



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, November 16, 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: GCS D Board Meeting Time: Nov 16, 2023 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:	Antoinette Ranit

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. Public Hearing: Consideration of Approval of Ordinance No. 177, an Ordinance Regarding Compensation of Directors of the Granada Community Services District – Second Reading.** (Page 5)
Recommendation: 1. Read the title of the Ordinance and waive by motion the 2nd reading of the Ordinance.
2. Open Public Hearing.
3. Oral comment from the public in attendance, and receive report from staff on written comments received.
4. Close Public Hearing.
5. Approve and Adopt Ordinance 177.
- 2. Parks and Recreation Activities.** (Page 7)
 - a. Report on Granada Community Park and Recreation Center.
 - b. Report on planned Recreation Program Events.
- 3. Consideration of Amendment to District Bylaws Regarding Check Signatory Rules.** (Page 8)
Recommendation: Approve update to Bylaws.
- 4. Consideration of District Investment Policy and Alternatives for District Funds Investments.** (Page 11)
Recommendation: Approve the District Investment Policy and direct staff to open new accounts as necessary and transfer some reserves from LAIF to either new investment alternative.
- 5. Engineer’s Report.** (Page 21)
- 6. Report on Sewer Authority Mid-Coastside Meetings.** (Page 23)

CONSENT AGENDA

- 7. **October 18th Special Meeting Minutes.** (Page 43)
- 8. **October 19th Regular Meeting Minutes.** (Page 44)
- 9. **November 2023 Warrants.** (Page 47)
- 10. **September 2023 Financial Statements.** (Page 48)
- 11. **Assessment District Distribution #4-23/24.** (Page 52)

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 13. **Attorney's Report. (Parkin)**
- 14. **General Manager's Report. (Duffy)**
- 15. **Administrative Staff Report. (Atmore)** (Page 54)
- 16. **Future Agenda Items.** (Page 55)

ADJOURN REGULAR MEETING

At the conclusion of the October 19, 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: Consideration of 2nd Reading of Ordinance 177 Regarding Compensation of Directors

Date: November 16, 2023

Following Board direction at the August 17, 2023 Regular Meeting, General Manager Duffy reviewed director compensation rates of comparable Special Districts in the area and reported that per the Government Code, a 5% increase per year in board member compensation was allowable for each year since the last board increase. The GCSD Board Directors have not had an increase in compensation since September of 2002. Ordinance 177 was introduced and first read at the September 21st meeting and lays out an increase in Director Compensation to \$190 per meeting. Public notice was given in the November 1st and November 8th issues of the Half Moon Bay Review.

Staff recommends the following:

1. Read the title of the Ordinance and waive by motion the 2nd reading of the the Ordinance.
2. Open the Public Hearing.
3. Oral comment from the public in attendance, and receive report from staff on written comments received.
4. Close Public Hearing.
5. Approve and Adopt Ordinance 177.

GRANADA COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 177

AN ORDINANCE REGARDING COMPENSATION OF DIRECTORS OF THE GRANADA COMMUNITY SERVICES DISTRICT

The Board of Directors of the Granada Community Services District ordains as follows:

Section 1. Each Member of the Board of Directors of the Granada Community Services District shall receive compensation for each day's attendance at a meeting of the Board and for each day of service rendered as a Director, not exceeding a total of six days in any calendar month. The amount of compensation for attendance at each meeting of the Board or each appointed committee meeting, and for each day of service rendered as a Director by the prior request of the Board, shall be \$190. A day of service rendered as a Director is defined as:

- (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.
- (2) Representation of the district at a public event, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public event.
- (3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public meeting or public hearing.
- (4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the corporation's meeting.
- (5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting, and that the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

In addition, each Director shall be entitled to compensation for incidental expenses incurred in the performance of the Director's responsibilities pursuant to District

Bylaw Regarding Financial Procedures for Reimbursable Expenses and Required Ethical Training.

Section 2. District Ordinance 152 is hereby repealed and replaced.

Section 3. In accordance with the California Environmental Quality Act (“CEQA” – Public Resources Code Section 21000 and following) and the regulations promulgated pursuant to CEQA (“the State CEQA Guidelines”), the District Board finds that this Ordinance is not a project for the purposes of CEQA or the State CEQA Guidelines.

Section 4. Within 15 days after passage, this Ordinance shall be entered in the minutes of the District Board and shall be published once in the Half Moon Bay Review, or such other newspaper of general circulation in the County of San Mateo as may be determined by the District General Manager, with the names of the members voting for and against the ordinance. This Ordinance is effective 60 days from the date of final passage.

The above and foregoing Ordinance was first introduced at a regularly scheduled meeting of the Board of Directors of the Granada Community Services District held on the 21st day of September, 2023, and is now approved on this 16th Day of November, 2023 by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Attest:

Nancy Marsh, President

Countersigned:

Hope Atmore, Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Parks and Recreation Updates
Date: November 16, 2023

Granada Community Park:

- Menary Construction will be completing the skate ramp repairs during the week of 11/6/23.
- Fall mowing completed.
- 'No Overnight Parking' signs being installed in addition to signage already in place.

Recreation Program Events:

- No upcoming events by GCSD. However, a reminder to the Board that the SAM Open House is Saturday, November 18 from 10AM-2PM and that the San Mateo County Harbor District will host the Harbor Boat Lighting on Saturday, December 9th from 6:00-8:00PM.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Consideration of Amendment to District Bylaws Regarding Check Signatory Rules

Date: November 16, 2023

Under current District Bylaws, District checks require the signature of one Board of Director and either the General Manager or Assistant General Manager. Staff recommends an update to allow for two Directors to sign District checks in the event that staff is not available to sign. Additionally, it is recommended that the Assistant General Manager and General Manager be authorized to be sole signatories on District checks issued that are under \$1,000. This is intended to address payments to be made with some urgency and/or outside of the regular warrants cycle.

ARTICLE V – Financial Procedures

A. Checks

1. No District check shall be signed until the Board of Directors of the Granada Community Services District has given final approval of said check and the expense paid by the check, pursuant to an agenda item at a public meeting of said Board, except as provided for in A.2 and A.4 below.
2. Checks which constitute ongoing regular monthly obligations of the District, which become due and payable, or otherwise require processing prior to the next regular Board of Directors meeting, may be signed without the prior approval required in Section A.1 above.
3. Each District check shall be signed by two authorized District signatories, one of whom shall be a Board Member and one of whom shall be either the General Manager or Assistant General Manager. In the event that neither the General Manager nor Assistant General Manager is available to co-sign a District check, then two board members may sign said check.
4. Notwithstanding Sections A.1 and A.3 above, District checks issued for under \$1,000 may be signed solely by the General Manager or Assistant General Manager.

Strikethrough Version

ARTICLE V – Financial Procedures

A. Checks

1. No District check shall be signed until the Board of Directors of the Granada Community Services District has given final approval of said check, of the expense paid by the check, pursuant to an agenda item at a public meeting of said Board, except as provided for in A.2 ~~below~~ and A.4 below.
2. Checks which constitute ongoing regular monthly obligations of the District, which become due and payable, or otherwise require processing prior to the next regular Board of Directors meeting, may be signed without the prior approval ~~required~~ outlined pursuant to Section A.-1- ~~A~~ above.
3. Each District check shall be signed by two authorized District signatories, one of whom shall be a Board Member and one of whom shall be either the General Manager or Assistant General Manager. In the event that neither the General Manager nor Assistant General Manager is available to co-sign a District check, then two board members may sign said check.
4. Notwithstanding Sections A.1 and A.3 above, District checks issued for under \$1,000 may be signed solely by the ~~Assistant~~ General Manager or Assistant General Manager.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: District Investment Policy and Alternatives for District Funds Investments
Date: November 16, 2023

As we have briefly discussed at previous board meetings, attached is an updated Investment Policy that is somewhat more robust and inclusive than the previously approved policy. This updated policy allows the District to invest its funds in a manner that maximizes safety of principal, liquidity, and yield in accordance with the Government Code. The District currently has its funds in Tri Counties Bank for immediate operating needs, as well as LAIF for maximization of interest earned.

Also attached to this memo are three investment options for the District to consider:

- a. Local Agency Investment Fund (LAIF) – Our current investment vehicle which earned 3.67% in October 2023.
- b. CalTRUST – An option utilized by one of my local districts in San Diego which is currently earning 5.67%.
- c. California Asset Management Program (CAMP) – An option utilized by one of my local districts in San Diego which is currently earning 5.57%.

We will discuss these options in greater detail at the board meeting. I would recommend that your board approve the attached Investment Policy and direct staff on the district investments.

GRANADA COMMUNITY SERVICES DISTRICT

POLICY NO. 2023-01

A POLICY OF THE GRANADA COMMUNITY SERVICES DISTRICT REGARDING INVESTMENT OF DISTRICT FUNDS

Purpose

It is the policy of the Granada Community Services District to invest public funds in a manner which will provide the maximum security of principal while meeting the daily cash flow demands of the District and seeking out the best investment returns that meet the following criteria.

Investment Objectives

The District's investment objectives, in order of priority and consistent with Government Code Section 53600.5, shall be:

Priority 1 - Safety: Safety of principal is the foremost objective of the Investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Priority 2 - Liquidity: The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating and capital requirements that may be reasonably anticipated.

Priority 3 - Return on investments (Yield): The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgeting and economic cycles while taking into account the safety investment risk constraints and liquidity needs.

Prudence

District officers and employees acting in accordance with this Investment policy and exercising due diligence shall be relieved of personal responsibility for an investment security's credit risk or market price changes.

Authority to implement the management of the investment program is granted to the General Manager, who shall be responsible for the investment of all funds at the direction of the Board of Directors. In his/her absence, the Assistant General Manager is authorized to act on his/her behalf. These responsibilities shall include the authority to open accounts with banks, brokers, and dealers and to establish safekeeping accounts or

other arrangements for the custody of securities and to execute such documents as may be necessary. Prior to any of the above activities being finalized, concurrence by the Board of Directors shall be obtained.

The District may engage the services of one or more external investment advisers to assist in the management of the District's investment portfolio in a manner consistent with the District's objectives.

