



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

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

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

Thursday, March 16, 2023

### **NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING**

The Board of Directors' meeting room is open to the public during open session. To maximize public access to public meetings, the Granada Community Services District will be using videoconference to allow remote participation by members of the public.

Members of the public may participate via ZOOM online or by telephone using the link or QR Code below to register for the Zoom Meeting. You will then receive a confirmation from Zoom with a link to and information about how to access the webinar either via computer/smartphone or call-in number.

**Join REGULAR Meeting at 7:30pm**  
**VIA ZOOM WEBINAR LINK BELOW**

[Start Webinar](#)

<https://dudek.zoom.us/j/98671095178>

<https://bit.ly/3FjLUnH>



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

District Office Meeting Room, 504 Avenue Alhambra, 3rd Floor, El Granada.

**[Join SPECIAL Meeting at 7:00pm via Zoom](https://dudek.zoom.us/j/96594080002)**

Meeting URL: <https://dudek.zoom.us/j/96594080002>

**Join by Telephone**

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

Meeting ID: 965 9408 0002

Director Grant will be participating remotely via teleconference pursuant to Government Code Section 54953(b) from the outside deck of the District Administrative Office at 504 Avenue Alhambra, 3rd Floor, El Granada.

**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.

**ADJOURN TO CLOSED SESSION**

**1. Conference Involving a Joint Powers Agency – Sewer Authority Mid Coastsides**  
(Government Code Section 54956.96):

**CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION**

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

Granada Community Services District representatives on Sewer Authority Mid-Coastsides joint powers agency Board of Directors: Director Barbara Dye and Director Matthew Clark.

**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.**

District Office Meeting Room, 504 Avenue Alhambra, 3rd Floor, El Granada.

Director Grant will be participating via teleconference pursuant to Government Code Section 54953(b) from the outside deck of the District Administrative Office at 504 Avenue Alhambra, 3rd Floor, El Granada.

**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. **Parks and Recreation Activities.**
  - a. **Report on Proposed Recreation Center.**
    - (1) **Consideration of Lease Extension for Picasso Preschool.**
    - (2) **Consideration of Authorizing Group 4 to Proceed to Schematic Design of the Community Recreation Center as Presented at the February 23 Board Meeting, and Integrate the Proposed Community Recreation Center with the Proposed Park Plan as a Combined Project Description for CEQA and Other Regulatory Approvals.**
  - b. **Report on Burnham Park.**
2. **Consideration of Resolution Authorizing District 457 Retirement Plan.**

**Recommendation:** To be made by the Board.
3. **Consideration of Agreement with DēmosSearch to Conduct Executive Search for the Assistant General Manager Position.**

**Recommendation:** To be made by the Board.
4. **Engineer's Report.**

**Recommendation:** For board information.
5. **Report on Sewer Authority Mid-Coastside Meetings.**

**Recommendation:** For board information.

**CONSENT AGENDA**

6. **February 23, 2023 Special Meeting Minutes.**
7. **March 2023 Warrants.**
8. **January 2023 Financial Statements.**
9. **Assessment District Distribution #5-22-23.**

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

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

**ADJOURN REGULAR MEETING**

At the conclusion of the February 23, 2023 Meeting:

Last Ordinance adopted: No. 176

Last Resolution adopted: No. 2023-03

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.

**ITEM #1**

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# GRANADA COMMUNITY SERVICES DISTRICT

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Nancy Marsh  
Subject: Community Recreation Center Next Steps  
Date: March 16, 2023

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GCSGD has been working with Group 4 Architecture since August 2022 to develop a proposed design for a new Community Recreation Center (CRC) on the 480 Avenue Alhambra property acquired by the District in August 2021. The Project Management Team (PMT) for this project included Group 4 architect and project lead Dawn Merkes, Kikuchi + Kankel landscape architect Tom Conroy, GCSGD GM Chuck Duffy, and two GCSGD Board members. The PMT worked with building programming priorities that had been developed by the Board CRC ad hoc committee (Directors Marsh and Dye) and endorsed by the Board in early 2021. The ad hoc committee also agreed to evaluate whether it would be feasible to include a preschool/licensed childcare facility in the design.

As reviewed at GCSGD's October 2022 and February 2023 Board meetings, the CRC PMT has not included a preschool/licensed childcare facility in the CRC design, due to limited CRC size, potential usage, available space, zoning, cost, and most importantly, GCSGD's lack of authority as a special district to "acquire, construct, improve, maintain, and operate . . . childcare facilities" (refer to attached Memorandum from District Counsel).

The PMT recognizes that the eventual closure of the existing preschool at this property will reduce the already scarce availability of full time preschool/licensed childcare capacity on the midcoast. At the February Board meeting San Mateo County Supervisor Ray Mueller joined the public comment session and committed to working on addressing this capacity, and asked for as much "runway" as we can provide him to work on solutions. Given the Supervisor's request and CEQA, planning and permitting timelines, The PMT recommends the following actions to the Board:

**Consideration of extension of the Picasso Preschool lease at the 480 Avenue Alhambra property through May 2025.**

And then:

**Authorize Group 4 to proceed to schematic design of the Community Recreation Center as presented at the February 23 Board Meeting, and integrate the proposed Community Recreation Center with the proposed Park Plan as a combined project description for CEQA and other regulatory approvals.**

**MEMORANDUM**

To: Board of Directors, Granada Community Services District  
From: William P. Parkin and Antoinette Ranit  
Re: Powers Related to Child Care Facilities  
Date: March 10, 2023

During a series of Board of Directors' meetings concerning the proposed recreation center, a number of public comments and discussion focused on the inclusion of a child care facility in the proposed center to be located at 480 Avenue Alhambra, El Granada. This memorandum provides guidance as to whether the Granada Community Service District (GCSD) has the power to construct such a facility.

**A. Background**

GCSD had historically operated as a Sanitary District under the California Sanitary District Act of 1923 and provided sewage collection, treatment and disposal, and garbage and refuse collection, recycling and disposal. The Granada Sanitary District applied to the Local Agency Formation Commission (LAFCO) for reorganization into a community services district with the addition of powers related to parks and recreation. Specifically, the district applied to LAFCO for certain powers under the Community Services District Law. (Government Code 61100(b), (c), (e) and (f).) The application was approved and the Granada Sanitary District was reformed as GCSD with the four specific powers enumerated under section 61100 as follows:

b) Collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, in the same manner as a sanitary district, formed pursuant to the Sanitary District Act of 1923, Division 6 (commencing with Section 6400) of the Health and Safety Code. In the case of any conflict between that division and this division, the provisions of this division shall prevail.

(c) Collect, transfer, and dispose of solid waste, and provide solid waste handling services, including, but not limited to, source reduction, recycling, and composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code....

(e) Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law, Chapter 4 (commencing with Section 5780) of Division 5 of the Public Resources Code.

(f) Organize, promote, conduct, and advertise programs of community recreation, in the same manner as a recreation and park district formed pursuant to the Recreation and Park



District Law, Chapter 4 (commencing with Section 5780) of Division 5 of the Public Resources Code.

However, the enumerated powers applied for and approved did not include the following under section 61100, subsection (s):

Acquire, construct, improve, maintain, and operate community facilities, including, but not limited to, community centers, libraries, theaters, museums, cultural facilities, and child care facilities.

At the time GCSD acquired the property located at 480 Avenue Alhambra, Picasso Preschool had an existing lease on the property. In the view of this office, the preschool is a “child care facility.”<sup>1</sup> GCSD did not “acquire” the preschool as it is independently operated, but it allowed the preschool to continue operating on the property while GCSD is engaged in a planning process for the remodel of the existing building and construction of community recreational facilities, which was the original intent of the purchase of the 480 Avenue Alhambra property based on multiple surveys of the entire community.

## **B. Specific and Limited Powers of Special Districts**

In California, special districts are established by statute, which in the case of GCSD is the Community Services District Law. Unlike cities and counties that provide a variety of services throughout their boundaries, special districts provide focused services to meet distinct local needs. Specifically, special districts are defined as “an agency of the state, formed pursuant to

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<sup>1</sup> The Community Services District Law does not define “child care facility.” However, the Welfare and Institutions Code section 10480(b), states:

“Child care” means all licensed child care and development services and license-exempt child care, including, but not limited to, private for-profit programs, nonprofit programs, and publicly funded programs, for all children up to and including 12 years of age, including children with exceptional needs and children from all linguistic and cultural backgrounds.

Moreover, the California Code of Regulations defines “child care facility” as follows:

“Child Care Facility” or “Child Day Care Facility” (or “facility”) means any place or building in which less than 24-hour per day nonmedical care and supervision, as defined in Section 101152c.(2), are provided to children in a group setting.

(22 California Code of Regulations § 101152(c).

general law or special act, for the local performance of governmental or proprietary functions within limited boundaries.” (Government Code §50077(d).) “The powers of special districts are special purpose powers limited solely to those conferred by the legislature in the line of the object of their creation.” *People ex rel. City of Downey v. Downey County Water Dist.* (1962) 202 Cal.App.2d 786, 795.

Many special districts focus on providing a single service under Government Code §61100, but like GCSD others include a set of enumerated powers. Nevertheless, special districts, including community service districts, are strictly limited by their statutory authority.

### **C. Statutory Interpretation of Specific Powers Set Forth in Section 61100**

Under Government Code section 61100, each subsection sets forth the various services that community services districts may be authorized to provide within district boundaries. The Granada Sanitary District was limited to providing services for sewage collection, treatment, and disposal, and garbage and refuse collection, recycling and disposal. When the Granada Sanitary District reorganized into GCSD, those powers were expanded to include public recreation facilities and community recreation services under Government Code section 61100(e) and (f).

Under rules of statutory construction, GCSD’s powers are those powers specifically granted to it, which do not include the power to “Acquire, construct, improve, maintain, and operate... child care facilities.” One rule of statutory construction is, “*Expressio unius est exclusio alterius*. The expression of some things in a statute necessarily means the exclusion of other things not expressed.” *Gikas v. Zolin* (1993) 6 Cal.4th 841, 852. As applied to Government Code §61100, this means that if a special district has certain powers pursuant to one subsection, it does not have the authority to exercise powers under a different subsection.

Therefore, while GCSD has the power to provide the services set forth under Government Code subsections (b), (c), (e) and (f) of section 61100, it has not been authorized to provide the services described in the other subsections of Government Code section 61100. Given this rule of statutory construction, GCSD has not been authorized to construct, improve, operate, or maintain a child care facility as provided in subsection (s), which would include the construction, reconstruction or remodel of building(s) on the property located at 480 Avenue Alhambra in order to house a child care facility.

### **D. Conclusion**

Under the special purposes nature of special districts and rules of statutory construction, it is the opinion of this office that GCSD was not granted the power to provide child care services enumerated under subsection (s) of Government Code section 61100.

**ITEM #2**

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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Subject: Resolution to Adopt 457 Deferred Compensation Plan  
Date: March 16, 2023

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At the last meeting, the Board approved amending the District's Personnel Manual, which included adding a 457 Deferred Compensation Plan with an annual match of up to \$2,000 for exempt employees. The attached resolution (language provided by CalPERS) is required to set up the Plan.

Staff recommends approval of the attached Resolution.

**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2023-\_\_**

**RESOLUTION APPROVING ADOPTION OF THE CALPERS 457 PLAN**

**WHEREAS**, Granada Community Services District desires to establish a deferred compensation plan for the benefit of its employees; and

**WHEREAS**, the Board of Administration ( the “Board”) of the California Public Employees’ Retirement System (“CalPERS”) has established the CalPERS 457 Plan (the “CalPERS 457 Plan”) which may be adopted by a governmental employer the employees of which are public employees; and

**WHEREAS**, Granada Community Services District believes that the CalPERS 457 Plan and the investment options available thereunder will provide valuable benefits to its employees; and

**WHEREAS**, the Board has appointed Voya Financial® (the Plan Recordkeeper) to perform recordkeeping and administrative service under the CalPERS 457 Plan and to act as the Board’s agent in all matters relating to the administration of the CalPERS 457 Plan;

**NOW, THEREFORE, BE IT RESOLVED** that Granada Community Services District adopts the CalPERS 457 Plan for the benefit of its employees and authorizes and directs the Assistant General Manager to execute the attached adoption agreement on behalf of Granada Community Services District and to provide CalPERS or any successor agent duly appointed by the Board with such information and cooperation as may be needed on an ongoing basis in the administration of the CalPERS 457 Plan. A copy of this resolution, the agreement, and any attachments thereto shall be on file in the office of the District Secretary.

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 March 16, 2023, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Approved:

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

Countersigned:

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

**ITEM #3**

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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 Agreement with DēmosSearch to Conduct Executive Search for the Assistant General Manager Position  
Date: March 16, 2023

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As most of you are aware, Delia will be retiring in June of this year after 24 years with the district. She has done a great job for the District over the years, and has a long corporate history and memory which will be difficult to replace. At any rate, we are looking to contract with DemosSearch to conduct the search for Delia's replacement. DemosSearch's principal is Laura Demos, and Nancy Marsh (who has her own background in HR) and I conducted an interview with Laura last Friday, and we were both impressed with her knowledge and professionalism. We will be proceeding with the job search along multiple avenues: advertising in industry specific job sites like Jobs Available, BC Water Jobs, and CSDA; broader sites like Next Door, Indeed, and locally; and Laura will be looking for talent in existing agencies who may be looking for new opportunities. It is my recommendation that your board approve the contract with DemosSearch for \$25,000.

## SEARCH AGREEMENT

This Search Agreement (“Agreement”) is entered into effective this 10th day of March, 2023 by and between DemosSearch and Granada Community Services District (GCSD); hereinafter referred to individually as “Party” and jointly as the “Parties”.

### WITNESSETH:

WHEREAS, DemosSearch is engaged in conducting campaigns to identify, recruit, screen and present candidates for employment to third parties; and

WHEREAS, GCSD, in the course of its operations, regularly and customarily enters into contracts with search firms to provide recruitment services for prospective employees to staff GCSD’s operations.

NOW, THEREFORE, in consideration of the mutual promises, covenants, warranties, and agreements in this Agreement, the Parties agree as follows:

### **1. SCOPE AND WORK**

1.1 Scope. This Agreement controls and governs Work performed by DemosSearch for GCSD. Agreements for Work may be oral or written. This Agreement will be deemed to be incorporated in full in every agreement (written) for Work, and defines the rights, duties, obligations, and liabilities of DemosSearch and GCSD during the term of this Agreement or while any of its provisions are in effect.

1.2 Work. “Work” means all activities and operations performed by or on behalf of GCSD under this Agreement. All Work will be requested in writing by an authorized representative of GCSD and will be directed by DemosSearch. GCSD agrees to consider all qualified New Candidates presented to GCSD by DemosSearch, (“New Candidate”) defined as any individual who has not previously interviewed with GCSD as a recruit for employment in the preceding six (6) months, or has been submitted by another firm (or recruiter employed by GCSD) in the preceding six (6) months. Likewise, a New Candidate must not have been extended an offer of employment by GCSD in the past, and must be presented by DemosSearch to GCSD for designated searches.

1.3 Refer. “Refer” means the disclosure by DemosSearch of the identity of a New Candidate by any means, orally or in writing.

### **2.0 TERM AND TERMINATION**

2.1 Term. This Agreement is effective as of the date first above written and will continue until terminated under the other provision of this Agreement.

2.2 Termination of Contract. Either Party may terminate this Contract at any time by giving the other Party written notice of termination. The termination of this Agreement does not relieve either Party of its respective duties, obligations and liabilities arising from or incident to Work performed or to be performed under this Agreement before the termination, including without limitation, confidentiality obligations and indemnities.

### **3.0 OBLIGATION**

3.1 This Agreement does not obligate GCSD to order Work from DemosSearch, nor does it obligate DemosSearch to accept any requests for Work, but it and the applicable terms of the Agreement for Work (Subject to Section 1) control and govern all Work agreed to be provided by or on behalf of DemosSearch.

3.2 DemosSearch will be asked by GCSD to identify and screen for suitability, and interact with GCSD Recruiting staff regarding any potential New Candidate for relevant positions with GCSD.

3.3 DemosSearch agrees to act at all times in an attentive, ethical manner and to represent GCSD with the utmost concern for GCSD's interests, goals and image both with fellow business associates and members of the general public.

### **4.0 CONFIDENTIALITY**

4.1 Each Party shall maintain in confidence, and shall use and disclose only as authorized by the other Party, all information of a competitively sensitive or proprietary nature that such party (the "Recipient") receives from the other party (the "Proprietor"). Each Party shall require its personnel to agree to do likewise. A Proprietor shall take reasonable steps to identify to a Recipient any information of a competitively sensitive or proprietary nature (including the use of confidentiality notices in written material where appropriate). These restrictions shall not apply to information that has become generally available to the public or in the public domain through no action or omission on the part of the Recipient.

4.2 Notwithstanding the foregoing, if GCSD determines based on consultation with its Legal Counsel that it must disclose such information pursuant to the California Public Records Act (Government Code section 7920.000, et seq.), GCSD shall provide DemosSearch with prompt written notice of such requirement so that it may seek a protective order or other appropriate remedy. Such protective order or other remedy must be sought prior to the period of time that GCSD determines it must provide information of a competitively sensitive or proprietary nature to a member or members of the public. If such protective order or other remedy is not obtained, the GCSD will disclose only that information which is legally required to be disclosed and will take all reasonable steps to preserve the confidentiality of information to the extent such information is not required to be disclosed in the opinion of GCSD's Legal Counsel.

### **5.0 PAYMENT**

5.1 The fee owed by GCSD to DemosSearch will be twenty-five thousand USD (\$25,000).

5.2 An invoice will be rendered by DemosSearch on the day the referred candidate begins employment with GCSD. Net payment is due and payable within thirty (30) days of the New Candidate's start date.

5.3 DemosSearch will honor a replacement guarantee for a period of ninety (90) days from the date of first hire. Should the New Candidate voluntarily leave, be dismissed for any reason other than insufficient work, or have been found to misrepresent his/her qualifications, DemosSearch will immediately conduct a search to refill the position for which the New Candidate was originally hired. Should DemosSearch fail to identify a suitable replacement within the ninety (90) -day time frame, DemosSearch will refund the full placement fee to GCSD.

**6.0 NO HIRE**

6.1 DemosSearch agrees to refrain from actively recruiting or hire any employees or consultants who are or have been assigned to perform work for GCSD for the entirety of their mutual working relationship and for six (6) months following the termination of this agreement.

**7.0 LIABILITY**

7.1 GCSD shall not, under any circumstances, be liable to DemosSearch for any amount exceeding the fees agreed to DemosSearch by GCSD for the agreement at issue. In no event shall either party be liable, whether in contract, tort (including negligence or strict liability in tort) or otherwise, for any indirect, incidental, consequential, punitive or exemplary damages, (including, without limitation by the enumeration, lost savings, profit or business interruption), even if notified in advance of such possibility, arising out of or pertaining to the subject matter of this agreement.

This Agreement is intended to embody the complete understanding of the Parties and there are no oral or written terms and conditions relating to this Agreement except those contained herein. This Agreement may not be changed orally but only by written agreement signed by both of the Parties.

GCSD and DemosSearch agree that either Party may terminate this contract at any time for any reason.

SIGNED AND ACCEPTED

GCSD

DemosSearch

By: \_\_\_\_\_  
(Signature)

By:  \_\_\_\_\_  
(Signature)

Typed name: \_\_\_\_\_

Typed name: Laura L. Demos

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

Title: Owner and Principal

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

Date: March 10, 2023

**ITEM #4**

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March 9, 2023

## **Memorandum**

To: Granada Community Services District  
From: John H. Rayner, District Engineer  
Subject: Engineer's Report for March 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 by January 10, 2023. Primarily because of adverse weather conditions, Koios was granted a 60 day time extension which put completion at March 10, 2023. We anticipate granting a further time extension because of the continuing adverse weather conditions and the additional Columbus Street Sewer work approved at the February Board meeting. An estimated 95% of the work in the original contract has now been completed and we expect the Columbus Street Sewer work will be completed in early April.

### **Big Wave**

Construction of the Airport Street sewer has been completed and meets GCSD specifications. However, the County has rejected the trench pavement so that will need to be corrected before the County approves its encroachment permit. Also, for record purposes, before we will approve the mainline extension we need to receive plans from the Contractor showing any changes made during construction. We will not recommend dedication of the mainline extension to the GCSD collection system until these issues are resolved.

### **Harbor Village RV Park**

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

### **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 has begun. Sewer construction is scheduled for completion in July.

## **Memorandum**

Granada Community Services District  
March 9, 2023

### **SAM Meeting with Member Agency Engineers re Failure of SAM's Montara FM**

The Agency engineers met again on February 28<sup>th</sup>. The meeting was held at the SAM treatment plant where we were able to inspect sections of pipe that failed earlier this year. The RFP for engineering design services for replacement of SAM's Montara Force Main has been issued and sent to 10 engineering firms. Proposals are due on March 14<sup>th</sup>. Agency engineers will meet again at the SAM plant on March 21<sup>st</sup> to review the proposals and decide which firms to recommend to the SAM Board for interviews.

### **Update of GCSD Standard Specifications and Details**

We have started to review and update the 2003 GCSD standard specifications and construction details. It's anticipated that our review and a draft update will be available for review in mid-June.



Project 2022 Capital Improvements Project - Sewer Replacement Project 2 -  
 Owner Granada Community Services District  
 Contract # 106

Koios Engineering Inc  
 PO Box 320217  
 San Francisco, CA 94132  
 Revised  
 Pay Period Ending 02/19/2023



Koios Engineering Inc

Item #	Item Description	Unit	Quantity	Unit Price (\$)	Item Total (\$)	QUANTITY PAY APP#1	COST -PAY#1	QTY'S INSTALLED THIS PERIOD - PAY#2	COST THIS PERIOD- PAY APP#2	TOTAL COSTS TO DATE
1	Mobilization/Demobilization Shall Not Exceed 10% of Total Bid	LS	1	\$ 35,000.00	\$ 35,000.00	0.67	\$ 23,450.00	0	\$ -	\$ 23,450.00
2	Traffic Control	LS	1	\$ 7,500.00	\$ 7,500.00	1	\$ 7,500.00	0		\$ 7,500.00
3	All Sheeting, Shoring and Bracing	LS	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	0	\$ -	\$ 5,000.00
4	Sheet C-01 6" SS off Cabrillo Hwy-PB	LF	294	\$ 200.00	\$ 58,800.00	0	\$ -	294	\$ 58,800.00	\$ 58,800.00
5	Sheet C-02 Allowance Item: 6" SS off Cabrillo Hwy - CIPP	LF	295	\$ 142.00	\$ 41,890.00	0	\$ -	0	\$ -	\$ -
6	Sheet C-03 6" SS in Street - Sliplining	LF	375	\$ 210.00	\$ 78,750.00	0	\$ -	375	\$ 78,750.00	\$ 78,750.00
7	Sheet C-03 Lateral Replacement and Reconnection	EA	4	\$ 2,000.00	\$ 8,000.00	0	\$ -	4	\$ 8,000.00	\$ 8,000.00
8	Sheet C-04 8" SS In Street	LF	196	\$ 200.00	\$ 39,200.00	196	\$ 39,200.00	0	\$ -	\$ 39,200.00
9	Sheet C-05 6" SS Off Street-PB	LF	137	\$ 200.00	\$ 27,400.00	0	\$ -	137	\$ 27,400.00	\$ 27,400.00
10	Sheet C-05 Lateral Replacement & Reconnection	EA	2	\$ 2,000.00	\$ 4,000.00	0	\$ -	2	\$ 4,000.00	\$ 4,000.00
11	Sheet C-06 6" SS In Street and Off Street	LF	120	\$ 200.00	\$ 24,000.00	0	\$ -	120	\$ 24,000.00	\$ 24,000.00
12	Sheet C-06 Lateral Replacement & Reconnection	EA	2	\$ 2,000.00	\$ 4,000.00	0	\$ -	2	\$ 4,000.00	\$ 4,000.00
13	Sheet C-07 8" SS In Street and Off Street	LF	221	\$ 200.00	\$ 44,200.00	221	\$ 44,200.00	0	\$ -	\$ 44,200.00
14	Sheet C-07 Lateral Replacement & Reconnection	EA	8	\$ 2,000.00	\$ 16,000.00	6	\$ 12,000.00	0	\$ -	\$ 12,000.00
15	Sheet C-08 6"SS In Street - Spot Repairs	LS	1	\$ 16,000.00	\$ 16,000.00	1	\$ 16,000.00	0	\$ -	\$ 16,000.00
16	Sheet C-09 Allowance Item: 6" SS Off Street - CIPP	LF	240	\$ 168.00	\$ 40,320.00	0	\$ -	0	\$ -	\$ -
17	Dewatering	LS	1	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00	0		\$ 1,000.00
18	Manhole Replacement A.Manhole G10-54 - Sheet C-04	EA	1	\$ 12,500.00	\$ 12,500.00	1	\$ 12,500.00	0		\$ 12,500.00
19	Manhole Replacement B.Manhole G5-111 - Sheet C-07	EA	1	\$ 15,000.00	\$ 15,000.00	1	\$ 15,000.00	0		\$ 15,000.00
20	Manhole Rehabilitation Manhole G5-08 - Sheet C-01	EA	1	\$ 7,500.00	\$ 7,500.00	0	\$ -	1	\$ 7,500.00	\$ 7,500.00
<b>TOTAL BASE BID ITEMS:</b>					<b>\$ 486,060.00</b>					

CONTRACTOR	
Contractor's Firm Name: Koios Engineering Inc	
Address Where Payment is to be mailed: PO Box 320217, San Francisco, CA 94132	
Date of Claim: 02/19/2023	
Signed: Jonathan Reyes CEO/President	
Granada Community Services District	
Accepted By:	
Signed:	
Date:	

	Pay Application #1	Pay Application #2	Total Billed To Date
TOTAL AMOUNT DUE	\$ 175,850.00	\$ 212,450.00	#1- \$167,057.50
LESS 5% RETENTION	\$ 8,792.50	\$ 10,622.50	#2- \$209,285.00
SUBTOTAL	\$ 167,057.50	\$ 201,827.50	R - \$19,807.50
LESS PREVIOUS PAYMENTS			
<b>TOTAL AMOUNT DUE</b>	<b>\$ 167,057.50</b>	<b>\$ 201,827.50</b>	<b>\$ 388,300.00</b>



**ITEM #5**

Blank



**SEWER AUTHORITY MID-COASTSIDE**  
**Finance Committee *Special Meeting* Agenda**  
**1:30 pm to 2:30 pm on Wednesday February 22, 2023**

Join Zoom Meeting

<https://us02web.zoom.us/j/86815696679?pwd=UWZYMHpVZkYxRkFCSW1LYjZpVHZXUT09>

Meeting ID: 868 1569 6679

Passcode: 495469

One tap mobile

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+16694449171,,86815696679#,,,,\*495469# US

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 868 1569 6679

Passcode: 495469

Find your local number: <https://us02web.zoom.us/j/86815696679?pwd=UWZYMHpVZkYxRkFCSW1LYjZpVHZXUT09>

**1. ROLL CALL**

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

**2. REGULAR BUSINESS**

A. Minutes of January 19, 2023 Meeting (**Attachment**)

B. Discussion on Q2 (**Attachment**)

C. Discussion on Pre-Budget

D. Any other issues

**3. NEXT REGULAR MEETING**

March 16, 2023



**SEWER AUTHORITY MID-COASTSIDE**

**Board of Directors Meeting Agenda**

***Regular Board Meeting 7:00 PM, Monday, February 27, 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.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81259394536?pwd=ZWRubjN5dEFyTHlySHk0ME5uQVJ5UT09>

**Meeting ID: 812 5939 4536**

**Passcode: 116413**

**One tap mobile**

**+16694449171,,81259394536#,,,,\*116413# US**

**+16699006833,,81259394536#,,,,\*116413# US (San Jose)**

**Dial by your location**

**+1 669 444 9171 US**

**+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:

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

**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 February 27, 2023 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 February 13, 2023 Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for February 27, 2023 **(Attachment)**
- C. Monthly Revenue and Expense Report for Period Ending January 31,2023 **(Attachment)**
- D. Accept the Quarterly Financial Report for the 2nd Quarter of Fiscal Year 2022-23 **( Attachment)**
- E. Authorize General Manager to Attend, and be Reimbursed for Expenses Related to the California Water Environment Association Annual Conference April 18-21, in San Diego, CA
- F. Status of CIP Projects for 2021/22 and 2022/23 **(Attachment)**

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

- A. Receive the Flow Distribution Details for Calendar Year 2022 **(Attachment)**
- B. Authorize General Manager to Issue a Purchase Order to GSE Construction for the Installation of Influent Pumps for the Influent Pump Station at SAM Plant in the Amount of \$107,800 **(Attachment)**
- C. Authorize General Manager to Issue a Purchase Order to TNT Industrial Contractors Inc. for the Installation of Bar Screens for the Headworks Station at SAM Plant in the Amount of \$96,614 **(Attachment)**
- D. Authorize General Manager to Attend, and be Reimbursed for Expenses Related to, the California Water Environment Association Annual Conference April 18-21 , in San Diego, CA

**5. GENERAL MANAGER’S REPORT**

- A. Winter Storm Expenses Details

**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 — 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
- E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9 (Marshall v. Sewer Authority MidCoastside).

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

**11. ADJOURNMENT**

- Upcoming Regular Board Meetings: March 13, 2023 and March 27, 2023

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

-----  
**INFORMATION FOR THE PUBLIC**

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

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

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





**SEWER AUTHORITY MID-COASTSIDE**

**Board of Directors Meeting Agenda**

***Regular Board Meeting 7:00 PM, Monday, March 13, 2023***

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

This meeting will be held in-person and via zoom for public participation. Access to this meeting will be available to the public via in person attendance, or by either computer web-link or telephone audio as noted below.

Join Zoom Meeting

<https://us02web.zoom.us/j/85146414227?pwd=bVVCmZl0MDhTMkx4TU9zWFFtQVxkUT09>

Meeting ID: 851 4641 4227

Passcode: 054740

One tap mobile

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+16694449171,,85146414227#,,,,\*054740# US

Dial by your location

+1 669 900 6833 US (San Jose)

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not otherwise legally required, but rather is being offered as a convenience to the public, if there are technical issues during the meeting, this meeting will continue and will not be suspended.

If you have a disability and require special assistance related to participating in this 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:	Kathryn Slater-Carter (MWSD)
	Vice-Chair:	Barbara Dye (GCSD)
	Secretary/Treasurer:	Deborah Ruddock (HMB)
	Director:	Dr. Deborah Penrose (HMB)
	Director:	Peter Dekker (MWSD)
	Director:	Matthew Clark (GCSD)

**2. SPECIAL ORDER OF THE DAY**

- A. Adopt Resolution 4-2023, A Resolution Recognizing Tim Costello for His 35 Years of Service at the Sewer Authority Mid-Coastside ([Attachment](#))

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

Members of the public are welcome to provide publiccomment in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments so submitted prior to 7 pm on March 13, 2023 will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

**4. 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 February 27, 2023 Regular Board Meeting ([Attachment](#))
- B. Approve Disbursements for March 13, 2023 ([Attachment](#))
- C. Accept the Quarterly Financial Report for the 2nd Quarter of Fiscal Year 2022-23 ([Attachment](#))

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

- A. Status Update on Hydrodynamic Flood Modelling Being Done by Integral Consulting Inc.
- B. Authorize General Manager to Issue a Purchase Order to Smith & Loveless for the Purchase of Grit Pumps in the Amount of \$53,610.08 ([Attachment](#))
- C. Discuss the Need for Engineering Assessment and Remedial Plan for the Excess Inflows in the SAM Plant During the December 2021, December 2022, and January 2023 Winter Storms ([Attachment](#))
- D. Authorize General Manager to Issue a Purchase Order to FlowServe for the Supply of No.3 Water Pumps in the Amount of \$149,962 ([Attachment](#))

**6. GENERAL MANAGER’S REPORT**

**7. ATTORNEY’S REPORT**

**8. DIRECTORS’ REPORT**

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

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

**A. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION**

Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9  
(Two potential cases)

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

**12. ADJOURNMENT**

- Upcoming Regular Board Meetings: March 27, 2023 and April 10, 2023

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

-----  
**INFORMATION FOR THE PUBLIC**

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

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**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** March 13, 2023  
**SUBJECT:** **Monthly Manager’s Report – January 2023**

**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 *January 2023*.

*Key Indicators of Performance*

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

*Flow Report (See Attachment A)*

Half Moon Bay	2.374	60.05%
Granada CSD	0.804	20.35%
Montara W&SD	0.775	19.60%
<b>Total</b>	<b>3.953</b>	<b>100%</b>

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

**Administration**

There was one Regular Board Meeting in the month of December, and no public records request. There were no articles in the Half Moon Bay Review mentioning SAM, and two mentions of SAM in Coastside Buzz. There has been no lost time work accidents since September 10, 2019. There were no new hires in the month of January, and one anniversary, Carlos Mendez, Maintenance Mechanic.

**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.

In like a lion I believe the expression is, with the flooding that we are still feeling the effects of and force main issues let us hope things can only get better. That is a fairly low bar so I am hopeful.

We continue to keep open communicating going with Mr. Burrell so that he is aware of any issues we might be experiencing.

The force main break at the beginning of the month was the largest issue we had. Making that call to the state is something no one should ever have to do. When you know you have an eminent over flow coming it truly is nauseating. We got a contractor on site quickly but at the end of a twenty four hour work day and the repairs failed due to extensive damage of the pipe I was cooked. Both physically and mentally, although by no fault of the crew and efforts, we were devastated because we take pride in our ability not to have over flows and the crew showed very real ownership in trying to get things operational.

We had around the clock trucks pumping and dumping but until the rain stopped there was absolutely no way we were going to keep up with the flow rate. Once we had a bypass in place we were able to start pumping again but it took longer than we had hoped due in large part to weather and safety issues with trees.

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

It seems like everything else we had going on pales by comparison to the force main issue. Below is more detail of thing that occurred during the month. We still had high flows and equipment issues related to the flooding but we were able to get thing back to some sense of normality by the end of the month.

During the month of January 2023 rainfall was above historic normal for Half Moon Bay. The 10-year average for the area is 4.143 inches of rain in December, (5.51 inches used to be considered normal), this year we received 8.55 inches, well above the 10 year average. This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 8.55 inches, (from the NOAA gauge at the plant). Our roof top had 9.89 at the plant, 9.94 inches in the GCSD service are, and 9.89 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 January 2023.**

1/1/2023 – Sunday - New Year's Day – Staggered start to Operators throughout the day. Working with Collections and Maintenance workers to work on the flooded equipment at the plant and various pump stations and lift stations all day. Over flow started again at MoPS lasted the rest of the day. Had a force main break after Valleyamar Station line in Moss Beach on the west side of highway 1. Construction crews were working on it all that day. Called on septic pumping services to remove wastewater from the force main break and MoPS all and night.

1/2/2023 – Monday - SAM Holiday – Most Operations crew here at different times during the day. Running Primary sludge pump #4 by hand throughout the day because of issue of I/O card. Check #3 water pressure throughout the day as its not steady, set #3 water VFD's on local. Daily operator duties. Belt press spray pump #2 breaker slamming on and off because of water contact, shut off breaker. Effluent pumps having a hard time controlling flow, work with Ryan from Calcon on that particular issue. Vactor truck being used at Montara pump station SSO and dumping some at Princenton and the rest at the plant. Still some issues with Effluent pumps turned them off for a while effluent flowing by gravity. Some of the crew out at Force main breakage. Load some pipes for repair of force main.

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

- 1/3/2023 – Operator’s here throughout the day at different hours. Psi for #3 water on watch alert, pneumatic tank acting up. Effluent pumps keeping up with flow but keeping a close eye on them because not very steady. Trevor from Calcon here working on 2 electrical buckets for belt press spray pumps. Received polymer tote delivery. Sodium Bisulfite delivery here. Clean up around the plant
  
- 1/4/2023 – Operators here throughout the day. All effluent pumps off for a short time, Effluent flow going by gravity. Effluent pumps looked at by Calcon. Belt press spray pump #3 line rupture, shut off water valve for that line, water backed up into press and old ops building, cleaned up area. Calcon here to replace transformer for effluent building, powered restored and wired everything back together. Influent pumps keep losing prime need to keep priming them. Pacific here to work on forklift. Place a Hypo order for plant. Bypass line on at force main, Start 1 pump at Montara to slowly pump down. Power outage certain areas in the coast most stations up north on generator. Effluent pump 1 fail found to be in local position switch back to remote. Big storm late in the night plant influent at 11.0 MGD. Watching Pilarcitos Creek, Creek very high but not flowing over to plant. Stop all pumps at Montara in case of Creek overflow.
  
- 1/5/2023 – Operators here throughout the day at different times, daily operator duties. Heavy storm during early hours of morning. Have only Pump #4 on at Portola and all pumps off at Montara for a short while in case of creek overflow. Creek level very high, keeping a close eye on it every 15 minutes. All pumps back on at Pump stations after heavy storm went by. Turn on effluent pump on local because of flow issue. Trevor from Calcon to look into effluent pump programming and other equipment. Primary sludge pump #5 out of order due to flooding. Belt press spray pump #3 out of order, wiring from breaker to pump shorted out due to flooding. Start pumping down Vallemar station as it was off for a few days due to flow. After a while set Montara station in auto. One operator late in the evening but not overnight.
  
- 1/6/2023 – Daily operator duties. Blower daily shut down timer on SCADA not working properly, have to shut off a different way, Shut off Aeration blower for 50 minutes. #1 water tank showing a low level, diagnose and found the valve solenoid defective, remove and replace the solenoid and problem fixed. Montara pump #3 running but not pumping set pump to off position and set #1 and #2 to rotate between the two only. Primary Sludge Pump #2 not working switch to pump #1.
  
- 1/7/2023 – Saturday - Windy in the AM, Light rain in the Afternoon. Daily operator duties. Add Chemical to MLSS for PH control. Montara power outage late at night, most stations up north without power running on generator.

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

Power glitches happening at the plant which caused Blowers and bar screens to trip a few times during the night.

- 1/8/2023 – Sunday - Blower #4 on Fault and will not restart. Early morning Storm, MGD climbing, shut off aeration blowers while the flows are high. Montara power restored early morning. Monitor heavy rain, daily operator duties. One operator to cover overnight shift for storm event. Montara station trouble alarm constantly glitching.
  
- 1/9/2023 – Staggered ops crew. Early in the AM more Montara station alarms. Bar screen fail also screw conveyor fail; reset alarms. Shut off aeration blowers because of high flows. Daily ops rounds and duties. Hue and cry calling during the day regarding Montara station. Hypochlorite delivery for the plant. Montara station on storm mode set one pump on hand to pump down. Prime some of the Influent pumps. Adjust DO settings and set blower #1 on lead. Montara station power on and off late in the day.
  
- 1/10/2023 – Daily ops rounds and duties. Portola station level dropping nice and steady, eventually back to normal levels, storm mode off. Another power outage in Montara, caused some stations up north to fail. Both aeration blower cores failed due to PG&E power glitch put aeration blower #4 on line, but then Blower #4 failed due to overtemp, set Blower #1 back on. CALCON crew here working on electrical issues, install new VFD for blower #3. Rain for Rent tanks out in Montara set up hoses and ready to go in case of another storm event. Remove and relocate old cast iron pipes form outside of gate to inside of plant. Inspect primary sludge pump #2 and found broken flexi shaft, maintenance crew is aware. Turn off boiler #2 and close all valves for service the following day. Operator here overnight to monitor plant.
  
- 1/11/2023 – One operator at plant overnight. Daily ops rounds and duties. RF McDonald at plant to work on boiler #2 (annuals), and to work on AB#3, Boiler #2 inlet and outlet valves found to be defective by not closing shut, AB#3 determined to be in unsafe conditions to be worked on, RF McDonald crew will be back with the correct supplies and tools needed. Found primary sludge pump #4 only pumping water not sludge we will continue to diagnose issue to determine the problem. Belt press belt off center found spring plate not touching the belt, fixed issue but part will possibly need to be replaced. Montara pump #1 not pumping the correct amount of flow, back flushed pump and now working properly. Montara pump #3 looked at by the mechanics they found grit in the check valve and discharge valve causing the issue of not pumping, while working on the pump all pumps had to be shut off and direct flow to walker tank for a couple hours.

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



- 1/12/2023 – Daily ops rounds and duties. RF McDonald scheduled to work on boiler #1 and #2 (annuals), set up and have ready for them when they show up. SRT consultants here looking into Digester mixing pumps and Effluent pump replacement. RF McDonald completed services for both boilers they will send quote for replacing a couple valves. Calcon here at plant working on VFD's that got wet during storm. Confined space entry in primary clarifier #1 to repair, job completed and test chain drive, all ok.
  
- 1/13/2023 – Daily ops duties and rounds. Boom lift delivery at the plant for RF McDonald, RF McDonald here to work on AB#3. Set primary #1 tank on line and put primary tank #2 off line. Primary sludge pump #2 repaired by mechanics, test the pump and works.
  
- 1/14/2023 – Saturday - Daily rounds and numbers. Lowered 2" sump pump into Primary tank #2 to completely empty the tank. Manually shut off aeration blowers for a couple hours because of high flows. Montara pump station high level alarm coming on, operator on call to look into it. Also inspect Portola pump station as its not pumping efficiently, found debris chunks inside pump #4. RDT sending out alarm while the cleaning cycle was on, reset all VFD's. Section of plastic track for the primary flights found floating in primary tank #1. Rain trough out the day operator on duty to stay after hours because of rain.
  
- 1/15/2023 – Sunday - Overcast, showers and some light rain, Daily ops rounds and duties. Vallemar station has a HUE and Cry alarm issue talked to mechanics about problem. Both sludge digesters showing low level alarm, check IO cabinet but everything looks ok. Light water leakage through roof in digester building.
  
- 1/16/2023 – Power outage in Montara area very early in the morning, Montara station running on generator, wet well level very high as pumps could not keep up with flow as a result started overflowing into the walker tank. Power glitch at the plant as well which sent out a few alarms. Couple hours later power is restored in Montara. Portola level creeping up during the day because of high flows. Every stable and back to normal in the afternoon after heavy rain. Daily ops duties.
  
- 1/17/2023 – Daily ops rounds and numbers. Sodium Bisulfite delivery to plant. Grease RDT bearings.
  
- 1/18/2023 – Daily ops rounds and duties. Influent large pumps running at 100% and well level increasing, found pumps not pumping had to prime all large pumps in order to function properly. IIPP training (DU-ALL) to all staff. Digester mixing pump #1 failed, diagnosed by Calcon and found water in the electrical connection box which in return burned the motor. #1 water

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

tank showing high level alarm, found the valve that opens and closes to feed the tank was stuck open, did tap it with a hammer and works fine but Calcon looking into replacing the valve with a newer model.

- 1/19/2023 – Daily ops round and duties. Sodium Hypo delivery to plant. Perform weekly rotation of chemical pumps. Wash-down of primary clarifier #2 because it's out of service. Brandon from Calcon brought in a couple motors for the digester mixing pumps to replace on Monday. #1 water tank high level alarm again due to solenoid valve stuck open. Peninsula pump working on pump#2 at Princeton pump station after hours.
- 1/20/2023 – Daily operation numbers and rounds. Replace propane tank on forklift. Pacific Company here to repair forklift coolant leak and other items. Working on February schedule. Continue washing Primary tank #2.
- 1/21/2023 – Saturday - Daily ops rounds and duties. Add caustic soda for MLSS ph. Change Influent pump level settings now that flows have gone down, but had to prime some in order to function properly. Wash down secondary clarifier weirs.
- 1/22/2023 – Sunday - Daily ops rounds and numbers. Boiler #1 fail reset and worked ok. Continue with normal weekend duties.
- 1/23/2023 – Daily ops rounds and numbers. Calcon (Brandon) here working on primary sludge pump #5 and other equipment. Assist Calcon with Digester #1 mixing motor by replacing new and removing the old one, as well Digester #2 recirculation motor. Boiler #1 and waste gas flare fail due to low gas pressure.
- 1/24/2023 – 1W/2W pump #3 fail, found VFD not working, forward info to Calcon. Daily ops duties. Calcon here at plant doing work on equipment. Assist the Collection crew with some call outs. Confined space performed on Primary Clarifier #2, de-rag cross collector and install shear pin. Work being done on force main at Montara, had to turn off pumps at Vallemar and Montara stations for a few hours. High level alarm on #1 water tank, valve not closing. Receive 2<sup>nd</sup> call after hours on #1 water tank. Replace polymer tote for belt press.
- 1/25/2023 – Daily ops rounds and numbers. Assist in Confined space entry on Primary Clarifier #2 continued from a day before for other repairs. Move and relocate a couple 16" pipes with forklift. Relocate a palate of Flexi valves into MB#2. Remove and replace a pressure water gauge on water line feeding the belt press per Calcon. Still some issues with #1 water tank solenoid valve.

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

- 1/26/2023 – Daily ops rounds and numbers. Calcon here to replace #1 water tank solenoid valve, and to replace 1W/2W pump #3 VFD. Remove and relocate sand bags around the plant and store on a palate. PG&E tree guys here to inspect trees for some tree trimming around power lines.
  
- 1/27/2023 – Daily ops duties and rounds. Tree Company here trimming some of the trees around power lines from PG&E. Perform Monthly diesel above ground storage tank inspection.
  
- 1/28/2023 – Saturday - Daily ops rounds and numbers. Add caustic Soda to MLSS influent for PH control. Boiler #1 failed did reset but ran boiler #2 during the day. Mix chemical for SO2 analyzer in effluent building.
  
- 1/29/2023 – Sunday - Daily ops rounds and numbers. Normal day nothing unusual.
  
- 1/30/2023 – Daily operations rounds and numbers. Polymer chemical delivery. MCC Breaker delivery from EATON here.
  
- 1/31/2023 – Daily operations numbers and duties. Add caustic to MLSS for PH control. Calcon here at the plant working on several things getting ready for plant shutdown. Operations meeting, crew prepping for plant shut down the following day. While prepping and rearranging equipment we found an issue with #3 water pressure, had to run pumps by hand overnight.

**Other activities are listed below:**

There were 3 deliveries (approximately 2,300 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 230.00. There were no leachate deliveries to the SAM IPS line in the month of January 2023, for a total leachate volume of 0 gallons.

The NPDES data report for January 2023 is attached reference (Attachment B).

**Contract Collection Services**

The SAM crew cleaned 25,977 feet of sewer line and responded to Forty one service calls in contract service areas. Twenty were sewer line related and twenty-one were maintenance service calls. Seventeen of the callouts were during regular business hours or started during regular business hours. Twenty-four were after hour calls. Twelve calls were in HMB, forty-four calls were in the MWSD service area, and two calls were in the GCSD service area during the month of January 2022. \*\*Note IN MWSD some calls were multi station response also three of the calls were SAM related due to force main issue / pump issue.

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

HMB – The service calls in HMB were as follows; 1/4 - Call for sewage seeping from manhole, crew flushed main to clear blockage finding flushable wipes and plastic sticks causing the blockage. 1/4 - SSO related to storm event, system couldn't handle the excess flows. 1/5 - Call for toilet backup in building, Crew checked upstream and downstream manholes, flowing as normal. Directed RP to contact a roofer company to resolve. 1/9 - Smart cover response, seemed to just be a momentary surcharge as this were flowing when the crew arrived. 1/14 - Too much rain for system causing SSO, when rain subsided overflow stopped. 1/14 - Call for manhole overflowing due to storm and system being overwhelmed, overflow stopped when storm intensity went down. 1/15 - Call for back up in toilet, when crew arrived they noticed system was surcharged due to rains. Flushed main finding light sed but nothing else. House seems to be lowest elevation on block. Advised RP of findings. 1/16 - Superintendent observed an oddity on smart cover trend and had crew investigate. Crew responded and removed various object that were intentionally thrown in manhole. Suggested a locking cover is installed in report. 1/24 - Call for a backed up toilet. Crew arrived and flushed main line finding no blockage. Tried to contact RP but no answer so left message to contact a plumber if the problem is still going on. 1/24 - Call for sewer backing up. Crew flushed the main line finding no obstruction. Advised RP to contact a plumber to resolve issue. 1/26 - Crew member observed unauthorized entry into manhole in the evening hours. Advised contractor they are not authorized for confined space entry in city facilities. Notified city staff and took pictures of contractor personal and vehicles with license.

The maintenance calls in HMB were as follows; 1/8 - Power glitch, genny did not run. Reset alarms and checked station for normal operation.

GCSD – The service call in the GCSD area was as follows; 1/22 - Call for a backup. Crew arrived and found standing water at property line clean out. Assisted to restore flow. Crew returned on the following regular work day to send camera down the line. Thumb drive of condition was delivered to district.

There was one maintenance service calls in the GCSD service area in the month of January 2023; 1/16 - Station in alarm due to storm. Power was restored upon arrival. Rest alarms and checked for normal operation.

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MWSD – The sewer line related call in the MWSD area was as follows; 1/1 - Call for possible sewage leak on Weinke way, when the crew arrived it was obvious it was the force main, shut down station and started the SSO process. 1/5 - Cal for seal cove alarm possible sewage leak. When crew arrived there was no sign of overflow, sucked down seal cove 3 and assisted maintenance depart to resolve. 1/9 - Call for sink / tub back up. When the crew arrived the check the main line which was flowing normally. House ties directly to manhole. Directed RP to contact a roofer to resolve issue. 1/9 - Smart cover antenna was sheared off, replaced antenna and reestablished communication with smart cover. 1/10 - Call for residential back up, crew arrived and flushed main finding no issues. Advised RP to contact a roofer company to resolve issue. 1/14 - Call for possible grinder pump issues related to toilet not draining. Checked pump, all good. Advised RP to contact a plumber to look into issue. 1/16 - Call for a backup. Crew arrived and flushed main line finding no issues. Advised RP to contact a roofer company to resolve issue.

The maintenance calls in the MWSD service area were as follows; 1/2 - Owner called for possible grinder issue. Mechanic arrived finding Grinder pump to be fully functional, advised homeowner of findings. 1/4 - Staff responding to all MWSD lift station due to power failures / high wind and rain. 1/7 - Staff responding to all MWSD stations due to rain event /power failures. 1/8 - Seal cove 3 alarm, possible power glitch. Reset alarms and checked station for normal operation. 1/8 - Date Harte alarm, power restore to station. Reset alarms and checked station for normal operation. 1/9 - Kanoff St power glitch, power had restored upon arrival. Genny did not run, reset alarms and checked station for normal operation. 1/10 - Heavy rain and winds, multiple stations running on generators due to power loss. Eventually power restored and reset stations .1/10 - Power restored to Date Harte station, reset alarms checked station for normal operation. 1/11 - Seal Cove #3 had a VFD fault, likely a power glitch. Able to reset and check for normal operation. 1/11 - All seal coves stations and Distillery had a power loss due to down power lines. Turned off stations to protect from power surge when power restored. 1/12 - Power restored to the seal cove area. Restarted stations and checked for normal operation. 1/12 - Power restored to the distillery station, cleared alarms and checked for normal operation. 1/13 - Call for a backup. Crew arrived and found standing water in cleanout.

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Crew flushed line to restore flow. He was the last house on the main so there was limited water to keep things moving along. There is a house next to him now so that should help. 1/15 - Vallemar lift station No AC alarm due to a failed GFCI outlet. Replaced outlet and cleared alarmed. 1/16 - All MWSD stations experiencing power issues due to storm event. (except Date Harte, 5th, 7th, and Kanoff). 1/16 - Heavy rain power issues at all stations except, 5th, 7th, and Kanoff. 1/19 – Seal cove 3 alarm, pump contactor had tripped. Reset contactor, reset alarms, checked station for normal operation. 1/19 - Both VFD's had tripped at the station. Upon further inspection found bolts missing on volute causing pump to twist and pin electrical cable. Contacted Pen Pump to facilitate repair and damaged power cable.

The January 2023 collection system data report is provided for the Board's information. There were Five (2) Category 1, one (3) Category 2's, and one (1) Category 3 SSO's, during the month of January 2023. The CAT 1's were related to the force main failure, the CAT 2's were storm related, and the CAT 3 was caused by wipes and plastic sticks.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for January 2023.

**Supporting Documents**

Attachment A: Monthly Flow Report January 2023

Attachment B: Monthly NPDES Report January 2023

Attachment C: Collection System Data January 2023

Attachment D: Contract Collection Service Report January 2023

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	D. Penrose	D. Ruddock	K. Slater-Carter
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	J. Grant	H. Rarback	

Attachment A

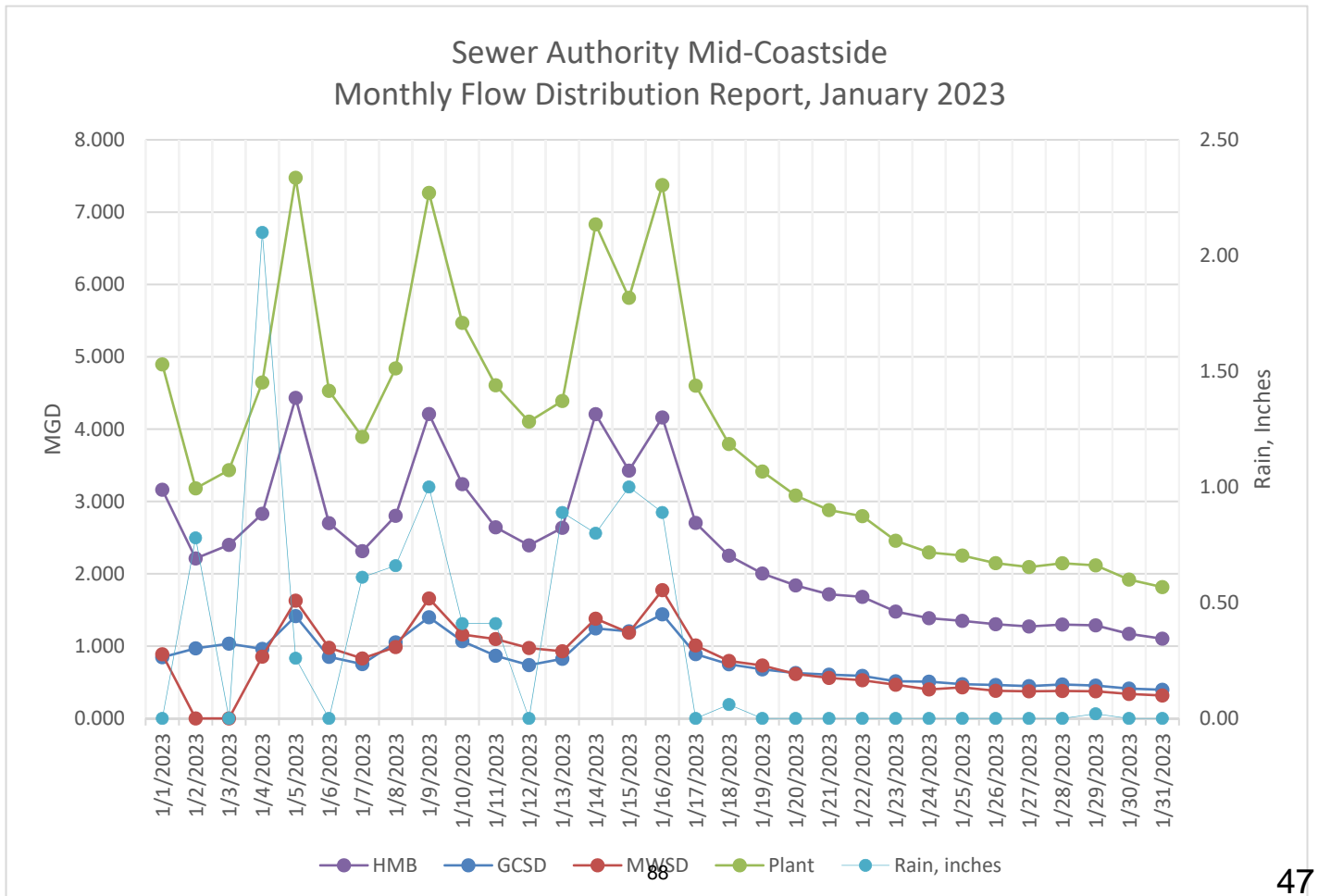
Flow Distribution Report Summary for January 2023

The daily flow report figures for the month of January 2023 have been converted to an Average

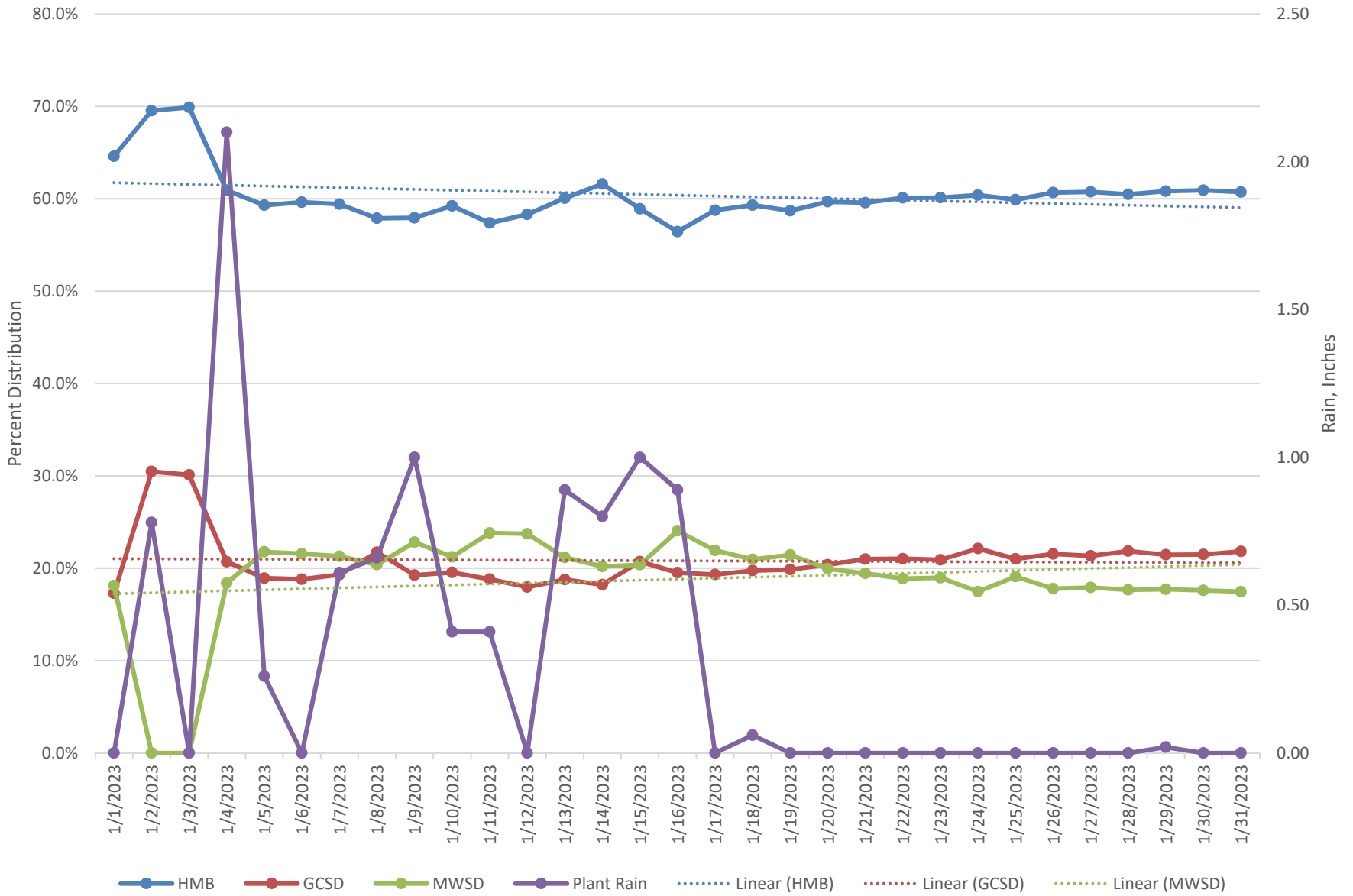
Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	2.374	60.05%
Granada Community Services District	0.804	20.35%
Montara Water and Sanitary District	<u>0.775</u>	<u>19.60%</u>
Total	3.953	100.0%

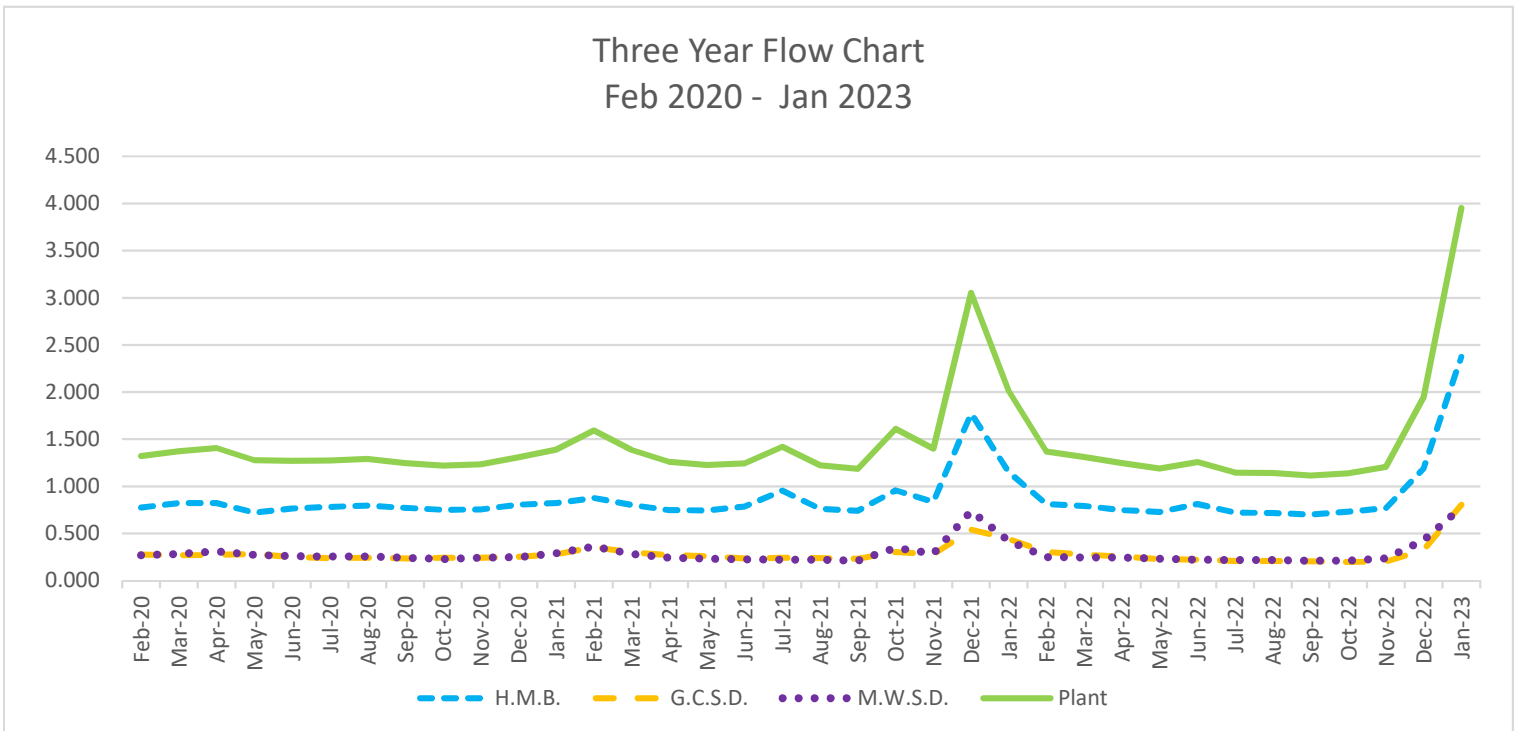
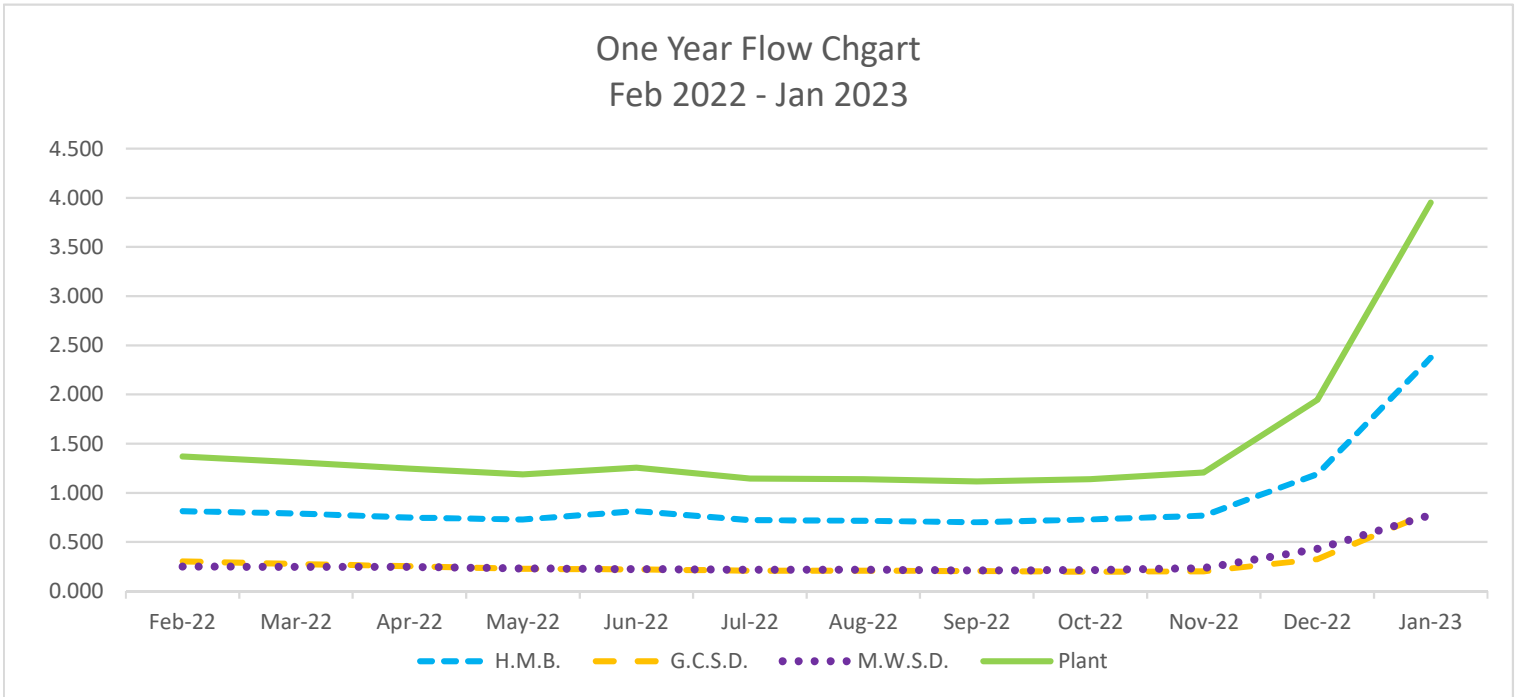


### Percent Distribution January 2023

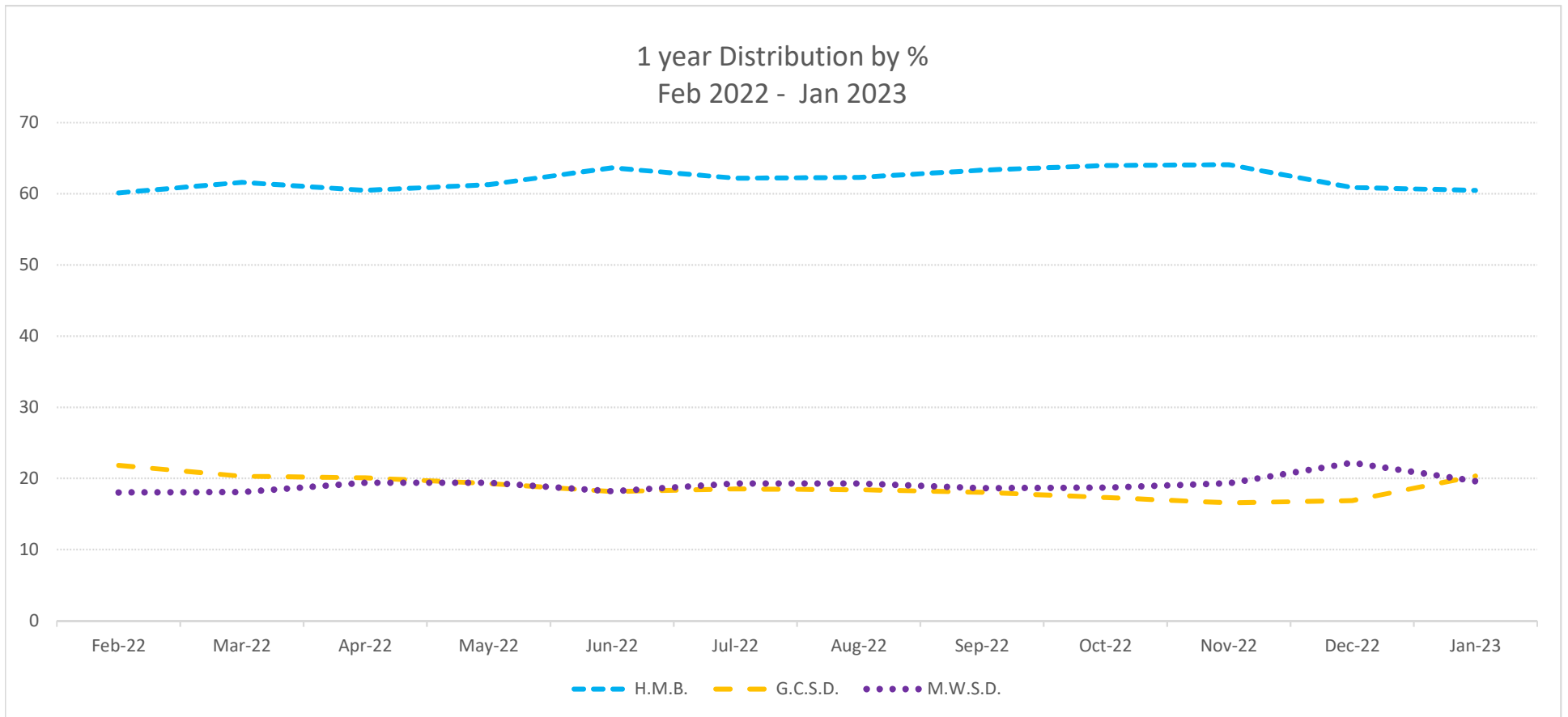




Most recent flow calibration March 2021 PS, March 2021 Plant



# Flow based percent distribution based for past year



**SAM E-001 January 2023**

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
1/1/2023								
1/2/2023								
1/3/2023								
1/4/2023	220	3.00		98.6%	99	87	4.5	
1/5/2023	210	5.30		97.5%	ND	ND	6.0	
1/6/2023								
1/7/2023			4.15					5.25
1/8/2023	130	5.00		96.2%	69	64	3.8	
1/9/2023	160	5.70		96.4%	85	67	5.5	
1/10/2023								
1/11/2023								
1/12/2023								
1/13/2023								
1/14/2023			5.35					4.65
1/15/2023								
1/16/2023	78	6.90		91.2%	ND	ND	4.0	
1/17/2023	110	7.80		92.9%	ND	130	3.9	
1/18/2023								
1/19/2023								
1/20/2023								
1/21/2023			7.35					3.95
1/22/2023								
1/23/2023								
1/24/2023	180	4.30		97.6%	120	79	3.1	
1/25/2023	180	9.20		94.9%	72	51	7.4	
1/26/2023								
1/27/2023								
1/28/2023			6.75					5.25
1/29/2023								
1/30/2023	200	9.60		95.2%	No Data	No Data	No Data	
1/31/2023	220	11.00		95.0%	120	80	4.3	
			10.30					4.30
Count	10	10	4	10	6	7	9	4
Minimum	78	3.00	4.15	91.2%	69	51	3.1	4.0
Average	169	6.78	5.90	95.5%	94	80	4.7	4.8
Maximum	220	11.00	7.35	98.6%	120	130	7.4	5.3
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

**SAM E-001 January 2023**

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
1/1/2023						0.00
1/2/2023						0.00
1/3/2023						0.00
1/4/2023	95.5%	ND		1.50		5.00
1/5/2023		ND		1.50		0.00
1/6/2023						0.00
1/7/2023			ND		1.50	0.00
1/8/2023	94.5%	ND		0.70		0.00
1/9/2023	93.5%	ND		0.50		0.00
1/10/2023						0.00
1/11/2023						0.00
1/12/2023						0.00
1/13/2023						0.00
1/14/2023			ND		0.60	0.00
1/15/2023						0.00
1/16/2023		ND		4.80		0.00
1/17/2023		ND		3.80		0.00
1/18/2023						0.00
1/19/2023						0.00
1/20/2023						0.00
1/21/2023			ND		4.30	0.00
1/22/2023						0.00
1/23/2023						0.00
1/24/2023	97.4%	ND		0.30		0.00
1/25/2023	89.7%	ND		1.00		0.00
1/26/2023						0.00
1/27/2023						0.00
1/28/2023			ND		0.65	0.00
1/29/2023						0.00
1/30/2023		ND		1.00		0.00
1/31/2023	96.4%	ND		1.10		0.00
			ND		1.05	
Count	6	0	0	10	4	31
Minimum	89.7%	0.0	< 0.00	0.30	0.60	0.0
Average	94.5%	#DIV/0!	#DIV/0!	1.62	1.76	0.2
Maximum	97.4%	0.0	0.0	4.80	4.30	5.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM E-001 January 2023**

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
1/1/2023	0.00		6.60	15.7			7.38	74.3
1/2/2023	0.00		6.37	15.6			7.05	70.8
1/3/2023	0.00		6.49	15.7			7.88	79.3
1/4/2023	0.12		6.44	16.5			7.86	80.4
1/5/2023	0.00	9.3	6.60	15.5	10		8.41	84.3
1/6/2023	0.00		6.46	15.9			8.36	84.5
1/7/2023	0.00		6.54	16.3		6.597	7.74	78.9
1/8/2023	0.00		6.50	16.0			7.91	80.1
1/9/2023	0.00	1.8	6.55	16.3	ND		8.12	82.8
1/10/2023	0.00		6.51	15.9			8.40	85.0
1/11/2023	0.00		6.46	16.1			7.86	79.8
1/12/2023	0.00		6.42	16.5			7.70	78.8
1/13/2023	0.00		6.62	16.5			8.02	82.0
1/14/2023	0.00		6.52	16.3		5.743	7.28	74.2
1/15/2023	0.00		6.46	15.6			7.68	77.1
1/16/2023	0.00		6.44	15.1			7.61	75.6
1/17/2023	0.00	2.3	6.56	15.6	ND		8.57	86.0
1/18/2023	0.00		6.61	15.6			8.67	87.1
1/19/2023	0.00		6.60	15.9			8.32	84.1
1/20/2023	0.00		6.56	15.5			8.04	80.4
1/21/2023	0.00		6.59	15.4		5.743	8.17	81.5
1/22/2023	0.00		6.47	16.0			7.85	79.5
1/23/2023	0.00		6.56	15.9			8.77	88.6
1/24/2023	0.00		6.58	16.1			8.79	89.2
1/25/2023	0.00	7.7	6.55	16.5	ND		8.35	85.4
1/26/2023	0.00		6.62	16.7			8.46	87.0
1/27/2023	0.00		6.47	15.9			7.88	79.6
1/28/2023	0.00		6.52	16.2		5.743	7.97	81.0
1/29/2023	0.00		6.53	16.1			7.74	78.6
1/30/2023	0.00		6.56	15.7			8.83	88.9
1/31/2023	0.00	7.9	6.44	15.9	10		7.70	78.0
						6.598		
Count	31	5	31	31	2	5	31	31
Minimum	0.00	1.8	6.37	15.1	< ND	< ND	7.05	70.8
Average	0.0	5.8	6.52	16.0	< 15	< 6.0848	8.04	81.4
Maximum	0.12	9.3	6.62	16.7	10	< 6.6	8.83	89.2
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, January 2023

**January 2023**

	<b>Total</b>	<i>Number of S.S.O's</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	2	0	0	0	2
Wet Weather	3	3	0	0	0
Other	1	1	0	0	0
<b>Total</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>
		<b>67%</b>			<b>33%</b>

**12 Month Moving Total**

	<b>Total</b>	<i>12 month rolling Number</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
Roots	3	0	2	1	0
Grease	0	0	0	0	0
Mechanical	2	0	0	0	2
Wet Weather	10	4	0	2	4
Other	2	1	0	0	1
<b>Total</b>	<b>17</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>7</b>
		<b>29%</b>	<b>12%</b>	<b>18%</b>	<b>41%</b>

**Reportable SSOs**

	<b>Total</b>	<i>Reportable Number of S.S.O.'s</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
January 2023	6	4	0	0	2
12 Month Moving Total	17	5	2	3	7

**SSOs / Year / 100 Miles**

	<b>Total</b>	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>SAM</b>
January 2023	5.7	10.8	0.0	0.0	27.4
12 Month Moving Total	16.3	13.5	6.0	11.1	95.9
Category 1	6.7	0.0	0.0	3.7	82.2
Category 2	3.8	10.8	0.0	0.0	0.0
Category 3	5.7	2.7	6.0	7.4	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**

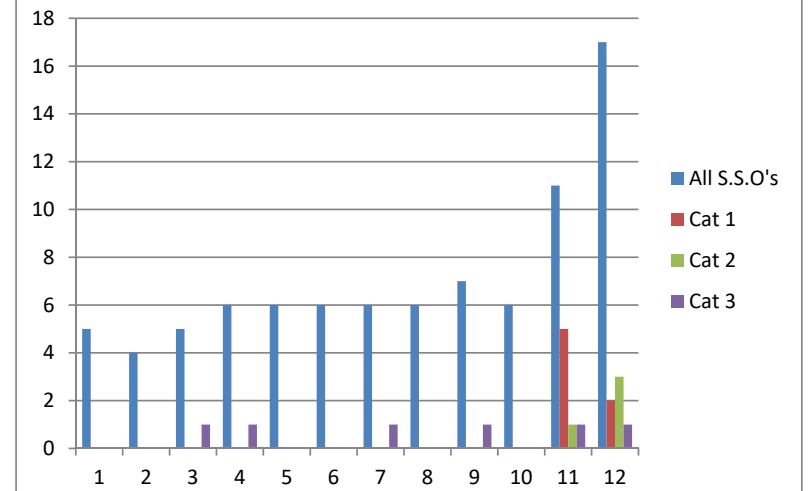
<b>Month</b>	<b>HMB</b>	<b>GCS D</b>	<b>MWSD</b>	<b>Total Feet</b>	<b>Total Miles</b>
Feb - 22	18,178	9,863	6,934	34,975	6.6
Mar - 22	12,060	13,397	4,271	29,728	5.6
April - 22	12,929	12,757	7,371	33,057	6.3
May - 22	11,253	8,527	6,221	26,001	4.9
June - 22	15,694	8,845	6,932	31,471	6.0
July - 22	8,472	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
Dec - 22	2,384	9,393	5,101	16,878	3.2
Jan - 23	6,748	10,481	8,748	25,977	4.9

Annual ft	144,473	124,110	84,739	353,322	
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Annual Mi.	27.4	23.5	16.0		66.9
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Attachment C

**12 Month Moving SSO Totals Through January 2023**



## 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	8,660	7,235						59,992	69%
Hot Spot Cleaning	5,400	-	2,038	530	602	986	1,382	407						5,945	110%
Lift Station Inspection - Daily	52	4	5	4	4	4	5	5						31	60%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-						-	0%
Maint. Work Orders - Completed	-	4	5	4	4	4	5	5						31	
Maint. Work Orders - Incomplete	-		-	-	-	-	-	-						-	
Manhole Inspection	879	55	43	56	50	49	51	50						354	40%
USA Markings	372	103	225	82	137	83	86	76						792	213%
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	-	4	-						13	
Customer Service Call - OT	-	1	2	2	3	1	-	2						11	
SSO Response - Category 1	-	-	-	-	-	-	-	-						-	
SSO Response - Category 2	-	-	-	-	-	-	-	-						-	
SSO Response - Category 3	-	-	1	-	-	-	-	-						1	
Insurance Claims Filed	-	0	0	0	0	0	0	0						-	





**ITEM #6**

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## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS SPECIAL MEETING

February 23, 2023

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

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

The Special Meeting was called to order at 7:40.

### **ROLL CALL**

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

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

### **GENERAL PUBLIC PARTICIPATION**

Resident Dan Haggerty expressed some concerns regarding the “webinar” format of the Zoom meeting, which was not previously used by the District.

### **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 Clark moved to approve the resolution. (Clark/Dye).  
Approved 5-0.

- 2. Approve a Resolution Expressing Gratitude and Appreciation to Ric Lohman for His Years of Service to the District.**

The Board and public members spoke of Director Lohman’s contributions to the District and the community, having served on the GCSD and SAM Boards for 13 years, from 2004 until 2017. At the time of his passing, Director Lohman, a resident of Montara, was serving on the Montara Water and Sanitary Board. He was credited for many accomplishments during his years as a local environmental and community activist, and he will be greatly missed.

**ACTION:** Director Dye moved to approve the Resolution Expressing Gratitude and Appreciation to Ric Lohman. (Dye/Clark).  
Approved 5-0.

**3. Parks and Recreation Activities.**

**a. Report on Proposed Recreation Center and Consideration of a Recommendation to Accept the Proposed Recreation Center Design for Review Under CEQA.**

President Marsh explained that the information she presented is addressing questions from Board members and the public that followed a presentation made in October 2022, which provides an evaluation and recommendation on the feasibility of including a small preschool/licensed childcare facility within the proposed community recreation center (CRC). The presentation provides background information, and evaluated the community CRC needs and proposed uses, the sizing, zoning, comparisons made with existing combined CRC/licensed childcare facilities along with other considerations, which lead to the current draft design. Group 4 architect Dawn Merkes presented results from a recent community survey regarding desired CRC attributes and the current conceptual design for floor plan and renderings of the CRC.

The Board held a discussion, which included questions from Director Grant. During public comments, opinions ranging from support of the design with a desire to see the District move forward with the preliminary plans, to those who support including a preschool/licensed childcare facility. There were also comments regarding the design and character of the proposed building, landscaping, recreation programs to be offered, and the naming of the park.

San Mateo County Supervisor Ray Mueller was present and promised to help with the Coastside pre-school/licensed childcare capacity issue.

**ACTION: Director Dye moved to table the item. (Dye/Grant). Approved 5-0.**

**b. Report on Burnham Park.**

Director Dye provided an informational update that preparation of the park project description is ongoing, and that the intention is to move to combining the CRC and park plans into a single project for CEQA and regulatory review.

**4. Consideration of Amendment to District Personnel Manual.**

**ACTION:** Director Dye moved to approve the changes to the Personnel Manual as presented. (Dye/Clark). Approved 5-0.

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

Director Clark reported on what will likely be some major future costs to the District to replace the Montara Force Main, among other concerns he has regarding the Montara and Portola Pump Station flow being turned off during the storm in December.

**6. District Engineer's Report.**

**a. Approve Capital Improvement Project Change Order for Columbus Mainline Repair in the amount of \$74,000.**

**ACTION:** Director Dye moved to approve the change order for \$74,000. (Dye/Clark). Approved 5-0.

**7. Approve Capital Improvement Project Progress Payment #1 in the amount of \$167,057.50.**

**ACTION:** Director Dye moved to approve CIP Payment #1 in the amount of \$167,057.50 to Koios. (Dye/Clark). Approved 5-0.

**CONSENT AGENDA**

**8. January 19, 2023 Regular Meeting Minutes.**

**9. February 2023 Warrants.**

**10. December Financial Statements.**

**11. Assessment District Distribution #4-22/23.**

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

**COMMITTEE REPORTS**

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

None.

**INFORMATION CALENDAR**

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

Counsel reminded the Board that the California State of Emergency regarding COVID will end on February 28, and that in-person meetings will need to resume in March.

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

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

Director Clark mentioned his concerns regarding information on the new hotel proposed on the parcel located between The Beach House and SAM's restaurant, which was given in the written Administrative Staff Report. Counsel confirmed that the District should be listed by the City, as a Responsible Agency for this project.

**16. Future Agenda Items.**

**ADJOURN SPECIAL MEETING**

The Special Meeting was adjourned at 11:14 pm.

Date Approved by the Board: March 16, 2023.

ATTEST:

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Delia Comito, Board Secretary



**ITEM #7**

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**Granada Community Services District**  
**March 2023 Warrants**  
For the March 16, 2023 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
02/24/23	9488	AT&T	Inv dtd 02/05/23	6170 · Utilities	\$ 101.61
02/24/23	9499	BKF Engineers	Project C20210921-10 Burnham F	5130 · Parks & Rec Prof. Svcs	2,530.00
02/24/23	9490	Hue & Cry, Inc.	Mar 2023 Pump Stn Alarm	6170 · Utilities	35.59
02/24/23	9491	KBA Document Solutions LLC	Shipping Charge	6020 · Copier lease	25.00
02/24/23	9492	Pitney Bowes	Invoice dtd 01/25/23	6140 · Office Supplies	54.43
02/24/23	9493	Riordan Consulting	Dec 2022 IT Svcs	6190 · Computers	65.00
02/27/23	9494	Horizon Water & Environment LLC	Inv dtd 12/22/22	5130 · Parks & Rec Professional Svc	3,468.42
02/27/23	9495	Koios Engineering	2022 CIP	7013 · 6-yr CIP Phase 2	167,057.50
03/16/23	9496	Adam Rosenberg	Prep of 2022 1096 & 1099s	6152 · Accounting	307.20
03/16/23	9497	Barbara Dye	02/23/23 GCSD	6040 · Directors' Compensation	145.00
03/16/23	9498	Comcast	03/13/23-04/12/23 Svcs	6170 · Utilities	301.69
03/16/23	9499	Dudek	01/28/23-02/24/23 Prof. Svcs	6150 · Professional Services	4,053.75
03/16/23	9500	Group 4 Architecture	Invs 11435/11499/11546	5130 · Parks & Rec Professional Svc	47,308.73
03/16/23	9501	Horizon Water & Environment LLC	Inv dtd 02/24/23	5130 · Parks & Rec Professional Svc	412.50
03/16/23	9502	Hue & Cry, Inc.	Oct 2022 Pump Stn Alarm	6170 · Utilities	35.59
03/16/23	9503	Jen Randle	02/23/23 GCSD	6040 · Directors' Compensation	145.00
03/16/23	9504	Jill Grant	02/23/23 GCSD	6040 · Directors' Compensation	145.00
03/16/23	9505	Kennedy Jenks	Jan 2023 Svcs, Sum 188	6070 · Engineering Services	14,320.80
03/16/23	9506	Kikuchi Kankel Design Group	Prof Svcs through 02/28/23	5130 · Parks & Rec Prof. Svcs	12,285.00
03/16/23	9507	Matthew Clark	02/23/23 GCSD	6040 · Directors' Compensation	145.00
03/16/23	9508	Nancy Marsh	02/23/23 GCSD	6040 · Directors' Compensation	145.00
03/16/23	9509	Pacifica Community TV	02/23/23 GCSD	6180 · Video Taping	300.00
03/16/23	9510	PG&E	Office Inv dtd 02/23/23	6170 · Utilities	95.70
03/16/23	9511	PG&E	Pump Stn Inv dtd 02/15/23	6170 · Utilities	1,064.49
03/16/23	9512	Rodolfo Romero	Mar Cleaning	6130 · Office Maintenance & Repairs	180.00
03/16/23	9513	SMC Harbor District	Office Lease-Apr 2023	6120 · Office Lease	4,550.00
03/16/23	9514	Sewer Authority Mid-Coastside	Mar 2023 Asmts	5010 · SAM - General	153,292.50
03/16/23	9515	Tri Counties Bank	Feb 2023 Card Charges	6140 · Office Supplies	723.14
03/16/23	9516	US Bank Equipment Finance	Mar 2023 Svcs	6020 · Copier lease	358.75
03/16/23	9517	Verizon Wireless	Mar 2023 Svcs	6170 · Utilities	140.45
03/16/23	9518	Wittwer & Parkin	Feb 2023 Svcs	6090 · Legal Services	10,169.00
<b>TOTAL \$</b>					<b>423,961.84</b>



**ITEM #8**

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**Granada Community Services District  
Statement of Net Position (Unaudited)  
As of January 31, 2023**

**ASSETS**

Current Assets	
Checking/Savings	
1020 · Petty Cash	\$ 420
1030 · Cash - LAIF	3,162,411
1040 · Tri Counties Bank - Gen Op	262,668
1050 · Tri Counties Bank - Deposit	37,098
Total Checking/Savings	<u>3,462,597</u>
Other Current Assets	
1100 · Accounts Receivable	320,029
1550 · Prepaid Expenses	4,586
Total Other Current Assets	<u>324,615</u>
Total Current Assets	3,787,212
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	(7,550,452)
Total Fixed Assets	<u>6,731,144</u>
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	(7,287)
1735 · Advance to AD- Assesmnt Revenue	(31,484)
1750 · Investment in SAM	4,648,209
1760 · Deferred Outflows of Resources	97,661
Total Other Assets	<u>5,071,989</u>
Total Assets	<u>15,590,345</u>

**LIABILITIES**

Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	291,643
2001 · Accrued Vacation	1,748
2003 · Due to GCSD Customer	550
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	6,682
2225 · Recology-Del Garbage	26,672
2300 · Due to AD	14,627
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>361,327</u>
Long Term Liabilities	
2401 · Net Pension Liability	180,448
2402 · Deferred Inflows of Resources	12,651
Total Long Term Liabilities	<u>193,099</u>
Total Liabilities	554,426

**NET POSITION**

3000 · Net Assets	14,637,876
Net Income	398,043
Total Net Position	<u>\$ 15,035,919</u>

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

**Granada Community Services District  
Revenues & Expenses (Unaudited)  
July 1, 2022 through January 31, 2023**

	Jul 1, 2022 - Jan 31, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
<b>Revenues</b>				
Operating Revenue				
4015 · Park Tax Allocation	\$ 730,716	\$ 539,585	\$ 191,131	\$ 925,000
4020 · Sewer Service Charges-SMC	1,320,884	1,257,085	63,799	2,155,000
4021 · Sewer Svc Charges Pro-rated	1,316	-	1,316	-
4030 · AD OH Reimbursement	8,677	19,250	(10,573)	33,000
4040 · Recology Franchise Fee	26,596	23,915	2,681	41,000
Total Operating Revenue	2,088,189	1,839,835	248,354	3,154,000
Non Operating Revenue				
4120 · Interest on Reserves	20,891	14,875	6,016	25,500
4130 · Connection Fees	138,180	16,335	121,845	28,000
4150 · Repayment of Adv to AD-NCA	-	183,750	(183,750)	315,000
4160 · SAM Refund from Prior Yr	-	585	(585)	1,000
4170 · ERAF Refund	221,999	204,165	17,834	350,000
4180 · Misc Income	38,575	38,500	75	66,000
Total Non Operating Revenue	419,645	458,210	(38,565)	785,500
Total Revenues	2,507,834	2,298,045	209,789	3,939,500
Gross Profit	2,507,834	2,298,045	209,789	3,939,500
<b>Expenses</b>				
Operations				
5010 · SAM - General	601,731	601,726	(5)	1,031,541
5020 · SAM - Collections	123,710	122,150	(1,560)	209,400
5021 · Lift Station Maint.	191	-	(191)	-
5022 · SAM- NDWSCP	8,874	-	(8,874)	-
5050 · Mainline System Repairs	-	5,835	5,835	10,000
5060 · Lateral Repairs	10,690	8,750	(1,940)	15,000
5065 · CCTV	-	5,835	5,835	10,000
5070 · Pet Waste Station	588	1,050	462	1,800
5110 · RCD - Parks	-	17,500	17,500	30,000
5120 · Half Moon Bay Reimb - Parks	28,184	64,050	35,866	109,800
5130 · Parks & Rec Professional Services	185,728	175,000	(10,728)	300,000
Total Operations	959,696	1,001,896	42,200	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 January 31, 2023**

	Jul 1, 2022 - Jan 31, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	-	12,835	12,835	22,000
6020 · Copier lease	2,810	3,500	690	6,000
6040 · Directors' Compensation	5,650	7,000	1,350	12,000
6050 · Education & Travel Reimb	428	1,165	737	2,000
6060 · Employee Compensation	198,551	227,500	28,949	390,000
6070 · Engineering Services	16,119	17,500	1,381	30,000
6080 · Insurance	1,312	20,415	19,103	35,000
6090 · Legal Services	52,488	18,665	(33,823)	32,000
6095 · Legal Services for Case Related Legal	-	17,500	17,500	30,000
6100 · Memberships	9,933	5,250	(4,683)	9,000
6120 · Office Lease	31,850	35,000	3,150	60,000
6130 · Office Maintenance & Repairs	1,260	1,460	200	2,500
6135 · Other Property Maint.	100	-	(100)	-
6140 · Office Supplies	4,118	1,460	(2,658)	2,500
6150 · Professional Services	86,581	79,335	(7,246)	136,000
6160 · Publications & Notices	4,499	8,750	4,251	15,000
6170 · Utilities	6,199	8,165	1,966	14,000
6180 · Video Taping	2,400	2,915	515	5,000
6190 · Computers	3,545	1,750	(1,795)	3,000
6220 · Miscellaneous	15,224	4,665	(10,559)	8,000
6230 · Bank Service Charges	170	-	(170)	-
6310 · Park Related Misc Expenses	118,716	75,835	(42,881)	130,000
<b>Total Administration</b>	<b>561,953</b>	<b>550,665</b>	<b>(11,288)</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	235,875	204,165	(31,710)	350,000
7100 · SAM - Infrastructure	349,165	349,164	(1)	598,569
<b>Total Capital Projects</b>	<b>588,142</b>	<b>553,329</b>	<b>(34,813)</b>	<b>948,569</b>
<b>Total Expenses</b>	<b>2,109,791</b>	<b>2,105,890</b>	<b>(3,901)</b>	<b>3,610,110</b>
<b>Net Income</b>	<b>\$ 398,043</b>	<b>\$ 192,155</b>	<b>\$ 205,888</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.: 5#-22/23**  
**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:  
March 16, 2023

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Chuck Duffy, Finance Officer/Treasurer

**SCHEDULE "A"**

**DISTRIBUTION REQUEST NO.:** 5#-22/23

**DATE:** March 16, 2023

**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	OH Reim - Mar 2023	\$ 2,167.00
<b>TOTAL:</b>			<b>\$ 2,167.00</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**

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GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: February 20, 2023 to March 10, 2023  
To: Board of Directors  
From: Delia Comito, Assistant General Manager  
Date: March 16, 2023

**REQUEST FOR PUBLIC RECORDS**

There is one request for public records from the last period still pending:

Date	Requestor	Documents Requested	Response
02/15/23	K Broderick	Various community center/school related	Pending

**APPLICATIONS RECEIVED**

There was one application received this period:

Date	Class	Owner/Age	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	Terwey	047-152-240	507 El Granada Blvd EG	-	R-1/S-17
01/27/23	1A	Haithcox	048-085-250	63 Guerrero Ave Miramar	4,367	R1/B1
02/21/23	ADU	Wilkinson	048-152-240	507 El Granada Blvd EG	-	R-1/S-17

Shaded items were previously reported.

**PERMITS ISSUED**

There were two 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 LLC	048-063-420	515 Hermosa	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 J	047-042-090	115 Presidio Ave	5,000	R-1/S-17
3239	2D	11/04/22	Point Pillar Project	047-081-430	100 Capistrano Rd	141,350	CCR/DR
3240	ADU	02/07/23	Kennedy	047-292-310	1339 Columbus St	9,000	R-1/S-17
3242	1A	02/10/23	Haithcox	048-085-250	63 Guerrero, HMB	4,376	R-1/B-1
3243	ADU	2/28/23	Wilkinson	048-093-070	495 Mirada Rd, Miramar	7,058	R-1/S-17
3244	ADU	2/28/23	Terwey	047-152-240	507 El Granada Blvd, EG	8,897	R-1/S-17

Shaded items were previously reported.

**SEWER HOOK-UPS**

There was one sewer hook-up 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
01/18/23	1A	3234	08/19/22	Barsh	047-207-060/070	180 Ave Balboa EG
02/22/23	1A	3225	03/18/22	Freitas	047-208-120	157 Ave Portola EG

Shaded items were previously reported.

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

Date	Type	Problem	Location or Address	Cause	Cost
10/03/22	Lateral Repair	Back-up	431 The Alameda	Foreign Object	10,690.00

Shaded items were previously reported.

**ITEM #14**

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