



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, September 20, 2018

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

<u>ROLL CALL</u>	Directors:	President:	Leonard Woren
		Vice-President:	Barbara Dye
		Director:	Jim Blanchard
		Director:	Matthew Clark
		Director:	David Seaton
	Staff:	General Manager:	Chuck Duffy
		Legal Counsel:	Bill Parkin
		Assistant Manager:	Delia Comito

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

GENERAL PUBLIC PARTICIPATION

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

ADJOURN TO CLOSED SESSION

1. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).

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

2. Conference Involving a Joint Powers Agency – Sewer Authority Mid-Coastside (Government Code Section 54956.96):

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (Two potential cases – circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)

Granada Community Services District representatives on SAM joint powers agency board: Jim Blanchard, Chair, and Leonard Woren, Director.

RECONVENE TO OPEN SESSION

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

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

ACTION AGENDA

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| 1. PUBLIC HEARING: Consideration to Adopt Ordinance to Increase Compensation to Board Members for Attendance at the Meetings of the Board of Directors. | 5-12 |
| Recommendation: a) Open Public Hearing.
b) Receive Comments from the public.
c) Close Public Hearing.
d) Board Action. | |
| 2. Consideration of Parks Advisory Committee Recommended Parks and Recreation Priority Needs List for FY 2018/19. | 13-16 |
| Recommendation: To be made by the Board. | |
| 3. Consideration of District Electronic Newsletter and Burnham Park Concepts Comments Summary. | 17-32 |
| Recommendation: To be made by the Board. | |
| 4. Consideration of District's Sewer Authority Mid-Coastside Report. | 33-50 |
| Recommendation: To be made by the Board | |

CONSENT AGENDA

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| 5. Approval of August 16, 2018 Meeting Minutes. | 51-56 |
| 6. Approval of August 30, 2018 Meeting Minutes. | 57-60 |
| 7. Approval of September 2018 Warrants. | 61-64 |
| 8. Approval of July 2018 Financial Statements. | 65-68 |
| 9. Approval of Assessment District Distribution #3-18/19. | 69-72 |

COMMITTEE REPORTS

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| 10. Report on seminars, conferences, or committee meetings. | 73-74 |
| 11. Report on Parks Advisory Committee. | |

INFORMATION CALENDAR

12. Attorney's Report. (Parkin)	77-78
13. General Manager's Report. (Duffy)	79-80
14. Administrative Staff Report. (Comito)	81-84
15. Engineer's Report. (Kennedy Jenks)	85-86
16. Future Agenda Items.	87-88

ADJOURN REGULAR MEETING

At the conclusion of the August 30, 2018 Meeting:

Last Ordinance adopted: No. 172

Last Resolution adopted: No. 2018-006

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

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



ITEM #1

August 23, 2018

Board of Directors
Granada Community Services District
504 Avenue Alhambra
Post Office Box 335
El Granada, CA 94019

Re: **Compensation of Board Members**

Honorable Board:

In March of 2002, your Board requested the Opinion of District General Counsel as to whether there was any mechanism in the Sanitary District Act of 1923, the governing law of what was then the Granada Sanitary District, whereby Board Members performing substantial amounts of service for the District could be compensated beyond the \$100 per meeting paid at that time. District General Counsel submitted an Opinion to your Board determining that the Sanitary District Act of 1923 (Health and Safety Code Section 6489) did indeed provide such a mechanism. This subsequent memorandum serves to update your Board on the mechanism for increasing Board compensation for a Community Services District, and by how much it may be increased. This mechanism is contained in the Community Services District Law, Government Code Section 61047, and limits the definition of a “day of service” to Brown Act meetings, and other hearings, meetings, and conferences authorized by the Board.

SUMMARY OPINION

The Community Services District Law, Government Code Section 61000 *et seq.*, which is the governing law of the Granada Community Services District, provides that each Board Member shall receive compensation in an amount not to exceed one-hundred dollars (\$100) “for each day of service” but that “[a] member of the board of directors shall not receive compensation for more than six days of service in a month.” (Gov. Code § 61047 (a)). A “day of service” is defined as a meeting conducted pursuant to the Brown Act or representation of the District at a public event, public meeting, public hearing, meeting of a public benefit nonprofit corporation on whose Board the District has membership, or participation in a training program on a topic that is directly related to the District, provided that certain circumstances are met. By ordinance, the Board may increase the compensation above \$100 per day. (Gov. Code § 61047 (b), Water Code §20201). The ordinance is limited to an increase of five percent (5%) for each calendar year, requires a noticed public hearing, and does not take effect for 60 days. Water Code §20201-20203). Board Compensation was last increased on September 19, 2002 to \$145 for each day of service. Since the Community Services District Law limits a “day of service” to specified meetings, hearings, and conferences, a Board Member cannot receive compensation for additional services outside the enumerated meetings in furtherance of the management of the

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District. (*See* Gov. Code § 61047).

ANALYSIS

The compensation of members of the Board of Directors of the Granada Community Services District is governed by Government Code section 61047, which reads as follows:

- (a) The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for each day of service. A member of the board of directors shall not receive compensation for more than six days of service in a month.
- (b) The board of directors, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation that may be received by members of the board of directors.
- (c) The board of directors may provide, by ordinance or resolution, that its members may receive their actual and necessary traveling and incidental expenses incurred while on official business. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3.
- (d) A member of the board of directors may waive any or all of the payments permitted by this section.
- (e) For the purposes of this section, a “day of service” means any of the following:
 - (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.
 - (2) Representation of the district at a public event, provided that the board of directors has previously approved the member’s representation at a board of directors’ meeting and that the member delivers a written report to the board of directors regarding the member’s representation at the next board of directors’ meeting following the public event.
 - (3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member’s representation at a board of directors’ meeting and that the member delivers a written report to the board of directors regarding the member’s representation at the next board of directors’ meeting following the public meeting or public hearing.

(4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the corporation's meeting.

(5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting, and that the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

This section applies Water Code Section § 20202 to Community Services Districts, which reads as follows:

In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.

Pursuant to these code sections, the Board may enact an ordinance to increase the compensation above the statutory amount of \$100 per compensable day. The ordinance is limited to an increase of five percent (5%) for each calendar year following the operative date of the last adjustment. (Water Code § 20202). The District must hold a public hearing prior to adoption of the ordinance. (Water Code § 20203). Notice of the hearing must be published in a newspaper of general circulation once a week for two successive weeks. (Gov. Code § 6066, Water Code § 20203). The ordinance does not take effect until 60 days after final passage and is subject to referendum. (Water Code § 20204). If a petition for referendum is filed bearing the signatures of at least 10 percent of the entire vote cast within the boundaries of the District for all candidates for Governor at the last gubernatorial election, the ordinance is subject to a vote of the people.

Currently, the rate of compensation for each compensable day of service by a Board Member is \$145. The most recent increase was made by Ordinance 152 on September 19, 2002 and went into effect 60 days later on November 18, 2002. Since the last Board increase was effective on November 18, 2002, the Board may increase its compensation by five percent (5%) for each calendar year since that date. The statute does not specify whether the five percent (5%) is compounded each year. However, the Attorney General has issued an opinion on a similar statute allowing for increase in compensation of city council members. (89 Ops. Cal. Atty. Gen. 159). The Attorney General's Opinion states that the five percent (5%) increase is not

Board of Directors
Granada Community Services District
Additional Services and Compensation re Board members
August 23, 2018
Page 4

compounded, based on statutory rules of construction and the Legislature's tendency to use unmistakable language when it authorizes the use of a compounding formula for calculating salary. (89 Ops. Cal. Atty. Gen. 159). Therefore, your Board could increase compensation by up to eighty percent (80%), making the rate for a compensable day of service by a Board Member \$261.

Unlike the Sanitary District Act of 1923, the Community Services District Law does not allow compensation for a day of service rendered at the request of the Board. Under the Sanitary District Act, a Board Member could be compensated for additional services as a Director in furtherance of the management of the District. However, under the Community Services District Law, compensation is limited to a "day of service" as defined by Government Code section 61047(e). The definition of "day of service" is limited to a meeting conducted pursuant to the Brown Act or a Director's representation of the District at certain other enumerated events. A "day of service" includes a Director's representation at a public event, public meeting or public hearing, public benefit nonprofit corporation on whose board the district has membership, or participation in a training program on a topic that is directly related to the district. A "day of service" that is not a District Brown Act meeting is only permitted if the Board of Directors has previously approved the member's participation, and the member delivers a written report to the Board of Directors regarding the member's participation at the next Board of Directors' meeting following the event, meeting, hearing, or training program. (Gov. Code § 61047 (e)).

In addition, the Board of Directors may provide by ordinance or resolution that a Board Member is entitled to actual and necessary traveling and incidental expenses incurred while on official business. The District adopted the District Bylaw Regarding Financial Procedures for Reimbursable Expenses and Required Ethical Training in 2006.

Sincerely,
Granada Community Services District
General Counsel
WITTWER & PARKIN, LLP


Jonathan Wittwer

cc: District General Manager
District Assistant General Manager

GRANADA COMMUNITY SERVICES DISTRICT

ORDINANCE NO. __

AN ORDINANCE REGARDING COMPENSATION OF DIRECTORS OF THE GRANADA COMMUNITY SERVICES DISTRICT

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

Section 1. Each Member of the Board of Directors of the Granada Community Services District shall receive compensation for each day’s attendance at a meeting of the Board and for each day of service rendered as a Director, not exceeding a total of six days in any calendar month. The amount of compensation for attendance at each meeting of the Board or each appointed committee meeting, and for each day of service rendered as a Director by the prior request of the Board, shall be \$260. A day of service rendered as a Director is defined as:

- (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.
- (2) Representation of the district at a public event, provided that the board of directors has previously approved the member’s representation at a board of directors’ meeting and that the member delivers a written report to the board of directors regarding the member’s representation at the next board of directors’ meeting following the public event.
- (3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member’s representation at a board of directors’ meeting and that the member delivers a written report to the board of directors regarding the member’s representation at the next board of directors’ meeting following the public meeting or public hearing.
- (4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member’s representation at a board of directors’ meeting and the member delivers a written report to the board of directors regarding the member’s representation at the next board of directors’ meeting following the corporation’s meeting.
- (5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member’s participation at a board of directors’ meeting, and that the member delivers a written report to the board of directors regarding the member’s participation at the next board of directors’ meeting following the training program.