Authorized Investments

Section 53601 of the Government Code of the State of California sets forth the investment vehicles available to local agencies. Section 53601 provides that unless Section 53601 specifies a limitation on an investment's maturity, no investments with maturities exceeding five years shall be made unless otherwise directed by the District's Board of Directors

Reporting

Under provisions of the California Government Code Section 53646, there may be a quarterly report made to the District's Board of Directors within 45 days following the end of the quarter covered by the report, or the District may provide a report on the District's investments at each individual investment institution at regular monthly board meetings as a component of the District's financial report contained in the Board agenda.

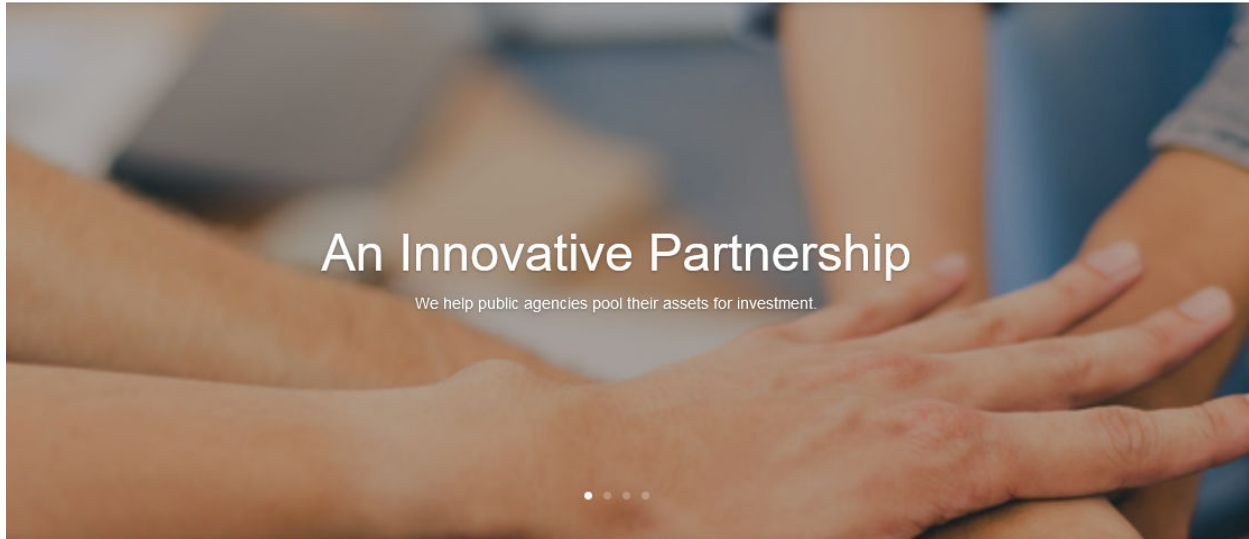
Approved by vote of the Board of Directors of the Granada Community Services District on November 16, 2023.

Attest:

Nancy Marsh, Board President

Countersigned:

Hope Atmore, District Secretary



Tailored for local agencies and their investment needs:

Our Three Pillars for Success:

We understand that public dollars must be managed securely and efficiently. The CalTRUST Board, comprised of experienced investment officers and policy makers, works closely with our investment manager, State Street Global Advisors, to ensure that our Investment Policy is in full compliance with California Government Code 53601 and 53605. Each of our funds seeks to attain as high a level of current income as is consistent with preservation of principal and aligned with the public agency funds guidepost of Safety, Liquidity, and Yield.

Tailored for local agencies and their investment needs:

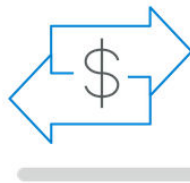
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Safety

Our primary objective is to safeguard the preservation of principal, ensuring that our Investment Policy is consistent with California law.



Liquidity

Our fund choices offer same-day, next-day, and three-day liquidity to meet your needs.



Yield

Our funds consistently outperform our benchmarks as we maximize yield as best possible consistent with safety and liquidity.

Current Program Holdings

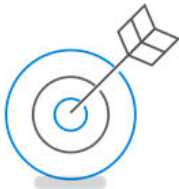
Over \$3.1 Billion

California cities, counties, special districts, and other public agencies enTRUST us as a tool to help manage their financial needs.

Three great account options to choose from

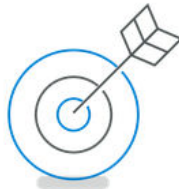
Select the funds that best match your investment time horizon and cash flow needs.

Participants can easily reallocate among accounts as those needs change.



Liquidity

With a target duration of 60 days, this ultra-short fund provides same-day liquidity.



Short Term

With a target duration of 0-2 years, this fund provides same-day liquidity.



Medium Term

With a target duration of 1-3 years, this fund provides three-day liquidity.

[Learn More](#)

About Our Asset Manager

State Street Global Advisors

To help our clients achieve their financial goals, we live our guiding principles each and every day.

Start with Rigor — We take a highly disciplined and risk-aware approach built on exhaustive research, careful analysis, and market-tested experience to meet client needs. Rigor is behind every decision we make.

Build from Breadth — Today's investment problems demand a breadth of capabilities. We build from a universe of index and active strategies to create cost-effective solutions.

Invest as Stewards — As fiduciaries, we believe good stewardship involves active engagement with portfolio companies to identify risks and opportunities to create long-term value for our clients.

Invent the Future — We created the first ETF in the US and are pioneers in index and active investing. Using data, insights, and investment skill, we are always inventing new ways to invest.

[Learn More](#)



Portfolio & Performance

Current Rate

FUND	DATE	7 DAY AVERAGE YIELD
Liquidity Fund (stable NAV)	11-7-23	5.67%
Short-Term (floating NAV)	11-7-23	4.79%
Medium-Term (floating NAV)	11-7-23	3.83%



Investment Services by and for California Public Agencies Since 1989 Current Rate

Program Overview

California Asset Management Program ("CAMP" or the "Program") is a California Joint Powers Authority ("JPA") established in 1989 to provide California public agencies with professional investment services. Investments offered through the Cash Reserve Portfolio (the "Pool" or the "CAMP Pool") and CAMP Term are permitted for all local agencies under California Government Code Section 53601(p). The Program also offers educational resources, market updates and arbitrage rebate compliance services.

CAMP is directed by a Board of Trustees, which is made up of experienced local government finance directors and treasurers.

CAMP offers a range of services to assist public agencies with investing their operating funds, bond proceeds, debt service funds, and reserve funds. Whether your agency is looking for daily liquidity or cost-effective access to high-quality fixed income markets, CAMP can help with the following options:

CAMP Pool: This fully liquid, stable net asset value (NAV) investment option stresses daily liquidity and safety of principal as the two primary objectives, as underscored by its AAAM* rating from Standard & Poor's. Earning a competitive yield is a third goal after safety and liquidity.

CAMP Term ("Term"): This investment option is for agencies with known cash flows to have an opportunity to optimize interest earnings. This fixed-rate, fixed-term investment option, rated AAAF** by Fitch, offers securities with maturities ranging from 60 days to one year. Term investments are designed to match a Shareholder's specific cash flow requirements. Investment principal and interest are paid at maturity, with an automatic sweep into the CAMP Pool.

Specialized service options: CAMP also offers individually managed portfolios with investment and safekeeping services at a reasonable cost and arbitrage rebate analysis and calculation for bond proceeds invested with CAMP. These services are authorized by the Board of Trustees and administered by CAMP's investment adviser, PFM Asset Management LLC ("PFMAM" or the "Investment Adviser").

Additional Information

For additional information please call (800) 729-7665 to speak to a [Program Representative](#).

*Standard & Poor's fund ratings are based on analysis of credit quality, market price exposure, and management. According to Standard & Poor's rating criteria, the AAAM rating signifies excellent safety of invested principal and a superior capacity to maintain a \$1.00 per share net asset value. However, it should be understood that the rating is not a "market" rating nor a recommendation to buy, hold or sell the securities. For a full description on rating methodology, visit [Standard & Poor's website](#).

**The AAAF rating reflects Fitch Ratings' ("Fitch") review of the Term program's investment and credit guidelines, the portfolio's credit quality and diversification, as well as the capabilities of PFM Asset Management LLC as investment adviser. It indicates the highest underlying credit quality (or lowest vulnerability to default). However, it should be understood that this rating is not a "market" rating nor a recommendation to buy, hold or sell the securities. For a full description on rating methodology visit www.fitchratings.com.

CAMP® is a registered trademark and the CAMP logos and designs are trademarks owned by the California Asset Management Trust (Trust).

This information is for institutional investor use only, not for further distribution to retail investors, and does not constitute an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the merits, objectives, risks, charges and expenses before investing in the Trust. This and other information about the Trust is available in

Important Announcements

*the Trust's current Information Statement, which should be read carefully before investing. A copy of the Trust's Information Statement may be obtained by calling 1-800-729-7665 or is available on the Trust's website at www.camponline.com. While the Cash Reserve Portfolio seeks to maintain a stable net asset value of \$1.00 per share and the CAMP Term Portfolio seeks to achieve a net asset value of \$1.00 per share at the stated maturity, it is possible to lose money investing in the Trust. An investment in the Trust is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Trust are distributed by **PFM Fund Distributors, Inc.**, member Financial Industry Regulatory Authority (FINRA) (www.finra.org) and Securities Investor Protection Corporation (SIPC) (www.sipc.org). PFM Fund Distributors, Inc. is an affiliate of PFM Asset Management LLC.*

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Important Announcements



Current Rate

Name	Date	Current Seven-Day Yield
California Asset Management Program	11/8/2023	5.57%

A summary of the CAMP Pool holdings as of the most recent month end is available upon request by calling CAMP at (800) 729-7665 or under the [Investor/Participant Resources](#) Section on this website.

Current Annualized Yield

Past performance is not indicative of future results and yields may vary. The “current annualized yield” of the Pool may, from time to time, be quoted in reports, literature and advertisements published by the Trust. Current annualized yield represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7.

CAMP® is a registered trademark and the CAMP logos and designs are trademarks owned by the California Asset Management Trust (Trust).

