



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

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

Thursday, January 19, 2023

**This meeting is being held in accordance with the Brown Act as currently in effect and in compliance with the provisions of AB361 (Rivas), that allows attendance by members of the Board of Directors and Committees to conduct and participate in meetings of the legislative bodies by teleconference or video conference.**

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

### [Join Zoom Meeting](https://dudek.zoom.us/j/98525870176)

Meeting URL: <https://dudek.zoom.us/j/98525870176>

#### **Join by Telephone**

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

Meeting ID: 985 2587 0176

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

#### **ROLL CALL**

Directors:	President:	Nancy Marsh
	Vice-President	Jen Randle
	Director:	Matthew Clark
	Director:	Barbara Dye
	Director:	Jill Grant

Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	Delia Comito
	Legal Counsel:	William Parkin

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

### **GENERAL PUBLIC PARTICIPATION**

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

### **REGULAR MEETING AGENDA**

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

**Recommendation:** Approve the resolution.

2. **Parks and Recreation Activities.**
  - a. **Report on Proposed Recreation Center.**
  - b. **Report on Burnham Park.**

3. **District Engineer's Report.**

**Recommendation:** To be made by the Board.

4. **Consideration of Amendment No. 1 to Kennedy Jenks Agreement for District Engineering Services.**

**Recommendation:** Approve the amendment to the agreement.

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

**Recommendation:** For board information.

### **CONSENT AGENDA**

6. **December 15, 2022 Special and Regular Meeting Minutes.**
7. **December 2022 and January 2023 Warrants.**
8. **November Financial Statements.**
9. **Assessment District Distribution #3-22/23.**

### **COMMITTEE REPORTS**

10. **Appointment of Ad Hoc Committees.**
11. **Report on seminars, conferences, or committee meetings.**

### **INFORMATION CALENDAR**

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

### **ADJOURN REGULAR MEETING**

At the conclusion of the December 19, 2022 Meeting:

Last Ordinance adopted: No. 175

Last Resolution adopted: No. 2022-016

This meeting is accessible to people with disabilities. If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the District at least two working days in advance of the meeting at (650) 726-7093 or via email at [dcomito@granada.ca.gov](mailto:dcomito@granada.ca.gov).

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

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**ITEM #1**

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**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2023-01**

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

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

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

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

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

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

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

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

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

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

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

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

**NOW, THEREFORE BE IT RESOLVED:**

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

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

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

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



Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 18, 2023, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Granada Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

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

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the special meeting of the Board of Directors of the Granada Community Services District held on January 19, 2023, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Approved:

\_\_\_\_\_  
Nancy Marsh, President

Countersigned:

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



**ITEM #2**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #3**

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January 11, 2023

## **Memorandum**

To: Granada Community Services District  
From: John H. Rayner, District Engineer  
Subject: Engineer's Report for January 2023

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

On September 12, 2022, Koios Engineering was issued a Notice to Proceed with construction of CIP Project 2. The contract requires that construction be completed in 120 days, so the current completion date is January 10, 2023, which has now passed. If the Contractor provides acceptable reasons for the delay, there are procedures in the construction contract that allow for the completion date to be extended. We are in the process of obtaining the Contractor's reasons for the delay and we will review those reasons before deciding if recommending extending the contract completion date is warranted. Delays beyond an approved completion date are subject to liquidated damages of \$500 a day. The Contractor latest schedule indicates that construction will be completed on February 17, 2023.

Problem sewers identified by GCSD staff but not currently in Project 2, were televised by Koios Engineering. The sewers are on the 500 block of Columbus Street, near the intersection of Ferdinand Ave (between manholes G4-76 and G4-82), the sewer serving 522, 577 & 599 Columbus and the 15" sewer on West Point Ave between the intersections of Stanford and Harvard Avenues (manholes G2-19 to G2-02). The sewers have been televised and we are now waiting to receive the Contractor's survey information before deciding what work if any is needed. If authorized by GCSD, additional work would be included as a change order to the construction contract.

### **Big Wave**

Construction of the Airport Street sewer has been completed and has been tested and televised by CCTV to determine if it meets GCSD specifications. The sag in the sewer has now been repaired. The new sewer installation has been approved and is now eligible for dedication to GCSD.

### **Harbor Village RV Park**

The plans for the RV Park at 100 Capistrano Road were approved earlier this year and GCSD has issued a permit. We don't have a schedule for construction.

## **Memorandum**

Granada Community Services District  
January 11, 2023  
Page 2

### **Pillar Point Harbor RV Park Public Restroom Project**

GCSD has issued a permit for the sewer project at the Harbor District's RV Park (4000 Cabrillo Highway) and construction is expected to begin in February or March of 2023.

### **SAM Meeting with Member Agency Engineers re Montara FM Condition Assessment**

At its last meeting the SAM Board of Directors requested that member agency engineers meet to discuss the condition of the Montara force main and bring their recommendations back to the Board. The first meeting of member agency engineers to discuss this has been scheduled for Friday, January 13th.



**ITEM #4**

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# GRANADA COMMUNITY SERVICES DISTRICT

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## AGENDA MEMORANDUM

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To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Consideration of Amendment No. 1 to Kennedy Jenks Agreement for District  
Engineering Services

Date: January 19, 2023

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Attached for your approval is an amendment to the Kennedy Jenks Agreement for District Engineering services. The amendment updates their standard schedule of charges, and extends the agreement through May of 2025.

AMENDMENT NO. 1 TO AGREEMENT FOR CONSULTING SERVICES  
BETWEEN KENNEDY/JENKS CONSULTANTS, INC.  
AND GRANADA COMMUNITY SERVICES DISTRICT  
FOR DISTRICT ENGINEER

THIS AMENDMENT NO.1 is made and entered into on this \_\_\_day of \_\_\_\_\_, 2023 to the Agreement for District Engineering Services dated 1<sup>st</sup> of November 2018, hereinafter referred to as "AGREEMENT", between Kennedy/Jenks Consultants, Inc., a California corporation, hereinafter referred to as "CONSULTANT", and Granada Community Services District, hereinafter referred to as "CLIENT", for the District Engineering services.

RECITALS:

WHEREAS, CLIENT is authorizing CONSULTANT to perform additional or amended services as set forth herein.

NOW, THEREFORE, CLIENT and CONSULTANT agree to amend the AGREEMENT as follows:

**Schedule:** CONSULTANT is authorized to extend the term on the AGREEMENT through May 1, 2025.

**Compensation:** Beginning on 31 December 2022, compensation for the services provided under this Amendment shall be based on the labor rates shown on Exhibit A of this Amendment.

All other terms and conditions of the AGREEMENT remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first above written.

**KENNEDY/JENKS CONSULTANTS, INC.**

**GRANADA COMMUNITY SERVICES DISTRICT**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

AMENDMENT No. 1  
Exhibit A - Rate Schedule

**PERSONNEL COMPENSATION**

Classification	Hourly Rate
110 - Engineer/Scientist/Specialist 1	\$155.00
120 - Engineer/Scientist/Specialist 2	\$183.00
130 - Engineer/Scientist/Specialist 3	\$200.00
140 - Engineer/Scientist/Specialist 4	\$220.00
150 - Engineer/Scientist/Specialist 5	\$235.00
160 - Engineer/Scientist/Specialist 6	\$265.00
170 - Engineer/Scientist/Specialist 7	\$280.00
180 - Engineer/Scientist/Specialist 8	\$300.00
190 - Engineer/Scientist/Specialist 9	\$315.00
210 - Senior CAD Designer	\$195.00
215 - CAD Designer	\$175.00
220 - Senior CAD Technician	\$150.00
225 - CAD Technician	\$130.00
310 - Project Administrator	\$140.00
320 - Administrative Assistant	\$118.00

**INDEPENDENT CONTRACTOR AGREEMENT**  
**FOR DISTRICT ENGINEER**

THIS AGREEMENT is entered into and effective the 1<sup>st</sup> day of November 2018, by and between the GRANADA COMMUNITY SERVICES DISTRICT (hereinafter called "GCSD"), and KENNEDY/JENKS CONSULTANTS, INC. (hereinafter called "Kennedy/Jenks"). The parties agree as follows:

1. **DUTIES.** Kennedy/Jenks agrees to exercise due skill and care to perform district engineering services for the GCSD, including but not limited to those duties identified under *Exhibit A - Scope of Services* attached hereto, and to perform such other work as the GCSD Board of Directors or the General Manager shall from time to time assign. For the purposes of this agreement, John Rayner shall be designated as the District Engineer for GCSD under Health and Safety Code Section 6517. Kennedy/Jenks shall not change this designation without the prior approval of GCSD.

2. **COMPENSATION.** In consideration for Kennedy/Jenks providing district engineering services, GCSD agrees to pay Kennedy/Jenks in accordance with *Exhibit B – Standard Schedule of Charges*, so long as such Standard Schedule of Charges is not inconsistent with this Agreement. District Engineer John Rayner will bill GCSD at the rate charged for work performed by an Engineer-Scientist-Specialist 7. Payment will be made to Kennedy/Jenks within 45 days of receipt of each monthly invoice for services rendered submitted by Kennedy/Jenks. If GCSD fails to pay Kennedy/Jenks within 45 days after any invoice is rendered, GCSD agrees Kennedy/Jenks shall have the right to consider such failure in payment a material breach of this entire Agreement, and, upon written notice, the duties, obligations, and responsibilities of Kennedy/Jenks under this Agreement are suspended or terminated. In such event GCSD shall promptly pay Kennedy/Jenks for all fees, charges, and services previously provided by Kennedy/Jenks. GCSD agrees that the periodic billings from Kennedy/Jenks to GCSD are correct, conclusive, and binding on GCSD unless GCSD, within 20 days from the date of receipt of such billing, notifies Kennedy/Jenks in writing of alleged inaccuracies, discrepancies, or errors in billing. GCSD shall in any event pay the portion of the invoice not in dispute.

3. **TERM.** The term of this Agreement shall be from November 1, 2018, through and including January 31, 2022.

4. **EARLY TERMINATION.** Either party hereto may terminate this Agreement at any time by giving 30 days written notice to the other party. GCSD may cease to assign functions or duties to Kennedy/Jenks at any time without the same constituting a breach of this Agreement.

5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** Kennedy/Jenks shall indemnify, defend, and hold harmless GCSD (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all Federal, State and Local taxes, charges, fees, insurance, benefits, or

contributions required to be paid with respect to Kennedy/Jenks and Kennedy/Jenks's officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, health benefits, retirement benefits [including PERS], other benefits or insurance, and payroll tax withholding). The parties agree that because Kennedy/Jenks is an independent contractor, none of the foregoing taxes, charges, fees, benefits or contributions are required to be paid to or on behalf of Kennedy/Jenks.

B. Kennedy/Jenks agrees to indemnify, defend, and hold harmless GCSD, its officers, officials, employees, and agents from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent act, error or omission of Kennedy/Jenks, his agents, employees, subcontractors, and subconsultants pursuant to this Agreement.

C. GCSD agrees to indemnify, defend, and hold harmless Kennedy/Jenks, its officers, officials, employees, and agents from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent act, error or omission of GCSD, its agents, employees, subcontractors and subconsultants pursuant to this Agreement.

6. INSURANCE. Kennedy/Jenks, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain, at minimum, compliance with the following insurance coverage(s) and requirements. Such insurance coverage shall be "occurrence coverage" insurance (except Professional Liability can be "claims made" insurance and in which case continuous coverage shall be maintained for a minimum of three years after the expiration of this Agreement) and shall be primary coverage as respects GCSD and any insurance or self-insurance maintained by GCSD shall be in excess of Kennedy/Jenks's insurance coverage and shall not contribute to it.

A. Types of Required Insurance and Minimum Limits

- (1) Workers Compensation and Employer's Liability Insurance coverage in the minimum statutorily required coverage amounts.
- (2) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
- (3) Professional Liability Insurance in the minimum amount of \$2,000,000 per claim.
- (4) Automobile Liability Insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damage.

B. Other Insurance Provisions. The required insurance policies, and each of them, are to contain, or be endorsed to contain, the following provisions or meet the following standards:

- (1) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the GCSD, its officers, officials, employees or volunteers.
- (2) On the Comprehensive General Liability and Automobile Liability Insurance, GRANADA COMMUNITY SERVICES DISTRICT is an additional insured and the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (3) Acceptability of Insurers. Insurance is to be placed with insurers with a Bests' rating of no less than A:VII.
- (5) Verification of Coverage. Contractor shall furnish GCSD with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the GCSD before work commences. GCSD reserves the right to require complete, certified copies of all required insurance policies, at any time.
- (5) The insurer will give, by First Class mail, notice to the District at least 30 days prior to the effective date of any cancellation, lapse or material change in the policy.
- (6) The GCSD Board of Directors may approve a variation in those insurance requirements upon a determination that the coverages, scope, limits and/or forms of such insurance are either not commercially available or that GCSD's interests are otherwise fully protected.

