



GRANADA COMMUNITY SERVICES DISTRICT

**AGENDA**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING at 7:00 p.m.**

Thursday, February 20, 2025

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

The Board of Directors' meeting room is open to the public during open session. To maximize public access to public meetings, the Granada Community Services District staff and board members will generally be participating in person at the board meeting, as well as using videoconference to allow remote participation by members of the public, board members, and staff as necessary. Members of the public may participate via ZOOM online or by telephone using the link below.

Zoom information below:

<p><b>Topic: GCSO Board Meeting</b> <b>Time: February 20, 2025 7:00 PM</b> <b>Pacific Time (US and Canada)</b></p> <p>Join Zoom Meeting <a href="https://us02web.zoom.us/j/82642686214">https://us02web.zoom.us/j/82642686214</a></p> <p>Meeting ID: 826 4268 6214</p>	<p><b>OR</b></p> <p>Dial by your location +1 669 444 9171 US</p>
--	--

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

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

**ROLL CALL**

Directors:	President:	Jen Randle
	Vice-President:	Barbara Dye
	Director:	Wanda Bowles
	Director:	Jill Grant
	Director:	Nancy Marsh

Director Grant will be participating remotely via teleconference pursuant to Government Code Section 54953(b) from 128 Coronado St., El Granada.

Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	Hope Atmore
	Legal Counsel:	William Parkin

The Board has the right to take action on any of the items listed on the Agenda. The Board reserves the right to change the order of the agenda items, to postpone agenda items to a later date, or to table items indefinitely.

### **GENERAL PUBLIC PARTICIPATION**

Public members may comment on matters under the jurisdiction of the District that are not on the agenda. Comments are limited to 3 minutes. See the instructions above to comment via ZOOM (online) or by telephone.

### **REGULAR MEETING AGENDA**

	<b><u>Page</u></b>
<b>1. Final Executed Lease for 480 Avenue Alhambra.</b> For Board information.	4
<b>2. Parks and Recreation Activities.</b>	
a. Report on Planned Recreation Program Events.	18
b. Report from Community Recreation Center Ad Hoc Committee.	19
c. Report on San Mateo Resource Conservation District Updates and Management of the Granada Community Park Property	21
<b>3. Update to District Policies. Updated - 2/20/25</b> <b>Recommendation:</b> To be made by the Board.	34
<b>4. Leadership Council San Mateo County Upcoming Workshop – Shaping Tomorrow in Uncertain Times.</b> <b>Recommendation:</b> To be made by the Board.	42
<b>5. Engineer's Report</b>	45
<b>6. Report on Sewer Authority Mid-Coastside Meetings.</b>	47
<b><u>CONSENT AGENDA</u></b>	
<b>7. January 16, 2025 Regular Meeting Minutes.</b>	70
<b>8. February 2025 Warrants.</b>	74
<b>9. December 2024 Financial Statements.</b>	75

### **COMMITTEE REPORTS**

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

### **INFORMATION CALENDAR**

<b>11. Attorney's Report. (Parkin)</b>	
<b>12. General Manager's Report. (Duffy)</b>	
<b>13. Administrative Staff Report. (Atmore)</b>	85
<b>14. Future Agenda Items.</b>	87

**ADJOURN REGULAR MEETING**

At the conclusion of the January 16, 2025 Meeting:

Last Ordinance adopted: No. 177.

Last Resolution adopted: No. 2025-001.

This meeting is accessible to people with disabilities. If you have a disability and require special assistance related to participating in this meeting, please contact the District at least two working days in advance of the meeting.



## GRANADA COMMUNITY SERVICES DISTRICT

---

# AGENDA MEMORANDUM

---

To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: Final Executed Lease for 480 Avenue Alhambra.  
Date: February 20, 2025

---

Attached is a fully executed copy of the lease with Picasso Preschool, which was discussed in closed session at our last meeting, and subsequently negotiated and signed with Picasso.



**REVISED LEASE BETWEEN GRANADA COMMUNITY SERVICES DISTRICT AND CANDISE  
D'ACQUISTO (dba COASTSIDE KIDS, INC.)**

**RECITALS**

- A. Whereas, Granada Community Services District ("Landlord") purchased Property at 480 Avenue Alhambra, El Granada ("Premises"), for its future administrative offices and community facilities; and
- B. Whereas, Candise D'Acquisto, dba Coastsides Kids, Inc., ("Tenant") purchased a preschool, known as Picasso Preschool, from previous owners of the Premises, and continued operation of the preschool at the Premises and leased the Premises from the former owners of the preschool on a month-to-month basis; and
- C. Whereas, Landlord and Tenant are collectively referred to herein as "the Parties"; and
- D. Whereas, while Landlord was evaluating and planning its future uses and remodeling of the Premises which involved the hiring of consultants and contractors, and holding of public meetings, Landlord entered in a lease with Tenant on September 9, 2021, for the Premises that terminated on August 31, 2023 ("Lease"); and
- E. Whereas, Tenant requested an extension of the Lease and Landlord offered to extend the Lease until August 31, 2025; and
- F. Whereas, Tenant requested that the amendment to the Lease be revised to extend the Lease to May 31, 2025 only; and
- G. Whereas, the Lease was amended and the term of the Lease was extended to and including May 31, 2025, while Landlord continued to plan for future uses of the premises; and
- H. Whereas, Tenant has now requested an extension of the Lease for an additional 12 months to keep the preschool operational while it seeks to transfer the preschool to a buyer that is also interested in purchasing the Premises from Landlord; and
- I. Whereas, Landlord has not declared the property surplus property pursuant to the Surplus Lands Act or has stated any intention to sell the Premises; and
- J. Whereas, despite Landlord's intention to continue to own the Property, Landlord is willing to allow Tenant to continue operating Picasso Preschool on the Premises while Landlord continues to plan the future use of the Premises to allow the preschool to continue to operate and Tenant to seek an alternative site suitable for its uses; and
- K. Whereas, Tenant agrees to not interfere with Landlord's planning and permitting for its uses of the Premises, and vacate the Premises at the end of the term of this Revised Lease Between Granada Community Services District and Candise D'Acquisto (dba Coastsides Kids, Inc.) ("Revised Lease"); and
- L. Whereas, this Revised Lease replaces and supersedes the Lease and any amendments thereto, and all previous leases, representations and understandings between Tenant and the prior owners of the Premises.

Initials

GD  
Landlord

CD  
Tenant

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises and covenants herein contained, the Parties hereto agree as follows:

**1. BASIC REVISED LEASE TERMS**

- a. **DATE OF REVISED LEASE:** Upon execution by all the Parties.
  
- b. **TENANT:** Candise D'Acquisto  
Trade Name/DBA : Coastside Kids, Inc.  
Address (Leased Premises): 480 Avenue Alhambra, El Granada, California 94018  
Address (For Notices): 503 Valencia Avenue, El Granada, California 94018
  
- c. **LANDLORD:** Granada Community Services District  
Address: P.O. Box 335, El Granada, CA 94018
  
- d. **TENANT'S USE OF PREMISES:** Picasso Preschool
  
- e. **TERM OF REVISED LEASE:**  
Commencement: Upon execution by all the Parties  
Expiration: May 31, 2026
  
- h. **BASE MONTHLY RENT:** \$5,000 per month from execution of the Revised Lease until May 31, 2025  
\$6,000 per month From June 1, 2025 until May 31, 2026
  
- i. **SECURITY DEPOSIT:** \$5,500

2. **PREMISES.** Landlord leases to Tenant and Tenant leases from the Landlord the Premises described in Section 1. Tenant acknowledges that she has continually used the Premises under an agreement with a prior owner of the Premises and pursuant to the Lease and any amendments thereto, and Tenant accepts the Premises in their present condition.

**3. TERM.**

The term of this Revised Lease is for the period set forth in Section 1.e.

**4. RENT**

a. **Rent.** Tenant shall pay Landlord monthly rent in the amount in Section 1.h., which shall be payable monthly in advance, on the first day of each and every calendar month provided.

Initials                CJD                          CJD            
                                 Landlord                                      Tenant

- b. Rent Without Offset and Late Charge.** All rent shall be paid by Tenant to Landlord monthly in advance on the first day of every calendar month, at the address shown in Section 1.c., or such other place as Landlord may designate in writing from time to time. Rent is considered overdue if received after the fifth day of the month for which it is due. All rent shall be paid without prior demand or notice and without any deduction or offset whatsoever. All rent shall be paid in lawful currency of the United States of America. Proration of rent due for any partial month shall be calculated by dividing the number of days in the month for which rent is due by the actual number of days in that month and multiplying by the applicable monthly rate. If any rent or other sum due from Tenant is not received when due, Tenant shall pay to Landlord a late fee of One Hundred and Twenty Five Dollars (\$125.00) and an additional sum equal to 10% per annum of such overdue payment. Notwithstanding the foregoing, in the event Tenant is delinquent in the payment of Base Rent four (4) times in any calendar year, Landlord shall have the right to require Tenant to make payments each quarter, providing for three months advance rent.
- 5. PREPAID RENT.** Upon execution of the Revised Lease, Tenant shall pay Landlord the first month's rent in advance unless already paid pursuant to Lease.
- 6. DEPOSIT.** The Parties agree that the security deposit of \$5,500 paid to the previous owner of the Premises will serve as the deposit for this Revised Lease, and Landlord hereby acknowledges that it has received the deposit from the previous owners as part of the purchase of the Premises by Landlord. Landlord may use the security deposit or any portion of it to cure the default, to compensate Landlord for any damages sustained by Landlord resulting from Tenant's default, or to compensate Landlord for any damages to the Premises caused by Tenant. Upon demand, Tenant shall immediately pay to Landlord a sum equal to the portion of the security deposit expended or applied by Landlord to restore the security deposit to its full amount. In no event will Tenant have the right to apply any part of the security deposit to any rent or other sums due under this Revised Lease. Upon expiration or termination of this Revised Lease, Landlord shall return the security deposit to Tenant minus any costs or damages associated with Tenant's default or costs associated with any damages to the Premises caused by Tenant. Landlord's obligations with respect to the deposit are those of a debtor and not of a trustee, and Landlord can commingle the security deposit with Landlord's general funds. Landlord shall not be required to pay Tenant interest on the deposit.
- 7. USE OF PREMISES.** Tenant shall use the Premises solely for the purposes set forth in Section 1.d. and for no other purpose without obtaining the prior written consent of Landlord. Tenant acknowledges that neither Landlord nor any agent of Landlord has made any representation or warranty with respect to the Premises or with respect to the suitability of the Premises or the for the conduct of Tenant's business, nor has Landlord agreed to undertake any modification, alteration or improvement to the Premises. Tenant acknowledges that Landlord may from time to time, at its sole discretion, make such modifications, alterations, deletions or improvements to the Premises as Landlord may deem necessary or desirable upon 15 days notice unless immediate repairs to the Premises are necessary. Tenant shall promptly comply with all laws, ordinances, orders and regulations affecting the Premises. Tenant shall not do or permit anything to be done in or about the Premises or bring or keep anything in the Premises that will in any way increase the premiums paid by Landlord on its insurance related to the Premises. Tenant shall not perform any act or carry on any practices that may injure the Premises. Tenant shall not use the Premises for sleeping or the preparation, manufacture or mixing of anything that might emit any objectionable odor, noises, vibrations or lights onto such other tenants. Tenant shall not do anything on the Premises which will overload any existing parking or service to the Premises. With the exception of one (1) blue tongue skink, Pets and/or animals of any type shall not be kept on the Premises. Notwithstanding the foregoing, Landlord shall not make alterations or improvements

Initials

CD  
Landlord

CD  
Tenant

that will materially and unreasonably impact Tenant's quiet enjoyment of the Premises or affect Landlord's obligations to maintain the building in a commercially reasonable manner.

## 8. EMISSIONS: STORAGE, USE AND DISPOSAL OF WASTE.

### a. Emissions. Tenant shall not:

- 1) Permit any vehicle on the Premises to emit exhaust which is in violation of any governmental law, rule, regulation or requirement;
- 2) Discharge, emit or permit to be discharged or emitted, any liquid, solid or gaseous matter, or any combination thereof, into the atmosphere, the ground or any body of water which matter, as reasonable determined by Landlord or any governmental entity, does, or may, pollute or contaminate the same, or is, or may become, radioactive or does, or may, adversely affect the (a) health or safety of persons, wherever located, whether on the Premises or anywhere else, (b) condition, use or enjoyment of the Premises or any other real or personal property, whether on the Premises or anywhere else, or (c) Premises or any of the improvements thereto or thereon including buildings, foundations, pipes, utility lines, landscaping or parking areas;
- 3) Produce, or permit to be produced, any intense glare, light or heat except within an enclosed or screened area and then only in such manner that the glare, light or heat shall not be discernible from outside the Premises;
- 4) Create, or permit to be created, any sound pressure level which will interfere with the quiet enjoyment of any real property outside the Premises, or which will create a nuisance or violate any governmental law, rule, regulation or requirement.
- 5) Create, or permit to be created, any ground vibration that is discernible outside the Premises.
- 6) Transmit, receive or permit to be transmitted or received, any electromagnetic, microwave or other radiation which is harmful or hazardous to any person or property in, or about the Premises, or anywhere else.

b. **Hazardous Materials.** Tenant shall not use, store, or dispose of any hazardous substances upon the Premises. "Hazardous substances" means any hazardous waste, substance or toxic materials regulated under any environmental laws or regulations applicable to the property. Tenant shall be responsible for the cost of removal of any toxic contamination caused by Tenant's use of the Premises.

### c. Disposal of Waste

- 1) *Refuse Disposal.* Tenant shall not keep any trash, garbage, waste or other refuse on the Premises except in sanitary containers and, except for normal trash removal provided by Landlord as part of the janitorial services, shall regularly and frequently remove extraordinary trash from the Premises. Tenant shall keep all containers or other equipment used for storage or disposal of such materials in a clean and sanitary condition.
- 2) *Sewage Disposal.* Tenant shall properly dispose of all sanitary sewage and shall not use the sewage disposal system (a) for the disposal of anything except sanitary sewage or (b) in excess of the lesser

Initials

CTD  
Landlord

CD  
Tenant



amount of (i) reasonably contemplated by the uses permitted under this Revised Lease or (ii) permitted by any governmental entity.

3) *Disposal of Other Waste.* Tenant shall properly dispose of all other waste or other matter delivered to, stored upon, located upon or within, used on, or removed from, the Premises in such a manner that it does not, and will not, adversely affect the (a) health or safety of persons, wherever located, whether on the Premises or elsewhere (b) condition, use or enjoyment of the Premises or any other real or personal property, wherever located, whether on the Premises or anywhere else, or (c) Premises or any of the improvements thereto or thereon including buildings, foundations, pipes, utility lines, landscaping or parking areas.

d. **Compliance with Law.** Notwithstanding any other provision in this Revised Lease to the contrary, Tenant shall comply with all laws, statutes, ordinances, regulations, rules and other governmental requirements in complying with its obligations under this Revised Lease.

9. **SIGNAGE.** All signage shall comply with local rules and regulations. Tenant shall place no stickers, signs, lettering, banners or advertising or display material on or near exterior windows or doors if such materials are visible from the exterior of the Premises, without Landlord's prior written consent, which consent may be withheld or granted in Landlord's sole judgment. Any material violating this provision may be removed by Landlord without compensation to Tenant.

10. **REAL AND PERSONAL PROPERTY TAXES.** Tenant shall pay before delinquency all taxes, assessments, license fees and public charges levied, assessed or imposed upon its business operations as well as upon all trade fixtures, leasehold improvements, merchandise and other personal property of Tenant in or about the Premises. Tenant acknowledges that Tenant's interest in the Premises under this Agreement may now or hereafter be subject to a possessory interest tax imposed by another government entity. Tenant shall pay any such possessory tax when due, and shall not be entitled to offset the amount of such tax against rent payable under this Agreement. Tenant shall be solely responsible and shall indemnify and hold Landlord harmless for all federal, state and local taxes and penalties that may result due to Tenant's use of the Premises.

11. **PARKING.** Overnight parking on the Premises is prohibited and any vehicle violating this Section 12 is subject to removal by Landlord at the vehicle owner's or Tenant's expense.

12. **UTILITIES.** Tenant agrees to be responsible for the payment of all utilities and services, including heat, water, electricity, gas, garbage, janitorial and other services delivered to the Premises.

13. **MAINTENANCE, REPAIRS AND ALTERATIONS.** Tenant acknowledges that the Premises are in good order and repair. Tenant will, at his or her own expense, maintain the Premises in a good and safe condition, including plate glass, and heating and air conditioning installations, and any other system or equipment. The Premises will be surrendered at termination of this Revised Lease in as good condition as received under the Lease, normal wear and tear excepted. Tenant shall be responsible for all repairs requires, except the following which will be maintained by Landlord: roof, exterior walls, structural foundations (including any retrofitting required by governmental authorities). Tenant shall also be responsible for payment and maintenance of the following:

- a. Maintenance of light fixtures and bulb replacement;
- b. Maintenance of sidewalks, driveways, lawns and shrubbery;

Initials

CJD

Landlord

CD

Tenant

- c. Payment for fire and security alarm system;
- d. Maintenance of fire sprinkler system and fire extinguishers; and
- e. Maintenance of all property, equipment, structures and fencing on the Premises, inside and outside the building, in a manner that meets all licensing requirements for the health and safety of preschool attendees.
- f. Monthly pest control.

**14. ALTERATIONS.** Tenant shall not make any alterations to the Premises, without Landlord's prior written consent. Any alterations made shall remain on and be surrendered with the Premises upon expiration or termination of this Revised Lease or, if Landlord so notifies Tenant at the time Landlord provides their consent for the improvements, the improvements shall be removed by Tenant within thirty (30) days after termination of the Revised Lease.

Should Landlord consent in writing to Tenant's alteration of the Premises, Tenant shall contract with a contractor approved by Landlord, which approval shall not be unreasonably withheld or delayed, for the construction of such alterations, shall secure all appropriate governmental approvals and permits, and shall complete such alterations with due diligence in compliance with plans and specifications approved by Landlord. Tenant shall pay all costs for such construction and shall keep the Premises and the Project free and clear of all mechanics' liens which may result from construction by Tenant.

**15. AMERICANS WITH DISABILITIES ACT.** Since compliance with the Americans with Disabilities Act (ADA) and other state and local accessibility statutes are depending upon Tenant's specific use of the Premises, Landlord makes no warranty or representation as to whether or not the Premises comply with the ADA or any similar legislation. In the event that Tenant's use of the Premises requires modifications or additions to the Premises in order to be in compliance with the ADA or other accessibility statutes, Tenant agrees to make any such necessary modifications or additions at tenant's expense.

**16. RELEASE AND INDEMNITY.** As material consideration to Landlord, Tenant agrees that, except for Landlord's or its contractors' or agents' active and sole negligence or willful misconduct, Landlord shall not be liable to Tenant for any damage to Tenant or Tenant's property from any cause, and Tenant waives all claims against Landlord for damage to persons or property arising for any reason, except to the extent damage results from Landlord's or its agents gross negligence or willful misconduct or for damage resulting directly from Landlord's breach of its express obligations under this Revised Lease which Landlord has not cured within a reasonable time after receipt of written notice of such breach from Tenant. Tenant shall defend, indemnify and hold Landlord harmless from any loss, damages, claim, liability or expense, including attorneys' fees and costs, arising out of any injury or damage to any person or property occurring in, on or about the Premises from Tenant's use of the Premises during the term of the Lease or the Revised Lease or Tenant's breach of this Revised Lease, and to indemnify Landlord for any expense incurred by Landlord in defending any such claims, including but not limited to reasonable attorney's fees and court costs incurred by Landlord. Tenant shall also defend, indemnify and hold Landlord harmless from any loss, damages, claim, liability or expense, including attorneys' fees and costs, arising out of or in connection with its failure to observe or comply with the provisions of Section 8 of this Revised Lease.

**17. INSURANCE.** Tenant, at its cost, shall maintain comprehensive general liability insurance and public liability and property damage insurance with a single combined liability limit of two million dollars (\$2,000,000.00), insuring against liability of Tenant and its representatives, employees, customers, students, invitees, and agents arising out of or in connection with Tenant's use or occupancy of the Premises. Such

Initials

CTD  
Landlord

CD  
Tenant

insurance shall insure performance by Tenant of the indemnity provisions of Section 17 of this Revised Lease. Landlord shall be named as additional insured and the policy shall contain cross-liability endorsements. Tenant shall also maintain One Million Dollars (\$1,000,000.00) of building, fire and personal property insurance. The proceeds from any such policy shall be used by Tenant for the replacement of personal property and the restoration of Tenant's improvements or alterations. Tenant's insurance policy shall require insurer to waive all right of recovery by way of subrogation. All insurance required to be provided by Tenant under this Revised Lease: (a) shall be issued by Insurance companies authorized to do business in the State of California; (b) shall be issued by companies maintaining during the policy term a "General Policyholders Rating" of at least A-, VII, as set forth in the most current issue of "Best's Insurance Guide"; (c) shall be issued as a primary policy; and (d) shall contain an endorsement requiring at least 30 days prior written notice of cancellation to Landlord before cancellation or material change in coverage, scope or amount of any policy. Tenant shall deliver a certificate or copy of such policy together with evidence of payment of all current premiums to Landlord within 30 days of execution of this Revised Lease. Tenant's failure to provide evidence of such coverage to Landlord may, in Landlord's sole discretion, constitute a default under this Revised Lease.

**18. DESTRUCTION.** If during the term, the Premises or Project are more than 10% destroyed from any cause, or rendered inaccessible or unusable from any cause, Landlord may, in its sole discretion, terminate this Revised Lease by delivery of notice to Tenant within 30 days of such event without compensation to Tenant. In the event Tenant's Premises are more than 10% destroyed and, in Tenant's and Landlord's reasonable judgement, Tenant cannot conduct its business in the Premises, then Tenant may terminate this Revised Lease by giving written notice to Landlord within 30 days of the occurrence of the event. If, in Landlord's estimation, the Premises cannot be restored within 180 days following such destruction, the Landlord shall notify Tenant and Tenant may terminate this Revised Lease by delivery of notice to Landlord within 30 days of receipt of Landlord's notice. If Landlord does not terminate this Revised Lease and if in Landlord's estimation the Premises can be restored within 180 days, then Landlord shall commence to restore the Premises in compliance with then existing laws and shall complete such restoration with due diligence. In such event, this Revised Lease shall remain in full force and effect, but there shall be an abatement of rent between the date of destruction and the date of completion of restoration, based on the extent to which destruction interferes with Tenant's use of the Premises. If less than 10% of the Premises or the Project are destroyed or rendered inaccessible or unusable, Landlord shall similarly repair the damage with reasonable due diligence.

**19. CONDEMNATION.**

**a. Definitions.** The following definitions shall apply: (1) "Condemnation" means (a) the exercise of any governmental power of eminent domain, whether by legal proceedings or otherwise by condemnor and (b) the voluntary sale or transfer by Landlord to any condemnor either under threat of condemnation or while legal proceedings for condemnation are proceeding; (2) "Date of Taking" means the date the condemnor has right to possession of the property being condemned; (3) "Award" means all compensation, sums or anything of value awarded, paid or received on a total or partial condemnation; and (4) "Condemnor" means any public or quasi-public authority, or private corporation or individual, having power of condemnation.

**b. Obligations to be Governed by Revised Lease.** If during the term of the Revised Lease there is any taking of all or any part of the Premises or the Project, the rights and obligations of the Parties shall be determined pursuant to this Revised Lease.

Initials

  
Landlord

  
Tenant



c. **Total or Partial Taking.** If the Premises are totally taken by condemnation, this Revised Lease shall terminate on the date of taking. If any portion of the Premises or Project is taken by condemnation, this Revised Lease shall remain in effect, except that Tenant can elect at Tenant's sole judgment to terminate this Revised Lease if the remaining portion of the Premises is rendered unsuitable for Tenant's continued use of Premises. If Tenant elects to terminate this Revised Lease, Tenant must exercise its right to terminate by giving notice to Landlord within 30 days after the nature and extent of the taking have been finally determined. If Tenant elects to terminate this Revised Lease, Tenant shall also notify Landlord of the date of termination, which date shall not be earlier than 30 days nor later than 90 days after Tenant has notified Landlord of its election to terminate; except that this Revised Lease shall terminate on the date of taking if the date of taking falls on a date before the date of termination as designated by Tenant. If any portion of the Premises is taken by condemnation and this Revised Lease remains in full force and effect, on the date of taking the rent shall be reduced by an amount in the same ratio as the total number of square feet in the Premises taken or rendered unsuitable for Tenant's use bears to the total number of square feet in the Premises immediately before the date of taking. In such event, Landlord shall restore the Premises to an architecturally sound unit at the Landlord's sole judgment.

**20. ASSIGNMENT OR SUBLEASE.** Tenant shall not assign or encumber its interest in this Revised Lease or the Premises or sublease all or any part of the Premises or allow any other person or entity (except Tenant's authorized representatives, employees, invitees, or guests) to occupy or use all or any part of the Premises without first obtaining Landlord's consent which Landlord shall not unreasonably withhold or delay beyond five (5) business days from Landlord's receipt of Tenant's written notice; provided, however, Landlord shall have the option to terminate the Revised Lease rather than approving an assignment or sublease of all of the Premises to a third party. Any assignment, encumbrance or sublease without Landlord's written consent shall be voidable and at Landlord's election, shall constitute a default.

No interest of Tenant in this Revised Lease shall be assignable by involuntary assignment through operation of law (including without limitation the transfer of this Revised Lease by testacy or intestacy). Each of the following acts shall be considered an involuntary assignment: (a) if Tenant is or becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or institutes proceedings under the Bankruptcy Act in which Tenant is the bankrupt; or if Tenant is a partnership or consists of more than one person or entity, if any partner of the partnership or other person or entity is or becomes bankrupt or insolvent, or makes an assignment for the benefit of creditors; or (b) if a writ of attachment or execution is levied on this Revised Lease; or (c) if in any proceeding or action to which Tenant is a party, a receiver is appointed with authority to take possession of the Premises. An involuntary assignment shall constitute a default by Tenant and Landlord shall have the right to elect to terminate this Revised Lease, in which case this Revised Lease shall not be treated as an asset of Tenant.

**21. ABANDONMENT OF PREMISES.** Tenant will not abandon the Premises at any time during the term of this Revised Lease. If Tenant does abandon the Premises, or is dispossessed by process of law, or otherwise, any personal property belonging to Tenant left on the Premises will be deemed to be abandoned.

**22. DEFAULT.** The occurrence of any of the following shall constitute a default by Tenant: (a) a failure to pay rent or other charge within five (5) days of when due; (b) a violation of Sections 8 or 9 of this Revised Lease; (c) the occurrence of any of the following events: (i) the making by Tenant of any general arrangement or assignment for the benefit of creditors; (ii) Tenant becoming a "debtor" as defined in 11 U.S.C. Section 101 or any successor statute thereto (unless, in the case of a petition filed against Tenant, the same is dismissed within ninety (90) days); (iii) the appointment of a trustee or receiver to take possession

Initials

  
Landlord

  
Tenant



of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Revised Lease, where possession is not restored to Tenant within ninety (90) days or (iv) Tenant's filing for bankruptcy protection; or (d) failure to perform any other covenant, condition or provision of this Revised Lease that are to be observed, complied with or performed by Tenant.

- 23. LANDLORD'S REMEDIES.** Landlord shall have the following remedies if Tenant is in default. (These remedies are not exclusive; they are cumulative and in addition to any remedies now or later allowed by law): Landlord may terminate Tenant's right to possession of the Premises at any time. No act by Landlord other than giving notice to Tenant shall terminate this Revised Lease under this Section 24. Acts of maintenance, efforts to relet the Premises, or the appointment of a receiver on Landlord's initiative to protect Landlord's interest under this Revised Lease shall not constitute a termination of Tenant's right to possession. Upon termination of Tenant's right to possession, Landlord has the right to recover from Tenant: (1) unpaid rent that had been earned at the time of termination of Tenant's right to possession; (2) unpaid rent that would have been earned after the date of termination of Tenant's right to possession; (3) any other amount, including but not limited to, interest as provided in this Revised Lease and collection costs necessary to compensate Landlord for all detriment caused by Tenant's default.
- 24. LANDLORD'S BREACH.** Landlord shall not be deemed to be in breach of this Revised Lease unless Landlord fails within a reasonable time to perform an obligation required to be performed by Landlord. For purposes of this Section 25, a reasonable time shall in no event be less than thirty (30) days after receipt by Landlord, and by any Lender(s) whose name and address shall have been furnished to Tenant in writing for such purpose, of written notice specifying wherein such obligation of Landlord has not been performed; provided, however, that if the nature of Landlord's obligations is such that more than thirty (30) days after such notice are reasonably required for its performance, then Landlord shall not be in breach of this Revised Lease if performance is commenced within such thirty (30) day period and thereafter diligently pursued to completion.
- 25. ENTRY ON PREMISES.** Landlord and its authorized representatives shall have the right to enter the Premises when children are not present, but not without reasonable advance notice of at least 24 hours unless otherwise agreed by Tenant, for any of the following purposes: (a) to determine whether the Premises are in good condition and whether Tenant is complying with its obligations under this Revised Lease; (b) to do any necessary maintenance and to make any restoration to the Premises or the Project that Landlord has the right or obligation to perform; (c) to show the Premises to consultants, engineers or contractors to plan for the repurposing or remodeling of the building upon the expiration of the term of this Revised Lease; (d) to show the Premises to prospective brokers, agents, buyers, tenants or persons interested in leasing or purchasing the Premises, at any time during the term; (e) to post "for sale" signs on the outside of the Building at any time during the term, to post "for rent" or "for lease" signs during the last 90 days of the term, or during any period while Tenant is in default; or (d) to repair, maintain or improve the Project but not so as to prevent entry to the Premises or materially cause a disturbance of Tenant's quiet enjoyment of the Premises and to do any other act or thing necessary for the safety or preservation of the Premises. Except for Landlord's or its agents' or contractors' gross negligence or willful misconduct, Landlord shall not be liable in any manner for any inconvenience, disturbance, loss of business, nuisance or other damage arising out of Landlord's entry onto the Premises as provided in this Section 26. Except for Landlord's gross negligence or willful misconduct, Tenant shall not be entitled to an abatement or reduction of rent if Landlord exercises any rights reserved in this Section 26. Landlord shall conduct his activities on the Premises as provided herein in a manner that will cause the least inconvenience, annoyance or disturbance to Tenant. For each of these purposes, Landlord shall at all times have and retain a key with which to unlock all the doors in, upon and about the Premises, excluding Tenant's vaults and safes. Tenant shall not alter any

Initials

CJP  
Landlord

OO  
Tenant

lock or install a new or additional lock or bolt on any door of the Premises without prior written consent of Landlord. If Landlord gives its consent, Tenant shall furnish Landlord with a key for any such lock. Notwithstanding the foregoing, Landlord shall have the right to enter the Premises at any time for emergency situations and repairs.

**26. SUBORDINATION.** Without the necessity of any additional document being executed by Tenant for the purpose of effecting a subordination, and at the election of Landlord or any mortgagee or any beneficiary of a Deed of Trust with a lien on the Premises, this Revised Lease shall be subject and subordinate at all times to (a) all ground leases or underlying leases which may now exist or hereafter be executed affecting the Project, and (b) the lien of any mortgage or deed of trust which may now exist or hereafter be executed in any amount for which the Project, ground leases or underlying leases, or Landlord's interest or estate in any of said items is specified as security. In the event that any ground lease or underlying lease terminates for any reason or any mortgage or Deed of Trust is foreclosed or a conveyance in lieu of foreclosure is made for any reason, Tenant shall, notwithstanding any subordination, attorn to and become the Tenant of the successor in interest to Landlord, at the option of such successor in interest. Provided the Tenant's quiet enjoyment of the Premises is not disturbed, Tenant covenants and agrees to execute and deliver, upon demand by Landlord and in the form requested by Landlord any additional documents evidencing the priority or subordination of this Revised Lease with respect to any such ground lease or underlying leases or the lien of any such mortgage or Deed of Trust.

Tenant, within thirty days from notice written from Landlord, shall execute and deliver to Landlord, in recordable form, certificates stating that this Revised Lease is not in default, is unmodified and in full force and effect, or in full force and effect as modified, and stating the modifications. This certificate should also state the amount of current monthly rent, the dates to which rent has been paid in advance, and the amount of any security deposit and prepaid rent. Failure to deliver this certificate to Landlord within thirty days shall be conclusive upon Tenant that this Revised Lease is in full force and effect and has not been modified except as may be represented by Landlord.

**27. NOTICE.** Any notice, demand, request, consent, approval or communication desired by either party or required to be given, shall be in writing and served either personally or sent by prepaid certified first class mail, addressed as set forth in Section 1. Either party may change its address by notification to the other party. Notice shall be deemed to be communicated 48 business hours from the time of mailing, or from the time of service as provided in this Section 28.

**28. WAIVER.** No delay or omission in the exercise of any right or remedy by either party shall impair such right or remedy or be construed as a waiver. No act or conduct of Landlord, including without limitation, acceptance of the keys to the Premises, shall constitute an acceptance of the surrender of the Premises by Tenant before the expiration of the term. Only written notice from Landlord to Tenant shall constitute acceptance of the surrender of the Premises and accomplish termination of the Revised Lease. Landlord's consent to or approval of any act by Tenant requiring Landlord's consent or approval shall not be deemed to waive or render unnecessary Landlord's consent to or approval of any subsequent act by Tenant. Any waiver by Landlord of any default or any waiver by Tenant of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of the Revised Lease.

**29. SURRENDER OF PREMISES; HOLDING OVER.** Upon expiration of the term, Tenant shall surrender to Landlord the Premises and all Tenant improvements and alterations in good condition, except for ordinary wear and tear and alterations Tenant has the right or is obligated to remove under the provisions of Section 14 herein or damage due to casualty. Tenant shall remove all personal property, including all

Initials

CJD  
Landlord

CD  
Tenant

personal property listed in Exhibit A of that certain lease between Candise D'Acquisto and Michael N. Picasso and Debra A. Picasso (collectively "Picasso") that was required to be returned to Picasso, and shall perform all restoration made necessary by the removal of any alterations or Tenant's personal property before the expiration of the term, including for example, restoring all wall surfaces to their condition prior to the commencement of this Revised Lease, except that resulting from reasonable wear and tear. Landlord can elect to retain or dispose of in any manner Tenant's personal property not removed from the Premises by Tenant by delivery of written notice to Tenant at least sixty (60) days prior to the expiration of the term. Tenant waives all claims against Landlord for any damage to Tenant resulting from Landlord's retention or disposition of Tenant's personal property which remain in the Premises after termination of the Revised Lease. Tenant shall be liable to Landlord for Landlord's cost for storage, removal or disposal of Tenant's personal property.

If Tenant, with Landlord's consent, remains in possession of the Premises after expiration or termination of the term, or after the date in any notice given by Landlord to Tenant terminating this Revised Lease, such possession by Tenant shall be deemed to be a month-to-month tenancy terminable on written 30-day notice at any time, by either party. All provisions of this Revised Lease, except those pertaining to term and rent, shall apply to the month-to-month tenancy. Tenant shall pay monthly rent in an amount equal to 110% of Rent for the last full calendar month during the regular term.

**30. ESTOPPEL CERTIFICATE.** Tenant agrees within ten (10) business days of receipt of written request by Landlord, to execute and deliver to Landlord an estoppel certificate certifying that this Revised Lease is unmodified and in full force and effect, the amount of any security deposit, and date to which the rent and other charges are paid in advance, if any, and acknowledging that there are not, to Tenant's knowledge, any uncured defaults on the part of Landlord, or specifying such defaults in any are claimed. Any such statement may be conclusively relied upon by any prospective buyer or encumbrancer of the Premises. Tenant's failure to deliver an estoppel certificate within five (5) days following such request shall constitute a default under this Revised Lease and shall be conclusive upon Tenant that this Revised Lease is in full force and effect and has not been modified except as may be represented by Landlord, that there are no uncured defaults in Landlord's performance, and that not more than one month's rent has been paid in advance.

**31. MISCELLANEOUS PROVISIONS.**

- a. Time of Essence.** Time is of the essence of each provision of this Revised Lease.
- b. Successor.** This Revised Lease shall be binding on and inure to the benefit of the Parties and their successors.
- c. Landlord's Consent.** Except as may otherwise be expressly stated in this Revised Lease, any consent required by Landlord under this Revised Lease must be granted in writing and may be withheld or conditioned by Landlord in its reasonable discretion, except as otherwise stated in this Revised Lease.
- d. Commissions.** Each party represents that it has not had dealings with any real estate broker, finder or other person with respect to this Revised Lease in any manner.

Initials

ETD  
Landlord

AD  
Tenant

- e. **Other Charges.** If Landlord employs a collection agency to recover delinquent charges, Tenant agrees to pay all collection agency charged to Landlord in addition to rent, late charges, interest and other sums payable under this Revised Lease.
- f. **Landlord's Successors.** In the event of a sale or conveyance by Landlord of the Project, the same shall operate to release Landlord from any liability under this Revised Lease accruing from and after the date of such transfer, and in such event Landlord's successor in interest shall be solely responsible for all obligations of Landlord under this Revised Lease accruing from and after the date of such transfer.
- g. **Entire Agreement.** This Revised Lease contains all of the agreements and understandings of the parties pertaining to the subject matter contained herein and supersedes all prior, contemporaneous agreements and leases, representations, and understandings of the Parties. This Agreement cannot be amended or modified except by written agreement of all the Parties.
- h. **Severability.** Should any part of this Revised Lease be declared by a final decision by a court to be unconstitutional, invalid, or beyond the authority of either of the Parties to enter into or carry out, such decision shall not affect the validity of the remainder of this Revised Lease, which shall continue in full force and effect, provided that the remainder of this Revised Lease, absent the unexcised portion, can be reasonably interpreted to give effect to the intentions of the Parties.
- i. **Interpretation.** This Revised Lease shall be construed and interpreted in accordance with the laws of the state in which the Premises are located. This Revised Lease constitutes the entire agreement between the Parties with respect to the Premises, and is intended as a final expression of the Parties' agreement, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. Section headings in this Revised Lease are used solely for convenience and shall be wholly disregarded in the construction of this Revised Lease. When required by the context of this Revised Lease, the singular shall include the plural, and the masculine shall include the feminine and/or neuter. "Party" shall mean Landlord or Tenant. If more than one person or entity constitutes Landlord or Tenant, the obligations imposed upon that party shall be joint and several. The enforceability, invalidity or illegality of any provision shall not render the other provisions unenforceable, invalid or illegal unless such provision constitutes a material consideration for the Revised Lease.
- j. **Governing Law and Venue.** This Revised Lease shall be construed and interpreted in accordance with the laws of the State of California. If any party herein initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that venue thereof shall be the County of San Mateo, State of California.
- k. **Advice of Counsel.** Both parties have had a full and complete opportunity to have this Revised Lease reviewed by legal counsel, and no presumption or rule that ambiguity shall be construed against the drafting party shall apply to the interpretation or enforcement of this Revised Lease.

**This agreement supersedes any and all former agreements, oral or written.**

IN WITNESS WHEREOF, the Parties have executed this Revised Lease as of the dates set forth below.

Initials

CTD  
Landlord

AD  
Tenant




Landlord: Granada Community Services District


By:   
Chuck Duffy, General Manager

Date: Jan. 31, 2025

Tenant: Candise D'Acquisto

By: 

Coastside Kids, Inc.

By:   
Candise D'Acquisto

Date: 1/30/25

Initials   
Landlord

  
Tenant



## GRANADA COMMUNITY SERVICES DISTRICT

---

# AGENDA MEMORANDUM

---

To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Planned Recreation Program Events  
Date: February 20, 2025

---

Since the January meeting, the District hosted/sponsored the following events:

- The Recology Recycling event by the skate ramp where 191 residents took advantage of the free recycling drop off.
- Director Dye led a walk at the Fitzgerald Marine Reserve for approximately 12 people.
- Level I Drawing Class has completed and Level II will start in March.
- Tech Tutoring with Director Bowles and volunteer Allison Monteith began on February 4<sup>th</sup> and has been well received. They are offering ½ hour sessions on Mondays and Fridays.

Spring events have been posted to the website and emailed out to those who subscribe and shared through social media platforms and include:

- Wellness series on March 13 and April 10.
- History Walk on March 9.
- Bird Watching on March 15.
- Weed Warriors on March 29.
- Put a Pop in Your Drought-tolerant Garden on April 5.
- Nature Walk in Quarry Park on April 13.
- Recycling Day and Paper Shredding on April 19
- Egg Hunt at Quarry Park on April 19.



---

## AGENDA MEMORANDUM

---

To: Board of Directors  
From: Community Recreation Center Ad Hoc Committee  
Subject: Report from Community Recreation Center Ad Hoc Committee  
Date: February 20, 2025

---

The **Community Recreation Center Ad Hoc Committee** launched a **community survey on February 11, 2025**, to gather input on the proposed **recreation center** and the potential closure or relocation of **Picasso Preschool**. The survey aims to determine:

- Whether the community supports the creation of a **recreation center**, even if it means **closing or relocating the preschool**.
- Whether the community supports **decoupling the park development** from the recreation center project, allowing GCSO to proceed with the park while continuing discussions on the recreation center.

To ensure clarity, the survey is **narrowly focused** on these key issues. The results will help guide the **GCSO Board** in making informed decisions regarding the **property at 480 Avenue Alhambra**.

### Survey Distribution & Outreach

The committee is committed to achieving **broad community participation** through the following distribution efforts:

- **Email blast** to GCSO newsletter subscribers (**229 recipients**).
- **GCSO website** – Homepage and Granada Community Park & Recreation Center page.
- **Nextdoor posts** – **Twice per week** via the GCSO account.
- **Facebook & Instagram posts** via GCSO social media accounts.
- **Survey posters with QR codes** were placed in **18 locations** (as of February 14).
- **Hard copy surveys are available at three drop box locations** (as of February 14).
- **Postcard mailings** with QR codes were sent to approximately **2,000 addresses** (*mailing date TBD*).
- **Notifications to agencies, businesses, and nonprofits** to encourage them to share the survey with their members.

We also **encourage Board members** to share the survey link with constituents and community members to maximize participation.

### **Next Steps & Timeline**

- The **survey will remain open from February 11 to March 11, 2025.**
- We hope to share **preliminary survey results** at the **March 20, 2025, GCSD Board meeting**, if available.
- Based on the survey findings, we will determine the **next course of action**, which may include additional exploratory research or community engagement.
- **Clear next steps** will be communicated to the community when survey results are available.

This survey is an important tool to help ensure that **community voices guide future decisions** about the property. We appreciate everyone's participation and will continue to keep the Board and the community informed throughout the process.





# YOUR VOICE. YOUR COMMUNITY. YOUR CHOICE.

TAKE THE GCSD SURVEY AND HELP  
DECIDE WHAT HAPPENS NEXT!

SCAN ME



Your input matters—help shape the future of the  
GCSD Recreation Center & Picasso Preschool!

# GCSD RECREATION CENTER SURVEY

---

Thank you for participating in this survey.

In 2019, GCSD conducted a community survey to assess interest in a small community recreation center. Results showed that 67% of respondents were interested or very interested in having a facility with event space for meetings, classes, lectures, and private events (N=508 usable responses out of 1,950 surveys mailed to residences and not returned undelivered. This response provides a 95% confidence level, with a margin of error of +/- 5%). Based on this feedback, GCSD began exploring potential locations for the project, such as the old fire station on Obispo Road.

In 2021, the property at 480 Avenue Alhambra, currently rented by Picasso Preschool, was listed for sale. GCSD learned of the property in May 2021 and voted (3-2) to purchase it for \$1.8 million in July 2021, acquiring the building but not the preschool business. In August 2021, GCSD entered into a lease agreement with the preschool's owner, which was later extended to run through May 2025. The lease has been extended through May 2026.

The property is adjacent to the planned Granada Community Park and is well-suited for a recreation center.

While the 2019 survey indicated community support for a recreation center, GCSD recognizes the importance of ensuring the community is fully informed and engaged regarding the tradeoffs involved.

Your input will help GCSD make decisions that best reflect the community's priorities.

\*\*\*

## **SECTION 0** | DEMOGRAPHIC DATA *(Required)*

1. Full Name *(Required)*

2. Email Address *(Required – for residency verification & project updates)*

3. Street Address *(Required – for residency verification)*

4. What GCSD service area do you live in? *(Required)*

*(Please select the area where you reside.)*

- El Granada
- Princeton
- Clipper Ridge
- Half Moon Bay (Miramar, Frenchman's Creek ONLY)
- Other (please specify): \_\_\_\_\_

# GCSD RECREATION CENTER SURVEY

---

5. Please check the age groups of all people living in your household (select all that apply): *(Required)*

*(This helps GCSD understand household demographics.)*

- 0-1
- 2-4
- 5-11
- 12-14
- 15-18
- 19-24
- 25-39
- 40-55
- 56-75
- 76-85
- 86+

## **SECTION I** | COMMUNITY PRIORITIES

Q1. Do you want a small recreation center in El Granada?

- Yes
- No
- Unsure

Q2. Under the current project design the recreation center would require Picasso Preschool to relocate or close. Would you support the creation of the recreation center under these conditions?

- Yes, I support the recreation center, even if the preschool must relocate or close.
- No, I do not support the recreation center if it means the preschool must relocate or close.
- Unsure.

Q3. Regardless of your stance, would you support a project development timeline that prioritizes building the adjacent park first, pauses the development of the recreation center, and extends Picasso Preschool's lease to provide more time for relocation?

- Yes
- No
- Not sure

# GCSD RECREATION CENTER SURVEY

---

Q4. What services or facilities would you like to see in the recreation center? (Select all that apply.)

- Fitness or wellness classes
  - Meeting/event spaces
  - Early child development activities (not a pre-school)
  - After-school activities (not formal programs like CCP)
  - Arts and crafts spaces
  - Extension facilities/services for Senior Coastsiders, HMB Library, Boys & Girls Club, Coastside Hope, or other local organizations
  - Other (please specify): \_\_\_\_\_
- 

## SECTION II | FINAL THOUGHTS

Q5. If you do not support the recreation center, what are your primary concerns? (Select all that apply.)

- Loss of the preschool
- Potential financial implications for the community
- Lack of interest in recreation center services
- Other (please specify): \_\_\_\_\_

Q6. Do you have any suggestions or alternative ideas for GCSD to consider regarding the property?  
(Open-ended)

Q7. Is there anything else you'd like to share about this project? (Open-ended)

---

## SECTION III | FINAL CERTIFICATION STATEMENT *(Required)*

Q8. Residency & Voting Eligibility Confirmation *(Check both boxes to submit your response.)*

- I certify that I am at least 18 years old and eligible to participate in this survey as a voting-age resident.
- I certify that I reside within the Granada Community Services District (GCSD) service area.
- I certify that I am completing this survey only once.

*(If you do not meet all criteria, your response will not be considered in the final results.)*





## GRANADA COMMUNITY SERVICES DISTRICT

---

# AGENDA MEMORANDUM

---

To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Report on San Mateo Resources Conservation District Updates and Management of the Granada Community Park Property  
Date: February 20, 2025

---

The San Mateo Resource Conservation District assists GCSD with vegetation management recommendations for the Granada Community Park Property. RCD has provided an updated Natural Resource Management Recommendations and a quarterly update which are attached.

Per these updates and recommendations as well as previous recommendations, GCSD staff has continued with prescribed/timed mowing to control for weeds. Staff and volunteers have manually removed and disposed of seed plumes from existing Jubata Grass on the property. And most recently, staff authorized a contractor to remove the established Jubata Grass clumps while the soil is soft from seasonal rain.

A volunteer work day is scheduled for Saturday, March 29<sup>th</sup> from 9:00AM am to noon to address the Bristly Ox Tongue and the White Garden Snail infestation. Moving forward, it is hoped that the District and volunteers can conduct monthly work days in order to control the invasive species until the property is prepared for development of the park.

Per RCD recommendation, a tracking sheet (attached) records past work and will be used for future interventions.

**Project Update for “Burnham Strip Resource Management Plan”**

**to**

**GRANADA COMMUNITY SERVICES DISTRICT**

*Period covered: 10/1/24 - 12/31/24*

---

---

**Introduction**

This is the 15<sup>th</sup> progress report for Fee for Services for Granada Community Services District (GCSD) in San Mateo County, California.

The San Mateo Resource Conservation District (RCD) provides consulting services to GCSD for resource management in the planning for parks and recreation services to collaboratively identify beneficial projects on lands acquired or operated by GCSD. Work done during this period is in accordance with natural resources needs at the request of GCSD.

**Summary of Work Performed**

The San Mateo Resource Conservation District (RCD) is providing ongoing technical assistance to GCSD during park development planning and permitting for “Burnham Strip.” The RCD attends regular meetings hosted by GCSD and continues to assist in CEQA, design, and permitting review as well as natural resource technical assistance.

During this reporting period:

- The RCD conducted an additional site visit to Burnham Strip and additional research on snail abatement and weed management.
  - The RCD finalized and submitted a snail abatement and weed management report.
-

Please contact Carolyn Kriso with any questions about this report or the attached support materials at [carolyn@sanmateoRCD.org](mailto:carolyn@sanmateoRCD.org).

## **Burnham Strip Natural Resource Management Recommendation**

This is the second document created by the RCD for the Grenada Community Services District (GCSD) to support development and implementation of the Burnham Strip Natural Resources Management Plan.

### **Recommendations**

Grenada Community Services District requested information regarding snail abatement and vegetation management at the Burnham Strip. Below is a summary of suggested treatment action.

#### **1. White Garden Snail Reduction**

A beer-baiting treatment occurred in 2021 to control the infestation of the [white garden snail](#) (*Theba pisana*), and subsequently the snail population was deemed “abated.” Project Manager Carolyn Kriso and Field Ecologist Maaya Hensman conducted a site visit on 10/24/2024, and confirmed that the infestation has reappeared, with snails mostly aggregating on mustard species. They randomly sampled 10 mustard (*Brassica rapa*) plants that had snails visible and counted approximately 30-60 snails per plant.

Volunteer “snail-pull” days are recommended. Host a monthly volunteer day to remove snails for 1-3 hours. A week (or more) before volunteer day, place a few wood boards/planks near the snail infested area. Place boards near, but not covering, infested plants to attract snails. After hosting two consecutive snail-pull events, assess the results and determine next steps (the RCD can support and advise).

#### **2. Vegetation Management**

##### *Timed Mowing*

Mowing is one of the most common and cost effective non-chemical weed control tools for large areas. When timed correctly, this treatment can reduce annual non-native grasses and forbs, while promoting desired species such as beach strawberry and evening primrose. Since this land will be developed in the near future, it is suggested to use this tool over prescribed grazing at this time (see grazing discussion below).



- Target species:
  - [Bristly ox tongue](#)
  - Various annual non-native grasses and broad leaf plants (forbs) which create the dominant ground cover
  
- Timing:
  - According to previous schedules, mowing 2-3 times a year during the following months is advised: 1) March/April, 2) June/July, and 3) September/October. The most ideal timing is when the seed head is just forming, but is not yet flowering or seeding (usually June-February). This can vary regionally and seasonally, so periodically checking on the life stage (*phenology*) of the plant will ensure best timing.
    - Nesting bird considerations: Nesting bird season is **February 1-August 31**. If mowing will occur during this time, a bio monitor must survey the area for ground nesting bird activity and flag any areas that have an occupied nest for avoidance. GCD staff should alert the RCD several weeks before desired mowing date to plan a nesting bird survey. During this survey, RCD staff will also confirm that the timing is appropriate for invasive plant reduction and flag any desirable species for avoidance (i.e. if seed-set is imminent in a desired species).

### *Jubata Grass Treatment*

While there are many invasive species on the Burnham Strip, [Jubata grass \(\*Cortaderia jubata\*\)](#) poses the greatest risk of local spread within and outside of the property. The seeds are easily dispersed by wind, and each plume can carry up to 100,000 seeds. RCD staff estimated 200 individual jubata plants during the site visit on 10/24/2024. Treatment recommendations include herbicide and manual removal.

### Herbicide application

Herbicides are a valuable tool in an integrated pest management (IPM) program, as they provide an efficient and targeted method for controlling invasive plant species. When used alongside other control methods, herbicides can help reduce the spread of non-native plants with minimal disturbance to soil, wildlife, and desirable vegetation. The ability to

deliver quick results makes herbicides a key component in achieving long-term vegetation management goals.

- Method: Glyphosate and Imazapyr are two common and effective herbicides. A certified contractor or Pest Control Advisor (PCA) can advise on exact prescription.
- Timing: The most ideal timing to spray Jubata grass is late summer or early fall; however it may be sprayed at any time. Some of the larger plants may require two treatments.

#### Manual removal of seed plumes

Manual removal ensures that the seeds in the current population do not spread internally or externally. This IPM tool is a precise, low-impact method for removing small infestations without harming the surrounding environment. However, it can be time and labor intensive, so it is advised to use this as another volunteer-day opportunity, in combination with or separate to snail removal.

- Method: Place a bag over the plume before cutting, so that any seeds that may become dislodged can be caught in the bag. Tie the bag securely, and dispose in a secure dumpster. Wear gloves and eye protection, as the blades of jubata grass are very sharp and can cause a papercut like injury.
- Timing: Hand removal of seed plumes can be done at any time that the plume is visible.

#### Manual removal of entire plants

If timing permits, volunteers could also manually remove the whole plant.

- Method: A hand tool such as a Pulaski, pick, or shovel can be used to dig up individual plants. The plant should then be bagged and disposed of in a secure dumpster; or left on site to desiccate without the roots touching the soil. Wear gloves and eye protection, as the blades of jubata grass are very sharp and can cause a papercut like injury.
- Timing: Removal of the full plant can happen any time of the year. Softer soil will allow for easier removal.

### *Prescribed grazing*

Prescribed grazing can be an effective IPM tool in areas where mechanical or chemical treatments are less feasible due to terrain and access, or in areas with large monocultures of invasive plants. Prescribed grazing is not advised for this location at this time, due to variation in desirable native species and undesirable species, as well as the planned construction during the next few years which will include soil and vegetation disturbance. This treatment method is higher cost and greater risk due to proximity to Highway 1 and high public use/access to this area.

### **3. Tracking vegetation and snail management**

Tracking management is important to ensure our plan is effective, sustainable, and adaptable.

Below is a very basic tracking record. It is suggested to record when any type of treatment is done, and observations of effects of that action. Include hours worked, cost, and any observations. Another option for tracking and monitoring is the [CalFlora Weed Manager](#) application. It is a tool for monitoring, reporting, and managing invasive plant species. It is part of the Calflora database, which is a comprehensive resource for California's plant species, including native, non-native, and invasive plants.

Additionally, a rough estimate of the number of Jubata individuals as well as white garden snails should be tracked. Jubata can be counted by a simple count of individuals observed, once per year. The contractor can collect an exact number of species when they apply herbicide. Snails can be estimated by locating the dense infestation area, selecting 10 plants that have visible snails on the plant, and counting the number of snails per plant. This should be done at the beginning of each snail treatment; and/or every 3 months.

<b>Date</b>	<b>Treatment type</b>	<b>Treatment area</b>	<b>Treatment- day observations</b>	<b>Post-treatment observations</b>	<b>Cost; time</b>
<i>example</i>	<i>Mowing with John Deere 850. Contractor was xyz enterprises. Took x hours. Blade at x" height.</i>	<i>Entire property excluding seep area.</i>	<i>Ground was moist in some areas due to rain previous week. Ox tongue was about x" tall and was flowering.</i>	<i>Ox tongue started to flower again and was x" tall on x/x/20xx.</i>	<i>\$ xx. 10 hours.</i>

Another option for tracking and monitoring is the [CalFlora Weed Manager](#) application. It is a tool for monitoring, reporting, and managing invasive plant species. It is part of the Calflora database, which is a comprehensive resource for California’s plant species, including native, non-native, and invasive plants.

## GRANADA COMMUNITY PARK INVASIVE SPECIES TRACKING SHEET

Date	Treatment Type	Treatment Area	Day of Observations	Post treatment Observations	Cost/Time
10/28/23	Mowing	Entire property	Mowed to approximately 10-12"	None	\$800
4/6/24	Mowing	Entire property except for areas designated by RCD as observed nesting spots.	Mowed to approximately 10-12"	Bristly Ox tongue visible in unmowed portions.	\$800
11/12/24	Seed head removal	Entire property	30-40 Jubata grass clumps with formed seed plumes.	All plumes removed.	2 people, 1 hour - no cost.
2/6/25	Jubata removal	North of drainage ditch	Approximate 150-200 clumps of Jubata Grass uprooted.	Clumps have been removed, no additional Jubata Grass observed.	\$800



## GRANADA COMMUNITY SERVICES DISTRICT

---

# AGENDA MEMORANDUM

---

To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Updates to District Policies  
Date: February 20, 2025

---

Following the drafting and approval of new District Bylaws at the January 16, 2025 meeting, staff has continued with updates and drafts of the District Policies for Board review.

There are two sections for review at this time:

1. Board and Staff Policies, Policies 1-5 (attached). Future Board and Staff Policies will include:
  - Zoom Policy
  - Board Member Attendance and Teleconferencing Policy
  - Updated Records Retention Policy
  - Authorities, Roles, and Responsibilities of the General Manager
  - Authorities, Roles, and Responsibilities of the Assistant General Manager and Administrative Staff
  - Signatures on Instruments Policy
  
2. Financial Policies, Policies 1-3 (attached). Future Financial Policies will include:
  - Reserves Management Policy
  - Reimbursement Policy
  - Purchasing Policy



## Granada Community Services District

### Policies and Procedures Manual

#### **BOARD AND STAFF POLICIES**

1. Amendments to Policies and Procedures - *New*
2. Board Code of Ethics Policy
3. Website Policy
4. Email Policy - *New*
5. Social Media Policy - *New*

## **BOARD AND STAFF POLICIES**

### **1) AMENDMENTS TO DISTRICT POLICIES**

The District Policies may be amended by a majority vote of the Board of Directors at any meeting of the Board of Directors.

### **2) BOARD CODE OF ETHICS POLICY**

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.

Any representative found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee.

### **3) WEBSITE POLICY**

The General Manager or anyone designated by the General Manager is authorized to make changes to the website.

### **4) EMAIL POLICY**

District email addresses are assigned to all staff and board members. District assigned emails should be used for all District business, and district email accounts shall be accessible to the staff email administrator at all times. All emails sent and received through each district email address can be subject to FOIA and Public Records Requests. If staff or a board member of the District uses a personal email account for District business, that correspondence can be subject to FOIA and Public Records Requests and should be treated in the same manner as correspondence in a district email account. Retention and deletion of District emails shall be done in accordance with the District's Records Retention Policy.

### **5) SOCIAL MEDIA POLICY**

District social media accounts including, but not limited to, Facebook, Instagram, Twitter/X, BlueSky, and Nextdoor may be used to announce District sponsored events and community service announcements and their use shall be directed by the General Manager or anyone designated by the General Manager. Staff and board members may share District sponsored events and community service announcements on personal accounts. If staff or board members engage in discussion on District policy or decisions on their social media accounts, they shall make clear that their opinions are their own and do not represent the Granada Community Services District as a whole.



## Granada Community Services District

### Policies and Procedures Manual

#### **FINANCIAL POLICIES**

1. Check Issuance Policy
2. Asset Capitalization Policy - *New*
3. Investment Policy

## **1) CHECK ISSUANCE POLICY**

- a) No District check shall be signed and issued until the Board of Directors of the Granada Community Services District has given final approval of said check and the expense paid by the check, pursuant to an agenda item at a public meeting of said Board, except as provided for in 6(c) and 6(d) below.
- b) Each District check shall be signed by two authorized District signatories, one of whom shall be a Board Member and one of whom shall be either the General Manager or Assistant General Manager. In the event that neither the General Manager nor Assistant General Manager is available to co-sign a District check, then two board members may sign said check.
- c) Checks which constitute ongoing regular monthly obligations of the District which require processing prior to the next regular Board of Directors meeting, may be signed without the prior approval required in Section 6(a) above.
- d) Notwithstanding Sections 6(a) and 6(b) above, District checks issued for under \$1,000 may be signed solely by the General Manager or Assistant General Manager.

## **2) ASSET CAPITALIZATION AND DEPRECIATION POLICY**

### **Purpose**

To establish criteria for the capitalization and depreciation of the District's capital assets in conformity with generally accepted accounting principles.

- a) An inventory of all fixed assets shall be conducted on an annual basis during the audit process.
- b) Equipment, tools, vehicles, land, pipelines, pump stations, and other capital assets that individually have a total cost of \$25,000 or more and a life expectancy of five years or more will be included in the fixed asset list.
- c) Assets meeting the criteria outlined in this policy which are part of a larger project will be placed on the fixed asset list for the fiscal year in which the project is completed or acquired.
- d) The cost of any asset included in the fixed asset list should include all associated costs to put the asset into use.
- e) Depreciation will be based on a reasonable estimate of expected useful life and the actual cost of the asset. All assets shall be depreciated using the straight line method of depreciation.

### 3) POLICY FOR THE INVESTMENT OF DISTRICT FUNDS

#### **Purpose**

It is the policy of the Granada Community Services District to invest public funds in a manner which will provide the maximum security of principal while meeting the daily cash flow demands of the District and seeking out the best investment returns that meet the following criteria.

#### **Investment Objectives**

The District's investment objectives, in order of priority and consistent with Government Code Section 53600.5, shall be:

**Priority 1 - Safety:** Safety of principal is the foremost objective of the Investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

**Priority 2 - Liquidity:** The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating and capital requirements that may be reasonably anticipated.

**Priority 3 - Return on investments (Yield):** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgeting and economic cycles while taking into account the safety investment risk constraints and liquidity needs.

#### **Prudence**

District officers and employees acting in accordance with this Investment policy and exercising due diligence shall be relieved of personal responsibility for an investment security's credit risk or market price changes.

Authority to implement the management of the investment program is granted to the General Manager, who shall be responsible for the investment of all funds at the direction of the Board of Directors. In his/her absence, the Assistant General Manager is authorized to act on his/her behalf. These responsibilities shall include the authority to open accounts with banks, brokers, and dealers and to establish safekeeping accounts or other arrangements for the custody of securities and to execute such documents as may be necessary. Prior to any of the above activities being finalized, concurrence by the Board of Directors shall be obtained.

The District may engage the services of one or more external investment advisers to assist in the management of the District's investment portfolio in a manner consistent with the District's objectives.

#### **Authorized Investments**

Section 53601 of the Government Code of the State of California sets forth the investment vehicles available to local agencies. Section 53601 provides that unless Section 53601 specifies a

limitation on an investment's maturity, no investments with maturities exceeding five years shall be made unless otherwise directed by the District's Board of Directors

**Reporting**

Under provisions of the California Government Code Section 53646, there may be a quarterly report made to the District's Board of Directors within 45 days following the end of the quarter covered by the report, or the District may provide a report on the District's investments at each individual investment institution at regular monthly board meetings as a component of the District's financial report contained in the Board agenda.



## GRANADA COMMUNITY SERVICES DISTRICT

---

# AGENDA MEMORANDUM

---

To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Leadership Council SMC – ‘Newly Elected Leaders Training’ and ‘Shaping Tomorrow in Uncertain Times’ Workshops  
Date: February 20, 2025

---

Leadership Council SMC seeks to develop leadership capacity in San Mateo County through cross-sector programming and workshops. GCSD directors have been invited to participate in upcoming workshops on February 27 and 28.

The February 27 full day workshop is focused on newly elected leaders while the February 28 half day workshop is for new and incumbent officials. The flyers for both workshop days are attached.

In accordance with Granada Community Services District Ordinance No. 177, Section 1(5), directors who wish to participate in these or similar trainings may do so “provided that the board of directors has previously approved the member’s participation at a board of directors’ meeting, and that the member delivers a written report to the board of directors regarding the member’s participation at the next board of directors’ meeting following the training program.” Upon completion of a written report at the next board of directors’ meeting, participating directors will be entitled to day of service compensation for the training.

Upon Board approval, staff will enroll those directors interested in participating. At the request of the organizers, this should be done by end of day, February 21, 2025.

# Newly Elected Leaders Training

## Join us to:

- Forge effective working relationships with elected colleagues
- Learn about economic development and demographic shifts in San Mateo County
- Foster an inclusive community
- Contribute to a shared vision for the future of San Mateo County

## Day Chairs



**MIKE CALLAGY**  
*County Executive,  
San Mateo County*



**DAVID J. CANEPA**  
*President,  
SMC Board of Supervisors*

February 27, 2025 | 8:30 a.m. - 5:00 p.m. &  
February 28, 2025 | 8:30 a.m. - 12:30 p.m.

CZI Community Space | Redwood City  
Leadership Council SMC Sponsors and City Partners | \$295  
General Admission | \$250 (for both days)  
[Register](#)

## Speakers



**ROSANNE FOUST**  
*President & CEO,  
SAMCEDA*



**KALIMAH SALAHUDDIN**  
*Former School Board Member  
& President,  
Jefferson Union School District*



**SHIREEN  
MALEKAFZALI**  
*Chief Equity Officer,  
San Mateo County*



**DON WEDEN**  
*Retired Planner,  
County of Santa Clara*

**Stanford University** Sponsors



## Partners





**LEADERSHIP  
COUNCIL**  
SAN MATEO COUNTY

CONNECT • INSPIRE • TRANSFORM

# SHAPING TOMORROW IN UNCERTAIN TIMES

## A Workshop for San Mateo County Elected Leaders



Led by Ilana Lipsett,  
Co-founder of the  
Civic Foresight Project

February 28, 2025 | 8:30 a.m.- 12:30 p.m.  
CZI Community Space | Redwood City  
Leadership Council SMC Sponsors and City Partners | \$125  
General Admission | \$150

[Register](#)

**Stanford University** Sponsors

**ECONOMY POLICY BUSINESS** **SAMCEDA**  
San Mateo County Economic Development Association

**Thrive™**  
The Alliance of Nonprofits  
for San Mateo County

**reach**  
COALITION

**Burlingame/SFO**  
Chamber of Commerce

**San Mateo Area**  
CHAMBER OF COMMERCE

### Partners

**CHAMBER**  
SAN MATEO COUNTY

**SF** SOUTH SAN FRANCISCO  
CHAMBER OF COMMERCE

**FOSTERCITY**  
CHAMBER OF COMMERCE

**Daly City Colma**  
CHAMBER OF COMMERCE  
Since 1956



February 18, 2025

## **Memorandum**

To: Granada Community Services District  
From: John H. Rayner, District Engineer  
Subject: Engineer's Report for February 2025

---

### **6-Year CIP, Project 3**

CIP, Project 3 is the next and final project of the 6-Year CIP approved by the Board in 2019. Because of the combination of recent higher construction costs and SAM's increased 5 Year CIP, GCSD's CIP Project 3 has been delayed.

### **Pillar Point Harbor Sewage Meter**

The Harbor District hired an inspector to report on the meter's installation and its high flow readings. The inspection report confirmed that the flow meter provides accurate flow readings. However, as previously reported, the meter's Class 1, Division 2 rating does not meet the requirements of the National Fire Protection Association (NFPA) Code for installation in the existing sewage wet well, which is not mechanically ventilated. To meet NFPA Code requirements, the wet well will need to have mechanical ventilation added.

### **SAM's Meeting with Member Agency Managers & Engineers re SAM's Montara FM**

The SAM Board at its November meeting approved the McGuire and Hester Team to provide progressive design build services for replacement of SAM's Montara Force Main. A meeting to discuss the force main's existing alignment and alternatives with the McGuire and Hester Team, scheduled for January 22<sup>nd</sup>, was cancelled by SAM. The meeting has not been rescheduled.

### **SAM's 5 Year CIP**

The 5 Year Capital Improvements Plan was presented to the SAM Board at its November meeting. It will likely be considered again at a future meeting. The plan includes a projected capital expenditure over the next 5 fiscal years of \$18.7 million, which is about \$5 million more than its initial target of \$13.5 million. The increase was due primarily because SAM's Montara force main will need to be replaced within the next 5 years.

### **Naples Beach. Phase 2 Easement**

About 275' of 8" sewer on this project was constructed on State Parks property without a GCSD easement. Access for GCSD to construct the sewer was authorized by a State Parks Right of Entry permit, as efforts to secure an easement prior to construction were unsuccessful. Now that the sewer has been constructed, we'll be working again with State Parks staff to secure a permanent GCSD easement for this sewer.

### **Big Wave Connection**

Representatives of Big Wave have asked for permission to connect the Wellness Center Building to the GCSD sewer system. GCSD staff have advised Big Wave that before connecting all outstanding engineering fees and charges will need to be paid to GCSD. Also, the additional information requested by GCSD for Big Wave's onsite sewers will need to be provided. We are still waiting for Big Wave to provide some of the requested information.

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
*Regular Board Meeting 7:00 PM, Monday, January 27, 2025*

**1. CALL TO ORDER**

Chair Ruddock called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

A. Roll Call

Directors, Nagengast, Marsh, Boyd, Dye, Rudock, and Slater-Carter were present. Also present were General Manager Prathivadi, Finance Officer George Evans, Plant Superintendent Tim Costello, and General Counsel Jeremy Jungreis.

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

*Gregg Dieguez, a resident of Montara discussed a proposal to reroute Deer Creek. He also expressed his concerns about sewer infrastructure in the event of Wildfire, and concerns of extreme tightening on Grants -15% to 30% of State budget. A Discussion ensued.*

**3. CONSENT AGENDA** *(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 January 13, 2025, Regular Board Meeting
- B. Approve Disbursements for January 27, 2025
- C. Monthly Revenue and Expense Report for Period Ending December 31, 2024

Director Boyd moved, and Director Slater-Carter seconded the motion to approve Item 3A approve minutes of January 13, 2025, Item 3B approve disbursements for January 27, 2025, and Item 3C monthly revenue and expense report for period ending December 31, 2024

Aye/8 Ayes/0 Noes. The motion passed.

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

- A. Accept the Quarterly Financial Report for the 1<sup>st</sup> Quarter of Fiscal Year 2024-25

General Manager Prathivadi reviewed the staff report and asked the Board of Directors to accept the quarterly financial report for the 1<sup>st</sup> quarter for the fiscal year 2024-25. General Manager Prathivadi stated his finance team Peter Medina, George Evans, and Callie Pacheco are available to answer any question the Board members might have. Director Dye thanked SAM for the finance report. Director Dye moved, and Director Boyd seconded the motion to pass.

Aye/8 Ayes/0 Noes. The motion passed.

**B. Authorize Director Slater-Carter to Attend and Reimbursed for the CSMFO Annual Conference in San Jose from February 18 - 21, 2025**

General Manager Prathivadi reviewed the staff report and asked the Board of Directors to authorize Director Slater-Carter to attend and be reimbursed for the CSMFO Annual Conference in San Jose from February 18<sup>th</sup> through 21<sup>st</sup>, 2025. Director Slater-Carter stated General Manager Prathivadi was not included on Item.4B to authorize Director Slater-Carter to attend and be reimbursed for the CSMFO Annual Conference in San Jose from February 18<sup>th</sup> through 21<sup>st</sup>, 2025, but felt it was important that General Manager Prathivadi attend and be reimbursed for the CSMFO Annual Conference in San Jose from February 18 - 21, 2025. A discussion ensued. Following discussion Director Dye moved, and Director Marsh seconded the motion to pass.

Aye/8 Ayes/0 Noes. The motion passed.

## **5. GENERAL MANAGER'S REPORT**

**A. Monthly Managers' Report – December 2024**

General Manager Prathivadi reviewed the staff report for monthly managers' report for December 2024. General Manager Prathivadi stated there was a problem with one of the boilers at the SAM Plant. A discussion ensued. Prathivadi also stated SAM would like to update the Story Map on the new SAM website. General Manager Prathivadi introduced Erin Sanchez of SRT Consultants with a Presentation on the New Story Map for the SAM website. A discussion ensued. Prathivadi also stated the Princeton Pump Station is almost complete, it is being painted and is expected to be completed by January 31, 2025. A discussion ensued. Director Dye inquired about the Biochemical Oxygen level (BOD). A discussion ensued.

## **6. ATTORNEY'S**

*General Counsel Jeremy Jungreis stated he was working on Byelaws for SAM. He also mentioned Montara Water Sanitary District (MWSD) requested a discovery request. A discussion ensued.*

**7. DIRECTOR'S REPORT - NONE**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION**

*Director Dye recommend adding additional underground storage to the agenda for further discussion.*

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

There was no Closed Session.

**A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

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

There was no Closed Session.

**11. ADJOURNMENT**

Director Ruddock adjourned the meeting at 7:44 p.m. to the next Regular Meeting February 10, 2025, at 7:00 p.m.

Respectfully Submitted,

Approved By:

---

Lorri Rovai  
Administrative Assistant

---

Board Secretary



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** January 27, 2025  
**SUBJECT:** **Monthly Manager’s Report – December 2024**

---

#### **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 *December 2024*.

##### *Key Indicators of Performance*

NPDES Permit Violations:	2
Accidents, Injuries, etc.:	0
Reportable Spills Cat 1:	0
Reportable Spills Cat 2:	0
Reportable Spills Cat 3:	0
Reportable Spills Cat 4:	0

##### *Flow Report (See Attachment A)*

Half Moon Bay	1.124	57.56%
Granada CSD	0.343	17.58%
<u>Montara W&amp;SD</u>	<u>0.486</u>	<u>24.87%</u>
Total	1.953	100.0%

### **Administration**

There was one Regular Board Meeting in the month of December 2024, and no public records request. There was no article in the Half Moon Bay Review. There were three articles in the Coastside Buzz Mentions of Sewer Authority Mid-Coastside Approves Phase 1 Contract for Progressive Design Build of SAM's force Main in Montara to Meet ERF's Court Ordered 2027 Deadline. (December 12, 2024), and Matthew Clark Retires from Sewer Authority Mid-Coastside and Granada Community Services District after 21 Years of Service (December 16, 2024). and Sewer Authority Files 2024 Annual Comprehensive Financial Report (ACFR) after Successful External Audit (December 19, 2024) There were no new hires in the month of December. There was no Anniversary in the month of December.

### **Operations & Maintenance**

The following permanent flow storage installations are in place and functioning properly.

Montara Pump Station – Walker Tank, which has a capacity of 434,000 gallons.

The Portola Station – Wet Weather Facility, which has a capacity of 400,000 gallons.

The Portola Pump Station has the ability to use the Wet Weather Facility as a modified equalization basin if needed, (without mixing it is not ideal for this use). It is better suited as wet weather flow storage as originally designed.

We are still using Alum, (aluminum chloride) and polymer on an as needed basis to aid in settling in the secondary clarifier. As conditions change, we might be able to back off on usage but in the short term we will need to add. We are adding polymer and cl<sub>2</sub> for foam control on an as needed basis on the front side of the MLSS basin.

Effluent BOD results averaged 33.8 mg/l this month which is a violation of our NPDES permit. There were a couple of high numbers in the beginning of the month that drove this result. The first being a 70 mg/L which caused an additional violation of our permit for the weekly average of 47.5 mg/L. After reviewing these result with our state case worker they believe that this was likely some sort of pass through since the other results appeared to be normal. We would have a high number and then the following day a low or normal range number which makes us think someone was dumping on us. A pass through would be when someone discharges something that goes into solution that affects the treatment facility or causes the facility to fall out of compliance regarding discharge permit requirements. The hard part is trying to find where it comes from.

We continue to keep open communicating going with Mr. Burrell so that he is aware of any issues we might be experiencing. He is up to date on the BOD issues in December, after conferring with the state and looking at the data they believe that someone likely discharged something that passed through the facility. We had to do some accelerated monitoring, but we still ended up exceeding our monthly effluent limit as well as one of the weekly limits for BOD parameter.

We have also noticed some oddities with the new suction header on secondary # 2 that needs to be sorted out. We have already reached out to the folks that did the rebuild.

The Princeton project is a wrap for the most part, surge tank was inspected and is functional just waiting on the painter to give the station a fresh look.

Training this month, (12/4), we had safety training with Du-all, we encourage folks from the member agencies to attend any of the training that will relate to them. This month was Ergonomics / back safety as well as cold stress prevention. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

During the month of December 2024 rainfall was below the historic normal for Half Moon Bay. The NOAA 10-year average for the area is 4.949 inches of rain in, (5.28 inches used to be considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 4.74 inches, (from the NOAA gauge at the plant). Our roof top had 6.48 at the plant, 5.70 inches in the GCSD service area, and 6.85 inches at the MWSD weather station. There were micro-climate variations verified by the data.

**Below is a chronological summary of some of the occurrences during the month of December 2024.**

- 12/1/2024 – Sunday - Daily ops rounds and duties. No communication at Princeton pump station. Add polymer to only AB#3. Normal day no issues.
- 12/2/2024 – Daily ops rounds and duties. CALCON here working on annual service on electrical equipment. Foam build up inside channel leading to the MLSS, hose down channel to break off foam. Continua adding polymer to the MLSS tank #3.
- 12/3/2024 - Daily ops rounds and duties. CALCON here working on annuals. Also, CALCON and JMB at Princeton pump station. New surge tank demonstration at Princeton pump station, surge tank is online and in service now. The air compressor at Portola pump station not working,



mechanics looked into it. Found it to have a bad compressor motor bearing, we are going to order a new one and use the one from the shop temporarily. Bottom sludge transfer pump not working on auto had to run by hand.

- 12/4/2024 - Daily ops rounds and duties. CALCON here working on annual equipment testing. Exercise all influent pumps. Assist with painting bare trim area of Princeton pump station building. Adjust overnight RAS ratio set point to equalize amount of solids on both secondary tanks. Du-all safety training – Ergonomics / back safety and cold stress prevention.
- 12/5/2024 - Daily ops rounds and duties. RF Mc Donald here working boiler #2. TSUNAMI warning to the whole coast side due to a 7.0 earthquake offshore of Petrolia in Humboldt County, most of staff as well as RF Mc Donald evacuated the premises. A few stayed and watched things unfold on the news but were prepared to evacuate if necessary. CALCON was at Princeton pump station working on equipment until they had to evacuate.
- 12/6/2024 - Daily ops rounds and duties. Continue adding polymer to aeration basin #3 influent side. RF McDonald here at the plant working on the waste gas flare. KOFFLER here to install motor for influent pump #6. Princeton pump station wet well has fuel smelling odor.
- 12/7/2024 - Saturday - Daily ops rounds and duties. Normal day no Anomalies. Paperwork.
- 12/8/2024 – Sunday - Daily ops rounds and duties. Add polymer to AB#3. Pedro's cleaning service in the admin building. RDT on manual mode as it will not start on auto mode.
- 12/9/2024 – Daily ops rounds and duties. Add polymer to AB 3. PC computer in Ops office not working, received assistance from CALCON to trouble shoot, Required a power reset.
- 12/10/2024 - Daily ops rounds and duties. Continue adding diluted polymer to aeration basin #3. PENINSULA PUMP working on influent pump annuals. Exercise all influent pumps.
- 12/11/2024 - Daily operation rounds and duties. CALCON here working on electrical equipment. PENINSULA PUMP here working on influent pumps, annual inspections. Rotate all chemical pumps. Pick up ALPHA LAB samples. RAIN FOR RENT tank delivery at MONTARA pump station. Found low #1 water level at MONTARA pump station, did add water. Christmas luncheon in the afternoon.

- 12/12/2024 - Daily ops rounds and duties. Belt press keeps shutting down, goes into emergency stop, diagnosed per CALCON found bad relay, up and running again. Portola pump station failed, found VFD earth fault, reset and ok now. Spoke with Calcon regarding the fault on pump #1 motor, requesting a quote from Koffler to refurbish motor. CALCON here at the plant. PENINSULA PUMP working on effluent pumps and pumps at MONTARA pump station, annual inspections. Security camera people at the plant looking at locations for coverage and line runs. Clean chlorine contact basin #1.
- 12/13/2024 - Daily ops rounds and duties. RF McDonald here to collect Specs and measurements of boiler #1. NEUROS blower # showing high pressure warning light, opened up air to AB1 and AB2 to waste more air and relieve pressure. Exercise all influent pumps. Replaced Thermometers in the lab, final effluent and bioassay refrigerators. Perform Quarterly MDL. American Portables discharged a high amount of gallons at the influent which set off a bar screen alarm and high inflow alarm.
- 12/14/2024 - Saturday-Daily ops rounds and duties. Sump pump storage at chemical area high level alarm due to heavy rain. Received station trouble alarm at both PRINCETON and MONTARA pump stations. Power outage in MONTARA area at different times of the day due to rain. Lost communication with Princeton pump station. MONTARA gate did not close, put barricade for now.
- 12/15/2024 - Sunday-Daily ops rounds and duties. Start adding polymer to aeration basin #3. Normal day no anomalies.
- 12/16/2024 - Daily ops rounds and duties. Continue adding chemical to AB3. Security camera contractors here at the plant.
- 12/17/2024 - Daily ops rounds and duties. Add polymer to AB3. Sodium Hypo delivery to the plant. Security camera contractors here. State Parks here discussing liquid waste receiving options. Petroleum odor at Princeton pump station while washing down. Portola pump station pump 3 VFD fail late at night.
- 12/18/2024 - Daily ops rounds and duties. Add polymer only to aeration basin #3. Replaced air filters on Neuros Blower #1. Hose down Bar Screens and area.
- 12/19/2024 - Daily ops rounds and duties. Continue adding polymer to AB#3. Collect ALHA LAB samples day 2. Switch influent lead pump to 6. Rotate all chemical pumps. Grease fork rail on forklift.

- 12/20/2024 - Daily operator rounds and duties. Continue adding polymer to aeration basin #3. Received a high SO<sub>2</sub> alarm, found Iodate bottle chemical low which resulted in analyzer to pull air in the chemical line, mix a new batch and worked ok. Bleach and clean sample analyzers. Put new thermometers in all sample refrigerators. American Portable here to dump, had to use 2-inch hose to reduce flow and not cause a high inflow level alarm.
- 12/21/2024 - Saturday-Daily ops rounds and duties. Adjust sludge transfer settings. Normal day no anomalies.
- 12/22/2024 - Sunday-Daily ops rounds and duties. Pedro's cleaning service here. Replaced influent sampler tubing. Found an opossum inside primary clarifier #2, set up a plank for it to get out. Collect ALPHA LAB 2nd day.
- 12/23/2027 - Daily ops rounds and duties. High primary sludge blankets, adjust pumping rates. Bought distilled water at ACE hardware. Door replacement delivery for effluent building.
- 12/24/2024 - Holiday - Daily ops rounds and duties. Added polymer to AB# due to high foam. Change the RAS rate to pump 1 to 45% and pump 2 to 70%. RAS pump #1 failed, Reset the breaker, and worked ok. Replaced polymer tote on RDT.
- 12/25/2024 - Holiday - daily ops rounds and duties. Add polymer to AB3. Found RDT no running polymer, diagnosed and found a blockage in polymer unit of the RDT, cleaned out and worked ok.
- 12/26/2024 - Daily op rounds and duties. Continue adding polymer to Aeration Basin #3. Run all influent pumps by hand. Perform weekly inventory for plant and Monthly eye wash inspection. Rotate chemical pumps.
- 12/27/2024 - Daily operator rounds and duties. Continue adding diluted polymer to aeration basin #3. Clean chlorine contact basin #2. Neuros blower #2 showing factory maintenance due, reached out to the manufacture and guided us to reset warning light. Mixed chemical for DEOX analyzer in the effluent building. Prepare KI solution for CL<sub>2</sub> and SO<sub>4</sub> analyzers. RAS pump failed, reset VFD and worked ok. American portables here to dump, assist them. Replaced final effluent logbook.
- 12/28/2024 - Saturday - Daily ops rounds and duties. No anomalies normal busy day.
- 12/29/2024 - Sunday - Daily ops rounds and duties. Continue adding polymer to AB3. RAS pump #1 failed a couple times during the day, switched to RAS pump #3. Collect ALPHA LAB samples.

12/30/2024 - Daily ops rounds and duties. CALCON here to work on PRINCETON pump station radio system. Collect ALPHA LAB samples.

12/31/2024 - Holiday (New Year's Eve) - Daily ops rounds and duties. Add polymer to MLSS tank #3. Print out new process paperwork for new month. Normal activities.

**Other activities are listed below:**

There were 9 deliveries (approximately 6,200 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 620.00. There were no leachate deliveries to the SAM IPS line in the month of December 2024, for a total leachate volume of 0 gallons.

The NPDES data report for December 2024 is attached reference (Attachment B).

**Contract Collection Services**

The SAM crew cleaned 30,466 feet of sewer line and responded to sixteen calls in contract service areas. Three calls were sewer line related and thirteen were maintenance service calls. Two of the callouts were during regular business hours or started during regular business hours and went into overtime. Fourteen of the calls were after-hour callouts. Seven calls were in HMB, eight calls were in the MWSD service area, and one call was in the GCSD service area during the month of December 2024.

HMB – The two service calls in HMB as follows; 12/14 - Heavy rain triggered a high-level smart cover alarm. 12/14 - Call from a concerned citizen about water coming from a yard grate, it was determined to be caused from storm activating a sump on the property.

The maintenance service calls in HMB were as follows; 12/5 - Bell moon station alarm. Trouble alarm on HDMI upon arrival, but station was operating normally. Possible power glitch. Reset alarms and checked station for normal operation. 12/12 - Bell moon station alarm. Trouble alarm on HDMI upon arrival, but station was operating normally. Possible power glitch. Reset alarms and checked station for normal operation. 12/14 - Both Pelican point and Ocean Colony stations were on genny due to broken power pole caused by high winds. Staff monitored stations while they were on genny. After power was restored reset stations and checked for normal operation. 12/26 - Bell moon station response for station trouble. Found failed communication code on dialer pad, will notify AT&T of issue. Reset

alarms and checked station for normal operation. 12/30 - Bell moon station to meet AT&T tech, Tech was driving away when staff went to talk to them. Reset alarm on dialer pad and checked operation of station. (dial tone / phone line has since been restored)

GCSD – The one service call in GCSD during the month of December 2024 was as follows: 12/18 - Call for slow gurgling toilets. The crew observed cleanout was dry, they flushed the main finding no obstruction. Advised owner to contact a roter service to resolve issue.

There was no maintenance service calls in the GCSD service area for the month of December 2024.

MWSD – There were no sewer line related calls in the MWSD service area in the month of December 2024.

The maintenance calls in the MWSD service area were as follows; 12/2 - Seal Cove #2 alarm response for phase loss and line power loss, station was normal upon arrival. Reset alarms and checked station for normal operation. 12/8 - Niagara station alarm, both pumps were tripped on over current. Reset soft starters, pump 2 was tripping still. Left Pump 1 in lead while investigating same issue at Kanoff. Voltage was in normal range upon return and staff was able to rest system. 12/8 - Kanoff station alarm, pump 1 & 2 soft starters were tripped on over current, pump 3 was operating. Staff waited for voltages to come down and then was able to reset soft starters. Checked station for normal operation. 12/9 - Kanoff station alarm, found pump 2 tripped upon arrival. Soft starter was not tripped, reset alarms, and observed normal operation of station. 12/10 - Date / Harte station alarm, found no utility power upon arrival. Genny ran @ 42 minutes. After the power was restored reset the alarms and observed normal operation of station. 12/14 - All MWSD stations lost power except Kanoff. Used the portable genny and made rounds until power was restored the following day. 12/21 - Seal cove station alarm. Found Phase loss alarm and power loss alarm on the HDMI. The station was operating normal upon arrival. Reset alarms and checked station for normal operation. 12/24 - 5th street station high water alarm, station was normal upon arrival. Reset alarms and checked station for normal operation.

The December 2024 collection system data report is provided for the Board's information. There were zero (0) Category 1, zero (0) Category 2's, zero (0) Category 3's, and zero category 4 SSO's, during the month of December 2024.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for December 2024.

**Supporting Documents**

Attachment A: Monthly Flow Report December 2024

Attachment B: Monthly NPDES Report December 2024

Attachment C: Collection System Data December 2024

Attachment D: Contract Collection Service Report December 2024

Attachment A

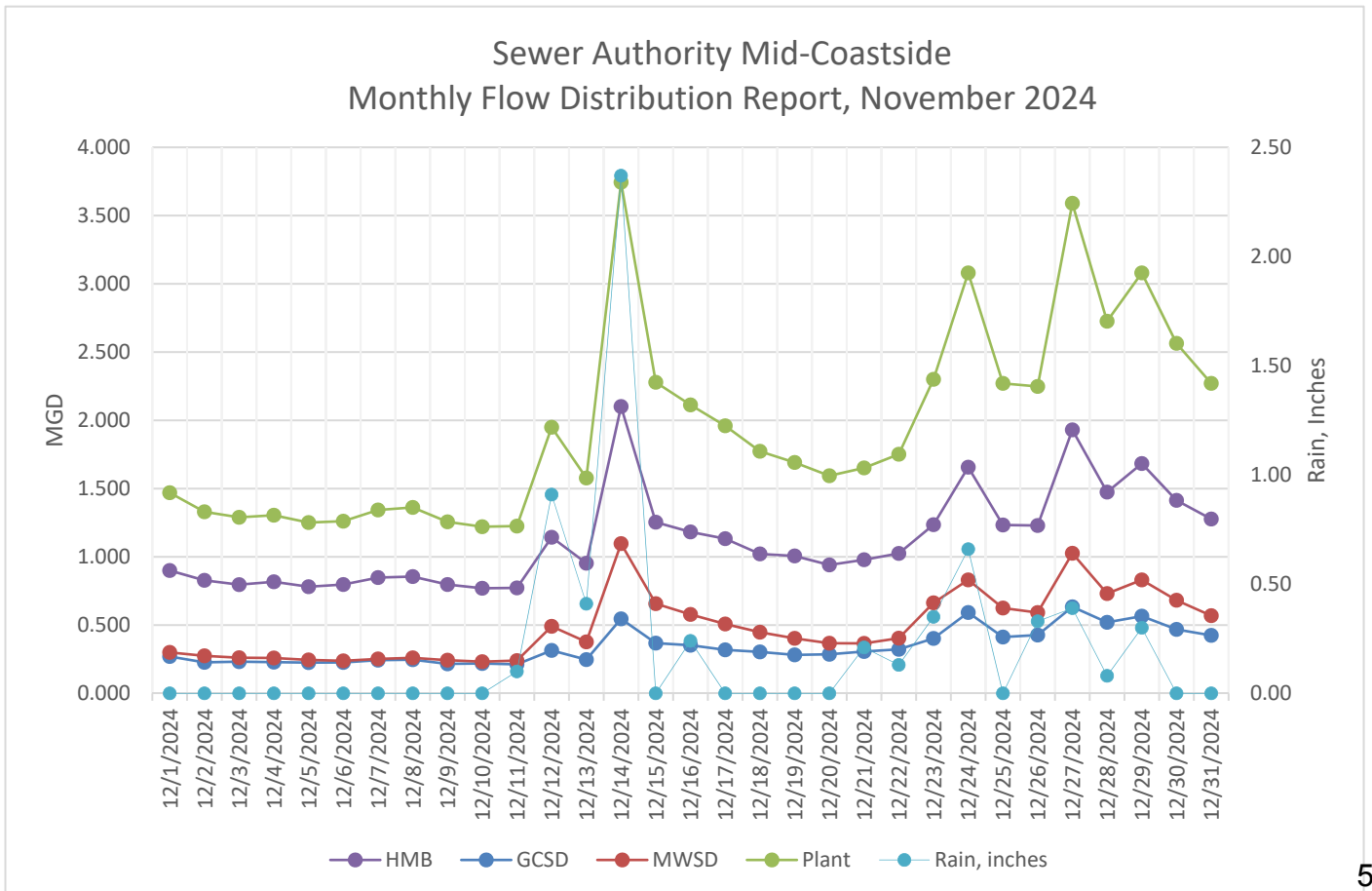
Flow Distribution Report Summary for November 2024

The daily flow report figures for the month of November 2024 have been converted to an Average

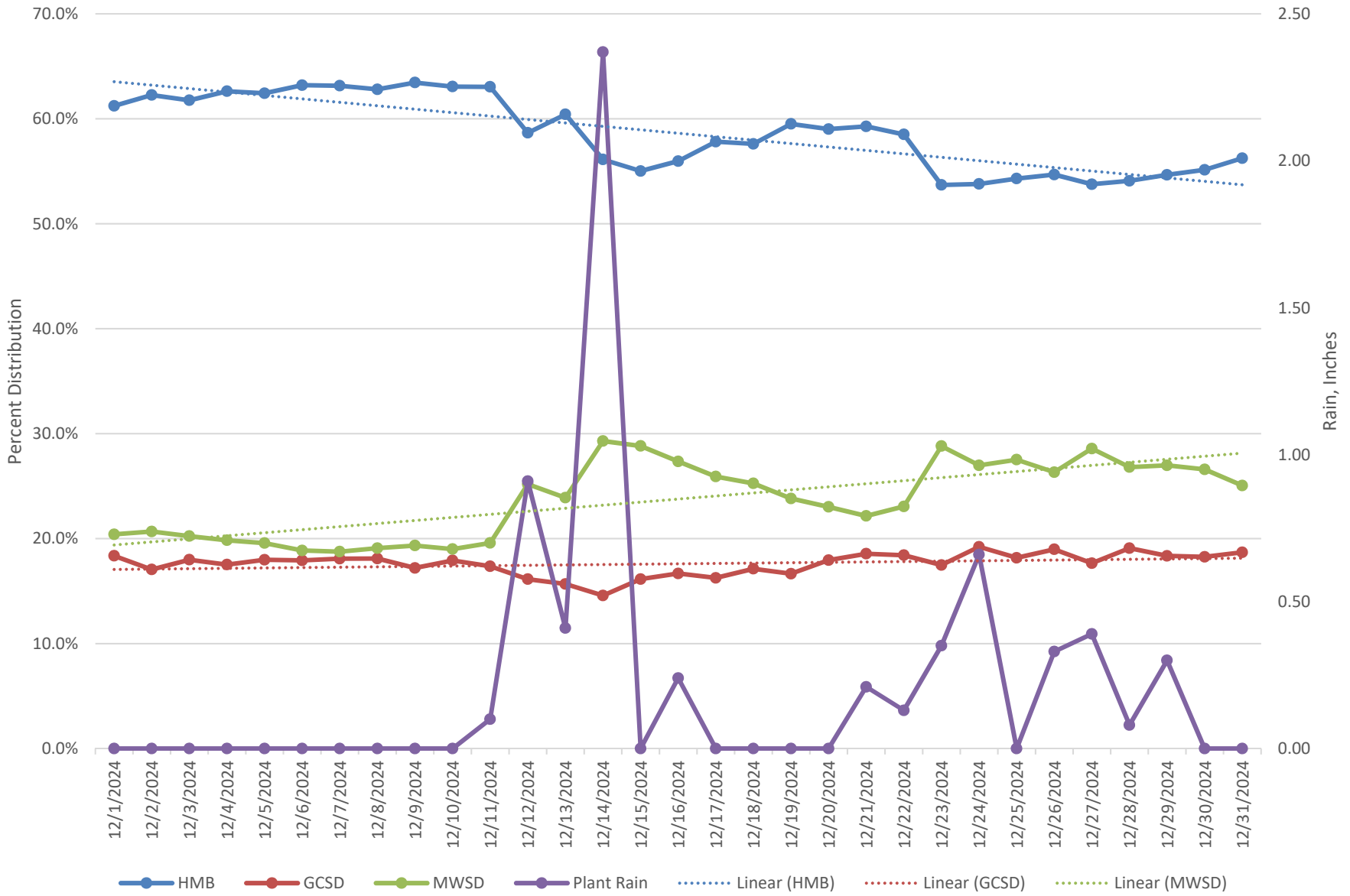
Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.124	57.56%
Granada Community Services District	0.343	17.58%
Montara Water and Sanitary District	<u>0.486</u>	<u>24.87%</u>
Total	1.953	100.0%



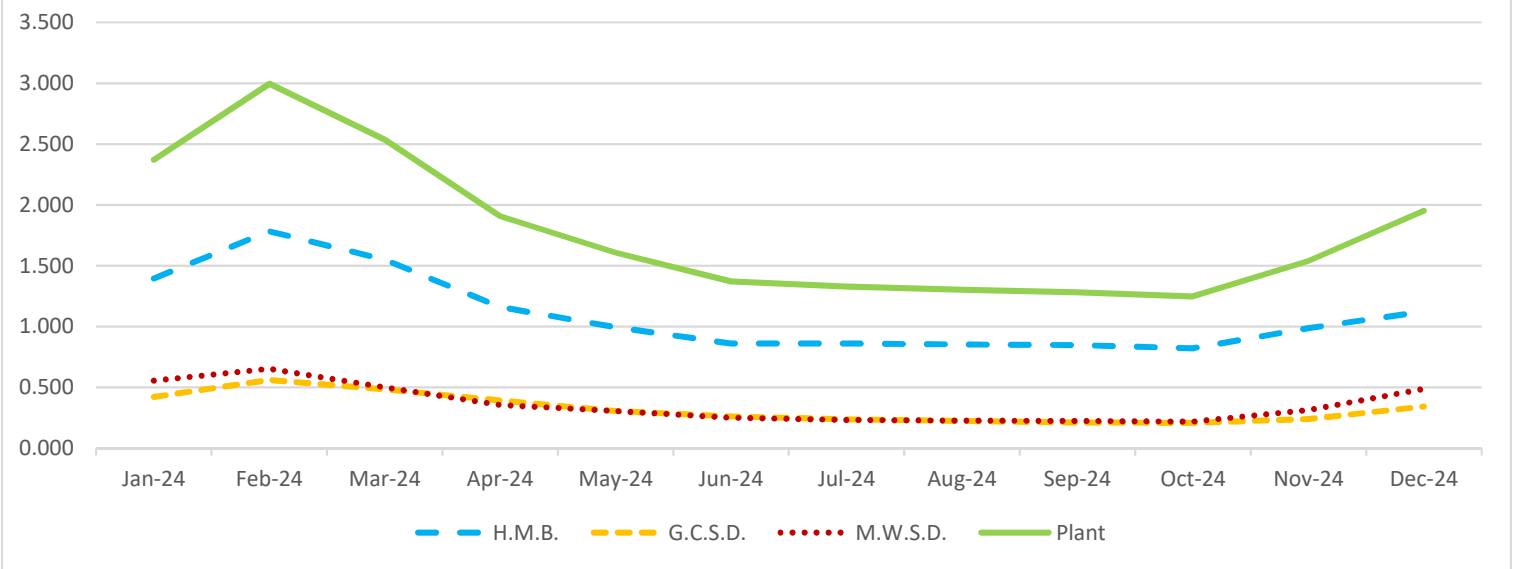
### Percent Distribution December 2024



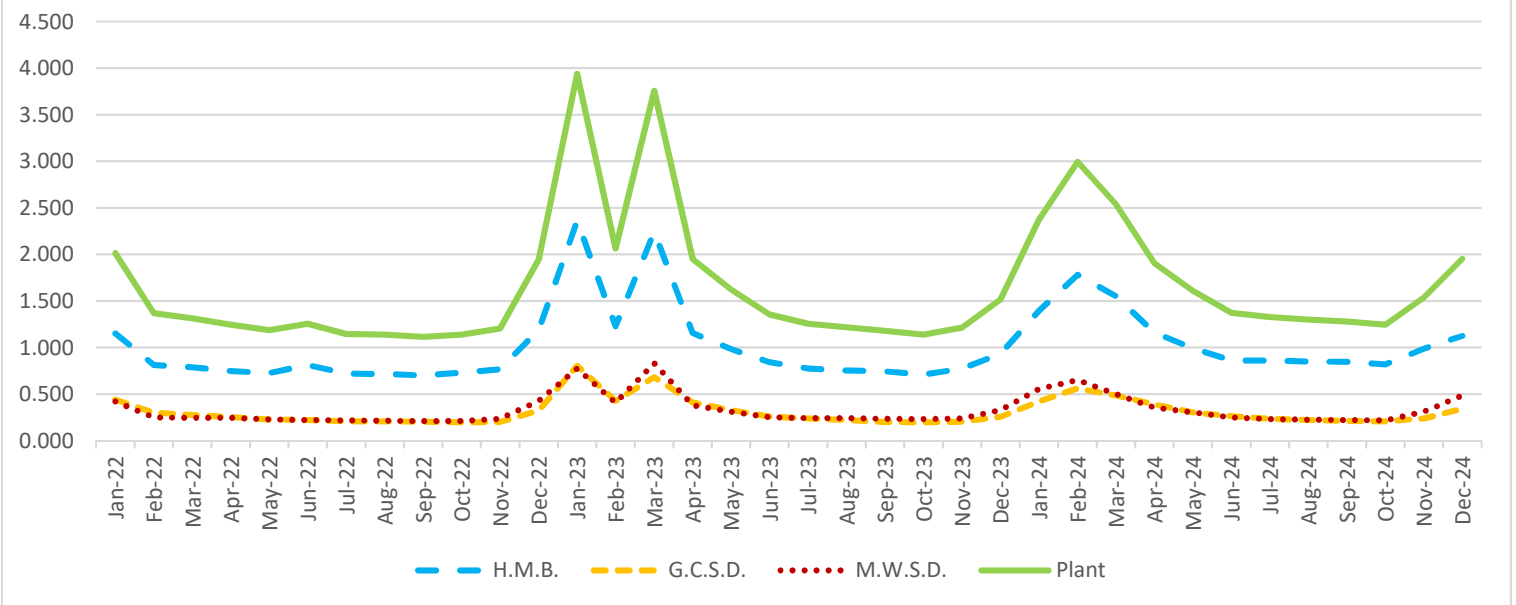


Most recent flow calibration January 2024 PS, January 2024 Plant inf

One Year Flow Chart  
January 2024 - December 2024



Three year flow chart  
January 2022 - December 2024



**SAM                  E-001                  December 2024**

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
12/1/2024								
12/2/2024	540	5.80		99%	260	180	70.0	
12/3/2024	310	5.10		98%	670	230	25.0	
12/4/2024								
12/5/2024								
12/6/2024								
12/7/2024			5.45					47.50
12/8/2024								
12/9/2024								
12/10/2024	310	5.20		98%	260	190	66.0	
12/11/2024	340	4.80		99%	400	190	21.0	
12/12/2024								
12/13/2024								
12/14/2024			5.00					43.50
12/15/2024								
12/16/2024								
12/17/2024								
12/18/2024	230	4.10		98%	170	110	28.0	
12/19/2024	310	2.00		99%	290	110	24.0	
12/20/2024								
12/21/2024			3.05					26.00
12/22/2024	290	5.00		98%	160	140	18	
12/23/2024	270	5.10		98%	190	130	39.0	
12/24/2024	180	3.40		98%	280	52	36.0	
12/25/2024								
12/26/2024								
12/27/2024	200	4.00		98%	120	100	46.0	
12/28/2024			4.38					34.75
12/29/2024	210	4.50		98%	120	80	13.0	
12/30/2024	270	5.20		98%	210	69	20.0	
12/31/2024								
Count	12	12	4	1200%	12	12	12	4
Minimum	180	2.00	3.05	98%	120	52	13.0	26.0
Average	288	4.52		98%	261	132	33.8	
Maximum	540	5.80	5.45	99%	670	230	70.0	47.5
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

**SAM      E-001      December 2024**

<b>Date</b>	<b>BOD % Removal</b>	<b>Eff Settleeable Matter mg/l</b>	<b>Eff Settleeable Matter Weekly Avg mg/l</b>	<b>Eff Turbidity NTU</b>	<b>Eff Turbidity Weekly Avg NTU</b>	<b>Chlorine Residual Day Max</b>
12/1/2024						0.00
12/2/2024	73%	ND		2.10		0.00
12/3/2024	96%	ND		3.50		0.00
12/4/2024						0.00
12/5/2024						0.00
12/6/2024						0.00
12/7/2024			ND		2.80	0.00
12/8/2024						0.00
12/9/2024						0.00
12/10/2024	75%	ND		1.90		0.00
12/11/2024	95%	ND		2.10		0.00
12/12/2024						0.00
12/13/2024						0.00
12/14/2024			ND		2.00	0.00
12/15/2024						0.00
12/16/2024						0.00
12/17/2024						0.00
12/18/2024	84%	ND		0.75		0.00
12/19/2024	92%	ND		1.00		0.00
12/20/2024						0.00
12/21/2024					0.88	0.00
12/22/2024	89%	ND		2.50		0.00
12/23/2024	79%	ND		2.60		0.00
12/24/2024	87%	ND		2.70		0.00
12/25/2024						0.00
12/26/2024						0.00
12/27/2024	62%	ND		2.60		0.00
12/28/2024					2.60	0.00
12/29/2024	89%	ND		2.30		0.00
12/30/2024	90%	ND		2.40		0.00
12/31/2024						0.00
Count	12	0	0	12	4	31
Minimum	62%	0.0	< 0.00	0.75	0.88	0.0
Average	87%	#DIV/0!	ND	2.20	2.07	0.0
Maximum	96%	0.0	0.0	3.50	2.80	0.0000
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM      E-001      December 2024**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
12/1/2024	0.00		7.08	17.8			7.29	76.1
12/2/2024	0.00		6.95	17.9			6.52	68.6
12/3/2024	0.00	17.0	6.97	17.5	10.0		7.03	73.4
12/4/2024	0.00		6.97	17.4			6.93	72.0
12/5/2024	0.00		6.93	17.7			6.63	69.5
12/6/2024	0.00		6.92	17.7			6.70	70.3
12/7/2024	0.00		7.04	18.0		5.7	6.29	66.3
12/8/2024	0.00		6.93	17.9			6.57	68.9
12/9/2024	0.00		6.91	17.6			7.05	73.7
12/10/2024	0.00		6.85	17.2			5.73	59.5
12/11/2024	0.00	21.0	6.86	17.6	10.0		6.91	72.4
12/12/2024	0.00		6.92	17.8			7.21	75.9
12/13/2024	0.00		6.95	17.6			7.61	79.7
12/14/2024	0.00		6.99	17.0		6.6	7.62	78.9
12/15/2024	0.00		6.65	16.0			7.03	71.3
12/16/2024	0.00		6.74	16.5			7.21	73.8
12/17/2024	0.00		6.89	17.0			7.79	80.7
12/18/2024	0.00		6.75	17.4			7.15	74.5
12/19/2024	0.00	16.0	6.85	17.5	ND		7.42	77.5
12/20/2024	0.00		6.88	17.4			7.89	82.2
12/21/2024	0.00		7.08	17.4		6.6	7.58	80.0
12/22/2024	0.00		6.80	17.8			6.48	68.0
12/23/2024	0.00	12.0	6.88	18.3	ND		7.36	78.1
12/24/2024	0.00		6.78	17.7			7.50	78.8
12/25/2024	0.00		6.77	16.5			7.42	76.0
12/26/2024	0.00		6.69	17.0			7.61	78.6
12/27/2024	0.00		6.66	17.6			7.07	74.0
12/28/2024	0.00		6.94	17.5		6.6	7.00	73.1
12/29/2024	0.00		6.74	17.5			7.63	79.6
12/30/2024	0.00	4.8	6.69	16.7	ND		7.88	81.0
12/31/2024	0.00		6.79	17.0			7.83	80.9
						6.597		
Count	31	5	31	31	2	5	31	31
Minimum	0.00	4.8	6.65	16.0	< ND	< 5.743	5.73	59.5
Average	0.000	14.2	6.87	17.4	< ND	< 6.4264	7.16	74.6
Maximum	0.00	21.0	7.08	18.3	10	< 6.6	7.89	82.2
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2024

## December 2024

	Number of S.S.O's				
	Total	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 12 Month Moving Total

	12 month rolling Number				
	Total	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

## Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCS D	MWSD	SAM
December 2024	0	0	0	0	0
12 Month Moving Total	0	0	0	0	0

## SSOs / Year / 100 Miles

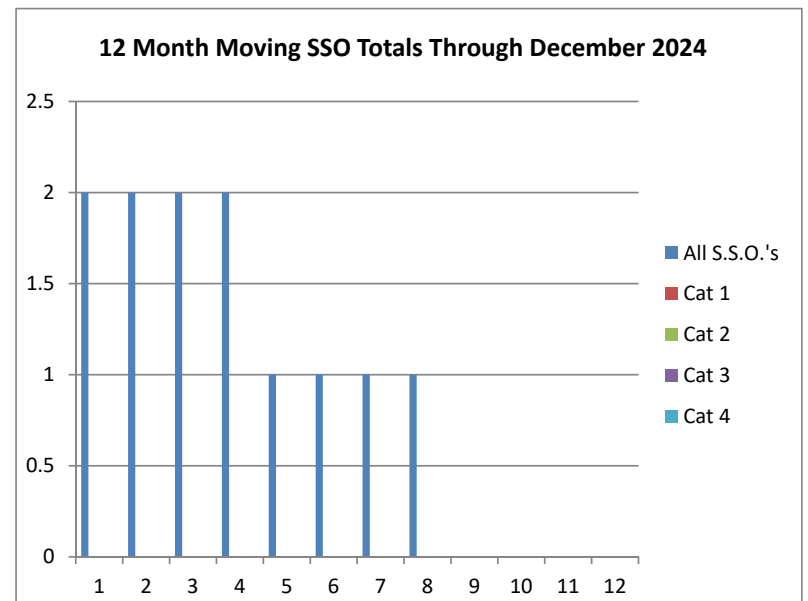
	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCS D	MWSD	SAM
December 2024	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	0.0	0.0	0.0	0.0	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	0.0	0.0	0.0	0.0	0.0
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	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
Jan - 24	4,029	14,785	12,144	30,958	5.9
Feb - 24	11,024	12,840	7,193	31,057	5.9
Mar - 24	10,744	6,990	6,117	23,851	4.5
Apr - 24	10,392	12,822	8,043	31,257	5.9
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4
July - 24	10,921	11,376	5,137	27,434	5.2
Aug - 24	12,461	11,072	12,019	35,552	6.7
Sep - 24	11,201	10,596	5,188	26,985	5.1
Oct - 24	13,673	13,941	7,743	35,357	6.7
Nov - 24	12,497	13,252	10,026	35,775	6.8
Dec - 24	11,178	15,168	4,120	30,466	5.8

Annual ft	125,755	141,519	90,910	358,184	
-----------	---------	---------	--------	---------	--

Annual Mi.	23.8	26.8	17.2		67.8
------------	------	------	------	--	------



Attachment C

## TASK SUMMARY- GCSD 2024-25

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	10,341	10,778	8,742	11,786	11,198	13,437								
Hot Spot Cleaning	5,400	320	294	1,117	1,811	2,039	-								
Lift Station Inspection - Daily	52	4	4	4	4	4	4								
Lift Station Inspection - Annually	3	-	-	-	-	-	-								
Maint. Work Orders - Completed	-	4	4	4	4	4	4								
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-								
Manhole Inspection	879	67	54	47	73	68	69								
USA Markings	372	36	29	35	35	31	18								
F.O.G. Inspections Completed	10	-	-	-	-	-	-								
F.O.G. Inspections Passed	10	-	-	-	-	-	-								
F.O.G. Inspection Failed	-	-	-	-	-	-	-								
Lateral Inspections	-	-	-	-	-	-	-								
Customer Service Call - Reg	-	-	1	1	-	1	1								
Customer Service Call - OT	-	1	2	-	1	1	-								
SSO Response - Category 1	-	-	-	-	-	-	-								
SSO Response - Category 2	-	-	-	-	-	-	-								
SSO Response - Category 3	-	-	-	-	-	-	-								
Insurance Claims Filed	-	0	0	0	0	0	0								



**SEWER AUTHORITY MID-COASTSIDE  
Board of Directors Meeting Agenda**

*Regular Board Meeting 7:00 PM, Monday, February 10, 2025*

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019. Director Slater-Carter will be attending the Meeting Via Zoom from 415 New Jersey Avenue NW Washington DC

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86365975208?pwd=ooHZJqtT5f2vsARdt7i5F1XsPuchtQ.1>

Meeting ID: 863 6597 5208

Passcode: 846062

Dial by your location

1 669 900 6833 US (San Jose)

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not legally required, but rather is being offered as a convenience to the public, if there are technical issues during the meeting, this meeting will continue and will not be suspended. SAM Board meetings are conducted as business meetings, and public commenters are reminded to comment in a manner respectful of all persons, and on subject matter that is germane to the Board's business. Persons who fail to adhere to this expectation are subject to muting of their microphones and/or removal from the meeting in the event of disruptive behavior.

If you have a disability and require special assistance related to participating in this meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org).



**1. CALL TO ORDER**

- |               |                      |                              |
|---------------|----------------------|------------------------------|
| A. Roll Call: | Chair:               | Deborah Ruddock (HMB)        |
|               | Vice-Chair:          | Kathryn Slater-Carter (MWSD) |
|               | Secretary/Treasurer: | Nancy Marsh (GCSD)           |
|               | Director:            | Scott Boyd (MWSD)            |
|               | Director:            | Barbara Dye (GCSD)           |
|               | Director:            | Paul Nagengast (HMB)         |

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

Members of the public are welcome to provide public comment in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments submitted prior to 7 pm on February 10, 2025, will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

**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 January 27, 2025, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for February 10, 2025 (**Attachment**)

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

- A. Receive the Flow Distribution Details for Calendar Year 2024 (**Attachment**)
- B. Authorize General Manager to Issue a Purchase Order to RF MacDonald for the Supply and Install of Boiler at SAM Plant in the Amount of \$185,000 (**Attachment**)

**5. GENERAL MANAGER’S REPORT**

**6. ATTORNEY’S REPORT**

**7. DIRECTORS' REPORT**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)**

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

**A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

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

**11. ADJOURNMENT**

Upcoming Regular Board Meetings: February 24, 2025, and March 10, 2025

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

-----

**INFORMATION FOR THE PUBLIC**

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

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.



## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS REGULAR MEETING at 7:00 p.m.

January 16, 2025

This meeting was held in person and via Zoom.

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

The regular meeting was called to order at 7:02p.m.

### **ROLL CALL**

Board President Jen Randle, Director Wanda Bowles, Director Barbara Dye, and Director Nancy Marsh. Director Jill Grant participated via teleconference pursuant to Government Code Section 54953(b).

Staff: General Manager Chuck Duffy, Assistant General Manager Hope Atmore, and District Counsel William Parkin.

### **GENERAL PUBLIC PARTICIPATION**

Patrick Tierney stated that there is wide community support for the Granada Community Park and that the District should move forward with the project.

### **REGULAR MEETING AGENDA**

- 1. Consideration of Hardship Waiver for APN 047-122-010, Owner Tony Uccelli –**  
Ms. Atmore and Mr. Duffy provided background on the project and the necessity for the applicant to apply for a waiver instead of a variance. The proposed project generally meets the broad goals of the variance procedure which are to limit the potential for overburdening the district sewer system. The four necessary determinations required to be made for a Hardship Waiver as stated in the District Code were satisfied.  
**ACTION:** Director Dye moved to make the necessary determinations and approve the Hardship Waiver and associated Resolution for APN 047-122-010. (Dye/Marsh). Approved 5-0.

Board President Randle reordered the agenda to consider public comment for the Closed Session Item (discussion of potential lease with Picasso Preschool) earlier in the meeting.

The following community members ceded their public comment time to Picasso Preschool attorney Elizabeth Andrews: Candise D'Acquisto, Rholvic Thomas, Samantha Burns, Anders, Katie Mulligan, Alexis King, Mindy Stewart, Deana Tower,

Bethan, Sheridan Blake-Matthews, Garret Howard, and Courtney Mulligan. Board President Randle asked Ms. Andrews if that would provide sufficient time and Ms. Andrews stated it would.

Additionally, Lindsay and Laura spoke via Zoom in support of Picasso and an unknown community member spoke in person in favor of keeping the preschool open.

Ms. Andrews addressed the board for 22 minutes in support of Picasso preschool, the extension of the lease, and her general dissatisfaction with the Board and District Counsel.

Patrick Tierney stated that he empathized with the parents at the preschool, but that the lease agreement was a commercial agreement between two parties. He said that he had worked with the GCSB board since its inception and supported their public interaction and work.

Director Randle gave a basic explanation of the board meeting rules required under the Brown Act, and stated that there had not been previous discussion of the lease agreement with the board since the December board meeting, per the government code.

Will Plaxico stated he wanted the Board to find solutions and asked the Board to consider phasing of the project.

Director Grant stated that she felt a community services district should provide the community service of child care and that the lease with Picasso Preschool should be renewed.

## **2. Parks and Recreation Activities.**

- a. Report on Planned Recreation Program Events – Ms. Atmore updated the Board and public on the upcoming events for Spring. Director Grant inquired about scheduling an invasive species volunteer day on the strip. Director Bowles stated that she would like to start Tech Tutoring in partnership with Senior Coastsiders. Community member Will Plaxico suggested using other local spaces for classes. Director Dye updated the Board on the Junior Land Steward programs.
- b. Report from Community Recreation Center Ad Hoc Committee – Director Randle introduced the steps being taken to create and distribute a survey for the Community Recreation Center. Director Bowles listed eighteen locations that are agreeable to having a poster with QR code for the survey. Ms. Atmore stated that she has reached out to various nonprofits, agencies, and organizations to gauge willingness to include the survey as well as purchasing a mailing list targeted at El Granada residents. Director Randle provided an overview of the proposed survey to be circulated and stated that a question on phasing would be added. Directors Grant, Marsh, and Dye provided comments. Community member Patrick Tierney offered assistance and cautioned that a survey like this cannot be statistically accurate. Elizabeth Andrews asked that a poster be shared with Picasso Preschool. Will Plaxico suggested rephrasing some questions. Janet Brayer suggested more than thirty days are needed, that there should be a financial question, and questioned the Surplus Lands Act. Sheridan Blake Matthews provided comment on numerous questions. Lindsay asked for clarification on eligibility and stated that the 2020 census may not be reflective of the current demographic. Janet Brayer commented on a traffic mitigation report,

event space rental, and taxes. Director Randle stated that the survey has a specific issue that is to be addressed.

3. **Update to District Bylaws** – Ms. Atmore introduced the new District Bylaws. Director Grant commented that she would like more information about various functions within the district operations. Mr. Duffy stated that the purpose of the Bylaws is to provide a summary of how the district operates, and Hope added that the ordinance code and policies and procedures manual will cover many additional topics as well. Director Marsh suggested that an FAQ page and board bio's could be included on the website.

**ACTION:** Director Dye moved to approve the updated District Bylaws. (Dye/Marsh). Approved 4-1. (Grant opposed).

4. **Engineer's Report** – Chuck Duffy stated that staff was reviewing the five-year budget and incorporating plans for the CIP.
5. **Report on Sewer Authority Mid-Coastside Meetings** – Director Marsh stated that new officers were appointed for the SAM board. Director Marsh stated that the SAM Joint Powers Authority Bylaws are being created by the SAM attorney.

### **CONSENT AGENDA**

6. **December 19, 2024 Regular Meeting Minutes.**

7. **January 2025 Warrants.**

8. **November 2024 Financial Statements.**

Director Grant requested to pull item 8, November 2024 Financial Statements.

**ACTION:** Director Marsh moved to approve items 6 and 7 of the Consent Agenda. (Marsh/Dye). Approved 5-0.

Director Grant requested that Mr. Duffy give a summary explanation of the District Financial Statements, which he provided. Janet Brayer asked how ERAF allocation is decided and Mr. Duffy stated that it is a discretionary decision by the Board during the budget process.

**ACTION:** Director Dye moved to approve the November 2024 Financial Statements. (Dye/Marsh). Approved 5-0.

### **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. (Atmore)**
13. **Future Agenda Items.**

**ADJOURN TO CLOSED SESSION**

**1) Conference with Real Property Negotiator.**

Government Code Section 54956.8

Property: 480 Avenue Alhambra, El Granada, California.

District's Negotiator: Chuck Duffy

Negotiating parties: Candise D'Acquisto (Owner) Picasso Preschool and Granada Community Services District.

Under negotiation: Instruction to negotiator concerning price and terms of lease agreement.

**RECONVENE TO OPEN SESSION**

No reportable action.

**ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 10:46p.m.

Attest:

---

Hope Atmore, Board Secretary

Date Approved by the Board: February 20, 2025

**Granada Community Services District  
February 2025 Warrants  
For the February 20, 2025 Board of Director's Meeting**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
01/16/25	10256	AT&T	Inv dtd 1/05/25	6170 Utilities	205.05
01/16/25	10257	KBA Document Solutions, LLC	Inv dtd 1/15/25	6140 Office Supplies	26.55
01/16/25	10258	Sewer Authority Mid-Coastside	Dec 2024 Pass Through	5010 SAM - General	1,940.00
01/16/25	10259	Tri Counties Bank	Inv dtd 12/31/24	6140 Office Supplies	41.26
01/16/25	10260	Wittwer Parkin	IPS Legal Svcs - DBY Statement 29860	6090 Legal Services	667.00
02/20/25	10261	Alhambra & Sierra Springs	Invoice dtd 12/19/24	6140 Office Supplies	48.46
02/20/25	10262	AT&T	Inv dtd 2/05/25	6170 Utilities	205.36
02/20/25	10263	Barbara Dye	01/16/25 GCSD	6040 Directors' Compensation	190.00
02/20/25	10264	C.J. Brown & Company CPAs	Prof Svcs through 01/31/25	6010 Auditing	6,825.00
02/20/25	10265	CA Assoc. of Mutual Water Co.'s	CalMutuals 2025 Membership Dues	6100 Memberships	500.00
02/20/25	10266	CliftonLarsonAllen LLP	12/16/24-01/15/25 Accounting Svcs	6152 Accounting	5,632.55
02/20/25	10267	Comcast	02/13/25-03/12/25 Svcs	6170 Utilities	347.23
02/20/25	10268	Dudek	12/28/24-01/24/25 Prof. Svcs	6151 General Manager	5,229.00
02/20/25	10269	Hue & Cry, Inc	Mar 2025 Pump Stn Alarm	6170 Utilities	35.59
02/20/25	10270	Jen Randle	01/16/25 GCSD	6040 Directors' Compensation	190.00
02/20/25	10271	Jill Grant	01/16/25 GCSD	6040 Directors' Compensation	190.00
02/20/25	10272	Nancy Marsh	01/16/25 GCSD	6040 Directors' Compensation	190.00
02/20/25	10273	Pacifica Community TV	01/16/25 GCSD	6180 Video Taping	400.00
02/20/25	10274	PG&E (Office #4277-7)	Inv dtd 01/23/24	6170 Utilities	62.36
02/20/25	10275	PG&E (Pump Station #5681-6)	Pump Stn Inv dtd 01/15/25	6170 Utilities	583.02
02/20/25	10276	Rodolfo Romero	Feb Cleaning	6130 Office Maintenance & Repairs	220.00
02/20/25	10277	San Mateo County Elections	11/05/24 Presidential General Election	6220 Miscellaneous	1,088.37
02/20/25	10278	San Mateo County Harbor District	Office Lease-Mar 2025	6120 Office Lease	5,220.20
02/20/25	10279	San Mateo Resource Consvtn Dist	CTA-CTA-BS-GCSD - 10/01/24-12/31/24	6310 Park Related Misc Expenses	1,888.00
02/20/25	10280	SDRMA	SDRMA Medical Benefit Premiums - Mar 2025	6062 Medical	5,195.41
02/20/25	10281	Sewer Authority Mid-Coastside	Feb 2025 Asmts	5010 SAM - General	164,308.45
02/20/25	10282	Streamline	Streamline Flex 02/01/25-03/01/25	6190 Computers	350.00
02/20/25	10283	US Bank Equipment Finance	Feb 2025 Svcs	6020 Copier lease	252.28
02/20/25	10284	Wanda Bowles	01/16/25 GCSD	6040 Directors' Compensation	190.00
02/20/25	10285	Weist Law Firm	AD Legal services - 06/30/23-01/01/25	2300 Due to/from AD	10,368.75
02/20/25	10286	Wittwer Parkin	Legal Svcs Jan 2025	6090 Legal Services	13,482.00
<b>TOTAL \$</b>					<b>226,071.89</b>





## GRANADA COMMUNITY SERVICES DISTRICT

---

# AGENDA MEMORANDUM

---

To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: District Financial Statements  
Date: February 20, 2025

---

Attached are the District's year-to-date Financial Statements through December 2024, which include the following:

**Pages 1- 2**

Statement of Net Position – lists the districts reserves and cash on hand as of December 31<sup>st</sup>, as well as the district's assets and liabilities, for both the district's sewer function and the parks and recreation function combined. The format is similar to a Balance Sheet for a private company.

**Pages 3-4**

Statement of Revenues and Expenses – lists the income and expense for the year-to-date ending December 31<sup>st</sup> for both the district's sewer function and the parks and recreation function combined.

**Pages 5-6**

Statement of Revenues and Expenses *by Budgetary Fund* – lists the income and expense for the year-to-date ending December 31<sup>st</sup> with the district's sewer function and the parks and recreation function shown separately.

**Page 7**

Reserve Balance *by Budgetary Fund* – lists the reserves balance for the district's sewer function and the parks and recreation function shown separately.



---

## Financial Statements

---

Granada Community Services District  
December 2024

PRELIMINARY DRAFT

# Table of Contents

---

Financial Statements	1
Supplementary Information	5
Selected Information	8

PRELIMINARY DRAFT

# Financial Statements

Granada Community Services District  
Statement of Net Position (Unaudited)  
As of December 31, 2024

<b>ASSETS</b>	<b>Dec 2024</b>
<b>Cash &amp; Equivalents</b>	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	54,496
Tri Counties Bank - Deposit	17,344
LAIF	8,887
CalTrust Liquidity Fund #0010	5,208,142
<b>Total Cash &amp; Equivalents</b>	<b>5,289,096</b>
<b>Accounts Receivable</b>	
Accounts Receivable from Customers	2,779
<b>Other Current Assets</b>	
Due from AD	13,497
Interest Receivable	103
Prepaid Expenses	10,548
<b>Total Other Current Assets</b>	<b>24,149</b>
<b>Total Current Assets</b>	<b>5,316,024</b>
<b>Fixed Assets</b>	
Collections System	12,833,176
Equipment	41,930
Land	2,862,979
Accumulated Depreciation	(8,313,408)
<b>Total Fixed Assets</b>	<b>7,424,678</b>
<b>Investments or Other Non-Current Assets</b>	
Investment in SAM	5,091,453
ERAF 5% Retention Receivable	26,516
<b>Total Investments or Other Non-Current Assets</b>	<b>5,117,969</b>
<b>Total Non-Current Assets</b>	<b>12,542,647</b>
<b>Total Assets</b>	<b>17,858,671</b>
<b>Deferred Outflows of Resources</b>	<b>134,563</b>

(Continued on next page)

Granada Community Services District  
Statement of Net Position (Unaudited)  
As of December 31, 2024  
(Continued)

<b>LIABILITIES</b>	<b>Dec 2024</b>
<b>Accounts Payable</b>	
Accounts Payable	38,368
<b>Other Current Liabilities</b>	
Accrued Vacation	11,301
Deposits Payable	6,520
Payroll Liabilities	11,096
Recology-Delinquent Garbage Payable	46,843
<b>Total Other Current Liabilities</b>	<b>75,761</b>
<b>Total Current Liabilities</b>	<b>114,128</b>
<b>Other Non-Current Liabilities</b>	
Net Pension Liability	204,826
<b>Total Other Non-Current Liabilities</b>	<b>204,826</b>
<b>Total Non-Current Liabilities</b>	<b>204,826</b>
<b>Total Liabilities</b>	<b>318,954</b>
<b>Deferred Inflows of Resources</b>	<b>13,576</b>
<b>NET POSITION</b>	
Net Investment in Capital Assets	7,424,678
Net Position - Unrestricted	10,236,026
<b>Total Net Position</b>	<b>\$ 17,660,704</b>

Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Six Months Ended December 31, 2024

Revenue	Jul-Dec 2024	Expected to Date	Variance YTD	FY2024/2025 Budget
<b>Operating Revenue</b>				
Sewer Service Charges-SMC	\$ 1,379,603	\$ 1,392,500	\$ (12,897)	\$ 2,785,000
Connection Fees	19,975	9,400	10,575	18,800
<b>Total Operating Revenue</b>	<b>1,399,578</b>	<b>1,401,900</b>	<b>(2,322)</b>	<b>2,803,800</b>
<b>Non Operating Revenue</b>				
Interest on Reserves	103,628	91,500	12,128	183,000
Net Incr.(Decr.) FV of Invstmnts	19	-	19	-
SAM Refund from Prior Yr	-	500	(500)	1,000
ERAF Refund	17,888	250,000	(232,112)	500,000
Misc Income	3,250	3,000	250	6,000
Lease Revenue	30,000	30,000	-	60,000
Park Tax Allocation	466,973	470,000	(3,027)	940,000
AD OH Reimbursement	-	18,000	(18,000)	36,000
Recology Franchise Fee	19,430	23,000	(3,570)	46,000
<b>Total Non Operating Revenue</b>	<b>641,188</b>	<b>886,000</b>	<b>(244,812)</b>	<b>1,772,000</b>
<b>Total Revenue</b>	<b>2,040,766</b>	<b>2,287,900</b>	<b>(247,134)</b>	<b>4,575,800</b>
<b>Expenses</b>				
<b>Operations</b>				
SAM - General	597,568	600,560	(2,992)	1,201,119
SAM - Pass Through Costs	43,715	-	43,715	-
SAM - Collections	87,381	87,381	-	174,761
Depreciation Expense	143,705	-	143,705	-
CCTV	-	7,500	(7,500)	15,000
Pet Waste Station	545	-	545	-
RCD - Parks	-	2,500	(2,500)	5,000
Half Moon Bay Reimb - Parks	53,110	13,500	39,610	27,000
Parks & Rec Professional Svcs	39,470	-	39,470	-
<b>Total Operations</b>	<b>965,493</b>	<b>711,440</b>	<b>254,053</b>	<b>1,422,880</b>
<b>Administration</b>				
Auditing	6,275	9,000	(2,725)	18,000
Copier lease	1,514	2,250	(736)	4,500
Directors' Compensation	5,700	7,500	(1,800)	15,000
Education & Travel Reimb	2,800	1,000	1,800	2,000
Employee Compensation	185,376	190,500	(5,124)	381,000
Engineering Services	19,971	17,500	2,471	35,000
Insurance	1,363	32,500	(31,137)	65,000
Legal Services	31,725	65,000	(33,275)	130,000
Memberships	7,868	5,000	2,868	10,000
Office Lease	30,470	31,000	(530)	62,000

(Continued on next page)

Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Six Months Ended December 31, 2024  
(Continued)

Expenses (Continued)	Jul-Dec 2024	Expected to Date	Variance YTD	FY2024/2025 Budget
<b>Administration (Continued)</b>				
Office Maintenance & Repairs	1,627	1,750	(123)	3,500
Other Property Maint.	2,508	-	2,508	-
Office Supplies	2,049	-	2,049	-
Professional Services	67,369	127,500	(60,131)	255,000
Publications & Notices	1,107	4,500	(3,393)	9,000
Utilities	6,863	8,000	(1,137)	16,000
Video Taping	2,400	2,500	(100)	5,000
Computers	4,022	2,500	1,522	5,000
Miscellaneous	8,844	500	8,344	1,000
Bank Service Charges	357	-	357	-
Park Related Misc Expenses	21,046	7,500	13,546	15,000
<b>Total Administration</b>	<b>411,253</b>	<b>516,000</b>	<b>(104,747)</b>	<b>1,032,000</b>
<b>Capital Projects</b>				
Infrastructure Repairs	285,600	287,609	(2,009)	575,217
SSMP Costs	4,963	-	4,963	-
6-yr CIP Phase 2	6,115	-	6,115	-
6-yr CIP Phase 3	-	32,500	(32,500)	65,000
Mainline System Repairs	-	5,000	(5,000)	10,000
<b>Total Capital Projects</b>	<b>296,678</b>	<b>325,109</b>	<b>(28,431)</b>	<b>650,217</b>
<b>Total Expenses</b>	<b>1,673,423</b>	<b>1,552,549</b>	<b>120,875</b>	<b>3,105,097</b>
<b>Change in Net Position</b>	<b>367,342</b>	<b>735,351</b>	<b>(368,009)</b>	<b>1,470,703</b>
<b>Beginning Net Position</b>	<b>17,293,361</b>	<b>17,293,361</b>		<b>17,293,361</b>
<b>Ending Net Position</b>	<b>\$ 17,660,703</b>	<b>\$ 18,028,712</b>		<b>\$ 18,764,064</b>

# Supplementary Information

Granada Community Services District  
 Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund  
 (Unaudited)  
 For the Six Months Ended December 31, 2024

Revenue	Sewer	Parks & Recreation	Total
<b>Operating Revenue</b>			
Sewer Service Charges-SMC	\$ 1,379,603	\$ -	\$ 1,379,603
Connection Fees	19,975	-	19,975
<b>Total Operating Revenue</b>	<b>1,399,578</b>	<b>-</b>	<b>1,399,578</b>
<b>Non Operating Revenue</b>			
Interest on Reserves	74,284	29,344	103,628
Net Incr.(Decr.) FV of Invstmnts	13	6	19
ERAF Refund	10,733	7,155	17,888
Misc Income	3,250	-	3,250
Lease Revenue	22,500	7,500	30,000
Park Tax Allocation	-	466,973	466,973
Recology Franchise Fee	19,430	-	19,430
<b>Total Non Operating Revenue</b>	<b>130,210</b>	<b>510,977</b>	<b>641,188</b>
<b>Total Revenue</b>	<b>1,529,788</b>	<b>510,977</b>	<b>2,040,766</b>
<b>Expenses</b>			
<b>Operations</b>			
SAM - General	597,568	-	597,568
SAM - Pass Through Costs	43,715	-	43,715
SAM - Collections	87,381	-	87,381
Depreciation Expense	141,728	1,978	143,705
Pet Waste Station	-	545	545
Half Moon Bay Reimb - Parks	-	53,110	53,110
Parks & Rec Professional Svcs	-	39,470	39,470
<b>Total Operations</b>	<b>870,391</b>	<b>95,102</b>	<b>965,493</b>
<b>Administration</b>			
Auditing	4,706	1,569	6,275
Copier lease	1,135	378	1,514
Directors' Compensation	4,275	1,425	5,700
Education & Travel Reimb	2,100	700	2,800
Employee Compensation	139,032	46,344	185,376
Engineering Services	19,971	-	19,971
Insurance	1,022	341	1,363
Legal Services	18,187	13,537	31,725
Memberships	6,154	1,715	7,868
Office Lease	22,853	7,618	30,470
Office Maintenance & Repairs	1,220	407	1,627
Other Property Maint.	958	1,550	2,508
Office Supplies	1,593	457	2,049

(Continued on next page)



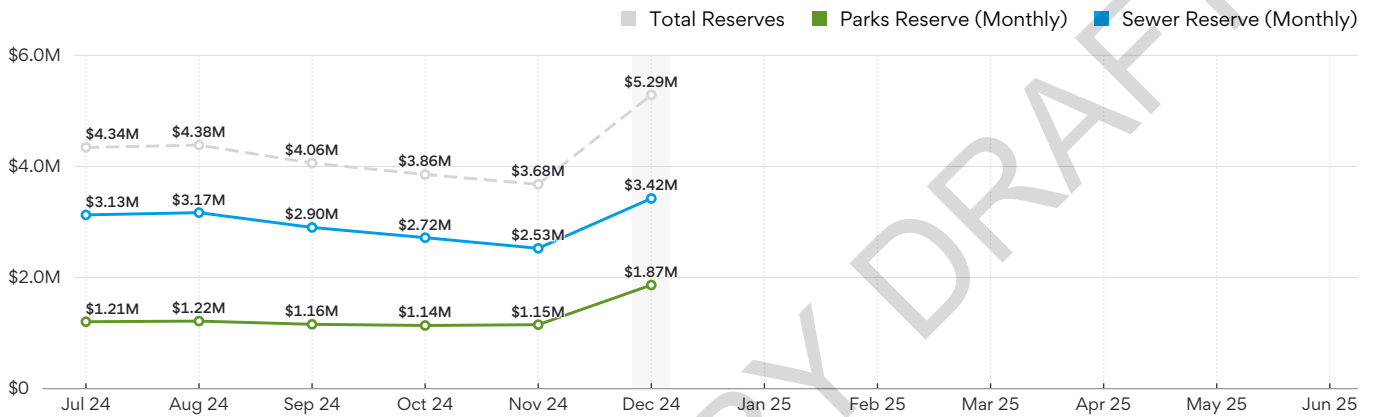
Supplementary Information  
Granada Community Services District  
Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund  
(Unaudited)  
For the Six Months Ended December 31, 2024  
(Continued)

Expenses (Continued)	Sewer	Parks & Recreation	Total
<b>Administration (Continued)</b>			
Professional Services	51,452	15,917	67,369
Publications & Notices	1,082	25	1,107
Utilities	6,242	621	6,863
Video Taping	1,800	600	2,400
Computers	3,016	1,005	4,022
Miscellaneous	7,745	1,099	8,844
Bank Service Charges	268	89	357
Park Related Misc Expenses	-	21,046	21,046
<b>Total Administration</b>	<b>294,810</b>	<b>116,443</b>	<b>411,253</b>
<b>Capital Projects</b>			
Infrastructure Repairs	285,600	-	285,600
SSMP Costs	4,963	-	4,963
6-yr CIP Phase 2	6,115	-	6,115
<b>Total Capital Projects</b>	<b>296,678</b>	<b>-</b>	<b>296,678</b>
<b>Total Expenses</b>	<b>1,461,878</b>	<b>211,545</b>	<b>1,673,423</b>
<b>Change in Net Position</b>	<b>\$ 67,910</b>	<b>\$ 299,432</b>	<b>\$ 367,342</b>

**Supplementary Information**  
**Granada Community Services District**  
**Budgetary Reserve Balance Roll-Forward Schedule (Unaudited)**  
**For the Six Months Ended December 31, 2024**

The District maintains two budgetary reserves to track cash balances allocable to sewer and parks and recreation operations. These reserve balances represent amounts internally tracked for budget purposes only and do not represent restricted net position. The balance of each budgetary reserve as of period-end are as follows:

**Reserve Balances**



Sewer Reserves (\$)	2024/2025 (YTD)
Beginning Sewer Reserve	3,273,516
Change in Sewer Reserve	150,223
<b>Ending Sewer Reserve</b>	<b>3,423,739</b>

Parks & Recreation Reserves (\$)	2024/2025 (YTD)
Beginning Parks Reserve	1,206,127
Change in Parks Reserve	659,230
<b>Ending Parks Reserve</b>	<b>1,865,357</b>

Total Cash Reserves (\$)	2024/2025 (YTD)
<b>Ending Reserves</b>	<b>5,289,096</b>

**GRANADA COMMUNITY SERVICES DISTRICT**

# Administrative Staff Report

Period: January 11, 2024 to February 13, 2025  
 To: Board of Directors  
 From: Hope Atmore, Assistant General Manager  
 Date: February 20, 2025

**PUBLIC RECORDS (ACT) REQUESTS** – There was one request in this period:

Date	Requestor	Documents Requested	Response
1/13/25	T. Pusch	All Non-Privileged Communications and Documents Related to Lease Negotiations, Picasso Preschool, Property Management, and Lease Agreements (1/1/24 to Present)	Completed 2/7/25

**APPLICATIONS RECEIVED**

There were no applications received this period.

Date	Class	Owner/Agent	APN	Address	Sq. Ft.	Zone
07/19/24	ADU	Pasternak	047-286-010	330 Santa Maria Ave, EG	5,844	R1/S17
08/05/24	VAR	Taffera	048-022-370	0 Magellan Ave, EG	8,800	S94
08/07/24	ADU	Williamson	047-127-470	255 Ave Balboa, EG	3,049	R1/S17
08/27/24	1A	Uccelli	047-122-180	130 Sonora Ave	6,132	R1/S17
09/18/24	ADU	Sullivan	047-132-060	315 San Carlos Ave	5,000	R1/S17
9/30/24	1A	Peng	047-218-280	568 Ferdinand Ave	5,001	R1/S17
10/08/24	VAR	Uccelli	047-122-010	0 Sonora, EG	3,986	R1/S17
12/05/24	ADU	Raffai	037-352-180	20 Sea Crest Ct, EG	5,238	R1/S17

Shaded items were previously reported.

**PERMITS ISSUED**

There were no permits issued this period.

Permit No.	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3258	ADU	07/08/24	Galvan Trust	047-287-250	448 Ave Cabrillo, EG	5,000	R1/S17
3259	2M	07/16/24	Adasiewicz	047-023-320	362 Harvard Ave, Princeton	3,500	CCR/DR
3260	ADU	07/26/24	Pasternak	047-286-010	330 Santa Maria Ave, EG	5,844	R1/S17
3261	ADU	07/26/24	Dittmer	047-162-550	747 El Granada Blvd, EG	10,518	R1/S17
3262	ADU	08/08/24	O’Driscoll	047-121-050	400 Washington Blvd, HMB	15,000	R1/HMB
3263	1A	09/20/24	Stoloski	048-133-040	2778 Pullman Ave, HMB	18,700	R1/HMB
3264	1A	10/10/24	Uccelli	047-122-180	130 Sonora Ave	6,132	R1/S17
3265	1A	11/01/24	McGregor	048-065-060	599 Alto Ave, Miramar	4,800	R1/S94
3266	ADU	11/22/24	Sullivan	047-132-060	315 San Carlos Ave, EG	5,000	R1/S94
3267	ADU	02/07/25	Raffai	037-352-180	20 Sea Crest Ct, EG	5,238	R1/S17

Shaded items were previously reported.

**SEWER HOOK-UPS**

There were no hook-ups this period.

<b>Permit No.</b>	<b>Class</b>	<b>Date</b>	<b>Owner/Agent</b>	<b>APN</b>	<b>Address</b>	<b>Sq. ft.</b>	<b>Zone</b>
3252	2A	09/05/24	Mayolegz LLC	047-031-440	169 Harvard Ave, Princeton	7,000	W/DR
3254	1A	12/01/24	Irfan	048-032-070	239 Cortez Ave, Miramar	4,400	R1/S94
3253	1A	12/04/24	Kybych	048-044-200	380 Medio Ave, Miramar	9,125	R1/S94

Shaded items were previously reported.

**SPECIAL NOTES:**