*This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the Trust’s investment objectives, risks, charges and expenses before investing in the Trust. This and other information about the Trust is available in the Trust’s current Information Statement, which should be read carefully before investing. A copy of the Trust’s Information Statement may be obtained by calling 1-800-729-7665 or is available on the Trust’s website at www.camponline.com. While the Cash Reserve Portfolio seeks to maintain a stable net asset value of \$1.00 per share and the CAMP Term Portfolio seeks to achieve a net asset value of \$1.00 per share at the stated maturity, it is possible to lose money investing in the Trust. An investment in the Trust is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Trust are distributed by **PFM Fund Distributors, Inc.**, member Financial Industry Regulatory Authority (FINRA) (www.finra.org) and Securities Investor Protection Corporation (SIPC) (www.sipc.org). PFM Fund Distributors, Inc. is an affiliate of PFM Asset Management LLC.*

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Important Announcements



PMIA/LAIF Performance Report as of 11/08/23



Quarterly Performance Quarter Ended 09/30/23

LAIF Apportionment Rate ⁽²⁾ :	3.59
LAIF Earnings Ratio ⁽²⁾ :	0.00009812538629360
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.986307739
PMIA Daily ⁽¹⁾ :	3.48
PMIA Quarter to Date ⁽¹⁾ :	3.42
PMIA Average Life ⁽¹⁾ :	256

PMIA Average Monthly Effective Yields⁽¹⁾

October	3.670
September	3.534
August	3.434
July	3.305**
June	3.167
May	2.993

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 09/30/23 \$156.4 billion

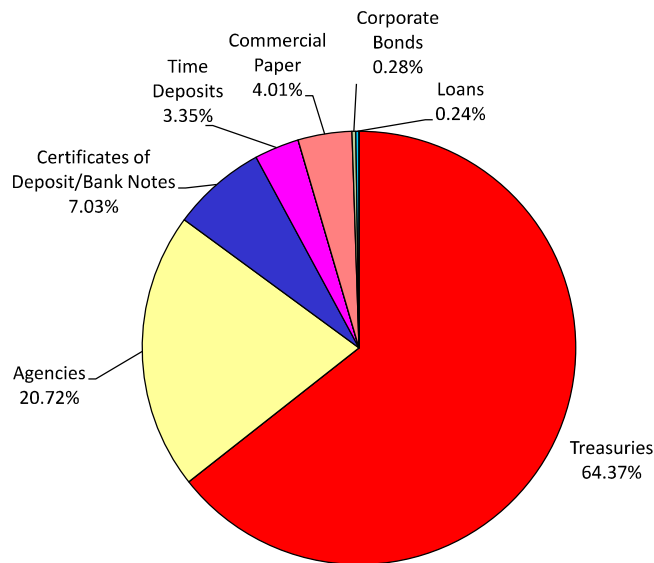


Chart does not include \$2,444,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

** Revised

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

November 8, 2023

Memorandum

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

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.

Big Wave

Construction of the Airport Street mainline sewer is complete and meets GCSD specifications, The County has now signed off on the encroachment permit for trench pavement.

Now that we have the information from the contractor, we will be showing changes made during construction on the plans. We should have revised as-built plans soon and will likely recommend dedication of the mainline extension to the GCSD collection system at the December GCSD Board meeting.

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 will inspect the new manhole again now that the lateral from the RV Park has been connected to the manhole.

We will periodically be reviewing construction of the Park's onsite sewers. We have also requested photos of the onsite sewer construction from the contractor.

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 constructed. I plan to review the installation of the new manhole and its recently completed lateral connection from the RV park with Tony Young of SAM during my next visit to the District.

Pillar Point Harbor Sewage Meter

We were finally able to obtain additional information, from the contractor that installed the meter. We are currently reviewing the information provided by the contractor.

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

SRT Consultants' Technical Memorandum describing 4 alternatives was considered at SAM Board's October 16th meeting. Staff had recommended Alternative 3: Replace Force Main with HDPE and Alignment Modifications. If approved, SRT would then proceed with conceptual design and an evaluation of Design/Build procurement options for construction of the replacement of the Montara FM.

Update of GCSD Standard Specifications and Details

We expect to have a draft of the updated standard specifications and construction details available for GCSD staff review later this month. Once completed, the updated standard specifications and construction details will be presented to the GCSD Board for consideration and adoption.



**SEWER AUTHORITY MID-COASTSIDE
Board of Directors Meeting Agenda**

Regular Board Meeting 7:00 PM, Monday, November 13, 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/85229270113?pwd=Nkx5ZIRVRzArVU42QU5sTEVsUIB2Zz09>

Meeting ID: 852 2927 0113

Passcode: 597620

Dial by your location

• +1 669 900 6833 US (San Jose)

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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 publiccomment 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 November 13, 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 October 16, 2023 Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for November 13, 2023 **(Attachment)**
- C. Accept the Quarterly Financial Report for the 1st Quarter of Fiscal Year 2023-24 **(Attachment)**

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

- A. Authorize General Manager to Issue a Purchase Order to GSE Construction for the Installation of Digester Mixing Pumps at SAM Plant in the Amount of \$ 99,950 **(Attachment)**
- B. Approve Employee Educational Reimbursement Policy **(Attachment)**
- C. Approve Side Letter Agreement with IUOE Stationary Engineers, Local 39 concerning Emergency Incentive Pay **(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 — ANTICIPATED LITIGATION
Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
(One potential case)

B. 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: December 11, 2023 and January 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.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Tim Costello, Plant Superintendent
DATE: October 16, 2023
SUBJECT: **Monthly Manager’s Report – September 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 *September 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: 1

Flow Report (See Attachment A)

Half Moon Bay	0.747	63.06%
Granada CSD	0.202	17.01%
Montara W&SD	0.236	19.93%
Total	1.185	100%

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	J. Grant	H. Rarback	

Administration

There were two Regular Board Meeting in the month of September, and no public records request. There were three articles in the Half Moon Bay Review mentioning SAM, Montara Water, Sewer Agency Notes Landmark (September 5, 2023), City Settles on Downtown Opportunity Center (September 13, 2023), Litigation Complicates Funding for Princeton Pump Station (September 16, 2023). There were four mentions of SAM in Coastside Buzz, Congratulation to Montara Water and Sanitary District's Successful Celebration of their 65th Anniversary of Service to the Coastside (September 12,2023), Half Moon Bay Denys Approval of the Princeton Pump Station Contract in the Face of the ERF Lawsuit, Fines, Staff Endangerment and Rising Construction Costs (September 13, 2023), Sewer Authority Board Forced to Choose Between Reserve Fiscal Responsibility and Worker Safety; Decide to Postpone Princeton Pump Station Work a Couple of Months (September 14, 2023), Montara Water District's Local Hazard Mitigation Plan Supports Sewer Authority Mid-Coastside's Post Storm Grant Applications for Cal OES and FEMA Disaster Reimbursement (September 28, 2023). There has been no lost time work accidents since September 10, 2019. There were no new hires in the month of September, and one anniversary, Gabriel Aguilar, Lead Operator, 22 Years.

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.

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 Confined space training. I believe everyone has been through this training now and it is a refresher most.

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Confined space incidents continue to be one of the leading causes of incident in our industry so it is important make sur everyone is aware of the hazards.

We are still working on the boiler order, still working on the regulatory to keep things moving along before the manufacture will even begin the construction process.

Early on in the month we still are experiencing foaming in the MLSS basins. We sent in samples for microscopic evaluation. The types of organisms they Identified Actinomycetes which tend to be an indication of excessive fats, oils, and greases within the treatment system. Also polysaccharides which can exacerbate bulking and foaming. There were high life forms identified which would indicate that what we are dealing with is not overly toxic, which is a good thing for the biological health.

In regards to the past three evaluations we have done the results have had similar findings, primarily fats, oil, and grease. This is where source control, education and outreach comes in. For residential the best we can do is to educate folks with information and outreach. For commercial the education and outreach combined with a solid F.O.G. control program will help. Restaurant grease trap inspections and follow up for areas that are deficient in their obligation. The entire community ends up paying the additional costs for treatment expense if everyone is not doing their part.

Calcon worked on the electrical issues we experienced in the digester control building. The original wiring had to be replaced as a result of ground water consistently leaking in through the underground conduit and age. The old wires were not of a design that was meant to be in water for long periods. The new replacement wires are designed to be submerged 100 percent of the time in water and should provide many years of future service. This project has since been completed and the influent controls project is next on the list.

The initial prep for the influent controls started towards the end of September and will continue into October.

During the month of September 2023 rainfall was below historic normal for Half Moon Bay. The 10-year average for the area is 0.213 inches of rain in September, (0.35 inches used to be considered normal, this year we received 0.24 inches, just 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: 0.24 inches, (from the NOAA gauge at the plant). Our roof top had 0.38 at the plant, 0.22 inches in the GCSD service are, and 0.22 inches at the MWSD weather station. There were micro-climate variations verified by the data.

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

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- 9/1/2023 – Daily ops rounds and duties. Add caustic soda to MLSS because of low PH levels. Add polymer to aeration basins to control surface foam. CALCON done working in MONTARA, used day to clean up. Found MONTARA flow incorrect in the daily chart numbers, used 3 day average. Replace and use last caustic soda tote and ordered a couple more.
- 9/2/2023 – Saturday- Daily ops rounds. Add caustic and polymer to MLSS influent for foam and PH control. Pedro’s cleaning service at SAM admin building. Mix and dilute a couple polymer totes. Leave on polymer tote overnight due to high foam
- 9/3/2023 – Sunday-Daily ops rounds and duties. Add chemicals to MLSS influent. Nothing unusual.
- 9/4/2023 – Holiday- Daily ops rounds and duties. Add caustic soda and polymer to MLSS influent. Normal day no anomalies.
- 9/5/2023 – Daily ops rounds and duties. Add cl2 to surface of aeration basin #3. Add polymer to both aeration basins. Switched/rotate chemical pumps. Expansion tank in boiler room low in water, refill but found PLP #1 leaking form check valve, reported to mechanics. Fill up a couple 55 gallon drums with CL2 to add to AB surface. Place order for RDT polymer and Sodium Bisulfite for the plant.
- 9/6/2023 – Daily ops rounds and duties. High foam at the surface of both AB’s added polymer to both aeration basins. Hypochlorite delivery to plant. Decrease wasting due to low MLSS concentration. Increase DO set point to 1.7 from 1.5. Mix chemical for Micro 2000 analyzer in the effluent building. Set up Bio Assay tubing and pumps for annual samples coming up next week. Start addition of Alum to secondary to help the rising sludge settle. All staff meeting in the afternoon. Crane safety training during the day.
- 9/7/2023 – Daily ops rounds and duties. Add polymer to MLSS influent because of high foam on surface. Add cl2 to surface foam in the aeration basins. Sodium hydroxide delivery to plant. Plant tour for Tonya from SRT and colleague. Wash-down sections of secondary #2 to remove algae.
- 9/8/2023 – Daily ops rounds and duties. Add polymer and chlorine to both aeration basins because of high foam in the surface. Hypo pump #2 to RAS not working properly so switched to hypo pump #1. Add 10 lbs. of foam buster to aeration basin #3. Polymer delivery to plant.
- 9/9/2023 – Saturday- Daily ops rounds and duties. Add chlorine and mixed polymer to both aeration basins to control the foam in the surface. Wash down a

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section of secondary clarifier because of high algae. Add caustic soda to raise PH levels. MONTARA anniversary celebration.

9/10/2023 – Sunday- Daily ops round sand duties. Add caustic soda to MLSS influent. ADD polymer and chlorine to both aeration basins. Add foam buster to AB#3. Skim contact basins because of heavy solids in the surface.

9/11/2023 – Daily ops rounds and duties. Add polymer to both aeration basins. Add chlorine to both aeration basins. CALCON here at the plant setting up for next day power shut down and working on electrical equipment. Set up trash pump near influent wet well and set up generator near digester control building. Perform weekly inventory for plant.

9/12/2023 – Daily ops rounds and duties. Turn off Portola pump station pumps to limit flow to plant due to electrical work being done at the plant. CALCON performed scheduled power shutdown in certain buildings of the plant to do electrical work. Fed sodium bisulfite chemical manually to effluent because of power shut down. Start Bio Assay sampling for next day annual samples. Clean both DO probes in aeration basins.

9/13/2023 – Daily ops rounds and duties. CALCON here at working on electrical equipment. Used VACTOR truck to remove high foam in both the aeration basins. Replaced all thermometers in sample refrigerators. Collect and send out Bio Assay annual samples.

9/14/2023 – Daily ops rounds and duties. Turn off PORTOLA pump station to stop flow to plant. ADD polymer and spray chlorine to MLSS basins. Power shut off by CALCON to work on electrical equipment from digester building to mechanical building #1. Use generator and trash pump in different locations of the plant to control flow and to power different equipment. After a couple hours power back on at the plant, reset equipment and run things normal. Turned on Pump #1 at PORTOLA station to slowly pump out to plant.

9/15/2023 – Daily ops rounds and duties. Clean contact basin #1. Switch Alum feed to influent side of AB channels. Remove and pump out contents of black debris container which included foam to AB#2. Found influent pump #7 running but not pumping, primed pump and works ok now. Collect samples from Harbor District.

9/16/2023 – Saturday- daily ops rounds. Add polymer and chlorine to both aeration basins. Add caustic soda to MLSS influent channel. Fill up a couple diluted polymer totes. Wash down section of secondary.

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- 9/17/2023 – Sunday- Daily ops rounds and duties. Add polymer to MLSS and chlorine to foam in both aeration basins. Normal day no anomalies.
- 9/18/2023 – Daily ops rounds. Swap caustic soda totes for new one. Some of the ops crew working on CSRMA online training videos. Turn on chlorine pump at Princeton station. Collect Alpha lab samples. Drop off COVID sample at UPS.
- 9/19/2023 – Daily ops rounds and duties. All staff watched an online training video for CSRMA. Erick from NEUROS blower here to perform maintenance on blower #2. Increased DO set point to 2.0mg/l from 1.7mg/l, reason to help with NOCARDIA filaments. Add polymer to MLSS influent. Add chlorine to surface of MLSS tanks.
- 9/20/2023 – Daily ops rounds. Add polymer to MLSS influent and add chlorine to MLSS surface to remove foam. Erick from NEUROS blower here again to work on blower maintenance. Run all influent pumps on hand. Clean contact basin #2. Complete CSRMA online training for some of the crew.
- 9/21/2023 – Daily ops rounds and duties. Add polymer to MLSS influent. Add chlorine to foam on both aeration basins. Set up trash pump in influent wet well for next week’s minor power shut down while replacing control cabinet. Perform confined space entry at MONTARA pump station for cleaning of wet well. Collect samples from Princeton wet well to check COD and calibrate SENTRY probe. Oven in lab having issues due to electrical outlet.
- 9/22/2023 – Daily ops rounds and duties. Add polymer to AB3 and AB4 to lower foam on surface. Spray chlorine to AB3 surface foam. Rocket Farms to start dumping irrigation water into sewer system. Found high nitrates and nitrites, decided to enable one cycle of blower shutdown to possibly lower nitrates with no air for 30 minutes during low flow. Belt press polymer pump unit#2, diaphragm pump housing was replaced because old one was cracked.
- 9/23/2023 – Saturday-Daily ops rounds. Add polymer to both AB’s to help remove foam. Also, add chlorine to AB3 surface. Pedro’s cleaning service here at the office cleaning the carpets. Add caustic to raise PH level.
- 9/24/2023 – Sunday-Daily ops rounds and duties. Add polymer to both AB’s at the influent side. Mix and fill a couple polymer totes. Add caustic soda to MLSS influent to raise PH level. Raise the CL2 to RAS to 55lbs/day.
- 9/25/2023 – Daily ops rounds and duties. CALCON here at the plant to prep for influent control panel. H and R Underground here to work on manholes, this is a

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HMB project . Hypo delivery to PRINCETON pump station. Collect ALPHA lab samples as well as collect COVID samples. CEPT (primary) polymer delivery to plant. Add light amount of polymer to aeration basins.

- 9/26/2023 – Daily ops rounds. CALCON here working by the influent pumps. Influent wet well alarm tripped by CALCON which caused all pumps to run, In return caused a high mid plant flow to which Chemicals had to be adjusted manually, no recordable incident. Add polymer to both AB's and spray chlorine to AB3 to control amount of foam on surface. Cleaned heat exchanger #2 and wrote SOP. SRT and GSL here taking measurements of digester mixing pumps and effluent pumps. Channel form primary's to aeration basins has lots of foam, hosed down channel. CALCON postponed replacement of influent control panel.

- 9/27/2023 – Daily ops rounds and duties. Move and set 4 inch trash pump near contact basins. CALCON here at the plant working on annual electrical inspections. Add polymer to both AB's and spray chlorine to AB3 surface. Perform monthly extinguisher check. Belt press polymer pump #3 failed at startup had to switch to pump #4.

- 9/28/2023 – Daily ops rounds and duties. Add polymer to both aeration basins. Add chlorine to AB3. Adjust influent gates to both aeration basins, AB3 has higher concentration. Pump out level at AB2 for a couple hours to slowly remove water content. Pick up COD sample from Princeton pump station in order to calibrate sentry meter. Switch/rotate all chemical pumps. Mechanics replaced belt press polymer mixing pump #3.

- 9/29/2023 – Daily ops rounds. RDT not working on AUTO mode had to switch to HAND mode. Add polymer to both aeration basins. Perform COD test on sample collected from PRINCETON pump station. During the auto wash-down of the belt press the press suddenly failed due to the tension arm moving fully towards one way. We cleaned the sensors and manually slowly returned the tension arm back into place until the belt aligned itself.

- 9/30/2023 – SATURDAY-Daily ops rounds and duties. Add polymer to both AB's. Add cl2 to AB3 because of high foam in the surface. Replace caustic soda tote. Add caustic soda to MLSS influent about 25 gallons.

Other activities are listed below:

There were 8 deliveries (approximately 4,250 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 425.00. There were no leachate deliveries to the SAM IPS line in the month of September 2023, for a total leachate volume of 0 gallons.

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

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Contract Collection Services

The SAM crew cleaned 33,955 feet of sewer line and responded to nine service calls in contract service areas. Three were sewer line related and six were maintenance service calls. Two of the callouts were during regular business hours or started during regular business hours. Seven were after hour calls. Four calls were in HMB, five calls were in the MWSD service area, and there were no calls in the GCSD service area during the month of September 2023.

HMB – The service calls in HMB were as follows; 9/1 - Call for a lateral backup into a basement for house on main street, service line goes out back towards Johnston street. Back up was caused by large amount of paper towels and grease likely from neighboring property. Insurance / restoration was called for mitigation. This was reported as a category 3 SSO based on volume. 9/18 - Battery on smart cover had a low voltage alert, crew exchanged the battery and reset smart cover.

The maintenance calls in HMB were as follows; 9/10 - Bell moon alarm, Trouble alarm on HDMI but station was operation normal upon arrival. Reset alarms and checked station for normal operation. 9/29 - Bell moon station alarm. Pump fail to start, motor overload, VFD fail alarms. Called in assistance pulled pump and found a chunk of wood stuck in impeller. Separated pump, removed wood, and put pump back in service.

GCSD – There were no service calls in the GCSD service area in the month of September 2023

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

MWSD – The sewer line related call in the MWSD area was as follows; 9/8 - Smart cover response for reoccurring issue with rag build in line near lift station. District & district engineer are aware of the issue.

The maintenance calls in the MWSD service area were as follows; 9/3 - Seal cove #4 station fault alarm response. Found VFD in fault reset VFD, cleared alarms, checked station for normal operation. 9/4 - Seal cove #4, this was a SCADA alarm, might have been caused by heavy fog. No actives alarms upon arrival. Checked station for normal operation. 9/15 - Seal cove

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#4 alarm, #1 VFD in alarm. Reset VFD, cleared alarms, checked station for normal operation. 9/15 - Seal cove #4 alarm, #1 VFD in earth fault, also found breaker for pump # 1 in tripped position. Placed pump #2 to lead position. Will return during day light with additional help to remove pump and inspect.

The September 2023 collection system data report is provided for the Board's information. There was Zero (0) Category 1, Zero (0) Category 2's, One (1) Category 3, and Zero (0) category 4 SSO's, during the month of September 2023.

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report September 2023

Attachment B: Monthly NPDES Report September 2023

Attachment C: Collection System Data September 2023

Attachment D: Contract Collection Service Report September 2023

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Attachment A

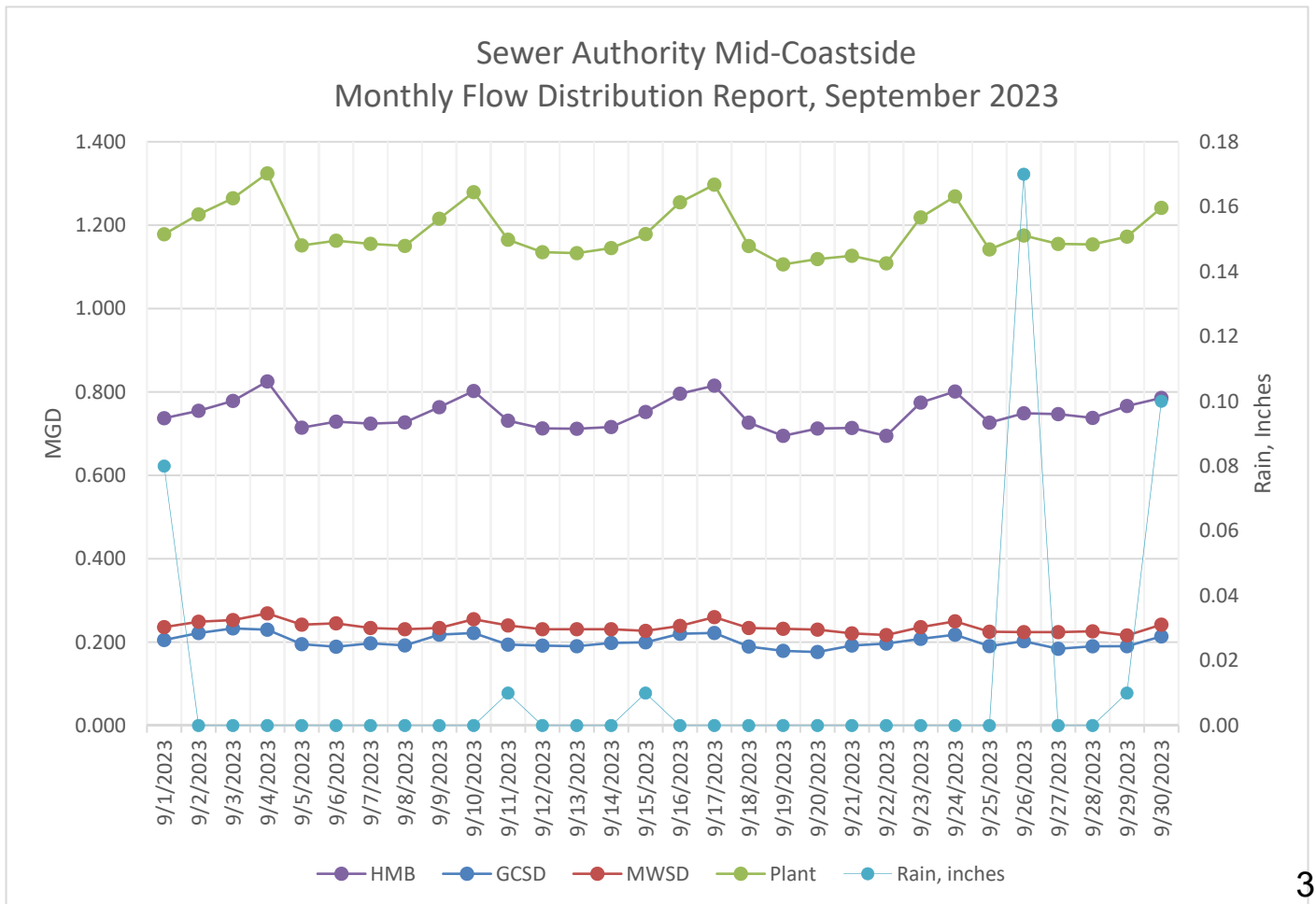
Flow Distribution Report Summary for September 2023

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

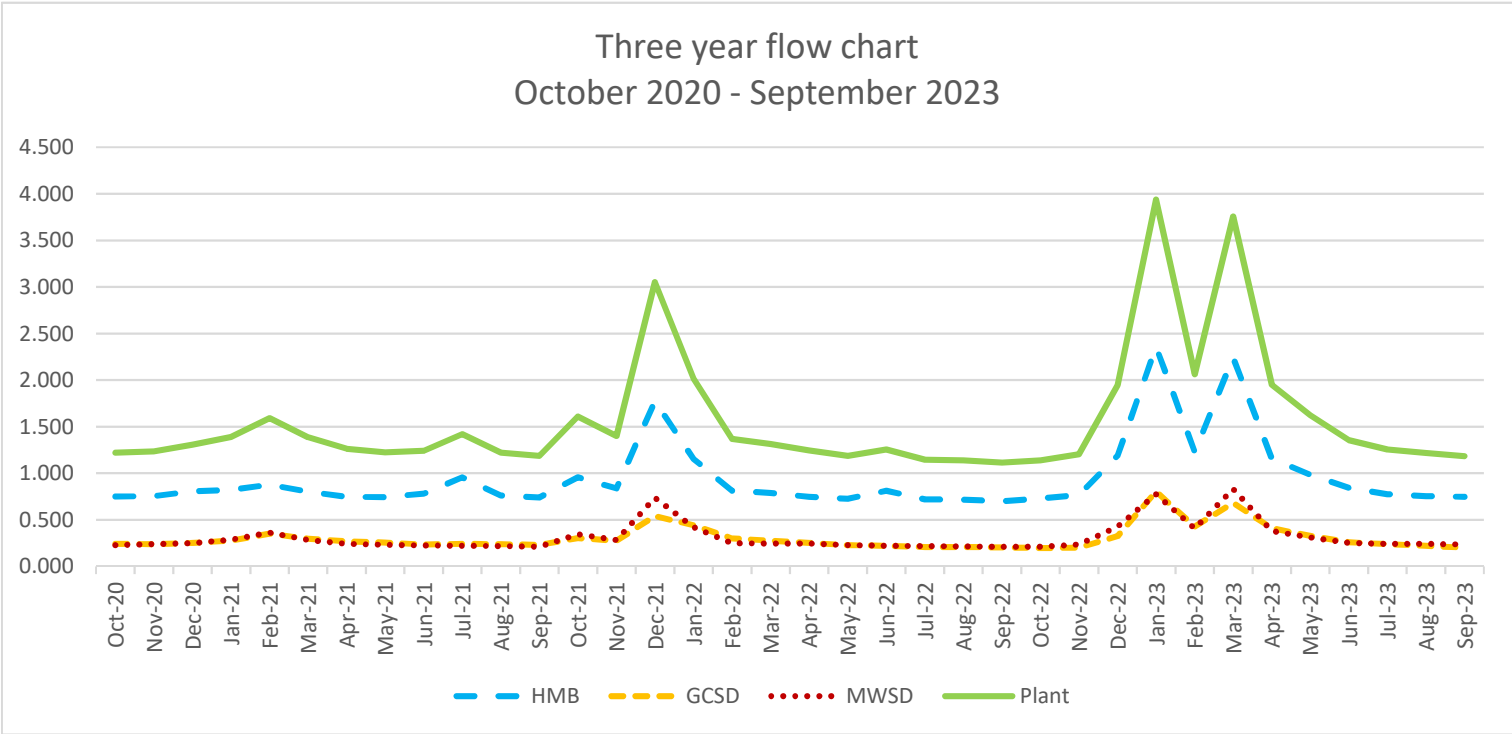
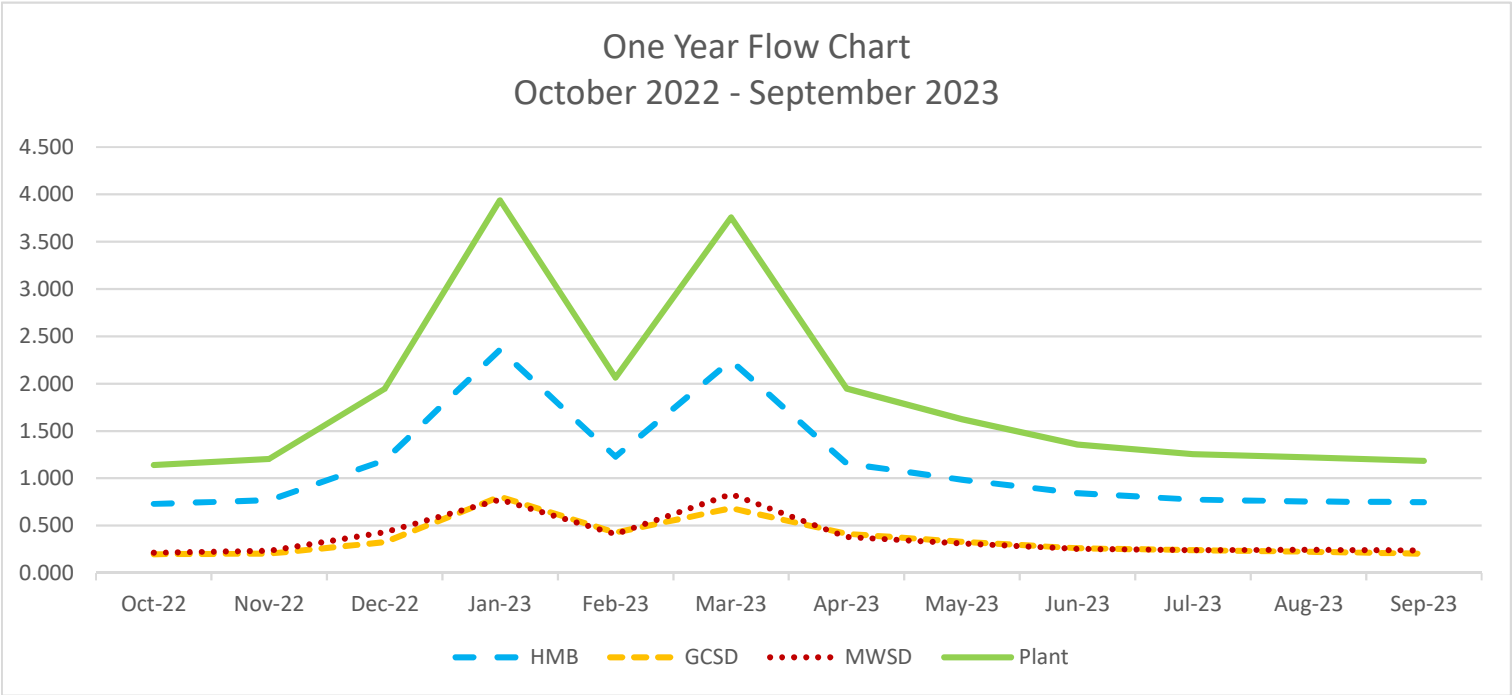
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.747	63.06%
Granada Community Services District	0.202	17.01%
Montara Water and Sanitary District	<u>0.236</u>	<u>19.93%</u>
Total	1.185	100.0%

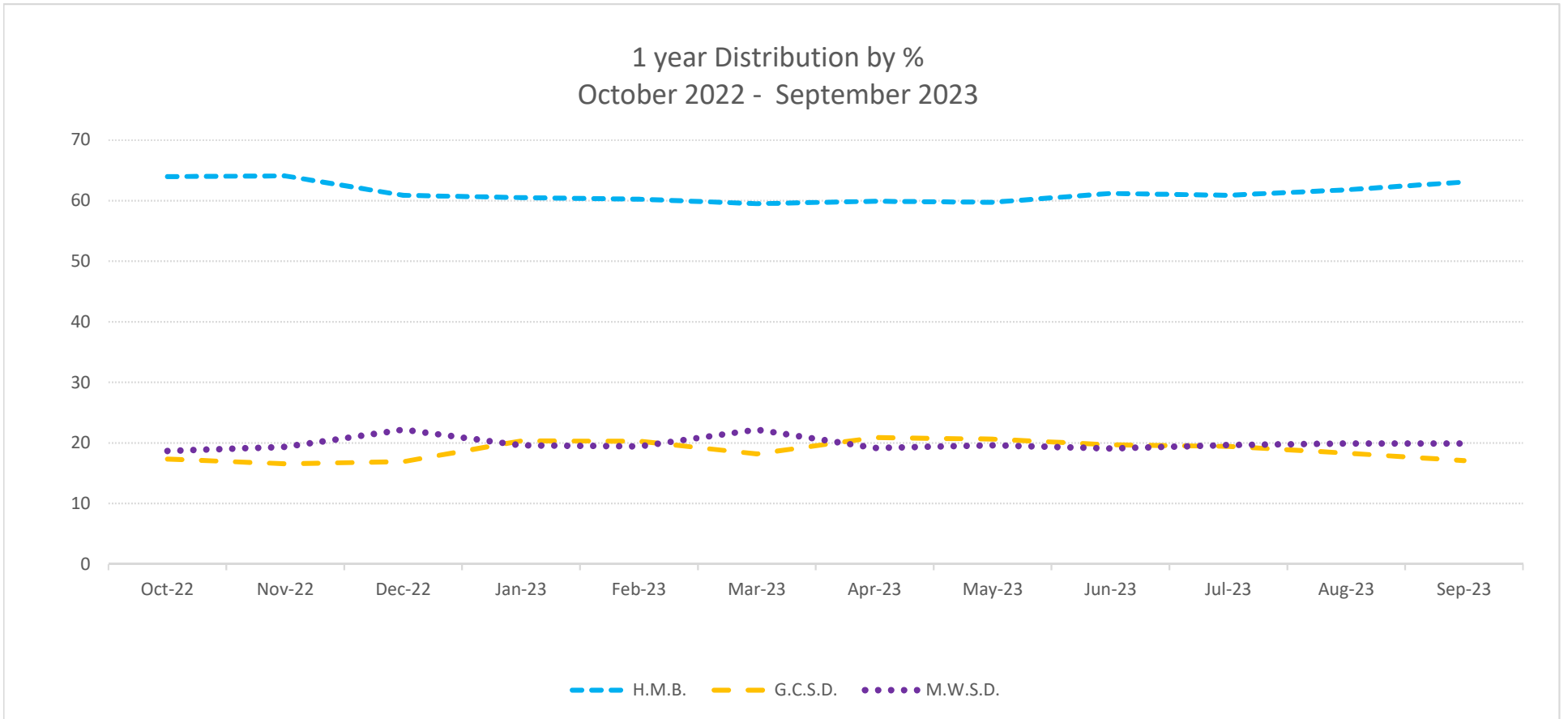


Most recent flow calibration March 2021 PS, March 2023 Plant inf



Flow based percent distribution based for past year

1 year Distribution by %
October 2022 - September 2023



SAM E-001 September 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
9/1/2023								
9/2/2023								
9/3/2023								
9/4/2023								
9/5/2023	390	25.00		93.6%	250	240	28.0	
9/6/2023	340	27.00		92.1%	300	230	15.0	
9/7/2023								
9/8/2023								
9/9/2023			26.00					21.50
9/10/2023								
9/11/2023								
9/12/2023								
9/13/2023	330	20.00		93.9%	270	240	12.0	
9/14/2023	280	16.00		94.3%	250	200	6.6	
9/15/2023								
9/16/2023			18.00					9.30
9/17/2023	380	8.20		97.8%	370	290	6.7	
9/18/2023	360	10.00		97.2%	420	320	8.0	
9/19/2023								
9/20/2023								
9/21/2023								
9/22/2023								
9/23/2023			9.10					7.35
9/24/2023								
9/25/2023	340	14.00		95.9%	300	260	9.1	
9/26/2023	360	13.00		96.4%	270	250	6.3	
9/27/2023								
9/28/2023								
9/29/2023								
9/30/2023			13.50					7.70
Count	8	8	4	8	8	8	8	4
Minimum	280	8.20	9.10	92.1%	250	200	6.3	7.4
Average	348	16.65	16.65	95.2%	304	254	11.5	11.5
Maximum	390	27.00	26.00	97.8%	420	320	28.0	21.5
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 September 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
9/1/2023						0.00
9/2/2023						0.00
9/3/2023						0.00
9/4/2023						0.00
9/5/2023	88.8%	ND		7.80		0.00
9/6/2023	95.0%	ND		9.50		0.00
9/7/2023						0.00
9/8/2023						0.00
9/9/2023			ND		8.65	0.00
9/10/2023						0.00
9/11/2023						0.00
9/12/2023						0.00
9/13/2023	95.6%	ND		10.00		0.00
9/14/2023	97.4%	ND		2.20		0.00
9/15/2023						0.00
9/16/2023			ND		6.10	0.00
9/17/2023	98.2%	ND		2.80		0.00
9/18/2023	98.1%	ND		2.90		0.00
9/19/2023						0.00
9/20/2023						0.00
9/21/2023						0.00
9/22/2023						0.00
9/23/2023			ND		2.85	0.00
9/24/2023						0.00
9/25/2023	97.0%	ND		ND		0.00
9/26/2023	97.7%	ND		2.90		0.00
9/27/2023						0.00
9/28/2023						0.00
9/29/2023						0.00
9/30/2023			ND			0.00
						0.00
Count	8	0	0	7	3	31
Minimum	88.8%	0.0	< 0.00	2.20	2.85	0.0
Average	96.0%	ND	ND	5.44	5.87	0.0
Maximum	98.2%	0.0	0.0	10.00	8.65	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 September 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
9/1/2023	0.00		6.53	21.3			6.41	72.3
9/2/2023	0.00		6.64	21.6		5.74	6.84	77.5
9/3/2023	0.00		6.55	21.8			6.08	68.8
9/4/2023	0.00		6.80	22.1			6.74	77.2
9/5/2023	0.00		6.98	21.2			7.15	80.3
9/6/2023	0.00	24.0	7.07	21.3	10.0		6.63	74.7
9/7/2023	0.00		7.05	21.7			6.60	75.0
9/8/2023	0.00		6.83	21.5			6.35	71.9
9/9/2023	0.00		6.74	21.6		6.597	6.08	69.0
9/10/2023	0.00		6.85	21.6			6.60	74.9
9/11/2023	0.00		6.91	21.5			6.65	75.2
9/12/2023	0.00		6.89	21.1			7.11	79.8
9/13/2023	0.00		6.79	21.2			6.79	76.5
9/14/2023	0.00	9.2	6.71	21.6	ND		6.88	78.1
9/15/2023	0.00		6.71	21.9			7.36	84.0
9/16/2023	0.00		6.62	21.5		5.74	6.54	74.1
9/17/2023	0.00		6.59	22.0			6.29	71.5
9/18/2023	0.00	5.4	6.76	22.0	ND		7.40	84.3
9/19/2023	0.00		6.64	22.2			6.74	77.3
9/20/2023	0.00		6.58	22.1			6.80	77.9
9/21/2023	0.00		6.43	21.4			5.68	63.8
9/22/2023	0.00		6.65	21.8			6.72	76.6
9/23/2023	0.00		6.69	21.6		5.74	7.07	80.2
9/24/2023	0.00		6.58	21.3			6.20	69.8
9/25/2023	0.00		6.67	21.8			6.29	71.4
9/26/2023	0.00	9.1	6.66	21.9	ND		7.64	87.2
9/27/2023	0.00		6.68	21.7			7.70	87.6
9/28/2023	0.00		6.64	21.4			7.50	84.7
9/29/2023	0.00		6.60	21.2			7.07	79.6
9/30/2023	0.00		6.65	21.0		5.74	7.17	80.4
	0.00							
Count	31	4	30	30	1	5	30	30
Minimum	0.00	5.4	6.43	21.0	< ND	< ND	5.68	63.8
Average	0.0	11.9	6.72	21.6	< ND	< 5.9114	6.77	76.7
Maximum	0.00	24.0	7.07	22.2	10	< 6.6	7.70	87.6
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, September 2023

September 2023

	Total	Number of S.S.O's			
		HMB	GCS D	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	1	1	0	0	0
Total	1	1	0	0	0
		100%			

