



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **BOARD OF DIRECTORS**

### **REGULAR MEETING at 7:00 p.m.**

**Thursday, October 16, 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, 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: GCSB Board Meeting</b> <b>Time: October 16, 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>
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#### **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:	Matt Allen
	Director:	Wanda Bowles
	Director:	Nancy Marsh
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**

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## **COMMITTEE REPORTS**

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

## **INFORMATION CALENDAR**

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## **ADJOURN TO CLOSED SESSION**

- 1. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)). *City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District* (RPI, Sewer Authority Mid-Coastside) – Santa Clara County (Superior Court Case No. 17CV316927)**

## **RECONVENE TO OPEN SESSION**

Report any reportable action taken in Closed Session.

**ADJOURN REGULAR MEETING**

At the conclusion of September 18, 2025 Board Meeting:

Last Ordinance adopted: No. 177

Last Resolution adopted: No. 2025-009

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

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Recreation Programming  
Date: October 16, 2025

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### **Recreation Updates**

#### Past Events:

- September 23 (5 attendees) and October 2 (10 attendees), 6:00PM Sound Bath Workshops
- October 11, 9:00-12:00PM Birding Walk with Donna Pomeroy (13 signed up as of 10/7)
- October 11, 8:00-Noon Recology Recycling Event
- Monday and Wednesdays Yoga Offerings (2-4 attendees at first classes)

#### Upcoming Events:

- Half Moon Bay Library Gem Painting, October 21, 11:00AM
- Nature Journaling, Sunday, October 26 9:00AM
- Ongoing Yoga classes

#### Other Community Events and Updates:

- Harbor District Trunk or Treat – October 25, 2:00-5:00PM
- County Rain Barrel Program – available until October 26 or until supplies last



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Nancy Marsh on behalf of the CRC Ad Hoc Committee  
Subject: Considerations Regarding Option for Sale of the 480 Ave. Alhambra Property  
Date: October 16, 2025

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The purpose of this memo is to summarize the opportunity and restrictions that would be associated with consideration of sale of this property.

### Background

GCSD purchased the property at 480 Ave Alhambra in August 2021. The 30,000sf property includes a 3,000sf building, which was originally built as a nursery warehouse in 1987 and has housed a preschool since 1993. The property is in the “El Granada Gateway District” Zone. The purpose of the EG Gateway District is to provide for low intensity development of the “Burnham Strip” in El Granada, which preserves, to the greatest degree possible, the visual and open space characteristics of the property. Permitted uses include, but are not limited to:

- Community Centers
- Interpretive Centers
- Libraries
- Linear Parks and Trails
- Open Field Cultivation of Plants and Flowers for Ornamental Purposes
- Outdoor Art Centers
- Outdoor Athletic or Recreation Facilities
- Parks
- Vegetative Storm Water Treatment Systems and Underground Storage Facilities
- Public Parking for Surfers Beach
- Public Restrooms and Showers
- Public Pedestrian and Bike Trails

Site building restrictions include:

- maximum height 16 feet
- 50ft front setback, 20ft side and rear setbacks
- Maximum parcel coverage: 10%

GCSD has developed plans for a 6,000sf Community Recreation Center on the site, to be constructed in two phases: 1) a complete renovation of the existing structure up to current code, which would provide two community multipurpose rooms, a small meeting room, public restrooms and staff office space, and 2) the addition of a new 3,000sf community multipurpose room, including a catering kitchen, mechanical and storage space and additional public restrooms.

### Market Opportunity

The EG Gateway zoning restriction prohibits commercial or residential development or uses, which limits the universe of potential buyers. The commercial business use permit owned by the current preschool tenant of the property is grandfathered because it existed before the site zoning was changed in 2012. The only viable commercial use for a buyer is to continue the preschool operation under its current use permit.

The previous property owner, who founded the preschool but sold the school to a third party while retaining the property, has stated publicly that finding such a buyer was their intent when they put the property on the market in early 2021. According to the property owner, they had been informed in late 2020 that the preschool business was for sale and at risk of closing if it didn't find a buyer. The property owner decided to put the property on the market, hoping to attract an established pre-school provider to purchase both the property and the business from the current preschool operator. Two different preschool providers entered escrow on the property but according to the property owner, each buyer was unsuccessful coming to terms and the deals fell through. The property owner then agreed to sell the property to GCSD to develop a Community Recreation Center, a use allowed under current zoning.

A legal representative of the preschool business owner suggested in January 2025 that there may be a third party interested in buying the property and business together – this was the basis for requesting a lease extension from June 2025 – May 2026, to keep the business in continuing operation. However, there has been no further communication to GCSD about this potential.

### Public Agency Obligation: Surplus Land Act

GCSD could take formal action to declare that the 480 Avenue Alhambra property is no longer necessary for GCSD uses. To do so, GCSD would have to follow the process prescribed by the California Surplus Land Act, Government Code Section 54220:

- Provide notification to the CalHFA-certified housing sponsor list and local public entities within GCSD's jurisdiction that GCSD intends to sell/lease the surplus property, with copies to the state Department of Housing and Community Development. GCSD must also provide notification to park, recreation and open space districts, and school districts.
- In accordance with Government Code Section 54222, respondents to the notice have sixty (60) days from the date GCSD's offer was sent to notify GCSD of their interest in acquiring the property. In the event that GCSD receives notice of interest, GCSD would enter into at least ninety (90) days of good faith negotiations with each interested party. If no agreement is reached on sales price and terms, GCSD may market the property to the general public.

- If the District receives more than one letter of interest during this 60-day period, it will give first priority to entities proposing to develop housing where at least 25 percent of the units will be affordable to lower income households. If more than one housing proposal is received, priority will be given to the proposal with the greatest number of affordable units. If more than one proposal specifies the same number of affordable units, priority will be given to the proposal that has the lowest average affordability level.

GCSD would have to complete any negotiations with interested housing sponsors and/or any public agencies before considering an offer from a private buyer.

#### Recommendation

Given the limited buyers' market for this property given the public use limitations of the El Granada Gateway District zoning, and the desire of the District community for neighborhood-serving uses (as evidenced by GCSD's extensive outreach, including consistent ~70% favorability for a Community Recreation Center in three separate surveys between 2015 and 2022), the ad hoc committee does not recommend declaring the property as surplus property and offering it for sale.



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Granada Community Park and Recreation Center Project Updates  
Date: October 16, 2025

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Staff and the project team are awaiting the summary of comments from San Mateo County Planning following the pre-application workshop and comment period. It is anticipated that in those comments, there will be continued focus on the need for parking solutions due to the Caltrans Highway 1 project and the proposed Harbor District parking lot on the North Burnham Strip. District Staff continues to have conversations with the other relevant agencies regarding parking in the El Granada area, including Caltrans.

Once comments are received and analyzed, if any changes or revisions are needed prior to submittal of the Coastal Development Permit application, they will be brought to the Board at the November meeting.



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: 'El Granada Festive' Proposal  
Date: October 16, 2025

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At the September GCSD Board meeting, Kevin Sniecenski, co-founder of local community group Coastside Allies, gave a brief description of a proposal for a series of holiday events in El Granada and requested the opportunity to provide more details at a future meeting. Coastside Allies has been granted permission by the San Mateo County Harbor District to use the empty lot on the corner of Portola and Obispo for these events and is working with the Coastside Chamber of Commerce to secure insurance coverage and sponsorship. Coastside Allies will donate \$1,500 toward the events and is asking the following of GCSD:

- To co-sponsor/co-produce a set of holiday events in El Granada
- To match the \$1,500 donation from Coastside Allies with financial backing
- To designate staff or board members to help with planning

Per Kevin:

*The events are all designed to be feel-good experiences, inclusive of all community members and not aligned with any specific faith or affiliated organization. A way for neighbors and friends to join one another for a locally spun series of fun activities and to foster strong bonds within our community. While valuing traditional activities, I recommend forming the proposed planning committee and making sure our language is both culturally appropriate and inclusive to everyone.*

October 7, 2025

## **Memorandum**

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

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### **6-Year CIP for FY 2025 - FY 2031**

We have prepared a list of sewers for CCTV inspection. The list includes sewers on SAM's "hot list", 1920 sewers, and sewers with a history of maintenance issues or claims. Before proceeding with CCTV inspection, we wanted to confirm that the 1920 sewers on the list, which are shown as 1920 sewers on GCSD's GIS maps, have not been replaced with newer pipe material. Accordingly, GCSD has contracted with AIMS Companies to video the first 20' of sewers listed as 1920 sewers at 13 locations to identify the sewer pipe material. The work is scheduled for later this week. Based on the results of the video inspection, the list of sewers proposed for CCTV inspection as part of the CIP will be updated, if necessary. We expect to have a proposal for CCTV inspection for review and approval at the November Board Meeting. The results of the inspection will enable us to prioritize the sewers in the most need of repair or replacement for inclusion in the new 6-year CIP.

### **SAM's Montara FM Replacement Project**

The McGuire and Hester (M&H) Team is providing progressive design build services for the replacement of SAM's Montara Force Main. The M&H team has completed the pre-design. The M&H team was expected to start final design in September 2025 and begin construction in June 2026. The project is still scheduled to be completed before its court ordered deadline of June 30, 2027.

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

We have asked State Parks staff again for an update on securing a permanent easement for about 275' of GCSD sewer constructed on State Parks property. We are still awaiting a response.

### **Big Wave Connection**

GCSD staff have advised Big Wave that before it can begin discharging sewage to GCSD

## **Memorandum**

Granada Community Services District

October 7, 2025

sewers, all outstanding engineering fees and charges will need to be paid to GCSD. Also, Big Wave has been requested to provide GCSD with CCTV footage confirming that about 1,000' of its onsite sewers are clear of any construction debris.

