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

Thursday, August 20, 2026

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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

Zoom information below:

Topic: GCSD Board Meeting **Time: August 20, 2026 7:00 PM** **Pacific Time (US and Canada)** Join Zoom Meeting **https://us02web.zoom.us/j/86574832288** Meeting ID: 865 7483 2288	**OR** Dial by your location +1669 444 9171 U.S.

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

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

ROLL CALL

Directors:	President:	Barbara Dye
	Vice-President:	Wanda Bowles
	Director:	Matt Allen
	Director:	Nancy Marsh
	Director:	Jen Randle

Director Bowles will be participating remotely via teleconference pursuant to Government Code Section 54953(b) from 2955 Country Road 100, Hutto, TX 78634.

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

CONSENT AGENDA

10. July 16, 2026 Regular Meeting Minutes. 74

11. July 16, 2026 Special Meeting Minutes 77

12. August 2026 Warrants. 78

13. June 2026 Financial Statements. 79

14. SDRMA Memorandum of Understanding and Associated Resolution. 91

COMMITTEE REPORTS

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

INFORMATION CALENDAR

16. Attorney's Report. (Parkin)

17. General Manager's Report. (Duffy)

18. Future Agenda Items. 100

ADJOURN TO CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN REGULAR MEETING

At the conclusion of July 16, 2026 Board Meeting:
Last Ordinance adopted: No. 177
Last Resolution adopted: No. 2026-04

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

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Parks and Recreation Activities

Date: August 20, 2026

a. Planned Recreation Activities

Current Events

- Learn to Sew a Skirt – will finish on August 27

Future Events

- Learn to Draw II – Wednesdays, September 16 to October 14
- Yoga (Hatha and Vinyasa) – Fridays at 4:30, starting in September
- Great Shakeout – CERT – September 26
- 2026 Fall and Holiday events planning

b. CERT – Use of 480 Avenue Alhambra Parking Lot

April Larsen (CERT Lead for El Granada) has requested to use the parking lot of 480 Avenue Alhambra for this year's CERT Great Shakeout. CERT volunteers have previously used GCSD's dirt lot for this event but feel that the parking lot at 480 will be a safer place to congregate. Staff will arrange to give the volunteers access to the building for use of the bathroom.

AGENDA MEMORANDUM

To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Park and Recreation Center Financing and Phasing Options

Date: August 20, 2026

At the July meeting, the Board was presented with updated cost estimates for the three separate components of the Granada Community Park and Recreation Center Project - the Community Park, the renovation of 480 Alhambra into a Recreation Center, and the New Community Room building. The individual project cost estimates are shown below and exclude future cost escalation.

Project	Cost
1. Community Park	$7,610,440
2. Existing Recreation Center Remodel	$7,211,320
3. New Community Room	$7,848,240
Total Project Cost	$22,670,000

Since the last meeting, the project team has done more in-depth analysis of current and future Parks and Recreation budgets in order to provide the Board with a realistic, and safe, debt service budget.

The Parks budget shows approximately $973,000 in property tax revenues for FY 2026/27, increasing approximately 4% each succeeding year. The ERAF Refund revenue is expected to be roughly $570,000 for FY 2026/27 and though it has increased over the years, there is no guarantee of an increase, nor even a guarantee that the District will continue to receive the refund. As we have discussed in past meetings, we do not recommend including ERAF in the calculation to cover annual parks and rec expenditures.

The Parks budget expenditures includes $295,000 for the Parks and Rec 25% share of overall District Administrative costs. In future years, expenditures will also include an estimated $120,000 per year in O&M costs for the new park, as well as any debt service associated with financing of the project. Based on these assumptions and available cash flow, the District can afford an annual debt service payment of no more than $650,000 per year.

In the past month, the project team has met with financial consultants from Ridgeline Municipal Strategies, Supervisor Mueller and San Mateo County staff, and Townsend Public Affairs for grant funding opportunities.

In preliminary discussions with Ridgeline Municipal Strategies, the project team reviewed possible borrowing options including municipal bonds, certificates of participation (COP's), government loans (i.e. the County), and private bank loans. Though rates vary depending on the type of borrowing, the repayment terms are generally 20-30 years and rates would likely be around 5.0% to 5.5%. Based on cash flow, the District could borrow approximately $7.5 million through one of these methods. These borrowing methods are generally only limited by the District's credit rating and ability to repay. Some of these methods do carry penalties or cost for early repayment and will need to be explored more thoroughly when the time comes to actually procure the financing.

In our discussion with the County, their staff was optimistic that a low interest loan would be a possibility but it would be up to the Board of Supervisors to approve. They stated that the repayment period for any County loan is typically capped at 10 years. Assuming a 3.5% interest rate, the overall cost of the loan would be lower than other loans, however, the shorter repayment period of 10 years would limit the District to borrowing no more than $5.4 million in order to stay under the $650,000 per year cash flow limit that we have available.

District staff met with Townsend Public Affairs to discuss potential grants and earmarks. Townsend proposes to help the District in applying for the Statewide Parks Program Grant and offer assistance in approaching state and federal representatives for earmarks. They will also be on the lookout for any other possible funding sources and work with the District as those opportunities arise. While Townsend felt that GCSD had a good chance for success for some grants and earmarks, we cannot rely on this money for planning purposes because this is also not a guaranteed funding source for the park and recreation center project. It should be noted that the Statewide Parks Program Grant would only apply to the park portion of the project and cannot be used for the recreation center.

The District will have roughly $4 million in Parks reserves by the end of FY 2026-27 which can be allocated toward the park and recreation center projects. Should grant money come in, it would allow reserves to be maintained and/or diverted to other deferred portions of the overall project. Additionally, assuming ERAF refund revenue continues, then Parks and Rec reserves will grow allowing for other future phases or projects.

A request for proposals was circulated on August 5, 2026 to seven financial advisement firms. Proposals will be presented to the Board at the September meeting. Once a firm is selected, the financial advisor will recommend a financing structure, solicit proposals from lenders, negotiate terms and provide guidance on compliance requirements.

Phasing Options for the Park and Recreation Center:

As discussed at the July meeting, the District does not have sufficient funds to construct all 3 phases of the entire park and recreation center project as currently planned. Based on available cash flow needed for debt service, and the borrowing options discussed above, the District could borrow between $5.4 million and $7.5 million. The Board has already approved $1.5 million for construction documents, permitting, and other associated costs for FY 2026-27 which will basically expend all tax and ERAF revenue for the year. The District will have approximately $4 million in reserves by the end of the FY of which a balance of at least $1 million should be maintained. This provides a $10 million to $12 million possible budget (including costs to be incurred this year) to implement phases of the park and recreation center project.

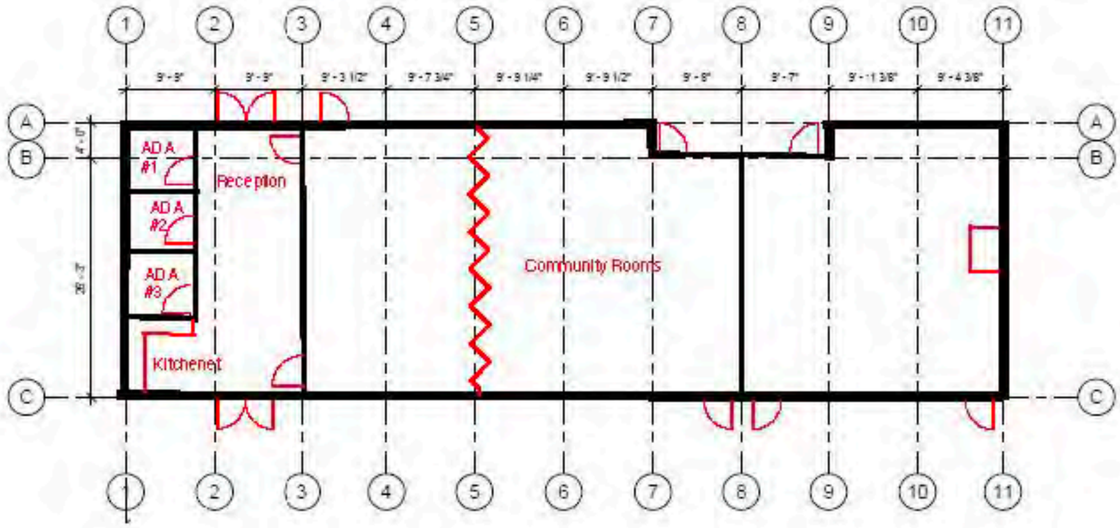
Since our July board meeting, the project team and several board members have had an opportunity to walk through the 480 Avenue Alhambra building and assess the space. As you saw, the building will need major work on the exterior cladding and roof, window and door replacements, plumbing and HVAC upgrades, and interior and exterior ADA upgrades.

The construction of the building, which is basically a 30' by 95' shell of 2850 square feet, does make it possible to maximize the interior spaces to create multiple large multi-purpose rooms (800-1200 sf) that could be used for various classes, meetings, and events. A basic drawing is attached to this memo to show how the space could be reconfigured. While further investigation into the state of the building will be necessary, it is anticipated that this modified approach could be achieved for approximately $2 to $3 million and could eliminate the need in the medium to long term for the new community room.

Project	Low	High
1. Community Park	$7,610,440	$8,539,540
2. Remodel 480 Alhambra Rec. Ctr.	$2,000,000	$3,000,000
	$9,610,440	$11,539,540

In light of the budgetary constraints, and the potential for the remodeled building to provide flexible programming and event space, staff will continue moving forward with the park plan and the remodel of the recreation center. Additionally, the project team recommends researching possible design-build firms for the recreation center remodel as this is likely the most efficient and cost-effective model for this sort of project.

Financing options will continue to be explored.



30' x 95' = 2850 sq ft

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Additional Services Proposal for Landscape Architecture Services by KCRH for the Granada Community Park

Date: August 20, 2026

KCRH Landscape Architecture has prepared their added services proposal to reflect the additional work required to bring the park project through the development of construction documents and through construction of the park. The KCRH team has done a great job in organizing and prosecuting the landscape design work as well as providing general project management services over the past seven years to keep this project moving along.

The added services proposal from KCRH Landscape Architecture is attached. The cost proposal for these additional services is based on a time and materials estimate not-to-exceed $348,000. Staff recommends authorizing the General Manager to approve and execute this proposal.

August 5, 2026

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

KANKEL CONROY ROSE & HILL
Landscape Architecture

RE: Granada Community Park & Recreation Center
Additional Landscape Architectural Services: Bid & Construction Documents (100% Design) and Construction Support for the Granada Community Park project

Dear Chuck:

We appreciate the opportunity to provide the Granada Community Services District with ongoing landscape architectural services to bring the community park project through the development of the construction documents (100% Design) and through construction of the park.

We recognize that the project remains dynamic, with previously anticipated aspects of the project (such as the Community Recreation Center) potentially moving on a different track. Furthermore, the needs and demands of the District's board, County, and reviewing agencies may change the District's approach to the project over time. As a result, services ultimately provided may vary from this initial summary in order to meet the project's current needs.

Per direction received by the District, we have limited the scope of this proposal to the park portion of the development only as identified in blue on the attached park phasing plan developed in June 2026. Two new tasks are outlined below. Please note that the numbering of these tasks continues from our proposals previously approved.

I. SCOPE OF ADDITIONAL SERVICES

TASK 20: PARK FINAL DESIGN (100% CONSTRUCTION DOCUMENTS)

1. KCRH shall continue to support the District's open application for a Coastal Development Permit for the park and Community Recreation Center project. Work may include design revisions in response to agency comments, public meetings/hearings, and related administrative tasks.
2. KCRH shall continue to attend the bi-weekly project meetings and shall support the District and District's Project Manager in project administration.
3. KCRH shall engage the project biologist to refine the application for any and all regulatory permits required for the bridge over the northern (ephemeral) drainage ditch.

4. KCRH shall engage a structural engineer to provide safe design guidance, drawings, and calculations for any and all elements of the project requiring structural engineering, including the bridge, retaining walls, sports facilities, and other items.
5. KCRH shall complete schematic design development of all park areas, including final design and determination on site furnishings, finishes, and amenities for District review and comment.
6. KCRH shall develop the Construction Documents required for building permits, bidding, and project construction. Documents shall include, at a minimum:
   - Landscape Layout plans and enlargement of all site amenities
   - Materials and Finishes plans identifying qualities and specifications of all surfacing and finishes
   - Grading coordination with project civil engineer
   - Construction details for landscape elements, including paving and surfacing, fencing, picnic areas, gabion walls, fitness stations, play structures, site furnishings, the bridge over the ephemeral ditch, monument signage, park restroom, and other items.
   - Irrigation plans indicating distribution methods (drip/spray/bubbler); point-of-connection to domestic water service; supplemental pumping and control requirements; mainline routing; anticipated annual irrigation volume; preliminary irrigation schedule and total square footage of irrigated area for compliance with County landscape water-use ordinances; and irrigation details.
   - Planting plans and enlargements identifying typical plant species, sizes, spacing, quantities, water-use designations per WUCOLS, and planting details.
   - Construction specifications identifying the means, methods, and materials for construction.
7. KCRH shall prepare and submit 65% and 90% construction documents packages for District review and comment, and shall meet with District staff and Project Manager to review comments and prepare revisions if necessary.
8. KCRH shall prepare and submit 100% construction documents package for County building permit review, and shall revise drawings and respond to comments as required.
9. KCRH shall present project updates at two (2) District Board meetings.
10. KCRH shall present project for approval at one (1) county Planning Commission hearing.

Task 21: Park Bid & Construction Support

1. KCRH shall assist District's Project Manager in assembling miscellaneous Bid Documents.
2. KCRH will attend one (1) pre-bid meeting in support of the project and to answer questions and provide clarification to interested contractors.
3. KCRH will review and provide input on RFIs received by the District during the bid process (assume 4) to provide clarification to bidding contractors.
4. KCRH will assist Project Manager to review and evaluate bids received; interview contractors; and present proposed bids to the District.
5. KCRH will attend one (1) pre-construction meeting with the design team and selected general contractor.

6. Submittal Reviews: KCRH will review Submittals prepared by the landscape contractor for conformance to the Contract Documents (assume 16).
7. Construction RFIs: KCRH will review and provide input on RFIs received from the Contractor during the construction process to provide clarification (assume 24).
8. OAC Meetings: KCRH has budgeted for weekly owner/architect/contractor meetings for the duration of construction (assume 18 months).
9. Construction Observations & Field Reports: KCRH has budgeted for monthly site visits to observe in-progress construction (assume 18 months). KCRH will prepare and issue Field Reports documenting our observations to the project team after each site visit.
10. Substantial Completion Walkthrough and Punch List: KCRH will make one (1) site visit to determine if landscape work is substantially complete per the terms of the contract, and will document our observations in a final Punch List Field Report that will be distributed to the project team.

II. EXCLUDED SERVICES

1. Unless specifically noted or contradicted by this proposal or other elsewhere, Excluded Services identified in all previously approved proposals shall remain excluded from our scope of work.
2. Significant revisions to the project design required in order to conform to comments received from the County or regulatory agencies may result in Additional Services to be billed at hourly rates. KCRH will not proceed without specific approval from the District.

III. FEES & COMPENSATION

1. Rate Schedule: KCRH's services shall be provided at the following rates:

Principal	$175 / hr
Senior Associate	$155 / hr
Project Manager	$145 / hr
Draftsperson	$125 / hr
Clerical	$100 / hr

2. Additional Services: KCRH shall provide the following services on an hourly basis to the listed maximum amounts.

Task 20:	**Park Final Design (100% CDs)**	
	Landscape Architectural Services	$218,500
	Consultant Services:	
	Project Biologist	$25,000
	Structural Engineering	$40,000
Total Task 20		$283,500

TASK 21:	**PARK BID & CONSTRUCTION SUPPORT**	
	Landscape Architectural Services	$55,500
	(Consultant Construction Support services included in Task #20)	
TOTAL TASK 21		$55,500
	Subtotal Tasks 20-21	$339,000
	Sub-Consultant Markup (10%)	$6,500
	Estimated Reimbursable Expenses	$2,500
	TOTAL FEES TASKS 20-21:	**$348,000**

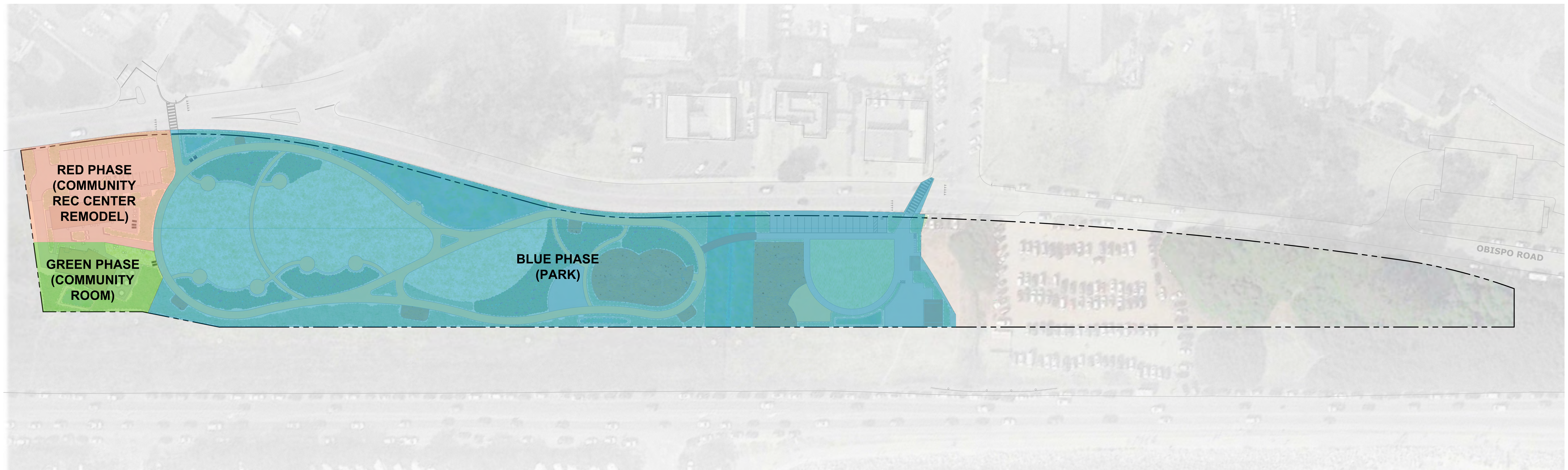
3. Reimbursable Expenses: All reimbursable expenses related to the project are billable at 1.1 times the direct cost. Reimbursable expenses include printing or plotting of graphics or other documents larger than 11" x 17" for other than in-house use; postage and delivery fees; presentation boards, meeting facilitation tools, signage, and other dedicated items for community events or workshops; travel expenses such as mileage and bridge tolls; and additional consultant services.

KCRH shall prepare and submit invoices on a monthly basis for the time expended, and are due within 25 days or shall be subject to a 1-1/2% interest charge. Kankel Conroy Rose & Hill Landscape Architecture currently maintains insurance limits of $2 million each in general and professional liability, $1 million in automobile liability, and Worker's Compensation insurance as required by the State of California.

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

Sincerely,

Tom Conroy
Vice President, CFO



KANKEL CONROY ROSE & HILL
Landscape Architecture

GRANADA COMMUNITY PARK & RECREATION CENTER

EL GRANADA, CA

APNs: 047-251-100
047-251-110
047-262-010

REFERENCE NORTH

Date: 06/04/26 COORDINATION
Revised:
Drawn by: TWC/NK/AB
Scale: 1/64" = 1'-0"
0 32' 64' 128'

PROJECT PHASING KEY

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Additional Services Proposal for Civil Engineering Services by BKF Engineers for the Granada Community Park Project

Date: August 20, 2026

BKF Engineer has prepared their added services proposal to reflect the additional work required to take the project through the building permit phase and into construction and includes development of construction documents, assistance with permitting, assistance with contractor bidding, and construction support.

The added service proposal from BKF Engineers is attached. The cost proposal for these additional services is based on a time and materials estimate not-to-exceed $310,000. Staff recommends authorizing the General Manager to approve and execute this proposal.

August 13, 2026
BKF No. 20210921

Mr. Mike Wasserman
Capital Program Management, Inc.
495 Seaport Center, Suite 103
Redwood City, CA 94063
Transmitted via email: mike@capitalpm.com

Subject: Granada Community Park Project
Civil Engineering Proposal

Dear Mike:

BKF welcomes the opportunity to submit this proposal for civil engineering services associated with the Granada Community Park project located in the Town of El Granada, California. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the project.

I. PROJECT UNDERSTANDING

Based on your proposal request and information obtained, we understand the project as follows:

The Granada Community Services District proposes to develop a new 5.2-acre community park on an approximately 7-acre collection of parcels along obispo Road in the Town of El Granada. The new park includes a network of pathways, a restroom building, dog park, skate feature, play areas, picnic open spaces, parking lot, landscape, stormwater management, with utility and street improvements. The community center and associated improvements at 480 Avenue Alhambra are excluded from the scope of work.

The project is currently under County of San Mateo review process for a Coastal Development Permit (CDP). It is assumed the separate construction document permit plans and documents will be prepared concurrently with the County's CDP process.

The topographic survey and boundary performed by Quiet River will be used as the basis of design. Surveying is excluded from our scope of services. Required mapping and/or parcel lot line adjustments are assumed will be prepared and provided by others.

II. BASIS OF DESIGN

Our proposal is based on the following:

1. Coastal Development Permit submittal, dated June 17, 2026
2. Survey by Quiet River, dated February, 2022
3. Geotechnical Report by Romig, dated October, 2022

III. SCOPE OF SERVICES

TASK 1: CONSTRUCTION DOCUMENTS

1. Project Coordination: BKF will prepare documents for construction. We will continue to coordinate utility systems, hardscape, landscape and site grading with the team. BKF will further progress the design to ensure that backgrounds, utility points of connection, accessible paths of travel, and stormwater treatment areas are designed and detailed to the level required by the contractor to bid and construct.
2. On-Site Permit Drawings: We will prepare the following drawings:
   a. Civil Cover Sheet
   b. Notes & Legend
   c. Existing Conditions Plan
   d. Demolition Plan
   e. Horizontal Control and Paving Plan
   f. Signing and Striping Plan
   g. Cross Sections
   h. Grading Plan
   i. Utility Plan
   j. Stormwater Control Plan
   k. Construction Details
   l. Sedimentation and Erosion Control Plan
3. Off-Site Street Improvement Permit Drawings: We will prepare the following drawings:
   a. Civil Cover Sheet
   b. Notes & Legend
   c. Existing Conditions Plan
   d. Demolition Plan
   e. Horizontal Control and Paving Plan
   f. Signing and Striping Plan
   g. Cross Sections
   h. Strreet Improvement Grading and Drainage PLan
   i. Utility Plan and Profile
   j. Stormwater Control Plan
   k. Construction Details
   l. Sedimentation and Erosion Control Plan
4. Specifications: BKF will prepare final technical specifications in CSI format for elements included in our scope of work. All work within the County right-of-way will be designed in accordance with County of San Mateo Standards.
5. Cost Estimate: BKF will prepare an off-site improvement Engineer's Opinion of Probable Construction Cost Estimate for County off-site encroachment permitting and bonding purposes only. We will also coordinate and provide cost estimate information for on-site civil related elements for budgeting pirposes.
6. Storm Water Control Report: BKF will further develop the methods to meet the NPDES requirements for post-construction storm water discharge. BKF will work with the project landscape architect to implement

the site water quality features. BKF will prepare a Final Storm Water Control Report. This report will show calculations as well as site design features that will serve to treat the site stormwater.

7. Stormwater O&M Agreement: BKF will prepare an Operations and Maintenance Agreement defining the obligations of the land owner to operate and maintain the stormwater treatment facilities after construction is complete. The agreement will include details for each of the treatment facilities as well as reduced plans for the maintenance staff. We have assumed that the Owner will record the final document with the County.
8. Utility Agency Application Support: BKF will provide application support to the Owner in order to submit the necessary documentation for application review and permitting with Coastside County Water District and Granada Community Services District. BKF will coordinate the project design with each agency and work with the design team on the necessary deliverables for permit. We have assumed that the Landscape Architect will obtain the necessary design and utility demand information from the other consultants.
9. Submittals: BKF will provide Construction Document submittals at the 75% and 90% level of completion. We have not included time for additional intermediate coordination sets with this phase of the project. We have assumed that the 90% set will be used for the initial permit submittal.
10. Meetings: BKF has budgeted for up to twenty (20) hours of combined staff time to attend meetings and participate in conference calls during this phase.

TASK 2: PERMITTING

1. On-Site Permit Approval: BKF will update the drawings based on agency comments and re-submit for review. We have allocated fee to address minor comments that do not change the design of the civil improvements or site plan. We have assumed that no more than two (2) plan submittals will be needed and that the agency will not be utilizing third party plan reviewers.
2. Off-Site Encroachment Permit Review: BKF will revise the encroachment permit drawings based on County of San Mateo comments and re-submit for review. We have allocated fee for two (2) re-submittals to address minor comments that do not change the design of the civil improvements or off-site street improvement plan. Review with Caltrans is excluded from our scope of services.
3. Submittals: BKF will provide a final Construction Document submittal at the 100% level of completion.
4. Meetings: BKF has budgeted for up to ten (10) hours of combined staff time to attend agency meetings and participate in conference calls during this phase.

TASK 3: BIDDING

1. Bid Support: BKF will respond to contractor clarifications and questions and prepare associated bid addenda to the Landscape Architect, if necessary. BKF will prepare one (1) Conform Set submittal reflecting the changes made and approved by the District during bidding.

TASK 4: CONSTRUCTION SUPPORT

1. Construction Support Services: BKF has allocated up to a maximum of two hundred thirty (230) hours of combined staff time to support the contractor and design team during the construction phase of the project. Anticipated services include written response to requests for information (RFI's), submittal reviews, substitution requests, informational bulletins, attending pre-construction meetings, site visits to provide clarification of the consultant's design intent for the contractor, Landscape Architect or owner, and stormwater facility construction observations. This does not include work (site visit, design, and permitting)

related to field changes needed to address unknown or unforeseen conditions or changes to the design based on the contractor's sequencing design.

2. Construction Meetings: BKF has budgeted for eight (8) site meetings with the contractor during the construction process. Anticipated meetings include the following:
   a. One pre-construction meeting
   b. Five interim site visits
   c. Two stormwater facility observations
3. Punch Walk: Upon substantial construction completion, BKF will perform a final site walk through and prepare a final punchlist documenting the condition of the site.
4. Record Drawings: BKF will provide final record drawings for the project showing changes that were made during construction, based on information provided by the contractor and construction manager. BKF will not field verify notations received. BKF will provide one (1) record drawing set of all Civil plans for the project.

IV. SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers' services are limited to those expressly set forth in the scope. We understand that BKF will have no other obligations or responsibilities for the project except as provided in this proposal letter, or as otherwise agreed to in writing. BKF will provide the scope of services consistent with, and limited to, the standard of care applicable to such services. Any participation in non-adversarial procedures, or other right to repair items, is considered as additional services. For the scope of work identified, we have assumed the following:

1. Basis of Design and Site Information
   a. Land Surveying: This civil engineering scope of work is based on the survey performed by Quiet River, dated February 2022.
   b. Title Report: A current title report for the property will be provided by the owner.
   c. Geotechnical Report: A geotechnical report for the project will be provided. At a minimum, this report should address the required paving structural sections, earthwork and compaction recommendations, soil bearing pressures, surcharge pressures, settlement issues, soil infiltration/percolation rates, groundwater levels, and corrosion recommendations.
   d. Existing Utilities: Unless otherwise indicated or provided by others, any existing utilities identified on BKF's drawings/plans are based on information obtained by BKF, or provided to BKF, and may not be accurately documented in their horizontal location or vertical profile. Other utilities may be present that were not disclosed. BKF highly recommends that critical facilities be underground service alert (USA) located and potholed during design or prior to construction.
   e. Potholing: Potholing services are not included in this proposal unless specifically identified.
   f. Existing Utility Capacities: Unless otherwise addressed, existing utilities have adequate capacity to serve the proposed improvements, that they are adjacent to the site frontage and do not require main extensions, and that utility system capacity studies are not required.
   g. Site Plan: The site plan is final and only minor alterations will be made. Any significant changes from the Landscape Architect or owner may necessitate additional fees.
2. Responsibilities

a. Civil Engineering Scope Items: BKF's design tasks are limited to civil work outside of the structure(s) and utility connections 5-feet outside of the structure(s) including: site grading, non-structural concrete pavement, concrete sidewalks, concrete curbs and gutters, asphalt pavement, storm drainage, wastewater, and domestic water/fire water design.
b. Site Dry Utilities: All electric, gas, communications, and lighting improvements will be designed by others, unless specifically included in the civil scope of work.
c. Site Landscape/Irrigation: The landscape architect will be responsbile for the Community Park site plan, provide landscape, irrigation design, layout and details of walks, plazas, trails, entry monuments, details of site accessibility signage, parking counts, site coverage calculations, trash areas/enclosures, fencing and walls. A final site plan for the Community Park will be provided by the landcape architect prior to our beginning the Construction Doceuments phase. The landscape architect will lead the design development efforts for the design, grading, and detailing of interior courtyards, plaza areas, hardscape and landscape areas. BKF will utilize the provided design intent and document the exterior site grading and drainage during the Construction Documents phase.
d. Structural Details: Structural calculations, design, and details for such items as reinforced concrete slabs, foundations, pads, vaults, footings, ramps, stairs, sound/site walls, and/or retaining walls will be provided by others. This includes structural design and detailing for storm water treatment elements that retain ground, parking, or buildings foundations.
e. Mechanical, Electrical and Plumbing (MEP): All site HVAC, power, gas, communications, and low voltage improvements, and existing water pressures will be coordinated, designed, and documented by others. MEP will also provide preliminary fire service sizing based on the California Plumbing and Fire Code requirements and provide fire service lateral locations and sizes to BKF.
f. Joint Trench Design: Services to the buildings, main extensions, and/or relocation of existing 'dry' utilities (gas, electric, communication, fiber, etc.) will be led by the joint trench/electrical designers unless otherwise contracted. Utility relocation/abandonment required as part of the joint trench design process is assumed to be coordinated and processed by the Joint Trench Consultant. BKF will support their efforts and coordinate with the site design and new wet (water, sewer, and stormwater) utilities. Dry utilities designed by the joint trench consultant will be shown for coordination purposes only on the civil plans.
g. Lighting Design and Photometric Analysis: Lighting design and photometric analysis for the site and public roadways will be provided by others.
h. Traffic Signal Design: Design or modification of traffic signals is not currently included in our scope of work. BKF can provide these services if the City conditions these improvements to the project.
i. Water Design: Proposal assumes that the project will require new water services for domestic, irrigation, and fire. We have not allocated budget to install public or private fire loops within the development or main extensions within the public right of way.
j. Mapping: We have not included time to prepare additional items not contained in the mapping scope of work. Additional mapping services such as subdivision maps, private easement documents, quit claims, ALTA's, right of way dedications, etc. not specifically listed in this proposal are not included.

k. Pump Stations: Pump station design (electrical, mechanical, plumbing, and sitework) is not included in the basic scope of services. We can provide pump station design service as an additional scope item at your request.

l. Earthwork: Due to the variability in soils properties, existing site conditions, below ground demolition, foundation types and preparation, trench, imported material and other factors, no delineation of earthwork quantities or 'site balance' is implied with the scope of work. Any earthwork quantities generated are solely for bonding and permitting of the work with the local agency and must only be used as an approximate guide as to the actual earthwork and site balance.

m. Conditions of Approval: The proposal is based solely on the concept site plans provided by the project landscape architect prior to the issuance of the Project Conditions of Approval. Once available, BKF will review the project conditions and identify the scope of work and additional fee to address the conditions of approval.

n. Off-Site Improvements: Off-site improvements are limited to designing new curb cuts along the project frontage and construction of new curb, gutter, sidewalk, and utility services to the public mains within the fronting public roads (San Mateo County right-of-way). Improvements within Caltrans right-of-way are excluded. If additional off-site improvements are subsequently required as a result of the planning entitlement or permitting process, we will notify you of the change in scope and provide an additional service request to cover the new scope.

o. Agreements and Exhibits: We have not included time or budget to provide exhibits to agreements that may be needed included development agreements, 3rd party agreements, etc.

3. Meetings

   a. Meetings: Meetings are assumed to be held in the Bay Area or via remote conference. Meeting time requested beyond what we have budgeted is not included in this proposal.

4. Phasing, Delivery and Deliverables

   a. Phasing: The project will be permitted and constructed in one phase and that construction phasing plan(s), or interim condition plans, will not be required for this project. Proposal does not include preparing and processing split construction permits for demolition, rough grading, backbone utilities, etc.

   b. Submittals: All submittals, and the coordination thereof, will be facilitated by the lead consultant and /or owner representative.

   c. Permits: Unless otherwise specifically delineated in the scope of services, permit processing, applications, fees, and submittals to local, state, and federal agencies and utility purveyors will be provided by others. BKF will submit to the client delineated scope deliverables for client submission to governing agencies.

   d. Drawings: All drawings will be prepared in AutoCAD format. We will submit copies of all drawings in both electronic and paper format.

   e. Building Information Modeling (BIM): We have not included time to convert civil 3D design or existing conditions AutoCAD files into BIM model files. We have assumed all conversions will be by the landscape architect.

5. Construction

a. Duration: We have assumed that construction will proceed immediately after design/permitting and that the duration of construction will be 18 months or less. The hours identified in the Construction Support task are based on this construction duration. Should the duration extend beyond this time, additional services will be required to complete the services related to construction support.
b. Construction Services Scope: The construction services provided in the scope does not include work (site visit, design, and permitting) related to field changes needed to address unknown or unforeseen conditions or changes to the design based on the contractor's sequencing design.
c. Utility Location Services: BKF has not included fee to contract with an underground utility location consultant to locate private utilities within the site.
d. QSD Services/Storm Water Pollution and Prevention Plan (SWPPP): BKF has excluded Qualified SWPPP Developer (QSD) services in compliance with the Construction General Permit. At the request of the client BKF can provide this service as an additive alternate task, applicable to sites disturbing over one acre of land.
e. QSP Services: At the request of the client BKF can provide this service as an additive alternate task, applicable to sites disturbing over one acre of land.
f. Traffic Control Plan and Construction Haul Route Plan: These will be prepared and coordinated by the Contractor. We can provide this service as an additional scope item at your request.
g. Construction Staking: These services are assumed to be contracted directly with the general contractor and are not included.
h. Post Construction Survey: Preparation of post construction record documents or as-built surveys are not included.
i. Meetings: We have not included attendance at regularly scheduled construction meetings as part of the scope of services.

V. SCHEDULE

We understand that the construction documents design phase will commence in fall 2026 with bidding anticipated for spring of 2027. Construction is anticipated to begin in summer/fall of 2027 and with a duration of 18 months.

VI. COMPENSATION

1. BASE SCOPE OF WORK:

BKF proposes to provide the services on a time and materials basis per our current rate schedule. We will invoice for our services per task summarized as follows:

Task	Description	Fee
1	Construction Documents	$165,000
1.1	Project Coordination	$8,000
1.2	On-Site Permit Drawings	$68,000
1.3	Off-Site Street Improvement Permit Drawings	$30,000
1.4	Specifications	$8,000
1.5	Cost Estimate	$8,000
1.6	Storm Water Control Report	$18,000
1.7	Stormwater O&M Agreement	$5,000
1.8	Utility Agency Application Support	$10,000
1.9	Submittals	$5,000
1.10	Meetings	$5,000
2	Permitting and Project Approvals	$60,000
2.1	On-Site Permit Approval	$32,000
2.2	Off-Site Encroachment Permit Approval	$20,000
2.3	Submittals	$5,000
2.4	Meetings	$3,000
3	Bidding	$10,000
3.1	Bid Support	$10,000
4	Construction Administration	$65,000
4.1	Construction Support Services	$50,000
4.2	Construction Meetings	$7,500
4.3	Record Drawings	$7,500
5	Reimbursable Expenses	$10,000
	Total Civil Fee Per Scope	$ 310,000

Reimbursable expenses are anticipated for reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis.

For tasks requested by the owner or landscape architect not defined in this scope of services, BKF will identify them as potential extra work. We can provide a scope and fee for these items or they may be tracked separately as extra work and billed on a time and materials per our attached rate schedule.

Thank you for the opportunity to present this proposal. We look forward to assisting in developing this project. Please contact me at 650.482.6306 if you have any questions regarding our scope of services.

Sincerely,

BKF

Brian Scott, PE	Jonathan Tang, PE
Principal	Senior Project Director

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Proposal for Grant Writing Services by Townsend Public Affairs

Date: August 20, 2026

Townsend Public Affairs has prepared the attached proposal for grant writing services to support the District in applying for the Statewide Parks Program (SPP). Following a preliminary discussion with Townsend staff, it was determined that the SPP was the most appropriate and relevant grant opportunity for the District at this time.

The District previously contracted with Townsend at a monthly charge of $3500, however, because of the timing of federal funding cycles, both Townsend staff and District Staff felt that grant specific support is a more sensible solution at this time. The cost proposal for grant writing services for the SPP is set at $12,500 and work will begin with the execution of the contract through the December application deadline.

If other funding opportunities become available, Townsend will notify the District and work with staff to determine next steps.

Staff recommends authorizing the General Manager to approve and execute this proposal at a cost of $12,500.

TOWNSEND PUBLIC AFFAIRS

WWW.TOWNSENDPA.COM

Granada Community Services District

Proposal for Grant Writing Services

Statewide Parks Program Application

August 6, 2026

TOWNSEND

PUBLIC AFFAIRS

EST TPA 1998

August 6, 2026

Chuck Duffy, General Manager
Granada Community Services District
504 Avenue Alhambra, 3rd Floor
El Granada CA 94018

Dear Mr. Duffy:

Thank you for the opportunity for Townsend Public Affairs, Inc. ("TPA") to submit our proposal for Grant Writing Services (Statewide Parks Program Application) to the Granada Community Services District ("District").

Since our inception in 1998, TPA has earned the reputation as a ***Champion for Better Communities*** by providing the experience, resources, and relationships expected from a premier legislative advocacy and grant writing firm while also giving clients the unique brand of customer service they deserve: personal attention, maximum accessibility, and passion for their mission.

Our strategic approach to advocacy and funding is tailored to meet each client's individual needs. We leverage the breadth and depth of our team and our vast network of relationships with key stakeholders and decision makers.

Over the years, TPA has been proud to secure more than **$3.4 billion in competitive grants and appropriations** and to successfully advance more than **165 pieces of legislation** on behalf of our clients. But beyond the numbers, what sets us apart is our dedication to helping districts like Granada Community Services District turn bold ideas into reality, whether securing new funding, shaping grant program guidelines, or protecting vital resources that your residents rely on.

Thank you again for your interest in our firm and consideration of this proposal. Please contact us if you have any questions or need additional information. We would be honored to serve the Granada Community Services District.

Yours truly,

Christopher Townsend
President

FIRM OVERVIEW

TPA is a state and federal legislative advocacy and grant writing firm that provides lobbying and funding services to public agencies and nonprofit organizations throughout California.

- **Founder/Owner/President**: Christopher Townsend
- **Advocacy Success:** Shepherded **over 165** client-sponsored legislative items into law
- **Funding Success**: Over **$3.4 billion** in state, federal, and local government grants as well as grants from nonprofit organizations and private companies
- **Longevity**: 27 years (founded in 1998)
- **Number of Employees**: 23
- **Number of Registered State and Federal Lobbyists and Grant Writers**: 18
- **Number of Offices: Five**
    - TPA State Capitol Office, Sacramento
    - TPA Federal Office, Washington, DC
    - TPA Northern California Office, Oakland
    - TPA Central California Office, Fresno
    - TPA Southern California Office, Newport Beach
- **Types of Clients:**
    - Parks and Recreation Districts
    - City Governments
    - County Governments
    - Water and Sanitation Districts
    - Transportation Districts
    - K–12 School Districts
    - Community College Districts
    - Fire Protection Districts
    - Museums, Science Centers, and Cultural Facilities
- **Areas of Specialization:**
    - Parks and Community Facilities (Recreational, Cultural, Historical)
    - Local Governance (Cities, Counties, Special Districts)
    - Transportation Policy and Infrastructure
    - Water and Sanitation Policy and Infrastructure
    - Public Safety
    - Education Policy and Infrastructure
    - Housing and Economic Development
    - Energy, Environment, and Natural Resources
    - Budget and Finance
- Over **80%** of clients receive **more than $1 million** in grant awards in their first full year of working with TPA
- TPA has secured **more than $94.6 million** in competitive funding through the Statewide Parks Program (SPP) Grant Program.

GRANT FUNDING ACHIEVEMENTS

This table provides an overview of our grant funding achievements on behalf of our clients from state, federal, and local government agencies and private and nonprofit grant programs. These amounts represent grants secured through a competitive and/or legislative process and do NOT include any funds awarded to clients via formulas or related forms of funding entitlements.

Policy Area	State Funding	Federal Funding	All Sources
Water and Sanitation	$134 Million	$45.2 Million	$179 Million
Transportation	$788 Million	$416 Million	$1,204 Million
Education	$262 Million	$51.9 Million	$313 Million
Parks and Recreation	$316 Million	$54.7 Million	$371 Million
Cultural Resources	$140 Million	$14.3 Million	$154 Million
Housing and Development	$817 Million	$64 Million	$881 Million
Public Safety	$165 Million	$130 Million	$295 Million
TOTAL	**$2.6 Billion**	**$766 Million**	**$3.4 Billion**

TPA will utilize the following strategic and comprehensive approach to provide project-based grant writing services to the District, specifically relating to its SPP application:

- **Grant Application Development and Submittal:** TPA will develop, draft, submit, and follow up on each of the District's grant applications through the following process:
  - **Establishment of Clear Accountabilities:** TPA will coordinate with the District to ensure the assignment of responsibilities and tasks is clear so that confusion and inefficiency are avoided and the District is burdened as little as possible while TPA pursues a grant opportunity**.**
  - **Provide Overview of Full Application Requirements:** For the grant application, TPA will provide the District with a detailed overview of the requirements for the grant program and corresponding application to ensure that the program is a strong fit for the District's project. This will include:
    - Application timeline
    - Eligible project types
    - Funding availability and award maximums and minimums
    - List of application components, including proposal questions and any required attachments
  - **Assemble Project Background and Details**: TPA will conduct a detailed informational interview with the District staff most involved with the project to fully understand the project background and scope details necessary for developing the grant proposal and addressing all application questions.
  - **Coordinate Technical Project Details**: For technical application components such as site plans, detailed cost estimates, project timelines, engineering plans, and cost-benefit analyses, TPA will coordinate with District staff to compile all necessary attachments and ensure consistency across all application elements.
  - **Draft Written Proposal**: TPA will fully draft all narrative components of the application and, when applicable, will indicate where additional input or project detail from the District could be provided during the proposal review process.
  - **Incorporate Feedback to Finalize Proposal**: Well ahead of the application deadline, TPA will provide the District with a complete draft for review and feedback. TPA will incorporate any additional details or revisions provided during this process to finalize the grant application and obtain District approval for the final version before submission.
  - **Submit Completed Application**: TPA will ensure that the application is submitted before the deadline, whether electronically or in hard copies, per the submission instructions for each program. For hard copy submissions, TPA will print and package applications according to submission instructions and ship them through a reliable courier service such as FedEx to provide the District with tracking and delivery confirmation. TPA will also obtain a receipt for proof of submission and provide the District with a final copy of all submitted application documents.

  - **Funding Advocacy:** Throughout the grant application process, TPA will leverage relationships with relevant officials and program officers to ensure that the District's grant application aligns with the goals of the specific grant program and are well-crafted and well-positioned for funding.

- **Post-Grant Submittal Advocacy:** TPA will frequently contact legislators and agency officials to follow up on the status of a grant application and promote its need and urgency. This will include drafting letters of support after grant submissions and distributing them to legislators for their consideration. In addition, TPA will work with legislators to reach out to individual granting agencies to provide background on the District's projects and convey their support.

- **Comprehensive Follow-Up on Unsuccessful Applications:** Despite all best efforts, some grant applications are not selected for funding. When grant applications are unsuccessful, TPA will work with the relevant funding agencies to set up in-person or telephone debriefing sessions to discuss them and how to best revise them for the next funding round to ensure success.

STATEWIDE PARKS PROGRAM APPLICATION:

DESCRIPTION OF SERVICES	APPLICATION FEE
Statewide Parks Program Grant Application	**$12,500****
• Grant Application Development and Submittal	Included
• Establishment of Clear Accountabilities	Included
• Provide Overview of Full Applications Requirements	Included
• Assemble Project Background and Details	Included
• Coordinate Technical Project Details	Included
• Draft Written Proposal	Included
• Incorporate Feedback to Finalize Proposal	Included
• Submit Completed Application	Included
• Funding Advocacy	Included
• Post-Grant Submittal Advocacy	Included
• Comprehensive Follow-Up on Unsuccessful Applications	Included
**The project fee includes all reasonable business and travel expenses. **The project fee is determined by grant program requirements and length of project.*	

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Amendment to the Sewer Authority Mid-Coastside FY 2026/27 General Budget for the Increase in Costs for the SAM IPS Montara Force Main Replacement Project

Date: August 20, 2026

As reported briefly at our July board meeting, SAM received the cost proposal from McGuire Hester, their selected progressive design build contractor, for the SAM IPS Montara Force Main Replacement Project. After completing design, permitting coordination, constructability review, and development of what they call the Guaranteed Maximum Price (GMP), the contractor submitted two construction cost options.

Option 1 would complete the project by June 30, 2027 at an estimated GMP of $17.33 million. This would require construction through potentially difficult wet weather and as such would cost more than Option 2 below. Since the current Consent Decree with the Ecological Rights Foundation (ERF) requires completion of the project by June 30, this option would comply with that deadline.

Option 2 would complete the project by June 30, 2028 at a GMP of $13.228 million, a $4.1 million reduction in costs over Option 1. This would obviously require an extension to the time deadline in the ERF Consent Decree. The SAM board selected Option 2 as the most cost-effective approach because it reduces wet weather construction risk.

At the August 10th SAM board meeting, the SAM Board authorized the General Manager to proceed with the Option 2 contract, not to exceed $13,228,000, contingent on approval by the member agencies of the Amended SAM FY 2026/27 General Budget as required by the terms of the SAM JPA Agreement, and finalizing the legal language in the construction agreement.

Including contingencies and construction support services, SAM estimates the total Option 2 project cost at $16,486,938. More details can be found in the SAM agenda memo following this report.

SAM had estimated the total project budget at $10.0 million in their FY 2026/27 budget as shown on the table below, so this is a substantial increase on that number. SAM attributes the cost increase to additional permitting requirements, revised Caltrans right-of-way construction requirements, increased horizontal directional drilling, changes to bypass facilities, escalating labor costs, and higher HDPE pipe and material costs.

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

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	FY 2027/28	FY 2028/29
10.160M	3.0M	3.510M	3.65M	-	-

SAM is therefore requesting an additional $8.5 million in funding from the member agencies in the FY 2026/27 General Budget. Combined with the $3.65 million already budgeted, this would total $12.15 million for the project in FY 2026/27, with the remaining $4.34 million anticipated to be spent in FY 2027/28.

While SAM had included $3.65 million for the project in their original FY 2026/27 budget as a placeholder, I had included in the GCSD budget our 18.21% share of a $12.0 million project budget, which was an escalated amount based on SAM's $10.0 million estimate. So our costs will only increase $27,315 for this fiscal year.

Original GCSD project budget	$ 12,000,000	18.21%	$ 2,185,200
Amended GCSD FY 26/27 project budget	$ 12,150,000	18.21%	$ 2,212,515
			$ (27,315)

This still means that we will need to fund our 18.21% of the $4.34 million (almost $800,000) in remaining project costs incurred in FY 2027/28, which was not anticipated. The total cost of this project to GCSD is approximately $3.0 million over the next two years, and we currently have about $3.8 million in the sewer reserve fund. We will be looking at the impacts this will have on our sewer district 5 year budget and reserves over the course of the next month, including potentially financing the costs of the project.

I have attached the SAM agenda memo as well as other supporting documentation provided by SAM to enable your board to make a decision on this issue. The project itself must be completed per the terms of the ERF settlement; the real impact on the District concerns cash flow for future years and the subsequent impact on our sewer district reserve levels, which I will be presenting to your board next month. Approval of the attached Resolution to Approve the Amended SAM FY 2026/27 General Budget is required to move the project forward.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2026-05

A RESOLUTION APPROVING AN AMENDMENT TO THE SEWER AUTHORITY MID-COASTSIDE GENERAL BUDGET FOR FISCAL YEAR 2026/27

WHEREAS, the Sewer Authority Mid-Coastside (SAM), pursuant to Article III (F)(3) of the Joint Powers Agreement dated February 3, 1976, is required to submit its yearly General Budget to the Member Agencies for review and approval; and

WHEREAS, the SAM FY 2026/27 General Budget was approved by all three Member Agencies, and was subsequently formally approved by the SAM Board at their June 8, 2026 board meeting; and

WHEREAS, the June 8, 2026 SAM FY 2026/27 General Budget as approved allocated $3.65 million for the SAM IPS Sewer Force Main in Montara Project (the Montara FM Project); and

WHEREAS, on August 10, 2026, the SAM board authorized the distribution to the Member Agencies of an Amended SAM General Budget to include additional funds in the Infrastructure section for the Montara FM Project based on the cost proposal prepared by McGuire/Hester, their designated progressive design/build contractor; and

WHEREAS, the August 10, 2026 Amended SAM FY 2026/27 General Budget is now requesting a total of $12.150 million in funding for the Montara FM Project, as shown on the attached revised budget, of which GCSD's share is $2,321,775; and

WHEREAS, the JPA does not permit amounts provided by the Member Agencies for designated purposes to be spent for a different purpose; and

WHEREAS, the Board of Directors of the Granada Community Services District is approving the Amended SAM General Budget, including the Infrastructure section, and pursuant to the JPA, funds allocated to individual projects within the Infrastructure division of the General Budget shall be expended only for the project to which they are allocated; and

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed and considered the Amended SAM 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:

> The Board of Directors of the Granada Community Services District has approved the Amended August 10, 2026 Sewer Authority Mid-Coastside General Budget for Fiscal Year 2026/27, as attached to this resolution, at the August 20, 2026 GCSD Board Meeting, and consents to the final approval of said Amended General Budget by the Sewer Authority Mid-Coastside.

The above Resolution was passed and adopted at a meeting of the Board of Directors of the District held on the 20th day of August, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

____
Hope Atmore, District Board Secretary

SAM FY 2026/27 Amended General Budget

OVERALL OPERATIONS BUDGET SUMMARY

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

#		FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26 Over/(Under)	
	EXPENDITURES						
	Personnel						
1	Wages	1,770,658	1,786,300	1,799,105	1,906,100	119,800	7%
2	Premium Pay	166,455	144,100	142,859	172,000	27,900	19%
3	Health Benefits	306,074	354,596	334,360	400,750	46,154	13%
4	Retirement Cont.	762,068	541,000	544,707	591,400	50,400	9%
5	Retiree Med/OPEB	36,364	44,960	42,713	62,850	17,890	40%
6	Misc. Benefits	103,703	110,856	102,986	112,050	1,194	1%
7	Subtotal	3,145,322	2,981,812	2,966,729	3,245,150	263,338	9%
	Non-Personnel						
8	Legal Services	237,120	235,000	173,818	200,000	(35,000)	(15%)
9	Engineering Services	254,378	150,243	155,347	160,800	10,557	7%
10	Professional Services	863,526	909,600	1,065,516	965,625	56,025	6%
11	Prof. Memberships	88,269	60,001	75,269	76,200	16,199	27%
12	Insurance Premiums	236,925	249,982	255,390	265,000	15,018	6%
13	Misc. Expenses	117,100	86,566	122,960	120,800	34,234	40%
14	Utilities	750,671	806,297	816,601	839,300	33,003	4%
15	Travel & Training	51,386	57,011	57,396	64,400	7,389	13%
16	Equipment Rental	25,756	27,875	22,674	29,300	1,425	5%
17	Bldg & Maint Services	166,137	148,100	132,108	176,000	27,900	19%
18	Chemicals	403,961	445,863	338,720	470,000	24,137	5%
19	Permits & Licenses	60,014	55,997	59,283	62,100	6,103	11%
20	Supplies	96,304	120,178	124,058	128,450	8,272	7%
21	Equipment	12,587	12,741	15,487	417,000	404,259	3173%
22	Infrastructure (***)	3,389,937	3,645,000	4,024,505	12,750,000	9,105,000	250%
23	Claims/Penalties (**)	-	80,000	70,000	85,000	5,000	6%
25	Subtotal	6,754,068	7,090,454	7,509,133	16,809,975	9,719,521	137%
26	TOTAL	9,899,390	10,072,266	10,475,862	20,055,125	9,982,859	99%
	REVENUE						
	By Type:						
27	JPA Assessments	9,276,973	9,942,231	9,942,231	19,923,588	9,981,357	100%
28	NDWSCP Fees	61,609	60,035	50,639	53,037	(6,998)	(12%)
31	Interest Earnings	81,566	70,000	83,210	78,500	8,500	12%
32	Misc. Revenue	387,448	-	59,745	-	-	-
34	REVENUE TOTAL	9,807,596	10,072,266	10,135,825	20,055,125	9,982,859	99%
	By Agency:						
35	Half Moon Bay	5,642,255	5,989,200	5,989,200	12,189,251	6,200,051	104%
36	Granada CSD	1,766,336	1,873,116	1,873,116	3,628,085	1,754,969	94%
37	Montara WSD	1,868,383	2,079,915	2,079,915	4,106,251	2,026,336	97%
38	TOTAL	9,276,974	9,942,231	9,942,231	19,923,588	9,981,357	100%

(**) It is unknown at this time the potential penalites the Authority will be responsible for the sanitary sewer overflows which occurered during the 2023 Winter Storms.

(***) FY 2024/25 Actual column contains capitalized infrastructure expenditures as noted in the FY 2024/25 audit.

ADMINISTRATIVE SERVICES
By Category

#	EXPENDITURES	FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26 Over/(Under)	
	Personnel						
1	Wages	666,317	629,300	634,063	661,100	31,800	5%
2	Premium Pay ①	18,903	11,000	13,432	16,000	5,000	45%
3	Health Benefits	87,403	88,985	71,871	79,500	(9,485)	(11%)
4	Retirement Cont.	340,271	93,000	54,354	57,700	(35,300)	(38%)
5	Retiree Med/OPEB	28,400	13,500	17,509	28,100	14,600	108%
6	Misc. Benefits	29,693	28,800	20,948	18,800	(10,000)	(35%)
7	Subtotal	1,170,987	864,585	812,177	861,200	(3,385)	(0%)
	Non-Personnel						
8	Legal Services	237,120	235,000	173,818	200,000	(35,000)	(15%)
9	Engineering Services	20,698	-	-	-	-	-
10	Professional Services	220,751	226,164	283,075	252,025	25,861	11%
11	Prof. Memberships	77,201	46,515	61,210	62,000	15,485	33%
12	Insurance Premiums	236,925	249,982	255,390	265,000	15,018	6%
13	Misc. Expenses	95,965	64,590	86,090	92,700	28,110	44%
14	Utilities	27,621	34,250	21,653	22,300	(11,950)	(35%)
15	Travel & Training	8,586	5,335	7,403	6,600	1,265	24%
16	Equipment Rental	8,294	7,875	8,101	8,300	425	5%
17	Bldg & Maint Services	33,150	34,131	46,200	47,000	12,869	38%
18	Chemicals	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-
20	Supplies ②	10,738	12,844	16,936	13,600	756	6%
21	Equipment	-	2,637	5,087	6,000	3,363	128%
22	Infrastructure	-	-	-	-	-	-
23	Claims/Penalties	-	10,000	10,000	10,000	-	0%
25	Subtotal	977,048	929,322	974,963	985,525	56,203	6%
26	TOTAL	2,148,035	1,793,907	1,787,140	1,846,725	52,818	3%

#	REVENUE	FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26	
	By Type:						
27	JPA Assessments	1,839,212	1,723,907	1,723,907	1,768,225	44,318	3%
28	Other Revenue	5,537	-	-	-	-	-
31	Interest Earnings	81,566	70,000	83,210	78,500	8,500	12%
32	Misc. Revenue - Grant	387,448	-	59,745	-	-	-
34	REVENUE TOTAL	2,313,762	1,793,907	1,866,862	1,846,725	52,818	3%
	By Agency:						
35	Half Moon Bay	1,118,609	1,038,482	1,038,482	1,081,800	43,318	4%
36	Granada CSD	350,186	324,784	324,784	321,994	(2,790)	(1%)
37	Montara WSD	370,417	360,641	360,641	364,431	3,790	1%
38	TOTAL	1,839,212	1,723,907	1,723,907	1,768,225	44,318	3%

① Budget line item contains $10,000 related to Bonus, Awards, Certification pay related to gift cards for employees.

② Budget line items contains $2,500 related to SAM branded clothing as well as $3,200 for food.

TREATMENT
By Category

EXPENDITURES

#	Item	FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26 Over/(Under)	
	Personnel						
1	Wages	1,061,123	1,114,500	1,121,792	1,200,000	85,500	8%
2	Premium Pay	145,533	131,000	127,357	153,000	22,000	17%
3	Health Benefits	211,797	257,600	255,723	312,800	55,200	21%
4	Retirement Cont.	396,008	424,000	460,673	501,200	77,200	18%
5	Retiree Med/OPEB	7,897	30,785	24,543	34,000	3,215	10%
6	Misc. Benefits	71,597	78,641	79,357	89,800	11,159	14%
7	Subtotal	1,893,954	2,036,526	2,069,445	2,290,800	254,274	12%
	Non-Personnel						
8	Legal Services	-	-	-	-	-	-
9	Engineering Services	233,680	150,243	155,347	160,800	10,557	7%
10	Professional Services	555,548	579,127	667,594	601,600	22,473	4%
11	Prof. Memberships	11,068	13,486	14,059	14,200	714	5%
12	Insurance Premiums	-	-	-	-	-	-
13	Misc. Expenses	21,069	21,976	36,713	28,100	6,124	28%
14	Utilities	723,050	772,047	794,948	817,000	44,953	6%
15	Travel & Training	42,510	51,171	49,743	57,200	6,029	12%
16	Equipment Rental	17,462	20,000	14,574	21,000	1,000	5%
17	Bldg & Maint Services	132,987	113,969	85,908	129,000	15,031	13%
18	Chemicals	400,476	442,363	334,158	465,000	22,637	5%
19	Permits & Licenses	60,014	55,997	59,283	62,100	6,103	11%
20	Supplies	67,189	84,336	84,352	89,850	5,514	7%
21	Equipment	10,361	10,104	10,400	411,000	400,896	3968%
22	Infrastructure	1,311	-	860,238	-	-	-
23	Claims/Penalties	-	70,000	60,000	75,000	5,000	7%
25	Subtotal	2,276,725	2,384,819	3,227,318	2,931,850	547,031	23%
26	**TOTAL**	**4,170,680**	**4,421,345**	**5,296,763**	**5,222,650**	**801,305**	**18%**

REVENUE

#	Item	FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26	
	By Type:						
27	JPA Assessments	4,185,865	4,361,311	4,361,311	5,169,613	808,302	19%
28	NDWSCP Fees	56,072	60,035	50,639	53,037	(6,998)	(12%)
31	Interest Earnings	-	-	-	-	-	-
32	Misc. Revenue	-	-	-	-	-	-
34	**REVENUE TOTAL**	**4,241,937**	**4,421,346**	**4,411,950**	**5,222,650**	**801,304**	**18%**
	By Agency:						
35	Half Moon Bay	2,545,843	2,627,254	2,627,254	3,162,769	535,515	20%
36	Granada CSD	796,989	821,671	821,671	941,387	119,716	15%
37	Montara WSD	843,033	912,386	912,386	1,065,457	153,071	17%
38	**TOTAL**	**4,185,865**	**4,361,311**	**4,361,311**	**5,169,613**	**808,302**	**19%**

ENVIRONMENTAL COMPLIANCE
By Category

#		FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26 Over/(Under)	
	EXPENDITURES						
	Personnel						
1	Wages	43,219	42,500	43,250	45,000	2,500	6%
2	Premium Pay	2,019	2,100	2,070	3,000	900	43%
3	Health Benefits	6,875	8,011	6,766	8,450	439	5%
4	Retirement Cont.	25,789	24,000	29,680	32,500	8,500	35%
5	Retiree Med/OPEB	67	675	661	750	75	11%
6	Misc. Benefits	2,413	3,415	2,680	3,450	35	1%
7	Subtotal	80,380	80,701	85,107	93,150	12,449	15%
	Non-Personnel						
8	Legal Services	-	-	-	-	-	-
9	Engineering Services	-	-	-	-	-	-
10	Professional Services	87,226	104,309	114,847	112,000	7,691	7%
11	Prof. Memberships	-	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-	-
13	Misc. Expenses	66	-	157	-	-	-
14	Utilities	-	-	-	-	-	-
15	Travel & Training	290	505	250	600	95	19%
16	Equipment Rental	-	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-	-
18	Chemicals	3,486	3,500	4,562	5,000	1,500	43%
19	Permits & Licenses	-	-	-	-	-	-
20	Supplies	18,376	22,998	22,770	25,000	2,002	9%
21	Equipment	2,226	-	-	-	-	-
22	Infrastructure	-	-	-	-	-	-
23	Claims/Penalties	-	-	-	-	-	-
25	Subtotal	111,670	131,312	142,586	142,600	11,288	9%
26	TOTAL	192,050	212,013	227,693	235,750	23,737	11%

#		FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26	
	REVENUE						
	By Type:						
27	JPA Assessments	251,896	212,013	212,013	235,750	23,737	11%
28	NDWSCP Fees	-	-	-	-	-	-
31	Interest Earnings	-	-	-	-	-	-
32	Misc. Revenue	-	-	-	-	-	-
34	REVENUE TOTAL	251,896	212,013	212,013	235,750	23,737	11%
	By Agency:						
35	Half Moon Bay	153,203	127,717	127,717	144,232	16,515	13%
36	Granada CSD	47,961	39,943	39,943	42,930	2,987	7%
37	Montara WSD	50,732	44,353	44,353	48,588	4,235	10%
38	TOTAL	251,896	212,013	212,013	235,750	23,737	11%

INFRASTRUCTURE
By Category

	FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26	
EXPENDITURES					Over/(Under)	
Personnel						
1 Wages	-	-	-	-	-	-
2 Premium Pay	-	-	-	-	-	-
3 Health Benefits	-	-	-	-	-	-
4 Retirement Cont.	-	-	-	-	-	-
5 Retiree Med/OPEB	-	-	-	-	-	-
6 Misc. Benefits	-	-	-	-	-	-
7 Subtotal	-	-	-	-	-	-
Non-Personnel	-	-	-	-		
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	-	-	-	-	-	-
Amended 22 Infrastructure (A)	3,388,625	3,645,000	3,164,267	12,750,000	9,105,000	250% Amended
23 Claims/Penalties	-	-	-	-	-	-
25 Subtotal	3,388,625	3,645,000	3,164,267	12,750,000	9,105,000	250%
26 TOTAL	3,388,625	3,645,000	3,164,267	12,750,000	9,105,000	250%

	FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26	
REVENUE						
By Type:						
27 JPA Assessments	3,000,000	3,645,000	3,645,000	12,750,000	9,105,000	250%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
34 REVENUE TOTAL	3,000,000	3,645,000	3,645,000	12,750,000	9,105,000	250%
By Agency:						
35 Half Moon Bay	1,824,600	2,195,748	2,195,748	7,800,450	5,604,702	255%
36 Granada CSD	571,200	686,718	686,718	2,321,775	1,635,057	238%
37 Montara WSD	604,200	762,534	762,534	2,627,775	1,865,241	245%
38 TOTAL	3,000,000	3,645,000	3,645,000	12,750,000	9,105,000	250%

(A) Breakdown is as follows:

$3,650,000 Sewer Force Main in Montara; $450,000 Effluent Pumps; $100,000 Montara Pump Station, Pump #1; $50,000 Portola Pump Station, Pump #1; $8,500,000 Mid-Year Budget Adjustment for Sewer Force Main in Montara.

SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: **Authorize the General Manager to Enter into a Contract with McGuire & Hester, the Progressive Design Build Contractor, for the Construction of the SAM Force Main in Montara**

Executive Summary

The purpose of this report is to review the attached Guaranteed Maximum Price (GMP) for the SAM Force Main in Montara Replacement Project (FMM) and authorize the General Manager to enter into a contract with McGuire and Hester, the Progressive Design Build Contractor.

Fiscal Impact

The fiscal impact is $14,564,000 including the least expensive option for construction of $13,228,000 plus contingencies of $1,336,000. This will require a mid-year budget adjustment which will be adopted by the Board later. A draft proposed mid-year budget is attached.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 5.3: *"Infrastructure, Operations, and Maintenance,"- "Develop a longest term reasonable perspective in concrete spending terms of potential alternative approaches to managing the system with the objective of decreasing long term costs and environmental impacts and increasing safety."*

Background and Discussion/Report

The Force Main in Montara (FMM) sewer replacement project will replace 13,395 feet of Ductile Iron pipe (DIP) with 13,654 feet of High-Density Polyethylene (HDPE) pipe, install air release valves and air vacuum release valves (18), and install four bypass stations. In addition, the project includes installation of 390 lineal feet of 10-inch HDPE pipe and tie-in to the Princeton force main system. Most of the pipeline installation will be completed by open cut methods, but to limit impacts to environmentally sensitive sites and Highway 1/local traffic, there will be at least five locations utilizing Horizontal Direction Drilling (HDD) and two road crossings utilizing auger bore methods. The FMM is a portion of the Sewer Authority Mid-Coastside Intertie Pipeline System and due to multiple sewer spills from the FMM, the pipeline is required to be replaced by June 30, 2027, as part of a binding legal Consent Decree with Ecological Rights Foundation (ERF).

On November 25, 2024, the SAM Board of Directors authorized the General Manager to enter into a Phase I Progressive Design Build Contract with McGuire & Hester and BKF Engineers (Formerly MNS). Since that time, SAM Staff, SRT Consultants, McGuire and Hester and BKF have been moving forward with designing a project alignment and completing environmental reports needed to obtain the permits required for this project. In accordance with the California Environmental Quality Act (CEQA), an initial study was adopted, and the project was approved by the SAM Board on April 27, 2026. A Coastal Permit Exemption was approved and issued by the San Mateo County Planning Department on May 19, 2026, with the support of the California Coastal Commission.

Permitting agency requirements have been received and incorporated into the 100% Project Plans and Specifications. Unfortunately, the additional requirements of these agencies, particularly the California Transportation Commission (Caltrans), have significantly increased the cost of construction. In addition, the Authority experienced a 3-month delay in the project schedule due to the slow review process of the permitting agencies. It is anticipated that all the permits will be issued within a week of this Board meeting.

The Board of Directors of the Authority reviewed the GMP on July 13, 2026, and requested staff meet with member agency engineers and general managers to address questions that the Board had regarding the cost, timing, and design considerations that led to the 60% design and the GMP.

On July 27, 2026, the Design-Build team of McGuire & Hester and BKF Engineers, SRT Engineers, and SAM staff met with representatives of the member agencies to discuss project design and cost questions. Representatives from the City of Half Moon Bay, Granada Sanitary District and Montara Water and Sanitary District attended the meeting. Discussions included specific design questions, measures that were incorporated into the design to provide the most cost-effective design, cost of delays to the project, and reasons for the exceptions that were listed in the GMP proposal.

Mc Guire and Hester have submitted a revised GMP to SAM that updates the deadlines for the pipe material and jack and bore quotes to be valid through August 31, 2026. In addition, Mc Guire and Hester have revised the list of exclusions to better reflect the reason for each item.

Potential Super El Niño Impacts to Project

It is forecasted that a "Super El Niño" will hit the Central Coast of California this year bringing heavy rains and flooding to the area. Should this occur, adverse weather will make it difficult and costly for McGuire and Hester to complete the project by June 30, 2027. Given this anticipated weather, McGuire & Hester have included additional estimated costs to construct a pipeline during a wet winter including installing significant dewatering wells, constructing stronger trench shoring, the need for multiple mobilization costs and lost workdays during heavy rainfall. Much of the construction will occur adjacent to sensitive habitats that could also be negatively impacted by wet-weather construction activities.

On July 13, 2026, the Board directed the Authority's attorney to initiate negotiations with the Ecological Rights Foundation (ERF) to extend the construction deadline to June 30, 2028.

Guaranteed Maximum Price (GMP) for Construction

Mc Guire and Hester have provided staff with a Guaranteed Maximum Price (GMP) that includes the additional measures needed for safe construction during a rainy winter (Option 1). Option 2 is the GMP to complete the work with a time extension to June 30, 2028, requiring no additional dewatering of trenches or work during inclement weather. A summary of the costs for the options, including going to a competitive bid are provided in the following table.

Guaranteed Maximum Price		
Option 1 - June 2027 Project Completion	Option 2 - June 2028 Project Completion	Project Contingencies to Include in Budget
$17,328,100	$13,228,000	$1,336,000

Option 1 GMP is $17,328,100 with the requirement to work through an El Niño winter to complete construction by 6/30/2027.

Option 2 GMP is $13,228,000 with the ability to work with a time extension to complete the project during better weather conditions by 6/30/28. This will require ERF approval of the time extension.

Option 3 is the cost of a decision to have the engineer complete final plans and specifications for bidding purposes. The Off-Ramp cost in the Phase I agreement is $128,454 to finalize the plans and specifications for the purpose of bidding. This option will delay award of the contract until at least February 2027, which will risk increasing the cost of materials and labor by a minimum of $100,000 per month based on current trends.

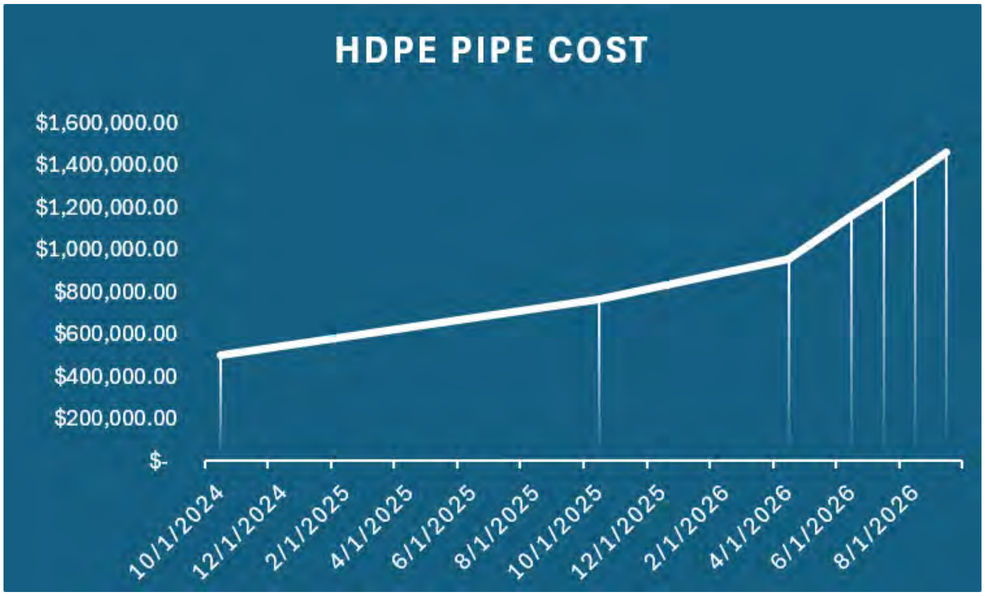
Evaluation of Construction Cost

SAM Staff and SRT Consultants reviewed Mc Guire and Hester's detailed price estimate that led to their GMP and compared it with the 2024 Capital Improvement Program (CIP) estimate of $10,161,000. The combined costs of High-Density Polyethylene (HDPE) pipe materials and changes in agency requirements have added about $2.4 million to the construction costs estimated in 2024 CIP for the project. The remaining increase compared to the 2024 total can be attributed to cost escalation of other materials, increased cost of labor and the cost of design details that were not available for the 2024 CIP cost estimate.

The requirements to fill abandoned pipeline assets with low strength concrete rather than abandoning the pipes in place and to use concrete instead of native soil and gravel to backfill the new pipeline trenches within the California State Transportation Agency (Caltrans) right of way has increased the cost of construction. Caltrans and the County of San Mateo have required increased lengths of horizontal directional drilling pipeline to protect road improvements. Lastly, the costs associated with the final design of bypass vaults increased. The combined additional cost for these items is $1,608,059.

The cost of pipeline materials needed for the project, especially High-Density Polyethylene (HDPE) pipe has steadily increased since October 2025, with this trend expected to continue into the fall of 2026. The pipeline cost estimate for the project in 2024 was $500,000. The following table shows the increase in costs based on actual bids received for the project pipe material since October 2025.

Based on staff's evaluation of the costs included in the GMP, it is our opinion that the GMP Option 2 is a fair and competitive price for the construction of the Force Main in Montara.



Risk Assessment and Contingencies

A Risk Register was developed by Staheli Trenchless to determine the risks associated with the project, the probability of the risk and the monetary impact of the risk. Staheli Trenchless is a subcontractor for the design consultant BKF (formally MNS). SAM Staff, SRT, Staheli Trenchless, McGuire and Hester and BKF were all involved in developing the list of risks, which party owns the risk, and what risks have a high enough impact to be either mitigated or included in the contingencies.

To reduce the risk of encountering granitic rock, a geophysical survey was conducted that determined the risk was low for the Horizontal Directional Drilling (HDD) location of HDD #2. This reduced the cost of purchasing additional drilling equipment and the estimated number of working days required to complete the horizontal directional drilling at that location. The budget for the HDD work was reduced by $1,200,000 for that item.

The risk of utility conflicts was reduced by designing around utilities based on the results of potholing prior to completion of the final plans. Completing potholing resulted in design changes that reduced delays, improved public safety and allowed shallower HDD alignments that will save money and construction time.

Other risks, such as supply chain cost increases and weather-related delays, could not be mitigated and are included in the contingency of $1,306,000. The cost of a risk that is accounted for in the risk register will be available in the amount that was agreed by all parties to be available if that risk is encountered. Any cost above that amount is the responsibility of the owner of that risk. The attached contract includes a description of the contingencies per the Risk Register, who owns the risk and the monetary value that was assigned to that risk. Any use of contingencies will require prior approval by SAM.

The total project contingency is the sum of all anticipated risks with an additional $500,000 for unanticipated risks. The total of all contingencies is 10% of the construction cost. Typically, a contingency of 15% is added to the project construction bid and the risk value is not negotiated prior to commencement of construction. The following table identifies the contingency amount attributable to the contractor and to SAM based on the Risk Register.

CONTRACTOR RISK CONTINGENCY	$480,000
SAM RISK CONTINGENCY	$326,000
ADDITIONAL CONTINGENCY FOR SAM RISK	$500,000
TOTAL	$1,306,000

<u>Exceptions/Clarifications to GMP</u>

At the July 13, 2026, meeting, the Board was concerned about the costs associated with the exceptions/clarifications that were listed in the GMP Proposal by McGuire and Hester. These exceptions are clarifications of what was included and was not included in the GMP Proposal. Several contingency items were discussed further with McGuire and Hester and subsequently removed from the proposal. An updated GMP was provided to SAM on July 31, 2026, to better understand the exceptions and clarifications.

Exceptions provided in the updated proposal are either items that were due to design conflicts or determined to no longer be needed, or items that are included in the Contingencies, if the need arises during construction.

Review of Proposed Contract

SAM provided a preliminary draft agreement to the member agencies after the July 13, 2026 Board meeting for review. A Microsoft Word version of the contract was provided to and comments received from the attorney for the City of Half Moon Bay, Burke, Williams & Sorensen, LLP. These comments have been incorporated into the contract documents.

Anticipated Total Construction Budget

In addition to the construction contract, there is a need for inspection, testing, project engineering and surveying, public outreach, and environmental monitoring services. Proposals for each of the "Other Construction Costs" have been received by the Authority and if the GMP Contract is approved by the Board, staff will return at the next meeting with the additional contracts to be approved by the Board.

The following table provides a summary of all the anticipated costs associated with the construction of the Force Main in Montara Replacement Project. BAGG Engineering's bid has replaced the estimate provided in the previous staff report.

TOTAL FORCE MAIN CONSTRUCTION COSTS		
	Option 1-June 2027 Project Completion	**Option 2-June 2028 Project Completion**
Guaranteed Maximum Price	$ 17,328,100.00	$ 13,228,000.00
Contingencies	$ 1,306,000.00	$ 1,306,000.00
Total Construction Contract	**$ 18,634,100.00**	**$ 14,534,000.00**
SAM Engineering Support - SRT	$ 500,000.00	$ 500,000.00
Public Outreach Communications-KSC	$ 75,000.00	$ 75,000.00
Mitigation Monitoring Consultants-BKF	$ 426,938.00	$ 426,938.00
Construction Testing Services -BAGG	$ 151,000.00	$ 151,000.00
Construction Inspection Services -MCM	$ 800,000.00	$ 800,000.00
Other Construction Costs	**$ 1,952,938.00**	**$ 1,952,938.00**
Grand Total Cost	$ 20,587,038.00	$ 16,486,938.00

Analysis of Options

As previously discussed, Option 1 with a June 30, 2027, completion date is too expensive, risks damaging the environment due to completing construction during a Super El Niño winter and is not likely to be completed by June 30, 2027. Option 3 would put SAM into the situation of being at the mercy of obtaining a low bid, which due to inflation would likely be more expensive than Option 2 and open to multiple change orders which will need a higher project contingency. Both Option 2 and Option 3 require SAM to request ERF to agree to an extension of the project completion date to June 30, 2028.

Option 2 has the lowest GMP and a risk register that summarizes the cost for change orders that could be encountered. The cost of a risk that is encountered is covered by the amount in the risk register and anything above that amount is the responsibility of the owner of that risk. Approval of Option 2 will allow SAM to purchase the pipe materials now to manage the risk of price inflation for those products and save money.

If the Board approves Option 2 and the Phase II Design Build Contract with McGuire and Hester today, it is anticipated that a Notice to Proceed (NTP) will be issued before August 28, 2026, allowing the contractor to issue a purchase order for materials by August 31, 2026.This is contingent on ERF's approval of an extension of the project completion date to June 30, 2028.

Mid-Year Budget Adjustment : A proposed draft mid-year budget adjustment is attached which the General Manager would like to send out to Member agencies. If the Board chooses the lower cost option 2, of the total project cost of $16,486,938 it is proposed to budget a total of $12,150,000 for the fiscal year 26-27 and the balance will be included in the budget for fiscal year 27-28.

Recommendation:

It is recommended by staff that the Board authorize the General Manager to enter into a Progressive Design Build Phase 2 Contract with McGuire & Hester for Option 2 - Not to Exceed Amount of $13,228,000, contingent upon obtaining a time extension from ERF to complete the project by June 30, 2028 and send the attached Draft Mid-Year budget adjustment to Member Agencies for approval.

Attachments:

Attachment A: McGuire and Hester Guaranteed Maximum Price Proposal-rev.1 dated 7/31/26.
Attachment B: Progressive Design Build Contract for the Project with Attachments.
Attachment C: Proposed draft mid-year budget adjustment for fiscal year 26-27

July 31, 2026

To: Kishen Prathivadi
General Manager
Sewer Authority Mid-Coastside

RE: Force Main in Montara Replacement Project – Guaranteed Maximum Price Proposal – Rev 1

Dear Mr. Prathivadi,

We are pleased to submit our GMP pricing proposal for the Force Main in Montara Replacement Project, Phase 2, Construction Services.

Our pricing is based on the 60% design drawing set and project specifications provided by MNS Engineers. The SOW of work to include:
The replacement of 13,395 feet of 12-to-14-inch diameter Ductile Iron Pipe (DIP) with 13,654 feet of HDPE pipe, installing air release valves and air vacuum release valves (18 total), blowoff valves (4 total) and installing four bypass stations. And the installation of 390 lineal feet of 10-inch HDPE pipe and tie-in to the Princeton force main system.
The pipeline replacement will require a combination of open-cut trench installation, horizontal directional drilling through environmentally sensitive areas, and boring under HWY 1 in two locations.

Option 1: Attempt to complete the project on or before June 30, 2027…………..$17,328,100.00

Option 2: Extend the completion date by one year to June 30, 2028…………….$13,228,000.00

Clarifications:

- Jack and bore subcontract includes one mobilization only.
- Jack and bore subcontract pricing expires 8/31/26.
- Piping materials quote pricing 7/31/26. (M&H will cover any increases to this until 8/31/26)
- No work will be done the day before the pumpkin festival, Friday 10/16/26.
- Specification S312316: Calls for slurry backfill in paved areas only. Detail 3, DWG C-32 calls for slurry backfill in all trenches. We are deferring to DWG C-32.
- Detail 3, DWG C-32: Calls for 3" cold mill and AC overlay for entire width of lane. We are not open-cut trenching any road parallel sections of asphalt, so this is not applicable. We are assuming a 12" cut on either side of the trench in perpendicular road crossings.
- The drawings show Class II AB backfill for bypass vaults and the Princeton connection vault. We are assuming that slurry backfill will be acceptable in these locations along with the trench.

- Our pricing includes engineering support during construction, submittal reviews, RFI review and response, construction observation, survey, layout and staking, and record drawings.
- Option 2 does not contain any cost for dewatering. If needed, dewatering will come out of the contingency fund.
- This pricing does not include $480,000 construction contingency identified in the Risk Matrix. This cost will be carried by the owner in the owner's contingency.
- We have included the costs for hydrostatic testing of the new system.
- We have included tracer wires for all HDD installed pipe.
- Because of the shortened construction window and an expected wetter than normal winter in 2026-2027, we cannot guarantee our ability to complete the project as presented in Option 1 on or before June 30, 2027.
- The production rates of some tasks are based on a consistent supply of bulk cement. Freight delays due to site logistics, unforeseen conditions, or traffic delays may impact the production rate.
- The warranty period included in our pricing shall not exceed one year from the date of substantial completion of the project scope.
- HDD pricing is based on drilling in sand, silt, or clay and does not include drilling through rock or cobble.

Exclusions:

- No costs for video inspection of completed systems have been included.
- We have not included costs for air testing any part of the new system.
- We are excluding the costs for the rock and fabric below the pipe bedding as shown in Detail 3 on DWG C-32.
- We have not included costs for engineered calculations for HDD operations.
- We are excluding the cost of gyro location of HDD pipe.
- We have not included costs for the removal or relocation of existing utilities.
- We have not included costs for handling, removal, or disposal of hazardous or contaminated substances.
- No costs have been included for utility settlement, vibration monitoring, sound monitoring, or associated mitigation measures.
- Our pricing does not include labor requirements for local hires or any Disadvantaged Business Enterprise (DBE) requirements.
- We have not included any costs associated with third party testing or inspection.
- Environmental, paleontological, and cultural monitoring costs have not been included.
- Biological resources compliance costs are not included.

Thank you for the opportunity to provide our proposal. If you have any questions, please don't hesitate to contact us.

Sincerely,
McGuire and Hester

Wade Schell

Wade Schell
Preconstruction Manager

Attachment: Standard Terms and Conditions

SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, August 10, 2026

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019. Director Paul Nagengast will be attending Via Zoom from 473 Dolliver Street Pismo Beach Ca 93449.

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.

https://us02web.zoom.us/j/86700411684?pwd=0xsqL6TC2814doE5EMWyTGd6kM67Cm.1

Meeting ID: 867 0041 1684

Passcode: 494558

+16694449171,

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

1. CALL TO ORDER

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

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

Members of the public are welcome to provide public comment in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to kishen@samcleanswater.org. All comments submitted prior to 7 pm on August 10, 2026, will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

A. Approve Minutes of July13, 2026 Regular Board Meeting **(Attachment)**
B. Approve Disbursements for August 10, 2026 **(Attachment)**
C. Monthly Revenue and Expense Report for Period Ending June 30, 2026 **(Attachment)**

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

A. Authorize the General Manager to Enter into a Contract with McGuire and Hester, the Progressive Design Build Contractor, for the Construction of the Sewer Force Main in Montara **(Attachment)**
B. Set Salary and Terms and Conditions of Employment for General Manager and Approve Amended Unrepresented Employees Salary Schedule, Retroactive to July 1, 2026 **(Attachment)**

5. GENERAL MANAGER'S REPORT

A. Monthly Managers' Report – June 2026

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

9. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION

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

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

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

12. ADJOURNMENT

Upcoming Regular Board Meetings: August 24, 2026, and September 14, 2026.

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

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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.

MINUTES
SAM BOARD OF DIRECTORS' MEETING
Regular Board Meeting 7:00 PM, Monday, July 13, 2026

1.CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:01 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

A. Roll Call

Directors, Ruddock, Dye, Boyd, Nagengast, Marsh, and Slater-Carter were present, also present were General Manager Prathivadi, Finance Officer George Evans, Plant Superintendent Tim Costello, and General Counsel Jeremy Jungreis.

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

Kevin Sniecinski, Co-Founder of Coastside Allies, and an active community advocate, stated that 30 community members had a discussion regarding SAM Budgetary Issues, Proper Building Priorities, and Cost Funding being Allocated to Specific Projects.

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

A. Approve Minutes of June 22, 2026, Regular Board Meeting
B. Approve Disbursements for July 13, 2026

Chair Slater-Carter reviewed Item 3A Approve Minutes of June 22, 2026, Regular Board Meeting, and Item 3B Approve Disbursements for July 13, 2026.

Director Marsh moved and Director Ruddock seconded the motion to pass Item 3A Approve Minutes of June 22, 2026, Regular Board Meeting, and Item 3B Approve Disbursements for July 13, 2026.

Marsh/Ruddock/Roll Call Vote: Ruddock Aye/Dye Aye/Boyd Aye/ Nagengast Aye/Marsh Aye/Slater-Carter Aye/8 Ayes/0 Noes. The motion passed.

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

A. Status Update on Annual Comprehensive Financial Report Submitted to Government Finance Officers Association (GFOA) for Fiscal Year Ended June 30, 2025

Chair Slater-Carter Reviewed Staff Report Item 4A Status Update on Annual Comprehensive Financial Report Submitted to Government Finance Officers Association (GFOA) for Fiscal Year Ended June 30, 2025

General Manager Prathivadi stated this is the fifth year SAM has been awarded the Certificate of Achievement Award for Excellence in Financial Reporting, which is the highest form of recognition in government accounting, and financial reporting. Prathivadi shared a short presentation.

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

B. Authorize the General Manager to Enter into a Contract with McGuire and Hester, the Progressive Design Build Contractor, for the Construction of the Sewer Force Main in Montara

Chair Slater-Carter reviewed Item 4B Authorize the General Manager to Enter into a Contract with McGuire and Hester, the Progressive Design Build Contractor, for the Construction of the Sewer Force Main in Montara

General Manager Prathivadi introduced Rachel Lather from SRT Consulting with a presentation on SAM Force Main in Montara Replacement Project Phase 2 Design Build Project, Project Background, Project Status, Project Construction, Risk Reduction Measures, Items Affecting the Total Cost of Construction, Total Construction Cost, and Recommendations.

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

Director Nagengast recommended a Peer Review and would like to review the Progressive Design Build Contract.

Vice Chair Marsh would also like to review the Progressive Design Build Contract and would like to see Member Agencies meet with General Manager Prathivadi, SRT Consulting, and McGuire & Hester to answer any question/concerns that Member Agencies might have before Authorizing the General Manager to Enter into a Contract with McGuire and Hester, the Progressive Design Build Contractor, for the Construction of the Sewer Force Main in Montara.

Director Dye was concerned about all the exclusions that could add up to millions and millions of dollars and recommend more analysts to review.

Director Ruddock had some concerns about the one-year warranty, and agreed to a Peer Review for the Progressive Design Build *Contract*

Director Boyd stated SAM Staff and Team should be confident and able to run a large project without a Peer Review from the three Agencies. Director Boyd would also like to see the Progressive Design Build *Contract.*

Chair Slater-Carter had concerns about the time that it would take for a Peer Review, and the expenses which SAM has already paid for. A discussion ensued. Following discussion Board Members recommend bringing back Item 4B to August 10, 2026, Board Meeting.

C. Set Salary and Terms and Conditions of Employment for Unrepresented Employees and Approve Unrepresented Employees' Salary Schedule, Retroactive to July 1, 2026

Chair Slater-Carter reviewed Item 4C Set Salary and Terms and Conditions of Employment for Unrepresented Employees and Approve Unrepresented Employees' Salary Schedule, Retroactive to July 1, 2026

Dye/Ruddock/Roll Call Vote: Ruddock Aye/Dye Aye/Boyd Aye/Nagengast Aye/Marsh Aye/Slater-Carter Aye/8 Ayes/0 Noes. The motion passed.

D. Set Bi-Weekly Employee Salary Schedule, Effective July 1, 2026

Chair Slater-Carter reviewed Item 4D Set Bi-Weekly Employee Salary Schedule, Effective July 1, 2026

Ruddock/Dye/Roll Call Vote: Ruddock Aye/Dye Aye/Boyd Aye/Nagengast Aye/Marsh Aye/Slater-Carter Aye/8 Ayes/0 Noes. The motion passed.

5. GENERAL MANAGER'S REPORT - NONE

6. ATTORNEY'S – NONE

7. DIRECTOR'S REPORT

Director Ruddock gave an update on the US Army Corps of Engineers.

8. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE

9. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL-PENDING LITIGATION

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

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

The Board went into closed session at 8:48 p.m.

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

The Board came out of closed session at 8:53 p.m. There was no reportable action.

12. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:43 p.m. to the next Regular Meeting July 27, 2026, and August 10, 2026

Respectfully Submitted, Approved By:

Lorri Rovai Administrative Assistant	Board Secretary

SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO:	Honorable Board of Directors
FROM:	Tim Costello, Plant Superintendent
DATE:	August 10, 2026
SUBJECT:	**Monthly Manager's Report – June 2026**

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

The following data is presented for the month *of Junel 2026*.

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

Flow Report (See Attachment A)		
Half Moon Bay	0.757	61.43%
Granada CSD	0.236	19.17%
Montara W&SD	0.239	19.40%
Total	1.233	100.0%

Administration

There were two Regular Board Meeting, and one Regular Adjourned Meeting in the month of June 2026, and two public records requested. There were no articles in the Half Moon Bay Review. There were two articles in the Coastside Buzz Mentions Sewer Authority Mid-Coastside Board Continues to Brainstorm Around Easements for the Solar Power Purchase Agreement as Funding Window Narrows and New Technologies May Offer Better Returns.(June 11, 2026), and With Anticipation for Force Main at Montara's Design-Build Construction Guaranteed Maximum Price, Sewer Authority Mid-Coastside, All JPA Members, Approve 2026-27 Budget.(June 26, 2026).There were no new hires in the month of June. There were two Anniversary in the month of June David Partida Lead Operator, and David Canady Operator I.

Operations & Maintenance

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

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

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

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

Chemical addition this month to the MLSS this month has been consistent primarily due to foaming / filaments. We apply polymer at the front end of the MLSS basin to assist with the foam. This works well for us to get the foam back into solution. We continued with chlorine spray addition as this is a direct application to the filaments in the foam.

Effluent BOD results averaged 12.9 mg/l this month. Our highest result this month was 20 mg/L.

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

Training this month (6/3), we had safety training with Du-all, we encouraged folks from the member agencies to attend any of the training that will relate to them. This month we had refresher on Confined space; this was a hands-on training. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

GSE is continuing work on the effluent pump station project.

During the month of June 2026 rainfall was below the historic normal for Half Moon Bay. The NOAA 10-year average for the area is 0.162 inches of rain for June, (0.28 inches is considered normal). This web link has some very useful data for our area, https://ggweather.com/hmb/. Rainfall totals were as follows: 0.17 inches, (from the NOAA gauge at the plant, slightly below normal for June). Our roof top was 0.16 at the plant, 0.14 inches in the GCSD service area, and 0.21 inches at the MWSD weather station. There were micro-climate variations verified by the data.

<u>Below is a chronological summary of some of the occurrences during the month of June 2026.</u>

6/1/2026 – Daily operator rounds and duties. Mix chemicals for DEOX analyzer in the effluent building. Collect Alpha Lab day 2 samples.

6/2/2026 – Daily ops rounds and duties. Calcon is here at the plant performing calibration on various equipment around the plant. Ferric delivery to the plant. Replaced the tubing on all samplers. Net out and clean the Influent wet well.

6/3/2026 - Daily ops rounds and duties. **GSE is on site working on the final effluent pump project. Du-All safety class on Confined Space for staff. **RF McDonald is here to work on boiler #2 and the gas leak on one of the valves.

6/4/2026 - Daily operator rounds and duties. **GSE is on site working on the final effluent pump project and installing the new elbow on the grit pump 1. Calcon is here at the plant performing calibration on various flow and pressure sensors. Boiler #2 not working properly, contact RF McDonald of the issue.

6/5/2026 - Daily operator rounds and duties. Continue adding polymer and spraying chlorine to the surface of the MLSS tanks due to high foam. Calcon is on site working on equipment calibration.

6/6/2026 - Saturday - Daily ops rounds and duties. Pedro's cleaning service is in the admin building. Mix KI solution for the MICRO analyzer.

6/7/2026 - Sunday - Daily ops rounds and duties. Normal day no issues.

6/8/2026 – Daily ops rounds and duties. Added polymer to both aeration basins. Calcon is here for PLC switch over in the final effluent building. So2 and CL2 chemical system on manual mode. Received a few high SO2 residual alarms in the evening as well as low CL2 residual alarms due to SCADA Chemical programming still trying to adjust to new PLC system.

6/9/2026 – Daily operator rounds and duties. Re-Built it is here on site working on the secondary #2. Collect Alpha Lab Day 2 samples. Exercise all influent pumps.

6/10/2026 - Daily ops rounds and duties. Continue adding polymer and spraying chlorine to the surface of AB3. Place Zone 4 Fire Alarm on test for a month, we have reached out to the company that installed the system, but they have not been overly responsive. **Calcon (William) is working on SO2 and CL2 programming issues. Perform quarterly MDL residual test.

6/11/2026 - Daily ops rounds and duties. **Calcon is here working on the new I/O cabinet wires. **RF McDonald is here working on placing supports for the gas line piping system in the boiler room. **PG&E and Princeton Welding are here for a meeting regarding gas leak behind the administration building and replacing the piping manifold at the regulator. Mechanics performing maintenance on the small influent pumps. Started to refill secondary tank #2 with #3 water.

6/12/2026 - Daily operator rounds and Duties. Continue adding polymer and spraying chlorine to the aeration basin #3. American Portables is here to discharge waste roughly 800 gallons. Calcon is on site working on electrical equipment.

6/13/2026 - Saturday - Daily ops rounds and duties. Adjust Sludge transfer times. No Issues.

6/14/2026 - Sunday - Daily ops rounds and duties. Added polymer to AB3.

6/15/2026 - Daily ops rounds and duties. Washdown Weirs on secondary #1. **Calcon is on site working on electrical equipment and I/O cabinet replacement, needed to run some equipment on hand during this work.

6/16/2026 - Daily ops rounds and duties. Calcon is at the plant working on the I/O cabinet in MB1. **GSE is on site working on the grit pump 2. Cleaned all 4 MLSS DO meters.

6/17/2026 - Daily ops rounds and duties. **Calcon is at the plant working on the I/O cabinet in MB1. Collect Alpha Lab samples day 1. Polymer delivery to the plant. Continue adding polymer to AB3.

6/18/2026 - Daily operator rounds and duties. **Calcon is on site working on the belt press panel and programing. Collect Alpha Lab samples day 2. Sodium

Bisulfite delivery to the plant. DXP chemical pump company is here to meet with Tim for possible replacement of chemical pumps.

6/19/2026 - Holiday - Daily operator rounds and duties. The Gate Guys here to work on the treatment plant gates. Ran gas flare manually due to high gas pressure. Continue adding polymer to AB3.

6/20/2026 - Saturday - Daily operator rounds and duties. Add one polymer tote to AB3 during the day. Normal day, nothing out of the ordinary.

6/21/2026 - Sunday - Daily operator rounds and duties. No anomalies, nothing out of the ordinary.

6/22/2026 - Daily ops rounds and duties. Mechanics performing oil change on all influent pumps. Spray chlorine to MLSS basin surface and polymer to AB3. American portables here to discharge waste at 4pm, grrrr. I did contact the American portables off to discourage late delivers in the future.

6/23/2026 - Daily ops rounds and duties. **Replaced the refrigerator in the lab as it was no longer holding a consistent temperature. Grit pump #2 has major seal leak, place offline.

6/24/2026 - Daily ops rounds and duties. Adding polymer to aeration basin #3. **Assist with washing and cleaning Princeton Pump station due to high levels of grease. **Secondary #1 start removing from service today, Prime RAS pump #2, Start Opening gates for secondary #2 and closing gates for secondary #1 and redirect cl2 to RAS pump 2.

6/25/2026 - Daily operator rounds and duties. Spray chlorine on MLSS surface and add polymer to AB3. Clean all 4 MLSS DO probes. Shut off RAS pump 1. American Portables is here to dump waste. Exercise all influent pumps and rotate chemical pumps.

6/26/2026 - Daily operator rounds and duties. Continue adding polymer and chlorine to AB3. American Portables is here to discharge about 1400 gallons of waste. Repaired a leak on the CL2 hard line that feeds the RAS.

6/27/2026 - Saturday - Daily ops rounds and duties. Normal day. Ran Gas Flare manually to burn off excess gas pressure.

6/28/2026 - Sunday - Daily ops rounds and duties. Collect Alpha Lab samples day 1. Received a couple of waste gas flare failures during the flare start up, did reset and start flare manually.

6/29/2026 - Daily ops rounds and duties. Collect Alpha Lab day 2 samples. Continue adding polymer to AB3. Hypo delivery to the plant. JJ from GSE is here taking measurements of equipment inside the final effluent building.

6/30/2026 - Daily ops rounds and duties. Prepare process paperwork for next month.

Other activities are listed below:

There were 13 deliveries (approximately 8,465 gallons) of truck waste discharged at the SAM Plant for a total revenue of $ 846.50. There were no leachate deliveries to the SAM IPS line in the month of June 2026, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 21,795 feet of sewer line and responded to six calls in contract service areas. Four calls were sewer line related, and two were maintenance service calls. Three of the callouts were during regular business hours or started during regular business hours and went into overtime. The other three calls were after-hour callouts. One call was in the HMB service area, two were in the GCSD service area, and three were in the MWSD service area during the month of June 2026.

HMB – The sewer related call in the HMB service area in the month of June was as follows; 6/5 - Bell building smart cover high level alert. When the crew arrived, they observed that the manhole was surcharged. Crew jetted the main line to restore flow. Blockage was about 80 feet from manhole caused by grease and rags.

There were no maintenance-related calls in the HMB service area in the month of June 2026.

GCSD – The sewer line related calls in the GCSD service area during the month of June were as follows; 6/14 - Call for a sewage odor. When crew arrived, they were unable to detect a sewer odor. Crew member checked cleanouts as wet as up-stream and downstream manholes which all appeared to be flowing normally. There was road work equipment in the area, that could have been the source of the odor.

The maintenance related service call in the GCSD service area during the month of June was as follows; 6/9 - Call for communication alarm from Naples Beach Station, weather conditions were foggy and misty. Tried to reset but did no clear alarms. Cleaned and raised antenna to restore communications. Crew was then able to reset alarms.

MWSD – The sewer line related calls in the MWSD service area were as follows; 6/8 - Crew members replaced e-box and antenna for smart cover at the Harte and Cedar location. Confirmed everything was working. 6/8 - Called by district to investigate a wet spot in the seal cove area. It was just to the west of a private grinder pump, owner has been in contact with repair company, they are currently waiting on parts to arrive.

The maintenance related service call in the MWSD service area during the month of June 2026 was as follows; 6/26 - 7th street lift station high level alarm. Found the pumps were left in the off position from earlier work. Switched pumps to the auto, pumped down wet well and reset alarms.

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

Staff Recommendation

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

Supporting Documents

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

Attachment A

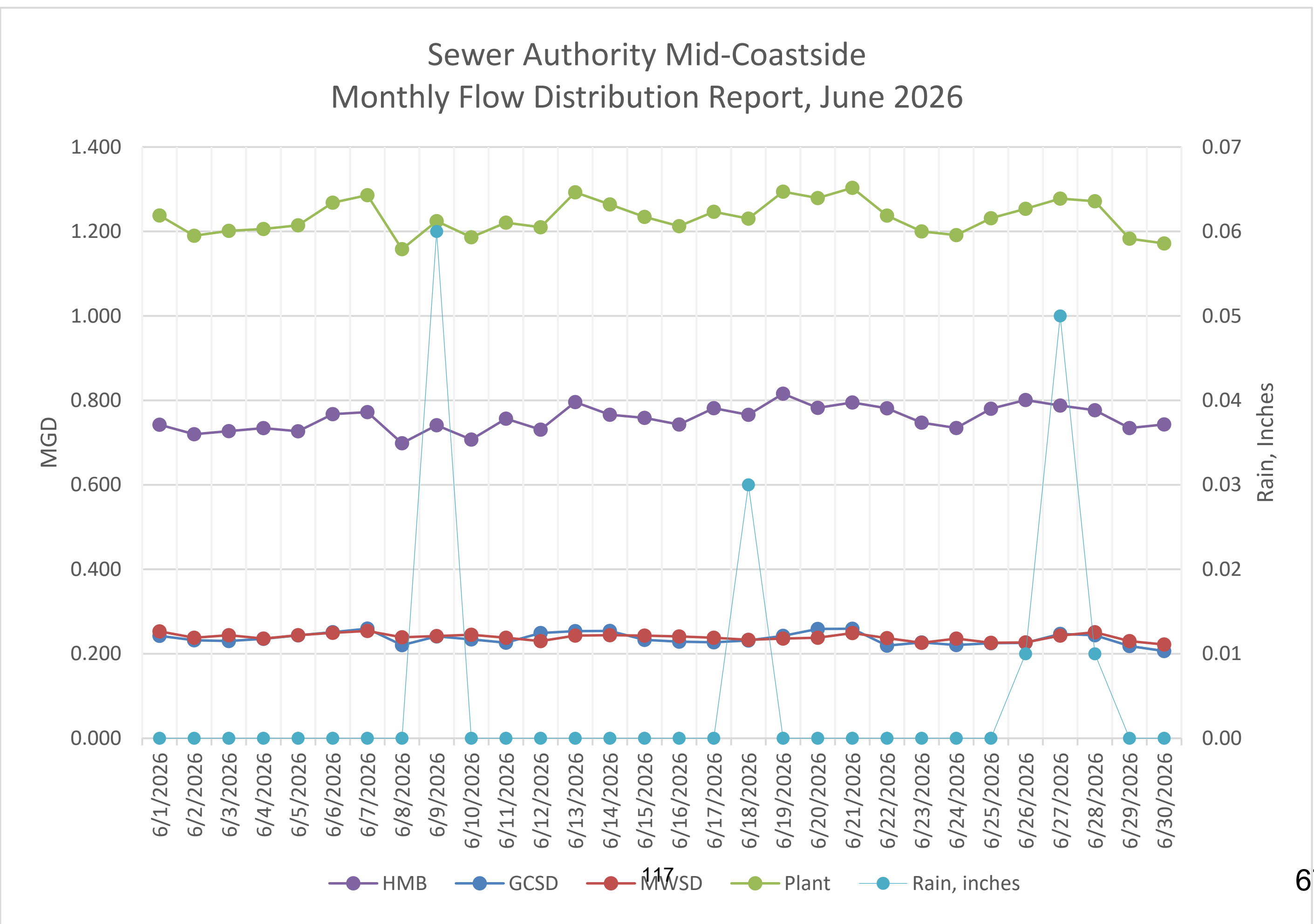
Flow Distribution Report Summary for June 2026

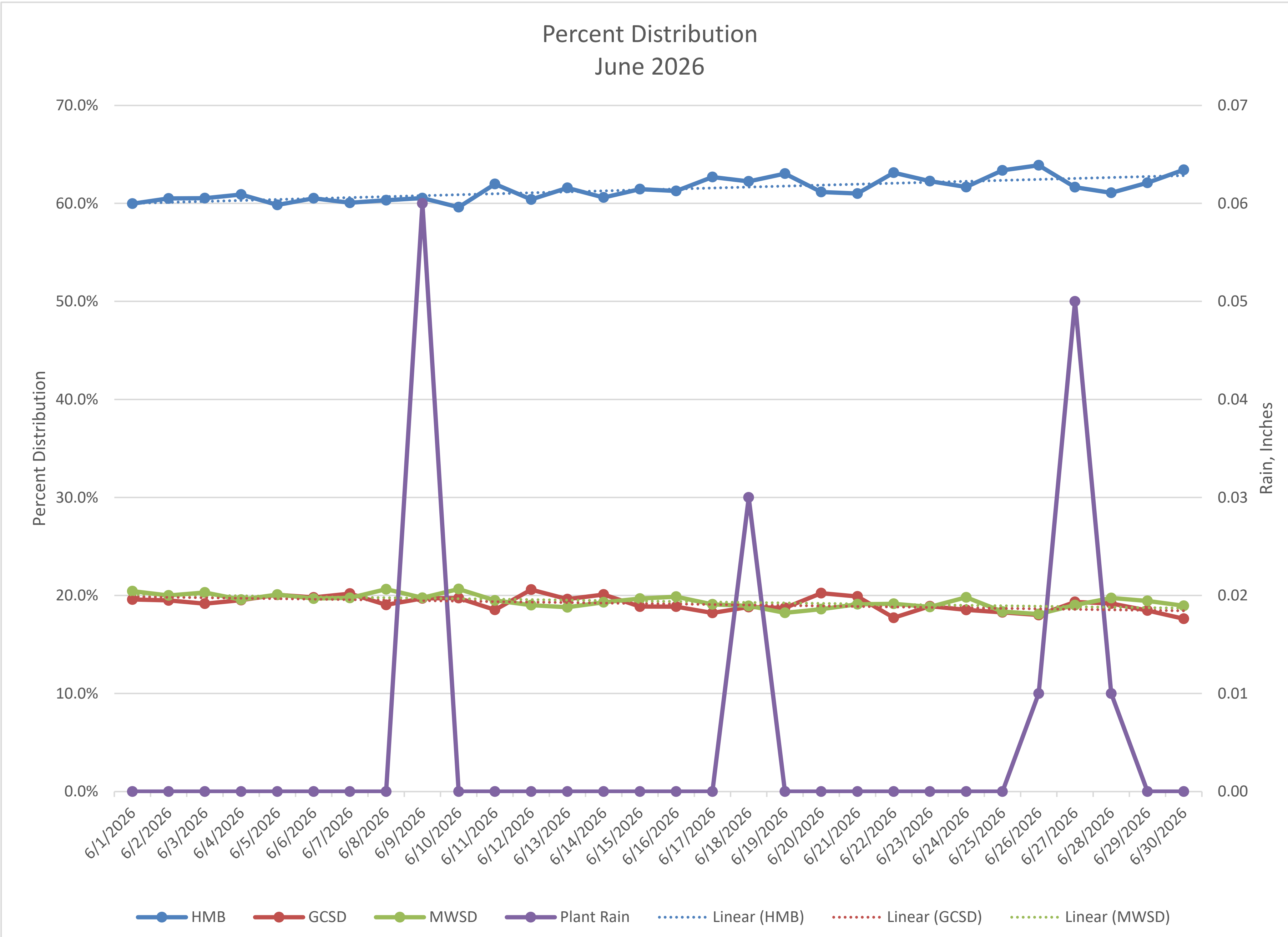
The daily flow report figures for the month of June 2026
have been converted to an Average

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

The summary of the ADF information is as follows:

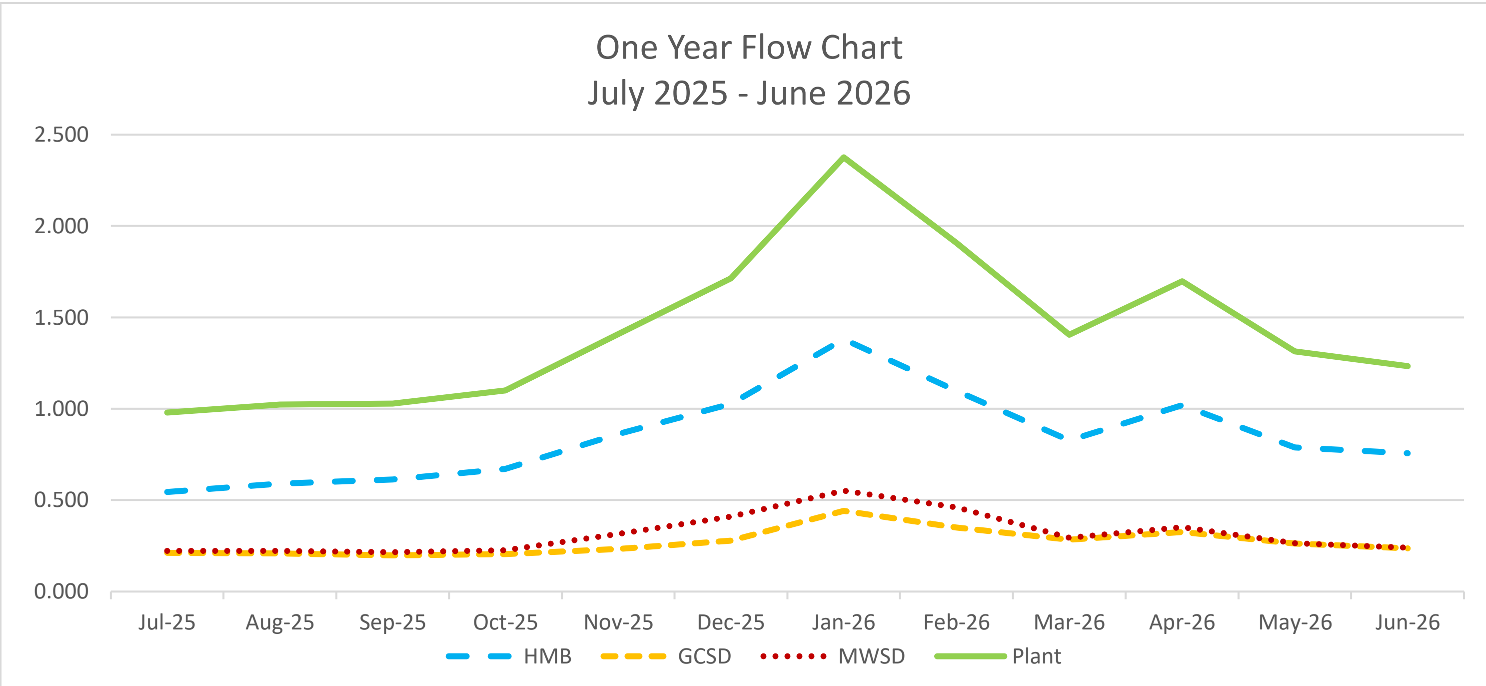
	MGD	%
The City of Half Moon Bay	0.757	61.43%
Granada Community Services District	0.236	19.17%
Montara Water and Sanitary District	0.239	19.40%
Total	1.233	100.0%

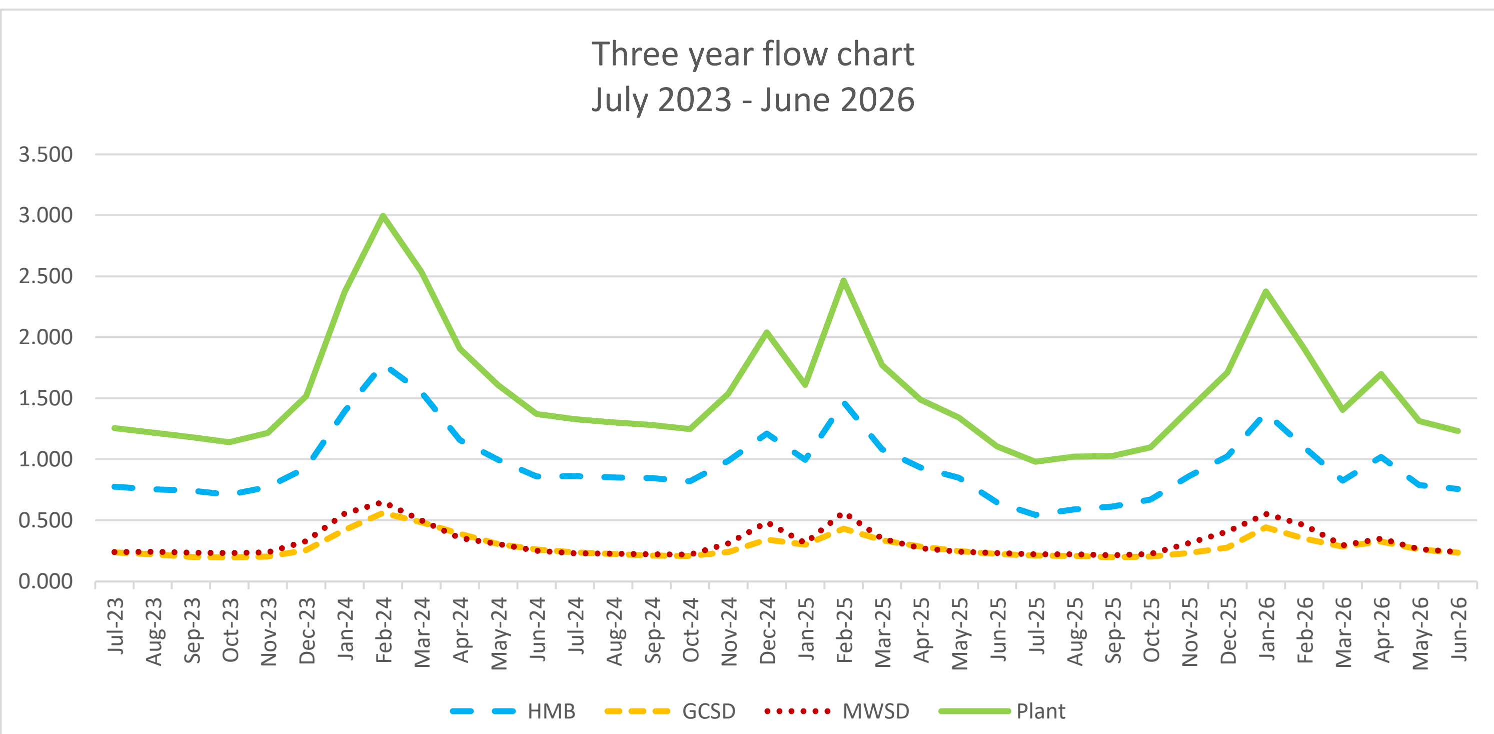




Percent Distribution
June 2026
70.0%
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
Percent Distribution
0.07
0.06
0.05
0.04
0.03
0.02
0.01
0.00
Rain, Inches
6/1/2026
6/2/2026
6/3/2026
6/4/2026
6/5/2026
6/6/2026
6/7/2026
6/8/2026
6/9/2026
6/10/2026
6/11/2026
6/12/2026
6/13/2026
6/14/2026
6/15/2026
6/16/2026
6/17/2026
6/18/2026
6/19/2026
6/20/2026
6/21/2026
6/22/2026
6/23/2026
6/24/2026
6/25/2026
6/26/2026
6/27/2026
6/28/2026
6/29/2026
6/30/2026
HMB
GCSD
MWSD
Plant Rain
Linear (HMB)
Linear (GCSD)
Linear (MWSD)

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





Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, June 2026

June 2026

Number of S.S.O's

	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**

12 Month Moving Total

12 month rolling Number

	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	1	0	0	1	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	4	1	0	1	2
Total	**5**	**1**	**0**	**2**	**2**
		20%	**0%**	**40%**	**40%**

Reportable SSOs

Reportable Number of S.S.O.'s

	Total	HMB	GCSD	MWSD	SAM
June 2026	0	0	0	0	0
12 Month Moving Total	5	1	0	2	2

SSOs / Year / 100 Miles

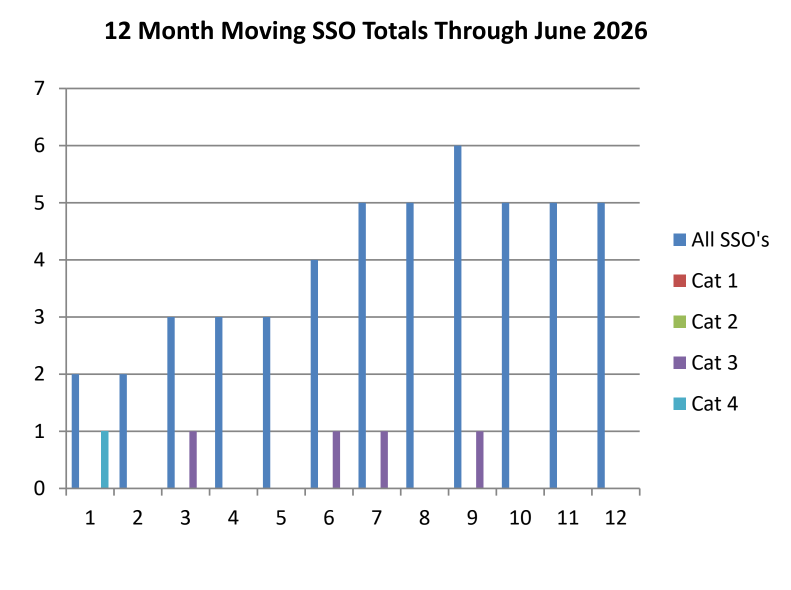
Number of S.S.O.'s /Year/100 Miles

	Total	HMB	GCSD	MWSD	SAM
June 2026	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	2.7	0.0	7.4	27.4
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	3.8	2.7	0.0	3.7	27.4
Category 4	1.0	0.0	0.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

126

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
July - 25	4,613	9,598	5,225	19,436	3.7
Aug - 25	9,341	9,394	9,223	27,958	5.3
Sep - 25	7,017	10,039	5,058	22,114	4.2
Oct - 25	14,567	9,753	9,098	33,418	6.3
Nov - 25	12,217	16,986	10,950	40,153	7.6
Dec - 25	0	9,235	8,160	17,395	3.3
Jan - 26	0	14,510	11,677	26,187	5.0
Feb - 26	11,310	13,557	6,858	31,725	6.0
Mar - 26	14,896	12,212	6,326	33,434	6.3
Apr - 26	12,430	14,599	6,635	33,664	6.4
May - 26	12,352	12,432	4,715	29,499	5.6
June - 26	5,532	9,140	7,123	21,795	4.1
Annual ft	104,275	141,455	91,048	336,778	
Annual Mi.	19.7	26.8	17.2		63.8



Attachment C

TASK SUMMARY- GCSD 2025-26

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	5,546	5,827	7,297	9,770	14,636	9,293	15,202	13,556	11,651	14,263	12,175	9,138		
Hot Spot Cleaning	5,400	1,290	2,782	2,470	518	1,981	920	712	-	-	479	-	-		
Lift Station Inspection - Daily	52	4	4	4	4	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	4	4	4	4		
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-	-	-	-		
Manhole Inspection	879	39	64	67	44	93	46	71	63	52	69	61	37		
USA Markings	372	32	20	45	32	42	53	53	41	53	45	42	62		
F.O.G. Inspections Completed	10	-	-	-	24	-	-	-	-	-	-	-	-		
F.O.G. Inspections Passed	10	-	-	-	15	-	-	-	-	-	-	-	-		
F.O.G. Inspection Failed	-	-	-	-	9	-	-	-	-	-	-	-	-		
Lateral Inspections	-	-	-	-	-	-	-	-	-	-	-	-	-		
Customer Service Call - Reg	-	-	-	-	1	-	-	1	1	2	1	2	-		
Customer Service Call - OT	-	-	-	-	-	1	4	-	-	2	1	-	2		
SSO Response - Category 1	-	-	-	-	-	-	-	-	-	-	-	-	-		
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-	-	-	-		
SSO Response - Category 3	-	-	-	-	-	-	-	-	-	-	-	-	-		
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0	0	0	0		

August 12, 2026

Memorandum

To: Granada Community Services District

From: John H. Rayner, District Engineer

Subject: Engineer’s Report for August 2026

6-Year CIP for FY 2025 - FY 2031

Because of the high cost assigned to GCSD to pay for the replacement of SAM’s Montara force main, only about $100k will be available for CIP pipe replacements in FY26-27. We will continue to work with GCSD staff to develop the FY26-27 CIP.

SAM’s Montara FM Replacement Project

The McGuire and Hester (M&H) Team is providing progressive design build services for the replacement of SAM’s Montara Force Main. The M&H Team has provided SAM with two guaranteed maximum prices (GMP) for construction, the prices differ depending on when construction would be completed. Including contingencies, the GMP for Option 1, for completion by June 2027, is $18.6 million and the price of Option 2, for completion by June 2028, is $14.5 million. SAM staff recommended approving Option 2. Besides the cost of construction, each option requires budgeting an additional $2 million for providing support during construction. If Option 2 is selected, the court ordered deadline of June 30, 2027, would likely need to be extended.

247 San Juan Ave Class 3 Permit

We reviewed the plans submitted with the application for a Class 3 mainline extension and provided our review comments. Awaiting to review the next submittal of plans.

114 Delores Ave Class 3 Permit

Revised plans, dated August 7, 2026, were recently submitted to the District and are currently being reviewed.

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore

Subject: Administrative Staff Report

Date: July 10 to August 14, 2026

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

- Continued coordination for mainline extension at 114 Dolores and 247 San Juan.
- Completed the Electronic Annual Report and the Circular Action Alliance Questionnaire required by CalRecycle.
- Assessment of 480 Avenue Alhambra – repairs to main bathroom toilet.
- Completed the biennial review of the District's Conflict of Interest Code for San Mateo County.
- Attended Coastside Partners Meeting – now called the San Mateo Midcoast Planning Partners (SMMPP) – August 6.
- Attended the CCWD ribbon cutting for the new water tank.
- Holiday Event Planning underway.
- Scheduling outreach events per requirements of SPP – dates coming soon.

PUBLIC RECORDS (ACT) REQUESTS – There were two requests during this period:

Date	Requestor	Documents Requested	Response
7/28/26	S. Crombie	District's existing employee salary report	7/30/26
8/4/26	A. Minsk	Utility Map	8/05/26

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

PERMITS ISSUED - There was one permit issued during this period:

Permit	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3279	1A	8/xx/26	Power	047-181-510	371 El Granada Blvd	5,543	R1/S17

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

Permit	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3269	1A	7/23/26	Jensen	047-056-020	1070 San Carlos Ave, EG	4,696	R1/S17

GRANADA COMMUNITY SERVICES DISTRICT

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

July 16, 2026

This meeting was held in person and via Zoom.

CALL REGULAR MEETING TO ORDER AT 7:00 p.m.
The meeting was called to order at 7:05 p.m.

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

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

GENERAL PUBLIC PARTICIPATION
None.

REGULAR MEETING AGENDA

1. **Park and Recreation Activities.**
    a. Consideration of Cost Estimates, Phasing, and Financing for the Granada Community Park and Recreation Center Project.
    General Manager Chuck Duffy provided an overview of the cost estimates for the three phases of the Community Park and Recreation Center: 1) the new park; 2) the building renovation for the recreation center at 480 Alhambra, and; 3) the new community center building. Each are estimated to cost approximately $7.5 million, meaning that all three phases cannot be funded in the immediate future. The District receives approximately $950,000 annually in property tax revenue and about $500,000 per year in ERAF refund revenue, though continued ERAF funding remains uncertain in the long run. Based on preliminary numbers, and relying only on property tax revenue, the District could finance and fund approximately $10.0M for the project. He cautioned that these are broad estimates and that staff has a meeting scheduled with a financial consultant next week.
    Mr. Duffy stated that his sense of the board's preferred phasing was to prioritize the new park first, followed by renovations to the existing 480 Alhambra building as a community and recreation center second. The proposed new community center building might be dependent on future grant funding. Board members

generally agreed with that approach. The Board discussed re-engaging Townsend Consulting to evaluate grant funding opportunities, which staff said they would follow up with. Director Dye stated that there are also additional opportunities to partner with other local agencies to acquire properties that would help preserve land on the Burnham Strip.
Community member Leni Shultz asked that the Board take a long view on preserving land on the Burnham Strip. Janet Brayer asked for clarification on different revenue and cost components of the project.

b. Report on Planned Recreation Program Events – Ms. Atmore provided a summary of the last month's events and reminded the Board that the Quarterly Recycling Day would be July 21st. Ms. Atmore also asked the Board if they would like staff to pursue a holiday event. Director Randle suggested an opportunity for craft making and Director Bowles suggested having Wilkinson School do caroling.

2. **Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge Report and Delinquent Garbage Account Report and Authorizing the Collection of Said Charges on the Fiscal Year 2026/27 San Mateo County Tax Roll.**
President Dye opened the public hearing. Mr. Duffy stated that the associated sewer service charge list and the delinquent garbage list were both available for review in accordance with the government code. Ms. Atmore provided an overview of the residential and commercial SSC rates, which include a previously approved 5% increase in rates over the prior year. There were no public comments received. President Dye closed the public hearing.
ACTION: Director Marsh moved to approve the Resolution Adopting the Sewer Service Charge Report and Delinquent Garbage Account Report and Authorize the Collection of Charges. (Marsh/Randle). Approved 5-0.

3. **Engineer's Report.**

4. **Administrative Staff Report** – Ms. Atmore reported that she attended the SAM Sewer Emergency Response Plan training on July 15th. She also stated that a call for elections notice is listed on the GCSD website and reported that there had been a small planning meeting for the Coastside Partners group to discuss the format for future meetings.

5. **Report on Sewer Authority Mid-Coastside Meetings** – Director Marsh reported that prior to the July 13 SAM meeting, the SAM Board was provided with a guaranteed maximum price (GMP) by McGuire Hester for the SAM Force Main in Montara. She stated that the SAM Board agreed that additional time was needed to review the proposal and that the SAM General Manager would provide the contract and other back up information to the member agency general managers for further review. Director Marsh explained that two options were presented in the proposal. Option one has a GMP of $17.3 million and would adhere to the current completion deadline of June 2027. The GMP for option 2 is $13.2 million, a $4 million reduction based on a longer construction period that would avoid work in what is anticipated to be a wet winter. Option two would require a construction timeline extension with ERF

to amend the Consent Decree. Director Marsh pointed out that there are additional costs for construction management, permitting, etc., and that the total for Option 2 would be closer to $16 million. Mr. Duffy stated that the approval process needed to follow the tenants of the SAM JPA Agreement, and approval of the construction contract by SAM should not occur prior to approval of a SAM General Budget amendment by the member agencies. He also emphasized the need to see the pace and schedule of construction in order to schedule funding to SAM, which may need to be accelerated based on that construction schedule. Director Dye highlighted that GCSD has about $3.9 million in sewer reserves.

CONSENT AGENDA

6. **June 18, 2026 Regular Meeting Minutes.**
7. **July 2026 Warrants.**
8. **May 2026 Financial Statements.**

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

10. **Attorney's Report. (Parkin)**
11. **General Manager's Report. (Duffy)**
12. **Future Agenda Items** – President Dye requested that options for potential acquisition of land on the Burnham Strip be discussed at a future meeting.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:00 p.m.

Attest:

____
Hope Atmore, Board Secretary

Date Approved by the Board: August 20, 2026

GRANADA COMMUNITY SERVICES DISTRICT

MINUTES
BOARD OF DIRECTORS
SPECIAL MEETING at 6:00 p.m.

July 16, 2026

This meeting was held in person and via Zoom.

CALL SPECIAL MEETING TO ORDER AT 6:00 p.m.

The meeting was called to order at 6:00 p.m.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

Community member Janet Brayer requested copies of any non-privileged information in relation to the closed session items.

ADJOURN TO CLOSED SESSION

1. **Conference with Legal Counsel – Anticipated Litigation.**
   Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9. (three cases).

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

RECONVENE TO OPEN SESSION

No reportable action.

ADJOURN SPECIAL MEETING

Granada Community Services District
August 2026 Warrants
For the August 20, 2026 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
07/16/26	10825	Claudia Marshall	Registration - Learn to Draw 6/17/26 - 7/15/26	5130 Parks & Rec Prof Svcs	700.00
07/16/26	10826	AT&T (Office #5614)	Inv dtd 07/04/26	6170 Utilities	250.61
07/16/26	10827	AT&T (Pump Station #1868)	Pump Stn Inv dtd 07/05/26	6170 Utilities	206.75
07/16/26	10828	Capital Program Management, Inc.	Prof Svcs rendered for construction mgmt ending 6/30/26	7520 Capital Projects Prof Svcs	13,549.50
07/16/26	10829	CliftonLarsonAllen LLP	May/Jun 2026 Svcs	6152 Accounting	7,677.50
07/16/26	10830	Dudek	06/27/26-07/24/26 Prof. Svcs	6151 General Manager	7,200.00
07/16/26	10831	Kankel, Conroy, Rose & Hill Landscape Architectur	July 2026 Landscape Architectural Services	7520 Capital Projects Prof Svcs	23,751.86
07/16/26	10832	KBA Document Solutions, LLC	Inv dtd 08/06/26	6140 Office Supplies	48.46
08/07/26	10833	Tri Counties Bank	Stmt dtd 7/31/26	6140 Office Supplies	979.06
08/20/26	10834	Barbara Dye	07/16/26 GCSD	6040 Directors' Compensation	190.00
08/20/26	10835	BKF Engineers	Inv 26071192	7520 Capital Projects Prof Svcs	23,016.00
08/20/26	10836	CivicPlus	Compliance Essentials Renewal	6190 Computers	3,645.60
08/20/26	10837	Coastside Co Water District	Water utility charges Acct #400-04170-02	6170 Utilities	29.70
08/20/26	10838	Coastside Fire Protection District	Commercial Plan Review	7520 Capital Projects Prof Svcs	988.00
08/20/26	10839	Dudek	06/27/26-07/24/26 Prof. Svcs	6151 General Manager	7,200.00
08/20/26	10840	Group 4 Architecture	Prof. Svcs through 04/30/26	7520 Capital Projects Prof Svcs	3,046.00
08/20/26	10841	Hue & Cry, Inc	Pump Stn Alarm 09/01/26-09/30/26	6170 Utilities	35.59
08/20/26	10842	Jen Randle	07/16/26 GCSD	6040 Directors' Compensation	190.00
08/20/26	10843	Kankel, Conroy, Rose & Hill Landscape Architectur	July 2026 Landscape Architectural Services	7520 Capital Projects Prof Svcs	26,556.25
08/20/26	10844	KBA Document Solutions, LLC	Inv dtd 08/06/26	6140 Office Supplies	54.92
08/20/26	10845	Laura Barcella	Registration - Sound Bath Meditation 8/04/26	5130 Parks & Rec Prof Svcs	87.50
08/20/26	10846	Matthew Allen	07/16/26 GCSD	6040 Directors' Compensation	190.00
08/20/26	10847	Melissa DuBois	Art & Wellness Workshop	5130 Parks & Rec Prof Svcs	54.00
08/20/26	10848	Nancy Marsh	07/16/26 GCSD	6040 Directors' Compensation	190.00
08/20/26	10849	Pacifica Community TV	07/16/26 GCSD	6180 Video Taping	400.00
08/20/26	10850	PG&E (#5133-7)	Inv dtd 08/03/26	6170 Utilities	77.39
08/20/26	10851	PG&E (Office #4277-7)	Office Inv dtd 07/22/26	6170 Utilities	65.09
08/20/26	10852	PG&E (Pump Station #5681-6)	Pump Stn Inv dtd 07/15/26	6170 Utilities	436.94
08/20/26	10853	Rodolfo Romero	Aug Cleaning	6130 Office Maintenance & Repairs	220.00
08/20/26	10854	San Mateo County Harbor District	Office Lease - September 2026	6120 Office Lease	5,363.31
08/20/26	10855	San Mateo Resource Conservation District	CTA-CTA-BS-GCSD - 4/01/26-06/30/26	5110 RCD - Parks	1,128.56
08/20/26	10856	SDRMA	SDRMA Medical Benefit Premiums - September 2026	6062 Medical	5,900.45
08/20/26	10857	Sewer Authority Mid-Coastside	August 2026 Collections & Asmts	5010 SAM - General	196,167.75
08/20/26	10858	State Compensation Insurance Fund	Policy 9164816 - Installment	6080 Insurance	247.75
08/20/26	10859	Underground Service Alert of Northern California a	2026 Membership fee + 2025 billable ticket fee	6100 Memberships	636.66
08/20/26	10860	US Bank Equipment Finance	August 2026 Svcs	6020 Copier Lease	252.28
08/20/26	10861	Wanda Bowles	07/16/26 GCSD	6040 Directors' Compensation	190.00
08/20/26	10862	Wittwer Parkin	Legal Svcs 07/01/26-07/31/26; COI review	6090 Legal Services	2,442.00
08/20/26	006022	Weist Law	Bond Counsel Services (Assessment District)	6090 Legal Services	10,491.25
				TOTAL	**$ 343,856.73**

Financial Statements

Granada Community Services District
June 2026

Table of Contents

Executive Summary

REVENUE (2025/2026)

$5,015,204

▲ 4.7% vs budget

EXPENSES (2025/2026)

$3,817,563

▼ -3.5% vs budget

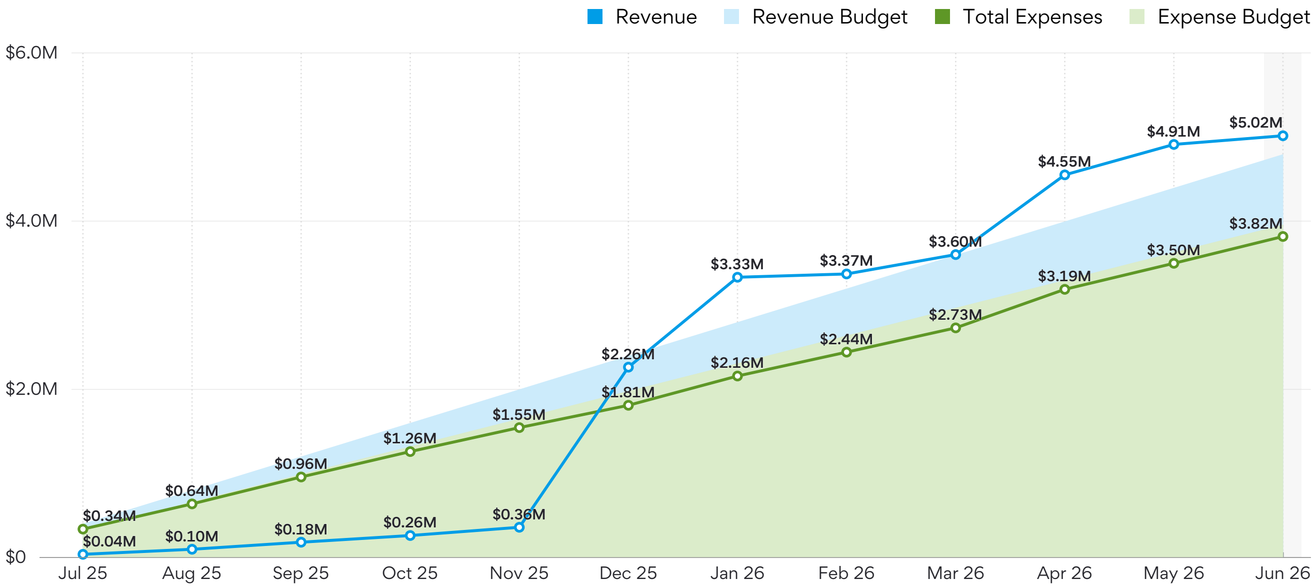
CHANGE IN NET PO... (2025/2026)

$1,197,641

▲ 43% vs budget

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

YTD Cumulative Revenue & Expense Budget Trends

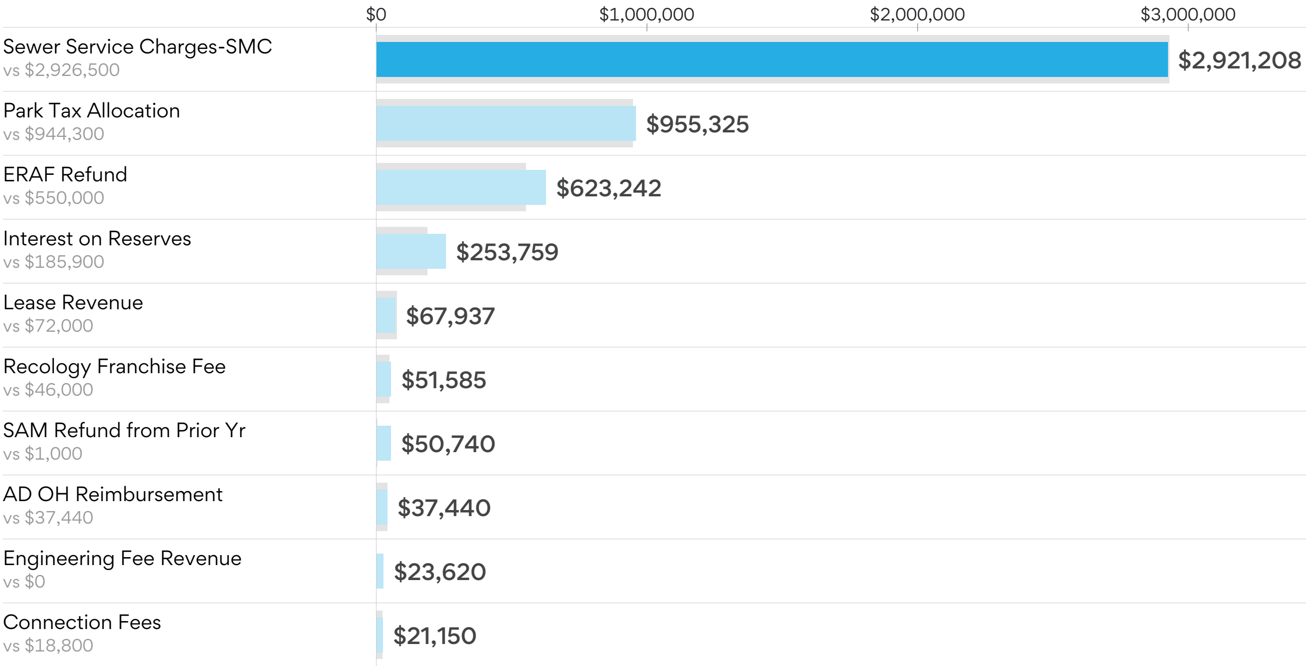


The sharp increases in revenue in December 2025, January 2026 and April 2026 were primarily due to property tax and sewer service charge disbursements from the County of San Mateo. Year-to-date expenses have closely aligned with the budget.

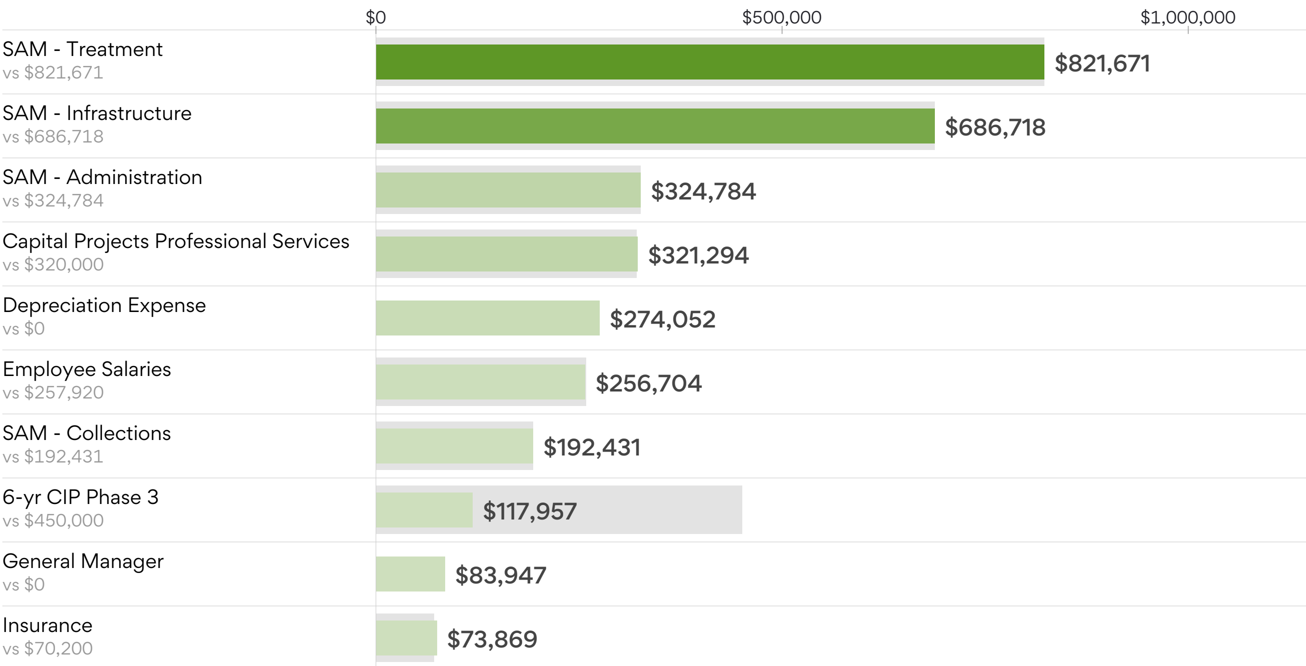
Top 10 Revenues & Expenses

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

Top 10 Revenue breakdown (2025/2026 vs Budget)



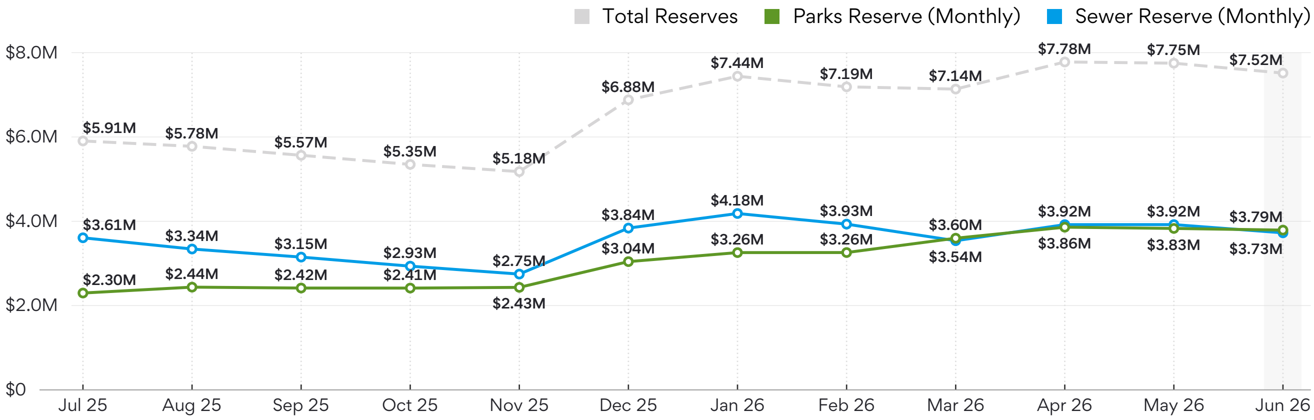
Top 10 Expenses breakdown (2025/2026 vs Budget)



Budgetary Fund Cash Reserves

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

Reserve Balances



Sewer Reserves ($)	**2025/2026**
Beginning Sewer Reserve	3,660,138
Change in Sewer Reserve	65,619
Ending Sewer Reserve	**3,725,757**

Parks & Recreation Reserves ($)	**2025/2026**
Beginning Parks Reserve	2,466,512
Change in Parks Reserve	1,323,827
Ending Parks Reserve	**3,790,339**

Total Cash Reserves ($)	**2025/2026**
Ending Reserves	**7,516,096**

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

Notes to the reader:

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

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

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

The June 30, 2026 financial statements are subject to an audit which is in progress as of August 13, 2026. Any adjustments resulting from this audit are not included in these financial statements. Adjustments may be material.

Financial Statements

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

ASSETS	Jun 2026
Cash & Equivalents	
Petty Cash	$ 1,086
Tri Counties Bank - Gen Op	66,976
Tri Counties Bank - Deposit	8,459
LAIF	9,450
CalTrust Liquidity Fund #0010	7,430,125
Total Cash & Equivalents	**7,516,096**
Accounts Receivable	
Accounts Receivable from Customers	70,947
Other Current Assets	
Prepaid Expenses	11,397
Excess ERAF Receivable	265,873
Total Other Current Assets	**277,270**
Total Current Assets	**7,864,313**
Fixed Assets	
Collections System	12,867,836
Construction in Progress	73,254
Equipment	22,943
Land	2,862,979
Right of Use Assets, Net	27,897
Accumulated Depreciation	(8,721,597)
Total Fixed Assets	**7,133,314**
Investments or Other Non-Current Assets	
Investment in SAM	6,610,092
ERAF 5% Retention Receivable	83,280
Total Investments or Other Non-Current Assets	**6,693,371**
Total Non-Current Assets	**13,826,685**
Total Assets	**21,690,998**
DEFERRED OUTFLOWS OF RESOURCES - PENSION	**112,280**

(Continued on next page)

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

LIABILITIES	Jun 2026
Accounts Payable	
Accounts Payable	89,631
Other Current Liabilities	
Compensated Absences, Current Portion	13,359
Deposits Payable	11,498
Due to AD	418
Payroll Liabilities	3,941
Recology-Delinquent Garbage Payable	74,041
Total Other Current Liabilities	**103,256**
Total Current Liabilities	**192,887**
Other Non-Current Liabilities	
Compensated Absences, Noncurrent	8,959
Lease Liability	29,588
Net Pension Liability	180,689
Total Other Non-Current Liabilities	**219,236**
Total Non-Current Liabilities	**219,236**
Total Liabilities	**412,123**
DEFERRED INFLOWS OF RESOURCES - PENSION	**610**
NET POSITION	
Net Investment in Capital Assets	7,133,314
Net Position - Unrestricted	14,257,231
Total Net Position	**$ 21,390,544**

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

Revenue	Jul-Jun 2026	Expected to Date	Variance YTD	FY25/26 Budget
Operating Revenue				
Sewer Service Charges-SMC	$ 2,921,208	$ 2,926,500	$ (5,292)	$ 2,926,500
Sewer Service Charges-Pro-rated	1,768	-	1,768	-
Connection Fees	21,150	18,800	2,350	18,800
Total Operating Revenue	**2,944,126**	**2,945,300**	**(1,174)**	**2,945,300**
Non Operating Revenue				
Interest on Reserves	253,759	185,900	67,859	185,900
Net Incr.(Decr.) FV of Invstmts	(22)	-	(22)	-
SAM Refund from Prior Yr	50,740	1,000	49,740	1,000
ERAF Refund	623,242	550,000	73,242	550,000
Misc Income - Sewer	4,129	5,000	(871)	5,000
Misc Income - Recreation	8,612	5,000	3,612	5,000
Lease Revenue	67,937	72,000	(4,063)	72,000
Interest Revenue - Leases	1,063	-	1,063	-
Park Tax Allocation	955,325	944,300	11,025	944,300
AD OH Reimbursement	37,440	37,440	-	37,440
Recology Franchise Fee	51,585	46,000	5,585	46,000
Delinquent Garbage Fee	6,667	-	6,667	-
Engineering Fee Revenue	23,620	-	23,620	-
Gain (Loss) on Disposals	(13,020)	-	(13,020)	-
Total Non Operating Revenue	**2,071,079**	**1,846,640**	**224,439**	**1,846,640**
Total Revenue	**5,015,204**	**4,791,940**	**223,264**	**4,791,940**
Expenses				
Operations				
SAM - General	1,186,398	1,186,398	-	1,186,398
SAM - Pass Through Costs	5,900	-	5,900	-
SAM - Collections	192,431	192,431	-	192,431
Depreciation Expense	274,052	-	274,052	-
CCTV	34,540	30,000	4,540	30,000
Pet Waste Station	1,969	-	1,969	-
RCD - Parks	1,352	1,000	352	1,000
Half Moon Bay Reimb - Parks	-	40,894	(40,894)	40,894
Recreation Supplies and Miscellanec	1,114	-	1,114	-
Total Operations	**1,697,756**	**1,450,723**	**247,033**	**1,450,723**
Administration				
Auditing	21,995	18,780	3,215	18,780
Copier lease	2,873	3,670	(797)	3,670
Directors' Compensation	10,450	15,150	(4,700)	15,150
Education & Travel Reimb	-	2,020	(2,020)	2,020
Employee Compensation	411,689	401,830	9,859	401,830
Engineering Services	18,033	40,000	(21,967)	40,000
Insurance	73,869	70,200	3,669	70,200
Legal Services	107,721	135,200	(27,479)	135,200
Memberships	16,232	12,600	3,632	12,600
Office Lease	60,360	64,480	(4,120)	64,480
Interest Expense - Leases	1,742	-	1,742	-
Office Maint./Properties/Supplies	42,133	20,000	22,133	20,000

(Continued on next page)

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

Expenses (Continued)	Jul-Jun 2026	Expected to Date	Variance YTD	FY25/26 Budget
Operations (Continued)				
Professional Services	155,414	153,440	1,974	153,440
Publications/Notices/Marketing Out	3,576	9,360	(5,784)	9,360
Utilities	14,463	16,660	(2,197)	16,660
Video Taping	4,800	5,200	(400)	5,200
Computers	7,919	5,200	2,719	5,200
Miscellaneous	52	10,000	(9,948)	10,000
Bank Service Charges	1,254	-	1,254	-
Permitting/Fees/Filing Fees	8,950	25,000	(16,050)	25,000
Park Related Misc Expenses	-	260	(260)	260
Total Administration	**963,524**	**1,009,050**	**(45,526)**	**1,009,050**
Capital Projects				
SAM - Infrastructure	686,718	686,718	-	686,718
Lift Station Maint.	30,315	28,000	2,315	28,000
Lateral Repairs	-	10,000	(10,000)	10,000
6-yr CIP Phase 3	117,957	450,000	(332,043)	450,000
Capital Projects Professional Service	321,294	320,000	1,294	320,000
Total Capital Projects	**1,156,283**	**1,494,718**	**(338,435)**	**1,494,718**
Total Expenses	**3,817,563**	**3,954,491**	**(136,928)**	**3,954,491**
Change in Net Position	**1,197,641**	**837,449**	**360,192**	**837,449**
Beginning Net Position	**20,192,903**	**20,192,903**	**-**	**20,192,903**
Ending Net Position	**$ 21,390,544**	**$ 21,030,352**	**$ 360,192**	**$ 21,030,352**

Supplementary Information

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

Revenue	Sewer	Parks & Recreation	Total
Operating Revenue			
Sewer Service Charges-SMC	$ 2,921,208	$ -	$ 2,921,208
Sewer Service Charges-Pro-rated	1,768	-	1,768
Connection Fees	21,150	-	21,150
Total Operating Revenue	**2,944,126**	**-**	**2,944,126**
Non Operating Revenue			
Interest on Reserves	138,787	114,972	253,759
Net Incr.(Decr.) FV of Invstmts	(11)	(11)	(22)
SAM Refund from Prior Yr	50,740	-	50,740
ERAF Refund	-	623,242	623,242
Misc Income - Sewer	4,129	-	4,129
Misc Income - Recreation	-	8,612	8,612
Lease Revenue	52,453	15,484	67,937
Interest Revenue - Leases	797	266	1,063
Park Tax Allocation	-	955,325	955,325
AD OH Reimbursement	37,440	-	37,440
Recology Franchise Fee	51,585	-	51,585
Delinquent Garbage Fee	6,667	-	6,667
Engineering Fee Revenue	23,620	-	23,620
Gain (Loss) on Disposal of Capital Assets	-	(13,020)	(13,020)
Total Non Operating Revenue	**366,208**	**1,704,871**	**2,071,079**
Total Revenue	**3,310,333**	**1,704,871**	**5,015,204**
Expenses			
Operations			
SAM - General	1,186,398	-	1,186,398
SAM - Pass Through Costs	5,900	-	5,900
SAM - Collections	192,431	-	192,431
Depreciation Expense	273,722	330	274,052
CCTV	34,540	-	34,540
Pet Waste Station	-	1,969	1,969
RCD - Parks	1,014	338	1,352
Recreation Supplies and Miscellaneous	-	1,114	1,114
Total Operations	**1,694,005**	**3,751**	**1,697,756**
Administration			
Auditing	16,496	5,499	21,995
Copier lease	2,155	718	2,873
Directors' Compensation	7,838	2,613	10,450
Employee Compensation	308,766	102,922	411,689
Engineering Services	18,033	-	18,033
Insurance	55,402	18,467	73,869
Legal Services	105,533	2,188	107,721
Memberships	12,558	3,674	16,232
Office Lease	45,270	15,090	60,360
Interest Expense - Leases	1,306	435	1,742
Office Maint./Properties/Supplies	16,030	26,102	42,133

(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 Twelve Months Ended June 30, 2026
(Continued)

Expenses (Continued)	Sewer	Parks & Recreation	Total
Administration (Continued)			
Professional Services	103,430	51,984	155,414
Publications/Notices/Marketing Outreach	3,456	120	3,576
Utilities	12,929	1,534	14,463
Video Taping	3,600	1,200	4,800
Computers	5,940	1,980	7,919
Miscellaneous	39	13	52
Bank Service Charges	949	305	1,254
Permitting/Fees/Filing Fees	5,049	3,901	8,950
Total Administration	**724,778**	**238,746**	**963,524**
Capital Projects			
SAM - Infrastructure	686,718	-	686,718
Lift Station Maint.	30,315	-	30,315
6-yr CIP Phase 3	117,957	-	117,957
Capital Projects Professional Services	-	321,294	321,294
Total Capital Projects	**834,989**	**321,294**	**1,156,283**
Total Expenses	**3,253,773**	**563,791**	**3,817,563**
Change in Net Position	**$ 56,561**	**$ 1,141,080**	**$ 1,197,641**

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Updated MOU and Resolution with Special District Risk Management Authority

Date: August 20, 2026

The District last approved a Memorandum of Understanding with the Special District Risk Management Authority (SDRMA) to provide a health benefit program to District employees in September of 2019. SDRMA has requested the District approve an updated MOU which is attached to this memo. Updates clarify language and the specific changes from the previous version are detailed in the attached table.

Staff recommends approving the updated MOU and adopting the new Resolution as requested by SDRMA under the Consent Agenda.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "Program"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program (the "Committee") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the Program, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. DEFINITIONS. For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.

a. "Committee" means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.

b. "Coverage Documents" means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.

c. "Program Participation Agreement" means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

2. PURPOSE. ENTITY is signatory to this MEMORANDUM for the sole purpose of enrolling in the Program.

3. ENTRY INTO PROGRAM. ENTITY shall apply for participation in the Program by executing and all forms prescribed by SDRMA. SDRMA shall submit the completed forms to the Program's Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's governing documents and in accordance with the Program's eligibility guidelines.

4. MAINTENANCE OF EFFORT. Program provides health benefits to all active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. ENTITY public officials may participate in the Program only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements

5. PREMIUMS. ENTITY agrees and acknowledges that premiums and rates for the Program are set by the Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit the total monthly amount billed by SDRMA for each category of participants and the census of covered employees, public officials, dependents and retirees. PREMIUMs are based on a full month, and there are no partial months or prorated PREMIUMs. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the

MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.

6. BENEFITS. Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the Program and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to Program underwriter for approval.

7. ASSESSMENTS AND DIVIDENDS. The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

   If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

   After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

8. WITHDRAWAL. ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective. No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. Once ENTITY withdraws from the Program, there is a 3-year waiting period to come back into the Program, and the ENTITY will be subject to underwriting approval.

9. ARBITRATION OF DISPUTES. To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of

Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final and may be entered into any court having jurisdiction.

10. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.

11. VENUE. Venue for any dispute or enforcement shall be in the City of Sacramento, California.

12. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.

13. COMPLETE AGREEMENT. This MEMORANDUM together with the related Program Documents constitutes the full and complete agreement of the ENTITY.

14. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.

15. AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the right of either party thereafter to enforce each and every such provision. If ENTITY fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate this MEMORANDUM and ENTITY'S Program Participation Agreement effective as of the next annual renewal date.

16. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.

17. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: ___________________ By:___________________________________

Special District Risk
Management Authority

Dated: ___________________ By:___________________________________

Granada Community Services District

SDRMA List of Changes to MOU

Section	Previous Language	Revised Language	Description of Change
Definitions	Various terms and definitions, some not clearly defined or missing.	Expanded and clarified definitions for "Committee," "Coverage Documents," "Program Participation Agreement," "Program," and "Program Documents."	Improved clarity and specificity of key terms for better understanding and administration.
Entry into Program	ENTITY shall enroll in the Program by making application through SDRMA.	ENTITY shall apply for participation by executing all forms prescribed by SDRMA, subject to approval by the Program's Underwriter.	Clarifies the application process and emphasizes underwriter approval.
Maintenance of Effort	Program provides health benefits to all participants of the ENTITY.	Specifies eligible participants (active employees, retired employees, dependents, public officials) and outlines optional participation for some groups.	Clarifies eligibility and participation requirements.
Premiums	ENTITY will remit monthly premiums based on rates established by SDRMA.	Premiums and rates are set by the Committee; SDRMA adds an administrative fee. Details on billing, penalties for late payment, and termination for non-payment added.	Adds detail on premium calculation, billing, and consequences for late payment.
Benefits	Benefits as set forth in ENTITY's Plan Summary.	Benefits must be agreed upon with employee organizations and approved by the Program underwriter.	Adds requirement for underwriter approval of plan selections.
Assessments & Dividends	Assessments/dividends used sparingly; allocation based on premiums paid.	Committee may impose premium assessments if funds are insufficient; details on liability for withdrawn entities and dividend formula.	Expands on funding adequacy, assessment process, and dividend distribution.
Withdrawal	ENTITY may withdraw with 90 days' notice.	Notice period extended to 120 days prior to January 1; rescission deadline added; 3-year waiting period for re-entry after withdrawal.	Tightens withdrawal process and re-entry requirements.
Arbitration	Not previously specified.	Adds binding arbitration clause for disputes, specifying Sacramento, CA as venue.	Introduces formal dispute resolution process.
Amendment	Amendments require written agreement by both parties.	Clarifies amendment process, including SDRMA's right to terminate if ENTITY does not execute required amendments.	Strengthens amendment and termination provisions.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2026-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GRANADA COMMUNITY SERVICES DISTRICT APPROVING THE FORM AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEATH BENEFITS PROGRAM

WHEREAS, the Granada Community Services District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.,* for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

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

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved.

The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

Section 5. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. Effective Date. This resolution shall take effect immediately upon its passage.

The above Resolution was passed and adopted at a meeting of the Board of Directors of the District held on the 20th day of August, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

____
Hope Atmore, District Board Secretary

GRANADA COMMUNITY SERVICES DISTRICT

August 20, 2026

FUTURE AGENDA ITEMS

#	Agenda Item	By	Est. Date	Notes
1	GCSD Policies Update	Staff	Ongoing	
2	Assessment District Policy Changes	Staff	Sept/Oct	
3	Recology 2027 Price Increase	Staff	Sept/Oct	
4	Discussion of Land Acquisition	Dye	Sept/Oct	
5	GM Contract Agreement	Staff	October	
6				
7				