GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, November 19, 2026

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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

Zoom information below:

Topic: GCSD Board Meeting **Time: November 19, 2026 7:00 PM Pacific Time (US and Canada)** Join Zoom Meeting **https://us02web.zoom.us/j/86574832288** Meeting ID: 865 7483 2288	**OR** Dial by your location +1669 444 9171 U.S.

CALL REGULAR MEETING TO ORDER AT 7:00 p.m.
District Office Meeting Room, 504 Avenue Alhambra, 3rd Floor, El Granada.

ROLL CALL

Directors:	President:	Barbara Dye
	Vice-President:	Wanda Bowles
	Director:	Matt Allen
	Director:	Nancy Marsh
	Director:	Jen Randle
Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	Hope Atmore
	Legal Counsel:	William Parkin

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

GENERAL PUBLIC PARTICIPATION **Page**

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

REGULAR MEETING AGENDA

1. **Consideration of Variance for APN 048-022-170, Coronado Avenue, 4,398 Sq. Ft. Parcel in a 10,000 Sq. Ft. District, Owner: Exempt Marital Trust, Thomas J. Carey.** 4
   Recommendation: To be made by the Board.

2. **Park and Recreation Activities.** 22
   a. Updates on Granada Community Park and Recreation Center Project.
   b. Update on Senior Coastsiders Collaboration.
   c. Park and Community Recreation Center Funding.
   d. Report on Planned Recreation Program Events.

3. **Consideration of Nature Schools (Coastside Nature Program and Peninsula Forest and Beach School) Use of 480 Avenue Alhambra during Inclement Weather Events.** 23
   Recommendation: To be made by the Board.

4. **Report on Sewer Authority Mid-Coastside Meetings.** 24

5. **Consideration of Sewer Service Charge Rate Study Proposal.** 41
   Recommendation: Approve the proposal as submitted.

6. **Engineer's Report.** 50

7. **Administrative Staff Report.** 52

CONSENT AGENDA

8. **October 15, 2026 Regular Meeting Minutes.** 55
9. **November 2026 Warrants.** 59
10. **September 2026 Financial Statements.** 60

COMMITTEE REPORTS

11. **Report on seminars, conferences, or committee meetings.** 72

INFORMATION CALENDAR

12. **Attorney's Report. (Parkin)**
13. **General Manager's Report. (Duffy)**
14. **Future Agenda Items.** 73

ADJOURN TO CLOSED SESSION

1. **Conference with Real Property Negotiator (Government Code Section 54956.8).**
   Property: 400 Avenue Alhambra, El Granada, California, APN 047-251-160.
   District's Negotiator: Chuck Duffy.
   Negotiating parties: Reed/Kamper Family Trust, and the Granada Community Services District.
   Under negotiation: Instruction to negotiator will concern terms.

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN REGULAR MEETING

At the conclusion of October 15, 2026 Board Meeting:
Last Ordinance adopted: No. 177
Last Resolution adopted: No. 2026-06

This meeting is accessible to people with disabilities. If you have a disability and require special assistance related to participating in this meeting, please contact the District at least two working days in advance of the meeting.

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Consideration of Variance for APN 048-022-170 (Carey)

Date: November 19, 2026

A complete Sewer Permit Variance application was submitted on September 24, 2026 by for the new construction of a 1,449 sq. ft. single-family dwelling, and a 478 sq. ft. attached ADU on a 4,398sq. ft. parcel in the R-1/S-94 zoning district (10,000 sq. ft. minimum), located on Coronado Avenue in El Granada. Because the parcel square footage is below 8,800 square feet this application is subject to semi-annual approval as the Board may not grant more than two such variances within a twelve-month period. The last such variance was granted in November of 2025.

District Counsel has reviewed the evidence submitted by the applicant and has prepared the Findings Report attached. The District Board must determine whether the evidence is sufficient to satisfy each required finding as it relates to sewer service before granting a Variance.

The following documents are attached for this Item:

- Variance Findings (prepared by Counsel)
- Completed Variance Application Form
- Building Plan
- Certificate of Compliance
- Relevant Facts on Contiguous Properties
- Contiguous Parcel List/Assessor's Parcel Map
- "No Acceptance of Fees" Form

FINDINGS FOR SEWER PERMIT VARIANCE
Carey
APN: 048-022-170
Coronado Avenue, El Granada

(1) ***REQUIRED FINDING:*** Where the property is shown on a map first recorded prior to August 14, 1929 and has not been approved after March 4, 1972 by a recorded final subdivision map, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Chain of Title from a Title Insurance Company for all transactions claimed to constitute sale, lease or financing of the parcel which is the subject of the variance application and each vacant parcel sharing a boundary line with the subject parcel, from the date the Applicant contends the subject parcel was first legally created to the date of the application.

FINDING:
The current zoning for the parcel is R-1/S94 (One Family Residential District/Residential Density District 94 (Mid-Coast)) and the parcel is 4,398 square feet. There are three developed parcels sharing a boundary line with the subject parcel. The developed parcels contain lot numbers 6, 7, 8, 9, 26 and 27 (APNs 048-022-160, 048-022-180/190, and 048-022-360).

Lot 8, Block 4, as shown on that certain Map entitled, "SHORE ACRES, HALF MOON BAY, CALIF., FIRST ADDITION TO THE CITY OF BALBOA", which map was filed in the office of the Recorder of the County of San Mateo, State of California, on December 18, 1905, in Book "B" of Maps at Page 12 and copied into Book 3 of Maps at page 95. This parcel was first conveyed separately from any adjacent parcels on July 29, 1913. Therefore, the parcel was legally created and this finding can be made in the affirmative.

(2) ***REQUIRED FINDING:*** Where the property is not shown on any recorded map but is shown on a deed into separate ownership recorded prior to July 20, 1945, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

INFORMATION REQUIRED: Same as for (1), above.

FINDING: Same as for (1), above. The parcel was deeded into separate ownership from adjacent parcels prior to 1945. Therefore, this finding can be made in the affirmative.

(3) ***REQUIRED FINDING:*** Where the property is in the Coastal Zone, it has not been conveyed into ownership separate from all contiguous parcels for the first time after the February 1, 1973 effective date of vested rights under the California Coastal Act without a Coastal Development Permit approving a land division for the creation of such parcel.

INFORMATION REQUIRED: Same as for (1) above.

FINDING: Same as for (1) above. The subject parcel was conveyed into separate ownership from all contiguous parcels prior to February 1, 1973. Therefore, this parcel was legally created under the Coastal Act.

(4) ***REQUIRED FINDING:*** Unless a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a Certificate of Compliance or Conditional Certificate of Compliance has been issued for the property, and if the property is in the Coastal Zone, a Coastal Development Permit process was conducted for the issuance of such Certificate, if required by law or regulation.

INFORMATION REQUIRED: A Certificate of Compliance (conditional or unconditional) and a Coastal Development Permit if the subject parcel is in the Coastal Zone (or equivalent proof of parcel legality satisfactory to the District Board of Directors).

FINDING: The subject parcel is 4,398 square feet in the S-94 Zoning District. A Certificate of Compliance was issued by the County.

(5) ***REQUIRED FINDING:*** There are no features of the property or the development proposed thereon which have the potential to have a greater than usual contribution to wet weather sewage overflow.

INFORMATION REQUIRED: Site Plan, Topographic Map and Building Permit plans for the subject parcel including calculations by the drafter of the plans showing the percentage of the subject parcel covered with impervious surfaces.

FINDING: Pursuant to County of San Mateo Zoning Regulations for Site Coverage, the maximum parcel coverage is 30% for structures in the S-94 district, plus an additional 10% of site coverage for impervious surface area less than 18" above ground level ("non-structures"). (County Zoning Regs §§ 6300.9.11.50 and 6300.9.11.70). The proposed parcel coverage for the structure is 1,307 square feet (29.7%) and the development proposed complies with the site coverage for structures. The maximum site coverage for impervious non-structures is 10% which equals 439.8 square feet in this case. The proposed coverage of impervious surfaces is 397 square feet (9%). Therefore, this finding can be made.

(6) ***REQUIRED FINDING:*** Provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program. Where the size of the subject parcel is less than 60% of minimum parcel size, the District can only make the finding that provision of sewer service would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program by placing a condition upon a recorded Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms.

INFORMATION REQUIRED: The District already has or can obtain this information in the form of documentation showing the number of parcels in the District which have merged or which had their development rights transferred or otherwise eliminated since the completion of the Parcel Inventory and Development Potential Assessment for the Granada Sanitary District (prepared by J. Laurence Mintier & Associates in association with Kennedy/Jenks Consultants (District Engineer)). The District will apply the information to the application before it.

FINDING: The minimum parcel size in the S-94 parcel is 10,000 square feet. The subject parcel is 4,398 square feet in size, which is 43.98% of the minimum parcel size. The Board of Directors of the Granada Community Services District finds that because the subject parcel is less than 60% (*i.e.*, 43.96%) of the minimum parcel size, the District can make this Finding (6) that the provision of sewer service would not significantly adversely affect the ability of the District to serve a conforming parcel unless it places a condition upon the Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms. (District Code § 603(03)(B), District Ordinance No. 169.) Applicant's current plans are for two bedrooms and, hence, Finding (6) can be made. There is an additional bedroom in the Accessory Dwelling Unit ("ADU"); however, state law encourages the development of ADUs. The Board of Directors of the Granada Community Services District finds that provision of sewer service to the property which is the subject of this application will not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.

(7) ***REQUIRED FINDING:*** Granting of the variance would not constitute a special privilege not available to other property owners similarly situated.

INFORMATION REQUIRED: Written statement of relevant facts from Applicant comparing contiguous or nearby properties.

FINDING: This is a Finding requiring the District Board's factual determination. The parcel is 4,398 square feet (short of the 10,000 square foot minimum zoning requirement used for buildout calculations by 5,603 square feet, *i.e.* 56.03% of the minimum parcel size.) This could be considered a special privilege. However, the parcels adjacent to the subject parcel are developed. Therefore, the District Board finds that provision of sewer

service to the parcel which is the subject of this application will not constitute a special privilege not available to other property owners similarly situated.

(8) ***REQUIRED FINDING:*** The property owner has demonstrated by a preponderance of the evidence presented to the District Board that the parcel cannot be rendered conforming (without rendering any contiguous parcel nonconforming) by acquisition of one or more contiguous parcels by payment of fair market value for such contiguous parcel(s).

INFORMATION REQUIRED: Parcel size and setback for each contiguous parcel sharing a boundary line with the subject parcel and name and address of owner(s) of each such contiguous parcel together with documentation showing that each such owner has been offered fair market value for a portion of such contiguous property such that the subject parcel would be rendered conforming. The fair market value offer is not required if contiguous property is not vacant or, if developed, does not exceed minimum parcel size under the zoning ordinance.

FINDING: There are no vacant parcels adjacent to the parcel.

(9) ***REQUIRED FINDING:*** The component lots comprising the property do not qualify for merger or will be merged or rendered undevelopable as a condition of the issuance of the variance.

INFORMATION REQUIRED: The District already has the needed information in the form of documentation showing the standards for merger in effect in the County of San Mateo at the time the variance application is considered by the District Board.

FINDING: No merger is possible based on the evidence submitted by the Applicant. This finding can be made in the affirmative.

(10) ***REQUIRED FINDING:*** The current property owner will not voluntarily accept a refund of fees, charges and/or assessments paid in exchange for agreement that the parcel will not ever be used to generate wastewater or garbage and there is no adopted District policy to unilaterally implement such a refund.

INFORMATION REQUIRED: Written statement from the Applicant of intent to develop. There is currently no District policy for unilateral implementation of such a refund.

FINDING: The Applicant provided a written statement dated September 24, 2026. This finding can be made in the affirmative.

(11) ***REQUIRED FINDING:*** For parcels which are less than 4,750 square feet in the S-17 or S-3 Zoning Districts, and for parcels which are less than 8,800 square feet in size in the S-94 Zoning District, the variance application was considered at a semi-annual meeting

of the District Board held to consider and grant a total of no more than one semi-annual variance from among such variance applications submitted during the preceding six months based on the comparative merits of such application.

INFORMATION REQUIRED: Confirmation to be provided by District Administrator.

FINDING: This parcel is 4,398 square feet in the S-94 Zoning District, which requires a parcel size measuring 10,000 square feet. This Variance Application qualifies for semi-annual consideration because it is less than 8,800 square feet. There have been no other variance applications submitted in the past six months. Therefore, the issuance of this Variance will not result in the issuance of more than one semi-annual variance.

GRANADA COMMUNITY SERVICES DISTRICT

504 Avenue Alhambra, Third Floor · P.O. Box 335 · El Granada, CA 94018
Telephone: (650) 726-7093 · Facsimile: (650) 726-7099

VARIANCE APPLICATION

Parcel Information: Assessor's Parcel Number: 048 / 022 / 170 Lot(s): 8 Block: 4

Parcel Address or Location: Vacant land on Coronado Avenue east of Cabrillo Hwy

Owner: Name(s) Exempt Marital Trust - Thomas J. Carey, Trustee Phone: 650.394.8615

Address: 1580 Laurel Street, Suite C Fax #: 650.394.8614

San Carlos, CA 94070 Cell #: _____

Owner's Agent: Name(s) _____ Phone: _____

Address: _____ Fax #: _____

_____ Cell #: _____

Contractor: Name(s) _____ Phone: _____

Address: _____ Fax #: _____

_____ Cell #: _____

Parcel Sq. Footage.: 4,398 Zoning District: R-1/S-94 Structure(s) Sq. Footage: 2,388 (Total)

Type of development (Check one): Single Family Dwelling: X* Multiple Unit/Apartments: _____

Mixed Use (Commercial Use Structure with a Living Unit): _____

Are there any trees on the parcel (Yes/No)?: No If yes, how many?: n/a # to be Removed: n/a

Additional Comments: *Proposed project is Single Family Dwelling with an attached ADU

For Single Family Dwellings *Only*:

Dwelling Sq. Ft.: 1,449 Garage: 385 No. of Bedrooms: 3* No. of Baths: 3.5*

ADU Sq. Ft.: 478 *Includes ADU bedroom (1) and bath (1)

For Mixed Use *Only*:

Check or Enter No.: Warehouse(s): _____ No. of Offices: _____ Square footage of Living Unit: _____

Applicants Signature: Thomas J. Carey, Trustee Date: 9/24/26

Printed Name: Thomas J. Carey, Trustee Address: 1580 Laurel Street, Suite C, San Carlos, CA 94070

FOR DISTRICT USE ONLY (Please do not write below this line)

Attachments Provided: DATE RECEIVED: _____

☐ Grant Deed	☐ Sq. Ft. Verified	☐ Contig Owner Info	☐ Agent Form
☐ Chain of Title	☐ Contig Vac Parcel Setbk	☐ No Acptc Stmt	☐ Other: _____
☐ Building Plans	☐ Contig Fair Mkt Doc	☐ Merger Docs	Complete?: YES NO

No. of NCA's: _____ No. Needed: _____ NCA Pur App Needed?: YES NO Application Fee: $ _____

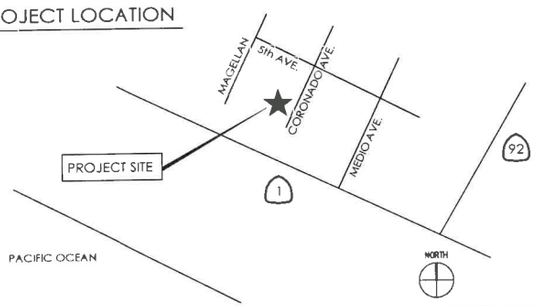
PROPOSED NEW RESIDENCE & A.D.U.

