



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, February 19, 2026

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: GCS D Board Meeting Time: February 19, 2026 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:	Barbara Dye
	Vice-President:	Wanda Bowles
	Director:	Matt Allen
	Director:	Nancy Marsh
	Director:	Jen Randle

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

PAGE

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

- 1. Park and Recreation Activities.** 4
 - a. Report on Planned Recreation Program Events.
 - b. Update from Staff Regarding Median Discussions with San Mateo County Staff.
- 2. Consideration of Use Framework for Granada Community Park and Recreation Center.** 5

Recommendation: To be made by the Board.
- 3. Consideration of Temporary Use Permits for Vendors on GCSD Owned Properties.** 10

Recommendation: To be made by the Board.
- 4. Updated Conflict of Interest Code Policy.** 11

Recommendation: Approve updated policy.
- 5. Updated Special Counsel Services Agreement for the Assessment District and Associated Integrated Financing District.** 16

Recommendation: Approve the Special Counsel Services Agreement.
- 6. Engineer's Report.** 24
- 7. Report on Sewer Authority Mid-Coastside Meetings.** 26
 - a. Update on SAM Budget Process, and O&M and Infrastructure Reporting.
 - b. FOG Inspection Results for District Businesses.

CONSENT AGENDA

- 8. January 15, 2026 Regular Meeting Minutes.** 48
- 9. February 2026 Warrants.** 51
- 10. December 2025 Financial Statements.** 52

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 12. Attorney's Report. (Parkin)**
- 13. General Manager's Report. (Duffy)**
- 14. Administrative Staff Report. (Atmore)** 64
- 15. Future Agenda Items.** 65

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 January 15, 2026 Board Meeting:

Last Ordinance adopted: No. 177

Last Resolution adopted: No. 2026-01

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: Parks and Recreation Updates
Date: February 19, 2026

a. Recreation Updates

Past Events:

- Quarterly Recycling Day – 132 customers
- Introduction to Acrylics Painting – last class February 11

Ongoing Events:

- Wednesday Chair Yoga
- Sound Bath, second Tuesday of each month

Upcoming Events:

- Introduction to Sewing – February 17 thru March 24 – FULL class
- History Walk – February 28
- Introduction to Acrylics Painting (session 2) – March 18 thru April 15
- Wild Edible and Medicinal Plant ID Walk with Suzanne Elliott – March 28
- Egg Hunt at Quarry Park – April 4
- Quarterly Recycling, April 18 from 8:00AM to Noon
- SpringFest with SMC Parks – April 25

Still in planning:

- Writing Workshop
- Deer Creek Walk

- ### b. Update from Staff Regarding Median Discussions with San Mateo County Staff –
- GCSD staff met with San Mateo County staff on January 19 and discussed District concerns including issues of ownership, tree removal, outreach, and costs of future maintenance. County staff agreed to have internal discussions and will follow up with GCSD staff at a future date.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Use Framework for Granada Community Park and Recreation Center
Date: February 19, 2026

In spring of 2024, district staff and consultant Montrose Environmental Solutions completed a Mitigated Negative Declaration for the Granada Community Park and Recreation Center Project. Broad operational use parameters were established in the MND to comply with CEQA regulations and to provide flexibility during the eventual application process for a County Use Permit and Coastal Development Permit. The District completed the County's pre-permit process in the fall of 2025 and the County provided feedback which included requests for specific use details of the park and recreation center, including types of uses, capacities, and hours of operation.

Staff has developed the attached draft use framework for the Board's review. This framework is based on current and developing programming that the District is and will be offering, including on-site and off-site events, classes, and meetings. Additionally, staff has reviewed historical use and capacity for events at Senior Coastsiders and the Ted Adcock Center in Half Moon Bay to help develop the framework with a focus on serving the local community in conformance with County guidance, while also recognizing staffing and budget limitations within the district.

Community Recreation Center

The Community Recreation Center will have staff and support space of approximately 1,500 square feet, two classrooms, each with approximately 640 square feet of useable classroom space, and a small meeting room space of approximately 160 square feet. **Security** - After hours and weekend use of classroom spaces will be accessed with programmed key cards to be checked out to responsible party. Public restrooms will be accessed by coded door lock. Library kiosk will be located in front of Recreation Center and will be accessed from the parking lot.

	Monday - Friday Business Hours 9:00AM-5:00PM	Monday - Friday After Hours 5:00PM-10:00PM	Weekends 9:00AM-5:00PM
Staff and Support Space (~1,500sf) Staff use and public office (2-3 employees)	DAILY	NA	NA
Fitness Room (~640sf) Exercise or meeting space intended for local community use encouraging pedestrian and bike access with minimal impact on traffic. Capacities: typical set-up ~12, assembly set-up ~30, classroom set-up ~24.	3-5 CLASSES/DAY	UP TO 1-2 EARLY EVENING CLASSES/DAY 3-4 PUBLIC AGENCY MEETINGS/MONTH	1-3 CLASSES OR MEETINGS/DAY
Club Room (~630sf) Craft/other classes or meeting space intended for local community use encouraging pedestrian and bike access with minimal impact on traffic. Capacities: typical set-up ~24, assembly set-up ~30, classroom set-up ~24.	3-5 CLASSES/DAY	UP TO 1-2 EARLY EVENING CLASSES/DAY	1-3 CLASSES OR MEETINGS/DAY
Small meeting room (~160sf) For public community use. Capacity for all set-ups ~6.	1-2 MEETINGS/ DAY	NA	NA
Library Kiosk To be located in front of Recreation Center for drop off and pick up of library materials - self serve vending machine accessed by Recreation Center parking lot.	24/7	24/7	24/7

Community Room

The Community Room will be approximately 1,900 square feet and will be used for both public and private events. The space is intended primarily for local community use allowing for pedestrian and bike access. Private events with amplified music would require board approval. Development of the Community Room will likely occur as a later phase of the overall project.

	Monday - Friday Business Hours 9:00AM-5:00PM	Monday - Friday After Hours 5:00PM-10:00PM	Weekends 9:00AM-10:00PM
PUBLIC - Recreation Programming and Public Events - Examples include dance classes, ping pong or other recreation requiring larger space, films, lectures, town halls, workshops, larger public meetings, recitals. Capacities: typical set-up ~80, assembly set-up ~80, classroom set-up ~80.			
Small to Medium Events			
Frequency	1-2 TIMES/WEEK	2-4 TIMES/MONTH	2-4 TIMES/MONTH
Anticipated capacity	10-30 PEOPLE	10-50 PEOPLE	10-50 PEOPLE
Medium to Large Events			
Frequency	1 TIME/MONTH	1-2 TIMES/MONTH	1-2 TIMES/MONTH
Anticipated capacity	51-80 PEOPLE	51-80 PEOPLE	51-80 PEOPLE
PRIVATE - Private Events - Examples include rental of space for birthdays, banquets, private club meetings, receptions.			
Small to Medium Events (under 50 guests)			
Frequency	NA	1-2 TIMES/MONTH	1-2 TIMES/MONTH
Anticipated capacity		10-50 PEOPLE	10-50 PEOPLE
Medium to Large Events(over 50 guests) - Private events with attendance over 50 people would require board approval and would be limited by staffing and space availability.			
Frequency	NA	1 TIME/MONTH	1-2 TIMES/MONTH
Anticipated capacity		51-80 PEOPLE	51-80 PEOPLE

Granada Community Park

The passive and active park areas would be open from sunrise to sunset. Public restrooms will have coded door lock. Security cameras will be in use near public restroom, parking areas, and skate ramp area.

Monday - Friday

Park Hours
Dawn to Dusk

Weekends

Park Hours
Dawn to Dusk

Granada Community Park

PUBLIC - District Sponsored Special Events - The District anticipates hosting 2-3 annual events geared and marketed to local community. Examples include established events such as the Spring Egg Hunt for children and a Holiday craft fair with live music and tree lighting. **Non District Sponsored Events** - Park space could be used by local non-profit or community groups for public events. A District issued Temporary Occupancy Permit would be required.

Frequency

Anticipated capacity

1 TIME/YEAR
75-150 PEOPLE

4-6 TIMES/YEAR
75-150 PEOPLE

PRIVATE - Examples include first-come-first-served picnic tables for small events such as birthday parties.

Small to Medium Events (under 30 guests)

Frequency

Anticipated capacity

1-2 TIMES/MONTH
10-25 PEOPLE

1-2 TIMES/MONTH
10-25 PEOPLE

PROGRAMMING CAPACITY

Programming Capacity				
Space	Square Footage	Typical Set-Up	Assembly Set-Up <i>(Chairs Only)</i>	Classroom Set-Up <i>(Tables and Chairs)</i>
Fitness Room	~640 sf	~12	~30	~24
Club Room	~630 sf	~24	~30	~24
Small Meeting	~160	~6	~6	~6
Community Room	1,900 sf	~80	~80	~80



TYPICAL SET-UP



ASSEMBLY SET-UP



CLASSROOM SET-UP



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore
Subject: Temporary Use Permits on Granada Community Services District Property
Date: February 19, 2026

During public comment at the January 15, 2026 Meeting of the Board, a local business owner requested permission to park their food truck on district property in order to hold food concessions. As the District's Ordinance Code prohibits vending on District property without a permit, staff was directed to further research allowing food trucks or other vendors to use district property and to develop possible procedures for granting permits. Per the ordinance code:

SEC. 356 (18) Private Operations. It shall be unlawful for any person to engage in the business of soliciting, selling or peddling of any liquids or edibles for human consumption, or to hawk, peddle or vend any goods, wares or merchandise of any kind, except upon specific concession or permit secured from the District, or the General Manager or his or her representative.

While the current ordinance does allow for a concession or permit, no such allowance has been granted by the District since the property was purchased. The District, upon Board approval, has allowed for occasional special events operated by outside non-profits. However, permitting for ongoing vending, as opposed to a special event, could create challenges around the term of the permit, number of permits to be granted, and enforcement of permit violations or trespassing. Additionally, as the Granada Community Park and Recreation Center Project team prepare for various submittals to the County for future park plans, temporary vendor permits could introduce complications to that process.

While GCS D supports local business success, opening the space up to food or other vendors at this time is not recommended.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: GCSD Conflict of Interest Code Update
Date: February 19, 2026

Please find attached an updated Conflict of Interest Code for the Granada Community Services District. The last minor update to the code was approved in August of 2016 which amended some titles of Designated Officials and Employees.

The proposed draft provides more clear and simplified summaries of the Code, better understanding of designated positions required to comply with the various provisions in the Code, applicable filing requirements, prohibitions, disqualifications, and violations.

CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, Title 2 California Code of Regulations §18730, which contains the terms of a standard conflict of interest code. This standard conflict of interest code can be incorporated by reference in an agency's conflict of interest code. The standard conflict of interest code may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act.

Therefore, the terms of Title 2 California Code of Regulations §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference, and along with the designated positions and disclosure categories set forth below, constitute the Conflict of Interest Code of the Granada Community Services District ("District"). The Political Reform Act and regulations adopted by the Fair Political Practices Commission should be consulted to determine conflicts of interest, limitations and prohibitions, and compliance with reporting requirements.

A. Definitions.

1. Designated Persons.

The persons below are designated persons. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on their economic interests, and shall file a Statement of Economic Interests Form (Form 700). with the Clerk of the County of San Mateo. Persons elected, appointed to, or hired in the following designated positions are required to file Form 700:

<u>Designated Position</u>	<u>Disclosure Category</u>
• Directors	1
• General Manager	1
• Assistant General Manager	3
• Legal Counsel	1
• Consultants as defined herein	2

2. Disclosure Categories.

Category 1.

Designated Persons assigned to Category 1 shall report as follows:

All interests in real property in the District's jurisdiction or within two miles thereof, as well as investments, business positions, income, gifts, loans and travel payments, from any source. (Form 700, Schedules A-1 through E).

Category 2.

Consultants, as defined for purposes of the Political Reform Act, shall disclose pursuant to the broadest disclosure category in the conflict of interest code (Category 1) subject to the following limitation: The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements of the broadest disclosure category, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. However, such a determination does not excuse a consultant from any other provisions of this Conflict of Interest Code.

For purposes of the Political Reform Act, a "Consultant" is an individual who, pursuant to a contract with the District:

- (A) Makes a governmental decision whether to:
 - (i) Approve a rate, rule, or regulation;
 - (ii) Adopt or enforce a law;
 - (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - (v) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
 - (vi) Grant agency approval to a plan, design, report, study, or similar item;
 - (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
- (B) Serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in 2 Cal. Code Regs. Sec. 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified herein under Section 87302. (2 Cal. Code Regs. Sec. 18700.3).

Category 3.

Designated Persons assigned to Category 3 shall report as follows:

Investments and business positions in business entities and sources of income, gifts, loans and travel payments. (Form 700, Schedules A-1, A-2, C,D,E).

B. Economic Interest Filing Requirements.1. Assuming Office Statements.

All persons assuming designated positions as shown in Section B shall file Form 700 within 30 days after assuming the designated positions.

2. Annual Statements.

All Designated Persons shall file Form 700 no later than April 1.

3. Leaving Office Statements.

All persons who leave designated positions as shown in Section B shall file Form 700 within 30 days after leaving office.

C. Prohibitions.1. Prohibition on Receipt of Honoraria.

No designated persons shall accept any honorarium from any source, if the designated person would be required to report the receipt of income or gifts from that source on the designated person's Form 700. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code §89506.

2. Prohibition on Receipt of Gifts in Excess of \$630.

No designated persons shall accept gifts with a total value of more than \$630 in a calendar year from any single source, if the designated person would be required to report the receipt of income or gifts from that source on the Designated Person's Form 700. *This gift limit is adjusted for inflation every odd-numbered year.*

3. Loans to Public Officials.

No designated person shall receive a personal loan from any Director, employee, or consultant of the District.

No Director shall, from the date of the election to office through the date that the officer vacates office, receive a personal loan from any person who has a contract with the District or over which the District has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the Director's status.

D. Disqualification.

No designated persons shall make, participate in making, or in any way attempt to use the designated persons official position to influence the making of any governmental decision which the designated person knows or has reason to know will have a reasonably foreseeable material

financial effect, distinguishable from its effect on the public generally, on the designated person or the designated person's immediate family or on:

- a. Any business entity in which the designated person has a direct or indirect investment worth \$2,000 or more;
- b. Any real property in which the designated person has a direct or indirect interest worth \$2,000 or more;
- c. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated person within 12 months prior to the time when the decision is made;
- d. Any business entity in which the designated person is a director, officer, partner, trustee, employee, or holds any position of management; or
- e. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$630 or more provided to, received by, or promised to the designated person within 12 months prior to the time when the decision is made.

E. Violations.

The Conflict of Interest Code has the force and effect of law. Designated Persons violating any provision of the Code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code §81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of the Code or of §87100 or §87450 has occurred may be set aside as void pursuant to §91003.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Special Counsel Services Agreement for the Assessment District and Associated Integrated Financing District
Date: February 19, 2026

Attached for Board review is an updated Agreement between GCSD and Weist Law Firm for Special Counsel Services for the Integrated Financing District (IFD). The District first went into contract with Weist Law Firm in April of 2019. Since that time, the original bonds have been paid off and the annual assessment on properties has ended. As such, new procedural questions have arisen around the practice of assessment relief, contingent assessment administration, and governance issues.

Weist Law Firm has demonstrated a solid comprehension of the District's complex financing district and has a clear understanding of the steps needed to advance relevant future policy. Mr. Weist will be developing a Memorandum of Facts and Background that will be presented to the Board at a future meeting and will help direct the Board on possible future policy decisions.

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this ____ day of _____, 2026 (the “Effective Date”), by and between the GRANADA COMMUNITY SERVICES DISTRICT (the “District”), whose address is 504 Avenue Alhambra, Third Floor, El Granada, CA 94018, and THE WEIST LAW FIRM (the “Consultant”), whose address is 1875 South Bascom Avenue, Suite 2400, Campbell, CA 95008.

W I T N E S S E T H :

WHEREAS, the Granada Community Services District (the “District”) is a California community service district and public agency responsible for providing wastewater collection and related services within its jurisdiction; and

WHEREAS, in the 1990s and early 2000s, the District formed and administered the Sewage Treatment Facility Improvements Integrated Financing District (the “IFD”) pursuant to financing proceedings conducted under the Municipal Improvement Act of 1913, the Improvement Bond Act of 1915, and the Integrated Financing District Act (Government Code Section 53175 et seq.), for the purpose of financing the District’s share of capital improvements to the Sewer Authority Mid-Coastside wastewater treatment facilities; and

WHEREAS, bonds were issued and later refunded in 2003 in connection with the IFD, secured by non-contingent assessments levied on certain parcels and supplemented by contingent assessments payable upon the occurrence of specified development-related contingencies; and

WHEREAS, the physical improvements financed through the IFD were completed, and in 2023 the District completed final payment and defeasance of the outstanding bonds, such that no bonded indebtedness secured by the IFD remains outstanding; and

WHEREAS, following bond defeasance, the District is confronted with complex, non-routine questions concerning the continued administration of the IFD, including the treatment of contingent assessments, prior relief practices, equity among similarly situated property owners, and the development of Board-level policy guidance, for which specialized public finance and assessment district counsel is required; and

WHEREAS, notwithstanding bond defeasance, the District continues to administer the IFD framework, including the levy and collection of contingent assessments, the management of related funds and reserves, and the consideration of historical practices commonly referred to as assessment “reliefs”; and

WHEREAS, the District has experienced renewed requests for assessment relief and related inquiries following bond defeasance, raising policy, legal, and equity considerations concerning the continued administration of the IFD, the treatment of similarly situated property owners, and the appropriate governance framework going forward; and

WHEREAS, the District desires to engage special legal counsel to assist staff and the Board of Directors in developing a clear factual record, evaluating statutory and contractual considerations, analyzing historical practices, and supporting the Board’s consideration of policy options relating to the IFD, contingent assessments, and related matters; and

WHEREAS, The Weist Law Firm has extensive experience advising California public agencies on assessment districts, integrated financing districts, public finance law, and complex policy and governance issues arising from long-term financing structures; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein, the parties agree as follows: in consideration of the mutual covenants and agreements herein, the parties agree as follows:

Section 1. Scope of Services.

Consultant shall provide special counsel and advisory services to the District on an as-requested basis, as further described in Exhibit A – Scope of Work, attached hereto and incorporated by reference (the “Services” or “Scope of Work”). Services shall be performed on an as-authorized basis and may be phased or modified pursuant to written direction from the District’s General Manager or Board-designee.

Section 2. Excluded Services.

Services are limited to those specifically set forth in Exhibit A. Consultant’s Services do not include representation of the District in any litigation, arbitration, administrative enforcement, or other contested proceeding. Consultant is not engaged as bond counsel, disclosure counsel, underwriter’s counsel, or municipal advisor with respect to any financing or securities transaction, unless expressly agreed to in a separate written agreement. Consultant will not be responsible for the services performed or acts or omissions of any other participant. Excluded services may be performed only under a separate written agreement.

Section 3. Compensation.

For the Services provided under this Agreement, Consultant’s professional fees and expense reimbursement shall be as set forth in Exhibit “B” attached hereto. No material expansion of scope shall occur without prior written authorization.

Section 4. Term and Termination.

This Agreement may be terminated by either party upon ten (10) days’ prior written notice, with or without cause. In the event of termination, the District shall pay Consultant for Services performed and reimbursable expenses incurred through the effective date of termination, in accordance with Exhibit B. If not sooner terminated, this Agreement shall remain in effect until completion of the Services described in Exhibit A, as such Services may be expanded or modified from time to time pursuant to written authorization.

Section 5. Nature of Engagement: Conflicts.

Consultant’s Services are provided on a best-efforts basis. Consultant makes no representation or guarantee regarding the approval of rates, grants, loans, or financing, or the availability or timing of any funding source. All decisions regarding rates, funding applications, and implementation remain solely with the District. Consultant represents that it has no conflict of interest that would prevent it from performing the Services. Consultant may represent other clients in unrelated matters, provided such representation does not materially conflict with the Services provided hereunder.

Section 6. Insurance.

Consultant represents that it maintains professional liability (errors and omissions) insurance with limits of not less than \$1,000,000/\$2,000,000 aggregate.

Section 7. Standards of Professional Conduct.

Consultant shall perform the Services in accordance with all applicable laws and professional standards. Consultant represents that all legal services shall be provided by attorneys duly licensed and in good standing with the State Bar of California.

Consultant accepts this engagement based on its determination that it has the time, expertise, and resources necessary to perform the Services in a professional and timely manner.

Section 8. No Guarantee of Outcome.

Consultant's Services are provided on a best-efforts basis only. Consultant makes no representation or guarantee regarding the outcome of any Board decision, policy action, reimbursement strategy, or future use of IFD-related funds.

All decisions remain solely within the discretion of the District and its Board.

Section 9. Indemnification.

The District agrees to indemnify and hold harmless Consultant from and against losses, claims, damages, and liabilities arising out of material misstatements or omissions in information furnished by the District for use in connection with any Services provided, except to the extent such losses are determined by final judgment to result from Consultant's gross negligence or willful misconduct.

Section 10. Independent Contractor.

Consultant and District understand and agree that Consultant is an independent contractor and that the District shall not be liable for Workers' Compensation, retirement or unemployment benefits for Consultant or Consultant's agents, partners or employees.

Section 11. Intellectual Property.

Except as otherwise set forth in this Agreement, the District will own all tangible written material originally prepared expressly for the District and delivered to the District under this Agreement, excluding any intellectual content and materials contained or embodied therein, which includes all: proprietary information, general skills, know-how, expertise, ideas, concepts, methods, techniques, processes, software, materials, or other intellectual property or information which may have been uncovered, generated, developed or derived by Consultant either prior to or as a result of its provision of services under this Agreement.

Section 12. Dispute Resolution.

Any controversy, claim, or dispute arising out of or relating to this Agreement shall be resolved by binding arbitration in Santa Clara County, California, administered by JAMS under its then-prevailing commercial arbitration rules. Each party shall bear its own attorneys' fees and share the arbitrator's costs equally.

Section 13. Entire Agreement.

This Agreement, including Exhibits A and B, constitutes the entire understanding between Consultant and District, and supersedes all prior discussions, whether oral or written, relating to the subject matter hereof. No future waiver of or exception to any of the terms, conditions, and provisions of this Agreement shall be considered valid unless specifically agreed to in writing by both parties.

Section 14. Modification.

Both District and Consultant understand that it may be desirable or necessary during the execution of this Agreement for Consultant or District to modify the scope of services provided for under this Agreement.

Any material extension or change in the scope of work shall be discussed with District and all changes and their cost shall be memorialized in a written amendment to this original Agreement prior to the performance of the additional work. Until a written change order is so executed, District shall not be responsible to pay any charges Consultant may incur in performing such additional services, and correspondingly Consultant shall not be required to perform any such additional services.

Section 15. Severability.

All sections and subsections of this Agreement are severable, and the unenforceability or invalidity of any of the sections or subsections of this Agreement shall not affect the validity or enforceability of the remaining sections or subsections of this Agreement, but such remaining sections or subsections shall be interpreted and construed in such a manner as to carry out fully the intention of the parties. Therefore, if any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding and shall nevertheless continue in full force without being impaired or invalidated in any way.

Section 16. Waiver.

The waiver by either party of a default or breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent default or breach of the same or of a different provision of that party. No waiver or modification of this Agreement or of any covenant condition, or limitation contained in this Agreement shall be valid unless in writing and duly executed by the party or parties to be charged therewith.

Section 17. Execution; Counterparts.

Each party to this Agreement represents and warrants that the person or persons signing this Agreement on behalf of such party is authorized and empowered to sign and deliver this Agreement for such party. This Agreement may be executed in any number of counterparts and each counterpart shall for all purposes be deemed to be an original, and all such counterparts shall together constitute but one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers and representatives thereto duly authorized, all as of the Effective Date.

GRANADA COMMUNITY SERVICES DISTRICT

THE WEIST LAW FIRM

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

EXHIBIT A
SCOPE OF WORK

The Services may be performed in phases, beginning with a factual and policy development phase, and continuing with advisory and support services as requested by the District. Consultant shall provide special counsel and advisory services relating to the District's Integrated Financing District ("IFD"), including, without limitation, the following:

Preparation of a Memorandum of Facts and Background concerning the IFD, assessment structure, contingent assessments, historical practices, and financial context.

Preparation of a Policy Options Memorandum for Board consideration addressing relief practices, contingent assessment administration, and related governance issues.

Legal and policy analysis regarding enforceability, limitations, and options under the Integrated Financing District Act and related statutes.

Board support services, including participation in meetings, workshops, and preparation of staff report language as requested.

Follow-up legal and policy analysis as requested by the District relating to the IFD, contingent assessments, or successor policy frameworks.

EXHIBIT B

COMPENSATION FOR SERVICES

A. Hourly Rates and Billing

Consultant shall be compensated on an hourly basis at a rate of \$545 per hour.

Invoices shall be submitted no less than monthly and shall reasonably describe the Services performed during the billing period. Payment shall be due within thirty (30) days of invoice receipt.

B. Expenses

Consultant shall be reimbursed its normal and customary out-of-pocket expenses, including travel (which includes an out of office fee of one hour of attorney time for each one hundred miles of travel) and customary mileage rates; parking charges and bridge tolls as incurred, business tax expenses, photocopies at forty-five cents per page; telephone and facsimile charges as incurred, and postage and express delivery charges as incurred in connection with the services set forth above. Consultant does not charge for secretarial support services and internal computer time.

