



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, April 17, 2025

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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

Zoom information below:

Topic: GCSD Board Meeting Time: April 17, 2025 7:00 PM Pacific Time (US and Canada) Join Zoom Meeting <u>https://us02web.zoom.us/j/82642686214</u> Meeting ID: 826 4268 6214	OR Dial by your location +1 669 444 9171 US
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CALL REGULAR MEETING TO ORDER AT 7:00 p.m.

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

ROLL CALL

Directors:	President:	Jen Randle
	Vice-President:	Barbara Dye
	Director:	Wanda Bowles
	Director:	Jill Grant
	Director:	Nancy Marsh

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

Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	Hope Atmore
	Legal Counsel:	William Parkin

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

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

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1. Draft Sewer Authority Mid-Coastside General Budget for Fiscal Year 2025/26.	4
Recommendation: To be made by the Board.	
2. Draft Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2025/26.	39
Recommendation: To be made by the Board.	
3. Consideration of Bartle Wells Associates Sewer Service Charge Report and Rate Study and Potential Increase in the Sewer Service Charge for Fiscal Years Ending 2026-2030.	46
Recommendation: Direct staff to begin the Prop 218 process to increase the sewer service charge in accordance with the sewer service charge report and rate study.	
4. Resolution to Update the District's SAM Representatives.	64
Recommendation: To be made by the Board	
5. Renewal of Agreement with District Legal Counsel Wittwer Parkin, and with Case Related Legal counsel Davis, Bengston & Young, APLC.	66
Recommendation: To be made by the Board.	
6. Renewal of Agreement with District Engineer Kennedy Jenks.	83
Recommendation: To be made by the Board.	
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Recommendation: To be made by the Board.	
8. Consideration of the Formation of an Ad Hoc Committee to Research Use Options Related to 480 Avenue Alhambra.	99
Recommendation: To be made by the Board.	

- 9. Parks and Recreation Activities.** 101
a. Report on Planned Recreation Program Events.

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- 16. Attorney's Report. (Parkin)**
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ADJOURN REGULAR MEETING

At the conclusion of the February 20, 2025 Board Meeting:
Last Ordinance adopted: No. 177
Last Resolution adopted: No. 2025-003

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



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Sewer Authority Mid-Coastside General Budget for Fiscal Year 2025/26
Date: April 17, 2025

At their March 24th Board meeting, the SAM Board approved the circulation of the SAM FY 2025/26 General Budget for approval by the member agencies.

Discounting the Infrastructure line item (which fluctuates from year to year depending on SAM capital projects), the SAM General Budget increased from \$6,375,173 last year to \$6,427,266 for this coming FY 2025/26. This represents an increase of \$52,093 or 1% year over year.

GCSD's share of the overall budget, including capital projects, increased by \$106,000, or 6%.

Total Assessments for Each Member Agency*

	<u>FY 2022/23</u> <u>Actual</u>	<u>FY 2023/24</u> <u>Actual</u>	<u>FY 2024/25</u> <u>Adopted</u>	<u>FY 2025/26</u> <u>Proposed</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
Half Moon Bay	\$4,871,480	\$5,331,608	\$5,642,255	\$5,989,200	\$346,945	6%
Granada CSD	\$1,630,110	\$1,651,497	\$1,766,336	\$1,873,116	\$106,780	6%
Montara WSD	\$1,694,036	\$1,686,174	\$1,868,382	\$2,079,915	\$211,533	11%
Total	\$8,195,626	\$8,669,279	\$9,276,973	\$9,942,231	\$665,258	7%

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

BY: Discuss Proposed General Budget for FY 2025/26 and Authorize the General Manager to Submit it to Member Agencies for Approval

SUBJECT:

Executive Summary

The purpose of this report is to discuss the proposed General Budget for FY 2025/26 and authorize the General Manager to submit it to Member Agencies for approval.

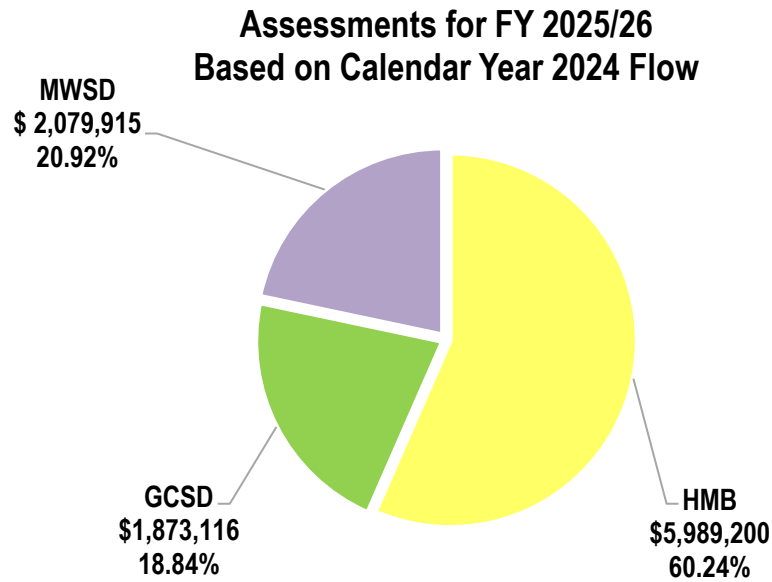
Fiscal Impact

The operation and maintenance expenditure budget for FY 2025/26 is \$10.0 million, including infrastructure project expenses. This is an *overall increase* of \$697,094 from the FY 2024/25 adopted budget. The impact to the member agency assessments is:

Assessments for Each Member Agency

	FY 2022/23 ACTUAL	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2025/26 PROPOSED	CHANGE FROM FY 24/25 ADOPTED	
Half Moon Bay	\$4,871,480	\$5,331,608	\$5,642,255	\$5,989,200	\$346,945	6%
Granada CSD	\$1,630,110	\$1,651,497	\$1,766,336	\$1,873,116	\$106,780	6%
Montara WSD	\$1,694,036	\$1,686,174	\$1,868,382	\$2,079,915	\$211,533	11%
	\$8,195,626	\$8,669,279	\$9,276,973	\$9,942,231	\$665,258	7%

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant



Strategic Plan Compliance

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

Background and Discussion/Report

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

Staff made the following assumptions in determining changes from the FY 2025/26 adopted budget:

- The position of Engineering & Construction Contracts Manager continues to be defunded.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up. Salaries for currently vacant positions are estimated at mid-step. There are a total of 17 positions:
 - 16 employees are scheduled for a step increase.
 - One is the General Manager who is on a contract.
- All services, supplies, and utilities will be increased by a 5% CPI unless a specific adjustment was deemed necessary based on actual experience or known factors.

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Budget Overview

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

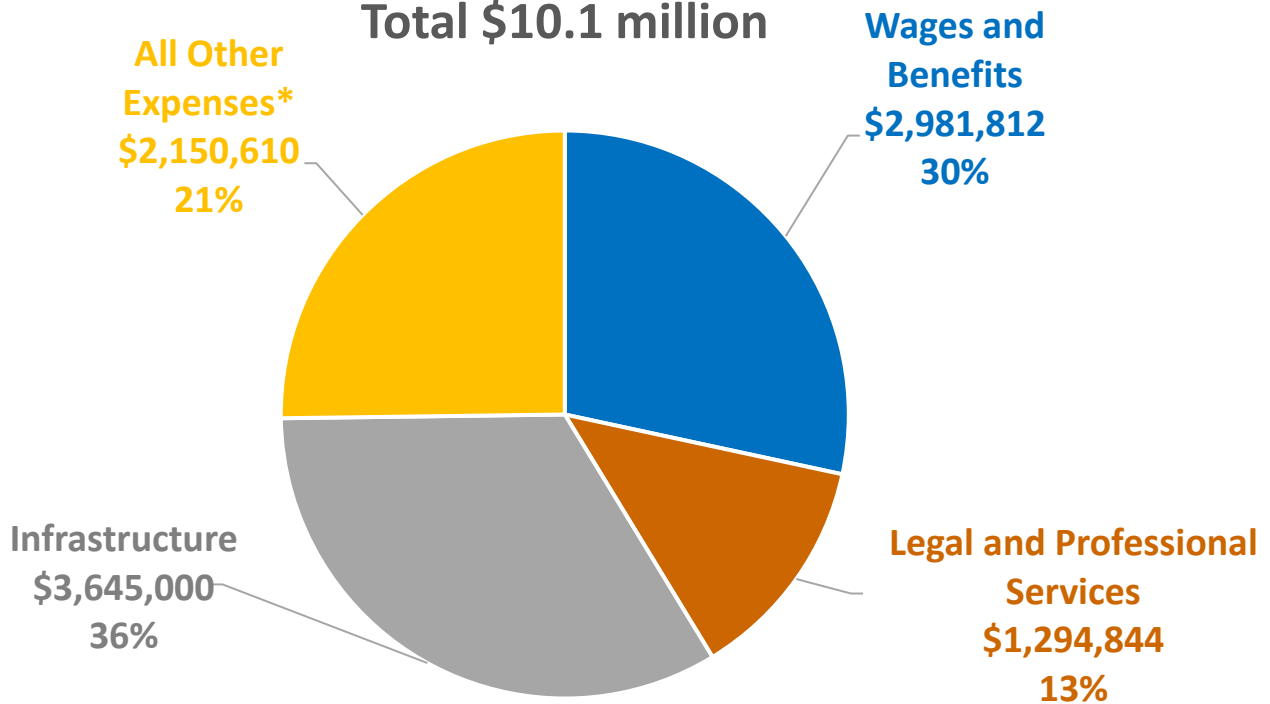
The overall increase from the adopted budget for Fiscal Year 2024/25 to the proposed budget for Fiscal Year 2025/26 is \$697,094 or 7%. This is primarily due to an increase in the estimated cost of infrastructure improvements.

Of the total General Budget, \$2.98 million (30%) is for Wages and Benefits. The cost of Infrastructure Improvements is \$3.65 million (36%). Legal, Engineering and Professional Services is \$1.29 million (13%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services.

All other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent the remaining \$2.15 million (21%) of the budget.

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Expenses by Category Total \$10.1 million



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

Significant Budget Changes

The Administrative Services division decreased \$96,805 or (5%). The net decrease is a result of the one-time purchase of an administrative vehicle in the current fiscal year and an estimated reduction in the amount of legal fees from both General Counsel as well as specialized employment law, resulting from the negotiations with Local No. 39 in the current fiscal year.

The Treatment division increased \$188,781 or 4%, which is due to the known COLA & Merit increases of 5% and 3% respectively. In FY 24/25, due to the unknown nature of the scheduled negotiations, estimates for Wage & Benefit were estimated to increase 12%. With the approval of the latest labor MOU with Local No. 39, we are better able to estimate personnel costs for FY 25/26.

The Environmental Compliance division budget decreased \$39,883 or (19%) primarily due to the reduction in BOD testing costs.

The Infrastructure division increased \$645,000 to address various projects in the Authority Capital Improvement Plan.

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Detail Changes in Expenses

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

1. Wages: Decrease of \$131,512 due to finalization of labor negotiations and turnover of certain staff.
2. Premium Pay: Increase of \$9,389 due to standby pay, certification pay, and overtime pay associated with changes in staffing resulting.
3. Health Benefits: Increase of \$88,075 due to labor negotiation approval of 100% coverage of SAM staff and due to increased health insurance costs.
4. Retirement Contributions: Increase of \$224,795 primarily due to the estimation of retirement costs related to the Unfunded Liability portion in the prior year's budget. (Every year this amount is estimated but the actual amount is not in our control and is not known until we are officially notified by CalPERS after the fiscal year is over).
5. Retirement Medical: Decrease of \$2,986 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: Decrease of \$11,510 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: Increase of \$176,251 in personnel costs primarily due to the annual funding of SAM's CalPERS Unfunded Liability.
8. Legal Services: Decrease of \$141,666 due to the completion of labor negotiations with Local No. 39 and reduced involvement of General Counsel.
9. Engineering Services: Continued involvement with Authority Engineering team.
10. Professional Services: Decrease of \$56,300.

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

- Calcon Systems, electrical services: Existing contract in next fiscal year not to exceed \$400,000.
 - RVE Accounting, financial & accounting services: As Needed.
 - Alpha Analytical Laboratories, essential lab services: As Needed.
 - Peninsula Pump, handles pump repair, generally an emergency repair: As Needed.
 - Precision IT, computer equipment maintenance: IT Support as and As Needed.
11. Professional Memberships: General cost of living increase of 5% expected. Professional

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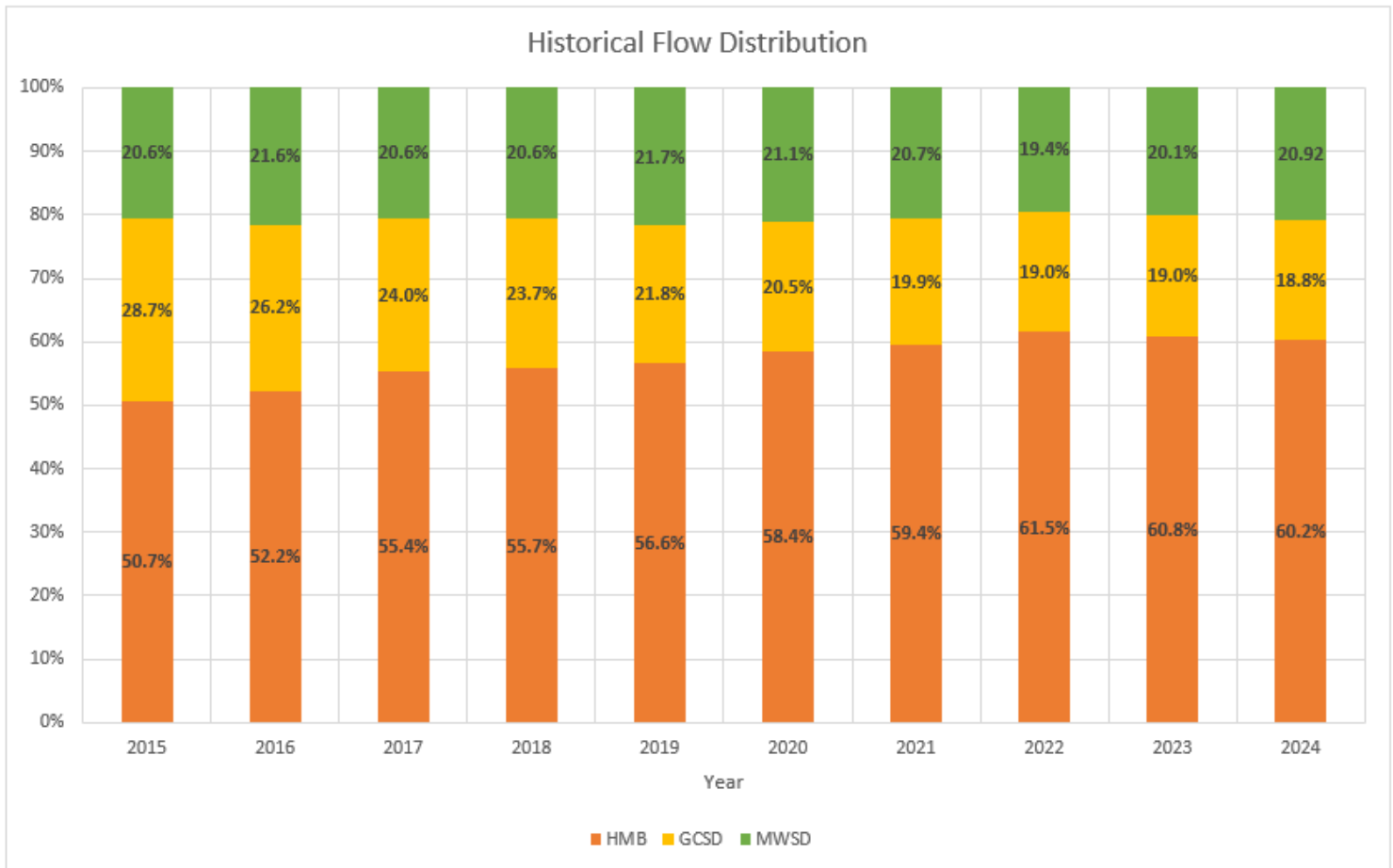
Memberships include, but is not limited to, the following agencies: CASA (California Association of Sanitation Agencies), CSDA (California Special Districts Association), CSRMA (California Sanitation Risk Management Authority), CWEA (California Water Environment Association), First Flush Program, GFOA (Government Finance Officers Association), NACWA (National Association of Clean Water Agencies), WEF (Water Environment Federation).

12. Insurance Premiums: Increase of \$26,190 due to new policies and prior-year claims.
13. Misc. Expenses: Increase of \$15,254 anticipated based on detailed review of current year expenditures.
14. Utilities: Increase of \$30,498 for electricity, gas, solid waste disposal, and water consistent with current costs.
15. Travel & Training: Increase of \$19,953 based on expectation that conference attendance will continue to increase.
16. Equipment Rental: Decrease of \$14,553 due to the completion of specific maintenance projects.
17. Building & Maintenance Services: Decrease of \$62,495 due to one-time expenditure planned for the current fiscal year (FY24/25) is not expected to repeat during FY25/26.
18. Chemicals: Increase of \$21,385 based on anticipated expenses consistent with recent experience and expected industry increases.
19. Permits & Licenses: Increase of \$2,667, general cost of living increase of 5% expected.
20. Supplies: Increase of \$13,818 based on current year expenditures.
21. Equipment: Increase of \$607, general cost of living increase of 5% expected.
22. Infrastructure: Increase of \$645,000 to address the projects identified in the adopted 5-Year CIP (adopted November 25, 2024) and additional projects as indicated in Infrastructure details of the General Budget.
23. Claims/Penalties: No change from the previous fiscal year.
24. Non-Personnel Subtotal: Total Increase of \$520,844 or 7%.

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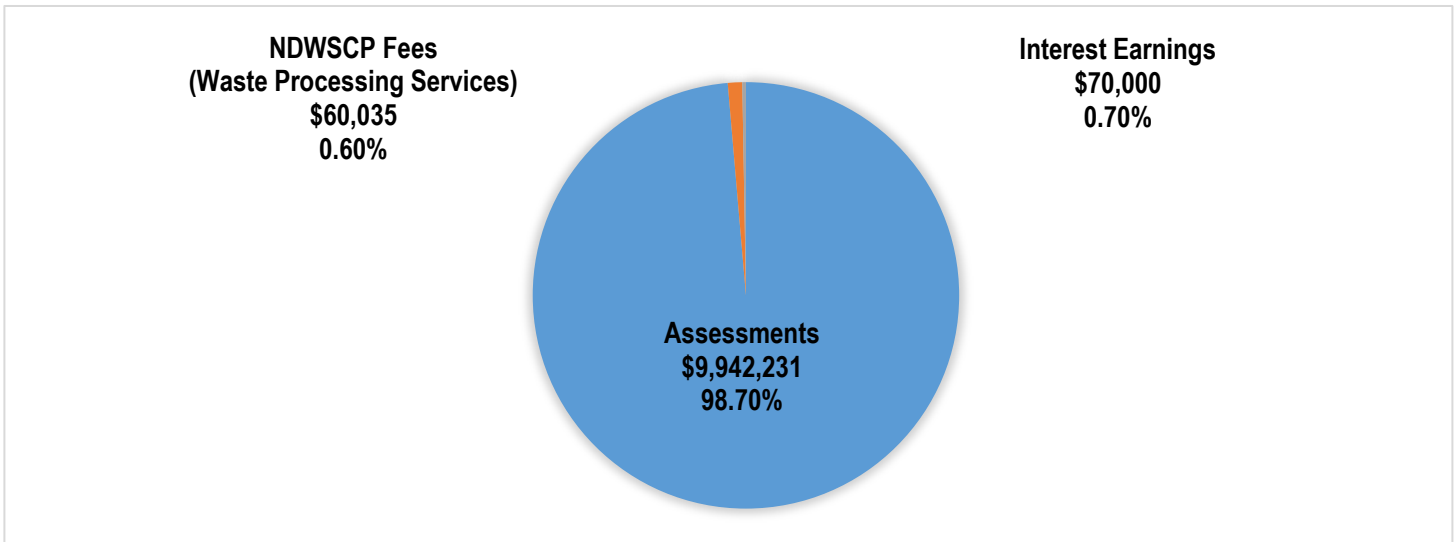
Revenue Allocation

Of the total O&M Revenue, the majority (98.70%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.



The remaining revenue comes from Waste Processing Services that are currently classified in the Non-Domestic Waste Source Control Program Fees category of our AR System (0.6%), and interest earnings (0.7%).

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Other Remarks:

In response to a funding issue created by the 22/23 Winter Storm event, on September 11, 2023, the Board approved the advancement of funds in the amount of \$266,351 to SAM in the following amounts:

- City of HMB \$163,806
- MWSD \$51,805
- GCSD \$50,740

At the time, it was not decided how this advance would be handled and as of 3/20/2025 those funds remain on the SAM Balance Sheet as Liability. It should be further noted that SAM has not yet received verification that all our claims will be settled, and funding issued.

The Finance Committee has requested that staff present possible options in this regard. For your consideration, please see the following (4) options:

- a) Refund to each Agency the entire amount provided to SAM.
- b) Refund a prorated amount based on FEMA receipts, which will be known at a later date.
- c) Reduce the Fiscal Year 2025-26 assessments based on either amount noted above.
- d) Recognize the advance as revenue in Fiscal Year 2025.

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Staff Recommendation

Staff recommend that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before April 30, 2025, for evaluation and approve a final budget before May 31, 2025.

Supporting Documents

Attachment A: SAM General Budget for FY 2025/26

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant



General Budget
Fiscal Year 2025/26

OPERATIONS BUDGET



EXECUTIVE SUMMARY

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

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

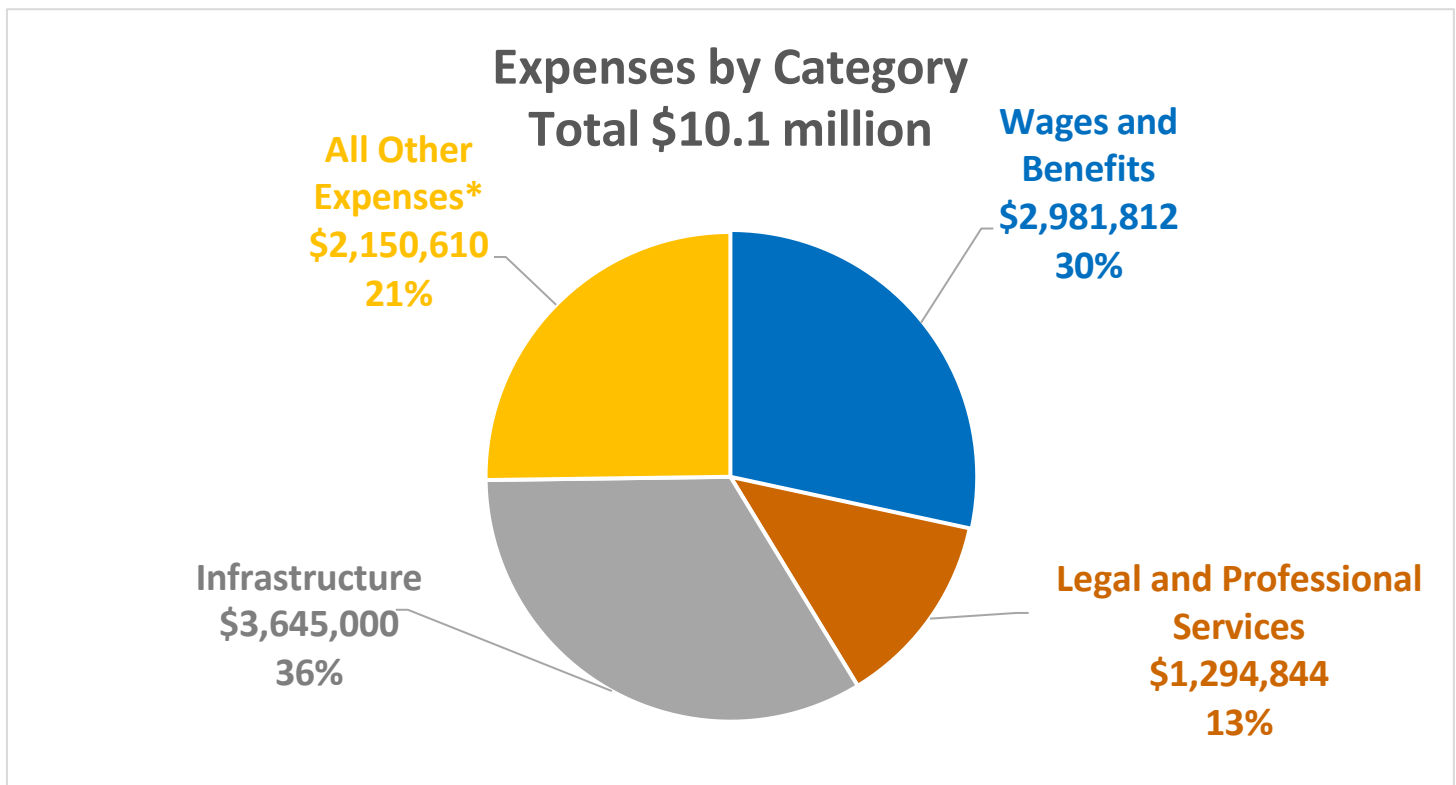
JPA Income & Expenses – General Budget

Operating Income	
Assessments - City of Half Moon Bay	5,989,200
Assessments - Granada Community Services District	1,873,116
Assessments - Montara Water & Sanitary District	2,079,915
Interest Income	70,000
NDWSCP Fees	60,035
Total Operating Income	\$ 10,072,266
Operating Expenses	
Wages	1,930,400
Benefits	1,051,412
Legal Services	235,000
Engineering Services	150,243
Professional & Technical Services	909,601
Professional Memberships	60,001
Insurance Premiums	249,982
Miscellaneous Expenses	86,566
Utilities	806,297
Travel & Training	57,011
Equipment Rental/Lease	27,875
Building & Maintenance Services	148,100
Chemicals	445,863
Permits & Licenses	55,997
Supplies	120,178

Equipment	12,741	
Infrastructure Projects	3,645,000	
Claims & Penalties	80,000	
Total Expenses		\$ 10,072,266
Total Operating Expenses (less Infrastructure)		\$ 6,427,266
Contribution to Reserve Funds (Revenues less Expenses)		\$ 0

The overall increase from the adopted budget for Fiscal Year 2024/25 to the adopted budget for Fiscal Year 2025/26 is \$697,094 (7%). This is primarily due to an increase in budget related to wages and infrastructure.

Of the total General Budget, \$2.98 million (30%) is for Wages and Benefits. The cost of Infrastructure Improvements is \$3.645 million (36%). Legal, Engineering and Professional Services is \$1.29 million (13%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent (21%) of the budget.



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

Division Budgets by Fiscal Year

	FY 2022/23 <u>Actual</u>	FY 2023/24 <u>Actual</u>	FY 2024/25 <u>Adopted</u>	FY 2025/26 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
Administration	\$1,444,707	\$2,046,988	\$1,890,712	\$1,793,907	\$(96,805)	(5%)
Treatment	\$3,933,256	\$4,176,443	\$4,232,565	\$4,421,346	\$188,781	4%
Environmental Compliance	<u>\$166,946</u>	<u>\$196,956</u>	<u>\$251,896</u>	<u>\$212,013</u>	<u>\$(39,883)</u>	<u>(19%)</u>
Total Operating Budget	\$5,544,909	\$6,420,827	\$6,375,173	\$6,427,266	\$52,093	1%
Infrastructure	<u>\$4,656,907</u>	<u>\$3,258,684</u>	<u>\$3,000,000</u>	<u>\$3,645,000</u>	<u>\$645,000</u>	<u>18%</u>
Total General Budget	\$10,201,816	\$9,679,071	\$9,375,173	\$10,072,266	\$697,094	7%

The Administrative Services division decreased \$96,805 (5%). Mainly due to the projected decrease of utilization of legal costs. In addition, for FY 24/25 the one-time purchase of an administrative vehicle was included which offset the adoption of the new MOU which increases wages 8%.

The Treatment division increased \$188,781 or 4%, which is due to the known COLA & merit increase of 8%. We have budgeted increases to regular expenses at an escalation of 5%. Other areas such as engineering are budgeted to increase by more than 5% due to expectations related to next years activities.

The Environmental Compliance division budget decreased \$39,883 (19%) primarily due to the projected decrease in the need for BOD testing.

The Infrastructure division increased \$645,000 to address various projects in the Authority Capital Improvement Plan.