APN: 048-022-170
Coronado Ave.
Half Moon Bay, CA 94019

SHEET INDEX

SD-1	PROJECT INFO & ARCHITECTURAL SITE PLAN
1 of 1	TOPOGRAPHIC SURVEY
SD-2	FLOOR PLANS & ROOF PLAN
SD-3.1	EXTERIOR ELEVATIONS

PROJECT LOCATION



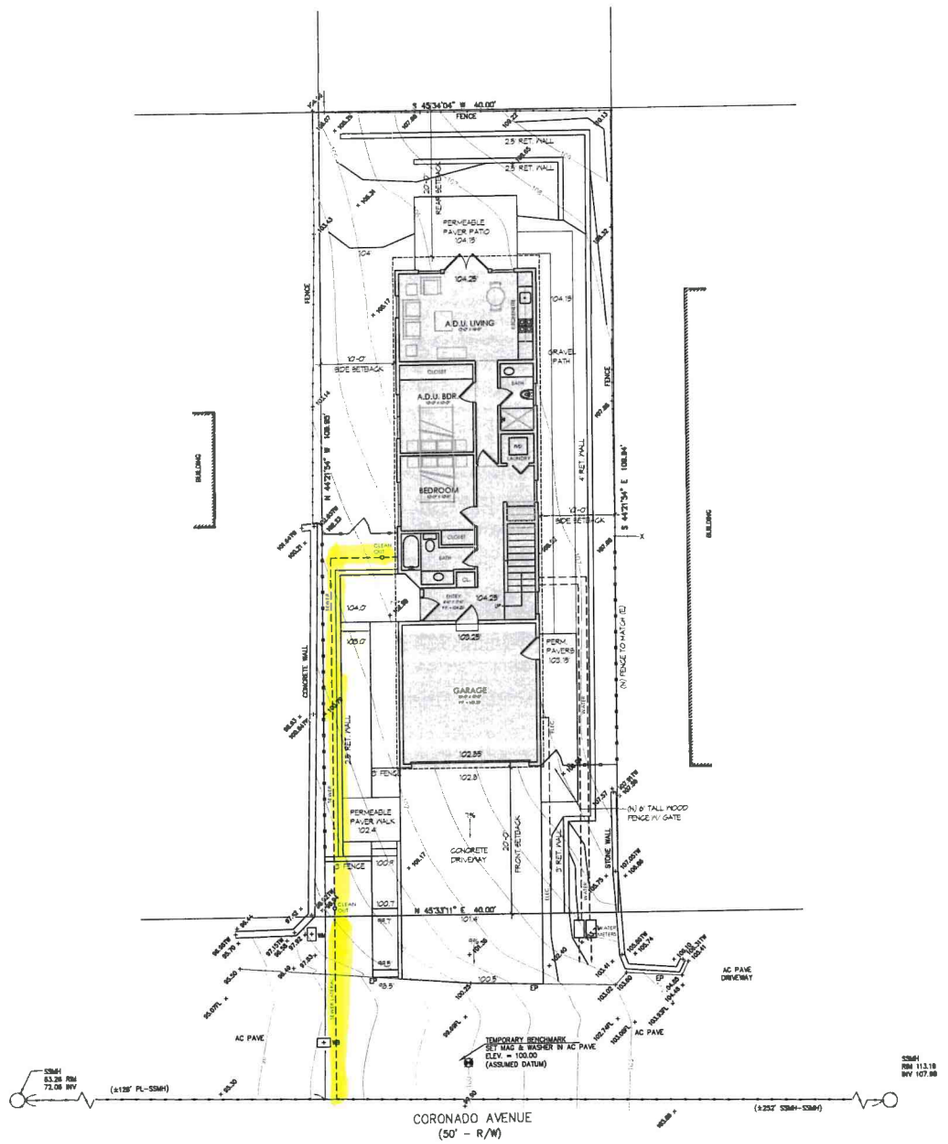
PROJECT DATA

ZONING	R-1/S-94	
SITE AREA	4,398 S.F.	
ALLOWABLE FLOOR AREA	2,110 S.F.	(48% OF SITE AREA)
PROJECT FLOOR AREA	2,388 S.F.	(54.3% OF SITE AREA) (-478 s.f. A.D.U. = 1,910 s.f. TOTAL)
ALLOWABLE COVERAGE	1,318.8 S.F.	(30% OF SITE AREA)
PROJECT COVERAGE	1,307 S.F.	(29.7% OF SITE AREA)
ALLOWABLE IMPERVIOUS	439.6 S.F.	(10% OF SITE AREA)
PROJECT IMPERVIOUS	397 S.F.	(9% OF SITE AREA)

FLOOR AREA - LIVING	
FIRST FLOOR - LIVING	427 S.F.
SECOND FLOOR - LIVING	1,022 S.F.
TOTAL - LIVING	1,449 S.F.
FLOOR AREA - COV. PORCHES	76 S.F.
FLOOR AREA - GARAGE	385 S.F.
FLOOR AREA - A.D.U.	478 S.F. (UP TO 800 s.f. ALLOWED)

SITE COVERAGE	
TOTAL (BUILDING FOOTPRINTS & PORCHES)	1,307 S.F.

IMPERVIOUS SURFACE	
TOTAL (DRIVEWAY)	397 S.F.



SITE PLAN 1/8"=1'-0"

0 3' 6' 12'

NORTH

Kellond Architects

14510 Big Basin Way, #205
Saratoga, California 95070

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PROJECT

New Residence
APN: 048-022-170
Coronado Ave.
Half Moon Bay, CA 94019

SHEET TITLE

SITE PLAN

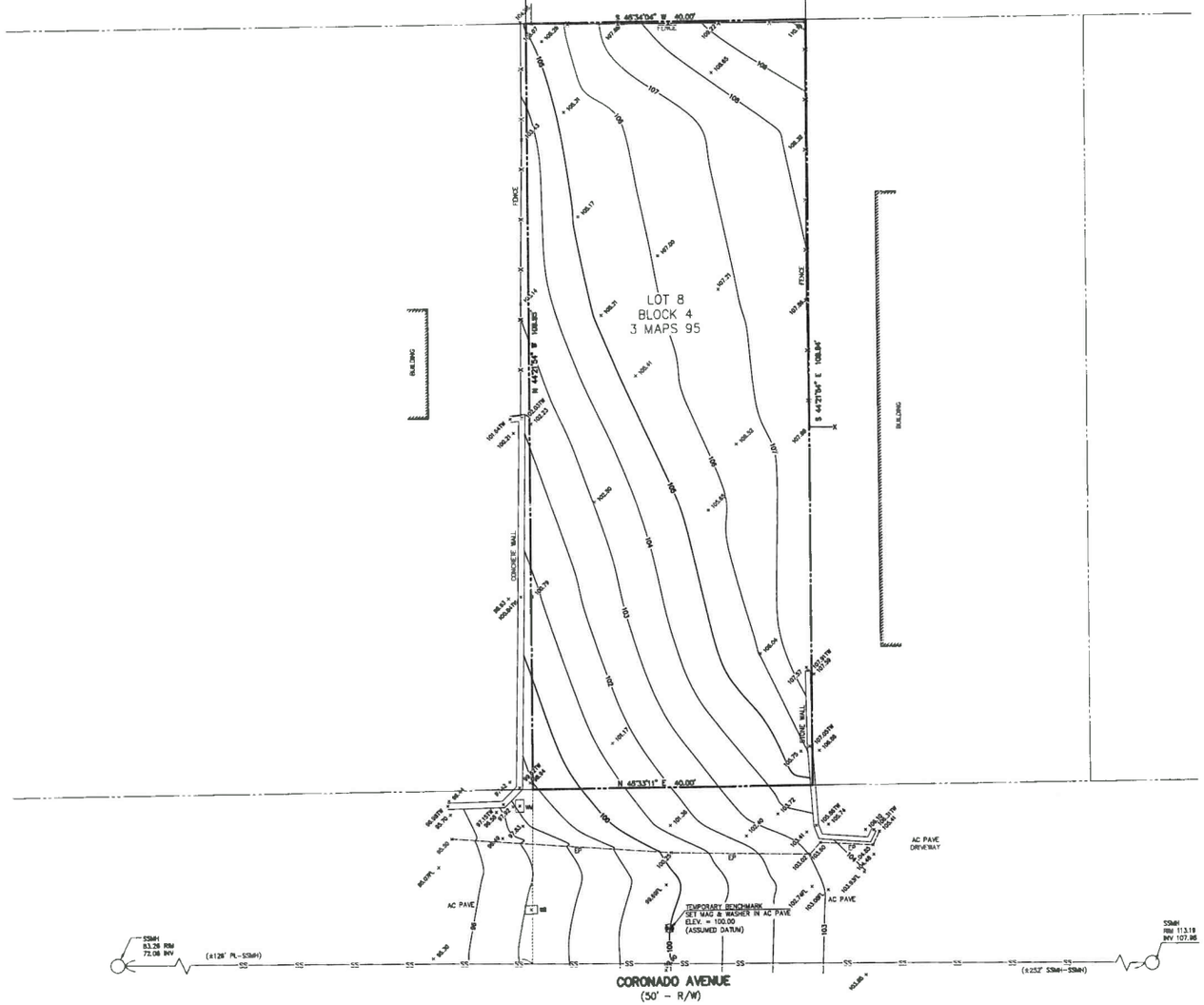
REVISIONS

No.	Date	Notes

PROJECT #: 2026.12

DATE: SEPT 2026

SHEET #: SD-1



LEGEND

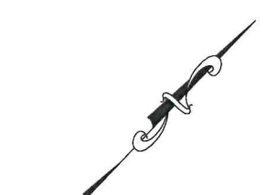
———	PROPERTY LINE
AC PAVE	ASPHALT CONCRETE PAVEMENT
FL	FLOWLINE
EP	EDGE OF PAVEMENT
INV	INVERT
SSMH	SANITARY SEWER MANHOLE
TW	TOP OF WALL
WB	WATER UTILITY BOX
WM	WATER METER
—X———X—	FENCE
———SS———	SANITARY SEWER LINE

PARCEL AREA:

= 4,398 SQ. FT. ±

UTILITY NOTE:

THE UTILITIES EXISTING ON THE SURFACE AND SHOWN ON THIS DRAWING HAVE BEEN LOCATED BY FIELD SURVEY. ALL UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE FROM RECORDS OF THE VARIOUS UTILITY COMPANIES AND THE SURVEYOR/ENGINEER DOES NOT ASSUME RESPONSIBILITY FOR THEIR COMPLETENESS, INDICATED LOCATION, OR SIZE. RECORD UTILITY LOCATION SHOULD BE CONFIRMED BY EXPOSING THE UTILITY.



GRAPHIC SCALE

(IN FEET)
1 inch = 8 ft.

REV.	DESCRIPTION	BY:	DATE:

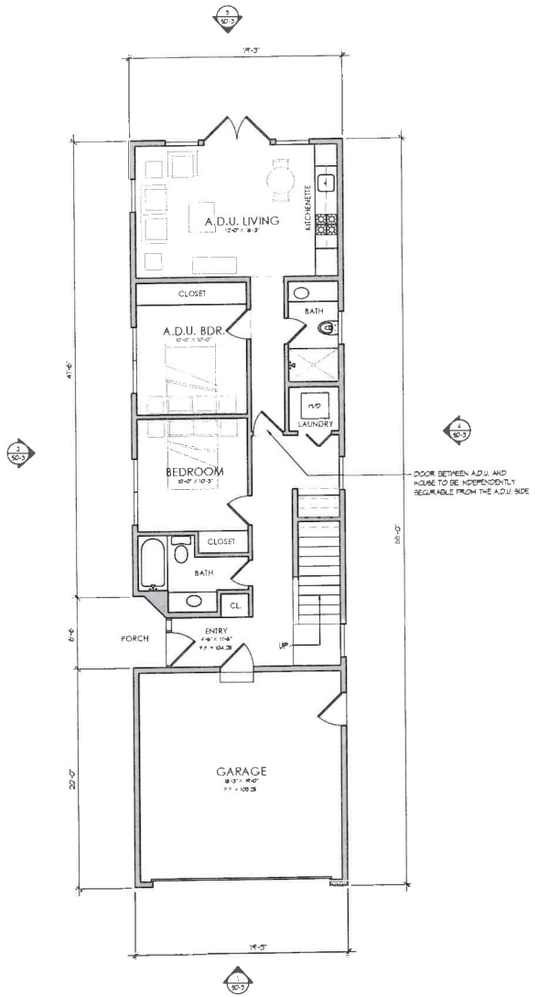
LICENSED LAND SURVEYOR
DAVID C. MACLEOD
No. 5304
STATE OF CALIFORNIA

MacLEOD AND ASSOCIATES
CIVIL ENGINEERING · LAND SURVEYING
965 CENTER STREET · SAN CARLOS · CA 94070 · (650) 593-8580

PREPARED FOR:
THE CAREY TRUSTS

BOUNDARY AND TOPOGRAPHIC SURVEY PLAN
CORONADO AVENUE
A.P.N. 048-022-170
LOT 8, BLOCK 4, 3 MAPS 95
UNINCORPORATED SAN MATEO COUNTY CALIFORNIA

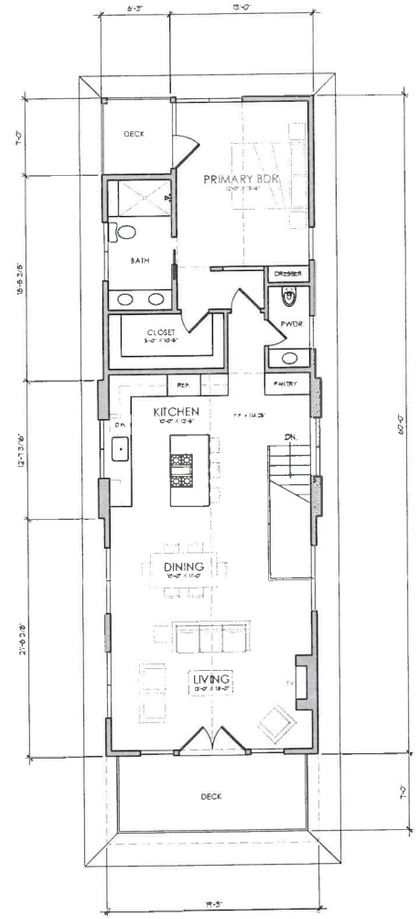
DRAWN BY:	MDL/DH
DESIGNED BY:	----
CHECKED BY:	DCM
SCALE:	1"=8'
DATE:	01-23-24
DRAWING NO.	5010-TOPO
SHEET	1 OF 1



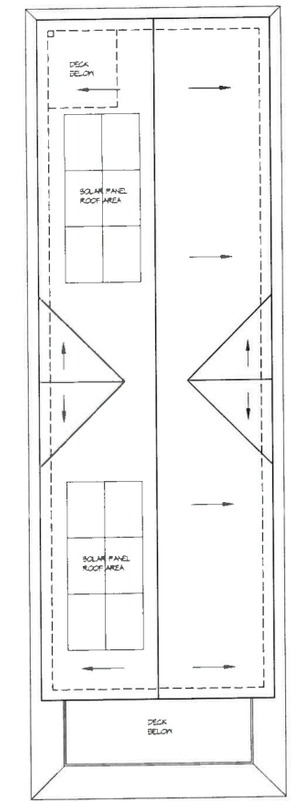
FIRST FLOOR PLAN 3/16"=1'-0"

NORTH

0 3' 6' 12'



SECOND FLOOR PLAN 3/16"=1'-0"



ROOF PLAN 3/16"=1'-0"

Kellond Architects

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PROJECT

New Residence
APN: 048-222-170
Coronado Ave.
Half Moon Bay, CA 94019

SHEET TITLE

FLOOR PLANS

REVISIONS

No.	Date	Notes

PROJECT #: 2026.12

DATE: SEPT 2026

SHEET #: SD-2



1 FRONT ELEVATION (SOUTHEAST) 3/16"=1'-0"

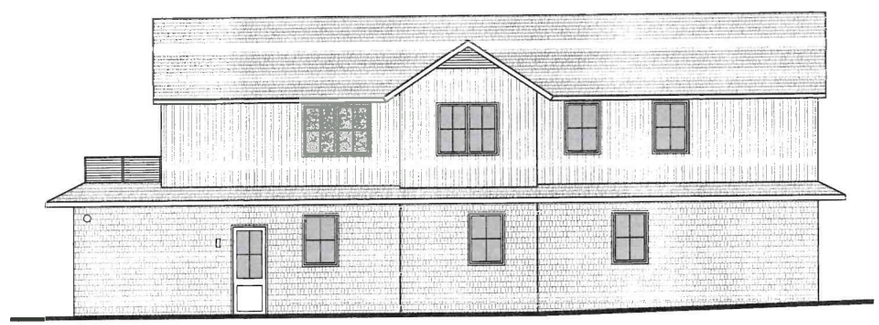
0 3' 6' 12'



2 SIDE ELEVATION (OCEAN) (SOUTHWEST) 3/16"=1'-0"



3 REAR ELEVATION (NORTHWEST) 3/16"=1'-0"



4 SIDE ELEVATION (NORTHEAST) 3/16"=1'-0"

KEYNOTES

Kellond Architects

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Saratoga, California 95070

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PROJECT

New Residence
APN: 048-013-590
Coronado Ave.
Half Moon Bay, CA 94019

SHEET TITLE

ELEVATIONS

REVISIONS

No.	Date	Notes

PROJECT #: 2023.02

DATE: JAN 2026

SHEET #: SD-3.1

Recorded at the Request of, and When Recorded Return to: Robby Miller, Project Planner Planning and Building Department 455 County Center, 2nd Floor Mail Drop PLN122 Redwood City, CA 94063	For Clerk Use Only **2025-050763 CONF** SMC Planning (ESA) 11:15 am 09/28/2025 CC Fee: $29.00 Count of Pages 4 Recorded In Official Records County of San Mateo Mark Church Assessor-County Clerk-Recorder * $ R 0 0 0 3 6 1 3 0 0 7 $ *

4

County of San Mateo
Planning and Building Department

CERTIFICATE OF COMPLIANCE

Pursuant to Government Code Section 66499.35(a)

Planning File No. PLN2025-00226

The County of San Mateo has received a request from Dave Beaumont of CKS Environmental, 1580 Laurel Street, Suite C, San Carlos, CA 94070 to determine if the real property owned by Estate of Helen J. Carey Trust, identified as Assessor's Parcel Number 048-022-170, and further described below, complies with provisions of the California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

This is to certify that the real property described below, and shown on Exhibit A, complies with the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

Property Description

Lot 8, in Block 4 as shown on that certain map entitled, "Shore Acres", filed in the Office of the Recorder of the County of San Mateo, State of California on December 18, 1905, in Map Book 3 at Page 95.

The subject parcel was conveyed separately from surrounding parcels for the first time on July 29, 1913, prior to July 20, 1945, the effective date of the County's first Subdivision Regulations. Thus, the parcel meets the requirements established to confirm legalization as a "Certificate of Compliance, Type A".

Reference: Deed conveyance recorded July 29, 1913 of the subject parcel in the same configuration as depicted in the original "Shore Acres" meets the criteria for issuance of a Certificate of Compliance, Type A.

A plat showing the above-described parcel is attached hereto and made a part of this Certificate of Compliance.

This is to certify that the real property described above, and shown on Exhibit A, constitutes a single parcel which complies with the State of California Subdivision Map Act and San Mateo County Subdivision Ordinance.

NOTICE: This document certifies compliance with the State of California Subdivision Map Act and the San Mateo County Subdivision Regulations only. Any development on, or use of, the property described herein is subject to the San Mateo County General Plan, Zoning Regulations, building regulations, and other County regulations affecting use and development of the property. Further, this Certificate of Compliance shall in no way affect the requirements of any other federal, State or local agency that regulates development or use of real property.

Sophie Mintier
Assistant Director of Planning and Building
County of San Mateo

9/26/25
Date

Exhibit A: Plat

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of San Mateo)

On September 26, 2025, before me, Reece Jared Espera, a Notary Public, personally appeared SOPHIE MINTIER, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

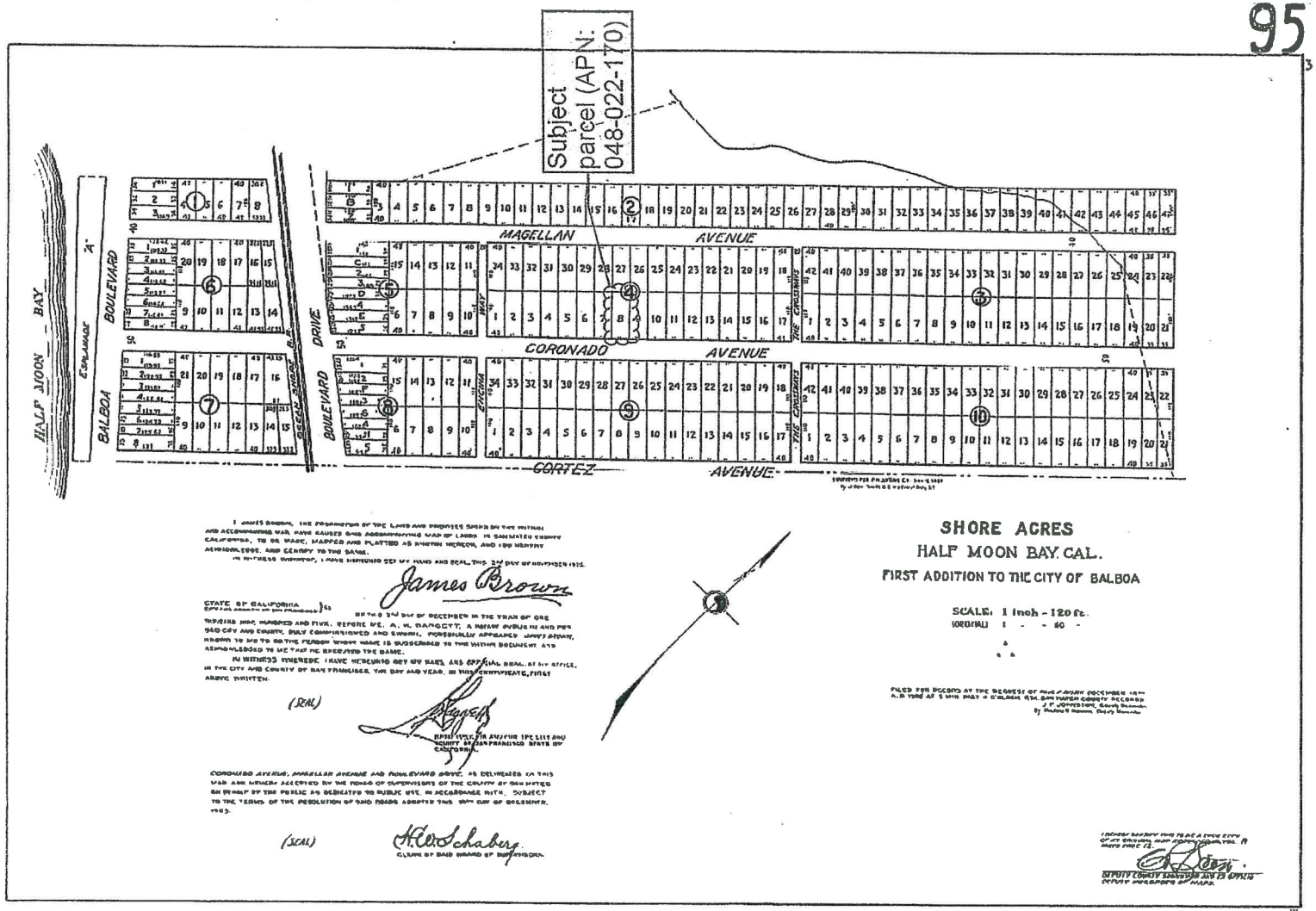
WITNESS my hand and official seal.

REECE JARED PADILLA ESPERA
Notary Public - California
San Mateo County
Commission # 2462504
My Comm. Expires Sep 9, 2027

Signature

Exhibit A

Shore Acres



Exempt Marital Trust
1580 Laurel Street, Suite C
San Carlos, CA 94070

September 22, 2026

Granada Community Services District
504 Avenue Alhambra, Third Floor
El Granada, CA 94018

RE: Statement of Relevant Facts for 048-022-170 - Coronado Avenue

To Whom It May Concern:

The subject parcel (048-022-170) is the site of a proposed new construction with a single-family residence, and an attached ADU. The subject parcel of this application is neighbored by the following parcels:

- **048-022-160** (Lot 9, Block 4)**:** 325 Coronado Avenue has a house built on it and is owned by the Cynthia Rocha Trust.
- **048-022-180/190** (Lots 7 & 6 respectively, Block 4)**:** 315 Coronado Avenue has a house built on it and is owned by Robert and Heidi Kuiper.
- **048-022-360** (Lots 26 & 27, Block 4)**:** 310 Magellan Avenue has a house built on it and is owned by Kenneth and Dorothea Hanna.

Please let me know if you have questions.

Thank you,

Thomas J. Carey, Trustee
Exempt Marital Trust
Owner

Cynthia Rocha Trust
(APN 048-022-160)
325 Coronado Avenue
Half Moon Bay, CA 94019

Parcel Size: 4,400 sf

Setbacks:
Side : 10' each side
Front/Rear : 20' each
[Developed Land]

Robert and Heidi Kuiper
(APN 048-022-180/190)
315 Coronado Avenue
Half Moon Bay, CA 94019

Parcel Size: 8,800 sf

Setbacks:
Side : 10' each side
Front/Rear : 20' each
[Developed Land]

Kenneth and Dorothea Hanna
(APN 048-022-360)
310 Magellan Avenue
Half Moon Bay, CA 94019

Parcel Size: 8,800 sf

Setbacks:
Side : 10' each side
Front/Rear : 20' each
[Developed Land]

SUBJECT PARCEL
048-022-170

48-2

1" = 100'

ADJACENT DEVELOPMENT DATA



J.H.

ASSESSOR'S MAP COUNTY OF SAN MATEO, CALIF.

7/19/yyyy

Granada Community Services District

PROPERTY OWNER STATEMENT
"NO ACCEPTANCE OF FEES"

I / we Thomas J. Carey, Trustee have submitted a sewer permit Variance Application to the District regarding the Property described as Vacant - Coronado Ave (Lot 8, Block 4), (Enter address or, if vacant, enter "Vacant" with the street name, parcel lot number and block number), Assessor's Parcel No(s). 048 - 022 - 170, and hereby voluntarily make the following declaration in order to comply with District Ordinance Code section 603c.2(k):

I / we will not agree to the removal of any Granada Sewer Bond assessment levy and the refund of fees, charges and prior paid assessments in exchange for an agreement not to ever develop the property and not to ever generate wastewater or garbage from the property.

Current Property Owner(s):

Signature: **Date:**

X Thomas J. Carey, Trustee 9/24/26

Thomas J. Carey, Trustee

(NAME PRINTED)

Signature: **Date:**

X _____ _____

_____

(NAME PRINTED)

504 Avenue Alhambra, Third Floor ~ Post Office Box 335 ~ El Granada, California 94018
Telephone: (650) 726-7093 ~ Facsimile: (650) 726-7099 ~ Email: gsd@granada.ca.gov

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Parks and Recreation Updates

Date: November 19, 2026

a. Updates on Granada Community Park and Recreation Center

- Tom Conroy from KCRH Landscape Architecture will present his recommendations for the park fixtures, furnishings, and recommended play structure components from Earthscapes based on past board input, community feedback gathered from August 2022, and Earthscapes' past experience.
- Mike Wassermann from CPM will be in attendance to provide updates on responses to the published RFQ and next steps in the RFP process for selecting a design build firm for 480 Avenue Alhambra.

b. Update on Senior Coastsiders Potential Collaboration:

The Senior Coastsiders board weighed various options at their October meeting and have decided at this time to pursue leasing a space for their midcoast satellite location.

c. Park and Community Recreation Center Funding:

Directors Dye and Bowles and I met with Ariana Santana from Congressman Sam Liccardo's office on November 12 to discuss possible federal earmarks for the Granada Community Park and Community Recreation Center. It was a very positive meeting and Ariana showed great enthusiasm for the project. She is researching possible grants and will be in touch with the District when the FY 28 Community Project Funding application process opens.

Staff also drafted a letter for Supervisor Ray Mueller and County staff that was circulated to your board for review. A draft final version of that letter will be distributed at the November 19th meeting prior to submitting it to the County.

d. **Recreation Updates**:

- The El Granada Winter Festival will be December 19th from 10:00AM-6:00PM. The artisan craft fair will run from 10:00AM-4:00PM. Santa, face painting, and children's crafts will be from 1:30-4:30PM and the tree lighting at 5:00PM.
- A new charcoal drawing class started November 10 and will run for five weeks.
- Soundbath sessions– November 18th and December 10th.
- Yoga will resume in 2027 – day and time TBD.

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Consideration of Use of 480 Avenue Alhambra by Nature Schools (Peninsula Forest and Beach School and Coastside Nature Programs).

Date: November 19, 2026

District staff, along with Director Marsh were contacted on October 26th by a community parent requesting consideration of intermittent use of the 480 Avenue Alhambra building by two local nature schools in the event of inclement weather. Staff has since met on site with one school director to discuss possible arrangements. Nature schools typically will still meet outdoors even in rain, however, if there are high winds or chance of lightning they must find an indoor location. In consideration of the extremely strong El Niño for this winter, both schools are interested in finding a backup location.

As the 480 building currently has no regularly scheduled programming, staff recommends the board consider entering into an agreement with the two nature schools. I have spoken to the District's insurance carrier to determine what will be required of the schools should an arrangement be agreed upon. If the board directs staff to pursue the agreement, the board should consider cost of use and timeframe.

SEWER AUTHORITY MID-COASTSIDE
Board of Directors Meeting Agenda
Regular Board Meeting 7:00 PM, Monday, November 9, 2026

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.
Director Kathryn Slater-Carter will be attending via Zoom from 6 Hamilton Place, Boston MA 02108
This meeting will be held in-person and via zoom for public participation.
Access to this meeting will be available to the public via in person attendance, or by either computer web-link or telephone audio as noted below.

Join Zoom Meeting
https://us02web.zoom.us/j/83285141926?pwd=Ehoco3ED01Wsf0BTYUeMCBhs1UDlBw.1
Meeting ID: 832 8514 1926
Passcode: 921964
+16694449171

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not otherwise legally required, but rather is being offered as a convenience to the public, if there are technical issues during the meeting, this meeting will continue and will not be suspended. SAM Board meetings are conducted as business meetings, and public commenters are reminded to comment in a manner respectful of all persons, and on subject matter that is germane to the Board's business. Persons who fail to adhere to this expectation are subject to muting of their microphones and/or removal from the meeting in the event of disruptive behavior. If you have a disability and require special assistance related to participating in this meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at kishen@samcleanswater.org.

1. CALL TO ORDER

A. Roll Call:

Chair:	Kathryn Slater-Carter (MWSD)
Vice-Chair:	Nancy Marsh (GCSD)
Secretary/Treasurer:	Paul Nagengast (HMB)
Director:	Scott Boyd (MWSD)
Director:	Barbara Dye (GCSD)
Director:	Deborah Ruddock (HMB)

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

Members of the public are welcome to provide public comment in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment

prior to 7 pm on November 9, 2026, will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

   A. Approve Minutes of October 14, 2026, Special Board Meeting **(Attachment)**
   B. Approve Disbursements for November 9, 2026 **(Attachment)**
   C. Monthly Revenue and Expense Report for Period Ending September 30, 2026 **(Attachment)**

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

   A. Authorize Staff to Apply for Funding for the CalOES HMGP WWTP Electric System Relocation Project, Phase 2, Implementation, and Direct Staff to Request MWSD's Assistance with the Application
   B. Request to Ratify Emergency Procurement with PG&E and Seek Board Direction for Refund **(Attachment)**
   C. Review Various Options for Bus Duct Replacement and Provide Direction to Staff **(Attachment)**
   D. Update on Interim Costs of Bus Duct Repair **(Attachment)**

5. **GENERAL MANAGER'S REPORT:**
   A. Monthly Managers' Report – September 2026

6. **ATTORNEY'S REPORT**

7. **DIRECTORS' REPORT**

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

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

   A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
      Pursuant to Government Code 54957- Title: General Manager
   B. CONFERENCE WITH LABOR NEGOTIATORS
      Pursuant to Government Code 54957.6
      Unrepresented Employee: General Manager
      Agency Negotiator, Authority Chair Slater-Carter

C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Pursuant to Government Code Section 54956.8

Real property located in and around the alignment of the Force Main at Montara, to include the following parcels: APN 047-251-120; 047-251-040; 037-320-390; 037-320-380; 037-132-250;037-171-850; 037-133-120; 037-133-110; 037-133-100; 047-081-130.

Agency Negotiator: General Manager and General Counsel
Negotiating party: Landowners of the parcels listed above.
Under negotiation: Potential terms of Easements and/or Licenses

10. REPORTABLE ITEMS FROM CLOSED SESSION (if any)

11. ADJOURNMENT

Additional Regular Board Meetings: November 23, 2026, and December 14, 2026.

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

- -

INFORMATION FOR THE PUBLIC

This agenda contains a brief description of each item to be considered. Those wishing to address the Board on any matter not listed on the Agenda, but within the jurisdiction of the Board, may do so during the Public Comment section of the Agenda and will have a maximum of three minutes to discuss their item. The Board Chair will recognize those wishing to speak on a matter listed on the Agenda at the appropriate time. Any writing that is a public record and relates to an agenda item for an open session of a regular meeting that is distributed to the Board less than 72 hours prior to the meeting, is available for public inspection, during normal business hours, at the Authority's office. Board meetings are accessible to people with disabilities. Upon request, the Authority will make this agenda available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, the Authority will provide special assistance for participation in this meeting. Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the Authority at (650) 726-0124.

SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Tim Costello, Plant Superintendent

DATE: November 9, 2026

SUBJECT: **Monthly Manager's Report – September 2026**

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 September 2026.*

Key Indicators of Performance	
NPDES Permit Violations:	0
Accidents, Injuries, etc.	0
Reportable Spills Cat 1:	0
Reportable Spills Cat 2:	0
Reportable Spills Cat 3:	0
Reportable Spills Cat 4:	0

Flow Report (See Attachment A)		
Half Moon Bay	0.771	64.99%
Granada CSD	0.195	16.42%
Montara W&SD	0.221	18.59%
Total	1.187	100.0%

Administration

There were two Regular Board Meeting in the month of September 2026, and no public records requested. There were no articles in the Half Moon Bay Review. There were four articles in the Coastside Buzz Mentions Sewer Authority Mid-Coastside Member Agencies Adopt $8-5M Mid-Year Budget Adjustment for Fiscal Year 2026-27 to Complete Progressive Design Build of Force Main in Montara,(September 3, 2026), Sewer Authority Approves Purchase Order to Global Diving & Salvage for Repairing the Damaged Offshore Outfall Diffusers,(September 10, 2026), Sewer Authority Mid-Coastside Staff Prepare for an El Nino Delivering Thermal Expansion from the Ocean and Storm Water from the Land, all to Protect the Electrical Room,(September 16 2026), and Sewer Authority Mid-Coastside Authorizes the First Force Main at Environmental and Cultural Services, Inspection Services and Testing Services.(September 24, 2026).There were one new hires in the month of September Liz Eden. There was one Anniversary in the month of September Gabriel Aguilar Lead Operator.

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. There are currently 4 additional storage tanks at the station for an additional 80,000 gallons.

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

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

Chemical addition this month to the MLSS this month has been a little less as the foaming issues have not been as bad. We continued with chlorine spray addition to the little bit of foam we have just to keep things in check. This is a direct application to the filaments in the foam, more of a maintenance at this time.

Effluent BOD results averaged 18.5 mg/l this month, higher than we like to see. Our highest result this month was 28 mg/L, for reference 45 mg/L is our average weekly max and 30 mg/L is our average monthly max.

We continue to keep open communicating with Mr. Burrell so that he is aware of our current issue we are experiencing with electrical power.

Training this month (9/3), we had safety training with Du-all, we encouraged folks from the member agencies to attend any of the training that will relate to them. This month we had refresher on Excavation, trenching, and shoring. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

GSE has completed the effluent pump project.

During the month of September 2026 rainfall was below historic normal for Half Moon Bay. The NOAA 10-year average for the area is 0.23 inches of rain for September, (0.35 inches is considered normal). This web link has some very useful data for our area, https://ggweather.com/hmb/. Rainfall totals were as follows: 0.17 inches, (from the NOAA gauge at the plant). Our roof top was 0.24 at the plant, 0.19 inches in the GCSD service area, and 0.19 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 September 2026.

9/1/2026 – Daily ops rounds and duties. **Peterson Caterpillar is on site performing maintenance on the generator. **PG&E is on site along with Princeton Welding to remove and replace the leaky natural gas line. **Brush hog is still working cutting trees on the south side of the plant. Calcon is at the plant doing PMs. Lost communication at Montara pump station late in the evening, upon investigation Calcon was able to get it going and showed us what is needed if it happens again.

9/2/2026 – Daily ops rounds and duties. Calcon is on site working on various equipment. Meeting with Calcon regarding Ignition system. **Lunch meeting with all staff and SRT regarding the possibility of a wet winter and all precautions.

9/3/2026 - Daily ops round and duties. Continue adding polymer to AB3. **Calcon is on site working on electrical equipment and adding security software to the VNC login app as well assisting on effluent well level programming on SCADA. **GSE is on site performing tests on the effluent wet well along with the pump manufacture representative. We also did some simulated live testing on the effluent which was a good thing as we identified some programing issues that we were able to get sorted of with Calcon. **Pump down primary clarifier #2 for inspection, the folks at Combs Hopkins reached out as they will be doing some work at CCWD and they offered to do a tank inspection if we had it down. We were not sure we could get it down in time with the other things we were working on, but the guys made

it happen. This did identify some gate work we need to address as well, which was discussed with GSE while they were on site.

9/4/2026 - Daily operator rounds and duties. Continue adding polymer and spraying chlorine to the surface of AB3. American Portables is on site to dump roughly 300 gallons of waste. Mechanics are working on the primary sludge pump #4.

9/5/2026 - Saturday - Daily ops rounds and duties. Fill up a couple polymer totes. Fill up a jug of chlorine to spray on AB3.

9/6/2026 - Sunday - Daily ops rounds and reads, normal duties. No anomalies all day.

9/7/2026 - Holiday - Daily ops rounds and duties. SCADA Ops PC off, restart PC and print paperwork.

9/8/2026 – Daily Ops rounds and duties. Continue adding polymer and spraying Cl2 to AB3. Calcon is at the plant working on the Hypo level transducer. Ferric delivery to the plant. **Cooms and Hopkins are on site inspecting the primary clarifier #2. Collect Alpha Lab samples day 1.

9/9/2026 – Daily ops rounds. **Cintas is on site to perform Fire Extinguisher inspections. **AGP NEUROS blower tech is on site to perform maintenance on the blowers. Exercise all influent pumps.

9/10/2026 - Daily operator rounds and duties. Calcon is here working on various electrical equipment. **Du-All safety class for some staff. Cleaned all 4 MLSS DO probes. Cleaned the chlorine contact basin #2. **Ferric peristaltic pump not pumping, diagnosed issue, found the water pressure is too high, adjust water and chemical settings.

9/11/2026 - Daily operator rounds and duties. Continua adding polymer and spraying chlorine to AB3. Cleaned contact Basin #1. **RF McDonald is on site working on the Waste Gas Flare. Gas Flare has broken Modular which opens and closes the vents. Assist with measuring the primary effluent channel for new gate/Wall between primary #1 and primary #2.

9/12/2026 - Saturday - Daily ops rounds and duties. **Exercise both new effluent pumps.

9/13/2026 - Sunday - Daily ops rounds and duties. Fill up a polymer tote bin.

9/14/2026 - Daily ops rounds and duties. **Found the ferric pump not working properly, replaced the tubing and worked ok. **Perform maintenance on the RDT. American portables are on site to dump roughly 500 gallons.

9/15/2026 - Daily ops rounds and duties. Cleaned final effluent building. **Mason Paint Company is on site to prep for painting. **Brush Hog at the plant for tree trimming. Bay Alarm is on site for digester cameras.

9/16/2026 - Daily ops rounds and duties. **Brush Hog is on site for tree trimming. A-1 Septic is here to dump about 1000 gallons of waste. Run and exercise all influent pumps. **Washdown and cleaned Montara pump station well. **Mason Painting company is here to paint grit pumps. Collect Alpha Lab samples.

9/17/2026 - Daily ops rounds and duties. **GSE is on site for final effluent pumps, and to look at gates for AB #1 to give us a cost estimate. **Mason painting is on site for grit and final effluent pump painting. Discarded the old used sandbags near the primary tanks. Prep area and collect tools needed for gate placement in the channel between primary's #1 and #2. **AAAA generator out at Portola station.

9/18/2026 - Daily operator rounds and duties. **Mason Painting is on site painting the final effluent pumps and grit pumps. Van from H.S.B. is here to inspect the air compressors in MB2 and Portola pump station. **Install gate brackets inside the channel between primary #1 and primary #2. Pump down and wash down the west grit chamber.

9/19/2026 - Saturday - Daily ops rounds and duties. Start 2" pump inside aeration tank #2 to remove water from inside.

9/20/2026 - Sunday - Daily ops rounds and duties. No anomalies. Collect Alpha Lab samples day 1.

9/21/2026 - Daily operator rounds and duties. **Mason painters are on site. Hypochlorite delivery to the plant. Collect Alpha Lab samples day 2.

9/22/2026 - Daily ops rounds and duties. Calcon is on site working on the influent pumps. **Cleaned old SAM 2 from the inside, truck will be gone by the end of the day. This vehicle was approved for disposal at the 8/12/24 board meeting.

9/23/2026 - Daily ops rounds and duties. Ran final effluent pumps 1 and 2 to test the pressure relieve valve, found valve to be working properly. Calcon is on site performing PMs. Perform monthly above ground diesel storage tank inspection. **One Rain-4-Rent tank was delivered to Montara.

9/24/2026 - Daily ops rounds and duties. **2nd Rain 4 Rent tank delivered to Montara, tank sitting on curb due to size, driver hit the 6" hard line and broke it, they will repair pipe. Calcon is on site working on PMs and to replace aeration basins sensors and LCD screen. Installed the secondary clarifier sludge scrapers. **MLSS tank #4, the electronic automated air valve not working properly, Calcon is and will be working on it.

9/25/2026 - Daily operator rounds and duties. Tested the D.O. in the MLSS tanks with the portable meter to verify and confirm the correct amount, found that the dissolved oxygen mg/l is higher than what its showing on SCADA, sensors will need to be calibrated.

9/26/2026 - Saturday-Daily ops rounds and duties. **PG&E planned power outage in Moss Beach area, mechanics are out at a couple stations monitoring.

9/27/2026 - Sunday - Daily ops rounds and duties. Pedro's cleaning service is in the admin building.

9/28/2026 - Daily ops rounds and duties. American Portable is here to dump roughly 800 gallons of waste. Work on next month's schedule.

9/29/2026 - Daily ops rounds. Continue monitoring the air (DO) in both MLSS tanks. Prep the secondary #2, drive for a few minutes and inspect arms and scrapers, all looked good and started filling up with #3 water to have it ready.

9/30/2026 - Daily ops rounds and duties. **Calcon is on site working on PMs as well as replaced and calibrated the MLSS DO probe sensors. A1 Septic is at the plant to discharge about 1000 gallons of waste.

Other activities are listed below:

There were 21 deliveries (approximately 11,850 gallons) of truck waste discharged at the SAM Plant for a total revenue of $ 1,185.00 There were no leachate deliveries to the SAM IPS line in the month of September 2026, for a total leachate volume of 0 gallons.

The NPDES data report for September 2026 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 24,458 feet of sewer line and responded to fifteen calls in contract service areas. Ten calls were sewer line related. Five calls were maintenance

related. Nine of the callouts were during regular business hours or started during regular business hours and went into overtime. The other six calls were after-hour callouts. Seven calls were in the HMB service area, two were in the GCSD service area, and six were in the MWSD service area during the month of September 2026.

HMB – The sewer related calls in the HMB service area in the month of September were as follows; 9/10 - Call for a backup, plumber noticed manholes were backing up. Crew arrived and observed manhole close to overflowing with lots of grease in it. Crew cleaned entire section down Johnston Street all the way to Kelly Ave due to grease and accumulation of wipes. 9/11 - Call for a home backing up, owner and a friend snaked the later75 feet but were unable to clear. This is a weird one as it is a 4-inch line with 5 or six homes on it but has an asset number. Crew restored flow, crew also reached out to city to clarify if it in fact a private lateral. 9/14 - Call for toilets no flushing properly, neighbors had the same issue. Crew responded and noticed flow in main looking low. Crew flushed main line and broke a blockage about 150 feet from the manhole; crew then flush the entire section between manholes removing wipes and grease to restore flow to normal. 9/20 - Plumber called for a min line blockage, (note the plumber often refer to the service line as the main line). When the crew arrived, the plumber had already cleared the blockage. Crew ran the main line pulling wipes and roots to fully restore flow. The following day they televised the main and found what looked like an abandoned connection with roots coming out of it likely causing the issue. Crew advised the city that cleaning should be increased in the section until due to number of call outs. 9/22 - Railroad and Grove smart cover response, replaced smart cover battery and e box.

The maintenance-related calls in the HMB service area in the month of September 2026 were as follows; 9/3 - Call for bell moon station trouble alarm. Found station operating normal upon arrival, possible power glitch. Reset alarms and checked station for normal operation. 9/29 - Bell Moon lift station alarm. No alarm was present upon arrival. There was a trouble alarm showing on the alarm history list. Reset alarms and checked station normal operation.

GCSD – The sewer line related calls in the GCSD service area during the month of September were as follows; 9/8 - Call for a cleanout back up. Crew arrived and observed cleanout had overflowed and went to neighbor’s yard. Service

line ties into a clean out on an easement so the owner was unaware. Crew flushed the mainline, finding no obstructions. Crew was able to restore flow from the property line clean out. Crew cleaned up the residue from the affected area finding many flushable wipes. Crew also advised owner not to flush wipes in the future as that was the likely cause. 9/17 - Call for backup in garage sink. There have been previous calls to this address. The service line feeds directly into the manhole barrel, so the crew was able to restore flow from that point. Homeowner recently located the property line cleanout, and we will televise to see if there is anything obvious. Findings will be shared with the district administrator.

There were no maintenance-related calls in the GCSD service area in the month of September 2026.

MWSD – The sewer line related calls in the MWSD service area in the month of September 2026 were as follows; 9/3 - Home owner called concerned that his grinder pump might be leaking, when the crew arrived, they could find no visible signs that there was an active leak. The grass around the grinder was greener from a recent repair and they were erroring on the side of caution. No further action is required. 9/8 - Call for house back up. When crew arrived, they observed a neighbor on site with his 50 ft sewer snake. Crew flushed main finding no obstruction. Crew advised owner they would need to contact a plumber with a longer sewer snake to clear the blockage. 9/12 - Call for back up at private residence. Crew arrived and observed standing water in the clean out, crew flushed the main line finding no obstructions. The tenant has a plumber friend that is going to assist to restore flow.

The maintenance-related calls in the MWSD service area in the month of September 2026 were as follows; 9/7 - Alarm response for Seal Cove #2. Found pump 2 VFD failed to start. Re-set alarm and tested amp draw on both pumps. Both were I a normal range. Cleared alarms and checked station for normal operation. 9/26 - Seal cove #1, planned PG&E power interruption to replace a transformer. Power was restored approx. 4 pm. Reset alarms, tested pumps. 9/26 - Seal cove #2, planned PG&E power interruption to replace a transformer. Power was restored approx. 4 pm. Reset alarms, tested pumps.

The September 2026 collection system data report is provided for the Board's information. There were zero (0) Category 1's, zero (0) Category 2's, zero (0) Category 3, and zero (0) category 4 SSO's, during the month of September 2026.

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for September 2026.

Supporting Documents

Attachment A: Monthly Flow Report September 2026
Attachment B: Monthly NPDES Report September 2026
Attachment C: Collection System Data September 2026
Attachment D: Contract Collection Service Report September 2026

Attachment A

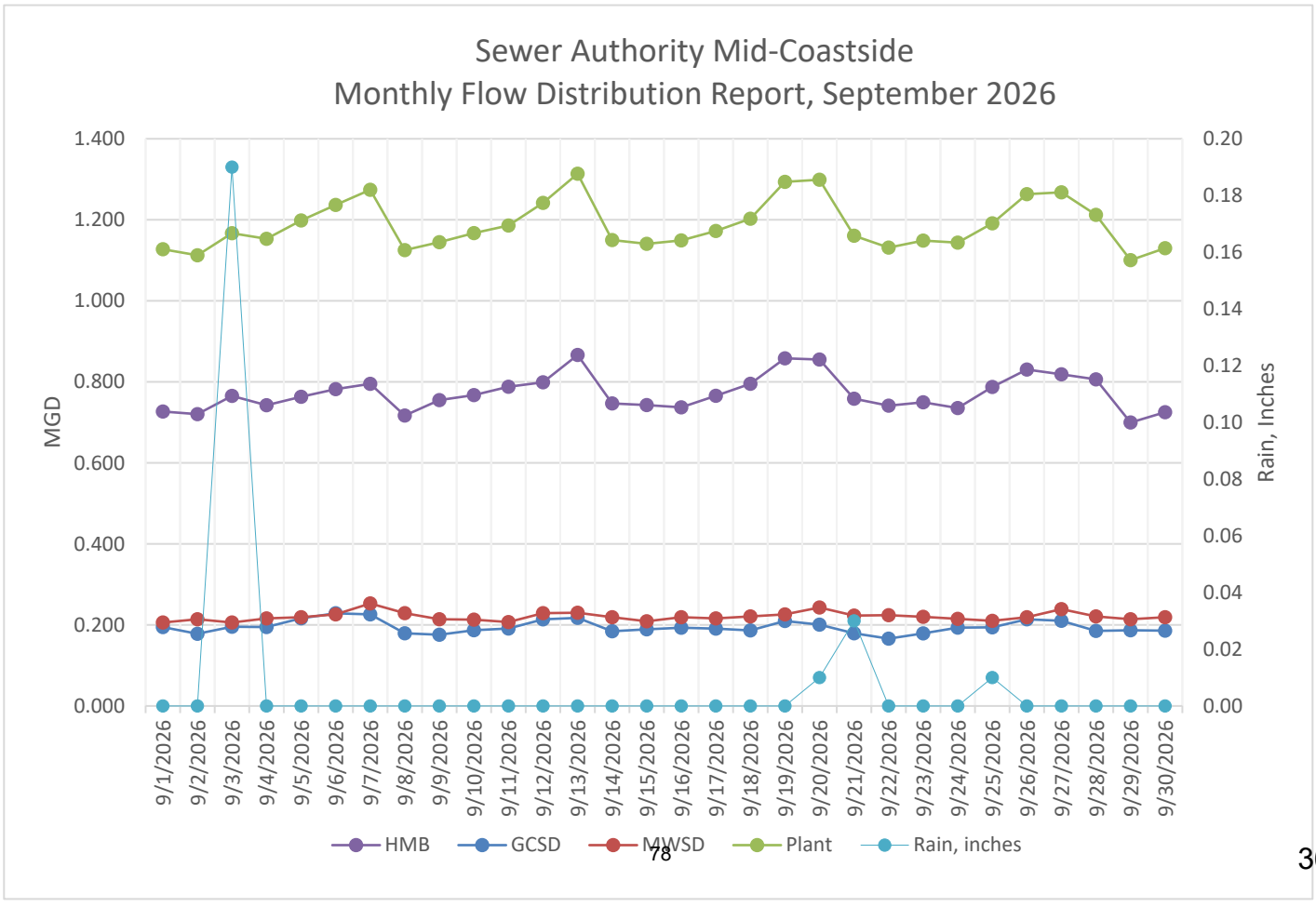
Flow Distribution Report Summary for September 2026

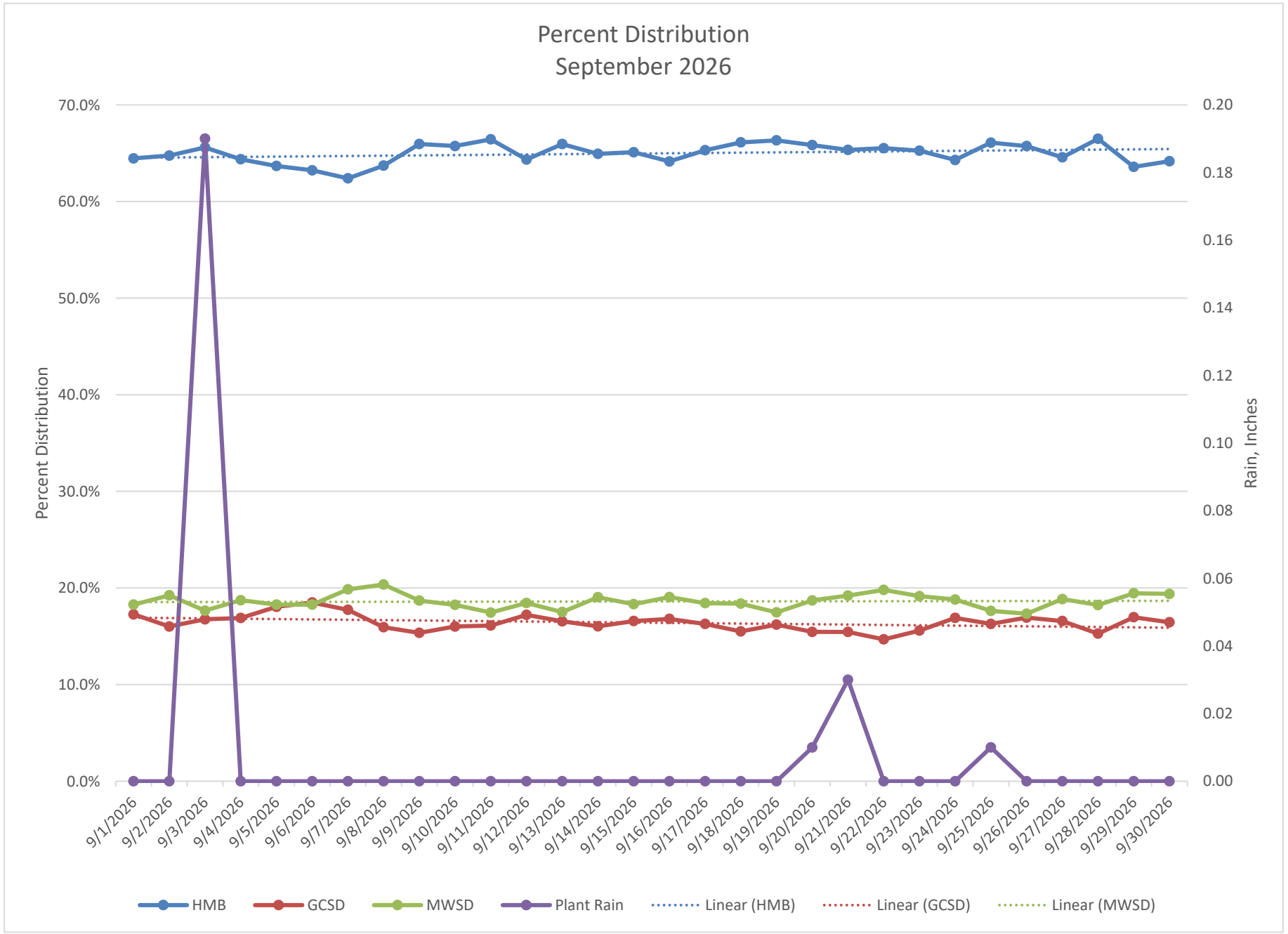
The daily flow report figures for the month of September 2026
have been converted to an Average

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

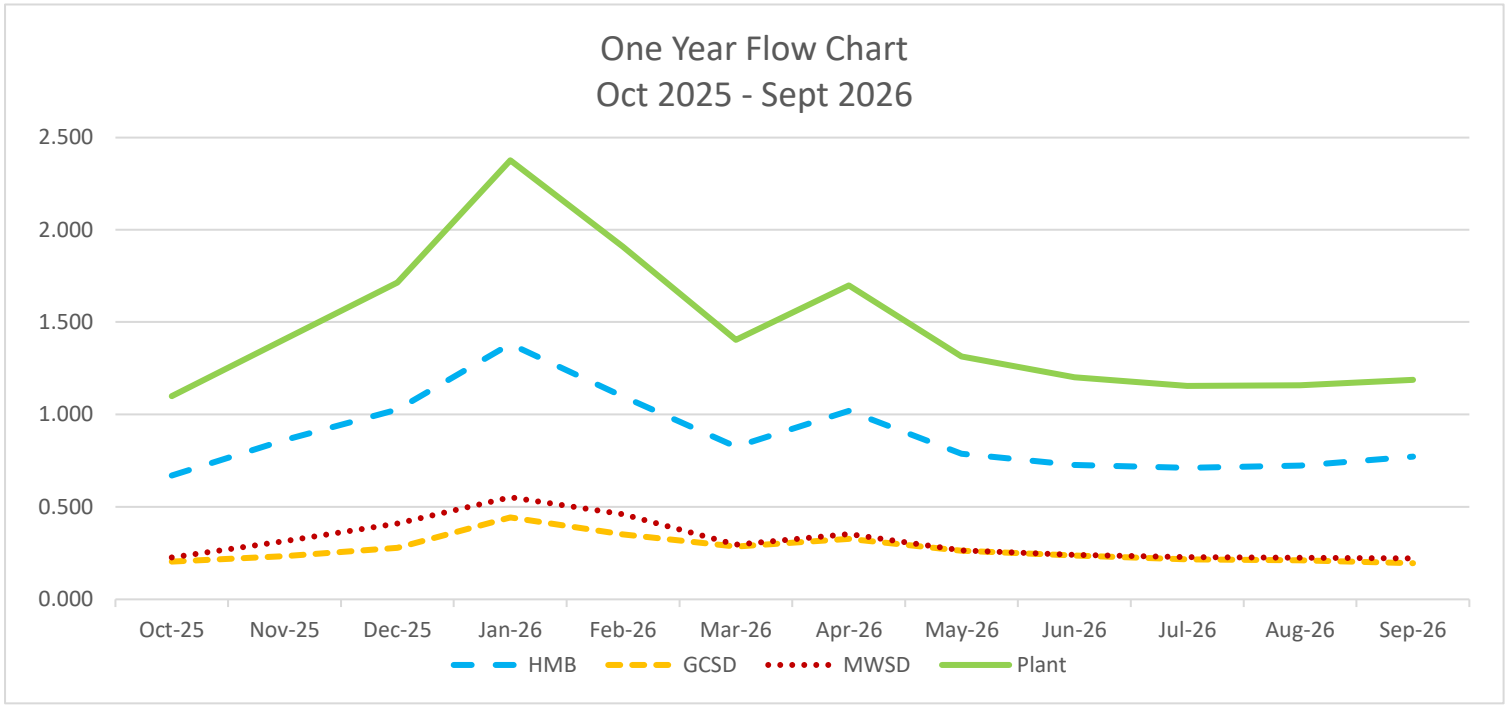
The summary of the ADF information is as follows:

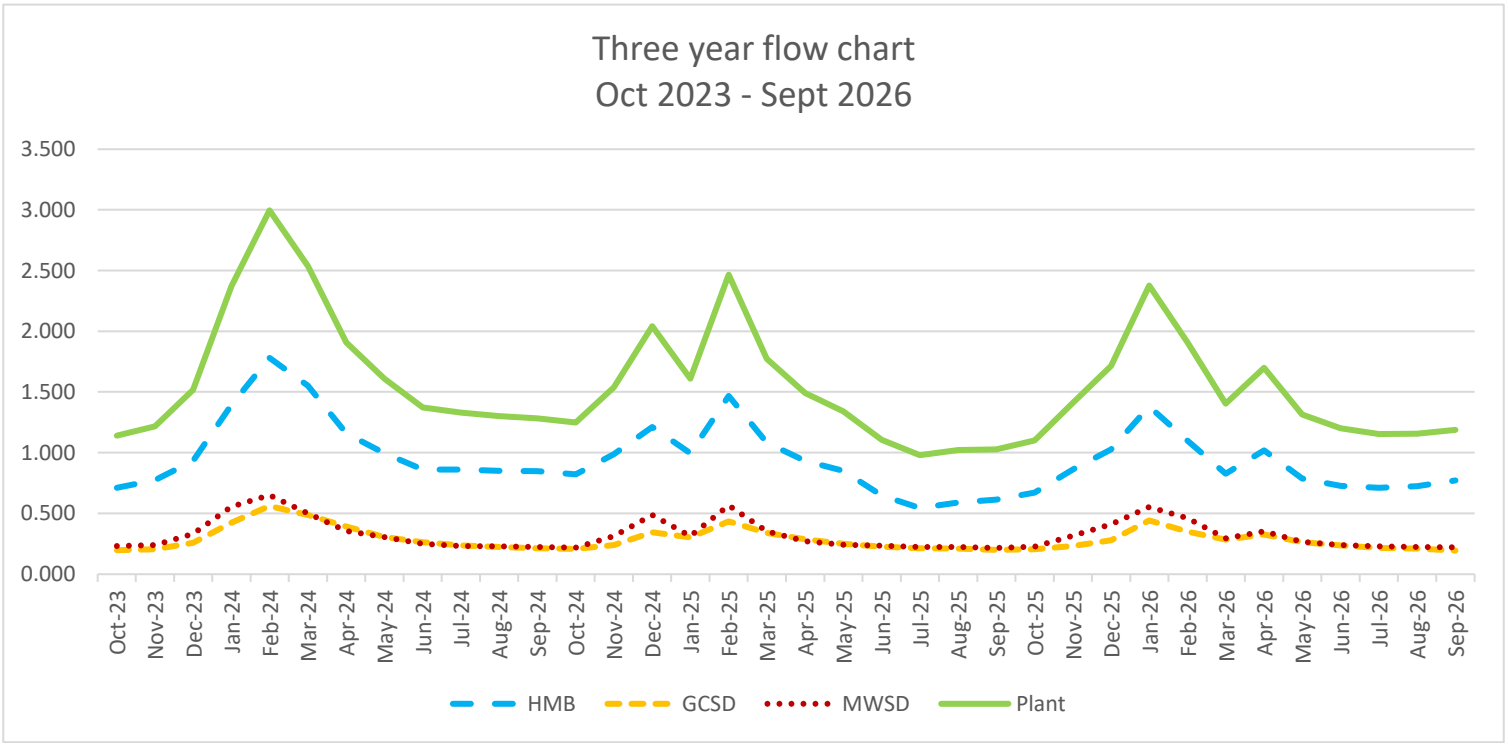
	MGD	%
The City of Half Moon Bay	0.771	64.99%
Granada Community Services District	0.195	16.42%
Montara Water and Sanitary District	0.221	18.59%
Total	1.187	100.0%




Percent Distribution
September 2026
Percent Distribution
Rain, Inches
70.0%
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
0.20
0.18
0.16
0.14
0.12
0.10
0.08
0.06
0.04
0.02
0.00
9/1/2026
9/2/2026
9/3/2026
9/4/2026
9/5/2026
9/6/2026
9/7/2026
9/8/2026
9/9/2026
9/10/2026
9/11/2026
9/12/2026
9/13/2026
9/14/2026
9/15/2026
9/16/2026
9/17/2026
9/18/2026
9/19/2026
9/20/2026
9/21/2026
9/22/2026
9/23/2026
9/24/2026
9/25/2026
9/26/2026
9/27/2026
9/28/2026
9/29/2026
9/30/2026
HMB
GCSD
MWSD
Plant Rain
Linear (HMB)
Linear (GCSD)
Linear (MWSD)

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





Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, September 2026

September 2026

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	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	3	1	0	0	2
Total	**3**	**1**	**0**	**0**	**2**
		33%	**0%**	**0%**	**67%**

Reportable SSOs

Reportable Number of S.S.O.'s

	Total	HMB	GCSD	MWSD	SAM
September 2026	0	0	0	0	0
12 Month Moving Total	3	1	0	0	2

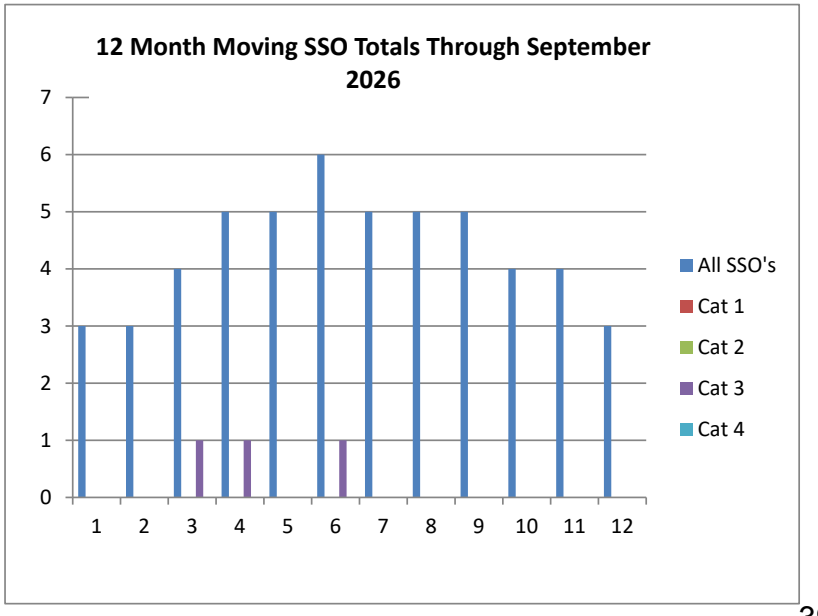
SSOs / Year / 100 Miles

Number of S.S.O.'s /Year/100 Miles

	Total	HMB	GCSD	MWSD	SAM
September 2026	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	2.9	2.7	0.0	0.0	27.4
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	2.9	2.7	0.0	0.0	27.4
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Oct - 25	14,567	9,753	9,098	33,418	6.3
Nov - 25	12,217	16,986	10,950	40,153	7.6
Dec - 25	0	9,235	8,160	17,395	3.3
Jan - 26	0	14,510	11,677	26,187	5.0
Feb - 26	11,310	13,557	6,858	31,725	6.0
Mar - 26	14,896	12,212	6,326	33,434	6.3
Apr - 26	12,430	14,599	6,635	33,664	6.4
May - 26	12,352	12,432	4,715	29,499	5.6
June - 26	5,532	9,140	7,123	21,795	4.1
July - 26	9,946	8,940	5,422	24,308	4.6
Aug - 26	10,806	8,007	8,530	27,343	5.2
Sept - 26	6,186	10,353	7,919	24,458	4.6
Annual ft	110,242	139,724	93,413	343,379	
Annual Mi.	20.9	26.5	17.7		65.0



Attachment C

TASK SUMMARY- GCSD 2026-27

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	8,457	4,050	7,710								12,175			
Hot Spot Cleaning	5,400	321	1,347	2,470								-			
Lift Station Inspection - Daily	52	4	4	4								4			
Lift Station Inspection - Annually	3	-	-	-								-			
Maint. Work Orders - Completed	-	4	4	4								4			
Maint. Work Orders - Incomplete	-	-	-	-								-			
Manhole Inspection	879	47	31	54								61			
USA Markings	372	77	70	86								42			
F.O.G. Inspections Completed	10	-	-	-								-			
F.O.G. Inspections Passed	10	-	-	-								-			
F.O.G. Inspection Failed	-		-	-								-			
Lateral Inspections	-	-	-	-								-			
Customer Service Call - Reg	-	3	1	2								2			
Customer Service Call - OT	-	2	1	-								-			
SSO Response - Category 1	-	-	-	-								-			
SSO Response - Category 2	-	-	-	-								-			
SSO Response - Category 3	-	-	-	-								-			
Insurance Claims Filed	-	0	0	0								0			

AGENDA MEMORANDUM

To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Consideration of Prop 218 Sewer Service Charge Rate Study Proposal

Date: November 19, 2026

The purpose of this agenda item is to authorize an agreement with Bartle Wells Associates, in the amount of $16,000, to prepare a five-year Sewer Service Charge (SSC) rate study for FY 2027/28 through FY 2031/32 that accounts for the District's share of recently approved Sewer Authority Mid-Coastside capital project costs, and to assist with the associated Proposition 218 process.

Prior to adopting the FY 2025/26 Sewer Budget, the District completed a five-year SSC analysis with Bartle Wells Associates, resulting in a scheduled rate increase of 5% per year over those five years. However, recent capital project approvals at the Sewer Authority Mid-Coastside Joint Powers Authority (SAM), which accounts for 80% of the District's sewer expenditures, require us to re-evaluate our current rates. Without an updated analysis, the District cannot ensure its revenues will cover projected operating, maintenance, capital, and reserve obligations over the next five years.

Specifically, at our August meeting, the Board approved an amendment to the SAM FY 2026/27 General Budget to cover rising costs for the SAM IPS Montara Force Main Replacement Project. Following design-build bids from SAM's selected contractor, McGuire Hester, the project's estimated cost rose from an initial $10.0 million to $16.5 million ($13.5 million for construction, plus $3.0 million in soft costs). In addition to this force main project, SAM is currently planning roughly $8.0 million in other projects over the next few years, alongside $3.0 million annually for general capital projects. Based on our treatment plant flows, GCSD's allocated share of these SAM expenses has historically ranged between 18% and 20%. Staff will also include in the SSC analysis the potential for obtaining a five year loan to pay for the Force Main project in order to smooth out any rate increases.

Bartle Wells Associates has submitted a proposal to conduct a comprehensive SSC rate study covering FY 2027/28 through FY 2031/32 at a cost of $16,000. Bartle Wells has successfully completed previous studies for GCSD, the districts I manage in San Diego, as well as other districts listed in their proposal, giving them strong familiarity with our operational costs.

Under this agreement, Bartle Wells will evaluate the District's projected revenues and expense, including our percentage share of SAM JPA costs, and will perform the following tasks:

- Incorporate the latest SAM JPA operating and capital cost projections.
- Evaluate the adequacy of existing sewer service charge revenues.
- Determine whether a rate adjustment is needed, and if so, recommend the appropriate amount and implementation schedule.
- Develop a rate structure supported by the District’s projected cost of providing service.
- Prepare the technical documentation required to substantiate any proposed charges.
- Assist District staff and legal counsel with the Proposition 218 notice, public hearing, and implementation process.

Approving this agreement authorizes only the rate study itself; it does not approve a sewer service charge increase. Once Bartle Wells completes the analysis, staff will present any recommended rate adjustments to the Board at a future public meeting. At that time, the Board will decide whether to initiate the formal Proposition 218 process, which includes:

- Mailing a public notice to all District ratepayers detailing the proposed SSC increase.
- Establishing a public hearing date to receive community input.
- Holding a public hearing to consider and vote on the proposed rate adjustments.

Staff recommends that the Board of Directors approve the proposal from Bartle Wells Associates in the amount of $16,000 to conduct a five-year Sewer Service Charge (SSC) rate study and assist with the Proposition 218 process.

BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

2625 Alcatraz Ave, #602
Berkeley, CA 94705
Tel 510 653 3399
www.bartlewells.com

November 11, 2026

Hope Atmore, Assistant General Manager
Granada Community Services District
PO Box 335
El Granada, CA 94018

Dear Hope,

We are pleased to submit our proposal to assist Granada CSD with updating its sewer rates. Our proposal includes the scope of services our firm will provide, key project members and the estimated consulting fee for such services.

Bartle Wells Associates is an independent financial advisor to public agencies. Our firm was established in 1964 and is owned and managed by its principal consultants. We specialize in providing financial advisory and utility rate consulting services to California water and wastewater agencies. Our firm has a well-earned reputation for providing clients with straightforward, practical advice. We have a strong track record of building consensus for our final recommendations.

We propose to assign Michael DeGroot, Principal and Vice President, as project manager on this assignment. Michael is an expert in developing utility rates and financing plans for California special districts. Others on our staff may assist Michael as needed.

Bartle Wells is very familiar with the issues regional wastewater agencies face. In recent years we have developed wastewater rates for regional agencies such as Pacifica, Foster City, San Mateo, West Valley Sanitation District, and Town of Colma. This makes Bartle Wells Associates particularly well suited to assist the District with this project. We have helped many agencies in California develop effective rate and financial strategies to meet their infrastructure needs.

BARTLE WELLS ASSOCIATES
Since 1964, we have served over 600 public agency clients in the western United States on over 2,500 financing assignments. Our clients have ranged from small cities and special districts to large cities, joint powers authorities, counties, and state agencies. We have extensive experience in formulating financial plans and in developing revenue sources to meet a public agency's capital and operating requirements.

We would very much like to work for the District on this assignment and hope that this proposal will constitute a suitable basis for our serving you.

Very truly yours,

BARTLE WELLS ASSOCIATES
Michael DeGroot

Michael DeGroot
Principal / Vice President

STUDY APPROACH

Bartle Wells Associates will work closely with District staff, the Board and interested members of the public to develop the sewer rate update and projections. This section presents a proposed scope of services that we believe forms a sound basis for completing this assignment. We propose to perform the following services:

1. Project Team Orientation/Kickoff Meeting

To initiate our work, hold a meeting with District staff, consulting engineers, and others as appropriate, to accomplish the following:

- Identify members of staff, engineers, and others who will participate in the project.
- Determine the roles and responsibilities of study participants.
- Identify other parties that have a significant interest in the project.
- Establish project schedule and key milestone dates.
- Confirm the key goals and expectations of the project team.
- Identify key policy objectives of the District.

2. Investigation and Data Collection

Assemble the information necessary to understand and describe the District's current rates and charges and the District's existing infrastructure and proposed capital infrastructure needs.

Key steps in this phase of the project include:

- Review current rates and fees.
- Review District financial information including audits and budgets and outstanding debt.
- Review District's sewer system capital improvement plans and identify additional long-term funding needs.
- Review Sewer Authority Mid-Coastside's sewer operations, budget and capital improvement plans and history of charges.
- Identify the types of customers that benefit from each type of facilities.
- Identify current funding sources for operating and capital costs.

The assistance of District staff will be required during this phase in collecting and researching relevant information and helping to identify data sources when relevant. The objectives of investigation and data collection are to develop a sound understanding of the characteristics of the system, its facilities and infrastructure, its finances and annual revenue requirements, short-term and long-term capital needs, and to develop the basic assumptions to be used in the study.

3. Develop Revenue and Expense Projections

Develop revenue and expense projections for the sewer fund over the next ten years. Project customer growth and annual revenue requirements over the study period. Evaluate the financial impact of growth on revenues. Compare recent actuals with prior projections and test updated projections for sufficient revenue coverage.

4. Meet with District to Review Preliminary Recommendations

Meet with District staff to review all assumptions and variables for approval and reasonability. Present initial findings and recommendations. Receive District input and revise assumptions and/or recommendations as needed.

5. Develop Rate Scenarios

Based upon revised assumptions, BWA will develop a base-case rate schedule then provide alternative schedules based upon District need for capital project development. We typically recommend financing most projects on a pay-as-you-go schedule, but some larger projects may need alternative financing approaches. We will work with the District to develop the best, likely alternatives to meet its needs. We will recommend the option of implementing a pass-through provision for wholesale wastewater costs pursuant to California Government Code 53756.

6. Final Reports and Models

BWA will deliver draft reports outlining the methodology and recommendations of the study. BWA will circulate a draft with staff for feedback and comments. Based on District input, BWA will develop a final project report and deliver the Excel model.

7. Proposition 218 Compliance

BWA will prepare a draft prop 218 notice for review by the District. BWA will attend the Prop 218 public hearing and make a summary rate presentation to the Board of Directors. Our proposal assumes that the District will coordinate and pay for the printing and mailing of the Prop 218 notices.

ADDITIONAL SERVICES

Bartle Wells Associates will remain available to provide additional services as requested by the Granada Community Services District. Additional services may include:

- Additional presentations, as necessary
- Assisting with the development of public education and outreach materials.

Availability & Fees

1. Bartle Wells Associates is prepared to begin work upon authorization to proceed.

2. Bartle Wells Associates will perform all work. Michael DeGroot, one of the firm's principals, will be placed in charge of the study and will devote the time and effort to the project as needed.

3. BWA will be compensated for the proposed services on a time and expenses basis. The not-to-exceed fee for the sewer rate update, based on our Billing Rate Schedule 2026 is **$16,000** including expenses.

4. The fee is based on the following assumptions:
   a. Availability of all necessary information, in a timely manner, from the District, its staff, attorneys, engineers, and other consultants.
   b. One draft submittal of the sewer rate study. Time and expenses in revising tables and assumptions due to changes in data from the District, or in preparing additional draft reports, constitute additional services.
   c. Meetings with the District:
      i. Virtual meetings with project team as necessary
      ii. Virtual presentation of recommendations to District Board

5. BWA will bill the District as the work proceeds on a time-and-materials basis in accordance with our Billing Rate Schedule 2026.

6. In addition to the services provided under this proposal, the District may authorize BWA to perform additional services for which the District will compensate BWA based on consultants' hourly rates (Billing Rate Schedule 2026) at the time the work is performed, plus direct expenses. Additional services may include, but are not limited to:
   - Attendance at additional meetings or presentations
   - Changes in project scope
   - Any other services not specified

7. BWA will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in the attached Insurance Schedule.

8. If the project is terminated for any reason, BWA is to be reimbursed for professional services and direct expenses incurred up to the time BWA receives notification of such termination.

9. This proposal may be withdrawn or amended if not accepted within 90 days of its date.

BARTLE WELLS ASSOCIATES
BILLING RATE SCHEDULE 2026
Rates Effective 1/1/2026

Professional Services

Financial Analyst I	$135 per hour
Financial Analyst II	$155 per hour
Associate Consultant	$175 per hour
Consultant	$200 per hour
Senior Consultant	$225 per hour
Project Manager/Technical Expert	$260 per hour
Principal Consultant	$290 per hour

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant's hourly rate.

The above rates will remain in effect through duration of the project.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees are typically billed monthly or bi-monthly on a time and materials basis as work proceeds. Invoices are due and payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

Michael DeGroot, Principal Consultant

Michael DeGroot is a principal and vice president of Bartle Wells Associates with 13 years of experience developing utility rate studies, long-term financial plans, and development impact fees for cities and special districts throughout California. He has helped many agencies implement multi-year water and sewer rate increases designed to support their operating and capital programs while complying with the legal requirements of Proposition 218. He has experience developing conservation-oriented rate structures, drought rate surcharges, and connection fees designed to recover the cost of infrastructure benefiting growth. He also is an MSRB-registered municipal advisor with experience helping agencies evaluate capital funding options and issue debt.

Education

B.S., Business Administration – U.C. Berkeley Walter A. Haas School of Business, Berkeley, CA

Representative Projects

- **City of Foster City:** Water and sewer rate study and analysis of alternative rate structures.
- **Town of Colma:** Sewer rate study and evaluation of fixed and volumetric rate structure alternatives.
- **City of Pacifica:** Sewer rate and capacity fee study.
- **West Valley Sanitation District:** Sewer rate and capacity fee study.
- **City of Benicia:** Sewer rate analysis and drought rate alternatives.
- **City of Angels Camp:** Water and wastewater rate study.
- **Casitas Municipal Water District:** Water rate study.
- **Castro Valley Sanitary District:** Financial plan and financial adviser for revenue bond issue.
- **Crestline Wastewater District:** Sewer rate study.
- **Fairfield-Suisun Sewer District:** Sewer rate and capacity fee study.
- **Grizzly Flats CSD:** Water rate study.
- **City of Hughson:** Water rate study and SRF loan support.
- **Malaga County Water District:** Water and sewer rate study.
- **Mariposa County:** Water and sewer financial plans for six utilities and funding plan for roads.
- **North of River Sanitary District:** Sewer rate study and capacity fees.
- **Palmdale Water District:** Water rate study.
- **City of Patterson:** Water rate study and water, wastewater, and stormwater capacity fee studies.
- **Pinedale County Water District:** Water rate study.
- **City of Placerville:** Water and wastewater rate study.
- **Root Creek Water District:** Benefit Assessment District formation support.
- **City of Santa Barbara:** Water rate study and water and sewer capacity fees.
- **City of Santa Clarita:** Feasibility study of the City's takeover of its sewer enterprise from LACSD.
- **Santa Clarita Valley Water District:** Water capacity fee.
- **Sewerage Commission – Oroville Region:** Sewer rate study.
- **City of Simi Valley:** Water and sewer rate study.
- **Stege Sanitary District:** Sewer rate study.
- **Thermalito Water and Sewer District:** Water and sewer rate study and sewer capacity fees.

PROPOSED PROJECT SCHEDULE

Provided below is a draft timeframe for completion of the Project. BWA will work with the District to develop a final schedule designed to meet the District's objectives.

Proposed Schedule:

- December 2026 – Hold kickoff meeting and begin data collection
- January – February 2027 – Develop financial plan, cost-of-service analysis, and rate recommendations. Review findings and alternatives with District staff.
- March 2027 – Complete draft study for staff and legal review and inclusion in the Board agenda packet.
- April 2027 – Circulate Prop 218 Notice to ratepayers.
- June 2027 – Hold the public hearing and seek Board adoption of proposed rates.
- July 1, 2027 – Implement adopted rates.

Project Task	Dec		Jan		Feb		Mar		Apr		May		Jun	
Kickoff Meeting & Research														
Project Team Meetings														
Financial Plan														
Cost of Service Analysis														
Rate Design														
Draft, Revised, & Final Reports														
Board Meetings														
Prop. 218 Notice & Hearing														

November 12, 2026

Memorandum

To: Granada Community Services District

From: John H. Rayner, District Engineer

Subject: Engineer's Report for November 2026

6-Year CIP for FY 2025 - FY 2031

Because of the high cost to GCSD for the replacement of SAM's Montara Force Main, only about $100k would be available for CIP pipe replacements in FY26-27. Accordingly, a FY26-27 CIP would likely replace just a few sewers. At this time, we are not planning on a CIP project until FY27-28.

247 San Juan Ave Class 3 Permit

We reviewed revised plans for a proposed Class 3 mainline extension on San Juan Ave and provided our review comments on January 6, 2026. Awaiting the next submittal of updated plans.

114 Delores Ave Class 3 Permit

We reviewed and approved plans, dated September 15, 2026, and are awaiting the construction schedule.

Comcast Project

Our review comments were incorporated into the revised plans for a Comcast project in

Memorandum

Granada Community Services District
November 12, 2026

Princeton. The project will install fiber cables along West Point Ave.

EIR for County Housing Project

This proposed County Housing Project includes six parcels owned by the Cabrillo Unified School District. The parcels are located between Coral Reef Avenue and Sevilla Avenue in El Granada, totaling 12.45 acres of currently vacant undeveloped land.
The County project proposes a residential development with a density of between 30 to 70 units per acre, or between 370 and 870 new units. GCSD uses an equivalent residential use of 221 gallons per day of wastewater per residence so the additional wastewater generation from this proposed development at a density of 70 units per acre would be about 192,000 gpd. Currently the District averages a flow of 200,000 gpd so this project, even at the lower density of 30 units per acre, would have a significant impact on GCSD sewers and SAM's IPS and its treatment plant by potentially nearly doubling GCSD's current flow to SAM.
GCSD has provided its comments to the County to be included in the draft EIR.

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore

Subject: Administrative Staff Report

Date: October 10 to November 13, 2026

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

- Continued coordination for mainline extension and cost sharing agreement at 114 Dolores and 247 San Juan.
- Attended San Mateo Midcoast Planning Partners (SMMPP) meeting– November 5, 2026.
- District letter in response to SMC Planning Notice of Preparation for EIR on Housing Element Rezoning Program (attached).
- Attended FOG testing of various restaurants with representatives from SAM and Mark Thomas.
- Preparing for the Caltrans Open House to be held on November 18th where GCSD will table and share information on sewer infrastructure and park plans.
- Preparing for LAFCo Municipal Services Review – kick off meeting to occur November 17th.
- There was no change of status on open lots on the Burnham Strip or the post office lot.

PUBLIC RECORDS (ACT) REQUESTS – There was one request during this period:

Date	Requestor	Documents Requested	Response
10/13/26	Starbridge	Existing vendor list	10/19/26

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

Date	Class	Owner/Agent	APN	Address	Sq. Ft.	Zone
10/13/26	VAR	Welch	047-045-170	0 Sevilla Ave, EG	4,400	R1/S17

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

Permit	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone

SEWER HOOK-UPS - There were no sewer hook-ups during this period.

Permit	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
DEMO	N/A	10/9/26	Knopf	048-056-030	400 Miramar	N/A	R1/S17

GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors
Barbara Dye, President
Wanda Bowles, Vice President
Matt Allen, Director
Nancy Marsh, Director
Jen Randle, Director

October 27, 2026

Will Gibson, Planner III
Planning & Building Department
455 County Center
Redwood City, CA 94063
Email: wgibson@smcgov.org

Re: County of San Mateo Housing Element Rezoning Program Phase 2 – El Granada - NOP for Environmental Impact Report (EIR)

Dear Mr. Gibson,

The Granada Community Services District (GCSD) has received the Notice of Preparation for the proposed Environmental Impact Report for the County of San Mateo Housing Element Rezoning Program Phase 2 - El Granada. GCSD is responsible for the operation and maintenance of the sewer collection system, sewer services, and solid waste for a population of approximately 6,000 people, serving over 2,500 homes and businesses in the unincorporated areas of El Granada, Miramar, and Princeton-by-the-Sea, and the northern portion of the City of Half Moon Bay.

The SMC Housing Element Rezoning Program identifies six parcels subject to the Rezoning Plan located between Coral Reef Avenue and Sevilla Avenue in El Granada, totaling 12.45 acres of vacant undeveloped land. The County is proposing a density of 30 to 70 units per acre, which could theoretically result in 373.5 to 871.5 new units. The District uses an equivalent residential use of 221 gallons per day of wastewater per residence to calculate wastewater generation. The additional wastewater generation would therefore be between 82,544 and 192,602 gpd, a substantial increase over the district's current flow.

There is currently minimal sewer infrastructure adjacent to the identified parcels. Additionally, substantial upgrades to the existing collection system and possibly to the Sewer Authority Mid-Coastside's (SAM's) pump stations at Princeton and Portola would likely be necessary and should be assessed and studied by the County's consultants as part of the EIR. The cost of studies to determine the needed infrastructure improvements to support the proposed Project as well as the cost of constructing the improvements shall be borne by the proposed Project and not by either GCSD or SAM.

Thank you for including GCSD in the EIR process. Should you have any question regarding this letter, please contact Hope Atmore at hatmore@granada.ca.gov.

Hope Atmore
Assistant General Manager
Granada Community Services District

Cc: Chuck Duffy, General Manager

GRANADA COMMUNITY SERVICES DISTRICT

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

October 15, 2026

CALL REGULAR MEETING TO ORDER AT 7:00 p.m.
The meeting was called to order at 7:01 p.m.

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

Staff: Assistant General Manager Hope Atmore. General Manager Chuck Duffy attended via Zoom. District Counsel William Parkin was absent.

GENERAL PUBLIC PARTICIPATION
President Dye shared that she had recently visited Groveland Community Services District (GCSD) in Groveland, CA which also operates a park, playground, and skate park and has signs highlighting the history of the area.

Assistant General Manager Hope Atmore stated that she serves as a Director on the Board of Senior Coastsiders and that she would not participate in the first agenda item discussion.

Director Wanda Bowles disclosed a financial interest and conflict of interest related to Senior Coastsiders pursuant to Government Code Sections 1090 and 1091. Director Bowles recused herself and left the meeting room for Agenda Item 1.

REGULAR MEETING AGENDA

1. **Presentation by Senior Coastsiders for Consideration of a Development Partnership on the Park Property at 480 Ave. Alhambra** – Executive Director Sandi Winter explained that Senior Coastsiders is seeking office and event space on the Midcoast in order to expand access to its services and programs, and thanked the GCSD Board for exploring a possible partnership in constructing a new second building on the 480 Alhambra property. Ms. Winter highlighted potential areas of collaboration including the various classes, intergenerational programming, shared use of space after regular business hours, and volunteer opportunities. The Board discussed the potential scope of programming and the importance of ensuring partnership accommodates the broader community.
   Community member Patrick Tierney expressed strong support for the potential partnership but stressed the need to serve the entire community.

ACTION: Director Marsh moved to direct staff to continue discussions with Senior Coastsiders regarding the potential to partner on creating a joint project as a Midcoast home for Senior Coastsiders. (Marsh/Randle). Approved 3-0-1. (Wanda Bowles recused).

Director Bowles rejoined the meeting at this time.

2. **Park and Recreation Activities.**
   a. Report on Planned Recreation Program Events – Ms. Atmore provided a summary of recent recreation programming including the Learn to Draw, Friday Yoga, and Quarterly Recycling Event. Ms. Atmore also reported that planning is underway for the El Granada Winter Festival. Director Randle asked if local elementary schools could be involved in decorating the tree. The Board also made suggestions for possible food trucks at the Winter Festival.
   b. Updates on Granada Community Park and Recreation Center Project – Ms. Atmore reported that that the project team is compiling responses to County comments for the Coastal Development Permit, and also reported that a Request for Qualifications for design/build services for the 480 Alhambra building was advertised in the Daily Journal and on the IMS website.
      - Initial review of proposed floor plan options for 480 Avenue Alhambra – Ms. Atmore provided an overview of two options, one with staff space and one without staff space on site. Director Marsh emphasized that CPM specifically include firms with experience designing and constructing community recreation centers. Board members discussed the importance of functionality of the space, providing adequate workspace for staff, sufficient space for recreation programming, adequate storage space, and indoor/outdoor access. Mike Wassermann with Capital Program Management clarified the progressive design-build process and emphasized that the Board will have multiple opportunities to provide input and guide the design. Mr. Wassermann also noted that the current approach is to complete the park and renovate the existing building within the available budget while preserving opportunities for future improvements as funding becomes available.
        Community member Patrick Tierney stressed the need to have staff on site, event oversight, facility management, catering facilities, and sufficient storage.

      ACTION: Director Randle moved to direct that staff space be included in the Granada Park and Recreation Center building at 480 Avenue Alhambra. (Randle/Marsh). Approved 4-0.

3. **Proposal for Municipal Advisory Services by Ridgeline Municipal Strategies, LLC, for Funding of the Park and Recreation Center Project** – Ms. Atmore provided a summary of steps taken by CPM to solicit firms for financial advisory services and stated that based on CPM's scoring matrix, Ridgeline Municipal Strategies, LLC was recommended to the Board for engagement.

   ACTION: Director Randle moved to approve the agreement with Ridgeline Municipal Strategies LLC, for municipal advisory services. (Randle/Bowles). Approved 4-0.

4. **Proposal for Independent Contractor Agreement with Dudek for General Manager Services** – Ms. Atmore presented a three-year extension of the independent contractor agreement with Dudek for General Management services with an increased hourly rate from $225 to $255. Board members recognized General Manager Chuck Duffy's experience and expertise in managing sewer districts and providing technical and operational guidance to GCSD.
   ACTION: Director Bowles moved to approve and extend the Contractor Agreement with Dudek for General Manager services. (Bowles/Randle). Approved 4-0.

5. **Report on Sewer Authority Mid-Coastside Meetings** – Director Marsh reported that work on SAM IPS Montara force main replacement project is progressing with some work occurring before January and more substantial activity anticipated in the spring. Director Marsh also explained that the SAM board will be undertaking a strategic planning process and highlighted that an intended outcome is to establish specific goals for SAM that can be used to evaluate the General Manager's performance. Director Dye provided an explanation of the recent failure of SAM's electrical bus duct which shut down power to the entire plant and has required SAM to rent a temporary generator to maintain plant operations. General Manager Chuck Duffy explained that this was the third time in recent years that the bus duct failed. Directors Marsh said SAM is working with PG&E on temporary power and that the bus duct provider will be analyzing the failure in order to propose an improved system. Director Dye discussed a presentation by One Shoreline regarding a potential partnership with the US Army Corps of Engineers to improve infrastructure resilience at the plant in response to sea level rise. Director Marsh stated that the planning phase would involve a 50/50 cost-sharing arrangement and that if it moved to construction, the federal contribution could cover up to 65% of eligible costs. She emphasized that this is not part of the electrical building relocation project but that there could be some cross-over. She further explained that this study is instead focused on the berm around the plant and the repercussions of the creek widening due to sea level rise.

6. **Engineer's Report** – Ms. Atmore summarized projects on San Juan Avenue and an upcoming project in Princeton.

7. **Administrative Staff Report** – Ms. Atmore provided a brief summary of a recent meeting of the San Mateo Midcoast Planning Partners, highlighted the upcoming GCSD candidate forum, and reported that staff is coordinating a first meeting of the Ad Hoc Committee for the skate area of the park.

CONSENT AGENDA

8. **September 17, 2026 Special Meeting Minutes**
9. **September 17, 2026 Regular Meeting Minutes** – Director Marsh made a minor correction, noting that Director Randle seconded the motion to appoint Director Allen to the skate Ad Hoc Committee.
10. **October 2026 Warrants.**
11. **August 2026 Financial Statements.**
    ACTION: Director Marsh moved to approve the Consent Agenda.

(Marsh/Randle). Approved 4-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. Attorney's Report. (Parkin)

14. General Manager's Report. (Duffy)

15. Future Agenda Items.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:26 p.m.

Attest:

_____

Hope Atmore, Board Secretary

Date Approved by the Board: November 19, 2026

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

Date	Num	Name	Memo	Account	Amount
10/15/26	10927	AT&T (Office #5614)	Inv dtd 10/04/26	6170 Utilities	$ 253.96
10/15/26	10928	AT&T (Pump Station #1868)	Pump Station #1868 Inv dtd 09/05/26	6170 Utilities	299.25
10/15/26	10929	Capital Program Management, Inc.	Prof Svcs rendered for construction management ending 9/30/26	7520 Capital Projects Prof Svcs	11,404.75
10/15/26	10930	KBA Document Solutions, LLC	Inv dtd 10/08/26	6140 Office Supplies	58.42
10/15/26	10931	Sewer Authority Mid-Coastside	Sep 2026 Pass Through Inv	5021 Lift Station Maint.	3,125.00
10/15/26	10932	Tri Counties Bank	Stmt dtd 10/15/26	6140 Office Supplies	3,174.02
10/15/26	10933	AIMS Team LLC	GIS & AIMS Services 07/17/26-10/15/26	6070 Engineering Services	9,440.00
10/16/26	10934	AT&T (Pump Station #1868)	Pump Stn Inv dtd 10/05/26 - remaining balance	6170 Utilities	125.78
10/16/26	10935	California Department of Fish and Wildlife	Permitting Fees	7520 Capital Projects Prof Svcs	2,896.25
10/19/26	10936	San Mateo Daily Journal	SMD ads, 06/30/26	6160 Publications/Notices/Marketing Outreach	2,016.00
10/23/26	10937	Claudia A. Marshall	Registration - Learn to Draw 09/16/26-10/14/26	5130 Parks & Rec Professional Svcs	980.00
11/03/26	10938	San Francisco Bay Reg. Water Quality Control Board	Granada Community Park Project	6260 Permitting/Fees/Filing Fees	2,500.00
11/03/26	10939	Tri Counties Bank	Stmt dtd 10/15/26	6140 Office Supplies	268.12
11/19/26	10940	Andreini Brothers	Invs 8186, 8171 dtd 10/21/26	1112-2 MH Raising	5,758.00
11/19/26	10941	AT&T (Office #5614)	Office Inv dtd 11/04/26	6170 Utilities	253.96
11/19/26	10942	AT&T (Pump Station #1868)	Pump Stn Inv dtd 11/05/26	6170 Utilities	427.18
11/19/26	10943	Barbara Dye	10/15/26 GCSD	6040 Directors' Compensation	190.00
11/19/26	10944	BKF Engineers	Park Engineering Svcs - Invs 26101438, 26110112	7520 Capital Projects Prof Svcs	19,770.75
11/19/26	10945	Coastside Co Water District (4169-02)	Water utility charges Oct 2026	6170 Utilities	41.43
11/19/26	10946	Coastside Co Water District (4170-02)	Water utility charges Oct 2026	6170 Utilities	48.45
11/19/26	10947	CSDA	Renewal Inv 2575 dtd 10/01/26	6100 Memberships	7,453.00
11/19/26	10948	Dudek	Prof. Svcs - Inv 202610482	6151 General Manager	5,309.88
11/19/26	10949	Hue & Cry, Inc	Dec 2026 Pump Stn Alarm	6170 Utilities	35.59
11/19/26	10950	Jen Randle	10/15/26 GCSD (+3 lost checks)	6040 Directors' Compensation	760.00
11/19/26	10951	Kankel, Conroy, Rose & Hill Landscape Architecture	October 2026 Landscape Architectural Services	7520 Capital Projects Prof Svcs	32,021.75
11/19/26	10952	KBA Document Solutions, LLC	Inv dtd 11/09/26	6140 Office Supplies	49.19
11/19/26	10953	Kennedy Jenks	08/29/26-10/02/26 Svcs	6070 Engineering Services	2,065.96
11/19/26	10954	Nancy Marsh	10/15/26 GCSD	6040 Directors' Compensation	190.00
11/19/26	10955	Pacifica Community TV	Inv PCTGCSD1026	6180 Video Taping	400.00
11/19/26	10956	PG&E (#5133-7)	Inv dtd 11/02/26	6170 Utilities	44.06
11/19/26	10957	PG&E (Office #4277-7)	Office Inv dtd 10/22/26	6170 Utilities	25.20
11/19/26	10958	PG&E (Pump Station #5681-6)	Pump Stn Inv dtd 10/15/26	6170 Utilities	301.24
11/19/26	10959	Recology of the Coast-V	25/26 SMC payment for 24/25 Delinquent Garbage; Inv 9547	6135 Other Property Maint.	757.42
11/19/26	10960	Rodolfo Romero	Oct Cleaning	6130 Office Maintenance & Repairs	220.00
11/19/26	10961	San Mateo County Harbor District	Office Lease - December 2026	6120 Office Lease	5,363.31
11/19/26	10962	SDRMA	SDRMA Medical Benefit Premiums - December 2026	6062 Medical	5,900.45
11/19/26	10963	Sewer Authority Mid-Coastside	November 2026 Collections & Asmts	5010 SAM - General	350,952.75
11/19/26	10964	US Bank Equipment Finance	November 2026 Svcs	6020 Copier Lease	252.28
11/19/26	10965	Wanda Bowles	10/15/26 GCSD	6040 Directors' Compensation	190.00
11/19/26	10966	Wittwer Parkin	Legal Svcs 10/01/26-10/31/26	6090 Legal Services	2,739.00
				TOTAL	**$ 478,062.40**

Financial Statements

Granada Community Services District

September 2026

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Executive Summary

REVENUE (2026/2027 YTD)

$115,069

▼ -90.6% vs budget



EXPENSES (2026/2027 YTD)

$1,193,436

▼ -27.6% vs budget



CHANGE IN NE... (2026/2027 YTD)

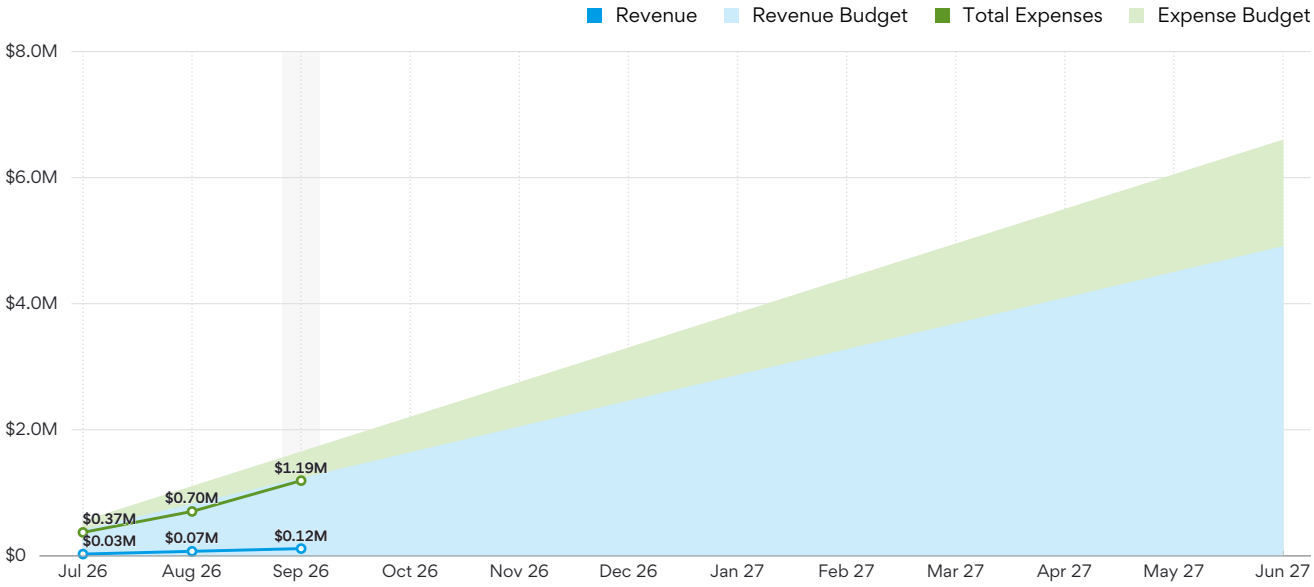
($1,078,367)

▼ -155.4% vs budget



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

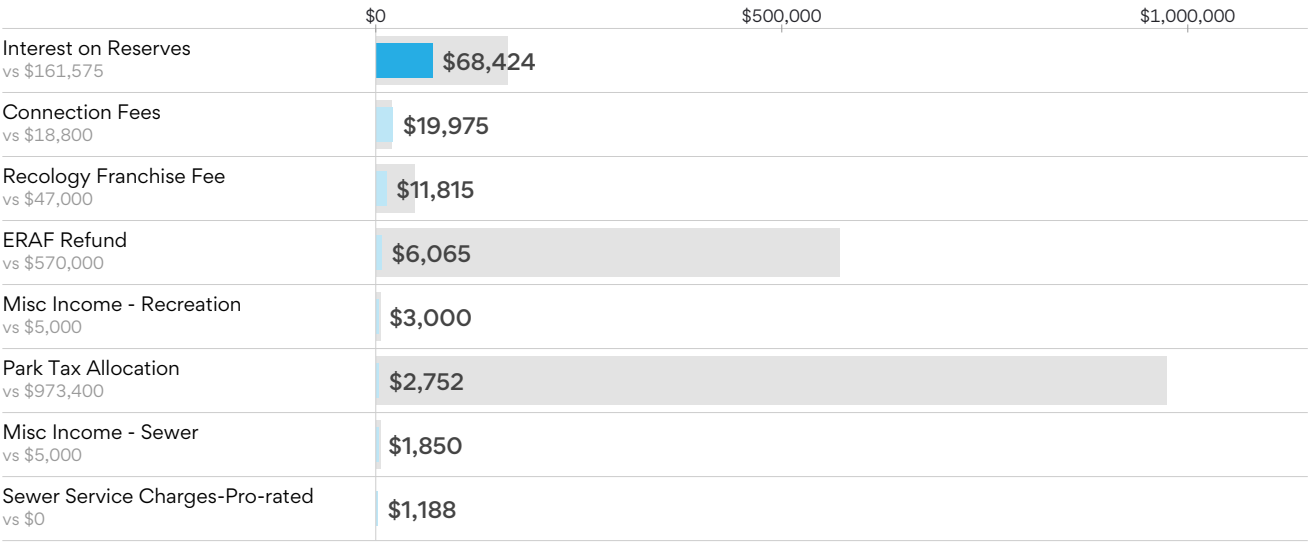
YTD Cumulative Revenue & Expense Budget Trends



Top 10 Revenues & Expenses

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

Top 10 Revenue breakdown (2026/2027 YTD vs Budget)



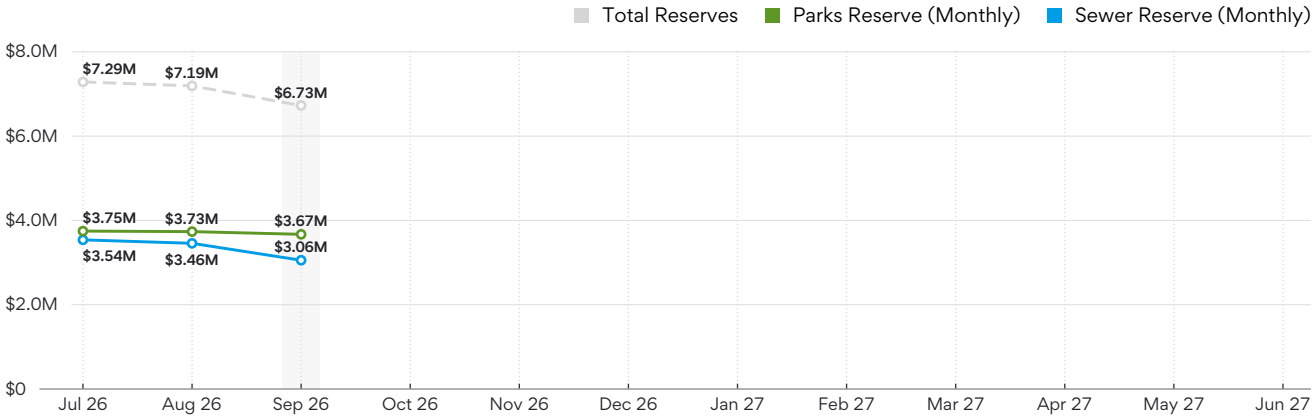
Top 10 Expenses breakdown (2026/2027 YTD vs Budget)



Budgetary Fund Cash Reserves

The District maintains two budgetary reserves to track cash balances allocable to sewer and parks and recreation operations. These reserve balances represent amounts internally tracked for budget purposes only and do not represent restricted net position. The balance of each budgetary reserve as of period-end are as follows:

Reserve Balances



Sewer Reserves ($)	2026/2027 (YTD)
Beginning Sewer Reserve	3,725,757
Change in Sewer Reserve	(670,548)
Ending Sewer Reserve	**3,055,209**

Parks & Recreation Reserves ($)	2026/2027 (YTD)
Beginning Parks Reserve	3,790,339
Change in Parks Reserve	(120,339)
Ending Parks Reserve	**3,670,000**

Total Cash Reserves ($)	2026/2027 (YTD)
Ending Reserves	**6,725,209**

Granada Community Services District
For the Month Ended September 30, 2026

Notes to the reader:

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

- The financial statements omit management's discussion and analysis, the statement of cash flows, and substantially all of the disclosures required by accounting principles generally accepted in the United States of America.
- The following accounts are adjusted only at fiscal year-end:
    - Capital assets and construction in progress; Net pension liability and related deferred inflows and outflows of resources, and pension expense; compensated absences liabilities and related expenses; Investment in Sewer Authority Mid-Coastside (SAM).
- The activities of the Assessment District, a *blended component unit* of the Granada Community Services District, have not been included in these financial statements.
- These financial statements are presented in a simplified format that does not conform to the formats prescribed by GASB Statements No. 34 and No. 103.
- Totals and subtotals may not exactly equal the sum of their components due to rounding where decimals are not displayed.

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

The June 30, 2026 financial statements are subject to an audit which is in progress as of November 12, 2026. Any adjustments resulting from this audit are not included in these financial statements. Adjustments may be material.

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

The financial forecasts (budget) included in these financial statements present, to the best of management's knowledge and belief, the District's expected financial position and results of operations for the forecast periods. Accordingly, the forecasts reflect its judgment as of June 18, 2026, the date these forecasts were prepared, of the expected conditions and its expected course of action. The assumptions disclosed herein are those that management believes are significant to the forecasts. There will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

- Lease revenues from the 480 Ave. Alhambra property decreased to $0 (-100%), as the property is no longer generating rental income for the fiscal year.
- 3,247 ERUs of sewer service charges at $950 per ERU (+5%).
- Insurance costs expected to increase by approximately 8%.
- Interest revenues are calculated based on a 3.3% return on projected cash reserve balances invested in LAIF and CalTrust.
- CCTV budget set at $35K based on SSC discussion and Basin Plan Amendment.
- Additional $10K investment in new tables and sound system expected this year, added to office maintenance & repairs expense.
- Reimbursement amount to Half Moon Bay per Property Tax Agreement of $45,384 based on 18.2% of expenses.
- Professional services, project permitting and filing fees related to the Granada Community Park and Recreation Center were increased to $1,500,000 for work expected to be completed during FY2026/27.

Financial Statements

Granada Community Services District
Statement of Net Position (Unaudited)
As of September 30, 2026

ASSETS	Sep 2026
Cash & Equivalents	
Petty Cash	$ 1,086
Tri Counties Bank - Gen Op	62,877
Tri Counties Bank - Deposit	2,500
LAIF	9,543
CalTrust Liquidity Fund #0010	6,648,453
Undeposited Funds	750
Total Cash & Equivalents	**6,725,209**
Accounts Receivable	
Accounts Receivable from Customers	4,394
Other Current Assets	
Interest Receivable	95
Prepaid Expenses	11,397
Due from AD	10,242
Total Other Current Assets	**21,734**
Total Current Assets	**6,751,337**
Fixed Assets	
Collections System	12,720,411
Construction in Progress	512,505
Equipment	4,278
Land	2,862,979
Right of Use Assets, Net	13,624
Accumulated Depreciation	(8,657,855)
Total Fixed Assets	**7,455,943**
Investments or Other Non-Current Assets	
Investment in SAM	6,610,092
ERAF 5% Retention Receivable	56,764
Total Investments or Other Non-Current Assets	**6,666,856**
Total Non-Current Assets	**14,122,799**
Total Assets	**20,874,135**
DEFERRED OUTFLOWS OF RESOURCES - PENSION	**63,036**

(Continued on next page)

Granada Community Services District
Statement of Net Position (Unaudited)
As of September 30, 2026
(Continued)

LIABILITIES	Sep 2026
Accounts Payable	
Accounts Payable	120,391
Other Current Liabilities	
Compensated Absences, Current Portion	13,359
Deposits Payable	11,498
Total Other Current Liabilities	**24,857**
Total Current Liabilities	**145,248**
Other Non-Current Liabilities	
Compensated Absences, Noncurrent	8,959
Lease Liability	14,445
Net Pension Liability	108,485
Total Other Non-Current Liabilities	**131,889**
Total Non-Current Liabilities	**131,889**
Total Liabilities	**277,137**
DEFERRED INFLOWS OF RESOURCES - PENSION	**14,679**
NET POSITION	
Net Investment in Capital Assets	7,455,943
Net Position - Unrestricted	13,189,413
Total Net Position	**$ 20,645,356**

Granada Community Services District
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)
For the Three Months Ended September 30, 2026

Revenue	Jul-Sep 2026	Expected to Date	Variance YTD	FY26/27 Budget
Operating Revenue				
Sewer Service Charges-SMC	$ -	$ 771,100	$ (771,100)	$ 3,084,400
Sewer Service Charges-Pro-rated	1,188	-	1,188	-
Connection Fees	19,975	4,700	15,275	18,800
Total Operating Revenue	**21,163**	**775,800**	**(754,637)**	**3,103,200**
Non Operating Revenue				
Interest on Reserves	68,424	40,394	28,030	161,575
SAM Refund from Prior Yr	-	250	(250)	1,000
ERAF Refund	6,065	142,500	(136,435)	570,000
Misc Income - Sewer	1,850	1,250	600	5,000
Misc Income - Recreation	3,000	1,250	1,750	5,000
Park Tax Allocation	2,752	243,350	(240,598)	973,400
AD OH Reimbursement	-	9,750	(9,750)	39,000
Recology Franchise Fee	11,815	11,750	65	47,000
Total Non Operating Revenue	**93,906**	**450,494**	**(356,587)**	**1,801,975**
Total Revenue	**115,069**	**1,226,294**	**(1,111,224)**	**4,905,175**
Expenses				
Operations				
SAM - General	326,578	326,578	-	1,306,311
SAM - Collections	223,229	68,444	154,785	273,777
Depreciation Expense	64,247	-	64,247	-
CCTV	-	8,750	(8,750)	35,000
RCD - Parks	-	250	(250)	1,000
Half Moon Bay Reimb - Parks	-	11,346	(11,346)	45,384
Recreation Supplies and Misc…	300	750	(450)	3,000
Total Operations	**614,354**	**416,118**	**198,236**	**1,664,472**
Administration				
Auditing	-	5,200	(5,200)	20,800
Copier lease	718	800	(82)	3,200
Directors' Compensation	1,710	3,900	(2,190)	15,600
Education & Travel Reimb	-	520	(520)	2,080
Elections Related	-	7,500	(7,500)	30,000
Employee Compensation	108,142	110,700	(2,558)	442,800
Engineering Services	9,108	7,500	1,608	30,000
Insurance	299	19,300	(19,001)	77,200
Legal Services	9,174	11,975	(2,801)	47,900
Memberships	1,187	2,900	(1,713)	11,600
Office Lease	15,091	16,400	(1,309)	65,600
Interest Expense - Leases	173	-	173	-
Office Maint./Properties/Supplies	2,597	3,000	(403)	12,000
Professional Services	41,097	42,525	(1,428)	170,100

(Continued on next page)

Granada Community Services District
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)
For the Three Months Ended September 30, 2026
(Continued)

Expenses (Continued)	Jul-Sep 2026	Expected to Date	Variance YTD	FY26/27 Budget
Administration (Continued)				
Publications/Notices/Marketing…	-	1,835	(1,835)	7,340
Utilities	4,314	3,725	589	14,900
Video Taping	800	1,200	(400)	4,800
Computers	4,041	2,100	1,941	8,400
Miscellaneous	1,234	1,750	(516)	7,000
Bank Service Charges	322	-	322	-
Permitting/Fees/Filing Fees	21,422	6,250	15,172	25,000
Total Administration	**221,428**	**249,080**	**(27,652)**	**996,320**
Capital Projects				
SAM - Infrastructure	193,481	573,615	(380,134)	2,294,460
Lift Station Maint.	3,125	7,280	(4,155)	29,120
Lateral Repairs	-	2,500	(2,500)	10,000
6-yr CIP Phase 3	22,937	25,000	(2,063)	100,000
Capital Projects Professional Svcs	138,111	375,000	(236,889)	1,500,000
Total Capital Projects	**357,654**	**983,395**	**(625,741)**	**3,933,580**
Total Expenses	**1,193,436**	**1,648,593**	**(455,156)**	**6,594,372**
Change in Net Position	**(1,078,367)**	**(422,299)**	**(656,068)**	**(1,689,197)**
Beginning Net Position	**21,723,723**	**21,723,723**	**-**	**21,723,723**
Ending Net Position	**$ 20,645,356**	**$ 21,301,424**	**$ (656,068)**	**$ 20,034,526**

Supplementary Information

Granada Community Services District
Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund
(Unaudited)
For the Three Months Ended September 30, 2026

Revenue	Sewer	Parks & Recreation	Total
Operating Revenue			
Sewer Service Charges-Pro-rated	$ 1,188	$ -	$ 1,188
Connection Fees	19,975	-	19,975
Total Operating Revenue	**21,163**	**-**	**21,163**
Non Operating Revenue			
Interest on Reserves	33,359	35,065	68,424
ERAF Refund	3,452	2,613	6,065
Misc Income - Sewer	1,850	-	1,850
Misc Income - Recreation	-	3,000	3,000
Park Tax Allocation	-	2,752	2,752
Recology Franchise Fee	11,815	-	11,815
Total Non Operating Revenue	**50,476**	**43,430**	**93,906**
Total Revenue	**71,639**	**43,430**	**115,069**
Expenses			
Operations			
SAM - General	326,578	-	326,578
SAM - Collections	223,229	-	223,229
Depreciation Expense	64,247	-	64,247
Recreation Supplies and Miscellaneous	-	300	300
Total Operations	**614,054**	**300**	**614,354**
Administration			
Copier lease	539	180	718
Directors' Compensation	1,283	428	1,710
Employee Compensation	81,107	27,036	108,142
Engineering Services	9,108	-	9,108
Insurance	224	75	299
Legal Services	7,268	1,906	9,174
Memberships	1,049	138	1,187
Office Lease	11,318	3,773	15,091
Interest Expense - Leases	130	43	173
Office Maint./Properties/Supplies	1,947	649	2,597
Professional Services	29,786	11,311	41,097
Utilities	3,754	561	4,314
Video Taping	600	200	800
Computers	3,030	1,010	4,041
Miscellaneous	943	290	1,234
Bank Service Charges	241	80	322
Permitting/Fees/Filing Fees	-	21,422	21,422
Total Administration	**152,328**	**69,101**	**221,428**

(Continued on next page)

Supplementary Information
Granada Community Services District
Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund
(Unaudited)
For the Three Months Ended September 30, 2026
(Continued)

Expenses (Continued)	Sewer	Parks & Recreation	Total
Administration (Continued)			
Capital Projects			
SAM - Infrastructure	193,481	-	193,481
Lift Station Maint.	3,125	-	3,125
6-yr CIP Phase 3	22,937	-	22,937
Capital Projects Professional Services	-	138,111	138,111
Total Capital Projects	**219,543**	**138,111**	**357,654**
Total Expenses	**985,925**	**207,512**	**1,193,436**
Change in Net Position	**$ (914,286)**	**$ (164,082)**	**$ (1,078,367)**

AGENDA MEMORANDUM

To: Board of Directors

From: Director Matt Allen

Subject: Skate Area Ad Hoc Committee Update

Date: November 19, 2026

The skate park design team met on Thursday, October 29th. Hope attended, as well as Brandon Fields, Steve Hawk, Tom Conroy, and myself. We discussed how to proceed with the skateboarding aspect of the future park. Steve Hawk, who sits on the board of The Skatepark Project (formerly the Tony Hawk Foundation), is providing guidance on the skate elements to be included in addition to the Jetty Ramp.

- The Skateboard Park Design Team agrees that it will be best to partner with a design company to facilitate the design process and communications with the architects, engineers, and program manager.
- The members of the Skate Park Design Team will begin gathering input from ramp users to inform the future design with the most desired features.
- Those able will begin touring, in person and virtually, skate parks of similar size to gather ideas for how best to design the features of the park.
- The skate area is currently drawn in the draft design as 2,500 sq.ft, plus the ramp. It could be expanded some depending on the way the borders are designed.
- Special consideration should be given to structure the concrete slab the skate features will rest on to balance smoothness of riding surface with resistance to cracking from soil expansion in winter and contraction in summer.

Brandon Fields provided this detailed study on skate park options and designs of other parks of the same size as ours will be:

El Granada Skate Study

GRANADA COMMUNITY SERVICES DISTRICT

November 19, 2026

FUTURE AGENDA ITEMS

#	Agenda Item	By	Est. Date	Notes
1	GCSD Policies Update	Staff	Ongoing	
2	Assessment District Policy Changes	Staff	Nov/Dec	
3				
4				
5				
6				
7				