February 11, 2026

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for February 2026

6-Year CIP for FY 2025 - FY 2031

We reviewed PSI's CCTV inspection of GCSD sewers and summarized our findings in a memo which identified the sewers that are most in need of repair or replacement for inclusion in the new 6-year CIP. We reviewed our findings with Hope and Chuck during a Zoom meeting on February 5th. We plan to have the proposed next 6-Year CIP available for Board review at its March meeting.

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 is completing its design and is ready to circulate the project's Initial Study as required by CEQA. If M&H Team's guaranteed maximum price (GMP) for construction, expected in May, is approved by the SAM Board, construction could begin as soon as this June and be completed before its court ordered deadline of June 30, 2027. If the GMP is not approved, SAM will need to advertise the project's construction for public bidding.

Naples Beach. Phase 2 Easement

We await a response from State Parks staff regarding securing a permanent easement for about 275' of GCSD sewer constructed on State Parks property.

Big Wave Connected to GCSD

Big Wave has paid all outstanding engineering fees and other charges. Its onsite sewers have

Memorandum

Granada Community Services District
February 11, 2026

been cleaned and CCTV inspected to confirm that they are clear of all construction debris. Big Wave is now connected to the GCSD sewer system.

247 San Juan Ave Class 3 Permit

We have reviewed the plans submitted with the application for a Class 3 mainline extension and have provided our review comments.



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

Regular Board Meeting 7:00 PM, Monday, January 26, 2026

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/85324062459?pwd=4sVWolF4dGPdp8ZS58bzm9kRd6Mtox.1>

Meeting ID: 853 2406 2459

Passcode: 101110

Dial by your location

1 669 900 6833 US (San Jose)

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not 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:	Kathryn Slater-Carter (MWSD)
	Vice-Chair:	Nancy Marsh (GCSD)
	Secretary/Treasurer:	Paul Nagengast (HMB)
	Director:	Scott Boyd (MWSD)
	Director:	Barbara Dye (GCSD)
	Director:	Deborah Ruddock (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 January 26, 2026, will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

3. CONSENT AGENDA *(Consent items are considered routine and will be approved/ adopted by a single motion and vote unless a request for removal for discussion or explanation is received from the public or Board.)*

- A. Approve Minutes of January 12, 2026, Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for January 26, 2026 **(Attachment)**
- C. Monthly Revenue and Expense Report for Period Ending December 31, 2025 **(Attachment)**

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

- A. Set Public Hearing per Government Code 4217.12 Associated with Potential Award of an Energy Service Contract to Coldwell Energy for a Proposed Solar and Battery Storage Project and Direct SAM Staff to Post Notice of the Public Hearing on the SAM Website and at Other Locations Where SAM Meeting Agendas are Ordinarily Posted.
- B. Update on the Progress of the California Environmental Quality Act (CEQA) Initial Study and Mitigated Negative Declaration (IS/MND) for the SAM Sewer Force Main Project in Montara (Informational). **(Attachment)**

5. GENERAL MANAGER’S REPORT

- A. Monthly Managers’ Report – December 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.)*

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

11. ADJOURNMENT

Upcoming Regular Board Meetings: February 9, 2026, and February 23, 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: January 26, 2026
SUBJECT: **Monthly Manager’s Report – December 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 *December 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: 1
 Reportable Spills Cat 4: 0

Flow Report (See Attachment A)

Half Moon Bay	1.099	61.51%
Granada CSD	0.278	15.57%
Montara W&SD	0.410	22.92%
Total	1.787	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 in the month of December 2025, and no public records requested. There were no articles in the Half Moon Bay Review. There were two articles in the Coastside Buzz Mentions to Save \$300k in Yearly Cost, Sewer Authority Solicits RFPs to Procure Solar and Battery Storage to be Funded by a Power Purchase Agreement, 9 Bidders to Return January 2026. (December 12, 2025),and Sewer Authority Mid-Coastside Gets Clean Audit for the 2024-25 Annual Comprehensive Financial Report (ACFR). (December 18, 2025)There were no new hires in the month of December. There were no Anniversary in the month of December.

Operations & Maintenance

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

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

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

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

Chemical addition this month to the MLSS this month was minimal at best.

Effluent BOD results averaged 18.6 mg/l this month. Our highest effluent result this month was 35 mg/L, below our weekly average but not what we are striving for.

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

At the beginning of the month, while doing routine maintenance on air the air release valves the maintenance crew found what turned out to be a small leak going to the valve pit. We needed to call Andreini to excavate the area to facilitate the repairs. We did utilize the storage facility and were able to stop the flow on the IPS line while repairs were made. This was reported as a cat 3 SSO base on the volume.

GSE installed influent pump # 7 that arrived. This is the second of the two large pumps we have replaced now.

We had a surprise inspection from the county for our HMBP, there were a couple minor things regarding record keeping we needed to address that we are in the process of correcting.

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	

Training this month (12/3), 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 Storm and Flood Safety. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

During the month of December 2025 rainfall was below the historic normal for Half Moon Bay. The NOAA 10-year average for the area is 4.791 inches of rain for November, (5.28 inches is considered normal). This web link has some very useful data for our area, <https://qgweather.com/hmb/>. Rainfall totals were as follows: 3.58 inches, (from the NOAA gauge at the plant), the trees might be an issue on this gauge. Our roof top had 5.170 at the plant, 5.800 inches in the GCSD service area, and 5.380 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of December 2025.

- 12/1/2025 – Daily ops rounds and duties. Cleaned all DO MLSS probes meters. Hose down headworks area and bar screens. Mix chemical for MICRO 2000 analyzer in the effluent building.
- 12/2/2025 – Daily ops rounds and duties. Sodium Bisulfite delivery to the plant. Hypochlorite delivery to the plant. Set secondary clarifier #1 out of service and start taking it down for cleaning. Found Primary sludge pump #3 running continually on hand mode for roughly 6 hours, had to adjust sludge transfer rates overnight.
- 12/3/2025 - Daily ops rounds and duties. Du-All safety training(flooding). **Found a CL2 leak in chemical storage area inside the valve cabinet, found a loose fitting. Continue washing down secondary #1. Pulled out and cleaned the SO2 sample suction line. **Received tide flex valves, one of them had a repair tag on it contacted supplier. Alpha day 1 samples.
- 12/4/2025 - Daily operator duties and rounds. **Delivery to the plant of the new influent pump. Disconnect influent pump 7 and drain water for replacement. Repaired a minor chlorine leak at the chemical storage area inside the cabinet where the valves are housed for the chemical pumps. Secondary #1 completely drained and washed down. **Found pump 1 at MONTARA pump station not functioning correctly, VFD is detecting overcurrent on the pump, place out of service. Tide flex valve supplier was onsite, took questionable valve and expedited replacement from factory. Alpha day 2 samples.

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	

- 12/5/2025 - Daily operator rounds and duties. **GSE contractors here at the plant to remove and replace influent pump #7. Precision IT and Bay Alarm here at the plant to work on the security camera system. Start filling up secondary #1 with #3 water.
- 12/6/2025 - Saturday - Daily ops rounds and duties. Normal day here at the plant with no issues.
- 12/7/2025 - Sunday - Daily ops rounds and duties. Pedro's cleaning service here in the admin building. Alpha day 1 samples.
- 12/8/2025 – Daily ops round and duties. Ferric delivery to the plant. Hose down secondary #2 trough. Collect ALPHA LAB samples day 2.
- 12/9/2025 – Daily ops rounds and duties. CALCON here to wire new influent pump #7. Perform MDL and quarterly QC on operators. **Force main break in El Granada near elementary school. Shut off PORTOLA pump station due to force main leak. Repaired a minor leak in the CL2 chemical manifold inside storage cabinet.
- 12/10/2025 - Daily operator rounds and duties. Turn on pump 1 at Portola pump station early in the morning, then later turn off all pumps at Montara and Portola stations for force main line repair. Cleaned chlorine contact basin #1. Clean all 4 MLSS DO probe meters. **Found a flooded pump room with sewage at Portola station, sump pump floats were not functioning properly as a result flooded the room. Turned on all pumps at stations at roughly 6pm, but found pump 1 at Portola not pumping enough, de ragged pump and place back I service, we did bypass the de ragger unit due to being faulty.
- 12/11/2025 - Daily ops rounds and duties. Place pump 2 in lead mode at Portola station for a while due to pump 1 not being efficient. De-ragged pump 1 at Portola station. Noticed rising sludge in the secondary, increased speed at the collector and increased the RAS as well. Switch influent pumps.
- 12/12/2025 - Daily operator rounds and duties. Calcon is here to work at Montara pump station due to no communication alarm. Found the belt press room completely covered in sludge, transfer valve was left open to the press overnight, had to power wash area to remove sludge from walls.
- 12/13/2025 - Saturday - Daily ops rounds and duties. Hot water boiler #1 failed, reset, and turn back on.
- 12/14/2025 - Sunday - Daily ops rounds and duties. Pedro's cleaning service is here in the admin building.

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	

- 12/15/2025 - Daily ops rounds and duties. Collect Alpha Lab Day one samples. **Fire alarm in the mud room went off during the day and received a fire alarm zone 4 late at night, did place alarm on test overnight.
- 12/16/2025 - Daily ops rounds and duties. Collect samples for Alpha LAB day2. Influent pump 1 has major oil leak, placed out of service. Maintenance crew working on Hypo tank 2.
- 12/17/2025 - Daily ops rounds and duties. Clean chlorine contact tank #2. Set up and prime RAS pump #1 in case it's needed later. Place zone 4 fire alarm on test mode. Christmas Party at lunch time. Calcon here at the plant working on electrical equipment.
- 12/18/2025 - Daily operator rounds and duties. Added polymer to the MLSS effluent due to settleability issues. Oil seal for influent pump 1 was replaced by the mechanics. Pen pump reinstalled pump # 1 at Montara, VFD has an issue, Calcon will be in tomorrow to swap out the VFD.
- 12/19/2025 - Daily operator rounds and duties. Continue adding polymer and Alum to the MLSS effluent. Calcon replaced VFD at Montara pump station pump #1. Place fire alarm at the plant on test for 24 hours. Collection crew flushed storm lines inside the plant. Tree trimming inside gated area at Montara station late in the afternoon had to assist by having the gate open while they worked.
- 12/20/2025 - Saturday - Daily ops rounds and duties. Added polymer and alum to the MLSS effluent for better settleability in the secondary. Pump down all chemical storage sumps.
- 12/21/2025 - Sunday - Daily ops rounds and duties. Place fire alarm on test for 24 hours. Pedro's cleaning service here.
- 12/22/2025 - Daily ops rounds and duties. Heavy rain. **Place Secondary #2 in service due to higher flows from weather. We received a Rain for Rent tank at Montara pump station. **Montara and Princeton pump stations are both on alarm due to weather and high flows. Place fire alarm at the plant on test for 24 hours. GSE pipe delivery to the plant. Alpha Lab day 1 samples.
- 12/23/2025 - Daily ops rounds and duties. **We received another Rain for Rent tank out at Montara station. Hypochlorite delivery to the plant. Collect 2nd day Alpha Lab samples. Late in the evening due to heavy wind and rain, both NEUROS blower were shutting on and off due to possible brown outs (power glitches).
- 12/24/2025 - Daily ops rounds and duties. Heavy rain and wind. Power outage at Montara and Princeton stations, both stations on generator. Maintenance crew out attending lift

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	

stations. Pedro’s cleaning service here in the admin building. Power glitch at the plant in the afternoon, reset all equipment.

- 12/25/2025 - Daily ops rounds and duties. Power glitch at the plant early in the morning. **Power outage in the evening in El Granada and Montara areas, generator running at all pump stations. Power restored at around 23 hours, (11pm).
- 12/26/2025 - Daily operator rounds and duties. **Found a gas leak near the gas meter, PG&E was here to diagnose, SAM will have to be repair the leak. Tested the Scada alarm at Montara station due to issues during storm. Influent sampler not sampling due to high amounts of grit in the channel, we cleaned channel and replaced the tubing.
- 12/27/2025 - Saturday - Daily ops rounds and duties. Influent sampler did not function correctly, cleared debris and grit from pick up line and worked ok.
- 12/28/2025 - Sunday - Daily ops rounds and duties. Normal day no issues.
- 12/29/2025 - Daily ops rounds and duties. Alpha Day 1 samples, State parks here to discharge roughly 450 gallons of waste.
- 12/30/2025 - Daily ops rounds and duties. Rotate switch influent and chemical pumps. Alpha Lab day 2 samples. There was a temporary power outage at the plant and MONTARA pump station in the afternoon, reset all alarms. The power outage enabled the burglar alarm in the admin building; Police were notified but Kishen advice the police not to dispatch police to plant.
- 12/31/2025 - Holiday - Daily ops rounds and duties. Cintas is here at the plant to deliver uniforms. Reduce CL2 to RAS to 48 lbs. per day. Cozzolino is here to do grounds maintenance.

Other activities are listed below:

There were 11 deliveries (approximately 5,650 gallons) of truck waste discharged at the SAM Plant for a total revenue of \$ 565.00. There were no leachate deliveries to the SAM IPS line in the month of December 2025, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 17,395 feet of sewer line and responded to fifteen calls in contract service areas. Seven calls were sewer line related, and eight were

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	

maintenance service calls. Three of the callouts were during regular business hours or started during regular business hours and went into overtime. The other twelve calls were after-hour callouts. Eight calls were in the HMB service area, four were in the GCSD service area, and the remaining three were in the MWSD service area during the month of December 2025.

HMB – The sewer related calls in the HMB service area were as follows; 12/2 - Received a call for water going into overflow line thinking there was a blockage. Crew arrived and flushed the main line removing a 5-gallon bucket volume of grease and rags. Note that this section has a large belly and will trap grease. 12/3 - 1 st and Myrtle smart cover alarm. Found the antenna to be missing. Replaced the antenna with one in stock. Back to normal now. 12/11 - Responded to a high smart cover level at Central and Railroad. Found line surcharged but flowing. When the rest of the crew arrived, they went and flushed the downstream segments, finding nothing more than liquified grease. 12/22 - Ocean view driving range had a low battery alert. Changed out the battery, back to normal now. 12/25 - 1 st and Myrtle smart cover high alarm. Found line to be surcharged due to rain, it was about 6 inches from the surface. All of the railroad lines were surcharged due to rain so all we could do was monitor.

The maintenance related calls in the HMB service area were as follows; 12/25 - All stations had power issues due to wind and rain. Genny's ran at both Pelican and Ocean Colony for about 10 - 12 minutes. Reset all stations after power was restored and checked for normal operation. 12/27 - Bell moon comm alarm, reset alarms and check station for normal operation. 12/30 - All stations in alarm due to short power outage. Went to all stations and reset alarms and checked for normal operation.

GCSD – The sewer related calls in the GCSD service area was as follows; 12/20 - Call for standing water in cleanout. This is the last house on the line and has had similar issues in the past. The occupants use little water, so things tend to build up. Crew flushed the main line which resolved the issue. 12/31 - Call for toilets backing up. When crew arrived, they flushed the main line finding no obstruction. Crew advised homeowners to contact a roofer company to resolve the issue.

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	

The maintenance related calls in the GCSD service area were as follows; 12/25 - San Pablo station had a power loss due to weather. Genny ran for about 10 minutes. After power was restored reset all alarms and checked station for normal operation. 12/30 - All stations in alarm due to short power outage. Went to all stations and reset alarms and checked for normal operation.

MWSD – There were no sewer line related calls in the MWSD service area in the month of December 2025.

The maintenance service calls in the MWSD service area during the month of December 2025 were as follows: 12/4 - Vallemar station alarm. Station pump one was running upon arrival and well was empty. Tried to reset and reboot system but that didn't work. Put pump one in standby and pump 2 in lead position. Calcon will be out first thing to see if they can resolve. (Has since been resolved). 12/23 - Wind and rain caused widespread power issues affecting all of the MWSD stations. Very long for all involved, gennys ran and portable genny was in full use. 12/30 - All stations in alarm due to short power outage. Went to all stations and reset alarms and checked for normal operation.

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

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report December 2025

Attachment B: Monthly NPDES Report December 2025

Attachment C: Collection System Data December 2025

Attachment D: Contract Collection Service Report December 2025

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	

Attachment A

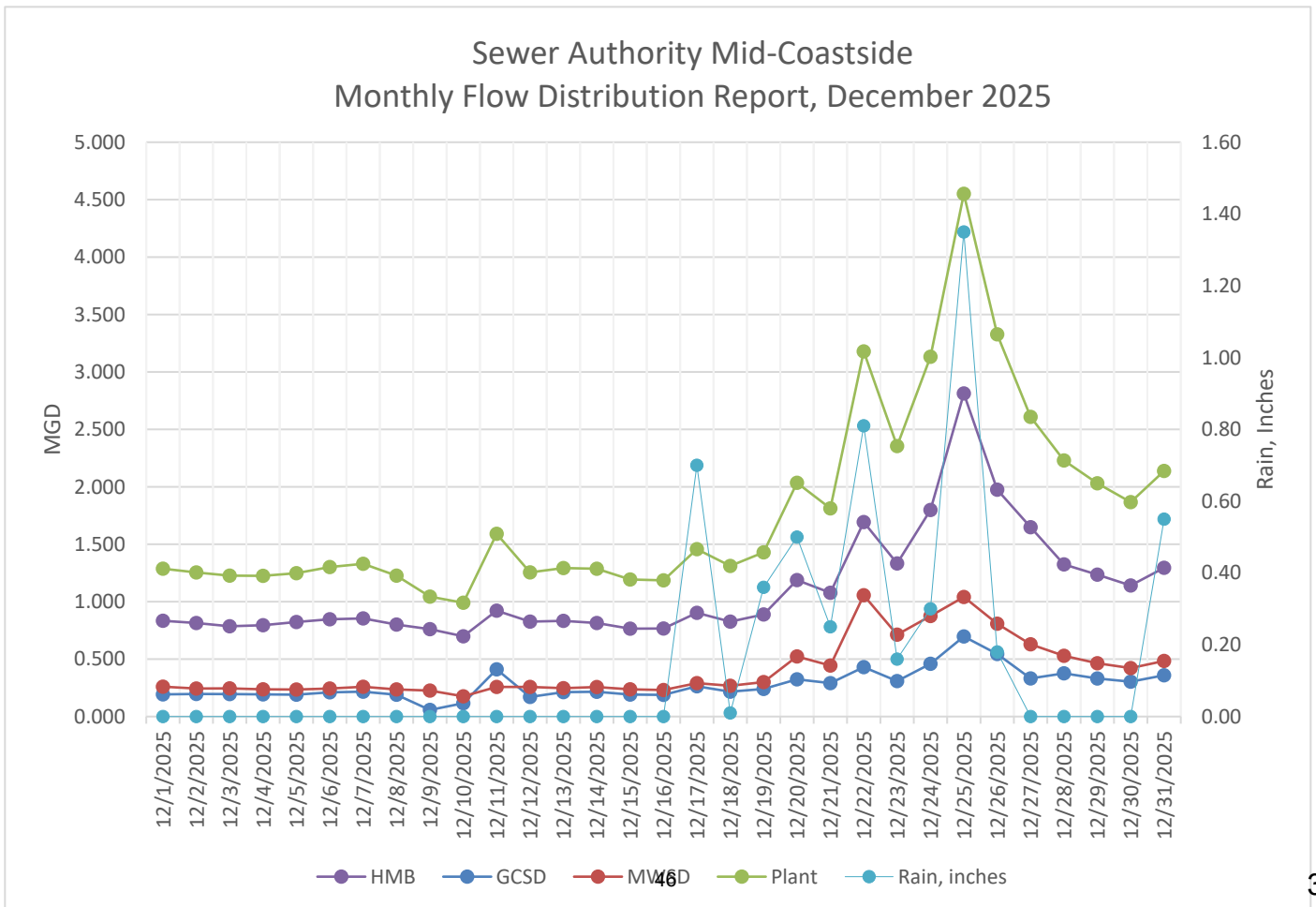
Flow Distribution Report Summary for December 2025

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

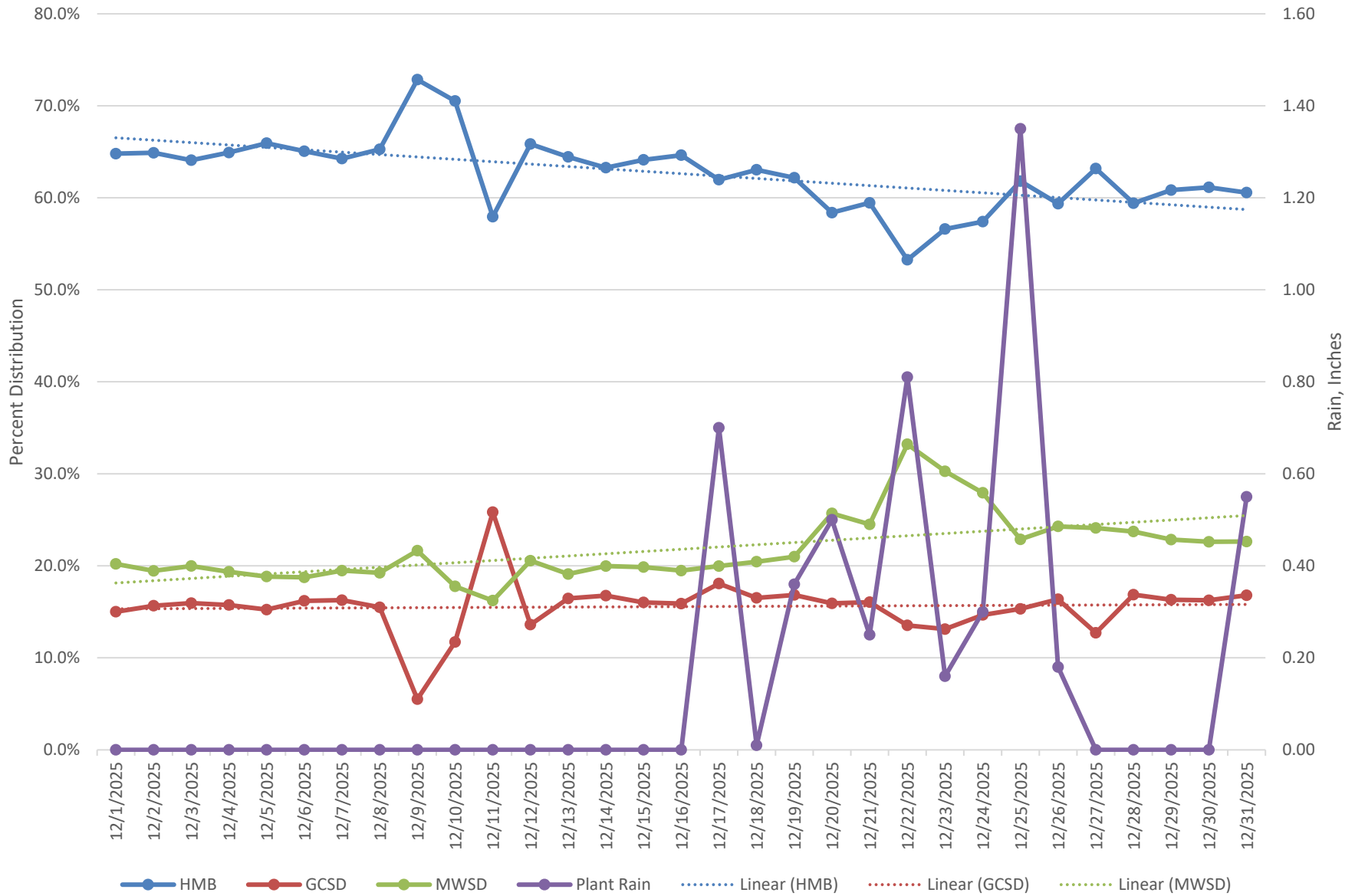
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

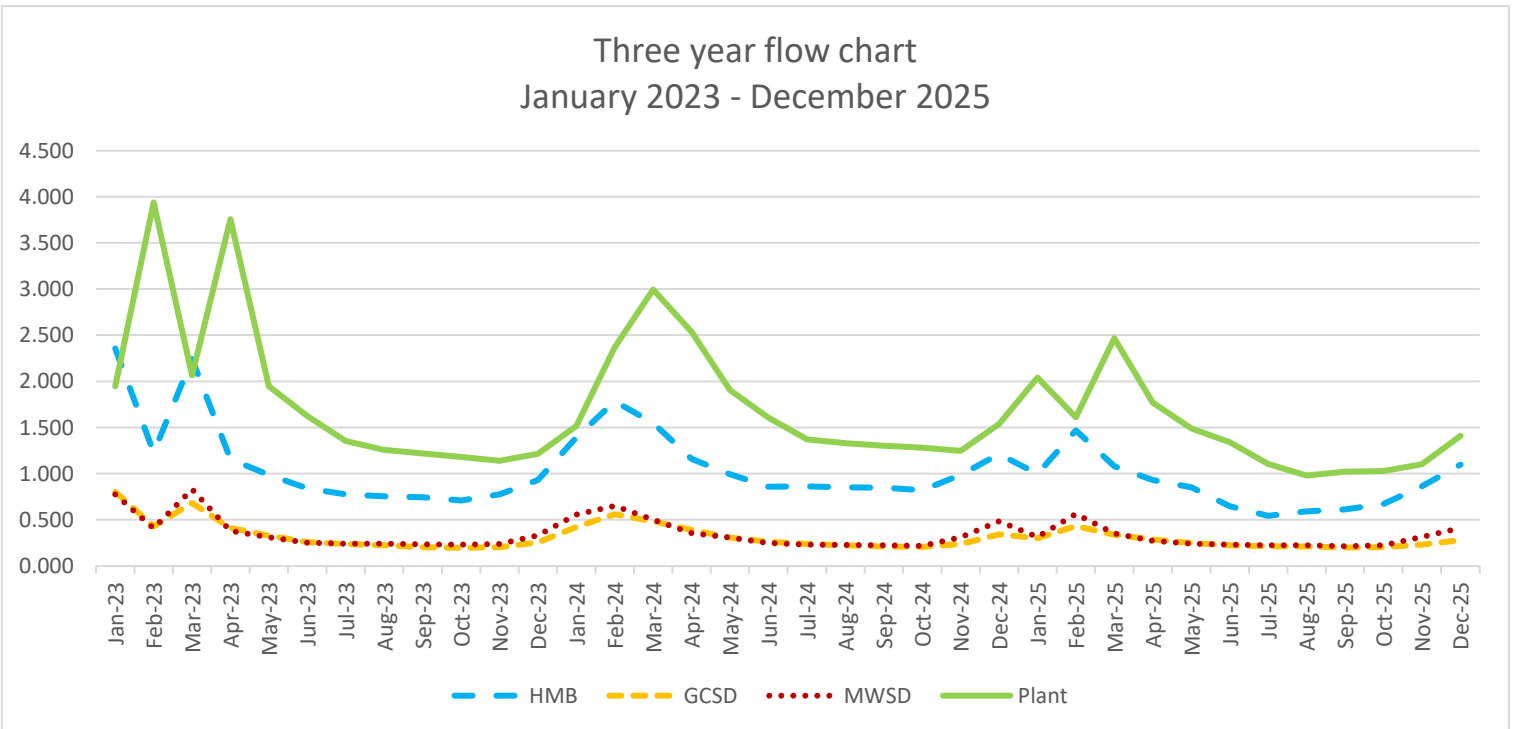
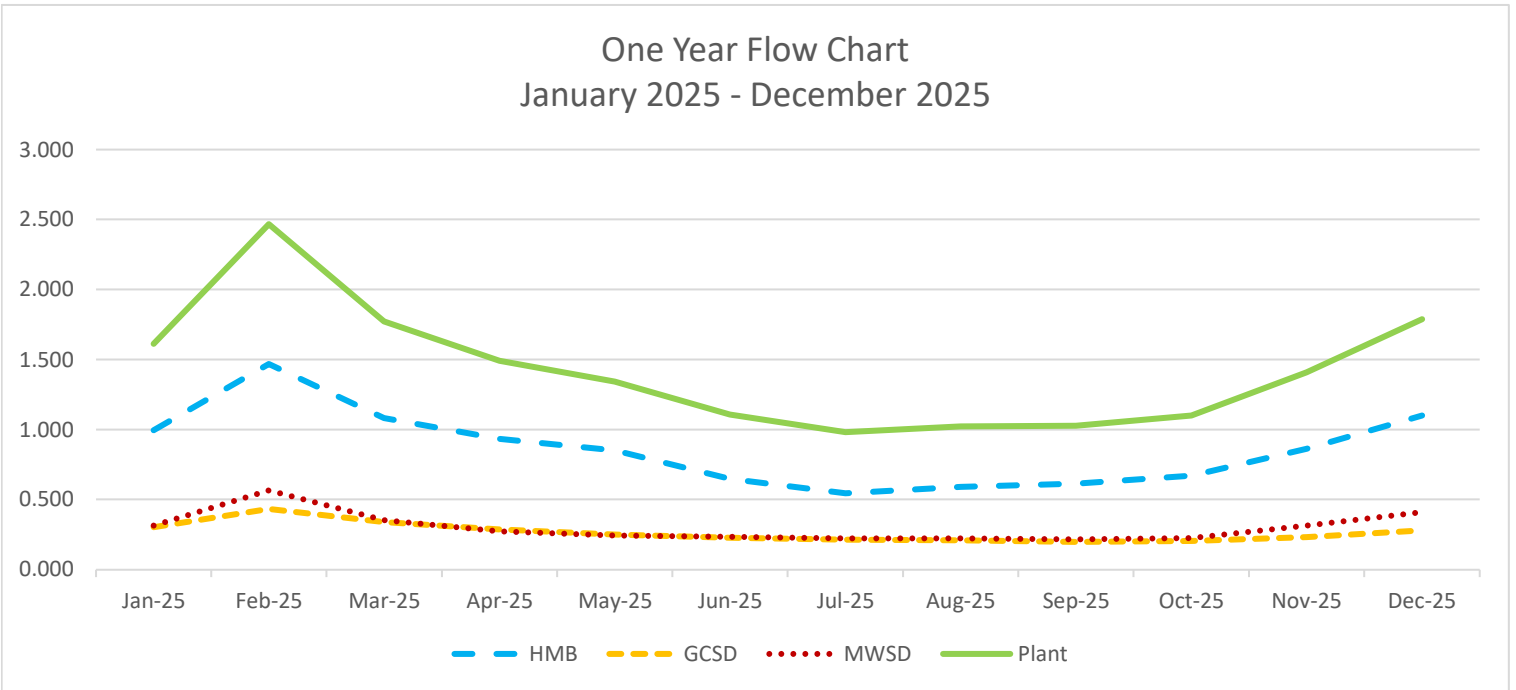
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.099	61.51%
Granada Community Services District	0.278	15.57%
Montara Water and Sanitary District	<u>0.410</u>	<u>22.92%</u>
Total	1.787	100.0%



Percent Distribution December 2025



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



Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2025

December 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	1	0	0	0	1
Total	1	0	0	0	1
					100%

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	3	0	0	1	2
Total	4	0	0	2	2
		0%	0%	50%	50%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
December 2025	1	0	0	0	1
12 Month Moving Total	4	0	0	2	2

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
December 2025	1.0	0.0	0.0	0.0	13.7
12 Month Moving Total	3.8	0.0	0.0	7.4	27.4
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	2.9	0.0	0.0	3.7	27.4
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

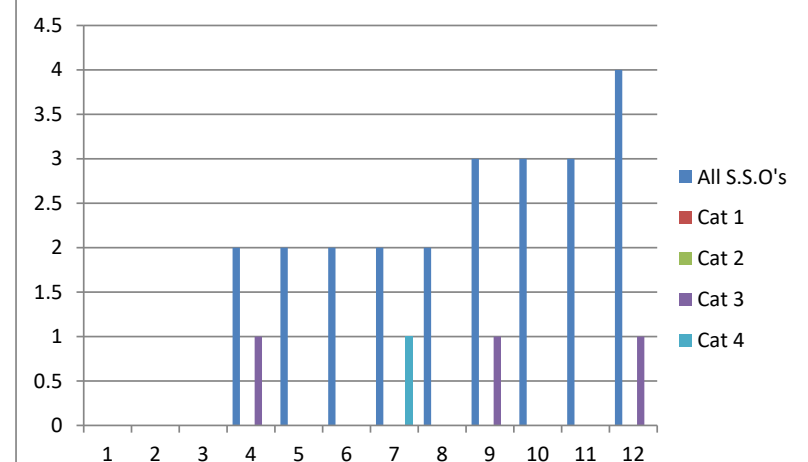
Month	HMB	GCSO	MWSD	Total Feet	Total Miles
Jan - 25	6,789	12,256	9,935	28,980	5.5
Feb - 25	13,501	11,719	7,630	32,850	6.2
Mar - 25	6,257	14,540	10,183	30,980	5.9
Apr - 25	15,622	12,056	7,275	34,953	6.6
May - 25	7,166	11,010	6,516	24,692	4.7
June - 25	19,379	9,910	5,769	35,058	6.6
July - 25	4,613	9,598	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
Nov - 25	12,217	16,986	10,950	40,153	7.6
Dec - 25	0	9,235	8,160	17,395	3.3

Annual ft	116,469	136,496	95,022	347,987	
-----------	---------	---------	--------	---------	--

Annual Mi.	22.1	25.9	18.0		65.9
------------	------	------	------	--	------

Attachment C

12 Month Moving SSO Totals Through December 2025



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	14,636	9,293								
Hot Spot Cleaning	5,400	1,290	2,782	2,470	518	1,981	920								
Lift Station Inspection - Daily	52	4	4	4	4	4	4								
Lift Station Inspection - Annually	3	-	-	-	-	-	-								
Maint. Work Orders - Completed	-	4	4	4	4	4	4								
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-								
Manhole Inspection	879	39	64	67	44	93	46								
USA Markings	372	32	20	45	32	42	53								
F.O.G. Inspections Completed	10	-	-	-	24	-	-								
F.O.G. Inspections Passed	10	-	-	-	15	-	-								
F.O.G. Inspection Failed	-	-	-	-	9	-	-								
Lateral Inspections	-	-	-	-	-	-	-								
Customer Service Call - Reg	-	-	-	-	1	-	-								
Customer Service Call - OT	-	-	-	-	-	1	4								
SSO Response - Category 1	-	-	-	-	-	-	-								
SSO Response - Category 2	-	-	-	-	-	-	-								
SSO Response - Category 3	-	-	-	-	-	-	-								
Insurance Claims Filed	-	0	0	0	0	0	0								



SEWER AUTHORITY MID-COASTSIDE
FAT, OIL, AND GREASE CONTROL PROGRAM
Granda Community Service District
September–October 2025
FOG Inspection Summary Report



MARK THOMAS

Mark Thomas was retained by Sewer Authority Mid-Coastside (SAM) to perform and document Fats, Oils, and Grease (FOG) inspections of known grease producing facilities throughout the Granda Community Services District (GCSD). The inspections took place during the months of September and October 2025. Mark Thomas performed FOG inspection at 24 grease producing facilities within the GCSD.

Below is a summary of the total number of facilities inspected, along with the total number of follow-up inspections required during the September-October 2025 inspection cycle.

Total Grease Producing Facilities	Total Inspections	Passed Inspections	1 st Follow Up Inspection Needed	Total # Of Facilities Unable to be Inspected
24	33	15	9	1

The table above shows that Mark Thomas conducted a total of 33 FOG inspections during the September-October 2025 inspection cycle. The Passed Inspection column includes facilities that were compliant with all FOG best management practices during the initial inspection. The 1st Follow-up Needed column represents the number of facilities that required a follow-up inspection due to non-compliance with FOG best management practices. Lastly, the Total # of Facilities column includes any facilities that are permanently closed or currently undergoing renovations. Seville Tapas, located at 450 Capistrano Rd. in Half Moon Bay, is permanently closed. An inspection report was created for record-keeping purposes; however, no inspection was carried out.

Approximately 38% of the GCSD grease-producing facilities required a follow-up inspection. Below is a list of the nine grease-producing facilities that required a first follow-up inspection:

No.	Grease Producing Facility	Initial Inspection Date	1 st Follow Up Inspection Date	Passed Inspection Date	Remarks From Initial Inspection
1	Beach House Hotel	9/29/25	10/14/25	10/21/25	Unable to obtain a core sample due to thick layer of grease/solids.
2	Café Mezza luna	10/1/25	10/16/25	10/8/25	Unable to obtain a core sample due to thick layer of grease/solids.
3	Mezzaluna Italian Restaurant	10/1/25	10/16/25	10/8/25	Unable to obtain a core sample due to thick layer of grease/solids.
4	The Barn	10/3/25	10/17/25	10/21/25	Unable to obtain a core sample due to thick layer of grease/solids.

No.	Grease Producing Facility	Initial Inspection Date	1 st Follow Up Inspection Date	Passed Inspection Date	Remarks From Initial Inspection
5	Pelagic Fish Market and Grill	10/6/25	10/21/25	10/9/25	Core sample measured 61.5% accumulated FOG/solids.
6	Hangetsu Sushi	10/6/25	10/21/25	10/24/25	Unable to obtain a core sample due to thick layer of grease/solids.
7	The Press	10/7/25	10/22/25	10/24/25	Unable to obtain a core sample due to thick layer of grease/solids.
8	Half Moon Bay Brewing Company	10/7/25	10/22/25	10/9/25	Core sample measured 31.5% accumulated FOG/solids.
9	Oceano Hotel and Spa	10/7/25	10/22/25	FAILED	Unable to take a core sample because, although the grease control device is accessible, the equipment cannot be used effectively at this location.

Eight of the nine grease-producing facilities were found compliant during the first follow-up inspection. The FOG inspector reviewed best management practices with staff and passed these eight sites.

Oceano Hotel and Spa did not pass the initial or first follow-up inspection. Facilities Manager David Silveira stated verbally that the grease control device has not been serviced since the last inspection on 12/4/2024. Due to the device’s location, the inspector could not obtain a proper core sample and has to rely on manifest cleaning records, which the facility could not provide. For unknown reasons, the Facilities Manager could not schedule cleaning until November 30, 2025. Jose Ahumada from SAM Authority was present and noted he would discuss next steps internally. As a result, a second follow-up inspection was not scheduled.

Additionally, at La Costanera (260 Capistrano Rd.), the sample box appears to be installed incorrectly. This issue was previously observed and noted during the December 2024–January 2025 FOG inspection cycle and remains outstanding.

Mark Thomas recommends implementing a semiannual FOG inspection schedule for all grease-producing facilities within GCSD. This FOG inspection cycle had an increase in first follow-up inspections compared to the December 2024–January 2025 cycle. Semiannual inspections will help ensure that facilities continue to service their grease control devices and follow FOG best management practices. Mark Thomas recommends beginning a new FOG inspection cycle in May 2026.

Attachments:

1. FOG Inspections Summary Table
2. FOG Inspections Daily Reports
3. FOG Inspections Facility Report



MARK THOMAS



Sewer Authority Mid-Coastside, SAM

Monthly Report (Fiscal Year 2025-2026)

Description	No. of Facilities	Inspector Name: Alvin Cacdac
FSE Facilities require FOG inspection within El Granada	24	
FSE Facilities inspected during month of September & October 2025	24	
FSE Facilities FOG Inspection (1st visit) perform	24	
FSE Facilities did passed FOG inspection	15	
FSE Facilities required FOG inspection follow up needed	9	
Total FSE Facilities FOG Inspection require Follow Ups		
FSE Facilities FOG Inspection (2nd visit) perform		
FSE Facilities Passed FOG Inspection follow up		
FSE Facilities required another FOG Inspection follow up		
Percentage of FSE Facilities completed inspection		

FSE Facilities Inspected during Month of September & October 2025

No.	Name	No. Visits	Inspection Date	Inspection Passed	Inspection Failed	Remark Schedule Date for Follow up
1	Beach House Hotel	1	9/29/2025	<input type="checkbox"/> Passed	<input checked="" type="checkbox"/> Failed	Inspection Failed due to high FOG. Follow up date 10/14/2025
2	Exclusive Fresh, Inc	1	9/29/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
3	India Beach Restaurant	1	9/29/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
4	Sam's Chowder House	1	9/30/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
5	Barbara's Fish Trap	1	9/30/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
6	Old Princeton Landing Public House & Grill	1	9/30/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
7	Café MezzaLuna	1	10/1/2025	<input type="checkbox"/> Passed	<input checked="" type="checkbox"/> Failed	Inspection Failed due to high FOG. Follow up date 10/16/2025
8	Lamas Peruvian & Mexican Cuisine	1	10/1/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
9	Mezzaluna Italian Restaurant	1	10/1/2025	<input type="checkbox"/> Passed	<input checked="" type="checkbox"/> Failed	Inspection Failed due to high FOG. Follow up date 10/16/2025
10	Harbor Pizza	1	10/1/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
11	Three Captains Sea Products	1	10/3/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
12	Seville Tapas	1	10/3/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
13	The Barn	1	10/3/2025	<input type="checkbox"/> Passed	<input checked="" type="checkbox"/> Failed	Inspection Failed due to high FOG. Follow up date 10/17/2025
14	Asian King Kitchen	1	10/3/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
15	Ketch Harbor Pub	1	10/6/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
16	Pelagic Fish Market	1	10/6/2025	<input type="checkbox"/> Passed	<input checked="" type="checkbox"/> Failed	Inspection Failed due to high FOG. Follow up date 10/21/2025
17	Hangetsu Sushi	1	10/6/2025	<input type="checkbox"/> Passed	<input checked="" type="checkbox"/> Failed	Inspection Failed due to high FOG. Follow up date 10/21/2025
18	The Press	1	10/7/2025	<input type="checkbox"/> Passed	<input checked="" type="checkbox"/> Failed	Inspection Failed due to high FOG. Follow up date 10/22/2025
19	Half Moon Bay Brewing Company	1	10/7/2025	<input type="checkbox"/> Passed	<input checked="" type="checkbox"/> Failed	Inspection Failed due to high FOG. Follow up date 10/22/2025
20	Oceano hotel & Spa	1	10/7/2025	<input type="checkbox"/> Passed	<input checked="" type="checkbox"/> Failed	Inspection Failed due failure to provide cleaing records. Follow up date 10/22/2025
21	La Costanera	1	10/7/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
22	Breakwater Barbeque	1	10/9/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
23	Hop Dogma Brewing Company	1	10/9/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
24	Miramar Beach Restaurant	1	10/10/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
25				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
26				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	

FSE Facilities FOG Inspection (2nd visit) follow up Inspected



MARK THOMAS



Sewer Authority Mid-Coastside, SAM

Monthly Report of (Fiscal Year 2025-2026)

Description	No. of Facilities	Inspector Name: Alvin Caddac
Total FSE Facilities FOG Inspection require Follow Ups within El Granada	9	
FSE Facilities inspected during month of October 2025	9	
FSE Facilities FOG Inspection (2nd visit) perform	9	
FSE Facilities did passed FOG inspection	8	
FSE Facilities required FOG inspection follow up needed	1	
Total FSE Facilities FOG Inspection require Follow Ups		
FSE Facilities FOG Inspection (3rd visit) perform		
FSE Facilities Passed FOG Inspection follow up		
FSE Facilities required another FOG Inspection follow up		
Percentage of FSE Facilities completed inspection		

FSE Facilities inspected during month of October 2025

No.	Name	No. Visits	Inspection Date	Inspection Passed	Inspection Failed	Remark Schedule Date for Follow up
1	Cafe Mazza Luna	2	10/8/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
2	Mezzaluna Italian Restaurant	2	10/8/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
3	Half Moon Bay Brewing Company	2	10/9/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
4	Pelagic Fish Market and Grill	2	10/9/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
5	Beach House Hotel	2	10/21/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
6	The Barn	2	10/21/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
7	The Press	2	10/24/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
8	Hangetsu Sushi	2	10/24/2025	<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Failed	
9	Oceano hotel & Spa	2	10/24/2025	<input type="checkbox"/> Passed	<input checked="" type="checkbox"/> Failed	Inspection Failed due failure to provide cleaing records. Last Documentation onsite was for 2021 cleaning.
10				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
11				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
12				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
13				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
14				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	

FSE Facilities FOG Inspection (3rd visit) follow up Inspected

No.	Name	No. Visits	Inspection Date	Inspection Passed	Inspection Failed	Remark
1				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
2				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
3				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
4				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
5				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
6				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	
7				<input type="checkbox"/> Passed	<input type="checkbox"/> Failed	



GRANADA COMMUNITY SERVICES DISTRICT

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

January 15, 2026

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

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

GENERAL PUBLIC PARTICIPATION

Cesar Castiyo from Gladis Food Mini Market requested that the Board grant a permit to operate the Gladys Food Truck on District property. Director Dye requested that this issue be agendized for the February meeting and directed staff to provide further discussion and a possible permitting process.

REGULAR MEETING AGENDA

1. Park and Recreation Activities.

- a. Report on Planned Recreation Program Events – Ms. Atmore provided updates on past and future recreation programs. Director Dye suggested a Deer Creek walk and encouraged the public to reach out to District staff with ideas for programming.
- b. Update from Staff Regarding Median Discussions with San Mateo County Staff – Ms. Atmore stated that GCSD staff would be meeting with SMC staff on January 16th and that there would be updates forthcoming. Director Dye reiterated that GCSD had a legal opinion stating that the County owned the medians.

- #### **2. Proposal for Additional Civil Engineering Services by BKF Engineers for the Granada Community Park and Recreation Center -**
- Mr. Duffy combined and provided an overview of the four proposals covering agenda items 2-5. He stated that BKF Engineers provided an additional scope of services to include 60% design and stormwater plans with a not-to-exceed amount of \$40,000; Group 4 Architects will provide a lighting plan, an updated cost estimate, and responses to County comments with a not-to-exceed amount of \$15,000; additional landscape architectural services will be provided by KCRH with a not-to-exceed amount of \$93,000; and a new proposal for a Traffic Impact Analysis and Mitigation Plan, as required by the County, was provided by AMG Engineers with a not-to-exceed

amount of \$70,000. Director Marsh asked if these additional reports would provide a cost estimate for review by the Board and Mr. Duffy confirmed that cost estimates would appear on a future agenda. Mr. Duffy read the combined motion as follows: to move approval of additional services, Items 2, 3, 4, and 5: Item 2) BKF engineering services, not to exceed \$40,000; Item 3) Group 4 architectural services, not to exceed \$15,000; Item 4) KCRH landscape architectural services, not to exceed \$95,000; and Item 5) traffic and mitigation plan by AMG, not to exceed \$70,000.

ACTION: Director Marsh moved to approve the motion as stated for Items 2, 3, 4, and 5. (Marsh/Bowles). Approved 4-0.

3. Proposal for Additional Architectural Services by Group 4 Architects for the Granada Community Park and Recreation Center.

ACTION: Included in the motion above.

4. Proposal for Additional Landscape Architectural Services by KCRH for the Granada Community Park and Recreation Center.

ACTION: Included in the motion above.

5. Proposal for Traffic Impact Analysis and Mitigation Plan by AMG Engineers for the Granada Community Park and Recreation Center.

ACTION: Included in the motion above.

6. Consideration of Changing the Starting Time for the District

Regular Board Meeting – Ms. Atmore stated that the item was requested by Director Marsh and that in September of 2023, the meeting time had been moved from 7:30 p.m. to 7:00 p.m. Director Allen stated a preference for maintaining the 7:00 p.m. start time due work and timing issues, and the rest of the board concurred. No action was taken.

7. Engineer's Report – Mr. Duffy reported that CCTV recordings are being reviewed by Kennedy Jenks and that there are only approximately 1,300 feet of 1920's sewer remaining.

8. Report on Sewer Authority Mid-Coastside Meetings – Director Dye stated that the GCSB flow for December was 15.6%, and that reduction in flow saves the District money. Director Marsh added that each percentage point reduction saves approximately \$100,000 per year. Director Marsh reported that SAM staff had expressed concern about the Princeton Pump Station's ability to keep up with inflow during wet weather. Director Marsh explained that the Finance Committee requested changes to SAM's reporting to show line-by-line monthly expenditures for all ongoing infrastructure projects, equipment repairs, and general plant repairs, and that these changes should also be reflected in the next fiscal year budget. Director Marsh reiterated that of the \$3M SAM budgeted for the SAM IPS force main replacement in Montara in FY 2024-25, only approximately \$500,000 went to force main costs. The remaining \$2.4M went to past ongoing projects, or general plant and equipment repair. Similarly, of the \$3.5M budgeted in FY 2025-26 for the force main replacement, approximately \$400,000 has been spent on incidental items and \$800,000 has been spent on the force main to date.

Mr. Duffy emphasized the importance of the entire SAM board having the opportunity to review detailed financials. Mr. Duffy also stated that there should be clear legal understanding that if the District and the other member agencies allocate money for a specific project in an approved budget, that money should only be spent on that project. He proposed that GCSB Legal Counsel contact SAM's Legal Counsel to discuss. Director Marsh suggested that a re-negotiation of project timing for the force main in Montara should be conducted with the Ecological Rights Foundation in order to spread the costs of the project over a longer time frame. Mr. Duffy stated that GCSB may need to delay its own CIP plan if that money is needed for the SAM force main replacement.

CONSENT AGENDA

9. December 18, 2025 Regular Meeting Minutes.

10. January 2026 Warrants.

11. November 2025 Financial Statements.

ACTION: Director Marsh moved to approve the Consent Agenda.
(Marsh/Bowles). Approved 4-0.

COMMITTEE REPORTS

12. Report on seminars, conferences, or committee meetings.

INFORMATION CALENDAR

13. Attorney's Report. (Parkin)

14. General Manager's Report. (Duffy) Mr. Duffy summarized a response letter prepared by staff regarding potential re-zoning of six parcels currently owned by the Cabrillo Unified School District. Ms. Atmore provided a summary of a letter prepared by staff in response to the Caltrans Surfer's Beach Adaptation Concepts Plan.

15. Administrative Staff Report. (Atmore)

16. Future Agenda Items.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:15 p.m.

Attest:

Hope Atmore, Board Secretary

Date Approved by the Board: February 19, 2026

**Granada Community Services District
February 2026 Warrants
For the February 19, 2026 Board of Director's Meeting**

Date	Num	Name	Memo	Account	Amount
01/15/26	10632	AT&T	Inv dtd 01/14/26	6170 Utilities	260.13
01/15/26	10633	CA Assoc of Mutual Water Co.s	CalMutuals 2026 Membership Dues	6100 Memberships	500.00
01/15/26	10634	CliftonLarsonAllen, LLP	12/01/25-12/31/25 Prof. Svcs	6152 Accounting	6,762.48
01/15/26	10635	Kankel, Conroy, Rose & Hill	Dec 2025 Svcs	7520 Capital Projects Prof Svcs	4,011.93
01/15/26	10636	KBA Document Solutions	Inv dtd 12/10/25	6140 Office Supplies	66.52
01/15/26	10637	Laura Barcella	Registration - Sound Bath Meditation 1/13/26	5130 Parks & Rec Professional Svcs	189.00
01/15/26	10638	Sewer Authority Mid-Coastside	Dec 2025 Pass Through	5014 SAM - Pass Through Costs	567.00
01/15/26	10639	Witwer Parkin	Inv dtd 1/7/26	6090 Legal Services	367.50
01/29/26	10640	Kathleen Jones	Introduction to Acrylic Painting - Refund	4181 Misc Income - Recreation	200.00
01/23/26	10641	State Compensation Ins. Fund	Inv 1003181927 (Replacing Check #10598)	6080 Insurance	282.92
02/19/26	10642	AT&T	Inv dtd 02/04/26	6170 Utilities	252.59
02/19/26	10643	AT&T	Pump Station #1868 Inv dtd 01/05/26	6170 Utilities	206.56
02/19/26	10644	Barbara Dye	01/15/26 GCSD	6040 Directors' Compensation	190.00
02/19/26	10645	BKF Engineers	Park Engineering Svcs-12/29/25-01/25/26	7520 Capital Projects Prof Svcs	867.75
02/19/26	10646	Dudek	12/27/25-01/23/26 Prof. Svcs	6151 General Manager	5,679.00
02/19/26	10647	Fechter & Company, CPAs	2025 year end State Controllers Office	6010 Auditing	1,200.00
02/19/26	10648	Hue & Cry, Inc	SP Lift Stn 03/01/26-03/31/26	6170 Utilities	35.59
02/19/26	10649	Joe Guistino	Backflow-480 Ave Alhambra	6135 Other Property Maint.	100.00
02/19/26	10650	Kankel, Conroy, Rose & Hill	Nov. 2025-Jan. 2026	7520 Capital Projects Prof Svcs	33,415.00
02/19/26	10651	Kennedy Jenks	09/27/25-01/02/26 Svcs, Sum 212	6070 Engineering Services	14,379.56
02/19/26	10652	Matthew Allen	01/15/26 GCSD	6040 Directors' Compensation	190.00
02/19/26	10653	Nancy Marsh	01/15/26 GCSD	6040 Directors' Compensation	190.00
02/19/26	10654	Pacifica Community TV	01/15/26 GCSD	6180 Video Taping	400.00
02/19/26	10655	PG&E	Office Inv dtd 01/23/26	6170 Utilities	97.50
02/19/26	10656	PG&E	Pump Stn Inv dtd 01/15/26	6170 Utilities	699.00
02/19/26	10657	Rodolfo Romero	Feb Cleaning	6130 Office Maintenance & Repairs	220.00
02/19/26	10658	S.R. Rose Engineering Inc.	Inv dtd 01/26/26 - Billing Period: 12/29/25-01/25/26	7520 Capital Projects Prof Svcs	1,827.06
02/19/26	10659	San Mateo County Harbor District	Office Lease - Mar 2026	6120 Office Lease	5,363.31
02/19/26	10660	Sautter Graphics & Print	Granada Community Park large sign	7520 Capital Projects Prof Svcs	513.00
02/19/26	10661	SDRMA	Inv. 000139 - March 2026	6062 Medical	5,900.45
02/19/26	10662	Sewer Authority Mid-Coastside	February 2026 Asmts & Collections	5010 SAM - General	172,998.92
02/19/26	10663	SMC Planning & Building	Coastal Dev Permit, Environ review, Cert of Comp	6260 Permitting/Fees/Filing Fees	9,167.49
02/19/26	10664	Streamline	Streamline Flex 02/01/26-03/01/26	6190 Computers	245.00
02/19/26	10665	Tri Counties Bank	Stmt dtd 12/31/25	6140 Office Supplies	383.40
02/19/26	10666	US Bank Equipment Finance	February 2026 Svcs	6020 Copier lease	252.28
02/19/26	10667	Wanda Bowles	01/15/26 GCSD	6040 Directors' Compensation	190.00
02/19/26	10668	Wittwer Parkin	Legal Svcs 01/05/26-01/31/26	6090 Legal Services	3,198.50
				TOTAL	\$ 271,369.44



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: District Financial Statements
Date: February 19, 2026

Attached are the District's year-to-date Financial Statements through December 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 December 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 7-10

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

Of note, County deposits of approximately \$400,000 in general tax and \$1.4M in sewer fees were received during the month of December.



Financial Statements

Granada Community Services District
December 2025

Table of Contents

Executive Summary	1
Financial Statements	5
Supplementary Information	9

Executive Summary

REVENUE (2025/2026 YTD)

\$2,265,098

▼ -5.5% vs budget



EXPENSES (2025/2026 YTD)

\$1,797,631

▼ -9.1% vs budget



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

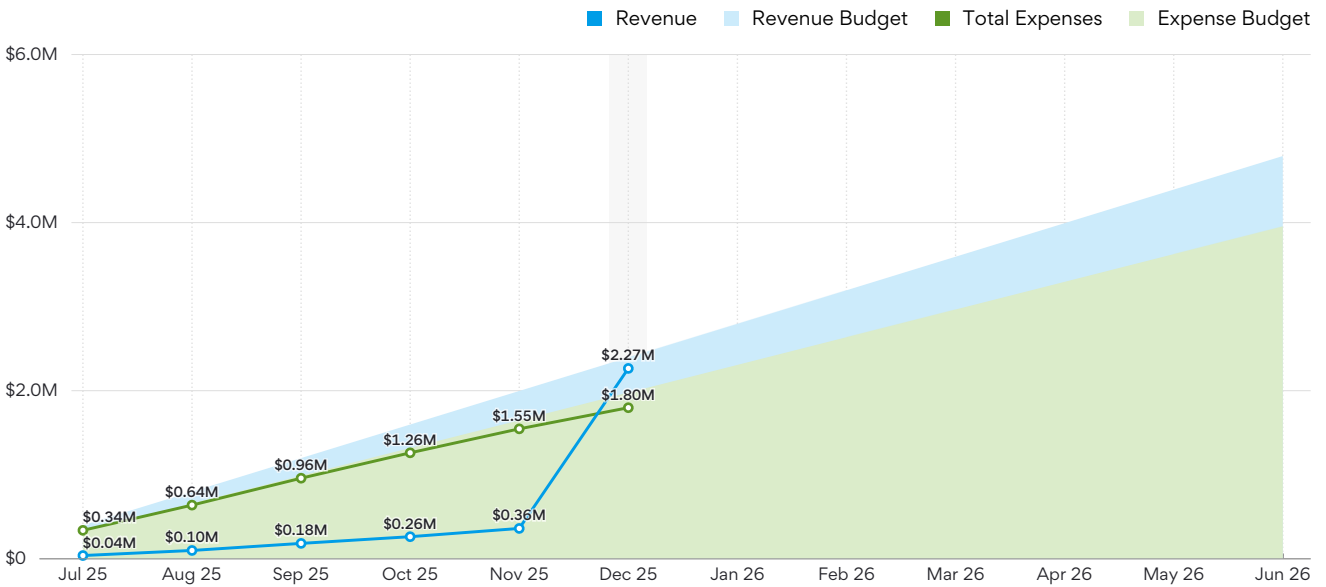
\$467,467

▲ 11.6% vs budget



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

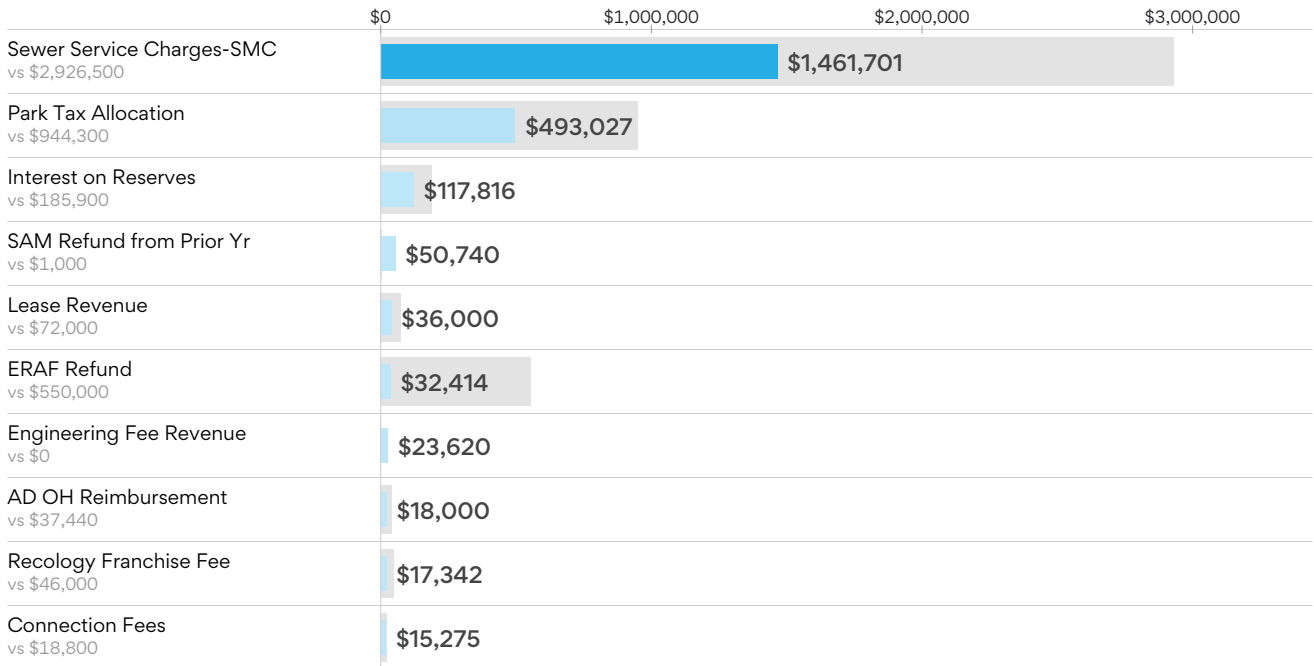
YTD Cumulative Revenue & Expense Budget Trends



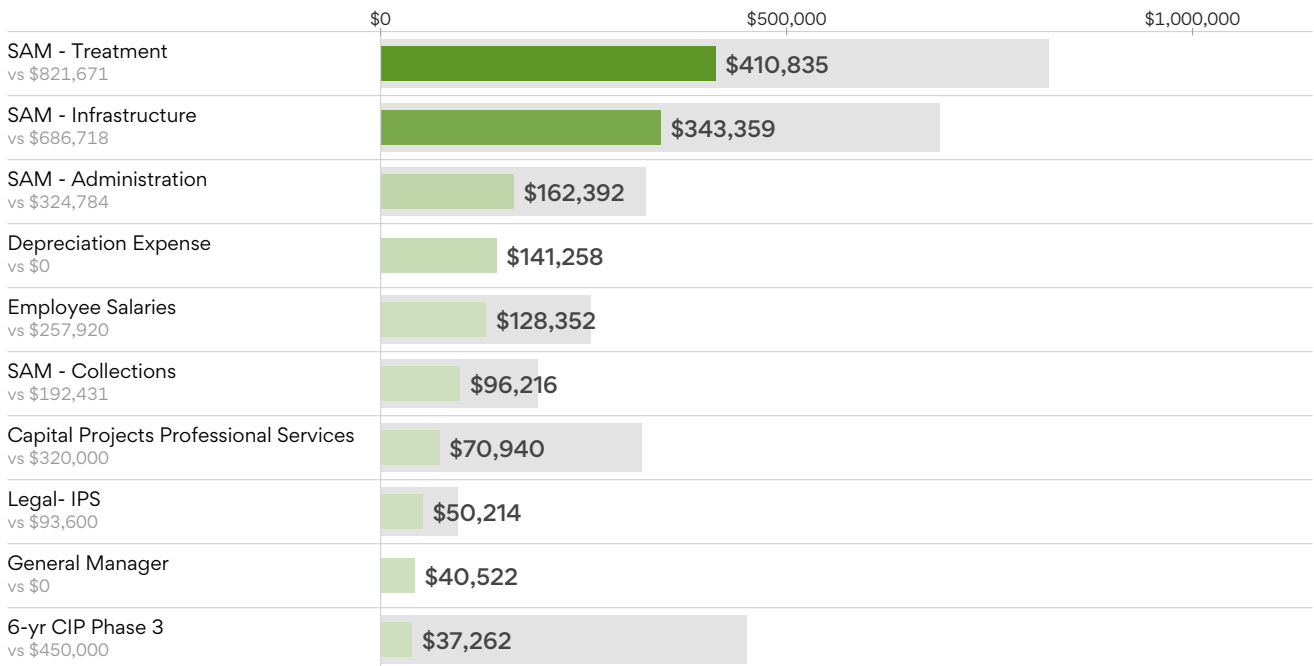
Top 10 Revenues & Expenses

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)



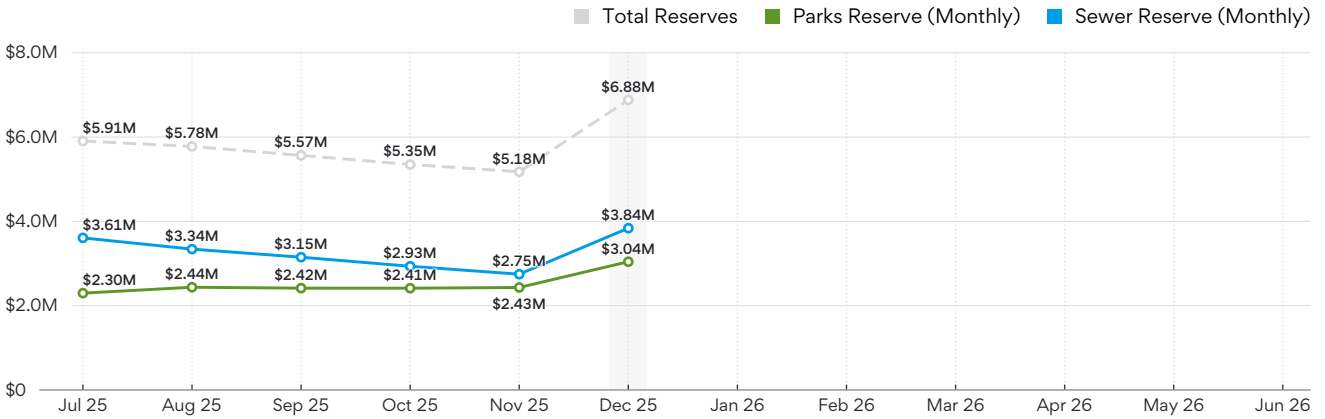
Top 10 Expenses breakdown (2025/2026 YTD vs Budget)



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	178,212
Ending Sewer Reserve	3,838,350

Parks & Recreation Reserves (\$)

2025/2026 (YTD)

Beginning Parks Reserve	2,466,512
Change in Parks Reserve	576,196
Ending Parks Reserve	3,042,708

Total Cash Reserves (\$)

2025/2026 (YTD)

Ending Reserves	6,881,057
------------------------	------------------

Financial Statements

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

ASSETS	Dec 2025
Cash & Equivalents	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	56,786
Tri Counties Bank - Deposit	2,489
LAIF	9,282
CalTrust Liquidity Fund #0010	6,812,274
Total Cash & Equivalents	6,881,057
Accounts Receivable	
Accounts Receivable from Customers	2,436
AD Overhead Reimb. Receivable	18,000
Total Accounts Receivable	20,436
Other Current Assets	
Due from AD	7,976
Interest Receivable	98
Prepaid Expenses	11,397
Total Other Current Assets	19,470
Total Current Assets	6,920,964
Fixed Assets	
Collections System	12,867,836
Construction in Progress	73,254
Equipment	22,943
Land	2,862,979
ROU Assets, Net	56,444
Accumulated Depreciation	(8,588,803)
Total Fixed Assets	7,294,653
Investments or Other Non-Current Assets	
Investment in SAM	6,610,092
ERAF 5% Retention Receivable	53,738
Lease Receivable	64,937
Total Investments or Other Non-Current Assets	6,728,767
Total Non-Current Assets	14,023,420
Total Assets	20,944,384
DEFERRED OUTFLOWS OF RESOURCES - PENSION	112,280

(Continued on next page)

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

LIABILITIES	Dec 2025
Accounts Payable	
Accounts Payable	30,383
Other Current Liabilities	
Compensated Absences, Current Portion	10,750
Deposits Payable	7,498
Payroll Liabilities	2,264
Recology-Delinquent Garbage Payable	37,057
Total Other Current Liabilities	57,568
Total Current Liabilities	87,950
Other Non-Current Liabilities	
Compensated Absences, Noncurrent	4,303
Lease Liability	60,804
Net Pension Liability	180,689
Total Other Non-Current Liabilities	245,797
Total Non-Current Liabilities	245,797
Total Liabilities	333,747
DEFERRED INFLOWS OF RESOURCES	
Deferred Inflows of Resources - Leases	61,937
Deferred Inflows of Resources - Pension	610
Total Deferred Inflows of Resources	62,547
NET POSITION	
Net Investment in Capital Assets	7,294,653
Net Position - Unrestricted	13,365,716
Total Net Position	\$ 20,660,370

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

Revenue	Jul-Dec 2025	Expected to Date	Variance YTD	FY25/26 Budget
Operating Revenue				
Sewer Service Charges-SMC	\$ 1,461,701	\$ 1,463,250	\$ (1,549)	\$ 2,926,500
Connection Fees	15,275	9,400	5,875	18,800
Total Operating Revenue	1,476,976	1,472,650	4,326	2,945,300
Non Operating Revenue				
Interest on Reserves	117,816	92,950	24,866	185,900
SAM Refund from Prior Yr	50,740	500	50,240	1,000
ERAF Refund	32,414	275,000	(242,586)	550,000
Misc Income - Sewer	2,979	2,500	479	5,000
Misc Income - Recreation	2,535	2,500	35	5,000
Lease Revenue	36,000	36,000	-	72,000
Park Tax Allocation	493,027	472,150	20,877	944,300
AD OH Reimbursement	18,000	18,720	(720)	37,440
Recology Franchise Fee	17,342	23,000	(5,658)	46,000
Delinquent Garbage Fee	6,667	-	6,667	-
Engineering Fee Revenue	23,620	-	23,620	-
Gain (Loss) on Disposals	(13,020)	-	(13,020)	-
Total Non Operating Revenue	788,122	923,320	(135,199)	1,846,640
Total Revenue	2,265,098	2,395,970	(130,872)	4,791,940
Expenses				
Operations				
SAM - General	593,199	593,199	-	1,186,398
SAM - Pass Through Costs	20,793	-	20,793	-
SAM - Collections	96,216	96,216	-	192,431
Depreciation Expense	141,258	-	141,258	-
CCTV	-	15,000	(15,000)	30,000
Pet Waste Station	567	-	567	-
RCD - Parks	-	500	(500)	1,000
Half Moon Bay Reimb - Parks	-	20,447	(20,447)	40,894
Recreation Supplies and Misc...	12,692	-	12,692	-
Total Operations	864,725	725,361	139,363	1,450,723
Administration				
Auditing	1,200	9,390	(8,190)	18,780
Copier lease	1,514	1,835	(321)	3,670
Directors' Compensation	5,320	7,575	(2,255)	15,150
Education & Travel Reimb	-	1,010	(1,010)	2,020
Employee Compensation	196,146	200,915	(4,769)	401,830
Engineering Services	4,573	20,000	(15,427)	40,000
Insurance	764	35,100	(34,336)	70,200
Legal Services	94,845	67,600	27,245	135,200
Memberships	11,987	6,300	5,687	12,600
Office Lease	31,440	32,240	(800)	64,480
Interest Expense - Leases	976	-	976	-
Office Maint./Properties/Supplies	38,598	10,000	28,598	20,000
Professional Services	65,658	76,720	(11,062)	153,440
Publications/Notices/Marketing...	1,008	4,680	(3,672)	9,360

(Continued on next page)

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

Expenses (Continued)	Jul-Dec 2025	Expected to Date	Variance YTD	FY25/26 Budget
Administration (Continued)				
Utilities	6,466	8,330	(1,864)	16,660
Video Taping	1,200	2,600	(1,400)	5,200
Computers	5,023	2,600	2,424	5,200
Miscellaneous	52	5,000	(4,948)	10,000
Bank Service Charges	571	-	571	-
Permitting/Fees/Filing Fees	4,482	12,500	(8,018)	25,000
Park Related Misc Expenses	-	130	(130)	260
Total Administration	471,824	504,525	(32,700)	1,009,050
Capital Projects				
SAM - Infrastructure	343,359	343,359	-	686,718
Lift Station Maint.	9,521	14,000	(4,479)	28,000
Lateral Repairs	-	5,000	(5,000)	10,000
6-yr CIP Phase 3	37,262	225,000	(187,738)	450,000
Capital Projects Professional Serv...	70,940	160,000	(89,060)	320,000
Total Capital Projects	461,082	747,359	(286,277)	1,494,718
Total Expenses	1,797,631	1,977,245	(179,614)	3,954,491
Change in Net Position	467,467	418,725	48,742	837,449
Beginning Net Position	\$ 20,192,903	\$ 20,192,903	\$ -	\$ 20,192,903
Ending Net Position	\$ 20,660,370	\$ 20,611,628	\$ 48,742	\$ 21,030,352

Supplementary Information

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

	Sewer	Parks & Recreation	Total
Revenue			
Operating Revenue			
Sewer Service Charges-SMC	\$ 1,461,701	\$ -	\$ 1,461,701
Connection Fees	15,275	-	15,275
Total Operating Revenue	1,476,976	-	1,476,976
Non Operating Revenue			
Interest on Reserves	67,011	50,806	117,816
SAM Refund from Prior Yr	50,740	-	50,740
ERAF Refund	19,448	12,966	32,414
Misc Income - Sewer	2,882	98	2,979
Misc Income - Recreation	-	2,535	2,535
Lease Revenue	30,000	6,000	36,000
Park Tax Allocation	-	493,027	493,027
AD OH Reimbursement	18,000	-	18,000
Recology Franchise Fee	17,342	-	17,342
Delinquent Garbage Fee	6,667	-	6,667
Engineering Fee Revenue	23,620	-	23,620
Gain (Loss) on Disposals	-	(13,020)	(13,020)
Total Non Operating Revenue	235,710	552,411	788,122
Total Revenue	1,712,687	552,411	2,265,098
Expenses			
Operations			
SAM - General	593,199	-	593,199
SAM - Pass Through Costs	20,793	-	20,793
SAM - Collections	96,216	-	96,216
Depreciation Expense	140,928	330	141,258
Pet Waste Station	-	567	567
Recreation Supplies and Miscellaneous	-	12,692	12,692
Total Operations	851,136	13,589	864,725
Administration			
Auditing	900	300	1,200
Copier lease	1,135	378	1,514
Directors' Compensation	3,990	1,330	5,320
Employee Compensation	147,109	49,037	196,146
Engineering Services	4,573	-	4,573
Insurance	573	191	764
Legal Services	90,324	4,521	94,845
Memberships	9,374	2,613	11,987
Office Lease	23,580	7,860	31,440
Interest Expense - Leases	732	244	976

(Continued on next page)

Supplementary Information
Granada Community Services District
Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund
(Unaudited)
For the Six Months Ended December 31, 2025
(Continued)

	Sewer	Parks & Recreation	Total
Office Maint./Properties/Supplies	13,379	25,219	38,598
Professional Services	48,458	17,200	65,658
Publications/Notices/Marketing Outre...	1,008	-	1,008
Utilities	5,757	709	6,466
Video Taping	900	300	1,200
Computers	3,768	1,256	5,023
Miscellaneous	39	13	52
Bank Service Charges	429	143	571
Permitting/Fees/Filing Fees	4,482	-	4,482
Total Administration	360,511	111,313	471,824
Capital Projects			
SAM - Infrastructure	343,359	-	343,359
Lift Station Maint.	9,521	-	9,521
6-yr CIP Phase 3	37,262	-	37,262
Capital Projects Professional Services	469	70,471	70,940
Total Capital Projects	390,611	70,471	461,082
Total Expenses	1,602,258	195,373	1,797,631
Change in Net Position	\$ 110,428	\$ 357,038	\$ 467,467



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore
Subject: Administrative Staff Report
Date: January 16 to February 12, 2026

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

- Assessment District Review
- 1099s processed for District contractors
- Staff continues work with Fechter and Company to complete the FY 2024-25 Audit
- Ongoing work on Sewer Service Management Plan update
- Clearing out of Portola Pump Station storage room
- Ongoing work on Records Retention Polic
- Updates to Conflict of Interest Code
- Discussions with San Mateo County staff regarding medians
- Preparation for the GCPRC Coastal Development permit, Use permit, Certificate of Compliance permit
- New park sign purchased – to be installed in coming weeks

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

APPLICATIONS RECEIVED – There were no applications received during this period.

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
3264	1A	2/3/26	UDAZ LLC	047-122-180	130 Sonora Ave, EG	4,800	R1/S17
3272	1A	2/3/26	Ucelli	047-122-010	200 Columbus St, EG	3,986	R1/S17