BUDGET ALLOCATION AND ASSESSMENTS

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

Flow Results for Budget Allocations*

	HMB	GCSD	MWSD	
FY 2025/26	60.24%	18.84%	20.92%	(Based on Calendar Year 2024)
FY 2024/25	<u>60.82%</u>	<u>19.04%</u>	<u>20.14%</u>	(Based on Calendar Year 2023)
Variance	-0.58%	-0.20%	0.78%	

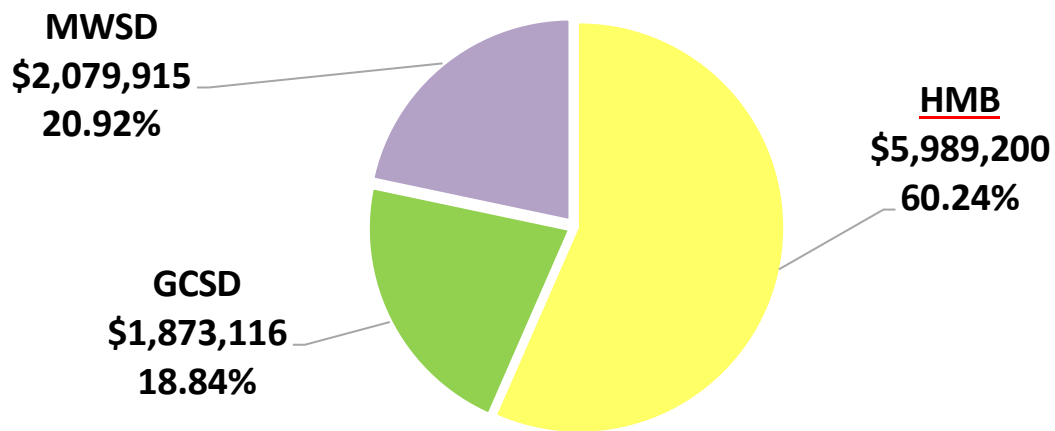
* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

Total Assessments for Each Member Agency*

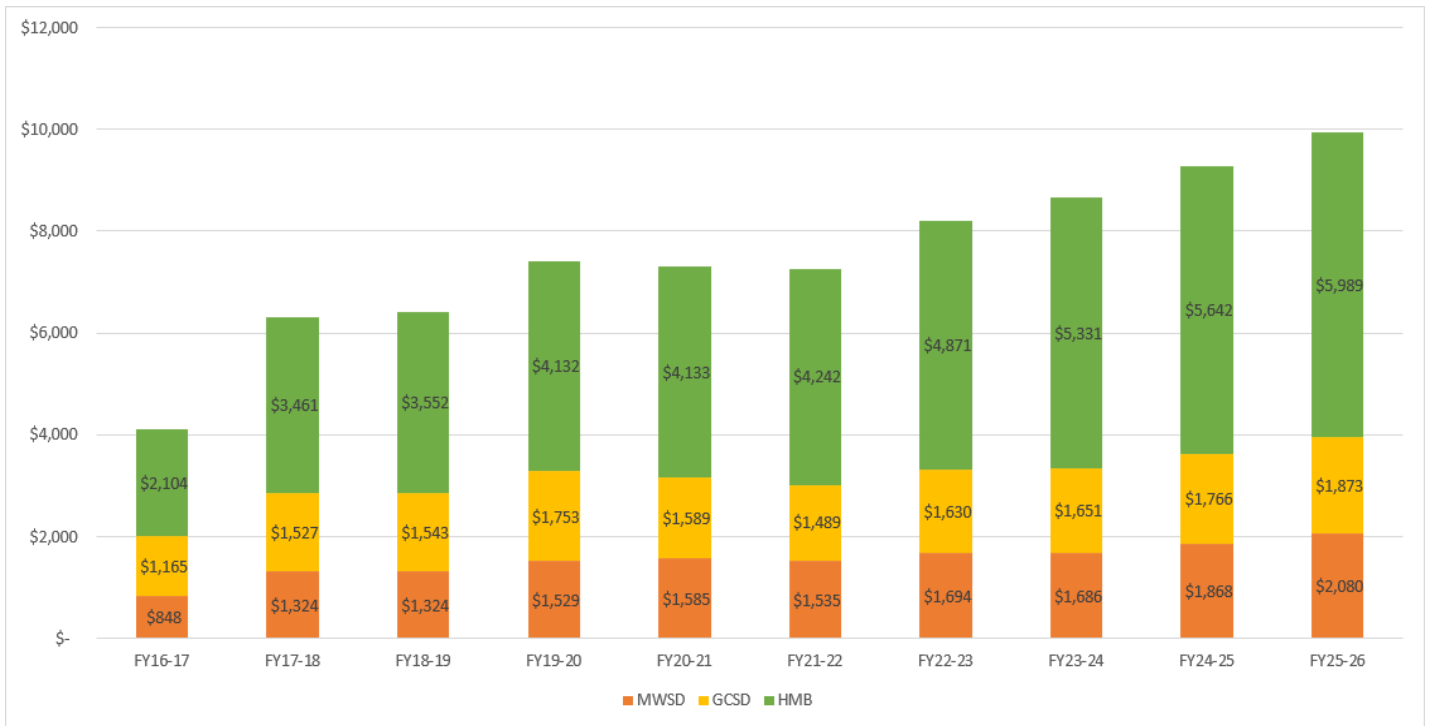
	FY 2022/23 <u>Actual</u>	FY 2023/24 <u>Actual</u>	FY 2024/25 <u>Adopted</u>	FY 2025/26 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
Half Moon Bay	\$4,871,480	\$5,331,608	\$5,642,255	\$5,989,200	\$346,945	6%
Granada CSD	\$1,630,110	\$1,651,497	\$1,766,336	\$1,873,116	\$106,780	6%
Montara WSD	\$1,694,036	\$1,686,174	\$1,868,382	\$2,079,915	\$211,533	11%
Total	\$8,195,626	\$8,669,279	\$9,276,973	\$9,942,231	\$665,258	7%

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

Assessments for FY 2025/26 Based on Calendar Year 2024 Flow



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



OVERALL OPERATIONS BUDGET SUMMARY

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

					VARIANCE	
					FY25/26 versus FY24/25	
	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED		
EXPENDITURES					Favorable/(Unfavorable)	
<u>Personnel</u>						
1 Wages	1,774,010	1,917,812	1,756,169	1,786,300	(131,512)	(7%)
2 Premium Pay	141,007	134,711	176,754	144,100	9,389	7%
3 Health Benefits	272,711	266,521	243,475	354,596	88,075	25%
4 Retirement Cont.	678,886	316,205	465,515	541,000	224,795	42%
5 Retiree Med/OPEB	73,347	47,946	43,745	44,960	(2,986)	(7%)
6 Misc. Benefits	100,591	122,366	98,695	110,856	(11,510)	(10%)
7 Subtotal	3,040,553	2,805,561	2,784,353	2,981,812	176,251	6%
<u>Non-Personnel</u>						
8 Legal Services	218,056	376,666	201,458	235,000	(141,666)	(60%)
9 Engineering Svcs.	155,864	132,613	150,000	150,243	17,631	12%
10 Professional Svcs.	804,540	965,901	984,262	909,601	(56,300)	(6%)
11 Prof. Memberships	72,429	57,144	89,556	60,001	2,857	5%
12 Insurance Prem.	217,185	223,792	227,381	249,982	26,190	10%
13 Misc. Expenses	90,335	71,313	157,253	86,566	15,254	18%
14 Utilities	785,425	775,799	763,223	806,297	30,498	4%
15 Travel & Training	47,652	37,058	50,673	57,011	19,953	35%
16 Equipment Rental	40,554	42,427	19,928	27,875	(14,553)	(52%)
17 Bldg & Maint Svcs.	247,915	210,595	176,539	148,100	(62,495)	(42%)
18 Chemicals	556,882	424,478	440,358	445,863	21,385	5%
19 Permits & Licenses	56,188	53,331	57,151	55,997	2,667	5%
20 Supplies	88,190	106,360	114,907	120,178	13,818	11%
21 Equipment	15,511	12,134	7,170	12,741	607	5%
22 Infrastructure (***)	3,258,684	3,000,000	3,551,651	3,645,000	645,000	18%
23 Claims/Penalties (**)	11,853	80,000	-	80,000	(0)	(0%)
25 Subtotal	6,667,262	6,569,611	6,991,509	7,090,454	520,844	7%
26 TOTAL	9,707,815	9,375,172	9,775,862	10,072,266	697,094	7%
Key Changes						
Personnel Costs: Net Increase due COLA and merit increases and labor negotiations						\$ 176,251
Legal Services:						\$ (141,666)
Professional Services: Increase due to estimates based on Year-to-Date Actuals						\$(56,300)
Utilities:						\$ 30,498
Equipment Rental:						\$ (14,553)
Chemicals: Based on Year-to-Date Actuals						\$ 21,385
Insurance Premiums:						\$ 26,190
All other operating expenses: Net Increase due to CPI and adjustments to other operating expenses						\$ 10,289
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE						\$ 52,094
Infrastructure: Net Increase result of CIP (includes engineering costs, reclassified)						\$ 645,000
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE						\$ 697,094

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

REVENUE

By Type:

27 JPA Assessments	8,669,279	9,276,973	9,276,973	9,942,231	665,258	7%
28 NDWSCP Fees	44,291	46,700	61,094	60,035	13,335	22%
31 Interest Earnings	50,816	51,500	73,326	70,000	18,500	36%
32 Misc. Revenue	360,418	-	-	-	-	
34 REVENUE TOTAL	9,124,804	9,375,173	9,411,393	10,072,266	697,093	7%

By Agency:

35 Half Moon Bay	5,331,608	5,642,255	5,642,255	5,989,200	346,945	6%
36 Granada CSD	1,651,497	1,766,336	1,766,336	1,873,116	106,780	6%
37 Montara WSD	1,686,174	1,868,382	1,868,382	2,079,915	211,533	11%
38 TOTAL	8,669,279	9,276,973	9,276,973	9,942,231	665,258	7%

Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff

TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE = \$ 647,093
\$ 647,093

FINANCIAL DETAILS

The following is a list of key budget lines for FY2024/25 and 2025/26 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #	FY 2024/25	FY 2025/26
1. <u>Wages</u> Decrease is a result of PY COLA & Merit increase being estimated higher than necessary.	\$1,917,813	\$1,786,300
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$134,711	\$144,100
3. <u>Health Benefits</u> The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$266,521	\$354,596
4. <u>Retirement Contributions</u> SAM pays the employer contribution to CalPERS for retirement benefits as well as the Unfunded Liability.	\$316,205	\$541,000
5. Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$47,946	\$44,960
6. <u>Misc. Benefits</u> Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$122,366	\$110,856
7. Personnel Subtotal Subtotal of all wage and benefit costs.	\$2,805,562	\$2,981,812
8. <u>Legal Services</u> Includes general counsel and employment legal fees.	\$376,666	\$235,000
9. Engineering Services Increased to provide design and project management related to treatment division.	\$132,613	\$150,243

Budget Line #	FY 2024/25	FY 2025/26
10. <u>Professional Services</u> Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$965,901	\$909,601
11. Professional Memberships Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$57,144	\$60,001
12. <u>Insurance Premiums</u> Property, liability, and pollution premiums based on utilization rates.	\$223,792	\$249,982
13. <u>Misc. Expenses</u> Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$71,313	\$86,566
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$775,799	\$806,297
15. <u>Travel & Training</u> Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$37,058	\$57,011
16. <u>Equipment Rental/Lease</u> Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$42,427	\$27,875
17. <u>Building & Maintenance Services</u> Includes janitorial, landscaping, and other regular building maintenance services.	\$210,595	\$148,100
18. <u>Chemicals</u> Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$424,478	\$445,863

Budget Line #	FY 2024/25	FY 2025/26
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$53,331	\$55,997
20. <u>Supplies</u> Office, computer, breakroom, and safety supplies.	\$106,360	\$120,178
21. Equipment Purchase Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$12,134	\$12,741
22. <u>Infrastructure Projects</u> Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed \$50,000 each.	\$3,000,000	\$3,645,000
23. Claims/Penalties Reflects claims expenses not covered by insurance.	\$80,000	\$80,000
25. Non-Personnel Subtotal Subtotal of all costs not associated with wages and benefits.	\$6,569,611	\$7,090,454
26. Total Total of all costs (sum of Personnel and Non-Personnel subtotals).	\$9,375,172	\$10,072,266

ADMINISTRATIVE SERVICES

By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

Favorable/(Unfavorable)

EXPENDITURES

Personnel

1	Wages	652,388	605,638	619,651	629,300	23,662	4%
2	Premium Pay	12,568	13,169	20,650	11,000	(2,169)	(20%)
3	Health Benefits	62,734	52,918	66,717	88,985	36,067	41%
4	Retirement Cont.	341,934	83,976	43,957	93,000	9,024	10%
5	Retiree Med/OPEB	66,851	16,500	19,927	13,500	(3,000)	(22%)
6	Misc. Benefits	23,884	24,896	28,579	28,800	3,904	14%
7	Subtotal	1,160,358	797,097	799,481	864,585	67,488	8%
Non-Personnel							
8	Legal Services	218,056	376,666	201,458	235,000	(141,666)	(60%)
9	Engineering Services	-	-	-	-	-	-
10	Professional Services	213,442	220,009	216,671	226,164	6,155	3%
11	Prof. Memberships	60,552	44,300	76,992	46,515	2,215	5%
12	Insurance Premiums	217,185	223,792	227,381	249,982	26,190	10%
13	Misc. Expenses	66,204	51,336	136,285	64,590	13,255	21%
14	Utilities	40,553	40,516	27,328	34,250	(6,266)	(18%)
15	Travel & Training	4,964	5,081	1,061	5,335	254	5%
16	Equipment Rental	7,513	7,500	8,245	7,875	375	5%
17	Bldg & Maint Services	31,253	102,053	30,600	34,131	(67,922)	(199%)
18	Chemicals	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-
20	Supplies	13,837	9,851	11,152	12,844	2,993	23%
21	Equipment	1,219	2,511	-	2,637	126	5%
22	Infrastructure	-	-	24,855	-	-	-
23	Claims/Penalties	11,853	10,000	-	10,000	0	0%
25	Subtotal	886,630	1,093,615	962,028	929,322	(164,293)	(18%)
26	TOTAL	2,046,988	1,890,712	1,761,509	1,793,907	(96,805)	(5%)

ADMINISTRATIVE SERVICES

By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
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REVENUE

By Type:

27 JPA Assessments	1,532,520	1,839,212	1,890,712	1,723,907	(115,305)	(7%)
28 NDWSCP Fees	282	-	-	-	-	-
31 Interest Earnings	50,816	51,500	73,326	70,000	18,500	36%
32 Misc. Revenue	-	-	-	-	-	-

34 REVENUE TOTAL	1,583,618	1,890,712	1,964,038	1,793,907	(96,805)	(5%)
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By Agency:

35 Half Moon Bay	942,500	1,118,609	1,118,609	1,038,482	(80,127)	(8%)
36 Granada CSD	291,945	350,186	350,186	324,784	(25,402)	(8%)
37 Montara WSD	298,075	370,417	370,417	360,641	(9,776)	(3%)

38 TOTAL	1,532,520	1,839,212	1,839,212	1,723,907	(115,305)	(7%)
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Key Changes

Personnel Costs: Net Increase due COLA and merit increases and also includes Board Stipend and Holiday Pay

\$ 67,488

Legal Services \$(141,666)

Professional Services \$ 6,155

Insurance Premiums: Increased based on expected increase in premiums \$ 26,190

Claims/Penalties \$ 0

\$

All other operating expenses: Net Decrease due to CPI and adjustments to other operating expenses (54,972)

TOTAL ADMINISTRATION EXPENDITURES BUDGET DECREASE \$ (96,805)

Assessments reflect Net Decrease in legal & building & maintenance services \$ (115,305)

TOTAL ADMINISTRATION REVENUE BUDGET DECREASE \$(115,305)

Key Changes

TREATMENT By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
				Favorable/(Unfavorable)	
1,080,502	1,268,300	1,098,811	1,114,500	(153,800)	(14%)
125,851	119,550	154,193	131,000	11,450	9%
203,615	207,742	170,974	257,600	49,858	19%
308,098	210,925	398,936	424,000	213,075	50%
6,335	30,785	23,208	30,785	-	0%
74,498	94,173	67,845	78,641	(15,532)	(20%)
1,798,899	1,931,475	1,913,967	2,036,526	105,051	5%
-	-	-	-	-	-
155,864	132,613	150,000	150,243	17,631	12%
498,073	590,836	664,826	579,128	(11,708)	(2%)
11,877	12,844	12,564	13,486	642	5%
-	-	-	-	-	-
24,064	19,977	20,968	21,976	1,999	9%
744,873	735,283	735,895	772,047	36,764	5%
42,253	31,496	49,457	51,171	19,675	38%
33,041	34,928	11,683	20,000	(14,928)	(75%)
216,663	108,542	145,939	113,969	5,427	5%
553,494	421,298	437,070	442,363	21,065	5%
56,188	53,331	57,151	55,997	2,667	5%
58,911	80,320	80,809	84,336	4,016	5%
10,988	9,623	7,170	10,104	481	5%
(28,745)	-	350,302	-	-	-
-	70,000	-	70,000	(0)	(0%)
2,377,544	2,301,089	2,723,834	2,384,820	83,731	4%
4,176,443	4,232,565	4,637,801	4,421,346	188,781	4%

Key Changes

Personnel Costs: Net Increase due COLA and merit increases and anticipated labor negotiation increase	\$105,051
Utilities	\$ 36,764
Professional Services	\$ 11,708
Equipment Rental	\$(14,928)
Chemicals	\$ 21,065
All other operating expenses: Net Increase due to CPI and adjustments to other operating expenses	\$ 29,121
TOTAL TREATMENT EXPENDITURES BUDGET INCREASE	\$ 188,781

TREATMENT By Category

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
REVENUE						
By Type:						
27 JPA Assessments	3,839,771	4,185,865	4,185,865	4,361,311	175,446	4%
28 NDWSCP Fees	44,009	46,700	61,094	60,035	13,335	22%
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
34 REVENUE TOTAL	3,883,780	4,232,565	4,246,959	4,421,346	188,781	4%
By Agency:						
35 Half Moon Bay	2,361,460	2,545,843	2,545,843	2,627,254	81,411	3%
36 Granada CSD	731,476	796,989	796,989	821,671	24,682	3%
37 Montara WSD	746,835	843,033	843,033	912,386	69,353	8%
38 TOTAL	3,839,771	4,185,865	4,185,865	4,361,311	175,446	4%

Key Changes

Assessments reflect Net Increased funding for personnel, utilities & chemicals

TOTAL TREATMENT REVENUE BUDGET INCREASE

\$ 175,446

\$ 175,446

ENVIRONMENTAL COMPLIANCE By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
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VARIANCE FY25/26 versus FY24/25

EXPENDITURES

Favorable/(Unfavorable)

Personnel

1 Wages	41,121	43,875	37,707	42,500	(1,375)	(3%)
2 Premium Pay	2,589	1,992	1,911	2,100	108	5%
3 Health Benefits	6,363	5,861	5,785	8,011	2,150	27%
4 Retirement Cont.	28,855	21,304	22,621	24,000	2,696	11%
5 Retiree Med/OPEB	161	661	609	675	14	2%
6 Misc. Benefits	2,208	3,297	2,271	3,415	118	3%
7 Subtotal	81,296	76,990	70,905	80,701	3,711	5%
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	93,025	155,056	102,765	104,309	(50,747)	(49%)
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-
13 Misc. Expenses	66	-	-	-	-	-
14 Utilities	-	-	-	-	-	-
15 Travel & Training	435	481	155	505	24	5%
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
18 Chemicals	3,388	3,180	3,288	3,500	320	9%
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	15,442	16,189	22,946	22,998	6,809	30%
21 Equipment	3,304	-	-	-	-	-
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-
25 Subtotal	115,660	174,906	129,153	131,312	(43,594)	(33%)
26 TOTAL	196,956	251,896	200,059	212,013	(39,883)	(19%)

Key Changes

Personnel Costs: Net Increase due COLA and merit increases and anticipated labor negotiation increase

	\$ 3,711
Professional Services: Decrease based on year-to-date actual & decrease in BOD testing	\$ (50,747)
Net Decrease in wages, utilities, services, and supplies	\$ 7,153
TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET	\$ (39,883)

ENVIRONMENTAL COMPLIANCE

By Category

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
REVENUE						
<u>By Type:</u>						
27 JPA Assessments	237,396	251,896	251,896	212,013	(39,883)	(19%)
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	
34 REVENUE TOTAL	237,396	251,896	251,896	212,013	(39,883)	(19%)
<u>By Agency:</u>						
35 Half Moon Bay	145,999	153,203	153,203	127,717	(25,486)	(20%)
36 Granada CSD	45,224	47,961	47,961	39,943	(8,018)	(20%)
37 Montara WSD	46,173	50,732	50,732	44,353	(6,379)	(13%)
38 TOTAL	237,396	251,896	251,896	212,013	(39,883)	(19%)

Key Changes

Assessments reflect Net Decreased funding for wages, benefits, and other expenses = \$ (39,883)
TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE = \$ (39,883)

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
EXPENDITURES					
<u>Personnel</u>					
1 Wages	-	-	-	-	-
2 Premium Pay	-	-	-	-	-
3 Health Benefits	-	-	-	-	-
4 Retirement Cont.	-	-	-	-	-
5 Retiree Med/OPEB	-	-	-	-	-
6 Misc. Benefits	-	-	-	-	-
7 Subtotal	-	-	-	-	-
<u>Non-Personnel</u>					
8 Legal Services	-	-	-	-	-
9 Engineering Services	-	-	-	-	-
10 Professional Services	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-
13 Misc. Expenses	-	-	-	-	-
14 Utilities	-	-	-	-	-
15 Travel & Training	-	-	-	-	-
16 Equipment Rental	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-
18 Chemicals	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-
20 Supplies	-	-	-	-	-
21 Equipment	-	-	-	-	-
22 Infrastructure	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%
23 Claims/Penalties	-	-	-	-	-
25 Subtotal	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%
26 TOTAL	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%

Key Changes

increased to address the projects identified in the FY2025/26 capital improvement plan budget.

TOTAL INFRASTRUCTURE EXPENDITURES BUDGET INCREASE	\$ 645,000
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TOTAL INFRASTRUCTURE EXPENDITURES BUDGET INCREASE	\$ 645,000
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INFRASTRUCTURE By Category

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
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REVENUE

By Type:

27 JPA Assessments	3,059,592	3,000,000	3,000,000	3,645,000	645,000	18%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-

34 REVENUE TOTAL	3,059,592	3,000,000	3,000,000	3,645,000	645,000	18%
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By Agency:

35 Half Moon Bay	1,881,649	1,824,600	1,824,600	2,195,748	371,148	17%
36 Granada CSD	582,852	571,200	571,200	686,718	115,518	17%
37 Montara WSD	595,091	604,200	604,200	762,534	158,334	26%

38 TOTAL	3,059,592	3,000,000	3,000,000	3,645,000	645,000	18%
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Key Changes

Increased to address the projects identified in the FY2025/26 capital improvement plan budget

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE

\$ 645,000

HIGHLIGHTS

- Infrastructure Projects in progress in FY 2021/22:
 - ✓ Montara PS - Replace Pump 1
 - ✓ Portola PS-Replace Door, Grating and Hatch
 - ✓ Portola PS - Replace Pump 1 with Grinder Pump

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

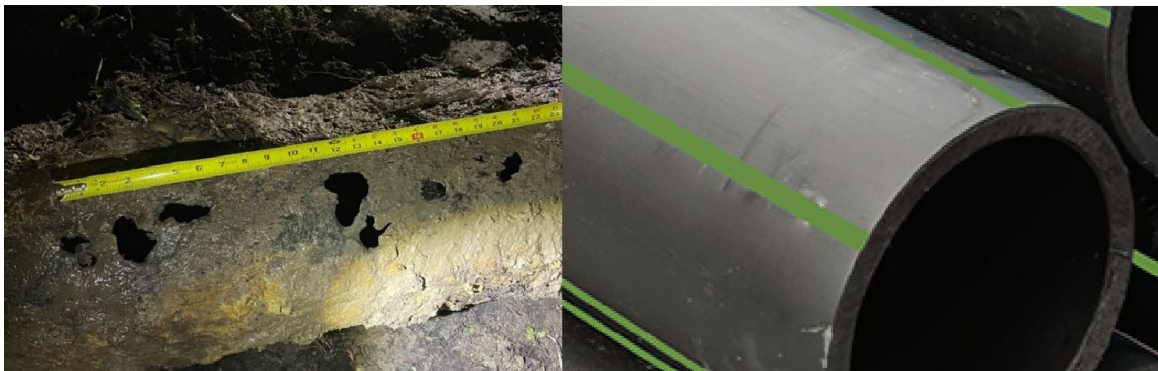
- Infrastructure Projects in progress for FY 2023/24
 - ✓ Replace/Rehab Treatment Plant Boilers – Awaiting Equipment
 - ✓ Replace Treatment Plant Emergency Generator – In progress

- Infrastructure Projects in progress for FY 2024/25
 - ✓ SAM Force Main Refurbishment Montara Segment- Progressive Design build in progress

Project: Rehabilitation of SAM Force Main situated in Montara
Priority: Rehabilitation/Replacement/Safety

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

A 2017 project replaced the first 2,500 feet of MFM from Montara Pump Station to the end of Vallemar Street with high-density polyethylene (HDPE) pipe and replaced the associated air/vacuum relief valves. A 12-inch-diameter DIP portion of the MFM experienced failure during the atmospheric river storm that started on December 31, 2022, which was declared as a disaster at both the State and Federal levels. SAM’s emergency response included replacement of an 850-ft portion of the impacted force main with HDPE. It is proposed to replace the remaining 13,400 feet of the MFM project before June 30, 2026.



CIP Total Cost: \$10,000,000

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

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

Annual Cost Distribution and Schedule

CIP Total	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29
10.160M	3.0M	3.510M	3.650M	-	-

SEWER AUTHORITY MID-COASTSIDE

CAPITAL IMPROVEMENT PROGRAM

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

Priority: Rehabilitation/Replacement/Safety

SAM has two (2) Dual Gas Hot Water Boilers. They provide heat to keep the Digester Sludge at a constant temperature between 95.0 to 96.0 degrees Fahrenheit. This allows the microbes that break down the fecal matter to function properly. If we do not supply the boilers with either Digester Gas or Natural Gas we will not be in compliance with our NPDES permit, which will lead to violations and penalties. Boiler # 1 is out of compliance and new boiler is in the process of being installed which was a part of the 2023-24 budget. Boiler #2 is also out of compliance and the procurement process has commenced. The proposed \$0.1M is for installation of Boiler #2.



CIP Total Cost: \$100,000

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

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

Annual Cost Distribution and Schedule

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$0.6M	\$0.5M	\$0	\$0.1	\$0	\$0

SEWER AUTHORITY MID-COASTSIDE

CAPITAL IMPROVEMENT PROGRAM

Project 2: Replacement of Vehicle at Treatment Plant

Priority: Replacement/Safety

The Ranger vehicle was purchased in 2004 and has approximately 155,000 miles. It has frequent repair and SAM has been spending considerable amount of money to fix the breakdowns. It is proposed to procure a new model and offer the existing Ranger for as best as possible trade value. The proposed \$0.035M is for procurement of a new hybrid vehicle.



CIP Total Cost: \$35,000

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

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

Annual Cost Distribution and Schedule

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$0.035M	\$0M	\$0	\$0.035	\$0	\$0

Position Control List

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



GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2025-004

RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE GENERAL BUDGET FOR FISCAL YEAR 2025/26

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

WHEREAS, the Sewer Authority Mid-Coastside, pursuant to Article III, Section (F) (3) of the Joint Powers Agreement, dated February 3, 1976, as amended, creating said Authority, has submitted its General Budget for fiscal year 2025/26 to its member agencies for review and approval; and

WHEREAS, the Sewer Authority Mid-Coastside General Budget consists of the Administrative Services division, the Treatment division, the Environmental Compliance division, and the Infrastructure division for Fiscal Year 2025/26;

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

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

1. The Board of Directors of the Granada Community Services District has approved the Sewer Authority Mid-Coastside General Budget for Fiscal Year 2025/26 at the GCSD April 17, 2025 Board Meeting, and consents to the final approval of said General Budget by the Sewer Authority Mid-Coastside.
2. The Board Secretary shall transmit a copy of this Resolution to the Sewer Authority Mid-Coastside.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District held on the 17th day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

Hope Atmore, District Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Sewer Authority Mid-Coastside Collection Services Budget for Fiscal Year 2025/26
Date: April 17, 2025

At their March 24th Board meeting, the SAM Board approved the circulation of the SAM FY 2025/26 Contract Collection Services Budget for approval by the member agencies.

The overall Collections Budget shows an increase in expenditures from the projected \$692,662 spent last year to the proposed 2025/26 budget of \$763,556, or an increase of 10%. SAM is also applying excess revenues received from the member agencies last year as revenue for the coming budget year's budget, which serves to reduce our payment to SAM. We have been very happy with the performance of the collections crew as well.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: **Discuss Proposed Contract Collection Services Budget for FY 2025/26 and Authorize the General Manager to Submit it to the Member Agencies for Approval**

Executive Summary

The purpose of the report is to discuss the contract collection services budget for FY 2025/26 and authorize the General Manager to submit it to the Member Agencies for approval.

Fiscal Impact

This contract is separate from the SAM operating budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2025/26 is \$763,556. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall increase in fees of \$64,765 for the collection systems work. The following table shows the history of fees for each agency for the past two years, the current year, and the upcoming year.

Please note, FY 2025-2026 budgeted member agency Collections Assessment has been reduced by \$76,305. This amount represents the difference between Collections assessment revenue and Collections expenses as noted in SAM's FYE June 30, 2024, audited financial statements.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

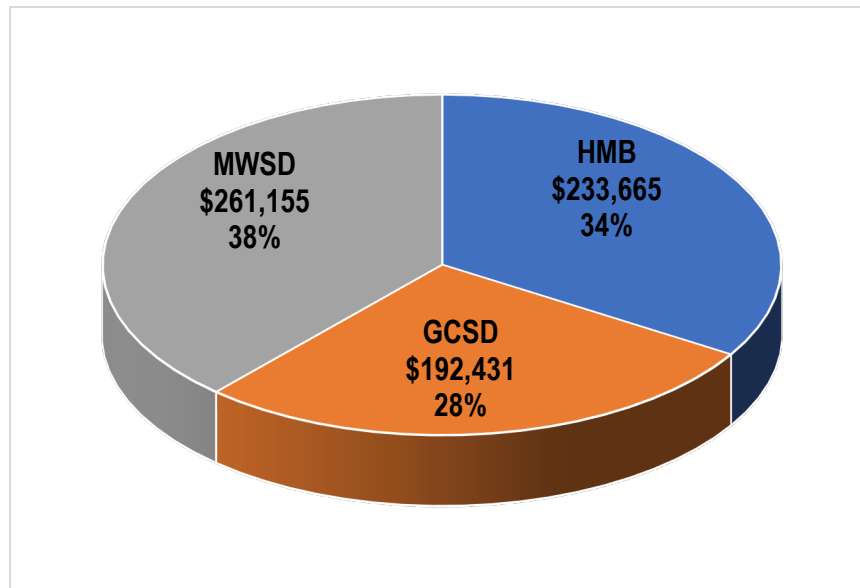
Contract Fees for Each Contracting Agency

	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	\$	%
	Actual	Actual	Adopted	Proposed	Change	Change
Half Moon Bay	\$254,272	\$263,824	\$212,209	\$233,665	\$21,456	9%
Granada CSD	\$209,400	\$217,267	\$174,761	\$192,431	\$17,670	9%
Montara WSD	\$284,186	\$294,862	\$237,175	\$261,155	\$23,980	10%
	\$747,858	\$775,953	\$624,145	\$687,251	\$63,106	9%

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

Strategic Plan Compliance

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



BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

Background and Discussion/Report

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

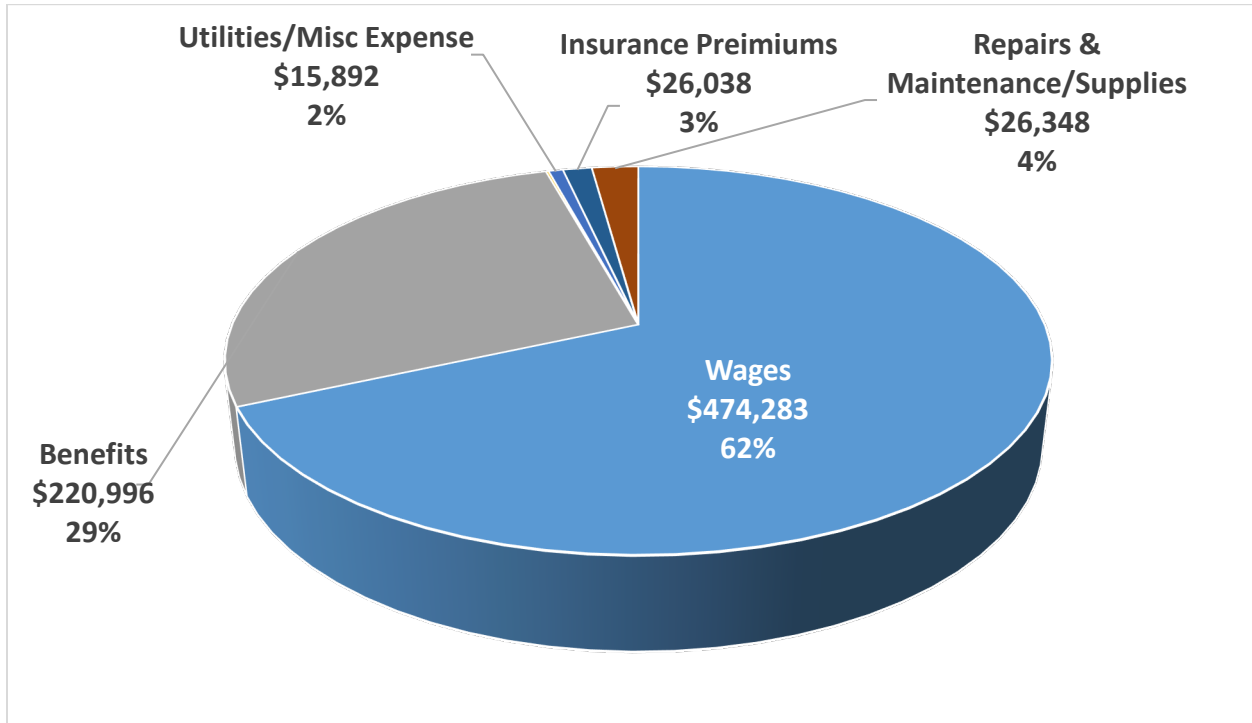
SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Beginning previous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

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

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

The pie chart on the next page details budget expenditures.

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (91%) as shown above are Wages and Benefits for personnel to perform the work. Other significant costs are Insurance Premiums & the cost of supplies estimated at \$26,038 and \$26,348 respectively. All other costs combined are around (2%) of the total overall budget.

Significant Changes to the Budget:

1. Increase of Personnel expenses by \$61,326 based on last year's budget.

Staff Recommendation

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2025/26 to the participating agencies for approval.

Supporting Documents

Attachment A: Contract Collection Services Budget for FY 2025/26

BOARD MEMBERS:	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	B. Softky	J. Randle	J. Grant

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

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
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EXPENDITURES

Favorable/(Unfavorable)

Personnel

1 Wages	396,874	380,729	400,049	411,474	30,745	7%
2 Premium Pay	57,053	61,213	57,393	62,809	1,596	3%
3 Health Benefits	115,702	111,617	114,668	147,525	35,908	24%
4 Retirement Cont.	32,045	33,272	33,001	35,250	1,978	6%
5 Retiree Med/OPEB	1,774	7,097	7,010	7,300	203	3%
6 Misc. Benefits	24,332	40,025	26,568	30,921	(9,104)	(29%)
7 Subtotal	627,781	633,953	638,689	695,279	61,326	9%
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	-	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	21,628	25,750	23,072	26,038	288	1%
13 Misc. Expenses	3,626	3,311	4,362	5,926	2,616	44%
14 Utilities	5,346	7,669	6,226	7,151	(519)	(7%)
15 Travel & Training	7,112	2,062	2,368	2,815	753	27%
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
17A Pass Through Expenses	-	-	-	-	-	-
18 Chemicals	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	20,984	26,046	17,946	26,348	302	1%
21 Equipment	-	-	-	-	-	-
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-
24 Repairs & Maintenance	9,817	-	-	-	-	-
25 Subtotal	68,513	64,838	53,974	68,278	3,440	5%
26 TOTAL	696,294	698,791	692,662	763,556	64,765	8%

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
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REVENUE

By Type:

27 JPA Assessments	775,953	698,791	624,145	763,556	64,765	8%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
33 From/(To) Reserves (*)	-	74,646	-	76,305	1,659	2%
34 REVENUE TOTAL	775,953	624,145	624,145	687,251	64,765	9%

By Agency:

35 Half Moon Bay	263,824	212,209	212,209	233,665	21,456	9%
36 Granada CSD	217,267	174,761	174,761	192,431	17,670	9%
37 Montara WSD	294,862	237,175	237,175	261,155	23,980	10%
38 TOTAL	775,953	624,145	624,145	687,251	63,106	9%

(*) Figure represents difference between collections assessments received from Member Agencies & Collections expenditures as noted in the FY 23-24 audited financial statements and deducted from the budgeted expense.



GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2025-005

RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE CONTRACT COLLECTION SERVICES BUDGET FOR FISCAL YEAR 2025/26

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

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

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

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed the Contract Collection Services Budget for Fiscal Year 2025/26 as submitted by SAM and desires to signify its approval thereof;

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

1. The Board of Directors of the Granada Community Services District has approved the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2025/26 at the GCSD April 17, 2025 Board Meeting.

The above and foregoing Resolution was duly and regularly passed and adopted at a meeting of the Board of Directors of the District held on the 17th day of April, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

Hope Atmore, District Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

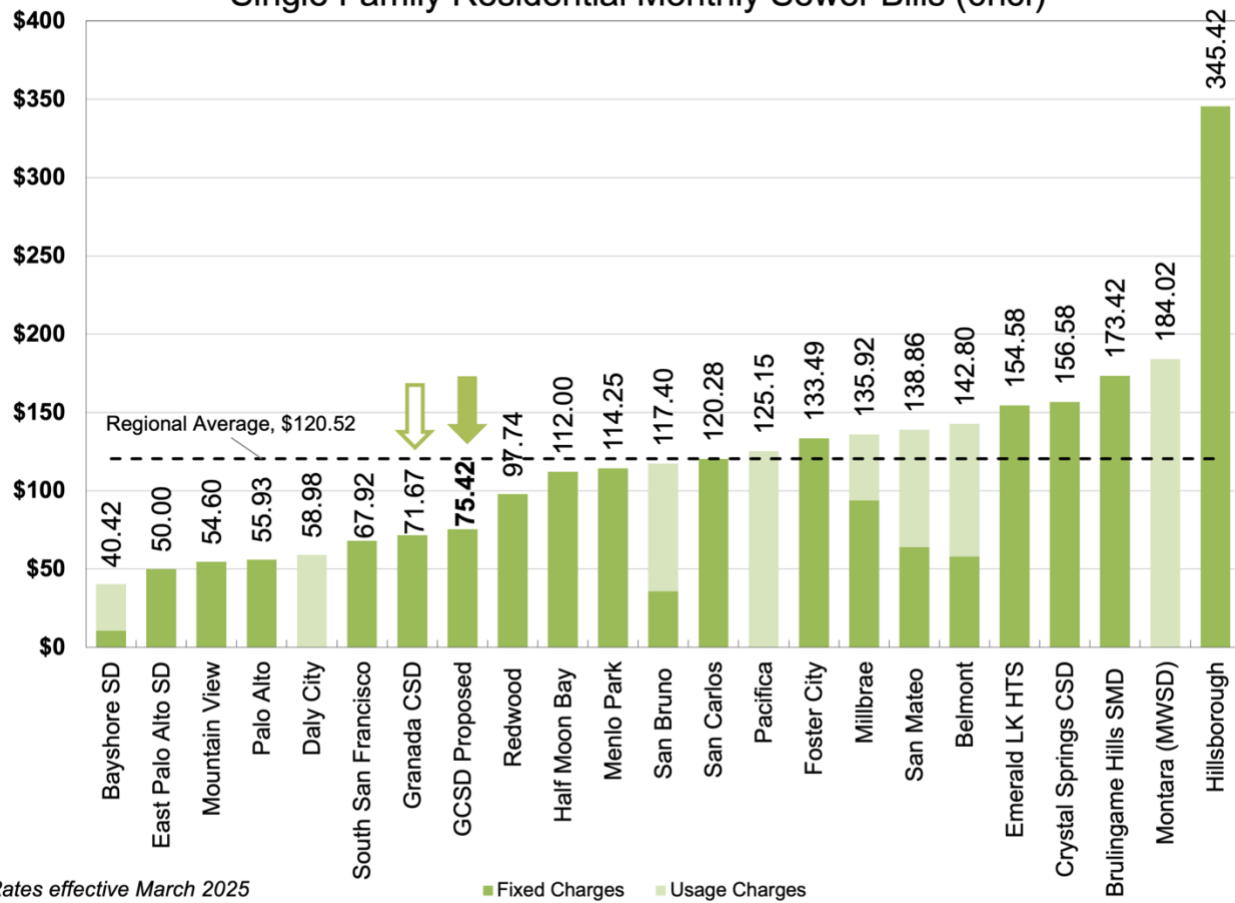
To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Bartle Wells Associates Sewer Service Charge Report and Potential Increase in the Sewer Service Charge for FYE's 2026 through 2030
Date: April 17, 2025

Staff has been working with Bartle Wells Associates on a draft sewer service charge rate report covering the next five years, which they have completed and is attached. The attached report proposes a 5% rate increase for each of the next five years. Even with this increase, the District's rates would still be much lower than 2/3rds of area districts, as shown on the attached graph on the next page. This increase is needed to fund District operations and its capital maintenance program, as well as fund the District's share of the Sewer Authority Mid-Coastside operations and capital program, which comprises approximately 67% of the District yearly costs.

- SAM has undertaken an infrastructure maintenance program which is projected to cost approximately \$3.6 million per year for at least the next 5 years. GCSD's share of that program will average about \$720,000 per year.
- Repair and replacement of collections system components – The District's aging sewer system needs continual repair and replacement. Some of our sewer mains date back to 1920, and pose the potential to cause spills based on offsets in the pipe joints, and root intrusion through cracks and joints. Funding for this program will average about \$275,000 per year. The projects will be bundled into two year increments for ease of construction and cost savings.
- A potential issue on the horizon is the possible reduction or elimination of the property tax ERAF refunds the district has been receiving for the past many years. Staff is proposing \$100,000 of the previous fiscal year ERAF be allocated to the FY 2025/26 budget but because of future uncertainty, additional ERAF funding is not being considered in the projections.

The Prop 218 process requires that the District send a mailer to each ratepayer outlining the proposed new fee structure, and outlines a process for which ratepayers can comment or present written objections to the fee. After a minimum of 45 days after the mailing of the 218 notice, your board is required to hold a public hearing (**scheduled for June 19th at 7:00p.m.**) to consider the proposed SSC increase and all objections received. Depending on the outcome of that hearing, your board will then vote on the proposed sewer service charge increase.

Single Family Residential Monthly Sewer Bills (6hcf)





Sewer Rate Study

**DRAFT
4/10/2025**



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Table 1
Granada CSD - Sewer Rate Study DRAFT
Approved Rates

Customer Category	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Flat Rate Per Residence	\$580	\$660	\$755	\$860
Commercial [1]	(\$ / hcf)	(\$ / hcf)	(\$ / hcf)	(\$ / hcf)
Restaurant	\$10.76	\$12.30	\$14.02	\$15.98
Motel/Hotel	\$8.54	\$9.71	\$11.07	\$12.62
Office	\$4.79	\$5.47	\$6.24	\$7.11
Schools	\$4.86	\$5.56	\$6.34	\$7.23
Medical	\$5.17	\$5.81	\$6.62	\$7.55
Other Non-Residential	\$5.60	\$6.38	\$7.27	\$8.29

[1] Commercial users rate is per hundred cubic feet of annual water usage

Table 2
Granada CSD - Sewer Rate Study DRAFT
Current Sewer Service Charges Summary

Class	# of ERUs	Assessed FY 2024-25
Residential	2,622	\$2,254,705
Commercial		
Restaurant	197	\$169,056
Hotel/Motel	196	\$168,407
Office	4	\$3,440
Schools	4	\$3,796
Medical	0	\$0
Other Non-Residential	<u>186</u>	<u>\$159,802</u>
Total Commercial	587	\$504,501
Total	3,208	\$2,759,206

[1] ERU stands for Equivalent Residential Dwelling Unit

Table 3
Granada CSD - Sewer Rate Study DRAFT
Sewer Revenue and Expenses

Escalation Factors		FY 25-26		
General		4.00%		
SAM Ops		6.00%		
Interest		3.50%		
None		0.00%		

	Escalation	FY 2023-24 <i>Est. Actual</i>	FY 2024-25 <i>Budget</i>	FY 25-26 <i>Projected</i>
SEWER REVENUES				
SEWER - OPERATING REVENUES				
1 . Annual Sewer Service Charges	None	\$2,439,000	\$2,759,206	\$2,759,206
2 . Reim. from A.D. - Salary and Overhead	General	36,000	36,000	37,440
3 . Recology of the Coast Franchise Fee	General	42,000	46,000	46,000
4 . 480 Ave Alhambra Rent	General	60,000	45,000	54,000
5 . Miscellaneous	None	<u>1,000</u>	<u>5,000</u>	<u>5,000</u>
Total Operating Revenues		2,578,000	2,891,206	2,901,646
Sewer - Non-Operating Revenues				
1 . Interest on Reserves	Interest	101,000	127,000	131,720
2 . Connection Fees	None	16,000	18,800	18,800
3 . SAM Refund from Prior Year Allocation	None	0	1,000	1,000
4 . Repayment from Assessment District-Current FY	None	0	0	0
5 . ERAF Refund from Prior Year		<u>207,000</u>	<u>200,000</u>	<u>100,000</u>
Total Non-Operating Revenues		324,000	346,800	251,520
		2,902,000	3,238,006	3,153,166

Table 3
Granada CSD - Sewer Rate Study DRAFT
Sewer Revenue and Expenses

Escalation Factors		FY 25-26		
General		4.00%		
SAM Ops		6.00%		
Interest		3.50%		
None		0.00%		

	Escalation	FY 2023-24 <i>Est. Actual</i>	FY 2024-25 <i>Budget</i>	FY 25-26 <i>Projected</i>
SEWER - EXPENDITURES				
Sewer - Sam Operating Expenses				
1 . SAM General - Treatment	SAM Ops	731,476	797,439	821,671
2 . SAM General - Administration	SAM Ops	291,945	356,221	324,784
3 . SAM General - Environmental Compliance	SAM Ops	45,224	47,459	39,943
4 . SAM - Infrastructure Budget	None	582,852	565,217	686,718
5 . SAM Contract Collections Services	SAM Ops	<u>217,767</u>	<u>174,761</u>	<u>192,431</u>
Sub-Total SAM Operations Expenditures		1,869,264	1,941,097	2,065,547
Sewer - GCSD Administrative Expenses				
1 . Accounting	General	47,000	48,000	49,920
2 . Auditing	General	18,000	18,000	18,720
3 . Copier Lease	General	3,800	4,500	4,680
4 . Directors' Compensation	None	10,000	15,000	15,000
5 . Education & Travel Reimbursement	General	2,300	2,000	2,080
6 . Employee Salaries	General	238,000	248,000	257,920
7 . Employee Medical, Payroll Taxes, and Retirement	General	126,000	133,000	138,320
8 . Engineering Services (General)	General	46,000	35,000	36,400
9 . Insurance	General	59,400	65,000	67,600
10 . Legal Services - General	General	38,000	40,000	41,600
11 . Legal Services - Project/Case Related	General	34,000	90,000	93,600
12 . Memberships	General	9,000	10,000	10,400
13 . Office Lease	General	59,000	62,000	64,480
14 . Office Maintenance and Supplies	General	11,000	3,500	3,640
15 . Professional Services	General	78,000	82,000	85,280
16 . Publications & Notices	General	5,500	9,000	9,360
17 . Utilities	General	15,000	16,000	16,640
18 . Video Taping of Board Meetings	General	4,800	5,000	5,200
19 . Computers/IT Services	General	7,600	5,000	5,200
20 . Lateral Repairs	General	1,000	10,000	10,400
21 . CCTV	General	2,000	15,000	30,000
22 . Miscellaneous	General	<u>9,000</u>	<u>1,000</u>	<u>1,040</u>
Sub-Total GCSD Administration Expenditures		824,400	917,000	967,480
(Less) Parks and Rec Share of District Administration Costs [1]			<u>(185,000)</u>	<u>(241,870)</u>
GCSD Administration Costs - Sewer			732,000	725,610
SEWER - TOTAL OPERATING & ADMINISTRATION EXPENDITURES		2,693,664	2,673,097	2,791,157
SEWER - OPERATING NET TO/(FROM) RESERVES		208,336	564,909	362,009
Sewer - Capital Projects				
1 . General Sewer Mainline System Repairs	None	3,500	10,000	10,000
2 . 6 Year Sewer Mainline Replacement Program		<u>8,000</u>	<u>65,000</u>	<u>450,000</u>
Total Capital Improvement Projects		11,500	75,000	460,000

[1] 25% of GCSD Admin Expenditures beginning in FY 25-26.

Table 4
Granada CSD - Sewer Rate Study DRAFT
CIP Program

	2024-25 <i>Budget</i>	2025-26 <i>Projected</i>	2026-27 <i>Projected</i>	2027-28 <i>Projected</i>	2028-29 <i>Projected</i>	2029-30 <i>Projected</i>
Capital Improvement Projects [1]						
1. General Mainline System Repairs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
2. 6 Year Sewer Mainline Replacement Program	65,000	450,000	65,000	400,000	65,000	400,000
3. SAM - Capital Maintenance/Infrastructure Budget [2]	<u>565,217</u>	<u>686,718</u>	<u>720,000</u>	<u>720,000</u>	<u>720,000</u>	<u>720,000</u>
Total Capital Improvement Projects	\$640,217	\$1,146,718	\$795,000	\$1,130,000	\$795,000	\$1,130,000

[1] Projected based on GCSD Capital Improvement Plan Draft (April 2025).

[2] Member agency contributions for SAM capital projects based 1.) SAM infrastructure costs, approximately \$3.6M annually, and 2.) GCSD wastewater flows, approximately 20% since 2020.

Table 5
Granada CSD - Sewer Rate Study DRAFT
Cash Balances

FY 2024-25
Budget

SEWER RESERVES

1 . Beginning Balance on July 1, 2024 [1]	\$3,273,516
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[1] GCSD Budgetary Reserve Balance Roll-Forward Schedule (Unaudited).

Table 6
Granada CSD - Sewer Rate Study DRAFT
Sewer Enterprise Financial Projections

	Budget	Projected				
	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Beginning Cash Balance	\$3,273,516	\$3,763,425	\$3,813,431	\$4,217,464	\$4,291,237	\$4,749,964
Rate Adjustments, %		5.0%	5.0%	5.0%	5.0%	5.0%
Flat Rate per Residence, Effective July 1st	\$860	\$905	\$950	\$998	\$1,048	\$1,100
Estimated ERUs	3,208	3,212	3,216	3,220	3,224	3,228
SEWER REVENUES						
1 . Sewer Service Charge	\$2,759,206	\$2,907,203	\$3,055,560	\$3,213,938	\$3,379,149	\$3,551,217
2 . Miscellaneous Operating Revenue	132,000	142,440	147,938	95,249	98,859	102,613
3 . Miscellaneous Non-Operating Revenue	146,800	151,520	153,270	167,411	169,993	186,049
4 . ERAF	<u>200,000</u>	<u>100,000</u>	<u>0</u>			
TOTAL SEWER REVENUES	3,238,006	3,301,163	3,356,768	3,476,598	3,648,001	3,839,879
SEWER - EXPENDITURES						
Operating Expenses						
1 . SAM General & Contract Services	1,375,880	1,378,829	1,461,559	1,549,252	1,642,207	1,740,740
2 . GCSD Administration Expenditures	<u>732,000</u>	<u>725,610</u>	<u>696,176</u>	<u>723,573</u>	<u>752,066</u>	<u>781,699</u>
Sub-Total Sewer - Total Operating & Admin Expenditures	2,107,880	2,104,439	2,157,735	2,272,826	2,394,274	2,522,439
Sewer - Capital Projects						
1 . General Sewer Mainline System Repairs	10,000	10,000	10,000	10,000	10,000	10,000
2 . 6 Year Sewer Mainline Replacement Program	65,000	450,000	65,000	400,000	65,000	400,000
3 . SAM - Infrastructure Budget	<u>565,217</u>	<u>686,718</u>	<u>720,000</u>	<u>720,000</u>	<u>720,000</u>	<u>720,000</u>
Sub-Total Capital Improvement Expenditures	640,217	1,146,718	795,000	1,130,000	795,000	1,130,000
TOTAL SEWER EXPENDITURES	2,748,097	3,251,157	2,952,735	3,402,826	3,189,274	3,652,439
Net Revenue(Loss)	489,909	50,006	404,033	73,773	458,728	187,440
Ending Balance	\$3,763,425	\$3,813,431	\$4,217,464	\$4,291,237	\$4,749,964	\$4,937,404
Days O&M in Reserve		661	713	689	724	714
Operating Target Met		yes	yes	yes	yes	yes
Emergency Repair Reserves		300,000	300,000	300,000	300,000	300,000
Capital Reserves		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Reserve Target Met		yes	yes	yes	yes	yes

Table 7
Granada CSD - Sewer Rate Study DRAFT
Assumed Wastewater Strength Factors

<u>Strength Class [1]</u>	<u>Cost Allocation [2]</u>	<u>Residential</u>	<u>Restaurant</u>	<u>Motel/Hotel</u>	<u>Office</u>	<u>Schools</u>	<u>Medical</u>	<u>Other Non-Residential</u>
Flow (l)	1/3	1	1	1	1	1	1	1
BOD (mg/l)	1/3	250	650	500	210	215	250	270
TSS (mg/l)	1/3	250	600	435	210	215	210	260
Rate Factor [3]		1.000	2.000	1.580	0.893	0.907	0.947	1.040

[1] WW flows and strengths based on State Water Resources Control Board's Revenue Program Guidelines

[2] Allocation between flow, Biochemical Oxygen Demand (BOD), and Total Suspended Solids (TSS) based on input from Staff.

[3] Rate Factor Formula $RF = ((1/3)Flow) + ((1/3)*BOD(mg/l)/250) + ((1/3)*TSS(mg/l)/250)$

Table 8
Granada CSD - Sewer Rate Study DRAFT
Rate Calculation

Customer Class	ERUs		ADWF Flow [1] (gal/day)	Current Est. ERU x Flow ADWF Flow (gal/day)	BOD (mg/l)	TSS (mg/l)	Strength Factor	Calculated Current Rate
Residential	2,622		200	524,350	250	250	1.00	\$862.00
Commercial	ERUs	Use (gal/day)	Flow Factor	ADWF Flow (gal/day)	BOD (mg/l)	TSS (mg/l)	Strength Factor	Calculated Current Rate
Restaurant	13	21,682	100%	21,682	650	600	2.000	\$15.99
Motel/Hotel	74	27,349	100%	27,349	500	435	1.580	\$12.63
Office	4	992	100%	992	210	210	0.893	\$7.14
Schools	2	1,076	100%	1,076	215	215	0.907	\$7.25
Medical	0	0	100%	0	250	210	0.947	\$7.57
Other Non-Residential	<u>107</u>	<u>39,506</u>	100%	<u>39,506</u>	270	260	1.040	\$8.31
Subtotal Commercial Flow:	200	90,604		90,604				
Total System Flow:				614,954				

[1] ADWF stands for Average Dry Weather Flow

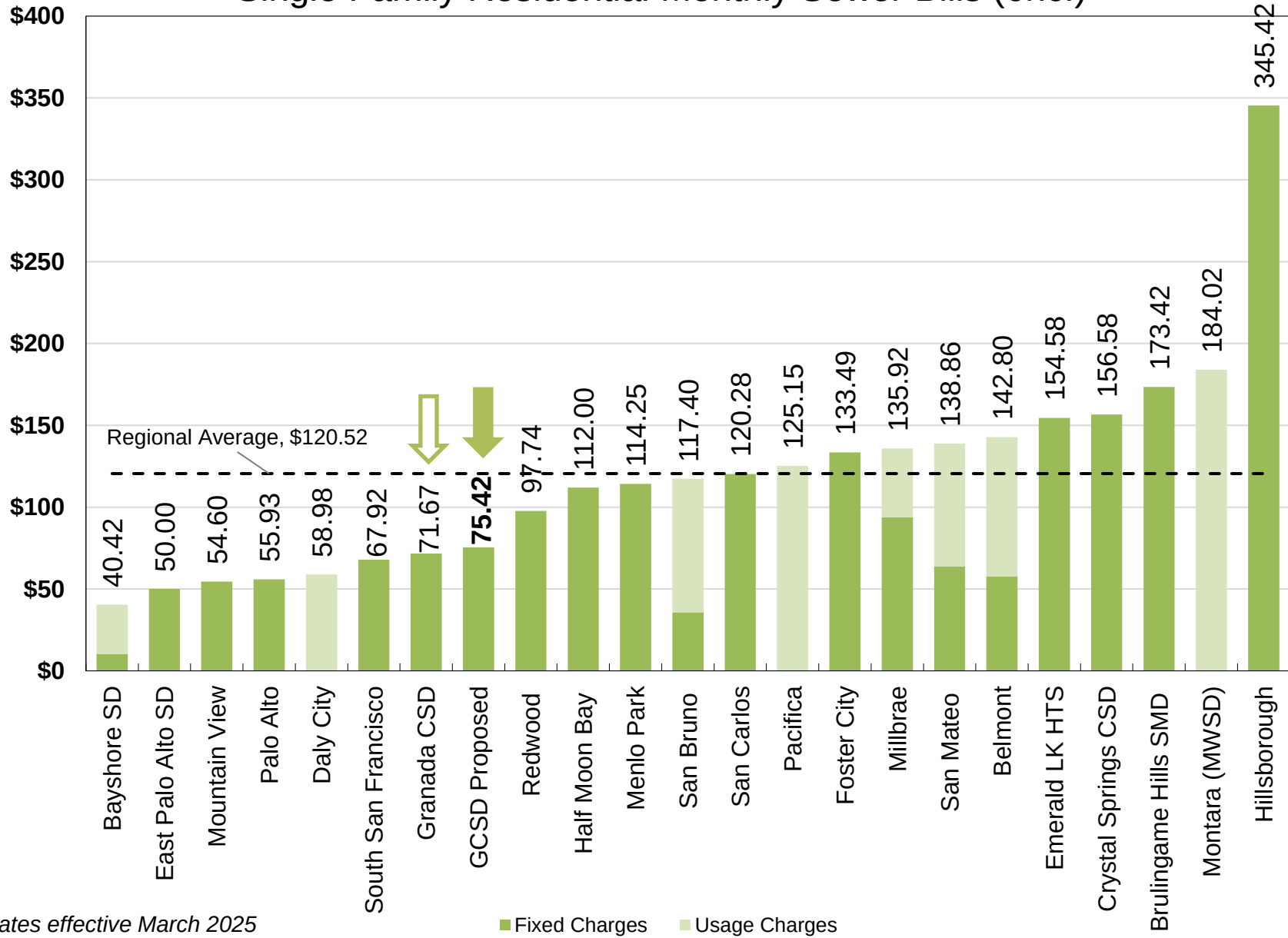
Table 9
Granada CSD - Sewer Rate Study DRAFT
Current and Proposed Rates

Recalculated Rates % Increase 5.0% 5.0% 5.0% 5.0% 5.0%

Residential Rate	Current	Recalculated Rate	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
Flat Rate Per Residence	\$860.00	\$862.00	\$905.00	\$950.00	\$998.00	\$1,048.00	\$1,100.00

Commercial User Rate	Current	Recalculated Rate	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
Rate per Hundred Cubic Feet (HCF) of Yearly Water Usage							
Commercial Category	Rate (per HCF)	Rate (per HCF)	Rate (per HCF)	Rate (per HCF)	Rate (per HCF)	Rate (per HCF)	Rate (per HCF)
Restaurant	\$15.98	\$15.99	\$16.79	\$17.63	\$18.51	\$19.44	\$20.41
Motel/Hotel	\$12.62	\$12.63	\$13.26	\$13.92	\$14.62	\$15.35	\$16.12
Office	\$7.11	\$7.14	\$7.50	\$7.88	\$8.27	\$8.68	\$9.11
Schools	\$7.23	\$7.25	\$7.61	\$7.99	\$8.39	\$8.81	\$9.25
Medical	\$7.55	\$7.57	\$7.95	\$8.35	\$8.77	\$9.21	\$9.67
Other Non-Residential	\$8.29	\$8.31	\$8.73	\$9.17	\$9.63	\$10.11	\$10.62

Single Family Residential Monthly Sewer Bills (6hcf)



Rates effective March 2025



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

**Notice of Public Hearing
Regarding Proposed Increases in Rates for Sewer Service**

A public hearing on proposed rate increases for sewer services will be held by the Granada Community Services District Board of Directors on:

Date: Thursday, June 19, 2025

Time: 7:00 p.m.

Place: The District Office at 504 Avenue Alhambra, 3rd Floor, El Granada, California 94018.



GRANADA COMMUNITY SERVICES DISTRICT

May 1, 2025

Dear Ratepayer,

Board of Directors

Jen Randle, President

Barbara Dye, Vice President

Wanda Bowles, Director

Jill Grant, Director

Nancy Marsh, Director

Pursuant to the requirements of Proposition 218 (Article XIID of the California Constitution) and related implementing statutes, NOTICE IS HEREBY GIVEN to you that a public hearing will be held by the Board of Directors of the Granada Community Services District (GCSD) on the date and at the time and place specified below to consider rate increases for sewer service charges. At the hearing, all written protests and other comments of persons interested in the subject matter will be considered.

Notice of Public Hearing

Regarding Proposed Increases in Rates for Sewer Service

A public hearing on proposed rate increases for sewer services will be held by the Granada Community Services District Board of Directors on:

Date: Thursday, June 19, 2025

Time: 7:00 p.m.

Place: The District Office at 504 Avenue Alhambra, 3rd Floor, El Granada, California 94018.

Protecting public health and safety, and the environment, through effective sewer service is a fundamental responsibility of the Granada Community Services District. The purpose of the sewer service charge is to collect revenue for the costs of operation, maintenance, repair, replacement, and construction of the District's wastewater facilities used for the collection and treatment of wastewater. The sewer service charge includes the District's share of the cost of operations, maintenance, and capital improvements of the Sewer Authority Mid-Coastside's wastewater treatment plant and system, and for other expenditures deemed necessary by the District in order to conduct the business of the District, except to the extent prohibited by Sections 5471 and 6520.5 of the California Health and Safety Code (generally acquisition or construction of additional local street sewers or laterals which are an augmentation to an existing sewer system). The proposed sewer service charges were calculated by the District in order to evenly spread applicable costs amongst sewer users according to the cost of providing service to that user.

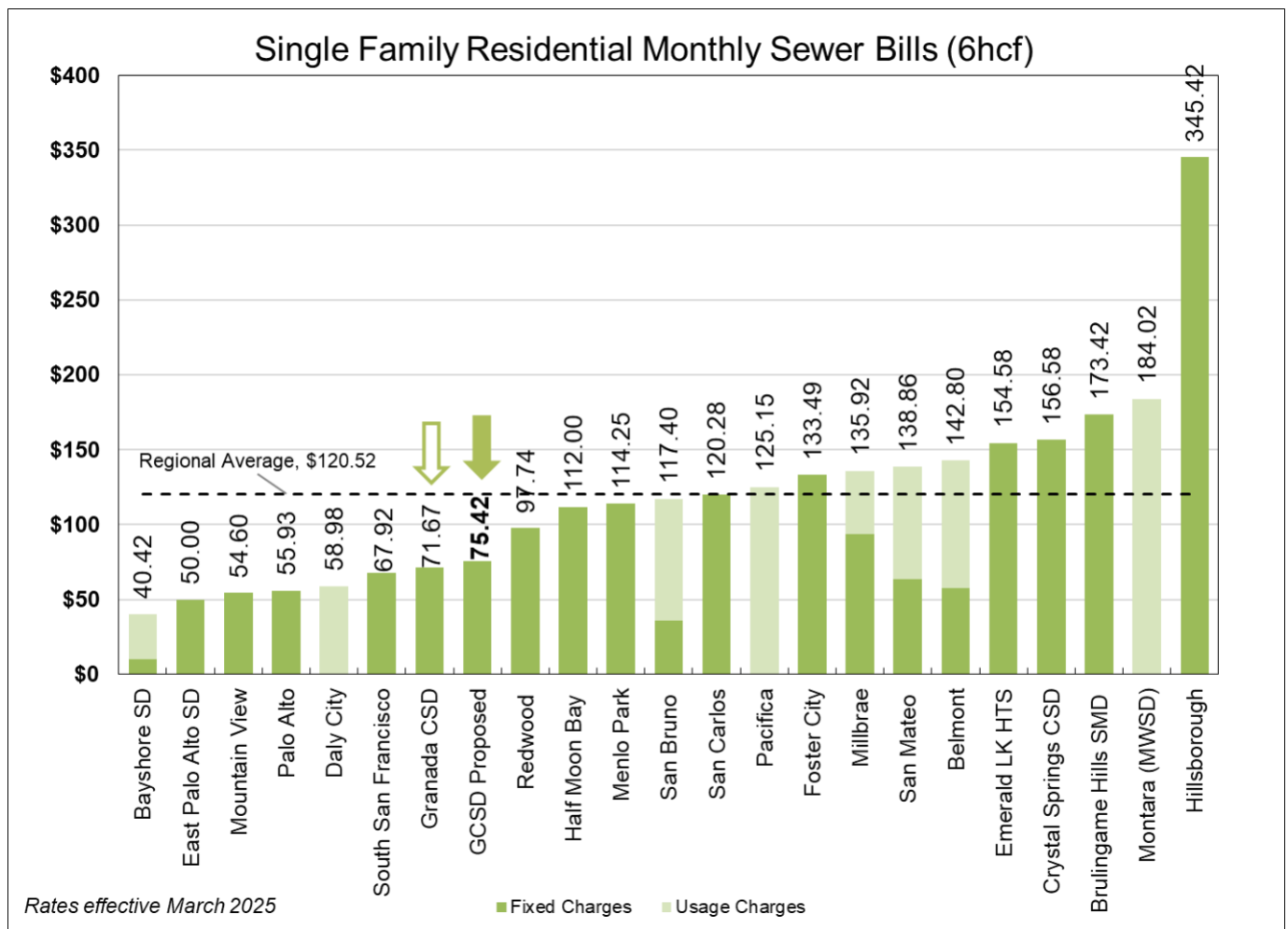
The major reasons driving the proposed sewer service charge rate increases are:

- Increased costs at the Sewer Authority Mid-Coastside (SAM) – SAM operates the Sewer Treatment Plant and Intertie Pipeline System which enable conveyance and treatment of the District’s sewage to a level suitable for safe disposal. Costs at SAM represent over 67% of the District’s total costs, and have increased substantially over the past several years due to operational increases and capital projects necessary to protect the public health and safety and comply with government regulations.
- Repair and replacement of District collections system components – The District’s aging sewer system needs continual repair or replacement. Older sewer mains pose a potential for spills due to offsets in the pipe joints, root intrusion, or cracks in pipes.

With the proposed increases, GCSD’s sewer rates are still low in comparison to other sewer service providers in the County, as shown on the graph below. Also listed below are the District’s residential rates for the past 8 years.

Residential Sewer Service Charge Rate History

FY 2017/18	\$402	FY 2021/22	\$580
FY 2018/19	\$460	FY 2022/23	\$660
FY 2019/20	\$520	FY 2023/24	\$755
FY 2020/21	\$580	FY 2024/25	\$860



The table below lists the proposed sewer service charge increases to be considered at the public hearing. If approved, the new annual rates will be collected on the respective fiscal year's County of San Mateo's property tax roll.

Residential Rate	Current FY 2024/25 Rate	Proposed FY 2025/26 Rate	Proposed FY 2026/27 Rate	Proposed FY 2027/28 Rate	Proposed FY 2028/29 Rate	Proposed FY 2029/30 Rate
Flat Rate Per Residence	\$860.00	\$905.00	\$950.00	\$998.00	\$1,048.00	\$1,100.00

Commercial User Rate Rate per Hundred Cubic Feet (HCF) of Yearly Water Usage	Current FY 2024/25 Rate (per HCF)	Proposed FY 2025/26 Rate (per HCF)	Proposed FY 2026/27 Rate (per HCF)	Proposed FY 2027/28 Rate (per HCF)	Proposed FY 2028/29 Rate (per HCF)	Proposed FY 2029/30 Rate (per HCF)
Restaurant	\$15.98	\$16.79	\$17.63	\$18.51	\$19.44	\$20.41
Motel/Hotel	\$12.62	\$13.26	\$13.92	\$14.62	\$15.35	\$16.12
Office	\$7.11	\$7.50	\$7.88	\$8.27	\$8.68	\$9.11
Schools	\$7.23	\$7.61	\$7.99	\$8.39	\$8.81	\$9.25
Medical	\$7.55	\$7.95	\$8.35	\$8.77	\$9.21	\$9.67
Other Non-Residential	\$8.29	\$8.73	\$9.17	\$9.63	\$10.11	\$10.62

Protest Procedures:

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

Written protests must be signed by the property owner responsible for payment of the charges and it must include the assessor's parcel number (APN). Mailed protests or delivered protests must be received by the Board of Directors or its District Secretary on or before the close of the Board's public hearing on June 19, 2025. If you wish to mail a written protest, please send it in a sealed envelope addressed to: Granada Community Services District, P.O. Box 335, El Granada, CA 94018; *ATTN: SEWER SERVICE CHARGE INCREASE*. Protests may also be hand delivered to the District office located at 504 Avenue Alhambra, 3rd Floor, El Granada, CA.

If written protests are presented by a majority of affected property owners prior to the close of the public hearing, the Board of Directors cannot adopt the proposed rate increases. Pursuant to California Government Code 53759, there will be a 120-day statute of limitations for challenging any new, increased, or extended fees, including water and wastewater rates.

The Granada Community Services District is committed to providing quality service, a safe, efficient sewer system, and protecting the ocean and harbor waters, while controlling costs. The District will continue its mission to serve the community, and to operate in an economical and environmentally responsible manner.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Updated SAM Representatives and Resolution
Date: April 17, 2025

Based on the board's Director censure action at last month's meeting, several board members have requested that this item be placed on the agenda to reconsider the District's SAM representatives and alternates. I have attached the required resolution to SAM should your board take action.



GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2025-006

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

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

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

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

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

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

The District is hereby appointing two (2) representatives, and two (2) alternate representatives to serve on the SAM Board of Directors, effective on April 17, 2025.

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

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

The above and foregoing Resolution was introduced and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on April 17, 2025.

Attest:

Hope Atmore, District Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Renewal of Agreement with District Legal Counsel Wittwer Parkin, and with
Case Related Legal counsel Davis, Bengston & Young, APLC
Date: April 17, 2025

Attached please find two agreements: 1) for our legal counsel Wittwer Parkin to allow Bill Parkin to continue his services as District legal counsel, and 2) for Davis, Bengston & Young, APLC, to serve as case related legal counsel for the ongoing lawsuit with the City of Half Moon Bay. Both agreements incorporate an increase in their respective billable rates from \$315/hour to \$330/hour.

**INDEPENDENT CONTRACTOR AGREEMENT
FOR WITTWER PARKIN AS DISTRICT GENERAL COUNSEL**

THIS AGREEMENT is entered into effective the 1st day of May 2025, by and between the GRANADA COMMUNITY SERVICES DISTRICT (hereinafter called "GCSD"), and Wittwer Parkin (hereinafter called "COUNSEL"). The parties agree as follows:

1. APPOINTMENT AND DUTIES. GCSD hereby appoints WITTWER PARKIN, as its General Counsel to exercise special skill to accomplish the following result: the performance of General Legal Counsel services for GCSD, and such other results as GCSD shall from time to time assign. COUNSEL agrees to faithfully represent the legal interests of GCSD during the term of this AGREEMENT. WILLIAM P. PARKIN shall serve as the primary General Counsel for GCSD. Any alteration in this primary assignment shall be made only after consulting with, and securing the approval of, the GCSD General Manager after consultation with the Board President; provided, however, that nothing in this paragraph shall preclude ATTORNEYS from utilizing all employees of Wittwer Parkin to provide services. COUNSEL'S specific duties shall be as set forth in Exhibit A attached hereto.

2. COMPENSATION. In consideration for COUNSEL accomplishing the duties described in Section 1, GCSD agrees to pay COUNSEL in accordance with the attached "Exhibit B - Compensation," so long as such compensation is not inconsistent with this Agreement. Payment will be made to COUNSEL within 30 days of receipt of each monthly invoice submitted at the beginning of each month following the month in which the compensation was earned. GCSD will notify COUNSEL of any disputed invoice within 20 days of receipt of said invoice. Expenses will be itemized and included in the next regular invoice after being incurred. Fees for all other services will be invoiced upon completion of the task. If payment is not received within 90 days after invoicing, simple interest will begin to accrue at the rate of 1.5% per month.

3. TERM. The term of this Agreement shall be from May 1, 2025 through and including April 30, 2028, except as provided for in Section 4.

4. EARLY TERMINATION. GCSD may terminate this Agreement by providing 90 days written notice to COUNSEL. COUNSEL may terminate this agreement by providing 180 days written notice to GCSD. GCSD may cease to assign functions or duties to COUNSEL at any time without the same constituting a breach of this Agreement.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. COUNSEL shall exonerate, indemnify, defend, and hold harmless GCSD (which for the purpose of Sections 5 and 6 shall include, without limitation, its officers, agents, employees, and volunteers) from and against:

A. Any and all Federal, State and Local taxes, charges, fees, insurance, benefits, or contributions required to be paid with respect to COUNSEL and its officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, health benefits, retirement benefits [including PERS], other benefits or insurance,

and payroll tax withholding). The parties agree that because COUNSEL is an independent contractor, none of the foregoing taxes, charges, fees, benefits, or contributions are required to be paid by GCSD to or on behalf of COUNSEL.

B. COUNSEL agrees to indemnify, defend, and hold harmless GCSD from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent or other faulty act or omission of COUNSEL, its agents, employees, subcontractors, and subconsultants pursuant to this Agreement, but excluding such claims or liabilities to the extent caused by the negligence or willful misconduct of GCSD or third parties.

6. INSURANCE. COUNSEL, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain, at minimum, compliance with the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects GCSD and any insurance or self-insurance maintained by GCSD shall be in excess of GCSD's insurance coverage and shall not contribute to it.

A. Types of Required Insurance and Minimum Limits

- (1) Workers Compensation and Employer's Liability Insurance coverage in the minimum statutorily required coverage amounts.
- (2) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
- (3) Professional Liability Insurance in the minimum amount of not less than One Million dollars (\$1,000,000) per claim and One Million dollars (\$1,000,000) in aggregate.
- (4) Automobile Liability Insurance in the minimum amount of \$1,000,000 combined single limit covering COUNSEL or any COUNSEL employee utilizing a vehicle for performance within the Scope of Work attached as Exhibit A.

B. Other Insurance Provisions. The required insurance policies, and each of them, are to contain, or be endorsed to contain, the following provisions or meet the following standards:

- (1) Unless the basis of the claim is known to the District General Manager, any failure to comply with reporting provisions of the policies shall not affect coverage provided to the GCSD, its officers, officials, employees, or volunteers.
- (2) Except for the Workers Compensation and Employer's Liability Insurance coverage described in Section 6.A.(1) above, GCSD is an additional insured and the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(3) Acceptability of Insurers. Insurance is to be placed with insurers with a Bests' rating of no less than B.

(4) Verification of Coverage. Contractor shall furnish GCSD with certificates of insurance with a copy of the original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the GCSD General Manager no later than June 30, 2025. GCSD reserves the right to require complete, certified copies of all required insurance policies, at any time.

(5) The insurer will give notice to GCSD at least 30 days prior to the effective date of any cancellation, lapse or material change in the policy.

The GCSD Board of Directors may approve a variation in those insurance requirements upon a determination that the coverages, scope, limits and/or forms of such insurance are either not commercially available or that GCSD's interests are otherwise fully protected.

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, COUNSEL agrees as follows: COUNSEL shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status or any other ground so as to violate California Government Code Section 12940. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. COUNSEL agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provision of this non-discrimination clause.

8. INDEPENDENT CONTRACTOR STATUS. COUNSEL and GCSD have reviewed and considered the principal test and secondary factors for determination of whether COUNSEL is an independent contractor and not an employee and agree that COUNSEL is an independent contractor and not an employee of GCSD. COUNSEL is responsible for all taxes, charges fees, insurance, benefits, or contributions required to be paid or withheld on behalf of COUNSEL and any employee or agent of COUNSEL. Neither COUNSEL, nor its employees, agents, subconsultants or subcontractors are entitled to any employee benefits from GCSD. GCSD agrees that COUNSEL shall have the right to control the manner and means of accomplishing the result contracted for herein.

9. NONASSIGNMENT. Any attempted or purported assignment of any right or obligation pursuant to this Agreement without the written consent of the other party shall be void and of no effect.

10. RETENTION AND AUDIT OF RECORDS. COUNSEL shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this

Agreement or until three years after a final audit report is accepted by GCSD, whichever occurs first. COUNSEL hereby agrees to be subject to the examination and audit by the GCSD Auditor, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. ENTIRE BINDING AGREEMENT; MODIFICATION. This Agreement shall be binding upon the successors of GCSD and COUNSEL. This Agreement contains the entire agreement between GCSD and COUNSEL relating to COUNSEL's performance of the functions and duties of General Legal Counsel of GCSD. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be required to be in writing and signed by both GCSD and COUNSEL.

12. WAIVER. No covenant or condition of this Agreement can be waived except by the written consent of both GCSD and COUNSEL. Forbearance or indulgence by GCSD and/or COUNSEL in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by party obligated. GCSD and/or COUNSEL shall be entitled to invoke any remedy available under this Agreement or by law or in equity despite said forbearance or indulgence. Nor shall GCSD's or COUNSEL's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, or breach of any other term, condition, or covenant constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant.

13. CONFIDENTIALITY.

A. COUNSEL, its employees, agents, subconsultants and subcontractors may be granted access to certain confidential information provided by (or contained in the records of) GCSD and/or its attorneys in the course of performing the work required under this Agreement. COUNSEL warrants that it shall keep all such information strictly confidential and agrees to undertake any actions necessary to ensure that COUNSEL's employees, agents, subconsultants and subcontractors shall keep all such information confidential.

B. COUNSEL's obligation to maintain confidentiality concerning all confidential information received under this Agreement shall not terminate on completion of this Agreement, but rather shall survive the termination of this Agreement, regardless of the manner of termination.

14. SEVERABILITY. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this agreement shall be valid and binding on the parties, unless the term, condition or covenant held invalid is a material part of the consideration for this Agreement.

15. VENUE AND GOVERNING LAW. If any party herein initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that venue thereof shall be the County of San Mateo, State of California. This Agreement and the legal relations between the parties shall be governed by and construed in accordance with the laws of the State of California.

16. COPYRIGHTED MATERIALS, DOCUMENTS, AND OTHER MATERIALS. All final materials created by COUNSEL at the request of GCSD (including but not limited to documents, studies, drawings, map models, photographs, field data, computerized material, and reports) shall immediately be provided to GCSD as “deliverables” under this Agreement and GCSD shall immediately become entitled to possession and ownership thereof for the purposes intended by this Agreement. However, COUNSEL maintains the copyright and intellectual property rights to such “deliverables” and hereby gives GCSD the right to use such “deliverables” for the project or purpose intended by GCSD. COUNSEL shall have no financial or professional liability resulting from any unauthorized changes to said deliverables made by GCSD or other third parties, nor for any reliance or use of said deliverables by GCSD or other third parties for purposes other than as intended by this Agreement.

17. CAPTIONS. Section headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement.

18. TIME OF THE ESSENCE. Time is hereby expressly declared to be of the essence in this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

19. COMPLIANCE WITH LAW. In performing the work required under this Agreement, COUNSEL shall comply with all applicable federal, state, local and GCSD laws, regulations, and ordinances.

20. CONFLICT OF INTEREST. COUNSEL warrants that it presently does not have and will not acquire any direct or indirect financial interest which would conflict with its performance of this Agreement.

21. NOTICES. Any notice, tender, delivery, or other communication made in accordance with this Agreement shall be in writing and shall be addressed to the recipient party at the address indicated for that party below.

To GCSD:

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

To COUNSEL

Wittwer Parkin
P.O. Box 2197
Aptos, CA 95001-2197

22. STANDARD OF PERFORMANCE. COUNSEL shall accomplish all results required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the legal profession in San Mateo County and the State of California. All instruments of service of whatsoever nature which COUNSEL delivers to GCSD pursuant to this Agreement shall be prepared in a substantial, first class and professional manner and shall conform to the standards of quality normally observed by a person practicing in COUNSEL’s profession. COUNSEL and GCSD may, at the request of either, meet to review the performance of COUNSEL, in furnishing the services provided hereunder, and to review the compensation provisions hereof. The parties may agree to changes or amendments hereto, including, but not necessarily limited to changes in compensation provisions, which changes or amendments shall

be evidenced by written amendment hereto.

23. **ATTACHMENTS**. This Agreement includes the following attachments:

- Exhibit A – Services and Scope of Work
- Exhibit B – Compensation

IN WITNESS WHEREOF, the parties hereto have set their hands effective the day and year first above written and hereby represent having the authority to do so.

WITTWER PARKIN

GRANADA COMMUNITY SERVICES DISTRICT

By: _____
William P. Parkin
Owner

By: _____
Jen Randle,
GCSD Board President

Exhibit A

COUNSEL'S Services and Scope of Work:

COUNSEL shall be primarily responsible for providing the services set forth below and, in the absence of extenuating circumstances, shall personally attend one GCSD meeting per month.

WILLIAM P. PARKIN will attend GCSD meetings as requested by the GCSD Board, General Manager or Assistant General Manager, except in the case of WILLIAM P. PARKIN is unavailable the General Manager can agree to allow an associate to attend such meetings.

COUNSEL shall provide, all legal services usually and normally provided by District General Counsel. Such services shall include, but not be limited to:

Attendance at GCSD Board meetings;

Preparation of ordinances, resolutions, leases, contracts, or other legal documents;

Preparation of all findings, decisions or other documents pertaining to legislative or quasi-judicial actions or decisions made by the GCSD, its Board, or its officers;

Rendering legal advice (both oral and written) to the GCSD Board, its officers, and employees with respect to GCSD matters;

Negotiating and/or rendering advice with respect to negotiations pertaining to GCSD's contracts, leases, and memoranda of understanding; and

Representing GCSD in litigation and/or arbitration or other judicial, administrative, or quasi-judicial proceedings.

Exhibit B

Compensation to COUNSEL shall be as follows:

From May 1, 2025 through April 30, 2026, \$330 per hour for all legal services rendered by William Parkin or another senior attorney, \$230 per hour for all legal services rendered by a junior attorney, \$150 per hour for all services rendered by a paralegal, and \$115 per hour for services rendered by a legal assistant.

From and after May 1, 2026 through April 30, 2027, \$335 per hour for all legal services rendered by William Parkin or another senior attorney, \$235 per hour for all legal services rendered by a junior attorney, \$150 per hour for all services rendered by a paralegal, and \$115 per hour for all services rendered by a legal assistant.

From and after May 1, 2027 through April 30, 2028, \$340 per hour for all legal services rendered by William Parkin or another senior attorney, \$240 per hour for all legal services rendered by an associate, \$155 per hour for all services rendered by a paralegal, and \$120 per hour for all services rendered by a legal assistant.

The aforesaid hourly rates shall apply to travel time (except for travel time for one meeting of the GCSD Board per month). The minimum billing increment is six minutes which will appear as ".1" on GCSD's monthly invoice.

Mileage traveled by automobile shall be reimbursed at the standard IRS rate. Reimbursement for travel by other means of conveyance shall be at cost. Other reimbursement for expenses shall be governed by the GCSD Bylaw on Reimbursable Expenses.

The rates set forth above include all telephone service provider charges, including those for long distance calls, but not for conference calls billed separately by a provider.

COUNSEL shall provide GCSD with detailed monthly invoices, which GCSD shall pay within 30 days of invoicing. The rates set forth herein shall be guaranteed for the term of this Agreement.

GCSD shall not be obligated to pay for more than one member of COUNSEL'S law firm to appear at any meeting unless otherwise approved in advance by GCSD.

CONTRACT OF LEGAL SERVICES

Granada Community Services District (hereinafter referred to as “Client”), on the one hand, and Davis, Bengston & Young, APLC (hereinafter collectively referred to as “Attorneys”) hereby agree that Attorneys will provide legal services to Client on the terms set forth below.

1. Conditions

This Agreement will not take effect, and Attorneys will have no obligation to provide legal services, until: (a) Client returns a signed copy of this Agreement; (b) Client pays the initial retainer (if any) called for under paragraph 8 below; and (c) Attorneys acknowledge acceptance of representation by counter-signing this Agreement and returning a fully executed copy to Client. Upon satisfaction of these conditions, this Agreement will be deemed to take effect as of the date this Agreement is fully executed.

2. Scope of Services and Attorneys’ Duties

Client hires Attorneys to provide legal services in the following matter: Represent Client in the action filed in the Santa Clara County Superior Court Case no. 17CV316927 entitled *City of Half Moon Bay v. Granada, et al.*

Attorneys will provide those legal services reasonably required to represent Client. Attorneys will take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries. If a court action is filed, Attorneys will represent Client through trial and post-trial motions. This Agreement does not cover representation on appeal or in collection proceedings after judgment or proceedings regarding renewal of a judgment. A separate written agreement for these services or services in any other matter not described above will be required. Attorneys are representing Client only in the matter described above.

3. Client’s Duties

Client agrees to be truthful with Attorneys and not withhold information. Further, Client agrees to cooperate, to keep Attorneys informed of any information or developments which may come to Client’s attention, to abide by this Agreement, to pay Attorneys’ bills on time, and to keep Attorneys advised of Client’s address, telephone number and whereabouts. Client will assist Attorneys by timely providing necessary information and documents. Client agrees to appear at all legal proceedings when Attorneys deem it necessary, and generally to cooperate fully with Attorneys in all matters related to the preparation and presentation of Client’s claims.

4. Legal Fees and Billing Practices

Attorneys cannot determine the full nature and extent of the legal services which may ultimately be necessary on Client’s matter, because much of Attorneys’ work will depend upon the responses of adverse parties, their attorneys and representatives. Consequently, compensation for Attorneys’ services shall not be a fixed fee but rather a

fee based upon hourly rates. Client agrees to pay by the hour at Attorney's rates for all time spent on Client's matter by Attorneys and Attorney's legal personnel.

Hourly rates for legal personnel are as follows:

4/18/2025 to 4/30/2026:

Partners	\$330.00	per hour
Associates	\$230.00	per hour
Paralegal	\$150.00	per hour

5/1/2026 – 4/30/2027:

Partners	\$335.00	per hour
Associates	\$235.00	per hour
Paralegal	\$150.00	per hour

The time charged will include, but is not limited to, the time Attorneys spend on court appearances, correspondence, meetings, telephone calls, negotiations, factual investigations and analysis, legal research and analysis, document preparation and revision, and all other work related to the *City of Half Moon Bay v. Granada. et al.* matter, including all forms of communication such as emails and other electronic communications. Time is billed in minimum increments of one-tenth (.10) of an hour. Attorneys will charge for waiting time in court and elsewhere, and for travel time on Client's behalf, both local and out of town.

The rates on this schedule are subject to change on 90 days written notice to Client. If Client declines to pay the increased rates, Attorneys will have the right to withdraw as attorney for Client if permitted under the Rules of Professional Conduct of the State Bar of California and/or applicable law.

5. Costs

Attorneys will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include, service of process charges, filing fees, court and deposition reporters' fees, translator/interpreter fees, jury fees, notary fees, deposition costs, long distance telephone charges, messenger and other delivery fees, postage, outside photocopying and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses, consultants' fees, expert witness, professional, mediator, arbitrator and/or special master fees and other similar items. The foregoing external costs and expenses will be charged at Attorneys' cost. Internal charges are billed at the following rates: (1) mileage – IRS Standard Mileage Rate; (2) in-house printing and photocopying – ten cents (\$.10) per page for black and white, seventy-five cents (\$.75) per page for color; facsimile charges – ten cents (\$.10) per page; (3) postage at cost; and (4) computerized research at cost.

To aid in the preparation or presentation of the *City of Half Moon Bay v. Granada, et al.* matter, it may become necessary to hire expert witnesses, consultants or investigators. Client agrees to pay such fees and charges. Attorneys will select any

expert witnesses, consultants or investigators to be hired, and Client will be informed of persons chosen and their charges.

Client agrees to pay the transportation, meals, lodging and all other costs of any necessary out-of-town travel by Attorneys. Client will be charged 100 percent of the hourly rates for the time legal personnel spend traveling.

6. Other Fees and Costs

Client understands that if the *City of Half Moon Bay v. Granada, et al.* matter proceeds to court action or arbitration, the court may award attorney fees as well as some or all of the type of costs enumerated in Paragraph 5 above to the other party or parties. Payment of such attorney fees and costs shall be the sole responsibility of Client. Similarly, other parties may be required to pay some or all of the fees and costs incurred by Client. Client acknowledges that any such determination does not in and of itself affect the amount of the fees and costs to be paid by Client to Attorneys pursuant to this Agreement.

7. Monthly Bills

Attorneys will send Client monthly invoices for fees and costs incurred. Each invoice will be payable within 30 days of its transmittal to Client. Bills for the fee portion of the invoice will include the amount, rate, basis for calculation, or other method of determination of Attorneys' fees. Bills for the cost and expense portion of the invoice will clearly identify the costs and expenses incurred and the amount of the costs and expenses. Client agrees to promptly review all bills rendered by Attorneys and to promptly communicate any objections, questions or concerns about their contents.

8. Retainer

Attorneys reserve the right to demand a deposit whenever a matter is set for trial or arbitration. Client agrees that once a matter is set for trial or arbitration, Client will pay all sums then owing and, upon demand of Attorney's that Client pay a further deposit, pay the amount of the Attorneys' fees estimated to be incurred in preparing for and completing the trial or arbitration, as well as any jury fees or arbitration fees, expert witness fees and other costs likely to be assessed. Those sums may exceed the initial retainer. Client agrees to pay Attorney's demand for a further deposit within 30 days of the transmittal of Attorney's demand.

Client agrees that the Attorneys' right to recover fees and costs from the further deposit held in Attorneys' Client Trust Account becomes fixed 30 days after the date a monthly bill is sent to Client. Client authorizes Attorneys to withdraw the funds from Attorney's Client Trust Account to pay Attorneys' fees and costs 30 days after the date the bill is sent by mail or by email to Client. If Attorneys receive a written objection from client within 30 days of sending the bill, Attorneys' right to withdraw the amount that is identified in the objection shall be deemed disputed, and Attorneys will not withdraw the disputed fees and/or costs from the Client Trust Account until the dispute is resolved. If Attorneys receive an objection from Client more than 30 days after the bill is sent and after the funds have been withdrawn, Attorneys will not be required to redeposit

the disputed fees and/or costs into the Client Trust Account during the pendency of the dispute.

In the event that there is any money from the initial retainer or a further deposit remaining in Attorneys' Client Trust Account after Attorneys' final bill is satisfied, that money will be promptly refunded to the Client.

9. Client Approval Necessary for Settlement

Attorneys will not settle Client's matter without the approval of Client, who will have the absolute right to accept or reject any settlement. Attorneys will notify Client promptly of the terms of any settlement offer received by Attorneys.

10. Discharge and Withdrawal

Client may discharge Attorneys at any time by written notice effective when received by Attorneys. Unless specifically agreed by Attorneys and Client, Attorneys will provide no further services and advance no further costs on the Clients' behalf after receipt of the notice. If Attorneys are Client's attorney of record in any proceeding, Client will execute and return a substitution-of-attorney form immediately on its receipt from Attorneys.

Attorneys may withdraw at any time as permitted under the Rules of Professional Conduct of the State Bar of California and/or applicable law. Among the circumstances under which Attorneys may withdraw are: (a) with the consent of Client; (b) Client's conduct renders it unreasonably difficult for Attorneys to carry out the employment effectively, and/or (c) Client fails to pay Attorneys' fees or costs as required by this Agreement.

Notwithstanding Attorneys' discharge or withdrawal, Client will remain obligated to pay Attorneys at the agreed rates for all services provided, and to reimburse Attorneys for all costs advanced.

11. Conclusion of Services

When Attorneys' services conclude, whether by completing the services covered by this Agreement, or by discharge or withdrawal, all unpaid charges for fees and/or costs will be due and payable immediately.

Client may have access to Client's case file at Attorneys' office at any reasonable time. At the end of the engagement, Client may request the return of Client's case file. If Client has not requested the return of Client's file, and to the extent Attorneys have not otherwise delivered it or disposed of it consistent with Client's directions, Attorneys will retain the case file for a period of five years, after which Attorneys are authorized by this Agreement to have the case file destroyed. If Client would like Attorneys to maintain Client's case file for more than three years after the conclusion of Attorney's services for Client on a given matter, a separate written agreement must be made between Attorneys and Client, which may provide for Client to bear the cost of maintaining the file. In the event that Client requests that Attorney transfer possession of Client's case file to Client or a third party, Attorneys are authorized to retain copies of the case file at Attorneys'

expense. The case file includes Client papers and property as defined in Rule 1.16(e)(1) of the California Rules of Professional Conduct.

12. Disclaimer of Guarantee and Estimates

Nothing in this Agreement and nothing in Attorneys' statements to Client will be construed as a promise or guarantee about the outcome of Client's matter. Attorneys make no such promises or guarantees. Attorneys' comments about the outcome of the matter are expressions of opinion only, are neither promises nor guarantees, and will not be construed as promises or guarantees. Any deposits made by Client, or estimate of fees given by Attorneys, are not a representation of a flat fee and will not be a limitation on fees or a guarantee that fees and costs will not exceed the amount of the deposit or estimate. Actual fees may vary significantly from estimates given.

13. Opinions

A part of the work of a lawyer is to render legal opinions. However, the work of a lawyer also involves many other matters which involve recommendations as to how to proceed, strategy, business judgments and other expressions which are not legal opinions. If Client wishes to act in reliance on a legal opinion, a request for a written legal opinion should be made and, if proper, a written legal opinion will be rendered.

14. Professional Liability Insurance Disclosure

Pursuant to California Rule of Professional Conduct 1.4.2, Attorneys hereby inform Client in writing that Attorneys have professional liability insurance.

15. No Tax Advice

Attorneys have not been retained to provide Client with any tax advice concerning any of the services described in paragraph 2 above. Any documents prepared by Attorneys may have specific tax ramifications. To be sure Client understands and is certain of all the potential tax consequences, Client should consult with tax advisors regarding these matters.

16. Entire Agreement

This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

17. Severability in Event of Partial Invalidity

If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of the provision and of the entire agreement will be severable and remain in effect.

18. Modification by Subsequent Agreement

This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by each of them.

19. Arbitration

A. Arbitration of All Disputes Including Claims of Malpractice

Any dispute between the parties [Client and Attorneys] regarding the construction, application or performance of any services under this Agreement, and any claim arising of or relating to this Agreement or its breach, including, without limitation, claims of breach of contract, professional negligence, breach of fiduciary duty, misrepresentation, fraud and/or disputes regarding attorney fees, shall be submitted to binding arbitration upon the written request of one party after the service of that request on the other party. The parties shall appoint one person to hear and determine the dispute.

The arbitration provider shall be JAMS, whose rules shall govern the arbitration. Each party shall bear its own costs, expenses, attorney's fees and equal share of the arbitrator's and administrative fees. The venue for the arbitration and any post-award proceeding to confirm, correct or vacate the award shall be Santa Clara County, California.

Client and Attorneys agree that the provisions of Code of Civil Procedure section 340.6 (governing limitations on the time for commencing an action other than for actual fraud) shall apply to the time for Client's service of a written request for binding arbitration of a claim arising under this Agreement.

Client and Attorneys confirm that they have read and understand subparagraphs A above, and voluntarily agree to binding arbitration. In doing so, Client and Attorneys voluntarily give up important constitutional rights to trial by judge or jury, as well as rights to appeal. Client may consult with an independent lawyer of Client's choice to review these arbitration provisions, and this entire Agreement, prior to signing this Agreement.

B. Mandatory Fee Arbitration

Notwithstanding subparagraph A above, the parties acknowledge that in any dispute over attorney's fees, costs or both subjection to the jurisdiction of the State of California over attorney's fees, charges, costs or expenses, Client has the right to elect arbitration pursuant to procedures as set forth in California Business and Professions Code sections 6200-6206 (the Mandatory Fee Arbitration Act). If, after receiving a notice of client's right to fee arbitration, Client does not elect to proceed under the Mandatory Fee Arbitration Act procedures by failing to file a request for fee arbitration within 30 days, any dispute over fees, charges, costs or expenses will be resolved by binding arbitration as provided in the previous subparagraph A. Arbitration pursuant to the Mandatory Fee Arbitration Act is non-binding unless the parties agree in writing, after the dispute has arisen, to be bound by the arbitration award. The Mandatory Fee Arbitration Act procedures permit a court trial after non-binding arbitration, or a

subsequent binding contractual arbitration if the parties have agreed to binding arbitration, if either party rejects the award within 30 days after the award is mailed to the parties.

20. Interest Charges

If a bill is not paid when due, interest will be charged on the principal balance (consisting of unpaid fees, costs and/or expenses) shown on the invoice. Interest will be calculated by multiplying the unpaid balance by the periodic rate of .833 percent per month (ten percent [10%] per annum). The unpaid balance will bear interest until paid.

21. Lien

Client hereby grants Attorneys a lien on any and all claims that are the subject of Attorney's representation under this Agreement. Attorney's lien will be for any sums owing to Attorneys for unpaid attorney's fees or costs at the conclusion of Attorneys' services. The lien will attach to any recovery Client may obtain, whether by arbitration award, judgment, settlement or otherwise. An effect of such a lien is that Attorneys may be able to compel payment of fees and costs from any such funds recovered on behalf of Client even if Attorneys have been discharged before the end of the case. With respect to costs, the lien shall exist and attach to any recovery only for costs already advanced by Attorneys pursuant to paragraph 6 above. Because a lien may affect Client's property rights, Client may seek the advice of an independent lawyer of Client's own choice before agreeing to such a lien. By initialing this paragraph, Client represents and agrees that Client has had a reasonable opportunity to consult such an independent lawyer and – whether or not Client has chosen to consult such an independent lawyer – Client agrees that Attorneys will have a lien as specified above.

_____ (Client initial here) _____ (Attorneys initial here)

22. Consent to Use of Email and Cloud Services

In order to provide Client with efficient and convenient legal services, Attorneys will frequently communicate and transmit documents using email. Because email continues to evolve, there may be risks communicating in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such email transmissions with Client and Client's representatives and agents.

In addition, Attorneys use a cloud computing service with servers located in a facility other than Attorneys' office. Most of Attorneys' electronic data, including emails and documents, are stored in this manner. By entering into this Agreement, Client understands and consents to having communications, documents and information pertinent to Client's matter stored through such cloud-based service.

23. Effective Date of Agreement

This Agreement will govern all legal services performed by Attorneys on behalf of Client commencing with the date Attorneys first performed services. Even if this Agreement does not take effect, Client will be obligated to pay Attorneys the reasonable value of any services Attorneys may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEYS FIRST PROVIDED SERVICES. IF MORE THAN ONE CLIENT SIGNS BELOW, EACH AGREES TO BE LIABLE, JOINTLY AND SEVERALLY, FOR ALL OBLIGATIONS UNDER THIS AGREEMENT. CLIENT WILL RECEIVE A FULLY EXECUTED COPY OF THIS AGREEMENT.

Dated: _____ GRANADA COMMUNITY SERVICES
DISTRICT

By: _____

Dated: _____ DAVIS, BENGSTON & YOUNG, APLC

By: _____
BRADLEY A. BENING



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Consideration of Amendment No. 2 to Kennedy Jenks Agreement for District Engineering Services.
Date: April 17, 2025

Attached for your approval is an amendment to the Kennedy Jenks Agreement for District Engineering services. The amendment updates their standard schedule of charges, and extends the agreement through May 1 of 2027. We have also included a copy of the original agreement with Kennedy Jenks for your information.

AMENDMENT NO. 2 TO AGREEMENT FOR CONSULTING SERVICES
BETWEEN KENNEDY/JENKS CONSULTANTS, INC.
AND GRANADA COMMUNITY SERVICES DISTRICT
FOR DISTRICT ENGINEER

THIS AMENDMENT NO.2 is made and entered into on this ____ day of _____, 2025 to the Agreement for District Engineering Services dated 1st of November 2018, hereinafter referred to as "AGREEMENT", between Kennedy/Jenks Consultants, Inc., a California corporation, hereinafter referred to as "CONSULTANT", and Granada Community Services District, hereinafter referred to as "CLIENT", for the District Engineering services.

RECITALS:

WHEREAS, CLIENT is authorizing CONSULTANT to perform additional or amended services as set forth herein.

NOW, THEREFORE, CLIENT and CONSULTANT agree to amend the AGREEMENT as follows:

Schedule: CONSULTANT is authorized to extend the term on the AGREEMENT through May 1, 2027.

Compensation: Beginning on 26 April 2025, compensation for the services provided under this Amendment shall be based on the labor rates shown on Exhibit A of this Amendment.

All other terms and conditions of the AGREEMENT remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first above written.

KENNEDY/JENKS CONSULTANTS, INC.

**GRANADA COMMUNITY SERVICES
DISTRICT**

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

AMENDMENT NO. 2 TO AGREEMENT FOR CONSULTING SERVICES
 BETWEEN KENNEDY/JENKS CONSULTANTS, INC.
 AND GRANADA COMMUNITY SERVICES DISTRICT
 FOR DISTRICT ENGINEER

EXHIBIT A

K/J Classification	Hourly Rate
110 - Engineer/Scientist/Specialist 1	\$167
120 - Engineer/Scientist/Specialist 2	\$198
130 - Engineer/Scientist/Specialist 3	\$216
140 - Engineer/Scientist/Specialist 4	\$238
150 - Engineer/Scientist/Specialist 5	\$254
160 - Engineer/Scientist/Specialist 6	\$286
170 - Engineer/Scientist/Specialist 7	\$302
180 - Engineer/Scientist/Specialist 8	\$324
190 - Engineer/Scientist/Specialist 9	\$340
210 - Senior CAD Designer	\$211
215 - CAD Designer	\$189
220 - Senior CAD Technician	\$162
225 - CAD Technician	\$140
310 - Project Administrator	\$151
320 - Administrative Assistant	\$127

INDEPENDENT CONTRACTOR AGREEMENT
FOR DISTRICT ENGINEER

THIS AGREEMENT is entered into and effective the 1st day of November 2018, by and between the GRANADA COMMUNITY SERVICES DISTRICT (hereinafter called "GCSD"), and KENNEDY/JENKS CONSULTANTS, INC. (hereinafter called "Kennedy/Jenks"). The parties agree as follows:

1. **DUTIES.** Kennedy/Jenks agrees to exercise due skill and care to perform district engineering services for the GCSD, including but not limited to those duties identified under *Exhibit A - Scope of Services* attached hereto, and to perform such other work as the GCSD Board of Directors or the General Manager shall from time to time assign. For the purposes of this agreement, John Rayner shall be designated as the District Engineer for GCSD under Health and Safety Code Section 6517. Kennedy/Jenks shall not change this designation without the prior approval of GCSD.

2. **COMPENSATION.** In consideration for Kennedy/Jenks providing district engineering services, GCSD agrees to pay Kennedy/Jenks in accordance with *Exhibit B – Standard Schedule of Charges*, so long as such Standard Schedule of Charges is not inconsistent with this Agreement. District Engineer John Rayner will bill GCSD at the rate charged for work performed by an Engineer-Scientist-Specialist 7. Payment will be made to Kennedy/Jenks within 45 days of receipt of each monthly invoice for services rendered submitted by Kennedy/Jenks. If GCSD fails to pay Kennedy/Jenks within 45 days after any invoice is rendered, GCSD agrees Kennedy/Jenks shall have the right to consider such failure in payment a material breach of this entire Agreement, and, upon written notice, the duties, obligations, and responsibilities of Kennedy/Jenks under this Agreement are suspended or terminated. In such event GCSD shall promptly pay Kennedy/Jenks for all fees, charges, and services previously provided by Kennedy/Jenks. GCSD agrees that the periodic billings from Kennedy/Jenks to GCSD are correct, conclusive, and binding on GCSD unless GCSD, within 20 days from the date of receipt of such billing, notifies Kennedy/Jenks in writing of alleged inaccuracies, discrepancies, or errors in billing. GCSD shall in any event pay the portion of the invoice not in dispute.

3. **TERM.** The term of this Agreement shall be from November 1, 2018, through and including January 31, 2022.

4. **EARLY TERMINATION.** Either party hereto may terminate this Agreement at any time by giving 30 days written notice to the other party. GCSD may cease to assign functions or duties to Kennedy/Jenks at any time without the same constituting a breach of this Agreement.

5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** Kennedy/Jenks shall indemnify, defend, and hold harmless GCSD (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all Federal, State and Local taxes, charges, fees, insurance, benefits, or

contributions required to be paid with respect to Kennedy/Jenks and Kennedy/Jenks's officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, health benefits, retirement benefits [including PERS], other benefits or insurance, and payroll tax withholding). The parties agree that because Kennedy/Jenks is an independent contractor, none of the foregoing taxes, charges, fees, benefits or contributions are required to be paid to or on behalf of Kennedy/Jenks.

B. Kennedy/Jenks agrees to indemnify, defend, and hold harmless GCSD, its officers, officials, employees, and agents from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent act, error or omission of Kennedy/Jenks, his agents, employees, subcontractors, and subconsultants pursuant to this Agreement.

C. GCSD agrees to indemnify, defend, and hold harmless Kennedy/Jenks, its officers, officials, employees, and agents from and against all claims, lawsuits, liabilities, or damages to the extent caused by any negligent act, error or omission of GCSD, its agents, employees, subcontractors and subconsultants pursuant to this Agreement.

6. INSURANCE. Kennedy/Jenks, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain, at minimum, compliance with the following insurance coverage(s) and requirements. Such insurance coverage shall be "occurrence coverage" insurance (except Professional Liability can be "claims made" insurance and in which case continuous coverage shall be maintained for a minimum of three years after the expiration of this Agreement) and shall be primary coverage as respects GCSD and any insurance or self-insurance maintained by GCSD shall be in excess of Kennedy/Jenks's insurance coverage and shall not contribute to it.

A. Types of Required Insurance and Minimum Limits

- (1) Workers Compensation and Employer's Liability Insurance coverage in the minimum statutorily required coverage amounts.
- (2) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
- (3) Professional Liability Insurance in the minimum amount of \$2,000,000 per claim.
- (4) Automobile Liability Insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damage.

B. Other Insurance Provisions. The required insurance policies, and each of them, are to contain, or be endorsed to contain, the following provisions or meet the following standards:

- (1) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the GCSD, its officers, officials, employees or volunteers.
- (2) On the Comprehensive General Liability and Automobile Liability Insurance, GRANADA COMMUNITY SERVICES DISTRICT is an additional insured and the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (3) Acceptability of Insurers. Insurance is to be placed with insurers with a Bests' rating of no less than A:VII.
- (5) Verification of Coverage. Contractor shall furnish GCSD with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the GCSD before work commences. GCSD reserves the right to require complete, certified copies of all required insurance policies, at any time.
- (5) The insurer will give, by First Class mail, notice to the District at least 30 days prior to the effective date of any cancellation, lapse or material change in the policy.
- (6) The GCSD Board of Directors may approve a variation in those insurance requirements upon a determination that the coverages, scope, limits and/or forms of such insurance are either not commercially available or that GCSD's interests are otherwise fully protected.

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, Kennedy/Jenks agrees as follows. Kennedy/Jenks shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 40), veteran status, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. Kennedy/Jenks agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provision of this non-discrimination clause.

8. INDEPENDENT CONTRACTOR STATUS. Kennedy/Jenks and GCSD have reviewed and considered the principal test and secondary factors for determination of whether Kennedy/Jenks is an independent contractor and not an employee and agree that Kennedy/Jenks is an independent contractor and not an employee of GCSD. Kennedy/Jenks is responsible for all taxes, charges fees, insurance, benefits or contributions required to be paid or withheld on behalf of John Rayner and any employee or agent of Kennedy/Jenks. Kennedy/Jenks is not entitled to any GCSD employee benefits. GCSD agrees that Kennedy/Jenks shall have the right to control

the manner and means of accomplishing the work contracted for herein.

9. NONASSIGNMENT. Except for Kennedy/Jenks's use of subcontractors or subconsultants as provided under *Exhibit A – Scope of Services*, no party to this Agreement may assign any right or obligation pursuant to this Agreement. Any other attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

10. RETENTION AND AUDIT OF RECORDS. Kennedy/Jenks shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by GCSD, whichever occurs first. Kennedy/Jenks hereby agrees to be subject to the examination and audit by the GCSD Auditor, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. ENTIRE BINDING AGREEMENT; MODIFICATION. This Agreement shall be binding upon the successors of GCSD and Kennedy/Jenks. This Agreement contains the entire agreement between GCSD and Kennedy/Jenks relating to Kennedy/Jenks's performance of the functions and duties for district engineering services for GCSD. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be required to be in writing and signed by both GCSD and Kennedy/Jenks.

12. WAIVER. No covenant or condition of this Agreement can be waived except by the written consent of both GCSD and Kennedy/Jenks. Forbearance or indulgence by GCSD and/or Kennedy/Jenks in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by party obligated. GCSD and/or Kennedy/Jenks shall be entitled to invoke any remedy available under this Agreement or by law or in equity despite said forbearance or indulgence. Nor shall GCSD's or Kennedy/Jenks's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant.

13. CONFIDENTIALITY.

A. Kennedy/Jenks, its employees, agents, subconsultants and subcontractors may be granted access to certain confidential information provided by (or contained in the records of) GCSD and/or its attorneys in the course of performing the work required under this Agreement. Kennedy/Jenks shall keep all such information strictly confidential and agrees to undertake any actions necessary to ensure that Kennedy/Jenks's employees, agents, subconsultants and subcontractors shall keep all such information confidential.

B. Kennedy/Jenks's obligation to maintain confidentiality concerning all confidential information received under this Agreement shall not terminate on completion of this Agreement, but rather shall survive the termination of this Agreement, regardless of the manner of termination.

14. SEVERABILITY. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on the parties, unless the term, condition or covenant held invalid is a material part of the consideration for this Agreement.

15. VENUE AND GOVERNING LAW. If any party herein initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that venue thereof shall be the County of Santa Mateo, State of California. This Agreement and the legal relations between the parties shall be governed by and construed in accordance with the laws of the State of California.

16. COPYRIGHTED MATERIALS. All materials created by Kennedy/Jenks (including but not limited to documents, studies, drawings, map models, photographs, field data, computerized material and reports) shall immediately be provided to GCSD as “deliverables” under this Agreement and GCSD shall immediately become entitled to possession and ownership thereof for the purposes intended by this Agreement. However, Kennedy/Jenks maintains the copy and intellectual property rights of such “deliverables” and hereby gives GCSD the right to use such “deliverables” for the project or purpose intended by GCSD. Kennedy/Jenks shall have no financial or professional liability resulting from any unauthorized changes to said deliverables made by GCSD or other third parties, nor for any reliance or use of said deliverables by GCSD or other third parties for purposes other than as intended by this Agreement. If Kennedy/Jenks’ deliverables exist in electronic or computerized format, or are transferred in electronic or computerized format, any stamp, seal and signature shall be original to be valid, and may not be a computer-generated copy, photocopy, or facsimile transmission of the original.

17. CAPTIONS. Section headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement.

18. TIME OF THE ESSENCE. Time is hereby expressly declared to be of the essence in this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

19. COMPLIANCE WITH LAW. In performing the work required under this Agreement, Kennedy/Jenks shall comply with all applicable federal, state, local and GCSD laws, regulations, and ordinances.

20. CONFLICT OF INTEREST. Kennedy/Jenks warrants that it presently does not have and will not acquire any direct or indirect financial interest which would conflict with its performance of this Agreement.

21. NOTICES. Any notice, tender, delivery, or other communication made in accordance with this Agreement shall be in writing and shall be addressed to the recipient party at the address indicated for that party below.

To GCSD:

Granada Community Services District
Attn: District Administrator
P.O. Box 335
El Granada, CA 94018
tel. 650-726-7093
fax 650-726-7099

To Kennedy/Jenks:

Kennedy/Jenks Consultants
Attn: John Rayner/Xiangquan Li
2350 Mission College Blvd., #525
Santa Clara, CA 95054
tel. 650-852-2800
fax 650-852-2899

22. STANDARD OF PERFORMANCE. Kennedy/Jenks shall perform all work required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the general management profession in the GCSD geographical area. All instruments of service of whatsoever nature which Kennedy/Jenks delivers to GCSD pursuant to this Agreement shall be prepared in a substantial, first class and engineering-like manner and conform to the standards of quality normally observed by a person practicing in Kennedy/Jenks's profession.

23. ATTACHMENTS. This Agreement includes the following attachments:

Exhibit A – Scope of Services

Exhibit B – Standard Schedule of Charges

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written and hereby represent having the authority to do so.

KENNEDY/JENKS CONSULTANTS, INC.

GRANADA COMMUNITY SERVICES
DISTRICT

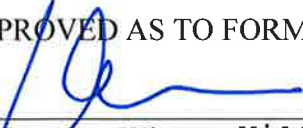
By: 

Peter C. Talbot
Operations Manager

By: 

Leonard Woren
GCSD Board President

APPROVED AS TO FORM:

By: 

Jonathan Wittwer William Parkin
GCSD General Counsel

Exhibit A

Scope of Services for District Engineer

(a) Consultant shall serve as GCSD's Engineer and shall be responsible for advising the GCSD's Board of Directors, General Manager and other GCSD advisors and representatives with regard to engineering related questions and issues pertaining to GCSD's governmental functions. Tasks may include, but are not limited to: attend meetings of the GCSD Board as requested by the General Manager; render advice on day-to-day operational and engineering issues; review of and offer recommendations concerning permits issued by or to GCSD; provide expertise and technical assistance regarding compliance by GCSD and others with applicable regulatory requirements; and generally provide district engineering services for GCSD as requested.

(b) The Engineer shall also provide design and consulting Engineering services on projects as directed by the GCSD Board or General Manager. Tasks may include, but are not limited to: preparation of plans, specifications and estimates for capital improvement projects; performance of technical and financial studies concerning issues within Consultant's areas of expertise; conduct field investigations to develop information needed to assist in solving GCSD problems; and, provide construction management services for capital improvement projects.

Exhibit B**Kennedy/Jenks Consultants**

Client/Address: Granada Community Services District
P.O. Box 335
El Granada, CA 94018

Contract/Proposal Date: 1 November 2018

Schedule of Charges

Date: November 1, 2018

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1.....	\$130
Engineer-Scientist-Specialist 2.....	\$155
Engineer-Scientist-Specialist 3.....	\$170
Engineer-Scientist-Specialist 4.....	\$185
Engineer-Scientist-Specialist 5.....	\$200
Engineer-Scientist-Specialist 6.....	\$225
Engineer-Scientist-Specialist 7.....	\$235
Engineer-Scientist-Specialist 8.....	\$250
Engineer-Scientist-Specialist 9.....	\$265
CAD-Technician	\$110
Senior CAD-Technician	\$125
CAD-Designer	\$150
Senior CAD-Designer	\$165
Project Administrator	\$120
Administrative Assistant.....	\$100
Aide.....	\$80

In addition to the above Hourly Rates, a four percent Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- Consultants, soils engineers, surveyors, contractors, and other outside services.
- Rented vehicles, local public transportation and taxis, travel and subsistence.
- Project specific telecommunications and delivery charges.
- Special fees, insurance, permits, and licenses applicable to the work.
- Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective November 1, 2018 through December 31, 2019. After December 31, 2019, the rates shall be subject to revision.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Discussion of Board Member Attendance and Teleconferencing Policy
Date: April 17, 2025

As your board is aware, staff has been in the process of updating the District Policies over the course of the past several months. At our February meeting, the Board approved the Board and Staff policies 1 through 5, as well as the Financial Policies 1 through 3. The next policy to be discussed is the District's Board Attendance and Teleconferencing Policy. The major decisions to address include:

1. Whether or not to continue with teleconferencing via Zoom as we have been doing for the past 5 years. With the emergency provisions enacted during the Covid crisis, expanded rules were put in place to allow for fewer restrictions and requirements on teleconferencing for meetings. Those emergency provisions ended in February of 2023, and while the district has continued with teleconferencing, the Brown Act does not require the District to have teleconferencing for members of the public. The District does it to make it easier for the public to participate in district matters. Accordingly, the board should adopt a formal policy allowing teleconferencing for the public and the rules and requirements relating to such.
2. Government Code Section 54953 allows the Board to elect to use teleconferencing for its board members and outlines the circumstances under which directors can participate via teleconference, and the requirements which must be followed, as below:

Traditional Brown Act Teleconferencing

- At least a quorum of the Board must participate from teleconferencing locations within the District boundaries.
- Each teleconference location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at each teleconference location (which means for 72 hours prior to a regular meeting, or 24 hours for a special meeting).
- Each location must be accessible to the public.
- The agenda must provide the opportunity for the public to address the legislative body directly from each teleconference location.
- All votes must be by roll call.

While attendance by a board member via teleconferencing is allowed in accordance with the Brown Act, the Board should discuss whether that is in the best interests of the District and members of the public. The board could adopt a policy which requires board members to participate in person, or the Board could elect to continue to allow remote teleconferencing subject to the rules in the Brown Act as outlined above. Even if the Board elects to allow teleconferencing, it can also strongly encourage in-person attendance. Other boards and cities which have adopted in-person requirements have done so on the principle of allowing members of the public to have direct and personal access to their representatives at meetings. Note that allowing public access via teleconferencing is separate from any policy on board member attendance.

AB 2449, which sunsets on January 1, 2026, has additional special board member teleconferencing rules. A board member may teleconference under these provisions only if there is “just cause” or an “emergency circumstance,” both of which are defined by law. These instances are somewhat rare, but will be addressed in further detail in the policy and as outlined in the Brown Act. Broad requirements under the just cause provisions in AB 2449 are as follows:

- At least a quorum of the Board must participate from teleconferencing locations within the District boundaries.
- In addition to meeting the statutorily required criteria, a board member who intends to participate via teleconference must notify the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of the need to participate remotely for just cause and provide a general description of the circumstances relating to their need to appear remotely at the given meeting.
- AB 2449 prohibits a board member from participating via teleconference for “just cause” for more than two meetings in a calendar year when an agency meets once per month or less, like GCSD.

There is a separate exception for a statement of emergency, such as a pandemic, that is also included in the Brown Act that does not sunset on January 1, 2026.

1) BOARD MEMBER ATTENDANCE AND TELECONFERENCING POLICY

Members of the Board shall OR are expected to attend meetings in person in order to provide the public with open and transparent discussion and deliberation, and to encourage active and engaged participation with fellow directors, staff, and constituents. When circumstances do not allow for in person attendance, the foregoing policy shall govern the District's use of teleconferencing for the attendance at Meetings of the members of the District Board.

The Global Teleconference Policies and Standard Teleconferencing Procedures shall apply in all instances, except when (1) a Board member has either "just cause" or an "emergency circumstance" so as to permit the use the Expedited Teleconferencing Procedures or (2) a State of Emergency issued by the California Governor is in effect sufficient to trigger the use of the Emergency Teleconferencing Procedures.

General Teleconferencing Policies: At the discretion of the Legislative Body and/or the General Manager, any employee, consultant, or member of the public, shall be permitted to attend via teleconference or videoconference any board meeting subject to the Brown Act. Members of a Legislative Body, inclusive of the governing board members and other committees or bodies required to comply with the Brown Act, may only participate via teleconference or videoconference as permitted by the foregoing policies. To the extent a Member desires to attend a Meeting via teleconference or videoconference, the Member shall generally be required to comply with the foregoing "Standard Teleconferencing Procedures" unless the circumstances exist to justify the use of the "Expanded Teleconferencing Procedures" or "Emergency Teleconferencing Procedures" A Member not in compliance with any such procedures, as applicable, shall not be permitted to attend a Meeting via Teleconference or Videoconference for any purpose, whether to participate in or listen to such meeting. In all instances in which a Member is attending a Meeting via teleconference or videoconference, teleconferencing or videoconferencing, the Legislative Body shall:

- a) Take all votes by roll-call;
- b) Conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and public appearing before the Legislative Body;
- c) Provide notice and post agendas as otherwise required by the Brown Act;
- d) Permit members of the public access to the meeting and an opportunity to address the Legislative Body as required by the Brown Act.

Standard Teleconferencing Procedures

A Member may attend a Meeting via teleconference or videoconference if the following conditions are satisfied:

- a) At least a quorum of the members of the Legislative Body participate in the meeting from locations within the boundaries of the agency;
- b) The agenda posted for the Meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the meeting;
- c) Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

Expanded Teleconferencing Procedures (Effective Through January 1, 2026)

Notwithstanding the Standard Teleconferencing Procedures, a Member may attend a Meeting via videoconference only (teleconference will not be permitted under these procedures), if the following conditions are satisfied:

- a) At least a quorum of the members of the Legislative Body participate in-person from a single physical location accessible to the public, which is within the boundaries of the agency and clearly identified in the posted agenda;
- b) The public is permitted to attend the meeting either by teleconference or video conference in a manner such that the public can remotely attend and offer real-time comment during the meeting;
- c) Notice of the means by which the public can remotely attend the meeting via teleconference or videoconference and offer comment during the meeting is included within the posted agenda;
- d) The Member(s) attending remotely have either “just cause” or an “emergency circumstance” that justifies their attendance via videoconference.
 - i. A Member shall only have “just cause” for remote attendance if the absence is for one of the following reasons:
 - 1. Absence is to provide childcare or caregiving need to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, with such terms having the same meaning as those terms are defined in Government Code section 12945.2;
 - 2. A contagious illness that prevents the Member from attending in-person;
 - 3. A need related to a physical or mental disability as defined in Government Code sections 12926 and 12926.1 not otherwise accommodated; and
 - 4. Travel while on official business of the Legislative Body or another state or local agency;
 - ii. A Member shall have an “emergency circumstance” if the absence is due to a physical or family medical emergency that prevents the Member from attending in person.
- e) The Member(s) have not attended a meeting remotely on the basis of “just cause” for more than two meetings in the current calendar year; and ii. iii. iv. b.
- f) The Member(s) have not attended a meeting remotely on the basis of “just cause” or “emergency circumstance” for more than three consecutive months or more than *[20% of the regular meetings of an agency in a calendar year, rounded down to nearest whole number]* in a calendar year.
- g) The Legislative Body has, and has implemented, a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the Legislative Body shall also give notice of the procedure for receiving and resolving requests for accommodation.

In order to utilize the Expanded Teleconference Procedures, a Member shall:

- a) For a “just cause” circumstance, notify the Legislative Body at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given meeting;
- b) For an “emergency circumstance,” request to participate at a meeting due to an “emergency circumstance” as soon as possible, preferably before the posting of the agenda but up to the start of the meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given meeting, though any description for emergency circumstances need not exceed 20 words and need not include any medical diagnosis or disability or personal medical information exempt from disclosure by law;
- c) The Member shall publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the Member’s relationship with such individuals;
- d) Participate through videoconferencing, with both audio and visual technology.

Upon receipt of a request from a Member to utilize the Expanded Teleconference Procedures, the Legislative Body shall:

- a) Take action by majority vote on a request to participate remotely due to an “emergency circumstance” at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda;
- b) In the event of a disruption that prevents the broadcast of the meeting to members of the public, or in the event of a disruption within the Agency’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Director Randle
Subject: Proposal for an Additional Ad Hoc Committee
Date: April 17, 2025

In response to the results of the community survey regarding the proposed community recreation center and the potential impact on Picasso Preschool, this memorandum recommends the establishment of an Exploratory Ad Hoc Committee to evaluate the path forward for the property at 480 Avenue Alhambra. Given the conversation to date, this proposal is informed by community feedback, including concerns around preschool displacement, questions about long-term use of the site, and a desire for transparency and public engagement.

Committee Purpose

The proposed committee will be tasked with conducting a comprehensive exploration of options for the 480 Avenue Alhambra property and developing recommendations that reflect community values, District goals, and long-term feasibility.

Proposed Committee Scope & Objectives

If agreed to, the Exploratory Ad Hoc Committee would focus on two essential components:

I. The Core Question – What Should Be Done with the 480 Avenue Alhambra Property?

The committee will assess a range of potential directions for the property, including:

- Maintaining the current plan for a community recreation center, with attention to feasibility, timeline, and alignment with District goals.
- Exploring modified approaches, such as a hybrid model that accommodates both a preschool and recreational programming.
- Considering the sale of the property, should it no longer serve the best interests of the community.

The proposed work would be grounded in a comprehensive review of available data, long-term planning goals, and the values expressed by the community.

II. The Process – How Will This Work Be Done?

The committee's process is as important as its findings. The proposed process would include:

1. Reviewing existing Board research and documentation to establish a shared understanding of prior work and context.
2. Engaging external experts—including land use, early childhood education, and recreation planning professionals—to help assess the implications of various options.
3. Facilitating meaningful community engagement, including:
 - A public town hall to share findings, provide background context, and answer questions.
 - Opportunities for interactive input to gather feedback from residents—particularly those who indicated uncertainty in the recent survey.
 - Ongoing communication to keep the public informed throughout the process.

Committee Composition & Timeline

The committee would consist of two Board members and be supported by GCSD staff. It would meet as needed and provide findings and recommendations to the Board within 3–6 months.

This approach offers a transparent, community-centered process to guide the future use of the property in a way that reflects the diverse needs and priorities of the Granada community. At their March 24th Board meeting, the SAM Board approved the circulation of the SAM FY 2025/26



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Parks and Recreation Activities / Granada Community Park Property
Date: April 17, 2025

Recreation Activities

Since the March 20, 2025 meeting, the following parks and recreation events have occurred:

- Wellness Series – Sound Therapy (11 registered as of 4/10/25)
- Nature Walk in Quarry Park (19 registered as of 4/10/25)
- Level II Drawing Class was canceled due to lack of registrations

Upcoming Events:

- Recycling Event/Paper Shredding – April 19, 8:00AM to Noon
- Egg Hunt at Quarry Park – April 19, 10:00AM to Noon
- Wellness Series – Mindfulness – May 8, 6:00-7:30PM
- Ongoing events -
 - Computer Tutoring – Mondays and Wednesdays
 - Bookmobile Visits – 2nd and 4th Mondays

Park Planning

Staff has reached out to KCRH (formally KKDG) to assist with the Coastal Development Permit application for the Granada Community Park and Recreation Center. Based on discussions with KCRH, an updated tentative timeline is attached.

San Mateo Resource Conservation District (RCD) Updates

GCSD and RCD staff met on March 27th to discuss needs and budgeting for FY 25/26 per the requirements of the original MOU. RCD will bring a proposed budget back to GCSD that will include the following tasks:

- Ongoing consultation on vegetation management
 - 2 site visits
 - 2 bird surveys
 - Updated mowing guidelines / hand removal of weeds
- Assistance and coordination in regulatory agency applications for Granada Community Park and Recreation Center including:
 - California Department of Fish and Wildlife (CDFW)
 - Regional Water Quality Control Board (RWQCB)



Anticipated Future Timeline for Granada Community Park and Recreation Center Project

The following is a forecast of anticipated procedural milestones and activity related to the ongoing Coastal Development Permit process for the Granada Community Park and Recreation Center project. Where relevant, specific public meeting dates are **bold**.

Projects like these are dynamic, and the target dates below should be considered aspirational rather than absolute. Continued coordination and collaboration with the County will help refine this schedule.

March 2025	GCSD Regular Meeting Board certifies completeness of IS/MND; approves submittal of Coastal Development Permit (CDP) application
May 2025	Submit CDP application package to County; package includes applications for Design Review, Use Permit, and Grading Permit <i>note: County has 30 days to review for completeness</i>
September 2025	County accepts application as complete; commences internal staff report, distributes plans for departmental review
late fall 2025	MCC Regular Meeting GCSD presents CDP plans for MCC comment
winter 2025	San Mateo County Planning Commission Regular Meeting Planning Commission approves CDP and related discretionary permits <i>note: Regulatory Agency permits are likely Conditions of Approval required prior to obtaining building permits</i>
spring/summer 2026	GCSD Board develops project phasing and funding strategies; project team submits applications for required regulatory permits; project team commences construction documents

April 9, 2025

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for April 2025

6-Year CIP, Project 3

CIP, Project 3 is the next and final project of the 6-Year CIP approved by the Board in 2019. Planning is underway to update the scope and construction budget for Project 3.

Pillar Point Harbor Sewage Meter

The Harbor District's meter has a Class 1, Division 2 rating which does not meet the requirements of the National Fire Protection Association (NFPA) Code for installation in the existing sewage wet well, which is not mechanically ventilated. To meet NFPA Code requirements, the wet well will need to have mechanical ventilation added.

SAM's Montara FM Replacement Project

The McGuire and Hester Team, which is providing progressive design build services for the replacement of SAM's Montara Force Main, has started its aerial survey of the pipeline alignment and has received a Caltrans encroachment permit for its topographic survey. Field investigations, design, environmental review and permitting are expected to continue throughout 2025.

Naples Beach, Phase 2 Easement

About 275' of 8" sewer on this project was constructed on State Parks property without a GCSD easement. Access for GCSD to construct the sewer was authorized by a State Parks Right of Entry permit, as efforts to secure an easement prior to construction were unsuccessful. Now that the sewer has been constructed, we'll be working again with State Parks staff to secure a permanent GCSD easement for this sewer.

Memorandum

Granada Community Services District
April 9, 2025

Big Wave Connection

GCSD staff have advised Big Wave that before it can discharge to GCSD sewers, all outstanding engineering fees and charges will need to be paid to GCSD. Also, Big Wave has been requested to provide GCSD with CCTV footage confirming that its about 1,000' of onsite sewers are clear of any construction debris.

Until Big Wave complies, its connection to GCSD sewers will remain plugged. GCSD is still waiting for Big Wave to provide the requested information and payment of all its charges.



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, March 24, 2025

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

This meeting will be held in-person and via zoom for public participation.

Access to this meeting will be available to the public via in person attendance, or by either computer web-link or telephone audio as noted below.

Join Zoom Meeting

<https://us02web.zoom.us/j/84118182361?pwd=F5LxMR90i00jbZpecHSewuridMBITe.1>

Meeting ID: 841 1818 2361

Passcode: 552417

Dial by your location

1 669 900 6833 US (San Jose)

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not otherwise legally required, but rather is being offered as a convenience to the public, if there are technical issues during the meeting, this meeting will continue and will not be suspended. SAM Board meetings are conducted as business meetings, and public commenters are reminded to comment in a manner respectful of all persons, and on subject matter that is germane to the Board's business. Persons who fail to adhere to this expectation are subject to muting of their microphones and/or removal from the meeting in the event of disruptive behavior.

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

1. CALL TO ORDER

A. Roll Call:

Chair:

Deborah Ruddock (HMB)

Vice-Chair:

Kathryn Slater-Carter (MWSD)

Secretary/Treasurer:

Nancy Marsh (GCSD)

Director:

Scott Boyd (MWSD)

Director:

Barbara Dye (GCSD)

Director:

Paul Nagengast (HMB)

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

Members of the public are welcome to provide public comment in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to kishen@samcleanswater.org. All comments submitted prior to 7 pm on March 24, 2025, will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of February 24, 2025, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for March 24, 2025 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending February 28, 2025 (**Attachment**)
- D. Authorize General Manager to Attend, and Present a Paper at the Pipeline Technology Conference in Berlin, Germany from May 5-8, 2025, with No Cost to SAM. (**Attachment**)
- E. Accept the Quarterly Financial Report for the 2nd Quarter of Fiscal Year 2024-25 (**Attachment**)

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

- A. Discuss Proposed Contract Collection Services Budget for FY 2025/26 and Authorize the General Manager to Submit it to the Member Agencies for Approval (**Attachment**)
- B. Discuss Proposed General Budget for FY 2025/26 and Authorize the General Manager to Submit it to the Member Agencies for Approval (**Attachment**)

5. GENERAL MANAGER'S REPORT

- A. Monthly Managers' Report – February 2025

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

11. ADJOURNMENT

Upcoming Regular Board Meetings: April 14, 2025, and April 28, 2025

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: March 24, 2025

SUBJECT: Monthly Manager's Report – February 2025

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

The following data is presented for the month of *February 2025*.

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	1.367	57.79%
Granada CSD	0.433	18.31%
Montara W&SD	0.565	23.90%
Total	2.365	100.0%

BOARD MEMBERS: P. Nagengast
 N. Marsh

ALTERNATE MEMBERS: J. Randle
 B. Softky

B. Dye
 D. Ruddock
 J. Grant

S. Boyd
 K. Slater-Carter

Administration

There were two Regular Board Meeting in the month of February 2025, and no public records request. There was no article in the Half Moon Bay Review. There were three articles in the Coastside Buzz Mentions after 25 Years of Use Sewer Authority Approves Purchase of Second Hot Water Boiler for Anaerobic Digester after it Fails BAAQMD Standards: First Boiler to be installed April 2025. (February 21, 2025), and Sewer Authority Finance Team Takes Field Trip to California Society of Municipal Finance Officers (CSFMO) Conference to Study Priority-Based Budgeting using AI. (February 27, 2025). And WANTED! Sewer Authority Mid-Coastside Water Operator II, I or Operator-in-Training; \$34 to \$57 Depending on Experience with Benefits. (February 27, 2025). There were no new hires in the month of February. There was no Anniversary in the month of February.

Operations & Maintenance

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

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

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

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

We are still using Alum, (aluminum chloride) and polymer on an as needed basis to aid in settling in the secondary clarifier. As conditions change, we might be able to back off on usage but in the short term we will need to add. We are adding polymer and cl2 for foam control on an as needed basis on the front side of the MLSS basin.

Effluent BOD results averaged 11.2 mg/l this month, which is a much more normal result for us. I would like to point out that we have been seeing some high COD numbers on the influent composite sample recently. They have been appearing on the weekends primarily which interesting. With three primaries in service and the two aeration basins, it hasn't been an issue but is worth noting. For reference the higher COD numbers represent the incoming strength of the wastewater or the organic load applied to the treatment facility.

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

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	B. Softky		

Following up on the new suction header on secondary # 2, we have been in contact with the folks at the rebuild-it team. They re-did some calculation on their end and are looking at swapping out a portion of the arm suction arm.

The Princeton station has new signage with contact numbers if someone from the general public notices an issue.

Training this month, (2/5), we had safety training with Du-all, we encourage folks from the member agencies to attend any of the training that will relate to them. This month we covered Haz waste, SPCC, and Hazcom. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

During the month of February 2025 rainfall was below the historic normal for Half Moon Bay. The NOAA 10-year average for the area is 3.433 inches of rain in, (5.20 inches used to be considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 4.31 inches, (from the NOAA gauge at the plant). Our roof top had 6.03 at the plant, 5.43 inches in the GCSD service area, and 5.75 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 February 2025.

- 2/1/2025 – Saturday - Daily ops rounds and duties. Add polymer to the process. Pump down water in secondary #2. Fill up a couple polymer totes during the day.
- 2/2/2025 – Sunday - Daily ops rounds and duties. Normal day no anomalies.
- 2/3/2025 - Daily ops rounds and duties. Pump down water in secondary #2. Pump down all sumps in chemical storage area. Wash down Princeton pump station wet well.
- 2/4/2025 - Daily ops rounds and duties. Continue adding polymer to AB#3. CALCON here working on security camera conduit. Rotate all chemical pumps. Shut off Pumps #2 and #4 at PORTOLA station and run only 1 pump to slow down the flow coming into the plant due to heavy rain. Disabled Pump #3 at MONTARA station due to high flows. Hose down foam inside Primary effluent channels. Maintenance crew working on PORTOLA station bathroom – plumbing issue with urinal. Set secondary #2 into service due to heavy rain and high flows. Power outage at MONTARA pump station had to stay late monitoring station and plant.

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- 2/5/2025 - Daily ops rounds and duties. CALCON here working electrical equipment. DU-ALL safety training – Haz waste, SPCC, Hazcom . Run and exercise all influent pumps. Power outage out at PORTOLA and PRINCETON pump stations for roughly 45 minutes.
- 2/6/2025 - Daily ops rounds and duties. Continue adding polymer to AB#3. CALCON here working on conduit for security camera system. Influent pump #1 runs at minimum speed only when on auto mode, also showing OFFLINE symbol that we cannot remove spoke with CALCON about the issue.
- 2/7/2025 - Daily operation rounds and duties. Continue adding polymer to the MLSS tank #3. RF McDonald here to look into the Final effluent pump project. Performed Bias check on SO2 analyzer and adjust settings.
- 2/8/2025 – Saturday-Daily ops rounds and duties. Add polymer to AB3. Adjust RAS ratio on both RAS pumps. Normal day.
- 2/9/2025 – Sunday-Daily ops rounds and duties. Normal day no anomalies.
- 2/10/2025 - Daily ops rounds and duties. Door contractor crew here to install doors at the effluent building, Contractor caused the fire alarm to go off due to high amounts of dust in the effluent building, fire department notified, reset alarm. Perform polymer hot swap for the belt press, replaced polymer while running the press. Belt press polymer line air bound. American portables here dumping in the influent area caused a slight inflow increase.
- 2/11/2025 - Daily ops rounds and duties. Contractor door crew at the plant replacing doors. CALCON here working on conduit for camera system. Bleached SO2 line and perform BIAS calibration on SO2 line. Section of fence between MONTARA pump station and Light house is missing.
- 2/12/2025 - Daily ops rounds and duties. CALCON here working on electrical equipment. Add polymer to AB3. Start RDT on hand mode. Door replacement crew here. Plant inventory check. Place order for sodium hypochlorite. Replaced a broken piece of 5" long pipe on RAS pump #2 suction side. Put RAS pump 2 online and 3 off line. PORTOLA pump station Pump #3 failed, reset all ok.
- 2/13/2025 - Daily ops rounds and duties. Heavy rain on the coast. Received a PRINCETON pump station high level alarm, found that pumps could not keep up with the flow. Received an alarm for chemical sumps, had to pump out water. CALCON here working on camera system conduit pipe. Neuros blower showing high discharge pressure, released pressure in aeration basin 1 and 2 by opening air valves. Replaced the 105 Degree

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oven in the Lab. Late in the evening received a zone 4 fire alarm, nothing was found.

- 2/14/2025 - Daily operator rounds and duties. Continue adding polymer to AB3. RDT polymer pump not pumping polymer thru, primed pump and works ok now but found a small leak in the polymer mixing chamber.
- 2/15/2025 - Saturday - Daily ops rounds and duties. Replace and add polymer to AB3. No anomalies.
- 2/16/2025 - Sunday - Daily ops rounds and duties. Adjust digester sludge transfer times. Increase CL2 to the RAS to 48 lbs. per day.
- 2/17/2025 - Holiday - Daily ops rounds and duties. Pedro's cleaning service in the admin building. Noticed polymer/water leaking from mixing chamber of the RDT, will need to be replaced. Lower DO set point.
- 2/18/2025 - Daily ops rounds and duties. Replaced tubing on the influent sampler. Add polymer to AB3. Cleaned all DO probes in the MLSS tanks. Project manager (David Hansen) for REBUILDIT here at the plant looking into secondary clarifier #2.
- 2/19/2025 - Daily ops rounds and duties. Continue adding polymer rot AB3. Belt press fail alarm, found VFD in over speed alarm, reset it and worked ok. Wash down head works area. Collect ALPHA LAB samples day 1. Pump #3 at MONTARA pump station air bound, prime pump and set back online. Replaced pump head on polymer pump on RDT.
- 2/20/2025 - Daily ops rounds and duties. Continue adding polymer to AB3. Neuros blower Core 2 not working properly, auto calve not working, diagnose and cleaned valve and surrounding area, place back online and worked ok. Received a Hue and Cry alarm at Princeton pump station found the UPS not functioning correctly, spoke with CALCON and recommended to disable UPS alarm, CALCON will replace UPS. Zone 3 fire alarm at the plant admin building and MB1, acknowledge alarm but could not reset entirely.
- 2/21/2025 - Daily operator rounds and duties. Continue adding polymer to MLSS tank #3. Fire system trouble alarm going off in the admin building, Zone 4, kept resetting, and notified Johnson Controls. Unusual color in the influent sample also noticed a high COD # on the influent sample. Andreini here to finish asphalt patch by secondary #1.

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- 2/22/2025 - Saturday - Noticed fire alarm beeping sound going off as I walked in the admin building, reset and place on test for 24 hours. Add polymer to AB3 and fill up a couple polymer totes.
- 2/23/2025 - Sunday - Daily ops rounds and duties. Add polymer AB3. Collect ALPHA LAB samples.
- 2/24/2025 - Daily ops rounds and duties. Collect 2-day ALPHA LAB samples. Noticed Influent sample has yellow tint. Replace tubing for Influent sampler. Fill propane for forklift. American Portables here to discharge 2000 gallons.
- 2/25/2025 - Daily ops rounds and duties. Added polymer to AB3. Shut all gates to secondary #2 to stop flow and put out of service. Hose down secondary clarifier #2 and pump down. Replaced rope for final effluent building discharge check valve.
- 2/26/2025 - Daily ops rounds and duties. Supervisory fire alarm going off, reset alarm. Johnson control here to diagnose issue with the fire alarm. Exercise all influent pumps. Clean chlorine contact basin #1. DYNAMIC FUEL at pump stations to polish diesel fuel.
- 2/27/2025 - Daily ops rounds and duties. Clean chlorine contact basin #2. DYNAMIC FUEL here to polish diesel fuel at the plant. Power wash concrete around head works area. Maintenance and collections crew repaired #3 water leak by secondary #2.
- 2/28/2025 - Dishwasher in Lab has a water leak, made a bit of a mess. Removed dishwasher, need to get a new one. Also found shut off valve will not shut off all the way, that's not handy will need to replace that as well. Fire Alarm trouble alarm on test, waiting on parts to facilitate repair. Aside from that a routine type of day.

Other activities are listed below:

There were 11 deliveries (approximately 8,550 gallons) of truck waste discharged at the SAM Plant for a total revenue of \$ 855.00. There were no leachate deliveries to the SAM IPS line in the month of February 2025, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 32,850 feet of sewer line and responded to seventeen calls in contract service areas. Six calls were sewer line related and eleven were maintenance

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service calls. Nine of the callouts were during regular business hours or started during regular business hours and went into overtime. Eight of the calls were after-hour callouts. Seven calls were in HMB, nine calls were in the MWSD service area, and one call was in the GCSD service area during the month of February 2025.

HMB – The service calls in HMB were as follows; 2/13 - Smart cover response, system surcharged due to heavy rain. Eventually the rain let up and liquid elevation went back to a normal state. *Note that it was about 6 - 8 inches from top of manhole. 2/18 - Smart cover alert, low battery at 1st and Myrtle. Swapped out battery from stock to clear alert and reordered battery to back fill stock. 2/28 - Homeowner called about slow drains and odors. Crew flushed main finding no obstruction. House is last on the section of main, advised owner try running a little extra water to help and to contact a plumber to make sure the service line is clear.

The maintenance service calls in HMB were as follows; 2/4 – Pelican point power failure. Utility power was restored hours later. Genny ran 9.75 hours. Reset alarms and checked for normal operation after power was restored. 2/4 – Ocean Colony power failure. Utility power was restored hours later. Genny ran 9.75 hours. Reset alarms and checked for normal operation after power was restored. 2/11 – Ocean Colony L.S. alarm. Station was operation normally upon arrival. HDMI screen indicated a power fail alarm. Reset alarms and checked station for normal operation. 2/16 - Staff had to meet up with AT&T service tech to resolve phone line issue. Tech found water in junction box for phone service causing the issue. Phone line is functional now.

GCSD – The service call in GCSD during the month of February 2025 was as follows: 2/12 - Call from homeowner, standing water in cleanout / slow drains. Crew arrived and observed standing water, flushed main to clear blockage. This is the last house on the main, they do not use enough water to keep things flowing at 2ft / second so build up will occur occasionally.

There were no maintenance service calls in the GCSD service during the month of February 2025.

MWSD – The two-sewer line related calls in the MWSD service area in the month of February 2025 were as follows; 2/5 - Phone line was down across the highway in front of the district office, phone company needed access inside

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of gate to facilitate repairs. 2/11 - Call from MWSD staff, water leaking through asphalt, referred back to district as it seems to be a water leak. Staff checked with homeowner, no issue with their sewer system.

The seven maintenance calls in the MWSD service area during the month of February 2025 were as follows: 2/2 - California L.S. in alarm due to power failure. Station had utility power upon arrival. Reset alarms and checked station for normal operation. Genny ran for approx. 5 minutes. 2/4 - All station in the MWSD service area were affected by a power failure. Power was restored the following morning. Portable genny and Stationary genny's were all in use. Reset all alarms after power was restored. 2/5 - Airport L.S. power failure. Utility power was restored while at the station. Reset alarms and checked station for normal operation. Genny ran for approx. 0.6 hours. 2/5 - Trouble light on Distillery grinder station. Possibly from power related issues in the area. Reset alarms and checked station for normal operation. 2/10 - Grinder pump issue in the seal cove area, trouble light was not on upon arrival. Inspected pump appeared okay. Swapped out pump for a rebuilt pump in the event an internal switch was going bad. 2/13 - Grinder pump response in the Seal Cove area. Pump had power; crew pulled pump finding dirt in the pump vault. Likely an issue with the service line feeding the grinder from house. Vactored out the vault and confirmed grinder was operational. 2/24 - Section of grinder discharge line had separated up the street from the distillery on Beach way due to ground movement in the area. Located the separated portion of line and facilitated repair with contractor.

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

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report February 2025

Attachment B: Monthly NPDES Report February 2025

Attachment C: Collection System Data February 2025

Attachment D: Contract Collection Service Report February 2025

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Attachment A

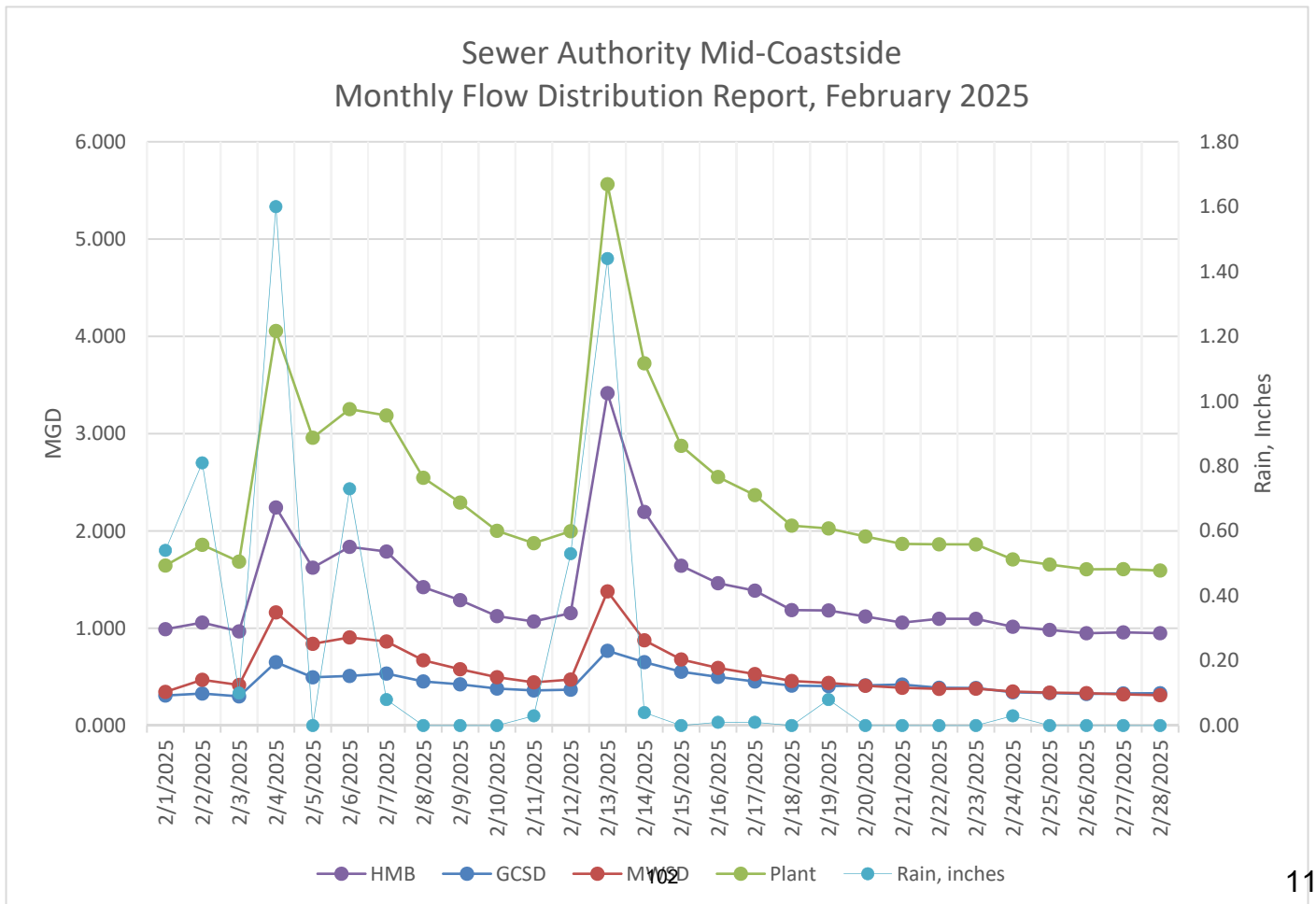
Flow Distribution Report Summary for February 2025

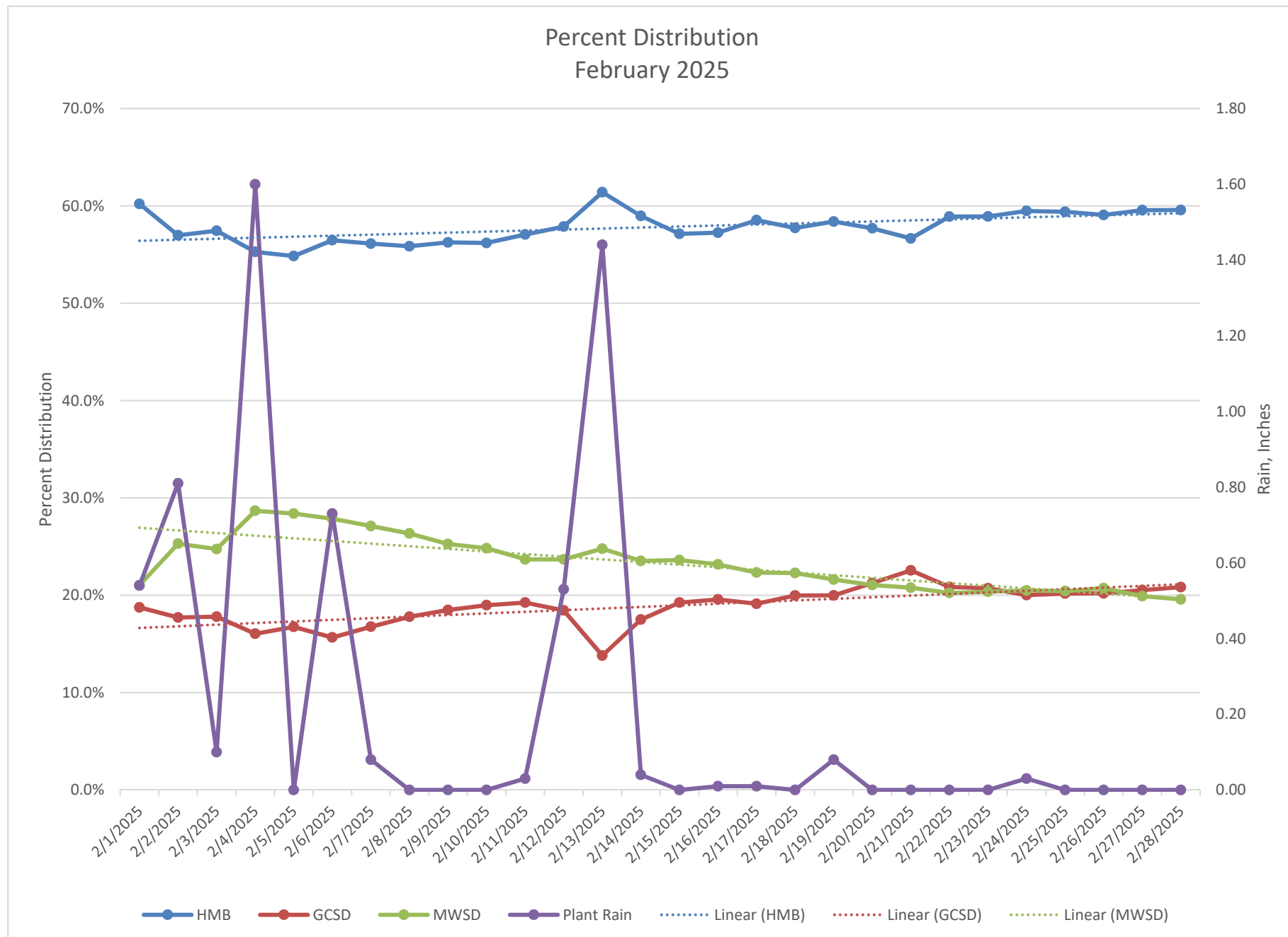
The daily flow report figures for the month of February 2025
have been converted to an Average

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

The summary of the ADF information is as follows:

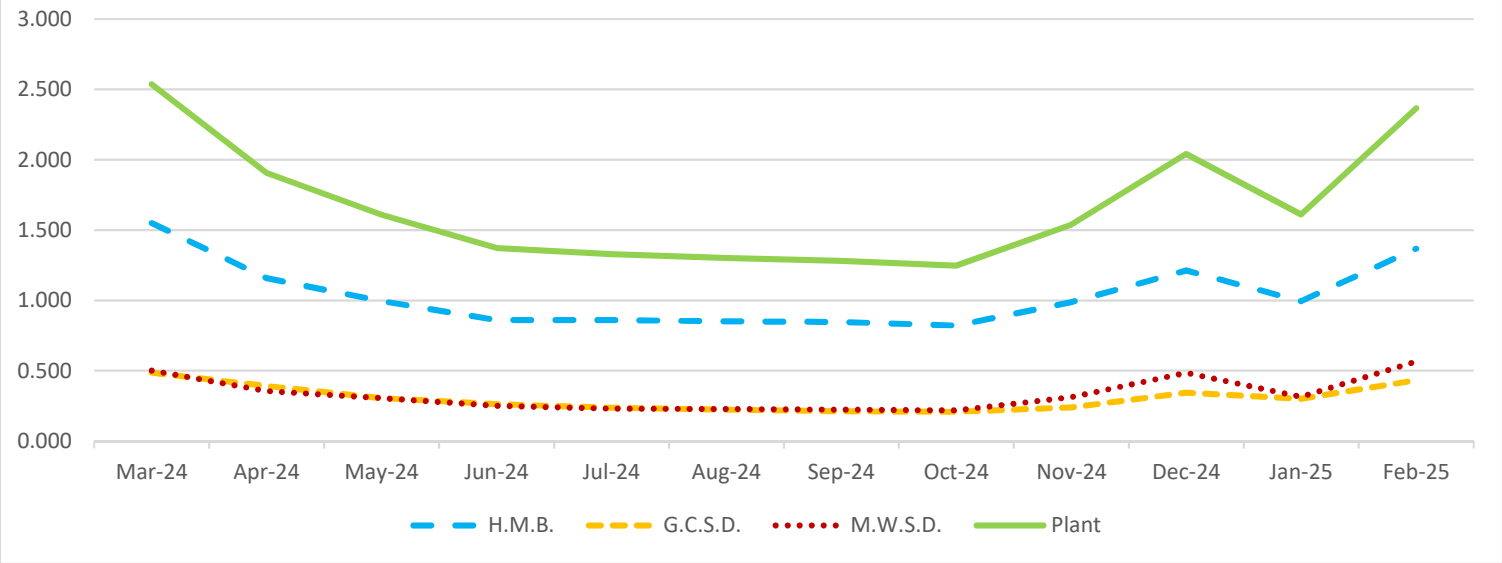
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.367	57.79%
Granada Community Services District	0.433	18.31%
Montara Water and Sanitary District	<u>0.565</u>	<u>23.90%</u>
Total	2.365	100.0%



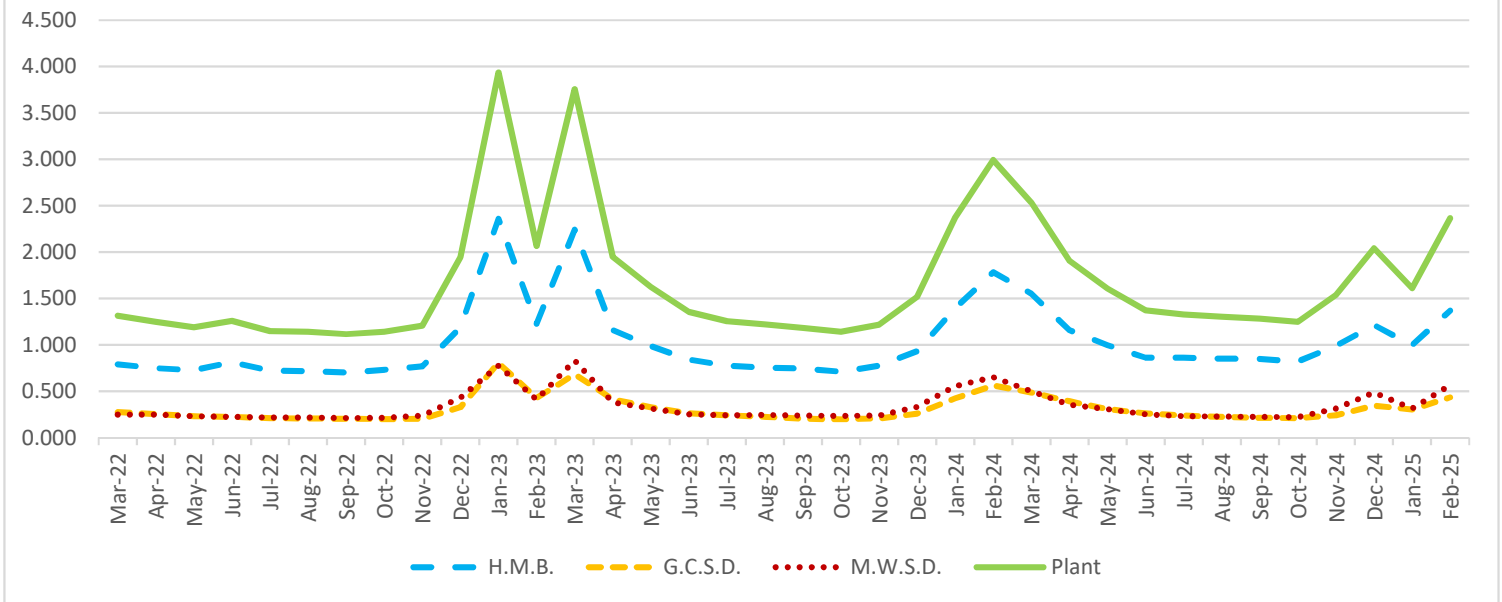


Most recent flow calibration January 2024 PS, January 2024 Plant inf

One Year Flow Chart
March 2024 - February 2025



Three year flow chart
March 2022 - February 2025



SAM E-001 February 2025

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
2/1/2025			4.35					12.50
2/2/2025								
2/3/2025	330	4.40		99%	590	300	8.7	
2/4/2025	200	4.20		98%	230	140	9.9	
2/5/2025								
2/6/2025								
2/7/2025								
2/8/2025			4.30					9.30
2/9/2025								
2/10/2025								
2/11/2025	230	2.40		99%	230	130	8.2	
2/12/2025	230	3.90		98%	280	140	8.2	
2/13/2025								
2/14/2025								
2/15/2025			3.15					8.20
2/16/2025								
2/17/2025								
2/18/2025								
2/19/2025	540	4.10		99%	360	140	9.6	
2/20/2025	230	4.30		98%	300	140	15.0	
2/21/2025								
2/22/2025			4.20					12.30
2/23/2025	250	3.50		99%	350	130	8.8	
2/24/2025	380	5.80		98%	430	140	21.0	
2/25/2025								
2/26/2025								
2/27/2025								
2/28/2025								
			4.65					14.90
Count	8	8	5	800%	8	8	8	5
Minimum	200	2.40	3.15	98%	230	130	8.2	8.2
Average	299	4.08		99%	346	158	11.2	
Maximum	540	5.80	4.65	99%	590	300	21.0	14.9
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 February 2025

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
2/1/2025			ND		2.10	0.00
2/2/2025						0.00
2/3/2025	99%	ND		2.30		0.00
2/4/2025	96%	ND		1.80		0.00
2/5/2025						0.00
2/6/2025						0.00
2/7/2025						0.00
2/8/2025			ND		2.05	0.00
2/9/2025						0.00
2/10/2025						0.00
2/11/2025	96%	ND		1.70		0.00
2/12/2025	97%	ND		1.30		0.00
2/13/2025						0.00
2/14/2025						0.00
2/15/2025			ND		1.50	0.00
2/16/2025						0.00
2/17/2025						0.00
2/18/2025						0.00
2/19/2025	97%	ND		1.50		0.00
2/20/2025	95%	ND		1.60		0.00
2/21/2025						0.00
2/22/2025			ND		1.55	0.00
2/23/2025	97%	ND		1.70		0.00
2/24/2025	95%	ND		2.70		0.00
2/25/2025						0.00
2/26/2025						0.00
2/27/2025						0.00
2/28/2025						0.00
			ND		2.20	
Count	8	0	0	8	5	28
Minimum	95%	0.0	< 0.00	1.30	1.50	0.0
Average	97%	#DIV/0!	ND	1.83	1.88	0.0
Maximum	99%	0.0	0.0	2.70	2.20	0.0000
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 February 2025

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Entero- cocci MPN		30 day geo mean	Eff DO mg/l	Eff DO % Saturation
2/1/2025	0.00		6.91	16.8			5.743	7.48	77.0
2/2/2025	0.00		6.90	17.3				7.28	75.7
2/3/2025	0.00		6.90	17.3				7.97	82.9
2/4/2025	0.00	19.0	6.67	17.3		10		7.48	77.6
2/5/2025	0.00		6.59	15.7				7.98	80.4
2/6/2025	0.00		7.05	15.8				7.61	76.8
2/7/2025	0.00		6.78	16.1				7.83	79.4
2/8/2025	0.00		6.50	15.7			6.598	8.26	83.1
2/9/2025	0.00		6.79	15.4				7.13	71.4
2/10/2025	0.00		6.79	15.3				6.33	59.9
2/11/2025	0.00		6.74	15.8				7.82	78.8
2/12/2025	0.00	13.0	6.94	15.7		ND		7.34	73.7
2/13/2025	0.00		6.75	15.8				7.21	72.7
2/14/2025	0.00		6.61	16.0				7.98	80.8
2/15/2025	0.00		6.60	15.5			6.598	7.93	79.5
2/16/2025	0.00		6.79	15.8				7.74	78.1
2/17/2025	0.00		6.82	16.1				7.03	71.2
2/18/2025	0.00		6.96	16.1				7.78	79.2
2/19/2025	0.00		6.85	16.5				7.37	75.4
2/20/2025	0.00	16.0	6.71	16.5		10.0		7.74	79.2
2/21/2025	0.00		6.80	16.8				7.97	82.1
2/22/2025	0.00		6.80	16.4			6.598	7.63	77.9
2/23/2025	0.00		6.69	16.3				6.14	62.6
2/24/2025	0.00	7.8	6.91	17.3		ND		7.01	72.9
2/25/2025	0.00		6.84	17.2				7.26	75.3
2/26/2025	0.00		6.90	17.2				6.66	69.1
2/27/2025	0.00		6.63	17.6				6.10	63.9
2/28/2025	0.00		6.77	17.8				6.92	72.7
							6.598		
Count	28	4	28	28		2	5	28	28
Minimum	0.00	7.8	6.50	15.3	<	ND	< 5.743	6.10	59.9
Average	0.000	14.0	6.79	16.4	<	ND	< 6.427	7.39	75.3
Maximum	0.00	19.0	7.05	17.8		10	< 6.6	8.26	83.1
Percent Removal									
5 Sample Median							2,800		
High			9						
Low			6						
Daily Max						8,300			
Weekly Max									
Monthly Average									

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2025

February 2025

		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	0	0	0	0	0
Total	0	0	0	0	0
		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Reportable SSOs

		Reportable Number of S.S.O.'s			
	Total	HMB	GCSD	MWSD	SAM
February 2025	0	0	0	0	0
12 Month Moving Total	0	0	0	0	0

SSOs / Year / 100 Miles

		Number of S.S.O.'s /Year/100 Miles			
	Total	HMB	GCSD	MWSD	SAM
February 2025	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	0.0	0.0	0.0	0.0	0.0
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	0.0	0.0	0.0	0.0	0.0
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

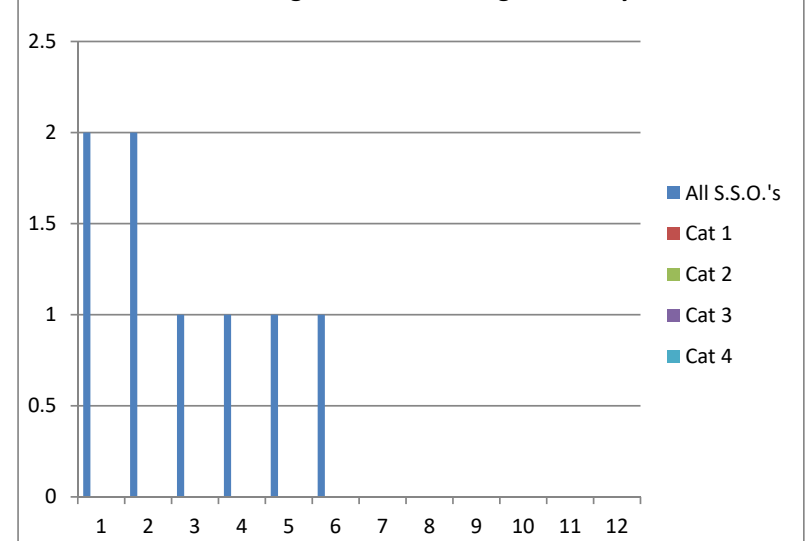
Month	HMB	GCSD	MWSD	Total Feet	Total Miles
Mar - 24	10,744	6,990	6,117	23,851	4.5
Apr - 24	10,392	12,822	8,043	31,257	5.9
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4
July - 24	10,921	11,376	5,137	27,434	5.2
Aug - 24	12,461	11,072	12,019	35,552	6.7
Sep - 24	11,201	10,596	5,188	26,985	5.1
Oct - 24	13,673	13,941	7,743	35,357	6.7
Nov - 24	12,497	13,252	10,026	35,775	6.8
Dec - 24	11,178	15,168	4,120	30,466	5.8
Jan - 25	6,789	12,256	9,935	28,980	5.5
Feb - 25	13,501	11,719	7,630	32,850	6.2

Annual ft	130,992	137,869	89,138	357,999	
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Annual Mi.	24.8	26.1	16.9		67.8
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Attachment C

12 Month Moving SSO Totals Through February 2025



TASK SUMMARY- GCSD 2024-25

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	10,341	10,778	8,742	11,786	11,198	13,437	12,208	8,890						
Hot Spot Cleaning	5,400	320	294	1,117	1,811	2,039	-	-	2,402						
Lift Station Inspection - Daily	52	4	4	4	4	4	4	4	4						
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-						
Maint. Work Orders - Completed	-	4	4	4	4	4	4	4	4						
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-						
Manhole Inspection	879	67	54	47	73	68	69	57	56						
USA Markings	372	36	29	35	35	31	18	20	23						
F.O.G. Inspections Completed	10	-	-	-	-	-	-	24	-						
F.O.G. Inspections Passed	10	-	-	-	-	-	-	24	-						
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-	-						
Lateral Inspections	-	-	-	-	-	-	-	-	-						
Customer Service Call - Reg	-	-	1	1	-	1	1	2	1						
Customer Service Call - OT	-	1	2	-	1	1	-	-	-						
SSO Response - Category 1	-	-	-	-	-	-	-	-	-						
SSO Response - Category 2	-	-	-	-	-	-	-	-	-						
SSO Response - Category 3	-	-	-	-	-	-	-	-	-						
Insurance Claims Filed	-	0	0	0	0	0	0	0	0						



GRANADA COMMUNITY SERVICES DISTRICT

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

March 20, 2025

This meeting was held in person and via Zoom.

CALL REGULAR MEETING TO ORDER AT 7:00 p.m.

The regular meeting was called to order at 7:00 p.m.

ROLL CALL

Board President Jen Randle, Director Wanda Bowles, Director Barbara Dye, and Director Nancy Marsh. Director Jill Grant participated via teleconference pursuant to Government Code Section 54953(b).

Staff: General Manager Chuck Duffy, Administrative Assistant Nora Mayen, and District Counsel William Parkin.

GENERAL PUBLIC PARTICIPATION

Fred Anderson stated that he did not receive notification of the survey. Chris Johnson stated that the San Mateo County Harbor District is proposing a parking lot on the Burnham Strip across from Spanglers and asked if the Board would consider sending a letter to the Harbor District on behalf of ratepayers on that topic. Giancarlo Hnat expressed displeasure with various park features, that he didn't get a survey, and that the large park rendering sign at Portola and Obispo is backwards.

REGULAR MEETING AGENDA

- 1. Consideration of Censure of Director Grant for Violation of Board Code of Ethics Policy** – Mr. Duffy explained that the District was made aware of vandalism and the theft of real estate signs in the area, and that an article was published in the Coastside News that identified Director Grant as the person responsible. Additionally, multiple emails were received from members of the public calling for Director Grant's removal or resignation from the Board. Mr. Duffy stated that a Director cannot be removed from office by the other Directors, but can be censured based on making the necessary findings contained in the District's Board Code of Ethics Policy. Board President Randle then asked Director Grant if she wanted to respond to the accusations and Director Grant declined to do so at that time. Kevin Snicenski asked for a definition of censure and Legal Counsel Bill Parkin explained that censure is the strongest form of reproof and condemnation by the Board.

Realtor Juliette Kulda stated that it was her real estate signs which had been stolen and requested her removal or resignation from the Board.

Matthew Clark encouraged the Board to censure Director Grant and asked that she resign.

Ruth Huard stated that she is the property owner of the land the signs were on and asked what the threshold is for removal of a director who has committed unethical and criminal behavior.

Derek Kulda expressed his concern that a Board Director would commit acts of vandalism and encouraged the Board to take steps to address the issue.

Kevin Snicenski expressed his displeasure with the words and actions of Director Grant, including the vandalism and her unwillingness to come to meetings in person. Chris Johnson expressed his disappointment with Director Grant and stated that he expected her to resign.

Carla McKenzie expressed her shock by the actions of Director Grant and urged the Board to censure Director Grant.

Sarah Prentice said she is embarrassed that a Director would vandalize property.

Director Marsh stated that Director Grant's repeated actions inflicted direct harm on constituents and ratepayers and showed contempt for the organization. Director Marsh went on to say that censure is warranted and that Director Grant should recuse herself from any future actions that might involve the property as well as any action on any property. Director Bowles read from her recent ethics training and emphasized the importance of public trust and confidence in elected officials.

Director Dye agreed with the previous directors' comments and spoke of the proper way to work with property owners when trying to preserve land. Director Dye stated that she supported the Resolution of Censure as drafted. Director Randle agreed with the previous comments and stated that she is deeply disappointed with Director Grant's refusal to address the issue. Director Grant's responded to the comments from the public and board members by stating the view corridor and public access were not considered when a Coastal Development Permit was granted to the parcel. Director Grant stated she believed there was a smear campaign to silence her.

ACTION: Director Marsh moved to approve the Resolution of Censure of Jill Grant and requested that the resolution be read out for the record.
(Marsh/Randle).

ACTION: Director Dye moved to end debate. (Dye/Marsh). Approved 4-0-1.
(Grant abstained).

ACTION: Vote on the motion to approve the Resolution of Censure of Jill Grant as previously moved. Approved 4-1. (Grant opposed).

- 2. Report from Community Recreation Center Ad Hoc Committee on Preliminary Park and Recreation Center Survey Results** – Director Randle summarized the timeline and outreach of the survey and stated that there were 671 verified responses. She went on to report on the survey results that were outlined in her board memo. Director Randle stated the ad hoc committee is recommending that the Board continue to be transparent about decisions related to the park, that a phased approach be considered for the park and community center, and that community engagement is continued.

Kevin Snicenski stated that he supports the park and community center and emphasized that the Board has taken many steps to assist the owner of Picasso Preschool in finding an alternate location.

Eugene Meleski stated that he was not able to participate in the survey and that he is in favor of keeping the school open.

Alyssa Tigue stated that she likes the strip as it is and said she is concerned about lack of parking.

Johanna stated that she didn't feel the survey covered parking issues or tourism.

Lindsay Issacson thanked Director Randle and Bowles for conducting the survey and urged everyone to continue the conversation about how to keep the preschool.

Zach Issacson stated that Picasso Pre-school has investigated many alternative options.

Will Plaxico thanked the directors for putting together the survey and analysis of the results and for continued efforts to find a solution to the preschool challenge. He asked for GCSD to reach out to the County to have a discussion on the topic of the preschool.

Candise D'Acquisto stated that Picasso has looked and not been able to find an alternate location. Director Dye asked Candise if she had spoken to the developers of Big Wave. Candise stated she has not yet been able to have a discussion with them.

DJ Anderson stated that she appreciates the effort but that she remains opposed to the development.

Director Marsh agreed that there is a problem with pre-school capacity and encouraged conversation with Big Wave. Director Marsh commended the ad hoc committee for the high response rate and emphasized that there is time to digest the results and figure out next steps. Director Randle suggested that consideration be given at the next meeting on formation of a second ad hoc committee in order to continue the conversation, research, and outreach.

3. Resolution adopting Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program, and approving Plan for the Granada Community Park and Recreation Center; Direct staff

to apply for a Coastal Development Permit – Mr. Duffy reminded the Board and public that this item was previously tabled and is being presented for a second time. He emphasized that the MND is a technical document that outlines environmental impacts of a project. Mr. Duffy went on to stress that approving the MND does not commit the Board to building the entire project and that the plan can be phased. Director Dye suggested a 'meet your park' event to talk to the public about the park. DJ Anderson asked how to have comments included and what avenues there are to ask questions. Mr. Duffy encouraged the public to call the office if they have questions.

Zach Issacson asked if there has been follow up to questions asked at the October meeting on the MND.

Lindsay Issacson asked what approval of the MND would mean for next steps. Mr. Duffy summarized the next steps and stated that the community would be able to comment during future meetings at GCSD and county level meetings.

Chris Rogers stated that he felt the responses to his comments from Montrose Environmental were inadequate.

Will Plaxico commented on parking concerns especially in light of the Caltrans plans. Adam questioned the need to develop on the land.

Alyssa Tigie wants to make sure more people know about the park plan and wants reassurance about parking. Director Grant stated that she doesn't believe the MND addresses the environmental impacts and listed elements she is opposed to. Mr. Duffy stated that the District is comfortable with the expertise of Montrose and Legal Counsel, and he believes the Board should move forward with approval. Director Marsh commented on parking and said that the phasing could mean that the parking lot could be last. Director Marsh also commented on safety on Obispo Rd. including crosswalks, exercise stations, amplified music, community recreation center size, and traffic. Director Dye commented on balancing the differing desires for the park, the improvements to the streams, and that the community has shown support for the park.

ACTION: Director Dye moved to approve the Resolution adopting the Mitigated Negative Declaration and Mitigation Monitoring Reporting Program, and approving the Plan for the Granada Community Park and Recreation center; and Directing staff to apply for a Coastal Development Permit. (Dye/Marsh). Director Grant moved to amend the motion to only approve the park. That amendment was not accepted. Approved 4-1. (Grant opposed).

ACTION: Director Randle moved to have the Board accept the recommendations made by the ad hoc committee: 1) to proceed with the MND so that development of the park can proceed while issues related to the recreation center are sorted through, 2) reiterate a timeline for park development, 3) set up an additional ad hoc committee to explore options related to 480 Avenue Alhambra and the development of the recreation center, 4) continue to keep the community informed. (Randle/Bowles). Approved 5-0.

4. **Parks and Recreation Activities** – Director Dye gave updates on recent History Walk and Birding Walk with Donna Pomeroy. Director Grant canceled the Weed Warrior group on March 29, 2025.
5. **Discussion of Teleconferencing and Board Member Attendance Policy** – Item was tabled to April 17, 2025 Regular Meeting.
6. **Engineer's Report** – Director Dye stated she is looking forward to the next sewer main replacement CIP update. Mr. Duffy stated that the CIP is planned and being budgeted for in FY 2025-26.
7. **Report on Sewer Authority Mid-Coastside Meetings** – Director Marsh stated that there was a short meeting of February 24 for approval of a contract extension and that the March 10th meeting was canceled. Director Dye stated the finance committee reviewed the SAM budget and that the proposed budget would come to the member agencies in the next month.

CONSENT AGENDA

- 8. February 20, 2025 Regular Meeting Minutes.**
- 9. March 20, 2025 Warrants.**
- 10. January 2025 Financial Statements.**

ACTION: Director Dye moved to approve the consent agenda. (Dye/Marsh).
Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 12. Attorney's Report. (Parkin)**
- 13. General Manager's Report. (Duffy)**
- 14. Administrative Staff Report. (Atmore)**
- 15. Future Agenda Items** – Director Randle asked that agenda item number 5 and formation of a future ad hoc committee for rec center plans be added to a future agenda.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:50p.m.

Hope Atmore, Board Secretary

Date Approved by the Board: April 17, 2025

Granada Community Services District
April 2025 Warrants
For the April 17, 2025 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
03/20/25	10312	PG&E	Inv dtd 02/21/25	6170 Utilities	140.26
03/20/25	10313	PG&E	Pump Stn Inv dtd 02/13/25	6170 Utilities	476.43
03/24/25	10314	San Mateo County Clerk-Recorder	MND/NOD Filing Fee	6220 Miscellaneous	3,018.75
03/24/25	10315	Sewer Authority Mid-Coastside	Feb 2025 Pass Through	5014 SAM - Pass Through Costs	272.33
04/03/25	10316	Claudia A Marshall	Registration - Learn to Draw Level 1 - Jan 25	6310 Park Related Misc Expenses	540.00
04/17/25	10317	Alhambra & Sierra Springs	Invoice dtd 03/13/25	6140 Office Supplies	36.97
04/17/25	10318	Barbara Dye	03/20/25 GCSD	6040 Directors' Compensation	190.00
04/17/25	10319	Comcast	04/13/25-05/12/25 Svcs	6170 Utilities	346.97
04/17/25	10320	Dudek	02/22/25-03/28/25 Prof. Svcs	6151 General Manager	10,575.00
04/17/25	10321	Hue & Cry, Inc	May 2025 Pump Stn Alarm	6170 Utilities	35.59
04/17/25	10322	Jen Randle	03/20/25 GCSD	6040 Directors' Compensation	190.00
04/17/25	10323	Jill Grant	03/20/25 GCSD & Reissue Chk 10127	6040 Directors' Compensation	380.00
04/17/25	10324	Kankel, Conroy, Rose & Hill Landscape	Apr 2025 Svcs	5130 Parks & Rec Professional Svcs	4,077.50
04/17/25	10325	Nancy Marsh	03/20/25 GCSD	6040 Directors' Compensation	190.00
04/17/25	10326	Pacifica Community TV	03/20/25 GCSD	6180 Video Taping	400.00
04/17/25	10327	PG&E (Office #4277-7)	Inv dtd 03/24/25	6170 Utilities	140.21
04/17/25	10328	PG&E (Pump Station #5681-6)	Pump Stn Inv dtd 03/17/25	6170 Utilities	769.22
04/17/25	10329	Rodolfo Romero	Apr Cleaning	6130 Office Maintenance & Repairs	220.00
04/17/25	10330	San Mateo County Harbor District	Office Lease-May 2025	6120 Office Lease	5,220.20
04/17/25	10331	SDRMA	SDRMA Medical Benefit Premiums - May 2025	6062 Medical	5,195.41
04/17/25	10332	Sewer Authority Mid-Coastside	Apr 2025 Collections and Asmts	5010 SAM - General	161,758.05
04/17/25	10333	Streamline	Streamline Flex 04/01/25-05/01/25	6190 Computers	245.00
04/17/25	10334	Tri Counties Bank	Stmt dtd 03/31/25	6140 Office Supplies	1,093.47
04/17/25	10335	US Bank Equipment Finance	Apr 2025 Svcs	6020 Copier lease	252.28
04/17/25	10336	Wanda Bowles	03/20/25 GCSD	6040 Directors' Compensation	190.00
04/17/25	10337	Wittwer Parkin	Legal Svcs 03/04/25-03/30/25	6090 Legal Services	5,481.00
TOTAL \$					195,953.64



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: District Financial Statements
Date: April 17, 2025

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

Pages 1- 2

Statement of Net Position – lists the districts reserves and cash on hand as of February 28th, as well as the district's assets and liabilities, for both the district's sewer function and the parks and recreation function combined. The format is similar to a Balance Sheet for a private company.

Pages 3-4

Statement of Revenues and Expenses – lists the income and expense for the year-to-date ending February 28th for both the district's sewer function and the parks and recreation function combined.

Pages 5-6

Statement of Revenues and Expenses *by Budgetary Fund* – lists the income and expense for the year-to-date ending February 28th with the district's sewer function and the parks and recreation function shown separately.

Page 7

Reserve Balance *by Budgetary Fund* – lists the reserves balance for the district's sewer function and the parks and recreation function shown separately.



Financial Statements

Granada Community Services District
February 2025

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PRELIMINARY DRAFT

Financial Statements

Granada Community Services District Statement of Net Position (Unaudited) As of February 28, 2025

ASSETS	Feb 2025
Cash & Equivalents	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	57,812
Tri Counties Bank - Deposit	17,344
LAIF	8,991
CalTrust Liquidity Fund #0010	5,461,040
Total Cash & Equivalents	5,545,413
Accounts Receivable	
Accounts Receivable from Customers	2,619
AD Overhead Reimb. Receivable	24,000
Total Accounts Receivable	26,619
Other Current Assets	
Due from AD	14,081
Prepaid Expenses	10,451
Excess ERAF Receivable	245,004
Total Other Current Assets	269,536
Total Current Assets	5,841,568
Fixed Assets	
Collections System	12,833,176
Equipment	41,930
Land	2,862,979
Accumulated Depreciation	(8,360,866)
Total Fixed Assets	7,377,220
Investments or Other Non-Current Assets	
Investment in SAM	5,091,453
ERAF 5% Retention Receivable	53,738
Total Investments or Other Non-Current Assets	5,145,191
Total Non-Current Assets	12,522,411
Total Assets	18,363,980
Deferred Outflows of Resources	134,563

(Continued on next page)

Granada Community Services District
Statement of Net Position (Unaudited)
As of February 28, 2025
(Continued)

LIABILITIES	Feb 2025
Accounts Payable	
Accounts Payable	30,075
Other Current Liabilities	
Accrued Vacation	11,301
Deposits Payable	6,520
Payroll Liabilities	12,882
Recology-Delinquent Garbage Payable	61,607
Total Other Current Liabilities	92,310
Total Current Liabilities	122,385
Other Non-Current Liabilities	
Net Pension Liability	204,826
Total Other Non-Current Liabilities	204,826
Total Non-Current Liabilities	204,826
Total Liabilities	327,211
Deferred Inflows of Resources	13,576
NET POSITION	
Net Investment in Capital Assets	7,377,220
Unrestricted	10,780,536
Total Net Position	\$ 18,157,756

Granada Community Services District
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)
For the Eight Months Ended February 28, 2025

Revenue	Jul-Feb 2025	Expected to Date	Variance YTD	FY2024/2025 Budget
Operating Revenue				
Sewer Service Charges-SMC	\$ 1,703,168	\$ 1,856,667	\$ (153,499)	\$ 2,785,000
Connection Fees	21,150	12,533	8,617	18,800
Total Operating Revenue	1,724,318	1,869,200	(144,883)	2,803,800
Non Operating Revenue				
Interest on Reserves	141,526	122,000	19,526	183,000
Net Incr.(Decr.) FV of Invstmts	19	-	19	-
SAM Refund from Prior Yr	-	667	(667)	1,000
ERAF Refund	562,340	500,000	62,340	500,000
Misc Income	3,529	4,000	(472)	6,000
Lease Revenue	40,000	40,000	-	60,000
Park Tax Allocation	527,839	626,667	(98,827)	940,000
AD OH Reimbursement	24,000	24,000	-	36,000
Recology Franchise Fee	27,670	30,667	(2,996)	46,000
Total Non Operating Revenue	1,326,923	1,348,000	(21,077)	1,772,000
Total Revenue	3,051,241	3,217,200	(165,960)	4,575,800
Expenses				
Operations				
SAM - General	796,757	800,746	(3,989)	1,201,119
SAM - Pass Through Costs	46,538	-	46,538	-
SAM - Collections	116,507	116,507	-	174,761
Depreciation Expense	191,163	-	191,163	-
CCTV	-	10,000	(10,000)	15,000
Pet Waste Station	812	-	812	-
RCD - Parks	-	3,333	(3,333)	5,000
Half Moon Bay Reimb - Parks	53,110	18,000	35,110	27,000
Parks & Rec Professional Svcs	39,470	-	39,470	-
Total Operations	1,244,356	948,587	295,770	1,422,880
Administration				
Auditing	13,100	12,000	1,100	18,000
Copier lease	2,018	3,000	(982)	4,500
Directors' Compensation	7,600	10,000	(2,400)	15,000
Education & Travel Reimb	2,955	1,333	1,621	2,000
Employee Compensation	243,815	254,000	(10,185)	381,000
Engineering Services	24,797	23,333	1,464	35,000
Insurance	1,363	43,333	(41,971)	65,000
Legal Services	50,126	86,667	(36,541)	130,000
Memberships	8,368	6,667	1,701	10,000
Office Lease	40,911	41,333	(423)	62,000
Office Maintenance & Repairs	2,067	2,333	(266)	3,500
Other Property Maint.	3,308	-	3,308	-

(Continued on next page)

Granada Community Services District
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)
For the Eight Months Ended February 28, 2025
(Continued)

Expenses (Continued)	Jul-Feb 2025	Expected to Date	Variance YTD	FY2024/2025 Budget
Administration (Continued)				
Office Supplies	3,717	-	3,717	-
Professional Services	89,459	170,000	(80,541)	255,000
Publications & Notices	1,107	6,000	(4,893)	9,000
Utilities	9,401	10,667	(1,265)	16,000
Video Taping	3,200	3,333	(133)	5,000
Computers	5,345	3,333	2,012	5,000
Miscellaneous	8,844	667	8,177	1,000
Bank Service Charges	536	-	536	-
Park Related Misc Expenses	22,406	10,000	12,406	15,000
Total Administration	544,443	688,000	(143,557)	1,032,000
Capital Projects				
Infrastructure Repairs	380,800	383,478	(2,678)	575,217
SSMP Costs	4,963	-	4,963	-
6-yr CIP Phase 2	12,284	-	12,284	-
6-yr CIP Phase 3	-	43,333	(43,333)	65,000
Mainline System Repairs	-	6,667	(6,667)	10,000
Total Capital Projects	398,047	433,478	(35,431)	650,217
Total Expenses	2,186,846	2,070,065	116,781	3,105,097
Change in Net Position	864,395	1,147,135	(282,741)	1,470,703
Beginning Net Position	17,293,361	17,293,361	-	17,293,361
Ending Net Position	\$ 18,157,756	\$ 18,440,496	\$ (282,741)	\$ 18,764,064

Supplementary Information

Granada Community Services District
Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund
(Unaudited)
For the Eight Months Ended February 28, 2025

Revenue	Sewer	Parks & Recreation	Total
Operating Revenue			
Sewer Service Charges-SMC	\$ 1,703,168	\$ -	\$ 1,703,168
Connection Fees	21,150	-	21,150
Total Operating Revenue	1,724,318	-	1,724,318
Non Operating Revenue			
Interest on Reserves	100,048	41,478	141,526
Net Incr.(Decr.) FV of Invstmts	13	6	19
ERAF Refund	224,936	337,404	562,340
Misc Income	3,529	-	3,529
Lease Revenue	30,000	10,000	40,000
Park Tax Allocation	-	527,839	527,839
AD OH Reimbursement	24,000	-	24,000
Recology Franchise Fee	27,670	-	27,670
Total Non Operating Revenue	410,196	916,727	1,326,923
Total Revenue	2,134,514	916,727	3,051,241
Expenses			
Operations			
SAM - General	796,757	-	796,757
SAM - Pass Through Costs	46,538	-	46,538
SAM - Collections	116,507	-	116,507
Depreciation Expense	188,522	2,641	191,163
Pet Waste Station	-	812	812
Half Moon Bay Reimb - Parks	-	53,110	53,110
Parks & Rec Professional Svcs	-	39,470	39,470
Total Operations	1,148,324	96,032	1,244,356
Administration			
Auditing	9,825	3,275	13,100
Copier lease	1,514	505	2,018
Directors' Compensation	5,700	1,900	7,600
Education & Travel Reimb	2,216	739	2,955
Employee Compensation	182,893	60,922	243,815
Engineering Services	24,797	-	24,797
Insurance	1,022	341	1,363
Legal Services	25,052	25,074	50,126
Memberships	6,529	1,840	8,368
Office Lease	30,683	10,228	40,911
Office Maintenance & Repairs	1,550	517	2,067
Other Property Maint.	958	2,350	3,308

(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 Eight Months Ended February 28, 2025
(Continued)

Expenses (Continued)	Sewer	Parks & Recreation	Total
Administration (Continued)			
Office Supplies	2,644	1,073	3,717
Professional Services	68,019	21,440	89,459
Publications & Notices	1,082	25	1,107
Utilities	8,530	871	9,401
Video Taping	2,400	800	3,200
Computers	3,855	1,491	5,345
Miscellaneous	7,745	1,099	8,844
Bank Service Charges	402	134	536
Park Related Misc Expenses	-	22,406	22,406
Total Administration	387,416	157,027	544,443
Capital Projects			
Infrastructure Repairs	380,800	-	380,800
SSMP Costs	4,963	-	4,963
6-yr CIP Phase 2	12,284	-	12,284
Total Capital Projects	398,047	-	398,047
Total Expenses	1,933,787	253,060	2,186,846
Change in Net Position	\$ 200,728	\$ 663,668	\$ 864,395

Supplementary Information

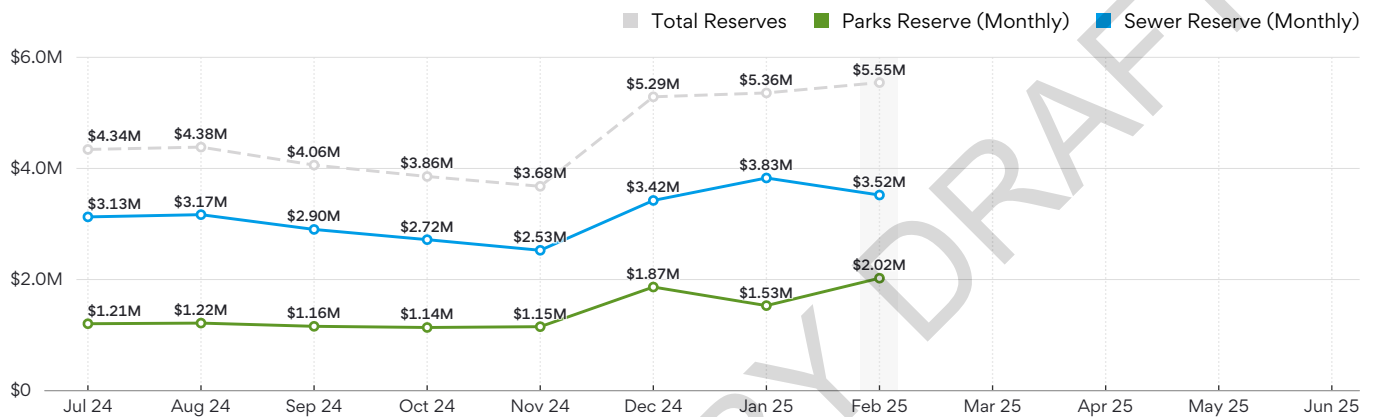
Granada Community Services District

Budgetary Reserve Balance Roll-Forward Schedule (Unaudited)

For the Eight Months Ended February 28, 2025

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 (\$)		2024/2025 (YTD)
Beginning Sewer Reserve		3,273,516
Change in Sewer Reserve		247,489
Ending Sewer Reserve		3,521,005

Parks & Recreation Reserves (\$)		2024/2025 (YTD)
Beginning Parks Reserve		1,206,127
Change in Parks Reserve		818,280
Ending Parks Reserve		2,024,407

Total Cash Reserves (\$)		2024/2025 (YTD)
Ending Reserves		5,545,413



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Barbara Dye, Director

Subject: Report on Leadership Council San Mateo – Shaping Tomorrow in Uncertain Times

Date: April 17, 2025





GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Administrative Staff Report
Date: April 17, 2025

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

- Following the March meeting, the Notice of Determination for the IS/MND was filed with the County Clerk's Office and on the State Clearinghouse website.
- It was discovered after comments at the March meeting that the Park Plan sign that was installed at the corner of Portola and Obispo in August of 2023 had been stolen. A new sign was ordered and delivered to the office on April 10th. Staff will plan installation for the coming weeks.
- Ongoing coordination with Bartle Wells to complete the sewer rate study
- Renewal of Annual Insurance packet with EPIC Brokers
- Coordination with SMC Parks for relocation of logs to GCP property
- Preliminary review of potential CIP projects outside of pipe replacement program
- Submission of Annual Report to the California Integrated Water Quality System Project (CIWQS)
- Continued research in the Assessment District and meetings with Bond Counsel and General Manager
- Issued letter of support on behalf of San Mateo County in their application for FEMA BRIC (Building Resilient Infrastructure and Communities) Grant

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: March 14, 2025 to April 10, 2025
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Date: April 17, 2025

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

Date	Requestor	Documents Requested	Response
3/21/25	M. Abilla	Correspondence to/from SMC re: ownership/easements of El Granada Medians	COMPLETE

APPLICATIONS RECEIVED

There were no applications received during this period.

Date	Class	Owner/Agent	APN		Address	Sq. Ft.	Zone
07/19/24	ADU	Pasternak	047-286-010	330	Santa Maria Ave, EG	5,844	R1/S17
08/05/24	VAR	Taffera	048-022-370	0	Magellan Ave, EG	8,800	S94
08/07/24	ADU	Williamson	047-127-470	255	Ave Balboa, EG	3,049	R1/S17
08/27/24	1A	Uccelli	047-122-180	130	Sonora Ave	6,132	R1/S17
09/18/24	ADU	Sullivan	047-132-060	315	San Carlos Ave	5,000	R1/S17
9/30/24	1A	Peng	047-218-280	568	Ferdinand Ave	5,001	R1/S17
10/08/24	VAR	Uccelli	047-122-010	0	Sonora, EG	3,986	R1/S17
12/05/24	ADU	Raffai	037-352-180	20	Sea Crest Ct, EG	5,238	R1/S17
02/14/25	SFD	Mercado	048-014-360	145	Medio Ave, HMB	7,048	R1/S17
03/12/25	2A	McDonald	047-022-200	111	California Ave, Princeton	4,889	W/DR

Shaded items were previously reported.

PERMITS ISSUED

There was one permit issued during this period:

Permit No.	Class	Date	Owner/Agent	APN		Address	Sq. ft.	Zone
3258	ADU	07/08/24	Galvan Trust	047-287-250	448	Ave Cabrillo, EG	5,000	R1/S17
3259	2M	07/16/24	Adasiewicz	047-023-320	362	Harvard Ave, Princeton	3,500	CCR/DR
3260	ADU	07/26/24	Pasternak	047-286-010	330	Santa Maria Ave, EG	5,844	R1/S17
3261	ADU	07/26/24	Dittmer	047-162-550	747	El Granada Blvd, EG	10,518	R1/S17
3262	ADU	08/08/24	O'Driscoll	047-121-050	400	Washington Blvd, HMB	15,000	R1/HMB
3263	1A	09/20/24	Stoloski	048-133-040	2778	Pullman Ave, HMB	18,700	R1/HMB
3264	1A	10/10/24	Uccelli	047-122-180	130	Sonora Ave	6,132	R1/S17
3265	1A	11/01/24	McGregor	048-065-060	599	Alto Ave, Miramar	4,800	R1/S94
3266	ADU	11/22/24	Sullivan	047-132-060	315	San Carlos Ave, EG	5,000	R1/S94
3267	ADU	02/07/25	Raffai	037-352-180	20	Sea Crest Ct, EG	5,238	R1/S17
3268	1A	03/25/25	Taffera	047-105-100	814	Ave Balboa, EG	6,250	R1/S17

Shaded items were previously reported.

SEWER HOOK-UPS

There were no hook-ups during this period.

Permit No.	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3252	2A	09/05/24	Mayolegz LLC	047-031-440	169 Harvard Ave, Princeton	7,000	W/DR
3254	1A	12/01/24	Irfan	048-032-070	239 Cortez Ave, Miramar	4,400	R1/S94
3253	1A	12/04/24	Kybych	048-044-200	380 Medio Ave, Miramar	9,125	R1/S94

Shaded items were previously reported.

SPECIAL NOTES:

April 17, 2025

Granada Community Services District FUTURE AGENDA ITEMS

[illegible]