



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

Thursday, June 15, 2023

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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

CALL SPECIAL MEETING TO ORDER AT 6:30 p.m.

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

ROLL CALL

Directors:	President:	Nancy Marsh
	Vice-President	Jen Randle
	Director:	Matthew Clark
	Director:	Barbara Dye
	Director:	Jill Grant

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

Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	Delia Comito
	Legal Counsel:	William Parkin

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

GENERAL PUBLIC PARTICIPATION

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

SPECIAL MEETING AGENDA

1. Appoint General Manager Chuck Duffy as Negotiator for Potential Purchase of 047-111-280, El Granada, California, with the County of San Mateo.

Recommendation: To be made by the Board.

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, et al. (RPI, Sewer Authority Mid-Coastside) – Santa Clara County Superior Court Case No. 17CV316927; Sixth District Court of Appeal Case No. H049896.

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 047-111-280

Agency negotiator: Chuck Duffy, General Manager, GCSB

Negotiating parties: Granada Community Services District and the County of San Mateo

Under negotiation: Price and terms of payment

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

This meeting is accessible to people with disabilities. If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the District at least two working days in advance of the meeting at (650) 726-7093 or via email at dcomito@granada.ca.gov.

Except for records exempt from disclosure under section 6254 of the Public Records Act, all materials distributed for the discussion or consideration of items on the Agenda are disclosable to the public upon request, and shall be made available without delay or at the time of distribution to the Board. Please contact Delia Comito at (650) 726-7093 to request copies of Agenda materials.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA **BOARD OF DIRECTORS** **REGULAR MEETING at 7:30 p.m.**

Thursday, June 15, 2023

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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[Join Zoom Meeting](https://dudek.zoom.us/j/91515998286)

Meeting URL: <https://dudek.zoom.us/j/91515998286>

Join by Telephone

Dial: US: +1 669 900 6833 or +1 929 205 6099

Meeting ID: 915 1599 8286

CALL REGULAR MEETING TO ORDER AT 7:30 p.m.

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

ROLL CALL

Directors:	President:	Nancy Marsh
	Vice-President	Jen Randle
	Director:	Matthew Clark
	Director:	Barbara Dye
	Director:	Jill Grant

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Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	Delia Comito
	Legal Counsel:	William Parkin

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GENERAL PUBLIC PARTICIPATION

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REGULAR MEETING AGENDA

- 1. Resolution of Appreciation for Chris Porter of Recology of the Coast.**
Recommendation: Approve the resolution.

- 2. Parks and Recreation Activities.**
 - a. Report on Granada Community Park and Recreation Center.**

- 3. Public Hearing – Consideration of Granada Community Services District Fiscal Year 2023/24 Sewer and Parks & Recreation Budgets.**
Recommendation: 1. Open public hearing and request public comment;
2. Close public hearing; and
3. Approve and adopt the budget.

- 4. Sewer Authority Mid-Coastside Fiscal Year 2023/24 General Budget, Contract Collections Budget, and Related Resolutions.**
Recommendation: To be made by the Board.

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

CONSENT AGENDA

- 6. April 20, 2023 Special and Regular Meeting Minutes.**
- 7. May 18, 2023 Regular Meeting Minutes.**
- 8. June 2023 Warrants.**
- 9. April 2023 Financial Statements.**
- 10. Assessment District Distribution #7-22/23.**

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. (Comito)**
- 15. Future Agenda Items.**

ADJOURN REGULAR MEETING

At the conclusion of the May 18, 2023 Meeting:
Last Ordinance adopted: No. 175
Last Resolution adopted: No. 2023-04

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ITEM #1

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GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2023-__

**A RESOLUTION EXPRESSING GRATITUDE AND APPRECIATION TO
CHRIS PORTER OF RECOLOGY OF THE COAST FOR HER YEARS
OF SERVICE TO THE GRANADA COMMUNITY SERVICES DISTRICT
AND ITS DISTRICT RESIDENTS**

WHEREAS, Chris Porter, the General Manager of Recology of the Coast, the District's franchise waste hauler which provides solid waste and recycling services for customers within the District, is retiring from her position on June 2, 2023, and;

WHEREAS, the District wishes to recognize her 38 years of service to the District and the residents in the community, and;

WHEREAS, under Chris Porter's management, the District through Recology of the Coast and its predecessor Seaside Disposal Company has consistently provided quality solid waste and recycling collection services to our ratepayers, and;

WHEREAS, Chris Porter has effectively worked with staff to provide exemplary customer service to the residents of the community, all the while helping the district in meeting State compliance requirements, and;

WHEREAS, Chris Porter has been a friend and ally to the residents of the coastsides throughout her long tenure as General Manager;

NOW, THEREFORE, BE IT RESOLVED, this Board does hereby recognize Chris Porter for her exemplary leadership and dedicated service to the GCSD coastsides community, and does hereby express its sincere gratitude and appreciation of her in that regard, and wishes her all the best in her retirement;

The above and foregoing Resolution was adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on June 15, 2023, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Attest:

Nancy Marsh, Board President

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #3

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: GCSD Sewer and Parks and Recreation District Budgets -Fiscal Year 2023/24
Date: June 15, 2023

Attached for your Board's consideration is the Fiscal Year 2023/24 Sewer District budget and Parks and Recreation District budget. This budget incorporates the 2nd year of the district's 3 year sewer service charge increase from \$660 per ERU last fiscal year to \$755 per ERU for this fiscal year. Budget highlights include:

- Sewer Authority Mid-Coastside – SAM operates the SAM intertie pipeline system and SAM treatment plant which transports and treats the District's sewage. Operational costs at SAM had increased relatively substantially in previous years, but have stabilized somewhat with this years increase in O&M costs coming in at 7%. The SAM infrastructure budget increased 16%, with the district's share budgeted at \$666,750. The Contract Collections Services Budget shows an increase of 4% over last year.
- It should be noted that SAM's costs comprise approximately 70% of the district sewer budget.
- The GCSD administrative budget will be relatively flat, increasing only \$10,000 over last year.
- On the sewer capital projects side, we will be undertaking the design of the 3rd phase of our 6 year CIP program. Construction on that project will begin in July of 2024. We completed construction of phase 2 of that 6 year CIP in the beginning of this year.
- On the Parks and Recreation side, I have budgeted \$150,000 for professional services, which comprises landscape design, architectural services, permitting, as well as civil engineering design for the Burnham Park.

Property tax revenues are pledged to the Parks and Recreation budget. The Property Tax ERAF refund we received each year has been split for this year, with \$240,000 sent to the Parks and Recreation budget, and \$150,000 sent to the Sewer budget. This ERAF refund money was previously allocated in past years entirely to the Sewer budget.



GRANADA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2023/24

SEWER DISTRICT and PARKS & RECREATION DISTRICT OPERATIONS, ADMINISTRATION, AND CAPITAL BUDGET

BOARD OF DIRECTORS

Nancy Marsh, Board President
Jen Randle, Board Vice President
Matthew Clark, Director
Barbara Dye, Director
Jill Grant, Director

DISTRICT STAFF

Chuck Duffy, General Manager
Delia Comito, Assistant General Manager
Nora Mayen, Administrator

GRANADA COMMUNITY SERVICES DISTRICT

**SEWER DISTRICT BUDGET
FISCAL YEAR 2023/24**

	FY 2022/23	FY 2022/23	Over/	FY 2023/24
	<u>Budget</u>	<u>Projected</u>	<u>(Under)</u>	<u>Budget</u>
<u>SEWER - OPERATING REVENUES</u>				
1 . Annual Sewer Service Charges	\$ 2,155,000	\$ 2,121,000	\$ (34,000)	\$ 2,440,000
2 . Reim. from A.D. - Salary and Overhead	\$ 33,000	\$ 33,000	\$ -	\$ 36,000
3 . Recology of the Coast Franchise Fee	\$ 41,000	\$ 43,000	\$ 2,000	\$ 45,000
4 . 480 Ave. Alhambra Rent	\$ 60,000	\$ 61,000	\$ 1,000	\$ 60,000
5 . Miscellaneous	\$ 5,000	\$ 3,000	\$ (2,000)	\$ 5,000
TOTAL REVENUES	\$ 2,294,000	\$ 2,261,000	\$ (33,000)	\$ 2,586,000

Budget Revenue Assumptions:

- 1 . 3,232 ERU's of sewer service charge at \$755 per ERU

GRANADA COMMUNITY SERVICES DISTRICT

**SEWER DISTRICT BUDGET
FISCAL YEAR 2023/24**

SEWER - EXPENDITURES

	FY 2022/23	FY 2022/23	Over/	FY 2023/24
	<u>Budget</u>	<u>Projected</u>	<u>(Under)</u>	<u>Budget</u>
<u>SEWER - SAM OPERATING EXPENSES</u>			<u>Budget</u>	<u>Budget</u>
1 . SAM General Budget - Treatment	\$ 719,502	\$ 719,502	\$ -	\$ 731,476
2 . SAM General Budget - Administration	\$ 262,388	\$ 262,388	\$ -	\$ 291,945
3 . SAM General Budget - Environmental Compliance	\$ 49,651	\$ 49,651	\$ -	\$ 45,224
4 . SAM General Budget - Infrastructure	\$ 598,569	\$ 598,569	\$ -	\$ 666,750
5 . SAM Contract Collections Services	\$ 209,400	\$ 209,400	\$ -	\$ 217,267
Sub-Total SAM Operations Expenditures	\$ 1,839,510	\$ 1,839,510	\$ -	\$ 1,952,662

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT BUDGET FISCAL YEAR 2023/24

	FY 2022/23 <u>Budget</u>	FY 2022/23 Projected <u>Actual</u>	Over/ (Under) <u>Budget</u>	FY 2023/24 <u>Budget</u>
<u>SEWER - GCSD ADMINISTRATIVE EXPENSES</u>				
1 . Accounting	\$ 36,000	\$ 36,000	\$ -	\$ 38,000
2 . Auditing	\$ 22,000	\$ 22,000	\$ -	\$ 23,000
3 . Copier Lease	\$ 6,000	\$ 5,000	\$ (1,000)	\$ 5,000
4 . Directors' Compensation	\$ 12,000	\$ 10,000	\$ (2,000)	\$ 10,000
5 . Education & Travel Reimbursement	\$ 2,000	\$ 500	\$ (1,500)	\$ 2,000
6 . Employee Salaries	\$ 265,000	\$ 220,000	\$ (45,000)	\$ 225,000
7 . Employee Medical, Payroll Taxes, and Retirement	\$ 125,000	\$ 118,000	\$ (7,000)	\$ 125,000
8 . Engineering Services (General)	\$ 30,000	\$ 40,000	\$ 10,000	\$ 30,000
9 . Insurance	\$ 44,000	\$ 48,000	\$ 4,000	\$ 52,000
10 . Legal Services - General	\$ 32,000	\$ 45,000	\$ 13,000	\$ 40,000
11 . Legal Services - Project/Case Related	\$ 30,000	\$ 40,000	\$ 10,000	\$ 35,000
12 . Memberships	\$ 9,000	\$ 9,900	\$ 900	\$ 9,900
13 . Office Lease	\$ 60,000	\$ 60,000	\$ -	\$ 64,000
14 . Office Maintenance and Supplies	\$ 5,000	\$ 9,000	\$ 4,000	\$ 8,500
15 . Professional Services	\$ 100,000	\$ 95,000	\$ (5,000)	\$ 105,000
16 . Publications & Notices	\$ 15,000	\$ 6,000	\$ (9,000)	\$ 10,000
17 . Utilities	\$ 14,000	\$ 14,500	\$ 500	\$ 16,000
18 . Video Taping of Board Meetings	\$ 5,000	\$ 4,500	\$ (500)	\$ 5,000
19 . Computers/IT Services	\$ 3,000	\$ 4,000	\$ 1,000	\$ 8,000
20 . Lateral Repairs	\$ 15,000	\$ 22,000	\$ 7,000	\$ 24,000
21 . CCTV	\$ 10,000	\$ 4,000	\$ (6,000)	\$ 15,000
22 . Miscellaneous	\$ 9,800	\$ 8,300	\$ (1,500)	\$ 9,000
Sub-Total GCSD Administration Expenditures	\$ 849,800	\$ 821,700	\$ (28,100)	\$ 859,400
SEWER - TOTAL OPERATING EXPENDITURES	\$ 2,689,310	\$ 2,661,210	\$ (28,100)	\$ 2,812,062
SEWER - OPERATING NET TO/(FROM) RESERVES	\$ (395,310)	\$ (400,210)		\$ (226,062)

GRANADA COMMUNITY SERVICES DISTRICT

**SEWER DISTRICT BUDGET
FISCAL YEAR 2023/24**

	FY 2022/23	FY 2022/23	Over/	FY 2023/24
	Budget	Projected	(Under)	Budget
<u>SEWER - NON-OPERATING REVENUES</u>		<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
1 . Interest on Reserves	\$ 17,500	\$ 48,360	\$ 30,860	\$ 86,000
2 . Connection Fees	\$ 28,000	\$ 154,000	\$ 126,000	\$ 38,000
3 . SAM Refund from Prior Year Allocation	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
4 . Repayment from Assessment District-Current FY	\$ 315,000	\$ 350,000	\$ 35,000	\$ -
5 . ERAF Refund	\$ 350,000	\$ 463,000	\$ 113,000	\$ 160,000
TOTAL NON-OPERATING REVENUES	\$ 711,500	\$ 1,016,360	\$ 304,860	\$ 285,000

Budget Revenue Assumptions:

- 1 . 4.0% Interest on average yearly reserve
- 2 . 8 Connections at \$4700 per connection

	FY 2022/23	FY 2022/23	Over/	FY 2023/24
	Budget	Projected	(Under)	Budget
<u>SEWER - CAPITAL PROJECTS</u>		<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
1 . General Sewer Mainline System Repairs	\$ 10,000	\$ 5,000	\$ (5,000)	\$ 10,000
2 . 6 Year Sewer Mainline Replacement Program (Phase 3)	\$ 350,000	\$ 451,000	\$ 101,000	\$ 65,000
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$ 360,000	\$ 456,000	\$ 96,000	\$ 75,000

SEWER - CAPITAL RESERVE FUND BALANCE

1 . Beginning Balance on July 1	\$ 2,391,000
2 . Capital Projects	\$ (75,000)
3 . Transfer (to)/from Operating Budget	\$ (226,062)
4 . Transfer from Non-Operating Revenues	\$ 285,000
SEWER RESERVE AT END OF FISCAL YEAR	\$ 2,374,938

GRANADA COMMUNITY SERVICES DISTRICT
PARKS AND RECREATION DISTRICT BUDGET
FISCAL YEAR 2023/24

	FY 2022/23 Budget	FY 2022/23 Projected Actual	Over/ (Under) Budget	FY 2023/24 Budget
<u>PARKS AND RECREATION - REVENUES</u>				
1 . Property Tax Allocation	\$ 925,000	\$ 885,000	\$ (40,000)	\$ 920,000
2 . Interest on Reserves	\$ 8,000	\$ 13,640	\$ 5,640	\$ 25,000
3 . ERAF Refund	\$ -	\$ -	\$ -	\$ 240,000
4 . Miscellaneous	\$ 1,000	\$ 16,000	\$ 15,000	\$ 1,000
TOTAL REVENUES	\$ 2,734,000	\$ 914,640		\$ 1,186,000
<u>PARKS AND RECREATION - EXPENDITURES</u>				
1 . Miscellaneous Projects	\$ 30,000	\$ -	\$ (30,000)	\$ 10,000
2 . RCD Services	\$ 30,000	\$ 5,000	\$ (25,000)	\$ 10,000
3 . Professional Services	\$ 300,000	\$ 286,000	\$ (14,000)	\$ 150,000
4 . District Share of Funding for Pump Track at Quarry Park	\$ 100,000	\$ 100,000	\$ -	\$ -
5 . Reimbursement to HMB per Property Tax Agreement	\$ 109,800	\$ 28,000	\$ (81,800)	\$ 31,000
TOTAL EXPENDITURES	\$ 719,800	\$ 419,000	\$ (300,800)	\$ 201,000
NET TO/(FROM) PARKS AND RECREATION RESERVE				\$ 985,000
<u>PARKS AND RECREATION - CAPITAL RESERVE FUND</u>				
1 . Beginning Balance on July 1				\$ 776,000
2 . Transfer (to)/from Operating Revenues				\$ 985,000
PARKS AND RECREATION RESERVE AT END OF FISCAL YEAR				\$ 1,761,000

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT

5 YEAR PROJECTED REVENUE, EXPENSE, CAPITAL PROJECTS, and RESERVE LEVEL TABLE

Percent SSC Increase	Appv'd. FY 2023/24	Appv'd. FY 2024/25	12% FY 2025/26	12% FY 2026/27	10% FY 2027/28
Sewer Service Charge	\$755	\$860	\$960	\$1,080	\$1,190
ERU's connected	3232	3242	3252	3262	3272

Projected Sewer Revenues

1 . Operating Revenue (inc. SSC and misc.)	\$2,586,000	\$2,788,000	\$3,122,000	\$3,523,000	\$3,894,000
2 . Non-Operating Revenue	\$285,000	\$225,000	\$175,000	\$125,000	\$125,000
Total	\$2,871,000	\$3,013,000	\$3,297,000	\$3,648,000	\$4,019,000

Assumptions:

\$50,000 per year reduction in Non-Operating Revenue due to ERAF transfer to Parks and Recreation Budget.

Projected Sewer Operating Expenses

	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
1 . SAM Operations, Collections, and Infrastructure	\$1,952,662	\$2,050,295	\$2,152,810	\$2,260,450	\$2,373,473
2 . GCSD Administration	\$859,400	\$902,370	\$947,489	\$994,863	\$1,044,606
Total	\$2,812,062	\$2,952,665	\$3,100,298	\$3,255,313	\$3,418,079

Net Gain/Loss for Capital Projects Funding	\$58,938	\$60,335	\$196,702	\$392,687	\$600,921
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Assumptions:

5% Inflation escalator on Operations and Administration

CAPITAL PROJECTS

	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
1 . General Mainline System Repairs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
2 . 6 Year Sewer Mainline Replacement Program	\$65,000	\$500,000	\$0	\$500,000	\$0
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$75,000	\$510,000	\$10,000	\$510,000	\$10,000

RESERVE FUND

Reserve Fund at Beginning of Fiscal Year	\$2,391,000	\$2,374,938	\$1,925,273	\$2,111,975	\$1,994,661
Transfer From Operating Budget	\$58,938	\$60,335	\$196,702	\$392,687	\$600,921
Total Capital Improvement Projects	(\$75,000)	(\$510,000)	(\$10,000)	(\$510,000)	(\$10,000)
Reserve Fund at End of Fiscal Year	\$2,374,938	\$1,925,273	\$2,111,975	\$1,994,661	\$2,585,582

ITEM #4

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SEWER AUTHORITY MID-COASTSIDE
Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
BY: Kishen Prathivadi, General Manager
SUBJECT: Discuss Proposed General Budget for FY 2023/24 and Authorize the General Manager to Submit it to Member Agencies for Approval

Executive Summary

The purpose of this report is to discuss the proposed General Budget for FY 2023/24 and authorize the General Manager to submit it to Member Agencies for approval.

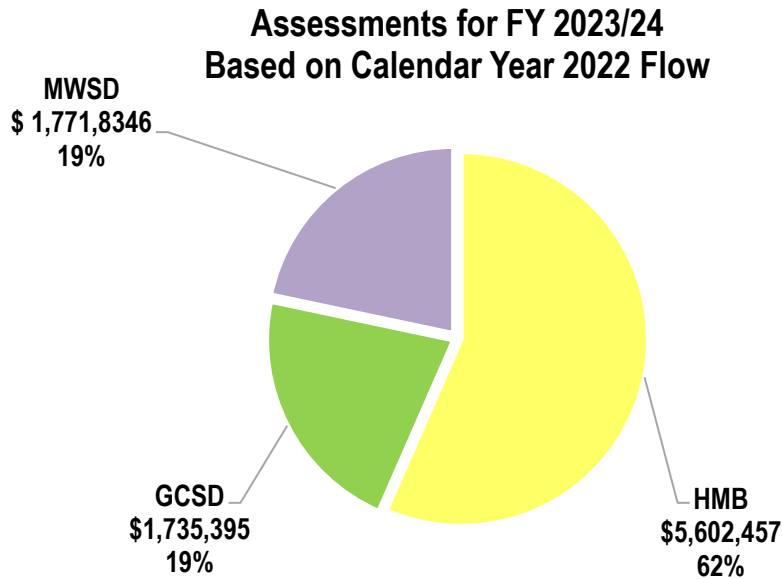
Fiscal Impact

The operation and maintenance expenditure budget for FY 2023/24 is \$9.2 million, including infrastructure project expenses. This is an *overall increase* of \$874,401 from the FY 2022/23 adopted budget. The impact to the member agency assessments is:

Assessments for Each Member Agency

	FY 2020/21 ACTUAL	FY 2021/22 ACTUAL	FY 2022/23 ADOPTED	FY 2023/24 PROPOSED	CHANGE FROM FY 21/22 ADOPTED
Half Moon Bay	\$4,133,125	\$4,241,911	\$4,871,480	\$5,602,457	\$730,977 15%
Granada CSD	\$1,589,305	\$1,489,027	\$1,630,110	\$1,735,395	\$105,285 6%
Montara WSD	\$1,584,637	\$1,532,608	\$1,694,036	\$1,771,834	\$77,798 5%
	\$7,307,067	\$7,263,546	\$8,195,626	\$9,109,686	\$914,061 11%

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	



Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 3: “Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”

Background and Discussion/Report

The General Budget includes all operation and maintenance (O&M) costs for SAM and are allocated to four divisions: Administrative Services, Treatment, Environmental Compliance, and Infrastructure. The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff made the following assumptions in determining changes from the FY 2023/24 adopted budget.

- The position of Engineering & Construction Contracts Manager continues to be defunded.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up. Salaries for currently vacant positions are estimated at mid-step. There are a total of 13 positions:
 - The vacant position for a Utility Worker has been defunded in favor of adding an additional Operator position which is expected to be filled during FY 2022/23, budgeted at mid-step.
 - 6 employees are scheduled for a step increase.
 - 6 employees are currently at the top step.

BOARD MEMBERS:	M. Clark D. Penrose	B. Dye D. Ruddock	P. Dekker K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd J. Grant	B. Softky H. Rarback	J. Randle

- One is the General Manager who is on a contract.
- All services, supplies, and utilities will be increased by a 3% CPI unless specific adjustment was deemed necessary based on actual experience or known factors.

Budget Overview

The General Budget, including the proposed infrastructure projects, has been discussed by the Member Agency Managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Boards for comment. Final approval of the proposed budget will take place later in the process.

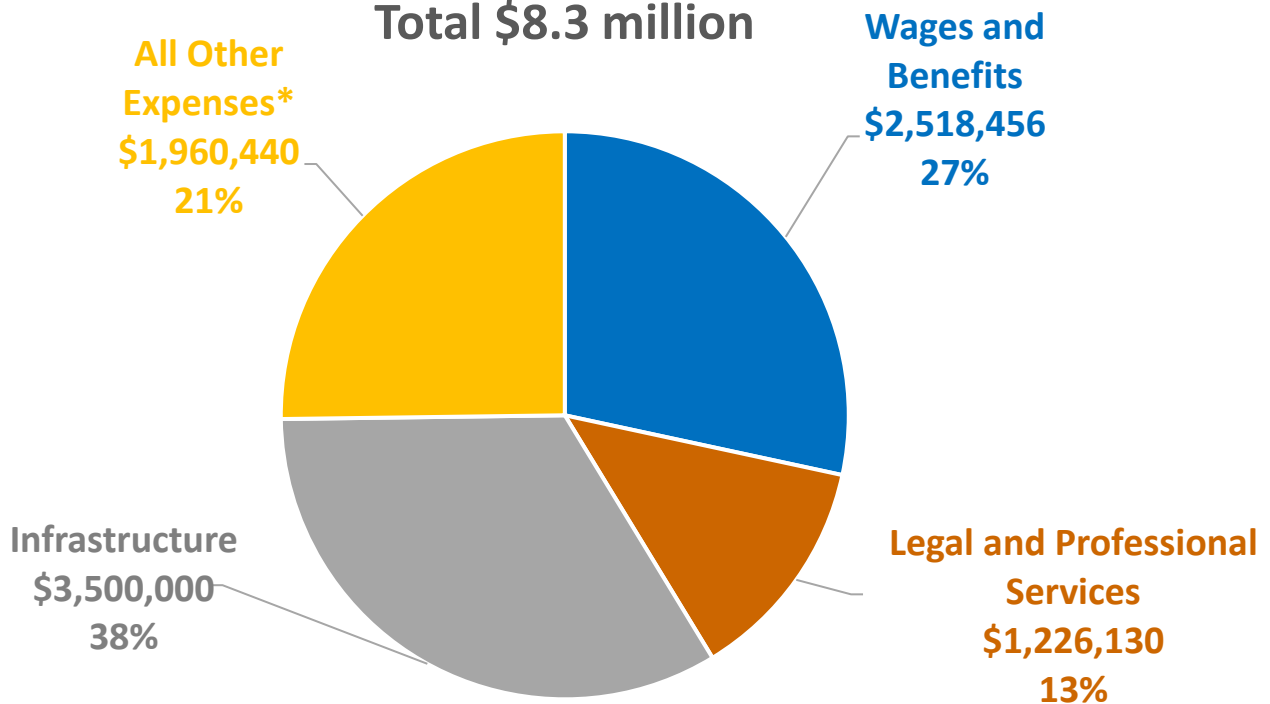
The overall increase from the adopted budget for Fiscal Year 2022/23 to the proposed budget for Fiscal Year 2023/24 is \$874,401 (10%). This is primarily due to an increase in the infrastructure budget and wages.

Of the total General Budget, \$2.52 million (27%) is for wages and benefits. The cost of infrastructure improvements is \$3.5 million (38%). Legal, Engineering and Professional Services is \$1.23 million (13%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services.

All other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent the remaining \$1.96 million (21%) of the budget.

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

Expenses by Category
Total \$8.3 million



*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

Significant Budget Changes

The Administrative Services division increased \$243,326 (18%). The net increase is a result from COLA increase of 3% and related merit increase. The Authority also approved a long term agreement with General Counsel which established a three year not to exceed amount.

The Treatment division increased \$152,705 (4%), which is due to the COLA increase of 3% and an increase in engineering services and chemicals. Other costs have decreased over the prior year.

The Environmental Compliance division budget decreased \$12,234 (5%) primarily due to projected decrease in the use of various supplies.

The Infrastructure division increased \$490,603 to address the projects in the approved FY2023-2024 Capital Improvement Plan.

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

Detail Changes in Expenses

The significant overall changes in the expense categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: Increase of \$187,130 due to staffing changes.
2. Premium Pay: Decrease of \$15,444 due to standby pay, certification pay, and overtime pay associated with changes in staffing resulting. Decrease due to less out of class pay.
3. Health Benefits: Increase of \$23,910 due to the rising cost of healthcare insurance.
4. Retirement Contributions: Increase of \$29,179 primarily due to the estimation of retirement costs related to the unfunded liability portion in the prior year's budget. (Every year this amount is estimated but the actual amount is not in our control and is not known until we are officially notified by CalPERS after the year is over)
5. Retirement Medical: Decrease of \$332 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: Increase of \$3,960 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: Increase of \$228,404 in personnel costs primarily due to anticipated increase in staffing.
8. Legal Services: Increase of \$181,666 due to long term not to exceed contract with General Counsel.
9. Engineering Services: No increase budgeted.
10. Professional Services: Decrease of \$76,353.

The major contracting firms and the status of their contracts, if applicable, are as follows:

- Calcon Systems, electrical services: Existing contract not to exceed \$350,000.
 - RVE Accounting, financial & accounting services: As Needed.
 - Alpha Analytical Laboratories, essential lab services: As Needed.
 - Peninsula Pump: handles pump repair, generally an emergency repair: As Needed.
11. Precision IT, computer equipment maintenance: IT support as and when needed.
 12. Professional Memberships: Increase of \$2,669 based on current year expected increase in dues.

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

13. Insurance Premiums: Decrease of \$15,334 due to the lack of prior year adjustments that occurred last year.
14. Misc. Expenses: Increase of \$23,897 anticipated based on detailed review of current year expenditures.
15. Utilities: Increase of \$44,017 for electricity, gas, and water consistent with current costs.
16. Travel & Training: Decrease of \$24,985 based on expectation that conference attendance will continue to wane.
17. Equipment Rental: Decrease of \$90,820 consistent with actual rent experiences in the current year.
18. Building & Maintenance Services: Decrease of \$18,081 based on current year expenditures.
19. Chemicals: Increase of \$125,066 based on anticipated expenses consistent with recent experience and expected industry increases.
20. Permits & Licenses: Increase of \$6,406 based on current year expenditures.
21. Supplies: Decrease of \$61,461 based on current year expenditures.
22. Equipment: Decrease of \$6,633 based on current year expenditures.
23. Infrastructure: Increase of \$490,603 to address the projects identified in the approved FY 2023/24 Capital Improvement Plan budget.
24. Claims/Penalties: Increase of \$65,340 due to anticipated penalties stemming from the flooding in January 2023.
25. Repairs & Maintenance: No change anticipated.
26. Non-Personnel Subtotal: Total Increase of \$645,996 (11%).

BOARD MEMBERS:

M. Clark
D. Penrose

B. Dye
D. Ruddock

P. Dekker
K. Slater-Carter

ALTERNATE MEMBERS:

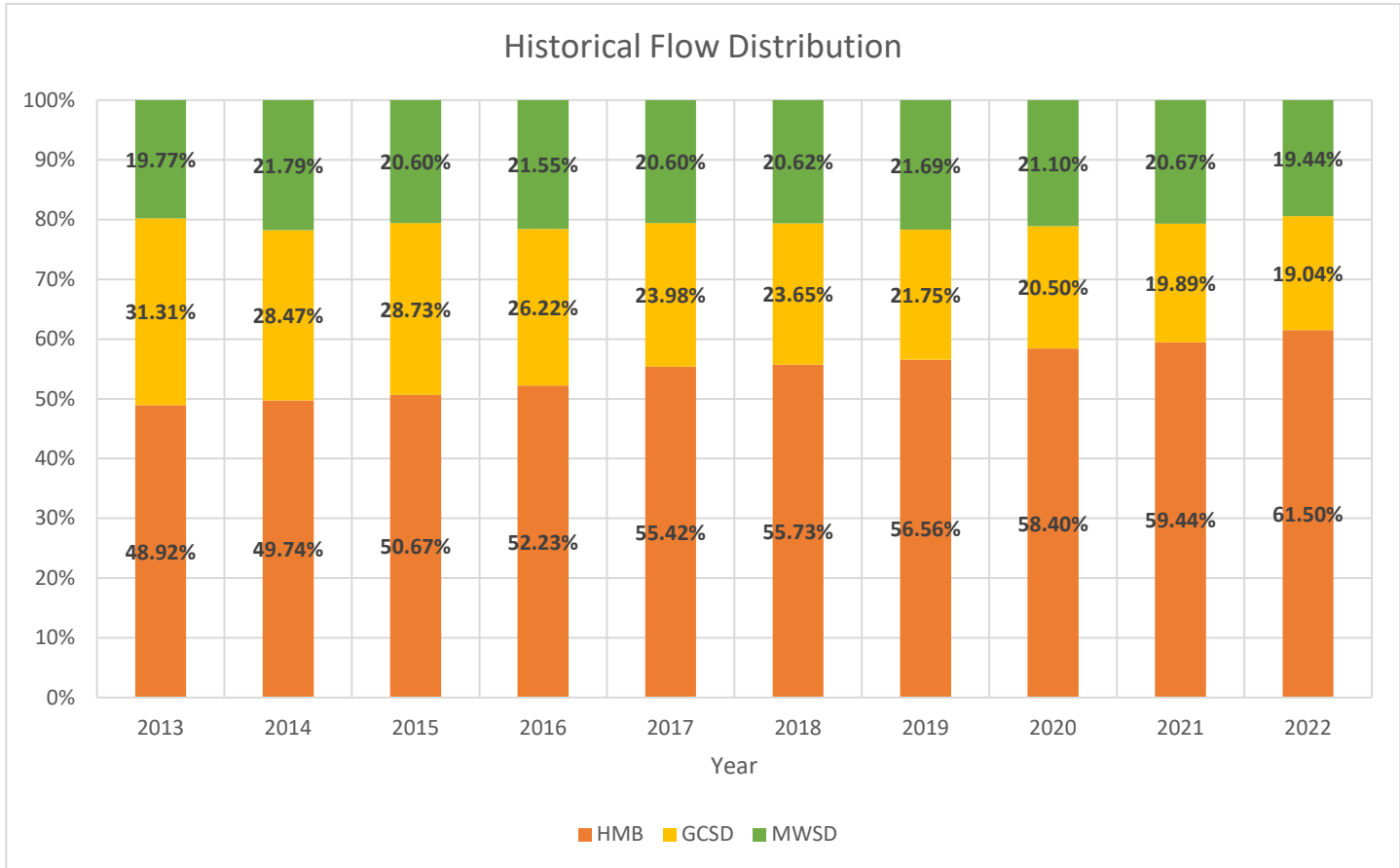
S. Boyd
J. Grant

B. Softky
H. Rarback

J. Randle

Revenue Allocation

Of the total O&M revenue, the majority (98.96%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.



The remaining revenue comes from Waste Processing Services that are currently classified in the Non-Domestic Waste Source Control Program Fees category of our AR System (1.35%), and interest earnings (0.24%).

BOARD MEMBERS:

M. Clark
 D. Penrose

B. Dye
 D. Ruddock

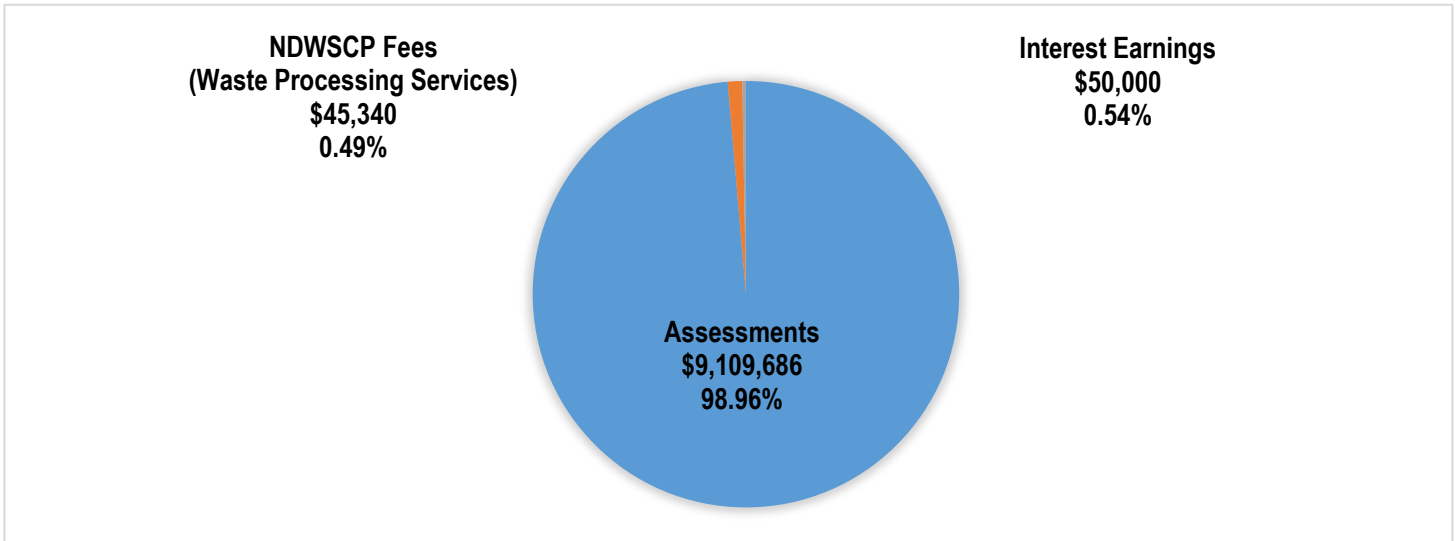
P. Dekker
 K. Slater-Carter

ALTERNATE MEMBERS:

S. Boyd
 J. Grant

B. Softky
 H. Rarback

J. Randle



Staff Recommendation

Staff recommends that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before May 31, 2023, for evaluation and approve a final budget before June 26, 2023.

