



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, October 19, 2023

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

The Board of Directors' meeting room is open to the public during open session. To maximize public access to public meetings, the Granada Community Services District staff and board members will 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:

<p>Topic: GCSD Board Meeting Time: Aug 17, 2023 07:00 PM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting https://us02web.zoom.us/j/82642686214</p> <p>Meeting ID: 826 4268 6214</p>	<p>OR</p> <p>Dial by your location +1 669 444 9171 US</p>
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CALL REGULAR MEETING TO ORDER AT 7:00 p.m.

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

ROLL CALL

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

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

Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	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.

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

- a. Report on Granada Community Park and Recreation Center.
 - i. 3D Renderings - KKDG
 - ii. Townsend Proposal
- b. Report on planned Recreation Program Events.

2. Review of Recology Rate Increase.

3. Consideration of Renewal of Office Lease for 504 Avenue Alhambra, 3rd Floor.

Recommendation: Approve the Office Lease Agreement in substantial conformance subject to Legal Counsel approval.

4. Consideration of Independent Contractor Agreement for General Manager Services.

Recommendation: Approve Independent Contractor Agreement.

5. Engineer's Report.

6. Consideration of Approval of SAM Request for Funding to Replenish Reserve Funds in the amount of \$50,739.80.

Recommendation: Approve the SAM Funding Request.

7. Report on Sewer Authority Mid-Coastside Meetings.

CONSENT AGENDA

8. September 21, 2023 Special and Regular Meeting Minutes.

9. October 2023 Warrants.

10. August 2023 Financial Statements.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

12. Attorney's Report. (Parkin)

13. **General Manager's Report. (Duffy)**
14. **Administrative Staff Report. (Atmore)**
15. **Future Agenda Items.**

ADJOURN REGULAR MEETING

At the conclusion of the September 21, 2023 Regular Meeting:

Last Ordinance adopted: No. 176

Last Resolution adopted: No. 2023-12

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

Except for records exempt from disclosure under section 6254 of the Public Records Act, all materials distributed to the Board for the Agenda are disclosable to the public upon request. Please contact Nora Mayen at (650) 726-7093 or via email at gcsdadmin@granada.ca.gov to request assistance with either of these issues.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Parks and Recreation
Date: October 19, 2023

Granada Community Park:

- Kikuchi + Kankel Design Group has completed a first round of 3D renderings of Granada Community Park for review by the Board. Renderings also incorporate location options for the proposed library kiosk.
- The District is in receipt of a grant writing and funding advocacy proposal from Townsend Public Affairs. The proposal offers two agreement options; an all inclusive retainer at \$3500/month, or a per project fee at \$5000-\$15000 per application.

Recreation Program Events:

- The Coastside Land Trust (CLT) Junior Land Stewards Program funding request for FY 23/24 was received October 10, 2023. Per the 5/19/23 Board vote, GCSD agreed to fund this program for 3 years at \$12,000 per year. Funding will go out with October warrants and reporting from CLT will begin in December.
- Materials for the skate ramp resurfacing project have been ordered with delivery expected the week of October 16th. Informational signage will be posted at the ramp once the repair schedule is determined.
- Quarry Park Movie night was re-scheduled from September 30th to October 7th due to poor weather conditions. Movie was well attended with approximately 100 people participating.
- Final Ramp Jam event occurred October 7th. No feedback from organizer on attendance throughout the day. There were no noise complaints from community members to the District office.
- Nature Journaling sessions had small but enthusiastic participation.

TOWNSEND

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**Proposal for
Grant Writing & Funding
Advocacy Services**

October 5, 2023

October 5, 2023

Nancy Marsh, Board President
Granada Community Services District
504 Avenue Alhambra, 3rd Floor
El Granada, CA 94018

Dear Ms. Marsh:

Thank you for the opportunity for Townsend Public Affairs, Inc. ("TPA") to submit our proposal for Grant Writing and Funding Advocacy Services to the Granada Community Services District ("GCSD").

Since its inception in 1998, TPA has earned the reputation as ***Champions 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 the individual needs of each client by leveraging the breadth and depth of our team as well as our vast network of relationships with key stakeholders and decision makers.

Utilizing this method on behalf of our clients, TPA has shepherded over 100 legislative and regulatory proposals into law and secured over \$2.8 billion in grants from state, federal, and local government agencies as well as nonprofit foundations and private companies.

Thank you again for your interest in our firm and your 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



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

- **Founder/Owner/President:** Christopher Townsend
- **Advocacy Success:** Shepherded **over 100** client-sponsored legislative proposals into law
- **Funding Success:** Over **\$2.8 billion** in state, federal, and local government grants as well as grants from nonprofit organizations and private companies
- **Longevity:** 25 years (founded in 1998)
- **Number of Employees:** 21
- **Number of Registered Grant Writers State and Federal Lobbyists:** 16
- **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:**
 - Water and Sanitation Districts
 - City Governments
 - County Governments
 - Transportation Districts
 - K–12 School Districts
 - Community College Districts
 - Parks and Recreation Districts
 - Fire Protection Districts
 - Museums, Science Centers, and Cultural Facilities
- **Areas of Specialization:**
 - Water and Sanitation Policy and Infrastructure
 - Local Governance (Cities, Counties, Special Districts)
 - Transportation Policy and Infrastructure
 - Education Policy and Infrastructure
 - Housing and Economic Development
 - Parks and Community Facilities (Recreational, Cultural, Historical)
 - Energy, Environment, and Natural Resources
 - Public Safety
 - Budget and Finance



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 as well as 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	\$134.1 Million	\$13.2 Million	\$147.3 Million
Transportation	\$644.1 Million	\$233.4 Million	\$877.5 Million
Education	\$256.9 Million	\$49.9 Million	\$306.8 Million
Parks and Recreation	\$290.7 Million	\$30.6 Million	\$321.3 Million
Cultural Resources	\$140 Million	\$14.2 Million	\$154.3 Million
Housing and Development	\$767.4 Million	\$26.7 Million	\$794.1 Million
Public Safety	\$146.6 Million	\$79.1 Million	\$225.7 Million
TOTAL	\$2.4 Billion	\$447.3 Million	\$2.8 Billion

A DETAILED 20-PAGE SCHEDULE OF OUR STATE, FEDERAL, AND LOCAL GRANT FUNDING ACHIEVEMENTS CAN BE PROVIDED UPON REQUEST



EXAMPLES OF SUCCESSFUL STATE/FEDERAL EARMARKS

The following charts detail TPA’s success in securing state and federal earmarks over the past several years. For each award, TPA strategized with our clients to identify priority projects and transform them into budget requests. TPA then worked closely and diligently with state and federal legislators and their staff, relevant committee members, and other key stakeholders to ensure our client projects were included in the final official budget.

FY 2023–24 STATE BUDGET EARMARKS		
Client Name	Project	Amount Awarded
City of Agoura Hills	Bikeway Master Plan Implementation	\$500,000
City of Anaheim	Haskett Library Makerspace	\$300,000
	Store One Upgrades	\$1,000,000
	Mobile Family Resource Center Operations	\$1,500,000
City of Avalon	Cabrillo Mole Phase II	\$2,000,000
City of Costa Mesa	Behavioral Health Unit	\$750,000
City of Del Mar	Sand Replenishment	\$500,000
City of El Monte	Pioneer Park	\$500,000
City of Emeryville	40th Street Corridor Improvement	\$750,000
City of Fremont	Multi-Service Community Center At Central Park	\$1,000,000
	Housing Navigation Center	\$500,000
	Commercial District Wi-Fi Access Expansion Project	\$1,500,00
City of Gardena	Rowley Park Gymnasium Renovation	\$3,000,000
	Mas Fukai Park	\$2,000,000
City of Half Moon Bay	Coastside Farmworker Housing Development	\$2,000,000
	Affordable Housing Projects	\$1,250,000
City of Hayward	St. Rose Hospital Sub-Acute Facility	\$2,000,000
	Stack Youth and Family Center Phase II	\$2,500,000
	Hayward Evaluation and Response Teams (HEART)	\$1,212,000
City of Irvine	Real Time Crime Center	\$2,000,000
	Public Safety Enhancements	\$990,000
City of Kingsburg	Fire Department Ladder Truck	\$350,000
City of La Habra	Vista Grande Park	\$2,000,000
City of La Verne	EOC Upgrades	\$200,000
City of Laguna Beach	Moss Street Beach Access Improvements	\$1,225,000
	Moulton Meadows Dog Play Area	\$300,000
City of Mendota	Community Center	\$8,000,000
City of Modesto	Downtown Streets Teams	\$1,000,000
	Awesome Spot Playground	\$400,000
	Modesto MoBeautiful	\$250,000
City of Monterey Park	Fire Station Rehab	\$2,000,000
City of Morro Bay	Storm Drain Replacement - Sequoia Court	\$300,000
City of Newport Beach	Trash Interceptor	\$1,600,000
City of Oakley	East Cypress Road Widening	\$2,000,000
City of Oceanside	OFD Training Center - Portable Buildings/Pump Facility	\$500,000
City of Orange	Homeless Resource Center, Phase I	\$1,000,000
	Homeless Resource Center, Phase II	\$2,000,000
City of Parlier	Indoor/Outdoor Regional Sports Park	\$1,000,000
City of Pleasanton	PFAS Water Treatment Project	\$1,000,000



City of Reedley	Transitional Housing Facility Improvements	\$150,000
	Sports Park Field Lighting	\$350,000
	EV Charging Facilities	\$100,000
City of San Leandro	Nimitz Motel Acquisition	\$2,500,000
City of San Pablo	San Pablo Recreation/Space Project	\$3,000,000
City of Santa Clara	SC Overnight Care Locations	\$1,800,000
	Regional Public Safety Interoperable Radio Communications	\$1,750,000
City of South San Francisco	Great America Parkway	\$200,000
City of Temecula	Ynez Road Improvements	\$1,000,000
City of Tulare	Tulare Fire Department Equipment	\$1,000,000
City of Tustin	Tustin Legacy Park	\$750,000
Consumnes Community Services District	Elk Grove Regional Veterans Memorial Wall	\$1,000,000
Contra Costa County Fire Protection District	Firefighter Peer Support & Crisis Referral Pilot	\$2,500,000
Discovery Cube Los Angeles	STEM Walk and Ride Trails Project	\$933,000
Hesperia Parks and Recreation District	Corporation Yard Relocation/Construction	\$2,000,000
Orange County Pacific Symphony	Education and Enrichment	\$2,000,000
TOTAL FY 2022–23 STATE BUDGET EARMARKS		\$73,910,000

FY 2022–23 STATE BUDGET EARMARKS		
Client Name	Project	Amount Awarded
California Academy of Sciences	Thriving California Environmental Learning Plan	\$2,100,000
City of Agoura Hills	Linear Park Project	\$6,000,000
City of Anaheim	Boysen Park Rehabilitation	\$15,000,000
City of Berkeley	Marina and Pier Projects	\$15,000,000
City of Buena Park	Water System Improvements	\$5,000,000
City of Compton	Artesia Boulevard Bridge Rehabilitation	\$12,000,000
City of Costa Mesa	Citywide Park Project	\$10,000,000
	Ketchum Liboldt Park	\$1,200,000
	Fairview Developmental Center	\$3,500,000
City of Del Mar	Del Mar Bridge Replacement Project	\$2,200,000
City of Dinuba	Fire Department Equipment and Training	\$2,000,000
City of Farmersville	Fire Station Construction	\$7,000,000
City of Fremont	Teen Center Building Upgrades	\$8,000,000
	Sabercat Bridge and Trail project open space acquisition and planning	\$6,000,000
	I-680 Sabercat Bridge Infrastructure	\$6,000,000
	Housing Navigation Center	\$500,000
City of Fullerton	Navigation Center Project	\$6,000,000
City of Gardena	Broadband Infrastructure	\$4,000,000
	Revitalization of Gardena Boulevard	\$2,000,000
City of Hayward	Scattered Site Housing Model to Create Cost-Effective Permanent Housing for Unhoused Individuals	\$5,400,000
City of Huntington Beach	Mental Health Crisis Unit	\$1,500,000



City of Irvine	Sweet Shade Park	\$2,800,000
	Mental Health Crisis Unit	\$1,500,000
City of La Habra	Imperial/Coyote Creek Sinkhole	\$8,500,000
City of Laguna Beach	Mental Health Crisis Unit	\$1,500,000
City of Merced	Merced Regional Fire Training Center	\$3,000,000
City of Oakland	Teachers Rooted in Oakland (TRiO) Program	\$5,000,000
City of Palo Alto	Replacement of Fire Station 4	\$5,200,000
	Newell Road Bridge Replacement	\$2,000,000
City of Parlier	Parlier Police Station	\$2,500,000
City of Santa Clara	Magical Bridge All-Inclusive Playground in Central Park	\$800,000
City of South San Francisco	Linden Park Project	\$3,200,000
	County of San Mateo Union Community Alliance	\$1,500,000
City of Tustin	Centennial Park Rehab Project	\$4,800,000
Discovery Cube Los Angeles	Sustainability Park Project	\$5,000,000
Discovery Cube Orange County	Santiago Creek Sustainability Park	\$10,000,000
Imperial County	Lithium Valley Specific Plan and PEIR	\$5,000,000
Land Conservancy of San Luis Obispo County	Camatta Ranch Preservation	\$2,500,000
North Orange County Public Safety Task Force	Servicing the Public Safety Collaborative efforts within the cities of Anaheim, Brea, Buena Park, Fullerton, La Habra, Stanton, and Placentia	\$8,000,000
Oakland Museum of California	Calli Americas Poster Collection Digitizing and Cataloguing Project	\$250,000
Port of Hueneme	eCrane - Electrical Crane Plug-In Infrastructure	\$5,000,000
Tri-Valley Cities Coalition	Valley Link Rail Project (Environmental Study and Preliminary Engineering)	\$5,000,000
TOTAL FY 2022-23 STATE BUDGET EARMARKS		\$200,950,000

FY 2021-22 STATE BUDGET EARMARKS		
Client Name	Project	Amount Awarded
City of Costa Mesa	Regional Fire and Rescue Facility Improvements	\$2,500,000
City of Del Mar	Del Mar Fairgrounds Operating Shortfall	\$3,500,000
City of Emeryville	Affordable Housing Site Remediation	\$2,500,000
City of Farmersville	Fire Engine Acquisition	\$750,000
City of Fremont	Mission Blvd Interchange Modernization Project	\$7,200,000
City of Fullerton	Hunt Library Restoration	\$2,750,000
	Homelessness Recuperative Center	\$4,000,000
City of Half Moon Bay	Carter Park Renovation Project	\$4,750,000
City of Hayward	Hayward Navigation Center	\$662,000
	South Hayward Youth Family Center Project	\$1,000,000
City of Irvine	Bommer Canyon Fire Prevention Efforts	\$1,000,000
City of Lafayette	Safe Pathway for Children Trail	\$238,000
City of Modesto	Infrastructure Improvements to County Islands	\$5,000,000
City of Oakland	Oakland Fund for Public Innovation for the California Entrepreneurship Capital in the Community Initiative	\$8,000,000
	Local Jurisdiction Assistance for Cannabis Equity	\$9,905,020



	Program	
	Oakland MACRO Project	\$10,000,000
	Port of Oakland Freight and Passenger Infrastructure Enhancements	\$280,000,000
City of Pismo Beach	Public Safety Communications Equipment	\$470,000
City of Reedley	Olson/Kings River Sewer Main Replacement	\$2,800,000
City of San Leandro	Memorial Park Rehabilitation Project	\$2,750,000
City of San Pablo	Alternative Policing and Mental Health Program	\$2,000,000
City of Santa Ana	Youth Facilities Improvements	\$4,000,000
City of South San Francisco	Vehicle License Fee Adjustment	\$3,000,000
City of Tracy	Multi-Generational Recreation Center	\$5,000,000
City of Tustin	New Emergency Backup Generator	\$1,500,000
Discovery Science Foundation	Discovery Cube of Orange County Re-Opening Operating Expenses	\$2,040,000
	Discovery Cube of Los Angeles Re-Opening Operating Expenses	\$2,600,000
North Orange County Public Safety Task Force	North Orange County Public Safety and Homelessness Task Force Program Extension	\$7,800,000
TOTAL FY 2021–22 STATE BUDGET EARMARKS		\$377,715,020

FY 2019–20 STATE BUDGET EARMARKS		
Client Name	Project	Amount Awarded
City of Agoura Hills	Stormwater Treatment Project	\$1,000,000
City of Avalon	Underground Fuel Tank Removal and Replacement	\$500,000
City of Buena Park	Historical Facilities Renovations	\$500,000
City of Costa Mesa	Lions Community Park	\$1,000,000
City of Dinuba	Water Well Replacement	\$1,000,000
City of Huntington Beach	Multi-Use Blufftop Path	\$1,700,000
City of Laguna Beach	Laguna Canyon Road Fuel Modification	\$1,000,000
City of Oakland	Public Safety Projects	\$4,000,000
	Bus Services	\$1,000,000
City of Selma	Storm Drain, Storage, and Recharge	\$1,500,000
Discovery Cube of Los Angeles	Natural Resources Pavilion	\$5,000,000
Discovery Cube of Orange County	Property Acquisition/Parking Structure	\$10,000,000
East Contra Costa Fire Protection District	Equipment, Vehicles, and Facilities Acquisitions and Improvements	\$500,000
North County Transit District	Del Mar Bluffs Stabilization Project	\$6,130,000
Tri-Valley Cities Coalition	Dublin Sports Grounds All-Abilities Playground	\$1,400,000
TOTAL FY 2019–20 STATE BUDGET EARMARKS		\$36,230,000

**CUMULATIVE TOTAL STATE BUDGET EARMARKS
FOR FY 2019–20, FY 2021–22, FY 2022–23, AND FY 2023–24:**

\$688,805,020



FY 2023 FEDERAL APPROPRIATIONS EARMARKS		
Client	Project	Amount Awarded
City of Avalon	Pebble Beach Road	\$2,000,000
Affordable Community Living	Veteran Housing Project	\$1,000,000
City of Berkeley	Martin Luther King Junior Youth Services Center Renovation	\$750,000
City of Del Mar	Shoreline Access Improvement Project	\$750,000
Discovery Cube Los Angeles	Community Pavilion and Gardens	\$2,000,000
Discovery Cube Orange County	Santiago Creek Festival Grounds Sustainability Park	\$2,000,000
City of Dinuba	Well 21	\$1,500,000
City of Emeryville	Intergenerational Affordable Housing Project on San Pablo Avenue	\$500,000
City of Gardena	Rosecrans Community Center	\$1,000,000
Guadalupe Union School District	Early Childhood Education Center	\$2,000,000
City of Half Moon Bay	Highway 1/ Frenchman Creek Intersection and Bike/Ped Improvements	\$2,000,000
City of Hesperia	Cedar Street	\$2,000,000
City of Lafayette	School Street Safe Routes to Schools	\$3,100,000
Merced County Association of Governments	YARTS Fleet Replacement Project	\$3,680,000
City of Murrieta	Keller Ave Interchange	\$2,600,000
North Orange County Public Safety Collaborative	Homelessness and Mental Health Recovery Services	\$5,000,000
City of Oakland	Coliseum Place Affordable Housing Project	\$750,000
	Procedural Justice/Community Police Trust	\$646,000
	Lincoln Center Resilience Hub	\$2,000,000
Orange County Housing Finance Trust	Funding to Support Permanent Supportive and Low-Income Housing	\$3,000,000
City of Ontario	Active Seniors on the Go	\$439,094
City of Pleasanton	PFAS Treatment and Well Rehabilitation Project	\$2,000,000
City of Palmdale	Ave. M Grade Separation Project	\$2,000,000
	Ave. M Grade Separation Project	\$1,500,000
City of Parlier	Police Station Rehabilitation and Improvements	\$875,000
Rancho Santiago Community College District	Workforce Development Pathways Targeting Dislocated and At-Risk Populations	\$2,000,000
City of Santa Clara	Fire Station Microgrid Project	\$500,000
	Anna Drive Neighborhood Flood Protection Project	\$3,000,000
City of South El Monte	Merced Avenue Greenway Project	\$3,000,000
Sunline Transit Agency	Fueling Infrastructure Expansion	\$2,500,000
City of Tulare	Water Delivery System	\$500,000
	Emergency Homeless Shelter	\$1,500,000
Yorba Linda Water District	Green Crest Lift Station	\$300,000
Yosemite Community College District	Modesto Junior College Regional Fire Training Facility Apparatuses and Props	\$2,000,000
TOTAL FY 2023 FEDERAL APPROPRIATIONS EARMARKS		\$60,390,094



FY 2022 FEDERAL APPROPRIATIONS EARMARKS		
Client Name	Project	Amount Awarded
Amity Foundation	Mother's Hub Residence	\$2,838,521
Cities of Anaheim, Brea, Buena Park, Fullerton, Stanton, Placentia	North Orange County Public Safety and Homelessness Task Force: Homelessness and Mental Health Recovery Services	\$5,000,000
Cities of Dublin, Livermore, and Pleasanton	AXIS Mental Health Urgent Care	\$450,000
City of Agoura Hills	Community Center	\$1,000,000
City of Beaumont	Pennsylvania Avenue Widening	\$1,500,000
City of Berkeley	African American Holistic Resource Center	\$1,000,000
City of Brea	Tracks at Brea Extension	\$2,000,000
City of Chino Hills	Open Space Fuel Reduction	\$565,000
City of El Monte	MacLaren Community Park Project	\$1,500,000
City of Emeryville	Contaminated Remediation for Housing	\$2,000,000
City of Hesperia	Maple Avenue Street Improvements	\$2,000,000
City of Huntington Beach	Sand Mitigation	\$15,500,000
	Mobile Crisis Response Program	\$500,000
City of Murrieta	Homeless Outreach Services Funding	\$500,000
City of Oakland	Mental Health Resilience Project	\$1,230,000
	Mental Health Resilience Project	\$734,000
	Broadway—Bus and Pedestrian Safety	\$2,000,000
	Violence Prevention Project	\$200,000
City of Placentia	Golden Avenue Bridge	\$2,200,000
City of San Ramon	Iron Horse Trail Crow Canyon Road Iron Horse Trail Bicycle-Pedestrian Overcrossing	\$2,000,000
City of Santa Clara	City of Santa Clara De La Cruz Blvd, Lick Mill Blvd, and Scott Blvd Bicycle Projects	\$2,725,000
City of Stanton	Orangewood Parkette	\$850,000
Discovery Cube of Orange County	Land Acquisition and Development for Sustainability Festival	\$2,000,000
East Contra Costa Fire Protection District	Fire Station	\$1,500,000
Guadalupe Union School District	LeRoy Park	\$1,700,000
North County Transit District	Hydrogen Fuel Cell Electric Bus Station	\$1,717,836
Rancho Santiago Community College District	RSCCD Digital Access Consortium	\$2,000,000
Town of Danville	Danville Townwide Traffic Signal Modernization	\$1,000,000
	Iron Horse Trail Bridge, Nature Park, and Pedestrian Safety Project	\$350,000
Yorba Linda Water District	Heli-Hydrant	\$500,000
TOTAL FY 2022 FEDERAL APPROPRIATIONS EARMARKS		\$59,060,357

**TOTAL FEDERAL APPROPRIATIONS EARMARKS
FOR FY 2022 and FY 2023:
\$119,390,451**



TPA will utilize the following strategic and comprehensive approach to provide grant writing and funding advocacy services to GCSD:

- **Conduct Detailed Orientation:** TPA utilizes a comprehensive onboarding process that includes extensive meetings with various relevant members of GCSD leadership and key GCSD departments to help develop a strategic plan that is carefully tailored to satisfy the needs of GCSD and is designed for maximum success in the current political climate and funding environment.
- **Craft Strategic Funding Plan:** Utilizing the information gathered during the onboarding process, TPA will coordinate with GCSD to develop a proactive and comprehensive strategic funding plan that serves the needs of GCSD's priorities. ***The plan will do more than simply identify GCSD projects***; it will outline and prioritize multiple funding options for each project and develop a specific plan of work tailored for each project. It will also identify key "strings attached" to help assess the cost/benefit ratio for each grant opportunity.
- **Identify, Research, and Monitor Grant Funding Opportunities:** TPA will utilize list-serve subscription programs, funding workshops, agency canvassing, and other networking tactics to ensure every potential opportunity is identified and reviewed for relevance with GCSD's projects. TPA will then share these opportunities with GCSD for further assessment and determination if a grant application is warranted. GCSD will also receive a grant matrix of funding programs that is updated regularly as new opportunities arise.
- **Community Outreach:** TPA will assist GCSD with community outreach required for grant applications by ensuring GCSD is aware of specific requirements, helping develop materials that capture all elements required by the grant, and compiling the outreach data for inclusion in the application.
- **Grant Application Development and Submittal:** TPA will develop, draft, submit, and follow up on each GCSD grant application through the following process:
 - **Establishment of Clear Accountabilities:** TPA will coordinate with GCSD to ensure the assignment of responsibilities and tasks are made clear so that confusion and inefficiency are avoided, and GCSD is burdened as little as possible while TPA pursues a grant opportunity.
 - **Provide Overview of Full Application Requirements:** For each grant application, TPA will provide GCSD with a detailed overview of the requirements for the grant program and corresponding application to ensure that the program is a strong fit for GCSD'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 GCSD staff most involved with each project in order to gain a full understanding of 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 GCSD staff to compile all necessary attachments and ensure consistency across all elements of the application.
- **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 GCSD could be provided during the proposal review process.
- **Incorporate Feedback to Finalize Proposal:** Well ahead of the application deadline, TPA will provide GCSD with a full draft for review and feedback. TPA will incorporate any additional details or revisions provided during this process to finalize the grant application and will obtain GCSD approval for the final version of the application prior to submission.
- **Submit Completed Application:** TPA will ensure that applications are submitted prior to the deadline, whether the submission is electronic or through hard copies, in accordance with submission instructions for each individual program. For hard copy submissions, TPA will print and package applications according to submission instructions and will ship applications through a reliable carrier service such as FedEx in order to provide GCSD with tracking and delivery confirmation for the application. TPA will also obtain a receipt for proof of submission and provide GCSD 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 in various state and federal funding agencies to ensure that GCSD grant applications are aligned with the goals of the specific grant program and that the applications are well-crafted and well-positioned for funding.
- **State Budget Funding Opportunities:** In an effort to maximize state funding, TPA will work with GCSD to identify projects and other funding priorities that may be suitable for funding through the State Budget. TPA will coordinate with GCSD to develop supporting materials for the budget request. TPA will also work with members of GCSD's state legislative delegation, along with the Assembly and Senate Budget Committees, to gain support for the inclusion of GCSD's project in the final State Budget approved by the Legislature.
- **Federal Earmark Opportunities:** In an effort to maximize federal funding, TPA will work with GCSD to identify projects and other funding priorities that may be suitable for funding through the Federal Earmark process. TPA will coordinate with GCSD to develop supporting materials for the earmark request. TPA will also work with members of GCSD's federal legislative delegation to gain support for the inclusion of GCSD's project.



- **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 GCSD's projects and convey their support for those projects.
- **Post-Award Grant Administration and Compliance:** TPA will also assist, as needed, with post-award administration and compliance for all grant applications submitted by TPA on behalf of GCSD. This assistance will include interacting with granting agencies on behalf of GCSD, providing support for the drafting and submission of required reports and evaluations, and other tasks related to the successful monitoring of and compliance with the program requirements.
- **Post-Award Services—Above and Beyond Advocacy:** TPA has a track record of success with post-award grant administration and retention. TPA has worked on behalf of clients who, due to unforeseen circumstances, have needed to request an extension of the grant performance period to accomplish project deliverables. TPA is prepared to engage in the legislative process and work with legislators to get bills passed that would allow for GCSD to retain its grant funding after the performance period would have otherwise ended. Additionally, TPA is prepared to work directly with GCSD and agencies to secure scope of work changes to already awarded projects to ensure GCSD will not have to return any hard-won grant funding.
- **Comprehensive Follow-Up on Unsuccessful Applications:** Despite all best efforts, some grant applications are not selected for funding. In those instances where grant applications are unsuccessful, TPA will work with the relevant state and federal funding agencies to set up in-person or telephone debriefing sessions to discuss the grant applications and how to best revise the grant applications for the next funding round to ensure success.
- **Provide Monthly Progress Reports:** TPA will confer regularly with GCSD on our activities. TPA will provide timely electronic monthly reports on the status of all funding activity, such as current funding opportunities, current applications, submitted applications, and post-grant submittal advocacy. In addition to written reports, TPA will be available to GCSD for conference calls, in-person briefings, and meetings.



ALL-INCLUSIVE RETAINER:

DESCRIPTION OF SERVICES	MONTHLY FEE
Grant Writing & Funding Advocacy Services	\$3,500*
• Conduct Detailed Orientation	Included
• Craft Strategic Funding Plan	Included
• Identify, Research, and Monitor Grant Funding Opportunities	Included
• 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
• State Budget Funding Opportunities	Included
• Federal Earmark Opportunities	Included
• Post-Grant Submittal Advocacy	Included
• Post-Award Grant Administration and Compliance	Included
• Post-Award Services—Above and Beyond Advocacy	Included
• Comprehensive Follow-Up on Unsuccessful Applications	Included
<i>*The monthly fee includes all reasonable business and travel expenses.</i>	



PER-PROJECT FEE:

DESCRIPTION OF SERVICES	PER-APPLICATION FEE
Per-Project Grant Writing Services	\$5,000-\$15,000**
<ul style="list-style-type: none"> • Conduct Detailed Orientation 	Included
<ul style="list-style-type: none"> • Grant Application Development and Submittal 	Included
<ul style="list-style-type: none"> • Establishment of Clear Accountabilities 	Included
<ul style="list-style-type: none"> • Provide Overview of Full Applications Requirements 	Included
<ul style="list-style-type: none"> • Assemble Project Background and Details 	Included
<ul style="list-style-type: none"> • Coordinate Technical Project Details 	Included
<ul style="list-style-type: none"> • Draft Written Proposal 	Included
<ul style="list-style-type: none"> • Incorporate Feedback to Finalize Proposal 	Included
<ul style="list-style-type: none"> • Submit Completed Application 	Included
<ul style="list-style-type: none"> • Funding Advocacy 	Included
<ul style="list-style-type: none"> • Post-Grant Submittal Advocacy 	Included
<ul style="list-style-type: none"> • Post-Award Grant Administration and Compliance 	Included
<ul style="list-style-type: none"> • Post-Award Services—Above and Beyond Advocacy 	Included
<ul style="list-style-type: none"> • Comprehensive Follow-Up on Unsuccessful Applications 	Included
<p><i>*The fee includes all reasonable business and travel expenses.</i></p> <p><i>**Project fee determined by grant program requirements and length of project.</i></p>	





GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Recology Waste Management Rate Increase
Date: October 19, 2023

Attached is the Recology Index Based Rate Adjustment Calculation provided by Glen Bongi, General Manager for Recology of the Coast, for the 2024 calendar year. Recology is requesting a 7.94% increase for GCSD customers receiving garbage and recycling services from Recology. The Index based adjustments are calculated on a variety of indexes, as pointed out in Glen's letter. Much of this increase is due to the dramatic increase in fuel costs. As you can see from the below 2018 amendment to the original Recology franchise agreement, any yearly cost adjustments alternate between Index Based adjustments for two consecutive years, and a Cost Based adjustment for one year.

Rate Year Start Date	Method to Determine Rates for Such Rate Year	Application Submittal Date
January 1, 2018	Index-Based	September 1, 2017
January 1, 2019	Cost-Based	September 1, 2018
January 1, 2020	Index-Based	September 1, 2019
January 1, 2021	Index-Based	September 1, 2020
January 1, 2022	Cost-Based	September 1, 2021
*January 1, 2023	Index-Based	September 1, 2022
*January 1, 2024	Index-Based	September 1, 2023
*January 1, 2025	Cost-Based	September 1, 2024
*January 1, 2026	Index-Based	September 1, 2025
*January 1, 2027	Index-Based	September 1, 2026



September 1, 2023

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

Re: 2024 Index Based Rate Application

Dear Mr. Duffy:

As outlined in Article 6 and Exhibit E of the franchise agreement, we have completed the annual rate application. The overall rate increase effective January 1, 2024 has been calculated at 7.94%. Enclosed is an MS Excel file with the following information for your consideration:

Tab#1 – RY24 Index Change - This is the summary schedule showing the approved costs from the prior rate year being escalated by the change in the various CPI indexes and changes to the tonnage collected. The overall rate increase of 7.94% is being driven by higher than normal increases in the fuel index and increased organics processing costs.

Tab#2 – RY24 Indices – This tab shows the individual indexes and the year-over-year percentages applied in the first tab. The following indexes values were calculated;

1. CPI-W came in at 5.48%
2. CPI-U came in at 5.47%
3. FUEL came in at 24.88%
4. Motor Vehicle Maint & Repair came in at 10.92%
5. CBA wages came in at 3.23%, Health Insurance is 1.86% & Pension is 7.05%

Tab#3 – BLS Info – This tab contains the raw data downloaded from the U.S. Bureau of Labor Statistics.

Tab#4-California No 2 Diesel – This tab shows the data for fuel downloaded from the U.S. Energy Information Administration.

Tab#5-Organics Recyclables Data – This tab shows the historical total Organics tonnages collected from 5/1/22 through 4/30/23 and the rates paid, plus the projected 2024 rate. There is a significant increase in the per ton processing costs due to Ox Mountain's processing procedure no longer qualifying for diversion credit under SB1383. The closest qualifying location, who is currently able to accept our organics volume, is the SBWMA facility in San Carlos.

This tab also shows the historical total Recyclable tonnages collected from 5/1/22 through 4/30/23 and the rates paid, plus the projected 2024 rate.

Tab#6-Disposal Summary – This tab shows the historical Disposal, Organics and Recyclables tonnages collected from 5/1/22 through 4/30/23 and the projected 2024 Disposal rate.

Tab#7-Additional Route for Organics – This tab shows the calculation of the Organics route added as a result of SB 1383 and the calculation of the additional Sunday service.

Please review with your team and let us know if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads 'Glen Bonggi'. Below the signature, the name and title are printed.

Glen Bonggi
General Manager

Granada Community Services District

RY 2024 Rate Adjustment Factor 7.94%

Proposed Maximum Rates Effective 1/1/24

	2023 Rates	2024 Rates
<u>RESIDENTIAL SERVICE</u>		
1. Weekly collection, single container placed in front of premises, wet and dry garbage ("first can service") in wheeled carts:		
a. Container limits: Volume - 20 gals (3/10 cu yd), up to 40 lbs - per month	\$25.52	\$27.55
b. Container limits: Volume - 32 gals (1/4 cu yd), up to 60 lbs - per month	\$31.46	\$33.96
c. Container limits: Volume - 64 gals (1/2 cu yd), up to 100 lbs - per month	\$103.08	\$111.26
2. Special Services (charges added to above, basic charges):		
a. Container placed at side or rear of dwelling - per container	\$8.29	\$8.95
b. Container not placed at specified collection point and return call required - per container	\$20.15	\$21.75
c. Extra 30 gal bag with collection (excludes 20 gal cart service) - per bag	\$10.69	\$11.54
d. Special collections combined with regular service, including collections for brush, yard clippings, boxes, etc.	Estimate	Estimate
3. Bulky goods drop-off service four times per year within GCSD service limits including greenwaste	Included	Included
4. Weekly commingled recyclable materials collection (64 gal wheeled cart)	Included	Included
5. Every other week greenwaste (yard trimmings, etc.) collection, limited to four (4) 30 gal containers - customer provides containers	Included	Included
6. Bulky goods curbside collection service, limited to four (4) times per year Limited to one (1) item up to 200 lbs or five (5) - 30 gal bags	Included	Included
7. Dropoff at Recycling yard in Pacifica of motor oil, latex paint, unpainted lumber, large pieces of metal, styrofoam, e-waste, large white goods, furniture, mattresses, large amounts of recyclable materials	Included	Included
8. Christmas tree pick up thru January 31st each year Included	Included	Included
a. Christmas tree pick up after January 31st - per tree	\$31.46	\$33.96
<u>MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL SERVICE</u>		
1. Service to restaurants, hotels, cafes, apartments, stores and similar places of business, factories, schools and institutions: Wet and dry garbage - Container limits: Volume - 30 gals 1/4 cu yd), up to 75 lbs -		
a. Regular collections:		
One (1) - 32 gal collection - once per week	\$48.47	\$52.32
One (1) - 64 gal collection - once per week	\$154.57	\$166.84
One (1) - 96 gal collection - once per week	\$254.38	\$274.58
b. Additional 64 or 96 gal commercial carts picked up more than once per week - will be original charge times the number of pickups	Will Vary	Will Vary
Multi-family, Commercial and Industrial Service (continued)		
2. Commercial Container Rental:		
a. 1 cubic yard box - per collection	\$68.17	\$73.58
b. 2 cubic yard box - per collection	\$88.42	\$95.44
3. Commercial Container Collections:		
a. 1 cubic yard box ...: per collection	\$61.05	\$65.90
b. 2 cubic yard box - per collection	\$121.47	\$131.11
4. Compacted Commercial Container Service:		
a. 1 cubic yard box - per collection	\$117.15	\$126.45
b. 2 cubic yard box - per collection	\$236.61	\$255.40
5. Recyclable material collection up to five times per week		

Granada Community Services District

Proposed Maximum Rates Effective 1/1/24

RY 2024 Rate Adjustment Factor 7.94%

	<u>2023 Rates</u>	<u>2024 Rates</u>
<u>DEBRIS BOX SERVICE</u>		
1. Seven (7), fourteen (14), twenty (20) and thirty (30) yard containers:		
a. Container rental, delivery and pickup charge	\$450.22	\$485.97
b. \$67 per ton confirmed by disposal site weight slip	Will Vary	Will Vary
<u>SPECIAL PROVISIONS</u>		
1. Financial hardship rate for weekly collection for single container placed in front of premises, wet and dry garbage 32 gal can (PGE CARE PROGRAM) 15% reduction	\$26.74	\$28.86
2. Administrative charge for placement of delinquent accounts on property tax roll - per account	\$78.75	\$85.00
3. Charge to photocopy, fax or scan documents - 1st page	\$3.09	\$3.34
Each additional page	\$0.77	\$0.83

**Granada Community Services District
Index-Based Rate Adjustment Calculation
Calculated Rate Year 2024**

	Rate Year 2023 Expenses	CPI Increase %		Rate Year 2024 Calculated
CBA Labor Costs				
Salaries and Wages	472,173	3.23%		487,446
Pension Expense	50,614	7.05%		54,181
Health Insurance	117,699	1.86%		119,893
RSP	44,106	0.00%		44,106
Subtotal - CBA Labor Costs	684,593			705,627
Non CBA Labor Costs				
Salaries and Wages	93,642	5.48%		98,776
Pension Expense	5,495	5.48%		5,796
Health Insurance	20,196	5.48%		21,303
Subtotal - Non CBA Labor Costs	119,333			125,875
Workers Compensation				
CBA labor	55,484	5.47%		58,516
Non-CBA labor	2,270	5.47%		2,394
Subtotal - Workers Compensation	57,754			60,910
Payroll Taxes				
CBA labor	36,510	----		37,632
Non-CBA labor	7,802	----		8,230
Subtotal - Payroll Taxes	44,312			45,862
Vehicle-Related Costs				
Tires & Tubes	11,481	10.92%		12,735
Parts	31,886	10.92%		35,369
Supplies	7,846	10.92%		8,703
Taxes & Licenses	12,315	10.92%		13,660
Fines & Penalties	-	10.92%		-
Other	15,389	10.92%		17,069
Subtotal - Vehicle Related Costs	78,917			87,537
Fuel Costs	78,137	24.88%		97,579
Organics Processing				
Transfer Costs - San Bruno	-	5.47%		-
Transport Costs - San Bruno	-	5.47%		-
Processing	42,764	5.47%	811.89 Tons \$ 48.32 Fee \$ 122.42	99,391
Subtotal - Organics Processing	42,764			99,391
Lease Costs				
I/C Equipment Lease	127,333	0.00%		127,333
I/C Property Lease	16,323	0.00%		16,323
Subtotal - Lease Costs	143,656			143,656
Other Costs				
I/C Insurance	12,104	5.47%		12,766
Insurance Dept Fee	21,466	5.47%		22,639
O/S Equipment/Rent	882	5.47%		931
O/S Facility Rent	48,050	5.47%		50,677
Building and Facility	1,779	5.47%		1,876
Utilities	1,489	5.47%		1,570
Travel & Meals	519	5.47%		548
Telephone	4,422	5.47%		4,663
Advertising	874	5.47%		921
Promo & Special Events	181	5.47%		191
Donations	-	5.47%		-
Dues & Subscriptions	119	5.47%		126
Uniforms	4,032	5.47%		4,252
Employee Recognition	962	5.47%		1,014
Employee Training & Development	605	5.47%		638
Billing Service	7,440	5.47%		7,846
Office expenses	1,415	5.47%		1,493
Postage	1,294	5.47%		1,364
Initial Bid/Award Fee	-	5.47%		-
Taxes - Secured Property	2,480	5.47%		2,615
Taxes - Unsecured Property	2,114	5.47%		2,230
Annual Clean-ups	-	5.47%		-
Subcontractors/Professional Services	15,361	5.47%		16,200
Settlement Fees	-	5.47%		-
Safety Meetings	-	5.47%		-
Medical expenses	489	5.47%		516
Bad Debt	4,306	5.47%		4,541
Bank Service Charges	6,596	5.47%		6,956
Community Outreach	1,283	5.47%		1,353
Regional Accounting Fees*	12,731	5.47%		13,427
Regional Management Fees*	15,382	5.47%		16,222
Corporate accounting*	9,217	5.47%		9,721
IT fee*	22,452	5.47%		23,679
Environmental compliance*	1,802	5.47%		1,900
Human resources fee*	6,359	5.47%		6,706
Corporate management*	9,388	5.47%		9,901
Public relations*	3,781	5.47%		3,987
Sunday Service	27,019		28,837	28,837
Additional Route for Organics	72,495		77,689	77,689
CPI Adjustment (to CPI remaining Other Costs @ 2.75%)	-	5.47%		-
Subtotal - Other Costs	320,886			339,997
Total Annual Cost of Operations	1,570,352			1,706,434
Profit (% Operating Ratio; i.e. 90%):	174,484			189,604

**Granada Community Services District
Index-Based Rate Adjustment Calculation
Calculated Rate Year 2024**

	Rate Year 2023 Expenses	CPI Increase %		Rate Yr 2024 Calculated
Pass-Through City Fees				
Franchise Fees	39,146			42,253
Subtotal - City Fees	39,146			42,253
Other Pass-throughs				
Other Pass-throughs - Recyclable Material Processing				
Transfer Costs	-	5.47%	Tons 0.00	-
Transport Costs	-	5.47%	0.00	-
Recyclables Processing Cost	8,982		1,155.99 \$21.21	24,519
Subtotal - Recyclable Material Processing	8,982			24,519
Other Pass-throughs - Disposal				
Ox Mountain MSW Disposal	164,335			149,841
Ox Mountain C&D/Dirt	-			-
Subtotal - Disposal	164,335			149,841
Total Costs	1,957,298 A			2,112,651 B
			Change in Costs (B - A)	155,353 C
			Deferred Rate Increase from Prior Year (amount above 6%)	- D
			Total Calculated Increase (C + D)	155,353 E
			Total Contractor Compensation (B + E)	2,268,004
			Annual percentage change in Compensation (E / A)	7.94%

**Granada Community Services District
Rate Year 2024 Rate Application
Index Change Calculations**

1. Average change calculation for index CPI - W, series id. CWURS49BSA0

	May	June	July	August	September	October	November	December	January	February	March	April	Average Change
2021-2022		304.971		307.423		309.656		312.019		316.463		322.021	312.092
2022-2023		328.137		325.932		329.331		326.465		331.875		333.478	329.203
													5.48%

2. Annual change for index CPI - U, series id. CUURS49BSA0

	May	June	July	August	September	October	November	December	January	February	March	April	Average Change
2021-2022		309.497		311.167		313.265		315.805		320.195		324.878	315.801
2022-2023		330.539		328.871		332.062		331.222		337.173		338.496	333.061
													5.47%

3. Annual Percentage Change in the California Gasoline and Diesel Prices Index

	May	June	July	August	September	October	November	December	January	February	March	April	Average Change
2021-2022	4.024	4.095	4.195	4.291	4.324	4.481	4.745	4.776	4.803	5.018	6.133	6.260	4.762
2022-2023	6.479	6.874	6.587	6.123	6.149	6.330	6.121	5.558	5.467	5.423	5.263	4.990	5.947
													24.88%

4. Annual average change for Motor Vehicle Maintenance and Repair Index, series id. Cuur0000setd

	May	June	July	August	September	October	November	December	January	February	March	April	Average Change
2021-2022	314.164	315.209	318.031	320.504	320.446	325.095	325.076	324.688	325.448	331.130	329.992	331.735	323.460
2022-2023	333.258	340.058	343.678	349.539	356.076	358.597	363.195	366.960	371.780	372.572	373.865	375.890	358.789
													10.92%

5. CBA Labor Costs

WAGES				CBA Calculated Change
2023	10/22 - 9/23	47.251		
2024	10/23 - 9/24	48.779	3.23%	3.23%

HEALTH & WELFARE

	10/21 - 12/21	01/22 - 06/22	07/22 - 09/22	Weighted Average	10/22 - 12/22	01/23 - 06/23	07/23 - 09/23	Weighted Average	Change
Health	2,292.90	2,292.90	2,292.90	2,292.90	2,292.90	2,349.90	2,349.90	2,335.65	1.86%
RSP	831.91	831.91	831.91	831.91	831.91	831.91	831.91	831.91	0.00%
Total	3,124.81	3,124.81	3,124.81	3,124.81	3,124.81	3,181.81	3,181.81	3,167.56	1.37%

PENSION

	10/22 - 9/23	10/23	11/23 - 09/24	Weighted Average	Change
CBA Rate	7.15	7.20	7.70	7.66	7.05%

