



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, December 18, 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>Topic: GCSO Board Meeting Time: December 18, 2025 7:00 PM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting https://us02web.zoom.us/j/86574832288 Meeting ID: 865 7483 2288</p> | <p>OR</p> <p>Dial by your location +1669 444 9171 U.S.</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: | 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

| | <u>PAGE</u> |
|--|--------------------|
| 1. Election of Board Officers. | 4 |
| Recommendation: To be made by the Board. | |
| 2. Resolution Appointing the Sewer Authority Mid-Coastside GCSD Representatives and Alternates. | 5 |
| Recommendation: To be made by the Board. | |
| 3. Park and Recreation Activities. | 8 |
| a. Report on Planned Recreation Program Events. | |
| b. Update from Staff on Park and Recreation Center Project. | |
| c. Update from Staff Regarding Median Discussions with San Mateo County Staff. | |
| 4. Update from Community Recreation Center Ad Hoc Committee. | 9 |
| 5. Engineer's Report. | 13 |
| 6. Report on Sewer Authority Mid-Coastside Meetings. | 14 |
| a. Update on SAM Budgeting for Infrastructure. | |

CONSENT AGENDA

| | |
|--|----|
| 7. November 20, 2025 Regular Meeting Minutes. | 34 |
| 8. December 2025 Warrants. | 38 |
| 9. October 2025 Financial Statements. | 39 |

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) | 52 |
| 14. Future Agenda Items. | 53 |

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 October 16, 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

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Election of Board Officers
Date: December 18, 2025

The District Board officer positions include a President and Vice-President, which are to be elected by your board, a Treasurer, filled by the General Manager, and a Secretary, filled by the Assistant General Manager.

Pursuant to District Bylaws Article VI, the Board shall elect a President and Vice-President annually, either at the first board meeting held after the County Elections Officer certifies election results on bi-annual election years, or at the first regular board meeting held after December 1st on non-election years. Officers shall take their positions at the regular January meeting or first special meeting following elections.

The Board President's responsibilities include:

- Working with the General Manager to set the monthly agenda
- Conducting board meetings
- Signing all ordinances, resolutions, deeds, contracts and other documents
- Serves on the LAFCo Selection Committee.
- Serves as the contact for board issues
- Appoints committees in an emergency

The Vice-President will be responsible for stepping in when the President is unable to perform their duties.

To elect a President and Vice-President, the meeting shall be open for nominations, and each director may nominate another director. No second is required for a nomination. Once all nominations have been made, the Board may hold a discussion. The election proceeds with the President calling for a vote on each candidate in the order in which they were nominated. The candidate must receive a majority vote to be elected to the position. If the first candidate does not receive a majority vote, then a vote is taken on the second member nominated, and so on, until a member receives a majority vote. The process is repeated for the position of Vice-President.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Appointment of District SAM Representatives
Date: December 18, 2025

The Sewer Authority Mid-Coastside (SAM), created by a Joint Powers Agreement between the City of Half Moon Bay, the Montara Water and Sanitary District, and GCSD, operates the sewage treatment plant and the SAM IPS pipeline system and also provides collections maintenance and cleaning services for the three member agencies. SAM has bi-monthly board meetings and monthly committee meetings, and as a Member Agency, GCSD must appoint two directors and two alternates to serve on the SAM Board. The District makes these appointments annually when GCSD board officers are elected.

The SAM representatives for the past year were Director Dye and Director Marsh, and Directors Randle and Bowles served as alternates. As required by the JPA, a draft resolution is provided for approval.



GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2025- 010

RESOLUTION TO APPOINT TWO REPRESENTATIVES AND TWO ALTERNATE REPRESENTATIVES TO SERVE ON THE BOARD OF DIRECTORS OF THE SEWER AUTHORITY MID-COASTSIDE

WHEREAS, the Sewer Authority Mid-Coastside (SAM) was formed pursuant to a Joint Powers Agreement (JPA Agreement) between GCSD, the Montara Water Sanitary District, and the City of Half Moon Bay as Member Agencies; and

WHEREAS, the JPA Agreement requires the District as a Member Agency to designate and appoint by Resolution two SAM representatives, and one SAM alternate representative, to serve as the District's representative directors on the Board of Directors for SAM; and

WHEREAS, to ensure full District voting representation at SAM meetings, the District's Bylaws provide that the Board shall appoint two of its members as the District's alternate representatives when one or more of the two appointed SAM representatives cannot attend a SAM meeting. The alternates shall assume all rights and duties of an absent District representative when attending a SAM meeting. The order of service by alternates shall be determined at the time of appointment; and

WHEREAS, the District representatives and alternates shall serve at the pleasure of the District Board and may be changed at any time at the sole discretion of the District Board, and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Granada Community Services District as follows:

The two directors hereby appointed to serve as District representatives on the Sewer Authority Mid-Coastside Board of Directors are _____ and _____.

The two directors hereby appointed to serve as the alternate District representatives on the Sewer Authority Mid-Coastside Board of Directors, in respective order in the absence of the appointed representatives, are _____ and _____.

The above and foregoing Resolution was introduced and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on December 18, 2025 by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Approved:

Jen Randle, Board President

Attest:

Hope Atmore, Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Park and Recreation Activities
Date: December 18, 2025

a. Recreation Updates

Past Events:

- Monday Yoga suspended until March due to instructor travel.
- Wednesday Chair Yoga continuing.
- Sound Bath, Tuesday, December 16.

Upcoming Events:

- El Granada Festive -12/19 (5:00-7:00PM), 12/21 (10:00AM-5:00PM).
- Schedule for Quarterly Recycling Days – 1/17/26, 4/18/26, 7/18/26, 10/10/26. The July 18 event will include shredding.

b. Update from Staff on Park and recreation Center Project – The project team has met with BKF Engineers and Group 4 Architecture to re-engage on the Granada Community Park and Recreation Center Project for preparation of the Coastal Development Permit. Staff will bring the amended proposals for additional scope of work from both firms to the January board meeting.

c. Update from Staff Regarding Median Discussions with San Mateo County Staff – Staff met with Justin Mates, SMC Deputy County Executive, to review issues of ownership, frequency and cost of maintenance, and concerns over liability as it relates to the medians in El Granada.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Nancy Marsh, Jen Randle, Hope Atmore
Subject: Community Recreation Center Ad Hoc committee – Final Recommendation
Date: December 18, 2025

In April the Board agreed to form an ad hoc committee to evaluate the path forward for the District's property at 480 Avenue Alhambra, in response to the results of the District's February 2025 Community Survey regarding the proposed community recreation center and the potential impact on Picasso Preschool. The committee includes President Jen Randle, Director Nancy Marsh and Assistant General Manager Hope Atmore. The committee researched and reviewed three core questions:

- **Exploring a modified design approach**, such as a hybrid model that accommodated both preschool/licensed childcare and recreational programming. Findings for this element were reviewed at the September Board meeting and were summarized as follows:
 - A licensed preschool inside the CRC is not feasible given Title 22 requirements, the need for exclusive outdoor play space, site limitations, and GCSD's current legal authority. Dedicating space to a licensed preschool would reduce equitable community access by serving only a narrow subset of residents. The CRC can still support non-licensed early childhood programs in multipurpose rooms, ensuring young families have enrichment opportunities while preserving broad, taxpayer-funded community use.
- **Considering sale of the property**, should it no longer serve the best interests of the community. Findings for this element were reviewed at the October Board meeting and were summarized as follows:
 - Given the limited buyers' market for this property due to the public use limitations of the El Granada Gateway District zoning, and the desire of the District community for neighborhood-serving uses, the ad hoc committee does not recommend declaring the property as surplus property and offering it for sale.
- **Maintaining the current plan** for a Community Recreation Center with attention to feasibility, timeline and alignment with District Goals. In considering this last element, the committee circled back to the potential community impact of the loss of Picasso Preschool. Given the above findings, the committee concluded that the District's only realistic option to address this was to simply provide time for the Picasso Preschool to find a new home or for other changes in the environment that could ease the impact of loss of Picasso Preschool's capacity.
 - Wilkinson School has announced plans to add 24 new preschool spaces in El Granada, beginning in the fall of 2026.
 - Sea Crest School has announced plans to add 12 – 15 new preschool spaces in Half Moon Bay, also beginning in the fall of 2026.
 - As of September 2025, all public elementary schools are required to offer free Transitional

Kindergarten. The committee reached out to several childcare facilities to ask about the impact of this change on their capacity and found that it has in fact opened capacity even in the absence of adding new spaces. In the words of the director at Holy Family Childcare Center “we simply cannot compete with free.”

- Holy Family expanded the age range for their enrolment from 3-5 to 2-5 and still had openings available at the start of their school year. They had no 4–5-year-old children enroll.
- Highlands Early Learning Center also struggled to fill their capacity for this school year, despite making greater efforts to build awareness outside of their immediate area. Highlands is not on Coastside but is convenient to the junction of I280 and Highway 92, which may work for those who commute in that direction.
- The committee and the Board had considered phasing the construction of the Community Recreation Center later than the start of park construction, but given the changes noted above, the committee no longer deems that necessary.

Final Recommendation: Given the addition of new local childcare/preschool providers and opening of capacity at existing providers, the committee has reached a final recommendation that the District should stay the course with its plans for a Community Recreation Center. District staff are exploring the acquisition of a use permit to allow use of the existing facility for public meetings and recreation programming, ahead of the planned major renovation. To support this transition the District should end the lease for Picasso Preschool no later than August 31, 2026 (i.e., before start of the next school year).

One last action the committee assigned to itself was to create a more engaging story of the value that a Community Recreation Center will bring to our community. The first draft of the story is attached. Feedback and comments are welcome.

The Heart of a Stronger Coastside: The Community Recreation Center

Why Recreation Matters

Recreation is more than play—it’s a vital part of human wellbeing. It fuels creativity, builds relationships, and strengthens both body and mind. From helping children learn and grow, to keeping adults active and engaged, to supporting seniors in living long, healthy lives, recreation nurtures every stage of life. The United Nations even recognizes access to recreation as a *human right*—a fundamental element of human dignity and health.

What a Community Recreation Center Is

A Community Recreation Center (CRC) is the heartbeat of a community—a safe, welcoming space where people of all ages come together to move, learn, connect, and belong. It’s a place for neighbors to become friends, for ideas to take root, for safe respite in an emergency, and for community pride to thrive.

Why the Coastside Needs a Place Like This

Today, the unincorporated Coastside north of Half Moon Bay has no central public space—no gathering place where residents can meet, celebrate, collaborate and support one another. The Granada Community Services District’s vision for a modest, 6,000-square-foot **Granada Community Recreation Center** will change that.

It will be a place:

- **For community dialogue** — where residents come together to discuss local issues and shape the future of their neighborhoods.
- **For safety and resilience** — serving as a local respite center and emergency operations base during disasters or power outages.
- **For seniors** — offering health, arts, and social programs that reduce isolation and promote connection, in partnership with Senior Coastsiders.
- **For youth** — providing after-school and summer programs that support emotional, social, and physical development, in collaboration with the Boys & Girls Club.
- **For young families** — hosting early learning and parent–child activities that nurture healthy starts and lasting bonds.
- **For local groups** — giving Scouts, clubs, and special interest organizations a central place to meet, connect and grow.
- **For small businesses and artisans** — creating space to teach classes, showcase local talent, and strengthen the local economy.
- **For nonprofits and county services** — bringing vital resources closer to home, from food or disaster assistance to health clinics.
- **For celebrations** — offering a beautiful indoor-outdoor setting for family gatherings and community events overlooking the Coastside’s natural beauty.

Designed by the Community, for the Community

Every detail of the CRC’s design reflects the needs and dreams of local GCSD residents. In a 2019 community survey, hundreds of respondents identified the following features as most important:

| Feature | % of Residents Who Said It’s Important |
|---------------------------------------|--|
| Event space | 67.5% |
| Crafts room (pottery, painting, etc.) | 66.1% |
| Large multi-purpose room | 60.6% |
| Fitness room | 60.1% |

A subsequent survey in 2022 identified outdoor space and nature-inspired design as desired attributes, which were incorporated into the building plans.



More Than a Building—A Legacy

The Granada Community Recreation Center will be more than a structure of wood and glass. It will be a symbol of connection and possibility. It will give our Coastside residents a place to gather, learn, play, and belong—today and for generations to come.

A place built by the community, for the community—because everyone deserves a place to belong.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Engineer's Report
Date: December 18, 2025

John Rayner was unable to provide the monthly engineer's report for December and will provide additional updates in January on all engineering related projects. Through work with Kennedy Jenks over the past month, the following updates are provided by staff:

6-Year CIP for FY 2025 - FY 2031

Presidio Systems will perform CCTV inspections on select lines within the District's sanitary sewer system based on age and/or call out reports during the week of December 15. The results of those inspections will inform the list of sewers for replacement or repair in the new 6-year CIP.

Big Wave Connection

Big Wave paid all required engineering fees. SAM staff removed the plug for Big Wave's connection to the District system on December 5 at which point Presidio Systems (contracted by Big Wave) hydro-flushed all on-site sewers and captured any remaining debris in the lines. Presidio provided video of the cleaned lines for Kennedy Jenks to inspect and following approval, final sign off of connection was provided to the County by District staff for Big Wave.



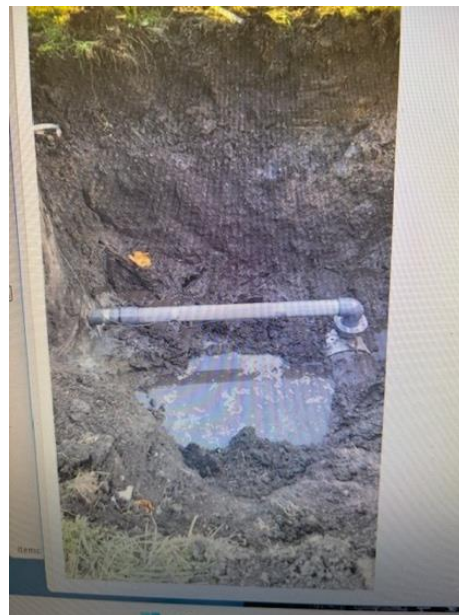
GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Sewer Authority Mid-Coastside Report
Date: December 18, 2025

In an effort to simplify and shorten the monthly SAM Report, staff is proposing to remove pages showing redundant graphs and overly detailed information. It is hoped that future SAM reports will instead include more robust financial detail on a monthly or quarterly basis. Staff will continue to work with SAM staff to define information that the District Board would find helpful. In this month's SAM report, a watermark has been added to pages that staff feels could be removed.

On the afternoon of December 9, SAM staff became aware of a leak on the IPS force main adjacent to El Granada Elementary School. While we expect further detail to be provided by SAM staff in future reports, our initial understanding is that the 2" line connecting the IPS to the air release valve cracked at a coupling. SAM staff acted promptly and contained the spill. They then turned off the Portola Pump Station utilizing the wet weather storage tanks and made repairs the following morning. Discovery of the leak was made during a routine inspection of the air release vault.





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

Regular Board Meeting 7:00 PM, Monday, December 8, 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/85657609007?pwd=KIUbwOapy0Rrw5O5qlx75WjzKkHnJJ.1>

Meeting ID: 856 5760 9007

Passcode: 769630

One tap mobile

+16694449171

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.

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. All comments submitted prior to 7 pm on December 8, 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 October 27, 2025, Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for December 8, 2025 **(Attachment)**
- C. *Monthly Revenue Report and Expense Report for Period Ending October 31, 2025* **(Attachment)**

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

- A. Receive and File the Annual Comprehensive Financial Report (ACFR) for SAM for the Fiscal Year Ending June 30,2025 **(Attachment)**
- B. Accept the Quarterly Financial Report for the 1st Quarter of Fiscal Year 2025-26 **(Attachment)**
- C. Authorize General Manager to Issue a Purchase Order to GSE Construction for the Install of Effluent Pumps in the Amount of \$368,500 **(Attachment)**

5. GENERAL MANAGER’S REPORT

- A. Monthly Managers’ Report – October 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: (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: December 22, 2025, and January 12, 2026

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.



SEWER AUTHORITY MID-COASTSIDE
Staff Report

TO: Honorable Board of Directors
FROM: Tim Costello, Plant Superintendent
DATE: December 8, 2025
SUBJECT: **Monthly Manager’s Report – October 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 *October 2025*.

Key Indicators of Performance

| | |
|----------------------------|---|
| NPDES Permit Violations: | 0 |
| 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 | 0.799 | 65.05% |
| Granada CSD | 0.204 | 16.61% |
| <u>Montara W&SD</u> | <u>0.225</u> | <u>18.34%</u> |
| Total | 1.228 | 100.0% |

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

Administration

There was one Regular Board Meeting, and one Special Board Meeting in the month of October 2025, and no public records requested. There were no articles in the Half Moon Bay Review. There were three articles in the Coastside Buzz Mentions Sewer Authority Mid-Coastside Special Board Meeting Due to Significant Exposure to Anticipated Litigation Regarding the Moss Beach Seal Cove Dispute, (October 2, 2025), Sewer Authority Approves Installation Contract for Second Boiler for the Anaerobic Digester System, (October 15, 2025), and Sewer Authority Mid-Coastside Discusses Stantec’s Preliminary Design Report for the Electrical System Relocation Project; Board Concerned with FEMA Reimbursement. (October 30, 2025). There were no new hires in the month of October. There was one Anniversary in the month of October Jose Ahumada Lead Collections.

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 did add some chemicals this month to the MLSS to aid in settling but only for a short time and then we were able to stop the addition. The additional chems were used to help with turbidity and settling. We were well within our permit, but our goal is always to make our effluent the best we can.

Effluent BOD results averaged 9.3 mg/l this month. Our highest effluent result this month was 13 mg/L. That’s a very good range to be in.

We continue to keep open communicating with Mr. Burrell so that he is aware of any issues we might be experiencing. We have also been in contact regarding things outside the scope of our facility.

The primary sludge pump replacement project and the three water project are nearing completion. Currently we have temporary piping in place for the sludge pumps while we are waiting for the glass lined pipework to be manufactured, these are still a few weeks out.

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

GSE was in towards the end of the month to begin the replacement of grit pumps # 1 & 2. Much like the primary pumps temporary pipe work is being installed until the glass lined piping can be manufactured.

Mid-month pump # 1 at Montara was removed due to motor issue, was sent out to be rewound.

Also, mid-month Peterson caterpillar was in to do repair work on the plant generator controller. After the repair was complete, they performed a transfer test to confirm it was operating as it should.

Training this month (10/1), 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 refresher on Hazardous waste operations and emergency response. Also, we reviewed the emergency action plan. 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 October 2025 rainfall was above the historic normal for Half Moon Bay. The NOAA 10-year average for the area is 1.935 inches of rain for September, (1.57 inches is considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 1.84 inches, (from the NOAA gauge at the plant). Our roof top had 1.710 at the plant, 2.400 inches in the GCSD service area, and 1.65 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 October 2025.

- 10/1/2025 – Daily ops rounds and duties. HAZWOPER safety training for field staff. Exercised all influent pumps. Replaced air filter for NEUROS blower #1. Collect ALPHA LAB Day 1 samples.
- 10/2/2025 – Daily operator rounds and duties. CALCON is here working on electrical equipment. Switch chemical pumps. Relocate Calcon trailer and relocate 4" trash pump to different locations.
- 10/3/2025 - Daily operator rounds and duties. WIMS support meeting regarding interface. Place order for Sodium bisulfite. Confined space entry in primary clarifier #2 to remove welded bolts on rail. Replaced HDMI to display port for lab computer.

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

- 10/4/2025 - Saturday-Daily ops rounds and duties. Fire alarm zone 4 in the admin building, worked with tech over the phone, found bad strobe light in admin building.
- 10/5/2025 - Sunday-Daily ops rounds and duties. Collect 1st round ALPHA LAB samples. CL2 chemical pump#3 went air bound, switched to pump#4. Pedro's cleaning service here in the admin building.
- 10/6/2025 - Daily ops rounds and duties. Hose down primary effluent channel due to high foam. **We Received a fire alarm in the admin building, Contact Johnson Controls to investigate fire system alarm.
- 10/7/2025 - **Johnson Control here at the plant working on Fire Alarm system. #3 water pump 3 not working, had Calcon diagnose issue, found and fixed the problem. **Portola pump 3 found to be air bound, resolved and pumped worked ok.
- 10/8/2025 – Daily operator rounds and duties. Calcon crew is here at the plant and at Portola station to work on various electrical equipment. We lost communication at Montara pump station for a short while. New polymer pump for belt press randomly shuts off, Calcon to investigate it.
- 10/9/2025 – Daily ops rounds and duties. Clean chlorine contact tank #1. ** RF McDonald is here working on primary sludge pump #3. CALCON is here working on electrical equipment. Clean all roof drains on admin building. ** Received a high SO2 alarm, found the SO2 sample pump to be defective, cleaned out suction line and worked ok afterwards. Boiler #1 failed late in the evening and switched to boiler #2.
- 10/10/2025 - Daily operator rounds and duties. ** RF McDonald here to work on primary sludge pump #3. CALCON is here working on electrical equipment. Perform BIAS check on DEOX 2000 SO2 analyzer. ** Grit blower replaced by mechanics.
- 10/11/2025 - Saturday - Daily ops rounds and duties. Normal day no anomalies.
- 10/12/2025 - Sunday - Daily ops rounds and duties. Pedro's cleaning service here in the admin building. Normal day.
- 10/13/2025 - Holiday - Rain throughout the day. Daily ops rounds and duties. Signal Solutions is here installing cables and wires in the admin building. Collect 2nd round of Alpha Lab samples. ** Called out to the plant for a high sump level for sumps 12 and 15. ** High SO2 alarm, found sample pump air bound, bleed and worked ok afterwards. Adjust air valves AB1 and AB2.

| | | | |
|---------------------------|--------------|------------|------------------|
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| | B. Softky | M. Allen | |

- 10/14/2025 - Daily ops rounds and duties. ** Signal Solutions here at the plant installing wire and cable throughout the admin building. ** Set up new polymer unit for belt press, failed within a couple hours, diagnosed and found an inoperative polymer mixing chamber. Change the tubing on the final effluent sampler.

- 10/15/2025 - Daily ops rounds and duties. ** Signal Solutions here working in the admin building. Clean up plant and relocate equipment. ** Set up portable polymer unit for the belt press, polymer pumps 3 and 4 are out of service, run belt press on manual mode.

- 10/16/2025 - Daily ops rounds and duties. ** Signal solutions here are working on wiring. Calcon is here working on various electrical equipment. ** Peterson is here at the plant working on the generator, performed a power switch test as well. ** AAAA is here working on smaller generator (preventative maintenance). Cleaned chlorine contact basin #2. ** Cleaned SO2 sample suction pipe valve, found heavy amounts of snails, installed a mesh wire on end of suction pipe to prevent debris from going in pipe. OVERA and Marina consultants here looking into final effluent pumps.

- 10/17/2025 - Daily operator rounds and duties. ** Continue starting belt press by hand, original polymer pump system not working. Remove and transfer chlorine from Hypo tank 2 to tank 1. Park vac trailer to new shed building next to shop. Continue cleaning up for tours.

- 10/18/2025 - Saturday - Daily ops rounds. Spoke with American Portables, not enough waste to discharge from P-fest.

- 10/19/2025 - Sunday - Pumpkin Festival weekend. Daily ops rounds and duties. Normal day no issues.

- 10/20/2025 - Daily ops rounds and duties. American Portables here to discharge waste. ** Whelen Construction here for the server room / mini split install.

- 10/21/2025 - Daily ops rounds and duties. ** Calcon is working on Montara radio communication issue. ** All day plant tour for High School students, approximately 75 students.

- 10/22/2025 - Daily ops rounds and duties. ** Plant tours for high school students, approximately 60 students. ** Calcon is here at the plant working on radio communication for Montara station. Set up Bioassy tubing for next week's sample.

- 10/23/2025 - Daily operator rounds. Collect day 2 ALPHA LAB samples. ** Primary sludge pump 5 high pressure alarm, reset alarm and worked ok

| | | | |
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afterwards. ** Calcon here at the plant to wire polymer pump 4 to belt press, tested and worked ok. Cleaned all 4 MLSS DO probes. Placed the new grit pumps in the shop. Pump # 1 was removed due to bad motor reading and was sent out to be rewound.

10/24/2025 - Daily operator rounds and duties. Anton is here at the plant adjusting the Mid Plant Flow meter. ** Scum pump not working, failed after a couple of tries, locked and tag breaker.

10/25/2025 - Daily ops rounds and duties. ** Calcon is here at the plant prepping for admin shutdown. ** Admin shutdown started 08:00 and ended at roughly 14:15. Received a couple pump station communication alarms due to none working SCADA server during shutdown. Paced the admin building fire alarm on test for a total of 8 hours.

10/26/2025 - Daily ops rounds and duties. SCADA computer froze, restarted and worked ok. Start Bioassay sample testing. Boiler #1 failed late in the evening, reset and start boiler #2.

10/27/2025 - Daily ops rounds and duties. ** GSE is here at the plant to remove and replace grit pumps. They turned both grit pump suction line so they are facing the same direction. Old grit pump one was removed and anchors were installed for new pumps. Boiler #1 failed a couple of times during the day. American portables here at the plant to discharge waste roughly 600 gals. Stantec here checking electrical equipment and wire runs.

10/28/2025 - Daily ops rounds and duties. ** GSE is here working on the new grit pumps. They install new grit pump one and put the temp piping in place. Old pump two was removed and new pump two was installed. Perform weekly inventory check and fire extinguisher check and eyewash station check. Clean all 4 MLSS DO probe meters. Cleaned the hard line inside SO2 sump in the final effluent building. Boiler #1 failed late in the evening. CALCON here working on wiring new grit pumps. Collect Bioassay sample.

10/29/2025 - Daily ops rounds and duties. Calcon is working at Montara pump station. **GSE here working on new grit pumps. Calcon wired up new pumps so rotation could be checked, rotation all good. ** A small seal leak was noticed, the supplier has been notified. ** Also collect final effluent samples for annual testing. Boiler #1 failed once during the day, Reduced the boiler #1 firing rate to 65% from 100%. Reduced the CL2 to RAS to 36lbs/day.

10/30/2025 - Daily operator rounds and duties. ** Calcon here to disconnect influent pump #8 and disconnect RAS flow meter #2. RF McDonald here to work

| | | | |
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on boiler #1, they adjusted some parameters. Collect Alpha Lab samples day 2.

10/31/2025 - Daily operator rounds and duties. Hypochlorite delivery to the plant. Isolate RAS line near wall and prep for next week's removal of flow tube. Exercise all influent pumps. Replaced the polymer tote for the RDT.

Other activities are listed below:

There were 8 deliveries (approximately 5,020 gallons) of truck waste discharged at the SAM Plant for a total revenue of \$ 502.00. There were no leachate deliveries to the SAM IPS line in the month of October 2025, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 33,418 feet of sewer line and responded to eight calls in contract service areas. Four calls were sewer line related, and four were maintenance service calls. Six of the callouts were during regular business hours or started during regular business hours and went into overtime. The other two calls were after-hour callouts. Three calls were in the HMB service area, one was in the GCSD service area, and the remaining four were in the MWSD service area during the month of October 2025.

HMB – There were no sewer related calls in the HMB service area in the month of October 2025.

The maintenance related calls in the HMB service area were as follows;
10/21 - Bell moon station trouble alarm. Station was operating normally upon arrival. Reset alarms and checked station for normal operation. 10/21 - Bell moon station trouble alarm again. Station was operating normally upon arrival. Reset alarms and checked station for normal operation. Power glitch perhaps. 10/29 - Ocean Colony station trouble alarm. Upon arrival station was operating normally. Possible power glitch. Reset alarms and checked station for normal operation.

| | | | |
|---------------------------|---------------------|-------------------|-------------------------|
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GCSD – The sewer related calls in the GCSD service area was as follows; Owner had called as they had some work done on a grinder pump and wanted to make sure the main didn't get clogged. Crew flushed main finding no issues.

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

MWSD – The sewer line related calls in the MWSD service area in the month of October 2025 were as follows; 10/6 - Odor complaint around the cypress and airport area, crew responded but was unable to detect anything. Environmental health also had a call for same area but they were unable to detect anything either. 10/26 - Plumber called for standing water in lateral. When the crew arrived they observed the reported issue and ran the main. There was no blockage, but the standing water went down, likely the rooter company loosened things a bit. Advised the homeowner to televise lateral to see if there was another issue causing the problem. 10/27 - Call for toilet paper observed around cleanout and standing water in lateral. Crew flushed the main line finding a root blockage that caused the issue. After removing a bucket of roots from the main the flow was restored to a proper flow rate.

The maintenance service call in the MWSD service area during the month of October 2025 was as follows: 10/6 - Vallemar station fault and station trouble alarm. Station was operating normally upon arrival. Reset alarms and checked station for normal operation. Genny did not run.

The October 2025 collection system data report is provided for the Board's information. There were zero (0) Category 1's, zero (0) Category 2's, zero (0) Category 3, and zero (0) category 4 SSO's, during the month of October 2025.

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report October 2025

Attachment B: Monthly NPDES Report October 2025

Attachment C: Collection System Data October 2025

Attachment D: Contract Collection Service Report October 2025

| | | | |
|---------------------------|---------------------|-------------------|-------------------------|
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Attachment A

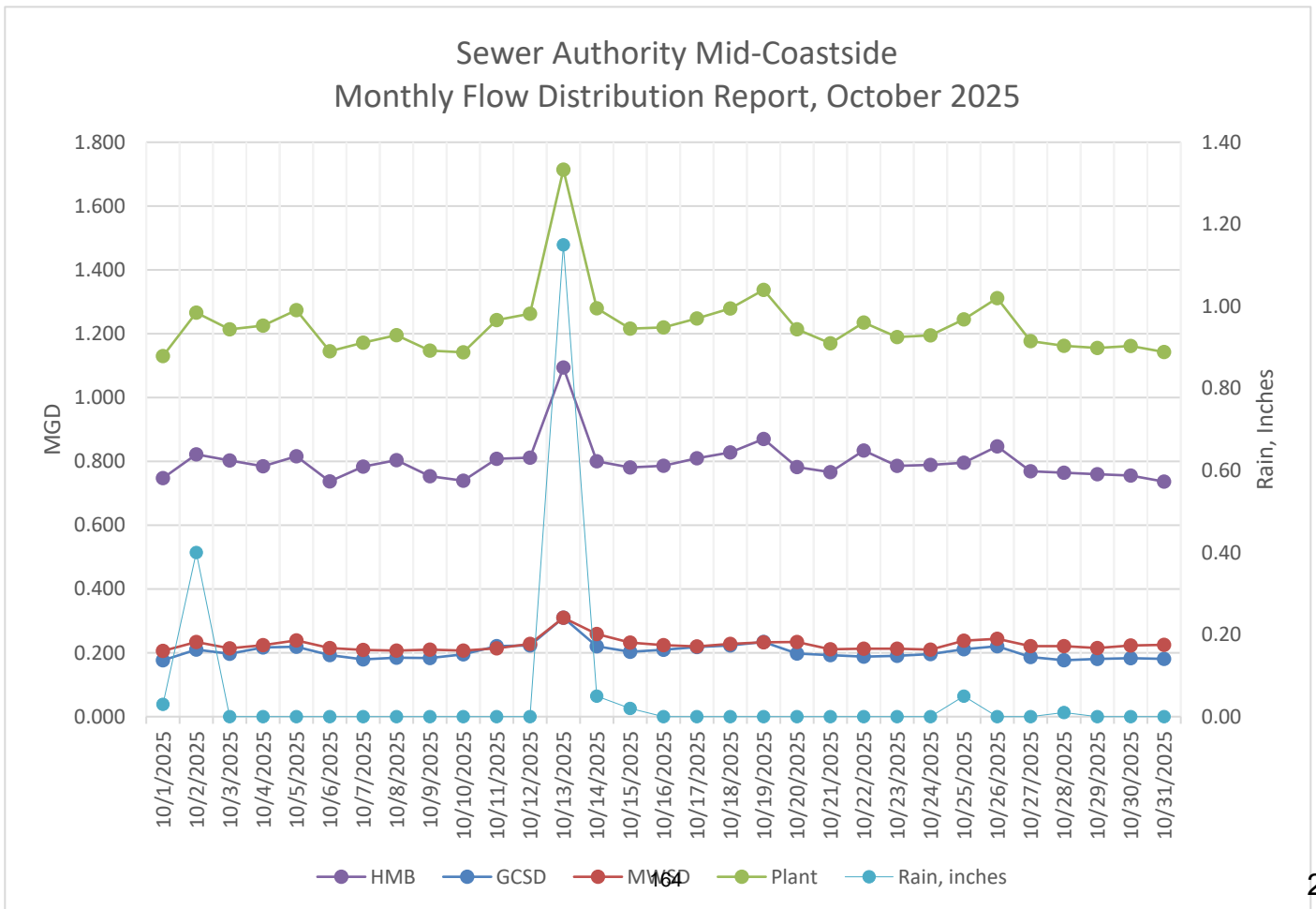
Flow Distribution Report Summary for October 2025

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

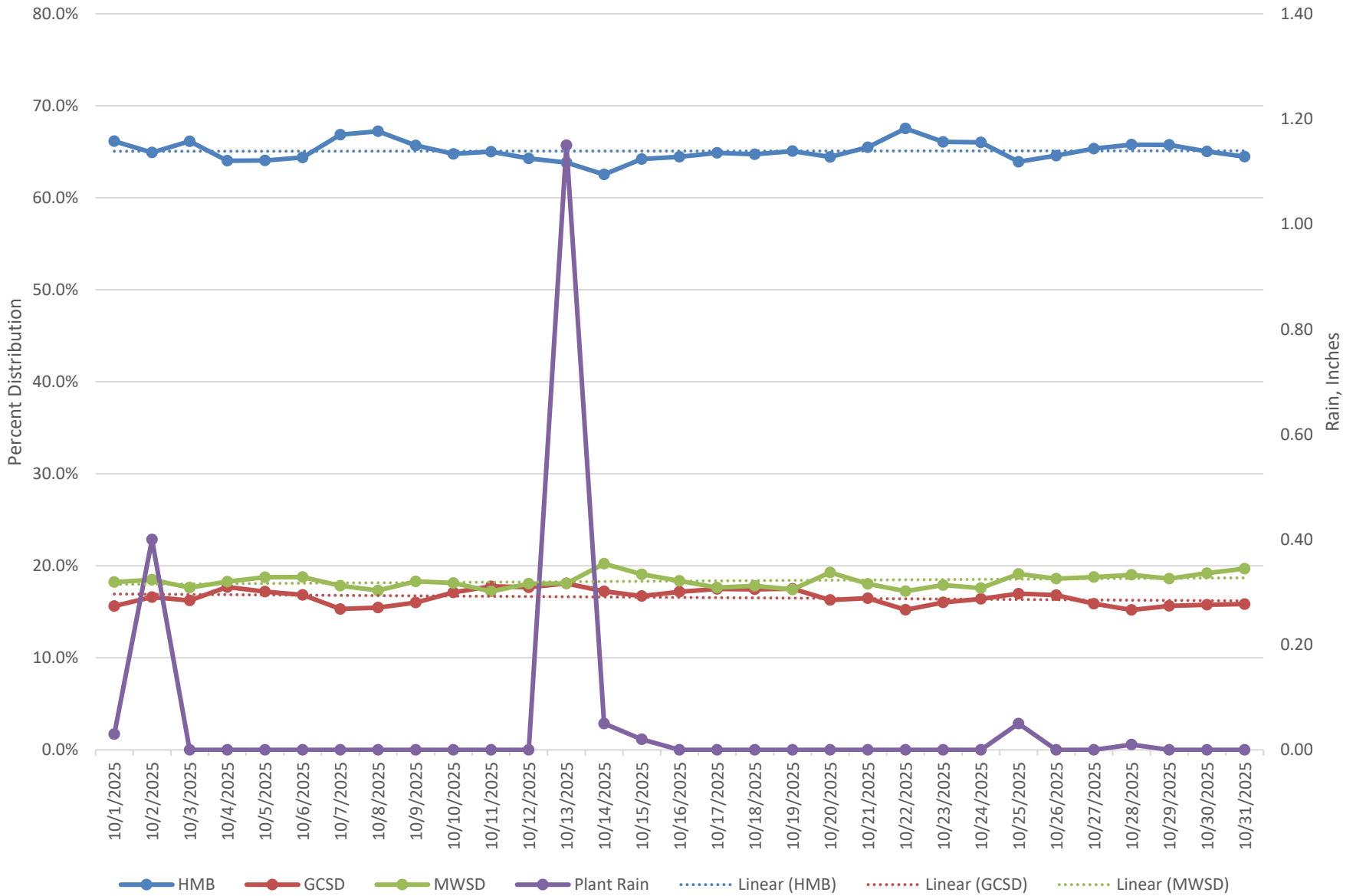
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

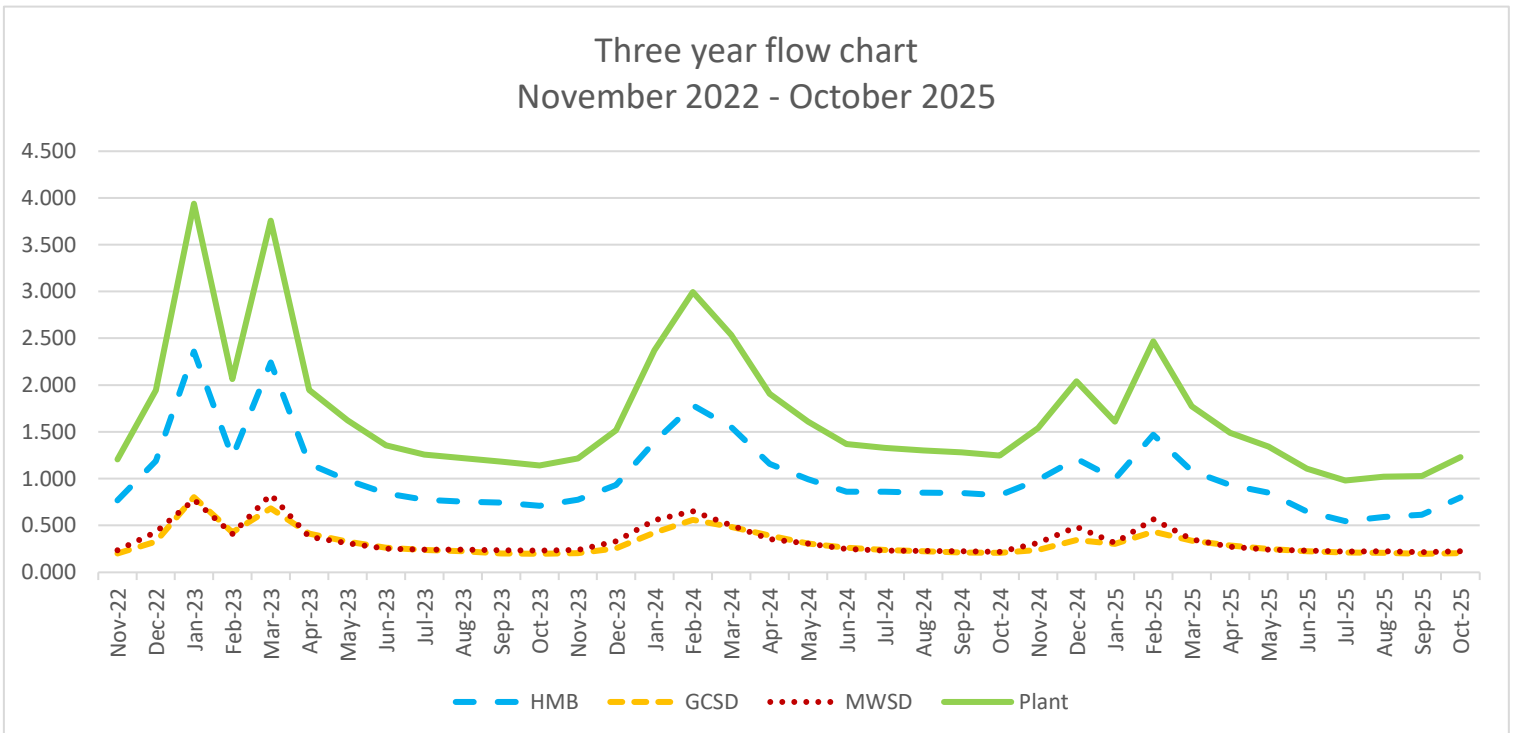
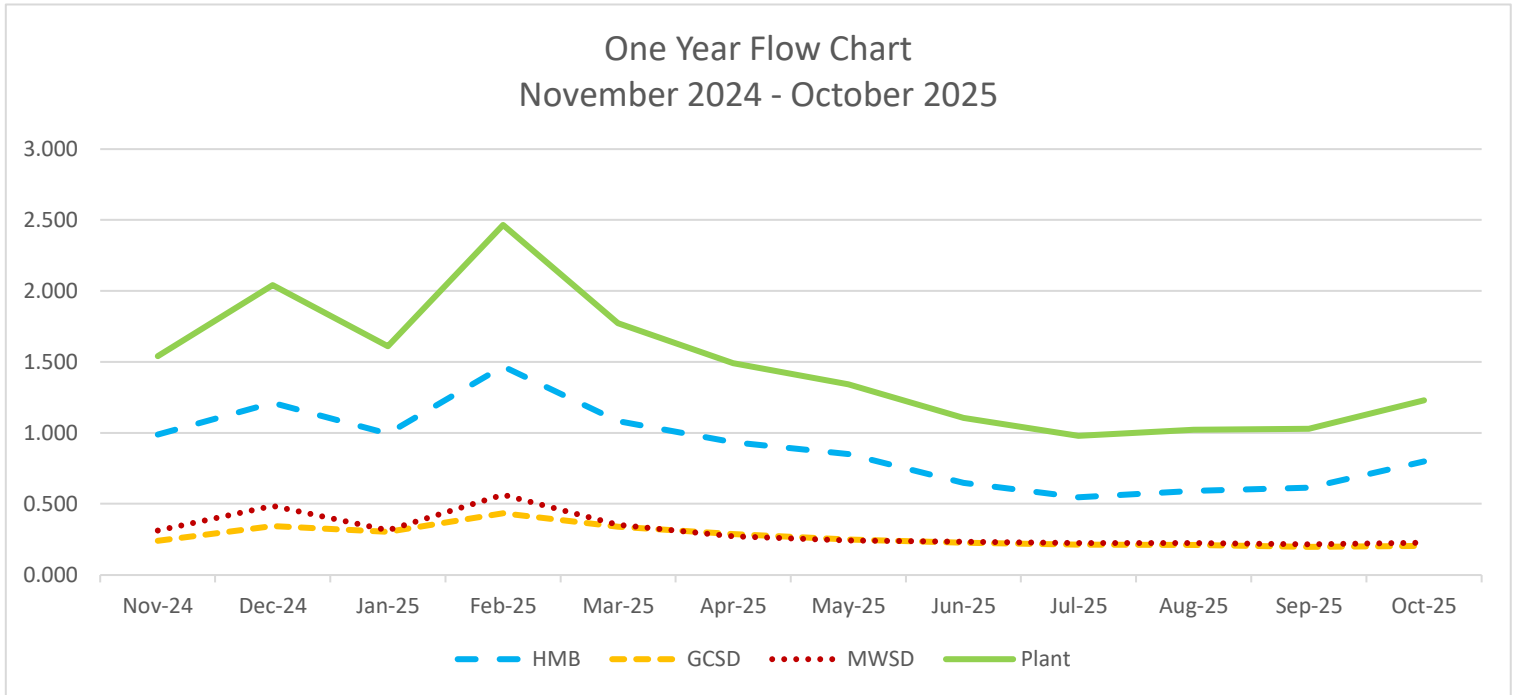
| | <u>MGD</u> | <u>%</u> |
|-------------------------------------|--------------|---------------|
| The City of Half Moon Bay | 0.799 | 65.05% |
| Granada Community Services District | 0.204 | 16.61% |
| Montara Water and Sanitary District | <u>0.225</u> | <u>18.34%</u> |
| Total | 1.228 | 100.0% |



Percent Distribution October 2025



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



SAM E-001 October 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 |
|-----------------|--------------|--------------|--------------------|---------------|--------------|-----------------|--------------|-------------------------|
| 10/1/2025 | 320 | 12.00 | | 96% | 440 | 210 | 13.0 | |
| 10/2/2025 | 360 | 9.90 | | 97% | 370 | 180 | 12.0 | |
| 10/3/2025 | | | | | | | | |
| 10/4/2025 | | | 10.95 | | | | | 12.50 |
| 10/5/2025 | 370 | 11.00 | | 97% | 460 | 210 | 4.9 | |
| 10/6/2025 | 320 | 7.40 | | 98% | 470 | 280 | 9.5 | |
| 10/7/2025 | | | | | | | | |
| 10/8/2025 | | | | | | | | |
| 10/9/2025 | | | | | | | | |
| 10/10/2025 | | | | | | | | |
| 10/11/2025 | | | 9.20 | | | | | 7.20 |
| 10/12/2025 | | | | | | | | |
| 10/13/2025 | 340 | 4.30 | | 99% | 450 | 200 | 5.1 | |
| 10/14/2025 | 480 | 7.70 | | 98% | 360 | 180 | 13.0 | |
| 10/15/2025 | | | | | | | | |
| 10/16/2025 | | | | | | | | |
| 10/17/2025 | | | | | | | | |
| 10/18/2025 | | | 6.00 | | | | | 9.05 |
| 10/19/2025 | | | | | | | | |
| 10/20/2025 | | | | | | | | |
| 10/21/2025 | | | | | | | | |
| 10/22/2025 | 380 | 4.20 | | 99% | 340 | 200 | 5.8 | |
| 10/23/2025 | 280 | 4.20 | | 99% | 430 | 210 | 7.9 | |
| 10/24/2025 | | | | | | | | |
| 10/25/2025 | | | 4.20 | | | | | 6.85 |
| 10/26/2025 | | | | | | | | |
| 10/27/2025 | | | | | | | | |
| 10/28/2025 | | | | | | | | |
| 10/29/2025 | 320 | 9.90 | | 98% | 430 | 210 | 12.0 | |
| 10/30/2025 | 280 | 6.20 | | 98% | 420 | 180 | 9.7 | |
| 10/31/2025 | | | | | | | | |
| | | | 6.00 | | | | | 10.85 |
| Count | 10 | 10 | 4 | 1000% | 10 | 10 | 10 | 4 |
| Minimum | 280 | 4.20 | 4.20 | 96% | 340 | 180 | 4.9 | 6.9 |
| Average | 348 | 7.27 | | 98% | 417 | 206 | 9.3 | |
| Maximum | 480 | 12.00 | 10.95 | 99% | 470 | 280 | 13.0 | 12.5 |
| Percent Removal | | | | 85 | | | | |
| 5 Sample Median | | | | | | | | |
| High | | | | | | | | |
| Low | | | | | | | | |
| Daily Max | | | | | | | | |
| Weekly Max | | | 45 | | | | | 45 |
| Monthly Average | | 30 | | | | | 30 | |

SAM E-001 October 2025

| Date | BOD % Removal | Eff Settleeable Matter mg/l | Eff Settleeable Matter Weekly Avg mg/l | Eff Turbidity NTU | Eff Turbidity Weekly Avg NTU | Chlorine Residual Day Max |
|-----------------|---------------|-----------------------------|--|-------------------|------------------------------|---------------------------|
| 10/1/2025 | 97% | ND | | 5.00 | | 0.00 |
| 10/2/2025 | 97% | ND | | 4.00 | | 0.00 |
| 10/3/2025 | | | | | | 0.00 |
| 10/4/2025 | | | ND | | 4.50 | 0.00 |
| 10/5/2025 | 99% | ND | | 4.00 | | 0.00 |
| 10/6/2025 | 98% | ND | | 3.00 | | 0.00 |
| 10/7/2025 | | | | | | 0.00 |
| 10/8/2025 | | | | | | 0.00 |
| 10/9/2025 | | | | | | 0.00 |
| 10/10/2025 | | | | | | 0.00 |
| 10/11/2025 | | | ND | | 3.50 | 0.00 |
| 10/12/2025 | | | | | | 0.00 |
| 10/13/2025 | 99% | ND | | 1.70 | | 0.00 |
| 10/14/2025 | 96% | ND | | 3.30 | | 0.00 |
| 10/15/2025 | | | | | | 0.00 |
| 10/16/2025 | | | | | | 0.00 |
| 10/17/2025 | | | | | | 0.00 |
| 10/18/2025 | | | ND | | 2.50 | 0.00 |
| 10/19/2025 | | | | | | 0.00 |
| 10/20/2025 | | | | | | 0.00 |
| 10/21/2025 | | | | | | 0.00 |
| 10/22/2025 | 98% | ND | | 1.40 | | 0.00 |
| 10/23/2025 | 98% | ND | | 2.40 | | 0.00 |
| 10/24/2025 | | | | | | 0.00 |
| 10/25/2025 | | | ND | | 1.90 | 0.00 |
| 10/26/2025 | | | | | | 0.00 |
| 10/27/2025 | | | | | | 0.00 |
| 10/28/2025 | | | | | | 0.00 |
| 10/29/2025 | 97% | ND | | 2.60 | | 0.00 |
| 10/30/2025 | 97% | ND | | 4.40 | | 0.00 |
| 10/31/2025 | | | | | | 0.00 |
| | | | ND | | 3.50 | |
| Count | 10 | 0 | 0 | 10 | 4 | 31 |
| Minimum | 96% | 0.0 | < 0.00 | 1.40 | 1.90 | 0.0 |
| Average | 98% | #DIV/0! | ND | 3.18 | 3.10 | 0.0 |
| Maximum | 99% | 0.0 | 0.0 | 5.00 | 4.50 | 0.0000 |
| Percent Removal | 85 | | | | | |
| 5 Sample Median | | | | | | |
| High | | | | | | |
| Low | | | | | | |
| Daily Max | | | | 225 | | 4.8 |
| Weekly Max | | | | | 100 | |
| Monthly Average | | | | 75 | | |

REMOVED

SAM E-001 October 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 |
|-----------------|-----------------------|---------------------------------|--------|----------|-----------------|-----------------|-------------|---------------------|
| 10/1/2025 | 0.00 | | 6.86 | 22.3 | | | 6.38 | 73.4 |
| 10/2/2025 | 0.00 | 14.0 | 6.97 | 22.0 | 10.0 | | 6.71 | 76.7 |
| 10/3/2025 | 0.00 | | 6.97 | 21.5 | | | 6.71 | 75.8 |
| 10/4/2025 | 0.00 | | 6.95 | 21.4 | | 8.706 | 6.71 | 75.7 |
| 10/5/2025 | 0.00 | | 6.98 | 21.2 | | | 6.78 | 76.3 |
| 10/6/2025 | 0.00 | 14.0 | 6.97 | 21.6 | ND | | 6.31 | 71.3 |
| 10/7/2025 | 0.00 | | 7.07 | 21.3 | | | 7.32 | 82.9 |
| 10/8/2025 | 0.00 | | 6.95 | 21.7 | | | 7.03 | 79.9 |
| 10/9/2025 | 0.00 | | 6.94 | 21.9 | | | 7.12 | 81.5 |
| 10/10/2025 | 0.00 | | 6.20 | 21.1 | | | 7.04 | 79.0 |
| 10/11/2025 | 0.00 | | 6.97 | 21.3 | | 7.573 | 6.80 | 77.6 |
| 10/12/2025 | 0.00 | | 6.89 | 21.1 | | | 6.34 | 71.3 |
| 10/13/2025 | 0.00 | | 6.98 | 21.0 | | | 7.25 | 81.3 |
| 10/14/2025 | 0.00 | 10.0 | 6.89 | 19.4 | ND | | 7.07 | 76.8 |
| 10/15/2025 | 0.00 | | 6.88 | 19.4 | | | 7.24 | 79.3 |
| 10/16/2025 | 0.00 | | 6.77 | 21.1 | | | 7.39 | 83.0 |
| 10/17/2025 | 0.00 | | 6.92 | 19.7 | | | 7.47 | 81.5 |
| 10/18/2025 | 0.00 | | 6.85 | 19.4 | | 6.598 | 7.01 | 76.5 |
| 10/19/2025 | 0.00 | | 6.85 | 20.4 | | | 7.36 | 81.6 |
| 10/20/2025 | 0.00 | | 6.99 | 20.1 | | | 8.90 | 98.8 |
| 10/21/2025 | 0.00 | | 6.90 | 20.2 | | | 7.31 | 81.1 |
| 10/22/2025 | 0.00 | | 7.01 | 20.5 | | | 7.62 | 84.7 |
| 10/23/2025 | 0.00 | 14.0 | 6.87 | 20.0 | ND | | 7.09 | 77.5 |
| 10/24/2025 | 0.00 | | 6.83 | 20.3 | | | 6.90 | 76.3 |
| 10/25/2025 | 0.00 | | 6.92 | 20.1 | | 6.598 | 7.31 | 80.4 |
| 10/26/2025 | 0.00 | | 6.98 | 20.2 | | | 7.30 | 80.6 |
| 10/27/2025 | 0.00 | | 7.02 | 20.4 | | | 6.94 | 76.6 |
| 10/28/2025 | 0.00 | | 7.13 | 19.9 | | | 7.30 | 80.1 |
| 10/29/2025 | 0.00 | | 7.10 | 20.4 | | | 7.09 | 78.8 |
| 10/30/2025 | 0.00 | 31.0 | 7.17 | 20.0 | ND | | 7.03 | 77.2 |
| 10/31/2025 | 0.00 | | 7.17 | 19.9 | | | 7.00 | 76.6 |
| | | | | | | 5.743 | | |
| Count | 31 | 5 | 31 | 31 | 1 | 5 | 31 | 31 |
| Minimum | 0.00 | 10.0 | 6.20 | 19.4 | < ND | < 5.743 | 6.31 | 71.3 |
| Average | 0.000 | 17.6 | 6.93 | 20.7 | < ND | < 7.0448 | 7.09 | 79.0 |
| Maximum | 0.00 | 31.0 | 7.17 | 22.3 | 10 | < 8.7 | 8.90 | 98.8 |
| 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, October 2025

October 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 |
| Total | 0 | 0 | 0 | 0 | 0 |

12 Month Moving Total

| | Total | 12 month rolling Number | | | |
|--------------|----------|-------------------------|-----------|------------|------------|
| | | HMB | GCSO | MWSD | SAM |
| Roots | 0 | 0 | 0 | 0 | 0 |
| Grease | 1 | 0 | 0 | 1 | 0 |
| Mechanical | 0 | 0 | 0 | 0 | 0 |
| Wet Weather | 0 | 0 | 0 | 0 | 0 |
| Other | 2 | 0 | 0 | 1 | 1 |
| Total | 3 | 0 | 0 | 2 | 1 |
| | | 0% | 0% | 67% | 33% |

Reportable SSOs

| | Total | Reportable Number of S.S.O.'s | | | |
|-----------------------|-------|-------------------------------|------|------|-----|
| | | HMB | GCSO | MWSD | SAM |
| October 2025 | 0 | 0 | 0 | 0 | 0 |
| 12 Month Moving Total | 3 | 0 | 0 | 2 | 1 |

SSOs / Year / 100 Miles

| | Total | Number of S.S.O.'s /Year/100 Miles | | | |
|-----------------------|-------|------------------------------------|-------|-------|------|
| | | HMB | GCSO | MWSD | SAM |
| October 2025 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 12 Month Moving Total | 2.9 | 0.0 | 0.0 | 7.4 | 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 | 1.9 | 0.0 | 0.0 | 3.7 | 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% |

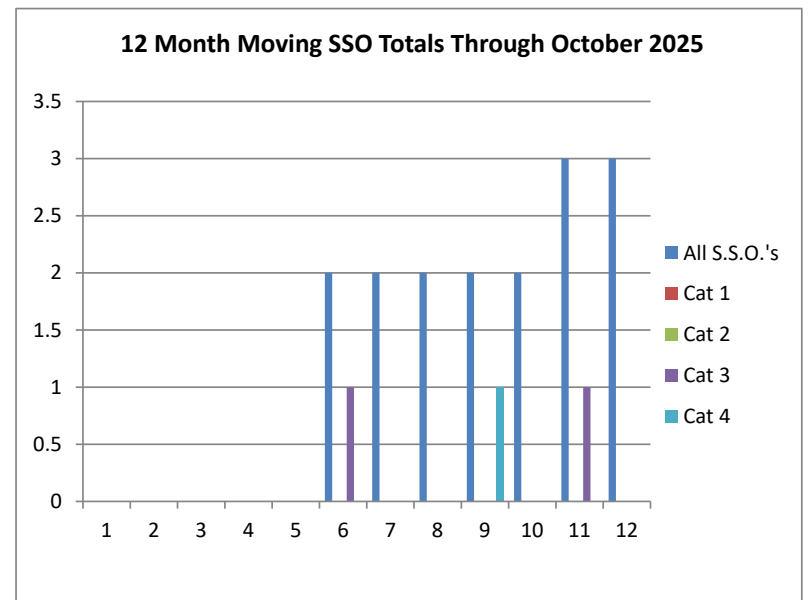
12 Month Rolling Total Sewer Cleaning Summary

| Month | HMB | GCSO | MWSD | Total Feet | Total Miles |
|-----------|--------|--------|--------|------------|-------------|
| 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 |
| Sep - 25 | 7,017 | 10,039 | 5,058 | 22,114 | 4.2 |
| Oct - 25 | 14,567 | 9,753 | 9,098 | 33,418 | 6.3 |

| | | | | | |
|-----------|---------|---------|--------|---------|--|
| Annual ft | 127,927 | 138,695 | 90,058 | 356,680 | |
|-----------|---------|---------|--------|---------|--|

| | | | | | |
|------------|------|------|------|--|------|
| Annual Mi. | 24.2 | 26.3 | 17.1 | | 67.6 |
|------------|------|------|------|--|------|

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 | 7,297 | 9,770 | | | | | | | | | | |
| Hot Spot Cleaning | 5,400 | 1,290 | 2,782 | 2,470 | 518 | | | | | | | | | | |
| Lift Station Inspection - Daily | 52 | 4 | 4 | 4 | 4 | | | | | | | | | | |
| Lift Station Inspection - Annually | 3 | - | - | - | - | | | | | | | | | | |
| Maint. Work Orders - Completed | - | 4 | 4 | 4 | 4 | | | | | | | | | | |
| Maint. Work Orders - Incomplete | - | - | - | - | - | | | | | | | | | | |
| Manhole Inspection | 879 | 39 | 64 | 67 | 44 | | | | | | | | | | |
| USA Markings | 372 | 32 | 20 | 45 | 32 | | | | | | | | | | |
| F.O.G. Inspections Completed | 10 | - | - | - | - | | | | | | | | | | |
| F.O.G. Inspections Passed | 10 | - | - | - | - | | | | | | | | | | |
| F.O.G. Inspection Failed | - | - | - | - | - | | | | | | | | | | |
| Lateral Inspections | - | - | - | - | - | | | | | | | | | | |
| Customer Service Call - Reg | - | - | - | - | 1 | | | | | | | | | | |
| Customer Service Call - OT | - | - | - | - | - | | | | | | | | | | |
| SSO Response - Category 1 | - | - | - | - | - | | | | | | | | | | |
| SSO Response - Category 2 | - | - | - | - | - | | | | | | | | | | |
| SSO Response - Category 3 | - | - | - | - | - | | | | | | | | | | |
| Insurance Claims Filed | - | 0 | 0 | 0 | 0 | | | | | | | | | | |



GRANADA COMMUNITY SERVICES DISTRICT

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

November 20, 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 7:00 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. District Counsel William Parkin participated via teleconference.

GENERAL PUBLIC PARTICIPATION

Kevin Sniecinski provided an update from the Midcoast Community Council. Katka Gomes, Executive Director of the Muchia Te' Indigenous Land Trust stated that there is increasing support for naming the park Chiguan Park.

REGULAR MEETING AGENDA

1. Recreation Activities.

- a. Report on Planned Recreation Program Events – Ms. Atmore gave a brief overview of past and upcoming recreation events including planning of the upcoming El Granada Festive.
- b. Consideration of the Formation of a Recreation Committee – Director Dye suggested soliciting invitations to create a new Recreation Committee. Director Marsh highlighted the need for a charter for the group and emphasized that a committee should have substantive things to do. Directors Dye, Randle, and Marsh discussed how such a committee could also help inform future recreation plans for the new park and recreation center. There was consensus to bring the idea back to the Board at a future date with more specific parameters.
- c. Consideration of Use of Skate Ramp and Dirt Lot for El Granada Festive Events, December 19 and 21 – Kevin Sniecinski of Coastsides Allies provided an update on planning for El Granada Festive.

ACTION: Director Dye moved to allow for overflow parking as needed for the El Granada Festive Event. (Dye/Marsh). Approved 5-0.

- 2. Granada Community Park and Recreation Center Project.**
 - a. Updates from Project Team on Park and Recreation Center Project – Landscape Architect Tom Conroy provided updates to the Granada Community Park and Recreation Center plan. Mr. Conroy explained that the changes made are in response to the County’s summary letter following the pre-application process and that all components of the original plan are maintained but have been shifted. He highlighted changes in the parking, ditch realignment, bathroom, and entry plaza. Mr. Conroy listed items needed for the CDP application including updated civil plans, lighting plan, arborist review, water use and biological and aquatic resources updates. Director Allen asked how the size of the skateboard area was impacted by changes. Mr. Conroy said it is slightly smaller but comparable. Tom also provided further details regarding the County right of way and its impact on the walking trails.

- 3. Consideration of Amendment to District Personnel Manual –** Mr. Duffy introduced proposed amendments to the Personnel Manual that would increase employer contributions toward insurance premiums for employees.

ACTION: Director Marsh moved to approve the proposed amendments to the Personnel Manual. (Marsh/Allen). Approved 5-0.

- 4. Consideration of Variance for APN 048-013-590, Coronado Avenue, 4,396 Sq. Ft. Parcel in a 10,000 Sq. Ft. District, Owner: Exempt Marital Trust, Thomas J. Carey –** Ms. Atmore provided an overview of the variance application and the findings provided by General Counsel.

ACTION: Director Marsh moved to approve the variance for APN 048-013-590 and make the required findings. (Marsh/Bowles). Approved 5-0.

- 5. Engineer’s Report –** Ms. Atmore stated that Big Wave provided final payment for outstanding engineering fees and that the final steps are being taken to connect to the District’s system.

- 6. Report on Sewer Authority Mid-Coastside Meetings –** Director Dye provided an overview of recent work at the SAM plant that required shutting down the entire plant in order to move the control room including switches as part of the cybersecurity project. Director Marsh stated that a presentation was given to the SAM board on the potential relocation of the plant’s electrical building. Options included adding a second story to the current electrical building or the administrative building, moving the equipment to a Half Moon Bay workshop adjacent to the property, or building a new structure across from the administrative building. Director Marsh explained that the current study has been funded by a FEMA grant and that if the project is not pursued, the approximate \$500,000 in grant money must be returned to FEMA but that the Board felt it was worth the risk in order to have a shovel ready plan. Director Dye stated that SAM staff feels confident that additional grant money could be procured. The deadline to start the project is before the end of 2026. Mr. Duffy reminded the Board that there may be less expensive solutions that should be considered such as a knee wall with a lock system. Additionally, he stated that a previous study from 5 to 7 years prior projected the cost of moving the building at \$7-\$9M. Director Dye highlighted that GCSB flow rates are currently at 17.04%.

- a. Discussion on SAM Budgeting for Infrastructure – Mr. Duffy summarized his findings related to SAM infrastructure spending including funding of past projects that are well overbudget and overdue. Mr. Duffy emphasized the need for more transparent reporting by SAM as well as the legal question of whether or not money can be spent on items that were not listed in an approved budget, which District counsel concurred with. Mr. Duffy went on to say that there is insufficient detail in the current SAM updates to the board and finance committee which hinders board members’ ability to understand fiscal year expenditures on certain projects and make informed decisions. Director Dye asked where additional budgeted project money should sit if a project will span multiple years. Director Marsh emphasized the importance of time management of projects and not having projects snowball forward. She further stressed that they should only budget for projects or the portion of a project that they can actually accomplish within the fiscal year. Mr. Duffy stated that staff would be following up with SAM management for further discussion.

CONSENT AGENDA

7. **October 16, 2025 Regular Meeting Minutes.**
8. **November 2025 Warrants.**
9. **September 2025 Financial Statements.**

ACTION: Director Marsh moved to approve the Consent Agenda.
(Marsh/Bowles). 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** – Director Randle asked that staff bring the median discussion back in December. Director Bowles asked if there was to be future discussion of the Picasso lease and Director Marsh stated that an update from the ad hoc committee would be brought to the Board at the December meeting.

Mr. Duffy stated that the originally planned closed session would not be needed.

ADJOURN TO CLOSED SESSION – Not held.

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

The Regular Meeting was adjourned at 8:29 p.m.

**Granada Community Services District
December 2025 Warrants
For the December 18, 2025 Board of Director's Meeting**

| Date | Num | Name | Memo | Account | Amount |
|-------------|------------|------------------------------------|---|-----------------------------------|-------------------|
| 11/12/25 | 10582 | KBA Document Solutions, LLC | Inv dtd 11/12/25 | 6140 Office Supplies | 57.25 |
| 11/12/25 | 10583 | Sewer Authority Mid-Coastside | Inv dtd 10/31/25 | 5014 SAM - Pass Through Costs | 5,500.00 |
| 11/12/25 | 10584 | Jen Randle | 10/16/25 GCSO Board Mtg | 6040 Directors' Compensation | 190.00 |
| 12/11/25 | 10585 | Coastside Fire Protection District | Special Event Permit | 5135 Recreation Supplies & Misc | 304.00 |
| 12/18/25 | 10586 | Barbara Dye | 11/20/25 GCSO | 6040 Directors' Compensation | 190.00 |
| 12/18/25 | 10587 | Dudek | 10/25/25-11/21/25 Prof. Svcs | 6151 General Manager | 7,977.73 |
| 12/18/25 | 10588 | Hue & Cry, Inc | SP Lift Stn Jan & Qtrly Alarm Jan-Mar 2026 | 6170 Utilities | 132.88 |
| 12/18/25 | 10589 | Jen Randle | 11/20/25 GCSO | 6040 Directors' Compensation | 190.00 |
| 12/18/25 | 10590 | Matthew Allen | 11/20/25 GCSO | 6040 Directors' Compensation | 190.00 |
| 12/18/25 | 10591 | Nancy Marsh | 11/20/25 GCSO | 6040 Directors' Compensation | 190.00 |
| 12/18/25 | 10592 | Pacifica Community TV | 11/20/25 GCSO | 6180 Video Taping | 400.00 |
| 12/18/25 | 10593 | PG&E | Office Inv dtd 11/21/25 | 6170 Utilities | 68.45 |
| 12/18/25 | 10594 | PG&E | Pump Stn Inv dtd 11/24/25 | 6170 Utilities | 292.37 |
| 12/18/25 | 10595 | Rodolfo Romero | Repairs and Dec Cleaning | 6130 Office Maintenance & Repairs | 330.00 |
| 12/18/25 | 10596 | San Mateo County Harbor District | Office Lease - Jan 2026 | 6120 Office Lease | 5,363.31 |
| 12/18/25 | 10597 | Sewer Authority Mid-Coastside | Dec 2025 Collections and Asmts | 5014 SAM - Pass Through Costs | 172,128.92 |
| 12/18/25 | 10598 | State Compensation Insurance Fund | Policy 9164816 Payroll Report 08/19/25-08/19/26 | 6080 Insurance | 282.92 |
| 12/18/25 | 10599 | Streamline | Streamline Flex 12/01/25-01/01/26 | 6190 Computers | 245.00 |
| 12/18/25 | 10600 | SWRCB | Annual Permit Fee 07/01/25-06/30/26 | 6260 Permitting/Fees/Filing Fees | 3,945.00 |
| 12/18/25 | 10601 | Tri Counties Bank | Stmt dtd 11/30/25 | 6140 Office Supplies | 272.94 |
| 12/18/25 | 10602 | US Bank Equipment Finance | Dec 2025 Svcs | 6020 Copier lease | 252.28 |
| 12/18/25 | 10603 | Wanda Bowles | 11/20/25 GCSO | 6040 Directors' Compensation | 190.00 |
| 12/18/25 | 10604 | Wittwer Parkin | Legal Svcs 10/17-25-11/26/25 | 6090 Legal Services | 2,277.00 |
| | | | | TOTAL \$ | 200,970.05 |



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: District Financial Statements
Date: December 18, 2025

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

Pages 1-4

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

Budgetary Funds Cash Reserve – shows the amount in the Sewer reserve and the Parks and Recreation reserve.

Pages 7-8

Statement of Net Position – lists the districts reserves and cash on hand as of October 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 9-12

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



Financial Statements

Granada Community Services District
October 2025

Table of Contents

| | |
|---------------------------|---|
| Executive Summary | 1 |
| Financial Statements | 5 |
| Supplementary Information | 9 |

Executive Summary

REVENUE (2025/2026 YTD)

\$262,919

▼ -83.5% vs budget



EXPENSES (2025/2026 YTD)

\$1,257,675

▼ -4.6% vs budget



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

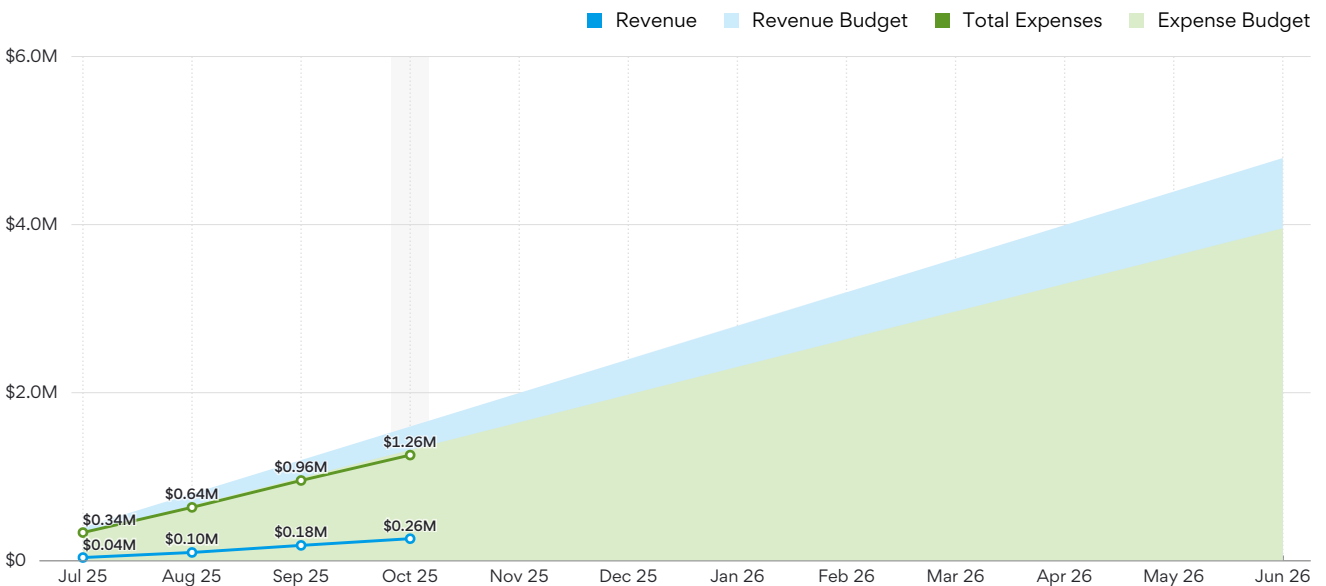
(\$994,756)

▼ -456.4% vs budget



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

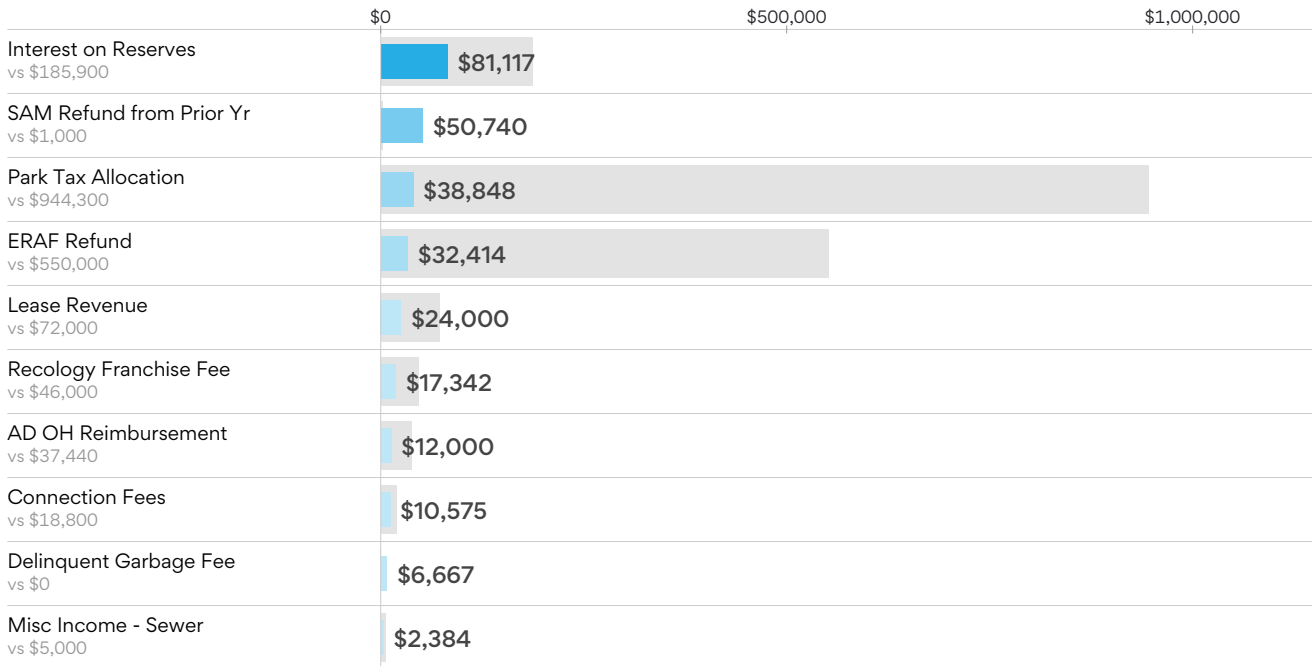
YTD Cumulative Revenue & Expense Budget Trends



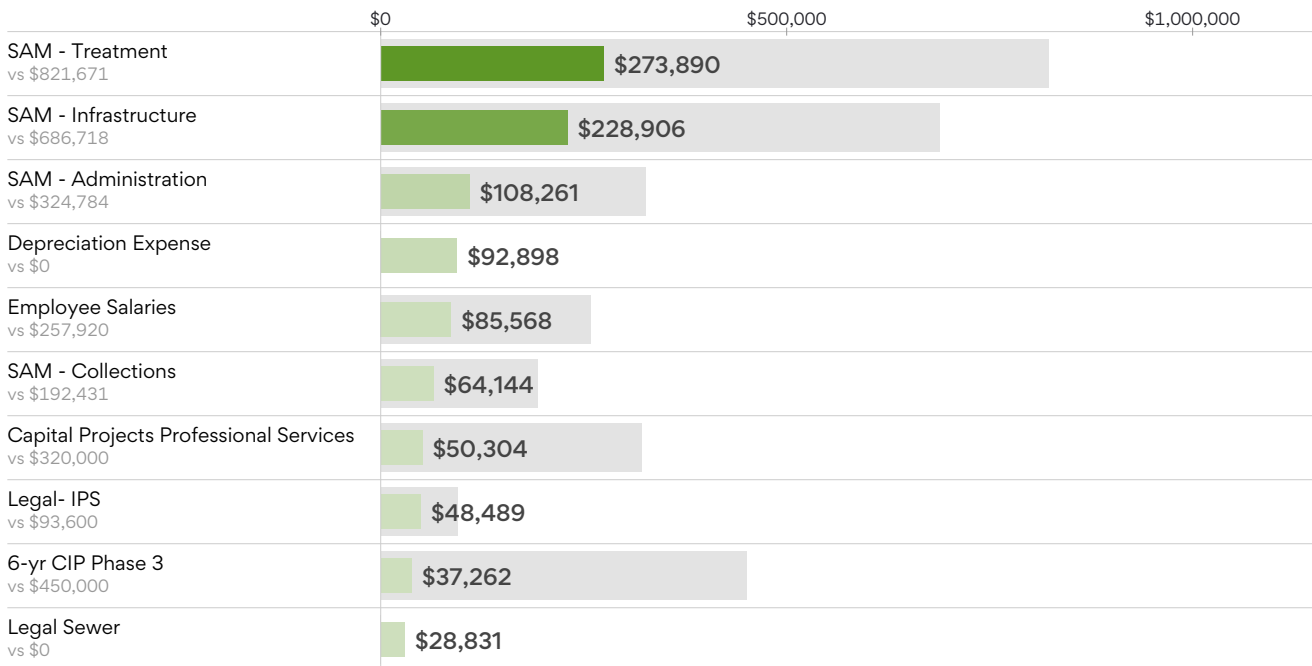
Top 10 Revenues & Expenses

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)



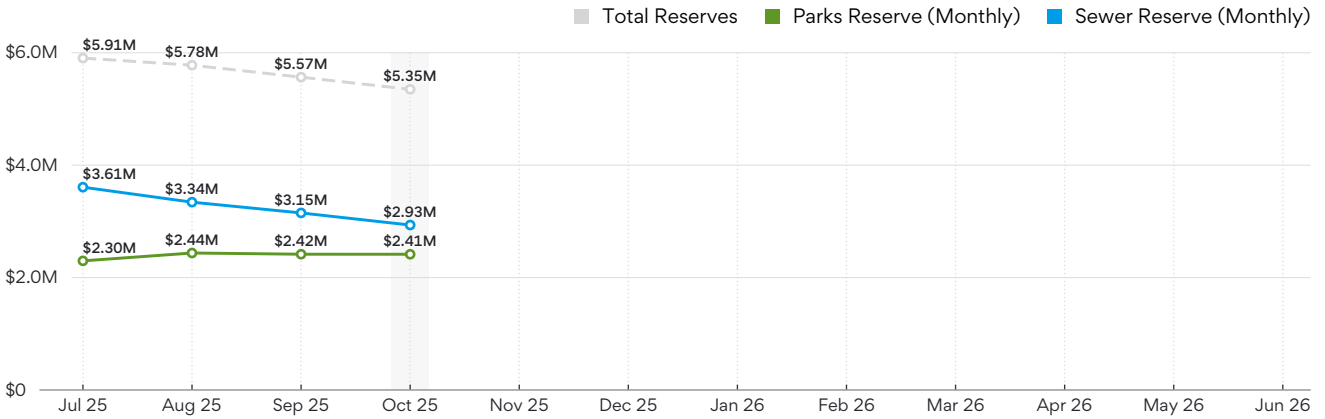
Top 10 Expenses breakdown (2025/2026 YTD vs Budget)



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 | (725,288) |
| Ending Sewer Reserve | 2,934,850 |

| Parks & Recreation Reserves (\$) | 2025/2026 (YTD) |
|----------------------------------|------------------|
| Beginning Parks Reserve | 2,466,512 |
| Change in Parks Reserve | (51,787) |
| Ending Parks Reserve | 2,414,725 |

| Total Cash Reserves (\$) | 2025/2026 (YTD) |
|--------------------------|------------------|
| Ending Reserves | 5,349,575 |

Granada Community Services District

For the Month Ended October 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 Statements No. 34 and No. 103.
- 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 December 10, 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 October 31, 2025

| ASSETS | Oct 2025 |
|--|-------------------|
| Cash & Equivalents | |
| Petty Cash | \$ 226 |
| Tri Counties Bank - Gen Op | 85,010 |
| Tri Counties Bank - Deposit | 2,500 |
| LAIF | 9,282 |
| CalTrust Liquidity Fund #0010 | 5,246,673 |
| Undeposited Funds | 5,885 |
| Total Cash & Equivalents | 5,349,575 |
| Accounts Receivable | |
| Accounts Receivable from Customers | 3,559 |
| AD Overhead Reimb. Receivable | 12,000 |
| Total Accounts Receivable | 15,559 |
| Other Current Assets | |
| Due from AD | 7,901 |
| Prepaid Expenses | 10,474 |
| Total Other Current Assets | 18,375 |
| Total Current Assets | 5,383,510 |
| Fixed Assets | |
| Collections System | 12,867,836 |
| Construction in Progress | 73,254 |
| Equipment | 22,943 |
| Land | 2,862,979 |
| Accumulated Depreciation | (8,542,936) |
| Total Fixed Assets | 7,284,077 |
| Investments or Other Non-Current Assets | |
| Investment in SAM | 5,091,453 |
| ERAF 5% Retention Receivable | 53,738 |
| Total Investments or Other Non-Current Assets | 5,145,191 |
| Total Non-Current Assets | 12,429,269 |
| Total Assets | 17,812,778 |
| Deferred Outflows of Resources - Pension | 112,280 |

(Continued on next page)

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

| LIABILITIES | Oct 2025 |
|--|---------------------|
| Accounts Payable | |
| Accounts Payable | 42,711 |
| Other Current Liabilities | |
| Compensated Absences, Current Portion | 10,750 |
| Deposits Payable | 3,498 |
| Payroll Liabilities | 5,073 |
| Total Other Current Liabilities | 19,320 |
| Total Current Liabilities | 62,031 |
| Other Non-Current Liabilities | |
| Compensated Absences, Noncurrent | 4,303 |
| Net Pension Liability | 180,689 |
| Total Other Non-Current Liabilities | 184,993 |
| Total Non-Current Liabilities | 184,993 |
| Total Liabilities | 247,024 |
| | |
| Deferred Inflows of Resources - Pension | 610 |
| | |
| NET POSITION | |
| Net Investment in Capital Assets | 7,284,077 |
| Net Position - Unrestricted | 10,393,347 |
| Total Net Position | \$17,677,425 |

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

| Revenue | Jul-Oct 2025 | Expected to Date | Variance YTD | FY25/26 Budget |
|------------------------------------|----------------|------------------|--------------------|------------------|
| Operating Revenue | | | | |
| Sewer Service Charges-SMC | \$ (1,554) | \$ 975,500 | \$ (977,054) | \$ 2,926,500 |
| Connection Fees | 10,575 | 6,267 | 4,308 | 18,800 |
| Total Operating Revenue | 9,021 | 981,767 | (972,746) | 2,945,300 |
| Non Operating Revenue | | | | |
| Interest on Reserves | 81,117 | 61,967 | 19,150 | 185,900 |
| SAM Refund from Prior Yr | 50,740 | 333 | 50,406 | 1,000 |
| ERAF Refund | 32,414 | 183,333 | (150,919) | 550,000 |
| Misc Income - Sewer | 2,384 | 1,667 | 718 | 5,000 |
| Misc Income - Recreation | 1,405 | 1,667 | (262) | 5,000 |
| Lease Revenue | 24,000 | 24,000 | - | 72,000 |
| Park Tax Allocation | 38,848 | 314,767 | (275,919) | 944,300 |
| AD OH Reimbursement | 12,000 | 12,480 | (480) | 37,440 |
| Recology Franchise Fee | 17,342 | 15,333 | 2,009 | 46,000 |
| Delinquent Garbage Fee | 6,667 | - | 6,667 | - |
| Gain (Loss) on Disposals | (13,020) | - | (13,020) | - |
| Total Non Operating Revenue | 253,898 | 615,547 | (361,649) | 1,846,640 |
| Total Revenue | 262,919 | 1,597,313 | (1,334,395) | 4,791,940 |
| Expenses | | | | |
| Operations | | | | |
| SAM - General | 395,466 | 395,466 | 0 | 1,186,398 |
| SAM - Pass Through Costs | 6,659 | - | 6,659 | - |
| SAM - Collections | 64,144 | 64,144 | - | 192,431 |
| Depreciation Expense | 92,898 | - | 92,898 | - |
| CCTV | - | 10,000 | (10,000) | 30,000 |
| Pet Waste Station | 567 | - | 567 | - |
| RCD - Parks | - | 333 | (333) | 1,000 |
| Half Moon Bay Reimb - Parks | - | 13,631 | (13,631) | 40,894 |
| Recreation Supplies and Misc... | 12,300 | - | 12,300 | - |
| Total Operations | 572,035 | 483,574 | 88,460 | 1,450,723 |
| Administration | | | | |
| Auditing | - | 6,260 | (6,260) | 18,780 |
| Copier lease | 1,009 | 1,223 | (214) | 3,670 |
| Directors' Compensation | 3,420 | 5,050 | (1,630) | 15,150 |
| Education & Travel Reimb | - | 673 | (673) | 2,020 |
| Employee Compensation | 130,827 | 133,943 | (3,116) | 401,830 |
| Engineering Services | 4,573 | 13,333 | (8,760) | 40,000 |
| Insurance | 481 | 23,400 | (22,919) | 70,200 |
| Legal Services | 88,929 | 45,067 | 43,862 | 135,200 |
| Memberships | 10,947 | 4,200 | 6,747 | 12,600 |
| Office Lease | 20,881 | 21,493 | (613) | 64,480 |
| Office Maint./Properties/Supp... | 36,654 | 6,667 | 29,988 | 20,000 |
| Professional Services | 47,109 | 51,147 | (4,038) | 153,440 |

(Continued on next page)

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

| Expenses (Continued) | Jul-Oct 2025 | Expected to Date | Variance YTD | FY25/26 Budget |
|-----------------------------------|---------------------|-------------------------|-----------------------|-----------------------|
| Administration (Continued) | | | | |
| Publications/Notices/Marketing | 1,008 | 3,120 | (2,112) | 9,360 |
| Utilities | 4,715 | 5,553 | (838) | 16,660 |
| Video Taping | 1,200 | 1,733 | (533) | 5,200 |
| Computers | 2,966 | 1,733 | 1,232 | 5,200 |
| Miscellaneous | 52 | 3,333 | (3,281) | 10,000 |
| Bank Service Charges | 393 | - | 393 | - |
| Permitting/Fees/Filing Fees | 4,482 | 8,333 | (3,851) | 25,000 |
| Park Related Misc Expenses | - | 87 | (87) | 260 |
| Total Administration | 359,647 | 336,350 | 23,297 | 1,009,050 |
| Capital Projects | | | | |
| SAM - Infrastructure | 228,906 | 228,906 | - | 686,718 |
| Lift Station Maint. | 9,521 | 9,333 | 188 | 28,000 |
| Lateral Repairs | - | 3,333 | (3,333) | 10,000 |
| 6-yr CIP Phase 3 | 37,262 | 150,000 | (112,738) | 450,000 |
| Capital Projects Professional Svc | 50,304 | 106,667 | (56,362) | 320,000 |
| Total Capital Projects | 325,994 | 498,239 | (172,246) | 1,494,718 |
| Total Expenses | 1,257,675 | 1,318,163 | (60,488) | 3,954,491 |
| Change in Net Position | (994,756) | 279,150 | (1,273,906) | 837,449 |
| Beginning Net Position | 18,672,181 | 18,672,181 | - | 18,672,181 |
| Ending Net Position | \$17,677,425 | \$18,951,331 | \$ (1,273,906) | \$19,509,630 |

Supplementary Information

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

| Account Name | Sewer | Parks & Recreation | Total |
|------------------------------------|----------------|--------------------|----------------|
| Revenue | | | |
| Operating Revenue | | | |
| Sewer Service Charges-SMC | \$ (1,554) | - | \$ (1,554) |
| Connection Fees | 10,575 | - | 10,575 |
| Total Operating Revenue | 9,021 | - | 9,021 |
| Non Operating Revenue | | | |
| Interest on Reserves | 47,233 | 33,884 | 81,117 |
| SAM Refund from Prior Yr | 50,740 | - | 50,740 |
| ERAF Refund | 19,448 | 12,966 | 32,414 |
| Misc Income - Sewer | 2,332 | 53 | 2,384 |
| Misc Income - Recreation | - | 1,405 | 1,405 |
| Lease Revenue | 18,000 | 6,000 | 24,000 |
| Park Tax Allocation | - | 38,848 | 38,848 |
| AD OH Reimbursement | 12,000 | - | 12,000 |
| Recology Franchise Fee | 17,342 | - | 17,342 |
| Delinquent Garbage Fee | 6,667 | - | 6,667 |
| Gain (Loss) on Disposals | - | (13,020) | (13,020) |
| Total Non Operating Revenue | 173,762 | 80,135 | 253,898 |
| Total Revenue | 182,784 | 80,135 | 262,919 |
| Expenses | | | |
| Operations | | | |
| SAM - General | 395,466 | - | 395,466 |
| SAM - Pass Through Costs | 6,659 | - | 6,659 |
| SAM - Collections | 64,144 | - | 64,144 |
| Depreciation Expense | 92,569 | 330 | 92,898 |
| Pet Waste Station | - | 567 | 567 |
| Recreation Supplies and Misc... | - | 12,300 | 12,300 |
| Total Operations | 558,838 | 13,197 | 572,035 |
| Administration | | | |
| Copier lease | 757 | 252 | 1,009 |
| Directors' Compensation | 2,565 | 855 | 3,420 |
| Employee Compensation | 98,120 | 32,707 | 130,827 |
| Engineering Services | 4,573 | - | 4,573 |
| Insurance | 361 | 120 | 481 |
| Legal Services | 85,456 | 3,473 | 88,929 |
| Memberships | 8,334 | 2,613 | 10,947 |
| Office Lease | 15,661 | 5,220 | 20,881 |
| Office Maint./Properties/Supplies | 11,922 | 24,733 | 36,654 |

(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 Four Months Ended October 31, 2025
(Continued)

| Expenses (Continued) | Sewer | Parks & Recreation | Total |
|--|---------------------|-----------------------------------|---------------------|
| Administration (Continued) | | | |
| Professional Services | 35,449 | 11,660 | 47,109 |
| Publications/Notices/Marketing... | 1,008 | - | 1,008 |
| Utilities | 4,105 | 610 | 4,715 |
| Video Taping | 900 | 300 | 1,200 |
| Computers | 2,224 | 741 | 2,966 |
| Miscellaneous | 39 | 13 | 52 |
| Bank Service Charges | 295 | 98 | 393 |
| Permitting/Fees/Filing Fees | 4,482 | - | 4,482 |
| Total Administration | 276,251 | 83,396 | 359,647 |
| Capital Projects | | | |
| SAM - Infrastructure | 228,906 | - | 228,906 |
| Lift Station Maint. | 9,521 | - | 9,521 |
| 6-yr CIP Phase 3 | 37,262 | - | 37,262 |
| Capital Projects Professional Services | 469 | 49,836 | 50,304 |
| Total Capital Projects | 276,158 | 49,836 | 325,994 |
| Total Expenses | 1,111,246 | 146,429 | 1,257,675 |
| Change in Net Position | \$ (928,463) | \$ (66,293) | \$ (994,756) |



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
 From: Hope Atmore, Assistant General Manager
 Subject: Administrative Staff Report
 Date: December 18, 2025

This report serves as a general update for the Board from staff since the November 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.

- Staff is working with Fechter and Company to complete the FYE 2025 Audit.
- Ongoing work on Sewer Service Management Plan update.
- Ongoing work on Records Retention Policy.
- Planning for El Granada Festive.
- Preparation for the GCPRC Coastal Development permit.

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

APPLICATIONS RECEIVED – There was one application received during this period:

| Date | Class | Owner/Agent | APN | Address | Sq. Ft. | Zone |
|----------|-------|-------------|-------------|-------------------------------|---------|------|
| 12/08/25 | 2A | French | 047-021-200 | 142 California Ave, Princeton | 10,498 | W/DR |

PERMITS ISSUED - There were no permits issued during this period.

SEWER HOOK-UPS - There were two sewer hook-ups during this period:

| Permit | Class | Date | Owner/Agent | APN | Address | Sq. ft. | Zone |
|--------|-------|----------|----------------|-------------|-------------------------------|---------|--------|
| 3208 | 2M | 12/05/25 | Big Wave Group | 047-311-060 | 380 Airport Street, Princeton | 17,500 | W/DR |
| 3271 | 1A | 12/09/25 | Mercado | 048-014-360 | 145 Medio Ave, HMB | 7,048 | R1/S17 |