Supporting Documents

Attachment A: SAM General Budget for FY 2023/24

BOARD MEMBERS:

M. Clark
 D. Penrose

B. Dye
 D. Ruddock

P. Dekker
 K. Slater-Carter

ALTERNATE MEMBERS:

S. Boyd
 J. Grant

B. Softky
 H. Rarback

J. Randle



General Budget
Fiscal Year 2023/24

OPERATIONS BUDGET



EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated plant. The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The General Budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

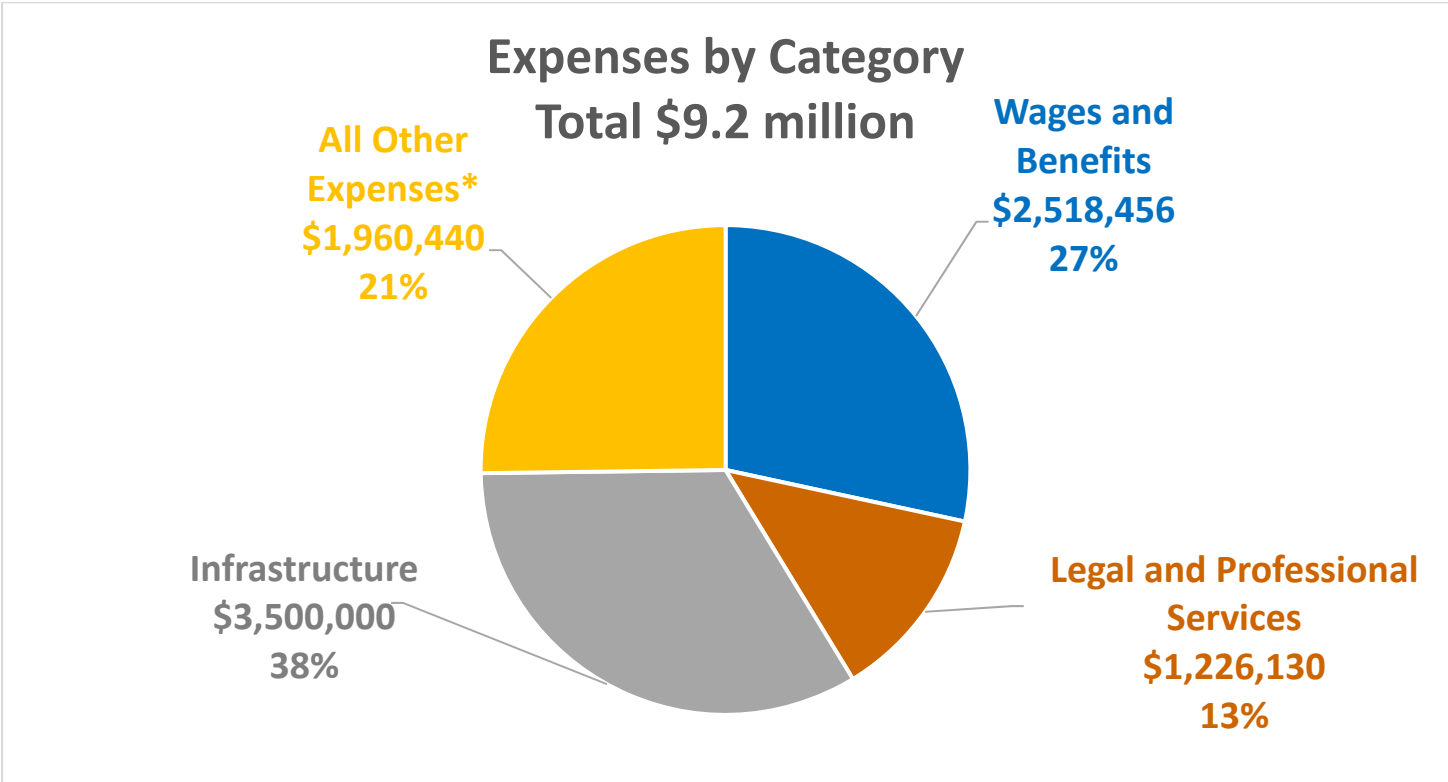
JPA Income & Expenses – General Budget

Operating Income		
Assessments - City of Half Moon Bay	5,602,457	
Assessments - Granada Community Services District	1,735,395	
Assessments - Montara Water & Sanitary District	1,771,834	
Interest Income	50,000	
NDWSCP Fees	45,340	
Total Operating Income		\$ 9,205,026
Operating Expenses		
Wages	1,724,516	
Benefits	793,941	
Legal Services	356,666	
Engineering Services	128,750	
Professional & Technical Services	740,714	
Professional Memberships	57,421	
Insurance Premiums	112,053	
Miscellaneous Expenses	92,354	
Utilities	707,831	
Travel & Training	16,397	
Equipment Rental/Lease	7,281	
Building & Maintenance Services	187,890	
Chemicals	412,114	
Permits & Licenses	51,777	
Supplies	67,220	

Equipment	17,583	
Infrastructure Projects	3,500,000	
Claims & Penalties	80,340	
Repairs & Maintenance	150,179	
Total Expenses		\$ 9,205,026
Total Operating Expenses (less Infrastructure)		\$ 5,705,026
Contribution to Reserve Funds (Revenues less Expenses)		\$ 0

The overall increase from the adopted budget for Fiscal Year 2022/23 to the proposed budget for Fiscal Year 2023/24 is \$874,401 (10%). This is primarily due to an increase in the infrastructure budget, wages legal services, and chemicals.

Of the total General Budget, \$2.52 million (27%) is for wages and benefits. The cost of infrastructure improvements is \$3.5 million (38%). Legal, Engineering and Professional Services is \$.837 million (13%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent 21% of the budget.



*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

Division Budgets by Fiscal Year

	FY 2020/21 <u>Actual</u>	FY 2021/22 <u>Actual</u>	FY 2022/23 <u>Adopted</u>	FY 2023/24 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
Administration	\$1,720,904	\$1,465,910	\$1,339,194	\$1,582,520	\$243,326	18%
Treatment	\$3,714,449	\$3,662,645	\$3,732,405	\$3,885,110	\$152,705	4%
Environmental Compliance	<u>\$271,905</u>	<u>\$308,206</u>	<u>\$249,630</u>	<u>\$237,396</u>	<u>\$(12,234)</u>	<u>(5)%</u>
Total Operating Budget	\$5,707,258	\$5,436,761	\$5,321,229	\$5,705,026	\$383,797	7%
Infrastructure	<u>\$149,562</u>	<u>\$1,412,419</u>	<u>\$3,009,397</u>	<u>\$3,500,000</u>	<u>\$490,603</u>	<u>16%</u>
Total General Budget	\$5,856,820	\$6,849,180	\$8,330,626	\$9,205,026	\$874,400	10%

The Administrative Services division increased \$243,326 (18%). The net increase is a result from COLA increase of 3% and related merit increase. The Authority also approved a long term agreement with General Counsel which established a three year not to exceed amount.

The Treatment division increased \$152,705 (4%), which is due to the COLA increase of 3% and an increase in engineering services and chemicals. Other costs have decreased over the prior year.

The Environmental Compliance division budget decreased \$12,234 (5%) primarily due to projected decrease in the use of various supplies.

The Infrastructure division increased \$490,603 to address the projects in the approved FY2023-2024 Capital Improvement Plan.

BUDGET ALLOCATION AND ASSESSMENTS

The Joint Exercise of Powers Agreement (JEPA) stipulates that the total expenses of operation and maintenance of all of the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

Flow Results for Budget Allocations*

	HMB	GCS D	MWSD	
FY 2023/24	61.5%	19.05%	19.45%	(Based on Calendar Year 2022)
FY 2022/23	<u>59.4%</u>	<u>19.90%</u>	<u>20.70%</u>	(Based on Calendar Year 2021)
Variance	2.10%	-0.85%	-1.25%	

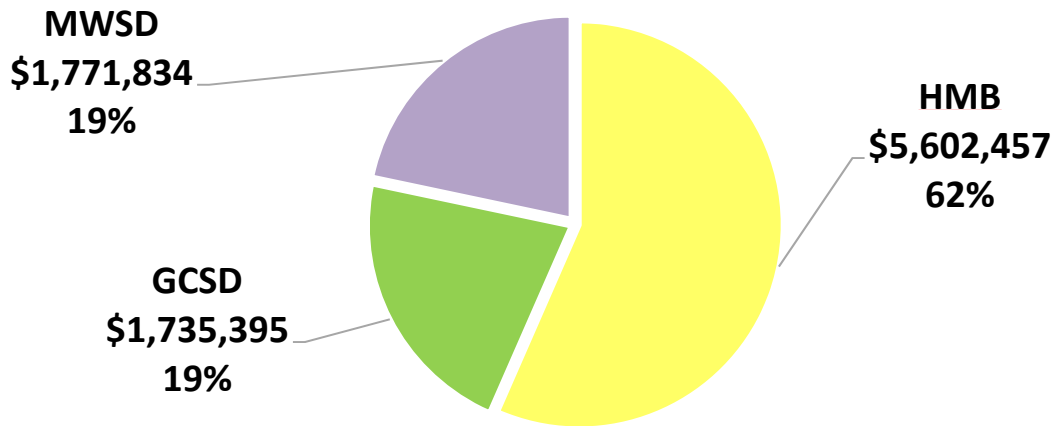
* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

Total Assessments for Each Member Agency*

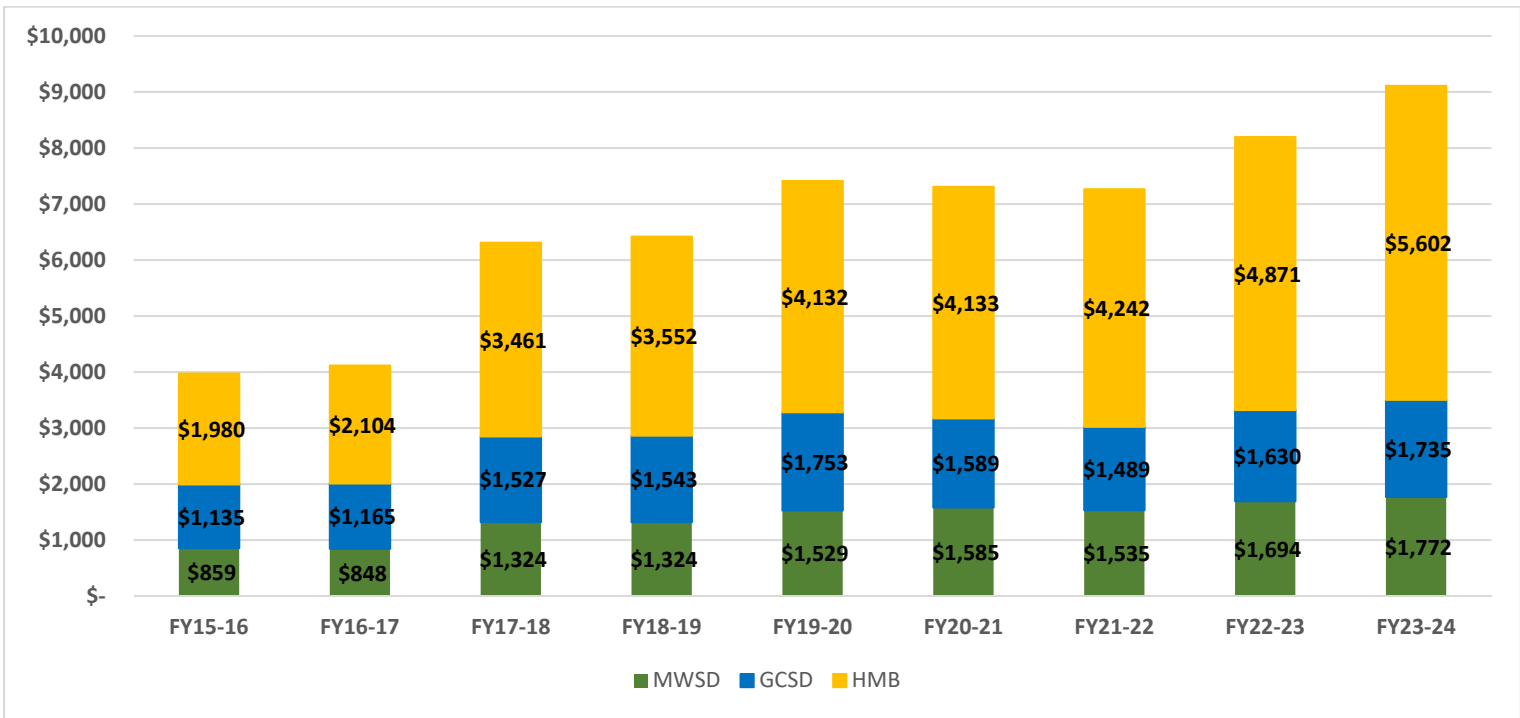
	FY 2020/21 <u>Actual</u>	FY 2021/22 <u>Adopted</u>	FY 2022/23 <u>Adopted</u>	FY 2023/24 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
Half Moon Bay	\$4,133,125	\$4,241,911	\$4,871,480	\$5,602,457	\$730,977	15%
Granada CSD	\$1,589,305	\$1,489,027	\$1,630,110	\$1,735,395	\$105,285	6%
Montara WSD	\$1,584,637	\$1,532,608	\$1,694,036	\$1,771,834	\$ 77,798	5%
Total	\$7,307,067	\$7,263,546	\$8,195,626	\$9,109,686	\$914,061	11%

* The assessments to the Member Agencies are rounded to nearest dollar.

**Assessments for FY 2023-24
Based on Calendar Year 2022 Flow**



Assessments History by Agency (in 1,000's)



OVERALL OPERATIONS BUDGET SUMMARY

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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EXPENDITURES

Personnel

1	Wages	1,442,622	1,537,386	1,478,321	1,724,516	187,130	12%
2	Premium Pay	126,623	113,626	98,966	98,182	(15,444)	(14%)
3	Health Benefits	236,967	265,562	272,911	289,472	23,910	9%
4	Retirement Cont.	318,790	253,580	252,035	282,760	29,179	12%
5	Retiree Med/OPEB	16,078	33,389	32,337	33,057	(332)	(1%)
6	Misc. Benefits	88,845	86,509	88,336	90,470	3,960	5%
7	Subtotal	2,229,925	2,290,052	2,222,906	2,518,456	228,404	10%

Non-Personnel

8	Legal Services	241,931	175,000	124,955	356,666	181,666	104%
9	Engineering Services	184,173	128,750	125,000	128,750	-	0%
10	Professional Services	1,175,257	817,067	712,318	740,714	(76,353)	(9%)
11	Prof. Memberships	50,537	54,752	55,749	57,421	2,669	5%
12	Insurance Premiums	125,690	127,386	108,789	112,053	(15,334)	(12%)
13	Misc. Expenses	120,677	68,457	106,104	92,354	23,897	35%
14	Utilities	575,612	663,814	687,214	707,831	44,017	7%
15	Travel & Training	30,018	41,382	15,919	16,397	(24,985)	(60%)
16	Equipment Rental	88,388	98,101	7,069	7,281	(90,820)	(93%)
17	Bldg & Maint Services	154,178	205,971	86,638	187,890	(18,081)	(9%)
18	Chemicals	290,207	287,048	400,111	412,114	125,066	44%
19	Permits & Licenses	45,462	45,372	49,314	51,777	6,406	14%
20	Supplies	85,203	128,681	65,262	67,220	(61,461)	(48%)
21	Equipment	20,983	24,216	17,071	17,583	(6,633)	(27%)
22	Infrastructure	1,407,212	3,009,397	2,209,676	3,500,000	490,603	16%
23	Claims/Penalties	23,729	15,000	78,000	80,340	65,340	436%
24	Repairs & Maintenance	-	150,179	86,050	150,179	(0)	(0%)
25	Subtotal	4,619,255	6,040,574	4,935,239	6,686,570	645,996	11%

26	TOTAL	6,849,180	8,330,626	7,158,145	9,205,026	874,401	10%
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Key Changes

Personnel costs: net increase due COLA and merit increases	\$ 228,404
Legal Services:	\$ 181,666
Professional services: Increase due to estimates based on Year-to-Date Actuals	\$ (76,353)
Claims/Penalties	\$ 65,340
Utilities:	\$ 44,017
Equipment Rental:	\$ (90,820)
Chemicals: Based on Year-to-Date Actuals	\$ 125,066
Supplies:	\$ (61,461)
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	\$ (32,061)
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ 383,798
Infrastructure: net increase result of CIP (includes engineering costs, reclassified)	\$ 490,603
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	\$ 874,401

	FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED	
REVENUE						
By Type:						
26 JPA Assessments	7,263,546	8,195,626	8,195,626	9,109,686	914,061	11%
27 Contract Services	-	-	-	-	-	0%
28 NDWSCP Fees	37,288	115,000	45,340	45,340	(69,660)	(61%)
29 Misc. Fees	-	-	-	-	-	0%
30 Interest Earnings	13,701	20,000	50,965	50,000	30,000	150%
31 Misc. Revenue	-	-	-	-	-	-
32 From/(To) Reserves	-	-	-	-	-	-
	-	-				
33 TOTAL	7,314,535	8,330,626	8,291,931	9,205,026	874,401	10%
By Agency:						
34 Half Moon Bay	4,241,911	4,871,480	4,871,480	5,602,457	730,977	15%
35 Granada CSD	1,489,027	1,630,110	1,630,110	1,735,395	105,285	6%
36 Montara WSD	1,532,608	1,694,036	1,694,036	1,771,834	77,798	5%
37 TOTAL	7,263,546	8,195,626	8,195,626	9,109,686	914,061	11%

Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff	\$ 914,061
TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE	\$ 914,061

FINANCIAL DETAILS

The following is a list of key budget lines for FY2022/23 and 2023/24 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>
1. <u>Wages</u> Increase as results of COLA increase and staffing changes.	\$1,537,386	\$1,724,516
2. <u>Premium Pay</u> Overtime paid for staff to perform tasks outside of normal work times.	\$113,626	\$98,182
3. <u>Health Benefits</u> The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$265,562	\$289,472
4. <u>Retirement Contributions</u> SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$253,580	\$282,760
5. Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$33,389	\$33,057
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$86,509	\$90,470
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$2,290,052	\$2,518,456
8. <u>Legal Services</u> Includes general counsel and employment legal fees	\$175,000	\$356,666
9. Engineering Services Increased to provide design and project management related to treatment division.	\$128,750	\$128,750

Budget Line #	FY 2021/22	FY 2022/23
10. <u>Professional Services</u> Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$817,067	\$740,714
11. <u>Professional Memberships</u> Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$54,752	\$47,421
12. <u>Insurance Premiums</u> Property, liability, and pollution premiums based on utilization rates.	\$127,386	\$112,053
13. <u>Misc. Expenses</u> Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$68,457	\$95,354
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$663,814	\$707,831
15. <u>Travel & Training</u> Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$41,382	\$16,397
16. <u>Equipment Rental/Lease</u> Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$98,101	\$7,281
17. <u>Building & Maintenance Services</u> Includes janitorial, landscaping, and other regular building maintenance services.	\$205,971	\$187,890
18. <u>Chemicals</u> Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$287,048	\$412,114
Budget Line #	FY 2022/23	FY 2023/24

19.	Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$45,372	\$51,777
20.	Supplies Office, computer, breakroom, and safety supplies.	\$128,681	\$67,220
21.	Equipment Purchase Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$24,216	\$17,583
22.	<u>Infrastructure Projects</u> Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed \$50,000 each.	\$3,009,397	\$3,500,000
23.	<u>Claims/Penalties</u> Reflects claims expenses not covered by insurance.	\$15,000	\$80,340
24.	Repairs & Maintenance Maintenance for plant equipment	\$150,179	\$150,179
25.	Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$6,040,574	\$6,686,570
26.	Total Total of all costs (sum of Personnel and Non-Personnel subtotals).	\$8,330,626	\$9,205,026

ADMINISTRATIVE SERVICES

By Category

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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EXPENDITURES

Personnel

1	Wages	543,861	515,459	568,265	587,126	71,667	14%
2	Premium Pay	2,816	4,290	3,500	5,815	1,525	36%
3	Health Benefits	61,713	58,408	60,977	62,307	3,899	7%
4	Retirement Cont.	10,209	49,483	49,679	60,158	10,675	22%
5	Retiree Med/OPEB	38,374	16,348	17,067	16,728	380	2%
6	Misc. Benefits	21,935	20,705	25,576	18,642	(2,062)	(10%)
7	Subtotal	678,909	664,693	725,064	750,777	86,084	13%

Non-Personnel

8	Legal Services	241,931	175,000	124,955	356,666	181,666	104%
9	Engineering Services	-	-	-	-	-	0%
10	Professional Services	226,656	200,411	169,935	192,280	(8,131)	(4%)
11	Prof. Memberships	38,950	39,509	41,757	43,009	3,500	9%
12	Insurance Premiums	125,690	127,386	108,789	112,053	(15,334)	(12%)
13	Misc. Expenses	34,263	32,163	56,181	40,933	8,770	27%
14	Utilities	37,379	36,569	37,499	38,624	2,055	6%
15	Travel & Training	3,622	8,892	3,099	3,191	(5,701)	(64%)
16	Equipment Rental	6,599	6,426	7,069	7,281	855	13%
17	Bldg & Maint Services	39,844	22,561	28,264	29,112	6,551	29%
18	Chemicals	-	-	-	-	-	0%
19	Permits & Licenses	-	-	-	-	-	0%
20	Supplies	8,340	10,583	8,342	8,593	(1,990)	(19%)
21	Equipment	-	-	-	-	-	0%
22	Infrastructure	-	-	-	-	-	0%
23	Claims/Penalties	23,729	15,000	-	-	(15,000)	(100%)
24	Repairs & Maintenance	-	-	-	-	-	
25	Subtotal	787,001	674,502	585,891	831,743	157,241	23%

26	TOTAL	1,465,910	1,339,194	1,310,955	1,582,520	243,326	18%
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ADMINISTRATIVE SERVICES

By Category

FY 2020/21 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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REVENUE

By Type:

27 JPA Assessments	1,259,899	1,319,194	1,319,194	1,532,520	213,326	16%
28 Contract Services	-	-	-	-	-	0%
29 NDWSCP Fees	-	-	-	-	-	0%
30 Misc. Fees	-	-	-	-	-	0%
31 Interest Earnings	13,701	20,000	50,965	50,000	30,000	150%
32 Misc. Revenue	-	-	-	-	-	0%
33 From/(To) Reserves	-	-	-	-	-	0%
34 TOTAL	1,273,600	1,339,194	1,370,159	1,582,520	243,326	18%
By Agency:						
34 Half Moon Bay	735,781	784,129	755,361	942,500	158,371	20%
35 Granada CSD	258,279	262,388	290,458	291,945	29,557	11%
36 Montara WSD	265,839	272,677	289,605	298,075	25,398	9%
37 TOTAL	1,259,899	1,319,194	1,335,424	1,532,520	213,326	16%

Key Changes

Personnel costs: net increase due COLA and merit increases. Amount also includes Board stipend and Holiday pay which had been omitted in previous years.

Legal Services	\$ 86,084
Insurance Premiums: Decreased based on year-to-date actuals	\$ 181,666
Claims/Penalties	\$ (15,334)
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	\$ (15,000)
	\$ 5,909
TOTAL ADMINISTRATION EXPENDITURES BUDGET INCREASE	\$ 243,326

Key Changes

Assessments reflect net increase in budget for wages, benefits, and other expenses

	\$ 213,326
TOTAL ADMINISTRATION REVENUE BUDGET INCREASE	\$ 213,326

TREATMENT By Category

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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EXPENDITURES

Personnel

1	Wages	862,052	983,383	873,788	1,098,699	115,316	12%
2	Premium Pay	122,060	107,492	93,636	90,446	(17,046)	(16%)
3	Health Benefits	169,897	201,593	206,836	221,245	19,653	10%
4	Retirement Cont.	289,780	191,792	190,159	209,980	18,187	9%
5	Retiree Med/OPEB	(21,420)	16,459	14,695	15,743	(716)	(4%)
6	Misc. Benefits	64,658	63,744	60,749	69,336	5,593	9%
7	Subtotal	1,487,028	1,564,462	1,439,863	1,705,449	140,987	9%

Non-Personnel

8	Legal Services	-	-	-	-	-	
9	Engineering Services	178,966	128,750	125,000	128,750	-	0%
10	Professional Services	741,528	466,656	463,131	398,434	(68,222)	(15%)
11	Prof. Memberships	11,587	15,243	13,992	14,412	(831)	(5%)
12	Insurance Premiums	-	-	-	-	-	
13	Misc. Expenses	79,314	36,294	49,923	51,421	15,127	42%
14	Utilities	538,233	627,245	649,715	669,206	41,962	7%
15	Travel & Training	26,214	32,303	12,631	13,010	(19,293)	(60%)
16	Equipment Rental	81,789	91,675	-	-	(91,675)	(100%)
17	Bldg & Maint Services	114,335	183,410	58,374	158,778	(24,631)	(13%)
18	Chemicals	285,382	282,740	397,114	409,027	126,288	45%
19	Permits & Licenses	45,462	45,372	49,314	51,777	6,406	14%
20	Supplies	56,439	93,366	43,674	44,984	(48,382)	(52%)
21	Equipment	16,368	14,710	9,071	9,343	(5,368)	(36%)
22	Infrastructure	-	-	-	-	-	
23	Claims/Penalties	-	-	78,000	80,340	80,340	
24	Repairs & Maintenance	-	150,179	86,050	150,179	(0)	(0%)
25	Subtotal	2,175,617	2,167,942	2,035,988	2,179,661	11,719	1%

26	TOTAL	3,662,645	3,732,405	3,475,851	3,885,111	152,706	4%
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Key Changes

Personnel: net increase due to COLA and merit increases	\$ 140,987
Professional Services:	\$ (68,222)
Utilities:	\$ 41,962
Equipment Rental	\$ (91,675)
Chemicals	\$ 126,288
Claims/Penalties	\$ 80,340
Increase services, supplies, chemicals, etc. by 3% CPI	<u>\$ (76,973)</u>

TOTAL TREATMENT EXPENDITURES BUDGET INCREASE **\$ 152,706**

**TREATMENT
By Category**

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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REVENUE

By Type:

27 JPA Assessments	3,342,060	3,617,405	3,617,405	3,839,771	222,366	6%
28 Contract Services	-	-	-	-	-	0%
29 NDWSCP Fees	37,288	115,000	45,340	45,340	(69,660)	(61%)
30 Misc. Fees	-	-	-	-	-	0%
31 Interest Earnings	-	-	-	-	-	0%
32 Misc. Revenue	-	-	-	-	-	0%
33 From/(To) Reserves	-	-	-	-	-	0%

34 TOTAL

	3,379,348	3,732,405	3,662,745	3,885,111	152,706	4%
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By Agency:

34 Half Moon Bay	1,951,763	2,150,185	2,161,703	2,361,459	211,274	10%
35 Granada CSD	685,122	719,502	831,237	731,476	11,975	2%
36 Montara WSD	705,175	747,718	828,795	746,835	(882)	(0%)

37 TOTAL

	3,342,060	3,617,405	3,821,735	3,839,771	222,366	6%
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Key Changes

Assessments reflect net increased funding for wages, benefits, and other expenses	\$ 222,366
TOTAL TREATMENT REVENUE BUDGET INCREASE	\$ 222,366

**ENVIRONMENTAL COMPLIANCE
By Category**

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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EXPENDITURES

Personnel

1	Wages	36,709	38,543	36,268	38,690	147	0%
2	Premium Pay	1,746	1,844	1,830	1,922	78	4%
3	Health Benefits	5,357	5,561	5,098	5,919	358	6%
4	Retirement Cont.	18,800	12,305	12,198	12,622	317	3%
5	Retiree Med/OPEB	(875)	582	575	586	4	1%
6	Misc. Benefits	2,252	2,061	2,011	2,491	430	21%
7	Subtotal	63,988	60,897	57,979	62,230	1,333	2%

Non-Personnel

8	Legal Services	-	-	-	-	-	-
9	Engineering Services	-	-	-	-	-	-
10	Professional Services	207,073	150,000	79,251	150,000	-	0%
11	Prof. Memberships	-	-	-	-	-	0%
12	Insurance Premiums	-	-	-	-	-	0%
13	Misc. Expenses	7,100	-	-	-	-	0%
14	Utilities	-	-	-	-	-	0%
15	Travel & Training	182	187	190	196	8	4%
16	Equipment Rental	-	-	-	-	-	0%
17	Bldg & Maint Services	-	-	-	-	-	0%
18	Chemicals	4,825	4,308	2,997	3,087	(1,221)	(28%)
19	Permits & Licenses	-	-	-	-	-	0%
20	Supplies	20,424	24,732	13,246	13,643	(11,089)	(45%)
21	Equipment	4,614	9,505	8,000	8,240	(1,265)	(13%)
22	Infrastructure	-	-	-	-	-	0%
23	Claims/Penalties	-	-	-	-	-	0%
24	Repairs & Maintenance	-	-	-	-	-	-
25	Subtotal	244,218	188,733	103,684	175,166	(13,567)	(7%)

26	TOTAL	308,206	249,630	161,663	237,396	(12,234)	(5%)
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Key Changes

Professional services: increase based on year-to-date actual	\$ (11,089)
Net increase in wages, utilities, services, and supplies	<u>\$ (1,153)</u>
TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET	\$ (12,234)

**ENVIRONMENTAL COMPLIANCE
By Category**

FY 2020/21 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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REVENUE

By Type:

27 JPA Assessments	183,267	249,630	249,630	237,396	(12,234)	(5%)
28 Contract Services	-	-	-	-	-	0%
29 NDWSCP Fees	-	-	-	-	-	0%
30 Misc. Fees	-	-	-	-	-	0%
31 Interest Earnings	-	-	-	-	-	0%
32 Misc. Revenue	-	-	-	-	-	0%
33 From/(To) Reserves	-	-	-	-	-	0%
34 TOTAL	183,267	249,630	249,630	237,396	(12,234)	(5%)
By Agency:						
34 Half Moon Bay	107,028	148,380	153,522	145,998	(2,381)	(2%)
35 Granada CSD	37,570	49,651	47,555	45,224	(4,427)	(9%)
36 Montara WSD	38,669	51,598	48,553	46,173	(5,425)	(11%)
37 TOTAL	183,267	249,630	249,630	237,396	(12,234)	(5%)

Key Changes

Assessments reflect net decreased funding for wages, benefits, and other expenses	\$ (12,234)
TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE	\$ (12,234)

INFRASTRUCTURE

By Category

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED	
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EXPENDITURES

Personnel

1 Wages	-	-	-	-	-	0%
2 Premium Pay	-	-	-	-	-	0%
3 Health Benefits	-	-	-	-	-	0%
4 Retirement Cont.	-	-	-	-	-	0%
5 Retiree Med/OPEB	-	-	-	-	-	0%
6 Misc. Benefits	-	-	-	-	-	0%
7 Subtotal	-	-	-	-	-	0%

Non-Personnel

8 Legal Services	-	-	-	-	-	0%
9 Engineering Services	5,207	-	-	-	-	0%
10 Professional Services	-	-	-	-	-	0%
11 Prof. Memberships	-	-	-	-	-	0%
12 Insurance Premiums	-	-	-	-	-	0%
13 Misc. Expenses	-	-	-	-	-	0%
14 Utilities	-	-	-	-	-	0%
15 Travel & Training	-	-	-	-	-	0%
16 Equipment Rental	-	-	-	-	-	0%
17 Bldg & Maint Services	-	-	-	-	-	0%
18 Chemicals	-	-	-	-	-	0%
19 Permits & Licenses	-	-	-	-	-	0%
20 Supplies	-	-	-	-	-	0%
21 Equipment	-	-	-	-	-	0%
22 Infrastructure	1,407,212	3,009,397	2,209,676	3,500,000	490,603	16%
23 Claims/Penalties	-	-	-	-	-	0%
24 Repairs & Maintenance	-	-	-	-	-	0%
25 Subtotal	1,412,419	3,009,397	2,209,676	3,500,000	490,603	16%

26 TOTAL	1,412,419	3,009,397	2,209,676	3,500,000	490,603	16%
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Key Changes

Increased to address the projects identified in the approved
FY2023-24 capital improvement plan budget, including engineering costs

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE \$ 490,603

**INFRASTRUCTURE
By Category**

FY 2021/22 ACTUAL	FY 2022/2023 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED
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REVENUE

By Type:

27 JPA Assessments	2,478,320	3,009,397	3,009,397	3,500,000	490,603	16%
28 Contract Services	-	-	-	-	-	0%
29 NDWSCP Fees	-	-	-	-	-	0%
30 Misc. Fees	-	-	-	-	-	0%
31 Interest Earnings	-	-	-	-	-	0%
32 Misc. Revenue	-	-	-	-	-	0%
33 From/(To) Reserves	-	-	-	-	-	0%
	-					
34 TOTAL	2,478,320	3,009,397	3,009,397	3,500,000	490,603	16%
By Agency:						
34 Half Moon Bay	1,447,339	1,788,786	1,447,339	2,152,500	363,714	20%
35 Granada CSD	508,056	598,569	508,056	666,750	68,181	11%
36 Montara WSD	522,926	622,042	522,926	680,750	58,708	9%
37 TOTAL	2,478,320	3,009,397	2,478,320	3,500,000	490,603	16%

Key Changes

Increased to address the projects identified in the approved
FY2023-24 capital improvement plan budget, including engineering costs

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE \$ 490,603

HIGHLIGHTS

- Infrastructure Projects in progress in FY 2021/22:
 - ✓ Montara PS - Replace Pump 1
 - ✓ Montara PS - Install Grit Removal
 - ✓ Rehabilitate/Replace Vehicle Fleet
 - ✓ Portola PS - Replace Pump 1 with Grinder Pump
 - ✓ Replace Bar Screen Drives and Screens
 - ✓ Replace Influent Pump and Motors 1 – 5
 - ✓ Electrical Improvements for Influent Pumps 1 – 8
 - ✓ Install Shade Canopy at Chemical Feed Pumps
 - ✓ Replace Effluent Pumps 1 and 2
 - ✓ Replace Sludge Mixing Pumps 1 and 2 with Chopper Pumps

- Infrastructure Projects in progress in FY 2022/23:
 - ✓ Princeton PS - Replace w/Package PS and Rehabilitate Bypass System
 - ✓ Replace Effluent Pumps 1, 2 & 3
 - ✓ Plant and Cyber Security Measures Implementation
 - ✓ Replace Chain & Flights, Collectors Gear Reducer, and Weirs in Primary Clarifier
 - ✓ Replace Primary Scum Pump and Motor
 - ✓ Replace Grit Pumps 1 & 2 and Appurtenances
 - ✓ Replace Primary Sludge Pumps and Motors 1, 2 & 3
 - ✓ Secondary Treatment - Replace/Rehabilitate Secondary Clarifier Drive Mechanism
 - ✓ Water Supply and Piping - Replace No. 3 Water Pumps

- These projects are in various stages- order placed, awaiting deliveries, or awaiting order placement. There has been a delay in deliveries and cost increases too due to the pandemic situation.

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM

Project 1: Montara Force Main Rehabilitation

Priority: Rehabilitation/Replacement/Safety

The Montara Force Main Rehabilitation (MFM) Project addresses aging, at-risk pipeline within the Intertie Pipeline System. The MFM conveys wastewater from the Montara and Moss Beach communities to SAM’s Wastewater Treatment Plant in Half Moon Bay. The MFM is approximately 16,750 feet in length, ranging from 12 to 14-inches in diameter and was constructed of ductile iron pipe (DIP) in the early 1980s.

A 2017 project replaced the first 2,500 feet of MFM from Montara Pump Station to the end of Vallemar Street with high-density polyethylene (HDPE) pipe and replaced the associated air/vacuum relief valves. A 12-inch-diameter DIP portion of the MFM experienced failure during the atmospheric river storm that started on December 31, 2022, which was declared as a disaster at both the State and Federal levels. SAM’s emergency response included replacement of an 850-ft portion of the impacted force main with HDPE. It is proposed to replace the remaining 13,400 feet of the MFM project over four years starting from July 2023 to June 2027. The proposed \$2.0M for the fiscal year 23-24 entails Planning, Environmental, Legal & Admin costs of \$1.5M and Design costs of \$0.5M.



CIP Total Cost: \$10,686,000

Project Funding: This project will be funded by SAM’s Infrastructure Program.

Basis of Priority: This priority project continues the best practice of rehabilitating aging force main to mitigate sanitary sewer overflows, human health risks, environmental damages, and other regulatory violations.

Annual Cost Distribution and Schedule

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$10.686M	\$2.0M	\$3.0M	\$3.0M	\$2.686	\$0

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM

Project 2: Replacement/Rehabilitation of Boilers at the Treatment Plant

Priority: Rehabilitation/Replacement/Safety

SAM has two (2) Dual Gas Hot Water Boilers. They provide heat to keep the Digester Sludge at a constant temperature between 95.0 to 96.0 degrees Fahrenheit. This allows the microbes that break down the fecal matter to function properly. If we do not supply the boilers with either Digester Gas or Natural Gas we will not be in compliance with our NPDES permit, which will lead to violations and penalties.

Boiler # 1 is out of compliance and Boiler #2 is barely below the acceptable limit.

The proposed \$0.5M is to replace one of the boilers and refurbish the other.



CIP Total Cost: \$500,000

Project Funding: This project will be funded by SAM’s Infrastructure Program.

Basis of Priority: This priority project continues the best practice of rehabilitating aging equipment to mitigate regulatory violations.

Annual Cost Distribution and Schedule

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$0.5M	\$0.5M	\$0	\$0	\$0	\$0

SEWER AUTHORITY MID-COASTSIDE
CAPITAL IMPROVEMENT PROGRAM

Project 3: WWTP – Replace Emergency Generator

Priority: Replacement and Rehabilitation

This project focuses on replacing the emergency generator at the WWTP. The existing generator is old, has exceeded its useful life, and replacement parts are becoming difficult to obtain. The backup power generator is an essential asset that must be reliable. In the event of a power loss to the WWTP, the generator provides temporary power so that operation of the WWTP may continue. Frequent repairs are being done to make it functional. Therefore, it is more economical to procure a new generator.



CIP Total Cost: \$1,500,000

Project Funding: This project will be funded by SAM’s Infrastructure Program.

Basis of Priority: This generator needs to be maintained in peak stand-by condition in the event of a power failure at the WWTP. A prolonged power outage, without a reliable and sufficient back-up power supply, will result in significant disruption to the plants, clarification, biological treatment, and disinfection processes that may result in a violation of SAM’s NPDES permit requirements.

Annual Cost Distribution and Schedule

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$1.5M	\$1M	\$0.5M	\$0	\$0	\$0

Position Control List

<u>Classifications</u>	<u>Authorized Positions</u>
<u>Administrative Services:</u>	
General Manager	1.0
Finance Officer	1.0
Accounting Technician	1.0
Administrative Assistant	<u>1.0</u>
	4.0
<u>Operations & Maintenance:</u>	
<i>Engineering & Construction Contracts Manager (Defunded)</i>	0.0
Supervisor of Treatment / Field Operations	0.75
Maintenance Mechanic I/II/III	2.0
Operator I/II/III	2.0
Lead Operator	4.0
<i>Utility Worker (Defunded)</i>	<u>0.0</u>
	8.75
<u>Environmental Compliance:</u>	
Supervisor of Treatment / Field Operations	.25
Total Authorized – General Budget	13.0
<u>Collection Services:</u>	
Collection Maintenance Worker I/II/III	3.0
Maintenance Mechanic I/II/III	<u>1.0</u>
Total Authorized – Collections Services	4.0
Grand Total Authorized Authority	17.0

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2023-___

**A RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE
GENERAL BUDGET FOR FISCAL YEAR 2023/24**

WHEREAS, the Sewer Authority Mid-Coastside, pursuant to Article III, Section (F) (3) of the Joint Powers Agreement, dated February 3, 1976, as amended, creating said Authority, has submitted its General Budget for fiscal year 2023/24 to its member agencies for review and approval; and

WHEREAS, the Sewer Authority Mid-Coastside General Budget consists of the Administrative Services division, the Treatment division, the Environmental Compliance division, and the Infrastructure division for Fiscal Year 2023/24;

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed and considered said General Budget and desires to signify its approval thereof;

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

1. The Board of Directors of the Granada Community Services District hereby approves the Sewer Authority Mid-Coastside General Budget for Fiscal Year 2023/24, attached to this resolution, and consents to the final approval of said General Budget by the Sewer Authority Mid-Coastside.
2. The Secretary shall transmit a copy of this Resolution to the Sewer Authority Mid-Coastside.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 15th day of June 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Approved:

Nancy Marsh, Board President

Attest:

Delia Comito, Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

BY: Kishen Prathivadi, General Manager

SUBJECT: **Discuss Proposed Contract Collection Services Budget for FY 2023/24 and Authorize the General Manager to Submit it to the Member Agencies for Approval**

Executive Summary

The purpose of the report is to discuss the contract collection services budget for FY 2023/24 and authorize the General Manager to submit it to the Member Agencies for approval.

Fiscal Impact

This contract is separate from the SAM operating budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2023/24 is \$809,592. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall increase in fees of \$61,733 for the collection systems work. The following table shows the history of fees for each agency for the past two years, the current year, and the upcoming year.

Please note, FY 2023-2024 budgeted member agency Collections Assessment has been reduced by \$33,639. This amount represents the difference between Collections assessment revenue and Collections expenses as noted in SAM's FYE June 30, 2022 audited financial statements.

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randal
	J. Grant	H. Rarback	

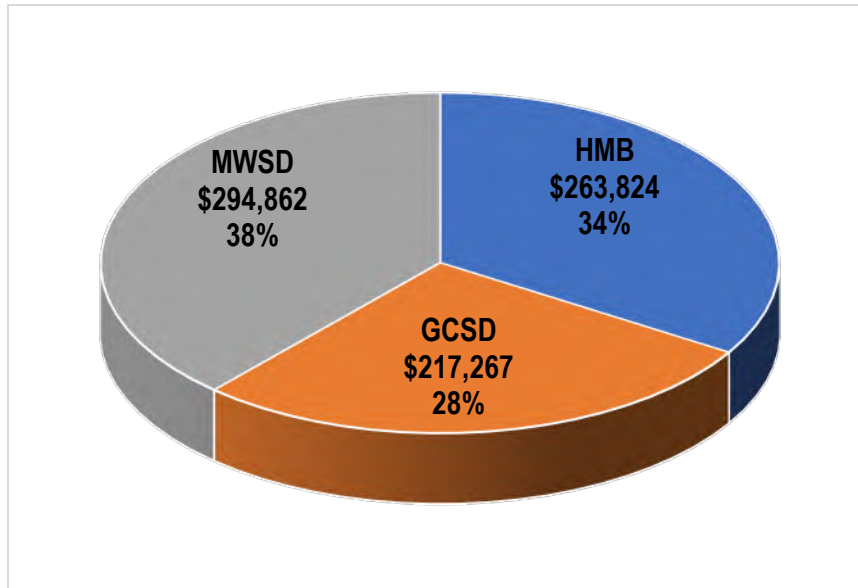
Contract Fees for Each Contracting Agency

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Adopted	FY 2023/24 Proposed	\$ Change	% Change
Half Moon Bay	\$233,329	\$312,625	\$254,272	\$263,824	\$9,552	4%
Granada CSD	\$191,979	\$324,221	\$209,400	\$217,267	\$7,866	4%
Montara WSD	\$344,972	\$457,131	\$284,186	\$294,862	\$10,676	4%
	\$770,280	\$1,093,977	\$747,858	\$775,953	\$28,094	4%

The pie-chart below details the allocation of the proposed budget for each Member Agency

Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: *“SAM is committed to providing quality collection system maintenance service for the Coastside. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”*



BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randal
	J. Grant	H. Rarback	

Background and Discussion/Report

The Proposed Contract Collections Services Budget has been discussed by the member agency managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Board for comment. Approval of the proposed budget will take place later.

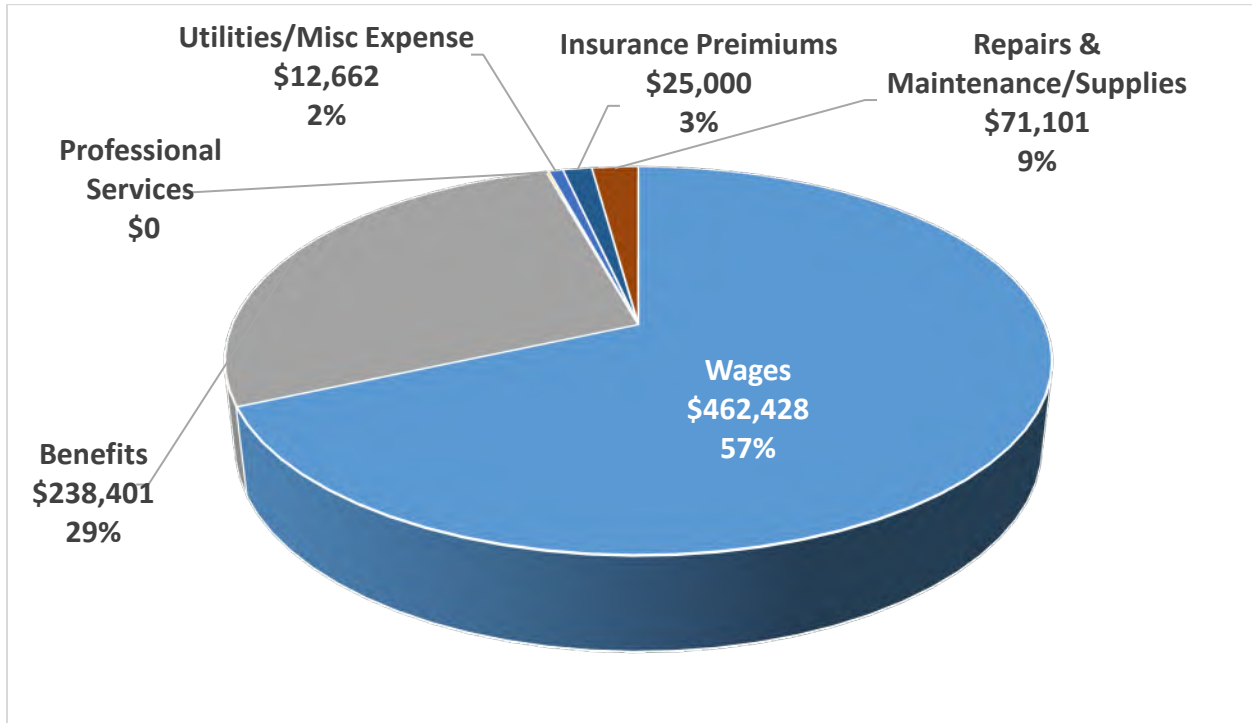
SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Beginning last year, the Member Agency Managers, the SAM Manager, and consultants worked in concert to develop a method of allocation based on the needed services of each agency. We are confident that the cost allocation presented reflects more accurately that method and those needs.

Beginning July 1, 2020 the minimum service level provided by SAM entailed cleaning at least fifty percent (50%) of the collection system's pipelines, cleaning of designated Hot Spots per an agreed upon schedule, providing lift station services as defined, providing emergency response throughout the year, and planning, managing and reporting as needed to ensure all needs of each Member Agency's service area collection system are met.

The proposed budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts. It also includes utilities, fuel, and other expenses needed to perform all the contracted services.

The pie chart on the next page details budget expenditures.

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randal
	J. Grant	H. Rarback	



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (87%) as shown above are Wages and Benefits for personnel to perform the work. Other significant costs are Repairs & Maintenance / Supplies estimated at \$71,101 and Insurance Premiums estimated at \$25,000. All other costs combined are around 5% of the total overall budget.

Significant Changes to the Budget:

1. Increase of Personnel expenses by \$90,105 based on last year’s budget.
2. Increase in Repairs & Maintenance of \$50,000.

Staff Recommendation

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2023/24 to the participating agencies for approval.

Supporting Documents

Attachment A: Contract Collection Services Budget for FY 2023/24

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randal
	J. Grant	H. Rarback	

CONTRACT COLLECTION SERVICES BUDGET Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2021/22 ACTUAL	FY 2022/23 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED	
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EXPENDITURES

Personnel

1 Wages	369,342	375,451	355,966	401,567	45,601	12%
2 Premium Pay	57,568	68,075	51,588	60,861	9,273	14%
3 Health Benefits	102,699	109,277	98,027	124,143	26,117	24%
4 Retirement Cont.	42,173	29,265	27,529	30,163	2,635	9%
5 Retiree Med/OPEB	(9,014)	6,667	6,345	5,841	(504)	(8%)
6 Misc. Benefits	28,906	29,869	25,464	27,039	1,575	5%
7 Admin/Tim Allocation - 5%	-	45,806	45,806	51,214	5,408	12%
8 Subtotal	591,674	664,410	610,724	700,829	90,105	14%

Non-Personnel

9 Legal Services	-	-	-	-	-	-
10 Engineering Services	-	-	-	-	-	-
11 Professional Services	-	791	-	-	-	0%
12 Prof. Memberships	-	-	-	-	-	-
13 Insurance Premiums	12,082	25,000	-	25,000	25,000	100%
14 Misc. Expenses	7,707	4,281	3,121	3,214	94	2%
15 Utilities	1,150	9,247	7,229	7,446	217	2%
16 Travel & Training	-	-	1,944	2,002	58	-
17 Equipment Rental	215,661	-	-	-	-	-
18 Bldg & Maint Services	-	-	-	-	-	-
19 Chemicals	-	-	-	-	-	-
20 Permits & Licenses	11,700	-	-	-	-	-
21 Supplies	-	19,129	20,486	21,101	615	3%
22 Equipment	-	-	-	-	-	-
23 Infrastructure	-	-	-	-	-	-
24 Claims/Penalties	-	-	-	-	-	-
25 Repairs & Maintenance	-	25,000	-	50,000	50,000	200%
26 Subtotal	248,301	83,448	32,780	108,763	75,983	91%

25 TOTAL	839,974	747,858	643,504	809,592	61,733	8%
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	FY 2021/22 ACTUAL	FY 2022/23 ADOPTED	FY 2022/23 PROJECTED	FY 2023/24 PROPOSED	CHANGE FROM FY 2022/23 ADOPTED	
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REVENUE

By Type:

26 JPA Assessments	-	-	-	-	-	-
27 Contract Services	1,093,976	747,858	747,858	775,953	28,094	4%
28 NDWSCP Fees	-	-	-	-	-	-
29 Misc. Fees	-	-	-	-	-	-
30 Interest Earnings	-	-	-	-	-	-
31 Misc. Revenue	-	-	-	-	-	-
32 From/(To) Reserves (*)	-	-	-	33,639	33,639	-
33 TOTAL	1,093,976	747,858	747,858	809,592	61,733	8%

By Agency:

34 Half Moon Bay	312,625	254,272	254,272	263,824	9,552	4%	34.00%
35 Granada CSD	324,221	209,400	209,400	217,267	7,866	4%	28.00%
36 Montara WSD	457,131	284,186	284,186	294,862	10,676	4%	38.00%

37 TOTAL	1,093,976	747,858	747,858	775,953	28,094	4%
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(*) Figure represents difference between collections assessments received from member agencies & collections expenditures as noted in the FY 21-22 audited financial statements.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2023-___

A RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE CONTRACT COLLECTION SERVICES BUDGET FOR FISCAL YEAR 2023/24

WHEREAS, the Sewer Authority Mid-Coastside (SAM) and the Granada Community Services District (District) entered into an agreement dated April 25, 1988 titled *Agreement for Maintenance and Operations Services between the Granada Sanitary District and Sewer Authority Mid-Coastside* (Agreement);

WHEREAS, the Agreement provides for the District to contract with SAM whereby SAM provides cleaning and minor operations and maintenance of the District’s sewerage collection system on behalf of the District;

WHEREAS, the Agreement provides that SAM shall prepare a collection services budget for each fiscal year the Agreement is in force, and that the District shall review and subsequently approve said budget for each fiscal year;

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed the Contract Collection Services Budget for Fiscal Year 2023/24 as submitted by SAM, and desires to signify its approval thereof;

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

1. The Board of Directors of the Granada Community Services District hereby approves the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2023/24 as attached to this resolution.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 15th day of June, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Approved:

Nancy Marsh, Board President

Attest:

Delia Comito, Board Secretary

ITEM #5

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SEWER AUTHORITY MID-COASTSIDE
Finance Committee *Regular Meeting* Agenda
10:00 am to 11:00 am on Thursday May18, 2023

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.

Topic: Finance Committee
Time: May 18, 2023 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87829573412?pwd=dFRoTUJhVzYxWjdLcDRaMDFGc1pkdz09>

Meeting ID: 878 2957 3412

Passcode: 481071

Dial by your location
+1 669 444 9171 US

1. ROLL CALL

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Minutes of March 23, 2023, Meeting (**Attachment**)

B. Discussion on Q3 (**Attachment**)

C. Any other issues

3. NEXT REGULAR MEETING

June 15, 2023

MINUTES
SAM BOARD OF DIRECTORS SPECIAL MEETING
Special Board Meeting 6:30 PM, Monday May 22, 2023

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 6:30 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Clark, Dekker, Penrose, Ruddock, Dye and Slater-Carter were present. Also present were General Manager Prathivadi, and General Counsel Jeremy Jungreis.

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

A. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

Pursuant to Paragraph (1) of Subdivision (d) of Government Code Section 54956.9, *Ecological Rights Foundation v. Sewer Authority Mid-Coastside* (Case No: 3:18-CV-04413)

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

The Board went into Closed Session at 6:30 pm.

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

The Board came out of Closed Session at 7:00 pm. There was no reportable action.

5. ADJOURNMENT to REGULAR BOARD MEETING

Chair Slater-Carter adjourned the Special meeting at 7:00 pm

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary

MINUTES
SAM BOARD OF DIRECTORS MEETING
Regular Board Meeting 7:00 PM, Monday May 22, 2023

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:05 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Clark, Dekker, Rarback, Penrose, Ruddock (via Zoom), Dye, and Slater-Carter were present. Also present were General Manager Prathivadi, Finance Officer George Evans, Plant Superintendent Tim Costello, and General Counsel Jeremy Jungreis.

Chair Slater-Carter informed the Board and public that Director Ruddock is attending the meeting via Zoom as she is sick at home with a cold. General Counsel Jungreis informed the Board, and the public that Director Ruddock meets the qualifications of AB 2449, the act that allows for meetings to occur via teleconferencing subject to certain requirements.

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

There were no Public Comments from the Board of Directors, or the Public.

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

- A. Approve Minutes of May 8, 2023 Regular Board Meeting
- B. Approve Disbursements for May22, 2023
- C. Monthly Revenue and Expense Report for Period Ending April 30, 2023
- D. Status of CIP Projects for 2021/22 and 2022/23

Director Clark commented that there are numerous CIP projects going on that are time sensitive, and extensive. He stated that the brief table summary that the Board receives does not have enough information, and the CIP projects should be a regular agenda item.

Director Penrose moved to approve agenda items 4A - Minutes of May 8, 2023, 4B – Approve Disbursements for May 22, 2023, and 4C – Monthly Revenue and Expense Report for period ending April 30, 2023.

Penrose/Clark/8 Ayes/0 Noes. The motion passed.

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

A. Presentation on First Flush Report by San Mateo Resource Conservation District

General Manager Prathivadi introduced Noah Katz, and Gracie Allen of the San Mateo Resource Conservation District (RCD) to the Board. Gracie Allen, Water Quality Project Manager for the RCD, presented the Board with the First Flush 2022 water quality results. She reviewed the coastal water sheds, the First Flush program, why they sample, volunteers, pollutants, potential sources of pollutants, effects of pollutants, Pyrethroid pesticides, results of the 2022 First Flush, and the overall results summary. Following a question and answer period, the Chair moved on to the next Agenda item.

The RCD presentation can be seen on the SAM website at www.samcleanswater.org

B. Authorize General Manager to Issue a Purchase Order to RF MacDonald Inc for the Supply and Install of Boiler at SAM Plant in the Amount of \$226,163

General Manager Prathivadi thanked Noah Katz, Gracie Allen, and the RCD for their presentation.

General Manager Prathivadi reviewed the staff report, and recommended that the Board of Directors authorize the General Manager to issue a purchase order to RF MacDonald for the supply of Boiler in the amount of \$226,163. Director Ruddock moved, and Director Clark seconded the motion to issue a purchase order to RF MacDonald for the supply of a boiler in the amount of \$226,163. A discussion ensued. Following discussion, Director Ruddock amended her motion to include 2 boilers. Director Dekker seconded the amended motion to purchase two new boilers in an amount not to exceed \$500,000.

Ruddock/Dekker/8 Ayes/0 Noes. The motion passed.

Director Dye clarified that this will either be paid for by a budget adjustment this year, which by ordering, we are committing to, or including them in next year's budget.

C. Discuss Proposed General Budget for FY 2023/24 and Authorize the General Manager to Submit it to the Member Agencies for Approval

General Manager Prathivadi reviewed the staff report, and stated that he has made a minor change in the Infrastructure budget. He stated that he has added two more projects, the boiler, and the emergency generator at the SAM plant, and he decreased the budget for the Montara Force Main. He stated that the budget is still at \$3.5 million dollars. He recommended that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before May 31, 2023, for evaluation and approve a final budget before June 26, 2023. A discussion ensued. Gregg Dieguez, resident of Montara, clarified his understanding of the Montara Force Main project, and commented on working productively with the City of Half Moon Bay in the coming years, and working together on improving essential telecommunications infrastructure. Following discussion with the public, Chair Slater-Carter moved on to discussion with the Board of Directors. Director Ruddock made a motion to authorize the General Manager to submit the General Budget for FY 2023/24 to the member agencies for consideration as presented. Director Ruddock wanted to make clear that this vote is under protest given the inclusion of the Montara Force Main and the proposed General Budget, that this motion is made with the assumption that prior to the time of the council considers this budget June 6th, 2023, that the parties will be able to meet and discuss a stipulation regarding how the Board of Directors are going to manage this obstacle that they currently have. Director Ruddock acknowledged General Counsel Jungreis' offer of assistance with the stipulation, and welcomes his further assistance. She stated that they want to resolve this budget cycle, and to work with the Board as a resolution, and move it forward. Chair Slater-Carter seconded the motion.

Ruddock/Slater-Carter/Roll Call vote: Clark Aye/Dekker Aye/Penrose Aye/Ruddock Aye/Dye Aye/Slater-Carter Aye/8 Ayes/0 Noes. The motion passed.

5. GENERAL MANAGER'S REPORT

General Manager Prathivadi reported that the replacement of the Bus Duct has been completed.

6. ATTORNEY'S REPORT - NONE

7. DIRECTOR'S REPORT

Director Ruddock informed the Board of Directors of Governor Newsome agreeing to support a climate resilience, wildfire, flood protection, and storm water bond to be put on the November 2024 ballot. She also reported there are 2 Bills vying for acceptance in the Legislature. SB967 by Senator Allen in the amount of \$1.5 Billion Dollars, and

AB1537 by Eduardo Garcia for \$15.01 Billion Dollars.

8. TOPICS FOR FUTURE BOARD CONSIDERATION

- Recycled Water
- Strategic Plan Workshop
- Board Reviews Proposed 5-Year CIP 2021 – 2025
- Maintenance of Equipment
- Report on NDWSCP
- Virtual Plant Tour
- Training and Succession Planning
- Update Records Retention Policy

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

The Board went into Closed Session at 8:30 pm.

10. CONVENE IN OPEN SESSION

The Board reconvened into Open Session at 8:45 pm. Chair Slater-Carter reported there was no reportable action.

11. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:45 pm.

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, June 12, 2023

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/81249925621?pwd=Ny92clRwMXVaM1VjTINEbmRod1NYQT09>

Meeting ID: 812 4992 5621

Passcode: 211271

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.

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:	Barbara Dye (GCSD)
	Secretary/Treasurer:	Deborah Ruddock (HMB)
	Director:	Dr. Deborah Penrose (HMB)
	Director:	Peter Dekker (MWSD)
	Director:	Matthew Clark (GCSD)

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

Members of the public are welcome to provide publiccomment 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 so submitted prior to 7 pm on June 12, 2023 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 May 22, 2023 Special Board Meeting and May 22,2023 Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for June 12, 2023 (**Attachment**)

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

- A. Status of General Budget for FY 2023/24
- B. Accept the Quarterly Financial Report for the 3rd Quarter of Fiscal Year 2022-23 (**Attachment**)

5. GENERAL MANAGER’S REPORT

- A. Monthly Manager’s Report – April 2023

6. ATTORNEY’S REPORT

7. DIRECTORS’ REPORT

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

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

A. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
(Two potential cases)

B. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION

Pursuant to Paragraph (1) of Subdivision (d) of Government Code Section 54956.9,
Ecological Rights Foundation v. Sewer Authority Mid-Coastside (Case No:

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: June 26, 2023 and July 10, 2023

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: June 12, 2023
SUBJECT: **Monthly Manager’s Report – April 2023**

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 April 2023.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	1.183	59.9%
Accidents, Injuries, etc.:	0	Granada CSD	0.412	20.9%
Reportable Spills Cat 1:	0	<u>Montara W&SD</u>	<u>0.379</u>	<u>19.2%</u>
Reportable Spills Cat 2:	0	Total	1.974	100%
Reportable Spills Cat 3:	0			

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

Administration

There was one Regular Board Meeting in the month of April, and no public records request. There was one article in the Half Moon Bay Review mentioning SAM, "SAM Board considers designs for Montara Pipelines" (April 5, 2023). There were three mentions of SAM in Coastside Buzz, "Sewer Authority Funds the Design for a Brand New Package Plant at the 70 year old Pillar Point Pump Station Site" (April 13, 2023), "SAM GM Reports on Scope of Work for Water Hammer Engineering Analysis of the Sewer Force Main Pipe in Montara after Storm Failure, and "Amid HMB Lawsuit Protests Sewer Authority Mid-Coastside Attorney Warns BOD that to Vote Against the General Budget will violate 5C of the JPA" (April 27, 2023). There has been no lost time work accidents since September 10, 2019. There were no new hires in the month of April, and two anniversaries, George Long, Lead Operator, April 16, 1988, 35 years, and George Evans, Finance Officer, April 27, 2017, 6 years.

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 a wet weather flow storage as originally designed.

As the wetness of the rain events begin to wind-down, (I know it looks and like spells like wind), we can get back to projects that have been stacking up.

We had GSE in working on the influent pump replacement project. RF MacDonald came in for some repair work on the boiler valves. Calcon was working on electrical for the new pumps and aeration basins. Peterson was in working on the generator radiator replacement. We continue to use sodium hydroxide for PH adjustment along with Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier. These are being added at the back end of the MLSS basin and then carried by gravity to the secondary clarifier. We are adding polymer and cl2 for foam control on an as needed basis on the front side of the MLSS basin as well.

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

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

During the month of April 2023 rainfall was below historic normal for Half Moon Bay. The 10-year average for the area is 1.395 inches of rain in April, (1.89 inches used to be considered normal, this year we received 0.40 inches, a bit below the 10 year average but I'm okay with that right now). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.40 inches, (from the NOAA gauge at the plant). Our roof top had 0.56 at the plant, 0.48 inches in the GCSD service are, and 0.45 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 April 2022.

- 4/1/2023 – Saturday - Daily ops rounds and duties. Sodium Hydroxide ran at a trickle for 5 hours due to not running the Belt Filter Press, to help maintain pH at acceptable levels. Influent Pumps 6 and 7 were found air bound, they were primed and place back to standby. Bar Screen 1 rag wash hopper was overflowing due to a plug in the discharge line; flushed the line and cleaned up the mess in that area.

- 4/2/2023 – Sunday – Daily Ops rounds and duties. Collected Alpha Analytical Samples (Day 1).

- 4/3/2023 – Daily Ops rounds and duties. Collected Alpha Analytical Samples (Day 2). Alpha Analytical Samples (Day 1 and 2) were sent. Verily COVID sample collected, packaged, and delivered to UPS. Executive Phone here again to work on phone lines. Alarm for Belt Filter Press, Limit Load recalled/E-Stop, was activated during wash down; reset and placed back to auto.

- 4/4/2023 – Daily Ops rounds and duties. Calcon here to work on projects. Meeting with Duperon, Calcon, and Tanner Pacific Inc. for the New Bar Screen Installation. Confined Space entry into Primary Settling Tank 3 to work on the Cross Collector Chain repair. Pilot and ignitor for the Waste Gas Burner were pulled out and cleaned; function was tested, kept failing due to Automatic Digester Gas Valve not functioning properly, manually opened and it worked. Fire Department/EMS arrived to the plant due to an accidental call

- 4/5/2023 – Daily Ops rounds and duties. Calcon was here to work on AB3 electrical connections. All Field Staff and T. Costello completed Confined Space

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

Training. A. Gilbert, and T. Costello had Hach-WIMS training in the afternoon.

- 4/6/2023 – Thursday – Daily Ops rounds and duties. Calcon was here to work on AB3 electrical connections. R.F. McDonald here to replace 2 gate valves for Boiler # 2 Loop. CSE came to inspect the INF and Eff pumps, pipes, pads, and surrounding areas. Changed the SCADA format so that Influent Pump 4 is labeled as pump 1 on SCADA; it runs off of a temporary VFD connected to SCADA as INF Pump 1; this was tested and shown to work. A. Gilbert, and T. Costello had Hach-WIMS training in the afternoon. G. Aguilar had to come in after hours to reset Secondary Clarifiers manually due to a power glitch.
- 4/7/2023 – Daily ops rounds and duties. Add Caustic Soda to MLSS. Replace Neuros blower #2 air filter. No need to run belt press as the digester level is low.
- 4/8/2023 – Saturday- Daily ops rounds and duties. Add Caustic Soda to MLSS. Paced Influent pump #6 to lead as part of the plan to rotate pumps. Executive Phone comp here to work on phone lines.
- 4/9/2023 – Sunday- Daily ops rounds and duties. Add Caustic Soda to MLSS. Digester #2 level high, adjust transfer settings. Rotate Influent pumps from #6 to #7.
- 4/10/2023 – Daily ops rounds and duties. Replace tubing for final effluent sampler. Start RAS chlorination, set to 39lbs/day. Rotate influent pumps 6 and 7 per agreement, Influent pump #4 not keeping prime, have to continually prime every day.
- 4/11/2023 – Daily ops rounds and duties. Noticed a spike on Mid Plant flow trend at the same time every day due to Air blower on/off morning timer. CAT PETERSON here working on radiator generator. CALCON doing work in MB#2. Dry well at effluent building full of water from storm event earlier in the year, had to pump out with 2” pump.
- 4/12/2023 – Daily ops rounds and duties. CALCON here working on removing cabinets in MB#2. Clean contact basin #1. Borges and Mahoney here working on the effluent building chemical analyzers. PETERSON working on the generator.
- 4/13/2023 – Daily ops rounds and duties. Switched/rotate all chemical pumps for effluent de-chlorination and chlorination. Perform bias check and calibrate SO2 analyzer, calibrate CL2 analyzer as well. Rotate influent pumps from #7 to #6.

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

- 4/14/2023 – Daily ops rounds and duties. Add Caustic Soda to MLSS, add Polymer and Alum to secondary. Polymer pump for the primaries not working had to clean pump from inside and works okay now. CALCON here at plant working on Primary sludge flow meter. Polymer delivery, GSE parts delivery as well. Increase RAS chlorination to 48lbs/day.
- 4/15/2023 – SATURDAY- Daily ops rounds and duties. Add caustic soda to MLSS, add polymer and alum to secondary. No anomalies.
- 4/16/2023 – SUNDAY- Daily ops rounds and duties. Add caustic soda to MLSS. Add polymer and alum to secondary. Switch influent pumps from #6 to #7 and made sure all other pumps were primed.
- 4/17/2023 – Daily ops rounds and duties. Add polymer and alum to secondary. GSE here working in the headwork’s area Influent pump project. Tanner Pacific inspector at the plant.
- 4/18/2023 – Daily ops rounds and duties. GSE construction here working in the influent pump area putting concrete. Add polymer and alum to secondary. Clean chemical drain filters.
- 4/19/2023 – Daily ops rounds and duties. Add alum and polymer to secondary. Pacific Petroleum here to add diesel fuel to diesel tank. GSE working at influent pump area. CALCON working in MB#1. Polymer pump to primaries not working, remove and cleaned works ok now. PETERSON CAT working on removing radiator form generator.
- 4/20/2023 – Daily ops rounds and duties. Add polymer and alum to secondary. CALCON here working in MB#1 – electrical for Inf VFD’s. CTE COMPANY here to collect concrete samples from new influent pump platform. Fema / Cal OES meeting.
- 4/21/2023 – Daily ops rounds and duties. Add chemicals to secondary for settleability. CALCON here working in MB#1. Influent wet well has lots of solids build up spent some time breaking up build up by hosing down. VFD for influent pump #1 relocated.
- 4/22/2023 – Saturday- Daily ops rounds and duties. Add chemicals to secondary. Fill a couple polymer totes. Regular day nothing unusual
- 4/23/2023 – Sunday- Daily ops rounds and duties. Add chemicals to secondary. Pedro’s cleaning service here. Fill a couple polymer totes.
- 4/24/2023 – Daily ops rounds and duties. Add chemicals to secondary. CALCON here working in MB#1. Switch influent pumps form #6 to #7 as lead. Prepare COVID sample. Usual tasks.

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

- 4/25/2023 – Daily ops rounds and duties. Add chemicals to secondary. Sodium Bisulfite delivery here at the plant. GSE working on influent pumps.
- 4/26/2023 – Daily operations duties and rounds. Add chemical to secondary. GSE here installing influent pumps. Add water to AB#4 just above the air diffusers to prevent sun damage. Had demo from Energy Services on new generator.
- 4/27/2023 – Daily ops rounds and duties. Add chemicals to secondary. GSE here working on influent pumps. Close some gates for secondary #1 eventually all gates will be closed due to low flows. Vacuum scum pit with help from collection crew. Influent pump #7 has loose belt asked a mechanic to tighten.
- 4/28/2023 – Daily rounds. Horn like noise coming out of AB#4, found electric valve open did shut manually and noise stopped. CALCON here working at MB#1. Pick up sand bags from around the plant and place in palates. Completely isolate Secondary clarifier #1, adjust RAS and chlorine settings.
- 4/29/2023 – Saturday - Daily rounds. Add polymer and alum to secondary #2. Replace alum tote to keep feeding to MLSS effluent.
- 4/30/2023 – Sunday - Daily ops rounds and duties. Fill switch replace and add Polymer to MLLS effluent. No anomalies.

Other activities are listed below:

There were 11 deliveries (approximately 6,800 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 680.00. There were no leachate deliveries to the SAM IPS line in the month of April 2023, for a total leachate volume of 0 gallons.

The NPDES data report for April 2023 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 31,548 feet of sewer line and responded to seventeen service calls in contract service areas. Twelve were sewer line related and five were maintenance service calls. Eleven of the callouts were during regular business hours or started during regular business hours, six were after hour calls. Five calls were in HMB, eight calls were in the MWSD service area, and four calls were in the GCSD service area during the month of April 2023.

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

HMB – The service calls in HMB was as follows; 4/3 - Replaced ebox on purissima street smart cover. 4/3 - Railroad ave smart cover battery issue, contacted smart cover to send new battery. 4/7 - Battery for Railroad & grove smart cover came in. Installed battery, all good now. 4/14 - 1st and Myrtle delayed com for smart cover. Antenna was sheared off, contact smart cover to send a replacement will install when it arrives. 4/24 - New antenna arrived for 1st and Myrtle smart cover. Installed new antenna, all good now.

There were no maintenance calls in HMB are in April of 2023.

GCSD – The service calls in the GCSD area were as follows; 4/5 - Call for standing water / back up. Flushed main and found no obstruction in main, televised the service line and gave video to district, service line looked okay. 4/6 - Call for a service line back up. Crew flushed main finding no obstruction, there was no property line cleanout exposed. Advised occupant they would need to contact a roter company to resolve. 4/29 - Call for back up on service line. Tried to clear blockage but was unable to, it seems the correlation to a cip project was involved. Contacted district as we believe house was not reconnected to main line. District contacted the contractor and issue was.

The maintenance service call in the GCSD service area was as follows; 4/11 - San Pablo station hi Level float malfunctioned, temporarily disabled alarm until float was able to be replaced the following day. All good now.

MWSD – The sewer line related call in the MWSD area was as follows; 4/3 - Harte and Cedar smart cover alarm. Removed rags from funky spot in line to restore flow. 4/3 - Airport and Cypress smart cover E-box replaced, reestablish communication. 4/5 - Call for drain backing up. Crew responded, flushed main finding no obstruction. Advised occupant they would need to contact a roter company to resolve issue. 4/13 - Call for standing water in cleanout, occupant reported there was no issue until CIP project was done. R.P. stated that he had his line televised and there is a slight offset now. Flushed main to clear blockage.

The maintenance calls in the MWSD service area were as follows; 4/17 - Niagara low level alarm, station was operating normally upon arrival, possible glitch. Cleared alarms and checked station for normal operation. 4/18 - Niagara low level alarm, station was operating normally upon arrival. Cleaned wet well transducer, cleared alarms, ran station and observed

BOARD MEMBERS:	M. Clark D. Penrose	B. Dye D. Ruddock	P. Dekker K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd J. Grant	B. Softky H. Harback	J. Randle

normal operation. 4/23 - Niagara low level alarm, station was operating normally upon arrival. Cleared alarms, ran station and observed normal operation, adjusted operating level alarm from 1.0 to 1.5 ft. 4/25 - Cali lift station alarm for low dialer battery, reset alarms and check station for normal operation. Battery on dialer was replaced the following day when the local store opened.

The April 2023 collection system data report is provided for the Board's information. There were Zero (0) Category 1, Zero (0) Category 2's, and Zero (0) Category 3 SSO's, during the month of April 2023.

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for April 2023.

Supporting Documents

Attachment A: Monthly Flow Report April 2023

Attachment B: Monthly NPDES Report April 2023

Attachment C: Collection System Data April 2023

Attachment D: Contract Collection Service Report April 2023

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

Attachment A

Flow Distribution Report Summary for April 2023

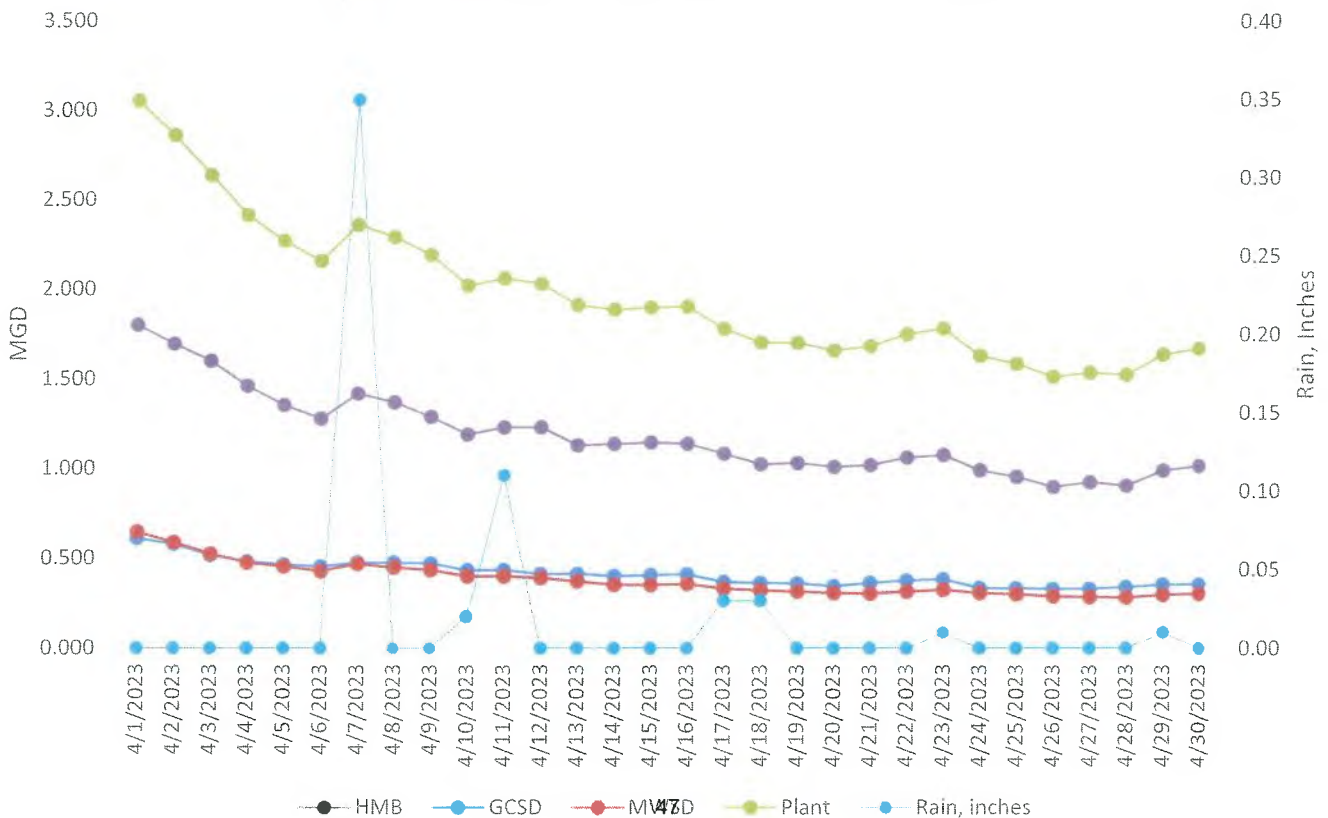
The daily flow report figures for the month of April 2023 have been converted to an Average

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

The summary of the ADF information is as follows:

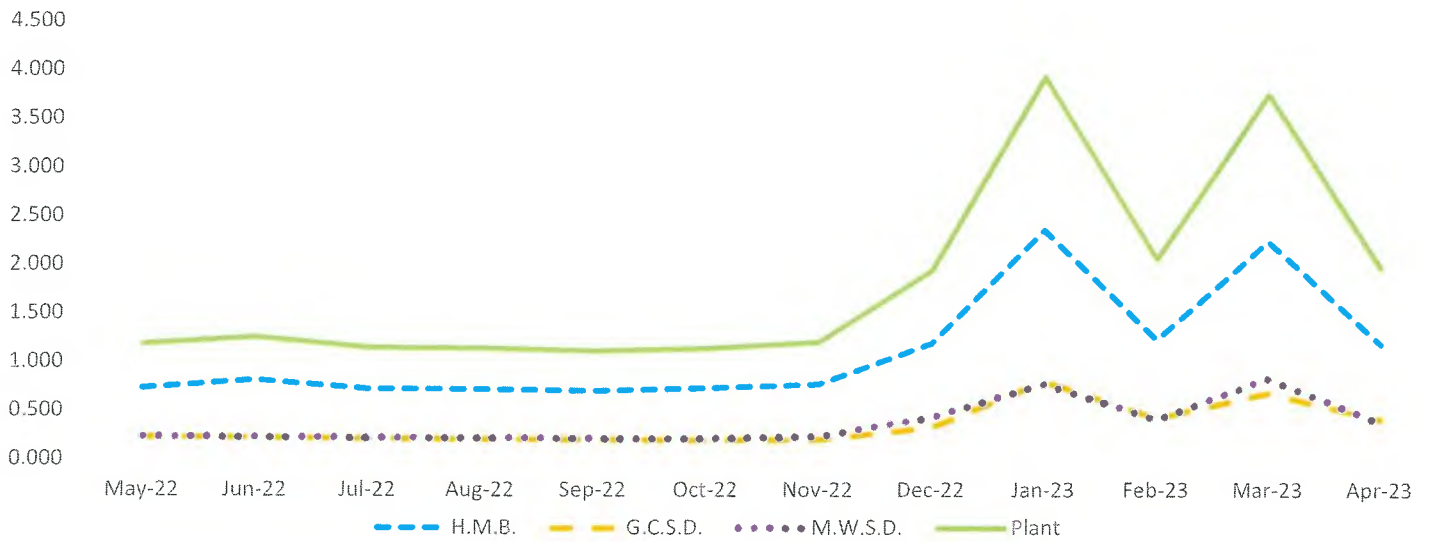
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.183	59.9%
Granada Community Services District	0.412	20.9%
Montara Water and Sanitary District	<u>0.379</u>	<u>19.2%</u>
Total	1.974	100.0%

Sewer Authority Mid-Coastside
Monthly Flow Distribution Report, April 2023

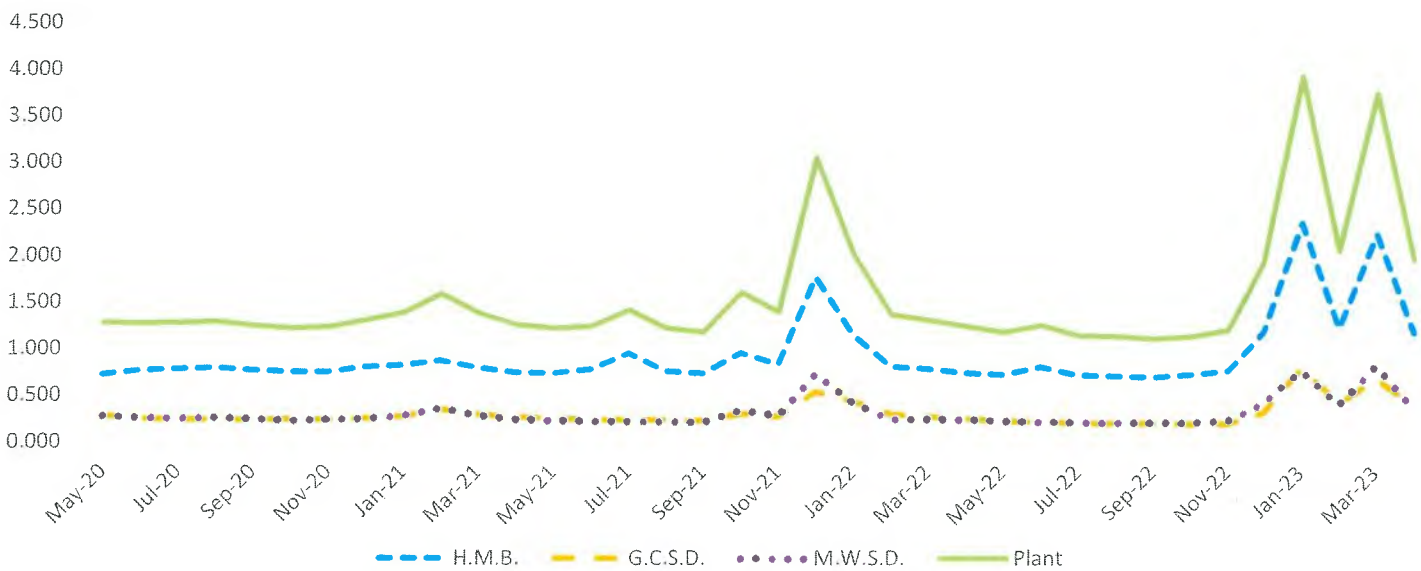


Most recent flow calibration March 2021 PS, March 2021 Plant

One Year Flow Chgart
May 2022 - April 2023



Three Year Flow Chart
May 2020 - April 2023



SAM E-001 April 2023

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
4/1/2023								
4/2/2023	150	2.10		98.6%	83	58	9.0	
4/3/2023	180	2.20		98.8%	110	63	5.2	
4/4/2023								
4/5/2023								
4/6/2023								
4/7/2023								
4/8/2023			2.15					7.10
4/9/2023								
4/10/2023	230	4.20		98.2%	180	140	4.8	
4/11/2023	200	3.40		98.3%	180	120	3.7	
4/12/2023								
4/13/2023								
4/14/2023								
4/15/2023			3.80					4.25
4/16/2023								
4/17/2023								
4/18/2023	230	3.80		98.3%	180	170	4.3	
4/19/2023	260	3.60		98.6%	230	140	5.8	
4/20/2023								
4/21/2023								
4/22/2023			3.70					5.05
4/23/2023								
4/24/2023								
4/25/2023								
4/26/2023	230	3.60		98.4%	230	140	4.6	
4/27/2023	240	3.20		98.7%	210	160	8.2	
4/28/2023								
4/29/2023			3.40					6.40
4/30/2023	280	4.40		98.4%	210	150	5.6	
Count	9	9	4	9	9	9	9	4
Minimum	150	2.10	2.15	98.2%	83	58	3.7	4.3
Average	222	3.39	3.26	98.5%	179	127	5.7	5.7
Maximum	280	4.40	3.80	98.8%	230	170	9.0	7.1
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, April 2023

April 2023

	Total	Number of S.S.O's			
		HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSD	MWSD	SAM
Roots	2	0	1	1	0
Grease	0	0	0	0	0
Mechanical	2	0	0	0	2
Wet Weather	10	4	0	2	4
Other	2	1	0	0	1
Total	16	5	1	3	7
		31%	6%	19%	44%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSD	MWSD	SAM
April 2023	0	0	0	0	0
12 Month Moving Total	16	5	1	3	7

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSD	MWSD	SAM
April 2023	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	15.3	13.5	3.0	11.1	95.9
Category 1	6.7	0.0	0.0	3.7	82.2
Category 2	3.8	10.8	0.0	0.0	0.0
Category 3	4.8	2.7	3.0	7.4	13.7
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

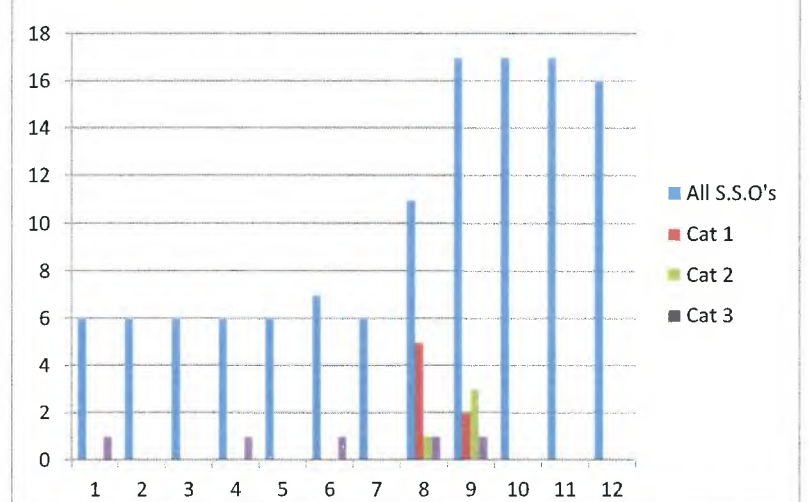
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
May - 22	11,253	8,527	6,221	26,001	4.9
June - 22	15,694	8,845	6,932	31,471	6.0
July - 22	8,472	12,491	4,718	25,681	4.9
Aug - 22	15,041	7,358	11,197	33,596	6.4
Sep - 22	11,786	11,227	4,455	27,468	5.2
Oct - 22	12,220	8,847	9,308	30,375	5.8
Nov - 22	17,708	10,924	9,483	38,115	7.2
Dec - 22	2,384	9,393	5,101	16,878	3.2
Jan - 23	6,748	10,481	8,748	25,977	4.9
Feb - 23	14,417	9,983	6,822	31,222	5.9
Mar - 23	12,243	9,395	10,140	31,778	6.0
Apr - 23	10,883	12,375	8,290	31,548	6.0

Annual ft	138,849	119,846	91,415	350,110	
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Annual Mi.	26.3	22.7	17.3		66.3
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12 Month Moving SSO Totals Through April 2023



Attachment C

TASK SUMMARY- GCSD 2022-2023

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	11,681	7,015	10,109	8,235	7,057	8,660	7,235	7,943	7,244	11,694			86,873	100%
Hot Spot Cleaning	5,400	-	2,038	530	602	986	1,382	407	2,691	2,801	730			12,167	225%
Lift Station Inspection - Daily	52	4	5	4	4	4	5	5	4	5	4			44	85%
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-	-			-	0%
Maint. Work Orders - Completed	-	4	5	4	4	4	5	5	4	5	4			44	
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-	-			-	
Manhole Inspection	879	55	43	56	50	49	51	50	66	63	70			553	63%
USA Markings	372	103	225	82	137	83	86	76	57	95	59			1,003	270%
F.O.G. Inspections Completed	10	-	-	-	-	-	-	-	-	-	-			-	0%
F.O.G. Inspections Passed	10	-	-	-	-	-	-	-	-	-	-			-	0%
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-	-	-	-			-	
Lateral Inspections	-	-	-	-	-	-	-	-	-	-	-			-	
Customer Service Call - Reg	-	3	1	1	4	-	4	-	3	4	2			22	
Customer Service Call - OT	-	1	2	2	3	1	-	2	1	1	2			15	
SSO Response - Category 1	-	-	-	-	-	-	-	-	-	-	-			-	
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-	-			-	
SSO Response - Category 3	-	-	1	-	-	-	-	-	-	-	-			1	
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0	0			-	

ITEM #6

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GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING April 20, 2023

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 7:02 pm.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, and Director Barbara Dye. Director Jill Grant participated remotely via teleconference pursuant to Government Code Section 54953(b) at 128 Coronado St., El Granada.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito, and District Counsel William Parkin.

GENERAL PUBLIC PARTICIPATION

None.

SPECIAL MEETING AGENDA

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

There was no reportable action in the Closed Session.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 7:30 p.m.

Date Approved by the Board: May 18, 2023.

ATTEST:

Delia Comito, Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

April 20, 2023

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM WEBINAR.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 8:00 pm.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, Director Barbara Dye. Director Jill Grant participated remotely via teleconference pursuant to Government Code Section 54953(b) at 128 Coronado St., El Granada.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito, and District Counsel William Parkin.

GENERAL PUBLIC PARTICIPATION

Dan Haggerty – Concerned with lack of parking spaces in the park and beach area.

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

a. Report on Community Recreation Center.

b. Report on Burnham Park.

President Marsh stated that since the last board meeting, Group 4 Architects has started working on the schematic design for Community Recreation Center. The Parks and Recreation page of the district website (granada.ca.gov) has also been updated to show the proposed design for the Community Recreation Center. Resident Fran Pollard reported that she had spoken with the school superintendent who said he was open to the idea of having a preschool at El Granada Elementary.

2. Consideration of Naming the District Park.

Director Dye read the agenda memorandum prepared for the meeting, which provided the three names being considered for the park and background information on each.

Public member Ryan Molyneaux spoke in support of the name Chiguan Park, as did Cata Gomes, Jane Praysilver, Melina McNaughton, Len Erickson, Chris Rogers, and Kate Broderick.

Fran Pollard supports the name of Granada Community Park, since she and Leni Schultz worked for decades to save the strip for a community park.

The Board held a discussion on the pros and cons of each name. All appreciated the organization and passion of the group supporting the Chiguan Park name to honor the early indigenous peoples who lived in the area. Director Randle expressed that this was an opportunity to provide visibility and representation for a part of our community that has gone so long without it—a part of the community whose legacy is one of protecting and nurturing the very land our community sits upon. Directors Marsh, Clark and Dye wished to recognize those who worked so hard to preserve the property for a community park, and to recognize the more recent history of the community.

ACTION: Director Dye moved to name the park Granada Community Park. (Dye/Marsh). Approved 3-2 (Randle and Grant opposed).

3. Consideration of Approval of Burnham Park Master Plan for Permitting and CEQA Approvals.

Tom Conroy from Kikuchi & Kankel reviewed the background and revisions made to the park plan. He answered several questions from the Board, and public comment was taken.

ACTION: Director Dye moved to approve the Park Plan as presented for the purposes of permitting, CEQA, and other regulatory processes, as a combined project with the Community Recreation Center. (Dye/Clark). Approved 4-1 (Grant opposed).

4. Consideration of Heart Drive Request for Use of Burnham Property to Hold Events on June 17, August 19, and October 7, 2023.

ACTION: Director Dye moved to allow Heart Drive to hold several events in 2023 on site of the District's park property. (Dye/Grant). Approved 5-0.

5. Engineer's Report.

a. Approval of CIP Progress Payment #2 to Koios for \$201,827.50.

b. Approval of CIP Progress Payment #3 to Koios for \$99,084.50.

c. Approval of CIP Change Order #1 to Koios for \$68,552.00.

ACTION: Director Grant moved to approve the progress payments to Koios and the CIP change order as listed above. (Grant/Clark). Approved 5-0.

6. Report on Sewer Authority Mid-Coastside Meetings.

It was reported that insurance will cover the costs associated with the January 1, 2023 storm damage at the treatment plant.

CONSENT AGENDA

7. March 16, 2023 Special and Regular Meeting Minutes.

8. April 2023 Warrants.

9. February 2023 Financial Statements.

10. Assessment District Distribution #6-22/23.

ACTION: Director Dye moved to approve the Consent Agenda. (Dye/Clark). Approved 5-0.

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. (Comito)**
- 15. Future Agenda Items.**

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 10:53 p.m.

Date Approved by the Board: May 18, 2023.

ATTEST:

Delia Comito, Board Secretary

ITEM #7

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GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

May 18, 2023 at 7:30 p.m.

This meeting was held at the District Office Meeting Room, 504 Avenue Alhambra, 3rd Floor, El Granada, as well as via Zoom video conference.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:43 pm.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, Director Barbara Dye. Director Jill Grant participated remotely via teleconference pursuant to Government Code Section 54953(b) at 128 Coronado St., El Granada.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito, and District Counsel William Parkin.

GENERAL PUBLIC PARTICIPATION

None.

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

a. Consideration of Contribution to the Coastside Land Trust Junior Land Stewards Program at El Granada Elementary School for the Three Academic Years Starting 2023-24.

• Update on Last Year's Junior Land Stewards Program and Video.

Haley Peterson from Coastside Land Trust thanked the Board for the support provided by GCSD and reviewed the report provided in the agenda packet on the second half of the Junior Land Stewards Program for the 2022/23 school year. She is requesting funding of \$12,000 per year for each of the next three years, to help sustain the program for the El Granada Elementary School's 4th graders.

ACTION: Director Clark moved to approve contributing \$12,000 per year for three years to the Junior Land Stewards Program. (Clark/Randle).
Approved 5-0.

b. Resurfacing of the skate ramp on the District's Granada Community Park property.

Resident Steve Hawk requested board approval to resurface the skate ramp on the Granada Community Park property. An estimate of the cost is approximately \$15,000.

ACTION: Director Dye moved to approve resurfacing of the skate ramp at a not-to-exceed cost of \$20,000. (Dye/Randle). Approved 5-0.

c. Report on Community Recreation Center.

d. Report on Granada Community Park.