Until Big Wave complies, its connection to GCSD sewers will remain plugged. GCSD continues to wait for Big Wave to provide the requested information and payment of all its charges.



## SEWER AUTHORITY MID-COASTSIDE

### Board of Directors Meeting Agenda

#### ***Regular Board Meeting 7:00 PM, Monday, September 22, 2025***

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

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/88696909701?pwd=maqabG9RJIBP2LqExgjfq53dLPsTu3.1>

Meeting ID: 886 9690 9701

Passcode: 561402

+16699006833,,88696909701#,,,,\*561402# 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 otherwise 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 September 22, 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 September 8, 2025, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for September 22, 2025 (**Attachment**)
- C. *Monthly Revenue Report and Expense Report for Period Ending August 31, 2025* (**Attachment**)

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

- A. Authorize General Manager to enter into Contract with R.F. MacDonald Company for the Installation of Boiler # 2 at SAM Plant in the Amount not to Exceed \$64,980. (**Attachment**)

**5. GENERAL MANAGER’S REPORT**

- A. Monthly Managers’ Report – August 2025

**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:

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code section 54957)  
Annual performance evaluation of General Counsel

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

**11. ADJOURNMENT**

Upcoming Regular Board Meetings: October 27, 2025, and November 10, 2025

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

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**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.



**SEWER AUTHORITY MID-COASTSIDE**  
**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** September 22, 2025  
**SUBJECT:** **Monthly Manager’s Report – August 2025**

**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 *August 2025*.

*Key Indicators of Performance*

*Flow Report (See Attachment A)*

NPDES Permit Violations:	0	Half Moon Bay	0.757	63.67%
Accidents, Injuries, etc.:	0	Granada CSD	0.209	17.59%
Reportable Spills Cat 1:	0	<u>Montara W&amp;SD</u>	<u>0.223</u>	<u>18.74%</u>
Reportable Spills Cat 2:	0	Total	1.188	100.0%
Reportable Spills Cat 3:	0			
Reportable Spills Cat 4:	0			

<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>S. Boyd</b>
	<b>N. Marsh</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>J. Randle</b>	<b>W. Bowles</b>	<b>D. Penrose</b>
	<b>B. Softky</b>	<b>M. Allen</b>	

**Administration**

There was one Regular Board Meeting in the month of August 2025, and two public records requested Alan Moss August 20, 2025, and DeLynne Ano August 28, 2025. There were two articles in the Half Moon Bay Review. Mentions Sewer Verdict was Predictable (August 13 2025), The Sewer Decision: Understanding the Verdict (August 14 2025). There were three articles in the Coastside Buzz Mentions City of Half Moon Bay Loses Their Sewer Lawsuit Against Granada Community Services District and Montara Water and Sanitary District and Must Pay Their Share of Intertie Pipeline System Costs, (August 13, 2025), How Montara Water and Sanitary District Stepped Up to Save Us All \$1.5M in Sewer Authority Mid-Coastside Storm Repair Cost, (August 21, 2025), and In the Face of Dynamic Cost, Sewer Authority Mid-Coastside Approves Grit Pumps But Agree CIP Project Fund Tracking for Change Orders Could be Improved by the Finance Committee. (August 28, 2025). There were no new hires in the month of August. There was one Anniversary in the month of August Keith Harvey Operator II.

**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.

Currently we are just using polymer to aid in settling in the secondary clarifier. As conditions change, we might well need to change this but that is where we are right now.

Effluent BOD results averaged 11.5 mg/l this month. Our highest effluent result this month was 15mg/L. Not single digits, but still very good plant performance.

We continue to keep open communicating with Mr. Burrell so that he is aware of any issues we might be experiencing.

Following up on the new suction header on secondary # 2, and the folks at the rebuild-it team. The fabrication of the new suction arm is complete. The new suction arm was completed and installed. The crew ran flows tests to confirm it is working properly and that the performance was where it should be. We are pleased with the results, and it is now ready to be put into service.

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<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>S. Boyd</b>
	<b>N. Marsh</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>J. Randle</b>	<b>W. Bowles</b>	<b>D. Penrose</b>
	<b>B. Softky</b>	<b>M. Allen</b>	

Training this month (8/13), we had safety training with Du-all, we encouraged folks from the member agencies to attend any of the training that will relate to them. This month we had a refresher on workplace violence prevention and hearing conservation. 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 August 2025 rainfall was above the historic normal for Half Moon Bay. The NOAA 10-year average for the area is 0.183 inches of rain for August, (0.24 inches is considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.26 inches, (from the NOAA gauge at the plant). Our roof top had 0.29 at the plant, 0.28 inches in the GCSD service area, and 0.48 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 August 2025.**

- 8/1/2025 – Daily operator rounds and duties. Continue adding polymer to aeration basin #3. Found multiple outlets near belt press building not working, found breaker box had multiple breakers tripped, fixed issue. Pacific Service here performing maintenance on the forklift. RF McDonald here at the plant diagnosing issue with boiler #1, found that boiler starts and runs but if it fails for any reason we cannot reset and start back up, they will reach out to the manufacture. Dave Brown structural engineer here to look at #3 water pump base.
- 8/2/2025 – Saturday - Daily ops rounds and duties. Normal day at the plant no issues.
- 8/3/2025 - Sunday - Daily ops rounds and duties. Adjust primary sludge pump rates.
- 8/4/2025 - Daily ops rounds and duties. Contractors working on shed next to the shop. Fill up a couple mixed polymer totes for the aeration basins. Accidental fire alarm caused by construction workers working on shed. Replace and fill propane tank for forklift.
- 8/5/2025 - Daily ops rounds and duties. Continue adding polymer to AB3 to control foam on surface. Grease all fittings on bar screen unit. Switch CL2 chemical pumps, pump 3 on.
- 8/6/2025 - Daily ops rounds and duties. Peninsula pump here at the plant working on influent pumps. CALCON here to work on RDT, diagnose to find why it

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	<b>B. Softky</b>	<b>M. Allen</b>	

doesn't work on auto mode. Place order for Sodium Bisulfite. Whelen Contractors here working on building next to shop.

- 8/7/2025 - Daily ops rounds and duties. CALCON here early to replace relay timers on RDT, issue fixed, start RDT on auto, works well. CL2 chemical pump 3 running at 80% and not pumping, switched to pump 4. Whelen construction at the plant.
- 8/8/2025 – Daily operator rounds and duties. Continue adding polymer to the MLSS tank #3. Whelen Construction here at the plant working on building next to the shop. CALCON here at the plant doing PM's on equipment around the plant. Mixed chemical for the DEOX analyzer. Switch #1 water pump, set pump 3 on lead. Add a quick connect adapter to the gas power washer.
- 8/9/2025 – Saturday - Daily ops rounds and duties. Started adding sodium hydroxide to raise the PH levels in the MLSS.
- 8/10/2025 - Sunday - Daily ops rounds and duties. Normal day no anomalies.
- 8/11/2025 - Daily ops rounds and duties. Whelen Construction here working on building. CALCON here at the plant working on PMs. Collect 1<sup>st</sup> day ALPHA LAB samples.
- 8/12/2025 - Daily operator rounds and duties. Add polymer to the MLSS tank #3. Whelen Construction here at the plant. Sodium Bisulfite delivery to the plant. RE-BUILDIT here to remove suction arm out of secondary #2 and replace with larger more robust one. Anton out at PORTOLA pump station to install De-Ragger on pump #1. Replaced polymer tote for RDT.
- 8/13/2025 - Daily ops rounds and duties. Continue adding polymer to AB3. Primed and switch influent lead pumps. Safety training for all staff, training this month was on workplace violence prevention and hearing conservation. Replaced sensor cap for MLSS D.O. probe on tank 3. Whelen Construction here at the plant. Re-buildit guys here working on secondary.
- 8/14/2025 - Daily ops rounds and duties. CALCON here doing PMs and checked De-Ragger at Portola station. Whelen Construction here. Replaced the polymer tote for the belt press. Found Flash mixer off, turned off on 7/25/2025, turned back on 8-15-2025. Re- built it guys here wrapping up work on secondary clarifier # 2.
- 8/15/2025 - Daily operator rounds and duties. Continue adding polymer to the MLSS tank 3. Whelen construction here work on building next to the shop.

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<b>BOARD MEMBERS:</b>	P. Nagengast	B. Dye	S. Boyd
	N. Marsh	D. Ruddock	K. Slater-Carter
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	B. Softky	M. Allen	

Bleached SO2 line for DEOX analyzer in the final effluent building.  
 CALCON here at the plant working on equipment PMs.

- 8/16/2025 - Saturday - Daily ops rounds and duties. Normal day no anomalies.
- 8/17/2025 - Sunday - Daily ops rounds and duties. Noticing server making very loud noise. Hose down primary effluent channel due to high foam.
- 8/18/2025 - Daily ops rounds and duties. Whelen construction here adding stucco to new building. Fill up a couple of mixed polymer totes to continue adding to the MLSS tank 3.
- 8/19/2025 - Daily ops rounds and duties. CALCON here working on PMs. Tsunami emergency planning tabletop county exercise for a couple members of staff. I added polymer to AB3.
- 8/20/2025 - Daily ops rounds and duties. Increased polymer dosage to MLSS tanks due to heavy foam. Hypo delivery to the plant. CALCON here to perform PM on RDT. Ran Boiler #1 for a few hours during the day .
- 8/21/2025 - Daily operator rounds and duties. Clean and wash down Chlorine contact basin #1. CALCON is at the plant working on programming and equipment. USA Delineation folks here for pothole inspection. Exercised all influent pumps.
- 8/22/2025 - Daily operator rounds and duties. Continue to add polymer to the MLSS tanks to control the amount of foam on the surface. Power wash different sections around the plant.
- 8/23/2025 - Saturday - Daily ops rounds and duties. Normal day. Added polymer to both aeration basins.
- 8/24/2025 - Sunday - Daily ops rounds. Hose down primary effluent channel due to high amount of foam. Fill up a few polymer totes during the day.
- 8/25/2025 - Daily ops rounds and duties. Lowered Ferric dose rate to primary. American Portables here to discharge waste. New polymer tote delivery to the plant. Precision IT support for new computer.
- 8/26/2025 - Daily ops rounds and duties. Continue adding polymer to both MLSS tanks. RF McDonald here at the plant to work on boiler #1. Collect Alpha Lab samples day 1. Sodium Hydroxide tote delivery to the plant.

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<b>BOARD MEMBERS:</b>	P. Nagengast	B. Dye	S. Boyd
	N. Marsh	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	J. Randle	W. Bowles	D. Penrose
	B. Softky	M. Allen	

- 8/27/2025 - Daily ops rounds and duties. Cleaned all 4 DO MLSS probe meters. Found pump 1 at Portola station leaking, broken gasket, assist with replacing gasket. Exercised all influent pumps. Primed and ran RAS pump 2 to check flow rate.
- 8/28/2025 - Daily ops rounds and duties. Ferric delivery to the plant. Performed several RAS pump flow tests to confirm efficiency of pumps and flow meters. Start pothole drilling at the plant by T2 utility engineers. Monthly eye wash check. Cleaned chlorine contact tank #2.
- 8/29/2025 - Daily operator rounds and duties. Continue adding polymer to aeration basin #3. T2 utility engineers here at the plant pothole drilling.
- 8/30/2025 - Saturday - Daily ops rounds and duties. T2 engineers here early to continue pothole drilling. Increase Cl2 to RAS to 48 lbs. per day.
- 8/31/2025 - Sunday - Daily ops rounds and duties. Added polymer to both aeration basins to control the high amount of foam on the surface.

**Other activities are listed below:**

There were 14 deliveries (approximately 6,400 gallons) of truck waste discharged at the SAM Plant for a total revenue of \$ 640.00. There were no leachate deliveries to the SAM IPS line in the month of August 2025, for a total leachate volume of 0 gallons.

The NPDES data report for August 2025 is attached reference (Attachment B).

**Contract Collection Services**

The SAM crew cleaned 27,958 feet of sewer line and responded to fourteen calls in contract service areas. Eight calls were sewer line related and six were maintenance service calls. Seven of the callouts were during regular business hours or started during regular business hours and went into overtime. Seven of the calls were after-hour callouts. Seven calls were in HMB, four calls were in the MWSD service area, and there were three calls in the GCSD service area during the month of August 2025.

HMB – The two-sewer line related calls in the HMB service area in the month of August 2025 were as follows: 8/18 - Call for a bathroom back up. Main line was flowing as normal with no obstruction. Owner advised crew they would contact a plumber to resolve issue. 8/26 - Call from Simm's regarding a back up at a home. Crew observed standing water in lamp hole, crew

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	B. Softky	M. Allen	

flushed the main line to clear blockage caused by grease. Likely from the house having the issues.

The maintenance service calls in HMB during the month of August 2025 were as follows; 8/2 - Ocean Colony pump 1 high flow alarm. Cleared alarms and checked station for normal operation. 8/5 - Bell Moon, station fault alarm. Possible power glitch. Reset alarms and checked station for normal operation. 8/13 - Ocean Colony pump 1 high flow alarm. Crew contacted Shape to disable high flow rate alarm, shape confirmed would be fine. Cleared alarms and checked station for normal operation. 8/14 - Bell moon station, possible power glitch communication alarm. Reset alarms and checked station for normal operation. 8/16 - Bell Moon station alarm for dialer battery, replaced battery and checked station for normal operation.

**GCSD** – The three service calls in GCSD during the month of August 2025 were as follows; 8/8/ - Call for back up in clean out area. Crew flush main line, finding partial blockage in the main line due to a belly. Line is clear now. 8/12 - Call for downstairs bathroom backup. Crew flush main finding no obstructions. Advised owner to contact a plumber to resolve issue. 8/28 - Call for an odor near residence. When crew arrived, they contacted the homeowner. Owner said it was coming from storm drain. Crew could not find the source; there was no sewer odor present. No further action is required.

There were no maintenance calls in the GCSD service area in August 2025.

**MWSD** – The sewer line related calls in the MWSD service area in the month of August 2025 were as follows; 8/11 - High level Smart cover alert at Harte and Cedar. Crew responded removing 1/2 a bucket of rags / TP off bench area to restore flow. 8/11 - Call regarding a sewage ejector pump on private property. Crew investigated, and the pump is behind the house. Deferred issue to the MWSD district Manager & district Engineer. 8/12 - Call for a kitchen sink slow drain. Crew arrived and observed no water in the cleanout area. Advised owner to contact a plumber to resolve issue.

The maintenance service call in the MWSD service area during the month of August 2025 was as follows: 8/19 - Date Harte lift station alarm for low alarm dialer battery. Replaced battery and checked station for normal operation.

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	B. Softky	M. Allen	

The August 2025 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, and Zero (0) category 4 SSO's, during the month of August 2025.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for August 2025.

**Supporting Documents**

Attachment A: Monthly Flow Report August 2025

Attachment B: Monthly NPDES Report August 2025

Attachment C: Collection System Data August 2025

Attachment D: Contract Collection Service Report August 2025

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<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>S. Boyd</b>
	<b>N. Marsh</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>J. Randle</b>	<b>W. Bowles</b>	<b>D. Penrose</b>
	<b>B. Softky</b>	<b>M. Allen</b>	

Attachment A

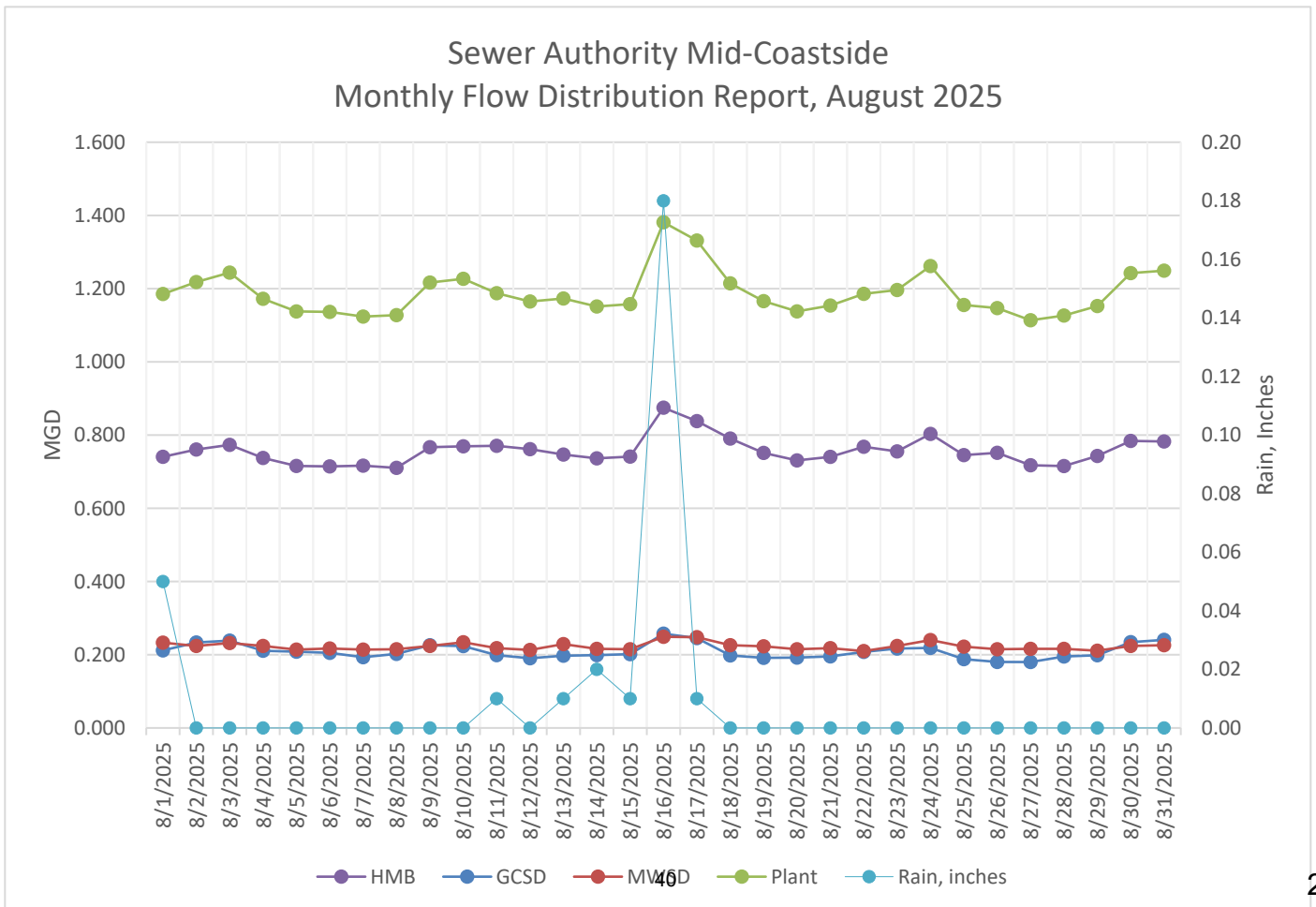
Flow Distribution Report Summary for August 2025

The daily flow report figures for the month of August 2025 have been converted to an Average

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

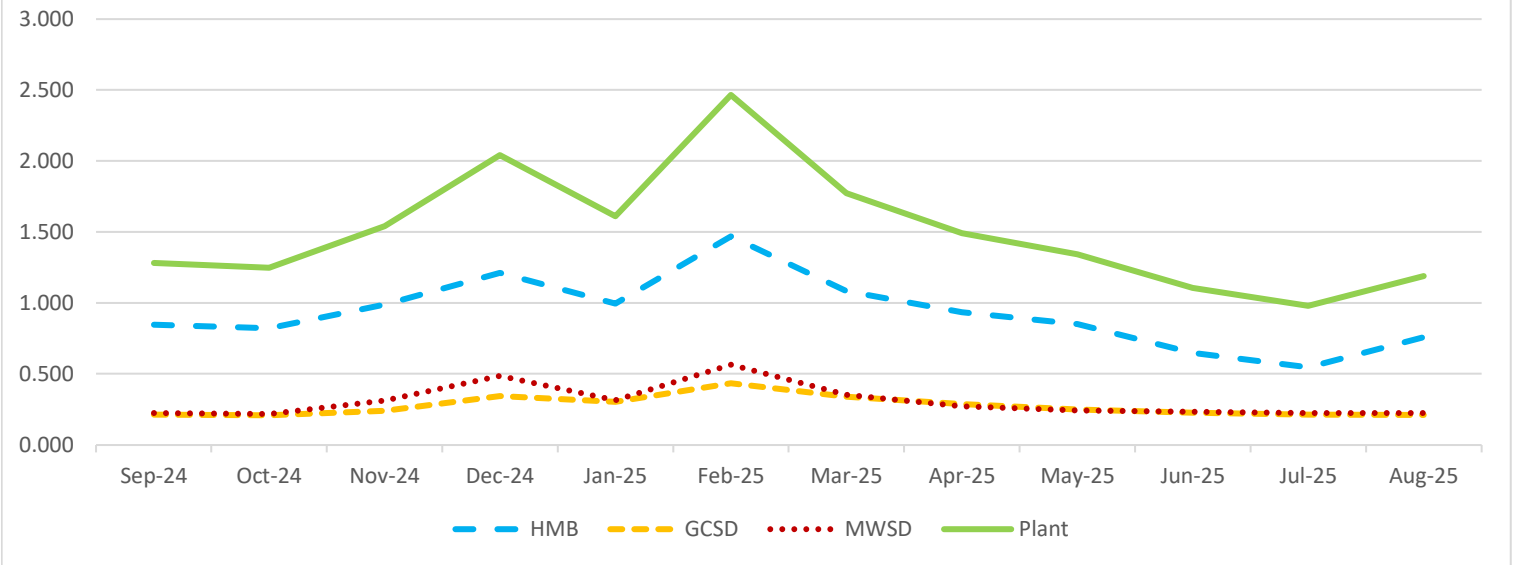
The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.757	63.67%
Granada Community Services District	0.209	17.59%
Montara Water and Sanitary District	<u>0.223</u>	<u>18.74%</u>
Total	1.188	100.0%

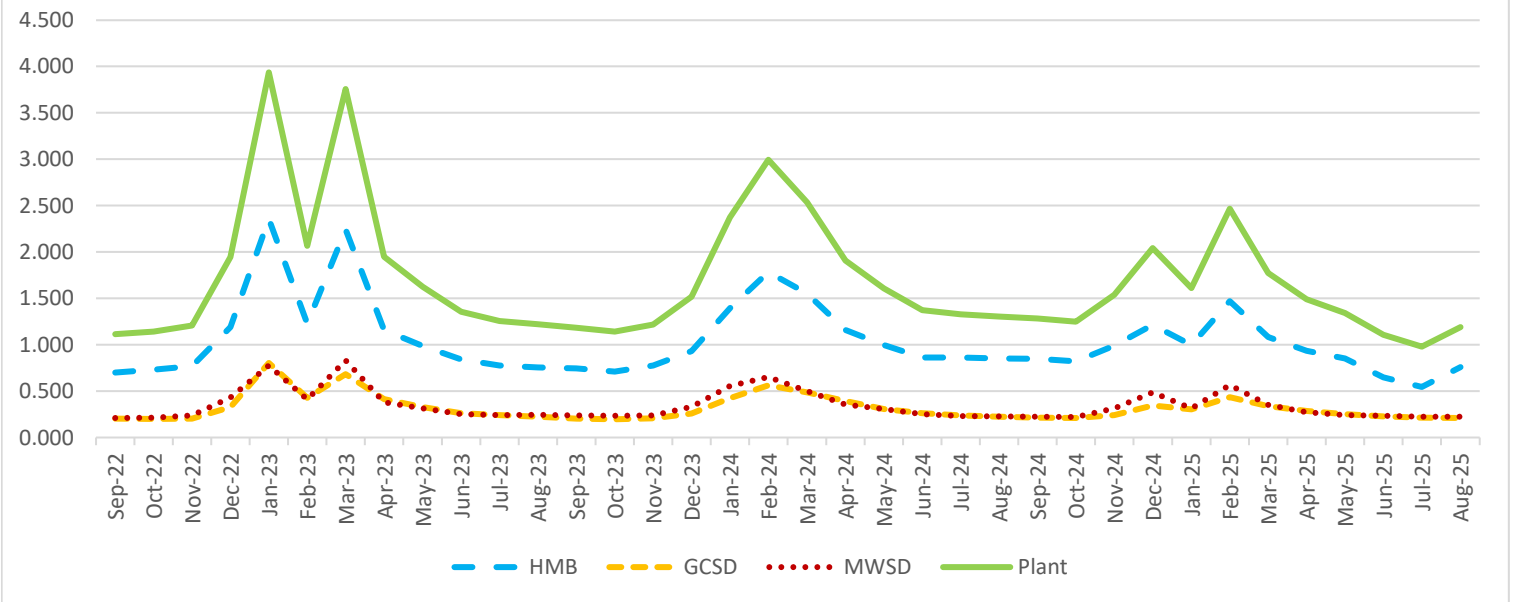


Most recent flow calibration January 2024 PS, June 2025 Plant inf

One Year Flow Chart  
September 2024 - August 2025



Three year flow chart  
September 2022 - August 2025



**SAM          E-001          August 2025**

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
8/1/2025								
8/2/2025			4.70					9.15
8/3/2025								
8/4/2025								
8/5/2025								
8/6/2025	250	3.50		99%	400	170	7.6	
8/7/2025	300	4.70		98%	300	160	11.0	
8/8/2025								
8/9/2025			4.10					9.30
8/10/2025	330	4.60		99%	440	260	10.0	
8/11/2025	370	4.60		99%	530	250	12.0	
8/12/2025								
8/13/2025								
8/14/2025								
8/15/2025								
8/16/2025			4.60					11.00
8/17/2025								
8/18/2025	310	5.20		98%	430	210	15.0	
8/19/2025	340	4.50		99%	410	220	12.0	
8/20/2025								
8/21/2025								
8/22/2025								
8/23/2025			4.85					13.50
8/24/2025								
8/25/2025								
8/26/2025	340	6.80		98%	410	190	12.0	
8/27/2025	310	6.00		98%	430	200	12.0	
8/28/2025								
8/29/2025								
8/30/2025			6.40					12.00
8/31/2025								
Count	8	8	5	800%	8	8	8	5
Minimum	250	3.50	4.10	98%	300	160	7.6	9.2
Average	319	4.99		98%	419	208	11.5	
Maximum	370	6.80	6.40	99%	530	260	15.0	13.5
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

**SAM      E-001      August 2025**

<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>
8/1/2025						0.00
8/2/2025			ND		2.50	0.00
8/3/2025						0.00
8/4/2025						0.00
8/5/2025						0.00
8/6/2025	98%	ND		2.20		0.00
8/7/2025	96%	ND		2.40		0.00
8/8/2025						0.00
8/9/2025			ND		2.30	0.00
8/10/2025	98%	ND		1.30		0.00
8/11/2025	98%	ND		1.60		0.00
8/12/2025						0.00
8/13/2025						0.00
8/14/2025						0.00
8/15/2025						0.00
8/16/2025			ND		1.45	0.00
8/17/2025						0.00
8/18/2025	97%	ND		3.20		0.00
8/19/2025	97%	ND		1.70		0.00
8/20/2025						0.00
8/21/2025						0.00
8/22/2025						0.00
8/23/2025			ND		2.45	0.00
8/24/2025						0.00
8/25/2025						0.00
8/26/2025	97%	ND		2.70		0.00
8/27/2025	97%	ND		3.50		0.00
8/28/2025						0.00
8/29/2025						0.00
8/30/2025			ND		3.10	0.00
8/31/2025						
Count	8	0	0	8	5	30
Minimum	96%	0.0	< 0.00	1.30	1.45	0.0
Average	97%	ND	ND	2.33	2.36	0.0
Maximum	98%	0.0	0.0	3.50	3.10	0.0000
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM          E-001          August 2025**

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
8/1/2025	0.00		6.85	21.1			6.40	71.5
8/2/2025	0.00		6.94	20.6		ND	7.30	81.1
8/3/2025	0.00		6.87	21.0			6.96	78.2
8/4/2025	0.00		6.85	21.4			6.40	72.2
8/5/2025	0.00		6.85	21.7			6.58	74.5
8/6/2025	0.00		6.80	21.6			6.63	74.9
8/7/2025	0.00	16.0	6.80	21.8	ND		6.86	78.1
8/8/2025	0.00		6.81	21.3			6.46	72.8
8/9/2025	0.00		6.79	21.0		ND	6.80	76.2
8/10/2025	0.00		6.85	21.3			7.03	79.3
8/11/2025	0.00	9.2	6.81	21.6	ND		6.14	69.4
8/12/2025	0.00		6.82	21.5			6.62	75.0
8/13/2025	0.00		6.82	21.9			6.08	69.9
8/14/2025	0.00		6.89	21.6			6.46	73.3
8/15/2025	0.00		6.86	21.8			6.13	69.6
8/16/2025	0.00		7.06	21.4		ND	7.17	81.0
8/17/2025	0.00		6.92	21.4			6.81	76.8
8/18/2025	0.00		6.99	22.4			8.53	98.4
8/19/2025	0.00	19.0	6.94	22.2	ND		6.28	72.0
8/20/2025	0.00		6.93	22.0			6.53	74.4
8/21/2025	0.00		6.69	21.7			6.13	69.7
8/22/2025	0.00		6.88	21.8			6.80	77.8
8/23/2025	0.00		6.84	21.1		ND	7.24	81.3
8/24/2025	0.00		6.72	21.5			6.34	71.7
8/25/2025	0.00		6.83	21.9			6.46	73.0
8/26/2025	0.00		6.75	22.0			6.99	79.5
8/27/2025	0.00	8.9	6.81	22.2	ND		7.20	82.6
8/28/2025	0.00		6.77	22.0			6.64	76.1
8/29/2025	0.00		6.92	21.6			6.54	74.3
8/30/2025	0.00		7.06	21.5		ND	6.97	78.9
8/31/2025			6.98	21.7			7.15	81.2
Count	30	4	31	31	0	0	31	31
Minimum	0.00	8.9	6.69	20.6	< ND	< 0	6.08	69.4
Average	0.000	13.3	6.86	21.6	< ND	< ND	6.73	76.3
Maximum	0.00	19.0	7.06	22.4	0	< 0.0	8.53	98.4
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, August 2025

## August 2025

	Total	Number of S.S.O's			
		HMB	GCSO	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

	Total	12 month rolling Number			
		HMB	GCSO	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	2	0	0	1	1
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
		<b>0%</b>	<b>0%</b>	<b>50%</b>	<b>50%</b>

## Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
August 2025	0	0	0	0	0
12 Month Moving Total	2	0	0	1	1

## SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
August 2025	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.9	0.0	0.0	3.7	13.7
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	1.0	0.0	0.0	0.0	13.7
Category 4	1.0	0.0	0.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

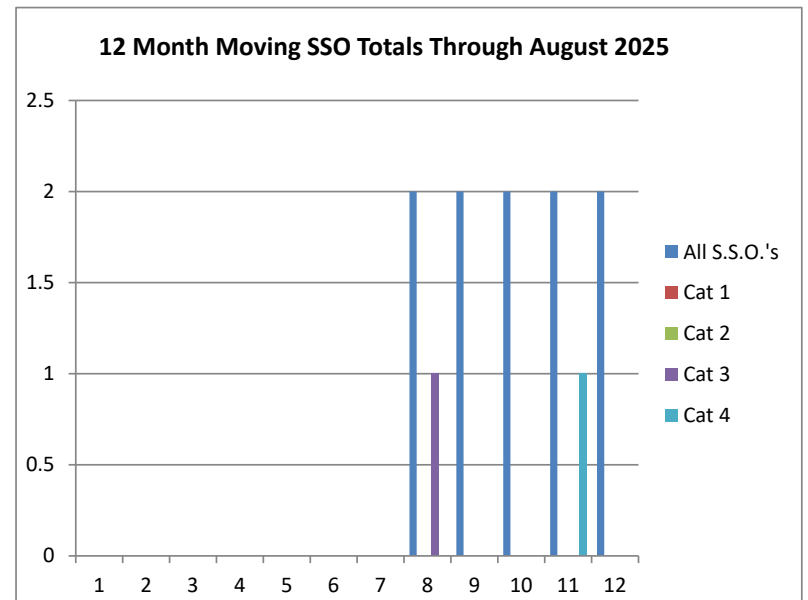
## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSO	MWSD	Total Feet	Total Miles
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
Jan - 25	6,789	12,256	9,935	28,980	5.5
Feb - 25	13,501	11,719	7,630	32,850	6.2
Mar - 25	6,257	14,540	10,183	30,980	5.9
Apr - 25	15,622	12,056	7,275	34,953	6.6
May - 25	7,166	11,010	6,516	24,692	4.7
June - 25	19,379	9,910	5,769	35,058	6.6
July - 25	4,613	9,598	5,225	19,436	3.7
Aug - 25	9,341	9,394	9,223	27,958	5.3

Annual ft	131,217	143,440	88,833	363,490	
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Annual Mi.	24.9	27.2	16.8		68.8
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Attachment C



## TASK SUMMARY- GCSD 2025-26

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	5,546	5,827												
Hot Spot Cleaning	5,400	1,290	2,782												
Lift Station Inspection - Daily	52	4	4												
Lift Station Inspection - Annually	3	-	-												
Maint. Work Orders - Completed	-	4	4												
Maint. Work Orders - Incomplete	-	-	-												
Manhole Inspection	879	39	64												
USA Markings	372	32	20												
F.O.G. Inspections Completed	10	-	-												
F.O.G. Inspections Passed	10	-	-												
F.O.G. Inspection Failed	-	-	-												
Lateral Inspections	-	-	-												
Customer Service Call - Reg	-	-	-												
Customer Service Call - OT	-	-	-												
SSO Response - Category 1	-	-	-												
SSO Response - Category 2	-	-	-												
SSO Response - Category 3	-	-	-												
Insurance Claims Filed	-	0	0												



## GRANADA COMMUNITY SERVICES DISTRICT

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

September 18, 2025

This meeting was held in person and via Zoom.

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

The meeting was called to order at 7:00 p.m.

### **ROLL CALL**

Board President Jen Randle, Board Vice President Barbara Dye, Director Matt Allen, Director Wanda Bowles, and Director Nancy Marsh.

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

### **GENERAL PUBLIC PARTICIPATION**

Kevin Sniecenski congratulated Matt Allen on his appointment to the Board.

### **REGULAR MEETING AGENDA**

#### **1. Presentation by Supervisor Ray Mueller on El Granada Medians.**

Supervisor Mueller discussed his conversations with various residents of El Granada and their frustrations over ownership of the medians. He suggested that the County could take possession of the medians through eminent domain if the adjacent homeowners would agree to transfer without financial compensation. Mr. Mueller then proposed that if that agreement could be reached, the medians could then be deeded over to GCSD. He invited the Board to direct GCSD staff to engage in discussion with County staff to investigate the possibility. A discussion covering ownership, initial cleanup, ongoing maintenance, District cost and funding concerns, and a possible MOU followed. Director Dye stated that GCSD counsel had looked into the ownership of the medians in 2016, and concluded that the medians are the property of the County of San Mateo. The Board directed staff to engage in exploratory discussions with the County regarding the medians.

Community member Kevin Sniecenski proposed a community driven pilot project on one median with the help of community members and local nonprofits.

#### **2. Recreation Activities.**

- a. Report on Planned Recreation Program Events – Ms. Atmore provided a summary of upcoming events and clarified Recology's one car policy for Recycling Events stating that Recology staff will address each incident on a case

by case basis. Director Dye suggested forming a community recreation committee that could suggest additional recreation activities.

Kevin Sniecenski gave a brief proposal for a holiday event for El Granada and requested to be on the agenda in October.

**3. Update on Granada Community Park and Recreation Center Project.**

a. Updates from Community Recreation Center Ad Hoc Committee – Ms. Atmore reminded the Board of the September 25 County Public Workshop as part of the pre-application CDP process. President Randle provided an update from the Park and Recreation Center Ad Hoc Committee that included clarifications on the requirements of Title 22, size limitations of the recreation center, legal authority of GCSB under LAFCO, and community considerations.

Community member Fredrick Anderson suggested that GCSB acquire the Harbor District lots on the Burnham Strip.

Community member Kevin Sniecenski agreed with Mr. Anderson's suggestion and also commended the Board for working so hard to develop the park.

**4. Review of Recology Rate Increase for 2026.**

Ms. Atmore provided an overview of the proposed index-based increase of 3.95% and suggested that it was a reasonable increase based on inflation.

**5. Engineer's Report.**

Mr. Duffy reviewed the plans for upcoming CCTV of pipes to determine their composition as part of the preparation for the year's CIP project.

**6. Report on Sewer Authority Mid-Coastside Meetings.**

Director Dye explained a recent project at the SAM plant that required cutting off PG&E and using generators to run the plant in order to replace a main electrical switch. Directors Dye and Marsh also briefly discussed SAM budgeting practices and Mr. Duffy stated that it would be addressed in the next month's meeting.

**CONSENT AGENDA**

**7. August 21, 2025 Regular Meeting Minutes.**

**8. September 2025 Warrants.**

**9. July 2025 Financial Statements.**

Ms. Atmore read changes to the minutes into the record as proposed by Director Marsh.

**ACTION:** Director Dye moved to pass the Consent Agenda with the amended minutes. (Dye/Marsh). Approved 5-0.

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

11. Attorney's Report. (Parkin)
12. General Manager's Report. (Duffy)
13. Administrative Staff Report. (Atmore)
14. Future Agenda Items.

**ADJOURN TO CLOSED SESSION**

1. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)). *City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District* (RPI, Sewer Authority Mid-Coastside) – Santa Clara County (Superior Court Case No. 17CV316927)

**RECONVENE TO OPEN SESSION**

No reportable action.

**ADJOURN REGULAR MEETING**

The Regular Meeting was adjourned at 8:49 p.m.

**Granada Community Services District  
October 2025 Warrants  
For the October 16, 2025 Board of Director's Meeting**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
09/22/25	10509	AT&T	Inv dtd 09/05/25	6170 Utilities	204.79
09/22/25	10510	CliftonLarsonAllen LLP	08/01/25-08/31/25 Prof. Svcs	6152 Accounting	7,723.75
09/22/25	10511	Kankel, Conroy, Rose & Hill Landscape	Sep 2025	7520 Capital Projects Prof Svcs	5,920.00
09/22/25	10512	KBA Document Solutions, LLC	Inv dtd 09/10/25	6140 Office Supplies	38.69
09/22/25	10513	Sewer Authority Mid-Coastside	August 2025 Pass Through	5014 SAM - Pass Through Costs	9,521.31
09/22/25	10514	State Compensation Insurance Fund	Policy 9164816 Payroll Report 08/19/24-08/19/25	6080 Insurance	480.94
09/22/25	10515	Wittwer Parkin	IPS Legal Svcs 08/01/25-08/31/25, 07/31/25-09/12/25, &	6090 Legal Services	29,735.20
09/22/25	10516	Jill Grant	Reissue CHK 10271	2000 Accounts Payable	190.00
09/22/25	10517	Void	Void	-	-
10/02/25	10518	S.R. Rose Engineering Inc.	Inv dtd 07/28/25 - Billing Period: 06/09/25-07/27/25	7520 Capital Projects Prof Svcs	2,306.06
10/02/25	10519	Baskin Revocable Trust	SSC Refund (1992-2025) APN 047-016-250	4020 Sewer Service Charges-SMC	1,553.82
10/16/25	10520	AT&T	Inv dtd 09/21/25	6170 Utilities	140.62
10/16/25	10521	Barbara Dye	09/18/25 GCSD	6040 Directors' Compensation	190.00
10/16/25	10522	Kennedy Jenks	7/26/25-08/22/25 Svcs, Sum 209 Summary No. 209	6070 Engineering Services	9,804.08
10/16/25	10523	Laura Barcella - Raising Vibes Wellnes:	Registration - Sound Bath Meditation 09/23/25	5130 Parks & Rec Professional Svcs	140.00
10/16/25	10524	Matthew Allen	09/18/25 GCSD	6040 Directors' Compensation	190.00
10/16/25	10525	Nancy Marsh	09/18/25 GCSD	6040 Directors' Compensation	190.00
10/16/25	10526	PG&E (Office #4277-7)	Office Inv dtd 09/22/25	6170 Utilities	57.09
10/16/25	10527	PG&E (Pump Station #5681-6)	Pump Stn Inv dtd 09/15/25	6170 Utilities	409.07
10/16/25	10528	Pacifica Community TV	09/18/25 GCSD	6180 Video Taping	400.00
10/16/25	10529	Rodolfo Romero	Oct Cleaning	6130 Office Maintenance & Repairs	220.00
10/16/25	10530	SDRMA	SDRMA Medical Benefit Premiums - Nov 2025	6062 Medical	5,218.59
10/16/25	10531	San Mateo County Harbor District	Office Lease - Nov 2025	6120 Office Lease	5,220.20
10/16/25	10532	Sewer Authority Mid-Coastside	October 2025 Collections & Asmts	5010 SAM - General	172,128.92
10/16/25	10533	Streamline	Streamline Flex 10/01/25-11/01/25	6190 Computers	245.00
10/16/25	10534	US Bank Equipment Finance	October 2025 Svcs	6020 Copier lease	252.28
10/16/25	10535	Wanda Bowles	09/18/25 GCSD	6040 Directors' Compensation	190.00
<b>TOTAL \$</b>					<b>252,670.41</b>



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: District Financial Statements  
Date: October 16, 2025

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Attached are the District's year-to-date Financial Statements through August 2025, which include the following:

### **Pages 1-3**

Executive Summary – provides graph of year-to-date combined (sewer and parks) revenue and expense trends, a breakdown of the top ten revenues and expenses, and reserves balance by budgetary fund.

### **Pages 5-6**

Statement of Net Position – lists the districts reserves and cash on hand as of August 31st, 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 7-8**

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

### **Pages 9-10**

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



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## Financial Statements

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Granada Community Services District  
August 2025

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# Executive Summary

## REVENUE (2025/2026 YTD)

**\$112,026**

▼ -86% vs budget



## EXPENSES (2025/2026 YTD)

**\$633,824**

▼ -3.8% vs budget



## CHANGE IN NE... (2025/2026 YTD)

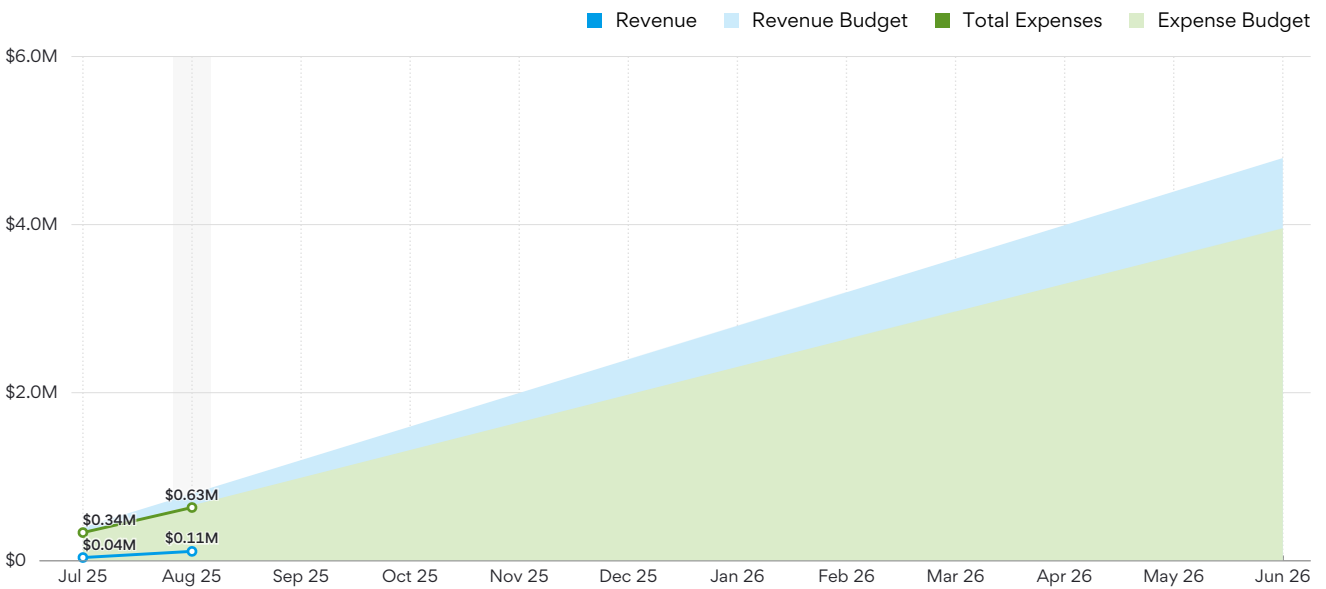
**(\$521,798)**

▼ -473.8% vs budget



The change in net position represents the difference between total revenues and total expenses.

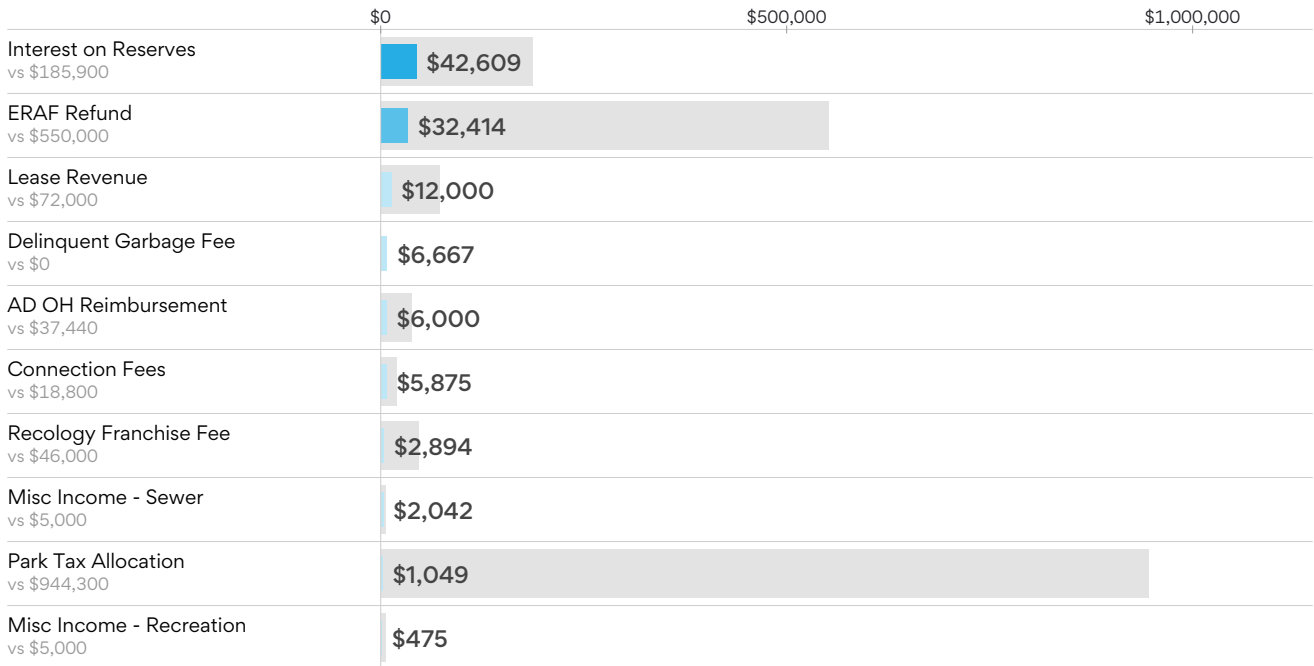
## YTD Cumulative Revenue & Expense Budget Trends



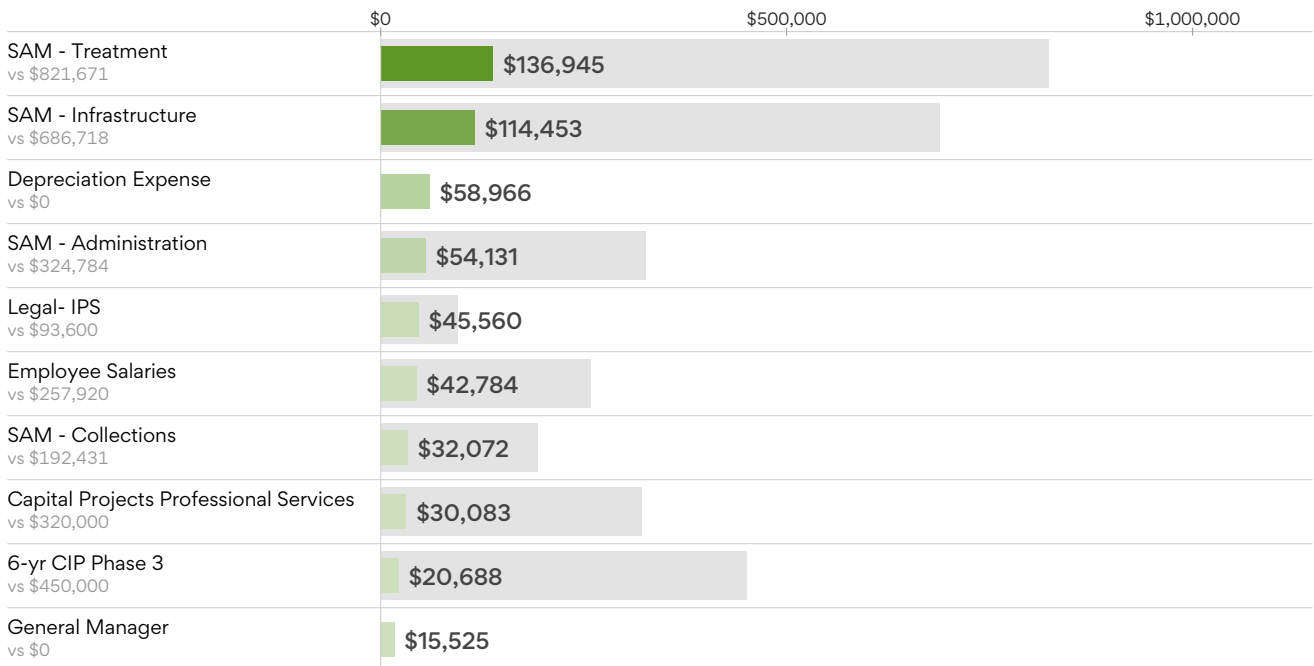
## Top 10 Revenues & Expenses

The charts below compare the District's ten largest revenue and expense accounts against their budgeted figures.

### Top 10 Revenue breakdown (2025/2026 YTD vs Budget)



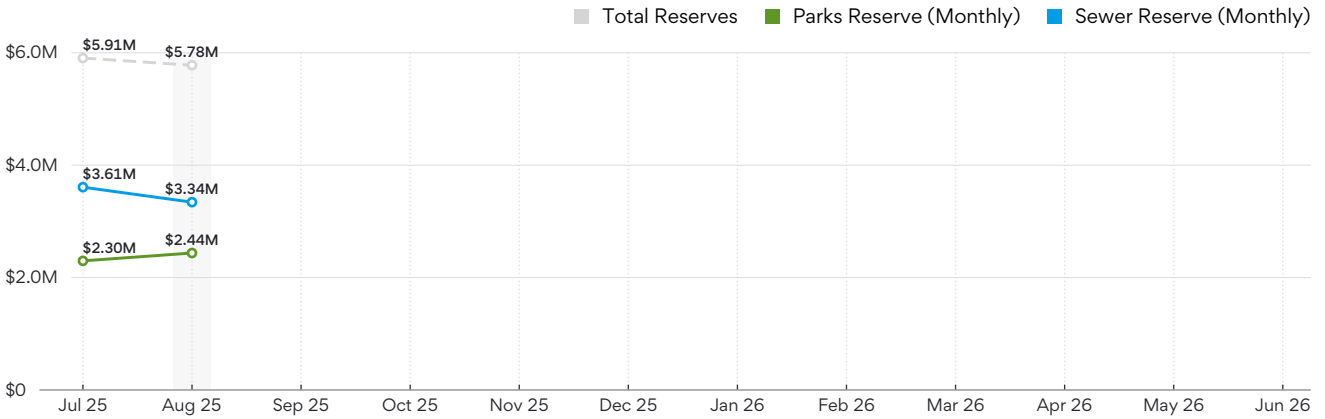
### Top 10 Expenses breakdown (2025/2026 YTD vs Budget)



## Budgetary Fund Cash Reserves

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 (\$)

2025/2026 (YTD)

Beginning Sewer Reserve	3,660,138
Change in Sewer Reserve	(318,509)
<b>Ending Sewer Reserve</b>	<b>3,341,629</b>

#### Parks & Recreation Reserves (\$)

2025/2026 (YTD)

Beginning Parks Reserve	2,466,512
Change in Parks Reserve	(29,566)
<b>Ending Parks Reserve</b>	<b>2,436,946</b>

#### Total Cash Reserves (\$)

2025/2026 (YTD)

<b>Ending Reserves</b>	<b>5,778,575</b>
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# Granada Community Services District

## For the Month Ended August 31, 2025

### Notes to the reader:

The financial statements have been prepared in accordance with the criteria established by the Governmental Accounting Standards Board ("GASB"), which is the source of authoritative accounting principles generally accepted in the United States of America ("GAAP") as applied to governmental units. The financial statements include the following departures from GAAP:

- The financial statements omit management's discussion and analysis, the statement of cash flows, and substantially all of the disclosures required by accounting principles generally accepted in the United States of America.
- The following accounts are adjusted only at fiscal year-end:
  - Capital assets and construction in progress; Net pension liability and related deferred inflows and outflows of resources, and pension expense; Compensated absences liabilities and related expenses; Investment in SAM
- The activities of the Assessment District, a *blended component unit* of the Granada Community Services District, have not been included in these financial statements.
- These financial statements are presented in a simplified format that does not conform to the formats prescribed by GASB Statement No. 34.
- Totals and subtotals may not exactly equal the sum of their components due to rounding where decimals are not displayed.

The financial statements are developed by the District to comply with accounting principles generally accepted in the United States of America ("GAAP"), although there may be departures from GAAP not identified. These statements are primarily intended for use in managing the District's operations and may not be suitable for other purposes. Users should be aware of these limitations when utilizing the financial statements.

The financial statements for the fiscal year ended June 30, 2025, are subject to an audit which is in progress as of October 2, 2025. Any adjustments resulting from this audit are not included in these financial statements. Adjustments may be material.

### Summary of Significant Assumptions - Statement of Revenues, Expenses, and Changes in Net Position (Unaudited):

The financial forecasts (budget) included in these financial statements present, to the best of management's knowledge and belief, the District's expected financial position and results of operations for the forecast periods. Accordingly, the forecasts reflect its judgment as of April 17, 2025, the date these forecasts were prepared, of the expected conditions and its expected course of action. The assumptions disclosed herein are those that management believes are significant to the forecasts. There will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

- Lease revenues from the 480 Ave. Alhambra property increased to \$54,000 (+20%)
- 3,233.7 ERUs of sewer service charges at \$905 per ERU (+5%)
- Insurance costs expected to increase by approximately 8%
- Interest revenues are calculated based on a 4.0% return on projected cash reserve balances invested in LAIF and CalTrust
- CCTV budget increased to \$30K based on SSC discussion and Basin Plan Amendment
- Additional \$10K investment in new tables and sound system expected this year, added to office maintenance & repairs expense
- Reimbursement amount to Half Moon Bay per Property Tax Agreement increased by 51%
- Professional services, project permitting and filing fees related to the Granada Community Park and Recreation Center were increased to \$345,000 for work expected to be completed during FY2026.

# Financial Statements

Granada Community Services District  
Statement of Net Position (Unaudited)  
As of August 31, 2025

<b>ASSETS</b>	<b>Aug 2025</b>
<b>Cash &amp; Equivalents</b>	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	309,009
Tri Counties Bank - Deposit	6,894
LAIF	9,182
CalTrust Liquidity Fund #0010	5,453,265
<b>Total Cash &amp; Equivalents</b>	<b>5,778,575</b>
<b>Accounts Receivable</b>	
AD Overhead Reimb. Receivable	6,000
<b>Other Current Assets</b>	
Prepaid Expenses	10,474
Due from AD	3,851
<b>Total Current Assets</b>	<b>5,798,900</b>
<b>Fixed Assets</b>	
Collections System	12,833,176
Construction in Progress	72,308
Equipment	36,653
Land	2,862,979
Accumulated Depreciation	(8,493,490)
<b>Total Fixed Assets</b>	<b>7,311,626</b>
<b>Investments or Other Non-Current Assets</b>	
Investment in SAM	5,091,453
ERAF 5% Retention Receivable	53,738
<b>Total Investments or Other Non-Current Assets</b>	<b>5,145,191</b>
<b>Total Non-Current Assets</b>	<b>12,456,818</b>
<b>Total Assets</b>	<b>18,255,718</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>112,280</b>

(Continued on next page)

Granada Community Services District  
Statement of Net Position (Unaudited)  
As of August 31, 2025  
(Continued)

<b>LIABILITIES</b>	<b>Aug 2025</b>
<b>Accounts Payable</b>	
Accounts Payable	49,404
<b>Other Current Liabilities</b>	
Compensated Absences, Current Portion	10,750
Deposits Payable	3,498
Payroll Liabilities	2,264
<b>Total Other Current Liabilities</b>	<b>16,511</b>
<b>Total Current Liabilities</b>	<b>65,915</b>
<b>Other Non-Current Liabilities</b>	
Compensated Absences, Noncurrent	4,303
Net Pension Liability	180,689
<b>Total Other Non-Current Liabilities</b>	<b>184,993</b>
<b>Total Non-Current Liabilities</b>	<b>184,993</b>
<b>Total Liabilities</b>	<b>250,908</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>610</b>
<b>NET POSITION</b>	
Net Investment in Capital Assets	7,311,626
Net Position - Unrestricted	10,804,854
<b>Total Net Position</b>	<b>\$ 18,116,480</b>

**Granada Community Services District**  
**Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)**  
**For the Two Months Ended August 31, 2025**

<b>Revenue</b>	<b>Jul-Aug 2025</b>	<b>Expected to Date</b>	<b>Variance YTD</b>	<b>FY25/26 Budget</b>
<b>Operating Revenue</b>				
Sewer Service Charges-SMC	\$ -	\$ 487,750	\$ (487,750)	\$ 2,926,500
Connection Fees	5,875	3,133	2,742	18,800
<b>Total Operating Revenue</b>	<b>5,875</b>	<b>490,883</b>	<b>(485,008)</b>	<b>2,945,300</b>
<b>Non Operating Revenue</b>				
Interest on Reserves	42,609	30,983	11,625	185,900
SAM Refund from Prior Yr	-	167	(167)	1,000
ERAF Refund	32,414	91,667	(59,253)	550,000
Misc Income - Sewer	2,042	833	1,209	5,000
Misc Income - Recreation	475	833	(358)	5,000
Lease Revenue	12,000	12,000	-	72,000
Park Tax Allocation	1,049	157,383	(156,334)	944,300
AD OH Reimbursement	6,000	6,240	(240)	37,440
Recology Franchise Fee	2,894	7,667	(4,773)	46,000
Delinquent Garbage Fee	6,667	-	6,667	-
<b>Total Non Operating Revenue</b>	<b>106,151</b>	<b>307,773</b>	<b>(201,623)</b>	<b>1,846,640</b>
<b>Total Revenue</b>	<b>112,026</b>	<b>798,657</b>	<b>(686,631)</b>	<b>4,791,940</b>
<b>Expenses</b>				
<b>Operations</b>				
SAM - General	197,733	197,733	-	1,186,398
SAM - Collections	32,072	32,072	-	192,431
Depreciation Expense	58,966	-	58,966	-
CCTV	-	5,000	(5,000)	30,000
RCD - Parks	-	167	(167)	1,000
Half Moon Bay Reimb - Parks	-	6,816	(6,816)	40,894
<b>Total Operations</b>	<b>288,771</b>	<b>241,787</b>	<b>46,984</b>	<b>1,450,723</b>
<b>Administration</b>				
Auditing	-	3,130	(3,130)	18,780
Copier lease	505	612	(107)	3,670
Directors' Compensation	1,710	2,525	(815)	15,150
Education & Travel Reimb	-	337	(337)	2,020
Employee Compensation	65,239	66,972	(1,733)	401,830
Engineering Services	3,281	6,667	(3,386)	40,000
Insurance	-	11,700	(11,700)	70,200
Legal Services	46,352	22,533	23,819	135,200
Memberships	3,849	2,100	1,749	12,600
Office Lease	10,440	10,747	(306)	64,480
Office Maint./Properties/Supplies	16,523	3,333	13,189	20,000
Professional Services	26,693	25,573	1,119	153,440
Publications/Notices/Marketing...	1,008	1,560	(552)	9,360
Utilities	2,574	2,777	(203)	16,660
Video Taping	800	867	(67)	5,200
Computers	686	867	(181)	5,200
Miscellaneous	-	1,667	(1,667)	10,000
Bank Service Charges	170	-	170	-
Permitting/Fees/Filing Fees	-	4,167	(4,167)	25,000
Park Related Misc Expenses	-	43	(43)	260
<b>Total Administration</b>	<b>179,828</b>	<b>168,175</b>	<b>11,653</b>	<b>1,009,050</b>

(Continued on next page)

Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Two Months Ended August 31, 2025  
(Continued)

<b>Expenses (Continued)</b>	<b>Jul-Aug 2025</b>	<b>Expected to Date</b>	<b>Variance YTD</b>	<b>FY25/26 Budget</b>
<b>Capital Projects</b>				
SAM - Infrastructure	114,453	114,453	-	686,718
Lift Station Maint.	-	4,667	(4,667)	28,000
Lateral Repairs	-	1,667	(1,667)	10,000
6-yr CIP Phase 3	20,688	75,000	(54,312)	450,000
Capital Projects Professional Svcs...	30,083	53,333	(23,250)	320,000
<b>Total Capital Projects</b>	<b>165,224</b>	<b>249,120</b>	<b>(83,895)</b>	<b>1,494,718</b>
<b>Total Expenses</b>	<b>633,824</b>	<b>659,082</b>	<b>(25,258)</b>	<b>3,954,491</b>
<b>Change in Net Position</b>	<b>(521,798)</b>	<b>139,575</b>	<b>(661,373)</b>	<b>837,449</b>
<b>Beginning Net Position</b>	<b>18,638,278</b>	<b>18,638,278</b>	<b>-</b>	<b>18,638,278</b>
<b>Ending Net Position</b>	<b>\$ 18,116,480</b>	<b>\$ 18,777,853</b>	<b>\$ (661,373)</b>	<b>\$ 19,475,727</b>

# Supplementary Information

Granada Community Services District  
 Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund  
 (Unaudited)  
 For the Two Months Ended August 31, 2025

Revenue	Sewer	Parks & Recreation	Total
<b>Operating Revenue</b>			
Connection Fees	\$ 5,875	-	\$ 5,875
<b>Non Operating Revenue</b>			
Interest on Reserves	25,198	\$ 17,411	42,609
ERAF Refund	19,448	12,966	32,414
Misc Income - Sewer	2,032	11	2,042
Misc Income - Recreation	-	475	475
Lease Revenue	9,000	3,000	12,000
Park Tax Allocation	-	1,049	1,049
AD OH Reimbursement	6,000	-	6,000
Recology Franchise Fee	2,894	-	2,894
Delinquent Garbage Fee	6,667	-	6,667
<b>Total Non Operating Revenue</b>	<b>71,240</b>	<b>34,911</b>	<b>106,151</b>
<b>Total Revenue</b>	<b>77,115</b>	<b>34,911</b>	<b>112,026</b>
<b>Expenses</b>			
<b>Operations</b>			
SAM - General	197,733	-	197,733
SAM - Collections	32,072	-	32,072
Depreciation Expense	45,506	13,461	58,966
<b>Total Operations</b>	<b>275,311</b>	<b>13,461</b>	<b>288,771</b>
<b>Administration</b>			
Copier lease	378	126	505
Directors' Compensation	1,283	428	1,710
Employee Compensation	48,929	16,310	65,239
Engineering Services	3,281	-	3,281
Legal Services	46,154	198	46,352
Memberships	3,010	839	3,849
Office Lease	7,830	2,610	10,440
Office Maint./Properties/Supplies	7,698	8,825	16,523
Professional Services	20,602	6,091	26,693
Publications/Notices/Marketing Outreach	1,008	-	1,008
Utilities	2,255	319	2,574
Video Taping	600	200	800
Computers	515	172	686
Bank Service Charges	128	43	170
<b>Total Administration</b>	<b>143,670</b>	<b>36,158</b>	<b>179,828</b>
<b>Capital Projects</b>			
SAM - Infrastructure	114,453	-	114,453
6-yr CIP Phase 3	20,688	-	20,688
Capital Projects Professional Services	469	29,614	30,083
<b>Total Capital Projects</b>	<b>135,610</b>	<b>29,614</b>	<b>165,224</b>
<b>Total Expenses</b>	<b>554,591</b>	<b>79,233</b>	<b>633,824</b>
<b>Change in Net Position</b>	<b>\$ (477,476)</b>	<b>\$ (44,322)</b>	<b>\$ (521,798)</b>



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Administrative Staff Report  
Date: October 16, 2025

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This report serves as a general update for the Board from staff since the September meeting. While it does not cover every aspect of the day-to-day activities, it is intended to keep the Board up to date on some of the completed and ongoing work.

- Ongoing development of recreation activities.
- Continued outreach to commercial businesses to complete de minimis and space restriction waiver applications per SB1383. Twenty-six of the 50 identified businesses have completed waivers and are in compliance. Staff investigating the remaining businesses.
- Continued review of the Sewer System Management Plan – working on audit, due November.
- Conducting inventory of all current digital and paper records in order to develop updated records retention policy.
- Attended monthly Civic Roundtable meeting hosted by Coastside Chamber of Commerce to bring together staff from multiple agencies including: City of HMB, Supervisor Ray Mueller’s Office, SM County Harbor District, Midcoast Community Council, GCSD, The San Francisco Peninsula, and Caltrans.
- Joined staff from SAM and Mark Thomas during FOG inspections in El Granada.

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: September 13, 2025 to October 9, 2025
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Date: October 16, 2025

PUBLIC RECORDS (ACT) REQUESTS – There were no new requests this period.

APPLICATIONS RECEIVED

There was one application received during this period:

Table with 7 columns: Date, Class, Owner/Agent, APN, Address, Sq. Ft., Zone. Rows include applications for VAR, SFD, and ADU classes.

Shaded items were previously reported.

PERMITS ISSUED

There were no permits issued during this period.

Table with 7 columns: Permit No., Class, Date, Owner/Agent, APN, Address, Sq. ft., Zone. Rows include permits for ADU and 1A classes.

Shaded items were previously reported.

SEWER HOOK-UPS

There were no sewer hook-ups for this period.

SPECIAL NOTES:

