluate and approve or disapprove the applicant's plans, specifications and other submittals, to monitor and inspect the construction and installation of the project as the work proceeds, and to test, sample and/or monitor wastewater discharge.

Any unused portion of the deposit shall be refunded to the applicant upon final inspection and approval of the project for which the permit was obtained. In the event no deposit has been required initially or if a deposit is deemed by the District to be insufficient to cover the District's anticipated future expenses, the applicant shall deposit the additional requested funds with fifteen days after written demand by the District. The failure of an applicant to deposit the funds demanded or to make other arrangements acceptable to the District shall cause the applicant's permit to be suspended until either the deposit or other suitable arrangements acceptable to the District have been made, and no work may be conducted while the permit is suspended.

ITEM #8

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Support for the Potential Adoption of San Mateo County
Supervisory District Boundaries
Date: November 18, 2021

This Item was placed on the Agenda at the request of President Clark.

ITEM #9

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Directors Dye, Clark, and Chuck Duffy, General Manager
Subject: SAM Treatment Plant Process Issues and Non-Domestic Source Control Program
Date: November 18, 2021

SAM's Wastewater Treatment Plant has had process issues at various times over the course of the past year, resulting in effluent concentrations which have exceeded the plant's operating permit. SAM staff worked very hard, putting in long hours over many months to manage the process issues. This item is included in the agenda to discuss options to address influent source control.

The following couple of paragraphs are a partial chronology of events as written by SAM General Manager Kishen Prathivadi for a Background and Discussion/Report presented at the October 25th meeting.

“Background and Discussion/Report

In early 2021, SAM performed a source control sampling survey and determined that there are several general locations where the organic strength of the wastewater significantly exceeded SAM's Maximum Allowable Concentrations Limits (MACLs). In 1994 SAM adopted Resolution 2-94 to implement a Non-Domestic Wastewater Source Control Program (NDWSCP) to allow SAM a greater role in controlling non-domestic and industrial wastes to enter the WWTP and cause upset.

SAM's NDWSCP Regulations are applicable to all non-domestic dischargers (as defined in 2-94), either by SAM, the Member Agencies, or a combination thereof, within the Member Agency service areas. However, it appears that the issuance of permits and program enforcement was halted in 2014. Since that time, permits previously issued to non-domestic discharges have lapsed while new potential non-domestic sources, with the potential to discharge high concentrations of BOD and other pollutants, have been approved by the County to operate and connect to the sanitary sewers discharging to SAM's WWTP without being evaluated or permitted by SAM or the Member Agencies. Given the recent violations, and the need to ensure that sources outside of the WWTP are not causing or contributing to upset/interference with treatment processes within the WWTP going forward, SAM staff believes that it is essential that the NDWSCP program be reintroduced and prudently implemented with permits issued to businesses determined to be non-domestic dischargers per Resolution 2-94”

From our GCSD perspective, there is continuing agreement that the NDWSCP permit system needs to be put in place again. The issue now is how to implement it. SAM proposed, and the Board approved on September 23rd, that the program would be run by SAM and would involve testing the first 10 businesses SAM had identified as possible problematic dischargers. There was quite a lot of discussion about using a consultant specializing in breweries to assist with permitting, and in fact that consultant had already been hired by the SAM GM and asked to focus first on the breweries. The other businesses added were greenhouses, the Harbor District, and the fertilizer warehouse.

The breweries within GCSD - Half Moon Bay Brewing, Hop Dogma, and Blue Ocean Brewery (which has not yet begun operations), plus the JettyWave Distillery - were told they needed to complete applications and pay to test their discharge. Equipment would be installed within their business at their cost to measure the Biological Oxygen Demand (BOD) in their effluent. These tests were estimated to cost \$1,000, and could be required on an ongoing basis, with no limitation spelled out in the agreement permit.

One factor that can be taken into account in deciding who would need a permit is the amount of flow into the wastewater system. The breweries and distillery in GCSD are extremely small, and their equipment has limits on how much water the business can process daily. For each brewery it amounts to less than 100 gallons per day, and much of that water is used in the beer or spirits. All these businesses are run by environmentalists who want to do the right thing and are happy to cooperate with reasonable oversight. Testing would possibly show that their wastewater does have high BOD content at times, but we would need to account for the very low flow they produce. BOD's impact at the SAM treatment plant is a product of 1) the BOD concentration of the flow into the system and 2) the amount of flow.

At the October 25th meeting the SAM GM proposed an additional \$90,000 contract with a consultant who specializes in breweries. The Board questioned whether this was the correct approach, and two member agencies (HMB and GCSD) were not ready to move forward with the permit program as formulated and wanted to reconsider how it was structured. A motion was approved by the SAM board asking that "the member agencies and SAM put together the consolidated program and bring it back within a reasonable amount of time."

As a result of this direction by the SAM board, SAM and the member agency managers held a meeting which resulted in an informal agreement that Half Moon Bay and Granada Community Services District would prefer to handle the actual interface with their customers and businesses in our respective districts, while of course coordinating the non-domestic program parameters with SAM. Chair Dye met with the SAM GM to discuss the possibility of an education program with a legal agreement to adopt best practices as an alternative to testing. She wrote the following summary of the proposed option.

Proposal for SAM- Member Agency NDWSCP

Here is how the collaborative SAM-Member Agency NDWSCP program could work under the current concept. Ideally, the plan would be set up and implemented by a consultant selected by the Member Agencies and developed in coordination with SAM. This is just an outline of the concept. It would require a more detailed explanation of how it would happen.

1. The MA's and SAM would create a package for all non-domestic businesses including the following:

- a. An application form that would include points (i)-(xiv) [except item 7] included in the ordinance.
- b. A document describing best practices for specific industries (starting with breweries/distilleries, plant nurseries and fertilizer warehouses, and restaurants). Those for restaurants would cover the FOG program.
- c. A legal document to be signed by the applicant affirming that he or she understood the requirements and agreed to comply. This would include:
 - i. Adopting the best practices for their specific industry.
 - ii. Notifying the agency or SAM of potential problem discharges, changes in output, or significant increases in the amount of wastewater discharged
 - iii. Other requirements to be determined. Some of these requirement could be developed in consultation with the business, since many are more than willing to cooperate.
 - iv. A provision that further measures could be taken if warranted.

2. The MA's would identify all non-domestic dischargers, each one using its current list based on water use and working with the County to identify additional new or changed businesses that should be on the list.

3. The MA's would review the list and determine which ones would need a permit. This could involve phone calls or meetings to find out if business were still operating or if there were major changes to the activities undertaken by the businesses.

4. The application package would be provided to all businesses. They would return the forms with the standard fee, and the signed agreement to comply with the requirements.

5. The MA's would review any problem businesses that the consultant had identified and collaborate with SAM and follow up as needed.

At the November 8th meeting the SAM GM called for the Board to return to its September vote to have SAM run the permit program as previously described, with a testing program to begin with the breweries. Montara supported the SAM concept. The concept proposed by the GCSD representative (Director Dye) was dismissed because there had been insufficient time to review it, even though it was included in the agenda packet.

Tonight's GCSD meeting is an opportunity for the Board to review this concept and take a position on it.

- Does the Board agree that GCSD should be the interface with non-domestic source businesses in our district, rather SAM?
- Does the Board support developing (with consultant costs) an education program and legal requirements regarding wastewater management for dischargers?

ITEM #10



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, October 25, 2021

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

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

<https://us02web.zoom.us/j/87366076302?pwd=S2l0YTdxYTArLzlnU0l3S2srNXgzUT09>

Meeting ID: 873 6607 6302

Passcode: 840873

One tap mobile

+16699006833,,87366076302#,,,,*840873# US (San Jose)

[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 above.](#)

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

1. CALL TO ORDER

A. Roll Call:

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

B. Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361

And Adopt Resolution 5-2021 Finding and Determining that:

- (1) a state of emergency related to COVID-19 is currently in effect; (2) state and local officials have recommended measures to promote social distancing in connection with COVID-19; and (3) due to the COVID-19 emergency, meeting in person would

present imminent risks to the health and safety of attendees; and authorizing continued remote meetings for the period October 25 through November 24, 2021 per Government Code Section 54953(e) ([Attachment](#))

C. October Employee Anniversary

1. Jose Ahumada, Collections Maintenance Worker- 2 years

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on October 25, 2021 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items following recognition by the Board Chair presiding over the meeting.

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

A. Approve Minutes of September 23, Special Board Meeting, and September 27, 2021 Regular Board Meeting ([Attachment](#))

B. Approve Disbursements for October 25, 2021 ([Attachment](#))

C. Monthly Revenue and Expense Report for Period Ending September 30, 2021 ([Attachment](#))

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

A. Authorize General Manager to Sign the Memorandum of Understanding by and Between San Mateo Resource Conservation District, San Francisco Public Utilities Commission, Coastside County Water District, Sewer Authority Mid-Coastside and the County of San Mateo for Funding the Continued Operation of the Pilarcitos Creek at Half Moon Bay Gauging Station ([Attachment](#))

B. Authorize General Manager to Enter into a Contract with TAS Consulting for Non Domestic Wastewater Source Control Permitting Not to Exceed \$90,000. ([Attachment](#))

C. Authorize General Manager to Enter Into a Contract with Peninsula Pump for Relocating the Pump for Rotary Drum Thickener from Upstairs to Basement of MB2 Building Not to Exceed \$60,000. ([Attachment](#))

5. GENERAL MANAGER'S REPORT

A. Monthly Manager's Report - September 2021

6. ATTORNEY’S REPORT

7. DIRECTORS’ REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

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

A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim 202008-10882405 filed by Beverli Marshall)

B. 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)

C. CONFERENCE WITH LEGAL COUNSEL –SIGNIFICANT RISK OF LITIGATION (1 CASE) Pursuant to Government Code Section 54956.9 (d) (2)

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957) Title: General Manager

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: October 25, 2021 and November 15, 2021

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

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
THROUGH: Kishen Prathivadi, General Manager
FROM: Tim Costello, Supervisor of Technical / Field Services
SUBJECT: **Monthly Manager’s Report – September 2021**

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 *September 2021*.

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	0.715	61.68%
Granada CSD	0.232	20.05%
Montara W&SD	0.212	18.27%
Total	1.296	100%

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

Administration

There were two Regular Board Meetings, one Special Board Meeting, and no public records requests in the month of September 2021. There were no articles in the Half Moon Bay Review, and there has been no lost time work accidents since September 10, 2019. There were no new hires, and two anniversaries in the month of September. Gabriel Aguilar, Lead Operator, 20 years, and Sonya Ondish, Operator Grade II, 5 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.

Much like last month, while the effluent numbers in September look better it was certainly not without effort and continued chemical addition to make it happen.

We continue to add both alum and poly to the MLSS basin effluent in an effort to keep solids and blankets in the system. Our ferric source is limited at best as it is with the rest of facilities in the area, what we can find is in high demand and we are suffering from supply and demand pricing. So far we have not seen any adverse with the alum / poly com we have going so we will continue with that. Hopefully the supply chain opens up a little more for our normal chemicals but I am not going to bank on anything at this point.