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCS D	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	2	2	0	0	0
Total	16	6	0	4	6
		38%	0%	25%	38%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCS D	MWSD	SAM
September 2023	1	1	0	0	0
12 Month Moving Total	16	6	0	4	6

SSOs / Year / 100 Miles

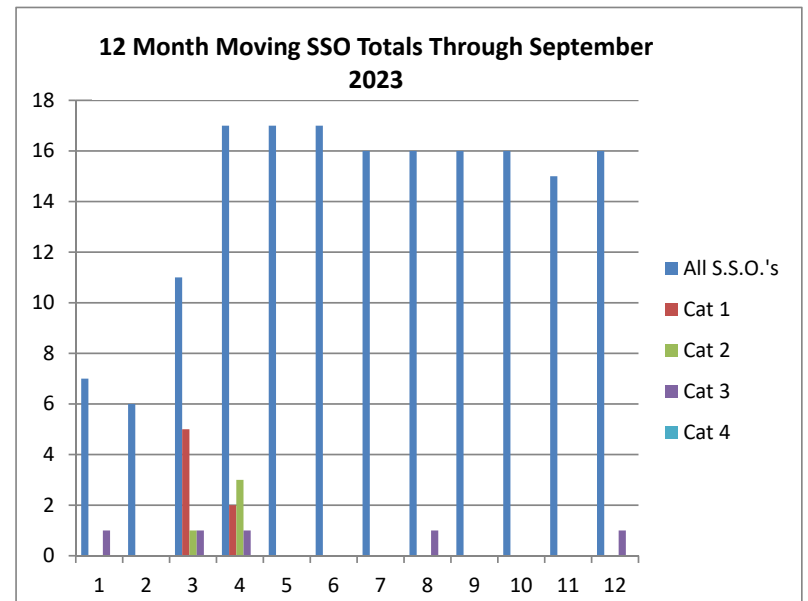
	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCS D	MWSD	SAM
September 2023	1.0	2.7	0.0	0.0	0.0
12 Month Moving Total	15.3	16.2	0.0	14.8	82.2
Category 1	6.7	0.0	0.0	3.7	82.2
Category 2	3.8	10.8	0.0	0.0	0.0
Category 3	4.8	5.4	0.0	11.1	0.0
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCS D	MWSD	Total Feet	Total Miles
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
Sep - 23	13,355	14,640	5,960	33,955	6.4

Annual ft	145,344	126,884	89,278	361,506	
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Annual Mi.	27.5	24.0	16.9		68.5
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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											
Hot Spot Cleaning	5,400	294	3,321	3,974											
Lift Station Inspection - Daily	52	4	4	4											
Lift Station Inspection - Annually	3	-	-	-											
Maint. Work Orders - Completed	-	4	4	4											
Maint. Work Orders - Incomplete	-	-	-	-											
Manhole Inspection	879	57	44	71											
USA Markings	372	76	81	78											
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	0											



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING

October 18, 2023 AT 7:00 p.m.

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

CALL SPECIAL MEETING TO ORDER

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

ROLL CALL

President Nancy Marsh, Director Matthew Clark, Director Barbara Dye, Director Jill Grant participated remotely via teleconference pursuant to Government Code Section 54953(b) from 128 Coronado St., El Granada. Director Jen Randle was absent.

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

GENERAL PUBLIC PARTICIPATION

None.

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

There was no reportable action taken in the closed session.

ADJOURN SPECIAL MEETING

The special meeting was adjourned at 7:37 p.m.



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

October 19, 2023

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:10 p.m.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, Director Barbara Dye. Director Jill Grant participated remotely via teleconference pursuant to Government Code Section 54953(b) from 128 Coronado St., El Granada.

Staff: General Manager Chuck Duffy, Assistant General Manager Hope Atmore and District Counsel Antoinette Ranit.

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 gave a progress report on the Initial Study. He stated that the draft biological report has been received and there are no major impacts. The cultural report should be received shortly and noise study is starting.

- i. 3D Renderings – Tom Conroy from Kikuchi+Kankel Design Group reviewed 3D renderings to be used for grant applications and outreach. Renderings are from three views and are intended to provide more intimate feel of the park. Views also incorporated three options for the SMC Library kiosk. Community member, Fran Pollard, commented that she liked the renderings and also asked about the CRC being used as a shelter. Board preferred library kiosk location near the CRC.
- ii. Townsend Proposal – Alex Gibbs, Grants Manager from Townsend Public Affairs, gave an overview of Townsend. They offer two contract options; a per proposal approach ranging in price from \$5,000-\$15,000 per grant or a retainer based option for \$3500/month that focuses both on grants and on legislative earmarks on the county, state, and federal level.

ACTION: Director Dye made a motion to enter into a contract with Townsend Public Affairs for an all-inclusive rate of \$3500/month with the initial one year contract in the amount of \$42,000 and thereafter month to month. (Dye/Clark). Approved 5-0.

- b. Report on planned Recreation Program Events. Assistant General Manager gave a brief overview of recent programs including movie night, skate ramp updates, and Ramp Jam. Director Dye requested park use as a future agenda item and also commented on Junior Land Stewards program.

2. Review of Recology Rate Increase.

President Marsh noted that this year is an index based increase. General Manager Chuck Duffy commented that the 24% increase in fuel costs is driving much of the increase and the Prop 218 process that was completed in 2017 allows for annual review by GCSO but that the contract is approved through 2027 per Prop 218 rules.

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

ACTION: Director Clark moved to approve the Office Lease Agreement in substantial conformance subject to Legal Counsel approval. (Clark/Randle). Approved 5-0.

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

ACTION: Director Clark moved to approve Independent Contractor Agreement for General Manager Services. (Clark/Grant). Approved 5-0.

5. Engineer's Report.

Director Dye stated that she would like feedback from the District Engineer on SAM projects. General Manager Duffy stated that SAM has the responsibility of hiring competent engineers like SRT, and that while our District Engineer can and should review SAM projects to help explain them to our Board and staff, this review process should not be seen as "approving" any SAM projects or methods. That responsibility lies solely with SAM staff and their consultants.

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

Directors Dye and Clark both expressed concerns about the likelihood of reimbursement from FEMA or SAM's insurance carrier for the damage caused to the plant and the SAM system by the heavy rains at the beginning of this year. They also expressed concern as to how money might be returned to GCSO and the other member agencies should SAM receive reimbursements from insurance and FEMA.

ACTION: Director Dye moved to approve the funding request of \$50,739.80 to be paid to SAM to replenish the emergency reserve funds. (Dye/Randle). Approved 5-0.

7. Report on Sewer Authority Mid-Coastside Meetings.

Directors Clark and Dye reported on the last SAM boarding. Director Clark stated that the ERF Consent Decree still requires the Montara Force Main be completed, but the City of Half Moon Bay will not commit to funding the project because they don't believe they are responsible for it, at least until their lawsuit against Montara MWD and GCSO is resolved. Director Dye reported that the Montara Force Main replacement options reports was completed, and that the SAM board agreed that Option 3 was the best option. It is unclear if SAM will move forward with SRT engineers to continue the force main design process until the previously allocated funds were exhausted.

President Marsh spoke to the SAM reserve funds levels and questioned why they are not held in interest earning accounts. The General Manager commented that the large majority of funds could and should be held in interest bearing accounts, which would bring in \$50,000+ in interest earned each year. SAM employee Aaron Gilbert stated that SAM was awarded an excellency award for how well it maintains its finances. Director Clark reported on the Board Operations Committee meeting and said that SAM is taking the following steps to safeguard the plant: constructing berms along the creek next to the plant, along with a concrete sack wall along the Kehoe ditch to protect from flooding; installing four large temporary holding tanks at the plant to hold excess storm water from Half Moon Bay; and training staff and running emergency drills for storm related emergencies.

CONSENT AGENDA

- 8. September 21, 2023 Special and Regular Meeting Minutes.**
- 9. October 2023 Warrants.**
- 10. August 2023 Financial Statements.**

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:18 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: November 16, 2023.

**Granada Community Services District
October 2023 Warrants
For the November 16, 2023 Board of Director's Meeting**

Date	Num	Name	Memo	Account	Amount
10/19/23	9763	Beach Break Entertainment	Movie night contract 2 of 2	6310 Park Related Misc Expenses	1,502.00
10/19/23	9764	EDD	Employer Payroll Taxes	6063 Employer Payroll Taxes & Fees	346.12
10/19/23	9765	Riordan Consulting	Aug 2023 IT Svcs	6190 Computers	1,135.00
10/19/23	9766	SMC Environmental Health	Hazardous Waste Permit-Naples Bch PS	6220 Miscellaneous	482.00
10/19/23	9767	Sandie Arnott SMC Tax Collector	SM County Secured Tax Bill 2023-24	6220 Miscellaneous	41.58
10/20/23	9768	KBA Document Solutions, LLC	09/13/23-10/12/23 overage period	6020 Copier lease	44.12
10/20/23	9769	PG&E	Pump Stn Inv dtd 10/17/23	6170 Utilities	290.40
10/20/23	9770	Tri Counties Bank	Sep 2023 Card Charges	6140 Office Supplies	1,547.44
10/24/23	9771	Riordan Consulting	Remaining Balance from Inv 11585	6190 Computers	270.00
10/31/23	9772	Sewer Authority Mid-Coastside	Emergency Reserve shortfall	5011 SAM - Administration	50,739.80
11/16/23	9773	Alhambra & Sierra Springs	Invoice dtd 10/26/23	6140 Office Supplies	36.97
11/16/23	9774	Barbara Dye	10/18/23 & 10/19/23 GCSD	6040 Directors' Compensation	290.00
11/16/23	9775	BKF Engineers	Park Engineering Svcs-Sep 2023	5130 Parks & Rec Professional Svcs	319.00
11/16/23	9776	CASA	2024 CASA Membership Renewal	6100 Memberships	980.00
11/16/23	9777	CliftonLarsonAllen LLP	Oct 2023 Accounting Svcs	6152 Accounting	3,444.00
11/16/23	9778	Comcast	11/13/23-12/12/23 Svcs	6170 Utilities	320.71
11/16/23	9779	CSDA	Renewal Inv dtd 10/01/23	6100 Memberships	6,500.00
11/16/23	9780	Horizon Water & Environment	Inv dtd 10/25/23	5130 Parks & Rec Professional Svcs	3,902.50
11/16/23	9781	Hue & Cry	Dec 2023 Pump Stn Alarm	6170 Utilities	35.59
11/16/23	9782	Jen Randle	10/19/23 GCSD	6040 Directors' Compensation	145.00
11/16/23	9783	Jill Grant	10/18/23 & 10/19/23 GCSD	6040 Directors' Compensation	290.00
11/16/23	9784	Kikuchi & Kankel Design Group	Prof Svcs through 10/31/23	5130 Parks & Rec Professional Svcs	9,264.00
11/16/23	9785	Matthew Clark	10/18/23 & 10/19/23 GCSD	6040 Directors' Compensation	290.00
11/16/23	9786	Nancy Marsh	10/18/23 & 10/19/23 GCSD	6040 Directors' Compensation	290.00
11/16/23	9787	Pacifica Community TV	10/19/23 GCSD	6180 Video Taping	400.00
11/16/23	9788	Peninsula Municipal Engineering	Inv dtd 10/20/23	5130 Parks & Rec Professional Svcs	6,840.00
11/16/23	9789	PG&E	Office Inv dtd 10/24/23	6170 Utilities	13.13
11/16/23	9790	Pitney Bowes	Invoice dtd 10/30/23	6140 Office Supplies	88.17
11/16/23	9791	Rodolfo Romero	Nov Cleaning	6130 Office Maintenance & Repairs	180.00
11/16/23	9792	San Mateo County Harbor District	Office Lease-Dec 2023	6120 Office Lease	5,050.00
11/16/23	9793	SDRMA	SDRMA Medical Benefit Premiums - Dec 2023	6062 Medical	8,537.25
11/16/23	9794	Sewer Authority Mid-Coastside	Nov 2023 Asmts	5010 SAM - General	139,950.79
11/16/23	9795	State Comp Insurance Fund	Policy 9164816 08/19/22-08/19/23	6080 Insurance	171.64
11/16/23	9796	Steven Melo	Weed Abatement	6135 Other Property Maint.	800.00
11/16/23	9797	US Bank Equipment Finance	Oct 2023 Svcs	6020 Copier lease	359.83
11/16/23	9798	Wittwer & Parkin	Oct 2023 Svcs	6090 Legal Services	9,019.47
TOTAL \$					253,916.51

**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION (UNAUDITED)
AS OF SEPTEMBER 30, 2023**

ASSETS

Current Assets

Cash & Cash Equivalents

1020 · Petty Cash	\$	192
1030 · Cash - LAIF		2,970,909
1040 · Tri Counties Bank - Gen Op		81,972
1050 · Tri Counties Bank - Deposit		17,345
Total Cash & Cash Equivalents		3,070,418

Other Current Assets

1100 · Accounts Receivable		3,082
1200 · Interest Receivable		28,918
12000 · Undeposited Funds		6,139
1550 · Prepaid Expenses		5,714
Total Other Current Assets		43,853
Total Current Assets		3,114,271

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		(7,894,202)
Capital Assets, Net of Accumulated Depreciation		7,806,186

Other Assets

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

TOTAL ASSETS **15,628,891**

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 SEPTEMBER 30, 2023
(CONTINUED)**

LIABILITIES

Current Liabilities

2000 · Accounts Payable	123,376
2001 · Accrued Vacation	3,516
2020 · Class 3 Deposits	20,055
2100 · Payroll Liabilities	12,787
2225 · Recology-Del Garbage	10,172
2300 · Due to AD	6,252
Total Current Liabilities	176,158

Long-Term Liabilities

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

TOTAL LIABILITIES

262,765

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	7,806,186
Unrestricted	7,561,979
	7,561,979

TOTAL NET POSITION

\$ 15,368,165

PRELIMINARY DRAFT

**GRANADA COMMUNITY SERVICES DISTRICT
REVENUES & EXPENSES (UNAUDITED)
JULY 1, 2023 THROUGH SEPTEMBER 30, 2023**

	Jul 1, 2023 - Sep 30, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 1,497	\$ 230,001	\$ (228,504)	\$ 920,000
4020 · Sewer Service Charges-SMC	-	609,999	(609,999)	2,440,000
4021 · Sewer Svc Charges Pro-rated	6,016	-	6,016	-
4030 · AD OH Reimbursement	6,000	9,000	(3,000)	36,000
4040 · Recology Franchise Fee	9,779	11,250	(1,471)	45,000
Total Operating Revenue	23,292	860,250	(836,958)	3,441,000
Non Operating Revenue				
4120 · Interest on Reserves	28,918	27,750	1,168	111,000
4125 · Unrealized Gain (Loss) in LAIF	11,675	-	11,675	-
4130 · Connection Fees	15,275	9,501	5,774	38,000
4160 · SAM Refund from Prior Yr	-	249	(249)	1,000
4170 · ERAF Refund	252,022	99,999	152,023	400,000
4180 · Misc Income	362	1,500	(1,138)	6,000
4185 · Lease Revenue	15,000	15,000	-	60,000
Total Non Operating Revenue	323,252	153,999	169,253	616,000
TOTAL REVENUES	346,544	1,014,249	(667,705)	4,057,000
Expenses				
Operations				
5010 · SAM - General	317,901	267,162	(50,739)	1,068,645
5014 · SAM - Pass Through Costs	4,870	-	(4,870)	-
5020 · SAM - Collections	55,502	54,318	(1,184)	217,276
5040 · Depreciation Expense	68,750	-	(68,750)	-
5060 · Lateral Repairs	489	6,000	5,511	24,000
5065 · CCTV	-	3,750	3,750	15,000
5110 · RCD - Parks	-	2,499	2,499	10,000
5120 · Half Moon Bay Reimb - Parks	-	7,749	7,749	31,000
5130 · Parks & Rec Professional Services	63,762	37,500	(26,262)	150,000
Total Operations	511,274	378,978	(132,296)	1,515,921

(Continued on next page)

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

**GRANADA COMMUNITY SERVICES DISTRICT
REVENUES & EXPENSES (UNAUDITED)
JULY 1, 2023 THROUGH SEPTEMBER 30, 2023
(CONTINUED)**

	Jul 1, 2023 - Sep 30, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	9,655	5,751	(3,904)	23,000
6020 · Copier lease	1,349	1,251	(98)	5,000
6040 · Directors' Compensation	2,320	2,499	179	10,000
6050 · Education & Travel Reimb	1,333	501	(832)	2,000
6060 · Employee Compensation	127,134	87,501	(39,633)	350,000
6070 · Engineering Services	15,496	7,500	(7,996)	30,000
6080 · Insurance	(33)	12,999	13,032	52,000
6090 · Legal Services	11,213	9,999	(1,214)	40,000
6095 · Legal Services for Case Related Legal	-	8,751	8,751	35,000
6100 · Memberships	-	2,475	2,475	9,900
6120 · Office Lease	13,800	15,999	2,199	64,000
6130 · Office Maintenance & Repairs	360	2,124	1,764	8,500
6135 · Other Property Maint.	950	-	(950)	-
6140 · Office Supplies	3,668	-	(3,668)	-
6150 · Professional Services	28,773	35,751	6,978	143,000
6160 · Publications & Notices	-	2,499	2,499	10,000
6170 · Utilities	3,525	3,999	474	16,000
6180 · Video Taping	1,600	1,251	(349)	5,000
6190 · Computers	5,596	2,001	(3,595)	8,000
6220 · Miscellaneous	217	2,250	2,033	9,000
6230 · Bank Service Charges	75	-	(75)	-
6310 · Park Related Misc Expenses	1,802	2,499	697	10,000
Total Administration	228,833	207,600	(21,233)	830,400
Capital Projects				
7013 · 6-yr CIP Phase 2	3,562	16,251	12,689	65,000
7015 · Mainline System Repairs	-	2,499	2,499	10,000
7100 · SAM - Infrastructure	81,915	166,689	84,774	666,750
Total Capital Projects	85,841	185,439	99,598	741,750
TOTAL EXPENSES	825,948	772,017	(53,931)	3,088,071
CHANGE IN NET POSITION	\$ (479,404)	\$ 242,232	\$ (721,636)	\$ 968,929
BEGINNING NET POSITION	15,847,569	15,847,569	-	15,847,569
ENDING NET POSITION	\$ 15,368,165	\$ 16,089,801	\$ (721,636)	\$ 16,816,498

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

DISTRIBUTION REQUEST NO.: #4-23/24
ADMINISTRATION COSTS FUND
(Account Number: 259424000)

DISTRIBUTION TOTAL: \$5,355.00

\$6,100,000.00
GRANADA SANITARY DISTRICT
LIMITED OBLIGATION REFUNDING IMPROVEMENT BONDS 2003
Reassessment & Refunding Project

DISTRIBUTION REQUEST
For Payment of Administration Costs

The undersigned Treasurer of the Granada Sanitary District (the "District") hereby requests of the Fiscal Agent for the District the payment of Administration Costs for the items and in the manner and amount stated in the attached Schedule A, and in connection herewith hereby certifies that the payment requested is for the Administrative Costs, and that funds are available in the Administration Costs Fund (Account #259424000) to make such payment, and further states that all requirements for the payment of the amount to be disbursed pursuant hereto have been met.

Dated:
November 16, 2023

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #4-23/24

DATE: November 16, 2023
DISTRIBUTE FROM ACCOUNT #: 259424000
ACCOUNT NAME: Administration Costs Fund
DISTRIBUTION AMOUNT: \$ 5,355.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
CLA	P.O. Box 31001-2443, Pasadena, CA 91110-2443	Accounting FY 2022	5,355.00
TOTAL:			\$ 5,355.00

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: Oct 13, 2023 to November 9, 2023
 To: Board of Directors
 From: Hope Atmore, Assistant General Manager
 Date: November 16, 2023

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

APPLICATIONS RECEIVED

There were no 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

Shaded items were previously reported.

PERMITS ISSUED

There was one permit 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 new 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

REPAIRS - There were no lateral repairs this period.

SPECIAL NOTES:

