



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, March 18, 2021

DUE TO COVID-19 AND COUNTY REGULATIONS, THIS MEETING WILL BE HELD VIA TELECONFERENCE AS PERMITTED BY THE GOVERNOR'S EXECUTIVE ORDER N-29-20.

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

[Join Zoom Meeting](#)

Phone one-tap: US: [+16699006833](tel:+16699006833), [91343186594#](tel:+191343186594) or [+19292056099](tel:+19292056099), [91343186594#](tel:+191343186594)

Meeting URL: <https://dudek.zoom.us/j/91343186594>

Join by Telephone

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

Meeting ID: 913 4318 6594

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

ROLL CALL

	President:	Matthew Clark
	Vice-President:	Eric Suchomel
	Director:	Barbara Dye
	Director:	Nancy Marsh
	Director:	David Seaton
Staff:	General Manager:	Chuck Duffy
	Legal Counsel:	Bill Parkin
	Assistant Manager:	Delia Comito

ADJOURN TO CLOSED SESSION

Board members will convene to a separate conference line for closed session.

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

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

2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: 531 Obispo Road, El Granada, California.

District's Negotiator: Chuck Duffy

Negotiating parties: Coastside Fire Protection District and Granada Community Services District

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

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.

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.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Members of the Public may participate via ZOOM online or by telephone. (See instructions on first page).

ACTION AGENDA

1. Consideration of Variance Re-application for APN: 048-031-200, Magellan Ave., Miramar, 4,000 Sq. Ft. Parcel, Zoned R-1/S-94, Owner: Mithal.

Recommendation: To be made by Counsel.

2. Report on Parks and Recreation Activities.

a. Update on Development of Feasibility Study for 531 Obispo Road.

Recommendation: For Board Information.

3. Consideration of Permit Fee Reduction Request from Mary Dupen.

Recommendation: To be made by the Board.

4. Consideration of Proposal for Connection Fee and Sewer Service Charge Study.

Recommendation: Approve the proposal by Bartle Wells Associates.

5. Accept Lowest Responsible Bid for the 2020 Capital Improvement Project, Sewer Replacements Project 1.

Recommendation: To be made by the Board.

6. Adopt Board of Directors Code of Ethics Policy.

Recommendation: To be made by the Board.

7. Report on Sewer Authority Mid-Coastside Meetings.

Recommendation: For Board Information.

CONSENT AGENDA

8. February 18, 2021 Special and Regular Meeting Minutes.

9. March 2021 Warrants.

10. January 2021 Financial Statements.

11. Assessment District Distribution #9-20/21.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. Attorney's Report. (Parkin)

14. General Manager's Report. (Duffy)

15. Administrative Staff Report. (Comito)

16. Engineer's Report. (Kennedy Jenks)

17. Future Agenda Items.

ADJOURN REGULAR MEETING

At the conclusion of the February 18, 2021 Meeting:

Last Ordinance adopted: No. 172

Last Resolution adopted: No. 2020-010

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.

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

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

ITEM #1



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Mithal Variance Reapplication
Date: March 18, 2021

The Board considered and denied granting a Sewer Permit Variance to the Mithal's, APN 048-031-200, at the last meeting, as Findings #5 and #6 could not be met. The owner has since provided the District with revised plans, showing a reduction in the number of bedrooms (Finding #5) and a reduction in lot the coverage (Finding #6). The applicant has paid a re-application fee of \$350.00 for the Board's reconsideration to grant a Sewer Permit Variance.

Attachments:

Revised Findings Report from Counsel
Re-application Form
Revised Planning Approval Letter
Revised Plans, building footprint and topographical survey

FINDINGS FOR SEWER PERMIT VARIANCE

Mithal

APN: 048-031-200

Magellan Avenue, El Granada

- (1) **REQUIRED FINDING:** Where the property is shown on a map first recorded prior to August 14, 1929 and has not been approved after March 4, 1972 by a recorded final subdivision map, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Chain of Title from a Title Insurance Company for all transactions claimed to constitute sale, lease or financing of the parcel which is the subject of the variance application and each vacant parcel sharing a boundary line with the subject parcel, from the date the Applicant contends the subject parcel was first legally created to the date of the application.

FINDING:

The current zoning for the parcel is R-1/S-94/DR/CD (Single-Family Residential District/S-94 Combining District with 10,000 sq. ft. minimum parcel size/Design Review/Coastal Development) and the parcel is 4,400 sq. ft. There are three vacant parcels and one developed parcel sharing a boundary line with the subject parcel. The vacant parcels contain lots numbered 1, C (APN 048-031-120); 2, 3, D (APN 048-031-170, and 6 (APN 048-031-140). The developed parcel contains lot number 14 (APN 048-031-190).

Lot 15, Block 5, is designated on the Map entitled "Shore Acres Half Moon Bay, California First Addition to the City of Balboa," which Map was filed in the Office of the Recorder of the County of San Mateo, State of California on December 18, 1905, in Book 3 of Maps of Page 95. This parcel was not conveyed separately from surrounding adjacent parcels until July 23, 2008, which was after the July 20, 1945 effective date of the County's first subdivision ordinance. Therefore, this parcel was not legally created under the Subdivision Map Act. However, the county of San Mateo Approved a Conditional Certificate of Compliance for it nonetheless on May 4, 2017, providing no valid justification for its issuance. However, the County issued a Coastal Development Permit for the parcel and there was no challenge to the creation of the parcel. Therefore, the District Board can make this finding.

- (2) **REQUIRED FINDING:** Where the property is not shown on any recorded map but is shown on a deed into separate ownership recorded prior to July 20, 1945, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94

Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Same as for (1) above.

FINDING: N/A.

- (3) **REQUIRED FINDING:** Where the property is in the Coastal Zone, it has not been conveyed into ownership separate from all contiguous parcels for the first time after the February 1, 1973 effective date of vested rights under the California Coastal Act without a Coastal Development Permit approving a land division for the creation of such parcel.

INFORMATION REQUIRED: Same as for (1) above. Lot 15, which is the subject property of this Variance Application, was conveyed into separate ownership from all contiguous parcels after February 1, 1973, specifically on July 23, 2008. Therefore, this parcel was not legally created under the Coastal Act. However, the County has approved a Coastal Development Permit for the Application submitted for a Certificate of Compliance.

FINDING: Same as for (1) above. Lot 15, which comprises the subject property of this Variance Application, was conveyed into separate ownership from all contiguous parcels after February 1, 1973, specifically on July 23, 2008. However, the County has approved a Coastal Development Permit for the Application submitted for a Single-Family Dwelling on the Subject Property.

- (4) **REQUIRED FINDING:** Unless a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a Certificate of Compliance or Conditional Certificate of Compliance has been issued for the property, and if the property is in the Coastal Zone, a Coastal Development Permit process was conducted for the issuance of such Certificate, if required by law or regulation.

INFORMATION REQUIRED: A Certificate of Compliance (conditional or unconditional) and a Coastal Development Permit if the subject parcel is in the Coastal Zone (or equivalent proof of parcel legality satisfactory to the District Board of Directors).

FINDING: The Subject Property is 4,400 square feet in the S-94 Zoning District. A Conditional Certificate of Compliance (Type “B”) was issued by the County. Applicant submitted that Conditional Certificate of Compliance (Type “B”) issued by the County and recorded on June 22, 2017 (Document #2017-053648CONF) which states that the subject property APN 048-031-200 is recognized as “one single, legally created parcel” which complies with the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance. A Coastal Development Permit was issued for the concurrently with the Type “B” Certificate of Compliance. The Board of Directors of the Granada Community Services District can, and hereby does make this Required Finding (4).

- (5) **REQUIRED FINDING:** There are no features of the property or the development proposed thereon which have the potential to have a greater than usual contribution to wet weather sewage overflow.

INFORMATION REQUIRED: Site Plan, Topographic Map and Building Permit plans for the subject parcel including calculations by the drafter of the plans showing the percentage of the subject parcel covered with impervious surfaces.

FINDING: Pursuant to County of San Mateo Zoning Regulations for Site Coverage, the maximum parcel coverage is 30% for structures in the S-94 district, plus an additional 10% of site coverage for impervious surface area less than 18” above ground level (“non-structures”). (County Zoning Regs §§ 6300.9.11.50 and 6300.9.11.70). The maximum site coverage for structures is 30% which equals 1,320 square feet in this case. The maximum site coverage for impervious non-structures is 10% which equals 440 square feet in this case. The proposed parcel coverage for the structure is 1,196 square feet (27.18%) and the proposed coverage for impervious non-structures is 377 square feet (8.57%); hence, the site coverage for structures would comply with County standards.

- (6) **REQUIRED FINDING:** Provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program. Where the size of the subject parcel is less than 60% of minimum parcel size, the District can only make the finding that provision of sewer service would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program by placing a condition upon a recorded Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms.

INFORMATION REQUIRED: The District already has or can obtain this information in the form of documentation showing the number of parcels in the District which have merged or which had their development rights transferred or otherwise eliminated since the completion of the Parcel Inventory and Development Potential Assessment for the Granada Sanitary District (prepared by J. Laurence Mintier & Associates in association with Kennedy/Jenks Consultants (District Engineer)). The District will apply the information to the application before it.

FINDING: The parcel is 4,400 square feet in size (short of the 10,000 square foot minimum zoning requirement used for buildout calculations by 5,600 square feet, *i.e.*, 44% of the minimum parcel size).

The Board of Directors of the Granada Community Services District finds that because the subject parcel is less than 60% (*i.e.*, 44%) of the minimum parcel size, the District can make this Finding (6) that the provision of sewer service would not significantly adversely affect the ability of the District to serve a conforming parcel unless it places a condition upon the Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms. (District Code § 603(03)(B), District Ordinance No.

169.) Applicant's current plans are for two bedrooms and, hence, Finding (6) can be made.

- (7) **REQUIRED FINDING:** Granting of the variance would not constitute a special privilege not available to other property owners similarly situated.

INFORMATION REQUIRED: Written statement of relevant facts from Applicant comparing contiguous or nearby properties.

FINDING: This is a Finding requiring the District Board's factual determination. The parcel is 4,400 square feet (short of the 10,000 square foot minimum zoning requirement used for buildout calculations by 5,600 square feet, *i.e.*, 44% of the minimum parcel size). This could be considered a special privilege. However previous variances have been granted for a 4,800 square foot parcel and a 6,452 square foot parcel in 10,000 square foot minimum zoning. The adjacent parcel (048-031-190) is also of similar size as the subject parcel, 4,400 square feet or less.

The Board of Directors of the Granada Community Services District finds that provision of sewer service to the parcel which is the subject of this application will not constitute a special privilege not available to other property owners similarly situated.

- (8) **REQUIRED FINDING:** The property owner has demonstrated by a preponderance of the evidence presented to the District Board that the parcel cannot be rendered conforming (without rendering any contiguous parcel nonconforming) by acquisition of one or more contiguous parcels by payment of fair market value for such contiguous parcel(s).

INFORMATION REQUIRED: Parcel size and setback for each contiguous parcel sharing a boundary line with the subject parcel and name and address of owner(s) of each such contiguous parcel together with documentation showing that each such owner has been offered fair market value for a portion of such contiguous property such that the subject parcel would be rendered conforming. The fair market value offer is not required if contiguous property is not vacant or, if developed, does not exceed minimum parcel size under the zoning ordinance.

FINDING: Applicant has provided information demonstrating why the parcel cannot be rendered conforming by acquisition of one or more contiguous parcels. According to the Applicant, the property owner has made offers to the owners of all adjacent vacant parcels (APNs 048-031-140, 048-031-170, and 048-031-120), and that Applicant has not received any responses to these offers. The adjacent developed parcel (APN 048-031-190) is similarly sized to the subject parcel and, thus, does not exceed the minimum parcel size of 10,000 square feet. It is a factual determination for the Board to make whether these reasons are sufficient to establish that the parcel cannot be rendered conforming.

The Board of Directors of the Granada Community Services District finds that the property owner has demonstrated by a preponderance of the evidence that the parcel cannot be rendered conforming through purchase of adjacent vacant parcels.

- (9) **REQUIRED FINDING:** The component lots comprising the property do not qualify for merger or will be merged or rendered undevelopable as a condition of the issuance of the variance.

INFORMATION REQUIRED: The District already has the needed information in the form of documentation showing the standards for merger in effect in the County of San Mateo at the time the variance application is considered by the District Board.

FINDING: No merger is possible based on the evidence submitted by the Applicant.

- (10) **REQUIRED FINDING:** The current property owner will not voluntarily accept a refund of fees, charges and/or assessments paid in exchange for agreement that the parcel will not ever be used to generate wastewater or garbage and there is no adopted District policy to unilaterally implement such a refund.

INFORMATION REQUIRED: Written statement of the Applicant of intent to develop. There is currently no District policy for unilateral implementation of such a refund.

FINDING: Written statement provided November 12, 2018.

- (11) **REQUIRED FINDING:** For parcels which are less than 4,750 square feet in the S-17 or S-3 Zoning Districts, and for parcels which are less than 8,800 square feet in size in the S-94 Zoning District, the variance application was considered at a semi-annual meeting of the District Board held to consider and grant a total of no more than one semi-annual variance from among such variance applications submitted during the preceding six months based on the comparative merits of such application.

INFORMATION REQUIRED: Confirmation to be provided by District Administrator.

FINDING: This parcel is 4,400 square feet in the S-94 Zoning District, which requires a parcel size measuring 10,000 square feet. This application for Variance qualifies for semi-annual consideration because it is less than 8,800 square feet. There was one variance application approved by the District Board on January 21, 2021 for an application submitted on October 13, 2020. However, this application for Variance was submitted on November 13, 2018. Therefore, the issuance of this Variance will not result in the issuance of more than one semi-annual variance.

GRANADA COMMUNITY SERVICES DISTRICT

504 Avenue Alhambra, Third Floor • P.O. Box 335 • El Granada, CA 94018
Telephone: (650) 726-7093 • Facsimile: (650) 726-7099

VARIANCE APPLICATION

REAPPLICATION

Parcel Information: Assessor's Parcel Number: 048/031/200 Lot(s): 15 Block: 5

Parcel Address or Location: _____

Owner: Name(s) ARTI MITHAL Phone: (650) 243-8930
Address: 724 MAIN STREET Fax #: _____
HALF MOON BAY, CA 94019 Cell #: _____

Owner's Agent: Name(s) RAJ MITHAL Phone: _____
Address: SAME Fax #: _____
Cell #: _____

Contractor: Name(s) SELF Phone: _____
Address: _____ Fax #: _____
Cell #: _____

Parcel Sq. Footage: 4,400 Zoning District: S-94 Structure(s) Sq. Footage: 2,051
(Total)

Type of development (Check one): Single Family Dwelling: X Multiple Unit/Apartments: _____
Mixed Use (Commercial Use Structure with a Living Unit): _____

Are there any trees on the parcel (Yes/No)? NO If yes, how many?: _____ # to be Removed: _____

Additional Comments: FAR = 46.61% LDT COV = 27.18%

For Single Family Dwellings Only:

Dwelling Sq. Ft.: 1,772 Garage: 279 No. of Bedrooms: 2 No. of Baths: 3

For Mixed Use Only:

Check or Enter No.: Warehouse(s): _____ No. of Offices: _____ Square footage of Living Unit: _____

Applicants Signature: _____ Date: _____

Printed Name: _____ Address: _____

FOR DISTRICT USE ONLY (Please do not write below this line)

Attachments Provided:			DATE RECEIVED: <u>2-19-21</u>
<input checked="" type="checkbox"/> Grant Deed	<input checked="" type="checkbox"/> Sq. Ft. Verified	<input checked="" type="checkbox"/> Contig Owner Info	<input type="checkbox"/> Agent Form
<input checked="" type="checkbox"/> Chain of Title	<input checked="" type="checkbox"/> Contig Vac Parcel Setbk	<input checked="" type="checkbox"/> No Acpte Stmt	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Building Plans	<input checked="" type="checkbox"/> Contig Fair Mkt Doc	<input type="checkbox"/> Merger Docs	Complete?: YES NO
No. of NCA's: <u>5</u>	No. Needed: <u>15</u>	NCA Pur App Needed?: <input checked="" type="radio"/> YES <input type="radio"/> NO	Application Fee: \$ <u>350.-</u>

March 5, 2021

Raj Mithal
724 Main Street,
Half Moon Bay, CA 94019

Subject: **REVISED LETTER OF DECISION**
File Number: PLN2018-00490
Location: Magellan Avenue, Miramar
APN: 048-031-200

On February 26, 2020 the San Mateo County Planning Commission considered a Design Review Permit, Coastal Development Permit, Non-Conforming Use Permit, and Off-Street Parking Exception, pursuant to Sections 6565.3, 6328.4, 6133.3, and 6120 of the County Zoning Regulations, to allow construction of a new 2,051 sq. ft., three-story single-family residence and a 279 sq. ft. attached garage on a legal non-conforming parcel in the unincorporated Miramar area of San Mateo County. The use permit is required to allow a 5-foot left side setback where 10 feet is required, and development on the 4,400 sq. ft. parcel, where 10,000 sq. ft. is required by the S-94 Zoning District. The project is not appealable to the California Coastal Commission.

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the Design Review Permit, Coastal Development Permit, and Non-Conforming Use Permit, County File Number PLN 2018 00490, by making the required findings and adopting the conditions of approval listed in Attachment A.

Any interested party aggrieved by the determination of the Planning Commission has the right of appeal to the Board of Supervisors within ten (10) business days from such date of determination. The appeal period for this matter will end at 5:00 p.m. on March 11, 2020.

An approval of this project is appealable to the California Coastal Commission. Any aggrieved person may appeal this decision to the California Coastal Commission within 10 working days following the Coastal Commission's receipt of the notice of Final Local Decision. Please contact the Coastal Commission's North Central Coast District Office at (415) 904-5260 for further information concerning the Commission's appeal process. The County and Coastal Commission appeal periods are sequential, not concurrent, and together total approximately one month. A project is considered approved when these appeal periods have expired and no appeals have been filed.

The letter of decision is dated March 11, 2020. The letter was revised on March 5, 2021 to correct the number of project bedrooms in Finding No. 10. This correction does not change the established appeal period or expiration date of approved permits.

Please direct any questions regarding this matter to Camille Leung, Project Planner, at (650) 363-1826 or Email: Cleung@smcgov.org.



To provide feedback, please visit the Department's Customer Survey at the following link:
<http://planning.smcgov.org/survey>.

Sincerely,

A handwritten signature in blue ink, appearing to read "Janneth Lujan".

Janneth Lujan
Planning Commission Secretary

Cc:

Planning Director, City of Half Moon Bay
California Coastal Commission
Coastside Fire Protection District
Midcoast Community Council

County of San Mateo
Planning and Building Department

FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN 2018-00490

Hearing Date: February 26, 2020

Prepared By: Camille Leung, Project Planner

Adopted By: Planning Commission

FINDINGS

Regarding Environmental Review, Found:

1. This project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15303, Class 3(a), relating to the construction of one single-family residence in an urban, residential zone.

Regarding the Coastal Development Permit (CDP), Found:

2. That the project, as described in the application and accompanying materials required by the Zoning Regulations, Section 6328.7, and as conditioned in accordance with Section 6328.14, conforms with the applicable plans, policies, requirements and standards of the San Mateo County Local Coastal Program (LCP). Specifically, the project is in compliance with policies regarding infill development and timing of new housing development in the Midcoast.
3. That the project is not located between the nearest public road (Mirada Road) and the sea, or the shoreline of Pescadero Marsh, and is not subject to the public access and public recreation policies of Chapter 3 of the Coastal Act of 1976 (commencing with Section 30200 of the Public Resources Code).
4. That, with the approval of this project, the number of building permits for the construction of single-family residences issued in the calendar year would not exceed the limit established by LCP Policy 1.23. As of the print date of this report, building permits issued for new dwelling units are well under the maximum in the current 2020 calendar year.
5. That the project conforms to specific findings required by policies of the San Mateo County Local Coastal Program. The project complies with the required findings for a CDP as listed above.

Regarding the Design Review, Found:

6. That the project, as proposed and conditioned, has been reviewed under and found to be in compliance with the Design Review Standards for One-family and Two-family Residential Development in the Midcoast, Section 6565.20 of the San Mateo County Zoning Regulations, specifically elaborated as follows:
 - a. Section 6565.20(D.1.b) Elements of Design: b. Neighborhood Scale: Project scale is proportional and complimentary to other homes in the neighborhood.
 - b. Section 6565.20 (D.4) Exterior Materials and Colors: Proposed exterior materials and colors complement the style of the proposed house and other houses in the neighborhood.

Regarding the Off-Street Parking Exception, Found:

7. That the establishment, maintenance and/or conducting of the off-street parking facilities as proposed are as nearly in compliance with the requirements set forth in Section 6119 hereof as are reasonably possible. The subject parcel is 40 feet wide; the project provides a combined side setback of 15 feet, leaving a remaining width of 25 ft. for the structure. The applicant proposes an attached-13.5-foot-wide one-car garage and an uncovered 8.5-foot wide parking space located on porous pavers. The proposal allows for two on-site parking spaces and for the garage to be a subordinate feature of the overall design as required Section 6565.20(D).2.d of the design review standards.

Regarding the Non-Conforming Use Permit, Found:

8. That the proposed development is proportioned to the size of the parcel on which it is being built, as the project, as proposed and conditioned, complies with the floor area, lot coverage, and height requirements of the R-1/S-94/DR/CD Zoning District.
9. That all opportunities to acquire additional contiguous land in order to achieve conformity with the zoning regulations currently in effect have been investigated and proven to be infeasible, because the parcels that are contiguous to the subject property are either developed, substandard in size, or not available for purchase.
10. That the proposed development is as nearly in conformance with the zoning regulations currently in effect as is reasonably possible. Based on the reasonable size of the proposed residence, the project is as nearly in conformance with the zoning regulations currently in effect as is reasonably possible, in order to achieve a two-bedroom and three-bathroom residence.
11. That the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in said neighborhood. The subject site does not contain sensitive habitat or trees. The Coastside Design Review Committee has found that the project scale is proportional and complimentary to other homes in the neighborhood.

12. That use permit approval does not constitute a granting of special privileges, as the subject parcel is largely surrounded by non-conforming, similarly-sized parcels, including 216 Magellan Avenue, which has a conforming side setback and also a reduced side setback of similar width to the subject proposal.

CONDITIONS OF APPROVAL

Current Planning Section

1. The project shall be constructed in compliance with the plans approved by the Planning Commission on February 26, 2020, and as reviewed by the Coastsides Design Review Committee on December 12, 2019. Any changes or revisions to the approved plans are subject to review and approval by the Planning Commission. Minor adjustments to project may be approved by the Community Development Director if they are consistent with the intent of and are in substantial conformance with this approval. Minor adjustments to project design may be approved by the Design Review Officer. For major adjustments to project design, the Design Review Officer will refer consideration of the revisions to the Coastsides Design Review Committee, with applicable fees to be paid.
2. The Coastal Development Permit, Use Permit, Off-Street Parking Exception, and Design Review Permit shall be valid for five (5) years from the date of final approval, in which time a building permit shall be issued and a completed inspection (to the satisfaction of the Building Inspector) shall have occurred within 180 days of issuance of the building permit. The expiration date of the permits may be extended by one 1-year increment with submittal of an application for permit extension and payment of applicable extension fees sixty (60) days prior to the expiration date.
3. The applicant shall include a copy of the final approval letter on the top page of the building plans to provide the Planning approval date and required conditions of approval on the on-site plans.
4. The applicant shall provide "finished floor elevation verification" to certify that the structure is actually constructed at the height shown on the submitted plans. The applicant shall have a licensed land surveyor or engineer establish a baseline elevation datum point in the vicinity of the construction site.
 - a. The applicant shall maintain the datum point so that it will not be disturbed by the proposed construction activities until final approval of the building permit.
 - b. This datum point and its elevation shall be shown on the submitted site plan. This datum point shall be used during construction to verify the elevation of the finished floors relative to the existing natural or to the grade of the site (finished grade).
 - c. Prior to Planning approval of the building permit application, the applicant shall also have the licensed land surveyor or engineer indicate on the construction plans: (1) the natural grade elevations at the significant corners (at least four) of the footprint of the proposed structure on the submitted site plan, and (2) the elevations of proposed finished grades.

- d. In addition, (1) the natural grade elevations at the significant corners of the proposed structure, (2) the finished floor elevations, (3) the topmost elevation of the roof, and (4) the garage slab elevation must be shown on the plan, elevations, and cross-section (if one is provided).
 - e. Once the building is under construction, prior to the below floor framing inspection or the pouring of the concrete slab (as the case may be) for the lowest floor(s), the applicant shall provide to the Building Inspection Section a letter from the licensed land surveyor or engineer certifying that the lowest floor height, as constructed, is equal to the elevation specified for that floor in the approved plans. Similarly, certifications on the garage slab and the topmost elevation of the roof are required.
 - f. If the actual floor height, garage slab, or roof height, as constructed, is different than the elevation specified in the plans, then the applicant shall cease all construction and no additional inspections shall be approved until a revised set of plans is submitted to and subsequently approved by both the Building Official and the Community Development Director.
5. The applicant shall indicate the following on plans submitted for a building permit, as stipulated by the Coastside Design Review Committee:
- a. For exterior colors and materials, plans shall reflect the following color scheme.
 - (1) Use Pearl Grey, Color Plus Technology paint for Hardie Board siding.
 - (2) Use Night Grey, Color Plus Technology Paint for stucco siding.
 - (3) Use Arctic White for trim, gutter and fascia.
 - b. To break up stucco wall treatment, add a vertical reveal line in stucco wall on west side to the left of living room window. Also, add a horizontal reveal line at 4 feet high, wrapping the building.
 - c. Remove 2 exterior lights on ground level on either side of large window on west side of building.
 - d. Remove exterior motion detector light on west side of building on first floor plan.
 - e. Consult a licensed landscape designer and revise plans to reflect the following:
 - (1) Use an alternate, less linear design for the shrubs that are shown on the plan.
 - (2) Leave trees as called out on the plan.
 - (3) Remove invasive species, *Stipa* and *Ipomea*, from the plant list and consider substitute grasses and ivy (e.g., *Calamagrostis Folios*, *Festuca Californica* *Leymus* and *Ficus Pumila*).
 - (4) Use 2-inch depth of gravel, polished rock as ground cover.

- (5) The property owner shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines," including, but not limited to, the following:
- a. Delineation with field markers of clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses within the vicinity of areas to be disturbed by construction and/or grading.
 - b. Protection of adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
 - c. Performing clearing and earth-moving activities only during dry weather.
 - d. Stabilization of all denuded areas and maintenance of erosion control measures continuously between October 1 and April 30.
 - e. Storage, handling, and disposal of construction materials and wastes properly, so as to prevent their contact with stormwater.
 - f. Control and prevention of the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges to storm drains and watercourses.
 - g. Use of sediment controls or filtration to remove sediment when dewatering site and obtain all necessary permits.
 - h. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
 - i. Limiting and timing application of pesticides and fertilizers to prevent polluted runoff.
 - j. Limiting construction access routes and stabilization of designated access points.
 - k. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
 - l. Training and providing instruction to all employees and subcontractors regarding the Watershed Protection Maintenance Standards and construction Best Management Practices.
 - m. Removing spoils promptly, and avoiding stockpiling of fill materials, when rain is forecast. If rain threatens, stockpiled soils and other materials shall be covered with a tarp or other waterproof material.
 - n. Additional Best Management Practices in addition to those shown on the plans may be required by the Building Inspector to maintain effective stormwater management during construction activities. Any water leaving the site shall be clear and running slowly at all times.

- o. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and fees paid for staff enforcement time.
6. The applicant shall include an erosion and sediment control plan to comply with the County's Erosion Control Guidelines on the plans submitted for the building permit. This plan shall identify the type and location of erosion control measures to be installed upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site.
7. All new power and telephone utility lines from the street or nearest existing utility pole to the main dwelling and/or any other structure on the property shall be placed underground.
8. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Department of Public Works and the Coastside Fire Protection District.
9. No site disturbance shall occur, including any vegetation/tree removal or grading, until a building permit has been issued.
10. To reduce the impact of construction activities on neighboring properties, comply with the following:
 - a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on-site during construction to prevent debris from blowing onto adjacent properties. The applicant shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.
 - b. The applicant shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.
 - c. The applicant shall ensure that no construction-related vehicles shall impede through traffic along the right-of-way on Magellan Avenue. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Magellan Avenue. There shall be no storage of construction vehicles in the public right-of-way.
11. Color and materials verification shall occur in the field after the applicant has applied the approved materials and colors but before a final inspection has been scheduled.
12. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours from 7:00 a.m. to 6:00 p.m. weekdays and 9:00 a.m. to 5:00 p.m. Saturdays. Said activities are prohibited on Sundays, Thanksgiving and Christmas (San Mateo County Ordinance Code Section 4.88.360).
13. Installation of the approved landscape plan is required prior to final inspection.
14. At the building permit application stage, the project shall demonstrate compliance with the Water Efficient Landscape Ordinance (WELO) and provide required forms. WELO applies

to new landscape projects equal to or greater than 500 sq. ft. A prescriptive checklist is available as a compliance option for projects under 2,500 sq. ft. WELO also applies to rehabilitated landscape projects equal to or greater than 2,500 sq. ft. The following restrictions apply to projects using the prescriptive checklist:

- a. Compost: Project must incorporate compost at a rate of at least four (4) cubic yards per 1,000 sq. ft. to a depth of 6 inches into landscape area (unless contra-indicated by a soil test).
 - b. Plant Water Use (Residential): Install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 75 percent of the plant area excluding edibles and areas using recycled water.
 - c. Mulch: A minimum 3-inch layer of mulch should be applied on all exposed soil surfaces of planting areas, except in areas of turf or creeping or rooting groundcovers.
 - d. Turf: Total turf area shall not exceed 25 percent of the landscape area. Turf is not allowed in non-residential projects. Turf (if utilized) is limited to slopes not exceeding 25 percent and is not used in parkways less than 10 feet in width. Turf, if utilized in parkways is irrigated by sub-surface irrigation or other technology that prevents overspray or runoff.
 - e. Irrigation System: The property shall certify that Irrigation controllers use evapotranspiration or soil moisture data and utilize a rain sensor; Irrigation controller programming data will not be lost due to an interruption in the primary power source; and Areas less than 10 feet in any direction utilize sub-surface irrigation or other technology that prevents overspray or runoff.
15. At the building permit application stage, the applicant shall submit a tree protection plan for any work within tree driplines or adjacent to off-site trees, including the following:
- a. Identify, establish, and maintain tree protection zones throughout the entire duration of the project;
 - b. Isolate tree protection zones using 5-foot tall, orange plastic fencing supported by poles pounded into the ground, located at the driplines as described in the arborist's report;
 - c. Maintain tree protection zones free of equipment and materials storage; contractors shall not clean any tools, forms, or equipment within these areas;
 - d. If any large roots or large masses of roots need to be cut, the roots shall be inspected by a certified arborist or registered forester prior to cutting as required in the arborist's report. Any root cutting shall be undertaken by an arborist or forester and documented. Roots to be cut shall be severed cleanly with a saw or topers. A tree protection verification letter from the certified arborist shall be submitted to the Planning Department within five (5) business days from site inspection following root cutting;

- e. Normal irrigation shall be maintained, but oaks shall not need summer irrigation, unless the arborist's report directs specific watering measures to protect trees;
- f. Street tree trunks and other trees not protected by dripline fencing shall be wrapped with straw wattles, orange fence and 2x4 boards in concentric layers to a height of eight feet; and
- g. Prior to issuance of a building permit, the Planning and Building Department shall complete a pre-construction site inspection, as necessary, to verify that all required tree protection and erosion control measures are in place.

Building Inspection Section

- 16. A building permit is required for this project.
- 17. Addressing Form: The applicant shall complete an Addressing Form and meet with a building technician prior to building permit application submittal.

Geotechnical Section

- 18. Geotechnical report required at building permit stage. Geotechnical Consultant of Record shall review and approve the grading plans, drainage plan(s) related to the geotechnical aspects, and foundation plans at the minimum. Plans review letter shall be submitted to County for review and approval.
- 19. The Geotechnical Consultant of Record shall propose site geotechnical inspections specifications in the geotechnical report. The specifications shall be in compliance with CBC2016 as a minimum.

Drainage Section

- 20. The following will be required at the time of building permit submittal:
 - a. An updated Drainage Report prepared and stamped by a registered civil engineer.
 - b. A final Grading and Drainage Plan prepared and stamped by a registered civil engineer.
 - c. An updated C3 C6 Checklist (if changes to the amount of impervious area were made during the design phase).
- 21. Prior to the issuance of the building permit, the applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed project and submit it to the Drainage Section for review and approval. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off of the property shall be detailed on the plan and shall include adjacent lands as appropriate to clearly depict the pattern of flow. The analysis shall detail the measures necessary to certify adequate drainage. Post-development flows and velocities shall not exceed those that existed in the pre-developed state. Recommended measures shall be designed and included in the improvement plans and submitted to the Drainage Section for review and approval.

Coastside County Water District (CCWD)

22. The Coastside County Water District records confirm that there is one – 5/8-inch (20 gallons per minute (gpm)) uninstalled non-priority water service connection assigned to this parcel.
23. Before issuance of a building permit, CCWD will need to evaluate a complete set of building plans to determine if the water service capacity available is adequate for any development and complies with all CCWD regulations.

Granada Community Services District (GCSD)

24. The project may require a Sewer Variance from GCSD due to the non-conforming size of the parcel.

Coastside Fire Protection District

25. Add Note to plans: Smoke Detectors which are hard wired: As per the California Building Code, State Fire Marshal regulations, and Coastside Fire Protection District Ordinance 2016-01, the applicant is required to install State Fire Marshal approved and listed smoke detectors which are hard wired, interconnected, and have battery backup. These detectors are required to be placed in each new and recondition sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area. In existing sleeping rooms, areas may have battery powered smoke alarms. A minimum of one detector shall be placed on each floor. Smoke detectors shall be tested and approved prior to the building final. Date of installation must be added to exterior of the smoke alarm and will be checked at final.
26. Add Note to plans: Smoke alarm/detector are to be hardwired, interconnected, or with battery back-up. Smoke alarms to be installed per manufactures instruction and NFPA 72.
27. Add Note to plans: Escape or rescue windows shall have a minimum net clear openable area of 5.7 sq. ft., 5.0 sq. ft. allowed at grade. The minimum net clear openable height dimension shall be 24 inches. The net clear openable width dimension shall be 20 inches. Finished sill height shall be not more than 44 inches above the finished floor. (CFC 1030).
28. Identify rescue windows in each bedroom and verify that they meet all requirements. Add this to plans.
29. Add Note to plans: New residential buildings shall have internally illuminated address numbers contrasting with the background so as to be seen from the public way fronting the building. The letters/numerals for permanent address signs shall be 4 inches in height with a minimum 1/2-inch stroke. Residential address numbers shall be at least six ft. above the finished surface of the driveway. Where buildings are located remotely to the public roadway, additional signage at the driveway/roadway entrance leading to the building and/or on each individual building shall be required by the Coastside Fire Protection District. This remote signage shall consist of a 6-inch by 18-inch green reflective metal sign with 3-inch reflective Numbers/ Letters similar to Hy-Ko 911 or equivalent. Temporary address numbers shall be posted prior to combustibles being placed on site.

30. The installation of an approved spark arrester is required on all wood burning chimneys. Spark arresters shall be made of 12-gage woven or welded wire screening having openings not exceeding 1/2-inch. If not wood burning, disregard this note.
31. Fire Access Roads – Add note to plans: The applicant must have a maintained asphalt surface road for ingress and egress of fire apparatus. The San Mateo County Department of Public Works, the Coastside Fire Protection District Ordinance 2016-01, and the California Fire Code shall set road standards. As per the 2016 CFC, dead-end roads exceeding 150 feet shall be provided with a turnaround in accordance with Coastside Fire Protection District specifications. As per the 2016 CFC, Section Appendix D, road width shall not be less than 20 feet. Fire access roads shall be installed and made serviceable prior to combustibles being placed on the project site and maintained during construction. Approved signs and painted curbs or lines shall be provided and maintained to identify fire access roads and state the prohibition of their obstruction. If the road width does not allow parking on the street (20-foot road) and on-street parking is desired, an additional improved area shall be developed for that use.
32. The hydrant in front of the house is the correct hydrant but you will need to confirm that it meets the flows when you submit your fire sprinkler plans. Fire Hydrant: As per 2016 CFC, Appendix B and C, a fire district approved fire hydrant (Clow 2065) must be located within 500 ft. of the proposed single-family dwelling unit measured by way of drivable access. As per 2016 CFC, Appendix B the hydrant must produce a minimum fire flow of 500 gpm at 20 pounds per square inch (psi) residual pressure for 2 hours. Contact the local water purveyor for water flow details.
33. Add Note to plans: Automatic Fire Sprinkler System: Fire Sprinkler plans will require a separate permit. As per San Mateo County Building Standards and Coastside Fire Protection District Ordinance Number 2016-01, the applicant is required to install an automatic fire sprinkler system throughout the proposed or improved dwelling and garage. All attic access locations will be provided with a pilot head on a metal upright. Sprinkler coverage shall be provided throughout the residence to include all bathrooms, garages, and any area used for storage. The only exception is small linen closets less than 24 sq. ft. with full depth shelving. The plans for this system must be submitted to the San Mateo County Planning and Building Department. A building permit will not be issued until plans are received, reviewed and approved. Upon submission of plans, the County will forward a complete set to the Coastside Fire Protection District for review.
34. Installation of underground sprinkler pipe shall be flushed and visually inspected by Fire District prior to hook-up to riser. Any soldered fittings must be pressure tested with trench open. Please call Coastside Protection Fire District to schedule an inspection. Fees shall be paid prior to plan review.
35. Exterior bell and interior horn/strobe: are required to be wired into the required flow switch on your fire sprinkler system. The bell, horn/strobe and flow switch, along with the garage door opener are to be wired into a separate circuit breaker at the main electrical panel and labeled.
36. Add note to the title page that the building will be protected by an automatic fire sprinkler system.

Department of Public Works

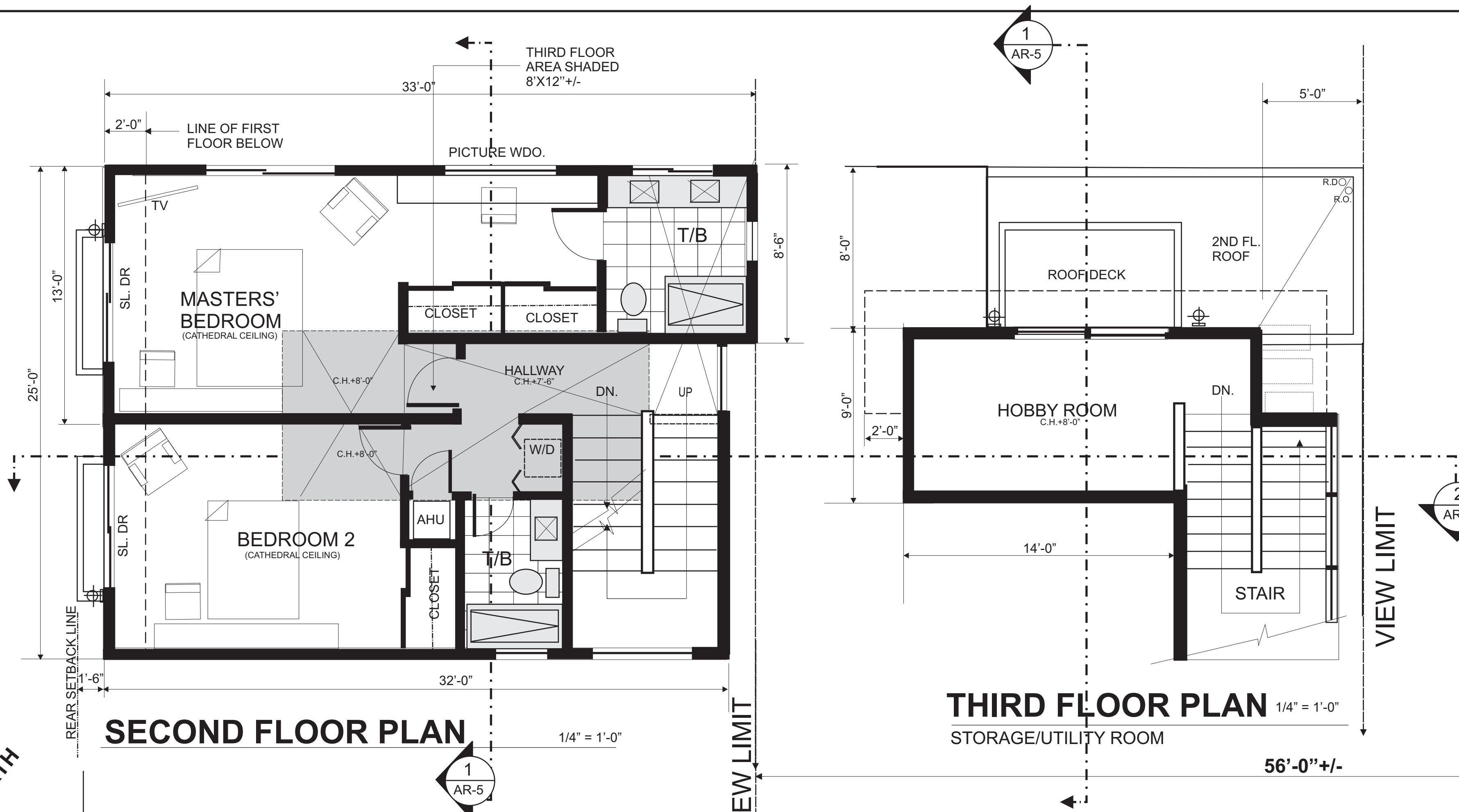
37. Prior to the issuance of the building permit, the applicant shall submit a driveway "Plan and Profile," to the Department of Public Works, showing the driveway access to the parcel (garage slab) complying with County Standards for driveway slopes (not to exceed 20 percent) and to County Standards for driveways (at the property line) being the same elevation as the center of the access roadway. When appropriate, as determined by the Department of Public Works, this plan and profile shall be prepared from elevations and alignment shown on the roadway improvement plans. The driveway plan shall also include and show specific provisions and details for both the existing and the proposed drainage patterns and drainage facilities.
38. No proposed construction work within the County right-of-way shall begin until County requirements for the issuance of an encroachment permit, including review of the plans, have been met and an encroachment permit issued. Applicant shall contact a Department of Public Works Inspector 48 hours prior to commencing work in the right-of-way.
39. Prior to the issuance of the building permit, the applicant will be required to provide payment of "roadway mitigation fees" based on the square footage (assessable space) of the proposed building per Ordinance No. 3277.

