



**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:** January 12, 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 reinstated 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.

## **DISCUSSION ITEM 10.3**

As of January 2, 2022, San Joaquin County reported a COVID testing positivity rate of 12.5%, an increase of 6.7% over the prior 7-day period. The statewide positivity rate was 15.9%.

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>

### **Finance and Accounting**

Congratulations to Thomas Retchless, Finance Director, for receiving the Distinguished Budget Presentation Award from the Government Finance Officers Association for the District's Operating and Capital Improvement Budget for fiscal year 2021/2022 (Attachment A). We appreciate the contributions of Denae DeGough, Accounting Manager, and our finance and administrative staff in achieving this award.

Thomas and his Finance staff presented the fiscal year 2021/2022 budget for Board approval in June and they are now working on the audit for fiscal year 2020/2021.

Preparations for the fiscal year 2022/2023 budget are underway. Departments have completed their budget and personnel requests for the General Manager's review.

### **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 Construction Manager and Recreation Assistant. We hope to have these key positions filled within the next few weeks. Recreation Assistant 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. The District recently filled the position of Office Assistant, Accounting Technician, Community Development Director and Community Preservation Officer.

**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 26, 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 informative presentations on our Master Restrictions and utility rate study for future meetings.

**Public Parks and Facilities and Recreation Programming**

The District held the annual extended Holiday Tree Lighting Event on Friday, December 10-12. The event started Friday evening with Santa lighting our Holiday Tree. Salah and Paula Salah donated the lights, and the ornaments were provided by several groups in Mountain House organized by Andrea Gemlich and Jennifer Oppenheimer. The Boy Scouts sang carols as we made our way to Town Hall, where kids and adults could create some holiday ornaments, sock gnomes, gingerbread houses, and frost cookies. Santa met with everyone and checked off his naughty and nice list. We also had several vendors for people to get in a bit of shopping.

Saturday morning began with the Mountain House Fire Department flipping pancakes for the residents of Mountain House. We had about 250 people for our first breakfast with Santa and holiday characters. After breakfast, we opened up the hall for more crafts, cocoa, cookies, vendor shopping, pictures with Santa, and our Holly Jolly performances. The Holly Jolly performances were organized by Vanitha Daniel and showcased many talented Mountain House residents, young and old.

Sunday was the last day of our event, where residents could still have a chance to see Santa, make some crafts, and shop with the vendors.

Overall the weekend event was very well attended. We are so grateful for the many volunteers and vendors who made the event a success.

## DISCUSSION ITEM 10.3



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The next event for the District is the Bike Rodeo, held in May. The 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](mailto:alamb@sjgov.org). Watch for updates on Facebook and other social media.

As noted above, the District is recruiting for Recreation Assistants. Visit our website for information on how to apply for this rewarding opportunity!

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**

The 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

## DISCUSSION ITEM 10.3

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](http://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, we are focusing in developing a procedural manual for Master Restriction process. We are planning to prepare an educational PowerPoint presentation and to 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 December 2021.

Total citations issued	3
Parking-related citations	1
Administrative/property/landscaping warnings/notice (no fines)	2
Administrative/property/landscaping citation (fine)	0
Appeal – parking-related	0
Request for change or variations of Master Restrictions	15
Approval permits for property changes approved	8
Approval permits for property changes pending	7

### **Staffing Assignments**

The Public Safety Committee is now be staffed by Chris Stevens of More Than Talk. Mr. Stevens is a retired Deputy Sheriff who is preparing our Emergency Operations and Response Plans. More than Talk also provides us with retired Police Chief Charles Halford who provides support for our Public Safety operations.

Transportation planning duties will be hired on a contract basis – likely via multiple contractors depending on the type of task where review and support is needed.

**Incorporation**

Staff is providing information to LAFCo's consultant to assist their first draft of the Comprehensive Fiscal Analysis required for incorporation.

**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 will require extensive renovations and is being put out to bid. Staff is hopeful that 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 next summer. 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. The occupants (beyond Safeway) will a mix of food and services, including tutoring, martial arts, sandwiches, pizza, and a coffee drive-through.

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

We are 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.

**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 industrials 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 Creekside Development.

**Town Center Apartments Development Project**

## **DISCUSSION ITEM 10.3**

Installation of the underground utilites 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**

MHCSD 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**

Staff is working with the SPIII developers and builders on the conceptual design and construction of this critical corridor. Staff is currently reviewing the revised concept design submittal from VTA.

**Town Center Landscaping**

Work continues to progress on the portal structure at the intersection of Mountain House Parkway and Byron Road. The contractor has begun the installation of the median pavers along Mountain House Parkway.



### **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 postmaster and replace the individual mail boxes in Wicklund neighborhood with cluster mail boxes. Staff has prepared a plan identifying the number and location of these cluster boxes and has submitted it to the post office for review and approval. Staff is 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.

### **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 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 Resources Control Board (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.
- Staff is also working on alternative emergency supplies of water in case of a drought emergency.

### **Wastewater Treatment Plant Expansion Project**

#### **Previous 30 days of activities include:**

- Backfill digesters (east building) to elevations 18.5' and install drainage panels
- Continue installing deck shoring for digester ceiling/Headworks bottom slab
- Begin rebar installation and forming for headworks bottom slab pour
- Install membrane bioreactor (MBR) drainage panels
- Backfill MBR and prepare subgrade for south building
- Prepare subgrade and install rock on south flow channel slab (between north and south buildings)
- Begin installing rebar for south flow control channel slab
- Begin form/pour/strip south flow control channel slab
- Install exposed 8" waste activated sludge piping by the south building
- Excavate pipe chase and column bases for south building
- Begin form/pour/strip column bases for south building
- Begin rebar install column bases for south building
- Site fills on parking lot to south building
- Continue install 48" mixed liquor line along with 84" manhole stacks west of north building
- Backfill around 48" mixed liquor line west of north building

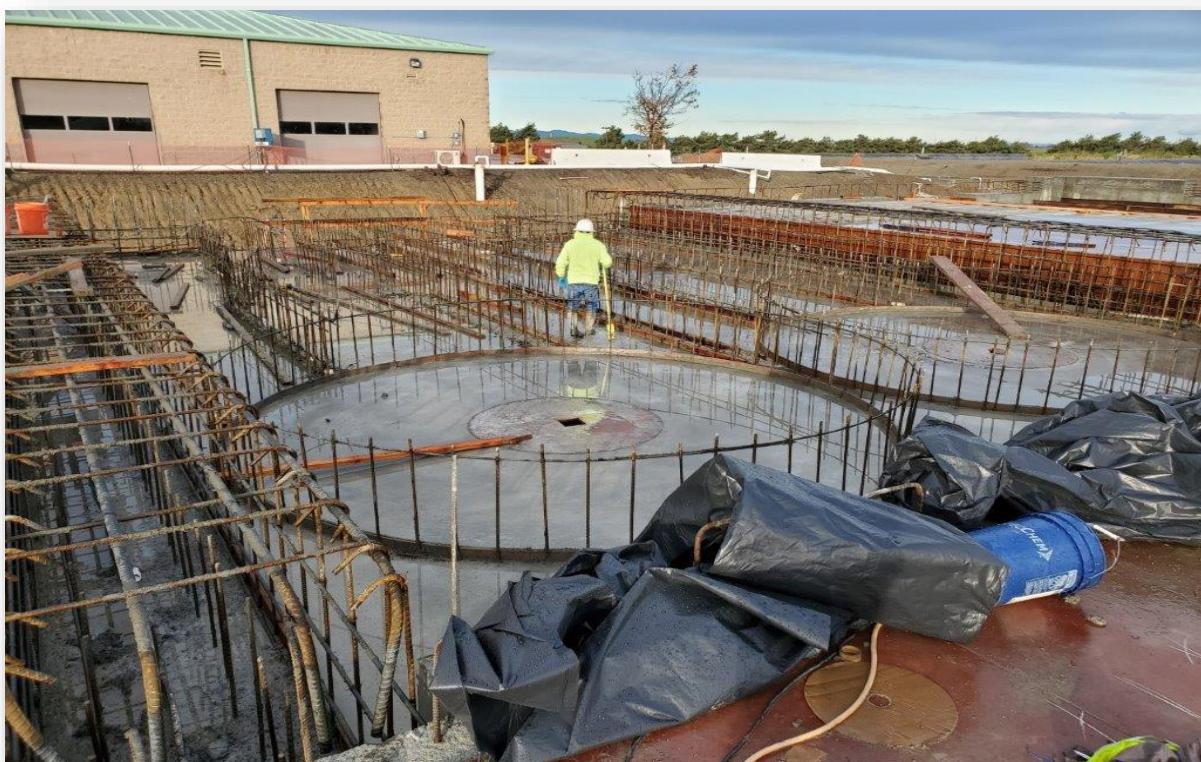
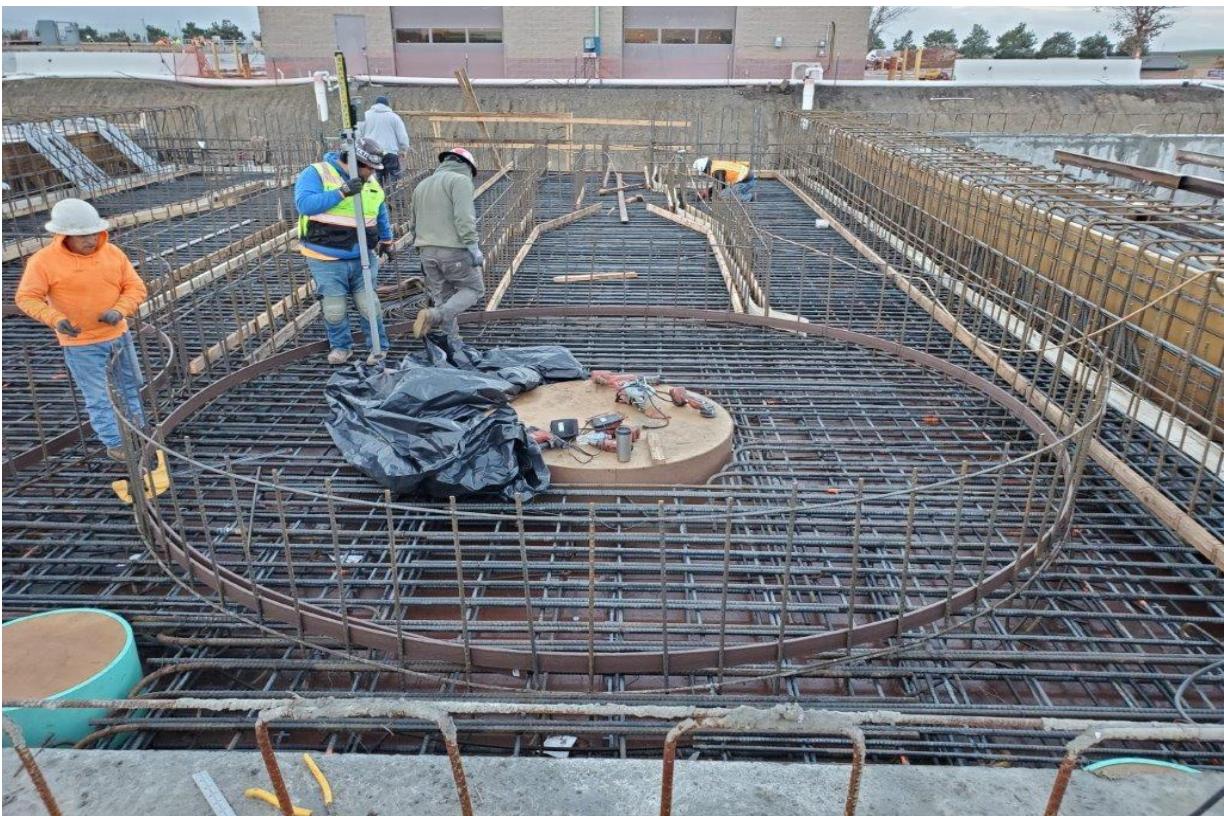
**Future Activities to Mid-January:**

- Form 20" digester deck and beams (east building)
- Install rebar for deck at digester
- Pour south flow channel in two sections (between north and south buildings)
- Pour south flow channel walls
- Pour digester beam
- Form, shoring, and beams for the MBR (south building)
- MBR tank 1 and 2 shoring for beams
- Form and pour column bases on east side of south building
- Form and pour column base pipe chase bottom slab south building
- Pour chase walls (south building)
- Form, pour and strip slab and walls for scum box at northeast side south building
- Install weir gates in MBR south building
- Continue site fill

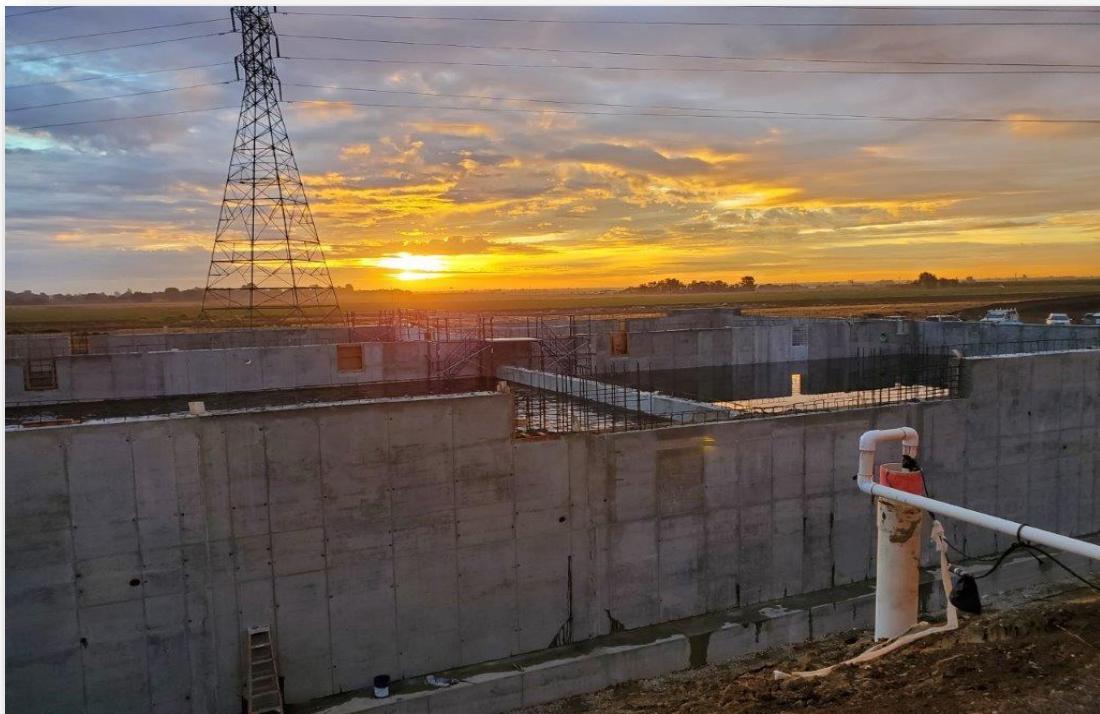
**DISCUSSION ITEM 10.3**



### DISCUSSION ITEM 10.3



**DISCUSSION ITEM 10.3**





### **Water 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 contracted with Superior tank company to perform the rehab work and will oversee the work.



**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 are being installed.

**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 MHCSD standard poles when they arrive (expected in 4 weeks). 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 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. 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 equipment has been delivered and they are in the process of installing the signals.



### **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 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:

## **DISCUSSION ITEM 10.3**

- 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 10.3**



**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. Our storytimes - every other week on Thursday mornings- at 11:00 am and the variety of programs - on Tuesdays at 3:30pm on the opposite weeks - are gaining in attendance. In December, we had a Holiday Event with games, crafts and a STEM project to make snow. With the positive response to programs even outside we plan to increase our storytimes to once a week and programs to twice a month hoping that soon we can do more inside the library. We have also begun our Winter Reading Program where kids read 10 books and teens and adults read three books for a prize. So far we have had 423 participants sign up for the program. Our in-house giveaway of make-and-take crafts and static programs like 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.

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 read other types of records.

The Library is always offering new and exciting online products. One of the newest is Skillshare, an online learning product with thousands of classes for creative and curious people on topics including illustration, design, photography, video, freelancing and more to inspire our patrons on their creative journey. There is another exciting offering starting January 3, for patrons who use our Libby product. They will be able to access Craftsy which is a streaming service offering ~1,500 instructional videos on topics that include baking, crafts, needle work, photography and more.

We are also happy to announce the our patrons can now conveniently pay their library fine balances online. This has been a long time coming and it has been positively received by the public.

## DISCUSSION ITEM 10.3



**Weather Facts and Fiction Display**



**Hanukkah Display**



**Crochet and Knitting Display**



**Kids Winter Reading Prizes**

**Making Snow and Crafts at the Holiday Fun Event**



**Woke Reading Display**



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

## DISCUSSION ITEM 10.3

### **Residential Developments**

Below is a summary of new development as of December 27th, 2021. Since January 1 2021, permits have been issued for a total of 443 units, including 50 second units. There have been 624 units granted final occupancy since January 1 2021, including 72 second units.

<i><b>As of December 27 2021</b></i>									
	<b>Auth.</b>	<b>Permits</b>	<b>Units</b>	<b>Remaining</b>	<b>Second Units</b>		<b>Total Units</b>		
<b>Neighborhood</b>	<b>Permits</b>	<b>Issued</b>	<b>Finished</b>	<b>Authorized</b>	<b>Issued</b>	<b>Finalized</b>	<b>Issued</b>	<b>Finalized</b>	
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	1153	1106	485	78	77	1231	1183	
Hansen	1280	1139	1134	141	180	177	1319	1311	
Cordes	1297	1109	1035	188	157	151	1266	1186	
College Park	1763	613	492	1150	93	83	706	575	
<b>Subtotal</b>	<b>10,085</b>	<b>7,178</b>	<b>6,931</b>	<b>2,907</b>	<b>705</b>	<b>685</b>	<b>7,883</b>	<b>7,616</b>	
					9.82%				
<b>Future Neighborhoods</b>									
I	1427								
J	1137								
K	1192								
L	1381								
Town Center	440								
<b>Subtotal</b>	<b>5,577</b>			<b>5,577</b>					
<b>Total</b>	<b>15,662</b>			<b>8,484</b>					

<i><b>As of December 31, 2020</b></i>									
	<b>Auth.</b>	<b>Permits</b>	<b>Units</b>	<b>Remaining</b>	<b>Second Units</b>		<b>Total Units</b>		
<b>Neighborhood</b>	<b>Permits</b>	<b>Issued</b>	<b>Finished</b>	<b>Authorized</b>	<b>Issued</b>	<b>Finalized</b>	<b>Issued</b>	<b>Finalized</b>	
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	1077	1077	561	70	70	1147	1147	
Hansen	1280	1139	1055	141	174	173	1313	1228	
Cordes	1297	1038	944	259	146	139	1184	1083	
College Park	1763	367	139	1396	68	34	435	173	
<b>Subtotal</b>	<b>10,085</b>	<b>6,785</b>	<b>6,379</b>	<b>3,300</b>	<b>655</b>	<b>613</b>	<b>7,440</b>	<b>6,992</b>	
					9.65%				
<b>Future Neighborhoods</b>									
I	1427								
J	1137								
K	1192								
L	1381								
Town Center	440								
<b>Subtotal</b>	<b>5,577</b>			<b>5,577</b>					
<b>Total</b>	<b>15,662</b>			<b>8,877</b>					

**DISCUSSION ITEM 10.3**

Attachment A: Government Finance Officers' Association Distinguished Budget Presentation Award

