



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, March 21, 2024

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: March 21, 2024 7:00 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 agenda items, to postpone agenda items to a later date, or to table items indefinitely.

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

- 1. Parks and Recreation Activities.**
 - a. Report on Granada Community Park and Recreation Center.
 - b. Report on planned Recreation Program Events.
- 2. Proposal from Kikuchi + Kankel Design Group for Additional Services For the Granada Community Park Project.**

Recommendation: To be made by the Board.
- 3. Amendment to the GCSD FY 2023/24 Budget to Incorporate the SAM Budget Amendment for the Princeton Pump Station Replacement.**

Recommendation: Approve the Amended GCSD FY 2023/24 Budget.
- 4. Engineer's Report.**
- 5. Report on Sewer Authority Mid-Coastside Meetings.**

CONSENT AGENDA

- 6. February 15 Regular Meeting Minutes.**
- 7. March 2024 Warrants.**
- 8. January 2024 Financial Statements.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN TO CLOSED SESSION

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)

RECONVENE TO OPEN SESSION

Report on reportable action taken in Closed Session.

ADJOURN REGULAR MEETING

At the conclusion of the February 15, 2024 Regular Meeting:

Last Ordinance adopted: No. 177

Last Resolution adopted: No. 2024-01

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 Updates
Date: March 21, 2024

Past events:

- First Bookmobile visit
- Birding Walk

Future events:

- Egg Hunt & Dog Costume Contest 3/23
- Harbor Walk 4/14
- Recology Recycling Day 4/20
- Earth Day Event 4/20
- Nature Walk 5/18



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Proposal from Kikuchi + Kankel Design Group for Additional Services
For the Granada Community Park Project
Date: March 21, 2024

Attached to this memo is a proposal from the District's landscape architecture firm Kikuchi + Kankel for additional permitting support and project management work for the Granada Community Park project. The overall design has been complete for some time, and the CEQA process is well underway. The district will need assistance from K + K in processing the permitting, Coastal Development Permit, and some CEQA coordination in the coming months. I would recommend your board approve the proposal from Kikuchi + Kankel for a not-to-exceed amount of \$56,800.

February 23, 2024

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



Kikuchi + Kankel
Design Group

RE: Granada Community Park & Recreation Center
Additional Landscape Architectural Services:
Coastal Development Permit Administration

Dear Chuck:

It remains a pleasure working with you and the District team on the continued development of the the Granada Community Park and Recreation Center project. While the project remains dynamic, we are looking forward to the upcoming Coastal Development Permit submittal as a significant milestone.

As the project has continued to develop and be refined over the last several years, our involvement has increased at your request. We are presenting this proposal for additional services to ensure that our scope and fees are in alignment with the current and future services requested by you. For clarity, the numbering of these tasks is new, but follows the list of tasks previously approved by the District in the proposals dated 12/6/2017, 10/4/2018, 12/3/2019, 3/24/2021, and 8/18/2022, and as identified in our monthly billing summaries.

I. SCOPE OF ADDITIONAL SERVICES

Task 10: Coastal Development Permit Administration

1. KKDG shall attend monthly meetings with project team to coordinate progress, submittal documents, and related administrative tasks
2. KKDG to review Architect's and Civil drawings and submittal documents and request or provide comments and clarifications.
3. KKDG to revise landscape drawings as required to conform to updated Architectural and Civil drawings.
4. KKDG shall continue to engage in CEQA project administration, including providing review and comments on the draft IS/MND and related documents; review and respond to agency and public comments received during the public review period.
5. KKDG shall coordinate review of draft schematic planting, irrigation, and vegetation management plans with RCD and incorporate their comments into the submittal documents.
6. KKDG to review and respond to regulatory agency comments received from ACoE, CDFW, RWQCB, CCC, and related bodies; KKDG shall include minor revisions as required to conform to direction received.
7. KKDG shall continue to support and coordinate the Coastal Development Permit submittal:
 - a. KKDG shall prepare a formal Project Narrative document to describe the proposed master plan and the history of public input the District has supported to date.
 - b. KKDG shall attend and provide updates at up to three (3) upcoming District board meetings.
 - c. KKDG shall prepare and coordinate submittal of county application materials.

730 Mill Street, Half Moon Bay | 61 East Main Street, Suite C, Los Gatos

Steven T. Kikuchi, PLA, ASLA Founder Christopher Kankel, PLA, ASLA Principal
Thomas W. Conroy, Partner Nathan Rose, PLA Partner Jeanette T. Hill, PLA, ASLA Partner

- d. KKDG shall attend at least two (2) County planning department meetings and coordinate submittal package of drawings for County review.
- e. KKDG shall coordinate and provide responses to County plan check comments raised during their submittal review.
- f. KKDG shall present project and obtain feedback at one (1) Midcoast Community Council meeting.
- g. KKDG shall present project and obtain feedback at up to two (2) county Planning Commission hearings.

II. EXCLUDED SERVICES

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

III. FEES & COMPENSATION

- 1. Rate Schedule: KKDG’s services shall be provided on an hourly basis at the following rates:

Founder, Senior Principal	\$195 / hr
Principal	\$175 / hr
Senior Associate	\$155 / hr
Arborist	\$150 / hr
Associate	\$145 / hr
Project Manager	\$135 / hr
Draftsperson	\$120 / hr
Clerical	\$95 / hr

- 2. Additional Services: KKDG shall provide the following services on an hourly basis.

Task 10: Coastal Development Permit Administration	\$56,800
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- 3. Reimbursable Expenses: Printing, reproduction costs, and postage/delivery fees shall be billed at cost plus 10%.

KKDG shall prepare and submit invoices on a monthly basis for the time expended, and are due within 25 days or shall be subject to a 1-1/2% interest charge. Kikuchi + Kankel Design Group currently maintains insurance limits of \$2 million each in general, automotive, and professional liability, and Worker’s Compensation insurance as required by the State of California.

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

Sincerely,



Tom Conroy
Vice President, CFO



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
 From: Chuck Duffy, General Manager
 Subject: Amendment to the GCSD FY 2023/24 Budget to Incorporate the SAM Budget Amendment for the Princeton Pump Station Replacement
 Date: March 21, 2024

At our February board meeting, the GCSD Board approved SAM’s request for a budget amendment for funding of the infrastructure projects necessary to comply with the requirements contained in the August 2019 settlement agreement between SAM and the Ecological Rights Foundation (ERF).

That budget amendment included the following two items: 1) the Princeton Pump Station replacement project, and 2) permitting and design work for the section of the SAM IPS pipeline known as the Montara Force Main. While both MWSD and GCSD had approved that SAM budget amendment, the City of Half Moon Bay did not approve it at their February 6th Council meeting, and instead conditioned future approval on a stipulation to the existing lawsuit by the City against MWSD and GCSD.

The City subsequently approved funding of the Princeton Pump Station replacement project at their March 5th Council meeting (under protest), but did not approve the permitting and design work for the SAM IPS pipeline. As mentioned above, both SAM projects are a result of the settlement agreement with ERF, and as such are obligations of SAM. Nevertheless, the construction contract for the Princeton Pump Station work will now be executed by SAM, and GCSD’s share of additional funding is \$255,192.

	Member Agency %	Princeton Pump Station Additional Cost	Member Agency Share
HMB	61.50%	\$1,339,592	\$823,849
GCSD	19.05%	\$1,339,592	\$255,192
MWSD	19.45%	\$1,339,592	\$260,551
Total			\$1,339,592

I have attached:

1. The Amended GCSD Sewer Budget incorporating the SAM Princeton Pump Station work.
2. The SAM report from their agenda to help further clarify this issue.

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT BUDGET FISCAL YEAR 2023/24 *As Amended March 21, 2024*

<u>SEWER - OPERATING REVENUES</u>	FY 2023/24
	<u>Budget</u>
1 . Annual Sewer Service Charges	\$ 2,440,000
2 . Reim. from A.D. - Salary and Overhead	\$ 36,000
3 . Recology of the Coast Franchise Fee	\$ 45,000
4 . 480 Ave. Alhambra Rent	\$ 60,000
5 . Miscellaneous	\$ 5,000
TOTAL REVENUES	\$ 2,586,000

Budget Revenue Assumptions:

- 1 . 3,232 ERU's of sewer service charge at \$755 per ERU

SEWER - EXPENDITURES

<u>SEWER - SAM OPERATING EXPENSES</u>	FY 2023/24
	<u>Budget</u>
1 . SAM General Budget - Treatment	\$ 731,476
2 . SAM General Budget - Administration	\$ 291,945
3 . SAM General Budget - Environmental Compliance	\$ 45,224
4 . SAM General Budget - Infrastructure	\$ 666,750
<i>4a . SAM Mid-Year Budget Amendment - Infrastructure (Princeton Pump Station)</i>	<i>\$ 255,192</i>
5 . SAM Contract Collections Services	\$ 217,267
Sub-Total SAM Operations Expenditures	\$ 2,207,854

** This amendment was approved by GCSD at the March 21st board meeting for the replacement of the SAM Princeton Pump Station.*

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT BUDGET FISCAL YEAR 2023/24

As Amended March 21, 2024

	FY 2023/24
<u>SEWER - GCSD ADMINISTRATIVE EXPENSES</u>	<u>Budget</u>
1 . Accounting	\$ 38,000
2 . Auditing	\$ 23,000
3 . Copier Lease	\$ 5,000
4 . Directors' Compensation	\$ 10,000
5 . Education & Travel Reimbursement	\$ 2,000
6 . Employee Salaries	\$ 225,000
7 . Employee Medical, Payroll Taxes, and Retirement	\$ 125,000
8 . Engineering Services (General)	\$ 30,000
9 . Insurance	\$ 52,000
10 . Legal Services - General	\$ 40,000
11 . Legal Services - Project/Case Related	\$ 35,000
12 . Memberships	\$ 9,900
13 . Office Lease	\$ 64,000
14 . Office Maintenance and Supplies	\$ 8,500
15 . Professional Services	\$ 105,000
16 . Publications & Notices	\$ 10,000
17 . Utilities	\$ 16,000
18 . Video Taping of Board Meetings	\$ 5,000
19 . Computers/IT Services	\$ 8,000
20 . Lateral Repairs	\$ 24,000
21 . CCTV	\$ 15,000
22 . Miscellaneous	\$ 9,000
Sub-Total GCSD Administration Expenditures	\$ 859,400
 SEWER - TOTAL OPERATING EXPENDITURES	 \$ 3,067,254
 SEWER - OPERATING NET TO/(FROM) RESERVES	 \$ (481,254)

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT BUDGET FISCAL YEAR 2023/24 *As Amended March 21, 2024*

<u>SEWER - NON-OPERATING REVENUES</u>	FY 2023/24
	<u>Budget</u>
1 . Interest on Reserves	\$ 87,000
2 . Connection Fees	\$ 38,000
3 . SAM Refund from Prior Year Allocation	\$ 1,000
4 . Repayment from Assessment District-Current FY	\$ -
5 . ERAF Refund	\$ 160,000
TOTAL NON-OPERATING REVENUES	\$ 286,000

Budget Revenue Assumptions:

- 1 . 4.0% Interest on average yearly reserve
- 2 . 8 Connections at \$4700 per connection

<u>SEWER - CAPITAL PROJECTS</u>	FY 2023/24
	<u>Budget</u>
1 . General Sewer Mainline System Repairs	\$ 10,000
2 . 6 Year Sewer Mainline Replacement Program (Phase 3)	\$ 65,000
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$ 75,000

<u>SEWER - CAPITAL RESERVE FUND BALANCE</u>	
1 . Beginning Balance on July 1	\$ 2,431,000
2 . Capital Projects	\$ (75,000)
3 . Transfer (to)/from Operating Budget	\$ (481,254)
4 . Transfer from Non-Operating Revenues	\$ 286,000
SEWER RESERVE AT END OF FISCAL YEAR	\$ 2,160,746



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

BY: Kishen Prathivadi, General Manager

SUBJECT: **Adopt Resolution Adopting and Conforming the Sewer Authority Mid-Year Budget Adjustment for Fiscal Year 2023/24 Per the Member Agency Authorizing Resolutions**

Executive Summary

The purpose of this report is to adopt resolution adopting the Sewer Authority Mid-Year Budget Adjustment for Fiscal Year 2023/24 in order to allow SAM to complete replacement/rehabilitation of the Princeton Pump Station (PPS)¹ and design of the Montara Force Main.

Fiscal Impact

None

Strategic Plan Compliance

¹ The City of Half Moon Bay has not approved in its resolution authorizing a budget amendment funding for the design of the Montara Force Main (MFM) as part of the Mid-Year Budget Adjustment requested by SAM staff and sent to the member agencies for consideration in January 2024. Montara and Granada did authorize funding for MFM design in their resolutions approving the mid-year budget adjustment. While the MFM work still must be completed by December 31, 2024 in order to comply with current SAM legal obligations, the three member agencies all, in their approving resolutions did authorize a budget amendment sufficient to fund the required PPS work (with the City indicating it is providing such funding under protest).

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	

The recommendation complies with the SAM Strategic Plan’s Goal 3: “Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”

Background and Discussion/Report

The JPA General Budget for FY 2023/24 was presented based on the issues and “must pay obligations” known to SAM Board and staff as of June 2023. The Board declined to approve funding for certain must pay capital obligations required by a federal consent decree until such time as the Court of Appeals ruled in the litigation between member agencies, with the intention that the Court of Appeals decision would clarify the obligations of the member agencies as to funding certain capital work on the Intertie Pipeline System (IPS). The Board directed staff to return with a mid-year budget adjustment in or around January 2024 after the deadline for the issuance of the court of appeals decision. SAM staff did so, though the court of appeals decision did not resolve the matters in dispute between the member agencies, and instead remanded the case for further trial proceedings.

On January 22, 2024, the Board authorized the General Manager to submit the Mid-Year Budget Amendment for FY 2023/24 to the member agencies and request that this item be placed at the next regular meeting for each agency to consider and approve.

MWSD adopted the resolution at their meeting on February 1, 2024, for a Budget amendment which was submitted by SAM.

GCSD adopted the resolution at their meeting on February 15, 2024, for a Budget amendment which was submitted by SAM.

The City adopted a resolution at their council meeting on February 6, 2024, approving the requested budget amendment conditioned on a renewed stipulation to pay under protest while reserving its rights for final resolution in the ongoing court action. Subsequently, at their council meeting on March 5, 2024, the City repealed their earlier Resolution 2024-08 and approved under protest only the funding for the Princeton Pump station Rehabilitation Project in the amount of \$823,849. The City did not approve the balance of their share of the budget amendment of \$481,606 which is for the Montara Force Main Design.

Staff Recommendation:

Adopt Resolution approving the Mid-Year Budget Adjustment for a total of \$2,122,692 as presented to the Member Agencies, or in the alternative, if the Board is unable to

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	

approve the entire proposed amended budget at this Board meeting to instead approve that portion of the amended budget agreed upon by all three member agencies in their respective resolutions (with the City making such approval under protest), in the amount of 1,339,592.

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	

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SEWER AUTHORITY MID-COASTSIDE
RESOLUTION NO. 01-2024
ADOPTING THE SEWER AUTHORITY MID-COASTSIDE GENERAL BUDGET
AMENDMENT FOR FISCAL YEAR 2023/24**

EFFECTIVE MARCH 11, 2024

The Board finds that:

The Sewer Authority Mid-Coastside, in compliance with the Joint Exercise of Powers Agreement, has prepared and submitted to each of its member agencies a proposed General Budget Amendment for Fiscal Year 2023-24.

The Member Agency governing Boards, in compliance with the Joint Exercise of Powers Agreement, have each approved the proposed budget and adopted resolutions to record their approval.

As a result, the Board of Directors of the Sewer Authority Mid-Coastside:

1. approves and adopts the General Budget Amendment for Fiscal Year 2023-24 as presented on March 11, 2024, and approved by the Board on such date.
2. directs the Secretary of the Board to file a copy of this Resolution, along with a copy of the General Budget, with each Member Agency, and

I HEREBY CERTIFY that this resolution was duly and regularly adopted by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, at a regular meeting held on the 11th day of March 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Secretary of the Board
Sewer Authority Mid-Coastside
San Mateo County, California

**FY2023-2024 Mid-Year Budget Adjustment
Calculation for Princeton Pump Station**

Princeton Pump Station	
Expenditures To Date:	
Soft Costs	177,719
Released Purchase Orders	2,105,054
Estimated Future Costs:	
Engineering Support	60,000
Construction Management	100,000
Electrical Costs	160,000
Princeton Pump Station Project Total:	2,602,773
Budget Approved	1,263,181
Balance for Mid-Year Adjustment	1,339,592

March 15, 2024

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for March 2024

6-Year CIP, Project 3

CIP, Project 3 is the next and final project of the 6-Year CIP approved by the Board in 2019. Because of recent higher than expected inflation and upcoming SAM expenses for the replacement of the Montara force main, CIP Project 3 will likely be delayed.

Big Wave

The Big Wave mainline extension on Airport Street is now part of GCSD collection system.

Harbor Village RV Park

In February I reviewed construction of the onsite sewers with Tony Young of SAM. I also reviewed and approved construction of the new manhole on Capistrano Road serving the RV park.

Pillar Point Harbor RV Park Public Restroom Project

In February I reviewed construction of the onsite sewers with Tony Young of SAM. Onsite sewer construction is now complete.

Pillar Point Harbor Sewage Meter

The suitability of locating the magnetic flow meter in the pump station well is being reviewed.

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

SAM's draft of a Request for Qualifications (RFQ) for Design-Build teams for replacement of SAM's Montara Force Main, was reviewed by agency engineers early in March. The RFQ

was sent to potential DB teams on March 14 with DB team Qualifications due on April 22. Following review of qualifications, the shortlisted teams are scheduled to be sent a Request for Proposal (RFP) on July 8.

Update of GCSD Standard Specifications and Details

The updated Standard Specifications and Details have now been adopted by GCSD.

El Granada Elementary School Project

No activity this month.

Naples Beach, Phase 2 Easement

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

MINUTES
SAM BOARD OF DIRECTORS MEETING
Regular Board Meeting 7:00 PM, Monday February 26, 2024

1. CALL TO ORDER

Chair Dye called the meeting to order at 7:02 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Clark, Penrose, Slater-Carter, Ruddock, Dekker, and Dye were present. Also, present were General Manager Prathivadi, Finance Officer George Evans, General Counsel Jeremy Jungreis, and Plant Superintendent Tim Costello.

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

NONE

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 February 12, 2024, Regular Board Meeting
- B. Approve Disbursements for February 26, 2024
- C. Monthly Revenue and Expense Report for the Period Ending January 31, 2024
- D. Accept the Quarterly Financial Report for the 2nd Quarter of Fiscal Year 2023-24

Director Penrose moved, and Director Dekker seconded the motion to approve all Consent Agenda Items as presented.

Penrose/Dekker/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. Receive the Flow Distribution Details for Calendar Year 2023

This agenda item is a discussion item only and no action is required on the part of the Board of Directors.

B. Authorize General Manager to Place Hold on Princeton Pump Station Rehabilitation Project for an Indefinite Amount of Time

General Manager Prathivadi indicated that neither he nor the SAM Team are in favor of placing a hold on the Princeton Pump Station Rehabilitation project for an infinite amount of time. He was given a Directive to put this Item on the Agenda to place the Princeton Pump Station Rehabilitation Project on hold for an indefinite amount of time. He also presented a 7 Year CIP adopted on June 24, 2013, which indicated Princeton Pump Station as a project estimated at \$440,000. A discussion ensued. Aaron Gilbert SAM Lead Operator expressed his concerns about the Princeton Pump Station. Gabriel Aguilar SAM Lead Operator also expressed his concern about the confined space at Princeton Pump Station. General Counsel Jermy Jungreis added that SAM is required to replace the Princeton Pump Station by June 30, 2024. A discussion ensued. Director Penrose recommended General Manager Prathivadi place a two month hold on the Princeton Pump Station Rehabilitation Project.

Penrose/Ruddock/Roll Call Vote: Clark Abstain/Penrose Aye/Slater-Carter No/Ruddock Aye/Dekker No/Dye Abstain/4 Aye/2 Abstain (Clark, Dye)/2 Noes (Slater-Carter, Dekker). The motion did not pass.

5. GENERAL MANAGER'S REPORT

A. Monthly Managers Report - January 2024

The Board concurred to receive and file the Managers Monthly Report for January 2024.

6. ATTORNEY'S REPORT - NONE

7. DIRECTOR'S REPORT - NONE

8. TOPICS FOR FUTURE BOARD CONSIDERATION – NONE

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

The Board went into Closed Session at 7:43 p.m.

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

The Board came out of closed session at 7:51: p.m. There was no reportable action.

11. ADJOURNMENT

Chair Dye adjourned the meeting at 7:51 p.m. to the next Regular meeting on March 11, 2024, at 7:00 p.m.

Respectfully Submitted,

Approved By:

Lorri Rovai
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Tim Costello, Plant Superintendent
DATE: February 26, 2024
SUBJECT: **Monthly Manager’s Report – January 2024**

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 *January 2024*.

<i>Key Indicators of Performance</i>		<i>Flow Report (See Attachment A)</i>		
NPDES Permit Violations:	0	Half Moon Bay	1.362	58.21%
Accidents, Injuries, etc.:	0	Granada CSD	0.422	18.04%
Reportable Spills Cat 1:	0	Montara W&SD	0.556	23.76%
Reportable Spills Cat 2:	0	Total	2.340	100.0%
Reportable Spills Cat 3:	0			
Reportable Spills Cat 4:	0			

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

Administration

There was two Regular Board Meeting in the month of January 2024, and no public records request. There were two articles in the Half Moon Bay Review mentions of Appeals court defers city’s SAM lawsuit, (January 3, 2024). El Granada’s Dye selected to chair Sewer Authority, (January 10, 2024). There were five articles in the Coastside Buzz Mentions of Sewer Authority Mid-Coastside Upgrades to a New Mobile Friendly AI Powered Website, (January 3, 2024), Sewer Authority Mid-Coastside’s Crew Manage PG&E Outages and Surges which Risk Plant Equipment, (January 10, 2024), Want to Understand Sewer Authority Mid-Coastside’s Financial History? Read SAM’s Annual Comprehensive Financial Report, (January 11, 2024), JOB OPENING. Entry Level and Journey Level Maintenance Mechanic Jobs at Sewer Authority Mid-Coastside; Take a Tour, Meet the Team. (January 16, 2024), PGE Wires Catch Fire near Sewer Authority Mid-Coastside’s Mechanical Building; Staff and Coastside Fire Act Quickly. There were no new hires in the month of January. There was one Anniversary in the month of January Carlos Mendez Maintenance Mechanic III.

Operations & Maintenance

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

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

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

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

We have not had to use Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier for the past two weeks. When they are being added it is at the back end of the MLSS basin and then carried by gravity to the secondary clarifier. We are adding polymer and cl2 for foam control on an as needed basis on the front side of the MLSS basin as well.

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

A wet month to start the year, so long as it is not all at once is the main thing. While we did have some weather the wind was a contributor to many power outages, the wind was also a factor in the power line that caught fire behind the plant mid-month. With that being said I am happy when we can get through a winter month with minimal damage.

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Early in the month we had fall protection and Ladder safety training for all employees. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

As you recall, towards the end of last month, we lost the electrical contractors for our ATS switch that had to be ordered. Calcon was able to procure the parts and Eaton along with Calcon we were able to get the issue resolved. The ATS was tested after the install and the system is working normal.

Also, during mid-month, we had a call for a strange noise from the Portola station. Upon initial investigation the source of the noise was found to be coming from the surge tank. It seems to be the bladder once again. In order to repair we had to rent a boom so the old bladder could be removed and the new one installed. We have been in contact with the manufacturer and are evaluating options going forward. Since the surge tank's primary function is to protect the IPS I don't need to express the importance that it functions properly.

Later in the month during one of the storms we had a power line come down on the west side of the plant. It sparked a fire in the trees which prompted a 911 call to get the fire department rolling out here. Eventually the fire was extinguished from the rain fall but definitely not the kind of thing you want to get a call for. PG&E had to dispatch a tree crew so that they could access the line and facilitate a repair. PG&E was out to evaluate the area and found that it appeared to be a fallen limb that had been the root cause. I did talk to PG&E about a greater reduction or at least make it so that a standard tree service can do the work, most tree companies need to stay at least 10 feet back or PG&E needs to be involved. PG&E said they will put us on the list and reduce to the maximum which I believe is fourteen feet but at least that will keep our tree folks safe. I should point out that the PG&E list is not short.

During the month of January 2024 rainfall was above the historic normal for Half Moon Bay. The 10-year average for the area is 4.73 inches of rain in January, (5.51 inches used to be considered normal, this year we received 6.04 inches, above the 10-year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 6.04 inches, (from the NOAA gauge at the plant). Our roof top had 6.51 at the plant, 5.46 inches in the GCSD

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service area, and 6.43 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 January 2024.

- 1/1/2024 – SAM HOLIDAY- Daily ops rounds and duties. Add polymer to MLSS effluent. Received a high SO2 alarm, slight variance of .275 mg/L for 1 minute and sixteen seconds, set pump to manual for a little while to stabilize. Fill a polymer tote for the next day. Pedro's cleaning service in admin building.
- 1/2/2024– Daily ops rounds and duties. No addition of chemicals to MLSS. Set up hoses on RAIN for RENT tanks at MONTARA pump station. Replaced fittings on HYPO pump #5 and set to lead, pump #3 is less efficient.
- 1/3/2024 – Early morning power glitch at the plant and power outage at MONTARA pump station. PORTOLA and PRINCETON pump stations also had power glitches which set off a couple alarms. Daily ops rounds and duties. Safety training for all staff. Perform weekly inventory on chemicals for plant. Hypo chemical pump to RAS running at high speed, turned off the carrier water which helped the pump lower the speed. Place an order for ALUM PAX 19. Mira a consultant here at the plant to asses flows during the storm.
- 1/4/2024 – Daily ops rounds and duties. Add polymer to MLSS influent both AB's. Switched HYPO to the Flash Mixer and removed form secondary effluent clarifier. KOFFLER electrical at the plant installing #3 water pump 2. Mix a couple polymer totes for the following day.
- 1/5/2024 – Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Replaced The NEUROS blower #1 air filter. Sodium Bisulfite chemical delivery to the plant. Check for variances and violations for the month of December. Replaced ALUM PAX tote with new. Clean all DO probes inside the aeration basins.
- 1/6/2024 – Saturday - Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Drip caustic soda into aeration basins. Replace the tubing in the influent sampler.
- 1/7/2024 – Sunday - Daily ops rounds and duties. Add polymer to MLSS effluent. Found influent sampler jug only a quarter full, adjust sampler settings. Fill a couple polymer totes.
- 1/8/2024 – Daily ops rounds and duties. Polymer drip to MLSS influent and effluent. Bleach the sludge judge from the contact basin.

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- 1/9/2024 – Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Increase digester transfer rates because of high blankets. Received a high SO₂ alarm because of slight increase in mid plant flow, perform a residual test and found no trace of chlorine. ALUM PAX delivery to the plant. Influent pump #6 has a loose belt, switch to influent pump #7.
- 1/10/2024 – Daily ops rounds and duties. Drip Caustic soda to the MLSS influent. Add polymer to influent and effluent sides of both aeration basins. Switch influent pump sequence to small pumps on lead. Staff meeting regarding insurance, ops meeting about plant process. Dan Child visit to the plant. Pilarcito's neighbors here at the plant to talk about screening.
- 1/11/2024 – Daily ops rounds and duties. Drip caustic soda. Add polymer to MLSS influent and effluent. MONTARA pump station Hypo tank completed and ready to fill. Clean all auto sampler jugs and lines. Replaced final effluent sampler tubing.
- 1/12/2024 – Daily ops rounds. Add Polymer to both aeration basins. CALCON here to prep for next week's main switch gear contacts installation, and to look into #3 water programming. Mix chemicals for SO₂ analyzer. Adjust CL₂ to RAS down to 6 lbs. /day. Received a high SO₂ alarm in the evening, SO₂ exceeded the limit (variance) of 0.26 mg/L for 2 minutes and 23 seconds, performed a bias check and adjusted the analyzer.
- 1/13/2024 – Saturday- Daily ops rounds and duties. Drip caustic soda. Add polymer to influent of AB3. Add polymer to MLSS effluent. Fill up a couple polymer totes during the day.
- 1/14/2024 – Sunday- Daily ops rounds and duties. Sump pump 12 high level alarm. Add polymer to AB3 only. Add polymer to MLSS effluent. PORTOLA pump station surge tank making a whistle ling noise, isolated surge tank. Will need to investigate the cause, hopefully it is not a bladder issue again. We think it might be the rupture disk but again need to look into it further. Noticed a lot of grease coming in to plant most likely due to weather (rain). Pedro's cleaning service in the admin building.
- 1/15/2024 – Holiday- Daily ops rounds and duties. Add polymer to MLSS effluent. Polymer delivery to plant. Place effluent building chemical analyzers in manual mode for a couple minutes to control CL₂ spike. Fill a couple polymer totes during the day.
- 1/16/2024 – Daily ops rounds and duties. Start adding polymer to influent both aeration basins. Add polymer to MLSS effluent. EATON here to work on main switch electrical in MB1. CALCON here working with EATON on the ATS

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contactor replacement. Calcon is also working on wiring equipment. Brush Hog at the plant trimming trees.

- 1/17/2024 – Daily ops rounds and duties. Hypo delivery to the plant. Jimmy from CALCON here working on SCADA programming (SO2 & Influent pumps). CEPT polymer pump to the primaries not working, replaced tubing works ok now. Delivered samples to Daly City WWTP. Brush Hog at the plant.
- 1/18/2024 – Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Brush Hog at the plant tree trimming. Work on CEPT polymer pump, cleaned inside of pump. Belt press polymer pump #4 leaking, switched to #3 but does not work on auto, ran pump 3 on hand and worked ok. SRT consultants looking into primary sludge pumps.
- 1/19/2024 – Daily ops rounds and duties. CALCON here at the plant is working on SCADA programming for #3 water pumps and belt press polymer pumps. Add polymer to MLSS influent. Brush Hog here at the plant for tree trimming. RS Erection here to work on a couple roll up doors around the plant. Anton here calibrating Influent, Mid Plant and 3 water meters.
- 1/20/2024 – Saturday - Daily ops rounds and duties. PG&E Power line down at the west side of the plant behind the trees which caused a power outage and resulted in fire sparks, flames, and smoke. PG&E and the fire Department showed up to the plant and then de-energized the power line to stop the flames and to be able to work on the down power line. Plant generator on for roughly 8 hours. Davey Tree Company here to assist PG&E with tree trimming along the power line.
- 1/21/2024 – Sunday - Daily ops rounds and duties. Add polymer to both influent and effluent MLSS. No issues due to weather, normal day.
- 1/22/2024 – Daily ops rounds and duties. Early morning call out to MONTARA pump station due to high well level. Found that pumps could not keep up with flow and started overflowing into Walker tank. Received a high sump level alarm, pumped down all chemical sumps. Very high influent flows called another operator for help to set up secondary #2. CALCON here at the plant working on IGNITION programming.
- 1/23/2024 – Daily ops rounds and duties. Add polymer to AB3 influent only. Brush Hog Trees Company at the plant. Davey's Tree Company at the plant looking in to trees near power line. Fill Up a couple diluted polymer totes.
- 1/24/2024 – Daily ops rounds and duties. Primary sludge pump #5 alarm, bleed pump run pump by hand and reset, ok now. Anton working with operator at the

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lift stations doing calibrations, Portola, Montara, Vallemar, Naples . Staff meeting regarding dental insurance.

- 1/25/2024 – Daily ops rounds and duties. Add polymer to both AB’s influent. Work on polymer pump to primary, cleaned from inside and replace polymer tote with new batch. CALCON at the plant working on primary sludge pump high pressure switch. Received a low level CL2 alarm, found high demand but low residual. Set up bypass chlorine line to the flash mixer due to a possible blockage at the original line. Demand for chlorine has gone down but has plenty of flow. Collect Alpha Lab samples for pick up.
- 1/26/2024 – Daily ops rounds and duties. Hypochlorite chemical pump command very high with low residual, flush lines and open carrier water to break any possible blockage in the line. Set up a 2-inch pump inside primary tank #1 to remove rainwater. Brush Hog Tree Company at the plant doing some trimming.
- 1/27/2024 – Saturday - Daily ops rounds and duties. Pedro’s cleaning service in the admin building. Arrived and found no internet working in the office, worked with manager to get internet back on. Worked on chemical pump for the hypo because pump was running at 99%, back flushed the lines and open the carrier water for a little while, was able to get the command to go down.
- 1/28/2024 – Sunday - Daily ops rounds and duties. Add polymer to AB3 influent and MLSS effluent. Play and work with hypo chemical pump, Flushed line with #3 water, open and close lines quickly to remove any possible blockage.
- 1/29/2024 – Daily ops rounds and duties. Vaughn chopper pump delivered to the plant, this is to replace one of the older pumps and the Montara pump station. Flushed hypo line with carrier water. Switch hypo pump to the effluent to Hypo pump #5. Pick up and deliver ALPHA LAB samples. CALCON here at the plant, assist CALCON to bring down new primary sludge pumps to the pipe gallery.
- 1/30/2024 – Daily ops rounds and duties. Add polymer to influent of both aeration basins. Remove old primary sludge pumps from pipe gallery. Adjust transfer rates and primary pumping rates.
- 1/31/2024 – Daily ops rounds and duties. Add a small amount of polymer to MLSS influent. Received Diesel fuel delivery. CALCON here at the plant working on SCADA programming. Perform weekly inventory for the plant. Fill up a few polymer totes during the day. Perform monthly fire extinguisher check.

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Other activities are listed below:

There were 11 deliveries (approximately 7,300 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 730.00. There were no leachate deliveries to the SAM IPS line in the month of January 2024, for a total leachate volume of 0 gallons.

The NPDES data report for January 2024 is attached reference (Attachment B).

Contract Collection Services

The SAM crew cleaned 30,958 feet of sewer line and responded to thirteen service calls in contract service areas. Four calls were sewer line related and nine were maintenance service calls. All thirteen of the callouts were after regular business hours or started during regular business hours and went into overtime. Seven of the calls were in HMB, five calls were in the MWSD service area, and one call was in the GCSD service area during the month of January 2024.

HMB – The service calls in HMB were as follows; 1/14 - Bathroom at Francis state beach backing up, Ran the main finding no obstructions, advised state park to snake out the lateral to clear blockage. 1/15 - Call for odor complaint. After checking lines in the area and doing a search for the issue it was determined to be a deceased animal in the storm drain grating area. 1/22 - Responded to three smart cover alarms due to the rain, system became surcharged, not much we can do other than monitor periodically.

The maintenance service calls in HMB were as follows; 1/2 - Bell Moon station trouble alarm. Station was operating normal upon arrival. Cleared alarms and checked station for normal operation. 1/20 - Bell Moon station alarm due to power failure. Station was operating normal upon arrival. Cleared alarms and checked station for normal operation. 1/20 - Ocean Colony station in alarm due to power failure, genny running, reset alarms, and observed normal operation. Station was monitored until station power was restored at 2 a.m. the following morning. 1/20 - Pelican point station in alarm due to power failure, genny running, reset alarms, and observed normal operation. Station was monitored until station power was restored at 2 a.m. the following morning.

GCSD – There were no service calls in the GCSD in January 2024

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The maintenance service call was as follows; 1/20 - Naples Beach station alarm due to power fail. The station was operating normal upon arrival. Generator had run, cleared alarms, and checked station for normal operation.

MWSD – The sewer line related call in the MWSD area were as follows; 1/15 - Grinder pump line issue in the Seal Cove area, due to ground movement in the area.

The maintenance calls in the MWSD service area were as follows; 1/3 - All station alarm response due to power outage, checking generators and W/W levels until power was restored. 1/20 - MWSD all station response due to power outage except Airport station. Checking generators, pulling portable genny around and pumping station wells down as needed. 1/22 - Date Harte Station high well level, trash pump and both pumps were running upon arrival. Station returned to normal operation at about 04:00. Cleared alarms and checked for normal operation. 1/31 - Airport lift station power failure. Upon arrival found genny running and observed power pole fuse was blown. Power was restored after 17:00, genny ran for 6.8 hours. Reset alarms and checked station for normal operation.

The January 2024 collection system data report is provided for the Board’s information. There were zero (0) Category 1, zero (0) Category 2’s, zero (0) Category 3’s, and zero category 4 SSO’s, during the month of January 2024.

Staff Recommendation

Staff recommends that the Board receive the Manager’s Report for January 2024.

Supporting Documents

Attachment A: Monthly Flow Report January 2024

Attachment B: Monthly NPDES Report January 2024

Attachment C: Collection System Data January 2024

Attachment D: Contract Collection Service Report January 2024

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Attachment A

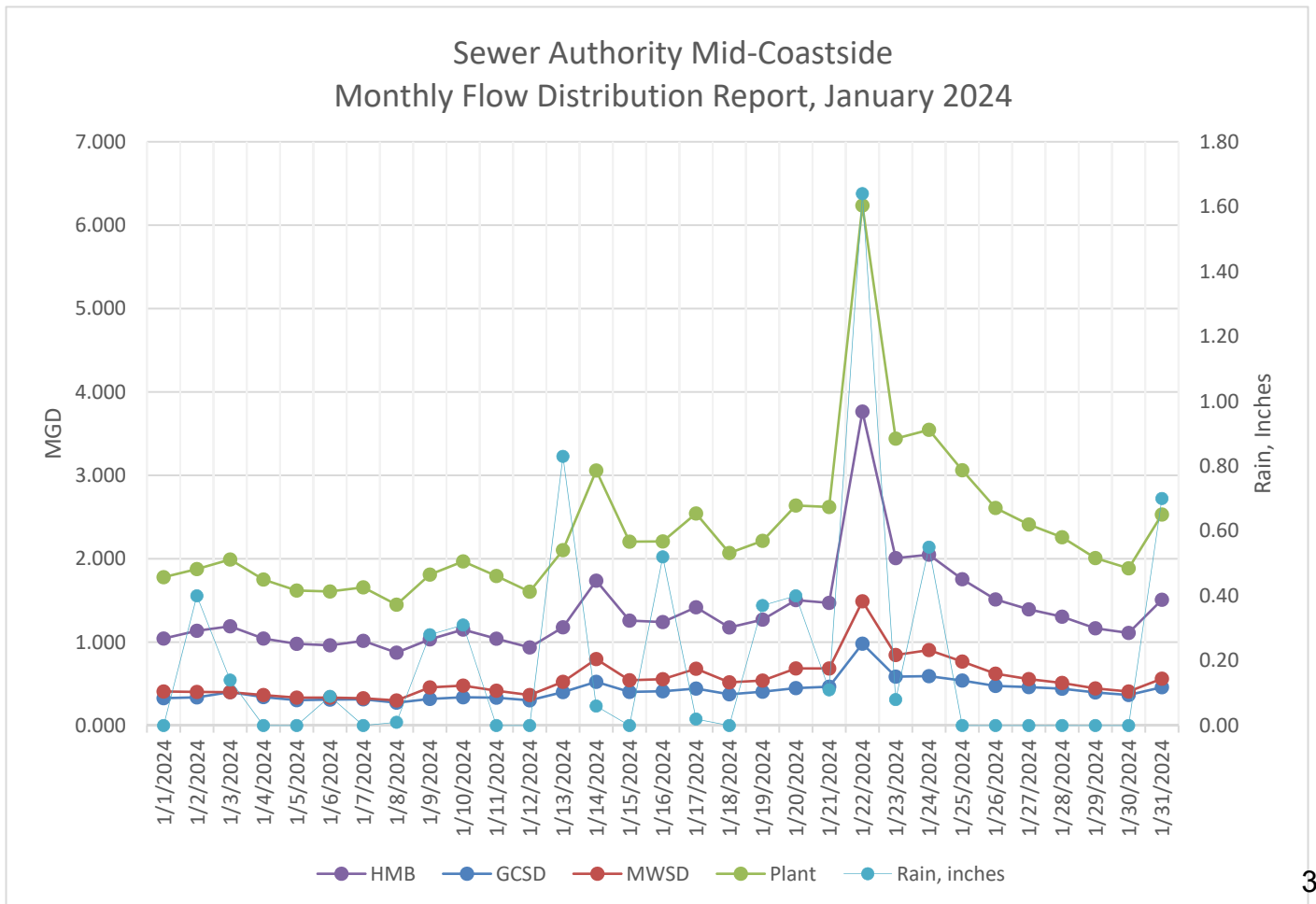
Flow Distribution Report Summary for January 2024

The daily flow report figures for the month of January 2024 have been converted to an Average

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

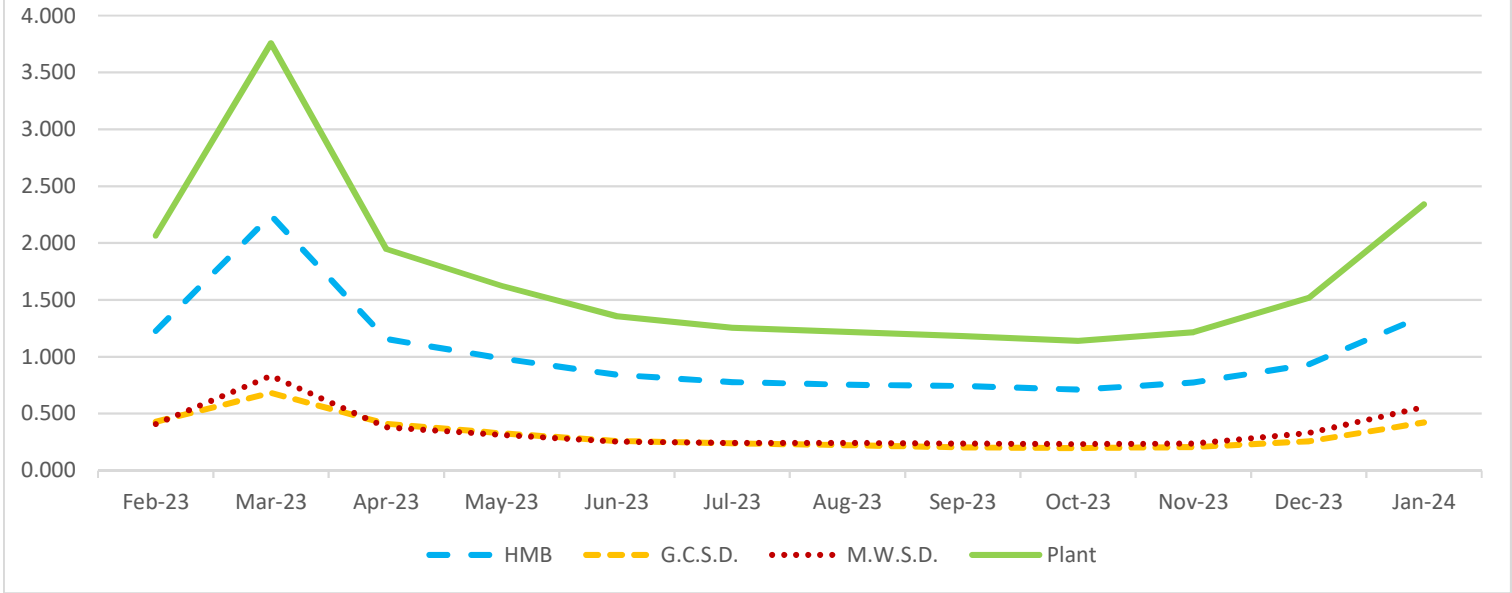
The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.362	58.2%
Granada Community Services District	0.422	18.0%
Montara Water and Sanitary District	<u>0.556</u>	<u>23.8%</u>
Total	2.340	100.0%

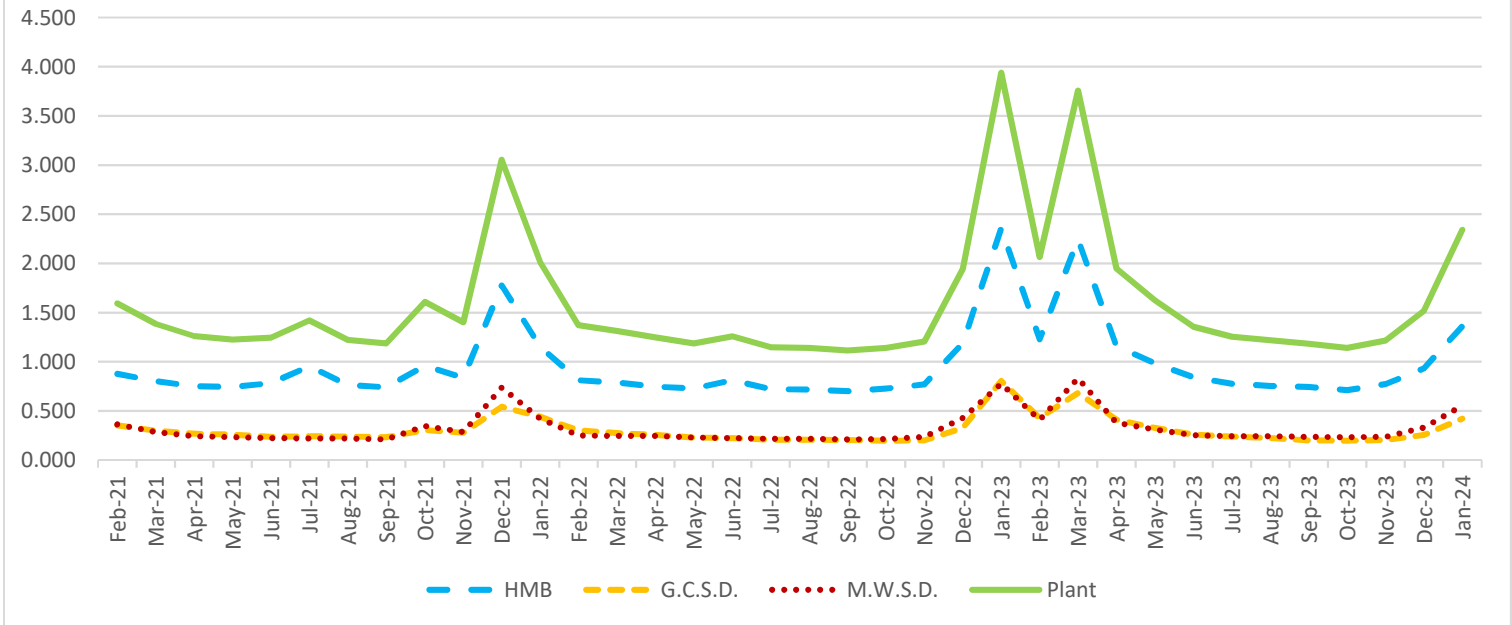


Most recent flow calibration January 2024 PS, January 2024 Plant inf

One Year Flow Chart
February 2023 - January 2024

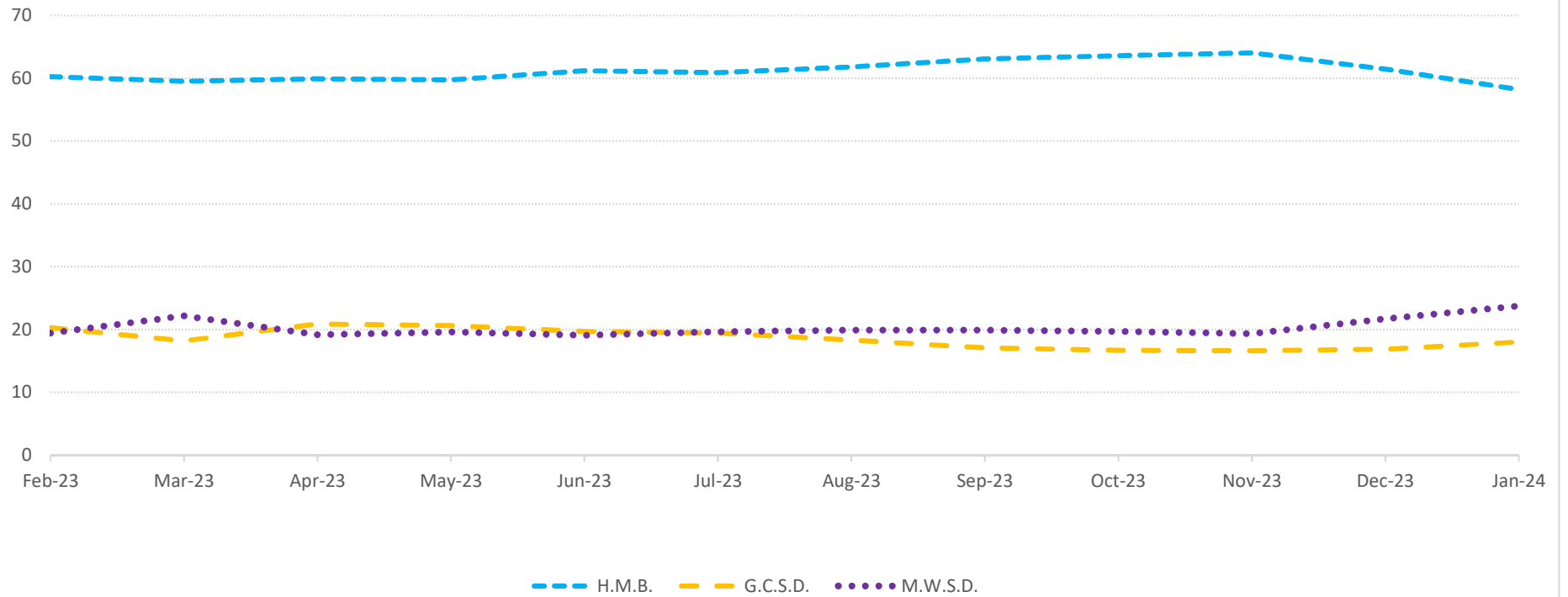


Three year flow chart
February 2021 - January 2024



Flow based percent distribution based for past year

1 year Distribution by %
February 2023 - January 2024



SAM E-001 January 2024

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
1/1/2024								
1/2/2024								
1/3/2024	260	15.00		94.2%	240	150	16.0	
1/4/2024	240	10.00		95.8%	190	130	9.1	
1/5/2024								
1/6/2024			12.50					12.55
1/7/2024	460	9.70		97.9%	210	160	5.4	
1/8/2024	270	11.00		95.9%	210	180	7.7	
1/9/2024								
1/10/2024								
1/11/2024								
1/12/2024								
1/13/2024			10.35					6.55
1/14/2024								
1/15/2024								
1/16/2024	280	5.70		98.0%	210	120	11.0	
1/17/2024	270	7.90		97.1%	190	120	7.6	
1/18/2024								
1/19/2024								
1/20/2024			6.80					9.30
1/21/2024								
1/22/2024								
1/23/2024								
1/24/2024	85	5.70		93.3%	99	79	4.9	
1/25/2024	110	9.10		91.7%	90	83	7.5	
1/26/2024								
1/27/2024			7.40					6.20
1/28/2024	89	5.60		93.7%	130	110	4.8	
1/29/2024	360	7.10		98.0%	240	140	7.4	
1/30/2024								
1/31/2024								
			6.35					6.10
Count	10	10	4	10	10	10	10	4
Minimum	85	5.60	6.80	91.7%	90	79	4.8	6.2
Average	242	8.68	9.26	95.6%	181	127	8.1	8.7
Maximum	460	15.00	12.50	98.0%	240	180	16.0	12.6
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, January 2024

January 2024

	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	1	0	0	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
Total	2	1	0	1	0
		50%	0%	50%	0%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
January 2024	0	0	0	0	0
12 Month Moving Total	2	1	0	1	0

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
January 2024	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.9	2.7	0.0	3.7	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	1.9	2.7	0.0	3.7	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%

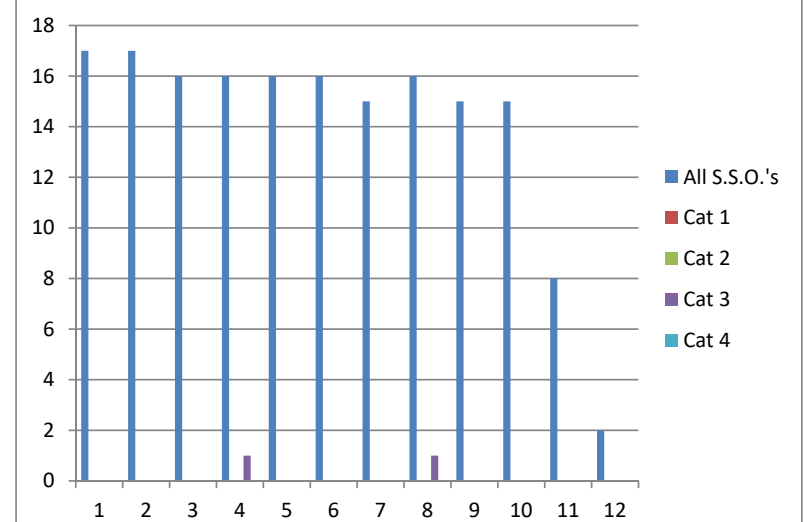
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSO	MWSD	Total Feet	Total Miles
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
Sep - 23	13,355	14,640	5,960	33,955	6.4
Oct - 23	16,290	9,765	10,161	36,216	6.9
Nov - 23	10,835	9,620	10,746	31,201	5.9
Dec - 23	5,717	10,633	8,268	24,618	4.7
Jan - 24	4,029	14,785	12,144	30,958	5.9

Annual ft	143,155	132,042	97,957	373,154	
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Annual Mi.	27.1	25.0	18.6		70.7
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12 Month Moving SSO Totals Through January 2024



Attachment C

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	11,056	9,984	8,489	9,131	14,170							
Hot Spot Cleaning	5,400	294	3,321	3,974	-	290	1,382	613							
Lift Station Inspection - Daily	52	4	4	4	4	4	4	4							
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-							
Maint. Work Orders - Completed	-	4	4	4	4	4	4	4							
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-							
Manhole Inspection	879	57	44	71	43	45	51	71							
USA Markings	372	76	81	78	56	53	20	31							
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	-	-	-	1	1	-							
Customer Service Call - OT	-	-	-	-	-	-	1	1							
SSO Response - Category 1	-	-	-	-	-	-	-	-							
SSO Response - Category 2	-	-	-	-	-	-	-	-							
SSO Response - Category 3	-	-	-	-	-	-	-	-							
Insurance Claims Filed	-	0	0	0	0	0	0	0							



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, March 11, 2024

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/86401815988?pwd=ZTVBTzVma2p6M2I3cCtHNmhJUXYxUT09>

Meeting ID: 864 0181 5988

Passcode: 579771

Dial by your location

1 669 900 6833 US (San Jose)

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

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

1. CALL TO ORDER

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

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

Members of the public are welcome to provide public comments in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to kishen@samcleanswater.org. All comments submitted prior to 7 pm on March 11, 2024, will be read aloud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of February 26, 2024, Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for March 11, 2024 **(Attachment)**

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

- A. Receive and File report from Climate Adaptive Systems, LLC on Desktop Data Analysis of Flows and Hydraulic Performance of SAM's Collection and Treatment Systems During Winter Storms of 2021 and 2022/23 **(Attachment)**
- B. Adopt Resolution adopting and conforming the Sewer Authority Mid-Year Budget Adjustment for Fiscal Year 2023/24 Per the Member Agency Authorizing Resolutions. **(Attachment)**
- C. Authorize General Manager to remove hold on Princeton Pump Station Rehabilitation project and fund the remaining work for the Project. **(Attachment)**
- D. Authorize General Manager to Enter a Contract with SRT Consultants for Completing Design of Montara Force Main in an Amount Not to Exceed \$488,100 **(Attachment)**

5. GENERAL MANAGER'S REPORT

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION

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

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

11. ADJOURNMENT

Upcoming Regular Board Meetings: March 25, 2024, and April 8, 2024

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.



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

February 15, 2024

This meeting was held in person and via Zoom.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:02 p.m.

ROLL CALL

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

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

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 on his preliminary meeting with the San Mateo County Planning Department and summarized subjects for follow up including parking, drainage, and crosswalks. Mr. Razavi went on to say that in addition to the Coastal Development Permit, the project would also require a use permit, a grading permit, and that the multiple lots would need to be merged. Mr. Razavi said that overall the feedback and review from the county was positive.
- b. Report on planned Recreation Program Events – Assistant General Manager Atmore reviewed upcoming events including twice monthly visits from the San Mateo County Bookmobile, Egg Hunt and Dog Costume Contest, Recology Recycling Day and Earth Day Event, and a Harbor History Walk.

2. Request from the Sewer Authority Mid-Coastside for an Amendment to SAM General Budget for FY 2023/24 and Associated GCSO Resolution.

General Manager Chuck Duffy stated that SAM is requesting an amendment to the FY 2023/24 SAM General Budget for funding of two infrastructure projects: the design of the section of the SAM IPS known as the Montara Force Main; and the construction and rehabilitation of SAM's Princeton Pump Station. Both projects are required as part of the August 2019 settlement agreement between SAM and the

Ecological Rights Foundation (ERF) as approved by the SAM Board. He reported that MWSD had already approved the SAM budget amendment, but the City of Half Moon Bay would not approve the amendment unless a stipulation to the existing lawsuit by the City against MWSD and GCSB was entered into. Mr. Duffy recommended that the Board approve the SAM budget amendment as requested.

ACTION: Director Dye moved to approve the SAM budget amendment and associated GCSB Resolution (Dye/Randle). Approved 4-0.

3. Consideration of Sewer Service Charge Rate Study Proposals.

Mr. Duffy explained that in reviewing future budgets and reserves for the sewer district based on the large increase in the SAM infrastructure budgets, the District will need to review future sewer service charge rates. He reviewed the three proposals received to conduct a rate study and recommended that the Board accept the proposal from Bartle Wells.

ACTION: Director Dye moved to approve the Bartle Wells rate study proposal. (Dye/Clark). Approved 4-0.

4. Public Hearing: Consideration of Approval of Ordinance No. 177, an Ordinance Regarding Compensation of Directors of the Granada Community Services District – Second Reading.

Staff reported that Section 1.3 of the ordinance erroneously included the prior language from the ordinance before it was amended. Board President Marsh subsequently read the correct version of Section 1.3 into the record as part of the ordinance.

ACTION: Director Dye moved to waive the second reading of the ordinance as amended above (Dye/Clark). Director Randle moved to approve Ordinance No. 177 as amended above. (Randle/Clark). Approved 4-0.

5. Consideration of GCSB Construction Specifications and Details.

Mr. Duffy explained that the District's engineering standard specifications and details had not been updated since 2002, and that District Engineer John Rayner from Kennedy Jenks updated the specifications and details with a few changes.

ACTION: Director Dye moved to approve the District Standard Construction Specifications and Details as presented. (Dye/Marsh). Approved 4-0.

6. Engineer's Report. Director Clark asked for clarification on the Naples Beach Phase 2 Project easement for the sewer mains and asked what the District previously had in place. Mr. Duffy explained that the District had a temporary Right of Entry permit from State Parks on their property to construct the new sewer mains as part of the project. State Parks had indicated that an easement would take too long to implement at the time and would have delayed the project schedule.

7. Report on Sewer Authority Mid-Coastside Meetings. Director Dye stated that SAM decided to put four projects on hold to finance the rebuilding of the primary and secondary clarifier projects. Director Dye also reported that SAM had recently had a flood analysis for the treatment plant completed.

CONSENT AGENDA

8. **January 18th Regular Meeting Minutes.**
9. **February 2024 Warrants.**
10. **December 2023 Financial Statements.**

ACTION: Director Randle moved to approve the consent agenda. (Randle/Dye).
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 TO CLOSED SESSION

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)

RECONVENE TO OPEN SESSION

No reportable action.

ADJOURN REGULAR MEETING

The meeting was adjourned at 9:10 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: March 21, 2024.

**Granada Community Services District
March 2024 Warrants
For the March 21, 2024 Board of Director's Meeting**

Date	Num	Name	Memo	Account	Amount
02/14/24	9887	AT&T	Inv dtd 02/05/24	6170 Utilities	119.40
02/14/24	9888	BKF Engineers	Park Engineering Svcs-Jan 2024	5130 Parks & Rec Professional Svcs	472.00
02/14/24	9889	Kennedy Jenks	Oct 2023-Jan 2024 Svcs, Sum 196	6070 Engineering Services	10,280.40
02/14/24	9890	Sewer Authority Mid-Coastside	Jan 2024 Pass Through	5014 SAM - Pass Through Costs	210.00
02/14/24	9891	Tri Counties Bank	Jan 2024 Card Charges	6140 Office Supplies	828.63
03/21/24	9892	Alhambra & Sierra Springs	Invoice dtd 02/15/24	6140 Office Supplies	59.95
03/21/24	9893	AT&T	Inv dtd 03/05/24	6170 Utilities	119.42
03/21/24	9894	Barbara Dye	02/15/24 GCSD	6040 Directors' Compensation	145.00
03/21/24	9895	BKF Engineers	Park Engineering Svcs-Feb 2024	5130 Parks & Rec Professional Svcs	17,028.00
03/21/24	9896	C.J. Brown & Company CPAs	Prof Svcs through 01/31/24	6010 Auditing	625.00
03/21/24	9897	CliftonLarsonAllen LLP	A167689	6152 Accounting	3,449.25
03/21/24	9898	Comcast	03/13/24-04/12/24 Svcs	6170 Utilities	324.31
03/21/24	9899	Dallas Benton Springs	Sewer Application Refund	4180 Miscellaneous Income	150.00
03/21/24	9900	Dudek	01/27/24-02/23/24 Prof. Svcs	6151 General Manager	9,356.76
03/21/24	9901	Horizon Water and Environment LLC	Inv dtd 02/16/24	5130 Parks & Rec Professional Svcs	8,794.20
03/21/24	9902	Hue & Cry, Inc	Apr 2024 Pump Stn & Qrtly Ofc Alarm 04/01/24-06/30/24	6170 Utilities	132.88
03/21/24	9903	Jen Randle	02/15/24 GCSD	6040 Directors' Compensation	145.00
03/21/24	9904	JS Hamilton Construction	Invoice dtd 02/25/24	6135 Other Property Maint.	150.00
03/21/24	9905	Kikuchi & Kankel Design Group	Prof Svcs through 02/29/24	5130 Parks & Rec Professional Svcs	3,347.50
03/21/24	9906	Matthew Clark	02/15/24 GCSD	6040 Directors' Compensation	145.00
03/21/24	9907	Nancy Marsh	02/15/24 GCSD	6040 Directors' Compensation	145.00
03/21/24	9908	Pacifica Community TV	02/15/24 GCSD	6180 Video Taping	400.00
03/21/24	9909	Peninsula Municipal Engineering Inc.	Inv dtd 03/07/24	5130 Parks & Rec Professional Svcs	6,840.00
03/21/24	9910	Rodolfo Romero	Mar Cleaning	6130 Office Maintenance & Repairs	220.00
03/21/24	9911	San Mateo County Harbor District	Office Lease-Apr 2024	6120 Office Lease	5,050.00
03/21/24	9912	San Mateo Daily Journal	SMD ads, 02/29/24	6160 Publications & Notices	2,088.00
03/21/24	9913	SDRMA	SDRMA Medical Benefit Premiums - Apr 2024	6062 Medical	4,991.78
03/21/24	9914	Sewer Authority Mid-Coastside	Mar 2024 Asmts & Collections, Feb 2024 Pass Thru Costs	5010 SAM - General	134,516.73
03/21/24	9915	Townsend Public Affairs, Inc.	Invoice dtd 03/01/24	5130 Parks & Rec Professional Svcs	3,500.00
03/21/24	9916	Tri Counties Bank	Feb 2024 Card Charges	6140 Office Supplies	730.49
03/21/24	9917	US Bank Equipment Finance	Dec - Mar 2024 Svcs	6020 Copier lease	948.03
03/21/24	9918	Wittwer & Parkin	Feb 2024 Svcs	6090 Legal Services	9,610.00
TOTAL \$					224,922.73

**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION (UNAUDITED)
JANUARY 31, 2024**

ASSETS

Current Assets

Cash & Cash Equivalents

1020 · Petty Cash	\$	192
1030 · Cash - LAIF		4,091,761
1040 · Tri Counties Bank - Gen Op		84,389
1050 · Tri Counties Bank - Deposit		17,344
12000 · Undeposited Funds		4,220
Total Cash & Cash Equivalents		4,197,906

Other Current Assets

1100 · Accounts Receivable		378,747
1200 · Interest Receivable		10,400
1550 · Prepaid Expenses		10,077
Total Other Current Assets		399,224
Total Current Assets		4,597,130

Capital Assets

1600 · Land		2,862,979
1610 · Construction in Progress		1,155,954
1615 · Equipment		41,930
1620 · Collections System		11,659,302
1630 · Accumulated Depreciation		(7,986,693)
Capital Assets, Net of Accumulated Depreciation		7,733,472

Other Assets

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

TOTAL ASSETS		17,039,036
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DEFERRED OUTFLOWS OF RESOURCES

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

TOTAL DEFERRED OUTFLOWS OF RESOURCES		88,433
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**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION (UNAUDITED)
JANUARY 31, 2024
(CONTINUED)**

LIABILITIES

Current Liabilities

2000 · Accounts Payable	41,587
2001 · Accrued Vacation	3,516
2020 · Class 3 Deposits	24,055
2100 · Payroll Liabilities	3,931
2225 · Recology-Del Garbage	33,127
2300 · Due to AD	6,252
Total Current Liabilities	112,468

Long-Term Liabilities

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

TOTAL LIABILITIES

199,075

DEFERRED INFLOWS OF RESOURCES

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

TOTAL DEFERRED INFLOWS OF RESOURCES

86,394

NET POSITION

Investment in Capital Assets	7,733,472
Unrestricted	9,108,528
	9,108,528

TOTAL NET POSITION

\$ 16,842,000

PRELIMINARY DRAFT

**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET POSITION (UNAUDITED)
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2024**

	Jul 1, 2023 - Jan 31, 2024	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 511,933	\$ 536,669	\$ (24,736)	\$ 920,000
4020 · Sewer Service Charges-SMC	1,530,746	1,423,331	107,415	2,440,000
4021 · Sewer Svc Charges Pro-rated	7,864	-	7,864	-
4030 · AD OH Reimbursement	36,000	21,000	15,000	36,000
4040 · Recology Franchise Fee	21,857	26,250	(4,393)	45,000
Total Operating Revenue	2,108,400	2,007,250	101,150	3,441,000
Non Operating Revenue				
4120 · Interest on Reserves	66,601	64,750	1,851	111,000
4125 · Unrealized Gain (Loss) in LAIF	26,324	-	26,324	-
4130 · Connection Fees	15,275	22,169	(6,894)	38,000
4160 · SAM Refund from Prior Yr	-	581	(581)	1,000
4170 · ERAF Refund	517,181	233,331	283,850	400,000
4180 · Misc Income	2,139	3,500	(1,361)	6,000
4185 · Lease Revenue	35,000	35,000	-	60,000
Total Non Operating Revenue	662,520	359,331	303,189	616,000
TOTAL REVENUES	2,770,920	2,366,581	404,339	4,057,000
Expenses				
Operations				
5010 · SAM - General	674,116	623,378	(50,738)	1,068,645
5014 · SAM - Pass Through Costs	16,924	-	(16,924)	-
5020 · SAM - Collections	127,924	126,742	(1,182)	217,276
5040 · Depreciation Expense	161,241	-	(161,241)	-
5060 · Lateral Repairs	489	14,000	13,511	24,000
5065 · CCTV	-	8,750	8,750	15,000
5110 · RCD - Parks	-	5,831	5,831	10,000
5120 · Half Moon Bay Reimb - Parks	-	18,081	18,081	31,000
5130 · Parks & Rec Professional Services	124,455	87,500	(36,955)	150,000
Total Operations	1,105,149	884,282	(220,867)	1,515,921

(Continued on next page)

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

**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION (UNAUDITED)
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2024
(CONTINUED)**

	Jul 1, 2023 - Jan 31, 2024	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	10,280	13,419	3,139	23,000
6020 · Copier lease	1,834	2,919	1,085	5,000
6040 · Directors' Compensation	5,800	5,831	31	10,000
6050 · Education & Travel Reimb	1,333	1,169	(164)	2,000
6060 · Employee Compensation	238,985	204,169	(34,816)	350,000
6070 · Engineering Services	23,996	17,500	(6,496)	30,000
6080 · Insurance	139	30,331	30,192	52,000
6090 · Legal Services	31,098	23,331	(7,767)	40,000
6095 · Legal Services for Case Related Legal	-	20,419	20,419	35,000
6100 · Memberships	7,980	5,775	(2,205)	9,900
6120 · Office Lease	33,100	37,331	4,231	64,000
6130 · Office Maintenance & Repairs	1,197	4,956	3,759	8,500
6135 · Other Property Maint.	1,750	-	(1,750)	-
6140 · Office Supplies	6,882	-	(6,882)	-
6150 · Professional Services	72,706	83,419	10,713	143,000
6160 · Publications & Notices	1,380	5,831	4,451	10,000
6170 · Utilities	6,953	9,331	2,378	16,000
6180 · Video Taping	3,200	2,919	(281)	5,000
6190 · Computers	5,596	4,669	(927)	8,000
6220 · Miscellaneous	6,493	5,250	(1,243)	9,000
6230 · Bank Service Charges	200	-	(200)	-
6310 · Park Related Misc Expenses	15,304	5,831	(9,473)	10,000
Total Administration	476,206	484,400	8,194	830,400
Capital Projects				
1617-1 · Medio Creek Xing Crossing	437	-	(437)	-
7013 · 6-yr CIP Phase 2	3,562	37,919	34,357	65,000
7015 · Mainline System Repairs	-	5,831	5,831	10,000
7100 · SAM - Infrastructure	191,135	388,941	197,806	666,750
Total Capital Projects	195,134	432,691	237,557	741,750
TOTAL EXPENSES	1,776,489	1,801,373	24,884	3,088,071
CHANGE IN NET POSITION	\$ 994,431	\$ 565,208	\$ 429,223	\$ 968,929
BEGINNING NET POSITION	15,847,569	15,847,569	-	15,847,569
ENDING NET POSITION	\$ 16,842,000	\$ 16,412,777	\$ 429,223	\$ 16,816,498

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

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: Feb 16, 2024 to Mar 14, 2024
 To: Board of Directors
 From: Hope Atmore, Assistant General Manager
 Date: March 21, 2024

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

APPLICATIONS RECEIVED

There were three applications received during this period:

Date	Class	Owner/Agent	APN	Address	Sq. Ft.	Zone
07/06/23	1A	Lopez	047-191-440	1127 Columbus St, EG	6,500	R1/S-17
08/01/23	CL3	Solloway	047-288-030	1230 Columbus St, EG	N/A	R1/S-17
09/07/23	ADU	Pond	047-163-330	730 El Granada Blvd, EG	4,916	R1/S-17
09/22/23	Relief	Mayolegz LLC	047-031-440	169 Harvard Ave, Princeton	7,000	W/DR
02/22/24	1A	Jensen	047-056-020	1070 San Carlos Ave, EG	5,000	R1/S-17
03/05/24	ADU	Siekierski	048-116-170	2905 Alameda Ave, HMB	5,000	R1/S-94
03/11/24	ADU	Leeds	047-275-480	1106 Columbus St, EG	12,605	R-1/S-17

Shaded items were previously reported.

PERMITS ISSUED

There were no permits issued this period.

Permit No.	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3247	1A	07/26/23	Parnovskiy	047-221-060	417 Ave Del Oro, EG	5,000	R1/S-17
3249	1A	08/03/23	Carey	048-013-790	167 Cortez Ave, Miramar	7,446	R1/S94
3250	CL3	08/22/23	Solloway	047-288-030	1230 Columbus St, EG	N/A	R1/S-17
3251	1A	09/08/23	Lopez	047-191-440	1127 Columbus St, EG	6,500	R1/S-17
3252	2A	09/18/23	Mayolegz LLC	047-031-440	169 Harvard Ave, Princeton	7,000	W/DR
3253	1A	09/18/23	Kybych	048-044-200	380 Medio Ave, Miramar	9,125	R1/S-94
3254	CL3	10/26/23	Irfan & Moin	048-032-070	0 Cortez Ave, Miramar	4,400	S-94

Shaded items were previously reported.

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

Date	Class	Permit #	Issued	Owner	APN	Address
08/10/23	1A	3245	03/28/23	Oulton	047-292-320	950 Malaga St, EG
08/16/23	1A	3231	07/11/22	Ralston	047-217-110	340 Ave Del Oro, EG
10/27/23	1A	3233	10/27/22	Agranov	048-054-220	345 Miramar Dr, Miramar
11/17/23	1A	3198	12/10/19	Seaman	047-243-060	448 Portola, El Granada
2/28/24	1A	3249	08/03/23	Carey	048-013-790	167 Cortez Ave, Miramar

Shaded items were previously reported.

SPECIAL NOTES:

An agreement is now in place between GCSD and Action Towing for removal of vehicles parked on the GCSD lot for more than 72 hours.

Granada Community Services District
FUTURE AGENDA ITEMS

#	Agenda Item	By	Est. Date	Notes
1	Update Records Retention Policy	Board	TBD	To occur with code/bylaws
2	Age Friendly HMBCoastside	Staff	April	Senior Coastsiders
3	SSC Rate Study Presentation	Staff	April	Bartle Wells to present
4				
5				
6				
7				
8				
9				