



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING at 6:30 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, December 15, 2022

This meeting is being held in accordance with the Brown Act as currently in effect and in compliance with the provisions of AB361 (Rivas), that allows attendance by members of the Board of Directors and Committees to conduct and participate in meetings of the legislative bodies by teleconference or video conference.

Members of the Public may participate via ZOOM online or by telephone:

[Join Zoom Meeting](#)

Meeting URL: <https://dudek.zoom.us/j/97772028680>

Join by Telephone

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

Meeting ID: 977 7202 8680

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

ROLL CALL

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

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. Administer the Oath of Office to Board Members Jill Grant, Jen Randle, and Barbara Dye.**
- 2. Approve a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency Issued on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Granada Community Services District for a Period of 30 Days Pursuant to the Brown Act.**

Recommendation: Approve the resolution.

ADJOURN TO CLOSED SESSION

- 3. 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.

- 4. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 (one case).**

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

- 1. Certificates of Appreciation to Former Directors Seaton and Suchomel for Their Service to the District.**
- 2. Election of Board Officers.**
Recommendation: To be made by the Board.
- 3. Parks and Recreation Activities.**
 - a. Presentation of Timeline on GCSD Actions and Outreach Regarding Parks and Recreation and Future Milestones.**
 - b. Report on Proposed Community Recreation Center.**
 - c. Report on Burnham Park.**
 - d. Decision Regarding Scope of County Permit Submittal.**
- 4. Public Hearing: Consideration of Recology Rate Increase for Garbage and Recycling Disposal and Related Fee Resolution in Accordance with Articles XIII C and D of the California Constitution (Proposition 218).**
Recommendation:
 - a. Receive staff report on proposed rate increases, and on written protests received.
 - b. Open hearing for public comment, and any protests of the rate increase.
 - c. Close Public Hearing.
 - d. Board action to Adopt Fee Resolution for Increase in Garbage and Recycling Disposal Fees.
- 5. Consideration of a Resolution Appointing the Sewer Authority Mid-Coastside Representatives and Alternate.**
Recommendation: To be made by the Board.
- 6. Consideration of Appointing Representative to the San Mateo County Chapter of the Special Districts Association.**
Recommendation: To be made by the Board.
- 7. Consideration of Contract Amendment with Kikuchi + Kankel for Additional Landscape Design for the Proposed Community Recreation Center.**
Recommendation: To be made by the Board.

- 8. Engineer's Report from District Engineer Kennedy Jenks.**
Recommendation: For board information.

- 9. Report on Sewer Authority Mid-Coastside Meetings.**
Recommendation: For board information.

CONSENT AGENDA

- 10. October 20, 2022 Regular Meeting Minutes.**
11. November 17, 2022 Regular Meeting Minutes (canceled).
12. October, November, and December 2022 Warrants.
13. September and October 2022 Financial Statements.
14. Assessment District Distribution #2-22/23.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 16. Attorney's Report. (Parkin)**
17. General Manager's Report. (Duffy)
18. Administrative Staff Report. (Comito)
19. Future Agenda Items.

ADJOURN REGULAR MEETING

At the conclusion of the October 20, 2022 Meeting:
Last Ordinance adopted: No. 175
Last Resolution adopted: No. 2022-013

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.

**GCS
Special
Meeting**

ITEM #1

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OATH OF OFFICE

The undersigned duly elected Director of the Granada Community Services District makes this Oath of Office in accordance with Article XX, Section 3 of the Constitution of the State of California and Section 1360 of the California Government Code as follows:

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated: December 15, 2022

Signature: _____
JILL GRANT

OATH OF OFFICE

The undersigned duly elected Director of the Granada Community Services District makes this Oath of Office in accordance with Article XX, Section 3 of the Constitution of the State of California and Section 1360 of the California Government Code as follows:

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated: December 15, 2022

Signature: _____
JEN RANDLE

OATH OF OFFICE

The undersigned duly elected Director of the Granada Community Services District makes this Oath of Office in accordance with Article XX, Section 3 of the Constitution of the State of California and Section 1360 of the California Government Code as follows:

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated: December 15, 2022

Signature: _____
Barbara Dye

ITEM #2

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GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2022-__

**RESOLUTION PROCLAIMING A LOCAL EMERGENCY PERSISTS,
RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ISSUED
ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF THE LEGISLATIVE BODIES OF THE GRANADA
COMMUNITY SERVICES DISTRICT FOR THE PERIOD OF 30 DAYS
PURSUANT TO THE BROWN ACT**

WHEREAS, the Granada Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Granada Community Services District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, on March 4, 2020, the Governor of the State of California issued a Proclamation of a State of Emergency due to the outbreak of respiratory illness caused by the novel coronavirus (a disease known as COVID-19) and its variants which have caused the number of persons requiring medical care to exceed locally available resources for treatment; and

WHEREAS, the ongoing COVID-19 pandemic presents a continued risk to the health and safety posed by large indoor in-person public gatherings due to the COVID-19 virus' airborne transmittal; and

WHEREAS, the Board of Directors does hereby find that the continued illnesses, hospitalizations, and fatalities the COVID-19 and the COVID-19 delta variant have caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Granada Community Services District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Granada Community Service District Board of Directors will continue to provide access to both special and regular meetings through Zoom or by teleconference. The Zoom phone number and meeting URL, and the meeting teleconference number shall be published on the agenda for every remote meeting.

NOW, THEREFORE BE IT RESOLVED:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and the ongoing COVID-19 pandemic presents a continued risk to the health and safety posed by indoor in-person public gatherings due to the COVID-19 virus' airborne transmittal.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The President and legislative bodies of the Granada Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) January 19, 2023, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Granada Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

Section 6. Authorization of Remote Meetings. With this general resolution, the Board of Directors of the Granada Community Services District hereby authorizes remote meetings held and accessible through Zoom and a meeting teleconference number in accordance with Government Code section 54953 and other applicable provisions of the Brown Act.

The above and foregoing Resolution was regularly introduced and thereafter adopted and passed and adopted at the special meeting of the Board of Directors of the Granada Community Services District held on December 15, 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Approved:

Barbara Dye, President

Countersigned:

Delia Comito, District Secretary

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for Closed Session.

**GCSD
Regular
Meeting**

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ITEM #1

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AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito, Assistant General Manager
Subject: Certificate of Appreciation to Directors Seaton & Suchomel
Date: December 15, 2022

Please be advised that the attached certificates were printed on fine linen paper, placed in certificate holders, and hand delivered to the respective director.



Certificate of Appreciation

Presented to

David Seaton

In recognition of dedicated public service as a member of the

GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors

from

December 2013 to November 2022

Dated: November 17, 2022

Barbara Dye, President

Nancy Marsh, Vice President

District Seal



Certificate of Appreciation

Presented to

Eric Suchomel

In recognition of dedicated public service as a member of the
GRANADA COMMUNITY SERVICES DISTRICT
Board of Directors
from
December 2018 to November 2022

Dated: November 17, 2022

Barbara Dye, President

Nancy Marsh, Vice President

District Seal

ITEM #2

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito
Subject: Election of Board Officers
Date: December 15, 2022

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

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

The Board President's responsibilities include:

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

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

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

The new President and Vice President shall take their positions immediately.

ITEM #3


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	GCS D ACTIONS AND OUTREACH REGARDING BURNHAM PARK AND COMMUNITY RECREATION CENTER	Meeting with public comment, minutes on website	Report on GCS D Parks website
6/3/2014	Granada Sanitary District residents vote to create Community Services District, 58.7% voted yes		
2/20/2015	Initial community parks and recreation survey sent to 2,235 addresses, 609 responses		
4/24/2015	Report compiled on survey: 66% said community recreation center was very or moderately important. Support expressed for recreational options included in the park plan.		✓
4/18/2017	San Mateo Resource Conservation District (GCS D's environmental consultants) submits Burnham Strip Natural Resources Management Plan; Board approves plan		✓
12/14/2017	K & K Design hired to propose 3 park layouts to begin discussion of park options	✓	
5/17/2018	K & K presents 3 options to board for park, board seeks community input	✓	
6/16/2018	Board reviews Parks Advisory Committee (PAC) report on outreach efforts for park plan	✓	✓
9/1/2018	Granada Gazette newsletter provides information on the planning process for the park and community recreation center to all residents, solicits public input		✓
6/16/2018	Community outreach event held on Burnham Strip property, 70 comments received		✓
9/1/2019	Granada Gazette newsletter provides information on the planning process for the park and community recreation center to all residents, solicits public input		✓
9/6/2019	Second community survey mailed to 1905 residents, 508 responses received		

	GCSD ACTIONS AND OUTREACH REGARDING BURNHAM PARK AND COMMUNITY RECREATION CENTER	Meeting with public comment, minutes on website	Report on GCSD Parks website
10/9/2019	Report compiled on survey results: all of the park needs greater than or close to 50% support are included in the park plan. 66% said community recreation center was very or moderately important; child care room was supported by 41.1%, as compared to the 60+% support for the proposed uses in the community recreation center.	✓	
10/24/2019	Outreach workshop for park layout held at Granada Elementary, 50 people attended	✓	
11/10/2019	Report on public outreach meeting compiled by PAC		✓
11/21/2019	Board Discussion of results of park outreach efforts	✓	
6/18/2020	Board reviews K & K preliminary plan for Burnham park and decides that it is appropriate to present it to the community for public input	✓	
8/7/2020	Map posted on Burnham strip at foot of Avenue Portola, soliciting email comments from the community	✓	
9/14/2020	Parks Advisory Committee Reviews proposed plan, makes recommendations	✓	
9/20/2020	Post card sent to all residents asking for email feedback on park plan, 92 comments received		✓
9/24/2020	Board reviews recommendations from Parks Advisory Committee, comments from the community, provides direction for park	✓	
10/15/2020	Board approves conceptual park plan to be prepared for County review	✓	
12/17/2020	Local architect hired to review the fire station's suitability for a community recreation center		
2/1/2020	Parks Advisory Committee meets with staff from HMB & Pacifica community recreation centers; advice is lots of storage, high demand for room and kitchen for events, need for onsite staff	✓	

	<p align="center">GCSD ACTIONS AND OUTREACH REGARDING BURNHAM PARK AND COMMUNITY RECREATION CENTER</p>	<p>Meeting with public comment, minutes on website</p>	<p>Report on GCSD Parks website</p>
3/18/2020	Board reviews report on suitability of old fire station for a community recreation center: building would work but is not ideal; it is also not on the market	✓	
5/2/2021	Board approves K&K contract to provide plans for submittal to County	✓	
5/3/2021	GCSD learns that the Picasso property is for sale		
5/7/2021	GCSD board appoints negotiator for possible purchase of Picasso property in a 4-1 vote	✓	
6/4/2021	Architect reviews Picasso property for suitability as community recreation center, finds that it could meet the needs of the community		
7/19/2021	Booth at the ribbon cutting for the pump track has park plans available for community review.		
7/22/2021	Board approves purchase of the Picasso property in a 3-1-1 public vote; approves lease agreement for two years with current operator	✓	
7/22/2021	Board approves contract with BKF Engineering consultants to provide drainage, parking, and grading plans for the park	✓	
2/17/2022	Board reviews preliminary financial plan for parks	✓	
2/28/2022	GCSD starts monthly meetings with park design team: landscape architects, civil engineers, Resource Conservation District, Board ad hoc committee		
4/1/2022	Granada Gazette newsletter provides information on the planning process for the park and community recreation center to all residents, solicits additional input		✓
4/21/2022	Board approves Group 4 Architects for design of community recreation center; research on feasibility of including licensed daycare facility begins	✓	

	GCSD ACTIONS AND OUTREACH REGARDING BURNHAM PARK AND COMMUNITY RECREATION CENTER	Meeting with public comment, minutes on website	Report on GCSD Parks website
5/19/2022	Board reviews latest version of park plan with enhanced storm water flow system and changes to the parking; Board agrees that plan is consistent with previous approval	✓	
8/27/2022	Outreach event at Burnham strip solicits opinions on styles of park furnishings, park name		
9/16/2022	Board approves Horizon Water & Environment consultants to manage environmental review of park and community recreation center projects	✓	
9/16/2022	Board approves one-year extension of building lease through August 2024 with current preschool operator in a 5-0 vote	✓	
10/20/2022	Board reviews preliminary design for community recreation center and research on feasibility of including a licensed daycare facility during informational meeting	✓	
12/1/2022	Post card sent to all GCSD residents with information about informational event on 12/3 and link to online survey regarding recreation center design and use options		
12/3/2022	Pop-up outreach on lot next to Post Office, 9:30 am-1 pm, with posters to show community recreation center design and use options and options for naming		
estimates	FUTURE MILESTONES		
12/3-17/2022	Online survey regarding options for community recreation center available for public input		
Fall 2022-Fall 2023	Continued research into options for community recreation center		
Fall 2022-Fall 2023	Consideration of financing and phasing options for both the park and community recreation center projects		

	<p style="text-align: center;">GCSD ACTIONS AND OUTREACH REGARDING BURNHAM PARK AND COMMUNITY RECREATION CENTER</p>	<p>Meeting with public comment, minutes on website</p>	<p>Report on GCSD Parks website</p>
<p>Fall 2022 - spring 2023</p>	<p>Completion of numerous required plans for the park and community recreation center, including a management and finance plan.</p>		
<p>spring 2023</p>	<p>Board approval of final package of plans for park and community recreation center to be submitted to the County for review by local agencies, County departments, federal and state agencies, plus application for Coastal Development Permit</p>		
<p>spring 2023</p>	<p>Board approval of analysis of plans for park and community recreation center under the California Environmental Quality Act (CEQA) to be submitted to the County</p>		
<p>spring-fall 2023</p>	<p>Numerous opportunities for additional public comment during the review process by other government agencies</p>		
<p>spring-fall 2023</p>	<p>Ongoing review and possible modification of plans by the GCSD Board</p>		
<p>Spring-fall 2023</p>	<p>Board considers financing and phasing options for construction, and budgeting for operations; finalizes financial and operational plans</p>		
<p>spring 2024</p>	<p>GCSD obtains the required approvals and goes out to bid on the projects</p>		
<p>summer-fall 2024</p>	<p>Construction begins</p>		

ITEM #4

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Recology Rate Increase for Garbage and Recycling Disposal and Proposition 218 Process and Related Public Hearing
Date: December 15, 2022

In December of 2017, the District Board of Directors approved an amendment to the Recology garbage and recycling franchise agreement, which extended Recology's services through 2027. As part of that amendment, a rate schedule was established which outlined the methodology to be used for setting rates for subsequent years, as shown on the following page. In 2017, the District approved the rate increase pursuant to Prop 218. However, the rate increase approval was valid only through and including 2022. Therefore, the District must follow a new Prop 218 process to approve the rate increase for 2023 through and including 2027. Attached to this memo are the following documents:

1. The resolution enacting the rate increase.
2. The Prop 218 Notice which was sent to ratepayers, which included the new rates for 2023, a comparison to 2022 rates, and the methodology for future year increases through 2027. The increase in rates from 2022 to 2023 is 7.3%.
3. A spreadsheet showing the methodology and numbers used for the Index-Based Rate Adjustment Calculation in 2023.
4. The December 2017 board approved First Amendment to the Recology Franchise Agreement.
5. A copy of the 2 letters received as of this writing opposing the proposed rate increase.