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, Kennedy/Jenks agrees as follows. Kennedy/Jenks shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 40), veteran status, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. Kennedy/Jenks agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provision of this non-discrimination clause.

8. INDEPENDENT CONTRACTOR STATUS. Kennedy/Jenks and GCSD have reviewed and considered the principal test and secondary factors for determination of whether Kennedy/Jenks is an independent contractor and not an employee and agree that Kennedy/Jenks is an independent contractor and not an employee of GCSD. Kennedy/Jenks is responsible for all taxes, charges fees, insurance, benefits or contributions required to be paid or withheld on behalf of John Rayner and any employee or agent of Kennedy/Jenks. Kennedy/Jenks is not entitled to any GCSD employee benefits. GCSD agrees that Kennedy/Jenks shall have the right to control



the manner and means of accomplishing the work contracted for herein.

9. NONASSIGNMENT. Except for Kennedy/Jenks's use of subcontractors or subconsultants as provided under *Exhibit A – Scope of Services*, no party to this Agreement may assign any right or obligation pursuant to this Agreement. Any other attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

10. RETENTION AND AUDIT OF RECORDS. Kennedy/Jenks shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by GCSD, whichever occurs first. Kennedy/Jenks hereby agrees to be subject to the examination and audit by the GCSD Auditor, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. ENTIRE BINDING AGREEMENT; MODIFICATION. This Agreement shall be binding upon the successors of GCSD and Kennedy/Jenks. This Agreement contains the entire agreement between GCSD and Kennedy/Jenks relating to Kennedy/Jenks's performance of the functions and duties for district engineering services for GCSD. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be required to be in writing and signed by both GCSD and Kennedy/Jenks.

12. WAIVER. No covenant or condition of this Agreement can be waived except by the written consent of both GCSD and Kennedy/Jenks. Forbearance or indulgence by GCSD and/or Kennedy/Jenks in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by party obligated. GCSD and/or Kennedy/Jenks shall be entitled to invoke any remedy available under this Agreement or by law or in equity despite said forbearance or indulgence. Nor shall GCSD's or Kennedy/Jenks's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant.

13. CONFIDENTIALITY.

A. Kennedy/Jenks, its employees, agents, subconsultants and subcontractors may be granted access to certain confidential information provided by (or contained in the records of) GCSD and/or its attorneys in the course of performing the work required under this Agreement. Kennedy/Jenks shall keep all such information strictly confidential and agrees to undertake any actions necessary to ensure that Kennedy/Jenks's employees, agents, subconsultants and subcontractors shall keep all such information confidential.

B. Kennedy/Jenks's obligation to maintain confidentiality concerning all confidential information received under this Agreement shall not terminate on completion of this Agreement, but rather shall survive the termination of this Agreement, regardless of the manner of termination.

14. SEVERABILITY. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on the parties, unless the term, condition or covenant held invalid is a material part of the consideration for this Agreement.

15. VENUE AND GOVERNING LAW. If any party herein initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that venue thereof shall be the County of Santa Mateo, State of California. This Agreement and the legal relations between the parties shall be governed by and construed in accordance with the laws of the State of California.

16. COPYRIGHTED MATERIALS. All materials created by Kennedy/Jenks (including but not limited to documents, studies, drawings, map models, photographs, field data, computerized material and reports) shall immediately be provided to GCSD as “deliverables” under this Agreement and GCSD shall immediately become entitled to possession and ownership thereof for the purposes intended by this Agreement. However, Kennedy/Jenks maintains the copy and intellectual property rights of such “deliverables” and hereby gives GCSD the right to use such “deliverables” for the project or purpose intended by GCSD. Kennedy/Jenks shall have no financial or professional liability resulting from any unauthorized changes to said deliverables made by GCSD or other third parties, nor for any reliance or use of said deliverables by GCSD or other third parties for purposes other than as intended by this Agreement. If Kennedy/Jenks’ deliverables exist in electronic or computerized format, or are transferred in electronic or computerized format, any stamp, seal and signature shall be original to be valid, and may not be a computer-generated copy, photocopy, or facsimile transmission of the original.

17. CAPTIONS. Section headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement.

18. TIME OF THE ESSENCE. Time is hereby expressly declared to be of the essence in this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

19. COMPLIANCE WITH LAW. In performing the work required under this Agreement, Kennedy/Jenks shall comply with all applicable federal, state, local and GCSD laws, regulations, and ordinances.

20. CONFLICT OF INTEREST. Kennedy/Jenks warrants that it presently does not have and will not acquire any direct or indirect financial interest which would conflict with its performance of this Agreement.

21. NOTICES. Any notice, tender, delivery, or other communication made in accordance with this Agreement shall be in writing and shall be addressed to the recipient party at the address indicated for that party below.

**To GCSD:**

Granada Community Services District  
Attn: District Administrator  
P.O. Box 335  
El Granada, CA 94018  
tel. 650-726-7093  
fax 650-726-7099

**To Kennedy/Jenks:**

Kennedy/Jenks Consultants  
Attn: John Rayner/Xiangquan Li  
2350 Mission College Blvd., #525  
Santa Clara, CA 95054  
tel. 650-852-2800  
fax 650-852-2899

22. STANDARD OF PERFORMANCE. Kennedy/Jenks shall perform all work required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the general management profession in the GCSD geographical area. All instruments of service of whatsoever nature which Kennedy/Jenks delivers to GCSD pursuant to this Agreement shall be prepared in a substantial, first class and engineering-like manner and conform to the standards of quality normally observed by a person practicing in Kennedy/Jenks's profession.

23. ATTACHMENTS. This Agreement includes the following attachments:

- Exhibit A – Scope of Services
- Exhibit B – Standard Schedule of Charges

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written and hereby represent having the authority to do so.

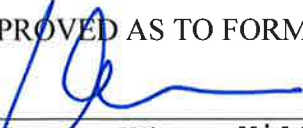
KENNEDY/JENKS CONSULTANTS, INC.

GRANADA COMMUNITY SERVICES DISTRICT

By:   
Peter C. Talbot  
Operations Manager

By:   
Leonard Woren  
GCSD Board President

APPROVED AS TO FORM:

By:   
Jonathan Wittwer William Parkin  
GCSD General Counsel

## Exhibit A

### Scope of Services for District Engineer

(a) Consultant shall serve as GCSD's Engineer and shall be responsible for advising the GCSD's Board of Directors, General Manager and other GCSD advisors and representatives with regard to engineering related questions and issues pertaining to GCSD's governmental functions. Tasks may include, but are not limited to: attend meetings of the GCSD Board as requested by the General Manager; render advice on day-to-day operational and engineering issues; review of and offer recommendations concerning permits issued by or to GCSD; provide expertise and technical assistance regarding compliance by GCSD and others with applicable regulatory requirements; and generally provide district engineering services for GCSD as requested.

(b) The Engineer shall also provide design and consulting Engineering services on projects as directed by the GCSD Board or General Manager. Tasks may include, but are not limited to: preparation of plans, specifications and estimates for capital improvement projects; performance of technical and financial studies concerning issues within Consultant's areas of expertise; conduct field investigations to develop information needed to assist in solving GCSD problems; and, provide construction management services for capital improvement projects.

# VOID - OLD SCHEDULE

## Exhibit B

Kennedy/Jenks Consultants

Client/Address: Granada Community Services District  
P.O. Box 335  
El Granada, CA 94018

Contract/Proposal Date: 1 November 2018

## Schedule of Charges

Date: November 1, 2018

### PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1.....	\$130
Engineer-Scientist-Specialist 2.....	\$155
Engineer-Scientist-Specialist 3.....	\$170
Engineer-Scientist-Specialist 4.....	\$185
Engineer-Scientist-Specialist 5.....	\$200
Engineer-Scientist-Specialist 6.....	\$225
Engineer-Scientist-Specialist 7.....	\$235
Engineer-Scientist-Specialist 8.....	\$250
Engineer-Scientist-Specialist 9.....	\$265
CAD-Technician .....	\$110
Senior CAD-Technician .....	\$125
CAD-Designer .....	\$150
Senior CAD-Designer .....	\$165
Project Administrator .....	\$120
Administrative Assistant.....	\$100
Aide.....	\$80

In addition to the above Hourly Rates, a four percent Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

### Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective November 1, 2018 through December 31, 2019. After December 31, 2019, the rates shall be subject to revision.



**ITEM #5**

Blank



**MINUTES**  
**SAM BOARD OF DIRECTORS REGULAR MEETING**  
**December 12, 2022**

**1. CALL TO ORDER**

Chair Ruddock called the meeting to order at 7:00 p.m. from her residence in Half Moon Bay, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the December 12, 2022 regular meeting.

**A. Roll Call**

Directors Clark, Slater-Carter, Dye, Ruddock, Penrose, and Dekker (for Lohman) were present. Also present via teleconferencing were General Manager Kishen Prathivadi, Finance Officer George Evans, General Counsel Jeremy Jungreis, Special Counsel Christopher Boucher, and Plant Superintendent, Tim Costello.

**2. PUBLIC COMMENT/ORAL COMMUNICATION/ITEMS NOT ON THE AGENDA**

General Manager Prathivadi introduced new employee Douglas Dieguez, Maintenance Mechanic to the Board. Plant Superintendent Tim Costello informed the Board of Douglas' experience in re-fueling systems in the aviation industry, his background in fluid dynamics, and mechanical engineering. Douglas has lived on the coastside for 30 years, and SAM is happy to have him as an employee.

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

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

- A. Approve Minutes of October 24, and November 14, 2022 Regular Board Meetings
- B. Approve Disbursements for December 12, 2022
- C. Monthly Revenue and Expense Report for Period Ending September 30, 2022
- D. Status of CIP Projects for 2021/22 and 2022/23
- E. Accept Quarterly Financial Report for the 1<sup>st</sup> Quarter of Fiscal Year 2022-23
- F. Approve the Schedule of Board of Director Meetings for 2023
- G. Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period November 14, 2022 through

December 13, 2022 Due to the Continuing State of Emergency Declared by the Governor Related to Preventing the Spread of COVID-19, and Pursuant to Government Code Section 54953(e)

Director Clark pulled the minutes of October 24, 2022, and stated that there is wording that is either incorrect or a typo. General Manager Prathivadi stated that this was discussed earlier in the day with staff, and the phrase “kind of an eye” would be changed to “in the light of”. Director Dye suggested the wording of Directors Slater-Carters’ “requested the information of the new rules in a chart like form” be changed to “Director Slater-Carter requested the information about the new rules be presented in a chart like form.” Following discussion, Director Penrose moved, and Director Clark seconded the motion to approve consent agenda items 3A – Approve Minutes of October 24, 2022, 3B – Approve Disbursements for December 12, 2022, 3C – Monthly Revenue and Expense Report for Period Ending September 30, 2022, 3D – Status of CIP Projects for 2021/22, and 2022/23, 3E – Accept Quarterly Financial Report for the 1<sup>st</sup> Quarter of Fiscal of Year 2022-3, 3F – Approve the Schedule of Board of Director Meetings for 2023, 3G - Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period November 14, 2022 through December 13, 2022 Due to the Continuing State of Emergency Declared by the Governor Related to Preventing the Spread of COVID-19, and Pursuant to Government Code Section 54953(e), as presented, and 3A – Approve Minutes of November 14, 2022 with corrections as discussed.

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

#### **4. REGULAR BUSINESS**

- A. Receive and File the Annual Comprehensive Financial Report (ACFR) for SAM For the Fiscal Year Ending June 30, 2022

General Manager Prathivadi reviewed the staff report, and introduced Bryce Rojas, CPA, Cropper Accountancy, to the Board. Bryce complimented everyone at SAM for all the good work done to get to the point of where they are now. He discussed the FY 2021/22 Financial Audit results, and reviewed its background, Fiscal Year 21/22 Financial Memorandum on internal control, financial highlights, total revenues, operating expenses, expenses by category, capital assets, and additional notes on pension under GASB, OPEB under GASB, and leases under GASB. Following a question and answer period, Director Slater-Carter moved, and Director Dekker seconded the motion to receive and file the FY 2021/22 Financial Audit Results.

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

This presentation can be found on the SAM website at [www.samcleanswater.org](http://www.samcleanswater.org)

- B. Conduct a Public Hearing on Director Compensation in Order to Consider Increasing Compensation from \$100 to \$190 a Day for Each Day of Qualifying Service
  - i. Open Public Hearing
  - ii. Receive Public comment
  - iii. Close Public Hearing
  - iv. Board Discussion

General Manager Prathivadi reviewed the staff report, and recommended that the Board of Directors conduct the public hearing as required to consider proposed changes to the director compensation for each day of service. Chair Ruddock opened the public hearing, and hearing no comments from the public, closed the public hearing, and brought it back to the Board for discussion. A discussion ensued. General Counsel Jungreis stated that the next step is the approval of Ordinance 2022-01. Following discussion, Chair Ruddock moved on to the next agenda item.

- C. Adopt Ordinance 2022-1 for Director Compensation for Each Day of Qualifying Service

General Manager Prathivadi reviewed the staff report, and recommended that the Board adopt Ordinance No. 2022-01 for Director Compensation for each day of qualifying service. Director Penrose moved, and Director Clark seconded the motion to adopt Ordinance 2022-01 for Director Compensation for each day or qualifying service.

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

- D. Approve First Amendment to General Counsel Services Agreement with Rutan & Tucker, LLP for Legal Services to Extend the Contract through June 30, 2026, and Increase the Authorized Amount by \$325,000 for a Total Contract Amount Not to Exceed \$650,000

General Manager Prathivadi reviewed the staff report and recommended the Board of Directors approve the first amendment to General Counsel Services Agreement with Rutan & Tucker, LLP for legal services to extend the contract through June

30, 2026, and increase the authorized amount by \$325,000 for a total contract amount not to exceed \$650,000. A discussion ensued. Following a question and answer period, Director Penrose moved, and Director Slater-Carter seconded the motion to approve the first amendment to General Counsel Services Agreement with Rutan & Tucker, LLP for legal services to extend the contract through June 30, 2026, and increase the authorized amount by \$325,000 for a total contract amount not to exceed \$650,000.

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

- E. Approval of Dental, Vision, Disability, Group Life/AD&DL, Voluntary Life, Accidental Death & Dismemberment (AD&D), and Employee Assistance Program (EAP) Effective January 1, 2023

General Manager Prathivadi reviewed the staff report. Special Counsel Christopher Boucher gave a short presentation to the Board. He discussed the background, the overview of SAM's insurance programs, and recommended changes. He also discussed the new policies with "The Standard", and stated that the premiums will not go up for 3 years. Following discussion, Director Slater-Carter moved, and Director Dekker seconded the motion for approval of dental, vision, disability, group life/ad&dl, voluntary life, accidental death & dismemberment (AD&D), and employee assistance program (EAP) Effective January 1, 2023.

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

## **5. GENERAL MANAGERS' REPORT**

General Manager Prathivadi shared a You Tube video of the new virtual tour of the SAM Plant, and story map that will soon be on the SAM website with the Board of Directors and the Public. The Board concurred that the video is excellent, outstanding, done very well, and Director Slater-Carter thanked General Manager Prathivadi for doing this. Chair Ruddock asked the General Manager to give a brief report on how the treatment plant handled the weather of the last several days. Plant Superintendent Tim Costello stated there were no issues from the rain, and they haven't gotten to a point where they get the ground saturation, but an increase in the flow was noticed, but nothing that wreaked havoc on the facility or the stations.

## 6. ATTORNEY'S REPORT

### A. Memorandum on Different Options for Virtual Meeting Participation by Directors and the Public in Compliance with the Brown Act

General Counsel Jungreis provided a chart as previously requested by Director Slater-Carter, as well as a memorandum for the Board to review, and discuss. A discussion ensued. Director Dye requested a report of what the options are regarding how the public could be included in the virtual meetings, and how the revised requirements will be implemented. General Manager Prathivadi stated that staff is researching options of how this could be done, and will give a report to the Board.

## 7. DIRECTOR'S REPORT - NONE

## 8. TOPICS FOR FUTURE BOARD CONSIDERATION

Director Penrose suggested doing another ad in the newspaper, or a big splash on the SAM website about flushable wipes. Director Slater-Carter suggested having a subtitle regarding Kleenex, and paper towels.

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

The Board went in to Closed Session at 8:22 p.m.

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

The Board came out of Closed Session at 8:50 p.m. General Counsel Jungreis reported there was no reportable action.

## 11. ADJOURNMENT

Chair Ruddock adjourned the meeting at 8:50 p.m.

Respectfully Submitted,

Approved By:

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Suzie Turbay  
Administrative Assistant

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Board Secretary

**MINUTES**  
**SAM BOARD OF DIRECTORS SPECIAL MEETING**  
**January 4, 2023**

**1. CALL TO ORDER**

Chair Ruddock called the meeting to order at 4:00 p.m. from her residence in Half Moon Bay, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the January 4, 2023 Special Meeting.

**A. Roll Call**

Directors Slater-Carter, Clark, Penrose, Dye, and Ruddock were present. Director Lohman was absent. Also present via teleconferencing were General Manager Kishen Prathivadi, Finance Officer George Evans, Plant Superintendent Tim Costello, and General Counsel Jeremy Jungreis.

**2. PUBLIC COMMENT/ORAL COMMUNICATION/ITEMS NOT ON THE AGENDA**

There were no public comments.

**3. REGULAR BUSINESS**

Director Slater-Carter suggested any item which needs to be voted on do first, and staff reports can be discussed after due to power outages in various areas of the coast.

B. Declare State of Emergency per Resolution 1-2023, and Direct Authority General Manager to Coordinate, as appropriate, with the Authority's Member Agencies, County of San Mateo, and State/Federal Disaster Relief Agencies to Address the Emergency, and Where Authorized, Seek State, and Federal Disaster Relief Funds that May Be Made Available in Association with Same

C. In Compliance with the Authority Purchasing Policy Approved in October 2022, And Public Contract Code Section 22050, Adopt Resolution 1-2023 that will:

- i. declare recent flooding and storm damage to Authority facilities in and around Pilarcitos Creek, and at the IPS Force Main at Montara, to be emergency circumstances for purposes of the Public Contract Code and federal regulations involving disaster relief funding;
- ii. determine that the public interest and necessity demand the immediate expenditure of Authority funds in order to safeguard life, health or property within Authority's service area;
- iii. find that emergency circumstances will not permit delay in procurement

- that would occur if competitive bidding was required prior to commencement of immediately required repair work, and further find that immediate procurement action is needed to respond to the current emergency;
- iv. authorize the general manager, after consultation with the Board President where the contract exceeds the General Manager's existing delegated contracting authority, to enter into such additional contracts (public works and non-public works) as the General Manager deems necessary to safeguard Authority facilities and/or protect the public health and environment during the period of the continued emergency;
  - v. ratify emergency procurements that Authority entered into between December 31, 2022 and January 4, 2022;
  - vi. direct the General Manager to place on the agenda for board review the status of the continued emergency, and associated public works procurements, at each regular board meeting until such time as the emergency repairs authorized in the resolution have been completed.

General Counsel Jungreis reviewed Resolution 1-2023, and discussed the purpose of the State of Emergency, and the purpose of the resolution. Director Penrose moved, and Director Dye seconded the motion to declare a state of emergency per Resolution 1-2023, and Direct Authority General Manager to General Manager to coordinate, as appropriate, with the Authority's Member Agencies, County of San Mateo, and State/Federal Disaster Relief Agencies to address the emergency, and where authorized, seek state, and Federal Disaster Relief Funds that may be made available in association with same, and in compliance with the Authority Purchasing Policy approved in October 2022, and Public Contract Code Section 22050, Adopt Resolution 1-2023.

Penrose/Dye/Roll Call Vote: Clark Aye/Penrose Aye/Dye Aye/Ruddock Aye, Slater-Carter Aye/7 Ayes/0 Noes. The motion passed.

A. Update Board of Directors on Damage to Authority Plant and Facilities Attributable to Recent and Ongoing Storms, and Flooding

General Manager Prathivadi discussed the flooding from Pilarcitos Creek that came into the Plant on December 31<sup>st</sup> around 8:30 am. He stated that water came in to the influent station submerging the head works. Water then proceeded further getting into the electrical building located in Mechanical Building 1. The water filled up the pipe gallery which is adjacent to the influent pump station, and went on to the influent building causing damage to certain equipment. Wanting to protect the Plant further, the Montara,

and Portola Pump Stations, which feed a major amount of sewage into the Plant, were switched off. He informed the Board of the loss of the recirculation pump in the Plant, a transformer for the effluent building, and breakers. He also stated that it is a miracle that the electrical system was saved. He went on to report that there were overflows at the 2 manholes West of the storage stations on the Burnham Strip, Pillar Point RV Park, the intersection of Magellan and Mirada Road, and the Montara Pump Station. On January 1, 2023 there was a sewer leak on the Intertie Pipeline System (IPS), also known as the Montara force main, and a leak between California Street and Vallemar Street along Highway 1. Staff investigated and found there was a force main leak South of the Vallemar Lift Station. The pipe was excavated and it was determined there were several breaks. Staff and the contractor working on repairs found 4 more breaks in the pipe. Montara Pump Station was shut down in order to prevent sewage from leaking in the place of location, and into the nearby neighborhood. The Montara Walker Tank, with the capacity of about 450,000 gallons, started overflowing from the 2 manholes located outside of the Montara Pump Station, and the overflow went directly into the ocean. Vactor trucks were used to decrease the flow going into the ocean, and the sewage from the Montara Pump Station overflow point was taken to Princeton Pump Station. While staff and contractors were working around the clock, it was realized that headway was not being made, and the pipe was failing. Staff decided doing an above ground bypass as an alternate solution, and started working on it Tuesday morning. The above ground bypass was completed Wednesday morning, and leaks from the IPS and overflows into the ocean were contained. The above ground bypass is being monitored closely, and discussions are in the works with a pipeline contractor to replace 800 feet of the underground pipe. Staff is hopeful that this will be completed in 2 to 3 weeks. Staff will have more updates at the January 9<sup>th</sup> Board meeting. A discussion ensued. Following a question and answer period, David Revell of Integral Consulting, stated that he would rearrange his schedule in order to come out to the SAM Plant and assess where the water is coming in.

**4. GENERAL MANAGERS COMMENTS - NONE**

**5. DIRECTOR'S COMMENTS - NONE**

**6. ADJOURNMENT**

Chair Ruddock adjourned the meeting at 4:27 p.m.

Respectfully Submitted,

Approved By:



Minutes  
SAM Special Board Meeting  
January 4, 2023

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Suzie Turbay  
Administrative Assistant

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Board Secretary



**SEWER AUTHORITY MID-COASTSIDE**  
**Board of Directors Meeting Agenda**  
**Regular Board Meeting 7:00 PM, Monday, January 09, 2023**

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

Due to the continuing state of emergency declared by the Governor related to preventing the spread of COVID-19, and pursuant to Government Code Section 54953(e), Sewer Authority Mid-Coastside (SAM) will be holding this Board meeting by Zoom Webinar; access to this meeting will be available to the Board and the public by either computer web-link or telephone audio as noted below.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/88310390534?pwd=a3BSL28wUWhGUTlwSFVCakNNN3N2Zz09>

Meeting ID: 883 1039 0534

Passcode: 758342

One tap mobile

+16699006833,,88310390534#,,,,\*758342# US (San Jose)

Dial by your location

+1 669 444 9171 US

Meeting ID: 883 1039 0534

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

**1. CALL TO ORDER**

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

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

**2. PUBLIC COMMENT / ORAL COMMUNICATION/ ITEMS NOT ON THE AGENDA**

Members of the public are welcome to submit comments via e-mail by sending them to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments so submitted prior to 7 pm on January 9, 2023 will be distributed to the Board electronically and/or read out loud during the discussion of the respective item(s) identified in the email. Members of the public may also provide comments telephonically or electronically on topics within the jurisdiction of the Authority, or on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of December 12, 2022 Regular Board Meeting and January 4, 2023 Special Meeting (**Attachment**)
- B. Approve Disbursements for January 09, 2023 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending November 30, 2022 (**Attachment**)
- D. Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period January 14, 2023 through February 13, 2023 Due to the Continuing State of Emergency Declared by the Governor Related to Preventing the Spread of COVID-19, and Pursuant to Government Code Section 54953(e) (**Attachment**)

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

- A. Establish Board Operations Committee and Finance Committee as standing Committees, Set Time and Place for the Meetings, and Appoint Directors
- B. Approve Side Letter Agreement Between the Sewer Authority Mid-Coastside and IUOE, Local 39 Regarding Vacation Accruals and Administrative Leave (**Attachment**)
- C. Approve a One-Time Cash Out for Certain Unrepresented Employees' Leave Balances for FY22-23
- D. Update on Emergency Storm Situation and Actions Taken by SAM to Prevent and Mitigate Harm to SAM Facilities
  - i. Presentation on current status of repairs and replacements necessitated by recent extreme storms and flooding;
  - ii. Board vote per Public Contract Code 22050 (c) to determine by 4/5 vote that there is a need to continue the emergency procurements previously authorized

on an emergency basis by the General Manager

**5. GENERAL MANAGER’S REPORT**

A. Managers’ Monthly Report-November 2022

**6. ATTORNEY’S REPORT**

A. Forthcoming Expiration of AB 361 State of Emergency and SAM Approach after February 28, 2023

**7. DIRECTORS’ REPORT**

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

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9 (One potential case)

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957)

Title: General Manager

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (§ 54957)

Title: General Counsel

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

**11. ADJOURNMENT**

- Upcoming Regular Board Meetings: January 23, 2023 and February 13, 2023

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

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**INFORMATION FOR THE PUBLIC**

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

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

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



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** January 9, 2022  
**SUBJECT:** **Monthly Manager’s Report – November 2022**

**Executive Summary**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

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

**Background and Discussion/Report**

The following data is presented for the month of *November 2022*.

*Key Indicators of Performance*

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

*Flow Report (See Attachment A)*

Half Moon Bay	0.779	64.09%
Granada CSD	0.202	16.57%
Montara W&SD	0.235	19.34%
<b>Total</b>	<b>1.216</b>	<b>100%</b>

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

**Administration**

There was one Regular Board Meeting in the month of November, and no public records request. There was one article in the Half Moon Bay Review mentioning SAM, SAM Board Considers Pay Raise (November 16, 2022), and two Public Notices regarding Directors Pay (November 23, and November 30, 2022). There was one mention of SAM in Coastside Buzz, Sewer Authority Mid-Coastside (SAM) to Agendize an Initiating Presentation Exploring a Recycled Water Master Plan for the Whole Coastside (November 3, 2022). There has been no lost time work accidents since September 10, 2019. There were no new hires in the month of October, and one anniversary, Tony Young, Lead Collections Maintenance Worker, Grade I.

**Operations & Maintenance**

The following permanent flow storage installations are in place and functioning properly.

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

The Portola Station – Wet Weather Facility, which has a capacity of 400,000 gallons.

The Portola Pump Station has the ability to use the Wet Weather Facility as a modified equalization basin if needed, (without mixing it is not ideal for this use). It is better suited as a wet weather flow storage as originally designed.

We continue to use sodium hydroxide for PH adjustment along with Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier. These are being added at the back end of the MLSS basin and then carried by gravity to the secondary clarifier. We are also trying the use of sodium bicarbonate and soda ash to help with alkalinity and also assist with the ph. We are adding polymer and cl2 for foam control on an as needed basis on the front side of the MLSS basin as well.

The aeration basin project is not going as smoothly as we had hoped for, we have some challenges we need to address so the project is going to take longer than expected which will keep us on the older less efficient course air basins. We continue to keep open communicating going with Mr. Burrell so that he is aware of any issues we might be experiencing.

In regards to exceedances this month I have none to report

During the month of November 2022 rainfall was about normal for Half Moon Bay. The 10-year average for the area is 1.832 inches of rain in November, (3.31 inches used to be considered normal, this year we received 1.85 inches, based on the recent 10 year average right at normal ). This web link has some very useful data for our area,

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

<https://ggweather.com/hmb/>. Rainfall totals were as follows: 1.85 inches, (from the NOAA gauge at the plant). Our roof top had 2.58 at the plant, 1.94 inches in the GCSD service are, and 2.02 inches at the MWSD weather station. There were micro-climate variations verified by the data.

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

- 11/1/2022 – Adding hydroxide to MLSS influent for PH adjustment. Cleaning up for High School tours. Checking DO in aeration basins, first day of samples sent to Alpha.
- 11/2/2022 – Adding hydroxide to MLSS influent for PH adjustment. Pen pump working on RDT line. Calcon working on influent wet well sensor. High School Tours – two rounds today – first round 54 students, second round 35 students. Alpha samples day two sent out today. Covid samples sent out to Stanford today.
- 11/3/2022 – Adding hydroxide to MLSS influent for PH adjustment. Pen pump working on RDT line. Three High School Tours today – first group 23 students, second group 60 students, and third group 49 students.
- 11/4/2022 – Add sodium hydroxide for PH adjustment, Add bicarbonate for alkalinity, Peninsula pump in working on RDT line. Sent covid samples out.
- 11/5/2022 – Saturday - Add sodium hydroxide for PH adjustment, Add bicarbonate for alkalinity, also added 1 bucket of sea monkeys (biostar). Routine rounds and reads.
- 11/6/2022 – Sunday – Add sodium hydroxide for PH, routine rounds and reads, EDI guys came in to look at aeration basin project.
- 11/7/2022 – Add sodium hydroxide for PH adjustment, Peninsula pump in working on RDT line, EDI guys in working on aeration basin, interview for possible maintenance staff. Covid samples sent to Stanford.
- 11/8/2022 – Add sodium hydroxide for PH adjustment, Peninsula pump in working on RDT line, EDI guys in working on aeration basin.
- 11/9/2022 – Add sodium hydroxide for PH adjustment, Fork lift and Pallet jack training for all field staff, EDI guys in working on aeration basin, Cal-con in working

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



on influent pump controls and scada system, replaced sensor caps on MLSS DO probes, Covid samples sent to Stanford.

- 11/10/2022 – Add sodium hydroxide for PH adjustment, clean half of cl2 contact basin, Metro electrical in working on Bus ducting, EDI guys in working on aeration basin, add Bicarbonate for alkalinity.
- 11/11/2022 – SAM Holiday (Veterans Day) - Add sodium hydroxide for PH adjustment, secondary looking a little rough, add 270 lbs. of bicarbonate to each aeration basin for Ph and alkalinity. Routine rounds, single operator on duty.
- 11/12/2022 – Saturday - Add sodium hydroxide for PH adjustment, Add 270 lbs of bicarbonate for Ph and alkalinity. EDI in to work on aeration basin. Routine rounds and reads, single operator on duty.
- 11/13/2022 – Sunday – Add sodium hydroxide for PH, EDI in to work on aeration basin, secondary still looking a bit rough, routine rounds and reads, single operator on duty.
- 11/14/2022 – Add sodium hydroxide for PH adjustment, EDI guys in working on aeration basin. Add poly and Alum to help with secondary. Working with vendor to find out where shipment of Bicarbonate is. Work with separate vendor to get more bi carbonate rolling. Covid samples sent to Stanford.
- 11/15/2022 – Add sodium hydroxide for PH adjustment, EDI guys in working on aeration basin. Add poly and Alum to help with secondary.
- 11/16/2022 – Add sodium hydroxide for PH adjustment, EDI guys in working on aeration basin, Cleaned out samplers, Covid samples sent to Stanford.
- 11/17/2022 – Add sodium hydroxide for PH adjustment, clean half of cl2 contact basin, Calcon working on INF pumps, added 1 bucket of Bio star to each MLSS basin, added 150 lbs of soda ash to each aeration basin around 14:00, added an addition 50 lbs of soda ash to each aeration basin at end of day to help keep Ph up and to add alkalinity.
- 11/18/2022 – Add 50 lbs of soda ash to each MLSS basin first thing, added a total of 300 lbs sodium bicarbonate (150 lbs to each basin) throughout the day, (this is to help with the process alkalinity and Ph). Added a bucket of bio start (sea monkeys) to each MLSS basin, Edi in working on MLSS Basin 3 and 4, samples sent out top Stanford today.
- 11/19/2022 – Saturday - Add 50 lbs of soda ash to each MLSS basin, EDI in working on basins, Gate guy had to come in to make some adjustments on the gate

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today. Added additional Bicarbonate to MLSS basins at end of day. Aside from that routine rounds and reads, single operator on duty.

- 11/20/2022 – Sunday – Add 50 lbs soda ash to each MLSS basin first thing, EDI in working on basins, add 50 lbs of bicarbonate to each MLSS basin mid-day and at end of the day. Routine rounds and reads, single operator on duty.
  
- 11/21/2022 – Add 50 lbs of soda ash to each MLSS basin first thing, start cl2 spray to AB #1 for foam. Metro electric and Eaton both in to work on electrical bus duct testing. Gate guy was back to look at front gate again, there is an issue with the gate loops that are in the asphalt that we need to address, (this is not the first time we have had to do this). EDI in to work on basins, Samples sent to Alpha (day 1), Samples sent to Stanford today. Added additional bicarbonate to the MLSS basins 50 to each at noon and 50 to each at end of day.
  
- 11/22/2022 – Add 50 lbs of sodium bicarbonate to each MLSS basin first thing, added another 50 lbs bicarbonate to each basin mid-day. EDI working on basins, alpha samples went out (day 2). Added 3 bags of soda ash to each MLSS basin at end of day sodium hydroxide for PH adjustment, EDI guys in working on aeration basin. Biobot sample went out today.
  
- 11/23/2022 – Add 50 lbs bicarbonate to each basin first thing, mid-day, and again at the end of the day. EDI guys in working on aeration basin, Covid samples sent to Stanford.
  
- 11/24/2022 – S.A.M. Holiday (thanksgiving) – Added 50 lbs bicarbonate to each secondary, started poly and alum to secondary for blanket steeling, added a couple more bags bicarbonate mid-morning, started caustic drip for a little while, added two more bags of bicarbonate after process control, added two more bags of bicarbonate at end of day for a total of 200 lbs to each basin today. Single operator on duty today.
  
- 11/25/2022 – S.A.M. Holiday (Black Friday) – Sodium hydroxide on for PH control, added 300 lbs sodium bicarbonate to MLSS basins throughout the day for alkalinity and ph, EDI in working on AB #3, routine rounds and dreads, single operator on duty.
  
- 11/26/2022 – Saturday - Add 400 lbs sodium bi carbonate throughout the day for alkalinity and ph, hypo spry on to aeration basin for foam, routine rounds and reads, single operator on duty.
  
- 11/27/2022 – Sunday – Add 300 lbs sodium bi carbonate throughout the day for alkalinity and ph, poly on to secondary to help with blanket settling, routine rounds and reads, single operator on duty.

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	P. Dekker	J. Harvey	H. Rarback

11/28/2022 – Add 300 lbs sodium bi carbonate throughout the day for alkalinity and ph, took secondary number one out of service, repair work done on hypo chlorite line. Verily sample sent to Stanford.

11/29/2022 – Add 300 lbs sodium bi carbonate throughout the day for alkalinity and ph , Work on RDT feed pump that got air bound – okay now, Monthly fire extinguisher checks, fix blockage on poly pump to press.

11/30/2022 – Add 400 lbs sodium bi carbonate throughout the day for alkalinity and ph, Calcon in doing proگرامing work and wiring work for Aeration basin. Verily sample sent to Stanford. All hands staff meeting – introduce new employee – Douglas Dieguez who will be in the maintenance department.

**Other activities are listed below:**

There were 6 deliveries (approximately 3,500 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 350.00. There were no leachate deliveries to the SAM IPS line in the month of November 2022, for a total leachate volume of 0 gallons.

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

**Contract Collection Services**

The SAM crew cleaned 38,115 feet of sewer line and responded to eight service calls in contract service areas. Six were sewer line related and two were maintenance service calls. Four of the callouts were during regular business hours or started during regular business hours. Four were after hour calls. Three calls were in HMB, four calls were in the MWSD service area, and one call was in the GCSD service area during the month of November.

HMB – The service calls in HMB were as follows; 11/21 - Smart cover response, antenna was sheared off of the manhole lid. Received new antenna and installed. Smart cover working again. 11/24 - Call was for a service line issue. When crew arrived they observed standing water in cleanout. Crew flushed main line finding no obstructions. Homeowner was advised to contact a roter company to resolve.

The maintenance call in HMB was as follows; 11/8 - Alarm response for station trouble. Found station as normal upon arrival, reset alarms and checked for normal operation.

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BOARD MEMBERS:	M. Clark D. Penrose	B. Dye D. Ruddock	R. Lohman K. Slater-Carter
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GCS D – The service calls in the GCS D area was as follows; 11/1 - Call for toilet back up. Flushed main line all clear. Assisted at property line clean out to clear blockage of paper. Last house on line, advised homeowner to flush service line with water periodically to flush things along.

There were no maintenance service calls in the GCS D service area in the month of November.

MWSD – The sewer line related call in the MWSD area was as follows; 11/19 - Citizen called about an observed service line back up. Crew arrived and flushed the main finding some paper in main, this is another last house on the line situation, and the owner needs to use more water to keep things moving along. 11/21 - Call for a backup, crew flushed main line finding no obstructions, advised homeowner to contact a roter company to resolve issue. 11/25 - Tree fell on lay flat hose out by Date Harte lift station. Crew removed fallen tree and stump then inspect hose for any damage.

The maintenance call in the MWSD service area was as follows; 11/1 - Grinder pump light support broken. Crew made a temporary repair to seal pipe due to rain. Will make better repair when the rain passes.

The November 2022 collection system data report is provided for the Board's information. There were no Category 1, no Category 2's, and no Category 3 SSO's, during the month of November 2022.

**Staff Recommendation**

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

**Supporting Documents**

Attachment A: Monthly Flow Report November 2022

Attachment B: Monthly NPDES Report November 2022

Attachment C: Collection System Data November 2022

Attachment D: Contract Collection Service Report November 2022

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	P. Dekker	J. Harvey	H. Rarback

Attachment A

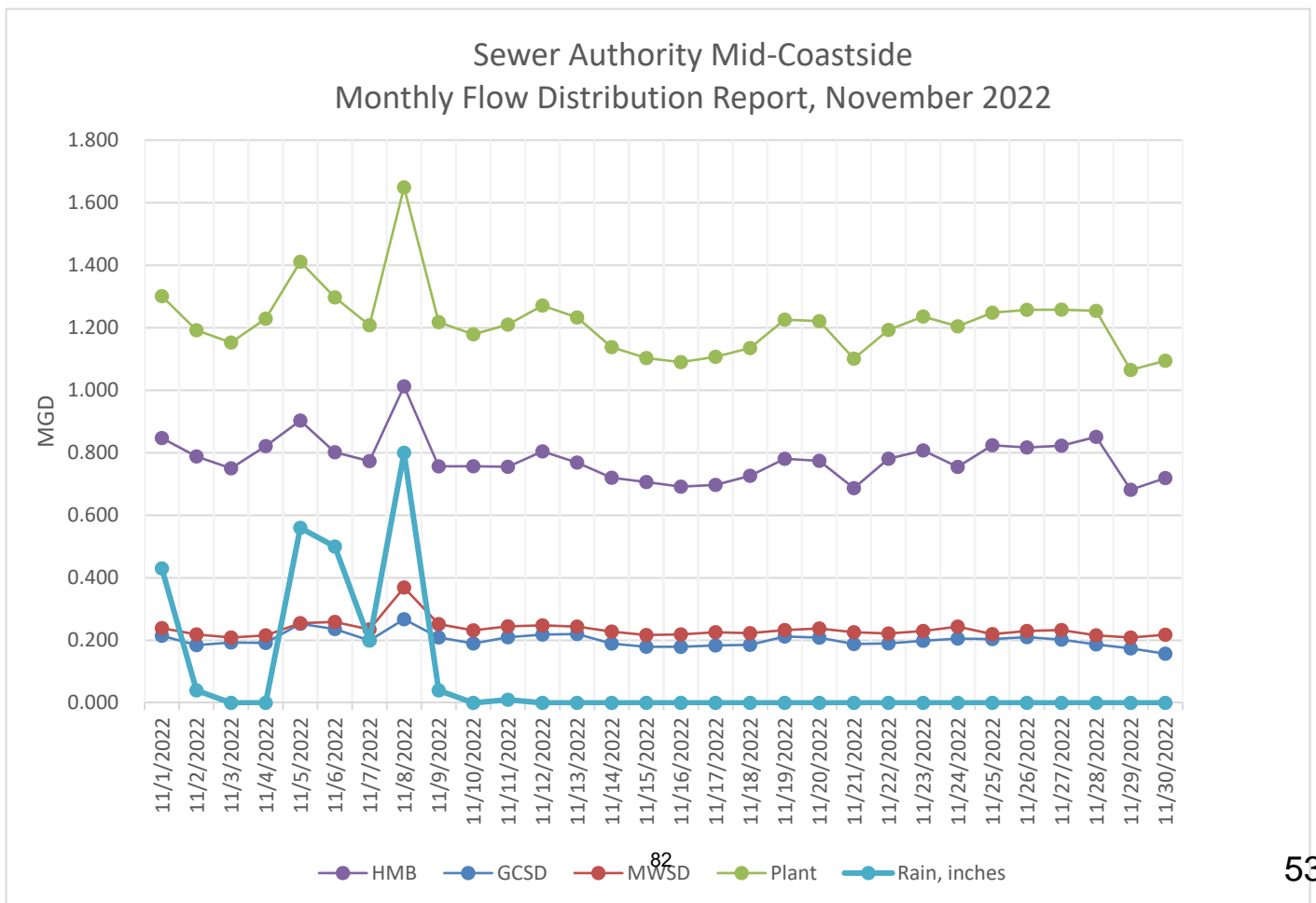
Flow Distribution Report Summary for November 2022

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

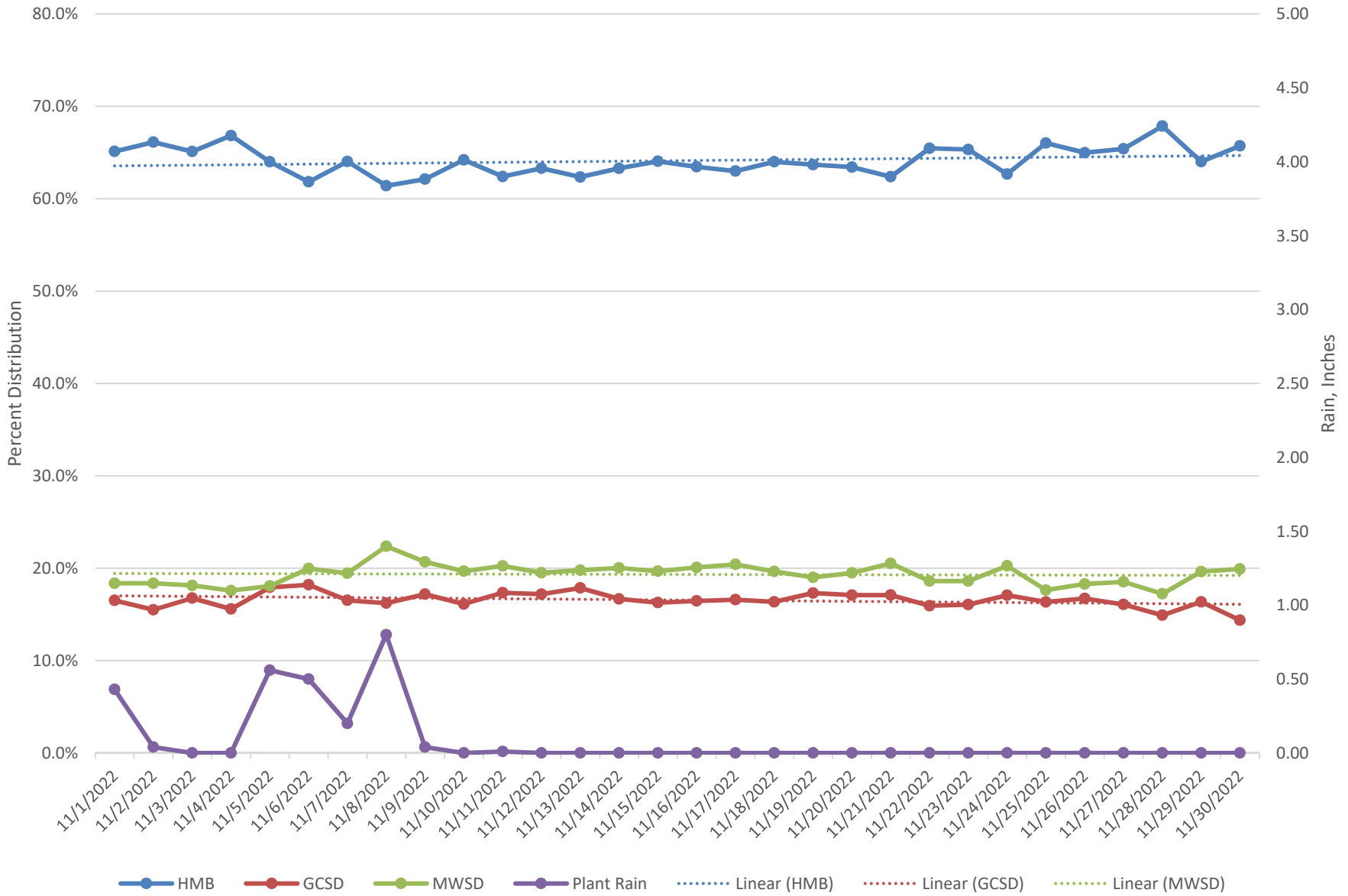
Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

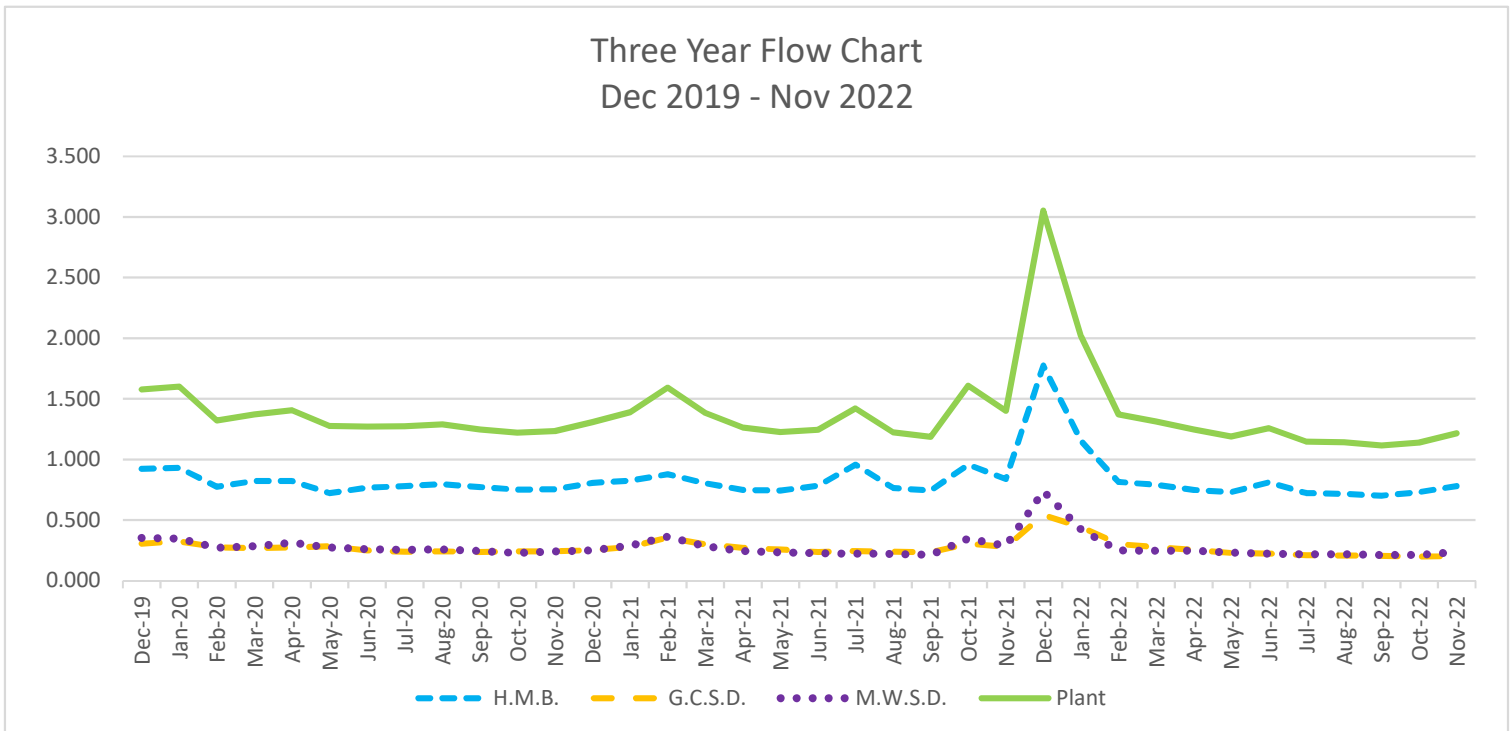
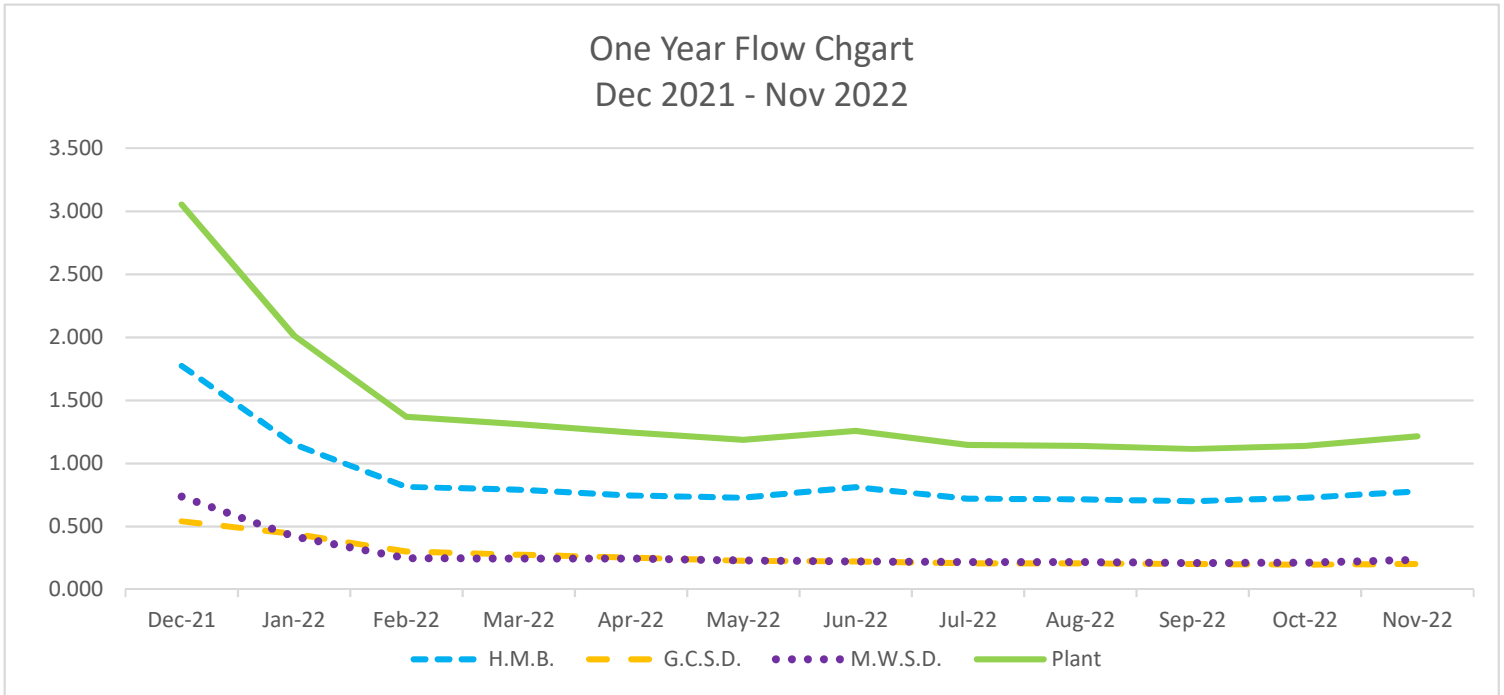
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.779	64.09%
Granada Community Services District	0.202	16.57%
Montara Water and Sanitary District	<u>0.235</u>	<u>19.34%</u>
Total	1.216	100.0%