The flow splitting to the secondaries is working for to keep things in check. This allows us to treat while allowing the blanket to settle, the long detention time in the secondary's is one down side we have to stay on top of and try to minimize rising sludge in the clarifier.

Since the numbers are looking better I reduced the number of samples going out in September, it will still be slightly accelerated version of our NPDES requirement but it won't be daily. This should give us a little more information and assist with tracking anomalies that might occur and or effect the process. You can see in the NPDES report some of the influent #'s are above what the recent evaluation said we should be at.

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

The staff has been spraying chlorine solution to the surface of the MLSS basin to help with the foaming issues. You might ask, "What is the purpose of this?" The thing about foam issues is you need to figure out a way to combat them. Since this type of nocardia is hydrophobic, one good way to deal with it is to spray it with chlorine solution while it is on the surface. If you can get it into solution you have a good chance to waste it out but you have to make that happen in some form or fashion. Hence our two pronged approach of the polymer and surface spray combo. I could go on, but I figure I might lose some of you so I'll just leave it at that.

We did get into the W.A.S. flow meter issues, the short version is that the existing flow tubes got all bugged up. It looks like the lining was failing and blocking all flow. In the short term we cut the lining out of the tubes since they were completely blocked. New flow tubes were ordered and will be installed once they arrive.

Work on the water system continues but we expect that to be wrapped up by next month.

Du-all safety was in and performed a 7+ hour confined space class for about half the staff. I was happy to get this taken care of as in person trainings have been hard to schedule with the Covid and all.

We had a digester gas blower fail. A couple years ago one failed and I had to make an emergency run to southern California to get a rebuilt one. We were more prepared this time and had a swing unit in storage so I will be send this one out to Vaughn industrial repair for evaluation and possible rebuild.

The county came in to do a Hazardous Materials Program Inspection of our pump station facilities. There were no significant findings, we were able to answer any questions that came up he left feeling comfortable and we have since received the inspection records.

I have been openly communicating with Mr. Burrell at the state to be sure he is kept in the loop of what we have going on and our process.

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

During the month of September 2021, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 0.233 inches of rain in September, this web link has some very useful data for our area, <https://ggweather.com/hmb/> . We did get some rainfall to report for the month of September, but again, it was low. Rainfall totals were

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as follows: 0.18, (from the NOAA gauge), inches at the treatment plant, 0.14 inches in the GCSD service are, and 0.26 inches at the MWSD weather station. Below the 10 year average still with the exception of Montara. 0.35 would be considered normal for this time of year .There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of September 2021.

- 9/1/2021 – Alum & poly to MLSS eff, added poly to MLSS inf to help with foam, cleaned DO probe, Cl2 to RAS at 25 lbs per day.
- 9/2/2021 – Alum & poly to MLSS eff, mix up chemicals for micro 2000, more CL2 surface spray for foam in MLSS basin, put secondary #1 back in service approx. 25% of flow to #1 and 75% to #2 due to surface sludge issue in the clarifier. Met with county inspector at all three of the SAM pump stations, went well with no findings to report an e-mail copy of the inspection report should be coming in the next week or two.
- 9/3/2021 – Alum and Poly added to MLSS eff, poly also added to MLSS inf to help with the foam, Calcon was in to see what’s going on with the WAS flow meter that is acting up. Recirculation pump on digester suffered a broken belt, staff was able to get it replaced but it also necessitated cleaning and back flushing the heat exchanger.
- 9/4/2021 – Alum and Poly added to MLSS eff, poly was added to the MLSS inf for foam control
- 9/5/2021 – Alum and Poly added to MLSS eff, again poly added to the MLSS inf for foam control, WAS flow meter acting up again.
- 9/6/2021 – Alum and Poly added to MLSS eff, chlorine solution was sprayed directly to foam in MLSS basin to break it down, direct application of chlorine to this type of filament is supposed to help, W.A.S. flow meter still acting up
- 9/7/2021 – Alum and Poly added to MLSS eff, Calcon in working on the W.A.S. flow meter issues, we have the meters on site but we need to order a couple replacement spools as the overall length is a few inches different, covid samples sent out today.
- 9/8/2021 – Alum and Poly added to MLSS eff, sprayed chlorine solution on the foam, added poly to MLSS inf for foaming issue, Calcon working on the #1/#2 water system and electrical work at the Princeton pump station.
- 9/9/2021 – Alum and Poly added to MLSS eff, poly to MLSS inf for foam control, Calcon working on the #1 / #2 water system, covid samples sent out.
- 9/10/2021 – Alum and poly to MLSS eff to help with settling, poly to MLSS inf for foam, work with folks from CSRMA on S.O.P.’s for some equipment, Calcon in working on #1 & #2 water system also working on conduit for airline meter,

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drive switch on FBP was tripping we were able to correct it in the short term.

- 9/11/2021 – Saturday – Alum and Poly to MLSS eff, poly to MLSS inf also for foam.
- 9/12/2021 – Sunday – Alum and poly to MLSS inf, poly to MLSS for foam, spray cl2 solution to surface for foam control.
- 9/13/2021 – Alum and Poly to MLSS eff, poly to MLSS inf also for foam, cleaned ferric filters, Calcon working on 1 & 2 water system.
- 9/14/2021 – Alum and Poly to MLSS eff, poly to MLSS inf also for foam, surface spray cl2 solution on AB 3 for foam, digester gas blower failed today, motor megged bad, need to replace. Calcon working on 1 & 2 water and Plant PLC, Vapex is at Princeton setting up a trial run at that location, call in to state as per their request.
- 9/15/2021 – Alum and Poly to MLSS eff, poly to MLSS inf also for foam, swapped out gas blower today and got it wired up while Calcon was here, need to send in for repair, Calcon also working on water system and conduit.
- 9/16/2021 – Alum and Poly to MLSS eff, poly to MLSS inf also for foam, Calcon working on water system and doing in plant meter calibrations for various equipment, Du-all safety was in today doing a confined space class, been a while since we were able to do a in person class, still need to follow covid protocols and class is limited on size.
- 9/17/2021 – Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, break up foam in the channels, more foam noticeable today
- 9/18/2021 – Sat - Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, apply cl2 solution to surface foam in AB #3
- 9/19/2021 – Sun - Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, foam appears to be thick and dark today, more cl2 solution sprayed onto foam
- 9/20/2021 – Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, Calcon in working on #2 water system and doing calibrations, cl2 solution spray to foam, sample out to aquafix
- 9/21/2021 – Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, Calcon in working on #2 water system and doing calibrations, cl2 solution spray to foam
- 9/22/2021 – Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, cl2 solution sprayed to foam, shed set up in back
- 9/23/2021 – Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, Calcon working on water system and cal's (found a buildup in water pump after only one month in use), met Cal trans in Moss Beach to discuss force main location.

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- 9/24/2021 – Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, Calcon working on calibrations, cleaned up ferric filter, applied chlorination solution to AB#3 surface for foam (nocardia).
- 9/25/2021 – Sat - Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, apply cl2 solution to surface foam in AB #3 (nocardia), initial thought was it was a bad solenoid, later investigation found issue to be bad transducer got system set up for overnight. Calcon will be in tomorrow to replace transducer.
- 9/26/2021 – Sun - Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, more cl2 solution sprayed onto foam (nocardia), Calcon came in and replaced transducer on water tank, all okay now. Hypo pump #3 showing ground fault – Calcon notified
- 9/27/2021 – Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, cl2 solution to foam spray (nocardia), call Calcon about an alarm glitch on ignition, they will send tech tomorrow.
- 9/28/2021 – Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, cl2 solution spray to foam (nocardia), Calcon tech working on ignition system.
- 8/29/2021 – Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, cl2 solution sprayed to foam (nocardia), work on getting Chronic, Acute, and species screening testing set up.
- 9/30/2021 – Alum and Poly to MLSS eff, Poly to MLSS Inf for foam, cl2 solution sprayed to foam (nocardia), less poly was required for the foam which was a good thing perhaps, plant generator test today (routine test). Contacted Calcon again about the hypo pump issue, we do have two others so that's good.

Other activities are listed below;

There were 14 deliveries (approximately 10,000 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 1000.00. There were no leachate deliveries to the SAM IPS line in the month of September 2021, for a total leachate volume of 0 gallons.

The NPDES data report for September 2021 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 27,512 feet of sewer line and responded to eighteen service calls in contract service areas. Nine were sewer line related and nine were maintenance service calls. Six of the callouts were during regular business hours, and twelve were

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after hour calls. Eight calls were in HMB, three calls were in the GCSD service area, and seven calls were in the MWSD service area.

HMB – The service calls in HMB were as follows; 9/4 - Caller reported toilet backing up at Oak Street Park, crew arrived found that toilet flush valve was sticking on causing water to overflow bowl. HMB public works crew was notified of problem prior to crew leaving the area. 9/6 - Call for upstairs bathroom backing up. Crew arrived, checked main and it was flowing, flushed the line to be sure there was nothing obstructing, line was clear. Resident was advised to contact a roofer company as blockage was a private matter. 9/7 - Sensor issue with Smart Cover where a temporary flow meter was installed. Sensor was moved had to be realigned to proper position. 9/13 - Call for bathtub not draining. Crew arrived and flushed main, main line was clear. Resident was advised to contact a plumber to resolve issue.

The maintenance calls in HMB were as follows; 9/13 - Crew responded to station alarm finding electrical contractor doing work at station. 9/26 - Power outage at the Ocean Colony Station, contacted PG&E, they said power would be restored by 9/28, wow.. Power was restored by 00:18 on 9/27. reset alarms and checked station for normal operation. 9/26 - Power outage at Pelican Point Lift Station. Same as Ocean Colony power restore by PG&E expected by 9/28. Power restored by 00:18 on 9/27. Generator had run for 4.2 hours. Reset alarms, checked for normal operation. 9/30 - Pelican point lift station power fail alarm. Found screen interface blank, was able to cycle power to get screen to reset. Reset alarms and checked station for normal operation.

GCSD – The service calls in the GCSD area were as follows; 9/6 – Call for a house back up. Crew arrived and found no standing water in clean out, this house is at the end of the main line, the only flow is from this residence. Crew flushed the main line and it was clear. Advised resident to contact plumber to help resolve. 9/24 - Resident called for a backup. Crew arrived finding there was standing water in the cleanout. Crew assisted resident to clear blockage. Crew advised resident to contact a plumber to have service line checked, it was noted that service line feeds directly into manhole. 9/29 - Crew responded to call for a backup. Crew arrived and flushed main finding no obstruction. Crew was able to assist homeowner at property line clean

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out to clear blockage. Owner was advised to contact a plumber to have service line checked.

There were no maintenance calls in the GCSD area during the month of September.

MWSD – The two service calls in the MWSD area were as follows; 9/7 - Call for a service line back up. Crew arrived and noticed standing water in the cleanout. Crew flushed main line finding no blockage, advised resident to contact a roofer company to resolve issue. 9/13 - Call by a resident in the MWSD area for standing water / possible sewage. Crew arrived, no sign of sewage spill just standing water near property, main line was clear, possible runoff from nearby property.

The seven maintenance service calls in the MWSD area this month were as follows; 9/2 - Call for grinder pump not working. Crew arrived finding breaker to grinder pump was off. Turned on breaker and grinder pump came on. 9/20 – Seal cove #4 alarm, station was operating normal upon arrival. Reset alarm and checked station for normal operation. 9/20 – Seal cove #3 alarm response, station was operating normally upon arrival. Reset alarms and checked station for normal operation. 9/24 – California lift station alarm due to power glitch. Genny ran for a short time 189:46 to 189:51. Cleared all alarms and checked station for normal operation. 9/24 (27th) - Grinder pump issue, pump had shorted out do to water in grinder vault. Vactored out vault and checked until new pump could be installed. Installed new grinder pump and electrical cord on 9/27.

The September 2021 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 September 2021.

Staff Recommendation

Staff recommends that the Board receive the Manager’s Report for September 2021.

Supporting Documents

Attachment A: Monthly Flow Report September 2021

Attachment B: Monthly NPDES Report September 2021

Attachment C: Collection System Data September 2021

Attachment D: Contract Collection Service Report September 2021

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Attachment A

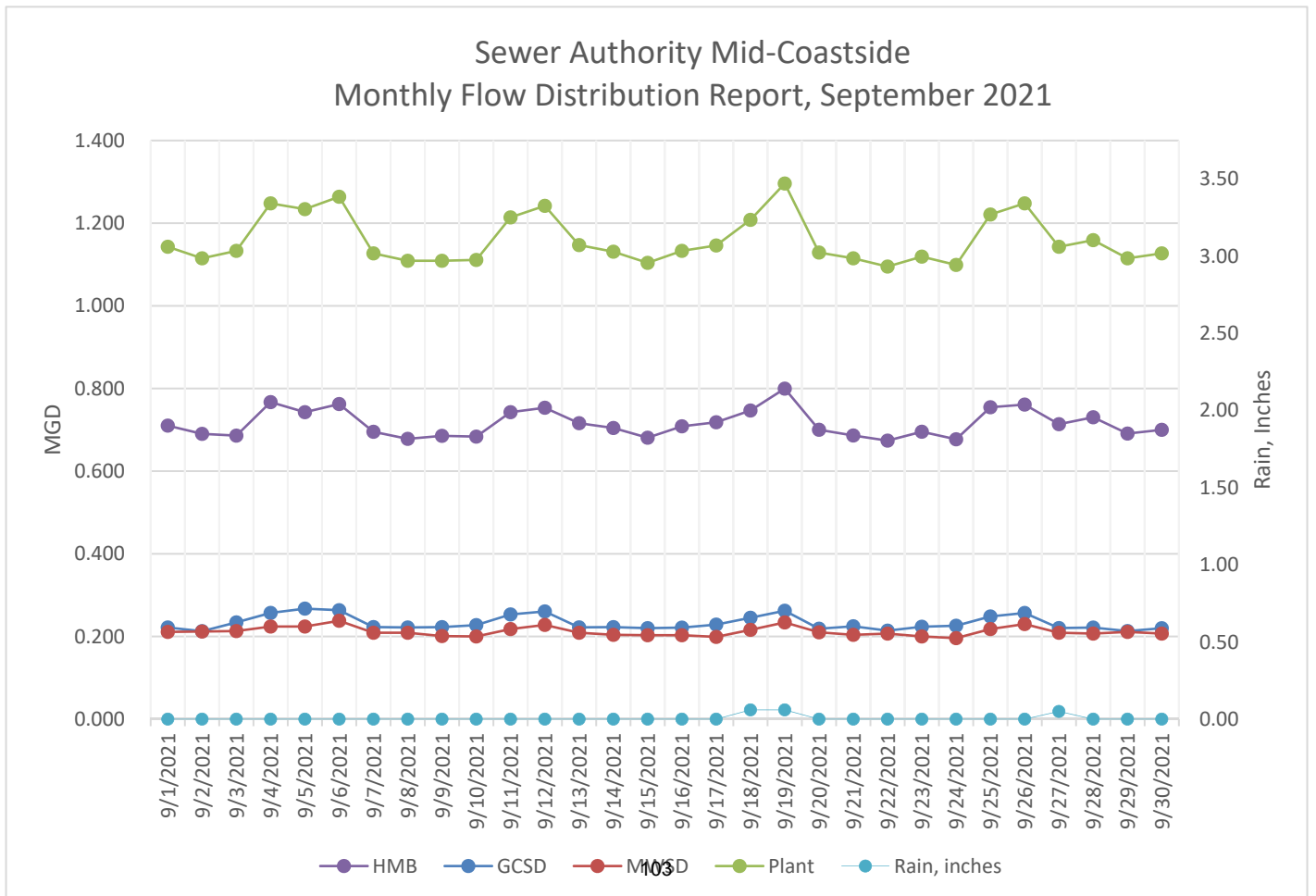
Flow Distribution Report Summary for September 2021

The daily flow report figures for the month of September 2021 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	0.715	61.7%
Granada Community Services District	0.232	20.1%
Montara Water and Sanitary District	<u>0.212</u>	<u>18.3%</u>
Total	1.159	100.0%



Sewer Authority Mid-Coastside

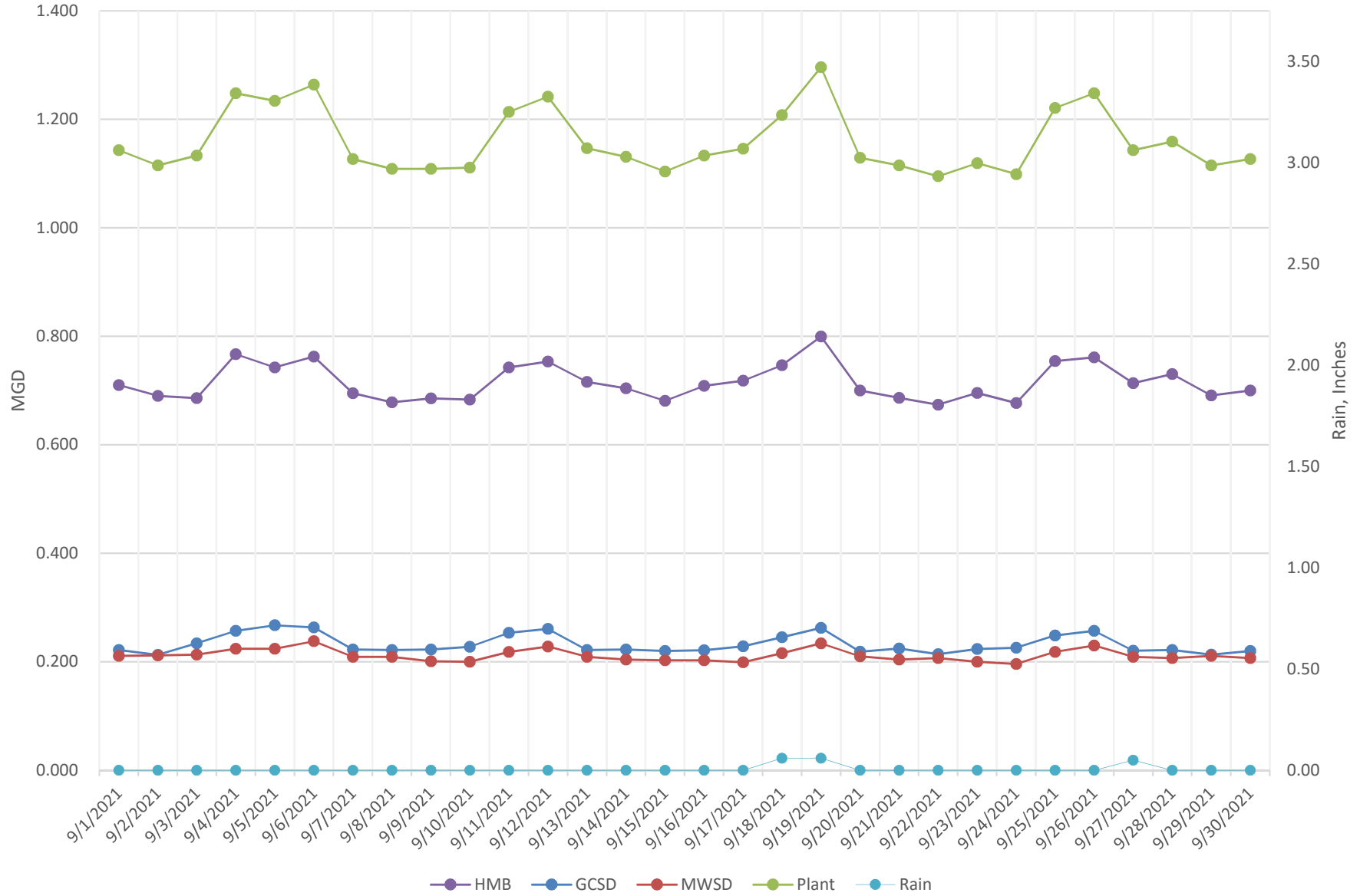
Monthly Flow Distribution Report for September 2021

<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>
9/1/2021	0.710	0.222	0.211	1.143	0.00	0.00	0.00
9/2/2021	0.690	0.213	0.212	1.115	0.00	0.00	0.00
9/3/2021	0.686	0.234	0.213	1.133	0.00	0.00	0.00
9/4/2021	0.767	0.257	0.224	1.248	0.00	0.00	0.00
9/5/2021	0.743	0.267	0.224	1.234	0.00	0.00	0.00
9/6/2021	0.762	0.264	0.238	1.264	0.00	0.00	0.00
9/7/2021	0.695	0.223	0.209	1.127	0.00	0.00	0.00
9/8/2021	0.678	0.222	0.209	1.109	0.00	0.00	0.00
9/9/2021	0.685	0.223	0.201	1.109	0.00	0.00	0.00
9/10/2021	0.684	0.227	0.200	1.111	0.00	0.00	0.00
9/11/2021	0.743	0.253	0.218	1.214	0.00	0.00	0.00
9/12/2021	0.753	0.261	0.228	1.242	0.00	0.00	0.00
9/13/2021	0.716	0.222	0.209	1.147	0.00	0.00	0.00
9/14/2021	0.704	0.223	0.204	1.131	0.00	0.00	0.00
9/15/2021	0.681	0.220	0.203	1.104	0.00	0.00	0.00
9/16/2021	0.709	0.221	0.203	1.133	0.00	0.00	0.00
9/17/2021	0.718	0.229	0.199	1.146	0.00	0.00	0.00
9/18/2021	0.747	0.245	0.216	1.208	0.06	0.02	0.01
9/19/2021	0.800	0.262	0.234	1.296	0.06	0.07	0.13
9/20/2021	0.700	0.219	0.210	1.129	0.00	0.00	0.00
9/21/2021	0.686	0.225	0.204	1.115	0.00	0.00	0.00
9/22/2021	0.674	0.214	0.207	1.095	0.00	0.00	0.00
9/23/2021	0.695	0.224	0.200	1.119	0.00	0.00	0.00
9/24/2021	0.677	0.226	0.196	1.099	0.00	0.00	0.00
9/25/2021	0.755	0.248	0.218	1.221	0.00	0.00	0.00
9/26/2021	0.761	0.257	0.230	1.248	0.00	0.00	0.00
9/27/2021	0.714	0.220	0.209	1.143	0.05	0.05	0.12
9/28/2021	0.730	0.222	0.207	1.159	0.00	0.00	0.00
9/29/2021	0.691	0.213	0.211	1.115	0.00	0.00	0.00
9/30/2021	0.700	0.220	0.207	1.127	0.00	0.00	0.00
Totals	21.455	6.975	6.354	34.784	0.17	0.14	0.26

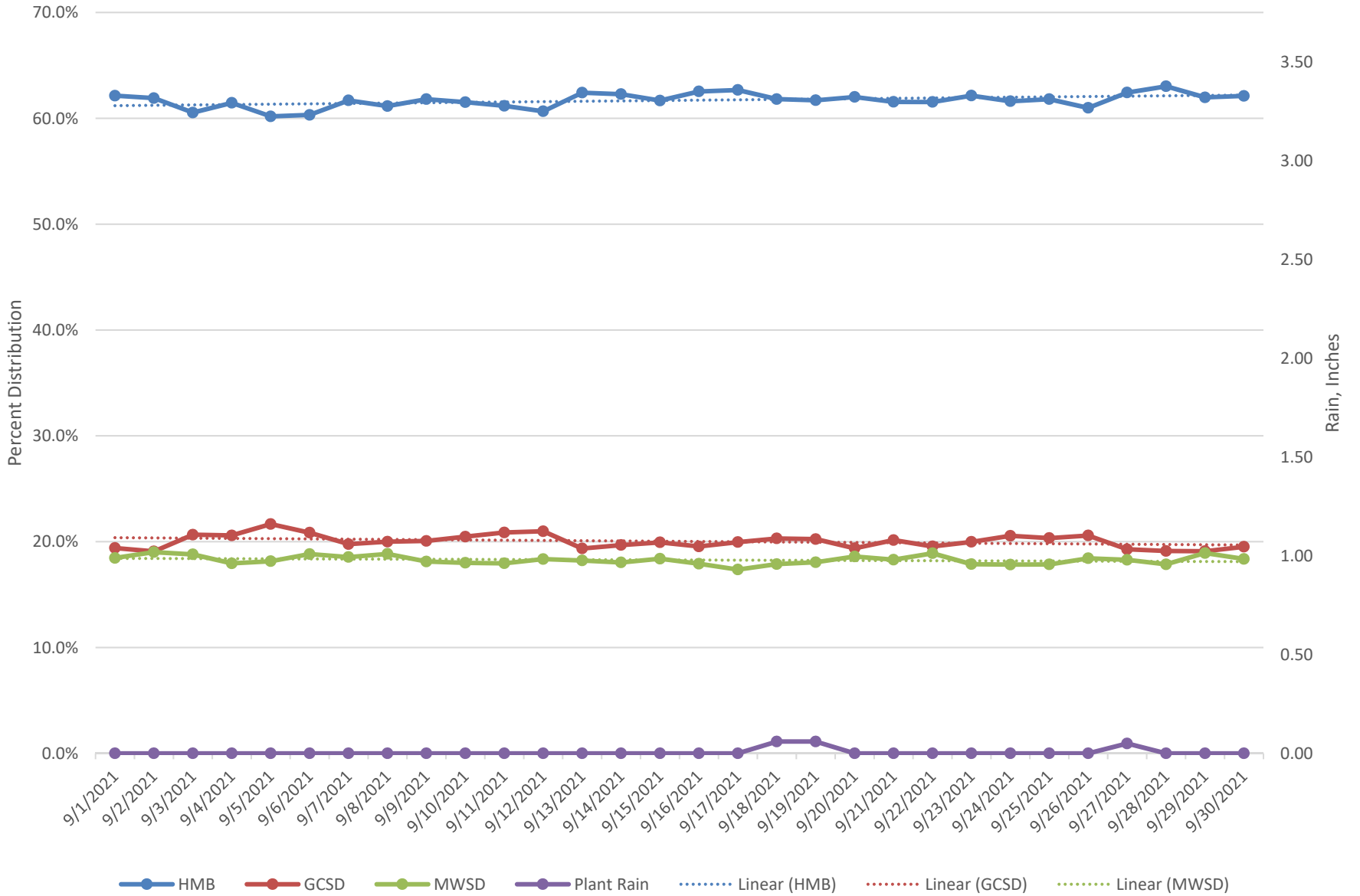
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.674	0.213	0.196	1.095
Average	0.715	0.232	0.212	1.159
Maximum	0.800	0.267	0.238	1.296
Distribution	61.68%	20.05%	18.27%	100.0%

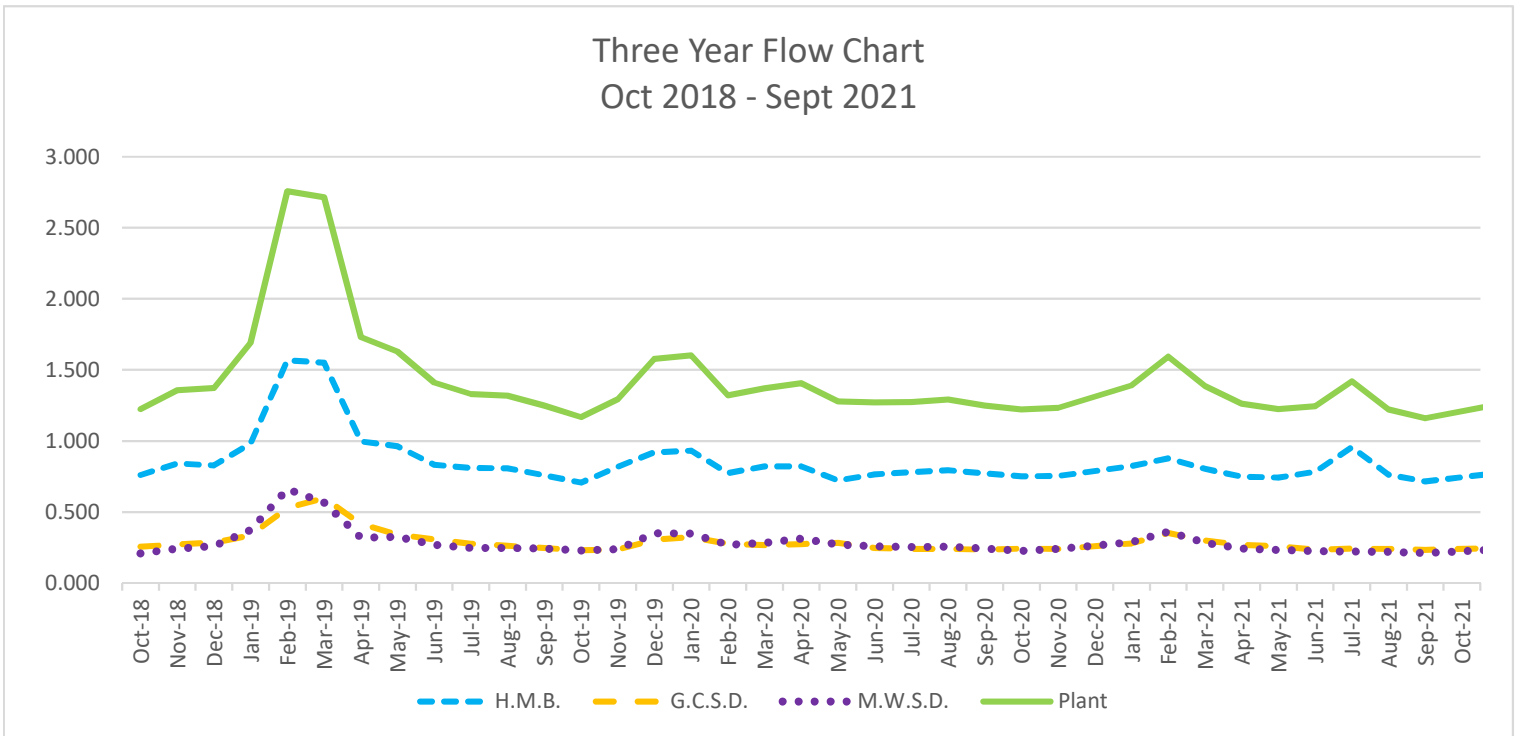
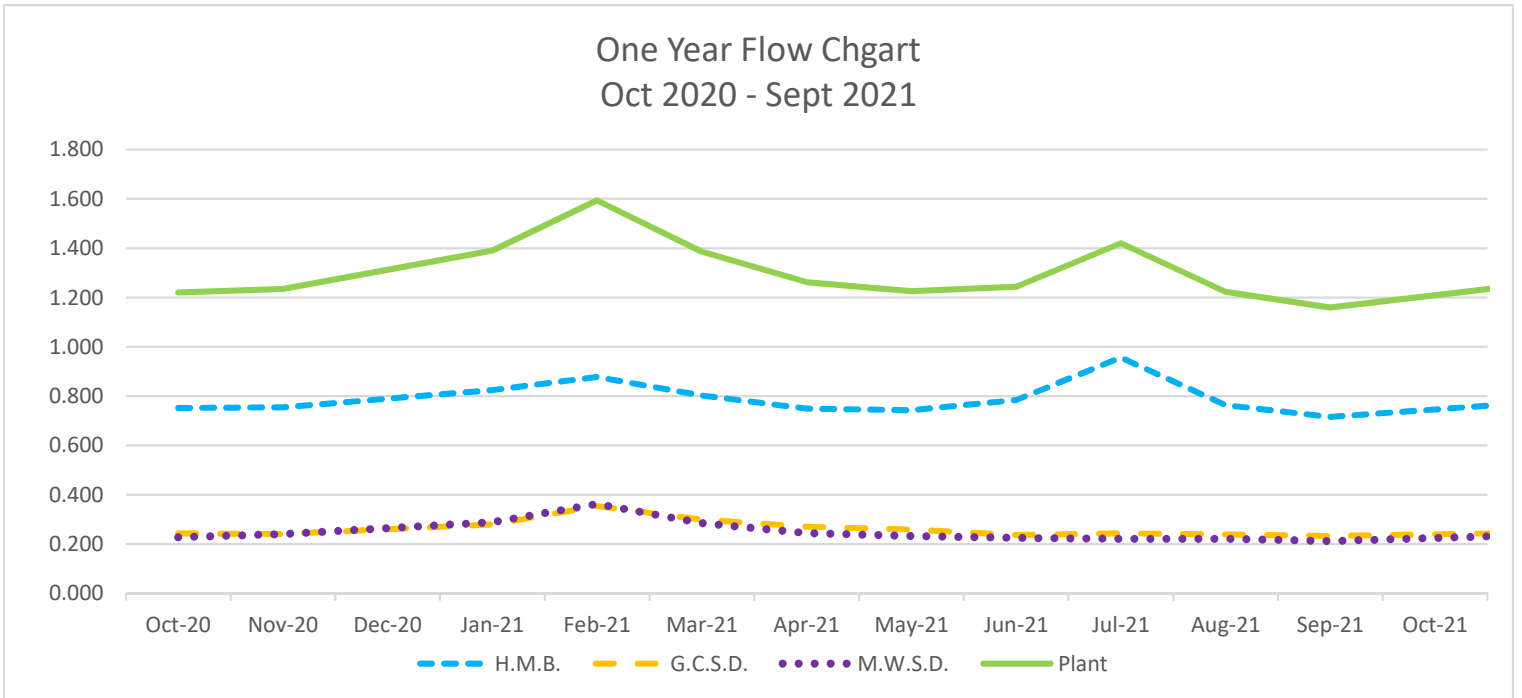
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, September 2021



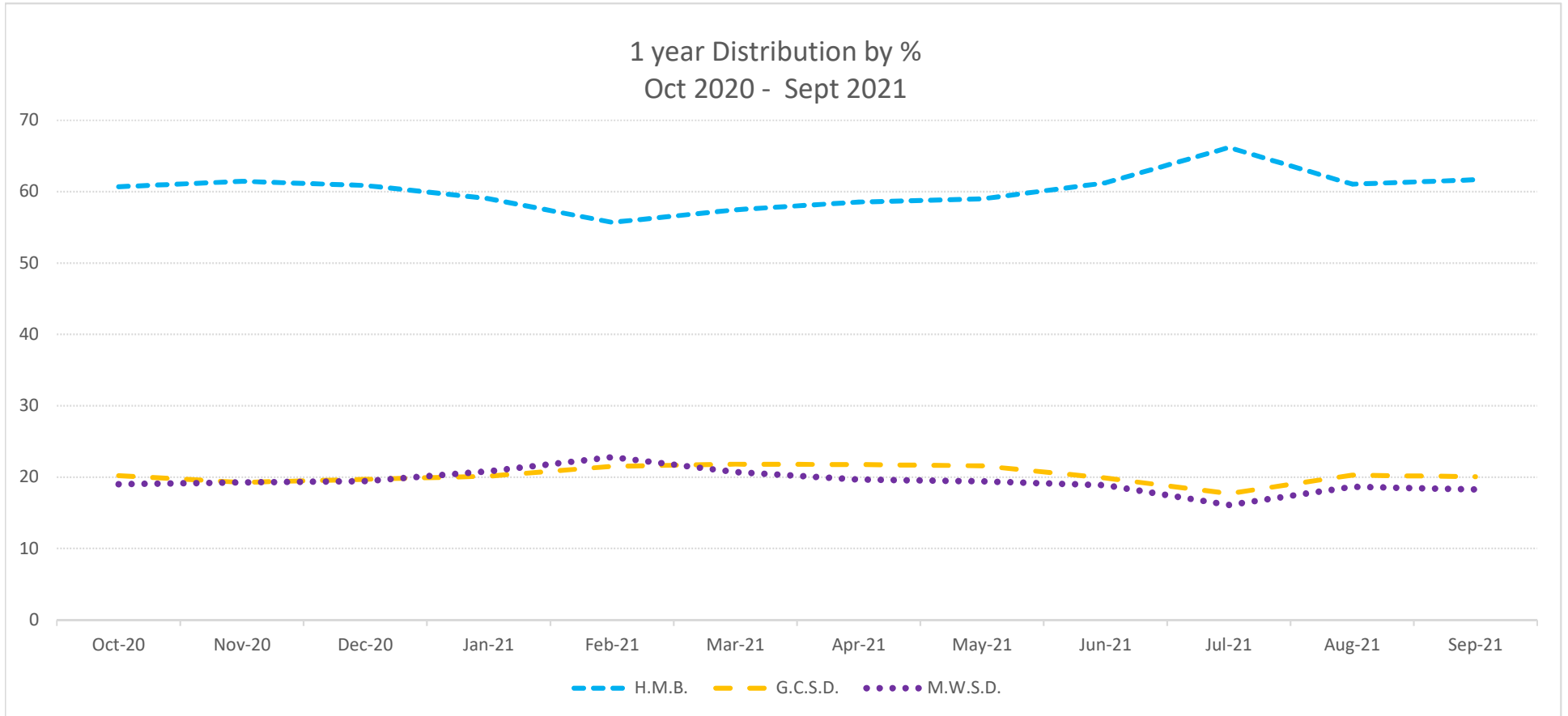
Percent Distribution September 2021



Most recent flow calibration March 2021 PS, March 2021 Plant



Flow based percent distribution based for past year



SAM E-001 September 2021

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
9/1/2021	330	6.10		98.2%	290	220	6.7	
9/2/2021	340	6.20		98.2%	270	400	7.6	
9/3/2021								
9/4/2021			6.15					7.15
9/5/2021								
9/6/2021								
9/7/2021								
9/8/2021	330	5.60		98.3%	440	290	7.3	
9/9/2021	280	8.70		96.9%	480	300	18.0	
9/10/2021	310	8.50		97.3%	530	320	18.0	
9/11/2021			7.60					14.43
9/12/2021	350	9.60		97.3%	310	250	5.3	
9/13/2021	360	8.80		97.6%	310	280	6.2	
9/14/2021	340	10.00		97.1%	290	230	3.9	
9/15/2021								
9/16/2021								
9/17/2021								
9/18/2021			9.47					5.13
9/19/2021								
9/20/2021	280	6.70		97.6%	310	270	5.4	
9/21/2021	270	8.70		96.8%	240	210	4.8	
9/22/2021	330	8.20		97.5%	450	280	6.4	
9/23/2021								
9/24/2021								
9/25/2021			7.87					5.53
9/26/2021								
9/27/2021								
9/28/2021	360	12.00		96.7%	450	270	8.4	
9/29/2021	350	14.00		96.0%	480	260	13.0	
9/30/2021	370	12.00		96.8%	500	270	5.0	
			12.67					8.80
Count	14	14	5	14	14	14	14	5
Minimum	270	5.60	6.15	96.0%	240	210	3.9	5.1
Average	329	8.94	8.75	97.3%	382	275	8.3	8.2
Maximum	370	14.00	12.67	98.3%	530	400	18.0	14.4
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 September 2021

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
9/1/2021	97.7%	ND		2.70		0.00
9/2/2021	97.2%					0.00
9/3/2021						0.00
9/4/2021			ND		2.70	0.00
9/5/2021						0.00
9/6/2021						0.00
9/7/2021						0.00
9/8/2021	98.3%	ND		1.7		0.00
9/9/2021	96.3%	ND		4.4		0.00
9/10/2021	96.6%					0.00
9/11/2021			ND		3.05	0.00
9/12/2021	98.3%	ND		3.9		0.00
9/13/2021	98.0%	ND		3.30		0.00
9/14/2021	98.7%					0.00
9/15/2021						0.00
9/16/2021						0.00
9/17/2021						0.00
9/18/2021			ND		3.60	0.00
9/19/2021						0.00
9/20/2021	98.3%	ND		3.40		0.00
9/21/2021	98.0%	ND		2.20		0.00
9/22/2021	98.6%					0.00
9/23/2021						0.00
9/24/2021						0.00
9/25/2021			ND		2.80	0.00
9/26/2021						0.00
9/27/2021						0.00
9/28/2021	98.1%	ND		6.30		0.00
9/29/2021	97.3%	ND		4.80		0.00
9/30/2021	99.0%					0.00
			ND		5.55	
Count	14	0	0	9	5	30
Minimum	96.3%	0.0	< 0.00	1.70	2.70	0.0
Average	97.9%	ND	ND	3.63	3.54	0.0
Maximum	99.0%	0.0	0.0	6.30	5.55	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 September 2021

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
9/1/2021	0.00	41.0	7.06	21.3	ND		7.13	80.5
9/2/2021	0.00		6.99	21.4			7.16	80.8
9/3/2021	0.00		7.02	21.4			6.03	68.2
9/4/2021	0.00		7.01	20.8		ND	7.06	79.1
9/5/2021	0.00		6.89	21.7			6.02	68.1
9/6/2021	0.00		6.71	21.0			6.68	74.8
9/7/2021	0.00		6.78	21.6			6.46	73.1
9/8/2021	0.00		7.00	22.1			6.65	76.2
9/9/2021	0.00	27.0	6.75	21.8	ND		6.51	73.9
9/10/2021	0.00		6.98	21.8			6.07	68.2
9/11/2021	0.00		6.91	22.2		ND	6.06	69.4
9/12/2021	0.00		6.86	21.9			6.13	69.8
9/13/2021	0.00	20.0	6.95	21.5	ND		6.18	69.9
9/14/2021	0.00		6.97	21.3			6.50	73.1
9/15/2021	0.00		6.97	21.0			7.04	78.9
9/16/2021	0.00		7.04	21.2			7.30	82.3
9/17/2021	0.00		7.02	20.7			7.22	80.6
9/18/2021	0.00		6.99	21.0		ND	6.98	78.3
9/19/2021	0.00		6.99	22.0			6.19	70.3
9/20/2021	0.00		7.05	21.6			6.36	72.1
9/21/2021	0.00	32.0	7.05	21.6	ND		6.48	73.5
9/22/2021	0.00		7.04	21.4			7.22	81.9
9/23/2021	0.00		7.05	21.1			6.36	71.3
9/24/2021	0.00		7.12	21.3			7.48	84.4
9/25/2021	0.00		7.02	21.1		ND	6.83	76.7
9/26/2021	0.00		6.99	21.5			6.39	71.9
9/27/2021	0.00		7.00	21.4			6.79	76.7
9/28/2021	0.00		7.08	21.2			6.75	76.0
9/29/2021	0.00	39.0	7.09	20.6	ND		6.45	71.7
9/30/2021	0.00		7.17	20.6			6.92	77.0
						ND		
Count	30	5	30	30	0	0	30	30
Minimum	0.00	20.0	6.71	20.6	< 0	< ND	6.02	68.1
Average	0.0	31.8	6.99	21.4	< ND	< ND	6.65	75.0
Maximum	0.00	41.0	7.17	22.2	0	< 0.0	7.48	84.4
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, September 2021

September 2021

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

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	2	1	0	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	0	0	1	0
Total	3	1	0	2	0
		33%	0%	67%	0%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
September 2021	0	0	0	0	0
12 Month Moving Total	3	1	0	2	0

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
September 2021	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	2.9	2.7	0.0	7.4	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	2.7	0.0	7.4	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

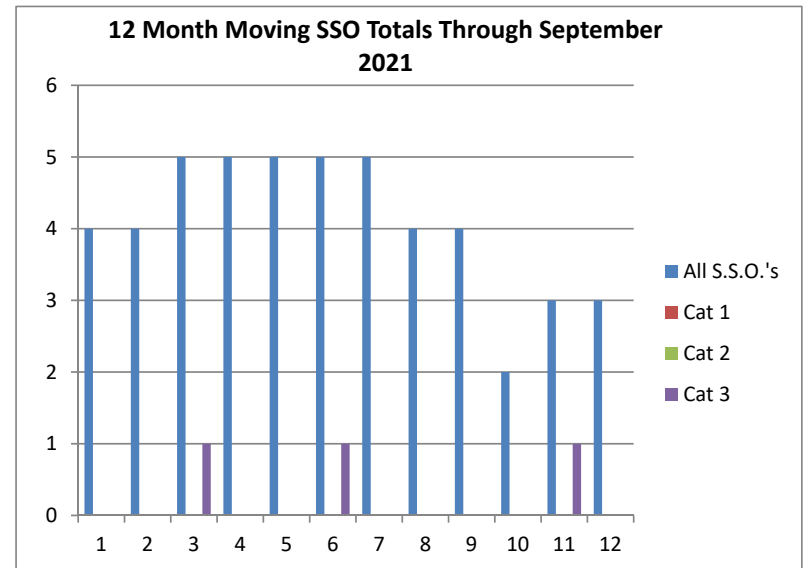
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Oct - 20	11,459	14,887	8,999	35,345	6.7
Nov - 20	11,229	23,059	9,482	43,770	8.3
Dec - 20	17,235	16,367	4,540	38,142	7.2
Jan - 21	9,147	11,987	2,909	24,043	4.6
Feb - 21	8,887	7,652	5,483	22,022	4.2
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2

Annual ft	137,833	117,795	74,875	330,503	
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Annual Mi.	26.1	22.3	14.2		62.6
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Attachment C



TASK SUMMARY- GCSD 2021-2022

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	7,608	5,724	4,139										17,471	20%
Hot Spot Cleaning	5,400	1,587	1,762	3,052										6,401	119%
Lift Station Inspection - Daily	52	4	4	5										13	0%
Lift Station Inspection - Annually	3	-	-	-										-	0%
Maint. Work Orders - Completed	-	4	4	5										13	-
Maint. Work Orders - Incomplete	-		-	-										-	-
Manhole Inspection	879	44	41	37										122	14%
USA Markings	372	74	74	46										194	52%
F.O.G. Inspections Completed	10	-	-	-										-	0%
F.O.G. Inspections Passed	10	-	-	-										-	0%
F.O.G. Inspection Failed	-	-	-	-										-	-
Lateral Inspections	-	-	-	2										2	-
Customer Service Call - Reg	-	2	-	2										4	-
Customer Service Call - OT	-	-	1	1										2	-
SSO Response - Category 1	-	-	-	-										-	-
SSO Response - Category 2	-	-	-	-										-	-
SSO Response - Category 3	-	-	-	-										-	-
Insurance Claims Filed	-	0	0	0										-	-

TASK SUMMARY-HMB 2021-22

Task	Target Total	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	81,457	9,827	8,229	9,882										27,938	34%
Hot Spot Cleaning	25,184	4,369	2,246	839										7,454	30%
Lift Station Inspection - Weekly	43	4	4	5										13	30%
Lift Station Inspection - Quarterly	4	-	-	-										-	0%
Lift Station Inspection - Annually	1	-	-	-										-	0%
Maint. Work Orders - Completed	-	4	4	5										13	
Maint. Work Orders - Incomplete	-	-	-	-										-	
Manhole Inspection	722	57	45	39										141	20%
USA Markings	703	46	51	56										153	22%
Customer Service Call - Reg	-	-	2	3										5	
Customer Service Call - OT	-	1	3	5										9	
SSO Response - Category 1	-	-	-	-										-	
SSO Response - Category 2	-	-	-	-										-	
SSO Response - Category 3	-	-	1	-										1	



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, November 8, 2021

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87824890227?pwd=ZWZZSE92YWIUTHhKRS8yeUhMTmxQUT09>

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 878 2489 0227

Passcode: 904493

[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 above.](#)

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

1. CALL TO ORDER

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on November 8, 2021 will be, at the request of the commenter, read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this

Item at the request of the commenter. Members of the public may also directly provide comments telephonically or electronically via weblink during this comment period or during discussion of the individually listed 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 October 25, 2021 Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for November 8, 2021 **(Attachment)**

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

- A. Authorize General Manager to Execute a Contract with EOA Inc. to Perform National Pollution Discharge Elimination System Permit Resissuance Assistance in an amount not to exceed \$44,150 **(Attachment)**
- B. Authorize General Manager to Issue a Purchase Order to Vapex Environmental Inc. for supply of Odor Control Unit for Pump stations. **(Attachment)**
- C. Report on Plant Upset Issues.**(Attachment)**
- D. Implementation Options for SAM Existing Non-Domestic Waste Source Control Program. **(Attachment)**

5. GENERAL MANAGER'S REPORT

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

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

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

- A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim 202008-10882405 filed by Beverli Marshall)
- B. 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)
- C. CONFERENCE WITH LEGAL COUNSEL –SIGNIFICANT RISK OF LITIGATION (1 CASE) Pursuant to Government Code Section 54956.9 (d) (2)
- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957) Title: General Manager

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: November 22, 2021 and December 13, 2021

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 #11



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS October 21, 2021

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

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 6:33 pm.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

Public members may comment on matters under the jurisdiction of the District that are not on the agenda. Comments are limited to 3 minutes.

SPECIAL MEETING AGENDA

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

ACTION: Director Dye moved to approve the Resolution as presented.
(Dye/Suchomel). Approved 5-0.

ADJOURN TO CLOSED SESSION

- 2. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.
District's Negotiator: Chuck Duffy
Negotiating parties: Laura Silvestri Trust and Granada Community Services District
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- 3. 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.

4. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Government Code Section §54956.9(d)(2) (One Case)

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The regular meeting was called to order at 7:34 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

REGULAR MEETING AGENDA

1. Report on Parks and Recreation Activities.

Director Dye reported on the Jr. Land Stewardship program funded by the District, and showed pictures of the children during their activities. The program has been well received. Director Marsh reported that the PAC applicant interviews were being conducted, and that improvements had been made to the District parks webpage. PAC Chair Tierney reported on the success of the most recent movie night, and he reviewed the draft PAC task list for 2022.

2. Consideration of Civil Engineering Contract with BKF Engineers for Burnham Park.

The board discussed the

ACTION: Director Dye moved to approve the contract with BKF Engineers. (Dye/Marsh). Approved 5-0.

3. Discussion of SAM Treatment Plant Process Issues and Non-Domestic Source Control Program.

The General Manager provided a review of the issues at the SAM treatment plant which have occurred over the past year, as well as a spreadsheet listing the plant's influent and effluent BOD (biochemical oxygen demand) data for the past year. The data showed that the BOD levels coming into the plant were elevated for a period of two weeks in late October and early November 2020, and the plant could not process the increased BOD which led to exceedances of its permitted effluent BOD limits. The plant generally ran well for the next six months until the newly retrofitted aeration basin #3 was put online in June, after which the plant experienced exceedances in TSS (total suspended solids) and BOD due to the growth of filamentous bugs in the basin. The staff report stated, and the board concurred, that instituting a Non-Domestic Source Control Program is a prudent best practices measure for a sewer treatment and collections system.

4. Report on Sewer Authority Mid-Coastside Meetings.

Directors Dye and Clark reported that the SAM AR Aging Report problem that erroneously listed GCSD owing \$27,994 to SAM has finally been corrected. The board thanked Delia for her hard work in resolving the issue, and for the cooperation by the SAM financial staff.

CONSENT AGENDA

5. September 16, 2021 Special and Regular Meeting Minutes.

6. October 2021 Warrants.

7. August 2021 Financial Statements.

8. Quarterly LAIF Investment Report

9. Assessment District Distribution #3-21/22.

ACTION: Director Dye moved to approve the Consent Agenda. (Dye/Suchomel).

Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

11. Attorney's Report. (Parkin)

12. General Manager's Report. (Duffy)

13. Administrative Staff Report. (Comito)

14. Engineer's Report. (Kennedy Jenks)

15. Future Agenda Items.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 9:10 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: November 18, 2021

ITEM #12

Granada Community Services District
November 2021 Warrants
For the November 18, 2021 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
10/22/21	9019	AT&T	Oct Svcs	6170 · Utilities	74.69
10/22/21	9020	Edgewood Partners	Add'l Liab for Picasso Preschool	6080 · Insurance	1,553.00
10/22/21	9021	Golden Bay Construction	Naples Beach Sewer Project-2	1617-1 · Medio Creek/Mirada Sewer	49,063.70
10/22/21	9022	Kennedy Jenks	Sum #172 Oct 2021	6070 · Engineering Services	6,760.44
10/22/21	9023	Sandie Arnott-SMX Tac Collector	APN 047-081-350	6220 · Office Supplies	9.34
11/18/21	9024	Alhambra & Sierra Springs	Invoice dtd 10/28/21	6140 · Office Supplies	18.44
11/18/21	9025	Adreini Brothers	Invoice dtd 10/21/21	7005 · Manhole Raising	3,827.81
11/18/21	9026	AT&T	Oct 2021 Pump Stn Alarm Svc	6170 · Utilities	98.31
11/18/21	9027	Barbara Dye	10/21/21 GCSD, 10/25/21 & 11/08/21 SAM	6040 · Directors' Compensation	235.00
11/18/21	9028	CliftonLarsonAllen LLP	Oct 2021	6152 · Accounting	2,500.00
11/18/21	9029	Comcast	11/13/21-12/12/21 Svcs	6170 · Utilities	199.97
11/18/21	9030	CSDA	2022 Membership Renewal	6100 · Memberships	6,662.00
11/18/21	9031	David Seaton	10/21/21 GCSD	6040 · Directors' Compensation	145.00
11/18/21	9032	Dudek	09/25/21-10/29/21 Prof. Svcs	6151 · General Manager	9,600.00
11/18/21	9033	EDD	Claim Liab Ltr dtd 11/01/21	6063 · Employer Payroll Taxes	406.23
11/18/21	9034	Eric Suchomel	10/21/21 GCSD	6040 · Directors' Compensation	145.00
11/18/21	9035	Gaetani Real Estate	Office Lease-Dec 2021	6120 · Office Lease	4,550.00
11/18/21	9036	Hue & Cry, Inc	Nov 2021 Pump Stn Alarm	6170 · Utilities	32.65
11/18/21	9037	Kikuchi & Kankel Design Group	Prof Svs through 10/31/2021	5130 · Parks & Rec Professional Svcs	1,628.75
11/18/21	9038	Matthew Clark	10/21/21 GCSD, 10/25/21 & 11/08/21 SAM	6040 · Directors' Compensation	235.00
11/18/21	9039	Nancy Marsh	10/21/21 GCSD	6040 · Directors' Compensation	145.00
11/18/21	9040	Pacifica Community TV	09/16/21 GCSD	6180 · Video Taping	300.00
11/18/21	9041	PG&E	Pump Stn Inv dtd 10/18/21	6170 · Utilities	227.52
11/18/21	9042	PGE	Office Inv dtd 10/26/21	6170 · Utilities	39.34
11/18/21	9043	Pitney Bowes	Invoice dtd 10/27/21	6140 · Office Supplies	54.43
11/18/21	9044	Rodolfo Romero	11/10/21 & 11/18/21 Ofc Cleaning	6130 · Office Maintenance & Repairs	140.00
11/18/21	9045	San Mateo County	Hazardous Waste Permit-Naples Bch PS	6220 · Miscellaneous	318.00
11/18/21	9046	Sandie Arnott-SMX Tac Collector	APN 048-046-120	6220 · Miscellaneous	9.34
11/18/21	9047	Sewer Authority Mid-Coastside	Nov 2021 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	144,469.88
11/18/21	9048	Tri Counties Bank	Oct 2021 Card Charges	6140 · Office Supplies	381.27
11/18/21	9049	US Bank	Nov 2021 Svcs	6020 · Copier Lease	357.78
11/18/21	9050	Verizon Wireless	Sep & Oct 2021	6170 · Utilities	285.67
11/18/21	9051	Wittwer & Parkin	Oct 2021 Svcs	6090 · Legal Services	11,286.95
TOTAL					245,760.51

ITEM #13

Project: Sewer Replacement Project
Owner: Granada Community Services District
Period: Aug - Nov 2021
Purchase Order:
DEI Job No.: 140

Devaney Engineering, Inc.
 1641 Lombard st
 San Francisco, Ca 94123

Date: November 8, 2021

140 - PP3

BID ITEM NO.	DESCRIPTION	UNITS	QTY	UNIT PRICE	CONTRACT PRICE	% THIS PERIOD	% TO DATE	QUANTITY THIS PERIOD	QUANTITY TO DATE	COST THIS PERIOD	COST TO DATE
General Mobilization											
1.	Mobilization/Demobilization	LS	1	\$15,000.00	\$15,000.00	33%	100%	0.33	1.00	\$4,950.00	\$14,950.00
2.	Traffic Control	LS	1	\$10,000.00	\$10,000.00	0%	100%	0.00	1.00	\$0.00	\$10,000.00
3.	All Sheeting, Shoring and Bracing	LS	1	\$10,000.00	\$10,000.00	0%	100%	0.00	1.00	\$0.00	\$10,000.00
4.	Sheet C-01 - 8" SS In Street	LF	444	\$145.00	\$64,380.00	0%	100%	0.00	444.00	\$0.00	\$64,380.00
5.	Sheet C-02 - 8" SS In Street	LF	442	\$145.00	\$64,090.00	0%	100%	0.00	442.00	\$0.00	\$64,090.00
6.	Sheet C-03 - 8" SS in Street	LF	59	\$145.00	\$8,555.00	0%	100%	0.00	59.00	\$0.00	\$8,555.00
7.	Sheet C-03 - 6" SS In Street , Spot Repair	LS	1	\$7,000.00	\$7,000.00	0%	100%	0.00	1.00	\$0.00	\$7,000.00
8.	Sheet C-04 - 8" SS In Street	LF	390	\$145.00	\$56,550.00	0%	100%	0.00	390.00	\$0.00	\$56,550.00
9.	Sheet C-06 - 8" SS In Street - PB(3)	LF	150	\$145.00	\$21,750.00	0%	100%	0.00	150.00	\$0.00	\$21,750.00
10.	Alternative to Bid Item 9 Sheet C-06 8" SS In Street - OC	LF	150	\$30.00	\$4,500.00	0%	100%	0.00	150.00	\$0.00	\$4,500.00
11.	Sheet C-06 6" SS In Street – OC, Spot Repair	LS	1	\$7,000.00	\$7,000.00	0%	100%	0.00	1.00	\$0.00	\$7,000.00
12.	Dewatering	LS	1	\$1,000.00	\$1,000.00	0%	100%	0.00	1.00	\$0.00	\$1,000.00
13.	Sheets C-01, 02, 03, & 06 Lateral Replacement and Reconnection	EA	14	\$3,500.00	\$49,000.00	0%	100%	0.00	14.00	\$0.00	\$49,000.00
14.	Sheet C-06 A. Manhole G5-34 Replacement	LS	1	\$7,500.00	\$7,500.00	0%	100%	0.00	1.00	\$0.00	\$7,500.00
	Sheet C-06 B. Manhole G5-33 Repair	LS	1	\$3,000.00	\$3,000.00	0%	100%	0.00	1.00	\$0.00	\$3,000.00
15.	Allowance Item, Sheet C-05 6" SS In Street	LF	184	\$145.00	\$26,680.00	0%	100%	0.00	184.00	\$0.00	\$26,680.00
16.	Allowance Item, Sheet C-05 OC6" SS In Street	LF	203	\$150.00	\$30,450.00	0%	100%	0.00	203.00	\$0.00	\$30,450.00
17.	Allowance Item, Sheet C-05 manhole Replacement	LS	1	\$7,500.00	\$7,500.00	0%	100%	0.00	1.00	\$0.00	\$7,500.00
18.	Allowance Item, Sheet C-05 Lateral Replacement and Reconnection	EA	15	\$3,500.00	\$52,500.00	0%	60%	0.00	9.00	\$0.00	\$31,500.00
19.	San Mateo County permit	LS	1	\$3,182.00		0%	100%	0.00	1.00	\$0.00	\$3,182.00
20.	PCO #1 - RFI #1 - Mounment reference relocation	LS	1	\$5,000.00		100%	100%	1.00	1.00	\$5,000.00	\$5,000.00
21.	PCO #2 - RFI #5 - Point repair extention / material variation/ encasement	LS	1	\$4,433.00		100%	100%	1.00	1.00	\$4,433.00	\$4,433.00
22.	PCO #3 - RFI #3 - Palma st changes - deepen sewer	LS	1	\$6,756.00		100%	100%	1.00	1.00	\$6,756.00	\$6,756.00
23.	PCO #4 - RFI #4 - Palma st changes add - C900 pipe & CDF	LS	1	\$10,000.00		100%	100%	1.00	1.00	\$10,000.00	\$10,000.00
24.	PCO #5 - 6" Lateral on Alhambra	LS	1	\$4,000.00		100%	100%	1.00	1.00	\$4,000.00	\$4,000.00
25.	PCO #6 - ACP pipe removal on Palma	LS	1	\$20,000.00		100%	100%	1.00	1.00	\$20,000.00	\$20,000.00
26.	PCO #7 - Unknown waterline on Alhambra	LS	1	\$10,000.00		100%	100%	1.00	1.00	\$10,000.00	\$10,000.00
					\$446,455.00						
										\$65,139	\$488,776
TOTAL AMOUNT DUE										\$ 65,139.00	\$ 488,776.00
LESS 5% RETENTION										\$ 3,256.95	\$ 24,438.80
SUBTOTAL										\$ 61,882.05	\$ 464,337.20
LESS PREV PAYMENTS											\$ 402,455.15
BALANCE DUE										\$ 61,882.05	\$ 61,882.05

ITEM #14

Granada Community Services District
Statement of Net Position (Unaudited)
As of September 30, 2021

ASSETS

Current Assets

Checking/Savings

1020 · Petty Cash	43
1030 · Cash - LAIF	1,841,425
1040 · Tri Counties Bank - Gen Op	377,709
1050 · Tri Counties Bank - Deposit	47,597
1500 · Due from AD	230,080
1550 · Prepaid Expenses	4,500

Total Current Assets	2,501,354
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Fixed Assets

1600 · Land	2,808,979
1610 · Construction in Progress	969
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	(7,008,196)

Total Fixed Assets	7,051,861
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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	364,890
1730 · Advance to AD- NCA Fund	166,477
1735 · Advance to AD- Assesmnt Revenue	84,834
1750 · Investment in SAM	4,709,323
1760 · Deferred Outflows of Resources	102,010

Total Other Assets	5,427,534
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Total Assets	14,980,748
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LIABILITIES

Current Liabilities

2000 · Accounts Payable	37,624
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	3,871
2225 · Recology-Del Garbage	40,313
2300 · Due to AD	6,789
2310 · Relief Refund Advance	350

Total Current Liabilities	114,250
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Long Term Liabilities

2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	21,144

Total Long Term Liabilities	198,639
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Total Liabilities	312,889
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NET POSITION

3000 · Net Assets	5,826,879
3005 · Contributed Capital	9,595,349
Net Income	(754,369)

Total Net Position	\$ 14,667,859
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**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2021 through September 30, 2021**

	Jul 1, 2021 - September 30, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ -	\$ -	\$ -	\$ -
4015 · Park Tax Allocation	330	212,499	(212,169)	850,000
4020 · Sewer Service Charges-SMC	-	452,499	(452,499)	1,810,000
4021 · Sewer Svc Charges Pro-rated	1,149	-	1,149	-
4030 · AD OH Reimbursement	-	8,000	(8,000)	32,000
4040 · Recology Franchise Fee	9,441	8,250	1,191	33,000
Total Operating Revenue	10,920	681,248	(670,328)	2,725,000
Non Operating Revenue				
4120 · Interest on Reserves	-	4,500	(4,500)	18,000
4130 · Connection Fees	7,378	7,000	378	28,000
4150 · Repayment of Adv to AD-NCA	-	48,825	(48,825)	195,300
4155 · Repayment of Adv to AD-ARF	-	28,675	(28,675)	114,700
4160 · SAM Refund from Prior Yr	-	250	(250)	1,000
4170 · ERAF Refund	265,134	62,500	202,634	250,000
4180 · Misc Income	217,905	1,250	216,655	5,000
Total Non Operating Revenue	490,417	153,000	337,417	612,000
Total Revenues	501,337	834,248	(332,911)	3,337,000
Expenses				
Operations				
5010 · SAM - General	245,243	245,243	-	980,971
5020 · SAM - Collections	61,153	61,153	-	244,612
5021 · Lift Station Maint.	804	-	(804)	-
5050 · Mainline System Repairs	-	2,500	2,500	10,000
5060 · Lateral Repairs	-	6,250	6,250	25,000
5065 · CCTV	-	3,750	3,750	15,000
5070 · Pet Waste Station	-	300	300	1,200
5110 · RCD - Parks	-	7,500	7,500	30,000
5120 · Half Moon Bay Reimb - Parks	-	97,250	97,250	389,000
5130 · Parks & Rec Professional Services	25,557	75,000	49,443	300,000
Total Operations	332,757	498,946	166,189	1,995,783

No assurance is provided on these financial statements.

Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2021 through September 30, 2021

	Jul 1, 2021 - September 30, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 1,325	\$ 4,000	\$ 2,675	\$ 16,000
6020 · Copier lease	1,072	1,500	428	6,000
6040 · Directors' Compensation	3,530	2,750	(780)	11,000
6050 · Education & Travel Reimb	-	500	500	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	54,820	55,000	180	220,000
6062 · Medical Ins.	11,001	10,842	(159)	43,370
6063 · Employer Payroll Taxes	4,455	12,908	8,453	51,630
6064 · CALPERS Contribution	15,565	-	(15,565)	-
6060 · Employee Compensation - Other	310	-	(310)	-
6070 · Engineering Services	19,755	5,000	(14,755)	20,000
6080 · Insurance	106	8,750	8,644	35,000
6090 · Legal Services	12,102	10,000	(2,102)	40,000
6095 · Legal Services for Case Related Legal	26,330	22,500	(3,830)	90,000
6100 · Memberships	-	2,250	2,250	9,000
6110 · Newsletter	-	1,750	1,750	7,000
6120 · Office Lease	13,500	15,000	1,500	60,000
6130 · Office Maintenance & Repairs	420	750	330	3,000
6140 · Office Supplies	1,649	750	(899)	3,000
6150 · Professional Services				
6151 · General Manager	31,238	21,250	(9,988)	85,000
6152 · Accounting	5,000	8,000	3,000	32,000
6150 · Professional Services - Other	2,960	-	(2,960)	-
6150 · Professional Services	39,198	29,250	(9,948)	117,000
6160 · Publications & Notices	390	500	110	2,000
6170 · Utilities	2,400	3,000	600	12,000
6180 · Video Taping	900	1,000	100	4,000
6190 · Computers	2,407	625	(1,782)	2,500
6220 · Miscellaneous	62	3,751	3,689	15,000
6230 · Bank Service Charges	190	-	(190)	-
6310 · Park Related Misc Expenses	10,338	-	(10,338)	-
Total Administration	<u>221,825</u>	<u>192,376</u>	<u>(29,449)</u>	<u>769,500</u>
Capital Projects				
1213-1 · Naples Bch PS & FM Real.	783	-	-	-
1617-1 · Medio Creek Xing Crossing	339,380	100,000	(239,380)	400,000
7010 · Sewer Main Replacement (CIP)	233,947	72,500	(161,447)	290,000
7100 · SAM - Infrastructure	127,014	127,014	-	508,056
7500 · Projects - Parks	-	32,500	32,500	130,000
Total Capital Projects	<u>701,124</u>	<u>332,014</u>	<u>(369,110)</u>	<u>1,328,056</u>
Total Expenses	<u>1,255,706</u>	<u>1,023,336</u>	<u>(232,370)</u>	<u>4,093,339</u>
Net Income/(Loss)	<u>\$ (754,369)</u>	<u>\$ (189,088)</u>	<u>\$ (565,281)</u>	<u>\$ (756,339)</u>

No assurance is provided on these financial statements.

ITEM #15

DISTRIBUTION REQUEST NO.: #4-21/22
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$2,167.00

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

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

Dated:
November 18, 2021

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #4-21/22

DATE: November 18, 2021

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 2,167.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim-Nov 2021	\$ 2,167.00
TOTAL:			\$ 2,167.00

ITEM #16

ITEM #17

ITEM #18

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #19

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #20

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #21

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: October 16, 2021 to November 12, 2021

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: November 18, 2021

REQUEST FOR PUBLIC RECORDS – There were no requests this period.

APPLICATIONS RECEIVED – There were three applications received this period:

Date	Class	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/02/21	2D	SMC Harbor Dist.	047-263-010	RV Park, Cabrillo Hwy	180,524	-
07/06/21	ADU	Semprevivo	048-033-290	245 Medio Ave, EG	10,000	R-1/B-1
07/26/21	1A	Silva	047-173-150	San Pedro Ave, EG	9,545	R-1/S-17
08/09/21	1A	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
08/30/21	1A	515 Hermosa LLC	048-063-420	515 Hermosa Way, Miramar	9,600	R-1/S-94
09/02/21	1A	Moules	047-208-100	Ave Portola, EG	3,056	R-3/S-3
09/20/21	ADU	Freestone	047-056-290	936 San Carlos, EG	6,101	R-1/S-17
09/27/21	ADU	Loubal	037-333-140	105 Harbour, EG	4,212	R-1/S-17
10/21/21	2M	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
10/25/21	2D	Point Pillar Prop.	047-081-430	100 Capistrano Road, EG	41,350	CCR/DR
11/12/21	ADU	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S17

Note: Shaded information was previously reported.

PERMITS ISSUED – There were no sewer permits issued this period.

Permit #	Class	Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3216	ADU	07/09/21	Semprevivo	048-033-290	245 Medio Ave, HMB	10,000	R-1/B-1
3217	1A	07/13/21	Zheng	047-151-120	639 El Granada Blvd, EG	5,230	R-1/S-17
3218	1A	07/16/21	Sanchez-Contreras	047-244-240	519 Isabella Ave, EG	5,000	R-1/S-17
3219	1A	08/02/21	O'Connor	047-103-010	538 Valencia Ave, EG	6,250	R-1/S-17
3220	1A	10/08/21	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17

Note: Shaded information was previously reported.

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

Date	Class	Permit #	Issued	Owner	APN	Address
07/02/21	1A	3201	03/10/20	Kroll	047-092-260	100 Vallejo St, EG
07/07/21	1A	3202	06/12/20	Randle	047-153-240	600 El Granada Blvd, EG
08/17/21	1A	3210	01/27/21	Steadman*	047-212-150	463 The Alameda, EG
08/23/21	1A	3209	01/21/21	Steadman*	047-282-160	900 The Alameda, EG
09/20/21	ADU	Attached	N/A	Freestone	047-056-290	936 San Carlos, EG
09/21/21	1A	3180	09/14/18	Reavill	047-055-120	438 Sevilla Ave, EG
10/05/21	1A	3217	07/14/21	Zheng	047-151-120	639 El Granada Blvd, EG
10/14/21	1A	3211	01/27/21	Steadman*	047-282-150	226 Ave Cabrillo, EG

*Change in ownership to 375 La Prenda, LLC.

Note: Shaded information was previously reported.

REPAIRS - There were no lateral repairs this period.

ITEM #22

November 12, 2021

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for November 2021

6-Year CIP, Project 1

The project has been completed and a Notice of Completion will be filed following the Board meeting. Providing there have been no mechanic's liens filed within 30 days of filing the Notice of Completion, the retainage can then be paid to the Contractor. The Contractor's invoice includes the request for payment of seven construction change orders which we recently negotiated with the Contractor and are described in the enclosed copy on my 11/9/21 email to Chuck Duffy. We recommend that Devaney Engineering's 11/8/21 invoice be approved for payment.

Naples Beach Project - Phase 2

As mentioned in my October report, the Naples Beach Phase 2 Sewer project is complete, and sewage no longer flows over Medio Creek.

Replacement of Mirada Road Sewer North of Medio Creek and Raising MH Cover

Golden Bay Construction was authorized for this work by 2 change orders issued under the above Naples Beach Phase 2 Sewer contract.

As mentioned in my October report, Change Order no.5 was issue to replace the badly deteriorated sewer on Mirada Road, north of Medio Creek and the work was completed in September.

Change Order no.6 was issued to raise the buried manhole cover on MHG8-05, on Avenue Cabrillo near the intersection with The Alameda. This work was recently completed and is included on Golden Bay's 10/18/21 invoice which we recommend be approved for payment.

This completes all work included in Golden Bay's contract and a Notice of Completion will be filed following the Board meeting. Providing there have been no mechanic's liens filed within 30 days of filing the Notice of Completion, the retainage can then be paid to the Contractor

Status of Medio Creek Bridge Project

Completion of Golden Bay's project clears the way for the County to construct its pedestrian bridge replacement project without interfering with any of GCSD's active sewers. The bridge project will remove GCSD's now abandoned 10" sewer when it demolishes the old bridge.

Construction on the new bridge was delayed because of requirements included in its approved

Memorandum

Granada Community Services District

November 12, 2021

Page 2

CDP. When I last checked, the County was hoping to be able to begin construction next summer.

Big Wave (Class 3 Permit)

Construction of the mainline extension sewer along Airport Street has been delayed after initially constructing the sewer north about 650' from the intersection of Airport Street and Stanford Avenue just before reaching two large culverts that cross the road. A 14" steel casing will be jack and bored under twin 48" culverts to accommodate inserting the 8" sewer pipe. This work is not expected to be performed for at least another month. After the casing is installed, sewer construction will resume along Airport Street to the Big Wave site. We expect to have an updated schedule from the contractor for the December Board meeting.

Encl : JHR 11/9/21 email to Chuck Duffy re CIP Project 1 Change Orders

Chuck,

Before submitting my Engineer's Report later this week for next week's Board meeting, I wanted to let you know that yesterday we negotiated costs for all 7 construction change orders.

About 2/3 of change order costs were for the replacement of the sewer on Palma Street (COs # 3, 4 & 6). During construction it was discovered that the sewer had a deep sag (possibly installed that way because a house lateral was too low to drain to the main if the main had been installed on grade). According to Tony Young of SAM, the main has experienced multiple backups. So rather than pipe bursting, the new sewer had to be regraded and installed by open cut. The sewer material was not clay as shown but asbestos cement which required the workers to be trained to be able to remove and disposed of the pipe properly. Utility interferences at the corner of Palma and Isabella required the sewer to be installed quite shallow using heavier weight pipe (C900 PVC) and CDF (low strength concrete) backfill.

CO #1 was additional survey to locate County monuments in the street, not shown on the drawings, which might conflict and need to be removed for sewer construction and be reset afterwards. Just one of the monuments had to be removed and reset.

CO #2 was for the extra cost of a point repair which turned out to be for an 8" sewer, not a 6" as shown and it was concrete encased which added to the difficulty of the repair.

CO #5 was for the extra cost of providing a 6" lateral instead of a 4".

CO #7 was for the extra cost of providing a longer and deeper pipe bursting pit in loose soil because of a utility interference.

In total the 7 change orders total \$60,189. The individual change order amounts are shown on the attached 11/8/21 final progress pay invoice from Devaney Engineering. As shown the final project cost is \$488,776. For reference, change orders are 9.5% of the initial award which is still about \$20k below the #2 bidder.

The only work remaining is installing a short section of striping or Bott's dots in one of the streets as directed by the County. The 5% retainage of \$24k is more than enough to cover that work so we're recommending a payment of \$61,882.05 and still holding on to the 5% retainage until at least the December Board meeting.

Let me know whether or not you think it would be helpful to put these change orders in a table with short descriptions/cost for each in my Board report. Also please let me know if you have any comments. Thanks.

John

ITEM #23