Recommendation:

- a. Receive staff report on proposed rate increases, and on written protests received.
- b. Open hearing for public comment, and any protests of the rate increase.
- c. Close Public Hearing.
- d. Board action to Adopt Fee Resolution for Increase in Garbage and Recycling Disposal Fees.

From December 2017 Board Meeting

4. Section 6.02.A of the Agreement is hereby amended by substituting the following table for the table included therein:

Rate Year Start Date	Method to Determine Rates for Such Rate Year	Application Submittal Date
January 1, 2018	Index-Based	September 1, 2017
January 1, 2019	Cost-Based	September 1, 2018
January 1, 2020	Index-Based	September 1, 2019
January 1, 2021	Index-Based	September 1, 2020
January 1, 2022	Cost-Based	September 1, 2021
*January 1, 2023	Index-Based	September 1, 2022
*January 1, 2024	Index-Based	September 1, 2023
*January 1, 2025	Cost-Based	September 1, 2024
*January 1, 2026	Index-Based	September 1, 2025
*January 1, 2027	Index-Based	September 1, 2026
* the rates for these years are contingent on GCSD approval of the rate schedule via a new Proposition 218 process		

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2022-__

A RESOLUTION AMENDING AND APPROVING RATE SCHEDULE TO BE CHARGED BY RECOLOGY OF THE COAST FOR SOLID WASTE AND RECYCLING SERVICES PROVIDED WITHIN THE GRANADA COMMUNITY SERVICES DISTRICT

The Board of Directors of the Granada Community Services District finds and determines as follows:

WHEREAS, Recology of the Coast has provided information to the District which demonstrates that a rate increase is necessary in order to offset increased costs of solid waste and recycling collection service operations which Recology cannot absorb within the present rate structure; and

WHEREAS, all due and proper notice of the proposed rate increase has been given in accordance with the provisions contained in Articles XIII C and D of the California Constitution (Proposition 218) and related implementing legislation; and

WHEREAS, the Board of Directors has conducted a noticed public hearing on the proposed rate increase and counted all submitted protests and found that no majority protest has been made; and

WHEREAS, in the interests of the ratepayers of the District and of Recology, certain rate adjustments are reasonable and justified in the amounts set forth in Exhibit "A" to this Resolution.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the District that in consideration of the foregoing findings and determinations, rates for solid waste and recycling collection services are established as of January 1, 2023 to be as listed on Exhibit "A" attached hereto, and have been duly established for said services of Recology within the applicable area of the District.

The above and foregoing Resolution was duly and regularly passed and adopted at a special meeting of the Board of Directors of the Granada Community Services District held on the 15th day of December 2022, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Signed:

Barbara Dye, Board President

Countersigned:

Delia Comito, District Secretary

EXHIBIT A

Granada Community Services District

2023 Rate Adjustment Factor 7.30%

**Proposed Maximum Solid Waste Disposal Rates
Effective January 1, 2023**

	2022 Rates	2023 Rates
<u>RESIDENTIAL SERVICE</u>		
1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:		
a. Container limits: Volume - 20 gals (3/10 cu yd), up to 40 lbs - per month	\$23.78	\$25.52
b. Container limits: Volume - 32 gals (1/4 cu yd), up to 60 lbs - per month	\$29.32	\$31.46
c. Container limits: Volume - 64 gals (1/2 cu yd), up to 100 lbs - per month	\$96.07	\$103.08
2. Special Services {charges added to above, basic charges):		
a. Container placed at side or rear of dwelling - per container	\$7.73	\$8.29
b. Container not placed at specified collection point and return call required - per container	\$18.78	\$20.15
c. Extra 30 gal bag with collection (excludes 20 gal cart service) - per bag	\$9.96	\$10.69
d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.	Estimate	Estimate
3. Bulky goods drop-off service four times per year within GCSD service limits including greenwaste	Included	Included
4. Weekly commingled recyclable materials collection (64 gal wheeled cart)	Included	Included
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) 30 gal containers - customer provides containers	Included	Included
6. Bulky goods curbside collection service, limited to four (4) times per year Limited to one (1) item up to 200 lbs or five (5) - 30 gal bags	Included	Included
7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials	Included	Included
8. Christmas tree pick up thru January 31st each year Included	Included	Included
a. Christmas tree pick up after January 31st - per tree	\$29.32	\$31.46
<u>MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL SERVICE</u>		
1. Service to restaurants, hotels, cafes, apartments, stores and similar places of business, factories, schools and institutions: Wet and dry garbage - Container limits: Volume - 30 gals 1/4 cu yd), up to 75 lbs -		
a. Regular collections:		
One (1) - 32 gal collection - once per week	\$45.17	\$48.47
One (1) - 64 gal collection - once per week	\$144.05	\$154.57
One (1) - 96 gal collection - once per week	\$237.07	\$254.38
b. Additional 64 or 96 gal commercial carts picked up more than once per week - will be original charge times the number of pickups	Will Vary	Will Vary
2. Commercial Container Rental:		
a. 1 cubic yard box - per collection	\$63.53	\$68.17
b. 2 cubic yard box - per collection	\$82.40	\$88.42
3. Commercial Container Collections:		
a. 1 cubic yard box - per collection	\$56.90	\$61.05
b. 2 cubic yard box - per collection	\$113.21	\$121.47
4. Compacted Commercial Container Service:		
a. 1 cubic yard box - per collection	\$109.18	\$117.15
b. 2 cubic yard box - per collection	\$220.51	\$236.61
5. Recyclable material collection up to five times per week		

EXHIBIT A

Granada Community Services District

2023 Rate Adjustment Factor 7.30%

**Proposed Maximum Solid Waste Disposal Rates
Effective January 1, 2023**

	2022 Rates	2023 Rates
<u>DEBRIS BOX SERVICE</u>		
1. Seven (7), fourteen (14), twenty (20) and thirty (30) yard containers:		
a. Container rental, delivery and pickup charge	\$419.59	\$450.22
b. \$67 per ton confirmed by disposal site weight slip	Will Vary	Will Vary
<u>SPECIAL PROVISIONS</u>		
1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 32 gal can (PGE CARE PROGRAM) 15% reduction	\$24.92	\$26.74
2. Administrative charge for placement of delinquent accounts on property tax roll - per account	\$73.39	\$78.75
3. Charge to photocopy, fax or scan documents - 1st page	\$2.88	\$3.09
Each additional page	\$0.72	\$0.77



GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors
Barbara Dye, President
Nancy Marsh, Vice President
Eric Suchomel, Director
Matthew Clark, Director
David Seaton, Director

October 30, 2022

NOTICE OF PUBLIC HEARING REGARDING PROPOSED RATE INCREASES FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES PROVIDED BY RECOLOGY OF THE COAST

Dear Property Owner/Tenant:

Pursuant to the requirements of Proposition 218 (now Article XIID of the California Constitution) and related implementing statutes, NOTICE IS HEREBY GIVEN that a public hearing will be held by the Board of Directors of the Granada Community Services District on the date and at the time and place specified below to consider rate increases in solid waste and recycling collection services requested by Recology of the Coast. At the hearing, all written protests and other comments of persons interested in the subject matter will be considered.

Notice of Public Hearing

A public hearing on proposed increases in Recology of the Coast Solid Waste and Recycling Collection Fees and Charges will be held by the Granada Community Services District Board of Directors on:

Date: Thursday, December 15, 2022

Time: 7:30 p.m.

Place: The District Office at 504 Avenue Alhambra, 3rd Floor, El Granada, California 94018, or via teleconference Zoom meeting without a physical location depending on the state of the COVID emergency regulations and meeting restrictions.

This notice is being sent to the refuse service billing address. This notice also describes below how to file a protest regarding the proposed rate increases. All property owners/tenants and other interested parties are invited to attend the public hearing and be heard on the proposed increase in rates.

The attached rate schedule compares the current rates with the proposed rates, which if approved, will take effect on January 1, 2023. The increases proposed in 2023 are calculated on a Cost of Living Index-based Formula, resulting in a 7.3% increase over the 2022 rates. Rate increases proposed after 2023 will be calculated using either a Cost of Living Index-Based Formula or an Actual Cost-Based Formula as shown on the yearly Rate Adjustment Schedule below. All rates include the Granada Community Services District Franchise Fee of 2% of Gross Revenue from Recology of the Coast.

Rate Adjustment Schedule	
Rate Year Start Date	Method to Determine Rates for Such Rate Year
January 1, 2023	Index-Based
January 1, 2024	Index-Based
January 1, 2025	Cost-Based
January 1, 2026	Index-Based
January 1, 2027	Index-Based

Protest Procedures:

At the Public Hearing noticed above, the Granada Community Services District Board of Directors will consider public comment as well as written protests by ratepayers and property owners against the proposed increase in solid waste and recycling collection fees and charges. Any person may appear at the public hearing and be heard on any matter related to the proposed increase in rates.

Any written protest must be signed by the property owner or the customer responsible for payment of the charges and it must include the service address or assessor's parcel number (APN). To submit a protest by mail, the protest letter must be received by 5:00 p.m. on December 15th at the Granada Community Services District office. Mailed protest letters should be sent in a sealed envelope addressed to the Granada Community Services District, P.O. Box 335, El Granada, CA 94018; *ATTN: RECOLOGY RATE INCREASE*. Written protest letters may also be presented at the Board of Director’s meeting on December 15th prior to the close of the public hearing on the matter. Only one protest may be filed per parcel or service address.

If written protests are presented by a majority of affected property owners and/or customers prior to the close of the public hearing, the Board of Directors cannot adopt the proposed rate increases.

If you have any questions or would like to make changes to your service with Recology, please visit their website at www.recology.com or call 650-355-9000.

If you would like additional information on the proposed rate increases, please contact the District Office at (650) 726-7093 during regular business hours.

Proposed Maximum Solid Waste Disposal Rates

	2022 Rates	2023 Rates
<u>RESIDENTIAL SERVICE</u>		
1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:		
a. Container limits: Volume - 20 gals (3/10 cu yd), up to 40 lbs - per month	\$23.78	\$25.52
b. Container limits: Volume - 32 gals (1/4 cu yd), up to 60 lbs - per month	\$29.32	\$31.46
c. Container limits: Volume - 64 gals (1/2 cu yd), up to 100 lbs - per month	\$96.07	\$103.08
2. Special Services (charges added to above, basic charges):		
a. Container placed at side or rear of dwelling - per container	\$7.73	\$8.29
b. Container not placed at specified collection point and return call required - per container	\$18.78	\$20.15
c. Extra 30 gal bag with collection (excludes 20 gal cart service) - per bag	\$9.96	\$10.69
d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.	Estimate	Estimate
3. Bulky goods drop-off service four times per year within GCSO service limits including greenwaste	Included	Included
4. Weekly commingled recyclable materials collection (64 gal wheeled cart)	Included	Included
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) 30 gal containers - customer provides containers	Included	Included
6. Bulky goods curbside collection service, limited to four (4) times per year Limited to one (1) item up to 200 lbs or five (5) - 30 gal bags	Included	Included
7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials	Included	Included
8. Christmas tree pick up thru January 31st each year Included	Included	Included
a. Christmas tree pick up after January 31st - per tree	\$29.32	\$31.46
<u>MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL SERVICE</u>		
1. Service to restaurants, hotels, cafes, apartments, stores and similar places of business, factories, schools and institutions: Wet and dry garbage - Container limits: Volume - 30 gals 1/4 cu yd, up to 75 lbs -		
a. Regular collections:		
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3. Commercial Container Collections:		
a. 1 cubic yard box - per collection	\$56.90	\$61.05
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a. 1 cubic yard box - per collection	\$109.18	\$117.15
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b. \$67 per ton confirmed by disposal site weight slip	Will Vary	Will Vary
<u>SPECIAL PROVISIONS</u>		
1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 32 gal can (PGE CARE PROGRAM) 15% reduction	\$24.92	\$26.74
2. Administrative charge for placement of delinquent accounts on property tax roll - per account	\$73.39	\$78.75
3. Charge to photocopy, fax or scan documents - 1st page	\$2.88	\$3.09
Each additional page	\$0.72	\$0.77



GRANADA COMMUNITY
SERVICES DISTRICT

504 Avenue Alhambra,
3rd Floor
P. O. Box 335
El Granada, CA 94018

**Granada Community Services District
Index-Based Rate Adjustment Calculation
Calculated Rate Year 2023**

	Rate Year 2022 Expenses	CPI Increase %		Rate Year 2023 Calculated
CBA Labor Costs				
Salaries and Wages	448,282	5.33%		472,173
Pension Expense	46,369	9.15%		50,614
Health Insurance	117,122	0.49%		117,699
RSP	42,383	4.07%		44,106
Subtotal - CBA Labor Costs	654,156			684,593
Non CBA Labor Costs				
Salaries and Wages	88,768	5.49%		93,642
Pension Expense	5,209	5.49%		5,495
Health Insurance	19,144	5.49%		20,196
Subtotal - Non CBA Labor Costs	113,121			119,333
Workers Compensation				
CBA labor	53,255	4.18%		55,484
Non-CBA labor	2,179	4.18%		2,270
Subtotal - Workers Compensation	55,434			57,754
Payroll Taxes				
CBA labor	34,887	----		36,510
Non-CBA labor	7,396	----		7,802
Subtotal - Payroll Taxes	42,283			44,312
Vehicle-Related Costs				
Tires & Tubes	10,983	4.53%		11,481
Parts	30,503	4.53%		31,886
Supplies	7,506	4.53%		7,846
Taxes & Licenses	11,781	4.53%		12,315
Fines & Penalties	-	4.53%		-
Other	14,721	4.53%		15,389
Subtotal - Vehicle Related Costs	75,494			78,917
Fuel Costs	56,038	39.44%		78,137
Organics Processing				
Transfer Costs - San Bruno	-	4.18%		-
Transport Costs - San Bruno	-	4.18%		-
Processing	37,676	4.18%	874.84 Tons \$ 46.81 Fee \$ 48.88	42,764
Subtotal - Organics Processing	37,676			42,764
Lease Costs				
I/C Equipment Lease	94,666	0.00%		127,333
I/C Property Lease	16,323	0.00%		16,323
Subtotal - Lease Costs	110,989			143,656
Other Costs				
I/C Insurance	11,618	4.18%		12,104
Insurance Dept Fee	20,604	4.18%		21,466
O/S Equipment/Rent	847	4.18%		882
O/S Facility Rent	46,121	4.18%		48,050
Building and Facility	1,707	4.18%		1,779
Utilities	1,429	4.18%		1,489
Travel & Meals	498	4.18%		519
Telephone	4,244	4.18%		4,422
Advertising	839	4.18%		874
Promo & Special Events	174	4.18%		181
Donations	-	4.18%		-
Dues & Subscriptions	115	4.18%		119
Uniforms	3,870	4.18%		4,032
Employee Recognition	923	4.18%		962
Employee Training & Development	581	4.18%		605
Billing Service	7,141	4.18%		7,440
Office expenses	1,359	4.18%		1,415
Postage	1,242	4.18%		1,294
Initial Bid/Award Fee	-	4.18%		-
Taxes - Secured Property	2,380	4.18%		2,480
Taxes - Unsecured Property	2,029	4.18%		2,114
Annual Clean-ups	-	4.18%		-
Subcontractors/Professional Services	14,744	4.18%		15,361
Settlement Fees	-	4.18%		-
Safety Meetings	-	4.18%		-
Medical expenses	470	4.18%		489
Bad Debt	4,133	4.18%		4,306
Bank Service Charges	6,331	4.18%		6,596
Community Outreach	1,231	4.18%		1,283
Regional Accounting Fees*	12,220	4.18%		12,731
Regional Management Fees*	14,764	4.18%		15,382
Corporate accounting*	8,847	4.18%		9,217
IT fee*	21,551	4.18%		22,452
Environmental compliance*	1,729	4.18%		1,802
Human resources fee*	6,103	4.18%		6,359
Corporate management*	9,011	4.18%		9,388
Public relations*	3,629	4.18%		3,781
Sunday Service	24,905		27,019	27,019
Additional Route for Organics	66,896		72,495	72,495
CPI Adjustment (to CPI remaining Other Costs @ 2.75%)	-	4.18%		-
Subtotal - Other Costs	304,283			320,886
Total Annual Cost of Operations	1,449,474			1,570,352
Profit (% Operating Ratio; i.e. 90%):	161,053			174,484

**Granada Community Services District
Index-Based Rate Adjustment Calculation
Calculated Rate Year 2023**

	Rate Year 2022 Expenses	CPI Increase %	Rate Yr 2023		Rate Year 2023 Calculated
Pass-Through City Fees					
Franchise Fees	36,484				39,146
Subtotal - City Fees	36,484				39,146
Other Pass-throughs					
Other Pass-throughs - Recyclable Material Processing			Tons	Fee	
Transfer Costs	-	4.18%	0.00		-
Transport Costs	-	4.18%	0.00		-
Recyclables Processing Cost	12,907		1,160.46	\$7.74	8,982
Subtotal - Recyclable Material Processing	12,907				8,982
Other Pass-throughs - Disposal					
Ox Mountain MSW Disposal	164,277				164,335
Ox Mountain C&D/Dirt	-				-
Subtotal - Disposal	164,277				164,335
Total Costs	1,824,195 A				1,957,298 B
				Change in Costs (B - A)	133,103 C
				Deferred Rate Increase from Prior Year (amount above 6%)	- D
				Total Calculated Increase (C + D)	133,103 E
				Total Contractor Compensation (B + E)	2,090,401
				Annual percentage change in Compensation (E / A)	7.30%

FIRST AMENDMENT TO FRANCHISE AGREEMENT

This **FIRST AMENDMENT** to the Franchise Agreement hereinafter referenced is entered into and effective as of January 1, 2018 between the Granada Community Services District, a public agency (“District”), and Recology of the Coast, a California corporation (“Contractor”).

WHEREAS, District and Contractor are parties to that certain Franchise Agreement for Solid Waste and Recycling Services effective January 1, 2015 (“Agreement”), and wish to amend the Agreement as set forth herein.

NOW, THEREFORE, the parties agree as follows:

1. Section 2.03 of the Agreement is hereby amended to read as follows:

“2.03. Term. The initial term of this Agreement shall commence upon the Effective Date and shall expire as of midnight December 31, 2017. The extended term shall commence January 1, 2018 and shall expire December 31, 2027. If this Agreement is terminated prior to the expiration of the extended term, District shall purchase from Contractor all Containers owned by Contractor or its Affiliate that are then in possession of Single Family Dwelling Service Recipients within District’s Service Area. The purchase price for such Containers shall equal the depreciated value of their acquisition cost as of the date of termination calculated as set forth in Section 2.8 of Exhibit “E”. Said sum shall be payable on or before the date that is 90 days after the date of termination. This provision shall survive the expiration or earlier termination of this Agreement.”

2. Section 4.04.1 of the Agreement is hereby amended to read as follows:

“4.04.1 Collection. Contractor shall collect Yard Waste from Single Family Dwelling Residential Service Recipients once every two weeks on the regularly scheduled day of the week for such Collection as posted on Contractor’s website. Contractor shall service one (1) 30-gallon capacity customer-provided Container provided that it weighs 25 pounds or less, and shall provide and service one (1) ninety-six gallon capacity wheeled cart, for each Single Family Dwelling for Yard Waste Collection. Contractor shall include a description of Composting Programs in Contractor’s Education and Public Awareness Program pursuant to Section 5.05.”

3. Section 4.10.1 of the Agreement is hereby amended to read as follows:

“4.10.1 Residential. Solid Waste, Recyclable Material, and Yard Waste shall be Collected from Premises occupied by Residential Service Recipients only on weekdays between the hours of 6 a.m. and 6 p.m. Contractor shall notify District and such Service Recipients in writing at least two (2) weeks prior to instituting a change in their Collection days. No scheduled change shall cause a lapse of more than seven (7) consecutive days in Collection service to any Residential Service Recipient. Contractor shall notify Residential Service Recipients of designated alternative collection days when the regularly scheduled Collection days fall on holidays observed by Contractor.”

From December 2017 Board Meeting

4. Section 6.02.A of the Agreement is hereby amended by substituting the following table for the table included therein:

Rate Year Start Date	Method to Determine Rates for Such Rate Year	Application Submittal Date
January 1, 2018	Index-Based	September 1, 2017
January 1, 2019	Cost-Based	September 1, 2018
January 1, 2020	Index-Based	September 1, 2019
January 1, 2021	Index-Based	September 1, 2020
January 1, 2022	Cost-Based	September 1, 2021
*January 1, 2023	Index-Based	September 1, 2022
*January 1, 2024	Index-Based	September 1, 2023
*January 1, 2025	Cost-Based	September 1, 2024
*January 1, 2026	Index-Based	September 1, 2025
*January 1, 2027	Index-Based	September 1, 2026
* the rates for these years are contingent on GCSD approval of the rate schedule via a new Proposition 218 process		

5. Section 6.04 is hereby added to Article 6 of the Agreement to read as follows:

“6.04. Deferral of Maximum Rate Adjustments in Cost-Based Years

A. If the maximum rate adjustment required by the cost-based methodology in Exhibit E (Cost-Based Adjustment”) exceeds five percent (5%) for any cost-based Rate Year, then District may elect to defer some or all of the increase above five percent (5%) to the next one or two index-based Rate Years, in accordance with this Section 6.04.

B. If District elects to make such a deferral, it shall notify Contractor of its election by November 1 preceding the start of the cost-based Rate Year in question. The notice shall specify the portion of the Cost-Based Adjustment that District wishes to defer and how that portion is to be allocated among the next one or two index-based Rate Years. The amount so deferred shall be subtracted from the maximum rate increase for the cost-based Rate Year, and added to the maximum rate adjustment that would otherwise apply for the subsequent Rate Years, as allocated by District.

C. The purpose of the deferral mechanism is to smooth maximum rate adjustments, not to reduce compensation to Contractor. The parties further intend that any amounts deferred be recovered within the same three-year rate cycle (i.e. one cost-based year followed by two index-based years). If, notwithstanding the foregoing, District fails to adjust maximum rates to enable Contractor to recover all amounts deferred under this Section within any three-year rate cycle, and by the last year of the Term, then District shall pay the amount of the shortfall to Contractor within 180 days after the end of such three-year rate cycle or the end of the Term, as

From December 2017 Board Meeting

the case may be. Such remedy shall be cumulative to any other remedy Contractor may have under this Agreement or at law.

D. All calculations required to give effect to this Section shall be calculated by Contractor in good faith and shall be subject to administrative review by District. Deferrals under this Section shall be “below the line” and shall not affect the value of any Cost Components or of Total Calculated Costs.”

6. Exhibit D of the Agreement is hereby deleted and replaced in its entirety with Exhibit D attached to this First Amendment to the Agreement.

7. Except as expressly modified by this Amendment, all terms and conditions of the Agreement shall remain unchanged and in full force and effect. Capitalized terms used but not defined herein shall have the meanings given to them in the Agreement. All references in this Amendment to Articles, Sections and Exhibits refer to articles, sections and exhibits of the Agreement.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have executed this First Amendment to Franchise Agreement as of the date first written above.

Granada Community Services District

Recology of the Coast

By: _____
Jim Blanchard,
President

By: _____
Michael J. Sangiacomo
President & CEO

Countersigned: _____
Delia Comito, Secretary

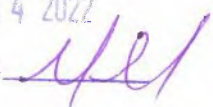
Exhibit D

Schedule of Maximum Refuse Collection and Recycling Fees and Charges, January 1, 2018 - December 31, 2018

November 7, 2022

Granada
Community Services District

Granada Community Services District
P.O.Box 335
El Granada, CA 94018

NOV 14 2022
Rec'd by: 

Dear GCSD Board of Directors,

I am writing to you in protest of the Recology Rate Increase. I own Picasso Preschool, located at 480 Ave Alhambra in El Granada, CA. The GCSD owns the property but I am responsible for all garbage and utility payments made at this address. The school suffered terribly financially from the pandemic and then with the sale of the building. When the GCSD purchased the location, we lost students, forcing layoffs of teachers. Since then, and with the continuing uncertainty of the school, we have not been able to hire anymore teachers which means we have to have less students to stay in compliance with the mandated teacher to child ratio. Picasso Preschool is still down a whole class. The almost 10% proposed increase is unjustified and harmful to small businesses and families living on a fixed income. Because of this, I protest the increase in solid waste disposal rates.

Sincerely,



Candise D'Acquisto
Owner of Picasso Preschool
480 Ave. Alhambra
PO Box 605
El Granada, CA 94018

November 7, 2022

Granada
Community Services District

NOV 14 2022

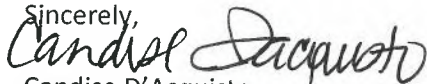
Rec'd by:

Granada Community Services District
P.O.Box 335
El Granada, CA 94018

Dear GCSD Board of Directors,

I am writing to you in protest of the Recology Rate Increase. I live at 503 Valencia Ave in El Granada, CA and am responsible for all garbage and utility payments made at this address. I own a small business in the education field which, as you may know, is one of the most low paying fields to be employed in. Any increase to my monthly bill is financially detrimental to my family and I and is purely unjustified. Because of this, I protest the increase in solid waste disposal rates.

Sincerely,



Candise D'Acquisto
503 Valencia Ave.
PO Box 633
El Granada, CA 94018

ITEM #5

Blank

GRANADA COMMUNITY SANITARY DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Delia Comito, Assistant General Manager

Subject: Appointing Representatives and Alternates to the SAM Board of Directors

Date: December 15, 2022

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

The current SAM representatives are Directors Clark and Dye, and the alternate is Director Marsh. The second alternate position is vacant.

As required by the JPA, a draft resolution is provided for approval.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2022-__

RESOLUTION TO APPOINT TWO (2) REPRESENTATIVES, AND TWO (2) ALTERNATE REPRESENTATIVES TO SERVE ON THE BOARD OF DIRECTORS OF THE SEWER AUTHORITY MID-COASTSIDE

WHEREAS, the Joint Powers Agreement creating the Sewer Authority Mid-Coastside (“Agreement”) is an agreement forming and authorizing the Sewer Authority Mid-Coastside Joint Powers Authority (“SAM”), and the Granada Community Services District (“District”) is a SAM Member Agency; and

WHEREAS, Section III(B) of the Agreement concerning “Designation of Directors” requires the District as a Member Agency to designate and appoint, by resolution of its governing body, two (2) representatives and one (1) alternate to act as directors for the Board of Directors for SAM; and

WHEREAS, the Agreement allows an appointed SAM Board Director to serve until his or her successor is selected; and

WHEREAS, to ensure full District voting power at SAM meetings, District Bylaws, Article IV.B.1, provides that the Board shall appoint two of its members to be the District’s alternate representatives, when one or more of the two appointed representatives (or one representative and one alternate) cannot attend a SAM meeting. The alternates shall assume all rights and duties of an absent District representative when attending a SAM meeting. The order of service by alternates shall be determined at the time of appointment; and

WHEREAS, the District representatives and alternates shall serve at the pleasure of the District Board and may be removed at any time without cause at the sole discretion of the District Board, and

WHEREAS, the appointment of District representatives and alternates to serve on the SAM Board of Directors, shall be by resolution, and the resolution shall be filed with SAM.

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

The District is hereby appointing two (2) representatives, and two (2) alternate representatives to serve on the SAM Board of Directors, effective on December 15, 2022.

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

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

The above and foregoing Resolution was introduced and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on December 15, 2022 by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Approved:

_____, President

Attest:

Delia Comito, Secretary

ITEM #6

Blank

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Delia Comito
Subject: Appointing Representative to Local Chapter CSDA
Date: December 15, 2022

The District is a member of the California Special Districts Association (CSDA) and annually appoints a director to serve as the CSDA representative. The local chapter generally meets four times per year, and the District Representative is expected to attend the meetings and report back to the board.

The appointed representative may also select an alternate to attend the CSDA meetings if he or she is unable to attend.

I have attached some general information regarding the CSDA and the local chapter contact information for your review.



**California Special
Districts Association**
Districts Stronger Together

About CSDA

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

Since 1969, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,300 organizations throughout California. We are the only statewide association representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts...just to name a few

CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

San Mateo Chapter of the CSDA:	
Chapter Officers	
<p>President: Kati Martin San Mateo County Mosquito and Vector Control District 1351 Rollins Road Burlingame, CA 94010-2409 (650) 344-8592</p>	<p>Secretary: Brigitte Shearer Highlands Recreation District 1851 Lexington Avenue San Mateo, CA 94402-4026 (650) 341-4251</p>
<p>Vice-President: Nancy Reyering San Mateo County Harbor Commission P.O. Box 1449 El Granada, CA 94018 (650) 583-4400</p>	<p>Treasurer: Iris Gallagher Bayshore Sanitary District 36 Industrial Way Brisbane, CA 94005 (415) 467-1144</p>
<p>CSDA Public Affairs Field Coordinator: Colleen Haley 530-902-3932 colleenh@csda.net</p>	

ITEM #7

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Contract Amendment with Kikuchi + Kankel for Additional Landscape Design for the Proposed Community Center
Date: December 15, 2022

Attached is a cost proposal from Kikuchi + Kankel for additional landscape design services to design and integrate the proposed community center with the Burnham Park landscape plans. The proposal basically consists of two main tasks:

1. **Phase 1: Program & Conceptual Design - \$13,100** – Coordination with architectural design team, update base maps, and develop three conceptual site design alternatives for the community center site.
2. **Phase 2: Schematic Design - \$31,300** – Develop conceptual landscape plans into a unified Schematic Design landscape master plan to guide development of the Coastal Development Permit submittal package, and prepare support documentation for the project environmental consultant and CEQA initial Study.

The proposal cost totals \$44,400.



Kikuchi + Kankel
Design Group

Landscape Architecture
Environmental Design
Site Planning

August 18, 2022

Chuck Duffy, General Manager
Granada Community Services District
504 Avenue Alhambra, Third Floor
El Granada, CA 94018

RE: Burnham Park Additional Services
Granada Community Center Project: Conceptual Design and Schematic Design Phases

Dear Chuck:

We sincerely appreciate the opportunity to provide this proposal for additional services to the Burnham Park project to incorporate and provide landscape design for the new Granada Community Center. It has been a pleasure working with the District Board, the Parks Advisory Committee, and the GCSD community on the Burnham Park project, and the development of a new community center will provide a dynamic and welcome anchor at the northern end of the park.

Per your direction, we have developed this proposal to align with the two phases of tasks and services identified by Group 4 Architecture, approved by the Board on August 4, and as outlined below.

Phase 1: Program & Conceptual Design

1. Tasks:

- A. Coordinate with project design team and attend all designated Project Management Team meetings (PMTs #1-4) and County Technical Meeting #1.
- B. Attend and support one community outreach/workshop meeting.
- C. Update base and site maps with current data, including architectural as-builts, setbacks, and topography.
- D. Develop up to three conceptual site design alternatives to align with architectural concepts. Design alternatives shall directly relate to proposed community center uses and character, and shall provide options for integrating with the adjacent park site.

730 Mill Street, Half Moon Bay
Steven T. Kikuchi, ASLA Principal
Thomas W. Conroy, Senior Associate
Jeanette T. Hill, ASLA Associate

61 East Main Street, Suite C, Los Gatos
Christopher Kankel, ASLA Principal
Nathan Rose, RLA Senior Associate
Robert J. Dietz, ASLA Associate

- E. Refine the proposed plaza adjacent to the Burnham Park parking lot to align with architectural concepts for park restroom building.
- F. Coordinate with cost estimating consultant to provide input on preliminary cost models.

2. Deliverables:

- A. Conceptual Landscape Plan Alternatives: up to 3 diverse graphic plans identifying options for site circulation, use spaces and activities, landscaping, and integration with the adjacent park.
- B. Park Restroom Plan Alternatives: up to 3 diverse graphic plans identifying options for restroom integration into the Burnham Park parking lot plaza.
- C. Meeting and Presentation Materials

We offer our **Program & Conceptual Design Phase** services on an hourly basis for the actual time expended by our staff **an amount not to exceed \$13,100.**

Phase 2: Schematic Design

1. Tasks:

- A. Incorporate District comments on conceptual landscape plans, alternatives, and proposed project cost models into a unified Schematic Design landscape master plan to guide development of the Coastal Development Permit submittal package.
- B. Coordinate with project design team (architect, civil engineer, etc.) and attend all designated Project Management Team meetings (PMTs #5-9), Integrated Design Workshop, and County Technical Meeting #2.
- C. Prepare support documentation for project environmental consultant/CEQA initial Study.
- D. Schematic Design Development, including:
 - i. Preliminary grading coordination with project civil engineer
 - ii. Schematic design details and preliminary materials and finishes
 - iii. Preparation of schematic planting and irrigation information to ensure aesthetician functional continuity with adjacent Park
- E. Update preliminary cost models to align with landscape master plan.
- F. Refine Burnham Park Master Plan and related Coastal Development Permit submittal drawings to align with approved Community Center site development.
- G. Present Community Center and update Burnham Park master plans to District Board for review and comment.
- H. Update and refine landscape master plan submittal package based on Board comments and project team input.

- I. Present landscape master plan to County Planning Commission for Coastal Development Permit and Design Review Approval.

2. Deliverables:

- A. Coastal Development Permit Drawings (30% Construction Documents) including a Site Plan, Schematic Planting and Irrigation plans, and plan enlargements, schematic details, and other necessary documents to communicate the project design intent.
- B. Preliminary Materials and Finishes Information including product samples and references to communicate options for locations across the site.
- C. Meeting and Presentation Materials, including graphics, samples, and slideshows; project narrative.

We offer our **Schematic Design Phase** services on an hourly basis for the actual time expended by our staff **an amount not to exceed \$31,300**.

**Total Fees proposed for Phases 1: Program & Conceptual Design
and Phase 2: Schematic Design: \$44,400**

EXCLUDED SERVICES

The following services are specifically excluded from the scope of this proposal. Some of these services may be available as needed or in the future, as requested:

1. Design Refinements, including plan graphics and design images, beyond the scope outlined above.
2. Additional meetings beyond the scope outlined above. If additional meetings are requested they may be billed as "Additional Services" per the Fee Schedule below. Compensation for additional meetings shall not exceed \$500 per meeting unless approved by the District.
3. Consultant Services, such as architects; civil, structural, or electrical engineers; construction cost estimating consultants; surveyors; or environmental consultants.
4. Reports, such as geotechnical investigations, biological reports, utility undergrounding, or environmental studies, including documentation related to the California Environmental Quality Act.
5. Construction documents to be used for bidding or to obtain building permits.
6. Bid and/or construction administration.

We propose to invoice monthly for the hours actually expended per our Fee Schedule. Please note that services are limited to the defined work scope and specifically do not include other phases of services not listed. Major revisions to the project scope or design program, or other revisions beyond the controls of the Landscape Architect shall be Additional Services and shall be invoiced on an hourly basis.

FEE SCHEDULE

Senior Principal	\$180 / hr
Principal	\$170 / hr
Senior Associate	\$145 / hr
Associate	\$135 / hr
Project Manager	\$125 / hr
Draftsperson	\$110 / hr
Clerical	\$80 / hr
Reproductions, postage	cost plus 10%

Printing and reproduction costs are reimbursable expenses as noted. Billings shall be submitted monthly for the time expended and are due within 25 days or shall be subject to a 1 1/2% interest charge. Kikuchi + Kankel Design Group currently maintains insurance limits of \$2 million in general and professional liability.

We thank you for the opportunity to continue to provide the District additional landscape architectural design services. If you have any questions about our proposed scope of services, fees, or potential future phases, please do not hesitate to let us know. If this proposal is acceptable to you, please provide a Notice to Proceed upon approval.

Sincerely,



Tom Conroy, Senior Associate



Steven T. Kikuchi, A.S.L.A., Principal
California Registration Number 2005
Principal, President

ITEM #8

December 9, 2022

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for December 2022

6-Year CIP, Project 2

On August 19th we notified Koios Engineering that the GCSD Board had awarded it the construction contract for \$486,060. We issued Koios Engineering a Notice to Proceed on September 12, 2022. The contract requires that construction be completed in 120 days, so the current completion date is January 10, 2023. In late November, the Contractor provided a revised schedule that estimated that construction would be completed on February 3, 2023. Problem sewers identified by GCSD staff but not currently in Project 2, were televised by Koios Engineering. The sewers are on the 500 block of Columbus Street, near the intersection of Ferdinand Ave (between manholes G4-76 and G4-82), the sewer serving 522, 577 & 599 Columbus and the 15" sewer on West Point Ave between the intersections of Stanford and Harvard Avenues (manholes G2-19 to G2-02). Now that the sewers have been televised, we are working with the Contractor to determine the work needed and the additional cost to correct the problems. If authorized by GCSD, the additional work will be included as a change order to the construction contract.

Sewer construction has been delayed because green color-coded sewer pipe is currently not available. Instead, the Contractor will include green pipe bursting tracer wire on the new pipe to identify it as a sewer. Sewer replacement by pipe bursting the sewer on Isabella Road is scheduled to begin the week of December 12th.

Big Wave

Construction of the Airport Street sewer has been completed and has been tested and televised by CCTV to determine if it meets GCSD specifications. The sag in the sewer has now been repaired. Once the new sewer installation is approved it will be eligible for dedication to the District.

Harbor Village RV Park

We approved plans for the RV Park at 100 Capistrano Road earlier this year and GCSD has issued a permit. As of now, we don't have a schedule for construction.

Memorandum

Granada Community Services District

December 9, 2022

Page 2

Pillar Point Harbor RV Park Public Restroom Project

GCSD has issued a permit for the sewer project at the Harbor District's RV Park (4000 Cabrillo Highway) and construction is expected to begin in February or March of 2023.

ITEM #9

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SEWER AUTHORITY MID-COASTSIDE
Board of Directors Meeting Agenda
Regular Board Meeting 7:00 PM, Monday, November 14, 2022

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

Due to the continuing state of emergency declared by the Governor related to preventing the spread of COVID-19, and pursuant to Government Code Section 54953(e), Sewer Authority Mid-Coastside (SAM) will be holding this Board meeting by Zoom Webinar; access to this meeting will be available to the Board and the public by either computer web-link or telephone audio as noted below.

Computer Audio: Please click the link below to join the Zoom webinar:

Join Zoom Meeting

<https://us02web.zoom.us/j/83807733795?pwd=N1AwaHV2M0q5VDIJS21BdVlV3BkUT09>

Meeting ID: 838 0773 3795

Passcode: 305260

One tap mobile

+16699006833,,83807733795#,,,,*305260# US (San Jose)

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

1. CALL TO ORDER

A. Roll Call:

Chair:	Deborah Ruddock (HMB)
Vice-Chair:	Kathryn Slater-Carter (MWSD)
Secretary/Treasurer:	Matthew Clark (GCSD)
Director:	Dr. Deborah Penrose (HMB)
Director:	Ric Lohman (MWSD)
Director:	Barbara Dye (GCSD)

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

Members of the public are welcome to submit comments via e-mail by sending them to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on November 14, 2022 will be distributed to the Board electronically and/or read out loud during the discussion of the respective item(s) identified in the email. Members of the public may also provide comments telephonically or electronically on topics within the jurisdiction of the Authority, or on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

A. Approve Minutes of October 24, 2022 Regular Board Meetings **(Attachment)**

B. Approve Disbursements for November 14, 2022 **(Attachment)**

C. Ratification of Resolution 1-2022 for Continuation of Virtual/Teleconference Meetings per Assembly Bill (AB) 361 for the Period November 14, 2022 through December 13, 2022 Due to the Continuing State of Emergency Declared by the Governor Related to Preventing the Spread of COVID-19, and Pursuant to Government Code Section 54953(e) **(Attachment)**

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

A. Status Update on Hydrodynamic Flood Modeling Being Done by Integral Consulting Inc.

B. Discuss Director Compensation for Each Day of Service and Provide Direction to Staff and Set a Public Hearing for December 12, 2022 Following Notice Provided per Government Code 6066 **(Attachment)**

C. Adopt Resolution 4-2022, A Resolution of the Board of Directors of the Sewer Authority Mid-Coastside Establishing a Policy and Procedures for Director Compensation **(Attachment)**

5. GENERAL MANAGER'S REPORT

A. Managers' Monthly Report – October 2022

6. ATTORNEY'S REPORT

A. AB 2449 and the Brown Act. **(Attachment)**

7. DIRECTORS' REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957- Title: General Counsel

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: November 28, 2022 and December 12, 2022

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 call forward 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: October 24, 2022
SUBJECT: Monthly Manager’s Report – October 2022

Executive Summary

The purpose of this report is to keep the Board and public informed of SAM’s day-to-day operations.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 5.5: *“Operations and maintenance should be proactively planned, and the Board shall be kept up to date on progress on operations and maintenance issues.”*

Background and Discussion/Report

The following data is presented for the month of *October 2022*.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	0.729	63.97%
Accidents, Injuries, etc.:	0	Granada CSD	0.197	17.33%
Reportable Spills Cat 1:	0	<u>Montara W&SD</u>	<u>0.213</u>	<u>18.69%</u>
Reportable Spills Cat 2:	0	Total	1.139	100%
Reportable Spills Cat 3:	1			

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	N. Marsh
	P. Dekker	J. Harvey	H. Rarback

Administration

There was one Regular Board Meeting in the month of October, and no public records request. There was one article in the Half Moon Bay Review mentioning SAM. SAM Wellness Program Brings Optimism (October 5, 2022). There was one mention of SAM in Coastside Buzz, Sewer Authority Mid-Coastside (SAM) to Agendize an Initiating Presentation Exploring a Recycled Water Master Plan for the Whole Coastside (October 6, 2022). There has been no lost time work accidents since September 10, 2019. There were no new hires in the month of October, and one anniversary, Jose Ahumada, Collections Maintenance Worker, Grade II.

Operations & Maintenance

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

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

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

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

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. We did call to let him know we would be switching aeration basins as it could have process impact, hopefully not but just wanted him in the loop.

In regards to exceedances this month I have none to report. I did receive the results from both our acute and chronic Bio assay test's. On the Acute there was a 95% survival rate in pH7-adjusted effluent samples which corresponds to a 0.41 TUa. The zeolite treated had a 100 % survival rate which is a 0 TUa. The chronic toxicity resulted in a result of <19.2 TUc for both test end points.

During the month of October 2022 rainfall was below normal for Half Moon Bay. The 10-year average for the area is 1.813 inches of rain in October, (1.57 inches used to be considered normal, this year we received 0.20 inches, well below the 10 year average).

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
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	P. Dekker	J. Harvey	H. Rarback

This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.20 inches, (from the NOAA gauge at the plant). Our roof top had 0.08 at the plant, 0.03 inches in the GCSD service are, and 0.04 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of October 2022.

- 10/1/2022 – Saturday - Poly and Alum addition to MLSS effluent to assist with secondary settling. Store Bioassay sample. Routine rounds and reads.
- 10/2/2022 – Sunday - Poly and Alum addition to MLSS effluent to assist with secondary settling. Collected Bioassay sample, (last sample), currier delivering to Pacific-Eco risk today. Routine rounds and reads.
- 10/3/2022 – Poly and Alum addition to MLSS effluent to assist with secondary settling. Metro electric in to work electrical bus ducting. Received hypo delivery at Princeton pump station. Covid samples sent out to Stanford today.
- 10/4/2022 – Poly and Alum addition to MLSS effluent to assist with secondary settling. Metro electric in to work on electrical bus ducting again. Calcon in working on annual PM's. Alpha day one samples sent out today.
- 10/5/2022 – Poly and Alum addition to MLSS effluent to assist with secondary settling. Set up trash pump to clean one of the contact basins tomorrow. Change out the air filters on the Neuros blowers. Cleaned out sampler containers at the Influent, primary and effluent. Performance testing being done on pump #3 at Portola today. Alpha day 2 samples went out today. Covid samples sent out to Stanford today.
- 10/6/2022 – Poly and Alum addition to MLSS effluent to assist with secondary settling. Cleaned west side chlorine contact basin. Ran influent pumps, for some reason #5 is not wanting to prime, need to see if we can figure out what is going on with it. Spray chlorine solution on foam in MLSS basin to help with filaments. In person interview for vacant maintenance position, (conducted by plant superintendent and senior maintenance worker). Took David Ronan, (video guy), around the facility today and discussed possible options for more interactive website options.
- 10/7/2022 – Polymer and Alum addition to MLSS tank effluent to assist with secondary settling, COVID samples sent to Stanford, Calcon here working on

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
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	P. Dekker	J. Harvey	H. Rarback

Annuals preventive maintenance at Montara station, bleached to clean SO2 line, Menlo Gardeners here cleaning plant grounds.

- 10/8/2022 – Saturday - Polymer and Alum Addition to assist with settling at secondary clarifier, Routine rounds and reads.
- 10/9/2022 – Sunday - Polymer and Alum Addition to assist with settling at secondary clarifier, Routine rounds and reads.
- 10/10/2022 – Holiday - Polymer and Alum addition to assist with settling at secondary tank, Battery backup (UPS) for main PLC failed, Calcon will be here next day to check it, routine rounds and reads.
- 10/11/2022 – Polymer and Alum addition to assist with settling at secondary clarifiers, Calcon replaced batteries for power backup for main PLC (UPS), Mark with Peninsula Pump here to keep working on relocation of the WAS feed pump to the RDT, EDI here to check parts and to plan for the date to start the Aeration Basin # 4 refurbishing project Routine rounds and reads.
- 10/12/2022 – Polymer and Alum addition to assist with settling at secondary clarifiers, collect samples from Harbor Wet Well and send it to Alpha Labs. To test for Oil and Grease and BOD, Vendor from VALENT Bio Science (John Holick) her to check on possible solutions for Flies at Contac Tanks area, working with EDI Rep. placing pipes and parts next A B # 4 to have them ready to start refurbishing project, Trevor from Calcon here working on programing # 3 water pumps and other issues, Stopped Portola and Montara stations From 16:00 to 20:00 for PG&E power savings program.
- 10/13/2022 – Polymer and Alum addition to assist with settling at secondary tanks, cleaned Chlorine Contact tank # 2, Auditors here to perform financial accounting Audit, Peninsula Pump here to keep working on piping for WAS feed pump to the RDT, Second day of Plant samples sent to Alpha Labs, daily routine rounds and reads.
- 10/14/2022 – Polymer and Alum addition (polymer 50% lees and Alum 20% less than last week),to help with settling in secondary ,start the chlorine sprays to the foam at AB # 3, for filamentous control, NEUROS Blower # 2 showing; Core # 2 Factory maintenance past due warning, and Reset warning alarm with the help of Neuros Technician. Sent COVID-19 samples to Stanford, Daily rounds and reads.
- 10/15/2022 – Saturday-Polymer Alum addition to MLSS to help with settling at secondary, Chlorine spray to foam on AB # 3, daily round and reads.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
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- 10/16/2022 – Sunday- Polymer and Alum addition to MLSS tank effluent to assist with settling at secondary, Chlorine sprays on at AB # 3 for the foam control (few hours), American Portables here to dump (2000 Gallons) from portable toilets during Pumpkin Festival , Collect first day of plant samples for NPDES, Daly rounds and reads.
- 10/17/2022 – Polymer and Alum addition to help with settling at secondaries, Chlorine sprays on at AB #3 for foam control, American portables here to dump (1500 Gallons) sewage from portables at Pumpkin Festival event, Alpha Labs pick up plant samples for the 2 days NPDES permit, daily routine round and reads.
- 10/18/2022 – Polymer and Alum addition to MLSS tank effluent to help with settling in secondary tank,(2 Polymer tote bin per 24 hours), Chlorine sprays on at AB # 3 for foam, Confine space entry to AB # 1 and 2 to clean debris and to inspect and repair some missing diffusers,, Ferric Chloride delivery, daily rounds and reads.
- 10/19/2022 – Polymer and Alum addition to MLSS tank effluent to help with settling in secondary tank,(2 Polymer tote bin per 24 hours), Chlorine sprays on at AB # 3 for foam, cleaned Primary sludge pumps # 2 and 5, Operations meeting with Kishen to plan for aeration basins switching for EDI to work on refurbishing the new AB # 4, Peninsula pump here doing work on WAS feed pump to the RDT, daily rounds and reads.
- 10/20/2022 – Polymer and Alum addition to MLSS tank effluent to help with settling in secondary tank,(2 Polymer tote bin per 24 hours), Chlorine sprays on at AB # 3 for foam, Received and unload New Influent pumps and place them at the alley next to process air blowers, daily rounds and reads.
- 10/21/2022 – Polymer and Alum addition to help with settling in secondary, start the chlorine sprays to the foam at AB # 3, adding caustic for PH adjustment. Building concentration in basins 1 and 2 for switching wasting to AB #1 overnight, set up 2 inch pump to feed primary eff to AB #1, pen pump in working on RDT.
- 10/22/2022 – Saturday-Polymer and Alum addition to MLSS to help with settling at secondary, caustic addition to MLSS inf for PH adjustment, adding primary eff to AB 1 & 2, (food for bugs), routine rounds and reads.
- 10/23/2022 – Sunday- Polymer and Alum addition to MLSS tank effluent to assist with settling at secondary, Chlorine sprays on at AB # 3 for the foam control, caustic to MLSS in for PH adjustment, add pri to AB 1.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
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	P. Dekker	J. Harvey	H. Rarback

10/24/2022 – Polymer and Alum addition to help with settling at secondary's, Chlorine sprays on at AB #3 for foam control, found grit washer blocked – need to circle back to this, set up trash pump by AB's, Pen pump in working on RDT piping, adjust air to AB's, Covid samples sent.

10/25/2022 – Polymer and Alum addition to MLSS tank effluent to help with settling in secondary tank, caustic to MLSS for PH adjustment, clean out channels for ab's 1 and 2, talk to William at state regarding the switching of process aeration basin's, work with Calcon for pump sequencing on inf pumps, discuss projects with SRT.

10/26/2022 – Polymer and Alum addition to MLSS tank effluent to help with settling in secondary tank, chlorine sprays on at AB # 3 for foam, caustic MLSS inf for PH, digester mix pumps arrived today, covid sample sent to Stanford, check MLSS valves to adjust / balance.

10/27/2022 – Polymer and Alum addition to MLSS tank effluent to help with settling in secondary tank, Chlorine sprays on at AB # 3 for foam, caustic to MLSS for PH adjustment, balancing flows to MLSS basin's, isolate AB#3, start taking down AB#3 slowly, work with Calcon on inf pump adjustment, tweaking air as basins require.

10/28/2022 – Adding hydroxide to MLSS influent for PH adjustment. Poly and Alum addition to MLSS effluent to assist with secondary settling. Pumping out AB#3 so work can be done in the basin. Drop off Sewer Science kits at the High School. Pen Pump in working on RDT line. Covid samples were sent out to Stanford today.

10/29/2022 – Adding hydroxide to MLSS influent for PH adjustment. Poly and Alum addition to MLSS effluent to assist with secondary settling. Pumping out AB#3 so work can be done in the basin. Drop off Sewer Science kits at the High School. Pen Pump in working on RDT line. Covid samples were sent out to Stanford today.

10/30/2022 – Sunday - Poly and Alum addition to MLSS effluent to assist with secondary settling. Adding hydroxide to MLSS influent for PH adjustment. Washing down AB#3. Routine rounds and reads.

10/31/2022 – Adding hydroxide to MLSS influent for PH adjustment. Cleaning up for High School tours. Covid samples sent out to Stanford today.

Other activities are listed below:

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
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	P. Dekker	J. Harvey	H. Rarback

There were 11 deliveries (approximately 8,350 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 835.00. There were no leachate deliveries to the SAM IPS line in the month of October 2022, for a total leachate volume of 0 gallons.

The NPDES data report for October 2022 is attached reference (Attachment B). Please note the last sample day, (10/25), these are draft results as final results had not been received by the time this report was prepared.

Contract Collection Services

The SAM crew cleaned 30,375 feet of sewer line and responded to twenty service calls in contract service areas. Fourteen were sewer line related and six were maintenance service calls. Nine of the callouts were during regular business hours or started during regular business hours. Eleven were after hour calls. Four calls were in HMB, nine calls were in the MWSD service area, and seven calls were in the GCSD service area during the month of October.

HMB – The service calls in HMB was as follows; 10/23 - Owner call for backing up kitchen sink. Crew observed upstream and downstream were flowing as normal. Advised owner they would need to contact a plumber to resolve the issue. 10/31 - Call from homeowner, he had plumber fixing lateral and they pushed roots into the main. Crew arrived and flushed main to remove any residual roots they could find.

The maintenance calls in HMB were as follows; 10/2 - Respond to Bell Moon Station alarm, station trouble alarm. Found station working upon arrival, reset alarms and check station for normal operation. 10/14 - Ocean colony station alarm due to power outage. Genny ran for 5.1 hours, power was restored at 06:55. Reset alarms and checked for normal operation after power was restored.

GCSD – The service calls in the GCSD area were as follows; 10/4 - Call for a service line issue, we have been to this residence multiple times very long service line that runs out the back of property to Francisco St. District is aware of the issue. Restored flow for homeowner. 10/7 - Call for service line back up. When crew arrived they observed main flowing as normal. They assisted owner from property line cleanout to restore flow. Blockage was due to paper build up, recommended they have the line televised to make sure nothing else causing paper to hang up. 10/17 - Call for service line

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	N. Marsh
	P. Dekker	J. Harvey	H. Rarback

blockage. When the crew arrived main line was fine but service line had standing water. Crew assisted homeowner to restore flow. Blockage seemed to be caused by paper, this is the last house on a line, low water use could be the cause. 10/20 - Call for service line issue. When crew arrived they ran the main and observed a small amount of roots but the service line was still blocked. They assisted the owner to restore flow and advised they should contact a roter company to check the line. 10/28 – Call for service line issue. Crew arrived and flushed main finding no blockage. Assisted to restore flow, blockage seemed to be paper. Last house on line crew advised they might need flush with a hose periodically to push things along. 10/28 – Call from county regarding a backup in a driveway, when the crew arrived they flushed main finding no obstructions. Assisted to restore flow at property line. Recommended they call plumber to investigate issue. 10/30 - Call for service line blockage. Crew flush main finding no obstructions. Crew assisted owner to restore flow.

There were no maintenance service calls in the GCSD service area in the month of October.

MWSD – The sewer line related call in the MWSD area was as follows; 10/14 - Call for backing up lateral and main. Crew arrived to find the lateral a separate private issue. The blockage in the main appeared to be caused by root mass that looked like it had come from a lateral / service line. Flow was restored and cleaned up any debris. The SSO was reported a category 3 overflow. 10/19 - Call for a backup, crew arrived and flushed main twice. First time was dirty looking water second time was clear. It appears to be a very flat line with little fall. Advised homeowner to contact a plumber to inspect. 10/22 - Call for a backup. This is the last house on a line that has does not enough flow to push things along. Crew flushed main to get things going, should be good for a while. 10/27 - MWSD received an email regarding a backup a couple days prior. Crew member visually inspected the upstream and downstream manholes which were flowing normally. Issue appeared to have been in the house or the service line. 10/31 - MWSD call us on this one. They were doing a water line repair and came across a fractured VCP pipe. It turned out to be an abandoned section so nothing to see here move along.

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	N. Marsh
	P. Dekker	J. Harvey	H. Rarback

The maintenance calls in the MWSD service area were as follows; 10/11 - What started as a puddle in the street turned into a buried manhole for a house grinder pump service that the county had buried. Long story short, it is repaired now and the manhole was raised. 10/15 - Fifth Street lift station pump 2 alarm. Had vac truck assist to clean out wet well. Found off had failed, replaced float, reset alarms, and tested for proper operation. 10/20 - Homeowner call because grinder pump lid fell in when they were putting their trash bins out. Lid had knocked discharge line loose reconnected and re-secured lid. 10/29 - Niagara station alarm. Upon arrival found low battery keypad alarm. Replaced battery, reset alarm, tested for normal operation.

The October 2022 collection system data report is provided for the Board's information. There were no Category 1, no Category 2's, and one Category 3 SSO's, during the month of October 2022.

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for October 2022.

Supporting Documents

Attachment A: Monthly Flow Report October 2022

Attachment B: Monthly NPDES Report October 2022

Attachment C: Collection System Data October 2022

Attachment D: Contract Collection Service Report October 2022

BOARD MEMBERS:	M. Clark	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	E. Suchomel	N. Marsh
	P. Dekker	J. Harvey	H. Rarback

Attachment A

Flow Distribution Report Summary for October 2022

The daily flow report figures for the month of October 2022 have been converted to an Average

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

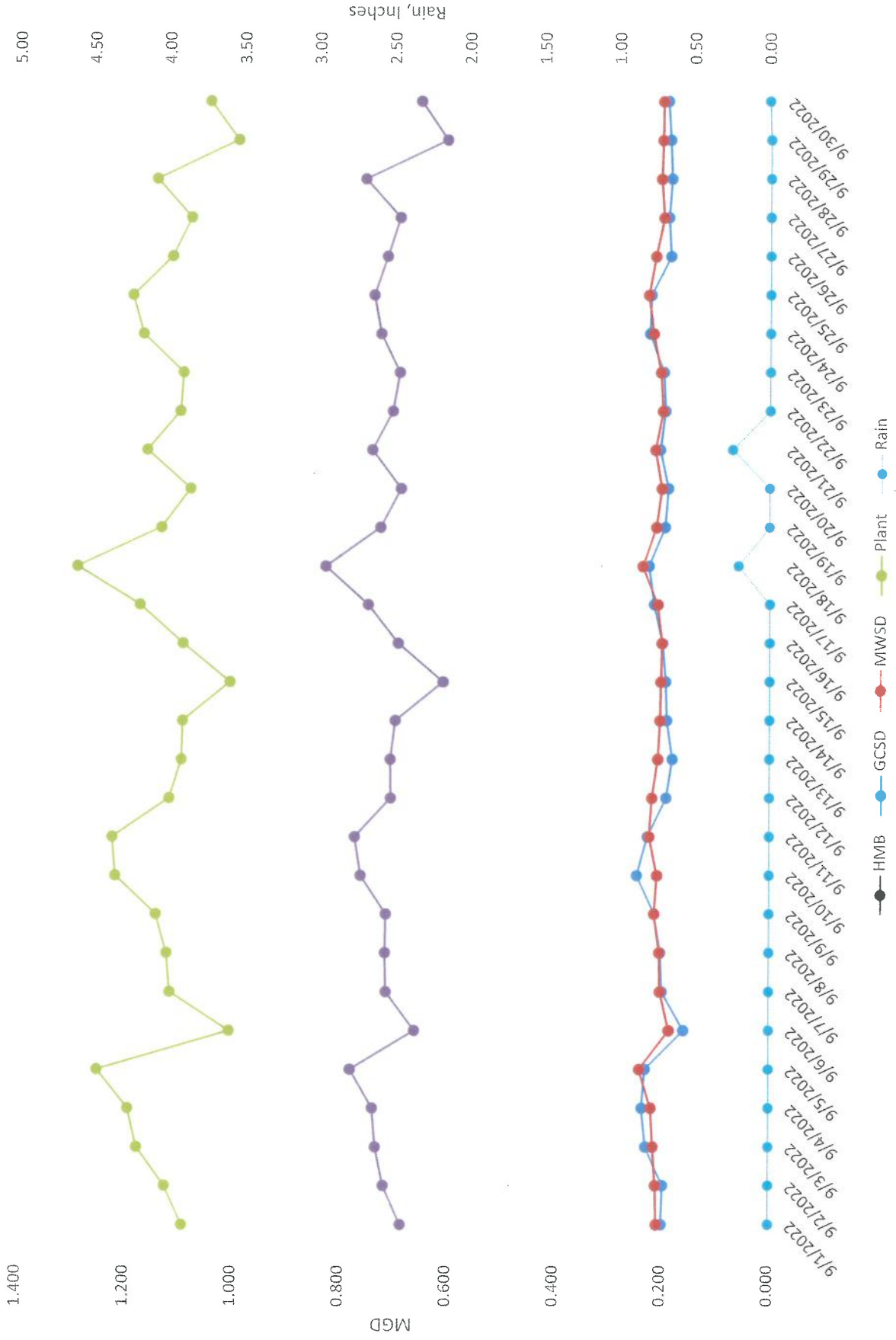
The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.729	63.97%
Granada Community Services District	0.197	17.33%
Montara Water and Sanitary District	<u>0.213</u>	<u>18.69%</u>
Total	1.139	100.0%

Sewer Authority Mid-Coastside
Monthly Flow Distribution Report, October 2022

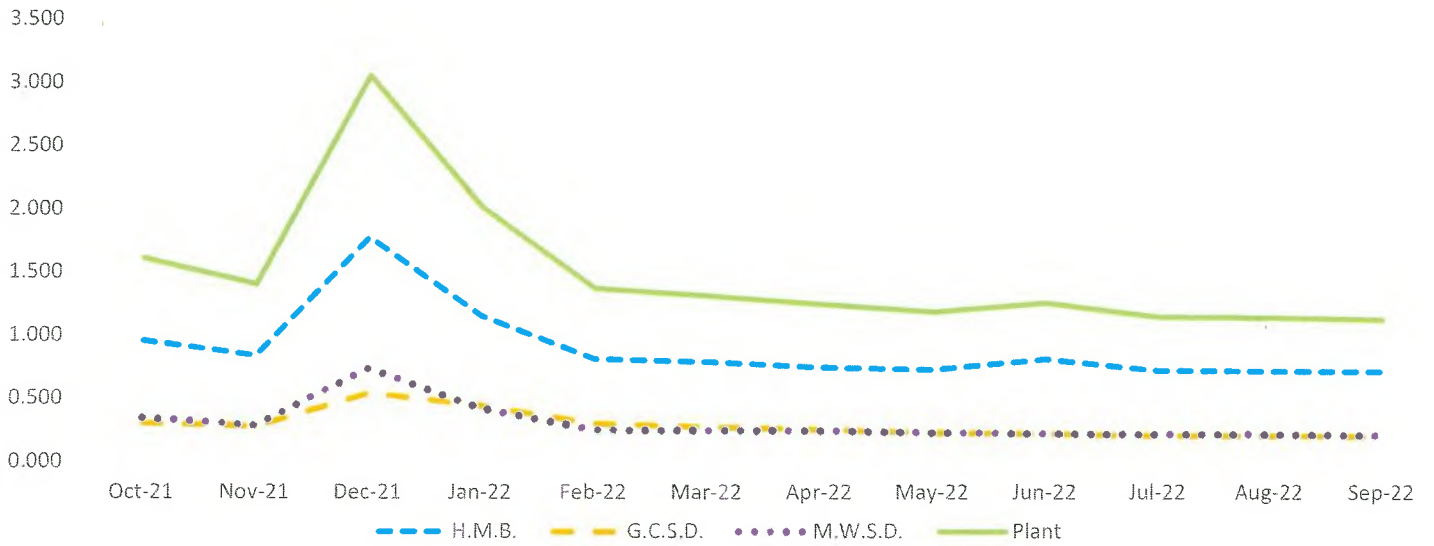


Sewer Authority Mid-Coastside Monthly Flow Distribution Report, September 2022

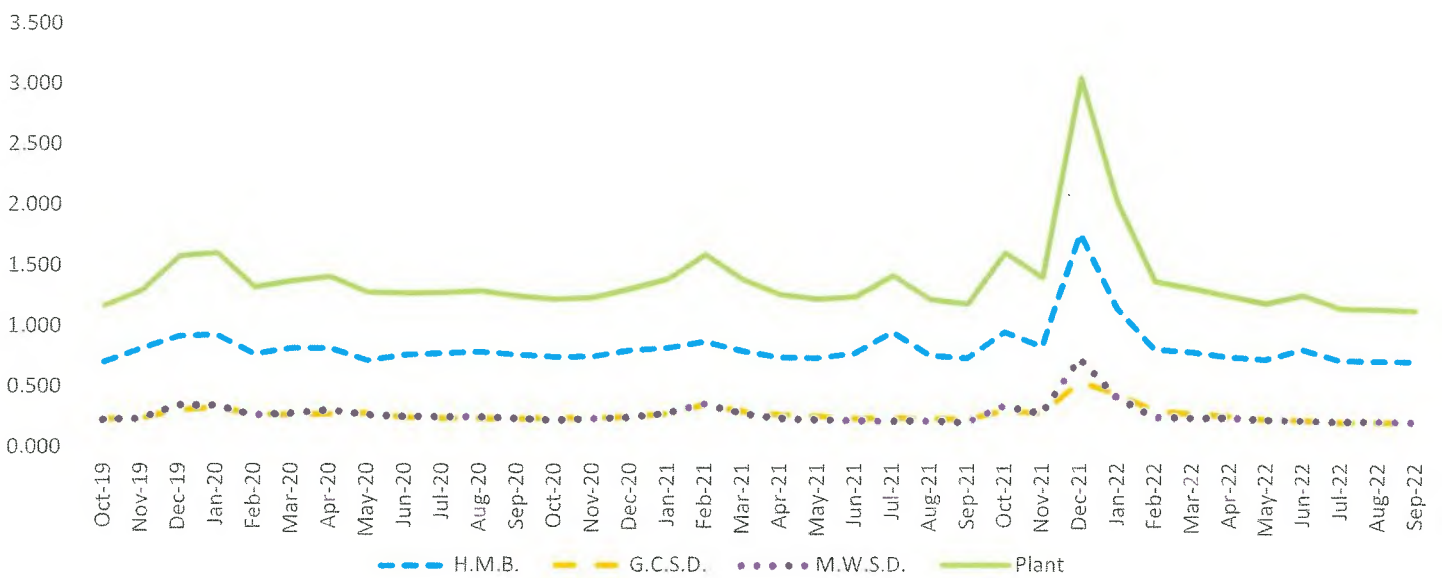


Most recent flow calibration March 2021 PS, March 2021 Plant

One Year Flow Chgart
Oct 2021 - Sept 2022

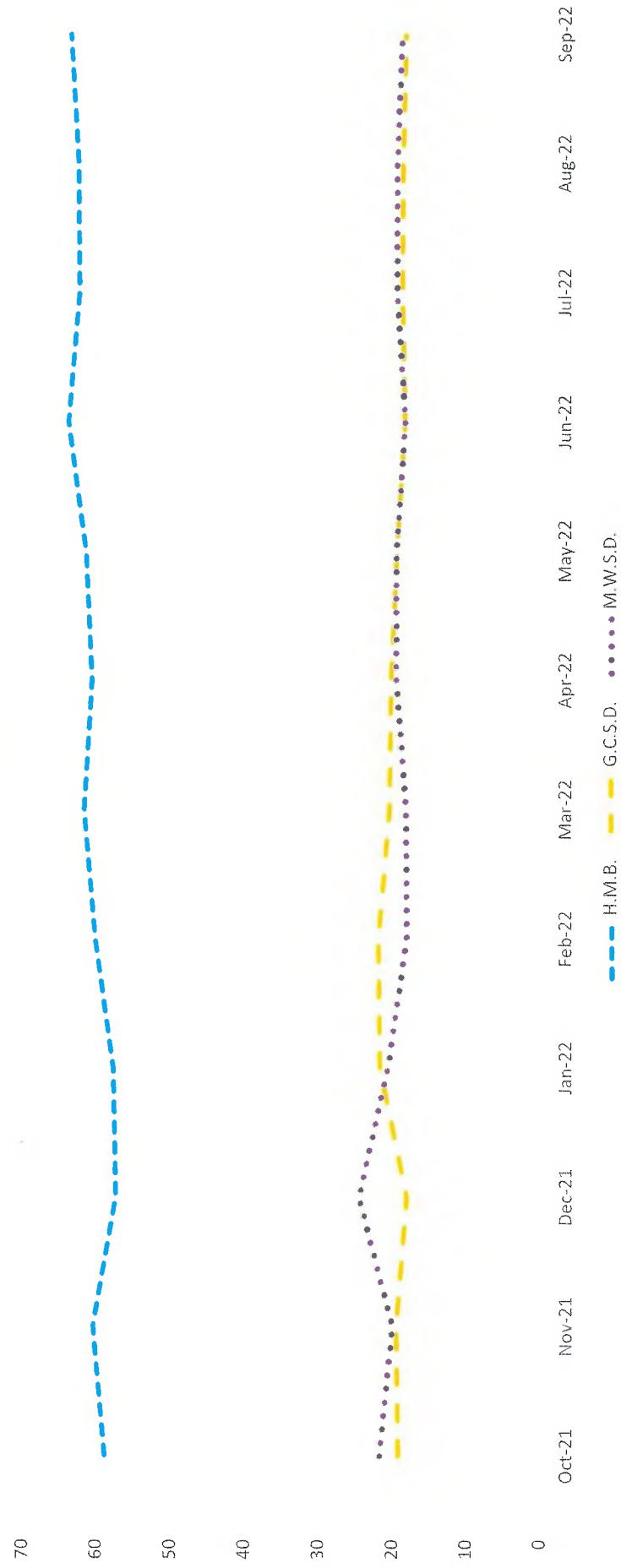


Three Year Flow Chart
Oct 2019 - Sept 2022



Flow based percent distribution based for past year

1 year Distribution by %
Oct 2021 - Sept 2022



SAM E-001 October 2022

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
10/1/2022								
10/2/2022								
10/3/2022								
10/4/2022	410	5.00		98.8%	540	300	17.0	
10/5/2022	310	5.00		98.4%	500	240	13.0	
10/6/2022								
10/7/2022								
10/8/2022			5.00					15.00
10/9/2022								
10/10/2022								
10/11/2022								
10/12/2022	280	5.80		97.9%	380	250	12.0	
10/13/2022	280	6.20		97.8%	420	250	14.0	
10/14/2022								
10/15/2022			6.00					13.00
10/16/2022	340	10.00		97.1%	380	290	15.0	
10/17/2022	330	10.00		97.0%	410	250	23.0	
10/18/2022								
10/19/2022								
10/20/2022								
10/21/2022								
10/22/2022			10.00					19.00
10/23/2022								
10/24/2022	300	9.20		96.9%	390	300	14.0	
10/25/2022	390	8.00		97.9%	1400	740	20.0	
10/26/2022								
10/27/2022								
10/28/2022								
10/29/2022			8.60					17.00
10/30/2022								
10/31/2022								
Count	8	8	4	8	8	8	8	4
Minimum	280	5.00	5.00	96.9%	380	240	12.0	13.0
Average	330	7.40	7.40	97.7%	553	328	16.0	16.0
Maximum	410	10.00	10.00	98.8%	1400	740	23.0	19.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

** The 10/25 results are draft results, the ammonia sample had not been reported yet - final results were not complete when this report was prepared

SAM E-001 October 2022

Date	BOD % Removal	Eff Setttable Matter mg/l	Eff Setttable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
10/1/2022						0.00
10/2/2022						0.00
10/3/2022						0.00
10/4/2022	96.9%	ND		1.50		0.00
10/5/2022	97.4%	ND		1.30		0.00
10/6/2022						0.00
10/7/2022						0.00
10/8/2022			ND		1.40	0.00
10/9/2022						0.00
10/10/2022						0.00
10/11/2022						0.00
10/12/2022	96.8%	ND		3.50		0.00
10/13/2022	96.7%	ND		3.30		0.00
10/14/2022						0.00
10/15/2022			ND		3.40	0.00
10/16/2022	96.1%	ND		5.00		0.00
10/17/2022	94.4%	ND		5.70		0.00
10/18/2022						0.00
10/19/2022						0.00
10/20/2022						0.00
10/21/2022						0.00
10/22/2022			ND		5.35	0.00
10/23/2022						0.00
10/24/2022	96.4%	ND		4.00		0.00
10/25/2022	98.6%	ND		3.90		0.00
10/26/2022						0.00
10/27/2022						0.00
10/28/2022						0.00
10/29/2022			ND		3.95	0.00
10/30/2022						0.00
10/31/2022						0.00
Count	8	0	0	8	4	31
Minimum	94.4%	0.0	< 0.00	1.30	1.40	0.0
Average	96.6%	ND	ND	3.53	3.53	0.0
Maximum	98.6%	0.0	0.0	5.70	5.35	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 October 2022

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
10/1/2022	0.00		7.00	21.1			7.26	81.5
10/2/2022	0.00		6.96	21.5			7.02	78.9
10/3/2022	0.00		6.96	21.2			7.56	85.1
10/4/2022	0.00		6.98	21.5			7.19	81.4
10/5/2022	0.00	41.0	6.98	21.4	ND		7.32	82.6
10/6/2022	0.00		7.05	21.3			7.84	83.6
10/7/2022	0.00		7.01	20.3			7.96	88.0
10/8/2022	0.00		7.11	20.7		ND	7.74	86.3
10/9/2022	0.00		6.86	20.8			7.40	82.6
10/10/2022	0.00		6.94	20.6			7.99	89.1
10/11/2022	0.00		6.84	20.7			7.82	87.0
10/12/2022	0.00		6.96	20.7			7.38	82.4
10/13/2022	0.00	40.0	7.06	20.7	ND		7.74	86.5
10/14/2022	0.00		6.93	20.6			7.10	78.8
10/15/2022	0.00		7.07	20.7		ND	7.40	82.4
10/16/2022	0.00		6.70	20.9			6.41	71.4
10/17/2022	0.00	23.0	6.91	20.7	ND		7.67	86.5
10/18/2022	0.00		6.95	20.6			7.12	79.2
10/19/2022	0.00		6.86	20.9			7.10	79.4
10/20/2022	0.00		6.87	20.8			7.12	79.5
10/21/2022	0.00		6.95	20.8			6.56	73.1
10/22/2022	0.00		6.86	20.7		ND	6.73	75.2
10/23/2022	0.00		6.84	20.3			6.96	76.6
10/24/2022	0.00		6.73	20.3			6.99	76.6
10/25/2022	0.00		6.87	20.6	ND		7.90	87.4
10/26/2022	0.00		6.78	19.3			7.37	79.9
10/27/2022	0.00		6.64	23.4			7.30	78.4
10/28/2022	0.00		6.53	18.8			7.28	78.4
10/29/2022	0.00		6.56	19.1			7.16	77.3
10/30/2022	0.00		6.54	19.5		ND	7.26	79.0
10/31/2022	0.00		6.48	19.4			7.46	81.1
Count	31	3	31	31	0	0	31	31
Minimum	0.00	23.0	6.48	18.8	< ND	< ND	6.41	71.4
Average	0.0	34.7	6.86	20.6	< ND	< ND	7.33	81.1
Maximum	0.00	41.0	7.11	23.4	0	< 0.0	7.99	89.1
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, October 2022

October 2022

	Number of S.S.O.'s				
	Total	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

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	3	0	2	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	2	1	0	1	0
Other	2	1	0	0	1
Total	7	2	2	2	1
		29%	29%	29%	14%

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
October 2022	0	0	0	0	0
12 Month Moving Total	7	2	2	2	1

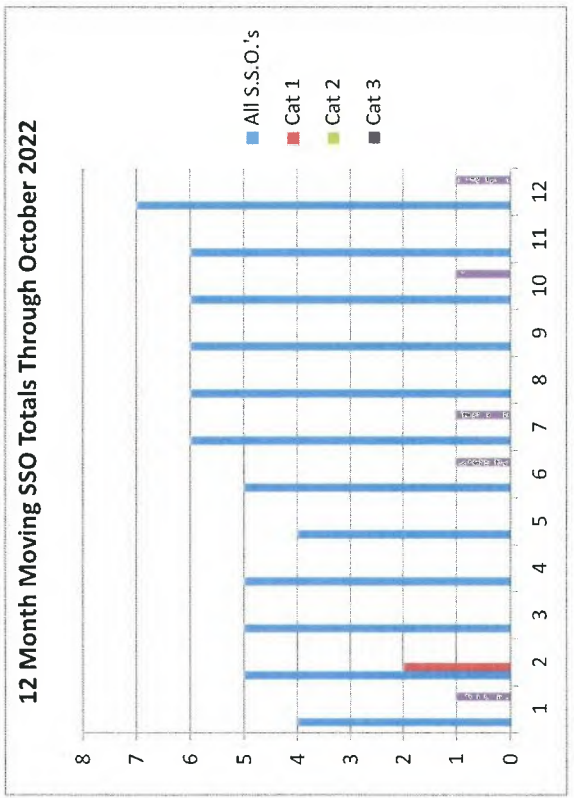
SSOs / Year / 100 Miles

	Number of S.S.O.'s / Year / 100 Miles				
	Total	HMB	GCSD	MWSD	SAM
October 2022	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	6.7	5.4	6.0	7.4	13.7
Category 1	1.9	2.7	0.0	3.7	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	4.8	2.7	6.0	3.7	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
Nov - 21	1,567	11,465	10,878	23,910	4.5
Dec - 21	1,423	9,662	7,303	18,388	3.5
Jan - 22	4,029	10,061	11,675	25,765	4.9
Feb - 22	18,178	9,863	6,934	34,975	6.6
Mar - 22	12,060	13,397	4,271	29,728	5.6
April - 22	12,929	12,757	7,371	33,057	6.3
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
Annual ft	124,652	124,500	91,263	340,415	

Annual Mi.	23.6	23.6	17.3	64.5
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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									37,040	43%
Hot Spot Cleaning	5,400	-	2,038	530	602									3,170	59%
Lift Station Inspection - Daily	52	4	5	4	4									17	33%
Lift Station Inspection - Annually	3	-	-	-	-									-	0%
Maint. Work Orders - Completed	-	4	5	4	4									17	
Maint. Work Orders - Incomplete	-	-	-	-	-									-	
Manhole Inspection	879	55	43	56	50									204	23%
USA Markings	372	103	225	82	137									547	147%
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									9	
Customer Service Call - OT	-	1	2	2	3									8	
SSO Response - Category 1	-	-	-	-	-									-	
SSO Response - Category 2	-	-	-	-	-									-	
SSO Response - Category 3	-	-	1	-	-									1	
Insurance Claims Filed	-	0	0	0	0									-	

ITEM #10

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GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

Thursday, October 20, 2022

THIS MEETING WAS HELD VIA TELE-CONFERENCE AS PERMITTED BY STATE
EXECUTIVE ORDER N-08-21.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:30 pm.

ROLL CALL

President Barbara Dye, Vice President Nancy Marsh, Director Matthew Clark, Director David Seaton and Director Eric Suchomel.

Staff: General Manager Chuck Duffy and District Counsel William Parkin.

GENERAL PUBLIC PARTICIPATION

None.

REGULAR MEETING AGENDA

- 1. Approve a Resolution Proclaiming a Local Emergency Persists, Ratifying the Proclamation of a State of Emergency Issued on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Granada Community Services District for a Period of 30 Days Pursuant to the Brown Act.**

ACTION: Director Clark moved to approve the Resolution. (Clark/Marsh).
Approved 5-0.

- 2. Parks and Recreation Activities.**

- a. El Granada Elementary School PTO – Fund Run Sponsorship.**

ACTION: Director Marsh moved to approve the sponsorship for \$500.
(Marsh/Seaton). Approved 5-0.

- b. Report on Proposed Community Center –** Dawn Merkes from Group 4 Architecture gave a presentation on the conceptual design for the proposed community recreation center. Multiple parents whose children attend the existing daycare on the site expressed their opposition to the future community recreation center.

- c. Report from Parks Advisory Committee.**

- d. Report on Burnham Park.**

- 3. Consideration of Contract Amendment with Kikuchi + Kankel for Additional Landscape Design for the Proposed Community Center.**

This item was tabled to a later meeting.

4. Consideration of Recology Rate Increase for Garbage and Recycling Disposal and Proposition 218 Process and Related Public Hearing.

ACTION: Director Marsh moved to approve initiation of the Proposition 218 process for a proposed Recology rate increase. (Marsh/Dye). Approved 5-0.

5. Report on Sewer Authority Mid-Coastside Meetings.

Directors Dye and Clark provided on report on SAM activities.

CONSENT AGENDA

6. September 15, 2022 Regular Meeting Minutes.

7. October 2022 Warrants.

8. August 2022 Financial Statements.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

10. Attorney's Report. (Parkin)

11. General Manager's Report. (Duffy)

12. Administrative Staff Report. (Comito)

13. Engineer's Report. (Kennedy Jenks)

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 10:00 p.m.

Date Approved by Board: December 15, 2022

ATTEST:

Delia Comito, Board Secretary

ITEM #11

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GRANADA COMMUNITY SERVICES DISTRICT

MINUTES
BOARD OF DIRECTORS
REGULAR MEETING

Thursday, November 17, 2022

CALL REGULAR MEETING TO ORDER

The Regular Meeting was cancelled by the board president due to staff illness.

ITEM #12

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Granada Community Services District
October 2022 Warrants
For the November 17, 2022 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
09/14/22	9343	AIMS Team LLC	AIMS Upgrade-2022	6072 · Engineering- Misc (AIMS)	8,800.00
09/14/22	9344	AT&T	Aug & Sep 2022	6170 · Utilities	224.73
09/14/22	9345	Group 4 Architecture	Community Center Design	5130 · Parks & Rec Professional Svcs	10,600.00
09/14/22	9346	Kikuchi Kankel Design Group	Prof Svcs through 08/31/22	5130 · Parks & Rec Professional Svcs	7,116.33
09/14/22	9347	Richards, Watson & Gershon	Prof Svcs through 07/31/22	6090 · Legal Services	150.00
10/25/22	9348	AT&T	Inv dtd 10/05/22	6170 · Utilities	335.85
10/25/22	9349	Barbara Dye	09/15/22 GCSD 9/12 & 9/26/22 SAM	6040 · Directors' Compensation	235.00
10/25/22	9350	Bell Plumbing	Lateral Repair-431 The Alameda	5060 · Lateral Repairs	10,690.00
10/25/22	9351	BKF Engineers	Project C20210921-10 Burnham Park	5130 · Parks & Rec Professional Svcs	6,778.25
10/25/22	9352	Citrix Systems Inc.	07/01/22-06/30/23	6190 · Computers	720.00
10/25/22	9353	CliftonLarsonAllen LLP	August 2022 Accounting Svcs	6152 · Accounting	3,018.75
10/25/22	9354	Comcast	09/13-11/12/22 Svcs	6170 · Utilities	415.97
10/25/22	9355	CSDA	Renewal Inv dtd 10/01/22	6100 · Memberships	7,162.00
10/25/22	9356	David Seaton	09/15/22 GCSD	6040 · Directors' Compensation	145.00
10/25/22	9357	Dudek	08/27/22-09/30/22 Prof Svcs	6151 · General Manager	7,437.38
10/25/22	9358	Eric Suchomel	09/15/22 GCSD	6040 · Directors' Compensation	145.00
10/25/22	9359	Half Moon Bay Review	2-Year Subscription	6160 · Publications & Notices	115.00
10/25/22	9360	Hue & Cry, Inc	Nov 2022 Pump Stn/Qrtly Ofc Alarm	6170 · Utilities	132.88
10/25/22	9361	Kikuchi Kankel Design Group	Prof Svcs through 09/30/22	5130 · Parks & Rec Professional Svcs	1,708.75
10/25/22	9362	Matthew Clark	09/15/22 GCSD 9/12 & 9/26/22 SAM	6040 · Directors' Compensation	235.00
10/25/22	9363	Nancy Marsh	09/15/22 GCSD	6040 · Directors' Compensation	145.00
10/25/22	9364	Pacifica Community TV	09/15/22 GCSD	6180 · Video Taping	600.00
10/25/22	9365	PG&E	Office Inv dtd 09/23/22	6170 · Utilities	46.45
10/25/22	9366	PG&E	Pump Stn Inv dtd 09/19/22	6170 · Utilities	491.29
10/25/22	9367	Robert Half	Admin Asst 30hrs Wk End 10/14/22	6153 · Temp Labor	1,499.70
10/25/22	9368	Rodolfo Romero	Oct Cleaning	6130 · Office Maintenance & Repairs	180.00
10/25/22	9369	SMC Harbor Dist	Office Lease-Nov 2022	6120 · Office Lease	4,550.00
10/25/22	9370	Sewer Authority Mid-Coastside	Oct 2022 Asmts	5010 · SAM - General	154,852.50
10/25/22	9371	US Bank Equipment Finance	Oct 2022 Svcs	6020 · Copier lease	358.75
10/25/22	9372	VW Housen & Associates	SSMP Update-July 2022	1415-4 · 22/23 SSMP Costs	2,246.90
10/25/22	9373	Verizon Wireless	Sep/Oct 2022 Svcs	6170 · Utilities	140.10
10/25/22	9374	Wittwer & Parkin	Sep 2022 Svcs	6090 · Legal Services	7,742.00
VOID	9375	VOID	VOID	VOID	VOID
10/25/22	9376	Sautter Graphics	Disc Golf Signs	5130 · Parks & Rec Professional Svcs	420.87
TOTAL					239,439.45

Granada Community Services District
November 2022 Warrants
For the November 17, 2022 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
10/31/22	9377	El Granada Elem PTO	Fun Run-Parks & Rec	6310 · Park Related Misc Expenses	500.00
10/31/22	9378	Robert Half	Admin Asst 09/16/22-10/07/22	6153 · Temp Labor	6,711.17
11/17/22	9379	Alhambra & Sierra Springs	Invoice dtd 10/27/22	6140 · Office Supplies	55.92
11/17/22	9380	Barbara Dye	10/20/22 GCSD 10/24/22 SAM	6040 · Directors' Compensation	190.00
11/17/22	9381	BKF Engineers	Invs 22091125 / 22101006	5130 · Parks & Rec Professional Svcs	14,843.00
11/17/22	9382	CliftonLarsonAllen LLP	September 2022 Accounting Svcs	6152 · Accounting	3,018.75
11/17/22	9383	David Seaton	10/20/22 GCSD	6040 · Directors' Compensation	145.00
11/17/22	9384	Dudek	10/01/22-10/28/22 Prof. Svcs	6151 · General Manager	8,237.50
11/17/22	9385	Eric Suchomel	10/20/22 GCSD	6040 · Directors' Compensation	145.00
11/17/22	9386	Joe Guistino	Annual Backflow Insp-480 Ave Alhambra	6135 · Other Property Maint.	100.00
11/17/22	9387	Kennedy Jenks	Oct 2022 Svcs, Sum 184	6070 · Engineering Services	20,009.98
11/17/22	9388	Kikuchi Kankel Design Group	Prof Svcs through 10/31/22	5130 · Parks & Rec Professional Svcs	5,635.00
11/17/22	9389	Matthew Clark	10/20/22 GCSD 10/24/22 SAM	6040 · Directors' Compensation	190.00
11/17/22	9390	Nancy Marsh	10/20/22 GCSD	6040 · Directors' Compensation	145.00
11/17/22	9391	Pitney Bowes	Invoice dtd 10/26/22	6140 · Office Supplies	54.43
11/17/22	9392	Richards, Watson & Gershon	Prof Svcs through 09/30/22	6090 · Legal Services	90.00
11/17/22	9393	Robert Half	Admin Asst 21hrs Wk End 10/28/22	6153 · Temp Labor	1,049.79
11/17/22	9394	Rodolfo Romero	Nov Cleaning	6130 · Office Maintenance & Repairs	180.00
11/17/22	9395	SMC Environmental Health	Hazardous Waste Permit-Naples Bch PS	6220 · Miscellaneous	318.00
11/17/22	9396	SMC Harbor Dist	Office Lease-Dec 2022	6120 · Office Lease	4,550.00
11/17/22	9397	SMC Resource Conserv Dist	Burnham Strip Project	6310 · Park Related Misc Expenses	1,151.25
11/17/22	9398	Sewer Authority Mid-Coastside	Nov 2022 Asmts	5010 · SAM - General	154,942.50
11/17/22	9399	SMC Planning & Building	CDP Exemption (No Parking signs)	6220 · Miscellaneous	301.35
11/17/22	9400	Tri Counties Bank	Oct 2022 Card Charges	6140 · Office Supplies	536.78
11/17/22	9401	US Bank Equipment Finance	Nov 2022 Svcs	6020 · Copier lease	358.75
11/17/22	9402	Wittwer & Parkin	Oct 2022 Svcs	6090 · Legal Services	9,885.50
TOTAL					233,344.67

ITEM #13

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**Granada Community Services District
Statement of Net Position (Unaudited)
As of September 30, 2022**

ASSETS

Current Assets	
Checking/Savings	
1020 · Petty Cash	\$ 420
1030 · Cash - LAIF	2,541,520
1040 · Tri Counties Bank - Gen Op	20,083
1050 · Tri Counties Bank - Deposit	17,345
Total Checking/Savings	<u>2,579,368</u>
Other Current Assets	
1100 · Accounts Receivable	7,562
12000 · Undeposited Funds	11,077
Total Other Current Assets	<u>18,639</u>
Total Current Assets	2,598,007
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	<u>6,731,144</u>
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	<u>5,071,989</u>
Total Assets	<u>14,401,140</u>

LIABILITIES

Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	52,134
2001 · Accrued Vacation	1,748
2003 · Due to GCSD Customer	550
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	11,998
2225 · Recology-Del Garbage	14,791
2300 · Due to AD	10,672
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>111,298</u>
Long Term Liabilities	
2401 · Net Pension Liability	180,448
2402 · Deferred Inflows of Resources	12,651
Total Long Term Liabilities	<u>193,099</u>
Total Liabilities	304,397

NET POSITION

3000 · Net Assets	14,637,876
Net Loss	(541,133)
Total Net Position	<u>\$ 14,096,743</u>

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America and the statement of cash flows have been omitted.

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

	Jul 1, 2022 - Sep 30, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 2,615	\$ 231,253	\$ (228,638)	\$ 925,000
4020 · Sewer Service Charges-SMC	-	538,753	(538,753)	2,155,000
4021 · Sewer Svc Charges Pro-rated	157	-	157	-
4030 · AD OH Reimbursement	2,167	8,250	(6,083)	33,000
4040 · Recology Franchise Fee	12,444	10,247	2,197	41,000
4000 · Operating Revenue	-	-	-	-
Total Operating Revenue	17,383	788,503	(771,120)	3,154,000
Non Operating Revenue				
4120 · Interest on Reserves	-	6,375	(6,375)	25,500
4130 · Connection Fees	24,675	7,003	17,672	28,000
4150 · Repayment of Adv to AD-NCA	-	78,750	(78,750)	315,000
4160 · SAM Refund from Prior Yr	-	253	(253)	1,000
4170 · ERAF Refund	221,999	87,497	134,502	350,000
4180 · Misc Income	22,765	16,500	6,265	66,000
Total Non Operating Revenue	269,439	196,378	73,061	785,500
Total Revenues	286,822	984,881	(698,059)	3,939,500
Gross Profit	286,822	984,881	(698,059)	3,939,500
Expenses				
Operations				
5010 · SAM - General	257,885	257,874	(11)	1,031,541
5020 · SAM - Collections	53,910	52,350	(1,560)	209,400
5021 · Lift Station Maint.	191	-	(191)	-
5022 · SAM- NDWSCP	2,251	-	(2,251)	-
5050 · Mainline System Repairs	-	2,503	2,503	10,000
5060 · Lateral Repairs	5,890	3,750	(2,140)	15,000
5065 · CCTV	-	2,503	2,503	10,000
5070 · Pet Waste Station	588	450	(138)	1,800
5110 · RCD - Parks	-	7,500	7,500	30,000
5120 · Half Moon Bay Reimb - Parks	-	27,450	27,450	109,800
5130 · Parks & Rec Professional Services	33,360	75,000	41,640	300,000
Total Operations	354,075	429,380	75,305	1,717,541

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America and the statement of cash flows have been omitted.

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

	Jul 1, 2022 - Sep 30, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	-	5,503	5,503	22,000
6020 · Copier lease	1,273	1,500	227	6,000
6040 · Directors' Compensation	3,205	3,000	(205)	12,000
6050 · Education & Travel Reimb	-	497	497	2,000
6060 · Employee Compensation	82,259	97,500	15,241	390,000
6070 · Engineering Services	6,130	7,500	1,370	30,000
6080 · Insurance	1,312	8,747	7,435	35,000
6090 · Legal Services	18,409	7,997	(10,412)	32,000
6095 · Legal Services for Case Related Legal	-	7,500	7,500	30,000
6100 · Memberships	1,321	2,250	929	9,000
6120 · Office Lease	13,650	15,000	1,350	60,000
6130 · Office Maintenance & Repairs	540	628	88	2,500
6140 · Office Supplies	2,662	628	(2,034)	2,500
6150 · Professional Services	44,781	34,003	(10,778)	136,000
6160 · Publications & Notices	691	3,750	3,059	15,000
6170 · Utilities	2,598	3,497	899	14,000
6180 · Video Taping	1,500	1,247	(253)	5,000
6190 · Computers	1,039	750	(289)	3,000
6220 · Miscellaneous	10,450	1,997	(8,453)	8,000
6230 · Bank Service Charges	73	-	(73)	-
6310 · Park Related Misc Expenses	102,678	32,503	(70,175)	130,000
Total Administration	294,571	235,997	(58,574)	944,000
Capital Projects				
1415-4 · 22/23 SSMP Costs	2,247	-	(2,247)	-
7013 · 6-yr CIP Phase 2	27,420	87,497	60,077	350,000
7100 · SAM - Infrastructure	149,642	149,640	(2)	598,569
Total Capital Projects	179,309	237,137	57,828	948,569
Total Expenses	827,955	902,514	74,559	3,610,110
Net Income (Loss)	<u>\$ (541,133)</u>	<u>\$ 82,367</u>	<u>\$ (623,500)</u>	<u>\$ 329,390</u>

No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the United States of America and the statement of cash flows have been omitted.

**Granada Community Services District
Statement of Net Position (Unaudited)
As of October 31, 2022**

ASSETS

Current Assets	
Checking/Savings	
1020 · Petty Cash	\$ 420
1030 · Cash - LAIF	2,200,661
1040 · Tri Counties Bank - Gen Op	197,928
1050 · Tri Counties Bank - Deposit	17,345
Total Checking/Savings	<u>2,416,354</u>
Other Current Assets	
1100 · Accounts Receivable	33,730
12000 · Undeposited Funds	5,746
Total Other Current Assets	<u>39,476</u>
Total Current Assets	2,455,830
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	<u>6,731,144</u>
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	<u>5,071,989</u>
Total Assets	<u>14,258,963</u>

LIABILITIES

Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	62,803
2001 · Accrued Vacation	1,748
2003 · Due to GCSD Customer	550
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	7,084
2225 · Recology-Del Garbage	14,791
2300 · Due to AD	60,672
2310 · Relief Refund Advance	350
Total Current Liabilities	<u>167,053</u>
Long Term Liabilities	
2401 · Net Pension Liability	180,448
2402 · Deferred Inflows of Resources	12,651
Total Long Term Liabilities	<u>193,099</u>
Total Liabilities	360,152

NET POSITION

3000 · Net Assets	14,637,876
Net Loss	(739,065)
Total Net Position	<u>\$ 13,898,811</u>

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

**Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2022 through October 31, 2022**

	Jul 1, 2022 - Oct 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 31,477	\$ 308,336	\$ (276,859)	\$ 925,000
4020 · Sewer Service Charges-SMC	-	718,336	(718,336)	2,155,000
4021 · Sewer Svc Charges Pro-rated	157	-	157	-
4030 · AD OH Reimbursement	2,167	11,000	(8,833)	33,000
4040 · Recology Franchise Fee	19,651	13,664	5,987	41,000
Total Operating Revenue	53,452	1,051,336	(997,884)	3,154,000
Non Operating Revenue				
4120 · Interest on Reserves	9,142	8,500	642	25,500
4130 · Connection Fees	24,675	9,336	15,339	28,000
4150 · Repayment of Adv to AD-NCA	-	105,000	(105,000)	315,000
4160 · SAM Refund from Prior Yr	-	336	(336)	1,000
4170 · ERAF Refund	221,999	116,664	105,335	350,000
4180 · Misc Income	29,088	22,000	7,088	66,000
Total Non Operating Revenue	284,904	261,836	23,068	785,500
Total Revenues	338,356	1,313,172	(974,816)	3,939,500
Gross Profit	338,356	1,313,172	(974,816)	3,939,500
Expenses				
Operations				
5010 · SAM - General	343,847	343,837	(10)	1,031,541
5020 · SAM - Collections	71,360	69,800	(1,560)	209,400
5021 · Lift Station Maint.	191	-	(191)	-
5022 · SAM- NDWSCP	3,901	-	(3,901)	-
5050 · Mainline System Repairs	-	3,336	3,336	10,000
5060 · Lateral Repairs	10,690	5,000	(5,690)	15,000
5065 · CCTV	-	3,336	3,336	10,000
5070 · Pet Waste Station	588	600	12	1,800
5110 · RCD - Parks	-	10,000	10,000	30,000
5120 · Half Moon Bay Reimb - Parks	-	36,600	36,600	109,800
5130 · Parks & Rec Professional Services	45,110	100,000	54,890	300,000
Total Operations	475,687	572,509	96,822	1,717,541

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

**Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2022 through October 31, 2022**

	Jul 1, 2022 - Oct 31, 2022	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2022/2023 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	-	7,336	7,336	22,000
6020 · Copier lease	1,991	2,000	9	6,000
6040 · Directors' Compensation	4,020	4,000	(20)	12,000
6050 · Education & Travel Reimb	-	664	664	2,000
6060 · Employee Compensation	106,127	130,000	23,873	390,000
6070 · Engineering Services	11,177	10,000	(1,177)	30,000
6080 · Insurance	1,312	11,664	10,352	35,000
6090 · Legal Services	28,294	10,664	(17,630)	32,000
6095 · Legal Services for Case Related Legal	-	10,000	10,000	30,000
6100 · Memberships	8,483	3,000	(5,483)	9,000
6120 · Office Lease	18,200	20,000	1,800	60,000
6130 · Office Maintenance & Repairs	720	836	116	2,500
6140 · Office Supplies	2,994	836	(2,158)	2,500
6150 · Professional Services	53,019	45,336	(7,683)	136,000
6160 · Publications & Notices	806	5,000	4,194	15,000
6170 · Utilities	3,559	4,664	1,105	14,000
6180 · Video Taping	1,800	1,664	(136)	5,000
6190 · Computers	1,354	1,000	(354)	3,000
6220 · Miscellaneous	10,450	2,664	(7,786)	8,000
6230 · Bank Service Charges	98	-	(98)	-
6310 · Park Related Misc Expenses	103,178	43,336	(59,842)	130,000
Total Administration	357,582	314,664	(42,918)	944,000
Capital Projects				
1415-4 · 22/23 SSMP Costs	2,247	-	(2,247)	-
7013 · 6-yr CIP Phase 2	42,382	116,664	74,282	350,000
7100 · SAM - Infrastructure	199,523	199,521	(2)	598,569
Total Capital Projects	244,152	316,185	72,033	948,569
Total Expenses	1,077,421	1,203,358	125,937	3,610,110
Net Income (Loss)	\$ (739,065)	\$ 109,814	\$ (848,879)	\$ 329,390

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

ITEM #14

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DISTRIBUTION REQUEST NO.: 2#-22/23
BOND ADMINISTRATION FUND
(Account Number: 94673305)

DISTRIBUTION TOTAL: \$7,855.42

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

DISTRIBUTION REQUEST
For Payment of Bond Administration Costs

The undersigned Treasurer of the Granada Sanitary District (the "District") hereby requests of the Fiscal Agent for the District the payment of Bond 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 Bond Administration Fund (Account #94673305) 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:
November 17, 2022

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: 2#-22/23

DATE: November 17, 2022
DISTRIBUTE FROM ACCOUNT #: 94673305
ACCOUNT NAME: Bond Administration Fund
DISTRIBUTION AMOUNT: \$ 7,855.42

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
dta	100 Bayview Circle #100, Newport Bch 92660	Sep 2022 Admin	\$ 262.50
US Bank	CM-9690, Box 70870 St. Paul, MN 55170	Fiscal Agent Admin Fees	\$ 1,082.92
GCSD	P.O. Box 335, El Granada, CA 94018	OH Reim - Aug/Sep/Oct 2022	\$ 6,510.00
TOTAL:			\$ 7,855.42

ITEM #15

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #16

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #17

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA NOTICE

There are no documents for this Agenda Item.

ITEM #18

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GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: September 10, 2022 to December 9, 2022

To: Board of Directors

From: Delia Comito, Assistant General Manager

Date: December 15, 2022

REQUEST FOR PUBLIC RECORDS

There were no requests for public records this period.

APPLICATIONS RECEIVED

There was one application received this period:

Table with 7 columns: Date, Class, Owner/Agent, APN, Address, Sq. Ft., Zone. Row 1: 10/14/22, ADU, Kennedy, 047-292-310, 1339 Columbus, EG, -, R-1/S-17

PERMITS ISSUED

There were five permits issued this period:

Table with 8 columns: Permit, Class, Date, Owner/Agent, APN, Address, Sq. ft., Zone. Rows include permits 3235, 3236, 3237, 3238, and 3289 with various details.

SEWER HOOK-UPS

There were three sewer hook-ups this period:

Table with 7 columns: Date, Class, Permit #, Issued, Owner, APN, Address. Rows include hook-ups on 07/13/22, 08/10/22, 08/18/22, 08/28/22, 11/08/22, and 12/02/22.

Shaded items were previously reported.

REPAIRS

There have been no lateral repairs this fiscal year.

ITEM #19

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