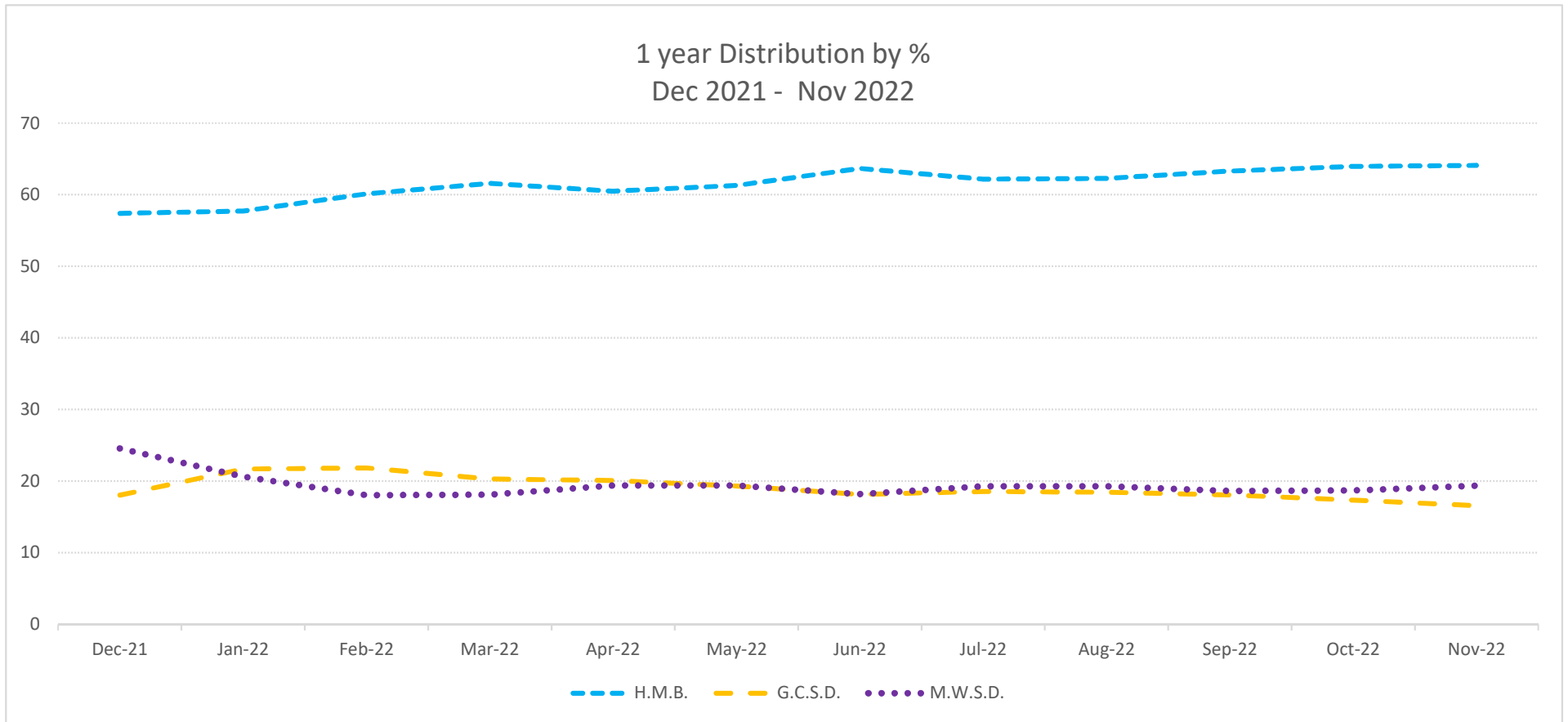
### Percent Distribution November 2022



Most recent flow calibration March 2021 PS, March 2021 Plant



# Flow based percent distribution based for past year





**SAM                      E-001                      November 2022**

<b>Date</b>	<b>Inf TSS mg/l</b>	<b>Eff TSS mg/l</b>	<b>Eff TSS Weekly Avg</b>	<b>TSS % Removal</b>	<b>Inf BOD mg/l</b>	<b>I° Eff BOD mg/l</b>	<b>Eff BOD mg/l</b>	<b>Eff BOD Weekly Avg mg/l</b>
11/1/2022	310	ND			240	200	5.4	
11/2/2022	270	6.80		97.5%	270	190	7.2	
11/3/2022								
11/4/2022								
11/5/2022			6.80					6.30
11/6/2022								
11/7/2022								
11/8/2022								
11/9/2022	230	7.60		96.7%	160	120	7.9	
11/10/2022	270	9.80		96.4%	240	210	9.5	
11/11/2022								
11/12/2022			8.70					8.70
11/13/2022	280	27.00		90.4%	270	230	11.0	
11/14/2022	360	30.00		91.7%	300	240	12.0	
11/15/2022								
11/16/2022								
11/17/2022								
11/18/2022								
11/19/2022			28.50					11.50
11/20/2022								
11/21/2022	320	14.00		95.6%	380	350	13.0	
11/22/2022	290	15.00		94.8%	240	250	13.0	
11/23/2022								
11/24/2022								
11/25/2022								
11/26/2022			14.50					13.00
11/27/2022								
11/28/2022								
11/29/2022	320	18.00		94.4%	300	220	>28	
11/30/2022	340	18.00		94.7%	300	410	>28	
			18.00					>28
Count	10	9	5	9	10	10	8	4
Minimum	230	6.80	6.80	90.4%	160	120	5.4	6.3
Average	299	16.24	15.30	94.7%	270	242	9.9	9.9
Maximum	360	30.00	28.50	97.5%	380	410	13.0	13.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

**SAM E-001 November 2022**

<b>Date</b>	<b>BOD % Removal</b>	<b>Eff Settleeable Matter mg/l</b>	<b>Eff Settleeable Matter Weekly Avg mg/l</b>	<b>Eff Turbidity NTU</b>	<b>Eff Turbidity Weekly Avg NTU</b>	<b>Chlorine Residual Day Max</b>
11/1/2022	97.8%	ND		2.10		0.00
11/2/2022	97.3%	ND		1.30		0.00
11/3/2022						0.00
11/4/2022						0.00
11/5/2022			ND		1.70	0.00
11/6/2022						0.00
11/7/2022						0.00
11/8/2022						0.00
11/9/2022	95.1%	ND		2.60		0.00
11/10/2022	96.0%	ND		4.70		0.00
11/11/2022						0.00
11/12/2022			ND		3.65	0.00
11/13/2022	95.9%	0.2		4.80		0.00
11/14/2022	96.0%	0.1		4.70		0.00
11/15/2022						0.00
11/16/2022						0.00
11/17/2022						0.00
11/18/2022						0.00
11/19/2022			0.15		4.75	0.00
11/20/2022						0.00
11/21/2022	96.6%	ND		4.00		0.00
11/22/2022	94.6%	ND		7.10		0.00
11/23/2022						0.00
11/24/2022						0.00
11/25/2022						0.00
11/26/2022			ND		5.55	0.00
11/27/2022						0.00
11/28/2022						0.00
11/29/2022	90.7%	ND		5.00		0.00
11/30/2022	90.7%	0.10		8.90		0.00
			< 0.10		6.95	
Count	10	3	2	10	5	30
Minimum	90.7%	0.1	< 0.10	1.30	1.70	0.0
Average	95.1%	0.13	0.13	4.52	4.52	0.0
Maximum	97.8%	0.2	0.2	8.90	6.95	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM E-001 November 2022**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
11/1/2022	0.00		6.59	19.6			7.76	84.6
11/2/2022	0.00	17.0	6.34	19.1	ND		7.73	83.5
11/3/2022	0.00		6.39	18.3			7.96	84.6
11/4/2022	0.00		6.45	18.6			7.66	81.6
11/5/2022	0.00		6.55	18.8		ND	7.64	81.9
11/6/2022	0.00		6.45	19.1			7.20	77.6
11/7/2022	0.00		6.60	19.0			7.35	79.4
11/8/2022	0.00		6.38	19.6			7.81	84.7
11/9/2022	0.00		6.29	18.4			6.92	73.4
11/10/2022	0.00	8.9	6.31	18.5	ND		7.50	84.0
11/11/2022	0.00		6.71	18.4			7.48	79.4
11/12/2022	0.00		6.63	18.4		ND	6.87	73.1
11/13/2022	0.00		6.67	18.4			7.07	75.3
11/14/2022	0.00	16.0	6.65	18.7	20		7.70	80.7
11/15/2022	0.00		6.76	18.3			7.89	83.8
11/16/2022	0.00		6.56	18.2			8.03	85.1
11/17/2022	0.00		6.65	17.7			7.94	83.3
11/18/2022	0.00		6.77	17.6			7.43	77.7
11/19/2022	0.00		6.78	17.6		6.60	7.87	82.4
11/20/2022	0.00		6.47	18.0			6.65	70.4
11/21/2022	0.00		6.59	18.5			8.03	85.7
11/22/2022	0.00	12.0	6.56	18.2	10		7.67	81.3
11/23/2022	0.00		6.54	17.9			7.72	81.2
11/24/2022	0.00		6.59	18.1			7.54	79.9
11/25/2022	0.00		6.55	18.1			7.43	78.6
11/26/2022	0.00		6.56	17.8		7.58	6.83	71.8
11/27/2022	0.00		6.63	17.5			7.38	76.8
11/28/2022	0.00		6.56	18.2			7.63	80.3
11/29/2022	0.00		6.43	18.1			7.55	79.0
11/30/2022	0.00	11.0	6.40	17.8	ND		8.63	89.8
						7.58		
Count	30	5	30	30	2	3	30	30
Minimum	0.00	8.9	6.29	17.5	< ND	< ND	6.65	70.4
Average	0.0	13.0	6.55	18.4	< 15	< 7.2527	7.56	80.4
Maximum	0.00	17.0	6.78	19.6	20	< 7.6	8.63	89.8
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, November 2022

## November 2022

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

## 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	3	0	2	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	1	0	0	0	1
<b>Total</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>
		<b>17%</b>	<b>33%</b>	<b>33%</b>	<b>17%</b>

## Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
November 2022	0	0	0	0	0
12 Month Moving Total	6	1	2	2	1

## SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
November 2022	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	5.7	2.7	6.0	7.4	13.7
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	0.0	6.0	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%

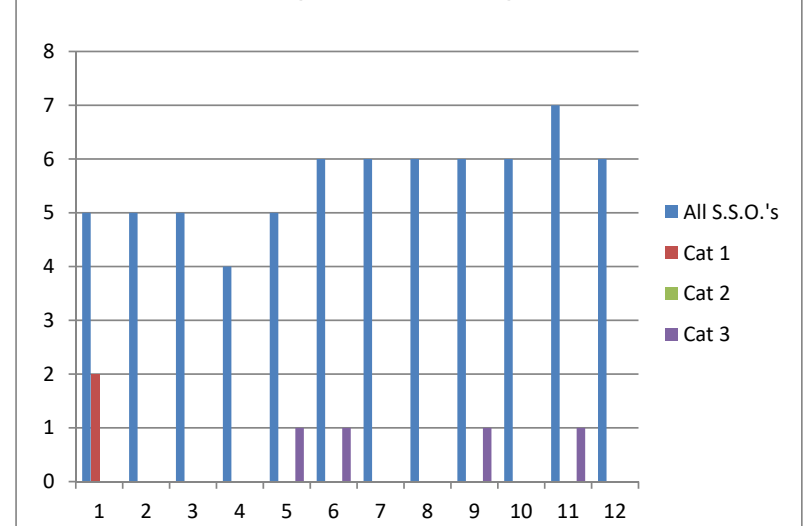
## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	6,934	34,975	6.6
Mar - 22	12,060	13,397	4,271	29,728	5.6
April - 22	12,929	12,757	7,371	33,057	6.3
May - 22	11,253	8,527	6,221	26,001	4.9
June - 22	15,694	8,845	6,932	31,471	6.0
July - 22	8,472	12,491	4,718	25,681	4.9
Aug - 22	15,041	7,358	11,197	33,596	6.4
Sep - 22	11,786	11,227	4,455	27,468	5.2
Oct - 22	12,220	8,847	9,308	30,375	5.8
Nov - 22	17,708	10,924	9,483	38,115	7.2

Annual ft	140,793	123,959	89,868	354,620	
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Annual Mi.	26.7	23.5	17.0		67.2
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## 12 Month Moving SSO Totals Through November 2022



Attachment C

## TASK SUMMARY- GCSD 2022-2023

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	11,681	7,015	10,109	8,235	7,057								44,097	51%
Hot Spot Cleaning	5,400	-	2,038	530	602	986								4,156	77%
Lift Station Inspection - Daily	52	4	5	4	4	4								21	40%
Lift Station Inspection - Annually	3	-	-	-	-	-								-	0%
Maint. Work Orders - Completed	-	4	5	4	4	4								21	
Maint. Work Orders - Incomplete	-		-	-	-	-								-	
Manhole Inspection	879	55	43	56	50	49								253	29%
USA Markings	372	103	225	82	137	83								630	169%
F.O.G. Inspections Completed	10	-	-	-	-	-								-	0%
F.O.G. Inspections Passed	10	-	-	-	-	-								-	0%
F.O.G. Inspection Failed	-	-	-	-	-	-								-	
Lateral Inspections	-	-	-	-	-	-								-	
Customer Service Call - Reg	-	3	1	1	4	-								9	
Customer Service Call - OT	-	1	2	2	3	1								9	
SSO Response - Category 1	-	-	-	-	-	-								-	
SSO Response - Category 2	-	-	-	-	-	-								-	
SSO Response - Category 3	-	-	1	-	-	-								1	
Insurance Claims Filed	-	0	0	0	0	0								-	



**ITEM #6**

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## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, December 15, 2022

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

### **CALL MEETING TO ORDER**

The Special Meeting was called to order at 6:31 pm.

### **ROLL CALL**

President Barbara Dye, Vice President Nancy Marsh, Director Matthew Clark, Director Jill Grant, and Director Jen Randle.

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

### **GENERAL PUBLIC PARTICIPATION**

### **SPECIAL MEETING AGENDA**

- 1. Administer the Oath of Office to Board Members Jill Grant, Jen Randle, and Barbara Dye.**

Newly elected County of San Mateo Supervisor Ray Mueller administered the oath of office for the elected district directors.

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

**ACTION:** Director Marsh moved to approve the resolution. (Marsh/Clark).  
Approved 5-0.

### **ADJOURN TO CLOSED SESSION**

- 3. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).**

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

4. **Conference with Legal Counsel – Anticipated Litigation**  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 (one case).

**RECONVENE TO OPEN SESSION**

There was no reportable action taken in the Closed Session.

**ADJOURN SPECIAL MEETING**

**CALL REGULAR MEETING TO ORDER**

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

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

None.

**REGULAR MEETING AGENDA**

1. **Certificates of Appreciation to Former Directors Seaton and Suchomel for Their Service to the District.**

President Dye thanked the out-going directors for their service. Staff reported that the certificates were hand delivered to their respective residences.

2. **Election of Board Officers.**

President Dye opened the nominations for Board President, and nominated Director Marsh. There were no further nominations, and President Dye closed the nominations.

**ACTION:** The motion to approve Director Marsh as Board President was approved by unanimous consent by a vote of 5-0.

Director Dye opened the nominations for Board Vice President, and Director Grant nominated Director Randle. There were no further nominations.

**ACTION:** The motion to approve Director Randle as Board Vice President was approved by unanimous consent by a vote of 5-0.

Director Marsh took her seat as Board President.

3. **Parks and Recreation Activities.**

- a. **Presentation of Timeline on GCSD Actions and Outreach Regarding Parks and Recreation and Future Milestones.**

Director Dye reviewed the comprehensive parks timeline she put together, which started in June 2014 with the passing of Measure G to reorganize the District into a Community Services District, through to the present date. She also included future anticipated milestones through the summer or fall of 2024, when construction of the park is expected to start.

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

Director Marsh reported on the event held on December 3<sup>rd</sup> to obtain input from the community on the proposed recreation center, and on visiting another community center. She said that the concerns regarding the daycare issue will be addressed during the planning phase.

**c. Report on Burnham Park.**

General Manager Duffy reported on the ad hoc meeting held and the subsequent recommendation to permit all potential phases of the park and recreation center at the same time.

**d. Decision Regarding Scope of County Permit Submittal.**

**ACTION:** Director Dye moved to approve having all potential phases of the park and community center plans combined for submittal to the County and other regulatory agencies as one project. (Dye/Clark). Approved 5-0.

**4. Public Hearing: Consideration of Recology Rate Increase for Garbage and Recycling Disposal and Related Fee Resolution in Accordance with Articles XIII C and D of the California Constitution (Proposition 218).**

Mr. Duffy explained the required process for Proposition 218, which included sending a notice to all ratepayers of the proposed increase in rates and setting the public hearing. The District received three written protests, which was less than the 50% protest response required to stop the increase from taking effect.

President Marsh opened the public hearing, and there were no public comments. The hearing was closed.

**ACTION:** Director Dye moved to adopt the Fee Resolution for the increase in Garbage and Recycling Fees. (Dye/Clark). Approved 5-0.

**5. Consideration of a Resolution Appointing the Sewer Authority Mid-Coastside Representatives and Alternate.**

**ACTION:** Director Dye moved to reappoint herself and Director Clark as the District's SAM Representatives, and to appoint Director Grant as the first alternate and Director Randle as the second alternate. (Dye/Randle). Approved 5-0.

**6. Consideration of Appointing Representative to the San Mateo County Chapter of the Special Districts Association.**

**ACTION:** Director Dye moved to appoint Director Grant as the District Representative and Director Randle as the alternate. (Dye/Randle). Approved 5-0.

**7. Consideration of Contract Amendment with Kikuchi + Kankel for Additional Landscape Design for the Proposed Community Recreation Center.**

**ACTION:** Director Dye moved to approve the amended contract with Kikuchi + Kankel to provide for the recreation center landscape design. (Dye/Clark). Approved 5-0.

**8. Engineer's Report from District Engineer Kennedy Jenks.**

Mr. Duffy reviewed the Engineer's report, and informed the board of the delay in starting the capital improvement project due to a pipeline supply shortage.

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

Directors Dye and Clark reported on the latest SAM meetings.

President Marsh pulled Item 10. October 20, 2022 Regular Meeting Minutes. The missing December 2022 Warrants in Item 12 were tabled to the January meeting.

**CONSENT AGENDA**

**10. November 17, 2022 Regular Meeting Minutes (canceled)**

**11. October, November Warrants**

**12. September and October 2022 Financial Statements**

**13. Assessment District Distribution #2-22/23**

**ACTION:** Director Dye moved to approve the above Consent Agenda Items, including Item 10, October 20, 2022 Regular Meeting Minutes as amended. (Dye/Clark). Approved 5-0.

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

**15. Attorney's Report. (Parkin)**

**16. General Manager's Report. (Duffy)**

**17. Administrative Staff Report. (Comito)**

**18. Future Agenda Items.**

**ADJOURN REGULAR MEETING**

The Regular Meeting was adjourned at 9:23 pm.

Date Approved by Board: January 19, 2023

ATTEST:

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Delia Comito, Board Secretary

**ITEM #7**

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**Granada Community Services District**  
**December 2022 Warrants**  
For the January 19, 2023 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
11/18/22	9403	Coastside Land Trust	Jr Land Stewards Program FY 21/22	6310 · Parks Related Misc Expense	10,000.00
11/18/22	9404	Robert Half	Admin Asst Wk End 11/11/22	6153 · Temp Labor	1,499.70
11/18/22	9405	Sandie Arnot	SM County Secured Tax Bill 2022-2023	6220 · Miscellaneous	701.24
11/18/22	9406	Comcast	11/13/22-12/12/22 Svcs	6170 · Utilities	202.74
11/18/22	9407	Hue & Cry, Inc.	Dec 2022 Pump Stn Alarm	6170 · Utilities	35.59
11/18/22	9408	Verizon Wireless	Oct 2022 Svcs	6170 · Utilities	135.35
11/28/22	9409	Timothy Frank Walley	Pro-rated SSC refund - Dup pmt	4021 · Swr Svc Charges-Pro-rated	587.67
12/15/22	9410	Bacchus Press	Parks Post Card Printing/Postage	5130 · Parks & Rec Prof. Svcs	2,124.60
12/15/22	9411	BKF Engineers	Inv 22120351	5130 · Parks & Rec Prof. Svcs	1,235.00
12/15/22	9412	CliftonLarsonAllen LLP	Accounting Svcs Oct/Nov 2022	6152 · Accounting	6,037.50
12/15/22	9413	Group 4 Architecture	Community Center Design	5130 · Parks & Rec Prof. Svcs	50,670.00
12/15/22	9414	KBA Document Solution	08/28/22-11/27/22	6020 · Copier lease	101.65
12/15/22	9415	Kikuchi & Kankel Design	Prof Svcs through 11/30/22	5130 · Parks & Rec Prof. Svcs	2,317.50
12/15/22	9416	PG&E	Office Inv dtd 11/23/22	6170 · Utilities	67.79
12/15/22	9417	PG&E	Pump Stn Inv dtd 11/17/22	6170 · Utilities	245.02
12/15/22	9418	Pitney Bowes	Inv dtd Nov 2022	6140 · Office Supplies	54.43
12/15/22	9419	Sewer Authority Mid-Co	Dec 2022 Asmts	5010 · SAM - General	153,292.50
12/15/22	9420	US Bank Equipment Fin	Dec 2022 Svcs	6020 · Copier lease	358.75
12/15/22	9421	Verizon Wireless	Nov 2022 Svcs	6170 · Utilities	140.10
12/15/22	9422	Wittwer & Parkin	Nov 2022 Svcs	6090 · Legal Services	17,521.50
12/19/22	9423	City of Half Moon Bay	21/22 Reim Per Funding Agmt	5120 · Half Moon Bay Reimb - Parks	28,184.00
12/19/22	9424	Barbara Dye	12/12/22 SAM Mtg	6040 · Directors' Compensation	45.00
12/19/22	9425	Matthew Clark	11/14/22 & 12/12/22 SAM Mtg	6040 · Directors' Compensation	90.00
12/19/22	9426	Nancy Marsh	11/14/22 SAM Mtg	6040 · Directors' Compensation	45.00
12/19/22	9427	Rodolfo Romero	Nov Cleaning	6130 · Office Maintenance & Repairs	180.00
12/19/22	9428	Rodolfo Romero	Replacing Ck #9398	6130 · Office Maintenance & Repairs	180.00
12/19/22	9429	SMC Harbor District	Office Lease-Jan 2023	6120 · Office Lease	4,500.00
12/19/22	9430	CASA	Annual Membership	6100 · Memberships	950.00
12/19/22	9431	SWRCB	Annual Permit	6220 · Miscellaneous	3,452.00
<b>TOTAL:</b>					<b>284,954.63</b>

**Granada Community Services District**  
**January 2023 Warrants**  
For the January 19, 2023 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
01/19/23	9432	Alhambra & Sierra Springs	Inv dtd 12/22/22	6140 · Office Supplies	20.09
01/19/23	9433	AT&T	Inv dtd 01/05/23	6170 · Utilities	78.44
01/19/23	9434	Barbara Dye	12/15/22 GCSD	6040 · Directors' Compensation	145.00
01/19/23	9435	Beach Break Entertainment	Movie Night Contract	6310 · Park Related Misc Expenses	1,400.00
01/19/23	9436	Comcast	12/13/22-01/12/23 Svcs	6170 · Utilities	202.74
01/19/23	9437	Dudek	10/29/22-12/30/22 Prof. Svcs	6150 · Professional Services	21,374.23
01/19/23	9438	Hue & Cry, Inc.	Jan 2023 Pump Stn & Qrtly Ofc Alarm	6170 · Utilities	132.88
01/19/23	9439	Jen Randle	12/15/22 GCSD	6040 · Directors' Compensation	145.00
01/19/23	9440	Jill Grant	12/15/22 GCSD	6040 · Directors' Compensation	145.00
01/19/23	9441	Kennedy Jenks	Nov 2022 Svcs, Sum 186	6070 · Engineering Services	10,049.00
01/19/23	9442	Kikuchi Kankel Design Group	Prof Svcs through 12/31/22	5130 · Parks & Rec Prof. Svcs	5,332.50
01/19/23	9443	Matthew Clark	12/15/22 GCSD	6040 · Directors' Compensation	145.00
01/19/23	9444	Nancy Marsh	12/15/22 GCSD	6040 · Directors' Compensation	145.00
01/19/23	9445	Pacifica Community TV	12/5/22, 12/15/22 GCSD	6180 · Video Taping	300.00
01/19/23	9446	PG&E	Office Inv dtd 12/22/22	6170 · Utilities	165.27
01/19/23	9447	PG&E	Pump Stn Inv dtd 12/15/22	6170 · Utilities	248.41
01/19/23	9448	Riordan Consulting	Nov 2022 IT Svcs	6190 · Computers	65.00
01/19/23	9449	Robert Half	Admin Asst Wk End 10/21/22-11/25/22	6153 · Temp Labor	5,303.45
01/19/23	9450	Rodolfo Romero	Jan Cleaning	6130 · Office Maintenance & Repairs	180.00
01/19/23	9451	SMC Harbor District	Office Lease-Feb 2023	6120 · Office Lease	4,550.00
01/19/23	9452	Sewer Authority Mid-Coastside	Jan 2023 Asmts	5010 · SAM - General	153,292.50
01/19/23	9453	Tri Counties Bank	Dec 2022 Card Charges	6140 · Office Supplies	1,069.31
01/19/23	9454	US Bank Equipment Finance	Jan 2023 Svcs	6020 · Copier lease	358.75
01/19/23	9455	Verizon Wireless	Jan 2023 Svcs	6170 · Utilities	140.40
01/19/23	9456	Wittwer & Parkin	Dec 2022 Svcs	6090 · Legal Services	4,350.00
<b>TOTAL \$</b>					<b>209,337.97</b>



**ITEM #8**

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**Granada Community Services District  
Statement of Net Position (Unaudited)  
As of November 30, 2022**

**ASSETS**

Current Assets	
Checking/Savings	
1020 · Petty Cash	\$          420
1030 · Cash - LAIF	2,150,661
1040 · Tri Counties Bank - Gen Op	121,395
1050 · Tri Counties Bank - Deposit	17,345
Total Checking/Savings	<u>2,289,821</u>
Total Current Assets	2,289,821
Fixed Assets	
1600 · Land	2,862,979
1610 · Construction in Progress	168,508
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	<u>(7,550,452)</u>
Total Fixed Assets	6,731,144
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	<u>(1,085,094)</u>
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	<u>(7,287)</u>
1735 · Advance to AD- Assesmnt Revenue	<u>(31,484)</u>
1750 · Investment in SAM	4,648,209
1760 · Deferred Outflows of Resources	<u>97,661</u>
Total Other Assets	<u>5,071,989</u>
Total Assets	<u>14,092,954</u>

**LIABILITIES**

Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	92,873
2001 · Accrued Vacation	1,748
2003 · Due to GCSD Customer	550
2020 · Class 3 Deposits	19,055
2225 · Recology-Del Garbage	14,791
2300 · Due to AD	6,252
2310 · Relief Refund Advance	<u>350</u>
Total Current Liabilities	135,619
Long Term Liabilities	
2401 · Net Pension Liability	180,448
2402 · Deferred Inflows of Resources	<u>12,651</u>
Total Long Term Liabilities	<u>193,099</u>
Total Liabilities	328,718

**NET POSITION**

3000 · Net Assets	14,637,876
Net Loss	<u>(873,640)</u>
Total Net Position	<u>\$  13,764,236</u>

*No assurance is provided on these financial statements. See selected information.*

**Granada Community Services District  
Revenues & Expenses (Unaudited)  
July 1, 2022 through November 30, 2022**

	Jul 1, 2022 - Nov 30, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
<b>Revenues</b>				
Operating Revenue				
4015 · Park Tax Allocation	\$ 70,246	\$ 385,419	\$ (315,173)	\$ 925,000
4020 · Sewer Service Charges-SMC	-	897,919	(897,919)	2,155,000
4021 · Sewer Svc Charges Pro-rated	(431)	-	(431)	-
4030 · AD OH Reimbursement	2,167	13,750	(11,583)	33,000
4040 · Recology Franchise Fee	19,651	17,081	2,570	41,000
4000 · Operating Revenue	112,480	-	112,480	-
Total Operating Revenue	204,113	1,314,169	(1,110,056)	3,154,000
Non Operating Revenue				
4120 · Interest on Reserves	9,142	10,625	(1,483)	25,500
4130 · Connection Fees	24,675	11,669	13,006	28,000
4150 · Repayment of Adv to AD-NCA	-	131,250	(131,250)	315,000
4160 · SAM Refund from Prior Yr	-	419	(419)	1,000
4170 · ERAF Refund	221,999	145,831	76,168	350,000
4180 · Misc Income	34,675	27,500	7,175	66,000
Total Non Operating Revenue	290,491	327,294	(36,803)	785,500
Total Revenues	494,604	1,641,463	(1,146,859)	3,939,500
Gross Profit	494,604	1,641,463	(1,146,859)	3,939,500
<b>Expenses</b>				
Operations				
5010 · SAM - General	429,808	429,800	(8)	1,031,541
5020 · SAM - Collections	88,810	87,250	(1,560)	209,400
5021 · Lift Station Maint.	191	-	(191)	-
5022 · SAM- NDWSCP	3,901	-	(3,901)	-
5050 · Mainline System Repairs	-	4,169	4,169	10,000
5060 · Lateral Repairs	10,690	6,250	(4,440)	15,000
5065 · CCTV	-	4,169	4,169	10,000
5070 · Pet Waste Station	588	750	162	1,800
5110 · RCD - Parks	-	12,500	12,500	30,000
5120 · Half Moon Bay Reimb - Parks	-	45,750	45,750	109,800
5130 · Parks & Rec Professional Services	101,458	125,000	23,542	300,000
Total Operations	635,446	715,638	80,192	1,717,541

No assurance is provided on these financial statements. See selected information.

**Granada Community Services District  
Revenues & Expenses (Unaudited)  
July 1, 2022 through November 30, 2022**

	Jul 1, 2022 - Nov 30, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	-	9,169	9,169	22,000
6020 · Copier lease	2,092	2,500	408	6,000
6040 · Directors' Compensation	4,110	5,000	890	12,000
6050 · Education & Travel Reimb	-	831	831	2,000
6060 · Employee Compensation	135,130	162,500	27,370	390,000
6070 · Engineering Services	13,317	12,500	(817)	30,000
6080 · Insurance	1,312	14,581	13,269	35,000
6090 · Legal Services	45,816	13,331	(32,485)	32,000
6095 · Legal Services for Case Related Legal	-	12,500	12,500	30,000
6100 · Memberships	8,483	3,750	(4,733)	9,000
6120 · Office Lease	22,750	25,000	2,250	60,000
6130 · Office Maintenance & Repairs	900	1,044	144	2,500
6135 · Other Property Maint.	100	-	(100)	-
6140 · Office Supplies	3,049	1,044	(2,005)	2,500
6150 · Professional Services	59,056	56,669	(2,387)	136,000
6160 · Publications & Notices	806	6,250	5,444	15,000
6170 · Utilities	4,245	5,831	1,586	14,000
6180 · Video Taping	1,800	2,081	281	5,000
6190 · Computers	1,419	1,250	(169)	3,000
6220 · Miscellaneous	11,771	3,331	(8,440)	8,000
6230 · Bank Service Charges	123	-	(123)	-
6310 · Park Related Misc Expenses	114,578	54,169	(60,409)	130,000
<b>Total Administration</b>	<b>430,857</b>	<b>393,331</b>	<b>(37,526)</b>	<b>944,000</b>
Capital Projects				
1415-4 · 22/23 SSMP Costs	2,247	-	(2,247)	-
1617-1 · Medio Creek Xing Crossing	855	-	(855)	-
7013 · 6-yr CIP Phase 2	49,435	145,831	96,396	350,000
7100 · SAM - Infrastructure	249,404	249,402	(2)	598,569
<b>Total Capital Projects</b>	<b>301,941</b>	<b>395,233</b>	<b>93,292</b>	<b>948,569</b>
<b>Total Expenses</b>	<b>1,368,244</b>	<b>1,504,202</b>	<b>135,958</b>	<b>3,610,110</b>
<b>Net Income (Loss)</b>	<b>\$ (873,640)</b>	<b>\$ 137,261</b>	<b>\$ (1,010,901)</b>	<b>\$ 329,390</b>

No assurance is provided on these financial statements. See selected information.



**ITEM #9**

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**DISTRIBUTION REQUEST NO.: 3#-22/23**  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL: \$45,677.75**

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

DISTRIBUTION REQUEST  
For Payment of Bond Administration Costs

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

Dated:  
January 19, 2023

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Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO.:** 3#-22/23

**DATE:** January 19, 2023

**DISTRIBUTE FROM ACCOUNT #:** 94673305

**ACCOUNT NAME:** Bond Administration Fund

**DISTRIBUTION AMOUNT:** \$ 45,677.75

**PAYMENT INSTRUCTIONS:** Issue checks and mail as listed below.

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
Weist Law	20 S Santa Cruz Ave. #300 Los Gatos, CA 95030	Bound Counsel Svcs 2/20-1/23	\$ 41,343.75
GCSD	P.O. Box 335, El Granada, CA 94018	OH Reim - Nov/Dec 2022	\$ 4,334.00
<b>TOTAL:</b>			<b>\$ 45,677.75</b>

**ITEM #10**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #11**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #12**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #13**

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.

**ITEM #14**

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GRANADA COMMUNITY SERVICES DISTRICT

# Administrative Staff Report

Period: December 10, 2022 to January 13, 2023  
To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Date: January 19, 2023

## REQUEST FOR PUBLIC RECORDS

There were no requests for public records this period.

## APPLICATIONS RECEIVED

There was one application received this period:

Date	Class	Owner/Agent	APN	Address	Sq. Ft.	Zone
07/26/22	1A	Agranov	048-054-220	345 Miramar Dr, Miramar	8,787	R-1/S-17
08/04/22	1A	Barsh	047-207-060/070	180 Ave Balboa, EG	5,172	R-1/S-17
08/29/22	1A	Peng Kevin	047-095-070	441 Valencia, EG	5,500	R-1/S-17
09/23/22	1A	Oulton	047-292-320	950 Malaga, EG	6,000	R-1/S-17
10/14/22	ADU	Kennedy	047-292-310	1339 Columbus, EG	-	R-1/S-17
12/30/22	ADU	Terivey	047-152-240	507 El Granada Blvd, EG	-	R-1/S-17

Shaded items were previously reported.

## PERMITS ISSUED

There were no permits issued this period.

Permit	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3235	1A	09/12/22	PENG/HUONG	047-095-070	441 VALENCIA AVE	5,500	R-1/S-17
3236	1A	09/19/22	515 HERMOSA	048-063-420	515 HERMOSA AVE	9,600	R-1/S-94
3237	ADU	10/28/22	SEGURE HECTOR	047-063-080	262 SOLANO AVE	5,000	R-1/S-17
3238	ADU	10/31/22	FRANCISCO	047-042-090	115 PRESIDIO AVE	5,000	R-1/S-17
3289	2D	11/04/22	POINT PILLAR	047-081-430	100 CAPISTRANO	141,350	CCR/DR

Shaded items were previously reported.

## SEWER HOOK-UPS

There were no sewer hook-ups this period.

Date	Class	Permit #	Issued	Owner	APN	Address
07/13/22	1A	3229	05/27/22	McGregor	048-013-890	171 Coronado Ave., Miramar
08/10/22	1A	3224	02/10/22	Wally	047-043-030	130 Presidio, EG
08/18/22	1A	3223	01/28/22	Moules	047-208-100	580 The Alameda, EG
08/28/22	1A	3218	07/16/21	Sanchez	047-244-240	519 Isabella, EG
11/08/22	1A	3181	06/30/22	Wang	047-281-160	638 Coronado St, EG
12/02/22	1A	3230	06/30/22	Cohn	047-127-520	231 The Alameda, EG

Shaded items were previously reported.

**REPAIRS**

There have been no lateral repairs this fiscal year.

**ITEM #15**

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