



## MOUNTAIN HOUSE COMMUNITY SERVICES DISTRICT

*"To Provide Responsive Service to our Growing Community  
that Exceeds Expectations at a Fair Value"*

### STAFF REPORT

**AGENDA TITLE:** General Manager Update on District Activities

**MEETING DATE:** December 8, 2021

**PREPARED BY:** Steven J. Pinkerton, General Manager

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#### **COVID -19 Updates and Protocols**

Developing protocols during this time when circumstances, guidelines, new variants, and standards are rapidly evolving continues to be a complex and challenging task. We are balancing the desire to return fully to pre-COVID activities with our responsibility to protect residents and staff. This is a challenge that will test the patience and resourcefulness of the community.

I receive weekly updates from the San Joaquin County Public Health Department and periodically discuss best practices and public building reopening protocols with other City Managers in the region.

As of November 29, 2021, San Joaquin County continues to have a case rate and positivity rate above the statewide average. The County's positivity rate has stayed fairly constant over the past month.

We continue to update the District website and our social media sites with links to COVID-19 related materials. Besides including District-specific information, you can also access important materials from the County's Public Health Department and the California Department of Public Health.

Visit the following link for information and updates:

<https://covid19.ca.gov/>  
<https://sjready.org/events/covid19/vaccines.html>

#### **Risk Management/Human Resources**

Nicole Adamo, District Clerk, is reviewing and updating COVID protocols and developing a safety program. Staff meets routinely to discuss risk assessment and avoidance.

Contracts with the District's two bargaining units will expire on June 30, 2022. We will begin contract negotiations early in 2022.

The District is currently working on recruitments for the following positions: Community Development Director, Utility Manager, Construction Manager, Community Preservation Officer, Accounting Technician and Recreation Assistant. We hope to have these key positions filled within the next few weeks. Applications are still being accepted for Accounting Technician until December 3 and Recreation Assistant will remain open until filled. The District recently filled the position of Office Assistant. The selected candidate will start in December.

### **Community Meetings**

In coordination with the Board, staff is conducting a series of community meetings this year. To date, meeting topics have included presentations from developers, consultants, and staff on the park's strategic plan, bike and pedestrian plans, incorporation, transportation issues, water conservation and Wicklund mailboxes.

Our next Community Meeting is tentatively scheduled for January 19, 2022. This Zoom event will educate the public regarding the new state regulations regarding residential waste disposal and how these changes will impact service delivery and costs. Staff is also putting together an informative presentation on our Master Restrictions for a future meeting.

### **Public Parks and Facilities and Recreation Programming**

The District and Boy Scout Troops of Mountain House conducted a flag retirement ceremony on the plaza at Town Hall on Veterans Day, November 11. Director Dhillon hosted a luncheon in the Town Hall lobby for Mountain House veterans. Staff will propose this as an annual event in future years.





Our next event is the Holiday Tree Lighting. The event will be held from December 10 - 12 with many fun, family-oriented activities over this multi-day event. The Tree Lighting will take place on Friday, December 10, at 6:30 p.m.. This year we are adding a pancake breakfast with several holiday characters. If you would like to volunteer for this event or participate as a vendor, please contact Angel Lamb at [alamb@sjgov.org](mailto:alamb@sjgov.org). Watch for updates on Facebook and other social media.

The Mountain House Farmers market will be closed on the following days in observance of the holidays.

- December 26 - Christmas
- January 2 - New Year's Day

### **Social Media**

Angel Lamb manages the District's Facebook and Nextdoor accounts. We continue to post updates and events. Recent posts have addressed water conservation, recycling grease, and holiday waste collection hours.

Staff has also continued to use the Eblast subscription for our residents. Go to [www.mountainhousecsd.org](http://www.mountainhousecsd.org) to sign up for topics of interest, such as road closures or community news and events.

## **Web Services**

Staff continues to work on surveys for the community and have published the surveys below. A new survey on water conservation is now available.

Topic	Visitor	Respondents
Retail/new shopping center	1,861	1,346
Non-standard vehicles parking	660	168
Parks and recreation opportunities	1,112	735
Pedestrian/bicycle master plan	272	67
Improving public communication	457	220
Transportation options	1,556	1,054
Wicklund mailboxes	614	339
Importance of play	1,046	533
Water conservation	104	74

These results demonstrate the effectiveness of this survey tool and the interest of our residents in community activities.

Staff is working on a variety of forms that will be available online as fillable PDFs. There will also be options to pay fees for items such as encroachment permits online. The forms will be available in the next few weeks. Staff will publicize the new access on our website, Facebook, and other social media.

## **Code Compliance Activities**

With the adoption of the new ordinance regarding the Master Restrictions, staff is focusing on developing a procedural manual for the Master Restriction enforcement process. Staff is planning to prepare an educational PowerPoint presentation and to hold two virtual meetings to educate residents regarding Master Restrictions and Covenants, Conditions and Restrictions (CC&R) requirements.

Code Compliance is working with MIG to review and update Master Restrictions and CC&R presentations on District's website. Materials will be updated with the intention to inform homeowners of their responsibilities and remind them of their obligation to secure advance approvals from the District and/or the County for certain home improvements.

The following are the statistics for the code compliance enforcement effort for November 2021.

Total citations issued	3
Parking-related citations	1
Administrative/property/landscaping warnings/notice (no fines)	0
Administrative/property/landscaping citation (fine)	2
Appeal – parking-related	0
Request for change or variations of Master Restrictions	25
Approval permits for property changes approved	24
Approval permits for property changes pending	1

**County Community Development Department Staffing**

CSD staff has made contact with the San Joaquin County Community Development Department staff and the consultant hired by the County to work on Mountain House projects. Staff plans to meet with County staff after the Thanksgiving holiday.

**Incorporation**

Staff and LAFCO's consultant held a kickoff meeting on the Comprehensive Fiscal Analysis required for incorporation. The consultant will be providing staff with a list of documents needed to complete their work.

**Safeway**

Construction is moving steadily and on schedule for a completion date of early next summer. Many of the tenant spaces have been leased or are in negotiations. The occupants will include a mix of food and services, including tutoring, martial arts, sandwiches, pizza, and a coffee drive-through. Updated photos of the construction are shown below.





### **Grant Line Road West Improvements (Alameda County)**

Staff is finalizing the agreement with Alameda County to advance the project to final design and construction services. We expect to present the final version of a Cooperative Agreement with Alameda County to the Board in the near future. Similarly, the Alameda County Board of Supervisors needs to approve the Cooperative Agreement following the District's Board approval. The project will involve final design and construction of two roundabouts along Grant Line Road in Alameda County. Staff expects completion of the final design by the fall of 2022 and completion of construction by the spring of 2024. District staff has developed a funding plan in association with Mountain House Developers (MHD) and Mountain House Investors (MHI), who are obligated to complete the project.

### **Creekside Development – Neighborhood G**

Staff, the District's plan check consultants, and Lennar are working through the plan review process for Creekside project.

### **Town Center Apartments Development Project**

Undergrounding wet utilities for the Arnaudo Apartment Project started in late November. Staff is working with the designers through the plan review process for the joint trench and street light plans, landscape plans for future Providence Street, and the traffic signals for the intersection of Arnaudo Boulevard and Providence Street.



**Grant Line Road Construction**

Work continues on the portal structures, walls, and landscaping on the south side of the intersection of Grant Line Road and Tradition Street. Construction continues on the landscaping on the north side of Grant Line Road between Central Parkway and Great Valley Parkway. The contractor performed maintenance on the construction traffic control devices, signs and striping along Grant Line Road.

**Utility Corridor Landscaping Concept Design**

Staff is working with the SPIII developers and builders on the conceptual design and construction of this critical corridor. The first plan review cycle has been completed. VTA is currently working on revising the concept plans.

**Town Center Landscaping**

Construction continues on the landscaping along Mountain House Parkway, Byron Road, Grand Avenue, and Raphael Street.

**Cordes Park**

Cordes Park opened on November 17.



**Water Quality Basin #1**

Staff continues to work with MHD to execute the expansion of Water Quality Basin #1 north of Byron Road.

**Neighborhood J**

Staff, MHD and designers are working through the plan review process for the neighborhood J improvement plans and final maps.

**Wicklund Mail Box Replacement**

Staff presented an update to the Board on this project at the meeting of November 17. Staff prepared a plan identifying the number and location of these cluster boxes and submitted it to the post office for review and approval. Staff is waiting for comment from the post office. The location of the mail boxes may need to change to accommodate the mail delivery route.

**Sidewalk and Tree Maintenance Program**

The sidewalk and tree maintenance program was approved by the Board in September. Staff has been working with a contractor to identify and classify various sidewalk damages for grinding and removal and replacement. Raised walkways of 1 inch or less will be grinded and walkways raised more than 1 inch will be removed and replaced. When this evaluation is completed, the process of grinding and removal/replacement will start.

**Wastewater Treatment Plant Expansion Project**

November 2021 update includes:

- Installed temporary plumbing from digester to membrane bioreactor (MBR)
- Drained digester to MBR and storage pond
- Prepared digesters for deck shoring, patched remaining tie holes, and stripped remaining formwork
- Backfilled digester walls to 14.5'
- Delivered and began installation of scaffolding and deck shoring for digester and headworks
- Filled MBR with 1 million gallons of recycled water, performed 72-hour soak, and repaired structural cracks
- Completed water leakage test at MBR
- Drained MBR to storage pond
- Patched interior MBR walls
- Installed 4" buried scum removal piping
- Installed canal gate on 14" MBR drain at the waste-activated sludge pump station
- Completed installation of new sluice gates on south wall of north building
- Installed replacement ultraviolet (UV) system, including new modules, conduits and control panel to existing site systems
- Plant personnel trained on the new UV system use and operation
- Installed general alarm logic for UV system flow signal for the temporary operational period
- Relocated 14" force main
- Began installation of 84" manhole base and first ring for 48" mixed liquor line
- Backfilled around 48" mixed liquor line
- Excavated and installed 14" MBR drain
- Excavated and installed duct bank D

Activities through mid-December 2021 include:

- Backfill digester walls to elevations of 18.5' and install drainage panels
- Continue installing deck shoring for digester ceiling and headworks
- Begin rebar installation and forming for headworks bottom slab pour
- Install MBR drainage panels
- Backfill MBR and prepare subgrade for south building
- Prepare subgrade and install rock on south flow channel slab
- Begin rebar installation for south flow control channel slab
- Install exposed 8" waste-activated sludge piping
- Excavate pipe chase and column bases for south building
- Begin rebar installation of column bases for south building

## DISCUSSION ITEM 11.4

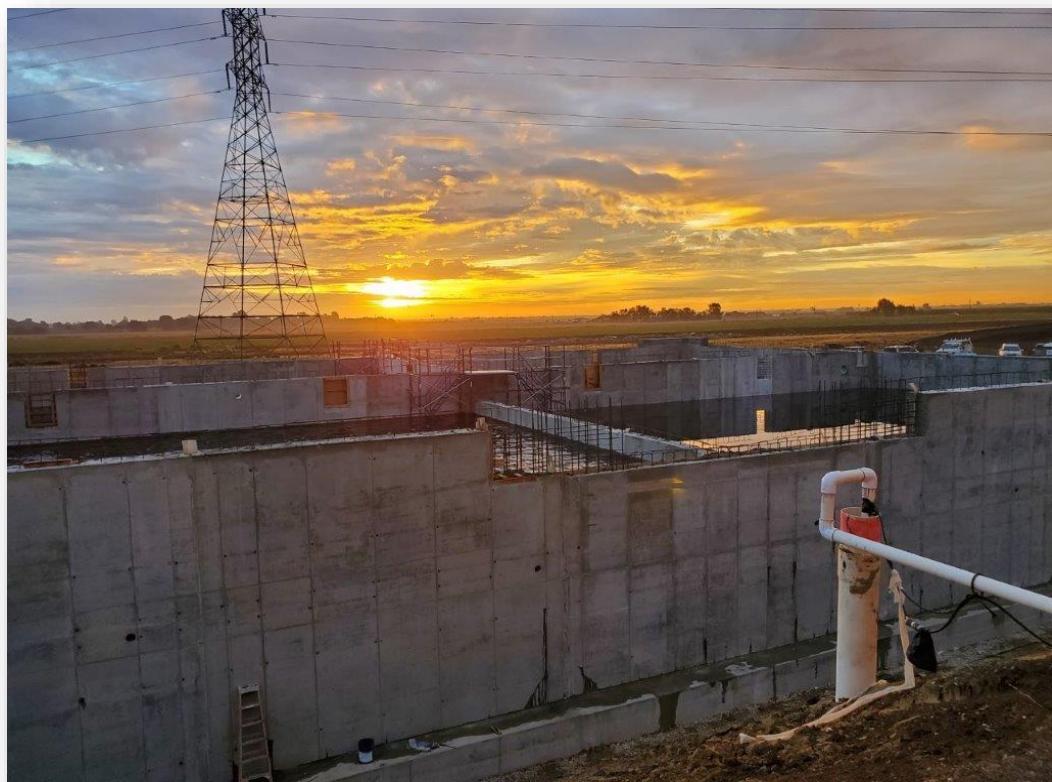
- Continue installation of 48" mixed liquor line along with 84" manhole stacks
- Backfill around 48" mixed liquor line



**DISCUSSION ITEM 11.4**



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**Water Storage Tank Number 1 Rehabilitation Project**

The rehabilitation work on Tank 1 will start later this year. The Board approved a contract for HDR to assist in preparing the scope and specifications and approved HDR to inspect the project. Staff and HDR, along with Inframark, have completed the specifications and details to bid the project. Inframark will contract and oversee the work after the bids are received and a contractor is selected. Three bids were received by Inframark and the lowest responsive bid was from Superior Tank Solutions for \$1,284,100.00. The actual contract amount will be negotiated to ensure the District gets the best results for the lowest cost. There is a 10% surcharge by Inframark per agreement for any work that Inframark pays.



**Trash Bins on Great Valley Parkway**

The Board approved funds in the fiscal year 2021-2022 budget to install trash bins on Great Valley Parkway. Staff ordered the bins. They arrived and are expected to be placed by end of the year. Staff will start pouring pads in December.

**Speed Cushions Project Near Schools**

The Board approved the award of a project to Silicon Valley Paving Company to construct speed cushions at various locations as follows:

- Esplanade Drive and Montebello Street in Questa
- Saint Francis Avenue in Altamont
- Escuela Drive in Bethany
- Legacy Drive in Wicklund
- Tradition Street, Parco Avenue and Ramsey Drive in Cordes Village

The speed cushions were installed prior to the start of the school year. Permanent signs have been delivered and installed on temporary poles and will be placed on standard poles when they arrive. Temporary poles were used to place the signs as a safety precaution.



### **Pedestrian Crossing Flashing Signals**

The pedestrian crossing flashing signals, or rectangular rapid flashing beacon (RRFB) project, was bid to install RRFBs on Central Parkway at Legacy Drive and on Mustang Way at Prosperity Street. Bids were submitted on August 10, 2021. The project was awarded to the low bidder, Bear Electric Solutions. A notice to start the project was sent on September 22, 2021. The equipment has been ordered and is expected to arrive in November. Traffic control plans have been submitted for review and have been approved. Field work is expected to begin in December.



### **Arterials and Questa Road Repair Project**

A number of arterials, collector and local streets were identified as part of the Pavement Management Program (PMP) and were included in the fiscal year 2021-2022 budget. These included Mountain House Parkway, Arnaudo Boulevard, DeAnza Boulevard, Great Valley Parkway, Central Parkway and Mustang Way. The project also included all local and collector streets in Questa neighborhood. The work included crack sealing, slurry sealing and asphalt concrete removal and replacement work on various streets identified above.

Bids for the project were received on September 20, 2021. Two contractors submitted bids - Silicon Valley Paving, Inc. (\$678,660) and Pavement Coating Company (\$841,963). The project was awarded to Silicon Valley Paving, Inc. at a special board meeting on September 23, 2021. The project was expected to be completed before the rainy season but has been delayed due to the late October rains and low temperatures.

**Poplar Removal Project**

The poplar tree removal and replacement project is ongoing. The first phase has been completed. Individual street reports are as follows:

- Mountain House Parkway (MHP) - all poplar trees have been removed and stumps grinded. The trees and plants have been replaced.
- Wicklund, Mustang, and Arnaudo from MHP to De Anza - poplar trees have been removed and stumps grinded. Brightview is replanting the trees and shrubs where poplar trees were removed.
- Great Valley Parkway - poplar trees were removed between sidewalks and sound walls from Arturo to Byron Road.
- Trees are being planted under the PG&E corridor where sumac trees were removed. Crepe myrtle and shrubs are planted in their place.



**DISCUSSION ITEM 11.4**



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**Miscellaneous Items**

The District is experiencing vandalism with park drinking fountains. The drinking fountain in Central Community Park near the bocce ball court was removed for safety reasons during the week of November 15. The footing was damaged and the fountain was destroyed. Staff is reviewing replacements.

Lights in the Wicklund gazebo will be replaced when bulbs are received.

Preparations are underway for the new dog park including procurement of wood chips, installation of the water connection, and other site preparations.

Shrub beds will be planted around the tennis courts in mid-December.

**Library Update**

The Stockton San Joaquin County Public Library system is still offering virtual programs and virtual professional performer programs. The library has also been offering live programs on the patio. We offer story times every other week on Thursday mornings at 11:00 a.m.. We also offer a variety of programs on Tuesdays at 3:30 p.m. on the opposite weeks; these programs are gaining in attendance. The Science Program had 32 participants and our Harvest Fun event had 81 participants. The walking club for outside of the library on good days and around the inside of the library on damp days starts soon. Our in-house giveaway of make-and-take crafts and static programs like seek-and-find fun are often requested and very popular.

Library Administration is keeping watch on the rising COVID cases in San Joaquin County. Precautions still being implemented for in-person library use include:

- Face coverings will continue to be worn by staff and encouraged for others.
- Hand sanitizing stations are dispersed around the building.
- Distancing is still encouraged.

Soon the library will offer the ability for our computers to read CD-ROMs with a portable CD-ROM reader. This will be handy for people needing to take certain online tests and for reading other types of records.

Computer usage is up the MH Library. This month the library added two new printers for use by patrons. One is a black and white Laserjet Pro printer and the other is an upgraded Laserjet color printer. Patrons are enjoying the better quality and speed of their print jobs.

## DISCUSSION ITEM 11.4

Staff has trained more teen volunteers this month and we are offering teens other ways to get volunteer hours, such as preparing book reviews. We will be working with the Youth Action Committee to provide tutoring opportunities as yet another way to get volunteer hours.



### Harvest Fun Event

Amanda with the Thankfulness Tree. A couple of the leaves expressed thankfulness for the Library.



### Displays: No Shave November, Veterans Day, and Oversized Books



For more information on Library programs and services visit <http://www.ssjcpl.org>

