



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: February 16, 2022

PREPARED BY: Steven J. Pinkerton, General Manager

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.

On December 13, 2021, the California Department of Health reinstituted a statewide mask mandate, effective December 15, 2021 through at least February 15, 2022. All individuals are required to wear masks in indoor public settings, regardless of vaccination status.

What to do now

Do what it takes to stay safe until COVID-19 is under control. Use these tools to reduce the risk of infection.



Vaccinations

Get vaccinated, and get your kids 5 and older vaccinated. It's our best tool to end the pandemic. Vaccination is safe, effective, and free.



Masks

Wear a mask to keep from spreading the virus to those with no defense, like the immune-compromised and children under 5.



Testing

Get tested for COVID-19 if you may have been exposed. It's free and confidential for everyone in California.

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As of February 9, 2022, San Joaquin County reported a COVID testing positivity rate of 15.5%, a decrease from 28.8% in mid-January. The statewide positivity rate was 8.7%. The case rate for the County is now dropping significantly on a daily basis. The 7-day rate (90.9 per 1000) is down 60 percent from the mid-January peak.

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.

We have posted links to COVID-related materials on our District website and our social media sites. 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. Contract negotiations have begun and the Board will be provided a brief update during closed session at the February Board meeting.

The District is currently working on recruitments for Temporary Lifeguard and Recreation Assistant. We hope to have these key positions filled within the next several weeks and prior to the start of the summer season. Both of these positions will remain open until filled. The Utility Manager recruitment failed to generate a final selection. Staff will be reassessing the job description and pay range before determining next steps. Staff has recently extended an offer to a Construction Manager candidate who has accepted the position with an anticipated start date of mid-March. In addition, the District recently filled the positions of Office Assistant, Accounting Technician, Community Development Director and Community Preservation Officer.

Finance Department

Thomas Retchless, Finance Director, was recently notified that the District was awarded an Operating Budget Excellence Award for fiscal year 2021/2022 by the California Society of Municipal Finance Officers. To receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, operations guide, financial plan, and communications device. Congratulations to Thomas and his staff for this achievement.

Budget preparations for fiscal year 2022/2023 are underway. The General Manager will be reviewing department submittals and we plan to present a proposed budget to the Board in May.

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Utility Billing

Restrictions on shutting off services for non-payment of utility bills have been lifted. The District sent delinquent notices on January 25. This notice informed customers of the shut off process and the opportunity to enter into an amortization plan to pay past due accounts. Customers should be aware that if they do not comply with the payment plan, their services can be terminated without further notice. On March 15, staff will distribute 10-day notice door hangars and services will be shut off at the end of March.

We expect that the resumption of water shut offs will reduce the number of delinquent accounts. However, we will continue to place property liens as warranted to protect the District's interests.

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, Wicklund mailboxes, and most recently, residential waste disposal, Valley Link, and the water and wastewater rate study.

Our next Community Meeting is tentatively scheduled for April 6, 2022. This Zoom event will provide information to the public regarding a water and wastewater rate study and the upcoming Proposition 218 utility rate study. Staff is also putting together informative presentations on our Master Restrictions and Park Planning for future meetings.

Public Parks and Facilities and Recreation Programming

The District distributed 175 COVID test kits during a drive-through event on Monday, January 24, 2022. The event started at 9:00 am and all kits were distributed by 9:45 am.



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The next community event is the Bike Rodeo, scheduled for Saturday, May 7, 2022. The San Joaquin County Sheriff's Department will participate in event. This annual event teaches bike safety and kids can register to win a new bike. If you would like to volunteer for this event or participate as a vendor, please contact Angel Lamb at alamb@sjgov.org. Watch for updates on Facebook and other social media.

The District is recruiting for Recreation Assistants and Temporary Lifeguards. Visit our website for information on how to apply for these rewarding opportunities.

Angel Lamb, Recreation/Communications Coordinator, is serving as President of District 5 of the California Parks and Recreation Society. Her term will end in February, 2023. Her service with the organization provides opportunities for networking and sharing best practices.

Web Services

Staff continues to work on surveys for the community. We 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 Mailbox	614	339
Importance of Play	1,046	533

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

Staff has been working on various forms that will be available online as fillable PDFs. There will also be options to pay fees for items, such as the encroachment permit, 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.

Social Media

Angel Lamb manages the District's Facebook and Nextdoor accounts. We continue to post updates and events.

The staff has also continued to use the Eblast subscription for our residents. Go to www.mountainhousecsd.org to sign up for topics of interest, such as road closures or community news and events.

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 process. Staff is preparing an educational PowerPoint presentation and will hold two virtual meetings to educate residents regarding Master Restrictions and CC&R requirements.

The following are the statistics for the code compliance enforcement effort for January 2022.

Total citations issued	22
Parking-related citations	19
Administrative/property/landscaping warnings/notice (no fines)	3
Administrative/property/landscaping citation (fine)	0
Appeal – parking-related	0
Request for change or variations of Master Restrictions	37
Approval permits for property changes approved	26
Approval permits for property changes pending	11

Incorporation

Staff has completed a draft budget for the proposed subsidiary district and has provided all requested information to the consultant that is working on the Comprehensive Fiscal Analysis for LAFCo.

Town Hall Annex (old Library Building)

Staff has negotiated and executed a ground lease for the Annex, and repairs are underway. The expanded restroom area requires extensive renovations and was put out to bid, with several responsive and qualified bids received. The construction contract will be presented for consideration at the February Board of Directors Meeting.

Safeway

Construction is on schedule for a completion date of early summer 2022. The Safeway Fuel Station phase of the development is also moving forward. Fees for the fuel station were paid in late December. Many of the tenant spaces have been leased or are in negotiations. Other tenants in the center will include a mix of food and services, including tutoring, martial arts, sandwiches, pizza, and a coffee drive-through.

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. Staff expects 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.

Specific Plan III

Staff recently provided comments on two development plan submittals within Specific Plan III, Tentative Maps 4039 and 4040. The two major subdivision applications will include the development of one 143.34-acre parcel and one 35.8-acre parcel. The 143.34-acre parcel will be subdivided into 286 or more residential lots, 9 commercial and industrial lots, and one neighborhood park. The 35.83-acre parcel will be subdivided into 100-146 residential lots and one parcel for a neighborhood park. The two parcels to be subdivided were previously approved for development as outlined in the Mountain House Specific Plan III document. Modifications to the Master Plan and Specific Plan are being requested as part of this development request.

Creekside Development – Neighborhood G

District staff is working with the designers to review the civil improvement plans for the 254-unit Creekside Development.

Town Center Apartments Development Project

Installation of the underground utilities started in mid-November. Staff is working with the designers through the plan review process for the landscaping for future Providence Street and the traffic signal at the intersection of Arnaudo Boulevard and Providence Street.



Grant Line Road Construction

Staff is working on acceptance documents for the improvements along Grant Line Road between Mountain House Parkway and Central Parkway. Construction started on the community entry wall at the intersection of Grant Line Road and Great Valley Parkway. Work continues on the themed walls and seat walls on the south side of the intersection at Grant Line Road and Tradition Street.

Utility Corridor Landscaping Concept Design

The concept plans for the utility corridor landscape design have been approved. VTA is working on preparing landscape improvement plans for each of the developer's section of the utility corridor.

Town Center Landscaping

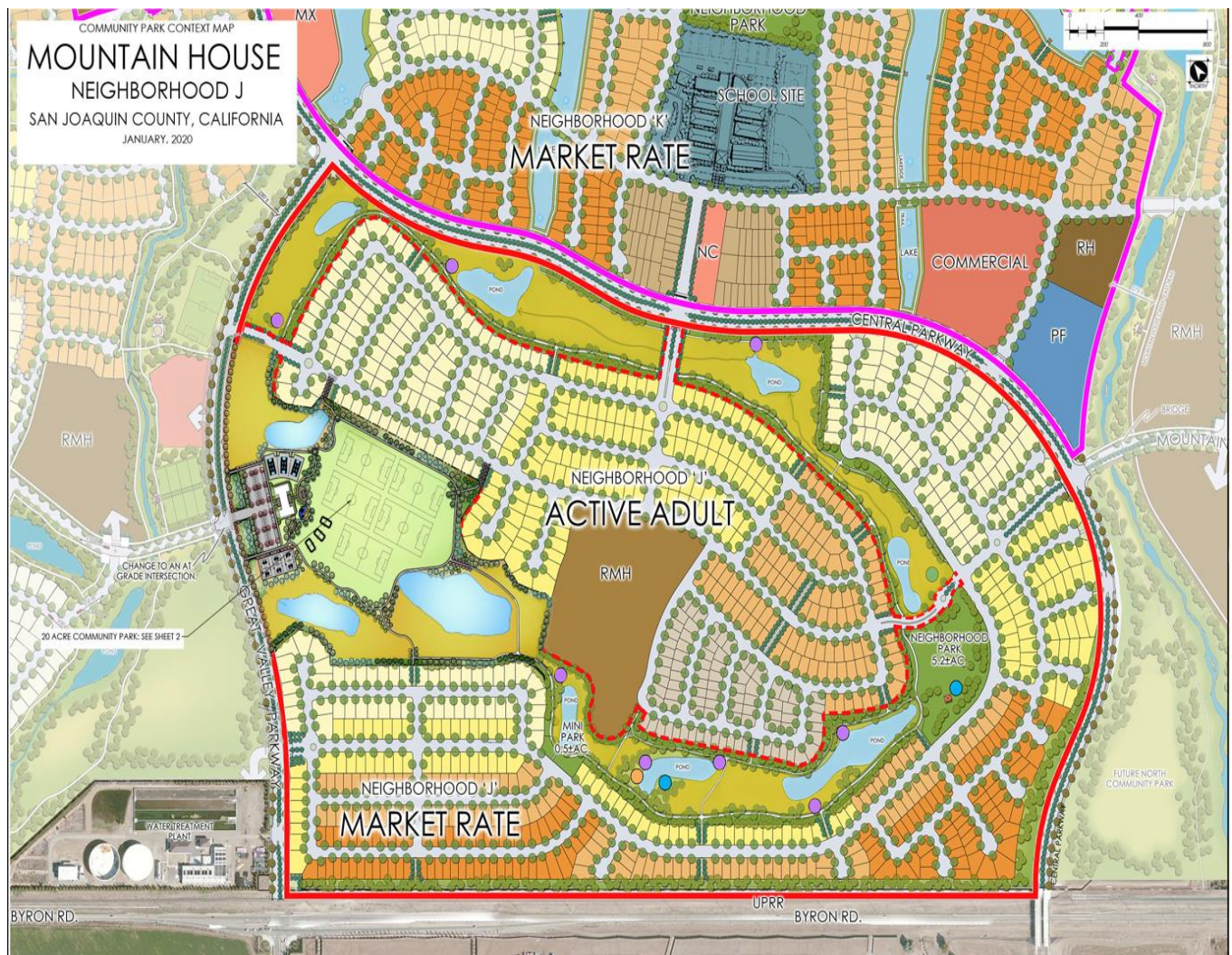
Work continues on the landscaping along Mountain House Parkway and Byron Road.



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Neighborhood J

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



Wicklund Mail Box Replacement

The Board authorized the General Manager to work with the Tracy Postmaster to replace the individual mail boxes in Wicklund neighborhood with cluster mail boxes. 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 has tried several times to contact the post office by phone and email, but no response has been received. We are waiting for comment from post office staff after they perform a site visit.

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. As soon as this evaluation is completed, the process of grinding as well as removal and replacement will start. The sidewalk maintenance program began on Thursday January 27th. This is the beginning segment of a program designed to maintain residential sidewalks that have lifted due to tree roots and other factors. The extent and number of repairs is subject to annual funding. Annual assessments are prioritized by determining the number of lifts, the severity of each lift and the available funding that is approved by the Board. The priority rating places the threshold for sidewalk grinding from an vertical lift of ½” to 1”. Any sidewalk with a vertical lift of 1” or greater will be added to a list for replacement. In addition to sidewalk maintenance, neighborhood tree maintenance will also be provided under the same program. The extent of pruning will fall under the same parameters as sidewalk repairs. Sidewalk replacement and tree maintenance will begin in early summer.



Status of the State Water Board's Delta Water Unavailability

- On May 10, 2021, Governor Newsom issued a proclamation of a State of Emergency due to drought in 41 counties, including those in the Delta watershed.
- On July 8, 2021, the Governor issued an expanded proclamation of a State of Emergency for 9 additional counties and called upon Californians to voluntarily reduce their water use by 15 percent compared to the same period in 2020.
- On June 15, 2021, the State Water Resources Control Board (State Water Board) sent Notices of Water Unavailability to all water right holders in the Delta watershed, alerting all post-1914 appropriative water right holders. The June 15 notice also warned all pre-1914 appropriative and riparian water right claimants in the Delta watershed of impending water unavailability.
- On August 3, 2021, the State Water Board approved [Resolution No. 2021-0028](#), an emergency curtailment regulation for the Sacramento-San Joaquin Delta Watershed.
- The Resolution authorizes diversion to continue after issuance of the curtailment order for minimum human health and safety needs, subject to conditions set forth in §878.1 of Resolution 21-0028.
- The District has provided information by providing door hangers, social media updates and flyers in the monthly newsletter sent with the utility bills. The community was informed that the 20% water use reduction implemented in 2014 was still in effect and other water use reductions for landscape irrigation and construction were in effect.
- Staff is working on formalizing a number of alternatives that were considered for a second source of water in case of an emergency interruption to the raw water delivery by Byron Bethany Irrigation District (BBID).
- Staff continues to provide monthly and quarterly water use updates as required by the State Water Board.
- Staff is working with BBID to request a higher than minimum health and safety water allowance proposed by the State in an emergency drought situation.
- The State Water Board has requested additional information to be provided for the Technical Memorandum that was submitted to support the additional water allocation request. This supplemental information was provided to BBID and the State Water Board on Friday, February 4.
- Staff is also working on alternative emergency supplies of water in case of a drought emergency. Nader Shareghi, Public Works Director, met with staff from City of Tracy and will continue to have discussions on possible cooperations in future water projects.

Wastewater Treatment Plant Expansion Project

January 24th, 2022 through February 11th, 2022 activities include:

- Installed rebar and form/pour/strip for flow channel walls (between north and south building)
- Form construction joints for digester deck (east building)
- Pour beams on top of digester tanks 1 & 2
- Form/pour/strip utility trench (south building)
- Pour digester deck
- Install rebar and form/pour/strip south flow control channel walls and slab (south building)
- Install rebar and form/pour/strip utility trench (south building)
- Backfill pipe chase and footings of south building
- Install rebar and form/pour/strip scum box walls (south building)
- Install rebar - scum box walls
- Installed rebar on digester decks

January 24th to Mid- February Activities:

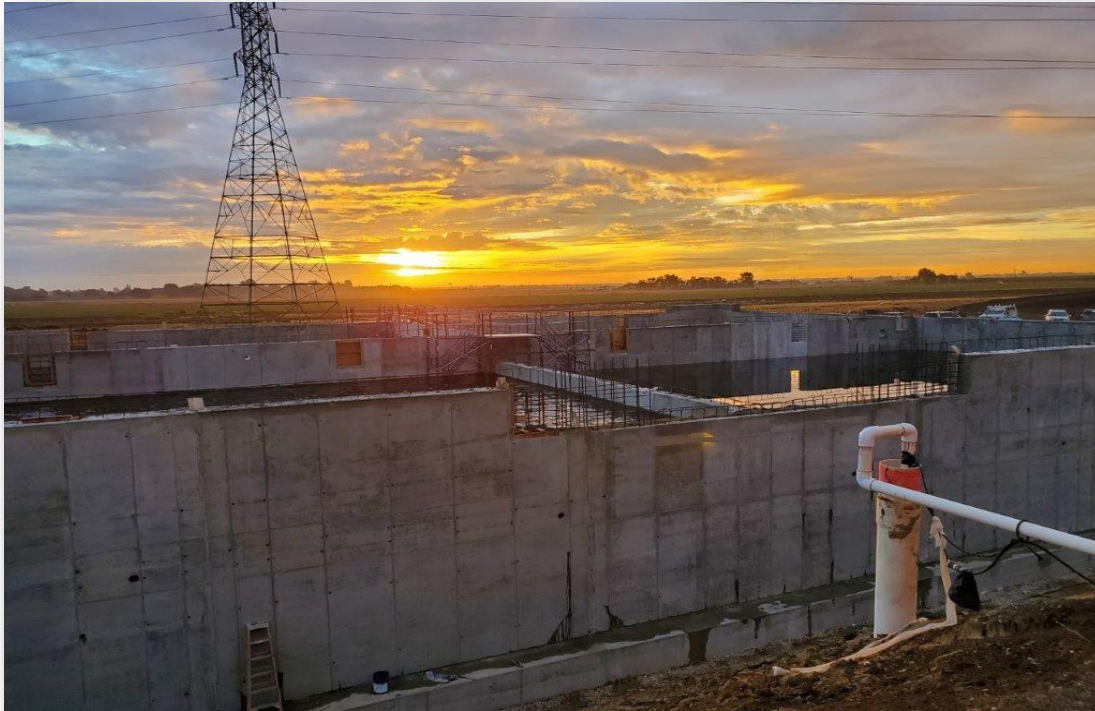
- Install 24" overflow pipe from overflow box to tie in (south building to east building)
- Site fills around both membrane bioreactor (MBR) and digester (south and east buildings)
- Complete 48" return activated sludge from headworks to MBR (east to south buildings)
- Install 6" raw water tie-in to wharf hydrant
- Install duct bank to south building
- Complete installation of conduits in digester slab (east building)
- Pour digester decks and south grade beam
- Prepare subgrade and install rock
- Activate sludge splitter box
- Install rebar, form/pour/strip headworks
- Form/pour/strip/patch south flow control channel walls (north building)
- Install rebar, form/pour/strip scum channel slab (north building)
- Backfill lower flow channel south/prep subgrade for scum channel slab (north building)
- Pour grout – mix liquor and south west collection box inverts (west of north building)
- Install rebar and form/pour/strip brace frame for matt slab for south building
- Backfill utility trench (south building)
- Strip MBR beam shoring (south building)
- Form/pour/strip slab (south building)
- Install rebar – for matt slab (south building)
- Install rebar and form/pour/strip step wall at MBR
- Install MBR weir gates/slide gate operators

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Water Tank Number 1 Rehabilitation Project

The rehabilitation work on tank 1 started 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 contracted with Superior Tank Company to perform the rehab work and will oversee the work. Superior has started work and is in the process of doing repairs and placing coatings as well as cathodic protection in place.



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. The bins have been ordered and received and installed. Doggy stations are also installed adjacent to each bin.



Pedestrian Crossing Flashing Signals

The pedestrian crossing flashing signals, or rectangular rapid flashing beacon project, was bid to install the devices on Central Parkway at Legacy Drive and on Mustang Way at Prosperity Street. Bids were submitted on August 10, 2021. Three contractors bid the project at \$97,500.00, \$97,800.00, and \$169,500.00. The project was awarded to the low bidder, Bear Electric Solutions. A notice to start the project was sent on September 22, 2021. The project has been completed.



Arterials and Questa Road Repair Project

A number of arterials, collector and local streets were identified as part of the Pavement Management Program 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 recent rains and low temperatures. The work will be completed by next summer.

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.
- All poplar trees along the east side of Great Valley Parkway between the wall and planter strip have been removed. The stump grinding is taking place now. The contractor will replace the irrigation that is damaged and replant the approved trees next.

The poplar tree removal program is in its final phase and is expected to be completed by the end of next month. A new plan is being developed to continue with removals along several remaining portals to completely eliminate all poplar trees in Mountain House with the exception of parks.

Dog Park Construction

The following activities were performed by community volunteers during the first weekend in February:

- 20 yards pebble gravel delivered and spread
- Relocate fence at the newly approved perimeter
- Mulch distributed to hyper-local piles for volunteer spreading
- Fence posts installed
- Assemble benches and fixtures (bag dispensers, trash can, etc.)
- Benches and fixtures placed
- 12' access gates and 5' double entry gates installed

Cordes Park Security Cameras

The District-wide security camera project is expanding. Cordes Park is scheduled for installation of 2 Avigilon, 4K multi-sensor camera units with AI analytics, each camera with 4 lenses, on rugged AI servers. The cost of the Cordes Park integration come to a total of \$28,507. Avigilon just announced they are increasing their prices by 7% for any orders placed after March 7th 2022, so by approving the Cordes Park Camera installation prior to March 7th, the District can avoid an increase of nearly \$2,000.

Library Update

The Stockton San Joaquin County Public Library system is still offering virtual programs and virtual professional performer programs. The library branches have also been doing live programs outside. Mountain House Library has been doing weekly programs on the patio. We have begun to have programming on the patio weekly. We have story times every week on Thursday mornings at 11:00 a.m. and a variety of programs on Tuesdays at 3:30 p.m. every other week. Attendance is growing and the community is very happy about them. In January, we had a Pete The Cat New Year program with storytime, crafts and games. We hope to increase programming in March. The Winter Reading Program had over 550 participants, several of whom did the program twice. Our in-house giveaway of make-and-take crafts and static programs continue to be requested and are very popular.

Library Administration is keeping watch on the rising COVID cases in San Joaquin County. Due to the Omicron variant, precautions are still being implemented for in-person library use which include:

- Face coverings will continue to be worn by staff and we are handing them out for others.
- Hand sanitizing stations are dispersed around the building.
- Distancing is still encouraged.
- Air purifiers for program rooms.

The library offers volunteer hours for teens. There are so many teens looking for a place to earn their hours and the Library is working to create a variety of ways that teens can accomplish this. Over the years, our library has offered teens the opportunity to shelve books and assist with programs. Now we are looking into offering volunteer hours for assisting with the Mountain House Friends of the Library booksale, writing reviews of library materials to entice others to read and enjoy them, helping patrons with computers making flyers, and much more.

The library is continuing to assess attendance as we more fully open to see where hours might be expanded or changed. Once week a month staff will do an hour by hour count of attendance and use. These will be compiled to show a true use of each facility. This data will be evaluated to see which libraries will have their hours changed in the new year.



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The Library Celebrates the Chinese Year of the Tiger.



Library displays about Children's Biographies and Countries Around the World.



Pete The Cat New Year Party



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

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Residential Developments

Below is a summary of new development as of February 7, 2022. Since June 30, 2021, permits have been issued for a total of 222 units, including 12 second units. There have been 334 units granted final occupancy since June 30th 2021, including 38 second units.

<i>As of February 7, 2022</i>								
	Auth.	Permits	Units	Remaining	Second Units		Total Units	
<u>Neighborhood</u>	<u>Permits</u>	<u>Issued</u>	<u>Finished</u>	<u>Authorized</u>	<u>Issued</u>	<u>Finalized</u>	<u>Issued</u>	<u>Finalized</u>
Bethany	1372	1295	1295	77	68	68	1363	1363
Wicklund	1518	979	979	539	67	67	1046	1046
Altamont	1217	890	890	327	62	62	952	952
Questa	1638	1161	1111	477	78	77	1239	1188
Hansen	1280	1139	1134	141	180	177	1319	1311
Cordes	1297	1119	1050	178	157	152	1276	1202
College Park	1763	631	516	1132	93	88	724	604
Subtotal	10,085	7,214	6,975	2,871	705	691	7,919	7,666
					9.77%			
Future Neighborhoods								
I	1427							
J	1137							
K	1192							
L	1381							
Town Center	440							
Subtotal	5,577			5,577				
Total	15,662			8,448				

<i>As of June 30, 2021</i>								
	Auth.	Permits	Units	Remaining	Second Units		Total Units	
<u>Neighborhood</u>	<u>Permits</u>	<u>Issued</u>	<u>Finished</u>	<u>Authorized</u>	<u>Issued</u>	<u>Finalized</u>	<u>Issued</u>	<u>Finalized</u>
Bethany	1372	1295	1295	77	68	68	1363	1363
Wicklund	1518	979	979	539	67	67	1046	1046
Altamont	1217	890	890	327	62	62	952	952
Questa	1638	1116	1078	522	77	71	1193	1149
Hansen	1280	1139	1099	141	176	176	1315	1275
Cordes	1297	1049	996	248	152	146	1201	1142
College Park	1763	536	342	1227	91	63	627	405
Subtotal	10,085	7,004	6,679	3,081	693	653	7,697	7,332
					9.89%			
Future Neighborhoods								
I	1427							
J	1137							
K	1192							
L	1381							
Town Center	440							
Subtotal	5,577			5,577				
Total	15,662			8,658				