CMLEE:cmc – CMLEE0088_WCU.DOCX

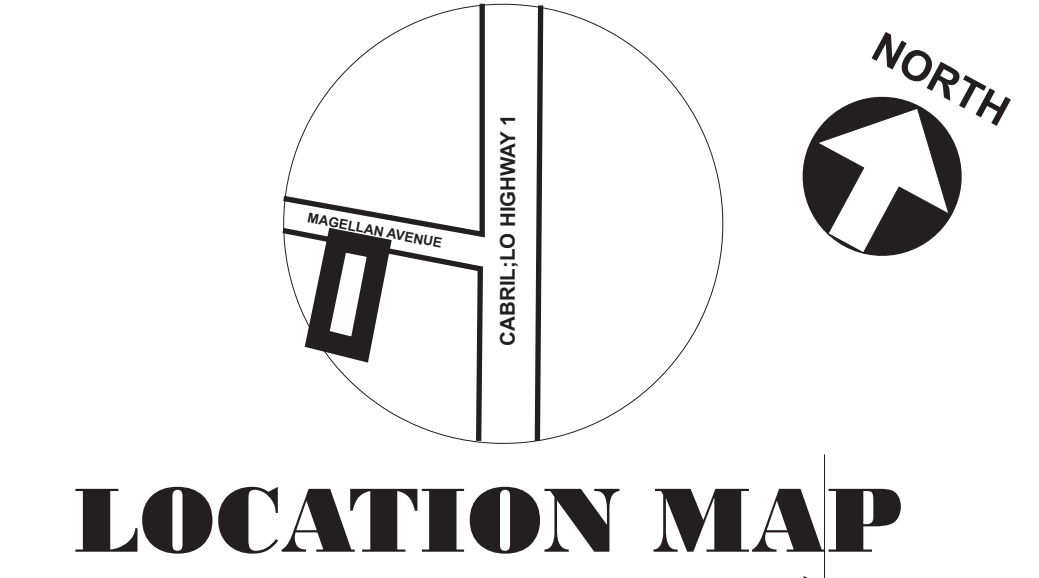
PROJECT ANALYSIS

(SEE SHEET AR-5 FOR FLOOR AREA CALCULATIONS)

DISTRICT S-94 COMBINING DISTRICT-MIDCOAST
 SETBACKS 10' AT SIDES
 MAX. HT. 20' FRONT & REAR
 28'-0"
 LOT AREA: 40' X 110' = 4,400 S.F.
 PROPOSED BUILDING AREAS:
 FIRST FLOOR- 917 S.F.
 SECOND FLOOR- 709 S.F.
 THIRD FLOOR- 146 S.F.
 GARAGE 279 S.F.
 GROSS FLOOR AREA 2,051 +/- S.F.
 FLOOR AREA RATIO 46.61 % < 48%
 LOT COVERAGE 1,196 S.F. =
 27.18 % < 30%



INDEX TO DRAWINGS	
ARCHITECTURAL	
AR-1	FLOOR PLANS
AR-2	EXTERIOR ELEVATIONS AND ROOF PLAN
AR-3	EXTERIOR ELEVATIONS
AR-4	EXTERIOR SKETCH
AR-5	BUILDING SECTIONS AND FLOOR AREA CALCS
AR-0	PLANTING PLAN
REFERENCE DRAWINGS	
	TOPOGRAPHIC SURVEY PREPARED BY SAVIOR MICALLEF
C- dwgs.	GRADING & UTILITIES PLANS PREPARED BY PRECISION ENGINEERING



REVISIONS:	
11-30-18	12-13-19
01-14-19	01-12-20
02-27-19	01-16-2020
03-04-19	
03-05-19	
08-08-19	
08-26-19	
10-25-19	

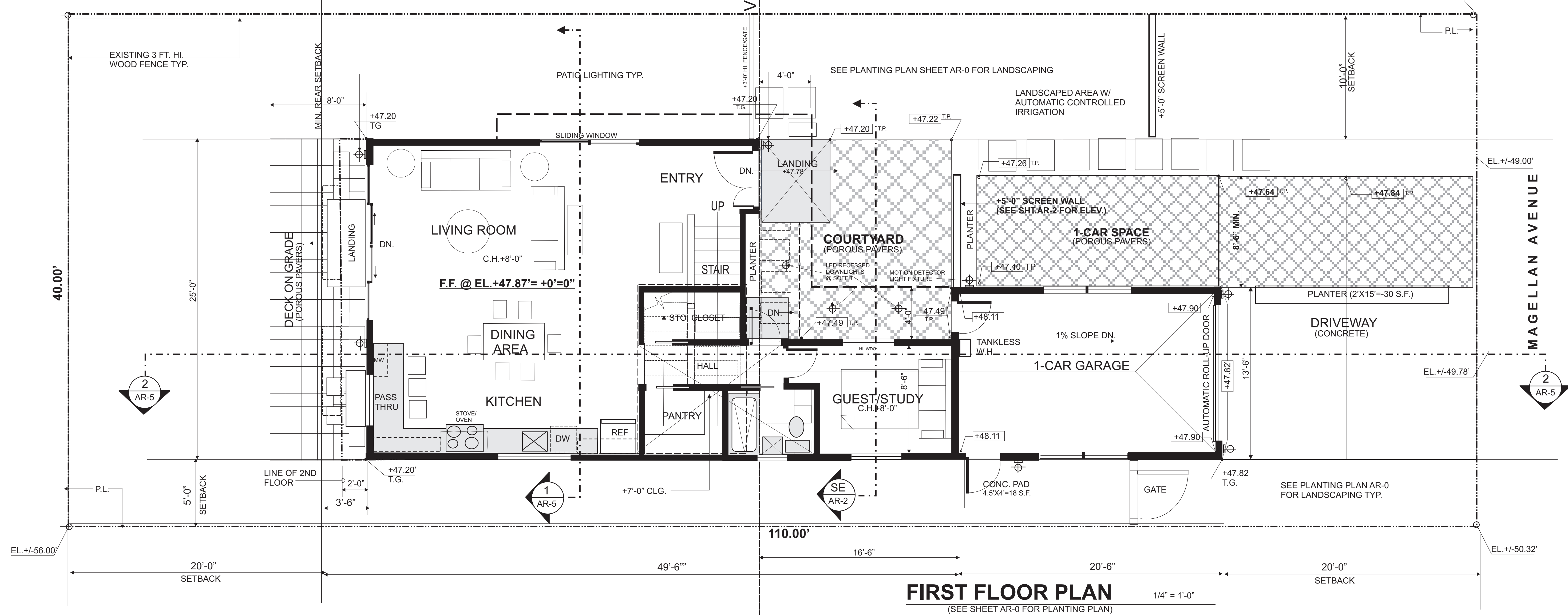
Architecture
ARISRUZ
 ARISRUZ AND ASSOCIATES, INC.
 726 baden avenue, south san francisco, ca 94080
 Tel. (650) 585-1851 E-mail ARISRUZ@yahoo.com

REVIEWED BY
 APPROVED BY
 JOB NO

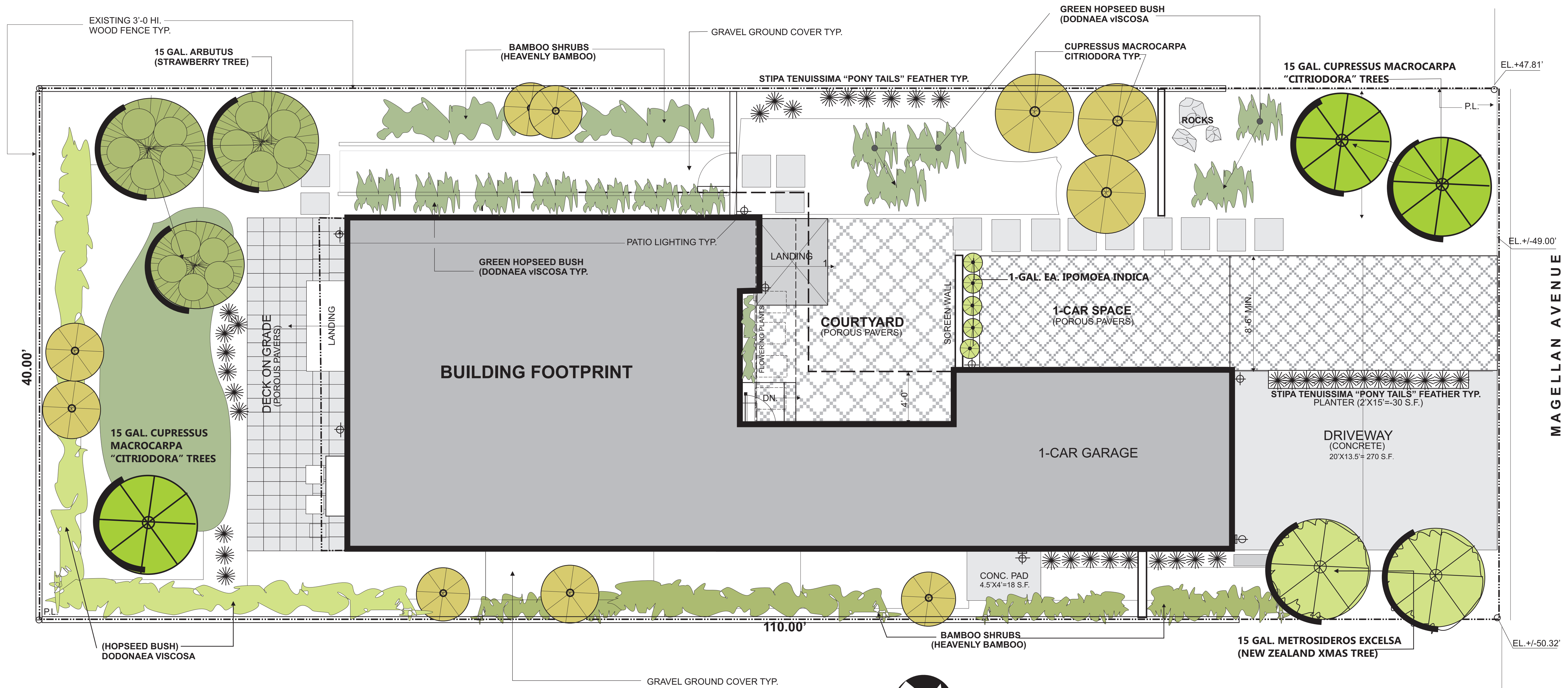
NEW MITHAL RESIDENCE
MAGELLAN AVENUE
 HALF MOON BAY, CA

FLOOR PLANS

SHEET Number
AR-1
 1 OF 5
 DATE: 10/10/18

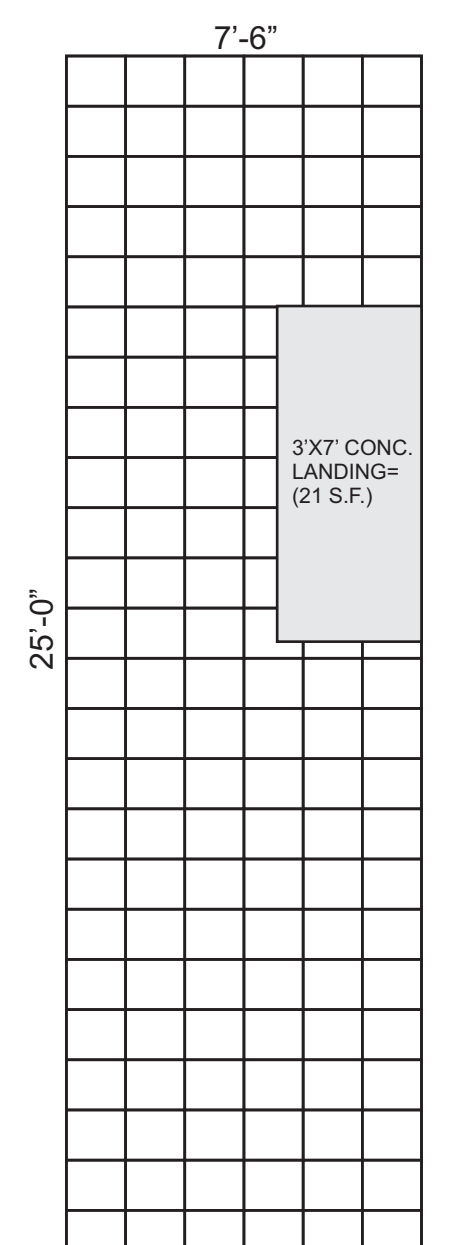


FIRST FLOOR PLAN
 (SEE SHEET AR-0 FOR PLANTING PLAN)
 1/4" = 1'-0"

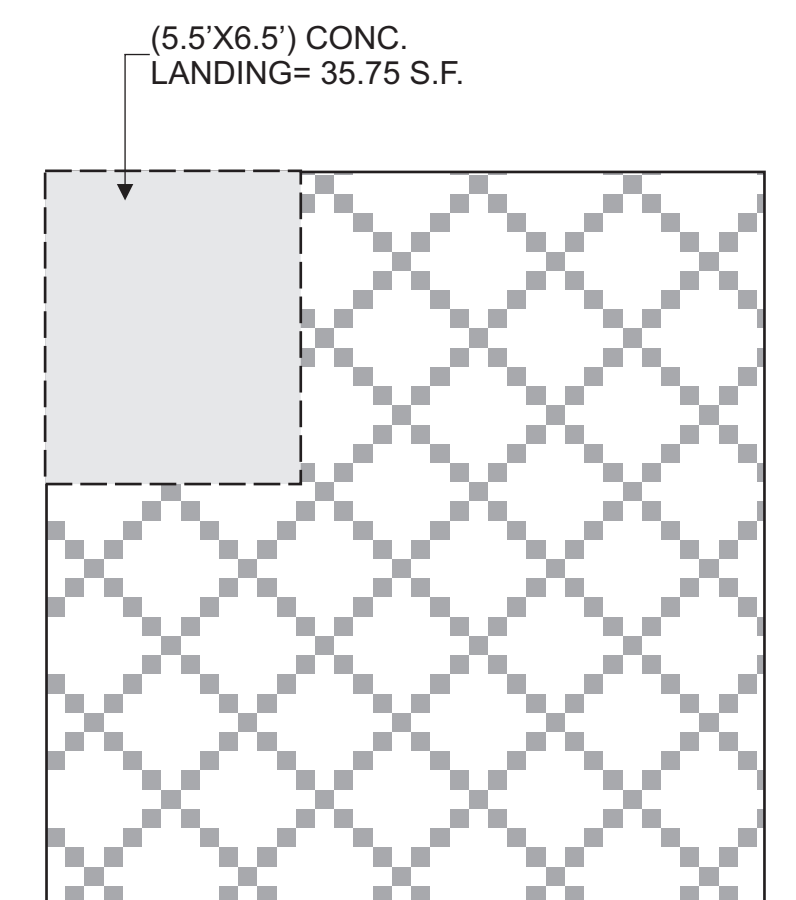


PLANTING PLAN 1/4" = 1'-0"
 LANDSCAPED AREA W/ AUTOMATIC CONTROLLED IRRIGATION

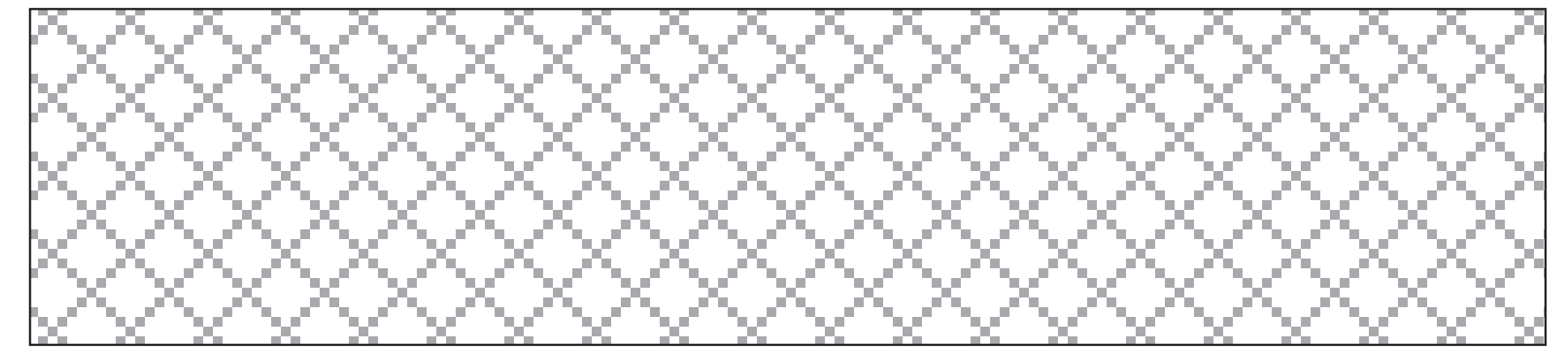
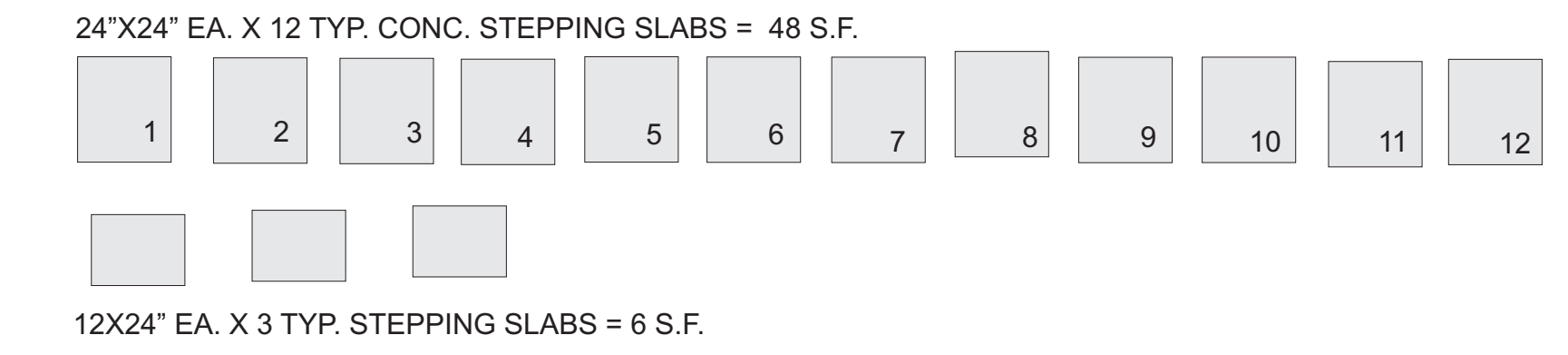
SITE-SCAPE CALCULATIONS	
HARDSCAPE	377 S.F.
POROUS PAVERS	687.25 S.F.
	1,064.25 S.F.
BUILDING FOOTPRINT	1,196 S.F.
LOT AREA	2,260.25 S.F. (4,400 S.F.)
LANDSCAPE AREA	2,139.75 S.F.



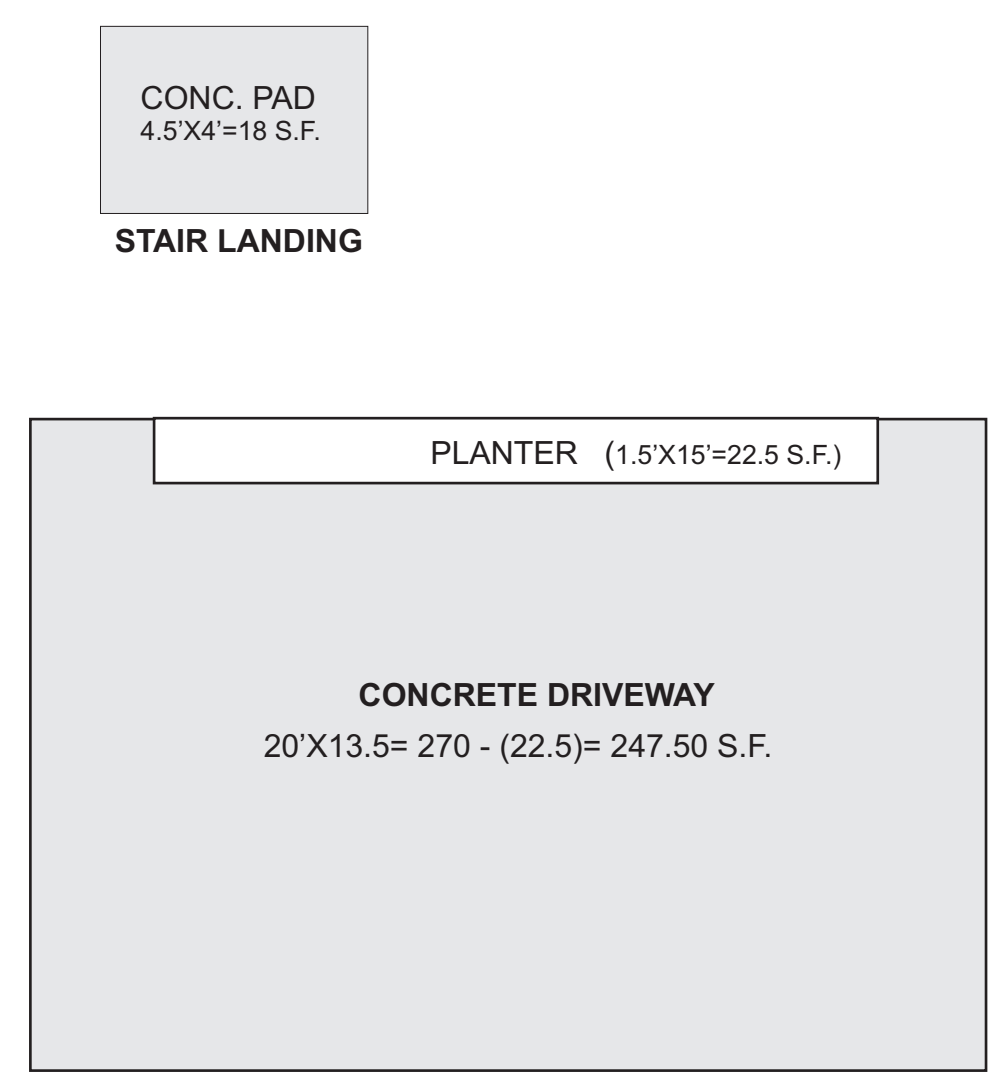
REAR POROUS DECK 7.5'X25'=187.50 S.F.-(21)= 166.50 S.F.



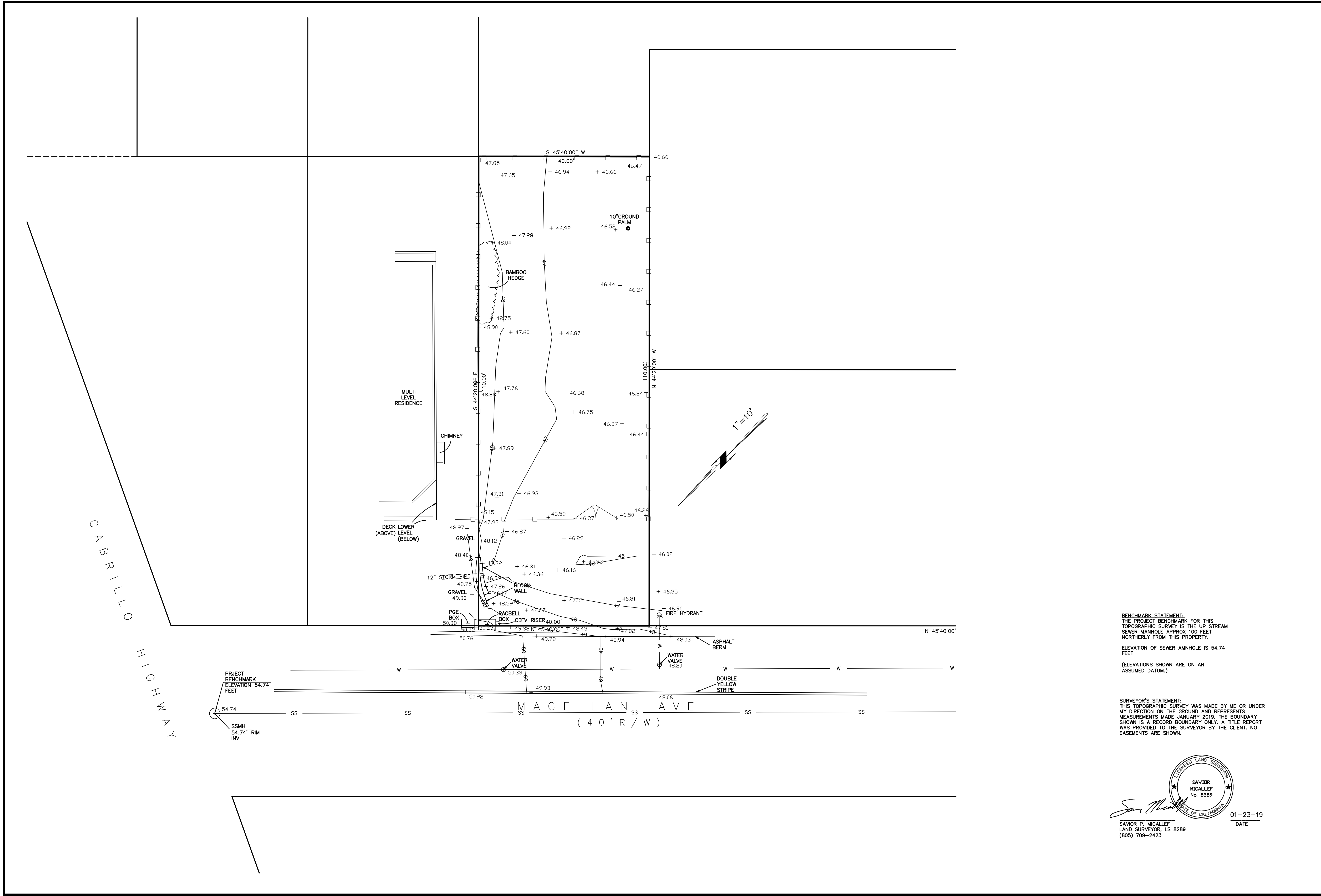
COURTYARD 15'X15'= 225 - (35.75)=189.25 S.F. POROUS PAVERS



2ND PARKING SPACE AND DRIVEWAY EXTENSION (8.5'X39'=331.50 S.F.) POROUS PAVERS



CONCRETE DRIVEWAY 20'X13.5'= 270 - (22.5)= 247.50 S.F.



BENCHMARK STATEMENT:
 THE PROJECT BENCHMARK FOR THIS TOPOGRAPHIC SURVEY IS THE UP-STREAM SEWER MANHOLE APPROX 100 FEET NORTHERLY FROM THIS PROPERTY.
 ELEVATION OF SEWER MANHOLE IS 54.74 FEET
 (ELEVATIONS SHOWN ARE ON AN ASSUMED DATUM.)

SURVEYOR'S STATEMENT:
 THIS TOPOGRAPHIC SURVEY WAS MADE BY ME OR UNDER MY DIRECTION ON THE GROUND AND REPRESENTS MEASUREMENTS MADE JANUARY 2019. THE BOUNDARY SHOWN IS A RECORD BOUNDARY ONLY. A TITLE REPORT WAS PROVIDED TO THE SURVEYOR BY THE CLIENT. NO EASEMENTS ARE SHOWN.

SAVOR P. MICALLEF
 LAND SURVEYOR, LS 8289
 (805) 709-2423

DATE 01-23-19

TOPOGRAPHIC SURVEY OF VACANT LOT ON
MAGELLAN AVE, HALF MOOBN BAY, CA
(APN 048-031-200)
 UNINCORPORATED SAN MATEO COUNTY CALIFORNIA

SAVIDR P. MICALLEF LAND SURVEYING
 421 WILDWOOD DRIVE
 SOUTH SAN FRANCISCO, CA 94080
 805/709-2423

Revisions	No.	Date	01-23-19
Scale	1"=10'	Design	SPM
Drawn	SPM	Approved	SPM
Job No.			

Drawing Number: 1 OF 1

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Nancy Marsh
Subject: Architectural Review of Old El Granada Fire Station
Date: March 18, 2021

Rebecca Katkin of Katkin Architecture was engaged to assess whether the old fire station building could meet the needs of a combined GCSD office and Community Center. At the January 2021 Board meeting Ms. Katkin reported that she had reviewed regulatory and zoning requirements and found no impediments to using the building for these purposes, and the “must have” space and amenities requirements as recommended by Directors Marsh and Dye were reviewed and agreed.

The February PAC meeting included a valuable discussion with managers of the Pacifica and HMB Community Centers, which contributed to further review of the Fire Station utility. Key insights included:

- Reception area - people routinely wander in to ask question, so a reception desk/window just inside the front door, with staff line of sight to the lobby, is highly recommended.
- Storage, storage, storage! Many of the class providers would prefer to keep their materials on site. Plus, folding tables and chairs need a place to go when an open floor is needed. Both managers said if there was one thing they could improve it would be added storage space.
- Kitchen - to support rental (if desired) of the Community Center space for events, there should be a place to stage and store food. A commercial catering kitchen would significantly improve the marketability for events; HMB said 8 of 10 space rentals request this.
- Fit for purpose rooms - a fitness room with mirror wall, a craft room and a preschooler playroom were all mentioned as particularly popular.
- Flexible rooms - the ability to divide large or medium rooms to accommodate concurrent activities is a plus. "Small" rooms that accommodate 10-15 people are popular for arts and crafts. "Large" rooms are in very high demand for private events and public meetings.

Ms. Katkin worked with Directors Marsh and Dye to develop a rendering (included on the following page) of how the space in the building could be configured to meet those requirements. NOTE: This rendering is not intended to be viewed as a plan; it is simply a test of whether GCSD’s space requirements could be met within the footprint of the building and lot. The drawing notes a variety of alternatives, e.g., flex walls may be open or closed, storage spaces may be adjusted, there is potential to extend one side of the building, etc.

Based on the information received, the space programming developed, and sample rendering, Directors Marsh and Dye consider the architectural review complete pending a final report. We believe the review has established that the Fire Station Building could be configured to meet GCSD’s needs as a combined District Office and Community Center.

PROJECT:

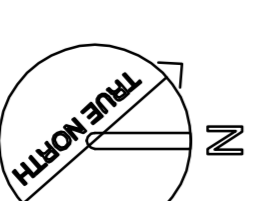
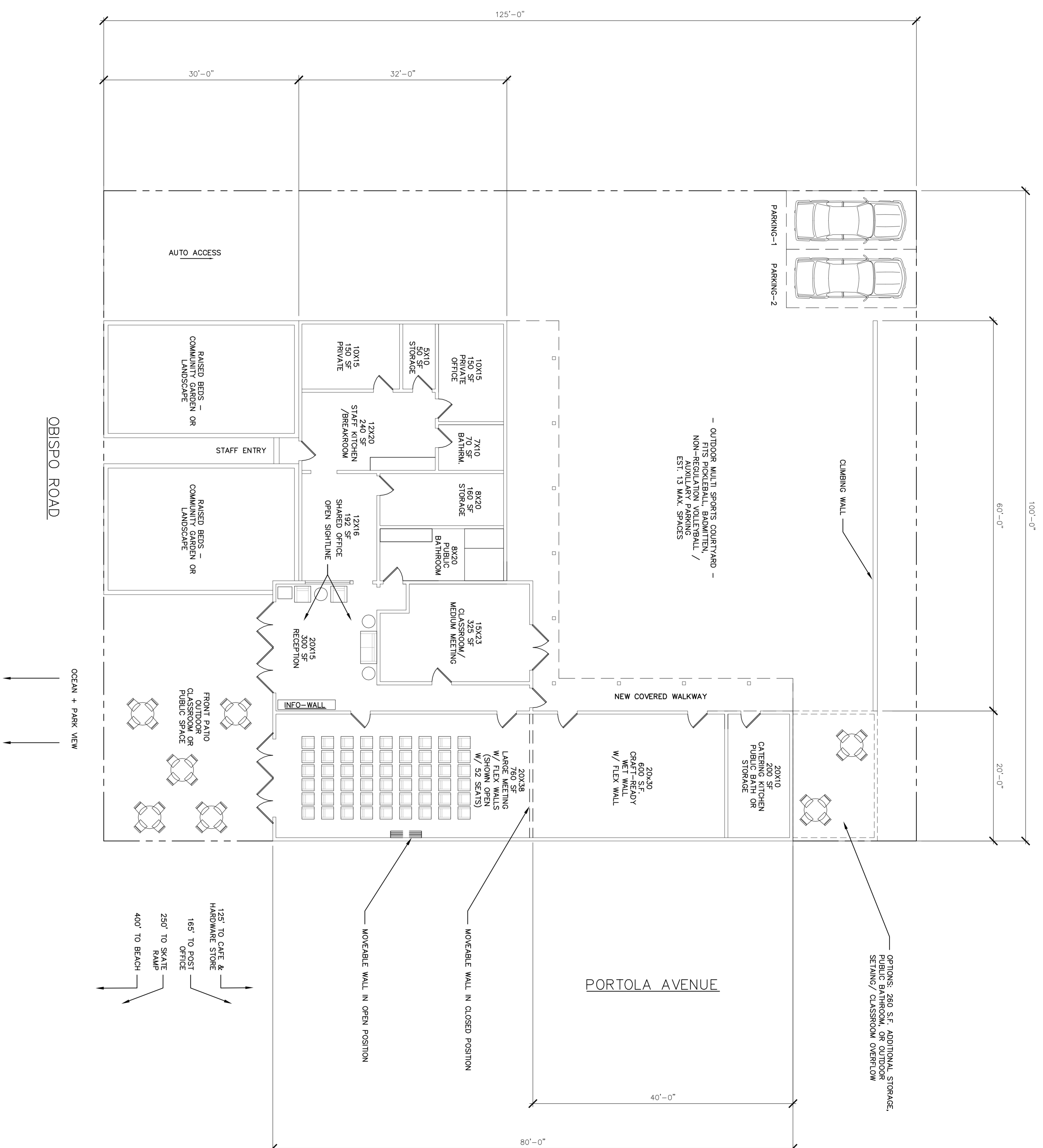
Granada Community Services District
504 Avenue Alhambra Third Floor
El Granada, CA 94018

SHEET:

GRANADA COMMUNITY SERVICES DISTRICT
Former Firehouse Feasibility Study
531 Obispo Road
El Granada, CA

DATE: 03.05.21

SCALE: 1/8"=1'-0"
SITE STUDY



ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Request from Mary Dupen to Reduce Permit Fees
Date: March 18, 2021

This item is for the boards consideration of a written request from Mary Dupen, to review the District's permit charges, for a detached Axillary Dwelling Unit (ADU).

Ms. Dupen has a pending sewer permit application, received on 6/30/20, for a new 496 sq. ft. detached ADU, on APN 047-284-090, with an existing residence. The County has issued the building department pick-up notice, but the applicant must first obtain a sewer permit from the District, which requires payment of the following sewer permit fees:

Connection Fee:	\$ 2,350.00
Contingent Asmt.:	\$ 4,185.68
Non-contingent Asmt.:	<u>\$ 4,614.13</u>
Total:	\$11,149.81

Pursuant to District Code Section 701(01)Aiii, a detached ADU is charged at the rate of one-half the cost for a single-family dwelling. Prior to the effective date of Ordinance 171 approved on February 15, 2018, the permit fees for an ADU, whether attached or detached, would have been charged at the same rate as a single-family dwelling, or double the applicable fees listed above. Please note that almost 80% of the charges listed are assessment district related, and cannot be reduced due to legal obligations to the District's bond holders.

Also, for comparison purposes, the cost for ADU's in the Montara Water & Sanitary District are very similar. The MWSD sewer permit charges for a detached ADU are \$11,278 for a studio, and \$12,351 for a one-bedroom, including the application fee. The GCSD permit charges total \$11,299.81, including the application fee.

Attachments:

- Letter from Ms. Dupen received via email on 2/09/21
- Copy of relevant excerpt from District Code pertaining to permit fees for ADUs

Mary Dupen
303 Avenue Cabrillo
Half Moon Bay, CA 94019

To: Board of Directors
Granada Community Services District
504 Avenue Alhambra, 3rd floor
PO Box 335
El Granada, CA 94018

RE: ADU 303 Avenue Cabrillo, El Granada

Dear Board,

I am trying to build a small ADU at 303 Avenue Cabrillo—496 sq. feet—and would like to ask your consideration in reviewing the charges for the sewer permit. The permit charges are \$11,149.81, and there appears to be a tremendous disparity between the size and use of my project and the costs to your district. The other permit charges that I am incurring on this project (water, planning permit and review, fire and water) total \$7953, so your sewer fee is 140% more of all the other fees combined! I am building this tiny home so that I can live in it and have my son return to the Bay area and take care of me. The current house is 1100sf and the ADU will permit me to remain on the property that I have lived in since 1981. All the costs for this building will be taken in the form of a loan, so the permit costs are of concern to me, since I will have to pay for this project out of my retirement income.

I know that both the State and the County of San Mateo have encouraged ADU building as a way to solve the jobs-housing imbalance in the area. I personally need this, as a 73-year-old embarking on the senior phase of my life, in order to allow my son and daughter-in-law to be my caretakers. My unit will have a bathroom and small kitchen, and the sewer will connect thru the main house to the street via the current sewer line. The main house has one bathroom and a kitchen as well.

This is a small project in housing standards, but a huge project for me. I hope that some administrative review could allow me some relief in the inordinate charges. Thanks for all your consideration in this matter.

Cordially,

Mary Dupen
303 Avenue Cabrillo
415-516-7508

SECTION 701. Sewer Connection Charges.

(01) Charges by Type of Connection.

(A) Residential Connections

Effective July 1, 2001, the residential connection charge for connection to the sewer main system by a dwelling unit shall be \$4,700.00 for each dwelling unit. The connection charge shall be reduced for the following structures:

- (i) For auxiliary structures, as defined in Section 104(43), there shall be no residential connection charge.
- (ii) There shall be no residential connection charge for an accessory dwelling unit that meets all of the following criteria:
 - a. The parcel for the accessory dwelling unit is zoned to allow single-family or multifamily use;
 - b. The parcel includes a proposed or existing single-family dwelling;
 - c. The accessory dwelling unit is created entirely within the footprint of an existing structure (*e.g.*, adding no new square footage to the total developed floor area on the parcel); and
 - d. The parcel contains no other accessory dwelling unit.
- (iii) The District shall charge fifty percent (50%) of the single-family residential connection charge for an accessory dwelling unit not described in subdivision (01)(A)(ii).

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Sewer Connection Fee and Sewer Service Charge Study
Date: March 18, 2021

Attached is a proposal received from Bartle Wells Associates for the preparation of a Sewer Connection Fee and Sewer Service Charge (SSC) Study and Report for the District. Connection fees are one-time charges paid by property owners to connect their new or existing residence or commercial building to the sewer system, and are generally based upon future capital needs of the District as well as buy-in costs based on the age and value of the District's sewage treatment and collection system. Revenues generated by the connection fees collected are used for sewer capital projects. Sewer Service Charges are used to fund the daily administration, operations, and maintenance of the District sewer system as well as our share of the Sewer Authority Mid-Coastside system.

Staff had solicited proposals from two firms, Bartle Wells Associates and IB Consulting. Bartle Wells' proposal totaled \$18,000 for the SSC and Connection Fee study, while the IB Consulting proposal totaled \$42,000. I have worked with both firms in the past and each has done a good job with their studies. I would therefore recommend that your board approve the proposal from Bartle Wells Associates to prepare the District SSC and Connection fee studies for \$18,000.



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

2625 Alcatraz Ave, #602
Berkeley, CA 94705
Tel 510 653 3399
www.bartlewells.com

March 3, 2021

Chuck Duffy, General Manager
Delia Comito, Assistant General Manager
Granada Community Services District
PO Box 335
El Granada, CA 94018

Dear Chuck and Delia:

We are pleased to submit our proposal to assist the Granada CSD with updating its sewer rates and connection fees. Our proposal includes the scope of services our firm will provide, key project members and the estimated consulting fee for such services.

Bartle Wells Associates is an independent financial advisor to public agencies. Our firm was established in 1964 and is owned and managed by its principal consultants. We specialize in providing financial advisory and utility rate consulting services to California water and wastewater agencies. Our firm has a well-earned reputation for providing clients with straightforward, practical advice. We have a strong track record of building consensus for our final recommendations.

We propose to assign Douglas R. Dove, president and one of our principal consultants. Doug is an expert in developing utility rates and financing plans for California special districts. Michael DeGroot, a financial consultant, and others on our staff may assist him as needed.

Bartle Wells is very familiar with the issues regional wastewater agencies face. We are currently preparing wastewater rate updates for the cities of Pacifica, Foster City, San Mateo, San Bruno, Burlingame and South San Francisco and the Montara Water and Sanitary District. This makes Bartle Wells Associates particularly well suited to assist the District with this project. We have helped many agencies in California develop effective rate and financial strategies to meet their infrastructure needs.

BARTLE WELLS ASSOCIATES

Since 1964, we have served over 500 public agency clients in the western United States on over 2,500 financing assignments. Our clients have ranged from small cities and special districts to large cities, joint powers authorities, counties, and state agencies. We have extensive experience in formulating financial plans and in developing revenue sources to meet a public agency's capital and operating requirements. We also have supervised the procurement of billions of dollars of funding for California infrastructure projects through municipal bond issues, private placement loans and state and federal grants and loans.

SCOPE OF WORK

Bartle Wells Associates will work closely with District staff, the Board and interested members of the public to develop the sewer rate and connection fee update and projections. This section presents a proposed scope of services that we believe forms a sound basis for completing this assignment. We propose to perform the following services:

1. Project Team Orientation/Kickoff Meeting

To initiate our work, hold a meeting with District staff, consulting engineers, and others as appropriate, to accomplish the following:

- Identify members of staff, engineers, and others who will participate in the project.
- Determine the roles and responsibilities of study participants.
- Identify other parties that have a significant interest in the project.
- Establish project schedule and key milestone dates.
- Confirm the key goals and expectations of the project team.
- Identify key policy objectives of the District.

2. Investigation and Data Collection

Assemble the information necessary to understand and describe the District's current rates and charges and the District's existing infrastructure and proposed capital infrastructure needs.

Key steps in this phase of the project include:

- Review current rates and fees.
- Review District financial information including audits and budgets and outstanding debt.
- Review District's sewer system capital improvement plans and identify additional long-term funding needs.
- Review Sewer Authority Mid-Coastside's sewer operations, budget and capital improvement plans and history of charges.
- Identify the types of customers that benefit from each type of facilities.
- Identify current funding sources for operating and capital costs.
- Review existing development agreements, when applicable.

The assistance of District staff will be required during this phase in collecting and researching relevant information and helping to identify data sources when relevant. The objectives of investigation and data collection are to develop a sound understanding of the characteristics of the system, its facilities and infrastructure, its finances and annual revenue requirements, short-term and long-term capital needs, and to develop the basic assumptions to be used in the study.

3. Develop Revenue and Expense Projections

Develop revenue and expense projections for the sewer fund over the next twenty years. Project customer growth and annual revenue requirements over the study period. Evaluate the financial impact of growth on revenues. Compare recent actuals with prior projections and test updated projections for sufficient revenue coverage.

4. Meet with District to Review Preliminary Recommendations

Meet with District staff to review all assumptions and variables for approval and reasonability. Present initial findings and recommendations. Receive District input and revise assumptions and/or recommendations as needed.

5. Develop Rate Scenarios

Based upon revised assumptions, BWA will develop a base-case rate schedule then provide alternative schedules based upon District need for capital project development. We typically recommend financing most projects on a pay-as-you-go schedule, but some larger projects may need alternative financing approaches. We will work with the District to develop the best, likely alternatives to meet its needs.

6. Sewer Connection Fee

BWA will update the District's connection fee as follows:

- Review the current sewer connection fee and evaluate alternative methods for calculating sewer connection fees.
- Conduct a survey of regional sewer connection fees.
- Calculate the current value of sewer system infrastructure that has capacity to serve growth. Based on the cost and capacity of existing sewer system facilities, determine a buy-in cost per unit of capacity.
- Based on input from staff, allocate the cost of future capital needs and their capacities to existing customers and growth. Projects such as sewer line replacements and expansions provide benefit to both existing system users and growth.
- Based on cost and capacity of anticipated capital needs, determine an "expansion cost component" for the sewer connection fees. This component of the connection fees will be sized to recover an equitable share of costs for future capital projects to serve new development.
- Calculate new sewer connection fees based on the cost of capacity in existing and planned infrastructure. The updated fees will comply with AB1600 (Government Code 66,000 et seq), which requires a nexus between development impact fees and the cost of infrastructure required to serve new development.
- Develop a sewer connection fee model, which will include the ability to allow all underlying assumptions to be modified based on future data.
- Recommend a method to annually or periodically adjust the connection fees, such as by the change in the ENR Construction Cost Index from a base year.

7. Final Reports and Models

BWA will deliver draft reports outlining the methodology and recommendations of the study. BWA will circulate a draft with staff for feedback and comments. Based on District input, BWA will develop a final project report and deliver the Excel model.

8. Proposition 218 Compliance

BWA will prepare a draft prop 218 notice for review by the District. BWA will attend the Prop 218 public hearing and make a summary rate presentation to the Board of Directors. Our proposal assumes that the District will coordinate and pay for the printing and mailing of the Prop 218 notices.

ADDITIONAL SERVICES

Bartle Wells Associates will remain available to provide additional services as requested by the Granada Community Services District. Additional services may include:

- Additional presentations, as necessary
- Assisting with the development of public education and outreach materials.

AVAILABILITY AND PROPOSED FEE

1. Bartle Wells Associates is prepared to begin work upon authorization to proceed.
2. Bartle Wells Associates will perform all work. Douglas R. Dove, one of the firm's principals, will be placed in charge of the study and will devote the time and effort to the project as needed.
3. BWA will be compensated for the proposed services on a time and expenses basis. The not-to-exceed fee for the sewer rate and connection fee update, based on our Billing Rate Schedule 2021 is **\$18,000** including expenses.
4. The fee is based on the following assumptions:
 - a. Availability of all necessary information, in a timely manner, from the District, its staff, attorneys, engineers, and other consultants.
 - b. One draft submittal of the sewer rate and optional connection fee study. Time and expenses in revising tables and assumptions due to changes in data from the District, or in preparing additional draft reports, constitute additional services.
 - c. Five meetings with the District:
 - i. Kick-off meeting,
 - ii. A meeting for City comment and input on assumptions and preliminary results,
 - iii. A meeting for final revision and model instruction.
 - iv. Presentation of recommendations to District Board
 - v. Final public hearing
5. BWA will bill the District as the work proceeds on a time-and-materials basis in accordance with our Billing Rate Schedule 2021.
6. In addition to the services provided under this proposal, the District may authorize BWA to perform additional services for which the District will compensate BWA based on consultants' hourly rates (Billing Rate Schedule 2021) at the time the work is performed, plus direct expenses. Additional services may include, but are not limited to:
 - Attendance at additional meetings or presentations
 - Changes in project scope
 - Any other services not specified
7. BWA will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in the attached Insurance Schedule.
8. If the project is terminated for any reason, BWA is to be reimbursed for professional services and direct expenses incurred up to the time BWA receives notification of such termination.
9. This proposal may be withdrawn or amended if not accepted within 90 days of its date.
10. We would very much like to work for the District on this assignment and hope that this proposal will constitute a suitable basis for our serving you.

Very truly yours,

BARTLE WELLS ASSOCIATES



Douglas R. Dove, CIPFA
President



BARTLE WELLS ASSOCIATES
BILLING RATE SCHEDULE 2021
Rates Effective 1/1/2021

Professional Services

Financial Analyst I	\$110 per hour
Financial Analyst II	\$135 per hour
Consultant.....	\$165 per hour
Project Consultant	\$180 per hour
Senior Consultant.....	\$195 per hour
Senior Project Manager	\$225 per hour
Principal Consultant	\$265 per hour

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant's hourly rate.

The above rates will be in effect through December 31, 2021 at which time they will be subject to change.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees are typically billed monthly for the preceding month and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

DOUGLAS R. DOVE

President and Principal Consultant



Douglas R. Dove is President of Bartle Wells Associates and directs the operation of the firm while maintaining a principal consultant's role. With over 30 years of consulting experience, he specializes in utility rate analysis, strategic financial planning and project financing. Mr. Dove has developed utility rate structures and financing plans for a wide variety of public infrastructure programs. He has managed the procurement of over \$1 billion in municipal debt and over \$300 million in state and federal grants and low-interest loans. Mr. Dove frequently shares his expertise and has given presentations at conferences including the Association of California Water Agencies (ACWA), the American Water Works Association (AWWA), the California Association of Sanitation Agencies (CASA), the California Municipal Rates Group (CMRG), the California Special District's Association (CSDA), the California Municipal Treasurers Association (CMTA), the California Water Environment Association (CWEA) and WateReuse. By special request in July 2015, Mr. Dove made a presentation to the California Water Resources Control Board regarding water conservation pricing. Mr. Dove is also a published author of a water rate paper in the Journal of the American Water Works Association (*Implementing Consumption-Based Fixed Rates in Davis, Calif.*).

Mr. Dove's expertise also includes assisting agencies in securing state and federal grants and loans and in issuing certificates of participation (COPs), revenue bonds, general obligation bonds, assessment district bonds, Marks-Roos revenue bonds, CFD (Mello-Roos) bonds, private placement loans and other types of debt.

Mr. Dove holds an MS in civil engineering from UC Berkeley and he is a registered Professional Engineer in California. He is also a Certified Independent Professional Municipal Advisor (CIPMA) and recently finished his term on the board of directors of the National Association of Municipal Advisors (NAMA).

Education

M.S., Civil Engineering - University of California, Berkeley

B.S., Civil Engineering – Drexel University, Philadelphia, PA

Representative Projects

- **East Bay Municipal Utility District:** Comprehensive water rate study and AB 1600 capacity fee review, Wastewater cost-of-service review and capacity fee review, various other financial studies
- **Napa-Berryessa Resort Improvement District:** Developed financing plan for water and wastewater public-private partnership (P3). Prepared assessment engineers report. Formed an assessment district and secured \$11.1 million in federal funding from US Department of Agriculture.
- **City of American Canyon:** Comprehensive, multi-year water and wastewater rate study.
- **City of Davis:** Comprehensive water rate study and financing plan for surface water project, developed with a 15-member Water Advisory Committee. Currently preparing a wastewater rate study for Davis.
- **City of Pacifica:** Wastewater financing plans, rate studies and issuance of bonds for wastewater treatment plant.
- **City of Modesto:** Provided rate expert litigation support in wastewater rate litigation. Developed water and wastewater cost of service and capacity fee studies.
- **Newhall County Water District:** Provided rate expert litigation support.
- **City of Monterey:** Developed financing plan and rate study for \$20 million wastewater pipeline rehabilitation project.
- **City of Santa Clara:** Wastewater rate and capacity fee study
- **City of Hesperia:** Comprehensive water and wastewater financial plan and rate study.

- **City of Lemon Grove:** Water and wastewater rate studies and five-year financing plan.
- **City of Brawley:** Water and wastewater rate studies, financing plans and bond issuance.
- **City of Gilroy:** Water and wastewater rate studies.
- **City of Patterson:** Water and wastewater rate studies, impact fees and five year financing plans.
- **West Valley Sanitation District (Campbell, CA):** Wastewater rate study, financing plan and bond issuance.
- **City of Ontario/Ontario Redevelopment Agency:** financial advisor on \$134.3 million in development refunding and new money issues (2), which included financing for the Ontario Convention Center.
- **City of Calistoga:** Long range utility financial plan, water and wastewater rates, secured financing for WW treatment plant upgrade (\$6 million SRF loan, \$3 million Small Community Grant, \$3.5 million revenue bonds).
- **El Dorado Irrigation District:** Water and wastewater rate studies.
- **Lake Arrowhead Community Services District:** Financial master plan, \$28 million revenue bond refinancing and water and wastewater rate studies.
- **California Statewide Communities Development Authority:** Financial advisor for statewide pooled revenue bond program (over \$250 million issued for over 32 borrowers).
- **South Bay Water Recycling Program, Phases 1 & 2:** Financial plan and rate study for \$200+ million regional (San Jose area) wastewater recycling program.
- **City of Tulare:** Financial advisor to the city, sale of \$63 million in bonds (3 issues), water and wastewater rate studies.
- **City of Hanford:** Wastewater financial plan and rate study, bond and bank loan issues, procurement of California Infrastructure Bank SRF loan.
- **Big Bear Area Regional Wastewater Agency:** Regional wastewater rate study, sale of bonds (2 issues) and bank loans (2 loans).

Memberships

- National Association of Municipal Advisors (former Board Member)
- League of California Cities
- American Water Works Association
- Association of California Water Agencies
- California Water Environment Association
- California Association of Sanitation Agencies
- California Special Districts Association
- WaterReuse Association

Certifications

Certified Independent Professional Municipal Advisor (CIPMA), Registered Professional Engineer (PE) in California (PE# 45642) and Municipal Advisor – Series 50 Exam

ITEM #5

March 11, 2021

Mr. Chuck Duffy
General Manager
Granada Community Services District
504 Avenue Alhambra, Third Floor
PO Box 335
El Granada, CA 94018

Subject: Recommendation for Award of Construction Contract
2020 CIP, Sewer Replacements Project 1
K/J 1968021*00

Dear Chuck:

The District received bids on March 9, 2021 for the construction of the *2020 Capital Improvement Project, Sewer Replacements Project 1*. At that time, six (6) bids were publicly opened. The bids ranged from a low bid of \$447,955 from Devaney Engineering, Inc. to a high bid of \$716,455 and the Engineer's estimated range of bids was between \$400,000 and \$600,000.

After the bid opening, Kennedy Jenks initiated a review of the proposal from Devaney Engineering, Inc. and found it was the lowest responsible and responsive bidder, and that it possesses the experience and technical qualifications to perform the work required by the contract. Our review did find that Devaney Engineering had made an error as its total bid of \$447,955 was \$1,500 higher than the sum of the individual bid items. According to the contract documents, when this occurs the bid amount will be based on the sum of the bid items which was \$446,455.

Accordingly, we recommend that the District award the *2020 Capital Improvement Project, Sewer Replacements Project 1* construction contract to Devaney Engineering, Inc. for \$446,455.

Please let me know if you have any questions regarding our recommendation.

Very truly your

Kennedy/Jenks Consultants, Inc.



John H. Rayner, P.E.
GCSD District Engineer

SECTION A3 - PROPOSAL

3.01 PROPOSAL

Date: MARCH 9, 2021

Granada Community Services District
c/o Kennedy Jenks Consultants
2350 Mission College Boulevard, Suite 700
Santa Clara, CA, 95054

The undersigned, as bidder, declares that we have examined all of the contract documents herein contained and that we will contract with the District on the form of agreement provided herewith to do everything necessary for the fulfillment of this contract at the prices and on the terms and conditions herein contained.

We agree that the following shall form a part of this proposal: Notice Requesting Bids; Information for Bidders; Proposal; Proposal Qualifications and Amendments; Experience Statement; Personnel Experience Statement; Proposed Subcontractors; Proposal Guaranty Bonds; Proposed form of "Agreement"; Performance Bond; Labor and Material Bond; Non-Collusion Affidavit; as well as all General Conditions, specifications and detailed plans and drawings. We acknowledge that addenda numbers 1 to 2 have been delivered to us and have been examined as part of the contract documents.

Attached is the proposal guaranty bond form found in Section A4 of these contract specifications, duly completed by a corporation which meets the surety qualification requirements of Article A2.12 of these contract specifications, in the amount of at least 10 percent of the total amount of our proposal; or alternatively there is attached a certified or cashier's check payable to the District in the amount of at least 10 percent of the total amount of our proposal. If we choose to attach a proposal bond, we understand and agree that the District may reject our proposal if the surety does not meet the requirements of Article A2.12, or if the District has cause to believe the surety is likely to be incapable of fulfilling its obligations under the bond.

If our proposal is accepted, we agree to sign the agreement form and to furnish the performance bond, labor and material bond, and the required insurance endorsement forms within 10 calendar days after receiving written notice of the award of the contract.

We further agree, if our proposal is accepted and a contract for performance of work is entered into with the District, to so plan the work and to prosecute it with such diligence that all of the work shall be completed within the time stipulated in Section B8.04 from the date set forth in the notice to proceed.

In accordance with Section 4552 of the California Government Code, the bidder agrees that if the bid is accepted, it will assign to the Owner all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the California Business and Professions Code], arising from purchase of goods, materials, or services by the bidder for sale to the Owner pursuant to the bid. Such assignment shall be made and become effective at the time the Owner tenders final payment to the bidder.

3.02 BIDDING SCHEDULE

**2020 CAPITAL IMPROVEMENT PROJECT
SEWER REPLACEMENTS PROJECT 1**

ITEM	DESCRIPTION ⁽⁷⁾	UNIT	QUANTITY	UNIT PRICE	TOTAL
1.	Mobilization/Demobilization (shall not exceed 10% of total bid amount)	LS	1	\$ <u>15,000</u>	\$ <u>15,000</u>
2.	Traffic Control	LS	1	\$ <u>10,000</u>	\$ <u>10,000</u>
3.	All Sheeting, Shoring and Bracing (shall meet California and Federal Safety requirements, including installation and removal)	LS	1	\$ <u>10,000</u>	\$ <u>10,000</u>
4.	<u>Sheet C-01</u> 8" SS In Street ⁽¹⁾	LF	444	\$ <u>145</u>	\$ <u>64,380</u>
5.	<u>Sheet C-02</u> 8" SS In Street	LF	442	\$ <u>145</u>	\$ <u>64,090</u>
6.	<u>Sheet C-03</u> 8" SS in Street	LF	59	\$ <u>145</u>	\$ <u>8,555</u>
7.	<u>Sheet C-03</u> 6" SS In Street - OC ⁽²⁾ , Spot Repair	LS	1	\$ <u>7,000</u>	\$ <u>7,000</u>
8.	<u>Sheet C-04</u> 8" SS In Street	LF	390	\$ <u>145</u>	\$ <u>56,550</u>
9.	<u>Sheet C-06</u> 8" SS In Street - PB ⁽³⁾	LF	150	\$ <u>145</u>	\$ <u>21,750</u>
10.	Alternative to Bid Item 9 <u>Sheet C-06</u> 8" SS In Street - OC	LF	150	\$ <u>30</u>	\$ <u>4,500</u>
11.	<u>Sheet C-06</u> 6" SS In Street – OC, Spot Repair	LS	1	\$ <u>7,000</u>	\$ <u>7,000</u>
12.	Dewatering	LS	1	\$ <u>1,000</u>	\$ <u>1,000</u>
13.	Lateral Replacement and Reconnection Sheets C-01, 02, 03, 04 & 06 ⁽⁴⁾	EA	14	\$ <u>3,500</u>	\$ <u>49,000</u>
14.	<u>Sheet C-06</u> A. Manhole G5-34 Replacement	EA	1	\$ <u>7,500</u>	\$ <u>7,500</u>
	B. Manhole G5-33 Repair	EA	1	\$ <u>3,000</u>	\$ <u>3,000</u>
15.	<u>Allowance Item, Sheet C-05</u> 6" SS In Street ⁽⁵⁾	LF	184	\$ <u>145</u>	\$ <u>26,680</u>
16.	<u>Allowance Item, Sheet C-05</u> 6" SS In Street – OC	LF	203	\$ <u>150</u>	\$ <u>30,450</u>
17.	<u>Allowance Item, Sheet C-05</u> Manhole Replacement	EA	1	\$ <u>7,500</u>	\$ <u>7,500</u>
18.	<u>Allowance Item, Sheet C-05</u> Lateral Replacement And Reconnection ⁽⁶⁾	EA	15	\$ <u>3,500</u>	\$ <u>52,500</u>

Respectfully submitted:

David Devaney

PRESIDENT

3/9/21

Signature of Bidder

Title

Date

DEVANEY ENGINEERING, INC.

Name of Bidder

1641 LOMBARD ST., SAN FRANCISCO

Address

1001380

2/28/23

License Number

Expiration Date

1000022863

6/30/22

California DIR Registration Number

DIR registration Expiration Date

Bid Schedule Notes

- (1) For bid items where replacement/rehabilitation method is not specified, contractor may choose between OC or PB.
- (2) OC = Open Cut.
- (3) PB = Pipe Bursting.
- (4) Number of lateral replacements is an estimate only. Actual field conditions shall be verified by contractor. Bid Item No. 13 quantity does not include Allowance Bid Item No. 18 quantity, i.e., Bid Item No. 13 quantity is the estimated number of lateral replacements shown on Sheets C-01, C-02, C-03, C-04 and C-06.
- (5) Bid Items 15 – 18 are Allowance Items which may or may not be awarded depending on available budget. If awarded, they will be all awarded.
- (6) Bid Item No. 18 quantity is the estimated number of lateral replacements shown on Sheet C-05.
- (7) See Article 6.06 of Section C6 Measurement and Payment for Bid Item descriptions.

Total Bid Amount for Items 1 – 18 in Numbers

\$ 447,955

Total Bid Amount for Items 1 – 18 in Words _____

Four hundred forty-seven thousand nine hundred fifty-five dollars

In case of discrepancy between words and figures of the total amount, the words shall prevail. If erasures or other changes appear on this proposal, each such erasure must be initialed by the person signing the bid.

3.03 LICENSE STATEMENT

Contractor: DEVANEY ENGINEERING, INC.

Address: 1641 LOMBARD ST., SAN FRANCISCO, CA 94123

Telephone No: (415) 559 0429

License No: 1001380

Classification: A - GENERAL ENGINEERING

License Expiration Date: 2/28/23

California DIR Registration Number: 1000022863

DIR registration Expiration Date: 6/30/22

"I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct."

Executed this 9TH day of MARCH, 2021, at SAN FRANCISCO, California.


Signature of Contractor

3.04 NONCOLLUSION AFFIDAVIT

NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND
SUBMITTED WITH BID

State of California)
County of SAN FRANCISCO) ss

DEREK DEVANEY

_____ , being first duly sworn, deposes and says that he or she is PRESIDENT of DEVANEY ENGINEERING, INC., the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly nor indirectly induced or solicited any other bidder to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Derek Devaney
Signature of Contractor

Subscribed and sworn to before me this 9TH day of MARCH, 2021.

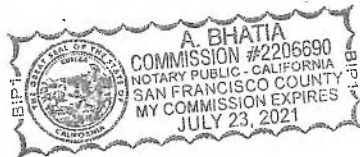
SEE ATTACHED CA JUREAT
Notary Public

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Francisco

Subscribed and sworn to (or affirmed) before me on this 9th
day of March, 2021, by Derek Devaney

proved to me on the basis of satisfactory evidence to be the
person(s) who appeared before me.



(Seal)

Signature 

3.05 STATEMENT OF INSPECTION OF SITE

The undersigned, as bidder, states that he has inspected the site of the proposed work in order to satisfy himself, by personal examination, or by such other means as he prefers, of the location of the proposed work and as to the actual conditions of the site of the work. The bidder is also advised that his certification of site inspection herein includes inspection of the site by any and all of sub-contractors listed for this project for any and all portions of the work performed by any and all such sub-contractors.

DEREK DEVANEY - DEVANEY ENGINEERING, INC.

Print Name of Bidder



Signature of Bidder

1641 LOMBARD ST.

SAN FRANCISCO, CA 94123

Address

3.06 BIDDER'S EXPERIENCE STATEMENT

The following outline is a record of the Bidder's experience in construction of a type similar in magnitude and character to that contemplated under this contract. Additional numbered pages outlining this portion of the proposal may be attached to this page. If the General Contractor is to perform the sewer replacements, he shall include herein below sufficient documentation of prior similar projects and experiences and/or other information and data that, in the opinion of the District, constitutes sufficient evidence of the ability of the contractor to perform and complete the same nature and magnitude of work by the method requested by the District for this project. If the sewer replacement portion of the work is to be performed by a proposed sub-contractor, the same requirements mentioned above shall apply, and the contractor shall submit pertinent information relative to the proposed sub-contractor in the space below.

General Contractor

2020 CVSAN - MARSHALL ST SEWER UPGRADE PROJECT - 2,400LF 12" PIPE BURSTING - \$1.9M

2018 CSD 2-3 - DISTRICT PROJECT - 2,000LF PIPE BURST AND OPEN CUT 6" - \$1.6M

Sub-contractor

3.07 PERSONNEL EXPERIENCE STATEMENT

The following is a list of personnel, including a record of each person's experience, knowledge and ability, who, if the Bidder is awarded the Contract, will be available to actively supervise the work; it is understood the work will be directed by one of these persons. Additional numbered pages outlining this portion of the proposal may be attached to this page.

DEREK DEVANEY - 18 YEARS EXPERIENCE - FOREMAN - CIVIL ENGINEER - PROJECT MANAGER

3.08 PROPOSED SUBCONTRACTORS

The General Contractor shall use the Designation Of Subcontractors form on the next page and shall submit the requested information for each sub-contractor that will be used in performing certain portions of the project. At a minimum, such information shall consist of the name and business address of each sub-contractor, in addition to a brief description of the work to be performed by each sub-contractor proposed for this project. The General Contractor shall not employ any other sub-contractors to do work in excess of one-half of one percent (0.5%) of the total amount of the bid without prior written approval by the District, except as may be submitted herein in this proposal. The Contractor will not be allowed to substitute an approved sub-contractor without prior written approval by the District. Additional numbered pages outlining this portion of the proposal may be attached to this page. Each page shall be headed Proposed Subcontractors, and shall be signed by the General Contractor.

DESIGNATION OF SUBCONTRACTORS

TO BE SUBMITTED WITH BID 2020 CAPITAL IMPROVEMENT PROJECT SEWER REPLACEMENTS PROJECT 1 Granada Community Services District

The following is a list of the Subcontractors that will be used in the work if the Bidder is awarded the Contract.

Subcontractor's Name & License No.	
Business Location (City, State)	
Phone Number	
California DIR Registration Number and Expiration Date	
Nature of Work	
Percentage of Contract Amount	

Subcontractor's Name & License No.	
Business Location (City, State)	
Phone Number	
California DIR Registration Number and Expiration Date	
Nature of Work	
Percentage of Contract Amount	

Subcontractor's Name & License No.	
Business Location (City, State)	
Phone Number	
California DIR Registration Number and Expiration Date	
Nature of Work	
Percentage of Contract Amount	

(Additional sheets may be copied if required)

Signed:

Derek Devaney
(Signature)

3/9/21

(Date)

DEREK DEVANEY

(Name Printed):

END OF DESIGNATION OF SUBCONTRACTORS

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SECTION A4 - PROPOSAL GUARANTY BOND
(10% of Contract Price)

KNOW ALL MEN BY THESE PRESENTS:

THAT Devaney Engineering, Inc., hereinafter called the Principal, and The Ohio Casualty Insurance Company, hereinafter called the Surety, are jointly and severally held and firmly bound unto the Granada Community Services District, hereinafter called the Obligee, each in the penal sum of ten percent of the total amount of the bid proposal of the Principal for the work, this sum not to exceed 10% of the total amount bid dollars of lawful money of the United States for the payment whereof unto the Obligee the Principal and Surety jointly and severally bind themselves forever by these presents.

WHEREAS the Principal is herewith submitting its offer for the fulfillment of the Granada Community Services District contract for the 2020 CAPITAL IMPROVEMENT PROJECT, SEWER REPLACEMENTS PROJECT 1.

NOW, THEREFORE, the condition of the obligation is such that if the Principal is awarded the contract, and if the Principal within the time specified in the proposal for such contract enters into, executes and delivers to the Obligee an agreement in the form provided herein complete with evidences of insurance, and if the Principal within the time specified in the proposal gives to the Obligee the performance bond on the form provided herein, then this obligation shall be void; otherwise, the Principal and Surety will pay unto the Obligee the difference in money between the total amount of the proposal of the principal and the amount for which the Obligee legally contracts with another party to fulfill the contract if the latter amount be in excess of the former, but in no event shall the Surety's liability exceed the penal sum hereof.

AND IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable under this obligation as Principal and that nothing of any kind of nature whatsoever that will not discharge the Principal shall operate as a discharge or a release of liability of the Surety.

IT IS HEREBY FURTHER DECLARED AND AGREED that this obligation shall be binding upon and inure to the benefit of the Principal, the Surety and the Obligee and their respective heirs, executors, administrators, successors and assigns.

SIGNED AND SEALED THIS 5th day of March, 2021.

Devaney Engineering, Inc.

Devin Devaney

The Ohio Casualty Insurance Company

Brad Bahl

Brad Bahl, Attorney-in-Fact

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

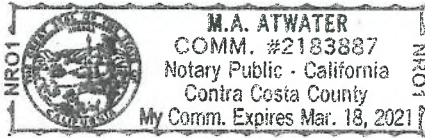
State of California }
County of Contra Costa }

On March 5th, 2021 before me, M.A. Atwater, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Brad Bahl
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature M.A. Atwater
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- Corporate Officer – Title(s): _____
- Partner – Limited General
- Individual Attorney in Fact
- Trustee Guardian of Conservator
- Other: _____

Signer is Representing: _____

Signer's Name: _____

- Corporate Officer – Title(s): _____
- Partner – Limited General
- Individual Attorney in Fact
- Trustee Guardian of Conservator
- Other: _____

Signer is Representing: _____



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company The Ohio Casualty Insurance Company West American Insurance Company

Certificate No: 8201686-971892

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Brad Bahl; Gordon J. Fischer; Dennis A. Sewell

all of the city of Walnut Creek state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 29th day of July, 2019.



Liberty Mutual Insurance Company The Ohio Casualty Insurance Company West American Insurance Company

By: David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day

State of PENNSYLVANIA County of MONTGOMERY ss

On this 29th day of July, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA Notarial Seal Teresa Pastella, Notary Public Upper Merion Twp., Montgomery County My Commission Expires March 28, 2021 Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 5th day of March, 2021.



By: Renee C. Llewellyn, Assistant Secretary

3.09 RECEIPT OF ADDENDA

The following is a list of the addenda received prior to Bid Opening:

ADDENDA NO.	DATED	SUBJECT	DATE OF RECEIPT
1	2/22/21	SECTION F1	2/28/21
2	3/3/21	SECTION F2	3/4/21

Name: DEREK DEVANEY

Signed: 

Dated: 3/9/21

ITEM #6

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Consideration of Board Ethics Policy
Date: March 18, 2021

Please find attached a draft Board Ethics Policy, which is presented for the board's approval.

GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors Code of Ethics

The following Code of Ethics represents the guiding principles for public officials. The Granada Community Services District (GCSD) is committed to the highest standards of conduct by and among elected and appointed officials in the performance of their duties. This Code of Ethics seeks to insure that promoting the common good is the goal of the decision-making process. Public service is a public trust, requiring that the Constitution, the laws, and ethical principles be placed above private gain.

To the best of their abilities, Board members shall:

- Attend all board and committee meetings.
- Serve on committees and offer to take on special assignments when possible.
- Prepare for board and committee meetings by reviewing the meeting agenda and supporting materials. Be informed on the background of issues before the board.
- Be a good listener, carefully considering all opinions and points of view.
- Involve citizens in the decision-making process and welcome divergent points of view.
- Promote decisions that serve the public interest and promote the greatest public good.
- Act in a professional and businesslike manner, and maintain a respectful attitude towards members of the public, staff, and other directors.
- Support the integrity and reputation of the Agency.
- Use good judgment based on high ethical principles.
- Refrain from any illegal, dishonest, or unethical conduct.
- Actively promote public confidence in GCSD.
- Recognize and support the public's right to know the public's business.
- Respond to the public in ways that are complete, clear, and easy to understand.
- Respect and protect privileged information (i.e., personnel matters, litigation).
- Work in partnership with other government agencies, political subdivisions, and organizations to further the interest of GCSD.
- Avoid outside interests that will interfere or conflict with maintaining an objective and impartial perspective.
- Carefully guard against conflict of interest or its appearance in actions or decisions.
- Refuse to accept gifts, services, or any object of value from any source offered to influence a decision.
- Recognize that efforts attempting to influence other officials to act in a manner benefiting personal or financial interests are prohibited.
- Evaluate recommendations or decisions to identify the best service, product, or alternative at minimal cost without sacrificing quality or fiscal responsibility.
- Comply with all laws and regulations applicable to appointed officials and with those governing the conduct of meetings.

ITEM #7



SEWER AUTHORITY MID-COASTSIDE

Finance Committee Meeting Agenda

Regular Meeting

11am to 12 noon on Thursday February 18, 2021

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

Topic: Finance Committee Regular Meeting

Time: Feb 18, 2021 11:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84510130219?pwd=eml3Wk13RXI4blJkaExlbHIBREpLUT09>

Meeting ID: 845 1013 0219

Passcode: 521552

One tap mobile

+16699006833,,84510130219#,,,,*521552# US (San Jose)

Find your local number: <https://us02web.zoom.us/j/84510130219?pwd=eml3Wk13RXI4blJkaExlbHIBREpLUT09>

1. ROLL CALL

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of Minutes November 19, 2020

B. Audit 2019-2020

3. NEXT REGULAR MEETING

March 18, 2021

MINUTES
SAM BOARD OF DIRECTORS MEETING
February 22, 2021

1. CALL TO ORDER

Chair Dye called the meeting to order at 7:02 p.m. from her residence in El Granada, CA. Directors attended the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the San Mateo County Health Officer Shelter-In-Place order issued on March 16, 2020, members of the public were able to observe the open session portions of the meeting electronically by using the link that was provided on the agenda for the February 22, 2021 meeting.

A. Roll Call

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

2. PUBLIC COMMENT/ORAL COMMUNICATION - NONE

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

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

- A. Approve Minutes of February 8, 2021 Regular Board Meeting
- B. Approve Disbursements for February 22, 2021
- C. Monthly Revenue and Expense Report for Period Ending January 31, 2021

Director Lohman moved, and Director Ruddock seconded the motion to approve all Consent Agenda Items as presented.

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

4. REGULAR BUSINESS

- A. Discuss and Approve Infrastructure Plan for Fiscal Year 2021-2022

General Manager Prathivadi updated, and informed the Board that staff has started

preparing the General Budget and in order to move forward the Infrastructure Budget needs to be finalized and put in to the General Budget. He stated that there was a Budget Workshop held on January 29, 2021 where it was decided that SAM should have a 1 year Capital Improvements Project (CIP), and possibly discuss the 5 year CIP at a later date. Director Lohman moved, and Director Slater-Carter seconded the motion to accept and approve the CIP plan for 2021 – 2022 that was developed by staff. A discussion ensued. Director Penrose requested that the minutes of the February 22, 2021 Board meeting reflect that Half Moon Bay votes on project item #1, 2.01, 2.02, and 2.03 relating to the Montara Pump Station, and project item # 2, 3.01, and 3.02 relating to the Portola Pump Station is under protest consistent with the resolutions by which the Half Moon Bay City Council approved prior to SAM budgets, and that any Half Moon Bay funding of this and other IPS related projects are made under protest, and with the understanding that cost spent by the City of Half Moon Bay will be refunded to the City of Half Moon Bay should it prevail in its suit. George Long, SAM employee, addressed the Board and discussed BOD concentration and coarse air. Director Slater-Carter stated that when comments are asked of the member agency managers, a deadline is set, and for the Board to take a policy that if the Managers or public does not get a comment in by the deadline date, it's been deemed they have no other questions and the budget process can keep moving forward. Following discussion, Director Clark stated that he will approve the infrastructure plan, but he will vote no on Aeration Basin 4 since it will not be moved on until the study is done. The Board of Directors approved the Infrastructure Plan for Fiscal Year 2021-2022 by roll call vote.

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

5. GENERAL MANAGERS REPORT

A. Monthly Manager's Report – January 2021

General Manager Prathivadi updated the Board on the Wet Weather Expansion Project, and informed them that the pipes were delivered earlier in the day and the boxes will be delivered on Wednesday, February 24th. He also stated that the project is progressing and the contractor is doing a great job. Director Slater-Carter thanked Supervisor of Treatment/Field Operations Costello, and staff for the Wet Weather Expansion Project photos and posts on the Next Door website. Chair Dye thanked the Collections crew for the great job they did when she recently had a back-up in her downstairs area. She stated SAM Collections crew is pleasant to work with and competent in what they do.

6. ATTORNEY'S REPORT

General Counsel Jungreis informed the Board of a large bond measure (SB45) that is being considered. Director Slater-Carter added to General Counsel Jungreis' comments by informing the Board that there is now a second bond measure (AB1500). She stated that it would be worth General Counsel, SAM Manager, and the Finance Committee to look through it and identify all the areas that look fruitful for SAM. Director Ruddock also suggested that SAM look in to joining the Water Bond Coalition, adopt a resolution to join the coalition, and agendize joining the coalition at one of SAMs March meetings. Director Slater-Carter moved, and Director Ruddock seconded the motion to add this to the next SAM agenda as an urgency item.

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

Director Slater-Carter moved, and Director Clark seconded the motion to approve a resolution as indicated on the Water Bond Coalition website subject to such minor modifications as maybe recommended by the SAM General Manager and General Counsel.

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

General Counsel Jungreis informed the Board that the RWQCB agreed to make minor changes to clarify responsibilities as discussed at the February 8, 2021 SAM Board meeting.

7. DIRECTOR'S REPORT

Director Lohman reported that the SAM 2040 Committee had a short meeting where lots of interesting information was discussed. Director Slater-Carter informed the Board that a public workshop was held on sewer systems and she highly recommended everyone to watch it on PCTV and Coastside Buzz. She also stated there will be another public workshop on water on March 3rd and suggested everyone watch it on PCTV.

8. TOPICS FOR FUTURE BOARD CONSIDERATION

Director Slater-Carter suggested having a regular agenda item and discussion on the remaining 4 years of the 5 year CIP. Chair Dye stated she would like to defer that to the General Manager and see when he would like to bring it back. General Manager Prathivadi stated that he would check it out with the Member Agency Managers as to what time frame they would like to have it come back to the Board. Director Slater-Carter also stated that she would like the Board to adopt a policy on public comment and Member Agency Managers getting back to SAM in a timely fashion with a deadline so the work of SAM can continue without needing to wait for comments or questions from the public or Member Agency Managers.

9. CONVENE CLOSED SESSION AND REGULAR CLOSED SESSION *(Items discussed in Closed Session comply With the Ralph M. Brown Act)*

The Board went in to Closed Session at 8:00 p.m.

10. CONVENE TO OPEN SESSION

The Board came out of Closed Session at 8:22 p.m. Chair Dye reported that there was no reportable action.

11. ADJOURNMENT

Chair Dye adjourned the meeting at 8:22 p.m.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

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

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

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

Key Indicators of Performance

Flow Report (See Attachment A)

NPDES Permit Violations:	2	Half Moon Bay	0.816	59.02%
Accidents, Injuries, etc.:	0	Granada CSD	0.278	20.15%
Reportable Spills Cat 1:	0	Montara W&SD	<u>0.288</u>	<u>20.84%</u>
Reportable Spills Cat 2:	0	Total	1.382	100%
Reportable Spills Cat 3:	0			

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

Administration

There were two Board Meetings in the month of January. There were zero public records request in January 2021. There were zero articles in the HMB Review.

There has been no lost time work accidents since September 10, 2019.

There were no new hires in the month of January. There was one anniversary in January, Carlos Mendez, Maintenance Mechanic III, January 7, 2013.

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 200,000 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) or as wet weather flow storage as originally designed.

Operations in January compared to the last few months were better with the exception of the storm event at the end of the month which caused the high BOD and TSS due to wash out. The high flows did occur at time typical of low flows and the flows were no were near what we have seen in the past so this is a little concerning. It is clear that with the older aeration basins on line we will have to alter our operational mode during storm events in an effort to mitigate this from occurring to the best of our ability.

The two NPDES violations were both on the effluent sample, one was for EFF BOD and the other was for EFF TSS.

While we still seem to be having bulking issues our effluent is very much improved. If we can treat the cause of the bulking and get rid of the problematic organisms we should be on or way to a better operating process and happier bugs.

I have been openly communicating with Robert Schlipf at the state to be sure they are kept in the loop of what we have going on.

As stated last month we still have not located the cause of the high BOD's, which is a bummer, but we are still looking.

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

Numbers are looking really good this month as you can see on the NPDES report, with the exception of the 27th samples.

During the month of January 2021, rainfall was below normal for Half Moon Bay. The 10-year average for the area is 5.51 inches of rain in January, this website <https://ggweather.com/hmb/> has some very useful data for our area. We did get some rainfall to report for the month of January. Rainfall totals were as follows: 3.62 inches at the treatment plant, 2.25 inches in the GCSO service area, and 3.65 inches at the MWSD weather station. Below the 10 year average for sure, much like the last few months. There were micro-climate variations verified by the data.

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

- 1/1/2021 – S.A.M. Holiday, New Year’s Day
- 1/2/2021 – Power failures along the coast today, various alarm responses at remote locations. Reached out to Dan (WWSM) on wasting considerations.
- 1/3/2021 – Pick up samples for accelerated sampling.
- 1/4/2021 – Pickup samples for accelerated samples, did communicate with Robert Schlipf that we will be cutting back as we are in compliance with our permit. Calcon is in working on the wiring for the RDT to put a bypass switch on the feed pump. Odd power glitch caused VFD’s at Portola to trip out, Calcon will look into VFD’s.
- 1/5/2021 – Calcon in working on solenoid valve for #1 / #2 water system that is not working correctly.
- 1/6/2021 – Calcon working on Portola VFD’s, it seems whatever power issues we had on the fourth did something to them. NPDES samples went out today.
- 1/7/2021 – Found blowers not tracking correctly, contacted Trevor at Calcon to see if he can figure out the issue with the programing. Had A high O.U.R. reading today, could be indication of a high BOD load or higher than usual. Second day of NPDES samples went out today.
- 1/8/2021 – R.A.S. pump not tracking well correctly, contacted Trevor at Calcon, he will look into the programing to see if he can get it corrected. He found that

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

the P.I.D. needed to be adjusted, should be good now. Chlorinating the RDT underdrain to help with filaments in regards to the recirculation of the side streams.

- 1/9/2021 – Check in with Dan at WWMS on wasting and operational progress.
- 1/10/2021 – Put C.E.S.T. Back in service due to filaments, balanced the aeration tanks. Discussed process with Dan at WWMS. 1st day NPDES samples went out today.
- 1/11/2021 – Work on secondary poly addition, set up sprays on secondary's with chlorine feed to combat nocardia foam before it gets out of control. Second day NPDES samples went out today.
- 1/12/2021 – Calcon here working on a contactor switch inside the electrical bucket of the polymer unit also working on transfer switch for chemical area. Third day of BOD samples went out for testing.
- 1/13/2021 – Phone in meeting WWMS on process.
- 1/15/2021 – Belt replacement on B.S.T.P. # 1 so that we can use it with Digester #1.
- 1/16/2021 – Contact WWMS regarding process question
- 1/17/2021 – C.E.P.T. pump required a little assistance today, was having a pumping issue.
- 1/18/2021 – S.A.M. Holiday, Picked up 1st day samples for weekly NPDES. O.U.R. was a little high, talk with Dan at WWMS.
- 1/19/2021 – Second day weekly NPDES samples, Norm was in to a training on the C.O.D. block we have in the lab now. The results being typically higher on the COD over the BOD but it will give us an early indicator of potential issues once we have enough correlating data.
- 1/20/2021 – Cl₂ analyzer line got plugged, easy fix, back to normal fairly quickly causing no issues. Third day of BOD samples went out today.
- 1/21/2021 – We wanted to switch secondary's to waste out the bugs that don't want to play well, the drive motor started tripping before we transferred over to it. Calcon will investigate issue, it was just in service not too long ago so this was unexpected.

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- 1/22/2021 – Calcon investigated the motor and found it to be bad, also found alarm wiring not sending proper signal while motor was being replaced and resolved that also.
- 1/23/2021 – Found poly to MLSS eff to be plugged up, unable to get it going, being late Saturday opted to leave it until tomorrow to repair.
- 1/24/2021 – Poly pump going again, power issues at stations, weather related.
- 1/26/2021 – Found broken flight skid in primary clarifier, need to take down clarifier to facilitate repair. First day of weekly NPDES samples went out today.
- 1/27/2021 – Power issues in the wee hours due to weather. Second day weekly NPDES samples went out today, (* this day we exceeded our effluent BOD and TSS due to wash out during the storm event, it should also be noted that this was not a huge storm event, the state was notified as soon as we got the results of the test as well as the probable cause).
- 1/28/2021 – Third day of samples went out for BOD testing today, (*as soon as results were received notified the state which painted the picture regarding the cause of yesterday’s high BOD and TSS numbers). We switched secondary’s today and found an issue with the VFD for R.A.S. pump #2 that Calcon will have to look into. We got an alarm late in the day for a low loop temp, there seems to be a contactor switch issue causing the breaker to trip. Calcon was contacted and will be in to repair tomorrow.
- 1/29/2021 – Calcon repaired the contactor switch for the circulation pump, done getting solids out of secondary tank #1 in order to take it off line for now, It will be full and ready to go into service right away when needed.
- 1/30/2021 – Talk with Dan at WWMS regarding wasting and plant process.
- 1/31/2021 – Found plugged injector line on poly for secondary’s, able to get it going again in a short amount of time. O.U.R. sample seemed a little high again today, again, could be indication of higher BOD load.

Other activities are listed below;

There were 2 deliveries (approximately 1,200 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 120.00. There were no leachate deliveries to the SAM IPS line in the month of January 2021, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 24,043 feet of sewer line and responded to 33 service calls in contract service areas. 8 were sewer line related and 25 were maintenance service calls. Twelve of the callouts were during regular business hours and twenty-one were after hours. Three calls were in the HMB service area, four were in the GCSD service area, and the remaining twenty-six were in the MWSD service area.

HMB – The service calls in the HMB area were as follows; 1/17 – Received a call from tenant about standing water in cleanout, crew responded observed the standing water and flushed the main line only finding a few baby wipes, advised the tenant that it was a private matter and they would need to contact a plumber to resolve the issue. 1/27 - Received a call from M.T company, they had a track come off on their televising camera. Crew ran main line and was able to retrieve the track from the main line after a couple of attempts.

The maintenance service call in HMB was as follows; 1/28 - Pelican point lift station power failure, upon arrival found Peterson power doing maintenance on generator.

GCSD – The service calls in the GCSD area were as follows; 1/7 - Received call through district of a backup, crew flushed main line and property line cleanout finding no obstructions. Last house on a line could be related to low water usage. 1/15 - Homeowner called about back up, crew arrived and flush main finding obstruction and cleared blockage. As a note this is an older house and the lateral crosses neighboring property. 1/19 - Received a call from homeowner regarding downstairs toilet backing up. Crew flushed main line finding no obstruction, there was no property line cleanout they could find. Owner was advised to contact a plumber to resolve.

The one maintenance call in the GCSD area this month was as follows; 1/2 - San Pablo Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation.

MWSD – The service calls in the MWSD area were as follows; 1/3 - Homeowner called reporting shower tub back up, crew arrived flushed main finding no

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obstruction, advised homeowner to contact plumber to resolve issue. 1/4 - Homeowner called about a toilet backing up, crew flushed main finding no obstructions, homeowner was advised to contact a plumber to resolve issue. 1/27 - Received a call from district engineer to assist SIP contractor to run main as SIP's trailer did not have enough pressure to clear line. Crew ran last two lines on Virginia Ave. finding minimal flushable wipes.

There were twenty three maintenance service calls in the MWSD area this month, they were as follows; 1/2 - Airport Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. Generator did not run. Seal cove 1 Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. Seal cove 2 Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. Seal cove 3 Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. Seal cove 4 Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. Distillery Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. California Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. Generator did not operate. Vallemar Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. Generator did not operate. Niagara Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. 5th Street Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. Date Harte Street Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. Upon arrival generator was running, returned later and station was on utility power. Kanoff Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. Generator did not operate. 7th Street Lift Station, this was part of a larger power failure during rain event, reset pumps and checked station for normal operation. 1/4 - Airport lift station, Light rain power outage, generator had run 0.1 hours. Reset station alarms and check pumps for normal operation. Airport lift

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station, light rain power glitch, generator had run for 0.6 hours. Reset station and checked pumps for normal operation. 1/18 - Airport lift station, power glitch caused by strong winds. Generator did not run. 1/19 - Vallemar station power glitch caused by strong winds, station fault and station trouble alarms. Station operating normal upon arrival, generator did not run, reset alarms and checked station for normal operation. Kanoff lift station, station fault and phase monitor alarms, reset alarms and checked station for normal operation. Generator did not run. 7th street lift station, power glitch caused by strong winds, general alarm, line power alarm, phase loss alarm. Reset station and checked for normal operation. Niagra lift station, station fault, station trouble, phase loss alarms, station was operating normal upon arrival. Reset station and checked for normal operation. 1/23 - California Street Lift Station power glitch, generator did not run, reset alarms and checked station for normal operation. 1/24 - Airport lift station, power outage. Generator ran 0.4 hours, station was on utility power upon arrival, reset alarms and checked station for normal operation. 1/29 - Owner called about red light on grinder station, had to vactor out station to access grinder pump. Found excess grit in grinder well. Had to replace pump, informed home owner there could be an issue with their lateral line from the house.

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

Staff Recommendation

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

Supporting Documents

- Attachment A: Monthly Flow Report January 2021
- Attachment B: Monthly NPDES Report January 2021
- Attachment C: Collection System Data January 2021
- Attachment D: Contract Collection Services Report January 2021

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Attachment A

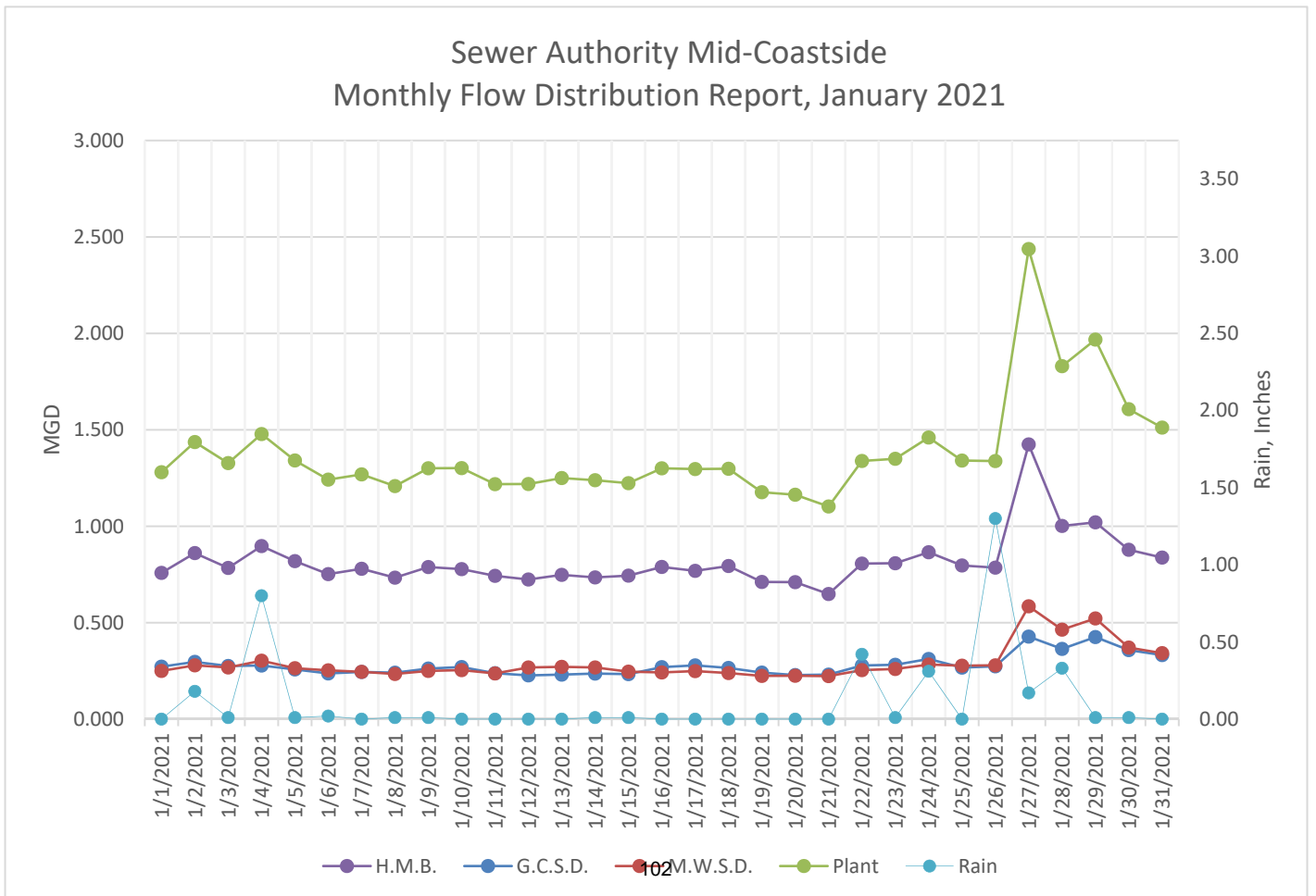
Flow Distribution Report Summary for January 2021

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

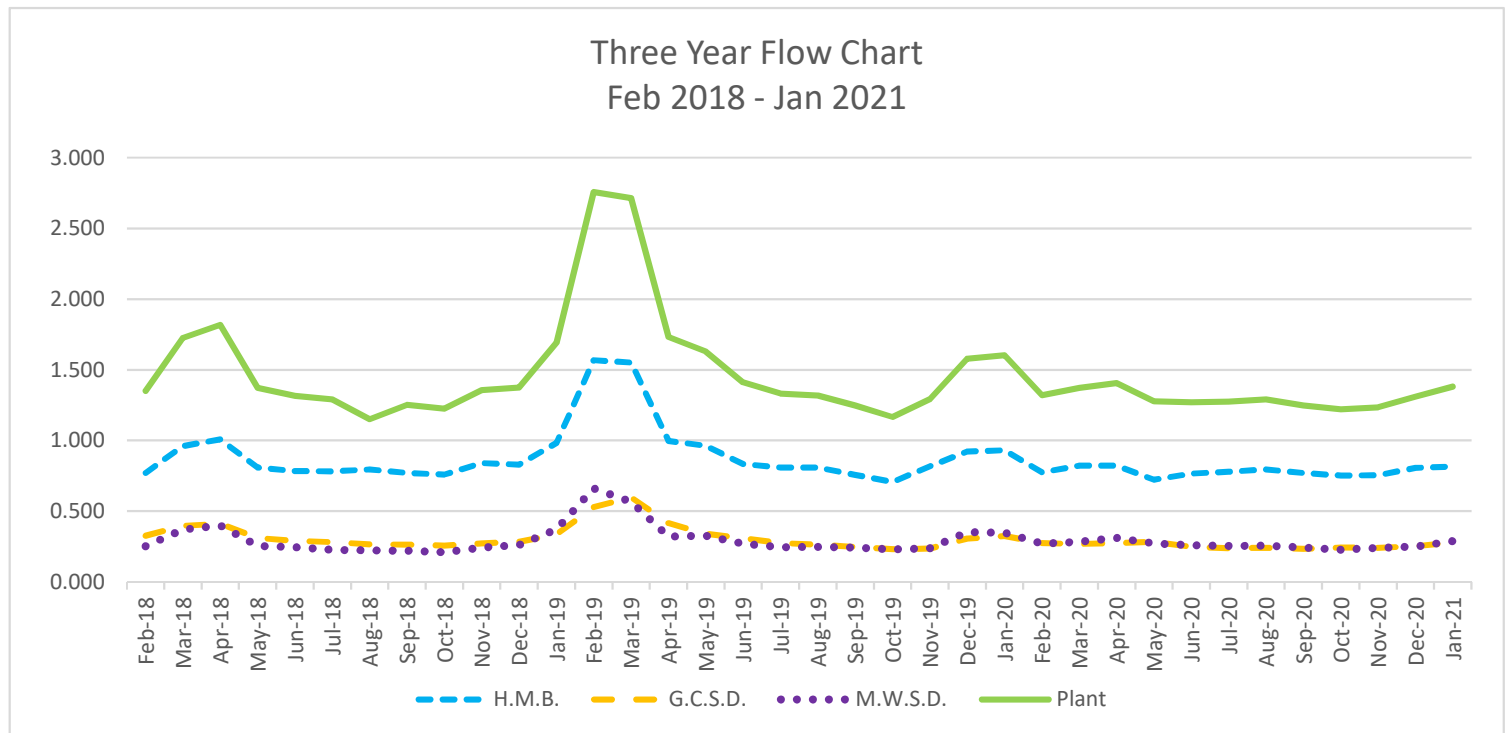
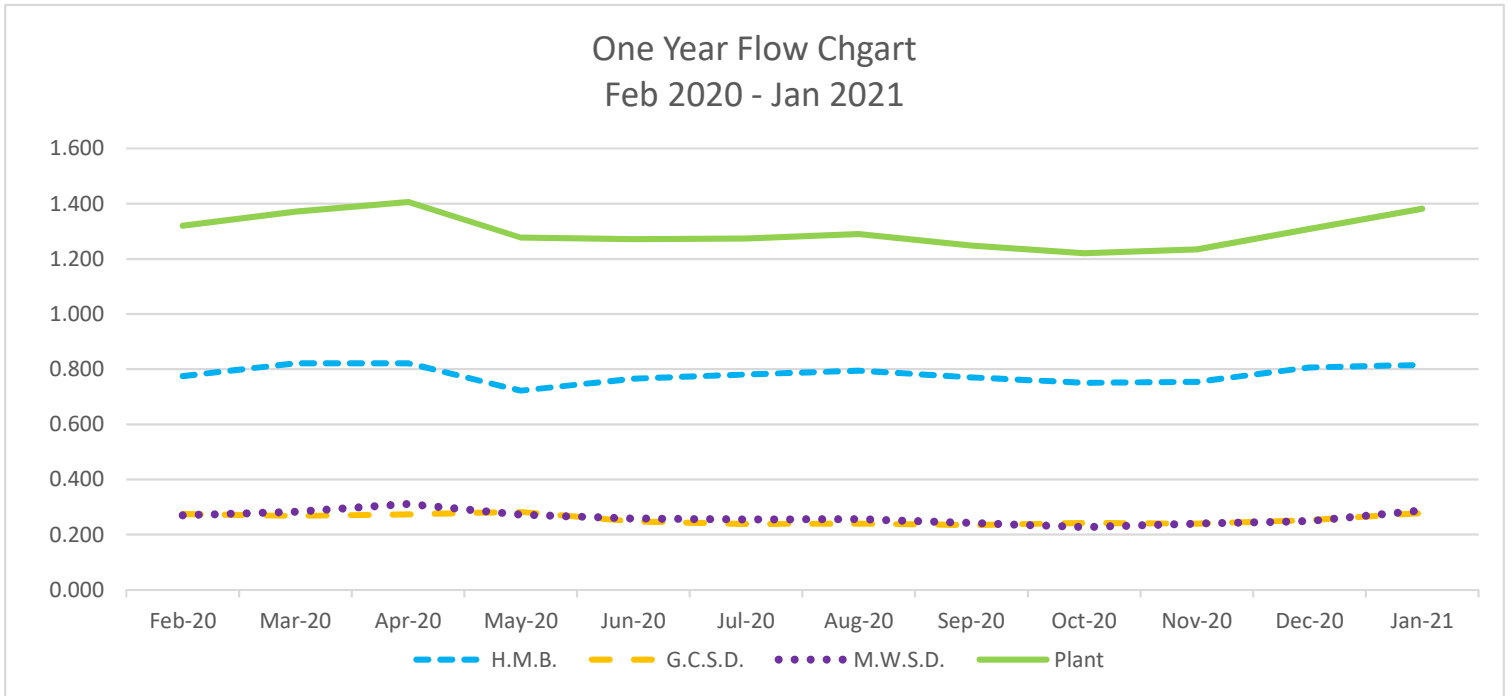
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.816	59.02%
Granada Community Services District	0.278	20.15%
Montara Water and Sanitary District	<u>0.288</u>	<u>20.84%</u>
Total	1.382	100.0%



Most recent flow calibration September 2019 PS, September 2019 Plant



SAM E-001 January 2021

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
1/1/2021								
1/2/2021								
1/3/2021	300	7.50		97.5%	270	170	4.7	
1/4/2021	320	8.00		97.5%	330	240	5.2	
1/5/2021								
1/6/2021	260	9.60		96.3%	460	210	9.0	
1/7/2021	310	7.00		97.7%	430	160	6.1	
1/8/2021								
1/9/2021			8.03					6.25
1/10/2021	200	7.80		96.1%	530	300	5.7	
1/11/2021	220	6.70		97.0%	500	310	6.7	
1/12/2021					550	360	6.9	
1/13/2021								
1/14/2021								
1/15/2021								
1/16/2021			7.25					6.43
1/17/2021								
1/18/2021	390	9.40		97.6%	450	260	5.4	
1/19/2021	360	9.50		97.4%	480	260	5.2	
1/20/2021					670	440	6.4	
1/21/2021								
1/22/2021								
1/23/2021			9.45					5.67
1/24/2021								
1/25/2021								
1/26/2021	320	12.00		96.3%	380	240	7.7	
1/27/2021	350	200.00		42.9%	410	190	200.0	
1/28/2021					280	210	19.0	
1/29/2021								
1/30/2021			106.00					75.57
1/31/2021								
Count	10	10	4	10	13	13	13	4
Minimum	200	6.70	7.25	42.9%	270	160	4.7	5.7
Average	303	27.75	32.68	91.6%	442	258	22.2	23.5
Maximum	390	200.00	106.00	97.7%	670	440	200.0	75.6
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, January 2021

January 2021

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

12 Month Moving Total

	Total	<i>12 month rolling Number</i>			
		HMB	GCS D	MWSD	SAM
Roots	2	0	1	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	3	1	1	0	1
Total	5	1	2	1	1
		20%	40%	20%	20%

Reportable SSOs

	Total	<i>Reportable Number of S.S.O.'s</i>			
		HMB	GCS D	MWSD	SAM
January 2021	0	0	0	0	0
12 Month Moving Total	5	1	2	1	1

SSOs / Year / 100 Miles

	Total	<i>Number of S.S.O.'s /Year/100 Miles</i>			
		HMB	GCS D	MWSD	SAM
January 2021	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	2.7	6.0	3.7	13.7
Category 1	1.0	0.0	3.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	2.7	3.0	3.7	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

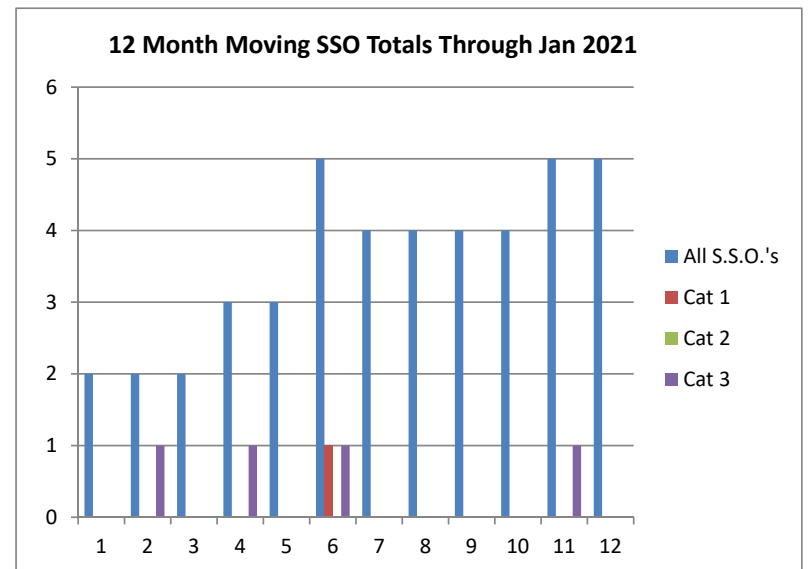
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Feb - 20	7,403	7,463	10,503	25,369	4.8
Mar - 20	10,957	11,948	10,023	32,928	6.2
Apr - 20	9,893	10,803	10,420	31,116	5.9
May - 20	10,453	12,618	10,308	33,379	6.3
June - 20	11,026	17,691	6,463	35,180	6.7
July - 20	16,890	18,514	14,262	49,666	9.4
Aug - 20	15,475	20,299	7,883	43,657	8.3
Sept - 20	12,942	18,428	4,067	35,437	6.7
Oct - 20	11,459	14,887	8,999	35,345	6.7
Nov - 20	11,229	23,059	9,482	43,770	8.3
Dec - 20	17,235	16,367	4,540	38,142	7.2
Jan - 21	9,147	11,987	2,909	24,043	4.6

Annual ft	144,109	184,064	99,859	428,032	
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Annual Mi.	27.3	34.9	18.9		81.1
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Attachment C



TASK SUMMARY- GCSD 2020-2021

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan						Total to Date	% Complete
Sewer Line Cleaning	87,000	16,424	18,257	16,309	12,436	18,035	14,663	10,710						106,834	123%
Hot Spot Cleaning	5,400	1,994	1,652	1,705	2,450	986	2,904	2,122						13,813	256%
Lift Station Inspection - Daily	52	5	4	5	4	4	4	4						30	0%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-						-	0%
Maint. Work Orders - Completed	-	5	4	5	4	4	4	4						30	-
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-						-	-
Manhole Inspection	879	89	104	96	73	99	91	60						612	70%
USA Markings	372	52	66	67	68	63	44	32						392	105%
F.O.G. Inspections Completed	10	-	-	-	-	-	17	-						17	170%
F.O.G. Inspections Passed	10	-	-	-	-	-	17	-						17	170%
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-						-	-
Lateral Inspections	-	-	-	-	-	-	-	-						-	-
Customer Service Call - Reg	-	2	2	-	-	3	3	3						13	-
Customer Service Call - OT	-	2	2	3	-	1	3	1						12	-
SSO Response - Category 1	-	1	-	-	-	-	-	-						1	-
SSO Response - Category 2	-	-	-	-	-	-	-	-						-	-
SSO Response - Category 3	-	-	-	-	-	-	-	-						-	-
Insurance Claims Filed	-	0	0	0	0	0	0	0						-	-



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, March 08, 2021

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87357328242?pwd=bXZQbXplSWxMOWtFWVlodEhyTjdYQT09>

Meeting ID: 873 5732 8242

Passcode: 795184

One tap mobile

+16699006833,,87357328242#,,,,*795184# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 873 5732 8242

Passcode: 795184

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.

1. CALL TO ORDER

A. Roll Call:

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

2. PUBLIC COMMENT / ORAL COMMUNICATION

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on March 08, 2021 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 22, 2021 Regular Board Meeting, and February 25, 2021 Special Board Meeting (**Attachment**)
- B. Approve Disbursements for March 08, 2021 (**Attachment**)

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

- A. Receive and File SAM -Audited Financial Statements for Fiscal Year 2019-20 (**Attachment**)
- B. Review and Discuss the Financial Report for Fiscal Year 2019-20 (Budget vs Actual) from the Audited Financial Statement (**Attachment**)
- C. Approve First Addendum to Employment Agreement with General Manager (**Attachment**)
- D. Determination Not to Proceed with Ameresco Scope of Work and Authorize General Manager to Pay Ameresco the Project Development Fee of \$60,000 (**Attachment**)
- E. Authorize General Manager to Provide a Letter Indicating Support for Certain Activities/Projects that Senate Bill 45 Would Fund and Authorize General Manager and General Counsel to Seek Amendments as Appropriate to Support Inclusion of SAM Projects and Priorities in SB45 and AB1500 (**Attachment**)

5. GENERAL MANAGER'S REPORT

6. ATTORNEY'S REPORT

- A. Informational Update on PFA's (Per - and Polyfluoroalkyl Substances)
- B. Legislation Updates

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 — PENDING LITIGATION
Pursuant to Paragraphs (1), (2) and (4) of Subdivision (d) of Government Code Section 54956.9 (One case - Thompson vs SAM)
- B. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Pursuant to Government Code Paragraph (2) of Subdivision (d) of Section 54956.9 (FEHA Claim 202008-10882405 filed by Beverli Marshall)
- C. 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)
- D. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION
Pursuant to Government Code of Section 54956.9:

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: March 22, 2021 and April 12, 2021

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

Finance Committee Meeting Agenda

Special Meeting

1pm to 2 pm on Thursday March 11, 2021

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82124977589?pwd=VXRKWFpZREY4UVo4OE9ic1MwN3pJUT09>

Meeting ID: 821 2497 7589

Passcode: 964361

One tap mobile

+16699006833,,82124977589#,,, *964361# US (San Jose)

Find your local number: <https://us02web.zoom.us/j/82124977589>

1. ROLL CALL

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of Minutes February 18, 2021

B. Budget vs Actual for Fiscal Year 19-20

3. NEXT REGULAR MEETING

March 18, 2021

ITEM #8



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS Thursday, February 18, 2021

**THIS MEETING WAS HELD VIA ZOOM TELE-CONFERENCE AS
PERMITTED BY STATE EXECUTIVE ORDER N-29-20.**

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 6:30 pm.

ROLL CALL

President Matthew Clark, Vice President Eric Suchomel, Director Barbara Dye and Director Nancy Marsh. Director David Seaton was absent.

Staff: General Manager Chuck Duffy, District Counsel Bill Parkin, and in Open Session only, Assistant General Manager Delia Comito.

ADJOURN TO CLOSED SESSION

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

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

2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: 531 Obispo Road, El Granada, California.

District's Negotiator: Chuck Duffy

Negotiating parties: Coastside Fire Protection District and Granada Community Services District

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

RECONVENE TO OPEN SESSION

There was no reportable action taken in the Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:33 pm.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

- 1. Consideration of Variance for APN: 048-031-200 on Magellan Ave., Miramar, 4,000 Sq. Ft. Parcel, Zoned R-1/S-94, Owner: Mithal.**
Counsel reviewed the findings report, explaining in further detail issues pertaining to Findings #5 and #6. Finding #5 could not be met as the proposed parcel coverage would not comply with the County standards. Finding #6 could not be met as the parcel is less than 60% of the minimum parcel size and has three bedrooms. In both cases, it cannot be found that sewer service would not significantly adversely affect the ability of the District to serve conforming parcels.
ACTION: Director Marsh moved to not grant a variance because the Board could not make the necessary findings for required variance Findings #5 and #6. (Marsh/Suchomel). Approved 4-0.
- 2. Consideration of Annual Audited Financial Statements for the Fiscal Year Ending June 30,2020.**
Mr. Duffy reviewed the financial statements, and reported that the audit showed the District is in sound financial condition.
ACTION: Director Dye moved to approve the audited financial statements for the Fiscal Year Ending June 30, 2020. (Dye/Marsh). Approved 4-0.
- 3. Report on Parks and Recreation Activities.**
Director Marsh reported on the February 1st PAC meeting. She indicated that the panel discussion with the parks and recreation services staff from the City of Half Moon Bay and Pacifica was very informative about what works and doesn't work at their respective community centers.
- 4. Report on Sewer Authority Mid-Coastside Meetings.**
Director Clark reported his concerns about continuing odor issues at SAM's Portola Pump Station. He also reported on the ongoing investigation into the source of the high BOD readings at the plant. Mr. Duffy said he would request that SAM keep GCSD's District Engineer in the loop concerning testing and data collection regarding the BOD issue.

Director Dye reported on the SAM infrastructure presentation at their last meeting. Mr. Duffy said that the infrastructure budget should be included as part of the annual general budget process.

CONSENT AGENDA

5. **January 21, 2021 Special and Regular Meeting Minutes.**
6. **February 2021 Warrants.**
7. **December 2020 Financial Statements.**
8. **Assessment District Distribution #8-20/21.**

ACTION: Director Dye moved to approve the Consent Agenda.
(Dye/Suchomel). Approved 4-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

Director Marsh suggested adding a future agenda item to consider financial planning for parks.

The Regular Meeting was adjourned at 9:08 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: March 18, 2021

ITEM #9

Granada Community Services District

March 2021 Warrants

For the March 18, 2021 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
02/19/21	8772	Bell Plumbing	Lat Repair: 167 Ave Portola	5060 · Lateral Repairs	11,676.17
02/19/21	8773	BioMaAS, Inc.	GCSD Burnham Strip BRA	6150 · Professional Services	1,582.15
02/19/21	8774	Fechter & Company, CPAs	Auditing Svcs - FYE 06/30/20	6010 · Auditing	1,641.56
02/19/21	8775	Hue & Cry, Inc.	Mar 2021 Pump Stn Alarm	6170-1 · Pump Station	32.65
02/19/21	8776	Kennedy Jenks	Jan 2021 Svcs, Sum 164	6071 · Engineering- General	8,526.70
02/19/21	8777	Richards, Watson & Gershon	Professional Svs through 01/31/21	6091 · Legal- General	900.00
02/19/21	8778	VOID	VOID	VOID	-
02/19/21	8779	Rodolpho Romero	Feb 2021 Cleaning	6130 · Office Maintenance & Repairs	70.00
03/18/21	8780	Andreini Brothers	Mainline System Repairs 218 Yale	5050 · Mainline System Repairs	562.08
03/18/21	8781	AT&T	Feb 2021 Pump Stn Alarm Svc	6170 · Utilities	194.27
03/18/21	8782	Barbara Dye	02/18/21 GCSD, 02/08 & 02/22/21 SAM	6040 · Directors' Compensation	235.00
03/18/21	8783	CliftonLarsonAllen LLP	Feb 2021	6152 · Accounting	2,500.00
03/18/21	8784	Coastside New Group	Ad for CIP Bid Notice	1610 · Construction in Progress	405.00
03/18/21	8785	Comcast	03/13/21-04/12/21 Svcs	6170 · Utilities	310.27
03/18/21	8786	Dudek	01/30/20-02/26/21 Prof Svcs	6151 · General Manager	6,685.00
03/18/21	8787	Employment Development Dept	Claim Liab Ltr dtd 03/1/21	6063 · Employer Payroll Taxes	3,465.00
03/18/21	8788	Eric Suchomel	02/18/21 GCSD	6040 · Directors' Compensation	145.00
03/18/21	8789	Express Plumbing	Medio Creek Maint & Mon-Mar	1617-1 · Medio Creek Xing/Mirada Sewer	975.00
03/18/21	8790	Gaetani Real Estate	Office Lease-Apr 2021	6120 · Office Lease	4,500.00
03/18/21	8791	Katkin Architecture	Inv dtd 03/07/21	5130 · Parks & Rec Professional Svcs	1,800.00
03/18/21	8792	KBA Document Solutions, LLC	11/28/20-02/27/21	6020 · Copier lease	84.24
03/18/21	8793	Kennedy Jenks	Feb 2021 Svcs, Sum 165	6071 · Engineering- General	8,046.73
03/18/21	8794	Matthew Clark	02/18/21 GCSD, 02/08 & 02/22/21 SAM	6040 · Directors' Compensation	235.00
03/18/21	8795	Nancy Marsh	02/18/21 GCSD	6040 · Directors' Compensation	145.00
03/18/21	8796	Pacifica Community TV	01/21/21 PAC	6180 · Video Taping	600.00
03/18/21	8797	PG&E	Pump Stn Inv dtd 02/17/21	6170 · Utilities	262.30
03/18/21	8798	PGE	Office Inv dtd 02/24/21	6170 · Utilities	89.80
03/18/21	8799	Riordan Consulting	Jan 2021 IT Svcs	6190 · Computers	520.00
03/18/21	8800	Sewer Authority Mid-Coastside	Mar 2021 Asmts	5020 · SAM-Admin/Treat/Env/Inf/Coll	147,989.91
03/18/21	8801	Tri Counties Bank	Feb 2021 Card Charges	6140 · Office Supplies	1,048.32
03/18/21	8802	US Bank	Mar 2021 Svcs	6020 · Copier Lease	356.45
03/18/21	8803	Verizon Wireless	Feb 2021	6170 · Utilities	113.90
03/18/21	8804	Wittwer & Parkin	Feb 2021 Svcs	6090 · Legal Services	12,735.00
TOTAL					194,003.27

ITEM #10

Granada Community Services District
Statement of Net Position (Unaudited)
As of January 31, 2021

ASSETS

Current Assets	
Checking/Savings	
1020 · Petty Cash	790
1030 · Cash - LAIF	4,577,173
1040 · Tri Counties Bank - Gen Op	84,520
1050 · Tri Counties Bank - Deposit	541,869
1500 · Due from AD	23,440
Total Current Assets	<u>5,227,792</u>
Fixed Assets	
1600 · Land	1,063,640
1615 · Equipment	22,153
1620 · Collections System	11,227,956
1630 · Accumulated Depreciation	<u>(7,008,196)</u>
Total Fixed Assets	<u>5,305,553</u>
Other Assets	
1700 · Advance to MWSD	1,085,094
1710 · Allowance - for Advance to MWSD	<u>(1,085,094)</u>
1720 · Advance to AD- Bond Reserve	364,890
1730 · Advance to AD- NCA Fund	236,477
1735 · Advance to AD- Assesmnt Revenue	142,834
1750 · Investment in SAM	4,709,323
1760 · Deferred Outflows of Resources	<u>102,010</u>
Total Other Assets	<u>5,555,534</u>
Total Assets	<u>16,088,878</u>

LIABILITIES

Current Liabilities	
2000 · Accounts Payable	51,941
2001 · Accrued Vacation	6,248
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	1,875
2225 · Recology-Del Garbage	25,855
2300 · Due to AD	220,460
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>325,784</u>
Long Term Liabilities	
2401 · Net Pension Liability	177,495
2402 · Deferred Inflows of Resources	21,144
Total Long Term Liabilities	<u>198,639</u>
Total Liabilities	<u>524,423</u>

NET POSITION

3000 · Net Assets	5,639,871
3005 · Contributed Capital	9,595,349
Net Income	329,235
Total Net Position	<u>\$ 15,564,455</u>

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2020 through January 31, 2021**

	Jul 1, 2020 - Jan. 31, 2021	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2020/2021 Budget
Revenues				
Operating Revenue				
4010 · Property Tax Allocation	\$ 200,000	\$ 116,667	\$ 83,333	\$ 200,000
4015 · Park Tax Allocation	301,172	286,417	14,755	491,000
4020 · Sewer Service Charges-SMC	940,589	1,096,083	(155,494)	1,879,000
4021 · Sewer Svc Charges Pro-rated	1,008	-	1,008	-
4030 · AD OH Reimbursement	4,607	18,667	(14,060)	32,000
4040 · Recology Franchise Fee	17,047	19,250	(2,203)	33,000
Total Operating Revenue	1,464,423	1,537,084	(72,661)	2,635,000
Non Operating Revenue				
4120 · Interest on Reserves	15,062	33,833	(18,771)	58,000
4130 · Connection Fees	94,213	22,167	72,046	38,000
4150 · Repayment of Adv to AD-NCA	-	113,925	(113,925)	195,300
4155 · Repayment of Adv to AD-ARF	-	66,908	(66,908)	114,700
4160 · SAM Refund from Prior Yr	-	583	(583)	1,000
4170 · ERAF Refund	252,119	204,167	47,952	350,000
4180 · Misc Income	2,562	2,917	(355)	5,000
Total Non Operating Revenue	363,956	444,500	(80,544)	762,000
Total Revenues	1,828,379	1,981,584	(153,205)	3,397,000
Expenses				
Operations				
5010 · SAM - General	674,256	674,256	-	1,155,867
5020 · SAM - Collections	108,835	108,835	-	186,574
5021 · Lift Station Maint.	5,405	-	(5,405)	-
5050 · Mainline System Repairs	562	5,833	5,271	10,000
5060 · Lateral Repairs	36,777	14,583	(22,194)	25,000
5065 · CCTV	-	14,583	14,583	25,000
5070 · Pet Waste Station	796	700	(96)	1,200
5110 · RCD - Parks	-	11,667	11,667	20,000
5120 · Half Moon Bay Reimb - Parks	14,343	23,333	8,990	40,000
5130 · Parks & Rec Professional Services	18,310	58,333	40,023	100,000
Total Operations	859,284	912,123	52,839	1,563,641

No assurance is provided on these financial statements.

**Granada Community Services District
Revenue & Expenses (Unaudited)
July 1, 2020 through January 31, 2021**

	<u>Jul 1, 2020 - Jan. 31, 2021</u>	<u>Expected To Date</u>	<u>Variance Favorable/ (Unfavorable)</u>	<u>FY 2020/2021 Budget</u>
Expenses (Continued)				
Administration				
6010 · Auditing	\$ 10,002	\$ 9,333	\$ (669)	\$ 16,000
6020 · Copier lease	3,323	3,500	177	6,000
6040 · Directors' Compensation	6,465	6,417	(48)	11,000
6050 · Education & Travel Reimb	-	1,167	1,167	2,000
6060 · Employee Compensation				
6061 · Employee Salaries	81,933	103,833	21,900	178,000
6062 · Medical Ins.	7,474	23,435	15,961	40,174
6063 · Employer Payroll Taxes	8,853	27,899	19,046	47,826
6064 · CALPERS Contribution	25,030	29,167	4,137	50,000
6060 · Employee Compensation - Other	862	-	(862)	-
6070 · Engineering Services	72,352	11,667	(60,685)	20,000
6080 · Insurance	537	17,500	16,963	30,000
6090 · Legal Services	27,719	17,500	(10,219)	30,000
6095 · Legal Services for Case Related Legal	-	29,167	29,167	50,000
6100 · Memberships	7,995	5,250	(2,745)	9,000
6110 · Newsletter	-	4,083	4,083	7,000
6120 · Office Lease	35,750	33,250	(2,500)	57,000
6130 · Office Maintenance & Repairs	405	1,750	1,345	3,000
6140 · Office Supplies	3,300	1,750	(1,550)	3,000
6150 · Professional Services	64,894	68,250	3,356	117,000
6160 · Publications & Notices	533	1,167	634	2,000
6170 · Utilities	5,812	7,000	1,188	12,000
6180 · Video Taping	2,100	2,333	233	4,000
6190 · Computers	3,769	1,458	(2,311)	2,500
6220 · Miscellaneous	5,345	11,667	6,322	20,000
6230 · Bank Service Charges	440	-	(440)	-
6310 · Park Related Misc Expenses	5,303	-	(5,303)	-
Total Administration	<u>380,196</u>	<u>418,543</u>	<u>38,347</u>	<u>717,500</u>
Capital Projects				
1617-1 · Medio Creek Xing Crossing	6,825	204,167	197,342	350,000
7010 · Sewer Main Replacement (CIP)	-	262,500	262,500	450,000
7100 · SAM - Infrastructure	252,839	252,839	-	433,438
7500 · Projects - Parks	-	58,333	58,333	100,000
Total Capital Projects	<u>259,664</u>	<u>777,839</u>	<u>518,175</u>	<u>1,333,438</u>
Total Expenses	<u>1,499,144</u>	<u>2,108,505</u>	<u>609,361</u>	<u>3,614,579</u>
Net Income/(Loss)	<u>\$ 329,235</u>	<u>\$ (126,921)</u>	<u>\$ 456,156</u>	<u>\$ (217,579)</u>

No assurance is provided on these financial statements.

ITEM #11

DISTRIBUTION REQUEST NO.: #9-20/21
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 18, 2021

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #9-20/21

DATE: March 18, 2021

DISTRIBUTE FROM ACCOUNT #: 94673305

ACCOUNT NAME: Bond Administration Fund

DISTRIBUTION AMOUNT: \$ 2,167.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
GSD	P.O. Box 335, El Granada, CA 94018	GSD OH Reim - Dec 2020	\$ 2,167.00
TOTAL:			\$ 2,167.00

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: February 13, 2021 to March 12, 2021

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: March 18, 2021

REQUEST FOR PUBLIC RECORDS – There were no requests for public records this period.

APPLICATIONS RECEIVED – There were no applications received this period:

Table with 7 columns: Rec'd, Class, Owner or Agent, APN, Address, Sq. Ft., Zone. Rows include applications from 08/10/20 to 01/15/21.

Note: Shaded information was previously reported.

PERMITS ISSUED – There were no sewer permits issued this period:

Table with 8 columns: Permit No., Class, Issue Date, Owner or Agent, APN, Address, Sq. Ft., Zone. Rows include permits 3203 through 3211.

Note: Shaded information was previously reported.

SEWER HOOK-UPS - There were no sewer hook-ups this period.

Date	Class	Permit	Issued	Owner	APN	Address
09/23/20	1A	3199	12/23/19	Soldo David	048-126-130	537 Roosevelt, HMB
10/09/20	1A	3203	08/17/20	Fassinger	047-074-250	126 Madrona, EG
11/02/20	1A	3200	02/12/20	Carey	048-112-130/140	2804 Champs Elysee, HMB
12/10/20	1A	3194	07/10/19	Menendez	047-071-260	320 Sevilla, EG
12/10/20	SC	3207	12/07/20	Erickson	048-092-300	18 Valencia, HMB
12/14/20	1A	3196	11/18/19	Semprevivo	048-042-280	477 3 rd Ave, Miramar
01/04/21	1A	3197	11/19/19	Ralston	048-054-240	385 Miramar Dr, Miramar
01/05/21	1A	3204	09/15/20	Power	047-217-110	615 Isabella, EG

Note: Shaded information was previously reported.

REPAIRS - There were no repairs this period.

Date	Type	Problem	Location or Address	Cause	Cost
07/16/20	Lat Replacement	Back-up	506 Isabella, EG	Roots	1,668.74
09/24/20	Lat Replacement	Back-up	314 Ave Balboa, EG	Roots	6,980.00
10/15/20	Lat Replacement	Back-up	354 Almeria, EG	Multi offsets	10,927.62
12/11/20	Lat Replacement	Back-up	332 Valencia	Large off-set	9,711.84

Note: Shaded information was previously reported.

ITEM #16

March 11, 2021

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for March 2021

6-Year CIP

The District received bids on March 9, 2021 for the construction of the *2020 Capital Improvement Project, Sewer Replacements Project 1*. At that time, six (6) bids were publicly opened. The low bid was submitted by Devaney Engineering, Inc. I have sent a letter to Chuck Duffy that is in your Board packet, recommending that Devaney Engineering be awarded the construction contract for \$446,455. If awarded, construction is expected to begin next month.

Naples Beach Project - Phase 2

To proceed this project GCSD needs to obtain a CDP amendment from the City of Half Moon Bay. A CDP application was sent to HMB last March. This month GCSD's application for a CDP amendment will at last be on the agenda of HMB's March 23rd Planning Commission meeting. Once a CDP amendment is issued, we will be able to finalize a Right of Entry permit with State Parks and begin advertising for construction bids. Because of the emergency nature of the project, State Parks staff agreed to allow construction of the sewer under a Right of Entry Permit (ROE) with formal easement documentation for about 300' of sewer on undeveloped land completed afterwards.

Medio Creek Crossing at Mirada Road

The leased temporary pumping system has been operating since January 2018. The temporary system will remain in operation until a permanent solution, either a new creek crossing or the Naples Beach Phase 2 project, a sewer to direct flows to the Naples Beach Pump Station, is constructed.

Replacement of Pedestrian Bridge over Medio Creek

The County is designing the replacement of the existing pedestrian bridge over Medio Creek. The project affects the District because it includes demolition of the existing abandoned road bridge on which the District's 10" sewer and temporary 2" force main (FM) are attached. Unless Phase 2 of the Naples Beach Project is constructed first, the temporary 2" FM will need to be rerouted to discharge into a manhole at the intersection of Mirada Rd and Alameda Ave before bridge demolition begins. The cost of the temporary relocation of the 2" force main was estimated by EPS (the contractor for the temporary pumping system) to be \$40,000 in December 2018. Fortunately, the schedule for construction of the replacement bridge has been

Memorandum

Granada Community Services District

March 11, 2021

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delayed until at least this summer so if the CDP for the Phase 2 project is approved by HMB within the next month, the sewer may be able to be constructed before demolition of the old bridge begins. However, if HMB denies to issue a CDP amendment for the Phase 2 Sewer, a GCSD sewer will need to be attached to the new pedestrian bridge crossing Medio Creek.

Big Wave (Class 3 Permit)

Big Wave has decided to go back to its original plan of constructing a GCSD mainline extension in Airport Street. Plans for the Airport St sewer were approved by GCSD in December 2018. This month Big Wave requested to change the route of the mainline to an off-street location for about 100' near Stanford St. After we reviewed the request, it was denied.

Big Wave has said it intends to begin construction in early April. We advised them earlier this week that they will need to provide GCSD with submittals of materials intended to be used and a construction schedule for review and approval before beginning construction.

ITEM #17

