



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA **BOARD OF DIRECTORS** **SPECIAL MEETING at 6:30 p.m.** **REGULAR MEETING at 7:30 p.m.**

Thursday, September 21, 2017

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:	Jim Blanchard
		Vice-President:	Leonard Woren
		Director:	Matthew Clark
		Director:	Barbara Dye
		Director:	David Seaton
	Staff:	General Manager:	Chuck Duffy
		Legal Counsel:	Jonathan Wittwer
		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.

ACTION AGENDA

Page Numbers

1. Consideration of Appointing Real Property Negotiator.

District's Negotiator: Chuck Duffy.
Negotiating parties: Half Moon Bay Fire Protection District and Granada Community Services District.
Property under negotiation: Vacant Land with no address located at Obispo Road and Avenue Portola, El Granada, California. (APN 047-261-030)

ADJOURN TO CLOSED SESSION

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

District's Negotiator: Chuck Duffy.
Negotiating parties: Half Moon Bay Fire Protection District and Granada Community Services District.
Property under negotiation: Vacant Land with no address located at Obispo Road and Avenue Portola, El Granada, California. (APN 047-261-030)

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

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

A. Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9: (Five Cases)

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
Granada Community Services District representatives on joint powers agency board: Leonard Woren, Vice-Chair and Jim Blanchard, 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 not on the agenda. Speakers are limited to 3 minutes each.

ACTION AGENDA

1. Consideration of Natural Resources Management Plan for the Burnham Strip Parcel.

Recommendation: To be made by the Board.

2. Consideration of Appointing PAC Oversight Committee.

Recommendation: To be made by the Board.

3. Consideration of Letter of Support for Bike Pump Track to San Mateo County Parks.

Recommendation: To be made by the Board.

Page Numbers

9

39

45

4. **Consideration of District’s Sewer Authority Mid-Coastside Representatives Report.** **49**
Recommendation: To be made by the Board.

CONSENT AGENDA

5. **Approval of August 17, 2017 Meeting Minutes.** **67**
6. **Approval of September Warrants for \$458,524.17.** **73**
7. **Approval of July 2017 Financial Statements.** **77**
8. **Approval of Assessment District Distribution #3-17/18.** **83**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

10. **Attorney’s Report. (Wittwer)**
11. **General Manager’s Report. (Duffy)**
12. **Administrative Staff Report. (Comito)** **93**
13. **Engineer’s Report. (Kennedy Jenks)** **97**

ADJOURN REGULAR MEETING

At the conclusion of the August 17, 2017 Meeting:
Last Ordinance adopted: No. 170
Last Resolution adopted: No. 2017-003

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.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Natural Resources Management Plan for the Burnham Strip
Date: September 21, 2017

The Resource Conservation District of San Mateo County (RCD) has prepared the attached management plan as requested by the Board on August 25, 2016 for the District owned Burnham Strip parcel.

In summary, the Plan examines the terrain, vegetation, and features on the Burnham Strip property, and then provides recommendations for future management of the parcel. The recommendations are broken down into four projects, with cost range estimates, and are based on the objectives to reestablish native plant communities, improve and maintain drainage and riparian habitat, and to rehabilitate the parking area.

The report is for information only at this time, however, staff recommends the Board granting approval to have the RCD contact Caltrans regarding management cooperation as mentioned in the report.

NATURAL RESOURCES MANAGEMENT PLAN
GRANADA COMMUNITY SERVICES DISTRICT
BURNHAM STRIP PROPERTY



Prepared for Granada Community Services District

Prepared by San Mateo County Resource Conservation District
4/18/2017

TABLE OF CONTENTS

Table of Contents	2
Section 1: Introduction	3
1.1. Purpose of Natural Resource Management Plan	3
1.1.1 Background	3
1.1.2 General Property Description.....	3
Section 2: Vegetation Community.....	5
2.1. Vegetation Composition	5
2.2. Field Survey Observation	5
Section 3: Hydrologic Characteristics	12
Section 4: Management Plan.....	13
Project1: Enhancing Native Plant Populations in Field 1 and 2.....	13
Project 2: Stormwater Quality Improvement in Drainage Ditch 1 and 2.....	16
Project 3: Riparian Area Enhancement.....	17
Project 4: Compacted area Rehabilitation.....	19
Burnham strip Plant List.....	21

SECTION 1: INTRODUCTION

1.1. PURPOSE OF NATURAL RESOURCE MANAGEMENT PLAN

The purpose of this Natural Resource Management Plan (NRMP) for Burnham Strip is to provide Granada Community Services District (GCSD) and the San Mateo Resource Conservation District (RCD) with an inventory of natural resources and recommended steps to protect and enhance natural resource values. This initial version of the NRMP focuses on vegetation and stormwater management. Section 2 of this report includes an overview of vegetation composition and recommended strategies to increase native plant populations and diversity. Section 3 includes an overview of stormwater and riparian drainages and recommended strategies to improve water quality and riparian habitat. Section 4 includes management recommendations outlined in 4 projects which focus on increasing native plant populations and improving water quality.

1.1.1 BACKGROUND

In 1978 the Montara-Moss Beach-El Granada Community Plan established the guiding principles for this land by designating it as a community park, thus rezoning as “*Community Open Space Conservation.*” The rezoning of the property allowed for potential future developments like a community center, interpretive center, library, temporary outdoor performing arts center, urban roadside stands, park, public restrooms, showers and the realignment of the Highway 1. The Burnham Strip Committee of Midcoast Park Lands is dedicated to the preservation of the Burnham Strip for future public use, as it was designated in the 1978 Plan. The property is currently used as public open space, owned and managed by GCSD. This NRMP will serve as an inventory of existing resources and a guide for management to achieve natural resource conservation goals, while not inhibiting potential public uses on the site in the future.

Recent developments on the site includes a 200,000-gallon underground wet weather flow management system constructed in August 2012 through a partnership with GCSD and Montara Water and Sanitary District. The system acts as a buffer during wet weather events, accepting higher-than-average sewage flow routing to the Sewer Authority Mid-Coastside plant in Half Moon Bay. As vegetation regrows over the underground wet weather flow management system, GCSD is interested in enhancing the native plant community and reducing the non-native plant population on this community open space.

1.1.2 GENERAL PROPERTY DESCRIPTION

The Burnham Strip is a long and narrow 6.2-acre property that is located northeast of and adjacent to Highway 1 in El Granada, CA (Figure 1 and 2). The property is bordered along the entire southwestern boundary by the Caltrans right of way for Highway 1 and a mix of residential and commercial properties on all other sides. The Burnham Strip property is currently open space with three distinct drainage features running across the property generally north to south. The property has a distinct bare compacted area with little to no vegetation that is currently being used as an informal parking area accessible by Highway 1. The property also has an underground wet weather overflow sewage management system.

Burnham Strip Natural Resource Management Plan

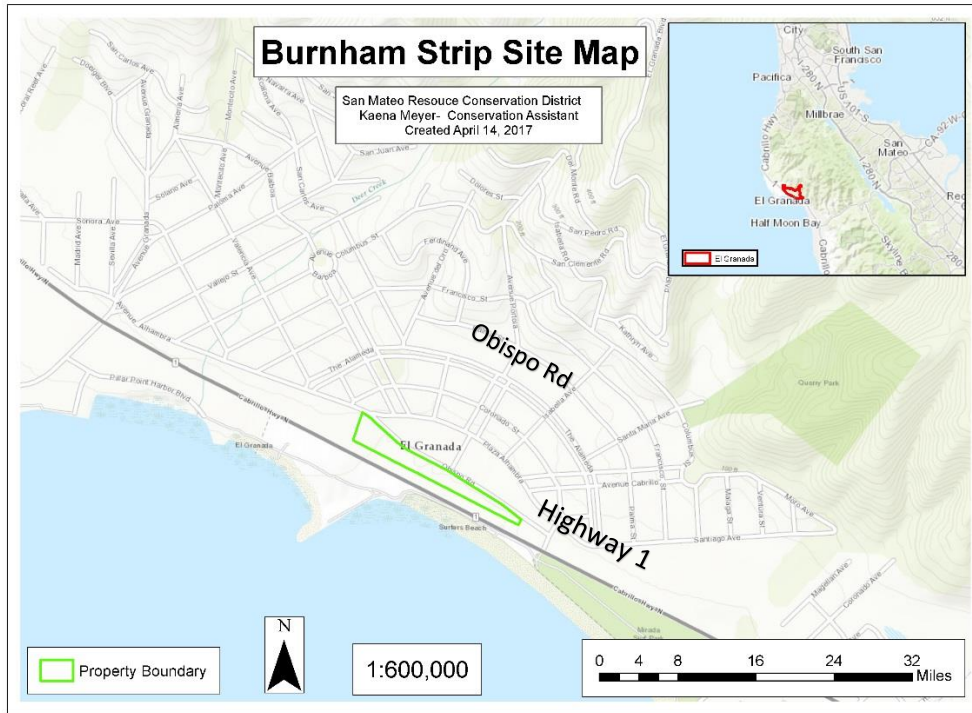


Figure 1: Map illustration of property boundary located in El Granada, Ca.

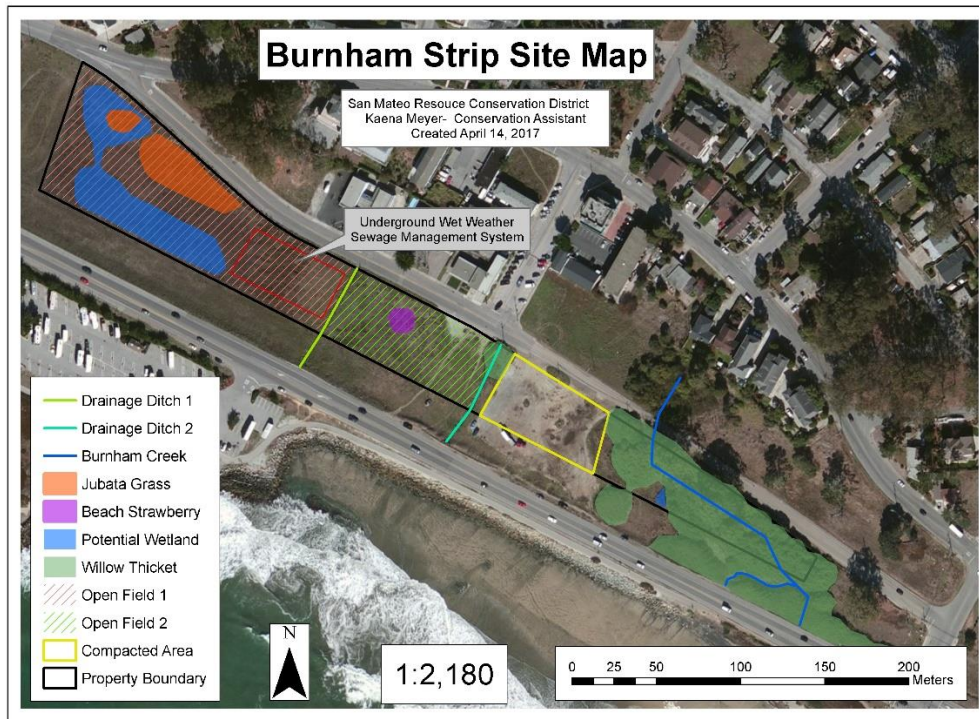


Figure 2: Map illustration of vegetation communities identified on the Burnham Strip property.

SECTION 2: VEGETATION COMMUNITY

2.1. VEGETATION COMPOSITION

RCD staff conducted field visits in the fall of 2016 and documented the location and composition of vegetation. For surveying purposes, the property was partitioned into six sections based on land features: starting from the north and working south are the open field 1, drainage ditch 1, open field 2, drainage ditch 2, compacted area, and Burnham Creek (See Figure 2).

The character of the mixed vegetation landscape on the site including coverage, density, and biomass as well as identifying native and non-native plant species and characterizing existing. The survey provides a basis for vegetation management recommendations.

2.2. FIELD SURVEY OBSERVATION

RCD staff observed 92 different plant species on the Burnham Strip property. A list of the 92 species observed is provided with this report as Appendix A. These were grouped into three categories: native, non-native (not recommended for removal), and non-native (recommended for removal). Of the species identified there are 28 native plant species (30%), 49 non-native plant species (not recommended for removal) (53%), and 15 non-native plant species (recommended for removal)(17%). Plants recommended for removal are invasive species that pose a particular threat to the native plant community and are a priority for population control efforts. Native plant species that were found on the site include arroyo willow (*Salix lasiolepis*), giant horsetail (*Equisetum telmateia ssp. Braunii*), coyote brush (*Baccharis pilularis*), and beach strawberry (*Fragaria chiloensis*).

Plant Group Categories	% of total species
Native	30
Non-Native (not recommended for removal)	53
Non-Native (recommended for removal)	17

2.2.1 Plant Coverage

The herbaceous layer across the property was dominated by non-native plant species including annual and perennial grasses, bristly ox tongue (*Helminthotheca echioides*), mallow (*Malva spp*), and wild geranium (*Geranium dissectum*). Small populations of native herbaceous plant species were also observed throughout. The woody understory on the property is comprised primarily of native arroyo willows (*Salix lasiolepis*) and plume acacia (*Albizia lophantha*).

Burnham Strip Natural Resource Management Plan

Open Field 1

This open field was disturbed by the recent installation of the 200,000-gallon underground wet weather flow management system in 2012. The dominant herbaceous layer in this area is composed of jubata grass (*Cortaderia jubata*), cheeseweed/little mallow (*Malva parviflora*), bristly ox-tongue (*Helminthotheca echioides*), wild geranium (*Geranium dissectum*), and perennial grasses. There is a depression in the north-east section of this field which holds standing water during and after significant rain events. Near the lower depression of this section were hydrophytic plant species such as spreading rush (*Juncus patens*), brownhead rush (*Juncus phaeocephalus var. phaeocephalus*), and common three-square bulrush (*Schoenoplectus pungens var. longispicatus*). Hydrophytic plants are plant species that adapt and thrive in a more wetted environment. These plants play an important role as wetland indicators. Plant species categorized under non-native (recommend for removal) in this section are the himalayan blackberry (*Rubus armeniacus*) and the jubata grass (*Cortaderia jubata*).



Figure 3.0: View facing west toward open field 1 looking at potential wetland habitat and a large cluster of Jubata grass in the northeast end.



Figure 3.1: View facing west toward open field 1 looking at potential wetland habitat and a large cluster of Jubata grass in the northeast end.

Burnham Strip Natural Resource Management Plan

Drainage Ditch 1

This is the northern most and narrowest drainage feature on the property. Urban runoff discharges into this ditch through a road culvert from developed properties above. The ditch crosses the Burnham Strip property onto Caltrans property, enters a culvert running under Highway 1 and empties into the ocean. The dominate plant species found in this section are annual grasses, bristly ox-tongue (*Helminthotheca echioides*), and bermuda buttercup (*Oxalis pes-caprae*). The plant species categorized under non-native (recommend for removal) in this section is bristly ox-tongue (*Helminthotheca echioides*).



Figure 4.0: View facing north toward residential neighborhood of Ditch 1.



Figure 4.1: View facing southwest toward beach of Ditch 1.

Burnham Strip Natural Resource Management Plan

Open Field 2

Segments in this field show some compaction from the installation of the underground wet weather flow management system from Open Field 1. RCD staff observed dominant plant species of annual grasses, bristly ox-tongue (*Helminthotheca echioides*), and bermuda buttercup (*Oxalis pes-caprae*). The plant species categorized under non-native (recommend for removal) in this section is Bristly Ox-Tongue (*Helminthotheca echioides*). Native beach Strawberry (*Fragaria chiloensis*) was found only in this section.



Figure 5.0: View facing southwest toward beach of Open field 2

Burnham Strip Natural Resource Management Plan

Drainage Ditch 2

As with Ditch 1, urban runoff discharges into this relatively wide (compared with Ditch 1) ditch through a road culvert from residents above. The ditch continues onto Caltrans property, enters a culvert running under Highway 1 and empties into Surfers Beach. The dense and dominant plant species identified in this section are annual grasses and arroyo willows (*Salix lasiolepis*). Plant species categorized under non-native (immediate attention) in this section are Plum Acacia (*Albizia lophantha*) and Late Cotoneaster (*Cotoneaster lacteus*).



Figure 6.0: View facing north toward willow thicket and other plant species.



Figure 6.1: View facing southwest toward beach of willow thicket.

Burnham Strip Natural Resource Management Plan

Compacted Area

The compacted area has been used in the past as a construction staging area and is currently used as an informal parking area for nearby Surfer's Beach. It is undetermined what future use will be for this area. With compacted soils and ongoing disturbance by vehicles, vegetation cover and plant species diversity in the area are limited. Dominant species identified were perennial and annual grasses. The plant species categorized under non-native (recommended for removal) in this section is Italian thistle (*Carduus pycnocephalus ssp. pycnocephalus*).



Figure 7.0: View facing northwest of the compacted area.



Figure 7.1: View facing southwest of the compacted area.

Burnham Strip Natural Resource Management Plan

Burnham Creek:

This riparian area is approximately 250-meters long, meanders through the south end of the property, and drains to the beach through a road culvert under highway 1. This area has a dominant woody understory of native arroyo willows but in some areas overtopped by Blue Gum Eucalyptus (*Eucalyptus globulus*). The dominant herbaceous understory consists of non-native annual grasses. This riparian area has a significant number of non-native plant species that are recommended for removal such as Blue Gum Eucalyptus (*Eucalyptus globulus*), English Ivy (*Hedera helix*)

, Cape Ivy (*Delairea odorata*), and Poison Hemlock (*Conium maculatum*). These non-native plant species tend to have a competitive edge over native plant species in nutrient and moisture rich areas compared with native plant species that tend to be adapted for poor nutrient conditions. Native hydrophytic plant species observed in the willow thicket understory include Tall Flatsedge (*Cyperus eragrostis*), Small-fruited Bulrush (*Scirpus microcarpus*), Common Three-Square Bulrush (*Schoenoplectus pungens* var. *longispicatus*), and Brown Bog Rush (*Juncus hesperius*).



Figure 8.0: View facing southeast viewing willow thicket and other woody plant species.



Figure 8.1: View facing southeast showing a cluster of coast rushes.

SECTION 3: HYDROLOGIC CHARACTERISTICS

The Burnham Strip has three distinct drainage features that are influenced by several key factors, including stormwater runoff, topography and morphology, and plant cover (Figure 9.0-9.2). The dominant hydrological feature in the vicinity is the Burnham Creek on the southeast end of the property. The other two hydrological features on the property are drainage ditches which receive stormwater runoff from the upslope residential area. These are ephemeral water features that stop flowing for a period of time during the dry season.



Figure 9.0: View facing southeast toward Drainage Ditch 1



Figure 9.1: View facing southwest toward Drainage Ditch 2.



Figure 9.2: View facing southeast of Burnham creek.

Stormwater runoff from the adjacent residential neighborhood discharges into Burnham Strip via two open ditches that run across the property and onto Caltrans property. The straight and narrow open drainage ditches are roughly 65 meters in length and empty into culverts running under Highway 1 that immediately discharge to the ocean. Both drainage ditches display partial to no riparian vegetation.

The Burnham Creek is roughly 250 meters in length that meanders and branches toward the south end near Highway 1 as shown on the map. The northern section of the branch empties into a culvert running under Highway 1 that discharges into the ocean. The southern section of the branch was observed to act more like an overflow ditch during high flows. As mentioned above, during the dry season a section of the creek near Obispo Road exhibits a pool bed of still water that could potentially harbor unwanted insects and poor water quality.

The RCD participates in an annual water quality sampling event called First Flush that tests for urban pollutants that are washed down during the first winter rainstorm of the season. Two of the drainage features on the property are sampling sites for this event: Drainage Ditch 2 and the Burnham Creek. The sampling sites are located at the outfall of the Burnham Creek across Highway 1 at Surfers Beach and at the metal culvert inlet of Drainage Ditch 2 on the property side of Highway 1.

Burnham Strip Natural Resource Management Plan

The October 14, 2016 First Flush event found that the two sampling sites exceeded the water quality objectives for bacteria, metals, and nutrients. As reported in the National Water Quality Inventory 1996 Report to Congress (US EPA, 1998), urban runoff was one of five leading source of pollutants causing water quality impairment related to human activities in ocean shoreline waters and the second leading cause in estuaries across the nation.

Best Management Practices for stormwater can be implemented at each of the three water features on the property to reduce the likelihood of pollutants entering the ocean at Surfer's Beach.

SECTION 4: MANAGEMENT PLAN

The assessments in section 2 and 3 provide background information used to develop management recommendations for the Burnham Strip property. The projects identified in this section provide a management framework to provide the following benefits: a) increased native plant populations and reduced non-native plant populations, b) improvements in habitat for native wildlife, c) improved water quality on and off the property and d) improved soil health and carbon sequestration capacity. Described below are four projects that would make a significant impact on achieving these benefits. Rough cost estimates are provided for each project. However, these estimates depend largely on the scope and breadth of work GCSD wishes to pursue. Cost savings can be achieved by implementing some projects at the same time.

1. Enhancing Native Plant Populations in Field 1 and 2
2. Stormwater Quality Improvement in Drainage Ditch 1 and 2
3. Riparian Area Enhancement
4. Compacted Area Rehabilitation

PROJECT 1: ENHANCING NATIVE PLANT POPULATIONS IN FIELDS 1 AND 2

Project Summary

The purpose of this project is to enhance the native plant communities on Fields 1 and 2. The project will result in a) a reduction of non-native plant species, b) an increase in native plant populations and diversity and c) enhanced habitat for wildlife. Non-native plant species will be removed and native plant species will be planted using one or more techniques described below. Project implementation will happen in three sections of the property: Open Field 1, Open Field 2, and Riparian Area. RCD will work with GCSD to further develop the best option for this project.

Project Location

The Invasive Plant Removal project site is located on Field 1 and Field 2 in the 6.2 acre Burnham Strip parcel located along highway 1 approximately 3.7 mile north of Half Moon Bay (see figure 10).

Project Scope

The RCD will work with GCSD to finalize the scope of work for this project, including cost estimate and project timeline. Depending on the scope of the project that GCSD chooses, we estimate that this will cost as little as \$18,000 and as much as \$60,000.

Burnham Strip Natural Resource Management Plan

Typical methods used for invasive plant removal are mechanical, chemical, and biological. Most successful revegetation projects employ a combination of one or more of these options.

Mechanical control uses physical removal such as hand pulling and digging, suffocation/solarization, and cutting/mowing. If desired by GCSD, this method can incorporate volunteer opportunities to inspire community involvement. Purely mechanical removal can take much longer, be more costly (even with volunteers) and is less effective with some plant types that are located on this site.

Chemical control uses herbicides to kill plants and inhibit regrowth. Herbicides are among the most effective and resource-efficient tools to treat invasive plant species. It is essential to follow all established protocols and BMPs and use a certified professional to ensure no impacts to waterways or wildlife. Treatments usually take multiple years for non-native plant removal and revegetation's, but can often be done faster and with less disturbance with the use of chemical treatments.

Biological control (biocontrol) uses natural enemies like native insects, exotic organisms (diseases, insects, or wildlife), and prescribed grazing to restore natural controls and reduce dominance of invasive plants within the plant community. This method could be an opportunity for a grazing management plan. Grazing could bring the competitive invasive plant species to a disadvantage. Goat herds are used locally for this purpose.

Native plant population enhancement will require planting and maintenance of the site based on a revegetation plan. The direction of the revegetation plan will depend on the method(s) of non-native plan removal. Replanting native plant species will help build soil health and the native plant community on the property. Replanting can include seeding native perennial grasses as cover crops to enhance soil health, hand-planting native plant species, and allowing native plant species to grow in naturally.

RCD, with approval from GCSD, will reach out to Caltrans to address invasive plant vectors from their property between the fields and highway 1. Otherwise the Caltrans site will provide a source of non-native seeds which will continuously deposit on the Burnham Strip fields.

Benefits

The purpose of managing invasive plant communities and plating natives is to protect, reestablish and/or maintain the desired plant community. Successful restoration of native plant cover in these fields will enhance ecosystem functions by preventing against reinvasion of non-native plants, improving soil health and carbon sequestration capacity. The increase in native plant populations and diversity will also benefit wildlife habitat on the property.

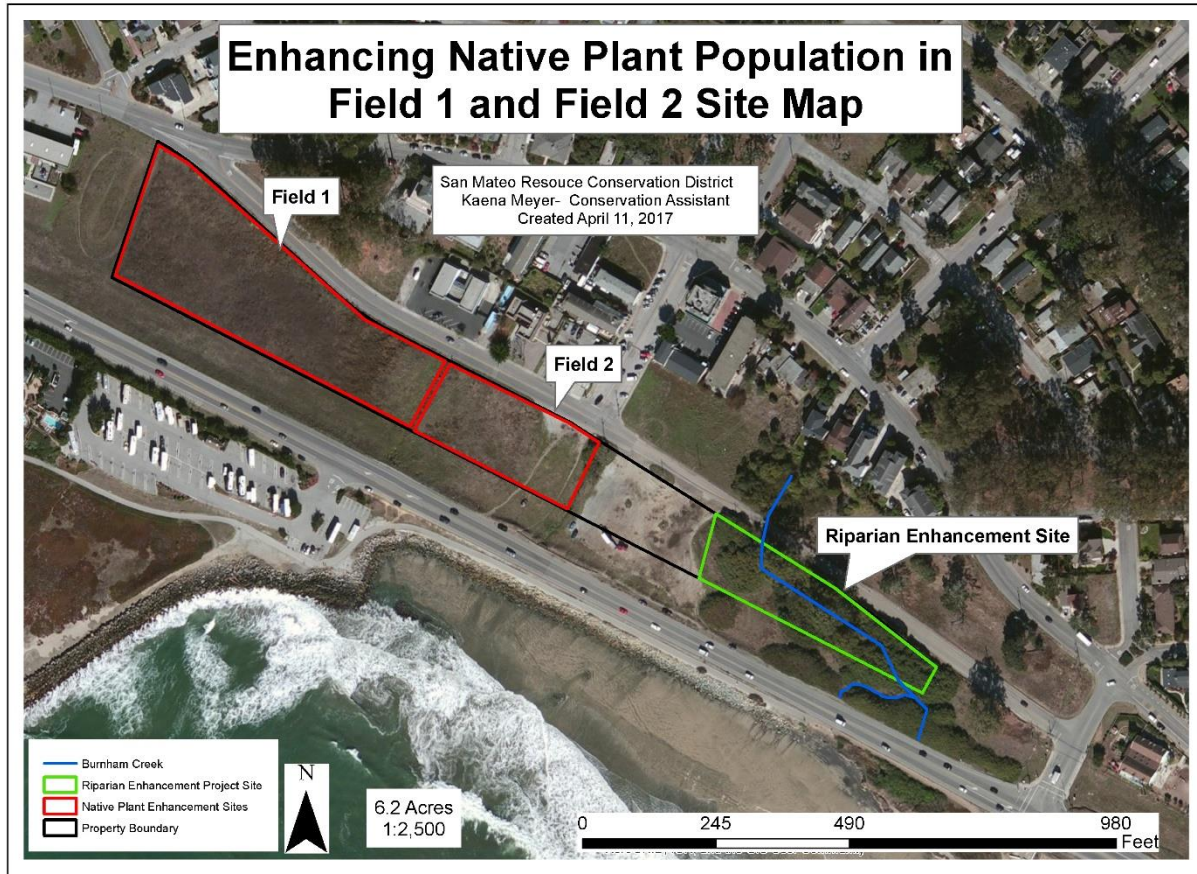


Figure 10.0 Map illustrates the site location of the invasive plant removal project on Field 1 and 2.

PROJECT 2: STORMWATER QUALITY IMPROVEMENT IN DRAINAGE DITCHES 1 AND 2

PROJECT SUMMARY

The purpose of this project is to treat stormwater runoff and improve quality on the property and entering the ocean. The project will reshape drainage ditch 1 and drainage ditch 2 into ecologically functioning hydrological features which will help remove pollutants from surface runoff before draining to Surfers Beach. Reshaping the drainage ditches and vegetating the surface of the ditch will slow, spread and sink stormwater allowing for increased filtration and treatment. Reshaping will involve grading work using heavy equipment.

Project Locations

The drainage ditch enhancement project site is located on the 6.2 acre Burnham strip parcel located along highway 1 approximately 3.7 miles north of Half Moon Bay. Both ditches just adjacent to the compacted area (see figure 11).

Project Scope

The RCD will work with GCSD to finalize the scope of work for this project, including cost estimate and project timeline. Depending on the scope of the project that GCSD chooses, we estimate that this will cost as little as \$35,000 and as much as \$80,000.

Bioswales are storm water runoff conveyance systems that provide an alternative to storm sewers. They can absorb low flows or carry runoff from heavy rains to storm sewer inlets or directly to surface waters. Bioswales improve water quality by infiltrating the first flush of storm water runoff and filtering the large storm flows they convey

Rain gardens are slight depressions in the land to help collect and infiltrate stormwater into the ground. They are vegetated with plants that can withstand moisture regimes ranging from flooded to dry. Rain garden components can be incorporated into bioswale designs.

This project would benefit from coordination with Caltrans. With approval from GCSD, the RCD will reach out to Caltrans about the potential to work on their property to maximize the benefits provided by the stormwater management practices.

Benefits

Successful reshaping and revegetation of the drainage ditches will treat stormwater runoff, removing pollutants and improve water quality in the Surfers Beach area. Bioswales and raingarden features will also increase groundwater infiltration rates. The RCD conducts water quality testing in the project area and as part of this project can work towards designing stormwater management practices to reduce target pollutants.

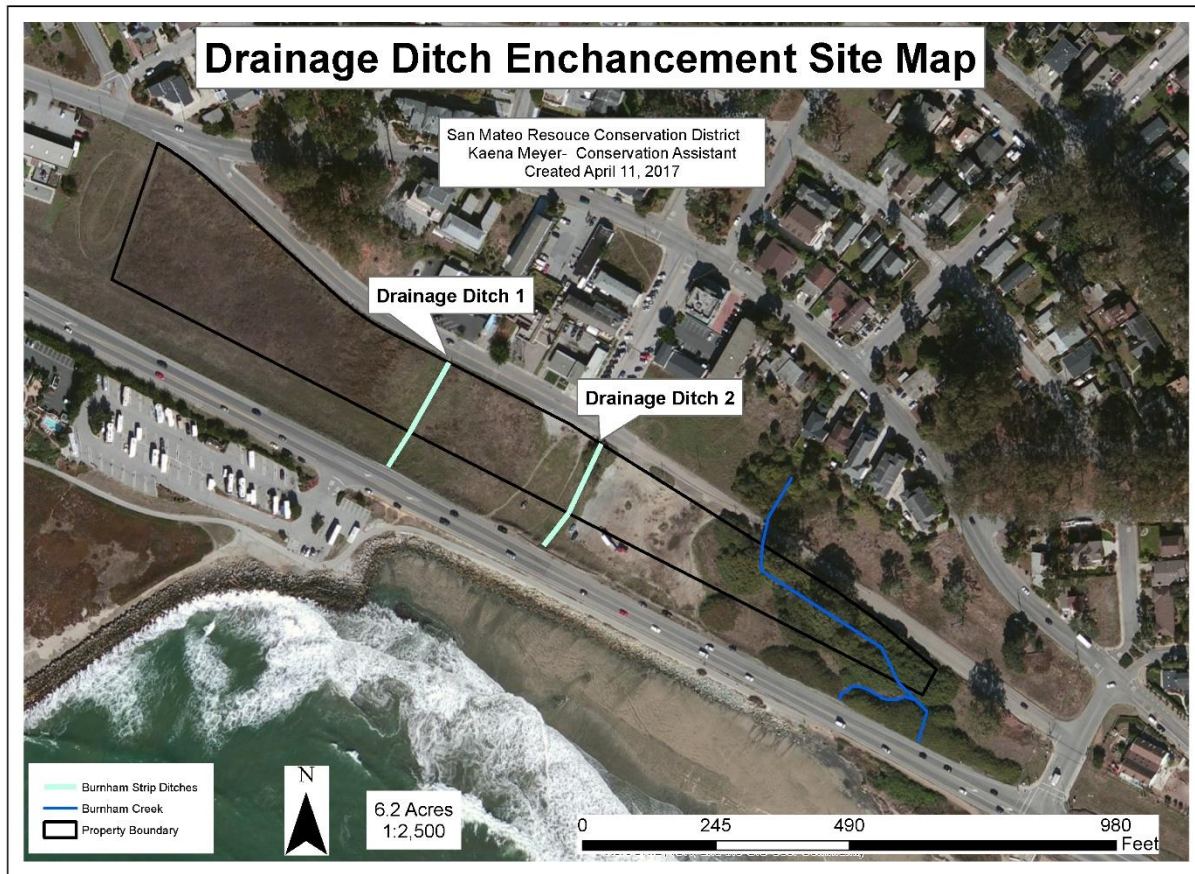


Figure 11.0 Map illustrates the location of the two-drainage ditch enhancement project.

PROJECT 3: RIPARIAN AREA ENHANCEMENT

Project Summary

The purpose of this project is to maintain and improve the ecological functions of the existing riparian habitat, i.e. the areas adjacent to the creek. This project will a) reduce non-native plant populations and increase native plant populations, b) improve soil health and carbon sequestration capacity and c) protect and improve wildlife habitat in high value riparian areas. Non-native plant species will be removed and native plant species will be planted using one or more techniques described in Project 1, utilizing Best Management Practices for riparian areas. This site also includes several large non-native tree species which represent unique challenges for removal.

Project Location

The riparian enhancement project is located on the 6.2 acre Burnham strip parcel located along highway 1 approximately 3.7 miles north of Half Moon Bay. The project is located on the south end of the long rectangular parcel (see figure 12).

Burnham Strip Natural Resource Management Plan

Project Scope

The RCD will work with GCSD to finalize the scope of work for this project, including cost estimate and project timeline. Depending on the scope of the project that GCSD chooses, we estimate that this will cost as little as \$55,000 and as much as \$120,000.

The proposed project would likely involved invasive plant removal and native plant revegetation as described above, with modifications and best practices for working in the sensitive riparian habitat.

Similar to the two drainage ditches, the riparian area would benefit from minor channel modifications for streamflow improvements, pending more information on the creek's topology and drainage area to further assess benefits from this restoration action. With GCSD permission, the RCD would reach out to Caltrans about the opportunity to maximize the benefits of this project by addressing the riparian impairments on their contiguous property.

Benefits

The purpose of managing invasive plant communities and planting natives is to protect, reestablish and/or maintain the desired plant community. Successful restoration of native plant cover in the riparian area will enhance ecosystem functions by preventing against reinvasion of non-native plants, improving soil health and carbon sequestration capacity and improving water quality and groundwater infiltration rates. The culmination of these benefits will provide better wildlife habitat on this unique part of the property. Like the two drainage ditches, this site provides a rare opportunity to treat stormwater runoff from an urban area before entering to the ocean and a particularly popular recreational beach.

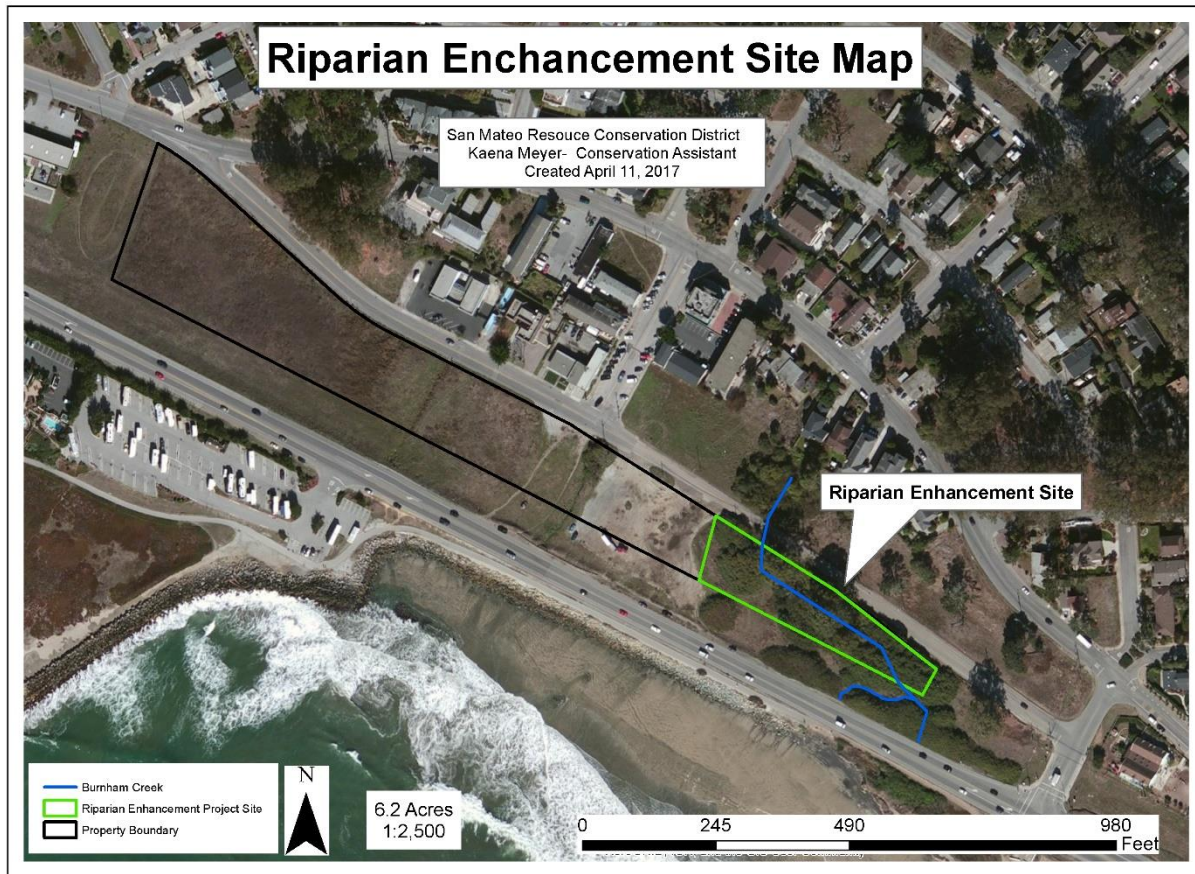


Figure 12.0 Map illustrates the site location for the riparian enhancement project.

PROJECT 4: COMPACTED AREA REHABILITATION

Project Summary

The purpose of this project is to rehabilitate the compacted area to reduce stormwater runoff pollution and improve ecological functioning of the site. The project will revegetate the area, reducing stormwater runoff and erosion and increasing the native plant population, habitat value, soil health and carbon sequestration capacity.

Project Location

The project site is located on the 6.2 acre Burnham strip parcel located along highway 1 approximately 3.7 miles north of Half Moon Bay. The project is located adjacent to Burnham creek (see figure 13).

Burnham Strip Natural Resource Management Plan

Project Scope

The RCD will work with GCSD to finalize the scope of work for this project, including cost estimate and project timeline. Depending on the scope of the project that GCSD chooses, we estimate that this will cost as little as \$18,000 and as much as \$60,000.

Options and approaches for invasive plant removal practices are described elsewhere in this document. To rebuild the soil profile, the compacted area will be tilled and imported topsoil and compost will be incorporated. Revegetation at this site will be based somewhat on the design plan of rebuilding the soil health. Project 1 has examples of native plant revegetation techniques that could be used at this site, however native plant recruitment is not currently an option due to the poor soil conditions.

Benefits

The purpose of rehabilitating the soil health in the compacted area, removing the few non-native plant species and establishing a native plant community is to a) improve stormwater runoff quality, b) reduce non-native and increase native plant populations, c) improve habitat quality in the project area and d) increase soil health and carbon sequestration capacity.

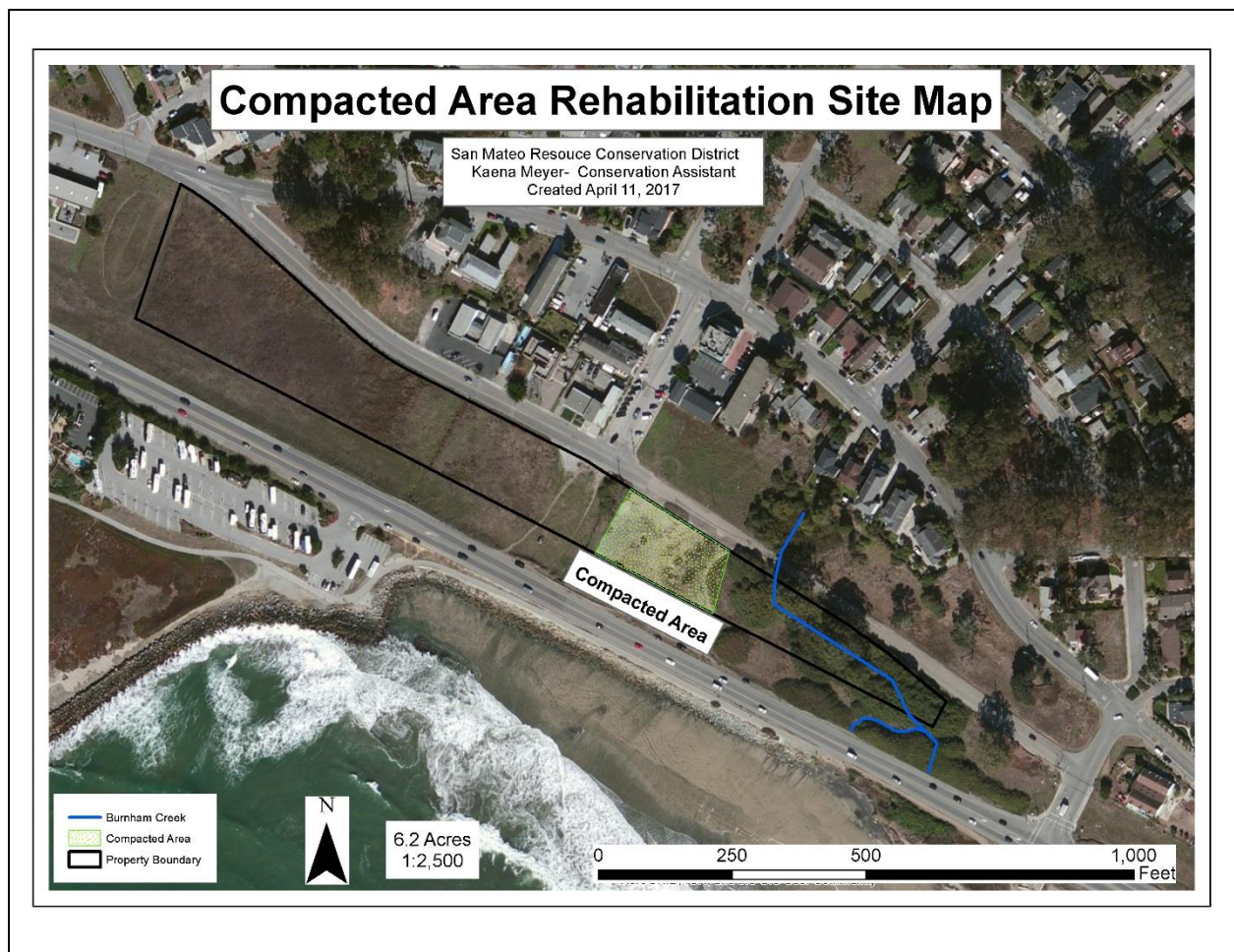


Figure 13.0 Map illustrates site location for compacted area rehabilitation project.

Appendix A

BURNHAM STRIP PLANT LIST

*	Non-Native Plant Species
	Dominate Plant Species

Open Field 1 (Near Preschool)

Scientific Name	Common Name	Coverage	Management
<i>Cortaderia jubata</i> *	Jubata Grass	High	Recommended for Removal
<i>Juncus phaeocephalus</i> <i>var. phaeocephalus</i>	Brownheaded Rush	Medium	Hydrophytic plants (Wetland Indicator)
<i>Geranium dissectum</i> *	Wild Geranium	High	
<i>Helminthotheca echioides</i> *	Bristly Ox-Tongue	High	Recommended for Removal
<i>Poaceae</i> *	Unknown Grasses	High	
<i>Brassica rapa</i> *	Field Mustard	Low	
<i>Baccharis pilularis</i>	Coyote Brush	Low	
<i>Pinus radiata</i>	Monterey Pine	Low	
<i>Mercurialis annua</i> *	Annual Mercury	Low	
<i>Rubus armeniacus</i> *	Himalayan Blackberry	Low	Recommended for Removal
<i>Anagallis arvensis</i> *	Scarlet Pimpernel	Medium	
<i>Schoenoplectus pungens</i> <i>var. longispicatus</i>	Common Three-Square Bulrush	Low	Hydrophytic plants (Wetland Indicator)
<i>Juncus patens</i>	Spreading Rush	Medium	Hydrophytic plants (Wetland Indicator)
<i>Potentilla anserina</i> ssp. <i>pacifica</i>	Pacific Silverweed	Low	Wetland indicator
<i>Festuca californica</i>	California Fescue	Low	
<i>Lotus corniculatus</i> *	Bird's-Foot Trefoil	Low	

Burnham Strip Natural Resource Management Plan

<i>Bromus catharticus</i> *	Rescue Grass	Low	
<i>Malva parviflora</i> *	Cheeseweed/ Little Mallow	High	
<i>Melilotus sp.</i> *	Sweetclover	Medium	

Drainage Ditch 1

Scientific Name	Common Name	Coverage	Management
<i>Helminthotheca echioides</i> *	Bristly Ox- Tongue	High	Recommended for Removal
<i>Poaceae</i> *	Unknown Grasses	High	
<i>Oxalis pes-caprae</i> *	Bermuda Buttercup	High	
<i>Hypochaeris radicata</i> *	Rough Cat's Ear	Low	
<i>Rumex transitorius</i>	Pacific Willow Dock	Low	Wetland indicator

Open Field 2 (Between ditch 1 and ditch 2)

Scientific Name	Common Name	Coverage	Management
<i>Helminthotheca echioides</i> *	Bristly Ox- Tongue	High	Recommended for Removal
<i>Poaceae</i> *	Unknown Grasses	High	
<i>Oxalis pes-caprae</i> *	Bermuda Buttercup	Medium	
<i>Fragaria chiloensis</i>	Beach Strawberry	Low	
<i>Gazania linearis</i> *	Gazania	Low	
<i>Hypochaeris radicata</i> *	Rough Cat's Ear	Low	
<i>Rumex transitorius</i>	Pacific Willow Dock	Low	Wetland indicator

Drainage Ditch 2

Scientific Name	Common Name	Coverage	Management
<i>Poaceae</i> *	Unknown Annual Grasses	High	
<i>Pinus radiata</i>	Monterey Pine	Low	

Burnham Strip Natural Resource Management Plan

<i>Borago officinalis</i> *	Borage	Medium	
<i>Oenothera elata</i> ssp. <i>hookeri</i>	Hooker's Evening Primrose	Medium	
<i>Nasturtium officinale</i>	Water Cress	Low	
<i>Euphorbia peplus</i> *	Petty Spurge	Low	
<i>Artemisia douglasiana</i>	Mugwort	Low	
<i>Cotoneaster lacteus</i> *	Late Cotoneaster	Low	Recommended for Removal
<i>Glebionis coronaria</i> *	Crown Daisy	Low	
<i>Lobularia maritima</i> *	Sweet Alyssum	Low	
<i>Euphorbia helioscopia</i> *	Sun Spurge	Low	
<i>Hirschfeldia incana</i> *	Summer Mustard	Low	
<i>Tropaeolum majus</i> *	Garden Nasturtium	Medium	
<i>Baccharis pilularis</i>	Coyote Brush	Low	
<i>Malva arborea</i> *	Tree Mallow	Medium	
<i>Albizia lophantha</i> *	Plume Acacia	Medium	Recommended for Removal
<i>Salix lasiolepis</i>	Arroyo Willow	High	

Compacted Area

Scientific Name	Common Name	Coverage	Management
<i>Malva parviflora</i> *	Cheeseweed/ Little Mallow	Low	
<i>Hordeum murinum</i> ssp. <i>Leporinum</i> *	Foxtail barley	Low	
<i>Spergula arvensis</i> *	Starwort	Low	
<i>Carduus pycnocephalus</i> ssp. <i>pycnocephalus</i> *	Italian Thistle	Low	Recommended for Removal
<i>Glebionis coronaria</i> *	Crown daisy	Medium	
<i>Poaceae</i> *	Unknown Perennial Grasses	High	

Burnham Strip Natural Resource Management Plan

Burnham Creek

Scientific Name	Common Name	Coverage	Management
<i>Tropaeolum majus</i> *	Garden Nasturtium	Medium	
<i>Medicago polymorpha</i> *	Burclover	Low	
<i>Avena barbata</i> *	Slender Wild Oat	Low	
<i>Geranium dissectum</i> *	Cut-leaved Geranium	Low	
<i>Eucalyptus globulus</i> *	Blue Gum	Low	Recommended for Removal
<i>Festuca perennis</i> *	Rye Grass	Medium	
<i>Cortaderia jubata</i> *	Jubata Grass	Low	Recommended for Removal
<i>Linum bienne</i> *	Pale Flax	Low	
<i>Raphanus sativus</i> *	Wild Radish	Low	
<i>Senecio vulgaris</i> *	Common Groundsel	Low	
<i>Holcus lanatus</i> *	Common Velvet Grass	Medium	
<i>Oxalis pes-caprae</i> *	Bermuda Buttercup	Medium	
<i>Galium aparine</i>	Goose Grass	Low	
<i>Salix lasiolepis</i>	Arroyo willow	High	Wetland indicator
<i>Malva pseudolavatera</i> *	Cornish Mallow	Medium	
<i>Vicia sativa ssp. sativa</i> *	Spring Vetch	Low	
<i>Rumex transitorius</i>	Pacific Willow Dock	Low	Wetland indicator
<i>Albizia lophantha</i> *	Plume Acacia	Medium	Recommended for Removal
<i>Rumex crispus</i> *	Curly Dock	Low	
<i>Plantago coronopus</i> *		Low	
<i>Juncus balticus ssp. ater</i>	Baltic Rush	Low	Wetland indicator
<i>Carpobrotus edulis</i> *	Freeway Iceplant	Low	Recommended for Removal
<i>Erodium moschatum</i> *	Whitestem Filaree	Low	
<i>Conium maculatum</i> *	Poison Hemlock	Low	Recommended for Removal
<i>Poa annua</i> *	Annual Blue Grass	Medium	
<i>Rubus ursinus</i>	California Blackberry	Medium	
<i>Bromus diandrus</i> *	Ripgut brome	Low	
<i>Sonchus oleraceus</i> *	Common sow thistle	Medium	
<i>Symphyotrichum chilense</i>	Pacific aster	Low	

Burnham Strip Natural Resource Management Plan

<i>Malva arborea*</i>	Tree Mallow	Medium	
<i>Delairea odorata*</i>	Cape Ivy	Medium	Recommended for Removal
<i>Cirsium vulgare*</i>	Bull Thistle	Medium	Recommended for Removal
<i>Cardamine oligosperma</i>	Bitter cress	Low	
<i>Hedera helix*</i>	English Ivy	Medium	Recommended for Removal
<i>Plantago lanceolate*</i>	English Plantain	Low	
<i>Cotoneaster pannosus*</i>	Silverleaf Cotoneaster	Low	Recommended for Removal
<i>Equisetum telmateia ssp. braunii</i>	Giant horsetail	Low	Wetland indicator
<i>Persicaria punctata</i>	Water Smartweed	Low	Wetland indicator
<i>Ehrharta erecta*</i>	Erect Veldt Grass/panic Veldt Grass	Low	Recommended for Removal
<i>Echium pininana*</i>	Tower of Jewels	Low	Recommended for Removal
<i>Genista monspessulana*</i>	French broom	Low	Recommended for Removal
<i>Cyperus eragrostis</i>	Tall Flatsedge	Low	Hydrophytic plants (Wetland Indicator)
<i>Agapanthus orientalis*</i>	Lily of the Nile (Garden Plant)	Low	
<i>Chasmanthe floribunda*</i>	African Cornflag	Low	
<i>Geranium core-core*</i>	New Zealand Geranium	Low	
<i>Scirpus microcarpus</i>	Small-fruited Bulrush	Low	Hydrophytic plants (Wetland Indicator)
<i>Baccharis pilularis</i>	Coyote Brush	Medium	
<i>Frangula californica</i>	California Coffee Berry	Low	
<i>Zantedeschia aethiopica*</i>	Calla-Lily	Medium	
<i>Pinus radiata</i>	Monterey Pine	Low	
<i>Taraxacum officinale*</i>	Common Dandelion	Medium	
<i>Scrophularia californica</i>	California Figwort	Low	
<i>Scabiosa*</i>	Pincushion Flower	Low	

Burnham Strip Natural Resource Management Plan

<i>Epilobium ciliatum ssp. watsonii</i>	Watson's willowherb	Low	Wetland indicator
<i>Juncus hesperius</i>	Brown Bog Rush/Coast rush <small>(on Caltrans property)</small>	Low	Hydrophytic plants (Wetland Indicator)
<i>Helminthotheca echioides*</i>	Bristly Ox- Tongue	Medium	Recommended for Removal
<i>Salix sitchensis</i>	Sitka willow (On caltran property)	High	
<i>Schoenoplectus pungens var. longispicatus</i>	Common Three-Square Bulrush	Low	Hydrophytic plants (Wetland Indicator)
<i>Poaceae*</i>	Unknown Perennial Grasses	High	

ITEM #2

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Appointing PAC Oversight Committee
Date: September 21, 2017

The Board created the GCSD Park Advisory Committee in September 2015, which consists of seven voting and one non-voting member, and there are currently three-voting member vacancies. A Notice of Vacancy (attached) has been posted on the District's website and Facebook page, in the El Granada Post Office, at the District office, and also published in the Half Moon Bay Review.

The purpose of this Item is to appoint two Directors to serve on the Committee to interview candidates and to make recommendations to the Board on appointment. This shall be a standing committee.

PUBLIC NOTICE

The Granada Community Services District is seeking persons to serve on its Parks Advisory Committee, which at minimum, meets quarterly to make recommendations on matters related to park planning, development, and design for the unincorporated areas of Miramar, El Granada, Princeton, or Clipper Ridge (Princeton-By-The-Sea).

Eligible applicants must live within the District and be willing to serve a two-year term. Application forms are available by calling the district office Monday – Friday, from 9:00 am to 5:00 pm, at (650) 726-7093, or on the District's website at <http://granada.ca.gov/>

Granada Community Services District
504 Avenue Alhambra, 3rd Floor
Post Office Box 335
El Granada, CA 94018

ITEM #3

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Letter of Support for a Pump Track in Quarry Park
Date: September 21, 2017

This Item was added to the Agenda by the Board President at the request of PAC Chair Pat Tierney. Staff has drafted the attached letter for Board approval.



GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors

Jim Blanchard, President

Leonard Woren, Vice President

Matthew Clark, Director

Barbara Dye, Director

David Seaton, Director

Mr. Jonathan Gervais
San Mateo County Director of Parks
455 County Center, 4th Floor
Redwood City, CA 94063

Re: Quarry Park Master Plan

Dear Mr. Gervais:

This letter is to advise you of the District's support for the inclusion of a bicycle pump track in the Quarry Park Master Plan. As a local parks agency, the District has not been able to initiate the development of a pump track due to the lack of a suitable location, despite a large base of community support for the project. However, Quarry Park and the variety of terrain there provides an excellent location for a pump track, and already provides the needed parking and restroom facilities.

It is well known that the Coastside lacks active, recreational park facilities, and having a bike pump track at Quarry Park will provide a much needed, low-cost and low-impact recreation that will greatly benefit bicyclists of all ages.

Please let us know if our Agency can be of any assistance with this endeavor.

Sincerely,
Granada Community Services District

JIM BLANCHARD
Board President

Cc: County Board of Supervisors
PAC Members

ITEM #4



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, August 28, 2017

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

1. CALL TO ORDER

A. Roll Call

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

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 – ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9: (Five Cases)

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)

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

5. PUBLIC COMMENT / ORAL COMMUNICATION

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

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

A. Approve Minutes of July 24, 2017, and August 14, 2017, Regular Board Meetings, and July 27, 2017, August 7, 2017, and August 21, 2017, Special Board Meetings

(Attachment)

B. Approve Disbursements for August 28, 2017 **(Attachment)**

C. Receive Monthly Financial Report for Period Ending July 31, 2017 **(Attachment)**

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

A. Discuss and Establish Minimum Staffing Levels as Required by the NPDES Compliance Evaluation Inspection Report **(Attachment)**

B. Amend the Contract with Bold, Polisner, Maddow, Nelson & Judson for Legal Services to Increase the Authorized Amount by \$100,000 for a Total Contract Amount Not to Exceed \$190,000 **(Attachment)**

C. Discuss Retention of Special Counsel to Advise SAM Regarding Proposed General Counsel Contract Amendment and Provide Direction to Staff **(Attachment)**

D. Ratification of Execution of the Stipulation and Order by General Counsel on August 21, 2017, and General Manager's issuance of invoices to Member Agencies on August 22, 2017, pursuant to the Signed Stipulation and Order **(Attachment)**

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

A. Review and Approve the Design Documents for the Force Main Replacement Project **(Attachment)**

B. Receive and Discuss Other Post-Employment Benefits (OPEB) Actuarial Valuation as Required by GASB 45 **(Attachment)**

9. GENERAL MANAGER'S REPORTS

A. Receive Manager's Report for July 2017

10. ATTORNEY'S REPORTS

11. DIRECTORS' REPORTS

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

13. ADJOURNMENT

- Upcoming Board Meetings: September 11 and September 25, 2017

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 District address, listed above.

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.

**SEWER AUTHORITY MID-COASTSIDE
MINUTES
Special Board of Directors Meeting
Noticed for August 21, 2017**

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:00 p.m. at the Sewer Authority Mid-Coastside Board Room, located at 1000 Cabrillo Hwy N., Half Moon Bay, CA.

A. Roll Call

Directors Boyd, Slater-Carter, Clark (for Woren), and Blanchard were present. Also present were General Manager Marshall and General Counsel Nelson. However, Directors Ruddock and Penrose were not present, and as a result there was no quorum.

Since there was no quorum, General Counsel Nelson advised that the Special Meeting could not proceed, but that in light of members of the public who may be watching in response to the notice of the Special Meeting, there was no reason why those present could not proceed with an informal public information meeting. The informal public information meeting ended at 8:28 p.m. The next regular Board meeting is scheduled for August 28, 2017 at 7:00 p.m. at SAM.

Respectfully Submitted,

Approved By:

Kathy Matthews
Recording Secretary

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 2017**

Staff Recommendation

Staff recommends that the Board receive the Monthly Manager’s Report for July 2017.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan’s 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 2017.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.666	55.4%
Accidents, Injuries, etc.:	0	Granada CSD	0.304	25.3%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.231</u>	<u>19.2%</u>
Reportable Spills Cat 2:	0	Total	1.201	100%
Reportable Spills Cat 3:	0			

Administration

There were two Board Meetings in the month of July (24th and 27th) 2017. There were two requests for public records during the month of July. The requests were from American Transparency and Transparent California. Both requests were for employee compensation data for 2016.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk	H. Rarback	53

There were eight media articles during the month of July referencing the Sewer Authority Mid-Coastside or sewer-related issues: “SAM Waits for Budget Approval”, July 12, 2017, Half Moon Bay Review; “If Only Citizens Got What They Paid for in HMB”, July 12, 2017, Half Moon Bay Review; “City Files Suit Against SAM, Member Agencies”, July 12, 2017, Half Moon Bay Review; “City Hires Firm Known for Land Use Expertise”, July 20, 2017, Half Moon Bay Review; “City Approves SAM Budget Minus Pipeline Replacement”, July 26, 2017, Half Moon Bay Review; “City Hires Law Firm Known for Land-Use Work”, July 26, 2017, Half Moon Bay Review; “Fixing Our Sewers: Who Benefit, Who Pays”, July 26, 2017, Half Moon Bay Review; and, “SAM Meeting May Be Cancelled”, July 27, 2017, Half Moon Bay Review.

There were no work-related accidents, injuries, or illnesses resulting in lost time in this month. Staff has worked since March 10, 2011, without a lost time incident (2,335 days).

There was 1 employee anniversary in the month of July – Kishen Prathivadi, Engineering & Construction Contracts Manager, 2 years of service.

Operations & Maintenance

During the month of July systems functioned well at the plant. Below is a summary of things that occurred during the month of July.

July was a relatively uneventful month for us. It was a high vacation use month so clearly that was going to impact our daily tasks work load.

We were scheduled to have some work done on the new Bisulfite tank but there was some confusion between the heating element manufacturer and the tank supplier, we are in the process of sorting it out so that it is fully functional. It is installed and can take product so on that end it is fine.

Cal-Con was out to work on wiring for the new conveyor and to install the fault detector on it. It is currently working, we are still getting used to it as far as tracking adjustments. Cal-Con also rewired a new water valve on the filter belt press that failed which is working well.

On July 19, Kishen Prathivadi, Tim Costello, John Szabo, and Keith Harvey all attended an SSO workshop and volume estimation training In SSF that was put on by DFK solutions. It was a good workshop and we have two more employees scheduled to attend the next one at the end of August.

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk	H. Rarback	54

Near the end of the month, Michael Chee was here for a site visit with numerous other state employees to look into the Spill we had on the forced main in March of this year. At the Same time Jim Fischer was here to assist and do a site inspection of the spill area and one of our pumping facilities. We are currently waiting for the full report, which will be included in a future agenda for discussion.

The new torque control for secondary clarifier that went out was installed and seems to be in good working order.

Rainfall totals were 0.04 inches at the plant, 0.02 inches at the Montara station and 0.04 inches were recorded for the El Granada area.

Operations at the Portola station is modified at this time in that staff is using the wet weather flow storage basin as a modified EQ basin to reduce stress on sections of the IPS that are south of Portola.

The NPDES Data for July 2017 is attached (Attachment B).

There were six deliveries (approximately 3,500 gallons) of trucked waste discharged at the SAM plant for a total revenue of \$355.00. There were no Leachate deliveries.

Contract Collection Services

SAM cleaned approximately 54,934 feet of sewer line and responded to two districted related call outs and six callouts that were determined to be a private matter. The two district related call outs were in the MWSD service area, both related to grinder pumps. Of the six private matters, one was in HMB, two were in GCSD, and three were in the MWSD service area.

The latest collection system data report is attached (Attachment C) for the Board's information. There were zero Category 1, zero Category 2, and zero Category 3 SSOs during the month of July. A collection services report for each member agency has been included for the Board's information (Attachment D).

Supporting Documents

- Attachment A: Monthly Flow Report July 2017
- Attachment B: Monthly NPDES Report July 2017
- Attachment C: Collection System Data July 2017
- Attachment D: Monthly Collection System Agency Reports July 2017

BOARD MEMBERS:	J. Blanchard	S. Boyd	D. Penrose
	D. Ruddock	K. Slater-Carter	L. Woren
ALTERNATE MEMBERS:	M. Clark	J. Harvey	B. Huber
	R. Kowalczyk	H. Rarback	55

Attachment A

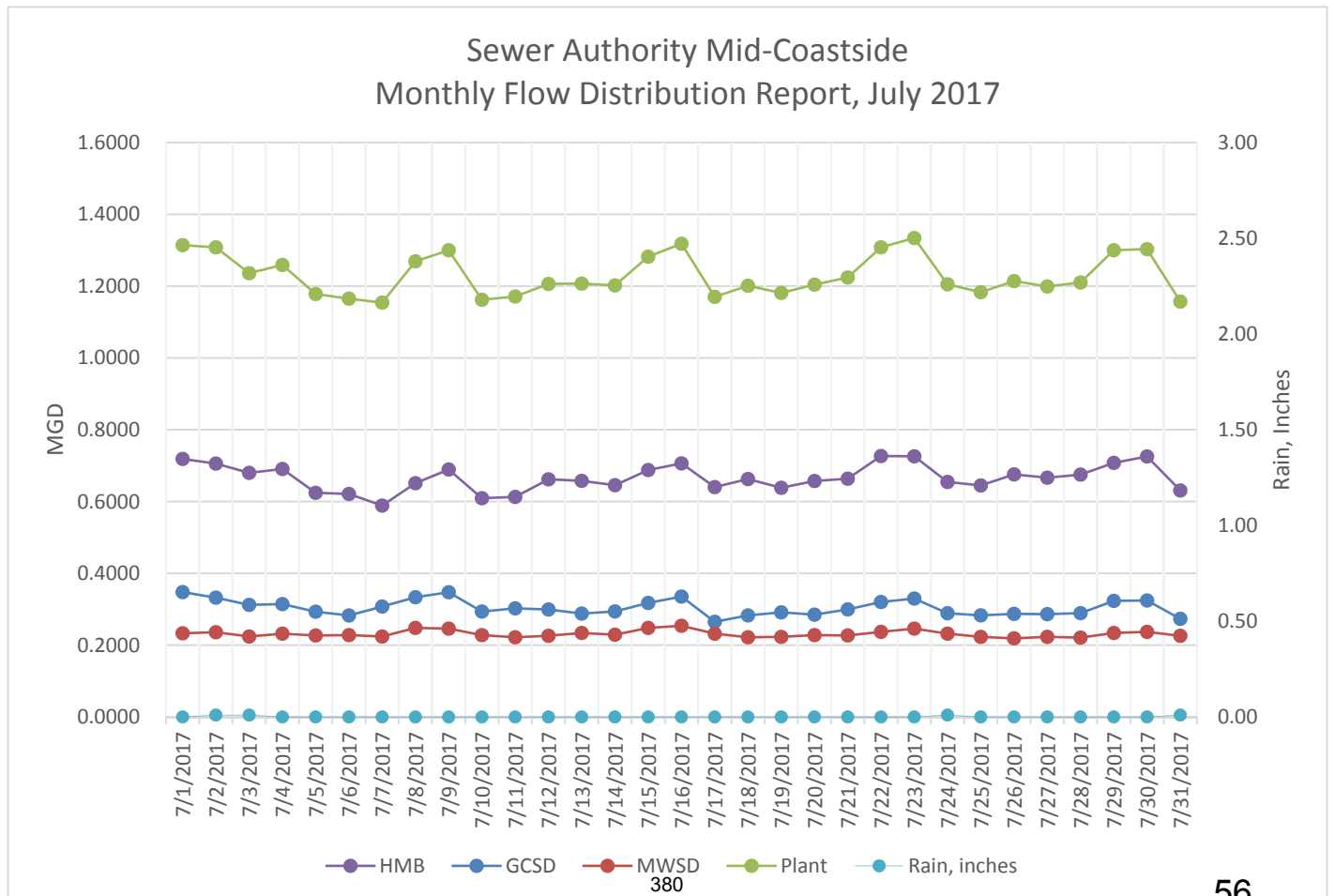
Flow Distribution Report Summary For July 2017

The daily flow report figures for the month of July 2017 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.666	55.4%
Granada Community Services District	0.304	25.3%
Montara Water and Sanitary District	<u>0.231</u>	<u>19.2%</u>
Total	1.201	100.0%



Sewer Authority Mid-Coastside

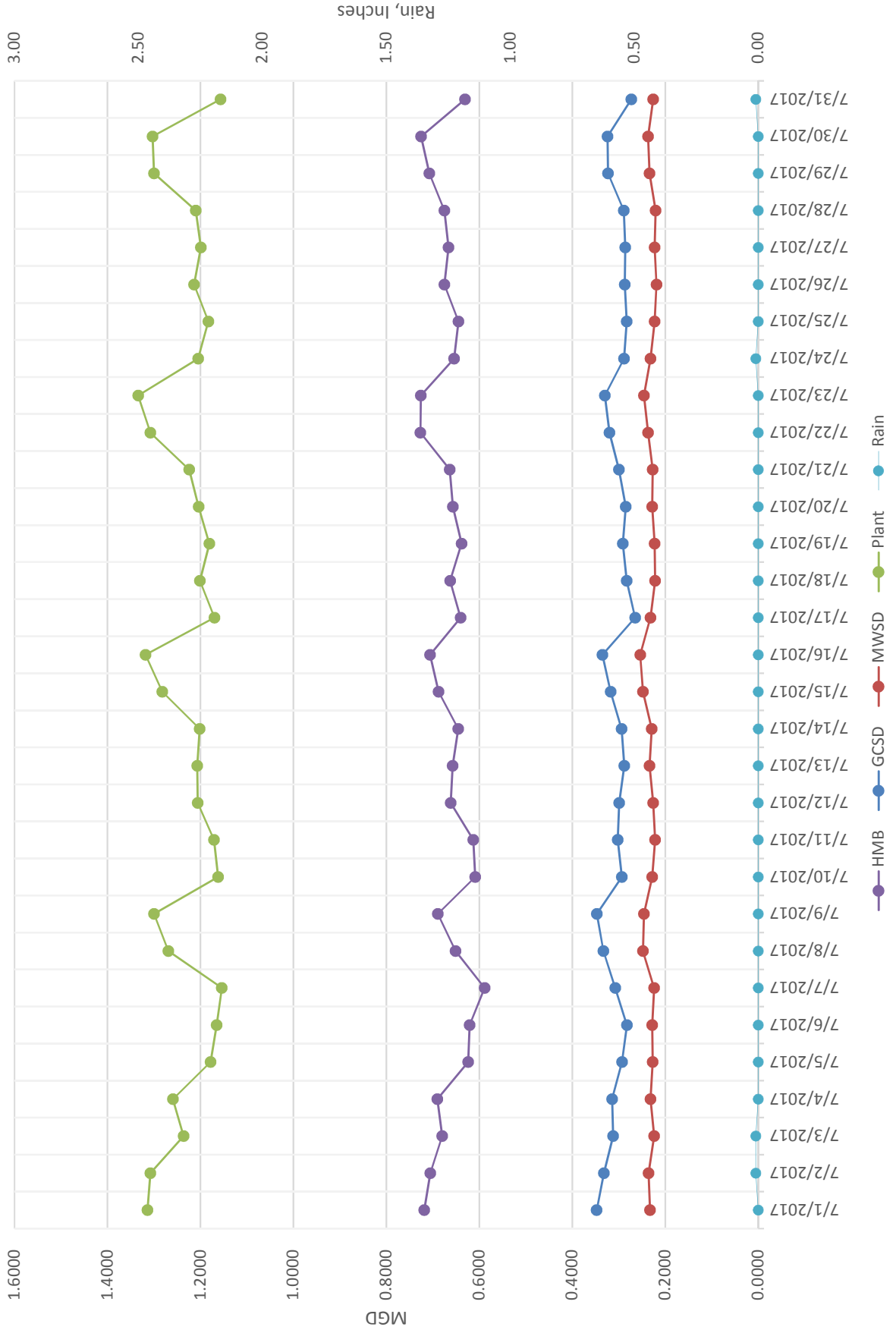
Monthly Flow Distribution Report for July 2017

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
7/1/2017	0.7187	0.3477252	0.233	1.314	0.00	0.00	0.01
7/2/2017	0.7057	0.3323492	0.236	1.308	0.01	0.02	0.00
7/3/2017	0.6799	0.3121192	0.224	1.236	0.01	0.01	0.01
7/4/2017	0.6907	0.3143302	0.232	1.259	0.00	0.00	0.00
7/5/2017	0.6243	0.2931882	0.227	1.178	0.00	0.00	0.00
7/6/2017	0.6211	0.2826452	0.228	1.165	0.00	0.00	0.00
7/7/2017	0.5888	0.3075022	0.224	1.154	0.00	0.00	0.00
7/8/2017	0.6511	0.3333982	0.248	1.269	0.00	0.00	0.00
7/9/2017	0.6893	0.3473202	0.246	1.300	0.00	0.00	0.00
7/10/2017	0.6092	0.2936152	0.228	1.162	0.00	0.00	0.00
7/11/2017	0.6129	0.3025002	0.222	1.171	0.00	0.00	0.00
7/12/2017	0.6618	0.2993392	0.226	1.206	0.00	0.00	0.00
7/13/2017	0.6576	0.2880322	0.234	1.207	0.00	0.00	0.00
7/14/2017	0.6455	0.2938372	0.229	1.202	0.00	0.00	0.00
7/15/2017	0.6876	0.3175542	0.248	1.282	0.00	0.00	0.00
7/16/2017	0.7063	0.3353152	0.254	1.318	0.00	0.00	0.00
7/17/2017	0.6402	0.2649672	0.232	1.170	0.00	0.00	0.00
7/18/2017	0.6627	0.2828162	0.222	1.201	0.00	0.00	0.00
7/19/2017	0.6382	0.2912902	0.223	1.181	0.00	0.00	0.00
7/20/2017	0.6572	0.2849612	0.228	1.204	0.00	0.00	0.00
7/21/2017	0.6635	0.2995542	0.227	1.224	0.00	0.00	0.00
7/22/2017	0.7268	0.3202312	0.237	1.308	0.00	0.00	0.00
7/23/2017	0.7259	0.3298702	0.246	1.334	0.00	0.00	0.00
7/24/2017	0.6546	0.2888012	0.232	1.205	0.01	0.01	0.00
7/25/2017	0.6448	0.2829312	0.223	1.183	0.00	0.00	0.00
7/26/2017	0.6755	0.2869772	0.219	1.214	0.00	0.00	0.00
7/27/2017	0.6664	0.2863912	0.223	1.199	0.00	0.00	0.00
7/28/2017	0.6751	0.2891442	0.221	1.210	0.00	0.00	0.00
7/29/2017	0.7076	0.3233012	0.234	1.300	0.00	0.00	0.00
7/30/2017	0.7255	0.3244252	0.237	1.303	0.00	0.00	0.00
7/31/2017	0.6309	0.2733462	0.226	1.157	0.01	0.00	0.00
Totals	20.645	9.430	7.169	38.124	0.04	0.04	0.02

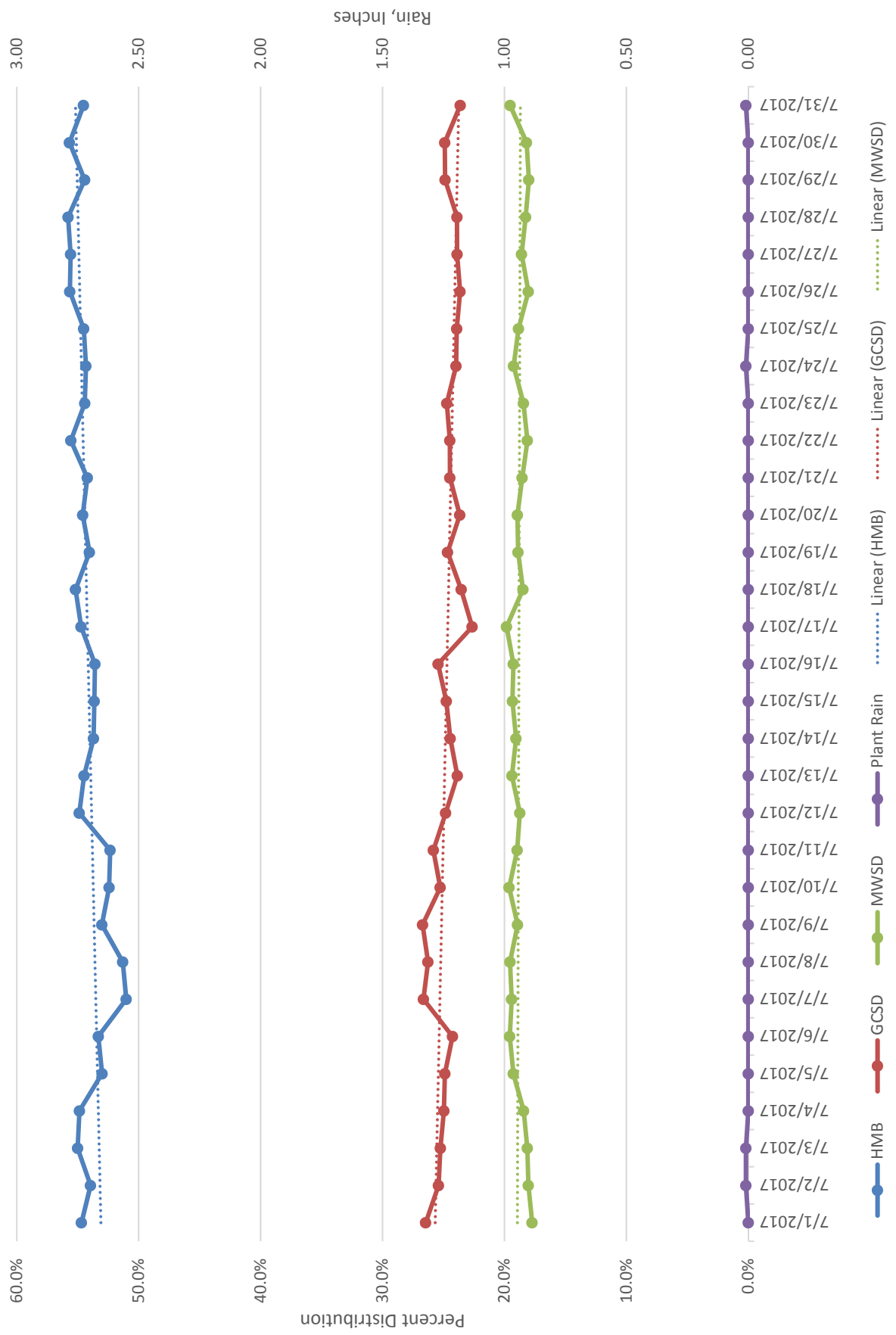
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.589	0.265	0.219	1.154
Average	0.666	0.304	0.231	1.201
Maximum	0.727	0.348	0.254	1.334
Distribution	55.4%	25.3%	19.2%	100.0%

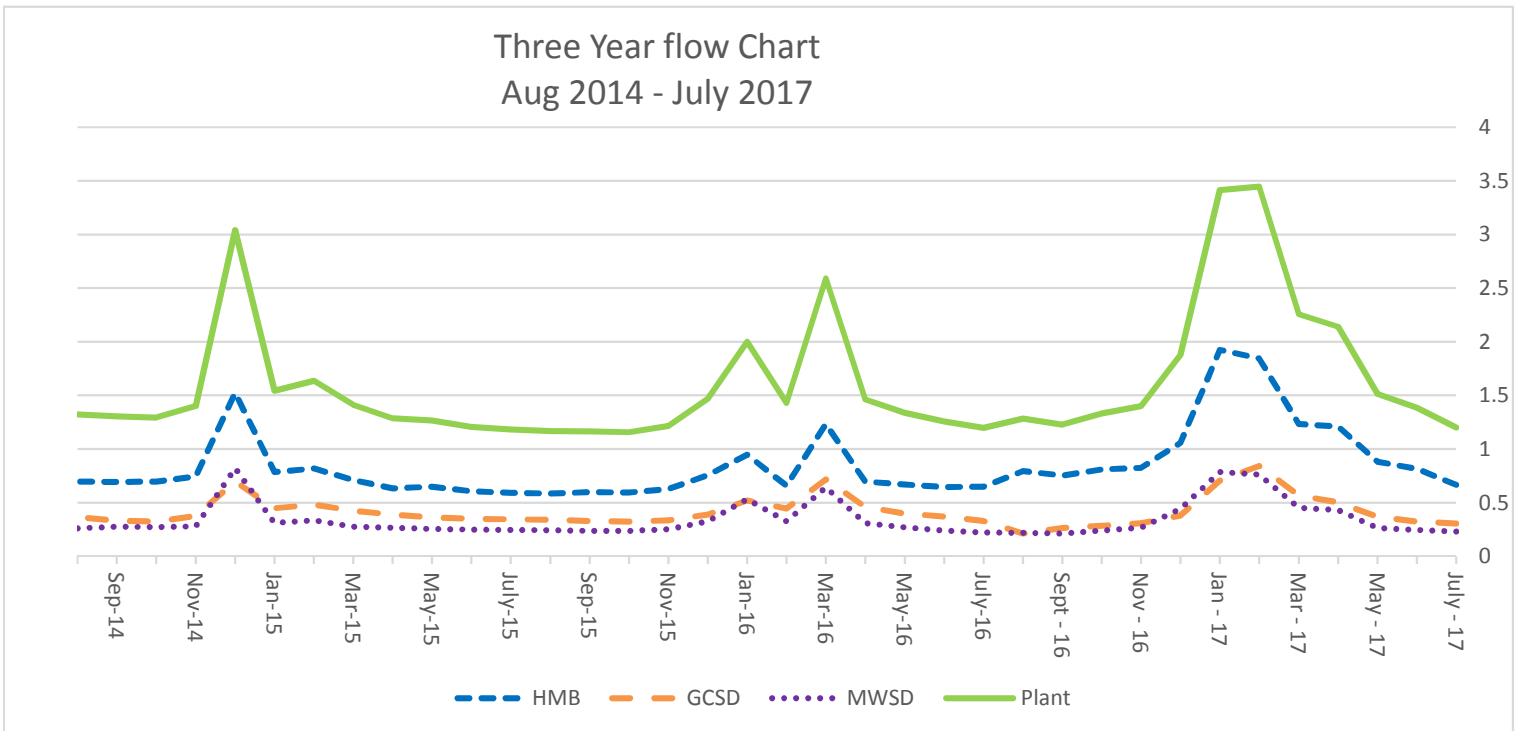
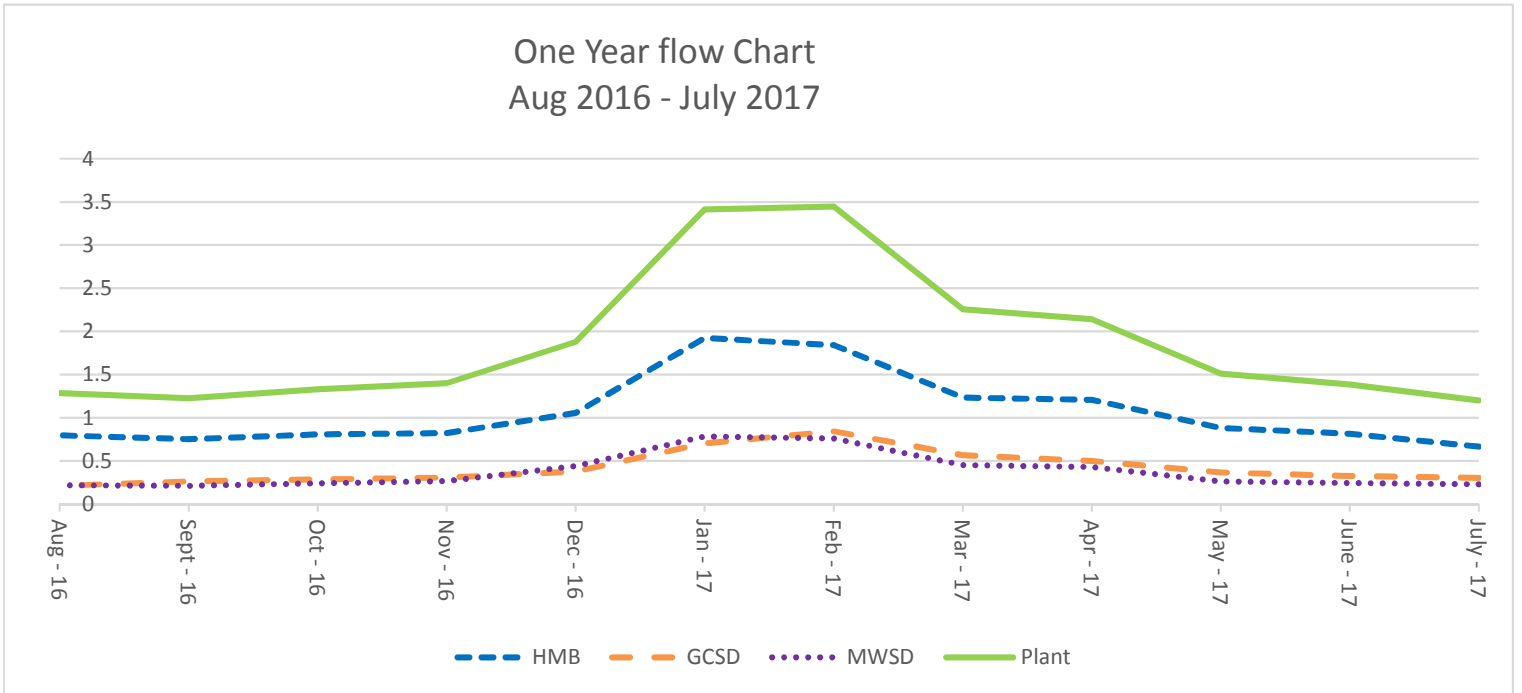
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2017



Percent Distribution July 2017



Most recent flow calibration December 2016 PS, November 2016 Plant



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2017

July 2017

	Number of S.S.O.'s				
	Total	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

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	3	2	0	1	0
Grease	0	0	0	0	0
Mechanical	6	0	0	1	5
Wet Weather	2	2	0	0	0
Other	1	0	0	1	0
Total	12	4	0	3	5
		33%	0%	25%	42%

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
July 2017	0	0	0	0	0
12 Month Moving Total	12	4	0	3	5

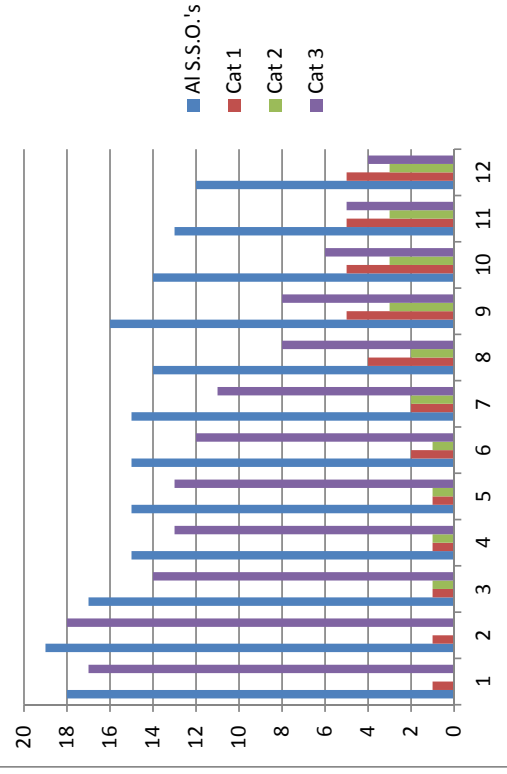
SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
July 2017	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	11.5	10.8	0.0	11.1	68.5
Category 1	4.8	2.7	0.0	7.4	27.4
Category 2	2.9	2.7	0.0	0.0	27.4
Category 3	3.8	5.4	0.0	3.7	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Aug -16	31,070	5,694	16,714	53,478	10.1
Sep - 16	13,228	35,432	11,406	60,066	11.4
Oct - 16	27,226	7,389	15,283	49,898	9.5
Nov - 16	25,535	33,638	10,436	69,609	13.2
Dec - 16	33,928	19,306	10,127	63,361	12.0
Jan - 17	16,650	16,144	11,837	44,631	8.5
Feb - 17	12,216	4,866	11,531	28,613	5.4
Mar - 17	15,347	11,667	10,133	37,147	7.0
Apr - 17	13,101	11,588	11,460	36,149	6.8
May - 17	12,044	12,483	9,547	34,074	6.5
June - 17	18,411	17,317	8,567	44,295	8.4
July - 17	28,276	20,290	6,368	54,934	10.4
Annual ft	247,032	195,814	133,409	576,255	
Annual Mi.	46.8	37.1	25.3		109.1

12 Month Moving SSO Totals Through July 2017





**COLLECTION SYSTEM SERVICES
 MONTHLY ACTIVITY REPORT: JULY 2017**

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 2017

Basic Services

Feet of Sewer Line Cleaned:	<u>16,501 ft</u>	Manholes Inspected:	107
Feet of Hot Spot Sections Cleaned:	<u>3,789 ft</u>	Areas Unable to be Cleaned:	0
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>0</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>20.14</u>	Work Orders Completed:	<u>17</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>17</u>
Annual Mechanic Hours to Date*:	<u>113.6</u>	Annual Lift Station Hours to Date*:	113.6

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	51
F.O.G. Inspections Completed:	<u>3</u>	F.O.G. Inspections Passed:	3
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



**COLLECTION SYSTEM SERVICES
 MONTHLY ACTIVITY REPORT: JULY 2017**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Half Moon Bay, the following information is provided for the month of JULY 2017

Basic Services

Feet of Sewer Line Cleaned:	<u>19,649 ft</u>	Manholes Inspected:	<u>114</u>
Feet of Hot Spot Sections Cleaned:	<u>8,627 ft</u>	Areas Unable to be Cleaned:	<u>0</u>
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>0</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>23.17</u>	Work Orders Completed:	<u>55</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>55</u>
Annual Mechanic Hours to Date*:	<u>215.47</u>	Annual Lift Station Hours to Date*:	<u>215.47</u>

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	<u>68</u>
F.O.G. Inspections Completed:	<u>4</u>	F.O.G. Inspections Passed:	<u>4</u>
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	<u>0</u>

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

Sewer Authority Mid-Coastside
 1000 Cabrillo Hwy N.
 Half Moon Bay, CA 94019
 (650) 726-0124
 www.samcleanswater.org



A Joint Powers Authority
 Serving:
 City of Half Moon Bay
 Granada Community Services District
 Montara Water and Sanitary District

**COLLECTION SYSTEM SERVICES
 MONTHLY ACTIVITY REPORT: JULY 2017**

As required in the Agreement for Maintenance and Operation Services between the Sewer Authority Mid-Coastside and Montara Water and Sanitary District, the following information is provided for the month of JULY 2017

Basic Services

Feet of Sewer Line Cleaned:	<u>5,939 ft</u>	Manholes Inspected:	<u>31</u>
Feet of Hot Spot Sections Cleaned:	<u>429 ft</u>	Areas Unable to be Cleaned:	<u>0</u>
Sanitary Sewer Overflows:	<u>0</u>	Customer Service Call Responses:	<u>2</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>53.6</u>	Work Orders Completed:	<u>240</u>
Work Orders Incomplete:	<u>0</u>	Work Orders Total:	<u>240</u>
Annual Mechanic Hours to Date*:	<u>642.2</u>	Annual Lift Station Hours to Date	642.2

Administrative Services

Claims Reported to Insurance:	<u>0</u>	USA Markings Completed:	<u>14</u>
F.O.G. Inspections Completed:	<u>1</u>	F.O.G. Inspections Passed:	<u>1</u>
F.O.G. Inspections Failed:	<u>0</u>	Permit Inspections:	<u>0</u>

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**

Thursday, August 17, 2017

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:37 p.m.

ROLL CALL

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

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, and Assistant General Manager Delia Comito.

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

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 7:54 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

None.

President Blanchard moved Item 2 up before Item 1.

ACTION AGENDA

2. Consideration of Use of the District's Burnham Strip Parcel for the Harbor District's Dredging Project Staging.

This Item was placed on the Agenda at the request of the San Mateo Harbor District, to request use of the District's Burnham Strip parcel to deposit sand from a dredging project and to store it there until the sand could be used to replenish Surfer's Beach. Mr. Brad Damitz, Project Manager, and John Moren, Director of Operations, were present to explain what would be expected as far as the approximate size of the sand mound and the approximate timeframe it would be on the property.

El Granada Resident, Fran Pollard, stated that she was against the idea and felt that there were other locations within the Harbor that would work better.

Though the Board generally supported the proposed projects, there were some concerns raised concerning the short and long term impacts regarding the storage of sand on the Burnham Strip. It was decided that the Harbor District would look for an alternative location to store the sand, or if there is none, would return with more project specifics regarding the amount of sand and potential storage locations on the parcel.

1. Consideration of Response to Grand Jury Report on Special Districts Website Transparency.

The Board held a brief discussion after the General Manager reviewed the draft response letter to the Grand Jury provided in the agenda packet.

ACTION: Director Woren moved to approve the draft letter as presented.
(Woren/Clark). Approved 5-0.

3. Consideration of District Sewer System Management Plan.

The General Manager reviewed the draft SSMP, indicating that he was seeking its certification with the Board's approval. He stated that the SSMP was not a static document, but would be amended as needed to address ongoing issues. The board pointed out several corrections which the General Manager will incorporate.

ACTION: Director Woren moved to approve and certify the SSMP.
(Woren/Clark). Approved 5-0.

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

Director Woren reported on the most recent SAM meetings.

CONSENT AGENDA

5. Approval of July 20, 2017 Meeting Minutes.

6. Approval of August Warrants for \$.

7. Approval of June 2017 Financial Statements.

8. Approval of Assessment District Distribution #2-17/18.

ACTION: Director Clark moved to approve the Consent Agenda. (Clark/Woren).
Approved 4-0-1, Director Dye abstaining.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 10. Attorney's Report. (Wittwer)
- 11. General Manager's Report. (Duffy)
- 12. Administrative Staff Report. (Comito)
- 13. Engineer's Report. (Kennedy Jenks)

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:18 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: September 21, 2017

ITEM #6

**Granada Community Services District
September 2017 Warrants**

For the September 21, 2017 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
08/21/17	6623	Jim Boyle	Permit 3158, 047-233-350, Refund	4130 - Connection Fees	22,486.46
08/21/17	6624	Voided	N/A	N/A	-
08/21/17	6625	Steve Conran	Permit 3159, 047-233-360, Refund	4130 - Connection Fees	20,799.98
09/15/17	6626	Sewer Authority Mid-Coastside	July/Aug 2017 Assessments	5010 - SAM- Admin, Trtmt, Envir	224,908.16
09/21/17	6627	Alhambra & Sierra Springs	Aug 2017	6140 - Office Supplies	33.25
09/21/17	6628	AT&T	9/5/17-10/4/17 Pump Stn Alarm Svc	6170 - Utilities	131.06
09/21/17	6629	Barbara Dye	GCSD 8/17/17 Board Mtg	6040 - Directors' Compensation	145.00
09/21/17	6630	CaIPERS	GASB 68 Reports	6010 - Auditing	700.00
09/21/17	6631	Comcast	9/13/17 - 10/12/17 Svcs	6170 - Utilities	203.32
09/21/17	6632	CoreLogic Solutions, LLC	Aug 2017	6100 - Memberships	160.50
09/21/17	6633	David Seaton	GCSD 8/17/17 Board Mtg	6040 - Directors' Compensation	145.00
09/21/17	6634	Dudek	July 2017 Prof Svcs	6151 - General Manager	9,800.00
09/21/17	6635	Half Moon Bay Review	7/12/17 Pub 17/18 Budget	6160 - Publications & Notices	120.00
09/21/17	6636	Hue & Cry, Inc.	Sept/Oct Pump Stn, Oct-Dec Ofc Alarms	6170 - Utilities	154.55
09/21/17	6637	Jim Blanchard	GCSD 8/17 SAM 7/27, 8/7, 8/14, 8/21, 8/28	6040 - Directors' Compensation	370.00
09/21/17	6638	KBA Docusys Inc	Inv dtd 8/21/2017	6020 - Copier Lease	230.82
09/21/17	6639	Kennedy Jenks	July 2017 Svcs	6070 - Engineering	5,363.75
09/21/17	6640	Leonard Woren	GCSD 8/17/17 SAM 7/27, 8/7, 8/14, 8/28	6040 - Directors' Compensation	325.00
09/21/17	6641	Matthew Clark	GCSD 8/17/17 SAM 8/21/17	6040 - Directors' Compensation	190.00
09/21/17	6642	Office Depot	Inv dtd 8/29/17	6140 - Office Supplies	332.36
09/21/17	6643	Pacifica Community TV	GCSD 7/20/17 & 8/17/17 Board Mtgs	6180 - Video Taping	500.00
09/21/17	6644	PG&E	Pump Stn Inv dtd 8/17/17	6170 - Utilities	282.24
09/21/17	6645	PGE	Office Inv dtd 8/24/17	6170 - Utilities	163.01
09/21/17	6646	Pitney Bowes - Reserve Account	Postage Deposit	6140 - Office Supplies	300.00
09/21/17	6647	Quality Pet Waste Stations	Invoice dtd 9/8/17	5070 - Pet Waste Station	211.46
09/21/17	6648	Rodolfo Romero	Sept 2017 Cleaning (2x)	6130 - Office Maint & Repairs	140.00
09/21/17	6649	Sewer Authority Mid-Coastside	Sept 2017 Asmts	- Split -	132,450.08
09/21/17	6650	State Fund Comp Insurance	8/19/17-11/19/17 Workers Comp	6080 - Insurance	210.75
09/21/17	6651	US Bank Equipment Finance	7/24/17 - 9/24/17 Svcs	6020 - Copier Lease	802.17
09/21/17	6652	Verizon Wireless	Aug 2017	6170 - Utilities	106.45
09/21/17	6653	Wells Fargo	July/Aug 2017 #7243	6140 - Office Supplies, 6160 Pubs	1,712.05
09/21/17	6654	White Nelson Diehl Evans	Aug 2017 Svcs	6152 - Accounting	1,800.00
09/21/17	6655	Wittwer & Parkin	Aug 2017 Svcs	6091 - Legal- Gen, IPS, Parks	29,046.75
09/21/17	6656	Working Dirt Management	Oct 2017	6120 - Office Lease	4,200.00
09/21/17	6657	Sewer Authority Mid-Coastside	7/1/16-12/31/16 Repairs	1617-2 - SAM - Lift Station	3,581.13
				TOTAL	458,524.17

ITEM #7

Granada Community Services District
Statement of Net Position (Unaudited)

As of July 31, 2017

ASSETS

Current Assets

1000 · Wells Fargo Checking - Gen Op	\$	166,110
1010 · Wells Fargo Checking - Deposit		4,898
1020 · Petty Cash		190
1030 · Cash - LAIF		4,391,342
1100 · Accounts Receivable		24,217
1550 · Prepaid Expenses		417

Total Current Assets		4,587,174
----------------------	--	-----------

Fixed Assets

1600 · Land		876,534
1610 · Construction in Progress		800,813
1615 · Equipment		22,153
1620 · Collections System		10,339,397
1630 · Accumulated Depreciation		(5,897,882)

Total Fixed Assets		6,141,015
--------------------	--	-----------

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		600,866
1735 · Advance to AD- Assesmnt Revenue		412,542
1740 · Security Deposit Office Lease		3,000
1750 · Investment in SAM		3,895,049
1760 · Deferred Outflows of Resources		36,192

Total Other Assets		5,442,539
--------------------	--	-----------

Total Assets		16,170,728
--------------	--	------------

LIABILITIES

Current Liabilities

2000 · Accounts Payable		190,821
2020 · Class 3 Deposits		5,196
2100 · Payroll Liabilities		2,365
2225 · Recology-Del Garbage		32,639
2300 · Due to AD		17,229
2310 · Relief Refund Advance		350

Total Current Liabilities		248,600
---------------------------	--	---------

Long Term Liabilities

2401 · Net Pension Liability		152,020
2402 · Deferred Inflows of Resources		23,310

Total Long Term Liabilities		175,330
-----------------------------	--	---------

Total Liabilities		423,930
-------------------	--	---------

NET POSITION

3000 · Net Assets		6,334,143
3005 · Contributed Capital		9,595,349
Net Income		(182,694)

Total Net Position	\$	15,746,798
--------------------	----	------------

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2017 through July 31, 2017**

	July 1 - July 31, 2017	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	-	16,667	(16,667)	200,000
4015 · Park Tax Allocation	-	33,333	(33,333)	400,000
4020 · Sewer Service Charges-SMC	-	106,833	(106,833)	1,282,000
4030 · AD OH Reimbursement	2,188	2,500	(312)	30,000
4040 · Recology Franchise Fee	3,416	2,667	749	32,000
Total Operating Revenue	5,604	162,000	(156,396)	1,944,000
Non Operating Revenue				
4120 · Interest on Reserves	-	2,367	(2,367)	28,400
4130 · Connection Fees	9,400	3,917	5,483	47,000
4140 · Repayment of Adv to AD-BRA	-	10,583	(10,583)	127,000
4160 · SAM Refund from Prior Yr	-	417	(417)	5,000
4170 · ERAF Refund	-	20,833	(20,833)	250,000
4180 · Misc Income	100	167	(67)	2,000
Total Non Operating Revenue	9,500	38,284	(28,784)	459,400
Total Revenues	15,104	200,284	(185,180)	2,403,400
Expenses				
Operations				
5010 · SAM - General	79,595	79,595	-	955,141
5020 · SAM - Collections	20,196	19,996	(200)	239,954
5050 · Mainline System Repairs	-	833	833	10,000
5060 · Lateral Repairs	-	3,333	3,333	40,000
5065 · CCTV	-	1,667	1,667	20,000
5070 · Pet Waste Station	211	83	(128)	1,000
5100 · County Staff Time - Parks	-	417	417	5,000
5110 · RCD - Parks	-	417	417	5,000
5120 · Half Moon Bay Reimb - Parks	-	1,667	1,667	20,000
Total Operations	100,002	108,008	8,006	1,296,095

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2017 through July 31, 2017**

	July 1 - July 31, 2017	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2017/2018 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	-	1,250	1,250	15,000
6020 · Copier lease	614	625	11	7,500
6040 · Directors' Compensation	670	917	247	11,000
6050 · Education & Travel Reimb	-	167	167	2,000
6060 · Employee Compensation	16,304	17,500	1,196	210,000
6070 · Engineering Services	923	1,667	744	20,000
6080 · Insurance	373	500	127	6,000
6090 · Legal Services	18,246	5,417	(12,829)	65,000
6100 · Memberships	161	750	589	9,000
6110 · Newsletter	-	208	208	2,500
6120 · Office Lease	8,400	4,333	(4,067)	52,000
6130 · Office Maintenance & Repairs	140	208	68	2,500
6140 · Office Supplies	220	500	280	6,000
6150 · Professional Services	11,600	7,917	(3,683)	95,000
6160 · Publications & Notices	120	833	713	10,000
6170 · Utilities	905	833	(72)	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	300	-	(300)	-
Total Administration	59,696	44,667	(15,029)	536,000
Capital Projects				
1415-2 · Update SSMP	358	-	(358)	-
1617-1 · Medio Creek Xing Crossing	4,083	29,167	25,084	350,000
1718-2 · EP Mirada Rd Half Moon Bay	800	-	(800)	-
1718-2 · SAM - Recycled Water Proj	-	1,250	1,250	15,000
1718-3 · SSC Rate & Reserve Study	-	2,917	2,917	35,000
7100 · SAM - Infrastructure	32,859	32,859	-	394,310
7500 · Projects - Parks	-	8,333	8,333	100,000
Total Capital Projects	38,100	74,526	36,426	894,310
Total Expenses	197,798	227,201	29,403	2,726,405
Net Income	(182,694)	(26,917)	(155,777)	(323,005)

No assurance is provided on these financial statements.

ITEM #8

DISTRIBUTION REQUEST NO.: #3-17/18
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$21,762.46

\$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 21, 2017

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO: #3-17/18

DATE: Sept. 21, 2017

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 21,762.46

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 - 16/17 FY Bal	\$ 6,396.00
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim - Sept 2017	\$ 2,188.00
Fechter & Co	1870 Avondale Ave., #4, Sacramento, CA 95825	Audit Services - 15/16 FY	\$ 995.51
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Prepayment Svcs - 15/16 FY	\$ 237.30
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Apportionment Svcs - Nov 2016	\$ 3,500.00
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Prepayment Svcs - Nov 2016	\$ 916.25
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Admin Svcs - July 2017	\$ 3,399.40
Taussig & Assoc	5000 Birch St, #6000, Newport Bch, CA 92660	Prepayment Svcs - July 2017	\$ 105.00
US Bank	CM-9690 PO Box 70870, St Paul, MN 55170-9690	Fiscal Agent Fees	\$ 4,025.00
TOTAL:			\$ 21,762.46

ITEM #9

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #10

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #11

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Report Period: August 12, 2017 to September 12, 2017

To: Board of Directors
 From: Delia Comito, Assistant General Manager
 Date: September 21, 2017

PUBLIC RECORDS REQUESTS – One public records request was received this period:

Request Date	Requestor	Information Requested	Information Provided	Date Provided
07/21/17	Michael Mahoney	Recology Franchise Agreement	Requested Item	07/21/17
08/31/17	Transparent California	2016 Employee Compensation	Requested Item	09/08/17

Note: Shaded information was previously reported.

APPLICATIONS RECEIVED – No applications were received this period.

Rec'd	Type	Owner or Agent	APN	Address	Sq. Ft.	Zone
06/29/17	1A	365 Miramar Drive LP	048-054-120	365 Miramar Dr, HMB	5,320	R-1/S-17
08/10/17	1A	Rogers Clay	047-141-240	243 Del Monte, EG	8,310	R-1/S-17

Note: Shaded information was previously reported.

PERMITS ISSUED – Two sewer permits were issued this period:

Permit No.	Type	Issue Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3165	1A	06/21/17	Coronado Upper Lot	048-024-430	467 Coronado Ave, Miramar	10,600	R-1/S-94
3166	1A	07/13/17	Lang Justin	047-105-240	755 San Carlos, EG	6,209	R-1/S-17
3167	1A	07/27/17	365 Miramar Drive LP	048-054-120	365 Miramar Dr, Miramar	5,320	R-1/S-17
3168	1A	08/15/17	Rogers Clay	047-141-240	243 Del Monte Rd, EG	8,310	R-1/S-17
3169	1A	08/18/17	Cuvelier Jacqueline	047-175-250	265 El Granada Blvd, EG	9,732	R-1/S-17

Note: Shaded information was previously reported.

SEWER HOOK-UPS – There was one new sewer hook-up this period:

Hook-up Date	Type	Permit No.	Issue Date	Owner	APN	Address
08/09/17	1A	3159	07/07/16	Boyle Jim	047-233-360	425 Coronado St, EG
09/12/17	1A	3165	06/21/17	Coronado Upper Lot	048-024-430	467 Coronado Ave, Miramar

Note: Shaded information was previously reported.

REPAIRS - There have been no repairs this fiscal year.

ITEM #13

14 September 2017

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for September 2017

Medio Creek Crossing at Mirada Road

EPS, Inc. has signed the agreement. We have obtained exemptions from CEQA for a Coastal Development Permit (CDX). EPS has filed for a County encroachment permit and is pursuing a County building permit for electrical service. The temporary pumped bypass will remain in operation until Phase 2 of the Naples Beach project is completed at which time the last remaining sewage flows over Medio creek will have been diverted to the Naples Beach Pump Station.

Stoloski Property (Class 3 Permit)

Construction of the lower portion of mainline was constructed and tested last October. Construction of the upper portion of the mainline is awaiting construction of the two street extensions, to provide access to future homes. The upper portion, between Champs Elysee Boulevard and Pullman Avenue, is planned to be constructed later this year. Once completed, it will be tested and if passes, we will recommend the entire main extension for acceptance by the District. One of the four parcels has apparently been sold and plans for a house on that parcel are currently being developed. Construction of the house will likely not begin until mid to late 2017 which should be after the main line extension has been completed and dedicated to the District.

Big Wave (Class 3 Permit)

Discussions were held amongst staff re the best way to proceed with review of sewer main extension needed to serve this project. It was decided that a separate development agreement between the District and the developer would provide the District with more control over the needed sewer improvements. This decision was conveyed to both the County and the developer.

Naples Beach Project - Phase 2

This project will eliminate the sewer crossing Medio Creek. We are pursuing a sewer easement from State Parks to confirm that the preferred gravity sewer alternative is feasible. We have been in contact with State Parks representatives are hopeful of meeting with them soon. Updating permits for the project will begin as soon as State Parks confirms it will grant the easement. The project will likely be combined with other needed CIP improvements. Once this project is completed the temporary bypass pumping system over Medio Creek will no longer be needed.

Memorandum

Granada Community Services District

14 September 2017

Page 2

Class 1 Permits

263 Paloma: This repair is complete. The line was not leak tested but did meet the District standards for connection type and depth of cover.

147 Vallejo: This repair is not complete. The field inspection revealed that depth of cover could not be achieved. The sewer lateral is just over 2-feet deep at the curb. Contractor was directed to provide concrete encasement on the portion of pipe with less than 3-feet of cover. Final photographs have not been provided by the Contractor.

321 Cortez: The lateral connection is complete and has passed inspection. The lateral connection is complete and has passed inspection. Based on Thursday, May 11th site visit there are two remaining issues: 1) the property line cleanout has been constructed but does not meet District standards and should be re-built; and 2) an existing manhole near the top of the street is still covered by imported base rock which needs to be removed.

114 Magellan: Inspected this connection by photographs. Performed a field inspection but the line had been backfilled prior to arrival.