DISPOSAL

	06/2022	06/2023		Adjustment % Cap	Change
	271.925	287.457			4.25%

BLS Info

**CPI for Urban Wage Earners and Clerical Workers (CPI-W)
Original Data Value**

Series Id: CWURS49BSA0,CWUSS49BSA0

Not Seasonally Adjusted

Series All items in San Francisco-Oakland-Hayward, CA, urban

Title: wage earners and clerical workers, not seasonally

Area: San Francisco-Oakland-Hayward, CA

Item: All items

Base 1982-84=100

Period:

Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013		240.262		241.764		243.052		242.903		243.711		242.602	242.125	241.141	243.109
2014		245.148		247.932		250.085		249.877		250.508		247.680	248.326	247.097	249.555
2015		249.809		252.875		254.736		256.060		256.107		255.492	253.910	252.041	255.780
2016		257.141		259.386		261.017		262.326		264.026		263.222	260.830	258.715	262.946
2017		265.569		268.896		269.508		269.827		271.272		271.342	268.990	267.426	270.555
2018		275.699		278.039		280.219		281.536		283.183		283.278	279.572	277.035	282.110
2019		284.758		288.266		288.581		288.514		291.707		289.456	288.192	286.615	289.770
2020		292.010		290.304		292.420		293.062		294.442		295.687	292.601	291.297	293.906
2021		297.170		302.294		304.971		307.423		309.656		312.019	304.602	300.275	308.928
2022		316.463		322.021		328.137		325.932		329.331		326.465	323.900	320.408	327.391
2023		331.875		333.478		335.725								332.718	

**CPI for All Urban Consumers (CPI-U)
Original Data Value**

Series Id: CUURS49BSA0, CUUSS49BSA0

Not Seasonally Adjusted

Series All items in San Francisco-Oakland-Hayward, CA, all

Title: urban consumers, not seasonally adjusted

Area: San Francisco-Oakland-Hayward, CA

Item: All items

Base 1982-84=100

Period:

Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013		242.677		244.675		245.935		246.072		246.617		245.711	245.023	243.894	246.152
2014		248.615		251.495		253.317		253.354		254.503		252.273	251.985	250.507	253.463
2015		254.910		257.622		259.117		259.917		261.019		260.289	258.572	256.723	260.421
2016		262.600		264.565		266.041		267.853		270.306		269.483	266.344	263.911	268.777
2017		271.626		274.589		275.304		275.893		277.570		277.414	274.924	273.306	276.542
2018		281.308		283.422		286.062		287.664		289.673		289.896	285.550	282.666	288.435
2019		291.227		294.801		295.259		295.490		298.443		297.007	295.004	293.150	296.859
2020		299.690		298.074		300.032		300.182		301.736		302.948	300.084	299.109	301.059
2021		304.387		309.419		309.497		311.167		313.265		315.805	309.721	306.724	312.718
2022		320.195		324.878		330.539		328.871		332.062		331.222	327.060	323.408	330.711
2023		337.173		338.496		340.056								337.689	

**CPI for All Urban Consumers (CPI-U)
Original Data Value**

Series Id: CUUR0000SETD,CUUS0000SETD

Not Seasonally Adjusted

Series Motor vehicle maintenance and repair in U.S. city
Title: average, all urban consumers, not seasonally adjusted
Area: U.S. city average
Item: Motor vehicle maintenance and repair

Base 1982-84=100
Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	259.752	260.234	260.156	260.341	261.065	261.360	262.229	262.497	262.960	263.085	262.934	263.081	261.641		
2014	263.718	264.523	264.146	264.508	265.013	265.656	266.282	266.129	267.256	268.094	268.389	268.588	266.025		
2015	268.869	269.136	268.907	269.948	270.764	270.981	271.175	270.838	271.119	271.804	272.090	272.967	270.717		
2016	273.097	273.072	273.980	274.864	275.331	275.563	276.058	275.923	275.331	275.645	277.348	278.002	275.351		
2017	279.523	279.782	279.600	280.170	280.388	279.294	279.605	280.488	282.203	283.257	282.502	283.107	280.827		
2018	283.305	284.032	283.656	284.367	284.851	285.753	286.067	286.931	288.457	289.057	290.114	289.705	286.358	284.327	288.389
2019	290.758	291.993	294.226	295.266	294.586	295.670	295.377	297.884	298.441	298.925	299.260	299.614	296.000	293.750	298.250
2020	300.112	302.220	304.131	304.376	305.574	305.736	305.573	307.554	308.198	308.569	309.949	309.888	305.99	303.692	308.289
2021	310.662	311.627	314.660	315.177	314.164	315.209	318.031	320.504	320.446	325.095	325.076	324.688	317.945	313.583	322.307
2022	325.448	331.130	329.992	331.735	333.258	340.058	343.678	349.539	356.076	358.597	363.195	366.960	344.139	331.937	356.341
2023	371.780	372.572	373.865	375.89	378.182	383.196	387.159								375.914

**CPI for All Urban Consumers (CPI-U)
Original Data Value**

Series Id: CUUR0000SEHG,CUUS0000SEHG

Not Seasonally Adjusted

Series Water and sewer and trash collection services in U.S.
Title: city average, all urban consumers, not seasonally
Area: U.S. city average
Item: Water and sewer and trash collection services
Base: DECEMBER 1997=100

Period:
Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	194.553	195.505	195.981	196.319	196.727	196.989	198.173	198.736	198.804	199.759	200.004	200.203	197.646		
2014	201.169	202.149	202.657	203.084	203.124	203.396	205.022	206.171	206.363	207.633	208.562	209.414	204.895		
2015	210.243	211.397	211.738	212.153	212.542	212.863	213.873	215.844	216.173	216.380	217.004	217.386	213.966		
2016	218.370	219.036	219.649	220.506	221.360	221.396	221.358	222.554	223.111	223.420	224.399	224.745	221.659		
2017	226.411	227.277	227.553	228.133	228.396	228.599	229.008	229.772	230.142	230.614	231.522	231.842	229.106		
2018	232.977	233.858	234.215	235.141	235.878	236.493	237.186	238.439	238.512	238.936	241.774	242.204	237.134	234.760	239.509
2019	241.606	242.011	242.611	243.490	243.774	244.322	244.943	245.549	245.903	246.741	247.364	247.567	244.657	242.969	246.345
2020	248.846	249.751	250.359	250.673	250.921	251.435	252.401	253.974	254.266	254.781	255.65	256.456	252.459	250.331	254.588
2021	257.722	258.763	259.204	259.581	259.542	260.400	261.706	262.810	263.747	264.278	264.580	265.365	261.475	259.202	263.748
2022	268.128	269.521	269.621	270.419	270.844	271.925	273.097	274.984	276.759	276.892	277.824	278.464	273.207	270.076	276.337
2023	281.461	283.663	284.166	285.052	286.322	287.457	289.005								284.687

California No 2 Diesel Ultra Low Sulfur (0-15 ppm) Retail Prices

https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=PET&s=EMD_EPD2DXLO_PTE_SCA_DPG&f=M

18:05:06 GMT-0700 (Pacific Daylight Time)

Data source: U.S. Energy Information Administration

Month California No 2 Diesel Ultra Low Sulfur (0-15 ppm) Retail Prices Dollars per Gallon

23-Jul	4.907
23-Jun	4.76
23-May	4.842
23-Apr	4.99
23-Mar	5.263
23-Feb	5.423
23-Jan	5.467
22-Dec	5.558
22-Nov	6.121
22-Oct	6.33
22-Sep	6.149
22-Aug	6.123
22-Jul	6.587
22-Jun	6.874
22-May	6.479
22-Apr	6.26
22-Mar	6.133
22-Feb	5.018
22-Jan	4.803
21-Dec	4.776
21-Nov	4.745
21-Oct	4.481
21-Sep	4.324
21-Aug	4.291
21-Jul	4.195
21-Jun	4.095
21-May	4.024
21-Apr	3.98
21-Mar	3.931
21-Feb	3.607
21-Jan	3.439
20-Dec	3.356
20-Nov	3.25
20-Oct	3.246
20-Sep	3.259
20-Aug	3.263
20-Jul	3.254
20-Jun	3.216
20-May	3.182
20-Apr	3.283
20-Mar	3.601
20-Feb	3.787

20-Jan	3.873
19-Dec	3.902
19-Nov	4.003
19-Oct	3.985
19-Sep	3.923
19-Aug	3.906
19-Jul	3.949
19-Jun	4.035
19-May	4.128
19-Apr	3.953
19-Mar	3.789
19-Feb	3.734
19-Jan	3.753
18-Dec	3.858
18-Nov	4.018
18-Oct	4.086
18-Sep	3.973
18-Aug	3.94
18-Jul	3.957
18-Jun	3.982
18-May	3.941
18-Apr	3.773
18-Mar	3.654
18-Feb	3.68
18-Jan	3.639
17-Dec	3.559
17-Nov	3.587
17-Oct	3.172
17-Sep	3.168
17-Aug	2.959
17-Jul	2.876
17-Jun	2.895
17-May	2.922
17-Apr	2.938
17-Mar	2.935
17-Feb	2.957
17-Jan	2.932
16-Dec	2.851
16-Nov	2.82
16-Oct	2.817
16-Sep	2.749
16-Aug	2.722
16-Jul	2.785
16-Jun	2.782
16-May	2.636
16-Apr	2.459
16-Mar	2.387

16-Feb	2.335
16-Jan	2.526
15-Dec	2.644
15-Nov	2.768
15-Oct	2.814
15-Sep	2.85
15-Aug	2.935
15-Jul	3.115
15-Jun	3.192
15-May	3.254
15-Apr	3.098
15-Mar	3.182
15-Feb	3.11
15-Jan	3.212
14-Dec	3.542
14-Nov	3.813
14-Oct	3.938
14-Sep	4.054
14-Aug	4.085
14-Jul	4.11
14-Jun	4.101
14-May	4.119
14-Apr	4.089
14-Mar	4.092
14-Feb	4.084
14-Jan	4.082
13-Dec	4.073
13-Nov	4.048
13-Oct	4.134
13-Sep	4.209
13-Aug	4.138
13-Jul	4.068
13-Jun	4.023
13-May	4.04
13-Apr	4.134
13-Mar	4.245
13-Feb	4.325
13-Jan	4.083
12-Dec	4.076
12-Nov	4.17
12-Oct	4.376
12-Sep	4.456
12-Aug	4.24
12-Jul	3.917
12-Jun	4.027
12-May	4.316
12-Apr	4.419

12-Mar	4.474
12-Feb	4.251
12-Jan	4.103
11-Dec	4.095
11-Nov	4.245
11-Oct	4.059
11-Sep	4.057
11-Aug	4.009
11-Jul	4.106
11-Jun	4.213
11-May	4.362
11-Apr	4.4
11-Mar	4.187
11-Feb	3.804
11-Jan	3.56
10-Dec	3.408
10-Nov	3.305
10-Oct	3.214
10-Sep	3.144
10-Aug	3.164
10-Jul	3.124
10-Jun	3.102
10-May	3.205
10-Apr	3.206
10-Mar	3.058
10-Feb	2.938
10-Jan	2.997
9-Dec	2.913
9-Nov	2.962
9-Oct	2.856
9-Sep	2.837
9-Aug	2.85
9-Jul	2.734
9-Jun	2.697
9-May	2.354
9-Apr	2.336
9-Mar	2.139
9-Feb	2.26
9-Jan	2.297
8-Dec	2.345
8-Nov	2.832
8-Oct	3.568
8-Sep	4.087
8-Aug	4.542
8-Jul	4.965
8-Jun	4.968
8-May	4.673

8-Apr	4.265
8-Mar	4.014
8-Feb	3.488
8-Jan	3.423
7-Dec	3.475
7-Nov	3.608
7-Oct	3.267
7-Sep	3.024
7-Aug	3.049
7-Jul	3.123
7-Jun	3.019
7-May	2.964
7-Apr	2.985
7-Mar	2.885
7-Feb	2.886

Recology of the Coast
 Organics Data
 RY 2024

	2022						2023						May - April Tons	Average Rate	May - April Cost
	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL			
<u>RY 2024</u>															
ORG/GW Ox Mtn	633.38	632.16	638.00	55.29	15.54	21.33	0.00	8.60	14.40	50.56	15.18	9.11	2,093.55	\$46.87	\$98,133.89
Food SBWMA	0.00	0.00	6.77	49.17	24.86	44.22	47.35	28.07	63.92	40.86	39.89	0.00	345.11	\$147.35	\$50,853.20
Green Waste SBWMA	0.00	0.00	0.00	517.87	473.84	443.29	462.72	433.57	515.18	429.10	503.62	653.35	4,432.54	\$146.32	\$648,561.97
Total from Processors	633.38	632.16	644.77	622.33	514.24	508.84	510.07	470.24	593.50	520.52	558.69	662.46	6,871.20		\$797,549.06

Average organics rate May - April \$116.07
 CPI-U 5.47%
 Organics rate for RY 2024 \$122.42

Recology of the Coast
 Recyclables Processing Cost
 Greenwaste Recovery
 RY 2024

	GWR Invoices		
	Tons	Cost	Per ton
May-22	490.26	2,941.56	6.00
Jun-22	494.92	2,969.52	6.00
Jul-22	445.53	2,673.18	6.00
Aug-22	498.06	2,988.36	6.00
Sep-22	540.33	8,645.28	16.00
Oct-22	490.49	7,847.84	16.00
Nov-22	545.36	8,725.76	16.00
Dec-22	584.47	20,487.30	35.05
Jan-23	604.99	34,719.85	57.39
Feb-23	434.70	8,266.91	19.02
Mar-23	530.93	13,551.66	25.52
Apr-23	427.96	7,703.28	18.00
Cost per Ton	6,088.00	121,520.50	19.96
Contract Rate Adj per Ton			\$1.25
Recycle Rate for RY 2024			\$21.21

Recology of the Coast
 Granada CSD MSW/Organics/Recyclables Volumes
 12 Months Ended April 30, 2023

MSW Data	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	Tons for Rate Year 24	Rate Per Ton	Granada Total Amount Rate Year 24	Granada Tons	Montara Accounts	Granada Accounts	Montara Percentage	Granada Percentage
	Ox Mountain - MSW	378.84	353.66	327.14	423.63	388.35	434.78	369.91	341.27	350.94	251.98	374.68	286.84	4,282.02	\$ 65.35	\$ 149,841.43	2,293.04	1897	2187	46.4%
San Bruno Transfer Station - MSW													0.00	\$ 65.35	\$ -					
															\$ -					
C&D Data																				
Ox Mountain - C&D (Zero C&D RY 2024)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 29.08	\$ -	-	1897	2187	46.4%	53.6%
Organics Data																				
San Bruno Transfer Station - Organics													0.00							
SBWMA and Ox Mountain - Organics	139.85	165.59	115.93	108.59	85.86	109.40	119.10	112.27	147.90	129.12	82.79	199.72	<u>1,516.12</u>	\$ 122.42	\$ 99,391.44	811.89	1897	2187	46.4%	53.6%
													<u>1,516.12</u>							
Recyclables Data																				
San Bruno Transfer Station - Recyclables													0.00							
Green Waste Recovery - Recyclables	166.40	146.32	185.03	161.81	195.47	165.38	177.40	165.49	199.16	181.34	220.55	194.34	<u>2,158.69</u>	\$ -	\$ -	1,155.99	1897	2187	46.4%	53.6%
													<u>2,158.69</u>							

TIPPING FEE	Current	CPI	2024
Base Tipping Fee	\$ 51.91	4.25%	\$ 54.12
AB939 - Household Hazardous Waste / Local Enforcement Agency (HHW/LEA) - per ton	\$ 5.02	0.00%	\$ 5.02
AB939 - Solid Waste Management and Diversion Program (S.W.M.D.) fee - per ton	\$ 4.81	0.00%	\$ 4.81
State AB 1220 Fee - per ton	\$ 1.40	0.00%	\$ 1.40
Total Tipping Fee	\$ 63.14		\$ 65.35
Ox Mountain C&D	\$ 27.89	4.25%	\$ 29.08
Organics Rate	\$ 48.32		\$ 122.42

	<u>Rate Year 2023</u>			<u>Rate Year 2024</u>		
Increase Organics to Weekly and additional Commercial due to SB1383 .6 of a route						
Driver Wages						
Hourly Rate						
Regular Hours						
Sicke Time						
Holiday OT						
Holiday Off						
Total Payroll	64,957			3.23%	67,058	
Paryoll Tax	5,023				5,177	
Health and Welfare	22,823			1.36%	23,133	
Pension	7,901			7.05%	8,458	
Workers Comp	6,796			5.47%	7,168	
Total Benefits	<u>42,543</u>				<u>43,935</u>	
Truck Costs						
Fuel	20,053			24.88%	25,043	
Maintenance	17,437			10.92%	19,341	
Totals	144,990				155,378	
	<u>Allocation by Jurisdiction</u>			<u>Allocation by Jurisdiction</u>		
	El Granada	Montara		El Granada	Montara	
	72,495	72,495	144,990	77,689	77,689	155,378

Sunday Service El Granada

Driver Wages					
Double time rate					
Minumum Hours					
Total Sunday Hours					
Total Payroll	19,280			3.23%	19,903
Paryoll Tax					
Total Benefits	1,491				1,537
Truck Costs					
Fuel	3,342			24.88%	4,174
Maintenance	2,906			10.92%	3,224
Totals	<u>27,019</u>				<u>28,837</u>



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Office Lease Agreement for 504 Avenue Alhambra, 3rd Floor
Date: October 19, 2023

Attached is the draft lease agreement for the GCSD office space located at 504 Avenue Alhambra, 3rd Floor offered by the San Mateo County Harbor District. This new lease is for a three (3) year term starting December 1, 2023 through November 30, 2026. The agreement includes an increase in rent of \$250 based on 2022 CPI of 5.6% and a \$200 increase in the common area maintenance fees for a total monthly rent of \$5,050.

LEASE AGREEMENT

This LEASE AGREEMENT (the "Lease") is dated December 1, 2023, and is entered into by and between SAN MATEO COUNTY HARBOR DISTRICT ("Landlord") and Granada Community Services District, a California special district ("Tenant"). Landlord and Tenant are referenced in the aggregate as the "Parties" and sometimes, when a provision applies to each of them individually, as a "Party."

Recitals

A. Landlord is the owner of certain real property located at 504 Avenue Alhambra, El Granada, in the San Mateo County Harbor District, County of San Mateo, State of California, Assessor's Parcel Number 047-204-120 (the "Property"); and

B. Landlord purchased 504 Avenue Alhambra on March 31, 2022 and the Lease dated November 15, 2017 ("Prior Lease") with Tenant was transferred to Landlord.

C. The Prior Lease was for the Lease of Suite 301-305 on the Property ("Premises").

D. The term of the Prior Lease expires on November 30, 2023.

E. The Parties wish to enter into this Lease to replace the Prior Lease and set forth the terms and conditions for Tenant to continue its use of the Premises for the Tenant Operations, as defined below.

NOW, THEREFORE, in consideration of the foregoing recitals and the terms and conditions hereinafter set forth, Landlord and Tenant agree as follows:

Agreement

1. Premises.

a. Lease Terms and Conditions. Landlord hereby leases the Premises to Tenant, and Tenant hereby leases the Premises from Landlord, upon and subject to the following terms and conditions.

b. As Is Condition. Tenant accepts the Premises in an "As Is" condition without representation or warranty, express or implied, and subject to all matters of record, and acknowledges and agrees that Landlord shall not be under any obligation to improve the Premises (including without limitation making improvements that may be required by law, changes in laws, or new laws).

c. Common Areas. Tenant shall have the non-exclusive right to use areas outside of the Premises ("Common Area") that are intended and designated by Landlord from time to time for use by all tenants or the public. Tenant shall comply with all rules and regulations reasonably promulgated by Landlord or Landlord's General Manager for the

Common Area provided they are in writing and are applicable to all tenants. Landlord may alter such Common Area at any time, provided that access to the Premises is not substantially affected.

d. CASp Inspection. The subject Premises have been inspected by a Certified Access Specialist (CASp) and Tenant acknowledges receipt of that certain report entitled "District Facilities Access Compliance Survey Report," dated August 2018 (the "CASp Report"). Landlord and Tenant hereby agree that Landlord shall not bear the cost of any repairs necessary to correct any violation of construction-related accessibility standards within the Premises, it being the intent and agreement of Landlord and Tenant that any such repairs be performed by Tenant.

2. Use of Premises.

a. Permitted Uses. Tenant shall use and occupy the Premises solely as administrative offices for the purpose of managing a governmental special district agency, and for public meetings (the "Tenant Operations").

b. Cooperation Among Tenants. Tenant shall cooperate with all other tenants of Landlord who are operating in the vicinity of the Premises and shall conduct its operations so as to avoid interference with the operations of other tenants. If the operations of Tenant are impaired because of any acts or omissions of such other tenant, Tenant shall have no claim against Landlord on that account. However, Tenant may request Landlord to enforce rules and regulations promulgated by Landlord and Landlord's General Manager for the Common Area that other tenants violate.

c. Compliance with Laws. Notwithstanding the foregoing Section 2(a), Tenant shall not cause or permit the Premises to be used in any way that: (i) constitutes a violation of any law, ordinance, or governmental regulation or order regulating the manner of use by Tenant of the Premises (including, without limitation, any law ordinance, regulation or order relating to Hazardous Materials), (ii) constitutes a nuisance or waste, or (iii) increases the cost of any insurance relating to the Premises paid by Landlord. Tenant shall obtain, at its sole cost and expense, all governmental permits, licenses and authorizations of whatever nature required by any governmental agencies having jurisdiction over Tenant's use or improvement of the Premises. Further, Tenant, at its sole cost, will comply with all rules and regulations promulgated by Landlord or Landlord's General Manager for the Common Area, and make all improvements to the Premises that may be required by law, including changes in law and new laws.

d. Hazardous Materials. Tenant shall not cause or permit any Hazardous Materials to be generated, produced, brought upon, used, stored, treated or disposed of in or about the Premises by Tenant, its agents, employees, contractors, sub-lessees or invitees in violation of any applicable laws, codes, ordinances or regulations governing the same. As used in this Lease, the term "Hazardous Materials" means any flammable items, explosives, radioactive materials, hazardous or toxic substances, material or waste or related materials, including any substances defined as or included in the definition of "hazardous substances", "hazardous wastes", "hazardous materials" or "toxic

substances” now or subsequently regulated under any applicable federal, state or local laws or regulations, including without limitation petroleum-based products, paints, solvents, lead, cyanide, DDT, printing inks, acids, pesticides, ammonia compounds and other chemical products, asbestos, PCBs and similar compounds, and including any different products and materials which are subsequently found to have adverse effects on the environment or the health and safety of persons. Notwithstanding the foregoing, Tenant may use any ordinary and customary materials reasonably required in the normal course of Tenant’s Operations, so long as such use is in compliance with applicable laws and regulations.

f. Nondiscrimination. Tenant shall not unlawfully discriminate, harass or allow harassment against employee or applicant for employment because of race, color, religious creed, citizenship, political activity or affiliation, national origin, ancestry, disability (physical or mental) including HIV and AIDS, marital status, age (40 and above), medical condition (cancer/genetic characteristics), veteran status, sexual orientation, gender identity, gender expression, sex or gender (which includes pregnancy, childbirth, breastfeeding, or related medical conditions), taking or requesting statutorily protected leave, or any other characteristics protected under federal, state, or local laws. The Tenant shall not unlawfully discriminate, harass or allow harassment against customers due to race, color, religious creed, citizenship, political activity or affiliation, national origin, ancestry, disability (physical or mental) including HIV and AIDS, marital status, age (40 and above), medical condition (cancer/genetic characteristics), veteran status, sexual orientation, gender identity, gender expression, sex or gender (which includes pregnancy, childbirth, breastfeeding, or related medical conditions) or any other characteristics protected under federal, state, or local laws.

3. Parking.

Tenant and Tenant’s invitees are permitted to park in unreserved, unassigned parking spaces in the common area parking spaces to the Premises. Landlord shall not be obligated to, but may, monitor use of such spaces, tow any cars, install any signs, or mark the spaces.

4. Term.

a. The term of this Lease shall commence on December 1st, 2023 (the “Commencement Date”) and shall expire at 12:00 AM (midnight) on November 30, 2026 (the “Initial Term”). By written agreement, the General Manager of Landlord and Tenant may extend the Initial Term by two additional terms of up to three (3) years each (each an “Additional Term” and together with the Initial Term, the “Term”). Upon the expiration of the Term, or earlier termination of this Lease, Tenant shall remove all of its personal property, including trade fixtures, and if Tenant does not do so, Landlord may do so and may dispose of such property in any manner without liability to Tenant and Tenant hereby waives all statutes and other laws to the contrary.

5. Taxes.

a. Personal Property Taxes (if applicable). Tenant shall pay all taxes, if any, charged against trade fixtures, furnishings, equipment or any other personal property belonging to Tenant. Tenant shall use commercially reasonable efforts to have personal property taxed separately from the Premises. If any of Tenant's personal property is taxed with the Premises and paid by Landlord, Tenant shall reimburse Landlord the taxes for the personal property within (30) days after Tenant receives a written statement from Landlord for such personal property taxes, together with reasonable evidence showing the amount of personal property taxes paid by Landlord.

b. Possessory Interest Taxes. Tenant acknowledges that this Lease and Tenant's interest hereunder constitutes a possessory interest subject to property taxation, and as a result Tenant is required to pay possessory interest taxes (a property tax), if any, levied on that interest. Tenant shall pay such taxes, when due, to the levying authority. However, the Parties acknowledge that Tenant is a California special district generally not subject to property taxation. Tenant is responsible for submitting proof of tax-exempt status to the San Mateo County Assessor's Department if required.

6. Utilities & Common Area Maintenance.

Landlord shall pay for electricity, garbage service, water and sewer directly to the providers or to the Landlord for shared utilities. As stated in section 7 below, Tenant shall pay \$450 to Landlord for estimated utilities and use of Common Area including costs associated with water, sewer, electricity of common area, garbage, landscaping and general maintenance. Upon written demand from Landlord, Tenant shall reimburse Landlord for the cost of additional utilities paid by Landlord attributable to Tenant's use of the Premises, as additional rent. Tenant shall also pay) the cost of any and all other utilities and services supplied to the Premises by Landlord at Tenant's request. Landlord shall, within twenty (20) days from Tenant's request, deliver to Tenant documentation, as provided to the Landlord by the utility or service provider, to support any such costs billed to Tenant.

7. Rent.

a. Rent Required. Commencing on the Commencement Date, Tenant shall pay Landlord, without offset, deduction, notice or demand, monthly rent as described in the following paragraphs. Rent for any period, which is less than one month, shall not be prorated and Tenant shall pay the full rent amount for any portion of a month. On the first day of each calendar month, Tenant shall pay Rent in the amount of \$4,600 plus an additional \$450 for use of Common Areas and Landlord paid utilities. On December 1 of each subsequent year, Rent shall increase by the greater of 3% or the percentage increase in the Consumer Price Index, All Urban Consumers ("CPI-U") for San Francisco-Oakland-Hayward, during the calendar year ending with the most recent year that has been published by the U.S. Department of Labor, Bureau of Labor Statistics. Landlord shall notify Tenant of the adjusted Rent Amount, but Tenant shall continue paying rent at the non-adjusted rate until such notice is delivered, at which point Tenant shall pay the amount of the unpaid adjustments since the adjustment date within ten (10) days after the notice is given. The fee for use of the Common Areas will be reviewed on a calendar year basis and may be increased in the event that the utility costs attributable to Tenant's

use exceed the \$450 Common Area use fee. Such review shall comply with section 6 of this Lease.

c. Address for Payment. Rent shall be paid to Landlord at its address in Section 20 below, without deduction or offset, in lawful money of the United States of America or to such other place as Landlord may from time to time designate in writing.

8. Security Deposit.

Tenant acknowledges that Landlord does not currently hold a Security Deposit. Any damages to the Premises, caused by the Tenant and not repaired by Tenant pursuant to section 11.a. of this Lease prior to Tenant vacating the Premises, shall be repaired by Landlord and cost of repair shall be paid by Tenant.

9. Late Charges; Interest.

Tenant acknowledges that late payment of rent or other sums due will cause Landlord to incur costs, the exact amount of which will be difficult to ascertain; accordingly, if any installment of rent or any other sum due from the Tenant is not received by Landlord within five (5) days of the date on which it is due, Tenant shall pay to Landlord as additional rent, sum of five percent (5%) of such overdue amount as liquidated damages. In addition, after rent payments are five (5) business days delinquent, the Tenant shall pay Landlord any attorneys' fees or notice/process service fees incurred by Landlord by reason of Tenant's failure to pay rent or other charges when due hereunder. In addition, all unpaid amounts shall accrue interest from the date due the lesser of the maximum rate allowed by law or 5% per annum until paid.

10. Alterations.

No structure, sign or other improvement of any kind shall be constructed on the Premises or Property by Tenant, its employees, agents or contractors without the prior written approval of Landlord in each case. Approval may be withheld, conditioned or delayed in Landlord's sole and absolute discretion. In making any approved improvements or alterations, Tenant shall comply with all applicable laws, including prevailing wage laws (California Labor Code Sections 1720 et seq.) and shall defend, indemnify and hold Landlord as well as Landlord's, members, officers, directors, contractors, subcontractors, agents, and employees, harmless from and against any and all claims by contractors and subcontractors for prevailing wages. No approval by Landlord of any plans or specifications shall constitute (i) approval of architectural or engineering sufficiency or representation, or (ii) warranty by Landlord as to the adequacy or sufficiency of the plans and specifications or the improvements contemplated for Tenant's use or purpose. Landlord, by approving the plans and specifications, assumes no responsibility or liability for any defect in any improvements constructed on the basis of the plans and specifications. Tenant expressly agrees to comply with all applicable signage ordinances.

11. General Maintenance and Repairs.

a. **Tenant Obligations.** Tenant shall perform general maintenance and repair of the Premises and keep all portions of the Premises in a clean and orderly condition, as reasonably determined in the sole discretion of Landlord. Tenant's obligation to maintain and repair includes, but is not limited to walls and emergency apparatus (e.g. smoke detectors, fire extinguishers) located inside the Premises. Tenant at its own cost and expense shall provide for any janitorial, pest control, and security services for the Premises and Landlord shall have no such obligations. Tenant shall be responsible for any damage done in or to the Premises caused by Tenant or its employees, agents, contractors and invitees. Tenant shall not damage the Common Area or cause any portions of the Common Area to not be clean and orderly (including but not limited to the exterior of the building and the area used to store trash containers). If Tenant fails to clean, maintain or repair the Premises or portions of the Common Area used by Tenant, that is damaged or made unclean or disorderly by Tenant, as required by this Section, Landlord may, upon a ten (10) days' prior written notice to Tenant, enter the Premises, as necessary, and perform such maintenance or repair (including replacement, as needed) on behalf of Tenant. In such case, Tenant shall reimburse Landlord for all costs incurred in performing such maintenance or repair within ten (10) days after delivery of invoice. Tenant shall fulfill all of Tenant's obligations under this Section at Tenant's sole expense.

b. **Landlord Obligations.** Landlord shall not be obligated to make any repairs, replacement or renewals of any kind, nature or description whatsoever to the Premises, except that Landlord shall maintain the exterior and roof of the structure containing the Premises, including painting the exterior of the structure, and Landlord shall maintain the Common Area.

c. **Underground Sewer, Water, and Utility Lines.** Landlord agrees to consider and negotiate in good faith for any repairs to the sewer, water, or utility lines under the Premises. This in no way obligates the Landlord to make repairs or cover any costs associated with needed repairs. The parties hereby acknowledge that making any repairs is in the sole and absolute discretion of the Landlord's General Manager.

12. Signage Program.

Tenant agrees to comply with Landlord's regulations, policies and guidelines governing signage, and pay costs and operational expense of installing and maintaining signage for the Premises on the Property. Except for signs related to Tenant that exist on the Property at the time of execution of this Lease, no signs, directional, guiding, or other stripes, lines, directions, or markings shall be installed or painted in or upon the Premises or removed by Tenant without prior written consent of Landlord. Notwithstanding the foregoing, the name "Granada Community Services District" is proprietary to Tenant and all signage

containing such name shall be removed by Tenant upon termination or expiration of this Lease.

13. Insurance; Indemnity.

Tenant shall procure and maintain insurance issued by an insurer reasonably satisfactory to Landlord. The Tenant shall purchase, maintain, and keep in force during the term of this Lease at Tenant's sole cost and expense the following insurance:

a. **Certificate of Workers' Compensation Insurance** as required by the statutory laws of the State of California Labor Code.

b. **Certificate of General Liability Insurance** with accompanying "Additional Insured" endorsement documents. All endorsements shall clearly state policy number.

(i.) Commercial General Liability policies shall include endorsements naming San Mateo County Harbor District, its Commissioners, Officers, Agents, Volunteers and Employees as additional insured.

(ii.) Endorsements for General Liability shall state that the Tenant's insurance is "primary" and San Mateo County Harbor District is "non-contributory," or copies of the complete policy which state the equivalent may be submitted in their entirety.

(iii.) Minimum Insurance Requirements – General Liability Insurance:

- One million dollars (\$1,000,000) each occurrence (combined single limit)
- One million dollars (\$1,000,000) for personal injury liability
- Four million dollars (\$4,000,000) in the aggregate
- One million dollars (\$1,000,000) for damage to rented premises including fire protection.

c. All policies shall state by their terms and by an endorsement that said policy shall not be canceled until Landlord shall have had at least thirty (30) days written notice of such cancellation.

d. Tenant shall deliver to Landlord, certificate(s) of insurance evidencing that such insurance is in force and effect and evidencing that Landlord, as well as Landlord's, members, officers, directors, contractors, subcontractors, agents, and employees have been named as an additional insureds thereunder, if applicable. As a material part of the consideration to Landlord, Tenant shall indemnify, defend (with counsel acceptable to Landlord) and hold Landlord, as well as Landlord's, members, officers, directors, contractors, subcontractors, agents, and employees harmless from any third party loss, damage, injury, accident, casualty, liability, claim, cost or expense (including, but not limited to, reasonable attorneys' fees) of any kind or character to any person or property (collectively, "Claims") arising from or related to Tenant's use of the Premises before, during, and after the Term, the conduct of Tenant's business and/or any act or omission of Tenant, its employees, agents, contractors or invitees. All obligations under this Section shall survive the expiration or termination of this Lease.

14. Disclaimer; Risk of Loss.

Landlord shall not be liable for injury to any person or for any damage to personal property sustained by Tenant or others, or any service facilities or due to the happening of accident, including any damage caused by water, wind storm, or by any gas, steam, electrical wiring, sprinkler system, plumbing, heating or conditioning apparatus; or acts or omissions of other occupants of the Property or due to any part or appurtenance thereof, including any and all furniture, fixtures, and equipment of Tenant becoming out of repair.

15. Default and Remedies; Holding Over; Waiver of Relocation Assistance.

a. Events of Default. Should Tenant be in default with respect to any monetary obligation pursuant to the terms of this Lease for a period of five (5) days after written notice from Landlord, or should Tenant fail to have any other default under this Lease within thirty (30) days after written notice from Landlord, then Landlord may treat any such event as a material breach of this Lease. Provided, that if such default cannot reasonably be cured within thirty (30) days, Tenant shall not be in default of this Lease if Tenant commences to cure the default within the thirty-day period and diligently and in good faith continues to cure the default. In addition to any or all other rights or remedies of Landlord provided by law, Landlord shall have the right, at Landlord's option, without further notice or demand of any kind to Tenant, or any other person, to immediately terminate this Lease by written notice to Tenant and to re-enter and take possession of the Premises and remove all persons and property therefrom, and dispose of any property in any manner, without liability to Tenant. The form of notice of default hereunder may be in the form required by unlawful detainer statutes, such that Landlord need not give additional cure time to Tenant before termination and unlawful detainer proceedings.

b. Remedies; Damages. If Landlord terminates this Lease based on a default by Tenant, Landlord shall have rights to damages as provided by California Civil Code Section 1951.2. Landlord reserves all of its equitable remedies, including rights to obtain injunctive relief.

c. No Relocation Assistance. Tenant hereby agrees that Landlord shall have no obligation to Tenant under the California Relocation Assistance and Real Premises Acquisition statutes and guidelines. Tenant, after diligent review and consideration of possible impacts, hereby waives and forever releases Landlord, including its successors, officers, employees, attorneys, agents, representatives and anyone else acting on Landlord's behalf, of and from any and all claims, demands, actions or causes of action, obligations, liabilities, or claims for further compensation, known or unknown, based upon or relating to the California Relocation Assistance and Real Premises Acquisition statutes and guidelines and Landlord's subsequent use and development of the Premises, or Tenant's displacement therefrom. By such release, Tenant expressly waives its rights, if any, under California Civil Code Section 1542 which provides:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN THEIR FAVOR AT THE TIME OF EXECUTING THE RELEASE WHICH IF KNOWN BY THEM MUST HAVE MATERIALLY

AFFECTED THEIR SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.”

Tenant's Initials

16. Waiver by Landlord.

Any waiver by Landlord or Tenant of any default or breach of any covenant, condition, term, and agreement contained in this Lease, shall not be construed to be a waiver of any subsequent or other default or breach. The rights, powers, options, privileges, and remedies available to Landlord or Tenant under this Lease shall be cumulative.

17. Attorneys' Fees.

Should either party to this Lease resort to litigation to enforce any provision of this Lease, the prevailing party shall be entitled to its attorneys' fees and reasonable costs incurred in litigating any dispute.

18. Inspections by Landlord.

Landlord and its representatives, employees, agents or independent contractors may enter and inspect the Premises or any portion of the Premises or any improvements on the Premises at any time during business hours, or in an emergency, and at other times after Landlord has provided Tenant with 48 hours advance notice, for any purpose Landlord reasonably deems necessary.

19. Prohibition on Assignment and Subletting.

Tenant may not sublet the Premises or assign, or otherwise transfer its interest under this Lease. Any attempted assignment, sublet or transfer made in violation of this provision shall be void.

20. Notices.

All notices, demands and requests which may be given or which are required to be given by any party to this Agreement must be sent by (i) personal delivery, or (ii) certified U.S. mail, postage prepaid, return receipt requested or (iii) a recognized private courier company (i.e., UPS, FedEx), to the following addresses, and shall be deemed delivered upon the date received:

To Landlord:

San Mateo County Harbor District
504 Ave. Alhambra, 2nd Floor
P.O. Box 94018
El Granada, California 94018

Attn: General Manager

To Tenant: Granada Community Services District
504 Ave. Alhambra, 3rd Floor
P.O. Box 335
El Granada, California 94018

21. No Principal/Agent Relationship.

Nothing contained in this Lease shall be construed as creating the relationship of principal and agent, or of partnership or joint venture between Landlord and Tenant.

22. General Manager as Authorized Agent.

The General Manager of the San Mateo Harbor District is authorized to take any and all actions and to make any and all determinations on behalf of the Landlord for the purposes of this Lease.

23. Complete Agreement.

This Lease constitutes the entire agreement between Landlord and Tenant pertaining to the specific subject matter of this Lease and supersedes all prior and contemporaneous agreements, representations and understandings of Landlord and Tenant, oral or written.

24. Modification.

No supplement, modification, amendment or change in any terms of this Lease shall be binding on the Parties unless in writing and executed by Tenant and Landlord.

25. Severability.

If any provision of this Lease or the application of any such provision shall be held by a court of competent jurisdiction to be invalid, void, or unenforceable to any extent, the remaining provisions of this Lease and the application thereof shall remain in full force and effect and shall not be affected, impaired or invalidated.

26. Applicable Law and Venue.

This Lease shall be construed and enforced in accordance with, and governed by, the laws of the State of California. The parties' consent to the jurisdiction of the California courts with venue in San Mateo County.

27. Counterparts.

This Lease may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

28. Time of Essence.

Time is of the essence of every provision of this Lease in which time is a factor.

29. No Brokers.

Each party represents and warrants that it has not engaged a broker, salesperson or finder to whom might be owed fees or commissions, and shall defend, indemnify and hold the other party harmless from and against any and all claims and liabilities for fees or commissions based on communications with that party.

IN WITNESS WHEREOF, Landlord and Tenant have executed this instrument as of the Effective Date.

LANDLORD:

SAN MATEO COUNTY HARBOR
DISTRICT

By: _____
James B. Pruett
General Manager

TENANT:

GRANADA COMMUNITY SERVICES
DISTRICT

By: _____
Chuck Duffy
General Manager

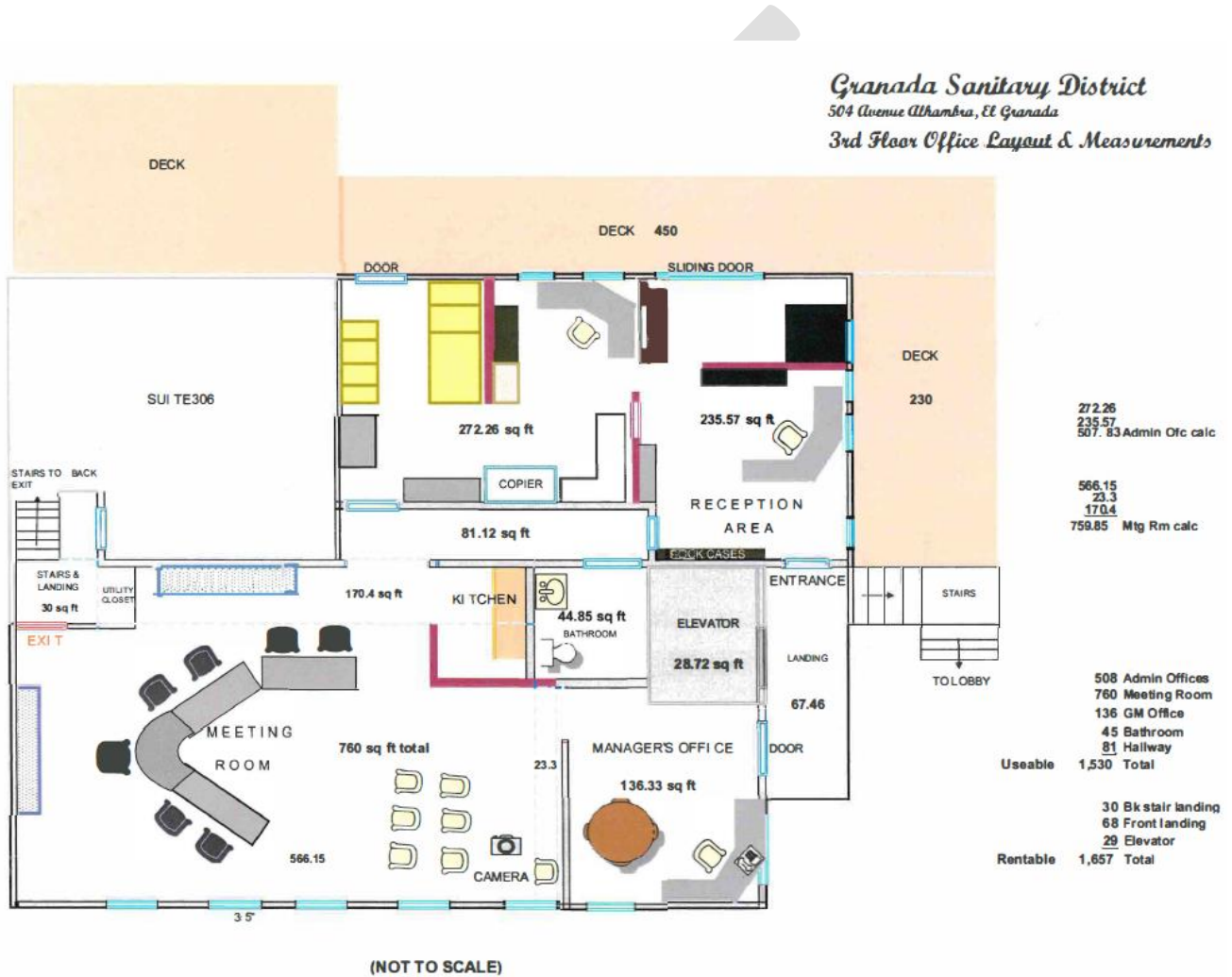
APPROVED AS TO FORM:

Trisha Ortiz, General Counsel

EXHIBIT "A"

DESCRIPTION OF PREMISES

The premises described as the 3rd Floor of 504 Avenue Alhambra, El Granada, California consisting of approximately 1,530 square feet of space. The premises does not include the studio apartment on the third floor (Suite 306)





GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: General Manager Independent Contractor Agreement
Date: October 19, 2023

Attached to this memorandum is the Independent Contractor Agreement and Schedule of Charges for General Manager Chuck Duffy, which will be reviewed at the meeting.

INDEPENDENT CONTRACTOR AGREEMENT
FOR GENERAL MANAGER AND OTHER AS-NEEDED SERVICES

THIS AGREEMENT is entered into effective this 19th day of October 2023, by and between the GRANADA COMMUNITY SERVICES DISTRICT (hereinafter called “GCSD”), and DUDEK (hereinafter called “Manager”). The parties agree as follows:

1. **DUTIES.** Manager agrees to exercise due skill and care to perform the functions and duties of a General Manager as well as other as-needed management services for GCSD, including but not limited to those duties identified under *Exhibit A - Scope of Services* attached hereto, and to accomplish such other results as the GCSD Board of Directors shall from time to time assign. For the purposes of this agreement, Chuck Duffy shall be designated as the General Manager for GCSD. Manager shall not change this designation without the prior approval of GCSD.
2. **COMPENSATION.** In consideration for Manager accomplishing said result, GCSD agrees to pay Manager in accordance with the attached *Exhibit B – Standard Schedule of Charges* to accomplish the above described functions and duties. Other charges or fees shall also be paid in accordance with *Exhibit B*, so long as such Standard Schedule of Charges is not inconsistent with this Agreement. Payment will be made to Manager within 45 days of receipt of each monthly invoice for services rendered submitted by Manager. If GCSD fails to pay Manager within 45 days after any invoice is rendered, GCSD agrees Manager shall have the right to consider such failure in payment a material breach of this entire Agreement, and, upon written notice, the duties, obligations, and responsibilities of Manager under this Agreement are suspended or terminated. In such event GCSD shall promptly pay Manager for all fees, charges, and services provided by Manager. GCSD agrees that the periodic billings from Manager to GCSD are correct, conclusive, and binding on GCSD unless GCSD, within 20 days from the date of receipt of such billing, notifies Manager in writing of alleged inaccuracies, discrepancies, or errors in billing. GCSD shall in any event pay the portion of the invoice not in dispute.
3. **TERM.** The term of this Agreement shall be from October 19, 2023, through and including October 19, 2026.
4. **EARLY TERMINATION.** Either party hereto may terminate this Agreement at any time by giving 30 days written notice to the other party. GCSD may cease to assign functions or duties to Manager at any time without the same constituting a breach of this Agreement.
5. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.**
 - A. Manager shall exonerate, indemnify, defend, and hold harmless GSD and its officers, agents, employees and volunteers from and against any and all Federal, State and Local taxes, charges, fees, insurance, benefits, or contributions required to be paid with respect to Manager and Manager’s officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, health benefits, retirement benefits [including PERS], other benefits or insurance, and payroll tax withholding). The parties agree that because Manager is an independent

contractor, none of the foregoing taxes, charges, fees, benefits or contributions are required to be paid to or on behalf of Manager.

B. Only to the extent caused by any gross negligence or willful misconduct of Manager, its agents, employees, subcontractors, and sub consultants, Manager hereby agrees to investigate, defend, indemnify, and hold harmless, GCSD and its officers, agents, employees and volunteers, from and against claims, actions, including administrative actions, penalties, fees or fines, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorneys' fees, court costs, litigation expenses and fees of expert consultants or expert witnesses, incurred, brought for or on account of, injury to or death of any person, or damage to property arising out of or related to performance of the duties pursuant to this Agreement or breach of this Agreement.

C. GCSD hereby agrees to investigate, defend, indemnify, and hold harmless, Manager from and against any and all claims, actions, including administrative actions, penalties, fees or fines, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorneys' fees, court costs, litigation expenses and fees of expert consultants or expert witnesses, incurred, brought for or on account of, injury to or death of any person, or damage to property arising out of or related to performance of the duties within the scope of this Agreement or breach of this Agreement, including those that are alleged or are determined to arise out of or are related in whole or in part to Manager's own negligence but excluding such claims or liabilities to the extent caused by the gross negligence or willful misconduct of Manager as set forth above in subsection 5.B. of this Agreement.

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

A. Types of Required Insurance and Minimum Limits

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

- (4) Automobile Liability Insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damage

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

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

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

8. INDEPENDENT CONTRACTOR STATUS. Manager and GCSD have reviewed and considered the principal test and secondary factors for determination of whether Manager is an

independent contractor and not an employee and agree that Manager is an independent contractor and not an employee of GCSD. Manager is responsible for all taxes, charges fees, insurance, benefits or contributions required to be paid or withheld on behalf of any employee or agent of Manager. Manager is not entitled to any GCSD employee benefits. GCSD agrees that Manager shall have the right to control the manner and means of performing the work contracted for herein.

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

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

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

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

13. CONFIDENTIALITY.

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

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

14. SEVERABILITY. If any term, condition, or covenant of this Agreement is held by a court

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

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

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

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

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

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

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

21. NOTICES. Any notice, tender, delivery, or other communication made in accordance with this Agreement shall be via personal delivery, U.S. Mail, overnight delivery or via email and shall be addressed to the recipient party at the address indicated for that party below.

To GCSD:
Granada Community Services District
Attn: Assistant General Manager
P.O. Box 335
El Granada, CA 94018
tel. 650-726-7093
hatmore@granada.ca.gov

To Manager:
Dudek
Attn: Chuck Duffy
605 Third Street
Encinitas, CA 92024
tel. 760-942-5147
cduffy@dudek.com

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

23. ATTACHMENTS. This Agreement includes the following attachments:
Exhibit A – Scope of Services
Exhibit B – Standard Schedule of Charges

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

DUDEK

GRANADA COMMUNITY SERVICES
DISTRICT

By: _____
Joe Monaco,
President

By: _____
Nancy Marsh,
GCSD Board President

APPROVED AS TO FORM:

By: _____
William Parkin,
GCSD General Counsel

Exhibit A

- Implementation of District Ordinances, Resolutions, Bylaws and Policies (including but not limited to processing and making recommendations regarding permits, fees and charges
- Enforcement of District Ordinances, Resolutions and Bylaws
- Management of Assessment District
- Hiring and employment decisions for temporary employees and recommendations regarding same for regular employees and overall management of District employees, agents, volunteers, consultants and contractors
- Preparation of District policy and procedure
- Direction of preparation of Agendas, Agenda materials and Notices for Board of Directors meetings
- Contract negotiation and agreement preparation
- Execution of District documents to the extent duly authorized to do so
- Annual budget forecasting and preparation
- Long range capital and strategic budget planning
- Review of monthly revenue and expenditure reports and annual audit
- Employee performance review
- Representation of District in meetings with officials of other agencies and entities with which the District does business
- Special projects management
- District master planning
- Organization of District record keeping

DUDEK 2023 Standard Schedule of Charges

Engineering Services

Project Director	\$325.00/hr
Principal Engineer III	\$290.00/hr
Principal Engineer II	\$280.00/hr
Principal Engineer I	\$270.00/hr
Program Manager	\$260.00/hr
Senior Project Manager	\$260.00/hr
Project Manager	\$250.00/hr
Senior Engineer III	\$245.00/hr
Senior Engineer II	\$235.00/hr
Senior Engineer I	\$225.00/hr
Project Engineer IV/Technician IV	\$215.00/hr
Project Engineer III/Technician III	\$205.00/hr
Project Engineer II/Technician II	\$195.00/hr
Project Engineer I/Technician I	\$175.00/hr
Senior Designer II	\$195.00/hr
Senior Designer I	\$190.00/hr
Designer	\$180.00/hr
Assistant Designer	\$175.00/hr
CADD Operator III	\$170.00/hr
CADD Operator II	\$160.00/hr
CADD Operator I	\$145.00/hr
CADD Drafter	\$130.00/hr
CADD Technician	\$120.00/hr
Project Coordinator	\$150.00/hr
Engineering Assistant	\$125.00/hr

Environmental Services

Senior Project Director	\$300.00/hr
Project Director	\$265.00/hr
Senior Specialist V	\$250.00/hr
Senior Specialist IV	\$235.00/hr
Senior Specialist III	\$225.00/hr
Senior Specialist II	\$210.00/hr
Senior Specialist I	\$200.00/hr
Specialist V	\$185.00/hr
Specialist IV	\$175.00/hr
Specialist III	\$165.00/hr
Specialist II	\$155.00/hr
Specialist I	\$145.00/hr
Analyst V	\$135.00/hr
Analyst IV	\$125.00/hr
Analyst III	\$115.00/hr
Analyst II	\$105.00/hr
Analyst I	\$95.00/hr
Technician III	\$85.00/hr
Technician II	\$75.00/hr
Technician I	\$65.00/hr

Mapping and Surveying Services

Application Developer II	\$195.00/hr
Application Developer I	\$155.00/hr
GIS Analyst V	\$205.00/hr
GIS Analyst IV	\$165.00/hr
GIS Analyst III	\$145.00/hr
GIS Analyst II	\$130.00/hr
GIS Analyst I	\$115.00/hr
UAS Pilot	\$115.00/hr
Survey Lead	\$185.00/hr
Survey Manager	\$145.00/hr
Survey Crew Chief	\$120.00/hr
Survey Rod Person	\$95.00/hr
Survey Mapping Technician	\$95.00/hr

Construction Management Services

Principal/Manager	\$195.00/hr
Senior Construction Manager	\$185.00/hr
Senior Project Manager	\$175.00/hr
Construction Manager	\$170.00/hr
Project Manager	\$165.00/hr
Resident Engineer	\$160.00/hr
Construction Engineer	\$155.00/hr
On-site Owner's Representative	\$145.00/hr
Prevailing Wage Inspector	\$145.00/hr
Construction Inspector	\$140.00/hr
Administrator/Labor Compliance	\$100.00/hr

Hydrogeology/HazWaste Services

Project Director	\$325.00/hr
Principal Hydrogeologist/Engineer II	\$295.00/hr
Principal Hydrogeologist/Engineer I	\$275.00/hr
Senior Hydrogeologist V/Engineer V	\$260.00/hr
Senior Hydrogeologist IV/Engineer IV	\$250.00/hr
Senior Hydrogeologist III/Engineer III	\$240.00/hr
Senior Hydrogeologist II/Engineer II	\$230.00/hr
Senior Hydrogeologist I/Engineer I	\$220.00/hr
Project Hydrogeologist V/Engineer V	\$205.00/hr
Project Hydrogeologist IV/Engineer IV	\$195.00/hr
Project Hydrogeologist III/Engineer III	\$185.00/hr
Project Hydrogeologist II/Engineer II	\$175.00/hr
Project Hydrogeologist I/Engineer I	\$165.00/hr
Hydrogeologist/Engineering Assistant	\$130.00/hr

District Management & Operations

District General Manager	\$225.00/hr
District Engineer	\$215.00/hr
Operations Manager	\$165.00/hr
District Secretary/Accountant	\$140.00/hr
Collections System Manager	\$140.00/hr
Grade V Operator	\$130.00/hr
Grade IV Operator	\$115.00/hr
Grade III Operator	\$105.00/hr
Grade II Operator	\$85.00/hr
Grade I Operator	\$80.00/hr
Operator in Training	\$75.00/hr
Collection Maintenance Worker	\$75.00/hr

Creative Services

Creative Services IV	\$165.00/hr
Creative Services III	\$150.00/hr
Creative Services II	\$135.00/hr
Creative Services I	\$120.00/hr

Publications Services

Technical Editor IV	\$165.00/hr
Technical Editor III	\$150.00/hr
Technical Editor II	\$135.00/hr
Technical Editor I	\$120.00/hr
Publications Specialist IV	\$125.00/hr
Publications Specialist III	\$115.00/hr
Publications Specialist II	\$105.00/hr
Publications Specialist I	\$95.00/hr
Clerical Administration	\$90.00/hr

Expert Witness – Court appearances, depositions, and interrogatories as expert witness will be billed at 2.00 times normal rates.

Emergency and Holidays – Minimum charge of two hours will be billed at 1.75 times the normal rate.

Material and Outside Services – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.

Travel Expenses – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost.

Invoices, Late Charges – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 30 days from the date of the invoice. Client agrees to pay a monthly late charge equal to 1% per month of the outstanding balance until paid in full.

Annual Increases – Unless identified otherwise, these standard rates will increase in line with the CPI-U for the nearest urban area per the Department of Labor Statistics to where the work is being completed) or by 3% annually, whichever is higher.

The rates listed above assume prevailing wage rates does not apply. If this assumption is incorrect Dudek reserves the right to adjust its rates accordingly.

October 11, 2023

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for October 2023

6-Year CIP, Project 2

This project is complete. We are now looking into when to begin CIP, Project 3.

Big Wave

Construction of the Airport Street mainline sewer is complete and meets GCSD specifications. We're confirming that the County has now approved the Contractor's trench pavement and has signed off on its encroachment permit.

We are waiting for revised as-built drawings from the contractor showing changes in design made during construction. We will recommend dedication of the mainline extension to the GCSD collection system when these issues are resolved.

Harbor Village RV Park

Construction of the RV Park at 100 Capistrano Road is still underway. The project includes a new manhole on the District sewer at the intersection of Capistrano Road and Pillar Point Harbor Boulevard. We witnessed the manhole water tightness test and it passed. We will inspect it again when the lateral from the RV Park is connected to the mainline and the manhole rim, cover and asphalt are finished.

We will periodically be reviewing construction of the Park's onsite sewers.

Pillar Point Harbor RV Park Public Restroom Project

Construction of a new manhole, connecting the lateral from the RV Park to the GCSD sewer, has been completed. I will review the installation of the new manhole with Tony Young of SAM during my next visit to the District.

Pillar Point Harbor Sewage Meter

So far, we have been unable to obtain additional information, from the contractor that installed the meter, needed to complete our review of the meter installation.

SAM Meeting with Member Agency Engineers re Failure of SAM's Montara FM

SRT Consultants submitted a draft technical memorandum (TM) describing its alternative analysis for the Montara Force Main. The TM describes 4 alternatives. The TM is expected to be on SAM Board's agenda for its October 16th meeting.

Update of GCSD Standard Specifications and Details

A draft of the updated standard specifications and construction details is in the final stages of internal KJ review. Once completed, the update will be distributed to GCSD staff for its review and input before being presented to the GCSD Board for adoption.



SEWER AUTHORITY MID-COASTSIDE

TO: Member Agency Managers
FROM: Kishen Prathivadi, General Manager
SUBJECT: Request for Reserve Funds

Background and Discussion/Report

The Board adopted Resolution 2-2013 on April 22, 2013, which addresses SAM's Reserve Policy. The adopted policy requires SAM to maintain an Operating Reserve as well as an Emergency Repair Reserve.

The Operating Reserve target is defined as cash reserves equal to two months of the fiscal year budgeted operating expenses.

The Emergency Repair Reserve target is set at \$1,250,000 with the stipulation that to the extent it is utilized, the GM will present a plan to replenish within sixty (60) days.

Attached is the present Operating Reserve Worksheet.

Due to the Winter Storm Damages of approximately \$1.6M, which were funded under emergency authorization from the Board per SAM's procurement policy, and other non-project capital expenditures of \$0.5M, SAM has had to use a part of the reserve funds to meet "must pay" obligations of the Authority.

As of this date, nine months after the January 2023 storms that gave rise to the need for emergency repairs, the reserve funds have not been replenished, and the amount now on reserve is less than the Board policy required amount by approximately \$263,000, with a "must pay" obligation to meet all expenses coming due in the next 4-6 months.

SAM has reached out to our insurance company as well as FEMA for funding/reimbursing the Winter Storm Damage expenses, but the status of reimbursement (eligibility, timing and amount) for the approximate \$ 1.6M in storm expenses incurred by SAM, per prior Board authorization, is still not known. Therefore, as per the adopted policy, if the reserve is used, a plan for replenishment needs to be presented to the Board within 60 days.

This was discussed at the SAM Board Meeting on Sept 11, 2023.

After the completion of Board discussion, a resolution was agreed upon for SAM's Member Agency's to fund our Emergency Reserve shortfall of \$266,350.66 based on each Member Agency's Flow Based allocation of the FY 23-24 O&M Budget.

The calculation is as follows:

City of Half Moon Bay	Granada Community Services District	Montara Water & Sanitary District
\$ 266,350.66	\$ 266,350.66	\$ 266,350.66
61.50%	19.05%	19.45%
\$ 163,805.66	\$ 50,739.80	\$ 51,805.20

Since we intend to track these funds outside of the regular monthly assessments, we kindly ask that you remit a separate check to SAM covering this amount only, along with your October 2023 O&M Assessments. If this is not possible, please remit this separate payment at the earliest date your internal accounting practices allow.

Thank you,

P.R. Kishen

Kishen Prathivadi, General Manager

Attachments:

1. Adopted Resolution 2-2013 for SAM Reserve Funds Policy
2. Operating Reserve Worksheet

RESOLUTION NO. 2-2013

A RESOLUTION ESTABLISHING SEWER AUTHORITY MID-COASTSIDE
RESERVE FUNDS POLICY

RESOLVED, by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, that:

WHEREAS, the Board has determined that sound financial management policy should include specific guidelines for accumulating and managing Authority reserve funds, and;

WHEREAS, purposes of reserve funds include but are not limited to operating costs, provision for emergencies and other unanticipated expenses, financing of repair and replacement of Authority facilities, and financing the construction of new facilities, all as necessary to fulfill purposes of the Authority, and;

WHEREAS, the Board has established by Resolution 2-2001 a Sewer Authority Mid-Coastside Reserve Funds Policy;

NOW, THEREFORE, IT IS ORDERED, as follows:

1. The existing Reserve Funds Policy established by Resolution 2-2001 is hereby repealed.
2. The Sewer Authority Mid-Coastside Reserve Funds Policy, dated April 22, 2013, attached hereto is hereby adopted as the policy of the Authority.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly passed and adopted by the Board of Directors of the Sewer Authority Mid-Coastside at a meeting thereof held on the 22nd day of April, 2013 by the following vote:

AYES: Kowalczyk, Alifano, Woren, Harvey, Boyd, Lohman

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



Secretary
Sewer Authority Mid-Coastside

SAM Reserve Policy

Statement of Purpose and Use

SAM reserves shall be comprised of the following:

Operating Reserve

1. **Objective:** To ensure that adequate cash is available when needed to pay SAM's normal and recurring operating costs.
2. **Target:** An operating and cash flow reserve equal to two months of the fiscal year budgeted operating expenses.
3. **Use:**
 - a. Payment of budgeted operating expenditures.

Emergency Repair Reserve

1. **Objective:** To ensure that adequate cash is available to stabilize and avoid sudden budget impacts in a particular year from material, unplanned repairs or replacements that require immediate attention to continue operations.
 2. **Target:** An emergency reserve of \$1,250,000. If and to the extent the reserve is used, a plan for replenishment will be presented by the SAM Manager to the Board within 60 days.
 3. **Uses:**
 - a. A repair or replacement resulting from an event causing sudden, significant failure of facilities that threatens continuation of operations.
 - b. Any repair or replacement which was scheduled to commence in a future fiscal year, but is critical to complete earlier than planned in order to insure continuation of operations, with Board approval.
1. Interest earned on the Operating Reserve will accrue to the Operating Reserve; interest earned on the Emergency Repair Reserve will accrue to the Emergency Repair Reserve.
 2. SAM will assess member agencies as necessary to maintain the minimum balance in each reserve.
 3. At the end of each fiscal year, reserves in excess of the amounts listed above shall be returned to the member agencies within 90 days of the end of the fiscal year.
 4. Each reserve shall be invested in accordance with SAM investment policy.
 5. In addition to the reserves referenced above, the Board may establish one or more replacement funds into which annual revenues would be deposited over a determined number of years to pay for capital expenditures anticipated to be needed in connection with the repair or replacement of existing capital facilities to an approximately serviceable level.

The Board may also establish one or more project funds into which annual revenues would be deposited over a determined number of years to pay for capital expenditures anticipated to be needed in connection with a project or projects approved by the participating member agencies. For purposes hereof, a "project," as defined in the SAM joint powers agreements, is one that is new in form and function.

Approved: April 22, 2013

Operating Reserve Summary

Total Operating Reserve Required Balance:	2,487,504.50
Current Cash Availble	1,781,348.55
Pending AR Deposits < 90 Days	919,301.56
Funds Required: Short Term	(479,496.27)
Net Funds Available:	2,221,153.84
Operating Account Suggested Balance:	2,487,504.50
Over/(Under) Suggested Level	(266,350.66)

Operating Reserve Worksheet

Emergency Repair Reserve Required Balance:	1,250,000.00	
2 Times Monthly Operating Budget:	1,237,504.50	
Total Operating Reserve Required Balance	2,487,504.50	
Main Account (09/07/2023):	1,124,732.92	
Payroll Account (09/07/2023):	146,633.08	
Money Market (09/07/2023):	523.32	
Current LAIF Balance: (8/31/2023):	509,459.23	1,781,348.55
Pending AR Deposits: Current (09/07/2023):	762,066.58	
Pending AR Deposits: 30-60 (09/07/2023):	157,234.98	
Pending AR Deposits: 60-90 (09/07/2023):	-	919,301.56
Pending AR Deposits: 90-120 (09/07/2023):	-	
Pending AR Deposits: >120 (09/07/2023):	-	919,301.56
Less Outstanding AP Checks (09/07/2023):	313,180.91	
Less Outstanding Payroll Checks (09/07/2023):	1,256.33	
Less: Pending ACH Transactions - AP/Payroll	131,000.00	
Less: Other Pending Payments	-	
Less: Outstanding AP	34,059.03	479,496.27
Available Funds:	2,221,153.84	
Available Funds Less >90 AR:	2,221,153.84	
Operating Account Suggested Balance:	2,487,504.50	
Over/(Under) Suggested Level	(266,350.66)	



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Adjourned Regular Board Meeting 7:00 PM, Monday, October 16, 2023

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87696521906?pwd=SytrQzNIZFFMSnBXM2NDN3NQSmPFZz09>

Meeting ID: 876 9652 1906

Passcode: 000756

Dial by your location

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not otherwise legally required, but rather is being offered as a convenience to the public, if there are technical issues during the meeting, this meeting will continue and will not be suspended.

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

1. CALL TO ORDER

A. Roll Call:	Chair:	Kathryn Slater-Carter (MWSD)
	Vice-Chair:	Barbara Dye (GCSD)
	Secretary/Treasurer:	Deborah Ruddock (HMB)
	Director:	Dr. Deborah Penrose (HMB)
	Director:	Peter Dekker (MWSD)
	Director:	Matthew Clark (GCSD)

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

Members of the public are welcome to provide 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 so submitted prior to 7 pm on October 16, 2023 will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

A. Approve Minutes of September 25 Regular Board Meeting
(Attachment)

B. Approve Disbursements for October 16, 2023 (Attachment)

C. Monthly Revenue and Expense Report for Period Ending September 30, 2023
(Attachment)

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

A. Discuss Draft Technical Memorandum "Alternative Analysis of Repair and Replace Montara Force Main" and Give Direction to Staff on the Preferred Alternative (Attachment)

B. Approve Third Amendment to Employment Agreement with General Manager (Attachment)

5. GENERAL MANAGER'S REPORT

6. ATTORNEY'S REPORT

A. Report on Efforts to Obtain Grants

7. DIRECTORS' REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: October 23, 2023 and November 13, 2023

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

INFORMATION FOR THE PUBLIC

This agenda contains a brief description of each item to be considered. Those wishing to address the Board on any matter not listed on the Agenda, but within the jurisdiction of the Board, may do so during the Public Comment section of the Agenda and will have a maximum of three minutes to discuss their item. The Board Chair will recognize those wishing to speak on a matter listed on the Agenda at the appropriate time.

Any writing that is a public record and relates to an agenda item for an open session of a regular meeting that is distributed to the Board less than 72 hours prior to the meeting, is available for public inspection, during normal business hours, at the Authority's office.

Board meetings are accessible to people with disabilities. Upon request, the Authority will make this agenda available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, the Authority will provide special assistance for participation in this meeting. Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the Authority at (650) 726-0124.

MINUTES
SAM BOARD OF DIRECTORS MEETING
Regular Board Meeting 7:00 PM, Monday September 25, 2023

1. CALL TO ORDER

Chair Slater-Carter called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

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

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

Gregg Dieguez, resident of Montara, and Chair of the Midcoast Community Council (MCC), addressed the Board, and requested that the SAM Recycled Water Project Report done by SRT Consultants, recently sent out to all the local agencies, are confirmed, corrected, or augmented in the portions of the report that pertain to their agency so he can follow up with the County with an augmented package, or know that he is on safe ground. He also stated that he is working on a storm water report which will be more of an immediate interest to SAM. He also inquired about Integral Consulting, and any other explanation or developing for the overflows of the past two Decembers.

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 September 11, 2023 Regular Board Meeting
- B. Approve Disbursements for September 25, 2023
- C. Monthly Revenue and Expense Report for Period Ending August 31, 2023

Chair Slater-Carter asked that the minutes of September 11, 2023 be removed for review by the Board Members, as she was told of some concerns, and would like to make sure that the minutes are verbatim from the tape before making any changes. The minutes will be brought back to the October 16, 2023 Special Board meeting.

Director Dekker moved, and Director Rarback seconded the motion to approve Consent

Agenda Item 3B – Approve Disbursements for September 25, 2023, and Item 3C - Monthly Revenue and Expense Report for Period Ending August 31, 2023, as presented.

Dekker/Rarback/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. Reject All Bids for Princeton Pump Station Rehabilitation Project

General Manager Prathivadi reviewed the staff report and recommended the Board reject all bids for the Princeton Pump Station Rehabilitation Project as the Project can no longer be awarded in a manner consistent with the time frames identified in the bid specifications. A discussion ensued. General Counsel Jungreis stated that there is nothing in the JPA that prohibits going forward with a project without full funding approved and conforms to the JPA requirement. He also stated that it needs to be a unanimous vote because it is not fully approved as part of the budget (Section 5E of the JPA). Carlyle Ann, resident of Moss Beach, commented on having to re-do the bidding process for the Princeton Pump Station Rehabilitation Project. Director Clark inquired as to how long the bid process took for the Princeton Pump Station Rehabilitation Project, and how long it would take a second time with the previously collected bid documentation. Following discussion, Director Ruddock moved, and Director Dekker seconded the motion to authorize the Board to contract with JMB Construction for the Princeton Pump Station Rehabilitation Project in the amount of \$1,637,650 per the lowest responsive bid.

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

5. GENERAL MANAGER'S REPORT

A. Managers' Monthly Report – August 2023

The Board concurred to accept the monthly Managers' Report for August 2023.

6. ATTORNEY'S REPORT - NONE

7. DIRECTOR'S REPORT - NONE

8. TOPICS FOR FUTURE BOARD CONSIDERATION

Director Dye requested the Training and Succession Planning, and Update Records Retention Policy need a revised discussion date. She also stated that she is very eager to see the combination of next years' CIP, and the multi-year CIP.

9. CONVENE IN CLOSED SESSION

The Board went in to Closed Session at 7:39 p.m.

10. CONVENE IN OPEN SESSION

The Board came out of Closed Session at 8:05 p.m. General Counsel Jungreis reported direction was given to staff.

11. ADJOURNMENT

Chair Slater-Carter adjourned the meeting at 8:05 p.m. to a Regular meeting on October 16, 2023, at 7:00 p.m., held at the Sewer Authority Mid-Coastside, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019

Respectfully Submitted,

Approved By:

Suzie Turbay
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Tim Costello, Plant Superintendent
DATE: September 25, 2023
SUBJECT: **Monthly Manager’s Report – August 2023**

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

The following data is presented for the month of *August 2023*.

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	0.753	61.77%
Granada CSD	0.223	18.31%
Montara W&SD	0.243	19.92%
Total	1.218	100%

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

Administration

There were two Regular Board Meetings in the month of August, and no public records request. There were two articles in the Half Moon Bay Review mentioning SAM, Sewer Authority Considers Rebuilding Princeton Pump Station (August 16, 2023), Sewer Authority Awaits Results of Flood Modeling (August 30, 2023). There were seven mentions of SAM in Coastside Buzz, Sewer Authority Mid-Coastside’s New Aeration Basin Will Allow Bugs to Eat Better Poo (August 3, 2023), 65 Years of Serving the Coastside – Understanding the History of the Montara Water and Sanitary District’s Water and Sewer System (August 3, 2023), Sewer Plant Flood Modeling Study and Force Main at Montara Water Hammer Study Being Reviewed by Engineers, then the Board and Public (August 10, 2023), SAM Board Delays Approval of Princeton Pump Station in Order to Pass a Budget Amendment to Capture Project Cost Increases (August 23, 2023), Sewer Plant 2023 Storm Hydro Modeling Provides Plan for 3’ Berm Elevation and Good Justification for FEMA Grant (August 30, 2023), Sewer Board Votes Unanimously to Pay \$35k to Ecological Rights Foundation to Extend Lawsuit Consent Decree to Replace the Force Main at Montara by 2026 (August 30, 2023), and SAM Adds Another Aeration Basin as per Brown & Caldwell Study to Handle Plant Upsets (August 30, 2023). There has been no lost time work accidents since September 10, 2019. There were no new hires in the month of August, and three anniversaries, Susan Turbay, Administrative Assistant, 16 years, Keith Harvey, Plant Operator, 9 years, and Aaron Gilbert, Plant lead Operator, 1 year.

Operations & Maintenance

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

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

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

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

We continue to use sodium hydroxide for PH adjustment along with Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier. These are being added at the back end of the MLSS basin and then carried by gravity to the secondary clarifier. We are adding polymer and cl2 for foam control on an as needed basis on the front side of the MLSS basin as well.

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

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

In the beginning of the month we had the field staff go through hearing conservation training and did a noise survey with Du—all Safety folks. We also all went through CPR/First aid/AED training mid-month. This was through the American Red Cross.

I know we reported it at the last meeting but we did have a concrete block wall installed in the area that flooded last December. Let us hope we do not have to deal with the same scenario this year. Based on the early modeling I've seen it could well be another wet winter.

Mid-month some folks from CCWD came for a tour of the facility and to talk about recycled water.

We are still working on the boiler order, there were question that came up that we are currently trying to sort out and get clarification on. It is a large order so clearly the importance of answering any questions on the front end is important.

We brought both aeration basins 3 and 4 on line. Our plan is to get them stable before it starts raining. This has required lots of PLC work with the air tuning and getting the flows balanced to the basins. The way the hydraulic flow splits works it tend to favor one tank more than the other. This is where the gate tweaking comes in to get things as close as we can, and yes all the hydraulic gates are manually operated to achieve this balance. It's a process and I am sure we will get it all sorted out soon enough.

Calcon has been doing work at the Montara to replace some old rusted conduit on the exterior of the buildings from the genny room to the MCC building. I remember when that conduit was installed, not sure what that says about me. At any rate that project is now complete so now we can move on to the next project.

During the month of August 2023 rainfall was pretty close to historic normal for Half Moon Bay. The 10-year average for the area is 0.164 inches of rain in August, (0.24 inches is considered to be normal, this year we received 0.26 inches, so we right at the 10 year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.26 inches, (from the NOAA gauge at the plant). Our roof top had 0.34 at the plant, 0.20 inches in the GCSD service are, and 0.21 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of August 2023.

8/1/2023 – Daily ops rounds. CEPT polymer pump not working, clean and fix issue. Add chemicals to MLSS effluent. Hope Atmore & Nora Mayen from GCSD

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
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district office came to the plant for a tour. George talked to CALCON regarding aeration basin parameters and settings. Place new turbidity meter in service. Add chemicals

- 8/2/2023 – Daily ops rounds and duties. Andreini Bros. here working on setting up a wall barrier along the fence for possible future flooding of creek. Add chemicals for the influent and effluent MLSS. Low MSS concentration, wasted less pounds to raise concentration. Work with IT tech on email logins for some of the crew who had problems logging in. High S02 alarm but no exceedance. Ops meeting afternoon.
- 8/3/2023 – Daily ops rounds and duties. Add polymer to MLSS influent but stop chemicals to effluent. Andreini Bros. here working on cement wall along the fence for future storms. Bisulfite delivery to plant. Low MLSS concentration stopped RDT early. Add bucket of BIOSTAR (sea monkeys). Move debris, equipment and sand bags from area of new cement wall.
- 8/4/2023 – Daily ops rounds and duties. Add chemicals to MLSS influent and effluent. ANDREINNI Bros. here to work on overflow wall. Perform a couple settle ability test in the afternoon from secondary center ring and MLSS tank for general observation. Lowered the DO set point for AB#4 to help process.
- 8/5/2023 – Saturday-Daily ops rounds and duties. Add chemicals to MLSS influent and effluent. Spray water in the influent wet well during the day to break up solids. Mix a few batches of diluted polymer.
- 8/6/2023 – Sunday- Daily ops rounds and duties. Heavy foam in the aeration basin. Add chemicals to MLSS tank influent and effluent. Princeton pump station fail, called another operator to look into it.
- 8/7/2023 – Daily ops rounds. Heavy foam in the aeration basin, start addition of chlorine to the surface to kill bacteria that causes foam as well add diluted polymer to MLSS influent. Add FOAM BUSTER and QUICK-ZYME to the aeration basin for foam control. Polymer delivery to plant. Add caustic soda to MLSS influent for PH control.
- 8/8/2023 – Daily ops rounds and duties. Continue addition of chlorine to the aeration basin surface to control foam. Add 1 tote of diluted polymer to MLSS influent. High S02 alarm, found plugged line to the analyzer. Ops meeting to discuss process issues.
- 8/9/2023 – Daily ops rounds and duties. SRT and other vendors here for Effluent and #3 water pump replacement discussion. Heavy foam in the aeration basin, continue to add chlorine to the foam to kill bacteria as well as add diluted polymer to the basin influent. Heavy scum in the secondary tank surface,

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wash-down sections of the outer secondary ring. Increase RAS ratio to 85% and decrease chlorine to the RAS to 27LBS per day. Perform Rocket Farms COD tests to determine BOD coming in. Ops meeting in the afternoon. Folks from CCWD and engineers in for a plant tour for possible recycle water project.

- 8/10/2023 – Daily ops rounds and duties. High Cl2 residual alarm early in the morning, came in to adjust settings and fix issue. Add chlorine to foam in AB#4 AND Polymer to MLSS influent and effluent. Adjust air to AB#4 by closing the air valve. Perform confined space by entering in to AB#3 to clean and clear debris inside. Set up the 4 inch trash pump to burp the contact basin every other hour during the day to remove solids. Clean and bleach all samplers around the plant.

- 8/11/2023 – Daily ops rounds and duties. Foam in the aeration basin slowly decreasing but still adding roughly 2 diluted polymer totes per day. Burp contact basin throughout the day to remove settled solids. Add caustic soda to MLSS influent. Princeton Pump station pump #2 in the off position because making weird noise, Mechanics will look into it. Add 1 bucket of Bio Star.

- 8/12/2023 – Saturday-Daily ops rounds and duties. Add polymer, caustic to MLLS influent. Add Alum and polymer to MLSS effluent. Set CLS to RAS @ 40 GPM.

- 8/13/2023 – Sunday- Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Pedro’s cleaning service here in the office. Add cl2 to foam in AB#4.

- 8/14/2023 – Daily ops rounds and duties. Open AB3 gate slightly to start filling up basin. Open valve air gate to AB3. Monitor AB3 throughout the day. Add chlorine to foam in AB4. Add chemicals to MLSS effluent. Disable air shut off cycle to aeration basins.

- 8/15/2023 – Daily ops rounds and duties. CALCON out at MONTARA pump station working on electrical equipment. Stop addition of polymer to MLLS effluent, but continue adding ALUM. Open the 2 influent gates in AB3 to feed primary effluent and open effluent gates. Relocate D.O. probes in AB3. Monitor AB3 during the day. Add cl2 to foam in AB4. AB3 now in service.

- 8/16/2023 – Daily ops rounds and duties. Low D.O. alarm early in the morning did adjust air valves to control air. High level alarm early in the morning at MONTARA pump station was able to clear alarm from SCADA, levels were normal. CALCON working out in MONTARA pump station during the day. CPR/AED training to staff. Jimmy from CALCON working on aeration

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basin parameters. Add polymer to both aeration basins influent flow. 35 years of service celebration at lunch time. Ops meeting regarding process.

- 8/17/2023 – Daily ops rounds. Add polymer to both AB3 and AB4 at the influent point to control foam. Add chlorine to the surface of the AB's for foam control. Clean contact basin #1. Switch/rotate all chemical pumps. Run influent pumps on hand to insure all are working correctly. CALCON out at MONTARA pump station working on electrical equipment. Replace tubing for primary sampler.
- 8/18/2023 – Daily ops rounds. Daily air blower shutdown enabled, was off temporarily due to DO issues. Add polymer to influent side of AB3 and AB4 to remove foam. Replaced Neuros blower air filters both units. CALCON at MONTARA pump station working on electrical equipment. PIRCENTON pump station dialer not working, will be looked at by the mechanics. MONTARA pump station trouble alarm in the evening, found VFD 2 failed once reset it all ok.
- 8/19/2023 – Saturday- Daily ops rounds and duties. ADD caustic soda to primary effluent to increase PH in the MLSS tanks. S02 chemical command % very high possible blockage in the line, diagnosed issue, cleaned probe, cleaned strainer, S02 now tending back to normal slowly. Change CL2 to RAS to 48lbs/day.
- 8/20/2023 – Sunday- Daily ops rounds and duties. Add polymer to influent side of AB's. Fill and mix a couple polymer totes during the day. Increased wasting to decrease MLSS concentration. Add chlorine to surface of AB's.
- 8/21/2023 – Daily ops rounds and duties. Add polymer to MLSS influent. Spray Cl2 to foam in the AB's. CALCON working at MONTARA pump station (electrical equipment). Hypochlorite delivery to PRINCETON pump station.
- 8/22/2023 – Daily ops rounds. Add polymer to influent side of both AB'S. Add CL2 to foam in both AB's. Training link tailgate Tuesday training on wild fires. CALCON at MONTARA pump station. Belt press bin area drain hole plugged, hydro flushed line to brake blockage. Performed quarterly residual MDL.
- 8/23/2023 – Daily ops rounds and duties. Add diluted polymer to MLSS influent both AB'S. Influent wet well, found thick layer of solids, leave hose running throughout the day to break up solids. Weekly inventory check. Set up KI solution in bottles for final effluent analyzers. Lower CL2 usage at PRINCETON pump station as the pump is having issues and needs to be rebuilt, will add it to the list. Wash-down algae in secondary clarifier #2. Clean primary sludge pump #2. CALCON at MONTARA.

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- 8/24/2023 – Daily ops rounds. Add diluted polymer to MLSS influent. Received MONTARA station alarm, found ultrasonic level sensor not working properly due to alignment, recalibrated and re install. CALCON working at MONTARA pump station on electrical equipment. Plant generator leaking coolant, inform mechanics about the situation. Test all influent pumps on hand. San Jose boiler works company in to look at the plants boilers to provide quotes for replacement. Clean final effluent sampler fridge as it's full of ice. Cleaned contact basin #2. Performed quarterly MDL to ops. Superintendent gave a Plant tour to two teachers from SEA CREST School that would like to schedule class tours.

- 8/25/2023 – Daily ops rounds and duties. No Polymer addition to MLSS tanks as foam is very light. Clean both aeration basin DO probes. Replaced effluent sample refrigerator with the Bio Assay fridge, because the other broke. RDT polymer tote replaced. Princeton pump station CL2 pump not working properly, adjusted the flow setting. CALCON working at MONTARA pump station.

- 8/26/2023 – Saturday-Daily ops rounds. Add caustic soda to MLSS influent. Add polymer to both AB's because of high foam. Dilute a couple polymer totes to have ready the following day if needed.

- 8/27/2023 – Sunday- Daily ops rounds and duties. Wash down secondary weirs to remove algae. No polymer addition to aeration basins, light foam on surface.

- 8/28/2023 – Daily ops rounds and duties. No polymer addition to MLSS influent because of light foam. CALCON out at MONTARA pump station working on electrical equipment. Found low coolant temp for plant generator, informed mechanics. Clean all samplers and tubing for influent, primary, secondary and effluent.

- 8/29/2023 – Daily ops rounds. Jimmy from CALCON here working on DO settings for aeration basins. CALCON out at MONTARA station. CEPT polymer pump not working, removed and cleaned out. Ops meeting in the afternoon to discuss CSRMA.

- 8/30/2023 – Daily ops rounds and duties. CALCON in MONTARA working on electrical equipment. Aeration basin #3 DO not steady, call jimmy from CALCON to look into it. Perform monthly check eye wash stations and fire extinguishers. Ops meeting to discuss CSRMA and maintenance duties.

- 8/31/2023 – Daily ops rounds and duties. ADD caustic to MLSS influent. Power off at MONTARA and NIAGARA stations done by CALCON for electrical work. SIMMS plumbing here at the plant doing work in the old ops working on the restroom. ADD CL2 to AB#3 for foam control.

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Other activities are listed below:

There were 10 deliveries (approximately 6,700 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 670.00. There were no leachate deliveries to the SAM IPS line in the month of August 2023, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 41,146 feet of sewer line and responded to 3 service calls in contract service areas. One was sewer line related and two were maintenance service calls. One of the callouts was during regular business hours or started during regular business hours. The other two were after hour calls. Two of the calls were in MWSD, and the other call was in the HMB service area during the month of August 2023.

HMB – There were no service calls in HMB in the month of August 2023

The maintenance call in HMB was as follows; 8/5 - Bell Moon Lift Station trouble alarm. Upon arrival station showed as normal. Cleared all alarms and checked pumps and station for normal operation.

GCSD – There were no service calls in the GCSD in the month of August 2023.

There were no maintenance service calls in the GCSD service area in the month of August 2023.

MWSD - The sewer line related call in the MWSD area was as follows; 8/11 - Smart cover Response for the man hole right near the lift station. Paper backing up the flow, district engineer is aware of the issue.

The maintenance call in MWSD was as follows; 8/22 - Call for grinder pump vault full. Found vault nearly full upon arrival. Lifted pump and cycled it, found pump to be functional. Limited residency on station, might have sticky valve from sitting too long.

The August 2023 collection system data report is provided for the Board's information. There were Zero (0) Category 1, Zero (0) Category 2's, Zero (0) Category 3's, and Zero (0) category 4 SSO's, during the month of August 2023. **note that the category 4 is new effective this month, (0 to 49 gallons).

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Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report August 2023

Attachment B: Monthly NPDES Report August 2023

Attachment C: Collection System Data August 2023

Attachment D: Contract Collection Service Report August 2023

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Attachment A

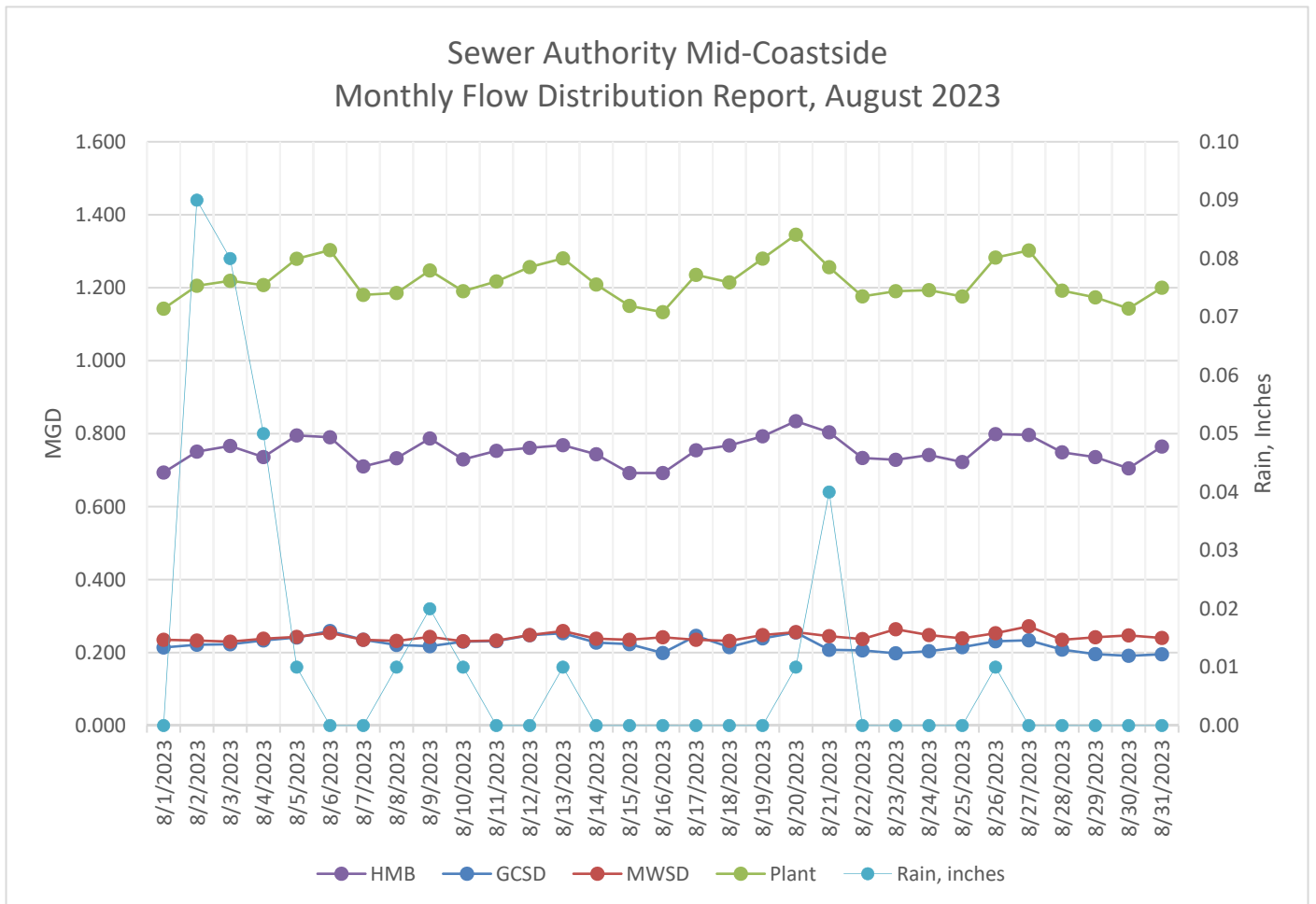
Flow Distribution Report Summary for August 2023

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

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.753	61.77%
Granada Community Services District	0.223	18.31%
Montara Water and Sanitary District	<u>0.243</u>	<u>19.92%</u>
Total	1.218	100.0%



Sewer Authority Mid-Coastside

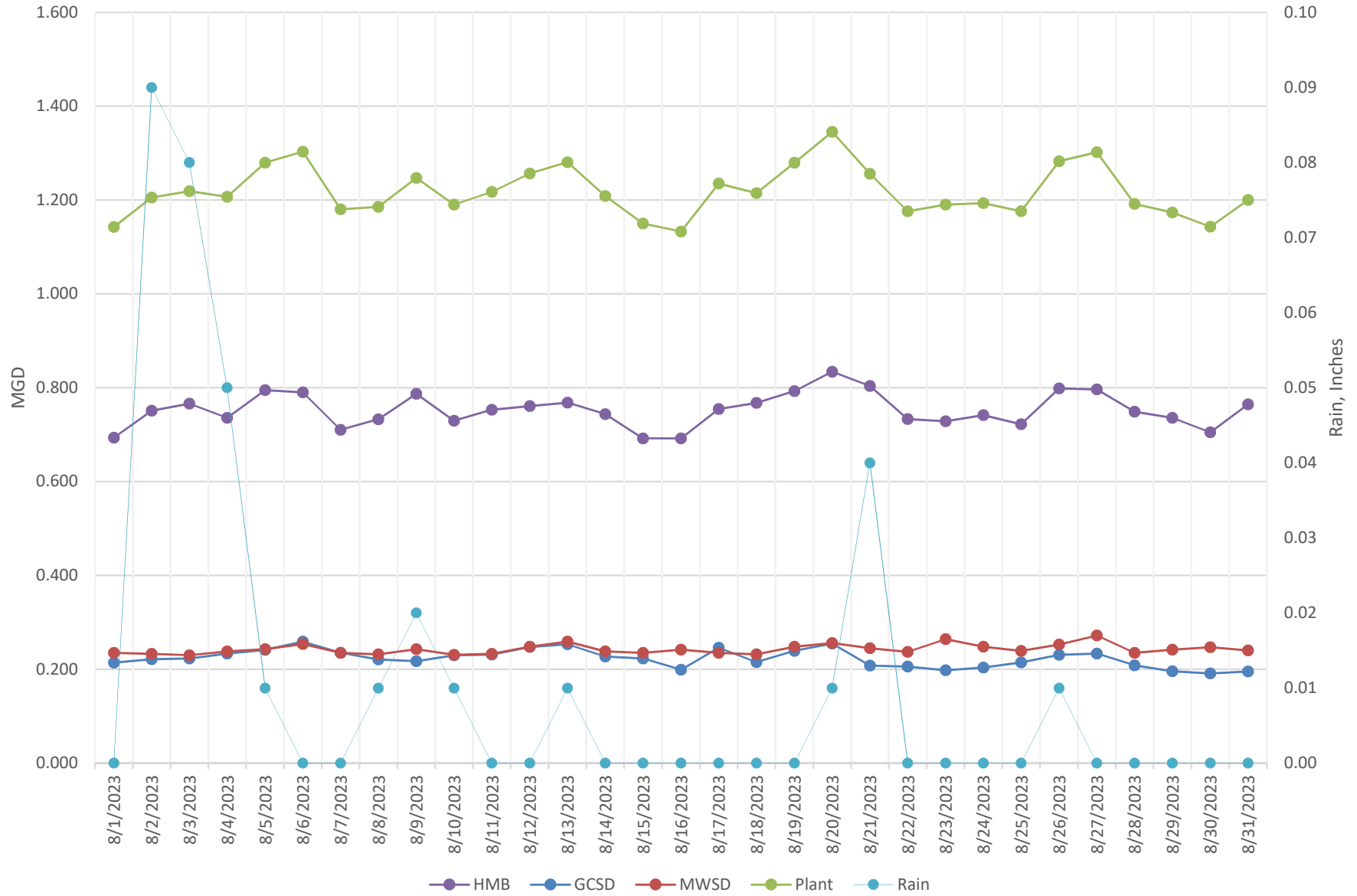
Monthly Flow Distribution Report for August 2023

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
8/1/2023	0.693	0.214	0.235	1.142	0.00	0.00	0.01
8/2/2023	0.751	0.222	0.233	1.205	0.09	0.04	0.05
8/3/2023	0.766	0.223	0.230	1.219	0.08	0.06	0.04
8/4/2023	0.736	0.233	0.238	1.207	0.05	0.05	0.05
8/5/2023	0.795	0.241	0.243	1.279	0.01	0.01	0.01
8/6/2023	0.790	0.259	0.254	1.303	0.00	0.00	0.00
8/7/2023	0.710	0.235	0.235	1.180	0.00	0.00	0.00
8/8/2023	0.733	0.221	0.232	1.186	0.01	0.01	0.01
8/9/2023	0.787	0.217	0.243	1.247	0.02	0.01	0.01
8/10/2023	0.729	0.230	0.231	1.190	0.01	0.00	0.01
8/11/2023	0.753	0.231	0.233	1.217	0.00	0.00	0.01
8/12/2023	0.761	0.248	0.248	1.257	0.00	0.00	0.00
8/13/2023	0.768	0.253	0.259	1.280	0.01	0.01	0.00
8/14/2023	0.743	0.227	0.238	1.209	0.00	0.00	0.00
8/15/2023	0.692	0.223	0.235	1.150	0.00	0.00	0.00
8/16/2023	0.692	0.199	0.242	1.133	0.00	0.00	0.00
8/17/2023	0.754	0.246	0.235	1.235	0.00	0.00	0.00
8/18/2023	0.768	0.215	0.232	1.215	0.00	0.00	0.00
8/19/2023	0.793	0.239	0.248	1.280	0.00	0.00	0.00
8/20/2023	0.834	0.255	0.256	1.345	0.01	0.01	0.00
8/21/2023	0.804	0.208	0.245	1.256	0.04	0.00	0.01
8/22/2023	0.733	0.206	0.237	1.176	0.00	0.00	0.00
8/23/2023	0.728	0.198	0.264	1.191	0.00	0.00	0.00
8/24/2023	0.741	0.204	0.248	1.193	0.00	0.00	0.00
8/25/2023	0.722	0.215	0.239	1.176	0.00	0.00	0.00
8/26/2023	0.799	0.231	0.253	1.283	0.01	0.00	0.00
8/27/2023	0.796	0.234	0.272	1.302	0.00	0.00	0.00
8/28/2023	0.749	0.208	0.235	1.192	0.00	0.00	0.00
8/29/2023	0.736	0.196	0.242	1.174	0.00	0.00	0.00
8/30/2023	0.705	0.191	0.247	1.143	0.00	0.00	0.00
8/31/2023	0.765	0.195	0.240	1.200	0.00	0.00	0.00
Totals	23.328	6.917	7.522	37.767	0.34	0.20	0.21

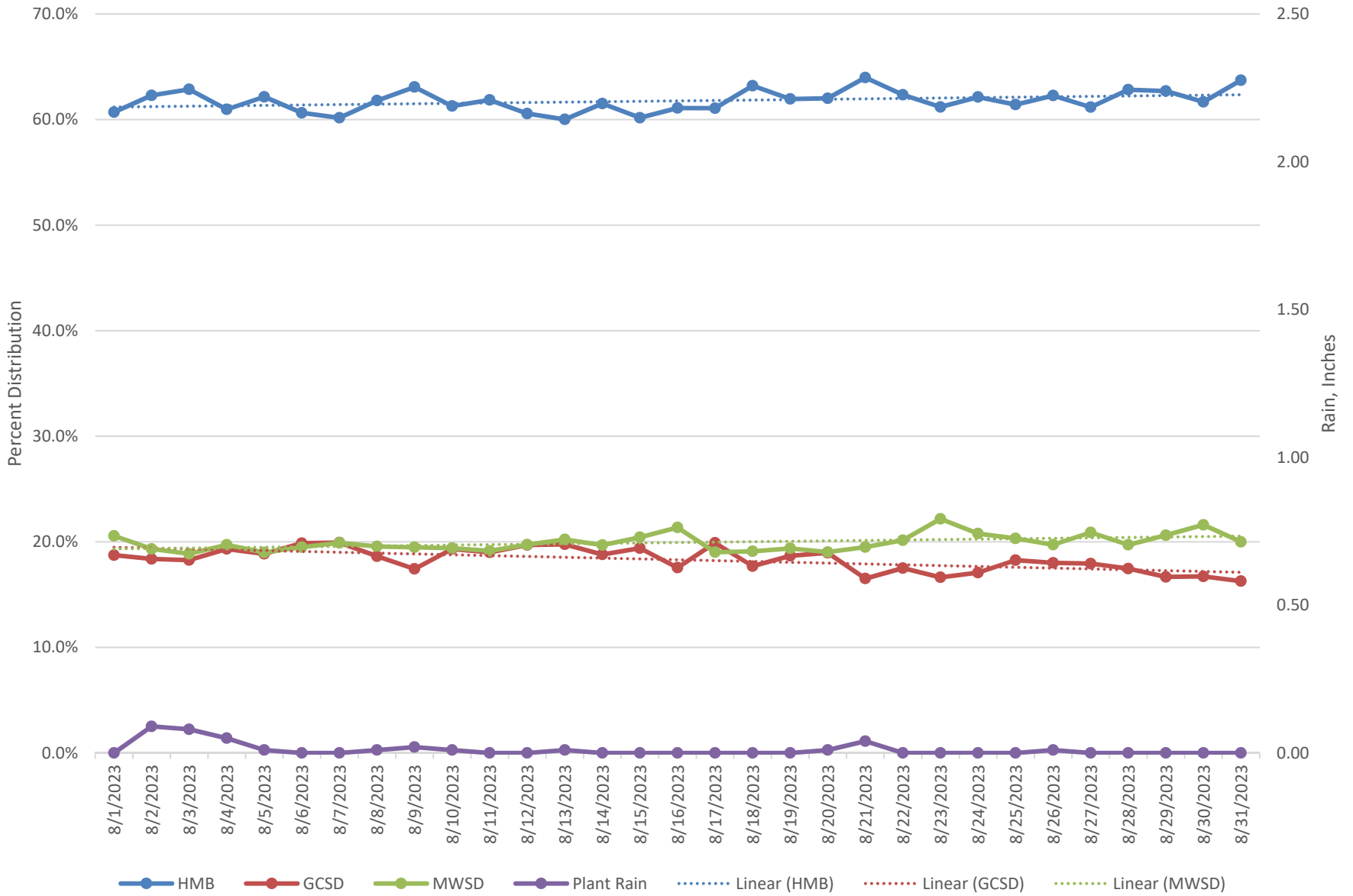
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.692	0.191	0.230	1.133
Average	0.753	0.223	0.243	1.218
Maximum	0.834	0.259	0.272	1.345
Distribution	61.77%	18.31%	19.92%	100.0%

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

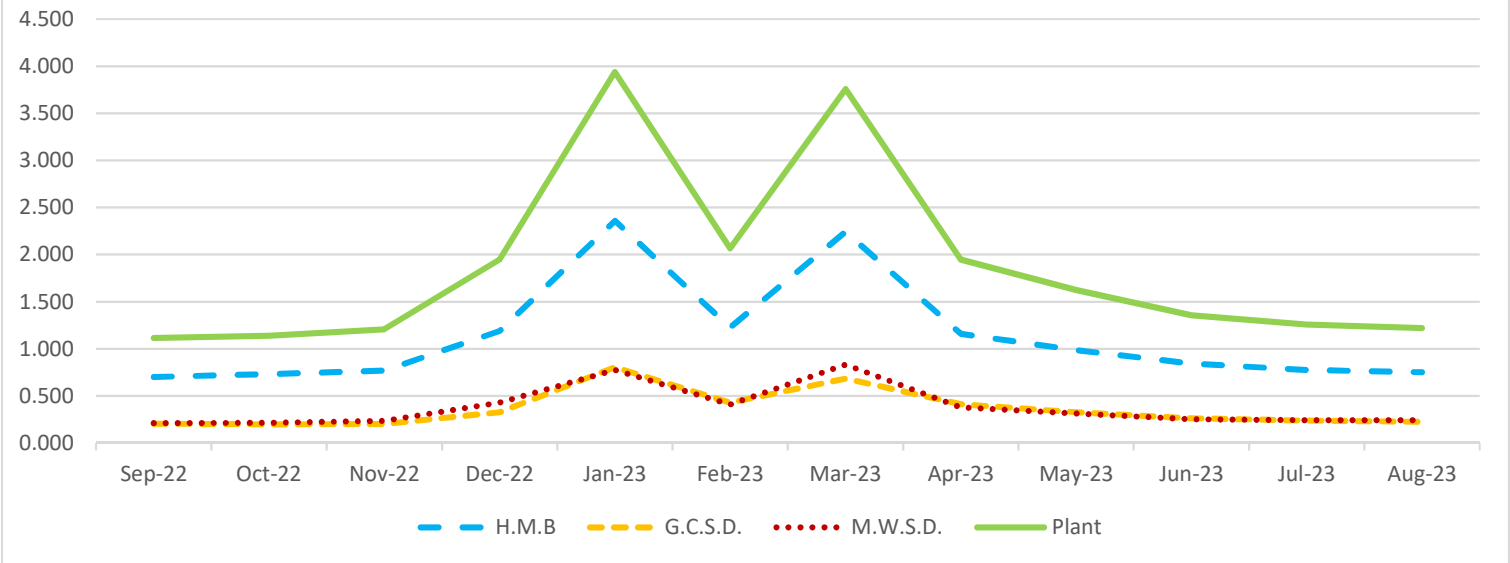


Percent Distribution August 2023

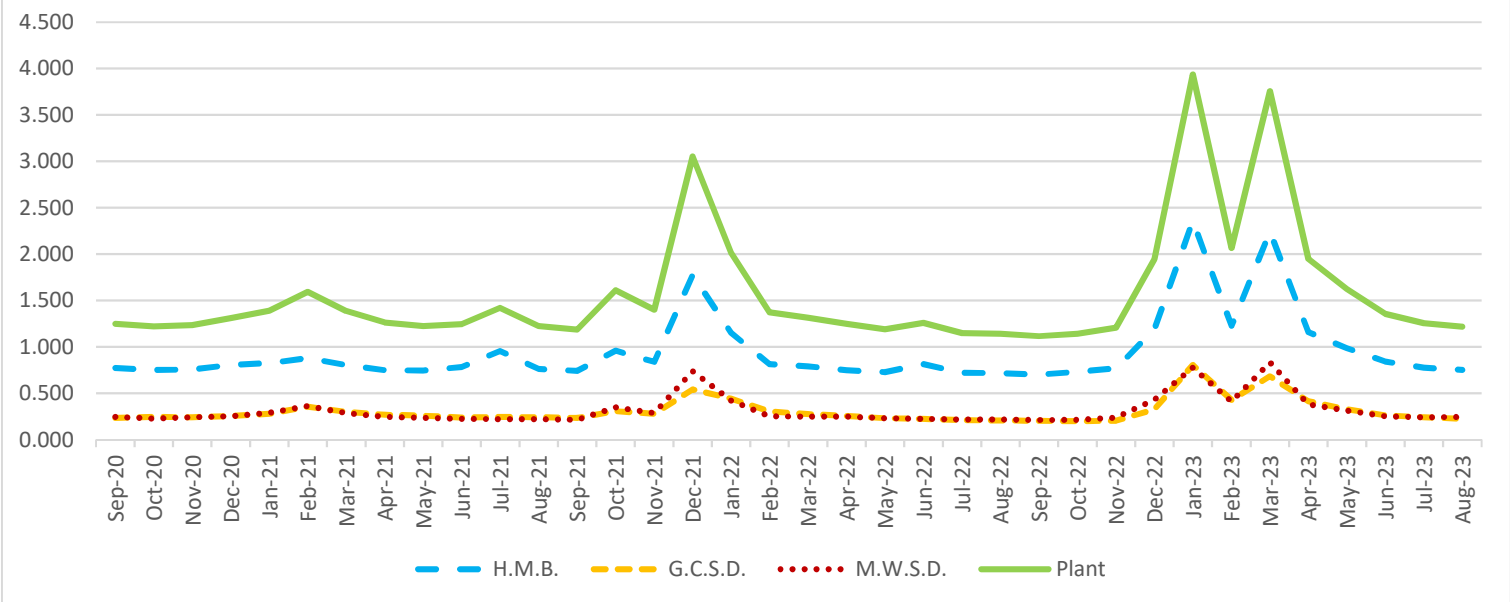


Most recent flow calibration March 2021 PS, March 2021 Plant

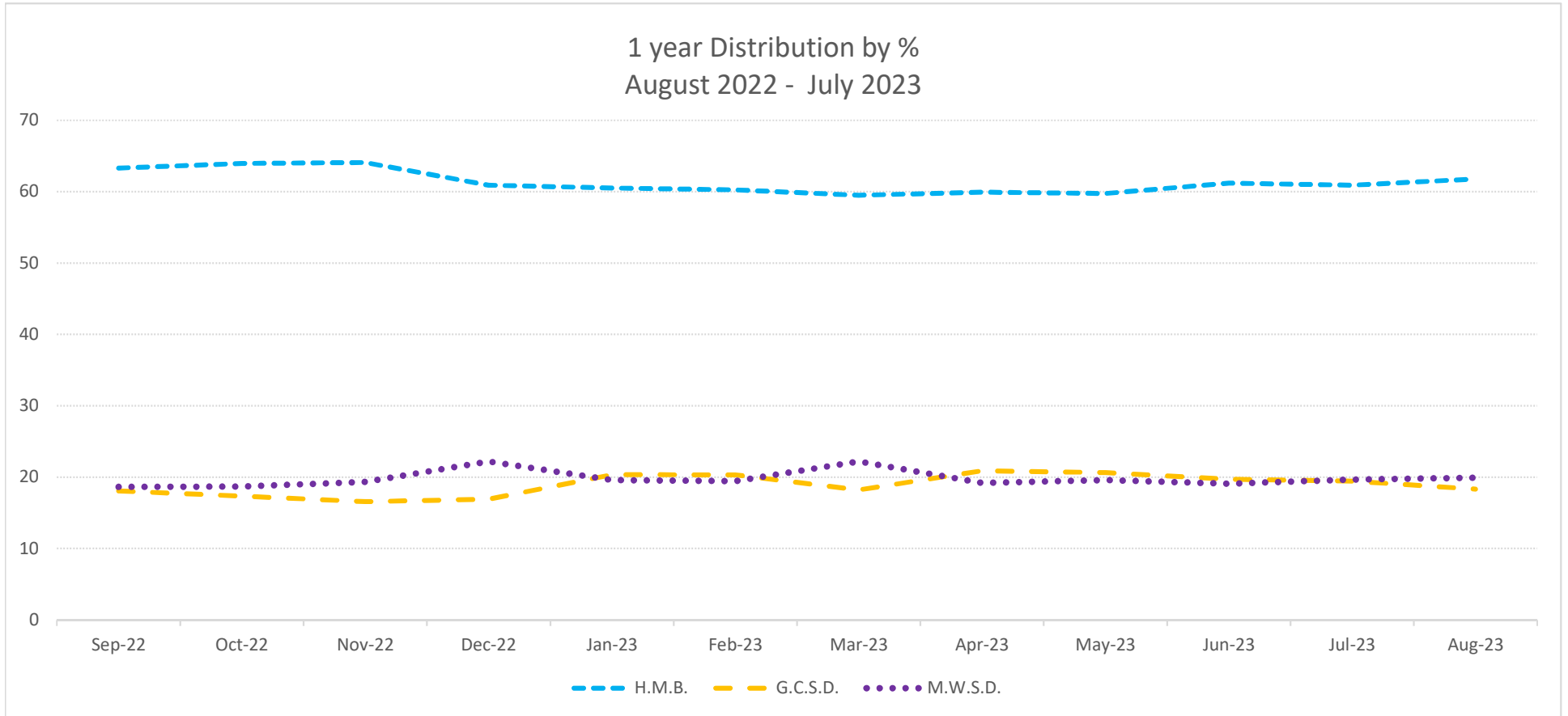
One Year Flow Chart
September 2022 - August 2023



Three year flow chart
September 2020 - August 2023



Flow based percent distribution based for past year



SAM E-001 August 2023

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
8/1/2023								
8/2/2023	330	15.00		95.5%	230	200	12.0	
8/3/2023	320	14.00		95.6%	250	200	15.0	
8/4/2023								
8/5/2023			14.50					13.50
8/6/2023	340	12.00		96.5%	230	180	7.6	
8/7/2023	320	15.00		95.3%	280	210	7.8	
8/8/2023								
8/9/2023								
8/10/2023								
8/11/2023								
8/12/2023			13.50					7.70
8/13/2023								
8/14/2023	340	19.00		94.4%	280	240	13.0	
8/15/2023	360	13.00		96.4%	260	210	11.0	
8/16/2023								
8/17/2023								
8/18/2023								
8/19/2023			16.00					12.00
8/20/2023								
8/21/2023								
8/22/2023	400	6.50		98.4%	250	200	4.5	
8/23/2023	360	8.40		97.7%	230	180	11.0	
8/24/2023								
8/25/2023								
8/26/2023			7.45					7.75
8/27/2023								
8/28/2023								
8/29/2023								
8/30/2023	340	7.50		97.8%	250	200	11	
8/31/2023	370	9.10		97.5%	270	220	10.0	
			8.30					10.50
Count	10	10	4	10	10	10	10	4
Minimum	320	6.50	7.45	94.4%	230	180	4.5	7.7
Average	348	11.95	12.86	96.5%	253	204	10.3	10.2
Maximum	400	19.00	16.00	98.4%	280	240	15.0	13.5
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 August 2023

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
8/1/2023						0.00
8/2/2023	94.8%	ND		7.10		0.00
8/3/2023	94.0%	ND		3.00		0.00
8/4/2023						0.00
8/5/2023			ND		5.05	0.00
8/6/2023	96.7%	0.6		5.80		0.00
8/7/2023	97.2%	ND		3.30		0.00
8/8/2023						0.00
8/9/2023						0.00
8/10/2023						0.00
8/11/2023						0.00
8/12/2023			0.325		4.55	0.00
8/13/2023						0.00
8/14/2023	95.4%	ND		4.60		0.00
8/15/2023	95.8%	ND		0.70		0.00
8/16/2023						0.00
8/17/2023						0.00
8/18/2023						0.00
8/19/2023			ND		2.65	0.00
8/20/2023						0.00
8/21/2023						0.00
8/22/2023	98.2%	ND		2.20		0.00
8/23/2023	95.2%	ND		3.50		0.00
8/24/2023						0.00
8/25/2023						0.00
8/26/2023			ND		2.85	0.00
8/27/2023						0.00
8/28/2023						0.00
8/29/2023						0.00
8/30/2023	95.6%	ND		4.20		0.00
8/31/2023	96.3%	ND		3.70		0.00
			ND		3.95	
Count	10	1	1	10	4	31
Minimum	94.0%	0.6	<	0.33	0.70	2.65
Average	95.9%	0.60		0.33	3.81	3.78
Maximum	98.2%	0.6		0.3	7.10	5.05
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 August 2023

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
8/1/2023	0.00		6.79	20.8			6.95	77.0
8/2/2023	0.00		6.84	20.5			7.36	83.9
8/3/2023	0.00	16.0	6.81	20.5	ND		7.55	84.0
8/4/2023	0.00		6.80	20.6			7.20	80.2
8/5/2023	0.00		6.78	20.7		ND	6.71	74.7
8/6/2023	0.00		6.60	21.1			6.07	68.2
8/7/2023	0.00	5.2	6.77	21.3	10.0		6.27	70.6
8/8/2023	0.00		6.74	21.4			6.13	69.1
8/9/2023	0.00		6.95	20.9			6.66	74.3
8/10/2023	0.00		6.98	21.1			6.74	78.5
8/11/2023	0.00		7.08	21.0			6.98	78.2
8/12/2023	0.00		7.03	21.0		ND	5.98	66.9
8/13/2023	0.00		6.91	21.4			6.00	67.4
8/14/2023	0.00		7.07	21.5			6.50	73.4
8/15/2023	0.00	34.0	7.09	21.8	ND		6.95	78.3
8/16/2023	0.00		6.83	21.7			5.88	66.6
8/17/2023	0.00		6.84	21.5			6.48	73.4
8/18/2023	0.00		6.95	21.9			7.03	80.2
8/19/2023	0.00		6.68	21.7		ND	6.28	71.8
8/20/2023	0.00		6.62	21.9			6.09	69.4
8/21/2023	0.00		6.87	22.3			6.65	76.4
8/22/2023	0.00		6.71	22.5			7.19	82.9
8/23/2023	0.00	9.2	6.56	22.4	ND		6.53	75.4
8/24/2023	0.00		6.51	22.4			6.83	78.5
8/25/2023	0.00		6.70	22.1			7.12	81.5
8/26/2023	0.00		6.72	21.6		ND	7.23	82.0
8/27/2023	0.00		6.68	22.1			6.76	77.4
8/28/2023	0.00		6.75	21.9			6.76	76.6
8/29/2023	0.00		6.67	22.1			7.12	81.3
8/30/2023	0.00		6.68	21.1			7.62	85.5
8/31/2023	0.00	5.4	6.59	21.1	ND		7.10	79.7
						ND		
Count	31	5	31	31	1	0	31	31
Minimum	0.00	5.2	6.51	20.5	< ND	< ND	5.88	66.6
Average	0.0	14.0	6.79	21.5	< ND	< ND	6.73	76.2
Maximum	0.00	34.0	7.09	22.5	10	< 0.0	7.62	85.5
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, August 2023

August 2023

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

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSO	MWSD	SAM
Roots	2	0	0	2	0
Grease	0	0	0	0	0
Mechanical	2	0	0	0	2
Wet Weather	10	4	0	2	4
Other	1	1	0	0	0
Total	15	5	0	4	6
		33%	0%	27%	40%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
August 2023	0	0	0	0	0
12 Month Moving Total	15	5	0	4	6

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
August 2023	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	14.4	13.5	0.0	14.8	82.2
Category 1	6.7	0.0	0.0	3.7	82.2
Category 2	3.8	10.8	0.0	0.0	0.0
Category 3	3.8	2.7	0.0	11.1	0.0
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

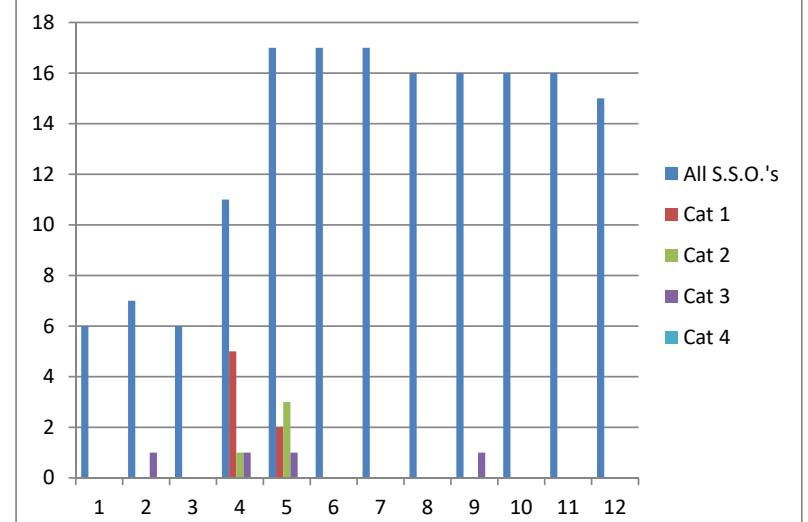
Month	HMB	GCSO	MWSD	Total Feet	Total Miles
Sep - 22	11,786	11,227	4,455	27,468	5.2
Oct - 22	12,220	8,847	9,308	30,375	5.8
Nov - 22	17,708	10,924	9,483	38,115	7.2
Dec - 22	2,384	9,393	5,101	16,878	3.2
Jan - 23	6,748	10,481	8,748	25,977	4.9
Feb - 23	14,417	9,983	6,822	31,222	5.9
Mar - 23	12,243	9,395	10,140	31,778	6.0
Apr - 23	10,883	12,375	8,290	31,548	6.0
May - 23	12,239	11,619	5,356	29,214	5.5
June - 23	11,096	10,472	5,375	26,943	5.1
July - 23	9,325	10,286	4,744	24,355	4.6
Aug - 23	22,726	8,469	9,951	41,146	7.8

Annual ft	143,775	123,471	87,773	355,019	
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Annual Mi.	27.2	23.4	16.6		67.2
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Attachment C

12 Month Moving SSO Totals Through August 2023



TASK SUMMARY- GCSD 2023-2024

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	10,235	6,242												
Hot Spot Cleaning	5,400	294	3,321												
Lift Station Inspection - Daily	52	4	4												
Lift Station Inspection - Annually	3	-	-												
Maint. Work Orders - Completed	-	4	4												
Maint. Work Orders - Incomplete	-	-	-												
Manhole Inspection	879	57	44												
USA Markings	372	76	81												
F.O.G. Inspections Completed	10	-	22												
F.O.G. Inspections Passed	10	-	15												
F.O.G. Inspection Failed	-	-	7												
Lateral Inspections	-	-													
Customer Service Call - Reg	-	1	-												
Customer Service Call - OT	-	-	-												
SSO Response - Category 1	-	-	-												
SSO Response - Category 2	-	-	-												
SSO Response - Category 3	-	-	-												
Insurance Claims Filed	-	0	0												



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

September 21, 2023

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM

CALL MEETING TO ORDER

The Special Meeting was called to order at 7:00 p.m.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, Director Barbara Dye. Director Jill Grant was absent.

Staff: Assistant General Manager Hope Atmore and District Counsel William Parkin.

GENERAL PUBLIC PARTICIPATION

ADJOURN TO CLOSED SESSION

SPECIAL MEETING AGENDA

1. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)). *City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District* (RPI, Sewer Authority Mid-Coastside) – Santa Clara County (Superior Court Case No. 17CV316927; Sixth District Court of Appeal Case No. H049896)

2. Conference Involving a Joint Powers Agency – Sewer Authority Mid-Coastside. (Government Code Section 54956.96):

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-CV04413)

Granada Community Services District representatives on Sewer Authority Mid-Coastside joint powers agency Board of Directors: Director Barbara Dye and Director Jen Randle (alternate).

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:35 p.m.

GENERAL PUBLIC PARTICIPATION

None.

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

- a. Report on Granada Community Park and Recreation Center.
Project Manager Ray Razavi reported to the Board that the Noise Study will move forward, the Biological Study is complete and will be shared in the next week, the Cultural/Archeological Study is almost complete, visual renderings are underway, and the possibility of undergrounding the overhead power and utility lines will be included in the IS/MND. Mr Razavi also spoke of four grant possibilities – earmark requests (State and Fed), Land Water Conservation Fund, Habitat Conservation Fund, and the State Parks Fund. A proposal from Townsend Consultants for grant funding consulting will be brought to the next meeting.
 - i. Consideration of conceptual approval of San Mateo County Library Outpost.
ACTION: Director Dye made a motion to approve the Library Outpost in concept and for the design teams to investigate how it can be incorporated into current designs. (Dye/Randle). Approved 4-0.
- b. Report on planned Recreation Program events.

2. Consideration of Approval of Ordinance No. 177 An Ordinance Regarding Compensation of Directors of the Granada Community Services District – First Reading.

ACTION Director Dye moved to waive by motion the reading of the Ordinance and to approve the Ordinance subject to enactment after a second reading at a subsequent board meeting. (Dye/Clark). Approved 4-0.

3. Consideration of Approval of Resolution to Amend Article III, Section B. of District Bylaws to Change Start Time for District Regular Board Meetings to 7:00 p.m.

ACTION: Director Clark moved to approve Resolution (Clark/Randle). Approved 4-0 Approve resolution.

4. Engineer's Report.

5. Report on Sewer Authority Mid-Coastside Meetings.

Director Dye reported to the board that the SAM Board discussed and agreed that the SAM Emergency Reserve Fund should be replenished following spending due to the storm damage incurred at the plant and in the Intertie Pipeline System in December '22 and January '23. Director Dye stated that the insurance money and FEMA money has not yet been allocated. This funding request will be brought to the Board at the October meeting. Director Clark stated that he would like a clear understanding of how money would be returned once the insurance and FEMA payments came in. Director Dye also reported that the SAM Board voted not to sign

the contract for the Princeton Pump Station repair/replacement because the City would not agree to fund their allocated percentage of the work.

CONSENT AGENDA

6. **August 17, 2023 Regular Meeting Minutes.**
7. **August 24, 2023 Special Meeting Minutes.**
8. **September 2023 Warrants.**
9. **July 2023 Financial Statements.**
10. **Assessment District Distribution #3-23/24.**

ACTION: Director Clark moved to approve the Consent Agenda. (Clark/Randle).
Approved 4-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

12. **Attorney's Report. (Parkin)**
13. **General Manager's Report. (Duffy)**
14. **Administrative Staff Report. (Atmore)**
15. **Future Agenda Items.**

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:34 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: October 19, 2023.

**Granada Community Services District
October 2023 Warrants
For the October 19, 2023 Board of Director's Meeting**

Date	Num	Name	Memo	Account	Amount
09/21/23	9724	AT&T	Inv dtd 09/05/23	6170 Utilities	\$ 2.15
09/21/23	9725	BKF Engineers	Park Engineering Svcs-Jul-Aug 2023	5130 Parks & Rec Professional Svcs	1,924.00
09/21/23	9726	Delia Comito	SDI Withholding Reim	6220 Miscellaneous	217.34
09/21/23	9727	Group 4 Architecture	Comm Center Design Inv dtd Aug31	5130 Parks & Rec Professional Svcs	3,795.00
09/21/23	9728	Peninsula Municipal Engineering	Inv dtd 09/20/23	5130 Parks & Rec Professional Svcs	5,700.00
09/21/23	9729	PG&E	Pump Stn Inv dtd 09/15/23	6170 Utilities	413.48
09/21/23	9730	Jen Randle	08/17/23 GCSD (Replaced Check 9722)	6040 Directors' Compensation	145.00
10/05/23	9731	County of San Mateo	District Share of LAFCO	6220 Miscellaneous	2,006.00
10/19/23	9732	Alhambra & Sierra Springs	Invoice dtd 09/28/23	6140 Office Supplies	36.97
10/19/23	9733	AT&T	Inv dtd 10/05/23	6170 Utilities	117.88
10/19/23	9734	Barbara Dye	09/21/23 GCSD	6040 Directors' Compensation	145.00
10/19/23	9735	CJ Brown & Company CPAs	Prof Svcs through 09/30/23	6010 Auditing	5,920.00
10/19/23	9736	CliftonLarsonAllen LLP	Prof Svcs through 09/30/23	6152 Accounting	3,792.83
10/19/23	9737	Coastside Land Trust	Jr Land Stewards Program FY 23/24	6310 Park Related Misc Expenses	12,000.00
10/19/23	9738	Comcast	10/13/23-11/12/23 Svcs	6170 Utilities	320.71
10/19/23	9739	Dudek	08/26/23-09/29/23 Prof. Svcs	6151 General Manager	2,543.75
10/19/23	9740	Group 4 Architecture	Comm Center Design Inv dtd 09/30/23	5130 Parks & Rec Professional Svcs	1,518.00
10/19/23	9741	Hope Atmore	Reim for Richlite Company	6310 Park Related Misc Expenses	5,531.82
10/19/23	9742	Horizon Water & Environment	Inv dtd 09/27/23	5130 Parks & Rec Professional Svcs	2,975.00
10/19/23	9743	Hue & Cry	Nov 2023 Pump Stn Alarm	6170 Utilities	35.59
10/19/23	9744	Jen Randle	09/21/23 GCSD	6040 Directors' Compensation	145.00
10/19/23	9745	KBA Document Solutions, LLC	09/13/23-10/12/23	6020 Copier lease	20.66
10/19/23	9746	Kennedy Jenks	Sep 2023 Svcs, Sum 194	6070 Engineering Services	19,406.59
10/19/23	9747	Kikuchi & Kankel Design Group	Prof Svcs through 09/30/23	5130 Parks & Rec Professional Svcs	11,067.50
10/19/23	9748	Matthew Clark	09/21/23 GCSD	6040 Directors' Compensation	145.00
10/19/23	9749	Nancy Marsh	09/21/23 GCSD	6040 Directors' Compensation	145.00
10/19/23	9750	Pacifica Community TV	09/21/23 GCSD	6180 Video Taping	400.00
10/19/23	9751	PG&E	Office Inv dtd 09/22/23	6170 Utilities	51.24
10/19/23	9752	Rodolfo Romero	Oct Cleaning	6130 Office Maintenance & Repairs	180.00
10/19/23	9753	San Mateo County Harbor District	Office Lease-Nov 2023	6120 Office Lease	4,600.00
10/19/23	9754	SDRMA	SDRMA Medical Benefit Premiums - Nov 2023	6062 Medical	2,276.28
10/19/23	9755	Sewer Authority Mid-Coastside	Oct 2023 Asmts	5010 SAM - General	137,684.33
10/19/23	9756	US Bank Equipment Finance	Oct 2023 Svcs	6020 Copier lease	359.83
10/19/23	9757	Wittwer & Parkin	Sep 2023 Svcs	6091 Legal- General	6,975.00
TOTAL \$					232,596.95

**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION (UNAUDITED)
AS OF AUGUST 31, 2023**

ASSETS

Current Assets

Cash & Cash Equivalents

1020 · Petty Cash	\$	192
1030 · Cash - LAIF		2,966,453
1040 · Tri Counties Bank - Gen Op		116,485
1050 · Tri Counties Bank - Deposit		270,585
Total Cash & Cash Equivalents		3,353,715

Other Current Assets

1100 · Accounts Receivable		19,406
1200 · Interest Receivable		19,220
1550 · Prepaid Expenses		8,207
Total Other Current Assets		46,833

Total Current Assets

3,400,548

Capital Assets

1600 · Land		2,862,979
1610 · Construction in Progress		1,155,954
1615 · Equipment		22,153
1620 · Collections System		11,659,302
1630 · Accumulated Depreciation		(7,871,285)
Total Capital Assets		7,829,103

Other Assets

1750 · Investment in SAM		4,708,434
Total Other Assets		4,708,434

TOTAL ASSETS

15,938,085

DEFERRED OUTFLOWS OF RESOURCES

1760 · Deferred Outflows of Resources - Pensions		88,433
		88,433

TOTAL DEFERRED OUTFLOWS OF RESOURCES

88,433

(Continued on next page)

**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION (UNAUDITED)
AS OF AUGUST 31, 2023
(CONTINUED)**

LIABILITIES

Current Liabilities

2000 · Accounts Payable	125,329
2001 · Accrued Vacation	1,468
2020 · Class 3 Deposits	20,055
2100 · Payroll Liabilities	5,994
2225 · Recology-Del Garbage	10,172
2300 · Due to AD	6,252
2350 · Retainage Payable	28,005
Total Current Liabilities	197,275

Long-Term Liabilities

2401 · Net Pension Liability	86,607
Total Long Term Liabilities	86,607

TOTAL LIABILITIES

283,882

DEFERRED INFLOWS OF RESOURCES

2402 · Deferred Inflows of Resources - Pensions	86,394
	86,394

TOTAL DEFERRED INFLOWS OF RESOURCES

86,394

NET POSITION

Net Investment in Capital Assets	7,874,936
Unrestricted	7,983,052
Change in Net Position	(201,746)
	(201,746)

TOTAL NET POSITION

\$ 15,656,242

PRELIMINARY DRAFT

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

**GRANADA COMMUNITY SERVICES DISTRICT
REVENUES & EXPENSES (UNAUDITED)
JULY 1, 2023 THROUGH AUGUST 31, 2023**

	Jul 1, 2023 - Aug 31, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 703	\$ 76,667	\$ (75,964)	\$ 920,000
4020 · Sewer Service Charges-SMC	-	203,333	(203,333)	2,440,000
4021 · Sewer Svc Charges Pro-rated	4,700	-	4,700	-
4030 · AD OH Reimbursement	3,000	3,000	-	36,000
4040 · Recology Franchise Fee	7,491	3,750	3,741	45,000
Total Operating Revenue	15,894	286,750	(270,856)	3,441,000
Non Operating Revenue				
4120 · Interest on Reserves	19,221	9,250	9,971	111,000
4125 · Unrealized Gain (Loss) in LAIF	7,219	-	7,219	-
4130 · Connection Fees	5,875	3,167	2,708	38,000
4160 · SAM Refund from Prior Yr	-	83	(83)	1,000
4170 · ERAF Refund	252,022	33,333	218,689	400,000
4180 · Misc Income	150	500	(350)	6,000
4185 · Lease Revenue	10,000	5,000	5,000	60,000
Total Non Operating Revenue	294,487	51,333	243,154	616,000
TOTAL REVENUES	310,381	338,083	(27,702)	4,057,000
Expenses				
Operations				
5010 · SAM - General	178,108	89,054	(89,054)	1,068,645
5014 · SAM - Pass Through Costs	1,650	-	(1,650)	-
5020 · SAM - Collections	37,396	18,106	(19,290)	217,276
5040 · Depreciation Expense	45,833	-	(45,833)	-
5060 · Lateral Repairs	489	2,000	1,511	24,000
5065 · CCTV	-	1,250	1,250	15,000
5110 · RCD - Parks	-	833	833	10,000
5120 · Half Moon Bay Reimb - Parks	-	2,583	2,583	31,000
5130 · Parks & Rec Professional Services	39,302	12,500	(26,802)	150,000
Total Operations	302,778	126,326	(176,452)	1,515,921

(Continued on next page)

**GRANADA COMMUNITY SERVICES DISTRICT
REVENUES & EXPENSES (UNAUDITED)
JULY 1, 2023 THROUGH AUGUST 31, 2023
(CONTINUED)**

	Jul 1, 2023 - Aug 31, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	3,735	1,917	(1,818)	23,000
6020 · Copier lease	969	417	(552)	5,000
6040 · Directors' Compensation	1,740	833	(907)	10,000
6050 · Education & Travel Reimb	1,172	167	(1,005)	2,000
6060 · Employee Compensation	98,574	29,167	(69,407)	350,000
6070 · Engineering Services	-	2,500	2,500	30,000
6080 · Insurance	(33)	4,333	4,366	52,000
6090 · Legal Services	4,238	3,333	(905)	40,000
6095 · Legal Services for Case Related Legal	-	2,917	2,917	35,000
6100 · Memberships	-	825	825	9,900
6120 · Office Lease	9,200	5,333	(3,867)	64,000
6130 · Office Maintenance & Repairs	180	708	528	8,500
6135 · Other Property Maint.	950	-	(950)	-
6140 · Office Supplies	3,318	-	(3,318)	-
6150 · Professional Services	22,436	11,917	(10,519)	143,000
6160 · Publications & Notices	-	833	833	10,000
6170 · Utilities	2,426	1,333	(1,093)	16,000
6180 · Video Taping	1,200	417	(783)	5,000
6190 · Computers	2,752	667	(2,085)	8,000
6220 · Miscellaneous	-	750	750	9,000
6230 · Bank Service Charges	65	-	(65)	-
6310 · Park Related Misc Expenses	1,802	833	(969)	10,000
Total Administration	154,724	69,200	(85,524)	830,400
Capital Projects				
7013 · 6-yr CIP Phase 2	15	5,417	5,402	65,000
7015 · Mainline System Repairs	-	833	833	10,000
7100 · SAM - Infrastructure	54,610	55,563	953	666,750
Total Capital Projects	54,625	61,813	7,188	741,750
TOTAL EXPENSES	512,127	257,339	(254,788)	3,088,071
CHANGE IN NET POSITION	\$ (201,746)	\$ 80,744	\$ (282,490)	\$ 968,929

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

**GRANADA COMMUNITY SERVICES DISTRICT
SELECTED INFORMATION
JULY 1, 2023 THROUGH AUGUST 31, 2023**

The accompanying financial statements include the following departures from accounting principles generally accepted in the United States of America:

Historical:

- These financial statements omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America.
- These financial statements are being issued in draft form pending the completion of the independent financial statement audit for the fiscal year ended June 30, 2023. There could be changes to the beginning balances of accounts presented in these financial statements resulting from adjustments made during the completion of the audit that could be material.
- Interest receivable from LAIF as of the current period-end has been estimated using linear regression.
- The following accounts have not been adjusted during the interim periods presented and will be adjusted as of and for the year ended June 30, 2023:
 - ◊ Fixed assets and Construction in Progress, Investment in SAM, Accrued Vacation, Relief Refund Advance, Net pension liability and related deferred inflows and/or deferred outflows of resources.
- GASB Statements No. 87 (Leases) and No. 96 (Subscription-Based Information Technology Arrangements) have not been evaluated or implemented (if required) for the interim period(s) presented. Accordingly, assets and liabilities could be understated as a result. These standards will be evaluated and implemented as necessary at fiscal year-end.
- The activities of the Assessment District, a *blended component unit* of the Granada Community Services District, have not been included in these interim financial statements.
- The statements of revenues and expenses (unaudited) are presented using a simplified *single-step* approach, rather than subtotaling operating revenues with operating expenses and non-operating revenues with non-operating expenses separately. The statements of revenues and expenses (unaudited) also do not present the beginning and ending net assets. These presentation matters prescribed by GASB Statement No. 34 ¶100-101 are implemented for the fiscal year-end audited financial statements only.

Forecast (Budget):

- The forecasted (budgetary) financial information presented on the statement of revenues and expenses (unaudited) omits substantially all of the disclosures required by accounting principles generally accepted in the United States of America.

The effects of these departures have not been determined.

Summary of Significant Assumptions

The budgetary information included on the statement of revenues and expenses (unaudited) presents, to the best of management's knowledge and belief, the District's expected results of operations for the fiscal year ending June 30, 2024. Accordingly, the budget reflects management's judgment as of June 15, 2023, the date the budget was approved, of the expected conditions and management's expected course of action. The assumptions disclosed herein are those that management believes are significant to the budget. There will usually be differences between the budgeted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

Budgetary Assumptions—Statement of Revenues and Expenses (Unaudited)

- Projected Sewer Revenues assumes 8 new connections at \$4,700 per connection, and 3,232 ERUs of sewer service charges at \$755 per ERU.
- Operational and Administrative costs are expected to increase by approximately 5.7%.
- A return of 4% interest on average yearly invested reserves is expected. Management projects \$111,000 in interest revenues for the fiscal year.

No assurance is provided on these financial statements.

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: Sep 15, 2023 to Oct 12, 2023
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Date: October 19, 2023

PUBLIC RECORDS (ACT) REQUESTS - There were no requests this period.

APPLICATIONS RECEIVED

There was one application received this period:

Table with 7 columns: Date, Class, Owner/Agent, APN, Address, Sq. Ft., Zone. Rows include Lopez, Solloway, Pond, and Mayolegz LLC.

Shaded items were previously reported.

PERMITS ISSUED

There were two permits issued this period:

Table with 8 columns: Permit No., Class, Date, Owner/Agent, APN, Address, Sq. ft., Zone. Rows include Parnovskiy, Carey, Solloway, Lopez, Mayolegz LLC, and Kybych.

Shaded items were previously reported.

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

Table with 7 columns: Date, Class, Permit #, Issued, Owner, APN, Address. Rows include Oulton and Ralston.

REPAIRS - There were no lateral repairs this period.

SPECIAL NOTES:

