



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

### **SPECIAL MEETING at 7:00 p.m.**

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

Thursday, February 17, 2022

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](#)

Phone one-tap: US: [+16699006833](tel:+16699006833), [96600595600#](tel:+196600595600) or [+19292056099](tel:+19292056099), [96600595600#](tel:+196600595600)

Meeting URL: <https://dudek.zoom.us/j/96600595600>

### **Join by Telephone**

Dial:

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

Meeting ID: 966 0059 5600

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

### **ROLL CALL**

Directors:	President:	Barbara Dye
	Vice-President	Nancy Marsh
	Director:	Matthew Clark
	Director:	Eric Suchomel
	Director:	David Seaton

Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	Delia Comito
	Legal Counsel:	Bill 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.

**SPECIAL MEETING AGENDA**

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

Recommendation: To be made by the Board.

**ADJOURN TO CLOSED SESSION**

- 2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.**  
District's Negotiator: Chuck Duffy  
Negotiating parties: Laura Silvestri Trust and Granada Community Services District  
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- 3. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).**  
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara County Superior Court Case No. 17CV316927.

**RECONVENE TO OPEN SESSION**

Report any reportable action taken in Closed Session.

**ADJOURN SPECIAL MEETING**

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

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

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

### **REGULAR MEETING AGENDA**

1. **Report on Parks and Recreation Activities.**
  - a. **Update on Quarry Park Bike Pump Track by Nicholas Calderon, San Mateo County Parks Director.**
  - b. **Approve Parks Advisory Committee (PAC) 2022 Work Plan.**
  - c. **Report on 01/31/22 PAC meeting.**  
Recommendation: To be made by the Board.
2. **Preliminary Draft Parks and Recreation Financial Plan.**  
Recommendation: For Board information.
3. **Discussion of District Newsletter, and Update on District Website.**  
Recommendation: To be made by the Board.
4. **Report on Sewer Authority Mid-Coastside Meetings.**  
Recommendation: For board information.

### **CONSENT AGENDA**

5. **January 20, 2022 Special and Regular Meeting Minutes.**
6. **February 2022 Warrants.**
7. **December 2021 Financial Statements.**
8. **Assessment District Distribution #7-21/22.**

### **COMMITTEE REPORTS**

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

### **INFORMATION CALENDAR**

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

### **ADJOURN REGULAR MEETING**

At the conclusion of the January 20, 2022 Meeting:  
Last Ordinance adopted: No. 175  
Last Resolution adopted: No. 2022-001

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.



**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2022-02**

**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) March 19, 2022, 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 February 17, 2022, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Approved:

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Barbara Dye, President

Countersigned:

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Delia Comito, District Secretary

**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for Closed Session.



**ITEM #1**



GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Update on Quarry Park Bike Pump Track  
Date: February 17, 2022

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At the request of President Dye, Nicholas Calderon, Parks Director for San Mateo County, will be present at the meeting to provide an update on the status of the pump track.

GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Consideration of 2022 PAC Work Plan  
Date: February 17, 2022

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The Parks Advisory Committee (PAC) approved the attached Work Plan on November 3, 2021, which is now presented for Board approval. The GCSD Board has the authority to direct the focus and goals of the Committee, and may approve the Plan as presented or make modifications as it deems necessary. Once approved by the Board, the Work Plan will direct PAC's focus for the 2022 calendar year.

**2022 PAC WORK TASKS PLAN**  
**Approved at Nov.3, 2021 PAC Meeting**

- A. Setup youth accessible bicycle event, fall 2021 or spring 2022**
- B. Identify activities, write brochure and help promote a summer 2022 recreation program, including movie nights and monthly walks**
- C. Maintain GCSD parks and recreation webpage and contribute to GCSD newsletter**
- D. Support efforts for Burnham park**
- E. Support the District to develop a community center, including community survey**
- F. Explore potential locations and costs for a small disc golf course**
- G. Consider sponsoring an acoustic music festival at Burnham Park**
- H. Identify potential for district to co-sponsor a running race starting/ending at Burnham park**
- I. Explore collaboration with Friends of HMB Parks and Rec on building a community swimming pool**

**Proposed 2022 PAC Meeting Dates**

Jan. 30  
April 25  
Aug 1  
Nov. 7



**ITEM #2**





# GRANADA COMMUNITY SERVICES DISTRICT

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: Preliminary Draft Parks and Recreation 5 Year Financial Plan  
Date: February 17, 2022

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At the request of several directors, I have attached a preliminary draft 5 year financial plan for the District's Parks and Recreation fund. I present this plan with the caveat that many of the big ticket items, such as the Burnham Park construction and the potential Community Center renovation, do not have true concrete estimates of cost. As such, I have included preliminary estimates in the spreadsheet calculations along with the assumptions made as to the cost of each item and its associated amortized funding. This plan budget will be further refined as we develop civil engineering plans, architectural plans, environmental plans, etc., but I wanted to give your board a general idea as to costs and revenues expected for the next five years. This preliminary analysis shows that based on these estimates GCSD will have the resources not only to develop both projects, but also to manage and maintain them adequately while maintaining a prudent level of reserves.

**GRANADA COMMUNITY SERVICES DISTRICT - PARKS AND RECREATION PROGRAM**

**PRELIMINARY DRAFT 5 YEAR FINANCIAL PLAN**

**DRAFT**

<b>Revenue</b>	<b>Description</b>	<b>FYE 2022</b>	<b>FYE 2023</b>	<b>FYE 2024</b>	<b>FYE 2025</b>	<b>FYE 2026</b>
Annual Property Tax	Escalating at 6% per year based on past 5 years	\$748,000	\$792,880	\$840,453	\$890,880	\$944,333
ERAF Refund		\$320,000	\$339,200	\$359,552	\$381,125	\$403,993
Grants?						
Rent from Picasso Preschool		\$60,000	\$60,000			
CC Event Space Rental & Class Fees	Escalating at 5% per year	\$0	\$0	\$0	\$50,000	\$52,500
<b>Total Annual Revenue</b>		<b>\$1,128,000</b>	<b>\$1,192,080</b>	<b>\$1,200,005</b>	<b>\$1,322,005</b>	<b>\$1,400,825</b>
<b>Expenditure</b>	<b>Description</b>	<b>FYE 2022</b>	<b>FYE 2023</b>	<b>FYE 2024</b>	<b>FYE 2025</b>	<b>FYE 2026</b>
Savings on office space rent					(\$55,000)	(\$55,000)
Burnham Park Construction	Total estimate \$6.5 million; 20 year note @ 5% (design, permitting, and construction financing)	\$100,000	\$250,000	\$520,000	\$520,000	\$520,000
Burnham Park Annual Maintenance	Landscape and Equipment			\$75,000	\$78,750	\$82,688
Community Center Acquisition	Picasso Property \$1.8 million; 20 year note @ 4% (mortgage)	\$30,000	\$132,000	\$132,000	\$132,000	\$132,000
Community Center Renovation	Expansion ~4000 sf CC + Office & furnishings; \$2 million; 20 year note @ 4%			\$147,000	\$147,000	\$147,000
Community Center Annual Maintenance					\$40,000	\$42,000
Parks & Recreation Staff	1.0 FTE to manage park & community event space, plus recreation programming & vendors			\$120,000	\$126,000	\$132,300
Distribution to HMB Parks	18% of expenditures per year	\$23,400	\$68,760	\$178,920	\$187,875	\$190,078
<b>Total Annual Expenditure</b>		<b>\$153,400</b>	<b>\$450,760</b>	<b>\$1,172,920</b>	<b>\$1,176,625</b>	<b>\$1,191,065</b>
<b>Net Annual Gain or (Loss)</b>		<b>\$974,600</b>	<b>\$741,320</b>	<b>\$27,085</b>	<b>\$145,380</b>	<b>\$209,760</b>
<b>Parks and Rec Fund Balance</b>		<b>\$1,500,000</b>	<b>\$2,241,320</b>	<b>\$2,268,405</b>	<b>\$2,413,785</b>	<b>\$2,623,545</b>

**ITEM #3**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #4**







**SEWER AUTHORITY MID-COASTSIDE**  
**Finance Committee *Regular Meeting* Agenda**  
**11 am to 12 pm on Thursday January 20, 2022**

Join Zoom Meeting

<https://us02web.zoom.us/j/86080739272?pwd=Z1h3eEVUZVpUeGk1cDMxeDM3VDVCdz09>

Meeting ID: 860 8073 9272

Passcode: 556296

One tap mobile

+16699006833,,86080739272#,,,,\*556296# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 860 8073 9272

Passcode: 556296

Find your local number: <https://us02web.zoom.us/j/86080739272?pwd=Z1h3eEVUZVpUeGk1cDMxeDM3VDVCdz09>

**1. ROLL CALL**

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

**2. REGULAR BUSINESS**

A. Approval of Minutes December 16, 2021

B. Discussions on Auditor for FY 21-22

C. Any other issues

**3. NEXT REGULAR MEETING**

February 17, 2022

**MINUTES**  
**SAM BOARD OF DIRECTORS REGULAR MEETING**  
**January 24, 2022**

**1. CALL TO ORDER**

Chair Ruddock called the meeting to order at 7:01 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 24, 2022 regular meeting.

**A. Roll Call**

Directors Dye, Lohman, Clark, Penrose, Slater-Carter, and Ruddock, were present. Also present via teleconferencing were General Manager Kishen Prathivadi, Supervisor of Treatment/Field Operations Tim Costello, and General Counsel Jeremy Jungreis.

**B. January Employee Anniversary**

1. Carlos Mendez, Maintenance Mechanic III, 9 Years

Tim Costello, Supervisor of Treatment/Field Operations described Carlos as being very detail oriented, working well with others, humorous, and an all-around good guy to have around. Chair Ruddock congratulated Carlos on his 9 years of service to SAM. Carlos stated what a pleasure it is to work at SAM, and provide an essential service to the local community. He stated that he takes his career at SAM very seriously in knowing that what we do is for the benefit of the health and safety of the general public of the coastsides. He thanked Tim for his kind words, and the General Manager, and Board for having him at the evenings meeting.

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

There were no public comments.

**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 January 10, 2022
- B. Approve Disbursements for January 10, 2022
- C. Monthly Revenue and Expense Report for Period Ending December 31, 2021

Director Slater-Carter moved, and Director Dye seconded the motion to approve all consent agenda items as presented.

**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 8:28 pm.

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

The Board came out of Closed Session at 8:39 pm. There was no reportable action.

**11. ADJOURNMENT**

Chair Ruddock adjourned the meeting at 8:39 p.m.

Respectfully Submitted,

Approved By:

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Suzie Turbay  
Administrative Assistant

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Board Secretary



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

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

**Executive Summary**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

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

**Background and Discussion/Report**

The following data is presented for the month of *December 2021*.

*Key Indicators of Performance*

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

*Flow Report (See Attachment A)*

Half Moon Bay	1.724	57.4%
Granada CSD	0.542	18.0%
<u>Montara W&amp;SD</u>	<u>0.738</u>	<u>24.6%</u>
<b>Total</b>	<b>3.003</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	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

**Administration**

There was one Regular Board Meeting, and one Special Board Meeting in the month of December. There was one public records request in the month of December 2021.

There were no articles in the Half Moon Bay Review mentioning SAM, and there has been no lost time work accidents since September 10, 2019. There were no new hires, and one anniversary in the month of December, TJ Hussein, Maintenance Worker, 2 years.

**Operations & Maintenance**

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

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

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

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

The plant is doing better but there is still a good amount of effort and chemical addition going on to make this happen.

We are adding poly and cl2 for foam control on an as needed basis. The flows being elevated from the rain are helping the process although we would prefer not to get it all at once.

The species screening for our next permit has started, since it is a multi-month project we started it already. We have completed two of the three rounds with the third test to be conducted in mid-January of 2022.

It was wet one this month and made for some extremely long hours for staff. We managed to keep things in the system as much as we could. We had two overflows in the member agency collection systems due to the heavy rains. I think we actually did a little bit better than other agencies in the bay area.

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

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

During the month of December 2021 rainfall was above normal for Half Moon Bay. The 10-year average for the area is 4.801 inches of rain in December, this web link has

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

some very useful data for our area, <https://qgweather.com/hmb/>. While I can appreciate the rain, it would be nice if it was spread out a wee bit more. Rainfall totals were as follows: 11.31 inches, (from the NOAA gauge at the plant). Our roof top at the plant got 11.22, fairly close. 14.10 inches in the GCSD service are, and 12.56 inches at the MWSD weather station. Above the 10 year average to be sure, I believe this year made the top ten. There were micro-climate variations verified by the data.

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

- 12/1/2021 – Grundfos onsite to investigate vibration issue with pump #2 at Portola, they think it might be an issue with the frame. They took frames off site to make corrections and will return another day. Structural engineer met staff at the Montara pump station to assess cracks in generator room building. Calcon in to check gas flow meter to flare.
- 12/2/2021 – Poly to AB #3 for foam control, Calcon in doing electrical work. Collected quarterly Oil and Grease. Cleaned SO2 line today. VFD at Portola pump station tripping out, needs to be investigated.
- 12/3/2021 – Calcon in Main facility working on #1 and #2 water system, keeping an eye on foam in MLSS increasing a little.
- 12/4/2021 – Saturday - Things look okay, foam is still increasing but goes down when flows pick up.
- 12/5/2021 – Sunday - Still okay, a little rain would be nice, picked up first day of weekly testing, watching process.
- 12/6/2021 – Adding Poly and Bleach to AB #3 to get foam beat down some, received bleach delivery to Princeton, cleaned ferric filters.
- 12/7/2021 – Isolate secondary #2, Calcon in doing programming work. We did PG&E power shut off at Montara and Portola pump stations as part of a energy saving program at Peak usage time.
- 11/8/2021 – More hypo spray to AB#3 as well as poly addition to assist with the foam. Found an issue with an air relief valve on the 2 water system that needs to be looked at.
- 11/9/2021 – Fork lift training for all field staff today, hypo spray to AB #3 along with poly for foam control
- 12/10/2021 – Secondary looking a little scummy due to foam carry over from the MLSS basin and accumulating on the surface. We used the vector to remove as much as we could, (it was much easier to remove foam with the old secondaries but that is neither here nor there now). Adding Hypo to surface for foam and adding Poly to MLSS to get foam in solution.

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

- 12/11/2021 – Saturday – Poly and Chlorine to MLSS basin for foam control.
- 12/12/2021 – Sunday - Poly and Chlorine to MLSS basin for foam control.
- 12/13/2021 – Rain, Rain, Rain, brought an additional secondary on line as well as an additional primary clarifier today. At one point all three effluent pumps were on hand at 100 % in an effort to maximize pumping and prevent flooding within the facility. Flare area as well as effluent area flooded, flare is not functional and we need to isolate the damage. Water got into the I.O. panel for the digester control building shorting out two of the I.O. boards. This is an issue, as they are difficult to come by due to age of the control system, I think the secondary market is the only place to find these boards any more. It was necessary to have an additional portable pump set up at the headwork's to keep that area from flooding as well. Calcon was in to address electrical issues. Crane works came in today to work on the crane in the digester control building, not the best day to come in but they don't need our assistance for what they are doing so that was good. We combined the walker tank and the wet well at Montara so they would function as one, this way we can monitor the level from the operation control area.
- 12/14/2021 – The fun continues, Grit pumps are all bound up from the excess flows scouring the system. Cross collector flights in both primary one and two are down, we will have to take them down one at a time when the flows go down to fully assess. The mechanics were able to get the grit system back up and running today.
- 12/15/2021 – Fire alarm pull switch got wet causing a trouble alarm in the fire system, Johnson controls has been contact to correct the problem. Pen pump was in to look at the base for the RDT pump relocation and take measurements. Lots of solids in the secondary tanks right now due to the high flows and carry over from the MLSS tank, will have to get the blankets wasted out and moved back where they need to be.
- 12/16/2021 – Adding poly and chlorine spray to MLSS to deal with foam, adding alum to help with coagulation so blankets will settle. Loop pump failed in the digester control building, able to reset. Later a recirculation pump failed in the same building, we are hopeful it is just a power glitch that caused it.
- 12/17/2021 – Increased ferric dose for chemically enhanced primary treatment. Went from 20 GPD to 30 GPD due to high flows. Fire alarm pull station was fixed today. Switched wasting from secondary one to secondary two as it has a higher blanket.
- 12/18/2021 – Saturday - routine day for a Saturday, elevated flows still due to saturation of the soil.
- 12/19/2021 – Sunday – Started adding Alum again to the secondaries for help with coagulation and settling.

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	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	P. Dekker
	J. Harvey	H. Rarback	

- 12/20/2021 – Start sample pump for species screening test, twenty four hour sample required for test.
- 12/21/2021 – Peninsula pump onsite doing annual P.M.'s on the influent pumps.
- 12/22/2021 – Peninsula pump doing annual PM's on effluent pumps today. Switched neuros blower cores from one to two. Performed the SO2 Deox 200 analyzer calibration.
- 12/23/2021 – Heavy rain on the North side of the system today. Montara in high alarm from the rain. Montara and Portola in storm / flow control mode. Worked through the night to get the walker tank level down and the wet weather tanks down in the event we get another wave we will be ready.
- 12/24/2021 – Sam Holiday - Finished pumping down all the wet weather tanks today, luckily we had a break in the weather to allow us to get things back to normal, or at least as close to normal as we can make things right now.
- 12/25/2021 – Saturday – Christmas – Power outage all over the coast, every station had to be checked, tested, and reset.
- 12/26/2021 – Sunday – Routine day, only daily task, good we needed a break.
- 12/27/2021 – Sam Holiday - Routine day again, only daily task
- 12/28/2021 – Calcon replaced pump number one on the two water , pump 3 was sent in for warranty work.
- 12/29/2021 – Calcon in running conduit for new air flow meter.
- 12/30/2021 – Lost power at the plant today, plant was on emergency generator for 12 hours until repair was made. The treatment plant was the only one affected by this outage. We had utility power restored by 18:00.
- 12/31/2021 – Sam Holiday – Routine day, only daily tasks required.

Other activities are listed below;

There were 15 deliveries (approximately 10,550 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 1,055.00. There were no leachate deliveries to the SAM IPS line in the month of December 2021, for a total leachate volume of 0 gallons.

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

**Contract Collection Services**

The SAM crew cleaned 18,388 feet of sewer line and responded to forty-seven service calls in contract service areas. Thirteen were sewer line related and thirty-four were

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maintenance service calls. Thirteen of the callouts were during regular business hours or started during regular business hours. Thirty-four were after hour calls. Eight calls were in HMB, five calls were in the GCSD service area, and thirty-four calls were in the MWSD service area.

HMB – The service calls in HMB were as follows; 12/4 - When crew arrived plumber was onsite. Plumber stated the lateral was clear but there was still a back up. Crew ran two lines as owner was unsure of which main they tied to. One line was clear the other was holding some liquid. 12/7 - Owner called for slow drains, crew arrive and flushed main line, no obstruction was found. Crew was told by homeowner that they had a friend with a sewer camera and would look into it further. 12/13 - Balboa Ave, too much flow for pipes, resulted in CAT 1 S.S.O. as it made its way to Pilarcitos creek and then to ocean. Unable to get equipment close due to location. Storm related, too much for system to handle. 12/24 - Flushed main line, no obstruction found. Homeowner was going to go purchase a snake to try to clear blockage in service line. 12/27 - Replace battery in smart cover on Kelly Ave.

The maintenance calls in HMB were as follows; 12/16 - Bell Moon - Station operating normal when arrived. Reset alarms and checked station for normal operation. 12/25 (2) - Bell Moon - Coastside power glitch - Reset alarms check station for normal operation. Ocean Colony - Coastside power glitch - Reset alarms check station for normal operation

GCSD – The service calls in the GCSD area were as follows; 12/2 – PG&E called for a surcharged manhole. When crew arrived they Crew flushed main and vactored out the manhole. Large amount of roots were found infiltrating the manhole. Roots were removed, pictures were sent to district of findings.

There was one maintenance call in the GCSD area during the month of November – 12/25 - San Pablo - Coastside power glitch - Reset alarms check station for normal operation.

MWSD – The four service calls in the MWSD area were as follows; 12/7 - Called by MWSD for possible sewer leakage in excavation. Crew vactored out excavation area and determined the source to be ground water following the original trench line. 12/11 - Owner called for a bathroom backing up. Crew flushed main finding no obstruction. Owner was advised to contact a plumber to resolve issue. 12/13 - Storm related SSO, Date Harte station

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unable to keep up with in coming flows. Lowest point at end of Cedar street is where over flow occurred. Cat 1 S.S.O. as it goes to creek which feeds to Ocean by Lighthouse. 12/27 - Plumber had been there before crew and had pulled bunch of roots out. Crew flushed main finding roots in the main line also. Crew will come back with video to locate source of root infiltration.

The thirty maintenance service calls in the MWSD area this month were as follows, (it should be pointed out that due to power failures some were multiple responses due to power issues) ; 12/2 - Airport lift station - Found pump 1 was failed upon arrival , connection lug had melted causing failure. Replaced the connector and checked voltage / amps. Checked station, all good now. 12/4 - Niagara - Call for high level alarm, station was working upon arrival. Reset alarms and checked for normal operation. 12/4 - Niagara - low level alarm, Cleaned transducer, waited for station to cycle. Cycled as it should, system seem normal. 12/9 - Airport - PG&E performing work in area, station had loss of utility power for approximately 8 hours, power was restored. Checked station for normal operation. 12/13 - Niagara - Call for high level, pumps were not running in auto upon arrival, transducer was stopped at 1.2 feet. Cleaned up splices in valve pit, no change. Reset PLC interface, only works with toggle in run position. Contact Calcon PLC interface may need to be replaced. 12/13 - Date Harte - Station in High level due to heavy rain, called in vactor right away to vac out and discharge to a separate basin line. Crew was onsite all day during the rain. 12/13 - Airport - High alarm due to heavy rain, both pumps running, will monitor throughout the storm event. 12/13 - Date Harte - Station in High level due to rain, monitored station until able to reset station. 12/16 - Date Harte - Working through the night with A-1 septic to keep Date Harte from overflowing from high flows. 12/18 - Vallemar - Called for generator failing to start. Ran Gen in manual, also ran by isolating utility power appeared to be operating normal. Run test for 0.2 hrs. 12/18 - Vallemar - Called for generator failing to start. Cleaned and tightened battery connections, volts at 13 volts, gen ran for 0.1 hours. 12/18 - Vallemar - Called for generator failing to start. Upon inspection found battery to have have bulging side and hot to touch. Contacted Generator service to have batteries replaced right away and system inspected. 12/19 - Seal cove #4 - possible power glitch , station was operation upon arrival. Reset alarms and checked station for normal operation. 12/23 - Date Harte - Running bypass pump due to high flows at

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station. 12/23 - Airport - High flow rain event, station keeping up with both pumps running, monitor through event. 12/23 - Vallemar - High Flows, rain event, monitor through event. 12/23 - Kanoff - High Flows, rain event , monitor through event. 12/25 - Airport - Coastside power glitch - Reset alarms check station for normal operation. Seal Cove #1 - Coastside power glitch - Reset alarms check station for normal operation. Seal Cove #2 - Coastside power glitch - Reset alarms check station for normal operation. Seal Cove #3 - Coastside power glitch - Reset alarms check station for normal operation. Seal Cove #4 - Coastside power glitch - Reset alarms check station for normal operation. Distillery - Coastside power glitch - Reset alarms check station for normal operation. Cali - Coastside power glitch - Reset alarms check station for normal operation. Vallemar - Coastside power glitch - Reset alarms check station for normal operation. Niagra - Coastside power glitch - Reset alarms check station for normal operation. 7th - Coastside power glitch - Reset alarms check station for normal operation. Kanoff - Coastside power glitch - Reset alarms check station for normal operation. Date Harte - Coastside power glitch - Reset alarms check station for normal operation. 12/31 - 5th - Called by Hue and Cry for alarm, station okay upon arrival, contacted alarm company to confirm station. Checked station all okay.

The December 2021 collection system data report is provided for the Board's information. There were Two Category 1, no Category 2's, and no Category 3 SSO's during the month of December 2021.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for December 2021.

**Supporting Documents**

Attachment A: Monthly Flow Report December 2021

Attachment B: Monthly NPDES Report December 2021

Attachment C: Collection System Data December 2021

Attachment D: Contract Collection Service Report December 2021

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# Attachment A

## Flow Distribution Report Summary for December 2021

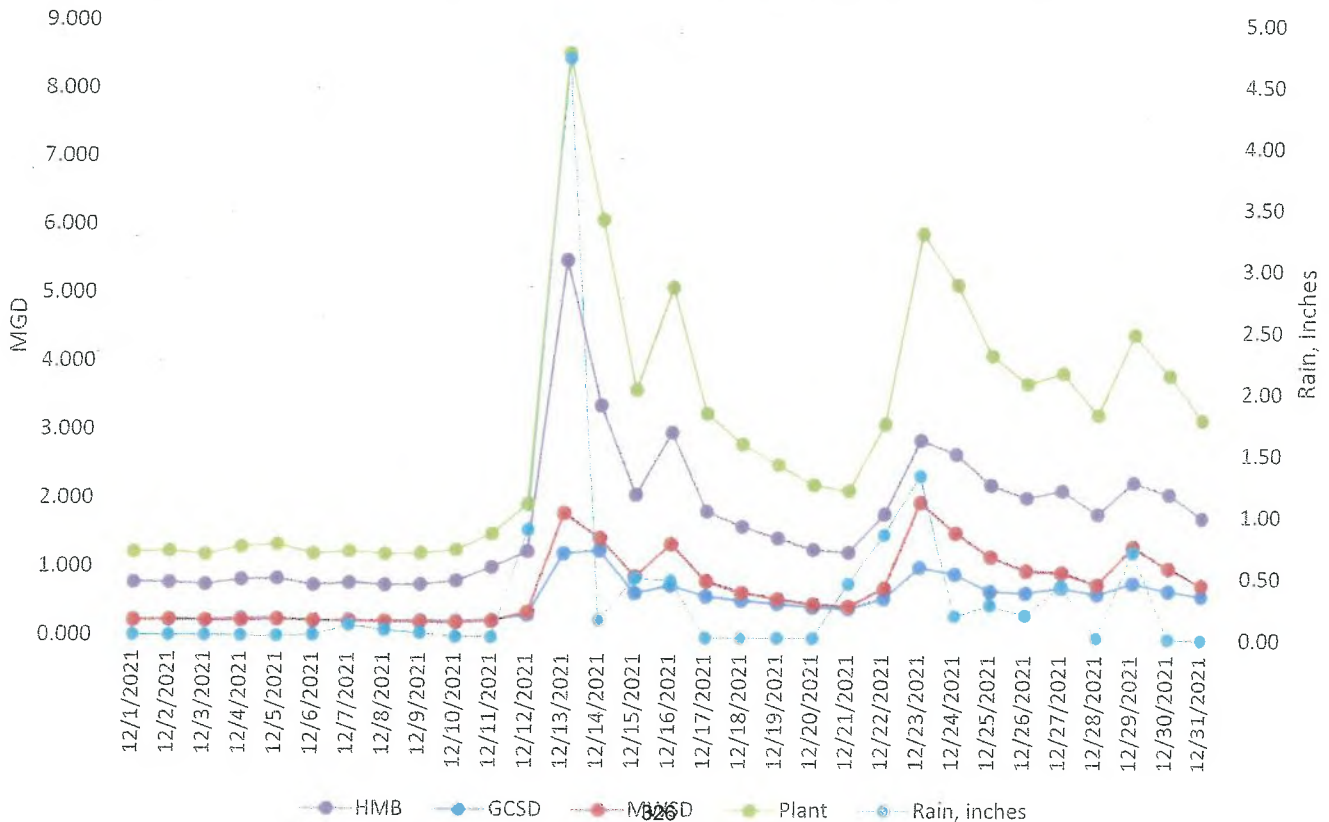
The daily flow report figures for the month of December 2021 have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.724	57.4%
Granada Community Services District	0.542	18.0%
Montara Water and Sanitary District	<u>0.738</u>	<u>24.6%</u>
Total	3.003	100.0%

### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, December 2021



# Sewer Authority Mid-Coastside

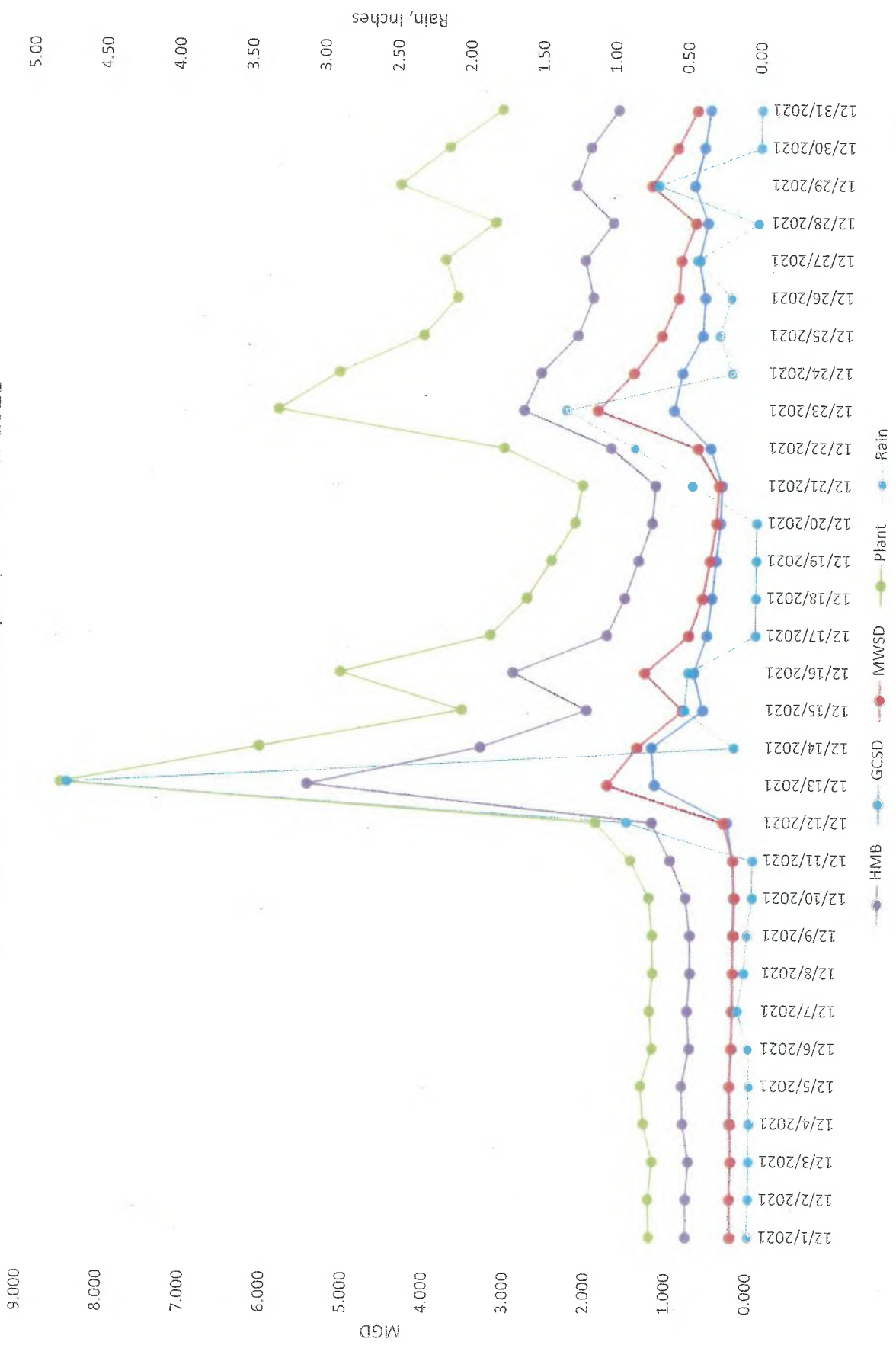
## Monthly Flow Distribution Report for December 2021

<u>Date</u>	<u>HMB</u>	<u>GCS D</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
12/1/2021	0.769	0.225	0.218	1.212	0.00	0.00	0.00
12/2/2021	0.770	0.227	0.232	1.229	0.00	0.00	0.00
12/3/2021	0.743	0.218	0.222	1.183	0.00	0.00	0.00
12/4/2021	0.819	0.247	0.232	1.298	0.00	0.00	0.00
12/5/2021	0.838	0.253	0.248	1.339	0.00	0.00	0.00
12/6/2021	0.749	0.223	0.234	1.206	0.01	0.02	0.03
12/7/2021	0.783	0.234	0.223	1.240	0.09	0.07	0.09
12/8/2021	0.753	0.225	0.229	1.207	0.05	0.09	0.03
12/9/2021	0.762	0.234	0.222	1.218	0.03	0.03	0.03
12/10/2021	0.820	0.229	0.217	1.266	0.00	0.00	0.00
12/11/2021	1.019	0.247	0.240	1.506	0.00	0.00	0.00
12/12/2021	1.251	0.324	0.369	1.944	0.87	0.85	0.90
12/13/2021	5.518	1.224	1.817	8.559	4.71	5.67	3.22
12/14/2021	3.390	1.268	1.450	6.108	0.14	0.18	0.06
12/15/2021	2.083	0.643	0.890	3.616	0.48	0.63	0.91
12/16/2021	2.997	0.759	1.367	5.123	0.46	0.50	0.39
12/17/2021	1.845	0.605	0.828	3.277	0.00	0.01	0.01
12/18/2021	1.625	0.543	0.662	2.830	0.00	0.00	0.00
12/19/2021	1.457	0.501	0.574	2.532	0.00	0.00	0.00
12/20/2021	1.293	0.450	0.499	2.242	0.00	0.00	0.00
12/21/2021	1.255	0.433	0.469	2.157	0.44	0.37	0.33
12/22/2021	1.819	0.579	0.737	3.135	0.84	0.40	0.31
12/23/2021	2.899	1.039	1.988	5.926	1.32	2.77	3.56
12/24/2021	2.696	0.938	1.543	5.177	0.18	0.15	0.27
12/25/2021	2.246	0.696	1.202	4.144	0.27	0.39	0.27
12/26/2021	2.063	0.671	0.999	3.733	0.19	0.68	0.45
12/27/2021	2.169	0.749	0.974	3.892	0.43	0.35	0.29
12/28/2021	1.825	0.652	0.798	3.275	0.01	0.02	0.01
12/29/2021	2.291	0.817	1.350	4.458	0.70	0.92	1.40
12/30/2021	2.117	0.702	1.036	3.855	0.00	0.00	0.00
12/31/2021	1.777	0.636	0.797	3.210	0.00	0.00	0.00
<b>Totals</b>	<b>53.440</b>	<b>16.792</b>	<b>22.866</b>	<b>93.098</b>	<b>11.22</b>	<b>14.10</b>	<b>12.56</b>

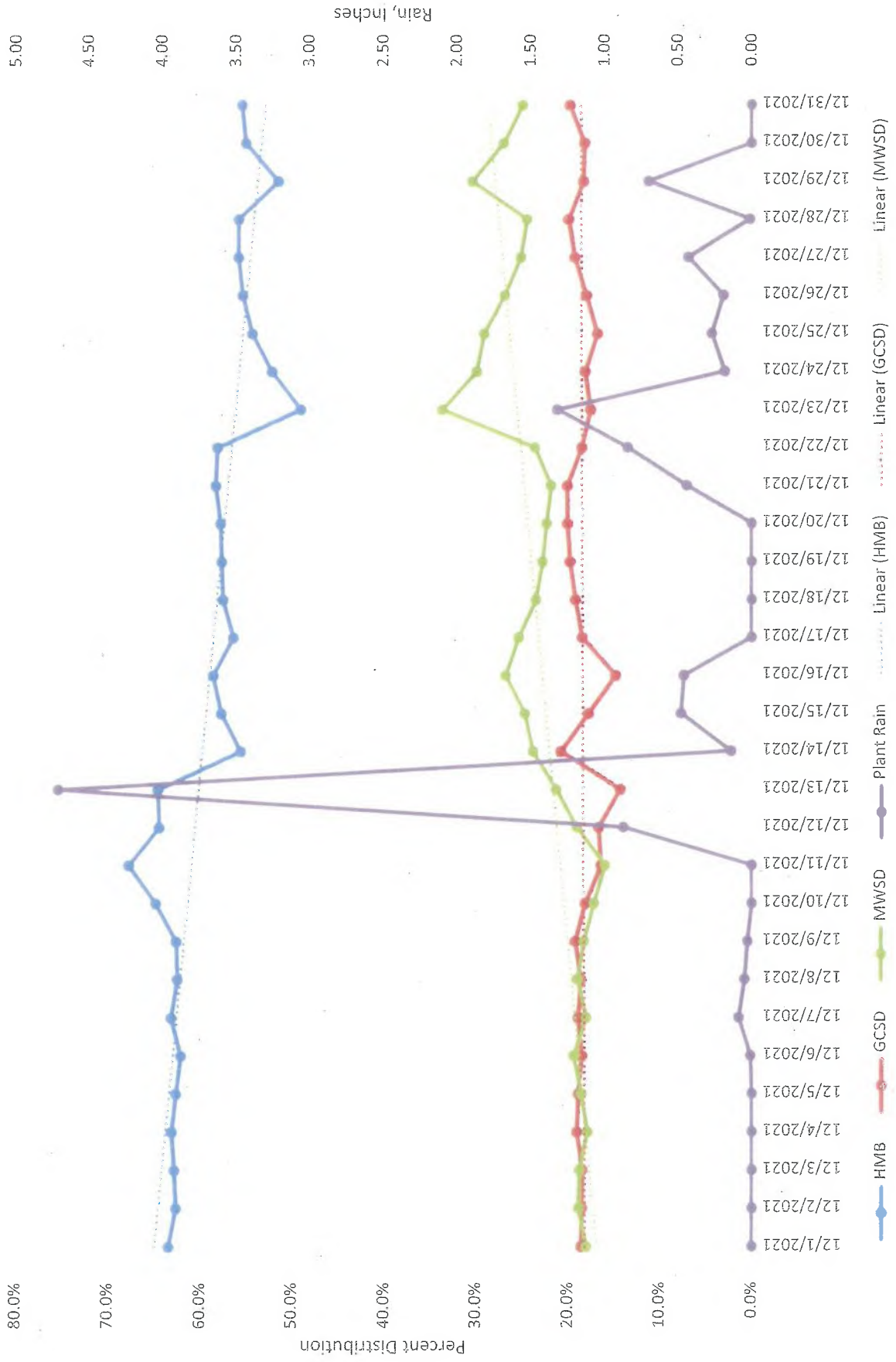
### Summary

	<u>HMB</u>	<u>GCS D</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.743	0.218	0.217	1.183
<b>Average</b>	<b>1.724</b>	<b>0.542</b>	<b>0.738</b>	<b>3.003</b>
Maximum	5.518	1.268	1.988	8.559
<b>Distribution</b>	<b>57.4%</b>	<b>18.0%</b>	<b>24.6%</b>	<b>100.0%</b>

# Sewer Authority Mid-Coastside Monthly Flow Distribution Report, December 2021

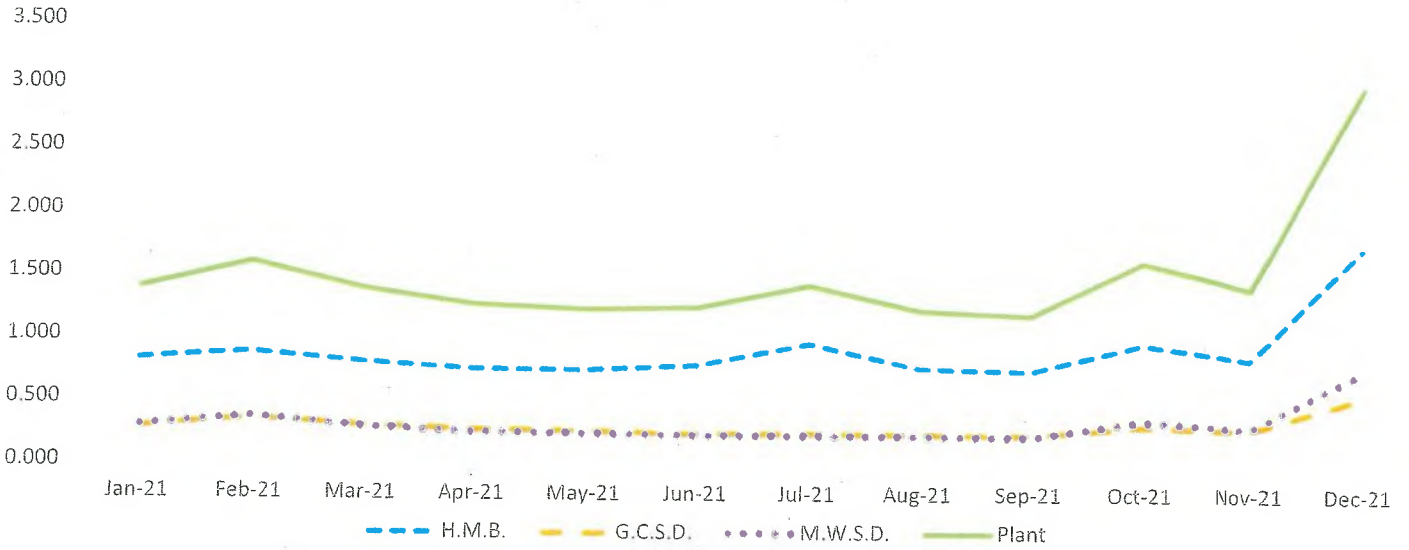


# Percent Distribution December 2021

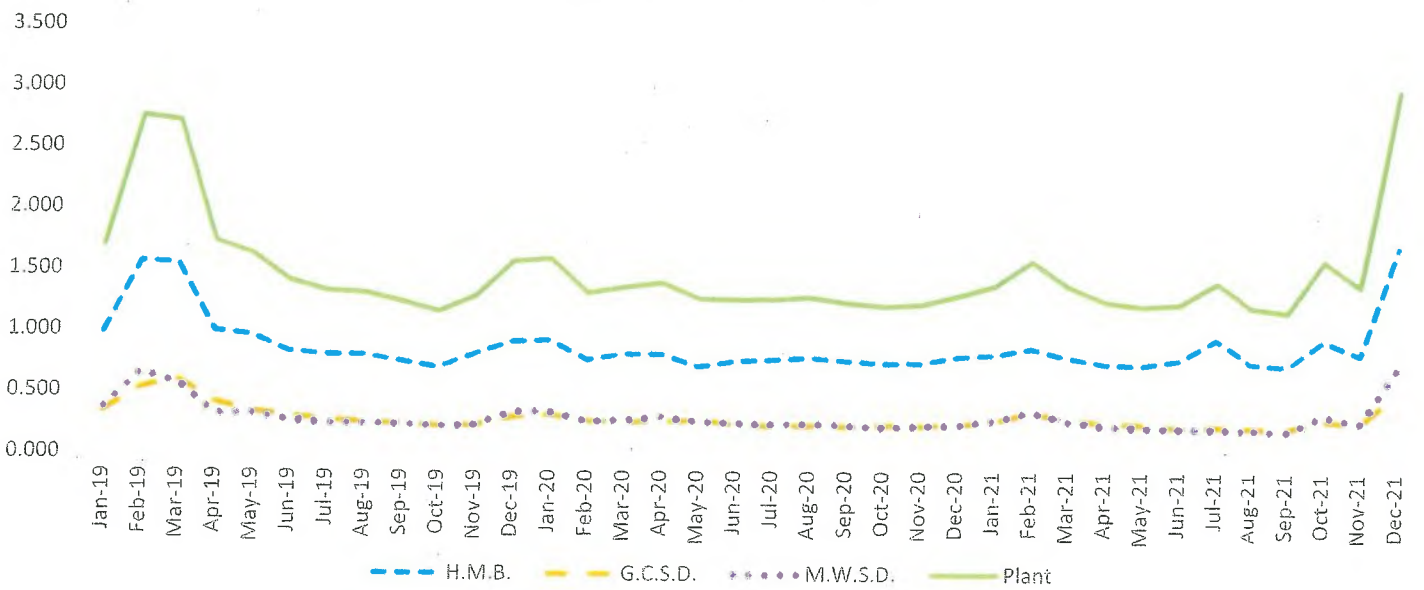


Most recent flow calibration March 2021 PS, March 2021 Plant

One Year Flow Chgart  
Jan 2021 - Dec 2021



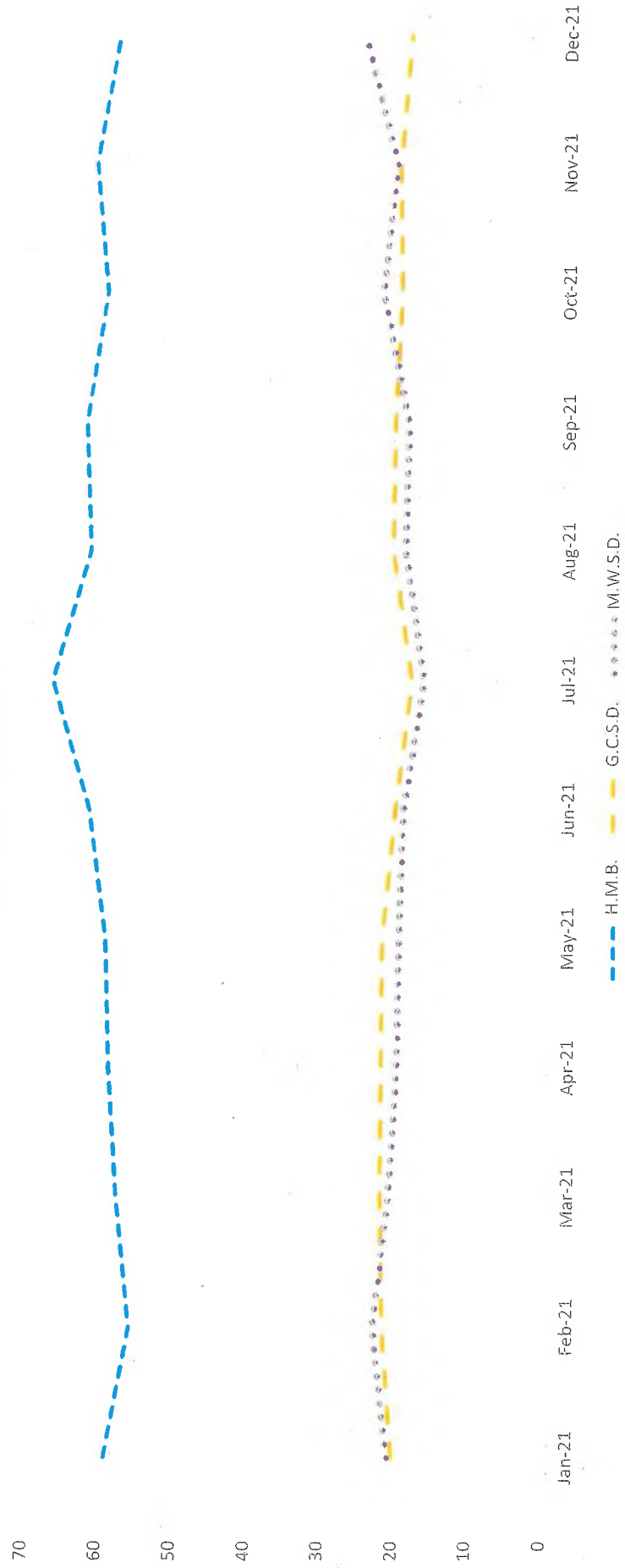
Three Year Flow Chart  
Jan 2019 - Dec 2021





# Flow based percent distribution based for past year

1 year Distribution by %  
Jan 2021 - Dec 2021



SAM                  E-001                  December 2021

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
12/1/2021	310	8.30		97.3%	400	210	16.0	
12/2/2021	320	10.00		96.9%	290	230	21.0	
12/3/2021	330	7.00		97.9%	390	240	18.0	
12/4/2021			8.43					18.33
12/5/2021	360	6.90		98.1%	260	210	12.0	
12/6/2021	380	9.20		97.6%	280	210	12.0	
12/7/2021	330	8.00		97.6%	490	300	18.0	
12/8/2021								
12/9/2021								
12/10/2021								
12/11/2021			8.03					14.00
12/12/2021								
12/13/2021	380	15.00		96.1%	ND	160	16.0	
12/14/2021								
12/15/2021	120	5.50		95.4%	ND	53	54.0	
12/16/2021	110	5.20		95.3%	ND	ND	6.9	
12/17/2021								
12/18/2021			8.57					25.63
12/19/2021								
12/20/2021								
12/21/2021	240	5.30		97.8%	110	96	6.5	
12/22/2021	240	5.00		97.9%	140	90	6.8	
12/23/2021	120	5.20		95.7%	150	120	11.0	
12/24/2021								
12/25/2021			5.17					8.10
12/26/2021								
12/27/2021								
12/28/2021	150	5.00		96.7%	90	58	5.2	
12/29/2021	160	4.60		97.1%	110	83	4.8	
12/30/2021	140	4.80		96.6%	89	54	8.0	
12/31/2021								
			4.80					6.00
Count	15	15	4	15	12	14	15	4
Minimum	110	4.60	5.17	95.3%	89	53	4.8	8.1
Average	246	7.00	7.55	96.9%	233	151	14.4	16.5
Maximum	380	15.00	8.57	98.1%	490	300	54.0	25.6
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 December 2021

Date	BOD % Removal	Eff Settleable Matter mg/l	Eff Settleable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
12/1/2021	96.0%	ND		1.60		0.00
12/2/2021	92.8%	ND		5.00		0.00
12/3/2021	95.4%					0.00
12/4/2021			ND		3.30	0.00
12/5/2021	95.4%	ND		1.80		0.00
12/6/2021	95.7%	ND		1.50		0.00
12/7/2021	96.3%					0.00
12/8/2021						0.00
12/9/2021						0.00
12/10/2021						0.00
12/11/2021			ND		1.65	0.00
12/12/2021						0.00
12/13/2021		ND		4.70		0.00
12/14/2021						0.00
12/15/2021		ND		3.10		0.00
12/16/2021						0.00
12/17/2021						0.00
12/18/2021			ND		3.90	0.00
12/19/2021						0.00
12/20/2021						0.00
12/21/2021	94.1%	ND		3.80		0.00
12/22/2021	95.1%	ND		4.20		0.00
12/23/2021	92.7%					0.00
12/24/2021						0.00
12/25/2021			ND		4.00	0.00
12/26/2021						0.00
12/27/2021						0.00
12/28/2021	94.2%	ND		1.60		0.00
12/29/2021	95.6%	ND		1.20		0.00
12/30/2021	91.0%					0.00
12/31/2021						0.00
			ND			
Count	12	0	0	10	4	31
Minimum	91.0%	0.0	< 0.00	1.20	1.65	0.0
Average	94.5%	ND	ND	2.85	3.21	0.0
Maximum	96.3%	0.0	0.0	5.00	4.00	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM      E-001      December 2021

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
12/1/2021	0.00		7.16	19.4			7.28	79.0
12/2/2021	0.00	34.0	7.08	19.3	ND		6.87	74.5
12/3/2021	0.00		7.04	19.0			6.81	73.4
12/4/2021	0.00		7.02	19.1		ND	7.07	76.3
12/5/2021	0.00		6.96	18.9			6.96	74.8
12/6/2021	0.00	26.0	6.93	18.3	ND		7.22	76.6
12/7/2021	0.00		7.08	18.8			7.07	75.8
12/8/2021	0.00		7.03	18.7			7.01	75.0
12/9/2021	0.00		7.12	18.3			7.24	76.9
12/10/2021	0.00		6.90	17.8			6.87	72.3
12/11/2021	0.00		6.93	17.2		ND	7.17	74.3
12/12/2021	0.00		6.98	17.4			7.64	79.3
12/13/2021	0.00		6.96	15.9			6.94	70.0
12/14/2021	0.00		6.98	16.0			7.77	78.7
12/15/2021	0.00	9.4	6.88	16.6	ND		7.47	76.5
12/16/2021	0.00		6.88	16.9			7.31	75.4
12/17/2021	0.00		6.89	16.3			7.77	79.2
12/18/2021	0.00		6.95	16.1		ND	8.22	83.5
12/19/2021	0.00		6.94	16.3			6.93	70.6
12/20/2021	0.00		6.95	16.6			7.57	77.5
12/21/2021	0.00		6.92	16.7			6.78	69.5
12/22/2021	0.00	24.0	7.01	17.2	ND		7.99	82.8
12/23/2021	0.00		6.90	17.3			7.06	73.2
12/24/2021	0.00		6.75	16.3			7.70	78.5
12/25/2021	0.00		6.83	16.2		ND	6.55	66.4
12/26/2021	0.00		6.75	15.5			6.50	65.1
12/27/2021	0.00		6.84	15.7			6.87	69.1
12/28/2021	0.00		6.82	16.0			7.38	74.5
12/29/2021	0.00	12.0	6.94	16.4			7.33	74.0
12/30/2021	0.00		6.50	15.6	ND		7.50	75.0
12/31/2021	0.00		6.80	16.2			6.84	69.6
						ND		
Count	31	5	31	31	0	0	31	31
Minimum	0.00	9.4	6.50	15.5	< 0	< ND	6.50	65.1
Average	0.0	21.1	6.93	17.2	ND	ND	7.22	74.8
Maximum	0.00	34.0	7.16	19.4	0	< 0.0	8.22	83.5
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, December 2021

## December 2021

	Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
		<b>50%</b>		<b>50%</b>	

## 12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	1	1	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	2	1	0	1	0
<b>Total</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>
		<b>60%</b>	<b>0%</b>	<b>40%</b>	<b>0%</b>

## Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
December 2021	2	1	0	1	0
12 Month Moving Total	5	3	0	2	0

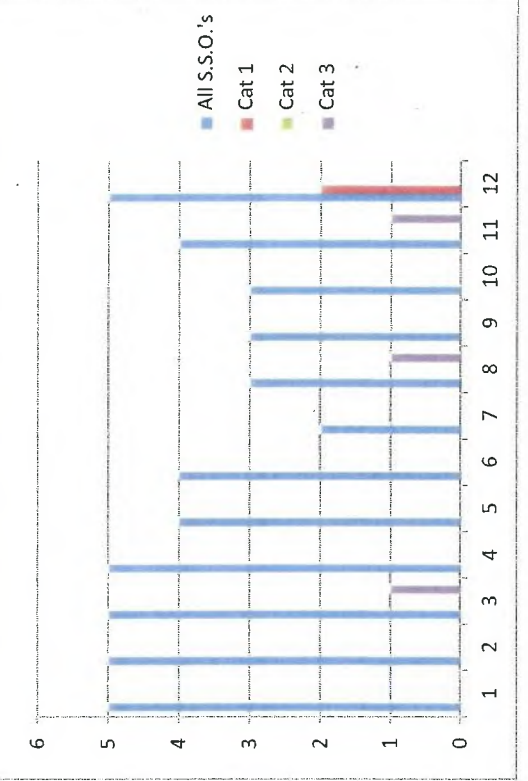
## SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
December 2021	1.9	2.7	0.0	3.7	0.0
12 Month Moving Total	4.8	8.1	0.0	7.4	0.0
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	2.9	5.4	0.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Jan - 21	9,147	11,987	2,909	24,043	4.6
Feb - 21	8,887	7,652	5,483	22,022	4.2
Mar - 21	12,401	11,943	4,691	29,035	5.5
April - 21	10,839	2,172	6,565	19,576	3.7
May - 21	12,472	986	6,281	19,739	3.7
June - 21	10,450	3,278	4,743	18,471	3.5
July - 21	13,852	9,054	3,571	26,477	5.0
Aug - 21	9,803	7,616	8,952	26,371	5.0
Sep - 21	10,059	8,794	8,659	27,512	5.2
Oct - 21	14,319	13,526	10,400	38,245	7.2
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
<b>Annual ft</b>	<b>115,219</b>	<b>98,135</b>	<b>80,435</b>	<b>293,789</b>	
<b>Annual Mi.</b>	<b>21.8</b>	<b>18.6</b>	<b>15.2</b>		<b>55.6</b>

## 12 Month Moving SSO Totals Through December 2021



# TASK SUMMARY- GCSD 2021-2022

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	7,608	5,724	4,139	11,880	10,050	6,845							46,246	53%
Hot Spot Cleaning	5,400	1,587	1,762	3,052	3,019	1,906	3,209							14,535	269%
Lift Station Inspection - Daily	52	4	4	5	4	4	5							26	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-							-	0%
Maint. Work Orders - Completed	-	4	4	5	4	4	5							26	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-							-	-
Manhole Inspection	879	44	41	37	69	54	64							309	35%
USA Markings	372	74	74	46	44	43	29							310	83%
F.O.G. Inspections Completed	10	-	-	-	19	-	4							23	230%
F.O.G. Inspections Passed	10	-	-	-	8	-	4							12	120%
F.O.G. Inspection Failed	-	-	-	-	11	-	-							11	-
Lateral Inspections	-	-	-	2	1	-	-							3	-
Customer Service Call - Reg	-	2	-	2	4	2	3							13	-
Customer Service Call - OT	-	-	1	1	1	1	2							6	-
SSO Response - Category 1	-	-	-	-	-	-	-							-	-
SSO Response - Category 2	-	-	-	-	-	-	-							-	-
SSO Response - Category 3	-	-	-	-	-	-	-							-	-
Insurance Claims Filed	-	0	0	0	0	0	0							-	-



**SEWER AUTHORITY MID-COASTSIDE**  
**Board Operations Committee Meeting Agenda**  
**Regular Meeting**  
**4 PM – 6 PM, Tuesday, February 1, 2022**

Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20 and the San Mateo County Health Officer shelter in place order issued on March 16, 2020, members of the public may observe and participate in the open session portions of the meeting electronically by using the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/81643981532?pwd=blZtVHpmUXJibXNCUmYrY0ZsR0EzUT>

09

Meeting ID: 816 4398 1532

Passcode: 721667

One tap mobile

+16699006833,,81643981532#,,,,\*721667# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

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

Deborah Penrose (HMB)

Matthew Clark (GCSD)

Kathryn Slater-Carter (MWSD)

**2. APPROVAL OF MINUTES – December 28, 2021**

**3. SUCCESSION PLANNING**

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

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code 54957- Title: General Counsel

**B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code 54957- Title: General Manager

**5. NEXT MEETING**

Next Board Operations Committee Meeting: March 1, 2022

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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**

**Board of Directors Meeting Agenda**

**Regular Board Meeting 7:00 PM, Monday, February 14, 2022**

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87118854482?pwd=ZGVKWEITRDU4MUtNSHN0aGw0ZXpPUT09>

Meeting ID: 871 1885 4482

Passcode: 163230

One tap mobile

+16699006833,,87118854482#,,,,\*163230# US (San Jose)

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. AB 361 Board Determination and Resolution to Continue Authorization for Remote Meeting Participation per Government Code Section 54953(e) ([Attachment](#))

**2. PUBLIC COMMENT / ORAL COMMUNICATION**

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 February 14, 2022 will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during this Item. Members of the public may also provide comments telephonically or electronically on individual items

following recognition by the Board Chair presiding over the meeting.

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

A. Approve Minutes of January 24, 2022 Regular Board Meeting [\(Attachment\)](#)

B. Approve Disbursements for February 14, 2022 [\(Attachment\)](#)

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

A. Authorize General Manager to Issue a Purchase Order to Thomas & Associates for the Purchase of Five Replacement Pumps for the Influent Pump Station at SAM Plant in the Amount of \$103,807 [\(Attachment\)](#)

B. Authorize General Manager to Issue a Purchase Order to Pacific Water Resources for the Purchase of One Replacement Pump for the Effluent Pump Station at SAM Plant in the Amount of \$103,644 [\(Attachment\)](#)

C. Authorize General Manager to Enter into a Contract for Non-Domestic Wastewater Source Control Registration, Inspection and Permitting Services Not to Exceed \$ 57,805 [\(Attachment\)](#)

**5. GENERAL MANAGER'S REPORT**

**6. ATTORNEY'S REPORT**

**7. DIRECTORS' REPORT**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION** [\(Attachment\)](#)

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Paragraph (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 –SIGNIFICANT RISK OF LITIGATION (1 CASE) Pursuant to Government Code Section 54956.9 (d) (2)

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957- Title: General Counsel

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957- Title: General Manager

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

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

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

##### **A. Recognition for CSRMA Workers Comp Excellence Award**

General Manager Prathivadi reviewed the staff report and informed the Board that SAM was one out of 5 agency's recognized for the CSRMA Workers Comp Excellence Award, and will be receiving a plaque, banner, and a cash prize. Director Slater-Carter thanked the General Manager for putting in all of the information. Director Penrose also thanked the General Manager and all that work on the application.

##### **B. Receive the Flow Distribution Details for Calendar Year 2021**

General Manager Prathivadi reviewed the staff report and following a brief discussion, Director Slater-Carter moved, and Director Lohman seconded the motion to receive and file the Flow Distribution Details for Calendar Year 2021.

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

##### **C. Adopt Ordinance No. 22-01 Amending the Authority's Non-Domestic Waste Source Control Program and replacing Ordinance 19-01 and Directing Staff and Counsel to Publish Ordinance No. 22-01as Required by Law**

General Manager Prathivadi reviewed the staff report, and General Counsel Jungreis summarized a public comment from Delia Comito, resident of El Granada, sent via email. General Manager Prathivadi reviewed the current revisions to the new ordinance and recommended that the Board of Directors adopt Ordinance No. 22-01 for the Non-Domestic Waste Source Control Program (NDWSCP) as drafted, and direct staff and Counsel to publish the Ordinance as required by law. A discussion ensued. Director Slater-Carter suggested including an addition that states the member agencies endorse ordinance 2019-01 and make sure it is fully funded so it can be used to work together with the member agencies to get it as a fully functioning program. Following comments from the Board, Director Penrose moved, and Chair Ruddock seconded the motion to adopt Ordinance 22-01, and establish a social funding mechanism for it. Director Slater-Carter requested she would like to see the vote divided in to two parts, funding for the NDWSCP portion for SAM in an up or down vote, and change in the ordinance in an up or down vote, as she feels they should not be tied together. John Doughty, Public Works Director for the City of Half Moon Bay recommended, for all parties, to agree to

try this. Director Penrose restated her motion, and Chair Ruddock seconded the motion to adopt Ordinance 22-01 per staff recommendation with the idea that the Board will create a funding program to support it.

Penrose/Ruddock/Roll Call Vote: Dye Abstain/Lohman No/Clark No/Penrose Aye/Slater-Carter No/Ruddock Aye/ 4 Ayes/3 Noes/1 Abstain (Dye). The motion did not pass. (Director Slater-Carter stated that she is sorry that this was set up to not fund the Non-Domestic Waste Source Control Program). Chair Ruddock recommended on going forward that Directors not abstain, as it is the responsibility and a requirement that Directors take a position.

Chair Ruddock called for an alternative motion. Director Slater-Carter moved, and Director Lohman seconded the motion to affirm that the Authority's existing NDWSCP, remains in effect as a result of the Authority Board's unanimous approval of Ordinance 19-01, in 2019, and further that Ordinance 2019-01 be funded in the future at adequate levels per Ordinance 2019-1. General Counsel Jungreis clarified that any future funding decisions regarding NDWSCP above and beyond the General Manager's procurement authority would need to come back to the Board for approval.

Slater-Carter/Lohman/Roll Call Vote: Dye No/Lohman Aye/Clark Aye/Penrose No/Slater-Carter Aye/Ruddock Aye/5 Ayes/3 Noes (Dye, Penrose.) The motion passed.

## **5. GENERAL MANAGERS REPORT**

### **A. Monthly Manager's Report - December 2021**

Following a brief discussion, the Board concurred to receive and file the Managers' monthly report for December 2021.

## **6. ATTORNEY'S REPORT - NONE**

## **7. DIRECTOR'S REPORT - NONE**

## **8. TOPICS FOR FUTURE BOARD CONSIDERATION**

Director Clark requested discussing the maintenance plan for all equipment as a future topic for Board consideration. Director Slater-Carter requested a performance review for General Counsel as a future topic for Board consideration.

**ITEM #5**





## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, January 20, 2022

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

### **CALL SPECIAL MEETING TO ORDER**

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

### **ROLL CALL**

President Matthew Clark, Vice President Eric Suchomel, Director Barbara Dye, and Director Nancy Marsh. Director David Seaton joined the meeting at 6:40 pm.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito, and District Counsel Bill Parkin (Special Meeting only).

### **GENERAL PUBLIC PARTICIPATION**

None.

### **SPECIAL MEETING AGENDA**

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

**ACTION:** Director Marsh moved to approve the Resolution. (Marsh/Clark).  
Approved 4-0 (Director Seaton joined the meeting later).

### **ADJOURN TO CLOSED SESSION**

- 2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: Avenue Alhambra (no street address), El Granada, California, APN 047-251-070.**  
District's Negotiator: Chuck Duffy  
Negotiating parties: Laura Silvestri Trust and Granada Community Services District  
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- 3. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).**  
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara County Superior Court Case No. 17CV316927.

**RECONVENE TO OPEN SESSION**

There was no reportable action taken in Closed Session.

**ADJOURN SPECIAL MEETING**

**CALL REGULAR MEETING TO ORDER**

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

**ROLL CALL**

District Counsel Bill Parkin left the meeting.

**GENERAL PUBLIC PARTICIPATION**

None.

**REGULAR MEETING AGENDA**

**1. Appoint Members to the Parks Advisory Committee for Two-year Term.**

The Assistant General Manager explained that pursuant to the PAC General Rules of Procedure, Committee Members are to be appointed by the Board at the beginning of even-numbered years. The six incumbent members, Ric Barker, Susannah Cantrell, Lyle Coffield, Michelle Dragony, Fran Pollard and Pat Tierney, requested reappointment, and the seventh member, Ethan Rayner, and two alternates, Megan Gannaway and Thomas De Meo, were just appointed in November.

**ACTION:** Director Clark moved to reappoint all PAC members and alternates. (Clark/Marsh). Approved 5-0.

President Dye rearranged the agenda to hear Items 3 and 4 before Item 2.

**3. Report on Parks and Recreation Activities.**

**a. Update on Junior Land Stewards Program**

Provided by Director Dye.

**b. Consideration of Disc Golf Funding**

Multiple public members spoke in support of a course in El Granada. The Board consensus was to have PAC come back with information on possible locations since the District does not have the property needed for a course. PAC will look into the possibility of leasing the school district property.

**c. History of El Granada**

Director Dye presented her write-up on the history of El Granada, produced with the help of author Barbara Vanderwerf and local resident Fran Pollard.

**d. Update on RFP for Architects for Proposed Community Center**

Director Marsh reported on the RFQ, which produced three interested firms who she will be working with to arrange a property walk-through.



**4. Consideration of Terminating the Permit Agreement with San Mateo County for the Medians and Plazas in El Granada.**

The board had requested at the last meeting that this item be agendized. Mr. Duffy explained that due to the unresolved median ownership issue between the County of San Mateo and the private property owners adjacent to the medians, use of the permit by the District would be unlikely. Resident Len Erickson suggested waiting until the end of June to execute the termination. Resident Dave Olson spoke in support of the termination.

**ACTION:** Director Marsh moved to approve terminating the Permit Agreement with the County. (Marsh/Clark). Approved 4-1 (Seaton opposed).

**2. Establish Board Committees and Appoint Members.**

The Board confirmed the following ad hoc committee appointments: Burnham Park Planning Committee - Directors Clark and Dye; Community Center Planning Committee - Directors Dye and Marsh.

**5. Consideration of Burnham Strip Property Use Request from Flynn Creek Circus.**

The Board held a discussion regarding concerns that included view obstruction and traffic. It was the consensus of the Board to deny the request to hold the circus on the Burnham Strip. Director Seaton was in favor of the request.

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

Director Dye reported on the December rain event and the effects on the treatment plant and the IPS, which came very close to reaching its maximum capacity. There was some discussion held regarding potential problems that should be addressed.

**CONSENT AGENDA**

**7. December 16, 2021 Special and Regular Meeting Minutes.**

**8. January 2021 Warrants.**

**9. November 2021 Financial Statements.**

**10. Assessment District Distribution #6-21/22.**

**ACTION:** Director Suchomel moved to approve the Consent Agenda. (Suchomel/Marsh). Approved 5-0.

**COMMITTEE REPORTS**

**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. Engineer's Report. (Kennedy Jenks)**

**16. Future Agenda Items.**

The Regular Meeting was adjourned at 9:40 p.m.

ATTEST:

SUBMITTED BY:

\_\_\_\_\_  
Delia Comito, Board Secretary

\_\_\_\_\_  
Chuck Duffy, General Manager

Date Approved by Board: February 17, 2022

**ITEM #6**



**Granada Community Services District**  
**February 2022 Warrants**  
For the February 17, 2022 Board of Director's Meeting

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
01/21/22	9112	CASA	2022 Annual Membership	6100 · Memberships	900.00
01/21/22	9113	Golden Bay Construction, Inc.	Naples Beach Sewer Project-2	1617-1 · Medio Creek Xing/Mirada Sewer	18,554.95
01/21/22	9114	Hue & Cry, Inc.	Feb 2022 Pump Stn Alarm	6170 · Utilities	32.65
01/21/22	9115	Kikuchi & Kankel Design Group	Inv dtd 01/07/22	5130 · Parks & Rec Professional Svcs	9,791.25
01/21/22	9116	Pacifica Community TV	12/16/21 GCSD	6180 · Video Taping	300.00
01/25/22	9117	Devaney Engineering, Inc.	CIP-Sewer Replacement Proj 5% Retention	7010 · Sewer Main Replacement (CIP)	24,438.80
02/17/22	9118	Adam Rosenberg	Prep of 2021 1096 & 1099's	6152 · Accounting	317.50
02/17/22	9119	Barbara Dye	01/20/22 GCSD, 01/10/22 & 01/24/22 SAM	6040 · Directors' Compensation	235.00
02/17/22	9120	CA Assoc. of Mutual Water Co	2022 Membership Dues	6100 · Memberships	500.00
02/17/22	9121	David Seaton	01/20/22 GCSD	6040 · Directors' Compensation	145.00
02/17/22	9122	Dudek	Nov 2020 & Jan 2022 Prof. Svcs	6151 · General Manager	13,387.50
02/17/22	9123	EDD	Claim Liab Ltr dtd 01/31/22	6063 · Employer Payroll Taxes	713.64
02/17/22	9124	Eric Suchomel	01/20/22 GCSD	6040 · Directors' Compensation	145.00
02/17/22	9125	Gaetani Real Estate	Office Lease-Mar 2022	6120 · Office Lease	4,550.00
02/17/22	9126	Kennedy Jenks	Jan 2022 Svcs/Sum 176	6070 · Engineering Services	4,514.90
02/17/22	9127	Kikuchi & Kankel Design Group	Prof Svcs through 01/31/2022	5130 · Parks & Rec Professional Svcs	4,468.75
02/17/22	9128	Matthew Clark	01/20/22 GCSD, 01/10/22 & 01/24/22 SAM	6040 · Directors' Compensation	235.00
02/17/22	9129	Nancy Marsh	01/20/22 GCSD	6040 · Directors' Compensation	145.00
02/17/22	9130	Pacifica Community TV	01/20/22 & 01/31/22 GCSD	6180 · Video Taping	600.00
02/17/22	9131	PG&E	Office Inv dtd 01/24/22	6170-2 · Office	138.05
02/17/22	9132	PG&E	Pump Stn Inv dtd 01/14/22	6170-1 · Pump Station	927.07
02/17/22	9133	Pitney Bowes	Invoice dtd 01/25/22	6020 · Copier lease	54.43
02/17/22	9134	Rodolfo Romero	02/17/22 Ofc Cleaning	6130 · Office Maintenance & Repairs	70.00
02/17/22	9135	Sandie Arnott - SMC Tax Collector	APN 047-251-110	6220 · Miscellaneous	442.81
02/17/22	9136	Sewer Authority Mid-Coastside	Feb 2022 Asmts	5010 · SAM General	144,469.88
02/17/22	9137	Tri Counties Bank	Jan 2022 Card Charges	6140 · Office Supplies	189.69
02/17/22	9138	US Bank Equipment Finance	Feb 2022 Svcs	6020 · Copier lease	357.78
02/17/22	9139	Verizon Wireless	Jan 2022	6170 · Utilities	129.24
02/17/22	9140	Wittwer & Parkin	Jan 2022 Svcs	6090 · Legal Services	11,453.79
<b>TOTAL</b>					<b>242,207.68</b>



**ITEM #7**





**Granada Community Services District**  
**Statement of Net Position (Unaudited)**

As of December 31, 2021

**ASSETS**

Current Assets

Checking/Savings

1020 · Petty Cash	\$	420
1030 · Cash - LAIF		2,768,254
1040 · Tri Counties Bank - Gen Op		57,516
1050 · Tri Counties Bank - Deposit		17,345
1500 · Due from AD		19,317

Total Current Assets		2,862,852
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Fixed Assets

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

Total Fixed Assets		7,051,861
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Other Assets

1700 · Advance to MWSD		1,085,094
1710 · Allowance - for Advance to MWSD		(1,085,094)
1720 · Advance to AD- Bond Reserve		364,890
1730 · Advance to AD- NCA Fund		166,477
1735 · Advance to AD- Assesmnt Revenue		84,834
1750 · Investment in SAM		4,709,323
1760 · Deferred Outflows of Resources		102,010
1765 · Land Deposit - 480 Ave Alhambra		54,000

Total Other Assets		5,481,534
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Total Assets		15,396,246
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**LIABILITIES**

Current Liabilities

2000 · Accounts Payable		63,801
2001 · Accrued Vacation		6,248
2020 · Class 3 Deposits		19,055
2100 · Payroll Liabilities		3,871
2225 · Recology-Del Garbage		28,566
2300 · Due to AD		6,252
2310 · Relief Refund Advance		350

Total Current Liabilities		128,143
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Long Term Liabilities

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

Total Long Term Liabilities		198,639
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Total Liabilities		326,782
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**NET POSITION**

3000 · Net Assets		5,876,379
3005 · Contributed Capital		9,595,349
Net Income		(402,264)

Total Net Position	\$	15,069,464
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**Granada Community Services District**  
**Revenue & Expenses (Unaudited)**  
**July 1, 2021 through December 31, 2021**

	Jul 1, 2021 - December 31, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
<b>Revenues</b>				
Operating Revenue				
4010 · Property Tax Allocation	\$ 543	\$ -	\$ 543	\$ -
4015 · Park Tax Allocation	391,573	424,998	(33,425)	850,000
4020 · Sewer Service Charges-SMC	901,974	904,998	(3,024)	1,810,000
4021 · Sewer Svc Charges Pro-rated	3,421	-	3,421	-
4030 · AD OH Reimbursement	10,835	16,000	(5,165)	32,000
4040 · Recology Franchise Fee	17,517	16,500	1,017	33,000
Total Operating Revenue	<u>1,325,863</u>	<u>1,362,496</u>	<u>(36,633)</u>	<u>2,725,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	1,829	9,000	(7,171)	18,000
4130 · Connection Fees	11,978	14,000	(2,022)	28,000
4150 · Repayment of Adv to AD-NCA	-	97,650	(97,650)	195,300
4155 · Repayment of Adv to AD-ARF	-	57,350	(57,350)	114,700
4160 · SAM Refund from Prior Yr	-	500	(500)	1,000
4170 · ERAF Refund	265,134	125,000	140,134	250,000
4180 · Misc Income	24,442	2,500	21,942	5,000
Total Non Operating Revenue	<u>303,383</u>	<u>306,000</u>	<u>(2,617)</u>	<u>612,000</u>
Total Revenues	<u>1,629,246</u>	<u>1,668,496</u>	<u>(39,250)</u>	<u>3,337,000</u>
Gross Profit	1,629,246	1,668,496	(39,250)	3,337,000
<b>Expenses</b>				
Operations				
5010 · SAM - General	490,486	490,486	-	980,971
5020 · SAM - Collections	122,306	122,306	-	244,612
5021 · Lift Station Maint.	3,952	-	(3,952)	-
5050 · Mainline System Repairs	-	5,000	5,000	10,000
5060 · Lateral Repairs	-	12,500	12,500	25,000
5065 · CCTV	-	7,500	7,500	15,000
5070 · Pet Waste Station	-	600	600	1,200
5110 · RCD - Parks	-	15,000	15,000	30,000
5120 · Half Moon Bay Reimb - Parks	9,030	194,500	185,470	389,000
5130 · Parks & Rec Professional Services	29,829	150,000	120,171	300,000
Total Operations	<u>655,603</u>	<u>997,892</u>	<u>342,289</u>	<u>1,995,783</u>

*No assurance is provided on these financial statements.*

**Granada Community Services District**  
**Revenue & Expenses (Unaudited)**  
**July 1, 2021 through December 31, 2021**

	Jul 1, 2021 - December 31, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2021/2022 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 9,756	\$ 8,000	\$ (1,756)	\$ 16,000
6020 · Copier lease	2,554	3,000	446	6,000
6040 · Directors' Compensation	6,010	5,500	(510)	11,000
6050 · Education & Travel Reimb	28	1,000	972	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	109,640	110,000	360	220,000
6062 · Medical Ins.	16,280	21,685	5,405	43,370
6063 · Employer Payroll Taxes	9,804	25,815	16,011	51,630
6064 · CALPERS Contribution	31,130	-	(31,130)	-
6060 · Employee Compensation - Other	690	-	(690)	-
6060 · Employee Compensation	167,416	146,667	(20,749)	315,000
6070 · Engineering Services	50,617	10,000	(40,617)	20,000
6080 · Insurance	1,946	17,500	15,554	35,000
6090 · Legal Services	18,083	20,000	1,917	40,000
6095 · Legal Services for Case Related Legal	63,976	45,000	(18,976)	90,000
6100 · Memberships	6,662	4,500	(2,162)	9,000
6110 · Newsletter	-	3,500	3,500	7,000
6120 · Office Lease	27,050	30,000	2,950	60,000
6130 · Office Maintenance & Repairs	840	1,500	660	3,000
6135 · Other Property Maint.	300	-	(300)	-
6140 · Office Supplies	2,432	1,500	(932)	3,000
6150 · Professional Services				
6151 · General Manager	60,005	42,500	(17,505)	85,000
6152 · Accounting	15,000	16,000	1,000	32,000
6150 · Professional Services - Other	2,960	-	(2,960)	-
6150 · Professional Services	77,965	58,500	(19,465)	117,000
6160 · Publications & Notices	5,813	1,000	(4,813)	2,000
6170 · Utilities	4,744	6,000	1,256	12,000
6180 · Video Taping	2,100	2,000	(100)	4,000
6190 · Computers	2,751	1,250	(1,501)	2,500
6220 · Miscellaneous	8,680	7,500	(1,180)	15,000
6230 · Bank Service Charges	290	-	(290)	-
6310 · Park Related Misc Expenses	10,389	-	(10,389)	-
Total Administration	<u>470,530</u>	<u>384,750</u>	<u>(85,780)</u>	<u>769,500</u>
Capital Projects				
1617-1 · Medio Creek Xing Crossing	412,791	200,000	(212,791)	400,000
7100 · SAM - Infrastructure	254,028	254,028	-	508,056
7500 · Projects - Parks	-	65,000	65,000	130,000
Total Capital Projects	<u>905,377</u>	<u>664,028</u>	<u>(241,349)</u>	<u>1,328,056</u>
Total Expenses	<u>2,031,510</u>	<u>2,046,670</u>	<u>15,160</u>	<u>4,093,339</u>
Net Income/(Loss)	<u>\$ (402,264)</u>	<u>\$ (378,174)</u>	<u>\$ (24,090)</u>	<u>\$ (756,339)</u>

No assurance is provided on these financial statements.

**ITEM #8**



**DISTRIBUTION REQUEST NO.:** #7-21/22  
**BOND ADMINISTRATION FUND**  
**(Account Number: 94673305)**

**DISTRIBUTION TOTAL:** \$2,167.00

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

DISTRIBUTION REQUEST  
For Payment of Bond Administration Costs

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

Dated:  
February 17, 2022

\_\_\_\_\_  
Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO.:**   #7-21/22  

**DATE:** February 17, 2022

**DISTRIBUTE FROM ACCOUNT #:** 94673305

**ACCOUNT NAME:** Bond Administration Fund

**DISTRIBUTION AMOUNT:**   \$ 2,167.00  

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

<b>Payee</b>	<b>Mailing Address</b>	<b>Services Provided</b>	<b>Amount</b>
GCSD	P.O. Box 335, El Granada, CA 94018	GCSD OH Reim-Feb 2022	\$ 2,167.00
<b>TOTAL:</b>			<b>\$ 2,167.00</b>



**ITEM #9**



**GRANADA COMMUNITY SERVICES DISTRICT**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**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

Administrative Staff Report

Period: January 15, 2021 to February 11, 2022

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: February 17, 2022

**REQUEST FOR PUBLIC RECORDS** – There was one records request this period:

Date Received	Requestor	Requested Records	Response	Date Provided
02/01/22	State Controller	2021 Gov Compensation	Will provide by 4/30/22 due date.	

**APPLICATIONS RECEIVED** – There were two applications received this period:

Date	Class	Owner or Agent	APN	Address	Sq. Ft.	Zone
07/02/21	2D	SMC Harbor Dist	047-263-010	RV Park, Cabrillo Hwy	180,524	-
07/06/21	ADU	Semprevivo	048-033-290	245 Medio Ave, EG	10,000	R-1/B-1
07/26/21	1A	Silva	047-173-150	San Pedro Ave, EG	9,545	R-1/S-17
08/09/21	1A	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
08/30/21	1A	515 Hermosa LLC	048-063-420	515 Hermosa Way, Miramar	9,600	R-1/S-94
09/02/21	1A	Moules	047-208-100	Ave Portola, EG	3,056	R-3/S-3
09/20/21	ADU	Freestone	047-056-290	936 San Carlos, EG	6,101	R-1/S-17
09/27/21	ADU	Loubal	037-333-140	105 Harbour, EG	4,212	R-1/S-17
10/21/21	2M	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
10/25/21	2D	Point Pillar Prop.	047-081-430	100 Capistrano Road, EG	41,350	CCR/DR
11/12/21	ADU	Burington	047-131-090	430 Vallejo St, EG	6,875	R-1/S-17
12/03/21	1A	Cohn	047-127-520	231 The Alameda	6,000	R-3/S-3
01/11/22	ADU	Hernandez	047-126-210	219 Palma St, EG	6,000	R-1/S-17
01/18/22	1A	Freitas	047-208-120	157 Ave Portola, EG	2,763	R-3/S-3
02/02/22	1A	Walley Timothy	047-043-030	130 Presidio, EG	6,000	R-1/S-17

Note: Shaded information was previously reported.

**PERMITS ISSUED** – There were three sewer permits issued this period:

Permit #	Class	Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3216	ADU	07/09/21	Semprevivo	048-033-290	245 Medio Ave, HMB	10,000	R-1/B-1

**PERMITS ISSUED** – Cont’d

Permit #	Class	Date	Owner or Agent	APN	Address	Sq. Ft.	Zone
3217	1A	07/13/21	Zheng	047-151-120	639 El Granada Blvd, EG	5,230	R-1/S-17
3218	1A	07/16/21	Sanchez-Contreras	047-244-240	519 Isabella Ave, EG	5,000	R-1/S-17
3219	1A	08/02/21	O’Connor	047-103-010	538 Valencia Ave, EG	6,250	R-1/S-17
3220	1A	10/08/21	Perrone	047-094-160	324/326 Sonora Ave, EG	5,500	R-1/S-17
3221	2M	01/04/22	Clonea LLC	047-204-020	516 Ave Alhambra, EG	7,824	C-1/S-3/DR
3222	ADU	01/27/22	Loubal Dennis	037-333-140	105 Harbour Drive, EG	4,212	R-1/S-17
3223	1A	01/28/22	Moules Robert	047-208-100	580 The Alameda, EG	3,056	R-3/S-3
3224	1A	02/10/22	Walley Timothy	047-043-030	380 Presidio, EG	6,250	R-1/S-17

Note: Shaded information was previously reported.

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

#	Date	Class	Permit #	Issued	Owner	APN	Address
1	07/02/21	1A	3201	03/10/20	Kroll	047-092-260	100 Vallejo St, EG
2	07/07/21	1A	3202	06/12/20	Randle	047-153-240	600 El Granada Blvd,
3	08/17/21	1A	3210	01/27/21	Steadman*	047-212-150	463 The Alameda, EG
4	08/23/21	1A	3209	01/21/21	Steadman*	047-282-160	900 The Alameda, EG
5	09/20/21	ADU	Attached	N/A	Freestone	047-056-290	936 San Carlos, EG
6	09/21/21	1A	3180	09/14/18	Reavill	047-055-120	438 Sevilla Ave, EG
7	10/05/21	1A	3217	07/14/21	Zheng	047-151-120	639 El Granada Blvd,
8	10/14/21	1A	3211	01/27/21	Steadman*	047-282-150	226 Ave Cabrillo, EG
9	02/02/22	1A	3219	08/22/21	O’Connor	047-103-010	538 Valencia, EG

\*Change in ownership to 375 La Prenda LLC

Note: Shaded information was previously reported.

**REPAIRS** - There were no lateral repairs this period.

Date	Type	Problem	Location or Address	Cause	Cost
12/01/2	Lat Replacement	Back-up	930 Ave Balboa, EG	Offset & Roots	6,280.00

**SPECIAL NOTE:**

Staff has been working with Christopher Starbird, Web Developer at Dudek & Assocs., to modernize the GCSO website. Chris says the update will, “improve mobile responsiveness, accessibility, and security as well as improve the overall look and feel. Additional pages and features will be added to accommodate easier navigation and content management”. I hope to have a staged version to present at the next board meeting.



**ITEM #13**



February 10, 2022

## Memorandum

To: Granada Community Services District  
From: John H. Rayner, District Engineer  
Subject: Engineer's Report for February 2022

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

We have started the CIP Project 2 design phase beginning with surveying the sewer alignments. KJ's surveying contractor is Towill, Inc who also provided surveying for Project 1. Towill's contract is for \$23,000 and their work should be complete around the end of March. We will then begin preparing plans and specifications and anticipate bidding for construction late spring, with construction in the fall.

### **Status of Medio Creek Sewer Crossing**

Now that the old bridge has collapsed, concrete rubble from the bridge and lengths of GCSD's abandoned 10" ductile iron pipe are at the bottom of Medio Creek. The pipe and concrete rubble will need to be removed once it's safe, probably late spring when there is little or no creek flow. This work has yet to be scheduled with the County.

### **Big Wave**

1. Construction of the mainline extension sewer along Airport Street was delayed after constructing the sewer north about 650' from the intersection of Airport Street and Stanford Avenue just before reaching two large culverts that cross the road. A 14" steel casing will be jack and bored under twin 48" culverts to accommodate inserting the 8" sewer pipe. After the casing is installed, sewer construction will resume along Airport Street to the Big Wave site. Because of high groundwater this work is not expected to restart until late March or early April.
2. Big Wave submitted plans for its proposed "Storage Facility". Big Wave was advised several months ago that they will need to file a sewer permit for the building and will be assessed a separate connection fee for the building. To date we have not seen the permit application.

## Memorandum

Granada Community Services District

February 10, 2022

Page 2

### **Harbor Village RV Park**

This project is located at 100 Capistrano Road. We initially reviewed project plans in November 2021 and provided review comments to the developer. We received a revised plan this week that incorporated our November comments and we have approved the revised plan. The onsite sewers are required to be constructed in accordance with GCSD standards.

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

This project is located at 4000 Cabrillo Highway. We received and reviewed plans for this project this week and have requested that additional information be submitted.

**ITEM #14**