General Manager Chuck Duffy reported he will be meeting with the new project manager, Ray Razavi, within the next few weeks. Ray was in attendance at the meeting via Zoom and introduced himself to the board. Chuck reported that the onsite park sign is being revised and expected completion is within several weeks.

2. Engineer's Report.

Mr. Duffy reviewed the report provided in the agenda packet. Director Grant asked if the District's CIP contractor will be re-vegetating the staging area. Staff will contact the Engineer to obtain a status report.

3. Report on Sewer Authority Mid-Coastside Meetings.

Directors Clark and Dye reported on the April 24 and May 4 SAM meetings. They reported that insurance and FEMA should reimburse many of costs SAM incurred as a result of the storms earlier in the year. There was a discussion regarding SAM's ability to keep track of capital projects and costs, and having mechanisms in place to make financials more transparent for the SAM board and the public and to control the existing budget over-runs. The SAM board also held a discussion regarding the City of Half Moon Bay's refusal to approve the budget without a signed stipulation to reimburse them for IPS costs they would incur by approving the Montara Force Main replacement project if the City wins the appeal.

CONSENT AGENDA

4. April 20, 2023 Special and Regular Meeting Minutes.

The minutes were pulled and tabled until the next meeting.

5. May 2023 Warrants.

6. March 2023 Financial Statements.

ACTION: Director Dye moved to approve Consent Agenda Items 5 and 6. (Dye/Clark). Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

8. **Attorney's Report. (Parkin)**
9. **General Manager's Report. (Duffy)**
10. **Administrative Staff Report. (Comito)**
11. **Future Agenda Items.**

ADJOURN SPECIAL MEETING

The Regular Meeting was adjourned at 9:12 pm.

Date Approved by the Board: June 15, 2023.

ATTEST:

Delia Comito, Board Secretary

ITEM #8

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Granada Community Services District
June 2023 Warrants
For the June 15, 2023 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
05/19/23	9578	Alhambra & Sierra Springs	Inv dtd 05/11/23	6140 · Office Supplies	\$ 35.97
05/19/23	9579	AT&T	Inv dtd 05/05/23	6170 · Utilities	95.54
05/19/23	9580	Dudek	04/01/23-04/28/23 Prof Svcs	6151 · General Manager	6,811.25
05/19/23	9581	Edgewood Partners Ins Center	Liab Policy Renewals	6080 · Insurance	46,023.00
05/19/23	9582	Group 4 Architecture	Community Center Design	5130 · Parks & Rec Professional Svcs	27,480.00
05/19/23	9583	Hue & Cry, Inc	Jun 2023 Pump Stn Alarm	6170 · Utilities	35.59
05/19/23	9584	Kennedy Jenks	Apr 2023 Svcs, Sum 191	6070 · Engineering Services	5,512.00
05/19/23	9585	Luis Cardenas	480 Ave Alhambra repairs	6135 · Other Property Maint.	1,700.00
05/19/23	9586	SMC Harbor District	Lease Increase Dec 2022-Jun 2023	6120 · Office Lease	350.00
05/19/23	9587	Verizon Wireless	May 2023	6170 · Utilities	137.28
06/02/23	9588	Koios Engineering	2022 CIP, Pmt 3	7013 · 6-yr CIP Phase 2	167,636.50
06/15/23	9589	Barbara Dye	05/18/23 GCSD	6040 · Directors' Compensation	145.00
06/15/23	9590	BKF Engineers	Park Engineering Svcs-May 2023	5130 · Parks & Rec Professional Svcs	1,921.00
06/15/23	9591	CliftonLarsonAllen LLP	May 2023 Accounting Svcs	6152 · Accounting	3,018.75
06/15/23	9592	Comcast	06/13/23-07/12/23 Svcs	6170 · Utilities	296.95
06/15/23	9593	Dudek	04/29/23-05/26/23 Prof Svcs	6151 · General Manager	6,651.88
06/15/23	9594	Environmental Clearinghouse LLC	Annual Subscription Renewal	6100 · Memberships	797.00
06/15/23	9595	Half Moon Bay Review	Budget Hearing Notice	6160 · Publications & Notices	49.50
06/15/23	9596	HMBTech4U	Inv dtd 06/02/23	6190 · Computers	225.00
06/15/23	9597	Jen Randle	05/18/23 GCSD	6040 · Directors' Compensation	145.00
06/15/23	9598	Jill Grant	05/18/23 GCSD	6040 · Directors' Compensation	145.00
06/15/23	9599	KBA Document Solutions, LLC	02/28/23-05/27/23	6020 · Copier lease	321.55
06/15/23	9600	Matthew Clark	05/18/23 GCSD	6040 · Directors' Compensation	145.00
06/15/23	9601	Nancy Marsh	05/18/23 GCSD	6040 · Directors' Compensation	145.00
06/15/23	9602	Pacifica Community TV	05/18/23 GCSD	6180 · Video Taping	400.00
06/15/23	9603	PG&E	Pump Stn Inv dtd 05/17/23	6170 · Utilities	623.79
06/15/23	9604	Rodolfo Romero	June Cleaning	6130 · Office Maintenance & Repairs	180.00
06/15/23	9605	SMC Harbor District	Office Lease-Jul 2023	6120 · Office Lease	4,600.00
06/15/23	9606	Sewer Authority Mid-Coastside	Jun 2023 Asmts	5010 · SAM - General	153,292.50
06/15/23	9607	Tri Counties Bank	May 2023 Card Charges	6140 · Office Supplies	411.76
06/15/23	9608	US Bank Equipment Finance	Jun 2023 Svcs	6020 · Copier lease	358.75
06/15/23	9609	Wittwer & Parkin	May 2023 Svcs	6090 · Legal Services	2,885.00
TOTAL \$					432,575.56

ITEM #9

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**Granada Community Services District
Statement of Net Position (Unaudited)
As of April 30, 2023**

ASSETS

Current Assets

Checking/Savings

1020 · Petty Cash	\$	420
1030 · Cash - LAIF		2,722,978
1040 · Tri Counties Bank - Gen Op		105,894
1050 · Tri Counties Bank - Deposit		699,739

Total Checking/Savings		3,529,031
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Other Current Assets

1100 · Accounts Receivable		8,398
1200 · Interest Receivable		5,410
1550 · Prepaid Expenses		4,586

Total Other Current Assets		18,394
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Total Current Assets		3,547,425
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Fixed Assets

1600 · Land		2,862,979
1610 · Construction in Progress		168,508
1615 · Equipment		22,153
1620 · Collections System		11,227,956
1630 · Accumulated Depreciation		(7,550,452)

Total Fixed Assets		6,731,144
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Other Assets

1700 · Advance to MWSD		1,085,094
1710 · Allowance - for Advance to MWSD		(1,085,094)
1720 · Advance to AD- Bond Reserve		364,890
1730 · Advance to AD- NCA Fund		(7,287)
1735 · Advance to AD- Assesmnt Revenue		(31,484)
1750 · Investment in SAM		4,648,209
1760 · Deferred Outflows of Resources		97,661

Total Other Assets		5,071,989
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Total Assets		15,350,558
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No assurance is provided on these financial statements. See selected information.

**Granada Community Services District
Statement of Net Position (Unaudited)
As of April 30, 2023
(Continued)**

LIABILITIES

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 306,019

2001 · Accrued Vacation 1,748

2003 · Due to GCSD Customer 550

2020 · Class 3 Deposits 19,055

2100 · Payroll Liabilities 4,591

2225 · Recology-Del Garbage 35,189

2300 · Due to AD 14,973

Total Current Liabilities 382,125

Long Term Liabilities

2401 · Net Pension Liability 180,448

2402 · Deferred Inflows of Resources 12,651

Total Long Term Liabilities 193,099

Total Liabilities 575,224

NET POSITION

3000 · Net Assets 14,637,876

Net Income 137,458

Total Net Position \$ 14,775,334

PRELIMINARY DRAFT

No assurance is provided on these financial statements. See selected information.

**Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2022 through April 30, 2023**

	Jul 1, 2022 - Apr 30, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 853,415	\$ 770,834	\$ 82,581	\$ 925,000
4020 · Sewer Service Charges-SMC	1,798,149	1,795,834	2,315	2,155,000
4021 · Sewer Svc Charges Pro-rated	1,844	-	1,844	-
4030 · AD OH Reimbursement	17,345	27,500	(10,155)	33,000
4040 · Recology Franchise Fee	41,160	34,166	6,994	41,000
Total Operating Revenue	<u>2,711,913</u>	<u>2,628,334</u>	<u>83,579</u>	<u>3,154,000</u>
Non Operating Revenue				
4120 · Interest on Reserves	46,868	21,250	25,618	25,500
4130 · Connection Fees	154,630	23,334	131,296	28,000
4150 · Repayment of Adv to AD-NCA	-	262,500	(262,500)	315,000
4160 · SAM Refund from Prior Yr	-	834	(834)	1,000
4170 · ERAF Refund	463,211	291,666	171,545	350,000
4180 · Misc Income	53,823	55,000	(1,177)	66,000
Total Non Operating Revenue	<u>718,532</u>	<u>654,584</u>	<u>63,948</u>	<u>785,500</u>
Total Revenues	<u>3,430,445</u>	<u>3,282,918</u>	<u>147,527</u>	<u>3,939,500</u>
Gross Profit	3,430,445	3,282,918	147,527	3,939,500
Expenses				
Operations				
5010 · SAM - General	859,615	859,615	-	1,031,541
5020 · SAM - Collections	176,060	174,500	(1,560)	209,400
5021 · Lift Station Maint.	191	-	(191)	-
5022 · SAM- NDWSCP	19,002	-	(19,002)	-
5050 · Mainline System Repairs	-	8,334	8,334	10,000
5060 · Lateral Repairs	21,479	12,500	(8,979)	15,000
5065 · CCTV	-	8,334	8,334	10,000
5070 · Pet Waste Station	588	1,500	912	1,800
5110 · RCD - Parks	2,634	25,000	22,366	30,000
5120 · Half Moon Bay Reimb - Parks	28,184	91,500	63,316	109,800
5130 · Parks & Rec Professional Services	258,489	250,000	(8,489)	300,000
Total Operations	<u>1,366,242</u>	<u>1,431,283</u>	<u>65,041</u>	<u>1,717,541</u>

No assurance is provided on these financial statements. See selected information.

**Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2022 through April 30, 2023**

	Jul 1, 2022 - Apr 30, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	2,960	18,334	15,374	22,000
6020 · Copier lease	4,113	5,000	887	6,000
6040 · Directors' Compensation	7,680	10,000	2,320	12,000
6050 · Education & Travel Reimb	428	1,666	1,238	2,000
6060 · Employee Compensation	288,896	325,000	36,104	390,000
6070 · Engineering Services	35,972	25,000	(10,972)	30,000
6080 · Insurance	47,282	29,166	(18,116)	35,000
6090 · Legal Services	77,878	26,666	(51,212)	32,000
6095 · Legal Services for Case Related Legal	-	25,000	25,000	30,000
6100 · Memberships	9,933	7,500	(2,433)	9,000
6120 · Office Lease	45,500	50,000	4,500	60,000
6130 · Office Maintenance & Repairs	2,084	2,084	-	2,500
6135 · Other Property Maint.	2,050	-	(2,050)	-
6140 · Office Supplies	6,802	2,084	(4,718)	2,500
6150 · Professional Services	117,402	113,334	(4,068)	136,000
6160 · Publications & Notices	4,499	12,500	8,001	15,000
6170 · Utilities	11,393	11,666	273	14,000
6180 · Video Taping	3,500	4,166	666	5,000
6190 · Computers	3,928	2,500	(1,428)	3,000
6220 · Miscellaneous	16,686	6,666	(10,020)	8,000
6230 · Bank Service Charges	258	-	(258)	-
6310 · Park Related Misc Expenses	116,083	108,334	(7,749)	130,000
Total Administration	805,327	786,666	(18,661)	944,000
Capital Projects				
1415-4 · 22/23 SSMP Costs	2,247	-	(2,247)	-
1617-1 · Medio Creek Xing Crossing	855	-	(855)	-
7013 · 6-yr CIP Phase 2	619,509	291,666	(327,843)	350,000
7100 · SAM - Infrastructure	498,807	498,807	-	598,569
Total Capital Projects	1,121,418	790,473	(330,945)	948,569
Total Expenses	3,292,987	3,008,422	(284,565)	3,610,110
Net Income	\$ 137,458	\$ 274,496	\$ (137,038)	\$ 329,390

No assurance is provided on these financial statements. See selected information.

ITEM #10

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DISTRIBUTION REQUEST NO.: #7-22/23
ADMINISTRATION COSTS FUND
(Account Number: TBD)

DISTRIBUTION TOTAL: \$11,321.00

\$6,100,000.00
GRANADA SANITARY DISTRICT
LIMITED OBLIGATION REFUNDING IMPROVEMENT BONDS 2003
Reassessment & Refunding Project

DISTRIBUTION REQUEST
For Payment of Administration Costs

The undersigned Treasurer of the Granada Sanitary District (the "District") hereby requests of the Fiscal Agent for the District the payment of Administration Costs for the items and in the manner and amount stated in the attached Schedule A, and in connection herewith hereby certifies that the payment requested is for the Administrative Costs, and that funds are available in the Administration Costs Fund (Account #TBD) to make such payment, and further states that all requirements for the payment of the amount to be disbursed pursuant hereto have been met.

Dated:
June 15, 2023

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #7-22/23

DATE: June 15, 2023
DISTRIBUTE FROM ACCOUNT #: TBD
ACCOUNT NAME: Administration Costs Fund
DISTRIBUTION AMOUNT: \$ 11,321.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
GCSD	P.O. Box 335, El Granada, CA 94018	OH Reim - Remaining FY bal	\$ 11,321.00
TOTAL:			\$ 11,321.00

ITEM #11

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #12

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #13

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #14

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GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: May 13, 2023 to June 9, 2023
 To: Board of Directors
 From: Delia Comito, Assistant General Manager
 Date: June 15, 2023

PUBLIC RECORDS (ACT) REQUEST – There was one PRA request this period:

Date	Requestor	Documents Requested	Response
06/05/23	L. Ketcham	Several records pertaining to the demolished GSD treatment plant and adjacent road culvert.	Pending

APPLICATIONS RECEIVED - There were no applications received this period.

Date	Class	Owner/Agent	APN	Address	Sq. Ft.	Zone
07/26/22	1A	Agranov	048-054-220	345 Miramar Dr Miramar	8,787	R-1/S-17
08/04/22	1A	Barsh	047-207-060/070	180 Ave Balboa EG	5,172	R-1/S-17
08/29/22	1A	Peng Kevin	047-095-070	441 Valencia EG	5,500	R-1/S-17
09/23/22	1A	Oulton	047-292-320	950 Malaga St EG	6,000	R-1/S-17
10/14/22	ADU	Kennedy	047-292-310	1339 Columbus EG	9,000	R-1/S-17
12/30/22	ADU	Terwey	047-152-240	507 El Granada Blvd EG	8,897	R-1/S-17
01/27/23	1A	Haithcox	048-085-250	63 Guerrero Ave HMB	4,367	R1/B1
02/21/23	ADU	Wilkinson	048-093-070	495 Mirada Rd Miramar	7,058	R-1/S-17
03/16/23	1A	Silva	047-173-150	148 San Pedro Rd EG	9,545	R-1/S-17
04/26/23	1A	Carey	048-013-790	167 Cortez Ave Miramar	7,446	R1/S-94
05/05/23	2A	Mayolegz LLC	047-031-440	169 Harvard Ave Princeton	7,000	W/DR

Shaded items were previously reported.

PERMITS ISSUED - There were no permits issued this period.

Permit No.	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3235	1A	09/12/22	Peng/Huong	047-095-070	441 Valencia Ave EG	5,500	R-1/S-17
3236	1A	09/19/22	515 Hermosa LLC	048-063-420	515 Hermosa Miramar	9,600	R-1/S-94
3237	ADU	10/28/22	Segure Hector	047-063-080	262 Solano Ave EG	5,000	R-1/S-17
3238	ADU	10/31/22	Francisco J	047-042-090	115 Presidio Ave EG	5,000	R-1/S-17
3239	2D	11/04/22	Point Pillar Project	047-081-430	100 Capistrano Rd Princeton	141,350	CCR/DR
3240	ADU	02/07/23	Kennedy	047-292-310	1339 Columbus St EG	9,000	R-1/S-17
3242	1A	02/10/23	Haithcox	048-085-250	63 Guerrero Ave HMB	4,376	R-1/B-1
3243	ADU	02/28/23	Wilkinson	048-093-070	495 Mirada Rd Miramar	7,058	R-1/S-17
3244	ADU	02/28/23	Terwey	047-152-240	507 El Granada Blvd EG	8,897	R-1/S-17

PERMITS ISSUED (Continued)

Permit No.	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3245	1A	03/28/23	Oulton	047-292-320	950 Malaga St EG	6,000	R-1/S-17
3246	1A	04/18/23	Silva	047-173-150	148 San Pedro Rd EG	9,545	R1/S-17

Shaded items were previously reported.

SEWER HOOK-UPS - There was one sewer hook-up this period:

Date	Class	Permit No.	Issued	Owner	APN	Address
07/13/22	1A	3229	05/27/22	McGregor	048-013-890	171 Coronado Ave Miramar
08/10/22	1A	3224	02/10/22	Wally	047-043-030	130 Presidio EG
08/18/22	1A	3223	01/28/22	Moules	047-208-100	580 The Alameda EG
08/28/22	1A	3218	07/16/21	Sanchez	047-244-240	519 Isabella EG
11/08/22	1A	3181	06/30/22	Wang	047-281-160	638 Coronado St EG
12/02/22	1A	3230	06/30/22	Cohn	047-127-520	231 The Alameda EG
12/13/22	2M	3221	01/04/22	Clonea LLC	047-204-020	516 Ave Alhambra EG
01/18/23	1A	3234	08/19/22	Barsh	047-207-060/070	180 Ave Balboa EG
02/22/23	1A	3225	03/18/22	Freitas	047-208-120	157 Ave Portola EG
05/04/23	1A	3235	09/12/22	Peng	047-095-070	441 Valencia Ave EG
05/24/23	1A	3214	04/19/21	Mithal	048-031-200	208 Magellan Miramar

Shaded items were previously reported.

REPAIRS - There were no lateral repairs this period.

Date	Type	Problem	Location or Address	Cause	Cost
10/03/22	Lateral Repair	Back-up	431 The Alameda EG	Foreign Object	10,690.00
04/21/23	Lateral Repair	Back-up	171 Escalona Ave EG	Roots	10,789.00

Shaded items were previously reported.

SPECIAL NOTES:

Staff is working with the new auditor to prepare the District's Financial Statements for the Period Ending 6/30/22 for presentation at the next meeting.

Hope Atmore, the District's new Assistant General Manager, will begin training on 6/13/23, and will be in the office on and off thru 6/23/23. She will begin working for the District full-time on July 5th.

On 6/6/23, Comcast upgraded the district office internet band width from 100 mbps to 500 mbps.

ITEM #15

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