In addition, each Director shall be entitled to compensation for incidental expenses incurred in the performance of the Director’s responsibilities pursuant to District Bylaw Regarding Financial Procedures for Reimbursable Expenses and Required Ethical Training.

Section 2. District Ordinance 152 is hereby repealed and replaced.

Section 3. In accordance with the California Environmental Quality Act (“CEQA” – Public Resources Code Section 21000 and following) and the regulations promulgated pursuant to CEQA (“the State CEQA Guidelines”), the District Board finds that this Ordinance is not a project for the purposes of CEQA or the State CEQA Guidelines.

Section 4. Upon adoption, this Ordinance shall be entered into the minutes of the District Board and shall be published one time in the Half Moon Bay Review. This Ordinance shall take effect upon expiration of the week of publication and 60 days from the date of its final passage, whichever is later and subject to California Government Code section 25124.

PASSED AND ADOPTED at the duly conducted meeting of the Board of Directors of the Granada Community Services District duly held the 20th day of September 2018 by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Approved:

Leonard Woren, President

Countersigned:

Delia Comito, Secretary

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Parks Advisory Committee Recommended Parks & Receptions Priority Needs List for FY 2018/19
Date: September 20, 2018

Attached for your Board's review and discussion is the Parks Advisory Committee (PAC) Recommended Parks & Recreation Priority Needs List for FY 2018/19, as updated and approved at the PAC September 11, 2018 meeting.

PRIORITIZED PARKS AND RECREATION NEEDS LIST For FISCAL YEAR 2018/19

Recommendation to the Granada Community Services District Board of Directors

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

- 1. Approve concepts and start outreach for small neighborhood playgrounds in median 7 and/or 8 (Avenue Balboa) and begin as soon as possible.**
- 2. Replace benches and picnic tables in the Avenue Balboa medians.**
- 3. Support efforts to plan for a Burnham Park and the protection of resources in that area.**
- 4. Advocate for a pump track to be built in Quarry Park.**
- 5. Identify, write brochure, and promote a 2019 Summer Recreation Program.**
- 6. Develop a trail and amenities plan for all El Granada medians, with a priority on median 11 (Avenue Portola), as soon as possible.**
- 7. Explore lease of land from Cabrillo Unified School District for active and passive recreation on the El Granada surplus property.**
- 8. Maintain the parks and recreation webpage on the GCSD website, and provide recreation-focused information for quarterly e-newsletter.**
- 9. Explore dog park options.**
- 10. Support the District to acquire and develop a community center.**
- 11. Work with San Mateo County to prepare a Tree Policy for the Medians.**
- 12. Explore potential locations for a small disc golf course.**
- 13. Explore additional locations for small pocket parks in district neighborhoods.**

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of District Newsletter
Date: September 20, 2018

Attached for your Board's review and discussion is the draft parks and recreation electronic newsletter content submitted by the Parks Advisory Committee, as well as the Burnham Park Concepts Comments summary drafted and compiled by PAC member Nancy Marsh.

Granada Community Services District

DRAFT Parks Content for Sept 2018 – Recap Summer Connection to Recreation

Parks Advisory Committee (PAC) Updates

The PAC met on September 11, 7:00pm at the GCSD Office. The agenda and discussion included:

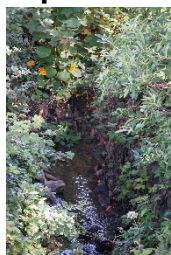
- Reviewed conceptual designs for **small neighborhood playgrounds** on the El Granada medians at the northwest end of Avenue Balboa. Next steps include a wider community outreach effort to collect feedback on the notion of adding play areas to these medians and input on possible amenities.
- Reviewed options for replacement and placement of the aged **picnic tables** on the Ave Balboa medians.
- Reviewed and updated our **action plan** for the next year, following GCSD Board feedback at their August 30 Special Parks Meeting.
- Reviewed key learnings from the Summer 2018 **Connection to Recreation** programs (see more information below) and initial discussion of recreation programs for Summer 2019.
- Discussed PAC involvement in next steps for developing the proposed **Burnham Park** on Obispo Road (see more information below).

Watch the Parks & Recreation page on www.granada.ca.gov for ongoing updates on PAC activities.

2018 Summer **Connection to Recreation** Events

As we move into autumn we are looking back on the first GCSD **Connection to Recreation** activities offered during the summer of 2018. All of the events were free and led by PAC members and other members of our local community. The PAC is now moving into planning mode for more activities to come next summer. Here are some memories of the Summer 2018 events:

Explorer Walk Along Deer Creek, El Granada on June 30



PAC Member Dale Ross led a walk along Deer Creek through the fields, streets and yards of El Granada. Community members were treated to an enthusiastic tour of the creek's meanderings and the creative and beautiful ways in which residents have incorporated the creek into their landscaping. A lovely sunny morning walk through the neighborhood, marveling at the coexistence of creek, wildlife habitat and local residences!



Walk Through History: Ocean Shore Railroad & El Granada Medians on July 21



GCSD Board Vice President Barbara Dye recounted the history of our district, from the time of the Coastanoa Indians through development of the Ocean Shore Railroad (“Reaches the Beaches!”) and the Burnham-designed Granada development, including wide streets, spacious plazas and forested medians. She also shared information about efforts by the Granada Community Services District to protect our open spaces while creating more parks for the community.



El Granada resident Mark Welch commented: *“Last Saturday we met to take a two hour tour of El Granada. I recommend to anyone that when this comes up again to take it. 1) You get to get out and walk a few miles and 2) you get to hear about the history of our town from the Indian garbage dump in the pillar point marsh to the 600,000 eucalyptus trees planted at the turn of the century because they were the “in” tree at the time. (that number is NOT a typo) :) ... and lots more. Barbara did a great job!! I encourage anyone that has an interest to attend the next one ... keep an eye out on Nextdoor for the date and time.”*

With this encouragement, the PAC will explore adding more history walks in the future.

Explorer Walk: Trees of El Granada, Legacy and Modern-Day on July 28



Community residents were treated to an education session with local Certified Arborist Kevin Patchett, and then a walk through the medians and streets of El Granada with PAC member Dal Ross, identifying the many species of native and non-native trees in our midst, from legacy trees planted in the earliest years of El Granada’s development (1907 – 1916) to modern day street trees. Along the way participants discussed ideas for the next generation of median trees, as the legacy Blue Gum Eucalyptus, Monterrey Cypress and Pines approach the end of their natural life.



Medians Clean-Up, El Granada on August 4



Two community members joined PAC member Nancy Marsh to collect debris and trash along the Ave Balboa, Alameda and Ave Cabrillo medians. Two full bags of bottles, cans, trash and pet waste were collected while discussing the history of the medians and ideas for the future, while maintaining beautiful and functional medians for our

community. The medians were intended to be parklands – let’s keep them clean!

Edible and Medicinal Plants Walk along the EG Medians on August 11



Several members of the community joined El Granada herbalist Suzanne Elliot for a leisurely walk on The Alameda between Isabella Ave and Ave Portola. This particular median has few trees, and features many wild medicinal and edible plants as well as a few “volunteer” garden vegetables. Suzanne generously shared her expertise about the medicinal and nutritive benefits of common weeds and native plants and

how to use them in healthy meals and teas as well as helpful poultices and salves. Participants took notes, tastes, photos and samples!



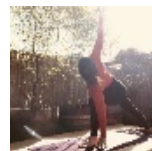
Mountain Biking Local Trails for Adults on August 12



PAC member Susannah Cantrell offered a ride with local mountain bikers on the amazing trails in Quarry Park. They experienced smooth roads and narrower single track trails, and explored areas of the park that some had not seen before.

Gentle Introduction to Yoga on September 8

El Granada yoga instructor Shannon Welch Moore donated her time and expertise to host a gentle class designed for all levels. Community members enjoyed a lovely class. Namaste!



Quarry Park Clean-Up on September 9



PAC member Fran Pollard organized a clean-up of Quarry Park, joined by members of the community as well as a SMC Parks Ranger. They cleared tree debris as well as trash so that the park will be beautifully green once the rains come. The volunteers filled *ten* large compost bins with debris, then used that material to mulch eroded areas and paths.

Burnham Park Community Outreach, June 16, 2018

On June 16, 2018 members of the Communications Committee of the Board of Granada Community Services District as well as several PAC members worked with

Kikuchi + Kankel Design Group (K+K) to present K+K’s three conceptual designs for a potential Burnham Park to the public for comment. The informal community outreach event was noticed on the District’s Facebook page and on social media; posters were displayed at the District Office and El Granada Post Office for about 10 days before the event. The event was held under shade tents on the Burnham Strip at the base of Avenue Portola, from 9:00 a.m. to 1:00 p.m. A “constraints map” for the parcel and three park concepts were displayed on large posters. In addition, the Midcoast Parklands group provided an overview of the history of preserving the Burnham Strip and their initial park concept for this parcel. There was a constant flow of people at the event from the set up at 9:00 to well after the scheduled breakdown at 1:00; people expressed a great deal of curiosity as well as enthusiasm for the proposed project.

Seventy people provided written comments at the outreach event, with 90% expressing enthusiasm for developing a community park on the site, and most providing comments on the amenities they would most like to see, or not see, developed. All comments were recorded and the number of “mentions” for each type of passive or active amenity were tabulated. The GCSD Board reviewed this information at a special Parks meeting on August 30. The Board agreed to continue evolving park concepts with K&K, and to provide additional opportunities for robust community outreach. The Board agreed to consider including these potential amenities, subject to further rounds of community feedback:

Passive Amenities	Active Amenities
Picnic Tables	Playgrounds for younger & older children
Benches	Horseshoes
Barbecues	Bocce
Interpretive Signs	Fitness Circuit
Natural Landscape	Multi-use lawn
Native Plants	Skate Ramp or Park
Trails, including perimeter trail	
Parking	
Restroom/Outdoor showers	

Next Steps: A group including GCSD Directors Leonard Woren and Barbara Dye, PAC Members Pat Tierney and Nancy Marsh, and Steve Kikuchi will meet in late September to develop next steps for park design and community outreach.

Coming Soon: Community Outreach on Concepts for Avenue Balboa Median Playgrounds & Picnic Tables

Hold the date for a Community Outreach event on the Avenue Balboa median between Columbus and Francisco Streets on Saturday, October 20, 9:00 – Noon.

PAC members and Landscape Architects from Kikuchi + Kankel will display concepts for small neighborhood playgrounds on the Avenue Balboa Circle and the adjacent median. Community members are invited to review these concepts and provide

feedback on whether such small neighborhood playgrounds are desired and if so, what amenities would be recommended.

Want to find out what was discussed at past PAC and Board meetings? Go to www.granada.ca.gov to see all past meeting agendas.



BURNHAM PARK CONCEPTS
PUBLIC OUTREACH ON JUNE 16, 2018

FINAL Summary of Community Comments | July 26, 2018
Update: Summary of GCSD Board Comments | August 30, 2018

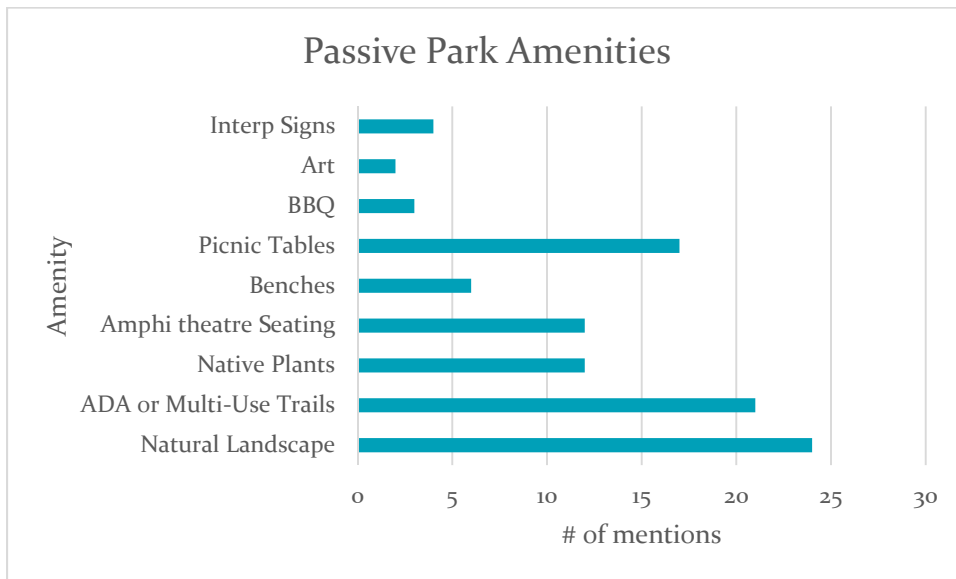
OVERVIEW

- On June 16, 2018 members of the Communications Committee of the Board of Granada Community Services District as well as several Parks Advisory Committee (PAC) members worked with Kikuchi & Kankel Design Group (K&K) to present K&K's three conceptual designs for a potential Burnham Park to the public for comment. The informal community outreach event was noticed on the District's Facebook page and on social media; posters were displayed at the District Office and El Granada Post Office, for about 10 days before the event. The event was held under shade tents on the Burnham Strip at the base of Avenue Portola, from 9:00 a.m. to 1:00 p.m. A "constraints map" for the parcel and three park concepts were displayed on large posters; throughout the event, either Tom Conroy or Steve Kikuchi from K&K, and up to 2 Board members and up to 3 PAC members were on hand to answer questions and encourage written input on prepared comment forms. In addition, the Midcoast Parklands group provided an overview of the history of preserving the Burnham Strip and their initial park concept for this parcel. There was a constant flow of people at the event from the set up at 9:00 to well after the scheduled breakdown at 1:00; people expressed a great deal of curiosity as well as enthusiasm for the proposed project.
- Seventy written comments were received at the event. Several people asked if they could submit comments later by email and took blank comments sheets away with them, however, only three email comments were received. All of the comments have been recorded verbatim in an excel spreadsheet, noting which potential amenities were mentioned, as well as any element specifically discouraged.
- Many comments referenced certain attributes that are outside the scope or control of this proposed project or GCSD. Most common in this regard were suggestions to improve crossing of Highway 1 from the existing dirt parking lot.
- Overall there was great enthusiasm for pursuing a park on the Burnham strip, with 60 of 70 comments expressing a positive view. Nearly 2/3 of the comments expressed a desire for active recreational amenities, especially preservation and/or expansion of the existing skate ramp.
- Several positive comments were received regarding incorporation of the parcel next to the Post Office. Ideas for use included a plaza, parking (instead of parking on the strip), and a restaurant with outdoor seating.

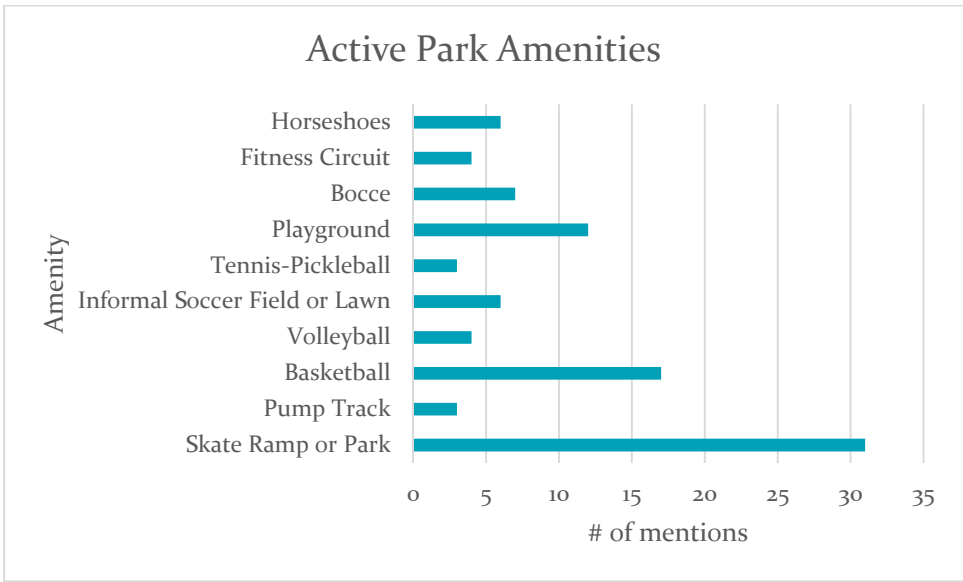
- Only 18 of the 70 comments specified elements they *didn't* want. The most common elements that were discouraged include parking/crossing access from Highway 1 (5), no parking (4) and lawns that require water and maintenance (4).
- The charts below provide details on the number of times specific amenities were positively mentioned. (Note that the number of specific amenities mentioned varied from 0 to 15 on any one comment form).
- Although members of the public were asked to focus on what elements in the conceptual designs they would like or not like rather than choose one concept over another, a number of people referenced a preference for a particular concept and those mentions are included below. The option preferences reinforce a general preference for at least some active recreational elements.

REVIEW OF COMMENTS

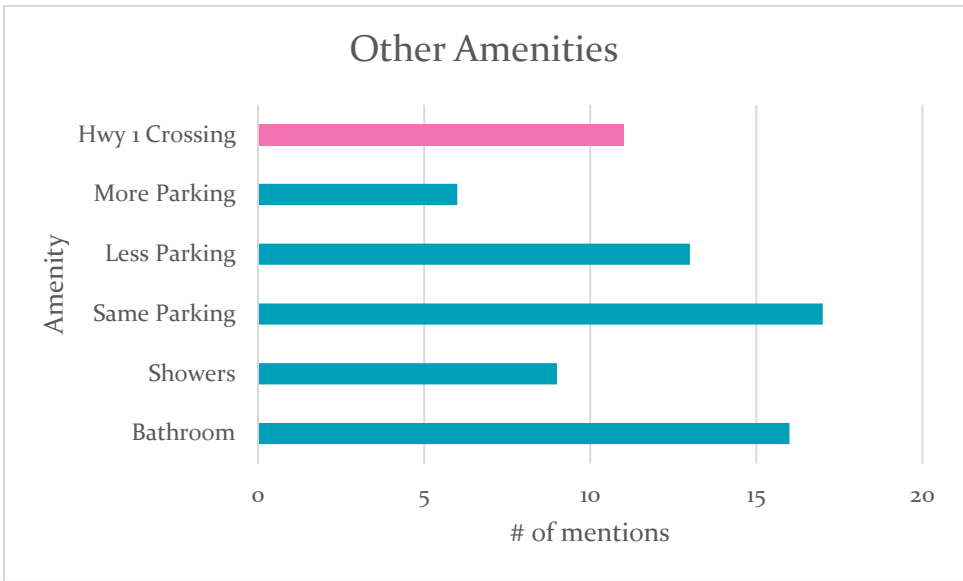
The charts below indicate the number of times a particular amenity or option was mentioned in the written comment sheets received.



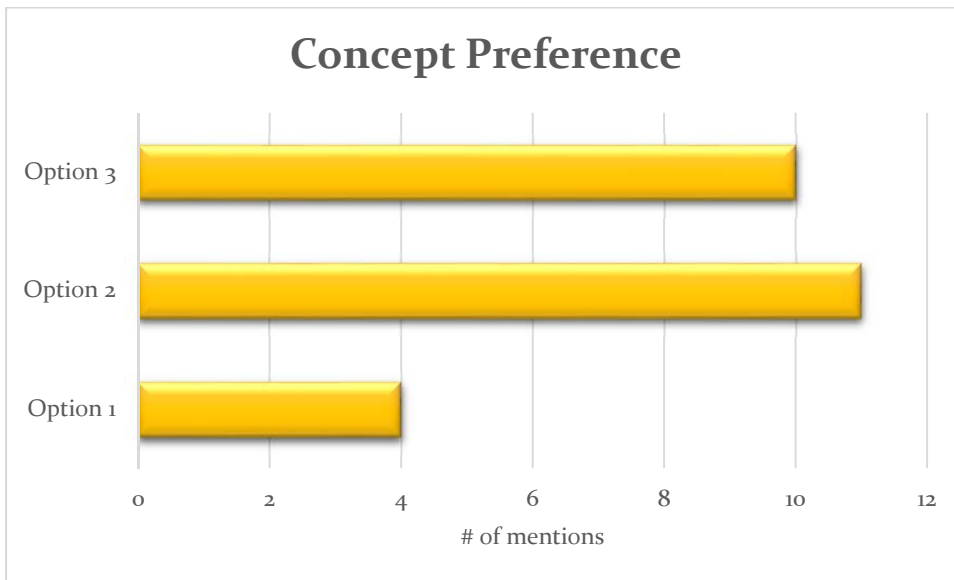
Note: "Natural landscape" was mentioned in some form in combination with both passive and active amenities.



Skate Park comments varied between preserving and/or expanding the existing half pipe and building a more elaborate cement skate park.



*out of scope



Note: Option 1 is the most minimal concept with mostly passive elements and Option 3 is the most elaborate concept with many active elements.

SUMMARY

Considering, as an example, those elements that received more than 5 mentions, those who came to the event and commented would generally prefer a park with:

- A natural landscape with mainly native low maintenance, low profile plantings and a limited, unstructured green lawn area that would support pick-up soccer games, lawn volleyball, kite-flying, etc.
- For passive use: Multi-use trails (walk, bike, skate), with those drawn in concepts 2 and 3 the most popular. Picnic tables and benches. An amphitheater setting that would support ocean viewing, as well as music, theater or movie events.
- For active use: The existing or an expanded skate ramp, basketball, playground, horseshoes and bocce.

Summary of GCSB Board Discussion, August 30, 2018

The Board agreed that the June community outreach event provided a good start on feedback on the Burnham Park concepts, but more community discussion is required, with widely distributed promotion and ample notice to encourage a broad cross section of the community to be engaged in this project.

In preparation for next steps, the Board provided the following guidance on potential park amenities:

Passive Amenities:

- Interpretive Signs – should be whimsical as well as informative, and include Burnham and Granada history.
- Art – a lower initial priority, wait and see.
- Barbecues – a natural gathering spot, include permanently installed barbecues, but be sensitive to local neighbors when choosing picnic and barbecue locations.
- Picnic Tables and Benches – definitely include these. Provide ocean-facing views and allow for benches with dedications.
- Amphitheater seating should be ocean-facing, with performers' backs to the ocean
- Native Plants/Landscape – include flowering native plants; these don't require water once they are established. Investigate whether there is a well or ground water on the recently acquired parcel.
- Trails – add perimeter trail as well as winding interior trails. Investigate whether the County plan for a parallel trail east of Highway 1 could be incorporated into the perimeter trail. Prefer decomposed granite (which can be ADA compliant) to paving; be mindful that park amenities must have ADA access.
- General – note that “passive” features such as hills and walls can be great for active play for kids.

Active Amenities

- Horseshoes/Bocce – low cost and low impact. People will bring their own equipment.
- Tennis/Pickleball – not right for this windy site – hardscaping and fences are not desirable.
- Fitness Circuit – could be modest initially and scale up if interest is there.
- Playgrounds – include small and big kid versions; avoid colored plastic. Prefer natural or natural looking materials that integrate into the look and feel of the park, e.g., don't block the view corridor. Consider innovative and diverse play structures.
- Lawn – it would be good to have a versatile lawn which could be used for informal soccer (not organized leagues), volleyball, etc. Consider need for a low wall or fence.
- Basketball – requires significant hardscape and expense as well as fencing; not right for this site. Look into contributing to improvements at EG School courts.

- Pump Track – not right for this site; maintain support for pump track at Quarry Park
- Skate Ramp – clearly the most popular amenity, and it’s important to support it. The current ramp is on the Caltrans easement, not District property. Explore whether there is a place for the ramp within the park (not in view corridor) and develop options for a low profile (e.g. bowl) permanent skate amenity that could be developed in the future.

Other Amenities

- Parking – scale parking to what will be required for community park usage and Coastal Development Permit (CDP). Consider parking fees for non-district-residents.
- Restroom/Showers – CDP will likely require a restroom to support the park; best placement may be near the parking lot. Consider including outdoor showers.
 - Note: Strong view that HMB/Harbor District should require the RV Park to re-open the restroom that previously served Surfer’s Beach.

Next Steps

A committee to include Directors Woren and Dye, PAC members Tierney and Marsh will work with K+K to develop next steps to evolve the design(s) and robustly engage the public on further. A proposal will come back to the Board.

ITEM #4



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, September 10, 2018

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

1. CALL TO ORDER

- A. Roll Call
- | | |
|-------------|------------------------------|
| Chair: | Jim Blanchard (GCSD) |
| Vice-Chair: | Dr. Deborah Penrose (HMB) |
| Secretary: | Kathryn Slater-Carter (MWSD) |
| Treasurer: | Deborah Ruddock (HMB) |
| Director: | Scott Boyd (MWSD) |
| Director: | Leonard Woren (GCSD) |

2. PUBLIC COMMENT / ORAL COMMUNICATION

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (One potential case – circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957 – Title: General Manager

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

5. PUBLIC COMMENT / ORAL COMMUNICATION

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

- A. Approve Minutes of August 27, 2018, Regular Board Meeting ([Attachment](#))
 - B. Approve Disbursements for September 10, 2018 ([Attachment](#))
 - C. Confirm Cancellation of the Regular SAM Board Meetings on October 8, November 26, and December 24, 2018, Due to Conflicts with Observed Holidays ([Attachment](#))
 - D. Authorize General Manager to Execute a Contract with Peninsula Pump & Equipment, Inc. for Routine Pump Inspection and Repair Services in an Amount Not to Exceed \$50,000 for Fiscal Year 2018/19 ([Attachment](#))
 - E. Authorize General Manager to Execute a Contract for Sewer Line Cleaning Services from Presidio Systems, Inc. in an Amount Not to Exceed \$50,000 for Fiscal Year 2018/19 ([Attachment](#))
 - F. Authorize General Manager to Approve Purchases of Treatment-Related Chemicals from Univar USA Inc. through Bay Area Consortium in an Amount Not to Exceed \$100,000 for Fiscal Year 2018/19 ([Attachment](#))
 - G. Authorize General Manager to Attend, and be Reimbursed for Expenses Related to, the CalPELRA Annual Conference December 4 – 7, 2018, in Monterey CA ([Attachment](#))
7. **REGULAR BUSINESS** *(The Board will discuss, seek public input, and possibly take action on the following items.)*
- A. Review and Approve the Proposed Utility Worker Job Description, Pay Range, and Amend the Bi-Weekly Wage Schedule for FY 2018/19 ([Attachment](#))
 - B. Update on Repairs to Dedicated Water Line for Fire Protection ([Attachment](#))
8. **GENERAL MANAGER’S REPORT**
9. **ATTORNEY’S REPORT**
10. **DIRECTORS’ REPORT**
11. **TOPICS FOR FUTURE BOARD CONSIDERATION** ([Attachment](#))
12. **ADJOURNMENT**
- Upcoming Regular Board Meetings: September 10 and 24, 2018

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. Those wishing to speak on a matter listed on the Agenda will be called forward 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, this agenda will be made available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can be obtained by contacting Kathy Matthews at (650) 726-0124. Request for a disability-related modification or an accommodation in order to participate in the public meeting must be made at least two working days in advance of the meeting.

MINUTES
SAM BOARD OF DIRECTORS MEETING
August 27, 2018

1. CALL TO ORDER

Chair Blanchard called the meeting to order at 7:05 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

A. Roll Call

Directors Eisen (for Ruddock), Harvey (for Slater-Carter), Woren, Blanchard, Rarback (for Penrose), and Boyd were present. Also present were General Manager Marshall and General Counsel Nelson.

B. Presentation of Audited Financial Statements for Fiscal Year End June 30, 2017 by John Cropper, Cropper Accountancy (via telephone)

John Cropper, of Cropper Accountancy, addressed the Board, via telephone, and discussed the draft audited financial statements for fiscal year ending June 30, 2017, including the significant deficiencies and material weaknesses that were found. He also discussed the Joint Powers Agreement (JPA) and recommended that the Authority update the JPA agreement and eliminate the practice of refunding money to its member agencies. A discussion ensued.

Following discussion, the Board thanked Mr. Cropper for his report.

2. PUBLIC COMMENT/ORAL COMMUNICATION

None

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

The Board went into closed session at 7:57 p.m.

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (San Francisco Bay Regional Water Quality Control Board v. Sewer Authority Mid-Coastside, Complaint R2-2017-1024)

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

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

The Board reconvened into open session at 9:27 p.m. General Counsel Nelson reported that the Board voted to extend the meeting until 9:40 p.m.

5. PUBLIC COMMENT/ORAL COMMUNICATION

None

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

- A. Approve Minutes for August 13, 2018, Regular Board Meeting.
- B. Approve Disbursements for August 27, 2018
- C. Receive FY 2018/19 Expense and Revenue Report for Period Ending July 31, 2018

Director Boyd made a motion, and Director Eisen seconded the motion, to approve the consent agenda items as presented.

Boyd/Eisen/7 Ayes/0 Noes/1 Absent (Harvey). The motion passed.

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

- A. Review and Approve the Design Documents for the Wet Weather Storage Facility Expansion Project Phase 1

Tim Monahan of SRT Consultants addressed the Board and discussed the modification of the verbiage in the hydro seeding part of the document as discussed at the August 13, 2018 Board meeting. A discussion ensued. Director Boyd suggested that the Resource Conservation District (RCD) approve the seed mix before the hydro seeding takes place.

Following discussion, Director Boyd made a motion, and Director Eisen seconded the motion, to approve the design documents for the Wet Weather Storage Facility Expansion Project, Phase 1 as proposed.

Boyd/Eisen/6 Ayes/0 Noes/2 Abstain (Woren, Blanchard). The motion passed.

B. Update on Repairs to Dedicated Water Line for Fire Protection

Due to the late hour, General Manager Marshall informed the Board that the prepared presentation was also in the Board packet and could be reviewed through the packet.

8. GENERAL MANAGER'S REPORT

A. Receive Managers Report for July 2018

This agenda item will be brought back to the September 10, 2018, Board meeting.

9. ATTORNEY'S REPORT

None

10. DIRECTOR'S REPORT

None

11. TOPICS FOR FUTURE BOARD CONSIDERATION

None

12. ADJOURNMENT

Chair Blanchard adjourned the meeting at 9:42 p.m.

Respectfully Submitted,

Approved By:

Beverli A. Marshall
General Manager

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

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

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

The following data is presented for the month of July 2018.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.651	56.1%
Accidents, Injuries, etc.:	0	Granada CSD	0.282	24.3%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.227</u>	<u>19.6%</u>
Reportable Spills Cat 2:	0	Total	1.161	100%
Reportable Spills Cat 3:	0			

Administration

There were two Board meetings in the month of July (9 and 23) 2018. There was one request for public records during the month of July. The request was received from the

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Dye	J. Harvey
	B. Huber	H. Rarback	

Law Offices of Andrew L. Packard, on behalf of the Ecological Right Foundation, and included all records related to the Wet Weather Storage Expansion project for the period of July 1, 2013, through July 12, 2018. SAM responded with the requested documents on July 19, 2018.

There were three media articles during the month of July referencing the Sewer Authority Mid-Coastside or sewer-related issues: “SAM Plans to Double Wastewater Storage”, July 5, 2018, Half Moon Bay Review; “Sewer Rate Hike Hits Montara”, July 18, 2018, Half Moon Bay Review; “City Pulls Away From SAM”, July 25, 2018, Half Moon Bay Review.

There were no work-related accidents, injuries, or illnesses resulting in lost time in July. Staff has worked since March 10, 2011, without a lost time incident (2,699 days).

There was one employee anniversary in the month of July: Kishen Prathivadi, Engineering & Construction Contracts Manager, 3 years of service.

Operations & Maintenance

Staff are in the process of removal of the baker tanks that were in place for wet weather. There is only one that remains at the Montara Pump Station that still needs to be removed. We are waiting for the work to be complete at the station so it can be removed safely.

The following permanent installations are still in place.

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

The Portola Station – Wet Weather Facility, which has a capacity of 200,000 gallons.

Operations were good overall, we did identify a leak on coolant leak on the plant generator that necessitated bringing in a standby generator in order to facilitate the repair, and we are working on setting up the annual out fall inspection and working with the outfall inspection company to firm up a date.

During the month of July 2018, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 0.16 inches of rain in July. This year only 0.06 inches were recorded (US climate data HMB). Rainfall totals were as follows, 0.01 inches for the El Granada area, 0.05 inches at the plant, and 0.07 inches at the Montara station.

Below is a chronological summary of occurrences during the month of July 2018.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Dye	J. Harvey
	B. Huber	H. Rarback	

- 7/2/2018 - Cal-Con continued work on chemical feed project, Rotary drum thickener arrived on site for testing, There was a power surge response, all OK
- 7/3/2018 - Cal-Con continued work on chemical feed project
- 7/4/2018 - S.A.M. Holiday / Independence Day
- 7/5/2018 - Air had to bleed from W.A.S. line to help flow fluctuation
- 7/6/2018 - Low coolant level observed on Generator, added coolant. Waste Flare and Boiler both tripped, both reset OK
- 7/8/2018 - Flare failed twice, able to reset
- 7/10/2018 - Cal-Con continued work on chemical feed project, cleaned line to Heat exchanger
- 7/11/2018 - Cal-Con continued work on chemical feed project, Flushed out Heat exchanger line.
- 7/12/2018 - Walshon Fire Protection, Inc. was in for 5 year service
- 7/16/2018 - Staff worked with Rotary Drum Thickener Rep
- 7/17/2018 - Staff worked with Rotary Drum Thickener Rep, Cal-Con continued work on chemical feed project
- 7/18/2018 - Staff worked with Rotary Drum Thickener Rep, Ocean Monitoring Day
- 7/19/2018 - Staff worked with Rotary Drum Thickener Rep, Cal-Con continued work on chemical feed project
- 7/20/2018 - Cal-Con continued work on chemical feed project
- 7/23/2018 - Flare failed, able to reset, Cal- Con started work on annual electrical inspections.
- 7/24/2018 - Staff cleaned out heat exchanger, Cal-Con continued work on chemical feed project
- 7/25/2018 - Confined Space Training, Cal-Con worked on electrical work
- 7/26/2018 - Radiator Leak was located, Called in Peterson power for inspection.
- 7/28/2018 - Standby Generator was delivered so work could be performed on plant generator, Anton was in to check City flow meters
- 7/29/2018 - Flare Failed, was able to be reset
- 7/30/2018 - Standby generator hooked up and tested, work can now begin on plant generator, Cal-Con continued work on chemical feed project
- 7/31/2018 - Cal-Con continued work on chemical feed project

Operations at the Portola pump station no longer need to be modified; staff now has the ability to use the Wet Weather Facility as a modified equalization basin.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Dye	J. Harvey
	B. Huber	H. Rarback	

There were thirteen deliveries (approximately 6,900 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$690.00. There were 196 leachate deliveries to the SAM IPS line in the month of July, for a total leachate volume of 1,073,568 gallons.

The NPDES data report for July 2018 is attached reference (Attachment B).

Contract Collection Services

SAM cleaned 58,486 feet of sewer line and responded to six service calls.

HMB – There were two service calls in HMB in July, One was a smart cover response by the Bell Building but there was no evidence of a backup, the other was an odor complaint, the crew cleaned the main all was clear, they did note that the odor was perhaps due to a deceased rodent.

GCSD – There were three sewer-related calls. One was for a backup on the owner’s side of the lateral, there was no district cleanout that could be located on the property, private issue. One call was for bathroom fixtures that were backing up, the main line was cleaned finding nothing, private issue. The third was for a backup on the side of the lateral that he district assists, the crew had to break the cleanout in order to gain access but they were able to clear the blockage.

MWSD – There was one sewer-related calls. The homeowner reported that the bathroom in their lower unit was backing up. The crew cleaned the main line finding nothing, the crew notified the homeowner the main was clear and they would need to contact a plumber to resolve the issue.

SAM – There were no SAM facility SSO’s.

The latest collection system data report is provided (Attachment C) for the Board’s information. There were no Category 1, no Category 2, and no Category 3 SSOs during the month of July 2018. A collection services report for each member agency has been provided for the Board’s information (Attachment D).

Staff Recommendation

Staff recommends that the Board receive the Manager’s Report for July 2018.

Supporting Documents

Attachment A: Monthly Flow Report July 2018

Attachment B: Monthly NPDES Report July 2018

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Dye	J. Harvey
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Attachment C: Collection System Data July 2018

Attachment D: Monthly Collection System Agency Reports July 2018

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	B. Dye	J. Harvey
	B. Huber	H. Rarback	

Attachment A

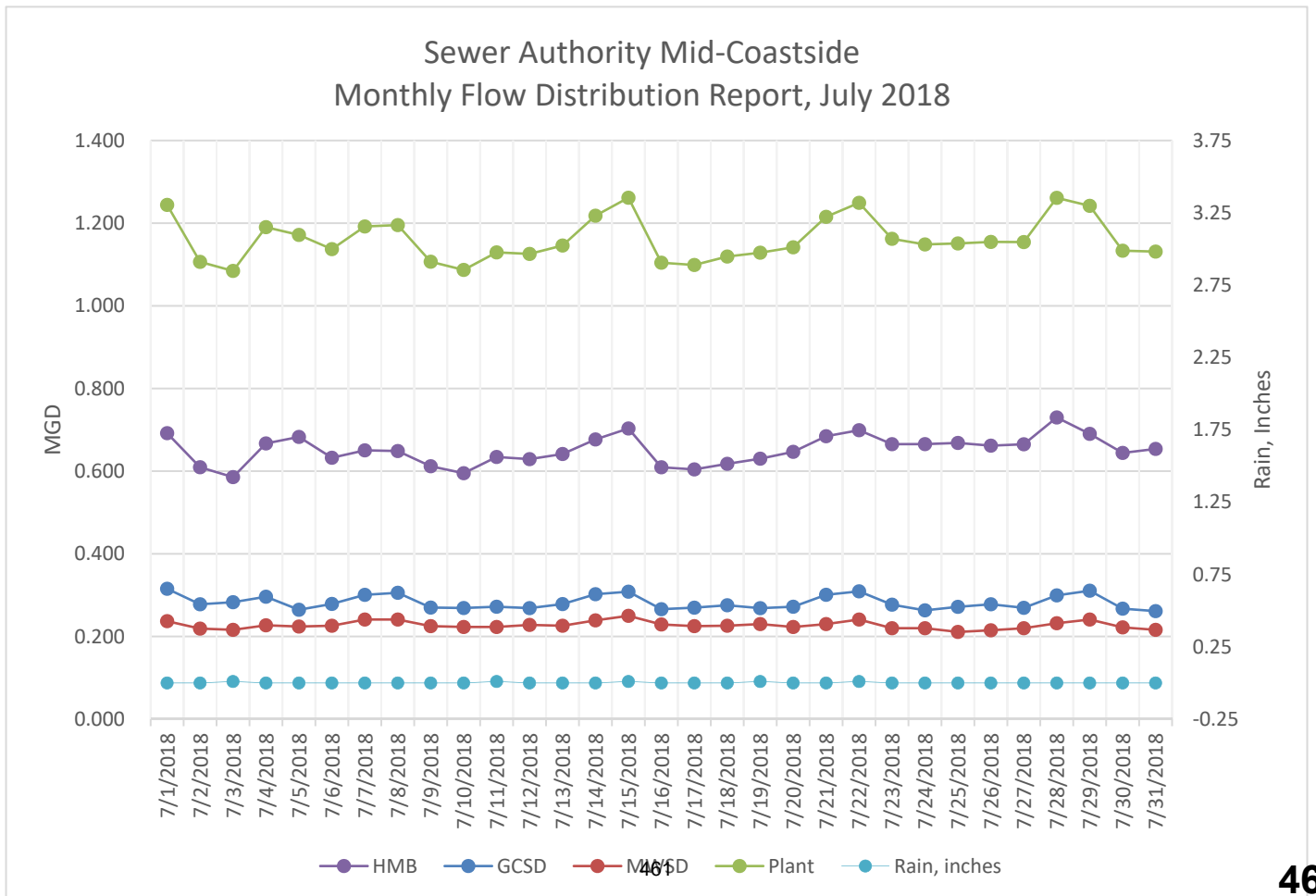
Flow Distribution Report Summary for July 2018

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

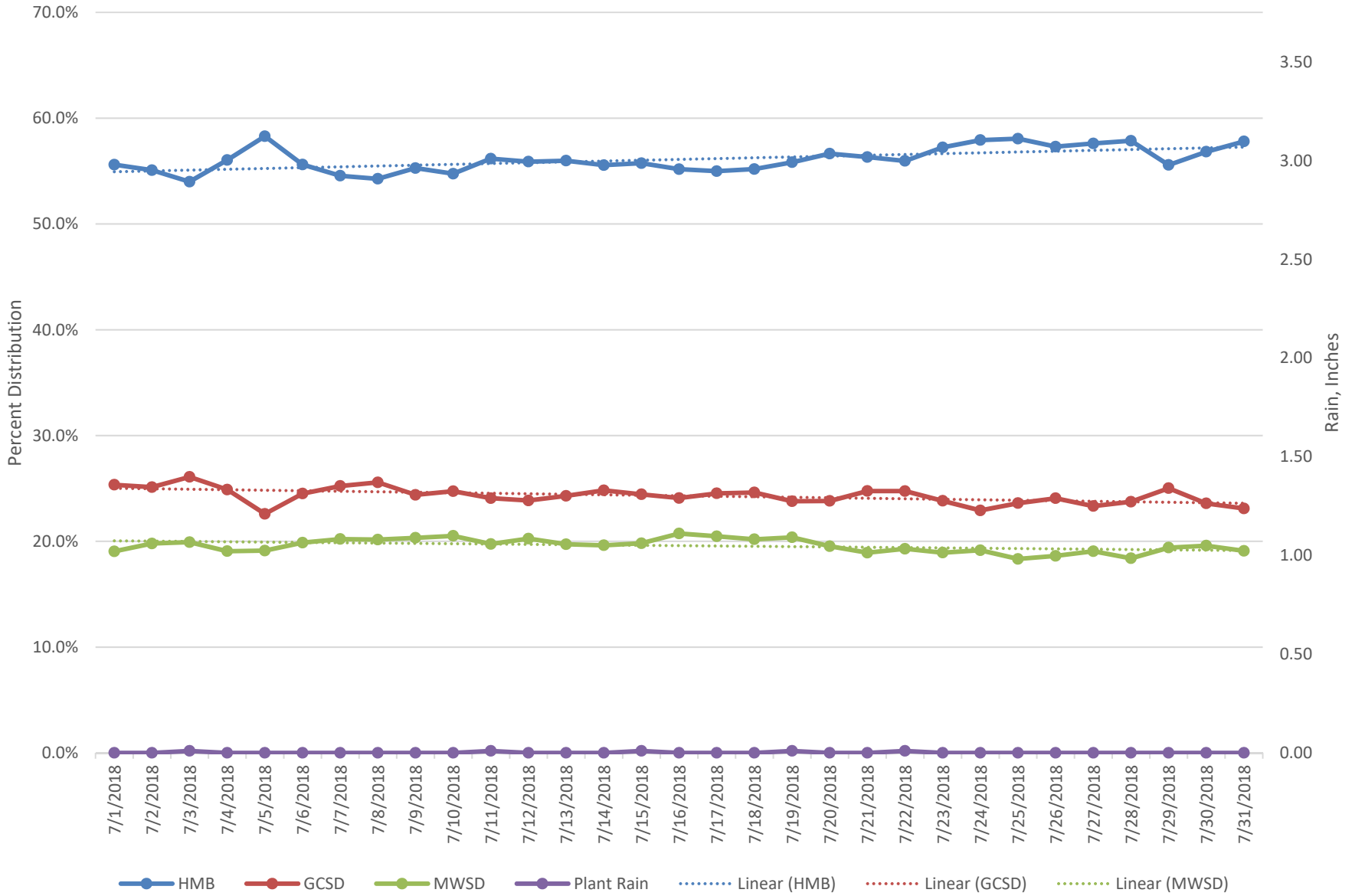
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

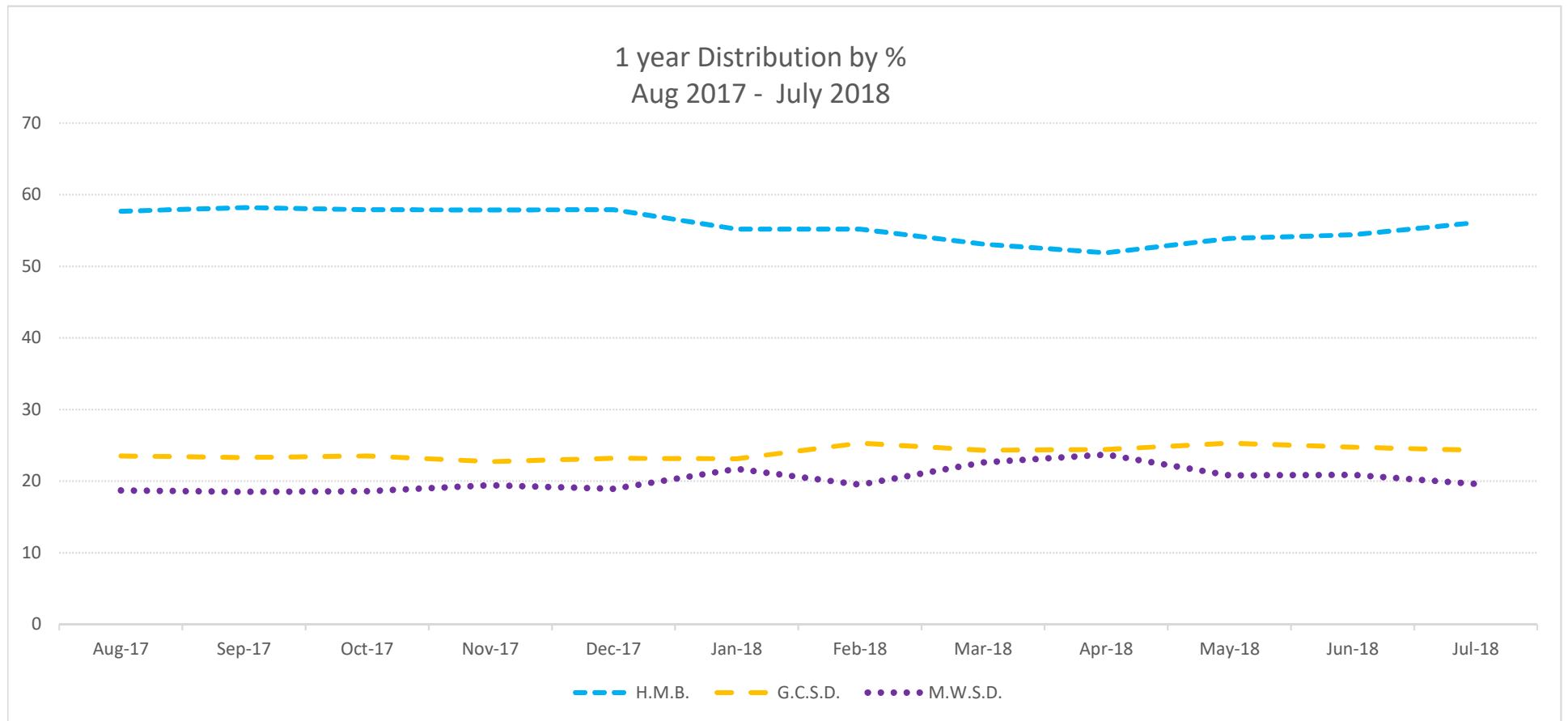
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.651	56.1%
Granada Community Services District	0.282	24.3%
Montara Water and Sanitary District	<u>0.227</u>	<u>19.6%</u>
Total	1.161	100.0%



Percent Distribution July 2018



Flow based percent distribution based for past year



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2018

July 2018

	Total	<i>Number of S.S.O's</i>			
		HMB	GCS D	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	<i>12 month rolling Number</i>			
		HMB	GCS D	MWSD	SAM
Roots	0	0	0	0	0
Grease	1	1	0	0	0
Mechanical	1	1	0	0	0
Wet Weather	0	0	0	0	0
Other	3	1	1	1	0
Total	5	3	1	1	0
		60%	20%	20%	0%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
July 2018	0	0	0	0	0
12 Month Moving Total	5	3	1	1	0

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
July 2018	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	8.1	3.0	3.7	0.0
Category 1	1.9	5.4	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	2.7	3.0	3.7	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

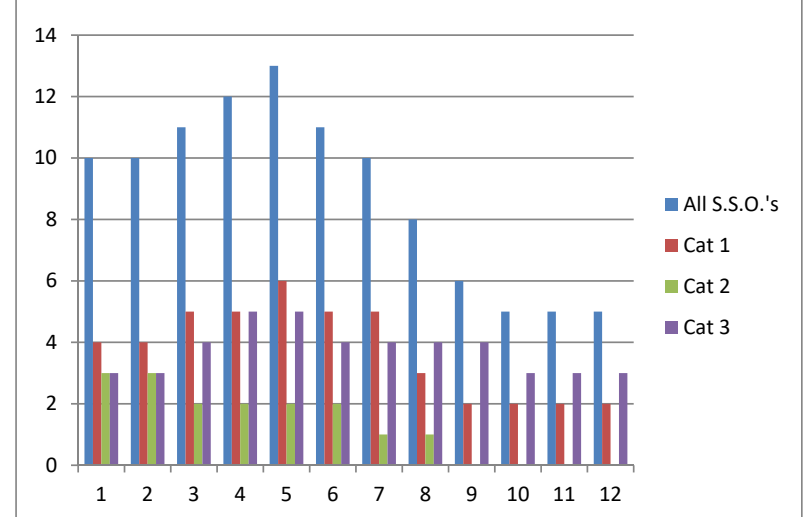
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Aug - 17	21,769	22,465	20,044	64,278	12.2
Sep - 17	18,710	17,419	11,347	47,476	9.0
Oct - 17	19,336	11,871	14,696	45,903	8.7
Nov - 17	17,854	23,041	9,978	50,873	9.6
Dec - 17	31,661	14,103	9,810	55,574	10.5
Jan - 18	26,653	13,069	11,444	51,166	9.7
Feb - 18	10,011	6,913	11,998	28,922	5.5
Mar - 18	15,529	10,672	9,585	35,786	6.8
Apr - 18	13,294	11,588	11,614	36,496	6.9
May - 18	12,081	12,563	10,730	35,374	6.7
June - 18	17,720	17,272	9,086	44,078	8.3
July - 18	29,678	19,093	9,715	58,486	11.1

Annual ft	234,296	180,069	140,047	554,412	
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Annual Mi.	44.4	34.1	26.5		105.0
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Attachment C

12 Month Moving SSO Totals Through July 2018





**COLLECTION SYSTEM SERVICES
 MONTHLY ACTIVITY REPORT: JULY 2018**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Granada Community Services District, the following information is provided for the month of JULY 2018

Basic Services

Feet of Sewer Line Cleaned:	<u>16,423 ft</u>	Manholes Inspected:	94
Feet of Hot Spot Sections Cleaned:	<u>2,670 ft</u>	Areas Unable to be Cleaned:	0
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>3</u>
Sewer Line/Manhole Failures:	<u>0</u>	Non-Emergency Repairs:	<u>0</u>
Emergency Repairs Completed:	<u>0</u>	Amount Spent on Repairs Completed:	<u>0</u>

Extended Services

Mechanic Hours:	<u>8.99</u>	Work Orders Completed:	<u>19</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>19</u>
Annual Mechanic Hours to Date*:	<u>192.8</u>	Annual Lift Station Hours to Date*:	192.8

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	53
F.O.G. Inspections Completed:	<u>2</u>	F.O.G. Inspections Passed:	2
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	0

Attachments

- Annual Feet of Sewer Line Cleaning by Month-Enclosed
- Annual Feet of Hot Spot Cleaning by Month-Enclosed
- List of Sewer Line Repairs Requested and Status-None
- Sanitary Sewer Overflow Reports-None
- Customer Service Call Responses and Resolution-Enclosed
- Year-to-Date Budget vs. Actual Expenditures-Enclosed
- Hours by Lift Station-Enclosed
- List of Lift Station Repairs Requested and Status-None
- Quarterly Inventory Report-None

*- Data being collected from Sept 2016

ITEM #5



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

August 16, 2018

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:30 p.m.

ROLL CALL

President Leonard Woren, Vice President Barbara Dye, Director Jim Blanchard, Director Matthew Clark, and Director David Seaton.

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

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

1. Conference with Legal Counsel – Existing Litigation (Gov. Code Section §54956.9(d)(1)).

City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) - San Mateo Superior Court Case No. 17CIV03092.

2. Conference Involving A Joint Powers Agency – Sewer Authority Mid-Coastside (Government Code Section 54956.96):

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code
Section 54956.9 (Two potential cases – circumstances need not be
disclosed pursuant to paragraph (1) of subdivision (e) of Government Code
Section 54956.9)**

Granada Community Services District representatives on SAM joint powers agency board: Jim Blanchard, Chair, and Leonard Woren, Director.

RECONVENE TO OPEN SESSION

There was no reportable action from the Closed Session

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:36 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Consideration of Granting Temporary Use of a Portion of Burnham Property to Telfer Paving for Staging Purposes and Possible Use Charge.

The Assistant General Manager explained that Telfer Paving, a County contractor for the Countywide Resurfacing and Slurry Seal Project, and was requesting use of the Burnham Strip property for staging for approximately eight days. The Board held a discussion regarding some issues of concern. Victoria Martinez of Telfer Paving was present, and answered questions from the Board. She also offered to pay a user fee of \$1,000 to the District, which was accepted by the Board. Counsel Parkin, at the Boards request, will draw up a Use Agreement to be signed by Telfer, which will incorporate the fee payment and insurance requirements discussed.

ACTION: Director Clark moved to grant a use permit to Telfer Paving effective 8/19/18 to 8/28/28 for a fee of \$1,000, and pursuant to the execution of an Agreement as discussed. (Clark/Seaton). Approved 5-0.

2. Consideration of Agreement for Collection System Maintenance Services with the Sewer Authority Mid-Coastside.

General Manager Chuck Duffy, who could not attend the meeting, provided a memorandum for this item, explaining the background of the new one-year Agreement for Contract Collection Services with the Sewer Authority Mid-Coastside (SAM). The agreement is basically identical to the agreement that SAM previously entered into with the City of Half Moon Bay.

ACTION: Director Dye moved to approve the Agreement for Collection System Maintenance Services with the Sewer Authority Mid-Coastside. (Dye/Blanchard). Approved 5-0.

3. Consideration of District Newsletter.

Communications Committee Member, Director Dye, reported on the status and content of the next District newsletter, which will include photos and information on the Parks Advisory Committee Summer Events Program in progress. A draft of the newsletter, to be available in electronic format and to which community members may sign up to received, was provided at the meeting.

4. Consideration of District's Sewer Authority Mid-Coastside Report.

Director Woren announced that SAM's Administrative Services Supervisor had given her resignation, and also provided a report on the July 23, 2018 SAM meeting.

CONSENT AGENDA

5. **Approval of July 19, 2018 Meeting Minutes.**
6. **Approval of August 2018 Warrants.**
7. **Approval of June 2018 Financial Statements.**
8. **Approval of Assessment District Distribution #2-18/19.**

ACTION: Director Clark moved to approve the Consent Agenda with one minor correction. (Clark/Dye). Approved 5-0.

COMMITTEE REPORTS

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

Director Seaton provided reports on the CSDA meeting and the CASA Conference That he attended.

10. **Report on Parks Advisory Committee.**

INFORMATION CALENDAR

11. **Attorney's Report. (Parkin)**
12. **General Manager's Report.**
13. **Administrative Staff Report. (Comito)**
14. **Engineer's Report.**
15. **Future Agenda Items.**

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:01 p.m.

SUBMITTED BY:

ATTEST:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: September 20, 2018

ITEM #6

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Draft August 30, 2018 Special Meeting Minutes
Date: September 20, 2018

The draft minutes for the meeting held on August 30th will be provided to you as soon as possible. I apologize for the delay.

ITEM #7

Granada Community Services District
September 2018 Warrants
For the September 20, 2018 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
08/21/18	6998	David Seaton	CASA Conference Exp	6050 · Education & Trave	264.31
08/21/18	6999	Recology of the Coast	17/18 Tax Roll-Del Garbaç	2225 · Recology-Del Gart	18,598.06
08/30/18	7000	Bell Plumbing	Repair-164 Balboa/CCTV-	5065 · CCTV, Lateral Rep	4,125.00
09/20/18	7001	Alhambra & Sierra Sprir	Jul 2018	6140 · Office Supplies	32.14
09/20/18	7002	AT&T	Aug 2018 Pump Stn Alarm	6170 · Utilities	71.54
09/20/18	7003	Barbara Dye	08/16, 08/30/18 GCSD,	096040 · Directors' Compen	367.50
09/20/18	7004	Comcast	09/13/18-10/12/18 Svcs	6170 · Utilities	217.61
09/20/18	7005	David Seaton	08/16/18 & 08/30/18 GCSI	6040 · Directors' Compen	290.00
09/20/18	7006	Dexter Wilson Engineer	Prof Svcs July 2018	6150 · Professional Servi	2,115.00
09/20/18	7007	Dudek	07/28/2018 - 08/31/2018 F	6151 · General Manager	9,450.00
09/20/18	7008	Express Plumbing	Medio Creek Maint. & Mon	1617-1 · Medio Creek	975.00
09/20/18	7009	Gaetani Real Estate	Oct 2018	6120 · Office Lease	4,450.00
09/20/18	7010	Half Moon Bay Review	Legal Pub-SSC Increase (6160 · Publications & Not	279.50
09/20/18	7011	Hue & Cry, Inc.	Sept. 2018 Pump Stn Alar	6170 · Utilities	32.65
09/20/18	7012	Jim Blanchard	08/16, 08/30 GCSD & 08/16	6040 · Directors' Compen	380.00
09/20/18	7013	KBA Docusys	04/24/18-07/23/18	6020 · Copier Lease	403.57
09/20/18	7014	Leonard Woren	08/13, 08/16, 08/27, 08/30	6040 · Directors' Compen	457.50
09/20/18	7015	Leonard Woren	Mileage: 09/06/18 Mediatic	6050 · Education & Trave	69.25
09/20/18	7016	Matthew Clark	08/16/18 & 08/30/18 GCSI	6040 · Directors' Compen	290.00
09/20/18	7017	Office Depot	Inv dtd 08/29/18	6140 · Office Supplies	431.95
09/20/18	7018	Pacifica Community TV	08/16 & 08/30/18 GCSD, C	6180 · Video Taping	750.00
09/20/18	7019	PG&E	Pump Stn Invoice dtd 08/1	6170 · Utilities	270.25
09/20/18	7020	PG&E-2	Mirada Rd Inv dtd 09/05/1	6170 · Utilities	23.41
09/20/18	7021	PGE	Office Inv dtd 08/23/18	6170 · Utilities	238.26
09/20/18	7022	PSOMAS	2018/19 Tax Roll	6150 · Professional Servi	2,700.00
09/20/18	7023	Quality Pet Waste	Inv dtd 08/17/18	5070 · Pet Waste Station	211.46
09/20/18	7024	Rodolfo Romero	Sept 2018 Cleaning 3x	6130 · Office Maint & Rep	210.00
09/20/18	7025	Sewer Authority Mid-Co	Sept 2018 Assessments	5020 · SAM-Admin/Treat/	121,180.89
09/20/18	7026	Somach Simmons & Du	Jul 2018 Legal Fees-Enfor	6091 · Legal	1,618.50
09/20/18	7027	State Fund Comp Ins	2017 Prem Bal & Annual F	6080 · Insurance	914.80
09/20/18	7028	US Bank Equip Finance	08/24/18 - 09/24/18	6020 · Copier Lease	457.68
09/20/18	7029	Valbridge	Easement Appraisal	1617-1 · Medio Creek	5,000.00
09/20/18	7030	Verizon Wireless	Aug 2018	6170 · Utilities	103.06
09/20/18	7031	Wells Fargo Credit Carc	Jul 2018 Credit Card Char	6140 · Office Supplies	700.22
09/20/18	7032	White Nelson Diehl Eva	Aug 2018	6152 · Accounting	2,500.00
09/20/18	7033	Wittwer & Parkin	Aug 2018 Svcs	6090 · Legal- Gen, IPS, P	44,650.26
TOTAL					224,829.37

ITEM #8

Granada Community Services District
Statement of Net Position (Unaudited)

As of July 31, 2018

ASSETS

Current Assets	
1000 · Wells Fargo Checking - Gen Op	\$ 61,309
1010 · Wells Fargo Checking - Deposit	5,298
1020 · Petty Cash	490
1030 · Cash - LAIF	3,993,208
1100 · Accounts Receivable	12,322
1550 · Prepaid Expenses	417
Total Current Assets	4,073,044
Fixed Assets	
1600 · Land	1,063,640
1610 · Construction in Progress	800,813
1615 · Equipment	22,153
1620 · Collections System	10,350,890
1630 · Accumulated Depreciation	(6,168,876)
Total Fixed Assets	6,068,620
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	(1,085,094)
1720 · Advance to AD- Bond Reserve	494,890
1730 · Advance to AD- NCA Fund	585,866
1735 · Advance to AD- Assesmnt Revenue	353,542
1740 · Security Deposit Office Lease	3,000
1750 · Investment in SAM	3,767,869
1760 · Deferred Outflows of Resources	101,671
Total Other Assets	5,306,838
Total Assets	15,448,502

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	45,672
2000 · Accrued Vacation	5,571
2020 · Class 3 Deposits	9,196
2100 · Payroll Liabilities	2,492
2225 · Recology-Del Garbage	20,047
2300 · Due to AD	62,322
2310 · Relief Refund Advance	350
Total Current Liabilities	145,650
Long Term Liabilities	
2401 · Net Pension Liability	170,410
2402 · Deferred Inflows of Resources	20,515
Total Long Term Liabilities	190,925
Total Liabilities	336,575

NET POSITION

3000 · Net Assets	5,678,930
3005 · Contributed Capital	9,595,349
Net Income	(162,352)
Total Net Position	\$ 15,111,927

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2018 through July 31, 2018**

	July 1 - July 31, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	11,480	16,667	(5,187)	200,000
4015 · Park Tax Allocation	-	33,333	(33,333)	400,000
4020 · Sewer Service Charges-SMC	26,461	122,583	(96,122)	1,471,000
4030 · AD OH Reimbursement	(2,188)	2,500	(4,688)	30,000
4040 · Recology Franchise Fee	-	2,667	(2,667)	32,000
Total Operating Revenue	35,753	177,750	(141,997)	2,133,000
Non Operating Revenue				
4120 · Interest on Reserves	-	3,867	(3,867)	46,400
4130 · Connection Fees	9,400	3,917	5,483	47,000
4150 · Repayment of Adv to AD-NCA	-	6,600	(6,600)	79,204
4155 · Repayment of Adv to AD-ARF	-	3,983	(3,983)	47,796
4160 · SAM Refund from Prior Yr	-	417	(417)	5,000
4170 · ERAF Refund	-	20,833	(20,833)	250,000
4180 · Misc Income	-	167	(167)	2,000
Total Non Operating Revenue	9,400	39,784	(30,384)	477,400
Total Revenues	45,153	217,534	(172,381)	2,610,400
Expenses				
Operations				
5010 · SAM - General	81,861	81,861	-	982,337
5020 · SAM - Collections	23,708	23,708	-	270,545
5050 · Mainline System Repairs	-	833	833	10,000
5060 · Lateral Repairs	-	1,667	1,667	20,000
5065 · CCTV	325	833	508	10,000
5070 · Pet Waste Station	-	83	83	1,000
5100 · County Staff Time - Parks	-	1,667	1,667	20,000
5110 · RCD - Parks	-	417	417	5,000
5120 · Half Moon Bay Reimb - Parks	-	2,083	2,083	25,000
Total Operations	105,894	113,152	7,258	1,343,882

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2018 through July 31, 2018**

	July 1 - July 31, 2018	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2018/2019 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	-	1,250	1,250	15,000
6020 · Copier lease	931	625	(306)	7,500
6040 · Directors' Compensation	1,975	917	(1,058)	11,000
6050 · Education & Travel Reimb	-	167	167	2,000
6060 · Employee Compensation	35,900	18,333	(17,567)	220,000
6070 · Engineering Services	-	1,667	1,667	20,000
6080 · Insurance	-	833	833	10,000
6090 · Legal Services	-	14,583	14,583	175,000
6100 · Memberships	161	750	589	9,000
6110 · Newsletter	-	500	500	6,000
6120 · Office Lease	13,350	4,500	(8,850)	54,000
6130 · Office Maintenance & Repairs	140	208	68	2,500
6140 · Office Supplies	140	500	360	6,000
6150 · Professional Services	4,613	7,917	3,304	95,000
6160 · Publications & Notices	189	833	644	10,000
6170 · Utilities	1,001	833	(168)	10,000
6180 · Video Taping	-	292	292	3,500
6190 · Computers	720	167	(553)	2,000
6220 · Miscellaneous	-	583	583	7,000
6230 · Bank Service Charges	792	-	(792)	-
6310 · Park Related Misc Expenses	6,405	-	(6,405)	-
Total Administration	66,317	55,458	(10,859)	665,500
Capital Projects				
1617-1 · Medio Creek Xing Crossing	(4,025)	29,167	33,192	350,000
7100 · SAM - Infrastructure	39,319	39,320	1	471,834
7500 · Projects - Parks	-	8,333	8,333	100,000
Total Capital Projects	35,294	76,820	41,526	921,834
Total Expenses	207,505	245,430	37,925	2,931,216
Net Income	(162,352)	(27,896)	(134,456)	(320,816)

No assurance is provided on these financial statements.

ITEM #9

DISTRIBUTION REQUEST NO.: #3-18/19
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$4,978.38

\$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.

September 20, 2018

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO: #3-18/19

DATE: September 20, 2018

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 4,978.38

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs: July 2018	\$ 2,392.38
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim: August 2018	\$ 2,586.00
TOTAL:			\$ 4,978.38

ITEM #10

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #11

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #12

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

To: Board of Directors
 From: Delia Comito, Assistant General Manager
 Date: September 20, 2018

Report Period -

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

APPLICATIONS RECEIVED – There were three (3) applications received this period:

Rec'd	Cl	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/30/18	1A	Wilkinson Philip	048-093-040	495 Mirada Rd, Miramar	3,697	R-1/S-17
07/30/18	1A	Stenger Sean	047-071-270	312 Sevilla Ave, EG	5,585	R-1/S-94
08/24/18	1A	Abolmoluki B	047-275-050	1120 Columbus, EG	6,026	R-1/S-17
09/04/18	1A	Reavill John	047-055-120	438 Sevilla, EG	5,000	R-1/S-17
09/12/18	1A	Wang Junhua	047-281-160	638 Coronado, EG	6,705	R-1/S-17

Note: Shaded areas were previously reported.

PERMITS ISSUED – Two (2) permits were issued this period:

No.	Cl	Issue Date	Owner or Agent	APN	Address			Sq. Ft.	Zone
3174	1A	07/13/18	Kybych Serhiy	048-013-600	124	Magellan	Miramar	7,792	R-1/S-94
3175	3	07/31/18	Kostiuk Michael	047-144-370	620	Portola Ave	EG	7,338	R-1/S-17
3176	1A	07/31/18	Kostiuk Michael	047-144-370	620	Portola Ave	EG	7,338	R-1/S-17
3177	1A	07/31/18	Wilkinson	048-093-040	495	Mirada Rd	Miramar	3,697	R-1/S-17
3178	1A	08/01/18	Stenger Sean	047-071-270	312	Sevilla Ave	EG	5,585	R-1/S-17
3179	3	08/13/18	Chirichillo	048-121-100	260	Medio Ave	HMB	5,000	R-1/S-94
3180	1A	08/14/18	Reavill John	047-055-120	438	Sevilla Ave	EG	5,000	R-1/S-17

Note: Shaded areas were previously reported.

SEWER HOOK-UPS – There were two (2) sewer hook-ups this period:

Hook-up Date	Type	Permit No.	Permit Issue Date	Owner	APN	Address
08/28/18	1A	3164	11/16/16	Michetti & Kessler	047-105-090	401 Paloma, EG
09/13/17	1A	3166	07/13/17	Lang Justin	047-105-240	755 San Carlos, EG

Note: Shaded areas were previously reported.

REPAIRS – There were no repairs this period.

Repair Date	Type	Problem	Location or Address	Cause	Cost
08/18/18	Clean-out	Back-up	164 Ave Balboa	Roots/District Clean-out	3,800

Note: Shaded areas were previously reported.

ITEM #15

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #16

AGENDA NOTICE

There are no documents for this Agenda Item.